



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

7:00 P.M. Monday, January 18, 2016
City Council Chambers
City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Action Requested</u>
7:00 PM	I. <u>Call to Order</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Motion
7:03 PM	IV. <u>Public Comment</u> (5 minute time limit per speaker)	
7:05 PM	V. <u>City Manager Report</u>	
7:10 PM	VI. <u>Presentations</u> A. Proclamation Honoring Mary Scheurer	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:15 PM	A. First Reading of Ordinance 175JJ to Amend Section 42-245 of the Portland City Code of Ordinances	
7:17 PM	B. Proposed Resolution 16-02 Approving Rate Changes for the Portland Ambulance Department	Motion
7:20 PM	C. Proposed Resolution 16-03 Approving and Adopting the Revised City Employee Handbook and Conditions of Employment	Motion
7:25 PM	D. Proposed Resolution 16-04 Approving Fleis & VandenBrink's Proposal to Provide Construction Engineering Services for the Kent Street Improvement Project	Motion
7:28 PM	E. Proposed Resolution 16-05 Approving a Capacity Purchase Through The Michigan Public Power Agency Contingent upon the Approval Of the Board of Light and Power	Motion
7:30 PM	X. <u>Consent Agenda</u>–	Motion
	A. Minutes & Synopsis from the Regular City Council held on January 4, 2016	
	B. Payment of Invoices in the Amount of \$79,031.82 and Payroll in the Amount of \$96,745.67 for a Total of \$175,777.49	
	C. Purchase Orders over \$5,000	
	1. Michigan Public Power Agency in the amount of \$15,394.37 for 2016 Annual Dues	

**Estimated
Time**

**Action
Requested**

- 2. Michigan Municipal Electric Association in the amount of \$6,887.00 for 2016 Membership Dues & Assessment

XI. Communications

- A. Planning Commission Minutes from October 14, 2015
- B. Police Department Report for December 2015
- C. Wastewater Treatment Plant Report for December 2015
- D. Water Department Report for December 2015
- E. Revenue-Expense Report for January 2016
- F. Portland Area Fire Authority Annual Financial Report for Year End June 30, 2015
- G. Ionia County Board of Commissioners Agenda for January 12, 2016
- H. Ionia County Board of Commissioners Agenda for January 19, 2016

7:32 PM

XII. Other Business - None

7:35 PM

XIII. City Manager Comments

7:40 PM

XIV. Council Comments

7:45 PM

XV. Adjournment

Motion

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

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

ORDINANCE NO. 175JJ

**AN ORDINANCE TO AMEND SECTION 42-245
OF THE PORTLAND CITY CODE OF ORDINANCES**

THE CITY OF PORTLAND ORDAINS:

SECTION 1. Section 42-245 of the City Code of Ordinances pertaining to the table of uses in the Industrial District is amended to include the following as a permitted use:

Health and exercise clubs.

SECTION 2. PUBLICATION AND EFFECTIVE DATE. This Ordinance must be published and recorded as provided in the City Charter and takes effect on the date of publication, but not less than ten (10) days after its adoption by the City Council.

Ayes:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED.

Dated:

James E. Barnes, Mayor

Monique I. Miller, City Clerk

Introduced: January 18, 2016

Adopted:

Published:

Effective:

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 16-02

**A RESOLUTION APPROVING RATE CHANGES FOR THE PORTLAND
AMBULANCE DEPARTMENT**

WHEREAS, the City's Ambulance Department provides services to the residents of Portland, as well as the surrounding area and charges various rates for its service; and

WHEREAS, the Ambulance Director has reevaluated the general "No Transport Fee" of \$170.00 and is proposing rate changes to better address various circumstances, as outlined in his memorandum attached as exhibit A; and

WHEREAS, the Ambulance Director proposes implementing a "Lift Assist" No Transport Fee of \$75.00; a Basic Life Support (BLS) No Transport Fee of \$140.00 and an Advanced Life Support (ALS) No Transport Fee of \$225.00; and

WHEREAS, the City Manager and Ambulance Director recommend that the City Council approve the rate changes stated above and outlined in the memorandum attached as exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Ambulance Department rate changes stated above and outlined in the memorandum attached as exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: January 18, 2016

Monique I. Miller, City Clerk



Portland Ambulance

773 E. Grand River Ave. Portland, MI 48875

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

December 16, 2015

TO: Tutt Gorman, City Manager

RE: Ambulance Rates changes/additions for 2016

Tutt,

We had spoken previously in the middle 2014 regarding some changes I'd like to implement for billing. For the time being I'd like leave most of them unchanged, however, there are a couple I'd like to change/add. These are all various no transport fees. Typically when we go assist the elderly on a fall, they are always concerned about the fee. Currently our "No Transport" fee is \$170.00. This is general and for all non-transport. I would like to institute a "Lift Assist" charge of \$75.00. The \$170.00 is high I feel when typically on a lift assist we are there a very brief time and don't generally expend any supplies.

To go along with this I would like to institute an Advanced Life Support (ALS) No Transport fee and a Basic Life Support (BLS) No Transport fee. Typically a BLS would be a minor fall or vehicle accident where we may use minimal supplies or even just an assessment. An ALS could consist of using an IV and a drug box to wake up a diabetic whose sugar has dropped or a chest pain patient that may be a pneumonia. We would use additional supplies typically on these types of calls. For a BLS fee I'd like to go with \$140.00 and an ALS fee of \$225.00.

This does not need to go to Council immediately. If they approve at their 1st 2016 meeting that will be adequate. It does not take MHR long to enter these into their system, typically runs are billed a week or so following the call anyway. Should you have any further questions please feel free.

Thanks,

Phil Gensterblum, Ambulance Director

Portland Ambulance



PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 16-03

**A RESOLUTION APPROVING AND ADOPTING THE REVISED CITY
EMPLOYEE HANDBOOK AND CONDITIONS OF EMPLOYMENT**

WHEREAS, the City adopted its current employee handbook on July 1, 2001 and it has not been formally updated or revised since that time; and

WHEREAS, City staff and legal counsel conducted a review of the employee handbook to ensure state and federal compliance and to be consistent with current best practices and recommend various updates and revisions, a copy of the proposed Employee Handbook is attached as Exhibit A.

WHEREAS, City staff and legal counsel recommend that City Council approve the proposed Employee Handbook that will supersede and replace the current employee handbook adopted in 2001.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves and adopts the revised Employee Handbook, a copy is attached as Exhibit A.
2. The revised Employee Handbook will supersede and replace the current handbook adopted in 2001.
3. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: January 18, 2016

Monique I. Miller, City Clerk



CITY OF PORTLAND EMPLOYEE HANDBOOK

Effective:

Exhibit
A

City of Portland Employee Handbook (Full-time Employees)

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STATEMENT OF PURPOSE

The City of Portland acknowledges its responsibility to provide sound, effective public services to the residents of Portland in the most efficient and reliable manner possible. The City's ability to accomplish this goal is affected by the quality and capabilities of its employees who are charged with carrying out this mission. The City understands that in order to attract and retain top quality employees, it must maintain a competitive posture with regard to compensation and fringe benefits and such benefits must be administered in a fair and equitable manner. The purpose of this Employee Handbook is to inform employees of the benefits and responsibilities associated with employment with the City of Portland.

This Employee Handbook supersedes all previously published policies and is a good faith effort to set forth benefits and policies that impact City employees. The Employee Handbook, and its provisions, are generalized guidelines and summaries of the City's policies and expectations and do not constitute every policy or expectation. It is not a contract and may be amended, modified, or revised from time to time. We will continue to review and update this Employee Handbook as needed and may modify or change any of these programs, policies, or procedures without notice, except when the proposed changes are the subject of Collective Bargaining Agreements (CBA) and current or past practices that are subject to negotiation.

Questions regarding the Employee Handbook, and the contents herein, should be directed to Human Resources.

RELATION TO COLLECTIVE BARGAINING AGREEMENTS

If there is a conflict between the Employee Handbook and a specific provision of a Collective Bargaining Agreement ("CBA"), the CBA is controlling for employees covered by that CBA. Union employees should consult their CBA in conjunction with the Employee Handbook.

EMPLOYMENT STATUS

Employees covered by a CBA should consult their CBA for controlling terms and conditions.

At-Will Employment

All non-union employees are "At-Will" employees, which means that either the City or the employee may terminate the employment relationship at any time, for no reason or any lawful reason, with or without cause, and with or without notice. However, it is customary to provide at least two (2) weeks notice when leaving the City or when being terminated although the City is not obligated to provide an employee with two (2) weeks notice prior to termination. An exit interview may, at the discretion of the City, be conducted for all employees leaving the employment of the City.

Exceptions to the at-will relationship may only be made by a signed agreement between the employee and City Manager. No other supervisor, Department Head, or employee has the authority to alter an employee's at-will relationship status.

Newly hired employees shall be probationary in status for a period of one (1) year. If the employee performs satisfactorily as indicated on his/her annual performance evaluation at the end of the one (1) year period, his/her employment status will be changed to non-probationary full-time. An unsatisfactory evaluation may result in termination or the probationary status being extended. Completion of the probation period does not constitute a change of the at-will employment relationship.

Employees are responsible for notifying the City, in writing, of changes in their personal status such as changes to one's address, contact information, or dependent or marital status (for tax and/or benefit purposes). The City shall not be held responsible for problems arising because employees fail to update the City on changes to his or her address, marital status, dependent status, etc.

EMPLOYEE CONDUCT

Employees are required to conduct themselves in a civil and respectable manner at all times while employed with the City of Portland. Conduct that is unbecoming or which reflects an unfavorable light upon the City shall not be permitted and is subject to disciplinary action up to and including discharge. The City Council has adopted a set of Work Rules which all employees must follow. The list of these rules is displayed in each department on bulletin boards. Each department is authorized to add its own department rules, but the rules first must be approved in writing by the City Manager.

When it is necessary to apply corrective action to modify or correct employee misconduct, the City will generally apply the principles of progressive discipline. In accordance with these principles, severe disciplinary action and /or discharge will normally occur only after previous corrective actions have failed, although some infractions, or combinations of infractions, may be so serious as to require immediate discharge or other severe disciplinary action.

Generally, progressive discipline involves a verbal warning, written warning, suspension without pay, and termination; however, the appropriate actions are determined by considering such factors as the nature and severity of an offense and the past work record of an employee. All disciplinary actions become a part of an employee's personnel record with a copy of the record going to the employee. No employee may be discharged for misconduct without the approval of the City Manager.

Any employee who feels they have been treated unfairly with respect to the conditions of employment may appeal through the Complaint Procedure. The Complaint Procedure requires that the Chain of Command be followed when registering a complaint.

EQUAL OPPORTUNITY EMPLOYMENT

To provide equal opportunity and advancement opportunities to all individuals, employment decisions at the City of Portland will be based upon merit, qualifications, and abilities. The City of Portland does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, disability, genetic information, age, pregnancy, weight, height, marital status, familial status, veteran or military status, or any other characteristic or activity protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor, their Department Head, or the City Manager. Employees can raise concerns, make reports of discrimination, or participate in an investigation into a discrimination complaint without the fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge.

PERSONNEL FILES – EMPLOYEE ACCESS (Bullard-Plawecki Right to Know Act)

An employee, upon written request to the City Manager, may periodically review at reasonable intervals, generally not more than two (2) times per year, his or her personnel record. The review will take place in City Hall during normal office hours unless the employee demonstrates that he or she is unable to review his or her personnel file during this time, and upon written request by the employee, upon which the City will mail a copy of the personnel file to the employee.

An employee may obtain a copy of information contained in his or her personnel file. If there is a disagreement with information contained in the personnel file, an employee may submit a written statement up to 5 pages in length explaining his or her position which will then be made part of the personnel file, with a copy provided to the employee's supervisor and the City Manager.

Employees will be responsible for all costs (i.e. photocopying and labor) associated with the copying of their personnel files. The City office can supply an employee with an estimate of the cost for such service, upon request. Employees may be required to pay in advance should they wish to obtain a copy of their file.

EMPLOYEE HARASSMENT

The City of Portland is committed to maintain a quality working environment for all employees so that they may work free from intimidation, humiliation, and insult or subjected to offensive, physical or verbal abuse or actions on the basis of race, color, religion, sex, national origin, disability, genetic information, age, pregnancy, weight, height, marital status, familial status, veteran or military status, or any other characteristic or activity protected by law. Therefore, the City expects that all relationships among employees will be business-like and free of bias, prejudice and harassment. The City fully supports and complies with the laws, which are enacted to protect

and safeguard the rights and opportunities of all people to seek, obtain and hold employment without harassment or discrimination in any form. THIS IS A ZERO TOLERANCE POLICY.

The City encourages reporting of all perceived incidents of discrimination or harassment. It is the City's policy to investigate such reports. In addition, the City prohibits retaliation against any individual who reports discrimination or harassment or participates in the investigation of such reports. Any employee who is found to have taken actions determined to be retaliatory in nature against a complainant, will be subjected to discipline up to and including discharge. Any employee, who believes that they were retaliated against for exercising his or her rights under this policy, should immediately file a complaint with his or her immediate supervisor, Department Head, or the City Manager.

The City of Portland is against any form of sexual harassment and is firmly committed to its prevention and elimination. No employee of the City will be expected to submit to, put up with, or otherwise be exposed to sexual harassment or conduct that is so frequent and severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision. The policy also prohibits harassment by and of non-employees including citizens, vendors, etc. All employees are responsible to help eliminate all forms of harassment and unwanted conduct. Abusing the dignity of anyone through sexist slurs, jokes, sexist paraphernalia, or other derogatory or objectionable conduct on the basis of sex may subject the abuser to disciplinary action, up to and including discharge.

Sexual harassment is a form of sex discrimination which is illegal and will not be tolerated. The law states, in relevant part:

Discrimination because of sex includes, sexual harassment which means unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct or any other communication of a sexual nature including e-mail and internet usage when:

- Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment;
- Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment.
- Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, and/or creating an intimidating, hostile, or offensive employment.

Due to the fact that the computer and internet system is owned by the City of Portland, it can be monitored by the City at any time for content that may be in violation of this policy. Employees have no right or expectation of privacy when using City resources.

If you believe you have been the victim of harassment or sexual harassment, or know someone who you believe has been the victim of harassment or sexual harassment, you have an obligation to report what you know to your immediate supervisor, Department Head, or City Manager. The matter will be promptly and thoroughly investigated without fear of reprisal or

intimidation of any complaint. Do not be afraid to speak up. Without your help, the City of Portland may have no other way of discovering and addressing your particular complaint.

WORKPLACE VIOLENCE POLICY

The City of Portland recognizes the need to provide for the safety and security of all employees, contractors, customers and visitors. In doing so, the City is complying with Section 5(a), the Federal Occupational Safety and Health Act of 1970 (OSHA). Therefore, the City will not tolerate threats, threatening behavior, or acts of violence (or any other intimidating or disruptive behavior) against employees, visitors, guests, or other individuals by anyone on the City's property, within City vehicles, or within the scope of an employee performing his or her job. This includes physical attacks (striking, beating, and stabbing, shooting, sexual assault), verbal or physical threats or gestures, destruction or property, sexual harassment, intimidation, stalking, abusive language, intentional vandalism of City property, or written threats of violence, intimidation, or stalking through the use of a computer including the internet.

The City supports the prevention of workplace violence. Prevention efforts include, but are not limited to informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy and providing a reporting procedure to report incidents or violence without fear of reprisal.

It is a violation of this policy to engage in any act of workplace violence, except for law enforcement personnel as authorized by the law and within the confines of the Law Enforcement agency policies.

No employee except law enforcement personnel are permitted to bring weapons or firearms into the workplace, or onto the City's property, or within City vehicles; while on duty.

Any person who, in the opinion of the immediate supervisor, poses a threat to himself or others shall be removed from the premises and shall remain off the City's premises pending the outcome of a prompt and thorough investigation. Violent employees are subject to disciplinary action, arrest and/or criminal prosecution.

In the workplace, an employee witnessing violence directed against another or him/her shall contact their immediate supervisor, Department Head, or City Manager, or dial 9-1-1, depending on the situation. The employee should also observe the situation and attempt to get information such as the name and description of the perpetrator, but **only** if it can be done without endangering the employee or others.

Any employee having knowledge of workplace violence involving any other employee (as victim or perpetrator) must report such an act to their immediate supervisor, Department Head, or City Manager immediately. Disciplinary action may result if the employee having knowledge of a suspected violent act fails to report the episode.

DRUG-FREE WORKPLACE POLICY

The City of Portland is dedicated to the well-being and safety of our employees and the community we serve. It is equally obligated to its administration, citizens, customers, local businesses and the public to operate its business safely and prudently.

The City of Portland acknowledges and certifies that we abide by the Federal Drug Free Workplace Act of 1988.

The City complies with the regulations of the Federal Highway Administration and Department of Transportation (DOT) Qualification of Drivers and Procedures for Transportation Workers Drug Testing Programs (49 CFR, Parts 40 and 382). The City also complies with the Michigan's Motor Carrier Safety Act No. 339 of 1990 (M.C.L. 480.11, *et. seq.*) to the extent required by law.

The City of Portland has a strong commitment to its employees to provide an alcohol and drug-free working environment. Consistent with the commitment, the City of Portland has developed this policy regarding the use of alcohol and drugs by our employees.

