

7:30 p.m. Call to Order.

Invocation: Father Stan Witek of St. Catherine of Siena Catholic Church.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Light Your Fire, Live Above the Influence of Substance Abuse.

A. Approval of City Council Meeting Minutes.

1. Regular Meeting Minutes of July 26, 2016.
2. Committee of the Whole Meeting Minutes of July 26, 2016.
3. Pre-Council Meeting Minutes of August 8, 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 August 9, 2016 as presented.

D. Public Hearings:

1. Communication from the City Manager recommending that City Council:
 1. adopt Resolution No. 2-16 creating Industrial Development District No. 91 for 7171 Portage Road, and
 2. adopt Resolution No. 3-16 setting a public hearing on August 23, 2016 for two Industrial Facilities Exemption Certificates for real property investments in the estimated amount of \$100.4 million within Industrial Development District No. 91.

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

1. Communication from the City Manager recommending that City Council authorize the purchase of 28 vehicles and pieces of equipment as noted below through the State of Michigan MiDEAL and the National Joint Powers Alliance purchasing programs at a total cost of **\$1,169,958.64** and authorize the City Manager to execute all documents related to these purchases on behalf of the city.
- * 2. Communication from the City Manager recommending that City Council authorize the sole-source purchase of a 107-foot Pierce Ascendant fire apparatus to replace a 2001 Sutphen 110-foot platform aerial apparatus at a total cost of \$905,300 from Pierce Manufacturing of Appleton, Wisconsin, authorize the sale of the existing 2001 Sutphen 110-foot platform aerial apparatus and authorize the City Manager to execute all documents related to these actions on behalf of the city.
- * 3. Communication from the City Manager recommending that City Council approve the three-year Verizon Wireless Master Price Agreement with five, one-year renewal options under the new State of Michigan MiDEAL cooperative purchasing program pricing for the continuation of wireless communications in the annual amount of \$25,375.20 and authorize the City Manager to execute all documents related to this action on behalf of the city.
- * 4. Communication from the City Manager recommending that City Council approve the Preliminary Condominium Subdivision for Copperleaf (Phase II), 3800 West Milham Avenue and 5710 Angling Road, subject to the condition outlined in the July 15, 2016 Department of Community Development staff report regarding submittal of the detailed engineering drawings for the public infrastructure improvements.

G. Communications:

1. Communication from the Mayor recommending that City Council appoint a member of Council to the Gourdneck Lake Governmental Lake Board to fulfill the City of Portage official position.
2. Communication from Public Media Network Executive Director Harry S. Haasch.
3. Notification from the Michigan Municipal League regarding the Annual Meeting.

a) Communication from the City Manager regarding the Michigan Municipal League Annual Meeting Notice - Local Designee.

H. Unfinished Business:

* I. Minutes of Boards and Commissions Meetings:

1. Senior Citizen Advisory Board of May 18 and June 15, 2016.
2. Historic District Commission Regular of July 6 and Historic District Study Committee of July 6 and 14.
3. Zoning Board of Appeals of July 11, 2016.
4. Youth Advisory Committee of July 12, 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. Wednesday, August 10, 7:00 p.m., Environmental Board, City Hall Room No. 1.
- b. Wednesday, August 17, 2:30 p.m., Senior Citizen Advisory Board, Senior Center.
- c. Thursday, August 18, 7:00 p.m., District Library Board, Portage District Library.
- d. Thursday, August 18, 7:00 p.m., Planning Commission, Council Chambers.

* N. Materials Transmitted.

- * 1. Materials Transmitted of July 22 and 26, 2016.

Adjournment.



City of Portage Proclamation

Light Your Fire, Live Above the Influence of Substance Abuse Proclamation

WHEREAS, alcohol, other drugs and violence among youth is a serious concern; and

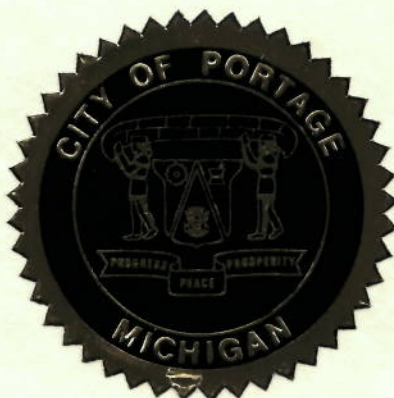
WHEREAS, the Youth Action Team of the Kalamazoo County Substance Abuse Task Force puts forth efforts in their homes, schools and community to prevent substance abuse by teaching and practicing healthy behaviors at the Youth Summit, Sticker Shock to prevent under-age drinking and community education campaigns; and

WHEREAS, the Light Your Fire Youth Summit will be held at the Kalamazoo Radisson on Tuesday, August 16th for 100+ teenagers and adults to celebrate a drug-free lifestyle; and

WHEREAS, the Youth Action Team and the KCSATF will create a safe environment at the Summit for teens to find their voice and "Light their Fire" to pledge to Live Above the Influence; and

WHEREAS, at the Youth Summit and throughout this year, teens will model for parents, teachers and elected officials that Living Above the Influence of substance abuse can be achieved;

NOW, THEREFORE, BE IT RESOLVED THAT I Peter J. Strazdas, Mayor of the City of Portage, do hereby proclaim the week of August 14 – 21 as **LIGHT YOUR FIRE, LIVE ABOVE THE INFLUENCE WEEK**, and encourage Portage citizens to participate in drug and violence prevention education activities, showing our commitment to our teens and to a healthy community.



Signed this 9th day of August, 2016

Peter J. Strazdas, Mayor

CITY COUNCIL MEETING SUMMARY

July 26, 2016

ACCOUNTS PAYABLE REGISTER

- ◆ Approved the Accounts Payable Register of July 26, 2016, as presented.

REPORTS FROM THE ADMINISTRATION

- ◆ Accepted 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 adopted 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, at 7:30 p.m., or as soon thereafter as may be heard.
- ◆ Adopted the Policy for City Council Device Stipend.
- ◆ Received the communication from the City Manager regarding the June 2016 Environmental Summary Report as information only.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER

- ◆ Councilmember Ford informed Council and the audience that he twice became an uncle this morning when his sister gave birth to twins, and he extended his congratulations to her.
- ◆ Councilmember Pearson cited the FREE Big Truck Petting Zoo, Thursday, July 28, 2016, from 10:00 a.m. until 12:00 p.m., at the Portage District Library in conjunction with the Department of Public Services where kids can meet Big Truck Driver Mike and climb aboard real dump trucks, excavators, front-end loaders, and more. To get more information, he asked that people go to the Portage District Library Facebook page. In answer to Councilmember Reid, he said that he understands that there will be fire trucks at the Big Truck Petting Zoo.
- ◆ Councilmember Reid also reflected on the setting of the public hearing on the creation of Industrial Development District No. 91 for 7171 Portage Road for Pfizer earlier and complimented them on their plan for Portage. She noted that there has been a change happening in manufacturing because manufacturers are putting a lot of cost into the development of advanced manufacturing facilities that do not generate a lot of new jobs, but the jobs that are being generated are really advanced, technical or stem jobs. She said that this is different from the original concept for Public Act 198 Industrial Tax Abatements which was a way to encourage manufacturing that would result in the generation of a large number of jobs. She indicated that this change is taking place across the country in the manufacturing sector, so the benefits of this approach for the community will be considered when these tax abatement requests are presented to City Council. She also pointed out that the taxes are being abated for all of the jurisdictions in the County, and it is not just the City of Portage that will be foregoing tax revenues, so the discussion with the citizens becomes important.
- ◆ Mayor Pro Tem Ansari indicated Portage is blessed to have Pfizer Corporation and companies like Pfizer which increase the City's tax base.
- ◆ Mayor Strazdas gave praise to the Administration for bringing the Glen Miller Band to the Overlander Bandshell through the Summer Series on July 5, 2016. He also noted that the housing values are up and he recognized that there will be criticism regarding increased traffic on South Westnedge, but this is a good problem when considering the alternative where businesses complained about the recession. He expressed his appreciation for Pfizer as a longtime industrial entity in Portage which continues to invest in the community. He indicated families and businesses are choosing Portage based on the quality of life here and praised Council, the Administration and Portage citizens for their efforts to create good quality of life in Portage.

MATERIALS TRANSMITTED

- ◆ Received the Department Monthly Reports of June 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 26, 2016

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

At the request of Mayor Strazdas, Councilmember Claudette Reid gave the invocation and City Council and the audience recited the Pledge of Allegiance led by Boy Scout Troop 255.

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 and Claudette Reid, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Councilmember Terry Urban 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 Reid, seconded by Ford, to approve the July 12, 2016 Regular Meeting Minutes. Upon a voice vote, motion carried 5 to 0 with Mayor Strazdas abstaining.

Motion by Reid, seconded by Randall, to approve the Pre-Council Meeting Minutes of July 25, 2016, as presented. Upon a voice vote, motion carried 4 to 0 with Councilmembers Ford and Randall abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Mayor Pro Tem Ansari to read the Consent Agenda. Mayor Strazdas removed Item F.1, Industrial Tax Abatement Application: Pfizer, Incorporated (7171 Portage Road), from the Consent Agenda, and Councilmember Reid asked that Item F.2, Policy for City Council Device Stipend, be removed from the Consent Agenda.

Motion by Ford, seconded by Ansari, 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 26, 2016:** Motion by Ford, seconded by Ansari, to approve the Accounts Payable Register of July 26, 2016. Upon a roll call vote, motion carried 6 to 0.

REPORTS FROM THE ADMINISTRATION:

INDUSTRIAL TAX ABATEMENT APPLICATION: PFIZER, INCORPORATED (7171 PORTAGE ROAD): Mayor Strazdas asked City Manager Shaffer for a report, who expressed his delight that Pfizer has decided to expand its footprint in Portage, and made reference to the new 98,000 square foot distribution facility and the creation of new manufacturing space for \$100 million for a total project cost of the \$140 million planned for the District. He acknowledged the role of the City of Portage in Pfizer's expansion over the next few years and their long-term manufacturing interests here, and welcomed the opportunity to collaborate with Pfizer, as a partner and community member to make sure they stay, enjoy and be successful in Portage for decades to come. He deferred to Community Development Director Vicki Georgeau for the details.

Mayor Strazdas asked for a minimum amount of details since the Council is only being asked to set a public hearing on the establishment of the District. Ms. Georgeau concurred that City Council is being asked to set a public hearing on the creation of Industrial Development District on the north end of the manufacturing campus as a required step before considering a tax abatement application. She outlined the calendar of events for the public hearings, the industrial plans and investment information.

Mayor Strazdas invited comment from Pfizer Representatives, Interim Pfizer Global Supply Kalamazoo Site Leader Robert Betzig, 5852 Stoney Brook Road, Texas Township, and Finance Director Aaron Martin, 5593 Bob White Avenue, Texas Township. Mr. Betzig indicated he has been with the company for 33 years and Aaron has been with the company for fifteen years and explained that Pfizer is going into a new direction. He said the company remains competitive around the world, spent

the last three years to become globally competitive and continues to find favor with Kalamazoo; however, he mentioned that the challenge is to stay competitive with India and China. In looking at what it takes to remain competitive, he said the company has had to look at how do we control the cost of goods in a world with world class technology? He discussed the cost of salary, benefits, and technology along with the necessity to bring in new technology advances and innovations to attract the best scientists and engineers for the jobs. He reflected upon the competitors who are constantly chasing after Pfizer and indicated that over the last ten years, the company has invested \$900 million and noted that the company has not been before City Council asking for a tax abatement and explained they have been quietly putting themselves in a competitive position. Discussion followed.

In response to Mayor Strazdas, Mr. Martin explained some of the benefits to the community with the approval of a tax abatement by addressing depreciation since the mortgage or capital invested in the property is the third largest expense on the site. Also, he said it is an expense that is difficult to impact from year to year; once you set the asset in place, it is going to be there for twenty or thirty years, so care is exercised when investing this dollar because there is a price to pay for years to come; and, he indicated that investing comes with the expectation that there will be a return over the long term. He indicated that the \$900 million investment mentioned by Mr. Betzig over the last nine or so years has been relatively quiet, but has helped pay off and put the site in a better position and value for Pfizer, Inc. Looking at that next chapter, he said there are a lot of things that this site can continue to do for Pfizer, Inc., and the community. He explained and then disclosed that City Council did not see the machinery and jobs (generated or retained) by the \$900 million already spent as mentioned by Mr. Betzig. He indicated that Pfizer is actually looking for future colleagues for Portage who wish to make a career here and it is hoped that this investment will spark interest from quality candidates and solidify the positive opinion of Pfizer as a corporate partner in the community. He summed up and responded to Mayor Strazdas that there are 2,100 colleagues in the plant areas, another 400-500 colleagues that are not part of their organization, but are lessees, and another 1,000 contractors, or roughly 3,000 colleagues and direct contract employment (and one fly-by-night). Discussion followed.

Motion by Pearson, seconded by Ansari, to 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 adopt Resolution No. 1-16 setting a public hearing on the creation of Industrial Development District No. 91 for 7171 Portage Road, on the North side of their property, on August 9, 2016, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 6 to 0. Discussion followed.

POLICY FOR CITY COUNCIL PERSONAL DEVICE STIPEND: Since she asked that this item be removed from the Consent Agenda, Mayor Strazdas asked Councilmember Reid if she would explain her concerns. In answer to her question regarding the issue of security and whether the City Administration would be able to wipe the cell phone used for government purposes clean if there was a security breach, City Manager Shaffer answered in the affirmative. He said that if a phone is lost or misplaced, the security protocol is that it be cleaned because it could be hacked and security could be breached and explained that this is the only situation that comes to mind where that would be necessary. She commented that \$50 per month reimbursement for a cell phone, plus \$75 per month for a computer, reflects a 25% increase in compensation for a Councilmember which is excessive. She recognized that a person considering running for Council who does not have the technology may want this, but she explained that there could be ways of providing access to technology without providing a monthly stipend. Mr. Shaffer responded that there is nothing magical about the dollar amounts of the stipend as he is only interested in creating a situation where a Councilmember could pay for a device and a subscription to the internet and is a consistent standard amount in other organizations and explained. Mayor Strazdas indicated his perception that it is all a part of the options provided for City Council and explained it as a full menu for communication purposes among staff and one another.

In answer to Councilmember Randall, Mr. Shaffer reflected that the savings for going from a paper agenda that is copied, collated and delivered by hand to the household of each City

Councilmember is in the thousands of dollars. He explained that it helps to meet the Council goal of going to a paperless environment and recognized that we would experience a few bumps along the way. He couched the stipend as an incentive for City Council to continue to go paperless to allow the true savings that a paperless environment brings. He promised that staff will continue to provide the information that the City Council needs in the format and the fashion each Councilmember desires, but he also encouraged Council to move to the paperless environment and would like to use the stipend as an incentive to do so.

Councilmember Ford thanked Councilmember Randall for her question regarding the savings and Mr. Shaffer for his response. He tried to address Councilmember Reid and her concern about the stipend being too excessive by saying that it could be a little excessive, so he broke it down by not just the cost of the service, but the cost of the device, too. He recognized that the cell phone could be \$25 for the service and \$25 for the device and the same could be said for a tablet or a laptop at \$50 per month and \$25 for the service, and quipped that internet for \$25 per month is aggressive and would really like to know where he can get service for such a low cost. Discussion followed.

Mayor Pro Tem Ansari indicated that he will vote in favor of anything that is going to save the taxpayers money, and referred to the figures presented by Councilmember Pearson in support of a savings of \$2,000, that going paperless is good for the environment and supports Portage as a Tree City.

Motion by Pearson, seconded by Randall, to adopt the Policy for City Council Device Stipend.

Councilmember Reid pointed out two issues: use of online versus paper for the agenda for Councilmembers. She referred to the survey conducted by staff regarding issues Councilmembers may have regarding the BoardSync Software being used and indicated that staff provided information responses to the various questions presented by Council. She indicated that several of the items in that software survey indicated that these were features that were being addressed by the developers; so, until the software gets better, she indicated that some Councilmembers may still opt for a paper agenda. She determined that this issue is different from whether Council approves a stipend allowing Council to use their own devices, and expressed her opinion that Council needs to be careful with taxpayer dollars. She also made the distinction between Council being incentivized versus meeting their needs.

Councilmember Pearson recognized that Councilmember Reid brought up some good points, and expressed his appreciation that there are options for Councilmembers to access the agenda. He likes the idea of the options of being reimbursed for a phone or device versus City-issued because he does not know what registration on his cell phone and his computer means. He indicated that if registration on his cell phone and his computer is too restrictive, then he will still have other options and explained. Upon a roll call vote, motion carried 6 to 0.

* **JUNE 2016 ENVIRONMENTAL SUMMARY REPORT:** Motion by Ford, seconded by Ansari, to receive the communication from the City Manager regarding the June 2016 Environmental Summary Report as information only. Upon a roll call vote, motion carried 6 to 0.

UNFINISHED BUSINESS: Mayor Strazdas reflected upon the discussion from last meeting of appointing a Council Representative on the Gourdneck Lake Governmental Lake Board, and indicated that without a full Council, he is remiss to bring back that issue at this meeting and prefers to wait.

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

Portage Historic District Commission of April 4, May 4 and June 1, 2016.

Portage Youth Advisory Committee of June 13, 2016.

Portage Public Schools Regular and Special of June 27, 2016.

Portage Planning Commission of July 7, 2016.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Ford informed Council and the audience that he twice became an uncle this morning when his sister gave birth to twins, and he extended his congratulations to her.

Councilmember Pearson cited the FREE Big Truck Petting Zoo, Thursday, July 28, 2016, from 10:00 a.m. until 12:00 p.m., at the Portage District Library in conjunction with the Department of Public Services where kids can meet Big Truck Driver Mike and climb aboard real dump trucks, excavators, front-end loaders, and more. To get more information, he asked that people go to the Portage District Library Facebook page. In answer to Councilmember Reid, he said that he understands that there will be fire trucks at the Big Truck Petting Zoo.

Councilmember Reid also reflected on the setting of the public hearing on the creation of Industrial Development District No. 91 for 7171 Portage Road for Pfizer earlier and complimented them on their plan for Portage. She noted that there has been a change happening in manufacturing because manufacturers are putting a lot of cost into the development of advanced manufacturing facilities that do not generate a lot of new jobs, but the jobs that are being generated are really advanced, technical or stem jobs. She said that this is different from the original concept for Public Act 198 Industrial Tax Abatements which was a way to encourage manufacturing that would result in the generation of a large number of jobs. She indicated that this change is taking place across the country in the manufacturing sector, so the benefits of this approach for the community will be considered when these tax abatement requests are presented to City Council. She also pointed out that the taxes are being abated for all of the jurisdictions in the County, and it is not just the City of Portage that will be foregoing tax revenues, so the discussion with the citizens becomes important.

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MATERIALS TRANSMITTED:

* **MATERIALS TRANSMITTED:** Motion by Ford, seconded by Ansari, to receive the Department Monthly Reports of June 2016. Upon a roll call vote, motion carried 6 to 0.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:20 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.

MINUTES OF THE COMMITTEE OF THE WHOLE OF JULY 26, 2016

Mayor Strazdas called the meeting to order at 6:00 p.m. The following Councilmembers were present: Richard Ford, Jim Pearson, Patricia M. Randall and Claudette Reid, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Councilmember Terry Urban was absent with notice and excuse. Also present were: City Manager Larry Shaffer, City Attorney Randy Brown, Community Development Director Vicki Georgeau and City Clerk James Hudson.

Mayor Strazdas introduced the topic, General Fund & Community Development Block Grant (CDBG) Program Human/Public Service Funding Process, reviewed the two sources of funding, and mentioned Council reliance on the Human Services Board to work with staff to review and implement the application process as approved by City Council. He deferred to City Manager Larry Shaffer, who asked Community Development Director Vicki Georgeau to outline the genesis of the process, how it operates, and what the net effect might be. He also asked Council scrutiny to see if there is an opportunity to make adjustments to the process that might make it more productive or equitable.

Ms. Vicki Georgeau welcomed Human Services Board (HSB) Chair Amanda Woodin and HSB Member Fi Spalvieri, who served with Vice Chair Diane Durian in a small group to review the evaluation criteria, the application and the funding process. She referred to the material provided Council to explain the history of the process as designed by the Human Services Board and adopted by City Council. She pointed out that the Board has since refined the process to make it as equitable as possible, recognizing that there is some subjectivity involved owing to the unique nature of each of the applicants. She noted that over the last 16 years, all of the applicants have been deserving as they perform excellent services to the community. She marked 2007 as the year when a lot of credibility was added to the process, and every year thereafter the Board went through the funding cycle, discussed whether the application needed to be revised and whether the evaluation criteria still made sense.

Ms. Georgeau indicated that the process starts every year in November when the Finance Director gives them an anticipated General Fund figure using a factorial of 0.0055 of the General Fund Revenues to determine the amount. She said staff also tries to estimate the CDBG funding amount and explained the process of disseminating requests for applications to the community in early November each year.

Ms. Georgeau explained that once the applications are received in early December, staff compiles them, makes sure they are complete, then sends them to HSB and City Council for review. She stressed that the Board also receives a presentation from the applicants at the first meeting in January and asks questions of the applicants. At the second meeting in January, each Board member reviews the applications using the established evaluation criteria, reaches an overall complete score and rank, and discusses their scores to determine their final ranking. The Board checks whether the current grantees met all of the requirements of the contract; and discusses the funding breakdown for the applicants in February by analyzing the current funding versus the requested funding and the available funding to determine a reasonable recommendation. Staff also brings some options to be considered by the Board and presents the recommendation to City Council at the Budget Work Session for Council consideration.

Ms. Georgeau referred Council to the Human Services Funding Evaluation Criteria on Page 4 of the materials provided and explained that the most important criteria is the "Basic Human Needs" segment which was added in 2008; this focuses on housing needs, food, healthcare and safety. She indicated that consideration is given to services provided in the community, or in close proximity to the community, or whether there is actual delivery to the recipient's location or whether the service providers hold office hours at the Portage Community Center or other locations in the city. She explained that there is an attempt to not have overlapping services among the non-profit organizations in the community and, if they do overlap, they are informed that they should coordinate their services. She listed the other evaluation criteria, including: economically disadvantaged individuals, persons with disabilities, victims of abuse, non-profits with a higher percentage of clients served who live in Portage, and agency outreach efforts. She explained that some agencies have the ability to receive other funding or leverage other funding, as with a long-established agency in the City, for example; and, there is an interest in finding a way to fund new agencies or start-up agencies. She referred Council to the materials provided.

In answer to Councilmember Pearson and his request for a list of past agencies and the amount of the request, the amount received and if they were not funded, Ms. Georgeau explained the attachment in the COW materials that delineates the Applicants, the Funding Request, and the Funding Approved in the General Fund and CDBG Fund categories. She mentioned that some applicants were not funded due to a number of factors. For example, factors that are considered are: the inability to carry out a program because it is not fully funded; the program proposal was not a human service activity; the program proposal scored low and/or did not provide a direct service; or the applicant could not meet general contract provisions, such as the liability insurance requirements. Councilmember Pearson asked how much the insurance requirements cost a typical applicant. Lending Hands Executive Director John Hilliard indicated that General Liability Insurance costs them \$2,400 per year, and to add the comprehensive and liability insurance was \$150 per year to have the City of Portage be "also insured."

In answer to Mayor Pro Tem Ansari, Ms. Georgeau indicated that the Portage Community Center (PCC) got more than they asked for because they are the only agency that submits a request for CDBG funding owing to the reporting requirements from Housing and Urban Development (HUD) that are burdensome. She explained that the other agencies could collect the data and apply, but they choose not to, even though they already receive funds from the City of Kalamazoo through HUD or Michigan State Housing Development Authority (MSHDA). She noted that traditionally, PCC has asked that their CDBG and General Fund grant applications be considered as one combined total funding request, so they may get more in block grants and less in general funds; and, this is found in the footnotes in the staff reports or tables and represents their combined request and their combined awards.

In reviewing the agencies that were not funded, Ms. Georgeau indicated that Community Homeworks performs home repair and is more of a housing rehabilitation program, not human services, but Community Development offered to partner with them and leverage loan funds with their grant funds. She also mentioned that Prevention Works collaborated with Kalamazoo County Substance Abuse Task Force, had a great campaign and a funding request of \$10,000.

However, she said if they were not fully funded for \$10,000, they were not going to be able to carry out the program; therefore, since there was no option for partial funding, and the Board had a concern that the request was not for service, it was more of a campaign, and not Basic Services.

She summarized the struggle of providing funds for a new applicant since applicants with higher rank usually get more money when more funds are available from grants or a lesser reduction in funding when there are less overall funds available. At this point, she deferred to HSB Chair Amanda Woodin and Ms. Spalvieri for their input.

Ms. Woodin indicated that the Board spends the most time with new applicants to determine where and how they fit in. She expressed her desire for more funds and mentioned that a lot of the applicants request the same funding as the year before because they know the limitations of the funding. She indicated that the Board met and discussed the criteria and the evaluation process and expressed an interest in incorporating the Non-Discrimination Ordinance into the process, and stressed the importance of the effort of the Board with the Non-Discrimination Ordinance. Because everyone scores very high in the communications (Amount of Outreach Efforts, Section 6) segment of the evaluation criteria, she said the Board may suggest changes in order to determine more meaningful outreach, such as one to one client-staff communications.

Councilmember Pearson asked how the Board could assign points to an agency for following the Non-Discrimination Ordinance, and Ms. Woodin replied she was not sure she would know how and noted the difficulty of making agencies outside of Portage follow the Ordinance. Discussion followed regarding implementation of the Non-Discrimination Ordinances, excludability and protected classes. In answer to Councilmember Ford, Ms. Woodin reflected that funding and funding levels get subjective and Ms. Georgeau gave HRI as an example because of its mission to prevent homelessness and its ability to provide direct financial assistance due to their large budget and leveraging of city funds.

In response to Mayor Pro Tem Ansari, Ms. Woodin indicated that the Board is still not sure how to incorporate the Non-Discrimination Ordinance into the evaluation process and discussion followed. City Manager Shaffer expressed his understanding that Mayor Pro Tem Ansari is asking if there would be some kind of system that would preclude an organization because it does not include a protective class, and Mr. Shaffer answered in the negative as he perceives that there will be no distinction among who the recipients are, whether in a protective class or not. He said that there may be some consideration where an organization has adopted language consistent with the Portage Non-Discrimination Ordinance. Discussion followed. Ms. Spalvieri assured Mayor Pro Tem Ansari that any changes would come before Council for approval. Discussion followed.

Ms. Georgeau noted that the small HSB group met in July and the full Board would be meeting in September to discuss some ideas proposed by the small HSB group, and the direction of City Council from this meeting both of which will be considered as part of the annual HSB continuous quality improvement process.

In answer to Councilmember Ford, Ms. Georgeau indicated that the single digit scoring was switched to a higher point scoring scale to help differentiate among the agencies since there were too many agencies with very close overall scores. She mentioned that the one thing that did change the score was the weight given to Basic Needs. Discussion followed and Ms. Woodin indicated that the point system is getting more and more objective and subjectivity enters into the conversation when discussing funding levels and explained. She agreed with Councilmember Ford that the ranking reflects the preference of the Board, then there is a subjective debate over who gets funding and at what level.

Ms. Spalvieri indicated that most people know what the points are and described the effect of placing weight on each criteria. When Councilmember Ford asked if the funding was or was not tied to a specific amount if the agency received a certain weighted score, Ms. Georgeau cited the example from HRI where they leveraged the \$20,000 received from Portage with \$40,000 of other funds to "put money directly into the pockets of those in need" and prevented foreclosures and homelessness, which really resonated with the Board. She used this to explain how subjectivity might enter into the discussion and gave PCC, the YWCA, Catholic Charities and HRI as examples of agencies which have received funding for many years which may inhibit the ability to provide funds for new agencies and explained. Discussion followed.

Councilmember Ford asked for feedback from Ms. Spalvieri, as the Executive Director of a Non-profit organization, and new to the Board and the process. Ms. Spalvieri answered by saying that she was very impressed with how dedicated and thorough the Board took this responsibility, as it takes hours to go through the materials. She talked about the desire to remove subjectivity from a tool whenever one is devised. She noted that the Board even discussed the pro's and con's of the effects of having presentations from the applicants, and how the Board compared the details in the conversations with how the criteria relates to those details. She complimented staff for their assistance and said the process went very well this year, not taken lightly, and people did their homework ahead of time.

Councilmember Randall indicated that she was on the Catholic Charities Board for five years and expressed her concern that a presentation from a paid professional is different from one coming from a volunteer. She listed some of the changes in Portage that reflect a change in the "face" of Portage over the years; she mentioned that the census reading shows more poor families in Portage, and that the School Board is providing more (free or reduced) hot lunches, a breakfast program and a (weekend) backpack program. As a taxpayer giving 0.0055 factorial of the General Fund, she said she is inclined to give more to Portage-based charities and charities that serve Portage residents thus showing a Portage preference. She indicated she knows of food banks that have been in existence for years in Portage and no one knows of them; she offered Lending Hands with a decade of experience as another example of people not aware of this service. She also wanted to consider the difficulty of the process for those with a small staff which might make the application not worth the time or not worth the cost of additional insurance which may signal the agency to seek wealthy donations instead. Discussion followed.

Ms. Spalvieri indicated that the HSB has a lot of conversation over serving Portage residents versus being based in Portage: how many people in Portage seek out this service and is there another service like this in Portage. She pointed out that the YWCA is a good example;

they do serve a number of Portage residents; and, that is a good example of the "weight" issue. Human Services Board Vice Chair Diane Durian arrived. Ms. Woodin noted there are some problems with delivery of service such as how would a person get to the YWCA, for example. She also indicated that the Board did discuss being aware of the difference between a professional presentation and one that is not, and the importance of not being unduly influenced by a professional presentation. Discussion followed.

Councilmember Pearson acknowledged that City Council approves of the recommendation from the HSB, but it is always a "rubber stamp" and Council has never really "gone through and looked at it." He mentioned that last year, Council reviewed the top four non-profit recipients and said it is incumbent on him, not knowing the small non-profits of Portage, to understand the process. He recognized that it is a lot of work and that Council provides direction then relies on HSB for the scoring and analysis. However, he reiterated that it is important for Council to understand the process so they can provide direction. With that, he asked how many Portage citizens are being served by the top four non-profit recipients. Discussion followed.

Ms. Georgeau directed him to the Supplemental Budget and interjected that for Catholic Charities, 7.5% of the residents served with the Sexual Assault and Domestic Assault Program were Portage residents and they served 15 people per year; and for Housing Resources, Inc., 17.2 % of the residents served with the Housing Stabilization Program were Portage residents and they served 175 people per year (for the YWCA, 13.4% of the Sexual Assault and Domestic Assault Program were Portage residents, and for PCC, over 70% of clients served were Portage residents). Discussion followed.

Councilmember Pearson indicated that he wanted to know if the funds are helping Portage citizens, and he wished to determine what the City can do for smaller non-profit organizations to help people, mainly Portage citizens, and explained. He cited his question about the \$1 million insurance policy for a small operation, which makes it "tough to do." He also pointed out that small non-profit agencies do not hire people, yet there is an infrastructure to help citizens and no payroll, so the rest goes toward helping people in need, without paying salaries. He asked the Board to think about the fact there is nothing in the scoring that maximizes the amount of Portage funds that actually go toward helping people as opposed to organizations with salaries, which he saw as similar to leveraging funds to maximize acquisition of more funds. Ms. Woodin said that there is a question in the application that asks what it costs to serve one person, although the Board does not score on it.

Councilmember Pearson concurred with the weight given to the Basic Human Needs, but asked that the Board consider giving points if the non-profit is located in Portage and/or if it serves (a large number or percentage of) Portage citizens. He questioned the provision of transportation since there is bus service for everyone, and people can call a van for a ride and go anywhere. He explained that there are many more bus routes going downtown Kalamazoo, so this may give an advantage to downtown Kalamazoo non-profit agencies. In reference to criteria number 5, and the percentage of Portage clients served, he asked the Board to analyze the disparity in the ratio that results between the percentage of clients served by the agency and the score they receive. Discussion followed.

Mayor Strazdas summed up: City Council may want to add an extra day to the Budget Review process to drill down more budget detail; there is a need to look at the too subjective - too objective question; are basic human needs a high or low priority; since the Board is deliberating outreach criteria, they may come back to Council with a determination; do we have the right percentage of the General Fund and is it enough; plus, how many Portage citizens are being served by the non-profit and/or is the non-profit located in Portage.

Councilmember Reid indicated she served on the Community Action Board for eight years, so she feels she has an understanding of the agencies in greater Kalamazoo. She said the non-profits that have developed over the years have displaced many County agencies that would normally be providing these services with funding through CDBG and other funding through Community Action, so there are entities that have been around a long time who have professional people to "pull things together" and tend to be the ones who serve a lot of people. She contrasted a non-profit that has 7% of the people they serve as Portage citizens, but they serve 10,000 people, with a non-profit that has 15% of the people they serve as Portage citizens, but they only serve 20 people. In considering what the group received last year and what they are requesting this year, she asked whether the Board looked at continuing a long-term relationship with that non-profit, or starting with a blank page, assuming nobody gets any money and starting the process by looking at the applications with a zero. She stated that having a long-term relationship with an organization allows the citizens to know where to go and allows the agency to count on a certain level of funding; however, she acknowledged that starting on a blank page gives everyone an equal opportunity. So, she asked how are we doing this and are we carrying people over or not. She recognized 7(A) and 7(B) as an attempt to do this. She mentioned that the Board indicated they are not able to discriminate differences in the area of Communications, and asked the Board to determine whether there are any questions that are doing a really good job of making distinctions and sorting the applications out. She asked them to look at why are you stratifying with some questions and in others, everyone is lumped together, for example; and, if everyone is doing a good job at communications, maybe that is not an issue that needs to be looked at and explained.

Councilmember Reid also asked when looking at the amount of funding, is the Board looking at the percentage of the request, or the total cost to run the agency because agencies differ in size, and the amount of money to run each agency is very different; moreover, for some of these agencies the amount of the award from Portage is a small portion of their budget, and for others it may make a big difference, so she asked if the Board figures out the percentage of their requirement, a dollar figure, or a percentage of what it costs to run the agency. She said she really supports Basic Human Needs because it "gets at" why we are doing this in the first place and should be given twice the weight of the other things. Also, she feels access needs to be looked at in a variety of different ways and, for one thing, should have a commensurate relationship with the number of Portage citizens served; so, if there is a high score on one and a low score on the other, something is wrong there. She said she understood that there can be discrepancies from one year to the next because there are differences at different times. She emphasized that there are some agencies that have continually provided services, and Council should continue to maintain those services unless we can find a way to provide those services otherwise. She stated she is not so sure City Council needs to spend more time drilling down on this, and re-emphasized that the Human Services Board does a great job with this process.

Mayor Pro Tem Ansari referred to the comments from Councilmember Randall, noted that there seems to be an increase in the number of people who need help, and asked if there is a need to increase the percentage of funds from the General Fund. He expressed an interest in reaching out with the *Portager* as a way to find those people in need. City Manager Shaffer responded that City Council has full appropriation authority which cannot be abridged and expressed his appreciation for the process. He also indicated that this is a policy issue and mentioned that many legislative bodies set a goal each year for their human services funding; he gave the examples of a focus upon drugs and drug usage, then a focus on hunger and explained that there are some communities that set priorities, articulate those priorities clearly on an annual basis, and appropriate as they see fit.

Councilmember Ford made the point that the City may give a non-profit \$15,000, but may get \$60,000 because of professional administration, so the non-profit may be giving us more than we are giving them. He said he likes the Portage preference and what Council can provide Portage residents, and the mailing addresses of the organizations are not important, but service to Portage is. He expressed his appreciation for the outreach efforts of the Board and emphasized that Basic Human Needs is still number one for him. Even though Council may spend 20-30 minutes at the Budget Work Session on this, he felt it was important to have a Committee of the Whole meeting to share ideas. He expressed his preference for the subjective nature owing to the efforts of the core of volunteers and his appreciation for the discussion of the pro's and con's of each of the criteria listed on the applications.

Mayor Strazdas complimented the Human Services Board; regarding objectivity, it has gotten cleaner over the years, and with a totally subjective process, there is always going to be criticism. He indicated that the HSB seems to have the right amount of objectivity and subjectivity, expressed his appreciation for their plans to rethink the outreach effort to touch and find those citizens. Discussion followed. With regard to presentations, he suggested that the Board not just listen to them so much as to ask questions about the objective detail in the application and not be influenced so much by a flashy presentation versus a non-flashy presentation. Next, he addressed the customer preference piece of Portage citizens instead of simply a Portage address and used the P.O. Box as an example of an organization location not really having a presence in Portage. He stated a preference for organizations that leverage and would push leveraging and Portage preference in the evaluation process. He recognized Portage had a drug issue, for example, and asked the Board to determine where there is a need in the community right now that we need to attack more rigorously. He expressed an interest in pursuing the Regional Planning Group as a sounding board and envisioned putting more of these agencies together, for example, to push three or four smaller agencies into the Portage Community Center and realize the efficiencies and administrative support.

Councilmember Pearson asked if it is possible for multiple smaller agencies to have a one million dollar insurance policy and Ms. Georgeau indicated that they possibly could get a fiduciary and gave Kalamazoo Anti-Human Trafficking Coalition as one organization she thinks may have or is pursuing a fiduciary relationship with Catholic Charities. Discussion followed. Councilmember Pearson indicated he was intrigued by Mr. Shaffer's comment that Council could provide funding to attack an issue for a specific span of time and asked, "If City Council

wanted to take this up, what would be the timeframe to meet?" Mr. Shaffer did not provide a specific timeline at this juncture, but offered that Council should set a priority that should be policy-driven. He then suggested they provide a policy statement that covers a three-year period, gave the examples of spousal abuse, drug abuse, etc., and send it to the HSB to tell Council how they would prioritize that and how they would make that work. As a follow-up, Councilmember Pearson asked for a budget projection, and Mr. Shaffer indicated that it will grow, but not significantly. He cited the Budget at roughly \$55 million and the General Fund at \$25 million.

After discussion, Ms. Georgeau commented that the HSB can plan to come back to City Council in October with criteria recommendations and get feedback before the funding cycle begins in November. She then explained the funding history of the General Fund factorial and some funding options and limitations. Discussion followed.

