

7:30 p.m. Call to Order.

Invocation: Pastor Joan Herbon of Lord of Life Lutheran Church.

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Approval of City Council Meeting Minutes.

1. Regular Meeting Minutes of August 8, 2017.
2. Pre-Council Meeting Minutes of August 21, 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 August 22, 2017 as presented.

D. Public Hearings:

1. Communication from the City Manager recommending that City Council, subsequent to the Public Hearing, adopt:
 1. Resolution No. 2-17, expanding Industrial Development District No. 55 for 1716 Vanderbilt Avenue, and
 2. Resolution No. 3-17, setting a public hearing on the Industrial Facilities Exemption Certificate application for FEMA Corporation on September 12, 2017.

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

1. OFF CONSENT - Communication from the City Manager recommending that City Council award a contract to Pride Care Ambulance of Portage, Michigan, for the provision of ambulance service in the City of Portage for a period of three years, with the option for five one-year renewals, and authorize the City Manager to execute all documents related to the contract on behalf of the city.
- * 2. Communication from the City Manager recommending that City Council authorize the purchase of 22 vehicles and pieces of equipment as noted through the State of Michigan MiDEAL and the National Joint Powers Alliance purchasing programs at a total cost of \$1,115,547.19 and authorize the City Manager to execute all documents related to these purchases on behalf of the city.
- * 3. Communication from the City Manager recommending that City Council award a contract to:
 1. Detroit Salt Company in the amount of \$39.52 per ton for 1,800 tons of ice control salt at a total cost of \$71,136 for early delivery;
 2. Detroit Salt Company in the amount of \$43.99 per ton for 1,500 tons of ice control salt at a total cost of \$65,985 for seasonal back-up on an as-needed basis

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

- * 4. Communication from the City Manager recommending that City Council accept for first reading an amendment to the Payment in Lieu of Taxes (PILOT) ordinance for Selinon Park, a 74-unit multiple-family residential development proposed by Selinon Park Limited Dividend Housing Association Limited Partnership at 1521, 1603 and 1615 East Centre Avenue, and take final action on September 12, 2017.

- * 5. Communication from the City Manager recommending that City Council approve the Final Plan for The Woodlands at Austin Lake (Phase III), 4301 Branch Avenue, subject to the following conditions:
 - 1. MDEQ approval/permit to discharge storm water into the regulated wetland;
 - 2. Consumers Energy approval to install street and trail improvements within their easement area; and
 - 3. the width of the cul-de-sac street (Sassafras Trail) be widened from 24 feet to 28 feet, and a six-foot trail connection be provided to the future Austin Lake Trail.
- * 6. Communication from the City Manager recommending that City Council approve the Final Plan for Mercantile Bank at 2301 West Centre Avenue.
- * 7. Communication from the City Manager recommending that City Council receive the report from the Local Officers Compensation Commission.
- * 8. Communication from the City Manager regarding the July Environmental Report - Information Only.
- * 9. Communication from the City Manager recommending that City Council recommend approval by the Michigan Liquor Control Commission (MLCC) of the Small Distiller Liquor License Application from Latitude 42 Brewing Company at 7842 Portage Road.
- G. Communications:
 - 1. Communication from the Mayor recommending that City Council convene the City Manager Salary Review / Evaluation Committee and request a recommendation no later than November 7, 2017 as to compensation for Fiscal Year 2017-2018.
- H. Unfinished Business:
- * I. Minutes of Boards and Commissions Meetings:
 - 1. Zoning Board of Appeals of July 10, 2017.
 - 2. Portage Public Schools Regular of July 17, 2017.
 - 3. Planning Commission of August 3, 2017.
- J. Council Committee Reports:
- K. New Business:
- L. Bid Tabulations:
 - * 1. Communication from the City Manager recommending that City Council award a contract to the low bidder, Wightman & Associates, Incorporated, in an amount not to exceed \$246,400 to perform engineering services for the reconstruction of West Centre Avenue from 12th Street to Oakland Drive and Oakland Drive from West Milham to I-94 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
- M. Other City Matters:
 - 1. Statements of Citizens.
 - 2. From City Council and City Manager.
 - * 3. Reminder of Meetings:
 - a. Thursday, August 24, 4:30 p.m., Public Media Network Board of Directors, 359 South Kalamazoo Mall, 3rd floor, Epic Center, Kalamazoo.
 - b. Tuesday, September 5, 5:30 p.m., Park Board Ad Hoc Bike Advisory Committee Meeting, City Hall Room No. 1.
 - c. Wednesday, September 6, 6:30 p.m., Park Board, Westfield Park followed by Harbors West Park at 7:15 p.m.
 - d. Thursday, September 7, 6:30 p.m., Human Services Board, City Hall Room No. 1.
 - e. Thursday, September 7, 7:00 p.m., Planning Commission, Council Chambers.

f. Monday, September 11, 6:30 p.m., Youth Advisory Committee, City Hall Room No. 1.

g. Monday, September 11, 7:00 p.m., Zoning Board of Appeals, Council Chambers.

h. Tuesday, September 12, 6:00 p.m., City Council Committee of the Whole meeting to discuss the "Winter Parking Ordinance," City Hall Room No. 1.

N. Materials Transmitted.

* 1. Department Monthly Reports.

Adjournment.

CITY COUNCIL MEETING MINUTES FROM AUGUST 8, 2017

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

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

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

APPROVAL OF MINUTES: Motion by Ford, seconded by Reid, to approve the July 25, 2017 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 6 to 0 with Councilmember Urban abstaining. Motion by Pearson, seconded by Randall, to approve the August 7, 2017, Pre-Council Meeting Minutes as presented. Upon a voice vote, motion carried 5 to 0 with Councilmembers Reid and Urban abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Urban to read the Consent Agenda. Motion by Urban, seconded by Reid, to approve the Consent Agenda motions as presented. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF AUGUST 8, 2017:** Motion by Urban, seconded by Reid, to approve the Accounts Payable Register of August 8, 2017. Upon a roll call vote, motion carried 7 to 0.

PUBLIC HEARING:

AMENDMENT TO THE CODE OF ORDINANCES: Mayor Strazdas reviewed the request and deferred to Deputy City Manager Rob Boulis, who asked Deputy Fire Chief John Podgorski and Public Safety Chief Nick Arnold for comment and explanation. Chief Podgorski indicated that this is an attempt to update the Fire Code to ensure compatibility with the Construction Code because staff works out of both of these codes and this will align the Fire Code with the Construction Code for compatibility purposes. There being no discussion, motion by Reid, seconded by Ford, to close the public hearing. Upon a voice vote, motion carried 7 to 0. Discussion followed.

Motion by Randall, seconded by Reid, to approve the Ordinance to amend the Code of Ordinances of the City of Portage, Michigan, by amending Section 34-61 of Chapter 34 of the Amendments to the International Fire Code. Upon a roll call vote, motion carried 7 to 0.

REPORTS FROM THE ADMINISTRATION:

* **FEMA CORPORATION, PA 198 TAX ABATEMENT:** Motion by Urban, seconded by Reid, to accept the application for an industrial tax abatement for 1716 Vanderbilt Avenue, and adopt Resolution No. 1-17 setting a public hearing on the expansion of Industrial Development District No. 55 for 1716 Vanderbilt Avenue on August 22, 2017, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 7 to 0.

- * **COPPERLEAF PHASE 2 – FINAL CONDOMINIUM APPROVAL:** Motion by Urban, seconded by Reid, to grant final approval for Copperleaf Phase 2 single-family residential site condominium subject to completion of sidewalks and street trees by November 2019, and Association By-laws be amended to include the Phase 2 Maintenance and Indemnification agreements between the Association and the City of Portage. Upon a roll call vote, motion carried 7 to 0.

- * **FINAL PLAN FOR STREAMSONG – PHASE I (715 WEST OSTERHOUT AVENUE):** Motion by Urban, seconded by Reid, to approve the Final Plan for Streamsong – Phase I at 715 West Osterhout Avenue, subject to conditions. Upon a roll call vote, motion carried 7 to 0.

- * **DELTA DENTAL PLAN OF MICHIGAN INSURANCE:** Motion by Urban, seconded by Reid, to approve a two-year contract renewal, with the option of one two-year renewal, with Delta Dental Plan of Michigan for employee dental insurance and authorize the City Manager to execute all documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

- * **OTHER POST EMPLOYMENT BENEFIT (OPEB) TRUST FUND INVESTMENT AND ADMINISTRATION – CONTRACT RENEWAL:** Motion by Urban, seconded by Reid, to award a three-year contract renewal to Michigan Employees' Retirement System (MERS) for the administration and investment of the Other Post Employment Benefit (OPEB) trust fund and authorize the City Manager to execute all documents related to this contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

- * **FIREWORKS DISPLAY PERMIT – THE CROSSROADS MALL:** Motion by Urban, seconded by Reid, to approve a Permit for a Fireworks Display on August 12, 2017, with a rain date of August 13, 2017, to be conducted by Wade Shows, Inc., and located at Crossroads Mall as part of the "Crossroads Summer Family Festival." Upon a roll call vote, motion carried 7 to 0.

- * **FIRE STATION NO. 2 FACILITY REPLACEMENT – ARCHITECTURAL SERVICES CONTRACT:** Motion by Urban, seconded by Reid, to award a contract to Williams Architects of Itasca, Illinois, in the amount of \$232,500 for architectural services for Fire Station No. 2 and authorize the City Manager to execute all documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

- * **SOUTHWEST MICHIGAN FIRST – ECONOMIC DEVELOPMENT CONTRACT:** Motion by Urban, seconded by Reid, to approve a contract in the amount of \$25,000 with Southwest Michigan First to support economic development activities in the City of Portage and authorize the City Manager to execute the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATION:

MICHIGAN MUNICIPAL LEAGUE ANNUAL MEETING: Mayor Strazdas introduced the item and asked for comment from Mr. Rob Boulis, who indicated that the City Council received a communication from the Michigan Municipal League asking for a formal voting representative for the City of Portage at the Michigan Municipal League Annual Meeting. He indicated that City Manager Larry Shaffer would be pleased to attend the meeting and do so with the approval of City Council. Motion by Ford, seconded by Reid, to designate the City Manager as the official City of Portage voting representative for the Michigan Municipal League Annual Meeting. Upon a roll call vote, motion carried 7 to 0.

- * **MINUTES OF BOARDS AND COMMISSIONS MEETINGS:** City Council received the minutes of the Historic District Commission of June 7 and July 12, 2017, the Draft Park Board Ad Hoc Bicycle Advisory Committee of July 12, 2017, and the Planning Commission of July 20, 2017.

BID TABULATIONS:

- * **2017-2018 LOCAL STREETS RECONSTRUCTION PROJECT – BID TABULATION:** Motion by Urban, seconded by Reid, to award a construction contract for the 2017-2018 Local Streets Reconstruction Program to Michigan Paving & Materials Company of Kalamazoo, Michigan, in an amount not to exceed \$1,038,360.35 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.
- * **SUMMER MILL AND FILL PROGRAM PHASE II – BID TABULATION:** Motion by Urban, seconded by Reid, to approve the low bid of \$145,583.17 from Michigan Paving & Materials Company, award Change Order #1 in the amount of \$104,416.51 and award Change Order #2 in the amount of \$59,950.50, for a grand total cost of \$309,950.18 for Summer Mill and Fill Program Phase II asphalt repairs to major and local streets, and authorize the City Manager to execute all documents related to these actions on behalf of the city. Upon a roll call vote, motion carried 7 to 0.
- * **SOUTH WESTNEDGE AVENUE RECONSTRUCTION PROJECT – BID TABULATION:** Motion by Urban, seconded by Reid, to award a contract to Abonmarche Consultants, Incorporated, in the amount not to exceed \$182,000 to perform engineering services for the reconstruction of South Westnedge Avenue from Romence Road to Mall Drive and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Urban indicated that he could not attend the last meeting of Council and unfortunately was not able to go on vacation to Rhode Island as planned because he was tending to a family member in the Emergency Room. He said the same issue prevented him from attending the Stryker groundbreaking ceremony. He said he was sorry he could not be there, and he reflected that the past and future of Stryker and the City of Portage have been intertwined before, and are now even more so. He also said he was not able to comment on his decision to run for re-election to City Council at the last meeting. He provided some of his credentials and some of his reasons for seeking another term on City Council.

Councilmember Reid announced that the City of Portage has won the prestigious Telly Award again this year for production and video in the area of promotion for the videos shown before City meetings. She explained that these videos were joint projects between the City of Portage and Public Media Network (PMN). She listed some of the prominent businesses from around the world that have also won Telly Awards and outlined the requirements for submitting an application. She recognized the team who produced the video for their work: Director and Concept Developer Devin Mackinder, Project Lead Colin Wilson, PMN Government Production Specialist Laura Rose and PMN Intern David Shaw. Discussion followed.

Councilmember Randall discussed four positive items on the Agenda earlier: FEMA Tax Abatement Application, Copperleaf Phase II Condominium Project, Streamsong Phase I Condominium Project and the Architectural Services Contract for the Facility Replacement of Fire Station No. 2. She indicated that these positive items were overshadowed by the two recent tragedies in Portage, a twenty year-old bicyclist who was struck by a truck on Portage Road yesterday, and a seven year old boy who was struck by a vehicle near a crosswalk on 12th Street. She noted the waves of fear throughout the bike community and explained Portage has been looking at Portage Road and ways to make it safer for bicyclists, pedestrians and motorists. She cited the recent application to take the City from Bronze bicycle status to Gold and stressed the requirement to make sure Portage is safe for non-motorized vehicles. She again referred to the seven year old boy and the need to make it safer for pedestrians and

runners, and reflected on the need to protect our people and explained. She issued a plea to look at laws and measures that City Council can take to make people safe in our community. She also cited the Streamsong Phase I Condominium Project and the marketing of the proposed sidewalk that leads directly to Schrier Park. She emphasized the need to make sure that the crossing is extremely safe for families who wish to cross Osterhout Avenue to enjoy Schrier Park. She said her heart goes out to all of the families who suffered as part of these two tragedies, including the drivers. Councilmember Pearson concurred.

Councilmember Pearson added that there was no sidewalk on Portage Road which placed the young bicyclist in the bike lane of the roadway; further, the issue of bicyclists not allowed on sidewalks came up at a prior Council Meeting because he and his wife ride their bicycles on the sidewalk on Portage Road south of Centre Avenue and he wanted to know if it was legal or not. He indicated that it is perfectly legal to ride a bike on a sidewalk, especially when safety considerations are in question. He emphasized that this needs to be reported by the local news media by saying that there have been (public) comments on *MLive* that riding bikes on sidewalks is illegal. He stated it was legal and asked that *MLive* report that fact.

Deputy City Manager Boulis urged motorists to drive carefully, look both ways and stay away from cell phones; he asked pedestrians to please pay attention; and, he appealed to bicyclists to do their best to be safe, although he expressed doubt whether the bicyclist in this case could have done anything other than what he was doing to avoid this tragedy.

Mayor Pro Tem Ansari said his heart goes out to the family of Jeremy Smith. He also reminded motorists to be careful not to block intersections, especially where there is construction and backups, such as at Fire Station No. 1 on Shaver Road and the Centre Avenue at Shaver Road intersection.

Mayor Strazdas also expressed his sincere condolences for the family of twenty year old Jeremy Smith of Kalamazoo Township and seven year old Nicholas Moehle of Texas Township. He recognized everyone wants to do something and advised letting the professional Police Department investigate to identify causation, because it is important to get the facts before we react. He stressed that this will enable the City Manager to inform City Council why these things happened in order to assist Council in the decision of what can be done. He concurred with Mr. Boulis and asked that people put the telephones down and pay attention. Discussion followed. He mentioned that he had the opportunity to welcome two more Eagle Scouts into the community and agreed with Councilmember Randal that there are lots of positive things happening in this great community, but noted we have tragedies to consider and reflect upon. Discussion followed.

MATERIALS TRANSMITTED:

* **MATERIALS TRANSMITTED OF JULY 25, 2017:** Motion by Urban, seconded by Reid, to receive the Materials Transmitted of Friday, July 25, 2017. Upon a roll call vote, motion carried 7 to 0.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 7:58 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 AUGUST 21, 2017**

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

Councilmember Randall inquired, as it related to Item F.1., whether ~~Mr. Mark Meijer of Life EMS~~ **Mr. Mears of Pride Care Ambulance** would be present at the City Council Meeting. City Manager Shaffer responded in the affirmative. Councilmember Ford raised the question of those residents in Portage who have a preferred ambulance provider and what impact going with a single provider would have on such circumstances. Mr. Ford continued by inquiring if residents could register their preferred ambulance provider with the City. Mr. Shaffer responded that, yes, the City is planning to provide a method by which residents can register their preferred ambulance provider. He shared that registration details would be forthcoming in the *Portager*. In response to a question, Mr. Shaffer stated that he would have information available for immediate release to the media should City Council vote in support of going with a single ambulance provider. Councilmember Reid inquired how individual pre-paid ambulance provider contracts would be handled. Mr. Shaffer responded by stating that Pride Care Ambulance would honor any Life EMS contracts. Deputy City Manager Boulis concurred but indicated that the reverse may not be true. Councilmember Reid inquired what would happen if Pride Care was unable to take a call. City Manager Shaffer shared that there is a mutual service provision similar to the current situation that if Pride Care cannot take the call, it would roll over to Life EMS. Mayor Strazdas asked what would happen if Pride Care was not meeting the requirements of the contract. Mr. Shaffer explained that many aspects of performance are measured and that regular meetings will be held to evaluate performance. Mr. Shaffer continued that there is a termination clause in the contract if the provider fails to meet expectations.

In reference to Item D.1., Councilmember Reid pointed out that, should the tax abatement be granted, 4.07% of the city's total taxable value will be abated. She inquired what level of abatement for a community is viewed as prudent. City Manager Shaffer replied that the tax base of the City is extremely strong and varied and economic indicators for Portage are strong. In some communities, he continued, a higher abatement percentage could be viewed as problematic but that this is not the case in Portage. Councilmember Reid inquired as to the abatement percentage as it pertains exclusively to the industrial portion of the tax base (excluding residential and commercial). Mr. Shaffer replied that the information would be provided.

As it related to Item F.6, Councilmember Reid inquired why so many banks seem to be locating in the City and whether we might be looking at numerous empty former bank buildings in the future. Mr. Shaffer replied that, although he has no direct knowledge as to why banks are locating in Portage, he shared that, according to conversations with a local developer, the banking industry views many branch offices as a permanent type of advertising for their business. He continued by stating that, while there may not be much foot traffic in and out of a given bank, the mere presence of the bank is viewed as a way to induce more customers.

With regard to Item F.7, Councilmember Reid inquired if the Local Officers Compensation Commission (LOCC) was aware of the electronic device stipend afforded City Councilmembers. Mr. Shaffer replied that information regarding the stipend was provided to members of the LOCC. He continued by sharing that the Chairperson of the LOCC, Betty Ongley, referenced the stipend and viewed it as a cost of doing the business of being a member of the City Council. Councilmember Reid asked for City Council to be provided information on which members of City Council have been receiving a stipend and how much each individual has received.

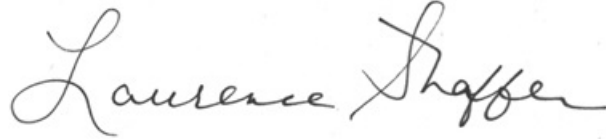
In reference to Item L.1, Councilmember Reid stated that the two road projects included in the item are for differing sections of roadway and wondered why they were bid together. City Manager Shaffer replied that it was bid in this manner for ease of contract administration and Deputy City Manager Boulis replied that the goal of combining projects is often to try to get a lower overall bid.

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

Adam Herringa, Deputy 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 August 22, 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 July 30, 2017 through August 13, 2017 and notes \$447,618.28 in automated clearing house payments, \$493,342.01 in paper checks and \$17,375.33 in auto-pay payments for a grand total of \$958,335.62.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

ACCOUNTS PAYABLE REGISTER
Check Dates From: 7-30-2017 To: 8-13-2017

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Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
08/11/2017	7289(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	9,937.87
08/11/2017	7290(A)	AIRGAS GREAT LAKES	CYLINDER RENTAL	38.10
08/11/2017	7291(A)	ALL-TRONICS, INC.	QUARTERLY MAINTENANCE	78.00
08/11/2017	7292(A)	AMERICAN SAFETY & FIRST AID	JUNE FIRST AID	338.58
08/11/2017	7293(A)	ANIMAL REMOVAL SERVICE, LLC	JUNE SERVICES	2,410.00
08/11/2017	7294(A)	APPROVED PROTECTION SYSTEMS	ANNUAL INSPECTION	855.20
08/11/2017	7295(A)	AUMACK, MICHAEL	UMPIRE PAYROLL	500.00
08/11/2017	7296(A)	BEEBE, RONALD E.	UMPIRE PAYROLL	336.00
08/11/2017	7297(A)	C D W GOVERNMENT, INC.	MONITOR STAND	473.73
08/11/2017	7298(A)	C M P DISTRIBUTORS, INC.	AMMO FOR TRAINING	540.00
08/11/2017	7299(A)	C T S TELECOM, INC.	TELEPHONE SERVICE	3,580.30
08/11/2017	7300(A)	CAPITAL ADVANTAGE LEASING	EQUIPMENT LEASE	2,606.90
08/11/2017	7301(A)	CHARTER COMMUNICATIONS	CABLE TV SERVICE	556.77
08/11/2017	7302(A)	CLEANIT CORP	CAR WASHES	94.00
08/11/2017	7303(A)	DEPATIE FLUID POWER CO., INC.	MAY/JUNE SUPPLIES	667.45
08/11/2017	7304(A)	ETNA SUPPLY, INC.	REPAIR AND MAINTENANCE	44.00
08/11/2017	7305(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	1,360.00
08/11/2017	7306(A)	GORDON WATER SYSTEMS	BOTTLED WATER	41.25
08/11/2017	7307(A)	GRIFFIN PEST SOLUTIONS, INC.	FIRE FACILITY MAINT	170.00
08/11/2017	7308(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	8,704.01
08/11/2017	7309(A)	HOWARD PRINTING	AUGUST PORTAGER	3,183.20
08/11/2017	7310(A)	HURST MECHANICAL, INC.	AIR CONDITIONER INSP	209.64
08/11/2017	7311(A)	INDUSCO SUPPLY CO., INC.	TOILET PAPER AND PAPER	158.55
08/11/2017	7312(A)	IP CONSULTING, INC.	WEBEX RENEWAL (1 YR)	1,160.13
08/11/2017	7313(A)	KENDALL ELECTRIC, INC.	LIGHT BULBS FOR CITY	191.67
08/11/2017	7314(A)	KLOSTERMAN DISTRIBUTING	RAMONA CONCESSIONS	399.08
08/11/2017	7315(A)	KUSHNER & COMPANY, INC.	COBRA JULY- JAN	310.41
08/11/2017	7316(A)	LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	856.57
08/11/2017	7317(A)	MAILFINANCE	MAIL SERVICES	345.09
08/11/2017	7318(A)	MAURER'S TEXTILE RENTAL SERVICES	SHIRTS FOR INSPECTOR	46.20
08/11/2017	7319(A)	MCCULLIN, LARRY W.	UMPIRE PAYROLL	345.00
08/11/2017	7320(A)	MEEKHOF TIRE SALES & SERVICE INC.	TRACTOR TIRES	355.76

ACCOUNTS PAYABLE REGISTER

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Check Dates From: 7-30-2017 To: 8-13-2017

Check Date	Check	Vendor Name	Description	Amount
08/11/2017	7321(A)	MEJEUR ELECTRIC LLC	ELECTRICAL BOXES	86.00
08/11/2017	7322(A)	MICHIGAN PAVING & MATERIALS CO.	2017 SUMMER MILL & FILL	336,323.59
08/11/2017	7323(A)	OGDEN, JESSE	UMPIRE PAYROLL	84.00
08/11/2017	7324(A)	ONE WAY PRODUCTS	CAN LINERS	34.56
08/11/2017	7325(A)	PCM SALES, INC.	MONTHLY SERVICE	40,960.00
08/11/2017	7326(A)	PECKELS, CHRISTINE	PROGRAM INSTRUCTOR	180.00
08/11/2017	7327(A)	PEOPLEFACTS, LLC 740303	CREDIT CHECKS	22.45
08/11/2017	7328(A)	PREIN & NEWHOF	PROFESSIONAL SERVICE	1,669.75
08/11/2017	7329(A)	RESIDENTIAL PLUMBING SERVICES, INC	PLUMBING REPAIR	135.00
08/11/2017	7330(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	59.49
08/11/2017	7331(A)	RIETH-RILEY CONSTRUCTION CO., INC	PROJECT SUPPLIES	4,574.44
08/11/2017	7332(A)	ROBINSON, KEVIN	UMPIRE PAYROLL	231.00
08/11/2017	7333(A)	ROMENCE GARDENS, INC	LANDSCAPE SUPPLIES	67.37
08/11/2017	7334(A)	S B F ENTERPRISES, INC.	PRINTING AND PROCESS	641.42
08/11/2017	7335(A)	SIMMONS FORD	JUNE SERVICES	47.50
08/11/2017	7336(A)	SIMPLIFILE LLC	RECORDING OF DOCUMENTS	33.00
08/11/2017	7337(A)	SNELL, DEBRA	PROGRAM INSTRUCTOR	144.00
08/11/2017	7338(A)	SOS TECHNOLOGIES	FIRE EMS SUPPLIES	89.70
08/11/2017	7339(A)	SUBSURFACE REFLECTIONS LLC	UTILITY STAKING	2,950.00
08/11/2017	7340(A)	SUEZ WATER ENVIRONMENTAL SERVICES	WATER METERS	7,241.55
08/11/2017	7341(A)	VANDERBERG, WARD M	UMPIRE PAYROLL	188.00
08/11/2017	7342(A)	VANDERVEEN, LAUREN	EMPLOYEE REIMBURSEMENT	719.00
08/11/2017	7343(A)	VERPLANK TRUCKING CO.	DURAPATCHER STONE	1,572.48
08/11/2017	7344(A)	VISION SERVICE PLAN (OH)	VISION SERVICE PLAN	2,097.66
08/11/2017	7345(A)	W W GRAINGER INC	HAYLOFT CHAIRS CARTS	1,964.66
08/11/2017	7346(A)	WARNER NORCROSS & JUDD LLP	LEGAL SERVICES	3,975.00
08/11/2017	7347(A)	WEST MICHIGAN STAMP & SEAL, INC	NAME PLATES	18.20
08/11/2017	7348(A)	XEROX CORPORATION	COPY MACHINE LEASING	615.00
08/11/2017	7349(A)	GRAHAM FORESTRY SERVICE, INC.	TREE TRIMMING SERVICE	1472.00
			Total ACH Payments:	447,618.28

Check Type: Paper Check

07/31/2017	10104	PETTY CASH-ALYSSA MILBECK	REPLENISHMENT CHECK	608.66
08/03/2017	10107	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	251.71

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Check Dates From: 7-30-2017 To: 8-13-2017

Check Date	Check	Vendor Name	Description	Amount
08/04/2017	303147	HAMPTON INN	LODGING FOR OFFICER	460.00
08/04/2017	303148	STATE OF MICHIGAN (DEQ) WATER DIV.	CELERY FLATS PARKING	100.00
08/04/2017	303149	U S POSTAL SERVICE	POSTAGE METER REFILL	3,000.00
08/04/2017	303150	W MICH CRIMINAL JUSTICE TRAINING CO	DRIVER TRAINING FEE	150.00
08/11/2017	303151	3RD DISTRICT COURT	BAIL BOND	270.00
08/11/2017	303152	A T & T	TELEPHONE SERVICE	2,783.64
08/11/2017	303153	A-1 REFRIGERATION SALES & SERV	HVAC REPLACEMENT	73,668.24
08/11/2017	303154	ADAM SCHUMAKER	AMP FOR GLENN MILLER	50.00
08/11/2017	303155	ADP, INC.	BI-WEEKLY PAYROLL	891.38
08/11/2017	303156	ALLEGRA PRINT & IMAGING	PRINTING	585.11
08/11/2017	303157	AMERICAN VILLAGE BUILDERS	2371 HOLLOW CREEK TR	261.04
08/11/2017	303158	APPLIED INDUSTRIAL TECHNOLOGIE	REPAIR SUPPLIES	64.30
08/11/2017	303159	ARROWHEAD SCIENTIFIC, INC.	CAPITAL OUTLAY-POLICE	1,743.95
08/11/2017	303160	ASMUS, BRIANA	SCHOOLHOUSE DEPOSIT	50.00
08/11/2017	303161	B M C SOFTWARE, INC.	TRACKIT SOFTWARE REN	1,474.88
08/11/2017	303162	B S & A SOFTWARE	JUNE 2017 ONSITE TRAINING	1,430.00
08/11/2017	303163	BART'S BANNERS AND SIGNS	SIGNS	28.00
08/11/2017	303164	BELL EQUIPMENT COMPANY	SWEEPER BROOMS	3,358.49
08/11/2017	303165	BESCO WATER TREATMENT, INC.	WATER SERVICE	46.40
08/11/2017	303166	BLUE CROSS/BLUE SHIELD OF MICH	HEALTH INSURANCE	65,784.19
08/11/2017	303167	BOGLISH, DAN	WESTFIELD REFUND	100.00
08/11/2017	303168	BORGESS HEALTH ALLIANCE	LAB WORK	253.00
08/11/2017	303169	BREAD OF LIFE, LLC	CATERING FOR GLENN MILLER	260.00
08/11/2017	303170	BURKE, GREGORY	TRAINING EXPENSES	310.00
08/11/2017	303171	BUSINESS SPEAKERS BUREAU	NEW ODYSSEY PERFORMANCE	2,000.00
08/11/2017	303172	CALIBRE PRESS	EMP TRNG - NICHOLAS	229.00
08/11/2017	303173	CAMPBELL AUTO SUPPLY	FIRE APPARATUS MAINT	75.14
08/11/2017	303174	CARLETON EQUIPMENT CO.	16" TRENCHING BUCKET	905.60
08/11/2017	303175	CARPENTER, DAVID	LAKEVIEW #1 DEPOSIT	100.00
08/11/2017	303176	CARPENTER, RON	SCHRIER REFUND	100.00
08/11/2017	303177	CARTRIDGE WORLD	INK CARTRIDGES	1,490.53
08/11/2017	303178	CEEL (CENTER FOR ED & EMPLOY LAW)	SUBSCRIPTION	159.00
08/11/2017	303179	CHARETTE, JOHN	GRAIN ELV REFUND	100.00

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Check Dates From: 7-30-2017 To: 8-13-2017

