

6:00 p.m. Committee of the Whole Work Session

7:30 p.m. Call to Order.

Invocation: Pastor John Moore of Pathfinder Church.

Pledge of Allegiance: Boy Scout Troop 255.

Roll Call.

Proclamations:

A. Approval of City Council Meeting Minutes.

1. Regular Meeting Minutes of July 12, 2016.
2. Pre-Council Meeting Minutes of July 25, 2016.

* B. Approval of Consent Agenda Motions.

* C. Accounts Payable Register:

1. Communication from the City Manager recommending that City Council approve the Accounts Payable Register of July 26, 2016 as presented.

D. Public Hearings:

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

* 1. Communication from the City Manager recommending that City Council:

1. accept the request from Pfizer, Incorporated (Pharmacia & Upjohn Company, LLC) to create Industrial Development District No. 91 for 7171 Portage Road, and the associated PA 198 Tax Abatement Application for a real property tax abatement for 7171 Portage Road; and
2. adopt Resolution No. 1-16 setting a public hearing on the creation of Industrial Development District No. 91 for 7171 Portage Road on August 9, 2016.

* 2. Communication from the City Manager recommending that City Council adopt the Policy for City Council Device Stipend.

* 3. Communication from the City Manager regarding the June 2016 Environmental Report - Information Only.

G. Communications:

H. Unfinished Business:

* I. Minutes of Boards and Commissions Meetings:

1. Historic District Commission of April 4, May 4 and June 1, 2016.
2. Portage Youth Advisory Committee of June 13, 2016.
3. Portage Public Schools Regular and Special of June 27, 2016.
4. Portage Planning Commission of July 7, 2016.

J. Council Committee Reports:

K. New Business:

L. Bid Tabulations:

M. Other City Matters:

1. Statements of Citizens.
2. From City Council and City Manager.

* 3. Reminder of Meetings:

- a. Thursday, July 28, 4:30 p.m., Public Media Network Board of Directors, 359 S. Kalamazoo Mall, 3rd Floor.
- b. Monday, August 1, 2:00 p.m., Youth Advisory Committee, City Hall Room No. 1.
- c. Wednesday, August 3, 8:15 a.m., Historic District Commission, City Hall Room No. 2.
- d. Wednesday, August 3, 6:30 p.m., Park Board, Oakland Drive Park followed by Haverhill Park.
- e. Wednesday, August 3, 7:00 p.m., Long Lake Governmental Lake Board Public Hearing, Council Chambers.
- f. Thursday, August 4, 2016, 7:00 p.m., Planning Commission, Council Chambers.
- g. Monday, August 8, 7:00 p.m., Zoning Board of Appeals, Council Chambers.

* N. Materials Transmitted.

* 1. Department Monthly Reports

Adjournment.

CITY COUNCIL MEETING SUMMARY

July 12, 2016

ACCOUNTS PAYABLE REGISTER

- ◆ Approved the Accounts Payable Register of July 12, 2016, as presented.

REPORTS FROM THE ADMINISTRATION

- ◆ Accepted the request of the Gourdneck Lake Association and adopted a Resolution to establish a lake board for Gourdneck Lake, in accordance with Part 309 of Public Act 451 of 1994, Inland Lake Improvements.
- ◆ Adopted the resolution establishing a stipend for City Council electronic devices and directed the City Manager to create a City Council Policy for administration of the benefit.
- ◆ Approved the payback agreement between the City of Portage and American Village Development II, LLC, for installation of sanitary sewer and authorized the City Manager to sign all documents related to this matter on behalf of the city
- ◆ Approved a change order in the amount of \$33,236.50 to Rieth Riley Construction to perform the asphalt paving portion of the Portage Creek Bicentennial Park Trail Relocation Project and authorized the City Manager to sign all documents related to this action on behalf of the city.

COMMUNICATION

- ◆ Received the communication from Harry Haasch, Executive Director of Public Media Network, regarding set up, testing, operation, and troubleshooting of Audio/Visual components by appropriate City of Portage staff.

COUNCIL COMMITTEE REPORTS

- ◆ Received the verbal report from Councilmember Randall regarding the discussion at the Kalamazoo County Public Arts Commission Meeting.
- ◆ Received the verbal report on County Discover Kalamazoo Advisory Board from Councilmember Randall.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER

- ◆ Councilmember Reid said that she was asked to tend and work the beer tent at the Portage Third Blue Grass (acoustic) Festival at Celery Flats; the weather was beautiful; and it was a family friendly, fun activity. She commented that it is very frustrating to be in public service because of what is happening across the country, as well as the State, and mentioned the two recent fallen Bailiffs in St. Joseph, Michigan, for example. She noted that as much as we all try to help the community, there are things outside of our control, and others have expressed the same frustration. She sought support for one another as a community and as a country, and noted that there are a lot of underlying issues that need to be addressed, asked everyone to be patient with one another and to be strong and be safe.
- ◆ Councilmember Randall concurred with Councilmember Reid and indicated she happened to experience the unsettling event in South Haven when 90 police officers were trying to deal with a crowd of 10,000 children – teenagers. She also mentioned that she was at the St. Joseph Art Fair the day before the two Bailiffs were shot and killed by the prisoner, expressed great appreciation for our law enforcement and asked for a brief update on the morale of the Portage Law Enforcement Officers. She asked that all Portage citizens support our Law Enforcement Officers, and disclosed that everyone with whom she has contact expresses appreciation for our Law Enforcement Officers.
- ◆ City Manager Larry Shaffer announced that the Portage Police Division is very proud to serve Portage citizens and does so with dedication and commitment every day of the week, every week of the month and every month of the year. He cited one example of this as the change in the pursuit policy where the officer breaks off pursuit where it is deemed that the threat to the public or the Police Officer is greater than the benefit of immediate apprehension of the pursuit, especially once we have the license plate number. He acknowledged the work of Police Chief Richard White, and expressed his appreciation for the fine service of his Police Officers; and, he announced that he will be expressing his appreciation personally to both the day and night shifts next week.
- ◆ Councilmember Pearson concurred with the comments from Councilmembers Reid and Randall regarding recent tragedies in the State and the remarks by Mr. Shaffer and the efforts of the Police Division. He then indicated that they also mentioned a lot of good things that are going on in Portage. He cited some of the good things as the Blue Grass Festival, the Kalamazoo Institute of Art, bringing cultural activities into the community, the Portage Farm Market every Sunday noon until 4 p.m., and said there are a lot of good things happening in Portage.
- ◆ Mayor Pro Tem Ansari took the opportunity to express his appreciation to the Police Division and said, “We are grateful for their service.”

MATERIALS TRANSMITTED

- ◆ Received the Materials Transmitted of June 17 and June 28, 2016.

COMPLETE MINUTES OF EACH CITY COUNCIL MEETING ARE AVAILABLE ON THE CITY WEBSITE AT PORTAGEMI.GOV, IN CITY HALL AND IN THE DISTRICT LIBRARY. MINUTES OF CITY BOARDS AND COMMISSIONS ARE AVAILABLE ON REQUEST FROM VARIOUS DEPARTMENTS.

CITY COUNCIL MEETING MINUTES FROM JULY 12, 2016

The Regular Meeting was called to order by Mayor Pro Tem Ansari at 7:30 p.m.

At the request of Mayor Pro Tem Ansari, Tim Earl provided words of encouragement and invoked the human history that led to our institution of government, and City Council and the audience recited the Pledge of Allegiance.

At the request of Mayor Strazdas, the City Clerk called the roll with the following members present: Councilmembers Richard Ford, Jim Pearson, Patricia M. Randall, Claudette Reid and Terry Urban, and Mayor Pro Tem Nasim Ansari. Mayor Peter Strazdas was absent with notice. Also in attendance were City Manager Larry Shaffer, City Attorney Randy Brown and City Clerk James R. Hudson.

APPROVAL OF MINUTES: Motion by Pearson, seconded by Urban, to approve the Regular Meeting Minutes of June 14, 2016, and the Regular Meeting Minutes of June 28, 2016, as presented. Upon a roll call vote, motion carried 6 to 0.

Motion by Reid, seconded by Ansari, to receive the Pre-Council Meeting Notes of July 11, 2016, as presented. Upon a voice vote, motion carried 6 to 0.

* **CONSENT AGENDA:** Mayor Pro Tem Ansari asked Councilmember Urban to read the Consent Agenda. Councilmember Urban asked that Item F.1, Gourdneck Lake – Creation of Governmental Lake Board, be removed from the Consent Agenda, and Councilmember Reid asked that Item F.2, City Council Wireless Device Stipend, be removed from the Consent Agenda.

Motion by Urban, seconded by Reid, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 6 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JULY 12, 2016:** Motion by Urban, seconded by Reid, to approve the Accounts Payable Register of July 12, 2016, as presented. Upon a roll call vote, motion carried 6 to 0.

REPORTS FROM THE ADMINISTRATION:

GOURDNECK LAKE – CREATION OF GOVERNMENTAL LAKE BOARD: At the request of Mayor Pro Tem Ansari, Councilmember Urban indicated that he asked that the item be removed from the Consent Agenda in order for Council to consider appointing a Portage representative to the Lake Board to enable them to get started right away; otherwise, he implied that the delay would be unnecessary and even costly to the lake property owners. Mayor Pro Tem Ansari indicated Council should take some time and discuss the appointment issue. Motion by Urban, seconded by Pearson, to accept the request of the Gourdneck Lake Association and adopt a Resolution to establish a lake board for Gourdneck Lake, in accordance with Part 309 of Public Act 451 of 1994, Inland Lake Improvements.

Councilmember Reid asked how quickly the Lake Board will get started once Council adopts the Resolution, and is there work that needs to be accomplished this summer, so that identifying a representative sooner rather than later might be advantageous for the Lake Board. Discussion followed. Mayor Pro Tem Ansari invited Transportation & Utilities Director Chris Barnes and Gourdneck Lake Association Representatives to address these questions. At the request of Councilmember Ford, Mr. Barnes indicated that Schoolcraft Township adopted their Resolution at an earlier meeting. Mr. Barnes introduced Gourdneck Lake Association President Chris Haas, who indicated it would be great to begin right away, explained the process required according to Act 451 and the timeframe for treatment which will be in Spring 2017 at the earliest. Councilmember Urban pointed out that it is too late to get an assessment on the winter tax bill, so it may be as late as 2018 before the Governmental lake Board can begin treatment. Discussion followed.

Councilmember Pearson indicated he was on the Austin Lake Governmental Lake Board and concurred with Councilmember Urban. In response to Councilmember Pearson, Mr. Haas determined that there are 80 Portage properties and 37 Schoolcraft Township properties involved and confirmed that the specific charge of the Lake Board is chemical treatment, that two thirds of the property owners agree with the need for a Governmental Lake Board, but the specific amount owed by each property owner has not yet been determined. Councilmember Pearson advised Mr. Haas to poll to help decide what the property owners want, prior to the first meeting of the Governmental Lake Board in the interest of a cohesive approach to this matter. He also told him that it is debatable whether property owners not on the lake, but having lake access, can be also assessed by the Governmental Lake Board, and mentioned that it has not happened before. Discussion followed.

In answer to Councilmember Randall, Mr. Haas answered that normally there is an annual meeting of the Gourdneck Lake Association where all of the lake property owners are invited in the Spring, and now the Board meets more often, once a month in the evening because of the weed problem, but the meeting dates and times of the Governmental Lake Board will be determined once it is formed. Discussion followed.

Councilmember Urban indicated that Gourdneck Lake will be unique because it has deeded access with no frontage both on Westnedge Avenue and Portage Road in Portage; it has a County park and Department of Environmental Quality land. He offered that the State never participates in an assessment, so how the assessment gets divided up will require a lot of discussion and may not be something that can be determined ahead of time. With that, he volunteered to represent Portage on the Gourdneck Lake Governmental Lake Board owing to his years of experience serving on the Long Lake Governmental Lake Board, as President for fifteen years, and his familiarity with the process involved.

City Attorney Randy Brown indicated that mathematically the assessment of the properties is the responsibility of the Governmental Lake Board and asked that the same Special Assessment rules agree with those of the City.

Councilmember Ford opined that with all due respect for everyone here, Mayor Strazdas needs to be brought into the loop to consider who should be the representative on the Gourdneck Lake Governmental Lake Board since he works with Council regarding appointment to the various Boards and Commissions. He acknowledged that the Gourdneck Lake Association members wish to get things started and Councilmember Urban understands the eminent nature of what they are trying to do, but it would be best to wait on an appointment to get Mayor Strazdas involved. Mayor Pro Tem Ansari concurred.

Councilmember Pearson thanked Councilmember Urban for volunteering as it is a lot of work serving on a Governmental Lake Board, and concurred with Councilmember Urban that the State will not “pitch in any money” not even on Austin Lake where they collect money, the State still does not “pitch in.” However, he pointed out that the City of Portage and the County of Kalamazoo do “pitch in” on an assessment on Austin Lake; and, the Austin Lake Governmental Lake Board was very appreciative of recommendations from the Austin Lake Association, so it is a good time for the Gourdneck Lake Association to come up with a plan and present it to the Governmental Lake Board once it is formed in order to have an active dialogue. Discussion followed. Upon a roll call vote, motion carried 6 to 0.

CITY COUNCIL WIRELESS DEVICE STIPEND: At the request of Mayor Pro Tem Ansari, Councilmember Reid summarized the proposal, and reviewed the process of producing electronic agenda packets for staff, City Council and the public. She noted that three of the seven Councilmembers have opted to receive the bound paper version of the agenda packet instead of migrating to the electronic version. She indicated that it is important at this time to take a look at the BoardSync Software to determine if it is meeting our needs and, if not, what can be done with the software company to have a software that is more effective for City Council. She recognized that this has been a very effective tool for staff to be able to pull all of the information together and asked for a time to discuss this software as it relates to the Councilmembers. She noted that Council is being asked

to consider \$75 per month for a tablet or laptop and \$50 per month for a cell phone for each Councilmember. For a Councilmember with a four-year term, doing the math, she recognized that it is a “chunk of change” since it amounts to \$3,600 for a tablet or laptop and \$2,400 for the phone. She reflected on her own recent purchase of a laptop that also functions as a tablet for \$600, and asked how staff came up with the amount of the proposed stipend. She also asked how this was going to be managed; that she looked forward to the development of a policy; and she questioned how would the policy be implemented if this recommendation is approved.

At the request of Mayor Pro Tem Ansari, City Manager Shaffer discussed the BoardSync Software used by the Administration to collect all of the information for the Agenda packet, package and manage the agenda process and maintain oversight. He noted that the software also ties in the written agenda packet and the visual of the meeting for the public, but the City Council piece is currently the most challenging piece and no software implementation is successful unless the users are comfortable or confident with it and can successfully utilize it. He mentioned that staff is making progress with the software, emphasized staff commitment to fully bring Council on board with BoardSync. He indicated that the Administration reviewed a number of software packages, but Boardsync was less expensive, many colleagues had already migrated from the more expensive software to BoardSync, and he restated his commitment to making Council’s job as easy as possible and his commitment to the successful implementation of BoardSync. He referred to the survey sent to City Council to allow them to iterate their issues with BoardSync that need to be addressed for Council. He indicated that the future is a paperless, automated system and everybody will be utilizing it someday; so, it becomes very important that Councilmembers become as comfortable as possible using these tools and for the Administration to be responsive to the concerns of Council because your job is very important to us and we need to make sure you are successful at it.

With regard to the amount of the stipend, Mr. Shaffer indicated he is suggesting that the stipend for the cell phone and the tablet or laptop is standard and covers the cost of the hardware and the subscription necessary for the hardware to work. He showed that this would allow Council to use a laptop or tablet of their own at each station at the dais and for the Administration to repurpose the iPads currently provided and get rid of the expense associated with the iPads. In order to authorize the stipend, the Resolution needs to be adopted, City Council needs to adopt a Policy to cover this matter, and an Administrative Order needs to be developed. He summarized some of the many benefits of using BoardSync and welcomed any questions Council might have concerning the matter.

Councilmember Reid asked if the members of the Planning Commission and the Zoning Board of Appeals, who also use BoardSync would also be provided this stipend, and Mr. Shaffer indicated that eventually the Administration would like to get out of providing City hardware and provide a stipend and the plan is to start with the City Council, see how that is and continue through the organization.

In answer to Councilmember Randall, Mr. Shaffer assured Council that the savings exceed the cost of BoardSync because it is expensive to produce, expensive to manage on the Administrative side, expensive to deliver manually to City Council and expensive to archive through the City Clerk. He touted the benefits of becoming paperless, whether through efficiency, cost and/or effectiveness and gave search capability as an example. Discussion followed.

In answer to Councilmember Urban, Mr. Shaffer indicated that the intent of the laptop or the tablet is that they can connect to the internet and the service would be provided by each Councilmember to support that and explained. Mr. Shaffer indicated that the device Council would have would be capable of receiving all forms of information from the Administration: text, the BoardSync agenda packet, and any other information from the City, so it would require that type of service provider. Further, Mr. Shaffer assured Councilmember Urban that he will not have to take his laptop everywhere he goes; the preference would be that you be able to connect through a cell tower with your device; so this is how you would get your information. He indicated a Councilmember would not get a stipend for a laptop or a tablet if you could not download your BoardSync agenda packet in some fashion and manage your own account and explained that this is a permanent device that attaches you to the people you serve and the people who work for you.

City Attorney Randy Brown referred City Council to the specifics of the Resolution which deals with the stipend for cell phone usage, laptop and tablets, then directs the City Manager to prepare a City Council Policy that will deal with the details, so the details iterated by Councilmember Urban may be included in the Policy that will come back to Council for review and consideration. Councilmember Urban objected to the City Manager implying that the laptop be “cell enabled” and Mr. Brown indicated that the term is not used in the Resolution. He then explained City Council will have the opportunity to review such terms in the Policy when it is brought back. Discussion followed.

Motion by Pearson, seconded by Randall, to adopt the resolution establishing a stipend for City Council electronic devices and direct the City Manager to create a City Council policy for administration of the benefit. Discussion followed.

Councilmember Reid expressed her opinion that the \$75 for the laptop or tablet is excessive and expressed her concerns. Councilmember Randall spoke in favor of BoardSync and Councilmember Pearson indicated that Mayor Strazdas indicated he was in favor of BoardSync.

Mr. Shaffer restated his commitment to City Council, his commitment to making BoardSync work for City Council and he expressed his positive anticipation to work with each Councilmember in a successful way to make sure this becomes the preferred tool for each of them.

Councilmember Ford indicated he had a couple of issues with BoardSync, but nothing that prevents him from getting it from the website and views BoardSync as a separate issue from the stipend and whether we want to continue as a Council to use that software; it is different from the information we obtain using our mobile devices; and, he surmised that each Councilmember has stated that he or she has gotten information on line. He also indicated that if a Councilmember wishes to obtain paper packets, it is his observation that Staff is more than happy to oblige and provide that option.

After hearing all of the arguments, Mayor Pro Tem Ansari indicated that he is convinced that there will be big savings with the stipend and spoke in favor of the recommendation. Councilmember Pearson called for the question. Upon a roll call vote, motion carried 4 to 2. Yeas: Councilmembers Ford, Pearson and Randall and Mayor Pro Tem Ansari. No: Councilmembers Urban and Reid.

*** SANITARY SEWER PAYBACK AGREEMENT – WHISPER ROCK CONDOMINIUM DEVELOPMENT:** Motion by Urban, seconded by Reid, to approve the payback agreement between the City of Portage and American Village Development II, LLC, for installation of sanitary sewer and authorize the City Manager to sign all documents related to this matter on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

*** PORTAGE CREEK BICENTENNIAL TRAIL RELOCATION:** Motion by Urban, seconded by Reid, to approve a change order in the amount of \$33,236.50 to Reith Riley Construction to perform the asphalt paving portion of the Portage Creek Bicentennial Park Trail Relocation Project and authorize the City Manager to sign all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 6 to 0. Upon a roll call vote, motion carried 6 to 0.

COMMUNICATIONS:

COMMUNICATION FROM HARRY HAASCH, EXECUTIVE DIRECTOR OF PUBLIC MEDIA NETWORK: Councilmember Reid highlighted the contents of the communication sent to City Council from Harry Haasch, Executive Director of Public Media Network regarding who is responsible for various aspects of the audio/visual program broadcast from Council Chambers. She expressed a concern with the use of the podium for presentations and the need for the user to know how to use the equipment. She indicated that his letter delineates the City responsibility versus the Public Media Network (PMN) responsibility. Motion by Reid, seconded by Randall, to receive the communication from Harry Haasch, Executive Director of Public Media Network, regarding set up,

testing, operation, and troubleshooting of Audio/Visual components by appropriate City of Portage staff. Upon a voice vote, motion carried 6 to 0.

* **MINUTES OF BOARDS AND COMMISSIONS MEETINGS:** City Council received the minutes of:

Portage Public Schools Board of Education Regular of May 16 and Committee of the Whole of June 13, 2016.

Portage Planning Commission of June 16, 2016.

COUNCIL COMMITTEE REPORTS:

KALAMAZOO COUNTY PUBLIC ARTS COMMISSION MEETING, JUNE 21, 2016:

Councilmember Randall indicated that the Commission had a guest speaker, David Greese, who discussed the Bronson Park Reservation Project, the restoration of the fountain, and the nine square mile (three miles by three miles) Indian Reservation that was historically located downtown Kalamazoo, and the Commission is looking to create an artistic commemorative at points of each of the boundaries. Discussion followed. Motion by Ford, seconded by Reid, to receive the report from Councilmember Randall regarding the Kalamazoo County Public Arts Commission Meeting of June 21, 2016. Upon a voice vote, motion carried 6 to 0.

DISCOVER KALAMAZOO ADVISORY BOARD MEETING, JULY 11, 2016:

Councilmember Randall indicated that the Board had a Bike Friendly Kalamazoo guest speaker, Paul Selden, Director of Road Safety for the Bicycle Club of Kalamazoo, who addressed the recent accidents and the tragedies around bicycling, and the new interest in making non-motorized vehicles safer on our public roads. She highlighted the United States Tennis Association (USTA), Friday, August 5 through Sunday, August 14, as an upcoming event in Kalamazoo. Motion by Ford, seconded by Reid, to receive the report from Councilmember Randall regarding the Discover Kalamazoo Advisory Board Meeting of July 11, 2016. Upon a voice vote, motion carried 6 to 0.

KALAMAZOO AREA TRANSPORTATION STUDY (KATS) MEETING, JUNE 29,

2016: Councilmember Reid indicated that two of the main things that happened at the meeting were the approval of the 2017-2020 Transportation Improvement Program, which is a major document that KATS puts out that covers the whole area and, the second item was the Task Personnel and Procedure Manual. She said that Task Policy Board oversees the personnel issues for all of the employees within the organization and thereby finalized an official personnel policy for the KATS employees. Motion by Reid, seconded by Randall, to accept the report on KATS. Upon a voice vote, motion carried 6 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Reid reflected that she was asked to tend and work the beer tent at the Portage Third Blue Grass (acoustic) Festival at Celery Flats; the weather was beautiful; and it was a family friendly, fun activity. She commented that it is very frustrating to be in public service because of what is happening across the country, as well as the State, and mentioned the two recent fallen Bailiffs in St. Joseph, Michigan, for example. She noted that as much as we all try to help the community, there are things outside of our control, and others have expressed the same frustration, also. She sought support for one another as a community and as a country, and noted that there are a lot of underlying issues that need to be addressed, asked everyone to be patient with one another and to be strong and be safe.

Councilmember Randall concurred with Councilmember Reid and indicated she happened to experience the unsettling event in South Haven when 90 police officers were trying to deal with a crowd of 10,000 children – teenagers. She also mentioned that she was at the St. Joseph Art Fair the day

before the two Bailiffs were shot and killed by the prisoner, expressed great appreciation for our law enforcement and asked for a brief update on the morale of the Portage Law Enforcement Officers. She asked that all Portage citizens support our Law Enforcement Officers, and disclosed that everyone with whom she has contact expresses appreciation for our Law Enforcement Officers.

City Manager Larry Shaffer announced that the Portage Police Division is very proud to serve Portage citizens and does so with dedication and commitment every day of the week, every week of the month and every month of the year. He cited one example of this as the change in the pursuit policy where the officer breaks off pursuit where it is deemed that the threat to the public or the Police Officer is greater than the benefit of immediate apprehension of the pursuit, especially once we have the license plate number. He acknowledged the work of Police Chief Richard White, and expressed his appreciation for the fine service of his Police Officers; and, he announced that he will be expressing his appreciation personally to both the day and night shifts next week.

Councilmember Pearson concurred with the comments from Councilmembers Reid and Randall regarding recent tragedies in the State and the remarks by Mr. Shaffer and the efforts of the Police Division. He then indicated that they also mentioned a lot of good things that are going on in Portage. He cited some of the good things as the Blue Grass Festival, the Kalamazoo Institute of Art, bringing cultural activities into the community, the Portage Farm Market every Sunday noon until 4 p.m., and said there a lot of good things happening in Portage.

Mayor Pro Tem Ansari took the opportunity to express his appreciation to the Police Division and said, "We are grateful for their service."

MATERIALS TRANSMITTED:

* **MATERIALS TRANSMITTED:** Motion by Urban, seconded by Reid, to receive the Materials Transmitted of June 17 and June 28, 2016. Upon a roll call vote, motion carried 6 to 0.

ADJOURNMENT: Mayor Pro Tem Ansari adjourned the meeting at 8:40 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.

DRAFT

NOTES FROM THE SPECIAL PRE-MEETING OF THE PORTAGE CITY COUNCIL OF JULY 25, 2016

Mayor Strazdas called the meeting to order at 9:00 a.m. The following were present: Councilmembers Claudette Reid and Jim Pearson via the conference phone line and Mayor Pro Tem Nasim Ansari. Those not present were: Councilmembers Richard Ford, Patricia M. Randall and Terry Urban. Also in attendance were City Manager Larry Shaffer and City Clerk James Hudson.

Mayor Strazdas asked if there were any questions for the Administration regarding items on the Agenda. In answer to Councilmember Pearson and his question regarding the Committee of the Whole Meeting Agenda topic, City Manager Shaffer indicated that the information he requested regarding who received grants and how much for the last seven years is forthcoming.

With regards to Item F.1, Industrial Tax Abatement Application: Pfizer, Incorporated, Councilmember Reid asked for an early Impact Analysis (actual cost of the abatement, the number of jobs anticipated, etc.) because she wanted to know when and if that format would be utilized for analysis. Mr. Shaffer indicated that he would look at the previously used format, take the information, apply it to the format and have it for City Council by Tuesday. She specified that what she wants is what taxes are abated from the City of Portage, as well as the other jurisdictions, such as Portage Public Schools, Portage District Library, Kalamazoo Valley Community College, etc., and what the breakdown is for the whole period of the abatement. Mayor Strazdas summarized that City Council knows in the past that they were provided how many jobs will be guaranteed through this abatement process and how many dollars will be forgiven by each unit of government. Mr. Shaffer pointed out that there will be a difference between the previous analysis worksheet and the one that will be provided for this abatement since the State has eliminated the personal property tax and is phasing it out. Also, he said we know the general estimates: that the 98,000 square foot warehouse is going to be somewhere in the neighborhood of \$40 million with (approximately) \$38 million as real property and \$2 million as personal property. He indicated that the A.O.V. Work Center, the Autoclave Building, is a much more expensive project, but with more personal property; so, it is only going to be an estimate since we have not actually seen it to know what the split will be, but we do have the ranges, however. City Clerk James Hudson interjected that the impact analysis information is provided with Resolution No. 2 at the public hearing to approve or deny the establishment of the Industrial Development District (IDD). Nevertheless, Mr. Shaffer volunteered to provide a preliminary analysis in preparation of the Regular City Council Meeting on Tuesday since there is already a lot of data available on the project.

