FINAL AGENDA FOR THE COUNCIL MEETING
CITY OF PORTAGE
FEBRUARY 28, 2017

7:30 p.m. Call to Order.

Invocation: Pastor David Moffett-Moore of the Portage United Church of Christ.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Proclamation Celebrating 50 Years of Portage Rotary Club.

A. Approval of City Council Meeting Minutes.

1. Regular Meeting Minutes of February 14, 2017.
2. Pre-Council Meeting Minutes of February 27, 2017.

* 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 February 28, 2017 as presented.

D. Public Hearings:

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

    1. adopt Resolution No. 2-17 creating Industrial Development District No. 92 for 6520 Portage Road, and
    2. adopt Resolution No. 3-17 setting a public hearing on March 14, 2017 for an Industrial Facilities Exemption Certificate for real and personal property investments in the estimated amount of $154.6 million within IDD No. 92.

2. Communication from the City Manager recommending that City Council adopt Resolution No. 5 for the Angling Road Sanitary Sewer Project #417-S, confirming the Special Assessment Roll.

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

* 1. Communication from the City Manager recommending that City Council approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the Michigan Municipal Risk Management Authority (MMRMA) at a total cost not to exceed $495,476 for the period of March 1, 2017 to March 1, 2018 and authorize the City Manager to execute all documents related to this action on behalf of the city.

* 2. Communication from the City Manager recommending that City Council authorize the City Manager to enter into the *First Amendment to Agreement for the Distribution of County 9-1-1 Surcharge Revenues*.

3. Communication from the City Manager recommending that City Council review the potential expression of support for the Kalamazoo County Identification Program.

* 4. Communication from the City Manager regarding the January Environmental Report - Information Only.

G. Communications:

H. Unfinished Business:

* I. Minutes of Boards and Commissions Meetings:

1. Historic District Commission of December 7, 2016, and January 11, 2017.

J. Council Committee Reports:

K. New Business:

L. Bid Tabulations:

* 1. Communication from the City Manager recommending that City Council approve the low bid for motor coach services from Gail Andrus Travel, LLC for the period July 1, 2017 through December 31, 2017 in the amount of $22,659 and authorize the City Manager to execute all documents related to this action 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, March 1, 8:15 a.m., Historic District Commission, City Hall Room No. 1.

b. Wednesday, March 1, 6:30 p.m., Park Board, Stuart Manor, Celery Flats.

c. Thursday, March 2, 6:30 p.m., Human Services Board, City Hall Room No. 1.

d. Thursday, March 2, 7:00 p.m., Planning Commission, Council Chambers.

e. Monday, March 6, 6:30 p.m., Youth Advisory Committee, City Hall Room No. 1

f. Tuesday, March 7, 5:00 p.m., Portage Road Reconstruction Open House, Council Chambers.

g. Wednesday, March 8, 7:00 p.m., Environmental Board, City Hall Room No. 1.

h. Monday, March 13, 8:00 a.m., Board of Review, City Hall Room No. 1 and 9:00 a.m., Tuesday, March 14, through Friday, March 17, Board of Review, City Hall Rooms No. 1 and No. 2.

i. Monday, March 13, 7:00 p.m., Zoning Board of Appeals, Council Chambers.

j. Monday, March 13, 8:00 a.m., City Council Pre-Meeting, City Hall Room No. 2.

k. Tuesday, March 14, 8:00 a.m., City Council and Mayor for the Day Program, Council Chambers.

* N. Materials Transmitted.

1. Department Monthly Reports

2. Materials Transmitted of February 14, 2017.

Adjournment.

PROCLAMATION CELEBRATING 50 YEARS OF PORTGE ROTARY CLUB

WHEREAS, Rotary International, founded on February 23, 1905 in Chicago, Illinois USA, is the world's first and one of the largest non-profit service organizations; and

WHEREAS, there are over 1.2 million Rotary club members comprised of professional and business leaders in over 32,000 clubs in 200 countries and geographic areas; and

WHEREAS, the Rotary motto "Service Above Self" inspires members to provide humanitarian service, encourage high ethical standards, and promote good will and peace in the world; and

WHEREAS, Rotary funds club projects and sponsors volunteers with community expertise to provide medical supplies, health care, clean water, food production, job training, and education to millions in need, particularly in developing countries; and

WHEREAS, Rotary in 1985 launched Polio Plus and spearheaded efforts with the World Health Organization, U.S Centers for Disease Control and Prevention, and UNICEF to immunize the children of the world against polio; and

WHEREAS, polio cases have dropped by 99 percent since 1988 and the world stands on the threshold of eradicating the disease; and

WHEREAS, Rotary is the world's largest privately-funded source of international scholarships and promotes international understanding through scholarships, exchange programs and humanitarian grants; and

WHEREAS, more than 47,000 students from 110 countries have studied abroad since 1947 as Rotary Ambassadorial Scholars, and

WHEREAS, Rotary's Group Study Exchange program has helped more than 57,000 young professionals explore their career fields in other countries; and

WHEREAS, 7,000 secondary-school students each year experience life in another country through Rotary's Youth Exchange Program; and

WHEREAS, the Portage Rotary Club was founded in 1967 and sponsored service projects to address such critical issues as poverty, health, hunger, illiteracy, and the environment.

NOW, THEREFORE, BE IT RESOLVED THAT I, Peter J. Strazdas, Mayor of the City of Portage, Michigan, do hereby proclaim March 24, 2017 as Rotary Day in the City of Portage, and encourage all citizens to join me in recognizing the **PORTAGE ROTARY CLUB FOR ITS 50 YEARS OF SERVICE** toward improving the human condition in the community.

CITY OF PORTAGE MICHIGAN

Signed this 24th day of February 2017

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Peter J. Strazdas, Mayor

CITY COUNCIL MEETING MINUTES FROM FEBRUARY 14, 2017

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

At the request of Mayor Strazdas, Pastor Eric Giesow of the Kalamazoo Valley Family Church of Portage gave the invocation and City Council and the audience recited the Pledge of Allegiance.

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

PROCLAMATION: Mayor Strazdas issued a Resolution of Respect for retiring Western Michigan University President John M. Dunn.

APPROVAL OF MINUTES: Motion by Ansari, seconded by Randall, to approve the Regular Meeting Minutes of January 24, 2017, as presented. Upon a voice vote, motion carried 6 to 0.

Motion by Randall, seconded by Ansari, to approve the Pre-Council Meeting Minutes of February 13, 2017, as presented. Upon a voice vote, motion carried 4 to 0 with Councilmembers Ford and Reid abstaining.

*** CONSENT AGENDA:** Mayor Strazdas asked Councilmember Pearson to read the Consent Agenda. Motion by Pearson, seconded by Randall, to approve the Consent Agenda motions as presented. Upon a roll call vote, motion carried 6 to 0.

*** APPROVAL OF ACCOUNTS PAYABLE REGISTER OF FEBRUARY 14, 2017:** Motion by Pearson, seconded by Randall, to approve the Accounts Payable Register of February 14, 2017. Upon a roll call vote, motion carried 6 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: Kalamazoo County Commissioner Mike Quinn, 7025 Rockford Street, indicated that during his campaign for County Commissioner, very many citizens expressed their appreciation for Portage as a well-run city. He thanked City Council, City Manager Larry Shaffer and staff for all of their efforts on the Stryker project.

Alan Reiff, 2254 Oakland Ridge Drive, Kalamazoo, provided a brief history of the Portage Rotary Club, including the long relationship shared with Portage Public Schools and the City of Portage. He then announced a gala event to celebrate the 50-year history of the Portage Rotary Club, Friday, March 24, 2017, from 6 p.m. to 9 p.m. at the Fetzer Center of Western Michigan University, Kalamazoo. Discussion followed.

Monifa Jumanne, 6156 Independence Drive, invited everyone to attend the performance of the Brazeal Dennard Chorale from Detroit, who would perform at no charge at Portage Northern High School, Friday, February 24, 2017, at 7:00 p.m. as a Musical Tribute to the memory of Dr. Martin Luther King, Jr. Discussion followed.

Christine Petersen, 2607 Chopin Avenue, explained how she missed the notice associated with Water Main Project No. 317-W that is planned for her street as the reason she was here this night to address the matter. She said that the majority of the neighbors on Chopin Avenue do not want the improvement, that all of them thought they would get further information, did not realize that the project is optional, and objected to the cost. She reviewed each resident affected, listed many concerns and discussion followed. Mayor Strazdas indicated that the entire City Council had a sincere appreciation for her concerns, and that it was appropriate for her to have a meeting with Mr. Shaffer on this.

Mr. Shaffer concurred saying he would be thrilled to meet with her and the balance of the neighbors. He referenced her "every man for himself" comment and indicated that we are all about community here, that it is not "every man for himself" and that we think about that every day. He said he looked forward to meeting with her and her neighbors to answer all of their concerns and questions in the neighborhood or here at City Hall. He stated City Engineer Chris Barnes and his staff would be happy to meet with them, also, because in the final analysis, it is not about water, but about bringing us all together as a community. He asked for the chance to do this and said that at the end of the process, if we think we need to come back to the Mayor and Council, we will be happy to do that. Discussion followed.

Councilmember Pearson revealed that the Water and Sewer Assessment Policy was discussed at the Council Retreat and City Council determined that the Water and Sewer Assessment Policy needs to be changed. He asked that staff review the Water and Sewer Assessment Policy and bring suggested changes to Council for review.

Mr. Shaffer indicated that one of the tools we need to deploy is a better system of communication with our neighbors, effective communication, and in a more organized and efficient manner. He concluded that the citizens need the opportunity to shape outcomes. Discussion followed.

REPORTS FROM THE ADMINISTRATION:

*** ANNUAL MICROSOFT LICENSING RENEWALS – COOPERATIVE PURCHASE:** Motion by Pearson, seconded by Randall, to approve the annual Microsoft licensing renewal fees with CDW-G at a total cost of $50,388.13 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 6 to 0.

*** RESOLUTION FOR MOWING MDOT PROPERTIES:** Motion by Pearson, seconded by Randall, to adopt a *Performance Resolution for Governmental Agencies* for required permits to mow three Michigan Department of Transportation (MDOT) properties in the City of Portage. Upon a roll call vote, motion carried 6 to 0.

*** ROMENCE ROAD RECONSTRUCTION - GRAND ELK RAILROAD CROSSING:** Motion by Pearson, seconded by Randall, to endorse a Local Grade Crossing Surface Program application to the Michigan Department of Transportation for the grade crossing at the Romence Road railroad crossing by the Grand Elk Railroad in the amount of $51,036 and authorize the City Manager to execute all documents related to this matter on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

*** FISCAL YEAR 2017-2018 PROPOSED BUDGET REVIEW SCHEDULE:** Motion by Pearson, seconded by Randall, to establish April 18 and May 2, 2017, from 4:30 to 8:30 p.m. as the dates for review of the proposed Fiscal Year 2017-2018 Budget. Upon a roll call vote, motion carried 6 to 0.

BROWNFIELD PLAN FOR STRYKER INSTRUMENTS: Mayor Strazdas distinguished the Brownfield Plan for Stryker Corporation from the public hearing on the Industrial Tax Abatement Application in Item F.6 and explained the request and the process. Mayor Strazdas deferred to City Manager Shaffer, who briefly reviewed the Plan, the Agreement and the Resolution of Support and the importance of this project to the City of Portage. He asked Community Development Director Vicki Georgeau to provide some of the particulars of the project and she outlined the elements of the project, including the 485,000 square foot Research and Development Facility that will bring a significant number of quality jobs to Portage. She described the features of the project using a map and emphasized that this project opens up 288 acres for future development. She recognized representatives from Stryker Corporation, the Kalamazoo County Brownfield Authority and Southwest Michigan First who

have been instrumental throughout the process and began explaining some of the details outlined in the Plan, including: the straightening the Lovers Lane curve that has proven to be a safety hazard for motorists; the Brownfield Plan Development Agreement between the Kalamazoo County Brownfield Redevelopment Authority; how the Stryker Act 198 Tax Abatement request is addressed in the Agreement; the Phase I and Phase II Environmental Studies; the cost breakdown; the process thus far; and the projected requirements that remain.

Ms. Georgeau paused to introduce Scott Hunter and Jill VanDyken from Stryker Corporation; Pete Mitchell from Rockford Construction; Kalamazoo County Brownfield Authority Chair Joe Agostinelli; Rachael Grover and Dave Stegink from Envirologic, who wrote the Brownfield Plan; and Jill Bland from Southwest Michigan First. She mentioned that they may want to share some of the more exciting details of the Plan.

However, Mayor Strazdas asked Council if any of them had any questions; hearing none, he asked Ms. Georgeau for a simple explanation of Tax Increment Financing for the citizens of Portage. Ms. Georgeau explained that, for example, here there is a vacant parcel of undeveloped land, so the current taxable value of the land is limited which is used as the base value of the property. When the new development project is constructed here, she indicated there will be almost $63 million in new taxable value; this new taxable value is called the "Tax Increment" which can be captured and used to reimburse the property owner, and the City of Portage as a participant in the project, to cover eligible expenses; moreover, the most significant portion will be used to cover the public infrastructure cost. She pointed out that this is done over a nine-year period at which time the capture of the Tax Increment will be discontinued and the taxes at that point will be collected and distributed to the various taxing jurisdictions. Mayor Strazdas stressed that this should therefore be seen as a development tool and not a tax giveaway. Ms. Georgeau concurred and discussion followed.

In answer to Councilmember Pearson, Ms. Georgeau referred to Table 1 of the Brownfield Plan which outlines the eligible activities and said the public infrastructure costs represent about $2.3 million.

In answer to Mayor Pro Tem Ansari, Ms. Georgeau indicated that the Brownfield Redevelopment Financing will help with the costs of remediating the contamination on the site through soil removal and the steps taken to ensure other groundwater contamination will not be disrupted or exacerbated by the project.

City Manager Shaffer noted that through the use of the Brownfield Redevelopment Financing Act, Act 381 of 1996, this initial project of 70 acres out of the 288 acre site, along with the investment in the infrastructure by the City of Portage, together provide the public improvements necessary for this project and opens up the balance of the 288 acres for future development.

At the request of Mayor Strazdas, Pete Mitchell, 858 Bellclaire Avenue, Rockford Construction, Program Manager for Stryker Corporation, indicated he was the owners' representative helping the project move along. He thanked Mayor Strazdas and City Council for the opportunity to be present and applauded the partnership on this project as being fantastic from his experience. He also provided a short history of the last five years and his involvement with Stryker Corporation on this project.

Jill Vandyken, 403 West Street, Schoolcraft, Project Manager for Stryker Instruments of Stryker Corporation, expressed her excitement with the project and thanked Mayor Strazdas and City Council for their consideration of the Brownfield Plan. She shared some of the details of the project, some of the advantages of this site for development and some of the contents of the building using the site plan, photos and maps. She paid special thanks to Jill Bland from Southwest Michigan First for her assistance throughout the process. Discussion followed.

Kalamazoo County Brownfield Authority Chair Joe Agostinelli, 1906 Forest Drive, thanked the Stryker Team for investing in Portage and expressed his appreciation to Ms. Georgeau for her explanation of Tax Increment Financing (TIF) on behalf of the Authority and the Kalamazoo County Commission. He made mention of the fact that the TIF does not capture any of the debt millages and

gave the example that the Portage Public Schools current investment in facilities will benefit immediately from this project. Discussion followed.

Jill Bland, 1765 Van Kal Street, Oshtemo Township, Southwest Michigan First Executive Vice President, expressed her appreciation to the great people involved in the effort, and said that it is a great celebration of a company that started here and continues to grow and invest in this community. She expressed her appreciation of the partnership with the City of Portage, and revealed that this property was identified during the process five years ago as having potential for this project. She expressed her appreciation for the due diligence exercised by Stryker Corporation, so when they began looking at sites, the team was able to present a couple of shovel-ready sites, this being one of them. She thanked the Portage Council and staff for all of their efforts and discussion followed.

Motion by Pearson, seconded by Randall, to adopt the Resolution of Support for the Kalamazoo County Brownfield Redevelopment Authority Brownfield Plan for Stryker Instruments, and approve the Brownfield Plan Development Agreement between the Kalamazoo County Brownfield Redevelopment Authority and City of Portage.

Councilmember Ford indicated that his wife is with the Architectural firm on the project; that he feels this is a great investment for the City of Portage; that he feels he can remain impartial; but, he still wanted to make sure it would be okay to vote on this issue. City Attorney Randy Brown asked that he put some facts on the record to indicate her position and her relationship to the project. Councilmember Ford responded that she will not have any direct relationship with the project as she works in the capacity of marketing, and that she will not be involved in the designing or the engineering of the project. When Mr. Brown asked Councilmember Ford that even though his wife works for the firm, she is not involved in the project at all, Councilmember Ford said, "Not on the scale to create a conflict of interest." Discussion followed. Mr. Brown asked if Councilmember Ford feels if he votes for or against the matter, does he feel any pressure that would be put on her outside his vote at all, and Councilmember Ford answered in the negative. Discussion followed. Upon a roll call vote, motion carried 6 to 0. Discussion followed.

INDUSTRIAL TAX ABATEMENT APPLICATION: STRYKER INSTRUMENTS (6520 PORTAGE ROAD): Mayor Strazdas reviewed the request from Stryker Corporation for an Industrial Tax Abatement Application and deferred to City Manager Larry Shaffer for comment who described this as the first step in the process involved in Item 5, Brownfield Plan for Stryker Instruments and explained. Discussion followed.

Motion by Randall, seconded by Ansari, to accept the request from Stryker Instruments to create Industrial Development District No. 92 and the associated PA 198 Tax Abatement Application for a real and personal property tax abatement for 6520 Portage Road, and adopt Resolution No. 1-16 setting a public hearing on the creation of Industrial Development District No. 92 on February 28, 2017, at 7:30 p.m. or as soon thereafter as may be heard. Discussion followed. Upon a roll call vote, motion carried 6 to 0.

*** REZONING APPLICATION #16/17-3 (715 WEST OSTERHOUT AVENUE):** Motion by Pearson, seconded by Randall, to accept Rezoning Application #16/17-3 for first reading and set a public hearing for March 14, 2017, at 7:30 p.m. or as soon thereafter as may be heard and, subsequent to the public hearing, approve Rezoning Application #16/17-3 and rezone 715 West Osterhout Avenue from R-1C, one family residential, to PD, planned development. Upon a roll call vote, motion carried 6 to 0.

*** FINAL PLAN FOR PORTAGE PEDIATRIC DENTISTRY (3020 OLD CENTRE ROAD):** Motion by Pearson, seconded by Randall, to approve the Final Plan for Portage Pediatric Dentistry at 3020 Old Centre Road. Upon a roll call vote, motion carried 6 to 0.

* **ANGLING ROAD SANITARY SEWER PROJECT #417-S:** Motion by Pearson, seconded by Randall, to adopt Resolution No. 4 for the Angling Road Sanitary Sewer Project #417-S, setting a public hearing on the Assessment Roll for February 28, 2017, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 6 to 0.

* **JANUARY 12, 2017 COMMITTEE OF THE WHOLE FOLLOW-UP: CONSOLIDATED DISPATCH MILLAGE:** Motion by Pearson, seconded by Randall, to accept the follow-up report to the January 12, 2017 Committee of the Whole meeting concerning the Consolidated Dispatch millage. Upon a roll call vote, motion carried 6 to 0.

* **2017 PRE-COUNCIL MEETING TIME ADJUSTMENT:** Motion by Pearson, seconded by Randall, to change the meeting time for the remaining Pre-Council meetings for the 2017 calendar year to 8:00 a.m. Upon a roll call vote, motion carried 6 to 0.

* **2017 COMMITTEE OF THE WHOLE MEETINGS:** Motion by Pearson, seconded by Randall, to set Committee of the Whole meetings on April 10, September 12 and November 14, 2017. Upon a roll call vote, motion carried 6 to 0.

COMMUNICATION:

MARY LOU CAMPBELL, 2628 CHOPIN AVENUE: Mayor Strazdas deferred to City Manager Shaffer for comment, who explained that the communication from Mary Lou Campbell pertained to the Chopin Avenue Water Project No. 317-W, and referred to his pledge during Petitions and Statements of Citizens where he promised to meet and have an education session with all of the affected property owners on Chopin Avenue. He said he would incorporate Ms. Campbell's representation at that meeting, come back to City Council and report on the results of the meeting.

Motion by Randall, seconded by Ford, to receive the communication from Mary Lou Campbell, 2628 Chopin Avenue. Councilmember Randall referred to the comment from Ms. Campbell in her letter that her water smells and is undrinkable and asked that the City check some of these wells in order to have the results as information for the meeting. Mayor Strazdas concurred and stressed the need for continued communication with the neighbors. Upon a voice vote, motion carried 6 to 0.

UNFINISHED BUSINESS:

* **UNSAFE/UNFIT STRUCTURE - ORDER TO ABATE DEBRIS LOCATED AT 3923 FLORINDA AVENUE:** Motion by Pearson, seconded by Randall, to approve an order to abate interior and exterior debris from the Unsafe/Unfit Structure located at 3923 Florinda Avenue. Upon a roll call vote, motion carried 6 to 0.

* **MINUTES OF BOARDS AND COMMISSIONS MEETINGS:** City Council received the minutes of the following Boards and Commissions:

Portage Youth Advisory Committee of January 9, 2017.
Portage Human Services Board of January 19, 2017.
Portage Planning Commission of January 19, 2017.

COUNCIL COMMITTEE REPORTS:

DISCOVER KALAMAZOO: Councilmember Randall indicated that Dr. Jorge Gonzales, President of Kalamazoo College, was the guest speaker at the Discover Kalamazoo meeting. She said he is charismatic, is thrilled to be here and has strong ties to the area. She mentioned that he would be

out of town and unable to attend the Kalamazoo Region Conversation on Respecting Diversity, Saturday, February 18, 2017, 8:30 a.m. until 12:30 p.m., Fetzer Center, Western Michigan University. Motion by Ansari, seconded by Reid, to receive the report from Councilmember Randall on the Discover Kalamazoo meeting. Upon a voice vote, motion carried 6 to 0.

ENVIRONMENATL HEALTH AND ADVISORY COUNCIL (EHAC): Councilmember Ford indicated that Councilmember Pearson was reappointed President of EHAC, and the meeting recapped the activities of last year provided by Environmental Health. Motion by Pearson, seconded by Ansari, to receive the report from Councilmember Ford on the Environmental Health and Advisory Council (EHAC) meeting. Upon a voice vote, motion carried 6 to 0.

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY: Councilmember Reid indicated that the Authority is still in the process of identifying a place for the County Consolidated Dispatch; that Executive Director Jeff Troyer has been employed for a year now; and, Councilmember Pearson is head of the Committee that will do the annual review and set his goals for the next year

Councilmember Pearson indicated that the Authority approved the goals for next year; that the Authority will be reviewing Mr. Troyer's performance in March; and, that Mr. Troyer has accomplished a lot, has been here one year and is the only employee thus far; and, she indicated that the Authority does plan to add employees next year. Motion by Ford, seconded by Ansari, to receive the report from Councilmembers Reid and Pearson regarding the County Consolidated Dispatch Authority. Upon a voice vote, motion carried 6 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Ford thanked Councilmember Pearson for reading the Consent Agenda and mentioned that he and his son were able to enjoy the Snow Party at Oakland Drive Park.

Councilmember Pearson wished everyone a Happy Valentine's Day.

Councilmember Reid praised the Stryker Instruments initiative and pointed out that the Kalamazoo College students and the Western Michigan students will provide Stryker with future employees, so it is great for Portage and great for the entire Region. She said last week was "wear Red for Women Heart Association" fundraiser and reminded everyone that February is Heart Health Month. She noted that more women die from heart related cardiac issues than for any other reason, and encouraged healthy heart activity and wished everyone a Happy Valentine's Day.

Councilmember Randall echoed the success of Stryker Corporation and their investment in a portion of the 288 acre parcel that has been the topic of concern for some time. She acknowledged the mailing out of the assessments and commended City Assessor Ed VanderVries for sending these notices out February 10th even though they do not have to be mailed out until February 28th which has been the past practice. She pointed out that this gives the taxpayer extra time to review and research for a better check on the valuation of his or her properties.

Mayor Pro Tem Ansari invited everyone to Kalamazoo Region Conversation on Respecting Diversity, Saturday, February 18, 2017, 8:30 a.m. until 12:30 p.m., Fetzer Center, Western Michigan University. He indicated that Mayor Strazdas will be moderating the event and there will be four panels: a Law Enforcement Panel, a State Regulators Panel, an Educators Panel and an Elected Official Panel. Discussion followed.

Mayor Strazdas reflected on the meaning of the session and what prompted it in the first place. He recalled a Portage grandmother who came to City Council to inform them of an uncomfortable story about an interaction among school member, community members and her granddaughter. He stated that it touched Council that there are things going on around us that we cannot totally control that have an impact on people in our community. He stressed that it impacts what people say and do, and it is

important that we control how we react as citizens: to be respectful and maintain a civil community. He said because of this and everything else that is going on around us, Council knew we did not want a protest to voice our opinions, so it was important for the City of Portage to offer the opportunity for a civil, respectful discussion, and the discussion Portage will have is with the whole spectrum of community leaders, a powerhouse of almost twenty community leaders, and he listed some of them. He expressed the hope of Council that this is a way of bringing people together to share their differences in a respectful manner with community leaders, and he gave tribute to Mayor Pro Tem Ansari, who championed this effort. Discussion followed.

Mayor Strazdas continued and reflected on the extraordinary job that Mr. Shaffer has done on the Stryker Instruments project. He not only gave credit to all of those who assisted over the last three years of the effort, but also reminded everyone that ten years ago the vision was there when the City improved Milham Avenue to enable development and provide the infrastructure that would be needed. He encouraged everyone to celebrate this huge, significant event, and drew a comparison with the $100 million Pfizer project and its commitment of nearly one billion dollars over the next decade. He emphasized that we need to not only celebrate, but to also focus on the right kinds of things, to make sure we do not overspend, to maintain a conservative approach, and to focus on the right things like infrastructure, roads and all of the basic needs of the community. He cited public safety, water, sewer, roads and perhaps parks as specific examples.

MATERIALS TRANSMITTED:

*** MATERIALS TRANSMITTED OF JANUARY 24, 2017:** Motion by Pearson, seconded by Randall, to receive the Materials Transmitted of Tuesday, January 24, 2017. Upon a roll call vote, motion carried 6 to 0.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 9:05 p.m.

James R. Hudson, City Clerk

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

MINUTES FROM THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF FEBRUARY 27, 2017

Mayor Strazdas called the meeting to order at 8:00 a.m. The following Councilmembers were present: Mayor Pro Tem Ansari and Mayor Peter Strazdas. Councilmembers Patricia M. Randall, Claudette Reid and Jim Pearson were present via the conference phone line. Councilmembers Richard Ford and Terry Urban were absent with notice and excuse. Also in attendance were City Manager Larry Shaffer, Deputy City Manager Rob Boulis and City Clerk James Hudson.

With regard to Item D.1, Industrial Tax Abatement Application: Stryker Instruments (6520 Portage Road), Councilmember Reid asked for an explanation of why the Tax Abatement District is drawn specifically around the building, and if there is a reason why the District does not include the entire 288 acres since it is anticipated that it will all be industrially developed, as it is zoned industrial. City Manager Larry Shaffer offered to research the answer for her. She noted that Portage has had industrial districts in the past, and have had to expand them, but maybe it should be done once and be ready for future development.

Under D.2, Angling Road Sanitary Sewer Project #417-S, Mayor Pro Tem Ansari welcomed the opportunity to take part in the discussion on this matter at the Regular City Council Meeting.

Councilmember Randall asked if those residents on Angling Road affected by the Special Assessment would be attending the meeting, and if Mr. (Alan) Griffin was aware of what is taking place since he contacted her via e-mail wondering if this matter was still open for debate. Mr. Shaffer responded that he would contact him.

Councilmember Reid referred to the neighborhood meeting conducted by the Administration with the Angling Road residents and asked whether the residents were left with the impression that their vote would count regarding whether they wanted the sewer improvements or not. City Manager Shaffer indicated that he made it clear that it was the choice of the City Council of whether or not improvements were necessary; that Council wanted to know how citizens who were affected felt about the change; that City Council is sensitive to their interests; and, that Council would decide not only what is best for the neighborhood, but also what is in the best interest for the City. He mentioned that Chris Barnes, Kendra Gwin and Jamie Harmon did a great job, but this is retail politics, so each individual who was opposed may have had an issue, specific to their particular wants and needs. He cited the individual who would end up having a tree in front of his house saved instead of removed, so his concern did not turn out to be much of a problem for him. He also related the story of a woman whose husband passed away two years ago, who is not used to taking care of the house on her own, and who does not know how to get through this process. He said he referred her to Kendra Gwin, who is one of the best utility people in the area and explained how she would take care of her needs. He commented that the session was very positive, and indicated they were able to move the needle on this since those who are opposed to the project may still be opposed to the project, but are not vehemently opposed anymore.

When Mayor Strazdas asked if there were any concerns with Item F.2, Kalamazoo County Consolidated Dispatch Authority Surcharge Revenues, Councilmember Reid expressed her delight with the language in the First Amendment to

the Agreement for the Distribution of County 9-1-1 Surcharge Revenues. Everyone else was silent on the matter.

In relation to F.3, Kalamazoo County Identification Program, but not specifically about the item, Councilmember Reid asked whether the tradition of not making an endorsement on positions or proposals by City Council is a policy or just a tradition; and, if not a policy, she proposed that City Council should consider having a policy so that entities that ask for Council endorsements or a referendum of support, for example, know what Council Policy is. Mayor Strazdas asked Mr. Shaffer to research the records for an answer on this.

Mayor Strazdas disclosed a discussion he had with State Representative Margaret O'Brien, who indicated that the State has a program through United Way to obtain Identification Cards. He said she was wondering why another governmental agency would create an ID card program. He explained that the State funds or works with United Way to help people get ID cards for people, and left the deliberations on the item for the Regular City Council Meeting. He again posed the question of whether there was a policy on endorsements and does Council want such a policy. He noted that Councilmembers can personally issue an opinion on anything and listed a few examples; further, he indicated that City Council has not set a vote on a matter outside of the jurisdiction of Portage, and neither has the Federal Government, nor has the County Government, voted on a Portage action.

Councilmember Randall indicated that it has been endorsed by Portage residents and the Police force, and she asked if Council would rather have a letter from the Police force or the City Council. She mentioned that "fracking" and things like that may not directly affect Portage citizens, but something like this would. She admitted she had no knowledge of the United Way Program, but would look for it. She mentioned that she has been included on a "loop" of e-mails from Former Kalamazoo County Commissioner Larry Provancher. She also indicated that Mr. Provancher, St. Catherine of Sienna Church Pastor, Father Ken Schmidt, Chapel Hill United Methodist Church Pastor Barry Petrucci, and others in support of this will be attending the meeting tomorrow. She concluded that to do nothing, to not respond, is a response; and, while it is not a City program, it is part of a County Program. She expressed her opinion that this is very different because it affects Portage residents directly.