Mr. Shaffer informed Council that he wanted to work with the HSB, have them come back with a number of options that Council might explore from a policy perspective - a number of different positions. He commented that Council may never completely get away from a certain amount of sustained funding for some of these agencies. He suggested working with HSB, give them a sustainability class and maybe new funding for those agencies that meet specific goals of Council, and come back in October. Discussion followed.

Mayor Strazdas thanked the HSB members, again, for coming and, at his request, Vice Chair Diane Durian indicated that the Board members work very hard and all ask what do the Portage residents want, who really matters in Portage and who are you? She noted some agencies cannot be replaced such as the YWCA, and mentioned their excitement that Lending Hands came with an application this year. Discussion followed.

STATEMENTS OF CITIZENS: Mr. John Hilliard expressed his appreciation for being here, treated it as an education process for Lending Hands, which submitted an unsuccessful application last year. He thought it was important to stress service to Portage citizens; and, he asked about a return on investment or, "how much do you give us and how much do you get in return." Discussion followed. He expressed his appreciation for the help he received from Neighborhood Program Specialist Elizabeth Money and Ms. Georgeau.

ADJOURN: Mayor Strazdas adjourned the meeting at 7:14 p.m.

James Hudson, City Clerk

NOTES FROM THE SPECIAL PRE-MEETING OF THE PORTAGE CITY COUNCIL OF AUGUST 8, 2016

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

Mayor Strazdas asked if there were any questions for the Administration regarding items on the Agenda.

With regards to Item F.2, Purchase of Pierce Ascendant Fire Apparatus, Councilmember Reid reviewed the information in the City Manager Communication located in the August 9, 2016 Agenda Packet and pointed to this item as the replacement of the fire truck that had problems, was removed from service and was sent for repairs to the company in Columbus, Ohio. She reflected that the City Administration does not trust this vehicle anymore, but Sutphen has not indicated that it was unusable; however, she noted that the City is taking a huge loss by replacing this vehicle early and asked if there is any insurance or other mechanism to address the loss? City Manager Larry Shaffer indicated that this 2001 Sutphen has been a problem for about one and one-half years; the life span of these vehicles is about 20 years; and, the glides that allow the ladders to extend and the greasing mechanisms have been a problem for almost two years. He noted that the Sutphen has a \$200-250,000 resale value, but to go much longer will kill the resale value; it is certified at the present time and can be sold as a certified vehicle, so the best opportunity to sell it is now. He pointed out that a new Pierce Ascendant, 107 foot Apparatus, is a much more reasonable option at less than a million dollars and can be construed as actually being inexpensive since they cost \$1.3-1.6 million. He indicated that this vehicle seems to be a good buy for Portage and pointed out that the Administration has been through all of the purchasing consortiums available, the GMO, the Houston/Galveston Purchasing Consortium, plus the City obtained a better price than attainable through the purchasing consortiums.

In answer to Mayor Strazdas, Mr. Shaffer indicated that the \$905,300 figure did not include the projected estimated \$200-250,000 resale amount for the Sutphen, thus making the purchase amount at about \$700,000. Mr. Shaffer said the City has not had good luck with the Sutphen and did not have full confidence that the Sutphen will be sold for \$200,000. Aside from the fact that the Sutphen has not served the City well, he cited the E-1 fire apparatus which is older, but is providing better service and is in excellent shape.

In answer to Mayor Pro Tem Ansari, Mr. Shafer indicated that there is no insurance coverage for this; the City could sue Sutphen, that the apparatus has been in the Sutphen facility in Columbus, Ohio, twice since he became City Manager, once for six months and once for almost two months, so it has been out of service about a quarter of the time he has been City Manager in Portage. Mayor Strazdas asked what has been the response of the company and Mr. Shafer indicated they have been very responsive; that he has been at the facility once, but he opined that they have a faulty design and there is no way for them to engineer their way out of this design. He said when the ladder is extended out one hundred feet, the torque is incredible, especially with weight on the other end, and it is easy to get them out of torque, so the apparatus has to be independently evaluated for it to remain in service. He expressed his apprehension because three of these exact model Sutphen's have collapsed. In answer to Mayor Strazdas, Mr. Shaffer indicated that he was not aware if other municipalities which have had these problems have done anything about it. In terms of a monopoly, he pointed out that there are a number of fire apparatus companies in the field and he mentioned the E-1, Pierce and American LaFrance. He praised the E-1 and the Pierce, especially since neither have had a ladder come down.

Councilmember Randall asked if the City incurs any liability by selling a piece of equipment that we know is not working according to our standards, expressed her assumption that the buyer would have access to all of the maintenance records on the vehicle, and asked if the City really going to be able to get a quarter of a million dollars for the Sutphen? Mr. Shaffer responded that he has been watching the Sutphen Fire Trucks sell on the open market through a number of consortiums, and stressed that the City can sell "as is" or can sell *certified* and all of the records go with it. He said this make and model has had problems, but not this specific fire apparatus. He indicated one never completely escapes liability, so it is important to fully disclose, disclose why there is an interest in getting rid of it, and place it on the market as a *certified* item with a "buyer beware" caveat.

Mayor Strazdas asked about joining other municipalities dissatisfied with this product to engage in a class action law suit? City Manager Shaffer confirmed that other cities are dissatisfied, that the Administration has never talked to any of them, and he would be happy to look into this. Mayor Strazdas indicated that he would like to know if Sutphen has ever settled with them or written a check to appease them. He said he is not really asking for litigation, but wanted to stress his frustration, and whether Sutphen offered a check to a city to avoid litigation. As an aside, Mr. Shaffer mentioned that he and Senior Deputy Fire Chief John Podgorski toured the approximately 200,000 square foot Sutphen facility in Columbus, Ohio. As a part of the tour, they informed him that a bathroom was evidently needed at a far juncture of the building and, instead of installing a sewer line, they chose to cut an opening in the wall and place a port-a-john in the opening. He said this revealed for him a (unique) corporate value of the company that built this fire apparatus.

With regard to Item D.1, Industrial Tax Abatement Application: Pfizer, Incorporated (7171 Portage Road), Councilmember Reid asked for an explanation of the category on page one of the A.O.V. Work Center, Project Impact Analysis, listed as "General Fund expenditures net of certain offsetting revenues: i.e., user charges and fees, grants, reimbursements" in the amount of \$18,767,644. Mr. Shaffer indicated that he would provide a complete breakdown and complete accounting and distribute it to the entire Council.

Councilmember Pearson asked that Item G.1, Gourdneck Lake Governmental Lake Board Appointment, be removed from the Consent Agenda. He also asked about Item I.3, Zoning Board of Appeals Meeting Minutes of July 11, 2016, and the approval of a request from Meyer C. Weiner, 325 Mall Drive, for a 30 foot setback variance for a 8,996 square foot commercial building as information since Council is always being asked what is going in, why and where. Mr. Shaffer answered Councilmember Pearson that this building is the CSL Plasma Blood Clinic which is going in next to Dollar Store.

Mayor Strazdas asked Mr. Shaffer to sum up. He referenced the directive to see what, if any, efforts have been initiated, and what, if any, efforts have been fruitful with a legal remedy with the Sutphen Company regarding the status of the Portage Sutphen apparatus; have there been any settlements; or, what action the City take either independently, or in a class action suit with similarly situated municipalities against Sutphen. Secondly, with regard to Item D.1, Industrial Tax Abatement Application: Pfizer, Incorporated (7171 Portage Road), he will take a look at the particular grouping and specifically define the \$18 million and say what it is. He said he would remove G.1, Gourdneck Lake Governmental Lake Board Appointment, from the Consent Agenda; and he would confirm that under the Zoning Board of Appeals action of July 11, 2016, the building in question is the CSL Plasma Blood Clinic that is being located next to the Dollar Store.

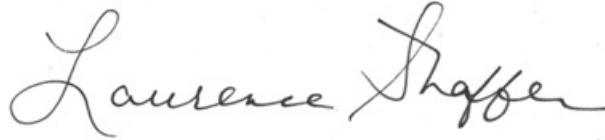
With regard to Item D.1, Industrial Tax Abatement Application: Pfizer, Incorporated (7171 Portage Road), Councilmember Reid asked for confirmation that the 26 jobs retained reflects a loss from the main plant and a move over to the new facility.

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 August 9, 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 17, 2016 through July 31, 2016 and notes \$142,541.32 in automated clearing house payments, \$637,843.21 in paper checks and \$20,071.18 in auto-pay payments for a grand total of \$800,455.71.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

ACCOUNTS PAYABLE REGISTER
Check Dates From: 7/17/2016 To: 7/31/2016

Check Date	Check No.	Vendor Name	Amount
07/26/16	5436(A)	FARRELL AUDIO VIDEO LLC	2,790.50
07/29/16	5437(A)	A-1 SIGNS	3,010.00
07/29/16	5438(A)	AIRGAS GREAT LAKES	1,013.54
07/29/16	5439(A)	ALL-TRONICS, INC.	493.80
07/29/16	5440(A)	ARGUS-HAZCO	1,270.88
07/29/16	5441(A)	BCHS-HELPNET	1,286.16
07/29/16	5442(A)	BEEBE, RONALD E.	360.00
07/29/16	5443(A)	BYHOLT INC.	296.51
07/29/16	5444(A)	CARDINAL BUS, INC.	3,160.00
07/29/16	5445(A)	DATA CONSTRUCTS LLC	97.95
07/29/16	5446(A)	DELTA DENTAL PLAN OF MICHIGAN	17,584.73
07/29/16	5447(A)	EG WORKFORCE SOLUTIONS	2,146.24
07/29/16	5448(A)	ENGINEERED PROTECTION SYSTEMS, INC.	178.92
07/29/16	5449(A)	EXTREME POWER EQUIPMENT, INC.	479.97
07/29/16	5450(A)	FISHBECK THOMPSON CARR & HUBER, INC	2,950.50
07/29/16	5451(A)	FURRY, WILLIAM	250.00
07/29/16	5452(A)	GRIFFIN PEST SOLUTIONS, INC.	175.00
07/29/16	5453(A)	HARTFORD LIFE INSURANCE COMPANY	8,490.40
07/29/16	5454(A)	HOWARD PRINTING	3,088.00
07/29/16	5455(A)	INDUSCO SUPPLY CO., INC.	380.40
07/29/16	5456(A)	J. ALLEN & CO. INC.	5,464.00
07/29/16	5457(A)	KEHOE, EDWARD J	240.00
07/29/16	5458(A)	KIMBALL MIDWEST	246.96
07/29/16	5459(A)	KNAPP ENERGY, INC.	18,936.19
07/29/16	5460(A)	LANDS END	315.45
07/29/16	5461(A)	MAURER'S TEXTILE RENTAL SERVICES	197.35
07/29/16	5462(A)	MEDEMA, TIMOTHY	302.00
07/29/16	5463(A)	MEIER, MICHAEL	72.00
07/29/16	5464(A)	MEJEUR ELECTRIC LLC	4,208.00
07/29/16	5465(A)	MICHIGAN PAVING & MATERIALS CO.	5,000.00
07/29/16	5466(A)	MIDWEST CIVIL ENGINEERS	11,345.00
07/29/16	5467(A)	O'BOYLE-COLWELL-BLALOCK & AS.	10,981.20
07/29/16	5468(A)	OMM ENGINEERING, INC.	961.50
07/29/16	5469(A)	PARADIGM DESIGN, INC.	9,890.00
07/29/16	5470(A)	PORTAGE FIREFIGHTERS	1,672.14
07/29/16	5471(A)	PORTAGE ON-CALL FIREFIGHTERS	90.00
07/29/16	5472(A)	PORTAGE POLICE OFFICERS ASSOC	721.00
07/29/16	5473(A)	RIETH-RILEY CONSTRUCTION CO., INC	924.82
07/29/16	5474(A)	S B F ENTERPRISES, INC.	757.07
07/29/16	5475(A)	SAFETY SERVICES, INC.	1,025.22
07/29/16	5476(A)	SEVERANCE ELECTRIC COMPANY, INC	4,680.00
07/29/16	5477(A)	SUEZ WATER ENVIRONMENTAL SERVICES	1,405.00
07/29/16	5478(A)	THOMPSON, HELENE	282.00
07/29/16	5479(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	600.40

ACCOUNTS PAYABLE REGISTER
Check Dates From: 7/17/2016 To: 7/31/2016

Check Date	Check No.	Vendor Name	Amount
07/29/16	5480(A)	VANDERBERG, WARD M	141.00
07/29/16	5481(A)	WEST, STEVEN R	57.00
07/29/16	5482(A)	WIGHTMAN & ASSOCIATES, INC.	10,856.52
07/29/16	5483(A)	MONIFA A. JUMANNE, PH.D.	1,666.00
		SUBTOTAL:	48 CHECKS 142,541.32
07/29/16	10012	PETTY CASH-BARB GARLOW	306.03
07/29/16	10013	PETTY CASH-ERICA EKLOV	443.29
07/29/16	10014	PETTY CASH-HOLLY CERNY	354.24
07/29/16	299330	A T & T	4,466.90
07/29/16	299331	AAA SLING & INDUSTRIAL SUPPLY	545.29
07/29/16	299332	ACCESS EMPLOYER STAFFING SERVICES	8,269.04
07/29/16	299333	ADP, INC.	867.39
07/29/16	299334	ALLEGRA PRINT & IMAGING	897.13
07/29/16	299335	AMERICAN MADE ELECTION EQUIPMENT	3,890.00
07/29/16	299336	ANY CUTTING & WELDING	690.00
07/29/16	299337	ASPHALT RESTORATION INC	3,984.20
07/29/16	299338	AUTOMATIC MICROFILM CO.	70.95
07/29/16	299339	BALKEMA EXCAVATING, INC.	209,447.48
07/29/16	299340	BARNES, JANE	50.00
07/29/16	299341	BESCO WATER TREATMENT, INC.	21.00
07/29/16	299342	BOUKALIK, BRIAN	74.35
07/29/16	299343	CANNON ENGINEERING & EQUIPMENT	845.00
07/29/16	299344	CARTRIDGE WORLD	1,614.72
07/29/16	299345	CATHOLIC FAMILY SERVICES	5,600.00
07/29/16	299346	CITY OF KALAMAZOO (TRANS MILLAGE)	1,715.56
07/29/16	299347	CONSUMERS ENERGY-BILL PMT CNT	287.98
07/29/16	299348	CONTRACTORS EQUIPMENT & SUPPLY	162.00
07/29/16	299349	CORFMAN, MICHAEL	396.84
07/29/16	299350	COWLEY, STEVEN	50.00
07/29/16	299351	CROSSROADS CAR WASH	320.50
07/29/16	299352	D L GALLIVAN INC.	179.21
07/29/16	299353	DAVE'S CONCRETE PRODUCTS, INC.	1,190.00
07/29/16	299354	DEWOLF & ASSOCIATES	255.00
07/29/16	299355	DUNLOP, JOHN	140.00
07/29/16	299356	ELECTION SOURCE	2,165.94
07/29/16	299357	F D LAKE COMPANY	1,677.51
07/29/16	299358	FAWLEY OVERHEAD DOOR, INC.	447.00
07/29/16	299359	FLETCHER ENTERPRISES	2,277.00
07/29/16	299360	FORSHEE, MARK	414.00
07/29/16	299361	FORTIS GROUP	675.00
07/29/16	299362	GLOBAL EQUIPMENT CO., INC.	1,785.75
07/29/16	299363	GORDON FOOD SERVICE	211.19
07/29/16	299364	GORDON WATER SYSTEMS	305.50

ACCOUNTS PAYABLE REGISTER
Check Dates From: 7/17/2016 To: 7/31/2016

Check Date	Check No.	Vendor Name	Amount
07/29/16	299365	GRABOWSKI, SHERRY	100.00
07/29/16	299366	GREATER KALAMAZOO FOP LODGE 98	549.20
07/29/16	299367	GREATER KALAMAZOO FOP LODGE 98	2,828.38
07/29/16	299368	GREATER KALAMAZOO UNITED WAY	891.68
07/29/16	299369	GREEN EARTH ELECTRONICS RECYCLING	10.00
07/29/16	299370	HARTMAN, CHARLES	211.50
07/29/16	299371	HOGNACHI, DAVID	299.00
07/29/16	299372	HOLIDAY INN EXPRESS	553.32
07/29/16	299373	HOME DEPOT	415.07
07/29/16	299374	HOUSER, DANIEL	150.00
07/29/16	299375	HOWARD, MARCIA	70.00
07/29/16	299376	HYDRO-CHEM SYSTEMS, INC.	206.85
07/29/16	299377	I H S DISTRIBUTING COMPANY, INC.	192.40
07/29/16	299378	IAAO CERTIFICATE OF EXCELLENCE	100.00
07/29/16	299379	INSTITUTE OF IOWA CERT. ASSESSORS	650.00
07/29/16	299380	INT'L PUBLIC MGT ASSOC FOR HR	711.61
07/29/16	299381	JACKSON, FRANK	100.00
07/29/16	299382	KALAMAZOO COUNTY CLERK	10.00
07/29/16	299383	KALAMAZOO COUNTY TREASURER	2,083.45
07/29/16	299384	KALAMAZOO COUNTY TREASURER	27,830.69
07/29/16	299385	KALAMAZOO COUNTY TREASURER'S ASSOC	27.60
07/29/16	299386	KALAMAZOO LANDSCAPE SUPPLIES	59.85
07/29/16	299387	KALAMAZOO REG'L EDUC SVC AGENCY	27,477.29
07/29/16	299388	KALAMAZOO VALLEY COMMUNITY COL	12,066.83
07/29/16	299389	KAR LABORATORIES	48.00
07/29/16	299390	KLOSTERMAN DISTRIBUTING	933.48
07/29/16	299391	KRUIZENGA, NATHAN & ANNA	91.17
07/29/16	299392	LAVERDURE, ROBERT	84.00
07/29/16	299393	LOEBIG, ELIZABETH	62.42
07/29/16	299394	LOEBIG, ELIZABETH	63.18
07/29/16	299395	MASON, SUSAN	119.00
07/29/16	299396	MCCULLIN, LARRY W.	273.00
07/29/16	299397	MCDONALD'S TOWING & RESCUE, INC.	45.00
07/29/16	299398	MCNALLY ELEVATOR CO.	123.75
07/29/16	299399	MEDILODGE OF PORTAGE	63.00
07/29/16	299400	MENARD'S (WEST MAIN)	1,029.99
07/29/16	299401	MEREDITH, DEANE & MILDRED	92.17
07/29/16	299402	MI GOVT FINANCE OFFICERS ASSOC	120.00
07/29/16	299403	MIBIZ	59.00
07/29/16	299404	MICH LAW ENFORCEMENT TRAINING ASSOC	250.00
07/29/16	299405	MICH STATE POLICE TRAINING DIVISION	1,000.00
07/29/16	299406	MICH. HISTORIC PRESERVATION NETWORK	23.25
07/29/16	299407	MICHIGAN DEPARTMENT OF STATE	10.00
07/29/16	299408	MICHIGAN DEPARTMENT OF TREASURY	1,000.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 7/17/2016 To: 7/31/2016

Check Date	Check No.	Vendor Name	Amount
07/29/16	299409	MICHIGAN SECURITY & LOCK	800.00
07/29/16	299410	MICHIGAN STATE TAX COMMISSION	50.00
07/29/16	299411	MICHIGAN SURVEYORS SUPPLY, INC.	900.00
07/29/16	299412	MID MICH ASSOC OF ASSESSING OFFICER	40.00
07/29/16	299413	MIDWEST SPORTS SUPPLY	1,127.20
07/29/16	299414	MIRACLE RECREATION EQUIPMENT CO.	4,348.00
07/29/16	299415	MLIVE MEDIA GROUP	440.00
07/29/16	299416	MODERNISTIC CARPET CLEANING CO	198.00
07/29/16	299417	MORETTI GROUP	454.89
07/29/16	299418	MOTOROLA SOLUTIONS, INC.	13,804.50
07/29/16	299419	MR. ROOF GRAND RAPIDS LLC	1,692.00
07/29/16	299420	NASHVILLE CONSTRUCTION COMPANY	4,537.50
07/29/16	299421	NATIONAL COUNCIL ON THE AGING	521.05
07/29/16	299422	NATIONAL COUNCIL ON THE AGING	5,300.00
07/29/16	299423	NATIONAL FIRE PROTECTION ASSOC	445.00
07/29/16	299424	NATIONAL TRUST FOR HISTORIC PRESERV	140.00
07/29/16	299425	NELSON'S APPLIANCE SERVICE	418.00
07/29/16	299426	NEWSOME, MAXWELL	147.00
07/29/16	299427	O'REILLY AUTO PARTS	170.44
07/29/16	299428	OFFICE DEPOT, INC.	621.82
07/29/16	299429	PATESEL, TERRY	258.50
07/29/16	299430	PETERMAN CONCRETE CO.	255.00
07/29/16	299431	PLAY ENVIRONMENTS, INC.	431.50
07/29/16	299432	PLUMMER'S ENVIRONMENTAL SERVICES	5,177.00
07/29/16	299433	PORTAGE DISTRICT LIBRARY	6,433.36
07/29/16	299434	PORTAGE POLICE OFFICERS ASSOCIATION	470.00
07/29/16	299435	PORTAGE PUBLIC SCHOOLS	24,875.64
07/29/16	299436	PRO SERVICES, INC.	1,920.28
07/29/16	299437	PRO-TECH SECURITY SALES	686.38
07/29/16	299438	RANDALL L BROWN & ASSOC. PLC	40.00
07/29/16	299439	RENEWED EARTH, INC.	7,916.66
07/29/16	299440	RESIDENCE INN BY MARRIOTT	1,157.00
07/29/16	299441	RIDGE AUTO NAPA	34.41
07/29/16	299442	ROCKROHR, BEV	119.00
07/29/16	299443	SANDERSON DEHAAN IRRIGATION	43.46
07/29/16	299444	SCHURING JR CO, JOHN	50.00
07/29/16	299445	SITEONE LANDSCAPE SUPPLY LLC	8.06
07/29/16	299446	SMEMSIC	50.00
07/29/16	299447	SPAGNOLI, JEANNE	129.00
07/29/16	299448	SPARTAN DISTRIBUTORS INC.	25.78
07/29/16	299449	STAP BROS LAWN & LANDSCAPE, INC	7,664.34
07/29/16	299450	STAPERT, BRETT	108.00
07/29/16	299451	STATE OF MICHIGAN	150.00
07/29/16	299452	STATE OF MICHIGAN (TREASURY)	141,094.58

ACCOUNTS PAYABLE REGISTER
Check Dates From: 7/17/2016 To: 7/31/2016

Check Date	Check No.	Vendor Name	Amount
07/29/16	299453	STATE SYSTEMS RADIO, INC	467.50
07/29/16	299454	STEENSMA LAWN & POWER EQUIPMENT	181.08
07/29/16	299455	STOOPS, DANIELLE	100.00
07/29/16	299456	SUZANNE GERNAAT	275.00
07/29/16	299457	SWT EXCAVATING, INC	8,100.13
07/29/16	299458	TRUGREEN PROCESSING	1,200.00
07/29/16	299459	TUNIER, JOYCE	50.00
07/29/16	299460	UNDERGROUND SECURITY COMPANY	1,782.90
07/29/16	299461	UNITED PARCEL SERVICE	12.00
07/29/16	299462	UNITED PARTY & EVENT SERVICES	320.00
07/29/16	299463	VERIZON WIRELESS SERVICES, LLC	2,540.87
07/29/16	299464	WALLS, VIRGINIA	25.00
07/29/16	299465	WATKINS, GREG	115.00
07/29/16	299466	WEST BEND MUTUAL INSURANCE COMPANY	50.00
07/29/16	299467	WEST MICHIGAN OFFICE INTERIORS	1,558.50
07/29/16	299468	WOLZ, MARI-CLARE	50.00
07/29/16	299469	ZOLL DATA SYSTEMS, INC.	45,583.76
	SUBTOTAL:	143 CHECKS	637,843.21
07/18/16	3488	AUTO-PAY PAYMENT	1,878.00
07/19/16	3489	AUTO-PAY PAYMENT	12,821.48
07/22/16	3491	AUTO-PAY PAYMENT	2,998.99
07/26/16	3496	AUTO-PAY PAYMENT	44.39
07/28/16	3509	AUTO-PAY PAYMENT	2,328.32
	SUBTOTAL:	5 CHECKS	20,071.18
	GRAND TOTAL:	196 CHECKS	800,455.71

** (A) DENOTES ACH PAYMENTS

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. adopt Resolution No. 2-16 creating Industrial Development District No. 91 for 7171 Portage Road, and
2. adopt Resolution No. 3-16 setting a public hearing on August 23, 2016 for two Industrial Facilities Exemption Certificates for real property investments in the estimated amount of \$100.4 million within Industrial Development District No. 91.

On July 26, 2016, City Council accepted a request from Pfizer Incorporated (Pharmacia & Upjohn Company, LLC) to create an Industrial Development District (IDD) 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 over the next two-year period and several additional projects in the near future within the boundaries of the proposed IDD, which encompasses the finished product operations located on the north end of the manufacturing campus 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 specialized vial medicines which require a highly specialized sterile environment with four custom-made freeze dryers and significant related real and personal property improvements. The construction of these two immediate projects will also require new off-street parking improvements within the proposed IDD boundaries as shown in the attached application materials. In addition to these two immediate projects, several other projects are planned by Pfizer within the finished manufacturing portion of the facility over the next three to five years. Because of the scope of the various projects proposed, Pfizer has requested that the IDD boundaries encompass the finished product portion of the manufacturing campus to facilitate future real and personal property investments and the processing of tax abatement incentives.

Summary of PA 198 Process

The process to receive a tax abatement is initiated with the filing of a request to establish an industrial development district. Following a public hearing and the decision to create the district, the second step involves review of the industrial facilities exemption certificate. As required by the State of Michigan, the city may not approve a new industrial facilities exemption certificate unless there is a written agreement between the city and the owner of the industrial facility, which must be formally filed with the Michigan Department of Treasury. Also, the Michigan State Tax Commission requires an affidavit, executed by the local unit of government and the applicant, which states that there are no additional payments or similar charges other than the required application fee. The tax abatement agreement is considered by the City Council when the industrial facilities exemption certificate is reviewed and will include provisions related to the jobs created or retained, the facility to be constructed, as well as related issues. The tax abatement procedure concludes when, within 60 days of the date of filing, City Council adopts the resolution approving the application for an industrial facilities exemption certificate. The application materials are then forwarded to the State Tax Commission and the agreement is submitted to the Department of Treasury. If City Council adopts a resolution disapproving the application for the certificate, the applicant may still proceed and file the application with the State Tax Commission, which renders final approval or disapproval of the industrial facilities exemption certificate.

Preliminary Environmental Analysis

A preliminary planning and environmental review of the proposed facility has been completed. The subject property is approximately 436 acres in size and accommodates a large manufacturing campus with numerous buildings (approximately 1.5 million square feet in area), facilities and supporting infrastructure. Building 41, constructed in 1950, will be expanded with a 98,000-square-foot warehouse and also improved with the new A.O.V. Work Center. The manufacturing facility has grown over the decades and has historically been used for pharmaceutical manufacturing purposes. Pfizer operates its own private water and sanitary sewer system, which is discharged to the City of Kalamazoo treatment facility. Storm water drainage is controlled on site in conformance with the Portage "Storm Water Design Criteria Manual." Review of the area for environmental concerns revealed no compliance problems with either the Michigan Department of Environmental Quality or the City of Kalamazoo. Compliance with state and federal regulations pertaining to hazardous material handling, storage and disposal will be required during the construction and operational stages of the proposed facility. The property is zoned I-2 (heavy industry) with adjacent properties also zoned heavy industrial. The property is located within the Portage Road Industrial Corridor and is identified for industrial development in the City of Portage Comprehensive Plan.

Project Impact Analysis

Project impact analyses have been prepared for the proposed investment of \$100,416,000 in real property improvements. Personal property investments in the amount of \$45,954,000 will also be made; however, these improvements are now exempt from local taxation as they are Eligible Manufacturing Personal Property (EMPP). The projects will maintain 52 full-time equivalent employees and will add an additional 15 jobs within two years of completion. The average annual salary of the existing and new employees is \$65,000. Assumptions utilized in the analyses are

detailed on page one of the attached reports with calculations included on proceeding pages and a summary table and chart illustrating the results of these calculations for Council reference.

Based on the level of investment, the applicant has requested a 12-year real property tax abatement, consistent with the Council-adopted policy. The analyses show the economic impact on the city General Fund and the broader community with a 50 percent real property abatement for a 12-year period and the following table summarizes the cumulative outcomes of the investments:

Direct General Fund Abatement Cost	\$1,973,194
Cumulative Revenue to the City (20 years)	\$3,954,896
Primary/Secondary Community Economic Benefits	\$1,144,000

As indicated, the direct General Fund abatement cost to the city over the 12-year period is estimated at \$1.97 million. However, the cumulative revenue to the city over a 20-year period is estimated at \$3.95 million and an additional broader community benefit is estimated to be \$1.14 million based on the level of real property investment and job creation.

Property Tax Analysis

An analysis on the impact of property taxes has also been prepared. Without an abatement and taxing the real property at the full 61.24 mill rate, the estimated taxes generated for all taxing units would total \$32,223,983 over a 12-year period. The table below provides the estimated total tax revenue foregone over a 12-year abatement period by the local unit of government.

City of Portage	\$3,033,945
Kalamazoo County	\$2,009,756
KRESA	\$1,685,523
KVCC	\$ 740,208
Portage District Library	\$ 394,637

The revenue to Portage Public Schools is subject to the 1994/95 school aid legislation and is largely provided by the state. The total tax abatement valuation percentage approved by the Council with the inclusion of this application would equal 3.5 percent. This figure reflects the active industrial tax abatements that have been approved by the Council as a percentage of the total city State Equalized Value.

Conclusion

The application is generally consistent with the adopted industrial tax abatement policy. As noted above, the applicant is requesting the IDD boundary to include the north end of the finished product manufacturing campus, which not only includes the immediate Warehouse, A.O.V. building and site related improvements, but also a larger building and site area that incorporates short-term (2-3 years) and long-term (10-12 years) projects planned for the facility. In addition, while the Pfizer manufacturing campus is not connected to public water, the facility has developed an extensive private water system that properly services its operations.

Given the significant investment being made with this development project, including building, site improvements and personal property improvements, which will result in a notable benefit to the

community, creation of Industrial Development District No. 91 as proposed is recommended.

Therefore, it is recommended that City Council adopt Resolution No. 2-16 creating Industrial Development District No. 91 for 7171 Portage Road and Resolution No. 3-16 setting a public hearing on August 23, 2016 for issuance of Industrial Facilities Exemption Certificates for real property in the estimated amount of \$100.4 million within IDD No. 91.

FUNDING: Not Applicable

- Attachments:**
1. July 15, 2016 correspondence from Robert Betzig, Pfizer Global Supply Kalamazoo Site Leader
 2. PA 198 application materials
 3. Project Impact Analysis - A.O.V. Work Center
 4. Project Impact Analysis - Warehouse
 5. Vicinity Map of IDD No. 91
 6. Projected Tax Revenue Charts
 7. Resolution #2-16
 8. Resolution #3-16



Pfizer Global Supply

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

July 15, 2016

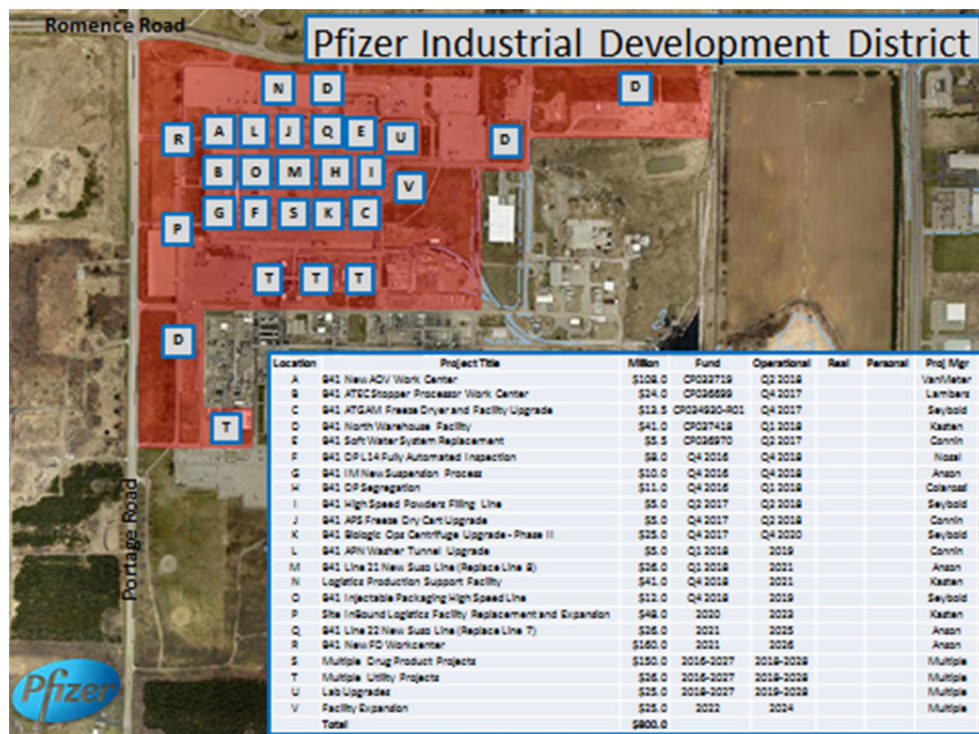
Mr. James R. Hudson
Portage City Clerk
City of Portage, Michigan
7900 South Westnedge Avenue
Portage, MI 49002

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

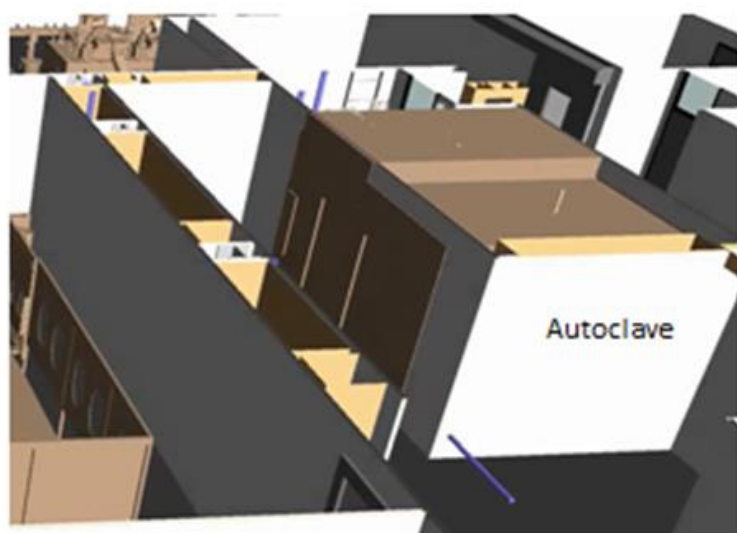




B41 AOV Work Center Freeze Dryers



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
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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.

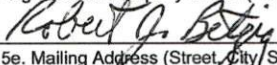
a. TV of Real Property (excluding land)	
b. TV of Personal Property (excluding inventory)	
c. Total TV	

▶ 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%

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 \$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	_____

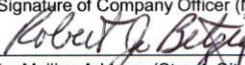
▶ 12a. Check the type of District the facility is located in:
☒ Industrial Development District ☐ Plant Rehabilitation District

▶ 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.

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	

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(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

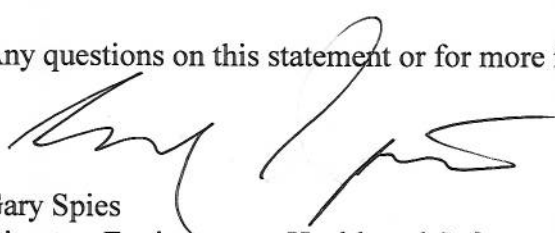
14 July 2016

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.

