



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

7:00 p.m. Monday, January 20, 2014
City Council Chambers
City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Action Requested</u>
7:00 PM	I. <u>Call to Order</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Motion
7:03 PM	IV. <u>City Manager Report</u>	
7:15 PM	V. <u>Presentations</u>	
	A. DDA/Main Street Manager Reagan – Downtown Report	
	VI. <u>Public Hearing(s)</u> – None	
	VII. <u>Old Business</u>	
	VIII. <u>New Business</u>	
7:20 PM	A. Proposed Resolution 14-08 Setting a Public Hearing Date on Proposed Amendment to the DDA Downtown Development and Tax Increment Financing Plan	Motion
7:25 PM	B. Proposed Resolution 14-09 Approving a Letter of Understanding with Gorman Law PLLC	Motion
7:27 PM	C. Proposed Resolution 14-10 Approving the Parks and Recreation Board’s Recommendation to Approve Josh Hinds’ Proposal to Conduct Fund Raisers to Generate Revenue to Purchase Materials and Have Volunteers Construct a Dog Park in Bogue Flats	Motion
7:30 PM	IX. <u>Consent Agenda</u>–	Motion
	A. Minutes & Synopsis from the Regular City Council Meeting held on January 6, 2014	
	B. Payment of Invoices in the Amount of \$129,459.13 and Payroll in the Amount of \$116,688.78 for a Total of \$246,147.91	
	C. Purchase Orders over \$5,000	
	1. Michigan Municipal Electric Association in the amount of \$6,515.00 for 2014 Membership Dues	
	2. Michigan Public Power Agency in the amount of \$14,682.75 for 2014 Membership Dues	
	X. <u>Communications</u>–	
	A. DDA Minutes from December 19, 2013	
	B. DDA Treasurer’s Report for January 9, 2014	
	C. Parks and Recreation Board Minutes for January 14, 2014	

<u>Estimated Time</u>
7:32 PM
7:37 PM
7:40 PM
7:45 PM

- D. Wastewater Treatment Plant Report for December 2013
- E. Portland Area Fire Authority – Year End June 30, 2013 Financial Report
- F. Portland Area Fire Authority – December 3, 2013 Minutes
- G. Portland Area Fire Authority – January 7, 2014 Agenda
- H. Portland Area Fire Authority – Draft January 7, 2014 Minutes
- I. Ionia County Board of Commissioners Agenda for January 14, 2014
- J. Ionia County Board of Commissioners Agenda for January 21, 2014
- K. MPSC Notice of Hearing for Consumers Energy

X. **Public Comment** (5 minute time limit per speaker)

XI. **Other Business**

XII. **Council Comments**

XIII. **Adjournment**

<u>Action Requested</u>
Motion

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-08

**A RESOLUTION SETTING A PUBLIC HEARING DATE ON PROPOSED
AMENDMENT TO THE DDA DOWNTOWN DEVELOPMENT AND TAX
INCREMENT FINANCING PLAN**

WHEREAS, the City Council has previously adopted an ordinance creating the City of Portland Downtown Development Authority (the "DDA") pursuant to and in compliance with Act No.197 of the Michigan Public Acts of 1975, as amended (the "Act"); and

WHEREAS, the City Council has previously adopted an Ordinance approving the Downtown Development and Tax Increment Financing Plan prepared by the DDA (the "Plan"); and

WHEREAS, the City Council has been informed that the DDA will request that the City Council amend the Plan to provide for the continued operation of a Michigan Main Street program and to include certain infrastructure improvements and projects to be undertaken through 2038, a copy of the proposed Amended Development Plan and Tax Increment Financing Plan is attached as Exhibit A.

WHEREAS, this City Council wishes to set a date for a public hearing on the proposed Amended Development Plan and Tax Increment Financing Plan, a copy of which is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. A public hearing upon amending the Plan shall be held on Monday March 3rd, 2014 at 7:00 p.m., in the Council Chambers at City Hall, 259 Kent Street, in the City of Portland, Michigan. At such hearing, the City Council shall provide an opportunity for interested persons to be heard and shall receive and consider communications in writing with reference to the hearing. The hearing shall provide the fullest opportunity for the expression of opinion, for argument on the merits, and for introduction of documentary evidence pertinent to the proposed amendments to the Plan. The governing body shall make and preserve a record of the public hearing, including all data presented thereat.
2. The City Clerk is directed to publish, post, and mail notice of the public hearing, a copy of which is attached as Exhibit B, in accordance with the Act, including publication in a newspaper of general circulation in the City twice before the hearing, the first of which shall not be less than 20 days before the date set for the hearing. Such notice shall also be mailed to all property tax payers of record in the DDA District not less than 20 days before the hearing. Such Notice shall also

be posted in at least 20 public and conspicuous places within the DDA District not less than 20 days before the hearing.

3. The City Clerk is hereby directed to forward a certified copy of this resolution together with a copy of the minutes of the DDA recommending the amendments to the Plan to each taxing jurisdiction including but not limited to the Ionia County Board of Commissioners, the Portland Public School Board, and the Portland Public Library District Board, in which any portion of the development area is located not less than 20 days before the hearing.
4. The representatives of any taxing jurisdiction, including but not limited to the members of the Ionia County Board of Commissioners, the Portland Public School Board, and the Portland Public Library District Board may present their recommendations at the public hearing.
5. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: January 20, 2014

Monique I. Miller, City Clerk



**CITY OF PORTLAND
DOWNTOWN DEVELOPMENT AUTHORITY**

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



PREPARED FOR:

**CITY OF PORTLAND
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS**

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

January 2014

**Exhibit
A**

**City of Portland
Ionia County, Michigan**

City Council

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

Downtown Development Authority Board Members

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

Advisors

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

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Introduction

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

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

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

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

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

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



City of Portland
Downtown Development
Authority

Amended
Downtown Development Plan

2014-2038

Development Plan

Section 17.2a: Boundaries of the Portland Downtown Development Area

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

The District boundaries formally adopted in the original plan, and subsequent amendments, will change as the following residential parcels will be removed from the District:

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

Section 17.2b: Existing and Proposed Land Uses

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

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

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

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



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

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

Existing Public Land Uses

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

Existing Private Uses

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

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

Section 17.2c:

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

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

Section 17.2d: Project Improvement Plan

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

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

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

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

Payment of Current Bonded Indebtedness

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

Downtown Streets and Sidewalk Improvements

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

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

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



B. Bridge Street Improvement Project

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

C. Sidewalk Extensions and Maintenance

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

D. Repairs to the Divine Highway Bridge

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

E. Snow Removal in the Central Business District

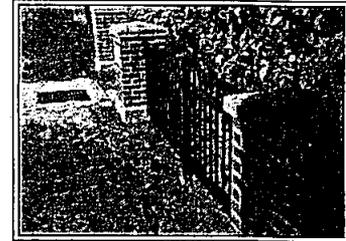
In order to maintain a pedestrian friendly business environment, the DDA plans to work with the City of Portland to have snow removal on sidewalks and curbs during the winter months.

Streetscape and Public Parking Lot Enhancement

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

A. Replace Street Lighting

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



B. Public Parking Lot Sealing and Lining

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

C. Kent Street Streetscape Enhancement

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

D. Canal Street Parking Lot Fencing

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

Promotional and Identity Building

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



A. Continuation of the Main Street Program

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

B. New Community Entrance Feature

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



C. Continuation of Annual Fireworks Sponsorship

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

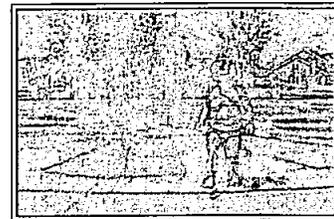
D. Holiday Decorations

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

Public Amenity Creation and Maintenance

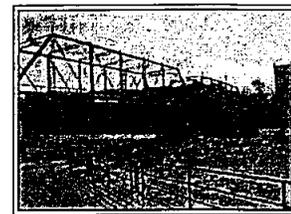
A. Splash Pad/ Spray Park

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



B. Repainting of Pedestrian Bridge across the Grand River

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

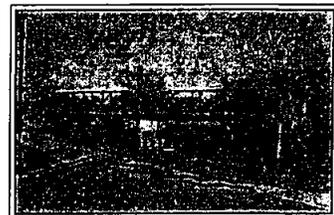


C. Repainting and Lighting of the Veteran’s Memorial Bridge

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

D. Yearly Downtown Trail Maintenance

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



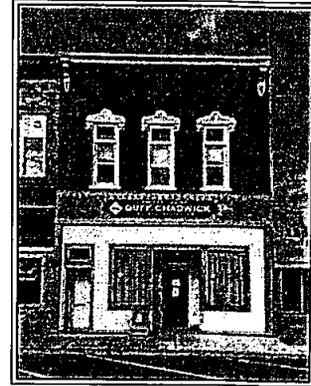
E. Public Art Program

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

Downtown Building and Business Enhancements

A. Continuation of Downtown Sign Grant Program

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



B. Continuation of Downtown Façade Grant Program

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

Consultation and Operational Expenditures

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

A. Professional Services

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

B. DDA Operations

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

Section 17.2e: Construction Stages

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

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

Section 17.2f: Open Space

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

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

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

Section 17.2g: Property Ownership/Leases

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

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

Section 17.2h: Desired Zoning Changes

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

No zoning changes are currently planned for the DDA District.

Section 17.2i: Development Costs/ Financing

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

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

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

- A. Donations to the Authority for the performance of its functions.
- B. Proceeds of tax imposed pursuant to Section 12 of Public Act 197 of 1975, as amended.
- C. Money borrowed and to be repaid as authorized by Section 13 of Public Act 197 of 1975, as amended.
- D. Revenues from any property, building or facility owned, leased, licensed or operated by the Authority or under its control, subject to the limitations imposed upon the authority by trusts or *other agreements*.

- E. Proceeds from a special assessment district created as provided by law.
- F. Proceeds of a tax increment financing plan, established under sections 14 to 16 of PA 197 of 1975, as amended.
- G. Money obtained from other sources approved by the governing body of the municipality.

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

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

Section 17.2j:

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

Not applicable

Section 17.2k:

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

Not applicable

Section 17.2l:

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

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

Section 17.2m:

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

Not applicable

Section 17.2n:

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

Not applicable

Section 17.2o:

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

Not applicable

Section 17.2p:

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

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



City of Portland
Downtown Development
Authority

Amended Tax Increment
Finance Plan

2014-2038

Section 12.1: District Tax Law

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

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

Section 14.1: Tax Increment Financing

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

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

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

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

1. Tax Increment Procedure

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

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

2. "Captured Value" means the amount in any one year by which the current taxable value of the district, including the value of property for which specific local taxes are paid in lieu of property taxes, exceeds the initial value. "Initial value" means the taxable value of all the property within the boundaries of the district at the time the ordinance establishing the tax increment financing plan is approved, as shown by the most recent assessment roll of the municipality at the time the ordinance is adopted. Property for which an industrial facilities exemption certificate or a commercial housing facilities exemption certificate, is in effect shall not be considered to be property which is exempt from taxation. Tax dollars accruing from any incremental increase in

taxable value above the initial value (base year total) may then be used by the DDA. Data presented in Table 6 reveals the anticipated capture on the taxable value for the City of Portland Downtown Development Authority District through the year 2038, and provides a disbursement cycle. The base year taxable value for the Development District is \$7,072,400.00.

3. Total Potential Revenue

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

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

4. Bonded Indebtedness to be Incurred

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

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

5. Tax Increment Revenue

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

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

City Hall Amortization Schedule (Principal and Interest):

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

2. Downtown Development Authority Annual Budget

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



City of Portland
Downtown Development Authority

Amended
Downtown Development/ TIF Plan

2014-2038

Tables 1-6

Table 1

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

TABLE 2

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

Year	Taxable Value	Initial Year Val	Captured Value	Portland General 12,6574	Portland Streets 1,0000	Library Operating 0.9339	Library Debt** 0.8900	Ionia County 5,0184	Total Captured Levy 20,4997
2013	\$21,650,718	\$7,072,400	\$14,578,318	\$184,524	\$14,578	\$13,615	\$12,975	\$73,160	\$298,851
2014*	\$20,476,811	\$6,814,300	\$13,662,511	\$172,932	\$13,663	\$12,759	\$12,160	\$68,564	\$280,077
2015**	\$18,336,347	\$6,814,300	\$11,522,047	\$145,839	\$11,522	\$10,760	\$10,255	\$57,822	\$236,199
2016	\$18,703,074	\$6,814,300	\$11,888,774	\$150,481	\$11,889	\$11,103	\$10,581	\$59,663	\$243,716
2017	\$19,077,136	\$6,814,300	\$12,262,836	\$155,216	\$12,263	\$11,452	\$10,914	\$61,540	\$251,384
2018	\$19,458,678	\$6,814,300	\$12,644,378	\$160,045	\$12,644	\$11,809	\$11,253	\$63,455	\$259,206
2019	\$19,847,852	\$6,814,300	\$13,033,552	\$164,971	\$13,034	\$12,172	\$11,600	\$65,408	\$267,184
2020	\$20,244,909	\$6,814,300	\$13,430,509	\$169,995	\$13,431	\$12,543	\$11,953	\$67,400	\$275,321
2021	\$20,649,705	\$6,814,300	\$13,835,405	\$175,120	\$13,835	\$12,921	\$12,314	\$69,432	\$283,622
2022	\$21,062,699	\$6,814,300	\$14,248,399	\$180,348	\$14,248	\$13,307	\$12,681	\$71,504	\$292,088
2023	\$21,483,953	\$6,814,300	\$14,669,653	\$185,680	\$14,670	\$13,700	\$13,056	\$73,618	\$300,723
2024	\$21,913,632	\$6,814,300	\$15,099,332	\$191,118	\$15,099	\$14,101	\$0	\$75,774	\$296,093
2025	\$22,679,105	\$6,814,300	\$15,864,805	\$200,307	\$15,865	\$14,816	\$0	\$79,616	\$311,104
2026	\$23,132,687	\$6,814,300	\$16,318,387	\$206,548	\$16,318	\$15,240	\$0	\$81,892	\$319,999
2027	\$23,595,341	\$6,814,300	\$16,781,041	\$212,404	\$16,781	\$15,672	\$0	\$84,214	\$329,071
2028	\$24,067,248	\$6,814,300	\$17,252,948	\$218,377	\$17,253	\$16,113	\$0	\$86,582	\$338,325
2029	\$24,548,593	\$6,814,300	\$17,734,293	\$224,470	\$17,734	\$16,562	\$0	\$88,998	\$347,764
2030	\$25,039,565	\$6,814,300	\$18,225,265	\$230,684	\$18,225	\$17,021	\$0	\$91,462	\$357,392
2031	\$25,540,356	\$6,814,300	\$18,726,056	\$237,023	\$18,726	\$17,488	\$0	\$93,975	\$367,212
2032	\$26,051,163	\$6,814,300	\$19,236,863	\$243,489	\$19,237	\$17,965	\$0	\$96,538	\$377,229
2033	\$26,572,186	\$6,814,300	\$19,757,886	\$250,083	\$19,758	\$18,452	\$0	\$99,153	\$387,446
2034	\$27,103,630	\$6,814,300	\$20,289,330	\$256,810	\$20,289	\$18,948	\$0	\$101,820	\$397,868
2035	\$27,645,703	\$6,814,300	\$20,831,403	\$263,671	\$20,831	\$19,454	\$0	\$104,540	\$408,498
2036	\$28,198,617	\$6,814,300	\$21,384,317	\$270,670	\$21,384	\$19,971	\$0	\$107,315	\$419,340
2037	\$28,762,589	\$6,814,300	\$21,948,289	\$277,808	\$21,948	\$20,498	\$0	\$110,145	\$430,399
2038	\$29,337,841	\$6,814,300	\$22,523,541	\$285,089	\$22,524	\$21,035	\$0	\$113,032	\$441,680
TOTALS				\$5,229,681.00	\$413,171.82	\$385,861.16	\$116,766.28	\$2,073,461.46	\$8,218,941.72

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

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

***Library debt ends in 2023

NOTE: After 2015, growth of the "Captured Value" amount is based on a forecast of 2% growth

NOTE: In 2014, 13 residential properties will be removed from the DDA, dropping the "Taxable Value" \$575,412

TABLE 3

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

Year	Taxable Value	Initial Year Value	Captured Value	Portland General	Portland Streets	Library Operating	Library Debt*	Ionia County	Total Captured Levy
				6.3287	0.5000	0.4670	0.4450	2.5092	
2013	\$848,600.00	\$0.00	\$848,600.00	\$10,741.07	\$848.60	\$792.51	\$755.25	\$4,258.61	10.2489
2014	\$822,530.00	\$0.00	\$822,530.00	\$10,411.09	\$822.53	\$768.16	\$732.05	\$4,127.78	\$16,861.52
2015	\$327,200.00	\$0.00	\$327,200.00	\$4,141.50	\$327.20	\$305.57	\$291.21	\$1,642.02	\$6,707.50
2016	\$327,200.00	\$0.00	\$327,200.00	\$4,141.50	\$327.20	\$305.57	\$291.21	\$1,642.02	\$6,707.50
2017	\$327,200.00	\$0.00	\$327,200.00	\$4,141.50	\$327.20	\$305.57	\$291.21	\$1,642.02	\$6,707.50
2018	\$327,200.00	\$0.00	\$327,200.00	\$4,141.50	\$327.20	\$305.57	\$291.21	\$1,642.02	\$6,707.50
2019	\$327,200.00	\$0.00	\$327,200.00	\$4,141.50	\$327.20	\$305.57	\$291.21	\$1,642.02	\$6,707.50
2020	\$327,200.00	\$0.00	\$327,200.00	\$4,141.50	\$327.20	\$305.57	\$291.21	\$1,642.02	\$6,707.50
2021	\$327,200.00	\$0.00	\$327,200.00	\$4,141.50	\$327.20	\$305.57	\$291.21	\$1,642.02	\$6,707.50
2022	\$327,200.00	\$0.00	\$327,200.00	\$4,141.50	\$327.20	\$305.57	\$291.21	\$1,642.02	\$6,707.50
2023	\$327,200.00	\$0.00	\$327,200.00	\$4,141.50	\$327.20	\$305.57	\$291.21	\$1,642.02	\$6,707.50
2024	\$327,200.00	\$0.00	\$327,200.00	\$4,141.50	\$327.20	\$305.57	\$0.00	\$1,642.02	\$6,416.29
2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2026	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2027	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2029	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2030	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2031	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2032	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2033	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2034	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2035	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2036	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2037	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2038	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				TOTALS	\$51,826.10	\$4,094.53	\$3,823.88	\$3,352.92	\$20,547.99
									\$83,645.43

*Library debt ends in 2023

TABLE 4

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

Year	Taxable Value	Growth	Initial Taxable Value**	Captured Taxable Value
2013	\$21,650,718	\$0	\$7,072,400	\$14,578,318
2014*	\$20,476,811	-\$1,173,907	\$6,814,300	\$13,662,511
2015*	\$18,336,347	-\$2,140,464	\$6,814,300	\$11,522,047
2016	\$18,703,074	\$366,727	\$6,814,300	\$11,888,774
2017	\$19,077,136	\$374,061	\$6,814,300	\$12,262,836
2018	\$19,458,678	\$381,543	\$6,814,300	\$12,644,378
2019	\$19,847,852	\$389,174	\$6,814,300	\$13,033,552
2020	\$20,244,809	\$396,957	\$6,814,300	\$13,430,509
2021	\$20,649,705	\$404,896	\$6,814,300	\$13,835,405
2022	\$21,062,699	\$412,994	\$6,814,300	\$14,248,399
2023	\$21,483,953	\$421,254	\$6,814,300	\$14,669,653
2024	\$21,913,632	\$429,679	\$6,814,300	\$15,099,332
2025***	\$22,679,105	\$765,473	\$6,814,300	\$15,864,805
2026	\$23,132,687	\$453,582	\$6,814,300	\$16,318,387
2027	\$23,595,341	\$462,654	\$6,814,300	\$16,781,041
2028	\$24,067,248	\$471,907	\$6,814,300	\$17,252,948
2029	\$24,548,593	\$481,345	\$6,814,300	\$17,734,293
2030	\$25,039,555	\$490,972	\$6,814,300	\$18,225,265
2031	\$25,540,356	\$500,791	\$6,814,300	\$18,726,056
2032	\$26,051,163	\$510,807	\$6,814,300	\$19,236,863
2033	\$26,572,186	\$521,023	\$6,814,300	\$19,757,886
2034	\$27,103,630	\$531,444	\$6,814,300	\$20,289,330
2035	\$27,645,703	\$542,073	\$6,814,300	\$20,831,403
2036	\$28,198,617	\$552,914	\$6,814,300	\$21,384,317
2037	\$28,762,559	\$563,972	\$6,814,300	\$21,948,269
2038	\$29,337,841	\$575,252	\$6,814,300	\$22,523,541