The purpose of this policy is to:

- Establish and maintain a healthy and safe working environment for all our employees;
- Assure the reputation of the City of Portland and its employees as good responsible citizens;
- Reduce accidental injury to persons and property;
- Reduce absenteeism, tardiness, and indifferent or declining job performance;
- Deter the use of illegally used controlled substances and alcohol abuses;
- Detect the use and abuse of both alcohol and controlled substances by those employees who may persist in the use of these substances; and
- Provide assistance in rehabilitation for any employee by the City of Portland's Employee Assistance Program.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, being under the influence, distribution or purchase of controlled substances or unlawful drugs, alcohol, or other intoxicants, including medical marijuana as well as the misuse of prescription drugs on City property, in City vehicles, at any time or any place during working hours, or while performing work within the scope of an employee's job. While we cannot control your behavior off the property on your own time, we encourage you to behave responsibly and appropriately at all times. All employees are required to report to their jobs ready to work and free from all prohibited substances.

Employees reporting to or performing work under the influence of any prescription or other lawful drug which may affect the safety of other employees, guests, visitors, the employee's job performance, or the safe, efficient operation of the City must notify Human Resources. An employee may continue to work, even though under the influence of a legal drug, if a determination is made, which may include consultation with an appropriate medical professional, that the employee does not pose a threat to his or her own safety or the safety of others and that the employee's job performance and the safe, efficient operation of the City is not affected by the

prescription or other lawful drug. Otherwise, the employee may be required to take a leave of absence or comply with other appropriate action determined by the City.

It is the City of Portland's intention to comply fully with all Federal and State regulations. In the event regulations are amended, this Policy and the applicable terms, conditions, and/or requirements are deemed to have been amended to comply with the law. Violations of this policy may result in discipline, up to and including termination.

OPEN DOOR POLICY AND COMPLAINT PROCEDURE

The City maintains an "open door" policy, where employees are free to discuss any matter with their immediate supervisor, Department Head, or the City Manager. We urge you to talk frankly with your immediate supervisor at any time about your job and working conditions and to bring up any specific suggestions, changes, or complaints.

In order to be responsive to employee needs and concerns, we have developed the following procedure to resolve all employee problems or complaints except those noted in the Equal Opportunity Employment, Employee Harassment, and Workplace Violence policies.

Procedure

1. Should you have a serious problem or question concerning your work, employment, discipline or discharge; submit your complaint in writing to your immediate supervisor within five (5) working days.

Your immediate supervisor will respond to your written complaint within five (5) working days or as soon as possible given the factual circumstances. If you do not receive a response or are not satisfied with the response, you have a right to proceed to the next step in the procedure.

2. Present your written complaint, together with the response of your immediate supervisor, to the Department Head within two (2) working days of your receipt of your immediate supervisor's response. The Department Head will respond to your complaint within five (5) working days or as soon as possible given the factual circumstances. If you are not satisfied or do not receive a response from your Department Head, you have the right to proceed to the next step in the procedure.
3. Present your written complaint, together with the response of your immediate supervisor and Department Head, to the City Manager within two (2) working days of your receipt of your Department Head's response. The City Manager will respond to your complaint within five (5) working days or as soon as possible, given the factual circumstances. The decision of the City Manager is final.

Note: It is your responsibility to pursue each step within the specified time limit. Failure to do so will bar future consideration of your issue unless extenuating circumstances exist as approved by the City Manager. The time limits have been established to expedite the handling of the problem while all of the facts are fresh in

the minds of the all involved, rather than to arbitrarily limit the time. You will not be reprimanded or made to suffer harassment or retaliation in any way as a result of utilizing this procedure.

In keeping with the spirit of this procedure, all employees are expected to obey all directives given to them by management with the understanding that they may later pursue the complaint procedure above. Failure to follow a supervisor's directive may be considered insubordination and subject an employee to discipline, up to and including discharge.

NORMAL WORKWEEK/WORKDAY – NONEXEMPT EMPLOYEES

The normal workday for full-time employees will consist of eight (8) hours. The normal workweek will consist of forty (40) hours in a workweek. This section will not be construed as a guarantee of any number of hours per day or days per workweek. Full-time Employees that are approved to work more than eight (8) in a day or forty (40) in a workweek will be paid overtime in accordance with the Fair Labor Standards Act at one and a half time (1 ½) the employee's regular rate. Employees are responsible for accurately and timely recording all time worked.

Ambulance personnel normally work a 24-hour-on and 48-hour-off schedule.

NORMAL WORKWEEK/WORKDAY EXEMPT EMPLOYEES

Some executive, management, administrative, and professional positions are exempt from the overtime provisions of the Fair Labor Standards Act. Exempt employees will be notified of their exempt status. Exempt employees normally will receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked, subject to the deductions authorized by the Fair Labor Standards Act. However, exempt employees need not be paid for any workweek in which they perform no work at all for the City. Further, any payment issued to an exempt employee as an award for services performed must be approved by the City Manager and does not alter the employee's exempt status.

It is expected that exempt employees maintain a consistent presence at the City. The consistent physical presence of our exempt employees is critical to effective teamwork, customer relations, the supervision of employees, and the overall success of the City. Exempt employees are generally expected to work a minimum of 40 hours in a workweek and may be required to work more than 40 hours in a workweek to meet the demands of the position or to attend after hours meetings and events. Exempt employees are expected to work during the City's regular business hours.

The City recognizes that exempt employees will, from time to time, need time away from work. In the event that an exempt employee is absent for a whole day, the exempt employee will be required to use his or her sick leave bank, if the absence is caused by illness as set forth in the Sick Leave policy. If the absence has caused the need for a personal day, as set forth in the Personal Leave policy, the exempt employee will be required use his or her personal leave bank. If the absence is caused by a vacation, as set forth in the Vacation policy, the exempt employee will be required to use his or her vacation leave bank.

WAGES/STEP INCREASE POLICY

Compensation is reviewed annually by the City Council as part of the budget process.

Each full-time position with the City consists of a job description, a pay grade, and several pay steps.

Step increases may be granted upon the recommendation of the Department Head. Employees who become eligible for step increases upon completion of the required length of employment shall be considered for step increases. It is within the discretion of the Department Head to recommend the denial or postponement of such increase.

Employees who are appointed at the minimum step of the salary range shall be granted step increases, at the discretion of the Department Head, in accordance with the schedule for the classification to which they are assigned in the following manner:

- Step A – is the entrance pay step. Employees will remain in this step for the first twelve (12) months of employment.
- Step B – employees are eligible for a step increase equal to 5% in pay to this step upon completion of twelve (12) months of continuous, full-time employment and removal from introductory period;
- Step C – employees are eligible for a step increase equal to 5% in pay to this step upon completion of twenty -four (24) months of continuous, full-time employment.
- Step D – employees are eligible for a step increase equal to 5% in pay to this step upon completion of thirty-six months of continuous, full-time employment.
- Step E – employees are eligible for a step increase equal to 5% in pay to this step upon completion of forty-eight (48) months of continuous, full-time employment.
- Step F- employees are eligible for a step increase equal to 5% in pay to this step upon completion of sixty (60) months of continuous, full-time employment.

The City Manager may, upon his or her own initiative or upon request of the Department Head, where the performance of the employee and situation warrants, and after appropriate review and justification, grant more than one scheduled step-increase. This is intended to apply in cases of unusual circumstances.

The City Manager shall have the authority to place new hires into any step he/she believes is appropriate.

EDUCATION AND TRAINING

The City recognizes that to continue to provide the best possible service to the people of our community, we must continually reinvest in our employees. Education and training, is an ongoing process and lasts throughout the employee's career. The City Council has adopted a policy (#88-3) for reimbursing employees who participate in training and educational programs. Copies are available from the City Office or from your supervisor.

In addition, employees who must use their vehicle for City business are reimbursed at the rate allowed by the I.R.S. (For example the rate for 2016 is fifty-four (54) cents per mile.) Prior approval from the City is required for reimbursement.

JOB POSTINGS

The City encourages employee development and promotes from within whenever it is possible to do so based on the candidate pool and the job requirements of the position, and the skills, knowledge, education, evaluation and discipline history, and work experience of the internal employee. Job postings contain instructions on how to apply for the position and the educational and work-experience requirements for the position. Failure to post the position does not preclude an internal candidate from applying or give rise to an action to invalidate the hiring process.

SICK LEAVE

Employees accumulate one (1) sick-leave day per month, not to exceed twelve (12) days per year, with unlimited accumulation. An employee on sick leave will be deemed to be on continued employment for the purpose of computing all benefits referred to in this Handbook, and such time will be construed as days worked. Upon request employees shall furnish satisfactory evidence of illness where sick leave absences exceed three (3) consecutive working days. Satisfactory evidence of illness may be required by the City for each absence, regardless of duration, if the City has reason to believe the employee is abusing sick leave privileges. Falsification of a medical certificate or falsely setting forth the reasons for the absence is cause for discipline up to and including discharge.

An employee eligible for sick leave with pay may use such leave for the following: (1) Absence due to illness, surgery, or operation in the employee's immediate family which is limited to husbands, wives, children, and parents; (2) Absence to act as pallbearers; (3) Absence due to illness, surgery, or operation of the employee.

Only the sick leave record kept by the City Office shall be considered official. These records may be reviewed by the employee and any question as to the accuracy of this record shall be subject to the Complaint Procedure. Unless otherwise covered by the Family Medical Leave Act or other applicable law, all sick leaves must be requested in writing to the Department Head who will deliver said request to the City Office so that the official record can be updated.

Sick leave is a benefit to be used according to the above requirements and is not to be converted to cash upon death, retirement, or termination.

An employee may, at his or her option, at the end of each fiscal year cash in one-half (1/2) of his unused sick leave earned during that fiscal year. The employee must notify the City of his election to cash in sick days prior to June 1 of each year.

EXTENDED PERSONAL LEAVE

Employees may be granted up to a six (6) months personal leave of absence without pay upon approval of the City Manager. This leave does/does not include leave time under the Family Medical Leave Act. Extensions of personal leave time beyond the six (6) months may be granted as a reasonable accommodation under the Americans with Disabilities Act or Michigan's Persons with Disabilities Civil Rights Act or as otherwise required by law. Requests for personal leave shall be in writing, signed by the employee, and given to the City Manager. Such requests shall state the reason for such leave. The City Manager reserves the right to request documentation supporting the need for a personal leave including medical documentation. Granting of the leave and the duration of the leave is solely at the discretion of the City Manager unless otherwise required by law. Approval of leave must be in writing signed by the City Manager. Employees cannot take such a leave of absence for the purpose of obtaining other employment, and an employee who takes other employment shall be considered a voluntary quit unless the other employment is agreed to by the City Manager in writing.

FUNERAL LEAVE

An employee shall be granted up to five (5) consecutive calendar days (40 hours for Ambulance personnel) paid leave to attend the funeral or to attend to personal family matters when death occurs in the employee's immediate family. An employee who loses work from their regularly scheduled hours shall receive their regular base wages for such lost time for the funeral leave. "Immediate family" shall mean the employee's spouse, child, parent, parent of spouse, brother, sister, grandchild, grandparent, or dependent or relative living in the employee's household. An employee shall be granted an additional two (2) paid days (16 hours for Ambulance personnel) if it is necessary for the employee to travel a distance of five hundred (500) miles to attend the funeral.

An employee shall be granted one-half (1/2) day (4 hours for Ambulance personnel) off with pay to act as a pallbearer if the employee is scheduled to work on the day of the funeral.

The City is to be notified immediately of a death in the family and the extent of the expected absence.

At their request, an employee shall be allowed one (1) workday per year with pay as funeral leave, not to be deducted from sick leave or vacation leave, for the death of a relative not mentioned above, a close friend, or fellow employee.

The City reserves the right to request documentation to support an employee's request for funeral leave.

JURY-DUTY LEAVE

An employee summoned by the Court to serve as a juror shall be given a leave of absence for the period of his/her jury duty. For each day that an employee serves as a juror when he otherwise would have worked, he shall receive his regular base wages. The employee shall turn over to the City all juror fees that they receive from the Court other than mileage. In order to receive jury-duty pay, an employee must: (1) give the City advance notice of the time that they are to report for jury duty; (2) give satisfactory evidence that they served as a juror at the summons of the Court on the day they claim such pay; and (3) return to work promptly if, after they are summoned by the court, they are excused from service.

MILITARY LEAVE

Any employee who enters active military service of the Armed forces of the United States, National Guard, or Reserve shall receive a leave of absence without pay for the period of such duty. An employee returning from military service shall be reemployed and entitled to benefits in accordance with the applicable federal and state statutes provided the employee satisfies the eligibility requirements of such applicable federal and/or state statute. An employee must provide advance written or verbal notice of the need for military leave to the City unless giving notice is impossible, unreasonable, or precluded by military necessity.

PERSONAL BUSINESS DAYS

Full-time employees shall be allowed a maximum of four (4) personal-business days with pay each fiscal year. The purpose of personal-business days is to allow the employee to attend to personal business and emergencies. These are not additional vacation days. Requests for a personal-business day must be made to the employee's supervisor one (1) day in advance of the day requested, except in cases of emergency. A request for a personal-business day may be denied if the absence of the employee would unreasonably interfere with the services of the City. There shall be no accumulation or carryover of personal-business days from one fiscal year to another.

HOLIDAYS

The following holidays shall be observed as holidays by employees covered by this Handbook:

New Year's Day	Veteran's Day
Presidents' Day	Thanksgiving Day
Good Friday/Easter (Amb.)	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day
Employee's Birthday	Floating Holiday*

*One (1) day each year to be agreed upon between the Employer and Employees.

Three (3) work days following Christmas (Does not apply to Ambulance personnel).

Ambulance Personnel: Because there are scheduling difficulties, the 14 holidays (14 x 8 hours =112 hours) will be accumulated as they are earned and paid in one lump sum check the first paycheck in June of each year. If an employee terminates their employment, they will not receive vacation credit for holidays occurring after the last day worked, even though the holiday may fall within the period of this projected terminal vacation leave.

Employees eligible for holiday pay are subject to the following conditions and qualifications: The employee must work their hours on their last regularly scheduled day before and their first regularly scheduled day after the holiday unless on an approved leave of absence such as FMLA; The employee must not be on layoff which began more than seven (7) calendar days prior to the holiday; The employee must not be suspended for disciplinary reasons, provided, however, that if such suspension is reversed by the City Manager, the employee will receive the applicable holiday pay; The employee must not be on leave of absence; An employee who is scheduled to work on a holiday but fails to report to work unless otherwise excused shall not be entitled to holiday pay. When a holiday falls on a Sunday, Monday will be considered the holiday for the purposes of this provision. When a holiday falls on a Saturday, Friday will be considered the holiday. If an employee is required to work any of the three (3) workdays following Christmas, he/she will receive another day off at the rate of time and one-half (1-1/2).

VACATION

Employees shall be granted a vacation with pay in accordance with the following schedule:

From 1 year to 5 years	10 days per year (80 hrs.)
From 5 years to 10 years	15 days per year (120 hrs.)
10 years plus	20 days per year (160 hrs.)

(Ambulance Only Schedule)

From 1 year to 5 years	120 hrs.
From 5 years to 10 years	180 hrs.
10 years plus	240 hrs.

Employees hired prior to July 1, 1998 shall be given a maximum of 25 vacation days for service of 15 years and over.

Vacation time may be taken in half hour periods. Employees separated from the City shall be paid at their normal base wage or salary rate for their unused vacation, except that employees separated during their probationary period will not be entitled to any vacation pay. Employees hired after September 1, 1998 shall not be entitled to a vacation payout upon separation in excess of one hundred and sixty (160) hours.

Employees may schedule time off for their vacations during the twelve (12) months following the vacation determination date each year, provided that, in the opinion of the City, such

time off does not unreasonably interfere with the efficient operation of the City and the City's obligation to the public in general.

Vacation schedules shall be arranged with the prior approval of the employee's supervisor at least five (5) workdays in advance if the length of the vacation is to be more than one (1) week. The supervisor shall be informed of any vacation of one (1) week or less in duration at least one (1) workday prior to the vacation. Exceptions may be made to the above notice requirements for good cause.

Employees shall be encouraged to take annual vacations. Employees must take at least a one-week vacation per year. Effective July 1, 1995, employees will be paid for all accumulated vacation hours in excess of eighty (80) hours at their current wage or salary rate in the first pay period beginning on or after their anniversary date of hire. Such payment will be made prior to crediting new earned vacation hours. Employees may request payment of the above defined vacation accruals at times other than their anniversary date, and the City may approve payment at the option of the City.

Vacation pay will be computed at the employee's wage or salary rate at the time he/she takes his/her vacation.

If a holiday recognized by this Agreement falls during an Employee's vacation, he/she will receive holiday pay for the holiday, and no vacation time will be deducted from the employee's vacation hours for that day so long as the employee complies with the Holidays policy set forth herein.

Any employee who terminates his/her service with the City for any reason other than discharge by the City shall receive a prorated share of vacation pay for the year in which his/her service was separated and shall be paid for all accumulated vacation time. The exception is employees separated during their first year of employment will not be entitled to any vacation pay.

FAMILY MEDICAL LEAVE ACT (FMLA)

FMLA Policy is attached to this handbook.

AMERICANS WITH DISABILITIES ACT (ADA) – DISABILITY DISCRIMINATION AND COMPLIANCE WITH LAWS CONCERNING DISABILITIES

The City of Portland complies with State and Federal laws, including the Americans with Disabilities Act of 1990, as amended, and the Michigan Persons with Disabilities Civil Rights Act, as amended, which prohibits discrimination on the basis of disability.

The City is dedicated to the principle of open and fair employment opportunity for everyone. Individuals with disabilities will not be discriminated against under any of the City's policies and procedures.

The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to the individual, or others in the workplace, and the threat cannot be eliminated by a reasonable accommodation and/or the accommodation creates an undue hardship for the City. A reasonable accommodation is any change in the work environment, practice, or process to allow a person with a disability to enjoy equal employment opportunities.