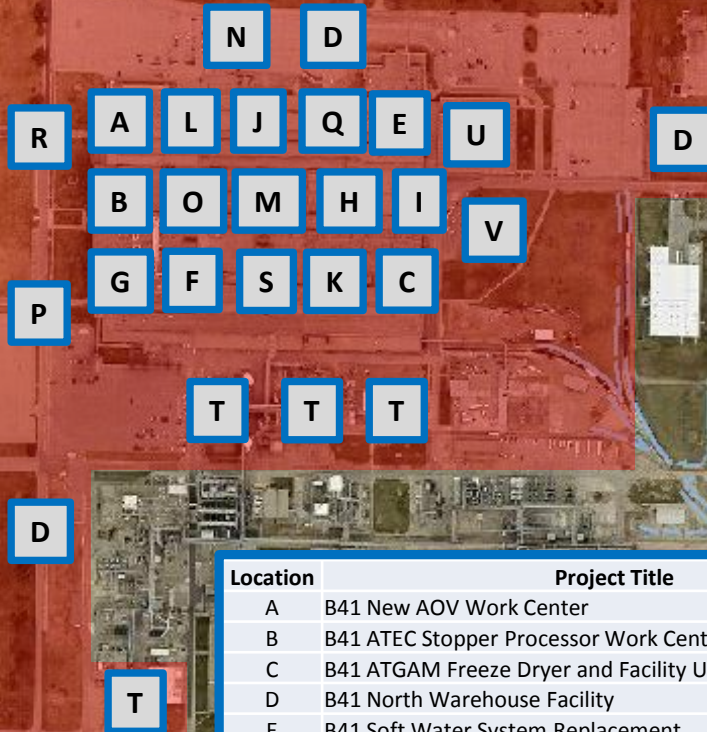


Kim K. Olson, Notary Public
Kalamazoo County, Michigan
My Commission Expires: 18 October 2016

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					(41)





B41 North Warehouse Rendering





B41 AOV Work Center Freeze Dryers



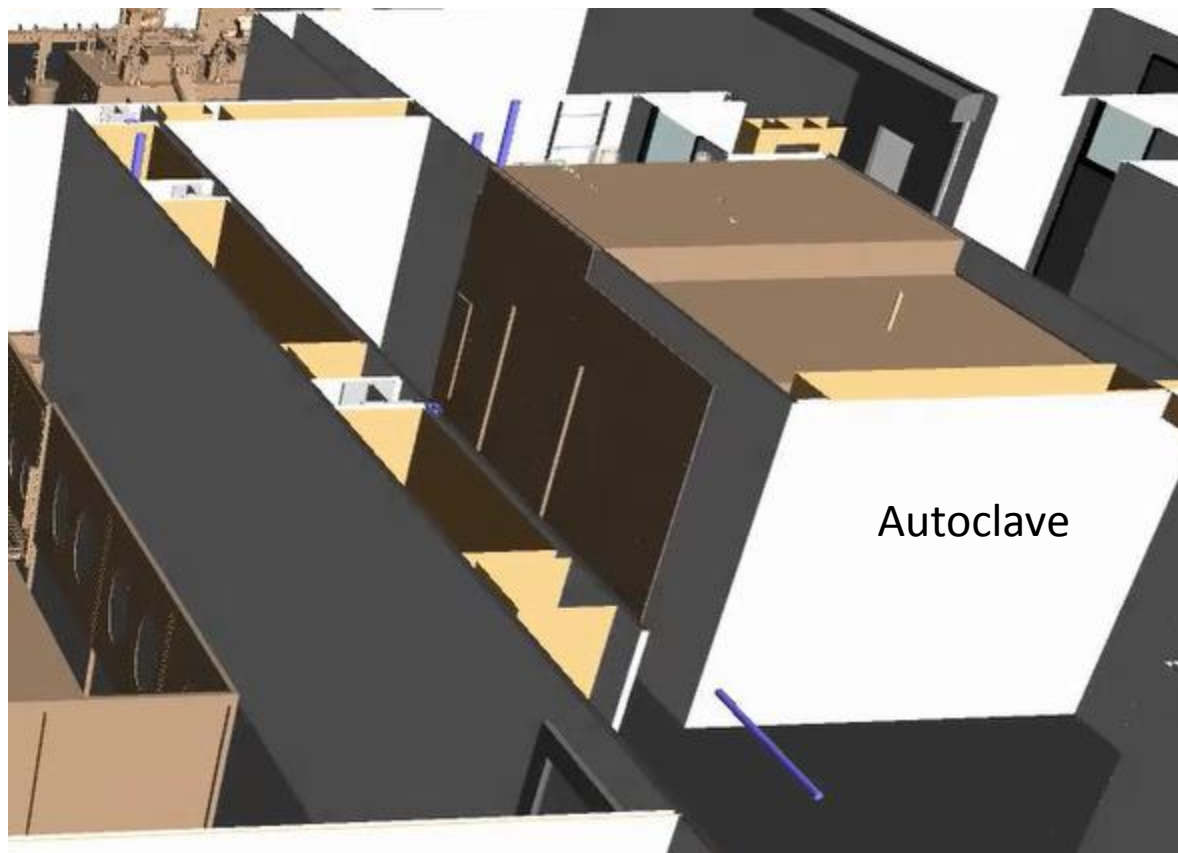


B41 AOV Work Center Freeze Dryers





B41 AOV Work Center (Autoclave)



Assumptions used in the following calculations:

Market value of property to be added :	
Real property.....	\$61,487,000
Personal property.....	N/A
Percentage tax abatement requested: (consistent with City Council policy)	
Real property.....	50.00%
Personal property.....	N/A
Years of abatement requested:	
Real property.....	12
Personal property.....	N/A
Non-recoverable City share costs of requested:	
Roadway improvements.....	\$0
Drainage improvements.....	\$0
Sanitary sewer improvements.....	\$0
Water delivery improvements.....	\$0
Number of new employees.....	15
Average annual income of each new employee.....	\$65,000
Percentage of new employees assumed to be residents.....	33.00%
Propensity for resident employees to consume locally.....	60.00%
Propensity for non-resident employees to consume locally.....	50.00%
County income multiplier.....	2.00
Percentage of new employees constructing new homes.....	20.00%
Value of new home as a factor of annual income.....	2.00
Number of members per household (2010-2014 5-year estimate)	2.43
Population, 2015 estimated.....	48,177
General Fund expenditures net of certain offsetting revenues: i.e., user charges and fees, grants, reimbursements	\$18,767,644
Current General Fund millage rate.....	7.5000
Per capita state revenue sharing to General Fund.....	\$80.49
Average annual inflation rate (2011 to 2016).....	2.00%
Annual increase in industrial real property value.....	0.00%
Annual increase in residential real property value.....	1.50%

CALCULATION OF ECONOMIC BENEFITS TO THE COMMUNITY:

Equation 1-Calculation of additional payroll generated

Number of new employees	Average annual income	Total new annual payroll
15	\$65,000	\$975,000

Equation 2-Calculation of primary economic benefit to the community from payroll income

Percentage of new employees assumed to be residents.....					33.00%
Propensity for resident employees to consume locally.....					60.00%
Propensity for non-resident employees to consume locally.....					50.00%
	Distribution of labor force	Average annual income	Propensity to consume locally	Primary economic benefit	
Resident employees.....	5	\$65,000	60.00%	\$195,000	
Non-resident employees.....	10	\$65,000	50.00%	\$325,000	
				\$520,000	\$520,000

Equation 3-Calculation of secondary economic benefit to the community from payroll income

	Total primary benefit	County income multiplier	Propensity to consume locally	Secondary economic benefit	
	\$520,000	2.00	60.00%	\$624,000	\$624,000
----ADDITIONAL ECONOMIC BENEFITS TO THE COMMUNITY.....					\$1,144,000

CALCULATION OF ADDITIONAL GENERAL FUND REVENUE:

Equation 4-Calculation of gross taxes to be generated from new project

Market value of property to be added:				
Real property.....			\$61,487,000	
Personal property.....			\$0	
Current General Fund millage rate			7.50	
	First year property SEV	Millage rate	First year property taxes	
Real	\$30,743,500	7.50	\$230,576	
Personal	\$0	7.50	\$0	\$230,576

Equation 5-Calculation of additional property tax from new residents

Percentage of new employees constructing new homes.....					20.00%	
Value of new home as a factor of annual income.....					2.00	
	Number of new homes	Avg market value of each new home	Total SEV of new homes	General Fund millage rate	First year property taxes	
	3	\$130,000	\$195,000	7.50	\$1,463	\$1,463

Equation 6-Calculation of additional state revenue sharing to the General Fund

Number of members per household.....					2.43	
Per capita state revenue sharing to General Fund.....					\$80	
	Number of new resident employees	Number of members per household	Number of new residents	Per capita state revenue sharing	Additional state revenue sharing	
	5	2.43	12	\$80	\$966	\$966
----ADDITIONAL GENERAL FUND REVENUE.....						\$233,005

Equation 7-Annual tax abatement costs

Percentage tax abatement requested:

Real property.....	50.00%
Personal property.....	N/A

Years of abatement requested:

Real property.....	12
Personal property.....	N/A

	First year General Fund property tax	Requested abatement rate	First year tax abatement	
Real	\$230,576	50.00%	\$115,288	
Personal	\$0	0.00%	\$0	\$115,288

Equation 8-Additional service costs

Population, 2015 estimated.....	48,177
---------------------------------	--------

General Fund expenditures net of certain offsetting revenues:

i.e., user charges and fees, grants, reimbursements	\$18,767,644
---	--------------

Costs of services	Number of residents	Cost per resident	Number of new residents	Additional cost for new residents	
\$18,767,644	48,177	\$390	12	\$4,680	\$4,680

Equation 9-Public facilities cost, non-recoverable City share

Road improvements	Drainage improvements	Sanitary sewer improvements	Water delivery improvements	Total improvements	
\$0	\$0	\$0	\$0	\$0	\$0

----TOTAL ADDITIONAL GENERAL FUND COSTS..... \$119,968

CALCULATION OF RELATIVE COMPARISON FACTOR

Equation 10-Relative comparison investment factor/initial cost per job created

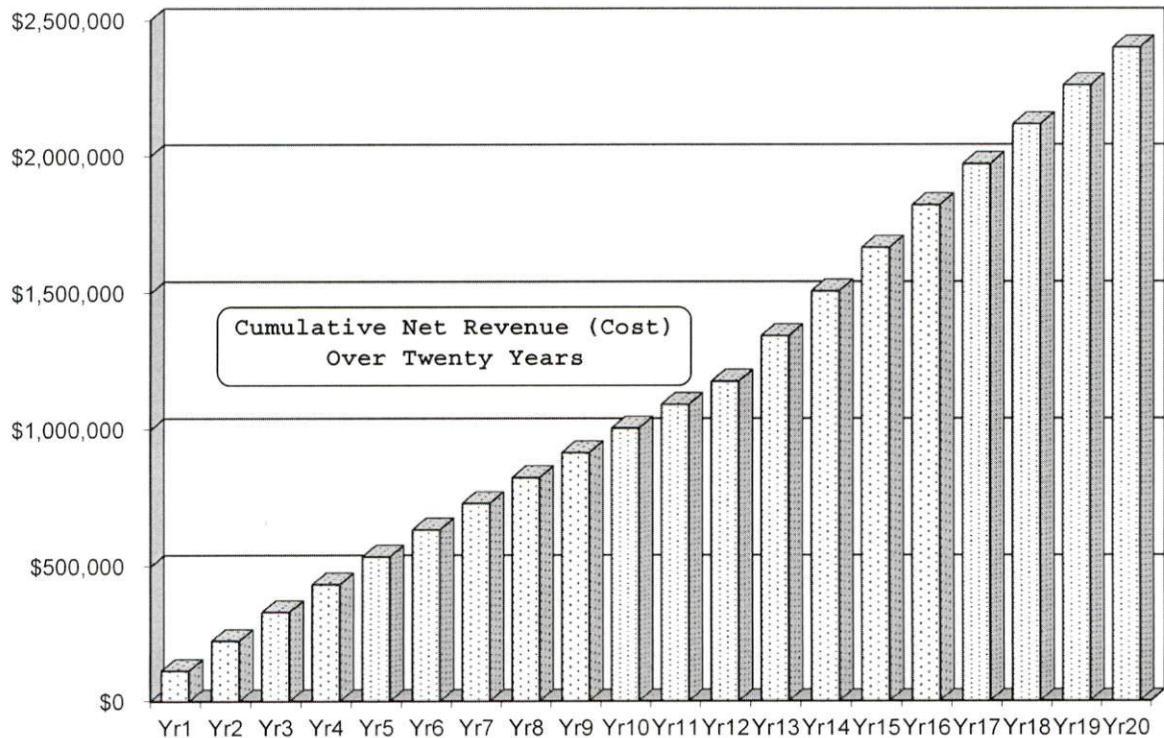
Additional revenues	Additional (costs)	Net additional (cost)/revenue	Number of jobs created	(Cost)/revenue per job created
\$233,005	(\$119,968)	\$113,037	15	\$7,536

Long term comparison of increased revenues to increased costs
reflecting the effects of inflation on property values and General Fund expenditures.

A.O.V. WORK CENTER
PROJECT IMPACT ANALYSIS

Source:
City of Portage Finance Department

Year	Revenue	Infrastructure costs	General Fund real property tax abatement	General Fund personal prop. tax abatement	General Fund service costs	Expenditures	Net annual (cost)/revenue	Cumulative (cost)/revenue
Yr1	\$233,005	\$0	\$115,288	\$0	\$4,680	(\$119,968)	\$113,037	\$113,037
Yr2	\$227,282	\$0	\$112,406	\$0	\$4,774	(\$117,180)	\$110,102	\$223,139
Yr3	\$221,704	\$0	\$109,596	\$0	\$4,869	(\$114,465)	\$107,239	\$330,378
Yr4	\$216,267	\$0	\$106,856	\$0	\$4,966	(\$111,822)	\$104,445	\$434,823
Yr5	\$210,967	\$0	\$104,185	\$0	\$5,066	(\$109,251)	\$101,717	\$536,540
Yr6	\$205,802	\$0	\$101,580	\$0	\$5,167	(\$106,747)	\$99,055	\$635,595
Yr7	\$200,769	\$0	\$99,041	\$0	\$5,270	(\$104,311)	\$96,459	\$732,053
Yr8	\$195,862	\$0	\$96,565	\$0	\$5,376	(\$101,941)	\$93,922	\$825,975
Yr9	\$191,081	\$0	\$94,151	\$0	\$5,483	(\$99,634)	\$91,448	\$917,422
Yr10	\$186,420	\$0	\$91,797	\$0	\$5,593	(\$97,390)	\$89,031	\$1,006,453
Yr11	\$181,878	\$0	\$89,502	\$0	\$5,705	(\$95,207)	\$86,672	\$1,093,124
Yr12	\$177,452	\$0	\$87,264	\$0	\$5,819	(\$93,083)	\$84,369	\$1,177,493
Yr13	\$173,139	\$0	\$0	\$0	\$5,935	(\$5,935)	\$167,204	\$1,344,697
Yr14	\$168,935	\$0	\$0	\$0	\$6,054	(\$6,054)	\$162,881	\$1,507,578
Yr15	\$164,839	\$0	\$0	\$0	\$6,175	(\$6,175)	\$158,664	\$1,666,242
Yr16	\$160,848	\$0	\$0	\$0	\$6,299	(\$6,299)	\$154,549	\$1,820,791
Yr17	\$156,959	\$0	\$0	\$0	\$6,425	(\$6,425)	\$150,534	\$1,971,325
Yr18	\$153,168	\$0	\$0	\$0	\$6,553	(\$6,553)	\$146,615	\$2,117,940
Yr19	\$149,476	\$0	\$0	\$0	\$6,684	(\$6,684)	\$142,792	\$2,260,732
Yr20	\$145,877	\$0	\$0	\$0	\$6,818	(\$6,818)	\$139,059	\$2,399,791



Assumptions used in the following calculations:

Market value of property to be added :	
Real property.....	\$38,929,000
Personal property.....	N/A
Percentage tax abatement requested: (consistent with City Council policy)	
Real property.....	50.00%
Personal property.....	N/A
Years of abatement requested:	
Real property.....	12
Personal property.....	N/A
Non-recoverable City share costs of requested:	
Roadway improvements.....	\$0
Drainage improvements.....	\$0
Sanitary sewer improvements.....	\$0
Water delivery improvements.....	\$0
Number of new employees.....	0
Average annual income of each new employee.....	\$65,000
Percentage of new employees assumed to be residents.....	33.00%
Propensity for resident employees to consume locally.....	60.00%
Propensity for non-resident employees to consume locally.....	50.00%
County income multiplier.....	2.00
Percentage of new employees constructing new homes.....	20.00%
Value of new home as a factor of annual income.....	2.00
Number of members per household (2010-2014 5-year estimate)	2.40
Population, 2015 estimated.....	48,177
General Fund expenditures net of certain offsetting revenues: i.e., user charges and fees, grants, reimbursements	\$18,767,644
Current General Fund millage rate.....	7.5000
Per capita state revenue sharing to General Fund.....	\$80.49
Average annual inflation rate (2011 to 2016).....	2.00%
Annual increase in industrial real property value.....	0.00%
Annual increase in residential real property value.....	1.50%

CALCULATION OF ECONOMIC BENEFITS TO THE COMMUNITY:

Equation 1-Calculation of additional payroll generated

Number of new employees	Average annual income	Total new annual payroll
0	\$65,000	\$0

Equation 2-Calculation of primary economic benefit to the community from payroll income

Percentage of new employees assumed to be residents.....	33.00%
Propensity for resident employees to consume locally.....	60.00%
Propensity for non-resident employees to consume locally.....	50.00%

	Distribution of labor force	Average annual income	Propensity to consume locally	Primary economic benefit	
Resident employees.....	0	\$65,000	60.00%	\$0	
Non-resident employees.....	0	\$65,000	50.00%	\$0	
				\$0	\$0

Equation 3-Calculation of secondary economic benefit to the community from payroll income

	Total primary benefit	County income multiplier	Propensity to consume locally	Secondary economic benefit	
	\$0	2.00	60.00%	\$0	\$0
----ADDITIONAL ECONOMIC BENEFITS TO THE COMMUNITY.....					\$0

CALCULATION OF ADDITIONAL GENERAL FUND REVENUE:

Equation 4-Calculation of gross taxes to be generated from new project

Market value of property to be added:				
Real property.....			\$38,929,000	
Personal property.....			\$0	
Current General Fund millage rate			7.50	
	First year property SEV	Millage rate	First year property taxes	
Real	\$19,464,500	7.50	\$145,984	
Personal	\$0	7.50	\$0	\$145,984

Equation 5-Calculation of additional property tax from new residents

Percentage of new employees constructing new homes.....					20.00%	
Value of new home as a factor of annual income.....					2.00	
	Number of new homes	Avg market value of each new home	Total SEV of new homes	General Fund millage rate	First year property taxes	
	0	\$130,000	\$0	7.50	\$0	\$0

Equation 6-Calculation of additional state revenue sharing to the General Fund

Number of members per household.....					2.40	
Per capita state revenue sharing to General Fund.....					\$80	
	Number of new resident employees	Number of members per household	Number of new residents	Per capita state revenue sharing	Additional state revenue sharing	
	0	2.40	0	\$80	\$0	\$0
----ADDITIONAL GENERAL FUND REVENUE.....						\$145,984

Equation 7-Annual tax abatement costs

Percentage tax abatement requested:

Real property.....	50.00%
Personal property.....	0.00%

Years of abatement requested:

Real property.....	12
Personal property.....	N/A

	First year General Fund property tax	Requested abatement rate	First year tax abatement	
Real	\$145,984	50.00%	\$72,992	
Personal	\$0	0.00%	\$0	\$72,992

Equation 8-Additional service costs

Population, 2015 estimated.....	48,177
---------------------------------	--------

General Fund expenditures net of certain offsetting revenues:
i.e., user charges and fees, grants, reimbursements

\$18,767,644

Costs of services	Number of residents	Cost per resident	Number of new residents	Additional cost for new residents	
\$18,767,644	48,177	\$390	0	\$0	\$0

Equation 9-Public facilities cost, non-recoverable City share

Road improvements	Drainage improvements	Sanitary sewer improvements	Water delivery improvements	Total improvements	
\$0	\$0	\$0	\$0	\$0	\$0

----TOTAL ADDITIONAL GENERAL FUND COSTS..... \$72,992

CALCULATION OF RELATIVE COMPARISON FACTOR

Equation 10-Relative comparison investment factor/initial cost per job created

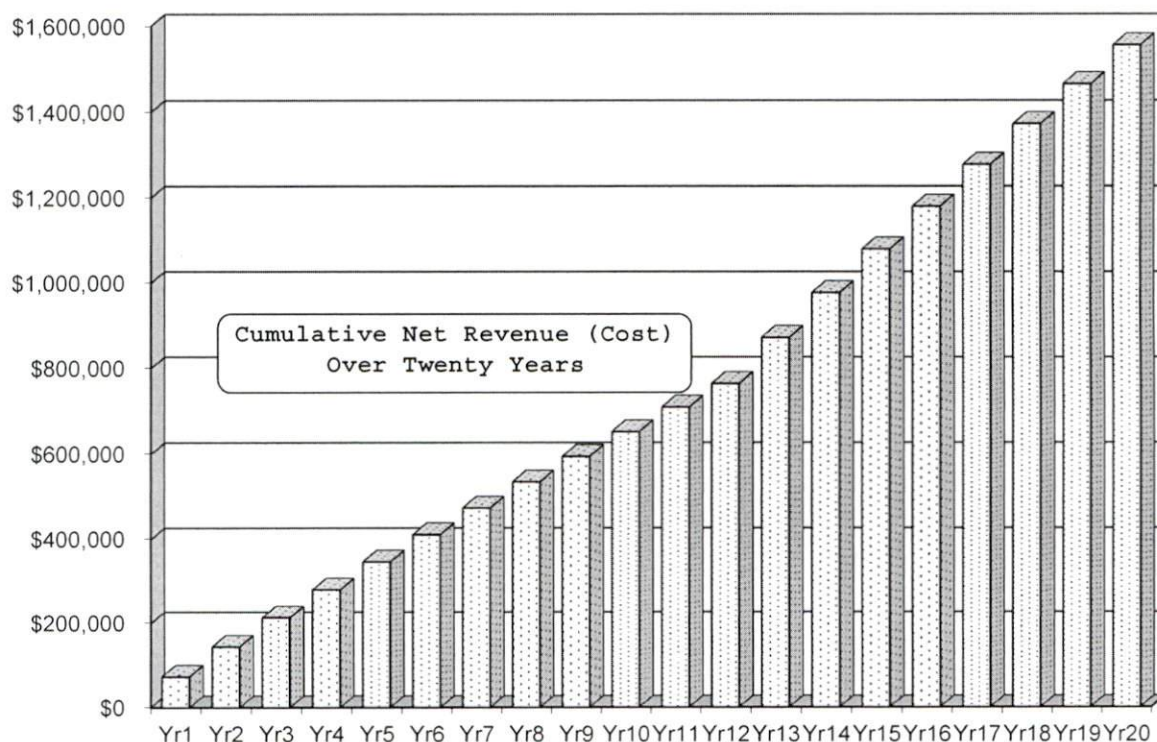
Additional revenues	Additional (costs)	Net additional (cost)/revenue	Number of jobs created	(Cost)/revenue per job created
\$145,984	(\$72,992)	\$72,992	0	N/A

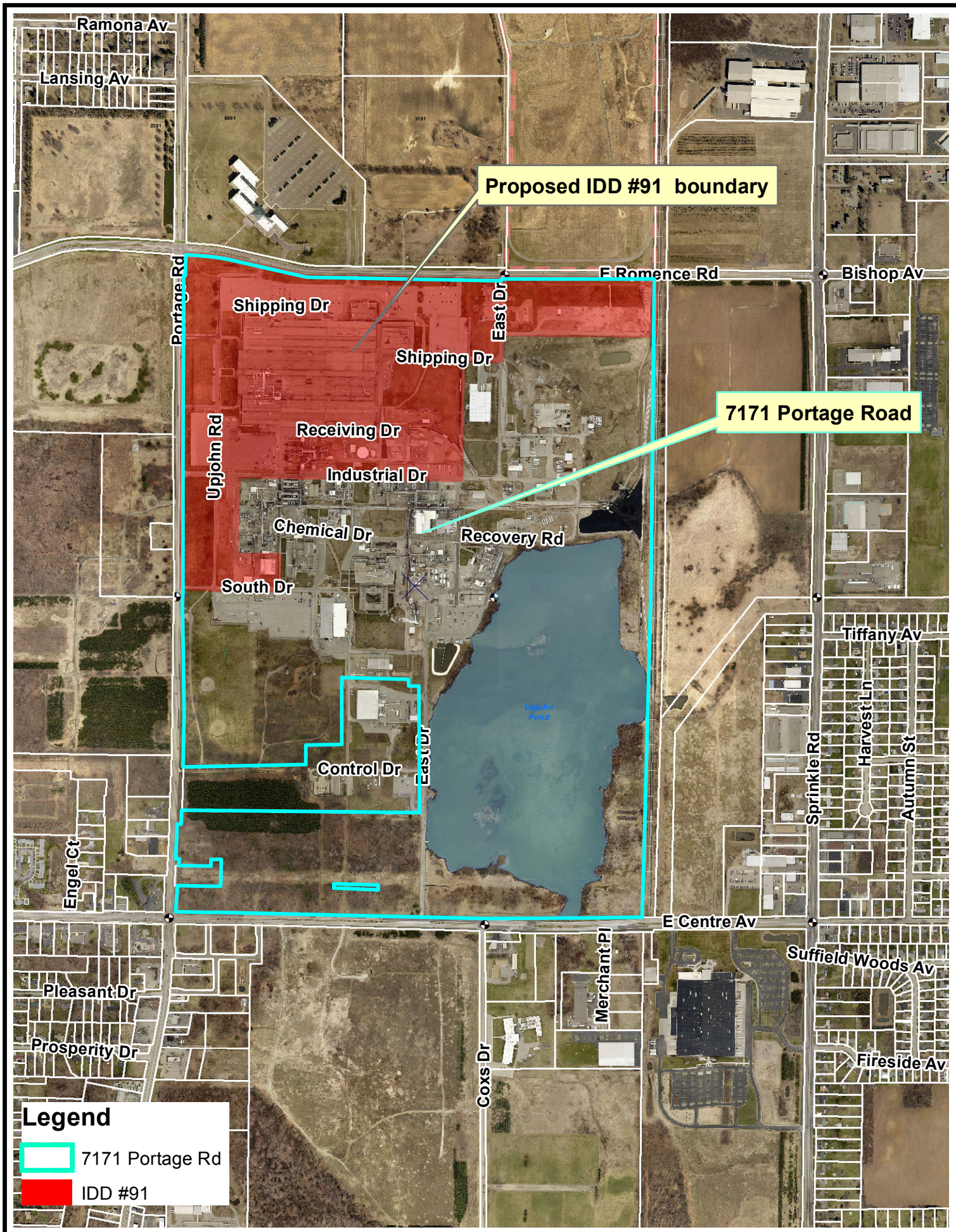
Long term comparison of increased revenues to increased costs
reflecting the effects of inflation on property values and General Fund expenditures.

WAREHOUSE
PROJECT IMPACT ANALYSIS

Source:
City of Portage Finance Department

Year	Revenue	Infrastructure costs	General Fund real property tax abatement	General Fund personal prop. tax abatement	General Fund service costs	Expenditures	Net annual (cost)/revenue	Cumulative (cost)/revenue
Yr1	\$145,984	\$0	\$72,992	\$0	\$0	(\$72,992)	\$72,992	\$72,992
Yr2	\$142,334	\$0	\$71,167	\$0	\$0	(\$71,167)	\$71,167	\$144,159
Yr3	\$138,776	\$0	\$69,388	\$0	\$0	(\$69,388)	\$69,388	\$213,547
Yr4	\$135,307	\$0	\$67,654	\$0	\$0	(\$67,654)	\$67,654	\$281,201
Yr5	\$131,924	\$0	\$65,962	\$0	\$0	(\$65,962)	\$65,962	\$347,163
Yr6	\$128,626	\$0	\$64,313	\$0	\$0	(\$64,313)	\$64,313	\$411,476
Yr7	\$125,410	\$0	\$62,705	\$0	\$0	(\$62,705)	\$62,705	\$474,181
Yr8	\$122,275	\$0	\$61,138	\$0	\$0	(\$61,138)	\$61,138	\$535,318
Yr9	\$119,218	\$0	\$59,609	\$0	\$0	(\$59,609)	\$59,609	\$594,927
Yr10	\$116,238	\$0	\$58,119	\$0	\$0	(\$58,119)	\$58,119	\$653,046
Yr11	\$113,332	\$0	\$56,666	\$0	\$0	(\$56,666)	\$56,666	\$709,712
Yr12	\$110,499	\$0	\$55,250	\$0	\$0	(\$55,250)	\$55,250	\$764,962
Yr13	\$107,737	\$0	\$0	\$0	\$0	\$0	\$107,737	\$872,699
Yr14	\$105,044	\$0	\$0	\$0	\$0	\$0	\$105,044	\$977,743
Yr15	\$102,418	\$0	\$0	\$0	\$0	\$0	\$102,418	\$1,080,161
Yr16	\$99,858	\$0	\$0	\$0	\$0	\$0	\$99,858	\$1,180,019
Yr17	\$97,362	\$0	\$0	\$0	\$0	\$0	\$97,362	\$1,277,381
Yr18	\$94,928	\$0	\$0	\$0	\$0	\$0	\$94,928	\$1,372,309
Yr19	\$92,555	\$0	\$0	\$0	\$0	\$0	\$92,555	\$1,464,864
Yr20	\$90,241	\$0	\$0	\$0	\$0	\$0	\$90,241	\$1,555,105





Proposed IDD #91

PHARMACIA & UPJOHN COMPANY LLC - 2016 PA-198 Tax Abatement Application
7171 Portage Rd - B41 AOV Work Center
Real Property Investment: \$61,487,000

Real Property Taxes Collected Over 12-Year Abatement Period

	Year 1 2017	Year 2 2018	Year 3 2019	Year 4 2020	Year 5 2021	Year 6 2022	Annual Depreciation
Cost	\$61,487,000	\$59,949,825	\$58,451,079	\$56,989,802	\$55,565,057	\$54,175,931	
SEV & TV	30,743,500	29,974,913	29,225,540	28,494,901	27,782,529	27,087,965	2.5%
Rate Collected	0.0336205	0.0336205	0.0336205	0.0336205	0.0336205	0.0336205	
Taxes Collected	\$1,033,612	\$1,007,772	\$982,577	\$958,013	\$934,063	\$910,711	
	Year 7 2021	Year 8 2022	Year 9 2023	Year 10 2024	Year 11 2025	Year 12 2026	Totals Over 12-Year Abatement Period
Cost	\$52,821,533	\$51,500,994	\$50,213,469	\$48,958,133	\$47,734,179	\$46,540,825	
SEV & TV	26,410,766	25,750,497	25,106,735	24,479,066	23,867,090	23,270,412	322,193,914
Rate Collected	0.0336205	0.0336205	0.0336205	0.0336205	0.0336205	0.0336205	
Taxes Collected	\$887,943	\$865,745	\$844,101	\$822,998	\$802,423	\$782,363	\$10,832,320

Detail of the Total Real Property Taxes Collected Over the 12-Year Period

Taxing Jurisdiction Name Tax Levy Description	PA-198 Est. Tax Rate (50% Level)	12-Year Combined TV	Total 12-Year Taxes Abated
City of Portage	0.0054628	322,193,914	\$1,760,081
Portage Pub. Schools (Operating)	0.0090000	322,193,914	\$2,899,745
Portage Public Schools (Debt)	0.0036750	322,193,914	\$1,184,063
State Education Tax	0.0060000	322,193,914	\$1,933,163
KVCC	0.0014068	322,193,914	\$453,246
KRESA	0.0032033	322,193,914	\$1,032,084
Kalamazoo County	0.0030681	322,193,914	\$988,523
Kalamazoo County Transport	0.0002000	322,193,914	\$64,439
CCTA Transport	0.0003750	322,193,914	\$120,823
Kalamazoo County Juvenile	0.0001264	322,193,914	\$40,725
Kalamazoo County Housing	0.0000500	322,193,914	\$16,110
Portage District Library	0.0007500	322,193,914	\$241,645
City of Portage 1% Tax Administration Fee	0.0003032	322,193,914	\$97,673
Total - All Taxing Entities	0.0336205		\$10,832,320

Report Created by Portage City Assessor's Office - 08 -04 -2016

PHARMACIA & UPJOHN COMPANY LLC - 2016 PA-198 Tax Abatement Application
7171 Portage Rd - New B41 Warehouse
Real Property Investment: \$38,929,000

Real Property Taxes Collected Over 12-Year Abatement Period

	Year 1 2017	Year 2 2018	Year 3 2019	Year 4 2020	Year 5 2021	Year 6 2022	Annual Depreciation
Cost	\$38,929,000	\$37,955,775	\$37,006,881	\$36,081,709	\$35,179,666	\$34,300,174	
SEV & TV	19,464,500	18,977,888	18,503,440	18,040,854	17,589,833	17,150,087	2.5%
Rate Collected	0.0336205	0.0336205	0.0336205	0.0336205	0.0336205	0.0336205	
Taxes Collected	\$654,406	\$638,046	\$622,095	\$606,543	\$591,379	\$576,595	
	Year 7 2021	Year 8 2022	Year 9 2023	Year 10 2024	Year 11 2025	Year 12 2026	Totals Over 12-Year Abatement Period
Cost	\$33,442,670	\$32,606,603	\$31,791,438	\$30,996,652	\$30,221,736	\$29,466,192	
SEV & TV	16,721,335	16,303,302	15,895,719	15,498,326	15,110,868	14,733,096	203,989,248
Rate Collected	0.0336205	0.0336205	0.0336205	0.0336205	0.0336205	0.0336205	
Taxes Collected	\$562,180	\$548,125	\$534,422	\$521,061	\$508,035	\$495,334	\$6,858,221

Detail of the Total Real Property Taxes Collected Over the 12-Year Period

Taxing Jurisdiction Name Tax Levy Description	PA-198 Est. Tax Rate (50% Level)	12-Year Combined TV	Total 12-Year Taxes Abated
City of Portage	0.0054628	203,989,248	\$1,114,352
Portage Pub. Schools (Operating)	0.0090000	203,989,248	\$1,835,903
Portage Public Schools (Debt)	0.0036750	203,989,248	\$749,660
State Education Tax	0.0060000	203,989,248	\$1,223,935
KVCC	0.0014068	203,989,248	\$286,962
KRESA	0.0032033	203,989,248	\$653,439
Kalamazoo County	0.0030681	203,989,248	\$625,859
Kalamazoo County Transport	0.0002000	203,989,248	\$40,798
CCTA Transport	0.0003750	203,989,248	\$76,496
Kalamazoo County Juvenile	0.0001264	203,989,248	\$25,784
Kalamazoo County Housing	0.0000500	203,989,248	\$10,199
Portage District Library	0.0007500	203,989,248	\$152,992
City of Portage 1% Tax Administration Fee	0.0003032	203,989,248	\$61,839
Total - All Taxing Entities	0.0336205		\$6,858,221

Report Created by Portage City Assessor's Office - 08 -04 -2016

**CITY OF PORTAGE
RESOLUTION NO. 2-16
DESIGNATING PORTAGE INDUSTRIAL DEVELOPMENT DISTRICT NO. 91
PHARMACIA & UPJOHN COMPANY, LLC**

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

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

COUNCILMEMBER: _____, and supported by:

COUNCILMEMBER: _____.

WHEREAS, the City Council has met in public hearing as heretofore resolved and noticed for the purpose of determining whether a certain described area located at 7171 Portage Road, Portage, Michigan, may be established as an Industrial Development District, pursuant to 1974 PA 198, MCLA 207.551, et seq.; and

WHEREAS, such location meets all of the prerequisites of the cited Act;

NOW THEREFORE, BE IT RESOLVED that the following described property be designated Portage Industrial Development District No. 91:

Please see attached Exhibit "A"

ADOPTED: AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember _____

All resolutions or parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

RESOLUTION DECLARED ADOPTED:

James R. Hudson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution #2 adopted at a regular meeting of the City Council of the City of Portage, Kalamazoo County, Michigan held on _____, 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, Michigan 49002
(269) 323-8812

Approved as to Form:

Date: 7/28/2016

By: _____
City Attorney

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EXHIBIT A

A parcel of land situated in the Northwest quarter of Section 13 and the Northeast quarter of Section 14, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan being more particularly described as follows:

Commencing at the North quarter corner of Section 14, T3S, R11W; thence N 89°52'06" E 50.00 feet along the North line of of the Northeast quarter of said Section 14 to the East right-of-way line of Portage Road to the Place of Beginning; thence N 00°26'-56" W 126.62 feet along said East right-of-way line to the South right-of-way line of Romence Road; thence S 86°07'31" E 201.42 feet along said South right-of-way line of Romence Road; thence Southeasterly 145.03 feet along said South right-of-way line along the arc of a curve to the right having a radius of 1050.00 feet, a central angle of 7°54'50" and a chord of S 82°10'06" E 144.91 feet; thence S 78°12'42" E 447.04 feet along said South right-of-way line to said North line of the Northeast quarter of Section 14; thence N 89°52'06" E 1820.14 feet along said North line to the Northeast corner of said Section 14; thence N 88°49'29" E 1239.24 feet along the North line of the Northwest quarter of Section 13, T3S, R11W to the Westerly Railroad right-of-way line; thence S 00°16'14" E 500.00 feet along said Westerly Railroad right-of-way line; thence S 89°51'56" W 1220.32 feet; thence S 00°23'44" W 235.12 feet; thence S 89°51'56" W 322.74 feet; thence S 00°08'04" E 969.95 feet; thence S 89°51'56" W 1856.72 feet; thence S 00°03'29" E 650.00 feet; thence N 89°51'56" E 358.72 feet; thence S 00°08'04" E 339.54 feet to the South line of said Northeast quarter of Section 14; thence S 89°51'39" W 767.01 feet along said South line to said East right-of-way line of Portage Road; thence N 00°47'10" W 2672.31 feet along said East right-of-way line to the Place of Beginning, containing 120.66 acres of land. The parcel being subject to easements, conditions and restrictions of record.

**CITY OF PORTAGE, MICHIGAN
RESOLUTION NO. 3-16
TO SET THE PUBLIC HEARING ON FACILITIES TAX
EXEMPTION CERTIFICATES FOR PHARMACIA & UPJOHN COMPANY, LLC
INDUSTRIAL DEVELOPMENT DISTRICT NO. 91**

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 in the City Hall in the City of Portage.

PRESENT: _____

ABSENT: _____

The following resolution was offered by Councilmember _____, and supported by: Councilmember _____.

WHEREAS, pursuant to 1974 PA 198, MCLA Sec. 207.551, et seq., the City Council has established Industrial Development District No.91;

WHEREAS, PHARMACIA & UPJOHN COMPANY, LLC, owner of the realty located within said District, has applied for Industrial Facilities Exemption Certificates for (1) Building #41 Warehouse and (2) Building #41 AOV Work Center under the provisions of 1974 PA 198, Sec. 5(1);

WHEREAS, 1974 PA 198 Sec. 5(2) provides that before acting upon an application for an Industrial Facilities Certificate, the City Council shall afford the applicant, the assessor, and a representative of the affected taxing units an opportunity for a hearing;

NOW THEREFORE, BE IT RESOLVED as follows:

(1) That the application of PHARMACIA & UPJOHN COMPANY, LLC for the Industrial Facilities Exemption Certificates above shall remain on file in the office of the City Clerk.

(2) That the City Council shall meet at the City Hall on _____, 2016 at 7:30 p.m., local time, or as soon thereafter as may be heard, and shall provide to the City Assessor and a representative of each of the taxing units an opportunity to be heard on the question of PHARMACIA &

UPJOHN COMPANY, LLC application for the Industrial Facilities Exemption Certificates with regard to proposed new facility within said Industrial Development District.

(3) That the City Clerk immediately inform, by letter, the City Assessor, and the legislative body of each taxing unit which levies ad valorem taxes in the City of Portage on the property located within said Industrial Development District, as follows:

(a) The City of Portage has established PHARMACIA & UPJOHN COMPANY, LLC Industrial Development District No.91 and has now received and will consider applications for Facilities Exemption Certificates for building construction within said district.