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

** Initial value is adjusted for the reduction of parcels within the DDA

*** IFT added back to Ad Valorem Roll

Table 5

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

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

* Industrial Personal Property becomes exempt

** IFT expires and property returns to Ad Valorem Roll

TABLE 6

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

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



City of Portland
Downtown Development Authority

Amended
Downtown Development/ TIF Plan

2014-2038

Legal Description

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

Commencing in the SE $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 28 T6N R5W at the intersection of the centerline of the C. & O. Railroad Right-of Way and the North Corporate City Limits, also being the North 1/8 line of Section 28; sd point being 80 ft. M/L East of the ELY line of lot 1 of the Culver Addition. Th: E. on N. 1/8 line 970 ft. M/L. to the NELY line of the Zoned Industrial line of the Portland City Zoning Map. Th: S 05° 51' E. 260.8 ft. Th: S 00° 51' W. 300 ft. Th: Continuing alg sd Industrial line S 50° E. M/L. 300 ft. M/L.. Th: Continuing alg sd I. line S 60° E M/L. 400 ft. M/L. Th: Continuing alg sd I. line S 52° E M/L. 300 ft. M/L. Th: Alg sd I. line S 40° E M/L. 600 ft. M/L. Th: Alg sd I. line S 31° E M/L 550 ft. M/L. Th: Alg. sd. I. line, S 10° E M/L. 400 ft. M/L. Th: Alg sd. I. line S 00° W M/L 200 ft. M/L.. Th: Alg sd. I. line S 25° W M/L 450 ft. M/L to the NLY line of the C. & O. RRD ROW. line. Th: S 32° E. M/L alg sd NLY line of RRD ROW 153 ft. ft. M/L to the WLY bank of the Grand River. Th: Continuing SELY alg NLY RRD ROW line across sd River to the ELY bank sd River 300 ft. M/L to ELY bank sd River. Th: S 37° 16' 39" E. 476 ft. alg NLY RRD ROW. Th: S 45° 46' 39" E. 200 ft. Th: S. 49° 30' E. 110.3 ft. to the centerline of Divine Hwy. Th: NELY alg sd centerline of Divine Hwy. 388 ft. Th: ELY 33 ft. to NW crn lot 24 of the Supervisor Linebaugh Addition. Th: SELY alg NLY line lot 24 - 157 ft. Th: S. 179.4 ft. alg E. line lot 24 to centerline Looking Glass Ave. Th: W. on sd cen. li/ 70 ft. to a pt. that is 33 ft. N. and 20 ft. W. of the NE corn of lot 46. Sup. Linebaugh Add. Th: S 280 ft. M/L to the NLY line of the C. & O. RRD ROW. Th: SELY alg said RRD ROW 720 ft. M/L to the E. line Section 33 T6N R5W. Th: S. 62° E. alg sd NLY RRD ROW line 2,500 ft. M/L to the WLY li of the R-4 Zoned Area of City Zoning Map if extended N. to N. li. sd. RRD Row. Th: S 37° 59' 57" W 657.1 ft. to a pt that is N 37° E 210.37 ft. from the centerline of E. Gr. River Ave. Th: S 37° E. 310.6 ft. Th: N 52° 48' E. 114.55 ft. Th: S 37° E. 505.55 ft. to the E. li. of Bristle Street. Th: N 52° 48' E. 135 ft. Th: S 37° 12' E. 666 ft. to the E. line of Rowe Ave. Th: N 50° 59' E. 240 ft. M/L to NLY line of the C. & O. RRD ROW. Th: SELY 310 ft. M/L alg sd RRD ROW line to the East Corporate limits. Th: SLY 150 ft. M/L alg sd Corporate line to the SLY line of sd RRD ROW. Th: SELY alg sd SLY RRD ROW 780 ft. M/L to the most Sly pt of the S. City Limits at its intersection with the NLY line of I-96 Highway ROW East of E. Gr. River Ave. (SW $\frac{1}{4}$ OF SE $\frac{1}{4}$ SEC. 34 T6N R5W). Th: MWLY 1130 ft. M/L alg the NLY I-96 Exit 77 Ramp ROW to the Ely line ROWE AVE., at its intersection with the ELY line of E. Gr. River Ave. & the N/S $\frac{1}{4}$ line. Th: S. on sd N/S $\frac{1}{4}$ line 425 ft. M/L to the S 1/8 line, also being the S. Corporate line West of E. Gr. River Ave. Th: West on S 1/8 line 1117.23 ft. Th: N 331.86 ft. Th: N 89° 58' 50" E. 447.36 ft. to E. line of Zoned R-3 line of City Zoning Map East of Charlotte Hwy. Th: N 00° 02' 50" E. 530.32 ft. alg E. line of R-3 area. Th: N 30° 00' 58" W. 140.58 ft. Th: S 89° W 222.69 ft. Th: S. 96.5 ft. Th: W. 188 ft. Th: N 96.5 ft. Th: W. 150 ft. to the centerline of Charlotte Hwy. Th: S 43 ft. alg sd centerline - also the W. 1/8 line Sec. 34.: Th: S 89° 29' 12" W. 299.05 ft. Th: N 00° W 150.16 ft. Th: N 89° 29' 12" E. 146.43 ft. Th: N 01° E. 200.34 ft. to centerline of E. Bridge Street. Th: W. on said centerline 250 ft. M/L to the intersection with the centerline of Newton Street. Th: N 32° E. alg said centerline of Newton St. 460 ft. M/L to the SW corner of lot 10 of the Pierce Addition to the to the City of Portland. Th: N 01° 40' E. 221.6 ft. alg W. li. of lots 5 through 10 sd Pierce Addition to the WLY point of lot 5. Th: N 45° 40" W. 199.0 ft. to SWLY crn lot 1 of Pierce Add. Th: S 35° 34' W. 30 ft. M/L to a pt that is N 35° E. 190 ft. from NLY line of James Street. Th: N 54° 12' 20" W. 268.2 ft. Th: N 35° E. 23 ft. M/L to a pt. that is N 35° E . 212.8 ft. from N. line James St. Th: N 47° W M/L 151 ft. to E. li of lot 6 of the Goodwin Addition to the City. Th: S 35° W. 31.67 ft. alg. E. li. of lot 6 to a pt that is N 35° E . 200 ft. from SE crn of Goodwin Add. Th: N 54° 30' W. 277.5 ft. to NW crn of lot 13 Goodwin Add. Th: N 54° 30' W. 215.3 ft. across East St. alg N. line lot 15 if extended, to a pt on lot 14 sd. Addition. Th: S 35° 30' W. 100 ft. to NE crn of lot 20 Goodwin Add. Th: N 54° 30' W. 100 ft. to the W. line of lot 14 sd Addition and NW crn of lot 21. Th: N 35° 30' E. 50 ft. alg WLY line of lot 14. Th: N 60° 29' 12" W 120 ft. to the E. line of platted alley lying E. of lots 62 through 65 of the James Newman Addition. Th: NELY alg E. line sd alley to the centerline of E. Gr. River Ave. 228 ft. M/L. Th: N 60° 29' 12" W. 208 ft. M/L alg sd centerline

to the WLY line of N. Grant St. Th: NWLY & WLY - 800 ft. M/L alg sd centerline of E. Gr. River Ave. to a pt that is 33 ft. M/L NELY from NE crn lot 72 of the Original Plat of the City of Portland if ELY line sd lot were extended to the centerline sad Gr. River Ave. Th: S 32° W 33 ft. N/L to the NE crn lot 72 sd plat. Th: S 58° E. 140 ft. to NE crn lot 81, Original Plat. Th: S 32° W. 200 ft. to SE corn lot 84, sd. plat. Th: N 58° W. 140 ft. alg SLY line lot 84 to SE corn lot 75 sd plat. Th: S 32° W. 699 ft. alg ELY line lots 76 through 79 and lots 123 through 130. to centerline of Academy Street. Th: N 58° W 153 ft. alg sd centerline to the intersection of centerline of Maple St. Th: S 32° W 466 ft. alg centerline Maple St. to centerline of Brush St. Th: N 58° W 206 ft. alg centerline Brush St. to the centerline of Kent St. Th: S 32° W 158 ft. M/L alg centerline Kent St. to centerline Riverside Dr. (platted as Hill St. in Supervisor Linebaugh Addition # 2.) Th: N 52° W. 322 ft. M/L, to centerline Riverside Dr. (platted as Beers St. in sd Addition.) Th: S 38° W 27.6 ft. alg sd. centerline Riverside Dr. to NELY line of lot 38 if extended. Th: N 52° W. 298 ft. alg the NLY line of lot 138 to the ELY bank of the Grand River. Th: S 60° W M/L 700 ft. M/L across the Grand River to the SE corn. of lot 204 of the Bartow's 2nd Addition. Th: NWLY 370 ft. M/L alg the SWLY lines of lots 204 and 205 and if extended to the NLY line of Canal St. Th: NELY alg the NLY line of Canal St. 1689 ft. M/L, to a pt that is SW 89.19 ft. from the most SELY pt of lot 29 of the Original Plat. Th: N 51½° W 159.93 ft. to the NWLY line of lot 29 sd. plat Th: SWLY 59 ft. M/L alg the NWLY line of lot 29 (also SLY line lot 28) to the SWLY crn lot 28. Th: NWLY 40 ft. M/L alg SWLY line lot 28 to the SLY line of lot 27. Th: WLY 31.91 ft. on SLY line lot 27 to W. line lot 27. Th: NWLY 153 ft. alg WLY line lot 27 if extended to centerline of Market St. Th: NELY alg sd cen. line 155 ft. M/L to intersection with centerline of W. Bridge St. (platted Broad St., Original Plat. Th: S 51° 30' E. 60 ft. M/L to a pt that is S 38° W 45 ft. M/L from the SELY crn lot 26 of sd plat. Th: N 38° E. alg the ELY line lots 26 and 21 to the SLY line of W. Gr. River Ave. Th: SELY 350 ft. M/L alg. SLY li. W. Gr. River Ave. to WLY line Water St. Th: N 38° E. 37 ft. M/L to centerline sd Ave. Th: NWLY alg sd. centerline W. Gr. River Ave. 120 ft. M/L to E. line of platted alley lyng between lots 3 and 4 of Original Plat. if extended. Th: N 38° E. 150 ft. M/L to SLY line of lot 1 Original Plat. Th: SELY alg SLY line lot 1 to W. line of Water St. Th: NLY 100 ft. M/L alg WLY line Water St. to South line of Section 28 T6N R5W., also being the SE corn of lot 80 of the Supervisor Linebaugh Addition, sheet # 2. Th: NELY 541.10 ft. alg sd WLY line Water St, and ELY line of lots 80- 82- 83- 84- 85- and 86 to SE crn of lot 87 sd. Addition. Th: WLY 295.9 ft. alg SLY line lots 87 & 88 to E. line lot 96 sd. Addition. Th: NELY 118.2 ft. alg sd. ELY line to NELY crn lot 95. Th: West 61 ft. M/L on NLY line lot 95 to a pt that is 170 ft. E. of SW crn lot 94. Th: N. parallel to Pleasant St. 180 ft. to a pt that is 180 ft. E. of NW crn. of lot 93 sd. Addition. Th: NW 113 ft. M/L to NE crn lot 92. Th: N 69 ft. alg E. line, lots 91 and 90. Th: W. 20 ft. alg N. li. lot 90. Th: NWLY 55.3 ft. alg NELY li. lot 90 to NE crn lot 90. S. Linebaugh Add. Th: W. 108 ft. alg N. line lot 90 and if extended to cen. li. Pleasant St. Th: N alg sd. cen. li. Pleasant St. 518.11 ft. to cen. li. Water St. (platted Railroad St.) Th: NWLY alg. cen li. Water St. 380 ft. M/L to cen. li. Quarterline St. also being N/S ¼ line of Sec. 28. Th: N. on sd N/S ¼ line 122.61 ft. Th: N 58° E. 201.59 ft. M/L to cen. li. C. & O. RRD ROW. Th: N. 32° W alg sd. cen. li. RRD ROW 730 ft. M/L to E/W ¼ line. Th: NWLY alg sd centerline RRD ROW 1780 ft. M/L to the North corporate City Limits, also being the North 1/8 line of Section 28 and pt of the Point of Beginning. The RRD ROW is 100 ft. in width with the SWLY ROW being 56 ft. and NELY being 44 ft. in width. This description being a part of Sections 28 - 33 & 34 of the TWP of Portland, Now City of Portland. T6N R5W.

2

3

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

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

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



City of Portland
Downtown Development Authority

Amended
Downtown Development/ TIF Plan

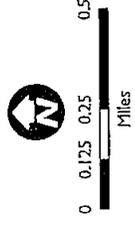
2014-2038

Maps

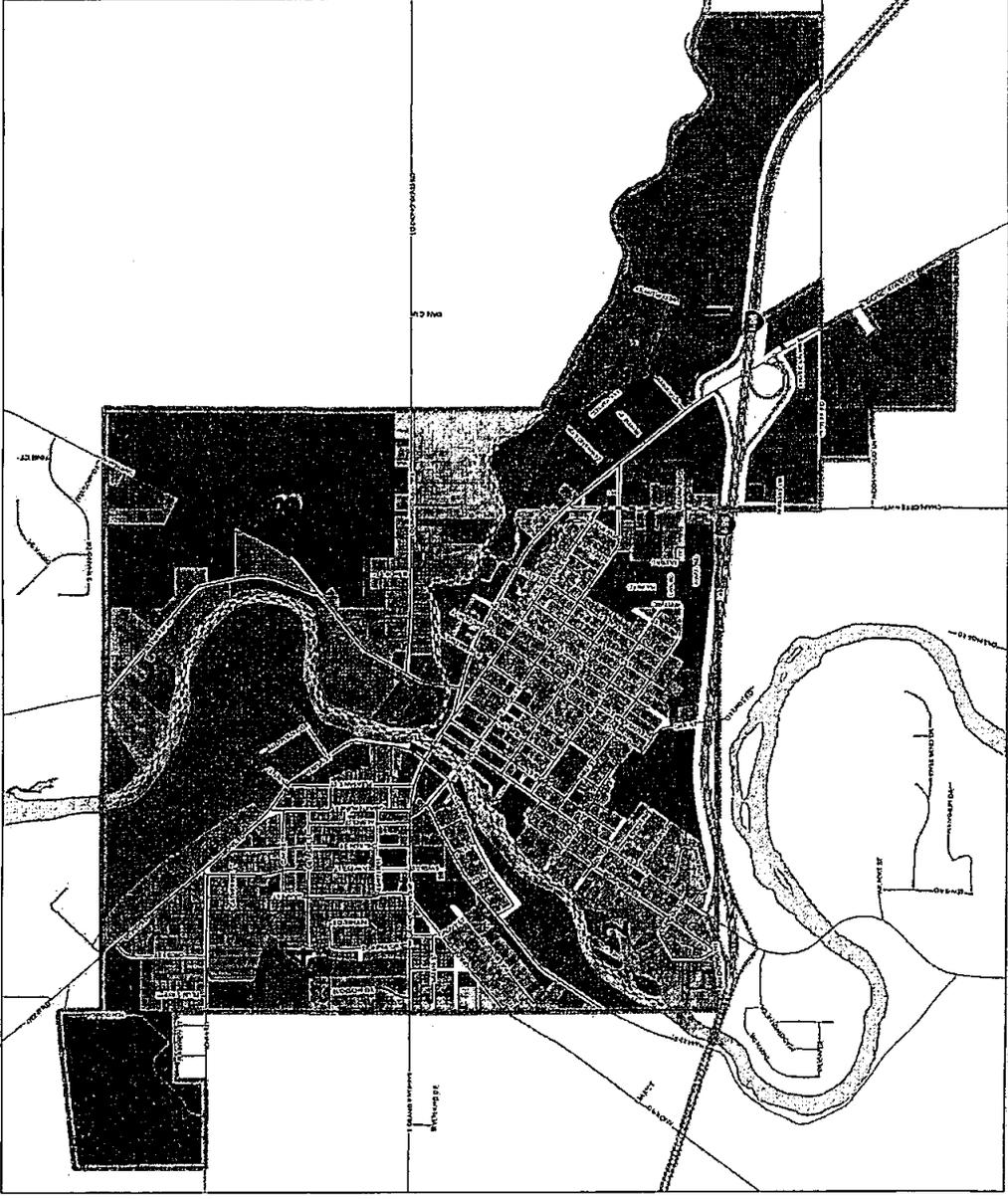
City of Portland
Ionia County, Michigan

Existing Land Use

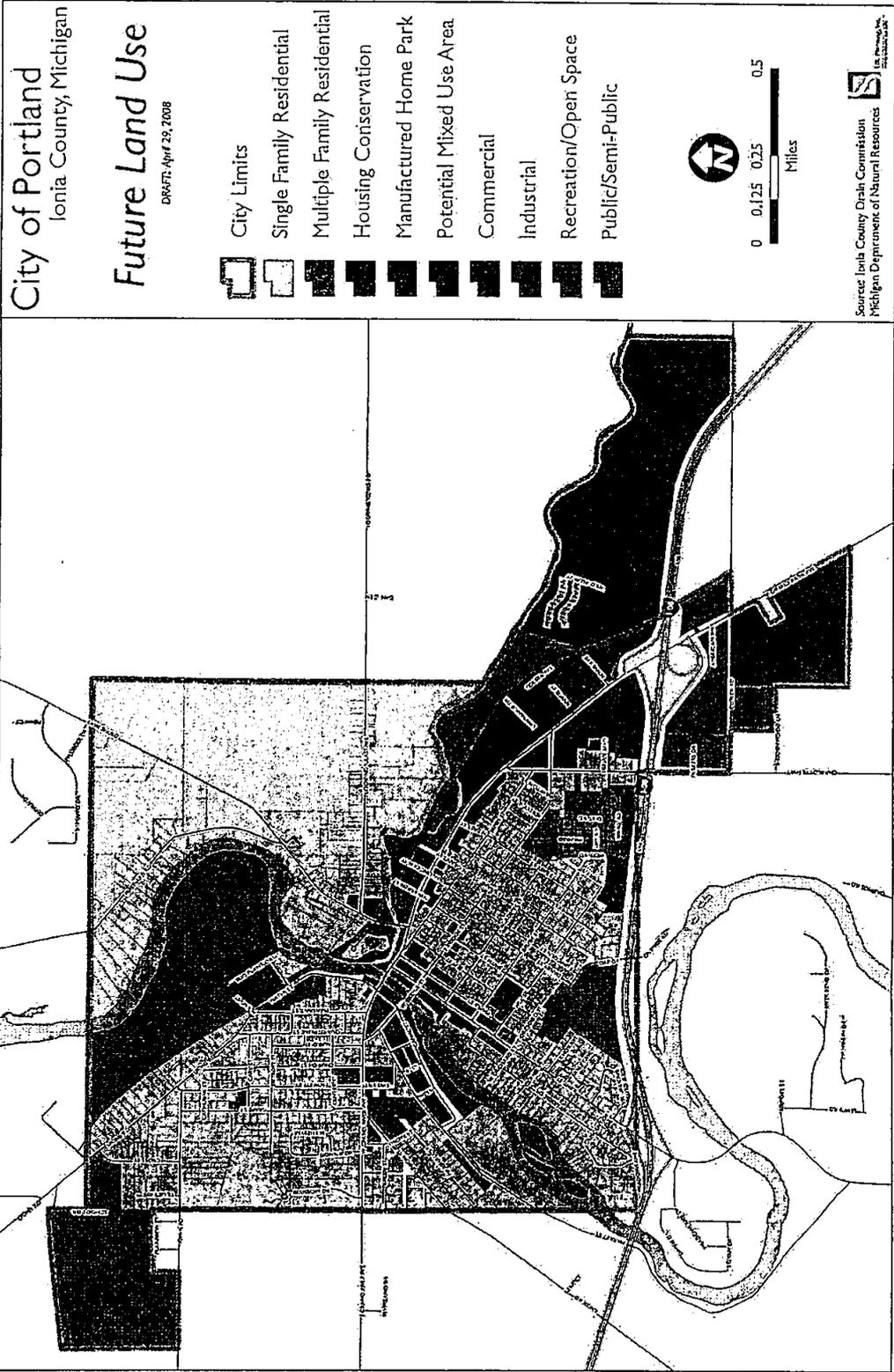
-  City Limits
-  Single Family Residential
-  Multiple Family Residential
-  Manufactured Home Park
-  Industrial
-  Commercial
-  Public/Quasi-Public
-  Recreation/Open Space
-  Agricultural
-  Vacant
-  Sub Area Boundary