Since this is the first application since the State has eliminated the necessity of a Tax Abatement on Personal Property, Councilmember Reid asked how it will work, for example, with the \$44,083,000, since now we are being asked to abate for something that the State is not allowing anymore. Mr. Shaffer responded that some of the personal property may be taxable, but not much; the State has taken over the personal property tax obligation; the City receives a check from the State to compensate the City for what

it has lost in personal property tax; so, in some ways asking for an abatement on personal property taxes is unnecessarily redundant. Mayor Strazdas offered his understanding that the State has promised to make the City whole on personal property tax, so the State requires the data in order to afford the City its proper share of the funds. In answer to Councilmember Reid, Mr. Shaffer agreed that essentially the City Council is being asked to abate approximately \$61 million (tax on 50% of approximately \$61 million), not the whole \$105 million, so the City gets 25% of the true value of the real property investment.

Mayor Pro Tem Ansari expressed his anticipation that someone from the company would come in and speak to the advantages of the abatement and asked if the jobs that are promised are not provided, and Mayor Strazdas explained the claw back provision contained in the Tax Abatement Agreement. In response to Mayor Strazdas, Mr. Shaffer indicated that the Administration hopes never to be in a situation where there is a need to execute a claw back from Pfizer; that the City will review and monitor their expectations for jobs; and, if they are not living up to their representation, then a conversation regarding what compensation may be due. He again emphasized his reluctance to pursue anything like this with Pfizer.

Mayor Strazdas summed up by saying Mr. Shaffer will take a first cut analysis of the data; perhaps a representative from the Assessor's Office or Mr. Shaffer can explain the personal property question on how it works now. He asked Mr. Shaffer to call Pfizer to have a representative at the meeting to talk about the project, as well as the job commitment and what that means.

Councilmember Reid directed everyone to the Pfizer Industrial Development District Project Listing representing \$800 million in investment, likened it to a recent tax abatement request from Stryker Corporation where the investment was high compared to the number of jobs created, and asked whether the old way of looking at abatements based on job creation should be reassessed and not be based so heavily on job creation. Mr. Shaffer concurred as economically large corporations are looking to use capital to displace labor as a cost saving measure since, not to sound crass, their mission is to get a return on investment, not to create jobs. He reflected on the new model where companies displace labor with automation and investment when they can.

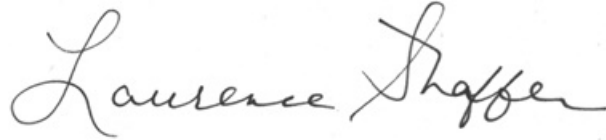
Mayor Strazdas offered the perspective that there will be a one-time need for local workers for construction for a year or two and outsourced labor, perhaps local, as service technicians and other contract service providers as necessary. Mayor Pro Tem Ansari stressed the importance of the citizens' point of view who will be sacrificing to make up for the revenue loss owing to the abatement.

ADJOURN: Mayor Strazdas adjourned the meeting at 9:15 a.m.

James Hudson, City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Finance Director

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of July 26, 2016 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks and auto-pay payments. The attached Accounts Payable Register covers the period July 3, 2016 through July 17, 2016 and notes \$351,007.17 in automated clearing house payments, \$787,676.50 in paper checks and \$64,980.95 in auto-pay payments for a grand total of \$1,203,664.62.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

ACCOUNTS PAYABLE REGISTER
Check Dates From: 7/3/2016 To: 7/17/2016

Check Date	Check No.	Vendor Name	Amount
07/15/16	5383(A)	A I S CONSTRUCTION EQUIP. CO.	1,950.00
07/15/16	5384(A)	ADMIRAL LOCK & KEY SERVICE	150.00
07/15/16	5385(A)	ALL-PHASE ELECTRIC SUPPLY CO.	595.50
07/15/16	5386(A)	ALRO STEEL CORPORATION	23.29
07/15/16	5387(A)	AMERICAN SAFETY & FIRST AID	667.23
07/15/16	5388(A)	ANIMAL REMOVAL SERVICE, LLC	2,270.00
07/15/16	5389(A)	APOLLO FIRE EQUIPMENT COMPANY	223.36
07/15/16	5390(A)	ARGUS-HAZCO	169.00
07/15/16	5391(A)	BATTERIES PLUS	343.86
07/15/16	5392(A)	BEEBE, RONALD E.	384.00
07/15/16	5393(A)	BLUE CARE NETWORK-GREAT LAKES	77,963.04
07/15/16	5394(A)	BYHOLT INC.	2,014.20
07/15/16	5395(A)	C T S TELECOM, INC.	2,277.59
07/15/16	5396(A)	CSI GEOTURF	2,650.00
07/15/16	5397(A)	DEPATIE FLUID POWER CO., INC.	337.66
07/15/16	5398(A)	ETNA SUPPLY, INC.	213.43
07/15/16	5399(A)	FARM N GARDEN	954.88
07/15/16	5400(A)	FURRY, WILLIAM	147.00
07/15/16	5401(A)	GRIFFIN PEST SOLUTIONS, INC.	162.00
07/15/16	5402(A)	INDUSCO SUPPLY CO., INC.	921.58
07/15/16	5403(A)	IRISH AYRES ENTERPRISES, LLC	20,500.25
07/15/16	5404(A)	J & J LAWN SERVICE, INC.	5,275.00
07/15/16	5405(A)	JAROTH, INC	303.00
07/15/16	5406(A)	KEHOE, EDWARD J	220.00
07/15/16	5407(A)	KNAPP ENERGY, INC.	12,330.50
07/15/16	5408(A)	LIBRA INDUSTRIES, INC. OF MICHIGAN	3,601.00
07/15/16	5409(A)	MATERIALS RESOURCES	1,506.52
07/15/16	5410(A)	MAURER'S TEXTILE RENTAL SERVICES	411.00
07/15/16	5412(A)	MEDEMA, TIMOTHY	161.00
07/15/16	5413(A)	MEEKHOF TIRE SALES & SERVICE INC.	4,151.38
07/15/16	5414(A)	MEIER, MICHAEL	192.00
07/15/16	5415(A)	MEJEUR ELECTRIC LLC	1,465.00
07/15/16	5416(A)	ONE WAY PRODUCTS	1,827.82
07/15/16	5417(A)	ONSTAFF USA INC	7,165.15
07/15/16	5418(A)	PECKELS, CHRISTINE	180.00
07/15/16	5419(A)	PETERS CONSTRUCTION CO.	9,762.00
07/15/16	5420(A)	RESIDENTIAL PLUMBING SERVICES, INC	367.50
07/15/16	5421(A)	ROE-COMM, INC.	800.00
07/15/16	5422(A)	S B F ENTERPRISES, INC.	228.93
07/15/16	5423(A)	SAFETY SERVICES, INC.	1,456.47
07/15/16	5424(A)	SEVERANCE ELECTRIC COMPANY, INC	2,025.00
07/15/16	5425(A)	SHULTS EQUIPMENT, LLC.	14,193.36
07/15/16	5426(A)	SNELL, DEBRA	504.00
07/15/16	5427(A)	TYLER TECHNOLOGIES, INC.	143,637.12

ACCOUNTS PAYABLE REGISTER
Check Dates From: 7/3/2016 To: 7/17/2016

Check Date	Check No.	Vendor Name	Amount
07/15/16	5428(A)	U S LAWN- KALAMAZOO	276.00
07/15/16	5429(A)	UNITED PETROLEUM	155.00
07/15/16	5430(A)	VANDERBERG, WARD M	141.00
07/15/16	5431(A)	VISION SERVICE PLAN (OH)	2,154.79
07/15/16	5432(A)	WEST SHORE SERVICES, INC	6,000.00
07/15/16	5433(A)	WEST, STEVEN R	114.00
07/15/16	5434(A)	WIGHTMAN & ASSOCIATES, INC.	15,315.00
07/15/16	5435(A)	WINDER POLICE EQUIPMENT, INC.	169.76
	SUBTOTAL:	52 CHECKS	351,007.17
07/15/16	10009	PETTY CASH-ALYSSA MILBECK	272.81
07/15/16	10010	PETTY CASH-HOLLY CERNY	498.08
07/15/16	10011	PETTY CASH-JANET GATES	407.37
07/15/16	299152	A I S CONSTRUCTION EQUIP. CO.	3,571.20
07/15/16	299153	A-1 PRINTING	129.00
07/15/16	299154	ACCESS EMPLOYER STAFFING SERVICES	801.00
07/15/16	299155	ADP, INC.	837.37
07/15/16	299156	AICPA	255.00
07/15/16	299157	ALLEGRA PRINT & IMAGING	205.40
07/15/16	299158	ALTA EQUIPMENT CO.	745.68
07/15/16	299159	ARGUS-HAZCO	21.24
07/15/16	299160	ATLAS BUSINESS SOLUTIONS, INC.	1,792.80
07/15/16	299161	BAIRD, ANNE	125.00
07/15/16	299162	BESCO WATER TREATMENT, INC.	16.00
07/15/16	299163	BILL'S LOCK SHOP, INC.	260.00
07/15/16	299164	BLUE CROSS/BLUE SHIELD OF MICH	130,356.38
07/15/16	299165	BORGESS HEALTH ALLIANCE	253.00
07/15/16	299166	BORGESS HEALTH ALLIANCE	881.00
07/15/16	299167	BORTON, MARGARET	50.00
07/15/16	299168	BRAYMER, KATHY	250.00
07/15/16	299169	BRAYTON, DAVID & HELGA	260.00
07/15/16	299170	BRINK'S, INC	294.13
07/15/16	299171	BROWN, PATRICIA	130.00
07/15/16	299172	BUDENICKS, SHARON	111.00
07/15/16	299173	CALIBRE PRESS	139.00
07/15/16	299174	CAMPBELL AUTO SUPPLY	225.85
07/15/16	299175	CARDINAL BUS, INC.	3,100.00
07/15/16	299176	CARLETON EQUIPMENT CO.	10,872.00
07/15/16	299177	CARTRIDGE WORLD	21.70
07/15/16	299178	CESO, INC.	850.00
07/15/16	299179	CHARTER COMMUNICATIONS	629.37
07/15/16	299180	CITY OF KALAMAZOO TREASURER	430.20
07/15/16	299181	CITY OF KALAMAZOO TREASURER	227,777.27
07/15/16	299182	COCHRAN GLASS AND DOOR, LLC	913.13

ACCOUNTS PAYABLE REGISTER
Check Dates From: 7/3/2016 To: 7/17/2016

Check Date	Check No.	Vendor Name	Amount
07/15/16	299183	CONSUMERS ENERGY	34,297.66
07/15/16	299184	CONSUMERS ENERGY	4,548.80
07/15/16	299185	COSTAR REALTY INFORMATION, INC.	307.95
07/15/16	299186	CREIGHTON BROS CRAZY EGG CAFE	843.70
07/15/16	299187	D L GALLIVAN INC.	7,250.00
07/15/16	299188	DAVE'S CONCRETE PRODUCTS, INC.	3,082.75
07/15/16	299189	DEER CONTRACTING & LANDSCAPE	2,212.00
07/15/16	299190	ELLIOT, JOSEPHINE	130.00
07/15/16	299191	EMERGENCY VEHICLE PRODUCTS	662.95
07/15/16	299192	ENGINEERED PROTECTION SYSTEMS, INC.	1,687.08
07/15/16	299193	FERRELLGAS, LP	12.00
07/15/16	299194	FLETCHER ENTERPRISES	2,464.00
07/15/16	299195	FORMULA K EQUIPMENT LLC	8,299.00
07/15/16	299196	FORSHEE, MARK	414.00
07/15/16	299197	FORTIS GROUP	625.00
07/15/16	299198	FREIGHTLINER OF GRAND RAPIDS, INC.	611.29
07/15/16	299199	GANDER MOUNTAIN	179.99
07/15/16	299200	GLOBAL TELEMATIC SOLUTIONS LLC	625.00
07/15/16	299201	GORDON FOOD SERVICE	322.77
07/15/16	299202	GORDON WATER SYSTEMS	55.00
07/15/16	299203	GRAHAM FORESTRY SERVICE, INC.	1,840.00
07/15/16	299204	GRAND ELK RAILROAD	26,745.31
07/15/16	299205	GRUBE, SHARON	66.00
07/15/16	299206	H J DEATON & SON INC.	1,224.92
07/15/16	299207	HARRING, THOMAS	100.00
07/15/16	299208	HARTMAN, CHARLES	188.00
07/15/16	299209	HATHAWAY, BARBARA	140.00
07/15/16	299210	HERITAGE COMMUNITY OF KALAMAZOO	339.98
07/15/16	299211	HERITAGE COMMUNITY OF KALAMAZOO	260.00
07/15/16	299212	HOGNACHI, DAVID	138.00
07/15/16	299213	HOME DEPOT	1,121.31
07/15/16	299215	HURLEY & STEWART, LLC	4,264.82
07/15/16	299216	HYDRODYNAMICS, INC	5,845.22
07/15/16	299217	I A C P	350.00
07/15/16	299218	INDUSCO SUPPLY CO., INC.	160.20
07/15/16	299219	INGRAM, HEATHER	130.00
07/15/16	299220	INT'L ASSOC OF ARSON INVESTIGATORS	195.00
07/15/16	299221	IRISH AYRES ENTERPRISES, LLC	3,922.00
07/15/16	299222	JOHNSON'S WELDING, ETC.	1,864.50
07/15/16	299223	JUNKER, FRANCES	169.00
07/15/16	299224	KADLECEK, JUDY	130.00
07/15/16	299225	KALAMAZOO AREA TRANSPORTATION STUDY	320.00
07/15/16	299226	KALAMAZOO LANDSCAPE SUPPLIES	153.10
07/15/16	299227	KALAMAZOO OIL COMPANY	122.17

ACCOUNTS PAYABLE REGISTER
Check Dates From: 7/3/2016 To: 7/17/2016

Check Date	Check No.	Vendor Name	Amount
07/15/16	299228	KATERBERG CO., INC.	2,016.00
07/15/16	299229	KENDALL AUTO REPAIR, INC.	283.45
07/15/16	299230	KIESER & ASSOCIATES, LLC	2,773.25
07/15/16	299231	KLOOSTER, FRAN	48.92
07/15/16	299232	KLOSTERMAN DISTRIBUTING	201.83
07/15/16	299233	KNIRK, PATTI	125.00
07/15/16	299234	KOENES, KERSTIN	100.00
07/15/16	299235	KOSCIUSKO COUNTY CVB	1,166.00
07/15/16	299236	KZOO TIRE COMPANY	523.00
07/15/16	299237	LACOSTA FACILITY SUPPORT SERVICES	3,465.79
07/15/16	299238	LAKE MICHIGAN MAILERS, INC.	52.65
07/15/16	299239	LAKE RESTORATION, INC.	231.00
07/15/16	299240	LEXISNEXIS RISK SOLUTIONS	150.00
07/15/16	299241	LIFELOC TECHNOLOGIES, INC.	260.00
07/15/16	299242	LOUTHAN, WILLIAM F	96.00
07/15/16	299243	LOWE'S HOME CENTER	820.24
07/15/16	299244	LUJAN-ROBERTS, BETTY	25.00
07/15/16	299245	LYMAN, CATHERINE	130.00
07/15/16	299246	MALIK, JOAN	140.00
07/15/16	299247	MAPLE HILL SPRINKLING, INC.	546.00
07/15/16	299248	MASON, SUSAN	117.00
07/15/16	299249	MCCROREY, ELIZABETH	100.00
07/15/16	299250	MCCULLIN, LARRY W.	294.00
07/15/16	299251	MCDONALD'S TOWING & RESCUE, INC.	202.00
07/15/16	299252	MEDILODGE OF PORTAGE	108.50
07/15/16	299253	MI ASSOC. OF CHIEFS OF POLICE	1,500.00
07/15/16	299254	MICH MUNICIPAL POLICE & FIRE REPAIR	678.95
07/15/16	299255	MICHIGAN MUNICIPAL LEAGUE	489.00
07/15/16	299256	MICHIGAN PAVING & MATERIALS CO.	500.00
07/15/16	299257	MICHIGAN STATE TAX COMMISSION	50.00
07/15/16	299258	MIDWEST COMMUNICATION SERVICES, INC	20,802.00
07/15/16	299259	MLIVE MEDIA GROUP	1,075.01
07/15/16	299260	MML UNEMPLOYMENT FUND	367.66
07/15/16	299261	MOSQUITO CONTROL OF SW MICHIGAN	298.00
07/15/16	299262	MPARKS	595.00
07/15/16	299263	NATIONAL FIRE PROTECTION ASSOC	1,305.00
07/15/16	299264	NATIONAL TRUST FOR HISTORIC PRESERV	25.00
07/15/16	299265	NELSON'S HARDWARE	1,798.80
07/15/16	299266	NEUMAN, LESLIE	165.00
07/15/16	299267	NEW FRESH CLEANING SERVICE	1,521.00
07/15/16	299268	NEWSOME, MAXWELL	126.00
07/15/16	299269	NORTHERN TOOL & EQUIPMENT CATALOG	1,170.30
07/15/16	299270	O'REILLY AUTO PARTS	728.49
07/15/16	299271	OFFICE DEPOT, INC.	1,198.61

ACCOUNTS PAYABLE REGISTER
Check Dates From: 7/3/2016 To: 7/17/2016

Check Date	Check No.	Vendor Name	Amount
07/15/16	299273	PATESEL, TERRY	258.50
07/15/16	299274	PATTERSON, TREVER	500.00
07/15/16	299275	PK SAFETY SUPPLY	125.00
07/15/16	299276	PNC BANK NATIONAL ASSOCIATION	8,693.25
07/15/16	299277	PNC BANK NATIONAL ASSOCIATION	100.00
07/15/16	299278	POLDERMAN'S FLOWER SHOP	153.35
07/15/16	299279	PORTAGE ROTARY	179.00
07/15/16	299280	PORTAGE ROTARY CHARITIES	179.00
07/15/16	299281	PRAETORIAN DIGITAL	2,900.00
07/15/16	299282	R C M HEADSETS/R C M & ASSOC.	105.00
07/15/16	299283	REPUBLIC SERVICES OF WEST MICHIGAN	813.08
07/15/16	299284	RIDGE AUTO NAPA	16,359.07
07/15/16	299285	RON GUSTUM	1,314.00
07/15/16	299286	RYBINSKI, SOPHIA	69.00
07/15/16	299287	SAFETY SERVICES, INC.	746.13
07/15/16	299288	SAMPSON, CHRISTOPHER	150.00
07/15/16	299289	SANCHEZ, MARIA	100.00
07/15/16	299290	SANDERSON DEHAAN IRRIGATION	104.23
07/15/16	299291	SCHAEFFER MANUFACTURING COMPANY	621.32
07/15/16	299292	SCHULTZ, DOROTHY	72.00
07/15/16	299293	SHILTS, DAWN	448.00
07/15/16	299294	SIMON, VIRGINIA	94.00
07/15/16	299295	SITEONE LANDSCAPE SUPPLY LLC	456.25
07/15/16	299296	SMITH, RACHEL	50.00
07/15/16	299297	SMOLINSKI, JAMES	25.00
07/15/16	299298	SOIL & MATERIALS ENGINEERS, INC.	3,900.00
07/15/16	299299	SPARTAN DISTRIBUTORS INC.	1,974.86
07/15/16	299300	STATE SYSTEMS RADIO, INC	3,944.21
07/15/16	299301	STEENSMA LAWN & POWER EQUIPMENT	3,815.84
07/15/16	299302	STEGMAN, LOIS	125.00
07/15/16	299303	STRYD, ANNA	130.00
07/15/16	299304	STUART, KEN	1,338.78
07/15/16	299305	SUREFIRE, LLC	490.00
07/15/16	299306	SUTTER, CAROLINE	50.00
07/15/16	299307	T-MOBILE USA INC	29.99
07/15/16	299308	TEMPLE, LOIS	120.00
07/15/16	299309	THE IRRIGATOR	104.33
07/15/16	299310	TINK INC.	15,865.00
07/15/16	299311	TODD ARBANAS ENTERPRISES INC.	3,250.00
07/15/16	299312	TRACTOR SUPPLY CORP.	1,309.87
07/15/16	299313	TRAFFIC TECH SERVICES LLC	180.00
07/15/16	299314	U S POSTAL SERVICE	5,000.00
07/15/16	299315	UNDERGROUND PIPE & VALVE, INC.	3,262.50
07/15/16	299316	UNITED PARCEL SERVICE	15.89

ACCOUNTS PAYABLE REGISTER
Check Dates From: 7/3/2016 To: 7/17/2016

Check Date	Check No.	Vendor Name	Amount
07/15/16	299317	UNITED STATES TREASURY	110.67
07/15/16	299318	USA TODAY	50.00
07/15/16	299319	VERIZON WIRELESS SERVICES, LLC	2,214.62
07/15/16	299320	W W GRAINGER INC	670.89
07/15/16	299321	WASTE MANAGEMENT	147,000.00
07/15/16	299322	WATKINS, GREG	161.00
07/15/16	299323	WEBSTER, CHARLOTTE	125.00
07/15/16	299324	WEIDEMANN, LYLE & JUDY	50.00
07/15/16	299325	WYLIE, JACQUELINE	100.00
07/15/16	299326	XAVUS SOLUTIONS	2,270.00
07/15/16	299327	XEROX CORPORATION	980.97
07/15/16	299328	YOUNGS, POLLY	125.00
07/15/16	299329	ZITO, LOIS	25.00
		SUBTOTAL:	179 CHECKS 787,676.50
07/07/16	3352	AUTO-PAY PAYMENT	4,036.65
07/12/16	3380	AUTO-PAY PAYMENT	9,601.66
07/14/16	3399	AUTO-PAY PAYMENT	39,034.41
07/14/16	3396	AUTO-PAY PAYMENT	9,377.28
07/15/16	3404	AUTO-PAY PAYMENT	2,930.95
		SUBTOTAL:	5 CHECKS 64,980.95
		GRAND TOTAL:	237 CHECKS 1,203,664.62

** (A) DENOTES ACH PAYMENTS

JULY 26, 2016

TO: Honorable Mayor and City Council**FROM:** Laurence Shaffer, City Manager**SUBJECT:** Industrial Tax Abatement Application: Pfizer Incorporated (7171 Portage Road)**SUPPORTING PERSONNEL:** Vicki Georgeau, Director of Community Development**ACTION RECOMMENDED:** That City Council:

1. accept the request from Pfizer, Incorporated (Pharmacia & Upjohn Company, LLC) to create Industrial Development District No. 91 for 7171 Portage Road, and the associated PA 198 Tax Abatement Application for a real property tax abatement for 7171 Portage Road; and
2. adopt Resolution No. 1-16 setting a public hearing on the creation of Industrial Development District No. 91 for 7171 Portage Road on August 9, 2016.

Attached is a request from Pfizer, Incorporated (Pharmacia & Upjohn Company) to create an Industrial Development District at 7171 Portage Road and an associated PA 198 Tax Abatement Application for a 12-year real property tax abatement. Pfizer has plans to construct two significant projects during the next two-year period and several additional projects over the near term future within the boundaries of the proposed IDD. The proposed IDD encompasses the finished product operations on the north end of the manufacturing campus located at 7171 Portage Road. Over the next two years, Pfizer will construct: 1) an approximate 98,000-square-foot warehouse addition at the north end of Building #41 with an estimated total investment of \$40,800,000 (\$38,929,000 in real property investments and the remainder comprised of personal property improvements); and 2) an Act-O-Vial (A.O.V.) Work Center, also proposed at the northern portion of Building #41, with an estimated total investment of \$105,570,000 (\$61,487,000 in real property and \$44,083,000 in personal property investments).

As indicated in the application materials, the warehouse addition will provide new cold storage warehouse capacity and allow manufacturing operations within the existing building to be expanded. With regard to the A.O.V. Work Center, this facility will produce vial medicines which require a highly specialized sterile environment with four custom-built freeze dryers and related significant real and personal property improvements.

The construction of these two immediate projects will also require new off-street parking improvements shown in the application materials and within the proposed IDD boundaries. In addition to these two immediate projects, several other projects are planned by Pfizer within the finished product manufacturing portion of the facility over the next three years with an estimated investment of \$100 million. Over a longer 10-12 year period, an additional \$550 million in estimated

real and personal property investments are planned by Pfizer within the northern portion of the manufacturing campus. Because of the scope of the various projects proposed, Pfizer has requested the IDD boundaries encompass the finished manufacturing portion of the campus to facilitate future real and personal property investments and the processing of tax abatement incentives in an expedited manner.

According to the information submitted by Pfizer, the manufacturing facility at 7171 Portage Road has an approximate 2,100 employees. The Building #41 Warehouse project will retain 26 existing jobs and the Building #41 A.O.V. Work Center project will retain 26 existing jobs and create 15 new jobs. The average annual salary of the existing and proposed new employees is \$65,000.

The City Administration will finalize the review of the application and prepare the necessary analysis for City Council consideration at a proposed public hearing on August 9, 2016.

FUNDING: Not Applicable

Attachments:

1. July 15, 2016 correspondence from Robert Betzig, Pfizer Global Supply Kalamazoo Site Leader
2. PA 198 application materials
3. Vicinity Map of IDD No. 91
4. Resolution #1-16



Pfizer Global Supply

Pfizer, Inc.
7000 Portage Road
Kalamazoo, Michigan 49001
Tel. (269) 833-4000

July 15, 2016

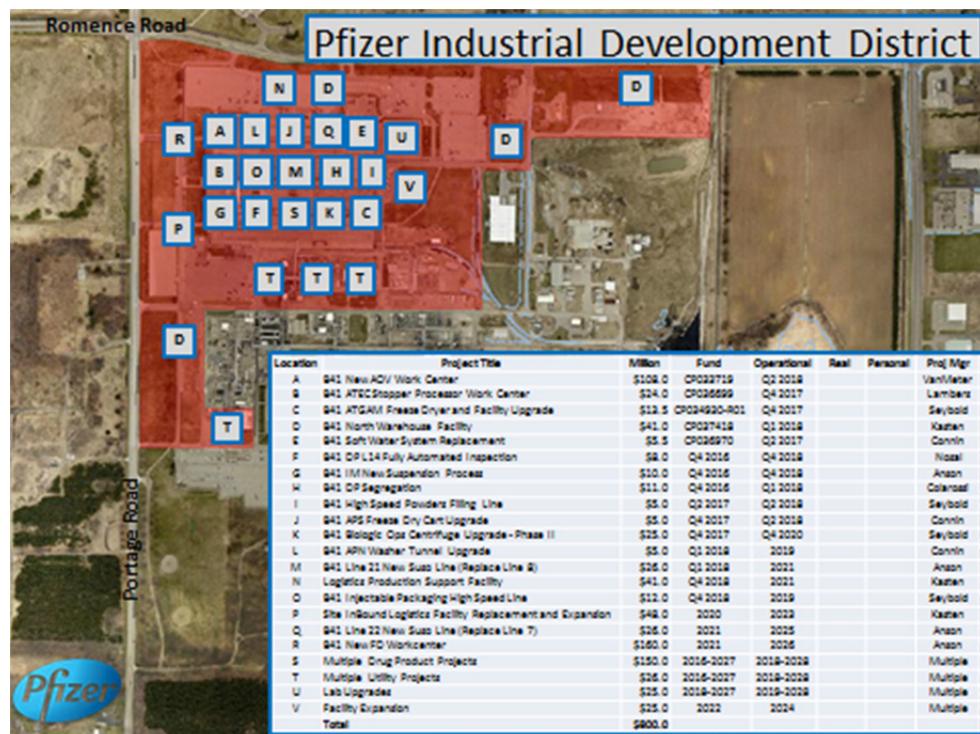
Mr. James R. Hudson
Portage City Clerk
City of Portage, Michigan
7900 South Westnedge Avenue
Portage, MI 49002

Subject: Pharmacia & Upjohn Company, LLC
P.A. 198 Industrial Development District Application
7171 Portage Road, City of Portage, Kalamazoo County

Dear Mr. Hudson,

Pfizer requests an Industrial Development District (IDD) be established in support of local economic development and growth.