(b) That the City Council shall meet on _____, 2016, at the City Hall at 7:30 p.m., local time, or as soon thereafter as may be heard, to afford the City Assessor and a representative of each said taxing unit an opportunity to be heard with regard to the said application.

(c) That, as to PHARMACIA & UPJOHN COMPANY, LLC Industrial Development District No. 91, the Facilities Exemption Certificates would be the total amount of \$100,416,000, for (1) expenditures in the amount of \$38,929,000 for Building #41 Warehouse and (2) for expenditures in the amount of \$61,487,000 for Building #41 AOV, Work Center.

(4) All resolutions or parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

ADOPTED: AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember _____

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: 8/3/16
By: [Signature]
City Attorney

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TO: Honorable Mayor and City Council
FROM: Laurence Shaffer, City Manager
SUBJECT: Vehicle Purchase Recommendation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: That City Council authorize the purchase of 28 vehicles and pieces of equipment as noted below through the State of Michigan MiDEAL and the National Joint Powers Alliance purchasing programs at a total cost of \$1,170,155.64 and authorize the City Manager to execute all documents related to these purchases on behalf of the city.

The Council-adopted fiscal year 2016-2017 Equipment Fund Capital Outlay budget and the fiscal year 2016-2017 Capital Improvement Program include the purchase of 28 vehicles and pieces of equipment including:

Quantity	Vehicle / Equipment Description	Department
2	Four-Wheel Drive SUVs	Streets Maintenance, Utilities
2	Four-Wheel Drive Three-Quarter Ton Pickup Trucks	Parks Maintenance
3	Hybrid Sedans	Community Development, Assessor, Utilities
2	Four-Wheel Drive Half Ton Pickup Trucks	Parks Maintenance, Utilities
2	Zero-turn Lawn Mowers	Parks Maintenance
2	Four-Wheel Drive Backhoes	Streets Maintenance, Utilities
2	Utility Vans	Police, Transportation
1	Front-End Loader	Streets Maintenance
1	Dump Truck Equipped with a Salt Spreader and Wing Plow	Streets Maintenance
1	Forklift	Utilities
5	SUVs	Police
4	SUVs	Fire
1	Three-Quarter Ton Pickup Truck with Multi-Purpose Utility Bed	Fire

With one exception, all new vehicles will replace vehicles that have reached the end of the serviceable life and have issues such as excessive mileage, rust, part unavailability or excessive ongoing maintenance costs. Replacement will allow the city to maintain current levels of service to the public. The hybrid vehicles will be marked in such a way as to demonstrate the City of Portage's commitment

to energy conservation and environmental sustainability. One new Fire Division SUV is being added to the fleet and will be assigned to the renewed Fire Training Officer position.

All replacement vehicles identified can be purchased either through the State of Michigan MiDEAL or the National Joint Powers Alliance purchasing programs at a total cost of \$1,169,958.64. The City of Portage has entered into these purchasing programs to utilize the extended purchasing agreement services, as there is significant economic advantage realized by the city. It is anticipated that all displaced vehicles and equipment will generate an estimated auction value of \$35,000 through either the Kalamazoo County Intergovernmental Auction Program or Biddergy.com, coordinated through the Purchasing Department. These funds will then be deposited in the Fleet & Facilities Fund.

Therefore, it is recommended that City Council approve the purchase of the vehicles and equipment as noted above through the State of Michigan MiDEAL or the National Joint Powers Alliance purchasing programs in the amount of \$1,169,958.64 and authorize the City Manager to execute all documents related to these purchases on behalf of the city.

FUNDING: Funds are budgeted and available for the cost of the replacement vehicles and equipment in the FY 2016-2017 Equipment Fund Capital Outlay budget and the FY 2016-2017 Public Safety - Police & Fire Divisions Capital Improvement Program funds as previously approved by City Council.

Attachments: 1. Fleet Comparison Chart

Fleet Comparison

Asset Number	Year	Make	Model	Class	Department	Proposed Replacement	Proposed New
141	2016	Ford	C-Max	Automobile, Compact, 4 Door [A22]	Assessor [49]		
149	2001	Pontiac	Sunfire	Automobile, Compact, 4 Door [A22]	Assessor [49]	C-Max Sedan	
124	2001	Pontiac	Sunfire	Automobile, Compact, 4 Door [A22]	Community Dev. [28]	C-Max Sedan	
142	2016	Ford	C-Max	Automobile, Compact, 4 Door [A22]	Community Dev. [28]		
143	2014	Ford	Focus	Automobile, Compact, 4 Door [A22]	Community Dev. [28]		
147	2012	Ford	Focus	Automobile, Compact, 4 Door [A22]	Community Dev. [28]		
148	2014	Ford	Focus	Automobile, Compact, 4 Door [A22]	Community Dev. [28]		
171	2016	Ford	Transit	Van, 1/2 Ton, Cargo [C25]	Community Dev. [28]		
7039	1998	Cyclone	Cyclone	Fire Truck, Ladder [768]	Fire [72]		
7068	2001	Sutphen	Sutphen	Fire Truck, Ladder [768]	Fire [72]		
7091	2002	Sutphen	Sutphen	Fire Truck, Pumper [743]	Fire [72]		
7093	2005	Sutphen	Sutphen	Fire Truck, Pumper [743]	Fire [72]		
7094	2005	Sutphen	Sutphen	Fire Truck, Pumper [743]	Fire [72]		
7117	2002	Dodge	Durango	Truck, SUV, 3/4 Ton, 4D, LE [B3B]	Fire [72]	Expedition EL	
7289	1989	Ford	F350 pick up	Truck, Pickup, 3/4 Ton [B30]	Fire [72]		
7440	2015	Interstate	Cargo	Trailer, Cargo [F22]	Fire [72]		
7623	2004	Ford	Explorer	Truck, SUV, 3/4 Ton, 4D, LE [B3B]	Fire [72]	Expedition XL	
7625	2013	Ford	Super Duty	Truck, Pickup, 1/4 Ton, Extended Cab [B12]	Fire [72]		
7639	2016	Ford	F550	Truck, Pickup, 2 Ton, Dump Body [B63]	Fire [72]		
7775	2003	Chevrolet	Silverado	Truck, Pickup, 1/4 Ton, Extended Cab [B12]	Fire [72]	F-250 Truck	
					Fire [72]		Interceptor
7779	2001	Chevrolet	Blazer	Truck, SUV, 3/4 Ton, 4D, LE [B3B]	Fire [72]	Expedition EL	
7906	2014	Ford	Expedition	Truck, SUV, 3/4 Ton, 4D, LE [B3B]	Fire [72]		
7907	2014	Ford	Expedition	Truck, SUV, 3/4 Ton, 4D, LE [B3B]	Fire [72]		
7927	2014	Pierce	Pierce	Fire Truck, Pumper [743]	Fire [72]		
3	2012	Ford	F350	Truck, Pickup, 3/4 Ton, Utility Body [B33]	Fleet & Facilities [55]		
14	2015	Ford	Escape	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Fleet & Facilities [55]		
76	1999	Yamaha	Golf Car	Golf Cart [E32]	Fleet & Facilities [55]		
77	2006	Yamaha	Golf Car	Golf Cart [E32]	Fleet & Facilities [55]		
189	2001	Pontiac	Sunfire	Automobile, Compact, 4 Door [A22]	Fleet & Facilities [55]		
282	1993	Kohler	200R02071	Generator, Trailer Mount [R02]	Fleet & Facilities [55]		
5	2001	Agri-Metal	Model240 BW 240 JD2	Blower, Leaf, Mounted [P04]	Parks Division [60]		
9	1994	Jamar	Jam1	Trailer, Mower Transport [FH1]	Parks Division [60]		
13	2013	Toro	AHA-00868	Broom, Angle, Hydraulic [J68]	Parks Division [60]		
15	2013	Toro	5910	Mower, Deck, Riding [K11]	Parks Division [60]		
20	1998	Chevrolet	C6500	Truck, Pickup, 2 Ton, Dump Body [B63]	Parks Division [60]		
46	2015	McLane	901-5.50	Edger [KD8]	Parks Division [60]		
81	2005	Ford	Explorer	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Parks Division [60]		
90	1972	John Deere	LR72	Rake, Landscape [J61]	Parks Division [60]		
122	1991	Jamar	Jam1	Trailer, Implement Transport [FH0]	Parks Division [60]		
164	1994	Goosen	VCT9000	Leaf Vacuum, Trailer Mounted [K64]	Parks Division [60]		
166	1994	Bannerman	B-DM-6	Ice Groomer [E8A]	Parks Division [60]		
179	1992	Jamar	Trailer	Trailer, Mower Transport [FH1]	Parks Division [60]		
184	1998	John Deere	F935	Mower, Deck, Riding [K11]	Parks Division [60]		
194	2004	B & M Mfg	Haul-Rite	Trailer, Implement Transport [FH0]	Parks Division [60]		
195	2010	Maynard	82X22	Trailer, Implement Transport [FH0]	Parks Division [60]		
214	2009	John Deere	3320	Tractor, Utility [H10]	Parks Division [60]		
215	2014	John Deere	3046R	Tractor, Utility [H10]	Parks Division [60]		
257	2016	Billy Goat	QV900HSP	Leaf Vacuum, Walk Behind [K65]	Parks Division [60]		
259	2011	Exmark	Lazer Z	Mower, Deck, Riding [K11]	Parks Division [60]		
260	2007	Exmark	Lazer Z	Mower, Deck, Riding [K11]	Parks Division [60]	Mower	
261	2007	Exmark	Lazer Z	Mower, Deck, Riding [K11]	Parks Division [60]	Mower	
262	2016	Hurricane	X-3	Blower, Leaf, Trailer Mounted [K63]	Parks Division [60]		
264	1998	Lely	WFR	Spreader, Fertilizer [N87]	Parks Division [60]		
269	2002	GMC	Sierra 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Parks Division [60]	F-250 Truck	
272	2000	Goosen	BL2000PTO	Blower, Leaf, Mounted [P04]	Parks Division [60]		
287	2007	Ford	F150 4 X 4	Truck, Pickup, 1/2 Ton [B20]	Parks Division [60]		
303	1998	EZ Go	Turf Truckster	Motorized Cart, 1-2 Passenger, Lift [E3A]	Parks Division [60]		
306	2002	GMC	Sierra 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Parks Division [60]	F-250 Truck	
307	2014	Boss	VBX8000	Spreader, Box [N83]	Parks Division [60]		
308	2014	Boss	VBX8000	Spreader, Box [N83]	Parks Division [60]		
309	2009	John Deere	HD47	Blower, Snow, Front Mounted [P03]	Parks Division [60]		
310	2009	John Deere	59	Blower, Snow, Front Mounted [P03]	Parks Division [60]		
312	2002	GMC	K1500 4 X 4	Truck, Pickup, 1/2 Ton [B20]	Parks Division [60]	F-150 Truck	
315	2015	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Parks Division [60]		
320	2000	John Deere	Gator	Motorized Cart, 1-2 Passenger, Lift [E3A]	Parks Division [60]		
321	2000	John Deere	Gator	Motorized Cart, 1-2 Passenger, Lift [E3A]	Parks Division [60]		
322	2000	Olympia	500	Ice Groomer [E8A]	Parks Division [60]		
401	2015	EZ Dumper	EZ0012T	Body, Utility [I22]	Parks Division [60]		
417	2007	Ford	Ranger 4 X 4	Truck, Pickup, 1/4 Ton [B11]	Parks Division [60]		
418	2012	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Parks Division [60]		

Fleet Comparison

419	2012	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Parks Division [60]		
420	2014	Ford	F150 4 X 4	Truck, Pickup, 1/2 Ton [B20]	Parks Division [60]		
421	2008	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Parks Division [60]		
422	2013	Ford	F150 4 X 4	Truck, Pickup, 1/2 Ton [B20]	Parks Division [60]		
423	2013	Ford	F150 4 X 4	Truck, Pickup, 1/2 Ton [B20]	Parks Division [60]		
425	2010	GMC	K2500 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Parks Division [60]		
443	2008	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Parks Division [60]		
445	2014	Honda	Quad	Unknown	Parks Division [60]		
451	2016	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Parks Division [60]		
8	2016	Chevrolet	Tahoe	Unknown	Police [81]		
8007	2002	Monroe	MRT	Trailer, Implement Transport [FH0]	Police [81]		
8008	2015	Zero	NAZF12.5 ABS	Motorcycle [MC2]	Police [81]		
8030	2008	Ford	Taurus	Automobile, Intermediate, 4 Door [A32]	Police [81]		
8031	2014	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8032	2014	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8033	2016	Ford	Explorer	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8034	2016	Ford	Explorer	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8038	2011	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]	Interceptor	
8039	2011	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]	Interceptor	
8045	2011	Ford	Taurus	Automobile, Intermediate, 4 Door [A32]	Police [81]		
8046	2011	Ford	Taurus	Automobile, Intermediate, 4 Door [A32]	Police [81]		
8047	2011	Ford	Taurus	Automobile, Intermediate, 4 Door [A32]	Police [81]		
8048	1982	Cadillac	Deville	Automobile, Full Size 4 Door [A42]	Police [81]		
8049	2000	MRAP	MRAP	MRAP [MR1]	Police [81]		
8062	2010	Ford	Taurus	Automobile, Intermediate, 4 Door [A32]	Police [81]		
8089	2003	Dodge	Durango	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8090	2003	Ford	Windstar	Van, 1/2 Ton, Cargo [C25]	Police [81]	Transit	
8099	2004	Ford	E450 Chassis	Truck Pickup 1 1/2 Ton, Utility Body [B53]	Police [81]		
8105	2005	Ford	Taurus	Automobile, Intermediate, 4 Door [A32]	Police [81]		
8106	2006	Ford	Taurus	Automobile, Intermediate, 4 Door [A32]	Police [81]		
8108	2010	Ford	Taurus	Automobile, Intermediate, 4 Door [A32]	Police [81]		
8126	2011	Ford	Crown Victoria	Automobile, Full Size 4 Door [A42]	Police [81]		
8127	2011	Ford	Crown Victoria	Automobile, Full Size 4 Door [A42]	Police [81]		
8130	2011	Ford	Crown Victoria	Automobile, Full Size 4 Door [A42]	Police [81]		
8131	2011	Ford	Crown Victoria	Automobile, Full Size 4 Door [A42]	Police [81]		
8133	2011	Ford	Crown Victoria	Automobile, Full Size 4 Door [A42]	Police [81]		
8134	2012	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]	Interceptor	
8135	2012	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]	Interceptor	
8136	2012	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]	Interceptor	
8137	2012	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8138	2012	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8139	2013	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8140	2013	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8141	2013	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8142	2013	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8143	2014	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8144	2014	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8145	2014	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8146	2014	Chevrolet	Caprice	Automobile, Full Size 4 Door [A42]	Police [81]		
8147	2014	Chevrolet	Caprice	Automobile, Intermediate, 4 Door [A32]	Police [81]		
8148	2014	Chevrolet	Caprice	Automobile, Full Size 4 Door [A42]	Police [81]		
8149	2014	Chevrolet	Caprice	Automobile, Full Size 4 Door [A42]	Police [81]		
8150	2016	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8151	2016	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8152	2016	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8888	2014	KVET	Unmarked Car	Unknown	Police [81]		
2	2013	Dura-Patcher	125DJT	Patch Machine [N20]	Streets Division [63]		
4	1975	Layton	Paver	Asphalt Paver [N11]	Streets Division [63]		
8	2012	Maynard	MFITTA83X20+2-2	Trailer, Mower Transport [FH1]	Streets Division [63]		
10	2002	Silva	4001	Trailer, Mower Transport [FH1]	Streets Division [63]		
16	2014	Monroe	14 FT MSC	Spreader, Box [N83]	Streets Division [63]		
17	2014	Monroe	14 FT MSC	Spreader, Box [N83]	Streets Division [63]		
18	2015	Monroe	10 FT MSC	Spreader, Box [N83]	Streets Division [63]		
19	2015	Monroe	14 FT MSC	Spreader, Box [N83]	Streets Division [63]		
22	2015	Monroe	14 FT MSC	Spreader, Box [N83]	Streets Division [63]		
24	2013	Falcon	MI10259	Asphalt Heater [N10]	Streets Division [63]		
25	2015	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Streets Division [63]		
26	2005	Ford	F250	Truck, Pickup, 3/4 Ton [B30]	Streets Division [63]		
27	2014	Ford	F250	Truck, Pickup, 3/4 Ton [B30]	Streets Division [63]		
28	2015	Ford	F350 4 X 4	Truck, Pickup, 1 Ton [B40]	Streets Division [63]		
32	2015	Cimline	230 Magma	Crack Sealer [N22]	Streets Division [63]		
33	2005	Ford	F350	Truck, Pickup, 1 Ton [B40]	Streets Division [63]		
34	1997	Devilbiss	GB2000-2	Generator, Trailer Mount [R02]	Streets Division [63]		

Fleet Comparison

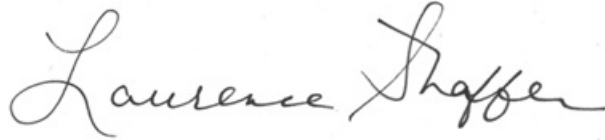
37	1999	Hyundai	HL750	Loader, Rubber Tire [G51]	Streets Division [63]	Doosan 200	
38	1999	JCB	214e	Backhoe, with Loader [G11]	Streets Division [63]	Case 580	
41	2006	Coleman	PM0435001	Generator, Trailer Mount [R02]	Streets Division [63]		
44	2005	Edco	CPM-8-94	Scarifier [KD2]	Streets Division [63]		
45	2014	Mikasa	GX160	Compactor [KD3]	Streets Division [63]		
49	2015	Whiteman	J36H90H	Compactor [KD3]	Streets Division [63]		
58	1995	Target	Minicon MCII-13H	Cement Saw [KD4]	Streets Division [63]		
74	2000	GMC	Blazer	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Streets Division [63]	Escape	
75	2005	Ford	Explorer	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Streets Division [63]		
84	2015	Bobcat	E35	Excavator [G2B]	Streets Division [63]		
85	2006	Case	721E	Loader, Rubber Tire [G51]	Streets Division [63]		
86	2015	Doosan	DL220-3	Loader, Rubber Tire [G51]	Streets Division [63]		
88	2013	Ford	F350	Truck, Pickup, 1 Ton, Other [B41]	Streets Division [63]		
89	2015	Bobcat	BC3	Broom, Angle, Hydraulic [J68]	Streets Division [63]		
91	2015	Bobcat	T650	Loader, Skid Steer [G70]	Streets Division [63]		
93	2015	Bobcat	HB980	Breaker [R30]	Streets Division [63]		
94	2015	Bobcat	SSLX	Change Frame [R40]	Streets Division [63]		
95	2015	Bobcat	SSLX	Pallet Forks [G30]	Streets Division [63]		
96	2015	Bobcat	GRPL 72 Root	Grapple [G20]	Streets Division [63]		
97	2016	Bobcat	T650	Trencher [PD0]	Streets Division [63]		
98	2016	Bobcat	39" Bucket	Grading Bucket [G50]	Streets Division [63]		
99	2015	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Streets Division [63]		
101	2016	Sure-Trac	ST102205LPD	Trailer, Implement Transport [FH0]	Streets Division [63]		
102	1988	Magline	CTH37010	Trailer, Implement Transport [FH0]	Streets Division [63]		
107	1998	Tink Claw	720	Claw [KD5]	Streets Division [63]		
108	1998	Tink Claw	720	Claw [KD5]	Streets Division [63]		
109	1998	Tink Claw	720	Claw [KD5]	Streets Division [63]		
110	2015	Tink Claw	720	Claw [KD5]	Streets Division [63]		
112	2016	Tink Claw	720	Claw [KD5]	Streets Division [63]		
115	2000	Tink Claw	720	Claw [KD5]	Streets Division [63]		
117	2000	Tink Claw	720	Claw [KD5]	Streets Division [63]		
119	2000	Tink Claw	720	Claw [KD5]	Streets Division [63]		
125	1991	Eager Beaver	290	Chipper, Pull Behind [KB2]	Streets Division [63]		
132	1998	Tiger	TM60	Mower, Deck, Riding [K11]	Streets Division [63]		
144	1998	John Deere	5410	Tractor, Utility [H10]	Streets Division [63]		
150	2002	Chevrolet	6500	Truck, Bucket [260]	Streets Division [63]		
182	1998	Macklander	Trailer	Trailer, Mower Transport [FH1]	Streets Division [63]		
193	2003	Silva	Trailer	Trailer, Implement Transport [FH0]	Streets Division [63]		
197	2000	Spaulding	RMV	Asphalt Heater [N10]	Streets Division [63]		
220	2015	International	7400 SBA 6 X 4	Truck, Dump, 10-11 Cubic Yard [624]	Streets Division [63]		
221	2015	International	7400 SBA 6 X 4	Truck, Dump, 10-11 Cubic Yard [624]	Streets Division [63]		
233	1998	International	2554	Truck, Dump, 3-5 Cubic Yard [621]	Streets Division [63]	Dump Truck	
235	2003	International	7400 SFA 4 X 2	Truck, Dump, 3-5 Cubic Yard [621]	Streets Division [63]		
236	2003	International	7400 SFA 4 X 2	Truck, Dump, 3-5 Cubic Yard [621]	Streets Division [63]		
237	2004	International	7400 SFA 4 X 2	Truck, Dump, 3-5 Cubic Yard [621]	Streets Division [63]		
238	2004	International	7400 SFA 4 X 2	Truck, Dump, 3-5 Cubic Yard [621]	Streets Division [63]		
239	2004	International	7400 SFA 4 X 2	Truck, Dump, 3-5 Cubic Yard [621]	Streets Division [63]		
240	2005	International	7400 SFA 4 X 2	Truck, Dump, 3-5 Cubic Yard [621]	Streets Division [63]		
241	2005	International	7400 SFA 4 X 2	Truck, Dump, 3-5 Cubic Yard [621]	Streets Division [63]		
242	2005	International	7400 SFA 4 X 2	Truck, Dump, 3-5 Cubic Yard [621]	Streets Division [63]		
243	2014	International	7400 SBA 6 X 4	Truck, Dump, 10-11 Cubic Yard [624]	Streets Division [63]		
244	2014	International	7400 SBA 6 X 4	Truck, Dump, 10-11 Cubic Yard [624]	Streets Division [63]		
245	2015	International	7400 SBA 4 X 2	Truck, Dump, 3-5 Cubic Yard [621]	Streets Division [63]		
246	2006	Ford	F150	Truck, Pickup, 1/2 Ton, Extended Cab [B21]	Streets Division [63]		
263	1994	Wacker	VPG155A	Compactor [KD3]	Streets Division [63]		
278	1991	Stanley	PD1991	Post Driver/Puller [Y14]	Streets Division [63]		
279	1991	Stanley	PP1991	Post Driver/Puller [Y14]	Streets Division [63]		
294	2015	Elgin	NP Pelican	Truck, Sweeper, Street [210]	Streets Division [63]		
383	2001	Monroe	MO347111NT	Front Plow [N21]	Streets Division [63]		
384	2001	Monroe	MO347111NT	Front Plow [N21]	Streets Division [63]		
385	2001	Monroe	MO347111NT	Front Plow [N21]	Streets Division [63]		
386	2001	Monroe	MO347111NT	Front Plow [N21]	Streets Division [63]		
387	2001	Monroe	MO347111NT	Front Plow [N21]	Streets Division [63]		
388	2001	Monroe	MO347111NT	Front Plow [N21]	Streets Division [63]		
390	1980	Root	441V79	Front Plow [N21]	Streets Division [63]		
391	1980	Root	532X88	Front Plow [N21]	Streets Division [63]		
392	2000	Root	RT62PR10	Front Plow [N21]	Streets Division [63]		
395	1980	Root	532X88	Front Plow [N21]	Streets Division [63]		
396	1980	Root	532X88	Front Plow [N21]	Streets Division [63]		
400	1980	Root	532X86	Front Plow [N21]	Streets Division [63]		
402	1980	Root	441V79	Front Plow [N21]	Streets Division [63]		
4005	2002	Packer Chutes	Chute	Packer Chute [PD1]	Streets Division [63]		
192	2001	Dodge	Caravan	Van, 1/2 Ton, Cargo [C25]	Transportation [53]	Transit	

Fleet Comparison

1	2012	Long Chih Industrial	LCI-851TA	Trailer, Implement Transport [FH0]	Utilities [64]		
11	2002	Coleman	MH4000RL	Light Tower, Portable [SA6]	Utilities [64]		
12	2002	Coleman	MH4000RL	Light Tower, Portable [SA6]	Utilities [64]		
23	2000	Volvo	EW170	Excavator [G2B]	Utilities [64]		
30	2003	Jamar	5 X 9 Tilt Bed	Trailer, Mower Transport [FH1]	Utilities [64]		
31	2005	Ford	Taurus	Automobile, Intermediate, 4 Door [A32]	Utilities [64]		
35	2008	Ford	F250	Truck, Pickup, 3/4 Ton [B30]	Utilities [64]		
48	2012	Solar Tech	AB-0615	Trailer, Message Board, Solar [F21]	Utilities [64]		
56	2002	GMC	K2500	Truck, Pickup, 3/4 Ton [B30]	Utilities [64]		
62	2010	GMC	K2500	Truck, Pickup, 3/4 Ton [B30]	Utilities [64]		
66	1991	Grimmer-schmidt	125D	Compressor, Trailer Mounted [SA5]	Utilities [64]		
70	2002	Dodge	Durango	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Utilities [64]	Escape	
72	2015	Ford	Escape	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Utilities [64]		
78	2006	Target Minicon	Cement Saw	Cement Saw [KD4]	Utilities [64]		
82	2011	Ford	F550	Truck, Pickup, 1 Ton [B40]	Utilities [64]		
92	2000	Ingersoll-Rand	P185WD	Compressor, Trailer Mounted [SA5]	Utilities [64]		
111	1999	Chevrolet	C6500	Truck Pickup 1 1/2 Ton, Utility Body [B53]	Utilities [64]		
121	2001	Dodge	2500	Truck, Pickup, 3/4 Ton [B30]	Utilities [64]		
128	1985	TCM	5G25N2	Forklift, Industrial [J30]	Utilities [64]	Forklift	
138	2001	Pontiac	Sunfire	Automobile, Compact, 4 Door [A22]	Utilities [64]	C-Max Sedan	
145	1980	GMC	TP31442	Truck, Box Van Body [6G1]	Utilities [64]		
152	1980	Gorman Rupp	14C2	Pump, Centrifugal, Portable [S20]	Utilities [64]		
153	1980	Gorman Rupp	16C2	Pump, Centrifugal, Portable [S20]	Utilities [64]		
156	1981	Condec	Generator	Generator, Trailer Mount [R02]	Utilities [64]		
157	1981	Condec	Generator	Generator, Trailer Mount [R02]	Utilities [64]		
158	2003	John Deere	717A Z Track	Mower, Deck, Riding [K11]	Utilities [64]		
160	1981	Chippewa	Chip1	Trailer, Implement Transport [FH0]	Utilities [64]		
161	1981	Custom	Cust1	Trailer, Implement Transport [FH0]	Utilities [64]		
163	2014	Northstar	157310	Pressure Washer, Hot Water [KD6]	Utilities [64]		
174	1999	JCB	214e	Backhoe, with Loader [G11]	Utilities [64]	Case 580	
196	2001	GMC	Savana 2500	Van, 3/4 Ton, Cargo [C35]	Utilities [64]		
234	2003	International	7400 SFA 4 X 2	Truck, Dump, 3-5 Cubic Yard [621]	Utilities [64]		
247	2006	Chevrolet	K2500	Truck, Pickup, 3/4 Ton [B30]	Utilities [64]		
271	2002	GMC	Sierra 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Utilities [64]	F-150 Truck	
281	1993	DeVries	Trailer	Trailer, Implement Transport [FH0]	Utilities [64]		
283	2012	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Utilities [64]		
284	2012	Ford	F350 4 X 4	Truck, Pickup, 1 Ton [B40]	Utilities [64]		
285	2014	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Utilities [64]		
286	2016	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Utilities [64]		
324	2002	Solar Tech	MB2-2248	Trailer, Message Board, Solar [F21]	Utilities [64]		
325	2002	Solar Tech	MB2-2248	Trailer, Message Board, Solar [F21]	Utilities [64]		
326	2005	Solar Tech	MB2-2248	Trailer, Message Board, Solar [F21]	Utilities [64]		
327	2005	Solar Tech	MB2-2248	Trailer, Message Board, Solar [F21]	Utilities [64]		
359	2014	International	7500 SBA 6 X 4	Truck, Catch Basin, Vacuum Jet [235]	Utilities [64]		
369	2007	Sterling	Vactor	Truck, Catch Basin, Vacuum Jet [235]	Utilities [64]		

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Purchase of Pierce Ascendant Fire Apparatus - Sole Source

SUPPORTING PERSONNEL: Richard White, Director of Public Safety - Police / Fire Chief
Stacy French, Assistant Fire Chief

ACTION RECOMMENDED: That City Council authorize the sole-source purchase of a 107-foot Pierce Ascendant fire apparatus to replace a 2001 Sutphen 110-foot platform aerial apparatus at a total cost of \$905,300 from Pierce Manufacturing of Appleton, Wisconsin, authorize the sale of the existing 2001 Sutphen 110-foot platform aerial apparatus and authorize the City Manager to execute all documents related to these actions on behalf of the city.

The Public Safety - Fire Division has reviewed options for the replacement of the existing 2001 Sutphen Aerial Ladder Apparatus purchased by the city in 2003. This aerial apparatus has been removed from service several times over the past two years due to a failure of the aerial ladder operations and other safety concerns. In fact in 2014, Sutphen requested that all departments using this five-section aerial ladder apparatus remove the vehicle from service immediately, due to three disastrous failures nationally. Modifications and upgrades were subsequently made by the manufacturer to all Sutphen aerial ladders to prevent a catastrophe from occurring. Since those upgrades, performed by Sutphen, several additional issues in the past year resulted in the city's apparatus being returned to Sutphen for further modifications and testing. After the initial Sutphen request to pull the apparatus from service in 2014, this apparatus has been out of service for a total of nearly seven months. As a result of these repeated issues, confidence has been lost in continued use of the Sutphen product. A decision was made to advance the replacement of this apparatus in the Capital Improvement Program to the 2016-17 budget year.

Upon approval of the CIP budget, the Fire Division has diligently worked to find a suitable replacement. A consultant was hired to develop an aerial needs assessment for the city, which includes the following major considerations:

- Ability to respond to any and all structure fires;
- Ability to navigate narrow streets and small cul-de-sacs prevalent in Portage;
- Sizes of homes in Portage and setbacks from the road;
- Availability of a portable ladder that can be quickly deployed with current staffing;
- Provision of short length and wheelbase for greater maneuverability, and
- Provision of a complement of required ground ladders.

The Fire Division established an Apparatus Committee and utilizing the recommendations of the consultant's needs assessment, the committee researched companies that could provide apparatus to meet or exceed these recommendations. Two apparatus were identified: the E-One Quest and the Pierce Manufacturing Ascendant. West Shore Fire, the Michigan distributor of the E-One Quest, and Halt Fire, Inc., the Michigan distributor of the Pierce apparatus, both provided demo units for the city to perform comprehensive inspection and testing.

The Pierce Ascendant was deemed to best meet the needs of the Portage Fire Division. The shorter wheelbase and tighter turning radius allows for easier access on Portage streets and cul-de-sacs, enabling quicker deployment of the aerial unit, as compared to that of the E-One unit. The single-axle configuration allows for a shorter wheelbase that will allow the Pierce unit easier access while maintaining the capabilities of a 107-foot full-size ladder. In addition, the Pierce unit incorporates a sizable water tank with fire suppression foam capabilities, such as that found on other existing Portage apparatus. The configuration of the Pierce Ascendant will allow this apparatus to be utilized as a front-line piece of equipment, ensuring an aerial ladder is present at all fire incidents.

At the time of this request, a partially built stock vehicle is available for purchase in the amount of \$905,300. If this unit is available at the time of award, the unit will be ready for service in Portage by January 2017. If the partially built unit is no longer available for purchase, Pierce will hold its price and build a Pierce Ascendant for purchase, with an approximate delivery date of January 2018. The price from Pierce Manufacturing proved to be lower than pricing that can be obtained through two different pricing consortiums.

With regard to the problematic aerial, it is recommended that the 2001 Sutphen Apparatus be sold through a used fire apparatus broker. Currently, there is no remuneration available through Sutphen Corporation and the city will have no liability of resale. The proposed resale is similar to retiring a vehicle from service. While the exact amount is uncertain, it is expected that the sale of the 2001 Sutphen Aerial Apparatus will generate approximately \$200,000. The proceeds will be returned to the Capital Expenditures fund and used to reduce bonding requirements for CIP purchases during the fiscal year.

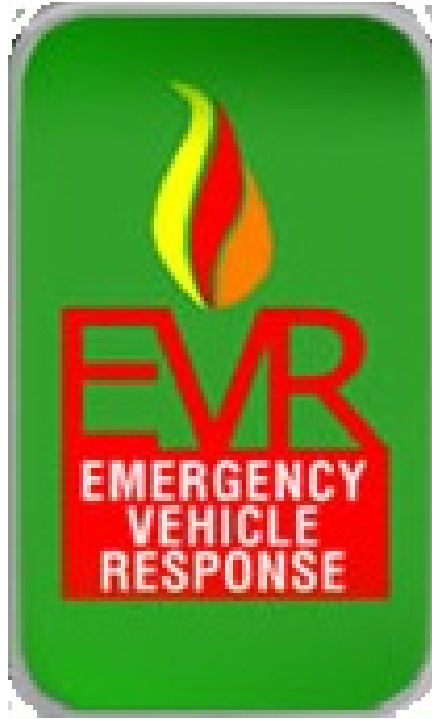
Therefore, it is recommended that City Council authorize the sole-source purchase of a 107-foot Pierce Ascendant fire apparatus as replacement for the 2001 Sutphen 110-foot platform aerial apparatus at a total cost of \$905,300 from Pierce Manufacturing of Appleton, Wisconsin, that City Council authorize the sale of the 2001 Sutphen 110-foot aerial platform apparatus, and authorize the City Manager to execute all documents related to these actions.

FUNDING: The City Council-approved FY 2016-17 Capital Improvement Program budgets \$1,000,000 for the purchase of a replacement apparatus and installation of any necessary equipment and will sufficiently cover the quoted price of \$905,300. In addition, the estimated \$200,000 garnered from the resale of the existing Sutphen aerial will go towards the city's Capital Expenditures Fund.

Attachments:

1. Aerial Needs Assessment Report
2. Memorandum to Public Safety Director Richard White from the Fire Division Administration

3. Apparatus Committee Meeting Minutes



AERIAL NEEDS ASSESSMENT PORTAGE FIRE DEPARTMENT

PORTAGE, MICHIGAN

Michael Wilbur Emergency Vehicle Response

4/20/2016

PORTAGE FIRE DEPARTMENT

Aerial Needs Assessment-Emergency Vehicle Response

1.0 Overview:

At the request of Chief John Podgorski of the Portage Fire Department, Portage, Michigan the staff of Emergency Vehicle Response was contacted to conduct an aerial needs assessment for the Portage Fire Department to review and assess the need for an aerial apparatus. The intent of this review would be to make recommendations for an aerial acquisition if needed based on the fire department, the response area, buildings and the demographics of the response area protected by the Portage Fire Department.

On Tuesday April 12, 2016 the staff of Emergency Vehicle Response met with several fire company officials and with Firefighter Mike Norris to review the various areas of the Portage Fire Protection District to observe the buildings and structural conditions in the first due response area. In addition an inspection of the current apparatus and fire station were conducted as a part of the assessment.

2.0 Department Apparatus History:

The Portage Fire Department has three fire stations with the main station located at 7830 Shaver Road. The main station has a bay depth of 71 feet 3 inches, bay width of 11 feet 10 inches and bay height of 14 feet where the current Sutphen Tower Ladder is presently housed.

Modern day fire apparatus due to improved safety equipment, nationally recognized standards and government regulations have all impacted vehicle design which has resulted in units that are heavier and larger than there earlier counterparts. The current station would not preclude the purchase of any modern day aerial design including a tractor drawn aerial which is the longest aerial apparatus currently being built.

All aerial devices are equipped with portable ground ladders typically ranging in lengths from 12 feet to 45 feet tall. These ground ladders are utilized to provide access to upper floors of buildings which are beyond the reach of the hydraulically powered aerial or tower ladders. At the present time the National Fire Protection Association Standard requires a minimum of 85 feet of ground ladders on a quint and 115 feet of ground ladders on a straight aerial ladder or tower ladder. The present ground ladder capabilities of the Portage fire department are inadequate from both safety and operational perspectives and will be discussed further in Section 3.0 of this report.

PORTAGE FIRE DEPARTMENT

Aerial Needs Assessment-Emergency Vehicle Response

3.0 Response Area Demographics:

The City of Portage is approximately 35 square miles in size. The first due response area for the Portage Fire Department consists of a mixture of two and three story single family residential homes with severe exposures due to the building setbacks and proximity to adjacent buildings. In the first due response area there is also a mix of some commercial and industrial facilities. There are many areas in the first due response area where aerial ladder positioning would be difficult including but not limited to 1503 East Centre Meadow. **(Photo #1).**



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PORTAGE FIRE DEPARTMENT

Aerial Needs Assessment-Emergency Vehicle Response

There are numerous three story private homes like those located in the Preserve in need of both the aerial and portable ladders (**Photo # 2**).



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Aerial Needs Assessment-Emergency Vehicle Response

The low income multiple dwellings, condominiums and assisted living facilities in the first due are examples where apparatus positioning and placement are critical and would be difficult especially with the narrow roads and parking conditions such as Green Spire Apartments (**Photo # 3**).



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Aerial Needs Assessment-Emergency Vehicle Response

On a personal note much to my surprise the hotel room I was staying in at the Homewood Suites on Trade Centre Way had over a four story drop on side C with no apparatus access and unfortunately you do not own a portable ladder long enough to come rescue me **(Photo # 4)** . The next ladder truck purchased by the Portage Fire Department should be capable of deploying at least one 45' portable ladder and one 35' portable ladders.