Check Date	Check	Vendor Name	Description	Amount
08/11/2017	303180	COBB, JUSTIN	LAKEVIEW SOFTBALL	100.00
08/11/2017	303181	CONSUMERS ENERGY-BILL PMT CNT	STREETLIGHTS	37,506.43
08/11/2017	303182	COON, RANDY	RAMONA #2 REFUND	100.00
08/11/2017	303183	CORLISS, ROSIE	RAMONA #2 REFUND	100.00
08/11/2017	303184	COSTAR REALTY INFORMATION, INC.	REALTY SALES	321.82
08/11/2017	303185	CRIPPS EXCAVATING	BD BOND REFUND	300.00
08/11/2017	303186	CUGLIOTTA, KATIE	RAMONA #2 REFUND	100.00
08/11/2017	303187	DAVE'S CONCRETE PRODUCTS, INC.	CONCRETE FOR PROJECT	5,590.05
08/11/2017	303188	DECENA, JESUS	RAMONA #1 REFUND	100.00
08/11/2017	303189	DEVON TITLE AGENCY	OVER PMT STAX 17	7.75
08/11/2017	303190	DICKASON, KATHLEEN	TRIP REFUND	829.00
08/11/2017	303191	DICKENS, KATIE	LAKEVIEW #2 DEPOSIT	100.00
08/11/2017	303192	DUNHAM, KIMBERLY	LAKEVIEW #2 DEPOSIT	100.00
08/11/2017	303193	EDWARDS, HENRY	UMPIRE PAYROLL	126.00
08/11/2017	303194	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	1,537.30
08/11/2017	303195	EMMANI, KIRAN	RAMONA #2 REFUND	100.00
08/11/2017	303196	ERGOMART	MONITOR TOWER	1,427.84
08/11/2017	303197	EVANS, JESSE	SOUTH WEST DEPOSIT	100.00
08/11/2017	303198	FAWLEY OVERHEAD DOOR, INC.	REPAIR GARAGE DOOR	81.00
08/11/2017	303199	FIRST PLACE SUPPLY, INC.	ANTI-FATIGUE MATS	310.65
08/11/2017	303200	FLETCHER ENTERPRISES	PAINTING SERVICES	5,580.00
08/11/2017	303201	FLOYD, MILDRED	TRIP REFUND	100.00
08/11/2017	303202	FORSHEE, MARK	UMPIRE PAYROLL	47.00
08/11/2017	303203	FRANKLIN. SHARON	LAKEVIEW #1 DEPOSIT	100.00
08/11/2017	303204	GAIL DOLBEE (MMAAO)	MMAAO	15.00
08/11/2017	303205	GLAS ASSOC. INC	BD BOND REFUND	2,285.00
08/11/2017	303206	GLASSER, JANICE	RAMONA #1 REFUND	100.00
08/11/2017	303207	GOLDEN WEST INDUSTRIAL SUPPLY, INC.	BARRIER TAPE	362.23
08/11/2017	303208	GOODRICH, ALICE	REFUND OVERPAYMENT	6.84
08/11/2017	303209	GORDON FOOD SERVICE	RAMONA CONCESSIONS	241.92
08/11/2017	303210	GRAY, CATHY	RAMONA #1 REFUND	100.00
08/11/2017	303211	HALT FIRE, INC.	FIRE APPARATUS MAINT	290.65
08/11/2017	303212	HAMILTON, TAMMIE	SCHRIER REFUND	100.00

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Check Dates From: 7-30-2017 To: 8-13-2017

Check Date	Check	Vendor Name	Description	Amount
08/11/2017	303213	HANSFORD, CLAUDIA	LAKEVIEW #2 DEPOSIT	100.00
08/11/2017	303214	HARTMAN, CHARLES	UMPIRE PAYROLL	48.00
08/11/2017	303215	HATEL, SUSIE	RAMONA #1 REFUND	100.00
08/11/2017	303216	HATFIELD, KASEY	RAMONA #2 REFUND	100.00
08/11/2017	303217	HAYES, JASON	LAKEVIEW #2 DEPOSIT	100.00
08/11/2017	303218	HEATH, KEVIN	UMPIRE PAYROLL	210.00
08/11/2017	303219	HILL'S GUTTER SERVICE, LLC	CDBG HUFFORD 7017	1,163.00
08/11/2017	303220	HOGNACHI, DAVID	UMPIRE PAYROLL	184.00
08/11/2017	303221	HOME DEPOT	MAINTENANCE SUPPLIES	3,741.57
08/11/2017	303223	HOUSING RESOURCES, INC.	16/17 HPS CONTRACT	10,367.50
08/11/2017	303224	INT'L ASSOC OF FIRE CHIEFS	FIRE TRAINING	234.00
08/11/2017	303225	INT'L ASSOC OF FIRE CHIEFS	FIRE TRAINING	234.00
08/11/2017	303226	J & B PROFESSIONAL TREE SERVIC	TREE TRIMMING SERVICE	19,900.00
08/11/2017	303227	JAC'S CEKOLA'S PIZZA	PROGRAM VENDOR PAYMENT	412.12
08/11/2017	303228	JAROTH, INC	PAY PHONES	303.00
08/11/2017	303229	JARZAMBEK, NICOLE	WESTFIELD REFUND	100.00
08/11/2017	303230	JIM SNOWDEN	FIRE TECH RESCUE	250.16
08/11/2017	303231	JOHNSON OUTDOOR DIGITAL	OVER PAYMENT SPECIAL	10.00
08/11/2017	303232	JULY, JAMES	FINAL BILL REFUND	10.75
08/11/2017	303233	KAL COUNTY FIRE CHIEFS ASSOC.	FIRE TRAINING	160.00
08/11/2017	303234	KAL COUNTY FIRE CHIEFS ASSOC.	FIRE TRAINING	200.00
08/11/2017	303235	KALAMAZOO COUNTY HEALTH & COMMUNITY	SENIOR EXPO	125.00
08/11/2017	303236	KALAMAZOO COUNTY TREASURER	OAKBROOK ESTATES	645.00
08/11/2017	303237	KALAMAZOO LANDSCAPE SUPPLIES	TOP SOIL AND SEED	17.10
08/11/2017	303238	KALAMAZOO NATURE CENTER, INC.	KNC DEER EXCLOSURE	400.00
08/11/2017	303239	KANN, DOUG	SCHRIER REFUND	100.00
08/11/2017	303240	KAUR, JASPAL	RAMONA #1 REFUND	100.00
08/11/2017	303241	KEYSTONE EVENT MANAGEMENT CONCEPTS	FIRE MARSHAL TRAINING	1,950.00
08/11/2017	303242	KHAN, PARKHA	RAMONA #2 REFUND	100.00
08/11/2017	303243	KNABE, ROBERT H	FINAL BILL REFUND	13.93
08/11/2017	303244	KZOO TIRE COMPANY	TIRES - POLICE	1,528.00
08/11/2017	303245	LACEY, ANNA	GRAIN ELV REFUND	100.00
08/11/2017	303246	LAKE MICHIGAN MAILERS, INC.	MAIL SERVICE	56.80

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Check Dates From: 7-30-2017 To: 8-13-2017

Check Date	Check	Vendor Name	Description	Amount
08/11/2017	303247	LANE, GREG	RAMONA #2 REFUND	100.00
08/11/2017	303248	LEONARD, CANDACE	RAMONA #2 REFUND	100.00
08/11/2017	303249	LOUTHAN, WILLIAM F	UMPIRE PAYROLL	144.00
08/11/2017	303250	MAGEE, LAURA	SCHRIER REFUND	200.00
08/11/2017	303251	MALL CITY MECHANICAL	FIRE FACILITY MAINT	1,720.00
08/11/2017	303252	MANEELY, AMY	RAMONA #1 REFUND	100.00
08/11/2017	303253	MASACUNI CORPORATION	BD BOND REFUND	5,725.00
08/11/2017	303254	MATTSON, NICHOLAS	TRAINING EXPENSES	244.50
08/11/2017	303255	MAURER, KATHLEEN	RENTAL REFUND	100.00
08/11/2017	303256	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	15.00
08/11/2017	303257	MCINTYRE, SAMANTHA	RAMONA REFUND	150.02
08/11/2017	303258	MCNALLY ELEVATOR CO.	JUNE ELEVATOR MAINT	127.40
08/11/2017	303259	MENARDS, INC	REPAIR SUPPLIES	404.53
08/11/2017	303260	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIRS	5,395.62
08/11/2017	303262	MICHIGAN ELECTION RESOURCES, LLC	AFFIDAVITS OF ID	26.00
08/11/2017	303263	MICHIGAN STATE UNIVERSITY	CWCP RECERTIFICATION	95.00
08/11/2017	303264	MICROTEL INN & SUITES OF KALAMAZOO	HOTEL ROOMS	186.48
08/11/2017	303265	MILLER, ANDREA	HAYLOFT REFUND	150.00
08/11/2017	303266	MLIVE MEDIA GROUP	BIDS WANTED ADS	306.63
08/11/2017	303267	MODERNISTIC CARPET CLEANING CO	CARPET CLEAN/SCOTCHG	1,423.00
08/11/2017	303268	MORNING STAR DEVELOPMENT INC	OVER PMT STAX 17	1,749.89
08/11/2017	303269	MOSQUITO CONTROL OF SW MICHIGAN	MOSQUITO CONTROL	149.00
08/11/2017	303270	MPELRA	2017 MEMBERSHIP	150.00
08/11/2017	303271	NASON, RICK	EMPLOYEE REIMBURSEMENT	900.91
08/11/2017	303272	NATIONAL FIRE SPRINKLER ASSOCIATION	FIRE MARSHAL TRAINING	410.00
08/11/2017	303273	NEWMAN, CHRIS	RAMONA #2 REFUND	100.00
08/11/2017	303274	NYE UNIFORMS	UNIFORMS/EQUIPMENT	509.90
08/11/2017	303275	O'REILLY AUTO PARTS	FLEET MAINTENANCE	532.07
08/11/2017	303276	OAKWOOD BIBLE CHURCH	LAKEVIEW #1 DEPOSIT	100.00
08/11/2017	303277	OFFICE DEPOT, INC.	PD OFFICE SUPPLIES	381.08
08/11/2017	303278	OTTEN TROPHIES	PARK BOARD RECYCLED	90.00
08/11/2017	303279	PARHAM, EDWARD	RAMONA #1 REFUND	100.00
08/11/2017	303280	PATESEL, TERRY	UMPIRE PAYROLL	94.00

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Check Dates From: 7-30-2017 To: 8-13-2017

Check Date	Check	Vendor Name	Description	Amount
08/11/2017	303281	PAYSCALE, INC.	SALARY DATA-PAYSCALE	3,999.00
08/11/2017	303282	PEET, LISA	RENTAL DEPOSIT REFUND	100.00
08/11/2017	303283	PETERMAN CONCRETE CO.	CONCRETE DISPOSAL	1,480.00
08/11/2017	303284	PHELPS, DAWN	GRAIN ELV DEPOSIT RE	100.00
08/11/2017	303285	POST, DOUGLAS	FINAL BILL REFUND	12.64
08/11/2017	303286	PREMIUM TITLE SERVICES INC	OVER PMT STAX 17	923.90
08/11/2017	303287	PRINE, MARNA	TRIP REFUND	829.00
08/11/2017	303288	R W LAPINE INC.	FURNACE REPLACEMENT	3,168.64
08/11/2017	303289	RANDALL L BROWN & ASSOC. PLC	LAKE EFFECT APPEAL	100.00
08/11/2017	303290	RECYCLE AWAY, LLC	RECYCLE BINS	3,483.91
08/11/2017	303291	RENEWED EARTH, INC.	LEAF AND BRUSH REMOV	9,083.33
08/11/2017	303292	RHODES, KEVIN	UMPIRE PAYROLL	168.00
08/11/2017	303293	SCHMIDT, TAYLOR	HAYLOFT DEPOSIT	150.00
08/11/2017	303294	SCHOENWETHER, PAM	SCHRIER DEPOSIT	100.00
08/11/2017	303295	SEARS, KATRINA	CENTRAL DEPOSIT	100.00
08/11/2017	303296	SENIOR SERVICES, INC.	SERVICES BOOK AD	50.00
08/11/2017	303297	SMITH, PAM	RAMONA #1 REFUND	100.00
08/11/2017	303298	SMITH, ROBERT	UMPIRE PAYROLL	42.00
08/11/2017	303299	SOS TECHNOLOGIES	FIRE EMS SUPPLIES	486.00
08/11/2017	303300	STATE SYSTEMS RADIO, INC	PROGRAMMING ISSUE	2,208.58
08/11/2017	303301	STEENSMA LAWN & POWER EQUIPMENT	EXMARK BAGGER	3,873.13
08/11/2017	303302	STRONG, NANCY	LAKEVIEW #2 DEPOSIT	100.00
08/11/2017	303303	STURGIS BANK & TRUST	OVER PMT SUMMER TAX	1,239.95
08/11/2017	303304	SUDS MOBILE CLEANING SYSTEMS, LLC	MOBILE CLEANING	375.00
08/11/2017	303305	SUITS U TAILOR SHOP INC	UNIFIORM ALTERATIONS	106.00
08/11/2017	303306	TANNER, STEVE	EMPLOYEE REIMBURSEME	998.35
08/11/2017	303307	TERHOFTER, TIMOTHY	REFUND	241.25
08/11/2017	303308	THOMPSON, DEBBIE	CENTRAL PARK REFUND	100.00
08/11/2017	303309	TODD ARBANAS ENTERPRISES INC.	TREE REMOVAL SERVICE	3,900.00
08/11/2017	303310	TRACY TIME SYSTEMS	ANNUAL SERVICE	105.00
08/11/2017	303311	TYLER, DENISE	RAMONA #1 REFUND	100.00
08/11/2017	303312	U S POSTMASTER	POSTAGE FOR SEPT & OCT	8,000.00
08/11/2017	303313	UNITED PARCEL SERVICE	WEEKLY DELIVERY	23.84

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Check Dates From: 7-30-2017 To: 8-13-2017

Check Date	Check	Vendor Name	Description	Amount
08/11/2017	303314	VANDERHORST, THOMAS & JANIE	COMPENSATION	2,100.00
08/11/2017	303315	VANGUARD FIRE & SUPPLY CO., INC.	ANNUAL INSPECTION	433.70
08/11/2017	303316	VANWORMER, BEVERLY	LAKEVIEW #2 DEPOSIT	100.00
08/11/2017	303317	VERIZON WIRELESS SERVICES, LLC	CELL PHONE SERVICE	2,468.85
08/11/2017	303318	WASTE MANAGEMENT	2017 SPRING CLEAN UP	147,735.00
08/11/2017	303319	WATKINS, GREG	UMPIRE PAYROLL	192.00
08/11/2017	303320	WEST MICHIGAN OFFICE INTERIORS	FIRE OFFICE SUPPLIES	85.00
08/11/2017	303321	WINGFOOT COMMERCIAL TIRE	FIRE APPARATUS MAINT	120.37
08/11/2017	303322	WOLFE, MATT	EMPLOYEE REIMBURSEMENT	164.37
08/11/2017	303323	Y W C A, INC	16/17 HPS CONTRACT	5,842.50
08/11/2017	303324	ZOLL DATA SYSTEMS, INC.	FIRE APPARATUS MAINT	1,800.00
08/11/2017	303325	55TH DISTRICT COURT	BAIL BOND	400.00
08/11/2017	303326	10TH DISTRICT COURT	BAIL BOND	350.00
08/11/2017	303327	WEISSERT, CATHY	EMPLOYEE REFUND	55.00
08/11/2017	303328	TRACTOR SUPPLY CORP.	SUPPLIES	95.66
08/11/2017	303329	BELSON OUTDOORS, INC.	TRASH RECEPTACLES	2251.09
08/11/2017	303330	AR ENGINEERING LLC	PLAN REVIEWS	4768.94
08/11/2017	303331	HOME DEPOT	SUPPLIES	1017.34
08/11/2017	303332	PETERMAN CONCRETE CO.	SUPPLIES	146.23
			Total Paper Checks:	493,342.01
Check Type: Auto-Pay Payments:				
7/31/2017	5173	CITY OF PORTAGE	WATER-SEWER UTILITIES	1,710.71
8/8/2017	5222	CONSUMERS ENERGY	GAS-ELECTRICITY	14,559.60
08/11/2017	5244	CONSUMERS ENERGY	GAS-ELECTRICITY	1,105.02
			Total Auto-Pay Payments:	17,375.33
			Grand Total	958,335.62

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: FEMA Corporation - PA 198 Tax Abatement

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council, subsequent to the Public Hearing, adopt:

1. Resolution No. 2-17, expanding Industrial Development District No. 55 for 1716 Vanderbilt Avenue, and
2. Resolution No. 3-17, setting a public hearing on the Industrial Facilities Exemption Certificate application for FEMA Corporation on September 12, 2017.

On August 8, 2017, City Council accepted a request from the FEMA Corporation to expand Industrial Development District No. 55 at 1716 Vanderbilt Avenue and extend an associated PA 198 tax abatement application for a six-year real property tax abatement. FEMA Corporation designs, manufactures and tests custom engineered electro-hydraulic components. The company is proposing to construct a 47,567-square-foot building addition along the west side of the existing facility at 1716 Vanderbilt Avenue and invest in machinery and associated equipment to accommodate projected business and employment growth. FEMA Corporation proposes to retain 150 jobs and create 14 new jobs within two years as a result of the project. The expansion of Industrial Development District No. 55, as shown on the attached vicinity map, is requested to facilitate this planned project.

Summary of PA 198 Process

The process to receive a tax abatement is initiated with the filing of a request to establish or expand an industrial development district. Following a public hearing and the decision on establishing or expanding 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 adopts the resolution approving the application for an industrial facilities exemption certificate. The application materials are forwarded to the State Tax Commission and the agreement is submitted to the Department of Treasury. If City Council adopts a resolution disapproving the application for the certificate, the applicant may still proceed and file the application with the State Tax Commission, which renders final approval or

disapproval of the industrial facilities exemption certificate.

Preliminary Environmental Analysis

A preliminary planning and environmental investigation of the proposed industrial activity has been completed. The facility is situated on property that is zoned I-1, light industry and adjacent properties are also zoned light industry. All state and federal regulations pertaining to hazardous material handling, storage and disposal will be met. Vanderbilt Avenue is within the Shaver Road industrial area and is identified for industrial development in the City of Portage Comprehensive Plan.

Project Impact Analysis

A project impact analysis has been prepared for the project, which notes that the proposed investment consists of \$2,250,000 of real property improvements. Significant personal property investments are also planned, but these are not included in the tax abatement request because such investments are considered Exempt Manufacturing Personal Property. Assumptions utilized in the analysis are detailed on page one of the attached report. Sample calculations are included and a summary table organizes the results of these calculations for City Council reference.

Through the analysis, and consistent with the adopted policy of the City Council, with a six-year 50 percent abatement of real property, the proposed project will result in cumulative revenue to the city of \$48,898 over the twenty years of the impact analysis. The direct annual General Fund abatement cost to the city is \$4,219, with a total cost to the General Fund of \$25,214. With 14 new jobs anticipated and using the average salary information in the application to calculate primary and secondary impacts, the development would generate an estimated \$841,500 of additional economic benefit to the community.

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 60.93 mill rate, the estimated taxes generated for all taxing units would total \$386,403 over the six-year abatement period. The table below provides the estimated total tax revenue foregone by the local unit of governments.

City of Portage	\$36,732
Kalamazoo County	\$23,860
KRESA	\$20,303
KVCC	\$8,907
Portage District Library	\$4,756

Portage Public Schools' revenue is subject to the 1994/95 school aid legislation, and is largely provided by the state. 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 4.06 percent. This percentage reflects the previously approved and active industrial tax abatements and the requested abatement by the applicant.

Conclusion

The current application by FEMA Corporation is consistent with the city's adopted industrial tax abatement incentive policy. Given the significant investment being made with this development project, including building, site improvements, and personal property improvements, this project will result in a notable benefit to the community. Therefore, it is recommended that City Council adopt

Resolution No. 2-17 expanding Industrial Development District (IDD) No. 55 for 1716 Vanderbilt Avenue and Resolution No. 3-17 setting a public hearing on September 12, 2017 for issuance of Industrial Facilities Exemption Certificates for real property in the estimated amount of \$2.25 million within IDD No. 55.

FUNDING: Not Applicable

Attachments:

1. FEMA Corporation Tax Abatement Application
2. Preliminary site plan of proposed improvements
3. Vicinity Map
4. Project Impact Analysis
5. Resolution No. 2-17
6. Resolution No. 3-17



Corporation

1716 Vanderbilt Ave. • Portage, MI 49024
 PH. (269) 323-1369 • FAX (269) 323-0108

July 31, 2017

Honorable Mayor and City Council
 City of Portage
 7900 South Westnedge Avenue
 Portage, Michigan 49002



FEMA Corporation, a manufacturer serving a number of industries, is pleased that the "great recession" seems to be behind us. We saw a 23% reduction in sales from 2013 through 2016. We held true, however, to our mission statement and did not have any layoffs during this period. Through this downturn we prepared ourselves for our next growth period. We expanded our lean manufacturing techniques company wide, we invested in our people's training and strategic automation, and are proud to have become fully certified to the 14001 ISO environmental standards.

With the industries we serve recovering and expanding, we believe it is time for FEMA to also expand. In 2014 we purchased property in Otsego Michigan and have a site plan ready to proceed. However, we believe utilizing the full Portage facility master site plan prior would give us the quickest and least disruptive production capacity.

We respectfully request that the City of Portage grant approval of the attached request for tax abatement on a \$2,250,000 proposed 47,567 square foot expansion to the North of our existing Vanderbilt facility.

Some supporting information regarding FEMA Corporation's positive role in the City follows:

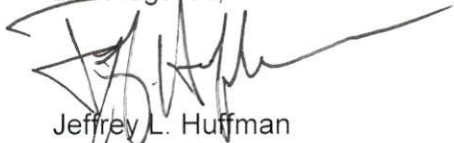
- ▶ We are a highly technical manufacturer. Manufacturing continues to be a positive influence on the local and greater economies due to the multiplier effect. We buy significant amounts of product and services locally, and in Michigan, we employ locally, we encourage and pay for education for our employees and work with local high school STEM programs and various universities to attract the technical excellence both FEMA and Portage desires.
- ▶ Industries we serve include construction, agriculture, energy, manufacturing, automotive and recreational sports.
- ▶ We enjoy a diverse workforce which we have expanded in recent months and have plans with this project to add 14 more in capacities from custodial, to plant operators, technicians and engineers. With this expansion, our projected payroll will exceed \$10 million and expand to over 200 people.
- ▶ Our commitment to our environmental responsibility is represented by our newly attained ISO 14001 certification.
- ▶ In our previous expansions and requests, we met or exceeded our projected hiring additions both in number and in payroll dollars.
- ▶ FEMA Corporation currently pays over \$143,000 in real and personal property taxes annually and we not delinquent in any amount to the city.

FEMA Corporation would like to compliment and thank the City Development Department for their supportive and helpful role in expanding here in the City of Portage.

We have no outstanding environmental issues with any governmental body.

Thank you for your consideration.

Best regards,

A handwritten signature in black ink, appearing to read 'Jeffrey L. Huffman', with a long horizontal flourish extending to the right.

Jeffrey L. Huffman
President
FEMA Corporation

Application for Industrial Facilities Tax Exemption Certificate

Contents:

- Detailed request for exemption
 - Form 1012 Application for Industrial Facilities Tax Exemption Certificate
 - Project financial details
 - Project diagram
 - Existing Industrial Development District 55
 - Notarized statement indicating no environmental issues
 - Pictures – existing manufacturing facility and equipment and aerial photo of existing facility
-

Detailed request for exemption

We know from your past support and current discussions with the Portage Community Development team that Portage is pro-growth in manufacturing. Not only does this growth lead to additional employment in the community, but compounded benefits are gained through the multiplier effect – both locally and for our State.

We spent \$34 million in 2016 on materials, labor and services with a ripple effect starting here in Portage.

Our application indicates we will add 14 additional positions for a total compensation with benefits over the duration of the abatement of \$3 million. The 14 we are projecting include 1 engineer, two technicians, a purchasing planner and 10 assembly and test operators. As you might expect, the projected total compensation of this group will be disparate, but on average will exceed \$51,000 annually.

FEMA Corporation is a high tech manufacturer, competing successfully in a global market, wanting to expand in Portage, Michigan. We do not have any outstanding environmental issues with any governmental body nor do we have any real or personal property leases. We do not have any additional service requirement from the city, rather, we desire for the City to partner with us through the abatement process to increase the employment and tax base in our city.

Application for Industrial Facilities Tax Exemption Certificate

FEMA Corporation

Project financial details

Site work	70,000
Building	1,441,000
Elec./Plumb./HVAC/Sprinkler	739,000
Total	2,250,000

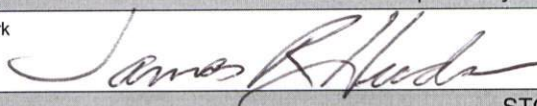
Production in our last expansion:



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 <u>August 3, 2017</u>
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) FEMA CORPORATION OF MICHIGAN		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 3494	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 1716 VANDERBILT AVE., PORTAGE MI 49024		1d. City/Township/Village (indicate which) PORTAGE	1e. County KALAMAZOO
2. Type of Approval Requested ☒ New (Sec. 2(5)) ☐ Transfer ☐ Speculative Building (Sec. 3(8)) ☐ Rehabilitation (Sec. 3(6)) ☐ Research and Development (Sec. 2(10)) ☐ Increase/Amendment		3a. School District where facility is located PORTAGE	3b. School Code 45
4. Amount of years requested for exemption (1-12 Years) 6 YEARS REAL PROP.			

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)	2,250,000
* Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	
6b. Cost of machinery, equipment, furniture and fixtures	Real Property Costs
* Attach itemized listing with month, day and year of beginning of installation, plus total	
6c. Total Project Costs	Personal Property Costs
* Round Costs to Nearest Dollar	
	2,250,000
	Total of Real & Personal Costs

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

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements	9/15/2017	4/15/2018	☒ Owned ☐ Leased
Personal Property Improvements			☐ Owned ☐ Leased

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

9. No. of existing jobs at this facility that will be retained as a result of this project. 150	10. No. of new jobs at this facility expected to create within 2 years of completion. 14
---	--

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

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

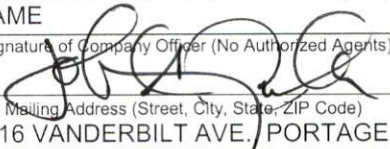
12a. Check the type of District the facility is located in: ☒ Industrial Development District ☐ Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit) 5/23/1989	12c. Is this application for a speculative building (Sec. 3(8))? ☐ Yes ☒ No
--	---

APPLICANT CERTIFICATION - complete all boxes.

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

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

13a. Preparer Name JOHN A. PULA	13b. Telephone Number 269-323-1369	13c. Fax Number 269-323-0108	13d. E-mail Address jpula@fema-corp.com
14a. Name of Contact Person SAME	14b. Telephone Number	14c. Fax Number	14d. E-mail Address
▶ 15a. Name of Company Officer (No Authorized Agents) SAME			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number	15d. Date
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 1716 VANDERBILT AVE. PORTAGE MI 498024		15f. Telephone Number	15g. E-mail Address

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

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

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

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

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

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

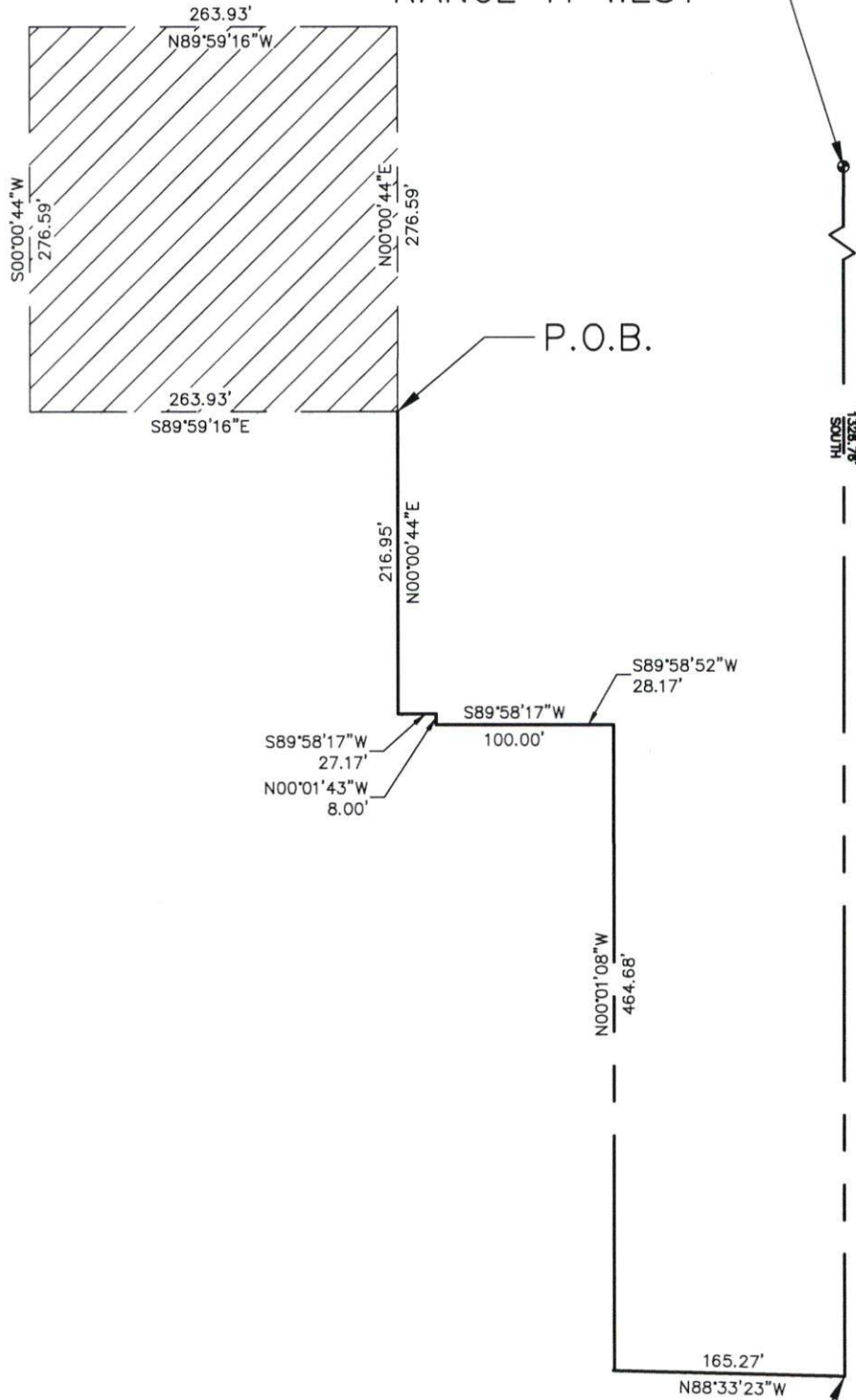
Local Unit: Mail one original and one copy of the completed application and all required attachments to:

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

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

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

NE ¼ CORNER SECTION
29, TOWN 3 SOUTH,
RANGE 11 WEST



NORTH EAST 1/4

Drawing No. 1	Title: BUILDING ADDITION FEMA	Job No.: 17-030D	 hurley & stewart 2800 south 11th street kalamazoo, michigan 49009 269.562.4960 fax 269.562.4961 www.hurleystewart.com
	Project: DELTA DESIGN SYSTEMS, INC	Date: 07/27/17	
	Client:	Scale: AS NOTED	
		P.M.: TDH Dft: DJM QA/QC: 07/27/17	

DESCRIPTION FOR PROPOSED BUILDING

PART OF THE NORTHEAST $\frac{1}{4}$ OF SECTION 29, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN DESCRIBED AS: Commencing at the northeast corner of said section 29; thence S00°00'00"E along the east line of said section a distance of 1326.76 feet to a nail found at the southeast corner of the northeast $\frac{1}{4}$ of the northeast $\frac{1}{4}$ of said section 29; thence N88°33'23"W a distance of 165.27 feet; thence N00°01'08"W a distance of 464.68 feet; thence S89°58'52"W a distance of 28.17 feet; thence S89°58'17"W a distance of 100.00 feet; thence N00°01'43"W a distance of 8.00 feet; thence N89°58'17"W a distance of 27.17 feet; thence N00°00'44"E a distance of 216.95 feet to the Point Of Beginning; thence N00°00'44"E a distance of 276.59 feet; thence N89°59'16"W a distance of 263.93 feet; thence S00°00'44"W a distance of 276.59 feet; thence S89°59'16"E a distance of 263.93 feet to the Point of Beginning.

Described piece of land contains 73,000 square feet OR 1.676 acres more or less.

Drawing No.

2

Title:

**BUILDING ADDITION
FEMA**

Project:

Client:

DELTA DESIGN SYSTEMS, INC

Job No.: 17-030D

Date: 07/27/17

Scale: AS NOTED

P.M.: TDH

Dft: DJM

QA/QC: 07/27/17



hurley & stewart, llc
2800 south 11th street
kalamazoo, michigan 49009
269.562.4960 fax 269.562.4961
www.hurleystewart.com



Corporation

1716 Vanderbilt Ave. • Portage, MI 49024
PH. (269) 323-1369 • FAX (269) 323-0108

City of Portage
7900 South Westnedge Avenue
Portage, Michigan 49002

RE: Notarized statement regarding environmental matters – PA 198 Application

To Whom It May Concern:

FEMA Corporation is in compliance with applicable environmental requirements and is not under any enforcement action by the Michigan Department of Environmental Quality or the U.S. Environmental Protection Agency.

