PORTAGE
A Natural Place to Move

FINAL AGENDA FOR THE COUNCIL MEETING
CITY OF PORTAGE
AUGUST 23, 2016

7:30 p.m. Call to Order.

Invocation: Pastor Barry Petrucci of Chapel Hill United Methodist Church.

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Approval of City Council Meeting Minutes.

1. Regular Meeting Minutes of August 9, 2016.
2. Pre-Council Meeting Minutes of August 22, 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 23, 2016 as presented.

D. Public Hearings:

1. Communication from the City Manager that City Council:

   1. adopt Resolution No. 4-16, approving the Industrial Facilities Exemption Certificates for Pfizer, Incorporated (Pharmacia & Upjohn Company, LLC); and
   2. approve the tax abatement agreement and affidavit between the City of Portage and Pfizer, Incorporated (Pharmacia & Upjohn Company, LLC).

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

* 1. Communication from the City Manager regarding the July Environmental Summary Report - Information Only.

G. Communications:

1. Communication and presentation from Ruth Caputo, Environmental Board Chair, regarding the deer population in Portage.

   a. Communication from the City Manager recommending that City Council instruct the City Administration to work with the Environmental Board to better define the proposed deer management study and associated funding request.

H. Unfinished Business:

* I. Minutes of Boards and Commissions Meetings:

1. Portage Public Schools Retreat, Regular and Special of July 18 and Special of July 27, 2016.
2. Zoning Board of Appeals of July 25, 2016.
3. Planning Commission of August 4, 2016.

J. Council Committee Reports:

K. New Business:

L. Bid Tabulations:

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

1. award a construction contract to the low bidder, Severance Electric, Incorporated, of Kalamazoo, Michigan in an amount not to exceed $611,272.53 for the installation of new traffic signals at the intersections of South Westnedge Avenue / Kilgore Road and West Centre Avenue / Old Centre Road,
2. approve a contract amendment with Abonmarche Consultants, Incorporated, in an amount not to exceed $21,000 for traffic signal construction administration

and authorize the City Manager to execute all documents related to the projects on behalf of the city.

* 2. Communication from the City Manager recommending that City Council award a construction contract to the low bidder, Severance Electric, Incorporated, of Kalamazoo, Michigan in an amount not to exceed $446,967.58 for the installation of new traffic signals at the intersection of West Centre Avenue / Cooley Drive / Tozer Court and authorize the City Manager to execute all documents related to the contract on behalf of the city.

M. Other City Matters:

1. Statements of Citizens.

2. From City Council and City Manager.

* 3. Reminder of Meetings:

a. Wednesday, August 24, 7:00 p.m., Long Lake Governmental Lake Board, Council Chambers.

b. Thursday, August 25, 4:30 p.m., Public Media Network Board of Directors, 359 S. Kalamazoo Mall, 3rd Floor, Kalamazoo.

c. Thursday, September 1, 7:00 p.m., Planning Commission, Council Chambers.

* N. Materials Transmitted.

1. Department Monthly Reports

2. Materials Transmitted of August 9, 2016.

Adjournment.

CITY COUNCIL MEETING SUMMARY

August 9, 2016

ACCOUNTS PAYABLE REGISTER

- Approved the Accounts Payable Register of August 9, 2016, as presented.

PROCLAMATION

- Mayor Strazdas issued a Light Your Fire, Live Above the Influence of Substance Abuse Proclamation.

PUBLIC HEARINGS

- Adopted Resolution No. 2-16 creating Industrial Development District No. 91 for 7171 Portage Road, and adopted Resolution No. 3-16 setting a public hearing on August 23, 2016, at 7:30 p.m. or as soon thereafter as may be heard, for two Industrial Facilities Exemption Certificates for real property investments in the estimated amount of $100.4 million within Industrial Development District No. 91.

REPORTS FROM THE ADMINISTRATION

- Authorized the purchase of 28 vehicles and pieces of equipment through the State of Michigan MiDEAL and the National Joint Powers Alliance purchasing programs at a total cost of $1,169,958.64 and authorized the City Manager to execute all documents related to these purchases on behalf of the city.
- Authorized 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, authorized the sale of the existing 2001 Sutphen 110-foot platform aerial apparatus and authorized the City Manager to execute all documents related to these actions on behalf of the city.
- Approved 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 authorized the City Manager to execute all documents related to this action on behalf of the city.
- Approved 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.

COMMUNICATIONS

- Appointed Councilmember Terry Urban to the Gourdneck Lake Governmental Lake Board to fulfill the City of Portage official position, and Councilmember Randall to the Long lake Board with term commencing on September 1, 2016.
- Received the communication from Harry Haasch, Executive Director of Public Media Network, regarding set up, testing, operation, and troubleshooting of Audio/Visual components by appropriate City of Portage staff.
- Received the communication from Michigan Municipal League President John B. O'Reilly, Jr., and Executive Director & CEO Daniel P. Gilmartin regarding the August 4, 2016 notification from the Michigan Municipal League regarding the Annual Meeting, and appointed City Manager Larry Shaffer as the official local representative to attend the Michigan Municipal League Annual Convention to cast the vote of the City of Portage at the Annual Meeting.

COUNCIL COMMITTEE REPORTS

- Received the verbal reports from Councilmembers Urban and Pearson regarding the Central County Transit Authority Meeting.
- Received the verbal report regarding the Consolidated Dispatch Authority from Councilmembers Reid and Pearson.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER

- Councilmember Ford thanked Senior Deputy Fire Chief John Podgorski and Public Services Director Rod Russell as he and his son were able to attend the Big Truck Event at the Portage District Library which was packed with patrons. Councilmembers Pearson and Reid concurred that fire trucks are desirable in the community.
- Councilmember Urban encouraged public comment. He made the political comment that he will keep his copy of the Constitution of the United States in his breast pocket.
- Councilmember Randall thanked Deputy City Clerk Adam Herringa for his efforts with the Youth Advisory Committee Movie Night and encouraged everyone to attend the Boys National Tennis Tournament at Kalamazoo College.
- Mayor Pro Tem Ansari expressed his appreciation for Pfizer as a corporate partner in Portage.
- Mayor Strazdas commented on the great number of tennis players in the City, gave a shout out to Rod Russell for the road efforts, crack sealing, curbs and all of the Department of Public Service employees for doing their part to make Portage look better.

MATERIALS TRANSMITTED

- Received the Materials Transmitted of July 22 and July 26, 2016.

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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 AUGUST 9, 2016

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

At the request of Mayor Strazdas, Father Stan Witek of St. Catherine of Siena Catholic Church gave the invocation and City Council and the audience recited the Pledge of Allegiance.

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

PROCLAMATION: Mayor Strazdas issued a Light Your Fire, Live Above the Influence of Substance Abuse Proclamation.

APPROVAL OF MINUTES: Motion by Reid, seconded by Randall, to approve the July 26, 2016 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 6 to 0 with Councilmember Urban abstaining.

Motion by Ford, seconded by Reid, to approve the Committee of the Whole Meeting Minutes of July 26, 2016, as presented. Upon a voice vote, motion carried 6 to 0 with Councilmembers Urban abstaining.

Motion by Reid, seconded by Randall, to approve the Pre-Council Meeting Minutes of August 8, 2016, as presented. Upon a voice vote, motion carried 5 to 2 with Councilmembers Ford and Urban abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Ford to read the Consent Agenda. Councilmember Urban asked that Item F.4, Preliminary Condominium Subdivision for Copperleaf (Phase II) – 3800 West Milham Avenue and 5710 Angling Road, be removed from the Consent Agenda.

Motion by Ford, seconded by Urban, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF AUGUST 9, 2016:** Motion by Ford, seconded by Urban, to approve the Accounts Payable Register of August 9, 2016. Upon a roll call vote, motion carried 7 to 0.

PUBLIC HEARING:

INDUSTRIAL TAX ABATEMENT APPLICATION: PFIZER, INCORPORATED (7171 PORTAGE ROAD): Mayor Strazdas reviewed the item as outlined in the Council Agenda Packet and deferred to City Manager Larry Shaffer, who expressed strong support for the project. He said that this investment will increase our assessment by more than we have seen in the last ten years. He stressed the importance of the project for the City and indicated that it speaks to the willingness of the City to be a great partner going forward with Pfizer as a great part of our City. He introduced Community Development Director Vicki Georgeau and Mayor Strazdas explained the process.

Ms. Georgeau reviewed the application, displayed the area to be defined by Industrial Development District No. 91, and provided a detailed explanation of the two proposed projects. She indicated that the Building 41 North Warehouse Project with 98,000 square feet of Controlled Room Temperature space for 12,000 pallet spaces for raw materials, work in progress, and finished goods, will begin within two years and the amount of investment for the project is $40,800,000, with $38,929,000 real property and $1,871,000 Personal property.

She indicated that the investment for the New Act-O-Vial (AOV) Work Center Project with four 54m2 freeze dryers, automatic loading and unloading, a bottom fill line with contemporary environmental control, one top fill line with contemporary environmental control and 10,000 square feet of aseptic processing area, is $105,570,000 with $61,487,000 in real property and $44,083,000 in personal property. She mentioned that the request for the large area for District 91 is to accommodate off-street parking and future development plans. She used the information in the Communication to Council located in the Council Agenda Packet to explain the process necessary for the approval of the requests, the environmental concerns and measures that will be taken, and the two fiscal impact analyses from the Finance Director. She referred Council to the application which reads that 52 jobs will be retained and 15 jobs will be created as a result of the project over the next two years and the average salary of the jobs is $65,000. Discussion followed.

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 said he viewed this opportunity as a reintroduction of Pfizer to the community. He displayed a PowerPoint presentation that outlined how the pharmaceutical business is changing and expressed his desire for a City of Portage partnership that will make both entities prosper. He pointed to the mortar and pestle in the City Seal located behind Mayor Strazdas, said it is not there by accident, and indicated that he and Mr. Martin are here to confirm that it remains in the City Seal. He began the PowerPoint and reviewed the Pfizer Purpose and Mission of being in the wellness business, and focused on quality, compliance, supply reliability and cost, cash and value. He indicated Pfizer makes “laughter” and explained that the proposed projects will help Pfizer remain globally competitive.

Mr. Martin offered that there are 2,100 colleagues on site, with an annual payroll of over $200,000,000 spent in this community, who manufacture over 150 products, 95% of which face direct market competition and are not protected by patents. He reminded Council that at the last Regular City Council Meeting, he mentioned that Pfizer has invested over $800 million in the last nine years in the Portage facility making them the largest taxpayer in the City of Portage and indicated that the plan is to grow both tonight, and in the future, on that position. He continued to review the information in the PowerPoint with regard to the AOV Work Center and the Building 41 north Warehouse. Mr. Betzig cited the benefits of Solu-Medrol as a life saver, gave the example of Jill June and her son, Seth, and said that 43 million of these are manufactured each year, so there are 43 million other examples just like this one. Discussion followed.

Mayor Pro Tem Ansari expressed his appreciation for the strong tax base brought to the City of Portage by Pfizer, Inc.

Councilmember Reid referred to the $800 million for personal property cited by Mr. Martin, and asked that they address the fact that manufacturing is becoming more robotic and less labor intensive, more specific and more accurate, the decrease in error rate and a decrease in the work force, and how it relates to the future plans of Pfizer, Inc.

Mr. Betzig pointed out that quality is of the utmost importance in the industry, and it becomes imperative that the company remain contemporary in the processes used and in the training of the people. He referred to the Solu-Medrol vial provided for each person on the dais and said that it has to be produced aseptically in order to prevent an unnecessary adverse reaction; so, this requires removing the human from the process, and allowing the equipment to perform the manufacturing with someone with a highly skilled trade to run the automation equipment plus repair the equipment, all in a space that is a new modern facility. If not, he said the regulators will take the company to task on that; regardless, it also allows Pfizer, Inc., to compete globally and explained. Discussion followed. Mayor Strazdas cited that this is a long-term investment, and asked how long will Pfizer be in Portage. Mr. Betzig noted that the depreciation of the equipment is over a 30 year period, so Pfizer needs to make sure it gets the money out of that investment, and explained. Discussion followed.

Mayor Strazdas opened the public hearing to the audience, and 61st District Representative Brandt Iden, 6067 Danford Creek Drive, Oshtemo Township, spoke in favor of the Tax Abatement and thanked the Pfizer Representatives for their hard work and Mr. Shaffer for bringing this project together.

Seeing no one else come forward to speak for or against the item, Mayor Strazdas entertained a motion to close the public hearing. Motion by Pearson, seconded by Ansari, to close the public hearing. Upon a voice vote, motion carried 7 to 0.

Motion by Reid, seconded by Ansari, to adopt Resolution No. 2-16 creating Industrial Development District No. 91 for 7171 Portage Road, and adopt Resolution No. 3-16 setting a public hearing on August 23, 2016, at 7:30 p.m. or as soon thereafter as may be heard, for two Industrial Facilities Exemption Certificates for real property investments in the estimated amount of $100.4 million within Industrial Development District No. 91. Upon a roll call vote, motion carried 7 to 0. Discussion followed.

REPORTS FROM THE ADMINISTRATION:

VEHICLE PURCHASE RECOMMENDATION: Mayor Strazdas reviewed the item as outlined in the Council Agenda Outline and deferred to Mr. Shaffer for comment. Mr. Shaffer indicated he asked that this item be removed from the Consent Agenda so he could explain why there was a discrepancy between the price cited in the Council Agenda Outline and the price cited in the Communication in the Council Agenda Packet. He explained that there was a revision in the price of the fork lift and one of the truck which brought the price down from $1,170,155.64 to $1,169,958.64, or about $900 less.

Councilmember Ford indicated that $35,000 for all displaced vehicles and equipment appeared low to him, and Public Services Director Rod Russell explained that some of this equipment is 15 to 16 years old which is past their useful service life, so there is little residual value. He did point out that the City is trying a new option of going through Biddergy.com instead of the Kalamazoo County Intergovernmental Auction Program since the City has realized some success with this approach. Discussion followed. He explained how equipment is re-purposed, that the software now determines the replacement schedule for the best time to get rid of the equipment, and gave examples and vowed to use the new replacement schedule in the future. Mayor Strazdas concurred based on his experience in his position with Western Michigan University. Discussion followed.

Motion by Randall, seconded by Ansari, to authorize the purchase of 28 vehicles and pieces of equipment 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. Upon a roll call vote, motion carried 7 to 0.

* **PURCHASE OF PIERCE ASCENDANT FIRE APPARATUS – SOLE SOURCE:** Motion by Ford, seconded by Urban, to 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. Upon a roll call vote, motion carried 7 to 0.

* **VERIZON MOBILE WIRELESS MASTER PRICE AGREEMENT:** Motion by Ford, seconded by Urban, to 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. Upon a roll call vote, motion carried 7 to 0.

PRELIMINARY CONDOMINIUM SUBDIVISION FOR COPPERLEAF: Mayor Strazdas deferred to Councilmember Urban, who had asked that this item be removed from the Consent Agenda. Councilmember Urban commented that he could not remember a time when a subdivision had appeared on the Consent Agenda. He stated that he was not in favor of Phase I of this plat and, in order to be consistent, he is not in favor of Phase II of this plat. He mentioned one of his many reasons was the requirement for sidewalks that was discussed by Council "not too long ago," but he was not going to cite all of his reasons. He indicated that this is still a neighborhood and the owners are entitled to all of the amenities of a neighborhood; further, that he did not have a need for a staff presentation on the matter.

At the request of Mayor Strazdas, Ms. Georgeau showed Council a map of the Tentative Plan approved by Council in November of 2013 that was originally known as Harbors West and, now that it is in construction, it is known as Copperleaf Subdivision. She indicated that the developers asked for waivers at the time they brought it to Council, but also provided a plan to set aside a significant amount of open space. She said this planned development includes 204 residential homes on 74 acres with 14 acres or 19% of open space, which incorporates a trail system in addition to the sidewalk system throughout the subdivision. She explained the evolution of the trail system and some of the proposed modifications to accommodate an historical home, the boulevard entrances and traffic concerns. Discussion followed.

Motion by Ford, seconded by Ansari, to 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. Upon a roll call vote, motion carried 6 to 1. Yeas: Councilmembers Ford, Pearson, Randall, Reid, Mayor Pro Tem Ansari and Mayor Strazdas. No: Councilmember Urban.

COMMUNICATIONS:

GOURDNECK LAKE GOVERNMENTAL LAKE BOARD APPOINTMENT: Mayor Strazdas asked for an explanation of the role of the Councilmember on this Board, and Deputy City Manager Rob Boulis explained. City Attorney Randy Brown emphasized that a Governmental Lake Board is an independent body separate from City Council, has its own Attorney, and can adopt special assessment resolutions. He noted that the Board must review all of the investigations, the engineering reports, etc., and determine the implementation of the special assessments. He pointed out that they make their own decisions which is different from other City Boards and Commissions that advise Council.

Councilmember Pearson referred to the Inland Lake Improvements, of the Natural Resources and Environmental Protection Act, PA 451 of 1994, as amended (MCL 324.30901 – 324.30929) as the guiding document for a Governmental Lake Board and explained that the Board consists of a County Commissioner, the County Drain Commissioner and two Councilmembers, in this case, one from Schoolcraft and one from Portage.

Mayor Strazdas indicated that at a meeting where he was absent, three Councilmembers expressed an interest in serving on this Board, Councilmembers Ford, Randall and Urban. He asked them to each give their interests for serving on the Board. Councilmember Ford indicated he may have a conflict with a newborn in the family and deferred to Councilmembers Randall and Urban. Councilmember Randall indicated that the City has three Governmental Lake Boards; two Councilmembers are currently serving; she has the time and energy; and that she has enjoyed this lake with her friends. She also said, like all of their service, it is rotational at times, and she sees this as a new learning opportunity for her. Councilmember Urban indicated that the reason he volunteered is because of the unique nature of the duty and the project. He pointed out there is no staff support and any staff would have to be hired, such as the Attorney or other professional services. He listed some of the duties and responsibilities, and offered to take this on only because he has done it before, and pointed to his service as Chair of the Long Lake Board for over ten years, and four years ago, the Long Lake Board did this exact project. He stated that he is familiar with the research, the weeds and the process and explained that he could help the people get “up and running” faster with little learning curve and left the decision up to Council. Discussion followed.

Councilmember Reid suggested that perhaps Councilmember Urban could step down from his position on the Long Lake Governmental Lake Board to allow him to work on the initiation of the Gourdneck Lake Governmental Lake Board since it sounds like the initial stage is a lot of work and experience might be useful. Councilmember Urban hesitated because he has the institutional memory, as with the pump augmentation, the association chair changed not too long ago, nevertheless, he decided he could still make himself available for questions. He said he would not do it tonight because of the special assessment public hearings scheduled, and would want to wait until after the public hearings in approximately two weeks and one day. He suggested that Council could appoint someone after the special assessment process and explained. Mayor Pro Tem Ansari concurred with the suggestion from Councilmember Reid, and City Attorney Brown pointed out that only one Portage Councilmember can serve on this Board.

Councilmember Randall advocated rotation in the interest of obtaining institutional knowledge for more than one Board Member, that Council elections are one year away, stressed the importance of lakes as a community asset for those who live on them or use them, but then she remained flexible regarding the appointment. Discussion followed.

Councilmember Urban suggested appointing him tonight, effective tonight, so the Board can get started, and appoint Randall effective a month from now to replace him on the Long Lake Governmental Lake Board. Discussion followed.

Councilmember Pearson indicated that these Governmental Lake Boards are another opportunity to work with other jurisdictions, much like the Transit Authority and County Consolidated Dispatch, and that he favors Councilmember Randall for this since it is not as complicated as an Aeration Bioaugmentation Project such as Austin Lake, and explained that he would like to get a new Councilmember (involved) at this time. Discussion followed.