PORTAGE FIRE DEPARTMENT

Aerial Needs Assessment-Emergency Vehicle Response

But the greatest area of concern are the Mansion style homes of eight to fourteen thousand square feet or more. These homes are built on rolling hills and in the case of Hollow Wood Drive where the rear yards fall off going down the hill into the back yards creating three and four story heights to the rear bedroom windows (**Photo # 5**).



Firefighters or civilians cut off from the interior stairs and forced into those back bedroom's awaiting rescue would have a very difficult time given the current compliment of portable ladders carried by the department and there would be little chance of any kind of fire department success.

PORTAGE FIRE DEPARTMENT

Aerial Needs Assessment-Emergency Vehicle Response

Currently the longest ladder carried by the fire department is a three section 35 foot extention ladder one carried on Sutphen Tower Ladder and one on the E-One Aerial Ladder. there are not nearly enough of them **(Photo # 6)**. Also three section 35 foot portable ladders were purchased to accomodate the pump and water tank in the quint configuration of both Portage owned aerial apparatus however the three section 35 foot ladders weigh 65 pounds more than a 35 foot two section portable ladder which with limited staffing makes it that much more difficult to deploy.



In the short term the fire department should explore the possibility of acquiring at least one 35 foot extention ladder and see if the current engine company apparatus could accomodate it. **Also without exception one of the two Portage Aerial Quints must respond on a report of ANY AND ALL STRUCTRUAL FIRES for the safety of operating personal and civilians that may become trapped!** This would help address a very serious safety concern in the short term.

PORTAGE FIRE DEPARTMENT

Aerial Needs Assessment-Emergency Vehicle Response

The numerous three story private homes with narrow residential streets which would require proficient apparatus placement to enable aerial units to provide access to at least two sides of the building. There are areas that have narrow streets and driveways with some locations difficult to access due to the condition of the streets. Although placement is not impossible it will take a good deal of training to obtain the proficiency necessary for successful placement. Responding with an aerial device on all structural fire calls will help in gaining that necessary positioning proficiency.

Roadways are generally in good condition in many areas with the exception of some secondary and tertiary roads. The development of new still larger homes will place additional demands on the Fire Department and heightens the requirements for adequate truck company service in a community such as the Preserve (**Photo # 6**).



PORTAGE FIRE DEPARTMENT

Aerial Needs Assessment-Emergency Vehicle Response

While it could be possible that the fire department would require additional apparatus in the future to protect these properties, well designed and constructed apparatus with adequate (exceeding the NFPA minimum requirements) tools, equipment and ground ladder capabilities will be required to assure the safety of building occupants and fire department personnel operating inside of these structures.

4.0 Kalamazoo County Fire Service:

The Portage Fire Department receives its alarms from a PSAP operated and staffed by the Portage police department and responds by using an internal alert system within the station. The fire stations respond to incidents based upon a predetermined response pattern depending upon the nature of the call. Structural fire responses call for the response of Engines, and Ladders for the response district some provided by mutual aid on an as needed basis.

Additional apparatus resources are alerted through Kalamazoo County Dispatch and utilized as needed for major incidents and to backfill fire stations when all Portage Fire Department units are committed at an incident. The aerial apparatus assets available by mutual aid to the Portage Fire Department are provided by the nearby Oshtemo Township Fire Department 100 foot rear-mounted Smeal quint Aerial Tower, and Kalamazoo City Fire Department having several Pierce Quint Apparatus. The Mutual Aid aerial apparatus with a limited amount of portable ladders due to their Quint configuration will be of limited use to the Portage Fire Department.

While mutual aid units could provide some truck company service in the Portage Fire Protection District due to the extensive time required and travel distances involved for these resources to arrive at the incident location due to the narrow streets, limited access highways, traffic and limited access to some buildings the mutual aid ladder companies would not have the ability to properly position their apparatus. This increases the importance for the Portage Fire Department to have their own Aerial Tower Company to be able to have unfettered access to the front of the fire building and not be blocked out by other department units, personnel vehicles or other responding agencies.

Due to the layout of many buildings in the Portage Fire Protection District only one or two sides of the building are accessible to any type of ladder device due to building setbacks, electrical overhead wires, topography, scrubs, security concerns or other barriers. Therefore, there must be high reliance placed on the use and placement of portable ground ladders on these structures for the safety of operating personnel and civilians.

PORTAGE FIRE DEPARTMENT

Aerial Needs Assessment-Emergency Vehicle Response

5.0 Insurance Services Office Rating:

At present there are few nationally recognized standards with respect to when a community might require the services of any type of aerial device. One generally accepted criterion for establishing requirements for aerial devices is published by the Insurance Services Office in their Fire Suppression Rating Schedule. The Insurance Services Office is a private, not for profit service organization that provides various rating formulas and inspection services for member insurance companies. The Fire Suppression Rating Schedule is utilized by ISO to rate the ability and performance of fire departments in the areas of apparatus, training, equipment, personnel response, apparatus response and communications. These parameters as established by ISO are utilized to develop the base fire insurance rates for municipalities with recognized water supply systems with fire hydrants. Municipalities are graded by ISO and awarded a numeric classification between 1 and 10 depending upon the total points of credit given under the evaluation.

The Portage Fire Department was most recently reviewed by ISO May, 2012 and were assigned a rating of Class 4/9. At that point the Fire Department needed 4 in service Engine Companies and 2 Ladder Companies and a basic fire flow requirement of 3500 gallons per minute. The requirement for a ladder company is established in one of two areas:

- a. Having five or more buildings which are three (3) stories or greater than 35 feet in height.
- b. Having five or more buildings which require a needed fire flow of 3500 gallons per minute or greater.

The Portage Fire Department was awarded 4.01 points of credit out of a possible 5.00 points for a ladder/service company apparatus and equipment during the most recent ISO survey. However upon EVR review the present ladder/service companies do not carry sufficient portable ladders for the City of Portage.

PORTAGE FIRE DEPARTMENT

Aerial Needs Assessment-Emergency Vehicle Response

6.0 Impact of NFPA Apparatus Standards:

Replacement or Purchasing strategies for individual pieces of apparatus can be based upon several factors including age, maintenance costs, need to change or update equipment such as ground ladder compliments or the number of runs and associated road mileage on each unit. Fire apparatus are generally replaced after fifteen to twenty years of first line service and may be utilized as a reserve or spare unit for an additional three to five years, depending upon age, use, condition and adaptability to the Company's current operating procedures.

The National Fire Protection Association which is responsible for developing the standards for fire apparatus revises and updates the 1901 Fire Apparatus Standard every five years in order to keep pace with technology and the component manufactures in these areas. During 1991 the most sweeping changes took place with requirement for four door enclosed cabs, electrical system load managements, aerial outrigger interlock systems, warning light certifications, stepping heights and handrail locations and many other safety related requirements.

Since 2007 fire apparatus component technology has advanced dramatically in the areas of fire pump components and instrumentation, electronic stability controls and diesel engines all of which have had an impact on the available safety equipment and related costs of new apparatus.

Recent changes in engine exhaust emissions requirements by the federal Environmental Protection Agency during 2007 and 2010 have had dramatic impacts on the fire apparatus industry with respect to cab designs, engine cooling and exhaust system components. Future requirements planned to take effect in 2021 will have a more profound impact on engine technology and cab designs which will further increase the cost of new units. Unfortunately, the fire service has lobbied unsuccessfully to exempt motor fire apparatus from the EPA engine emissions requirements the results of which have caused all manufacturers to redesign their cabs, chassis and cooling systems to accommodate this new technology.

These mandated requirements together with the most recent changes in the NFPA 1901 Standard in 2016 have caused a double digit annual increase in the cost of all major types of fire apparatus. Since 1991 this standard has been revised on five separate occasions which would now require any apparatus to be provided with an aerial outrigger interlock systems, crash testing and certifications for cabs, minimum optical output for emergency warning lights and chevron reflective stripping to enhance vehicle safety.

PORTAGE FIRE DEPARTMENT

Aerial Needs Assessment-Emergency Vehicle Response

7.0 The Present Sutphen Tower Ladder Apparatus:

The Portage Sutphen Tower Ladder Model TS 110 foot High Rail, Serial Number 1S9A3JLE911003068 was originally manufactured in November 2001, as one of Sutphen Corporations first Magnum 110 units ever produced and spent the next 18 months as a Sutphen Demonstrator crossing the country. The apparatus was then purchased by the Portage Fire Department in May of 2003 as a used apparatus with 40,909 road miles. On April 12, 2016 Emergency Vehicle Response evaluated the Sutphen Tower Ladder as part of the aerial needs assessment. At the time of the evaluation the apparatus had 65,550 road miles and had accumulated 1503 hours of aerial operational time. In the 18 months that Sutphen used the apparatus as a demonstrator they put twice the road miles on the vehicle than the Portage Fire Department has accumulated in the last 13 years of ownership. During the evaluation the apparatus was found with water leaking out of the pump assembly, fluid leaks on the underside of the apparatus, rust on the frame rails and other components, finally major paint issues. In the future the Portage Fire Department should avoid buying demonstrator fire apparatus as initially it gives the allusion that the fire department and the municipality are saving money but as you can see it was just an allusion as the apparatus will not make its intended twenty year life cycle. Also the Portage Fire Department should never buy one of the first ones, or one of the first ten of any fire apparatus ever produced. As you have learned you can ill afford to be the research and development arm of any fire truck manufacturer it never works. The Sutphen Tower Ladder was one of over 280 recalled as a result of systematic cable failures that resulted in a number of ladder failures and many injuries some of them very serious. With the present condition of the apparatus, the high cost associated with keeping the unit in service and the lack of trust within the ranks of operating personal, it is a wise and prudent decision to replace the vehicle as soon as possible. Once a new replacement Aerial Tower / Tower Ladder can be acquired and place in service the current Tower Ladder should be immediately disposed of.

8.0 Purchasing Options:

A couple options are detailed here in this report for consideration by the fire department officers and operating personal. Each of these options provides both monetary advantages as well as downsides with respect to the overall fleet replacement program. In the long term, the department must provide for adequate ladder company apparatus that puts a priority on ground ladder capabilities, truck company tools and equipment with a vehicle that can successfully maneuver within a majority of the first due response area.

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Aerial Needs Assessment-Emergency Vehicle Response

Current version 100 foot rear-mounted aerial towers are typically 47 feet to 48 feet in overall length 254 inch to 270 inch wheelbase with travel heights of 143 inches to 148 inches. Mid-ship aerial towers / tower ladders are typically 46 feet to 48 feet in overall although a rear-mounted tower would work the recommendation from EVR is a mid-mounted aerial tower. As shown above in the compare and contrast of a rear mount vs. a mid-mount, a mid-mount design can have a shorter overall length and height and have a shorter wheelbase. Also we know that a mid-mounted tower has a better scrub area, can be used in tighter areas, better visibility to drive and more usability than a rear-mounted tower.

So Emergency Vehicle Response recommends a mid-mounted aerial tower / tower ladder with no pump, no tank, little or no hose. The apparatus should have the maximum payload of portable ladders allowed by the vehicles design following the bullet list in section 7.3 of this report and compartmentation to accommodate the needed tools and equipment but not to the detriment of the vehicles scrub area.

The recommendations offered in this report will to one degree or another meet the needs of the Fire Department without having to modify the present fire station. The impact of the NFPA Standards and EPA regulations governing fire apparatus design and diesel engine emissions have caused the size of apparatus to become both wider and longer with an attendant increase in vehicle weight and axle requirements.

The final determination of which option should be implemented will have a significant impact on the fire department's ability to provide efficient and safe truck company operations in the future as well as a big impact on the overall fleet replacement plan.

There are two alternatives to providing a piece of aerial apparatus for the Fire Department as follows:

- Purchase a newer used Mid-mounted Aerial Tower / Tower Ladder.
- Outright purchase of a new Mid-Mounted Aerial Tower / Tower Ladder apparatus following the requirements outlined in Section 7.3 of the report.

There are many significant items to consider with respect to each of these proposals which are summarized as follows:

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Aerial Needs Assessment-Emergency Vehicle Response

8.1 Newer Used Mid-mounted Aerial Tower / Tower Ladder:

This option would provide for a newer used mid-mounted aerial tower/ tower ladder that would provide a **short term** cost avoidance as the cost of a good used mid-mounted aerial tower / tower ladder would be half the cost of a new apparatus. This newer used mid-mounted aerial tower / tower ladder would incorporate as many of the bullet points contained in section 7.3 of this report as practical. Although this option may seem acceptable to some given the age and condition of the current apparatus fleet it could further complicate an already complicated fleet replacement program creating a situation where the new used ladder and an older engine might have to be replaced at the same time. Given the financial resources available to purchase a new unit at this time, it would prove to be an unwise option at this time to purchase another used aerial apparatus.

8.2 New Mid-mounted Aerial Tower / Tower Ladder:

Any replacement aerial device should be designed to carry the required tools, equipment and most importantly ground ladders to compliment the equipment already carried and maintained on the department's four frontline engine company units and the aerial ladder quint.

There is no requirement or standard for this aerial tower / tower ladder to be outfitted with a fire pump, water tank or hose bed. Due to the overall travel height the compartment sizes will be limited and the introduction of a water tank and hose bed further impedes the ability of the vehicle to carry sufficient ground ladders. Also a pump, tank and hose would dramatically increase the vehicles weight which would be ill advised given the condition of some of the roads in the response area.

The 40.00 to 46.00 inches of space nominally taken by the fire pump and associated plumbing may be more effectively utilized to provide a partial transverse compartment to carry long handle appliances and forcible entry tools and could also be used to reduce the vehicles wheelbase which in turn would make the vehicle easier to maneuver and drive. With every current major piece of apparatus in the Portage Fleet equipped with a pump, tank and hose there is no need for any aerial device purchased to have a pump. The NFPA requires a quint to have a minimum of 85 feet of ground ladders which for the Portage Fire Department would be woefully inadequate. For these reasons any kind of quint apparatus would be ill advised as it would cause more problems than it could potentially solve and it could not carry the much needed compliment of portable ladders.

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Aerial Needs Assessment-Emergency Vehicle Response

8.3 New Aerial Tower / Tower Ladder Design Criteria:

Emergency Vehicle Response recommends the following criteria and components that should be incorporated into the overall design of any new aerial tower / tower ladder for the Portage Fire Department:

1. Four door flat roof cab with seating for six (6) personnel
2. Mid mount tower ladder with minimum vertical reach of 95-100 feet
3. Mid mount tower ladder with minimum horizontal reach of 88-92 feet
4. Wheelbase between 235 inches and 245 inches
5. Overall height between 132 and 138 inches
6. Overall length between 46 feet five inches and 47 feet, 6 inches
7. Minimum of 500 horsepower engine
8. Allison five speed automatic transmission
9. Telma driveline retarder
10. Vogel chassis and aerial lubrication system
11. 17 inch disc brakes on front and rear axles
12. Reinforced steel front bumper with angled corners
13. 340 amp Niehoff alternator
14. Six (6) group 31 batteries with stainless steel trays
15. Minimum 65 gallon fuel tank with stainless steel straps
16. Drive shaft drop guards for each section of the drive line
17. Front windshield down view mirror
18. Rear back up camera with right side camera
19. Unit to have stainless steel body with similar sub-structure
20. Aerial device, chassis and body to be built by one manufacturer
21. Platform to have rated capacity of 1000 pounds
22. Outrigger system to be capable of short jack operations
23. Platform to have a single manual monitor equipped with smooth bore tips
24. Ground ladder complement to include the following:

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Aerial Needs Assessment-Emergency Vehicle Response

- a. Two (2) 35 foot two section extension ladders
 - b. Two (2) 28 foot two section extension ladders
 - c. One (1) 45 foot three section extension ladder
 - d. One (1) 24 foot two section extension ladder
 - e. One (1) 20 foot roof ladder
 - f. One (1) 18 foot roof ladder
 - g. One (1) 16 foot roof ladder
 - h. One (1) 14 foot roof ladder carried in fly section of tower
 - i. One (1) 10 foot folding ladder
 - j. One (1) 17 foot Little Giant ladder
25. 10 Kw Onan or Harrison hydraulic generator
26. Two (2) electric rewind cable reels equipped with 200 feet of 10/3 cable
27. Seven (7) cab and body mounted 12 volt LED style scene lights
28. All cab, body and aerial running and warning lights to be LED style
29. All body compartments to be equipped with appropriate trays, shelves and tool boards
30. Ground ladders may be mounted in a combination of center and side-stack banking positions

In addition to the above items the following safety and reduced maintenance components should be incorporated into the final vehicle specifications.

1. Finish painted chassis frame rails, cross members, body sub-frame and components
2. Electronic stability control
3. Stainless steel straps on diesel fuel tank and all air reservoirs
4. Stainless steel pull cables for each air reservoir with remote mounted drain valves
5. IMMI Reach Ready orange color seat belts with extended female stalks

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Aerial Needs Assessment-Emergency Vehicle Response

6. Chassis frame rails, cross members, body sub-frame and components should be treated with any available rust and corrosion coating to inhibit frame damage

A mid-mount aerial tower or tower ladder apparatus as outlined above would cost in the range of \$1.2 to 1.4 million dollars in current day costs and would provide for improved tower scrub area, ground ladder capabilities and enhanced safety for the operating members. The new apparatus should be designed to be as short and maneuverable as possible and should incorporate as many of the above listed bullet points as the basis for the design of the vehicle. Depending upon the Fire Department's planning and resources the apparatus should be placed on order during 2016 with the anticipated delivery in 2017.

Emergency Vehicle Response strongly recommends a tandem axle mid-mount aerial tower / tower ladder with sufficient ground ladders which would enable personnel to safely and effectively ladder three or four sides of a large residential building or any one of the multiple occupancy dwelling units that are beyond the reach of the tower or the department owned aerial ladder.

The concept is to keep the focus on truck company tools and equipment, ground ladders, jacking stance and overall vehicle size to maximize the compartment space without having to sacrifice areas of the body for engine company related assets which can be provided by any one of the remaining four engine units in the fleet. The Portage Fire Department is fortunate that they operate their own aerial ladder apparatus knowing that aerials do some things better than towers and towers do some things better than aerials. Most aerial towers whether mid-mount or rear-mount design have limitations. The amount of ground ladders carried is limited based upon the overall travel height, compartment configuration and location of the tower waterway and hydraulic components.

For areas where multiple ground ladders are required, the tractor drawn ladder has no equal as ladders can be located inside of the trailer as well as on each side of the trailer body. However due to staffing limitations a tractor drawn could not be recommended at this time. Also having an aerial ladder already and needing the large vertical water flow capabilities of a tower ladder to combat structural fires in the big box stores, industry complexes and commercial facilities as well as the condominiums, garden apartment complexes and other large area buildings present in the City of Portage would make the tractor drawn ladder a poor choice.

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Aerial Needs Assessment-Emergency Vehicle Response

7.4 Example of a Mid-Mounted Tower Ladder that would fit the needs of the Portage Fire Department. This apparatus is equipped with 201 feet of ground ladders.



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Aerial Needs Assessment-Emergency Vehicle Response

7.5 Example of a Mid-Mounted Aerial Tower that would fit the needs of the Portage Fire Department.



NOTE: The difference between an aerial tower picture above and a tower ladder pictured previously. An Aerial Tower is a 5 section aerial ladder with a platform attached to the end. A Tower Ladder has a 4 section box boom with only an escape ladder for personal that may become trapped in the platform. Either will work for the Portage Fire Department.

PORTAGE FIRE DEPARTMENT

Aerial Needs Assessment-Emergency Vehicle Response

8.0 Summary:

Any of the recommendations noted for the purchase of the Aerial Tower / Tower Ladder should be discussed by the Fire Department in conjunction with the fire departments apparatus committee with action taken by the beginning of the third quarter of 2016.

Although purchasing an aerial tower / tower ladder with significant portable ladders may solve several fire ground problems it may create several more.

First and foremost this unit will need to be properly staff. All stake holders need to understand that this truck needs to be the second apparatus to arrive on the fire ground for all structural related calls 100% of the time. If the Fire Department and the City are going to commit over a million dollars to buy this apparatus then the fire department has to commit personnel that will be willing to spend significant time to be trained and become proficient in tower ladder operations, placement, driving and the deployment of portable ladders. This expenditure will only be worthwhile if both groups agree to these respective commitments.

We gratefully acknowledge the cooperation and assistance of the Fire Department's personnel who provided information on the fire department's apparatus, response policies and procedures. The summary and findings as written in this report are solely those of Emergency Vehicle Response and have not been influenced by any representative of the fire department or fire department personnel.

The staff of Emergency Vehicle Response looks forward to working with the Portage Fire Department in the future.

Respectfully submitted,

Michael Wilbur

CITY OF PORTAGE

COMMUNICATION

TO: Richard White, Director Public Safety

DATE: July 29, 2016

FROM: Fire Division Administration

SUBJECT: Pierce Ascendant 107' Aerial

Approximately two (2) years ago, Sutphen Corporation was dealt a serious blow to their company with the failure of three aerial ladders in a short span of time. This led to a plea from the company to all those departments using their five (5) section ladders, to remove them from service immediately until an assessment could be made on the integrity of the ladder. Soon thereafter, modifications and upgrades were made to all Sutphen ladders, including the ladder from Portage, to prevent such a catastrophe from occurring again. Since those upgrades had been performed, Portage noted several issues over the course of last year that resulted in the unit being returned back to Sutphen for further modifications and testing. As a result, confidence was lost by many both within the Fire Division and City Administration and the decision was made to move up the replacement of the unit in the Capital Budget to 2016-17 budget year.

Since being notified of this change, Fire Division has been diligently working to find its replacement. To assist with better understanding the aerial needs of the city, Fire Administration reached out to Mike Wilbur of Emergency Vehicle Response to provide an aerial needs assessment for the City of Portage. The following were some of the major considerations recommended from the report:

- An aerial should respond on any and all structure fires.
- Access (narrow streets and small cul-de-sacs),
- Size of homes and set back from the road.
- Portable ladder that can be quickly deployed with current staffing
- Aerial with short length and wheelbase
- Complement of ground ladders

City Administration and the Fire Division have agreed that all apparatus will be purchased through a “single source” company. This is a direct result from an incident that occurred with a department apparatus, in which it was determined the accident occurred due to safety interlocks being compromised during the assembly from multiple vendors.

With this information, the Fire Division researched those companies that could meet the recommendations from the aerial needs assessment and could meet the single source requirement. Two apparatus vendors were immediately identified; E-One and Pierce. Both companies were contacted and requested to provide apparatus that could meet those needs as previously described.

West Shore Fire, the E-One representative for Michigan, provided a demo of their tandem axle 100' aerial platform. The following are some highlights of this particular style of apparatus:

- 250" Wheelbase
- 46'8" Overall length
- 76,800 lbs. GVWR
- 2000 GPM pump
- 300 Gallon water tank
- 100' Platform
- 500 HP Cummins engine
- EVS4000 Allison transmission
- 22,800 lb front axle
- 54,000 lb rear axle
- 1250 GPM monitor nozzle on platform
- 10 KW hydraulic generator
- Complement of ladders: (2) 35', (1) each; 28', 24', 20, 16, 14, and 10' folding

Halt Fire, the Pierce representative for Michigan, provided a demo of their single axle 107' Ascendant. The following are some highlights of this particular style of apparatus:

- 234" Wheelbase
- 39'3" Overall length
- 56,300 lbs. GVWR
- 2000 GPM pump
- 480 Gallon water tank
- 20 Gallon foam tank
- Husky 3 foam system
- 107' Straight stick
- 450 HP Cummins engine
- EVS3000 Allison Transmission
- 22,800 TAK-4 Independent front suspension
- 33,500 lb rear axle
- 1500 GPM monitor nozzle
- 6KW hydraulic generator
- Compliment of ladders: (2) 16', (1) each; 35', 24', 14', and 10' folding

Item to note, E-One is the only manufacturer at the time of this communication that provides a full size aerial 100' ladder on a single axle (Metro 100) other than Pierce. However, E-One's Metro 100 is not designed to have a pump or tank on the unit.

The following are some key items to note in comparing the above information from the two apparatus:

- E-One; 50 HP greater, more storage compartment space, greater ladder storage, 4KW larger generator.
- Pierce; 16" less wheelbase, 7' 5" less overall length, independent front suspension, 7' greater length of aerial, 180 gallon larger water tank, 20 gallon foam tank with foam system.

In addition, due to the shorter wheelbase and confirmed when driving of the demo apparatus, the Pierce had a tighter turning radius allowing for easier access on those streets and cul-de-sac's with limited maneuverability, had a quicker deployment of aerial as compared to that of the E-One. The GVWR of the Pierce Ascendant does not require the need of a 500 Cummins as that of the E-One and was verified in the driving of the demo apparatus over its three-day session in Portage. Due to the lighting configuration consisting of all LED's and only one cord reel, the engineering department through Pierce has assured us the 6KW is capable of providing more than a sufficient amount of power for our needs.

Due to the single-axle configuration, allowing for a shorter wheelbase, the Pierce Ascendant is able to allow for easier access while having the capabilities of a 107' full size aerial ladder. In addition the Ascendant incorporates a sizable water tank with foam capabilities, such as found on other Portage apparatus. The Ascendant configuration will allow this unit to be utilized as a frontline piece of equipment ensuring an aerial ladder is on all fire incidents. Although the ladder capabilities are not to the level they are on the E-One, a compliment of 115' of ground ladders on the Ascendant should prove to be effective for the initial needs on most incidents.

The Apparatus Committee met on Friday July 22nd to review the E-One and Pierce demonstration units. The apparatus committee recommended the purchase of the Pierce Ascendant for those recently described in this communication. Provided with this communication are the minutes from that meeting outlining those recommendations.

It is therefore the recommendation from the Fire Division to allow for the purchase of the Pierce 107' Ascendant as supported by the Apparatus Committee and in consideration of items discussed within the Emergency Vehicle Response report.

Please contact me should you have any additional questions.

Apparatus Committee Meeting July 22nd 2016

Members present: Assistant Chief Stacy French, Training Officer Mike Corfman, Battalion Chief Chip Wellman, Captain Lou Playford, Firefighter Mike Norris, Firefighter Andy Campbell, Firefighter Todd Dunfield, Firefighter Mike Walker, Firefighter Aaron Chase, and Firefighter Mike Miller.

As of the meeting on Friday, July 22nd 2016 the Apparatus Committee has decided that the Pierce 107' Ascendant Ladder Truck is the apparatus best suited for the needs of the Department and the City of Portage. The committee's goal with selecting an aerial device was to satisfy both the needs of the public and address the concerns brought to light by the outside consulting firm's, EVR, need for aerial response on alarms.

With the expectation that the apparatus selected will be responding first due out of Station 1 the maneuverability, effectiveness, and operational simplicity were seen to best fit this assignment. At this time the committee believed that while losing the capabilities of a Tower Ladder the best option to respond an aerial device on the majority of fire calls was the Ascendant. The Ascendant offers 115' of ground ladders to each scene it responds to, satisfying the department and recent study's need for a ground ladder compliment at structure fire responses. The option to add a second 35' extension ladder is also available with the configuration that was settled on to better satisfy the report that was given to the City. The committee agreed that the need for a Tower Ladder should and will be reevaluated at a later time when the space in the budget presents itself.

The Ascendant's "Quint" body style was selected as it offered a perceived better balanced approach to driving and operational use. This also kept compartment and crosslay setups similar to the Pierce apparatus we already own and will be receiving in the near future. While the mention of the "Puck" configuration was brought up it was voted down as the benefits did not outweigh the negatives. While the opportunity with the "puck" was an extra compartment and a minor ladder change configuration it was decided that the focus should remain that this is a ladder truck and not a squad pumper. The concern was adding more compartments would lean towards the tendency of carrying equipment we do not need.

The discussion was had about cab setup and while the decision was made to stay with the same cab as our current and future Pierce Engines there had been one major change to the rear seating arrangement of the Ascendant. The committee recommended that the Ascendant only be setup for four riders. This leaves the committee and Pierce the opportunity to configure the rear of the cab in a way that better offers security for EMS bags and various tools needed as the firefighter exits the vehicle. This should not affect any day to day operations as it is very seldom any apparatus in the City responds with more than four members.

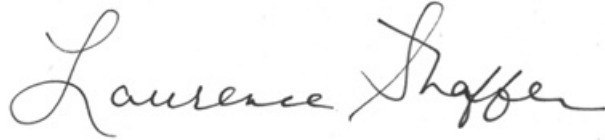
After the desires and requirements were decided by the committee it was brought to light that Pierce has an Ascendant coming of the production line with almost the exact configuration as decided by the committee. The decision was made to go forward and attempt to secure this apparatus as it would save almost 12 months of production time. This will allow for the Department to rectify an already existing ground ladder problem much sooner.

Once funds are secured and the apparatus is guaranteed it is the intent of the apparatus committee to meet and finish the desired specifications prior to the apparatus going into final production. These specs will include items that are not already pre-engineered into the design of the vehicle. Light placement, accessories, compartment configurations, are just some of the items that will be decided at this meeting.

Overall, the meeting was very productive and the entire committee was satisfied with the apparatus and configuration that was chosen. The opportunity to have a Ladder Company operating within the City of Portage with open many doors and allow for a better understanding of apparatus placement and safety for both civilians and firefighters alike.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Verizon Mobile Wireless Master Price Agreement

SUPPORTING PERSONNEL: Devin Mackinder, Director of Technology Services

ACTION RECOMMENDED: That City Council approve the three-year Verizon Mobile Wireless Master Price Agreement with five, one-year renewal options under the new State of Michigan MiDEAL cooperative purchasing program for the continuation of wireless communications in the annual amount of \$25,375.20 and authorize the City Manager to execute all documents related to this action on behalf of the city.

City staff rely heavily upon mobile wireless communications, especially for public safety and other essential field operations. Since 2012, the city has been under annual contract with Verizon Wireless for the provision of mobile wireless services which includes 27 tablet/iPad devices used by various departments and 40 modem devices used by the Department of Public Safety for in-car wireless connectivity.

The current contract with Verizon Mobile Wireless expires on October 31, 2016. However, Verizon can now offer the city a new three-year wireless device data plan with five, one-year renewal options that will result in an annual cost savings of approximately \$5,100. This new plan covers the same number of city devices and 68 gigabits of additional monthly pooled data as a result of the updated State of Michigan MiDEAL cooperative purchasing program. The annual amount of \$25,375.20 will remain unchanged provided no additional devices are added to the overall plan; however, the discounted MiDEAL pricing will be extended to any new device added to the data plan in the future.

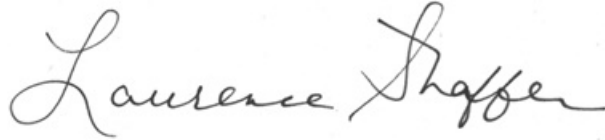
It is recommended that City Council approve the new three-year Verizon Mobile Wireless Master Price Agreement with five, three-year renewal options under the new State of Michigan MiDEAL cooperative purchasing program for the continuation of wireless communications in the annual amount of \$25,375.20 and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funds are annually budgeted in the General Fund for city mobile wireless communications. Fiscal Year 2016-17 includes available funding for this purpose.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Preliminary Condominium Subdivision for Copperleaf (Phase II) - 3800 West Milham and 5710 Angling

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council approve the Preliminary Condominium Subdivision for Copperleaf (Phase II) at 3800 West Milham Avenue and 5710 Angling Road, subject to the condition outlined in the July 15, 2016 Department of Community Development staff report regarding submittal of the detailed engineering drawings for the public infrastructure improvements.

In November 2013, City Council approved the Planned Development (PD) rezoning and tentative plan/narrative for the Copperleaf PD project (previously called Harbors West) which included a total of 204 single family residential homes on approximately 74 acres with over 14 acres (19%) devoted to perpetual open space. In January 2015, City Council approved Phase I of the Copperleaf Subdivision, which included 39 single family residential lots. Public streets and associated infrastructure within this initial phase have been installed and residential home construction is ongoing. Phase II of the Copperleaf Subdivision has been submitted by Westview Capital, LLC and proposes 32 single family residential lots on approximately ten acres, along with extension of the Copperleaf Trail and Bay Meadow Trail streets as well as construction of a new public cul-de-sac street (Caspian Circle). Copperleaf Subdivision (Phase II) has been designed in substantial compliance with the approved tentative plan/narrative.

Within Phase II of the Copperleaf Subdivision, the developer will install 4-foot wide concrete sidewalks along the east side of Copperleaf Trail (north of the 8-foot asphalt path), along the north and south sides of Bay Meadow Trail and along the west side of Caspian Circle. An 8-foot wide asphalt path that will connect to the existing 8-foot wide asphalt path constructed within Phase I will also be installed at the south end of Caspian Circle (between Lots/Units 49-50), and along the west side of Copperleaf Trail (south of Lot/Unit 67). Consistent with the approved PD tentative plan, common/open space areas will be maintained south of Phase II, along the northeast portion of Phase I, and within future phases.

In a report dated July 15, 2016, the Department of Community Development recommended the Preliminary Condominium for Copperleaf Subdivision (Phase II) be approved subject to one condition regarding submittal of the detailed engineering drawings for the public infrastructure improvements.

The Planning Commission convened a public hearing during the July 21, 2016 meeting to consider the

Preliminary Condominium for Copperleaf Subdivision (Phase II). The applicant, Mr. Brian Wood of Westview Capital, LLC, was present to support the application and explain the development project. No additional citizens spoke during the public hearing and no written communications have been received from interested citizens. At the conclusion of the public hearing, the Commission voted unanimously to recommend to City Council that the Preliminary Condominium for Copperleaf Subdivision (Phase II) be approved consistent with the staff recommendation.

As such, it is recommended that City Council approve the Preliminary Condominium Subdivision for Copperleaf (Phase II) at 3800 West Milham Avenue and 5710 Angling Road, subject to the condition outlined in the July 15, 2016 Department of Community Development staff report regarding submittal of the detailed engineering drawings for the public infrastructure improvements.

FUNDING: Not Applicable

Attachments:

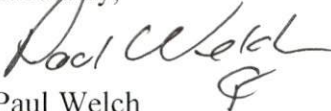
1. Planning Commission transmittal dated July 29, 2016
2. Planning Commission meeting minutes dated July 21, 2016
3. Department of Community Development staff report dated July 15, 2016 with attachments

TO: Honorable Mayor and City Council
FROM: Planning Commission
DATE: July 29, 2016
SUBJECT: Preliminary Condominium Subdivision of Copperleaf (Phase II), 3800 West Milham Avenue and 5710 Angling Road

The Planning Commission convened a public hearing during the July 21, 2016 meeting to consider the preliminary condominium subdivision of Copperleaf (Phase II). Mr. Brian Wood, representing the applicant (Westview Capital, LLC) was present to support the application and explain the development project. No additional citizens spoke during the public hearing and no written communications were received from area residents or interested citizens.

After careful consideration, a motion was made by Commissioner Dargitz, seconded by Commissioner Schimmel, to recommend to City Council that the Preliminary Condominium for Copperleaf Subdivision (Phase II), 3800 West Milham Avenue and 5710 Angling Road, be approved subject to the one conditions contained in the Department of Community Development report dated July 15, 2016. The motion was unanimously approved 6-0.

Sincerely,



Paul Welch
Chairman

PLANNING COMMISSION

July 21, 2016

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The City of Portage Planning Commission meeting of July 21, 2016 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Five citizens were in attendance.

PLEDGE OF ALLEGIANCE:

Chairman Welch led the Commission, staff and citizens in the Pledge of Allegiance.

IN ATTENDANCE:

Michael West, Senior City Planner; and Randy Brown, City Attorney.

ROLL CALL:

Mr. West called the role: Schimmel (yes), Welch (yes), Dargitz (yes), Richmond (yes), Shoup (yes) and Joshi (yes). A motion was offered by Commissioner Dargitz, seconded by Commissioner Schimmel, to approve the role excusing Commissioners Patterson, Bosch and Stoffer. The motion was unanimously approved 6-0.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the July 7, 2016 meeting minutes contained in the agenda packet. Commissioner Richmond stated she did inform the Commission that she would not be present at the July 7th meeting and asked that the minutes be amended to reflect her absence as excused. A motion was then made by Commissioner Schimmel, seconded by Commissioner Dargitz, to approve the minutes as amended. The motion was unanimously approved 6-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARINGS:

1. Preliminary Condominium Subdivision of Copperleaf (Phase II), 3800 West Milham Avenue and 5710 Angling Road. Mr. West summarized the staff report dated July 15, 2016 regarding the request by Westview Capital, LLC to construct Phase II of Copperleaf single-family residential subdivision. Mr. West stated Phase II of the Copperleaf Subdivision proposes 32 single family residential lots/units on approximately 10 acres and includes extensions of Copperleaf Trail and Bay Meadow Trail and construction of a new public cul-de-sac street. Mr. West summarized the PD rezoning and tentative plan/narrative that received City Council approval in November 2013 including modifications for sidewalk installation on both sides of all public streets. Consistent with the City Council approvals, Mr. West indicated that 4-foot wide concrete sidewalks would be installed along the east side of Copperleaf Trail (north of the 8-foot wide asphalt path), along the north and south sides of Bay Meadow Trail and along the west side of Caspian Circle. Additionally, Mr. West stated an 8-foot wide asphalt path will also be constructed at the south end of Caspian Circle (between lots/units 49-50) and along the west side of Copperleaf Trail (south of lot/unit 67) to connect to the existing 8-foot wide asphalt path located within Phase I. Mr. West stated that Phase II of the Copperleaf Subdivision has been designed in substantial compliance with the approved tentative plan/narrative and was recommended for approval subject to the one condition outlined in the staff report regarding public streets and utilities.

Mr. Brian Wood of Allen-Edwin Homes (applicant representative) was present to support the preliminary condominium subdivision. The public hearing was opened by Chairman Welch. No citizens spoke regarding Phase II of the Copperleaf Subdivision. A motion was made by Commissioner Schimmel, seconded by

 DRAFT

Commissioner Dargitz, to close the public hearing. The motion was unanimously approved 6-0. After a brief discussion, a motion was made by Commissioner Dargitz, seconded by Commissioner Schimmel, to recommend to City Council that the Preliminary Condominium for Copperleaf Subdivision (Phase II), 3800 West Milham Avenue and 5710 Angling Road, be approved subject to the one conditions contained in the Department of Community Development report dated July 15, 2016. The motion was unanimously approved 6-0.

NEW BUSINESS:

None.

STATEMENT OF CITIZENS:

None.