If you are disabled and you wish such reasonable accommodation, contact Human Resources. Upon receipt of your request we will meet with you to discuss your request. We may ask for information from your health care provider(s) regarding the nature of your disability and the nature of your limitations or take other steps necessary to help us determine viable options for reasonable accommodation. We will then work with you to determine whether your disability can be reasonably accommodated, and if it can be accommodated, we will explore accommodations options.

Reasonable accommodation may take many forms and it will vary from one employee to another. Please note the City may not be obligated to provide the exact accommodation you request if more than one accommodation is available.

Employees with questions, or concerns; or those seeking a reasonable accommodation should contact Human Resources. Employees may raise questions and concerns and make reasonable accommodation requests without fear of retaliation.

SMOKING – CITY FACILITIES AND VEHICLES

The City of Portland instituted a NO SMOKING POLICY in 1986 as part of the “Michigan Clean Indoor Air Act” (Public Act Number 198). There will be no smoking allowed in any City building, property, or vehicle. Smoking is also not permitted on City property including in a parked personal vehicle. The use of e-cigarettes, non-tobacco products, or other similar smokeless products are prohibited under this policy.

INSURANCE

The City of Portland agrees to provide a Health Care Plan that includes Hospitalization, Dental, and Vision coverage. Details of these specific plans are attached to this handbook.

1. All Employees that are eligible for and opt for insurance coverage through the City will contribute 20% as premium sharing for health insurance including hospitalization, dental and vision, health savings accounts, and claims tax.
2. The City agrees to pay the premium for hospitalization insurance for future retirees, until they attain the age of 65 or are eligible for Medicare, whichever is first, based on the following formula: The City will pay for one twenty-fifth (1/25) of the monthly hospitalization premium for each year of service. Eligible Retirees shall contribute to the Health Insurance Premium at the same rate that active employees contribute. Retirees shall not be eligible for hospitalization

insurance at City expense unless they are receiving MERS retirement funds, have attained the age of 55, and have at least 10 years of service at the time of retirement from City employment. Employees who retire prior to age 55 are not eligible for this benefit until they attain the age of 55. Should the retiree accept a position which would qualify him/her for medical benefits at another place of employment, the retiree will forfeit eligibility for the City's retiree medical plan while employed with said employer.

No retiree health care for employees hired after July 1, 2013. Employees hired after July 1, 2013 must contribute 3% of wages into a Health Care Savings Plan (HCSP).

Employees who have not reached the age of 55 and who are receiving MERS retirement funds will be given an extension to COBRA of twenty-four (24) months (as permitted by law) for a total of sixty (60) months under the COBRA statutes.

Employees who have hospitalization insurance from another source may decline coverage offered by the City and receive a capped payment in lieu of health insurance coverage in the amount of \$1,200 for all current non-union employees. Employees hired after July 1, 2013 are not eligible for payment in lieu of insurance.

COBRA NOTIFICATION

- a. The consolidated Omnibus Budget Reconciliation Act (COBRA) was enacted in 1986 and requires the City to offer coverage in their group health plan to certain former employees and their families subject to the provisions of COBRA. COBRA is the opportunity for a temporary extension of health plan coverage (continuation coverage) at group rates at the employee's expense subject to the provisions of the law. Employees with questions regarding COBRA should contact Human Resources.

LONG TERM DISABILITY INSURANCE

The City provides a long-term disability insurance program which equals 66 and two-thirds percent (66 2/3%) of the employee's biweekly wage. The maximum amount per month is \$2,500.00. There is a thirty (30) day waiting period to qualify for this benefit. The maximum length of time an employee may remain on disability is twenty-four (24) months. Employees may use sick or vacation time to bring their payment up to 100% of their biweekly wage. For illnesses that extend more than thirty (30) days, an employee must apply for long-term disability. Fringe benefits will be paid by the City for any leave duration, as long as the employee is paid by long-term disability, worker's compensation, and/or accrued leave.

LIFE INSURANCE

The City will provide fifty thousand dollars (\$50,000) of basic term life insurance and fifty thousand dollars (\$50,000) of Accidental Death and Dismemberment insurance for full-time employees. The City agrees to pay five thousand dollars (\$5,000.00) of term life insurance for

retirees who held a full-time position at the time of retirement. Within 30 days of the date of retirement, the retiring employee may elect to purchase an additional five thousand (\$5,000.00) of term life insurance at his or her own expense.

PENSION

The City will provide existing employees with the Michigan Municipal Employees' Retirement System (MERS) B-4, V-10, FAC-5, retirement plan with an F-50/25 Rider. All employees hired after July 1, 2010 will be placed in a MERS Hybrid Pension Plan with a 1% Defined Benefit Pension Multiplier that cannot be increased and a Defined Contribution portion. New hires must contribute 3% of wages to the defined contribution portion. The City's contribution is capped at 7%. If the defined benefit portion costs less than 7% the difference will be contributed to the employees defined contribution portion.

Employees hired after July 1, 2013 will not be eligible for a pension with the City and MERS until successfully completing 90 days of employment.

An employee hired before July 1, 2010 shall be eligible for full retirement, without penalty, upon reaching the age of 50 if the employee has completed twenty-five (25) years or more of service. Employees hired after July 1, 2010 shall have the benefit payable at age 60.

Prior Military Service Credit. Eligible employees may purchase retirement benefits for military service in accordance with MERS Plan requirements and solely at the employees cost.

DEFERRED COMPENSATION PLAN

The City participates in a sponsored 457 Deferred Compensation Plan. This plan permits employees to defer a portion of their income into a retirement plan. This allows employees the opportunity to defer paying income taxes on the amount deferred while setting aside some additional dollars for their retirement. Anyone interested in participating in this plan should contact Human Resources at City Hall.

LONGEVITY

The City provides longevity payments to employees according to the following plan. Payments are made at the discretion of the City and this program may be modified or discontinued at any time, at the discretion of the City. This program applies to full-time and part time salaried personnel only.

Schedule of Plan

Years of Service:	1-4	5-9	10-14	15-19	20-24	25+
Percent of Wages:	0%	2%	2 1/2%	3%	3 1/2%	4%

A ceiling of \$1,200.00 is placed on the maximum longevity check to be paid to an employee. Longevity pay will be distributed to employees in a single check, once a year, with the last paycheck in the month of November.

Calculation of years of service will be based on service through December 31st of each year.

Employees who take leave of absence, leave, or retire from employment during the calendar year, shall receive longevity pay prorated on the number of weeks worked in that partial year. In addition, for employees who take a leave of absence, the anniversary date of employment shall be extended by all leave of absence time for the purpose of computing years of service. In a rehiring situation, the rehiring date will be the date of record for calculating longevity.

UNEMPLOYMENT COMPENSATION

The City provides unemployment compensation for all employees as required by law.

COMMUNICATIONS POLICY

The purpose of the Internet/electronic mail (e-mail) system is to assist the City of Portland's day-to-day conduct of business activities. This document sets forth the policies regarding the use of the Internet and e-mail system. The City of Portland reserves the right to change these policies at any time.

The Internet/e-mail system is the property of the City of Portland. All data and other electronic messages whether composed or received within this system are the property of the City of Portland. Internet/e-mail messages either composed or received in this system may be considered City records, depending on their content, and therefore may be subject to Freedom of Information Act requests and other legal disclosure.

The City of Portland reserves the right to monitor all Internet sites accessed and e-mail messages either composed or received in the e-mail system or any other electronic file. It is possible that e-mail sent from the City of Portland's system can be intercepted on the system and on the Internet' therefore the user should not expect any degree of privacy regarding Internet use or e-mail messages. Internet sites and e-mail messages deleted by the user may be retrievable from the hard drive, backup disks, or the receiving or sending e-mail system.

Employees will be given a copy of the "Communication Policy" when they are hired. Current employees may request a copy of the regulation from the City Office. (Policy #99-2)

CITY VEHICLES AND DISTRACTED DRIVING

Employees are expected and required to be alert and attentive to their duties at all times, including periods of on-duty driving and equipment operation. Distracted driving can be caused by many factors, including but not limited to, such activities as: cell phone manipulation and use; texting; eating or drinking; attention to a radio communication, pager, or mobile data terminal; adjusting a radio/cassette/CD; listening to an iPod or Walkman; attention to distractions outside of the vehicle, such as an accident, unusual event, or searching for an address; adjusting vehicle/climate controls; being startled by or attention to a moving object within the vehicle; or conversations with passengers. Some of these distractions are controlled by the driver.

The City of Portland wants to keep our obligation to maintain a safe and healthy workplace, and to control potential risk to our employees, passengers, and the general public, employees driving City vehicles are asked to use extreme caution when driving and utilizing two-way radios or cellular phones. Preferably, when possible employees should proceed to safe location, park the care and complete the conversation. Please “hang up and drive.” Employees should not send or receive texts while driving.

SOCIAL SECURITY NUMBER PRIVACY ACT

The City of Portland obtains and uses a variety of confidential information in the conduct of its business. This includes documents and other records containing Social Security numbers. Any and all documents and records containing Social Security numbers must be obtained, used and disclosed only for legitimate business reasons. Such documents and records must also be treated as confidential, which means they must be retained in secured areas or files, password protected when stored on computers, disclosed only to authorized persons, and destroyed at an appropriated time and in an appropriate manner consistent with Portland’s policies and procedures and other legal requirements.

Employees who obtain, use or disclose Social Security numbers for improper, unauthorized or illegal reasons are subject to discipline or discharge, as well as potential criminal or civil prosecution. For additional information, please see your supervisor, the Director of Administrative Services, or Portland Policy and Procedure Regarding the Use and Disclosure of Social Security Numbers.

EMPLOYEE ASSISTANCE PROGRAM

All of us experience times when a personal problem or crisis situation affects the way we function at work and home. The Employee Assistance Program is a problem-solving resource that is available to you and members of your family (i.e. spouse, child) living in the same household. The employee assistance professionals will assist you in assessing your situation, finding options, making choices or locating further help. It confidential and free!

The City covers the cost of initial assessment, problem-solving sessions, and referral services. If there is a need for long-term counseling or treatment, the EAP professional will help you explore the various resources and/or payment options that are available.

The Employee Handbook contains important information about The City of Portland, and I understand that I should consult the City Manager or Human Resource Director regarding any questions not answered in the handbook. I have entered into my employment relationship with the City of Portland voluntarily, and understand that there is no specified length of employment or guarantee of continued employment. Accordingly, either the City or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions, modifications, additions, and deletions to the handbook may occur, except to the City of Portland's policy of employment-at-will which may only be modified by a signed written agreement between the City Manager and the employee. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, add to, or eliminate existing policies.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the Human Resources Department any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain employed with the City of Portland following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of the City of Portland's Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Company's representative listed below on the date specified. I understand that this form will be retained in my personnel file.

Signature of Employee

Date

Employee's Name - Printed

Company Representative

Date

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 16-04

**A RESOLUTION APPROVING FLEIS & VANDENBRINK'S PROPOSAL TO
PROVIDE CONSTRUCTION ENGINEERING SERVICES FOR THE KENT
STREET IMPROVEMENT PROJECT**

WHEREAS, Fleis and VandenBrink have proposed to provide construction engineering services for the Kent Street Improvement Project (the Project) as outlined in the attached Exhibit A; and

WHEREAS, the City Budget for Fiscal Year 2015-2016 includes sufficient funds to cover the engineering proposal for construction engineering services for the Project.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves Fleis and VandenBrink's Proposal to provide construction engineering services for the Kent Street Improvement Project for an amount not to exceed \$109,800.00 as outlined in the attached Exhibit A
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: January 18, 2016

Monique I. Miller, City Clerk

January 13, 2016

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

RE: Kent Street Resurfacing Construction Engineering Proposal

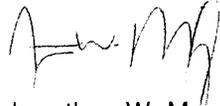
Dear Tutt,

As you are aware, bids were received for the Kent Street project in December of 2015 and MDOT has awarded a contract to CL Trucking & Excavating of Ionia, Michigan. CL is a fairly familiar contractor to the City, having completed a number of road and utility projects for the City in recent years. Now that the project is moving toward construction, we have prepared a work plan and engineering budget for construction engineering services. You will note that our work plan includes design services for additional storm sewer improvements. These improvements were identified as necessary after final plans were prepared when City staff televised the storm sewer in the project area following a collapse. Our work plan includes design of the improvements and negotiating pricing and timing with CL so that the work can be incorporated into the project.

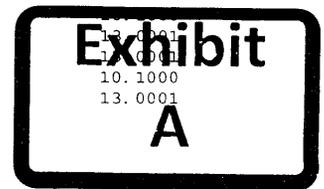
Our proposed budget and work plan are attached for your review. Approval to proceed with the work under our existing Professional Services Agreement can be given by returning a copy of this proposal signed where indicated. Please feel free to call with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, PE
Project Manager



**AUTHORIZATION TO PROCEED WITH
KENT STREET RESURFACING CONST. ENG.**

By: _____

Title: _____

Date: _____

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

CITY OF PORTLAND
Additional Design Engineering and Construction Engineering
For Resurfacing of Kent Street
Academy Street to City Limits (east side of I-96 bridge)

Proposed Work Plan

Additional Storm Sewer Design

1. Meet with City staff to review the scope of the additional storm sewer improvements.
2. Design the additional storm sewer and incorporate the improvements into a revised construction plan set.
3. Negotiate unit pricing and timeframe for the additional work with CL Trucking & Excavating, with input from the City and MDOT.
4. Prepare a Contract Modification for the additional work to incorporate the cost and extend the contract time. Distribute the Contract Modification for contractor, City and MDOT approval.

Construction Engineering Services

1. Schedule and attend the pre-construction meeting with the Contractor, City, MDOT and utility companies. Prepare and distribute meeting minutes.
2. Perform construction staking for the improvements.
3. Provide project administration and engineering consultation throughout the construction period, including:
 - Schedule and attend periodic progress meetings with the Contractor and City Staff. Prepare and distribute meeting minutes.
 - Review shop drawings.
 - Prepare contractor pay estimates and submit to the City for approval and MDOT for payment.
 - Prepare contract modifications, as necessary, and submit recommendation to MDOT and City for authorization.
 - Maintain project files on behalf of the City utilizing Field Manager software.
 - Prepare and sign required documents as Project Engineer.
4. Provide full-time on-site observation during utility construction and other critical project construction activities. Pursuant to the MDOT Progress Clause, tree removal is to be completed prior to April 1, 2016. Road construction can commence on June 13, 2016 and is to be completed by August 26, 2016, with an allowed duration of 9 weeks between those dates. We estimate approximately 2 weeks will be added to the contract for the additional storm sewer work, for a total construction window of 11 weeks. Therefore, we have estimated a total of 11 weeks of construction at 50 hours/week for a total of 550 construction observation and testing hours. The technician's duties will include:
 - Provide daily record keeping of construction activities.
 - Address complaints filed with the City on a daily basis.
 - Provide on-site density testing of trench backfill, sand subbase and gravel base, density testing of bituminous paving and on-site testing of concrete.
 - Coordinate off-site materials testing required.
5. Provide MDOT certified Field Manager duties, as required for all MDOT projects.
6. Provide off-site materials testing in accordance with MDOT requirements. Services will be sub-contracted to an independent testing consultant.
7. Conduct a final review meeting on site with the Contractor, MDOT and City Staff to review the completed work. Prepare a final punch list of remaining work items. Provide follow-up review to see that the punch list items have been completed.

CITY OF PORTLAND
Additional Design Engineering and Construction Engineering
For Resurfacing of Kent Street
Academy Street to City Limits (east side of I-96 bridge)

BUDGET PROPOSAL

We propose the following budget for the engineering services outlined in the proposed work plan based on our understanding of the project. Our estimated fees are as follows:

Additional Design / Construction Engineering

Additional Storm Sewer Design	\$5,000
Construction Administration & Consultation	20,200
Construction Staking	9,300
On-Site Observation and Testing	64,700
Off-Site Testing	4,100
Record Drawings	1,000
MDOT File Review and Contract Closeout	<u>5,500</u>

TOTAL PROPOSED CONSTRUCTION ENGINEERING BUDGET **\$109,800**

We propose to complete the work on an hourly rate basis at our standard hourly billing rates.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 16-05

A RESOLUTION APPROVING A CAPACITY PURCHASE THROUGH THE MICHIGAN PUBLIC POWER AGENCY CONTINGENT UPON THE APPROVAL OF THE BOARD OF LIGHT AND POWER

WHEREAS, the Michigan Public Power Agency (MPPA) provides a means for Michigan municipalities which are members of MPPA to secure electric power and energy for present and future needs; and

WHEREAS, the City of Portland, as a member of the MPPA's Energy Services Project Committee, has an opportunity to enter into a transaction for a purchase of capacity from June 1, 2020 through May 31, 2030 in the amount not to exceed \$864,000.00, pursuant to the terms of the Letter of Authorization, attached as Exhibit A; and

WHEREAS, this recommendation will be an action item for the Board of Light and Power at its regularly scheduled meeting on January 26, 2016.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. Contingent upon the approval of the Board of Light and Power at its regularly scheduled meeting on January 26, 2016, the City Council authorizes the Electric Superintendent or City Manager to sign the Letter of Authorization to approve the capacity purchase for June 1, 2020 through May 31, 2030 in the amount not to exceed \$864,000.00, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: January 18, 2016

Monique I. Miller, City Clerk



January 12, 2016

Subject: Letter of Authorization

The Portland Light and Power Board, through its Member Authorized Representative, hereby authorizes a purchase of Capacity from June 1, 2020 through May 31, 2030 by Michigan Public Power Agency on behalf of Portland in the Amount and Term(s) of:

<u>Planning Year</u>	<u>Up to Capacity, KW</u>
Jun 1, 2020 to May 31, 2030	1,800

Maximum Authorized Purchase Price = \$4.00 per KW-Month

Maximum commitment = \$7,200 per Month or \$864,000 for the entire 10-year term.