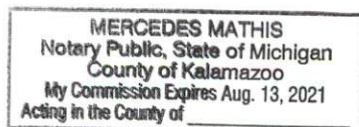
Regards,

John A. Pula
CFO
FEMA Corporation

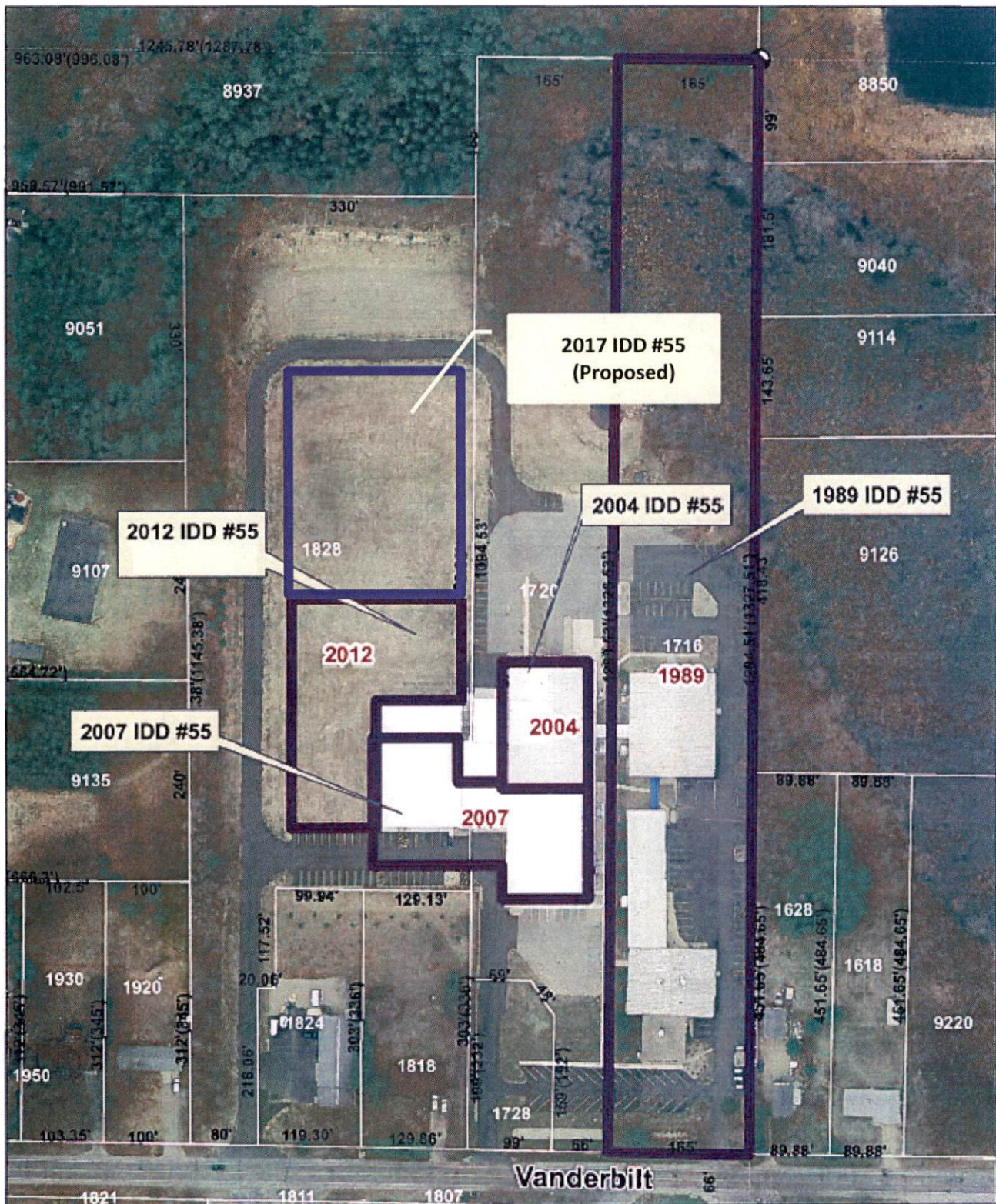
Subscribed and sworn before me on July 26, 2017

Notary Public

Mercedes Mathis
Print Name (Notary Public)



Seal



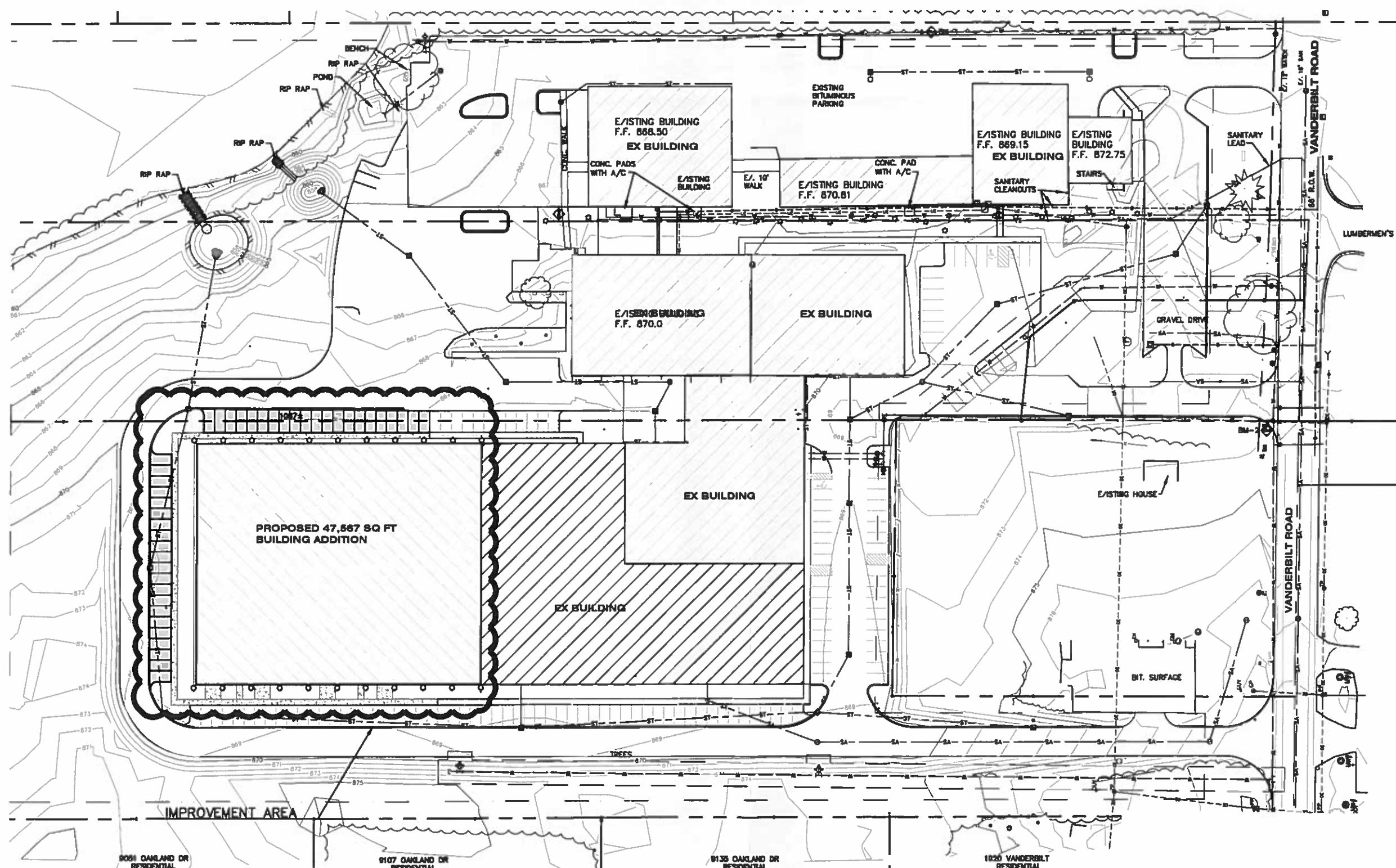
Legend

- IDD Boundary
- 2009 Aerial Photography

Location Map Industrial Development District #55



1 inch = 150 feet
Date: 8/7/2012

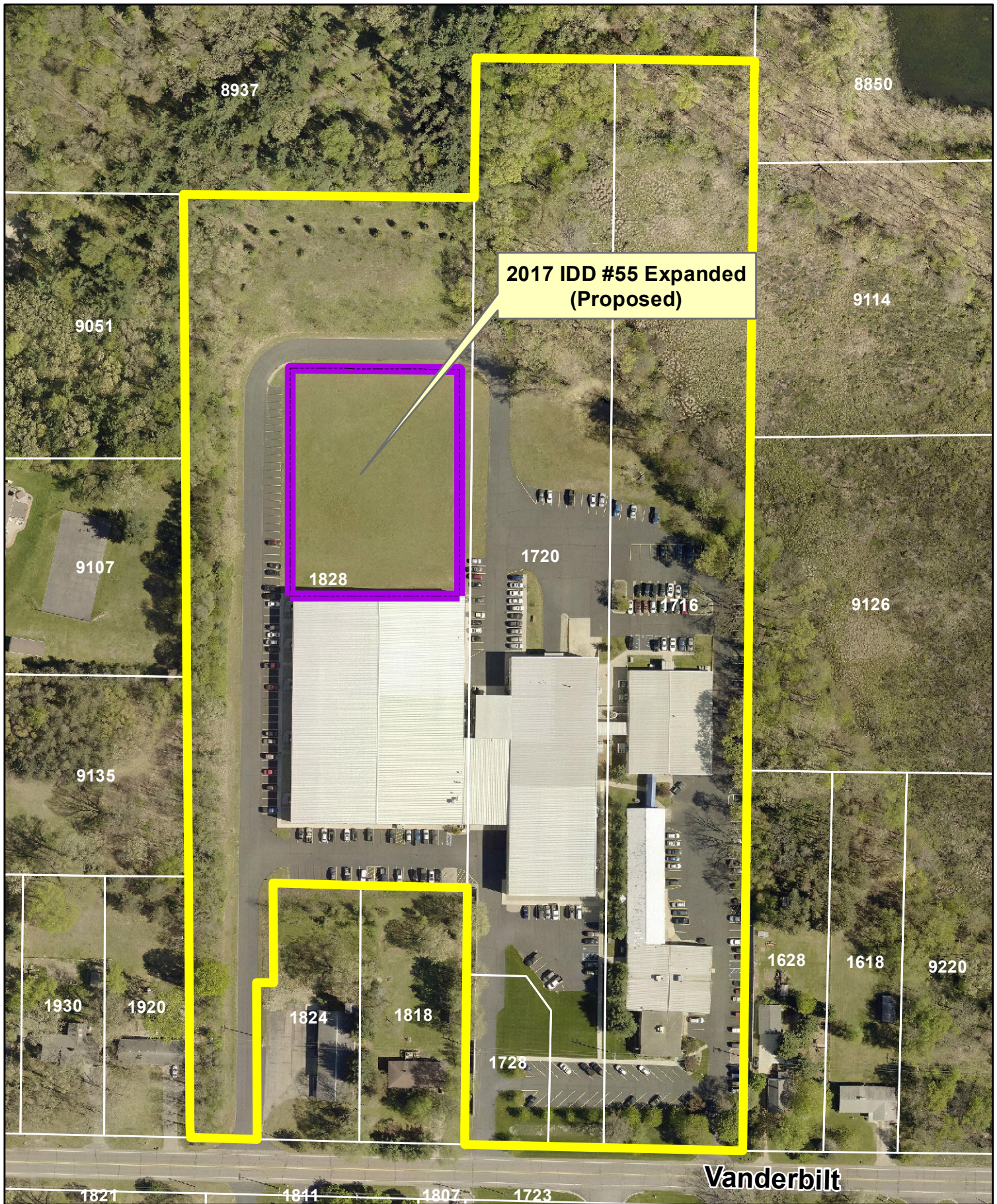


**OVERALL SITE LAYOUT
FEMA 2017 EXPANSION
DELTA DESIGN SYSTEMS, INC.**

Sheet Title
Project
Client
00/00/00
Sheet
C-3

Job No. 17-0300	P.L.M.T.H.	Dr: A.J. DAVIDS	07/20/17
1	SITE PLAN REVIEW	ISSUED FOR REVISIONS:	07/20/17
2	SITE PLAN REVISIONS		
3	REVISED WATER MAIN CONNECTION		

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



**2017 IDD #55 Expanded
(Proposed)**

Legend

- IDD Boundary
- FEMA property

2017 Aerial Photography

Location Map Industrial Development District #55 Expansion



1 inch = 150 feet
Date: 7/28/2017

PROJECT IMPACT ANALYSIS - FEMA 2017

Assumptions used in the following calculations:

Market value of property to be added :	
Real property.....	\$2,250,000
Personal property.....	\$0
Percentage tax abatement requested: (consistent with City Council policy)	
Real property.....	50.00%
Personal property.....	50.00%
Years of abatement requested:	
Real property.....	6
Personal property.....	0
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.....	14
Average annual income of each new employee.....	\$51,000
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.....	47,523
General Fund expenditures net of certain offsetting revenues: i.e., user charges and fees, grants, reimbursements	\$19,726,763
Current General Fund millage rate.....	7.5000
Per capita state revenue sharing to General Fund.....	\$84.36
Average annual inflation rate (2013 to 2016).....	0.89%
Annual increase in industrial real property value.....	0.00%
Annual increase in residential real property value.....	1.50%

PROJECT IMPACT ANALYSIS - FEMA 2017

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
14	\$51,000	\$714,000

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

Percentage of new employees assumed to be residents.....					33.00%	
Propensity for resident employees to consume locally.....					60.00%	
Propensity for non-resident employees to consume locally.....					50.00%	
	Distribution of labor force	Average annual income	Propensity to consume locally	Primary economic benefit		
Resident employees.....	5	\$51,000	60.00%	\$153,000		
Non-resident employees.....	9	\$51,000	50.00%	\$229,500		
				\$382,500		\$382,500

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	
	\$382,500	2.00	60.00%	\$459,000	\$459,000
----ADDITIONAL ECONOMIC BENEFITS TO THE COMMUNITY.....					\$841,500

PROJECT IMPACT ANALYSIS - FEMA 2017

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.....			\$2,250,000	
Personal property.....			\$0	
Current General Fund millage rate			7.50	
	First year property SEV	Millage rate	First year property taxes	
Real	\$1,125,000	7.50	\$8,438	
Personal	\$0	7.50	\$0	\$8,438

Equation 5-Calculation of additional property tax from new residents

Percentage of new employees constructing new homes.....					20.00%	
Value of new home as a factor of annual income.....					2.00	
	Number of new homes	Avg market value of each new home	Total SEV of new homes	General Fund millage rate	First year property taxes	
	3	\$102,000	\$153,000	7.50	\$1,148	\$1,148

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.....					\$84	
	Number of new resident employees	Number of members per household	Number of new residents	Per capita state revenue sharing	Additional state revenue sharing	
	5	2.40	12	\$84	\$1,012	\$1,012
----ADDITIONAL GENERAL FUND REVENUE.....						\$10,598

PROJECT IMPACT ANALYSIS - FEMA 2017

Equation 7-Annual tax abatement costs

Percentage tax abatement requested:				
Real property.....			50.00%	
Personal property.....			50.00%	
Years of abatement requested:				
Real property.....			6	
Personal property.....			0	
	First year	Requested		First year
	General Fund	abatement		tax
	property tax	rate		abatement
Real	\$8,438	50.00%		\$4,219
Personal	\$0	50.00%		\$0
				\$4,219

Equation 8-Additional service costs

Population, 2017 estimation.....					47,523	
General Fund expenditures net of certain offsetting revenues: i.e., user charges and fees, grants, reimbursements					\$19,726,763	
Costs of services	Number of residents	Cost per resident	Number of new residents	Additional cost for new residents		
\$19,726,763	47,523	\$415	12	\$4,980		\$4,980

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.....						\$9,199

CALCULATION OF RELATIVE COMPARISON FACTOR

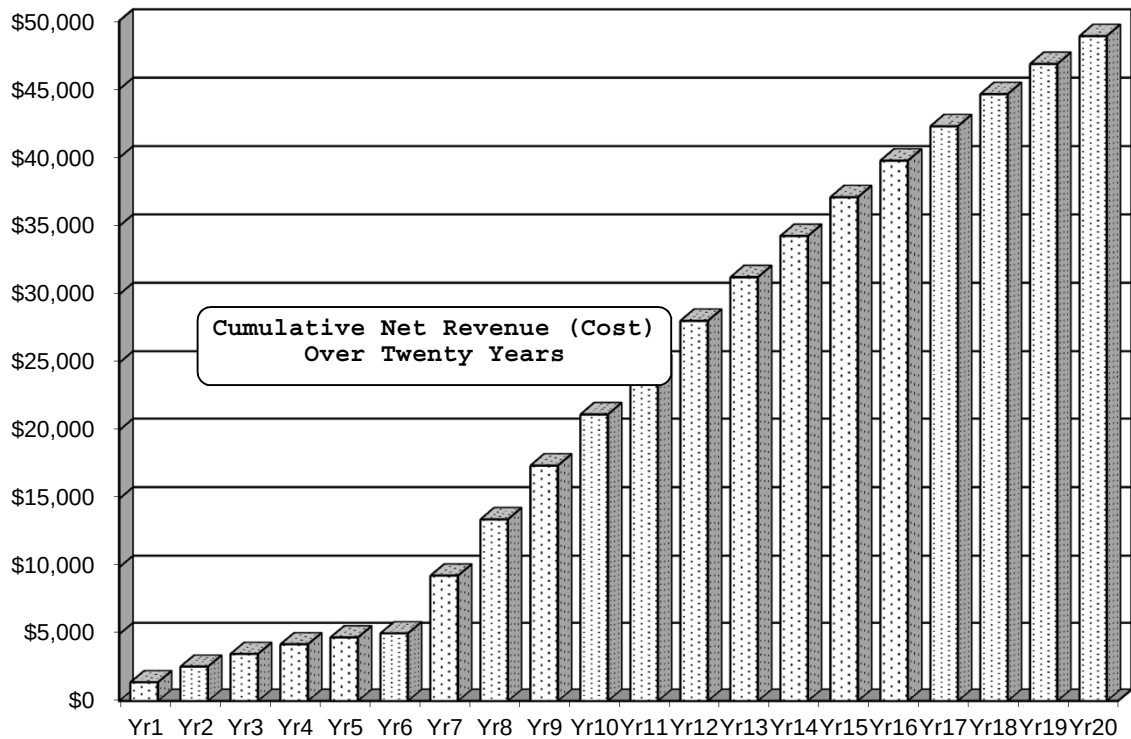
Equation 10-Relative comparison investment factor/initial cost per job created

Additional revenues	Additional (costs)	Net additional (cost)/revenue	Number of jobs created	(Cost)/revenue per job created
\$10,598	(\$9,199)	\$1,399	14	\$100

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 - FEMA 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	\$10,598	\$0	\$4,219	\$0	\$4,980	(\$9,199)	\$1,399	\$1,399
Yr2	\$10,413	\$0	\$4,219	\$0	\$5,024	(\$9,243)	\$1,170	\$2,569
Yr3	\$10,234	\$0	\$4,219	\$0	\$5,069	(\$9,288)	\$946	\$3,515
Yr4	\$10,059	\$0	\$4,219	\$0	\$5,114	(\$9,333)	\$726	\$4,241
Yr5	\$9,892	\$0	\$4,219	\$0	\$5,159	(\$9,378)	\$514	\$4,755
Yr6	\$9,729	\$0	\$4,219	\$0	\$5,205	(\$9,424)	\$305	\$5,060
Yr7	\$9,570	\$0	\$0	\$0	\$5,251	(\$5,251)	\$4,319	\$9,379
Yr8	\$9,418	\$0	\$0	\$0	\$5,298	(\$5,298)	\$4,120	\$13,499
Yr9	\$9,269	\$0	\$0	\$0	\$5,345	(\$5,345)	\$3,924	\$17,423
Yr10	\$9,127	\$0	\$0	\$0	\$5,392	(\$5,392)	\$3,735	\$21,158
Yr11	\$8,988	\$0	\$0	\$0	\$5,440	(\$5,440)	\$3,548	\$24,706
Yr12	\$8,854	\$0	\$0	\$0	\$5,488	(\$5,488)	\$3,366	\$28,072
Yr13	\$8,724	\$0	\$0	\$0	\$5,537	(\$5,537)	\$3,187	\$31,259
Yr14	\$8,598	\$0	\$0	\$0	\$5,586	(\$5,586)	\$3,012	\$34,271
Yr15	\$8,478	\$0	\$0	\$0	\$5,635	(\$5,635)	\$2,843	\$37,114
Yr16	\$8,361	\$0	\$0	\$0	\$5,685	(\$5,685)	\$2,676	\$39,790
Yr17	\$8,249	\$0	\$0	\$0	\$5,736	(\$5,736)	\$2,513	\$42,303
Yr18	\$8,140	\$0	\$0	\$0	\$5,787	(\$5,787)	\$2,353	\$44,656
Yr19	\$8,036	\$0	\$0	\$0	\$5,838	(\$5,838)	\$2,198	\$46,854
Yr20	\$7,934	\$0	\$0	\$0	\$5,890	(\$5,890)	\$2,044	\$48,898



**CITY OF PORTAGE, MICHIGAN
RESOLUTION NO. 2-17**

**EXPANDING PORTAGE INDUSTRIAL DEVELOPMENT DISTRICT NO. 55
FEMA CORPORATION**

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 at the 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 1716 Vanderbilt, Portage, Michigan, may be expanded 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 the expanded Portage Industrial Development District No. 55;

Please see attached Exhibit "A"

ADOPTED: YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

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

RESOLUTION DECLARED ADOPTED:

JAMES R. HUDSON, City Clerk

CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of the City of Portage, Michigan, Kalamazoo County, held on the _____ day of _____, 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: 8/2/2017

By: [Signature]
City Attorney

EXHIBIT A

Property located at 1716 Vanderbilt Avenue, Portage, Michigan, and more particularly described as follows:

City of Portage, County of Kalamazoo, State of Michigan is fully described as follows:

Part of the Northeast 1/4 of Section 29, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan described as: Commencing at the northeast corner of said section 29; thence S 00 degrees 00' 00" E along the east line of said section a distance of 1326.76 feet to a nail found at the Southeast corner of the Northeast 1/4 of the Northeast 1/4 of said Section 29; thence N 88 degrees 33' 23" W a distance of 165.27 feet; thence N 00 degrees 01' 08" W a distance of 464.68 feet; thence S 89 degrees 58' 52" W a distance of 28.17 feet; thence S 89 degrees 58' 17" W a distance of 100.00 feet; thence N 00 degrees 01' 43" W a distance of 8.00 feet; thence N 89 degrees 58' 17" W a distance of 27.17 feet; thence N 00 degrees 00' 44" E a distance of 216.95 feet to the Point of Beginning; thence N 00 degrees 00' 44" E a distance of 276.59 feet; thence N 89 degrees 59' 16" W a distance of 263.93 feet; thence S 00 degrees 00' 44" W a distance of 276.59 feet; thence S 89 degrees 59' 16" E a distance of 263.93 feet to the Point of Beginning.



Described piece of land contains 73,000 square feet or 1.676 acres more or less.

Z:\Jody\PORTAGE\Industrial\FEMA\District No 55\Resolution #2.08022017.docx

**CITY OF PORTAGE, MICHIGAN
RESOLUTION NO. 3-01
TO SET THE PUBLIC HEARING ON A FACILITIES TAX
EXEMPTION CERTIFICATE FOR FEMA CORPORATION
INDUSTRIAL DEVELOPMENT DISTRICT NO. 55**

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 Expanded Industrial Development District No.55;

WHEREAS, FEMA CORPORATION, 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 FEMA CORPORATION 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 FEMA CORPORATION application for an Industrial Facilities Exemption Certificate with regard to proposed new facility within said Industrial Development District.

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

(a) The City of Portage has established FEMA Corporation Expanded Industrial Development District No.55 and has now received and will consider an application for a Facilities Exemption Certificate for building construction 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 FEMA Corporation Industrial Development District No. 55, 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: 8-11-2017
By: CRB
City Attorney

z:\jody\portage\industrial\fema\district no 55\resolution #3.080817.docx

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Ambulance Service Provider Contract

SUPPORTING PERSONNEL: Nicholas Arnold, Director of Public Safety - Police / Fire Chief
John Podgorski, Senior Deputy Fire Chief

ACTION RECOMMENDED: That City Council award a contract to Pride Care Ambulance of Portage, Michigan, for the provision of ambulance service in the City of Portage for a period of three years, with the option for five one-year renewals, and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The City of Portage currently facilitates emergency response services to Portage residents by forwarding calls for service to Life EMS Ambulance and Pride Care Ambulance on a monthly rotating basis. That is to say that one month, calls are forwarded to one firm and the next month, calls are forwarded to the other firm. In February 2015, Mark Meijer of Life EMS Ambulance requested a meeting with the City Administration to indicate that the one month on, one month off model does not allow his company to adequately staff its operations as a result of the dramatic fluctuation in call volume from month to month. Mr. Meijer stated that Life EMS Ambulance could not commit to continuing to provide emergency response services in the City of Portage in this manner for the long-term.

In April 2015, a nine-member Portage EMS Committee, consisting of Portage Public Safety Director Arnold, Senior Deputy Fire Chief Podgorski, Assistant Fire Chief French and six Fire Division personnel, was formed to explore the benefits of continuing with the monthly rotation method or moving to the use of a single ambulance service. Several meetings over many months took place with Life EMS, Pride Care Ambulance and the Kalamazoo County Medical Control Director, Dr. William Fales to study how the City of Portage might facilitate better response times and stronger medical capabilities for those responding to medical emergencies in Portage.

The use of a single ambulance service provides many advantages over the monthly rotation method, including seamless communications between dispatch personnel, a balanced workforce of paramedics and consistent staffing levels, a better distribution of available resources (ambulances) within the City of Portage and a collaborative approach to providing the best service to the community. Additionally, in the attached communication dated December 7, 2001, Dr. Fales said, "It has long been the position of the Kalamazoo County Medical Control Authority that a single, high performance ambulance service serving one or more local governmental units is preferred to two or more competing ambulance services covering the same jurisdiction." Dr. Fales maintains this position today. As such, the Portage EMS Committee and the City Administration determined that awarding a contract to a single

ambulance service will provide the highest level of quality medical response to Portage residents. A 9-1-1 caller has and shall retain the ability to request and receive service from any advanced life support service company they choose should a contract with a single ambulance provider be awarded.

On May 4, 2017, the attached Request for Proposal (RFP) for a single ambulance provider was sent to the four agencies currently certified by Kalamazoo County Medical Control to provide advanced life support services for Kalamazoo County (Life EMS Ambulance, Pride Care Ambulance, LifeCare Ambulance Service and South County EMS). Proposals were received from Life EMS Ambulance and Pride Care Ambulance by the June 13, 2017 deadline.

The Portage EMS Committee, as well as the City Administration and the IAFF Local 1467 Executive Board, provided a comprehensive review of each of the two proposals. On July 18, 2017, the EMS Committee convened to discuss the proposals and determine a preferred provider. Information from Fire Division personnel and Department of Public Safety radio operators was also considered, along with response time data collected by the Portage Fire Division. The attached communication from Chief Arnold provides a summary of the evaluation process. The EMS Committee determined that both Life EMS Ambulance and Pride Care Ambulance are qualified to perform the requested service and met all of the requirements of the RFP. Both firms are also nationally accredited. For the first six months of 2017, Pride Care Ambulance has provided a response time two minutes and 53 seconds faster than that of Life EMS Ambulance. Pride Care Ambulance is headquartered in the City of Portage and Life EMS is headquartered in Grand Rapids, Michigan with a location in Kalamazoo. Pride Care Ambulance has historically exhibited a willingness to respond to requests from Portage Public Safety personnel to adapt their response procedures, which assisted the Fire Division in attaining accreditation.

Pride Care Ambulance has demonstrated a proven commitment to the City of Portage with impressive response times, patient care and professional interaction with public safety personnel. After a thorough evaluation by the EMS Committee and a unanimous vote by its members, it is recommended that City Council award a contract to Pride Care Ambulance of Portage, Michigan for the provision of ambulance service in the City of Portage for a period of three years, with the option for five one-year renewals, and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: No City of Portage funds will be expended for the provision of this service. The ambulance service provider will bill the patients and/or their medical insurance providers directly.

Attachments:

1. Communication dated December 7, 2001 from Kalamazoo County Medical Control Director, Dr. William Files
2. Communication dated August 17, 2017 from Nicholas J. Arnold, Public Safety Director
3. Request for Proposal
4. Response Time Data

KALAMAZOO COUNTY MEDICAL CONTROL AUTHORITY

- A NON-PROFIT ORGANIZATION DEDICATED TO QUALITY EMERGENCY MEDICAL SERVICES -

William D. Fales, MD, FACEP
Medical Director

Robert N. Farrell, MA, EMT-P
I/C
EMS Systems Administrator

Administrative Agencies

Borgess Medical Center

Bronson Methodist Hospital

Michigan State University/
Kalamazoo Center for Medical
Studies

Participating Agencies

Alamo Township Fire
Department

Bronson Vicksburg Hospital

Climax Township Fire
Department

Charter Township of Comstock
Fire Department

Cooper Charter Township Fire
Department

Galesburg-Charleston Township
Fire Department

Kalamazoo-Battle Creek
International Airport Crash Fire
and Rescue

Kalamazoo County Ambulance
Service

Kalamazoo County Emergency
Management

Kalamazoo Department of Public
Safety

Charter Township of Kalamazoo
Fire Department

Life EMS Ambulance

LifeCare Ambulance Service

Oshtemo Fire Department

Parchment Fire Department

Pavilion Fire Department

City of Portage Fire Department

Pride Care Ambulance Service

South County EMS

South Kalamazoo County Fire
Authority

Charter Township of Texas Fire
and Rescue Department

West Michigan AirCare

Date: December 7, 2001

To: Randolph Lawton, Chief
City of Portage Fire Department

From: William Fales, MD, FACEP
EMS Medical Director

RE: ADVANTAGES TO LOCAL UNITS OF GOVERNMENT IN USING A SINGLE, HIGH PERFORMANCE AMBULANCE SERVICE

This is in response to your request for information on the use of a single ambulance service by a local unit of government. It has long been the position of the Kalamazoo County Medical Control Authority (KCMCA) that a single, high performance ambulance service serving one or more local governmental units is preferred to two or more competing ambulance services covering the same jurisdiction. The following points support the sole provider concept:

1. **Responsibility to Citizens:** KCMCA has held that responsibility for assuring high quality EMS is shared between local governmental units and KCMCA. KCMCA establishes minimum standards for agencies and holds the agencies accountable to these standards. KCMCA does not select ambulance services for individual communities. Local units of government have a fundamental responsibility to provide the highest level of ambulance service possible and practical. It is reasonable for citizens to expect that local government has made provisions for their safety by assuring that high performance EMS is available when they need it.

Example: A serious trauma patient experiences a bad outcome and it is alleged that prehospital paramedic care was a contributing factor. Family members become aware that two ambulances serve the community on an alternating basis. They question government leaders as to why this specific ambulance responded. Was it the best service?

2. **Legal Implications:** In the event of a bad outcome, local government may be charged with negligence in failing to



assure that a potentially higher quality EMS agency responded.

Example: Why did the local government allow an ambulance to respond that was staffed with only one paramedic when there was another ambulance available with two paramedics?

3. **Disparity in Medical Equipment:** More than one ambulance provider results in differences in medical supplies and equipment. This creates problems of interoperability between ambulance and medical first responder (MFR) personnel.