Mayor Strazdas concurred that it does affect Portage residents, then commented that Portage residents can meet with the three County Commissioners who represent Portage citizens for discussion, and promised to share his thoughts on this matter at the meeting tomorrow. He said that this is a good thing if there is no other policy in place, and noted that the County Commission will be talking to 50,000 people rather than seven people.

Councilmember Reid asked that Mr. Shaffer research the United Way Program to see if there is a Personal Identification Program that would be available in Kalamazoo County that duplicates this Program.

Councilmember Pearson cited the stated Tax Abatement Policy as an example of a City Council policy, and said that a written policy makes it easier for Council to begin discussions on a policy. He noted that over the last few years, there are more of these matters coming up on Resolutions. He concurred with Councilmember Reid, reflected that this is outside Portage, that he personally only found out about this on Friday, and that feels he does not have enough information to vote on it tomorrow saying seven people are not going to change his mind. He reviewed the draft letter from Public Safety Director White which cites Veterans and the Elderly and asked if this is a major problem, especially with regard to how it affects the City of Portage. He noted that the

cost for the service is unknown and not disclosed even though the Kalamazoo County Commission probably has had discussions on this. He said the Kalamazoo Resolution tells him nothing, other than "10 % of the population," and closed with he does not like these things to come up "Willy – nilly" and would talk more about this tomorrow night.

In reference to Item M.3.f, Portage Road Reconstruction Open House Meeting Reminder, Councilmember Reid asked what segment of road is being addressed at the meeting. Mr. Shaffer responded he would get that information for Council. Councilmember Reid asked if an outreach to the affected residents along the stretch of the roadway will take place, and Mr. Shaffer assured her that there will be.

ADJOURN: Mayor Strazdas adjourned the meeting at 8:15 a.m.

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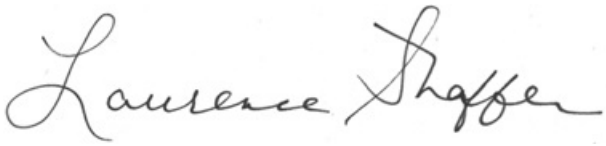
James Hudson, City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of February 28, 2017 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 January 29, 2017 through February 12, 2017 and notes $425,529.86 in automated clearing house payments, $652,854.30 in paper checks and $15,803.13 in auto-pay payments for a grand total of $1,094,187.29.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

Check Type: ACH Transaction

Check Date	Check No.	Vendor Name	Description	Amount
02/07/2017	6312(A)	MONIFA A. JUMANNE, PH.D.	CONSULTING SERVICES	1,666.00
02/10/2017	6313(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMP SERVICES	4,459.19
02/10/2017	6314(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMP SERVICES	4,074.12
02/10/2017	6315(A)	AIRGAS GREAT LAKES	CYLINDER RENTAL	457.49
02/10/2017	6316(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARDS	3,115.80
02/10/2017	6317(A)	ALRO STEEL CORPORATION	ELIASON FENCING	367.52
02/10/2017	6318(A)	AMERICAN SAFETY & FIRST AID	DPS SAFETY SUPPLIES	448.91
02/10/2017	6319(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL	1,385.00
02/10/2017	6320(A)	APOLLO FIRE EQUIPMENT COMPANY	OPERATING SUPPLIES	642.30
02/10/2017	6321(A)	ARGUS-HAZCO	OPERATING SUPPLIES	811.25
02/10/2017	6322(A)	BELL EQUIPMENT COMPANY	EQUIP RENTAL/REPAIRS	10,218.00
02/10/2017	6323(A)	BYHOLT INC.	ROAD SUPPLIES	3,030.68
02/10/2017	6324(A)	C D W GOVERNMENT, INC.	BODY WORN CAMERAS	11,752.89
02/10/2017	6325(A)	C T S TELECOM, INC.	TELEPHONE SERVICE	2,914.96
02/10/2017	6326(A)	CAPITAL ADVANTAGE LEASING	IT EQUIPMENT LEASING	17,699.70
02/10/2017	6327(A)	CARRIER & GABLE	TRAFFIC SIGNALS	6,471.50
02/10/2017	6328(A)	CHARTER COMMUNICATIONS	CABLE TV SERVICE	528.70
02/10/2017	6329(A)	CLEANIT CORP	VEHICLE WASHES	19.00
02/10/2017	6330(A)	DATA CONSTRUCTS LLC	WEBSITE SERVICES	97.95
02/10/2017	6331(A)	DEPATIE FLUID POWER CO., INC.	REPAIR SUPPLIES	1,062.03
02/10/2017	6332(A)	EG WORKFORCE SOLUTIONS	TEMP SERVICES	529.50
02/10/2017	6333(A)	ETNA SUPPLY, INC.	REPAIR SUPPLIES	105.00
02/10/2017	6334(A)	EXTREME POWER EQUIPMENT, INC.	REPAIR SUPPLIES	63.38
02/10/2017	6335(A)	FIRE SERVICE MANAGEMENT	TURNOUT GEAR	2,571.58
02/10/2017	6336(A)	FISHBECK THOMPSON CARR & HUBER, INC	ENGINEERING SERVICES	466.00
02/10/2017	6337(A)	FURRY, WILLIAM	OFFICE CHAIRS	708.98
02/10/2017	6338(A)	GAIL ANDRUS TRAVEL	SR TRIP SERVICES	604.50
02/10/2017	6339(A)	GLOBAL TELEMATIC SOLUTIONS LLC	TECH FLEET SUPPORT	625.00
02/10/2017	6340(A)	GREAT LAKES CHLORIDE, INC.	ROAD SUPPLIES	5,481.81
02/10/2017	6341(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL	165.00

Check Date	Check No.	Vendor Name	Description	Amount
02/10/2017	6342(A)	HARTFORD LIFE INSURANCE COMPANY	EMPLOYEE INSURANCE	8,681.30
02/10/2017	6343(A)	HOWARD PRINTING	PORTAGER PRODUCTION	3,101.20
02/10/2017	6344(A)	HURST MECHANICAL, INC.	HVAC MAINTENANCE	241.35
02/10/2017	6345(A)	HYDRO-CHEM SYSTEMS, INC.	PREP SOLVENT	401.00
02/10/2017	6346(A)	INDUSCO SUPPLY CO., INC.	BATHROOM SUPPLIES	139.17
02/10/2017	6347(A)	INTERNATIONAL CODE COUNCIL, INC	CODE SERVICES	918.24
02/10/2017	6348(A)	J-AD GRAPHICS, INC	SR CNTR NEWSLETTER	2,127.00
02/10/2017	6349(A)	JAROTH, INC	PAY PHONES	303.00
02/10/2017	6350(A)	KEHOE, EDWARD J	SR CENTER INSTRUCTOR	395.00
02/10/2017	6351(A)	LAKE MICHIGAN MAILERS, INC.	MAIL BARCODING	55.00
02/10/2017	6352(A)	LIBRA INDUSTRIES, INC. OF MICHIGAN	FIRE EQUIPMENT	295.03
02/10/2017	6353(A)	LOWE'S HOME CENTER	OPERATING SUPPLIES	33.24
02/10/2017	6354(A)	MAILFINANCE	LEASE PAYMENT	744.27
02/10/2017	6355(A)	MATERIALS RESOURCES	OPERATING SUPPLIES	291.90
02/10/2017	6356(A)	MAURER'S TEXTILE RENTAL SERVICES	UNIFORM SERVICES	476.19
02/10/2017	6358(A)	MEJEUR ELECTRIC LLC	ELECTRICAL REPAIR	4,993.00
02/10/2017	6359(A)	MICHIGAN KAL ELECTRONICS, INC.	PRINTING SERVICES	330.00
02/10/2017	6360(A)	OMM ENGINEERING, INC.	ENGINEERING SERVICES	10,977.00
02/10/2017	6361(A)	ONE WAY PRODUCTS	TRASH CAN LINERS	221.34
02/10/2017	6362(A)	PCM SALES, INC.	IT OUTSOURCING	40,550.00
02/10/2017	6363(A)	PECKELS, CHRISTINE	SR CENTER INSTRUCTOR	240.00
02/10/2017	6364(A)	PEOPLEFACTS, LLC 740303	CREDIT CHECKS	16.67
02/10/2017	6365(A)	PERCEPTIVE CONTROLS, INC.	SCADA SOFTWARE	4,582.80
02/10/2017	6366(A)	RIDGE AUTO NAPA	VEHICLE MAINT/REPAIR	3,017.79
02/10/2017	6370(A)	SEVERANCE ELECTRIC COMPANY,INC	TRAFFIC CONTROL ITEM	69,242.14
02/10/2017	6371(A)	SHULTS EQUIPMENT,LLC.	UNDERBODY PLOW BLADE	14,970.12
02/10/2017	6372(A)	SIMMONS FORD	VEHICLE MAINT/REPAIR	100.73
02/10/2017	6373(A)	SIMPLIFILE LLC	DOCUMENT RECORDING	33.00
02/10/2017	6374(A)	SNELL, DEBRA	SR CENTER INSTRUCTOR	144.00
02/10/2017	6375(A)	SUEZ WATER ENVIRONMENTAL SERVICES	UTILITY OPERATIONS	167,775.40
02/10/2017	6376(A)	TECHNOLOGY SOLUTIONS	MEDIA CENTER LINK	106.25

Check Date	Check No.	Vendor Name	Description	Amount
02/10/2017	6377(A)	TERMINAL SUPPLY CO.	LIGHTING SUPPLIES	72.05
02/10/2017	6378(A)	THOMPSON, HELENE	SR CENTER INSTRUCTOR	279.00
02/10/2017	6379(A)	W W GRAINGER INC	BREAKAWAY SIGN ANCHORS	714.24
02/10/2017	6380(A)	WESTERN MICHIGAN INT'L TRUCKS	REPAIR & MAINTENANCE	435.11
02/10/2017	6381(A)	WOLVERINE LAWN SERVICE, INC.	SNOW REMOVAL SERVICE	5,462.68
02/10/2017	6382(A)	XEROX CORPORATION	PHOTOCOPY LEASING	519.91
			ACH SUBTOTAL:	**425,529.86**
Check Type: Paper Check				
01/30/2017	10057	PETTY CASH-DEREK HENSON	REPLENISHMENT CHECK	258.44
01/30/2017	10058	PETTY CASH-HOLLY CERNY	REPLENISHMENT CHECK	304.49
01/30/2017	10059	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	321.94
01/30/2017	10060	PETTY CASH-MARILYN MARION	REPLENISHMENT CHECK	481.88
02/06/2017	10061	PETTY CASH-ERICA EKLOV	REPLENISHMENT CHECK	527.28
02/03/2017	301277	VANPORTFLIET, DEREK	TRAINING EXPENSES	250.00
02/10/2017	301278	5TH DISTRICT COURT	BOND TRANSFER	200.00
02/10/2017	301279	A B C WAREHOUSE	PROJECTOR	1,299.95
02/10/2017	301280	A PIZZA YEN	SR CENTER EVENT	1,120.50
02/10/2017	301281	A T & T	TELEPHONE SERVICE	133.43
02/10/2017	301282	ADP, INC.	PAYROLL PROCESSING	1,721.80
02/10/2017	301283	AEG DEVLOPMENT	TAX OVER PAYMENT	57.94
02/10/2017	301284	ALLEGRA PRINT & IMAGING	PRINTED SUPPLIES	363.00
02/10/2017	301285	ALLEN EDWIN HOMES	TAX OVER PAYMENT	9.61
02/10/2017	301286	AMERICAN PUBLIC WORKS ASSOC	HR JOB POSTING	345.00
02/10/2017	301287	ANY CUTTING & WELDING	ZAMBONI REPAIR	160.00
02/10/2017	301288	BALKEMA EXCAVATING, INC.	ZYLMAN LIFT STATION	139,000.00
02/10/2017	301289	BATES, LOIS	SR CNTR TRIP REFUND	40.00
02/10/2017	301290	BEATTIE, JUDITH	SR CNTR TRIP REFUND	95.00
02/10/2017	301291	BECK, SALLY	SR CNTR ACTIVITY REFUND	45.00
02/10/2017	301292	BESCO WATER TREATMENT, INC.	WATER SERVICE	59.75
02/10/2017	301293	BEST WAY DISPOSAL, INC.	RECYCLING SERVICE	45,102.99

Check Date	Check No.	Vendor Name	Description	Amount
02/10/2017	301294	BOB PETERSON CODE SERVICES	ACT 54 TRAINING	128.00
02/10/2017	301295	BRUCE'S TRUCK & AUTO ACCESSORIES	TRUCK REPAIRS	150.00
02/10/2017	301296	BUCKHOUT, DALEEN	SR CNTR TRIP REFUND	90.00
02/10/2017	301297	BYCE & ASSOCIATES, INC.	ARCHITECHTURAL STUDY	3,500.00
02/10/2017	301298	CALHOUN COUNTY SHERIFF'S OFFICE	K9 TRAINING	150.00
02/10/2017	301299	CAMPBELL AUTO SUPPLY	VEHICLE REPAIR/MAINT	134.70
02/10/2017	301300	CANTEEN SERVICES	CONCESSION SUPPLIES	93.00
02/10/2017	301301	CARLETON EQUIPMENT CO.	VEHICLE REPAIR/MAINT	2,976.76
02/10/2017	301302	CARTRIDGE WORLD	PRINTER SERVICES	1,600.33
02/10/2017	301303	CHICAGO TITLE OF MICHIGAN, INC.	TITLE SEARCHES	150.00
02/10/2017	301304	CITY OF KALAMAZOO TREASURER	SANITARY SEWER COSTS	210,857.03
02/10/2017	301305	CONRAD CONSULTING & REMODELING	HOME REHAB SERVICE	15,960.00
02/10/2017	301306	CONSUMERS ENERGY	STREETLIGHTS	34,463.92
02/10/2017	301307	COSTAR REALTY INFORMATION, INC.	REALTY SERVICES	307.95
02/10/2017	301308	D L GALLIVAN INC.	COPIER RENTAL	96.95
02/10/2017	301309	DATA STRATEGY LLC	WIRELESS EQUIPMENT	5,834.34
02/10/2017	301310	DELTA CHALLENGE COINS	EMPLOYEE INCENTIVES	344.00
02/10/2017	301311	DEPATIE	TAX OVER PAYMENT	803.48
02/10/2017	301312	DERO	BIKE RACKS	7,201.85
02/10/2017	301313	DEVON TITLE AGENCY	REFUND OVERPAYMENT	7.86
02/10/2017	301314	DONNA PANASIEWICZ	ACT 54 TRAINING	200.00
02/10/2017	301315	EMERGENCY VEHICLE PRODUCTS	VEHICLE REPAIRS	43,193.60
02/10/2017	301316	FORCE AMERICA, INC.	UNIT 242 HARNESS	656.06
02/10/2017	301317	GORDON FOOD SERVICE	CONCESSION SUPPLIES	55.92
02/10/2017	301318	GRAHAM FORESTRY SERVICE, INC.	FORESTRY CONSULTING	368.00
02/10/2017	301319	GRAND ELK RAILROAD	SIGNAL MAINTENANCE	16,694.00
02/10/2017	301320	HERITAGE COMMUNITY OF KALAMAZOO	SR CENTER EVENT	160.00
02/10/2017	301321	HERTZ, SHANNON	WMU GOV'T JOB FAIR	35.00
02/10/2017	301322	HILLS SIGNS, INC.	HILLS SIGNS	450.00
02/10/2017	301323	HOME DEPOT	OPERATING SUPPLIES	779.24
02/10/2017	301324	HOUSING RESOURCES, INC.	16/17 HPS CONTRACT	10,367.50

Check Date	Check No.	Vendor Name	Description	Amount
02/10/2017	301325	INT'L FOUNDATION EMP BENEFIT PLANS	EMPLOYEE TRAINING	588.00
02/10/2017	301326	INT'L PUBLIC MGT ASSOC FOR HR	PROMOTION TESTS	347.70
02/10/2017	301327	JILL EDELEN CONSULTING, LLC	CONSULTING SERVICES	4,000.00
02/10/2017	301328	K & W ENTERPRISES, INC.	SUSPENDERS	527.92
02/10/2017	301329	KAL-CREEK APPRAISERS, LLC	PROPERTY APPRAISALS	3,750.00
02/10/2017	301330	KALAMAZOO COUNTY TREASURER	SUBPOENA BY MAIL	62.50
02/10/2017	301331	KAMATH, SOBHA & SREENIVAS	TAX OVER PAYMENT	284.85
02/10/2017	301332	KENT COUNTY DPW	RECORDS DISPOSAL	90.00
02/10/2017	301333	KERR PUMP AND SUPPLY INC.	OPERATING SUPPLIES	90.86
02/10/2017	301334	KLOOSTER, FRAN	SR CNTR REIMBURSEMEN	64.00
02/10/2017	301335	KLOSTERMAN DISTRIBUTING	CONCESSION SUPPLIES	31.10
02/10/2017	301336	KONOPA, DON	SR TRIP REFUND	240.00
02/10/2017	301337	KUIPER BROTHERS MOVING INC.	RECORDS STORAGE	188.00
02/10/2017	301338	KZOO TIRE COMPANY	TIRES AND REPAIRS	420.00
02/10/2017	301339	LAKELAND ASPHALT CORP.	ROAD SUPPLIES	687.96
02/10/2017	301340	LEXISNEXIS RISK SOLUTIONS	OPERATING SUPPLIES	150.00
02/10/2017	301341	LOEBIG, ELIZABETH	MILEAGE REIMBURSEMENT	63.57
02/10/2017	301342	MCCLURE, DENNIS & CAROLYN	SR TRIP REFUND	180.00
02/10/2017	301343	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	145.00
02/10/2017	301344	MI ASSOC. OF CHIEFS OF POLICE	MEMBERSHIP DUES	100.00
02/10/2017	301345	MI ASSOC. OF CHIEFS OF POLICE	MEMBERSHIP DUES	100.00
02/10/2017	301346	MICH MUNICIPAL POLICE & FIRE REPAIR	VEHICLE REPAIR/MAINT	776.54
02/10/2017	301347	MICHIGAN ASSOC. OF PLANNING	EMPLOYMENT AD	75.00
02/10/2017	301348	MICHIGAN CAT	OPERATING SUPPLIES	610.75
02/10/2017	301349	MICHIGAN SECURITY & LOCK	KEYS/REKEYING DOORS	215.50
02/10/2017	301350	MILLER, CANFIELD, PADDOCK & STONE	LEGAL SERVICES	881.50
02/10/2017	301351	MILLS, DANIEL	MEMBERSHIP DUES	85.00
02/10/2017	301352	MLIVE MEDIA GROUP	PUBLICATION NOTICES	496.47
02/10/2017	301353	MOORE MEDICAL, LLC	MEDICAL SERVICES	285.71
02/10/2017	301354	MOTION PICTURE LICENSING CORP.	LICENSE FEE	200.00
02/10/2017	301355	MULDERS LANDSCAPE SUPPLIES INC	SNOW PLOW OPERATORS	17,518.00

Check Date	Check No.	Vendor Name	Description	Amount
02/10/2017	301356	NATIONAL TAX SEARCH LLC	TAX OVER PAYMENT	325.00
02/10/2017	301357	NIEBOER HEATING & COOLING, INC.	HOME REHAB SERVICE	3,250.00
02/10/2017	301358	NORTHERN CONCRETE PIPE	OPERATING SUPPLIES	130.00
02/10/2017	301359	NYE UNIFORMS	UNIFORM SUPPLIES	2,523.90
02/10/2017	301360	O'REILLY AUTO PARTS	MAINTENANCE SUPPLIES	227.27
02/10/2017	301361	OAKLAND COMMUNITY COLLEGE	EMPLOYEE TRAINING	75.00
02/10/2017	301362	OFFICE DEPOT, INC.	OFFICE SUPPLIES	894.72
02/10/2017	301364	PAPER CENTRAL	30 CARTONS OF PAPER	808.00
02/10/2017	301365	PARIS CLEANERS	PD UNIFORM CLEANING	1,229.65
02/10/2017	301366	PETERSON, KRISTEN	PARK DEPOSIT REFUND	100.00
02/10/2017	301367	POLK & COMPANY, R L	INFORMATION SERVICE	425.00
02/10/2017	301368	RATHCO SAFETY SUPPLY, INC.	SIGNAGE AND SUPPLIES	1,845.26
02/10/2017	301369	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE SERVICES	670.53
02/10/2017	301370	ROCKROHR, BEV	SR CNTR TRIP REFUND	95.00
02/10/2017	301371	ROLLER, JOHN	DAMAGED MAILBOX	44.00
02/10/2017	301372	RONALD J FISCHER	EMPLOYEE TRAINING	267.00
02/10/2017	301373	ROWLEY BROTHERS, INC.	MOTOR OIL	1,366.53
02/10/2017	301374	SHERMAN TOOL / CORNWELL TOOLS	TOOL REPLACEMENT	75.18
02/10/2017	301375	SKILLQUEST INTERNATIONAL LLC	DRUG TESTING	2,380.47
02/10/2017	301376	STATE OF MICHIGAN	REGISTRATION FEES	60.00
02/10/2017	301377	STEENSMA LAWN & POWER	OPERATING SUPPLIES	4,763.61
02/10/2017	301378	STROMER, JOAN	SR TRIP REFUND	304.00
02/10/2017	301379	SUDS MOBILE CLEANING SYSTEMS, LLC	EQUIPMENT CLEANING	570.00
02/10/2017	301380	TASER INTERNATIONAL, INC	TASER CARTRIDGES	1,435.32
02/10/2017	301381	TELVENT DTN, INC.	WEATHER SERVICE	822.00
02/10/2017	301382	THAD REEDER AUTOMOTIVE LLC	APPARATUS REPAIRS	9,389.66
02/10/2017	301383	THREE PEAS DESIGN	SR CNTR TRAVEL BROCHURE	125.00
02/10/2017	301384	TODD ARBANAS ENTERPRISES INC.	TREE SERVICES	10,500.00
02/10/2017	301385	TRACTOR SUPPLY CORP.	REPAIR SUPPLIES	234.92
02/10/2017	301386	TRUE-TECH INDUSTRIES CO.	REPAIR SUPPLIES	4,972.57
02/10/2017	301387	TYLER HOME IMPROVEMENTS	HOME REHAB SERVICE	150.00

Check Date	Check No.	Vendor Name	Description	Amount
02/10/2017	301388	U S POSTMASTER	PORTAGER POSTAGE	8,000.00
02/10/2017	301389	U S POSTMASTER	POSTAGE PERMIT	225.00
02/10/2017	301390	UNION STREET HYDRAULICS	AIR CYLINDER REPAIR	520.32
02/10/2017	301391	UNITED PARCEL SERVICE	WEEKLY DELIVERY SERV	17.42
02/10/2017	301392	VARIDESK LLC	STANDING DESK	375.00
02/10/2017	301393	VERIZON WIRELESS SERVICES, LLC	CELL PHONE SERVICE	2,143.13
02/10/2017	301394	WADSWORTH NORTHWEST	BATTERY INSPECTIONS	2,704.00
02/10/2017	301395	WATKINS, JOAN	SR TRIP REFUND	90.00
02/10/2017	301396	WEISSERT, CATHY	MILEAGE REIMBURSEMENT	70.62
02/10/2017	301397	WESTER, SARAH	DAMAGED MAILBOX	44.00
02/10/2017	301398	WIERINGA, WILLIAM	OVERPAYMENT REFUND	5.00
02/10/2017	301399	WINTER EQUIPMENT COMPANY, INC.	UNDERBODY PLOW GUARD	2,416.73
02/10/2017	301400	WITMER PUBLIC SAFETY GROUP	GENERATOR SUPPLIES	180.07
02/10/2017	301401	WRAPS N SIGNS	SIGNAGE SERVICES	3,040.00
			PAPER CHECK SUBTOTAL:	**652,854.30**

Check Type: Auto-Pay Payments

2/3/2017	4475	CONSUMERS	AUTO-PAY	291.75
2/6/2017	4483	CONSUMERS	AUTO-PAY	4,384.71
2/7/2018	4491	SR CNTR CREDIT CARD	AUTO-PAY	2,249.68
2/8/2018	4488	CONSUMERS	AUTO-PAY	113.78
2/9/2019	4499	CONSUMERS	AUTO-PAY	8,763.21
			AUTO-PAY SUBTOTAL:	**15,803.13**
			GRAND TOTAL:	**1,094,187.29**

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Industrial Tax Abatement Application: Stryker Instruments (6520 Portage Road)

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council:

1. adopt Resolution No. 2-17 creating Industrial Development District No. 92 for 6520 Portage Road, and
2. adopt Resolution No. 3-17 setting a public hearing on March 14, 2017 for an Industrial Facilities Exemption Certificate for real and personal property investments in the estimated amount of $154.6 million within District No. 92.

On February 14, 2017, City Council accepted a request from Stryker Instruments to create an Industrial Development District at 6520 Portage Road and an associated PA 198 tax abatement application for a 12-year real and six-year personal property tax abatement. Stryker Instruments has plans to construct an approximate 485,000-square-foot research and development facility over the next two years within the boundaries of the proposed IDD. The IDD encompasses the building footprint and associated site improvements such as the north access drive, off-street parking, storm water basins and private utilities. Stryker Instruments has requested an abatement for real and personal property improvements for the R&D facility to total $154,581,216; $143,718,466 in real property and $10,862,750 in personal property investments, which would begin in 2019.

Stryker Instruments recently acquired nine parcels of land that comprise 288 acres. This land assemblage is bounded on the east by Portage Road, on the west by Lovers Lane, on the north by East Milham Avenue and on the south by Ramona Avenue. The proposed R&D facility will be located on approximately 79 acres of the southeast quadrant of this large land area, currently addressed as 6520 Portage Road. Included in the application is an overall vicinity map, conceptual plans and building elevations that illustrate the location of the larger parcel assemblage and the location of the immediate development project. In addition to the real and personal property investment included in the tax abatement application, Stryker Instruments indicates the total investment in this development project will exceed $224 million, which includes land acquisition, construction of public infrastructure such as the new east-west roadway, associated traffic signal and public utilities, and personal property investments that are not eligible for an industrial tax abatement.

Summary of PA 198 Process

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

Preliminary Environmental Analysis

A preliminary planning and environmental review of the proposed facility has been completed. As noted above, Stryker Instruments recently acquired nine parcels which total 288 acres in size. These properties are unimproved land, and some areas have been used for crop production. The site is an eligible “facility” due to the presence of soil and groundwater contamination, which was caused by a prior owner or occupant. Stryker is proposing a Brownfield Plan, which will include removal of contaminated soil and due care with regard to soil and groundwater management. Compliance with state and federal regulations pertaining to hazardous material handling, storage and disposal will be required during the construction and operation of the proposed facility. Storm water drainage will be controlled on site in conformance with the city's “Storm Water Design Criteria Manual.” The property is zoned I-2 heavy industrial and adjacent properties are also zoned heavy industrial. The property is located within the Portage Road Industrial Corridor and is identified for industrial development in the City of Portage Comprehensive Plan.

Project Impact Analysis

Project impact analyses have been prepared for the proposed investment of $154,581,216 in real and personal property improvements. Personal property investments are requested to be abated, as the applicant is not certain the improvements associated with the research and development operations of the facility are considered Eligible Manufacturing Personal Property (EMPP).

Stryker Instruments will retain 966 full-time equivalent employees and will create 105 new jobs within two years of completing the R & D facility. The average annual salary of the existing and new employees is $68,000. Assumptions utilized in the analyses are detailed on page one of the reports, calculations are included on proceeding pages and a summary table and chart organizes the results of

these calculations for City Council reference.

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

Direct General Fund Abatement Cost	$3,315,340
Cumulative Revenue to the City (20 years)	$5,644,777
Primary/Secondary Community Economic Benefits	$8,377,600

As indicated, the direct General Fund abatement cost to the city over the abatement period is estimated at $3.32 million. However, the cumulative revenue to the city over a 20-year period is estimated at $5.64 million and an additional broader community benefit is estimated at $8.38 million based on the level of real property investment and job creation.

Property Tax Analysis

An analysis on the impact of property taxes has also been prepared. With no abatement and the real property taxed at the full 61.24 mill rate and personal property tax at the full 37.09 mill rate (i.e., personal property that is not Exempt Manufacturing Personal Property), the estimated taxes generated for all taxing units would total $47,255,829 over the abatement period. The table below provides the estimated total tax revenue foregone by local unit of governments.

City of Portage	$4,516,979
Kalamazoo County	$2,993,025
KRESA	$2,510,451
KVCC	$1,102,481
Portage District Library	$ 587,781

Portage Public Schools revenue is subject to the 1994/95 school aid legislation and is largely provided by the State and the public schools are held harmless by the abatement.

If approved by Council, the total Industrial Tax Abatement (IFT) roll, as a percentage of the total city tax base (State Equalized Valuation) would equal 7.08%. This percentage reflects the previously approved and active industrial tax abatements and the requested abatement by the applicant. When the percentage of the IFT roll exceeds five percent of the total tax base, the Council must find that approving the tax abatement will not have the effect of substantially impeding the operation of the local governmental unit or impair the financial soundness of the taxing unit. As indicated above, the applicant is requesting that the tax abatement become effective in 2019, after the project is substantially complete, whereas the 7.08% estimate is based on the existing 2016 total tax base. For 2017, the City Assessor currently estimates a five percent increase in the total tax base and the tax roll will become final after the March 2017 Board of Review. Under this scenario, the IFT roll as a percent of the total tax base is estimated at 6.20%. Furthermore, for 2018 and based on the current state of the economy and increased local development activity, it is conservatively estimated that the tax base will increase an additional two percent. In this case, the IFT roll as a percent of the total tax base is estimated to be 6.09%. While these estimates still exceed the five percent of the total roll, as noted

above, there are considerable primary and secondary benefits anticipated from this development project, which are anticipated to result in future development of the overall 288-acre land assemblage now owned by the applicant. Finally, in 2019 when the Stryker Instruments abatement request would become effective, four currently active abatements will expire, which will further reduce the IFT roll as a percent of the total tax base. Therefore, the City Administration does not anticipate an adverse impact on the local governmental unit.

Conclusion

The application is consistent with the adopted industrial tax abatement incentive policy. Given the significant investment being made with this development project, including building, site improvements, and personal property improvements, which will result in a notable benefit to the community, creation of Industrial Development District No. 92 as proposed is recommended.

FUNDING: Not Applicable

Attachments:

1. January 19, 2017 correspondence from Brent Lalomia, Vice President, Quality and Facilities, Stryker Instruments and PA 198 application
2. Resolution No. 2-17
3. Resolution No. 3-17
4. Vicinity Map of proposed IDD No. 92
5. PA 198 Abatement Breakdown Spreadsheet
6. Project Impact Analyses

January 19, 2017

Portage City Council
7900 South Westnedge Avenue
Portage, MI 49002

Dear Portage City Council:

Stryker Corporation was incorporated in Michigan in 1941 and is a global leader in medical technology. Their products are sold in over 100 countries through company-owned sales subsidiaries and branches as well as third-party dealers and distributors. Stryker's products include implants used in joint replacement and trauma surgeries; surgical equipment and surgical navigation systems; endoscopic and communications products used in a variety of medical specialties.