Motion by Ansari, seconded by Randall, to appoint Councilmember Randall as Council Representative on the Long Lake Governmental Lake Board effective September 1, 2016, and Councilmember Urban as Council Representative on the Gourdneck Lake Governmental Lake Board immediately to fulfill the City of Portage official position on each of these Boards. Discussion followed. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATION FROM HARRY HAASCH, EXECUTIVE DIRECTOR OF PUBLIC MEDIA NETWORK (PMN): At the request of Mayor Strazdas, Mr. Shaffer indicated that he is very happy with the equipment progress thus far, even though there has been some “hick-ups” along the way. Councilmember Reid indicated that one of the things the PMN has been working on is the By-laws, and a resultant reduction in membership to accommodate the Board size and quorum issues. She mentioned that there will be a change in the Urban Cooperation Agreement, and that this will be coming to the municipalities for approval in early Fiscal year 2016-2017. She mentioned that the Budget shows an increase in funding for advertising and promotion on Charter as well as on a variety of social media, a range of festivals that are supported by PMN, and the Production Van. She mentioned that the media wall in the Epic Center which is a series of monitors with a touch interface will be transitioned to the Arts Council and PMN will train the Arts Council on how to program the wall. She indicated that the new mobile van is in the process of being outfitted and will allow live wireless programming at different venues throughout the County. From the production standpoint, she noted that PMN did the graduations for the area high schools, Western Michigan and Kalamazoo Valley Community College, and provided covered a multi-camera coverage of the Kalamazoo Marathon, including ground crews, a couple of hosts and drone coverage. She also said that PMN plans to work with Borgess for the 2017 Kalamazoo Marathon.

Motion by Randall, seconded by Reid, to receive the communication from Harry Haasch, Executive Director of Public Media Network, regarding set up, testing, operation, and troubleshooting of Audio/Visual components by appropriate City of Portage staff. Upon a voice vote, motion carried 7 to 0.

AUGUST 4, 2016 NOTIFICATION FROM THE MICHIGAN MUNICIPAL LEAGUE (MML): At the request of Mayor Strazdas, Mr. Shaffer introduced this item, and indicated that the MML will transact business, and as a member Portage has an opportunity to vote on these matters. He noted that he will be attending this meeting and offered his service as the voting Representative from Portage. Mayor Strazdas spoke in support and discussion followed.

Motion by Ford, seconded by Randall, to receive the communication from Michigan Municipal League President John B. O'Reilly, Jr., and Executive Director & CEO Daniel P. Gilmartin regarding the August 4, 2016 notification from the Michigan Municipal League regarding the Annual Meeting, and appoint City Manager Larry Shaffer as the official local representative to cast the vote of the City of Portage at the Annual Meeting. Upon a voice vote, motion carried 7 to 0. Discussion followed.

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

Portage Senior Citizen Advisory Board of May 18 and June 15, 2016.
Portage Historic District Commission Regular of July 6 and Historic District Study Committee of July 6 and 14.
Portage Zoning Board of Appeals of July 11, 2016.
Portage Youth Advisory Committee of July 12, 2016.

COUNCIL COMMITTEE REPORTS:

CENTRAL COUNTY TRANSIT AUTHORITY (CCTA): Councilmember Urban indicated the CCTA is moving very quickly toward October 1, 2016, and the date that the City of Kalamazoo through its Transit Board will no longer be running the line haul bus service in Kalamazoo County, but it will be transferred to CCTA. He saw no impediments at this point, just a few minor things which should be worked out.

Councilmember Pearson indicated that with the passage of the millage, as of September 6, 2016, there will be expanded bus service with late nights up until 10, 11 or 12 p.m., Sunday service from 8 a.m. until 5 p.m. and increased service on Westnedge Avenue, Portage Road, Oakland Drive, West Centre Avenue, Romence Road, the main routes. With that, he provided a brochure for downloading on the City of Portage website.

Motion by Randall, seconded by Ford, to receive the verbal report from Councilmembers Urban and Pearson on the Central County Transit Authority. Upon a voice vote, motion carried 7 to 0.

COUNTY CONSOLIDATED DISPATCH – 911 (CCD): Councilmember Reid reported on the County Consolidated Dispatch Finance Committee and indicated that the City of Portage has assisted in releasing a Request for Proposals (RFP) for architectural assistance in looking at buildings to house CCD, She said an existing building will also be considered, and that this will result in a cost savings. Mayor Strazdas summed up by indicating that there was a proposal of new building versus existing buildings with a focus on existing buildings, and asked her to address the millage approach.

Councilmember Reid reflected that the Finance Committee looked at all of the different ways and combinations of fees and or taxes that CCD could be funded. She indicated that the Committee decided that the fees on the phones was the desired method to be used and to not have any other methods. She said that the exact amount has not been determined and it will go to the County Commission to determine when it will be placed on the ballot since any fees above the 42 cents per phone has to be approved by the citizens. Discussion followed.

Motion by Ansari, seconded by Ford, to receive the verbal report on County Consolidated Dispatch from Councilmembers Reid and Pearson. Upon a voice vote, motion carried 7 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Ford thanked Senior Deputy Fire Chief John Podgorski and Public Services Director Rod Russell as he and his son were able to attend the Big Truck Event at the Portage District Library which was packed with patrons. Councilmembers Pearson and Reid concurred that fire trucks are desirable in the community.

Councilmember Urban encouraged public comment. He then made what he considered was a political comment that he will keep his copy of the Constitution of the United States in his breast pocket.

Councilmember Randall thanked Deputy City Clerk Adam Herringa for his efforts with the Youth Advisory Committee Movie Night and encouraged everyone to attend the Boys National Tennis Tournament at Kalamazoo College.

Mayor Pro Tem Ansari expressed his appreciation for Pfizer as a corporate partner in Portage.

Mayor Strazdas commented on the great number of tennis players in the City, gave a shout out to Rod Russell for the road efforts, crack sealing, curbs and all of the Department of Public Service employees for doing their part to make Portage look better.

MATERIALS TRANSMITTED:

* **MATERIALS TRANSMITTED OF JULY 22 AND JULY 26, 2016:** Motion by Ford, seconded by Urban, to receive the Materials Transmitted of July 22 and July 26, 2016.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 9:23 p.m.

James R. Hudson, City Clerk

***Indicates items included on the Consent Agenda.**

DRAFT

**MINUTES FROM THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF AUGUST 22, 2016**

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

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

With regard to Item D.1, Pfizer Tax Abatement, Councilmember Reid inquired as to the rationale for recommending a deviation from the City Council policy on tax abatements. City Manager Shaffer explained the need to indicate to Pfizer the full support and partnership of the City, reviewed the size of the planned investment and pointed out the amount of investment Pfizer has made over the years without asking for any type of abatement. Councilmember Reid indicated that she appreciates and understands the rationale and pointed out that City Council has a tax abatement policy that is often not adhered to. She expressed a desire for a review of the Tax Abatement Policy. Mayor Strazdas also expressed support for looking at the policy and asked City Administration to provide a copy of the policy to City Council.

With regard to Item G.1, Communication from Environmental Board regarding the deer population, Councilmember Pearson stated that he would like to receive additional information about what has and hasn't worked in other communities. He then expressed support for the action recommended by City Administration.

ADJOURN: Mayor Strazdas adjourned the meeting at 9:07 a.m.

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Adam Herringa, Deputy City Clerk

TO: Honorable Mayor and City Council

FROM: Rob Boulis, Deputy City Manager

SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Finance Director

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of August 23, 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 31, 2016 through August 14, 2016 and notes $539,051.43 in automated clearing house payments, $1,502,468.05 in paper checks and $44,032.66 in auto-pay payments for a grand total of $2,085,552.14.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

Check Dates From: 7-31-2016 To: 8-14-2016

Check Date	Check	Vendor Name	Amount
08/01/16	5484(A)	HARTFORD LIFE INSURANCE COMPANY	8,356.68
08/12/16	5485(A)	ABONMARCHE CONSULTANTS, INC	65,193.33
08/12/16	5486(A)	ALL-PHASE ELECTRIC SUPPLY CO.	16.50
08/12/16	5487(A)	ALL-TRONICS, INC.	78.00
08/12/16	5488(A)	AMERICAN HYDROGEOLOGY CORP.	1,824.50
08/12/16	5489(A)	AMERICAN SAFETY & FIRST AID	418.67
08/12/16	5490(A)	ANIMAL REMOVAL SERVICE, LLC	610.00
08/12/16	5491(A)	BEEBE, RONALD E.	384.00
08/12/16	5492(A)	BLUESTONE PSYCH	930.00
08/12/16	5493(A)	C D W GOVERNMENT, INC.	4,974.24
08/12/16	5494(A)	C M P DISTRIBUTORS, INC.	915.00
08/12/16	5495(A)	C T S TELECOM, INC.	678.95
08/12/16	5496(A)	C T S TELECOM, INC.	2,249.28
08/12/16	5497(A)	CROWN TROPHY	605.50
08/12/16	5498(A)	DATA CONSTRUCTS LLC	195.90
08/12/16	5499(A)	EG WORKFORCE SOLUTIONS	1,129.60
08/12/16	5500(A)	ETNA SUPPLY, INC.	70.26
08/12/16	5501(A)	FURRY, WILLIAM	267.00
08/12/16	5502(A)	GLOBAL TELEMATIC SOLUTIONS LLC	625.00
08/12/16	5503(A)	GRIFFIN PEST SOLUTIONS, INC.	343.00
08/12/16	5504(A)	HERC RENTALS, INC.	615.00
08/12/16	5505(A)	HOPE HEALTH	550.32
08/12/16	5506(A)	HURST MECHANICAL, INC.	12,038.20
08/12/16	5507(A)	INDUSCO SUPPLY CO., INC.	513.16
08/12/16	5508(A)	IP CONSULTING, INC.	1,160.13
08/12/16	5509(A)	IRISH AYRES ENTERPRISES, LLC	13,960.25
08/12/16	5510(A)	J-AD GRAPHICS, INC	1,952.00
08/12/16	5511(A)	JAROTH, INC	303.00
08/12/16	5512(A)	JOB COACHING & INJURY MANAGEMENT	75.00
08/12/16	5513(A)	KAHN, WILMA	336.00
08/12/16	5514(A)	KENDALL ELECTRIC, INC.	164.74
08/12/16	5515(A)	KUSHNER & COMPANY, INC.	278.76
08/12/16	5516(A)	LAWSON PRODUCTS, INC	1,703.74
08/12/16	5517(A)	MATERIALS RESOURCES	72.23
08/12/16	5518(A)	MAURER'S TEXTILE RENTAL SERVICES	324.30
08/12/16	5519(A)	MEDEMA, TIMOTHY	94.00
08/12/16	5520(A)	MEEKHOF TIRE SALES & SERVICE INC.	6,523.22
08/12/16	5521(A)	MEIER, MICHAEL	144.00
08/12/16	5522(A)	MICHIGAN PAVING & MATERIALS CO.	180,025.90
08/12/16	5523(A)	MICROSYSTEMS, INC.	750.00
08/12/16	5524(A)	NEW FRESH CLEANING SERVICE	1,521.00
08/12/16	5525(A)	PECKELS, CHRISTINE	240.00
08/12/16	5526(A)	PEOPLEFACTS, LLC 740303	337.03
08/12/16	5527(A)	PROFESSIONAL HEALTH SERVICES, INC.	15,100.00

08/12/16	5528(A)	QUADRANT II MARKETING, LLC		2,058.40
08/12/16	5529(A)	RIDGE AUTO NAPA		176.35
08/12/16	5530(A)	S B F ENTERPRISES, INC.		2,826.71
08/12/16	5531(A)	SAFETY SERVICES, INC.		185.40
08/12/16	5532(A)	SEVERANCE ELECTRIC COMPANY,INC		20,605.97
08/12/16	5533(A)	SIMMONS FORD		74.20
08/12/16	5534(A)	SIMPLIFILE LLC		34.00
08/12/16	5535(A)	SNELL, DEBRA		288.00
08/12/16	5536(A)	SUEZ WATER ENVIRONMENTAL SERVICES		170,572.34
08/12/16	5537(A)	TRUCK & TRAILER SPECIALTIES		2,910.00
08/12/16	5538(A)	UNITED PETROLEUM		433.84
08/12/16	5539(A)	VANDERBERG, WARD M		141.00
08/12/16	5540(A)	VERPLANK TRUCKING CO.		1,562.96
08/12/16	5541(A)	VISION SERVICE PLAN (OH)		2,172.02
08/12/16	5542(A)	W W GRAINGER INC		1,046.08
08/12/16	5543(A)	WARNER NORCROSS & JUDD LLP		3,866.67
08/12/16	5544(A)	WEST MICHIGAN STAMP & SEAL,INC		54.60
08/12/16	5545(A)	WEST, STEVEN R		47.00
08/12/16	5546(A)	WESTERN MICHIGAN INT'L TRUCKS		1,348.50
		SUBTOTAL:	**63 CHECKS**	**539,051.43**
08/12/16	10015	PETTY CASH-ALYSSA MILBECK		500.56
08/12/16	10016	PETTY CASH-DEREK HENSON		205.35
08/12/16	10017	PETTY CASH-HOLLY CERNY		301.40
08/12/16	10018	PETTY CASH-JANET GATES		416.67
08/12/16	299470	45TH CIRCUIT COURT		500.00
08/12/16	299471	911 TRAINING INSTITUTE		359.00
08/12/16	299472	A NEW LEAF		85.00
08/12/16	299473	A T & T		2,775.97
08/12/16	299474	ACCESS EMPLOYER STAFFING SERVICES		4,997.19
08/12/16	299475	ADP, INC.		862.95
08/12/16	299476	ALLEGRA PRINT & IMAGING		477.35
08/12/16	299477	ALLIED MECHANICAL SERVICE		6,292.10
08/12/16	299478	ALTA EQUIPMENT CO.		145.44
08/12/16	299479	AMERICAN VILLAGE BUILDERS INC		470.00
08/12/16	299481	ARTWEAR APPAREL GRAPHICS, INC.		1,849.00
08/12/16	299482	ASSOCIATED GOVERNMENT SERVICES INC		5,700.00
08/12/16	299483	AUTOBODY USA - SOUTHSIDE		921.40
08/12/16	299484	AUTOZONE STORES, INC.		51.98
08/12/16	299485	BALLARD, MICHAEL		150.00
08/12/16	299486	BATES, KEITH D & MANDY J TRUST		50.00
08/12/16	299487	BESCO WATER TREATMENT, INC.		10.00
08/12/16	299488	BEST WAY DISPOSAL, INC.		88,336.73
08/12/16	299489	BILL'S LOCK SHOP, INC.		595.00
08/12/16	299490	BORTON, MARGARET		75.00

08/12/16	299491	BRANT, HAROLD	75.00
08/12/16	299492	CAMPBELL AUTO SUPPLY	104.50
08/12/16	299493	CARTRIDGE WORLD	1,337.44
08/12/16	299494	CHARTER COMMUNICATIONS	629.37
08/12/16	299495	CITY OF KALAMAZOO TREASURER	262,346.63
08/12/16	299496	CLASSIC CARRIAGE LLC	100.00
08/12/16	299497	CLEAR CHANNEL AIRPORTS	345.33
08/12/16	299498	CONKLIN, PHYLLIS	85.00
08/12/16	299499	CONSUMERS ENERGY	34,219.42
08/12/16	299500	COOK AUTOMOTIVE EQUIPMENT	370.00
08/12/16	299501	COSTAR REALTY INFORMATION, INC.	307.95
08/12/16	299502	D L GALLIVAN INC.	106.26
08/12/16	299503	DAN WOOD COMPANY (ELECTRICAL)	55.00
08/12/16	299504	DEER CONTRACTING & LANDSCAPE	8,255.00
08/12/16	299505	DELEEUW PLUMBING LLC	1,100.00
08/12/16	299506	DELENA MERRILL	12,056.00
08/12/16	299507	DENNY'S SAW CRIB	117.15
08/12/16	299508	DENOOYER BROTHERS, INC.	39.20
08/12/16	299509	ED & TED'S EXCELLENT ADVENTURES	3,189.00
08/12/16	299510	ELM TRUST U/T/A	5,025.00
08/12/16	299511	EMERGENCY VEHICLE PRODUCTS	8,992.13
08/12/16	299512	EVANS, JESSE	100.00
08/12/16	299513	FADER EQUIPMENT, INC.	1,050.15
08/12/16	299514	FAMILY RELOCATION	1,527.50
08/12/16	299515	FARO TECHNOLOGIES, INC.	74,924.90
08/12/16	299516	FIRST CONTACT 9-1-1, LLC	558.00
08/12/16	299517	FLETCHER ENTERPRISES	2,305.00
08/12/16	299518	FORD, TODD B & FORD, JOSEPH	550.00
08/12/16	299519	FORSHEE, MARK	322.00
08/12/16	299520	FRED DEN BROEDER	40.00
08/12/16	299521	GAMSHO, KIAR	127.05
08/12/16	299522	GEAR GRID LLC	421.20
08/12/16	299523	GLOBAL EQUIPMENT CO., INC.	2,370.74
08/12/16	299524	GOLDEN, ALICE	70.00
08/12/16	299525	GORDON WATER SYSTEMS	75.50
08/12/16	299526	GRAHAM FORESTRY SERVICE, INC.	1,104.00
08/12/16	299527	GRAND ELK RAILROAD	558.07
08/12/16	299528	GRIFFIN, KAIJA	100.00
08/12/16	299529	HAGBERG, BETTY	75.00
08/12/16	299530	HARTMAN, CHARLES	94.00
08/12/16	299531	HILTON PHILADELPHIA PENN'S LANDING	826.98
08/12/16	299532	HOFFMAN BROTHERS, INC.	66,997.77
08/12/16	299533	HOGNACHI, DAVID	276.00
08/12/16	299534	HOLIDAY INN EXPRESS	410.65
08/12/16	299535	HOLMER, SKYE	250.00

08/12/16	299536	HOME DEPOT	1,262.12
08/12/16	299537	HOUSING RESOURCES, INC.	9,890.00
08/12/16	299538	HUDSON, MARK	50.00
08/12/16	299539	HUNT, HAROLD	100.00
08/12/16	299540	ISLANDER LLC	400.00
08/12/16	299541	J RETTENMAIER USA	300.00
08/12/16	299542	JASON KORTOKRAX	330.00
08/12/16	299543	KAL-BLUE REPROGRAPHICS	35.90
08/12/16	299544	KALAMAZOO COUNTY TREASURER	232.75
08/12/16	299545	KALAMAZOO FIRST ASSEMBLY OF GOD	100.00
08/12/16	299546	KALAMAZOO GAZETTE	45.60
08/12/16	299547	KALAMAZOO OIL COMPANY	107.71
08/12/16	299548	KAR LABORATORIES	80.00
08/12/16	299549	KENDALL AUTO REPAIR, INC.	336.76
08/12/16	299550	KENT COUNTY DPW	90.00
08/12/16	299551	KEYSTONE MANAGEMENT CONCEPTS	650.00
08/12/16	299552	KOVACH, JOEL	250.00
08/12/16	299553	KOZAR, MARIE	100.00
08/12/16	299554	KOZAR, MARIE	70.00
08/12/16	299555	KUIPER BROTHERS MOVING INC.	188.00
08/12/16	299556	KZOO TIRE COMPANY	187.00
08/12/16	299557	LAKE MICHIGAN MAILERS, INC.	49.00
08/12/16	299558	LAVERDURE, ROBERT	84.00
08/12/16	299559	LEWIS PAPER PLACE, INC.	1,105.00
08/12/16	299560	LEXISNEXIS RISK SOLUTIONS	150.00
08/12/16	299561	LIFELOC TECHNOLOGIES, INC.	407.77
08/12/16	299562	LITTLE, HEATHER	50.00
08/12/16	299563	LOCEY SWIM POOL CO.	26.50
08/12/16	299564	LORD OF LIFE LUTHERAN CHURCH	100.00
08/12/16	299565	M M R M A	242,485.00
08/12/16	299566	MAHYNKSE, MIKE	110.00
08/12/16	299567	MAPLE HILL SPRINKLING, INC.	249.00
08/12/16	299568	MATYAS, PAUL	100.00
08/12/16	299569	MAXWELL NEWSOME	210.00
08/12/16	299570	MCCULLIN, LARRY W.	210.00
08/12/16	299571	MCDONALD'S TOWING & RESCUE, INC.	108.00
08/12/16	299572	MCNALLY ELEVATOR CO.	367.49
08/12/16	299573	MEDILODGE OF PORTAGE	35.00
08/12/16	299574	MERCANTILE BANK OF MICHIGAN	3,158.69
08/12/16	299575	MICH MUNICIPAL POLICE & FIRE REPAIR	325.00
08/12/16	299576	MICH STATE POLICE TRAINING DIVISION	300.00
08/12/16	299577	MICHIGAN MUNICIPAL LEAGUE	106.00
08/12/16	299578	MIDWEST ENERGY COOPERATIVE	279.24
08/12/16	299579	MLIVE MEDIA GROUP	159.41
08/12/16	299580	MLIVE MEDIA GROUP	20.37