Member Authorized Representative:

Printed

Signature

Date

Exhibit
A

Mike Hyland

From: Brent Henry [BHenry@mpower.org]
Sent: Tuesday, January 12, 2016 3:37 PM
To: Mike Hyland
Cc: Patrick Bowland
Subject: RE: Capacity Proposal

1-This transaction will supplement future purchases. We will continue to buy annually per hedge plan, but this transaction will make quantities smaller. With or without this transaction, we will continue to keep you out of the MISO capacity auction to the extent that we can.

2-No, wind power will be coming up in the next few months. We are largely buying wind for the energy, not much capacity value there because you cannot control it.

3-We are negotiating with CMS Energy. They have a large combined-cycle plant over in Detroit adjacent to a large Ford factory. They will likely use that facility for the capacity sale, but could also source from some of their other generating assets also.

4-We are doing the transaction for 3 reasons; 1) To reduce future purchases that will need to be made, 2) To reduce the risk that nobody will be selling in the future, 3) because the price is considerably less than what we can build generation for.

Consumers Energy and DTE are retiring coal units by May 1, 2016 because of Mercury reduction requirements. We are expecting the capacity market to tighten up as a result. Energy should still be relatively cheap because of the low cost of natural gas.

If I think of anything to add, I'll send it along. Let me know when you come up with more questions.

Brent

From: Mike Hyland [mailto:mikehyland@portland-michigan.org]
Sent: Tuesday, January 12, 2016 3:19 PM
To: Brent Henry
Cc: Patrick Bowland
Subject: RE: Capacity Proposal

Brent,

Need a little info. for explaining.

1-Will this take place of avoiding the MISO capacity auction each year? Or will we still be involved in that, should we need some? Or is this just replacing the bi-laterals we have been doing?

2-Is this the wind power capacity, we have talked about?

3- Where is this coming from?

1/13/2016

4-Anything you can add, feel free. I will probably have some more questions, as it sinks in.

Mike

Jon M. Hyland

Electric Superintendent
City of Portland
723 E Grand River Ave
Portland, MI 48875
(517) 647-6912
Fax: (517) 647-2952

From: Brent Henry [<mailto:BHenry@mpower.org>]
Sent: Tuesday, January 12, 2016 12:51 PM
To: Mike Hyland
Cc: Patrick Bowland
Subject: FW: Capacity Proposal

Mike,

We are close to finalizing this capacity transaction. Attached for your consideration is the Authorization Letter needed by MPPA to move forward on your behalf. Please seek your cities approval and return the executed Authorization Letter no later than March 1, 2016. I expect to receive MPPA Board approval at the February meeting.

Portland's share of the 50 MW block is 1.8 MW's.

Let me know if you have any questions.

Brent

From: Brent Henry
Sent: Thursday, December 10, 2015 3:31 PM
To: 'Don Swem'
Cc: Patrick Bowland
Subject: Capacity Proposal

This is a follow-up email to the MISO Capacity discussion during the MPPA Board of Commissioners meeting yesterday, December 9th.

Pat described a 50 MW capacity purchase that we have been working on that would fall under the Energy Services Agreement that would run from June 2020 through May 2030. Each MPPA Member would be entitled to their prorated portion of the 50 MW purchase based on capacity needed the first year. The intent of acquiring this capacity is that its long duration (from 5 years in the future to 15 years in the future) roughly resembles ownership in a generation asset.

MPPA Staff is recommending this purchase based on the economics. Through the MPPA Peaking Capacity Service Committee and the MPPA Combined Cycle Service Committee, we are finding costs for assets that fall into the following ranges:

1/13/2016

Monthly Debt Service Costs per KW

Simple Cycle CT	\$6 - \$8
Reciprocating Engine	\$7 - \$9
Combined Cycle	\$8 - \$10

A couple of advantages to asset ownership is that you have some revenue returned from energy sales and you also have some residual value once the debt service is paid off. Disadvantages are construction risk increasing Debt Service Costs and operational risk that decreases energy sales revenues in addition to the Administrative and Operational manpower requirements for participating in an asset.

So, the concept brought to the Board yesterday was,

If MPPA can acquire capacity from the Market at a cost of \$4 per KW-Month or less, are you interested in locking that in? **If yes, then can we reasonably expect authorization from your City by March 1, 2016?** Pat and/or I would be happy to assist in that effort to the extent we may be helpful.

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, January 4, 2016

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Baldyga and Johnston; City Manager Gorman; City Clerk Miller; Interim Police Chief Bauer; Officers Thomas and Patterson; Eric Proctor

Guests: Doug & Noreen Logel and Family; Linda Smith; Jim Smith; Members of the Portland Area Fire Department; Kathy Parsons; Tom Thelen of the Review & Observer

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

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

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Adopted

Under the City Manager Report, City Manager Gorman reported Hammond Farms will begin work on the brush piles located at Bogue Flats within the next week.

The City has received several complaints from residents in regard to WOW! removing WLNS out of Lansing from the cable channel lineup in Portland. City Manager Gorman contacted the City's WOW! representative who stated according to their corporate office, Portland falls into the Battle Creek/Kalamazoo market. He asked if they would come to a Council Meeting to explain the rationale to City residents. The City will continue to look into this issue.

City Manager Gorman stated that the City's personnel policy and handbook has been updated and will be presented for approval at the next Council meeting.

The Council Goal Session will be held later this month to begin the budget process for the Fiscal Year 2016/2017.

Approximately 30 applications have been received for the Chief of Police position. The interview process will take place soon.

Discussions with Conflux Brewing continue in regard to their potential wastewater discharge and its effect on the Wastewater Treatment Plant. Their plans include large capacity, wholesale brewing of beer.

Earlier this year on behalf of the City, Fleis & VandenBrink submitted applications to MDOT through the State's Local Bridge Program for funding of replacement or repair of the bridges on Bridge St., Grand River Ave., and Divine Hwy. The applications were not approved for this round of funding which is a

95% grant with 5% matching funds provided by the City. Engineers from Fleis & VandenBrink will reassess the bridges and resubmit the applications by the May 1st deadline.

City Manager Gorman stated that Parks, Recreation & Cemetery Director Mary Scheurer has announced her retirement, effective January 22, 2016. She has been an asset to the City and has made many contributions.

Under Presentations, Mayor Barnes presented a proclamation to Doug Logel honoring his 41 years of service to the Portland Volunteer Fire Department and Portland Area Fire Authority.

Under New Business, the Council considered Resolution 16-01 to appoint Interim Police Chief Robert A. Bauer as the City of Portland representative on the Ionia County Central Dispatch Board of Directors.

Motion by VanSlambrouck, supported by Baldyga, to approve Resolution 16-01 appointing Interim Police Chief Robert A. Bauer as the City of Portland representative on the Ionia County Central Dispatch Board of Directors.

Yeas: VanSlambrouck, Baldyga, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

Motion by Fitzsimmons, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on December 21, 2015, payment of invoices in the amount of \$35,076.37 and payroll in the amount of \$193,890.30 for a total of \$228,966.67. There were no purchase orders over \$5,000.00.

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman stated that several complaints have been received in regard to businesses and homeowners that have not removed snow from the sidewalks adjacent to their property in a timely manner. The City will be delivering notices to residents and business owners to educate them on the requirements in an effort to keep people safe and to keep the sidewalks walkable.

City Manager Gorman reminded residents that parking is prohibited on City streets between 2:00 and 6:00 A.M. through April 1st to aid DPW crews in the safe removal of snow. He also reminded residents that shoveling or blowing snow into the streets is prohibited.

Under Council Comments, Mayor Pro-Tem VanSlambrouck commented that he has also received many complaints in regard to WOW!'s removal of WLNS out of Lansing from its channel lineup in Portland.

Mayor Barnes extended his appreciation to the residents of Portland for bringing attention to this matter.

There was discussion.

Mayor Barnes noted the City has little control since the State Legislature made changes several years ago.

City Manager Gorman stated that a meaningful dialogue will occur and the City is looking into what authority it has.

City of Portland
Synopsis of the Minutes of the January 4, 2016 City Council Meeting

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

Present – Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Baldyga and Johnston; City Manager Gorman; City Clerk Miller; Interim Police Chief Bauer; Officers Thomas and Patterson; Eric Proctor

Presentations - Mayor Barnes presented a proclamation to Doug Logel honoring his 41 years of service to the Portland Volunteer Fire Department and Portland Area Fire Authority.

Approval of Resolution 16-01 appointing Interim Police Chief Robert A. Bauer as the City of Portland representative on the Ionia County Central Dispatch Board of Directors.

All in favor. Approved.

Approval of the Consent Agenda.

All in favor. Approved.

Adjournment at 7:26 P.M.

All in favor. Approved.

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

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
UNITED STATES POSTAL SERVICE	00463	POSTAGE- ELC, WTR, WASTEWATER,GENERAL	961.78
BOUND TREE MEDICAL LLC.	01543	EMS CLOTHING - AMBULANCE	42.12
BS&A SOFTWARE	00029	IMPLEMENTATION & PROJECT MGT (HR MOD) - GENERA	425.00
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	499.82
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	343.85
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	186.27
B&W AUTO SUPPLY, INC.	00030	PARTS & SUPPLIES - PARKS,ELEC,MTR POOL	1,055.33
CHROUCH COMMUNICATION, INC.	00082	MAINT CONTRACT - ELECTRIC	78.00
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	418.64
CULLIGAN	02130	WATER - POLICE	17.50
CULLIGAN	02130	COOLER RENTAL - GENERAL	136.80
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - POLICE,COMM PROMO, ELECTRIC	152.58
GRANGER CONTAINER SERVICE	00175	REFUSE - WASTE WATER	152.58
CENTURYLINK	01567	PHONE SERVICE - VARIOUS DEPTS	12.12
CHERRY HILL ESTATES	02081	1ST QUARTER ASSOCIATION FEE- ECON DEV	60.06
CINTAS-725	00083	UNIFORM & RUG CLEANING - VARIOUS DEPTS	1,144.57
COOK BROS EXCAVATING	00101	SLEET SAND - MAJ STS, LOC STS	330.00
DOUBLETREE HOTEL	MISC	TWO NIGHTS FOR WINTER CONFERENCE MLGMA -CITY M	228.90
ELHORN ENGINEERING	00139	EL-CHLOR 5/GAL CARBOY - WATER	365.95
ESI HEATING	01709	REPAIR - WATER	173.00
FLEIS & VANDENBRINK	00153	DATA EVAL, MONITOR WELL SAMPLING - ELECTRIC	447.26
PHIL GENSTERBLUM	00164	MILEAGE REIMB - CODE, AMB	266.40
GRAINGER, INC.	00172	PLEATED FILTER - WASTE WATER	102.00
GRANGER CONTAINER SERVICE	00175	RECYCLING - REFUSE	2,604.35
GRANGER CONTAINER SERVICE	00175	REFUSE - REFUSE	7,505.52
GRANGER CONTAINER SERVICE	00175	REFUSE - CEMETERY,PRKS, MTR POOL	374.26
GROSS MACHINE SHOP	00180	LABOR FOR LEAF MACHINE - MTR POOL	180.00
GRP ENGINEERING INC.	01994	COORDINATION STUDY - ELECTRIC	2,000.00
HASSELBRING-CLARK	02073	CITY HALL COPY MACHINE MAINT- GENERAL	120.48

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
HUMANA HEALTH CARE PLAN	MISC	REIMB FOR OVERPAYMENT ON AMB SERVICES - AMBULA	63.23
HYDROCORP	02340	INSPECTION & REPORTING SERVICES - WATER	380.00
INTERNATIONAL CODE COUNCIL	01098	NEW CODE BOOKS - CODE	736.32
I.I.M.C.	00199	MEMBERSHIP DUES - GENERAL	155.00
IONIA COUNTY ECONOMIC ALLIANCE	00205	FINANCIAL INVESTMENT - ECON DEV	1,460.00
KEMIRA WATER SOLUTIONS INC.	01866	CHLORIDE - WASTE WATER	1,704.72
KENDALL ELECTRIC	00225	BUILDING LIGHT - ELECTRIC	269.86
KEUSCH SUPER SERVICE	00228	TIRE DISPOSAL - MTR POOL	24.00
LITE'S PLUS	00243	LIGHT BULBS - COMM PROMO	346.38
MCFADDEN LAW OFFICE PLLC	02299	DECEMBER LEGAL SERVICES - POLICE	126.50
MHR BILLING	01780	MONTHLY BILL SERVICE - AMBULANCE	1,278.00
MICHIGAN.COM	02336	LEGAL NOTICES FOR DECEMBER - GENERAL	164.66
MICHIGAN ELECTION RESOURCES	00278	I VOTED STICKERS - ELECTION	42.05
MIDWEST GAS INSTRUMENT SVC	00307	IMPACT OFCH SENSOR CARTRIDGE - WASTE WATER	345.74
MIRECS	01928	SUBSCRIPTION - ELECTRIC	279.45
MICHIGAN LOCAL GOVT MGMT ASSN	00279	REGISTRATION FOR WINTER INSTITUTE - CITY MANAG	125.00
MUNICIPAL SUPPLY CO.	00324	RED FLAGS & PAINT MARKING - ELECTRIC	228.00
NATIONAL SAFETY COMPLIANCE	01958	MI LABOR LAW POSTERS- VARIOUS DEPTS	74.70
NORTH CENTRAL LABORATORIES	00959	SUPPLIES - WASTE WATER	132.03
NORTH GRAND RIVER COOP, INC.	00335	LINENS FOR EMS - AMBULANCE	187.15
NYE UNIFORM CO.	00338	UNIFORMS - POLICE	167.94
PAMA	01370	CITY PORTION OF NEW OUTSIDE PHONE BOX - COMM P	233.08
PEERLESS-MIDWEST	01519	FLOW SWITCH - WATER	645.00
PLANNING & ZONING CENTER, INC.	00356	PLANNING & ZONING NEWS - CODE	370.00
PLEUNE SERVICE COMPANY INC.	00741	QUARTERLY INSPEC 30% FILTERS INCLD- CITY HALL	735.00
PHYSIO-CONTROL INC.	01743	REPAIR - AMBULANCE	172.00
PORTLAND AREA CHAMBER OF COMMERCE	00358	2016 MEMBERSHIP DUES - COMM PROMO	75.00
PORTLAND AREA FIRE AUTHORITY	02128	3RD QUARTER FIRE SERVICES - COMM PROMO	25,628.15
PURITY CYLINDER GASES, INC.	00380	OXYGEN - AMBULANCE	60.70

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
PURITY CYLINDER GASES, INC.	00380	OXYGEN - AMB	60.70
PURITY CYLINDER GASES, INC.	00380	QUARTERLY CYLINDER RENT - AMB	284.60
PURITY CYLINDER GASES, INC.	00380	QUARTERLY CYLINDER RENT - MTR POOL	245.04
RESCO	00392	SPLIT BOLT - ELECTRIC	484.57
RESCO	00392	SPLIT BOLT - ELECTRIC	484.57
RURAL GAS & APPLIANCE	00398	PROPANE FOR POWERS PARK - PARKS	341.85
SLICK SHIRTS SCREEN PRINTING	02003	CREATIVE DANCE SHIRTS - RECREATION	154.00
SLICK SHIRTS SCREEN PRINTING	02003	SHIRTS FOR YOUTH BASKETBALL - ELECTRIC	1,631.55
IONIA OCCUPATIONAL HEALTH SERVICES	02275	PHYSICAL EXAMS/DOT - ELECTRIC, MTR POOL	200.00
STAPLES BUSINESS ADVANTAGE	00426	SUPPLIES, PARTS - VARIOUS DEPTS	690.70
TOM'S FOOD CENTER	00452	SUPPLIES, PARTS - VARIOUS DEPTS	636.51
USA BLUEBOOK	01850	SUPPLIES - WASTE WATER	105.81
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR - ELECTRIC	225.00
VERIZON WIRELESS	00470	CELL PHONE SVC- CEM, PARKS, AMB, CODE, ELC	315.30
VILLAGE LAUNDRY	01490	UNIFORM CLEANING - POLICE	85.25
WAGON WHEEL	00794	SAFETY MEETING LUNCH - VARIOUS DEPTS	502.44
WOW! INTERNET-CABLE PHONE	02132	INTERNET - ELECTRIC	45.00
BRIAN KRIEGER	00568	OFFICIALS - REC	48.00
BRYAN SCHEURER	00600	OFFICIALS - REC	96.00
BRIAN RUSSELL	00593	OFFICIALS - REC	144.00
FRED KRAMER	00564	OFFICIALS - REC	192.00
MARK SCHEURER	00601	OFFICIALS - REC	48.00
TERRY WOODS	02329	OFFICIALS - REC	192.00
MARCO WILLIAMS	02393	OFFICIALS - REC	144.00
DONALD CHUBB	01799	OFFICIALS - REC	192.00
MIKE FULLER	01801	OFFICIALS - REC	192.00
JODI WOODMAN	02006	OFFICIALS - REC	80.00
MANDY SIMON	02084	OFFICIALS - REC	80.00
BRANDON SCHEURER	02394	OFFICIALS - REC	42.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
BAILEY VAN HOUTEN	02197	OFFICIALS - REC	42.00
HANNAH DENSMORE	02300	OFFICIALS - REC	56.00
LAUREN RUSSELL	02134	SCOREKEEPERS - REC	42.00
JOSEPH MCCRUMB	MISC	ENERGY OPTZ - ELECTRIC	302.12
PORTLAND PARTY STORE	MISC	ENERGY OPTZ - ELECTRIC	511.20
CLAUD HUHN	MISC	ENERGY OPTZ- ELECTRIC	151.94
GREG FLOOD	MISC	ENERGY OPTZ - ELECTRIC	220.00
VAUGHN CARTER	MISC	ENERGY OPZT - ELECTRIC	150.00
DAN SMITH	MISC	ENERGY OPTZ - ELECTRIC	25.45
STEVE HARTWICK	MISC	ENERGY OPTZ - ELECTRIC	43.92
PAMELA MINKLEY	MISC	ENERGY OPTZ - ELECTRIC	225.50
JAMES DILLEY	MISC	ENERGY OPTZ - ELECTRIC	137.50
MILLY SHIRAEV	MISC	ENERGY OPTZ - ELECTRIC	5.50
DOUG LOGEL	MISC	ENERGY OPTZ - ELECTRIC	55.00
RICHARD POHL	00508	ENERGY OPTZ - ELECTRIC	31.92
MIKE JUDD	MISC	ENERGY OPTZ - ELECTRIC	150.00
TAMARA GREEN	MISC	ENERGY OPTZ - ELECTRIC	220.00
GEORGE WARNER	MISC	ENERGY OPTZ - ELECTRIC	97.57
JACK MANNING	MISC	ENERGY OPTZ - ELECTRIC	49.50
PORTLAND TOWNSHIP TREASURER	00371	ANNEXATION AGREEMENT REVENUE SHARING - COMM PR	4,674.47
AT&T	00686	TELEPHONE SVC - VARIOUS DEPTS	1,245.42
AT&T	00686	TELEPHONE SERVICE - WASTE WATER	95.73
AT&T	00686	TELEPHONE SERVICE - WASTE WATER	30.01
WEX BANK	02181	DIESEL & FUEL - ELECTRIC, MTR POOL	5,931.38
Total:			\$79,031.82