Example: Fire rescue first responders are caring for a critically ill or injured patient in concert with paramedics. They are unfamiliar with how to operate a specific piece of ambulance equipment that is different from that used by the other ambulance service.

4. **Disparity in Ambulance Personnel:** More than one provider results in inherent differences in EMS personnel credentials. These differences may include additional training beyond KCMCA requirements and different levels of experience.

Example: Ambulance service "A" has paramedics with an average of six years of experience and with additional certifications beyond that required by KCMCA while service "B" paramedics have an average of three years experience and no such credentials.

5. **Cohesive Interagency Workforce:** EMS is most definitely a "team sport". Multiple ambulance providers expose fire rescue personnel to larger numbers of paramedics. This hinders the ability of ambulance and rescue personnel to develop rapport and to interact optimally while on scene during periods of tremendous stress and chaos.

Example: Fire rescue personnel and paramedics are caring for a critically injured and badly entrapped car crash patient. Simultaneous rescue activities and advanced patient care must be provided. Because the personnel from the two agencies do not routinely work together, interpersonal interactions are stressed and less than optimal management occurs.

6. **Ability to Hold Ambulance Service Accountable:** Without an ambulance contract, it becomes difficult for local governmental units to hold the ambulance

service(s) accountable for clinical or operational breaches. Local government must rely upon KCMCA to hold the agencies accountable and this may not always be consistent with the expectations of local government.

Example: Both ambulance services serving the community begin to have decreases in response time performance. Efforts to improve performance are limited to enforcement activities from KCMCA.

7. **Lack of a Performance Bond:** Without an ambulance contract, local governmental units have no recourse in the event that their ambulance service(s) fails to meet the local governments' needs.
8. **Replacement of Expendable Supplies:** A contract with a single ambulance provider may allow for the ability to have expendable medical supplies provided by the ambulance service resulting in financial savings to the local governments.
9. **Communications:** A single provider will afford consistency in operational standards while interacting with multiple agencies.

Example: Fire and ambulance units responding to a routine EMS incident involving an injured person try to communicate with one another. Currently the ambulance companies utilize a different communication "language" than the fire departments, causing confusion and the delay of appropriate action.

10. **Incident Management System:** A single EMS provider will be trained in and practice current IMS procedures utilized by fire, rescue and law enforcement. This will allow for improved operations and personnel safety on a day-to-day basis as well as for special operations and large-scale incidents.

Example: A multiple casualty incident involving hazardous materials at a public facility with potential high life safety issues was inefficiently managed due in part to a lack of understanding of IMS between fire and EMS responders.

I hope that this response sufficiently addresses your question. Please feel free to contact me if I can be of any future assistance. KCMCA remains committed to assisting the City of Portage and each of Kalamazoo County's local units of government in establishing the highest quality emergency medical services system.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: August 17, 2017

FROM: Nicholas J. Arnold, Public Safety Director

SUBJECT: Recommendation for Sole Source Ambulance Services

The Portage EMS Research Committee was formed in April of 2015 to conduct a Strengths, Weaknesses, Opportunity, Threats (SWOT) Analysis of the monthly rotation between both ambulance providers, an individual analysis of each provider, and the exploration of providing our own fire-based EMS program. A single source provider allows for consistency with dispatch and response procedures, a balanced workforce of paramedics, a better distribution of available resources (ambulances) within the City of Portage, and allows for a stronger collaborative approach to providing the best service to the community. It should be noted that Dr. William Fales, the Director of the Kalamazoo County Medical Control Authority, is in favor of the City of Portage selecting a single ambulance provider.

On May 4, 2017, the City of Portage solicited a Request for Proposal (RFP) for providing ambulance service, without cost to the City of Portage, for the treatment and transportation of individuals who are sick, injured, wounded or otherwise incapacitated or helpless within the boundaries of the City of Portage service area to hospital emergency care facilities, as requested by the City of Portage designated public safety answering point (911 center). In order to ensure the objective was met, the RFP was issued with clearly outlined proposal criteria to be addressed by the respondents. The RFP further included a detailed qualifications questionnaire to be answered by each of the respondents. The proposals were opened on June 13, 2017. The responsive firms are as follows:

- Pride Care Ambulance
- Life EMS Ambulance

The proposals were evaluated by a nine-member Portage EMS Committee, consisting of Portage Public Safety Director Arnold, Senior Deputy Fire Chief Podgorski, Assistant Fire Chief French and six Fire Division personnel. Both proposals were reviewed for responsiveness/compliance with the RFP. Based on the above objective, the following process was completed.

PROPOSAL EVALUATION PROCESS

Both of the proposals were first examined to determine whether or not they met all the requirements of the RFP, such as:

- Being licensed by the State of Michigan and afforded medical control by the Kalamazoo County Medical Control Authority (KCMCA).
- Having high quality field and support personnel.
- Ability to demonstrate a commitment to employee fitness and wellness.
- Ability to provide high quality medical equipment and have a replacement plan for all expendable medical supplies.
- Demonstrate response time performance as determined by the applicable KCMCA EMS dispatch protocol, with that response time compliance being maintained using a computer-aided dispatch system, with the understanding that fractal response time reports shall be evaluated for the entire contracted service area.
- Shall have in place a computer-aided dispatch (CAD) system capable of transmitting and receiving automated number location (ANI) and automated location information (ALI) to/from the City of Portage PSAP through direct modem connections between dispatch centers. This requirement is contingent upon approval from the appropriate dispatch authority.
- Have in place a global position satellite (GPS) vehicle tracking system.

Once the determination was made that both respondents met the initial RFP requirements, the following process took place:

- Each member of the committee was provided a copy of each proposal for their individual review.
- In anticipation of a meeting of the committee, a **summary overview* of the proposals was prepared to assist in evaluating each organization. (*No values or scores were assigned.)
- On July 18, 2017, the Department of Public Safety – Fire Division EMS Research Committee met to conduct a final review of the two proposals, at which time the committee discussed such topics as:
 - What are the values we want to see in an ALS provider?
 - Competency
 - Reliability
 - Performance partnership
 - The support of Dr. Fales in selecting a single source provider.
 - Review of the historical data collected by the fire division since achieving its fire accreditation award.
 - The difference in **response times* between Life and Pride. (*All data was collected by the Portage Department of Public Safety – Fire Division.)
 - For the first six months of 2017, we have noted the following performance measures for the City of Portage as it relates to Priority 1 and 2 calls for service. Pride Care has identified the priority of the call 20 seconds sooner than that of Life, for 90 percent of all related calls. In addition, Pride provided a response time 2:53 seconds sooner than that of Life, for 90 percent of all related calls.

- In terms of turnover calls, at times, both companies have incidents of call turnover, meaning that the service provider in service for the month has been given a call for service but is unable to respond within protocol and is required to turnover that call for service to the other off-month service provider. According to historical data, Life Ambulance has routinely had more “turnover” calls to Price Care than Pride Care has to Life.
 - Unit coverage for the City of Portage. The committee identified that Pride provided a daily unit utilization plan which increases the number of units typically provided for the City of Portage. This would not only reduce the response times but most likely eliminate or significantly reduce any turnovers to other agencies. Life indicated in their proposal they would continue providing services to meet the requirements of medical control.
 - The value of having a service provider headquartered in the City of Portage.
 - The offer by Pride to designate specific “Rigs” to the City of Portage and to mark them as such.
 - The responsiveness in working together towards improving medical response times.
 - The professional relationship between the City of Portage first responders and Pride and Life.
- Each member of the committee was free to express any thoughts or opinions and to comment on any aspect of the service providers or their proposals.
 - At the conclusion of the evaluation meeting, each member of the committee was asked to provide their opinion, and the result was unanimous, to recommend to the City of Portage that they select Pride Care as the sole source ambulance service.

RECOMMENDATION

After a thorough evaluation by the EMS Research Committee, it is recommended that the City of Portage enter into a formal contract for ambulance service with Pride Care Ambulance of Portage, Michigan. Based on their proposal and experience, Pride Care offers the best value in support of the needs of the residents of Portage.

Office of the City Manager

May 4, 2017

Ms. Vicki White, Executive Director, South County EMS, 13318 North Boulevard, Vicksburg, MI 49097
Mr. Bill Mears, CEO, Pride Care Ambulance, 5088 Meredith Street, Portage, MI 49002
Mr. Mark Meijer, President, Life EMS Ambulance, 1275 Cedar Street NE, Grand Rapids, MI 49503
Mr. Steve Frisbie, Director of Operations, LifeCare Ambulance Service, 330 Hamblin Ave.,
Battle Creek, MI 49037

Dear Sir/Madam:

Re: INVITATION TO SUBMIT PROPOSALS

The City of Portage invites sealed proposals for providing ambulance service, without cost to the City of Portage, for the treatment and transportation of individuals who are sick, injured, wounded or otherwise incapacitated or helpless within the boundaries of the City of Portage service area to hospital emergency care facilities as requested by the City of Portage designated public safety answering point (911 center). The contract will be for an initial three year term, renewable for five additional one-year periods.

The City of Portage values the delivery of high quality medical care. The City wants to ensure that the citizens and visitors of the City of Portage receive consistent high quality emergency ambulance service. The general characteristics of a high quality emergency ambulance provider include:

- A work force both clinical and non-clinical that is well trained, experienced and acts in a professional, caring and courteous manner with all of their customers, including patients, the patient's family, bystanders, first responders, hospital personnel and the media.
- A commitment to providing well-maintained and reliable vehicles and equipment that maintains a like-new appearance and operation at all times.
- A commitment to prompt on-scene arrival followed by the delivery of quality care.
- A commitment to caring about the work force in terms of diversity, pay and benefits, providing opportunities for professional growth and development and ensuring a safe work environment.
- A commitment to the community in terms of providing community education programs and participating in the life of the community through participation in community-based organizations and activities.

- A commitment to continuous quality improvement of all phases of the business by being accredited by the Commission of the Accreditation of Ambulance Services.
- A commitment to develop and maintain a positive, beneficial working relationship with the Portage Department of Public Safety and the citizens whom they serve.

The City of Portage does not guarantee that a minimum number of requests for transport or actual transports will occur. Proposers should be aware that the transportation service would be on an “as needed” basis. The only assurance the City of Portage makes is that if it is determined that the service is required and falls within the boundaries of the said agreement, the selected provider shall respond to all requests for emergency medical services that are received by the designated public safety answering points (PSAPs) serving the City of Portage through the 911 emergency system, unless otherwise specifically requested by caller.

Contractor qualifications, basic terms and conditions for the contract are attached, as is a list of information required for full consideration.

The City reserves the right to reject any or all proposals, to waive any irregularities, and further reserves the right to accept any proposal or parts of proposals which it deems to best serve the interest of the City. The City also reserves the right to negotiate with the proposer the terms and conditions of the contract.

For full consideration, proposals must be received no later than 5:00 p.m., Tuesday, June 13, 2017.

If you have any questions regarding this request, please contact me at (269) 329-4402 or e-mail boulisr@portagemi.gov. If you have any questions regarding the proposal or scope of work, please contact Senior Deputy Fire Chief John Podgorski at (269) 329-4487, e-mail podgorsj@portagemi.gov.

Sincerely,

Rob Boulis
Deputy City Manager

1. INSTRUCTIONS TO BIDDERS

1.1. Examination of Bid Documents

Before submitting a proposal, bidders shall carefully examine the specifications and shall fully inform themselves as to all existing conditions and limitations and shall indicate in the proposal the sum to cover the cost of all items included on the bid form.

1.2. Withdrawal of Proposals

Any bidder may withdraw its' proposal, either personally or by facsimile or written request, at any time prior to the scheduled closing time for receipt of proposals.

Each proposal shall be considered binding and in effect for a period of 120 days after the date of opening set forth in the advertisement.

1.3. Nondiscrimination

The Contractor agrees to comply with the Federal Civil Rights Act of 1964 as amended; the Federal Civil Rights Act of 1991 as amended; the Americans With Disabilities Act of 1990 as amended; the Elliott-Larsen Civil Rights Act, Article 2, Act no. 453, Public Act of 1976 as amended; the Michigan Handicapper's Civil Rights Act, Article 2, Act. No. 220; Public Act of 1976, as amended and all other applicable Federal, State and Local laws and regulations. Specifically, contractors are required not to discriminate against any employee or applicant for employment with respect to such person's hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of such person's height, weight, race, color, religion, national origin, ancestry, age, marital status, sex or disability, as defined by law. Breach of this covenant may be regarded as a material breach of the contract.

The City of Portage in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color or national origin in consideration for an award.

1.4. Contractor's Insurance

Proof of Insurance Coverage: The successful firm will be required to furnish to the City of Portage, at the time that the contracts are returned by the Contractor for execution, a Certificate of Insurance as well as any required endorsements. In lieu of required endorsements a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned below shall be furnished, if so requested.

If any of the coverages listed below expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Portage at least ten (10) days prior to the expiration date.

All insurers shall be either licensed or authorized to do business in the State of Michigan.

- A. Workers compensation insurance, including employer's liability, under the Workers Compensation Statutes of the State of Michigan.
- B. Comprehensive General Liability Policy of at least \$1,000,000/occurrence \$2,000,000/aggregate for personal injury and property damage.
- C. Comprehensive Automobile Liability Policy of at least \$1,000,000 for bodily injury and property damage on any automobile
- D. Professional medical liability insurance including errors and omissions with at least \$1,000,000/occurrence, \$2,000,000/aggregate
- E. Medical payment coverage at a per person limit of at least \$100,000
- F. Umbrella coverage shall be provided as additional coverage to all underlying liability policies (including professional Liability) of at least \$5,000,000.

Additional Insured: These coverages shall protect the contractor, its employees, agents, representatives against the claims arising out of the work performed. Comprehensive General Liability and Motor Vehicle Liability Insurance shall include an endorsement stating the following shall be additional insured: *The City of Portage, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers shall be named as additionally insured. Additionally, the Kalamazoo County Medical Control Authority, its officers, employees, elected and appointed officials, the medical director, and its parent organizations.* It is understood and agreed by naming the City of Portage and KCMCA as additional insureds, coverage afforded is considered to be primary and any other insurance the City of Portage and/or the KCMCA may have is considered to be secondary and/or excess. A policy endorsement shall be provided.

Cancellation Notice: All policies, as described above, shall include an endorsement stating it is understood and agreed that thirty (30) days Advanced Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change of the policy, and Ten (10) days written notice for non-payment of premium, shall be sent to the City of Portage Purchasing Manager, 7900 S. Westnedge Avenue, Portage, MI 49002. A policy endorsement shall be provided.

1.5. Indemnification

To the fullest extent permitted by Laws and Regulations, the Contractor, at its sole

cost and expense, shall indemnify and hold harmless the City of Portage and the Kalamazoo County Medical Control Authority (KCMCA) (hereinafter referred to as "Indemnified Parties") from and against all claims, costs, losses and damages (including but not limited to all fees and charges of, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from the performance of the Work or from the failure to comply with any covenant or term of the contract, provided that any such claim, cost, loss or damage: (i) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom or (ii) is caused in whole or in part by any act or omission of the Contractor, its agents, officers, contractors, employees, invitees, suppliers or any other person or entity, directly or indirectly employed by any of them to perform or furnish any of the Work or anyone for whose acts any of them may be liable. Provided, however, that the Contractor shall not be required to indemnify the Indemnified Party for injury, death, loss or damage caused by the sole negligence of the Indemnified Party. If such injury or damage is caused in whole or in part by the acts or omissions of the Indemnified Parties, then the indemnification obligation shall be reduced in proportion to the Indemnified Party's percentage of responsibility for such injury or damage.

In any and all claims against the City or KCMCA or any consultants, agents, officers, directors or employees of the City or KCMCA by any employee (or the survivor or personal representative of such employee) of the Contractor, any Supplier, any person or organization directly or indirectly employed by any of them to perform or furnish any of the Work, or anyone for whose acts any of them may be liable, the indemnification obligation above shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any such Supplier or other person or organization under workers' compensation Acts, disability benefit Acts or other employee benefit Acts.

Insurance coverage required by the contractor constitutes the minimum requirements and those requirements shall in no way lessen or limit the liability of the contractor under the terms of the contract.

1.6. Contract Manager

Senior Deputy Fire Chief John Podgorski, or his designee, shall be the City Contract Manager. The Contract Manager will be responsible for overseeing the execution of the contract.

1.7. Bidder Qualifications

Bidders must have the following qualifications:

- 1.7.1. Current accreditation by the Commission on the Accreditation of Ambulance Services (CAAS)
- 1.7.2. All dispatchers EMD certified by Medical Priority Dispatch
- 1.7.3. Authorized by the local medical control to operate an ALS service within Kalamazoo County.

1.7.4. Bidders must be able to perform all work without subcontracting or assigning any of the work, other than through mutual aid agreements per KCMCA.

1.8. Basis of Award

Award will be made to a responsive and responsible firm, in the sole discretion of the City, whose proposal is determined by the City to be in the best interest of the City. The City reserves the right to reject any or all proposals, to waive any irregularities, and further reserves the right to accept any proposal or parts of proposals which it deems to best serve the interest of the City.

1.9. Proposal Information

A total of four copies of the proposal shall be submitted which shall include the following items (A-S below). Additional supporting documents should be included as Appendices. City staff will review the proposals to determine which proposal is in the best interest of the City.

Additional supporting documents should be included as Appendices.

Summary/Introduction (not to exceed 2 pages)

Proposal Narrative (not to exceed 40 pages, must include core requirements as described in Section 3 -- Proposal and Contract Requirements.

- A. Organizational structure, State of Michigan license and Local Medical Control
- B. Personnel and their qualifications
- C. Equipment and Supplies
- D. Vehicles and Vehicular Maintenance
- E. Response Time Performance and Metrics used to Measure Performance
- F. Dispatch Operations and Communications (including emergency backup program)
- G. Field Operations
- H. Disaster and Domestic Preparedness
- I. Professionalism
- J. EMS Information System
- K. Community Service
- L. Business Practices and History
- M. Accreditation
- N. Continuous Quality Improvements
- O. Continuing Education Plan
- P. Minimum Daily type of Ambulance and Staffing Model
- Q. Attached Required Forms (Completed Qualifications Questionnaire, Attachments A, B, C, D)
- R. Signed Proposal Page
- S. Fee Schedule – To be included as Appendix A in contract.

1.10. Inspection of Bidder Facility and Equipment

The City reserves the right to inspect the bidder's facilities, ambulances and equipment prior to award of a contract. In this regard, the bidder shall provide the City full access to its facility, vehicles, apparatus, and all other equipment to be used under the agreement, within one week after notification from the City. Failure of the bidder to provide such access shall be considered a withdrawal of the bidder's proposal. If selected, the City will be given access to all of the above within the time frame described above to ensure compliance with all requirements of the contract.

As defined in the specification, all necessary apparatus shall be properly licensed and in safe and adequate operating condition to perform under the terms of the specification.

2. **SCOPE OF WORK**

2.1. Expertise and Judgment Required

Each Bidder is specifically advised to use its own best expert and professional judgment in deciding upon the methods to be employed to achieve and maintain the performance required under the contract. By "methods" Portage means compensation programs, shift schedules, personnel policies, supervisory structures, ambulance deployment techniques, and other internal matters which taken together, comprise each Bidder's strategies and tactics for accomplishing the task. Portage recognizes that different Bidders may employ different operating methods, perhaps with equal success. By allowing each Bidder to select, employ, and change its operating methods, Portage hopes to promote innovation, efficiency and superior levels of performance.

2.2. Estimated Business Volumes

The City of Portage makes no representations or warranties regarding the number of requests for ambulance service, ambulance transports, quantities or length of long distance transfer services, or frequency of special event coverage that may be associated with this procurement. Any and all historical data on past volumes of business within the City of Portage service area are provided mainly to illustrate the historical level of performance and not as a guarantee of future business volume.

3. **PROPOSAL AND CONTRACT REQUIREMENTS**

3.1. Organizational Structure, State of Michigan License and Medical Control

All proposals must provide a detailed organizational structure. Key positions, names of individuals in those positions, and lines of control should be identified.

The City of Portage recognizes the need for value and importance of full accreditation for the contracted ambulance service by the Commission of the Accreditation of Ambulance Services (CAAS). Therefore, the City of Portage

requires that the contractor be CAAS accredited. The Contractor must maintain CAAS accreditation throughout the contract period.

The Contractor must be licensed by the State of Michigan and afforded medical control by the Kalamazoo County Medical Control Authority (KCMCA) as noted in Section 1.6 under Bidder Qualifications.

Proposal Requirement: All proposals must include a completed Medical Control Form (Attachment A) identifying all Michigan medical control authorities the bidder has been approved to operate in within the last ten years. The Bidder should include information on all affiliated companies operating under different names but partially or wholly owned by the same parent corporation.

Financial Support to KCMCA -- KCMCA is currently funded in part through voluntary contributions from transporting agencies based on a unit hour production formula derived by the KCMCA EMS Council's Finance Committee. This committee is comprised of representatives from each ambulance agency providing emergency services in Kalamazoo County. Based on historical KCMCA budget requirements that consider contributions from both the hospital owners and EMS providers, each KCMCA EMS transport agency provides a contribution that is reflective of their portion of unit hours provided to the KCMCA EMS System. Historically, these amounts have increased less than or equal to the annual inflation rate. The Contractor must agree to provide financial support to KCMCA based upon this funding formula. The Contractor may appeal changes in the formula that the Contractor believes to be unreasonable to the Kalamazoo County EMS Council.

3.2. Personnel/Staffing

The City of Portage believes that the quality of an ambulance service is first and foremost dependent upon the quality of its personnel. The City of Portage desires a contractor with high quality field and support personnel. An experienced workforce is desirable as is evidence of high employee retention. The Contractor is expected to demonstrate a commitment to employee fitness and wellness. Contractor field personnel are expected to be professional in appearance and appropriately groomed at all times.

All field personnel must adhere to KCMCA protocols and policies pertaining to clinical credentials and must comply with system protocols related to credentialing, training and performance.

The Contractor is expected to periodically have on-duty personnel participate in joint training activities with Portage personnel to promote positive interagency interactions and to be NIMS compliant.

3.3. Equipment and Supplies

The City of Portage expects the Contractor will have available high quality medical

equipment and that such equipment will be well maintained. Proposals shall include detailed information on equipment that will be used including maintenance practices. Information provided in the narrative should provide an overview of current and planned equipment as well as maintenance practices. Attachment C should be completed identifying current cardiac monitoring and defibrillation equipment, including any means used by the organization for quality improvement.

The Contractor is expected to comply with all State of Michigan and KCMCA requirements pertaining to equipment

It is recognized that frequently EMS personnel are required to provide basic and advanced medical care in potentially dangerous environments such as motor vehicle crashes and industrial accidents. To insure that Contractor's personnel are able to assist first responders in such environments, the Contractor must provide personal protective clothing for its responding personnel. Contractor shall provide details as to what personal protective equipment will be provided and describe how these items will meet National Fire Protection Association (NFPA) and American National Standards Institute (ANSI) requirements. The helmet worn will be the color blue.

Portage believes that optimal interagency operations are facilitated when all personnel are familiar with the medical equipment and supplies. Furthermore, it is recognized that the costs of the various expendable medical supplies are included in the bundled charges of ambulance services. Therefore, the Contractor is required to provide the City of Portage with a replacement plan for all expendable medical supplies. Expendable supplies will be replaced at no cost to the City of Portage for all 911 EMS incidents and all non-911 incidents involving contractor.

3.4. Vehicles and Vehicular Maintenance

The City of Portage requires contractor to operate a fleet of highly reliable, well-maintained vehicles at all times and would prefer the use of larger, modular ambulances (Type I or III). The Contractor must have in all units a vehicle performance and safety monitoring system that records operational data for each ambulance. Data collected must be made available to Portage officials upon request.

Contractor shall describe in detail in the Proposal Narrative the prevention maintenance program that will be used for all ambulances. The actual maintenance program must be included in the proposal. The Contractor shall include a description of the Contractor's current fleet to include ambulance type, chassis and age and the proposed fleet to be used in Portage; the credentials of the maintenance personnel and the credentials of the chief of maintenance; driver training program used, outline of driver oversight program and vehicle replacement policies. Contractor agrees to immediately remove from service any vehicle or piece of equipment that has a safety defect or the City of Portage requests because of appearance without undue delay.

3.5. Response Times

Response time performance is determined by the applicable KCMCA EMS dispatch protocol. Should this not be available, response time shall have the ambulance on the scene within the time interval specified below. The response time interval is defined as beginning with the receipt of the call at the ambulance dispatch center and ending with the ALS vehicle arriving on the scene. Arrival on the scene is considered when the vehicle is stationary and at the correct address. In situations in which the responding unit is to stage, arrival at the staging area shall constitute arrival on scene. The time interval shall be reported and evaluated to the nearest second.

Response time compliance will be maintained using a computer-aided dispatch system. Fractal response time reports shall be evaluated for the entire contracted service area. The reports shall be submitted to the City of Portage in an approved format and received weekly, no later than Wednesday of the following week. The Contractor agrees to allow Portage (or its designee) to audit the response time records at any time.

Reports shall be based upon the KCMCA response time directives (current standards below). If changes are implemented by KCMCA, the new standards will apply. Expected performance for the service area at the present time are:

Priority	Time Interval	Compliance
Priority I	≤ 8 minutes	≥ 90%
Priority II	≤ 12 minutes	≥ 90%
Priority III	≤ 20 minutes	≥ 90%

The arrival of an EMS supervisor in a licensed ALS unit shall **not** qualify as arrival on scene for purposes of calculating response time intervals. In such cases, the transporting ambulance shall be on scene within the time specified above for priority III responses. When responses are upgraded or downgraded by on-scene units or by other appropriate available information, the response time expectation shall be that based on the final response priority.

3.6. Dispatch Operations and Communications

The Contractor shall comply with all approved KCMCA protocols pertaining to emergency medical dispatch. All calls are to be prioritized and pre-arrival instructions provided (where appropriate) in accordance with the National Academy of Emergency medical Dispatch, as adopted by KCMCA.

There is currently discussion pertaining to establishing a centralized dispatch system. In the event that a central dispatch system is realized, it is expected that the Contractor will integrate its 911 dispatch operations into this system in a manner acceptable to the City of Portage and the Central Dispatch Authority.

Contractor shall submit its call processing procedures and demonstrate how its dispatch center meets or exceeds National Fire Protection Association (NFPA) 1221 standard for the installation, maintenance, and use of Emergency Services Communications Systems.

The Contractor shall have in place a computer-assisted dispatch (CAD) system capable of transmitting and receiving automated number location (ANI) and automated location information (ALI) to/from the City of Portage PSAP through direct modem connections between dispatch centers. This requirement is contingent upon approval from the appropriate dispatch authority.

The Contractor shall have in place a global position satellite (GPS) vehicle tracking system. This system shall allow the City of Portage and KCMCA representatives to remotely access Contractor's vehicle location and operational status via modem, internet, or other means. The Contractor, at its expense, will provide a modem connection between the City of Portage and the Contractor's CAD systems to allow for seamless overlay of existing AVL systems. This requirement is contingent upon approval from the appropriate dispatch authority.

Contractor shall provide a plan for an emergency back-up in the event of a mechanical failure or unforeseen disaster that would render the EMS dispatch system useless.

The Contractor will monitor and operate on the City of Portage primary frequencies, both the dispatch center and field units. In addition, field units will be expected to operate on City of Portage secondary frequencies. All field units must have the ability to; communicate with the City of Portage units, on all channels required by Medical Control, and Kalamazoo County Emergency Management as needed for disaster communications. This will require the contractor to have mobile and portable capabilities on both 800MHz and VHF frequencies.

3.7. Field Operations

The Contractor shall demonstrate its ability to achieve the response time standards. This should include the usual and minimum number of units during peak and off-peak times as well as the usual and minimum number of unit hours per week. Units deployed to serve the contracted service area may be used for serving other non-participating jurisdictions as well as for local, non-emergency uses. However, provisions should be made for units committed to out-of-county non-emergency and inter-facility transports. Proposals must include evidence of past performance. The Contractor must provide a dedicated unit(s) to stand-by at the scene of fire, rescue, and other emergency scenes at no cost to the City, as requested by the fire department (officer in charge). Operations at such scenes shall be under the incident command system. EMS units on stand-by shall participate in personnel rehabilitation activities as directed by the incident commander or their designee. Contractor is expected to

call in off-duty personnel as needed for major or prolonged incidents so as to maintain service to the participating jurisdictions as well as the operational needs at the scene of the emergency.

The Contractor and its employees shall become familiar with the Incident Command System (ICS) as practiced by the city's fire department. The City shall provide the necessary indoctrination and initial training to the Contractor's personnel. It will be the Contractor's responsibility to provide additional training for new hires or updates as needed.

ALS units likely to respond to Portage will routinely monitor Portage radio frequencies to maintain situational awareness of incidents that may be occurring in the City of Portage that could require an EMS response.

3.8. Professionalism

Contractor's personnel are expected to demonstrate professional and courteous behavior at all times while in uniform and maintain a professional appearance in terms of grooming, hygiene, and clothing. Contractor's on-duty and uniformed personnel shall not use tobacco products in public or in vehicles. Contractor's personnel are expected to deal professionally with the public, regardless of age, sex, race, ethnicity, religious preference, sexual orientation, or financial means.

3.9. EMS Information System

The contractor shall provide all documentation as required by KCMCA. Portage will require monthly reports to address clinical outcomes of all EMS responses as approved by Portage. Contractor shall include a sample report with the proposal for review. Reports will be submitted to Senior Deputy Chief of Fire Operations and/or designee. Additionally, Portage may request from the Contractor specific paper reports regarding EMS activity within its jurisdiction. Contractor shall provide a monthly report demonstrating patient care reports were electronically transferred, per state statute or as directed by KMCA. Reports will be submitted to Senior Deputy Chief of Fire Operations and/or designee.

3.10. Community Service

The Contractor is expected to make available to the citizens of Portage service area public education programs including courses in use of 911, CPR, injury prevention, and other appropriate offerings. Such courses shall be offered at a reasonable cost to the participants.

All proposals shall include examples of community service and how these programs have benefitted said communities, particularly communities with economic challenges.

3.11. Charges for Service

The contract between the City of Portage and the Ambulance service will include a description of all fees (Contract Appendix A) for emergency, non-emergency, and transfers, including medical inter-facility and non-inter-facility transfers. These shall include BLS, ALS Level I, and ALS Level II fees, as well as fees for mileage. These fees will remain in effect for 12 months after the agreement commences. The Contractor shall make available subscription programs for Portage citizens and is encouraged to honor other ambulance service subscriptions. Such programs shall be described in the proposal. Any requested fee changes shall be submitted to the Senior Deputy Fire Chief of Operation. Such requests shall include significant details to support justification of the requested changes. Once all items have been received by the Senior Deputy Fire Chief of Operations, the city will have 60-days to respond to the request. Should a change in any fee be approved, such changes shall not take place for at least thirty days after the approval. Contractor is required to fully participate in Medicare and Medicaid. The billing method used for both Medicare and Medicaid patients will be described. At no time is Contractor permitted to request payment for service prior to care or transport of emergency / 911 patients. No emergency / 911 patient requesting transport to a Kalamazoo County hospital is to be denied such transport based upon their ability to pay for service. The contractor shall describe the method used for addressing outstanding payment.

3.12. Business Practices and History

Proposals shall include description of business history and practices. Proposals shall include written details if the company or officers in the company have been cited for or ruled against by courts or regulating agencies in regards to business procedures or practices in the previous ten years. Include the status of any current or ongoing legal actions.

Proposals shall explain their accounts receivable collections policies and the process used for dealing with individuals financially unable to pay bills for service. Descriptions of the process used to resolve consumer complaints shall be provided in the proposal.

3.13. Accreditation

The City of Portage recognizes the need for value and importance of accreditation for the contracted ambulance service by the Commission of the Accreditation of Ambulance Services (CAAS). Therefore, Portage requires that the contractor be CAAS accredited. The Contractor must maintain CAAS accreditation throughout the contract period.