Source: Ionia County Drain Commission
Michigan Department of Natural Resources

Map 3 Existing Land Use



Map 8 Future Land Use

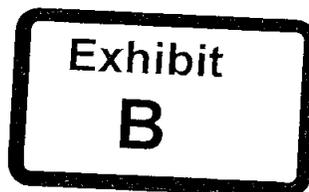
**City Council
City of Portland
Ionia County, Michigan**

NOTICE OF PUBLIC HEARING

The Portland City Council will hold a public hearing at 7:00 pm, local time, on Monday, March 3, 2014, in the Portland City Council Chambers at Portland City Hall, 259 Kent Street, Portland, Michigan 48875, concerning proposed amendments to the Development and Tax Increment Financing Plan (the "Plan") of the Portland Downtown Development Authority (the "DDA"), a Downtown Development Authority created pursuant to Act 197 of the Public Acts of Michigan of 1975, as amended, which have been proposed to add to the list of projects certain improvements in the development authority's district. The following parcels will be removed from the DDA:

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

At the public hearing, the City Council will hear and consider any comments from the public and any jurisdictions levying taxes subject to capture under the plan concerning any aspects of the Plan and proposed amendments. A copy of the Plan and proposed amendments to the Plan is available for inspection and copying in the City Clerk's office, located at Portland City Hall, 259 Kent Street, Portland, Michigan 48875, during normal business hours.



PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-09

**A RESOLUTION APPROVING A LETTER OF UNDERSTANDING
WITH GORMAN LAW PLLC**

WHEREAS, the City Manager previously approved a Letter of Understanding with Winters Gorman, PLLC, to retain Tutt Gorman to prosecute local ordinance violations and otherwise act as the City Attorney as described in the Letter of Understanding; and

WHEREAS, Jeff Winters suffered a severe stroke in November of 2013 and the law firm of Winters Gorman, PLLC is being dissolved and Tutt Gorman will be practicing law under the name Gorman Law, PLLC; and

WHEREAS, Tutt has requested that the City update the Letter of Understanding to reflect the change as it relates to his law firm affiliation ; and

WHEREAS, the City Manager has prepared a new Letter of Understanding to reflect the changes, a copy of which is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Letter of Understanding with Gorman Law, PLLC, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: January 20, 2014

Monique I. Miller, City Clerk

CITY ATTORNEY LETTER OF UNDERSTANDING

This Letter of Understanding is made this 20th day January 2014, between the City of Portland, Michigan (City) and Gorman Law PLLC (Attorney).

RECTIALS

- A. The City desires to engage Attorney to prosecute local ordinance violations on behalf of the City and otherwise act as City Attorney as described in this Letter of Understanding.
- B. The Attorney desires to perform legal services for the City as described in this Letter of Understanding.

AGREEMENT

1. Attorney will supply the City with legal services by representing the City as Prosecutor in the District Court for ordinance violations, including the review and issuance of warrants, when proper, municipal civil infractions, violations of the Uniform Traffic Code, and violations of the Michigan Vehicle Code written as local ordinance violations, commencing February 1, 2014. The City's Attorney will be S. Tutt Gorman.
2. The parties understand and agree that the Attorney is an independent contractor that also maintains a separate law practice, and whose work tasks are not directed by a City official. Oversight and coordination of the performance of the scope of services of this Letter of Understanding will be by the City Manager. Failure to perform under the terms of this Letter of Understanding may result in termination of the Attorney-Client relationship.
3. Attorney will represent the City as Prosecutor in appeals of convictions.
4. Recommend and when requested draft ordinances and amendments based on cases prosecuted.
5. Consult with City Manager on proposed or revised City policies or ordinances.
6. Permit the use of Attorney letterhead on City Income Tax collection form letters and Attorney letter for Auditor.
7. Serve on the City Election Commission as City Attorney to approve the appointment of election inspectors and witness public accuracy tests of voting equipment.
8. Attorney agrees to provide the above service for a flat fee of \$800.00 per month. The rate of compensation may be reviewed annually and may be altered by mutual agreement between the City and the Attorney. Changes in compensation must be in writing signed by Attorney and the City Manager.
9. The City will provide no conference or training funds for the Attorney. The City shall provide no clerical assistance for the Attorney without prior authorization from the City Manager. Attorney may bill the City for copies of official records that are necessary for the prosecution of cases.
10. City and Attorney acknowledge that City retains special Counsel for matters not described in this Letter of Understanding (e.g. Environmental, Eminent Domain, Annexation, General Municipal, Labor, Bonds, etc). City and Attorney agree that such services will continue to be rendered outside the scope of this Letter of Understanding. The Attorney may also be called upon to provide other types of legal services beyond the scope of work described in this Letter of Understanding which will be covered by a separate letter of understanding spelling out the agreed upon fee arrangement.
11. Attorney shall serve at the pleasure of the City Manager. The City Manager may terminate the service of Attorney at any time for any reason or for no reason.

ATTORNEY

CITY OF PORTLAND

By: S. Tutt Gorman, City Attorney

By: Thomas J. Dempsey, City Manager

Exhibit
A

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-10

**A RESOLUTION APPROVING THE PARKS AND RECREATION BOARD'S
RECOMMENDATION TO APPROVE JOSH HINDS' PROPOSAL TO CONDUCT
FUND RAISERS TO GENERATE REVENUE TO PURCHASE MATERIALS AND
HAVE VOLUNTEERS CONSTRUCT A DOG PARK IN BOGUE FLATS**

WHEREAS, the Parks and Recreation Board met on January 17, 2014 to review Josh Hinds' proposal to raise funds to construct a dog park on City property, a copy of the Recreation Director's memo, Mr. Hinds Proposal and an aerial map showing a proposed location are attached as Exhibit A ; and

WHEREAS, the Parks and Recreation Board discussed the proposal and voted to recommend that the City Council approve Mr. Hinds proposal to conduct fund raisers to generate revenue to have volunteers construct fencing for a dog park, subject to the Recreation Director approving final plans prior to any construction.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Parks and Recreation Board's recommendation that the City Council approve Mr. Hinds proposal to conduct fund raisers to generate revenue to have volunteers construct fencing for a dog park, subject to the Recreation Director approving final plans prior to any construction.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: January 20, 2014

Monique I. Miller, City Clerk

January 17, 2014

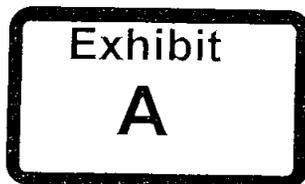
To: City Council / City Manager
From: Parks and Recreation Board
Re: Action taken at the rescheduled January Parks and Recreation Board meeting

Dear Council,

At the regular Parks and Recreation Board meeting held on Thursday January 17, 2014, the Board took the following action. The Parks and Recreation Board meeting started at 5:30 PM in the Executive Board room at City Hall.

The Director had contacted Josh Hinds to get some additional information as requested by the Board at their last meeting. Those changes included doubling the size of the dog enclosure and adding a security double gate like most other dog parks as well as getting an updated price on doubling the size. They also wanted to see his proposal for generating the funds to complete the project. Josh attended the meeting and provided the Board with his updated information and his funding ideas to generate the revenue He also thought he could come up with the volunteers to actually erect the fence. After discussion a motion was made by Denny Cunningham to recommend to the Council to approve Josh Hinds proposal to conduct fund raisers to generate revenue to purchase materials and get volunteers to construct a dog park down at the Flats, as long as everything was approved by the Director prior to any work being completed by the volunteers, seconded by Foote. Motion carried. The proposed site would have trees for shade and has already been cleared and mowed as a result it would only require the fencing to start up. The City could then work on getting water to the site or modify the existing drinking fountain at the Bogue Flats Pavilion which is close. I have also attached the most recent proposal from Josh Hinds for your information.

The Board also discussed the Recreation Budget once again. The Director also provided the Board with some information that she and Neil Brown the programmer put together late last fall to increase the Revenue in the Recreation Department. It included Sponsorships, Special Events, New Program Ideas and Administrative Changes. After discussion the Board agreed that it was a good start and that a couple of the new programs they thought would go over well especially the banner program which would create additional revenue. The Director



further informed the Board that these proposed changes presented to them original late last fall to increase the revenue were programs and idea that covered an entire year not something that would increase the revenue all at one time or over just one season. After discussion the Director once again informed the Board that if major cuts had to be made she would retire prior to eliminating the Recreation Department.

The Board also took the following action. The Director provided the Board with the proposed plans as presented by Aaron Cross and Noreen Logel of the Boy Scouts and Ed Leik who drew up the plans on constructing a pole structure pavilion for the Farmers Market at the Red Mill site. After Discussion the Board brought up a few concerns with the proposed location on the west side of the Red Mill. There is a curb on that side of the building as well as buried electric and a gas lines in close proximity of the proposed building? They had concerns about relocating the trail due to the road crossing and the transformer just off from Walt Sprague's property line? If utilities and the trail needed to be relocated who would cover those expenses? Who would cover the costs to run the water and the sewer to the building? Would there be heat in the restroom or would it just be seasonal? Who would maintain the restroom? If you constructed the proposed building on the other side of the red Mill (Morse Rd side) there are no utilities on that side on the building and you would not have to move the trail as there is a rolled curb where most of the vendors have been driving across all along. After discussion the Board felt they needed these questions answered prior to making a recommendation however overall they were in favor of adding a pavilion for the Farmers Market.

If you have any questions at all in regards to the above information please let me know.

Respectfully,



Mary Ellen Scheurer
Parks, Recreation & Cemetery Director

There will need to be posted rules and regulations for the area. All dogs must be current on their rabies vaccinations and that the dog owners are liable for anything involving their dog. City of Portland may also have other pet-related ordinances in place that will need to follow.

Fees for the dog park Could include a flat weekly rate, or a donated amount of their choice for use on regular days. The dog owners would be making their donations or fees on “good faith”.

Fundraising

I was thinking about posting flyers on store bulletin boards announcing the new park throughout Portland.

Chile Cookout- “Doesn’t it seem like as the cooler weather sets in you develop a keener appetite for foods? It’s no wonder as the cooler weather means it’s time for State Fairs, Hayrides, **Chili Cookouts** and many other food eating gatherings. The time is right then to take advantage of those growling stomachs and host a food event” (Elementary Fundraising Ideas).

Dog Walk Fundraiser- Use the river trail, charge an entry fee and the dog owners can have their picture taken with their dog at some point of the dog walk. Pictures can be picked up at the city hall on a certain date during regular business hours.

Candy sale- Buy candy from Sam’s, which will take some start-up money.

Cutest dog contest- Have canisters with a dog’s picture on it at the local business. The canister with the most money wins and the owner and dog get their pictures published in the local paper.

MENARDS®Estimate # 33257
Page 1 of 1

ESTIMATE FOR:

s, Joshua
Brush St
land, MI 48875-1517Ph: (517) 303-5620
PROJECT DESCRIPTION:
fence galv 6'STORE # 3157 LANW
8505 Delta Market Drive
Lansing, MI 48917PHONE: (517) 622-3286
FAX: (517) 622-3296

ESTIMATE BY ESTIMATE DATE

Mark 01/14/14

SKU NUMBER	DESCRIPTION	QTY TO ORDER	ADDITIONAL ITEM INFORMATION
171-2630	TENSION WIRE 9 GA. 170' 850894 TENSION WIRE	5 EACH	
171-2645	12-1/2 GA HOG RINGS 200PC661063 TENSION WIRE FA	1 EACH	
171-5295	72"X50'HDCHAINLNK GALV KK11.5 GA-YEL TAG ROLLS OF FENCE	17 EACH	
171-5304	21' TOP RAIL 1-3/8" OD .055 WALL TOP RAILS	42 EACH	** Special Order **
171-5317	8' LINE POST 1-5/8" OD .065 WALL LINE POSTS	79 EACH	* Volume Pricing applied *
171-5332	8' TERM POST 2-3/8" OD .055 WALL TERMINAL POSTS	7 EACH	
171-5380	72" H WALK GATE #21610 72"H X39"W OPEN GATES	2 EACH	
176	72" TENSION BAR 850641 TENSION BARS	10 EACH	
171-5502	2-3/8" END POST KIT 850566 END POST KIT	3 EACH	
171-5504	2-3/8" CORNER POST KIT 850573 CORNER POST KIT	4 EACH	
171-5506	1-5/8" LINE POST KIT 850580 LINE POST KIT	27 EACH	
171-5510	WALK GATE KIT 2-3/8" 850788 GATE KIT	2 EACH	
189-1030	CONCRETE MIX 60 LBS BAG LINE POST FTING	79 EACH	
189-1030	CONCRETE MIX 60 LBS BAG TERM POST FTING	7 EACH	

*** If purchased today, you save \$90.85 ***

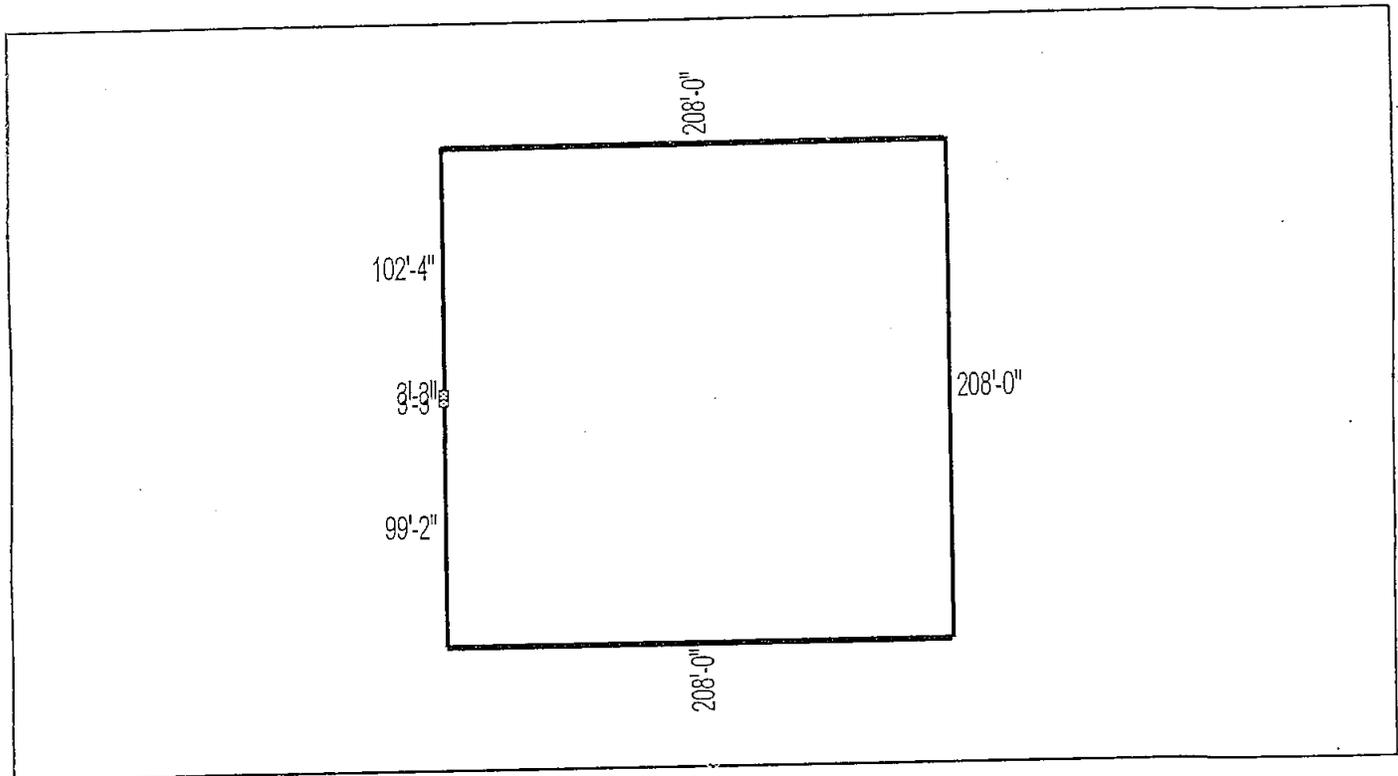
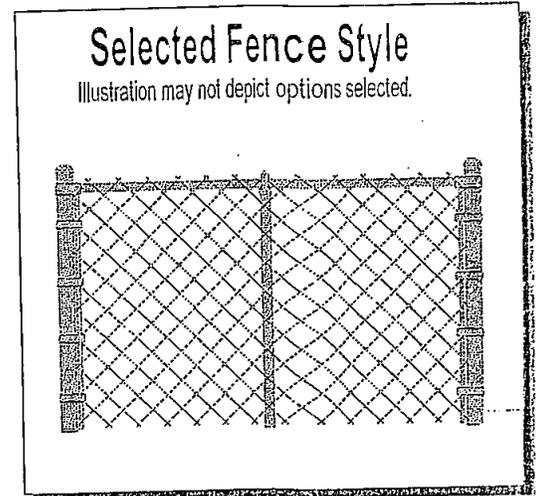
This is an estimate. It is given only for general price information. This is not an offer and there can be no legally binding contract between the parties based upon this estimate. The prices stated herein are subject to change depending upon the market conditions. The prices stated on this estimate are not firm for any time period unless specifically written otherwise on this form and are not inclusive of taxes, delivery, or any other charges which may or may not need to be added when ultimately purchasing products from this estimate. Availability of materials is subject to inventory conditions. MENARDS IS NOT RESPONSIBLE FOR ANY LOSS INCURRED BY GUEST WHO RELIES ON PRICES SET FORTH HEREIN OR ON THE AVAILABILITY OF ANY OF THE MATERIALS LISTED HEREIN. All information on this form, other than price, has been provided by guest and Menards is not responsible for any errors in the information on this estimate, including but not limited to quantity, dimension and quality. Please examine this estimate carefully. MENARDS MAKES NO REPRESENTATIONS, ORAL, WRITTEN OR OTHERWISE THAT THE MATERIALS LISTED ARE SUITABLE FOR ANY PURPOSE BEING CONSIDERED BY THE GUEST. BECAUSE OF WIDE VARIATIONS IN CODES, THERE ARE NO REPRESENTATIONS THAT THE MATERIALS LISTED HEREIN MEET YOUR CODE REQUIREMENTS.