**BI-WEEKLY
WAGE REPORT
January 18, 2016**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	TOTAL CURRENT PAYROLL	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	8,075.51	129,324.57	1,002.38	49,506.58	9,077.89	178,831.15
ASSESSOR	1,273.92	19,871.28	98.22	6,911.42	1,372.14	26,782.70
CEMETERY	2,768.50	53,353.96	209.79	19,730.22	2,978.29	73,084.18
POLICE	15,293.10	228,031.29	1,277.68	72,608.34	16,570.78	300,639.63
CODE ENFORCEMENT	592.72	10,116.65	45.70	3,526.87	638.42	13,643.52
PARKS	1,358.43	36,556.20	102.13	11,993.62	1,460.56	48,549.82
INCOME TAX	2,851.76	27,897.29	199.74	17,237.27	3,051.50	45,134.56
MAJOR STREETS	4,630.98	48,370.60	357.50	30,114.34	4,988.48	78,484.94
LOCAL STREETS	3,350.71	37,814.45	247.03	22,834.59	3,597.74	60,649.04
RECREATION	2,753.20	30,462.51	205.91	15,624.90	2,959.11	46,087.41
AMBULANCE	11,543.86	179,316.40	1,124.28	45,447.72	12,668.14	224,764.12
DDA	1,538.40	11,480.32	222.77	1,269.29	1,761.17	12,749.61
ELECTRIC	17,791.84	271,073.35	1,333.55	131,449.27	19,125.39	402,522.62
WASTEWATER	10,058.60	146,025.14	754.37	76,494.27	10,812.97	222,519.41
WATER	4,246.33	71,546.31	437.70	34,365.62	4,684.03	105,911.93
MOTOR POOL	928.22	24,423.26	70.84	11,944.82	999.06	36,368.08
TOTALS:	89,056.08	1,325,663.58	7,689.59	551,059.14	96,745.67	1,876,722.72

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 1/14/16
MEETING DATE 1/18/16

Fund	Description	Beginning Balance 12/31/2015	Total Cash in	Total Cash out	Cash Balance 1/14/16	Time Certificates	Ending Balance 1/14/16
101	GENERAL FUND	850,817.16	159,732.79	(164,334.26)	846,215.69	235,000.00	1,081,215.69
105	INCOME TAX FUND	(6,107.15)	125,796.28	(71,577.22)	48,111.91	10,000.00	58,111.91
150	CEMETERY PERPETUAL CARE FUND	34,642.20	600.00	-	35,242.20		35,242.20
202	MAJOR STREETS FUND	59,619.01	26,213.52	(17,163.64)	68,668.89		68,668.89
203	LOCAL STREETS FUND	121,530.94	13,767.11	(15,523.58)	119,774.47		119,774.47
208	RECREATION FUND	162.43	16,401.11	(10,429.22)	6,134.32		6,134.32
210	AMBULANCE FUND	107,317.39	26,128.23	(38,585.94)	94,859.68		94,859.68
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	106,474.86	2,095.31	(3,450.62)	105,119.55		105,119.55
404	CAPITAL IMPROVEMENT-RED MILL PAVILION	3,362.25	-	-	3,362.25		3,362.25
405	WELLHEAD IMPROVEMENT FUND	-	-	-	-		-
406	CAPITAL IMPROVEMENT FUND-STREET PROJECT	131,726.85	-	-	131,726.85		131,726.85
520	REFUSE SERVICE FUND	22,656.83	2,863.48	(288.18)	25,232.13		25,232.13
582	ELECTRIC FUND	17,515.13	128,469.92	(150,888.49)	(4,903.44)	530,000.00	525,096.56
590	WASTEWATER FUND	33,082.41	48,324.74	(60,520.27)	20,886.88		20,886.88
591	WATER FUND	112,638.90	32,692.16	(53,687.33)	91,643.73	420,000.00	511,643.73
661	MOTOR POOL FUND	(17,178.97)	5,771.25	(12,984.14)	(24,391.86)		(24,391.86)
703	CURRENT TAX FUND	18,632.12	40,854.64	-	59,486.76		59,486.76
TOTAL - ALL FUNDS		1,596,892.36	629,710.54	(599,432.89)	1,627,170.01	1,195,000.00	2,822,170.01

*Customer Deposit Breakdown

Electric	128,000.00
Wastewater	21,000.00
Water	21,000.00
	<u>170,000.00</u>

ELECTRIC-RESTRICTED CASH	400,000.00	400,000.00
CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
PERPETUAL CARE CD	130,000.00	130,000.00
INCOME TAX SAVINGS	632,811.22	632,811.22
ELECTRIC-PRIN & INT ESCROW	173,995.36	173,995.36
WASTEWATER DEBT ESCROW	146,883.50	146,883.50
WASTEWATER REPAIR ESCROW	65,883.50	65,883.50
DDA-PRIN & INT ESCROW	85,469.55	85,469.55

4,627,213.14

PURCHASE ORDER

CITY OF PORTLAND

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

TO MPPA

SHIP TO 6/10/11

582-201-958

DATE	DELIVERY DATE	SHIP VIA	FOB	TERMS	PURCHASE ORDER NO.
<u>1-1-16</u>					
QUANTITY	DESCRIPTION			PRICE	AMOUNT
	<u>MPPA</u>	<u>ANNUAL</u>	<u>DUES</u>		<u>15394.37</u>

[Signature]

NOT FOR RESALE FOR RESALE TAX NUMBER _____ ORIGINAL AUTHORIZED SIGNATURE _____

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



January 11, 2016

Invoice: 201611
Due: 01/25/2016

Mr. John Hyland
City of Portland
259 Kent St.
Portland, MI 48875

2016 Dues in accordance with the 2016 Budget Resolution adopted at the November 11, 2015 meeting of the MPPA Board of Commissioners:

MPPA Dues	\$ 13,247.00
APPA Dues	<u>2,147.37</u>
Total	<u>\$ 15,394.37</u>

Unless otherwise notified, the funds will be debited by MPPA on 01/25/2016.

Direct Payments and Inquires to:
Amy DeLeeuw
Michigan Public Power Agency
(517) 323-8919 x107

Wire Instructions: Fifth Third Bank, Routing #042000314, Acct #7168131519 (Checking)
ACH Instructions: Fifth Third Bank, Routing #072400052, Acct #7168131519 (Checking)

PURCHASE ORDER

CITY OF PORTLAND

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

TO MEMEA

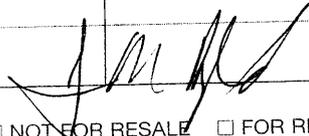
SHIP TO Elec

582-201-958

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.
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1-8-16

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	<u>2016 MEMBERSHIP DUES & ASSESSMENT</u>	<u>6</u>	<u>6887.00</u>



NOT FOR RESALE FOR RESALE

TAX NUMBER _____

AUTHORIZED SIGNATURE _____

ORIGINAL

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

MMEA

MICHIGAN MUNICIPAL ELECTRIC ASSOCIATION

809 CENTENNIAL WAY, LANSING, MI 48917-9277 (517) 323-8346 FAX (517) 323-8373

City of Portland

Invoice Number 28145

Jon Hyland
723 East Grand River

Date 01/04/2016

PORTLAND MI 48875

EIN #38-2493237

DESCRIPTION	AMOUNT
2016 Membership Dues	\$6,607.00
2016 Special Assesment:	\$280.00
PLEASE PAY THIS AMOUNT	\$6,887.00

According to bylaws, dues may be paid annually, semiannually or quarterly.
If you choose not to pay annually, please contact Andrea at MMEA.

Dues Payments may be deductible in part as ordinary and necessary business expenses for Federal Income Tax purposes. Dues and similar payments are not, however, deductible as charitable contributions.

Payable on Receipt

Questions? Call Andrea at MMEA

**Minutes of the Planning Commission
Of the City of Portland**
Held on Wednesday, October 14, 2015 at 7:00 P.M.
In Council Chambers at City Hall

Portland Planning Commission Members Present: Grapentien, Clement, Fitzsimmons, Williamson, Kmetz

Absent: Hinds, Culp

Staff: City Manager Gorman, City Clerk Miller

Guests: Paul Galdes of Fleis & VandenBrink; Ricardo Biella, Clare Linderman and David Christensen of Olivera's; Jeff Brinks of Williams & Works; Terry Frewen of Frewen Realty; Bill Fabiano; and Tom Thelen of the Review & Observer

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

Motion by Clement, supported by Fitzsimmons, to approve the Revised Agenda as presented.
All in favor. Approved.

Motion by Kmetz, supported by Fitzsimmons, to excuse the absence of members Hinds and Culp.
All in favor. Approved.

Motion by Fitzsimmons, supported by Kmetz, to approve the minutes of the September 9, 2015 regular meeting as presented.
All in favor. Approved.

Under New Business, City Manager Gorman presented information on the site plan submitted for Pinnacle Ventures to reconstruct the buildings at 1240 & 1320 E. Grand River Ave. that were destroyed by the tornado on June 22, 2015.

Mr. Brinks of Williams & Works presented the site plan for the redevelopment of the properties. Mr. Brinks stated that Portland's Zoning Ordinance Section 42-411(b) (1) requires 25% of a building's front façade must be clear glass. He asked the board to take into consideration that due to the nature of the property there are two front facades, one along Grand River Ave. and one along Charlotte Highway, and that the back of building be considered on Charlotte Hwy. Due to this circumstance he further asked that they grant a waiver from the glass requirement for this side of the building. The site plan includes landscaping on this side of the building that would provide a screen to the property.

Vice Chair Clement asked how this is affected by the Zoning moratorium passed by the City Council after the tornado.

City Manager Gorman stated that the moratorium applies to the dimensional standards not to the design. He further stated that according to Ordinance 175EE, adopted by the City Council on April 7, 2014, the Planning Commission has discretion to deviate from the minimum percentages of windows. The percentage of windows on the back side of the building at 1240 E. Grand River Ave. came in at 18%.

The site plan meets the spirit of the Ordinance and substantial green space has been added. The spirit of the Grand River Access Management Plan has also been met with the elimination of two curb cuts.

Mr. Brinks stated that easement agreements are in place between the properties at 1240 and 1320 E. Grand River Ave. and the Verizon property to the South so that access between the properties will be maintained.

Chair Grapentien inquired if either business will require a dumpster.

Mr. Brink stated that Goodwill does not as they are a completely zero waste facility.

Mr. Frewen stated that previously his business had a trash cart that served them sufficiently.

Mr. Brinks stated the new Goodwill facility will be the same as new Goodwill storefronts in other communities.

Vice Chair Clement inquired as to the construction schedule.

Mr. Brinks stated that will be decided by Pinnacle Construction, they are very anxious to get started.

Chair Grapentien asked if there are storm/catch basins in place on the property.

Mr. Brinks stated that most are already in place but he will be working with the City to ensure they are in compliance.

Member Fitzsimmons stated that with this project and the planned redevelopment of the McDonald's property the Grand River Ave. corridor is in the process of being "cleaned up".

Mr. Galdes stated that when the Grand River Access Management Plan was initially written it took into consideration what was in place at the time and not what is currently in place. He further stated that these projects meet the intent of the plan when it was adopted.

Motion by Fitzsimmons, supported by Clement, to approve the site plan for the Goodwill building at 1320 E. Grand River Ave. and the Frewen building at 1240 E. Grand River Ave.
All in favor. Approved.

Mr. Christensen presented the site plan for Olivera's to construct a building addition and expand the parking lot at 1417 E. Grand River Ave. An agreement is in process with the owner of the car wash, adjacent to this property, to provide additional parking and access to Bristie St. A subsurface water storage system will be put in place to eliminate the storm water pond to provide additional parking. There is no designated loading zone as deliveries will be taken during non-business hours early in the morning. The landscape plan includes the planting of trees and shrubs. The parties involved are trying to locate the original reciprocating easement that was made between the Rite Aid and Taco Bell properties when the Taco Bell was constructed.

City Manager Gorman stated that no Certificate of Occupancy will be issued on the Olivera's project until the easements are put in place to ensure the efficient flow of traffic on the property. He further noted that Mr. George Vroman, owner of the car wash property, attended a previous Zoning Board of Appeals meeting where he voiced his support for the project and the easement.

Member Williamson inquired about the need for the median at entrance to the property from Grand River Ave.

City Manager Gorman stated the median is there by design to prevent a left turn from eastbound traffic on Grand River Ave. onto the property. Vehicles should turn at the light and drive thru the Rite Aid property.

City Manager Gorman further noted the front patio on the site plan may encroach and require a variance from the Zoning Board of Appeals.

Ms. Harrow stated that this restaurant is being modeled after the Olivera's located in Ionia.

Motion by Fitzsimmons, supported by Clement, to approve the site plan for Olivera's located at 1417 E. Grand River Ave.
All in favor. Approved.

There were no Planning Commission member comments.

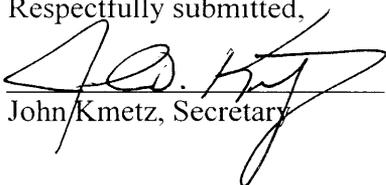
City Manager Gorman thanked the members for their time and scrutiny of these exciting projects.

City Manager further noted that the Old School Manor redevelopment project continues to move forward and that Olivera's plans to begin work on its project tomorrow.

Chair Grapentien thanked the business owners.

Motion by Clement, supported by Fitzsimmons, to adjourn the meeting at 7:37 P.M.
All in favor. Approved.