7:10 p.m. - The Commission took a short recess. 7:15 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 1

OLD BUSINESS:

1. Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations. Mr. West summarized the staff report dated July 15, 2016 along with the previous June 2nd staff presentation of proposed changes to the off-street parking and loading/unloading regulations. Mr. West stated the proposed changes have been assembled into an ordinance amendment by staff and Attorney Brown with a highlight/strike format for preliminary Commission review prior to the August 4th public hearing. Attorney Brown also discussed additional changes made to Section 42-520.O since the initial review by the Commission on June 2nd. The Commission, Mr. West and Attorney Brown briefly discussed various aspects of the proposed ordinance amendment, however, the Commission did not have any recommended changes. Mr. West restated that the public hearing has been noticed for the August 4th Planning Commission meeting

2. Community Impact Projects Grant Fund – additional discussion. Commissioner Dargitz distributed a draft version of a proposed Community Enhancement/Neighborhood Improvement Grant program for Commission review, comment and discussion. Commissioner Dargitz stated she drafted the summary outline based on review of other communities that have adopted similar programs. Commissioner Dargitz briefly reviewed the various sections of the proposed program including the Need, Purpose, Project Eligibility and Requirements, Applicant Eligibility, Selection Criteria and Sample Project Types.

Chairman Welch asked how grants would be reviewed and funds distributed, and if there would be a time frame for project completion. Commissioner Dargitz stated the review committee could include members of the Planning Commission, Youth Advisory Board and/or City Council. Commissioner Dargitz also indicated that grant funds would likely need to be distributed upfront since many groups would not have the money to implement the project. Commissioner Dargitz stated any grant awarded would have specific reporting requirements regarding use of funds and timeframe for project completion. Under Project Eligibility, Attorney Brown stated additional consideration would need to be given to projects which were not located on public property, but rather “publicly-accessible to the community”. Attorney Brown also stated that additional research would be needed regarding how public funds could be used on private property and other issues associated with insurance, liability and indemnification. Attorney Brown asked that the listing of other communities which have adopted similar programs be emailed to him for further review.

Mr. West discussed the lack of organized neighborhood, community and business groups/associations in the City of Portage and questioned whether there would be enough potential grant applicants to justify creation and administration of a new grant fund program. Mr. West indicated the desired goals of the program could possibly

TO: Planning Commission **DATE:** July 15, 2016

FROM: Vicki Georgeau, ^{Vb} Director of Community Development

SUBJECT: Preliminary Condominium Subdivision for Copperleaf Subdivision (Phase II), 3800 West Milham Avenue and 5710 Angling Road

I. INTRODUCTION:

Westview Capital, LLC has submitted Phase II of the preliminary condominium for the Copperleaf Subdivision. Phase II proposes 32 single family residential lots/units and extension of Copperleaf Trail, Bay Meadow Trail, along with construction of a new public cul-de-sac street (Caspian Circle).

Applicant	Sites/Area	Location
Westview Capital, LLC	32 lots-units/9.97 acres (Phase II)	Southeast ¼ of Section 6, North of West Milham Avenue and East of US-131.

As background information, the Copperleaf Planned Development received City Council approval in November 2013. The PD project includes a total of 204 single family residential homes on approximately 74 acres with over 14 acres (19%) devoted to perpetual open space. Open space areas will be located around the perimeter of the property adjacent to US-131 and I-94 and within central areas of the development. City Council approval of the planned development project included the following three modifications and one condition:

1. In lieu of sidewalks along both sides of all streets, the planned development project included an integrated pedestrian circulation network of concrete sidewalks (along at least one side of all streets) and an asphalt recreational path (along rear portions of building sites within identified open space areas) that will connect from West Milham Avenue to the Harbors West Park.
2. A block length of approximately 1,900 feet in Phases 5 and 6 where the maximum allowed is 1,400 feet.
3. Construction of 39 lots on a residential cul-de-sac street where only 20 are permitted until Phase 2 connects to Baywood Drive to the east.
4. Ranch-style homes be no less 1,400 square feet and two story homes be no less than 1,800 square feet.

Phase I of the Copperleaf Subdivision, which included 39 single family lots, received City Council approval in January 2015 and residential home construction is ongoing within this initial phase. Phase II of the Copperleaf Subdivision has been designed in substantial compliance with the approved tentative plan/narrative. A copy of the November 2013 approved tentative plan for the overall PD project and City Council meeting minutes are attached for reference.

II. COPPERLEAF SINGLE-FAMILY CONDOMINIUM REQUIREMENTS:

Article 6, Condominium Projects outlines the requirements for single family detached residential condominium subdivisions within the City of Portage pursuant to the authority conferred by the Michigan

Condominium Act, PA 59 of 1978, as amended. Single family residential condominium projects must meet the Zoning Code requirements for the district in which the development is located including minimum lot size (area), width and setbacks unless otherwise approved by City Council. Additionally, all Required Improvements and Design Standards contained in Article 5, Division 4 of the Subdivision and Land Division Regulations are also applicable to the residential condominium subdivision project.

The following summarizes the requirements that are applicable to the Copperleaf preliminary condominium subdivision application.

- Zoning – The subject property is zoned PD, planned development and consistent with the approved tentative plan and narrative, the majority of the lots will range in size from 7,620-9,144 square feet with 60-72 foot widths (larger/wider lots proposed within cul-de-sacs and where abutting the existing Harbors West Subdivision to the east and adjacent homes to the south. Homes will maintain minimum building setbacks of 25-feet (front), 25-feet (rear) and 5-feet (side) with a minimum 15-foot separation provided between homes. A minimum 15-foot setback will be provided along the long side of corner lots, while lots abutting the existing Harbors West development (Baywood/Bay Meadow Drive) and other existing home sites will maintain a minimum 10-foot side setback and 40-foot rear setback. Consistent with City Council approval, home sizes will be at least 1,400 square feet for ranch-style homes and 1,800 square feet for two-story homes.
- Vehicular Access/Streets/Utilities – Phase II of the Copperleaf Subdivision will be accessed through a northerly extension of Copperleaf Trail and an easterly extension of Bay Meadow Trail that will connect to the existing Bay Meadow Trail/Baywood Drive located within the Harbor West No. 1 subdivision. A new public cul-de-sac street (Caspian Circle) will also be constructed along the south side of the Bay Meadow Trail. Islands and other improvements proposed within the public street right-of-way will be owned and maintained by the condominium association with appropriate maintenance/indemnification agreement provided to the city.

Municipal water and sewer will be extended to serve Phase II of the development. Storm water will be collected and conveyed to an existing infiltration basin located north of Phase I. Storm water related piping and structures located within the public streets will be owned and maintained by the city, while the infiltration basin is owned and maintained by the condominium association.

- Sidewalks/Pedestrian Circulation – Section 42-804 of the Subdivision and Land Division Regulations establishes sidewalk requirements including installation of sidewalks along both sides of all streets. As noted above and in conjunction with the PD rezoning and tentative plan/narrative approval in November 2013, City Council approved a modification to this standard allowing installation of an integrated pedestrian circulation network of concrete sidewalks (along at least one side of all streets) and an asphalt recreational path (along rear portions of building sites within identified open space areas) that will connect from West Milham Avenue to the Harbors West Park. Attached is a drawing that shows the location of these paths. These recreational paths will be open for public use.

In January 2015 in conjunction with the review of the preliminary condominium subdivision for Copperleaf Phase I, City Council approved a minor modification to the pedestrian circulation network that was originally approved with the November 2013 PD rezoning and tentative plan/narrative. Due to grading issues and in an effort to preserve existing mature trees and provide screening/buffering to the existing single family residence located at 3910 West Milham Avenue, the 8-foot wide asphalt path originally proposed along the west side of Copperleaf Trail, from West Milham Avenue to Lot 13, was eliminated. A 4-foot wide concrete sidewalk was approved along the west side of Copperleaf Trail, north of Lot 13. Additionally, the 4-foot wide concrete sidewalk originally proposed along the

east side of Copperleaf Trail was increased to a 6-foot wide concrete sidewalk from West Milham Avenue to the north end of Lot 39, where the sidewalk intersects the 8-foot wide asphalt path.

Within Phase II of Copperleaf Subdivision, the developer will install 4-foot wide concrete sidewalks along the east side of Copperleaf Trail (north of the 8-foot asphalt path), along the north and south sides of Bay Meadow Trail and along the west side of Caspian Circle. An 8-foot wide asphalt path, that will connect to the existing 8-foot wide asphalt path constructed within Phase I, will also be installed at the south end of Caspian Circle (between Lots/Units 49-50), and along the west side of Copperleaf Trail (south of Lot/Unit 67). Consistent with the approved PD tentative plan, common/open space areas will be maintained south of Phase II, along the northeast portion of Phase I, and within future phases.

III. PUBLIC NOTICE REQUIREMENTS:

In accordance with the Michigan Planning Enabling Act (PA 33 of 2008, as amended), a public notice was published in the local newspaper and notice was mailed to owners of land located within 300-feet of the subject property 15 days prior to the date of the public hearing.

Submission of the preliminary condominium subdivision is intended to provide the community with the opportunity to examine existing and proposed conditions pertaining to the development of the subdivision. After review and approval by the City Council, the preliminary condominium subdivision approval is effective for 12 months. During the 12 month period, detailed engineering drawings will be prepared and submitted to City Council for review and approval. Following construction of the condominium improvements, the developer will request that City Council grant final condominium subdivision approval.

IV. RECOMMENDATION:

The preliminary condominium subdivision has been reviewed within the context of the Comprehensive Plan, Land Development Regulations and other applicable ordinance requirements. Based on the above information and subject to any additional information received during the public hearing, staff advises the Planning Commission recommend to City Council that the Preliminary Condominium for Copperleaf Subdivision (Phase II), 3800 West Milham Avenue and 5710 Angling Road, be approved subject to the following condition:

1. Streets and Utilities – The proposed street system, municipal water and sanitary sewer are acceptable in concept. Final design, location and related issues are being addressed as part of the detailed engineering plan review. Any public utility located outside of the street right-of-way will require that an easement(s) be conveyed to the city. Islands and any other improvements proposed within the public street right-of-way will be owned and maintained by the condominium association with appropriate maintenance/indemnification agreements provided to the city.

Attachments: Zoning/Vicinity Map
Aerial Photograph Map
Preliminary Condominium Subdivision Plan (Phase II and Overall Layout)
Harbors West Planned Development – November 2013 Approved Tentative Plan
Revised Pedestrian Circulation System (Walks & Trails in Copperleaf) – January 2015

S:\Commdev\2016-2017 Department Files\Board Files\PLANNING COMMISSION\PC Reports\Plats-Site Condos\2016 07 15 Preliminary Condominium Subdivision, Copperleaf Subdivision (Phase II).doc

CONDOMINIUM SUBDIVISION PLAN for PHASE TWO of 'COPPERLEAF'

NOTE: 'COPPERLEAF' IS A SITE CONDOMINIUM AND PLANNED DEVELOPMENT WITH CITY OF PORTAGE PUBLIC STREETS

SITE DATA:
-ZONING OF PROPERTY = "PD"
-PHASE TWO AREA = 9.97 ACRES
-# OF UNITS IN PHASE TWO = 32
-DENSITY WITHIN PHASE TWO = 3.2 UNITS/ACRE
-DENSITY WITHIN PHASES ONE & TWO = 2.76 UNITS/ACRE — 71 UNITS / 25.70 ACRES

FIRE DEPT. NOTES

- 1) CONSTRUCTIBLE BUILDING CONSTRUCTION SHALL NOT COMMENCE UNTIL FIRE HYDRANTS ARE OBTAINABLE AND ALL WEATHER ROAD SURFACE IS IN PLACE.
- 2) THE FIRE FLOW FOR EACH BUILDING IS 1500 GPM FROM ONE HYDRANT WITHIN 60' OF PORTAGE OF THE BUILDING. THIS FLOW IS BASED ON THE FLOOR AREA OF ALL FLOOR INCLUDING BASEMENT FOR A BUILDING OF TYPE "B" CONSTRUCTION. SHOULD A BUILDING EXCEED 3600 SQUARE FEET THE MINIMUM FIRE FLOW WILL BE BASED ON THE SIZE AND TYPE OF CONSTRUCTION FOR THAT BUILDING.
- 3) FIRE APPARATUS ACCESS FIELDS LESS THAN 18' IF ANY SHALL BE POSTED ON BOTH SIDES AS A FIRE LANE.
- 4) NO PARKING SIGNS SHALL BE INSTALLED AS REQUIRED BY THE CITY.
- 5) TEMPORARY STREET SIGNS SHALL BE PROVIDED AS REQUIRED BY THE FIRE DEPARTMENT.
- 6) WIDTH OF APPROVED STREETS SHALL BE A MINIMUM OF 24.5 FEET (BETWEEN BACKS OF CURBS).
- 7) AN ELECTRONIC COPY OF THE APPROVED SITE PLAN SHALL BE PROVIDED TO THE FIRE DEPARTMENT (LINES FORWARD).
- 8) FIRE LANE SIGNS SHALL BE INSTALLED AS REQUIRED BY THE CITY.

GENERAL NOTES

- 1) PROPERTY IS CURRENTLY ZONED "PD".
- 2) PUBLIC WATER MAIN SHALL BE AN 8 INCH DUCTILE IRON MAIN WITHIN A PUBLIC ROAD OR WITHIN AN EASEMENT TO THE CITY OF PORTAGE. WATER SERVICES SHALL BE 1.25 INCH COPPER AND SHALL EXTEND FROM WATER MAIN TO CURB BOX.
- 3) PUBLIC SANITARY SEWER SHALL BE 8" PVC SEWER WITHIN A PUBLIC ROAD OR WITHIN AN EASEMENT TO THE CITY OF PORTAGE. SEWER LEADS SHALL BE 8 INCH PVC AND SHALL EXTEND FROM MAIN TO SEWER PIGEON.
- 4) STORM WATER OUTFALL SHALL BE THROUGH DRAINAGE SHALL STORM SEWER PIPE WITH POSITIVE OUTLET TO THE DISPOSAL AREA. STORM SHALL COMPLY WITH CITY SPEC'S AND CITY OF PORTAGE. STORM SEWER SHALL BE 12" DUCTILE IRON PIPE WITH 12" MANHOLE. STORM SEWER SHALL BE 12" DUCTILE IRON PIPE WITH 12" MANHOLE. STORM SEWER SHALL BE 12" DUCTILE IRON PIPE WITH 12" MANHOLE.
- 5) ALL CONDOMINIUM STREETS SHALL BE PUBLIC, PAVED, AND HAVE A MINIMUM WIDTH OF 32 FEET FROM EDGE OF PAVEMENT TO EDGE OF PAVEMENT. (IN BETWEEN BACKS OF CURBS).
- 6) STREET LIGHTS, STREET SIGNS, AND STORM SEWER SHALL BE INSTALLED.
- 7) BETWEEN EXISTING 12.5 INCH DRAINAGE AS PROPOSED WITHIN THE CITY OF PORTAGE.
- 8) PRIVATE DRIVEWAYS HAVE NOT BEEN SHOWN ON THIS PLAN.
- 9) A SOIL EROSION AND SEDIMENTATION CONTROL PLAN SHALL BE OBTAINED FROM THE CITY OF PORTAGE PRIOR TO ANY ON SITE GRADING ACTIVITIES.
- 10) SHOWN BASE MAP ON THIS SHEET BASED ON TOPOGRAPHIC MAP BY OTHERS.
- 11) PROPERTY DOES NOT CONTAIN ANY DESIGNATED WETLANDS OR FLOODPLAINS.
- 12) SHOWN STREET NAMES ARE SUBJECT TO CITY APPROVAL AND COUNTY APPROVAL.
- 13) MINIMUM HOUSING DENSITY WITHIN THIS SITE CONDOMINIUM AREA 1200 SQUARE FEET FOR A 4 MANHOLE AND 1500 SQUARE FEET FOR A TWO-STORY HOME.
- 14) MINIMUM HOUSING DENSITY WITHIN THIS SITE CONDOMINIUM AREA 1200 SQUARE FEET FOR A 4 MANHOLE AND 1500 SQUARE FEET FOR A TWO-STORY HOME.
- 15) UNPLATTED LAND HAS BEEN DEED TO PROPERTY OWNER TO THE EAST.
- 16) UNPLATTED LAND HAS BEEN DEED TO PROPERTY OWNER TO THE EAST.
- 17) UNPLATTED LAND HAS BEEN DEED TO PROPERTY OWNER TO THE EAST.
- 18) UNPLATTED LAND HAS BEEN DEED TO PROPERTY OWNER TO THE EAST.
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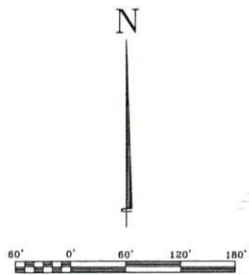
NOTE: THIS CONDOMINIUM SUBDIVISION PLAN IS INTENDED FOR CITY REVIEW RELATIVE TO TENTATIVE APPROVAL (STEP 1 APPROVAL) AS OUTLINED IN THE CITY OF PORTAGE'S LAND DEVELOPMENT REGULATIONS.

NOTE: ALSO SEE APPROVED TENTATIVE PLAN (BY PATHFINDER ENGINEERING) FOR THIS PROJECT (FORMERLY NAMED 'HARBORS WEST' PLANNED DEVELOPMENT).

OWNER & APPLICANT:
WESTVIEW CAPITAL, LLC
2186 EAST CENTRE STREET
PORTAGE, MI 49002
(269) 321-2610

CONDOMINIUM SUBDIVISION PLAN
Phase Two of COPPERLEAF
PART OF SE 1/4 OF SEC. 6, T25.11N, R11W, CITY OF PORTAGE, Kalamazoo COUNTY, MICHIGAN
Ingersoll, Watson & McMachen, Inc.
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS
1133 East Wilson Road - Portage, Michigan 49002 - Phone 269 344-8100 - Fax 269 344-8055

DATE: 6/12/2016
REVISION: 7/12/2016
SHEET: 1 of 2
JOB NO.: 36273-2



FUTURE DEVELOPMENT AREA (SEE SHEET 2)

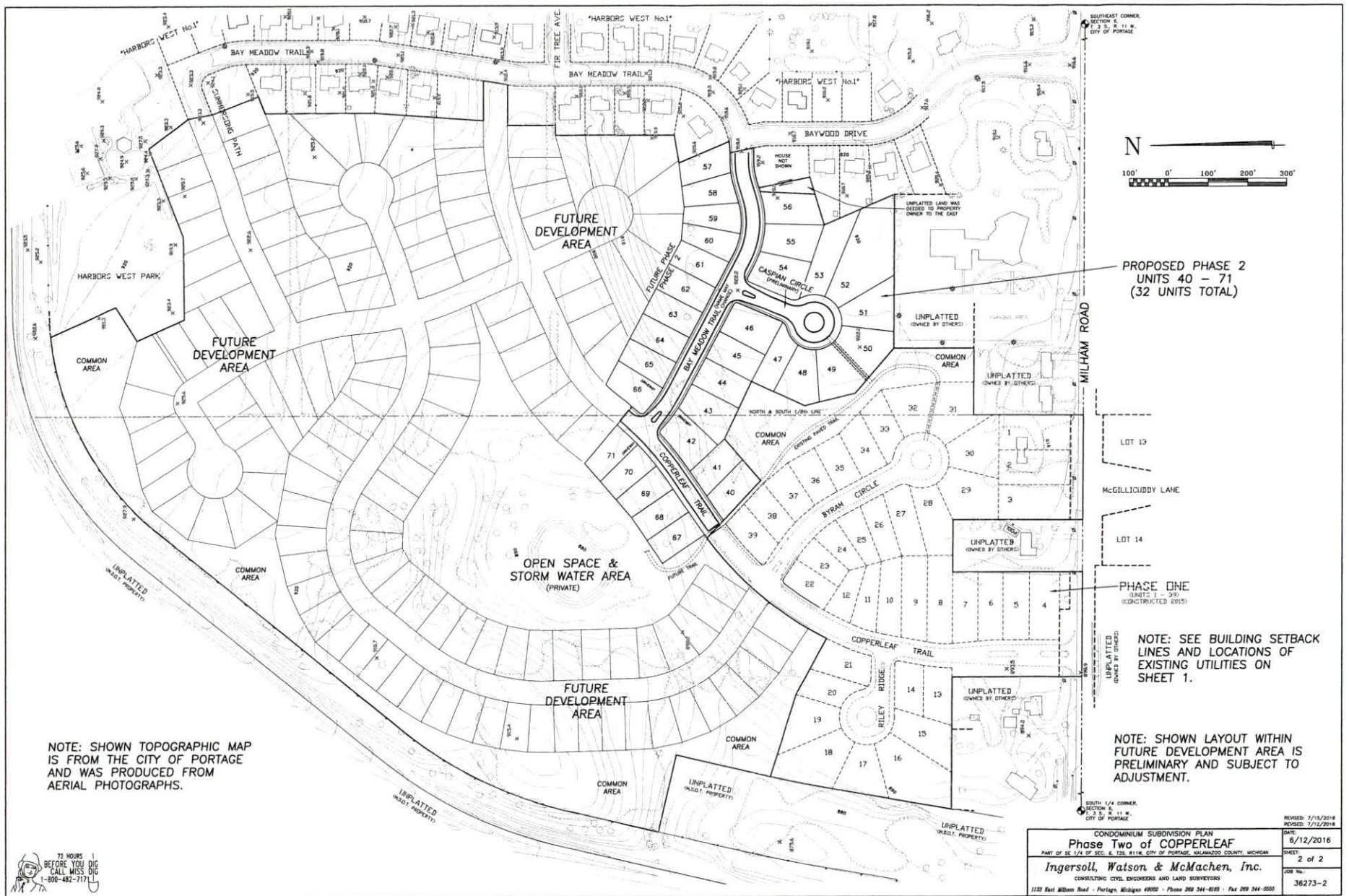
FUTURE DEVELOPMENT AREA (SEE SHEET 2)

FUTURE DEVELOPMENT AREA (SEE SHEET 2)

PHASE 1 of COPPERLEAF
UNITS 1 - 39
(CONSTRUCTED 2015)

ZONING & SETBACK INFORMATION:
-ZONING OF PROPERTY = "PD"
-MINIMUM WIDTH OF FRONT SETBACK = 60'
-REQUIRED FRONT SETBACK = 25'
-REQUIRED REAR SETBACK = 25'
-REQUIRED SIDE SETBACK = 5'
(MINIMUM 15' BETWEEN DWELLINGS)
-MAXIMUM UNIT COVERAGE = 30%
* NOTE: FRONT SETBACK IS ONLY 15' ON LONG SIDE OF CORNER UNITS





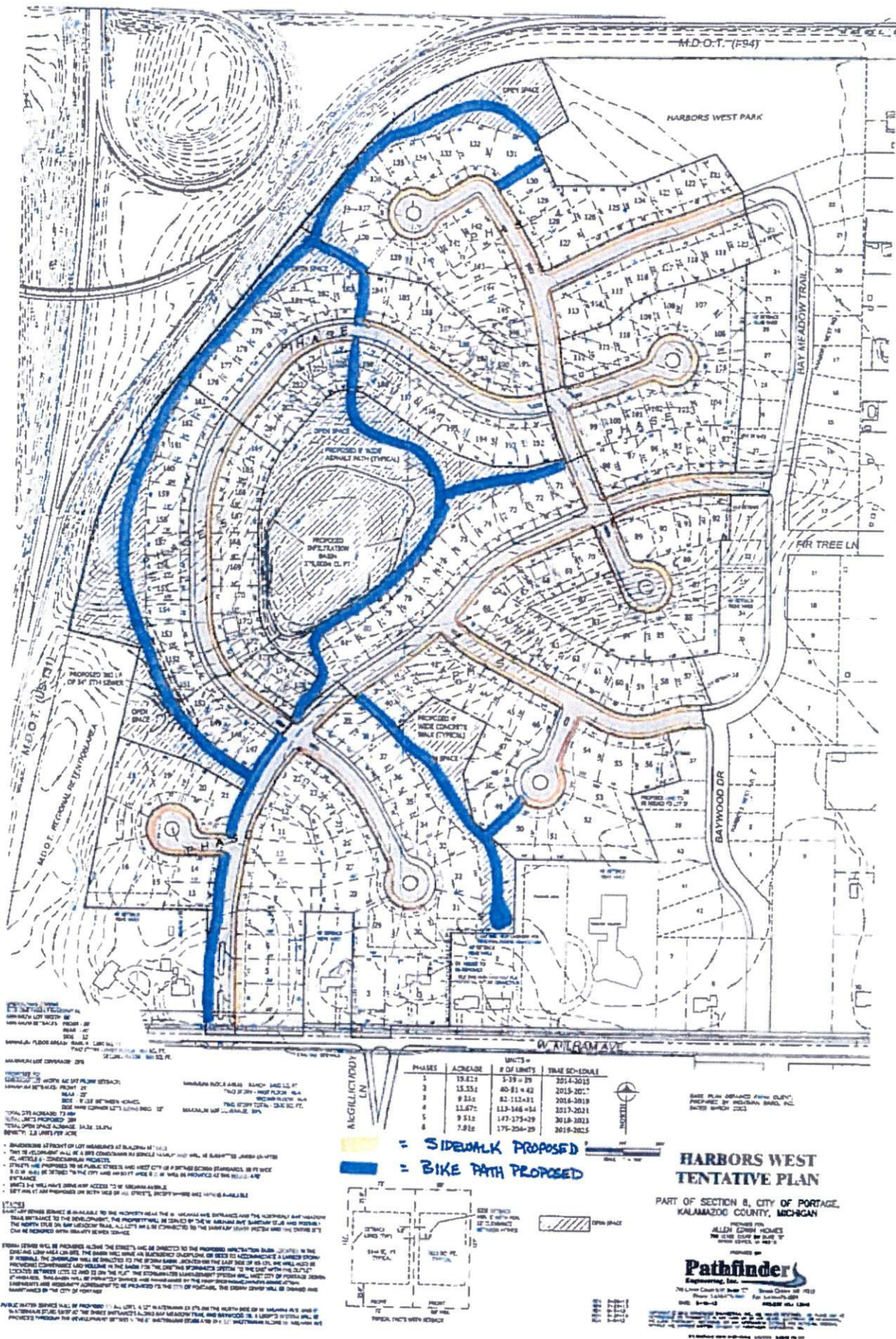


Proposed Copperleaf Subdivision (Phase II)

Phase II Copperleaf

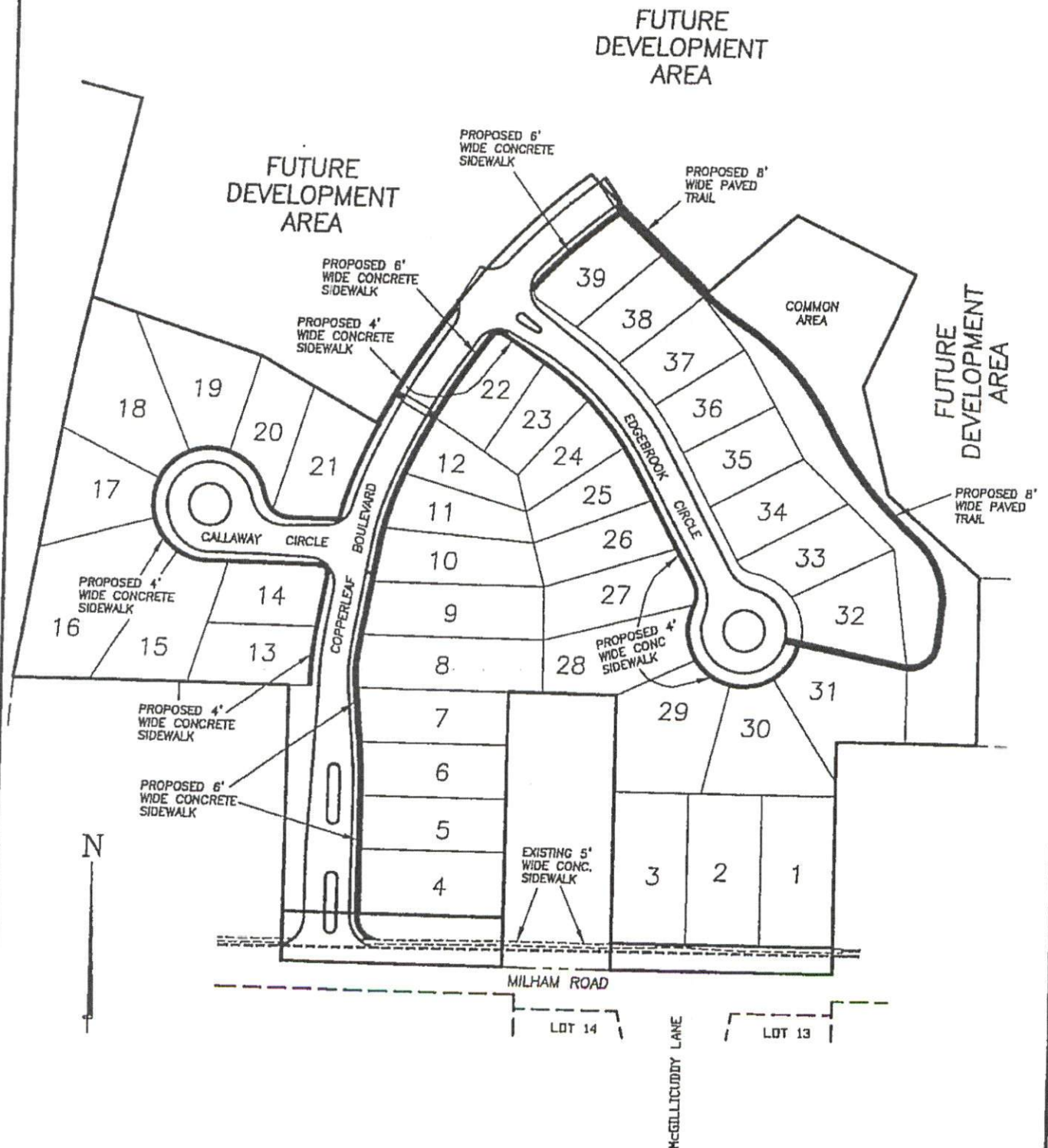


1 inch = 300 feet



November 2013
Approved Tentative Plan

WALKS & TRAILS in COPPERLEAF

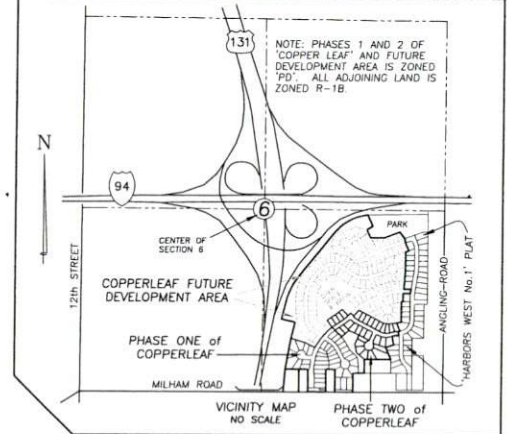


CONDOMINIUM SUBDIVISION PLAN for PHASE TWO of 'COPPERLEAF'

NOTE: 'COPPERLEAF' IS A SITE CONDOMINIUM AND PLANNED DEVELOPMENT WITH CITY OF PORTAGE PUBLIC STREETS

SITE DATA:
-ZONING OF PROPERTY = "PD"
-PHASE TWO AREA = 9.97 ACRES
-# OF UNITS IN PHASE TWO = 32
-DENSITY WITHIN PHASE TWO = 3.2 UNITS/ACRE
-DENSITY WITHIN PHASE ONE & TWO = 2.76 UNITS/ACRE
-71 UNITS / 25.70 ACRES

FIRE DEPT. NOTES
1) CONVERTIBLE BUILDING CONSTRUCTION SHALL NOT EXCEED 10% OF THE TOTAL AREA OF THE PROPERTY AND AN ALL WEATHER ROAD SURFACE IS IN PLACE.
2) THE FIRE FLOW FOR EACH BUILDING IS 1000 GPM FROM ONE HYDRANT WITHIN 400' OF ALL PORTIONS OF THE BUILDING. THIS FLOW IS BASED ON THE FLOOR AREA OF ALL FLOORS INCLUDING BASEMENT FOR A BUILDING OF TYPE I-B CONSTRUCTION. SHOULD A BUILDING EXCEED THIS FLOW, THE MINIMUM FIRE FLOW SHALL BE BASED ON THE SIZE AND TYPE OF CONSTRUCTION FOR THAT BUILDING.
3) THE SEPARATE ACCESS ROADS (SEE SHEET 2) SHALL BE POSTED ON BOTH SIDES AS A FIRE LANE.
4) NO PARKING SIGNS SHALL BE INSTALLED AS REQUIRED BY THE CITY.
5) TEMPORARY STREET SIGNS SHALL BE PROVIDED AS REQUIRED BY THE FIRE DEPARTMENT.
6) WIDTH OF IMPROVED STREETS SHALL BE A MINIMUM OF 30 FEET BETWEEN BOUNDS OF CURBS.
7) AN ELECTRONIC COPY OF THE APPROVED SITE PLAN SHALL BE PROVIDED TO THE FIRE DEPARTMENT (SEE TOPSHEET).
8) TYPE LANE SIGNS SHALL BE INSTALLED AS REQUIRED BY THE CITY.



GENERAL NOTES

- 1) PROPERTY IS CURRENTLY ZONED "PD".
- 2) PUBLIC WATER MAIN SHALL BE AN 8" HIGH DUCTILE IRON MAIN WITHIN A PUBLIC ROAD OR OTHER AN EASEMENT TO THE CITY OF PORTAGE. WATER SERVICES SHALL BE 1.38 PCH. COPPER AND SHALL EXTEND FROM WATER MAIN TO CURB BOX.
- 3) PRIVATE SANITARY SEWER SHALL BE 8" PVC SEWER WITHIN A PUBLIC ROAD OR WITHIN AN EASEMENT TO THE CITY OF PORTAGE. SEWER LINES SHALL BE 8" HIGH PVC AND SHALL EXTEND FROM MAIN TO CURB.
- 4) STORM WATER DISPOSAL SHALL BE THROUGH SOLID WALL STORM SEWER PIPE WITH POSTING DUTY TO THE DISCHARGE AREA. STORM SHALL COMPLY WITH CITY AND CITY OF PORTAGE STORMWATER DESIGN CRITERIA MANUAL. PIPE JOINTS SHALL BE WATERTIGHT AND CONNECTIONS AT MANHOLES SHALL BE WITH A RUBBER BOGE. STORMWATER RUN-OFF SHALL DRAIN TO THE PROPOSED BASIN AREA LOCATED NORTH OF PHASE ONE. STORM SEWER WITHIN PUBLIC ROADS SHALL BE PUBLIC.
- 5) ALL CONCRETE STREETS SHALL BE 30 FEET WIDE AND 12" DEEP (MINIMUM WIDTH OF 32 FEET FROM CURB TO CURB). STREETS SHALL BE 12" DEEP (MINIMUM WIDTH OF 32 FEET FROM CURB TO CURB).
- 6) STREET LIGHTS, STREET SIGNS, AND HYDRANT SIGNS SHALL BE INSTALLED.
- 7) SITE IS PRIMARILY COVERED WITH TREES AND BUSHES.
- 8) ELEVATION DATA IS U.S.S.S. DATUM AS PROVIDED WITHIN THE CITY OF PORTAGE.
- 9) PRIVATE CONCRETE SHALL NOT BE USED ON THIS PLAN.
- 10) A SOIL EROSION AND SEDIMENTATION CONTROL PERMIT SHALL BE OBTAINED FROM THE CITY OF PORTAGE PRIOR TO ANY ON SITE GRADING ACTIVITIES.
- 11) SHOWING BASE MAP ON THIS SHEET BASED ON TOPOGRAPHIC MAP BY OTHERS.
- 12) PROPERTY LINES AND CORNERS ARE DETERMINED BY SURVEYING AND FLOODING.
- 13) STORM SEWER SHALL BE 8" PVC SEWER WITHIN A PUBLIC ROAD OR WITHIN AN EASEMENT TO THE CITY OF PORTAGE.
- 14) MINIMUM HOUSING SIZES WITHIN THIS SITE CONDOMINIUM ARE 1400 SQUARE FEET FOR A HOUSE AND 1800 SQUARE FEET FOR A TOWNHOUSE. THE CITY OF PORTAGE SHALL MAINTAIN THE PUBLIC ROAD RIGHT-OF-WAY AND ALSO FOR THE STORM WATER ATTENTION AREA. THIS AGREEMENT SHALL BE INCLUDED IN THE MASTER DEED / CONDOMINIUM DOCUMENTS.

NOTE: THIS CONDOMINIUM SUBDIVISION PLAN IS INTENDED FOR CITY REVIEW RELATIVE TO TENTATIVE APPROVAL (STEP 1 APPROVAL) AS OUTLINED IN THE CITY OF PORTAGE'S LAND DEVELOPMENT REGULATIONS.

NOTE: ALSO SEE APPROVED TENTATIVE PLAN (BY PATHFINDER ENGINEERING) FOR THIS PROJECT (FORMERLY NAMED 'HARBORS WEST' PLANNED DEVELOPMENT).