08/12/16	299581	MONKS, SANDRA	300.00
08/12/16	299582	MONKS, SANDRA	65.00
08/12/16	299583	MOORE, LARRY	371.00
08/12/16	299584	MURPHY, BERT	200.00
08/12/16	299585	OFFICE DEPOT, INC.	946.49
08/12/16	299588	PADDY, BALA	100.00
08/12/16	299589	PARIS CLEANERS	1,274.55
08/12/16	299590	PATESEL, TERRY	305.50
08/12/16	299591	PATHFINDER CHURCH	100.00
08/12/16	299592	PEDAL BICYCLES	113.34
08/12/16	299593	PEERLESS-MIDWEST, INC.	5,410.00
08/12/16	299594	PET VET FAMILY PET CARE CENTER	99.00
08/12/16	299595	PETERSON, KEITH	100.00
08/12/16	299596	PHILADELPHIA CORPORATION FOR AGING	180.00
08/12/16	299597	PHILLIPS, KIMBERLY	209.20
08/12/16	299598	PHOENIX DISTRIBUTORS	7,400.00
08/12/16	299599	PORTAGE CHAPEL HILL UMC	100.00
08/12/16	299600	POST COMMUNITY CREDIT UNION	7,620.41
08/12/16	299601	PRINCE OF PEACE LUTHERAN CHURCH	100.00
08/12/16	299602	PULVER CONSTRUCTION	115.00
08/12/16	299603	RATHCO SAFETY SUPPLY, INC.	8,177.74
08/12/16	299604	REAL ADVANTAGE	153.75
08/12/16	299605	REECE, DIANE	50.00
08/12/16	299606	RESCUE TECHNOLOGY	3,295.00
08/12/16	299607	RIETH-RILEY CONSTRUCTION CO., INC	420,660.79
08/12/16	299608	RON VEGH CONSTRUCTION	100.00
08/12/16	299609	RTC AGILITY TEST	100.00
08/12/16	299610	RUNIA, KATHERINE	70.00
08/12/16	299611	RYSKAMP, HENRY S & LUTZ, CHERI	100.00
08/12/16	299612	SANDERSON DEHAAN IRRIGATION	70.68
08/12/16	299613	SCHUYLER, SLONE	100.00
08/12/16	299614	SCOTT, JANICE	2,030.10
08/12/16	299615	SHELBURNE, LAURIE	151.67
08/12/16	299616	SOS TECHNOLOGIES	583.20
08/12/16	299617	ST. CATHERINE OF SIENA CHURCH	100.00
08/12/16	299618	STALKER RADAR	1,819.00
08/12/16	299619	STATE OF MICH - STATE POLICE	390.00
08/12/16	299620	STATE OF MICHIGAN (DEPT LABOR)	300.00
08/12/16	299621	STATE OF MICHIGAN (DOT)	122,892.42
08/12/16	299622	STATE SYSTEMS RADIO, INC	4,272.25
08/12/16	299623	STEENSMA LAWN & POWER EQUIPMENT	563.21
08/12/16	299624	STONEGATE MANAGEMENT, INC.	100.00
08/12/16	299625	THE BRIDGE	100.00
08/12/16	299626	THIN BLUE LINE POLICE SUPPLY	67.50
08/12/16	299627	THOMAS, DAVID S & JUDITH E	240.00

08/12/16	299628	THOMPSON, DEBRA		100.00
08/12/16	299629	TODD ARBANAS ENTERPRISES INC.		2,850.00
08/12/16	299630	TRACY TIME SYSTEMS		105.00
08/12/16	299631	U S POSTMASTER		6,500.00
08/12/16	299632	UNITED PARCEL SERVICE		16.62
08/12/16	299633	USA TODAY		20.29
08/12/16	299634	VARTEC, LLC		3,884.00
08/12/16	299635	VELD, ANN		70.00
08/12/16	299636	VERIZON WIRELESS SERVICES, LLC		2,036.32
08/12/16	299637	WASHCO, LLC		600.00
08/12/16	299638	WATKINS, GREG		198.00
08/12/16	299639	WATSON, SARAH		110.00
08/12/16	299640	WEISSERT, CATHY		89.10
08/12/16	299641	WEST MICHIGAN OFFICE INTERIORS		4,379.00
08/12/16	299642	WESTERN MICHIGAN UNIVERSITY		2,400.00
08/12/16	299643	WILSON, CONNIE		100.00
08/12/16	299644	WINTHER, BETTY		75.00
08/12/16	299645	WRAPS N SIGNS		138.00
08/12/16	299646	XEROX CORPORATION		1,564.93
08/12/16	299647	Y W C A, INC		5,565.00
08/12/16	299648	YEO & YEO		4,500.00
08/12/16	299649	ZERO WASTE USA, INC.		450.70
		SUBTOTAL:	**181 CHECKS**	**1,502,468.05**
08/05/16	3557	AUTO-PAY PAYMENT		3,995.83
08/10/16	3579	AUTO-PAY PAYMENT		15,369.73
08/11/16	3581	AUTO-PAY PAYMENT		1,145.75
08/12/16	3602	AUTO-PAY PAYMENT		23,521.35
		SUBTOTAL:	**4 CHECKS**	**44,032.66**
		GRAND TOTAL:	**248 CHECKS**	**2,085,552.14**

** (A) DENOTES ACH PAYMENTS

TO: Honorable Mayor and City Council

FROM: Rob Boulis, Deputy 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:

a. adopt Resolution No. 4-16, approving the Industrial Facilities Exemption Certificates for Pfizer, Incorporated (Pharmacia & Upjohn Company, LLC); and

b. approve the tax abatement agreement and affidavit between the City of Portage and Pfizer, Incorporated (Pharmacia & Upjohn Company, LLC).

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 real property tax abatement. On August 9, 2016, City Council approved Resolution #2-16 to create IDD No. 91. At this meeting, Council was also provided a preliminary analysis of the tax abatement application package, a review of the approval process, as well as the environmental analysis, project impact and property tax issues associated with the application.

As indicated in the application, Pfizer plans to construct two significant projects over the next two-year period and several additional projects over the near term future within the finished product operations on the north end of the manufacturing campus located at 7171 Portage Road. In particular, 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 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). The warehouse addition will provide new cold storage warehouse capacity and allow manufacturing operations within the existing building to be expanded, whereas the A.O.V. Work Center will produce specialized vial medicines, which require a highly sterile environment. As a result of the projects, Pfizer will maintain 52 full-time equivalent employees and will add an additional 15 jobs within two years of project completion. The average annual salary of the existing and new employees is $65,000.

The application is consistent with the adopted industrial tax abatement policy, and the significant investment being made with these two projects is acknowledged by the City Administration, which includes both building and site improvements. To facilitate these important manufacturing projects, approval of the tax abatement is recommended. In addition to approval of the industrial facilities exemption certificates, approval of the Affidavit with Regard to Fees and the Tax Abatement Agreement for a twelve-year real period is also recommended.

FUNDING: Not Applicable

Attachments:

1. Resolution #4-16
2. Affidavit with Regard to Fees
3. Tax Abatement Agreement

CITY OF PORTAGE, MICHIGAN
RESOLUTION NO. 4-16

APPROVING THE APPLICATION OF
PHARMACIA & UPJOHN COMPANY, LLC
INDUSTRIAL FACILITIES EXEMPTION CERTIFICATES
FOR THE FACILITY IN PORTAGE INDUSTRIAL DEVELOPMENT
DISTRICT NO. 91

Minutes of a regular meeting of the City Council of the City of Portage, Michigan held on the day of ______________________________, 2016 at 7:30 p.m., local time at 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., after a duly noticed public hearing held on the ______ day of ____________________, 2016, this Council by resolution, established Portage Industrial Development District No. 91 as requested by PHARMACIA & UPJOHN COMPANY, LLC, sole owner of the property therein described; and;

WHEREAS, by resolution adopted _________________________, 2016, the City Council accepted the application of PHARMACIA & UPJOHN COMPANY, LLC for two Industrial Facilities Exemption Certificates for a new facility being 1) Building 41 Warehouse and 2) Building #41 AOV Work Center in the Portage Industrial Development District No. 91, and directed the City Clerk to notify the City Assessor and the legislative body of each taxing unit which levies ad valorem taxes on the property located within said Industrial Development District No. 91, that the application for the Facilities Exemption Certificates would be considered at a meeting of the City Council on _________________________, 2016, and that an opportunity to be heard would be provided to the Assessor and to a representative of each of the bodies so notified; and

WHEREAS, during a regular meeting of the City Council held ________________________, 2016, the applicant, the Assessor and representative of the affected taxing units were afforded an opportunity to be heard:

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. That this City Council finds:

   (a) That the construction of the facility had not begun earlier than six (6) months before ______________________________, the date of acceptance of the application for the Industrial Facilities Exemption Certificates;

   (b) That the application relates to a program which when completed will constitute a new facility within the meaning of 1974 PA 198 and will be situated in Portage Industrial Development District No. 91 (PHARMACIA & UPJOHN COMPANY, LLC) established in Portage on _____________________________, by resolution of the City Council;

   (c) That completion of facility is calculated to, and will at the time of issuance of the certificates, have the reasonable likelihood to create employment, retain employment, or prevent a loss of employment in the City of Portage.

   (d) That the application applies to a new facility;

   (e) That the aggregate SEV of real exempt from ad valorem taxes within the City of Portage, after granting this certificates, will be _____ percent of an amount equal to the sum of SEV of the City plus the SEV of real property thus exempted; however, the City Council specifically finds that the granting of the exemption applied for will not substantially impede the operation of, or impair the financial soundness of, any unit of local government.

That the application of PHARMACIA & UPJOHN COMPANY, LLC for the Industrial Facilities Exemption Certificates with regard to the construction of a new facility located in Portage Industrial Development District No. 91 (PHARMACIA & UPJOHN COMPANY, LLC) be and is hereby approved for a period of ___ years for the building (real property) with an ending date of ________, and is conditioned upon execution of an agreement between PHARMACIA & UPJOHN COMPANY, LLC and the City. PHARMACIA & UPJOHN COMPANY, LLC may, within the final year in which the certificates are effective, apply for another certificate. If the City disapproves of said application, there is no right of appeal of that decision.

2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby 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, Michigan 49002

Approved as to Form:
Date: 8/12/16
By: ____________
City Attorney

Z:\JODY\PORTAGE\INDUSTRIAL\PHARMACIA & UPJOHN NO. 91\RESOLUTION #4.072816.DOCX

AFFIDAVIT WITH REGARD TO FEES
OF 198 APPLICATION FOR
INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE NO. 91

STATE OF MICHIGAN)
)ss.
COUNTY OF KALAMAZOO)

NOW COME Affiants, James R. Hudson and Robert J. Betzig, and state as follows:

1. James R. Hudson is the City Clerk and an official for the City of Portage.

2. Robert J Betzig is the Site Leader of the applicant, Pharmacia & Upjohn Company, LLC, who is the applicant for an industrial facilities exemption certificate.

3. Affiants are aware of the following provision, being Section 5(3) of Act No. 198 of the Public Acts of 1974:

   The local government unit may charge the applicant an application fee to process an application for an industrial facilities exemption certificate. The application fee shall not exceed the actual cost incurred by the local government or unit in processing the application or 2% of the total property taxes stated under this Act for the term that the industrial facilities exemption certificate is in effect, whichever is less. A local government unit shall not charge an applicant any other fee under this Act.

4. Affiants state that no payment of any kind in excess of the fee allowed by the above provision of Act 198 as amended has been made or promised in exchange for favorable consideration of an exemption certificate application.

5. Affiants realize that any fee, payment in lieu of taxes, donations, or any other such payments as a condition precedent to approving industrial facilities exemption certificates would be contrary to the legislative intent of Act 198.

6. Each affiant has the authority to make this affidavit on behalf of the entity he or she represents.

CITY OF PORTAGE, a Michigan Municipal Corporation

Date: ________________, 2016

By ______________________________
JAMES R. HUDSON
Its City Clerk

Subscribed and sworn to before me this ____ day of ___________, 2016.

____
Notary Public
Kalamazoo County, Michigan
My commission expires ______________
Acting in Kalamazoo County, Michigan

Pharmacia & Upjohn Company, LLC
a Delaware Corporation

Date: 25 July, 2016

By Robert J. Betzig
ROBERT J. BETZIG
Its Site Leader

Subscribed and sworn to before me this 25th day of July, 2016.

Kim K. Olson
Notary Public, KIM K. OLSON
Kalamazoo County, Michigan
My commission expires 18 October 2016
Acting in Kalamazoo County, Michigan

TAX ABATEMENT AGREEMENT

This Agreement is made between THE CITY OF PORTAGE, a Michigan Municipal Corporation, of 7900 South Westnedge Avenue, Portage, Michigan 49002, hereinafter referred to as "CITY", and Pharmacia & Upjohn Company, LLC, a Delaware Corporation, of 7171 Portage Road, Portage, Michigan 49001, hereinafter referred to as "APPLICANT."

THE PARTIES AGREE AS FOLLOWS:

1. The CITY has established an industrial development district #91 in which the APPLICANT proposes to locate a facility in the City of Portage, County of Kalamazoo, State of Michigan and which is described as follows:

See Exhibit "A"

2. The APPLICANT has filed an application (which is incorporated herein by reference) with the CITY requesting two industrial facilities exemption certificates, (hereinafter "Certificate"), for real property and building improvements located at 7171 Portage Road, Portage, Michigan, within Industrial Development District #91.

3. The APPLICANT has represented that the application relates to a new or replacement facility within the meaning of Public Act 198 of 1974, MCLA 207.551, et seq., being (1) Building #41 Warehouse and (2) Building #41 AOV Work Center.

4. The term of the certificate granted by the CITY shall be twelve (12) years for real property (building)]. This agreement shall remain in force as to each certificate granted for the term of said certificate.

5. The APPLICANT has represented to the CITY that granting of the certificate will enable the facility to be completed, which will have the reasonable likelihood to create employment, retain employment, and prevent a loss of employment within the CITY.

6. The APPLICANT agrees to maintain at least 52 existing employees and hire at least 15 new employees during the term of the certificate. Failure to hire and maintain these positions shall be considered a material breach of this Agreement unless APPLICANT can show by clear and convincing evidence that the breach was caused by unfavorable economic business conditions, loss of business, or some other reason beyond the control of APPLICANT.

7. The APPLICANT agrees to maintain the facility for the entire period of the Certificate within the CITY and not to move or relocate the facility, business, or any portion of either outside the industrial development district without first obtaining the permission of the CITY. If APPLICANT relocates the facility, business, or any portion of either outside of the industrial development district during the period in which the industrial facilities exemption certificate is in effect, the APPLICANT is liable to the CITY for an amount equal to the difference between the industrial facilities tax to be paid by the owner or lessee of that facility for that facility for the tax years remaining under the industrial facilities exemption certificate that is in effect and the general ad valorem property tax that the Applicant would have paid if the Applicant did not have an industrial facilities exemption certificate in effect for those years. [The payment provided in this section shall be distributed in the same manner as the industrial facilities tax is distributed.

8. The APPLICANT agrees that during the term of the certificate, all CITY taxes shall be timely paid. Further, APPLICANT agrees that by accepting the benefits of the tax abatement, it waives appeal of real property tax assessments concerning property which is the subject of the certificate. Appeal of the real property taxes which is the subject of the certificate during the term of the certificate shall result in revocation of the certificate and/or termination of the district and APPLICANT shall repay to the CITY and all taxing authorities the amount of taxes that were abated by reason of the certificate.

9. The APPLICANT further agrees that during the term of the certificate, the APPLICANT shall be in full compliance with all applicable CITY codes.

10. The APPLICANT further agrees that during the term of the certificate, the APPLICANT shall not discriminate against any person on the basis of race, creed, color, sex, religious orientation, or other criteria not reasonably related to the job and will comply with the City of Portage Non-Discrimination Ordinance and state and federal statutes pertaining to civil rights and non-discrimination.

11. The APPLICANT further agrees to submit an annual project performance report to the CITY, addressed to City Council, provided under oath, setting forth the progress in attaining and maintaining the requirements of this Agreement and the provisions of the certificate application. Such reports shall be furnished in duplicate on or before July 1 of each year and shall contain, at minimum, the following:

(a) The number of new jobs promised in the certificate and the actual number of new jobs created.

(b) The number of employees at the time of the application and the current number of employees.

(c) The average and actual annual salary of new jobs created.

(d) If projection for creation or retention of jobs was not reached, give explanation. If the projection for average and actual salary of new jobs create was not reached, give explanation.

(e) The estimated project cost given in the application and the actual project cost.

(f) If actual project costs differ substantially from projected cost, give explanation.

12. The APPLICANT agrees that if employment has not been retained or reached as represented, the construction and/or expansion project has not been completed or expenditures made as described in the Application, or if APPLICANT fails to fulfill any other provision of this Agreement as well as the provisions of Act 198 of 1974, the CITY shall have the right to reduce the term or revoke the certificate and APPLICANT shall repay to the CITY and all taxing authorities the amount of taxes that were abated by

reason of the certificate plus all accrued interest, penalties and administrative fees applicable to said tax exemptions in the amount as would be collected if the same were considered delinquent. Any payments due under this paragraph may be collected by either court proceedings or by adding to the next taxes due against the APPLICANT'=S property on the next tax roll of the CITY.

13. After the certificate is issued, the CITY agrees to maintain the same in full force and effect during the term of the certificate, subject to any regulations and requirements of state law, and subject to any breach of the provisions of this agreement by APPLICANT.

14. The parties agree that the CITY, in approving the tax abatement, has relied on the actions, representations and promises (including the Application) of the APPLICANT. Default of any of the provisions of this Agreement may be enforced in law or equity. The parties agree that exclusive jurisdiction to resolve any disputes on this contract shall be Kalamazoo County, Michigan.

15. If the various sections and provisions of this Agreement shall be deemed to be declared by any court of competent jurisdiction to be unconstitutional or invalid, the same shall not affect the validity of the Agreement as a whole or any section or provision hereof other than the section or provision so declared to be unconstitutional or invalid.

16. The benefits herein shall accrue to and the obligations hereof shall bind the successors, assignees, and transferees of the APPLICANT.

17. The APPLICANT further agrees that should ownership of the business and/or facility for which the Public Act 198 exemption certificate is issued be changed in the future, thereby requiring a hearing in front of the City of Portage Council under state law, that the transferee or new owner shall abide by all the terms and conditions of this Agreement, and that APPLICANT will communicate all terms and conditions of this Agreement to the transferee or new owner and assist the City in obtaining the signature of the authorized agent of the transferee or new owner on this Agreement or an identically worded Agreement.

By signatures of representatives of both the APPLICANT and the CITY below, it is understood that both the APPLICANT's investment in the project and the CITY's investment through the granting of a certificate is to encourage economic growth. It is also acknowledged that certain economic conditions can, at times, prohibit the maintenance of the APPLICANT's targeted status. It is understood that if such conditions exist at the time of the designated APPLICANT reports, the governing body of the CITY will carefully evaluate the APPLICANT's situation, and will inform the APPLICANT if any action is considered in order to give the APPLICANT an opportunity for correction.

Dated: 25 July, 2016

WITNESSED:

Robert J. Betzig

By: Robert J. Betzig

Its: Pfizer Kalamazoo Site Leader

3

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

On this 25th day of July, 2016 before me personally came the above named Robert J. Betzig, as Kalamazoo Site Leader and on behalf of Pfizer, who acknowledges that he has read the foregoing Tax Abatement Agreement by him subscribed and knows the contents thereof, and that he has the authority of said corporation to execute this Agreement, and acknowledges that he executed the same as his free act and deed.