The Instruments Division is one of the fastest growing divisions and due to its growth over the past two decades is proposing to expand into a new Instruments campus to support up to 1,300 employees. The new campus to be built at 6100 Portage Road, will feature a customer experience center, a functioning showroom, a state of the art R&D test lab, and a bio-skills lab for research and new product development. The proposed facility will also provide required office space for their sales, marketing, and support functions and will accommodate current and future headcount growth. The facility will be approximately 485,000 square feet. Total anticipated capital investment in real and personal property is estimated to exceed $200M over a three year period beginning in 2017. Investment in new jobs would be realized over three years beginning in 2017. As part of this expansion, 966 existing employees will be relocated from the following existing Stryker facilities;

1. Stryker Instruments Headquarters at 4100 E. Milham Avenue,
2. Stryker Instruments Plant at 6201 Sprinkle Road,
3. Stryker Instruments Quads Building at 1901 Romence Parkway,
4. Stryker Instruments Distribution at 6300 Sprinkle Road and
5. Stryker Instruments Bridge Building at 6901 Portage Road

This consolidation will generate efficiencies within Stryker and allow for additional growth for Stryker in Portage. It is anticipated that 105 net new jobs with an average salary of $68,000 per year will be created in Portage as a result of this project. We respectfully request that the City of Portage grant approval of the attached request for tax abatement on the proposed corporate campus.

Because the project will take multiple years to complete, Stryker is requesting that the property tax abatement does not begin until the year beginning January 1, 2019.

Brent Lalomia
Vice President, Quality and Facilities
Stryker Instruments

Application for Industrial Facilities Tax Exemption Certificate

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

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

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

APPLICANT INFORMATION

All boxes must be completed.

▸ 1a. Company Name (Applicant must be the occupant/operator of the facility)	▸ 1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code)	
Stryker Corporation, Instruments Division	339110	
▸ 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location)	▸ 1d. City/Township/Village (indicate which)	▸ 1e. County
6520 Portage Road, Portage, MI 49002	City of Portage	Kalamazoo
▸ 2. Type of Approval Requested	▸ 3a. School District where facility is located	▸ 3b. School Code
[X] New (Sec. 2(5)) [ ] Transfer	Portage	39140
[ ] Speculative Building (Sec. 3(8)) [ ] Rehabilitation (Sec. 3(6))	4. Amount of years requested for exemption (1-12 Years)	
[ ] Research and Development (Sec. 2(10)) [ ] Increase/Amendment	12 years Real Property, 6 years Personal Property	

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

See Attached

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▸ 143,718,466	Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	▸ 10,862,750	Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	▸ 154,581,216	Total of Real & Personal Costs

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

	Begin Date (M/D/Y)	End Date (M/D/Y)		
Real Property Improvements	▸ 04/01/2017	12/31/2019	▸ [X] Owned	[ ] Leased
Personal Property Improvements	▸ 04/01/2019	06/01/2020	▸ [X] Owned	[ ] Leased

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

▸ 9. No. of existing jobs at this facility that will be retained as a result of this project.	▸ 10. No. of new jobs at this facility expected to create within 2 years of completion.
966	105 $68,000 Average Annual Salary

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

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

▸ 12a. Check the type of District the facility is located in:

[X] Industrial Development District [ ] Plant Rehabilitation District

▸ 12b. Date district was established by local government unit (contact local unit)	▸ 12c. Is this application for a speculative building (Sec. 3(8))?
	[ ] Yes [X] No

APPLICANT CERTIFICATION - complete all boxes.

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

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

13a. Preparer Name	13b. Telephone Number	13c. Fax Number	13d. E-mail Address
Joe Salsbury	(574)235-6871	(574)236-8692	joe.salsbury@crowehorwath.com
14a. Name of Contact Person	**14b. Telephone Number**	**14c. Fax Number**	**14d. E-mail Address**
Dean Uminski	(312) 966-3010	(312)899-5300	dean.uminski@crowehorwath.com
▶ 15a. Name of Company Officer (No Authorized Agents)			
Brent Lalomia, Vice President- Quality and Facilities			
15b. Signature of Company Officer (No Authorized Agents)		15c. Fax Number	15d. Date
			25- JAN 2017
▶ 15e. Mailing Address (Street, City, State, ZIP Code)		15f. Telephone Number	15g. E-mail Address
4100 E Milham Ave, Portage, MI 49002-9704		(269) 389-3395	Brent.Lalomia@stryker.com

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

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

▶ 16. Action taken by local government unit

- ☐ Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12)
  - After Completion ☐ Yes ☐ No
- ☐ Denied (Include Resolution Denying)

16a. Documents Required to be on file with the Local Unit

Check or Indicate N/A if Not Applicable

- ☐ 1. Notice to the public prior to hearing establishing a district.
- ☐ 2. Notice to taxing authorities of opportunity for a hearing.
- ☐ 3. List of taxing authorities notified for district and application action.
- ☐ 4. Lease Agreement showing applicants tax liability.

16b. The State Tax Commission Requires the following documents be filed for an administratively complete application:

Check or Indicate N/A if Not Applicable

- ☐ 1. Original Application plus attachments, and one complete copy
- ☐ 2. Resolution establishing district
- ☐ 3. Resolution approving/denying application.
- ☐ 4. Letter of Agreement (Signed by local unit and applicant)
- ☐ 5. Affidavit of Fees (Signed by local unit and applicant)
- ☐ 6. Building Permit for real improvements if project has already begun
- ☐ 7. Equipment List with dates of beginning of installation
- ☐ 8. Form 3222 (if applicable)
- ☐ 9. Speculative building resolution and affidavits (if applicable)

16c. LUCI Code	16d. School Code
17. Name of Local Government Body	▶ 18. Date of Resolution Approving/Denying this Application

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

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

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

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

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

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

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

STRYKER CORPORATION – PA 198 APPLICATION ATTACHMENT –
LIST OF PARCEL NUMBERS TO BE INCLUDED AND LEGAL DESCRIPTIONS

Tax Identification Number.:
00011-025-O

Commonly known as:
6520 Portage Road, Portage, Michigan

LEGAL DESCRIPTION OF THE PROPERTY

The Industrial Development District to be established is located on Parcel 00011-025-O at 6520 Portage Road, Portage, Michigan. The attached site plan and survey will conform to the perimeter of the building and all site improvements that will be made for the operation of Stryker Instrument's new corporate campus. A formal legal description is not available at this time. The formal legal description will be submitted prior to the public hearing when the industrial development district is created.

STRYKER CORPORATION - 6100 PORTAGE RD

INDUSTRIAL FACILITY EXEMPTION APPLICATION LAND AND BUILDING IMPROVEMENTS

*Beginning Date of Installation	4/1/2017
*Ending Date of Installation	12/31/2019

EQUIPMENT	INSTALLATION DATE	COSTS
Foundations		6,748,438
Structure/Exterior Enclosure		29,494,069
Interior Finishes		21,546,949
Coneying/Plumbing/HVAC/Electrical/Kitchen		53,260,301
Equipment		240,550
Private Sitework		10,052,036
Escalation/Bonding		2,380,652
Design and Estimate Contingency		8,943,024
Service/Insurance/Permit		11,052,447
TOTAL REAL PROPERTY COSTS- ELIGBLE FOR ABATEMENT		**143,718,466**
PUBLIC IMPROVEMENTS, PURCHASE OF LAND AND OTHER COSTS- NOT ELIGIBLE FOR ABATEMENT		
Public Insfrastructure Improvements (Streets, bike baths, lighting, water/sewer, traffic light, etc)		4,034,485
Purchase of Land		8,798,324
Other Soft Costs (Insurance, Permitting, Legal, Etc)		42,083,578
TOTAL REAL PROPERTY- NOT ELIGBLE FOR ABATEMENT		**54,916,387**
TOTAL REAL PROPERTY INVESTMENT		**198,634,853**

*State Tax Commission Rule 55 (Notification of date of project completion; filing of final cost) states:

1. The applicant for an industrial facilities exemption certificate or a holder of a certificate shall notify the assessing officer and the commission of the date of completion as explained in section 16 of Act No. 198 of the Public Acts of 1974, as amended, being MCL 207.566.

2. The notification of completion of the project shall be filed within 30 days of completion.

3. The final cost of a facility shall be filed with the assessing officer and the commission within 90 days after completion.

STRYKER CORPORATION - 6100 PORTAGE RD

INDUSTRIAL FACILITY EXEMPTION APPLICATION MACHINERY & EQUIPMENT LIST

***Beginning Date of Installation**	4/1/2019
***Ending Date of Installation**	6/1/2020

EQUIPMENT	INSTALLATION DATE	COSTS
A/V Equipment	4/1/2019-6/1/2020	2,425,000
Voice/Data Cabling	4/1/2019-6/1/2020	1,042,750
IT/Phones	4/1/2019-6/1/2020	1,333,750
FF&E for R&D Employees	4/1/2019-6/1/2020	1,500,000
R&D Lab Equipment	4/1/2019-6/1/2020	2,500,000
Security Equipment	4/1/2019-6/1/2020	970,000
Signage - Interior/Exterior	4/1/2019-6/1/2020	363,750
Artwork/Branding	4/1/2019-6/1/2020	727,500
TOTAL MACHINERY & EQUIPMENT COSTS- ELIGBLE FOR ABATEMENT		**10,862,750**
OFFICE FURNITURE AND OFFICE EQUIPMENT- NOT ELIGIBLE FOR TAX ABATEMENT		
Office Equipment		291,000
Furniture Fixtures and Equipment		14,020,000
Fitness Equipment		363,750
TOTAL PERSONAL PROPERTY- NOT ELIGBLE FOR ABATEMENT		14,674,750
TOTAL PERSONAL PROPERTY INVESTMENT		**25,537,500**

***State Tax Commission Rule 55 (Notification of date of project completion; filing of final cost) states:**

1. The applicant for an industrial facilities exemption certificate or a holder of a certificate shall notify the assessing officer and the commission of the date of completion as explained in section 16 of Act No. 198 of the Public Acts of 1974, as amended, being MCL 207.566.

2. The notification of completion of the project shall be filed within 30 days of completion.

3. The final cost of a facility shall be filed with the assessing officer and the commission within 90 days after completion.

January 19, 2017

City of Portage
7900 South Westnedge Avenue
Portage, MI 49002

In October of 2016 Stryker Corporation purchased the following parcels for their new corporate campus to be located at 6100 Portage Rd, Portage, MI 49002.

00011-015-A	6000 Portage Road, Portage, Michigan
00011-030-O	6100 Portage Road, Portage, Michigan
00011-025-O	6520 Portage Road, Portage, Michigan
00011-050-O	2221 Ramona Road, Portage, Michigan
00011-040-O	2321 Ramona Road, Portage, Michigan
00011-035-O	2403 Ramona Road, Portage, Michigan
00010-275-O	1405 Ramona Road, Portage, Michigan
00010-000-1A	1306 E. Milham Road, Portage, Michigan
00011-020-A	1700 E. Milham Road, Portage, Michigan

Phase I & II Studies were conducted and the following contamination was found to exist at the following parcels;

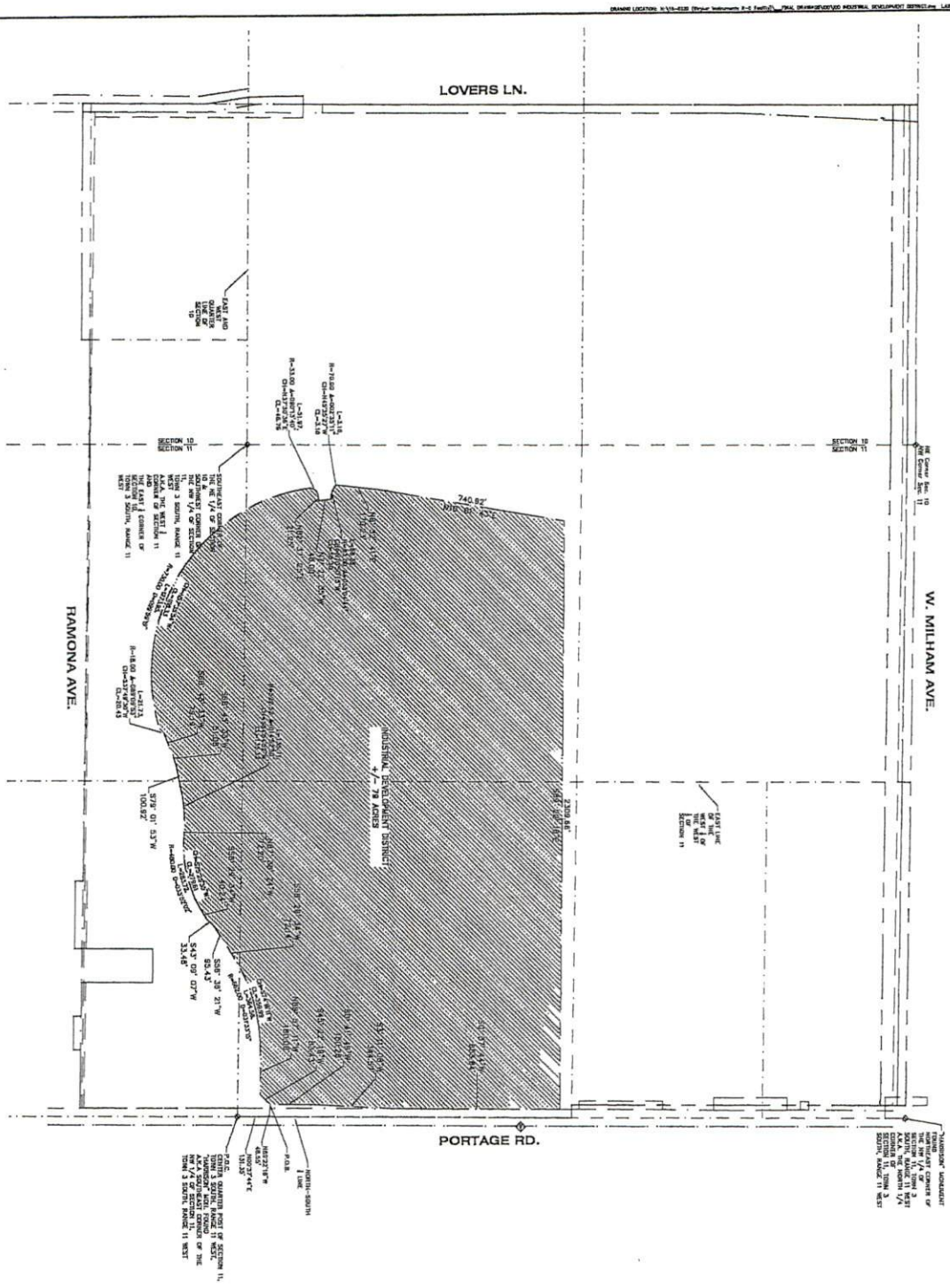
Nitrates 00010-000-1A	1306 E. Milham Road, Portage, Michigan
Nitrates 00011-025-O	6520 Portage Road, Portage, Michigan
Selenium 00011-040-O	2321 Ramona Road, Portage, Michigan

The contamination was existing prior to Stryker purchasing. Thus, Stryker is proposing a Brownfield Plan to mitigate the documented environmental areas and bring them into compliance with all applicable environmental requirements during the development and construction of the site. The facility is not currently under any enforcement action by the Michigan DEQ or US EPA.

Brent Lalomia
Vice President, Quality and Facilities
Stryker Instruments

Notary Stamp:

CINDY L. WIBORN
NOTARY PUBLIC – STATE OF MICHIGAN
COUNTY OF KALAMAZOO
My Commission expires Oct. 9, 2017
Acting in the County of Kalamazoo



IDD Sheet 1/20/17

Sheet Title: INDUSTRIAL DEVELOPMENT DISTRICT
Project: STRYKER INSTRUMENTS DIVISIONS FACILITY
Client: STRYKER CORPORATION

Job No.: 16-0220 P.M.: TAS Drft: JVP QA/QC: 1/20/17

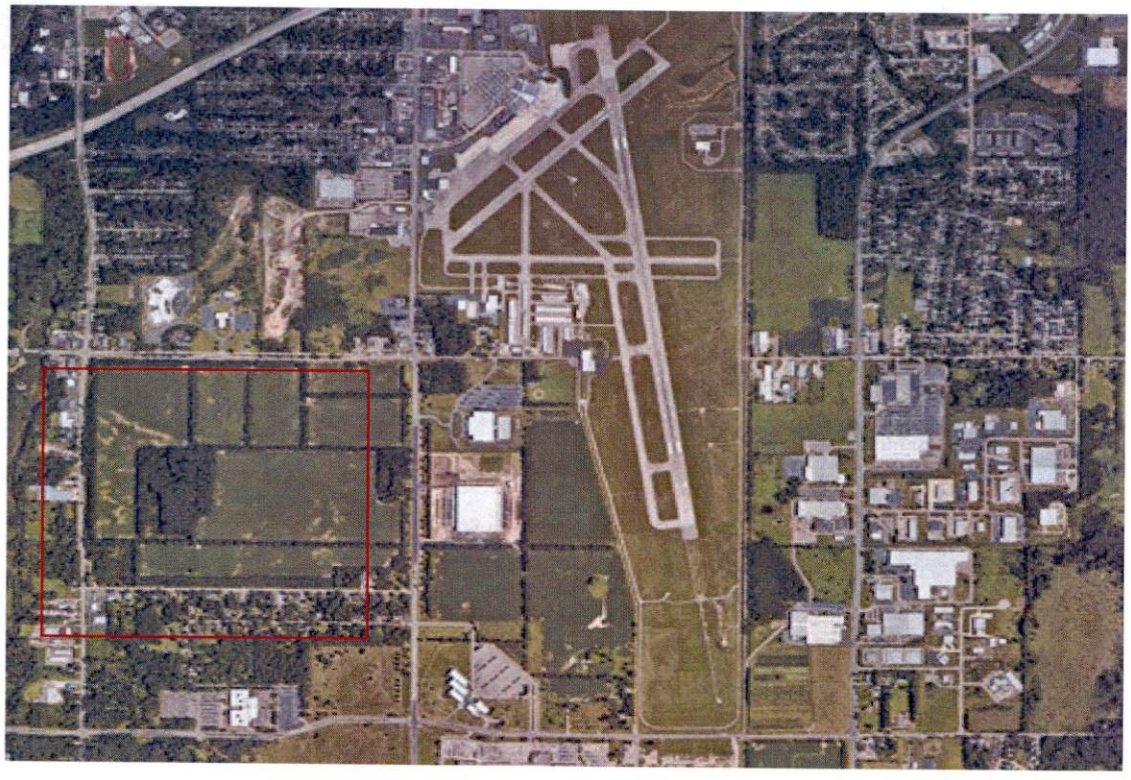
ISSUED FOR/REVISIONS:

1	PRELIMINARY VICINITY MAP	1/20/17

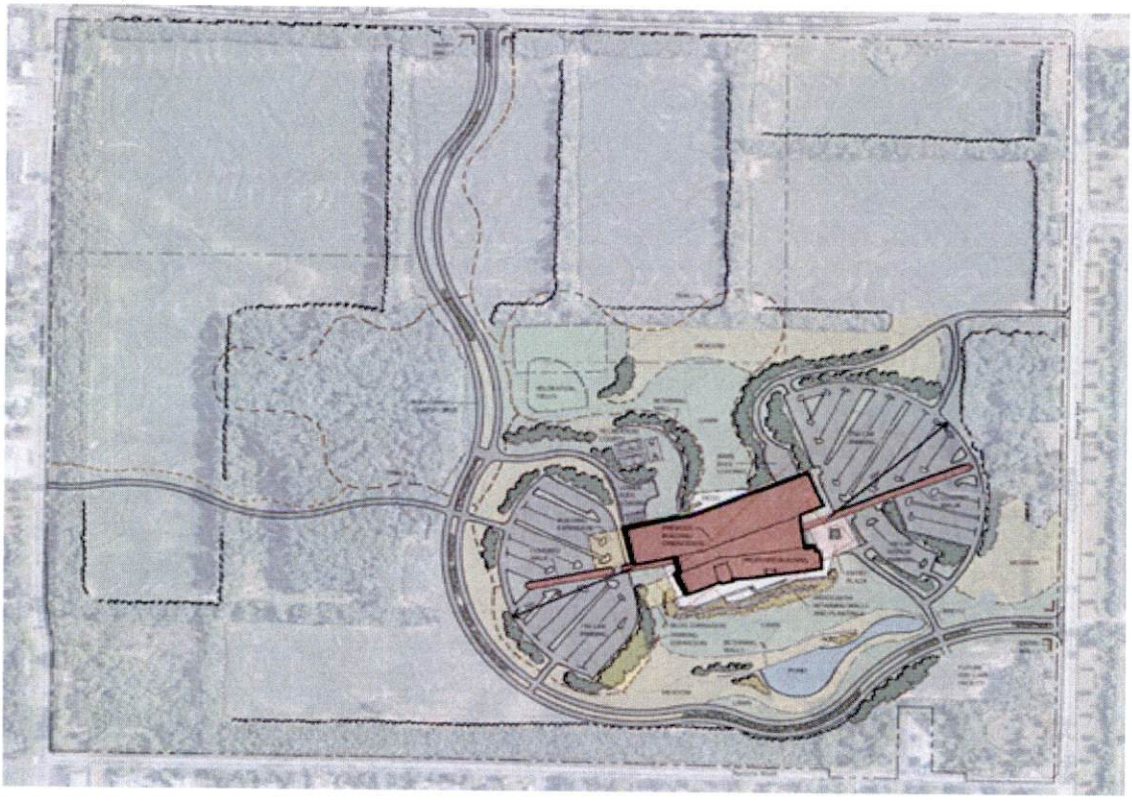
COPYRIGHT © of Hurley & Stewart, LLC

hurley & stewart
hurley & stewart, llc
2800 south 11th street
Kalamazoo, michigan 49009
269.552.4960 fax 269.552.4961
www.hurleystewart.com

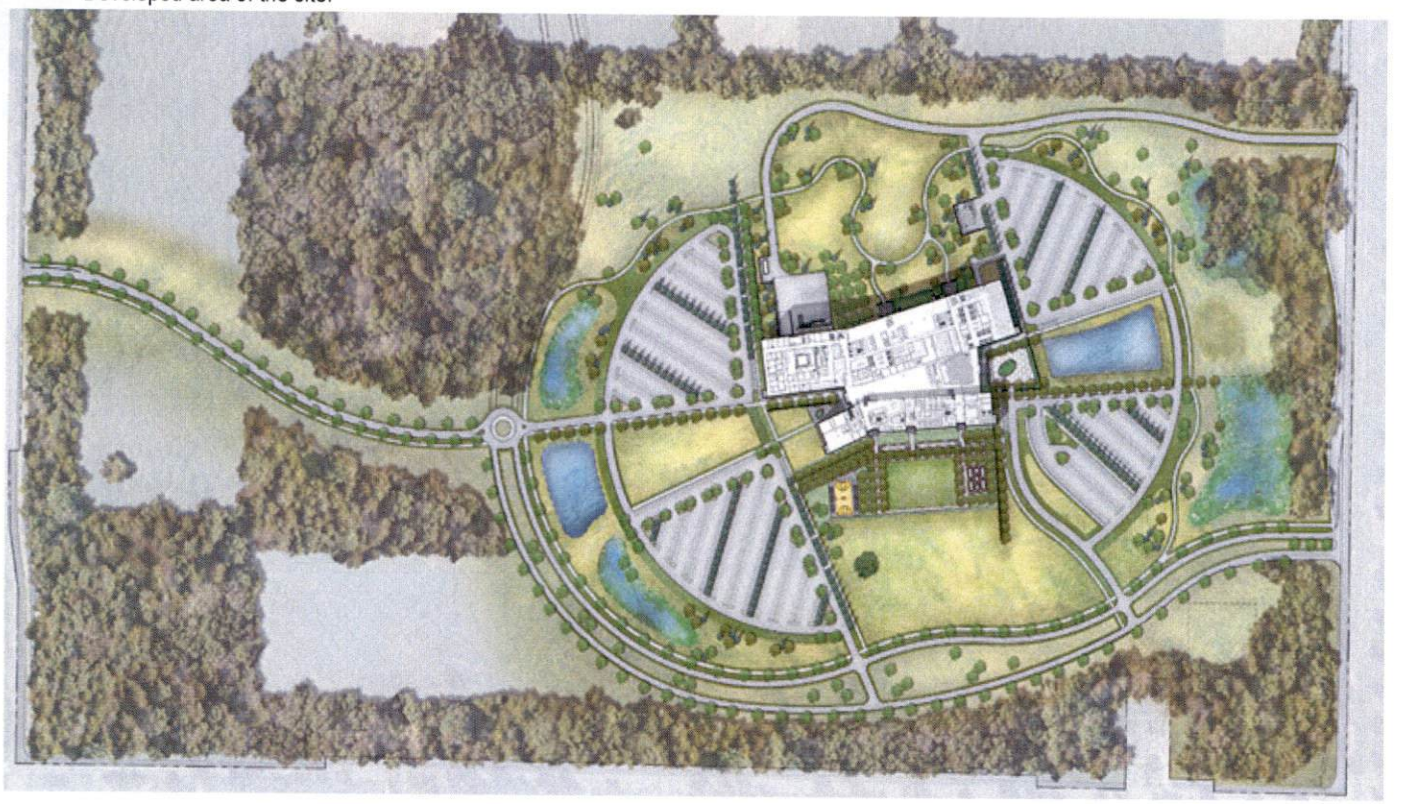
#23- Architectural and Site Plans
Proximity of site to adjacent area:



Overall site plan:



Developed area of the site:



South building elevation:

CITY OF PORTAGE
RESOLUTION NO. 2-17
DESIGNATING PORTAGE INDUSTRIAL DEVELOPMENT DISTRICT NO. 92
STRYKER CORPORATION, INSTRUMENTS DIVISION

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on _____, 2017, at 7:30 p.m. local time at City Hall in the City of Portage, Michigan.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

COUNCILMEMBER: _____, and supported by:

COUNCILMEMBER: _____.

WHEREAS, the City Council has met in public hearing as heretofore resolved and noticed for the purpose of determining whether a certain described area located at 6520 Portage Road, Portage, Michigan, may be established as an Industrial Development District, pursuant to 1974 PA 198, MCLA 207.551, et seq.; and

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

NOW THEREFORE, BE IT RESOLVED that the following described property be designated Portage Industrial Development District No.92:

Please see attached Exhibit "A"

ADOPTED: AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember _____

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

RESOLUTION DECLARED ADOPTED:

_____
James R. Hudson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution #2 adopted at a regular meeting of the City Council of the City of Portage, Kalamazoo County, Michigan held on _____, 2017, the original of which is in the official proceedings of the City Council.