3.14. Continuous Quality Improvement Program

An effective continuous quality improvement (CQI) program is crucial to the delivery of high quality emergency health services. The Contractor shall institute a Quality Assurance (QA) and Quality Control (QC) program for all aspects of patient care, including but not limited to responses, patient care and transporting. The Contractor shall submit in writing, its QA/QC program to the City of Portage and

KCMCA for approval with the submission of this proposal. The Bidder must include a detailed description of its CQI program as well as how it intends to interface with the external KCMCA CQI program.

3.15. Continuing Education for Portage Personnel

EMS CEU training for Portage personnel will be provided through the ALS provider complying with current MDHHS requirements for conducting EMS CEU sessions. All documentation of training will be provided to the Portage Training Officer or their designee. Contractor shall provide at its cost, all EMS/CEU training on a monthly basis for the City of Portage. Training shall occur monthly with two sessions held during normal business hours and one evening session. A yearly calendar with specific training topics, including lesson plans, dates and times for each month must be provided to and approved by Portage on or before December 1st for the upcoming calendar year.

4. **DEFAULT, BREACHES, AND PENALTIES**

4.1. Contractor Default and Provision for Termination of the Contract

Conditions and circumstances that may constitute default of the contract shall include the following:

- a. Failure of the contractor to operate the system in a manner which enables the City of Portage and the contractor to remain in compliance with federal or state laws, rules, or regulations, and with the requirements of KCMCA.
- b. Falsification of information supplied by the contractor during or subsequent to this procurement process, including, by the way of example, but not by way of exclusion, altering or falsification of any other data required under the contract.
- c. Failure of the contractor to provide data generated in the course of operations, including by the way of example, but not by way of exclusion, dispatch data and response time data.
- d. Excessive and unauthorized scaling down of operations to the detriment of performance during a “lame duck” period.
- e. Failure of the contractor’s employees to conduct themselves in a professional and courteous manner and to present a professional appearance.
- f. Failure of the contractor to maintain equipment in accordance with manufacturer recommended maintenance practices and KCMCA protocols.
- g. Making an assignment for the benefit of creditors; filing a petition for bankruptcy; being adjudicated insolvent or bankrupt; petitioning by a custodian, receiver or trustee for a substantial part of its property; or commencing any proceeding relating to it under bankruptcy, reorganization arrangement, readjustment of debt, dissolution or liquidation law or statute.
- h. Failure of the contractor to cooperate with and assist Portage agencies after default has been declared as provided for herein, even if it is later determined

that such breach never occurred or that the cause of such breach was beyond the contractor's reasonable control.

- i. Acceptance by the contractor or any of the contractor's employees of any bribe, kickback or consideration of any kind in exchange for any consideration whatsoever, when such consideration or action on the part of the contractor or contractor's employees could reasonably be construed as a violation of federal, state or local law.
- j. Payment by the contractor, or any of the contractor's employees, of any bribe, kickback or consideration of any kind to any federal, state, or local public official or consultant in exchange for any consideration whatsoever, when such consideration could reasonably be construed to be a violation of any federal, state or local law.
- k. Substantial failure of the contractor to meet the system standard of care as established by KCMCA.
- l. Failure of the contractor to maintain insurance in accordance with the contract.
- m. Persistent failure of the contractor to meet response time requirements as set forth in the contract, where persistent failure is defined as a continued pattern of breaches that are not addressed or corrected despite repeated requests or attempts.
- n. Response time discrimination within the city of Portage, as set forth in the contract.
- o. Failure to maintain a performance bond in accordance with the terms and in the amount specified in the contract.
- p. Failure to submit reports and information under the terms and conditions outlined in the contract.
- q. Any other failure of performance, clinical or other required in the contract and which is determined by the City of Portage to constitute a default or endangerment to public health and safety.
- r. Any failure of the contractor to comply with remedies for contract breaches, including payment of financial penalties.

4.2. City of Portage Remedies

If conditions or circumstances constituting default as set forth in Section 4.1 above exist, Portage shall have all rights and remedies available at law in equity under the contract, specifically including the right to terminate the contract. The remedies shall be cumulative and shall be in addition to any other remedy available to Portage.

4.3. Contract Termination

In the event of default, Portage shall give the contractor written notice, by United States Postal Service Return Receipt Requested mail, setting forth with reasonable specificity the nature of the breach and the reason such breach endangers the public's

health and safety. Within five (5) calendar days of receipt of such notice, the contractor shall deliver to Portage, in writing, a plan of action to cure such default. The plan of action shall be updated, in writing, every five (5) calendar days until such breach is cured. The contractor shall have the right to cure such breach within thirty (30) calendar days of receipt of notice of breach. If the contractor fails to cure such default within the period allowed for cure (with such failure to be determined by the sole and absolute discretion of Portage), or the contractor fails to timely deliver the cure plan to Portage, Portage may terminate the contract. The contractor shall cooperate completely and immediately with Portage to affect a prompt and orderly transfer of all responsibilities to Portage.

The contractor shall not be prohibited from disputing any findings of default through litigation, provided, however, that such litigation shall not have the effect of delaying, in any way, the immediate transfer of operation to Portage. These provisions shall be specifically stipulated and agreed to by both parties as being reasonable and necessary for the protection of public health and safety. Any legal dispute concerning the finding that default has occurred shall be initiated and shall take place only after the transfer of operation to Portage has been completed, and shall not under any circumstances delay the process of transferring operations to Portage or delay Portage's access to performance security funds as needed by Portage to finance such transfer of operations.

The contractor's cooperation with and full support of Portage's termination of the contract shall not be construed as acceptance by the contractor of the finding of default, and shall not in any way jeopardize the contractor's right of recovery should a court later find that the declaration of default was made in error. However, failure on the part of the contractor to cooperate fully with Portage to affect a smooth and safe transition shall itself constitute a breach of the contract, even if it was later determined that the original declaration of default by Portage was made in error.

Breaches

- a. Failure to provide call processing or service delivery consistent with KCMCA protocols and NFPA 1221 standard.

Minor Breach – A letter of warning from KCMCA or department. If received by KCMCA, it shall be communicated by the Contractor to Senior Deputy Fire Chief within 24 hours of receipt of warning letter. Greater than two (2) percent turnover of priority 1 or 2 calls within the City of Portage on any given month. Less than ninety (90) percent compliance for response times of priority 1, 2, or 3 calls in any month.

Major Breach – Greater than five (5) percent turnover of priority 1 or 2 calls within the City of Portage on any given month. More than two (2) minor breach occasions within a continuous 12 month period as it relates to response times of priority 1,2, or 3 calls that do not meet ninety (90) percent compliance. Any time the contractor has had its services restricted by order of the KCMCA or the State

of Michigan. Loss of accreditation. This shall be communicated by the contractor to the Senior Deputy Fire Chief immediately upon notification.

Note: One (1) major breach may be cause for termination of the contract with Portage.

b. Field Staff Credentials/Qualifications.

Minor Breach – A letter of warning from KCMCA. This shall be communicated by the Contractor to Senior Deputy Fire Chief within 24 hours of receipt of warning letter.

Major Breach – Any time one or more of the contractor’s personnel is suspended, placed on probation or has their duties restricted by act of the KCMCA or the State of Michigan. This shall be communicated by the contractor to the senior Deputy Fire Chief within 24 hours.

Note: Two (2) major breaches may be cause for termination.

4.4. “Lame Duck” Provisions

Should the contractor fail to prevail in a future procurement cycle, the contractor shall agree to continue to provide all services required in and under the contract until the new contractor assumes service responsibilities.

5.0 OTHER CONTRACT TERMS

5.1 Laws, ordinances and regulations

This agreement shall be governed by the laws of the State of Michigan.

The contractor shall keep itself fully informed of all local, state and federal laws, ordinances and regulations in any manner affecting those engaged or employed in the work and the equipment used.

The contractor and/or its employee shall at all times, serve and comply with such laws, ordinances and regulations.

Any permits, licenses, certificates or fees required for the performance of the work shall be obtained and paid for by the Contractor.

5.2 Right to Audit

The Senior Deputy Fire Chief or his/her designee shall be entitled to audit all of the contractor’s records and shall be allowed to interview any of the contractor’s employees throughout the term of this contract and for a period of three years after contract completion or longer, if required by law, to the extent necessary to

adequately permit evaluation and verification of:

- a. Contractor's compliance with contract requirements.
- b. Compliance with provisions for pricing change orders, invoices or claims submitted by the contractor or any of its payees, if applicable.

5.3 Independent Contractor

The contractor and its employees at all times shall be considered as independent contractors and not as City employees. The contractor shall exercise all supervisory control and general control over all day-to-day operations, including control over all workers' duties, payment of all wages to employees of the Contractor, and the right to hire, fire, and discipline all its employees. As an independent contractor, any payment to the Contractor under this contract by the City (if any) shall not be subject to any withholding for tax, social security, or other purposes, nor shall the contractor or its employees be entitled to any of the fringe benefit programs of the City.

5.4 Portage oversight

The contractor and/or project manager shall be available to meet with Portage officials at a mutually agreeable time to discuss problems, issues or concerns relative to the contract. Either party may call a meeting at any time. When such a request for a meeting is made, the meeting date shall, in no case exceed five (5) working days after the request; and, if in the sole opinion of the Portage officials -, the severity of the circumstance warrants, no more than one (1) working day.

5.5 No Waiver

Either party's failure to insist on strict performance of any term or condition of the contract shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

5.6 Contract Term

This contract shall be in effect for a three year period, commencing on or about _____. The City of Portage, in its own discretion, may extend the contract for five additional one-year periods upon mutual agreement of both parties.

5.7 Extended Purchasing

During the term of the agreement resulting from this Request for Proposals, the City of Portage would like to afford the terms and conditions of the agreement to other local governments located in Kalamazoo County, even though their requirements are not included in the request for proposal. Please complete Attachment D to indicate that you agree or do not agree to extend the terms and conditions of the contract. Your response, either to extend or not extend the terms and conditions of the contract will not have an effect on the evaluation of your proposal.

6.0 **QUALIFICATIONS QUESTIONNAIRE**

Please answer the following questions completely. You are not required to submit answers on this form and additional information (brochures, illustrations, etc.) will be used in determining qualifications. If not using this form, please follow its format.

1. Firm Name _____
2. Established (year): _____ State: _____
3. Type of organization
Sole Proprietor _____ Partnership _____
Corporation _____ Other _____
4. Former firm names(s) is any, and year(s) in business

5. Home office business address and telephone and fax number:
Address _____
Phone: _____ Fax: _____
6. Branch office(s) address(s) and telephone and fax number:

7. If any of the following is "yes", describe circumstances on an attachment. These questions apply to current and former firms (as listed above in item 4).
 - a. Has any ambulance contract, to which you have been a party, been terminated early?
_____ Yes (explain) _____ No
 - b. Have you ever terminated an ambulance contract prior to its completion for any reason?
_____ Yes (explain) _____ No
 - c. Has any surety which issued a performance bond on your behalf ever completed the work in its own name or financed such completion on your behalf?
_____ Yes (explain) _____ No
 - d. Has any surety expended monies in connection with a contract for which they furnished a bond on your behalf?
_____ Yes (explain) _____ No
 - e. Are there any judgments, claims, arbitrations, proceedings or law suits pending or outstanding against your organization or its officers?
_____ Yes (explain) _____ No

- f. Has your organization filed any law suits or requested arbitration with regard to ambulance contracts within the past five (5) years?
 _____Yes (explain) _____No
- g. Provide a statement of OSHA safety record. Include fines and violations within the past three (3) years.
- h. Has your firm (or any part of your firm), any owner (or partial owner of your firm), or any person in any way associated with or employed by your firm, ever been barred from providing ambulance service by a Medical Control Authority?
 _____Yes (explain) _____No
- i. Is your Firm involved in any proceedings that may affect the ability of the Firm to continue under the current Firm name for the duration of the contract?
 _____Yes (explain) _____No
- j. Is your firm up for sale?
 _____Yes (explain) _____No
8. Attach a list of all clients for whom similar services have been performed within the last five years. For each client include:
- a. The contracting agency manager's name, address and phone
 - b. The medical director's or medical advisory board's name, address and phone (if the medical control is provided by a physician directly remunerated by your firm, please provide the contact information for another physician familiar with the quality of medical care provided by your firm)
 - c. The number of patient transports conducted from January-December 2016
 - d. A description of the community and the scope of services provided by your firm.
 - e. The response time performance of your firm from January-December 2016. Define how the response times are measured. Use the following format for your response.
- Life threatening emergencies: _____% responded in less than 8 minutes
 Non-life threatening emergencies: _____% responded to in less than 12 minutes
- Did you use priority medical dispatch during this period? _____Yes _____No
 If yes, starting when and which type? _____

I certify that all information provided above is complete, accurate, and to the best of my knowledge, true. I further certify that I am fully authorized by the Firm identified in Question 1 above to execute this information sheet on behalf of that Firm.

I hereby state that I have read, understand, and agree to be bound by all terms of this Request for Proposal Document.

FIRM:_____

BY:_____
(Signature)

NAME:_____
(Please Print

POSITION:_____

TELEPHONE:_____

E-MAIL ADDRESS:_____

ATTACHMENT A – MEDICAL CONTROL FORM

The Bidder shall list all Michigan medical control authorities in which it has been approved to function in the past ten years. Information should be provided for the proposing company and all affiliated companies owned by the parent company. All Bidders authorize the City of Portage or its representatives to contact past and current medical control authorities for performance references.

Ambulance Service Name	Medical Control Authority	Dates	MCA Contact Person	Contact Telephone Number

ATTACHMENT B
PERSONNEL PROFILE

In the table below, provide the information for all personnel levels requested as of January 1, 2016. All information is subject to verification.

Position	Number of Staff
Paramedic Trainee (must work under PFI/Trainer)	
Field Paramedic (entry level)	
Field Paramedic (senior or lead paramedic)	
Paramedic Field Instructor (training officer)	
Paramedic Field Supervisor	
Dispatcher	
Dispatch Supervisor	

[illegible]

ATTACHMENT D

Extended Purchasing:

During the term of the agreement resulting from this Request for Proposals, City of Portage would like to afford the same terms and conditions to other local governments located in Kalamazoo County even though their requirements are not included in the Request for Proposal. Please indicate your willingness to extend the terms and conditions of the agreement to other local governmental entities by checking the corresponding box below.

☐ I agree to extend contract terms

☐ I do not agree to extend contract terms

Your response, either to extend or not to extend your contract terms, will not have an effect on the evaluation of your bid.

ATTACHMENT D – PROPOSED RESPONSE BOUNDARIES



DRAFT CONTRACT AGREEMENT

Following is a “draft copy” of the contract that will be executed by the City and the Contractor for the completion of this project.

CITY OF PORTAGE
CONTRACT DRAFT

THIS CONTRACT made the ____ day of _____, 2017, by and between _____ hereinafter called the “Firm,” and the City of Portage, 7900 South Westnedge Avenue, Portage, Michigan 49002, hereinafter called the “City.”

WITNESSETH, THAT the Contractor and the City for the consideration stated herein agree as follows:

ARTICLE I - SCOPE OF WORK

The Contractor shall provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all utility and transportation services required to perform and complete in a workmanlike manner all the work required for Ambulance Services all in strict accordance with the Specifications, including any and all addenda, which plans and specifications are made a part of this contract, and in strict compliance with the Contractor’s bid and other contract documents herein mentioned which are a part of this contract; and the Contractor shall do everything required by this contract and the other documents constituting a part hereof.

ARTICLE II - COMPENSATION TO BE PAID TO THE CONTRACTOR

See Appendix A – Fee Schedule.

ARTICLE III - ASSIGNMENT AND SUBCONTRACTORS

The Contractor agrees to perform the work included in Article I using his employees. No work required under this contract shall be subcontracted or otherwise assigned to another party.

ARTICLE IV - COMPONENT PARTS OF THIS CONTRACT

This contract consists of the following component parts, all of which are as fully a part of this contract as if herein set out verbatim, or, if not attached, as if hereto attached.

1. Contract (this document)
2. Invitation to Submit Proposals (dated _____)
3. Instructions to Bidders
4. Scope of Work
5. Proposal and Contract Requirements
6. Default, Breaches, and Penalties
7. Other Contract Terms
8. Contractor's Proposal (or bid)
9. Fee Schedule – Appendix A

In the event that any provision in any of the above component parts of this contract conflicts with any provision in any other of the component parts, the provision in the component part first enumerated above shall govern over any other component part which follows it numerically, except as may be otherwise specifically stated.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed in four original counterparts the day and year first above written.

CONTRACTOR

Witness:

By: _____
Signature

Print name and Title

Print Name and Title

CITY OF PORTAGE

Witness:

By: _____
Laurence Shaffer, City Manager

Approved as to Form:

Randall L. Brown, Portage City Attorney

INSTRUCTIONS FOR EXECUTING CONTRACT WITH CITY OF PORTAGE

A. If the contractor is a corporation, the following certificate must be executed:

I, _____, certify that I am the Secretary of
print or type name
the corporate entity named as Contractor in the contract and that such corporate entity is a
corporation in good standing in the State of _____ and has authority
print or type name of state
to transact business in the State of Michigan. I certify that the contract between the City of Portage
and _____, Inc. was validly executed on behalf of the
print or type name of corporation
corporation by _____ who was then the _____
print or type name print or type name of title
of said corporation and has the authority to bind the corporation to the contractual agreements
pursuant to the authority of its governing body and by-laws and is within the scope of its corporate
powers.

Print or type name of corporation

Dated: _____, 20____ By: _____
Its: _____

B. If contractor is an LLC, the following certificate must be executed:

I, _____, certify that I am a member of the
print or type name
limited liability company named as Contractor in the contract and that such LLC is in good standing
in the State of _____ and that the LLC has the
print or type name of state
authority to transact business in the State of Michigan. I certify that the contract between the City
of Portage and _____ LLC was validly executed on behalf
print or type name of LLC
of the LLC by _____ who was then a member of said
print or type name
LLC and has the authority to bind the LLC to contractual agreements and that such contract is
within the scope of its powers.

Print or type name of LLC

Dated: _____, 20____ By: _____
Its: _____

I, _____, certify that I am the
print or type name
owner/partner of the company named as Contractor in the contract and that I have the authority to
bind _____, to contractual
print or type name of business (insert d/b/a if one exists)
agreements.

Dated: _____, 20____ By: _____
Its: _____

1. The full name and business address of the Contractor must be inserted in the contract and the contract must be signed with his/her official signature. The name of the signing party or parties are to be typewritten or printed under all signatures of the contract.
2. If the contract is signed by the secretary of the corporation, the above certificate must be executed by some other officer of the corporation, under the corporate seal. In lieu of the foregoing certificate, there may be attached to the contract copies of so much of the records of the corporation and will show the official character and authority of the officers signing, duly certified by the secretary or assistant secretary under the corporate seal to be true copies.
3. If the Contractor is operating as a partnership, each partner must sign the contract, or if not signed by each partner, there must be attached to the contract a duly authenticated power of attorney evidencing the signer's (signers') authority to sign such contract and on behalf of the partnership.
4. If the Contractor is an individual, the trade name (if the Contractor is operating under a trade name) must be indicated in the contract and the contract must be signed by such individual. If signed by someone other than the Contractor, there must be attached to the contract a duly authenticated power of attorney evidencing the signer's authority to execute such contract for and in behalf of the Contractor.
5. If an LLC, the contract must be signed by a member of the LLC. If signed by someone other than the member, there must be attached to the contract the duly authenticated power of attorney evidencing the signer's authority to execute such contract for and on behalf of the contractor.

**CITY OF PORTAGE
Fire Division**

			ALS Priority	Amb Response
			Time	Time
2016	Priority 1's Only			
January	Pride	90%	0:01:46	0:10:34
February	Pride	90%	0:01:59	0:11:12
March	Life	90%	0:01:23	0:11:14
April	Life	90%	0:01:50	0:12:06
May	Life	90%	0:01:46	0:13:24
June	Pride	90%	0:01:41	0:10:08
July	Pride	90%	0:01:48	0:09:59
August	Pride	90%	0:01:29	0:10:02
September	Life	90%	0:02:00	0:12:58
October	Life	90%	0:01:43	0:12:31
November	Life	90%	0:01:38	0:11:00
December	Pride	90%	0:01:29	0:12:01

2016	Pride	90% Avg	0:01:45	0:11:20
	Life	90% Avg	0:01:47	0:12:17

2017	Priority 1's Only				
January	Life	90%	0:01:41	0:10:29	
February	Pride	90%	0:01:23	0:10:08	
March	Life	90%	0:01:31	0:10:10	
April	Pride	90%	0:01:28	0:10:55	
May	Life	90%	0:01:47	0:11:26	
June	Pride	90%	0:01:19	0:10:20	
July	Life	90%			
August	Pride	90%			
September	Life	90%			
October	Pride	90%			
November	Life	90%			
December	Pride	90%			

2017	Pride	90% Avg	0:01:23	0:10:28
	Life	90% Avg	0:01:39	0:10:41

			ALS Priority	Amb Response
			Percentile Time	Time
2016	Priority 1 and 2 Only			
January	Pride	90%	0:01:39	0:11:19
February	Pride	90%	0:02:31	0:12:27
March	Life	90%	0:01:41	0:13:02
April	Life	90%	0:01:50	0:12:39
May	Life	90%	0:01:47	0:13:28
June	Pride	90%	0:01:39	0:10:56
July	Pride	90%	0:01:52	0:10:07
August	Pride	90%	0:01:28	0:10:06
September	Life	90%	0:02:05	0:18:39
October	Life	90%	0:01:46	0:14:17
November	Life	90%	0:01:54	0:12:04
December	Pride	90%	0:01:32	0:11:28

2016	Pride	90% Avg	0:01:49	0:11:37
	Life	90% Avg	0:01:53	0:13:51

2017	Priority 1 and 2 Only				
January	Life	90%	0:01:46	0:14:13	
February	Pride	90%	0:01:33	0:10:47	
March	Life	90%	0:01:38	0:12:57	
April	Pride	90%	0:01:27	0:11:06	
May	Life	90%	0:01:54	0:14:00	
June	Pride	90%	0:01:19	0:10:41	
July	Life	90%			
August	Pride	90%			
September	Life	90%			
October	Pride	90%			
November	Life	90%			
December	Pride	90%			

2017	Pride	90% Avg	0:01:26	0:10:51
	Life	90% Avg	0:01:46	0:13:44

Key Terms

ALS Priority 1 - Immediate Life Threatening Event

ALS Priority 2 - Other Emergencies Required Emergent Response

ALS Priority Time - Time from when call is received until it is coded.

AMB Response Time - Time from when call is received by ambulance company to ambulance responding on-scene.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Vehicle Purchase Recommendation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: That City Council authorize the purchase of 22 vehicles and pieces of equipment as noted through the State of Michigan MiDEAL and the National Joint Powers Alliance purchasing programs at a total cost of \$1,115,547.19 and authorize the City Manager to execute all documents related to these purchases on behalf of the city.

The Council-adopted fiscal year 2017-2018 Fleet & Facilities Capital Outlay budget and the fiscal year 2017-2018 Capital Improvement Program budget include the purchase of 22 vehicles and pieces of equipment to include:

Quantity	Vehicle/Equipment Description	Department
3	Four-Wheel Drive Sport Utility Vehicles	(2) Public Services (1) Transportation & Utilities
4	Four-Wheel Drive 3/4-Ton Pickup Trucks	(2) Public Services (2) Suez
1	Aerial Lift Truck	Public Services
1	Golf Cart	Parks, Recreation & Senior Citizen Services
2	Utility Vehicles	(1) Public Services (1) Parks, Recreation & Senior Citizen Services
1	1-Ton Pickup Truck with Dump Bed	Public Services
1	Dump Truck Equipped with a Salt Spreader and Wing Plow	Public Services
1	Air Compressor	Transportation & Utilities
1	Asphalt Roller	Public Services
1	Municipal Tractor	Public Services
1	3/4-Ton Pickup Truck with Multi-Purpose Utility Bed	Transportation & Utilities
5	Four-Wheel Drive Sport Utility Vehicles	Police

All new vehicles will replace vehicles that have reached the end of the serviceable life and have issues such as excessive mileage, rust, part unavailability or excessive ongoing maintenance costs.

Replacement will allow the city to maintain current levels of service to the public.

All replacement vehicles identified can be purchased either through the State of Michigan MiDEAL or the National Joint Powers Alliance purchasing programs at a total cost of \$1,115,547.19. The City of Portage has entered into these purchasing programs to utilize the extended purchasing agreement services, as there is significant economic advantage realized by the city. It is anticipated that all displaced vehicles and equipment will generate an estimated auction value of \$45,000 through either the Kalamazoo County Intergovernmental Auction Program or Biddergy.com, coordinated through the Purchasing Department. These funds will then be returned to the Fleet & Facilities Fund.

Therefore, it is recommended that City Council approve the purchase of vehicles and equipment as noted through the State of Michigan MiDEAL or the National Joint Powers Alliance purchasing programs in the amount of \$1,115,546.59 and authorize the City Manager to execute all documents related to these purchases on behalf of the city.

FUNDING: Funds are budgeted and available for the cost of the replacement vehicles and equipment in the fiscal year 2017-2018 Fleet & Facilities Fund Capital Outlay budget and the fiscal year 2017-2018 Public Safety - Police & Fire Divisions Capital Improvement Program budget as previously approved by City Council.

Attachments: 1. Fleet Comparison

Fleet Comparison

Asset Number	Year	Make	Model	Class	Department	Proposed Replacement	Proposed New
141	2016	Ford	C-Max	Automobile, Compact, 4 Door [A22]	Assessor [49]		
139	2017	Ford	C-Max	Automobile, Compact, 4 Door [A22]	Assessor [49]		
140	2017	Ford	C-Max	Automobile, Compact, 4 Door [A22]	Community Dev. [28]		
142	2016	Ford	C-Max	Automobile, Compact, 4 Door [A22]	Community Dev. [28]		
143	2014	Ford	Focus	Automobile, Compact, 4 Door [A22]	Community Dev. [28]		
147	2012	Ford	Focus	Automobile, Compact, 4 Door [A22]	Community Dev. [28]	Ford Escape	
148	2014	Ford	Focus	Automobile, Compact, 4 Door [A22]	Community Dev. [28]		
171	2016	Ford	Transit	Van, 1/2 Ton, Cargo [C25]	Community Dev. [28]		
7039	1998	Cyclone	Cyclone	Fire Truck, Ladder [768]	Fire [72]		
7068	2001	Sutphen	Sutphen	Fire Truck, Ladder [768]	Fire [72]		
7091	2002	Sutphen	Sutphen	Fire Truck, Pumper [743]	Fire [72]		
7093	2005	Sutphen	Sutphen	Fire Truck, Pumper [743]	Fire [72]		
7094	2005	Sutphen	Sutphen	Fire Truck, Pumper [743]	Fire [72]		
7874	2017	Ford	Expedition EL	Truck, SUV, 3/4 Ton, 4D, LE [B3B]	Fire [72]		
7289	1989	Ford	F350 pick up	Truck, Pickup, 3/4 Ton [B30]	Fire [72]		
7440	2015	Interstate	Cargo	Trailer, Cargo [F22]	Fire [72]		
7413	2017	Ford	Expedition XL	Truck, SUV, 3/4 Ton, 4D, LE [B3B]	Fire [72]		
7625	2013	Ford	Super Duty	Truck, Pickup, 1/4 Ton, Extended Cab [B12]	Fire [72]		
7639	2016	Ford	F550	Truck, Pickup, 2 Ton, Dump Body [B63]	Fire [72]		
7301	2017	Ford	F-250 Utility Box	Truck, Pickup, 1/4 Ton, Extended Cab [B12]	Fire [72]		
7739	2017	Ford	Interceptor	Truck, SUV, 1/2 Ton, 4 Door	Fire [72]		
7412	2017	Ford	Expedition EL	Truck, SUV, 3/4 Ton, 4D, LE [B3B]	Fire [72]		
7906	2014	Ford	Expedition	Truck, SUV, 3/4 Ton, 4D, LE [B3B]	Fire [72]		
7907	2014	Ford	Expedition	Truck, SUV, 3/4 Ton, 4D, LE [B3B]	Fire [72]		
7927	2014	Pierce	Pierce	Fire Truck, Pumper [743]	Fire [72]		
3	2012	Ford	F350	Truck, Pickup, 3/4 Ton, Utility Body [B33]	Fleet & Facilities [55]		
14	2015	Ford	Escape	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Fleet & Facilities [55]		
76	1999	Yamaha	Golf Car	Golf Cart [E32]	Fleet & Facilities [55]	Golf Cart	
77	2006	Yamaha	Golf Car	Golf Cart [E32]	Fleet & Facilities [55]		
189	2001	Pontiac	Sunfire	Automobile, Compact, 4 Door [A22]	Fleet & Facilities [55]		
282	1993	Kohler	20OR02071	Generator, Trailer Mount [R02]	Fleet & Facilities [55]		
5	2001	Agri-Metal	Model240 BW 240 JD2	Blower, Leaf, Mounted [P04]	Parks Division [60]		
9	1994	Jamar	Jam1	Trailer, Mower Transport [FH1]	Parks Division [60]		
13	2013	Toro	AHA-00868	Broom, Angle, Hydraulic [J68]	Parks Division [60]		
15	2013	Toro	5910	Mower, Deck, Riding [K11]	Parks Division [60]		
20	1998	Chevrolet	C6500	Truck, Pickup, 2 Ton, Dump Body [B63]	Parks Division [60]		
46	2015	McLane	901-5.50	Edger [KD8]	Parks Division [60]		
81	2005	Ford	Explorer	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Parks Division [60]	Ford Escape	
90	1972	John Deere	LR72	Rake, Landscape [J61]	Parks Division [60]		
122	1991	Jamar	Jam1	Trailer, Implement Transport [FH0]	Parks Division [60]		
164	1994	Goosen	VCT9000	Leaf Vacuum, Trailer Mounted [K64]	Parks Division [60]		
166	1994	Bannerman	B-DM-6	Ice Groomer [E8A]	Parks Division [60]		
179	1992	Jamar	Trailer	Trailer, Mower Transport [FH1]	Parks Division [60]		
184	1998	John Deere	F935	Mower, Deck, Riding [K11]	Parks Division [60]		
194	2004	B & M Mfg	Haul-Rite	Trailer, Implement Transport [FH0]	Parks Division [60]		
195	2010	Maynard	82X22	Trailer, Implement Transport [FH0]	Parks Division [60]		
214	2009	John Deere	3320	Tractor, Utility [H10]	Parks Division [60]		
215	2014	John Deere	3046R	Tractor, Utility [H10]	Parks Division [60]		
257	2016	Billy Goat	QV900HSP	Leaf Vacuum, Walk Behind [K65]	Parks Division [60]		