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

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF:

____

____

CITY OF PORTAGE, a Michigan Municipal Corporation

By: ______________________
PETER J. STRAZDAS
Its: Mayor

By: ______________________
JAMES R. HUDSON
Its: Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

On this __________ day of ______________________, 2016 before me personally came the above named Peter J. Strazdas and James R. Hudson, to me personally known, who being duly sworn, did and each for himself say that they are respectively the Mayor and Clerk of the municipal corporation named in and who executed the within instrument and that said instrument was signed on behalf of said corporation by authority of its City Council; and said Peter J. Strazdas and James R. Hudson acknowledge said instrument to be the free act and deed of said municipal corporation.

______________________, Notary Public
Kalamazoo County, Michigan
My Commission Expires: ______________

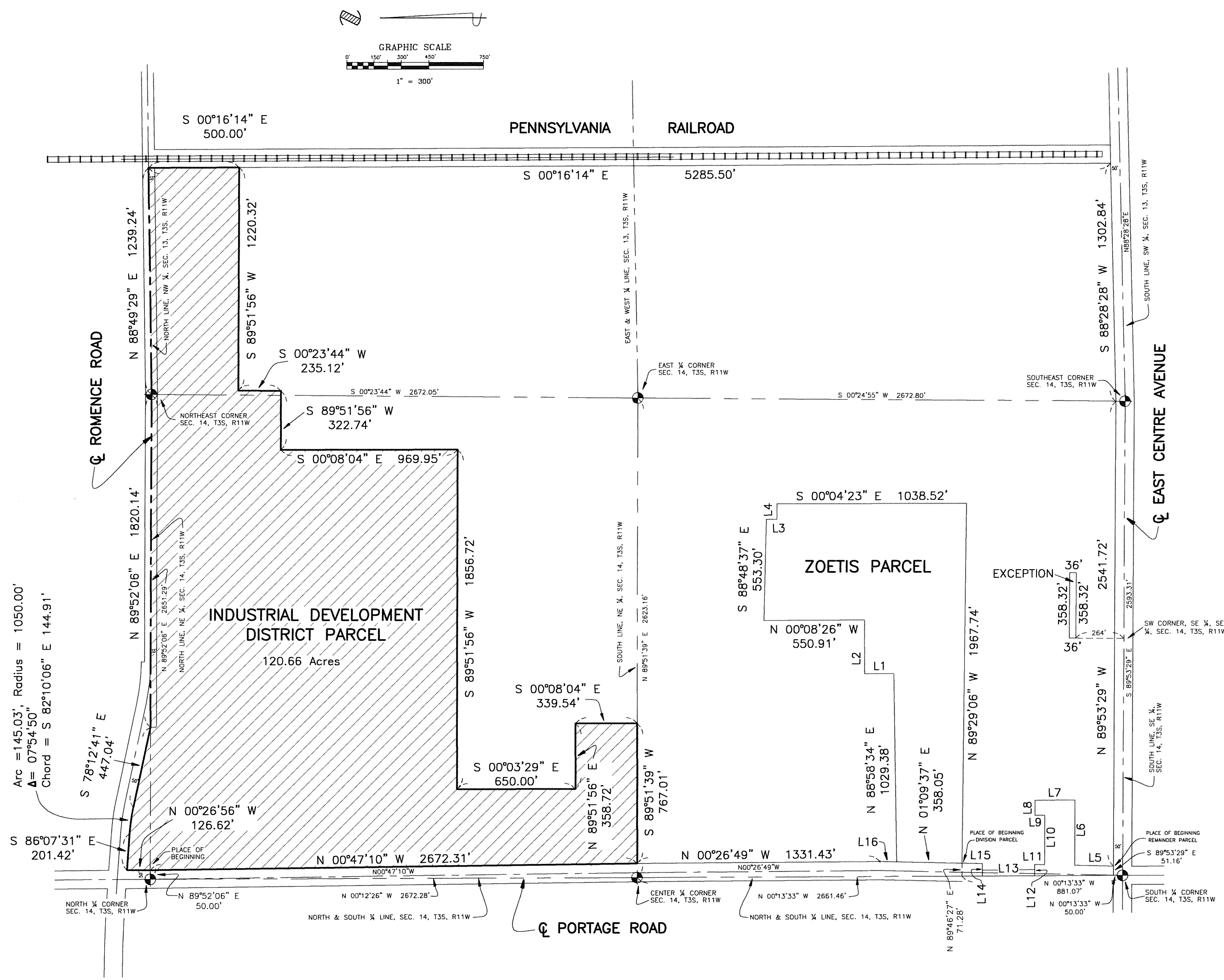
Prepared by:
Randall L. Brown
Portage City Attorney
1662 East Centre Avenue
Portage, Michigan 49002

Approved as to Form:
Date: 8/10/2016
By: ______________________
City Attorney

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.



LINE TABLE		
LINE	BEARING – DISTANCE	
L1	N 00°12'30" W	162.07'
L2	N 89°44'06" E	293.55'
L3	S 00°04'23" E	58.50'
L4	N 89°55'37" E	85.00'
L5	N 01°09'37" E	214.03'
L6	S 89°53'29" E	356.16'
L7	N 00°13'33" W	220.00'
L8	N 89°53'29" W	82.50'

LINE TABLE		
LINE	BEARING – DISTANCE	
L9	S 00°13'33" E	55.00'
L10	N 89°53'29" W	269.67'
L11	N 01°09'37" E	55.01'
L12	N 89°53'29" W	61.66'
L13	N 00°13'33" W	286.00'
L14	S 89°53'29" E	68.58'
L15	N 01°09'37" E	111.50'
L16	N 01°09'37" E	90.93'

PARCEL DESCRIPTION FOR INDUSTRIAL DEVELOPMENT DISTRICT

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.

DATE	REVISION

INDUSTRIAL DEVELOPMENT DISTRICT MAP
PFIZER, INC
PROPERTY IN THE SE ¼, SEC 11, NW & SW ¼, SEC. 13, NE & SE ¼, SEC. 14, T 3 S, R 11 W, CITY OF PORTAGE

I.W.M. ENGINEERING & SURVEYING
Ingersoll, Watson & McMachen, Inc.
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS
1133 East Milham Road * Portage Michigan 49002 * Area 269-344-6165 * Fax 269-344-0555

DATE 7/20/2016
JOB No. 36060
SHEET No. 1

TO: Honorable Mayor and City Council

FROM: Rob Boulis, Deputy City Manager

SUBJECT: July Environmental Summary Report

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

ACTION RECOMMENDED: Information Only

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

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

FUNDING: N/A

Attachments: 1. July Environmental Summary Report

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

Project/Activity	**Description**	**Status**
Portage City Landfill	Ongoing groundwater monitoring of former municipal landfill.	-Beginning in 1991, South Westnedge Park (landfill) has been monitored for on-site and off-site contamination. On July 23, 2013, City Council approved a three-year contract with American Hydrogeologic Corporation (AHC) to perform annual groundwater sampling. The site groundwater data will continue to be monitored to confirm continuation of the natural attenuation process. General groundwater quality continues to improve, but site will require monitoring for the foreseeable future. Initial groundwater and methane results indicate no off-site impact. AHC currently compiling MDEQ sampling requirement costs necessary for closure at the former landfill site. Weekly methane sampling is continuing on-site to collect base line data. AHC is completing the installation of private methane detection devices at several adjacent properties. Soil boring installation was completed on May 28, 2014. Current methane readings have been below detection levels. The 2nd year of AHC's contract is underway with annual testing ongoing.
Site Inspection/Development Project Review	Review of existing business & industries and review of proposed business and industrial development projects for environmental protection purposes and/or building plans completed.	-Coordination with property owners and City or State agencies ongoing. -*Review of 6 site/building plan and/or plats completed in July 2016.*
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	-*Sanitary sewer hookup permits issued in July 2016*: *7 residential; 1 commercial.*
West Lake Management Program	Special assessment district designed to maintain/improve lake conditions. Special emphasis on weed control and non-point source pollution reduction.	-Five Year Lake Management Assessment District process was approved by City Council. The West Lake Improvement association has completed a five year plan for a new special assessment district. Special assessment process for 2015-2019 began on August 26, 2014. Resolution No. 5 completing the assessment was adopted October 21, 2014. Year-end report by the consultant is complete. The Association has selected to use Restorative Lake Sciences, LLC for consulting services 2015 weed

		treatment bids were received on February 24, 2015. City Council approved weed treatment contract with Professional Lake Management Company on April 10, 2015. Weed treatment was completed in June. The Association has elected to renew the contract with Restorative Lake Science for 2016. *Weed treatment is complete for 2016.*
Retention Basin Sampling Program (Groundwater Elevation)	Investigation regarding potential impact of retention basins on groundwater levels.	-Historical monitoring continues to show minor impacts at most basins. From 1993 through 2009 the monitoring program showed stable groundwater impacts due to storm water infiltration. Alternative road salt practices continue to be considered and evaluated. Bids were received for a new four year program on April 16, 2014. The low bidder, Nova Consultants, was awarded a four-year contract by City Council on April 29, 2014. Monitoring performed in October 2014 and July 2015. Monthly sampling at two retention basins continues. *Current findings show groundwater levels have risen approximately 6" over the 2015 levels.*
Wellhead Protection Program (WHPP)	Development of program to protect City well fields and surrounding area from contamination resulting from improper land use.	-Current Wellhead Protection was originally approved in 2001. Staff participated in a MDEQ Water Supply Emergency planning roundtable on June 10, 2013. Update of the program has been initiated as part of the Water Reliability Study in conjunction with Fishbeck, Thompson, Carr & Huber update work is complete. Final report preparation was submitted to the Michigan Department of Environmental Quality for review and approval. Letter of approval received from MDEQ on June 15, 2015. Program implementation is ongoing.
Leaf Compost Monitoring Program	Monitoring and analysis of groundwater at the new Oakland Drive Leaf Compost site.	- City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the new compost operation. Drilling was completed in October 2001 and first sampling cycle was completed in February 2002. Semi-annual sampling was performed from 2002 to 2008 in June and January. Sampling and analysis results continue to show negligible groundwater impacts from the leaf composting. Sampling schedule was reduced to annual sampling in 2009 with results showing continued minor impact on groundwater quality. Sampling completed in June 2015, with report submitted. No significant change in groundwater impacts. 2016 report under review.
National Pollution	Five year plan to implement the	-Received NPDES general permit on August 15, 2001. Renewal

Discharge Elimination System (NPDES) Permit Implementation	current NPDES stormwater permit.	Application submission was made to MDEQ on March 7, 2003. New permit received in 2004 mandates involvement in several county watershed groups. City staff completed the submission of a Storm Water Pollution Prevention Initiative (SWIPPI) as required by NPDES permit. New certificate of coverage permit was issued by MDEQ on September 30, 2009. New permit covers a 5 year timeframe with first work item (updating the Public Participation Plan) completed December 11, 2009. Received a notice from MDEQ rescinding the 2008 permit due to a recent court case ruling. MDEQ reinstated the 2003 permit for implementation. Information on new permit requirement was received in February 2011. MDEQ expected to issue new permit in 2014. MDEQ scheduled an audit of the program on July 12, 2012. Audit completed with satisfactory results. City website updated in February to provide education of Illicit Storm Water Discharge. Program implementation is ongoing. Annual 2012-13 report was submitted on December 24, 2013. Comments received back have been reviewed by staff and response submitted to MDEQ. MDEQ concurred with city staff response. New permit application process announced in November 2014. New permit application was submitted in March 2015. Semi-annual report submitted to MDEQ on December 21, 2015. Implementation is ongoing.
National Pollution Discharge Elimination System (NPDES) Permit Implementation	Kalamazoo River Mainstream Watershed Management Plan	- Proposals for completing the watershed plan were received by Kalamazoo County on September 15, 2005 and a contract awarded to Kieser & Associates in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. Public participation plan update submitted to MDEQ on November 24, 2009. Kalamazoo River Watershed council completed a watershed update in November, 2011. No new developments.

	Portage River Watershed Management Plan	-Original proposals for a Watershed Management Plan were received by the Kalamazoo County Road Commission and a contract awarded to the Kalamazoo County Conservation Service in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. Interest has been raised by local conservation groups to update the Watershed Plan using grant funds. Grant application submitted by Kalamazoo and Calhoun County Conservation District to update the Watershed Plan in 2012. Grant for watershed update was awarded to Calhoun County Conversation District. A meeting was held on March 12, 2013 to discuss the designated uses of the Portage River/Little Portage Creek watershed, the total maximum daily load of E-coli from samples taken and a review of community ordinances and policies that help protect the Watershed. Meeting held on June 11, 2013 to discuss identified water quality problems in the watershed. Meeting held on December 11, 2013 to inform stakeholders of progress on data collection. Canoe trip inspection was held on September 13, 2014. No new developments.
	Plan to implement and maintain an Illicit Discharge Elimination Program (IDEP) Storm Sewer Outfall Testing.	-On February 19, 2002, City Council approved a new ordinance as required by the NPDES permit titled "Storm Water Illicit Discharges and Connections." Program implementation is ongoing. Continued outfall sampling is required by permit and will be budgeted accordingly. IDEP program was updated for submittal to MDEQ on June 25, 2010, and part of the SWIPPI. Completed an area-wide brochure to educate the public on Illicit Storm Water Discharges in conjunction with the Kalamazoo County Drain Commissioner. On April 29, 2014 City Council awarded a contract to Nova Consultants, Inc., to perform annual investigations of storm outfalls and investigate all outfalls on a four-year cycle. Investigations scheduled for 2014 were completed in July with summary report received. Report submitted to MDEQ as part of the annual report. *Follow-up reporting on IDEP procedures submitted on July 25, 2016.*
Garden Lane Arsenic Removal Facility	Native Prairie Restoration	Staff currently working with the Environmental Board on informative signs and long-term maintenance plans for the native planting landscape design in front of the Garden Lane Treatment Plant. New informational signs are complete and maintenance is ongoing. Native prairie burn completed in March 2016. Staff assisting the Environmental Board with

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

CITY OF PORTAGE

Environmental Board
7900 SOUTH WESTNEDGE AVENUE, PORTAGE, MI 49002

August 3, 2016

RECEIVED
AUG 03 2016
PORTAGE
CITY CLERK

The Honorable Mayor and City Council
City of Portage
City Hall
7900 S. Westnedge Ave.
Portage, MI 49002

Dear Mayor and Council:

As you are aware, the Environmental Board has been in conversation with residents about the City's deer population. Informal on-line surveys of residents and an estimate of deer numbers by a Kalamazoo Christian science class provided useful information. However, this information is not sufficient to make a recommendation on how to manage the City's deer herd. The Environmental Board requests $9800 for the following activities to further evaluate the City's deer population and its impact.

An aerial survey is needed to better define the size and location of the deer herd within the City. The survey will be done this coming winter. An aerial survey using a helicopter will cost roughly $6000 for 4 hours of flying time. A helicopter is preferred, as it would provide better visibility. We intend to coordinate our survey with the Kalamazoo Nature Center's survey which will reduce the cost.

Deer damage to the City's parks will be evaluated using assistance from the Kalamazoo Nature Center (KNC). A combination of exclosures (10 ft. x 10 ft. fenced areas that exclude deer) and transects will be used. Assessment of damage will be made visually for up to one year. KNC services will cost $2000 ($800 for consulting, $800 for helping with placement and evaluation of four exclosures, and $400 for four transects.) KNC has used this system to evaluate deer damage on their property for several years. Materials for each exclosure cost about $150. A Boy Scout would like to make and place the exclosures as part of an Eagle Scout project, so there will be no cost for this.

Finally, we want to do a survey of residents to get a better sense of how they view the deer population and its impact. So far we've mostly heard from those with a strong opinion. We propose doing a random survey with help from Dr. David Hartmann (WMU Department of Sociology), sending a letter with background information and a return postcard. The cost of postage and supplies would be about $1200. Dr. Hartmann has offered to assist at no cost.

Summary of estimated costs:

Aerial survey	4 hours @ $1500/hr	$ 6000
KNC staff support	see attached quote	2000
Explosures	4 exclosures @ $150 ea	600
Postcard survey		1200
		$ 9800

Once the information from these studies is available, the Environmental Board will prepare a report and present the results to City Council.

Please let the Board know if this is an acceptable way to address the ongoing deer population concerns. I'm planning to attend an upcoming City Council meeting to answer questions, and will be in contact to arrange this.

Sincerely,

Ruth Caputo

Ruth Caputo, Chair
Environmental Board

CC: Laurence Shaffer, City Manager
Mark Mills (DNR)
Sarah Reding (KNC)
David Hartmann (WMU)

Proposal for Consultation and Monitoring of Deer Populations
City of Portage
7/28/16

Kalamazoo Nature Center (KNC) has over 15 years of studying Deer Management issues and current research. Based on KNC experience, this proposal was created with a broad look at the best management practices and information to be gathered for good sound decisions. The staff is trained in monitoring with these two techniques listed below. Ryan Koziatek, Great Lakes Ecological Management Director, KNC Deer management coordinator, would be part of the consulting team and assist where need. Jen Tagett our Citizen Science Coordinator/Biologist would be conducting the monitoring.

The goals are to not negatively impact the deer herd but to gather information about population numbers, locations of the herds and determine the next steps in an ecological approach to Deer management.

Consulting on Deer Monitoring Program: $800
This would include: Goal development, exclosures location, protocols for monitoring, and documentation of all of information for future comparison and consistency of data collection in the future

Deer Exclosures Monitoring: (per exclosures, per yr.) $ 200
This includes establishment of baseline data and photos monitoring, (4- 8 exclosures)

<u>Recommended additions</u>: Based on current research and other professional groups in the state.

This gives you a more balanced view of herd location, population size, bud browse, impact on specific plant types.

Deer Transects: (per transect per yr.)
$ 100
Set-up, baseline data, monitoring (spring). (4-8 transects). Impacts and population of the deer herd. sapling damage to which plants and where.

The monitoring and transects would be conducted for two years. The budget above is based on a per year cost. We foresee the development of a volunteer group of Citizen Scientist who can be trained in the first two years to conduct additional years of monitoring

Helicopter Flyover: (Winter 2017) KNC already conducts an annual count of 5 square miles since 1999. We could partner with the helicopter time and staff counters time. We have experienced counters and experienced helicopter company to work with.

PORTAGE
A Natural Place to Move

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

Laurence Shaffer

SUBJECT: Request from the Environmental Board for funding to conduct a deer management assessment

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

ACTION RECOMMENDED: That the City Council instruct the City Administration to work with the Environmental Board to better define the proposed deer management study and associated funding request.

Please find attached correspondence from the Portage Environmental Board relative to a plan to assess and proposed deer management options to the City Council. Fundamentally, the proposal requests $9,800 to conduct, in unison with the Kalamazoo Nature Center, an aerial survey as well as a study using “exclosures” and a postcard survey. Note that I’ve suggested to Ms. Caputo that survey questions relative to deer management be incorporated into the city’s Community Survey, presumably to be conducted in 2017.

I recommend that the City Council instruct the City Administration to work with the Environmental Board more closely to fund the proposal and to incorporate a final proposal into the 2017-2018 FY City of Portage budget. Given that the 2016-2017 FY budget does not contain any funding for this activity it may make sense to go forward with the Western Michigan University Dr. Hartman survey and then look for opportunities through the city’s budget to fund the collaboration with the Kalamazoo Nature Center.

Ms. Caputo and members of the Environmental Board will be available at the meeting of August 23 to further discuss their proposal.

FUNDING: The Environmental Board request of $9,800.

Attachments: 1. August 3, 2016 Environmental Board Communication

BOARD OF EDUCATION
BOARD RETREAT, REGULAR BUSINESS MEETING AND SPECIAL MEETING

July 18, 2016

The retreat meeting of the Board of Education of the Portage Public Schools held on Monday, July 18, 2016, was called to order by President Van Antwerp at 4:00 p.m. in Conference Room 1 at the Administration Building, 8107 Mustang Drive.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp and Joanne Willson (departed at 5:30 p.m.)

Board Trustees Absent: None

Administration Members Present: Mark Bielang, Ron Herron, Mike Huber and Larry Killips

Others Present: Dr. Robin Largue and Dr. Karen Owen of Studer Education

RETREAT

Drs. Largue and Owen presented an overview of what Studer Education will be conducting with the District leaders to create a culture of excellence.

The meeting recessed at 6:10 p.m.