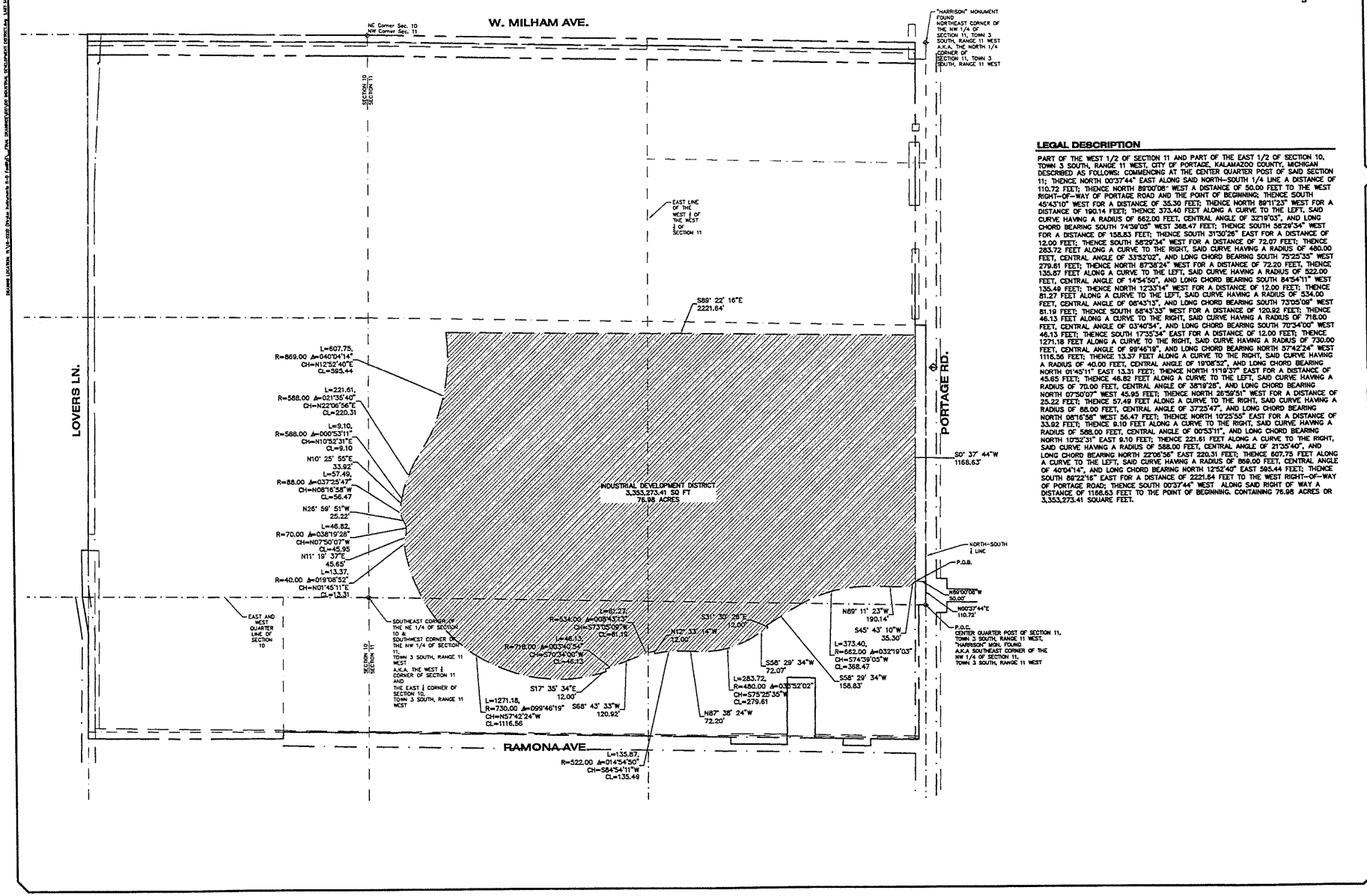
_____
James R. Hudson, City Clerk

PREPARED BY:
RANDALL L. BROWN
Portage City Attorney
1662 East Centre Avenue
Portage, Michigan 49002
(269) 323-8812

Approved as to Form:
Date: 2-2-17
By: CRB
City Attorney

z:\jody\portage\industrial\stryker #92\resolution #2.012617.docx

EXHIBIT A



LEGAL DESCRIPTION

PART OF THE WEST 1/2 OF SECTION 11 AND PART OF THE EAST 1/2 OF SECTION 10, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN DESCRIBED AS FOLLOWS: COMMENCING AT THE CENTER QUARTER POST OF SAID SECTION 11; THENCE NORTH 00°37'44" EAST ALONG SAID NORTH–SOUTH 1/4 LINE A DISTANCE OF 110.72 FEET; THENCE NORTH 89°07'08" WEST A DISTANCE OF 50.00 FEET TO THE WEST RIGHT–OF–WAY OF PORTAGE ROAD AND THE POINT OF BEGINNING; THENCE SOUTH 45°43'10" WEST FOR A DISTANCE OF 35.30 FEET; THENCE NORTH 89°11'23" WEST FOR A DISTANCE OF 190.14 FEET; THENCE 373.40 FEET ALONG A CURVE TO THE LEFT, SAID CURVE HAVING A RADIUS OF 662.00 FEET, CENTRAL ANGLE OF 32°19'03", AND LONG CHORD BEARING SOUTH 74°39'05" WEST 368.47 FEET; THENCE SOUTH 58°29'34" WEST FOR A DISTANCE OF 158.83 FEET; THENCE SOUTH 31°30'26" EAST FOR A DISTANCE OF 12.00 FEET; THENCE SOUTH 58°29'34" WEST FOR A DISTANCE OF 72.07 FEET; THENCE 283.72 FEET ALONG A CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 480.00 FEET, CENTRAL ANGLE OF 33°52'02", AND LONG CHORD BEARING SOUTH 75°25'35" WEST 279.61 FEET; THENCE NORTH 87°38'24" WEST FOR A DISTANCE OF 72.20 FEET; THENCE 135.87 FEET ALONG A CURVE TO THE LEFT, SAID CURVE HAVING A RADIUS OF 522.00 FEET, CENTRAL ANGLE OF 14°54'50", AND LONG CHORD BEARING SOUTH 84°54'11" WEST 135.49 FEET; THENCE NORTH 12°33'14" WEST FOR A DISTANCE OF 12.00 FEET; THENCE 81.27 FEET ALONG A CURVE TO THE LEFT, SAID CURVE HAVING A RADIUS OF 534.00 FEET, CENTRAL ANGLE OF 08°43'13", AND LONG CHORD BEARING SOUTH 73°05'09" WEST 81.19 FEET; THENCE SOUTH 68°43'33" WEST FOR A DISTANCE OF 120.92 FEET; THENCE 46.13 FEET ALONG A CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 718.00 FEET, CENTRAL ANGLE OF 03°40'54", AND LONG CHORD BEARING SOUTH 70°34'00" WEST 46.13 FEET; THENCE SOUTH 17°35'34" EAST FOR A DISTANCE OF 12.00 FEET; THENCE 1271.18 FEET ALONG A CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 730.00 FEET, CENTRAL ANGLE OF 99°46'19", AND LONG CHORD BEARING NORTH 57°42'24" WEST 1116.56 FEET; THENCE 13.37 FEET ALONG A CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 40.00 FEET, CENTRAL ANGLE OF 19°08'52", AND LONG CHORD BEARING NORTH 01°45'11" EAST 13.31 FEET; THENCE NORTH 11°19'37" EAST FOR A DISTANCE OF 45.65 FEET; THENCE 46.82 FEET ALONG A CURVE TO THE LEFT, SAID CURVE HAVING A RADIUS OF 70.00 FEET, CENTRAL ANGLE OF 38°19'28", AND LONG CHORD BEARING NORTH 07°50'07" WEST 45.95 FEET; THENCE NORTH 26°59'51" WEST FOR A DISTANCE OF 25.22 FEET; THENCE 57.49 FEET ALONG A CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 88.00 FEET, CENTRAL ANGLE OF 37°25'47", AND LONG CHORD BEARING NORTH 08°16'58" WEST 56.47 FEET; THENCE NORTH 10°25'55" EAST FOR A DISTANCE OF 33.92 FEET; THENCE 9.10 FEET ALONG A CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 588.00 FEET, CENTRAL ANGLE OF 00°53'11", AND LONG CHORD BEARING NORTH 10°52'31" EAST 9.10 FEET; THENCE 221.61 FEET ALONG A CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 588.00 FEET, CENTRAL ANGLE OF 21°35'40", AND LONG CHORD BEARING NORTH 22°06'56" EAST 220.31 FEET; THENCE 607.75 FEET ALONG A CURVE TO THE LEFT, SAID CURVE HAVING A RADIUS OF 869.00 FEET, CENTRAL ANGLE OF 40°04'14", AND LONG CHORD BEARING NORTH 12°52'40" EAST 595.44 FEET; THENCE SOUTH 89°22'16" EAST FOR A DISTANCE OF 2221.64 FEET TO THE WEST RIGHT–OF–WAY OF PORTAGE ROAD; THENCE SOUTH 00°37'44" WEST ALONG SAID RIGHT OF WAY A DISTANCE OF 1168.63 FEET TO THE POINT OF BEGINNING. CONTAINING 76.98 ACRES OR 3,353,273.41 SQUARE FEET.

hurley & stewart, llc
2800 south 11th street
kalamazoo, michigan 49009
269.552.4500 fax 269.552.4961
www.hurleystewart.com

hurley & stewart

Job No.: 16-022D P.M.: MF Dsn.: HP Dft.: HP CK'D: 2/16/17

ISSUED FOR/DIMENSIONS

1. PRELIMINARY VICINITY MAP — 1/20/17
2. INDUSTRIAL DEVELOPMENT DISTRICT — 2/16/17

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Sheet Title: INDUSTRIAL DEVELOPMENT DISTRICT
Project: STRYKER INSTRUMENTS DIVISIONS FACILITY
Client: STRYKER CORPORATION

2/16/17
Sheet
IDD

EXHIBIT A

Portage Industrial Development District No. 92 Legal Description
Stryker Corporation, Instruments Division

PART OF THE WEST 1/2 OF SECTION 11 AND PART OF THE EAST 1/2 OF SECTION 10, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN DESCRIBED AS FOLLOWS: COMMENCING AT THE CENTER QUARTER POST OF SAID SECTION 11; THENCE NORTH 00°37'44" EAST ALONG SAID NORTH-SOUTH 1/4 LINE A DISTANCE OF 110.72 FEET; THENCE NORTH 89°00'08" WEST A DISTANCE OF 50.00 FEET TO THE WEST RIGHT-OF-WAY OF PORTAGE ROAD AND THE POINT OF BEGINNING; THENCE SOUTH 45°43'10" WEST FOR A DISTANCE OF 35.30 FEET; THENCE NORTH 89°11'23" WEST FOR A DISTANCE OF 190.14 FEET; THENCE 373.40 FEET ALONG A CURVE TO THE LEFT, SAID CURVE HAVING A RADIUS OF 662.00 FEET, CENTRAL ANGLE OF 32°19'03", AND LONG CHORD BEARING SOUTH 74°39'05" WEST 368.47 FEET; THENCE SOUTH 58°29'34" WEST FOR A DISTANCE OF 158.83 FEET; THENCE SOUTH 31°30'26" EAST FOR A DISTANCE OF 12.00 FEET; THENCE SOUTH 58°29'34" WEST FOR A DISTANCE OF 72.07 FEET; THENCE 283.72 FEET ALONG A CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 480.00 FEET, CENTRAL ANGLE OF 33°52'02", AND LONG CHORD BEARING SOUTH 75°25'35" WEST 279.61 FEET; THENCE NORTH 87°38'24" WEST FOR A DISTANCE OF 72.20 FEET, THENCE 135.87 FEET ALONG A CURVE TO THE LEFT, SAID CURVE HAVING A RADIUS OF 522.00 FEET, CENTRAL ANGLE OF 14°54'50", AND LONG CHORD BEARING SOUTH 84°54'11" WEST 135.49 FEET; THENCE NORTH 12°33'14" WEST FOR A DISTANCE OF 12.00 FEET; THENCE 81.27 FEET ALONG A CURVE TO THE LEFT, SAID CURVE HAVING A RADIUS OF 534.00 FEET, CENTRAL ANGLE OF 08°43'13", AND LONG CHORD BEARING SOUTH 73°05'09" WEST 81.19 FEET; THENCE SOUTH 68°43'33" WEST FOR A DISTANCE OF 120.92 FEET; THENCE 46.13 FEET ALONG A CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 718.00 FEET, CENTRAL ANGLE OF 03°40'54", AND LONG CHORD BEARING SOUTH 70°34'00" WEST 46.13 FEET; THENCE SOUTH 17°35'34" EAST FOR A DISTANCE OF 12.00 FEET; THENCE 1271.18 FEET ALONG A CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 730.00 FEET, CENTRAL ANGLE OF 99°46'19", AND LONG CHORD BEARING NORTH 57°42'24" WEST 1116.56 FEET; THENCE 13.37 FEET ALONG A CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 40.00 FEET, CENTRAL ANGLE OF 19°08'52", AND LONG CHORD BEARING NORTH 01°45'11" EAST 13.31 FEET; THENCE NORTH 11°19'37" EAST FOR A DISTANCE OF 45.65 FEET; THENCE 46.82 FEET ALONG A CURVE TO THE LEFT, SAID CURVE HAVING A RADIUS OF 70.00 FEET, CENTRAL ANGLE OF 38°19'28", AND LONG CHORD BEARING NORTH 07°50'07" WEST 45.95 FEET; THENCE NORTH 26°59'51" WEST FOR A DISTANCE OF 25.22 FEET; THENCE 57.49 FEET ALONG A CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 88.00 FEET, CENTRAL ANGLE OF 37°25'47", AND LONG CHORD BEARING NORTH 08°16'58" WEST 56.47

FEET; THENCE NORTH 10°25'55" EAST FOR A DISTANCE OF 33.92 FEET; THENCE 9.10 FEET ALONG A CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 588.00 FEET, CENTRAL ANGLE OF 00°53'11", AND LONG CHORD BEARING NORTH 10°52'31" EAST 9.10 FEET; THENCE 221.61 FEET ALONG A CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 588.00 FEET, CENTRAL ANGLE OF 21°35'40", AND LONG CHORD BEARING NORTH 22°06'56" EAST 220.31 FEET; THENCE 607.75 FEET ALONG A CURVE TO THE LEFT, SAID CURVE HAVING A RADIUS OF 869.00 FEET, CENTRAL ANGLE OF 40°04'14", AND LONG CHORD BEARING NORTH 12°52'40" EAST 595.44 FEET; THENCE SOUTH 89°22'16" EAST FOR A DISTANCE OF 2221.64 FEET TO THE WEST RIGHT-OF-WAY OF PORTAGE ROAD; THENCE SOUTH 00°37'44" WEST ALONG SAID RIGHT OF WAY A DISTANCE OF 1168.63 FEET TO THE POINT OF BEGINNING. CONTAINING 76.98 ACRES OR 3,353,273.41 SQUARE FEET.

CITY OF PORTAGE, MICHIGAN
RESOLUTION NO. 3-17
TO SET THE PUBLIC HEARING ON A FACILITIES TAX EXEMPTION CERTIFICATE FOR STRYKER CORPORATION, INSTRUMENTS DIVISION INDUSTRIAL DEVELOPMENT DISTRICT NO. 92

Minutes of a regular meeting of the City Council of the City of Portage, Michigan held on _____, 2017 at 7:30 p.m., local time in the City Hall in the City of Portage.

PRESENT: _____

ABSENT: _____

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

WHEREAS, pursuant to 1974 PA 198, MCLA Sec. 207.551, et seq., the City Council has established Industrial Development District No.55;

WHEREAS, STRYKER CORPORATION, INSTRUMENTS DIVISION owner of the realty located within said District, has applied for an Industrial Facilities Exemption Certificate under the provisions of 1974 PA 198, Sec. 5(1);

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

NOW THEREFORE, BE IT RESOLVED as follows:

(1) That the application of STRYKER CORPORATION, INSTRUMENTS DIVISION for an Industrial Facilities Exemption Certificate shall remain on file in the office of the City Clerk.

(2) That the City Council shall meet at the City Hall on _____, 2017 at 7:30 p.m., local time, or as soon thereafter as may be heard, and shall provide to the City Assessor and a representative of each of the taxing units an opportunity to be heard on the question of STRYKER CORPORATION, INSTRUMENTS DIVISION application for an Industrial Facilities Exemption Certificate

with regard to proposed new facility and installation of equipment and machinery within said Industrial Development District.

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

(a) The City of Portage has established STRYKER CORPORATION, INSTRUMENTS DIVISION Industrial Development District No.92 and has now received and will consider an application for a Facilities Exemption Certificate for building construction and the installation of equipment and machinery within said district.

(b) That the City Council shall meet on _____, 2017, at the City Hall at 7:30 p.m., local time, or as soon thereafter as may be heard, to afford the City Assessor and a representative of each said taxing unit an opportunity to be heard with regard to the said application.

(c) That, as to STRYKER CORPORATION, INSTRUMENTS DIVISION Industrial Development District No. 92, the Facilities Exemption Certificate would be in the amount of $_____, for expenditures in the amount of $_____.

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

ADOPTED: AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember _____

_____
James R. Hudson, City Clerk

CERTIFICATE

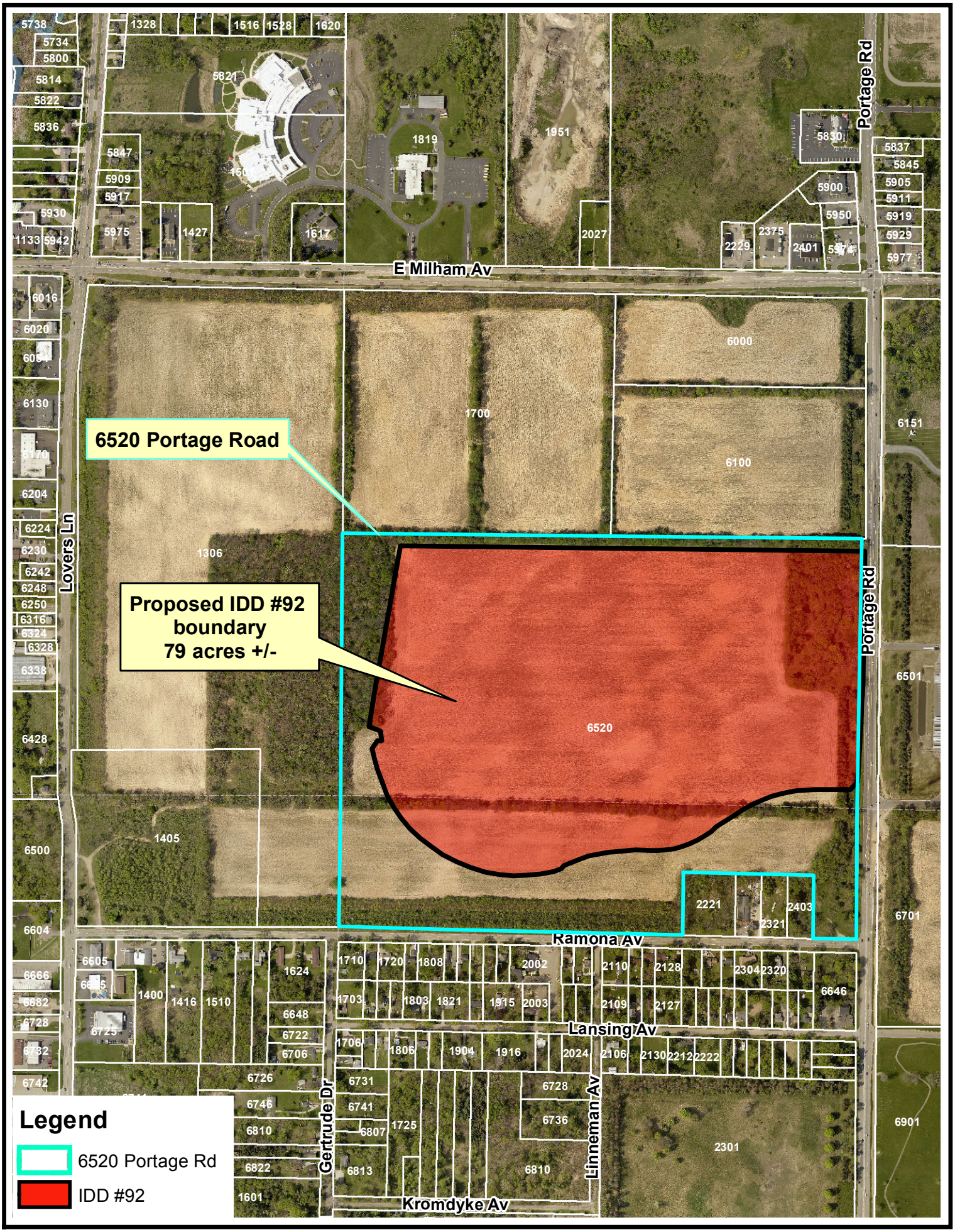
I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of the City of Portage, Michigan, Kalamazoo County, held on the day of _____, 2017, the original of which is in the official proceedings of the City Council.

_____
James R. Hudson, City Clerk

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

Approved as to Form:
Date: 2/16/2017
By: _____
City Attorney

z:\jody\portage\industrial\stryker #92\resolution #3 form.012617.docx



1 inch = 600 feet

Date: 1/31/2017

Proposed IDD #92

STRYKER CORPORATION- PA-198 TAX ABATEMENT APPLICATION

6520 Portage Rd

Summary of Total Taxes Abated and Maximum Application Fee Calculation

Real & Personal Property

Total Real Property Taxes Abated (12 Years):	$20,800,709
Total Personal Property Taxes Abated (6 Years):	$567,937
Total Taxes Abated:	$21,368,646
2% Application Fee Calculation:	2%
Maximum Allowable Fee Under Statute:	$427,373
Application Fee per City Policy:	**$1,855**

NOTE: With no abatement the estimated taxes generated for all taxing units over the 12 and 6 year periods would total:

	Abatement Period	Full Tax Rate	Total Period TV	Unabated Tax Amt.
Real Property	12	0.061241	753,089,517	$46,119,955
Personal Property *	6	0.0370981	30,618,116	$1,135,874
		Total Unabated Tax Liability:		**$47,255,829**

* The Taxation of all New Eligible Manufacturing Personal Property is Exempt per MCL 211.9m

Report Created by Portage City Assessor's Office - 02 -17 -2017

STRYKER CORP. - 2017 PA-198 Tax Abatement Application

6520 Portage Rd

Real Property Investment: $143,718,466

Real Property Taxes Abated Over 12-Year Abatement Period

	Year 1 2019	Year 2 2020	Year 3 2021	Year 4 2022	Year 5 2023	Year 6 2024	Annual Depreciation
Cost	$143,718,466	$140,125,504	$136,622,367	$133,206,808	$129,876,637	$126,629,721	
SEV & TV	71,859,233	70,062,752	68,311,183	66,603,404	64,938,319	63,314,861	2.5%
Rate Abated	0.0276205	0.0276205	0.0276205	0.0276205	0.0276205	0.0276205	
Taxes Abated	$1,984,788	$1,935,168	$1,886,789	$1,839,619	$1,793,629	$1,748,788	

	Year 7 2025	Year 8 2026	Year 9 2027	Year 10 2028	Year 11 2029	Year 12 2030	Totals Over 12-Year Abatement Period
Cost	$123,463,978	$120,377,379	$117,367,944	$114,433,746	$111,572,902	$108,783,580	
SEV & TV	61,731,989	60,188,689	58,683,972	57,216,873	55,786,451	54,391,790	753,089,517
Rate Abated	0.0276205	0.0276205	0.0276205	0.0276205	0.0276205	0.0276205	
Taxes Abated	$1,705,068	$1,662,442	$1,620,881	$1,580,359	$1,540,850	$1,502,328	**$20,800,709**

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

Taxing Jurisdiction Name Tax Levy Description	PA-198 Est. Tax Rate (50% Level)	12-Year Combined TV	Total 12-Year Taxes Abated
City of Portage	0.0054628	753,089,517	$4,113,977
Portage Pub. Schools (Operating)	0.0090000	753,089,517	$6,777,806
Portage Public Schools (Debt)	0.0036750	753,089,517	$2,767,604
State Education Tax	0.0000000	753,089,517	$0
KVCC	0.0014068	753,089,517	$1,059,409
KRESA	0.0032033	753,089,517	$2,412,372
Kalamazoo County	0.0030681	753,089,517	$2,310,554
Kalamazoo County Transport	0.0002000	753,089,517	$150,618
CCTA Transport	0.0003750	753,089,517	$282,409
Kalamazoo County Juvenile	0.0001264	753,089,517	$95,191
Kalamazoo County Housing	0.0000500	753,089,517	$37,654
Portage District Library	0.0007500	753,089,517	$564,817
City of Portage 1% Tax Administration Fee	0.0003032	753,089,517	$228,299
Total - All Taxing Entities	**0.0276205**		**$20,800,709**

Report Created by Portage City Assessor's Office - 02 -17 -2017

STRYKER CORP. - 2017 PA-198 Tax Abatement Application

6520 Portage Rd

Personal Property Investment: $10,862,750

Personal Property Taxes Abated Over 6-Year Abatement Period

	Year 1 2019	Year 2 2020	Year 3 2021	Year 4 2022	Year 5 2023	Year 6 2024	Annual Depreciation
Cost	$10,862,750	$10,591,181	$10,326,402	$10,068,242	$9,816,536	$9,571,122	
SEV & TV	5,431,375	5,295,591	5,163,201	5,034,121	4,908,268	4,785,561	2.5%
Rate Abated	0.0185491	0.0185491	0.0185491	0.0185491	0.0185491	0.0185491	
Taxes Abated	$100,747	$98,228	$95,772	$93,378	$91,044	$88,768	

	Totals Over 6-Year Abatement Period
	30,618,116
	$567,937

Detail of the Total Real Property Taxes Abated Over the 6-Year Period

Taxing Jurisdiction Name Tax Levy Description	PA-198 Est. Tax Rate (50% Level)	6-Year Combined TV	Total 6-Year Taxes Abated
City of Portage	0.0054628	30,618,116	$167,261
Portage Pub. Schools (Operating)	0.0000000	30,618,116	$0
Portage Public Schools (Debt)	0.0036750	30,618,116	$112,522
State Education Tax	0.0000000	30,618,116	$0
KVCC	0.0014068	30,618,116	$43,072
KRESA	0.0032033	30,618,116	$98,079
Kalamazoo County	0.0030681	30,618,116	$93,939
Kalamazoo County Transport	0.0002000	30,618,116	$6,124
CCTA Transport	0.0003750	30,618,116	$11,482
Kalamazoo County Juvenile	0.0001151	30,618,116	$3,523
Kalamazoo County Housing	0.0000500	30,618,116	$1,531
Portage District Library	0.0007500	30,618,116	$22,964
City of Portage 1% Tax Administration Fee	0.0002431	30,618,116	$7,442
Total - All Taxing Entities	**0.0185491**		**$567,937**

Report Created by Portage City Assessor's Office - 02 -17 -2017

PROJECT IMPACT ANALYSIS - STRYKER 2017

Assumptions used in the following calculations:

Market value of property to be added :	
Real property	$143,718,466
Personal property	$10,862,750
Percentage tax abatement requested: (consistent with City Council policy)	
Real property	50.00%
Personal property	50.00%
Years of abatement requested:	
Real property	12
Personal property	6
Non-recoverable City share costs of requested:	
Roadway improvements	$0
Drainage improvements	$0
Sanitary sewer improvements	$0
Water delivery improvements	$0
Number of new employees	105
Average annual income of each new employee	$68,000
Percentage of new employees assumed to be residents	33.00%
Propensity for resident employees to consume locally	60.00%
Propensity for non-resident employees to consume locally	50.00%
County income multiplier	2.00
Percentage of new employees constructing new homes	20.00%
Value of new home as a factor of annual income	2.00
Number of members per household (2010-2014 5-year estimate)	2.40
Population, 2017 estimation	48,177
General Fund expenditures net of certain offsetting revenues: i.e., user charges and fees, grants, reimbursements	$19,428,361
Current General Fund millage rate	7.5000
Per capita state revenue sharing to General Fund	$79.02
Average annual inflation rate (2011 to 2016)	0.91%
Annual increase in industrial real property value	0.00%
Annual increase in residential real property value	1.50%

CALCULATION OF ECONOMIC BENEFITS TO THE COMMUNITY:

Equation 1-Calculation of additional payroll generated

Number of new employees	Average annual income	Total new annual payroll
105	$68,000	$7,140,000

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

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

	Distribution of labor force	Average annual income	Propensity to consume locally	Primary economic benefit	
Resident employees.....	35	$68,000	60.00%	$1,428,000	
Non-resident employees.....	70	$68,000	50.00%	$2,380,000	
				$3,808,000	$3,808,000

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

Total primary benefit	County income multiplier	Propensity to consume locally	Secondary economic benefit	
$3,808,000	2.00	60.00%	$4,569,600	$4,569,600

----ADDITIONAL ECONOMIC BENEFITS TO THE COMMUNITY..... $8,377,600

CALCULATION OF ADDITIONAL GENERAL FUND REVENUE:

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

Market value of property to be added:					
Real property.....				$143,718,466	
Personal property.....				$10,862,750	
Current General Fund millage rate				7.50	
	First year property SEV	Millage rate		First year property taxes	
Real	$71,859,233	7.50		$538,944	
Personal	$4,942,551	7.50		$37,069	$576,013

Equation 5-Calculation of additional property tax from new residents

Percentage of new employees constructing new homes.....				20.00%	
Value of new home as a factor of annual income.....				2.00	
Number of new homes	Avg market value of each new home	Total SEV of new homes	General Fund millage rate	First year property taxes	
21	$136,000	$1,428,000	7.50	$10,710	$10,710

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

Number of members per household.....				2.40	
Per capita state revenue sharing to General Fund.....				$79	
Number of new resident employees	Number of members per household	Number of new residents	Per capita state revenue sharing	Additional state revenue sharing	
35	2.40	84	$79	$6,638	$6,638

----ADDITIONAL GENERAL FUND REVENUE..... $593,361

Equation 7-Annual tax abatement costs

Percentage tax abatement requested:	
Real property	50.00%
Personal property	50.00%
Years of abatement requested:	
Real property	12
Personal property	6

	First year General Fund property tax	Requested abatement rate	First year tax abatement	
Real	$538,944	50.00%	$269,472	
Personal	$37,069	50.00%	$18,535	$288,007

Equation 8-Additional service costs

Population, 2017 estimation	48,177
General Fund expenditures net of certain offsetting revenues: i.e., user charges and fees, grants, reimbursements	$19,428,361

Costs of services	Number of residents	Cost per resident	Number of new residents	Additional cost for new residents	
$19,428,361	48,177	$403	84	$33,852	$33,852

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

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

----TOTAL ADDITIONAL GENERAL FUND COSTS $321,859

CALCULATION OF RELATIVE COMPARISON FACTOR

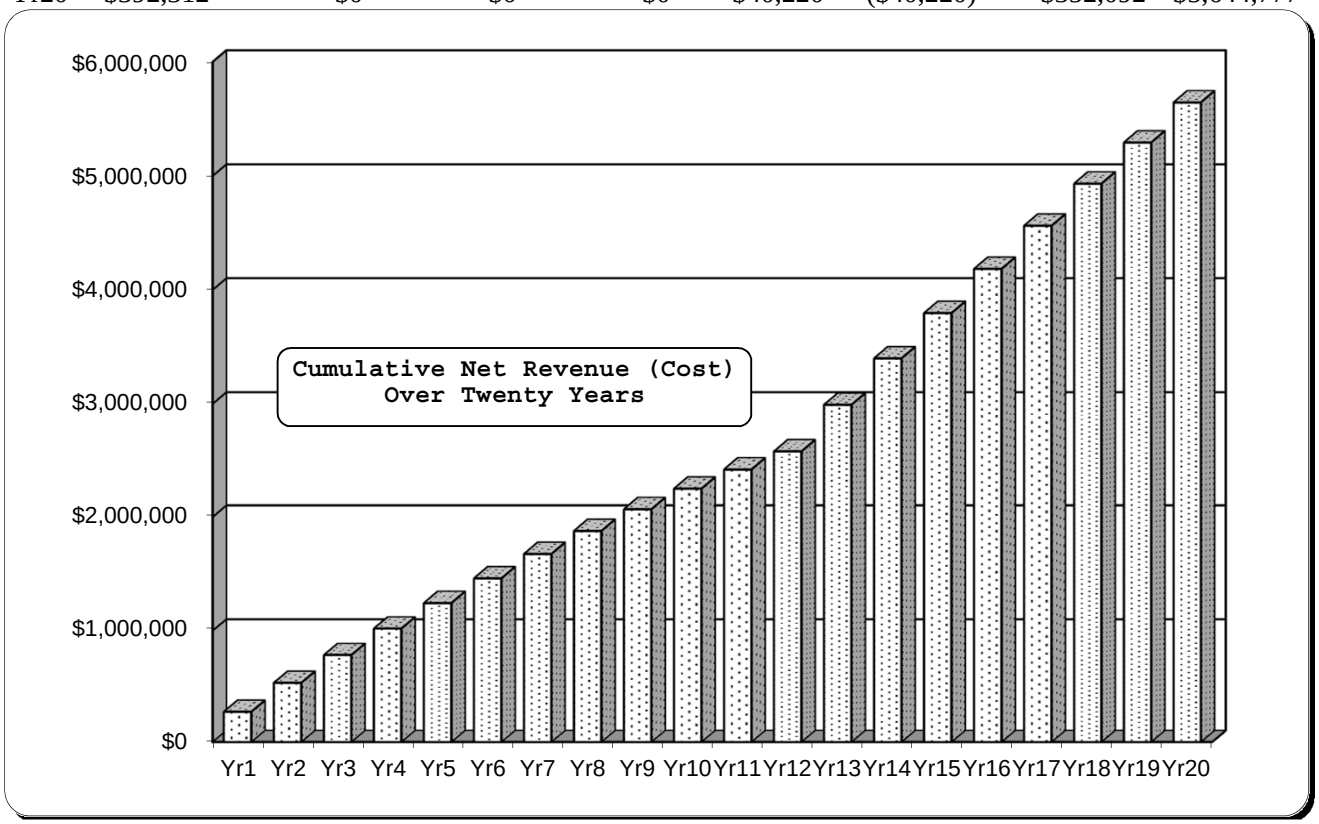
Equation 10-Relative comparison investment factor/initial cost per job created

Additional revenues	Additional (costs)	Net additional (cost)/revenue	Number of jobs created	(Cost)/revenue per job created
$593,361	($321,859)	$271,502	105	$2,586

Long term comparison of increased revenues to increased costs
reflecting the effects of inflation on property values and General Fund expenditures
and the decreasing value of personal property due to depreciation

PROJECT IMPACT ANALYSIS - STRYKER 2017

Year	Revenue	Infrastructure costs	General Fund real property tax abatement	General Fund personal prop. tax abatement	General Fund service costs	Expenditures	Net annual (cost)/revenue	Cumulative (cost)/revenue
Yr1	$593,361	$0	$269,472	$18,535	$33,852	($321,859)	$271,503	$271,503
Yr2	$580,108	$0	$269,472	$16,294	$34,160	($319,926)	$260,182	$531,685
Yr3	$567,195	$0	$269,472	$14,054	$34,472	($317,998)	$249,198	$780,882
Yr4	$554,614	$0	$269,472	$12,425	$34,786	($316,683)	$237,932	$1,018,814
Yr5	$542,356	$0	$269,472	$10,795	$35,103	($315,370)	$226,986	$1,245,800
Yr6	$530,414	$0	$269,472	$9,573	$35,423	($314,468)	$215,946	$1,461,746
Yr7	$518,778	$0	$269,472	$0	$35,746	($305,218)	$213,560	$1,675,306
Yr8	$507,442	$0	$269,472	$0	$36,071	($305,543)	$201,899	$1,877,205
Yr9	$496,401	$0	$269,472	$0	$36,400	($305,872)	$190,529	$2,067,734
Yr10	$485,644	$0	$269,472	$0	$36,732	($306,204)	$179,440	$2,247,174
Yr11	$475,164	$0	$269,472	$0	$37,067	($306,539)	$168,625	$2,415,799
Yr12	$464,957	$0	$269,472	$0	$37,404	($306,876)	$158,081	$2,573,880
Yr13	$455,015	$0	$0	$0	$37,745	($37,745)	$417,270	$2,991,150
Yr14	$445,332	$0	$0	$0	$38,089	($38,089)	$407,243	$3,398,393
Yr15	$435,900	$0	$0	$0	$38,436	($38,436)	$397,464	$3,795,857
Yr16	$426,713	$0	$0	$0	$38,787	($38,787)	$387,926	$4,183,783
Yr17	$417,768	$0	$0	$0	$39,140	($39,140)	$378,628	$4,562,411
Yr18	$409,056	$0	$0	$0	$39,497	($39,497)	$369,559	$4,931,970
Yr19	$400,572	$0	$0	$0	$39,857	($39,857)	$360,715	$5,292,685
Yr20	$392,312	$0	$0	$0	$40,220	($40,220)	$352,092	$5,644,777



TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Angling Road Sanitary Sewer Project #417-S

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

ACTION RECOMMENDED: That City Council adopt Resolution No. 5 for the Angling Road Sanitary Sewer Project #417-S, confirming the Special Assessment Roll.