Fleet Comparison

255	2011	Exmark	Lazer Z	Mower, Deck, Riding [K11]	Parks Division [60]		
256	2015	Exmark	Lazer S	Mower, Deck, Riding [K11]	Parks Division [60]		
261	2015	Exmark	Lazer S	Mower, Deck, Riding [K11]	Parks Division [60]		
262	2016	Hurricane	X-3	Blower, Leaf, Trailer Mounted [K63]	Parks Division [60]		
264	1998	Lely	WFR	Spreader, Fertilizer [N87]	Parks Division [60]		
272	2000	Goosen	BL2000PTO	Blower, Leaf, Mounted [P04]	Parks Division [60]		
287	2007	Ford	F150 4 X 4	Truck, Pickup, 1/2 Ton [B20]	Parks Division [60]		
303	1998	EZ Go	Turf Truckster	Motorized Cart, 1-2 Passenger, Lift [E3A]	Parks Division [60]	Utility Cart	
307	2014	Boss	VBX8000	Spreader, Box [N83]	Parks Division [60]		
308	2014	Boss	VBX8000	Spreader, Box [N83]	Parks Division [60]		
309	2009	John Deere	HD47	Blower, Snow, Front Mounted [P03]	Parks Division [60]		
310	2009	John Deere	59	Blower, Snow, Front Mounted [P03]	Parks Division [60]		
230	2017	Ford	F-150 4x4	Truck, Pickup, 1/2 Ton [B20]	Parks Division [60]		
315	2015	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Parks Division [60]		
320	2000	John Deere	Gator	Motorized Cart, 1-2 Passenger, Lift [E3A]	Parks Division [60]		
321	2000	John Deere	Gator	Motorized Cart, 1-2 Passenger, Lift [E3A]	Parks Division [60]	Gator Utility Vehicle	
322	2000	Olympia	500	Ice Groomer [E8A]	Parks Division [60]		
401	2015	EZ Dumper	EZ0012T	Body, Utility [I22]	Parks Division [60]		
418	2012	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Parks Division [60]		
419	2012	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Parks Division [60]		
420	2014	Ford	F150 4 X 4	Truck, Pickup, 1/2 Ton [B20]	Parks Division [60]		
421	2008	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Parks Division [60]		
422	2013	Ford	F150 4 X 4	Truck, Pickup, 1/2 Ton [B20]	Parks Division [60]		
423	2013	Ford	F150 4 X 4	Truck, Pickup, 1/2 Ton [B20]	Parks Division [60]		
425	2010	GMC	K2500 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Parks Division [60]		
443	2008	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Parks Division [60]		
445	2014	Honda	Quad	Unknown	Parks Division [60]		
451	2016	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Parks Division [60]		
452	2017	Ford	F-250 4x4	Truck, Pickup, 3/4 Ton [B30]	Parks Division [60]		
453	2017	Ford	F-250	Truck, Pickup, 3/4 Ton [B30]	Parks Division [60]		
8007	2002	Monroe	MRT	Trailer, Implement Transport [FH0]	Police [81]		
8008	2015	Zero	NAZF12.5 ABS	Motorcycle [MC2]	Police [81]		
8030	2008	Ford	Taurus	Automobile, Intermediate, 4 Door [A32]	Police [81]		
8031	2014	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8032	2014	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8033	2016	Ford	Explorer	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8034	2016	Ford	Explorer	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8153	2017	Ford	Interceptor	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8154	2017	Ford	Interceptor	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8045	2011	Ford	Taurus	Automobile, Intermediate, 4 Door [A32]	Police [81]		
8046	2011	Ford	Taurus	Automobile, Intermediate, 4 Door [A32]	Police [81]		
8047	2011	Ford	Taurus	Automobile, Intermediate, 4 Door [A32]	Police [81]		
8048	1982	Cadillac	Deville	Automobile, Full Size 4 Door [A42]	Police [81]		
8049	2000	MRAP	MRAP	MRAP [MR1]	Police [81]		
8062	2010	Ford	Taurus	Automobile, Intermediate, 4 Door [A32]	Police [81]		
8089	2003	Dodge	Durango	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8091	2017	Ford	Transit	Van, 1/2 Ton, Cargo [C25]	Police [81]		
8099	2004	Ford	E450 Chassis	Truck Pickup 1 1/2 Ton, Utility Body [B53]	Police [81]		
8105	2005	Ford	Taurus	Automobile, Intermediate, 4 Door [A32]	Police [81]		
8106	2006	Ford	Taurus	Automobile, Intermediate, 4 Door [A32]	Police [81]		
8108	2010	Ford	Taurus	Automobile, Intermediate, 4 Door [A32]	Police [81]		

Fleet Comparison

8126	2011	Ford	Crown Victoria	Automobile, Full Size 4 Door [A42]	Police [81]		
8127	2011	Ford	Crown Victoria	Automobile, Full Size 4 Door [A42]	Police [81]		
8130	2011	Ford	Crown Victoria	Automobile, Full Size 4 Door [A42]	Police [81]		
8131	2011	Ford	Crown Victoria	Automobile, Full Size 4 Door [A42]	Police [81]		
8133	2011	Ford	Crown Victoria	Automobile, Full Size 4 Door [A42]	Police [81]		
8154	2017	Ford	Interceptor	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8155	2017	Ford	Interceptor	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8156	2017	Ford	Interceptor	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8157	2017	Ford	Interceptor	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8137	2012	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]	Chevrolet Tahoe	
8138	2012	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]	Chevrolet Tahoe	
8139	2013	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]	Chevrolet Tahoe	
8140	2013	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]	Chevrolet Tahoe	
8141	2013	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]	Chevrolet Tahoe	
8142	2013	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8143	2014	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8144	2014	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8145	2014	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8146	2014	Chevrolet	Caprice	Automobile, Full Size 4 Door [A42]	Police [81]		
8147	2014	Chevrolet	Caprice	Automobile, Intermediate, 4 Door [A32]	Police [81]		
8148	2014	Chevrolet	Caprice	Automobile, Full Size 4 Door [A42]	Police [81]		
8149	2014	Chevrolet	Caprice	Automobile, Full Size 4 Door [A42]	Police [81]		
8150	2016	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8151	2016	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8152	2016	Chevrolet	Tahoe	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Police [81]		
8888	2014	KVET	Unmarked Car	Unknown	Police [81]		
2	2013	Dura-Patcher	125DJT	Patch Machine [N20]	Streets Division [63]		
4	1975	Layton	Paver	Asphalt Paver [N11]	Streets Division [63]		
8	2012	Maynard	MFITTA83X20+2-2	Trailer, Mower Transport [FH1]	Streets Division [63]		
10	2002	Silva	4001	Trailer, Mower Transport [FH1]	Streets Division [63]		
16	2014	Monroe	14 FT MSC	Spreader, Box [N83]	Streets Division [63]		
17	2014	Monroe	14 FT MSC	Spreader, Box [N83]	Streets Division [63]		
18	2015	Monroe	10 FT MSC	Spreader, Box [N83]	Streets Division [63]		
19	2015	Monroe	14 FT MSC	Spreader, Box [N83]	Streets Division [63]		
22	2015	Monroe	14 FT MSC	Spreader, Box [N83]	Streets Division [63]		
24	2013	Falcon	MI10259	Asphalt Heater [N10]	Streets Division [63]		
25	2015	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Streets Division [63]		
26	2005	Ford	F250	Truck, Pickup, 3/4 Ton [B30]	Streets Division [63]	Ford F-250	
27	2014	Ford	F250	Truck, Pickup, 3/4 Ton [B30]	Streets Division [63]		
28	2015	Ford	F350 4 X 4	Truck, Pickup, 1 Ton [B40]	Streets Division [63]		
32	2015	Cimline	230 Magma	Crack Sealer [N22]	Streets Division [63]		
33	2005	Ford	F350	Truck, Pickup, 1 Ton [B40]	Streets Division [63]	Ford 1 Ton Dump	
34	1997	Devilbiss	GB2000-2	Generator, Trailer Mount [R02]	Streets Division [63]		
87	2017	Doosan	DL220-3	Loader, Rubber Tire [G51]	Streets Division [63]		
39	2017	Case	580SN	Backhoe, with Loader [G11]	Streets Division [63]		
41	2006	Coleman	PM0435001	Generator, Trailer Mount [R02]	Streets Division [63]		
44	2005	Edco	CPM-8-94	Scarifier [KD2]	Streets Division [63]		
45	2014	Mikasa	GX160	Compactor [KD3]	Streets Division [63]		
49	2015	Whiteman	J36H90H	Compactor [KD3]	Streets Division [63]		
58	1995	Target	Minicon MCII-13H	Cement Saw [KD4]	Streets Division [63]		
424	2017	Ford	Escape	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Streets Division [63]		

Fleet Comparison

75	2005	Ford	Explorer	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Streets Division [63]	Ford Escape	
							Case Asphalt Roller
84	2015	Bobcat	E35	Excavator [G2B]	Streets Division [63]		
85	2006	Case	721E	Loader, Rubber Tire [G51]	Streets Division [63]		
86	2015	Doosan	DL220-3	Loader, Rubber Tire [G51]	Streets Division [63]		
88	2013	Ford	F350	Truck, Pickup, 1 Ton, Other [B41]	Streets Division [63]		
89	2015	Bobcat	BC3	Broom, Angle, Hydraulic [J68]	Streets Division [63]		
91	2015	Bobcat	T650	Loader, Skid Steer [G70]	Streets Division [63]		
93	2015	Bobcat	HB980	Breaker [R30]	Streets Division [63]		
94	2015	Bobcat	SSLX	Change Frame [R40]	Streets Division [63]		
95	2015	Bobcat	SSLX	Pallet Forks [G30]	Streets Division [63]		
96	2015	Bobcat	GRPL 72 Root	Grapple [G20]	Streets Division [63]		
97	2016	Bobcat	T650	Trencher [PD0]	Streets Division [63]		
98	2016	Bobcat	39" Bucket	Grading Bucket [G50]	Streets Division [63]		
99	2015	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Streets Division [63]		
101	2016	Sure-Trac	ST102205LPD	Trailer, Implement Transport [FH0]	Streets Division [63]		
102	1988	Magline	CTH37010	Trailer, Implement Transport [FH0]	Streets Division [63]		
107	1998	Tink Claw	720	Claw [KD5]	Streets Division [63]		
108	1998	Tink Claw	720	Claw [KD5]	Streets Division [63]		
109	1998	Tink Claw	720	Claw [KD5]	Streets Division [63]		
110	2015	Tink Claw	720	Claw [KD5]	Streets Division [63]		
112	2016	Tink Claw	720	Claw [KD5]	Streets Division [63]		
115	2000	Tink Claw	720	Claw [KD5]	Streets Division [63]		
117	2000	Tink Claw	720	Claw [KD5]	Streets Division [63]		
119	2000	Tink Claw	720	Claw [KD5]	Streets Division [63]		
125	1991	Eager Beaver	290	Chipper, Pull Behind [KB2]	Streets Division [63]		
132	1998	Tiger	TM60	Mower, Deck, Riding [K11]	Streets Division [63]		
144	1998	John Deere	5410	Tractor, Utility [H10]	Streets Division [63]	Trackless Tractor	
150	2002	Chevrolet	6500	Truck, Bucket [260]	Streets Division [63]	Ford Aerial Truck	
182	1998	Macklander	Trailer	Trailer, Mower Transport [FH1]	Streets Division [63]		
193	2003	Silva	Trailer	Trailer, Implement Transport [FH0]	Streets Division [63]		
197	2000	Spaulding	RMV	Asphalt Heater [N10]	Streets Division [63]		
220	2015	International	7400 SBA 6 X 4	Truck, Dump, 10-11 Cubic Yard [624]	Streets Division [63]		
221	2015	International	7400 SBA 6 X 4	Truck, Dump, 10-11 Cubic Yard [624]	Streets Division [63]		
222	2017	International	7400 6x4	Truck, Dump, 3-5 Cubic Yard [621]	Streets Division [63]		
235	2003	International	7400 SFA 4 X 2	Truck, Dump, 3-5 Cubic Yard [621]	Streets Division [63]	International 7500	
236	2003	International	7400 SFA 4 X 2	Truck, Dump, 3-5 Cubic Yard [621]	Streets Division [63]		
237	2004	International	7400 SFA 4 X 2	Truck, Dump, 3-5 Cubic Yard [621]	Streets Division [63]		
238	2004	International	7400 SFA 4 X 2	Truck, Dump, 3-5 Cubic Yard [621]	Streets Division [63]		
239	2004	International	7400 SFA 4 X 2	Truck, Dump, 3-5 Cubic Yard [621]	Streets Division [63]		
240	2005	International	7400 SFA 4 X 2	Truck, Dump, 3-5 Cubic Yard [621]	Streets Division [63]		
241	2005	International	7400 SFA 4 X 2	Truck, Dump, 3-5 Cubic Yard [621]	Streets Division [63]		
242	2005	International	7400 SFA 4 X 2	Truck, Dump, 3-5 Cubic Yard [621]	Streets Division [63]		
243	2014	International	7400 SBA 6 X 4	Truck, Dump, 10-11 Cubic Yard [624]	Streets Division [63]		
244	2014	International	7400 SBA 6 X 4	Truck, Dump, 10-11 Cubic Yard [624]	Streets Division [63]		
245	2015	International	7400 SBA 4 X 2	Truck, Dump, 3-5 Cubic Yard [621]	Streets Division [63]		
246	2006	Ford	F150	Truck, Pickup, 1/2 Ton, Extended Cab [B21]	Streets Division [63]	Ford F-150	
263	1994	Wacker	VP6155A	Compactor [KD3]	Streets Division [63]		
278	1991	Stanley	PD1991	Post Driver/Puller [Y14]	Streets Division [63]		
279	1991	Stanley	PP1991	Post Driver/Puller [Y14]	Streets Division [63]		
294	2015	Elgin	NP Pelican	Truck, Sweeper, Street [210]	Streets Division [63]		

Fleet Comparison

383	2001	Monroe	MO347111NT	Front Plow [N21]	Streets Division [63]		
384	2001	Monroe	MO347111NT	Front Plow [N21]	Streets Division [63]		
385	2001	Monroe	MO347111NT	Front Plow [N21]	Streets Division [63]		
386	2001	Monroe	MO347111NT	Front Plow [N21]	Streets Division [63]		
387	2001	Monroe	MO347111NT	Front Plow [N21]	Streets Division [63]		
388	2001	Monroe	MO347111NT	Front Plow [N21]	Streets Division [63]		
390	1980	Root	441V79	Front Plow [N21]	Streets Division [63]		
391	1980	Root	532X88	Front Plow [N21]	Streets Division [63]		
392	2000	Root	RT62PR10	Front Plow [N21]	Streets Division [63]		
395	1980	Root	532X88	Front Plow [N21]	Streets Division [63]		
396	1980	Root	532X88	Front Plow [N21]	Streets Division [63]		
400	1980	Root	532X86	Front Plow [N21]	Streets Division [63]		
402	1980	Root	441V79	Front Plow [N21]	Streets Division [63]		
4005	2002	Packer Chutes	Chute	Packer Chute [PD1]	Streets Division [63]		
73	2017	Ford	Transit Connect	Van, 1/2 Ton, Cargo [C25]	Transportation [53]		
1	2012	Long Chih Industrial	LCI-851TA	Trailer, Implement Transport [FH0]	Utilities [64]		
11	2002	Coleman	MH4000RL	Light Tower, Portable [SA6]	Utilities [64]		
12	2002	Coleman	MH4000RL	Light Tower, Portable [SA6]	Utilities [64]		
23	2000	Volvo	EW170	Excavator [G2B]	Utilities [64]		
30	2003	Jamar	5 X 9 Tilt Bed	Trailer, Mower Transport [FH1]	Utilities [64]		
31	2005	Ford	Taurus	Automobile, Intermediate, 4 Door [A32]	Utilities [64]		
35	2008	Ford	F250	Truck, Pickup, 3/4 Ton [B30]	Utilities [64]		
48	2012	Solar Tech	AB-0615	Trailer, Message Board, Solar [F21]	Utilities [64]		
56	2002	GMC	K2500	Truck, Pickup, 3/4 Ton [B30]	Utilities [64]	Ford F-250	
62	2010	GMC	K2500	Truck, Pickup, 3/4 Ton [B30]	Utilities [64]		
67	2017	Doosan	P185WD	Compressor, Trailer Mounted [SA5]	Utilities [64]		
71	2017	Ford	Escape	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Utilities [64]		
72	2015	Ford	Escape	Truck, Sport Utility, 1/2 Ton, 4 Door [B2B]	Utilities [64]		
78	2006	Target Minicon	Cement Saw	Cement Saw [KD4]	Utilities [64]		
82	2011	Ford	F550	Truck, Pickup, 1 Ton [B40]	Utilities [64]		
92	2000	Ingersoll-Rand	P185WD	Compressor, Trailer Mounted [SA5]	Utilities [64]	Doosan Compressor	
111	1999	Chevrolet	C6500	Truck Pickup 1 1/2 Ton, Utility Body [B53]	Utilities [64]		
121	2001	Dodge	2500	Truck, Pickup, 3/4 Ton [B30]	Utilities [64]		
127	2017	Doosan	Pro5,25	Forklift, Industrial [J30]	Utilities [64]		
74	2017	Ford	C-Max	Automobile, Compact, 4 Door [A22]	Utilities [64]		
145	1980	GMC	TP31442	Truck, Box Van Body [6G1]	Utilities [64]		
152	1980	Gorman Rupp	14C2	Pump, Centrifugal, Portable [S20]	Utilities [64]		
153	1980	Gorman Rupp	16C2	Pump, Centrifugal, Portable [S20]	Utilities [64]		
156	1981	Condec	Generator	Generator, Trailer Mount [R02]	Utilities [64]		
157	1981	Condec	Generator	Generator, Trailer Mount [R02]	Utilities [64]		
158	2003	John Deere	717A Z Track	Mower, Deck, Riding [K11]	Utilities [64]		
160	1981	Chippewa	Chip1	Trailer, Implement Transport [FH0]	Utilities [64]		
161	1981	Custom	Cust1	Trailer, Implement Transport [FH0]	Utilities [64]		
163	2014	Northstar	157310	Pressure Washer, Hot Water [KD6]	Utilities [64]		
175	2017	Case	5805N	Backhoe, with Loader [G11]	Utilities [64]		
196	2001	GMC	Savana 2500	Van, 3/4 Ton, Cargo [C35]	Utilities [64]	Ford F-250	
234	2003	International	7400 SFA 4 X 2	Truck, Dump, 3-5 Cubic Yard [621]	Utilities [64]		
247	2006	Chevrolet	K2500	Truck, Pickup, 3/4 Ton [B30]	Utilities [64]	Ford F-250 Utility Box	
280	2017	Ford	F-150 4x4	Truck, Pickup, 3/4 Ton [B30]	Utilities [64]		
281	1993	DeVries	Trailer	Trailer, Implement Transport [FH0]	Utilities [64]		
283	2012	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Utilities [64]		

Fleet Comparison

284	2012	Ford	F350 4 X 4	Truck, Pickup, 1 Ton [B40]	Utilities [64]		
285	2014	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Utilities [64]		
286	2016	Ford	F250 4 X 4	Truck, Pickup, 3/4 Ton [B30]	Utilities [64]		
324	2002	Solar Tech	MB2-2248	Trailer, Message Board, Solar [F21]	Utilities [64]		
325	2002	Solar Tech	MB2-2248	Trailer, Message Board, Solar [F21]	Utilities [64]		
326	2005	Solar Tech	MB2-2248	Trailer, Message Board, Solar [F21]	Utilities [64]		
327	2005	Solar Tech	MB2-2248	Trailer, Message Board, Solar [F21]	Utilities [64]		
359	2014	International	7500 SBA 6 X 4	Truck, Catch Basin, Vacuum Jet [235]	Utilities [64]		
369	2007	Sterling	Vactor	Truck, Catch Basin, Vacuum Jet [235]	Utilities [64]		

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Ice Control Salt Purchase - Cooperative Purchase

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: That City Council award a contract to:

1. Detroit Salt Company in the amount of \$39.52 per ton for 1,800 tons of ice control salt at a total cost of \$71,136 for early delivery;
2. Detroit Salt Company in the amount of \$43.99 per ton for 1,500 tons of ice control salt at a total cost of \$65,985 for seasonal back-up on an as-needed basis

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

Each year, the city participates in the Michigan Delivering Extended Agreements Locally (MiDEAL) program for the procurement of winter ice control salt. This purchasing program provides the city excellent economic savings due to the large volume purchasing power of the State of Michigan. The state request for ice control salt bids is structured for early deliveries, as well as for seasonal back-up quantities delivered on an as-needed basis. Salt continues to be the most cost-effective deicing agent for assuring safe roadway travel during the winter months.

Therefore, it is recommended that City Council approve the purchase in the amount of \$71,136 from Detroit Salt Company for the early delivery of 1,800 tons of ice control salt at the MiDEAL price of \$39.52 per ton. In addition, it is recommended that City Council approve a purchase in the amount of \$65,985 from Detroit Salt Company for 1,500 tons of ice control salt for seasonal back-up on an as-needed basis at the MiDEAL price of \$43.99 per ton. This pricing represents a 12 percent decrease per ton from FY 2016-2017.

FUNDING: Fund are budgeted and available for this purchase in the FY 2017-2018 Major and Local Streets budgets.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Tax Exemption (Payment in Lieu of Taxes) for Selinon Park Apartments

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council accept for first reading an amendment to the Payment in Lieu of Taxes (PILOT) ordinance for Selinon Park, a 74-unit multiple-family residential development proposed by Selinon Park Limited Dividend Housing Association Limited Partnership, at 1521, 1603 and 1615 East Centre Avenue, and take final action on September 12, 2017.

A recent application has been received from Selinon Park Limited Dividend Housing Association Limited Partnership (Full Circle Communities, Inc.) to amend the Payment in Lieu of Taxes (PILOT) ordinance previously adopted by City Council on March 22, 2016 (see attached communication to Council). The tax exemption and PILOT ordinance was authorized to facilitate the construction of a 74-unit multiple-family affordable rental housing development at 1521, 1603 and 1615 East Centre Avenue. Full Circle Communities has an option to purchase the above referenced properties with local, state and federal funding sources proposed to finance the development.

As explained in the attached communication from Mr. Wilmoth, Full Circle Communities has applied to the Michigan State Housing Development Authority (MSHDA) for Low Income Housing Tax Credits (LIHTC), which are essential to the financing and economic feasibility of the development. While Full Circle Communities has not yet been successful in receiving LIHTC for the development, MSHDA has encouraged the applicant to add market rate housing units to increase the competitiveness of their application. Accordingly, Full Circle Communities will now offer eight housing units at market rate rents, whereas the remaining 66 units will be rented at affordable rates to households with incomes at or below 60 percent of the area median income. Due to this change and increased revenue anticipated with the market rate units, an amendment to the PILOT ordinance adopted in March 2016 is necessary. The original PILOT ordinance requires the applicant to pay the city 6.5 percent of the net shelter rents and establishes a minimum annual payment of \$34,071. As shown in the attached Net Shelter Rents and Minimum PILOT Payment table, the proposed market rate units will increase net shelter rents, and the resulting minimum annual PILOT payment to the city will increase to \$35,484.

The City Administration has reviewed the application with the applicant and the City Attorney. In addition, the City Attorney has approved the proposed amendment to the PILOT ordinance for City Council review and consideration. A tax exemption with a 6.5 percent PILOT is recommended as referenced in the attached amendment to Chapter 70, Article 2, Division 12 of the Code of Ordinances. The proposed ordinance, if adopted, would become effective only after the acquisition of the property by Full Circle Communities and receipt/closure of the federally-aided mortgage.

FUNDING: Tax exemption and minimum annual PILOT of \$35,484.

- Attachments:**
1. PILOT Ordinance Amendment
 2. PILOT Ordinance Amendment - strikeout and underline version
 3. Communication from Joshua Wilmoth, President and CEO, Full Circle Communities (received August 7, 2017)
 4. Net Shelter Rents and Minimum PILOT Payment table
 5. March 22, 2016 communication from City Manager Shaffer

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING ARTICLE 2 OF CHAPTER 70, TAXATION,
SELINON PARK PROVIDING FOR A SERVICE CHARGE IN LIEU OF TAXES**

THE CITY OF PORTAGE ORDAINS:

That Article 2 of Chapter 70, Taxation, is hereby amended to add Division 12, Selinon Park:

Sec. 70-300. - Preamble and intent. No change.

Sec. 70-301. - Definitions. The following definitions are changed:

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

1. *"Act" remains the same.*
2. *"Contract" remains the same.*
3. *"Authority" remains the same.*
4. *"Housing development" remains the same.*
5. *LIHTC program* means the low income housing tax credit program administered by the authority under Section 42 of the Internal Revenue Code of 1986, as amended.
6. *"Mortgage Loan" remains the same.*
7. *Persons of low income or families* shall mean households which are at or below 60 percent of area median income ("AMI") eligible to move into a housing development. With respect to this housing development 66 units will be reserved for persons or families of low income, in all instances adjusted for household size.
8. *"Property" remains the same.*
9. *"Sponsor" remains the same.*
10. *"Utilities" remains the same.*

Sec. 70-302. - Exemption of low income housing developments only.

It is hereby determined that the class of housing developments to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be housing for persons and families of low income, which are financed or assisted pursuant to the Act. With respect to the property, a total of 66 units will be reserved for low income persons or households at or below 60 percent of AMI, in all instances adjusted for household size. It is further determined that Selinon Park is of this class.

Sec. 70-303. - Amount of service charge.

The housing project identified as Selinon Park and the property on which it will be located shall be exempt from all ad valorem property taxes from and after the commencement of construction. The city acknowledges that the sponsor and the authority have established the economic feasibility of the housing development in reliance upon the enactment and continuing effect of this division and the qualification of the housing development for exemption from all property taxes and a payment in lieu of taxes as established in this division. In consideration of the sponsor's acquisition of the property and offer to construct and operate the housing development, the city hereby agrees to accept the payment of an annual service charge for public services in lieu of all property taxes. The annual service charge shall be equal to six and one-half percent of the annual contract rents for 15 years of operation after the acquisition of the property, its receipt of an allocation of low income housing tax credits from the authority and its commencement of its proposed construction but in any event not less \$35,484. Thereafter, for the 16th through 35th year, the annual service charge and minimum payment stated in this section shall be reviewed, and if the mortgage loan is still in effect and the housing development remains subject to income and rent restrictions under the LIHTC program, the annual service charge and minimum payment stated in this section shall not change.

Sec. 70-304. - Payment of service charge.

The service charge in lieu of taxes, as determined according to this division, shall be payable, enforceable and, if not paid timely, collectible in the same manner as general property taxes are payable to the city, except that the annual payment for each operating year shall be made as follows:

- (1) The minimum payment of \$35,484 is due on or before December 31 of each year.
- (2) All additional amounts owing from the December 31 payment of the previous year, as determined to be owing based on an audit, is due on or before by July 1 of each year.

Sec. 70-305. - Verification of contract rent. No change.

Sec. 70-306. - Effective period of division.

This division shall:

- (1) Become effective only after Sponsor acquires the property and receives and closes a mortgage loan or receives an allocation from the LITHC Program administered by the Authority; and
- (2) Shall remain in effect and shall not terminate so long as a mortgage loan remains outstanding and unpaid, and the housing development remains subject to income and rent restrictions under the LIHTC program, but not to exceed thirty-five (35) years.

Sec. 70-307. - Contractual effect of division. No change.

Sec. 70-308. – Limitation on the Payment of Annual Service Charge

Notwithstanding Section 70-303, the service charge to be paid each year in lieu of taxes for the part of the housing project that is tax exempt but which is occupied by other than low income persons or families shall be equal to the full amount of the taxes which would be paid on that portion of the housing project if the housing project were not tax exempt.

Sec. 70-309. - Severability. No change.

Sec. 70-310. – Inconsistent ordinances. No change.

Peter J. Strazdas, Mayor

FIRST READING: _____
SECOND READING: _____
ORDINANCE #: _____
EFFECTIVE DATE: _____

CERTIFICATION:

I, James R. Hudson, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing ordinance was adopted by the City of Portage on the _____ day of _____, 2017

James R. Hudson, City Clerk

Approved as to Form:

Date: 8/18/17

[Signature]

City Attorney

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Draft

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF PORTAGE, MICHIGAN BY AMENDING ARTICLE 2 OF CHAPTER 70, TAXATION, SELINON PARK PROVIDING FOR A SERVICE CHARGE IN LIEU OF TAXES

THE CITY OF PORTAGE ORDAINS:

That Article 2 of Chapter 70, Taxation, is hereby amended to add Division 12, Selinon Park:

Sec. 70-300. - Preamble and intent. No change.

Sec. 70-301. - Definitions. The following definitions are changed:

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

1. "Act" remains the same.

2. "Contract" remains the same.

3. "Authority" remains the same.

4. "Housing development" remains the same.

5. LIHTC program means the low income housing tax credit program administered by the authority under Section 42 of the Internal Revenue Code of 1986, as amended.

6. "Mortgage Loan" remains the same.

7. Persons of low income or families shall mean households which are at or below 60 percent of area median income ("AMI") eligible to move into a housing development. With respect to this housing development 66 units will be reserved for persons or families of low income. Specifically, 32 units for households at or below 30 percent of AMI, and 42 units for households at or below 60 percent of AMI, in all instances adjusted for household size.

8. "Property" remains the same.

9. "Sponsor" remains the same.

10. "Utilities" remains the same.

Sec. 70-302. - Exemption of low income housing developments only.

It is hereby determined that the class of housing developments to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be housing for persons and families of low income, which are financed or assisted pursuant to the Act. With respect to the property, a total of ~~74-66~~ units will be reserved for ~~persons of~~ low income ~~persons~~ or ~~families and, specifically 32 units for households at or below 30 percent of AMI, and 42 units for~~ households at or below 60 percent of AMI, in all instances adjusted for household size. It is further determined that Selinon Park is of this class.

Sec. 70-303. - Amount of service charge.

The housing project identified as Selinon Park and the property on which it will be located shall be exempt from all ad valorem property taxes from and after the commencement of construction. The city acknowledges that the sponsor and the authority have established the economic feasibility of the housing development in reliance upon the enactment and continuing effect of this division and the qualification of the housing development for exemption from all property taxes and a payment in lieu of taxes as established in this division. In consideration of the sponsor's acquisition of the property and offer to construct and operate the housing development, the city hereby agrees to accept the payment of an annual service charge for public services in lieu of all property taxes. The annual service charge shall be equal to six and one-half percent of the annual contract rents for 15 years of operation after the acquisition of the property, its receipt of an allocation of low income housing tax credits from the authority and its commencement of its proposed construction but in any event not less ~~\$34,071.00~~\$35,484. Thereafter, for the 16th through 35th year, the annual service charge and minimum payment stated in this section shall be reviewed, and if the mortgage loan is still in effect and the housing development remains subject to income and rent restrictions under the LIHTC program, the annual service charge and minimum payment stated in this section shall not change.

Sec. 70-304. - Payment of service charge.

The service charge in lieu of taxes, as determined according to this division, shall be payable, enforceable and, if not paid timely, collectible in the same manner as general property taxes are payable to the city, except that the annual payment for each operating year shall be made as follows:

- (1) The minimum payment of \$34,071.00 \$35,484 is due on or before December 31 of each year.
- (2) All additional amounts owing from the December 31 payment of the previous year, as determined to be owing based on an audit, is due on or before by July 1 of each year.

Sec. 70-305. - Verification of contract rent. No change.

Sec. 70-306. - Effective period of division.

This division shall:

- (1) Become effective only after Sponsor acquires the property and receives and closes a mortgage loan or receives an allocation from the LIHTC Program administered by the Authority; and
- (2) Shall remain in effect and shall not terminate so long as a mortgage loan remains outstanding and unpaid, and the housing development remains subject to income and rent restrictions under the LIHTC program, but not to exceed thirty-five (35) years.

Sec. 70-307. - Contractual effect of division. No change.

Sec. 70-308. – Limitation on the Payment of Annual Service Charge

Notwithstanding section 70-303, the service charge to be paid each year in lieu of taxes for the part of the housing project that is tax exempt but which is occupied by other than low income persons or families shall be equal to the full amount of the taxes which would be paid on that portion of the housing project if the housing project were not tax exempt.

Sec. 70-309. - Severability. No change.

Sec. 70-310. – Inconsistent ordinances. No change.

Peter J. Strazdas, Mayor

FIRST READING: _____
SECOND READING: _____
ORDINANCE #: _____
EFFECTIVE DATE: _____

CERTIFICATION:

I, James R. Hudson, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing ordinance was adopted by the City of Portage on the _____ day of _____, 2017

James R. Hudson, City Clerk

Approved as to Form:

Date: _____

City Attorney



FULLCIRCLE
communities

Ms. Victoria Georgeau
Director, Department of Community Development
City of Portage
7900 S Westnedge Avenue
Portage, MI 49002

Re: PILOT Ordinance Amendment Request – Selinon Park

Dear Ms. Georgeau:

Full Circle Communities, Inc. (“**FCC**”) requests an Amendment to the Payment in Lieu of Taxes (“**PILOT**”) Ordinance the City of Portage (“**Portage**”) adopted on March 22, 2016 for the proposed Selinon Park apartment project (“**Project**”), in accordance with guidelines established by the Michigan State Housing Development Authority (“**MSHDA**”).