Respectfully submitted,


John Kmetz, Secretary

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
DECEMBER 2015**

Chief Bauer			
<u>Total Calls Responded To:</u>	2	<u>Traffic Stops</u>	
Dispatched	1	Total Stops	0
Patrol Originated	1	Traffic Citations	0
Assist to PPD	0	Verbal Warnings	0
Assist to Fire / EMS	0	Parking Citations	0
Assist Other Depts	0		
		<u>Citizen Contacts</u>	
<u>Arrests</u>		Business Contacts	0
Misdemeanor Arrests	0	Patrol Contacts	5
(# of persons)			
Misdemeanor Charges	0		
Juvenile Apprehensions	0	<u>Minutes</u>	
Felony Arrests	0	Time Assigned	500
(# of persons)	0	Preventative Patrol	90
Felony Charges	0		

Sgt Ludwick			
<u>Total Calls Responded To:</u>	31	<u>Traffic Stops</u>	
Dispatched	23	Total Stops	2
Patrol Originated	1	Traffic Citations	8
Assist to PPD	3	Verbal Warnings	6
Assist to Fire / EMS	2	Parking Citations	0
Assist Other Depts	2		
		<u>Citizen Contacts</u>	
<u>Arrests</u>		Business Contacts	13
Misdemeanor Arrests	2	Patrol Contacts	67
(# of persons)			
Misdemeanor Charges	3		
Juvenile Apprehensions	0	<u>Minutes</u>	
Felony Arrests	0	Time Assigned	5260
(# of persons)	0	Preventative Patrol	710
Felony Charges	0		

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
DECEMBER 2015**

Officer Teitsma			
<u>Total Calls Responded To:</u>		9	<u>Traffic Stops</u>
Dispatched	8	Total Stops	2
Patrol Originated	0	Traffic Citations	0
Assist to PPD	1	Verbal Warnings	4
Assist to Fire / EMS	0	Parking Citations	0
Assist Other Depts	0		
<u>Arrests</u>		<u>Citizen Contacts</u>	
Misdemeanor Arrests (# of persons)	0	Business Contacts	8
Misdemeanor Charges	0	Patrol Contacts	67
Juvenile Apprehensions	0	<u>Minutes</u>	
Felony Arrests (# of persons)	0	Time Assigned	5915
Felony Charges	0	Preventative Patrol	3925

Officer Thomas			
<u>Total Calls Responded To:</u>		30	<u>Traffic Stops</u>
Dispatched	17	Total Stops	7
Patrol Originated	1	Traffic Citations	4
Assist to PPD	2	Verbal Warnings	4
Assist to Fire / EMS	4	Parking Citations	0
Assist Other Depts	6		
<u>Arrests</u>		<u>Citizen Contacts</u>	
Misdemeanor Arrests (# of persons)	1	Business Contacts	15
Misdemeanor Charges	6	Patrol Contacts	66
Juvenile Apprehensions	3	<u>Minutes</u>	
Felony Arrests (# of persons)	2	Time Assigned	7212
Felony Charges	2	Preventative Patrol	2118

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
DECEMBER 2015**

Officer Groenhof			
<u>Total Calls Responded To:</u>		16	<u>Traffic Stops</u>
Dispatched	4	Total Stops	38
Patrol Originated	7	Traffic Citations	24
Assist to PPD	3	Verbal Warnings	32
Assist to Fire / EMS	1	Parking Citations	13
Assist Other Depts	1		
<u>Arrests</u>		<u>Citizen Contacts</u>	
Misdemeanor Arrests	7	Business Contacts	22
(# of persons)		Patrol Contacts	83
Misdemeanor Charges	10	<u>Minutes</u>	
Juvenile Apprehensions	0	Time Assigned	5610
Felony Arrests	0	Preventative Patrol	4920
(# of persons)			
Felony Charges	0		

Officer Fandel			
<u>Total Calls Responded To:</u>		22	<u>Traffic Stops</u>
Dispatched	17	Total Stops	11
Patrol Originated	3	Traffic Citations	8
Assist to PPD	0	Verbal Warnings	8
Assist to Fire / EMS	1	Parking Citations	0
Assist Other Depts	1		
<u>Arrests</u>		<u>Citizen Contacts</u>	
Misdemeanor Arrests	2	Business Contacts	16
(# of persons)		Patrol Contacts	46
Misdemeanor Charges	5	<u>Minutes</u>	
Juvenile Apprehensions	1	Time Assigned	3935
Felony Arrests	0	Preventative Patrol	5845
(# of persons)			
Felony Charges	2		

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
DECEMBER 2015**

Officer Venton (part - time)			
<u>Total Calls Responded To:</u>		3	
Dispatched	1		
Patrol Originated	0		
Assist to PPD	1		
Assist to Fire / EMS	1		
Assist Other Depts	0		
			<u>Traffic Stops</u>
		Total Stops	1
		Traffic Citations	0
		Verbal Warnings	1
		Parking Citations	0
<u>Arrests</u>			<u>Citizen Contacts</u>
Misdemeanor Arrests (# of persons)	0	Business Contacts	1
Misdemeanor Charges	0	Patrol Contacts	8
Juvenile Apprehensions	0		
Felony Arrests (# of persons)	0		<u>Minutes</u>
Felony Charges	0	Time Assigned	390
		Preventative Patrol	570

Officer Burkhardt (part - time)			
<u>Total Calls Responded To:</u>		1	
Dispatched	1		
Patrol Originated	0		
Assist to PPD	0		
Assist to Fire / EMS	0		
Assist Other Depts	0		
			<u>Traffic Stops</u>
		Total Stops	1
		Traffic Citations	0
		Verbal Warnings	1
		Parking Citations	0
<u>Arrests</u>			<u>Citizen Contacts</u>
Misdemeanor Arrests (# of persons)	0	Business Contacts	2
Misdemeanor Charges	0	Patrol Contacts	3
Juvenile Apprehensions	0		
Felony Arrests (# of persons)	0		<u>Minutes</u>
Felony Charges	0	Time Assigned	255
		Preventative Patrol	255

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
DECEMBER 2015**

Calls for Service

Dispatched	72
Patrol Originated	13
Assist to PPD	10
Assist to Fire / EMS	9
Assist Other Depts	10

Traffic Stops

Total Stops	51
Traffic Citations	36
Verbal Warnings	48
Parking Citations	13

Arrests

Misdemeanor Arrests (# of persons)	12
Misdemeanor Charges	24
Juvenile Apprehensions	2
Felony Arrests (# of persons)	4
Felony Charges	4

Citizen Contacts

Business Contacts	77
Patrol Contacts	345

Noteworthy:

Officer Teitsma is investigating two separate complaints of criminal sexual conduct involving juveniles. This is being done in conjunction with the Ionia Montcalm Child Advocacy Center. Suspects have been developed in each case, and each case will be reviewed by the Ionia County Prosecutors Office for potential criminal charges.

On December 3, 2015, Sgt Ludwick was called to the area of E Bridge and Grant St for a fireworks complaint. A witness reported seeing a subject ignite several large mortar type fireworks from the bed of a pickup. Sgt. Ludwick spoke with the suspect who admitted to lighting the fireworks. It was also determined that the suspect was under the influence of marijuana during this time. The launch tube and remaining fireworks were confiscated and destroyed. The suspect was ordered to appear at the 64A District Court to be charged with two separate firework violations under local ordinance.

On December 12, 2015, Officer Thomas responded to a complaint of an unresponsive subject inside a car on Kent St. Two juveniles were located in the vehicle with one of them having overdosed on a combination of alcohol and Coricidin - commonly called "robotripping". The juvenile was also believed to have been "huffing" inhalents. One of the juveniles was released to their parents while the other was transported to the hospital. Criminal charges are being reviewed by the Ionia County Prosecutors Office.

Continued next page

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
DECEMBER 2015**

Noteworthy Continued:

On December 30, 2015, Officer Fandel attempted to stop a vehicle driving without headlights on Orchard St near Elm St. Officer Fandel was approaching the vehicle when the driver fled the scene in his vehicle leading Officer Fandel on a short pursuit that ended near Hill St / Vessey St. A teen found to be operating the vehicle physically resisted Officers Fandel and Groenhof. The teen, who was later determined to be a juvenile, was currently on probation. He was released to his parents. The Ionia County Prosecutors Office is reviewing charges of Flee and Elude, Resist and Obstruct Officers, and misdemeanor driving charges.

Assists to Other Agencies

December 1, 2015 Assisted MSP for a residential alarm at 9537 Kent St.

December 8, 2015 Assisted IOSH for a possible active meth lab and parole violators at 10550 Charlotte Hwy.

December 8, 2015 Assisted IOSH for a juvenile runaway who had been involved in a domestic assault near the intersection of Maynard and Masalle Rd.

December 11, 2015 Assisted IOSH with an attempted suicide when a woman was reported to have jumped from a moving vehicle while holding her toddler child on I-96 near the rest area

December 13, 2015 Assisted MSP in checking the life status of a subject who was slumped in the drivers seat of a vehicle still in gear on E Grand River Ave near Clintonia Rd.

December 16, 2015 Assisted IOSH when Portland Public Schools reported an incident involving inappropriate / nude photos between students. The students were found to reside outside of the City of Portland.

December 27, 2015 Assisted IOSH when a personal injury accident was reported as having occurred on eastbound I96 near the 79 mile marker.

Continued next page

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
DECEMBER 2015**

Non-Arrestable Complaints

Alarm - Unfounded	3	General Citizen Assist	3
Assist Ambulance	9	Health and Safety	3
Civil Dispute	3	Juvenile Problems (non arrestable)	2
Evidence Destruction	1	Suspicious Situation*	14
Family Trouble	1	Traffic Crash	10
Found Property	2	Vehicle Unlock	5

** Calls where complaint deemed suspicious or non criminal after investigation but does not reach level of criminal activity. Examples include 911 hang up calls, suspicious vehicles, unwanted subjects, loud music, etc*

Arrestable Offenses**

	Complaints	Arrests / Apprehensions made
General Alcohol	4	4
Assault	2	
Contribute /Delinq of a Minor	1	1
Criminal Sexual Conduct	2	
Domestic Assault	1	
Fraud	1	
Hit and Run Traffic Crash	2	
Larceny	4	
Obstruct Police	1	1
Ordiance Violation	4	2
OWI	1	1
Parole Violation	1	1
PPO Violation	1	
Probation Violation	1	1
Retail Fraud	1	1
Traffic Offense	10	10
Trespass	1	1
Warrant Arrests	6	6

***Not indicative to the number of persons arrested or victims affected. Reflects arrests made during initial call or within reporting month. Requests for warrants may have been made to prosecuting attorney.*

PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR DECEMBER 2015

NPDES COMPLIANCE

The City WWTP was in compliance with the NPDES permit limitations for the month of December 2015. Complete copies of all discharge Monitoring Reports are on file at the WWTP.

OPERATIONS

The WWTP treated and discharged **9.9 million gallons** for the month of December. The treatment continues to be very good with the CBOD at 4 ppm, Total Suspended Solids were at 6 ppm, Fecal Coliforms were at 2 ppm, and the Phosphorus was at 0.65 ppm.

Synagro had been contacted in November to schedule the hauling and land application of the Biosolids the week of December 7. They were unable to get to us that week and then the weather changed for the worse. With continued follow up, we were able to get them to do a partial haul before the holidays. They removed 55,000 gallons of solids at that time. This got us through the holiday vacation. They then returned on January 4 to finish hauling the remainder of our Biosolids. We should now be able to get through the winter until after the frost load restrictions in the spring are removed. With the problems encountered with Synagro with this haul, we will definitely be seeking quotes from other haulers this winter to compare before the contract expires at the end of June 2016.

Kemira delivered the Ferrous Chloride as scheduled without any problems.

The MDEQ has required more information from us before considering our Part 41 Construction permit to install a back-up generator at the Riverside Lift Station. The requested information is being compiled to be forwarded to the MDEQ.

A conference call with Rich Grant from F&V was scheduled to discuss the Sewer Ordinance and how it applies to Conflux Brewing. Rich helped in clarifying what is required in the Ordinance. He had one small recommendation for an amendment to the Ordinance. He will be continuing to assist in communicating with Conflux Brewing. He will also be assisting the City of Portland and the City Attorney with the amendment. This is necessary to help in preventing a large loss in treatment capacity and treatment upsets.

Maintenance & Capitol Expenses for December 1, 2015 to December 31, 2015

ITEM	COST
Tom's Do It Center – Distilled water, Masonary Drill Bit & Fasteners	\$ 90.42
NCL – Lab Supplies	\$ 454.63
USA Bluebook – Lever Hoist, LMI Parts	\$ 300.47
State of Michigan – Annual NPDES Permit Fee	\$ 400.00
Kemira – Bulk Ferrous Chloride	\$ 1704.72
Model First Aid – First Aid Supplies	\$ 97.05
Windemuller – DO Sensor Problem	\$ 610.00
Grainger – Blower Filters & Streamlite Rack	\$ 181.85
MWEA – Mike & Tim Annual Dues & Doug Admin Conference	\$ 655.00
<hr/>	
Total Expenses	\$ 4494.14
Total Spent YTD	\$ 21609.96

WASTEWATER COLLECTION SYSTEM ACTIVITY

Sewer Trouble Spots sections cleaned	4180feet
Routine cleaning	1590 feet
Sewer call outs due to building services	2
Sewer call outs due to plugged City main	1
New connections to sewer main	0
Building Services Televised	0
Building Services Inspected	0
City Main Televised	0 feet

SEWER CALLOUTS

December 6, 2015

A call was received from the resident on Charlotte Hwy by one of the WWTP workers after hours that he had sewage backing up at his residence. Upon arrival the WWTP worker inspected the flow in the city sewer main and found it to be normal. The worker let the homeowner know that the problem was in the house lateral and that he should have a plumber clean the lateral.

December 23, 2015

A call was received at the WWTP from an MDOT employee that they had a sewer back up in the City Main at the Rest Area on I-96. Doug Sherman went to investigate the situation. Upon arrival he found that three manholes were completely full and that one of them was seeping onto the ground. A second WWTP worker was contacted to bring the Vac truck out to clear the blockage. They were able to reestablish flow through the sewer

main. The Sanitary Sewer Overflow (SSO) was reported to the MDEQ, Ionia County Health Department. An article was submitted to the Ionia Sentinel Standard for public notice. This main experienced two additional back-ups over the holidays. After returning from the holiday vacation, two workers used the Vac truck to clean the entire main from the Rest Area to the Rindlehaven Lift Station at Cutler Rd.

December 31, 2015

A call was received at the WWTP around 4:00 PM from a resident on Donna Dr. that they had sewage backing up into their basement. Doug Sherman went to investigate the situation. The flow in the city main was inspected at manholes A84 & A85 and was found to be flowing well. The resident was informed that the problem was in their service lateral. Doug left a list of plumbers to assist the homeowner with finding a plumber to clear the blockage in the lateral.

Respectively Submitted,

Doug Sherman
WWTP Superintendent

User: KRIST

DB: Portland

PERIOD END: 01/31/2016

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2016 NORMAL (ABNORMAL)	MONTH 01/31/2016 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	REAL PROPERTY TAXES	994,798.00	958,043.73	1,581.22	36,754.27	96.31
101-000-428.000	PILOT-GOLDEN BRIDGE MANOR	1,200.00	0.00	0.00	1,200.00	0.00
101-000-445.000	PENALTY & INTEREST	8,000.00	376.01	237.84	7,623.99	4.70
101-000-445.022	1994A SPEC ASSESS - INTEREST	0.00	56.25	56.25	(56.25)	100.00
101-000-447.000	TAX COLLECTION FEES	42,707.00	39,163.78	3,698.22	3,543.22	91.70
101-000-448.000	SPECIAL ASSESSMENT FEES	0.00	32.67	32.67	(32.67)	100.00
101-000-451.000	BUSINESS PERMITS	1,000.00	125.00	100.00	875.00	12.50
101-000-453.000	CABLE TV FEES	28,000.00	14,956.40	0.00	13,043.60	53.42
101-000-455.000	TRAILER FEES	1,500.00	207.00	30.00	1,293.00	13.80
101-000-476.000	NON-BUSINESS PERMITS	0.00	4,899.00	897.00	(4,899.00)	100.00
101-000-490.000	PREPAID UTILITY BILLS-EL,WA,WW	0.00	0.00	0.00	0.00	0.00
101-000-501.000	CHRC-FEDERAL STIMULUS GRANT	0.00	0.00	0.00	0.00	0.00
101-000-510.000	COPS-CHRP GRANT	0.00	0.00	0.00	0.00	0.00
101-000-543.000	ACT 302 POLICE TRAINING GRANT	900.00	720.86	0.00	179.14	80.10
101-000-570.000	LIQUOR FEES	3,200.00	3,166.35	0.00	33.65	98.95
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	0.00	10,557.00	0.00	(10,557.00)	100.00
101-000-575.000	REVENUE SHARING-CONST SALES	307,811.00	152,272.00	0.00	155,539.00	49.47
101-000-576.000	REVENUE SHARING-STAT SALES	102,666.00	53,133.00	0.00	49,533.00	51.75
101-000-577.000	CONTRIBUTION FROM STATE -GRANT	0.00	0.00	0.00	0.00	0.00
101-000-620.000	PBT TESTING FEES	5,000.00	3,525.20	257.00	1,474.80	70.50
101-000-622.000	DEVELOPMENT AND REVIEW FEES	0.00	0.00	0.00	0.00	0.00
101-000-623.000	TRANSCRIPT FEES	1,000.00	780.08	11.00	219.92	78.01
101-000-624.000	MISCELLANEOUS FEES	165.00	2,119.04	0.49	(1,954.04)	1,284.27
101-000-628.000	ADMINISTRATIVE CHARGES	318,857.00	186,109.00	26,587.00	132,748.00	58.37
101-000-629.000	TOWNSHIP FIRE FEES	0.00	0.00	0.00	0.00	0.00
101-000-630.000	CEMETERY LOT SALES	3,500.00	3,600.00	1,000.00	(100.00)	102.86
101-000-633.000	CEMETERY CARE FEES	3,700.00	3,712.00	0.00	(12.00)	100.32
101-000-634.000	GRAVE OPENING FEES	10,000.00	7,900.00	1,075.00	2,100.00	79.00
101-000-656.000	DISTRICT COURT FINES	11,000.00	3,893.81	0.00	7,106.19	35.40
101-000-661.000	PARKING FINES	2,400.00	387.00	232.00	2,013.00	16.13
101-000-662.000	DRUG FORFEITURE MONEY	2,000.00	0.00	0.00	2,000.00	0.00
101-000-663.000	MISCELLANEOUS FINES	1,500.00	1,144.00	123.00	356.00	76.27
101-000-664.000	SEX OFFENDER REGISTRATION FEES	0.00	0.00	0.00	0.00	0.00
101-000-665.000	INTEREST INCOME	420.00	90.69	0.00	329.31	21.59
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	228.00	50.06	0.00	177.94	21.96
101-000-665.003	INTEREST INCOME-CURRENT TAX	0.00	0.00	0.00	0.00	0.00
101-000-667.000	RENTAL INCOME	8,500.00	670.00	100.00	7,830.00	7.88
101-000-669.000	PRINCIPAL PAYMENT	0.00	0.00	0.00	0.00	0.00
101-000-676.001	DONATIONS-MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
101-000-676.002	DONATION - POLICE EXPLORERS	0.00	0.00	0.00	0.00	0.00
101-000-676.003	DONATIONS-DOG PARK	300.00	713.20	0.00	(413.20)	237.73
101-000-676.004	DONATION-RED MILL BUILDING	0.00	0.00	0.00	0.00	0.00
101-000-676.005	DONATION - DARE	0.00	200.00	0.00	(200.00)	100.00
101-000-676.006	DONATION - PARKS	18,302.00	19,813.03	0.00	(1,511.03)	108.26
101-000-676.007	DONATION - PORTLAND TWP	0.00	0.00	0.00	0.00	0.00
101-000-677.000	MOWING/STUMP/SNOW REMOVAL	750.00	193.17	0.00	556.83	25.76
101-000-678.002	REIMBURSEMENTS-AMBULANCE COLL.	0.00	0.00	0.00	0.00	0.00
101-000-678.003	REIMBURSEMENTS-RAILROAD LEASES	0.00	0.00	0.00	0.00	0.00
101-000-678.004	REIMBURSEMENTS-PATROL	0.00	0.00	0.00	0.00	0.00
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	6,500.00	7,013.96	0.00	(513.96)	107.91
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	10,000.00	3,833.11	136.96	6,166.89	38.33
101-000-678.007	REIMBURSEMENTS-PAMA	1,250.00	1,252.80	0.00	(2.80)	100.22
101-000-678.008	REIMBURSEMENTS-RETIREE HEALTH	0.00	0.00	0.00	0.00	0.00
101-000-678.009	REIMBURSEMENTS-RETIREE LIFE	0.00	0.00	0.00	0.00	0.00
101-000-683.022	1994A SPEC ASSESS - PRINCIPAL	200.00	1,033.95	800.08	(833.95)	516.98
101-000-694.000	SALE OF LAND	0.00	0.00	0.00	0.00	0.00