Attached is Special Assessment Resolution No. 5 and the Special Assessment Roll for the Angling Road Sanitary Sewer Project #417-S. Previous City Council action relating to this project includes:

- On November 1, 2016, City Council adopted Resolution No. 1 for this project, accepted the City Manager reports dated November 1, 2016, and requested preparation of Resolution No. 2.
- On November 15, 2016, City Council adopted Resolution No. 2 for this project, setting a public hearing of necessity on December 6, 2016.
- On December 6, 2016, City Council held the public hearing of necessity and tabled action on Resolution No. 3 until January 24, 2017.
- In response to citizen concerns, a neighborhood meeting for this project was held on January 9, 2017 at City Hall where the scope and need of the project was presented; 14 property owners attended. A postcard survey was also completed for the proposed district with the majority returned in support of the project. A video recording of the public meeting is available on the City of Portage website.
- On January 24, 2017, City Council adopted Resolution No. 3, on the necessity of the project, directing the preparation of the assessment roll.
- On February 14, 2017, City Council adopted Resolution No. 4, setting a public hearing on the Assessment Roll for February 28, 2017.

Therefore, it is recommended that City Council adopt Resolution No. 5, confirming the Special Assessment Roll for Angling Road Sanitary Sewer Project No. 417-S.

FUNDING: The improvements are funded in the Fiscal Year 2016-2017 Capital Improvement Program by the utilization of special assessment bonds, city-share bonds, municipal street fund and Federal Highway Grant funds, as appropriate.

Attachments:
1. Special Assessment Roll - 417-S
2. Resolution No. 5

Angling Road Sanitary Sewer Project - District No. 417-S

Assessment Roll

Residential Rate of $43.77 per Front Foot plus $1536.67 per lead

Owner	Owner's Address	Owner's City	Owner's St	Owner's Zip	Street Address	Parcel No.	Class	Zoning	Actual Frontage	Benefitting Frontage	Rate	Frontage Assessment	Lead Charge	Total Assessment
DEHAAN, KENNETH R TRUST	7024 ANGLING RD	PORTAGE	MI	49024	7024 ANGLING RD	00018-077-B	401	R-1B	409.55	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
HUETTEMAN, WILLIAM & LAURA TRUST	7025 ANGLING RD	PORTAGE	MI	49024	7025 ANGLING RD	00018-030-B	401	R-1B	153.65	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
WARREN, RICHARD S & GAIL J	7037 ANGLING RD	PORTAGE	MI	49024	7037 ANGLING RD	00018-035-O	401	R-1B	168.82	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
MILLER, TERRY A	7045 ANGLING RD	PORTAGE	MI	49024	7045 ANGLING RD	00018-040-O	401	R-1B	112.55	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
DEAN, BRUCE W & M THERESE	7103 ANGLING RD	PORTAGE	MI	49024	7103 ANGLING RD	00018-045-O	401	R-1B	168.62	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
DEHAAN, ETHELYN M TRUST	7106 ANGLING RD	PORTAGE	MI	49024	7106 ANGLING RD	00018-070-O	401	R-1B	216.16	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
SOULE, AMANDA, PAMELA & JAMES	8242 GREENFIELD SHORES DR	SCOTTS	MI	49088	7119 ANGLING RD	00018-050-O	401	R-1B	168.62	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
RATLIFF, TIMOTHY A & SONYA	7129 ANGLING RD	PORTAGE	MI	49024	7129 ANGLING RD	00018-055-O	401	R-1B	112.54	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
SIMSICK, DAVID L & JUDITH L	7138 ANGLING RD	PORTAGE	MI	49024	7138 ANGLING RD	00018-080-O	401	R-1B	372.09	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
JORDAN, JOSHUA & PARROTT, JACALYN	7139 ANGLING RD	PORTAGE	MI	49024	7139 ANGLING RD	00018-060-O	401	R-1B	106.93	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
SMITH, RICKY & ACKER-SMITH, J TRUST	7202 ANGLING RD	PORTAGE	MI	49024	7202 ANGLING RD	00018-081-O	401	R-1B	148.35	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
UTRECHT, BETH	7217 ANGLING RD	PORTAGE	MI	49024	7217 ANGLING RD	00400-016-O	401	R-1B	311.99	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
BROVONT, LINDA L	7228 ANGLING RD	PORTAGE	MI	49024	7228 ANGLING RD	00018-082-G	401	R-1B	110.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
DEFOUW, RICHARD C & T L	7233 ANGLING RD	PORTAGE	MI	49024	7233 ANGLING RD	00400-015-O	401	R-1B	90.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
GOLKOSKY, JOAN F	7241 ANGLING RD	PORTAGE	MI	49024	7241 ANGLING RD	00400-014-O	401	R-1B	90.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
MATTOX, RICHARD & TIFFANY	7244 ANGLING RD	PORTAGE	MI	49024	7244 ANGLING RD	00018-082-H	401	R-1B	110.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
GRIFFIN, ALAN R & HARRIS, LANA L	7249 ANGLING RD	PORTAGE	MI	49024	7249 ANGLING RD	00400-013-O	401	R-1B	90.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
HELLENGA, WAYNE, JANICE & DEWAYNE	5580 WHISPERING PINES	STEVENSVILLE	MI	49127	7300 ANGLING RD	00018-082-F	401	R-1B	178.15	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
STAMPFLER, MICHAEL L & L A G	7305 ANGLING RD	PORTAGE	MI	49024	7305 ANGLING RD	00400-012-O	401	R-1B	90.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
BRUCKER, ROBERT	7313 ANGLING RD	PORTAGE	MI	49024	7313 ANGLING RD	00400-011-O	401	R-1B	90.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
GALE, MICHELE L	7318 ANGLING RD	PORTAGE	MI	49024	7318 ANGLING RD	00018-082-I	401	R-1B	110.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
PIKE, SUSAN & TRUCKEY, SCOTT	7321 ANGLING RD	PORTAGE	MI	49024	7321 ANGLING RD	00400-010-O	401	R-1B	90.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
JOHNS, STEVEN M & S M	7329 ANGLING RD	PORTAGE	MI	49024	7329 ANGLING RD	00400-009-O	401	R-1B	90.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
SCHURING, JACK L & CAROLE L	7330 ANGLING RD	PORTAGE	MI	49024	7330 ANGLING RD	00018-095-O	401	R-1B	155.70	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
WILDER, JUDY M TRUST	7336 ANGLING RD	PORTAGE	MI	49024	7336 ANGLING RD	00018-125-O	401	R-1B	150.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
OVERLANDER, DONALD E & C M	7337 ANGLING RD	PORTAGE	MI	49024	7337 ANGLING RD	00400-008-O	401	R-1B	90.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
NORRIS, RONALD & MARY	7345 ANGLING RD	PORTAGE	MI	49024	7345 ANGLING RD	00400-007-O	401	R-1B	90.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
WALTER, CHRIS D & HOLLY K	7348 ANGLING RD	PORTAGE	MI	49024	7348 ANGLING RD	00018-120-O	401	R-1B	150.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
SCANLON, DANIEL & J -TRUSTEES	7401 ANGLING RD	PORTAGE	MI	49024	7401 ANGLING RD	00400-006-O	401	R-1B	90.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
COLEGROVE, MICHAEL D & LEIGH A	7406 ANGLING RD	PORTAGE	MI	49024	7406 ANGLING RD	00018-115-O	401	R-1B	100.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
BURDIAK, JOHN & B R TRUST	7409 ANGLING RD	PORTAGE	MI	49024	7409 ANGLING RD	00400-005-O	401	R-1B	90.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
PRICE, LEONARD E & V R	7417 ANGLING RD	PORTAGE	MI	49024	7417 ANGLING RD	00400-004-O	401	R-1B	90.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
KAMMERAAD, SARAH M	7426 ANGLING RD	PORTAGE	MI	49024	7426 ANGLING RD	00018-110-O	401	R-1B	118.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
ALLEY, FRANKLIN & C	7427 ANGLING RD	PORTAGE	MI	49024	7427 ANGLING RD	00400-003-O	401	R-1B	90.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
WETTERS, T J & WETTERS, R W	426 PRAIRIE AVE	KALAMAZOO	MI	49006	7430 ANGLING RD	00018-105-O	401	R-1B	118.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
WHISMAN, TAMMY & PETERSON, WILLIAM	7442 ANGLING RD	PORTAGE	MI	49024	7442 ANGLING RD	00018-100-O	401	R-1B	110.25	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
NAGEL, PAULINA TRUST	7445 ANGLING RD	PORTAGE	MI	49024	7445 ANGLING RD	00400-002-A	401	R-1B	228.87	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
MENDOZA, JUAN & MARISSA	7508 ANGLING RD	PORTAGE	MI	49024	7508 ANGLING RD	00018-175-A	401	R-1B	246.13	80.00	$43.77	$3,501.60	1,536.67	$5,038.27

LUCHIES, KENNETH D & JANET E	7511 ANGLING RD	PORTAGE	MI	49024 7511 ANGLING RD	00018-140-O	401 R-1B	211.78	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
HARIK, SALIM E & AMAL F	PO BOX 715	PORTAGE	MI	49081 7519 ANGLING RD	00018-145-A	402 R-1B	75.00	75.00	$43.77	$3,282.75	1,536.67	$4,819.42
KAMMAN, JAMES W & S Z	7528 ANGLING RD	PORTAGE	MI	49024 7528 ANGLING RD	00018-175-B	401 R-1B	100.00	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
STOKES, ROBERT C & PENNY D	5892 TEXAS DR	KALAMAZOO	MI	49009 7529 ANGLING RD	00018-150-A	401 PD	101.97	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
MURRY, MAUREEN F TRUSTEE	7536 ANGLING RD	PORTAGE	MI	49024 7536 ANGLING RD	00018-170-O	401 R-1B	123.46	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
WEISZER, JOHN A & VICKI M	7545 ANGLING RD	PORTAGE	MI	49024 7545 ANGLING RD	00018-133-B	401 PD	103.48	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
GRIDER, JON V & SARAH J	7548 ANGLING RD	PORTAGE	MI	49024 7548 ANGLING RD	00018-165-O	401 R-1B	123.46	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
EBERSOLE, KENNETH L & LINDA A	7555 ANGLING RD	PORTAGE	MI	49024 7555 ANGLING RD	00018-131-C	401 PD	227.94	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
FREVER, MICHELLE L	7556 ANGLING RD	PORTAGE	MI	49024 7556 ANGLING RD	00018-160-O	401 R-1B	123.46	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
TAYLOR, GARY R & BUTLER, STEVE E	7642 ANGLING RD	PORTAGE	MI	49024 7642 ANGLING RD	00018-156-O	401 R-1B	927.10	80.00	$43.77	$3,501.60	1,536.67	$5,038.27
48 Properties							7622.62	3835.00				$241,618.11

Updated 10-4-16 JRB
ASSESSOR\Special Assessments\2016\417-S Angling Road

CITY OF PORTAGE
SPECIAL ASSESSMENT RESOLUTION NO. 5
ANGLING ROAD SANITARY SEWER PROJECT, DISTRICT #417-S

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan held at the City Hall in said City on the _____ day of _____, 2017 at 7:30 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and seconded by:

Councilmember: _____.

WHEREAS, the City Council of the City of Portage, Kalamazoo County, Michigan, after due and legal notice has reviewed the Special Assessment Roll No. 317-W prepared for the purpose of defraying the costs of the following described public improvement:

> Install approximately 3700 feet of 8 inch diameter sanitary sewer main and appurtenances in Angling Road from Squire Heath Lane to Romence Road to serve existing properties on Angling Road. Sewer services will be installed to abutting properties and are included in the assessment.

WHEREAS, the cost of said improvement is $1,320,000, the share of the Special Assessment District is $165,000, and the share of the City-at-Large is $1,155,000.

WHEREAS, the City Council deems said Special Assessment Roll to be fair and equitable, and the assessments recorded therein to be in proportion to the benefits derived or to be derived;

NOW THEREFORE, BE IT RESOLVED:

1. That the City's share of said improvement, in the amount of $1,155,00 is hereby confirmed and payment of the same shall be determined at a later date.

2. That said Special Assessment Roll No. 417-S in the amount of $165,000, as prepared, filed and presented to the City Council, may be and the same hereby is confirmed.

3. That said Special Assessment Roll shall be divided into twenty (20) equal installments, the first installment to be due August 1, 2018 to August 31, 2018, inclusive. The remaining nineteen (19) installments, with accrued interest thereon, shall be due and payable August 1st to August 31st each year thereafter and shall be spread upon the City tax roll for the year in which the same becomes due and payable. No interest shall be charged on the first installment or on the total amount if paid in full by August 31, 2018. On September 1, 2018, interest at a rate no to exceed one percent (1%) above the average interest cost on the bonds sold to finance the improvements shall begin on the deferred installments and any unpaid balance of the first installment.

4. The assessments made in said Special Assessment Roll are hereby ordered and directed to be collected and the City Clerk shall deliver said Special Assessment Roll to the City Treasurer with his warrant attached commanding the Treasurer to collect the assessments therein in accordance with the direction of this resolution with respect thereto, and the Treasurer is directed to collect the amounts assessed as the same become due.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

RESOLUTION DECLARED ADOPTED:

_____
James R. Hudson
City Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF KALAMAZOO)

I, the undersigned duly qualified and acting City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the _____ day of _____, 2017, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed my official signature this ___ day of _____, 2017.

_____
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: 2/24/17
By: _____
City Attorney

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Comprehensive Liability, Property and Auto Fleet Insurance

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager

ACTION RECOMMENDED: That City Council approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the Michigan Municipal Risk Management Authority (MMRMA) at a total cost not to exceed $495,476 for the period of March 1, 2017 to March 1, 2018 and authorize the City Manager to execute all documents related to this action on behalf of the city.

The City of Portage has been insured by the Michigan Municipal Risk Management Authority (MMRMA) for comprehensive liability, property and auto fleet insurance since 1984. The MMRMA has quoted a one-year renewal rate for the period of March 1, 2017 to March 1, 2018 in the amount of $495,476, which includes $15 million of liability coverage and $75,000 of self-insurance retention coverage (the dollar amount that must be paid by the city before the insurance policy will respond to a liability loss). The renewal rate represents an increase of just over two percent (2.1%) over the premium cost paid for the period of March 1, 2016 to March 1, 2017, which was $484,971. MMRMA reports that the premium increase is not due to the experience of the city, but for the most part is a result of a national trend of increased police liability. The city expects a distribution of assets from MMRMA in the next four to five months which will be based on favorable claims experience by the city and investment income earned by MMRMA on its assets. The exact amount is not yet known; however, the distribution received over the past six years averaged nearly $372,000 per year. A summary of MMRMA insurance premiums and distribution of assets for the past five years is shown below:

Year	Premium	Distribution of Assets	Total Premium After Distribution
2011	$481,577	$225,000	$256,577
2012	$433,977	$505,863	($71,886)
2013	$403,253	$269,378	$133,875
2014	$410,668	$360,727	$49,941
2015	$466,134	$502,123	($55,989)
2016	$484,971	$363,159	$121,812

Therefore, it is recommended that City Council approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the MMRMA at a total cost not to exceed $495,476

for the period of March 1, 2017 to March 1, 2018 and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funds have been allocated for a portion of the insurance costs in the Fiscal Year 2016-2017 budget, with the balance to be included in the Fiscal Year 2017-2018 budget.

Attachments: 1. MMRMA Coverage Proposal

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY
COVERAGE PROPOSAL

Member:	**City of Portage**	**Proposal No: Q000010819**
Date of Original Membership:	**March 10, 1986**	
Proposal Effective Dates:	**March 01, 2017 To March 01, 2018**	
Member Representative:	**Rob Boulis**	**Telephone #: (269) 329-4402**
Regional Risk Manager:	**Ibex Insurance Agency**	**Telephone #: (248) 538-0470**

A. Introduction

The Michigan Municipal Risk Management Authority (hereinafter "MMRMA") is created by authority granted by the laws of the State of Michigan to provide risk financing and risk management services to eligible Michigan local governments. MMRMA is a separate legal and administrative entity as permitted by Michigan laws. **City of Portage** (hereinafter "Member") is eligible to be a Member of MMRMA. **City of Portage** agrees to be a Member of MMRMA and to avail itself of the benefits of membership.

City of Portage is aware of and agrees that it will be bound by all of the provisions of the Joint Powers Agreement, Coverage Documents, MMRMA rules, regulations, and administrative procedures.

This Coverage Proposal summarizes certain obligations of MMRMA and the Member. Except for specific coverage limits, attached addenda, and the Member's Self Insured Retention (SIR) and deductibles contained in this Coverage Proposal, the provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulations, and administrative procedures shall prevail in any dispute. The Member agrees that any dispute between the Member and MMRMA will be resolved in the manner stated in the Joint Powers Agreement and MMRMA rules.

B. Member Obligation - Deductibles and Self Insured Retentions

City of Portage is responsible to pay all costs, including damages, indemnification, and allocated loss adjustment expenses for each occurrence that is within the Member's Self Insured Retention (hereinafter the "SIR"). **City of Portage's** SIR and deductibles are as follows:

Table I

Member Deductibles and Self Insured Retentions

COVERAGE	DEDUCTIBLE	SELF INSURED RETENTION
Liability	N/A	$75,000 Per Occurrence
Vehicle Physical Damage	$1,000 Per Vehicle	$15,000 Per Vehicle $30,000 Per Occurrence
Fire/EMS Replacement Cost	$1,000 Per Occurrence	N/A
Property and Crime	$1,000 Per Occurrence	N/A
Sewage System Overflow	N/A	$75,000 Per Occurrence

The member must satisfy all deductibles before any payments are made from the Member's SIR or by MMRMA.

The **City of Portage** is afforded all coverages provided by MMRMA, except as listed below:

1. Specialized Emergency Response Expense Recovery Coverage
2.
3.
4.

All costs including damages and allocated loss adjustment expenses are on an occurrence basis and must be paid first from the Member's SIR. The Member's SIR and deductibles must be satisfied fully before MMRMA will be responsible for any payments. The most MMRMA will pay is the difference between the Member's SIR and the Limits of Coverage stated in the Coverage Overview.

City of Portage agrees to maintain the Required Minimum Balance as defined in the Member Financial Responsibilities section of the MMRMA Governance Manual. The Member agrees to abide by all MMRMA rules, regulations, and administrative procedures pertaining to the Member's SIR.

C. MMRMA Obligations - Payments and Limits of Coverage

After the Member's SIR and deductibles have been satisfied, MMRMA will be responsible for paying all remaining costs, including damages, indemnification, and allocated loss adjustment expenses to the Limits of Coverage stated in Table II. The Limits of Coverage include the Member's SIR payments.

The most MMRMA will pay, under any circumstances, which includes payments from the Member's SIR, per occurrence, is shown in the Limits of Coverage column in Table II. The Limits of Coverage includes allocated loss adjustment expenses.

Table II

Limits of Coverage

	Liability and Motor Vehicle Physical Damage	Limits of Coverage Per Occurrence		Annual Aggregate	
		Member	All Members	Member	All Members
1	Liability	15,000,000	N/A	N/A	N/A
2	Judicial Tenure	N/A	N/A	N/A	N/A
3	Sewage System Overflows	500,000	N/A	500,000	N/A
4	Volunteer Medical Payments	25,000	N/A	N/A	N/A
5	First Aid	2,000	N/A	N/A	N/A
6	Vehicle Physical Damage	1,500,000	N/A	N/A	N/A
7	Uninsured/Underinsured Motorist Coverage (per person)	100,000	N/A	N/A	N/A
	Uninsured/Underinsured Motorist Coverage (per occurrence)	250,000	N/A	N/A	N/A
8	Michigan No-Fault	Per Statute	N/A	N/A	N/A
9	Terrorism	5,000,000	N/A	N/A	5,000,000

	Property and Crime	Limits of Coverage Per Occurrence		Annual Aggregate	
		Member	All Members	Member	All Members
1	Buildings and Personal Property	45,477,948	350,000,000	N/A	N/A
2	Personal Property in Transit	2,000,000	N/A	N/A	N/A
3	Unreported Property	5,000,000	N/A	N/A	N/A
4	Member's Newly Acquired or Constructed Property	5,000,000	N/A	N/A	N/A
5	Fine Arts	2,000,000	N/A	N/A	N/A
6	Debris Removal (25% of Insured direct loss plus)	25,000	N/A	N/A	N/A
7	Money and Securities	1,000,000	N/A	N/A	N/A
8	Accounts Receivable	2,000,000	N/A	N/A	N/A
9	Fire Protection Vehicles, Emergency Vehicles, and Mobile Equipment (Per Unit)	2,000,000	10,000,000	N/A	N/A
10	Fire and Emergency Vehicle Rental (12 week limit)	1,000 per week	N/A	N/A	N/A
11	Structures Other Than a Building	18,000,000	N/A	N/A	N/A
12	Storm or Sanitary Sewer Back-Up	1,000,000	N/A	N/A	N/A
13	Marine Property	1,000,000	N/A	N/A	N/A
14	Other Covered Property	10,000	N/A	N/A	N/A
15	Income and Extra Expense	5,000,000	N/A	N/A	N/A
16	Blanket Employee Fidelity	1,000,000	N/A	N/A	N/A
17	Faithful Performance	Per Statute	N/A	N/A	N/A
18	Earthquake	5,000,000	N/A	5,000,000	100,000,000
19	Flood	5,000,000	N/A	5,000,000	100,000,000
20	Terrorism	50,000,000	50,000,000	N/A	N/A

TABLE III

Data Breach and Privacy Liability, Data Breach Loss to Member, Electronic Media Liability, and Breach Mitigation Expense Coverage

Limits of Coverage

Retroactive Dates:
For Coverage A -- Data Breach and Privacy Liability Coverage: 07/01/2013
For Coverage C -- Electronic Media Liability Coverage: 07/01/2013

Data Breach and Privacy Liability, Data Breach Loss to Member, Electronic Media Liability, and Breach Mitigation Expense	Limits of Coverage Per Occurrence/Claim	Annual Aggregate	
	Member	Member	All Members
Coverage A -- Data Breach and Privacy Liability Coverage: Each Claim:	$5,000,000 Included in the limit above	$5,000,000	$15,000,000
Coverage B -- Data Breach Loss to Member Coverage: Each Unauthorized Access:	Included in the limit above		
Coverage C -- Electronic Media Liability Coverage: Each Claim:	Included in the limit above		
Coverage D -- Breach Mitigation Expense Coverage: Each Unintentional Data Compromise:	Included in the limit above		

The total liability of MMRMA shall not exceed $5,000,000 per Member aggregate Limit of Liability for coverages A, B, C, and D, in any coverage period.

The total liability of MMRMA shall not exceed $15,000,000 for All Members aggregate Limit of Liability for coverages A, B, C, and D, from July 1, 2016, to June 30, 2017.

TABLE IV

Data Breach and Privacy Liability, Data Breach Loss to Member, Electronic Media Liability, and Breach Mitigation Expense Coverage

Deductibles

Data Breach and Privacy Liability, Data Breach Loss to Member, Electronic Media Liability, and Breach Mitigation Expense	Deductible Per Occurrence/Claim
	Member
Coverage A -- Data Breach and Privacy Liability Coverage: Each Claim:	$25,000
Coverage B -- Data Breach Loss to Member Coverage: Each Unauthorized Access:	$25,000
Coverage C -- Electronic Media Liability Coverage: Each Claim:	$25,000
Coverage D -- Breach Mitigation Expense Coverage: Each Unintentional Data Compromise:	$25,000

Table V

Specialized Emergency Response Expense Recovery Coverage

Limits of Coverage

Specialized Emergency Response Expense Recovery	Limits of Coverage per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
	N/A	N/A	N/A	N/A

Table VI

Specialized Emergency Response Expense Recovery Coverage

Deductibles

Specialized Emergency Response Expense Recovery	Deductible per Occurrence
	Member
	N/A

D. Contribution for MMRMA Participation

City of Portage

Period: March 01, 2017 **To March 01, 2018**

Coverages per Member Coverage Overview:	$495,476
Stop Loss Coverage:	$0
Member Loss Fund Deposit:	$0
TOTAL ANNUAL CONTRIBUTIONS:	$495,476

E. List of Addenda

This document is for the purpose of quotation only and does not bind coverage in the Michigan Municipal Risk Management Authority, unless accepted and signed by both the authorized Member Representative and MMRMA Representative below.

Accepted By:

City of Portage

Proposal No:
Q000010819

MMRMA

_____
Member Representative

_____
MMRMA Representative

_____
Date

_____
Date

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Kalamazoo County Consolidated Dispatch Authority Surcharge Revenues

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

ACTION RECOMMENDED: That City Council authorize the City Manager to enter into the *First Amendment to Agreement for the Distribution of County 9-1-1 Surcharge Revenues*.

Thom Canny, Corporate Counsel for Kalamazoo County, has advised the five entities that executed the Agreement on October 6, 2014 said agreement between the City of Portage, City of Kalamazoo, Kalamazoo Township, Kalamazoo County and Western Michigan University, that the specific reference to the $0.42 per month surcharge references be changed to an unspecified amount of surcharge anticipating the referendum scheduled for May 2, 2017 for Kalamazoo County voters to consider increasing the surcharge to $2.30 per month. This change allows the Kalamazoo County Board of Commissioners to stand by its commitment to not approve a surcharge until the participating entities agree with the distribution formula. The generic language suggested allows for all future distributions without the need for further revisions.

This language has been reviewed by the City Attorney and the City Manager and has been found to be sufficient to meet the City of Portage's needs.

As such, it is recommended that City Council authorize the City Manager to enter into the *First Amendment to Agreement for the Distribution of County 9-1-1 Surcharge Revenues with* said amendment replacing the reference to the specific $0.42 for the 9-1-1 charge to the term of "duly authorized" without reference to a specific amount.

FUNDING: N/A

Attachments:
1. January 30, 2017 Communication from Thom Canny
2. January 2017 DRAFT - 1st Amendment to Agreement for Distribution of Surcharge Revenues
3. October 2014 Agreement for the Distribution of County 9-1-1 Surcharge Revenues

Laurence Shaffer

From: Randall Brown <attorneybrown@att.net>
Sent: Monday, January 30, 2017 10:15 AM
To: Laurence Shaffer
Cc: Rob Boulis; Erica Eklov
Subject: Fw: Proposed Amendment to 9-1-1 Distribution Agreement
Attachments: consolidated-dispatch-distriubtion-amenment-1-january29-2017.docx

Larry:

Here is an email from Thom Canny regarding his draft of the Distribution Resolution we have been discussing. As you can see, there has been no change in the language we have been discussing.

The last we talked, you had decided that Attorney Canny's draft Amendment would be acceptable to the City even though there is no specific surcharge indicated.

Please advise if this is still your position and I will advise Attorney Canny that the Amendment is agreeable.

Randy

From: Thom M. Canny
Sent: Sunday, January 29, 2017 12:45 PM
To: 'Randall Brown' ; mailto:carrick.craig@wmich.edu ; Robinson, Clyde ; 'Roxanne Seeber'
Cc: 'Jeff Troyer'
Subject: Proposed Amendment to 9-1-1 Distribution Agreement

Dear Colleagues:

Hopefully, you have all received notice from your organization's representatives on the Consolidated Dispatch Authority that it is necessary to amend the 2014 "Agreement for the Distribution of County 9-1-1 Surcharge Revenues" prior to the May 2, 2017 election. The need for the Amendment is necessitated by the fact that the Agreement addresses the levying, collection, and distribution of a $0.42 9-1-1 Charge, and if the voters approve the ballot request on May 2, the authorized charge will increase to $2.30.

The attached document is my first attempt at drafting an Amendment to the Agreement by having the term "duly authorized 9-1-1 charge per month" replace the term "9-1-1 charge of $0.42 per month" in Sections 1 and 3 of the Agreement.

I choose to use "duly authorized 9-1-1 charge per month" instead of $2.30 per month because if the voters do not know if the Voters will approve the ballot request. If the voters do not approve the request, we would need to change the 2.30 back to $0.42.

Thank you for your time and consideration to this message. I look forward to your input and assistance in finalizing the Amendment.

Thom Canny

Confidentiality: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to which it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of the E-mail message is strictly prohibited. If you have received this message in error, please notify me by E-mail reply, and delete the original message from your system.

FIRST AMENDMENT TO AGREEMENT FOR THE DISTRIBUTION OF COUNTY 9-1-1 SURCHARGE REVENUES

THIS FIRST AMENDMENT (the Amendment) to Agreement for the Distribution of County 9-1-1 Surcharge Revenues (the Agreement) is entered into by and between the City of Kalamazoo, the City of Portage, the County of Kalamazoo, the Charter Township of Kalamazoo, and Western Michigan University (the Parties).