The map below shows an aerial view of the Portage plant. The area shaded in RED outlines the requested IDD and notations within the map identify current and planned plant capital investments which will maintain current jobs and support job growth. A survey supporting the IDD is in process and will be filed with the City of Portage on or before August 1, 2016.



Pfizer's Portage plant is poised for significant capital investment in the short and longer terms. Two immediate major investments this IDD will support are: 1). B41 New AOV Work Center (\$108M) and 2). B41 North Warehouse (\$41M). The following table identifies the estimated capital investment and community impact of these projects.

	B41 New AOV Work Center	B41 North Warehouse	Total
Real Property	\$ 61,487,000	\$ 38,929,000	\$ 100,416,000
Personal Property	\$ 44,083,000	\$ 1,871,000	\$ 45,954,000
Total Investment	\$ 105,570,000	\$ 40,800,000	\$ 146,370,000
# Jobs Created	15	0	15
# Jobs Retained	26	26	52
Annual \$ Salaries/Wages	\$2,612,000	\$1,770,000	\$ 4,382,000

The B41 New AOV Work Center will invest state-of-the-art sterile manufacturing processes in the main building. Below are some 3D perspectives of the 4 new freeze dryers and sterile process lines.

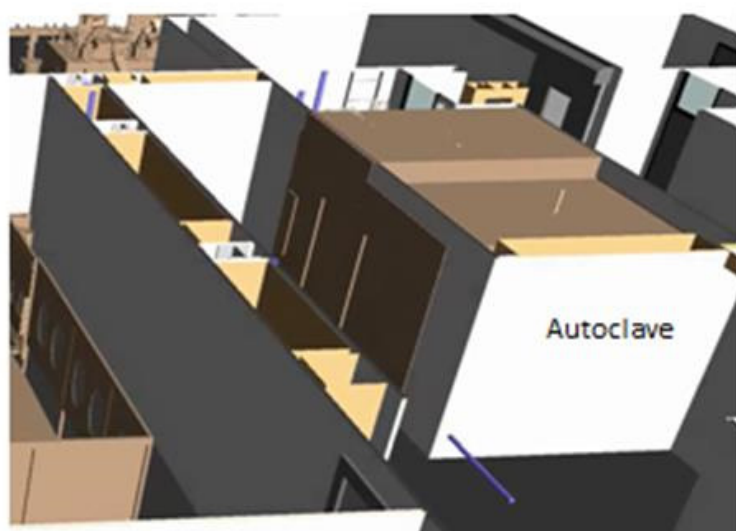
B41 AOV Work Center Freeze Dryers



Pfizer B41 AOV Work Center Freeze Dryers



Pfizer B41 AOV Work Center (Autoclave)



The B41 North Warehouse project provides 98,000 square feet of Controlled Room Temperature (CRT) space for 12,000 pallet spaces for raw materials, work in progress and finished goods. Below is an artist's rendering of the building.



B41 North Warehouse Rendering



We look forward to reviewing this IDD application and these two major investments with the City Commission on August 9.

If you have any questions, please feel free to call me.

A handwritten signature in black ink that reads "Robert J. Betzig".

Robert J. Betzig
PGS Kalamazoo Site Leader

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form, call (517) 373-3302.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	▶ Date Received by Local Unit
STC Use Only	
▶ Application Number	▶ Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

▶ 1a. Company Name (Applicant must be the occupant/operator of the facility) Pharmacia & Upjohn Company, LLC		▶ 1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 3254	
▶ 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 7171 Portage Rd, Kalamazoo, MI 49001		▶ 1d. City/Township/Village (indicate which) Portage	▶ 1e. County Kalamazoo
▶ 2. Type of Approval Requested ☒ New (Sec. 2(5)) ☐ Transfer ☐ Speculative Building (Sec. 3(8)) ☐ Rehabilitation (Sec. 3(6)) ☐ Research and Development (Sec. 2(10)) ☐ Increase/Amendment		▶ 3a. School District where facility is located Portage ▶ 3b. School Code 39140	
		4. Amount of years requested for exemption (1-12 Years) 12 years	

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

The \$ 41MM Building 41 North Warehouse project provides 98,000 square feet of Controlled Room Temperature space for 12,000 pallet spaces for raw materials, work in progress and finished goods. Additionally, it provides refrigerated space and a secure TSA cage. The expansion includes six truck docks, shipping/warehouse offices, parking space to replace 725 lost spaces and modifications to perimeter fencing to facilitate secure entry and exit of trucks.

6a. Cost of land and building improvements (excluding cost of land)	▶ \$38,929,000
* Attach list of improvements and associated costs.	Real Property Costs
* Also attach a copy of building permit if project has already begun.	▶ \$1,871,000
6b. Cost of machinery, equipment, furniture and fixtures	Personal Property Costs
* Attach itemized listing with month, day and year of beginning of installation, plus total	▶ \$40,800,000
6c. Total Project Costs	Total of Real & Personal Costs
* Round Costs to Nearest Dollar	

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements ▶	08/15/2016	12/31/2018	▶ ☒ Owned ☐ Leased
Personal Property Improvements ▶	08/15/2016	12/31/2018	▶ ☒ Owned ☐ Leased

▶ 8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☐ Yes ☒ No

▶ 9. No. of existing jobs at this facility that will be retained as a result of this project.
26

▶ 10. No. of new jobs at this facility expected to create within 2 years of completion.
0

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land)	
b. TV of Personal Property (excluding inventory)	
c. Total TV	

▶ 12a. Check the type of District the facility is located in:
☒ Industrial Development District ☐ Plant Rehabilitation District

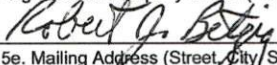
▶ 12b. Date district was established by local government unit (contact local unit)
08/09/2016

▶ 12c. Is this application for a speculative building (Sec. 3(8))?
☐ Yes ☒ No

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Aaron Martin	13b. Telephone Number 269-833-8692	13c. Fax Number 269-833-8707	13d. E-mail Address aaron.martin@pfizer.com
14a. Name of Contact Person Aaron Martin	14b. Telephone Number 269-833-8692	14c. Fax Number 269-833-8707	14d. E-mail Address Robert.J.Betzig@Pfizer.co
▶ 15a. Name of Company Officer (No Authorized Agents) Robert J. Betzig			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number 269-833-8707	15d. Date 07/22/2016
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 7171 Portage Rd, Kalamazoo, MI 49001		15f. Telephone Number 269-833-4000	15g. E-mail Address Robert.J.Betzig@Pfizer.co

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit ☐ Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion ☐ Yes ☐ No ☐ Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable ☐ 1. Original Application plus attachments, and one complete copy ☐ 2. Resolution establishing district ☐ 3. Resolution approving/denying application. ☐ 4. Letter of Agreement (Signed by local unit and applicant) ☐ 5. Affidavit of Fees (Signed by local unit and applicant) ☐ 6. Building Permit for real improvements if project has already begun ☐ 7. Equipment List with dates of beginning of installation ☐ 8. Form 3222 (if applicable) ☐ 9. Speculative building resolution and affidavits (if applicable)	
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable ☐ 1. Notice to the public prior to hearing establishing a district. ☐ 2. Notice to taxing authorities of opportunity for a hearing. ☐ 3. List of taxing authorities notified for district and application action. ☐ 4. Lease Agreement showing applicants tax liability.			
16c. LUCI Code		16d. School Code	
17. Name of Local Government Body		▶ 18. Date of Resolution Approving/Denying this Application	

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

**Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909**

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

B41 North Warehouse

WBS Element	Description	Tax Classification	Subcode	B41 Warehouse
01-01-04	Design/engineering consultant costs	Real property	18	900,000
02-03-01	Building air handling units/ductwork	Real property	4B	400,000
02-06-01	Office furniture	Personal property	14	120,000
02-09-03	Utilities control systems incl. Hardware	Personal property	7F	130,000
02-14-02	Fork Lift Trucks	Personal property	16	850,000
03-02-02	Foundations, piling and substructure	Real property	5A	3,000,000
03-02-07	Superstructure	Real Property	5A	25,550,000
03-02-18	Fit out	Real property	5A	300,000
03-02-20	Security, telephone and signage	Personal property	5A	189,000
03-02-20	Fire protection systems	Real property		430,000
03-02-24	Electrical contracts	Real property	5A	350,000
03-02-25	Piping/plumbing contracts	Real property	5A	502,000
03-05-03	Utilities control systems including hardware	Personal property	7F	400,000
04-01-01	Site project engineering - colleagues time (MONTHLY AP SURCHARGE)	Intangible	20	3,466,000
04-01-03	IT/automation engineering - colleagues time	Intangible	20	10,000
04-02-02	Site engineering construction related work orders	Intangible	19	40,000
04-02-04	CM costs, fees, etc	Intangible	19	150,000
04-05-02	Commissioning costs	Intangible	20	301,300
05-01-01	Capital Contingency	Real property	33	3,711,700
				40,800,000

Non-Capital Spending

200,000

Total CPA

41,000,000

Final Form 1012 Values

Real property	38,929,000
Personal property	1,871,000
	40,800,000

Unapportioned Labor

Real property	35,143,700
Personal property	1,689,000
Intangible	3,967,300
	40,800,000

36,832,700.00

95%

5%

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		4. Amount of years requested for exemption (1-12 Years) 12 years	

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

The \$108.4 MM B41 New AOV Work Center project will include following:

(4) 54m2 freeze dryers with automatic loading and unloading, (1) bottom fill line with contemporary environmental control, (1) top fill line with contemporary environmental control, 10,000 square feet of aseptic processing area.

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▶ \$61,487,000 Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	▶ \$44,083,000 Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	▶ \$105,570,000 Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements	▶ 08/15/2016	12/31/2020	▶ ☒ Owned ☐ Leased
Personal Property Improvements	▶ 08/15/2016	12/31/2020	▶ ☒ Owned ☐ Leased

▶ 8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☐ Yes ☒ No

▶ 9. No. of existing jobs at this facility that will be retained as a result of this project. 26	▶ 10. No. of new jobs at this facility expected to create within 2 years of completion. 15
---	---

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

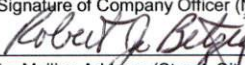
a. TV of Real Property (excluding land)	_____
b. TV of Personal Property (excluding inventory)	_____
c. Total TV	_____

▶ 12a. Check the type of District the facility is located in: ☒ Industrial Development District ☐ Plant Rehabilitation District	
▶ 12b. Date district was established by local government unit (contact local unit) 08/09/2016	▶ 12c. Is this application for a speculative building (Sec. 3(8))? ☐ Yes ☒ No

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

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14a. Name of Contact Person Aaron Martin	14b. Telephone Number 269-833-8692	14c. Fax Number 269-833-8707	14d. E-mail Address Robert.J.Betzig@Pfizer.co
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16c. LUCI Code		16d. School Code	
17. Name of Local Government Body		▶ 18. Date of Resolution Approving/Denying this Application	

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Lansing, MI 48909**

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

WBS Element	Description	Tax Classification	Subcode	B41 New AOV WC
01-01-07	Design fee	Intangible	18	3,500,000
02-02-05	Materials management equipment	Personal property	9A	255,000
02-02-07	Other equipment	Personal property	9A	2,535,000
02-02-10	Freeze Dryers (4) and Autoclave	Real property	9A	20,410,372
02-02-10	Other Pharmacy equipment	Personal property	9A	24,459,628
02-03-11	Regulated utility systems (pure water, air, WFI, etc.)	Personal property	7A	100,000
03-02-19	Other construction costs	Real property	5A	12,580,000
03-03-02	Equipment - installation (M&E)	Personal property	8B	1,600,000
03-03-09	HVAC installation	Real Property	8B	6,410,000
03-04-06	Equipment commissioning/qualification	Personal property	4B	980,000
03-05-01	Manufacturing control systems installation	Personal property	8F	860,000
03-05-02	Building automation systems including configuration	Real property	4B	3,530,000
04-01-01	Site project engineering - colleagues time (MONTHLY AP SURCHARGE)	Intangible	20	6,690,000
04-01-04	IT/automation engineering - contracted resources time	Personal property	18	880,000
04-02-02	Site engineering construction related work orders	Intangible	19	2,600,000
04-02-04	CM costs, fees, etc	Intangible	19	3,500,000
04-05-03	Qualification costs	Intangible	20	3,380,000
04-05-06	Materials for unsaleable product made	Personal property	20	4,200,000
05-01-01	Capital Contingency	Real property	33	7,100,000
				105,570,000
	Non-Capital Spending			2,830,000
	Total Investment			108,400,000

2,530,000 Demolition
300,000 Writeoff
2,830,000

Final Form 1012 Values

Real property	61,487,000
Personal property	44,083,000
	105,570,000

Unapportioned labor

Real property	50,030,372
Personal property	35,869,628
Intangible	19,670,000
	105,570,000

85,900,000.00 42%



Pfizer Inc
7000 Portage Road
Kalamazoo, MI 49001-0199
Tel 269 833 9421
Email gary.j.spies@pfizer.com

Pfizer Global Supply

Gary J. Spies
Director / Team Leader
EH&S Engineering

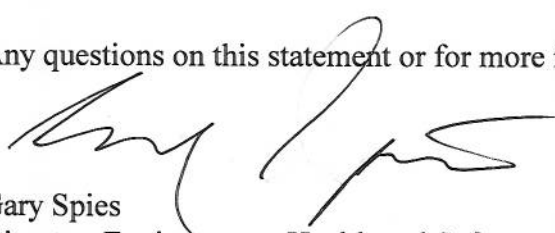
14 July 2016

City of Portage
7900 South Westnedge Avenue
Portage, MI 49002

To Whom It May Concern:

The Pfizer facility in Portage, Michigan is currently in compliance with applicable environmental requirements. In addition, the facility is not currently under any enforcement action by the Michigan DEQ or US EPA.

Any questions on this statement or for more information, please contact me.



Gary Spies
Director, Environment, Health and Safety
Pfizer Global Supply, Kalamazoo

State of Michigan
County of Kalamazoo

Subscribed and sworn to by me on this date – 14 July 2016.

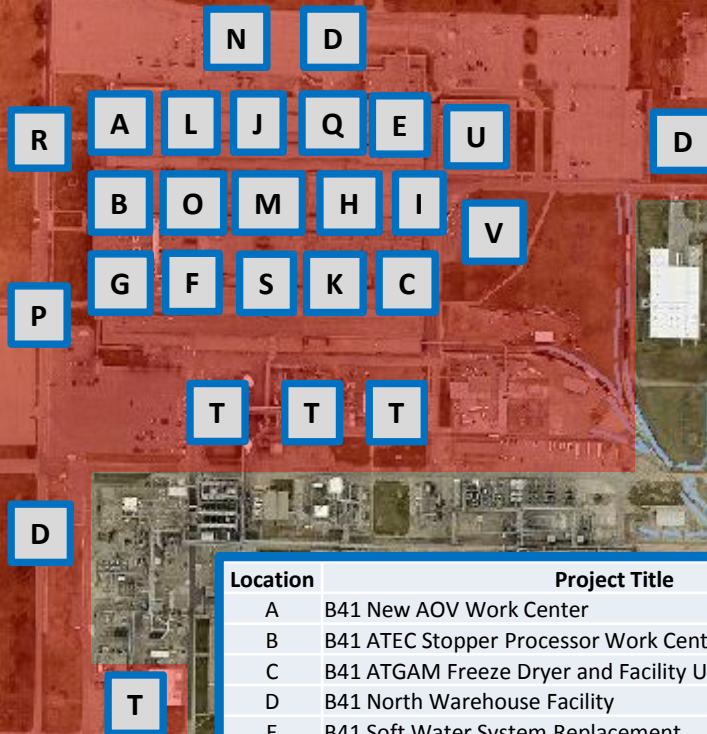


Kim K. Olson, Notary Public
Kalamazoo County, Michigan
My Commission Expires: 18 October 2016

Romence Road

Pfizer Industrial Development District

Portage Road



Location	Project Title	Million	Fund	Operational	Real	Personal	Proj Mgr
A	B41 New AOV Work Center	\$108.0	CP033719	Q2 2018			VanMeter
B	B41 ATEC Stopper Processor Work Center	\$24.0	CP036699	Q4 2017			Lambers
C	B41 ATGAM Freeze Dryer and Facility Upgrade	\$13.5	CP034930-R01	Q4 2017			Seybold
D	B41 North Warehouse Facility	\$41.0	CP037418	Q1 2018			Kasten
E	B41 Soft Water System Replacement	\$5.5	CP036970	Q2 2017			Connin
F	B41 DP L14 Fully Automated Inspection	\$8.0	Q4 2016	Q4 2018			Nosal
G	B41 IM New Suspension Process	\$10.0	Q4 2016	Q4 2018			Anson
H	B41 DP Segregation	\$11.0	Q4 2016	Q1 2018			Colarossi
I	B41 High Speed Powders Filling Line	\$5.0	Q2 2017	Q2 2018			Seybold
J	B41 APS Freeze Dry Cart Upgrade	\$5.0	Q4 2017	Q2 2018			Connin
K	B41 Biologic Ops Centrifuge Upgrade - Phase II	\$25.0	Q4 2017	Q4 2020			Seybold
L	B41 APN Washer Tunnel Upgrade	\$5.0	Q1 2018	2019			Connin
M	B41 Line 21 New Suso Line (Replace Line 8)	\$26.0	Q1 2018	2021			Anson
N	Logistics Production Support Facility	\$41.0	Q4 2018	2021			Kasten
O	B41 Injectable Packaging High Speed Line	\$12.0	Q4 2018	2019			Seybold
P	Site InBound Logistics Facility Replacement and Expansion	\$48.0	2020	2023			Kasten
Q	B41 Line 22 New Suso Line (Replace Line 7)	\$26.0	2021	2025			Anson
R	B41 New FD Workcenter	\$160.0	2021	2026			Anson
S	Multiple Drug Product Projects	\$150.0	2016-2027	2018-2028			Multiple
T	Multiple Utility Projects	\$26.0	2016-2027	2018-2028			Multiple
U	Lab Upgrades	\$25.0	2018-2027	2019-2028			Multiple
V	Facility Expansion	\$25.0	2022	2024			Multiple
Total		\$800.0					(32)





B41 North Warehouse Rendering





B41 AOV Work Center Freeze Dryers



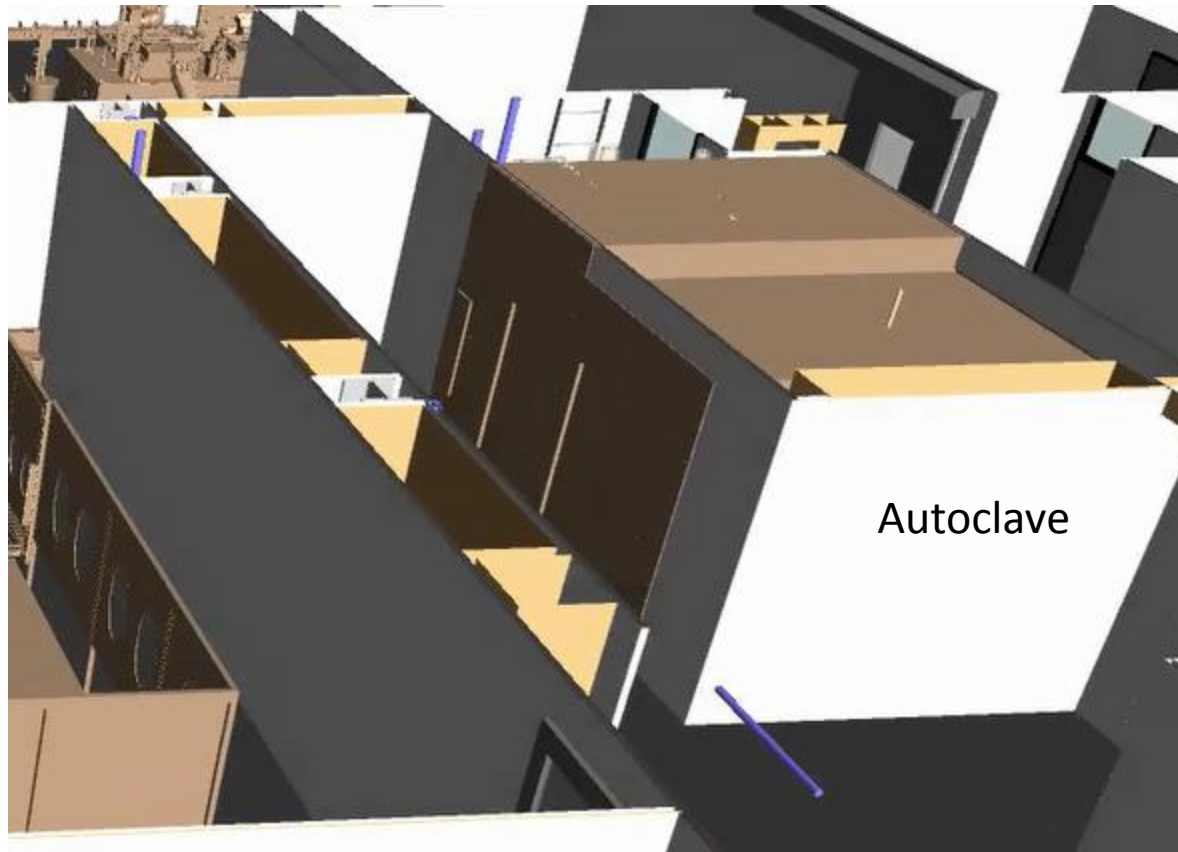


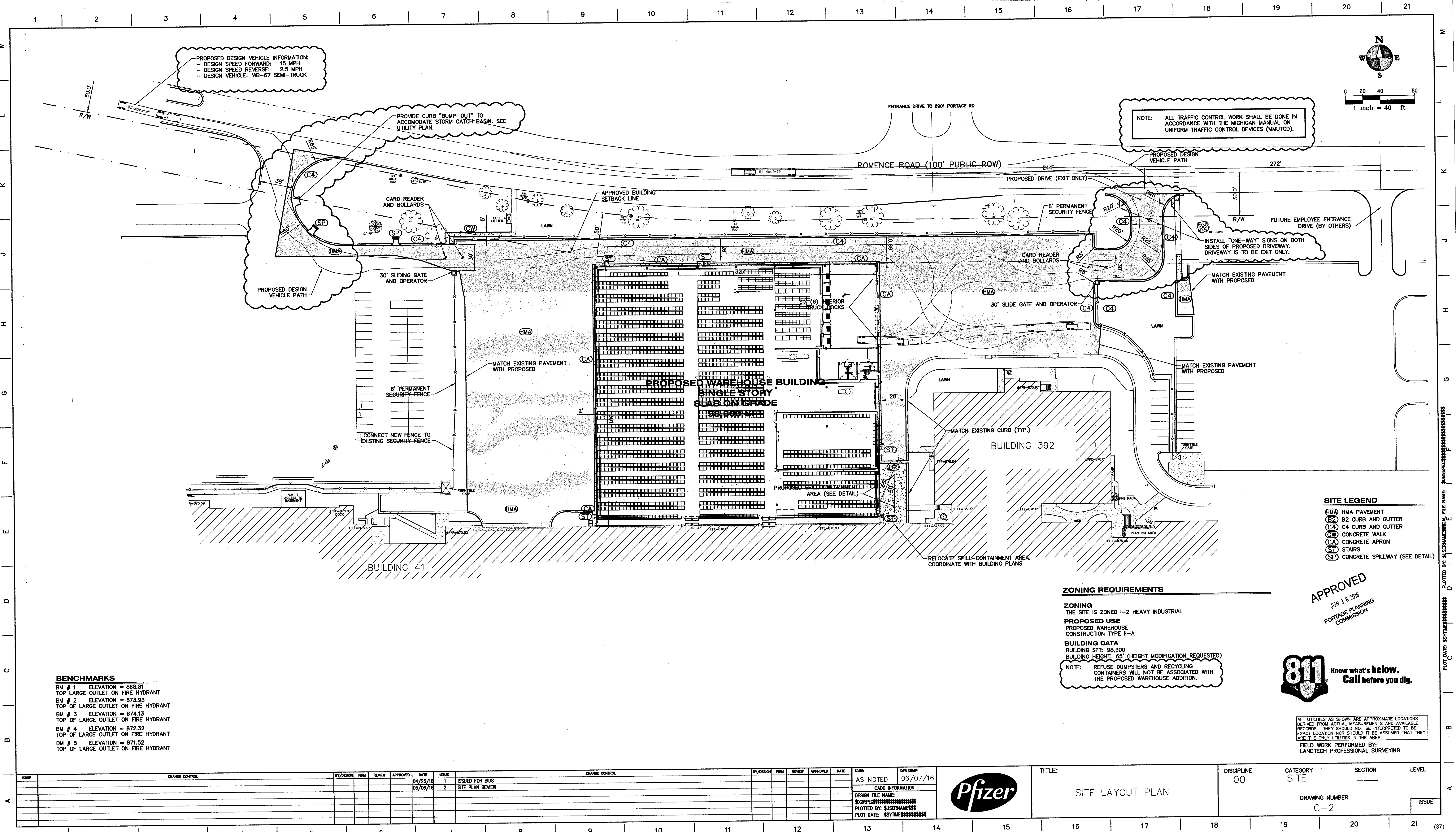
B41 AOV Work Center Freeze Dryers

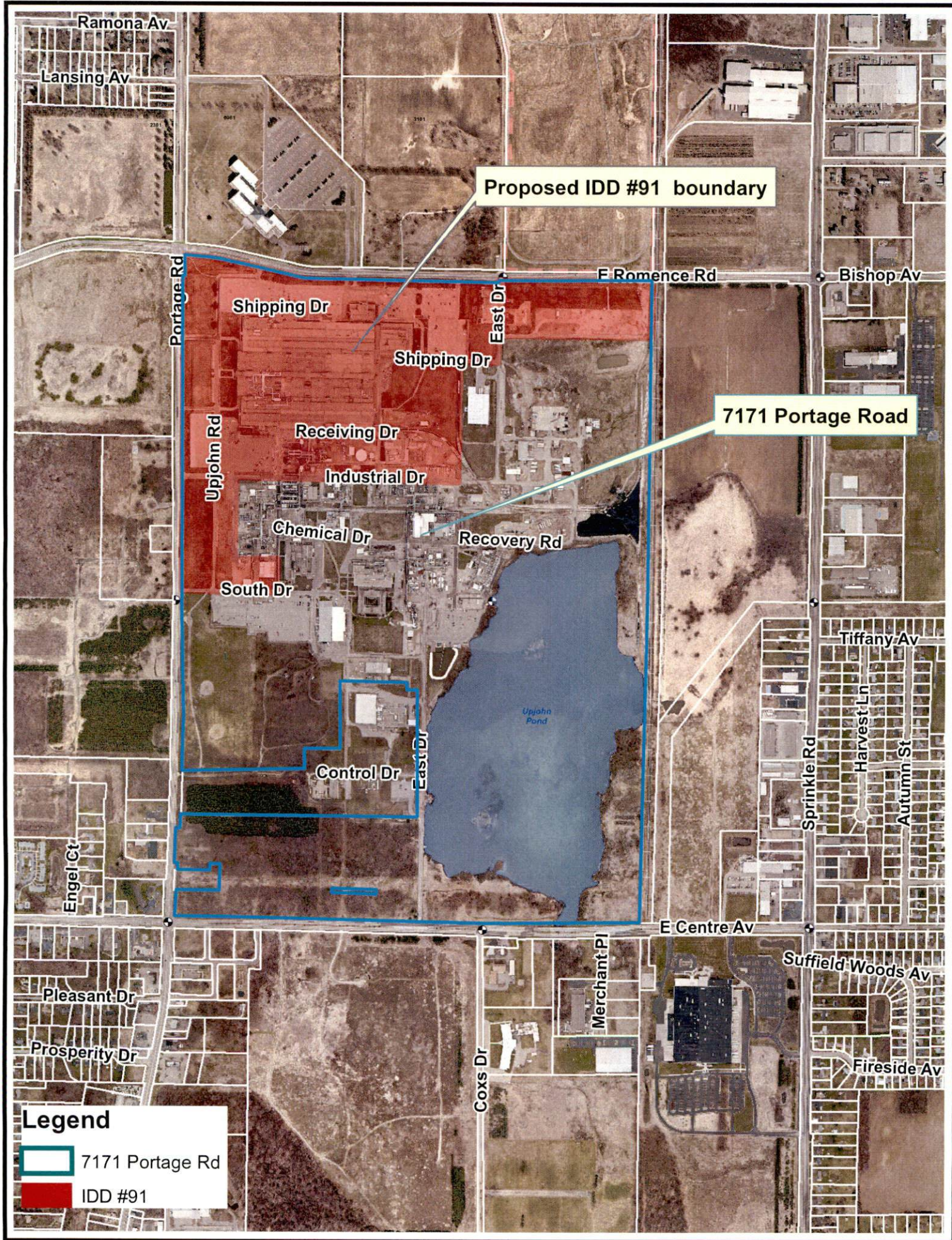




B41 AOV Work Center (Autoclave)







1 inch = 1,000 feet

Date: 7/19/2016

Proposed IDD #91



(38)

**CITY OF PORTAGE, MICHIGAN
RESOLUTION NO. 1-16**

**ESTABLISHING A PUBLIC HEARING FOR THE DESIGNATION
OF INDUSTRIAL DEVELOPMENT DISTRICT NO. 91
PHARMACIA & UPJOHN COMPANY, LLC**

Minutes of a regular meeting of the City Council of the City of Portage, Michigan, held on _____, 2016, at 7:30 p.m. local time at the City Hall in the City of Portage, Michigan.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember _____, and supported by Councilmember _____.