OWNER & APPLICANT:
WESTVIEW CAPITAL, LLC
2186 EAST CENTRE STREET
PORTAGE, MI 49002
(269) 321-2610

CONDOMINIUM SUBDIVISION PLAN Phase Two of COPPERLEAF	REVISION: 7/15/2014
PART OF SE 1/4 OF SEC. 6, T35, R11W, CITY OF PORTAGE, Kalamazoo County, Michigan	REVISION: 7/12/2014
Ingersoll, Watson & McMachen, Inc.	DATE: 6/12/2016
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS	SHEET: 1 of 2
1133 East Main Road - Portage, Michigan 49002 - Phone 269-344-8185 - Fax 269-344-0555	JOB NO.: 36273-2



N

60' 0' 60' 120' 180'

TIME: 10:00 AM
DATE: 6/12/2016
BY: [Signature]

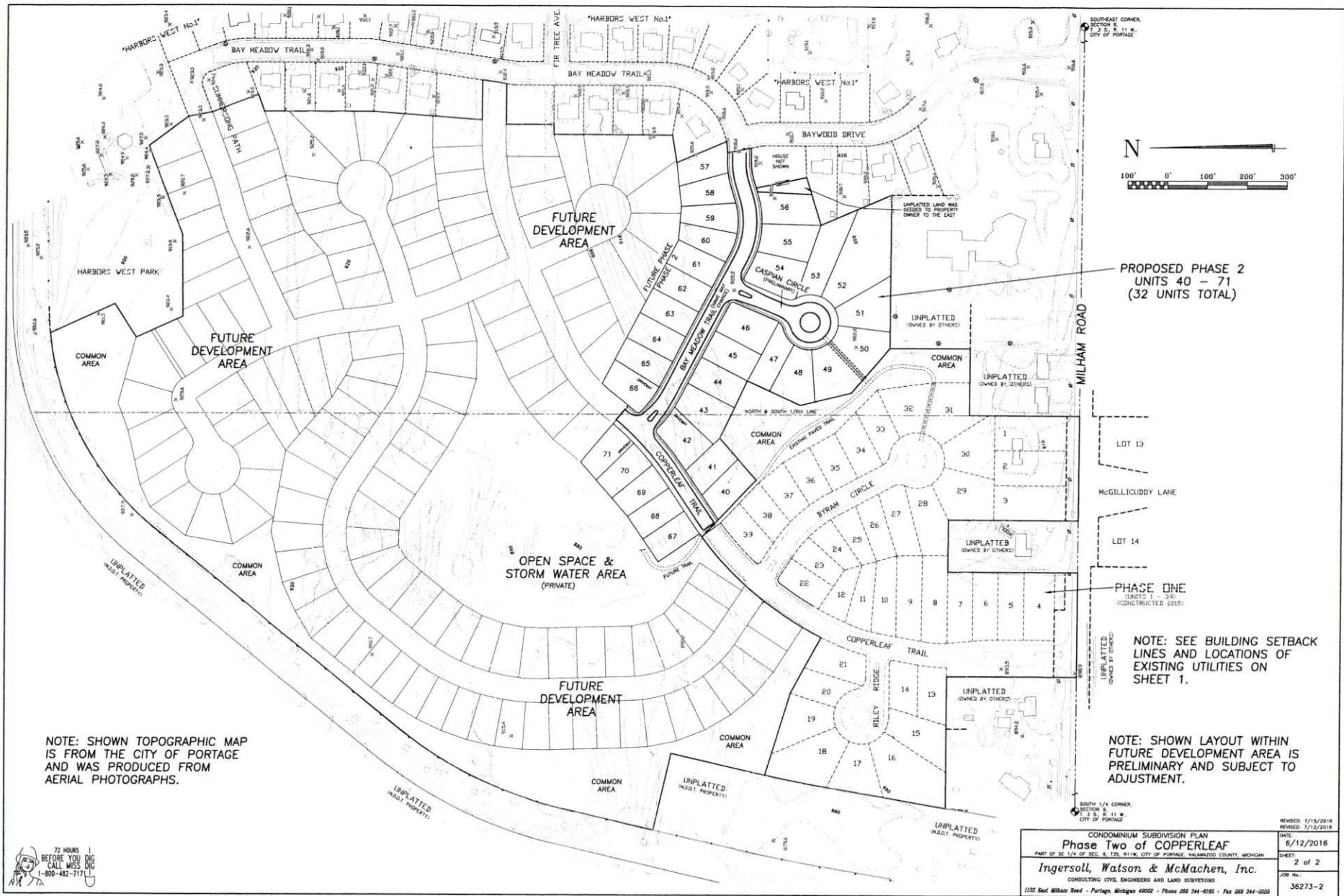
FUTURE DEVELOPMENT AREA
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FUTURE DEVELOPMENT AREA
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TO: Portage City Council

FROM: Peter J. Strazdas, Mayor

SUBJECT: Gourdneck Lake Governmental Lake Board Appointment

ACTION RECOMMENDED: That City Council appoint a member of Council to the Gourdneck Lake Governmental Lake Board to fulfill the City of Portage official position.

Following establishment of the Gourdneck Lake Governmental Lake Board on July 12, 2016, per the requirement of the Natural Resources and Environmental Protection Act, Act 451 of 1994, Part 309 Inland Lake Improvements, outlines the appointment of one representative of each local unit of government. As Gourdneck Lake is partially within the City of Portage, sharing its borders with Schoolcraft Township, it is appropriate that a representative from the City of Portage be designated to serve on the board. As information, Mayor Pro Tem Ansari and Councilmember Pearson currently serve on the Austin Lake Board and Councilmember Urban currently serves on the Long Lake Board (as Long Lake lies within the City of Portage and Pavilion Township, only one city representative is required).

It is recommended that Council appoint one member to the newly created Gourdneck Lake Board.

FUNDING: N/A

Attachments:

1. City of Portage Resolution (approved)
2. Schoolcraft Township Resolution (approved)

**RESOLUTION
CITY OF PORTAGE, MICHIGAN**

**RESOLUTION TO ESTABLISH A LAKE BOARD FOR GOURDNECK LAKE,
JOINTLY WITH SCHOOLCRAFT TOWNSHIP**

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: Urban and supported by

COUNCILMEMBER: Pearson

WHEREAS, Gourdneck Lake is a public inland lake as defined by the Inland lake Improvements Act being MCLA 324.30901, etc. seq., as amended (hereinafter "Act");

WHEREAS, Gourdneck Lake is located partly within the boundaries of the City of Portage and partly within the boundaries of Schoolcraft Township;

WHEREAS, the Gourdneck Lake Association has represented to the City Council (and to the Schoolcraft Township Board) that an Aquatic Plant Management Program ("Program") is desired for Gourdneck Lake;

WHEREAS, it has been represented that the goal of the Program is to reduce or eliminate invasive species of weeds, including Eurasian Watermilfoil, in the lake;

WHEREAS, that said Program would likely maintain and improve the quality and usefulness of Gourdneck Lake by area residents, and preserve its longevity as a valuable asset to the City of Portage;

WHEREAS, the City of Portage, pursuant to a request by the Gourdneck Lake Association and a petition filed by two-thirds of the freeholders owning lands abutting the lake, desires to improve Gourdneck Lake for the protection of the public health, safety and welfare,

the conservation of the natural resources of the City of Portage, and to preserve property values around the Lake;

NOW THEREFORE, BE IT RESOLVED that the City of Portage under Section 30903 of the Act, and in conjunction with Schoolcraft Township, establishes the Gourdneck Lake Improvement Board to proceed with the necessary steps for improving Gourdneck Lake and shall be subject to and conditioned on all of the following:

1. The Gourdneck Lake Improvement Board shall consist of those members as described by the Act.
2. The Gourdneck Lake Improvement Board shall elect a chairperson, treasurer and secretary. A majority of the members of the board shall constitute a quorum. The concurrence of a majority on any matters within the duties of the board shall be required for the determination of a matter.
3. The City of Portage desires the Gourdneck Lake Improvement Board to determine the scope of any proposed project, including an engineering feasibility report, an economic study report, and estimate of cost, and report its findings to the City Council. A copy of each report generated by the Gourdneck Lake Improvement Board and/or its engineering consultant or other consultants shall be provided to the City of Portage (and Schoolcraft Township) contemporaneous with preparation of same, and shall also be fully available to the general public.
4. The Gourdneck Lake Improvement Board shall initiate proceedings as described in the Act to accomplish the lake improvement as described, including establishing a special assessment district of all lands benefitted by the lake improvement.
5. Any proposed special assessment roll prepared or otherwise authorized by the Gourdneck Lake Improvement Board shall include provisions sufficient to reimburse City of Portage for all expenses incurred by the City of Portage with respect to the process for establishing the Gourdneck Lake Improvement Board and implementing any Program of the Gourdneck Board, including but not limited to legal fees and any additional assessing official compensation incurred by City of Portage to establish and/or assist in administering the Gourdneck Lake Improvement Board.
6. The Gourdneck Lake Improvement Board shall not impose any at-large special assessment or other financial obligation on the City of Portage, without prior approval of the Portage City Council.

7. The Gourdneck Lake Improvement Board shall retain or otherwise consult with legal counsel competent in lake improvement board matters sufficiently to carry-out its actions in accordance with all applicable legal requirements.

BE IT FURTHER RESOLVED that this resolution shall be null and void in its entirety if the Schoolcraft Township Board does not approve a resolution to establish the Gourdneck Lake Improvement Board pursuant to the Act by September 1, 2016.

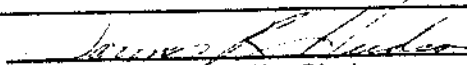
BE IT FURTHER RESOLVED that all resolutions or parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

ADOPTED: 6 - 0 (Six to Zero)

AYES: Councilmember Ansari, Ford, Pearson, Randall, Reid, Urban

NAYS: Councilmember None.

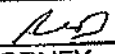
ABSENT: Councilmember Strazdas


James R. Hudson, City Clerk

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APPROVED AS TO FORM

DATE 7/7/2016


CITY ATTORNEY

CERTIFICATE OF AUTHENTICITY

I, James R. Hudson, City Clerk of the City of Portage, hereby certify that this Resolution is a true and accurate copy of the original Resolution maintained by the City of Portage.

Date: July 13, 2016


James R. Hudson, City Clerk

TOWNSHIP OF SCHOOLCRAFT

COUNTY OF KALAMAZOO, STATE OF MICHIGAN

**Resolution of Township Board to Establish a Lake Improvement Board for
Gourdneck Lake, Jointly with the City of Portage**

WHEREAS, Gourdneck Lake is a public inland lake as defined by Part 309 of the Natural Resources and Environmental Protection Act (herein after the "Act"), being *MCL 324.30901 et. seq.*; and

WHEREAS, Gourdneck Lake is located partly within the boundaries of Schoolcraft Township and partly within the boundaries of the City of Portage; and

WHEREAS, the Gourdneck Lake Association (hereinafter the "Association") has represented to the Township Board (and Portage City Council) that an Aquatic Plant Management Program (hereinafter the "Program") is desired for Gourdneck Lake; and

WHEREAS, the Association has represented the goal of the Program is to reduce or eliminate invasive species of weeds in the lake, including Eurasian Watermilfoil; and

WHEREAS, the Program represented by the Association will likely maintain or improve the quality and usefulness of Gourdneck Lake for area residents and preserve its longevity as a valuable asset to Schoolcraft Township (and the City of Portage); and

WHEREAS, the Association has filed with the Township (and the City of Portage) a petition requesting the Township Board (and City Council) form a lake improvement board as authorized by the Act, and the Township Clerk has determined the petition as filed with the Township to be signed by at least two-thirds of the freeholders owning lands within Schoolcraft Township abutting Gourdneck Lake; and

WHEREAS, the Township Board believes it is desirable to take the actions authorized by the Act to establish the petitioned-for lake improvement board jointly with the City of Portage to improve Gourdneck Lake for the protection of the public health, welfare, and safety, and the conservation of the natural resources of the Township (and City), or to preserve property values around Gourdneck Lake;

NOW, THEREFORE, THE SCHOOLCRAFT TOWNSHIP BOARD HEREBY RESOLVES to establish a lake improvement board under the Act, jointly and in coordination with the City of Portage, to be known as the "Gourdneck Lake Improvement Board".

THE SCHOOLCRAFT TOWNSHIP BOARD HEREBY FURTHER RESOLVES the foregoing action to establish the Gourdneck Lake Improvement Board shall be subject to and conditioned on all of the foregoing:

1. The Gourdneck Lake Improvement Board shall consist of the members as specified in *MCL 324.30903*, including one member representative of Schoolcraft Township and appointed by the Schoolcraft Township Board (who may be but is not required to be a member of the Schoolcraft Township Board, at the discretion of the Schoolcraft Township Board).
2. The Gourdneck Lake Improvement Board shall elect its Chairperson, Treasurer, and Secretary, at its first meeting after all members have been appointed/elected, each of which shall perform the duties as specified by the Act or as otherwise delegated by the Gourdneck Lake Improvement Board.
3. A majority of the members of the Gourdneck Lake Improvement Board shall constitute a quorum of that body, but the concurrence of a majority of the entire membership of the Gourdneck Lake Improvement Board is required for the determination of any matter within the duties or authority of that Board.
4. The Gourdneck Lake Improvement Board shall determine the scope of the Aquatic Plant Management Program desired for Gourdneck Lake, and shall submit its findings and report with respect to a specific proposed Program to the Schoolcraft Township Board (and Portage City Council); and the Schoolcraft Township Board hereby retains the authority to approve or disapprove such Program and/or the cost of same either before or within 30 days after the Gourdneck Lake Improvement Board holds its public hearing on the practicability of the proposed Program pursuant to *MCL 324.30910*.
5. The Township Board delegates to the Gourdneck Lake Improvement Board the responsibility for ministerial duties associated with a proposed Program, including preparation, assembling, and computation of statistical data for use by the Gourdneck Lake Improvement Board pursuant to *MCL 324.30908*; and further delegates to the Gourdneck Lake Improvement Board the responsibility for superintending and otherwise administering any Program implemented by the Gourdneck Lake Improvement Board.
6. The Gourdneck Lake Improvement Board shall retain a licensed professional engineer to prepare a feasibility report, an economic study report, and an estimate of cost, with respect to any Program proposed by the Gourdneck Lake Improvement Board. Any such engineering feasibility report shall include all information relevant to the proposed Program as specified in *MCL 324.30909(2)*, and any such estimate of cost shall include the information required by *MCL 324.30909(3)*.
7. A copy of each report generated by the Gourdneck Lake Improvement Board and/or its engineering consultant or other consultant shall be provided to the Schoolcraft Township Board (and Portage City Council)

contemporaneous with the preparation of same, and shall also be fully available to the general public.

8. The Gourdneck Lake Improvement Board shall have the authority and responsibility to direct the making of any proposed special assessment roll in conjunction with a proposed Program, and may coordinate with the appropriate assessing official of the Township (and City) with respect to same, as provided by *MCL 324.30912* and any other applicable statutory provisions.
9. Before preparing any proposed special assessment roll to finance a Program by special assessments on the parcels of land benefitted by a proposed Program, the Gourdneck Lake Improvement Board shall seek a financial contribution toward the cost of the Program from the Kalamazoo County Board of Commissioners as provided by *MCL 324.30911*, and shall also exert reasonable efforts to obtain gifts and grants pursuant to *MCL 324.30924*, and as may be otherwise available.
10. Any proposed special assessment roll prepared or otherwise authorized by the Gourdneck Lake Improvement Board shall include provisions sufficient to reimburse Schoolcraft Township for all expenses incurred by Schoolcraft Township with respect to the process for establishing the Gourdneck Lake Improvement Board and implementing any Program of the Gourdneck Lake Improvement Board, including but not limited to legal fees and any additional assessing official compensation incurred by Schoolcraft Township to establish the Gourdneck Lake Improvement Board and/or assist in administering the Gourdneck Lake Improvement Board.
11. The Gourdneck Lake Improvement Board shall not impose any at-large special assessment or other financial obligation on Schoolcraft Township, without prior approval of the Schoolcraft Township Board.
12. The Gourdneck Lake Improvement Board shall retain or otherwise consult with legal counsel competent in lake improvement board matters sufficiently to carry-out its actions in accordance with all applicable legal requirements.

THE SCHOOLCRAFT TOWNSHIP BOARD HEREBY FURTHER RESOLVES that all prior resolutions or parts of resolutions conflicting with any of the foregoing are hereby rescinded, to the extent of any conflict.

THE SCHOOLCRAFT TOWNSHIP BOARD HEREBY FURTHER RESOLVES this resolution shall become null and void in its entirety if the Portage City Council does not approve a resolution to establish the Gourdneck Lake Improvement Board pursuant to the Act with a reasonable period of time, but not later than September 1, 2016.

Motion made by Feldmeier, seconded by Mongreig.

Upon roll call vote the following voted "yes": Feldmeier
Hovenkamp

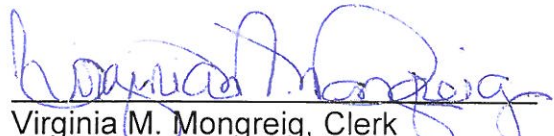
The following voted "no": Q

Mongreig
Scott
Wish

The Supervisor declared the motion carried and the resolution duly adopted.

CERTIFICATE

I, Virginia M. Mongreig, Clerk of Schoolcraft Township, hereby certify that the foregoing resolution was adopted by the Schoolcraft Township Board by a roll call vote at a regular meeting of the Board held on July 12, 2016 in compliance with the Open Meetings Act.


Virginia M. Mongreig, Clerk
Schoolcraft Township



C: Mayor
Council
em

July 29, 2016



James Hudson
City Clerk
City of Portage
7900 S. Westnedge Ave.
Portage, MI 49002

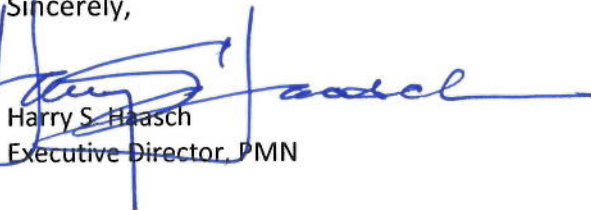
Dear Mr. Hudson:

The Public Media Network (PMN) Board of Directors has requested that we provide regular information to each of our municipal partners about the various activities and projects PMN undertakes. The enclosed report covers PMN's FY 15/16 4th Quarter (April 1, 2016 – June 30, 2016) and includes information regarding meeting attendance by your appointed representative(s).

Please include this letter and report in your next regular meeting packet. If there are questions about this report, or any of the information contained in it, please contact me at PMN (343-2211). Of course, you can also contact your representative serving on the PMN Board.

Thank you for your support and interest in Public Media Network!

Sincerely,



Harry S. Haasch
Executive Director, PMN

Public Media Network
Quarterly Report: 4th Quarter – FY 15/16
April 1, 2016 – June 30, 2016

Administrative Activity:

- **PMN Executive Committee Reviewing By-Laws:** The Executive Committee and PMN staff continued a process of updating our current By-Laws and examining options for restructuring the Board size and quorum requirement. In addition, staff has worked with legal counsel to clarify the organization's status as an inter-governmental agency. It is expected that a revised set of By-Laws and an associated amendment to the Urban Cooperation Act Agreement will be drafted and presented to each municipality sometime early in FY 16/17.
- **FY 16/17 Budget:** The PMN Finance Committee and Board of Directors adopted an operating and capital budget for FY 16/17 as required in our Urban Cooperation Act Agreement. The highlights include funding for a strong advertising and promotion plan on Charter Communications and a variety of social media platforms, continuation of various media contests and festivals (Cinema 2880, North X Midwest Film Festival, Teen Filmmaker Festival etc.), and capital funding for completing the new mobile production van.

Technical Developments:

- **Epic Center Interactive Video Wall:** PMN continues to create and program content on the Epic Center Video Wall, and will be learning how to use the full interactive capabilities of the system software in the next months. At some point in the future we will transition this activity back to the Arts Council of Greater Kalamazoo where their staffing and knowledge of the system permit.
- **New Mobile Production Van Purchased:** During the 4th Q of FY 15/16, PMN purchased a 2016 Ford Transit 250 Cargo Van as the basis for a new mobile production van (replacing our existing 2000 Dodge Ram 2500). As we move into FY 16/17, we have the funds set aside to fully outfit the van for multi-camera "live" and recorded production.

Programming Activity:

- **"CONNECT" Municipal News Program:** PMN's Government Production Services Unit (GPSU) has continued to produce content related to municipal news and activities in addition to our regular meeting coverage.
- **"K-12 360" Education News Program:** PMN has continued production of this monthly "news magazine" program featuring interviews and news about local school districts.
- **PMN Program Production:** PMN production staff and interns were very active in the community, completing many media projects, highlighted by:

As we have for the past several years, PMN provided extensive production resources to televise and record high school graduation ceremonies in our service area (Kalamazoo School, Portage Schools, Comstock Schools, Parchment Schools etc.). We also televised graduation ceremonies at Western Michigan University and Kalamazoo Valley Community College.

PMN worked with Borgess Health Systems and Secant Technologies to production multi-camera “live” coverage of the 2016 Borgess Run/Kalamazoo Marathon. This four-hour live production featured a pair of hosts live from the start/finish line, a remote camera feed from the course, and drone coverage around the grounds of Borgess Health at Nazareth. Although this was an extremely ambitious project, we learned invaluable lessons on how to manage such a complex project, and the feedback from organizers was excellent. PMN is planning to collaborate with these groups again for the 2017 Borgess Run/Kalamazoo Marathon.

City of Kalamazoo	7/23/15	8/27/15	9/24/15	10/22/15	11/26/15	12/3/15	1/28/16	2/25/16	3/24/16	4/28/16	5/26/16	6/23/16	Attend	Miss
Cooney, Don		No	Yes	Yes		No	No	NO					2	4
Jamison, Frank		Yes	Yes	Yes		Yes	Yes		No	Yes	Yes	Yes	6	0
Sid Ellis		No	No	Yes		No	Yes		Yes	Yes	Yes	Yes	3	3
Vancy													6	0
City of Parchment														
Dennis Durham		No	No	No		No	No		No	NO	NO	NO	0	6
Comstock Township														
Brett Padgett		Yes	Yes	Yes		Yes	Yes		Yes	Yes	Yes	Yes	6	0
Kalamazoo Township														
Brown, Jerry		Yes	Yes	No		Yes	Yes		Yes	Yes	NO	NO	5	1
Martin, Don		Yes	Yes	No		Yes	Yes		Yes	Yes	NO	NO	6	0
Pamela Brown Goodacre									Late	Yes	Yes	NO	3	1
Oshemo Township													1	1
Dave Bushouse		Yes	Yes	Yes		No	Yes		Yes	Yes	Yes	Yes	5	1
Grant Taylor		Yes	Yes	Yes		Yes	Late		No	Yes	NO	Yes	6	0
City of Portage														
Claudette Reid		Yes	Yes	Yes		Yes	Yes		Yes	Yes	NO	Yes	6	0
Don Romlow		No	Yes	Yes		Yes	Yes		Yes	Yes	Yes	Yes	6	0
Ed Sackley		Yes	Yes	Yes		Yes	Yes		Yes	Yes	NO	NO	6	0
Nasim H. Ansari		No	No	No		No	Yes						4	1
At-Large														
Thinner, Tom		No	Yes	Yes		Yes	Yes		Yes	Yes	Yes	Yes	5	1
Godfrey, Lisa		Yes	Yes	Yes		No	Yes		Yes	Yes	Yes	NO	5	1
Haas, John		No	Yes	Yes		Yes	No		Yes	Yes	NO	Yes	4	2
Ron Coleman		No	No	No		Yes	No		Yes	Yes	Yes	NO	2	4
Vacancy														
Ex-Officio														
Haasch, Harry		Yes	Yes	Yes		Yes	Yes		Yes	Yes	Yes	Yes	6	0
Staff														
Mark Monk		Yes	Yes	Yes		Yes	Yes		No		Yes	NO		
Brian Zipp		No	Yes	Yes										
Ashely Berens														
Nick Eppinga						Yes	Yes		Yes	Yes	Yes	Yes		



August 4, 2016

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held on Mackinac Island, September 14-16, 2016. The League's "Annual Meeting" is scheduled for 1:30 pm on Wednesday, September 14 in the Terrace Room at the Grand Hotel. The meeting will be held for the following purposes:

1. Election of Trustees. To elect six members of the Board of Trustees for terms of three years each (see #1 on page 2).
2. Policy. A) To vote on the Core Legislative Principles document.
In regard to the proposed League Core Legislative Principles, the document is available on the League website at <http://www.mml.org/delegate>. If you would like to receive a copy of the proposed principles by fax, please call Monica Druks at the League at 800-653-2483.

B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)
In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by August 15, 2016.
3. Other Business. To transact such other business as may properly come before the meeting.

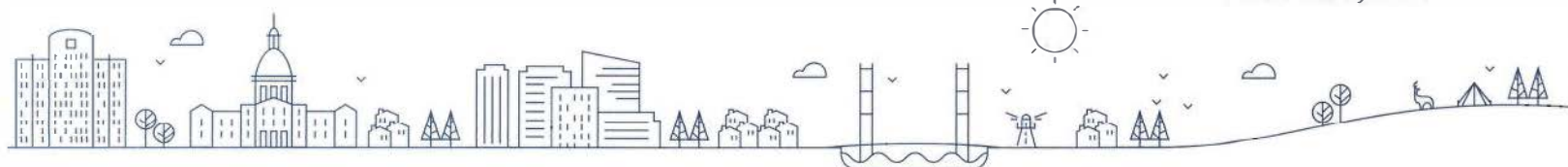
Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <http://www.mml.org/delegate> no later than August 15, 2016.

Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

"Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative."

We love where you live.



1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and "no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting." Thus the deadline this year for the League to receive resolutions is August 15, 2016. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.

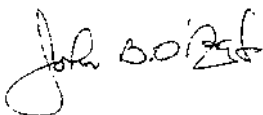
Further, "Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof."

3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Wednesday, September 14 in the Terrace Room in the Grand Hotel for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,



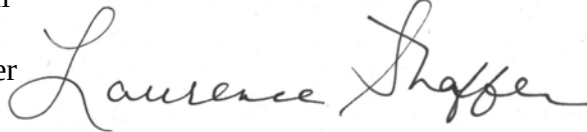
John B. O'Reilly, Jr.
President
Mayor of Dearborn



Daniel P. Gilmartin
Executive Director & CEO

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Michigan Municipal League Annual Meeting Notice – Local Designee

SUPPORTING PERSONNEL: James Hudson, City Clerk

An August 4, 2016 communication was received from the Michigan Municipal League (MML) regarding notification of its annual meeting. The MML is requesting that the City Council designate a local representative to attend the meeting on behalf of the City of Portage. I am already scheduled to attend the correlating Michigan Municipal League Conference during that time and would be happy to serve as the designated representative for Portage.

Attachments: N/A

Portage Senior Citizens Advisory Board

MINUTES MASTER

MONTH: May 18, 2016

ATTENDANCE:, Ruth Ann Meyer, Gloria Padilla-Carlson, Ann Perkins, Mary Lou Petrulio, Art Roberts, Bill Wieringa

Absent Excused: Monifa A. Jumanne, Trudy Riker, Jean Wenz, Sharon White, Kathy Mishler

Guest: Sarah Baker with *Prevention Works*

Staff: Kim Phillips, PSC Manager

Call to order time: 2:35 PM

Corrections to previous minutes: April Minutes – Art moved the minutes be accepted and Ann seconded the motion. The April minutes were approved.

Program Report (Gloria Padilla-Carlson):

Gloria will be familiarizing herself more intimately with the programming process at the PSC, and reporting monthly on upcoming events. Coloring Books (for Adults) will be ongoing three times a month, see the newsletter for details regarding this new program. June 28 will be **Lunch with Langelands** featuring a program on the **American flag**. **Ted Talks** will be presented at the PSC, and then time for group discussion after the feature. June's program will be on the benefits of laughter. June 28th, in the evening, Bronson will be presenting on the **Ins and Outs of Medicare Part D**. Other good things in the upcoming newsletter include *Hike to a Concert* (half a mile), and Bobbie Kipp's nomination for the Star Award (volunteering).

Travel Program (Art & Trudy):

Recent trips:

Nine trips all successful! Agawa is sold out, the fall mystery trip is also already sold out. Nice Work if You Can Get It and Hazel sold well, and NEW in the fall, we are going to have a fishing trip out of South Haven. The boat can handle over 40 participants.

Upcoming trips:

Iron Polar Bear and Comerica Park Tour. Christmas with the In-laws is coming in November. Interviews upcoming for trip committee. Looking for men to sign up for trip committee. Pass the word – looking for a few “good men.” Any questions will be addressed during the interview process. Tigers trips are not sold out yet, but if you are interested, sign up soon.

Friends of PSC Board Update:

Kim Phillips

A good portion of the meeting was taken with Golf Scramble plans. The Friends have met/exceeded their sponsor goals, weather reports are favorable for Monday, the day of the outing. A donor appreciation event will take place at the Beacon Club in June, and invitations will be going out soon. The Friends approved scholarships for memberships, and that support will continue for at least another year. Discussion on expanding support to cover travel took place, but the board felt strongly about avoiding the expansion of scholarships to include items other than membership and health related classes/programs.

Friends will be giving a sizable donation to the PSC at the end of this month.

The Spring Appeal will be going out shortly.

Art: there used to be a scholarship fund for travel – Kim will investigate this.

Legislative Update (Ruth Ann):

Michigander Day: Art R – very successful event; met with several government representatives. Brent Iden was supposed to be there but there was a mix up. Very interesting in terms was actually said, and not said.

Kim: the house and senate are at opposite ends of the spectrum in terms of the amount of money to be budgeted for older Americans. Caregivers act was recently passed. Representative Hoadley addressed resources/info for family members caregivers in terms of knowing where to go when older adults begin to struggle. Communicating with your representatives does have an impact. Box lunches on the lawn.

Art: Life EMS provided a breakfast on the road.

KASCI - Arun Tandon and Lisa Fuller presented on the rising costs of prescription drugs – fascinating presentation that included the seedy side of pricing, the business side of pharmaceuticals and methodology. KASCI will meet at the Center on June 10 at 1:15 PM, open to public and free. Judy Sivak, the City Manager and Kim will be talking about positioning communities for a lifetime.

Management (Kim):

Monday the Senior Center was represented at the Senior and Veterans Expo in Mattawan for the first time, and Kim was overwhelmed by the attendance. Greta and Kim spent most of their time talking to people who thought the PSC was only for residents of Portage, which indicates the need for a name change. June 23 and 24 will wrap up the Re-accreditation and in July an architect will begin a space study of the current building. All of this will be used to craft a long term strategic plan for how we grow and move forward. It is working to our benefit to have the Farmers Market on site, even though the food trucks are popping our circuit breakers – which sends the clear message that the current building is not adequate. Next few months are going to be exciting, the reaccreditation ending with a gathering for all involved and discussion on the process and recommendations made.

The transition with lunch program has gone well. The evening meal has been transitioned over to the Heritage Dinner Series and the food has been exceptional, attendance is growing.

The front desk has been completely transitioned over to the use of MSC software regarding sign ups and trip reservations. Staff is using MSC software extensively. The travel office volunteers are acclimating to what the reports look like and the information available to them now.

Old Business:

The Advisory Board goals went to City Council. Revisions can be made at any time.

New Business:

Sarah Baker represents the Kalamazoo County Substance Abuse Task Force, *Prevention Works*, working on creating healthier conditions. Sara has been part of conversations regarding older adults and their role in this endeavor. One identified goal is in regards to prescription drug abuse which is sharply on the rise. Educate kids, pharmacies, doctors, and patients regarding proper disposal (don't flush prescriptions down to the toilet). What do you do to properly dispose of these? The task force, working with Household Hazardous Waste has created a safe disposal system here in Kalamazoo County. Please use those red boxes in your local police departments. Yellow Jug Old Drug is now available at two local pharmacies, a good way to get rid of unused prescriptions. Young people are getting prescription medications from people they know – requesting or stealing them. The task force is advocating for seniors to use lock boxes for medications, and safely dispose of old and unused medications. The task force wants specifically to reach out to older adults. Sara would like to have Advisory Board members more involved in the Task Force, and asked for the board to assist. Ideally, a volunteer would participate on the task force, attending six meetings per year.

Kim asked if the PSC would be considered a location to house a Yellow Jug. Custody of Evidence Rules prohibit the Center from housing a yellow jug at this time.

Mary Lou asked if it was good to dispose of pills by sprinkling them out into the garbage. Sara's answer was that this was not ideal. Eventually the drugs disposed of this way will seep into the water table from the land fill. Statistics say one million prescriptions for narcotics/opioids were written in our own eight county region this past year. "Pharm Parties" happen among area youths in which the cover charge to participate are a handful of obtained prescription pills. All the pills are tossed into a dish, and the kids take from the "candy dish." The perception of the youths is that the drugs are safe. The task force works with clinicians, WMed, new physicians and safe practices. Insurance companies are also part of the problem, paying for 30 pills, when only three or four are needed. Chronic pain is an issue. Pharmacies have come up to speed on correct disposal of medications.

Kim asked for an article to include in an upcoming newsletter and discussion with program staff on the possibility of crafting a task force presentation. Perhaps a panel discussion – how to safely take medication as well as safe disposal. People self-adjust medications. A *safe medication management* piece could be beneficial, Aging Mastery program has a component of medication management included within it. Sara asks that we begin to work together toward helping people understand and learn, and from that base work to create healthy conditions.

The fall is prescription medication abuse awareness season.

Ruth Ann asked for an awareness DVD or presentation. Dr. Leipman funded a commercial on Red Med Box disposal, and asked Kim if she might consider putting it on the PSC Facebook page.

Bill Wieringa asked what was the *Mr. Magic and the Watermelon Men*. Kim explained they were a jazz quartet made up of students from Portage Northern High School.

ACTIVITIES REMINDER:

Golf Scramble on Monday

Tuesday Heritage Dinner Series

KASCI meeting here in June – Kim will send out email reminders to Advisory Board

Farmers Market on Sundays, gaining lots of exposure.

Advisory Board Comments:

Ann Perkins asked that the board be informed of any proposed goal revisions ahead of time.

Ruth Ann asked about fragrance policy. Kim said it recommendations will be worked into an updated membership manual.

Thanks expressed to Sarah Baker for her presentation.

Citizen comment: None

Time Adjourned: 3:40 PM

Next meeting: Wednesday, June 15, 2:30 PM

Portage Senior Citizens Advisory Board

MINUTES

MONTH: June 2016

ATTENDANCE: Ruth Ann Meyer, Gloria Padilla-Carlson, Ann Perkins, Trudy Riker, Art Roberts, Jean Wenz, Sharon White

Absent Excused: Trudy Riker, Bill Wieringa

Absent Unexcused: Monifa Jumanne, Mary Lou Petrulio

Guest: None.

Staff: Kim Phillips, PSC Manager

Call to order time: 2:33 PM

Corrections to previous minutes:

Minutes from May were approved Ann Perkins, Art Roberts 2nd

Items for Information:

Gloria Padilla-Carlson; if board members have ideas for programs please add them to the huge white board in the entrance hallway white board. This board will be used for 2017 planning.

Tomorrow is a New Member breakfast, Gloria will be attending.

Kim Phillips reminded the board that Gloria will be sitting in on program planning meetings.

The Friends is hosting a donor event at the Beacon Club, all board members should have received an invitation.

Management (Kim):

Things are busy, about 167 people per day on average. The spring expo was good, the evening meals are being received well with a brass ensemble playing as entertainment for this month's meal. Next month's evening meal will be with a violinist. The meal is only \$10 per person.

Kim and Greta attended a Senior & Veterans Expo in Mattawan and a Boomer Bash in Allegan, and were asked to present on the benefits of trips, which has resulted in some new traffic at the PSC. The perception of the general public is that people must live in Portage to take advantage of the PSC, which brings up the possibility of a name change for the Senior Center.

Gloria stated that she thought a name change discussion is inevitable.

Accreditation inspection and site overview is scheduled for Thursday and Friday of next week.

Kim distributed reports on numbers and statistics regarding how many people attend and how often they attend. The trend is that more people are coming fewer times. New members are more inclined to come for one event than to come multiple times a week or month for ongoing activities. Travel numbers show that if the numbers are consistent we have 200 more travelers this fiscal year than the previous.

Art commented that the Advisory Board and Portage 2020 Strategic Long Term Plan also addressed the subject of a name change.

The volunteer appreciation hosted over 80 and Ann Perkins reported that the event was very classy, the music was phenomenal, and the food was beautifully presented. Participants appeared to enjoy it very much. Gloria sat with several of the tables, and it was interesting to hear what people participated in, and what they won't participate in. The City Manager attended. Ann Perkins said the volunteer appreciation was the best ever. Half the food was donated, as were the table linens. The appreciation mugs were purchased with funds that had been allocated for volunteer appreciation.

Travel Program (Art & Trudy):

Recent trips: Nice Work if You Can Get it, the Tigers ball game, and Starting Over on US 12. The next trip meeting is coming Monday.

Friends of PSC Board Update:

The Friends annual golf outing at the Gull Lake Country Club netted \$10,000, the spring Annual Appeal just went out and has brought in approximately \$3,500. Another appeal will go out in the fall.

Legislative Update (Ruth Ann):

If you can, please come to the special KASCI meeting Monday afternoon at 2:45, on developing an aging friendly community, being held at the PSC.

Old Business:

Proposal to change goals: Monifa Jumanne was interested in making a language change, but they have not been submitted for consideration. Art asked that this item be removed from the agenda. The goals will come up again in November.

New Business:

There was no new business. Jean Wenz asked about scheduled events and programs being congested in the mornings. Kim responded that this was somewhat due to volunteer van drivers for transportation, but please look at the newsletter more closely, as there are many opportunities for participation in afternoons. Metro County Connect can provide transportation as well.

ACTIVITIES REMINDER:

Thursday at 1:00 Ted Talks the Importance of Laughter.

Tuesday at 5:00 Evening Meal.

Wednesday in the afternoon is an Introduction to kayaking in partnership with Lee's Sporting Goods.

Several board members mentioned a senior shuttle and special seating as an option for events at the Overlander Bandshell, such as the upcoming Glenn Miller concert.

Ruth Ann asked about the possibility of hiring a bus driver full time.

Gloria put in a plug for the Farmer's Market on Sunday, in the PSC parking lot, noon to 4:00. This is a People's Food Co-op event, providing good exposure for the Senior Center.

Advisory Board Comments:

Kathy Mishler officially resigned from the board because she moved out of the area.

Ruth Ann announced that this would be her last year with the Advisory Board, and mentioned that Monifa would also be leaving the board. Ann Perkins will be joining the trip committee.

Art commented that he had given Kim a list of volunteer positions at the county level. This list will be posted on the bulletin board.

Citizen comment: None

Time Adjourned: 3:20 PM

Next meeting: Wednesday, July 20, 2:30PM

City of Portage - Historic District Commission
Wednesday, July 6, 2016
Portage City Hall – Conference Room #2

MINUTES

Called to Order at 8:20 a.m. (Suzanne)

Present: Suzanne Nemeth, Katie VanLonkhuyzen, Fred Grunert, Jessie Duniphin, Collin Forrest, John Lotz and Erica Eklov (SL). Citizens Mick Lynch, Aaron Seymour (Story Point) and Jose Santamaria.