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PERIOD END 01/31/2016

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2016 NORMAL (ABNORMAL)	MONTH 01/31/2016 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-697.000	EXTRAORDINARY INCOME	0.00	0.00	0.00	0.00	0.00
101-000-698.000	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00
101-000-698.002	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
101-000-699.001	TRANSFER FROM VOL FIRE DEPT.	0.00	0.00	0.00	0.00	0.00
101-000-699.105	CONTRIBUTION FROM INCOME TAX	0.00	0.00	0.00	0.00	0.00
101-000-699.403	TRANSFER FROM DNR/MDOT GRANT	0.00	0.00	0.00	0.00	0.00
101-000-699.406	TRANSFER FROM BOARDWALK FUND	0.00	0.00	0.00	0.00	0.00
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	50,037.00	50,037.00	50,037.00	0.00	100.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	31,764.00	31,764.00	31,764.00	0.00	100.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	32,009.00	32,009.00	32,009.00	0.00	100.00
101-000-699.812	TRANSFER FROM SPECIAL ASSESSMENT	0.00	0.00	0.00	0.00	0.00
TOTAL Revenues		2,011,164.00	1,599,553.15	150,765.73	411,610.85	79.53
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
100	COUNCIL	198,485.00	136,549.04	10,000.00	61,935.96	68.80
101	COMMUNITY PROMOTIONS	269,316.00	164,860.74	36,014.36	104,455.26	61.21
172	CITY MANAGER	129,394.00	67,989.65	10,275.58	61,404.35	52.54
191	ELECTIONS	6,910.00	2,444.70	0.00	4,465.30	35.38
201	GENERAL ADMINISTRATION	310,628.00	181,565.02	21,049.40	129,062.98	58.45
209	ASSESSING	55,261.00	29,855.47	3,551.27	25,405.53	54.03
265	CITY HALL	50,651.00	23,956.85	1,087.00	26,694.15	47.30
276	CEMETERY	171,697.00	91,933.54	7,971.41	79,763.46	53.54
301	POLICE	691,182.00	347,990.47	51,117.17	343,191.53	50.35
336	FIRE	0.00	0.00	0.00	0.00	0.00
371	CODE ENFORCEMENT	39,198.00	21,013.93	2,460.39	18,184.07	53.61
728	ECONOMIC DEVELOPMENT	3,200.00	11,158.40	1,520.06	(7,958.40)	348.70
751	PARKS	166,264.00	94,867.13	5,877.48	71,396.87	57.06
999		0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		2,092,186.00	1,174,184.94	150,924.12	918,001.06	56.12
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,011,164.00	1,599,553.15	150,765.73	411,610.85	79.53
TOTAL EXPENDITURES		2,092,186.00	1,174,184.94	150,924.12	918,001.06	56.12
NET OF REVENUES & EXPENDITURES		(81,022.00)	425,368.21	(158.39)	(506,390.21)	525.00
TOTAL REVENUES - FUND 101						
TOTAL REVENUES - FUND 101		2,011,164.00	1,599,553.15	150,765.73	411,610.85	
TOTAL EXPENDITURES - FUND 101						
TOTAL EXPENDITURES - FUND 101		2,092,186.00	1,174,184.94	150,924.12	918,001.06	
NET OF REVENUES & EXPENDITURES		(81,022.00)	425,368.21	(158.39)	(506,390.21)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD END: 01/31/2016

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	01/31/2016 NORMAL (ABNORMAL)	MONTH 01/31/2016 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
	TOTAL REVENUES	719,886.00	175,634.01	24.00	544,251.99	24.40
	TOTAL EXPENDITURES	1,236,072.00	551,141.48	12,683.03	684,930.52	44.59
	NET OF REVENUES & EXPENDITURES	(516,186.00)	(375,507.47)	(12,659.03)	(140,678.53)	72.75
Fund 150 - CEMETERY PERPETUAL CARE FUND						
Fund 150 - CEMETERY PERPETUAL CARE FUND:						
	TOTAL REVENUES	2,500.00	2,250.00	600.00	250.00	90.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	2,500.00	2,250.00	600.00	250.00	90.00
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
	TOTAL REVENUES	1,110,710.00	147,172.69	17,870.54	963,537.31	13.25
	TOTAL EXPENDITURES	1,112,216.00	152,015.10	19,763.81	960,200.90	13.67
	NET OF REVENUES & EXPENDITURES	(1,506.00)	(4,842.41)	(1,893.27)	3,336.41	321.54
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
	TOTAL REVENUES	394,669.00	257,241.57	6,161.32	137,427.43	65.18
	TOTAL EXPENDITURES	400,533.00	296,685.13	15,819.15	103,847.87	74.07
	NET OF REVENUES & EXPENDITURES	(5,864.00)	(39,443.56)	(9,657.83)	33,579.56	672.64
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
	TOTAL REVENUES	148,250.00	53,102.29	11,165.50	95,147.71	35.82
	TOTAL EXPENDITURES	129,769.00	66,257.19	10,806.72	63,511.81	51.06
	NET OF REVENUES & EXPENDITURES	18,481.00	(13,154.90)	358.78	31,635.90	71.18
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
	TOTAL REVENUES	539,531.00	326,123.75	10,232.61	213,407.25	60.45
	TOTAL EXPENDITURES	596,888.00	384,490.57	41,002.55	212,397.43	64.42
	NET OF REVENUES & EXPENDITURES	(57,357.00)	(58,366.82)	(30,769.94)	1,009.82	101.76
Fund 245 - MSHDA LOFT FUND						
Fund 245 - MSHDA LOFT FUND:						
	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
	TOTAL REVENUES	344,447.00	298,288.63	300.00	46,158.37	86.60
	TOTAL EXPENDITURES	369,907.00	289,028.30	3,416.48	80,878.70	78.14
	NET OF REVENUES & EXPENDITURES	(25,460.00)	9,260.33	(3,116.48)	(34,720.33)	36.37
Fund 404 - CAPITAL IMPROVEMENT-RED MILL PAVILION						
Fund 404 - CAPITAL IMPROVEMENT-RED MILL PAVILION:						
	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00

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PERIOD END 01/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 01/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 405 - WELLHEAD IMPROVEMENT FUND						
Fund 405 - WELLHEAD IMPROVEMENT FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT						
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		136,088.00	40,968.44	0.00	95,119.56	30.10
NET OF REVENUES & EXPENDITURES		(136,088.00)	(40,968.44)	0.00	(95,119.56)	30.10
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
TOTAL REVENUES		112,150.00	64,525.67	9,544.51	47,624.33	57.54
TOTAL EXPENDITURES		111,000.00	58,389.31	0.00	52,610.69	52.60
NET OF REVENUES & EXPENDITURES		1,150.00	6,136.36	9,544.51	(4,986.36)	533.60
Fund 528						
Fund 528:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
TOTAL REVENUES		3,851,782.00	1,800,237.28	282,783.73	2,051,544.72	46.74
TOTAL EXPENDITURES		4,284,047.00	1,943,672.93	166,894.33	2,340,374.07	45.37
NET OF REVENUES & EXPENDITURES		(432,265.00)	(143,435.65)	115,889.40	(288,829.35)	33.18
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
TOTAL REVENUES		965,561.00	476,539.95	65,186.17	489,021.05	49.35
TOTAL EXPENDITURES		981,990.00	431,294.56	83,697.19	550,695.44	43.92
NET OF REVENUES & EXPENDITURES		(16,429.00)	45,245.39	(18,511.02)	(61,674.39)	275.40
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
TOTAL REVENUES		601,020.00	310,258.66	47,797.61	290,761.34	51.62
TOTAL EXPENDITURES		671,408.00	392,375.48	82,335.00	279,032.52	58.44
NET OF REVENUES & EXPENDITURES		(70,388.00)	(82,116.82)	(34,537.39)	11,728.82	116.66
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		485,623.00	329,596.02	23,290.00	156,026.98	67.87
TOTAL EXPENDITURES		484,602.00	316,362.25	14,133.07	168,239.75	65.28
NET OF REVENUES & EXPENDITURES		1,021.00	13,233.77	9,156.93	(12,212.77)	1,296.16
Fund 662 - INTERNAL SERVICE FUND						
Fund 662 - INTERNAL SERVICE FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD END 01/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 01/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 812 - SPECIAL ASSESSMENT FUND						
Fund 812 - SPECIAL ASSESSMENT FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES - ALL FUNDS		9,276,129.00	4,240,970.52	474,955.99	5,035,158.48	45.72
TOTAL EXPENDITURES - ALL FUNDS		10,514,520.00	4,922,680.74	450,551.33	5,591,839.26	46.82
NET OF REVENUES & EXPENDITURES		(1,238,391.00)	(681,710.22)	24,404.66	(556,680.78)	55.05

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Portland Area Fire Authority
Ionia County, Michigan

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the general fund of the Portland Area Fire Authority, Michigan (the "Authority"), as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

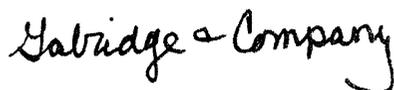
Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of the Authority, as of June 30, 2015, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison schedule, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



Gabridge & Company, PLC
Grand Rapids, Michigan
December 23, 2015

**Portland Area Fire Authority
Ionia County, Michigan
Management's Discussion and Analysis**

As management of the Portland Area Fire Authority (the "Authority" or "government"), we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended June 30, 2015. We encourage readers to consider the information presented here in conjunction with the Authority's financial statements that follow this section.

The Authority is a joint venture of the City of Portland, Portland Township and Danby Township, formed July 1, 2012 for the purpose of providing fire protection within the participating municipalities. Costs of operations and capital expenditures are supported by contributions from the participating municipalities. The Authority's governing board consists of two members representing the City of Portland, two members representing Portland Township, and two members representing Danby Township. The financial statements of the Authority are presented as a separate reporting entity and are not included with the financial statements of City of Portland, Portland Township, or Danby Township.

Financial Highlights

- The Authority's net position was \$559,702 at June 30, 2015. Its increase in net position was \$392,853 for the year ended June 30, 2015.
- As of the close of the current fiscal year, the Authority's governmental operating fund reported an ending fund balance of \$255,661, an increase of \$102,227 during the year.
- The Authority's unassigned fund balance was \$54,610 at June 30, 2015, or 34% of annualized general fund expenditures.

Overview of the Financial Statements

The Authority's financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements and, 3) notes to the financial statements. The report also contains required supplementary information in addition to the basic financial statements themselves.

Government-wide Financial Statements The *government-wide financial statements* are designed to provide a broad overview of the Authority's financial position. They are presented using a method of accounting that is similar to a private sector business.

The *Statement of Net Position* presents information on all of the Authority's assets and liabilities, the difference between the two is reported as the net position of the Authority. Over time, increases or decreases in net position can serve as a useful indicator of whether the financial position of the Authority is improving or deteriorating.

The *Statement of Activities* presents information showing how the government's net position has changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods (e.g., capital asset activity).

Focus on Funds

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Each fund is operated similar to a completely separate entity, with its own set of balancing accounts. The Authority uses fund accounting to ensure compliance with finance-related legal requirements. There is one fund, the general fund.

Governmental Funds All of the Authority's basic services are reported in the general fund, which is a governmental fund. Governmental funds account for essentially the same functions as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. This is known as the modified accrual system of accounting. Under this reporting system, capital items, debt payments and certain other items are treated differently than on the government-wide statements. These items are recorded in the governmental funds as expenditures. No depreciation is recorded on capital items. The balance sheet for governmental funds does not include any capital items or long-term debt.

Notes to the Financial Statements

The Notes to the Financial Statements provide additional information that is essential to a complete understanding of the information provided in both the government-wide and the fund financial statements.

Other Information

In addition to the basic financial statements and accompanying notes, this report further presents required supplementary information (RSI) that explains the information presented in the financial statements.

Financial Analysis of the Authority as a Whole

The following table shows the net position of Portland Area Fire Authority as of June 30, 2015 and June 30, 2014:

Portland Area Fire Authority
Net Position as of June 30, 2015 and June 30, 2014

	Governmental	
	Activities	
	2015	2014
ASSETS		
<i>Current Assets</i>		
Cash	\$ 267,812	\$ 157,659
Accounts Receivable	1,873	26,927
Prepaid Expenses	1,515	1,406
Total Current Assets	<u>271,200</u>	<u>185,992</u>
<i>Noncurrent Assets</i>		
Capital Assets Being Depreciated, Net	304,041	13,415
Total Assets	<u>575,241</u>	<u>199,407</u>
LIABILITIES		
<i>Current Liabilities</i>		
Accounts Payable	9,075	6,241
Accrued Wages & Payroll Taxes	6,464	26,317
Total Liabilities	<u>15,539</u>	<u>32,558</u>
NET POSITION		
Net Investment in Capital Assets	304,041	13,415
Unrestricted	255,661	153,434
Total Net Position	<u>\$ 559,702</u>	<u>\$ 166,849</u>

The net position of the Authority at June 30, 2015 totaled \$559,702 and \$166,849 one year earlier. Of this amount, \$255,661 is available for expenditure by the Authority.

The change of \$290,626 in capital assets was due to the Authority receiving titles of vehicles and fire equipment with an appraised value of \$311,500, less depreciation of \$20,874.

In the prior year, accounts receivable consisted of an overdue payment from a participating member in the amount of \$25,469 and a refund due the Authority for workman's compensation insurance of \$1,458. Both of these amounts were collected in the current year.

The following analysis highlights the increase in net position for the year ended June 30, 2015 and June 30, 2014:

**Portland Area Fire Authority
Change in Net Position for Fiscal Year Ended
June 30, 2015 and June 30, 2014**

	Governmental Activities	
	2015	2014
Revenue		
Program Revenues		
Operating Grants	\$ 266,268	\$ 218,805
<i>Total Program Revenues</i>	266,268	218,805
General Revenues		
Other	415	431
Contributions from Local Sources	311,500	-
<i>Total General Revenues</i>	311,915	431
<i>Total Revenues</i>	578,183	219,236
Expenses		
Public Safety	185,330	139,483
<i>Total Expenses</i>	185,330	139,483
<i>Change in Net Position</i>	392,853	79,753
<i>Net Position at Beginning of Period</i>	166,849	87,096
<i>Net Position at End of Period</i>	\$ 559,702	\$ 166,849

The net position of the Authority increased \$166,849 to \$559,702 for the year ended June 30, 2015. This was due to the Authority receiving fire apparatus and equipment (leading to \$311,500 of contributions from local sources during the year) from the City of Portland.

Financial Analysis of the Authority's General Fund

Total revenues for the general fund for the year ended June 30, 2015 were \$266,683. Nearly all, or \$266,268, of the revenue for the general fund was intergovernmental revenues received from the City of Portland (\$102,513), the Township of Danby (\$61,987) and the Township of Portland (\$101,768). Total expenditures during the year for the general fund were \$164,456, leaving an ending fund balance of \$255,661.

The June 30, 2015 fund balance of the general fund is \$255,661, of which \$1,515 is considered nonspendable for prepaid items, \$199,536 is committed for future capital outlay expenditures, and \$54,610 is unassigned.

Operating Fund Budgetary Highlights

During the year there were minor amendments to increase and decrease original budgeted appropriations, the changes made resulted in no increase or decrease of total budgeted expenditures.

Final budget compared to actual results. At the end of the current fiscal year, the Authority had no expenditures in excess of appropriations.

Capital Assets and Debt Administration

Capital assets - The Authority's investment in capital assets as of June 30, 2015, amounted to \$304,041 (net of accumulated depreciation). This investment in capital assets includes buildings and improvements, equipment, and vehicles. Additional information on the Authority's capital assets can be found in Note 4 of this report.

Long-term debt - At the end of the current fiscal year, the Authority had no debt outstanding.

Next Year's Budget

The Authority budgeted revenues of roughly \$266,000 for 2016 and will require close monitoring by management to ensure that the resources available for expenditure are efficiently used to continue providing a high level of service while also allowing for needed capital expenditures.