BE IT RESOLVED:

That a public hearing be held on the ____ day of _____, 2016, at 7:30 p.m. or as soon thereafter as may be heard at the City Hall, in the City of Portage, Michigan on the request of Pharmacia & Upjohn Company, LLC for the establishment of an Industrial Development District under Michigan Act No. 198 of P.A. 1974; and

That written notice by certified mail of said hearing be sent to the owners of all real property and the legislative body of each taxing unit which levies ad valorem taxes on the property located within the proposed district described in the attached Exhibit A at least ten (10) days before said hearing; and

That notice in substantially the form attached as Exhibit A be published in the Kalamazoo Gazette at least ten (10) days prior to said hearing.

ADOPTED: YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

RESOLUTION DECLARED ADOPTED:

JAMES R. HUDSON, City Clerk

CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of the City of Portage, Michigan, Kalamazoo County, held on the _____ day of _____, 2016, the original of which is in the official proceedings of the City Council.

James R. Hudson, City Clerk

Prepared by:
Randall L. Brown
Portage City Attorney
1662 East Centre Avenue
Portage, MI 49002

Approved as to Form:

Date: 7/21/16

By: RLB

City Attorney

EXHIBIT A

**CITY OF PORTAGE
NOTICE OF HEARING ON THE ESTABLISHMENT OF
INDUSTRIAL DEVELOPMENT DISTRICT NO. 91
UNDER ACT 198 OF P.A. 1974**

PLEASE TAKE NOTICE that on the _____ day of _____, 2016, at 7:30 p.m. or as soon thereafter as may be heard, a public hearing will be held at the City Hall in the City of Portage, Michigan on the request of Pharmacia & Upjohn Company, LLC for the establishment of an Industrial Development District under Michigan Act 198 of P.A. 1974 for a partial tax exemption for ad valorem property taxes.

PLEASE TAKE FURTHER NOTICE that said district is commonly described as property located at 7171 Portage Road, Portage, Michigan, and more particularly described as follows:

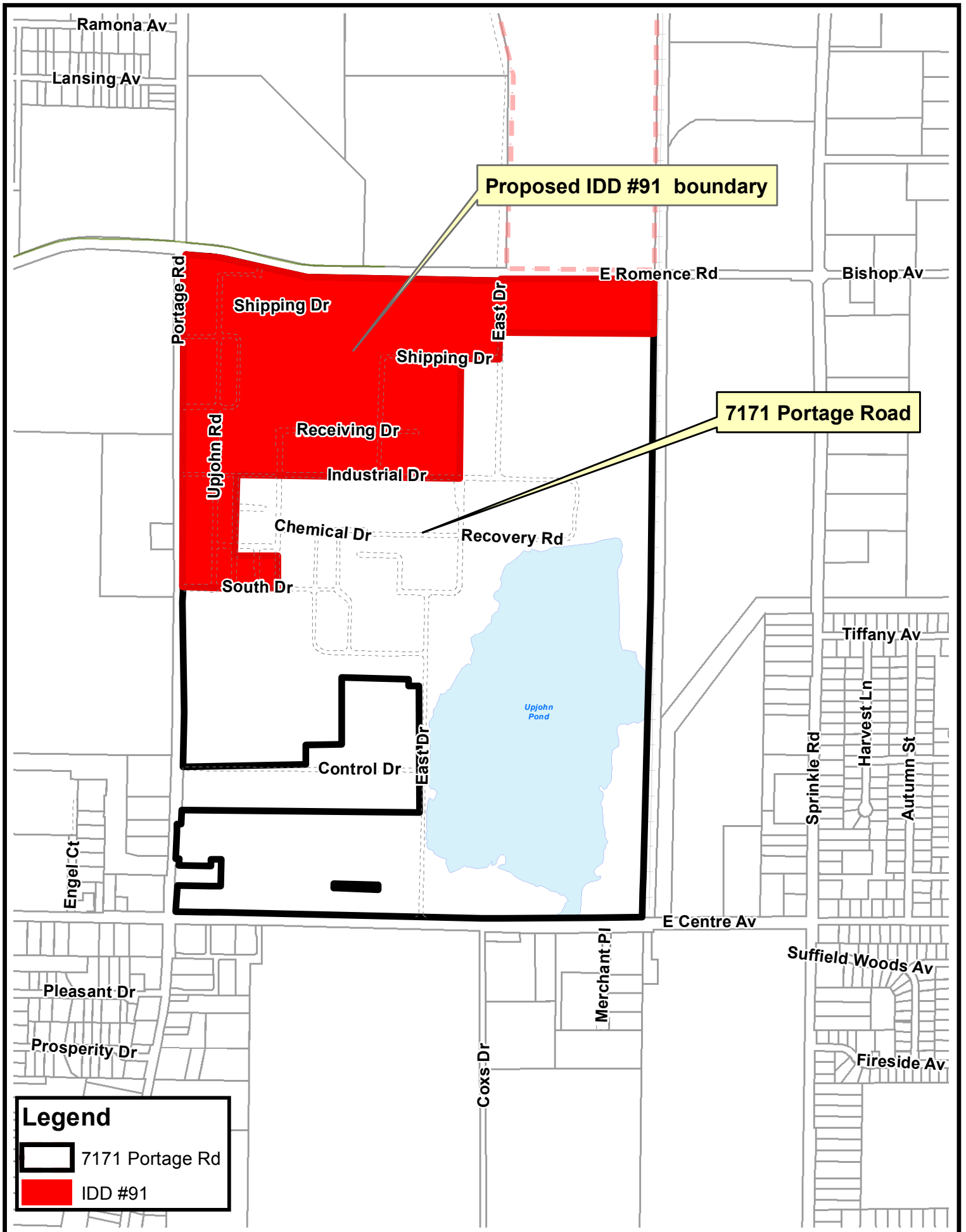
See attached map as Exhibit B.

Any resident or taxpayer of the City or other interested person shall have the right to appear and be heard at said hearing.

Dated: _____, 2016

James R. Hudson, City Clerk

Z:\JODY\PORTAGE\INDUSTRIAL\PHARMACIA & UPJOHN NO. 91\RESOLUTION #1.072016.DOCX



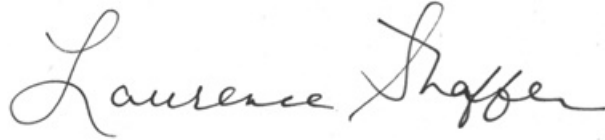
1 inch = 1,000 feet

Date: 7/21/2016

Proposed IDD #91

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Policy for City Council Personal Device Stipend

SUPPORTING PERSONNEL: Devin Mackinder, Director of Technology Services

ACTION RECOMMENDED: That City Council adopt the Policy for the City Council Device Stipend.

During the July 12, 2016 City Council meeting, Council passed a resolution establishing a stipend for City Council electronic device usage and requested that the City Administration draft a policy for administration and regulation of the benefit.

As such, the attached City Council policy provides direction for disbursement of the stipend, as well as an outline for device usage and adherence to the city's electronic security measures.

It is recommended that City Council adopt the Policy for the City Council Personal Device Stipend.

FUNDING: Funds are budgeted for the City Council device stipend in the amount of \$21,000 in the fiscal year 2016-2017 approved budget as part of the City Council fringes account.

Attachments:

1. City Council Policy for Electronic Device Stipend
2. July 12, 2016 Communication to City Council
3. July 12, 2016 Resolution (approved)

CITY OF PORTAGE

POLICY FOR CITY COUNCIL PERSONAL DEVICE STIPEND

I. Introduction

The Portage City Council hereby establishes the policy and procedure for providing a stipend for the optional use by the Mayor and/or members of City Council. The purpose is to reimburse to the Mayor and/or members of City Council the cost of utilizing personal computers, tablets, mobile phones and internet connection charges in the conduct of public activities on behalf of the citizens of the City of Portage.

II. General Policy

The Mayor and members of City Council may register with the City Manager certain mobile phone(s), computers, tablets and laptop computers for use by the Mayor and City Council to take and make calls from the public, administration, local, state and federal officials; to receive and transmit electronically communicated information to include City Council agendas, correspondence, access to web sites, social media sites and other reports and information provided by a host of public and private entities.

The stipend shall be paid to the Mayor and/or members of City Council who chose to register. The Mayor and/or Councilmember may apply for one, two or none of the stipends listed. The Mayor and/or Councilmember may discontinue the stipend with notice to the City Manager that the device and the corresponding stipend, is no longer needed nor available for use.

- a. Mobile Phone – Fifty dollars (\$50.00) per month.
- b. Computer / Tablet – Seventy five dollars (\$75.00) per month.

Registrations may occur at any time during the year. The registration required to receive a stipend will include certification by the Mayor and/or Councilmember that the individual shall comply with security protocols as established by the City Manager. The registration will require that the Mayor and/or Councilmember utilize designated city email addresses assigned by the City Manager for the conduct of public business in order to meet established security protocols. Following initial registration, annual re-certification will be required each July for continued benefit of the stipend.

The Mayor and/or Councilmember who successfully register for one or both of the stipends will have the amount of the stipend(s) added to their quarterly compensation, effective beginning the month of registration, and taxed on the federal and state basis as a taxable fringe benefit.

III. Disclosure

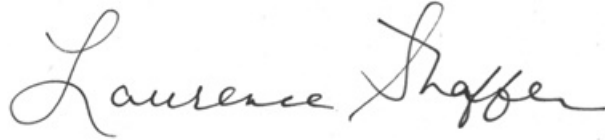
All city related correspondence, information and other material received or delivered utilizing a device registered for the stipend is the property of the City of Portage, and shall be subject to Freedom of Information Act (FOIA) requests, except such information, correspondence, and recording of calls not associated with public activity which are exempt from FOIA requests.

Effective Date: July 26, 2016

Peter J. Strazdas, Mayor

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: City Council Wireless Device Stipend

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager
Devin Mackinder, Director of Technology Services

ACTION RECOMMENDED: That City Council adopt the resolution establishing a stipend for City Council electronic devices and direct the City Manager to create a City Council policy for administration of the benefit.

The City of Portage Fiscal Year 2016-2017 Budget, as approved on May 24, 2016, contains \$21,000 to fund the use of private cell phone, laptops, computers, cost of internet access and other support devices for Mayor and Councilmember use in the conduct of public business. Access to automation and communication technology has become an essential element of the legislative process. The ability to effectively access information in an increasingly paperless environment is a primary method of receiving, organizing and accessing important critical information relative to the legislative process. A democracy, to function equitably, must provide resources to those elected public officials in order for each to provide for their legislative responsibilities. To deny such resources is to limit the individuals who might otherwise stand and serve for Mayor and the City Council.

With the gradual but steady increase in the use of automation to support the legislative process, to include paperless City Council meeting agendas (Boardsync), instantaneous notification to Mayor and City Council utilizing text messaging, cell phone usage and e-mail linkage, it is a benefit to the City Administration to encourage and incentivize the use of privately held automation and communication device(s) use by the Mayor and City Council. Having the City Council utilize their own devices (cell phones, laptops and / or tablets) eliminates the need for the city to provide tablets for City Council usage.

Further, to enhance the security of the City of Portage automation system, the stipend shall be paid to the Mayor and City Council only after each execute an agreement to access the city's automation system through administratively designated portals as determined and revised from time to time by the Technology Department, as approved by the City Manager.

Section 3.1 of the Portage City Charter states, "(a) The elective officers of the City are the Mayor, the six Councilmen..."

Section 3.5 of the Portage City Charter states, "City officers shall be entitled to reimbursement for actual and reasonable expenses incurred by them in connection with the execution of their offices, when the claim therefor has been audited by the Clerk and approved by the Council."

City Code, Chapter 2, Article 7, Division 5, Section 2-312 Duties states, in part, “Any expense, allowance or reimbursement paid to elected officials in addition to salary shall be for expenses incurred in the course of city business and accounted for to the city.”

However, direction for disbursement of the stipend and adherence to security measures need to be outlined for future use. One way to address the issue is to craft a separate policy for the cellular/wireless devices for the Mayor and City Council. Per the City Attorney's recommendation, a resolution for Council approval has been provided to direct the City Administration to draft a City Council policy. As such, it is recommended that City Council approve the resolution for a Wireless Device Stipend for Mayor and City Council and direct the City Manager to create a Council policy for administration of the benefit.

FUNDING: The FY 2016-2017 Budget includes \$21,000 for compensation of City Council wireless device usage.

Attachments: 1. Resolution

RESOLUTION
CITY OF PORTAGE, MICHIGAN

RESOLUTION APPROVING WIRELESS DEVICE STIPEND FOR MAYOR AND THE CITY
COUNCIL AND DIRECTING THE CITY MANAGER TO PREPARE
A CITY COUNCIL POLICY

Minutes of a regular meeting of the City Council of the City of Portage, Michigan held on July 12, 2016 at 7:30 p.m. local time at City Hall in the City of Portage, Kalamazoo County, Michigan.

PRESENT: Ansari, Ford, Pearson, Randall, Reid, Urban

ABSENT: Strazdas

The following resolution was offered by:

COUNCILMEMBER: Pearson and supported by

COUNCILMEMBER: Randall.

WHEREAS, the efficient and effective functioning of local government includes the ability of the Mayor and City Council to receive communications, reports, agendas, voicemails, maps, citizen inquires and expressions of support, opposition or posting questions on matters affecting the City of Portage; and

WHEREAS, the most efficient and effective tools to receive such information is through a variety of electronic communication devices to include cell phones, laptop computers and tablets; and

WHEREAS, the public served by the Mayor and the City Council increasingly communicates with its elected officials utilizing cell phone(s), text message(s), email(s); and

WHEREAS, the most efficient and effective method to receive such communication is upon the use of a personal cell phone, personal laptop and/or personal tablet; and

WHEREAS, the cost to acquire such equipment and service by the City of Portage to provide to the Mayor and City Council with phone and automation services is prohibitively expensive; and

WHEREAS, the Mayor and the City Council will experience logistical difficulty in maintaining both a City of Portage owned cell phone, laptop and/or tablet and a duplicate managed personal cell phone, laptop and/or tablet; and

WHEREAS, the Mayor and City Council have utilized a paperless meeting agenda system that utilizes the internet and automation to receive and utilize City Council agendas; and

WHEREAS, City Charter, Section 3.5 states, in part that, "City Officers shall be entitled to reimbursement for actual and reasonable expenses incurred by them in connection with the execution of their offices....." and further, City Code, Chapter 7, Division 5, Section 2-312 states, in part, "Any expense allowable or reimbursement paid to elected officials in addition to salary shall be for expenses incurred in the course of city business...".

NOW, THEREFORE, BE IT RESOLVED that the Mayor and the City Council may be individually reimbursed for personal cell phone use at the rate of Fifty (\$50.00) Dollars per month and/or Seventy Five (\$75.00) Dollars per month for personal laptop and/or tablet use.

BE IT FURTHER RESOLVED that in the alternative, the Mayor and City Council may utilize cell phone, laptop and or/tablet issued by the City without a reimbursement by the City of Portage.

BE IT FURTHER RESOLVED that the City Manager is directed to prepare a City Council Policy for Council's review and adoption consistent with this Resolution which will govern the Council with regard to the Wireless Device Stipend.

BE IT FURTHER RESOLVED that the Mayor and members of City Council shall agree to comply with security protocols as determined by the City Council Policy.

BE IT FURTHER RESOLVED that all resolutions or parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

ADOPTED: 4 to 2

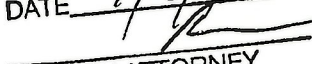
AYES: Councilmember Ansari, Ford, Pearson, Randall

NAYS: Councilmember Reid, Urban

ABSENT: Councilmember Strazdas


James R. Hudson, City Clerk

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APPROVED AS TO FORM
DATE 7/8/2010

CITY ATTORNEY

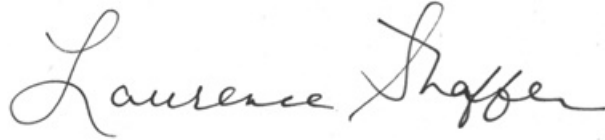
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TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: June Environmental Summary Report

SUPPORTING PERSONNEL: W. Christopher Barnes, Director of Transportation & Utilities

ACTION RECOMMENDED: Information Only

Attached please find the June 2016 Summary Environmental Activity Report from Department of Transportation & Utilities Director, W. Christopher Barnes, P.E. New material or material of specific interest to City Council is presented in italics.

City Council has a quality of environment goal to “enhance environmental quality and protect natural resources.” The summary report is intended for informational purposes and to keep the Council, Planning Commission and Environmental Board apprised of current environmental issues.

FUNDING: N/A

Attachments: 1. June Environmental Activity Report

SUMMARY ENVIRONMENTAL ACTIVITY REPORT
June 2016 (*updates in italics*)

<u>Project/Activity</u>	<u>Description</u>	<u>Status</u>
Portage City Landfill	Ongoing groundwater monitoring of former municipal landfill.	-Beginning in 1991, South Westnedge Park (landfill) has been monitored for on-site and off-site contamination. On July 23, 2013, City Council approved a three-year contract with American Hydrogeologic Corporation (AHC) to perform annual groundwater sampling. The site groundwater data will continue to be monitored to confirm continuation of the natural attenuation process. General groundwater quality continues to improve, but site will require monitoring for the foreseeable future. Initial groundwater and methane results indicate no off-site impact. AHC currently compiling MDEQ sampling requirement costs necessary for closure at the former landfill site. Weekly methane sampling is continuing on-site to collect base line data. AHC is completing the installation of private methane detection devices at several adjacent properties. Soil boring installation was completed on May 28, 2014. Current methane readings have been below detection levels. The 2 nd year of AHC's contract is underway with annual testing ongoing.
Site Inspection/Development Project Review	Review of existing business & industries and review of proposed business and industrial development projects for environmental protection purposes and/or building plans completed.	-Coordination with property owners and City or State agencies ongoing. <i>-Review of 5 site/building plan and/or plats completed in June 2016.</i>
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	<i>-Sanitary sewer hookup permits issued in June 2016: 8 residential; 1 commercial.</i>
West Lake Management Program	Special assessment district designed to maintain/improve lake conditions. Special emphasis on weed control and non-point source pollution reduction.	-Five Year Lake Management Assessment District process was approved by City Council. The West Lake Improvement association has completed a five year plan for a new special assessment district. Special assessment process for 2015-2019 began on August 26, 2014. Resolution No. 5 completing the assessment was adopted October 21, 2014. Year-end report by the consultant is complete. The Association has selected to use Restorative Lake Sciences, LLC for consulting services 2015 weed

treatment bids were received on February 24, 2015. City Council approved weed treatment contract with Professional Lake Management Company on April 10, 2015. Weed treatment was completed in June. The Association has elected to renew the contract with Restorative Lake Science for 2016. *Weed treatment is complete for 2016.*

Retention Basin
Sampling Program
(Groundwater
Elevation)

Investigation regarding potential
impact of retention basins on
groundwater levels.

-Historical monitoring continues to show minor impacts at most basins. From 1993 through 2009 the monitoring program showed stable groundwater impacts due to storm water infiltration. Alternative road salt practices continue to be considered and evaluated. Bids were received for a new four year program on April 16, 2014. The low bidder, Nova Consultants, was awarded a four-year contract by City Council on April 29, 2014. Monitoring performed in October 2014 and July 2015. Monthly sampling at two retention basins continues. *Current findings show groundwater levels have stabilized over the 2015 levels.*

Wellhead Protection
Program (WHPP)

Development of program to protect
City well fields and surrounding area
from contamination resulting from
improper land use.

-Current Wellhead Protection was originally approved in 2001. Staff participated in a MDEQ Water Supply Emergency planning roundtable on June 10, 2013. Update of the program has been initiated as part of the Water Reliability Study in conjunction with Fishbeck, Thompson, Carr & Huber update work is complete. Final report preparation was submitted to the Michigan Department of Environmental Quality for review and approval. Letter of approval received from MDEQ on June 15, 2015. Program implementation is ongoing.

Leaf Compost
Monitoring Program

Monitoring and analysis of
groundwater at the new Oakland
Drive Leaf Compost site.

- City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the new compost operation. Drilling was completed in October 2001 and first sampling cycle was completed in February 2002. Semi-annual sampling was performed from 2002 to 2008 in June and January. Sampling and analysis results continue to show negligible groundwater impacts from the leaf composting. Sampling schedule was reduced to annual sampling in 2009 with results showing continued minor impact on groundwater quality. Sampling completed in June 2015, with report submitted. No significant change in groundwater impacts. 2016 report due in July.

National Pollution
Discharge Elimination

Five year plan to implement the
current NPDES stormwater permit.

-Received NPDES general permit on August 15, 2001. Renewal Application submission was made to MDEQ on March 7, 2003. New

System (NPDES)
Permit Implementation

permit received in 2004 mandates involvement in several county watershed groups. City staff completed the submission of a Storm Water Pollution Prevention Initiative (SWIPPI) as required by NPDES permit. New certificate of coverage permit was issued by MDEQ on September 30, 2009. New permit covers a 5 year timeframe with first work item (updating the Public Participation Plan) completed December 11, 2009. Received a notice from MDEQ rescinding the 2008 permit due to a recent court case ruling. MDEQ reinstated the 2003 permit for implementation. Information on new permit requirement was received in February 2011. MDEQ expected to issue new permit in 2014. MDEQ scheduled an audit of the program on July 12, 2012. Audit completed with satisfactory results. City website updated in February to provide education of Illicit Storm Water Discharge. Program implementation is ongoing. Annual 2012-13 report was submitted on December 24, 2013. Comments received back have been reviewed by staff and response submitted to MDEQ. MDEQ concurred with city staff response. New permit application process announced in November 2014. New permit application was submitted in March 2015. Semi-annual report submitted to MDEQ on December 21, 2015. Implementation is ongoing.

National Pollution Discharge Elimination System (NPDES)
Permit Implementation

Kalamazoo River Mainstream Watershed Management Plan

- Proposals for completing the watershed plan were received by Kalamazoo County on September 15, 2005 and a contract awarded to Kieser & Associates in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. Public participation plan update submitted to MDEQ on November 24, 2009. Kalamazoo River Watershed council completed a watershed update in November, 2011. No new developments.

Portage River Watershed
Management Plan

-Original proposals for a Watershed Management Plan were received by the Kalamazoo County Road Commission and a contract awarded to the Kalamazoo County Conservation Service in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. Interest has been raised by local conservation groups to update the Watershed Plan using grant funds. Grant application submitted by Kalamazoo and Calhoun County Conservation District to update the Watershed Plan in 2012. Grant for watershed update was awarded to Calhoun County Conversation District. A meeting was held on March 12, 2013 to discuss the designated uses of the Portage River/Little Portage Creek watershed, the total maximum daily load of E-coli from samples taken and a review of community ordinances and policies that help protect the Watershed. Meeting held on June 11, 2013 to discuss identified water quality problems in the watershed. Meeting held on December 11, 2013 to inform stakeholders of progress on data collection. Canoe trip inspection was held on September 13, 2014. No new developments.

Plan to implement and maintain an
Illicit Discharge Elimination Program
(IDEP) Storm Sewer Outfall Testing.