TODAY'S SUB-TOTAL: 4,204.58
REGULAR SUB-TOTAL: 4,295.43GUEST COPY
PAGE 1 OF 1

*** Take this sheet to the Building Materials counter to purchase your materials.

You selected a fence with these options:

- 72" High, 11-1/2 Gauge, Heavy-Duty Chain-Linked Fence
- Heavy-Duty 21'-0" Top Rails
- 8' Long Terminal Posts
- 8' Long Line Posts
- Premixed Concrete Footing For Terminal Posts
- Premixed Concrete Footing For Line Posts
- Tension Wire to Add Stability
- 2 - 72"H X 39"W Walk Gates



Today's cost for materials estimated in this design:

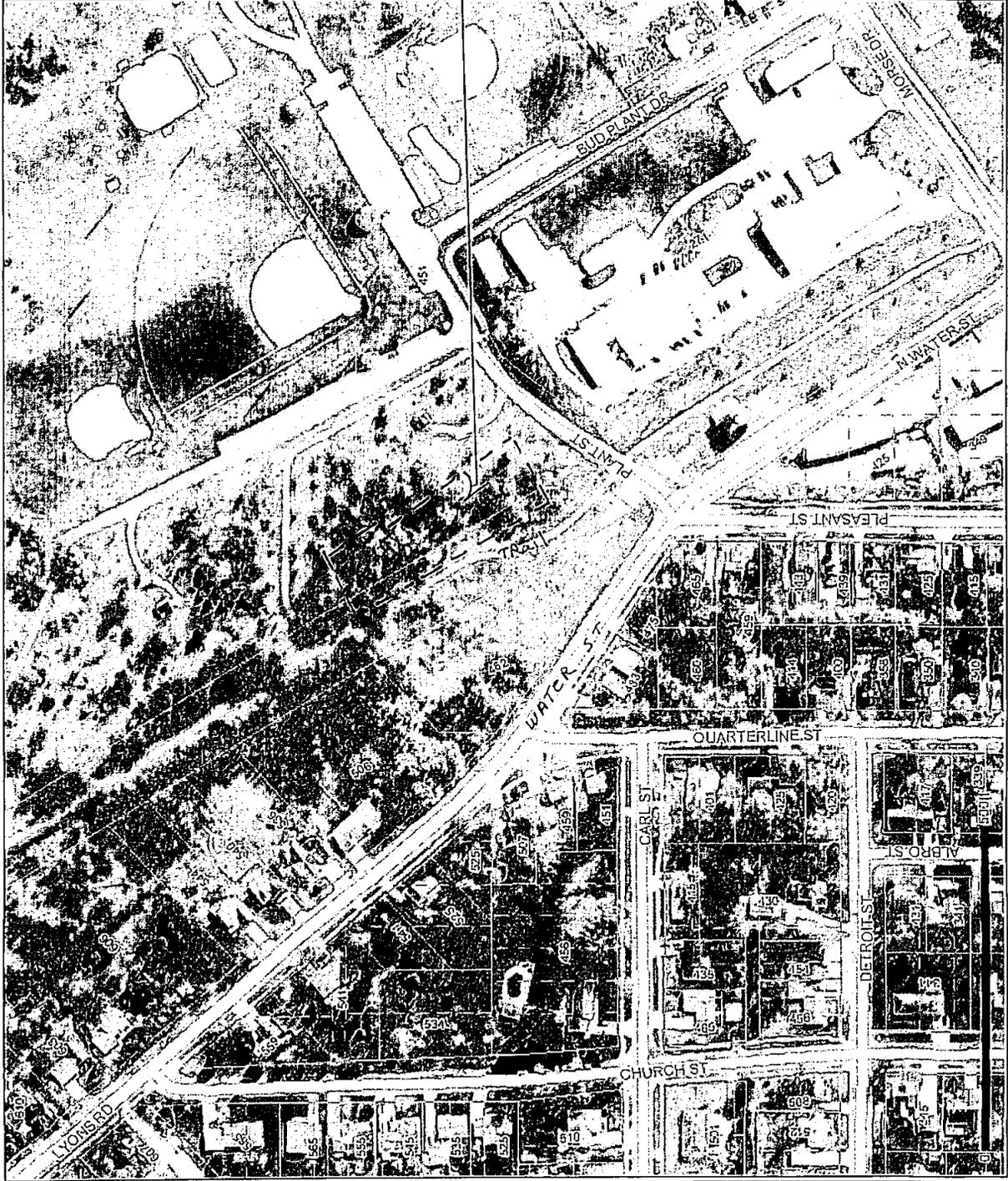
\$4,295.43

Monthly BIG Card Payment would be: \$135.99

You may buy all the materials or any part at low cash and carry prices. Because of the wide variable in codes, Menards cannot guarantee that materials listed will meet your building code requirements. These plans are suggested designs and material lists only. We do not guarantee the completeness or prices of these structures. Tax, labor and delivery not included.

Proposed Dog Park Location

- County Boundary
- Municipal Boundaries
- Streets
- Interstate/State Hwy
- Major Arterial
- Minor Arterial
- Driveway/Private
- Roads
- Lakes and Rivers
- Streams/Open Drains
- Parcels
- Lots
- 2010 Aerial Photos



Proposed
Dog park
Approximately
1 acre

150' x
290'

This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The user of this map acknowledges that the City/County shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City/County from any and all claims brought by the User, its employees or agents, or third parties which arise out of the User's access or use of data provided. Map Created: 1/17/2014

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, January 6, 2014

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Krause, Fitzsimmons and Sunstrum; City Manager Dempsey; City Clerk Miller; Police Chief Knobelsdorf

Guests: Kathy Parsons; Craig Patterson of The WODA Group; 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.

Mayor Barnes suggested moving Item A, under New Business to Item H as Mr. Patterson had not arrived yet due to road conditions.

Motion by VanSlambrouck, supported by Sunstrum, to approve the amended Agenda.

Yeas: VanSlambrouck, Sunstrum, Krause, Fitzsimmons, Barnes

Nays: None

Adopted

Under the City Manager Report, City Manager Dempsey presented information on the action items for consideration on the Agenda and noted that Portland District Librarian Cory Grimminck was unable to attend the meeting tonight and will attend the February 3rd City Council meeting.

Mr. Patterson arrived at 7:29 P.M.

City Manager Dempsey reported that Portland residents were fortunate to have not lost power during the ice storm on December 21st and 22nd due to the fact that the majority of the City's electric lines are underground. There were a handful of customers in the country who lost power short-term because of branches down on lines. WZZM 13 out of Grand Rapids did a story comparing the Cities of Portland and Lake Odessa and the number of power outages. Due to the foresight of previous members of the Board of Light and Power and City Councils electric lines have been put underground when roads have been improved.

To date, the DPW has picked up 35 loads of brush and limbs already as a result of the ice storm. They will continue this effort as quickly as possible, and will likely continue into the Spring.

City Manager Dempsey noted that he has been speaking with Jason Eppler, City Manager of Ionia, on the joint rental of a large chipper to chip brush that has been collected.

Mayor Pro-Tem VanSlambrouck asked if hanging "dangerous" branches in many of the trees will be addressed.

City Manager Dempsey stated that the DPW has identified those hanging branches that appear to be the most dangerous. They were planning to address them this week; but with the recent large snowfall those efforts have been delayed.

City Manager Dempsey reminded residents that the City only addresses trees that are located in the curb lawn area. Property owners are responsible for trees on their property.

City Manager Dempsey noted that letters were sent out last week in regard to sidewalk snow removal that were intended as reminders that snow must be removed from sidewalks within 10 hours of the cessation of the weather event. It seems that some areas had been shoveled but ice remained. There were new employees assessing the quality of snow removal. For the most part, the City only asks that property owners do the best they can with snow removal. The City has suspended the snow removal rule until the weather warms up and it is safe for individuals to be outdoors.

Granger delayed trash pickup by one day due to the snow; trash will be picked up on Tuesday, January 7th.

Under New Business, the Council considered Resolution 14-01 to approve a grant agreement in the amount of \$3,000 provided by MDEQ to update the City's Wellhead Protection Program Plan that includes delineation for wells PW-4, PW-5, PW-6 and PW-7 that is now more than 5 years old. The MDEQ Grant Agreement requires the City provide an equal amount of local match so the City is required to spend \$3,000 for a local match. The City Council also approved having Fleis and VandenBrink review MDEQ files regarding the plans for the Christensen Oil and Gas Well and provide a summary of the findings and the potential impact on the City's well field in a letter, that will be paid for by the City outside the scope of the wellhead protection grant work.

Motion by VanSlambrouck, supported by Krause, to approve Resolution 14-01 approving, authorizing, and directing the Mayor and Clerk to sign a Grant Agreement to update the City's Wellhead Protection Program Plan.

Yeas: VanSlambrouck, Krause, Fitzsimmons, Sunstrum, Barnes

Nays: None

Adopted

The Council considered Resolution 14-02 to approve a Water System Maintenance Agreement with Parkview Estates Mobile Home Park. The MDEQ has informed the City that to comply with the MDEQ's cross connection requirements where the City's provision of potable water to a mobile home park like Parkview Estates that has two or more connections to the City public water system, one of three things must occur. Double check valves must be installed at each connection with the City water system, the City must receive easements for the multiple connection of Property Owners' water mains and undertake responsibility to operate, maintain, and repair those water mains, or the City and the Property Owners must enter into a suitable agreement pertaining to certain aspects of the operation, maintenance, repair, and extension of the multiple connections of the Property Owners' water mains. The City advised the owners of Park View Estates of the cross connection rules and the options available. The owners desire to enter an agreement pertaining to certain aspects of the operation, maintenance, repair, and extension of the multiple connections of the Property Owners' water mains to the City system.

Motion by Krause, supported by Sunstrum, to approve Resolution 14-02 approving, authorizing, and directing the Mayor and Clerk to sign a Water System Maintenance Agreement with Parkview Estates Mobile Home Park.

Yeas: Krause, Sunstrum, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 14-03 to approve AECOM's proposal for annual water level, downstream fish passage and nuisance plant monitoring and reporting for 2014 and 2015 and water quality monitoring required in 2015 for the Portland Municipal Dam as required as part of the City's Federal Energy Regulatory Commission (FERC) licensing. The City has previously employed AECOM in consulting matters pertaining to its FERC license. AECOM has submitted a proposal to continue to perform these services at an increased cost attributable to new health and safety guidelines that require two AECOM technicians be in the boat for the bi-weekly dissolved oxygen and water temperature profile monitoring that is done in the deepest part of the impoundment. The Electric Superintendent and City Manager recommend the City Council approve AECOM's proposal for a not to exceed price of \$42,500.

Motion by Krause, supported by VanSlambrouck, to approve Resolution 14-03 approving AECOM's proposal for annual water level, downstream fish passage and nuisance plant monitoring and reporting for 2014 and 2015 and water quality monitoring required in 2015 for the Portland Municipal Dam.

Yeas: Krause, VanSlambrouck, Fitzsimmons, Sunstrum, Barnes

Nays: None

Adopted

The Council considered Resolution 14-04 to confirm the Mayor's appointment of Dennis Cunningham to the Parks & Recreation Board to fill a term expiring on June 30, 2014.

Motion by Krause, supported by VanSlambrouck, to approve Resolution 14-04 confirming the Mayor's appointment to City Boards and Commissions.

Yeas: Krause, VanSlambrouck, Fitzsimmons, Sunstrum, Barnes

Nays: None

Adopted

The Council considered Resolution 14-05 to approve a Debt Collection Service Agreement for ambulance services. The City Ambulance Department contracts with MHR Billing Services, LLC for ambulance billing services, but they are not a collection agency and return uncollected accounts back to the City. Staff is recommending approval of an agreement with Mid-Michigan Collection Bureau (MMCB) to collect on delinquent ambulance accounts.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 14-05 approving, authorizing, and directing the Mayor and Clerk to sign a Debt Collection Service Agreement for ambulance services.

Yeas: VanSlambrouck, Fitzsimmons, Krause, Sunstrum, Barnes

Nays: None

Adopted

The Council considered Resolution 14-06 to approve an amended budget for Fiscal Year 2014-2015 for the Portland Area Fire Authority. The Portland Area Fire and Emergency Services Board met on December 3, 2013 and approved a budget for Fiscal Year 2014-2015 that is \$47,463 higher than the current budget. The proposed increase will fund a 2.5% wage increase for all personnel, a \$6,900 increase to replace turnout gear, a \$13,000 increase in the capital outlay budget to replace air tanks, and a \$25,000 increase in the vehicle replacement fund. The proposed budget will increase the City's contribution to the Authority by \$18,140.36 to \$101,767.62.

Mayor Pro-Tem VanSlambrouck stated that equipment replacement needs were discussed at the last meeting. The Board is trying to be frugal in its purchases as it is saving for the purchase a pumper truck.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 14-06 approving an amended budget for Fiscal Year 2014-2015 for the Portland Area Fire Authority.

Yeas: VanSlambrouck, Fitzsimmons, Krause, Sunstrum, Barnes

Nays: None

Adopted

The Council considered Resolution 14-07, a resolution of support for the redevelopment of Old School Manor. City Manager Dempsey has been working with The WODA Group and the Ionia County Land Bank on the redevelopment of the Old School Manor Property at 306 Brush Street for affordable senior housing. The WODA Group and the Ionia County Land Bank have approved a Letter of Intent to purchase the Old School Manor property for \$15,000 with the City receiving all proceeds after the Land Bank's costs to secure and maintain the property have been repaid, estimated to be approximately \$9,500. The WODA Group commissioned a market study that concluded that there is not enough demand to support 29 senior housing units in the City of Portland and surrounding region. The WODA Group is still interested in pursuing assistance from the Michigan State Housing Development Authority (MSHDA) for the redevelopment of the property for affordable family housing. MSHDA's scoring criteria allow 10 points for municipal support for the project if the project is located where a community revitalization plan is in place. To receive points the Resolution of Community Support must state and identify local government financing commitments for the referenced project and/or for the projects/investments in the planned area and evidence of major investment demonstrating local support and the projects contribution to a concerted local revitalization strategy. The City's Planning Commission, Downtown Development Authority, and Economic Development Corporation have all recommended the City Council designate the Old School Manor Property as a zone within the City that is targeted for revitalization.

Council Member Krause asked Mr. Patterson what will happen if MSHDA chooses not to fund the redevelopment project.

Mr. Patterson stated there would be a chance to dispute the scoring and for MSHDA to reconsider if the funding is not granted. There would also be an opportunity to apply again in August. The WODA Group could also choose not to go any further with the project. By March 1st the competition for funding will be known and they will be able to somewhat "self-score". By May 1st they should know something more.

Council Member Krause asked if The WODA Group would have any success with SHPO funding.

Mr. Patterson stated that the Old School Manor property has been inspected by SHPO and found that it may qualify, but there are no grants available, only credits. The challenge with the property is with the previous redevelopment from the school into apartments. The proposed redevelopment requires the inside to be gutted and rebuilt in order to bring it up to the current codes.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 14-07 a Resolution of Support for the redevelopment of Old School Manor.

Yeas: VanSlambrouck, Fitzsimmons, Krause, Sunstrum, Barnes

Nays: None

Adopted

The Council held the Second Reading and consideration of Tax Exemption Ordinance 195B to provide for a service charge in lieu of taxes for the proposed multiple family dwelling project for persons of low income to be financed or assisted pursuant to the provisions of the State Housing Development Authority Act of 1966, as amended. This type of ordinance is often referred to as a PILOT (Payment in Lieu of Taxes). This ordinance is being considered to provide an inducement for the redevelopment of the property at 306 Brush St, commonly referred to as Old School Manor. The developer, Portland School Limited Dividend Housing Association Limited Partnership, is making an application to the Michigan State Housing Development Authority (MSHDA) requesting allocation of low income tax credits to rehabilitate, own and operate a housing development known as Portland School Apartments (Old School Manor) to serve persons of low income. The developer is offering payment of an annual service charge in lieu of all taxes equal to 8% of the annual shelter rents, which are the total of actual rent or occupancy charges paid over an annual period less charges for gas, electricity, heat, or other utilities furnished to the occupants.

City Manager Dempsey explained that there are similar income qualifications for the second story housing in the Downtown that was funded with MSHDA funds.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Tax Exemption Ordinance 195B.

Yeas: VanSlambrouck, Fitzsimmons, Krause, Sunstrum, Barnes

Nays: None

Adopted

Motion by Krause, supported by Sunstrum, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council meeting held on December 16, 2013, payment of invoices in the amount of \$36,616.10 and payroll in the amount of \$295,257.82 for a total of \$331,873.92. There were no purchase orders over \$5,000.

Yeas: Krause, Sunstrum, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Under Council Comments, Mayor Barnes commented that he has seen snowmobiles on the main roadways in Portland.

Police Chief Knobelsdorf stated that snowmobiles are typically not allowed but given the severe weather there is some discretion if the use of them in the City is not being abused.

Council Member Krause reminded residents to take advantage of the free Smart 911 program available through Ionia County Central Dispatch. This is a very easy, valuable service. www.smart911.com

Mayor Pro-Tem VanSlambrouck added what a great service this is; especially for those with special needs.

Mayor Barnes commended the DPW for the amazing job it does at clearing the City streets of snow and thanked them for their efforts.

Mayor Barnes extended congratulations to the Michigan State Spartans on their Rose Bowl win.

Mayor Barnes stated that City Manager Dempsey's Annual Performance Appraisal has been completed by the former Council; he received very high scores. The appraisal process begins in January each year with the Council Goal Session. It is then the job of the City Manager to attain the goals set by Council and to manage the City's business which ultimately translates into the budget process. Overall, City Manager Dempsey scored 4.83 out of 5. Over the past several years City Manager Dempsey has maintained these excellent scores but they did not result in an increase in wages due to the state of the economy and the City's budget.

Mayor Barnes stated that the City's financial status has now improved. He further stated that it is very easy to take someone who is doing a good job for granted when you hear no complaints. Mayor Barnes proposed a merit increase for City Manager Dempsey as he has consistently performed his job well and it has been over 5 years since he has had a wage increase. Comparisons to others in his field have shown that City Manager Dempsey's wage is \$10,000 below the average.

Mayor Barnes further stated that City Manager Dempsey's professional status as an attorney also provides a benefit to the City in financial savings and that he has over a decade of knowledge and experience as Portland's City Manager. Mayor Barnes also added that there is a complexity in working for the City of Portland unlike other small communities as there is a Downtown Development Authority, a fire authority, and an Economic Development Corporation along with enterprise funds and large township populations.

Mayor Barnes made a motion to raise City Manager Dempsey's compensation to the top of his pay grade.

Mayor Pro-Tem VanSlambrouck supported the motion made by Mayor Barnes and commented that he remembers a time when he was on Council when a pay increase was proposed but did not move forward due to financial considerations. He further stated it would be beneficial for the both the City and City Manager to raise his compensation.

Council Member Krause stated that this motion is also consistent with all City employees as she wants them to know that the Council values and appreciates them. She extended highest compliments to City

Manager Dempsey for his efforts. She further stated that he is always finding ways to save the City money. A raise in compensation is very deserved.

A vote for the motion on the floor was held.

Yeas: Barnes, VanSlambrouck, Krause, Fitzsimmons, Sunstrum

Nays: None

Adopted

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

Yeas: VanSlambrouck, Sunstrum, Krause, Fitzsimmons, Barnes

Nays: None

Adopted

Meeting adjourned at 8:27 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the January 6, 2014 City Council Meeting

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

Present – Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Krause, Fitzsimmons and Sunstrum; City Manager Dempsey; City Clerk Miller; Police Chief Knobelsdorf

Approval of Resolution 14-01 approving, authorizing, and directing the Mayor and Clerk to sign a Grant Agreement to update the City's Wellhead Protection Program Plan.