Absent: Russ Randall, Jim Ebert and Marty Maytnier (excused).

Approval of Minutes: Suzanne asked members to review the June 1, 2016 Regular Meeting Minutes. She noted a correction was needed with regard to the noted time. Fred motioned to approve the minutes with the one correction; Jessie seconded and the minutes were approved.

Old/New Business:

- 1) Suzanne asked Erica to do the update on the current properties and open cases.
 - a. 3221 W. Milham - barn (Nieuwenhuis) ZBA review – Erica noted the barn remains standing and otherwise no new information. Fred questioned on the final size approved by the Zoning Board of Appeals.
 - b. 5720 Oakland - barn (Vergunst) June 3, 2015 application – Erica relayed that Community Development had contact with the current owner of the Smith property on Angling for potential re-use of the outbuilding wood (desired by Mr. Vergunst), that the current owner was amenable to donating wood, but that nothing had been confirmed and phone relay between staff and the owner is ongoing.
 - c. 2663 Mandigo (Kiley) code enforcement – Erica relayed the Community Development update that an RV with a tenant was found on the property running a generator for supposed assistance with property repairs and that additional violation was being addressed by Community Development.
 - d. 1521 E. Centre (Davis) / Selinon Park development – no new information.
 - e. 10234 East Shore (Giem) Train Barn – Erica noted that the City Manager was in ongoing discussions with Peg Giem regarding the future of the site.
 - f. 922 W. Osterhout (Norman) property inspection / exterior work – Erica relayed that she had not heard anything further from the property owner on the noted issues and plans for work. She said she would send a letter requesting an update before the next meeting.
- 2) 5830 Portage Road (Beacon Club) application: Katie suggested that business jump ahead to the current applications in light of the citizen attendees and opened the discussion on the Beacon Club application. Jose Santamaria, new General Manager of the Beacon Club, introduced himself and explained that he and his new business partner were performing some much-needed maintenance on the facility during the annual business closure during 4th of July week. He explained that the exterior was being repainted white and any damaged wood was also being replaced, but that they desired to repaint the front three doors red instead of black. Erica reviewed pictures provided for the application. Suzanne noted the ongoing improvements to the facility. Fred motioned to approve the application as written; Katie seconded and the application was approved.
- 3) 3821 W. Milham (Lynch / Story Point) application: Katie introduced Mick Lynch to discuss the application. Mick relayed that he is requesting location of a temporary sales trailer and associated parking lot on behalf of the adjacent Story Point development, per an existing private party agreement. Mick relayed that Story Point has agreed to fully restore the location after removal of the trailer. Katie inquired on the time table for the plan. Aaron Seymour from Story Point explained that current schedule has completion by early spring and restoration by March or April 2017. Katie inquired on the site plan. Aaron noted that one modification to the November 2015 site plan had been made to relocate

the temporary parking lot entry from direct access to W. Milham to join with the existing Story Point boulevard drive. Discussion followed. Fred asked to include the existing private party agreement as part of the original application. The time table on the trailer has installation by the end of July 2016 – Aaron supplied photos of the trailer appearance. Aaron noted the trailer is needed to quarantine the prospective residents from the active construction site. Katie noted she would abstain from the vote citing a potential conflict of interest. Suzanne motioned to approve the trailer location with noted removal and site restoration by May 2017. Fred seconded; the application was approved.

4) Community Awareness

- a. Homeowner Reminders / New Owner Letter / Area Realtor Contact
 - i. Members reviewed the draft homeowner welcome letter as revised. Discussion ensued regarding further revisions.
 - ii. Discussion followed regarding realtor/property sale notification letters. Collin offered to monitor the MLS system for potential historic property listings and offer guidance. Collin suggested sending an advisement letter to the Greater Kalamazoo Area Realtors office noting the city's historic properties.
 - iii. Jessie will draft a current homeowner reminder letter for the next meeting with the aim to send annually in the spring.
 - iv. Jessie reminded on the inclusion of reference materials for inclusion in the mailings (history, architectural style, contractors, etc).
- b. Sub-Committee Update (Marty, John & Jessie)
 - i. No new information.

Citizen Comments: Mick provided a progress update on the painting of the Sprinkle Road Queen Anne, as well as the outbuildings on the Sprinkle Road property.

Member Comments: None.

Adjournment: 9:07 a.m.

City of Portage - Historic District STUDY COMMITTEE

Wednesday, July 6, 2016

Portage City Hall – Conference Room #2

MINUTES

Called to Order at 9:10 a.m. (Katie)

Present: Suzanne Nemeth, Katie VanLonkhuyzen, Fred Grunert, Jessie Duniphin, Collin Forrest, John Lotz and Erica Eklov (SL). Citizen Mick Lynch.

Absent: Russ Randall, Jim Ebert and Marty Maytnier (excused).

New / Old Business:

1. 8009 Cox's Drive Review
 - a. Erica asked the members to review the draft preliminary report and photographic inventory for 8009 Cox's Drive following the site visit completed on June 9, 2016.
 - b. Erica noted she is seeking information on the financials for the property from the owner.
 - c. In addition, Erica had relayed the owner's offer to give the building to the city pending relocation is under review by the City Administration.
 - d. Katie inquired about potential alternate outlets for the building; John asked about the status of the rental listing in light of the Callander Commercial sign on the property.
 - e. Suzanne requested clarification on the proposed land development. Discussion followed.
 - f. Suzanne summarized the June 9th site visit findings and building status. Discussion on review of the location followed.
 - g. Fred inquired on possible alternatives and cost of relocation. John asked about worst-case scenario, financial incentives and land use. Mick Lynch noted potential costs of relocation.
 - h. Fred requested revision to the draft preliminary report to include a summary supporting the HDSC's recommendation for denial, as well as a section detailing "Next Steps."
2. Katie called for a special meeting to allow for review of the proposed revisions and approve transmission of the preliminary report for review and recommendation to the State entities and public.
 - a. Discussion followed. A special meeting was set for Thursday, July 14, 2016 at 8:15 a.m. in Conference Room #2.
3. Katie asked Mick Lynch to acquire a general quote from Dietz House Moving Engineers and Erica to gather the costs for noted repairs and code corrections for review at the next meeting as part of the next steps. Discussion followed on potential costs of demolition of the building.
 - a. Fred offered to work with Suzanne to review the materials and provide a general estimate on site demolition with abatement for review at the next meeting.

Citizen Comments: None.

Member Comments: None.

Adjournment: 9:20 a.m.

City of Portage - **Historic District Study Committee**
Special Meeting
Thursday, July 14, 2016
8:15 AM
Portage City Hall – Conference Room #2

Meeting called to order at 8:20 AM

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

Absent: S. Nemeth, J. Lotz, J. Ebert

Preliminary Report will be sent on to: Portage Planning Commission
Michigan Historical Commission
State Historic Preservation Review Board

A copy of the report will also be sent to the property owner, Mr. Kasten.

Estimates for the cost of moving the structure to another location are approximately
\$100,000.

Estimates for the demolition of the structure are pending.
Mr. Kasten would be responsible for the cost of demolition.

Note* The building was advertised for lease at \$575 per sq. ft. from 12/2015 thru
6/2016.

Motion to approve the report with the correction of 3 typographical errors approved.

A public hearing will be scheduled for September 14th 2016.

Motion to move the date for the regular monthly HDC meeting to September 14th, 2016
to coincide with the public hearing approved.

Meeting adjourned 8:45 AM.

Next meeting regular HDC meeting on August 3rd, 2016.

Respectfully submitted: Martha Deming Maytnier/Recording Secretary

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – July 11, 2016

The City of Portage Zoning Board of Appeals meeting was called to order by Jeffrey Bright at 7:00 p.m. in the Council Chambers. Approximately six people were in the audience.

MEMBERS PRESENT: John Byrnes, Jeffrey Bright, Chadwick Learned, Jay Eichstaedt, Alexander Philipp, Lowell Seyburn, Phillip Schaefer and Randall Schau

MEMBERS EXCUSED: Michael Robbe.

IN ATTENDANCE: Jeff Mais, Zoning & Codes Administrator, Charlie Bear, Assistant City Attorney, and Kyle Mucha, Zoning & Codes Administrator

APPROVAL OF THE MINUTES: Byrnes moved and Schaefer seconded a motion to approve the June 13, 2016 minutes as submitted. Upon voice vote, the motion was approved 7-0.

OLD BUSINESS

ZBA #15-29, Nick's Gyros, 7206 S. Westnedge Avenue: Eichstaedt stated he had a conflict of interest and left the room for this item. Mais summarized the request for a Temporary Use Permit to operate a mobile food trailer at 7206 South Westnedge Avenue from June 14, 2016 through December 14, 2016. Nick Lambright stated the typical timeline for his operation is Monday thru Friday, with some Saturdays. The applicant stated Sundays are typically not utilized in this location due to other special events his business takes part in.

A public hearing was opened. No one spoke for or against this request and the public hearing was closed. A motion was made by Seyburn and seconded by Learned, to approve a Temporary Use Permit to operate a mobile food trailer at 7206 South Westnedge Avenue from June 14, 2016 through December 14, 2016 with the following conditions: 1) The temporary use be approved from June 14 – December 14, 2016; 2) The food trailer be licensed by the Kalamazoo County Department of Health and Community Services; 3) Food trailer tables and off-street parking set-up be consistent with the submitted site sketch; 4) Hours of operation be limited to 9:00 a.m. to 8:30 p.m. seven days a week; 5) The site be kept free from trash and refuse; 6) Temporary signage be limited to one sign not exceeding 40 square feet; 7) There be no sound amplifying equipment with the exception of a portable generator which must meet the requirements of Chapter 24, Article 4 (Noise); and 8) The trailer must meet B-3 setback requirements (30 feet from the front property line). Upon roll call vote: Philipp-Yes, Learned-Yes, Byrnes-Yes, Bright-Yes, Seyburn-Yes, Schau –Yes, Schaffer-Yes. Motion passed 7-0.

NEW BUSINESS

ZBA #16-1, Meyer C. Weiner, 251 and 325 Mall Drive: Mais summarized the request for: a) a 36 foot setback variance to construct an 8,996 square-foot commercial building 39 feet from the front (north) property line where a minimum 75-foot setback is required; and b) a variance to provide an off-street loading area in the required front yard and west side yard, where a rear yard loading area is required. Josh Weiner, and Tim Timmons were present to answer questions. Learned inquired if a smaller sized building could be utilized to meet the demands of a plasma center. Mr. Weiner stated the proposed 8,996 square-feet was the smallest to accommodate the needs of the tenant and if the building was to be reduced any further the tenant would no longer pursue this location.

A public hearing was opened, no one spoke for or against the request and the hearing was closed.

Schau asked the applicant if there was a plan to install a maneuvering lane along the north side of the proposed building. Mr. Weiner stated the intention was to preserve that area as a green-space. A motion was made by Learned, seconded by Philipp, to grant a variance to construct an 8,996 square-foot commercial building 39 feet from the front (north) property line where a minimum 75-foot setback is required; and b) a variance to provide an off-street loading area in the required front yard and west side yard, where a rear yard loading area is required with the conditions that 1) the building height be limited to 26 feet 9-inches as shown in the elevation drawings; 2) the building design and materials be consistent with the building elevations submitted with the application; and 3) the north 39 feet is to remain a landscaped area, and no maneuvering lane, parking or drive through is permitted in front of the building without Board approval. The Board determined there are exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district which include the narrow, buildable area; the pre-existing lease; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to develop a buildable space, which is similar to that possessed by other properties in the same zoning district and in the vicinity; the immediate practical difficulty causing the need for the variance was not caused by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood; and the variance will not materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting material, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and action of the Board be final and effective immediately. Upon roll call vote: Philipp-Yes, Learned-Yes, Eichstaedt-Yes, Bright-Yes, Seyburn-Yes, Schau –Yes, Schaffer-Yes. Motion passed 7-0.

ZBA #16-2, Gary Gifford, 6328 Surrey Street: Mais summarized the request for a variance to retain a 10-foot by 14-foot three season porch, a small portion of which is located 38 feet from the rear (west) property line where a minimum 40-foot setback is required. Mr. Gifford was present to answer questions.

A public hearing was opened. No one spoke for or against the request and the public hearing was then closed.

A motion was made by Learned, seconded by Eichstaedt, to grant a variance to retain a 10-foot by 14-foot three season porch, a small portion of which is located 38 feet from the rear (west) property line where a minimum 40-foot setback is required, for the following reasons: there are exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district which include the irregular shape of the lot and orientation of the dwelling; the variance is necessary for the preservation of a substantial property right, the right to develop the property in manner similar to other properties in the vicinity; the immediate practical difficulty causing the need for the variance was not created by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood; and the variance will not materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting material, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and action of the Board be final and effective immediately. Upon roll call vote: Philipp-yes, Learned-yes, Eichstaedt-Yes, Bright-Yes, Schaffer-yes, Schau-yes, Seyburn-Yes. The motion passed 7-0.

OTHER BUSINESS:

Zoning Board of Appeals Rules of Procedure: Mr. Learned provided an update on the proposed amendment to the rules and procedures of the Zoning Board with regards to Conflict of Interest. Discussion followed. A motion to amend the Rules of Procedure by adopting sections 11 and 12 as submitted was made by Schau and seconded by Learned. Upon roll call vote: Seyburn-Abstain, Learned-Yes, Eichstaedt-No, Schaffer-Yes, Schau-Yes, Bright-Yes, Phillip-Yes. Motion passed 5-1-1.

Election of Officers: Learned was elected Secretary, Schaffer - Vice-Chair, and Bright - Chair.

STATEMENT OF CITIZENS: Seyburn suggested that due to changes in statutes the Board may wish to amend section 10 of the Rules of Procedure as it currently requires a vote of five members to suspend its bylaws, while a quorum of four is the minimum necessary to transact business.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Jeff Mais
Zoning & Codes Administrator

T:\COMMDEV\2016-2017 Department Files\Board Files\Zoning Board\Minutes\2016 07 11 KM ZBA Minutes.docx

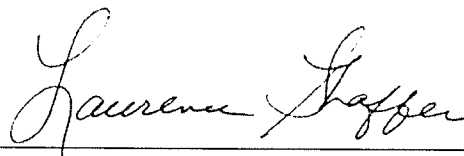
YAC Meeting Minutes: July 12, 2016

- I. Call to Order
 - a. Meeting called to order at 2:00
- II. Introductions and Attendance
- III. Motion to Approve the Minutes of Last Meeting
 - a. Motion approved
- IV. Overview of Youth Advisory Committee
 - a. What we do, expectations, liaisons, social media
- V. Local Government Role
 - a. History of Portage, Responsibilities and organization of local government
- VI. Goals:
 - a. Environmental issues, new events, polls in schools, summits with organizations,
- VII. Teen Movie Night - 2016
 - a. Friday, July 15 at 5:45/6 to 9:30 p.m. at the Portage Library
- VIII. Above the Influence Youth Summit
 - a. Tuesday, August 16th from 8:30 a.m. through 1 p.m.
- IX. Community Movie Night: Star Wars The Force Awaken
 - a. Friday, August 5th from 6:30 p.m. through 11:30 p.m. at Celery Flats
 - b. Partnership with Breakfast Optimist Club of Kalamazoo
- X. Election of Officers Information
- XI. Next Meeting: August 1st at 2 p.m.

MATERIALS TRANSMITTED

Friday, July 22, 2016

1. Communication from the City Manager regarding Responses to the Electronic City Council Agenda System Survey – Information Only (*electronically provided July 15, 2016*).



Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Responses to the Electronic City Council Agenda System Survey

SUPPORTING PERSONNEL: Adam Herringa, Deputy City Clerk

Devin Mackinder, Director of Technology Services

The following is a summary of the City Council responses to the City Clerk survey regarding the electronic BoardView (BoardSync) agenda system. City staff reviewed the noted concerns in an effort to clarify current functions and address potential challenges. The responses to each item presented are noted in bold.

1. Opening multiple windows/documents in BoardView at the same time.

Response: You can open several PDF documents as separate internet browsing tabs. This technique will vary depending on the device you use. In the case of the city-provided iPads, press and hold on the PDF document link you wish to open and a “new tab” selection will appear to select. You can then toggle between several PDF documents and the BoardView agenda. When using BoardView on a desktop/laptop, multiple PDF windows can be opened for attachments which can be displayed together or compared simultaneously.

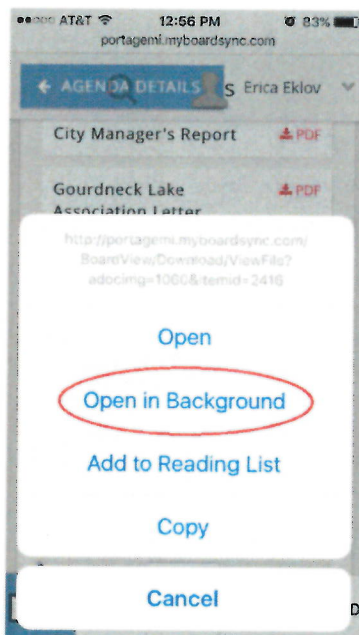


Figure 1: iPhone menu example

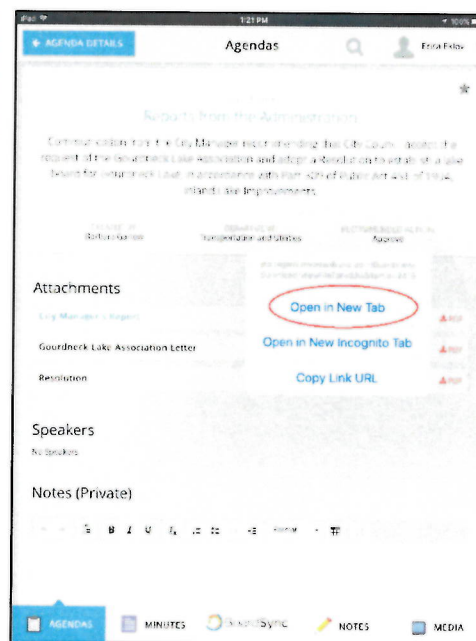


Figure 2: iPad menu example



2. Annotating or highlighting documents directly in BoardView.

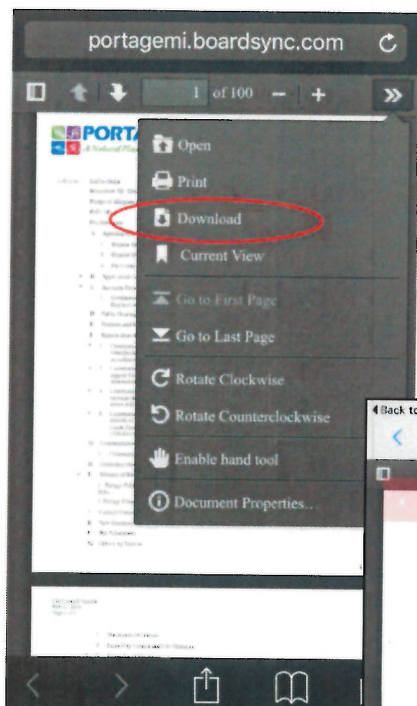
Response: Correct. However, BoardView has stated that this feature is currently in development and they plan to release it by the end of this calendar year. In the interim, there are several options available in place of BoardView that can address this issue. One option is called KAMI which is a software application extension of the Google Chrome web browser, as well as the Chromebook. GoogleDocs can also accommodate this issue. The Technology Services Department and Office of the City Clerk would be happy to provide demonstrations to anyone interested in these alternatives.



3. Utilizing devices without physical keyboards limit users to virtual keyboards for note taking.

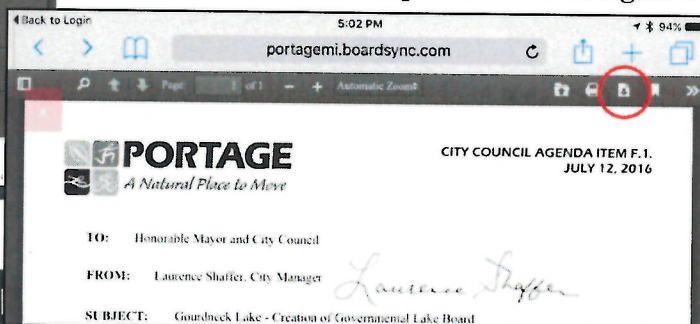
Response: Several tablet options, such as the Microsoft Surface or Chromebook, provide keyboards as part of the device. Alternatively, many tablets have protective cases available that incorporate a keyboard with the case. This is the same design of the case provided with the city iPads that feature a keyboard. If note taking via keyboard is not desired, the annotation options described in the response above should be a viable alternative.

4. Zooming / Resizing document views in Adobe PDF requires the +/- tools versus the ease of a touchscreen “pinch and pull” maneuver.



Response: This is correct as it pertains to opening a document in Adobe on a mobile device. The pinch zoom feature may be provided as a future enhancement through BoardView.

If you are using the Safari browser on an Apple mobile device, Adobe does allow you the option to “download” a document which will open on your device’s default document viewer and allow for the “pinch/pull” motions (see right). Alternatively, opening a PDF on a Chromebook, laptop or desktop allows all the native Adobe PDF capabilities to navigate a document.



5. Having the ability to read electronic documents like books with maneuverable pages.

Response: A Chromebook or use of a device with a dedicated PDF application (such as KAMI), which allows for PDFs to be manipulated into a view a user may find more appealing, is a great option. Additionally, an ASUS or ACER laptop with Google Docs is another option.

6. The PDF views provided by BoardView are difficult to view on devices smaller than a tablet.

Response: The stipend option now offered would allow Councilmembers financial assistance in purchasing any type of preferred device including options with larger screen sizes. Additionally, staff will now be including the Agenda Outline with the initial “Agenda Published” alert e-mail on Fridays to allow for quick viewing of the topics scheduled for the current agenda on a smartphone.

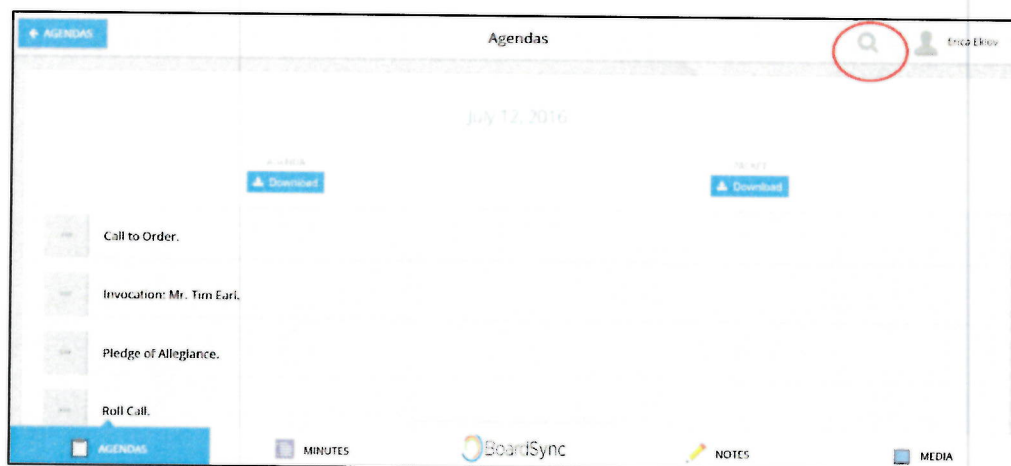
7. BoardView was unresponsive during at least one City Council meeting.

Response: This occurred during a few of the Council meetings in January and February after BoardSync/BoardView’s initial launch and it was determined that the issue was with the city wireless broadband capacity. Doubling the wireless broadband capacity has so far rectified this issue.

8. Potential ability to search archived documents in BoardView.

Response: The search feature is immediately accessible from the main agenda screen. Click on the magnifying glass search icon which will open the search archives page. From this page enter the topic or keyword you are looking for such as “marihuana” or “fire” and the results will be provided on the same screen (see examples below).

Step 1:



Step 2:

SEARCH

Enter Keyword

Search by Date Range

SEARCH RESET

0 Results

Meetings (0) Items (0) Notes (0) Comments & Discussion (0) Bookmarks (0)

Meeting Date Meeting Time Meeting Name (meeting type)

No Results Found

First Previous Next Last

AGENDAS MINUTES BoardSync NOTES MEDIA

Step 3:

SEARCH

marihuana

Search by Date Range

SEARCH RESET

2 Results

Meetings (0) Items (2) Notes (0) Comments & Discussion (0) Bookmarks (0)

Meeting Date Meeting Time Meeting Name (meeting type)

No Results Found

First Previous Next Last

Step 4:

SEARCH

marihuana

Search by Date Range

SEARCH RESET

2 Results

Meetings (0) Items (2) Notes (0) Comments & Discussion (0) Bookmarks (0)

Meeting Date	Item Name	Meeting Name	Category	Created By
05/10/2016	Communication from the City Manager recommending that City Council, subsequent to the public hearing, accept a temporary moratorium ordinance pertaining to Medical Marijuana	May 10, 2016	Agenda Report	Adam Herringa
04/26/2016	Communication from the City Manager recommending that City Council accept a temporary moratorium ordinance pertaining to Medical Marijuana for first reading and consider ordinance adoption on May 10, 2016	April 26, 2016	Agenda Report	Weki Georgeau

First Previous 1 Next Last

AGENDAS MINUTES BoardSync NOTES MEDIA

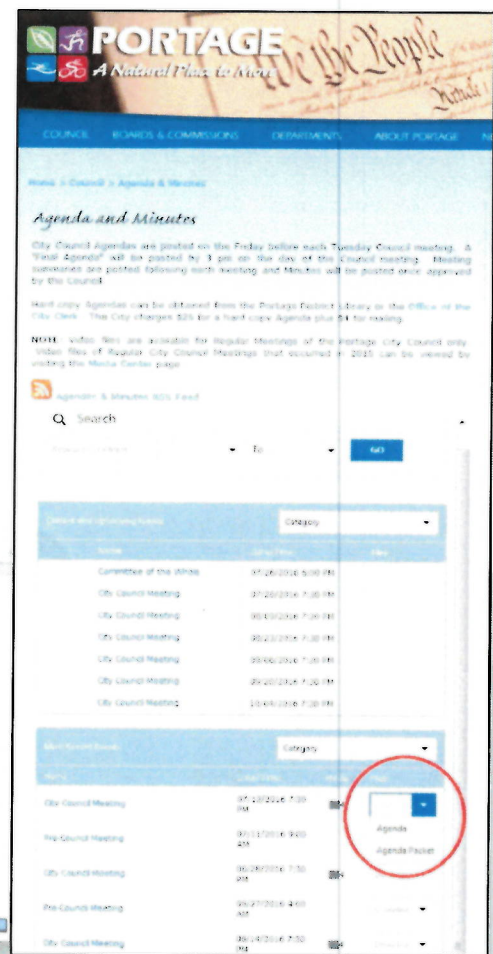
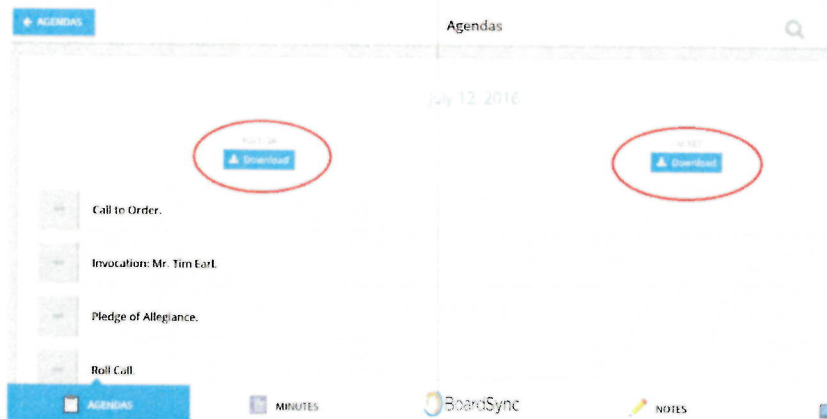
9. BoardView does not support versions of the Android operating system.

Response: According to our BoardView technical expert, as long as an updated and modern web browser is installed on the wireless device or computer, then BoardView should work with an older operating system. However, if the operating system is old enough that it will not support recent web browsing versions of Google Chrome, Mozilla Firefox or Internet Explorer, then it might not work as expected. Some older computer operating systems, such as Vista, can only manage up to Internet Explorer version 9 and Microsoft no longer supports this version.

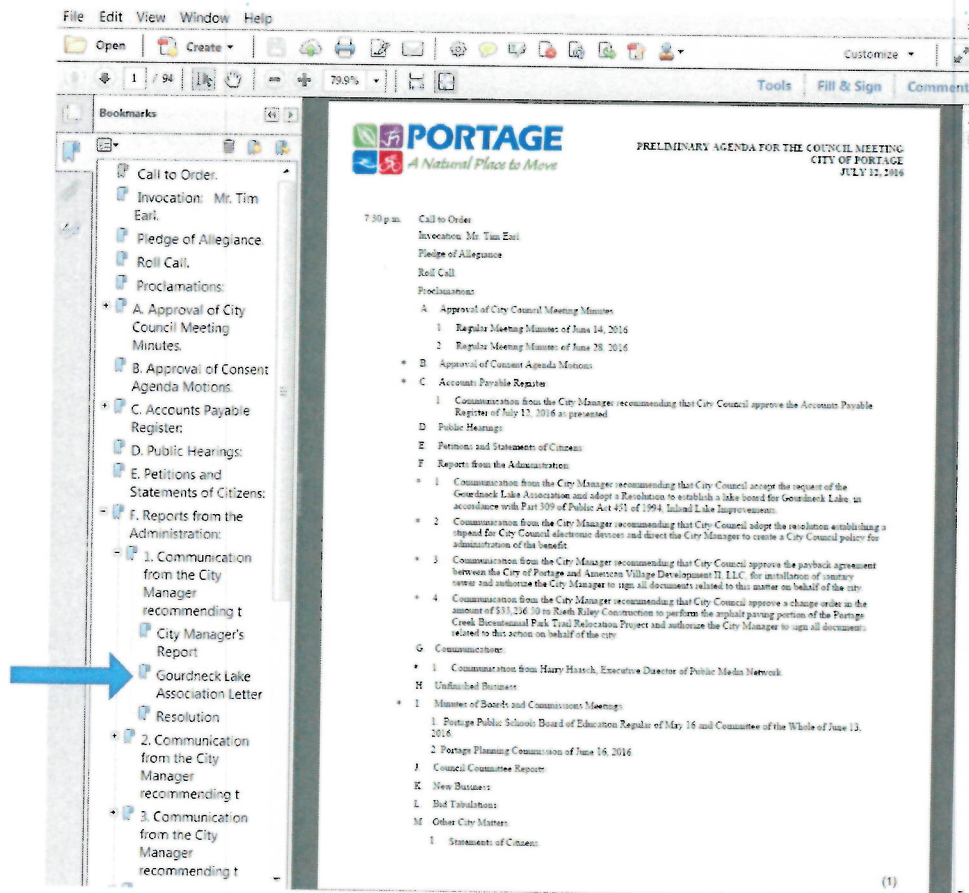
BoardView is designed to operate on the current major wireless platforms such as Android, iOS (Apple) and Windows Mobile. BoardView's design is not intended for an e-reader, such as a Kindle or Nook. The current Kindle e-reader, the Kindle "Fire," uses the Amazon Silk browser. Not many companies, including BoardSync, support this browser. However, the Mozilla Firefox browser can be installed on a Kindle Fire.

10. Documents for each agenda item should be compiled into a single file or PDF for ease of viewing.

Response: A full PDF packet is a native feature of BoardView. There is a button on the top right of the BoardView agenda screen that allows users to download the entire agenda packet as one PDF file. Alternatively, on the upper left of the BoardView agenda screen, there is a button that allows users to download the agenda outline. Outside of the BoardView platform, a full PDF of each City Council meeting packet is uploaded to the City Council Agendas page on the city website. Each agenda packet is fully bookmarked to toggle from item to item.



Additionally, the PDF agenda packet is automatically fully bookmarked by BoardSync allowing users, as well as the public, quick navigation between agenda items and attachments.



Summary

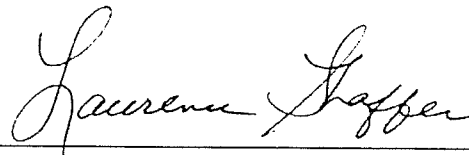
The review found that the noted concerns can be addressed under three primary measures: additional guidance, forthcoming features development of the BoardView program (underway) and alternative software applications that provide the functionality desired. The technical issues mentioned have so far been addressed. Now that BoardView has been fully deployed for several months additional one-on-one training sessions with city staff are available to further review the tips and tricks if desired.

Attachments: N/A

MATERIALS TRANSMITTED

Tuesday, July 26, 2016

1. June 29, 2016 letter addressed to Mayor Strazdas provided to City Council by request as information.
2. Invitation / Informational flyer regarding the annual Kalamazoo/Portage Blue Mass event.



Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

Portage City council is voting Tuesday, June 28 to add gender identity to nondiscrimination ordinance, allowing a man to enter a women's restroom, locker room, and shower or vice versa to all of Portages public businesses

Exceptions, first paragraph lists 'religious institutions, owner-occupied housing and housing permitted to be restricted by age and/or disability, bona fide employment requirements and/or affirmative action programs, private clubs not open to the public, amongst others.' Question: Why the exceptions? A. Section 24-153, Exceptions, is included in the ordinance to ensure consistency with state and federal laws, which allow exceptions for religious institutions, certain types of housing and employment practices. The exceptions included in the draft ordinance are consistent with, not in addition to, state and federal laws.

Terry Urban is spear heading this.

There is no current law in the State of Michigan barring a man from entering the women's restroom or vice versa. However, the draft ordinance specifically states that it does not permit disruptive, sexually inappropriate or illegal behavior in a restroom. If a complaint of discrimination is filed, it will be investigated by the City Manager as proposed in the ordinance. If a complaint regarding illegal behavior is filed, it will be investigated by the Department of Public Safety as is currently accomplished under the law. And I do not want to be a taxpayer that is going to end up paying for the lawsuits if this is passed and someone is molested or even raped!

Maybe Terry Urban can pay the bill for the legal fees ?

You are not thinking clearly if you think will not increase the rapes and sexual misconduct in the bathrooms.

If a transgender has a penis, then "it" is capable of raping or molesting a young girl or adult female. Furthermore ~ WHY WOULD SOMEONE WITH A PENIS WANT TO GO INTO A WOMENS BATHROOM? And if they wanted to be a female they would have the penis removed !!!!!!!

So I have to ask myself, what parent willing would go along with such stupidity. This is immoral behavior and very poor judgement.

And who is going to answer to a 6yr old girl that is sexually molested in a bathroom by a male (because he can be there) and if you are allowing men into females restrooms , shower rooms , are you going to make sure they do not have a penis ???????

What permanent damage are you doing to these innocent young children, and will your account to them for the sexual misconduct that can occur?

Are you going to let them know why they had been raped?

I think people need to petition to get Terry Urban off the council before he DISTROYS PORTAGE

Citizens beware

I am embarrassed to be a portage resident



*Clem
cc*

GRAND RAPIDS MI 494

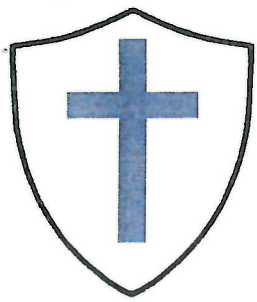
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Portage Mayor
7900 S. Westnedge Ave
Portage Mich 49002

49002-511700

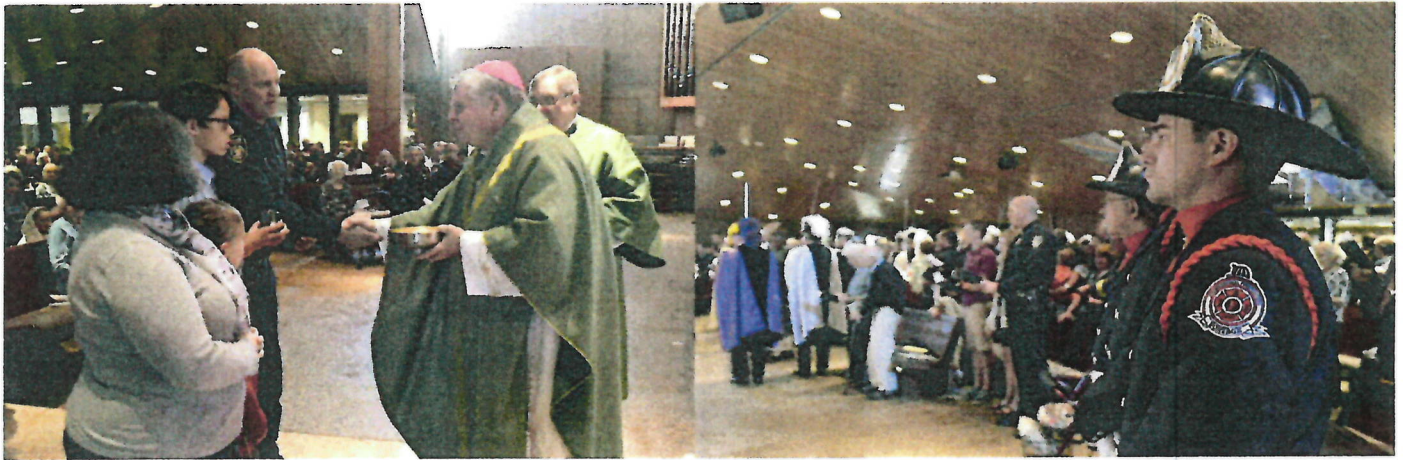




Diocesan **BLUE MASS**

Sunday, September 11, 2016 — 11 a.m.

Join Bishop Paul J. Bradley in honoring police, fire, EMT and military personnel. People of all faiths are invited to attend.



St. Catherine of Siena Catholic Church
1150 W. Centre
Portage, MI 49024

Luncheon reception to follow sponsored by
The Knights of Columbus, Council 6980, and
St. Catherine of Siena Parish, Portage.

Please bring a dish to share. Main course provided.



Sponsored by:
CATHOLIC DIOCESE OF KALAMAZOO
215 N. Westnedge Avenue
Kalamazoo, MI 49007

CONTACT:
Michael Emmons
269.903.0213 • memmons@diokzoo.org