-On February 19, 2002, City Council approved a new ordinance as required by the NPDES permit titled “Storm Water Illicit Discharges and Connections.” Program implementation is ongoing. Continued outfall sampling is required by permit and will be budgeted accordingly. IDEP program was updated for submittal to MDEQ on June 25, 2010, and part of the SWIPPI. Completed an area-wide brochure to educate the public on Illicit Storm Water Discharges in conjunction with the Kalamazoo County Drain Commissioner. On April 29, 2014 City Council awarded a contract to Nova Consultants, Inc., to perform annual investigations of storm outfalls and investigate all outfalls on a four-year cycle. Investigations scheduled for 2014 were completed in July with summary report received. Report submitted to MDEQ as part of the annual report. *Report received in June 2016 and under review.*

Garden Lane Arsenic
Removal Facility

Native Prairie Restoration

Staff currently working with the Environmental Board on informative signs and long-term maintenance plans for the native planting landscape design in front of the Garden Lane Treatment Plant. New informational signs are complete and maintenance is ongoing. Native prairie burn completed in March 2016. Staff assisting the Environmental Board with

invasive species.

Environmental Incident/Spill Clean Up Notification	Environmental Protection Program to assist Portage Police/Fire Departments with spill containment and spill cleanup.	Emergency spill response contract for 2016-17 with Terra Contracting has been renewed. <i>The number of environmental incident/spill investigations performed in June – 1. Number of environmental cleanups in June– 0.</i>
Southwest Michigan Regional Sustainability Covenant	Collaborative effort with local government, academic, and other stakeholders to lead toward environmental, economic and social sustainability.	On May 12, 2009, City Council approved the Southwest Michigan Regional Sustainability Covenant. A sustainability work session was held April 14, 2010, to review elements of the covenant in cooperation with the City of Kalamazoo and the City of Battle Creek. A grant application was made to MDEQ for a greenhouse gas inventory study of the area. Notice received July 15, 2010 that the grant application was not successful. City staff attended a September 10, 2010 meeting in Grand Rapids to discuss sustainable economic, environment, and society programs. No new developments.
Deer Management	Assist the Environmental Board with the impact of the native deer population in the city.	In the fall of 2015, the Environmental Board conducted several on-line surveys to determine the public opinion of deer/human interaction in the city. On April 14, 2016, an open forum was held to discuss results of the survey, deer population estimation and gauge public opinion on deer impacts to public safety health and private property damage. Investigation work in conjunction with the board is ongoing.

City of Portage – Historic District Commission
Wednesday – April 4, 2016
Portage City Hall – Conference Room #2
Regular Meeting

Meeting called to order at 8:20 AM.

Present: K. VanLonkhuyzen, S. Nemeth, C. Forrest, J. Lotz, J. Duniphin, R. Randall, J. Ebert, F. Grunert, M. Maytnier, E. Eklov

Absent: None

Old Business:

Approval of meeting minutes from March 2, 2016.

3221 W. Milham – Nieuwenhuis/Barn

- Mr. Nieuwenhuis appeared before the Zoning Board of Appeals with the proposal for replacing the original barn with a new structure heard by the HDC on March 2, 2016. The ZBA outlined the size of the new structure due to an open-ended application, as well as a 120-day window to deconstruct the barn. The ZBA confirmed Mr. Nieuwenhuis' requirement to report back to the HDC on the actual materials reusable. Final design will be relayed to the HDC.

5720 Oakland – Vergunst/Barn

- Granted a Certificate of Approval on July 8, 2015.
- Owner called to ask for help in reconstructing new barn using approved materials.
- HCD to mention the possibility of using some of the salvaged materials from the tear down of the original barn at 3221 W. Milham.

2663 Mandingo – Kiley

- Buyer has asked for information about owning an historic property.
- What would need to be brought up to code?
- What has happened to the court date for the code enforcement?
- Code enforcement with Community Development remains open.
- At present, there is no one living on the property.

1521 E. Centre – Davis/Selinon Park Development

- City Council approved the Selinon Park project.
- HDC needs to contact the developers, Full Circle Communities, to ask what they have decided to do about replacing the barn that was originally on the property.

- At the HDC meeting on February 3, 2016, the possibility of moving a barn from a location down the street that is very near to 1521 was mentioned.

10234 East Shore – Gien

- No news

New Business:

1) HDC Goals and Objectives for 2016/2017 sent out with meeting minutes were discussed and approved. J. Lotz mentioned that he would like to see that at least 2 goals and objectives were implemented.

2) C. Forrest reported that he had attended the Home Expo, and he felt that this event is about sales of services and materials for new properties. C. Forrest will also attend the Old Home Expo later this year to see if there are possibilities for community outreach.

3) HDC talked about submitting an article to the Portager about the Goals and Objectives of the HDC was discussed. J. Duniphan has volunteered to write an article.

4) Discussion of holding an HDC sponsored event during May, which is Preservation Month. It was decided to find out if Steve Stier of Reconstruction (barn restoration specialist) from Lansing would come to talk about barns.

5) Discussion of participation in Green-A-Thon on April 23, 2016. Several of the committee members volunteered to man a table in front of the Schoolhouse and distribute HDC materials.

6) Discussion for planning an event for May of 2017 around HDC goals and objectives. M. Maytnier presented materials describing "If These Stones Could Talk", an annual event held in Marshall where prominent former citizens of Marshall are portrayed by local actors. It was proposed that one Portage historical property, 3821 Milham would be a good one to begin with. A very colorful character named VanRiper/Cully Gage was one of the original residents. M. Maytnier and J. Duniphan volunteered to work on a script. J. Lotz volunteered to contact local high school Drama departments to see if it would be possible to find a student interested in portraying former residents of 3821 W. Milham.

7) Discussion about the role of Property Inspectors. Should these inspectors use HDC checklist? E. Eklov to issue a report.

Meeting adjourned at 9:32.

Respectfully submitted: Martha Deming Maytnier/ Secretary

Regular Meeting Minutes
City of Portage – Historic District Commission
Wednesday – May 4, 2016
Portage City Hall – Conference Room 2

Meeting called to order at 8:15 AM.

Present: K. VanLonkhuyzen, C. Forrest, F. Grunert, S. Nemeth, J. Duniphin, E. Eklov, M. Deming

Absent: J. Lotz, R. Randall, J. Ebert

Guests: Laura Gherardi and Weston Hardy

New Business: Stop Work Order for 5260 Angling Road.

Homeowners had begun exterior work without receiving a Certificate of Approval from the Historic District Commission.

Since receiving the Stop Work Notice, homeowners had filled out an application for a Certificate of Appropriateness with documentation attached, and had come to the meeting to discuss their application.

Homeowners said that they were not aware that any exterior modifications to one of the designated historic homes in Portage, had to go through the approval process.

Homeowners provided detailed documentation of the changes they were proposing, the materials they had ordered, and photographs of the current state of the property.

Unfortunately, the homeowners had already purchased the materials they planned to use. In addition, the front door had been changed in 2009. The front door and the siding chosen will “read” as a Craftsman style home, instead of an 1860’s Greek Revival farmhouse.

A motion was passed to approve the application as is, with the understanding that existing original siding will remain under the new siding, so that future owners are able to return the home to its original appearance, and that the windows that the homeowners are proposing be changed to a style more appropriate to a Greek Revival farmhouse should future window work be performed.

Homeowners were also advised that they will need to obtain a work permit from Community Development for porch repairs.

Continued on back of page.

HDC discussion after homeowners left.

How does the HDC "get ahead" of situations such as this, where the homeowners have already committed significant financial resources to a project?

Realtors are "supposed" to inform new owners that there are restrictions for exterior changes.

Assessor is notified when properties change hands and there is a welcome packet sent out to new owners.

There is property information and legal information for homeowners on owning historic homes on the website for the City of Portage, but owners have to be directed to look there.

There is a need to verify that all new homeowners of historic properties receive an information packet from the HDC.

In this case, if the homeowners had contacted the HDC, they would have been told that the appropriate siding would have been white, and that the window trim would NOT have been white.

In appropriate changes to exteriors may make homes look "nice" but they do not reflect the historic contributions of an historic home.

Most homeowners do not have the necessary financial resources to restore historic homes back to original condition.

Until changes for tax incentives are made at the State level, it may be a lost battle.

Other New/Old Business:

Preservation month presentation on May 26th, volunteers needed to help with setup.

Erica reported that there are currently 8 properties under investigation. Three of these properties are owned by Mick Lynch. One is new, 922 Osterhout. Is there something the HDC could do to help Mick Lynch?

Report on the Green-A-Thon. The School House was a big hit. Next year HDC should be better prepared and it would help to have signage.

Meeting adjourned at 9:35 AM.

Next meeting scheduled for June 1st, 2016.

Respectfully submitted: Martha Deming

City of Portage – Historic District Commission
Wednesday, June 1, 2016
City Hall – Conference Room #2

Meeting called to order at 8:15 AM

Present: C. Forrest; J. Ebert; J. Lotz, M. Deming, K. VanLonkhuyzen ; J. Duniphin and E. Eklov

Absent: F. Grunert; S. Nemeth; and R. Randall.

Guests: Michael Kasten and Mick Lynch

Michael Kasten has submitted an Application for Certificate of Appropriateness for Modification to Historic District Structures.

Property: 8009 Cox's Drive

Proposed action: Demolition

Mr. Kasten has used this building for office space. He was the original tenant and has been renting the space for the past few years. For the past 3 years, the building has been sitting empty because the building does not meet current city code, and because the building needs substantial repairs.

Specifically, the major repairs include the roof leaking causing mold in the interior and there is a water leak into the basement floor from the parking lot due to improper grading. City code would require a handicap ramp and refitting a bathroom for handicap access.

Mr. Kasten is requesting permission to tear the building down. He is paying property taxes and utilities. He is unable to rent the space until significant repairs are made to the structure and the building is brought up to code.

Mr. Kasten hopes that the City of Portage will assume responsibility for the building. If not, he would like to demolish it because the building has become a significant financial drain.

HDC informed Mr. Kasten that the interior problems are not part of the HDC oversight. The HDC is concerned with the exterior of historic buildings and a building historic status.

HDC also informed Mr. Kasten that by state law there is a legal process that must be followed before any action can be taken to tear down a building that is part of a historic register.

HDC has set up a site visit for Thursday, June 9th at 9:00 AM. The HDC asked Mr. Kasten for grace time to set up a study committee and review this situation.

Approval of May 4th, 2016 minutes: Approved with two changes to punctuation and one spelling error.

Old Business:

3221 W. Milham –

Nieuwenhuis proposal for new barn.

- ZBA decided that the size of the barn should be 24 X 50 X 18 ft.
- The current footprint is 30 X 20.
- By HDC guidelines, the homeowner has 6 months to complete the project.
- The ZBA also has given 120 days to dismantle the current barn. Re-building timeline pending.

5720 Oakland-

Vergunst barn.

- Homeowner would like to disassemble and re-build barn.
- Steve Stiers, guest speaker for Preservation Week, and homeowner went out to look at the barn.
- Homeowner would need additional historic materials to restore the barn.

2663 Mandigo-

Kiley

- This is still an open case.
- Exterior maintenance on house and outbuildings required, including removal of debris.
- Possible lien on this property.
- Currently 2 houses on the property which is in violation of city code.
- Property needs to be cleaned up.
- Neighbors have filed complaints about the condition of the property.

1521 E. Centre-

Davis

- Nothing to report.

10234 East Shore-

Giem

- Nothing to report.

New Business:

Guest Mick Lynch:

- The barns on Sprinkle Road property will be painted over the summer.
- The Greek Revival home, on Sprinkle Road is now ready for lease.
- The Queen Anne home on Sprinkle used for his main office will be painted this year.
- He has been working on the buildings that are part of 3821 W. Milham, the Cully Gage farm. The barn has a new metal roof. Working on the exterior of the garage and on trim repair. The chimney on the rear is under repair. The berm between the property and the new housing development has been graded.

922 Osterhout-

- Property Inspection – exterior painting needed and homeowner wants to replace windows. Pending.

8643 S. Westnedge-

- Homeowners are deceased.
- HDC has been informed the heirs intend to sell the property.
- Realtor representing the heirs called to ask about what it means to be an historic property.

There was a discussion about how to better inform new owners of historic properties. Should the HDC prepare a packet of information about the historical attributes of the home they are buying?

For the next meeting HDC members are to come with ideas about what should be in an informational packet for new historic property homeowners.

HDC should think about efforts to have better communication with historic property owners.

Things to consider:

- Many buildings are quickly deteriorating.
- Many buildings are now in areas being commercially developed.
- Should the HDC set standards for historic properties?
- Should the HDC do an inventory of the current state of historic properties?

Katie VanLonkhuyzen gave a report to the Council at its May 24 meeting regarding the annual update on the HDC activities and focus.

Meeting adjourned at 9:50 AM.

Respectfully submitted: Martha Deming Maytnier

YAC Meeting Minutes: June 13, 2016

- I. Call to Order
 - a. Meeting called to order at 2:15
- II. Motion to Approve the Minutes of Last Meeting
 - a. Motion approved
- III. Youth Liaison Reports
 - a. Human Services: Non-Discrimination Ordinance
 - b. Senior Citizens Board: Trips this summer and new software
 - c. Youth Action Team: Posters and Youth Summit planning
- IV. Community Movie Night (Star Wars) with BOCK
 - a. Friday, August 5th
 - b. Discussion and review of the event
 - c. Social media
 - d. Posters
- V. Teen Movie Night at the Library
 - a. Friday, July 15th
 - b. Captain America
- VI. Above the Influence Youth Summit hosted by Prevention Works
 - a. Tuesday, August 16th
- VII. Teen Movie Night
 - a. July 15 at 6 o' clock
- VIII. Sujay Award
- IX. Who was that?
- X. Comments from YAC
- XI. Next Meeting: Tuesday, July 12th, 2016

**BOARD OF EDUCATION
REGULAR BUSINESS MEETING
AND SPECIAL MEETING MINUTES**

JUNE 27, 2016

The regular business meeting of the Board of Education of the Portage Public Schools held on Monday, June 27, 2016, was called to order at 6:30 p.m. by President Van Antwerp in the Community Room at Central High School, 8135 S. Westnedge. He welcomed an audience of 25 people and all in attendance recited the Pledge of Allegiance. President Van Antwerp also acknowledged the members of Boy Scout Troup 291 in attendance.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp and Joanne Willson

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Willson, seconded by Mr. Droppers, that the Board of Education approve the agenda as printed.

Motion carried unanimously.

PUBLIC HEARING

President Van Antwerp opened the Public Hearing on the 2016/2017 Fiscal Year Budget. Mrs. Karla Colestock, Finance Director, shared a presentation on the 2016/2017 proposed budget and responded to Trustee questions. Trustees thanked Mrs. Colestock and her staff for all their efforts on the budget. President Van Antwerp called for public comment on the Budget.

President Van Antwerp closed the Public Hearing.

REPORTS

Bond Update. Superintendent Bielang welcomed Mr. Bob McGraw, Principal In Charge; and Mr. Tom Stantec, Project Director; from c2ae and Stantec, respectively. Mr. McGraw and Mr. Stantec presented an update on the 2015 Bond design process, budget alignment, schematic design estimates, middle school exterior images, project sequencing, projected timelines and next steps. Mr. McGraw, Mr. Stantec, Superintendent Bielang and Mr. Ron Herron, Assistant Superintendent of Operations, responded to Trustee questions pertaining to: the amount of windows/glass in the middle schools; the exteriors of the middle schools; bus drop offs; tennis courts; athletic event facilities; multi-purpose fields; site plans; request for a community meeting; the Community High School and Curious Kids site; and pools. Superintendent Bielang noted further details will be available by the end of this summer.

Matt's Law Report. Mr. Larry Killips, Assistant Superintendent of Instruction and Assessment, provided a District report on Matt's Law, the process, the 2015/16 bullying data collected by the District and responded to Trustee questions.

Superintendent's Report. Superintendent Bielang congratulated Mrs. Colestock for meeting the requirements of 90 hours of professional development in order to renew her Business Office Manager Certification under the Michigan School Business Officials voluntary program. Superintendent Bielang also noted Mr. Michael Huber, Director of Curriculum, has been working with teachers on District Curriculum. Mr. Huber explained over 50 teachers from K-12 have been working on Science, reading standards, Social Studies and elementary math. Mr. Huber plans to provide an update to the Board at a future meeting.

Financial Report: Mrs. Karla Colestock shared the financial report for the eleven month period ending May 31, 2016.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Seeing no one come forward, President Van Antwerp opened the floor to comments from fellow Board members.

Mrs. Novaria acknowledged the District teachers and students involved with the snow plow painting project. She urged citizens to visit the display in front of the Portage District Library. Mrs. Novaria also congratulated a Northern High School student for having her artwork selected for display in the U.S. Capitol building for one year as part of the Congressional Institute's nationwide high school visual art competition.

Mrs. Willson acknowledged the Boy Scouts in attendance at the meeting. She noted that the pending approval of the Budgets emphasizes the District's good management of funds as well as focusing on classroom funding.

President Van Antwerp reminded the audience that Election Day is Tuesday, November 8, 2016. He noted four Board positions will appear on the ballot and the filing deadline is Tuesday, July 26, 2016 at 4:00 p.m. with the Portage City Clerk.

Mr. Snyder noted that an Owners Linkage Committee meeting is scheduled for July 20, 2016.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: The minutes of the May 16, 2016, Regular Business Meeting and the June 13, 2016, Committee of the Whole Work Session Meeting; School Meal Prices 2016/2017 (Recommendation to set student meal prices for the 2016/17 school year as follows, based on the pricing equity requirements from the Michigan Department of Education:

	<u>Current 2015/16</u>	<u>Proposed 2016/17</u>
Elementary Breakfast	\$1.35	\$1.35
Elementary Lunch	\$2.20	\$2.25
Ala Carte Entrée	\$2.20	\$2.25
Milk	\$.50	\$.50
Secondary Breakfast	\$1.50	\$1.50
Middle School Lunch	\$2.50	\$2.75

High School Lunch	\$2.50	\$2.75
Premium Secondary Lunch (Crust & Stuff, Ready Set Deli)	\$2.85	\$3.00

Ala Carte Entrée \$2.50/\$2.85 \$2.75/\$3.00);

and the Recommended Purchase: Staff Desktop Computer Replacements (Recommendation to approve the purchase of 138 desktop computers and related hardware from Netech (A Presidio Company, Wixom, MI) in an amount not to exceed \$93,843.07, proceeds coming from the 2015 Bond Construction Fund #1.).

There being no objections, motion carried unanimously.

REQUIRED APPROVAL ITEMS

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education adopt the following Resolutions: Amendment #2 to the 2015/2016 General Fund Budget; Amendment #1 to the 2015/2016 Debt Retirement Fund; Amendment #2 to the 2015/2016 Building and Site Sinking Fund; and Amendment #1 to the 2015/2016 School Service Fund Budget, as presented.

Upon a roll call vote, all Trustees present voted in favor of the motion.

Motion offered by Mr. Droppers, seconded by Mr. Rathburn, that the Board of Education adopt the following 2016/2017 Budget Appropriation Resolutions: the General Fund Budget; the Debt Retirement Fund Budget; the Building and Site Sinking Fund Budget; and the School Service Fund Budget, as presented.

Superintendent Bielang informed Trustees he would share more details in the Closed Session pertaining to salary adjustments for non-union staff members (Administrators, paraprofessionals and technical exempt) matching the Portage Education Association recommendation. The Superintendent noted he would bring more detailed information back to the Board at a later date. Trustee comments pertained to the salary adjustments and concern over going from a budget surplus in 2016 to a budget deficit in 2017.

Upon a roll call vote, all Trustees present voted in favor of the motion.

Motion offered by Mrs. Willson, seconded by Dr. Shelton-Harris, that the Board of Education adopt the Resolution which sets the tax rates for both summer and winter levies, as presented.

Upon a roll call vote, all Trustees present voted in favor of the motion.

Motion offered by Mrs. Novaria, seconded by Mr. Rathburn, that the Board of Education approve the proposed new, revised and replacement Operational Policies, as presented.

Superintendent Bielang hopes to release the Operational Policies with the new District web site in August.

Upon a roll call vote, all Trustees present voted in favor of the motion.

DISCUSSION ITEM

Mr. Dan Vomastek, Director of Information and Technology Systems, shared background information on the recommended purchase of new Heating/Ventilating/Air Conditioning Upgrades for the District Data Center, along with the related services and materials required to install it.

CLOSED SESSION

Motion offered by Mrs. Willson, seconded by Mr. Droppers, that the Board of Education move into closed session for the purpose of discussing Collective Bargaining Strategy and Periodic Personnel Evaluations [Sections 8 (c) and 8 (a) of the Open Meetings Act].

Upon a roll call vote, all Trustees present voted in favor of the motion.

The Board moved into closed session at 7:55 p.m.

The Board returned to open session at 9:10 p.m.

REQUIRED APPROVAL ITEM

Motion offered by Mr. Droppers, seconded by Mr. Rathburn, that the Board of Education ratify the 2016/2018 Contract with the Portage Education Association, as presented.

Upon a roll call vote, the motion carried 6-0 with Mr. Van Antwerp abstaining.

Motion offered by Mrs. Novaria, seconded by Mr. Droppers, that pending a ratification vote on July 1, 2016, the Board of Education conditionally approves the 2016/2019 Contractual Agreement with the Portage Custodial/Maintenance Association, MEA/NEA, as presented.

Motion carried unanimously.

CLOSED SESSION

Motion offered by Mrs. Willson, seconded by Mr. Rathburn, that the Board of Education move into closed session for the purpose of discussing Periodic Personnel Evaluations [Sections 8 (a) of the Open Meetings Act].

Upon a roll call vote, all Trustees present voted in favor of the motion.

The Board moved into closed session at 9:13 p.m.

There being no further business to come before the Board, the meeting was adjourned at 10:20 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2015/16 AMENDED BUDGET #2**

Be it resolved that this resolution shall be the General Fund appropriations of Portage Public Schools for the fiscal year 2015/16. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the General Fund of Portage Public Schools for fiscal year 2015/16 is as follows:

	Actual 2014/15	Amended Budget #1 2015/16	Amended Budget #2 2015/16
Total Fund Balance, Beginning of Year, July 1	7,200,936	7,932,209	7,932,209
REVENUES:			
Local Sources	21,701,543	24,524,786	24,487,552
State Sources	59,274,452	60,851,349	61,125,894
Federal Sources	995,223	1,159,480	1,147,080
Incoming Transfers and Other Transactions	199,245	1,349,428	1,297,792
Total Revenues and Other Transactions	82,170,463	87,885,043	88,058,318
Total Available to Appropriate	89,371,399	95,817,252	95,990,527
Be it further resolved that \$87,334,423 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:			
EXPENDITURES:			
Instruction:			
Basic Programs	42,122,682	44,371,029	44,206,268
Added Needs	6,705,724	7,196,211	7,164,060
Adult Education	55,231	-	-
Total Instruction	48,883,637	51,567,240	51,370,328
Supporting Services:			
Pupil	5,143,347	5,503,163	5,596,425
Instructional Staff	4,391,117	4,506,335	4,438,216
General Administration	586,174	652,577	643,269
School Administration	4,575,612	5,101,048	5,076,480
Business Services	835,750	888,462	919,744
Operations and Maintenance	7,719,611	7,799,976	7,807,331
Transportation	2,862,223	3,653,516	3,716,711
Central Services	2,287,620	3,118,840	3,138,685
Athletics	1,400,941	1,493,757	1,602,297
Total Supporting Services	29,802,395	32,717,674	32,939,158

For Board of Education Discussion at the June 13, 2016 Meeting; Action at the June 27, 2016 Meeting

	<u>Actual 2014/15</u>	<u>Amended Budget #1 2015/16</u>	<u>Amended Budget #2 2015/16</u>
Community Services	<u>2,354,694</u>	<u>2,670,437</u>	<u>2,633,482</u>
Other Financing Use - Debt Service	<u>398,464</u>	<u>391,474</u>	<u>391,455</u>
Total Expenditure Appropriation	<u>81,439,190</u>	<u>87,346,825</u>	<u>87,334,423</u>
Excess of Revenues over Expenditures	<u>731,273</u>	<u>538,218</u>	<u>723,895</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 7,932,209</u>	<u>\$ 8,470,427</u>	<u>\$ 8,656,104</u>

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated.

PORTAGE PUBLIC SCHOOLS DEBT RETIREMENT FUND Amendment #1 APPROPRIATIONS RESOLUTION 2015/16

Be it resolved that this shall be the Debt Retirement Fund appropriations for Portage Public Schools for the fiscal year 2015/16. A resolution to make appropriations; to provide for the expenditure or appropriations; and to provide for the disposition of income received by Portage Public Schools.

Be it further resolved, that the total unappropriated fund balance and revenues to be available for appropriations in the Debt Retirement Fund of Portage Public Schools for fiscal year 2015/16 is as follows:

	Actual 2014/15	Adopted 2015/16	Amendment #1 2015/16
BEGINNING FUND BALANCE, JULY 1 (estimate)	\$921,322	\$1,843,003	\$1,875,662
REVENUES			
Local Property Taxes (5.30 mills in all years)	11,818,641	12,198,058	12,147,173
Proceeds from Issuance of 2016 Bonds	-	-	86,749,005
Contribution from 2016 Bond Fund	-	-	15,000
Contribution from 2008 Debt Retirement Fund	-	-	2,000,000
Payment in lieu of Personal Property Taxes-State Sources	99,508	102,000	102,386
Industrial Facilities Tax	98,722	100,000	118,449
Pilot payment in lieu of tax	10,720	3,000	2,900
Other Tax Revenues	2,905	3,000	4,100
Interest Income - Investments	10,618	11,000	13,100
Interest on Delinquent Taxes	12,493	12,000	13,000
TOTAL REVENUES	12,053,607	12,429,058	101,165,113
TOTAL AVAILABLE TO APPROPRIATE	\$12,974,929	\$14,272,061	\$103,040,775

Be it further resolved, that \$101,627,510 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES			
Principal Payments	5,950,000	6,010,000	6,010,000
Interest Payments	5,119,405	4,834,855	4,834,855
Contribution to Escrow Fund for Refunding of 2008 Bonds	-	-	2,000,000
2008 Bonds Retired	-	-	88,354,855
Underwriter's Fee & Bond Issuance Costs on 2016 Refunding Bonds	-	-	394,150
Fees	650	500	650
Tax Refunds	29,212	35,000	33,000
TOTAL EXPENDITURES	11,099,267	10,880,355	101,627,510
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	954,340	1,548,703	(462,397)
ENDING FUND BALANCE, JUNE 30 (estimate)	\$1,875,662	\$3,391,706	\$1,413,265

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated.

PORTAGE PUBLIC SCHOOLS BUILDING AND SITE SINKING FUND APPROPRIATIONS AMENDMENT #2 RESOLUTION 2015/16

Be it resolved that this shall be the Building and Site Sinking Fund appropriations for Portage Public Schools for the fiscal year 2015/16. A resolution to make appropriations; to provide for the expenditure of appropriations; and to provide for the disposition of all revenues received by Portage Public Schools.