All in favor. Approved.

Approval of Resolution 14-02 approving, authorizing, and directing the Mayor and Clerk to sign a Water System Maintenance Agreement with Parkview Estates Mobile Home Park.

All in favor. Approved.

Approval of Resolution 14-03 approving AECOM's proposal for annual water level, downstream fish passage and nuisance plant monitoring and reporting for 2014 and 2015 and water quality monitoring required in 2015 for the Portland Municipal Dam.

All in favor. Approved.

Approval of Resolution 14-04 confirming the Mayor's appointment to City Boards and Commissions.

All in favor. Approved.

Approval of Resolution 14-05 approving, authorizing, and directing the Mayor and Clerk to sign a Debt Collection Service Agreement for ambulance services.

All in favor. Approved.

Approval of Resolution 14-06 approving an amended budget for Fiscal Year 2014-2015 for the Portland Area Fire Authority.

All in favor. Approved.

Approval of Resolution 14-07 a Resolution of Support for the redevelopment of Old School Manor.

All in favor. Approved.

Second Reading and Consideration of Ordinance 195B to provide for a service charge in lieu of taxes for a proposed multiple family dwelling project for persons of low income to be financed or assisted pursuant to the provision of the State Housing Development Authority Act of 1966, as amended.

All in favor. Approved.

Approval of the Consent Agenda.

All in favor. Approved.

Motion to raise City Manager Dempsey's compensation to the top of his pay grade.

All in favor. Approved.

Adjournment at 8:27 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
BUSINESS CARD	02075	LAPTOP, PRINTER, TONER - GEN, INC TAX, ASSESS, AM	1,020.88
MARCEL MILLER	02245	OFFICIAL SERVICE - RECREATION	69.00
MAURICE LITTLEJOHN	02088	OFFICIAL SERVICE - RECREATION	115.00
TODD SCHAEFFER	02158	OFFICIAL SVC - RECREATION	69.00
DONALD CHILDS	02008	OFFICIAL SVC - RECREATION	69.00
BRANDON GRICE	02240	OFFICIALS - RECREATION	115.00
PATRICK FEDEWA	MISC	REIMBURSEMENT FOR PAYMENT- AMBULANCE	300.00
ASSOC. OF PUBLIC TREASURERS	00848	MEMBERSHIP - GENERAL	145.00
INDEPENDENT BANK	00197	HSA MONEY FOR RETIREES - VAR DEPTS	4,300.00
STATE OF MICHIGAN	00428	SALES TAX - ELECTRIC	10,697.86
ORANGE ENERGIZING SOLUTIONS	MISC	ENERGY OPTIMIZATION PROGRAM - ELECTRIC	1,592.45
BADER & SONS CO.	00031	CHAIN SAW OIL - ELECTRIC	23.28
BADER & SONS CO.	00031	CHAIN SAW - ELECTRIC	479.95
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	413.91
DETROIT SALT COMPANY	01497	ROCK SALT-MAJ STS, LOC STS	2,589.53
FP MAILING SOLUTIONS	01758	POSTAGE RESET - GENERAL	12.00
GALL'S INC.	00159	BIG EASY LOCK OUT KITS - POLICE	188.70
GANNETT MICHIGAN NEWSPAPERS	00236	LEGAL NOTICES - GENERAL	214.73
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - REFUSE	6,384.84
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - POLICE, COMM PROMO, ELECTRIC	148.40
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE-CEMETERY, PARKS, MTR POOL	364.00
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - WASTE WTR	148.40
GRANGER CONTAINER SERVICE	00175	RECYCLING - REFUSE	1,024.75
HASSELBRING-CLARK	02073	CITY HALL COPY MACHINE MAINT- GENERAL	138.79
HYDRO DESIGNS, INC.	01308	INSPECTION & REPORTING SERVICES - WATER	465.00
I.I.M.C.	00199	ANNUAL MEMBERSHIP FEE- GENERAL	145.00
K-13 LAWN CARE	00220	WEED & FEED - CITY HALL & CEMETERY	400.00
LYONS TOWNSHIP	00247	REIMBURSEMENT FOR AMB PAYMENTS- AMBULANCE	25.00
MED-TECH RESOURCE, INC.	00257	EMS SUPPLIES - AMBULANCE	86.63

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MI ASSOC OF MUNICIPAL CLERKS	00264	2014 MEMBERSHIP - GENERAL	50.00
VILLAGE OF PEWAMO	00350	REIMBURSEMENT FOR AMB PAYMENTS - AMBULANCE	108.84
PORTLAND TOWNSHIP TREASURER	00371	ANNEXATION AGREEMENT-COMM PROMO	4,596.85
POWER LINE SUPPLY COMPANY	00389	GLOVES - ELECTRIC	90.00
PURITY CYLINDER GASES, INC.	00380	OXYGEN - AMBULANCE	59.95
R.E. RISK & ASSOC.	01315	SERVICE FEE- INCOME TAX	101.20
R.E. RISK & ASSOC.	01315	SERVICE FEE - INCOME TAX	63.80
SEBEWA TOWNSHIP	01125	REIMBURSEMENT FOR PAYMENTS- AMBULANCE	115.30
T&R SERVICE COMPANY	00445	PCB TEST - ELECTRIC	15.00
USA BLUEBOOK	01850	MISC PVC PIPE FITTING -WASTE WTR	449.91
USA BLUEBOOK	01850	SUPPLIES - WASTE WTR	384.96
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR - ELECTRIC	225.00
VERIZON WIRELESS	00470	TELEPHONE SVC-CTY MGR, CEM, PRKS, AMB, ELEC	363.23
STAPLES BUSINESS ADVANTAGE	00426	PARKING TICKETS - POLICE	98.99
TOM'S FOOD CENTER	00452	SUPPLIES - VARIOUS DEPTS	250.25
FLEIS & VANDENBRINK	00153	MONITORING & REPORTING - ELECTRIC	404.00
TRUCK & TRAILER	00461	CARBIDE, BOLTS, NUTS, WASHERS-MAJ & LOC STS	345.25
TRUCK & TRAILER	00461	CARBIDES - LOC & MAJ STS	475.10
TRUCK & TRAILER	00461	PLOW BOLTS - MAJ STS, LOC STS	250.85
TRUCK & TRAILER	00461	PLOW BOLTS - MAJ STS, LOC STS	407.45
MUNICIPAL SUPPLY CO.	00324	CURB GUARD - MAJ STS	250.00
GLASS MASTERS OF PORTLAND	00165	REPLACE WINDOW - MOTOR POOL	380.00
ARCH ENVIRONMENTAL GROUP	02246	WASTE DISPOSAL & VAULT CLEANOUT- ELECTRIC	2,797.00
CITY OF PORTLAND-PETTY CASH	00701	POSTAGE, MILEAGE REIMB-GEN, ELEC, WW, WTR, INC TAX	895.33
WEX BANK	02181	FUEL & MOTOR OIL - ELECTRIC, MTR POOL	7,494.61
MUNICIPAL INSPECTION SERVICES	00323	NON BUSINESS PERMITS - GENERAL	601.00
POWER LINE SUPPLY COMPANY	00389	GLOVES - ELECTRIC	33.00
IONIA COUNTY TREASURER	00209	AVI TRAINING - POLICE	90.00
RIETH-RILEY CONSTRUCTION CO.	00395	BLACKTOP - MAJ STS, LOC STS	725.80

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
KEUSCH SUPER SERVICE	00228	GOODYEAR WRANGLER - MOTOR POOL	134.70
TRUCK & TRAILER	00461	FLAME HARDEN PLOW- MTR POOL	389.20
LEXISNEXIS RISK DATA MANAGEMENT	IN01309	PEOPLE SEARCHES - GEN, POLICE	50.00
CINTAS-725	00083	UNIFORM & RUG CLEANING - VARIOUS DEPTS	914.55
STATE OF MICHIGAN	00428	BACTI SAMPLES - WATER	160.00
CENTURYLINK	01567	TELEPHONE SVC - VARIOUS DEPTS	19.78
SOS OFFICE SUPPLY	02052	WHITE PAPER - GENERAL	33.95
SOS OFFICE SUPPLY	02052	COPY PAPER- GENERAL	299.50
KEUSCH BROTHERS	MISC	ENERGY SMART PROGRAM- ELECTRIC	240.00
AUTOMATED BUSINESS EQUIPMENT	00027	MAIL MACHINE INK- GENERAL	165.00
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	18.70
AT&T	00686	TELEPHONE SVC - VARIOUS DEPTS	1,983.64
AT&T	00686	TELEPHONE SVC -WASTE WTR	186.60
AT&T	00686	TELEPHONE SVC- WASTE WTR	54.41
WOW! INTERNET-CABLE PHONE	02132	CABLE SERVICE - ELECTRIC	32.97
FIRE PROS, INC.	00151	SPRINKLER INSPECTION WAREHOUSE-ELECTRIC	192.50
B&W AUTO SUPPLY, INC.	00030	PARTS, SUPPLIES - ELECTRIC, MTR POOL	1,761.03
SPRINT	00859	CELL PHONE - POLICE	121.85
STATE OF MICHIGAN	00428	MONTHLY TOKEN FEE - POLICE	66.00
BOUND TREE MEDICAL LLC.	01543	POCKET MASKS AED/CPR- AMBULANCE	342.30
BOUND TREE MEDICAL LLC.	01543	CARRY CASE - AMBULANCE	53.70
BOUND TREE MEDICAL LLC.	01543	FINGER PULSE OXIMETER - AMBULANCE	389.76
FIRE PROS, INC.	00151	SPRINKLER INSPECTION - CITY HALL	85.00
CHROUCH COMMUNICATION, INC.	00082	MAINT CONTRACTS - POLICE	115.30
CHROUCH COMMUNICATION, INC.	00082	MAINT CONTRACTS - ELECTRIC	78.00
JOSH GUSTAFSON	MISC	REFUND BASKETBALL TEAM REGISTRATION - REC	315.00
BRIAN KRIEGER	00568	OFFICIALS - RECREATION	138.00
BRYAN SCHEURER	00600	OFFICIALS - REC	138.00
NICHOLAS NURENBERG	02039	OFFICIALS - RECREATION	86.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
RYAN WILCOX	01734	OFFICIALS - RECREATION	46.00
FRED KRAMER	00564	OFFICIALS - RECREATION	138.00
MARCEL MILLER	02245	OFFICIALS - RECREATION	138.00
JORDAN RUSSELL	01377	OFFICIALS - RECREATION	207.00
BRIAN RUSSELL	00593	OFFICIALS - REC	69.00
MAURICE LITTLEJOHN	02088	OFFICIALS - REC	230.00
TODD SCHAEFFER	02158	OFFICIALS - REC	69.00
DONALD CHUBB	01799	OFFICIALS - REC	207.00
MIKE FULLER	01801	OFFICIALS - REC	207.00
BRANDON GRICE	02240	OFFICIALS - REC	138.00
JODI WOODMAN	02006	OFFICIALS - REC	20.00
MANDY SIMON	02084	OFFICIALS - REC	100.00
ALLISON RUSSELL	01954	SCOREKEEPERS - REC	63.00
SHELBI WILCOX	01439	SCOREKEEPERS - REC	63.00
TAYLOR WILCOX	02159	SCOREKEEPER - REC	63.00
ALYSSA PUNG	02160	SCOREKEEPER - REC	21.00
RHET SCHRABUEN	02162	SCOREKEEPER - REC	42.00
BRYANT PETTIT	02163	SCOREKEEPERS - REC	28.00
LAUREN RUSSELL	02134	OFFICIALS - REC	56.00
BADER & SONS CO.	00031	POLE PRUNING SAW - ELECTRIC	519.95
BADGER METER INC.	02247	ANNUAL SERVICE CONTRACTS - WATER	1,245.00
FIRE PROS, INC.	00151	FIRE EXTINGUISHER INSPECTIONS - ELECTRIC	77.60
FIRE PROS, INC.	00151	FIRE EXTINGUISHER INSPECTIONS - WATER	90.75
FIRE PROS, INC.	00151	FIRE EXTINGUISHER INSPECTION-WATER	83.25
FIRE PROS, INC.	00151	FIRE EXTINGUISHER INSPECTION - MOTOR POOL	157.75
FLEIS & VANDENBRINK	00153	2013 WATER RELIABILITY STUDY - WATER	781.75
GRP ENGINEERING INC.	01994	SYSTEM MAPPING - ELECTRIC	2,811.96
GRP ENGINEERING INC.	01994	HYDRO METERING ENG - ELECTRIC	1,502.21
INNOVATIVE SOFTWARE SERVICES	00198	ONE YEAR SERVICE & SUPPORT CONTRACT-INC TAX	1,875.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MHR BILLING	01780	FEE FOR AMBULANCE BILLING - AMBULANCE	810.00
IONIA COUNTY TREASURER	00209	ROAD PATROL COVERAGE - POLICE	953.25
MICHIGAN MUNICIPAL ELECTRIC AS	00283	MEMBERSHIP DUES- ELECTRIC	6,515.00
MICHIGAN PUBLIC POWER AGENCY	00293	2014 DUES - ELECTRIC	14,682.75
MRE SERVICES, INC.	00318	COMPUTER CONSULTING - VARIOUS DEPTS	2,557.35
CHERRY HILL ESTATES	02081	1ST QUARTER ASSOCIATION DUES- ECON DEV	60.06
PEARSON EDUCATION INC.	02225	BOOKS FOR EMT CLASS - AMBULANCE	1,048.86
PAMA	01370	POLICE DEPT GARAGE DOOR (CITY'S PORTION)-COMM	370.00
PURITY CYLINDER GASES, INC.	00380	QUARTERLY CYLINDER RENTAL - MTR POOL	234.33
PURITY CYLINDER GASES, INC.	00380	QUARTERLY CYLINDER RENTAL - AMBULANCE	255.87
REED & HOPPES, INC.	00390	UNSTUCK DIGGER DURING STORM -ELECTRIC	850.00
WINTERS GORMAN PLLC	02072	LEGAL SERVICES - POLICE	800.00
UTILITY SERVICE CO. INC.	02133	QUARTERLY MAINT HILL ST WTR TOWER-WTR	8,857.47
DETROIT SALT COMPANY	01497	ROCK SALT-MAJ STS, LOC STS	2,545.84
PLANNING & ZONING CENTER, INC.	00356	SUBSCRIPTION FOR PLANNING & ZONING NEWS-CODE	370.00
FLEIS & VANDENBRINK	00153	CUTLER RD DESIGH & SURVEY - LOC STS	4,895.85
FLEIS & VANDENBRINK	00153	2014 STREET IMPROVEMENTS-LOC ST,WTR,WW	9,225.57
MICHIGAN LOCAL GOVT MGMT ASSN	00279	WINTER CONFERENCE - CITY MANAGER	275.00
STAPLES BUSINESS ADVANTAGE	00426	PAPER, PENS, INK, OFFICE SUPPLIES-VARIOUS DEPT	667.50
Total:			\$129,459.13

BI-WEEKLY
WAGE REPORT
January 20, 2014

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	8,375.33	139,221.70	2,461.02	72,606.99	211,828.69
ASSESSOR	1,333.92	18,566.70	396.01	5,621.13	24,187.83
CEMETERY	4,016.92	50,290.51	1,241.03	17,027.01	67,317.52
POLICE	13,721.14	205,570.78	1,782.89	71,942.44	277,513.22
CODE ENFORCEMENT	570.03	9,642.68	169.23	3,047.91	12,690.59
PARKS	3,140.49	38,108.88	930.54	9,846.02	47,954.90
INCOME TAX	1,932.55	22,725.59	566.55	15,308.00	38,033.59
MAJOR STREETS	5,377.66	49,220.45	1,946.47	33,273.27	82,493.72
LOCAL STREETS	4,099.15	33,948.99	1,478.70	22,616.21	56,565.20
RECREATION	3,720.88	32,995.84	1,099.98	15,530.47	48,526.31
AMBULANCE	14,110.81	159,377.26	2,190.43	31,436.64	190,813.90
DDA	1,614.95	24,446.90	479.42	7,845.23	32,292.13
ELECTRIC	15,107.25	258,392.02	5,113.48	133,797.96	392,189.98
WASTEWATER	8,413.65	128,970.95	2,745.02	70,116.32	199,087.27
WATER	4,805.02	78,541.98	1,609.03	38,214.32	116,756.30
MOTOR POOL	1,575.93	34,931.12	563.30	22,923.18	57,854.30
TOTALS:	91,915.68	1,284,952.35	24,773.10	571,153.10	1,856,105.45

BI-WEEKLY CASH BALANCE ANALYSIS
1/20/2014

FUND	BEGINNING BALANCE	RECEIPTS	EXPENSES	JOURNAL ENTRY RECEIPTS	JOURNAL ENTRY EXPENSES	CASH BALANCE	TIME CERTIFICATES	ENDING BALANCE
GENERAL	636,214.91	14,326.52	54,027.38			596,514.05	235,000.00	831,514.05
INCOME TAX	113.55	113.24	4,867.38	20,000.00		15,359.41	10,000.00	25,359.41
MAJOR STREETS	198,147.84		11,903.12			186,244.72	-	186,244.72
LOCAL STREETS	27,590.60	375.86	19,307.30			8,659.16	-	8,659.16
RECREATION	(1,188.89)		7,494.28			(8,683.17)	-	(8,683.17)
AMBULANCE	122,720.60	37,199.18	22,627.63			137,292.15	-	137,292.15
CAPITAL IMPROVEMENT-STREETS	1,383,823.00					1,383,823.00		1,383,823.00
REFUSE COLLECTION	25,761.94	5,214.46	8,975.09			22,001.31	-	22,001.31
ELECTRIC	183,415.78	179,896.11	264,594.40			98,717.49	555,000.00	653,717.49
WASTEWATER	(24,202.13)	49,592.06	31,691.65			(6,301.72)	-	(6,301.72)
WATER	513,827.68	29,271.44	26,516.66			516,582.46	420,000.00	936,582.46
MOTOR POOL	5,037.81		12,735.74			(7,697.93)	-	(7,697.93)
DDA	39,170.56	2.59	24,121.08	50,000.00		65,052.07	-	65,052.07
TOTALS:	3,110,433.25	315,991.46	488,861.71	70,000.00	-	3,007,563.00	1,220,000.00	4,227,563.00
						ELECTRIC-RESTRICTED CASH	375,000.00	375,000.00
						CUSTOMER DEPOSIT CD	170,000.00	170,000.00
						PERPETUAL CARE CD	130,000.00	130,000.00
						INCOME TAX SAVINGS	433,818.76	433,818.76
						ELECTRIC-PRIN & INT ESCROW	295,264.11	295,264.11
						WASTEWATER -DEBT ESCROW	104,967.71	104,967.71
						WASTEWATER-REPAIR ESCROW	72,913.18	72,913.18
						DDA-PRIN/INT ESCROW	113,984.88	113,984.88
							2,915,948.64	5,923,511.64

* CASH IN TIME CERTIFICATES
**INVEST IN TIME CERTIFICATES

PURCHASE ORDER

CITY OF PORTLAND

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

MMEA

SHIP TO

ETC.

582-201-958

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.	
<i>7/31/4</i>						
QUANTITY	DESCRIPTION				PRICE	AMOUNT
					<i>11</i>	<i>6515.60</i>

NOT FOR RESALE FOR RESALE

TAX NUMBER _____



ORIGINAL



AUTHORIZED SIGNATURE _____

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

Jon Hyland
723 East Grand River

PORTLAND MI 48875

Invoice Number 27173

Date 01/10/2014

EIN #38-2493237

DESCRIPTION	AMOUNT
2014 Membership Dues	\$6,268.00
2014 Special Assesment:	\$247.00
PLEASE PAY THIS AMOUNT	<u>\$6,515.00</u>

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

PURCHASE ORDER

CITY OF PORTLAND

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

TO MPA

SHIP TO Etc.