RECITALS

WHEREAS, the City of Kalamazoo, the City of Portage, the County of Kalamazoo, the Charter Township of Kalamazoo, and Western Michigan University previously entered into an Agreement (the "Agreement") for the Distribution of County 9-1-1 Surcharge Revenues in October 2014; and

WHEREAS, the Section 401b of the Emergency 9-1-1 Service Enabling Act, Act 32 of the Public Acts of 1986, as amended, being MCL 484.1401b permits the Kalamazoo County Board of Commissioners to assess a county 9-1-1 charge of $0.42 per month (Surcharge) to service users, except for users of a prepaid wireless telecommunications service, located in Kalamazoo County by the adoption of a Resolution assessing the Surcharge within the county; and

WHEREAS, the Agreement is specific to revenues produced by a county 9-1-1 charge of $0.42 per month assessed by the Kalamazoo County Board of Commissioners by resolution; and

WHEREAS, the Section 401b of the Emergency 9-1-1 Service Enabling Act, Act 32 of the Public Acts of 1986, as amended, being MCL 484.1401b permits the Kalamazoo County Board of Commissioners to assess a county 9-1-1 charge of up to $3.00 per month (Surcharge) to service users, except for users of a prepaid wireless telecommunications service, located in Kalamazoo County if approved by the voters of the County; and

WHEREAS, the Kalamazoo County Board of Commissioners authorized a question to be placed on the ballot for consideration of the electorate on May 2, 2017 a 9-1-1 charge of up to $2.30 per month (Surcharge) to service users, except for users of a prepaid wireless telecommunications service, located in Kalamazoo County; and

WHEREAS, the Kalamazoo County Board of Commissioners committed itself to not assessing the voter approved surcharge unless, and until, the current Primary Public Safety Answer Points, operated by the Parties of this Agreement, enter into an agreement for the distribution of Voter Approved Surcharge Revenues.

TERMS OF AMENDMENT

NOW, THEREFORE, in mutual consideration of the terms and conditions hereinafter set forth, it is hereby agreed as follows:

1. The Recitals set forth above are part of this Amendment.

2. The second line, in the first paragraph of Section 1 "Distribution To The Kalamazoo County Consolidated Dispatch Authority" of the Agreement is amended as follows:

   The term "duly authorized 9-1-1 charge per month" shall replace the term "9-1-1 charge of $0.42 per month".

3. The sixth line, in the first paragraph of Section 3 "Distribution To The Parties To This Agreement" of the Agreement is amended as follows:

   The term "duly authorized 9-1-1 charge per month" shall replace "9-1-1 charge of $0.42 per month".

4. The individuals or officers signing this Amendment certify by their signatures that they are authorized to sign this Amendment on behalf of their respective governing boards, officials or agencies. All other terms of the previously approved Agreement remain unchanged and are reincorporated herein as if fully set forth in this Amendment.

IN WITNESS WHEREOF, the parties have executed this Agreement at Kalamazoo, Michigan.

COUNTY OF KALAMAZOO

_____	_____
Dale Shugars, Chairperson Kalamazoo County Board of Commissioners	Timothy A. Snow County Clerk/Register

CITY OF KALAMAZOO

_____

James Ritsema
City Manager

CHARTER TOWNSHIP OF KALAMAZOO

_____

Ronald E. Reid
Township Supervisor

CITY OF PORTAGE

_____

Laurence Shaffer
City Manager

WESTERN MICHIGAN UNIVERSITY

_____

Jan Van Der Kley
Treasurer

AGREEMENT FOR THE DISTRIBUTION OF COUNTY 9-1-1 SURCHARGE REVENUES

THIS AGREEMENT (the Agreement) is entered into by and between the City of Kalamazoo, the City of Portage, the County of Kalamazoo, the Charter Township of Kalamazoo, and Western Michigan University.

RECITALS

WHEREAS, the Section 401b of the Emergency 9-1-1 Service Enabling Act, Act 32 of the Public Acts of 1986, as amended, being MCL 484.1401b permits the Kalamazoo County Board of Commissioners to assess a county 9-1-1 charge of $0.42 per month (Surcharge) to service users, except for users of a prepaid wireless telecommunications service, located in Kalamazoo County by the adoption of a Resolution assessing the Surcharge within the county; and

WHEREAS, the revenues from a Surcharge shall only be used to fund costs described in Section 401b(14), as amended, of the Emergency 9-1-1 Service Enabling Act [MCL 484.401b(10)]; and

WHEREAS, the Kalamazoo County Board of Commissioners intend to adopt a Resolution assessing a county 9-1-1 charge of $0.42 per month (Surcharge) to service users, except for users of a prepaid wireless telecommunications service, located in Kalamazoo County primarily to fund the operations of the Kalamazoo County Consolidated Dispatch Authority; and,

WHEREAS, Section 401b(6) of the Emergency 9-1-1 Service Enabling Act [MCL 484.401b(6)] provides that the revenues produced by the Surcharge shall be distributed to the Primary Public Safety Answering Points operated by Public Agencies within the County as provided in the Kalamazoo County Final 9-1-1 Service Plan unless the Kalamazoo County Final 9-1-1 Service Plan does not provide for the distribution of the Surcharge revenues; and,

WHEREAS, Section 401b(6) of the Emergency 9-1-1 Service Enabling Act [MCL 484.401b(6)] provides if the Kalamazoo County Final 9-1-1 Service Plan does not provide for the distribution of the Surcharge revenues, then the Surcharge Revenues shall be distributed according to any agreement for distribution between the County and the public agencies within the County; and,

WHEREAS, the Kalamazoo County Final 9-1-1 Service Plan does not provide for the distribution of Surcharge Revenues among the public agencies; and,

WHEREAS, the Parties to this Agreement desire to enter into an agreement for the distribution of Surcharge revenues after the Kalamazoo County Board of Commissioners adopts a Resolution assessing a county 9-1-1 charge of $0.42 per month (Surcharge) to service users, except for users of a prepaid wireless telecommunications service.

NOW, THEREFORE, in consideration of the mutual promises contained in this agreement, the parties agree as follows:

Section 1: DISTRIBUTION TO THE KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

The Parties agree that, subject to Section 2 and Section 3 of this Agreement, all revenues generated by the 9-1-1 charge of $0.42 per month assessed to service users, except for users of a prepaid wireless telecommunications service, within the Kalamazoo County (Surcharge Revenues) shall be distributed to the Kalamazoo County Consolidated Dispatch Authority to fund the operations of that Authority.

Section 2: ANNUAL DISTRIBUTION TO THE PARTIES TO THIS AGREEMENT

Beginning on April 1, 2016, and continuing on the first of April every subsequent year, for the length of this Agreement, One Hundred Thousand Dollars ($100,000) of Surcharge Revenues shall be distributed as follows:

a. Forty-Three Thousand ($43,000) shall be distributed to the County of Kalamazoo for the use of the Kalamazoo County Sheriff to fund costs described in Section 401b(14), as amended, of the Emergency 9-1-1 Service Enabling Act [MCL 484.401b(10)].

b. Twenty-Eight Thousand Dollars ($28,000) shall be distributed to the City of Kalamazoo to fund costs described in Section 401b(14), as amended, of the Emergency 9-1-1 Service Enabling Act [MCL 484.401b(10)].

c. Eighteen Thousand Dollars ($18,000) shall be distributed to the City of Portage to fund costs described in Section 401b(14), as amended, of the Emergency 9-1-1 Service Enabling Act [MCL 484.401b(10)].

d. Nine Thousand Dollars ($9,000) shall be distributed to the Charter Township of Kalamazoo to fund costs described in Section 401b(14), as amended, of the Emergency 9-1-1 Service Enabling Act [MCL 484.401b(10)].

e. Two thousand Dollars ($2,000) shall be distributed to Western Michigan University to fund costs described in Section 401b(14), as amended, of the Emergency 9-1-1 Service Enabling Act [MCL 484.401b(10)].

Section 3: DISTRIBUTION TO THE PARTIES TO THIS AGREEMENT

In addition to the provisions of Section 2 this Agreement, if any Party is no longer a Party to "An Interlocal Agreement Creating the Kalamazoo County Consolidated Dispatch Authority" regardless of whether the Party withdrew from the Consolidated Dispatch Authority, or the Consolidated Dispatch Authority dissolved, the Party shall be entitled to receive a portion of all revenues generated by the 9-1-1 charge of $0.42 per month assessed to service users, except for users of a prepaid wireless telecommunications service, within the Kalamazoo County (Surcharge Revenues) according to the population within the Party's boundaries, except for Western Michigan University which shall be entitled to Two Percent (2%) of the revenues. Population shall be determined based upon the most recent United States 10 year Census Report.

Section 4: INDEMNIFICATION

The City of Kalamazoo, the City of Portage, the Charter Township of Kalamazoo, and Western Michigan University each agree to defend, indemnify, and hold harmless Kalamazoo County, its officers, employees and agents from and against all claims, actions, lawsuits, liabilities, losses, fines, proceedings, costs and expenses, including reasonable attorney's fees, alleged to be caused by the County's distribution of Surcharge Revenues to the City of Kalamazoo, the City of Portage, the Charter Township

of Kalamazoo, and Western Michigan University under Section 2 of this Agreement or caused by the default or negligence of the City of Kalamazoo, the City of Portage, the Charter Township of Kalamazoo, and Western Michigan University Township, their officers, employees and agents, in receiving or administering the Surcharge Revenues.

Section 5: REPORTING

The City of Kalamazoo, the City of Portage, the Charter Township of Kalamazoo, and Western Michigan University each agree to provide the County with an annual report, within ninety (90) days of the end of each calendar year, which contains a detailed record of their expenditure of the Surcharge Revenues they received from the County.

Section 6: RETURN OF FUNDS

The Parties agree that if the Michigan Emergency Telephone Service Committee, the Michigan Auditor General, or a court of competent jurisdiction determines that a Party to this Agreement has failed, refused or neglected to administer, conserve, and/or disburse the Surcharge revenues it receives under this Agreement in compliance with all applicable laws; and said Committee, Auditor General or court orders the Party to return the subject funds to the County or the State, then the Party shall return to the County all funds transferred to the Party pursuant to this Agreement and which are also subject to said order, and any unexpended income derived from those funds. Returned funds under this Section of the Agreement shall then be distributed to the Kalamazoo County Consolidated Dispatch Authority.

Section 7: ASSIGNMENT

No Party to this Agreement may assign its interest in this Agreement without the express written consent of the other Parties.

Section 8: RELATIONSHIP BETWEEN THE PARTIES.

This Agreement shall not be construed to establish any employer/employee, master/servant, or principal/agent, relationship between the Parties.

Section 9: AMENDMENTS.

Changes to this Agreement will only be valid if they are in writing and signed by all Parties.

Section 10: NOTICES.

Any Notice/Communication required, or permitted, under this Agreement from one Party to another shall be deemed effective if the Party sending the Notice/Communication hand delivers the Notice or communication to the other Party or if the Party sends the Notice/Communication through first class mail to the other Party. Notices to the County of Kalamazoo shall be sent to the Office of the County Administrator, 201 W. Michigan Ave., Kalamazoo, MI 49007. Notices to the City of Kalamazoo shall be sent to the Office of the City Manager, 241 W. South St., Kalamazoo, MI 49007. Notices to the City of Portage shall be sent to the Office of the City Manager, 7900 S. Westnedge Ave., Portage, MI 49002. Notices to the Charter Township of Kalamazoo shall be sent to Township Clerk, 1720 Riverview Dr., Kalamazoo, MI 49004. Notices to Western Michigan University shall be sent to the Office of the President, 1903 W. Michigan Ave, Kalamazoo, MI 49008.

Section 11: SEVERABILITY

If a court of competent jurisdiction declares any part, portion or provision of this Agreement invalid, unconstitutional or unenforceable, the remaining parts, portions and provisions of this Agreement shall remain in full force and effect.

Section 12: Entire Agreement

This Agreement constitutes the entire understanding between the Parties with respect to the subject matter identified in the Agreement, and no modification or revision to the Agreement shall have any force and effect unless it complies with the provisions of Section 8 of this Agreement. The failure of any Party to insist on the strict performance of any condition, promise, agreement, or undertaking set forth herein shall not be construed as a waiver or relinquishment of the right to insist upon strict performance of the same condition, promise, agreement or undertaking at a future time.

Section 13: Term and Review.

This Agreement shall commence on the date when all of the Parties have signed the Agreement and shall continue in existence for as long as the County assesses of

$0.42 per month, or more, to service users, except for users of a prepaid wireless telecommunications service, within the Kalamazoo County. Provided that this Agreement shall also terminate if the Kalamazoo County Consolidated Dispatch Authority is disbanded or terminated.

The Parties agree to meet at least once every five (5) years to discuss the continued viability of this Agreement and whether Amendments should be discussed.

Section 14: HEADINGS.

The Titles of the Sections and Paragraphs of this Agreement are provided for reference purposes only. If any discrepancy or disagreement exists between a Title and the text of the section or paragraph, the text shall control.

Section 15: SIGNATURES.

The individual or officer who signs this Agreement certifies through his/her signature that he/she is authorized to sign this Agreement on behalf of the Party that he/she represents.

Section 16: GOVERNING LAW

This Agreement shall be governed, and interpreted in accordance with, the laws of the State of Michigan. The Parties agree that any action to enforce this Agreement may be brought in any state or federal court that possesses subject matter jurisdiction and is located in, or whose district includes Kalamazoo County, Michigan.

Section 17: SIGNATURE SECTION

IN WITNESS WHEREOF, the parties have executed this Agreement at Kalamazoo, Michigan.

COUNTY OF KALAMAZOO

David Maturen, Chairperson
Kalamazoo County Board of
Commissioners 10.7.14

Timothy A. Snow
County Clerk/Register 10.7.14

CITY OF KALAMAZOO

James Ritsema
City Manager

Form Approved
10-10-2014
CJR
City Attorney

CHARTER TOWNSHIP OF KALAMAZOO

Ronald E. Reid
Supervisor

CITY OF PORTAGE

Laurence Shaffer
Acting City Manager

APPROVED AS TO FORM
DATE 10/20/14
CITY ATTORNEY

WESTERN MICHIGAN UNIVERSITY

Jon Van Der Kley

By: Jon Van Der Kley

Its: Treasurer

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Kalamazoo County Identification Program

SUPPORTING PERSONNEL:

ACTION RECOMMENDED: That City Council review the potential expression of support for the Kalamazoo County Identification Program.

The Portage City Council has traditionally avoided advocating or opposing policy recommendations for topics not within the authority or responsibility of the city. Understanding that tradition, a request has been made by a Kalamazoo County Subcommittee reviewing the merits of recommending to the Kalamazoo County Board of Commissioners that the Portage Public Safety Department execute a letter extolling the virtue of the Kalamazoo County Identification Card, designed to provide verifiable identification to those individuals who lack such an ID card. Further, a Resolution of Support for a county-wide identification card has been approved by the City of Kalamazoo (see attached).

There are two questions. First, does the Portage City Council wish to depart from previous practice to advocate for a particular item that falls outside of its area of responsibility? Second, does the City Council wish to either endorse the filing of a letter of support to the County Board of Commissioners by the administration and/or does the City Council wish to adopt a resolution of support for the county ID system? Of course the Portage City Council always has the option not to take action.

FUNDING: N/A

Attachments:
1. Draft Resolution of Support (City of Kalamazoo February 20, 2017)
2. Draft Letter of Support

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION NO. _____

A RESOLUTION SUPPORTING THE CREATION OF A KALAMAZOO COUNTY IDENTIFICATION CARD PROGRAM

Minutes of a regular meeting of the City Commission of the City of Kalamazoo held on February 20, 2017, at 7:00 o'clock p.m., local time, at the Kalamazoo City Commission Chambers, located at 241 West South Street.

PRESENT, Commissioners:

ABSENT, Commissioners:

WHEREAS, approximately 27,500 out of 254,870 Kalamazoo County residents lack a photo identification card; and

WHEREAS, the lack of official identification restricts residents' access to law enforcement, financial institutions, jobs, housing, health care and public services that require photo identification.

NOW, THEREFORE, IT IS RESOLVED that the Kalamazoo City Commission supports and encourages the creation of a Kalamazoo County Identification Card Program.

The above resolution was offered by _____and supported by _____.

AYES, Commissioners:

NAYS, Commissioners:

ABSTAIN, Commissioners:

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

The foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Kalamazoo at a regular meeting held on February 20, 2017. Public notice was given and the meeting was conducted in full compliance with the Michigan Open Meetings Act (PA 267, 1976). Minutes of the meeting will be available as required by the Act.

_____
Scott A. Borling, City Clerk

February 16, 2017

Kalamazoo County Board of Commissioners
201 W. Kalamazoo Avenue
Kalamazoo, MI 49007

Dear Commissioners:

The Portage Department of Public Safety supports the Kalamazoo County Identification Card concept for Kalamazoo residents who are unable to secure proper governmental identification. The identification card concept may allow disenfranchised Kalamazoo residents to access community services. The identification might also serve those marginalized Kalamazoo residents by offering access to a photo identification that might otherwise not be afforded. Examples of the marginalized include: veterans, the elderly, and the homeless.

By confirming identity and residency, the identification card may reduce the hardships experienced by some vulnerable populations when engaged in everyday transactions; and provide access to medical and financial institutions. The identification card may also encourage civic participation and may foster a sense of belonging for all residents.

Therefore, the Portage Department of Public Safety is in support of the Kalamazoo County Identification Card concept.

Sincerely,

Richard J. White
Public Safety Director - Police/Fire Chief

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: January Environmental Summary Report

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

ACTION RECOMMENDED: Information Only

Attached please find the January 2017 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. Environmental Report

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 5 site/building plan and/or plats completed in January 2017.*
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	*Sanitary sewer hookup permits issued in January 2017*: *5 residential; 0 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 Discharge Elimination System (NPDES) Permit Implementation	Five year plan to implement the current NPDES stormwater permit.	Received NPDES general permit on August 15, 2001. Renewal Application submission was made to MDEQ on March 7, 2003. New 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 August 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.
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. The city has contracted with the Kalamazoo Nature Center to install and monitor deer exclosures. The exclosures are being constructed as a local boy scout project and will help assess damage from deer in the areas they are placed. The agreement concerning deer exclosures between the city and the Kalamazoo Nature Centre expiring March 1, 2017 is extended in its entirety through October 1, 2017. Investigation work in conjunction with the board is ongoing.
Identify Environmental Threats	Work with Chair of the Environmental Board to identify and prioritize potential environmental threats within the city.	Select staff from various city departments attended workshop meetings with Environmental Board Chair to go through the process of identifying what are considered environmental threats from a city departmental view. Once threats were identified, the same staff participated in a ranking

system to prioritize what environmental threats are most important. The same exercise was completed with the Environmental Board and the results of both were used to determine the most critical threats to the city and the focus on future environmental projects. *The Environmental Board has formed two small groups, each tasked with choosing one of the top threats identified and identifying a project that would best address such threats.*

City of Portage - Historic District Commission
Wednesday, December 7, 2016
Portage City Hall – Conference Room #2

MINUTES

Called to Order at 8:23 a.m.

Present: Marty Maytnier, Fred Grunert, Jessie Duniphin, John Lotz, Russ Randall, Jim Ebert, Collin Forrest and Erica Eklov (SL). Citizen Mike Barton.

Absent: Suzanne Nemeth, Katie VanLonkhuyzen (excused).

Old Business:

1) John volunteered to run the meeting in the Chair & Vice Chair's absence.
2) Minutes from the regular meeting of November 2, 2016 were approved with two revisions.
3) John reviewed the budget. Collin inquired on the size of the budget and methods to bolster it. Discussion followed.
4) At John's request, Erica provided a verbal update on the Current Properties / Open Cases:
    a. 3221 W. Milham – new construction for the barn continues
    b. 5720 Oakland - barn has no updates pending additional feedback from Steve Stier & local contacts
    c. 2663 Mandigo (Kiley) code enforcement – ongoing / no update
    d. 1521 E. Centre (Davis) / Selinon Park development – no update
    e. 10234 East Shore (Giem) Train Barn – no update
        i. Collin inquired on the status of the adjacent East Shore trail development
    f. 922 W. Osterhout (Norman) exterior work (siding/windows) – no update
    g. 8021 Oak (Vermuelen) exterior code enforcement issues – ongoing / no update
    h. 8009 Cox's Drive (Kasten) – utilities off
5) Fred asked for an update on the status of the rental trailer removal for the StoryPoint project at 3821 W. Milham. There was general discussion reminding this would occur in April or May.
6) John asked for an update on the community awareness efforts.
    a. Area Realtor Contact – Collin relayed that he would be working on this project during the month of December and would have more information to share at the January 2017 meeting.
    b. Newsletter – in Katie's absence, there was no update
    c. May HDC event & other events – Erica noted that Mick Lynch was still interested in hosting the event at his business on Sprinkle Road. He had confirmed via phone that he would provide some possible May 2017 dates that worked with his schedule once he had completed some December maintenance work.
    d. Outreach Sub-Committee (Marty, John & Jessie) – no update. A replacement member for John will be needed starting in January.

7) Statement of Significance: member suggestions
    a. Collin supplied his draft working document for review.
    b. Marty relayed verbal input regarding the township beginnings and types of properties included in Portage (residential/educational/cemeteries).
        i. She noted she is working on framing her statement to reflect the national trends as they appeared locally as well.
    c. It was noted that this item would be carried through to January's meeting for continued discussion.

8) Site Categorization - tabled for January 2017 meeting

New Business: Erica inquired on the scheduling of the January meeting and whether the statutory first Wednesday would work with everyone's holiday schedule. Discussion followed and it was decided that due

to the PPS holiday break, the January meeting would be pushed back a week to January 11. Erica relayed she would notice this change.

Citizen Comments: Michael Barton noted we would be one of the new members starting in January 2017 and looked forward to the task based on his construction trades background.

Member Comments: None.

Adjournment: 9:15 a.m.

City of Portage
Historic District Commission
Portage City Hall
Conference Room #2
Wednesday, January 11, 2017

Meeting called to order: 8:20 AM

Present: S. Nemeth, J. Duniphin, Erica Eklov, D. Dalton, C. Wiles, M. Barton

Absent: C. Forrest, F. Grunert, K. Vanlonkhuyzen

Introduction of new Commission members: Dabney Dalton, Charlie Wiles, and Michael Barton.

Old Business:

3221 Milham/Nieuwenhuis/Barn
- Appears to be progressing.

5720 Oakland/Barn
- Presently rental property.
- Steve Stier working with owner to explore options for restoration.

2663 Mandigo/Kiley
- Property remains under code enforcement for violations: property clean up and building repairs.
- 2 residences on property. Neither appear to be occupied.
- Known damage from former renters.

1521 E. Centre/Selinon Park Development
- Project to combine several properties to create low income housing for seniors.
- Small historic house that is currently a rental on property.

- Plan proposes to restore home and use for residence for Property Manager.
- Also historic barn on 1623 Centre Avenue that developers originally proposed to move near historic home and use for ground maintenance storage.
- No news on status of project development.

10234 East Shore/Giem/ “Train Barn"
- City still looking for options to restore and use "Train Barn".
- Owner also owns property across the street that the city would like to add to Trail Development.
- One option would be to move barn across the street.
- Presently, owner has approval to sell 2 pieces of the property to raise revenue.
- Owner may keep one of these parcels and build new home because historic building are too much for her to maintain.

922 W. Osterhout/Norman/exterior work
- No update.

8021 Oak/Vermuelen/Exterior code violations.
- Formerly Mein family home.
- Lower level has tenant.

8009 Cox's Drive/Kasten/Mothballed building
- One of few remaining historic school houses in district.
- Utilities have been shut off.

5134 Oakland Drive
- Owners many try to have historic designation removed.
- Prospective buyer has expressed interest in turning property into a B&B.
- Property presently not on open market.

Commission member M. Barton asked if there were any guidelines for exterior renovation.

New Business:

HDC Preservation Month Event

- Contact other near-by historic districts and ascertain interest in cross-promoting events.
- Need to find sponsors for event.
- Need to determine date for event.

Site Categorization

- Project on hold

Meeting adjourned: 9:15 AM

Next Meeting: 8:15 on February 1

Respectfully submitted: Martha Deming Maytnier - Secretary

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Portage Senior Center Bus Trips

SUPPORTING PERSONNEL: Kendall Klingelsmith, Director of Parks, Recreation and Senior Citizen Services

ACTION RECOMMENDED: That City Council approve the low bid for motor coach services from Gail Andrus Travel, LLC for the period July 1, 2017 through December 31, 2017 in the amount of $22,659 and authorize the City Manager to execute all documents related to this action on behalf of the city.

The Portage Senior Center provides an extensive travel program for area seniors. Many of the trips require the services of motor coach transportation. Bids were recently requested for motor coach services for the second half of the 2017 travel schedule. Trips beyond this six month period are not yet finalized. Two bids were received, and a third vendor opted not to submit a bid. The low bid in the amount of $22,659 was from Gail Andrus Travel, LLC, located in Grand Rapids. Gail Andrus, LLC, has provided satisfactory motor coach services in the past for the Portage Senior Center travel program.

Therefore, it is recommended that City Council approve a contract for the period July 1, 2017 through December 31, 2017 with Gail Andrus Travel, LLC in the amount of $22,659 and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funds for payment to Gail Andrus Travel, LLC, are received from travel participants who sign up for the trips. As such, the travel program is self-supporting through user fees.

Attachments: 1. Bid Tabulation Bus Trips (July - December 2017)

BID TABULATION

SENIOR CENTER BUS TRIPS (July - December 2017)

Days	Dates	Destination	Bus Size	Gail Andrus Travel, LLC 400 Ann Street NW-Suite 208 Grand Rapids, MI 49504		Cardinal Buses, Inc. PO Box 59 Middlebury, IN 46540
1	7/12/2017	South Bend, IN.	38 Passenger	$651.75		$651.75
1	7/16/2017	Detroit, MI	38 Passenger	$1,090.00		$1,092.00
1	7/25/2017	Chicago, IL	24 Passenger	$1,130.00		$1,130.50
1	August	Detroit, MI	38 Passenger	$1,175.00		$1,185.00
1	8/24/2017	Detroit, MI	38 Passenger	$1,090.00		$1,106.00
2	8/27-9/1/17	Mackinac Island	54 Passenger	$4,820.00		$4,820.00
1	TBD	Grand Rapids, MI	24 Passenger	$550.25		$550.25
2	9/13-14/17	Fremont, OH	38 Passenger	$1,780.00		$1,797.50
1	9/23/2017	Grand Haven, MI	38 Passenger	$650.00		$651.75
1	9/24/2017	Detroit, MI	38 Passenger	$1,090.00		$1,106.00
1	9/26/2017	New Buffalo, MI	54 Passenger	$790.00		$799.00
3	10/11-13/2017	Stratford Ontario, CN	38 Passenger	$2,712.50		$2,712.50
1	10/14/2017	South Haven, MI	38 Passenger	$612.25		$612.25
1	10/16/2017	Shipshewana, IN	38 Passenger	$731.00		$730.75
1	10/31/2017	Hill & Detroit, MI	38 Passenger	$1,240.00		$1,244.25
1	Oct-17	Fairlawn, MI	38 Passenger	$1,090.00		$1,106.00
1	12/5/2017	New Buffalo, MI	54 Passenger	$790.00		$799.00
1	12/8/2017	Shipshewana, IN	47 Passenger	$728.50		$666.50
		Grand Total		$22,721.25		$22,761.00

CITY OF PORTAGE **COMMUNICATION**

TO: Laurence Shaffer, City Manager **DATE:** February 6, 2017

FROM: Meshia Rose, Deputy City Assessor

SUBJECT: January 2017 Department Operations Report

The following information summarizes the operations of the City Assessor's Office during January 2017:

- **2017 Assessment Roll Preparation:** The Assessor's office is currently in the final stage of preparation of the 2017 assessment roll. On February 10th, all residential real property assessment change notices will be placed in the mail to property owners. Following the completion of entering all personal property returns the remaining Commercial, Industrial, and Personal Property notices will be sent out to property owners. Until the March 13th commencement of the Board of Review, assessing staff are available to receive calls from citizens that have questions or require explanations of their assessments. Citizens will be encouraged on their assessment notices to make an appointment with assessing staff to review their assessment prior to making a Board of Review appointment.

  Regarding the 2017 valuation changes, commercial assessments increased overall approximately 17.39%, residential assessments 3.15%, and industrial assessments 3.58%. The overall assessment changes were based on the assessment ratio studies provided by the Kalamazoo County Equalization Department and approved by the State Tax Commission

  The Consumers Price Index (CPI) which will be used to establish 2017 Taxable Values has been determined by the State Tax Commission to be 1.009%. This means that any property that has an Assessed Value (SEV) that is higher than the Taxable Value will receive up to a 1.009% Taxable Value increase for 2017. Of the 17,365 real estate parcels, approximately 2,600 (or 15%) have an Assessed Value and Taxable Value that are equal, which means that the 2017 Taxable Value for these properties will NOT increase at all.

- **Personal Property Tax Returns:** On December 30th, 2016, personal property returns were sent to all 1900 business. As of February 6th approximately 469 personal property tax returns have been received and processed by assessing staff. Those returns that have not been received by the statutory, February 20th deadline will have the 2017 assessment estimated as required by statute.

- **Customer Service:** The staff of the City Assessor's Office provided a high level of customer service during the month of January. Prompt and courteous service was

provided in response to the numerous telephone calls and personal visits from realtors, developers, private appraisers, title companies and taxpayers despite staff changes. Our office is committed to courteously serving our citizens and business owners with information, explanations and assistance regarding how to prepare and present their concerns and issues before the Board.

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

CITY OF PORTAGE **COMMUNICATION**

TO: Laurence Shaffer, City Manager **DATE:** February 21, 2017

FROM: James R. Hudson, City Clerk

SUBJECT: January Monthly Report

CITIZEN ASSISTANCE AND PUBLIC INFORMATION

Attended one meeting of the Youth Advisory Committee and finalized the Snow Party plans. Organized and led a tour of Middle School students from China.

Attended a meeting of the Portage Public Schools District Advisory Council?

Provided orientation to four (4) new employees for the Public Safety, Community Development, Assessor and Parks Departments.

Coordinated Freedom of Information Act (FOIA) and liquor license requirements with the various departments.

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

Prepared transmittals for documents, resolutions, ordinances, etc. to be sent to the City Attorney and citizens. Performed research for city departments on a variety of topics.

QUALIFIED VOTER FILE

Reviewed Precincts 16 and 18 in order to determine a better balanced voter population. Attended an election equipment demonstration at Kalamazoo Township.

Updated file and record changes resulting from changes to election law.

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

Continued the process of printing Master Cards and Voter ID Cards for all new registrations and changes and continued review of voter follow-up cards that need to be individually checked against city voter records. Processed notices to voters for whom ID cards have been returned, no signature was received at Secretary of State Offices, etc.

AGENDA PREPARATION AND FOLLOW-UP

Prepared for the City Council Special Meeting, at which members and new applicants for the various boards and commissions were interviewed and appointed, and followed up accordingly.

Prepared and collated the January City Council Meeting Agendas. Prepared the Minutes of the two January City Council Meetings and the Special Meeting and uploaded them on to the website.

Uploaded the City Council Agenda Packets to the City Website, and distributed Suggested Motions to City Council for City Council Meetings.