Be it further resolved, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the Building and Site Sinking Fund of Portage Public Schools for fiscal year 2015/16 is as follows:

	SY 2014/15 Actual	SY 2015/16 Amended #1	SY 2015/16 Amended #2
Beginning Fund Balance, July 1 (estimate)	\$ 630,487	\$ 466,688	\$ 466,688
Revenues			
Tax Levy at .5000 mills for all years	1,115,179	1,150,760	1,146,048
Industrial Facilities Tax	9,313	9,300	11,179
Interest Income	879	1,000	1,600
Interest on Delinquent Taxes	1,218	1,300	1,300
Payment in Lieu of Taxes	1,011	1,000	1,000
Collection of Prior Year Taxes	320	500	500
Total Revenues	1,127,920	1,163,860	1,161,627
Total Available to Appropriate	1,758,407	1,630,548	1,628,315

Be it further resolved, that \$373,217 of the total available to appropriate is appropriated in the amounts and for the purposes set forth below:

Expenditures:

Major Projects:

Asphalt Projects:			
NHS Parking Lot Connection	3,750	36,000	35,267
Moorsbridge Elementary (Receiving Area)		40,000	-
Angling Road Parking Lot Redesign	562,753	-	-
Major Roofing Projects:			
Moorsbridge Elementary	186,750	-	-
Northern High School	169,500	75,700	75,700
North Middle School		10,000	10,000
Central High Baseball Field Renovation	3,990	-	-
Central High Vestibule	4,343	-	-
Angling Road Lobby Remodel	31,495	-	-
Central Middle School Band Room	91,825	-	-
West Middle School Pool Entry Doors and Ramp	52,842	-	-
Central Elementary Entrance Canopy	4,500	-	-
Administration Building Demolition	27,554	-	-
Moorsbridge Fire Alarm Replacement		48,250	54,250
Total Major Projects	1,139,302	209,950	175,217

	SY 2014/15 Actual	SY 2015/16 Amended #1	SY 2015/16 Amended #2
On-Going Projects			
Roof Repair	5,866	31,500	10,000
Glass	5,427	10,500	10,000
Fencing	-	10,500	-
Sidewalk Concrete Repair	201	31,500	26,500
Casework	4,249	10,500	10,500
VAR - Asbestos Abatement	9,415	21,000	10,000
Asphalt Repair	15,837	31,500	25,000
Toilet Partition Replacement	-	10,500	-
Carpet Replacement	5,434	25,000	22,000
District Mechanical	70,151	73,500	20,000
District Electrical	1,877	36,750	10,000
Total On-Going Projects	118,457	292,750	144,000
Exterior Door Replacement			
Various Exterior Doors At All Buildings	-	50,000	-
Other Projects:			
Grounds replacement-playgrounds	31,017	35,000	35,000
Windows Amberly Elementary	-	15,000	15,000
Building Requested Capital Outlay:			
Miscellaneous Projects	-	100,000	-
Total Other Projects	31,017	150,000	50,000
Tax refunds	2,943	4,000	4,000
Total Expenditures	1,291,719	706,700	373,217
Projected (Deficit) Revenues Over Expenditures	(163,799)	457,160	788,410
Ending Fund Balance, June 30	\$ 466,688	\$ 923,848	\$ 1,255,098

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for the performance of their responsibilities within the amounts appropriated.

**PORTAGE PUBLIC SCHOOLS
SCHOOL SERVICE FUND APPROPRIATIONS RESOLUTION
AMENDMENT #1 2015/16**

Be it resolved that this shall be the School Service Fund appropriations for Portage Public Schools for the fiscal year 2015/16. A resolution to make appropriations; to provide for the expenditure of appropriations; and to provide for the disposition of income received by Portage Public Schools.

Be it further resolved, that the total unappropriated fund balance and revenues to be available for appropriations in the School Service Fund of Portage Public Schools for the fiscal year 2015/16 is as follows:

	<u>Food Service</u>		<u>Bookstore</u>	
	<u>Adopted</u>	<u>Amendment #1</u>	<u>Adopted</u>	<u>Amendment #1</u>
	<u>2015/16</u>	<u>2015/16</u>	<u>2015/16</u>	<u>2015/16</u>
Beginning Fund Balance, July 1 (Actual)	\$295,183	\$385,382	\$ -	\$ -
REVENUES:				
Local Sources	1,512,700	1,478,664	12,000	8,000
State Sources	166,310	200,647	-	-
Federal Sources	1,212,090	1,265,835	-	-
Total Revenues and Incoming Transfers	<u>2,891,100</u>	<u>2,945,146</u>	<u>12,000</u>	<u>8,000</u>
Total Available for Appropriations	<u>3,186,283</u>	<u>3,330,528</u>	<u>12,000</u>	<u>8,000</u>
Be it further resolved that \$2,997,839 of the Food Service total and \$8,000 of the Bookstore total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:				
EXPENDITURES:				
Food Service	2,768,595	2,817,839	-	-
Bookstore	-	-	12,000	8,000
Outgoing Transfer to General Fund for Indirect Costs	<u>180,000</u>	<u>180,000</u>	<u>-</u>	<u>-</u>
Total Expenditures and Outgoing Transfers	<u>2,948,595</u>	<u>2,997,839</u>	<u>12,000</u>	<u>8,000</u>
Ending Fund Balance, June 30 (Estimated)	<u>\$237,688</u>	<u>\$332,689</u>	<u>\$ -</u>	<u>\$ -</u>

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for the performance of their responsibilities within the amounts appropriated.

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2016/17 ADOPTED BUDGET**

Be it resolved that this resolution shall be the General Fund appropriations of Portage Public Schools for the fiscal year 2016/17. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the General Fund of Portage Public Schools for fiscal year 2016/17 is as follows:

	Actual 2014/15	Amended Budget #2 2015/16	Adopted Budget 2016/17
Total Fund Balance, Beginning of Year, July 1	7,200,936	7,932,209	8,656,104
REVENUES:			
Local Sources*	21,701,543	24,487,552	24,378,175
State Sources	59,274,452	61,125,894	62,859,558
Federal Sources	995,223	1,147,080	1,028,323
Incoming Transfers and Other Transactions	199,245	1,297,792	394,564
Total Revenues and Other Transactions	82,170,463	88,058,318	88,660,620
Total Available to Appropriate	89,371,399	95,990,527	97,316,724
*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of 18.000 mills on Non-Homestead property.			
Be it further resolved that \$89,194,211 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:			
EXPENDITURES:			
Instruction:			
Basic Programs	42,122,682	44,206,268	46,569,581
Added Needs	6,705,724	7,164,060	7,086,601
Adult Education	55,231	-	-
Total Instruction	48,883,637	51,370,328	53,656,182
Supporting Services:			
Pupil	5,143,347	5,596,425	5,738,394
Instructional Staff	4,391,117	4,438,216	4,696,529
General Administration	586,174	643,269	680,005
School Administration	4,575,612	5,076,480	5,028,039
Business Services	835,750	919,744	1,116,073
Operations and Maintenance	7,719,611	7,807,331	7,825,870
Transportation	2,862,223	3,716,711	3,235,833
Central Services	2,287,620	3,138,685	2,716,571
Athletics	1,400,941	1,602,297	1,328,235
Total Supporting Services	29,802,395	32,939,158	32,365,549

For Board of Education Discussion at the June 13, 2016 Meeting; Action at the June 27, 2016 Meeting

	<u>Actual 2014/15</u>	<u>Amended Budget #2 2015/16</u>	<u>Adopted Budget 2016/17</u>
Community Services	<u>2,354,694</u>	<u>2,633,482</u>	<u>2,692,298</u>
Other Financing Use - Debt Service	<u>398,464</u>	<u>391,455</u>	<u>480,182</u>
Total Expenditure Appropriation	<u>81,439,190</u>	<u>87,334,423</u>	<u>89,194,211</u>
Excess (Deficit) of Revenues over Expenditures	<u>731,273</u>	<u>723,895</u>	<u>(533,591)</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 7,932,209</u>	<u>\$ 8,656,104</u>	<u>\$ 8,122,513</u>

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2016.

PORTAGE PUBLIC SCHOOLS DEBT RETIREMENT FUND APPROPRIATIONS RESOLUTION 2016/17
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Be it resolved that this shall be the Debt Retirement Fund appropriations for Portage Public Schools for the fiscal year 2016/17. A resolution to make appropriations; to provide for the expenditure or appropriations; and to provide for the disposition of income received by Portage Public Schools.

Be it further resolved, that the total unappropriated fund balance and revenues to be available for appropriations in the Debt Retirement Fund of Portage Public Schools for fiscal year 2016/17 is as follows:

	Actual 2014/15	Amendment #1 2015/16	Adopted 2016/17
BEGINNING FUND BALANCE, JULY 1 (estimate)	\$921,322	\$1,875,662	\$1,413,265
REVENUES			
Local Property Taxes (5.30 mills in all years)	11,818,641	12,147,173	14,745,129
Proceeds from Issuance of 2016 Bonds	-	86,749,005	-
Contribution from 2016 Bond Fund	-	15,000	-
Contribution from 2008 Debt Retirement Fund	-	2,000,000	-
Payment in lieu of Personal Property Taxes-State Sources	99,508	102,386	842,744
Industrial Facilities Tax	98,722	118,449	110,000
Pilot payment in lieu of tax	10,720	2,900	3,000
Other Tax Revenues	2,905	4,100	4,100
Interest Income - Investments	10,618	13,100	13,000
Interest on Delinquent Taxes	12,493	13,000	13,000
TOTAL REVENUES	12,053,607	101,165,113	15,730,973
TOTAL AVAILABLE TO APPROPRIATE	\$12,974,929	\$103,040,775	\$17,144,238

*In compliance with Section 16 of the Uniform Budget and Accounting Act, this is a levy of 6.85 mills on all property classifications.

Be it further resolved, that \$15,619,111 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES			
Principal Payments	5,950,000	6,010,000	8,325,000
Interest Payments	5,119,405	4,834,855	7,260,111
Contribution to Escrow Fund for Refunding of 2008 Bonds	-	2,000,000	-
2008 Bonds Retired	-	88,354,855	-
Underwriter's Fee & Bond Issuance Costs on 2016 Refunding Bonds	-	394,150	-
Fees	650	650	1,000
Tax Refunds	29,212	33,000	33,000
TOTAL EXPENDITURES	11,099,267	101,627,510	15,619,111
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	954,340	(462,397)	111,862
ENDING FUND BALANCE, JUNE 30 (estimate)	\$1,875,662	\$1,413,265	\$1,525,127

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2016.

PORTAGE PUBLIC SCHOOLS
BUILDING AND SITE SINKING FUND APPROPRIATIONS RESOLUTION 2016/17

Be it resolved that this shall be the Building and Site Sinking Fund appropriations for Portage Public Schools for the fiscal year 2016/17. A resolution to make appropriations; to provide for the expenditure of appropriations; and to provide for the disposition of all revenues received by Portage Public Schools.

Be it further resolved, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the Building and Site Sinking Fund of Portage Public Schools for fiscal year 2016/17 is as follows:

	SY 2014/15	SY 2015/16	SY 2016/17
	Actual	Amended #2	Adopted
Beginning Fund Balance, July 1 (estimate)	\$ 630,487	\$ 466,688	\$ 1,255,098
Revenues			
Tax Levy at .5000 mills for all years	1,115,179	1,146,048	1,077,508
Payment in Lieu of Personal Property Tax from State Sources	-	-	80,000
Industrial Facilities Tax	9,313	11,179	11,179
Interest Income	879	1,600	1,600
Interest on Delinquent Taxes	1,218	1,300	1,300
Payment in Lieu of Taxes	1,011	1,000	1,000
Collection of Prior Year Taxes	320	500	500
Total Revenues	1,127,920	1,161,627	1,173,087
Total Available to Appropriate	1,758,407	1,628,315	2,428,185

***In accordance with section 16 of the Uniform Budgeting and Accounting Act, this is a levy of .5000 mills on all property classifications.**

Be it further resolved, that \$809,000 of the total available to appropriate is appropriated in the amounts and for the purposes set forth below:

Expenditures:

Major Projects:

Asphalt Projects:			
NHS Parking Lot Connection	3,750	35,267	-
Haverhill (Bus loop and North lot)			100,000
Moorsbridge Elementary (Receiving Area)		-	40,000
Angling Road Parking Lot Redesign	562,753	-	-
Major Roofing Projects:			
Moorsbridge Elementary	186,750	-	-
Northern High School	169,500	75,700	-
North Middle School		10,000	-
Haverhill (partial)			80,000
Central High Baseball Field Renovation	3,990	-	-
Central High Vestibule	4,343	-	-
Angling Road Lobby Remodel	31,495	-	-
Central Middle School Band Room	91,825	-	-
West Middle School Pool Entry Doors and Ramp	52,842	-	-
Central Elementary Entrance Canopy	4,500	-	-
Administration Building Demolition	27,554	-	-
Moorsbridge Fire Alarm Replacement		54,250	-
Total Major Projects	1,139,302	175,217	220,000

For Board of Education Discussion at the June 13, 2016 Meeting; Action at the June 27, 2016 Meeting

	SY 2014/15 Actual	SY 2015/16 Amended #2	SY 2016/17 Adopted
On-Going Projects			
Roof Repair	5,866	10,000	30,000
Glass	5,427	10,000	10,000
Fencing	-	-	10,000
Sidewalk Concrete Repair	201	26,500	30,000
Casework	4,249	10,500	21,000
VAR - Asbestos Abatement	9,415	10,000	10,000
Asphalt Repair	15,837	25,000	32,000
Toilet Partition Replacement	-	-	10,000
Carpet Replacement	5,434	22,000	20,000
District Mechanical	70,151	20,000	75,000
District Electrical	1,877	10,000	37,000
Total On-Going Projects	118,457	144,000	285,000
Exterior Door Replacement			
Various Exterior Doors At All Buildings	-	-	15,000
Other Projects:			
Grounds replacement-playgrounds	31,017	35,000	35,000
Windows Amberly Elementary	-	15,000	-
Windows NHS	-	-	50,000
Building Requested Capital Outlay:			
Carpeting	-	-	100,000
Miscellaneous Projects	-	-	100,000
Total Other Projects	31,017	50,000	285,000
Tax refunds	2,943	4,000	4,000
Total Expenditures	1,291,719	373,217	809,000
Projected (Deficit) Revenues Over Expenditures	(163,799)	788,410	364,087
Ending Fund Balance, June 30	\$ 466,688	\$ 1,255,098	\$ 1,619,185

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for the performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2016.

**PORTAGE PUBLIC SCHOOLS
SCHOOL SERVICE FUND APPROPRIATIONS RESOLUTION
2016/17**

Be it resolved that this shall be the School Service Fund appropriations for Portage Public Schools for the fiscal year 2016/17. A resolution to make appropriations; to provide for the expenditure of appropriations; and to provide for the disposition of income received by Portage Public Schools.

Be it further resolved, that the total unappropriated fund balance and revenues to be available for appropriations in the School Service Fund of Portage Public Schools for the fiscal year 2016/17 is as follows:

	Food Service		Bookstore	
	Amendment #1 2015/16	Adopted 2016/17	Amendment #1 2015/16	Adopted 2016/17
Beginning Fund Balance, July 1 (Estimate)	\$385,382	\$332,689	\$ -	\$ -
REVENUES:				
Local Sources	1,478,664	1,524,700	8,000	8,000
State Sources	200,647	203,565	-	-
Federal Sources	1,265,835	1,276,000	-	-
Total Revenues and Incoming Transfers	2,945,146	3,004,265	8,000	8,000
Total Available for Appropriations	3,330,528	3,336,954	8,000	8,000
Be it further resolved that \$3,030,398 of the Food Service total and \$8,000 of the Bookstore total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:				
EXPENDITURES:				
Food Service	2,817,839	2,850,398	-	-
Bookstore	-	-	8,000	8,000
Outgoing Transfer to General Fund for Indirect Costs	180,000	180,000	-	-
Total Expenditures and Outgoing Transfers	2,997,839	3,030,398	8,000	8,000
Ending Fund Balance, June 30 (Estimated)	\$332,689	\$306,556	\$ -	\$ -

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for the performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2016.

**RESOLUTION TO SET 2016 TAX RATES
FOR SUMMER AND WINTER TAXES**

Portage Public Schools

Be it resolved that millage rates for the Portage Public School District, Kalamazoo County District #45, be set as follows for the 2016/17 fiscal year, and that the Board of Education President and Secretary be authorized to certify the following rates:

City of Portage

In Mills

	<u>2016 Summer Tax Rate</u>	<u>2016 Winter Tax Rate</u>	<u>Total Rate</u>
Operating (Non-Homestead Only)	18.0000	0	18.0000
Building & Site Sinking	0.5000	0	0.5000
Debt Retirement	<u>6.8500</u>	<u>0</u>	<u>6.8500</u>
 Total School Tax Rate	 <u>25.3500</u>	 <u>0</u>	 <u>25.3500</u>

City of Kalamazoo, Pavilion Township, Texas Township

In Mills

	<u>2016 Summer Tax Rate</u>	<u>2016 Winter Tax Rate</u>	<u>Total Rate</u>
Operating (Non-Homestead Only)	0	18.0000	18.0000
Building & Site Sinking	0	0.5000	0.5000
Debt Retirement	<u>0</u>	<u>6.8500</u>	<u>6.8500</u>
 Total School Tax Rate	 <u>0</u>	 <u>25.3500</u>	 <u>25.3500</u>

PLANNING COMMISSION

July 7, 2016

The City of Portage Planning Commission meeting of July 7, 2016 was called to order by Vice-Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Four citizens were in attendance.

PLEDGE OF ALLEGIANCE:

Vice-Chairman Stoffer led the Commission, staff and citizens in the Pledge of Allegiance.

IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services; Michael West, Senior City Planner; and Randy Brown, City Attorney.

ROLL CALL:

Mr. Forth called the roll: Patterson (yes), Bosch (yes), Stoffer (yes), Schimmel (yes), Richmond (not present), Shoup (yes) and Joshi (yes). A motion was offered by Commissioner Bosch, seconded by Commissioner Schimmel, to approve the roll excusing Chairman Welch and Commissioner Dargitz. The motion was unanimously approved 6-0.

APPROVAL OF MINUTES:

Vice-Chairman Stoffer referred the Commission to the June 16, 2016 meeting minutes contained in the agenda packet. A motion was then made by Commissioner Patterson, seconded by Commissioner Bosch, to approve the minutes as submitted. The motion was unanimously approved 6-0.

SITE/FINAL PLANS:

1. Site Plan: Mavcon Properties (restaurant), 9110 Portage Road. Mr. Forth summarized the staff report dated July 1, 2016 regarding a request by Mavcon Properties to establish a restaurant use (coffee shop and full service, sit-down restaurant) within the existing 8,100 square foot building located at 9110 Portage Road. Mr. Forth discussed the proposed parking lot expansion along the northern portion of the site and the proposed boat docks/mooring slips and boardwalk along West Lake. Mr. Forth also summarized the Zoning Board of Appeals variances approved on March 28, 2016 involving greenstrip width, interior parking lot landscaping and loading/unloading area. Mr. Forth indicated that staff is recommending approval of the site plan subject to MDEQ approval of the proposed boat docks/slips for West Lake water craft customers of the restaurant only (boat slips cannot be rented), no water craft rentals and no public access be provided to West Lake from the subject property.

Mr. James Dally, Mavcon Properties, was present to support the application and explain the development project. Mr. Dally also introduced Mr. Ken Miller and Mr. Matthew Burian of the Millenium Restaurant Group and Mr. Pat Flanagan of Ingersoll, Watson & McMachen. The Commission, staff and applicant next discussed various aspects of the development project including landscaping, knee-walls, sidewalk along Portage Road and the boardwalk, boat docks and mooring slips along West Lake. No citizens spoke regarding the proposed restaurant.

After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to approve the Site Plan for Mavcon Properties (restaurant), 9110 Portage Road, subject to MDEQ approval of the proposed boat docks/slips for West Lake water craft customers of the restaurant only (boat slips cannot be rented), no water craft rentals and no public access be provided to West Lake from the subject property. The motion was unanimously approved 6-0.

PUBLIC HEARINGS:

None

NEW BUSINESS:

None.

STATEMENT OF CITIZENS:

None.

OLD BUSINESS:

1. Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations. Mr. Forth provided an update on development of the ordinance language for off-street parking and loading regulations. Mr. Forth asked if Commissioners had any additional questions/comments regarding the proposed changes and suggested a public hearing for formal consideration of the ordinance amendment be set for the August 4, 2016 meeting. Commissioners did not have any questions or comments at this time regarding proposed changes to the off-street parking and loading regulations. A motion was then made by Commissioner Bosch, seconded by Commissioner Schimmel, to set a public hearing for August 4, 2016 to consider Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations.

2. Community Impact Projects Grant Fund – additional discussion. Since Commissioner Dargitz was excused from the meeting, Commissioner Schimmel suggested adjourning further discussion of the Community Impact Projects Grant Fund to the July 21, 2016 meeting. The Commission concurred. A motion was then made by Commissioner Schimmel, seconded by Commissioner Bosch, to adjourn further discussion of the Community Impact Projects Grant Fund to the July 21, 2016 meeting. The motion was unanimously approved 6-0.

ADJOURNMENT:

Commissioner Patterson stated he would not be present at the July 21, 2016 meeting.

There being no further business to come before the Commission, the meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Christopher T. Forth, AICP
Deputy Director of Planning, Development and Neighborhood Services

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: July 1, 2016

FROM: John Baumann, Deputy City Assessor



SUBJECT: June 2016 Department Operations Report

The following information summarizes the operations of the City Assessor's Office during June 2016:

- **Summer Tax Bill Preparation:** Approximately 19,000 Summer Tax billings will be mailed to all taxpayers in July. A diligent effort is always made so as to timely process ownership and mailing address changes to keep the mailing address records as current as possible prior to this mailing. All deeds (property transactions) are now printed from the Eagle Recorder online program rather than picking up the documents at the County Register of Deeds office. The documents are immediately processed to ensure that "returned" tax bills are kept to a minimum. As of the 1st of July, all ownership information is as current as possible.
- **Michigan Tax Tribunal Appeals:** The city has received a total of nine new 2016 commercial real estate MTT appeals and three residential MTT appeals. We have responded to the appeals with the MTT and will work with the petitioners to determine if the properties are in fact assessed excessively and resolve the matters accordingly.
- **2016 Sales Ratio Study:** The 2016 Residential Sales Ratio Study (to be used as a basis for establishing 2017 assessments) will be issued to the City of Portage from the Kalamazoo County Equalization Department sometime in November. Due to the sales price stabilization of the residential class of property that has taken place in many areas of the state, the State Tax Commission is no longer requiring the use of the single-year sales study. The cut off date for sales to be used in the 24-month transaction period is September 30, 2016. The Assessor's Office has been collecting and analyzing property transactions and verifying the details of all sale transactions with either the grantor, grantee or real estate agent that participated in the closing. This information is provided to the Kalamazoo County Equalization Department to ensure that only valid arms length transactions are included in the ratio study. Additionally, we are monitoring any commercial and industrial property activity.
- **2016 Residential Bank Foreclosures:** We are continuing to receive Sheriff's Deeds (bank foreclosures) from the Kalamazoo County Register of Deeds office. During the first five months of 2016 there were 22 foreclosures. As a reference, there were 23 in 2015, 80 in 2014, and 97 in 2013.

Please contact me if you have any questions concerning the information presented above.

TO: Laurence Shaffer, City Manager**DATE:** July 11, 2016**FROM:** James R. Hudson, City Clerk **SUBJECT:** June Monthly Report**PUBLIC INFORMATION AND CITIZEN ASSISTANCE**

Provided planning and preparation assistance to the Youth Advisory Committee's Annual "Teen Movie Night" at the Portage District Library. Developed the "Block Party" website for residents to easily apply for a Block Party Permit.

Attended the Annual Michigan Association of Municipal Clerk Conference in Lansing. Assisted the Portage Rotary Club in the completion and execution of their permit for a fireworks display. Swore-in four (4) Police Officers.

Provided help to citizens for over-the-counter requests including voter information, guidance to appropriate departments and miscellaneous assistance.

Updated the "Portage City Clerk" segment of the City of Portage website. Provided Notary Public Service to citizens upon request. Performed research for city departments on a variety of topics.

Coordinated the Freedom of Information Act (FOIA) process and the liquor license procedures, insured all requirements were met; and processed Solicitor Permits and transmittal letters to citizens, City Departments and the City Attorney.

Responded to request(s) from Police Department for copies of Police Reports required during an investigation (reports are on microfilm).

ELECTION PREPARATION AND FOLLOW-UP

Continued processing additions, changes, deletions from the QVF In-Box, for new voters and continued process of manually recording QVF changes/updates (addresses, DOB, ID numbers, etc.) on in-house Master Voter Cards and filing.

Continued the process of printing Master Cards and ID Cards for all new registrations and changes, as indicated.

Continued to administer the August 2, 2016 Primary Election, including the mailing of 3,500 applications to the permanent list of absentee voters and the preparations for ballot processing.

RECORDS

Assisted with the renewal of the microfilm/scanning contract. Administered the microfilming, scanning and destruction of documents contract for the city and reviewed recently scanned and microfilmed documents for completeness and accuracy.

Updated the City of Portage Code of Ordinances. Coordinated FOIA research and retrieved documents for various departments and assisted with the search and printing of various microfilm documents. Continued implementation of the Michigan State approved citywide Document Retention Schedules.

Added approved minutes of Council meetings to the permanent record and the Document Collection in Clerk's Index as well as Clerk folder on Sharecop for Internet download and filed all contracts for the month.

AGENDA PREPARATION AND FOLLOW-UP

Provided follow-up communications, adopted Resolutions and approved Ordinances on items passed by City Council at the June City Council Meetings.

Prepared City Council electronic and paper meeting agenda packets for the June Regular City Council Meetings. Worked with BoardSync and implemented the video aspect of the agenda management program.

Prepared the Summary and Minutes of the two Regular City Council Meetings and uploaded them on the website.

Added approved minutes of all Council meetings to the Document Collection in Clerk's Index as well as Clerk folder on Sharecop for internal research.

PUBLICATIONS

Published public and legal notices in the *Kalamazoo Gazette* as necessary for meetings and public hearings. Posted notices for various meeting of the City Council and related subcommittees.

CEMETERIES

Processed eight (8) grave openings/closings, including the preparing invoices and Burial Rights Certificates, entering information on the BS&A Cemetery Software module, and processing a number of foundation requests for monuments. Researched availability of lots for citizens in conjunction with the Parks Department and assisted with burials. Completed the quarterly review of the cemetery maps and updated them as necessary.

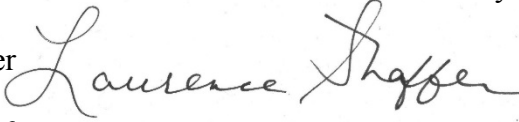
CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: July 1, 2016

FROM: Laurence Shaffer, City Manager



SUBJECT: Monthly Report – June 2016

The following summarizes some of the activities in which staff of the Office of the City Manager were involved during the month of June 2016.

1. City Council:

- Coordinated and/or prepared agenda and other materials for the following meetings:
 - City Council Regular Meetings on June 14 and 28.
 - Pre-Council meetings on June 13 and 27.