582-201-958

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

4-13-14

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	<u>2014 Dues</u>	<u>\$</u>	<u>14682.75</u>

[Handwritten 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 10, 2014

Invoice: 201411
Due: 01/27/2014

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

2014 Dues in accordance with the 2014 Budget Resolution adopted at the November 13, 2013 meeting of the MPPA Board of Commissioners:

MPPA Dues	\$ 12,622.00
APPA dues	<u>2,060.75</u>
Total	<u>\$ 14,682.75</u>

Unless otherwise notified, the funds will be debited by MPPA on 01/27/2014.

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

Wire/ACH Instructions: JP Morgan Chase, ABA #072000326, Acct #270204214001

Minutes of the Downtown Development Authority Regular Meeting
City of Portland
Held on December 19, 2013
In Council Chambers at City Hall

Members Present: Barnes, Dempsey, Antaya, Tyler, Blastic, Smith, Urie, Clement

Absent: Dumas, Briggs, Sunstrum

Staff: DDA/Main Street Director Reagan, City Clerk Miller

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

Motion by Clement, supported by Urie, to excuse Members Dumas and Briggs.
All in favor. Adopted.

Motion by Barnes, supported by Clement, to approve the proposed Revised Agenda as presented.
All in favor. Adopted.

Motion by Clement, supported by Blastic, to approve the Minutes of the November 21, 2013
Regular Meeting as presented.
All in favor. Adopted.

Motion by Barnes, supported by Clement, to approve the December 2013 Treasurer's Report as
presented
All in favor. Adopted.

Under Old Business, Director Reagan presented information on the proposed parcels to be
removed from the DDA so that the number of residents will be below 100 and therefore would
not require the formation of a Citizens' Advisory Council.

Director Reagan also presented proposed projects for a DDA extension length of 20 years and a
suggested timeline for approval of a DDA extension beginning January 16, 2014 through May
15, 2014.

Vice Chair Antaya inquired if jurisdictions would be able to opt out.

Director Reagan answered that jurisdictions would not be able to opt out; as they are only able to
opt out when parcels are added to a DDA and not when they are removed.

Mayor Barnes clarified that a DDA is funded through Tax Increment Funding (TIF). This would
not be an increase in taxes; only where the taxes are distributed.

Director Reagan also stated that conversely, when a DDA is eliminated taxes are not decreased.

Motion by Dempsey, supported by Barnes, to approve the suggestion of DDA Director Reagan and direct him to prepare a proposed plan and amendments to review on January 16, 2014. All in favor. Adopted.

Under New Business, Director Reagan presented a request for approval to renew a contract for maintenance of the clock in the downtown which will result in savings for maintenance and upkeep.

Motion by Smith, supported by Clement, to approve the contract renewal with The Verdin Company for downtown clock maintenance. All in favor. Adopted.

Under the Director's Report, Director Reagan stated that he attended the Michigan Main Street Quarterly Training in Howell on December 9th and 10th. He also noted the 2014 National Main Street Conference will be held in Detroit on May 18th – 20th and that both he and Member Sunstrum will be presenting at the conference.

Under Committee Updates, Director Reagan reported the Promotions & Marketing Committee held Holidayfest on November 22nd & 23rd with the help of many great volunteers and sponsors. There were many people that attended the event. He further thanked Member Sunstrum for taking the lead on the successful "Light Parade". This year the event made a profit of \$288.25.

The Promotions & Marketing Committee is now turning their focus to the Block Party, scheduled for Saturday, May 17th. They are hoping to increase the size of the BBQ contest introduced at last year's event.

The Economic Revitalization Committee has applied for customer service training for businesses with the Michigan Main Street Center.

The Organization and Finance Committee held a raffle for \$4,000 in travel vouchers from Stiffler Travel and Tours in Mulliken in conjunction with the annual Holidayfest on Saturday, November 23rd. The raffle didn't perform as well as hoped. Only 31 tickets were sold resulting in a loss of \$1,250.

The Organization and Finance Committee has applied for a Fund Development Service Plan with the Michigan Main Street Center. They will also be offering application based services to 5 businesses. These services will entail webisodes from Quarterline Media to market Downtown Portland at a cost of \$1,200. Applications for this service are due February 7th and will be judged based on creativity. The Michigan Main Street Center is very excited about this program as it has never been done before.

Director Reagan thanked Charlsie Abel for her efforts in the publication of the December 2013 "On the Street" newsletter.

Under Board Member Comments, Vice Chair Antaya welcomed Member Chris Tyler to the board and extended Happy Holidays to all.

January 16, 2014

Minutes of the Thursday January 14, 2014, Parks and Recreation Board meeting held at 5:30 pm at the Executive Board Room at City Hall.

Members Present: Cunningham, Cross, Foote, Weller & Williams

Members Absent: None

1. Minutes of the Thursday November 21, 2013 Parks and Recreation Board meeting approved as written.
2. Sponsorship Banners- The Director included in the Board packets the information that she will be sending out in late January to sell Banners on the Ball field fencing. The information was provided for the Board to check out the pricing on the program and that to let them know we will be mass marketing the information to all businesses in the Community.
3. Recreation Budget – The Director provided the Board with information that she and Neil Brown the programmer put together to try and increase the Revenue in the Recreation Department. It included Sponsorships, Special Events, New Program Ideas and Administrative Changes. After discussion the Board agreed that it was a good start and that a couple of the new programs they thought would go over well especially the banner program would create additional revenue. The Director further informed the Board that these proposed changes presented to them late last fall to increase the revenue were programs and idea that covered an entire year not something that would increase the revenue all at one time or over just one season. After discussion the Director once again informed the Board that if major cuts had to be made she would retire prior to eliminating the Recreation Department.
4. Dog Park – The Director contacted Josh Hinds to get the additional information requested by the Board from the last meeting. Those changes included doubling the size of the dog enclosure and adding a security double gate like most other dog parks as well as getting an updated price. They also wanted to see his proposal for generating the funds to complete the project. Josh attended the meeting and provided the Board with his updated information and his funding ideas to generate the revenue. He also thought he could come up with the volunteers to actually erect the fence. After discussion a motion was made by Denny Cunningham to recommend to the Council to approve Josh Hinds proposal to conduct fund raisers to generate funds to purchase materials and get volunteers to construct a dog park down at the Flats, as long as everything was approved by the Director prior to any work being completed by the volunteers, seconded by Foote. Motion carried. The proposed site would have trees for shade and has already been cleared and mowed as a result it would only

require the fencing to start up. The City could then work on getting water to the site or modify the existing drinking fountain at the Bogue Flats Pavilion which is close.

New Business:

1. Farmers Market Pavilion – The Director provided the Board with the proposed plans presented by Aaron Cross and Noreen Logel of the Boy Scouts the plans were drawn up by Ed Leik. The proposed plans to construct a pole structure pavilion for the Farmers Market at the Red Mill site. After Discussion the Board brought up a few concerns with the proposed location on the west side of the Red Mill. There is a curb on that side of the building as well as buried electric and a gas lines in close proximity of the proposed building? They had concerns about relocating the trail due to the road crossing and the transformer just off from Walt Sprague's property line? If utilities needed to be moved and the trail relocated who would cover those expenses? If you are putting restrooms in the proposed building who would cover the costs to run the water and the sewer to the building? Would there be heat in the restroom or would it just be seasonal? Who would maintain the restroom? If you constructed the proposed building on the other side of the red Mill (Morse Drive side) there are no utilities on that side on the building and you would not have to move the trail as there is a rolled curb where most of the vendors have been driving across all along for the Farmers Market. After discussion the Board felt they needed these questions answered prior to making a recommendation however overall they were in favor of adding a pavilion for the Farmers Market.
2. Daddy Daughter Dance – The Dance is scheduled for Thursday February 13, 2014 at the KC Hall from 6:30 to 8:00pm. I have talked to Neil and we will be getting the flyers out next week.
3. Mother Son Sports Prom – The event will be held at the Nazarene Church from 6:30 to 8:00pm on Thursday February 20, 2014.
4. Circus at the Flats – The Director informed the Board that the Recreation Department would be co-sponsoring the Circus with the Chamber of Commerce. The Recreation Department would be providing the site and help with pre-event ticket sales and help with promoting the Circus. Our goal is to generate around \$ 1,000.00 for our share of revenue from the event. The Circus would take place on Saturday June 28 at the Flats a one day Circus.
5. Board Member resignation – The Director informed the Board that the new Board Member finishing out David Segerlind term will be Dennis Cunningham.
6. Youth Participation report – The Board was presented the Board with the Youth participation totals from August 2012 thru August 2013. The participation increased by 17% over that time period.
7. Budget reports – The reports were provided for the Boards review

The meeting was adjourned at 6:45 pm.



DATE: January 9, 2014

REPORT OF FUNDS IN DDA AS OF:

PRINCIPAL & INTEREST ACCOUNT

		<u>AMOUNTS</u>
PREVIOUS BALANCE:	<u>12/19/13</u>	\$ 94,766.93
INTEREST EARNED:		\$ 2.95
DEPOSITS:		
TRANSFER FOR BOND PRINCIPAL AND INTEREST ESCROW ACCOUNT		\$ 19,215.00
CHECKS WRITTEN:		
NEW BALANCE:	<u>01/16/14</u>	<u>\$ 113,984.88</u>

REGULAR ACCOUNT

		<u>AMOUNTS</u>
PREVIOUS BALANCE:	<u>12/19/13</u>	\$ 39,170.56
INTEREST EARNED:		\$ 2.59
DEPOSITS:		
1/9/2014 PARTIAL TRANSFER #3 OF 2013 DDA TAX CAPTURE		\$ 50,000.00
CHECKS WRITTEN:		
CK NO.	PAYEE	AMOUNT
1332	CITY OF PORTLAND-Reimb for postage,telephone,and	\$ 613.53

ACH TRANSFER-DDA REG ACCT TO DDA PRINCIPAL AND INTEREST ESCROW ACCT.	\$ 19,215.00
ACH TRANSFER-P. Reagan wages/fringes for pay period: 12/3/13 to 12/16/13	\$ 2,126.90
ACH TRANSFER-P. Reagan wages/fringes for pay period: 12/17/13 to 12/30/13	\$ 2,165.65

TOTAL EXPENSES:	<u>\$ (24,121.08)</u>	
NEW BALANCE:	<u>01/16/14</u>	<u>\$ 65,052.07</u>

INVOICE

CITY OF PORTLAND
259 KENT ST.
PORTLAND, MI 48875

) 647-3211

DDA
259 KENT ST.
PORTLAND, MI 48875

Customer ID: 00017
Invoice Number: 0000000787
Service Date: 01/08/2014
Invoice Date: 01/09/2014
Due Date: 02/10/2014

Property Address:
259 KENT ST.

Remaining Unapplied Credits: 0.00

Quantity	Description	Unit Price	Amount
1	ON THE STREET - JAN 2014	112.00	112.00
1	POSTAGE	27.14	27.14

Total Invoice:	139.14
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	139.14

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

(517) 647-3211

DDA
259 KENT ST.
PORTLAND, MI 48875

INVOICE

Customer ID: 00017
Invoice Number: 0000000787
Service Date: 01/08/2014
Invoice Date: 01/09/2014
Due Date: 02/10/2014

Property Address:
259 KENT ST.



Vendor: 02231

CLEAR RATE COMMUNICATIONS

Check #: 00000034774 12/16/13

Date	Invoice	Description/Detail	Amount
03/2013	2676911	PHONE SVC - CITY HALL	413.91
	101-172-851.000	TELEPHONE SERVICE	41.39
	101-201-851.000	TELEPHONE SERVICE	165.57
	101-209-851.000	TELEPHONE SERVICE	41.39
	101-751-851.000	TELEPHONE SERVICE	41.39
	101-728-956.000	MISCELLANEOUS EXPENSES	41.39
	105-254-851.000	TELEPHONE SERVICE	41.39
	208-690-851.000	TELEPHONE SERVICE	41.39

Total: 413.91

PRINTING SYSTEMS • Taylor, MI • 1-800-95-12345

CITY OF PORTLAND • PORTLAND, MICHIGAN 48875

CITY OF PORTLAND
259 KENT STREET
PORTLAND, MICHIGAN 48875

THE HUNTINGTON NATIONAL BANK
GRAND RAPIDS, MICHIGAN
74-3471724

034774

Date: 12/16/13

AMOUNT
\$413.91

Four Hundred Thirteen and 91/100 Dollars**

PAY

CLEAR RATE COMMUNICATIONS
PO BOX 27308

LANSING MI 48909

CITY OF PORTLAND - PAYING ACCOUNT

James H. Stamer

MAYOR

Monique M. Malt

CLERK

⑈034774⑈ ⑈00000034774⑈ 01151128209⑈

User: BRENDA
DB: Portland

PERIOD ENDING 01/31/2014
& Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2013-14		YTD BALANCE 01/31/2014	AVAILABLE BALANCE	% BDGT USED
		AMENDED	BUDGET NORMAL (ABNORMAL)			
Fund 248 - DDA FUND						
Revenues						
Dept 000						
248-000-402.000	REAL PROPERTY TAXES	307,549.00	250,000.00	57,549.00	81.29	
248-000-551.000	RIVERSIDE FACADE GRANT	0.00	0.00	0.00	0.00	0.00
248-000-577.000	CONTRIBUTION FROM STATE -GRANT	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST INCOME	50.00	31.81	18.19	63.62	
248-000-674.000	CONTRIBUTION-PROPERTY OWNERS	0.00	0.00	0.00	0.00	0.00
248-000-678.005	REIMBURSEMENTS-WORKER'S COMP	0.00	128.49	(128.49)	100.00	
248-000-678.006	REIMBURSEMENTS-MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
248-000-678.010	REIMBURSEMENTS-RIVERFEST	0.00	0.00	0.00	0.00	0.00
248-000-678.011	REIMBURSEMENTS-CITY AND PACC	0.00	0.00	0.00	0.00	0.00
248-000-678.012	REIMBURSEMENTS-MAIN STREET	28,000.00	12,047.15	15,952.85	43.03	
248-000-698.000	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
248-000-699.101	TRANSFER FROM GENERAL	0.00	0.00	0.00	0.00	0.00
248-000-699.406	TRANSFER FROM BOARDWALK FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 000		335,599.00	262,207.45	73,391.55	78.13	
TOTAL Revenues		335,599.00	262,207.45	73,391.55	78.13	
Expenditures						
Dept 275-ADMINISTRATION						
248-275-702.000	S & W FULLTIME	40,799.08	19,779.34	21,019.74	48.48	
248-275-711.000	S & W HEALTH PREMIUMS	1,200.00	604.58	595.42	50.38	
248-275-715.000	S & W SOCIAL SECURITY	3,152.00	1,578.51	1,573.49	50.08	
248-275-716.004	RETIREE HEALTH CARE SAVINGS PLAN	420.00	0.00	420.00	0.00	
248-275-717.000	LIFE/LTD INSURANCE	475.00	510.58	(35.58)	107.49	
248-275-718.000	PENSTON	17,655.00	13,662.61	3,992.39	77.39	
248-275-719.000	OTHER FRINGE	100.00	273.47	(173.47)	273.47	
248-275-720.000	WORKER'S COMPENSATION	725.00	0.00	725.00	0.00	
248-275-723.000	UNEMPLOYMENT	40.00	0.97	39.03	2.43	
248-275-730.000	POSTAGE	300.00	201.94	98.06	67.31	
248-275-740.001	OPERATING SUPPLIES-MAIN ST BOARD	7,500.00	757.42	6,742.58	10.10	
248-275-740.003	OPERATING SUPPLIES-DESIGN COMMITTEE	9,300.00	4,502.18	4,797.82	48.41	
248-275-740.004	OPERATING SUPPLIES-ER COMMITTEE	1,720.00	0.00	1,720.00	0.00	
248-275-740.005	OPERATING SUPPLIES-O&F COMMITTEE	14,905.00	7,250.10	7,654.90	48.64	
248-275-740.006	OPERATING SUPPLIES-P&M COMMITTEE	18,160.00	7,904.15	10,255.85	43.53	
248-275-740.007	OPERATING SUPPLIES-RIVERFEST	0.00	0.00	0.00	0.00	0.00
248-275-801.000	LEGAL SERVICE	100.00	0.00	100.00	0.00	
248-275-802.000	AUDIT SERVICE	750.00	800.00	(50.00)	106.67	
248-275-803.000	ENGINEERING SERVICE	0.00	138.72	(138.72)	100.00	
248-275-804.000	CONTRACTUAL SERVICE	2,500.00	550.00	1,950.00	22.00	
248-275-804.400	CONTRACT SERVICE-DDA XMAS DECO	7,000.00	5,200.00	1,800.00	74.29	
248-275-806.000	DATA PROCESSING	300.00	0.00	300.00	0.00	
248-275-851.000	TELEPHONE SERVICE	500.00	588.74	(88.74)	117.75	
248-275-886.000	FIREWORKS (DDA)	2,500.00	0.00	2,500.00	0.00	
248-275-902.000	ADVERTISING	0.00	0.00	0.00	0.00	0.00
248-275-938.000	M & R STREET LIGHTS	0.00	0.00	0.00	0.00	0.00
248-275-956.000	MISCELLANEOUS EXPENSES	5,000.00	3,971.42	1,028.58	79.43	
248-275-958.000	DUES & SUBSCRIPTIONS	300.00	0.00	300.00	0.00	
248-275-967.001	FACADE RESTORATION (DDA)	10,000.00	0.00	10,000.00	0.00	
248-275-992.000	PRINCIPAL PAYMENT	175,000.00	175,000.00	0.00	100.00	
248-275-995.000	INTEREST PAYMENT	12,513.00	7,125.82	5,387.18	56.95	
248-275-997.000	PAYING AGENT FEES	300.00	0.00	300.00	0.00	
248-275-999.202	TRANSFER TO MAJOR STREETS	0.00	0.00	0.00	0.00	0.00
Total Dept 275-ADMINISTRATION		333,214.08	250,400.55	82,813.53	75.15	
Dept 999						
248-275-999.990	CURRENT FUND CONTRA CHANGE	0.00	0.00	0.00	0.00	0.00
Total Dept 999		0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		333,214.08	250,400.55	82,813.53	75.15	

User: BRENDA

PERIOD ENDING 01/31/2014

DB: Portland

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2013-14		YTD BALANCE		AVAILABLE		% BDGT	
		AMENDED	BUDGET	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)		BALANCE
Fund 248 - DDA FUND									
Fund 248:									
	TOTAL REVENUES		335,599.00		262,207.45		73,391.55		78.13
	TOTAL EXPENDITURES		333,214.08		250,400.55		82,813.53		75.15
	NET OF REVENUES & EXPENDITURES		2,384.92		11,806.90		(9,421.98)		495.06

PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR December 2013

NPDES COMPLIANCE

The City WWTP was in compliance with the NPDES permit limitations for the month of December 2013. Complete copies of all discharge Monitoring Reports are on file at the WWTP.

OPERATIONS

The WWTP treated and discharged 10.0 million gallons for the month of December.

During the month of November we applied polymer to the secondary clarifiers as a result of an extremely high Suspended Solids lab result for the very first sample of the month for December. We were able to control the suspended solids for the remainder of the month while the biomass improved. We discontinued the polymer addition at the beginning of December. We also began step feed to the aeration tank and placed the number 3 aeration tank back online. The effluent quality continued to improve to the point that we were able to reduce the Ferrous Chloride feed rate considerably and we were also able to reduce the Dissolved Oxygen set point which directly impacts the power consumption at the WWTP. Fortunately with the sudden change in the weather and severely cold air settling in, these actions prepared us for these conditions. By the end of December all of our NPDES Permit limits are in very good shape.

Synagro was able to get in and land apply our Biosolids just in the nick of time as the fields froze and they could not apply after they had hauled our Biosolids.

