



DECEMBER 2025 NEWSLETTER



CITY OFFICES CLOSED



- City Offices will be CLOSED for the Christmas Holiday:
- Monday, December 22nd from Noon to 4:30 PM,
 - Tuesday, December 23rd from Noon to 4:30 PM
 - Wednesday, December 24th through Friday, December 26th
- City Office will be CLOSED for the New Years Holiday:
- Wednesday - Thursday, December 31st and January 1st



WINTER REMINDERS

As winter weather sets in, the City would like to remind all residents of a few important ordinances and safety tips to help keep our community safe and accessible for everyone.

Sidewalk Snow Removal

City Ordinance requires property owners to clear snow from all sidewalks within 10 daylight hours of a snowfall. If you'll be heading south for the winter, please make arrangements ahead of time to ensure the sidewalk in front of your property is cleared after each snowfall. Keeping sidewalks safe is especially important for pedestrians and senior citizens—let's all do our part to help our neighbors.



Keep Snow Out of the Streets

Please remember that it is against City Ordinance to blow or shovel snow into the streets. Residents and contractors may be fined for leaving piles of snow in the roadway. These piles can freeze, creating dangerous hazards for motorists. Always move snow onto your own property rather than the street.

Clear Snow from Fire Hydrants

If a fire hydrant is located in the right-of-way near your property, please take a moment to clear snow away from it. Ensuring hydrants remain accessible helps Fire Department crews respond quickly and safely during emergencies.



Winter Parking Ban

To help City crews safely clear snow and to ensure emergency vehicles can travel easily, the annual winter parking ban went into effect November 1st. Per City Ordinance, no parking is allowed on any City street between 2:00 AM and 6:00 AM. If you have questions, please contact the Police Department at (517) 647-4111.

Together, let's pitch in and make this a safe and smooth winter season for our entire community!

PORTLAND COMMUNITY FUND NEWS

Christmas Giving Program

Applications for the Portland Community Fund Associations Christmas Giving Program are available at the schools, churches, Portland City Hall, Portland Area Service Group, Tom's Pharmacy, Portland Food Bank, Portland Apartments and the Portland District Library. Applications are also available online at portlandcommunityfund.org.

Any family residing in the Portland School District that may need assistance or anyone who knows of someone who needs extra assistance should fill out an application. Each household will receive a complete Christmas dinner and children 18 and under will receive gifts. Distribution will be Wednesday, December 17th.

Collection boxes for donations of food and Giving Trees with tags will be in place before Thanksgiving. Stuff a bag food items needed are: Bisquick/jiffy mix, instant potatoes, rice, gravy or gravy mix and broth, stove top dressing, canned vegetables and fruit, jello and pudding.

Residents interested in adopting a family for Christmas please call Beth Theis (517) 490-9710 or Sharon Stegenga (517) 749-1059.

Fundraising

All donations directly support residents of the Portland School District. To contribute, send a check to Portland Community Fund Association, PO Box 524, Portland, MI 48875, or visit portlandcommunityfund.org to give via PayPal, one-time donation, or monthly gift. Your donation is tax deductible. Payroll deduction options are also available. Connect with us on Facebook for updates.

Thank you for your support – Neighbors Helping Neighbors!



FALL LEAF REMOVAL

The last day for loose leaf pickup was Monday, December 1st.

After December 1st, only paper yard waste bags will be collected.



Reminders for the upcoming tax season!

- Double check your employer withholdings or estimated payment totals.
- Update the city if your move in or out of Portland.
- Don't forget to sign your return! *Unsigned returns can delay your filing or refund.*
- Remember all W2s. *The first page of your federal return and all relevant docs your return requires.*

2025 Tax Forms are now available at City Hall.

4th quarter Estimated Tax Payments are due January 30th.

PARKS, RECREATION, AND CEMETERY

WINTER SPORTS REGISTRATION - Will Open on October 1

Visit portlandmi.recdesk.com to sign up.

- **1ST/2ND GRADE BASKETBALL:** Registration closed Monday, December 1st. Late signup is not guaranteed and will only be considered if space allows; a late fee will apply. The season runs from January through mid-February with one weekday practice and Saturday morning games. Late signup requests may be sent to Emma at ehonsowitz@portland-michigan.org
- **DK/K BASKETBALL:** Leagues will take place in March. There are two available options: Mondays and Wednesdays OR Tuesdays and Thursdays. Teams will practice and scrimmage each hour-long session. Deadline: Mon, February 2nd - *Cost: \$45 to \$70 depending on residency*
- **ADULT BASKETBALL:** Registration is CLOSED. Games begin, Sunday, December 7th at Portland High School. Please contact your team manager for a schedule. **REMINDER:** *Player fees must be paid before your first game.* Player Fees: portlandmi.recdesk.com



RECDESK RESIDENCY STATUS UPDATE:

Moving forward, only households within Portland city limits will be considered Residents for registration purposes. Households outside city limits (including Danby and Portland Townships) will be classified as Non-Residents. During registration you'll now select your township/municipality instead of Resident/Non-Resident, so the correct fee is applied.

CEMETERY REMINDERS:

Families are welcome to place Grave Blankets starting November 1st. Please remember they will need to be removed by April 1st, to allow for spring maintenance. Grave blankets that remain after April 1st will be removed and disposed of.

For the safety of visitors and staff, we kindly ask that glass vases, urns, or other glass containers not be used.

If you have any questions, please call (517)647-7985.

PAVILION RENTALS

Planning ahead for a graduation or birthday celebration? Park pavilions can be reserved up to one year in advance. Find details and reserve yours online at portlandmi.recdesk.com.



CITY MEETING SCHEDULE

- **City Council** meets at City Hall the first and third Monday of each month at 7:00 PM. *City Council members are Mayor Jim Barnes, Mayor Pro-Tem Joel VanSlambrouck, Patrick Fitzsimmons, Cena Schneider, and Barney Boyer.*
- **Downtown Development Authority (DDA)** meets at City Hall on the fourth Monday of each month at 6:00 PM.
- **Portland Area Fire Authority** meets at City Hall on the second Tuesday of each month at 6:00 PM.
- **Zoning Board of Appeals** meets at City Hall on the second Monday of the month as needed at 7:00 PM.
- **Planning Commission** meets at City Hall on the second Wednesday of each month at 7:00 PM.
- **Parks Board** meets at City Hall on the third Thursday of each month at 5:30 PM.
- **Board of Light & Power** meets at the Electric Department on the last Tuesday of each month at 4:00 PM.
- **Mayor Barnes** is available to meet with citizens at City Hall on the Saturday following Council meetings from 9:00-11:00 AM.

CONTACT US!

City of Portland
259 Kent St., Portland, MI 48875

www.portland-michigan.org

Phone: (517) 647-7531

Fax: (517) 647-2938

Hours: M-F, 8:00AM-4:30PM

Assessor	(517) 647-2943
Ambulance	(517) 647-2935
Cemetery & Parks	(517) 647-7985
City Clerk	(517) 647-3211
City Hall	(517) 647-7531
City Manager	(517) 647-2931
Code/Zoning	(517) 647-2931
DDA	(517) 647-5027
Electric	(517) 647-6912
Fire/Burn Permits	(517) 647-4111

Fire/Business	(517) 647-2950
Income Tax	(517) 647-2941
Police (Records)	(517) 647-2934
Police (NonER)	(517) 647-7521
Recreation	(517) 647-3207
Streets	(517) 647-6129
Wastewater	(517) 647-6926
Water	(517) 647-2948
Treasurer	(517) 647-2933
Utility Billing	(517) 647-3205