2. Represented the City of Portage in the following activities, among others:

- Met with Texas Township Superintendent Julie VanderWiere on June 2 regarding the 12th Street Lift Station.
- Met with Councilmember Randall on June 2.
- Attended the Grand Opening of the Hilton Homewood Suites on June 2.
- Met with Dr. Monifa Jumanne on June 3 and 24.
- Hosted the ribbon-cutting ceremony for Martin Luther King Jr. Drive on June 6.
- Attended the Portage Senior Center Volunteer Appreciation Reception on June 8.
- Completed a site visit of historic 8009 Cox's Drive with the Historic District Commission on June 9.
- Met with Adam Davidson from the Portage Free Methodist Church on June 9.
- Met with Environmental Board member Bill Beck on June 10.
- Attended a meeting with the Parks Director and OCBA regarding the Celery Flats Interpretive Center design on June 13.
- Met a resident of Austin Lake regarding noise concerns on June 14.
- Attended a DDA meeting on June 14.
- Met with a resident regarding the Sugar Loaf Drain on June 15.
- Attended the Friends of the Portage Senior Center Donor Reception on June 16.
- Attended a Respecting Differences related meeting on June 17.

- Attended the Southwest Michigan Managers Association meeting on June 21.
- Met with Mayor Pro Tem Ansari on June 23.
- Attended the final accreditation review for the Portage Senior Center on June 24.
- Met with Deb Carpenter, SafeKids Kalamazoo, on June 28.

3. Projects - Completed and Ongoing:

- Completed final steps for closing out the FY 2015-16 budget and launching the FY 2016-17 budget.
- Reviewed the draft Non-Discrimination Ordinance between the Human Services Board, City Attorney and staff.
- Continued PPOA/PPCOA contract negotiations for contracts that expire June 30, 2016.
- Continued implementation of SeeClickFix, the replacement program for the city's ReportIt system.
- Continued oversight of planning, design and construction for various city projects and developments. Toured several locations with current construction projects, including City Centre and Celery Flats Interpretive Center.
- Consulted with city staff regarding Information Technology projects as well as current Community Development, Finance, Transportation & Utility and Assessing matters.
- Prepared and attended the Historic District Commission monthly meeting on June 1.

4. Public Information and Citizen Assistance:

- Mailed the June *Portager* and coordinated production of the July *Portager* newsletter.
- Continued oversight of the PortageAlert system and notifications for those who registered through the portal for updates.
- Coordinated responses to citizen concerns/requests regarding a variety of matters, including the tall grass and weeds, construction projects/road closures, deer population, etc.
- Updated and approved changes to the city website and city publications.
- Provided informational packets on Portage to citizens, realtors and businesses, as requested.
- Continued to collect and monitor Citizen Comment Card responses and submissions to the Online Customer Service Survey.

TO: Laurence Shaffer, City Manager**DATE:** July 14, 2016**FROM:** Vicki Georgeau,  Director of Community Development**SUBJECT:** Monthly Customer Service Report for June 2016

Staff performed research, conducted reviews, and developed recommendations and information necessary for the efficient and effective delivery of community planning and development services, construction permitting and neighborhood programs. All areas involved considerable commitment of staff resources necessary to ensure appropriate customer service, the protection of the public health, safety and welfare and the provision of community development programs. These services were provided together with processing and responding to citizen information requests performed on a continuous basis.

PLANNING, DEVELOPMENT AND NEIGHBORHOOD SERVICESPlanning Commission

June 2, 2016 meeting:

1. Reviewed and discussed the Portage Road Improvements and Road Diet including comments received during the May 5th Open House, implementation strategies and alternatives available for consideration and plans for the Lakeview Drive/Portage Road and East Osterhout Avenue/Portage Road intersections.
2. Conducted a preliminary review of proposed modifications to Off-Street Parking and Loading Regulations (Ordinance Amendment #15/16-A).
3. Community Impact Projects Grant Fund – additional discussion.
4. Conducted Election of Officers and unanimously elected Paul Welch (Chairman), Wayne Stoffer (Vice-Chairman) and Betty Schimmel (Secretary).

June 16, 2016 meeting:

1. Reviewed and approved a Site Plan for Pfizer (north warehouse addition) at 7171 Portage Road.
2. Reviewed and accepted the Comstock Township Master Plan Update with no specific comments.
5. Community Impact Projects Grant Fund – additional discussion.

Zoning Board of Appeals

June 13, 2016 meeting:

1. Approved a variance for Chick-Fil-A/Southland Mall at 6018, 6026, 6060, 6110, 6150, 6190, 6202, 6278, 6284 and 6294 South Westnedge Avenue and 200 and 240 Mall Drive to construct

a new 45 square foot freestanding sign with an 18 square foot changeable copy board on the north end of the property (at least 300 feet from the central Southland Mall sign).

2. Approved a variance for Pfizer, Inc. at 7171 Portage Road to allow construction of a 98,000 square foot building addition to a height of 65-feet.
3. Postponed a temporary use permit consideration for Nick's Gyros at 7206 South Westnedge Avenue to the July 11, 2016 meeting.

Human Services Board

June 2, 2016 meeting:

1. Reviewed, discussed and then recommended to City Council approval of the proposed Non-discrimination Ordinance.

Downtown Development Authority

June 14, 2016 meeting:

1. Reviewed, discussed and then approved a resolution and authorized the transmission of the FY 2013-14 and FY 2014-15 Annual Financial Reports on the status of the tax increment financing plan.

Local Development Finance Authority

June 15, 2016 meeting:

1. Reviewed, discussed and then approved a resolution and authorized the transmission of the FY 2014-15 Annual Financial Report on the status of the tax increment financing plan.

OTHER BOARD ACTIVITIES

- Economic Development Corporation/Tax Increment Finance Authority/Brownfield Redevelopment Authority - The Authority did not meet in June 2016.

Citizen Information Requests:

During the month of June 2016, a total of 202 cases/violations were inspected or identified in response to citizen service requests or staff field observations: 104 tall grass/weeds; 26 debris/refuse, 25 parking; 12 zoning; 11 building maintenance; 10 inoperable vehicles; 4 property maintenance; 3 safety, sanitation and health; 2 signs; 2 sidewalk obstructions; 1 housing maintenance; 1 unsafe structure and 1 noise.

BUILDING AND HOUSING SERVICES

Construction Board of Appeals: The Board met on June 20, 2016 and issued a raze order for the fire damaged house at 9944 Handel Street.

Issued permits and conducted required building, electrical, plumbing and mechanical inspections to ensure compliance with local codes/ordinances. The following list shows major permits:

Type of Permit/Application	Number of Permits	Project Valuations
Single-family Houses Detached	5	\$1,276,416
Single-family Houses Attached	2	\$277,049
Residential Additions, Interior Remodels, Garages, Sheds, etc.	34	\$478,751
Commercial Additions, Interior Remodels, etc.	9	\$903,127
Permits Not on Report (i.e., demolition, electrical, plumbing, mechanical, driveway, sign, water use/sewer use, etc.).	187	N/A
Totals	237	\$2,935,343

CDBG Housing Assistance Programs

CDBG PROGRAMS				
Activity	Housing Rehabilitation	Water / Sewer	Emergency Repair	Down Payment Assistance
New Applications	1	0	0	0
Applications Approved	0	0	0	0
Loan Closings	0	0	N/A	1
Monthly Projects Completed	2	0	0	1
Projects Underway	5	0	1	1
FY YTD Projects Completed	9	0	0	2

TO: Laurence Shaffer, City Manager**DATE:** July 13, 2016**FROM:** William Furry, Director of Finance **SUBJECT:** Monthly Report-June 2016**ACCOUNTING /PAYROLL**

- Issued 529 accounts payable checks totaling \$2,524,918.91, 175 automated clearing house (ACH) payments totaling \$1,026,713.40 and 11 auto-pay payments totaling \$65,935.72 for a grand total expenditure of \$3,617,568.03.
- Processed 2 payrolls, creating 537 deposit advices and checks for 259 employees, with a total monthly payroll expenditure of \$1,010,485.01.
- Issued quarterly checks to Council members.
- Issued longevity payments to on-call firefighters.
- Issued payments to UAW employees for the successful completion of the 2015-2016 HMP program.
- Issued IAFF Holiday and Food Bonus'.
- Created and issued manual checks for Shoe Allowance Reimbursement to applicable PPOA employees.
- Analyzed funds, accounts and projects to be inactivated prior to creation of 2015-2016 chart of accounts and budget in BS&A, and inactivated same.
- Continued work on preparing for annual audit and financial statement preparation.
- Finalized the city's cash position and portfolio for fiscal year end.

TREASURY

- Received and processed request lists from escrow agents advising Treasury of the 2016 summer tax bills they intend to pay. A total of 7,323 parcels were requested by escrow agents.
- Established summer 2016 property tax rates, billing codes and revenue distributions.
- Sent "tax-roll notices" to 241 customers with water/sewer billing delinquencies notifying them that charges would be transferred to the tax roll if not paid by June 30, 2016. This was one more than was sent at the same time in 2015.
- Generated 913 special assessment notices for the 2016 installment year. Work included verifying outstanding principal balances for selected parcels and other analytical procedures, as well as reviewing property splits for 2016.
- Mailed out 71 miscellaneous receivables statements.
- Sent out 75 delinquent personal property tax notices (these are mailed out quarterly).

- Prepared and issued the following utility billing statements:
 - 5,479 regular quarterly bills (cycle 3)
 - Emailed 51 regular quarterly bills through the new option to customers to email their water/sewer bill.
 - 235 final bills (all cycles) which is a 44 percent increase over last year at the same time. This is most likely due to the upward trend in home sales.
- Prepared and issued the following utility billing delinquent notices:
 - 623 delinquent notices (cycle 2) – a 9% decrease from June 2015
 - 367 disconnect notices (cycle 2) – a 1% increase from June 2015
 - 47 delinquent notices to customers with inactive services
- Shut-off water service for 43 customers due to non-payment on June 29, 2016.
- Enrolled 17 new accounts in the direct debit payment program for utility billing and set them up for “pre-note” account verification.
- Processed 347 requests to initiate or terminate water/sewer services during June 2016. This is an increase of 102 requests compared to June 2015.
- During June 2016, staff worked with 137 customers at the Treasury counter to whom receipts were not issued. Treasury staff deals with approximately 6 such customers on average each business day.
- Staff handled 1,188 phone calls during June 2016. During Fiscal Year 2016, Treasury staff handled a total of 13,739 phone calls, averaging 54 per business day.

FINANCE/BUDGET

- Prepared and emailed the Finance year-end deadlines, Purchase Order Review Memo, and open purchase order reports to all department heads and key staff.
- Cashed in maturing investments, analyzed cash position and reinvested called bonds.
- Opened certificates of deposit with Chemical and Mercantile banks, purchasing 12 month \$250,000 CDs from each bank paying 0.80%, which was approximately 26 basis points higher than 1 year treasuries. The CDs also provide the City with \$500,000 additional FDIC insurance since no previous deposits had been made at those banks.
- Prepared monthly investment scorecard, input investment activity and balances into SymPro software and generated monthly SymPro reports for the investment committee. Performed JPMorgan Chase monthly risk analysis. Composed monthly investment report email for the investment committee.
- Continual monitoring of requisitions to ensure compliance with year-end requirements.
- Continued to review outstanding encumbrances and close unnecessary purchase orders to liquidate the related encumbrances and reduce roll forwards.
- Review of general ledger reports for account categories over budget and related investigations, communications, and adjustments.
- Approved accounts payable invoices and invoices with a purchase order prior to payment.
- Opened new bank account at PNC for Parks revenue deposits & petty cash checks. Coordinated with Parks staff to set up procedure for recording daily reports of revenue/bank deposits.
- Handled various questions and requests from departments.

BENEFITS & COMPENSATION

- Continued to monitor, research, track and implement requirements of the Affordable Care Act (ACA).
- Continued to track city share of health insurance premium limits as provided for by PA-152.
- Calculated health insurance taxes and fees required under the ACA.
- Calculated and approved monthly payments for employee fringe benefit plans (medical, vision, dental, life and long-term disability insurance, flexible spending accounts, pension contributions, etc.).
- Continued to administer Defined Benefit Plan, including locating and coordinating benefit payments for terminated vested participants.
- Began preparations for annual Defined Benefit Plan actuarial valuation.
- Completed enrollment process for new UAW RHS Plan.
- Completed enrollment process for new Roth IRA Plan.
- Administered contractual wage adjustments per applicable labor agreements.
- Administered contractual bonus payments per applicable labor agreements.
- Responded to various employment verifications for employees.
- Prepared and processed union and non-union July 1, 2016 pay increases.

WORKERS' COMPENSATION

- Continued with aggressive case management on a number of work related injury claims. Special attention continues to be directed toward high reserve cases. Focus also directed toward lost-time cases with emphasis placed on returning employees to restricted duty assignments.
- Continued to assist supervisory personnel with employees in restricted duty assignments.
- Provided direction to third party administrator in regard to workers' compensation claims.
- Updated the OSHA 300 Log.
- Began process for upcoming renewal of workers' compensation excess insurance coverage and workers' compensation third party administrator.

07/13/2016

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 06/30/2016

DEPARTMENT	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	Percent Used
Fund 101 - General Fund		25,234,419	28,924,649	25,941,070	90%
Fund 202 - Major Street Fund		3,298,988	3,467,176	3,171,193	91%
Fund 203 - Local Streets Fund		1,195,742	1,690,116	1,563,868	93%
Fund 223 - Curbside Recycling Fund		684,225	690,025	626,156	91%
Fund 226 - Leaf Pickup / Spring Cleanup Fund		717,806	741,771	520,999	70%
Fund 230 - CDBG Program Income Fund		135,000	135,000	112,296	83%
Fund 252 - West Lake Weed Mgt		40,000	46,027	10,323	22%
Fund 296 - Community Development Block Grant		221,442	221,442	200,665	91%
Fund 298 - Cable Television Fund		882,083	913,440	722,051	79%
Fund 400 - CIP General		12,384,000	19,177,459	9,277,864	48%
Fund 490 - Sewer CIP		1,190,000	2,771,329	1,120,442	40%
Fund 491 - Water CIP		590,000	3,824,220	862,573	23%
Fund 590 - Sewer Fund		7,844,078	8,079,894	5,797,189	72%
Fund 591 - Water Fund		5,123,687	5,399,187	3,150,356	58%

Debt service and Internal Service funds not shown.

TO: Laurence Shaffer, City Manager

DATE: July 18, 2016

FROM: Shannon Hertz, Deputy Director Human Resources 

SUBJECT: Human Resources Department Monthly Report – June 2016

RECRUITING

The following positions were filled in June:

- Senior Center Building Coordinator (PT)
- Dispatch/Radio Operator
- Seasonal Laborer – Equipment (1)
- Seasonal Laborer – General (1)

The following positions have candidates identified:

- Police Reserve Officers (3 in post-employment offer evaluations)
- Police Officers (3) (14 in backgrounds)
- Firefighters (3) (15 going to backgrounds)
- Police Officer (PT)
- Seasonal Laborers – General (3)

The following positions are open and/or recruitment efforts are ongoing:

- On-Call Firefighters
- Recreation & Special Events Program Manager
- Senior Center Program Coordinator
- Lifeguards (3)

Employment applications, assessments and recruitment activities:

- 117 Applications processed and screened
- 66 In person and phone interviews conducted
- 39 Testing and other assessments conducted

SAFETY, TRAINING AND DEVELOPMENT

April activities to promote the education, development, training and safety of employees included the following:

- Randomly tested 3 participants for drug testing program.
- Conducted On-boarding for 3 new/returning employees.

HEALTH MANAGEMENT PROGRAM

- Continued to administer Health Management Program (HMP) for Department Head, Non-Union, PPCOA, PPOA and UAW employee groups.
- Conducted HMP Special Event #7.

BENEFITS

- Provided benefit consultation to employees terminating, retiring and beginning employment.
- Assisted employees and retirees with various benefit matters, including claim resolution and dependent eligibility.
- Processed benefit changes as necessary, including calculation and submission of payroll deductions including changes made during open enrollment.
- Issued retiree health insurance invoices to 8 retirees and 2 unions.
- Monitored Flexible Spending Account (FSA) reimbursements processed by Kushner & Company for 25 participants for the 2016-2017 plan year.
- Performed administrative requirements to meet legal compliance in regard to the Family Medical Leave Act (FMLA). Processed 8 notifications for employees.
- Performed administrative requirements to meet legal compliance in regards to the Consolidated Omnibus Budget Reconciliation Act (COBRA) for 1 COBRA participant.
- Documented and monitored sick leave usage.

ELECTIONS

- Coordinated placement of 169 employees for August Primary Election (144 workers and 25 on initial stand-by list)

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: July 15, 2016

FROM: Kendall Klingelsmith, CPRP, Director of Parks, Recreation and Senior Citizen Services

KL

SUBJECT: Monthly Operations Report for June 2016

PARKS & RECREATION:

PARK RESERVATIONS

Amphitheatre	2
Gazebo	1
Central	8
Lakeview #1	12
Lakeview #2	9
Ramona #1	7
Ramona #2	5
Westfield	7
Grain Elevator	8
Schrier	13
Stuart Manor	1
Hayloft	4
Total:	77

PARKS & RECREATION:

Ramona Park Total	9469 Citizens
Boat Rentals	136 Rentals

EVENTS:

Hike to a Concert	80 Participants
Glen Miller Orchestra	600 Participants
Haverhill Party in the Park	140 Participants
Nature Discovery Bike Ride	Information not available at time of submission
Wildlife Neighbors	Information not available at time of submission

SENIOR CITIZEN SERVICES:

ATTENDANCE AND ACTIVITIES

Total participations for the month of June were 2,870 with a daily average of 119 (24 days).

MEMBERSHIP

Total active memberships for the month of June were 1,289. There were 29 new members who signed up in June, and 139 membership renewals.

VOLUNTEERISM

Total numbers of PSC volunteer hours for June were 1,771 representing the contributions of 121 volunteers whose combined work is valued at over \$38,582.

JUNE PROGRAM HIGHLIGHTS

- Several new programs were introduced – Coloring, Coffee & Conversation and TED Talks.
- A Chair Volleyball tournament was held with residents from Heritage Community of Kalamazoo.
- Programs in partnership with Bronson Hospital continued with “Heart Healthy Grilling” and “Ins and Outs of Medicare.”
- A New Member Breakfast was offered with over 40 people attending. This continues to be a successful way to introduce new members to the PSC and get them engaged in programs.

TRAVEL PROGRAM

- Total Participation for travel was 131. There were two trips in June, *Starting Over on U.S. 12* and *Jewel of Joliet*.

FUNDRAISING

Income for the month of June was \$4,943 and includes transportation donations, memberships, and fundraising.

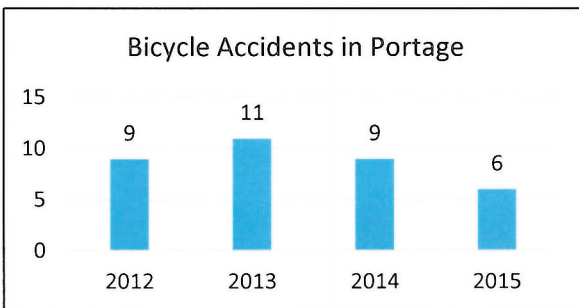
OTHER SENIOR CENTER HIGHLIGHTS

- PSC staff organized and hosted a Volunteer Recognition Open House that was attended by over 80 volunteers and staff.
- The PSC hosted the June meeting of the Kalamazoo County Advocates for Senior Issues (KCASI) with over 70 in attendance.
- A Peer Reviewer from the National Council on Aging visited the PSC as a final step in the accreditation process. The visit ended with the PSC being recommended for full accreditation.

TO: Laurence Shaffer, City Manager**DATE:** July 18, 2016**FROM:** Richard J. White, Public Safety Director – Police/Fire Chief *RJW***SUBJECT:** Monthly Report for June 2016

According to the latest statistics from the Pedestrian and Bicycle Information Center, over 726 people lost their lives in bicycle/motor vehicle crashes in 2014, just under two people every day in the United States. The number of bicyclist injuries in 2014 was estimated to be 50,000 (up from 48,000 in 2013), with nearly one-third of all injuries caused when bicyclists are struck by cars. “Most car/bike collisions occur at intersections and driveways when motorists or bicyclists are turning.”

In Portage, six bicycle-related accidents occurred in 2015. The graph below depicts the number of bicycle-related accidents in Portage during the last four years.



Some basic safety tips to prevent bicycle-related accidents include the following.

First and foremost, everyone riding bicycles should wear a helmet. Wearing a bike helmet is the most effective safety measure in reducing head injuries and fatalities from bicycle crashes.

Additionally, bicyclists should:

- Follow the rules of the road; obey traffic signs, signals, and lane markings.
- Ride with the flow of traffic, not against it.
- Use appropriate hand signals when stopping and turning. Be mindful of traffic approaching from the rear when turning left.
- Stop and look in all directions for oncoming vehicles before entering a street or crossing at an intersection.

Bicycles have the same right to the roadway as any other vehicle and should be treated accordingly. Drivers of motor vehicles should yield to bicyclists as if they were a motorist, pass a bicyclist with caution only when it is safe to do so and, when driving near a bicyclist, leave enough space in case the cyclist falls. Additionally, drivers should look for bicyclists before making a left or right turn.



POLICE DIVISION STATISTICAL SUMMARY

Police Incidents Dispatched:	1,988
Fire Incidents Dispatched:	432
Gun Registrations:	111
Warrants Obtained:	105
Expressway Incidents Handled:	113
9-1-1 Calls Received	2,694

ARRESTS

Total Adult Arrests: 301

Major Charges:

- Aggravated/Felonious Assault-Family
- Kidnap Adult
- Resisting Officer
- Operating/Maintaining a Meth Lab

Total Juvenile Arrests: 22

Major Charges:

- Burglary-Forced Entry
- Aggravated/Felonious Assault
- Illegal Use of Credit Card
- Assault & Battery

MAY CRIME STATISTICS

Violent Crimes:	76
Non-Violent Crimes:	379

Reported Crimes - May 2016 Compared to May 2015:

Part I Crimes:	- 2.7%
Part II Crimes:	- 6.3%

Year-to-Date Comparison:

Part I & II Crimes Total YTD: -11.1%

TRAINING

Topics: Proactive Response to Violent Intruder Events
Officer-Involved Shootings
Police Cyclist Course
Use of Force Decision-making

VOLUNTEER HOURS

June:	91
YTD:	607

EMPLOYEES INJURED

June:	0
YTD:	8

FIRE DIVISION STATISTICAL SUMMARY

Calls for Service		Count
Fire		12
Overpressure Rupture		4
Rescue & Emergency Medical Service Incident		229
Hazardous Condition (No Fire)		17
Service Call		52
Good Intent		95
False Alarm and False Call		21
Special Incident Type		1
Total Calls		431
Total Property Loss		\$199,530.00

Inspections		Count
Annual Attempt & Inspection		242
Reinspection Attempt & Inspection		16
Key Box		0
Fire Protection Inspection/Plan Review		10
Plan Review		24
Campfire Permit and Inspection		30
Final or Move-in		4
FOIA		1
Other		8

Auto/Mutual Aid		Count
Automatic Aid Received - Comstock		1
Mutual Aid Received - Comstock		2
Automatic Aid Given - Comstock		1
Mutual Aid Given - Comstock		2
Automatic Aid Given - KDPS		1
Mutual Aid Given - South County		1
Mutual Aid Received - Pavilion		1
Mutual Aid Given - Pavilion		1

Public Education	Adult	Child
Car Seats	26	17
Hands Only CPR	9	
Public Relations	1	1
Lecture Demo	36	130
		Installed
Car Seats		25

Training		Count
Vehicle Extrication		15
Confined Space Operations		31
Standpipe Operations		25
HazMat Operations		33
EMS - Mental Wellbeing		30

SIGNIFICANT EVENTS – JUNE 2016

Portage Fire assisted Oshtemo Township on June 4 with a multiple vehicle accident with entrapment. On-scene crews extricated multiple victims and stabilized hazards on vehicles.

Fire units responded to a house fire in the 1400 block of West Centre on June 5. The lone occupant was outside, suffering from smoke inhalation. The fire was contained to the upstairs bedroom and was extinguished within ten minutes. Damages were estimated at \$11,000. The occupant was treated by the responding ambulance.

On June 8, police and fire units were dispatched to the intersection of South Westnedge Avenue and Romence Road. A semi-tractor trailer had snagged an overhead power line, resulting in two telephone poles and power lines being pulled down into the roadway. Power was lost to several businesses, and traffic signals in the area went out. South Westnedge was closed for approximately two hours while telephone poles were set up and power lines repaired.

Fire units were dispatched to the 1000 block of Schuring Road on June 14 for a house fire. The home was filled with smoke from a fire in the front living room. The fire was quickly extinguished, and no injuries were reported during the incident. Damage was estimated at \$105,000. The Fire Marshal determined the fire started in the living room, where a 12-year-old male was smoking homemade cigarettes on the couch with his friend. The male subject left, and, upon his return, the house was on fire. This fire was started by carelessly discarding smoking materials.

Fire and police units responded to an accident involving two semi-trucks in the 6600 block of South Westnedge. Upon arrival, fire crews determined one occupant received minor injuries, but diesel and oil were leaking from the trucks. Northbound South Westnedge was closed for an hour while the semis were removed and the spill contained.

An alarm was received from a sporting goods store. Although officers arrived within seconds, the suspects were already gone. It appeared the suspects threw a rock to break a window and gain entry. Four suspects were seen on the video system entering and removing clothing and knives from the store. Detectives later identified the suspects, and charges are pending.

Fire units were dispatched to a garage fire on Monticello. Heavy smoke and fire was coming from the unattached garage, and minor “explosions” could be heard. The homeowner stated that there was ammunition in the garage, along with gasoline, vehicles, and other heavily flammable materials. Firefighters entered the structure but withdrew when the roof trusses began to lose integrity and a partial collapse of the roof occurred. The fire was extinguished from the exterior. Fire crews were on scene for approximately two and a half hours. The cause of the fire is under investigation by the Fire Marshal, and the estimated loss value is \$80,000. No injuries were reported.

A Portage bank reported that a male subject was attempting to obtain money by using a fraudulent credit card number. The bank also reported that the same subject had been at a different branch earlier in the day. Officers and detectives waited in the area for the subject to leave the bank. The subject was eventually detained. Several additional credit cards were found

in the subject's possession, and detectives determined that the credit cards were fraudulent. The suspect, from the Chicago area, was arrested and charged with two counts of Possession of a Fraudulent Financial Transaction Device.

Officers responded on several vehicle burglaries at two fitness centers. The vehicles were forcibly entered while the owners were exercising. Similar thefts have been reported throughout the county, and officers are following up on possible leads.

Reports were received from six people regarding unauthorized charges on their debit/credit cards. All six victims are members of the same financial institution. The unauthorized charges consistently occurred at a specific national chain pharmacy, as well as other businesses in Kalamazoo County. Portage detectives are working closely with the financial institution and the pharmacy to determine how the debit/credit card numbers were obtained. During the investigation, detectives learned that the Kalamazoo County Sheriff's Office is investigating similar reports. Portage detectives are working with Kalamazoo detectives as the investigation into the identity of the suspects continues.