Since this has been the first extremely cold temperatures since the WWTP upgrade, we were introduced to all of the heating deficiencies throughout the plant. The flame arresters to the waste gas burner and the anaerobic digester vacuum-pressure relief valve froze. This in turn was creating excessive gas pressure under the digester fixed cover. All of the operators came together and removed the frozen flame arresters to take them inside to thaw. As soon as they were clear and working, insulation was then installed around the flame arrestors and vacuum-pressure relief valve. This has proven to have remedied the problem.

Tim discovered that several things had frozen in the Grit & Screening building. We had been operating the ventilation fans with the building heater turned up as far as it would go to control condensation problems within the building and things still froze inside of the building. Tim and Doug were able to thaw the grit washer and get it working. However,

the ventilation fans had to be turned off to allow the inside of the building to warm enough to thaw the water to the fine screen. It was decided that during extremely cold weather that we need to leave the ventilation fans off to avoid damaging the equipment. The fans can be operated on those days that the outside ambient temperature is high enough to avoid freezing the equipment. Coincidentally another problem with the fine screen occurred at the same time. We could not get any power to the screening equipment. All of the fuses and circuit breakers were checked and found to be okay. The screen still would not power up. A call was made to DVT, the electrical contractor that had installed the equipment, and they had a man in Ionia that could come and check it out right away. He found a loose connection to one of the three power lines feeding the screening control panel and tightened it. This resolved the problem. This could have occurred due to the connections being made during warm weather and then loosened when it became extremely cold causing the wire and lug to contract.

Mike and Tim assisted the DPW early in the month with removal of the railings along the River Trail under the bridges. Tim also assisted the DPW during the ice storm downed tree and branch cleanup.

Mike Owen had an old injury to his Achilles tendon flare up and was off of work from December 9 through December 30, 2013. He was able to resume his duties with a release from his doctor. Tim and Doug were able to handle everything without any problems during his absence.

One of the operator's wish list items was addressed late in the month. Doug examined the possibility of supernatant transferring automatically every day to the wet well when the level rises in the secondary digester. After looking at the WWTP blueprints, it was determined that a 4 inch line from the secondary digester pipe gallery shared the same line as the thickener filtrate line to the Raw Sewage wet well. The line only needed to be reconnected in the pipe gallery. Pipe and fittings were ordered and this line is now set up to send supernatant to the wet well daily when sludge is added to the primary digester. This will help avoid accidentally sending too much supernatant through the treatment process. Upsets have occurred in the past due to shocking the biomass under aeration. We are still waiting for the level to rise to the point that it starts transferring.

Maintenance & Capitol Expenses for December 1, 2013 to December 31, 2013

ITEM	COST
Tom's Do It Center – R-11 Insulation	\$ 24.49
PolyDyne – Polymer for Sludge Thickening	\$ 1741.50
Jack Doheny – Mike Owen PACP, LACP, & MACP Class	\$ 900.00
USA Bluebook – PVC Pipe & Fittings for Supernatant Line	\$ 834.82
State of Michigan – SARA Title III training seminar	\$ 75.00
Total Expenses	\$ 3575.81
Total Spent YTD	\$20202.74

WASTEWATER COLLECTION SYSTEM ACTIVITY

Sewer Trouble Spots sections cleaned	1455 feet
Routine cleaning	1435 feet
Sewer call outs due to building services	1
Sewer call outs due to plugged City main	0
New connections to sewer main	1
Building Services TV Inspected	0
Building Services Inspected	1

SEWER CALLOUTS

December 9, 2013

The plumber for Mayberry homes contacted the WWTP to have the new service lateral at 117 Rindlebluff inspected before they backfill with dirt. Doug Sherman completed the inspection and the plumber provided a drawing of the service lateral and its location.

December 13, 2013

Steve Hengesbaugh of 436 Brush St. called the WWTP stating that he had sewage backed up around a basement floor drain. Doug Sherman responded to the call at 11:00AM to investigate the problem. The flow was checked at manhole C59 and no there were no signs of surcharging or backup in the city main. The problem was in the house service lateral. Doug recommended that the homeowner contact a plumber to have his lateral cleaned. It was suggested that the homeowner contact the WWTP after cleaning the lateral to set up a time to inspect with the push camera.

Respectively Submitted,

Doug Sherman
WWTP Superintendent

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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 as of and for the year ended June 30, 2013, 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 Portland Area Fire Authority, as of June 30, 2013, 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.

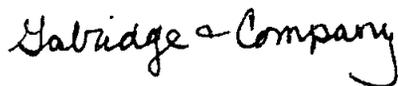
Other Matters

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.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 27, 2013, on our consideration of the Portland Area Fire Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Portland Area Fire Authority's internal control over financial reporting and compliance.



Gabridge & Company, PLC
Grand Rapids, Michigan
December 27, 2013

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

As management of Portland Area Fire Authority ("Fire Authority"), we offer readers of the Fire Authority's financial statements this narrative overview and analysis of the financial activities of the Fire Authority for the fiscal year ended June 30, 2013. We encourage readers to consider the information presented here in conjunction with the Fire Authority's financial statements that follow this section.

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 Fire 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 Fire 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 Fire Authority's net position was \$87,096 at June 30, 2013. Its increase in net position was \$87,096 for the year ended June 30, 2013.
- As of the close of the current fiscal year, the Fire Authority's governmental operating fund reported an ending fund balance of \$78,986, an increase of \$78,986 during the year.
- The Fire Authority's unassigned fund balance was \$150 at June 30, 2013, or 0% of annualized General Fund expenditures.

Overview of the Financial Statements

The Portland Area Fire 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 Fire 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 Fire Authority's assets and liabilities, the difference between the two is reported as the net position of the Fire Authority. Over time, increases or decreases in net position can serve as a useful indicator of whether the financial position of the Fire 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., earned but unused vacation leave, prepaid expenses, etc.).

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 Portland Area Fire Authority uses fund accounting to ensure compliance with finance-related legal requirements. There is one fund, the General Fund.

Governmental Funds All of the Fire 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 Fire Authority as a Whole

The following table shows the net position of Portland Area Fire Authority as of June 30, 2013:

**Portland Area Fire Authority
Net Position as of June 30, 2013**

	Governmental Activities
	2013
ASSETS	
<i>Current Assets</i>	
Cash & Cash Equivalents	\$ 125,051
Prepaid Expenses	457
<i>Total Current Assets</i>	<u>125,508</u>
<i>Noncurrent Assets</i>	
Capital Assets, net	8,110
<i>Total Assets</i>	<u>133,618</u>
LIABILITIES	
<i>Current Liabilities</i>	
Accounts Payable	11,930
Payroll Liabilities	21,858
Unearned Revenue	12,734
<i>Total Current Liabilities</i>	<u>46,522</u>
<i>Total Liabilities</i>	<u>46,522</u>
NET POSITION	
Net Investment in Capital Assets	8,110
Unrestricted	78,986
<i>Total Net Position</i>	<u>\$ 87,096</u>

Management is not able to compare current year net position amounts to the prior year as June 30, 2013 was the first year that figures were available.

Included with accounts payable is approximately \$8,800 for uniforms and approximately \$1,600 for new office equipment. Payroll liabilities include \$21,760 of accrued wages for the bi-annual payroll dated July 2, 2013. Also, unearned revenues include a prepayment of \$12,734 by Danby Township for the fiscal year ended June 30, 2014.

The following analysis highlights the increase in net position for the year ended June 30, 2013:

**Portland Area Fire Authority
Change in Net Position for Fiscal Year Ended June 30, 2013**

	Governmental Activities
	2013
Revenue	
Program Revenues	
Operating Grants & Contributions	\$ 218,805
<i>Total Program Revenues</i>	218,805
General Revenues	
Interest Income	46
Other	6
<i>Total General Revenues</i>	52
<i>Total Revenues</i>	218,857
Expenses	
Public Safety	131,761
<i>Total Expenses</i>	131,761
<i>Change in Net Position</i>	87,096
<i>Net Position at Beginning of Period</i>	-
<i>Net Position at End of Period</i>	\$ 87,096

Management has only shown one year of activity because the year ended June 30, 2013 was the first year of operations for the Fire Authority.

Financial Analysis of the Fire Authority's General Fund

Total revenues for the General Fund for the year ended June 30, 2013 were 218,857. Nearly all, or \$218,805, of the revenue for the General Fund was intergovernmental revenues received from the City of Portland (\$84,240), the Township of Danby (\$50,938) and the Township of Portland (\$83,627). Total expenditures during the year for the General Fund were \$139,871, leaving an ending fund balance of \$78,986.

The June 30, 2013 fund balance of the General Fund is \$78,986, of which \$457 is considered nonspendable for prepaid items, \$78,379 is committed for future capital outlay expenditures, and \$150 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. A review of actual expenditures compared to the appropriations in the final budget yielded no variances.

Capital Assets and Debt Administration

Capital assets - The Fire Authority's investment in capital assets as of June 30, 2013, amounted to \$8,110 (net of accumulated depreciation). This investment in capital assets includes buildings and improvements, equipment, and vehicles. Additional information on the Fire 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 Fire Authority had no debt outstanding.

Next Year's Budget

The Fire Authority's budget of revenues for 2014 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 Fire Authority's Management

This financial report is intended to provide our citizens, taxpayers, customers and investors with a general overview of the Fire Authority's finances and to show the Fire 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 Fire 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, 2013

		Primary Government <hr/> Governmental Activities <hr/>
ASSETS		
<i>Current Assets</i>		
Cash & Cash Equivalents	\$	125,051
Prepaid Expenses		457
<i>Total Current Assets</i>		<hr/> 125,508
<i>Noncurrent Assets</i>		
Capital Assets, net		8,110
<i>Total Assets</i>		<hr/> 133,618 <hr/>
LIABILITIES		
<i>Current Liabilities</i>		
Accounts Payable		11,930
Payroll Liabilities		21,858
Unearned Revenue		12,734
<i>Total Current Liabilities</i>		<hr/> 46,522
<i>Total Liabilities</i>		<hr/> 46,522 <hr/>
NET POSITION		
Net Investment in Capital Assets		8,110
<i>Unrestricted</i>		78,986
<i>Total Net Position</i>	\$	<hr/> 87,096 <hr/>

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, 2013

Functions/Programs	Program Revenues				Net (Expense) Revenue
Primary Government Governmental Activities:	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Governmental Activities
Public Safety	\$ 131,761	\$ --	\$ 218,805	\$ --	\$ 87,044
<i>Total Governmental Activities</i>	131,761	--	218,805	--	87,044
<i>Total Primary Government</i>	\$ 131,761	\$ --	\$ 218,805	\$ --	\$ 87,044

General Purpose Revenues and Transfers:

Revenues	6
Other Revenue	46
Interest Income	52
<i>Total General Revenues</i>	87,096
<i>Change in Net Position</i>	--
<i>Net Position at Beginning of Period</i>	--
<i>Net Position at End of Period</i>	\$ 87,096

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

Portland Area Fire Authority
 Balance Sheet
 Governmental Funds
 June 30, 2013

	General
ASSETS	
Cash & Cash Equivalents	\$ 125,051
Prepaid Expenditures	457
<i>Total Assets</i>	\$ 125,508
LIABILITIES	
Accounts Payable	\$ 11,930
Accrued Wages and Payroll Taxes	21,858
Unearned Revenue	12,734
<i>Total Liabilities</i>	46,522
FUND BALANCE	
Nonspendable, Prepaid Expenditures	457
Committed for Capital Outlay	78,379
Unassigned	150
<i>Total Fund Balance</i>	78,986
<i>Total Liabilities and Fund Balance</i>	\$ 125,508

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, 2013

Total Fund Balance - Governmental Funds	\$	78,986
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. This amount represents capital assets of \$8,395, net of accumulated depreciation of \$285.		8,110
Total Net Position - Governmental Funds	\$	<u>87,096</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, 2013

	General
Revenues	
Operating Contributions	\$ 218,805
Other Revenue	6
Interest Income	46
<i>Total Revenues</i>	218,857
Expenditures	
Public Safety	
Personnel	48,314
Repairs and Maintenance	21,152
Insurance	12,285
Supplies	7,320
Utilities	11,551
Uniforms	596
Professional Services	7,045
Public Relations	492
Education and Training	4,112
Board Fees	108
Equipment	18,501
Total Public Safety	131,476
Capital Outlay	8,395
<i>Total Expenditures</i>	139,871
<i>Excess of Revenues Over</i>	
<i>(Under) Expenditures</i>	78,986
<i>Net Change in Fund Balance</i>	78,986
<i>Fund Balance at Beginning of Period</i>	--
<i>Fund Balance at End of Period</i>	\$ 78,986

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, 2013

Total Net Change in Fund Balances - Governmental Funds \$ 78,986

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 \$8,395 less depreciation expense of \$285.

8,110

Changes in Net Position - Governmental Funds

\$ 87,096

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 "Fire 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 Fire 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 Fire 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 Fire Authority. The Fire 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 Fire 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 Fire 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

Portland Area Fire Authority

Notes to the Financial Statements

soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Fire 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. However, debt service expenditures, as well as expenditures related to compensated absences, and claims and judgments, are recorded only when payment is due. 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 Fire 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 Fire Authority reports the following major governmental fund:

General Fund - The General Fund accounts for the resources accumulated and payments made for operation of the Fire Authority.

Assets, Liabilities, and Net Position or Fund Equity

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

Prepaid items - 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 Fire 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

Portland Area Fire Authority

Notes to the Financial Statements

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.

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

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

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 unearned revenue of \$12,734 which represents prepaid contributions from one of the participating entities.

Net Position Flow Assumption

Sometimes the Fire 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 Fire Authority’s policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

Fund Balance Flow Assumption

Sometimes the Fire 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 Fire 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 Fire 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 Fire Authority’s highest level of decision-making authority. The Board is the highest level of decision-making authority for the Fire Authority that can, by adoption of an ordinance prior to the end of the fiscal year, commit fund

Portland Area Fire Authority

Notes to the Financial Statements

balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the Fire 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, 2013. The Fire Authority did not incur any expenditures over appropriations for the year ended June 30, 2013.

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;

Portland Area Fire Authority

Notes to the Financial Statements

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 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 Fire 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 Fire Authority's deposits may not be returned. The Fire Authority does not have a deposit policy for custodial credit risk. At year end the bank balance of the Fire Authority's deposits was \$124,776, all of which was covered by federal depository insurance.

At year-end, the Fire Authority's deposits consisted of bank deposits (checking account).

Note 4 - Capital Assets

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

Governmental Activities	June 30, 2012	Additions	Reductions	June 30, 2013
Capital assets being depreciated				
Equipment	\$ -	\$ 5,700	\$ -	\$ 5,700
Other Capital Assets	-	2,695	-	2,695
Total capital assets, being depreciated	-	8,395	-	8,395
Less accumulated depreciation				
Equipment	-	285	-	285
Other Capital Assets	-	-	-	-
Total accumulated depreciation	-	285	-	285
Net capital assets being depreciated	-	8,110	-	8,110
Governmental Activities Capital Assets, Net	\$ -	\$ 8,110	\$ -	\$ 8,110

Depreciation expense of \$285 was charged against the Public Safety function for the year ended June 30, 2013.

Note 5 - Leases

The Fire 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.

Portland Area Fire Authority

Notes to the Financial Statements

Note 6 - Risk Management

The Fire 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 Fire 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

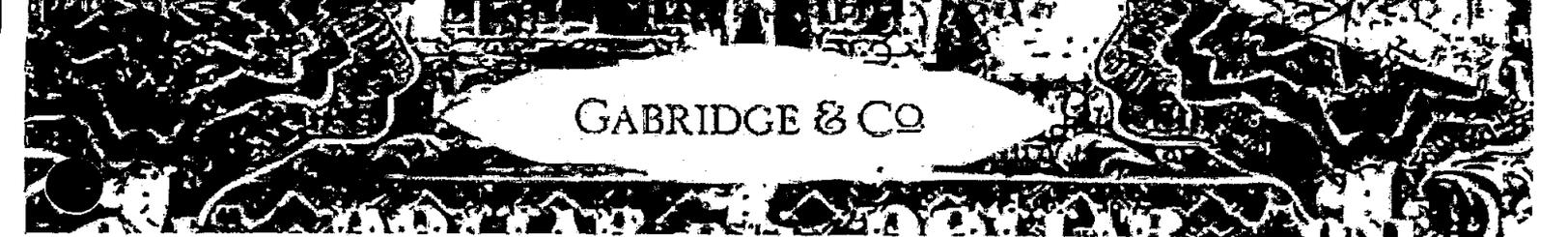
Over 99 percent of the Fire Authority's revenues is comprised of contributions from the three participating governments (City of Portland \$84,240, Township of Danby \$50,938, and the Township of Portland \$83,627 equaling total contributions of \$218,805).

Note 8 - Subsequent Events

Management has evaluated subsequent events through December 27, 2013. Management is not aware of any subsequent events that would have a significant impact on the financial condition of the Fire 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, 2013

	Budgeted Amounts		Actual	Variance
	Original	Final		Favorable (Unfavorable) Final to Actual
Revenues				
Operating Contributions	\$ 218,805	\$ 218,805	\$ 218,805	\$ --
Other Revenue	--	--	6	6
Interest Income	--	--	46	46
<i>Total Revenues</i>	<u>218,805</u>	<u>218,805</u>	<u>218,857</u>	<u>52</u>
Expenditures				
Public Safety				
Personnel	56,566	56,166	48,314	7,852
Repairs and Maintenance	21,050	25,050	21,152	3,898
Insurance	12,932	12,932	12,285	647
Supplies	9,550	10,550	8,598	1,952
Utilities	11,300	11,300	10,273	1,027
Uniforms	752	752	596	156
Professional Services	9,200	7,200	7,045	155
Public Relations	500	600	492	108
Education and Training	4,450	4,950	4,112	838
Board Fees	2,000	2,000	108	1,892
Equipment	21,000	19,900	18,501	1,399
Total Public Safety	<u>149,300</u>	<u>151,400</u>	<u>131,476</u>	<u>19,924</u>
Capital Outlay	15,000	12,900	8,395	4,505
<i>Total Expenditures</i>	<u>164,300</u>	<u>164,300</u>	<u>139,871</u>	<u>24,429</u>
<i>Excess (Deficiency) of Revenues</i>				
<i>Over Expenditures</i>	54,505	54,505	78,986	24,481
<i>Net Change in Fund Balance</i>	54,505	54,505	78,986	24,481
<i>Fund Balance at Beginning of Period</i>	--	--	--	--
<i>Fund Balance at End of Period</i>	<u>\$ 54,505</u>	<u>\$ 54,505</u>	<u>\$ 78,986</u>	<u>\$ 24,481</u>



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December 27, 2013

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, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and OMB Circular A-133), 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 October 7, 2013. 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 27, 2013.

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.

This information is intended solely for the use of management, the Board of Directors, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

Gabridge & Company

Gabridge & Company, PLC
Grand Rapids, MI



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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT
AUDITING STANDARDS*

December 27, 2013

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the General Fund of Portland Area Fire Authority, Michigan, (the "Fire Authority") as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise The Fire Authority's basic financial statements, and have issued our report thereon dated December 27, 2013.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered The Fire Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Fire Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Fire Authority's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

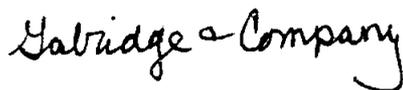
Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Fire Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Best regards,

A handwritten signature in cursive script that reads "Gabridge & Company". The signature is written in dark ink and is positioned above the printed name of the company.

Gabridge & Company, PLC
Grand Rapids, MI



Portland Area Fire Authority
773 E Grand River Ave
Portland MI 48875
517-647-2935

Minutes of the Regular Board Meeting
Tuesday, December 3, 2013 – 7:00 pm – Danby Township Hall

Call to Order – Pledge of Allegiance

Meeting called to order at 7:15 pm. The Pledge of Allegiance was observed.