As proposed, Selinon Park is a new construction, affordable apartment project that will be developed on a large, wooded site along East Centre Ave in Portage, Michigan. The Project will include 74 units and a residence for the Property Manager. FCC has unsuccessfully applied for Low Income Housing Tax Credits (“**LIHTC**”) in April 2016, October 2016, and April 2017 from MSHDA. In order to increase the likelihood of receiving an allocation of LIHTC in the October 2017 funding round, FCC proposes to modify the rent structure so a portion of the units are no longer subject to income requirements prescribed for units financed with the LIHTC program and MSHDA. These units will have rents determined by the market (“**Market Rate Units**”), approximately 10% higher than LIHTC rent levels at the project. MSHDA incentivizes the creation of mixed-income housing for developers that incorporate 10% market rate units along with income-restricted units. FCC proposes modifying Selinon Park to include 8 market rate units, 11% of the project’s total units. The inclusion of market rate units will change the amount of LIHTC the project is eligible for, as market rate units are not included in the basis calculation for the program. Market rate units will also increase the annual net income of the property by approximately \$13,000. With the inclusion of 8 market rate units, and 1 employee unit, 66 units will remain reserved for low-income individuals with incomes at or below 60% of AMI.

We believe it is appropriate to adjust the minimum payment standard included in the PILOT because effective gross income has increased. We respectfully request to increase the minimum payment standard to **\$35,484** from the previously approved \$34,071 minimum payment to account for this difference, with the PILOT to remain at 6.5% of Contract Rents.

Sincerely,

Joshua Wilmoth
President and CEO
Full Circle Communities, Inc.



Year	Gross Potential Rents	Other Residential Income (Laundry)	MSHDA Vancancy Loss (8 %)	Site Utility Costs	Net Shelter Rents	6.5% PILOT Payment	(per unit)
1	679,663	4,992	(54,373)	(84,375)	545,907	35,484	473
2	686,460	5,042	(54,917)	(86,906)	549,679	35,729	476
3	693,324	5,092	(55,466)	(89,513)	553,437	35,973	480
4	700,257	5,143	(56,021)	(92,199)	557,181	36,217	483
5	707,260	5,195	(56,581)	(94,965)	560,909	36,459	486
6	721,405	5,299	(57,712)	(97,814)	571,178	37,127	495
7	735,833	5,405	(58,867)	(100,748)	581,623	37,806	504
8	750,550	5,513	(60,044)	(103,771)	592,248	38,496	513
9	765,561	5,623	(61,245)	(106,884)	603,055	39,199	523
10	780,872	5,735	(62,470)	(110,090)	614,048	39,913	532
11	796,490	5,850	(63,719)	(113,393)	625,228	40,640	542
12	812,419	5,967	(64,994)	(116,795)	636,598	41,379	552
13	828,668	6,086	(66,293)	(120,299)	648,162	42,131	562
14	845,241	6,208	(67,619)	(123,908)	659,923	42,895	572
15	862,146	6,332	(68,972)	(127,625)	671,882	43,672	582
16	879,389	6,459	(70,351)	(131,454)	684,043	44,463	593
17	896,977	6,588	(71,758)	(135,397)	696,410	45,267	604
18	914,916	6,720	(73,193)	(139,459)	708,984	46,084	614
19	933,215	6,854	(74,657)	(143,643)	721,769	46,915	626
20	951,879	6,991	(76,150)	(147,952)	734,768	47,760	637
21	970,916	7,131	(77,673)	(152,391)	747,984	48,619	648
22	990,335	7,274	(79,227)	(156,962)	761,419	49,492	660
23	1,010,142	7,419	(80,811)	(161,671)	775,078	50,380	672
24	1,030,344	7,568	(82,428)	(166,521)	788,963	51,283	684
25	1,050,951	7,719	(84,076)	(171,517)	803,077	52,200	696
26	1,071,970	7,873	(85,758)	(176,663)	817,424	53,133	708
27	1,093,410	8,031	(87,473)	(181,962)	832,005	54,080	721
28	1,115,278	8,192	(89,222)	(187,421)	846,826	55,044	734
29	1,137,583	8,355	(91,007)	(193,044)	861,888	56,023	747
30	1,160,335	8,522	(92,827)	(198,835)	877,195	57,018	760
31	1,183,542	8,693	(94,683)	(204,800)	892,751	58,029	774
32	1,207,213	8,867	(96,577)	(210,944)	908,558	59,056	787
33	1,231,357	9,044	(98,509)	(217,273)	924,620	60,100	801
34	1,255,984	9,225	(100,479)	(223,791)	940,939	61,161	815
35	1,281,104	9,409	(102,488)	(230,505)	957,520	62,239	830

TOTAL	32,732,989	240,418	(2,618,639)	(5,101,488)	25,253,280	1,641,463	21,886.18
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TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Tax Exemption (Payment in Lieu of Taxes) for Selinon Park Apartments

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council adopt an ordinance amendment to grant Selinon Park Limited Dividend Housing Association Limited Partnership a tax exemption and establish a Payment in Lieu of Taxes for Selinon Park, a proposed 74-unit multiple-family residential development to be constructed at 1521, 1603 and 1615 East Centre Avenue.

Full Circle Communities has an option to purchase 1521, 1603 and 1615 East Centre Avenue and has concurrently requested a rezoning (Rezoning #15/16-4) of these properties from R-1B, one family residential, RM-1, multiple family residential and OS-1, office service to PD, planned development, which must be approved prior to final action on the requested Payment in Lieu of Taxes (PILOT). As shown on the attached tentative plan, the development will provide one, two, three and four bedroom units. Local, state and federal funding sources are proposed to finance the development.

As background information, Portage offers a wide variety of housing opportunities for residents, and consistent with the 2014 Comprehensive Plan and Community Development Block Grant (CDBG) Program 2011-2015 Consolidated Plan, the City of Portage has acknowledged a need to facilitate affordable housing for persons with disabilities and/or low income households. As a result the city has approved several tax exemptions over the years to facilitate such housing in the form of a PILOT for various apartment developments. Specifically, PILOT ordinances have been adopted for the Spring Manor, the Hearthside, The Crossings II, Centre Street Village, Barrington Woods, Milham Meadows and a single-family affordable rental dwelling at 1506 Schuring Road (owned by the Kalamazoo Family Non-Profit Housing Corporation).

As outlined in the correspondence from Full Circle Communities, the development will involve the construction of an approximate \$12 million, 74-unit affordable supportive housing development within three buildings (with the use of the existing historic house at 1521 East Centre Avenue for the residence of an on-site manager). One hundred percent of the housing units will be rented at affordable rates and rents will be restricted to no more than 30% of household income. In particular, 32 housing units will be made available to households with an income at or below 30% of the Area Median Income (AMI), and 42 units will be made available to households with incomes between 30-60% of the AMI. The 48-unit three-story building will be constructed with barrier-free access and universal design features. Within the two townhome buildings, the four-bedroom units will include a first-floor accessible bedroom and bathroom, with the remaining first floor units incorporating designs that are visitable and adaptable for persons with disabilities. Full Circle Communities estimates that one-third

of the units will be occupied for persons with disabilities and other special needs. While the housing will provide independent living options, Selinon Park will provide an on-site case manager to provide links to community-based services and assistance.

The primary funding source for the proposed development will be derived from the Low Income Housing Tax Credit (LIHTC) Program administered by the Michigan State Housing Development Authority (MSHDA). In addition, a \$500,000 Affordable Housing Program Grant from the Federal Home Loan Bank of Indianapolis is proposed, and if the LIHTC is awarded by MSHDA, additional Project Based Rental Assistance from MSHDA is anticipated. Finally, to demonstrate financial feasibility for the competitive LIHTC program, MSHDA requires a PILOT from the local unit of government, which has been requested by Full Circle Communities, Inc.

Tax exemptions such as PILOTS are authorized by PA 346 of 1966 for certain housing developments. Act 346 stipulates that: 1) a tax exemption granted for eligible housing developments remains in effect for as long as the authority or federally-aided mortgage is outstanding; 2) any payments in lieu of taxes received by the city must be distributed to the affected taxing units in the same proportion as the property tax in the previous calendar year; and 3) the city establish a service charge to be paid in lieu of taxes in order to implement the tax exemption for the eligible housing development. The service charge is negotiable, but may not exceed the property tax that would be paid without a service charge.

Consistent with other, more recent PILOT ordinance amendments, the city requested and the applicant has agreed to an increased PILOT of 6.5% of annual shelter (contract) rents with a minimum annual PILOT payment of \$34,071. The proposed PILOT is for 35-years, which will coincide with the term of the federally-aided mortgage (MSHDA LIHTC award) and associated “affordability period” for the rental housing units reserved for low income persons and households.

Project Benefits and Costs

- The proposal will fulfill goals of the 2011-2015 Consolidated Plan approved by City Council, as part of the Community Development Block Grant program;
- The proposal will fulfill the goal to partner with for-profit and non-profit developers by providing a Payment in Lieu of Taxes incentive to help meet financing requirements for affordable housing;
- Approval of the proposal will demonstrate the continued commitment on the part of the city to enhance the range of housing choices for low income and special needs residents;
- Based on data included in the Consolidated Plan, approximately 4,350 low income households in Portage have a housing cost burden, are paying over 30 percent of their income on housing expenses. Among low income renters, 60 percent of these households have a housing cost burden;
- The proposal is consistent with the Comprehensive Plan and the development represents a \$12 million investment, which will also create and retain jobs.

Based on information submitted by Full Circle Communities, the City Assessor has estimated the annual taxes without the requested PILOT in comparison to the proposed PILOT. The table below

provides the estimated annual foregone tax revenue for all taxing units, compared to the average revenue (over 35 years) that would be received from the proposed PILOT.

Taxing Unit	Estimated Annual Taxes Without Tax Exemption/PILOT	Estimated Average Annual PILOT Payment ¹
City of Portage	\$13,575	\$8,495
State Education	\$7,455	\$4,665
School Operating	\$22,365	\$13,995
School Building/Debt	\$7,206	\$4,510
Portage District Library	\$1,864	\$1,166
KVCC	\$3,496	\$2,188
KRESA	\$7,960	\$4,981
Kalamazoo County	\$7,624	\$4,771
County Transit	\$497	\$311
County Juvenile	\$314	\$197
County Housing Fund	\$124	\$78
Total	\$72,479	\$45,356

¹It is noted that over the 35-year period of the PILOT, the average payment to all taxing jurisdictions is estimated at \$45,356, while the minimum PILOT payment would be \$34,071. The PILOT payment is projected to increase to \$59,950 by the end of the PILOT period.

The City Administration has carefully reviewed the application with the applicant and the City Attorney. In addition, the City Attorney has approved the proposed ordinance amendment establishing a tax abatement and PILOT for City Council review and consideration. A tax exemption with a 6.5% PILOT is recommended as referenced in the attached amendment to Chapter 70, Article 2, Division 12 of the Code of Ordinances. The proposed ordinance, if adopted, would become effective only after the acquisition of the property by Full Circle Communities and receipt/closure of the federally-aided mortgage.

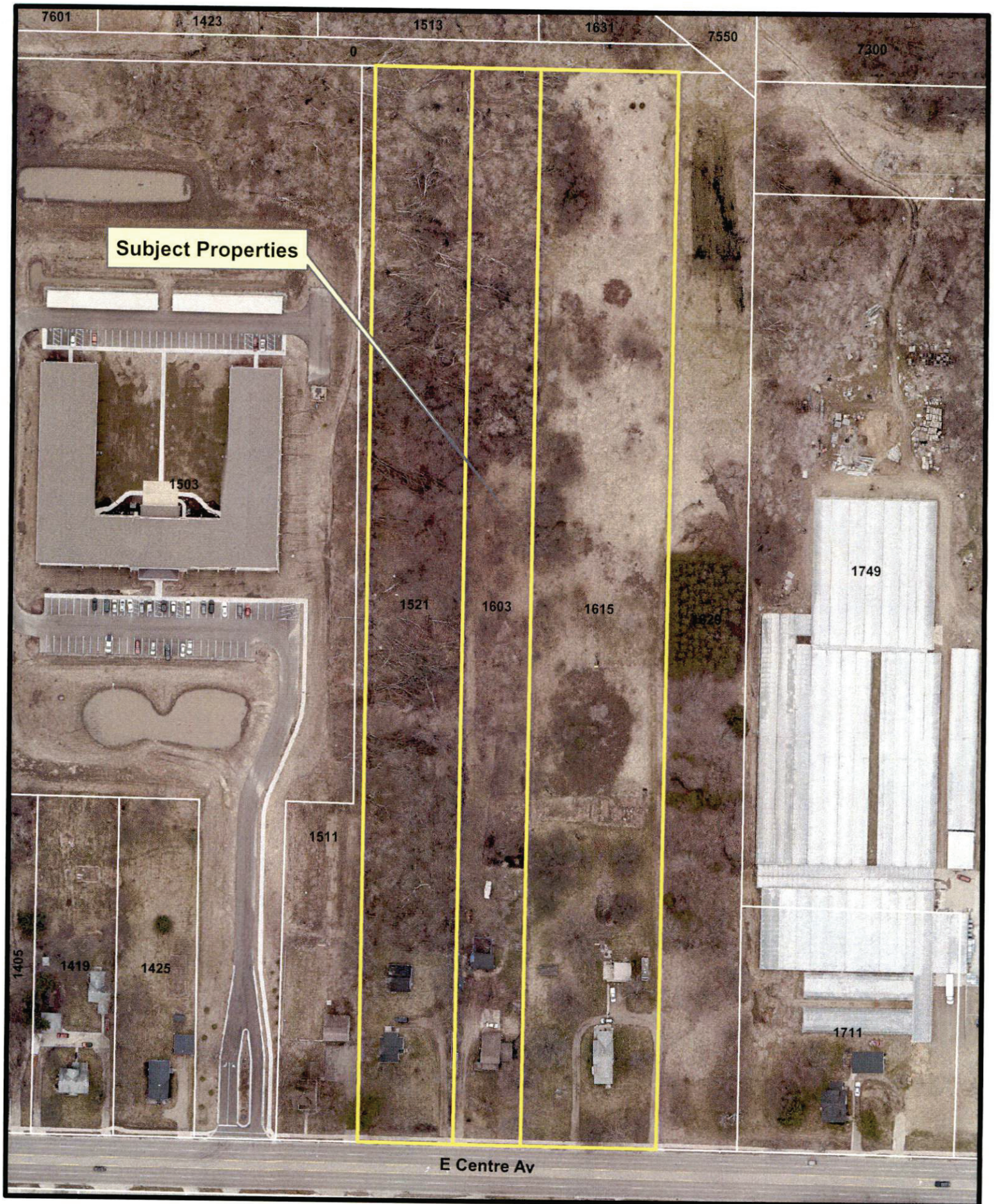
The City Council completed the first reading of this ordinance amendment, as well as Rezoning Application #15/16-4, during its February 22, 2016 regular meeting.

Therefore, it is recommended that City Council adopt an ordinance amendment to grant Selinon Park Limited Dividend Housing Association Limited Partnership a tax exemption and establish a Payment in Lieu of Taxes for Selinon Park, a proposed 74-unit multiple-family residential development to be constructed at 1521, 1603 and 1615 East Centre Avenue.

FUNDING: Tax exemption and minimum annual PILOT of \$34,071.

Attachments:

1. Aerial Photo Map
2. Tentative Plan
3. Correspondence from Full Circle Communities
4. PILOT Ordinance Amendment

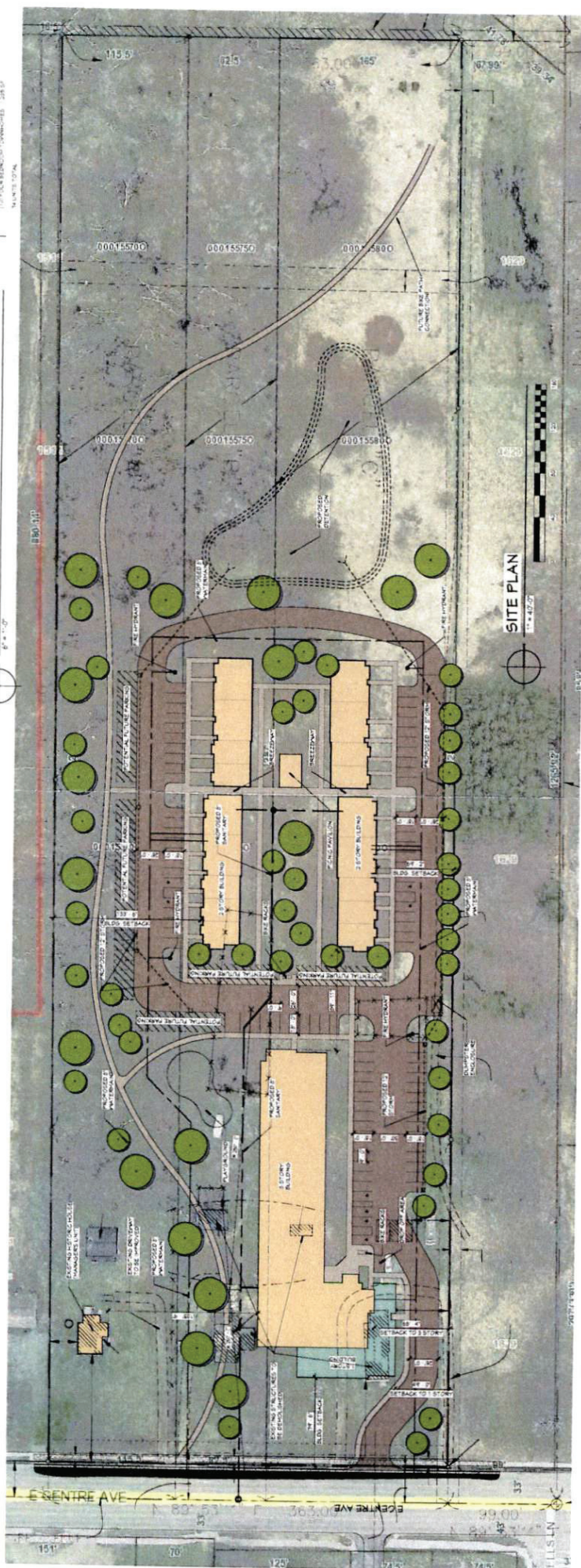


 Subject Properties

Aerial Photo 1521,1603,1615 East Centre Avenue



1 inch = 150 feet
(1000)

 VICINITY MAP

FULL CIRCLE
communities

HOOGER | DE JONG
ARCHITECTS & ENGINEERS

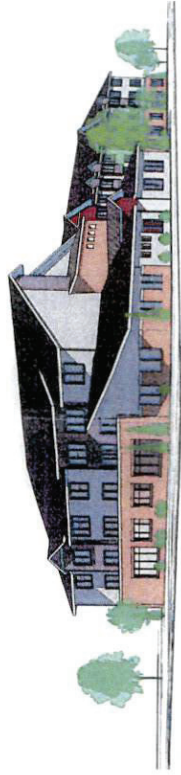
SELINON PARK

PR-2

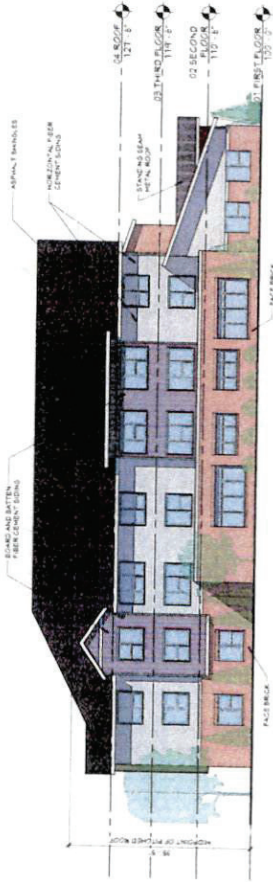
PHY-2



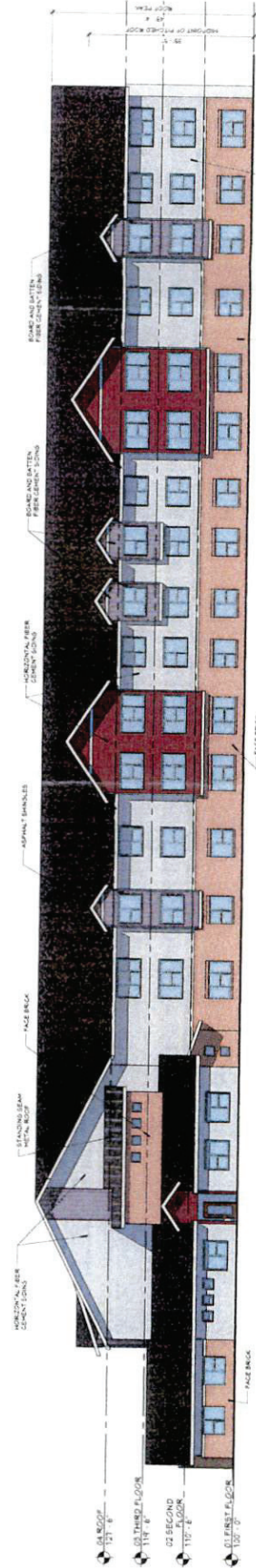
VIEW FROM PARKING



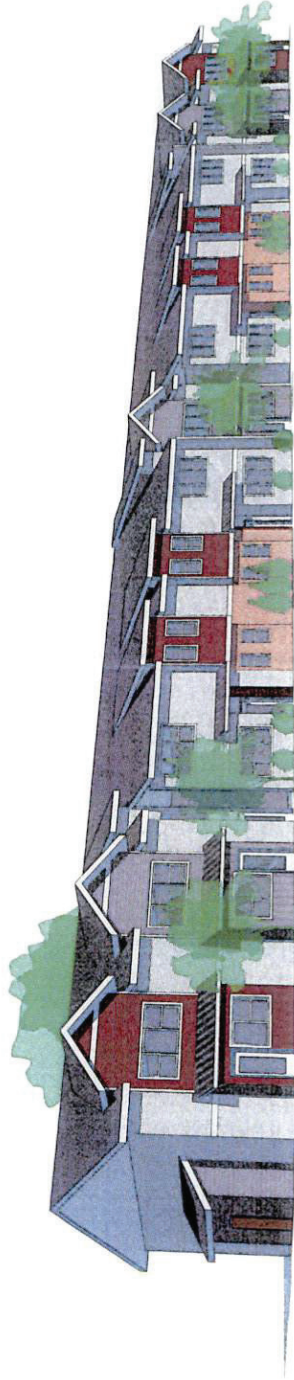
VIEW FROM CENTRE AVE



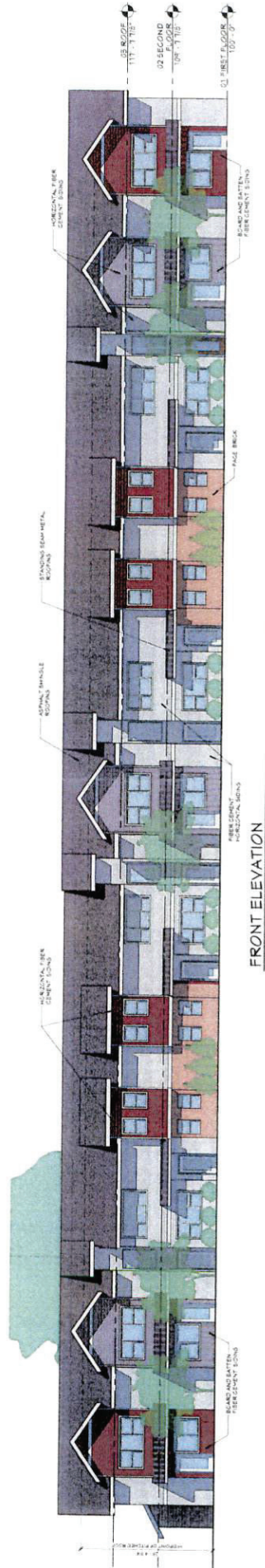
SOUTH ELEVATION



EAST ELEVATION



FRONT PERSPECTIVE



FRONT ELEVATION



FULLCIRCLE
communities



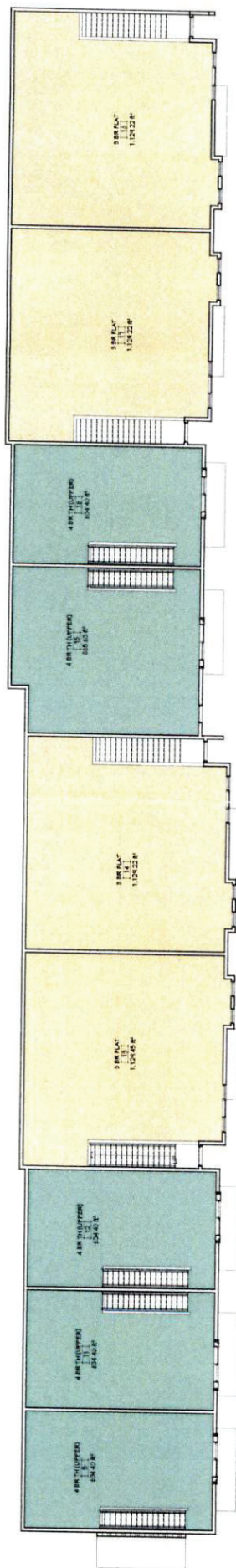
SELINON PARK

CONSTRUCTION
PREPARED BY

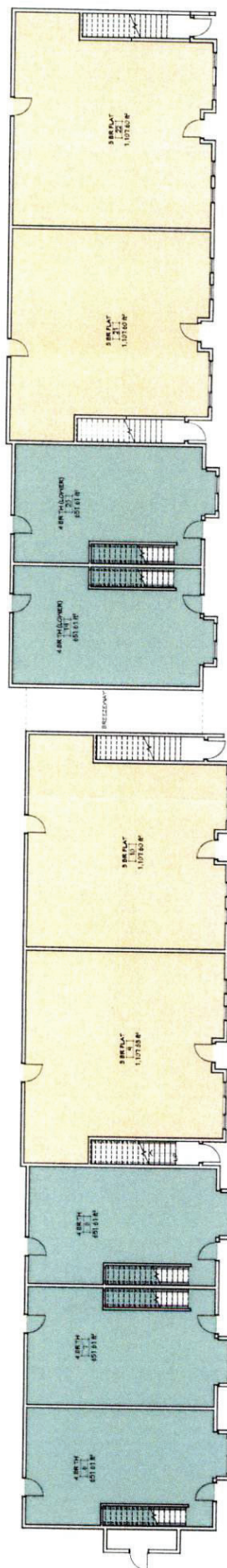
PR-6
Project # 4-0861
Date 1-30-2018

EXTERIOR ELEVATION - TOWNHOUSE BUILDINGS
FULL CIRCLE COMMUNITIES
1511 CLAYTON STREET
PORTLAND, OREGON 97201
TEL: 503.255.1111
WWW.FULLCIRCLECOMMUNITIES.COM

SECOND FLOOR PLAN



FIRST FLOOR PLAN





FULL CIRCLE
communities

RECEIVED

FEB 11 2016

COMMUNITY DEVELOPMENT

Ms. Victoria Georgeau
Director, Department of Community Development
City of Portage
7900 S Westnedge Avenue
Portage, MI 49002

Re: PILOT Ordinance Request – Selinon Park

Dear Ms. Georgeau:

The following summarizes the general framework between Full Circle Communities, Inc. or its affiliate (“**FCC**”) and City of Portage (“**Portage**”) for Payment in Lieu of Taxes (“**PILOT**”) Ordinance for the proposed Selinon Park apartment project (“**Project**”), in accordance with guidelines established by the Michigan State Housing Development Authority (“**MSHDA**”).

- Project:** The proposed Project would entail the construction of a 75-unit multi-family, integrated supportive housing in Portage, MI.
- Ownership Structure:** The owner of the Project (“**Owner**”) will be a limited dividend housing association limited partnership (LDHA LP). The non-member manager of the Owner will be FCC.
- Developer:** FCC will be the developer for the Project and will be entitled to receive any developer fee, and will be utilized as outlined below in “Available Service Funds”.
- Population Served:** The Project has been designed to serve an integrated population, with an intentional design that responds to the needs of residents with special needs and working families.
- Supportive Services:** FCC will dedicate funding to provide services at the Project including a Case Manager to coordinate access to services for residents of the Project. FCC will work in coordination with property management to ensure sustainable service delivery and occupancy.
- Available Service Funds:** FCC will use a minimum of 75% of all developer fees in excess of \$250,000 that FCC receives from the Project to fund a Service Reserve. FCC will use a minimum of 75% of all cash flow distributed to it to fund tenant services and case management.
- Requested Assistance:** PILOT exemption set at the greater of 6.5% of Contract Rents or the minimum payment, as established with the City, for a period of 35 years, in compliance with MSHDA standards.

Executive Summary

Selinon Park is a proposed new construction, 100% affordable apartment project that will be developed on a large, wooded site along East Centre Ave in Portage, Michigan. The Project will include 74 units in three residential buildings, with pedestrian and recreation paths, landscaped common areas, an outdoor recreation area for children, and an existing historic home, maintained as a residence for the Property Manager.

Selinon Park will provide affordable rental apartments designed to serve an integrated supportive housing population. In response to perceived community need, the buildings have been designed to serve a diverse population. Selinon Park provides a flexible continuum of housing and services to both individuals with special needs and working families through a unique combination of one-, two- and three-bedroom units and four-bedroom townhomes.

The project's primary funding source will be tax credit equity from the Low Income Housing Tax Credit (LIHTC) program, managed by the Michigan State Housing Finance Agency (MSHDA). The LIHTC program has strict guidelines for affordability. Tenants of LIHTC-funded projects must have verified incomes that comply with the program's income restrictions. 13 of the units (17%) will be at 50% of Area Median Income (AMI). 29 units (40%) will be at 60% AMI. 32 of the units (43%) will be income restricted to 30% AMI. The LIHTC program requires rents to be set at no more than 30% of household income (for 30%, 50% and 60% income thresholds, respectively).

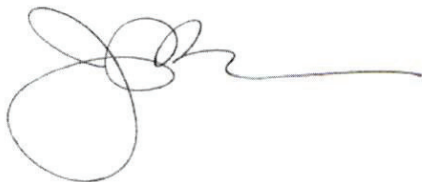
At the heart of Full Circle's mission is the understanding that housing and supportive and social services are intertwined. As a result, FCC commits at least 75% of cash flow and developer's fee to the provision of services for our residents. This service-rich housing model provides stability and independence to residents, and serves as the foundation for opportunity and enrichment.

Act 346 of the Michigan State Housing Development Authority (MSHDA) Act of 1966 recognizes the "payment in lieu of taxes" exemption (PILOT) as an important tool that facilitates the development of affordable housing for persons with low- to moderate-incomes and special needs. A PILOT provides eligible affordable housing projects with an annual service charge, calculated as a percentage of annual contract rents, *in lieu* of standard property taxes. The PILOT is designed to reduce the tax burden on the property owner, creating operational savings that enables the project to support reduced rents. MSHDA anticipates municipal support to LIHTC projects in the form of a PILOT exemption, and includes it in their program criteria. A project which does not receive a PILOT exemption is at a significant disadvantage in receiving a LIHTC award through the competitive funding process.

annua

As there are no other municipal or county funding sources available to the project, and given the income restrictions on the property, Selinon Park is not financially feasible without a PILOT. Financial feasibility has been modeled following underwriting guidelines established by MSHDA. We respectfully request a PILOT set at the greater of 6.5% of Contract Rents, or the minimum payment for a period of 35 years.

Sincerely,



Joshua Wilmoth
Vice President

Community Need

Special Needs

Selinon Park responds to the demonstrated need for accessible, affordable housing in the City of Portage. Portage has a long history of inclusive, affordable housing options for low-income residents and families, and for persons with disabilities and other complex health conditions. The City's Analysis of Impediments to Fair Housing (2011), completed as part of their 2011-2015 Consolidated Plan, however, states that there is an unmet demand for housing for populations with special needs, with over 1,100 households reporting both a disability and housing problem. Furthermore, data from the 2009-2013 American Community Survey (ACS) shows that 11.32% of the Portage's population (nearly 5,300 people) reported a disability, with over 770 of them living within the project's Census tract.