SPECIAL ACTIVITIES

During the summer break, the school resource officers spend most of their time on bicycle, patrolling apartment complexes, neighborhoods, shopping areas, and the city's extensive trail system. The officers make contact with citizens and businesses while patrolling.



On June 4, Portage Fire participated in the "Talon's Out" event at the Kalamazoo/Battle Creek International Airport, providing an aerial apparatus to assist with the display of the flag. Talon's Out is the southwest Michigan hub for the national Honor Flight Network, whose mission is to transport American veterans to Washington, D.C. to visit those memorials dedicated to honor the service and sacrifices of themselves and their friends.

Bike patrol unit members provided assistance and participated in several community rides. Two of the rides included a silent ride for all those lost to bike crashes and a ride/escort for Lance Armstrong in connection to the recent bicycle fatalities in Kalamazoo.

RJW:JMH:jh

TO: Laurence Shaffer, City Manager

DATE: July 15, 2016

FROM: Rod Russell, Director of Public Services



SUBJECT: Monthly Operations Report for June 2016

STREET MAINTENANCE ACTIVITIES

- Installed fencing at Celery Flats Interpretive Center to separate pond from playground
- Removed trees for relocation of Portage Creek Bicentennial Park trail
- Began removal of stumps for relocation of Portage Creek Bicentennial Park trail
- Hauled millings to relocation of Portage Creek Bicentennial Park trail
- Durapatched major and local streets
- Swept streets that were Durapatched
- Durapatched deteriorated section of trails at Lexington Green Park
- Applied crack sealing material to major & local streets
- Removed a large oak tree that was leaning across Mandigo Avenue (ready to fall)
- Removed tree limbs at dead end of East Shore Drive
- Removed a fallen tree at Portage and East Milham and at Lakeview
- Removed a fallen tree from Magellan Court and another from Bishop Avenue
- Removed a fallen limb on Lansing
- Repaired damaged sidewalks and curbs
- Repaired damaged and faded street signs
- Repaired deteriorating hot mix asphalt curbs
- Removed debris from DPS facility retention pond
- Provided mechanic support in the wiring of a new trailer
- Cleaned the DPS facility equipment bays
- Installed and removed American flags for Flag Day on 6/14/16
- Replaced hot mix asphalt at concrete repair sites
- Removed accident debris from the streets
- Repaired storm basin on Schuring Road
- Helped with removal of logs from compost site
- Repaired a utility patch on East Shore Drive
- Added concrete spillway to Angling Road
- Hired contractor to paint traffic lines on major streets
- Supported the Paint the Plow program with Portage Public Schools by moving and placing the completed plows for public viewing and created an online voting site
- Supported the Epilepsy Walk at Celery Flats Historic Area on 6/4/16
- Supported the Transportation & Utilities Department ribbon cutting ceremony for Martin Luther King Drive on 6/6/16
- Supported the Public Safety Department with a vehicle mishap on S. Westnedge on 6/8/16
- Supported the Transportation & Utilities Department in set-up for road closure on West Centre & Shaver on 6/10/16

- Supported the Transportation & Utilities Department by supplying an operator and mini-excavator for removal of sidewalk on West Centre on 6/14/16

Weekly Curbside Recycling Program - The following summarizes total weights of recyclable materials collected during the month of June 2016 as well as Fiscal Year-to-Date totals:

WEEKLY CURBSIDE RECYCLING PROGRAM COLLECTION SUMMARY
TOTAL WEIGHT OF RECYCLABLE MATERIALS COLLECTED

Date	Fiber Collected (tons) (Paper/Cardboard)	Rigids Collected (tons) (Glass/Plastics)	Single Stream Recycling (tons)	Totals (tons)
June 2016	0	0	210.87	210.87
FY 2015-16	161.25	73.9		2,116.39

Note: There were 27 new requests for recycling services in the month of June.

PARKS MAINTENANCE ACTIVITIES

- Supported six cemetery interments and three lot showings
- Poured and restored cemetery headstone foundations
- Mowed grass at city owned properties
- Prepared softball fields for league games
- Installed flower holders in City Centre
- Removed trash from the park properties
- Removed debris from the trail system
- Prepared facilities for upcoming rentals
- Repaired broken lights in the park facilities
- Repaired broken split rail fencing
- Removed graffiti from Lexington Green Park
- Removed a fallen tree from Woody Noll wood chip trail
- Removed tree limbs from Schrier Park and Westfield Park
- Removed a fallen tree at Oakland Drive Park
- Repaired irrigation system leaks
- Repaired broken water fountains
- Added top dirt and grass seed at Central Park
- Added wood chips to the Lexington Green playground
- Power washed seats at Amphitheater
- Installed wind blocking mesh at Ramona Park pickleball courts
- Installed two bleachers at Ramona Park pickleball court
- Trimmed brush on Millennium Park Trail
- Cleaned DPS facility equipment bays
- Installed borders for volleyball court at Harbors West Park
- Mowed tall grass and weeds in city right-of-ways
- Removed debris from Millennium Park pond water pump & Trail Head fountain
- Trimmed brush and tall grasses on Portage Creek Bicentennial Park Trail

- Fixed restroom toilet and sink problems
- Removed two fallen trees from Shaver/Melody Bikeway
- Repaired malfunctioning garage door at Ramona Beach House
- Repaired broken playground equipment at Portage Creek Bicentennial Park
- Painted faded light poles at Schrier Park
- Trimmed dead branches from trees at Schrier Park
- Installed water fountain in Millennium Park pond
- Hired contractor to fix water re-circulation pump at Millennium Park
- Hired contractor to power wash playscape at Ramona Park
- Hired contractor to remove graffiti from Portage Creek Bicentennial Park Trail and Northwest Bikeway
- Hired contractor to paint tennis and pickleball courts at Oakland Drive Park
- Hired contractor to replace restroom door at Haverhill Park
- Hired contractor to repair metal supports at pavilion in Portage Creek Bicentennial Park
- Supported the Epilepsy Walk at Celery Flats Historic Area on 6/4/16
- Supported the Hike to a Concert at Eliason Nature Reserve on 6/4/16
- Supported the People's Food Coop at Portage Senior Center on 6/5, 6/12, 6/19, & 6/26/16
- Supported HMP Event at Central Park on 6/17/16
- Supported skate camp at South Westnedge Park from 6/20-23/16
- Supported the search for a lost 12-year child on Portage Creek Bicentennial Park Trail on 6/21/16
- Supported Haverhill Party in the Park on 6/22/16

FLEET & FACILITIES DIVISION

The Fleet & Facilities Division generated 159 work orders for the month of June 2016. A total of \$11,203.88 was spent on billable labor hours while the parts costs were \$16,930.28. The outside contracted work was \$17,750.30.

June 2016	June 2015	
159	133	Work Orders
\$16,930.28	\$6,548.77	Parts Cost
\$11,203.88	\$10,682.77	Labor Cost
26	16	Preventative Maintenance (P.M.) Work Orders Completed
\$132.60	\$94.47	Average Cost per P.M
\$3,447.69	\$1,511.58	Total P.M. Cost
\$5,249.43	\$0.00	Contracted Repairs-Body & Painting
\$17,750.30	\$6,123.28	Contracted Repairs (Not Including Body & Paint)
\$4,035.61	\$15,614.31	Building Renovations

BUILDING MAINTENANCE

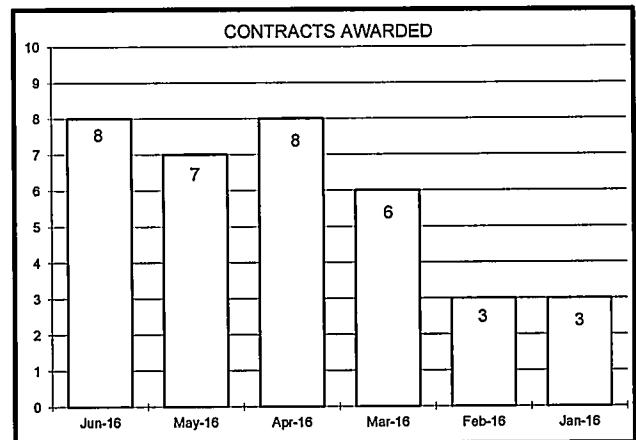
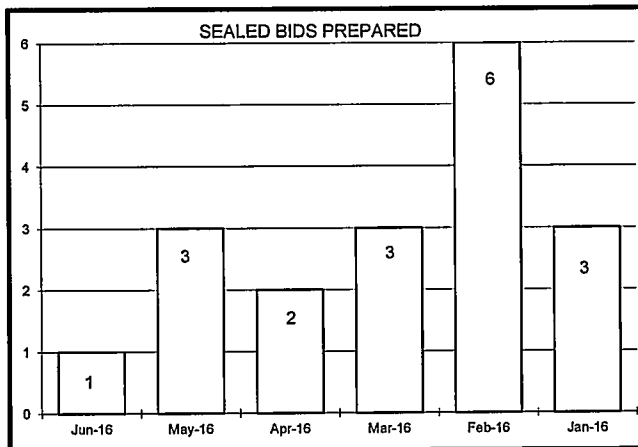
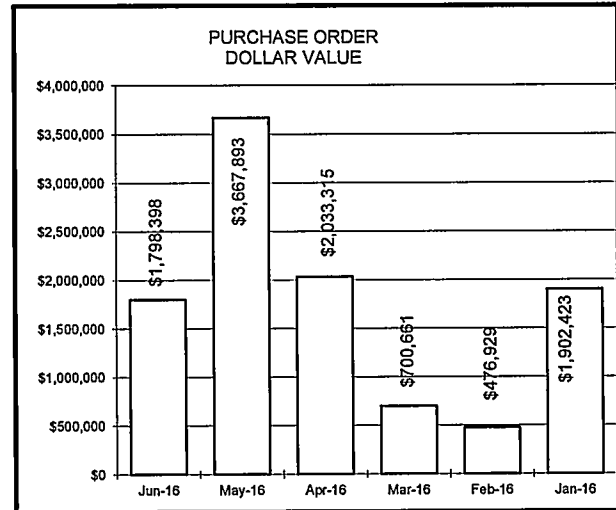
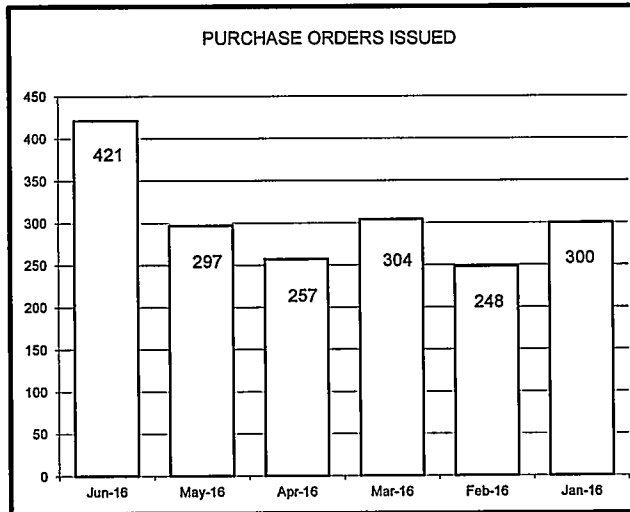
1. Custodial Operations
2. City Hall, Police, and Senior Center support services

TO: Laurence Shaffer, City Manager

DATE: July 1, 2016

FROM: Rob Boulis, Deputy City Manager

SUBJECT: Purchasing Monthly Report - June 2016

**SEALED BIDS OPENED / CONTRACTS AWARDED**

Bond Counsel and Financial Services

Laser Scanner

Major & Local Street Mill & Fill Asphalt Repair

Garden Drive Bikeway Repair

New World System Software Maintenance

Road Safety Systems

Garden Lane #3 Pump & Motor Replacement

Zylman Avenue Sanitary Sewer Lift Station Improvements

SEALED BIDS PREPARED

Traffic Signal Improvements

- Six new claims were filed with MMRMA, no claims were settled.
- Purchasing staff added 16 new vendors to the purchasing software vendor file.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: July 21, 2016

FROM: Devin Mackinder, Director of Technology Services & Community Marketing



SUBJECT: Department Monthly Report – June, 2016

The following summarizes some of the public information and technology activities for the month of June.

Cable Access

Continued administration of the Cable Communications Franchise Agreement with Charter Communications, AT&T and the Cable Television Access Agreement with Public Media Network:

Significant Activities:

- Continued taping various special programs (HMP, PSI, Lunch & Learn, etc.)
- Continued working with Director Haasch on emergency broadcast protocols
- Several audio/video issues continue. Continue working with PMN to resolve

Internet/Intranet Web Site

Continued with daily updates to city Internet and Intranet web sites as well as preparing for future updates and upgrades and compiling monthly statistics.

Significant Activities:

- Researching municipal website development vendors for updating the city internet/intranet sites to make them more user/mobile friendly.

Telecommunications

- Completed the Fibertech ROW permit process
- Completed reviewing the Network Utility Authority request
- Began working on the Mobilitie ROW permit process

Contract Administration

- Working on the SAFARI Montage training system contract
- Working on the Papervision electronic document management contract renewal
- Working on the IP Consulting contract for additional phone licenses

Information Technology

Continued with several technology projects, supervising Technology Services Department staff and researching new technology opportunities that work toward city goals of providing efficient and cost-effective services.

Significant Activities:

- Continued working with the City of Kalamazoo new IT director on connecting fiber
- Continued PortageAlert mass notification system for emergency initiatives
- Continued updating the Firehouse application to .net
- Continued researching city website rebuild vendors
- Continued investigating options for upgrading the decades-old multi-mode fiber ring
- Continued implementation of the ADP time and attendance system
- Continued researching various new technologies
- Continued researching posting live snow plow location tracking on the city website
- Continued researching new citywide keyless entry and camera system project
- Continued new World system migration
- Continued implementing the new Streets work order system
- Continued conversation with Portage Public Schools to access school cameras
- Continued working on a new GIS layer for fiber assets
- Continued installation of Jabber and IM phone system capabilities
- Continued developing plan for backup storage replacement and expansion
- Continued replacement of several inoperable surveillance cameras
- Completed development of a Parks Facebook page
- Began researching federal and state requirements for unmanned aircraft system
- Began assisting Parks with identifying a comprehensive parks management software
- Began developing storage solution for Public Safety body worn cameras

Marketing Activities

- Continued oversight and management of all city marketing activities
- Continued Branding support initiatives

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: July 22, 2016

FROM: W. Christopher Barnes, Director of Transportation & Utilities 

SUBJECT: Transportation & Utilities Department Monthly Report for June 2016

The month of June 2016 was a busy month for both Transportation & Utilities staff and the Suez Environmental staff. As to the Suez Environmental operations, emphasis during the month continued to be directed at ensuring the various activities related to the utility operation were being completed professionally and in a manner to ensure that service levels committed to under the Suez Environmental contract with the city are completed in a timely manner.

Major accomplishments involving the Suez operations during the month include:

1. Inspections continued on sewer lift stations and water wells. During June, 607 inspections were made by Suez personnel.
2. Suez personnel received 25 customer service calls during June.
3. Suez personnel responded to 22 after-hour panel alarms as indicated on the SCADA control panel monitoring the city's water and sanitary sewer facilities.
4. Approximately 216 million gallons of water were produced/pumped during June. Production averaged around 7.2 million gallons of water per day during the month. Seven hundred forty-six water quality analyses were completed during the month.
5. Five new meters were installed and no new service leads were required to be tapped during the month of June.
6. Miss Dig stakings were completed at 477 locations.
7. One water main break occurred during the month of June at 2409 Ridgefield Drive.
8. Suez personnel cleaned a total of 37,765 feet of sanitary sewer main and inspected and cleaned 180 manholes.

In the transportation and utility areas, the following activities in June were either completed or ongoing at month's end.

1. Review of new development plans from a transportation and utility standpoint continued during the month. Five development and building plan were reviewed.

2. The city and Suez Environmental are currently in the 5th year of a five-year contract renewal approved by City Council on December 6, 2011. The Utility Contract Administrator was very busy overseeing the Suez Environmental operations, addressing customer concerns, inspecting public and private utility construction and inspecting city-owned stormwater and utility facilities. Recent focus by Suez has been sanitary sewer cleaning and maintenance on the water utilities. Lead and copper testing at no cost to Portage utility customers has continued through the month with the Utility Contract Administrator managing the program. Approximately 70 samples have been analyzed. No samples contained lead levels above 1 parts per billion (ppb). The USPEA action level is 15.0 ppb. The program is scheduled to run through the end of July.
3. The Traffic Engineering section was very active during the month of June investigating complaints/concerns regarding operation of traffic signals, performing traffic volume/accident analyses and reviewing new streetlight installations. Traffic counts for a traffic speed study for the Lake Center area of Portage Road and Centre Avenue were completed and submitted. The results indicate that posted speeds on Portage Road are enforceable and speed limits on Centre Avenue warrants changes. Much effort was expended on analysis and modifications for traffic operations city-wide and traffic analysis for the various traffic signal installations scheduled for 2016 and oversight of the Lovers Lane CMAQ project, South Westnedge Avenue / Romence Road Safety project, and South Westnedge Avenue / Kilgore Road area.
4. Beginning in 1994, the city has administered a Stormwater Retention Basin and Stormwater Outfall Testing and Monitoring. Annual results showed declining groundwater table levels throughout the city along with stable storm water monitoring results. Report finalized and received in November 2013. Annual results indicate a 1 to 3 feet decrease in groundwater table since 2012, but generally a 6-inch increase due to recent rainfall. New “request for proposals” were solicited in February with proposals received on April 16, 2014. The low bid in the amount of \$22,756.04 for 2014 to 2018 was awarded to Nova Consultants on April 29, 2014. Sampling was completed in July and December. No new developments.
5. In association with the Community Development Department, staff prepared a “Request for Proposals” for consultant services to update the Storm Water Design Criteria Manual and the Sensitive Land Inventory Map. Proposals were received in January 2010 and reviewed by staff. City Council awarded a contract to Fishbeck, Thompson, Carr, and Huber in the amount of \$45,000 to complete the project. Sensitive Land Inventory is complete. Draft storm water manual submitted to staff by the consultant for staff review. Final approval is pending changes to the city stormwater discharge permit issued by the State of Michigan.
6. City traffic signal maintenance is performed under contract to a specialized electrical traffic signal contractor. City staff initiated a new bid package for traffic maintenance with bids received July 23, 2015. Sole bid in the amount of \$176,300 submitted by Severance Electric. City Council approved on August 11, 2015. Severance Electric, Inc., began new contract on September 1, 2015. Recent work has focused on fiber optic signal interconnection maintenance, bulb replacement and controller upgrades.

Implementation of the Capital Improvement Construction Program was also an ongoing activity as the construction season was completed. Accomplishments during the month of June included the following:

1. In August 2015, the City Administration was awarded \$195,000 by the State of Michigan for the implementation of a Storm Water Basin Asset Plan. The plan will provide an assessment of the functionality and operation of the 73 city-maintained storm water basins. Engineer proposals were received on January 15, 2015. Nine proposals were received. After review, it was determined that three of the proposals best matched the needs of the city. Appointments were scheduled in March to interview the three firms and select the top proposal. On March 24, 2015 City Council awarded the contract to Hurley & Stewart, LLC, in the amount of \$209,000. Work is ongoing.
2. In September 2014, the city was awarded \$300,000 in Congestion Mitigation and Air Quality (CMAQ) federal funding for the upgrade and interconnection of traffic signals on Kilgore Road from Woodmont Drive to Lovers Lane and from Lovers Lane to East Centre Avenue. The project will incorporate coordinated signal timing and video detection into the city traffic operation scheduling. Engineering proposals were received on January 15, 2015. An award to Abonmarche Consultants in the amount of \$33,480 was approved by City Council on February 10, 2015. Design work is complete and the project has recently been obligated with FHWA funding. Bids opened by in December 2015. Low bid submitted by Severance electric in the amount of \$388,447. Construction began April 1, 2016 and is substantially complete.
3. The 2015-16 Capital Improvement Program includes a project for the reconstruction of East Osterhout Avenue from South Westnedge Avenue to Portage Road. In addition to the road reconstruction on East Osterhout Avenue, improvements will also include localized storm drainage improvements, necessary curb and gutter or paved shoulder replacement/repair, and lawn restoration as appropriate. This project will be designed to include “complete street” enhancements including widened bike lanes as part of the “Natural Place to Move” initiative. The city received consultant proposals for the necessary engineering services from six consultants on August 11, 2015. On August 25, 2015, City Council awarded the contract to Abonmarche Consultants, Inc., in the amount of \$62,905. Engineering is complete. Bids were received on February 25, 2016. Local bid of \$833,533 was submitted by Michigan Paving & Materials and awarded by City Council on March 22, 2016. Construction began April 18, 2016. Tree Removal and drainage structure installation is complete. Driveway and curb/gutter installation is complete. Paving is completed. Project restoration is ongoing.
4. The 2015-16 Capital Improvement Program includes a project for the reconstruction of Portage Road from Romence Road Parkway to East Milham Avenue. This project is included in the 2016 Kalamazoo Area Transportation Improvement Program (TIP) and will be bid by the Michigan Department of Transportation. Improvements include widening from four to five lanes from Ramona Avenue to approximately 500 feet north, necessary concrete gutter repair and storm drainage improvements as needed. The project also includes the design of a non-motorized trail along the east side of Portage Road from Romence Road Parkway to East Milham Avenue, utilizing trail easements

granted to the city by the Air Zoo and Kenco Logistics Company. The city received consultant proposals for the necessary engineering services from five consultants on August 4, 2015. On August 25, 2015, City Council awarded the contract to Wightman & Associates, Inc., in the amount of \$67,300. Engineering is complete. Bidding by MDOT completed March 4, 2016. Construction began April 25 with lane widening, trail construction and asphalt base course completed. Final asphalt and lane striping completed in June.

5. The 2015-16 Capital Improvement Program includes projects for the reconstruction of three Major Streets:

- Constitution Boulevard from Romence Road to Milham Avenue
- South Westnedge Avenue from Shaver Road to East Centre Avenue
- East Centre Avenue from Shaver Road to South Westnedge Avenue

In addition to pavement resurfacing, these projects also include Americans with Disability Act (ADA) upgrades, curb and gutter replacement as needed, the replacement of median landscaping with stamped concrete and installation of traffic signal fiber optic cable through an existing conduit located in the median of Constitution Boulevard and enhanced pedestrian crossings for all projects. The city received consultant proposals for the necessary engineering services from six consultants on August 20, 2015. Low bid in the amount of \$87,950 was submitted by Paradigm Design. City Council approved a contract to Paradigm Design on September 8, 2015. Engineering complete. Bids received in March and the low bid was submitted by Rieth Riley in the amount \$819,169.15. City Council awarded a contract on March 22, 2016. Construction began June 13, 2016 with replacement of railroad crossing on West Centre Avenue. West Centre and South Westnedge Avenue are complete. Constitution to begin in July.

6. The 2015 -16 Capital Improvement Program includes a project for a Local Street Neighborhood Calming Program. A budget of \$10,000 was established for professional services and the remaining \$15,000 will be used for implementation of the program. The city received letter proposals from six consulting firms on August 11, 2015 and has chosen to award the project to OHM in the amount of \$10,000 based on experience and their proposed approach to developing a project plan that will best meet the City's needs. Development of the program is underway. Draft Program under review.
7. The 2015-16 Capital Improvement Program includes the design and construction of new traffic signals and associated street improvements on West Centre Avenue at the intersections of Old Centre Road and Cooley Drive. Included in the project are modifications to the existing driveways on West Centre Avenue within the influence of the Greenspire Retail Drive/Cooley Drive intersection to promote use of the new protected left-turn phase at the traffic signal and limit left turns out of driveways close to the intersection. The project will consist of the minor turn lane construction, along with sidewalk modifications to meet Americans with Disability Act (ADA) requirements. On August 11, City Council awarded an engineering contract to Abonmarche Consultants, Inc., in the amount of \$75,160. Engineering is complete. Bidding is scheduled for July.

8. The 2015-16 Capital Improvement Program includes the design and construction of new traffic signal equipment at South Westnedge Avenue and Kilgore Road and design work for the intersection of Portage Road and Lakeview Road. Proposals were received on September 10, 2015, with the low proposal of Abonmarche Consultants awarded a contract in the amount of \$46,835 on September 22, 2015. Engineering underway. Bidding scheduled for July 14, 2016.
9. The 2015 - 2016 Capital Improvement Program was awarded on September 22, 2015 to include the traffic signal replacement at South Westnedge Avenue and Romence Road. As part of a federal safety program, \$261,000 of federal grant monies was secured for the project. On September 22, 2015, City Council awarded a contract to Abonmarche consultants in the amount of \$47,840 for engineering design and construction administration. Grade inspection completed for January 13, 2016 with MDOT. Bidding set for September 2016.
10. The 2015 – 2016 Capital Improvement Program includes a project for installation of sanitary sewer and replacement of water main on South Shore Drive, South Westnedge Avenue to West End Drive. The sanitary sewer portion of the project is scheduled to be financed using property owner special assessments in addition to utility bonding. Special Assessment Resolution 1 was adopted by City Council on November 3, 2015. Special Assessment Hearing Resolution No. 2 was adopted by City Council on November 17, 2015 and an engineering contract to Midwest Civil Engineering in the amount of \$42,500 was approved. Special assessment Resolution No. 5 approved on February 9, 2016. Bids received in March. Low bid submitted by Balkema Excavating in the amount of \$481,463.06 was awarded on April 12, 2016. Construction began in May with sanitary sewer installation underway. Water main and sanitary sewer installation are completed. Final paving and restoration are underway.
11. In July 2015, City Administration began discussion as to the requirements necessary to convey Martin Luther King, Jr., Drive (MLK) to the City of Portage as a public street. Stakeholders meeting was held on November 9, 2015 to discuss financing and construction costs. On December 15, 2015 a development agreement, special assessment Resolution No. 1 and land division of MLK were all approved by City Council. A contract agreement in the amount of \$19,500 was processed with Wightman & Associates for design engineering. Special assessment Resolution No. 2 and No. 3 were approved in January 2016. Resolution No. 4 is scheduled to be approved at the February 9, 2016, meeting. Resolution No. 5 scheduled for a public hearing on March 22, 2016. Bids received on February 25, 2016 with the low bid received from Hoffman Bros. in the amount of \$379,920. City Council approved Resolution No. 5 and the low bid on March 22, 2016. Construction began April 4. Curb and gutter, water main and sanitary sewer installation along with base pavement completed. Final paving scheduled for June 2. Ribbon cutting ceremony held June 6. Project is complete.
12. The 2015 – 2016 Capital Improvement Program includes a project for the reconstruction of local streets at various locations. The project consists of pavement repair, miscellaneous curb and sidewalk replacement and construction of sidewalk connections in accordance with the city's "complete street policy." Project consists of 37 local

streets. The low bid of \$1,639,086.77 was awarded to Rieth Riley Construction Company on April 12, 2016. Phase I began in the Westfield neighborhood and is complete. Construction is ongoing and underway in the Phase II area (Bratcher Street, Cornell Street, Keystone Street) with paving to be completed in July.