REGULAR BUSINESS MEETING

The regular business meeting of the Board of Education of the Portage Public Schools held on Monday, July 18, 2016, was called to order at 6:30 p.m. by President Van Antwerp in the Community Room at Central High School, 8135 S. Westnedge. He welcomed an audience of 17 people and all in attendance recited the Pledge of Allegiance.

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

Board Trustees Absent: Joanne Willson

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mr. Droppers, seconded by Mr. Snyder, that the Board of Education approve the agenda as revised, removing the Musical Instrument Purchase recommendation.

Motion carried unanimously.

REPORTS

Superintendent's Report. Superintendent Bielang informed the audience that the building Principals are interviewing new teachers to fill vacancies and a recommendation for new hires will come before the Board on August 15, 2016. He discussed a report on three evaluation instruments, Teacher, Administrator and Superintendent that will be brought to the Board for adoption. The Superintendent noted that the Kalamazoo Regional Educational Service Agency is attempting to schedule a meeting with the Michigan Association of School Boards trainers regarding the Superintendent's Evaluation tool. Superintendent Bielang reminded Board members of the following meetings: a Special Meeting with core team members on July 27, 2016, pertaining to the Bond; a Regular Business Meeting on August 15, 2016; and a Policy Governance Retreat on August 22, 2016. He revised the date NEOLA Operational Policies will be on the District web site from early August to the end of August.

Bond Update. Superintendent Bielang welcomed Mr. Ron Herron, Assistant Superintendent of Operations. Mr. Herron provided a brief update on the work being done on contracts and introduced Mr. Jesse Nelson, CPA, Principal, H.J. Umbaugh & Associates. Mr. Nelson shared a presentation about the sale of the School Building and Site Bonds and Refunding Bonds for the District. President Van Antwerp and Mrs. Karla Colestock, Director of Finance, thanked Mr. Nelson, Umbaugh & Associates, as well as Stifel, Nicolaus & Company, Inc. (Managing Underwriters) for assisting the District.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Dr. Shelton-Harris explained guidelines the Board uses for this portion of the meeting.

Mrs. Alison Seim, 2012 Ames Drive, a parent, shared concern with the District's transfer policy and a student transfer denial.

President Van Antwerp opened the floor to comments from fellow Board members.

Mr. Droppers acknowledged a Northern High School alumni, Mr. Andrew Evans, has qualified to compete in the 2016 Summer Olympics Games in Rio de Janeiro.

Mr. Snyder looks forward to the Owners Linkage Committee meeting scheduled for July 20, 2016.

President Van Antwerp reminded the audience that four seats on the Board will be up for election on November 8, 2016. The filing deadline for candidates is Tuesday, July 26, 2016, at 4:00 p.m. with the Portage City Clerk. President Van Antwerp also noted the Policy Committee plans to meet on July 20, 2016.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: The minutes of the June 27, 2016, Regular Business Meeting and Special Meeting and June 27, 2016, Closed Session Meeting.

There being no objections, motion carried unanimously.

ACTION ITEMS

Motion offered by Mrs. Novaria, seconded by Mr. Rathburn, that the Board of Education approve a one-year extension of the Custodial Services Contract with Grand Rapids Building Services (GRBS), Inc., for $1,811,484. These funds are budgeted and will come from the 2016/2017 General Fund budget, as presented.

Mr. Herron provided details on the recommended contract extension and responded to a Trustee question about billing.

Motion carried unanimously.

Motion offered by Mr. Snyder, seconded by Mr. Rathburn, that the Board of Education approve a construction contract to R.W.LaPine, Inc. of Kalamazoo, Michigan, for Data Center Heating/Ventilating/Air Conditioning upgrades, with a projected cost of $117,940, funds being drawn from the 2015 Bond Fund #1, as presented.

Mr. Dan Vomastek, Director of Information and Technology Systems, shared details on the recommendation and responded to Trustee questions about contingency plans.

Motion carried unanimously.

Motion offered by Mr. Rathburn, seconded by Mrs. Novaria, that the Board of Education approve the approves a construction contract to James E. Fulton and Sons of Paw Paw for paving improvements at Haverhill Elementary and Moorsbridge Elementary. A total project cost of $95,000 will come from the 2016/2017 Building and Site Sinking Fund, as presented.

Mr. Herron discussed the recommendation for paving improvements at Haverhill Elementary and Moorsbridge Elementary.

Motion carried unanimously.

DISCUSSION ITEMS

Operational Policy Revisions and Updates. Superintendent Bielang provided an overview of the proposed new, revised and replacement Operational Policies prepared and reviewed by NEOLA's legal counsel for statutory compliance and reviewed by appropriate District Administrators. The Superintendent requested Trustees contact his office with questions prior to approval at the August 15, 2016, meeting.

Recommended Student Chromebook Purchase. Mr. Vomastek shared background information on the recommendation to purchase 2,400 Chromebooks from CDWG (Chicago, IL) in an amount not to exceed $513,600, proceeds coming from the 2015 Bond Fund #1. Mr. Vomastek responded to Trustee questions pertaining to bandwidth and District capacity concerns.

ACTION ITEMS

Motion offered by Mr. Rathburn, seconded by Mr. Droppers, that the Board of Education move the recommendation to purchase 2,400 Chromebooks from CDWG (Chicago, IL) in an amount not to exceed $513,600, proceeds coming from the 2015 Bond Fund #1 to an action item.

Motion carried unanimously.

Motion offered by Mr. Rathburn, seconded by Mr. Droppers, that the Board of Education approve the recommendation to purchase 2,400 Chromebooks from CDWG (Chicago, IL) in an amount not to exceed $513,600, proceeds coming from the 2015 Bond Fund #1, as presented.

Motion carried unanimously.

CLOSED SESSION

Motion offered by Mrs. Novaria, seconded by Dr. Shelton-Harris, that the Board of Education move into closed session for the purpose of discussing Collective Bargaining Strategy [Section 8 (c) of the Open Meetings Act].

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

The Board moved into closed session at 7:11 p.m.

The Board returned to open session at 7:23 p.m.

REQUIRED APPROVAL ITEM

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

Motion carried unanimously.

There being no further business to come before the Board, the meeting was adjourned at 7:24 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

BOARD OF EDUCATION
SPECIAL MEETING

July 27, 2016

The special meeting of the Board of Education of the Portage Public Schools held on Wednesday, July 27, 2016, was called to order by President Van Antwerp at 1:32 p.m. in Conference Room 1 at the Administration Building, 8107 Mustang Drive.

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

Board Trustees Absent: Celeste Shelton-Harris

Administration Members Present: Mark Bielang, Brad Galin, Ron Herron, Michelle Karpinski and Larry Killips

Others Present: Mr. Bob McGraw, Principal In Charge; Mr. Rusti Owens, Site Designer, and Mr. Tom McKercher, Project Manager, from c2ae; Mr. Tom Stanek, Project Director; and Mr. Dan Rathburn, Project Manager; from Owen, Ames Kimball; Mr. Mike Baker, Project Manager; Mr. Steve Jelinek, Middle School Design Specialist; Mr. John Davids; Athletic Design Specialist; from Stantec; and Mr. Doug Phillips, Preconstruction Director, Walbridge; Mr. Tom Haroldson, Kalamazoo Gazette, and Mrs. Judi Santek

CLOSED SESSION

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

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

The Board moved into closed session at 1:34 p.m.

The Board returned to open session at 1:46 p.m.

REQUIRED APPROVAL ITEM

Motion offered by Mrs. Novaria, seconded by Mr. Rathburn, that the Board of Education ratify the 2016/2017 Contract with the Portage Association of Educational Office Personnel, as presented.

Motion carried unanimously.

COMMENTS OR COMMUNICATIONS

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

Mr. Snyder distributed minutes from the Owner Linkage Committee meeting held July 20, 2016.

DISCUSSION ITEM

Bond Updates. Superintendent Bielang and Mr. Ron Herron, Assistant Superintendent of Operations, introduced Mr. Bob McGraw, Principal In Charge, c2ae; Mr. Steve Jelinek, Middle School Design Specialist and Mr. John Davids; Athletic Design Specialist; from Stantec; and Mr. Tom Stanek, Project Director, from Owen, Ames Kimball. Mr. McGraw, Mr. Jelinek, Mr. Davids and Mr. Stanek provided a Bond Update presentation pertaining to the Northern and Central site development; the Northern Athletic Event Facility; the updated Middle School designs; the Central High Natatorium design and a project schedule update.

Superintendent Bielang distributed background information on additional Operational Policy Revisions: Policy 3220, Professional Staff Evaluation, and Policy 6144, Investments. Mr. Herron distributed background information on the recommendation for Architect, Construction Manager and Owners Representative Contracts. Both items will come before the Board at the August 15, 2016, Regular Business meeting.

There being no further business to come before the Board, the meeting was adjourned at 4:34 p.m.

Respectfully submitted,

Mark Bielang
Secretary Pro Tem

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting July 25, 2016

MEMBERS PRESENT:
John Byrnes, Jeffrey Bright, Chadwick Learned, Jay Eichstaedt, Alexander Philipp, Randall Schau and Michael Robbe.

MEMBERS EXCUSED:
Phillip Schaefer, Lowell Seyburn.

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

APPROVAL OF MINUTES: July 11, 2016 meeting minutes approved as submitted

NEW BUSINESS:

ZBA #16-3, David Riley, RAI AZO, LLC, 5825 and 5901 Willoughby Drive: Requesting a variance to erect three (3) 300 square-foot wall signs, where one (1) wall sign up to 100 square feet is permitted. Mr. Riley stated he did not intend the signs to serve a way finding purpose so much as be visible to people using the airport. Mr. Riley also stated the suggestion of three (3) 150 square feet signs was agreeable to him, should the board decide to grant the variance.

A public hearing was opened. No one spoke for or against the variance. The public hearing was closed.

Learned stated allowing three (3) 300 square-foot signs may set a bad precedent for future applicants. Eichstaedt stated he understood the intent of these large signs being "attention grabbers" for those traveling in/out of the Kalamazoo Airport, and that most citizens may not notice the signs due to the speed and height of the incoming aircraft. Schau inquired where staff came up with the suggested 150 square foot signs. Mais stated that would be the permissible area for a single wall sign on the applicant's building if it were located in a commercial zone. A motion was made by Eichstaedt, seconded by Byrnes, to grant a variance from Section 42-553(A)(2) to allow three (3) 150 square-foot wall signs, where one (1) wall sign up to 100 square feet is permitted, for the following reasons; there are exceptional circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district which include the location of the business, the limited number of possible locations for the business, and the right to advertise to customers; 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; Robbe – No; Byrnes – Yes; Phillip – Yes; Bright – Yes; Learned – No; Eichstaedt – Yes; Schau – Yes. Motion passed 5-2.

OTHER BUSINESS:

STATEMENT OF CITIZENS:

ADJOURNMENT:
There being no further business, the meeting was adjourned at 7:45pm.

Respectfully submitted,

Jeff Mais
Zoning & Codes Administrator

PLANNING COMMISSION

August 4, 2016

The City of Portage Planning Commission meeting of August 4, 2016 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. No citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services; Michael West, Senior City Planner; and Bryan Beach, Assistant City Attorney.

ROLL CALL:

Mr. Forth called the role: Bosch (yes) Schimmel (yes), Welch (yes), Stoffer (yes), Patterson (yes), Dargitz (yes), Shoup (yes) and Joshi (yes). A motion was offered by Commissioner Stoffer, seconded by Commissioner Dargitz, to approve the role excusing Commissioner Richmond. The motion was unanimously approved 8-0.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the July 21, 2016 meeting minutes contained in the agenda packet. A motion was made by Commissioner Dargitz, seconded by Commissioner Bosch, to approve the minutes as submitted. The motion was unanimously approved 8-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARINGS:

1. Preliminary Report: Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations. Mr. Forth reviewed the staff report dated July 29, 2016 and summarized the various ordinance sections proposed for amendment. Commissioner Stoffer asked about the proposed increase from 50 to 100 parking spaces in Section 43-520.N.3 in conjunction with the proposed increase in Section 42-520.N.1 from 10% to 25%. Mr. Forth discussed the rationale for the increase and the original intent of the ordinance sections to address larger developments. Mr. Forth indicated the change was intended to avoid unnecessary delays to the applicant in the site plan review process. Commissioner Dargitz asked for clarification regarding the proposed change to Section 42-520.I that would allow for administrative determination of parking requirements for uses not specifically mentioned in the Zoning Code and also asked whether maintenance standards referenced under Section 42-521.I could be applied to private roads such as MLK Drive. Mr. Forth stated the proposed change to Section 42-520.I was again intended to avoid any unnecessary delay in the site plan review process for a use that could otherwise be administratively approved. In regard to Section 42-521.I, Mr. Forth indicated the maintenance standards would apply to any maneuvering lane or drive that is associated with an off-street parking lot and that independent, private roads would not be specifically addressed under this section.

Commissioner Dargitz stated she likes the addition of Section 42-521.L. Commissioner Schoup agreed, however, asked whether the provisions of this section should be required at larger development projects (e.g. electric car charging stations at Crossroads Mall, Meijer, etc.). Commissioner Stoffer asked for clarification regarding the data contained in the table on page 7 of the staff report and also examples of specific restaurants to compare minimum required parking vs. actual parking provided for the use. Mr. Forth attempted to clarify the data in the table on page 7 of the staff report and also provided examples of minimum required parking compared to actual parking provided for Latitude 42 on Portage Road and Texas Roadhouse on South Westnedge Avenue.

The public hearing was opened by Chairman Welch. No citizens spoke regarding the proposed changes to off-street parking and loading/unloading regulations. A motion was then made by Commissioner Bosch, seconded by Commissioner Dargitz, to adjourn the public hearing for Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations, to the August 18, 2016 meeting. The motion was unanimously approved 8-0. Chairman Welch discussed the previous reviews of this ordinance amendment and asked that the Commission, when possible, provide questions or comments to staff at the earlier workshop meetings or at least prior to the public hearing to allow sufficient time for staff to research and provide responses in an effort to expedite the process.

NEW BUSINESS:

1. Historic District Modification, 8009 Cox's Drive. Mr. West summarized the staff report dated July 29, 2016 regarding a request pending before the Historic District Commission from Michael Kasten (Kasten Investments LLC), owner of the property located at 8009 Cox's Drive, to demolish the former District #6 Schoolhouse building. Mr. West also summarized the findings of the preliminary report prepared by the Historic District Study Committee and the recommendation to deny the demolition request. Mr. West stated the former District #6 Schoolhouse building was the only historic and significant structure on the property and demolition of the building would nullify the property's historic designation. Mr. West indicated the structure is the only surviving 2-room schoolhouse in Portage and while the interior of the building was converted to office use in the 1980s, the exterior of the structure remains essentially the same since its construction in 1927. Mr. West stated that staff was recommending denial of the demolition request based on the findings contained in the Historic District Study Committee preliminary report dated July 14, 2016.

Commissioner Patterson referred the Commission to the three state law criteria contained on page 5 of the Historic District Study Committee preliminary report that need to be satisfied in order to remove a property from the historic register. Commissioner Dargitz asked whether the Planning Commission needed to follow these specific criteria or whether individual opinions could be provided. Mr. West and Mr. Forth responded stating that individual opinions could be offered as part of the review and discussion, however, any recommendation would need to include five affirmative votes of the Commission and should be based on information pertinent to the request. A motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to recommend that the Historic District Modification involving 8009 Cox's Drive be denied based on the findings contained Historic District Committee preliminary report dated July 14, 2016. Prior to voting on the motion, additional Planning Commission discussion occurred.

Commissioner Stoffer discussed the industrial zoning and land use designation of the property and asked whether future decisions concerning historic structures should include a review of the immediate zoning/future land patterns. Commissioner Stoffer also stated that he thought the structure would be better suited in another area of the city such as Celery Flats. Mr. West indicated the former District #6 Schoolhouse has been located at the site since 1927 and has been used for office purposes since the 1980s. Mr. West stated that zoning decisions and land use designations could consider the location of historic structures but should not be based on an individual structure, but rather the nature and character of the surrounding area. Mr. West stated this area of the city has long been characterized by industrial and office land uses including vacant land owned by Pfizer. Mr. Forth indicated that office uses are also allowed in the industrial zoning districts. Mr. West stated that an alternative to relocate the former District #6 Schoolhouse was being evaluated by the city, as well as possible private parties. Commissioner Shoup stated the structure does not look like other historic structures located at in the City of Portage (Celery Flats area) or in the City of Kalamazoo (Henderson Castle). Commissioner Shoup also stated that he believes the building has lost some of its historical significance [criteria (2) in the preliminary report] and the owner should be allowed to demolish the structure. Commissioner Dargitz disagreed and stated the building contains unique architecture from the 1920s and preservation is important since so little of Portage's history still remains. Commissioner Stoffer stated he believes the structure should either be relocated to a more appropriate location with other historic structures, or the owner should be allowed to demolish the structure. Commissioners Patterson and Bosch stated that they believe the Commission is veering from their charge to provide a recommendation regarding whether or not to demolish the building, based on the criteria set forth by state law for removal of a property from the historic register. Commissioner Bosch stated that personal opinions are fine, however, these opinions and the discussion should be based on the criteria set forth by state law to evaluate these types of requests. Commissioner Joshi expressed concerns regarding continued deterioration of the structure if the request to demolish is denied and if an alternative to relocate the structure does not happen. Mr. West stated the interior condition of the building was just recently discovered by the city based on a request to have the Building Inspector and Fire Marshal perform an inspection for purposes of a possible new tenant for the building. Mr. Forth stated that Building Maintenance standards are applicable to this building, same as any other building, and will need to be addressed by the property owner if the request to demolish the structure is denied by City Council.

Following additional discussion and role call vote: Bosch (yes) Schimmel (yes), Welch (yes), Stoffer (yes), Patterson (yes), Dargitz (yes), Shoup (no) and Joshi (yes), the motion to recommend that the Historic District Modification involving 8009 Cox's Drive be denied based on the findings contained Historic District Committee preliminary report dated July 14, 2016 was approved 7-1.

<u>STATEMENT OF CITIZENS:</u>

None.

8:05 p.m.	-	The Commission took a short recess.
8:10 p.m.	-	The Commission reconvened the meeting in City Hall Conference Room No. 1

<u>OLD BUSINESS:</u>

1. <u>Community Impact Projects Grant Fund – additional discussion.</u> Mr. Forth referred the Commission to a supplemental August 4, 2016 staff report that discussed additional information and research prepared by staff and the City Attorney regarding a Community Enhancement/Neighborhood Improvement Grant Program proposed by Commissioner Dargitz. Mr. Forth summarized the additional information presented in the staff report, possible limitations and legal issues associated with a separately funded grant program and an alternative for Planning Commission consideration that would involve a CIP-funded project involving improvements on public property only. Mr. Forth stated this CIP project could act as a "placeholder" similar to the Local Street Calming Program and utilized when a project has been identified for funding. Mr. Forth indicated that projects could be submitted by any neighborhood resident or organization, evaluated and a recommendation for financing be provided to City Council. Mr. Forth stated the information prepared by Commissioner Dargitz could be incorporated into the CIP project profile that explains the program with a summary of the criteria used to evaluate each project for financing. Mr. Forth stated this information could also be used in outreach efforts undertaken in advance of the CIP on-line survey and CIP Open House held annually in September in order to ensure all residents of the city are aware of the program.

Chairman Welch stated the inherent constraints of a separately funded grant program along with legal concerns would seem to make the alternative suggested by staff a more viable option. Commissioner Dargitz stated she was not opposed to the alternative approach; however, was concerned with the limitation that projects could only be located on public property. Attorney Beach indicated that Michigan law prohibits the use of public funds for improvements on private property. Attorney Beach stated that he contacted the attorneys for the Cities of Novi and Holland, where similar grant programs have been created, and despite their legal advice, the programs were created. Attorney Beach indicated that since these grant programs involve a relatively small amount of money, the policy decision was made to accept any inherent risk with creating the program.

Commissioner Dargitz stated that any CIP based project would need to include active citizen participation in the planning, design and maintenance to ensure ownership is taken by the specific project. Commissioner Dargitz also stated that additional community outreach would need to occur early in the CIP project to inform and engage interested citizens, neighborhood and business groups. The Commission and staff next discussed issues associated with use of public dollars for improvements on private property, Michigan law, policy decisions made by City Council and risk management evaluation. Mr. Forth discussed other CIP projects that have been undertaken to accomplish similar community enhancement goals such as sidewalk/trail extensions, traffic calming, neighborhood lighting and way-finding signage within the City Centre Area and Lake Centre Business Area.