Prepared Minutes and Resolutions of the Council Meetings for permanent records and indexed Approved Minutes of City Council Meetings. Provided follow-up communications, Resolutions and Ordinances on Agenda items passed by City Council.

RECORDS

Added approved minutes of Council meetings to the Document Collection in Clerk's Index as well as Clerk folder on Sharecop and filed contracts and legal notices.

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

Performed research for city departments on a variety of topics, retrieved documents for various departments from files and storage and assisted with the search and printing of various microfilm documents.

CEMETERIES

Made arrangements for three (3) grave openings/closings, including the preparation of invoices and Burial Rights Certificates and entry on the BS&A Cemetery Software module. Researched availability of lots for citizens in conjunction with the Parks Department and assisted with burials. Completed the quarterly review of the cemetery maps and updated them as necessary. Assisted individuals with genealogical research.

PUBLICATIONS

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

CITY OF PORTAGE **COMMUNICATION**

TO: Honorable Mayor and City Council **DATE:** February 1, 2017

FROM: Laurence Shaffer, City Manager

SUBJECT: Monthly Report – January 2017

The following summarizes some of the activities in which staff of the Office of the City Manager were involved during the month of January 2017.

1. **City Council:**
   - Coordinated and/or prepared agenda and other materials for the following meetings:
     – City Council Regular Meetings on January 10 and 24.
     – Pre-Council meetings on January 9 and 23.
     – Board and Commission interviews on January 10.
     – Committee of the Whole meeting for Consolidated Dispatch on January 12.
     – Annual Goal Setting Retreat Session on January 23.

2. **Represented the City of Portage in the following activities, among others:**
   - Met with facilitator Jill Edelen on January 4.
   - Met with city healthcare insurers on January 5.
   - Met with a representative of the Public Media Network Board of Directors on January 5.
   - Met with local Kalamazoo Bicycle advocates on January 6 and 20.
   - Attended a public meeting for area property owners regarding the Angling Road Sanitary Sewer project on January 9.
   - Met with KCCDA Director Jeff Troyer, Councilmembers Reid and Pearson to discuss Consolidated Dispatch millage rates on January 11.
   - Met with Environmental Board chair Bill Beck on January 11.
   - Met with Harry Albright on January 12.
   - Met with area greenhouse owners & growers on January 13.
   - Met with Drs. Jumanne and Phillips regarding the February event on January 13.
   - Attended the event in honor of Martin Luther King Jr. at WMU on January 16.
   - Attended a Senior Center planning session on January 17.

- Attended a Redevelopment Ready seminar at the Upjohn Institute on January 17.
- Met with Mayor Pro Tem Ansari on January 18 and 31.
- Met Councilmember Reid on January 24.
- Met with Joe Gesmundo of AVB on January 25.
- Met with County Commissioner Mike Quinn on January 26.

3. Projects - Completed and Ongoing:

- Finalized the 2017-2027 Capital Improvement Program.
- Continued PPOA/PPCOA contract negotiations for contracts that expired June 30, 2016.
- Continued review of city buildings to optimize energy efficiency.
- Reviewed medical marijuana related matters with city legal counsel.
- Reviewed and identified various city signage for cataloging and marketing efforts.
- Continued oversight of planning, design and construction for various city projects and developments.
- 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 January 11.

4. Public Information and Citizen Assistance:

- Mailed the January *Portager* and coordinated production of the February *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 snow plowing, mailbox damages, holiday events, 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.
- Continued to collect and monitor SeeClickFix.com citizen concerns and questions, as well as ensure timely responses.

CITY OF PORTAGE **COMMUNICATION**

TO: Laurence Shaffer, City Manager **DATE:** February 9, 2017

FROM: Vicki Georgeau, Director of Community Development

SUBJECT: Monthly Customer Service Report for January 2017

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

January 5, 2017 meeting:

1. Convened and then adjourned the public hearing for Rezoning Application #16/17-3, 715 West Osterhout Avenue (Streamsong Residential Condominium) and the requested zoning change from R-1C, one family residential to PD, planned development.

January 19, 2017 meeting:

1. Reconvened the public hearing and then recommended to City Council approval of Rezoning Application #16/17-3, 715 West Osterhout Avenue (Streamsong Residential Condominium) and the requested zoning change from R-1C, one family residential to PD, planned development.
2. Reviewed and provided final comment on the City of Portage one page summary included in the Kalamazoo County Metropolitan Planning Commission, County Master Plan Initiative.

Zoning Board of Appeals

The Zoning Board of Appeals did not meet in January 2017.

Human Services Board

January 5, 2017 meeting:

1. Received presentations regarding Human/Public Service Grant Applications from the following applicants: Catholic Charities, Goodwill Industries, Gryphon Place, Housing Resources Inc., Kalamazoo Literacy Council, Lending Hands of Michigan, Twelve Baskets, YWCA and the Portage Community Center.
2. Discussed the Kalamazoo Transit Authority LAC Update.

January 19, 2017 meeting:

1. Received written communications regarding Human/Public Service Grant Applications from Lending Hands of Michigan and Twelve Baskets.
2. Reviewed Human/Public Service Grant Applications, discussed and then agreed upon final scoring for each applicant.
3. Discussed the Kalamazoo Transit Authority LAC Update.

OTHER BOARD ACTIVITIES

- Downtown Development Authority - The Authority did not meet in January 2017.
- Local Development Finance Authority - The Authority did not meet in January 2017.
- Economic Development Corporation/Tax Increment Finance Authority/Brownfield Redevelopment Authority – The Authority met on January 27, 2017 meeting and discussed the following agenda items:
  1. Reviewed and then recommended to City Council a resolution of support involving the Kalamazoo County Brownfield Redevelopment Plan for Stryker Instruments, 1306 East Milham Avenue, 1700 East Milham Avenue, 6000 Portage Road, 6100 Portage Road, 6520 Portage Road, 1405 Ramona Avenue, 2221 Ramona Avenue, 2321 Ramona Avenue and 2403 Ramona Avenue
  2. Election of Officers.

Citizen Information Requests:

During the month of January 2017, a total of 138 cases/violations were inspected or identified in response to citizen service requests or staff field observations: 38 debris/refuse; 28 inoperable vehicles; 24 parking; 16 sidewalk-snow; 9 building maintenance; 8 zoning; 5 sign; 3 housing maintenance; 3 property maintenance; 2 sidewalk-obstruction; 1 safety/sanitation/health and 1 unsafe structure.

BUILDING AND HOUSING SERVICES

Construction Board of Appeals:

The Board did not meet in January.

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 Detached	2	$458,285
Single-family Attached	2	$333,860
Residential Additions, Interior Remodels, Garages, Sheds, etc.	14	$331,930
Commercial Additions, Interior Remodels, etc.	7	$1,669,608
Permits Not on Report (i.e., demolition, electrical, plumbing, mechanical, driveway, sign, water use/sewer use, etc.).	174	N/A
Totals	**199**	**$2,793,683**

CDBG Housing Assistance Programs

CDBG PROGRAMS				
Activity	Housing Rehabilitation	Water / Sewer	Emergency Repair	Down Payment Assistance
New Applications	0	0	0	0
Applications Approved	0	0	0	0
Loan Closings	1	0	N/A	0
Monthly Projects Completed	7	0	0	0
Projects Underway	2	0	0	0
FY YTD Projects Completed	**4**	**0**	**1**	**0**

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CITY OF PORTAGE COMMUNICATION

TO: Laurence Shaffer, City Manager **DATE:** February 21, 2017

FROM: William Furry, Director of Finance WKF

SUBJECT: Monthly Report-January 2017

ACCOUNTING /PAYROLL

- Issued 254 accounts payable paper checks, totaling $2,130,589.54, and made 124 vendor payments via automated clearinghouse payments totaling $628,613.15, for a total monthly outlay of $2,759,202.69.
- Completed Form 1099-MISC processing, printed and mailed 165 the forms to appropriate vendors covering $2,031,367.90 in reportable payments.
- Processed 2 payrolls, creating 497 checks and deposit advices for 247 employees, with a total monthly payroll expenditure of $978,389.41.
- Processed new calendar year changes for United Way deductions and reset annual goal limits for calendar year based employee deductions.
- 513 total 2016 W-2's were mailed or distributed to employees on January 19, 2017.
- Completed entry of applicable overtime hours for annual Fair Labor Standards Act (FLSA) overtime adjustment, in preparation for final review in February.
- Completed State of Michigan Quarterly Contribution Report for Unemployment Compensation Group Account to MML for the quarter ended 12/31/16.
- Updated 17/18 Budget Form B document with current/projected positions and appropriate salary and wage adjustments as requested by individual departments.

TREASURY

- Continued to collect 2016 winter taxes without penalty and interest along with 2016 summer tax bills with appropriate penalty and interest.
- Treasury Supervisor attended Kalamazoo County Treasurer's Association quarterly meeting.
- Treasury Supervisor attended MMTA Winter Workshop in Lansing, MI.
- Issued 26 miscellaneous receivable statements for unpaid invoices.
- Mailed 33 final bill delinquent notices to utility customers.
- Prepared and issued the following utility billing statements:
  - 5,517 regular quarterly bills mailed and 262 bills emailed (cycle 1 and 4)
  - 91 final billing notices mailed and 12 bills emailed (various cycles)

- Prepared and issued the following utility billing delinquency notices:
  - 779 delinquent notices (cycle 3)
  - 415 disconnect notices (cycle 3)
  - Shut off 33 customers on January 4, 2017 for non-payment (extended from December due to the holidays) and shut off 29 customers on January 25, 2017 for non-payment.
- Sent 38 accounts for "pre-note" (account info test) related to the direct debit program.
- Processed 158 requests to initiate or terminate water/sewer services to residences and businesses in Portage. Staff averages 10 such setups per business day.
- Staff assisted customers by answering 955 phone calls during January 2017. Since July 1, 2016, a total of 7,586 phone calls have been handled, averaging 52 per business day.
- During January 2017, staff worked with 87 customers at the Treasury counter to whom receipts were not issued. Staff averages 5 such encounters each business day.

FINANCE/BUDGET

- 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.
- Responded to numerous questions from departments regarding budget preparation for 2017/2018.
- Budget data entry into the BS&A system was completed by departments.
- Collected completed budget Form C (Additional Personnel), D (Promotions & Additional Hours), F (Capital Outlay) and Vehicle forms from departments for the 2017/2018 budget, and answered related questions.
- Prepared cell phone forms and distributed to applicable departments heads.
- Analyzed and entered the Finance Department's budget into BS&A.
- Reviewed Dues & Membership and Training Plan forms and compared to department's entry into BS&A.
- Rolled over departmental budgets input from "original request" to "working draft" in BS&A and commenced review of detail entry.
- Began update of payroll allocation work papers for 2017/2018 budget.
- Computed debt service requirements for the operating budget and entered in BS&A.
- Prepared revenue estimates for the 2017/2018 operating budget.
- Continued Capital Improvement Program review team meetings to prepare the 2017-2027 Capital Improvement Program.
- Gathered information and began preparation of the financial section of the utility rate study.
- Worked on budgets for utilities, insurance, gasoline/diesel, and telephones.
- Accounting firm, Yeo & Yeo presented 2015/2016 results and provided final CAFR copies to City Council.
- The Deputy Director of Accounting/Budget attended two webcasts to further learning on the subjects of government fraud and budgeting and to earn continuing professional education hours to maintain her CPA license.
- Reviewed and approved as appropriate accounts payable invoices and invoices with a purchase order prior to payment.
- Prepared and posted various budget amendments.
- Responded to various questions and requests from departments.

BENEFITS/COMPENSATION

- Continued to monitor, research, and implement requirements of the Affordable Care Act (ACA).
- Compiled and submitted data to comply with Employer-Provided Health Insurance Offer and Coverage reporting as required under the ACA.
- Continued to track city share of health insurance premium limits as provided for by PA-152.
- Calculated health insurance taxes and fees required under the ACA.
- Calculated and approved monthly payments for employee fringe benefit plans (medical, vision, dental, life and long-term disability insurance, flexible spending accounts, pension contributions, etc.).
- Completed preparation of city-wide benefit budget for FY 2016/2017.
- Continued to administer Defined Benefit Plan, including locating and coordinating benefit payments for terminated vested participants.
- Continued preparations to establish UAW Retiree Health Savings Plan as provided for in the labor agreement.
- Prepared and submitted IRS required restatement for the Department Head and Non-Union 401(a) Plans.
- Completed 2016 health insurance renewal process for Blue Cross Blue Shield of Michigan and Blue Care Network.
- Administered contractual wage adjustments per applicable labor agreements.
- Administered contractual bonus payments per applicable labor agreements.
- Responded to various employment verifications for employees.

WORKERS' COMPENSATION

- Continued with aggressive case management on a number of work related injury claims. Special attention continues to be directed toward high reserve cases. Focus also directed toward lost-time cases with emphasis placed on returning employees to restricted duty assignments.
- Continued to assist supervisory personnel with employees in restricted duty assignments.
- Provided 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.
- Updated the OSHA 300 Log.

CITY OF PORTAGE **COMMUNICATION**

TO: Laurence Shaffer, City Manager **DATE:** February 14, 2017

FROM: Shannon Hertz, Director Human Resources SH

SUBJECT: Human Resources Department Monthly Report – January 2017

RECRUITING

The following positions were filled in January:

- Park Ranger
- Building Inspector/Permit Coordinator
- Deputy Director T & U
- Administrative Assistant Assessors Office

The following positions have candidates identified:

- Park Maintenance Laborer (2 AccessPoint Laborers) for April
- Police Records Clerk

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

- Bagged Leaf Pick-Up (1 AccessPoint Laborer) for April
- City Engineer
- Director of Public Safety
- On-Call Firefighters
- Police Officer (PT)
- Recreation Program Manager
- Permit Clerk (PT)
- Ramona Park Waterfront Lifeguards/Senior Life Guards (8)
- Ramona Park Recreation Attendants (2)
- Ramona Park Shift Supervisors (2)
- Park Maintenance Laborer (7 AccessPoint Laborers) for April/May
- Senior Park Ranger

Employment applications, assessments and recruitment activities:

- 103 Applications processed and screened
- 7 In person and phone interviews conducted
- 36 Testing and other assessments conducted on individuals

SAFETY, TRAINING AND DEVELOPMENT

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

- Randomly tested 3 participants for drug testing program.
- Conducted on-boarding for 3 new/returning employees.
- Attended 2 department specific Safety meetings.

HEALTH MANAGEMENT PROGRAM

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

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 6 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 5 notifications for employees.
- Performed administrative requirements to meet legal compliance in regards to the Consolidated Omnibus Budget Reconciliation Act (COBRA) for 2 COBRA participants.
- Documented and monitored sick leave usage.
- Conducted annual benefits open enrollment for all eligible city employees. Held 8 optional employee meetings with Rose Street advisors and our Blue Cross representatives.

ELECTIONS

- No activity.

CITY OF PORTAGE **COMMUNICATION**

TO: Laurence Shaffer, City Manager **DATE:** February 17, 2017

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

SUBJECT: Monthly Operations Report for January 2017

PARKS & RECREATION:

PARK RESERVATIONS

Stuart Manor	2
Schrier	2
	Total: 2

PARKS:

Millennium Park January Statistics	2,065 Participants
	$18,679

EVENTS:

Ice Skating Lessons	28 Participants
Downhill Ski & Snowboard Lessons	34 Participants
Snowshoe Hike at Schrier	4 Participants

SENIOR CITIZEN SERVICES:

ATTENDANCE AND ACTIVITIES

Activity Type	Duplicated	Unduplicated
Events	2092	554
Rides	34	10
Volunteers	237	102
Trips	52	34
Total Seniors Served	**2,415**	**700**
Average of 95 served per day		

MEMBERSHIP STATISTICS

Total Active Memberships	Membership Renewals	New Memberships
1,350	93	22

Age Range	Count	Percent
Ages 55-59	16	2.7
Ages 60-64	29	4.8
Ages 65-69	103	17.2
Ages 70-74	104	17.4
Ages 75-79	104	17.4
Ages 80-84	87	14.5

Ages Below 55	27	4.5
Ages Over 85	129	21.5
Totals	**599**	**100**

City/Town	Count	Percent
In Town	398	66.4
Out of Town	201	33.6
Totals	**599**	**100%**

Ethnicity	Count	Percent
African American	8	1.3
Asian American	3	.5
Caucasian	476	79.5
Hispanic	2	.3
Native American	8	1.3
Unknown	102	17
Totals	**599**	**100**

Gender	Count	Percent
Female	442	73.8
Male	157	26.2
Totals	**599**	**100**

VOLUNTEERISM

Volunteer Service Type	**Hours**	**Pay Equivalent**	**Duplicated**	**Unduplicated**
Administrative Support	13.75	299.61	3	2
Board Member	16	348.60	11	11
Club/Group Support	1,140.23	23,979.46	194	99
Events/Programs	16	348.64	7	2
Health Services	2	43.58	1	1
Instructor	2	43.58	2	1
Kitchen	12.50	272.34	10	4
Transportation	37	806.24	8	2
Travel	105.60	2,301.03	27	11
Totals	**1,345.08**	**$28,437.63**	**263**	**125**

TRAVEL PROGRAM

Category	**Duplicated**	**Unduplicated**
Day Trips	88	79
Extended Trips	0	0
Totals	**88**	**79**

FUNDRAISING

Income for the month of January was $6,805.90 and includes transportation donations, memberships, newsletter advertising and fundraising.

OTHER SENIOR CENTER HIGHLIGHTS

- PSC staff has been booking appointments for the AARP free tax preparation program. 216 people have been scheduled for appointments as of the end of January.
- The WMU Prof Talks series continued with a presentation on "Freshwater & Protecting the Great Lakes." 32 participants attended. Later in the week, PSC staff offered a screening of TED Talks featuring Environmental topics. 12 participants attended the TED Talks presentation.
- In recognition of Dr. Martin Luther King Jr Day, the PSC offered a special movie screening of *Selma*. This was positively received by members and 24 attended.
- PSC staff has transitioned the Trip Office to be open every day. This change has increased travel inquiries and has received a positive response from travel participants.
- Due to weather-related cancellations, the December New Member Breakfast was moved to January. 32 attended.
- PSC staff has been working to develop increased marketing strategies and program planning. An 18-month program calendar is in development to better prepare and plan for programs & services, and will include marketing plans. In addition, the implementation of a bi-weekly email to participants with program announcements and updates continues to receive positive feedback from recipients. Staff has noted that this has helped lead to increased participation in programs and travel offerings.

CITY OF PORTAGE **COMMUNICATION**

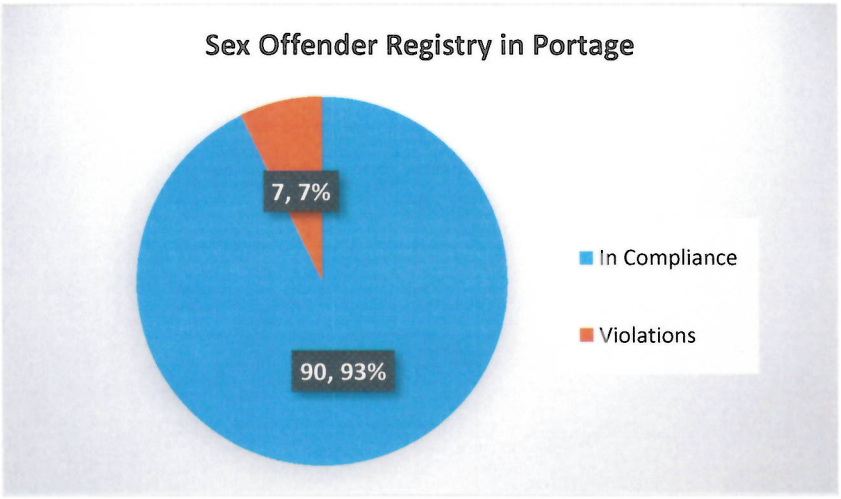
TO: Laurence Shaffer, City Manager **DATE:** February 20, 2017

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

SUBJECT: Monthly Report for January 2017

The Michigan Sex Offender Registry (SOR) is a database containing the names, addresses, and listed offense information of all persons in Michigan convicted of certain sexual offenses. The SOR was established in 1994 by the Michigan Sex Offenders Registration Act (Public Acts 286, 287, 294 and 355 of 1994). The Act created the SOR database in response to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (42 USC 14071 et seq.) of 1994. This federal act required states to establish specific requirements for persons convicted of certain crimes against minors and those convicted of sexually violent offenses.

The Michigan SOR Act established the Michigan State Police as the keeper of the registry and the repository for SOR data. The SOR Act requires all sex offenders in Michigan to register their address with law enforcement after conviction, prior to sentencing. Offenders remain on the registry for 15 years, 25 years, or life, depending on their tier level. After registering, offenders must report to their local law enforcement agency or state police post to verify their address. [1]



Ninety-seven registered sex offenders live within the City of Portage, with reporting responsibilities ranging from once a year to four times a year. The Portage Department of Public Safety completes home compliance checks on each offender, verifying residency. As a result of these checks, seven violations were detected in 2016, resulting in five felony warrants being issued for violation of the sex offender registry act, one warning given due to a clerical error by another agency, and one charge being denied by the Kalamazoo County Prosecuting Attorney's Office.

[1] *Michigan Sex Offender Registry Backgrounder (Updated January 2017)*, Michigan State Police

POLICE DIVISION STATISTICAL SUMMARY

Police Incidents Dispatched:	3,013
Fire Incidents Dispatched:	387
Gun Registrations:	113
Warrants Obtained:	97
Expressway Incidents Handled:	30
9-1-1 Calls Received	2,259

ARRESTS

Total Adult Arrests: 324

Major Charges:

- Aggravated/Felonious Assault Family-Strong Armed
- Operating/Maintaining a Methamphetamine Lab
- Fail to Register (Sex Offender)
- Criminal Sexual Conduct

Total Juvenile Arrests: 20

Major Charges:

- Possession of Marijuana
- Malicious Destruction of Business Property
- Possession of Obscene Material
- Assault & Battery

DECEMBER CRIME STATISTICS

Violent Crimes:	66
Non-Violent Crimes:	268

Reported Crimes - December 2016 Compared to December 2015:

Part I Crimes:	-14.0%
Part II Crimes:	- 27.5%

Year-to-Date Comparison:

Part I & II Crimes Total YTD:	- 14.1%

TRAINING

Topics:

- Clandestine Lab Safety
- Social Media Investigations
- Advanced School Resource Officer
- ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Instructor Certification

VOLUNTEER HOURS		EMPLOYEES INJURED	
January:	160	January:	0
YTD:	160	YTD:	0

FIRE DIVISION STATISTICAL SUMMARY

Calls for Service	Count
Fire	3
Overpressure Rupture	4
Rescue & Emergency Medical Service Incident	230
Hazardous Condition (No Fire)	14
Service Call	40
Good Intent	70
False Alarm and False Call	24
Total Calls	**385**
Total Property Loss	**$350.00**

Inspections	Count
Annual Attempt & Inspection	0
Reinspection Attempt & Inspection	0
Plan Review	12
Key Box	3
Final or Move-in	4
Fire Protection Plan and Inspection	9
Other	5

Auto/Mutual Aid	Count
Mutual Aid Received - KDPS	2
Automatic Aid Received - KDPS	1
Automatic Aid Given - KDPS	1
Mutual Aid Received - South County	7
Mutual Aid Given - Texas Township	1
Mutual Aid Received - Texas Township	1

Public Education		Adults & Children
Station Tour	28	79
Car Seats	31	12
		Installed
Car Seats		28

Training	
Fire Inspection and Fire Code	30
FireHouse Records Management	21
EMS Continuing Education	34
MI-OSHA Annual Refresher Training	31

JANUARY 2017 - SIGNIFICANT EVENTS

Officers responded to the report of someone laying in some weeds and appeared to be injured. Officers found that a 41-year-old Portage resident was the victim of an assault and had sustained serious injuries, requiring admittance to the hospital. Detectives are continuing to investigate the circumstances surrounding this incident.

A Portage resident reported that two armed subjects broke into his house. Responding officers learned the two subjects knocked on the door, then forced their way into the house, tied up the victim with an extension cord, pointed a handgun at the victim's 11-year-old niece, and demanded valuables. As this was going on, the victim's father arrived home from work and tried to wrestle the gun out of the suspect's hand; however, the victim's father was hit in the head with the gun and tied up. The suspects took a large jewelry chest full of silver, pearls, and other jewelry. Detectives are continuing the investigation.

An officer made contact with the victim of a possible embezzlement. The victim stated that the suspect has possibly stolen several thousand dollars from a local sports team. During this investigation, it was determined that the same suspect has also possibly embezzled money from a local charity. Detectives have been conducting interviews and obtaining bank records and financial documents associated with both organizations.

On January 11 at approximately 5:00 p.m., Police and Fire units were dispatched to a single vehicle rollover accident on southbound US-131, south of W. Centre Avenue. A 2003 Subaru Forester had overturned and was in the ditch on the west side of the highway. The male driver, a 60-year-old resident of Three Rivers, sustained minor injuries. The driver reported he was traveling southbound on US-131 when he fell asleep, causing him to drift off the shoulder of the highway. No other vehicles were involved. The driver was extricated through the "moon roof" opening and was transported to a local hospital for minor injuries.

Fire units responded to a report of smell of smoke in the bathroom at the Dollar Store. Consumers Energy crews were digging at the rear of a commercial structure under construction next to the Dollar Store and had severed one leg of a three-phase power line that fed the strip mall. Crews laddered the Dollar Tree and discovered two HVAC units had been damaged by the electrical power interruption. Planet Fitness and Harding's were also on the same line. Consumers Energy crews reported that they would have to shut down power to the entire strip mall to facilitate the repairs. Portage Fire crews investigated each structure for any hazards caused by the power interruption, then informed each manager of the need to evacuate and close their stores and the timeframe for the repairs.

On January 17, Portage Fire units responded to a mutual aid request from the Kalamazoo Department of Public Safety for a structure fire in an elderly high-rise apartment building. The Portage Fire Marshal was also requested and responded to assist with the fire investigation. Portage Police was subsequently requested for the use of the FARO laser scanner to assist with the fire investigation. Two officers responded and mapped the fire scene; they were on scene for approximately ten hours. The officers spent a significant amount of time registering and preparing the scans in the computer over the next few days. Several fire investigators, from local

jurisdictions and the Michigan State Police, participated in the investigation due to the complex nature of the building.

An elderly resident reported that he believed the person designated as his power of attorney was stealing money from him. The victim began getting overdue notices on some of his bills and his taxes, and there were times when his water, phone and cable had been disconnected. The victim also reported that his credit card had a balance of over $4,000. During his investigation, the detective determined the suspect was also in possession of the victim's truck, title, snowmobile, trailer, wallet and credit card. The detective has been able to recover most of this property, and the investigation is continuing.

Detectives investigated reports of a phone scam. Portage residents received phone calls with the phone number of the caller appearing to be a Portage Public Schools phone number. When the resident answered the phone, they were immediately asked for credit card information. If the resident did not answer the phone but called back later, the phone number rang to the Portage Public Schools. The Portage Public Schools do not solicit credit card information from residents over the telephone. Scammers using a computer to disguise their nefarious activities with a legitimate telephone number is called "spoofing."

Fire/rescue units responded for a man down in a commercial parking lot. Upon arrival, they found the patient in cardiac arrest with CPR being performed. Rescue units relieved the bystanders and continued with medical intervention until Life EMS arrived and provided advanced medical procedures. The patient was transported to the hospital.

During the month of January, officers responded to three apartments, in two different apartment complexes, that had been broken into while the residents were gone. During the investigations, detectives determined that all three of them are possibly connected and are very similar to a fourth one that occurred in December. During these break-ins, the suspects took electronics, jewelry and guns. Information has been distributed to police departments throughout Michigan, and detectives are continuing to investigate.

A larceny from a motor vehicle in a parking lot occurred when a set of golf clubs and a bag with two bowling balls were stolen. A second incident occurred the same evening in a different parking lot where video surveillance footage was available. An officer reviewed the footage and observed the suspect in his vehicle as he donned a ski mask and gloves and then stole mostly clothing items out of a victim's car. The officer later sent out an email with a still photo of the suspect vehicle and the white male suspect. Early the next morning, while in the parking lot of an apartment complex, an officer saw a suspicious vehicle matching the description of the suspect vehicle. The officer contacted the driver, who matched the description of the suspect. The clothing items, along with the bowling balls and golf clubs described in the previous cases, were discovered in the back seat. Almost all of the property stolen the previous evening was subsequently recovered and returned to their owners. The suspect was arrested for Larceny from a Motor Vehicle and Receiving/Concealing Stolen Property. The suspect was also charged with Operating a Methamphetamine Lab, as a one-pot meth lab had been located in the suspect vehicle.

Officers responded to a disturbance in the Oakland Drive apartment complex and found a 60-year-old Kalamazoo resident had been stabbed. The officers determined the victim was a cab driver, and the suspect, a 25-year-old Portage resident, was his fare. Both victim and suspect sustained injuries in the altercation, with the victim having the most serious injuries. The suspect was arrested and subsequently charged with Assault with Intent/Attempted Murder.

SPECIAL ACTIVITY

A group of Chinese exchange students visited the City of Portage and received a tour of Fire station #1 and the Police headquarters building. The students were shown what a firefighter looks like in gear and were allowed to climb through the trucks with assistance from firefighters. Additionally, the students met "Zorro," the police K9.

RJW:JMH:jh

CITY OF PORTAGE **COMMUNICATION**

TO: Laurence Shaffer, City Manager **DATE:** February 17, 2017

FROM: Rod Russell, Director of Public Services

SUBJECT: Monthly Operations Report for January 2017

STREET MAINTENANCE ACTIVITIES

- Removed sand pile which had been dumped on South Westnedge Avenue
- Removed 15.1 inches of snow from major/local streets, city owned sidewalks and park trails
- Removed Western Michigan University flags from South Westnedge Avenue
- Completed Quarterly Brush Pickup Program by removing 795 cubic yards of brush
- Repaired 67 damaged mailboxes
- Installed new LED light bulbs in DPS garage
- Installed exterior rain gutter heat tape with electrical connections at DPS garage to prevent icicle formations
- Removed dead trees from city right-of-ways
- Mixed salt with Boost liquid
- Mixed salt with sand for use on local streets
- Cleared snow from four bridge deck sidewalks
- Removed abandoned basketball hoop from Dakota Avenue
- Removed abandoned post with concrete end from Bender Road
- Hauled millings to compost site for brush dump site stabilization
- Trimmed and removed low branches in Dog Park area at South Westnedge Park
- Removed barbed wire fencing from Fire Training Center
- Cleaned DPS equipment storage area
- Removed fallen tree from Portage Road, Vanderbilt Avenue and Peachtree Street
- Repaired potholes on major and local streets
- Cleared debris from storm drains which was causing localized flooding issues on major streets
- Removed limbs from local streets which could damage snowplow trucks and that were blocking traffic control signs
- Removed 2,640 feet of split rail fencing from West Lake Nature Preserve and filled in the post holes
- Removed the remaining 100 feet of metal fencing from Central Park
- Removed two fallen limbs from East Centre Avenue and Amos Avenue
- Removed sidewalk trip hazards with concrete grinding machine
- Replaced damaged and faded street signs

- Removed 5,385 feet of split rail fencing from Shaver Road/Melody Avenue Bikeway and filled in the post holes
- Swept debris from Shaver Road/Melody Avenue Bikeway
- Removed scattered trash from 3200 block of West Centre Avenue
- Removed four dumped television sets from Vanderbilt Avenue swamp area
- Installed new bicycle rack at City Hall
- Removed 450 feet of split rail fencing from Celery Flats Visitor's Center and filled in the post holes
- Relocated metal fencing near DPS salt barn further to west
- Presented plaques and photos to winners of the 2016 "Paint the Plow" contest (Portage Central High School, Portage Central Middle School and Haverhill Elementary School)
- Removed fallen limb from Garden Lane
- Fabricated metal brackets for new fence to be installed at Eliason Nature Preserve Trail Head Park
- Installed new split rail fence to delineate private property from city property on East Centre Avenue
- Replaced broken boulevard curb delineators
- Removed brush from Oakland Drive swamp area after completion of ditch clearing
- Started removal of brush from Portage Creek Bicentennial Park Trail near dam area
- Supported Equipment Division with mechanic help on equipment issues
- Supported Transportation & Utilities Department by moving message boards from Zylman Avenue
- Supported Public Safety Department by installing temporary stop signs at intersection of Oakland Drive and West Romence Road

Weekly Curbside Recycling Program - The following summarizes total weights of recyclable materials collected during the month of January 2017 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)
January 2017	223.12
FY 2016-17	1,522.62

Note: There were 12 new requests for recycling service in the month of January.