Contacting the Authority's Management

This financial report is intended to provide our citizens, taxpayers, customers and investors with a general overview of the Authority's finances and to show the Authority's accountability for the money it receives. If you have questions about this report or need additional information, we welcome you to contact the Authority's in writing at:

Portland Area Fire Authority
773 E. Grand River Ave.
Portland, MI 48875

Or by phone at 517.647.4111

Portland Area Fire Authority
Statement of Net Position
June 30, 2015

	Primary Government
	Governmental Activities
ASSETS	
<i>Current Assets</i>	
Cash	\$ 267,812
Accounts Receivable	1,873
Prepaid Expenses	1,515
Total Current Assets	271,200
<i>Noncurrent Assets</i>	
Capital Assets being Depreciated	304,041
Total Assets	575,241
LIABILITIES	
<i>Current Liabilities</i>	
Accounts Payable	9,075
Accrued Wages and Payroll Taxes	6,464
Total Current Liabilities	15,539
<i>Noncurrent Liabilities</i>	
Total Liabilities	15,539
NET POSITION	
Net Investment in Capital Assets	304,041
<i>Unrestricted</i>	255,661
Total Net Position	\$ 559,702

The Notes to the Financial Statements are an integral part of these financial statements

**Portland Area Fire Authority
Statement of Activities
For the Year Ended June 30, 2015**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Primary Government Governmental Activities</u>
Primary Government Governmental Activities:					
Public Safety	\$ 185,330	\$ --	\$ 266,268	\$ --	\$ 80,938

General Purpose Revenues and Transfers:

Revenues	
Other Revenue	77
Interest Income	338
Local Contributions	311,500
Transfers	--
<i>Total General Revenues and Transfers</i>	<u>311,915</u>
<i>Change in Net Position</i>	<u>392,853</u>
<i>Net Position at Beginning of Period</i>	166,849
<i>Net Position at End of Period</i>	<u>\$ 559,702</u>

The Notes to the Financial Statements are an integral part of these financial statements

**Portland Area Fire Authority
Balance Sheet
Governmental Funds
June 30, 2015**

	General
ASSETS	
Cash	\$ 267,812
Accounts Receivable	1,873
Prepaid Expenses	1,515
<i>Total Assets</i>	\$ 271,200
LIABILITIES	
Accounts Payable	\$ 9,075
Accrued Wages and Payroll Taxes	6,464
<i>Total Liabilities</i>	15,539
FUND BALANCE	
Nonspendable	1,515
Restricted	199,536
Unassigned	54,610
<i>Total Fund Balance</i>	255,661
<i>Total Liabilities and Fund Balance</i>	\$ 271,200

The Notes to the Financial Statements are an integral part of these financial statements

Portland Area Fire Authority
Reconciliation of Governmental Funds Balance Sheet to the Statement of Net Position
June 30, 2015

Total Fund Balance - Governmental Funds	\$	255,661
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. This amount represents capital assets of \$327,125, net of accumulated depreciation of \$23,084.		304,041
Total Net Position - Governmental Funds	\$	<u>559,702</u>

The Notes to the Financial Statements are an integral part of these financial statements

Portland Area Fire Authority
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Funds
For the Year Ended June 30, 2015

	General
Revenues	
Operating Contributions	\$ 266,268
Other Revenue	77
Interest Income	338
<i>Total Revenues</i>	266,683
Expenditures	
Personnel	60,386
Repairs and Maintenance	18,779
Insurance	11,783
Supplies	4,695
Utilities	10,526
Uniforms	853
Professional Services	6,878
Education and Training	2,061
Equipment	46,285
Capital Outlay	2,210
<i>Total Expenditures</i>	164,456
<i>Excess of Revenues Over</i>	
<i>(Under) Expenditures</i>	102,227
<i>Net Change in Fund Balance</i>	102,227
<i>Fund Balance at Beginning of Period</i>	153,434
<i>Fund Balance at End of Period</i>	\$ 255,661

The Notes to the Financial Statements are an integral part of these financial statements

Portland Area Fire Authority
Reconciliation of Governmental Funds Statement of Revenues, Expenditures, and
Changes in Fund Balance with Statement of Activities
For the Year Ended June 30, 2015

Total Net Change in Fund Balances - Governmental Funds \$ 102,227

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense. This amount represents capital outlay expenditures of \$313,710 less depreciation expense of \$23,084. 290,626

Changes in Net Position - Governmental Funds \$ 392,853

The Notes to the Financial Statements are an integral part of these financial statements

Portland Area Fire Authority

Notes to the Financial Statements

Note 1 - Summary of Significant Accounting Policies

The accounting policies of the Portland Area Fire Authority (the "Authority") conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The following is a summary of the significant accounting policies used by the Portland Area Fire Authority.

Reporting Entity

The Portland Area Fire Authority is a joint venture of the City of Portland, Portland Township and Danby Township, formed July 1, 2012 for the purpose of providing fire protection within the participating municipalities. Costs of operations and capital expenditures are supported by contributions from the participating municipalities. The Authority's governing board consists of two members representing the City of Portland, two members representing Portland Township and two members representing Danby Township. The financial statements of the Authority are presented as a separate reporting entity and are not included with the financial statements of the City of Portland, Portland Township, or Danby Township.

The accompanying financial statements present the Authority. The Authority has determined that no other outside agency meets the criteria for inclusion as a component unit, therefore, no other agency has been included as a blended or discretely-presented component unit in the Authority's financial statements.

Government-wide and Fund Financial Statements

Separate columns are included in the financial statements for the government-wide financial statements (e.g., the Statement of Net Position and the Statement of Activities) and the fund financial statements, which present the sole governmental (general fund) fund of the Authority.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as *current financial resources* or *economic resources*. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are

Portland Area Fire Authority

Notes to the Financial Statements

collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Authority considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under capital leases are reported as other financing sources.

Operating grants associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). All other revenue items are considered to be measurable and available only when cash is received by the Authority.

Amounts reported as *program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions (including special assessments) that are restricted to meeting the operational or capital requirements of a particular function. All other revenues, including interest income and those dedicated for specific purposes, and other internally dedicated resources are reported as general revenues rather than as program revenues.

The Authority reports the following major governmental fund:

General fund - The general fund accounts for the resources accumulated and payments made for operation of the Authority.

Assets, Liabilities, and Net Position or Fund Equity

Cash & Cash Equivalents - The Authority's cash and cash equivalents consist of demand deposits, savings deposits and time deposits.

Prepays - Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

Capital Assets - Capital assets, which include land, buildings, equipment, and vehicles, are defined by the Authority as assets with an initial cost of more than \$1,000 and an estimated useful life of more than one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value of the asset at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Portland Area Fire Authority

Notes to the Financial Statements

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Description</u>	<u>Years</u>
Firefighting Equipment	10
Other Capital Assets	3-7

Unearned Revenue - Funds report unearned revenue for resources that have been received but not yet earned. At the end of the current fiscal year, the general fund reported no unearned revenue.

Net Position Flow Assumption

Sometimes the Authority will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Authority's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

Fund Balance Flow Assumption

Sometimes the Authority will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the Authority's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

Fund Balance Policies

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The Authority itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the Authority's highest level of decision-making authority. The Board is the highest level of decision-making authority for the Authority that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or revise the limitation.

Portland Area Fire Authority

Notes to the Financial Statements

Amounts in the assigned fund balance classification are intended to be used by the Authority for specific purposes but do not meet the criteria to be classified as committed. The Board has authorized management to assign fund balance. The Board may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

Use of Estimates - The preparation of financial statements in conformity with accounting principle generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Actual results could differ from those estimates.

Note 2 - Stewardship, Compliance & Accountability

Budgetary Information

An annual budget is adopted on a basis consistent with generally accepted accounting principles for the General fund. All annual appropriations lapse at fiscal year end. The budget document presents information by function and line-item. The legal level of budgetary control adopted by the governing body is the functional level. Budget appropriations are considered to be spent once the goods are delivered or the services rendered. The Board approves the budget document prior to June 30 of each year. The Board also makes budget amendments during the course of the year as it becomes known that expenditures in excess of the amount appropriated will become necessary.

Excess of Expenditures Over Appropriations

A comparison of actual results of operations as compared to budget for the general fund is included in the required supplemental information for the year ended June 30, 2015. The Authority did not incur any expenditures in excess of appropriations for the year ended June 30, 2015.

Note 3 - Deposits with Financial Institutions

Michigan Compiled Laws, Section 129.91, authorizes the local governmental unit to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations which have an office in Michigan. The local unit is allowed to invest in bonds, securities and other direct obligations of the United States or any agency or instrumentality of the United States; United States government or federal agency obligations; repurchase agreements; bankers' acceptance of United States banks; commercial paper rated within the two highest classifications which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions which are rated as investment grade; and mutual

Portland Area Fire Authority

Notes to the Financial Statements

funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investment in all of State statutory authority as listed above.

The Authority's deposits and investment policy is in accordance with statutory authority.

Custodial Credit Risk – Deposits. Custodial credit risk is the risk that in the event of a bank failure, the Authority's deposits may not be returned. The Authority does not have a deposit policy for custodial credit risk. At year-end the bank balance of the Authority's deposits was \$267,812, all but \$15,970 of which was covered by federal depository insurance.

At June 30, 2015, the Authority's deposits consisted of bank deposits (checking account).

Note 4 - Capital Assets

Capital asset activity of the Authority for the current year was as follows:

Governmental Activities	<u>June 30, 2014</u>	<u>Additions</u>	<u>Reductions</u>	<u>June 30, 2015</u>
Capital assets being depreciated				
Equipment	\$ 13,089	\$ 313,710	\$ -	\$ 326,799
Other Capital Assets	2,695	-	-	2,695
Total capital assets, being depreciated	<u>15,784</u>	<u>313,710</u>	<u>-</u>	<u>329,494</u>
Less accumulated depreciation				
Equipment	1,471	22,186	-	23,657
Other Capital Assets	898	898	-	1,796
Total accumulated depreciation	<u>2,369</u>	<u>23,084</u>	<u>-</u>	<u>25,453</u>
Net capital assets being depreciated	<u>13,415</u>	<u>290,626</u>	<u>-</u>	<u>304,041</u>
Governmental Activities Capital Assets, Net	<u>\$ 13,415</u>	<u>\$ 290,626</u>	<u>\$ -</u>	<u>\$ 304,041</u>

Depreciation expense of \$23,084 was charged against the public safety function for the year ended June 30, 2015.

Note 5 - Leases

The Authority leases all equipment and storage space, per the charter, from the City of Portland for \$1 per year for the term of the charter. Effective July 2015 the Authority is no longer leasing equipment from the City of Portland.

Portland Area Fire Authority

Notes to the Financial Statements

Note 6 - Risk Management

The Authority is exposed to various risks of loss related to general liability; torts; theft of, damage to and destruction of assets; errors and omissions; and workers' compensation for which the Authority carries commercial insurance. Settled claims relating to the commercial insurance did not exceed the amount of insurance coverage during the past fiscal year.

Note 7 - Economic Dependency

Over 99 percent of the Authority's revenue is comprised of contributions from the three participating governments (City of Portland \$102,513, Township of Danby \$61,987, and the Township of Portland \$101,768 equaling total contributions of \$266,268).

Note 8 - Subsequent Events

Management has evaluated subsequent events through December 23, 2015. The Authority entered into an installment purchase agreement of \$174,000 to finance the purchase of a \$324,372 fire truck and related equipment. The installment purchase agreement was dated November 12, 2015 and calls for 36 monthly installments to repay the principal at an interest rate of 2.8%.

Management is not aware of any other subsequent events that would have a significant impact on the financial condition of the Authority.

Portland Area Fire Authority
Schedule of Revenues, Expenditures, and Changes in Fund Balance-Budget and Actual
General Fund
For the Year Ended June 30, 2015

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>		<u>Positive (Negative) Final to Actual</u>
Revenues				
Operating Contributions	\$ 266,268	\$ 266,268	\$ 266,268	\$ --
Other Revenue	--	--	77	77
Interest Income	--	--	338	338
Total Revenues	<u>266,268</u>	<u>266,268</u>	<u>266,683</u>	<u>415</u>
Expenditures				
Public Safety				
Personnel	58,889	60,659	60,386	273
Repairs and Maintenance	19,000	20,780	18,779	2,001
Insurance	12,932	12,932	11,783	1,149
Supplies	10,800	10,900	4,695	6,205
Utilities	11,300	11,300	10,526	774
Uniforms	752	882	853	29
Professional Services	7,790	7,790	6,878	912
Public Relations	500	500	--	500
Education and Training	3,950	4,700	2,061	2,639
Board Fees	2,000	1,300	--	1,300
Equipment	52,250	52,520	46,285	6,235
Total Public Safety	<u>180,163</u>	<u>184,263</u>	<u>162,246</u>	<u>22,017</u>
Capital Outlay	82,005	82,005	2,210	79,795
Total Expenditures	<u>262,168</u>	<u>266,268</u>	<u>164,456</u>	<u>101,812</u>
Excess (Deficiency) of Revenues				
Over Expenditures	4,100	--	102,227	102,227
Net Change in Fund Balance	<u>4,100</u>	<u>--</u>	<u>102,227</u>	<u>102,227</u>
<i>Fund Balance at Beginning of Period</i>	153,434	153,434	153,434	--
Fund Balance at End of Period	<u>\$ 157,534</u>	<u>\$ 153,434</u>	<u>\$ 255,661</u>	<u>\$ 102,227</u>

December 23, 2015

To the Board of Directors
Portland Area Fire Authority
Portland, Michigan

We have audited the financial statements of the governmental activities and the general fund of the Portland Area Fire Authority for the year ended June 30, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated November 17, 2015. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Portland Area Fire Authority are described in Note 1 to the financial statements. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Portland Area Fire Authority's financial statements was:

- Management's estimate of the useful lives of depreciable capital assets is based on the length of time it is believed that those assets will provide some economic benefit in the future.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 23, 2015.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

IONIA COUNTY BOARD OF COMMISSIONERS

Organizational Meeting Agenda

January 12, 2016

4:00 p.m.

- I. **Call to Order by County Clerk**
- II. **Pledge of Allegiance**
- III. **Organization of Board and Committees**
 - A. Selection of Chairperson
**Meeting turned over to newly elected Chairperson*
 - B. Selection of Vice-Chairperson
 - C. Review and Adoption of Board Rules
** Discussion and adoption of board and committee meeting dates and times*
- IV. **Approval of Agenda**
- V. **Public Comment**
(3 minute time limit per speaker – please state name/organization)
- VI. **Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
- VII. **Appointments**
 - A. *Appointments to Standing Committee(s)*
 1. Audit Committee
 2. Facilities Committee
 3. Grievance Hearing Committee
 4. Personnel Committee
 - B. *Commissioner Appointments to Boards/Commissions*
 1. Bargaining Committee Representative – One appointment (one-year term).
 2. Board of Public Works – One appointment (three-year term).
 3. Central Area Michigan Works Consortium – Two Commissioner Representatives.
(Commissioners may appoint designee to act on their behalf.)
 4. Community Corrections Advisory Board – One appointment (one-year term).
 5. Department of Human Services Board – One appointment (one-year term).
 6. Green View Point Park Advisory Board – One appointment (one-year term).
 7. Ionia County Economic Alliance – One appointment (three-year term).
 8. Lake Boards – One-year terms
 - Long Lake Board
 - Jordan Lake Board
 - Morrison Lake Board
 9. MAC Workers' Compensation Board – One appointment (one-year term).
 10. Road Commission – One appointment (one-year term).
 11. Tax Allocation Board – One appointment (one-year term).
 - C. *Legal Counsel*

D. Department Heads

1. Administrative Health Officer – One-year appointment
2. Building Codes Official – One-year appointment
3. Central Dispatch Director – One-year appointment
4. Equalization Director – One-year appointment

VIII. Unfinished Business

A. Appointments

1. Central Dispatch Board of Directors – One Citizen Rep– Cowling-Cronk
2. West Michigan Regional Planning Commission – One Elected Official Rep – Cowling-Cronk
3. West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee – One Public Sector Rep – Carroll

B.

IX. New Business

A. FY14 EMPG Award

B. Request to Fill Dispatcher Position

C. Request to Purchase Sheriff Department Vehicle

D. Acknowledgement of Applications for Appointment

1. Area Agency on Aging of Western Michigan Board of Directors –One appointment – two year term.
2. Board of Public Works – One appointment – two-year term.
2. Park Advisory Board – Two appointments – two-year terms.
3. Tax Allocation Board – One appointment – one-year term.

X. Reports of Officers, Boards, and Standing Committees

A. Chairperson

B. County Administrator

XI. Reports of Special or Ad Hoc Committees

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

XIII. Executive Session

XIV. Adjournment

Board and/or Commission Vacancies

- Board of Public Works – One three-year term expiring January 2018.
- Commission on Aging Board – One three-year term, expiring September 2017.
- Construction Board of Appeals – Two two-year terms, expiring October 2017. One of these positions serves as an alternate member.
- Economic Development Corporation/Brownfield Redevelopment Authority – One three year term, expiring April 2018.
- West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee – One one-year term expiring in December 2015 which serves as the Private Sector Representative.

Appointments for consideration in the month of February 2016: None

Appointments for consideration in the month of March 2016:

- *Community Mental Health Services Board* – Three three-year terms.

IONIA COUNTY BOARD OF COMMISSIONERS
Committee-of-the-Whole

January 19, 2016 - 3:00 p.m.
Commissioners' Meeting Room – Courthouse – 3rd Floor

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment**
(3 minute time limit per speaker – please state name/organization)
- VI. Unfinished Business**
 - A. Facilities Discussion
- VII. New Business**
 - A. Departmental Reports
 - 1. Central Dispatch
 - 2. Building & Grounds
 - 3. Building Codes
 - B. Pension Plan Restated – Frank Berrodin, Miller Johnson
 - C.
- VIII. Reports of Officers, Board and Standing Committees**
 - A. Chairperson
 - B. Commissioners
 - C. County Administrator
- IX. Reports of Special or Ad Hoc Committees**
- X. Closed Session**
- XI. Adjournment**