After additional discussion, the Commission agreed to pursue an alternative CIP-funded "placeholder" project for Community Enhancement/Neighborhood Improvement project and discuss at an upcoming meeting. Mr. Forth stated additional information would be provided to the Commission at an upcoming meeting regarding the details of a CIP "placeholder" project, along with additional outreach efforts that could be accomplished (Portager newsletter, city web site, on-line survey, etc.) prior to the September CIP Open House.

ADJOURNMENT:

Chairman Welch and Commissioner Bosch indicated they would not be present at the August 18, 2016 meeting.

There being no further business to come before the Commission, the meeting was adjourned at 8:50 p.m.

Respectfully submitted,

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

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TO: Honorable Mayor and City Council

FROM: Rob Boulis, Deputy City Manager

SUBJECT: Traffic Signal Improvements - South Westnedge Avenue / Kilgore Road and West Centre Avenue / Old Centre Road

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

ACTION RECOMMENDED: That City Council:

a. award a construction contract to the low bidder, Severance Electric, Incorporated, of Kalamazoo, Michigan in an amount not to exceed $611,272.53 for the installation of new traffic signals at the intersections of South Westnedge Avenue / Kilgore Road and West Centre Avenue / Old Centre Road,
b. approve a contract amendment with Abonmarche Consultants, Incorporated, in an amount not to exceed $21,000 for traffic signal construction administration

and authorize the City Manager to execute all documents related to the projects on behalf of the city.

The Fiscal year 2015-2016 Capital Improvement Program budget includes projects to replace and modernize the traffic signals at the intersections of South Westnedge Avenue / Kilgore Road and West Centre Avenue / Old Centre Road. The existing traffic signal assemblies at South Westnedge Avenue / Kilgore Road were installed in 1994 and are near the end of their effective life. The total estimated cost for the South Westnedge Avenue / Kilgore Road traffic signal total $415,271.20, which would be shared with the City of Kalamazoo. Based on the work to be conducted in each city, the City of Portage will be responsible for 51 percent ($212,644.60) of the total costs, with the City of Kalamazoo providing the remaining 49 percent ($202,626.60). The City Administration has received confirmation that the City of Kalamazoo has encumbered the necessary funds for the recommended project.

This project also includes upgrades to the signal controller and pedestrian signals. The West Centre Avenue / Old Centre Road intersection is not currently signalized and has met required warrants to install a traffic signal. Costs for the West Centre Avenue / Old Centre Road traffic signal would be borne by the city-at-large.

Traffic signal design for the subject intersections has been completed and two bids for installation were received on August 14, 2016. The low bid in the amount of $611,272.53 was submitted by Severance Electric, Incorporated, of Kalamazoo, Michigan. Severance Electric has successfully completed many signal installations for the city and is the current traffic signal maintenance vendor.

On September 22, 2015, The City Council awarded a design engineering contract to Abonmarche Consultants for the design of the traffic signal improvements. City policy has been to engage the design engineer of a project to perform construction administration tasks, which include construction staking and inspection, material testing and other administrative tasks to ensure the project is completed and functioning as intended. The City Administration requested a proposal from Abonmarche Consultants to perform the necessary services. The submitted cost not to exceed $21,000 is reasonable for the highly technical work involved.

Therefore, it is recommended that City Council award a construction contract to the low bidder, Severance Electric, Incorporated, in an amount not to exceed $611,272.53 for the installation of new traffic signals at the intersections of South Westnedge Avenue / Kilgore Road and West Centre Avenue / Old Centre Road, approve a contract amendment with Abonmarche Consultants, Incorporated, in an amount not to exceed $21,000 for traffic signal construction administration and authorize the City Manager to execute all documents related to the projects on behalf of the city.

FUNDING: Funds are included in the 2015-2016 Capital Improvement Program budget for these traffic signal improvements.

Attachments: 1. Bid Tabulation

BID TABULATION
TRAFFIC SIGNAL IMPROVEMENTS
SOUTH WESTNEDGE AVENUE AT KILGORE
WEST CENTRE AVENUE AT OLD CENTRE ROAD

Bidder	Bid
Severance Electric Co., Inc. 4140 Rollridge Kalamazoo, MI 49004	$611,272.53
J. Ranck Electric, Inc. 1993 over Parkway Mt. Pleasant, MI 48858	$827,440.91

Bids Opened 7/14/2016

PORTAGE
A Natural Place to Move

CITY COUNCIL AGENDA ITEM L.2.
AUGUST 23, 2016

TO: Honorable Mayor and City Council

FROM: Rob Boulis, Deputy City Manager

SUBJECT: Traffic Signal Improvements - West Centre Avenue / Cooley Drive / Tozer Court

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

ACTION RECOMMENDED: That City Council award a construction contract to the low bidder, Severance Electric, Incorporated, of Kalamazoo, Michigan in an amount not to exceed $446,967.58 for the installation of new traffic signals at the intersection of West Centre Avenue / Cooley Drive / Tozer Court and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The Fiscal Year 2016-2017 Capital Improvement Program budget includes the installation of a new traffic signal at the intersection of West Centre Avenue / Cooley Drive / Tozer Court (private). With increasing development in recent years in the areas of Woodbridge Hills, Greenspire Apartments and the Greenspire Retail Center, traffic volumes to warrant a signal at Cooley Drive and West Centre Avenue have been met. The recommended traffic signal installation would protect traffic movement and pedestrian crossing.

Traffic signal design for the intersection of West Centre Avenue / Cooley Drive / Tozer Court has been completed and two bids were received for traffic signal installation on August 11, 2016. The low bid in the amount of $446,957.58 was submitted by Severance Electric, Incorporated, of Kalamazoo, Michigan. Severance Electric has successfully completed many signal installations for the city and is the current traffic signal maintenance vendor.

On April 26, 2016 the City Council approved a development agreement with Lakewood Development, the owner of the south leg of the intersection (Tozer Court, a private roadway). The agreement with Lakewood Development involves a cost share of approximately 50 percent each.

Therefore, is is recommend that City Council award a construction contract to the low bidder, Severance Electric, Incorporated, in an amount not to exceed $446,967.58 for the installation of new traffic signals at the intersection of West Centre Avenue / Cooley Drive / Tozer Court and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: The 2016-2017 Capital Improvement Program budget includes funds for the installation of a traffic signal at this intersection.

Attachments: 1. Bid Tabulation

BID TABULATION

TRAFFIC SIGNAL - WEST CENTRE AVENUE/COOLEY DRIVE INTERSECTION

Bidder	Bid
Severance Electric, Inc 4140 Rollridge Kalamazoo, MI 49004	$446,967.58
J. Ranck Electric, Inc. 1993 Gover Parkway Mt. Pleasant, MI 48858	$507,749.60

Bids Opened 8/11/16

CITY OF PORTAGE **COMMUNICATION**

TO: Laurence Shaffer, City Manager **DATE:** August 1, 2016

FROM: John Baumann, Deputy City Assessor

SUBJECT: July 2016 Department Operations Report

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

- **July Board of Review:** On July 19, 2016, the City of Portage Board of Review met to amend the City's assessment roll. This meeting of the Board of Review is one of two such required meetings held annually for the purpose of correcting clerical errors and mutual mistakes of fact. All of the changes were related to homestead/non-homestead or capping/uncapping issues. The changes were necessary due to untimely document filing by the property purchasers or their representatives. Additionally, there were 21 poverty exemption requests and 13 veteran exemption requests heard by the Board.

- **Appraisal Work:** The Assessor's staff continues to study individual residential property neighborhoods in preparation for the 2017 assessment roll. The neighborhoods are studied for trends to determine whether assessments should be increased, decreased, or remain the same relative to the prevailing sale prices of comparable properties that have taken place within the allowable sales period. All sale transactions are verified with either purchaser, seller or the real estate agent that conducted the transaction closing.

- The verification information for any sale that may appear to not be an "arms-length" transaction is communicated to the Kalamazoo County Equalization Department for their consideration when preparing the annual sales ratio study. At this early point in time, the residential ratio appears to be at 48.42% meaning that on average, residential will likely need to be increased by 2 – 3% to meet the state mandated assessment level of 50%. Additional sales that take place through September 30th will be added to the ratio analysis and neighborhood studies.

- The Equalization Department will also be determining the starting base ratios for the commercial and industrial classes of property.

- **Customer Service:** The staff of the City Assessor's Office provided a high level of customer service during the month of July. Prompt and courteous service was provided in response to hundreds of telephone calls and personal visits from realtors, private appraisers, title companies, and taxpayers.

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

CITY OF PORTAGE **COMMUNICATION**

TO: Laurence Shaffer, City Manager **DATE:** August 17, 2016

FROM: James R. Hudson, City Clerk BH (for)

SUBJECT: July Monthly Report

ELECTION PREPARATION

Processed 2,986 applications for Absentee Ballots, prepared election equipment and materials and conducted the Public Accuracy Test of voting equipment. Developed materials and trained approximately 100 election workers including 17 new workers. Trained the Absentee Voter Counting Board on revised procedures. Received delivery of additional voting booths and "vote here" signs.

Processed additions, changes, deletions from the Qualified Voter File, entered new voters and continued process of manually recording QVF changes/updates (addresses, DOB, ID numbers, etc.) on in-house Master Voter Cards and filing.

Processed filings of candidates for Portage Public School Board.

CEMETERIES

Processed three grave openings/closings, including the preparation of invoices and Burial Rights Certificates and entry on the BS&A Cemetery Software module. Continued to update cemetery maps. Researched availability of lots for citizens in conjunction with the Department of Public Services and assisted with burials.

PUBLICATIONS

Published public and legal notices in the *Kalamazoo Gazette* as necessary.

RECORDS

Retrieved documents for various departments and assisted with the search and printing of various microfilm documents. Reviewed recently scanned and microfilmed documents for completeness and accuracy.

Added approved minutes of Council meetings to the Document Collection in Clerk's Index as well as the city website.

AGENDA PREPARATION AND FOLLOW-UP

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

Prepared City Council electronic and paper meeting agenda packets for the July Regular, Committee of the Whole and Pre-Meetings.

PUBLIC INFORMATION AND CITIZEN ASSISTANCE

Held the first meeting of the 2016/2017 Youth Advisory Committee, held "Teen Movie Night" in conjunction with the Portage District Library, made plans with the Breakfast Optimist Club for community movie and Respect for Law night at Celery Flats.

Worked with Prevention Works regarding a Proclamation for the Youth Summit and attended a meeting of the Kalamazoo County Substance Abuse Task Force Coordinating Council.

Reviewed plans for the annual employee Health Management Program.

Responded to request(s) from Police Department for copies of Police Reports required during an investigation from the microfilm archives and performed research for other city departments on a variety of topics.

Coordinated Freedom of Information Act (FOIA) and liquor license requirements.

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

Processed Solicitor Permits and transmittal letters. Reviewed and responded to requests for block party permits.

CITY OF PORTAGE **COMMUNICATION**

TO: Honorable Mayor and City Council **DATE:** August 1, 2016

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: Monthly Report – July 2016

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

1. **City Council:**
   - Coordinated and/or prepared agenda and other materials for the following meetings:
     – City Council Regular Meetings on July 12 and 26.
     – Pre-Council meetings on July 11 and 25.
     – Committee of the Whole meeting on July 26.

2. **Represented the City of Portage in the following activities, among others:**
   - Met with each of the Police and Fire personnel shifts during the week of July 18.
   - Attended the Kalamazoo Institute of Art's Membership Drive Breakfast on July 11.
   - Met with representatives of the IAFF union on July 14.
   - Attended the Kalamazoo County Consolidated Dispatch Authority (KCCDA) Board of Directors meeting on July 14.
   - Met with Councilmember Ford on July 15.
   - Met with Dr. Monifa Jumanne on July 18.
   - Met with KCCDA Executive Director Jeff Troyer on July 19.
   - Met with Kalamazoo/Battle Creek International Airport Director David Reid on July 19.
   - Attended the Southwest Michigan First – First and Foremost event on July 22.
   - Met with Robert Miller of Suez Environmental on July 22.
   - Attended an Environmental Strategy meeting with members of the Environmental Board on July 22.
   - Attended the Lending Hands Open House on July 22.
   - Met with representatives of the Kalamazoo Bike Club on July 27.
   - Met with the Mayor and Mayor Pro Tem on July 27.

- Met with Councilmember Randall on July 28.
- Met with Councilmember Pearson on July 29.

3. Projects - Completed and Ongoing:

- Continued PPOA/PPCOA contract negotiations for contracts that expired June 30, 2016.
- Reviewed current status and issues relative to cable access meeting broadcasts.
- Reviewed medical marijuana related matters with city legal counsel.
- Met with staff to review the city's current contract utility service provision.
- Continued oversight of planning, design and construction for various city projects and developments. Toured several locations with current construction projects, including the Ringdale neighborhood and Celery Flats Interpretive Center.
- Consulted with city staff regarding Information Technology projects as well as current Community Development, Finance, Transportation & Utility and Assessing matters.
- Prepared materials and attended the Historic District Commission monthly meeting on July 6, as well as the subsequent Historic District Study Committee meeting.

4. Public Information and Citizen Assistance:

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

CITY OF PORTAGE **COMMUNICATION**

TO: Laurence Shaffer, City Manager **DATE:** August 12, 2016

FROM: Vicki Georgeau, Director of Community Development

SUBJECT: Monthly Customer Service Report for July 2016

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

PLANNING, DEVELOPMENT AND NEIGHBORHOOD SERVICES

Planning Commission

July 7, 2016 meeting:

1. Approved the site plan for Mavcon Properties to establish a restaurant at 9110 Portage Road.
2. Continued the preliminary review of proposed modifications to Off-Street Parking and Loading Regulations (Ordinance Amendment #15/16-A).
3. Continued the discussion regarding a proposed Community Impact Projects Grant Fund program.

July 21, 2016 meeting:

1. Recommended City Council approve the preliminary Condominium Subdivision for Copperleaf (Phase II), 3800 West Milham Avenue and 5710 Angling Road
2. Continued the review/discussion of Ordinance Amendment 15/16-A, Off-Street Parking and Loading Regulations
3. Continued the discussion regarding a proposed Community Impact/Neighborhood Improvement Projects Grant Fund program.

Zoning Board of Appeals

July 13, 2016 meeting:

1. Approved a temporary use permit for Nick's Gyros, 7206 South Westnedge Avenue, to operate a food truck from June 14, 2016 through December 14, 2016.
2. Approved two variances for the Meyer C. Weiner Company at 251 and 325 Mall Drive: Allow the off-street loading area in the required front yard and a 36 foot setback variance to construct a building 39 feet from the front property line where a minimum 75-foot setback is required.

3. Approved a variance for Gary Gifford, 6328 Surrey Street to retain a 10-foot by 14-foot three season porch, a small portion of which is located 38 feet from the rear property line where a minimum 40-foot setback is required.
4. Adopted amended Rules of Procedure.
5. Elected officers: Bright (Chair), Schaeffer (Vice chair) and Learned (Secretary).

Human Services Board

The regularly scheduled July meeting was canceled. However, a subcommittee of the Human Services Board met on July 11th to review the annual grant evaluation criteria and application material for possible modifications prior to the FY2017-18 funding cycle. Also, the Human Services Board subcommittee attended the Council Committee of the Whole meeting on July 26th to discuss the annual human/public service funding application and review process.

OTHER BOARD ACTIVITIES

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

Citizen Information Requests:

During the month of July 2016, a total of 163 cases/violations were inspected or identified in response to citizen service requests or staff field observations: 47 tall grass/weeds; 33 parking; 21 inoperable vehicles; 20 debris/refuse, 12 zoning; 8 signs; 7 building maintenance; 4 property maintenance; 4 sidewalk obstructions; 2 safety, sanitation and health; 2 housing maintenance; 1 unsafe structure; 1 collection box; and 1 noise.

BUILDING AND HOUSING SERVICES

Construction Board of Appeals: The Board did not meet in July.

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

Type of Permit/Application	Number of Permits	Project Valuations
Single-family Houses Detached	10	$2,715,631
Residential Additions, Interior Remodels, Garages, Sheds, etc.	31	$521,825
Commercial Additions, Interior Remodels, etc.	12	$6,115,745
Permits Not on Report (i.e., demolition, electrical, plumbing, mechanical, driveway, sign, water use/sewer use, etc.).	184	N/A
Totals	**237**	**$9,353,201**

CDBG Housing Assistance Programs

CDBG PROGRAMS				
Activity	Housing Rehabilitation	Water / Sewer	Emergency Repair	Down Payment Assistance
New Applications	0	0	0	0
Applications Approved	1	0	0	0
Loan Closings	0	0	N/A	0
Monthly Projects Completed	0	0	1	0
Projects Underway	4	0	0	0
FY YTD Projects Completed	**0**	**0**	**1**	**0**

CITY OF PORTAGE **COMMUNICATION**

TO: Laurence Shaffer, City Manager **DATE:** August 17, 2016

FROM: William Furry, Director of Finance WKF

SUBJECT: Monthly Report-July 2016

ACCOUNTING /PAYROLL

◊ Accounts payable made payments of $1,424,949.11 by issuing 323 checks, and $916,358.69 through 169 automated clearinghouse payments totaling to $2,341,307.80 for the month.
◊ Processed 2 payrolls, creating 504 deposit advices and checks for 251 employees, with a total monthly payroll expenditure of $1,053,513.83.
◊ Processed new fiscal year pay rate changes for full time & part time union and non-union employees and subsequent manual earnings adjustment for prior fiscal year days at previous rate.
◊ Processed and verified new fiscal year resets in ADP for payroll benefit accruals – holiday leave, personal leave, etc.
◊ Made contract negotiated payments to union members in the IAFF for uniform allowance, 1% wage bonus & acting pay.
◊ Made payments to Non-Union employees for successful completion of HMP program.
◊ Continue working with ADP on implementation of electronic accrual leave system.
◊ Began work on the leave time liability workbook for 15/16 audit.
◊ Continued preparation for upcoming audit of the fiscal year ended 06/30/16 and closing of the books for the year.

TREASURY

◊ 2016 Summer Tax bills were generated and then mailed to taxpayers on July 8, 2016. Original tax notices were sent to all property owners. A total of 18,060 tax notices were mailed. For the property owners who have an escrow account, a note was included on the form informing them that their bill was sent to the escrow agent that requested it. The tax notice advises them of the due date of the tax and procedures for payment if they are to pay the bill themselves. The instructions for paying property taxes via Point&Pay (credit card payments) were also included on the bill. Tax due date is September 14, 2016.
◊ Sent 2016 summer tax balances to escrow agencies as requested.
◊ Received July Board of Review changes from City Assessor's Office and issued 33 revised summer tax billings. Total of 85 July Board of Review changes were processed.
◊ Mailed out 43 letters with deferment forms to citizens who deferred their summer tax bill in 2015, providing the deferment information for the 2016 tax bill.
◊ Mailed out 42 property owner letters for delinquent final utility bills.

- ◊ Prepared and issued the following utility billing statements:
  - ◊ 5,490 regular quarterly bills (cycles 1 and 4)
  - ◊ New service to email quarterly bills – emailed 60 quarterly bills
  - ◊ 144 final billing statements – emailed 11 final bills
  - ◊ 47 final billing statements
- ◊ Prepared and issued the following utility billing letter notices:
  - ◊ 672 delinquent notices (cycle 3), up 2% from the same time last year
  - ◊ 393 disconnect notices (cycle 3), up 16% from the same time last year
- ◊ Shut-off water service for 45 customers due to non-payment on July 27, 2016, an increase of 67% from the same period last year.
- ◊ Processed 251 requests to initiate or terminate water/sewer services, averaging 13 per business day.
- ◊ Staff processed 1,253 phone calls during the month of July 2016, averaging 61 calls per day.
- ◊ During July 2016, staff worked with 104 customers to whom receipts were not issued, averaging 5 per business day.
- ◊ Processed 62 statements for unpaid miscellaneous City invoices.