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.

Household Hazardous Waste Participants
From 2008 through December 2016

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	200	254	172	245	234	117	**2330**
TOTAL	**812**	**634**	**1026**	**1489**	**1717**	**1649**	**1711**	**1318**	**1281**	**1562**	**1415**	**867**	**15481**

PARKS MAINTENANCE ACTIVITIES

- Removed trash from park and city properties
- Prepared facilities for upcoming rentals
- Removed debris from trail system
- Removed Traditional Holiday lights
- Removed holiday greeting cards from Celery Flats Historic Area
- Removed 15.1 inches of snow from parks, cemeteries, sidewalks, trails and City Centre
- Restored garbage cans
- Removed 4,415 feet of split rail fencing from Ramona Park
- Removed 320 feet of split rail fencing from Veteran's Memorial area
- Removed 500 feet of split rail fencing from Central Park
- Repaired inoperative lights at Oakland Drive Park
- Removed fallen limbs from Eliason Nature Preserve Trail
- Repaired gate at Celery Flats Visitor's Center
- Removed debris from Ramona Park playscape
- Repaired broken light at Celery Flats Historic Area
- Pruned branches from Portage Creek Bicentennial Park Trail
- Replaced broken/warped boards on picnic tables
- Pruned branches on Schrier Park Trails
- Supported four burials in city cemeteries
- Supported Streets Division with snow removal from major & local streets

- Hired contractor to remove four trees from Central Park
- Hired contractor to fix lights at Department of Public Safety parking lot

FLEET & FACILITIES DIVISION:

The Fleet & Facilities Division generated 155 work orders for the month of January 2017. A total of $14,081.69 was spent on billable labor hours while the parts costs were $18,011.92. The outside contracted work was $3,822.00.

January 2017	January 2016	
155	152	Work Orders
$18,011.92	$13,072.27	Parts Cost
$14,081.69	$12,267.58	Labor Cost
33	39	Preventative Maintenance (P.M.) Work Orders Completed
$107.58	$115.03	Average Cost per P.M
$3,550.45	$4,486.23	Total P.M. Cost
$1,526.21	$0.00	Contracted Repairs-Body & Painting
$3,822.00	$8,737.39	Contracted Repairs (Not Including Body & Paint)
$7,098.36	$1,982.54	Building Renovations

BUILDING MAINTENANCE

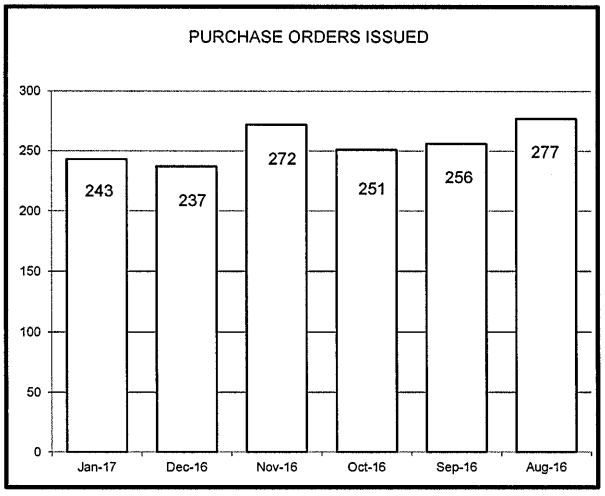
1. Custodial Operations
2. City Hall, Police, and Senior Center support services

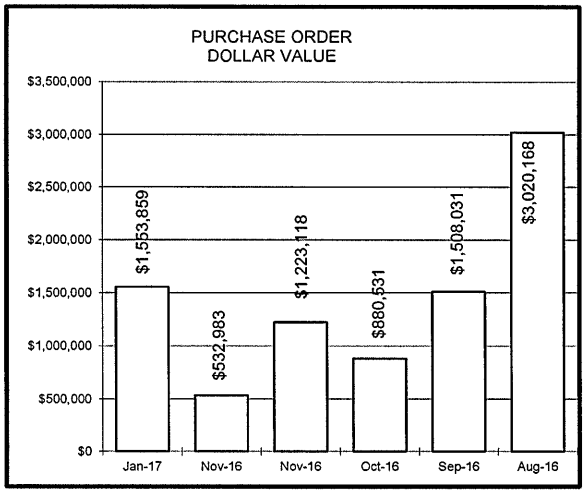
CITY OF PORTAGE **COMMUNICATION**

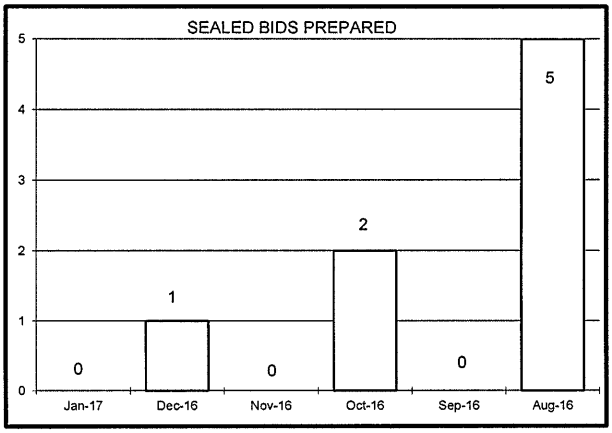
TO: Laurence Shaffer, City Manager **DATE:** February 1, 2017

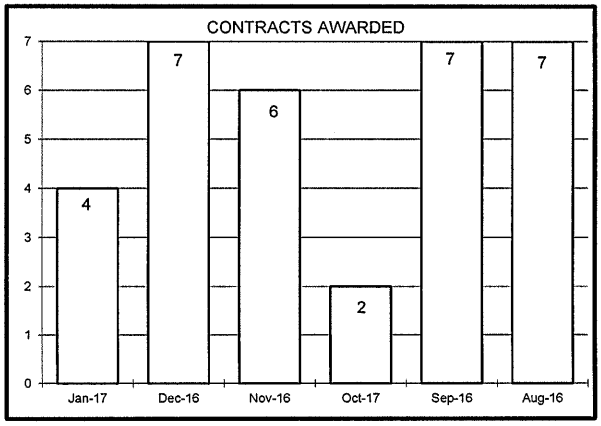
FROM: Rob Boulis, Deputy City Manager

SUBJECT: Purchasing Monthly Report - January 2017









SEALED BIDS OPENED / CONTRACTS AWARDED
Building Access & Video Surveillance System
City Website Rebuild
County Household Hazardous Waste Collection Service
2017 Local Streets Reconstruction Engineeringing

SEALED BIDS PREPARED
None

- Four new claims were filed with MMRMA, two claims were settled.
- Purchasing staff added 5 new vendors to the purchasing software vendor file.

CITY OF PORTAGE **COMMUNICATION**

TO: Laurence Shaffer, City Manager **DATE:** February 15, 2017

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

SUBJECT: Department Monthly Report – January, 2017

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

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
- Continued working on new city marketing video materials
- Continued working on the Comcast Uniform Video Franchise Service Agreement

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:
- Began working on the city website rebuild.

Telecommunications
- Continued working on the Mobilitie ROW permit process
- Identified PROTEC and Grand Valley Metropolitan Council and Bloom, Slugget and Morgan attorneys as resources currently addressing new DAS and small cell permit applications received by municipalities which do not fall under the METRO Act perfectly.
- Began working on the Comcast local franchise agreement.

Contract Administration
- Began working on the Microsoft renewal contract
- Began working on the Cartridge World mangaged printer services renewal contract

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 development plan for new city website
- Continued investigating options for upgrading the decades-old multi-mode fiber ring
- Began investigating a CDBG loans tracking module
- Began working on a Soofa Sign pilot program application
- Continued researching various new technologies
- Continued researching posting live snow plow location tracking on the city websit
- Began implementation of the citywide keyless entry and camera system project through EPS
- Reviewed a demo with the SeeClickFix system as a new Parks/Streets work order system
- Continued researching federal and state requirements for unmanned aircraft system
- Continued implementation of the Public Safety body worn cameras
- Worked with Consolidated Dispatch on Smart911

Marketing Activities

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

CITY OF PORTAGE **COMMUNICATION**

TO: Laurence Shaffer, City Manager **DATE:** February 17, 2017

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

SUBJECT: Transportation & Utilities Department Monthly Report for January 2017

The month of January 2017 was a busy month for both Transportation & Utilities staff and the Suez Environmental staff. In regards 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 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 the month of January, 616 inspections were made by Suez personnel.

2. Suez personnel received 27 customer service calls during January

3. Suez personnel responded to 31 after-hour panel alarms as indicated on the SCADA control panel monitoring the city's water and sanitary sewer facilities.

4. Approximately 102 million gallons of water were produced/pumped during January. Production averaged around 3.3 million gallons of water per day during the month. Six hundred ninety-seven water quality analyses were completed during the month.

5. Five new meters were installed and no new service leads were required to be tapped during the month of January

6. Miss Dig stakings were completed at 178 locations.

7. Four water main breaks occurred during the month at 7016 Marfield Street (on Romence Road), 5701 Meredith Street, 8609 Frederick Drive and 6122 Longview Street.

8. Suez personnel cleaned a total of 8,207 feet of storm sewer and inspected and cleaned 164 manholes.

In the transportation and utility areas, the following activities in January 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 plans were reviewed.

2. The city and Suez Environmental are currently in the 5th year of a five-year contract renewal. On November 1, 2016 City Council awarded an additional 5 year contract extension through February 28, 2022. 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 street sweeping.

3. The Traffic Engineering section was very active during the month of January investigating complaints/concerns regarding operation of traffic signals, performing traffic volume/accident analyses and reviewing new streetlight installations. 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. The policy document was released for public comment in the October Portager. A follow-up meeting was held January 26, 2017 to address public comments. A final draft is underway. A significant effort is underway to analyze traffic patterns on South Westnedge Avenue near Old Kilgore Road. Specifically, the evaluation of left turn traffic and potential future development. A significant effort has been expanded on the opening day traffic scenarios and control for the Chik-fil-A restaurant.

4. Beginning in 1994, the city has administered a Stormwater Retention Basin and Stormwater Outfall Testing and Monitoring. Annual results showed increasing 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. Recent water level results show the groundwater levels on the east side of the city reaching record 2009 levels in fall 2016 with levels falling approximately 12" over the course of the winter.

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, 2016. Recent work has focused on LED sign upgrades, illuminated sign replacements, and controller cleaning. The contractor replaced several older pedestrian signals at Portage/Bacon intersection with new countdown signals, and new controller and Constitution Boulevard and Mall drive.

Implementation of the Capital Improvement Construction Program was also an ongoing activity as the construction season was completed. Accomplishments during the month of January 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 and scheduled to be submitted to the State of Michigan in early February.

2. 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.

3. 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. Bids were received in July and August. City Council awarded contracts to Severance Electric Company on August 23, 2016 for $446,967.80 (Cooley Drive) and $294,965.33 (Old Centre). Preconstruction meeting held October 10, 2017 with construction underway, weather dependent.

4. 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. City Council awarded a contract to Severance Electric Company on August 23, 2016 in the amount of $316,307.20. Preconstruction meeting held October 10, 2017. Construction is scheduled to begin in February.

5. 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 October 2016. Low bid of $356,695.06 was submitted by Severance Electric

Company. MDOT awarded the contract and preconstruction meeting was held January 2017. Construction to begin in February 2017.

6. 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 held August 9, 2016. One bid received was substantially over the engineer's estimation cost. Staff is in discussions with the contractor Texas Township and MDOT to identify cost saving measures. The project will be redesigned with construction alternatives and is currently out for bid. Bids to be received early 2017.

7. The 2016-2017 Capital Improvement Program includes a project for reconstruction of Shaver Road from Vanderbilt Avenue to West Centre Avenue. The project also includes the replacement of existing cast iron water main. On September 6, 2016 City Council awarded engineering to OMM Engineering in the amount of $145,600. Design engineering is completed. MDOT grade inspection held November 9, 2016. Project is scheduled for March 2017, bid letting by MDOT.

8. The 2016-2017 Capital Improvement Program includes projects in the Major Street Reconstruction Programs. These streets include:

    a. Rockford Street, Schuring Road to Romence Road
    b. Angling Road, Squire Heath Lane to Romence Road
    c. Portage Road, Mandigo Avenue to Osterhout Avenue

    On September 20, 2016 City Council awarded an engineering contract to Abonmarche consultants in the amount of $260,600. Design engineering is underway. Angling Road includes the construction of sanitary sewer. Special Assessment process for Angling Road is scheduled to proceed through November and December 2016. Design work is underway.

9. The 2016-2017 Capital Improvement Program includes a project for construction of utilities at the following locations:

    a. Mozart, Beethoven to North End (water)
    b. Chopin, Mozart to West End (water)
    c. Archwood/Cliffwood (water and sewer)

    On September 20, 2016 City Council awarded an engineering contract to Midwest Civil Engineers in the amount of $63,800. Design engineering is underway and the Special Assessment process is scheduled to proceed through November and December 2016.

    On December 13, 2016 City Council elected to cancel the Cliffwood/Archwood Special Assessment process and the project was terminated.

On January 10, 2017 City Council approved Resolution No. 5 (Final) for the Chopin Avenue and Mozart Avenue Water Main Special Assessment District. The project is under design. Bidding is scheduled for early spring.

10. Zylman Lift Station Rehabilitation

The 2015-16 Capital Improvement Program contains a project to replace the existing sanitary sewer lift station on Zylman Road to accommodate increased sewage flow in the area. On June 28, 2010 a contract was awarded to Balkema Excavating in the amount of $477,325 for the project. Construction began November 5, 2016 and the new lift station is scheduled to be operational by January 1, 2017.

PORTAGE
A Natural Place to Move

MATERIALS TRANSMITTED

Tuesday, February 14, 2017

1. **Supplemental Information for the February 14, 2017 City Council Agenda Item H.1:** Update on the status of 3923 Florinda.

Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: *Agenda Item H.1 Supplemental Information:* 3923 Florinda Update

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

Please see the attached updated photos for 3923 Florinda, based on the follow-up inspection by Community Development staff the afternoon of Friday, February 10, 2017. While the property owner, Barbara Krauss, has made some progress in cleaning her living room and kitchen, the remainder of the house and exterior of the property shows little progress. Most importantly, since the January 23 Council meeting, Mrs. Krauss does not appear to have taken advantage of her trash and recycling pick-up service and the garage is being used as the storage location of the debris removed from her house, in addition to debris that was already stored in the garage. Furthermore, some items that were bagged and placed in the garage for disposal have been brought back into the house, a trend that is expected to continue absent steps to properly dispose of the debris.

Mrs. Kraus does have adult children, however, they do not live in the area, are not in contact with their mother and have not been willing to provide assistance. Similar to the City of Grand Rapids hoarding taskforce there is a Kalamazoo Hoarding Task Force in Kalamazoo County and Portage Community Development staff have been active participants. Members include various municipalities (including public safety/emergency responders); mental health providers; housing assistance agencies, and the Michigan Department of Health and Human Services (including Adult Protective Services and Child Protective Services). The task force was created to: 1) provide education, information and support for Hoarding Disorders; and 2) create and implement a coordinated plan including a workflow/decision-making matrix for community members, agencies, municipalities, law enforcement and emergency management services for encountering those with a Hoarding Disorder.

The case at 3923 Florinda has been discussed amongst the Task Force and as indicated in the Community Development staff report, Adult Protective Services (APS) requested assistance from the City of Portage after attempts to resolve the unsafe/unfit conditions had stalled. In addition to efforts by APS, assistance from mental health providers, including Community Mental Health has also been requested in this case. Unfortunately, with both APS and Community Mental Health, Mrs. Krauss has been unable or unwilling to take advantage of services.

Therefore, based on city findings and extensive staff time allocated in attempt to resolve this unsafe/unfit structure, it is recommend that City Council approve the pending abatement order. It is noted that after Council approval, Mrs. Krauss has an additional 20-day appeal period for Circuit Court, prior to any implementation of an abatement by the city.

Attachments: February 10, 2017 Site Visit Photos

EXTERIOR DECEMBER 30, 2016

POTS, PLASTIC CONTAINERS

COMPOST - PLASTIC

EXTERIOR FEBRUARY 10, 2017

GENERAL REFUSE

COMPOST - PLASTIC

GARAGE DECEMBER 30, 2016

GARAGE ENTRY DOOR

MAIN GARAGE AREA

GARAGE FEBRUARY 10, 2017

MAIN GARAGE AREA

MAIN GARAGE AREA

LIVING ROOM DECEMBER 30, 2016

FRONT ENTRY DOOR

LIVING ROOM

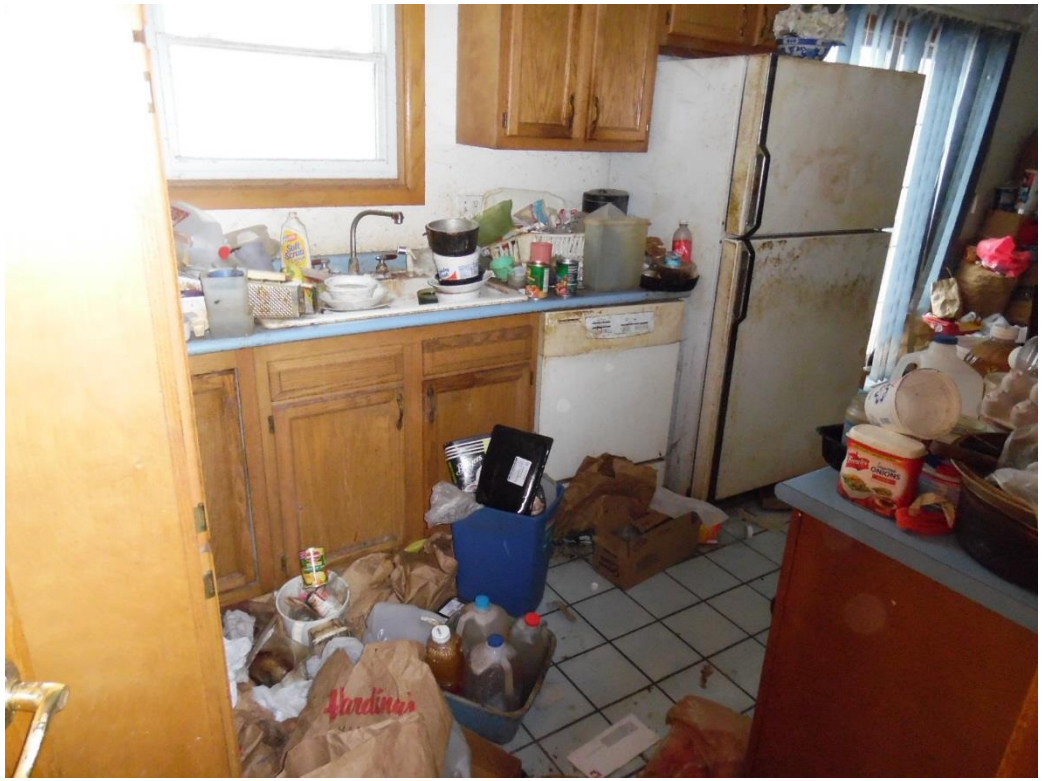
LIVING ROOM FEBRUARY 10, 2017

FRONT ENTRY DOOR

LIVING ROOM

KITCHEN DECEMBER 30, 2016

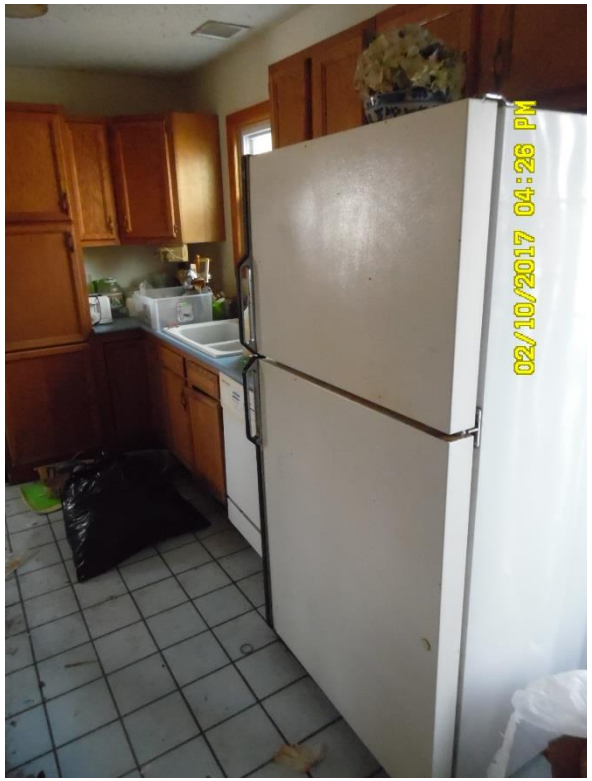
ENTRY TO KITCHEN



SINK & COUNTER TOP

KITCHEN FEBRUARY 10, 2017

FRIDGE



SINK, COUNTER TOP & ENTRY

KITCHEN DECEMBER 30, 2016

STOVE/OVEN – FIRE DAMAGE

REFRIDGERATOR & DISHWASHER

KITCHEN FEBRUARY 10, 2017

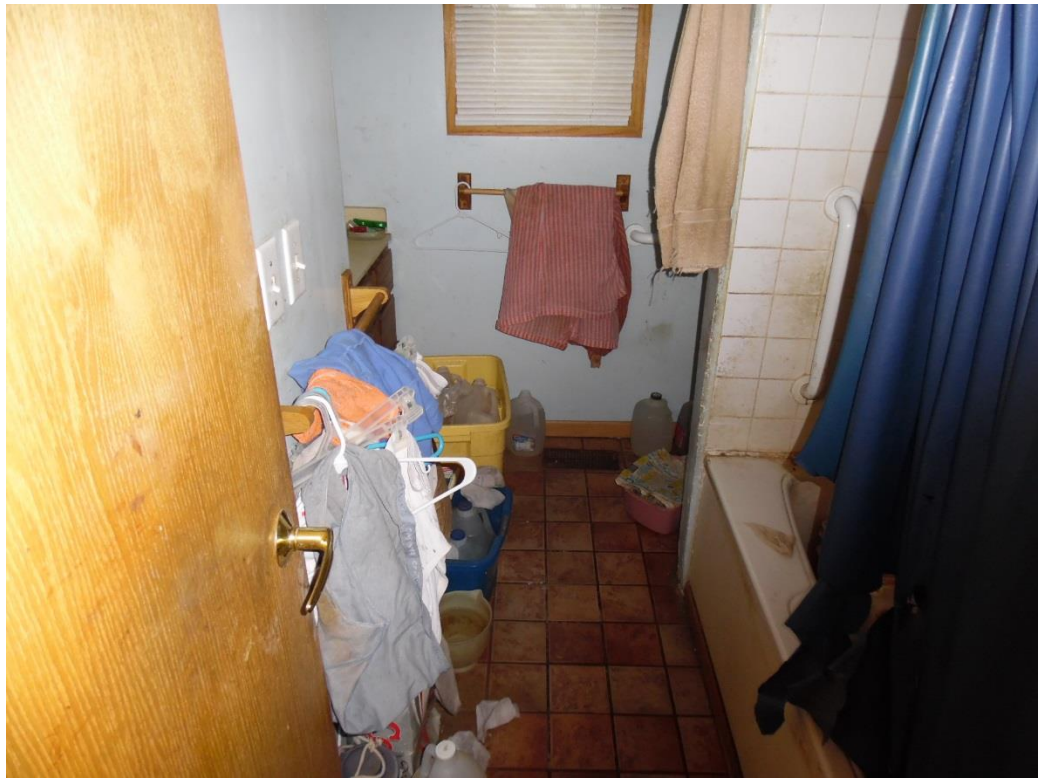
STOVE FIRE DAMAGE

STOVE

BATHROOM DECEMBER, 30 2016

SHOWER

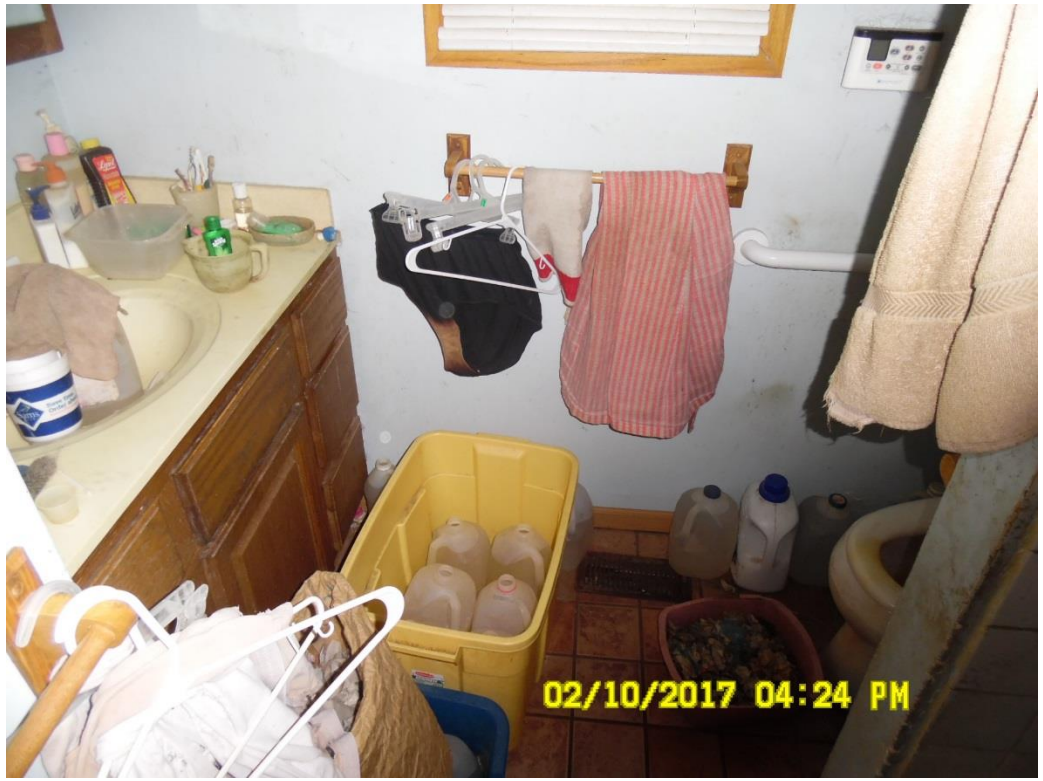
BATHROOM FROM HALLWAY



BATHROOM FEBRUARY 10, 2017

SHOWER

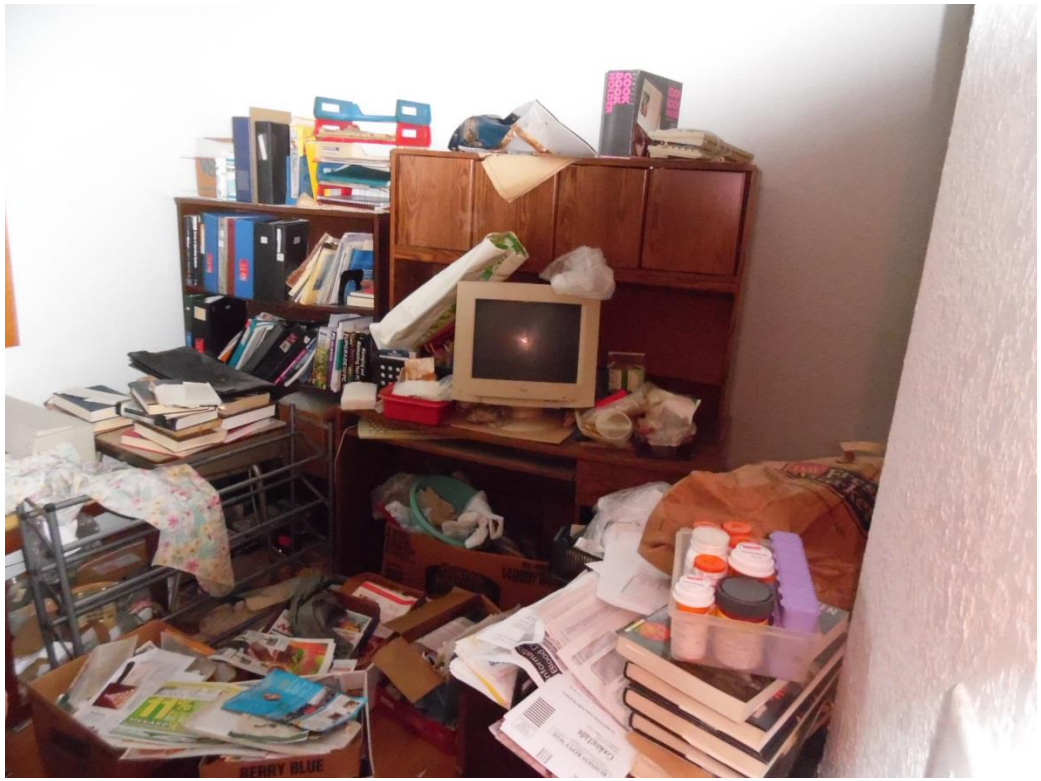
BATHROOM



BEDROOMS DECEMBER 30, 2016

SLEEPING ROOM

OFFICE/WORK AREA



BEDROOMS FEBRUARY 10, 2017

SLEEPING ROOM

OFFICE/WORK AREA

BASEMENT DECEMBER 30, 2016

WATER STAINS

TWO CATS – LITTER BOX AREA

BASEMENT FEBRUARY 10, 2017

WATER HEATER

CATS – LITTER BOX AREA