Roll Call

Present: Dick Pohl, Chris Jensen, Joel VanSlambrouck, Mark Ackerson, Bill Stegenga, Kathy Parsons, Chief John Baker

Guests: Patti Jo Schafer, Julius Platte, Steve Fabiano

Public Comment –

Portland Fire Authority Audit was completed about a week ago, and there were just a couple of questions for the auditor, which will be addressed. Also for the future contract negotiation there should be developed a more responsive formula mechanism.

Welcome New Members

Mr. Pohl introduced and welcomed Chris Jensen, new Board representative from Portland Township, and Joel VanSlambrouck, new Board Representative from the City of Portland.

Election of Officers

Mr. Pohl opened elections with Chair. Mr. Stegenga moved to appoint Mr. Ackerson as Chair. Mr. Jensen supported. **Motion Carried.**

Vice Chair: Mr. Ackerson nominated Mr. Stegenga. Ms. Parsons supported. **Motion carried.**

Treasurer: Mr. VanSlambrouck nominated Mr. Jensen as Treasurer. Mr. Ackerson supported. **Motion carried.**

Secretary: Mr. VanSlambrouck nominated Ms. Parsons. Mr. Ackerson supported. **Motion carried.**

Agenda Approval

Mr. Ackerson moved to approve the agenda as amended. Mr. VanSlambrouck supported. **Motion carried.**

Approval of Minutes

Mr. Ackerson suggested a typo correction. Mr. Pohl moved to approve the agenda as amended. Mr. Stegenga supported. **Motion carried.**

Approval of Bill Payment / Financial Report

Mr. Ackerson presented \$4188.42 for regular bills, and \$12,317.41 for payroll. Mr. VanSlambrouck moved to pay the bills as presented. Mr. Jensen supported. **Motion carried.**

Mr. Ackerson explained the updated financial report. Mr. Pohl moved to accept the Treasurer's report. Mr. VanSlambrouck supported. **Motion carried.**

Correspondence- none

Chief Report

15 runs for November, broken down on the written report. Total runs to date are 88, compared to 65 last year. Majority of November's runs were due to the storm at beginning of the month.

Engine 11 has completed repairs and is back in service.

Chief Baker brought the board up to speed on the status of other major apparatus, including condition, age and state of repair.

Committee Reports: Appoint New Members

- Insurance - Ms. Parsons-Chair, Mr. Pohl, Mr. Stegenga. No report.
- Policy & Procedure – Mr. Pohl-Chair, Mr. Jensen, Ms. Parsons – No report.
- Budget – Mr. Jensen – Chair, Mr. Ackerson, Mr. VanSlambrouck. Recommendations presented to the Board
- Personnel - , Mr. Ackerson-Chair, Mr. VanSlambrouck, and Mr. Stegenga - None

Old Business:

None

New Business:

- 2014- 2015 Budget
The budget committee has made a recommendation to the Board based on extensive discussion. The budget requested increases of approximately \$58,000 this year. The largest increase is to build up a purchase account for new vehicle; some new equipment is currently being purchased to replace outdated and expired equipment on a two year schedule. When that schedule is completed, figures will change again for a planned decrease for equipment purchase lines. Discussion centered on the planned reduction of equipment line items in the next two years, and that the vehicle purchase line will be carefully monitored for viability each year in future. We do have several vehicles that are at or near their end of life that need close

Mr. VanSlambrouck moved to accept the recommended budget and present to the entities for ratification. Mr. Ackerson supported. **Motion carried.**
- Authorization for the Mr. Ackerson to sign the audit. – After discussion with the Accountant, Not necessary for action, any board member may sign.

Board Comments and Public Comment

Mr. Stegenga attended the Portland Township Board meeting. He was requested to ask if the roof still leaks on the Fire Station. Chief Baker said yes.

Adjournment

Mr. VanSlambrouck moved to adjourn. Mr. Stegenga supported. **Motion carried.**

Next Meeting: Monday, January 7, 2013 at 7:00 pm Danby Township Hall.

Respectfully submitted:



Kathy Parsons, Secretary

PORTLAND AREA FIRE AUTHORITY
REGULAR BOARD MEETING
TUESDAY January 7th 2014
7:00 pm

CALL TO ORDER – PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

AGENDA APPROVAL

APPROVAL OF MINUTES

FINANCIAL REPORT

APPROVAL OF BILL PAYMENT

CORRESPONDENCE

CHIEF REPORT

COMMITTEE REPORTS:

- INSURANCE
- POLICY & PROCEDURE
- BUDGET
- PERSONNEL

OLD BUSINESS:

- New signatory form
- Audit

NEW BUSINESS:

BOARD COMMENTS AND PUBLIC COMMENT

ADJOURNMENT

**Portland Area Fire Authority
Monthly Report
December 2013**

Total runs for month of December 15.

Breakdown of activity by run and area:

City of Portland: 3. 1-Gas Leak. 2-Wires down.

Portland Twp: 5. 1-Garage fire 1-Amb Assist. 1-Car crash. 2-Wires down.

Danby Twp: 5. 1-Stove fire 1-Tree down. 3-Wires down.

Mutual Aid Given: 2. 1-Barn Fire Sunfield. 1- Delta Twp. Wire down.

Mutual Aid Received: 0

Runs to date: 103. Runs for 2012 this date: 77

Equipment Request.
C.O. Monitor (4 gas).
Hot Stick

Respectfully Submitted,
John A. Baker
John A. Baker, Chief
Portland Area Fire Authority

Portland Area Fire Authority
Balance Sheet

As of December 31, 2013 Dec 31, 13

ASSETS

Current Assets

Checking/Savings

100 · Huntington Checking #1823	3,296.55
102 · Huntington Savings #2589	
103 · Capital Outlay Fund	59,525.22
104 · Restricted Fund Balance	19,523.13
105 · Unrestricted Fund Balance	32,530.13
Total 102 · Huntington Savings #2589	<u>111,578.48</u>
108 · Petty Cash Acct #1836	500.00
Total Checking/Savings	<u>115,375.03</u>

Total Current Assets

115,375.03

Fixed Assets

150 · Fixed Assets

153 · Equipment	5,700.00
159 · Accum. Depreciation	-285.00
Total 150 · Fixed Assets	<u>5,415.00</u>

Total Fixed Assets

5,415.00

Other Assets

180 · Prepaid Expenses

35.15

Total Other Assets

35.15

TOTAL ASSETS

120,825.18

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 · Accounts Payable	10,569.91
Total Accounts Payable	<u>10,569.91</u>

Other Current Liabilities

205 · Payroll Liabilities

City Withholding	107.48
MI Withholding	469.48
Total 205 · Payroll Liabilities	<u>576.96</u>

Total Other Current Liabilities

576.96

Total Current Liabilities

11,146.87

Total Liabilities

11,146.87

Equity

Net Income

109,678.31

Total Equity

109,678.31

TOTAL LIABILITIES & EQUITY

120,825.18

1:01 AM
 01/05/14
 Accrual Basis

Portland Area Fire Authority
Profit & Loss Budget vs. Actual
 July through December 2013

	<u>Jul - Dec 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
400 · Contributions/Grants	109,402.50	218,805.00	-109,402.50	50.0%
430 · Fund Balances	84,402.01	0.00	84,402.01	100.0%
440 · Interest	78.58	0.00	78.58	100.0%
450 · Rebates/Refunds	142.00	0.00	142.00	100.0%
460 · Donations	125.00	0.00	125.00	100.0%
Total Income	<u>194,150.09</u>	<u>218,805.00</u>	<u>-24,654.91</u>	<u>88.73%</u>
Expense				
700 · Salaries	14,950.89	51,100.00	-36,149.11	29.26%
710 · Fringe Benefits	4,008.72	5,466.00	-1,457.28	73.34%
720 · Office Supplies	645.67	550.00	95.67	117.4%
728 · Dues & Subscriptions	75.00	300.00	-225.00	25.0%
730 · Operating Expenses	13,918.51	13,850.00	68.51	100.5%
746 · Turnout Gear	13,582.85	14,100.00	-517.15	96.33%
747 · Uniforms	605.20	752.00	-146.80	80.48%
748 · Gas & Fuel	1,796.42	3,000.00	-1,203.58	59.88%
750 · Employee Program	398.94	1,150.00	-751.06	34.69%
770 · Equipment Maintenance	525.18	1,000.00	-474.82	52.52%
780 · Maintenance Agreements	2,866.56	4,200.00	-1,333.44	68.25%
790 · Building Maintenance	447.56	2,000.00	-1,552.44	22.38%
800 · Professional Services	2,934.78	5,300.00	-2,365.22	55.37%
810 · Advertising	0.00	500.00	-500.00	0.0%
815 · Audit Services	0.00	3,900.00	-3,900.00	0.0%
820 · Trash Removal/Sanitation	300.00	300.00	0.00	100.0%
824 · Training	1,137.50	3,000.00	-1,862.50	37.92%
840 · Insurance Expenses	11,860.00	12,932.00	-1,072.00	91.71%
850 · Communication Expenses	1,718.91	6,000.00	-4,281.09	28.65%
880 · Inner Department Expenses	1,230.98	4,400.00	-3,169.02	27.98%
920 · Utilities Expense	3,186.95	11,000.00	-7,813.05	28.97%
955 · Board Supplies	0.00	2,000.00	-2,000.00	0.0%
Total Expense	<u>76,190.62</u>	<u>146,800.00</u>	<u>-70,609.38</u>	<u>51.9%</u>
Net Ordinary Income	<u>117,959.47</u>	<u>72,005.00</u>	<u>45,954.47</u>	<u>163.82%</u>
Other Income/Expense				
Other Expense				
970 · Capital Outlay	8,281.16	72,005.00	-63,723.84	11.5%
Total Other Expense	<u>8,281.16</u>	<u>72,005.00</u>	<u>-63,723.84</u>	<u>11.5%</u>
Net Other Income	<u>-8,281.16</u>	<u>-72,005.00</u>	<u>63,723.84</u>	<u>11.5%</u>
Net Income	<u>109,678.31</u>	<u>0.00</u>	<u>109,678.31</u>	<u>100.0%</u>



Portland Area Fire Authority

773 E Grand River Ave

Portland MI 48875

517-647-2935

[Draft 01/17/2014] Minutes of the Portland Area Fire Authority
Regular Board Meeting, Tuesday January 7, 2014
7:00 Pm Danby Township Hall

Call to Order – Pledge of Allegiance

Meeting called to order at 7:06 PM. The Pledge of Allegiance was observed

Roll Call

Chris Jensen, Bill Stegenga, Mark Ackerson, Joel VanSlambrouck, Kathy Parsons, Chief John Baker. Guests: None

Mr. Stegenga moved to excuse Mr. Pohl, who is out of town. Mr. VanSlambrouck supported. **Motion carried.**

Public Comment - None

Agenda Approval

Mr. VanSlambrouck moved to approve the agenda as published, Mr. Jensen supported. **Motion carried.**

Approval of Minutes

Mr. VanSlambrouck moved to approve the minutes of the previous board meeting, Mr. Stegenga. **Motion carried.**

Financial Report

Mr. Jensen and Mr. Ackerson presented the financial report. Mr. Stegenga moved to accept the financial report. Mr. Jensen supported. **Motion carried.**

Approval of Bill Payment

Mr. Jensen moved to approve payment of the bills pending correction of one check's payee. Mr. VanSlambrouck supported. **Motion carried.**

Correspondence - None

Chief Report

Storms have increased runs again this winter. 2013's total of 103 runs, compared to 77 runs the previous year. Chief Baker accounts for runs vs "miscellaneous" runs differently than done before his tenure. Taking this into account, runs were actually down from 120 in 2012.

A neighboring department responded last month to an incident where a citizen died from carbon monoxide building up from a generator running in his attached garage. Chief Baker reported that our department's gas monitor is inadequate for detecting other gasses that may build up. Chief Baker recommends purchasing a monitor that detects four types of poisonous gasses for no more than \$2,000 (Equipment Purchase line) plus \$275 to calibrate twice a year (Maintenance Agreement line). Mr. VanSlambrouck asked

how the units are deployed and their application. Chief Baker reported that applications include CO detection in homes and buildings, presence of explosive gasses such as LP, Natural Gas, fumes, etc. Mr. Ackerson reported they may also be used at a fire to help determine when it is safe to remove breathing apparatus. Training is minimal and self-taught. Chief Baker said the distributor reports the unit is in stock, and may be deployed in a short time. Mr. VanSlambrouck moved to authorize purchase. Mr. Jensen supported. **Motion carried.**

Chief Baker will purchase a "hot stick" apparatus to test voltage on downed wires in a "hands-off" manner. This purchase falls under \$500.

Committee Reports:

- Insurance - None
- Policy & Procedure - None
- Budget – Mr. VanSlambrouck reported that the Portland City Council approved the 2014/2015 budget request at their January 6th meeting. Other entities have the request under consideration.
- Personnel – None

Old Business:

- New Signatory Form
 - Mr. Ackerson will leave a form at Ms. Parsons' office, where Board members may stop by in the next few days to sign the form.
- Audit
 - Mr. Ackerson reported that the audit is received and filed with the State. Copies were previously distributed electronically. Printed certified copies will be presented to the Entities when received from the auditor. Electronic copies will be forwarded with these minutes.

New Business: None

Board Comments and Public Comment -

Adjournment – Mr. Stegenga moved to adjourn. Mr. VanSlambrouck supported. **Motion carried.**

Next Meeting Tuesday, February 4, 2014 at 7:00 pm at Danby Township Hall.

Respectfully submitted



Kathy Parsons, Secretary

11:23 PM
01/06/14
Accrual Basis

Portland Area Fire Authority
Bills to be Approved at the Meeting
As of January 7, 2014

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
100	Huntington Checking #1823		
1299	Douglas A Logel Jr	December	174.20
1300	State of Michigan	4th qtr Withholding - 46-0774317	469.48
1301	City of Portland	4th Qtr - 46-0774317	107.48
1302	B & W Automotive	5 invoices for supplies	710.74
1303	Countryside Accounting	Contract for Dec.	400.00
1304	Eaton County Fire Training Committee	2013 Fire Academy	150.00
1305	Fire Pros, Inc.	3 invoices	250.50
1306	Grainger	Gal Safety Can	58.80
1307	Keusch Service	6 invoices for fuel	225.81
1308	Michigan Rescue Concepts	Rescue Equipment Repairs	90.00
1309	Municipal Supply Co.	Battery for Streamlight Litebox	40.00
1310	R & R Fire Truck Repair, Inc.	2 invoices - Exhaust Leak/Temperature Gauge fixed	8,415.01
1311	Sparrow Occupational Health Services	inv #158325	199.47
1312	Tom's Do It Center	2 invoices for supplies	29.58
	Total 100 - Huntington Checking #1823		<u>11,321.07</u>
	TOTAL		<u><u>11,321.07</u></u>

IONIA COUNTY BOARD OF COMMISSIONERS

Organizational Meeting Agenda

January 14, 2014

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 appointments (one-year term)
 2. Central Area Michigan Works! Consortium – Two appointments (two-year terms)
 3. Community Corrections Advisory Board – One appointment (one-year term)
 4. Department of Human Services Board – One appointment (one-year term)
 5. Green View Point Park Ad Hoc Committee – One appointment (one-year term)
 6. Lake Boards – One-year terms
 - Long Lake Board
 - Jordan Lake Board
 - Morrison Lake Board
 7. MAC Workers' Compensation Board – One appointment (one-year term)
 8. Road Commission – One appointment (one-year term)
 9. 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. Medical Examiner – Four-year appointment

VIII. **Unfinished Business**

- A. Appointment of City of Portland Representative to Central Dispatch Board of Directors.
- B.

IX. **New Business**

- A. Receipt of Freedom of Information Act Appeal
- B.

X. **Reports of Officers, Boards, and Standing Committees**

- A. Chairperson
- B. County Administrator
- C. Appointments
 1. Area Agency on Aging of Western Michigan Board of Directors – One two-year term
 2. Board of Public Works – One three-year term
 3. Land Bank Authority – One three year term expiring April 2014.
 4. Park Advisory Board – Three two-year terms (Two are General Public Representatives, One is Easton Township Representative).
 5. Tax Allocation Board – One one-year term (General Public Representative).

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

- Central Dispatch Board of Directors – One General Public Representative, expiring December 31, 2015.
- Community Corrections Advisory Board – One Business Community Representative (no expiration date).
- Comprehensive Economic Development Strategy Committee – Two one-year terms expiring in December 2013 - One Public Representative and one Private Sector Representative.
- Construction Board of Appeals – Two two-year terms, expiring October 2015. One position will be for an alternate member.
- Land Bank Authority – One three-year term, expiring April 2014.

Appointments for consideration in the month of February 2014: None

Appointments for consideration in the month of March 2014:

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

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

Committee-of-the-Whole Agenda

January 21, 2014

4:00 p.m.

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Approval of Agenda
 - A. Consideration of additional items
- V. Public Comment
(3 minute time limit per speaker – please state name/organization)
- VI. Unfinished Business
 - A.
- VII. New Business
 - A. Dave Bee, Director - West Michigan Regional Planning Commission – Annual Report
 - B. Departmental Reports
 1. Building Codes
 2. Building & Grounds
 3. Central Dispatch
 - C. Per Diem Policy Discussion
- VIII. Reports of Officers, Board and Standing Committees
 - A. Chairperson
 - B. Commissioners
 - C. County Administrator
- IX. Reports of Special or Ad Hoc Committees
- X. Closed Session
- XI. Adjournment

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

**NOTICE OF HEARING
FOR THE GAS CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-17505**

- The Michigan Public Service Commission will review Consumers Energy Company's request for authority to reconcile its gas interim refund residual balances.
- The information below describes how a person may participate in this case.
- ~~You may contact Consumers Energy Company, One Energy Plaza, Jackson, Michigan 49201, (800) 477-5050 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.~~
- A public hearing will be held:

DATE/TIME: January 16, 2014, at 9:00 a.m.
This hearing will be a prehearing conference to set future hearing dates and decide other procedural matters.

BEFORE: Administrative Law Judge Sharon L. Feldman

LOCATION: Constitution Hall
525 West Allegan
Lansing, Michigan

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

The Michigan Public Service Commission (Commission) will hold a public hearing to consider Consumers Energy Company's (Consumers Energy) November 6, 2013 application, which requests Commission approval to reconcile its residual balance remaining from the gas interim refund authorized in the December 21, 2010 Commission Order in Case No. U-16441. Consumers Energy represents that it refunded the revenues to its customers by applying a negative surcharge based on forecasted gas sales for the January 2011 bill month. Consumers Energy represents that its actual sales for rate schedules Residential (Rate A), General Service (Rates GS-1, GS-2, GS-3) and Transportation Rates ST and XLT exceeded projected gas sales for the January 2011 bill month while actual sales for Transportation Rate LT were less than projected, which resulted in a net over-refund of \$975,425 to the Company's customers.

Consumers Energy proposes to surcharge its customers in the May 2014 bill month, and also seeks Commission approval for the Company to apply the Residual Balance Mechanism approved in Case No. U-16759 to any remaining residual balances that continue to exist after implementation of the May 2014 surcharges.

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

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by January 9, 2014. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy's Legal Department - Regulatory Group, One Energy Plaza, Jackson, Michigan 49201.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information: available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to the Commission's Rules of Practice and Procedure R 460.17315 and R 460.17335. Requests for further information on adjournment should be directed to (517) 241-6060.

A copy of Consumers Energy's application may be reviewed on the Commission's website at: michigan.gov/mpscedockets, and at the office of Consumers Energy Company. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 241-6180.

Jurisdiction is pursuant to 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1982 PA 304, as amended, MCL 460.6h et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and the Commission's Rules of Practice and Procedure, as amended, 1999 AC, R 460.17101 et seq.

December 19, 2013