FINANCE/BUDGET

- ◊ Continued year-end activities by identifying and clearing out old funds, closing inactive projects, and inactivating unnecessary accounts.
- ◊ Discussed semi-annual evaluations with staff and returned paper copies to Human Resources.
- ◊ Monitored current year expenditures as well as spending of prior year funds in anticipation of encumbrance/budget roll forward.
- ◊ Began review of revenue and expense corrections to 2015/2016 general ledger prior to finalizing the year end numbers.
- ◊ Continued to review outstanding encumbrances and closed unnecessary purchase orders to liquidate the related encumbrances and reduce roll forwards.
- ◊ Generated and reviewed the open purchase order report as of June 30, 2016, which will serve as the main file used to roll forward encumbrances and budget at the beginning of September 2016.
- ◊ Prepared a schedule of all encumbrances existing at June 30, 2016 for the City Manager per the City's code ordinances.
- ◊ The new audit firm, Yeo & Yeo, was on site for preliminary audit procedures which included gathering paperwork, holding various discussions, and the auditors met with certain staff to discuss internal control walkthroughs.
- ◊ Reviewed the 2016-2017 proposed budget document and made necessary additions and edits in preparation for publication of the final document.
- ◊ Participated in Election Commission certification of voting machine accuracy tests.
- ◊ Cashed in maturing investments, analyzed cash position and reinvested called bonds.
- ◊ Prepared monthly investment scorecard, input investment activity and balances into SymPro software and generated monthly SymPro reports for the investment committee. Performed JPMorgan Chase monthly risk analysis. Composed monthly investment report email for the investment committee.
- ◊ Worked with software provider, BS&A, on issues with the budget for capital improvement project accounts.

- ◊ Met with the Recreation Program Manager regarding the processes used by Treasury and Finance for the daily Ramona Park paperwork.
- ◊ Approved accounts payable invoices and invoices with a purchase order prior to payment.
- ◊ Handled various questions and requests from departments.

BENEFITS/COMPENSATION

- ◊ Continued to monitor, research, and implement requirements of the Affordable Care Act (ACA).
- ◊ Continued to track city share of health insurance premium limits as provided for by PA-152.
- ◊ Calculated health insurance taxes and fees required under the ACA.
- ◊ Calculated and processed monthly payments for employee fringe benefit plans (medical, vision, dental, life and long-term disability insurance, flexible spending accounts, pension contributions, etc.).
- ◊ Completed compliance review of Section 125 Plan Documents.
- ◊ Continued to administer Defined Benefit Plan, including locating and coordinating benefit payments for terminated vested participants.
- ◊ Prepared census data for actuarial valuation of Defined Benefit Plan and submitted to Watkins Ross.
- ◊ Began process of Defined Benefit Plan restatement.
- ◊ Administered contractual wage adjustments per applicable labor agreements.
- ◊ Administered contractual bonus payments per applicable labor agreements.
- ◊ Responded to various wage and benefit surveys.
- ◊ Responded to various employment verifications for employees.

WORKERS' COMPENSATION

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

BUDGET REPORT FOR CITY OF PORTAGE

FUND	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	2016-17 ACTIVITY	% SPENT
101	General Fund	25,101,388	25,114,254	2,023,903	8.1%
202	Major Street Fund	3,409,832	3,409,832	183,271	5.4%
203	Local Streets Fund	1,303,231	1,303,231	48,256	3.7%
223	Curbside Recycling Fund	651,844	651,844	46,628	7.2%
226	Leaf Pickup / Spring Cleanup Fund	722,404	722,404	12,042	1.7%
298	Cable Television Fund	1,018,179	1,018,179	27,259	2.7%
400	CIP General	11,500,260	11,702,887	193,184	1.7%
490	Sewer CIP	1,710,000	1,710,000		0.0%
491	Water CIP	2,060,000	2,060,000		0.0%
590	Sewer Fund	8,023,912	8,023,912	362,080	4.5%
591	Water Fund	5,140,886	5,140,886	926,538	18.0%
APPROPRIATIONS - ALL FUNDS		60,641,936	60,857,429	3,823,161	6.3%

RECEIVED

AUG 15 2016

CITY MANAGER'S OFFICE
PORTAGE, MI

CITY OF PORTAGE **COMMUNICATION**

TO: Laurence Shaffer, City Manager **DATE:** August 15, 2016

FROM: Shannon Hertz, Deputy Director Human Resources jh for SH

SUBJECT: Human Resources Department Monthly Report – July 2016

RECRUITING

The following positions were filled in July:
- Police Officer (1)
- Police Officer (PT)
- Firefighters (2)

The following positions have candidates identified:
- Recreation & Special Events Program Manager
- Senior Center Program Coordinator
- Police Reserve Officers (3 in post-employment offer evaluations)
- Police Officers (2) (14 in backgrounds)
- Firefighters (1) (11 going to 2nd interviews)

The following positions are open and/or recruitment efforts are ongoing:
- Temporary Administrative Assistant for Transportation & Utilities
- Senior Center Receptionist (PT)
- Lifeguards (3)
- Seasonal Laborers (7) – Leaf Pick-up Program (6 weeks)
- Seasonal CDL Laborers (4) – Leaf Pick-up Program (6 weeks)
- Seasonal Laborers – Winter CDLs (2) (12 weeks)
- On-Call Firefighters

Employment applications, assessments and recruitment activities:

83	Applications processed and screened
22	In person and phone interviews conducted
1	Testing and other assessments conducted

SAFETY, TRAINING AND DEVELOPMENT

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

- Randomly tested 3 participants for drug testing program.
- Conducted On-boarding for 0 new/returning employees.
- Two parks audited for ADA and safety compliance.

HEALTH MANAGEMENT PROGRAM

- Continued to administer Health Management Program (HMP) for Department Head, Non-Union, PPCOA, PPOA and UAW employee groups.
- Processed HMP completion and fitness incentive reimbursements for the 2015-2016 plan year that were payable on the 7/7/16 pay check.
- Processed all participation documents for employees electing to participate in the 2016/2017 HMP.

BENEFITS

- Provided benefit consultation to employees terminating, retiring and beginning employment.
- Assisted employees and retirees with various benefit matters, including claim resolution and dependent eligibility.
- Processed benefit changes as necessary, including calculation and submission of payroll deductions including changes made during open enrollment.
- Issued retiree health insurance invoices to 8 retirees and 2 unions.
- Monitored Flexible Spending Account (FSA) reimbursements processed by Kushner & Company for 25 participants for the 2016-2017 plan year.
- Performed administrative requirements to meet legal compliance in regard to the Family Medical Leave Act (FMLA). Processed 28 notifications for employees.
- Performed administrative requirements to meet legal compliance in regards to the Consolidated Omnibus Budget Reconciliation Act (COBRA) for 1 COBRA participant.
- Documented and monitored sick leave usage.

ELECTIONS

- Coordinated training for 135 returning election workers
- Coordinated training and on-boarded 19 new election workers

CITY OF PORTAGE **COMMUNICATION**

TO: Laurence Shaffer, City Manager **DATE:** August 12, 2016

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

SUBJECT: Monthly Operations Report for July 2016

PARKS & RECREATION:

PARK RESERVATIONS

Gazebo	2
Central	3
Lakeview #1	9
Lakeview #2	10
Ramona #1	10
Ramona #2	14
Westfield	1
Grain Elevator	1
Schrier	10
Stuart Manor	1
Schoolhouse	1
Hayloft	1
	Total: 63

PARKS & RECREATION:

Ramona Park Total	12,087 Citizens
Boat Rentals	289 Rentals

EVENTS:

Glen Miller Orchestra	600 Participants
Haverhill Party in the Park	140 Participants
Harbors West Party in the Park	40 Participants
Nature Discovery Bike Ride	25 Participants
Wildlife Neighbors	Information not available at time of submission
Once a Raptor	45 Participants
Music Fest	650 Participants
Little Lunkers Fishing Camp	160 Participants

SENIOR CITIZEN SERVICES:

ATTENDANCE AND ACTIVITIES

Total participations for the month of July were 2,135 with a daily average of 88 (20 days).

MEMBERSHIP

Total active memberships for the month of July were 1,298. There were 13 new members who signed up in July, and 83 membership renewals.

VOLUNTEERISM

Total numbers of PSC volunteer hours for July were 1,625 representing the contributions of 118 volunteers whose combined work is valued at over $35,425.

JULY PROGRAM HIGHLIGHTS

- The PSC partnered with the local Pickleball organization to offer clinics at the new Pickleball courts at Ramona Park. Over 40 individuals participated in three different clinics.
- Teen Tech Tuesday continues to be a successful program. One teen volunteer helped five different individuals during the one-hour session hosted in July.
- Heritage Dinner Series featured performances by local musicians, with 24 in attendance.
- The Social Golf League, held at States Golf Course, had almost 70 participants in the month of July.

TRAVEL PROGRAM

- Total Participation for travel was 116. There were five trips in July, *Baseball & Bingo, Circus Circus, Iron Polar Bear, Ed & Ted's Mystery Trip* and *Cubs vs. Brewers.*

FUNDRAISING

Income for the month of July was $10,536 and includes transportation donations, memberships, newsletter advertising and fundraising.

CITY OF PORTAGE **COMMUNICATION**

TO: Laurence Shaffer, City Manager **DATE:** August 15, 2016

FROM: Richard J. White, Public Safety Director – Police/Fire Chief

SUBJECT: Monthly Report for July 2016

On July 14, 2016, the Portage Department of Public Safety participated in Camp 911, an annual event that is held at multiple locations and is sponsored and organized by Life EMS. One of the locations was at Portage Fire Station #1.

The goal of Camp 911 is to give kids some familiarity with police, fire, and EMS, as well as teach them some basic emergency responses, including how to escape a house in a fire emergency, crawling low through smoke, and recognizing a firefighter in turnout gear. Thirty-seven children, ages 9 to 11, were also given station and apparatus tours and were allowed to spray a fire hose.

POLICE DIVISION STATISTICAL SUMMARY

Police Incidents Dispatched:	1,936
Fire Incidents Dispatched:	442
Gun Registrations:	96
Warrants Obtained:	117
Expressway Incidents Handled:	115
9-1-1 Calls Received	2,614

ARRESTS

Total Adult Arrests: 282

Major Charges:
- Aggravated/Felonious Assault-Family
- Strong Arm Robbery
- Intimidation
- Criminal Sexual Conduct

Total Juvenile Arrests: 48

Major Charges:
- Resisting Officer
- Armed Robbery
- Larceny
- Assault & Battery

JUNE CRIME STATISTICS

Violent Crimes:	66
Non-Violent Crimes:	351

Reported Crimes - June 2016 Compared to June 2015:

Part I Crimes:	- 20.0%
Part II Crimes:	- 4.1%

Year-to-Date Comparison:

Part I & II Crimes Total YTD:	-10.9%

TRAINING

Topics:
- Reasonable Force Decision-making
- Colt Armorer School
- Mich Assoc of Chiefs of Police Conference
- School Lockdown/Active Shooter

VOLUNTEER HOURS		EMPLOYEES INJURED	
July:	156	July:	3
YTD:	763	YTD:	11

FIRE DIVISION STATISTICAL SUMMARY

Calls for Service		Count
Fire		13
Overpressure Rupture		5
Rescue & Emergency Medical Service Incident		216
Hazardous Condition (No Fire)		21
Service Call		44
Good Intent		95
False Alarm and False Call		41
Special Incident Type		2
Total Calls		**437**
Total Property Loss		**$393,050.00**

Inspections		Count
Annual Attempt & Inspection		253
Reinspection Attempt & Inspection		9
Key Box		2
Plan Review		4
Campfire Permit and Inspection		6
Final or Move-in		1
FOIA		5
Other		3

Auto/Mutual Aid		Count
Automatic Aid Received - Comstock		2
Mutual Aid Given - Comstock		1
Automatic Aid Received - KDPS		1
Mutual Aid Received - KDPS		3
Automatic Aid Received - Oshtemo		2
Mutual Aid Given - Oshtemo		2
Mutual Aid Given - South County		1
Mutual Aid Given - Texas Township		1
Mutual Aid Received - Texas Township		1
Automatic Aid Received - Texas Township		3

Public Education	Adult	Child
Car Seats	28	12
Public Relations	27	45
Lecture Demo	775	1,310
		Installed
Car Seats		16

Training		Count
Incident Command System		32
Aerial Operations		20
Pump Operations		34
EMS - Continuing Education		39

JULY 2016 SIGNIFICANT EVENTS

During July, officers conducted several liquor license and tobacco compliance checks. Underage high school students, acting as "agents," assisted by attempting to purchase either alcohol or tobacco at various stores and restaurants. Twenty-five businesses were checked for tobacco compliance, and four clerks were cited for selling tobacco products to minors. The clerks were issued misdemeanor tickets. During the liquor license compliance checks, 58 stores and restaurants were checked, and seven of them sold alcoholic beverages to the agents. The clerks were issued civil infraction tickets, and the cases were then referred to the Michigan Liquor Control Commission for further penalties against the license holder.

Police were dispatched to a hospital emergency room after a subject walked in claiming he was pistol-whipped and robbed. The victim advised he was visiting family members at an apartment complex and arranged to meet several subjects in front of an apartment to settle a debt. The victim claimed he was attacked by two male subjects; one subject had a black handgun and hit the victim in the face with it. The subjects took the victim's wallet, $200 cash, and his cellphone, and fled the scene. Family members took the victim to the hospital. The victim underwent reconstructive surgery as a result of his injuries. No investigative leads, suspects or evidence could be developed.

On July 3, the Communications Center received the report of a single car accident near the intersection of Portage Road and Bacon Road. Initial reports indicated that the vehicle had struck a tree and was on fire. Upon arrival, public safety units found a pickup truck fully engulfed in flames and the driver, a 54-year-old Portage man, a short distance away. The man was treated by paramedics and released at the scene with no injuries. Fire units quickly extinguished the vehicle fire. Speed appeared to be the contributing factor in the crash.

An officer conducted a traffic stop, and the 16-year-old driver refused to supply identification and comply with officer requests to exit the vehicle. The 16-year-old became combative, and two officers sustained minor injuries. The juvenile was placed into custody for several driving offenses and resisting/obstructing the officers. The juvenile's mother made contact at the scene during the apprehension and became obstructive to the officers. Additional charges are being sought regarding the mother's actions.

A report was received regarding a rollover personal injury accident on West Centre. Fire and police units were dispatched. Officers determined that an 86-year-old Portage resident was backing out of a private driveway onto West Centre and backed into the path of a vehicle traveling westbound on West Centre. The vehicle that was traveling on West Centre struck the backing vehicle and then rolled several times. The driver of the vehicle that rolled, a 56-year-old Paw Paw resident, received minor injuries. The driver of the backing vehicle was uninjured and was cited for the accident.

During the early morning hours on July 10, a personal injury accident occurred on eastbound I-94. Police and fire units arrived and found the vehicle had rolled over and entrapped the driver. The vehicle had been eastbound on I-94, left the right shoulder of the roadway, and struck the concrete sound barrier. The driver of the vehicle was a 23-year-old Battle Creek resident.

Firefighters extricated the driver from the vehicle, and he was transported to the hospital for minor injuries. Further investigation determined that the driver was operating while intoxicated.

In the evening on July 10, police and fire units were dispatched to the intersection of West Centre and South Westnedge on the report of a personal injury accident with entrapment. A vehicle had been hit broadside by another vehicle in the intersection, resulting in a 37-year-old female driver being trapped in her vehicle. Fire units used power tools to remove both doors on the driver's side to gain access to the female. The other driver, an 18-year-old male, was eastbound on Centre Street and disregarded the red light at South Westnedge. The 18-year-old received minor injuries.

Fire units responded to a commercial fire in the 7500 block of Sprinkle Road. Smoke was coming from the rear of the building and a fire was near an electrical box at the air conditioner. The fire was extinguished and contained to the area of origin. The damage to the building was estimated at $10,000.

Multiple 9-1-1 calls were received reference a house fire. Fire units arrived to find heavy fire at the rear and front of the residence. Firefighters confirmed all occupants were out of the building and attempted an interior attack. As the structural stability of the building became questionable, all units were evacuated and a defensive mode was initiated. The damage to the building and contents were estimated at $375,000. The fire investigators determined the cause of the fire to be careless discharge of smoking materials.

On July 22, nine Portage officers assisted the Kalamazoo Department of Public Safety on a mutual aid request. The request involved a march/protest involving the Black Lives Matter group. The event took place at Bronson Park and involved over 60 officers. No incidents were reported.

Embezzlement at a check cashing service was reported to the Portage Department of Public Safety. The district director reported that one of the store managers had embezzled over $70,000 since January 2016. Detectives are continuing to investigate.

Officers responded to a credit card fraud reported by a Portage chain restaurant. According to the manager, the suspect had purchased $200 in gift cards with what was eventually discovered to be a fraudulent and/or counterfeit credit card. The manager stated that several other restaurants within the chain in West Michigan had experienced the same type of incident, with a total of over $3,000 worth of gift cards being purchased. Portage detectives are continuing their investigation in collaboration with the other jurisdictions.

Officers were dispatched to a gas station on the report of a person being robbed at gunpoint. According to the caller, he had been flagged down by a subject stating he had been robbed. When officers made contact with the victim, the subject was frantic, advising he had just been robbed at gunpoint and that the suspects had stolen $2,000 from him. The suspects were later located by officers and arrested; a toy gun was also located. Detectives continued to investigate the incident. Due to the inconsistencies in the victim's account of the events, the suspects were released while the incident is further investigated. The victim was arrested on an outstanding warrant.

SPECIAL EVENTS

On July 28, the Fire Division participated in the Big Truck Petting Zoo held at the Portage District Library. This event was an opportunity for kids to experience large trucks of all sorts, including garbage tricks, fire trucks, public utilities vehicles, construction trucks, and police vehicles. Over 1,900 people attended the event.

RJW:JMH:jh

CITY OF PORTAGE **COMMUNICATION**

TO: Laurence Shaffer, City Manager **DATE:** August 12, 2016

FROM: Rod Russell, Director of Public Services RR

SUBJECT: Monthly Operations Report for July 2016

STREET MAINTENANCE ACTIVITIES

- Repaired damaged sidewalks and curbs throughout the city
- Replaced hot mix asphalt at concrete repair sites
- Placed and removed traffic control equipment for 4th of July Fireworks
- Installed and removed American flags for 4th of July holiday
- Removed trees and stumps for relocation of Portage Creek Bicentennial Park trail
- Hauled millings to relocation of Portage Creek Bicentennial Park trail
- Swept Portage Creek Bicentennial Park trail at relocation project site for use by patrons
- Removed fallen limbs from Stanley, Fireside, E. Milham, Lovers & East Shore
- Removed fallen trees from Westnedge, Innisbrook, Angling, Surrey and Ramona Park
- Removed limbs that were blocking traffic control signs
- Removed tree roots that were undermining Garden Drive trail
- Removed debris from Deerfield Street
- Durapatched local streets
- Applied crack sealing material to major street intersections
- Installed culvert near Garden Drive and Lovers Lane intersection
- Removed debris that was blocking a culvert on East Shore
- Repaired hole in asphalt at Sprinkle and Biscayne
- Removed 2,670 cubic yards of brush during the Quarterly Brush Pickup Program
- Prepared storage location for millings at Garden Drive
- Repaired damaged and faded street signs
- Paved the following streets during the Mill & Fill Program: E. Centre (Sprinkle to city limit), Lakeview (Shady Lane to Eastern), Weaver (Charles to north end), Ashton Woods (cul-de-sac), Fallow (Autumn to Wapiti) and Wapiti (Fallow to Caribou)
- Repaired one mailbox, damaged from the past winter
- Installed an exhaust fan for Life Guard office
- Repaired a damaged door at Hayloft Theatre
- Trimmed tree roots that were causing metal grates to heave at City Hall
- Prepared equipment for Big Truck Show
- Hosted the Big Truck Show at Portage District Library on 7/28/16
- Opened compost site for resident drop off of brush. 24 participants on 7/30/16
- Hired contractor to remove large tree on Charles
- Hired contractor to clear culvert on East Shore
- Hired contractor to repair damaged red block wall at Sprinkle and Meredith
- Hired contractor to repair deteriorating wall at Westnedge and Montague

- Hired contractor to pave end of Austin/East Shore Bikeway
- Supported YMCA Youth Triathalon on 7/8/16

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

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

Date	Single Stream Recycling (tons)
July 2016	214.0
FY 2016-17	214.0

Note: There were 31 new requests for recycling services in the month of July.

HOUSEHOLD HAZARDOUS WASTE PROGRAM – The following tables shows the number of residents that disposed items at the Kalamazoo County Household Hazardous Waste Facility at 1301 Lamont Avenue.

PORTAGE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year End Total
2008	53	43	58	135	138	116	147	63	84	117	89	47	**1090**
2009	63	70	94	142	121	143	173	107	118	126	128	73	**1358**
2010	68	48	107	208	192	147	165	131	119	157	152	72	**1566**
2011	78	59	145	102	171	198	145	124	125	131	151	93	**1522**
2012	93	93	117	124	158	168	141	135	130	156	152	104	**1571**
2013	109	66	90	156	232	162	200	130	149	178	170	86	**1728**
2014	97	70	86	220	256	219	264	182	174	226	134	101	**2029**
2015	117	91	118	186	212	280	276	192	210	226	205	174	**2287**
2016	134	94	211	216	237	216						0	**1108**
TOTAL	**812**	**634**	**1026**	**1489**	**1717**	**1649**	**1511**	**1064**	**1109**	**1317**	**1181**	**750**	**14259**

PARKS MAINTENANCE ACTIVITIES

- Supported four cemetery interments
- Prepared Ramona Beach House for daily opening
- Cleaned debris from Trail Head Park fountain
- Removed trash from park properties
- Mowed grass at city owned properties
- Prepared facilities for upcoming rentals
- Prepared softball fields for league games
- Mowed tall grass and weeds in city right-of-ways
- Removed debris from trail system

- Fixed irrigation system leaks
- Replaced burned out light bulbs
- Repaired broken split rail fencing
- Removed graffiti on Northwest Bikeway
- Power washed Central Park vendor's concrete pad
- Power washed pavilion at Trail Head Park
- Moved beverage cooler from Hayloft to Ramona Beach House
- Trimmed limbs at Westfield Park
- Trimmed limbs that were blocking traffic control signs at South Westnedge Park
- Removed fallen tree from Shaver/Melody Bikeway
- Repositioned chairs and an access stair at Hayloft Theatre
- Prepared Ramona Park and Lakeview Park for Park Board meeting
- Repaired malfunctioning gate at Lakeview Park
- Removed debris from water pump at Millennium Park pond
- Repaired broken door latches in park facilities
- Pruned shrubs on Garden Lane Bikeway
- Added top soil and grass seed to Celery Flats Historic Area
- Installed a safe at Ramona Beach House
- Removed damaged gate at Trail Head Park
- Painted structures at South Westnedge Skate Park
- Repaired damaged playscape border at Celery Flats Information Center
- Repaired gazebo handrail at Celery Flats Information Center
- Remove graffiti from bench at West Fork Crossing Park
- Moved the Millennium Park water fountain to center of pond
- Replaced broken plexi-glass at the West Lake Nature Preserve
- Removed brush from the Shaver/Melody Bikeway
- Removed dead tree limbs from Schrier Park
- Placed woodchips at park playgrounds
- Trimmed trees at Oakland Drive Park
- Repaired a sticking restroom facility door at Lakeview Park
- Reinstalled a broken railing at the Celery Flats Information Center gazebo
- Repaired broken restroom tiles at Westfield and Central Park
- Moved large rocks at Lakeview Park to block vehicle access
- Repaired a shower head at Ramona Beach House
- Hired contractor to repair a damaged gate at Celery Flats Information Center
- Hired contractor to power wash Liberty Park shelters
- Hired a contractor to remove Japanese Knotweed from Shaver/Melody Bikeway
- Hired contractor to remove graffiti from Northwest Bikeway
- Hired contractor to repair electrical problems at Ramona Beach House
- Hired contractor to paint Grain Elevator and School House
- Hired contractor to fix electrical problem at Hayloft Theatre
- Supported Glenn Miller concert at Central Park on 7/5
- Supported volunteer group that removed trash from the parks on 7/7
- Supported Music Fest at Celery Flat Historic Area on 7/10
- Supported People's Food Co-op at Portage Senior Center on 7/3, 7/10, 7/17, 7/24 & 7/31
- Supported Fish Camp at Ramona Park from 7/25 – 7/28

- Supported volunteer group from Kellogg with trash removal and painting projects at the Celery Flats Historic Area on 7/27

FLEET & FACILITIES DIVISION

The Fleet & Facilities Division generated 170 work orders for the month of July 2016. A total of $12,984.39 was spent on billable labor hours while the parts costs were $13,504.91. The outside contracted work was $1,887.58.

July 2016	July 2015	
170	163	Work Orders
$13,504.91	$26,015.80	Parts Cost
$12,984.39	$17,582.49	Labor Cost
24	35	Preventative Maintenance (P.M.) Work Orders Completed
$117.78	$80.79	Average Cost per P.M
$2,586.88	$2,827.78	Total P.M. Cost
$0	$1,143.00	Contracted Repairs-Body & Painting
$1,887.58	$1,336.87	Contracted Repairs (Not Including Body & Paint)
$418.00	$683.75	Building Renovations

BUILDING MAINTENANCE

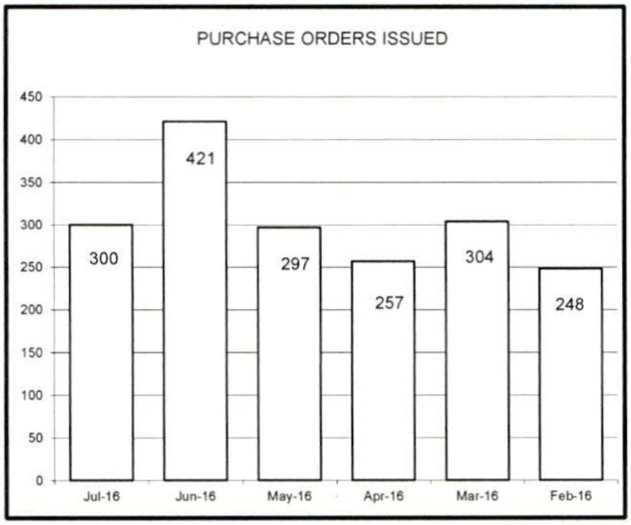
1. Custodial Operations
2. City Hall, Police, and Senior Center support services

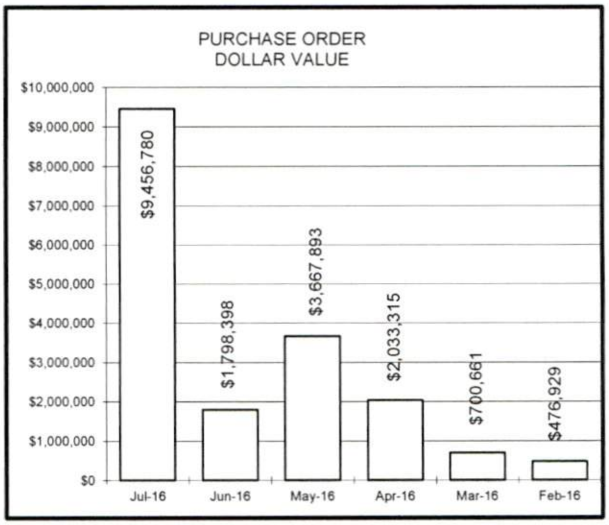
CITY OF PORTAGE **COMMUNICATION**

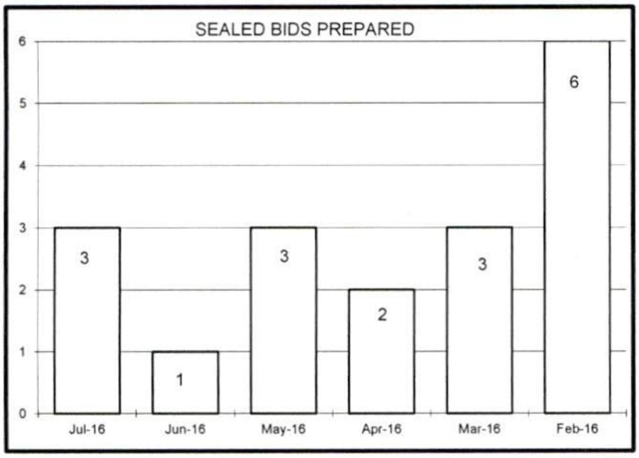
TO: Laurence Shaffer, City Manager **DATE**: August 1, 2016

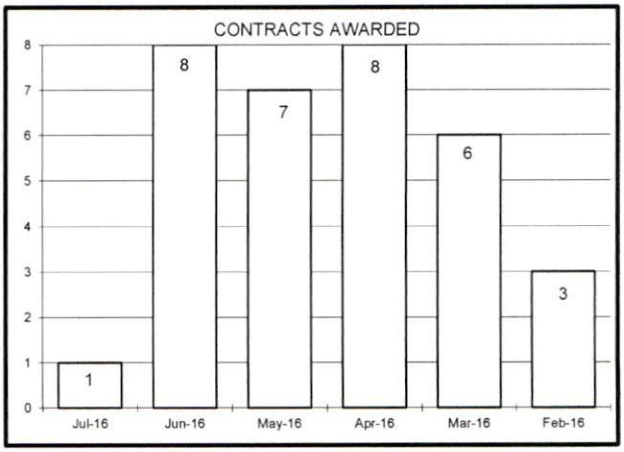
FROM: Rob Boulis, Deputy City Manager

SUBJECT: Purchasing Monthly Report - July 2016









SEALED BIDS OPENED / CONTRACTS AWARDED
Traffic Signal Improvements (Centre/Old Centre, Romence/Westnedge)
PCBP Trail Relocation

SEALED BIDS PREPARED
12th Street Pump Station Force Main Reconstructio
KCCDA Archtiectural Services
Traffic Signal (W. Centre/Cooley Dr.)

- Two new claims were filed with MMRMA, four claims were settled.
- Purchasing staff added nine new vendors to the purchasing software vendor file.

CITY OF PORTAGE **COMMUNICATION**

TO: Laurence Shaffer, City Manager **DATE:** August 19, 2016

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

SUBJECT: Department Monthly Report – July, 2016

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

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

Significant Activities:

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

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

Significant Activities:

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

Telecommunications

- Continued working on the Mobilitie ROW permit process

Contract Administration

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

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

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

Marketing Activities
- Continued oversight and management of all city marketing activities
- Continued Branding support initiatives
- Reviewed SnapChat social media app as a possible tool for the City of Portage
- Worked on a city-sponsored Pokemon event

CITY OF PORTAGE **COMMUNICATION**

TO: Laurence Shaffer, City Manager **DATE:** August 18, 2016

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

SUBJECT: Transportation & Utilities Department Monthly Report for July 2016

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

Major accomplishments involving the Suez operations during the month include:

1. Inspections continued on sewer lift stations and water wells. During July, 615 inspections were made by Suez personnel.

2. Suez personnel received 27 customer service calls during July.

3. Suez personnel responded to 49 after-hour panel alarms as indicated on the SCADA control panel monitoring the city's water and sanitary sewer facilities.

4. Approximately 232 million gallons of water were produced/pumped during July. Production averaged around 7.5 million gallons of water per day during the month. Eight hundred thirty-two water quality analyses were completed during the month.

5. Six new meters were installed and three new service leads were required to be tapped during the month of July.

6. Miss Dig stakings were completed at 419 locations.

7. No water main breaks occurred during the month.

8. Suez personnel cleaned a total of 83,412 feet of sanitary sewer main and inspected and cleaned 355 manholes.

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

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

2. The city and Suez Environmental are currently in the 5th year of a five-year contract renewal approved by City Council on December 6, 2011. The Utility Contract Administrator was very busy overseeing the Suez Environmental operations, addressing customer concerns, inspecting public and private utility construction and inspecting city-owned stormwater and utility facilities. Recent focus by Suez has been sanitary sewer cleaning and maintenance on the water utilities. Lead and copper testing at no cost to Portage utility customers has continued through the month with the Utility Contract Administrator managing the program. Approximately 70 samples were analyzed. No samples contained lead levels above 3 parts per billion (ppb). The USPEA action level is 15.0 ppb. The program is now complete.

3. The Traffic Engineering section was very active during the month of July investigating complaints/concerns regarding operation of traffic signals, performing traffic volume/accident analyses and reviewing new streetlight installations. Much effort was expended on analysis and modifications for traffic operations city-wide and traffic analysis for the various traffic signal installations scheduled for 2016 and oversight of the Lovers Lane CMAQ project, South Westnedge Avenue / Romence Road Safety project, and South Westnedge Avenue / Kilgore Road area. Work continued on a local street calming program and a collaborative sign policy with the Road Commission of Kalamazoo County and the City of Kalamazoo.

4. Beginning in 1994, the city has administered a Stormwater Retention Basin and Stormwater Outfall Testing and Monitoring. Annual results showed declining groundwater table levels throughout the city along with stable storm water monitoring results. Report finalized and received in November 2013. Annual results indicate a 1 to 3 feet decrease in groundwater table since 2012, but generally a 6-inch increase due to recent rainfall. New "request for proposals" were solicited in February with proposals received on April 16, 2014. The low bid in the amount of $22,756.04 for 2014 to 2018 was awarded to Nova Consultants on April 29, 2014. Sampling was completed in July and December. No new developments.

5. City traffic signal maintenance is performed under contract to a specialized electrical traffic signal contractor. City staff initiated a new bid package for traffic maintenance with bids received July 23, 2015. Sole bid in the amount of $176,300 submitted by Severance Electric. City Council approved on August 11, 2015. Severance Electric, Inc., began new contract on September 1, 2015. Recent work has focused on LED sign upgrades, bulb replacement and controller cleaning.

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

1. In August 2015, the City Administration was awarded $195,000 by the State of Michigan for the implementation of a Storm Water Basin Asset Plan. The plan will provide an assessment of the functionality and operation of the 73 city-maintained storm water basins. Engineer proposals were received on January 15, 2015. Nine proposals were received. After review, it was determined that three of the proposals best matched the needs of the city. Appointments were scheduled in March to interview the three firms

and select the top proposal. On March 24, 2015 City Council awarded the contract to Hurley & Stewart, LLC, in the amount of $209,000. Work is ongoing.

2. In September 2014, the city was awarded $300,000 in Congestion Mitigation and Air Quality (CMAQ) federal funding for the upgrade and interconnection of traffic signals on Kilgore Road from Woodmont Drive to Lovers Lane and from Lovers Lane to East Centre Avenue. The project will incorporate coordinated signal timing and video detection into the city traffic operation scheduling. Engineering proposals were received on January 15, 2015. An award to Abonmarche Consultants in the amount of $33,480 was approved by City Council on February 10, 2015. Design work is complete and the project has recently been obligated with FHWA funding. Bids opened by in December 2015. Low bid submitted by Severance electric in the amount of $388,447. Construction began April 1, 2016 and is complete.

3. The 2015-16 Capital Improvement Program includes a project for the reconstruction of East Osterhout Avenue from South Westnedge Avenue to Portage Road. In addition to the road reconstruction on East Osterhout Avenue, improvements will also include localized storm drainage improvements, necessary curb and gutter or paved shoulder replacement/repair, and lawn restoration as appropriate. This project will be designed to include "complete street" enhancements including widened bike lanes as part of the "Natural Place to Move" initiative. The city received consultant proposals for the necessary engineering services from six consultants on August 11, 2015. On August 25, 2015, City Council awarded the contract to Abonmarche Consultants, Inc., in the amount of $62,905. Engineering is complete. Bids were received on February 25, 2016. Local bid of $833,533 was submitted by Michigan Paving & Materials and awarded by City Council on March 22, 2016. Construction began April 18, 2016. Tree Removal and drainage structure installation is complete. Driveway and curb/gutter installation is complete. Project restoration is complete.

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

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

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

Centre and South Westnedge Avenue are complete. Constitution Boulevard is underway.

5. The 2015 -16 Capital Improvement Program includes a project for a Local Street Neighborhood Calming Program. A budget of $10,000 was established for professional services and the remaining $15,000 will be used for implementation of the program. The city received letter proposals from six consulting firms on August 11, 2015 and has chosen to award the project to OHM in the amount of $10,000 based on experience and their proposed approach to developing a project plan that will best meet the City's needs. Development of the program is underway. Draft Program complete.

6. The 2015-16 Capital Improvement Program includes the design and construction of new traffic signals and associated street improvements on West Centre Avenue at the intersections of Old Centre Road and Cooley Drive. Included in the project are modifications to the existing driveways on West Centre Avenue within the influence of the Greenspire Retail Drive/Cooley Drive intersection to promote use of the new protected left-turn phase at the traffic signal and limit left turns out of driveways close to the intersection. The project will consist of the minor turn lane construction, along with sidewalk modifications to meet Americans with Disability Act (ADA) requirements. On August 11, City Council awarded an engineering contract to Abonmarche Consultants, Inc., in the amount of $75,160. Engineering is complete. Bidding is scheduled for July.

7. The 2015-16 Capital Improvement Program includes the design and construction of new traffic signal equipment at South Westnedge Avenue and Kilgore Road and design work for the intersection of Portage Road and Lakeview Road. Proposals were received on September 10, 2015, with the low proposal of Abonmarche Consultants awarded a contract in the amount of $46,835 on September 22, 2015. Engineering complete. Bidding opening held July 14, 2016. Two bids are under review.

8. The 2015 - 2016 Capital Improvement Program was awarded on September 22, 2015 to include the traffic signal replacement at South Westnedge Avenue and Romence Road. As part of a federal safety program, $261,000 of federal grant monies was secured for the project. On September 22. 2015, City Council awarded a contract to Abonmarche consultants in the amount of $47,840 for engineering design and construction administration. Grade inspection completed for January 13, 2016 with MDOT. Bidding set for September 2016.

9. The 2015 – 2016 Capital Improvement Program includes a project for installation of sanitary sewer and replacement of water main on South Shore Drive, South Westnedge Avenue to West End Drive. The sanitary sewer portion of the project is scheduled to be financed using property owner special assessments in addition to utility bonding. Special Assessment Resolution 1 was adopted by City Council on November 3, 2015. Special Assessment Hearing Resolution No. 2 was adopted by City Council on November 17, 2015 and an engineering contract to Midwest Civil Engineering in the amount of $42,500 was approved. Special assessment Resolution No. 5 approved on February 9, 2016. Bids received in March. Low bid submitted by Balkema Excavating in the amount of $481,463.06 was awarded on April 12, 2016. Construction began in May with sanitary

sewer installation underway. Water main and sanitary sewer installation are completed. Final paving and restoration are complete.

10. The 2015 – 2016 Capital Improvement Program includes a project for the reconstruction of local streets at various locations. The project consists of pavement repair, miscellaneous curb and sidewalk replacement and construction of sidewalk connections in accordance with the city's "complete street policy." Project consists of 37 local streets. The low bid of $1,639,086.77 was awarded to Rieth Riley Construction Company on April 12, 2016. Phase I began in the Westfield neighborhood and is complete. Construction is ongoing and underway in the Phase II area (Bratcher Street, Cornell Street, Keystone Street) with paving to be completed in August.

11. The 2014 – 2015 Capital Improvement Program includes a project to replace the 20" force main under US-131 from 12th Street to east of Angling Road. The force main has suffered several breakages and is nearing the end of its effective life. On March 30, 2016, an engineering contract was awarded to Prein & Newhof for design of the force main project. Under agreement with Texas Township, the township is responsible for approximately 94% of the project cost. Design is complete for a directional bore under the freeway. Bid opening scheduled for August 9, 2016.

PORTAGE
A Natural Place to Move

MATERIALS TRANSMITTED

Tuesday, August 9, 2016

1. **TO BE ADDED TO THE AUGUST 9, 2016 CITY COUNCIL AGENDA AS ITEM G.3:** August 4, 2016 Notification from the Michigan Municipal League regarding the Annual Meeting.

2. **TO BE ADDED TO THE AUGUST 9, 2016 CITY COUNCIL AGENDA AS ITEM G.3(a):** Communication from the City Manager regarding the Michigan Municipal League Annual Meeting Notice - Local Designee.

Laurence Shaffer

Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

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michigan municipal

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734.662.8083

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CITY CLERK

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 Drukis 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

PORTAGE
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CITY COUNCIL AGENDA ITEM G.3(a)
AUGUST 9, 2016

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

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