Historically, people with physical disabilities lived at home as long as their parents were able to care for them. These people were routinely institutionalized in state-funded facilities when it became too difficult for family to care for them. Market rate housing stock often has an inadequate design to accommodate independent living, and there is also an insufficient stock of affordable options. The result is a strain on accessible living solutions of any kind, which leads many people into the last alternative of state-run or funded institutions.

The population of disabled adults is not homogenous. Some disabled adults can function relatively independently in an apartment with minimal physical accommodations like grab bars, wider doorways, and lower light switches and electrical outlets that can be reached by a person in a chair. These people are able to transfer into bed or onto a toilet independently and can live in an ADA compliant, affordable properties where physical adaptations allow them to thrive in their units. Other disabled adults who cannot transfer into or out of a bed, toilet or wheelchair independently need housing units with more customized adaptations. Many need lifts operated with remote controls that allow them to get themselves out of bed and into a wheelchair, or specialized features such as roll-in showers. Because most seriously disabled adults have difficulty engaging in the work force, many depend on social security for their basic needs. They require a housing solution that is both accessible and affordable. Selinon Park is a vastly superior and cost effective solution for low-income adults with special needs who need and want some level of personal care and can direct their own care.

Rent Burdened Families

Selinon Park also addresses the needs of working families in Portage through the provision of affordable, larger units. There are numerous reasons that families, particularly those just starting out, have lingering financial problems despite the improvement in the economy. The legacy of the housing crisis can still be felt, and many households have lived and worked their way through foreclosures and reduced housing prices. As a result, the demand for affordable rental housing has grown. Furthermore, young families, many of them recent college graduates, have more student debt than any generation in history. This additional financial stress may disqualify many younger workers from taking on mortgage debt.

According to Census data, over 50% of Portage's renters are rent burdened, spending more than 30% of their income on housing. Over 1,200 renters in this rent burdened group earn between \$20,000 and \$50,000 a year. While this is below the City's median household income of \$55,035, these wages ought to provide the foundation upon which workers, particularly young families, can achieve lasting economic stability - eventually saving enough to attain homeownership. Research has shown that housing cost burden can significantly delay young working families from accumulating assets, and puts some families at risk for housing insecurity or homelessness. Moreover, the housing stock has not had time to adjust to these new

trends. According to the Census, less than 19% of the rental stock in Portage are units with three bedrooms or more, while Kalamazoo County has 25%, and Michigan has 30%.

Project Design and Marketing

Selinon Park's flexible design and tenant selection preferences create a diverse and inclusive community. Often persons with special needs end up in secluded living situations. Their lives are maintained, but their isolation limits the amount they can be enriched. FCC's philanthropic development model will provide integrated case management and targeted services for the project's tenants that responds to their health needs, as well as their financial, educational, and career goals.

The project envisions a dynamic community where roughly a third of the units will be targeted for persons with physical, mobility or sensory impairments and other special needs. Another third of the units will target working families that struggle to find affordable accommodations or are "under-housed", a term used to identify conditions where families double-up with other families or relatives, or have other temporary housing situations that put them at risk for homelessness. This group will have incomes ranging from 30-60% AMI and will benefit from the larger units. The final third of the units will be affordable for persons making 30-60% of AMI and impart flexibility to the project's marketing preferences. This model has been developed from Supportive Housing best practices, namely research from the national nonprofit, the Corporation for Supportive Housing (CSH). The Illinois Director of CSH is a director on the FCC Board, and the organization provides technical assistance to supportive housing projects across the county. These preferences will be further articulated in our tenant selection plan, and will conform to fair housing rules.

Selinon Park provides in-unit features that allow independent living for adults with special needs, particularly mobility impairments. The project includes 48 units in a three-story, elevator-served building. All of these units will be visitable, and significant portion will be barrier-free or adaptable, and will include universal design elements and customized features like roll-in showers and adjustable height countertops. The two townhome buildings will include ground floor three-bedroom units that are visitable and adaptable. The four-bedroom townhomes will include an accessible bedroom and bathroom on the first floor. The inclusion of accessible units across three buildings on the Selinon Park campus seamlessly integrates the supportive housing population into the larger project. It also adds much needed affordable rental stock to the community, particularly the 28 units (almost 40% of the total project) that are three or four bedrooms.

Service-rich Housing

Full Circle Communities

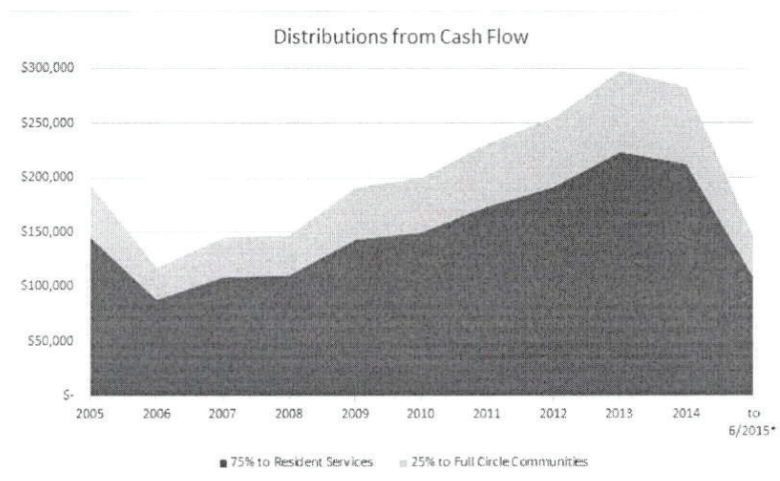
Full Circle Communities is a nonprofit developer, owner, and manager of affordable housing, headquartered in Chicago, IL. Like other affordable housing developers, FCC creates and preserves affordable housing. But FCC's mission goes deeper, recognizing that building a community requires a "full circle" of possibilities for its residents: not only decent, safe, affordable housing, but an array of services through which the residents can improve their access to opportunity and enhance their independence. In providing housing and services, low-income and special needs populations are empowered; not just through writing a check, but through physical sites and support networks through which they can be strengthened, and in turn strengthen others.

Full Circle was formed in 1999, and in 2002 acquired a 250-unit, affordable apartment community for persons 62 years of age or older, located in Naples, Florida. The model worked: where once seniors were homebound, or isolated from the larger community, they now had access to free van and transportation

services. An on-site service Case Manager paired residents with needed services like housekeeping, meal delivery, medical screenings, and physical and social recreation activities, all at little or no cost to the residents. And where the need for more affordable rents were most pressing, Full Circle committed its own funds to keeping residents in place. The company now owns more than 715 units in three states. FCC recently completed construction on 32 units of supportive housing in partnership with the Over the Rainbow Association in Chicago. In 2016, FCC will be under construction on three projects in Illinois and Iowa. Selinon Park will be Full Circle's first project in Michigan.

Service Funding Model

Full Circle employs a model where 75% of the net Developer Fee, and 75% of ongoing cash flow goes towards providing services for residents. Typically that upfront portion generated by the net Developer Fee would go towards establishing what we call a Service Reserve. Some or all of the Service Reserve will be invested in interest-bearing accounts. Full Circle will also commit at least 75% of distributed cash flow at the property. Between these two sources the Case Manager's salary and additional services (e.g. financial literacy classes, health screenings, parent training, youth development) are included in the annual service budget. As currently projected, the project supports a full-time Case Manager for the life of the project. Exhibit A. provides a sample of this distribution model. The following graph shows the actual distributions over the past ten years from one of our larger properties.



Case Management

FCC has developed the service model in concert with research from the Corporation for Supportive Housing (CSH) and in partnership with the Over the Rainbow Association, a nonprofit Illinois company that provides services, case management, and housing options for persons with mobility and sensory impairments and other special needs. FCC envisions a partnership with Over the Rainbow Association to staff the full-time Case Manager at the project. FCC will build other connections in the community to service providers and resources such as the Portage Community Center, and service providers that are part of the Kalamazoo County Continuum of Care.

The Case Manager will provide advocacy, service linkages and support for the residents. Where households are already receiving community-based services or assistance, the Case Manager may work in conjunction with the existing service partner to provide additional support or linkages. Services are voluntary, and are not a condition of residency. However, the Case Manager can be a valuable tool for residents. Every applicant for the proposed development will be invited to an intake interview, where the household can

meet with the Case Manager and together come up with a service plan. This plan will guide the services and referrals that we will offer, and will be revised as often as is necessary to ensure the success of the household.

Through on-site staff and community referrals, the Case Manager can provide the residents with services including but not limited to:

- Advocacy
- Case Management
- Coordinating Primary Care Attendants
- Medicare/Medicaid and Social Security assistance
- Meals
- Reasonable Modifications or Accommodations
- Transportation
- TANF and LIHEAP
- Health Awareness

The Case Manager can coordinate community linkage and transportation, which will allow the residents to shop, attend theaters, concerts or sporting events, or visit friends and neighbors as they please. They can take classes at local community colleges, attend churches or temples or volunteer in their community. The Case Manager will be responsive to the Selinon Park's integrated population. Residents with special needs will be well served by the service plan, but families can expect the same level of attention and support from the Case Manager. Family services are anticipated to focus on financial literacy, parenting, youth development, and job skills.

Public Savings through Service-Rich Housing

Many people with significant physical disabilities have the capacity and the desire to live self-reliant, self-directed lives. The Over the Rainbow Association estimates that the average cost to taxpayers for the integrated housing and service model for a tenant with special needs is approximately \$32,791 per year.¹ This figure represents the sum of the annual cost of the rent subsidy and the approximately 34.5 hours of personal care a week. Although it varies dependent on the type and degree of impairment, and by state, state-funded institutions or private facilities can cost in excess of \$140,000 per year.² Many disabled people do not need nor want the full-time, around-the-clock support offered by a nursing home, but rely on that more costly system because there are few affordable, independent housing options. There are also tremendous costs associated with families at risk for homelessness. Families forced into homelessness cost the system as much as \$20,000 for first time users, according to a HUD-sponsored report from 2010. The report found that in Kalamazoo, the average cost was \$3,184 per family.³

¹ Estimate from Over the Rainbow Association. Available from http://www.otrassn.org/docs/OTR_Marketing_Piece.pdf.

² State of Illinois. 2009. Report of the Tax Payer Action Board. <http://www3.illinois.gov/PressReleases/Documents/TAB%20Report%20FINAL.pdf>.

³ Spellman, B., Khadduri, J., Sokol, B., Leopold, J., and Abt Associates. 2010. Prepared for the U.S. Department of Housing and Urban Development. Costs Associated With First-Time Homelessness for Families and Individuals. Available from http://www.huduser.gov/publications/pdf/Costs_Homeless.pdf.

SOURCES	11% Capitalization Rate 50% Assessment Ratio	9.5% Capitalization Rate 50% Assessment Ratio	With PILOT (6.5%)
Maximum Conventional Debt	\$ 2,500,000	\$ 2,415,000	\$ 2,775,000
FHLB Indianapolis AHP Grant	\$ 500,000	\$ 500,000	\$ 500,000
Tax Credit Equity	\$ 12,075,996	\$ 12,075,960	\$ 12,082,438
TOTAL	\$ 15,075,996	\$ 14,990,960	\$ 15,357,438
USES			
Acquisition	\$ 866,000	\$ 866,000	\$ 866,000
Hard Costs	\$ 11,227,300	\$ 11,227,300	\$ 11,227,300
Soft Costs	\$ 808,471	\$ 808,471	\$ 808,471
Financing Costs	\$ 220,634	\$ 219,776	\$ 223,413
Interest Expense	\$ 431,169	\$ 431,200	\$ 431,328
Operating Reserve	\$ 301,842	\$ 305,517	\$ 300,926
Developer Fee	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
TOTAL	\$ 15,355,416	\$ 15,358,264	\$ 15,357,438
GAP	\$ (279,420)	\$ (367,304)	\$ -

Table 1. Estimated Sources and Uses. The value of the project was estimated using the income capitalization method, relying on capitalization rates (cap rate), the 2015 millage rate, and the assessment ratio used by the Portage City Assessor to evaluate multifamily apartment buildings. In this example two scenarios were explored for the value of the property without the PILOT exemption, utilizing the range of cap rates described by the City Assessor for similar projects.

Need for PILOT

Project Finance

Table 1 shows estimated sources and uses for Selinon Park. The majority of the project will be financed through equity raised through the allocation of Low Income Housing Tax Credits (LIHTC) through a competitive application from MSHDA. Full Circle will apply for LIHTCs for Selinon Park in the April 2016 funding round. Awards for the project should be announced over the summer. If the project receives an award, the due diligence, environmental review, and closing period should be completed by the spring of 2017. Construction will begin upon project close with an anticipated 12 month construction period. The project will be placed in service at the end of 2017 or the beginning of 2018.

The LIHTC program includes many requirements that restrict the amount of income a project can generate, and the amount of debt a developer can support, along with intensive environmental reviews which extend the closing period well beyond market rate developments. Projects must be financially feasible according to underwriting criteria provided by MSHDA. The period of the exemption, 35 years, accounts for any debt financing that MSHDA may contribute to the deal, once tax credits have been awarded to the project.

A \$500,000 Affordable Housing Program (AHP) grant from the Federal Home Loan Bank (FHLB) of Indianapolis, which covers Michigan, is included in the project's sources. AHP grants are awarded through a separate competitive process.

Maximum Debt Payments

As *Table 1* indicates, without a PILOT exemption, the project will require additional soft funding sources. The "gap" has been estimated utilizing underwriting guidelines from MSHDA and the tax credit equity provider (most likely the National Equity Fund [NEF]). The operating expenses, of which real estate taxes are a significant part, constrain the amount of debt a project can support. As operating expenses increase, the ability to cover debt payments with the income from the project decreases. The project cannot support as much conventional mortgage debt in the two scenarios representing estimated *ad valorem* real estate taxes.

Long-term Predictability

MSHDA requires the project underwrite a 5% increase in annual tax payments to be financially feasible. This form of "stress testing" the project is standard for most housing finance agencies. The PILOT exemption has been structured to increase along with the project's income, as shown in *Table 3*. MSHDA strongly encourages developers to pursue this source of municipal support because of this predictability, ensuring better project underwriting at the project's inception. Projects that do not receive the PILOT exemption are not only at a financial disadvantage, but also receive less points in the competitive review criteria MSHDA uses in order to allocate this scarce resource.

Development Proforma				Total	Per Unit
ACQUISITION COSTS					
Land Cost				856,000	11,413
Legal Fees - Acquisition				10,000	133
<i>Subtotal Acquisition</i>				<i>866,000</i>	<i>11,547</i>
HARD COSTS					
New Construction Costs				9,461,632	126,155
General Requirements	6% of	New Construction Costs		567,698	7,569
General Contractor's Profit and Overhead	5.5% of	New Construction Costs		553,813	7,384
Construction Permits and Fees				40,000	533
FFE				75,000	1,000
Construction Contingency	5% of	Hard Costs Above		529,157	7,055
<i>Subtotal Hard Costs</i>				<i>11,227,300</i>	<i>149,697</i>
SOFT COSTS					
Architect's Fee - Design & Supervision	4.25% of	Hard Costs Less Permits and Contingency		452,971	6,040
Legal				75,000	1,000
Engineering				25,000	333
Accounting				35,000	467
Survey				15,000	200
Appraisal				5,000	67
Marketing Study		MSHDA Standard		6,000	80
Environmental Report (Phase I, Sound, Radon Assessment)				13,000	173
Lender's Cost Estimate				4,000	53
Lender's Architectural Review/Inspections				20,000	267
Green Certification				25,000	333
Materials Testing				20,000	267
Title & Recording				22,500	300
Marketing and Leasing				40,000	533
Contingency				50,000	667
<i>Subtotal Soft Costs</i>				<i>808,471</i>	<i>10,780</i>
FINANCING COSTS					
Loan Origination Fees - Construction	1.00% of	Construction Loan		99,975	1,333
Loan Origination Fees - Permanent	1.00% of	Permanent Loan		27,750	370
Tax Credit Application Fee		MSHDA Standard for projects over 55 units		2,500	33
Tax Credit Reservation Fee(s)	6.00% of	Anticipated Credit Award		73,188	976
Lender's Legal Fees (Construction)				20,000	267
<i>Subtotal Financing Costs</i>				<i>223,413</i>	<i>2,979</i>
INTEREST COSTS					
Construction Period Interest				386,328	5,151
Construction Period Real Estate Taxes		Estimate from Current Tax Bills		10,000	133
Construction Period Insurance				35,000	467
<i>Subtotal Interest Costs</i>				<i>431,328</i>	<i>5,751</i>
RESERVES					
Real Estate Tax Escrow	55% of	annual PILOT payment		23,785	317
Insurance Escrow	105% of	annual Insurance Cost		23,625	315
Rent-Up Reserve/IOD	1	month's Operating Expenses and Debt		50,703	676
Operating Reserve (Multifamily)	4	months' Operating Expenses and Debt		202,813	2,704
<i>Subtotal Reserves</i>				<i>300,926</i>	<i>4,012</i>
DEVELOPER FEE					
9% Developer Fee		MSHDA Standard Calculation		1,500,000	20,000
TOTAL DEVELOPMENT COSTS				15,357,438	204,766

Table 2. Development Proforma. Construction Debt is estimated at 4%, and Conventional Debt at 6% for 30 years based on current market rates. The credit pricing is a net cent raise of \$0.99, quoted by NEF.

Operating Proforma (Year 1)	Total	Per Unit
Gross Potential Rent	665,304	8,871
Laundry	4,992	67
Vacancy Loss (7%)	(53,624)	(715)
<i>Effective Gross Income</i>	<i>616,672</i>	<i>8,222</i>
Administrative	(60,400)	(805)
Management Fee	(49,334)	(658)
Operating Expenses	(7,095)	(95)
Maintenance	(73,640)	(982)
Utilities	(92,500)	(1,233)
PILOT 6.5% of Contract Rents	(34,071)	(454)
Insurance	(22,500)	(300)
LIHTC Compliance Fee*	(35,625)	(475)
Replacement Reserve	(22,500)	(300)
<i>Total Annual Expenses</i>	<i>(397,665)</i>	<i>(5,302)</i>
Net Operating Income	219,007	2,920
Debt Service	(201,601)	(2,688)
Cash Flow After Debt Service	17,406	232

Table 3. Operating Proforma. Contract Rent is calculated as the Effective Gross Income - Utilities. Utilities are subtracted because FCC covers utilities, rather than the tenants. 7% Vacancy Loss is the required underwriting guideline from NEF.

Year	Gross Potential Rents	Other Residential Income (Laundry)	Vacancy Loss (7 %)	Site Utility Costs	Net Shelter Rents	6.5% PILOT Payment	(per unit)
1	665,304	4,992	(53,624)	(92,500)	524,172	34,071	454
2	671,957	5,042	(47,390)	(95,275)	534,334	34,732	463
3	678,677	5,092	(47,864)	(98,133)	537,772	34,955	466
4	685,463	5,143	(48,342)	(101,077)	541,187	35,177	469
5	692,318	5,195	(48,826)	(104,110)	544,577	35,398	472
6	706,164	5,299	(49,802)	(107,233)	554,428	36,038	481
7	720,288	5,405	(50,798)	(110,450)	564,444	36,689	489
8	734,693	5,513	(51,814)	(113,763)	574,628	37,351	498
9	749,387	5,623	(52,851)	(117,176)	584,983	38,024	507
10	764,375	5,735	(53,908)	(120,692)	595,511	38,708	516
11	779,663	5,850	(54,986)	(124,312)	606,214	39,404	525
12	795,256	5,967	(56,086)	(128,042)	617,096	40,111	535
13	811,161	6,086	(57,207)	(131,883)	628,157	40,830	544
14	827,384	6,208	(58,351)	(135,839)	639,401	41,561	554
15	843,932	6,332	(59,518)	(139,915)	650,831	42,304	564
16	860,810	6,459	(60,709)	(144,112)	662,449	43,059	574
17	878,027	6,588	(61,923)	(148,435)	674,256	43,827	584
18	895,587	6,720	(63,161)	(152,888)	686,257	44,607	595
19	913,499	6,854	(64,425)	(157,475)	698,453	45,399	605
20	931,769	6,991	(65,713)	(162,199)	710,848	46,205	616
21	950,404	7,131	(67,027)	(167,065)	723,443	47,024	627
22	969,412	7,274	(68,368)	(172,077)	736,241	47,856	638
23	988,801	7,419	(69,735)	(177,240)	749,245	48,701	649
24	1,008,577	7,568	(71,130)	(182,557)	762,457	49,560	661
25	1,028,748	7,719	(72,553)	(188,033)	775,881	50,432	672
26	1,049,323	7,873	(74,004)	(193,674)	789,518	51,319	684
27	1,070,310	8,031	(75,484)	(199,485)	803,372	52,219	696
28	1,091,716	8,192	(76,994)	(205,469)	817,445	53,134	708
29	1,113,550	8,355	(78,533)	(211,633)	831,739	54,063	721
30	1,135,821	8,522	(80,104)	(217,982)	846,257	55,007	733
31	1,158,537	8,693	(81,706)	(224,522)	861,002	55,965	746
32	1,181,708	8,867	(83,340)	(231,257)	875,977	56,939	759
33	1,205,342	9,044	(85,007)	(238,195)	891,184	57,927	772
34	1,229,449	9,225	(86,707)	(245,341)	906,626	58,931	786
35	1,254,038	9,409	(88,441)	(252,701)	922,305	59,950	799
TOTAL	32,041,451	240,418	(2,266,434)	(5,592,743)	24,422,693	1,587,475	21,166

Table 4. Estimated PILOT Payment. MSHDA and NEF set underwriting guidelines for vacancy loss, and the rate at which expenses and income increases for the life of the project. Gross Potential Rents in this calculation include an estimated number of units that will receive Project Based Rental Assistance (PBRA) from MSHDA. The amount of PBRA will not be known until after the project has received an allocation of LIHTCs. The project must demonstrate financial feasibility without the PBRA at the time of application. It must also reserve against the possibility that PBRA no longer receives funding from the state or HUD.

PROPERTY INFORMATION

Location:	Selinon Park is located along Centre Avenue between Lovers Lane and Portage Road, one mile east of central Portage and six miles south of central Kalamazoo.		
Property Type:	74 units of quality, service-rich affordable rental housing in three new construction buildings. Units will be targeted to low-income families and individuals along with people with special needs. There is an additional manager's unit located in an existing historic home.		
Address:	1521-1615 East Centre Avenue Portage, MI 49002		
Site Description:	The project site is on approximately 10.7 acres in a mixed residential/commercial neighborhood with convenient access to transportation and retail. Selinon Park is well integrated into the existing development pattern and the City's Future Land Use Plan. To the west of the site is Centre Meadows Apartments, a large multifamily rental development. There are also a small number of single family homes. To the east is a commercial greenhouse facility and Centre Street Village, another multifamily rental development. To the south is a diverse mix of commercial uses and a small number of single family homes. To the north is open green space and a proposed extension of the Bicentennial Trail.		
Construction:	Selinon Park will be constructed with wood framing on a concrete slab foundation. Exteriors will be masonry and fiber cement siding.		
Site Layout:	A three-story, elevator-served building is situated at the southern portion of the site. The southernmost section of the building includes a single story component incorporating community and property management space. Twin, two-story, townhome buildings are located to the north of the three-story building. The three buildings are connected via pedestrian paths. An existing two-story single family historic home is located in the southwest portion of the site and will be maintained as the manager's unit.		
Building Components:	Foundation – Concrete Framing – Wood construction Exterior – Masonry and fiber cement siding Roofing – Architectural asphalt roof shingles Parking Surface – Asphalt and permeable pavers		
Unit Mix:	Unit Mix	Units	Average Square Footage
	1 Bed/1 Bath (Apartment)	24	731
	2 Bed/1 Bath (Apartment)	22	947
	3 Bed/1 Bath (Townhome)	16	1,118
	3 Bed/1 Bath (Apartment)	2	1,105
	4 Bed/2 Bath (Townhome)	10	1,285
	Manager's Unit	1	*existing historic property
	Total	75	
Flood Zone:	Zone X – outside floodplain area		
Square Footage:	Total – 466,092 SF (10.7 acres) New Construction Buildings – 39,570 SF footprint, 93,804 SF total		

	Parking/Walks – 73,866 SF Undisturbed – 116,100 SF
Project Amenities:	Amenities include: • Community room with kitchen • Case management offices • Storage space for residents • Computer room • Library and Resource Center • Laundry room • Bike racks • Playground • Picnic area • Abundant green and open space • Pedestrian and bike trail system
Unit Amenities:	Amenities include: • In-unit laundry (townhomes only) • Barrier-free, accessible, or visitable design features ○ All doorways greater than 32" clear ○ Minimum 5' radius in all rooms ○ Roll-up / roll-under kitchen cabinets, cook tops and appliances ○ Roll-in showers ○ Transfer lifts in each bedroom and living room, as needed ○ Outlets and switches at wheelchair accessible heights ○ Auditory or lighting signals • Furnished appliances • Central AC

Exhibit A.

Sample Service Budget Distribution:

For a hypothetical deal with a \$650,000 developer fee and \$40,000 per year in distributable cash flow:

Paid Developer Fee:	\$ 650,000	(excluding deferred fee paid out of cash flow)
Less Initial FCC Fee:	<u>(\$ 250,000)</u>	(costs of guarantees and development staff)
Net Developer Fee:	<u>\$ 400,000</u>	
75% split to Service Reserve:	\$ 300,000	

FCC would encourage that some or all of the Service Reserve be invested in interest-bearing accounts, or reinvested in other development opportunities as an above-market interest loan. Assume that at least 50% of the Reserve is invested at an average of 7% return:

Service Reserve:	\$ 300,000
50% reinvestment:	\$ 150,000
7% annual return:	\$ 10,500

FCC will also commit at least 75% of distributed cash flow for services at the property:

Cash Flow distributed to FCC:	\$ 40,000
75% for services:	<u>\$ 30,000</u>
Total annual service dollars:	\$ 40,500 (includes investment return from above)

These service dollars will be paid to the Over the Rainbow Association and other community service providers in the Kalamazoo County Continuum of Care for services and market-based administration costs associated with said service provision.

While it should be understood that these service dollars will not cover the entire cost of service provision, by working with FCC, the service provision partners can ensure that they have a capable partner, and will still receive a significant portion of the project economics to use for service provision.

ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF PORTAGE, MICHIGAN BY AMENDING ARTICLE 2 OF CHAPTER 70, TAXATION, TO ADD DIVISION 12, SELINON PARK PROVIDING FOR A SERVICE CHARGE IN LIEU OF TAXES

THE CITY OF PORTAGE ORDAINS:

That Article 2 of Chapter 70, Taxation, is hereby amended to add Division 12, Selinon Park:

Sec. 70-300. - Preamble and intent.

- (a) It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its citizens of low income and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the Act. The City of Portage is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses, not to exceed the taxes that would be paid but for the Act. It is further acknowledged that such housing for low income persons and families is a public necessity, and as the City will be benefited and improved by such housing, the encouragement of the same by providing real estate tax exemption for such housing is a valid public purpose. It is further acknowledged that the continuance of the provisions of this Ordinance for tax exemption and the service charge in lieu of all *ad valorem* taxes during the period contemplated in this Ordinance are essential to the determination of economic feasibility of the housing projects that are constructed or rehabilitated with financing extended in reliance on such tax exemption.
- (b) The City of Portage acknowledges that Selinon Park Limited Dividend Housing Association Limited Partnership ("Sponsor") has offered, subject to receipt of an allocation under the LIHTC Program by the Michigan State Housing Development Authority, to acquire and construct, own and operate a housing development identified as Selinon Park on certain property located at 1521-1615 E Centre Avenue in the City of Portage to serve persons or families of low income, and that the Sponsor has offered to pay the City on account of this housing development an annual service charge for public services in lieu of all *ad valorem* property taxes.

Sec. 70-301. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Act means the State Housing Development Authority Act of 1966, as amended, (1966 PA 346) being (MCL 125.1401 et. seq.).

Contract Rents means the total contract rents (as defined by the U.S. Department of Housing and Urban Development in regulations promulgated pursuant to Section 8 of the U.S. Housing Act of 1937, as amended) received in connection with the operation of a housing project during an agreed annual period, exclusive of Utilities.

Authority means the Michigan State Housing Development Authority.

Housing development means a development which contains a significant element of housing for persons of low and moderate income and such elements of other housing, commercial, recreational, industrial, communal and educational facilities as the Authority determines improve the quality of the development as it relates to housing for persons of low and moderate income.

LIHTC Program means the Low Income Housing Tax Credit program administered by the Authority under Section 42 of the Internal Revenue Code of 1986, as amended.

Mortgage Loan means a loan that is Federally-Aided (as defined in Section 11 of the Act) or a loan or grant made or to be made by the Authority to the Sponsor for the construction, rehabilitation, acquisition and/or permanent financing of a housing project, and secured by a mortgage on the housing project.

Persons of low income or families shall mean households which are at or below 60 percent of area median income ("AMI") eligible to move into a housing development. With respect to this housing development 74 units will be reserved for persons or families of low income. Specifically, 32 units for households at or below 30 percent of AMI, and 42 units for households at or below 60 percent of AMI, in all instances adjusted for household size.

Property means the real property described commonly known as 1521, 1603 and 1615 E. Centre Avenue, Portage, MI 49002, being tax ID numbers 00015-570-O, 00015-575-O, 00015-580-O and legally described as follows:

Property located in the City of Portage, Kalamazoo County, State of Michigan, described as:

All that part of Section 15, Town 3 South, Range 11 West, bounded and described as commencing at a point on the South line of said Section, which point is 21 rods West from the Southeast corner of said Section, thence North parallel with the East line of said Section 80 rods; thence West 7 rods; thence South parallel with the East line of said Section 80 rods; thence East 7 rods to the place of beginning.

And commencing at a point in the center of the Highway, 16 rods West of the Southeast corner of Section 15, Town 3 South, Range 11 West; thence North, parallel with the Section line, 80 rods; thence West 5 rods; thence South, parallel with the Section line, 80 rods to the center of the highway; thence East 5 rods to the point of beginning.

And commencing at a point on the South line of Section 15, Town 3 South, Range 11 West, which point is 6 rods West from the Southeast corner of said Section; thence North on a line parallel with the East line of said Section, 80 rods; thence West 10 rods; thence South 80 rods to the South line of said Section; thence East on the South line of said Section, 10 rods to the point of beginning. ALSO, the right to use for the driveway purposes in common with others, the West 10 feet of the parcel of land lying immediately East of and adjoining the parcel of land hereinbefore described.

Sponsor means Selinon Park Limited Dividend Housing Association Limited Partnership, its successors in interest, which has applied (or is about to apply) to the authority for a mortgage loan (an allocation of Low Income Housing Tax Credits) to finance the housing development.

Utilities means charges for fuel, water, sanitary sewer service, and electrical service which are paid by the housing development, during the calendar year.

Sec. 70-302. - Exemption of low income housing developments only.

It is hereby determined that the class of housing developments to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be housing for persons and families of low income, which are financed or assisted pursuant to the Act. With respect to the property, a total of 74 units will be reserved for persons of low income or families and, specifically 32 units for households at or below 30 percent of AMI, and 42 units for households at or below 60 percent of AMI, in all instances adjusted for household size. It is further determined that Selinon Park is of this class.

Sec. 70-303. - Amount of service charge.

The housing project identified as Selinon Park and the property on which it will be located shall be exempt from all *ad valorem* property taxes from and after the commencement of construction. The City acknowledges that the Sponsor and the Authority have established the economic feasibility of the housing development in reliance upon the enactment and continuing effect of this division and the qualification of the housing development for exemption from all property taxes and a payment in lieu of taxes as established in this division. In consideration of the Sponsor's acquisition of the property and offer to construct and operate the housing development, the City hereby agrees to accept the payment of an annual service charge for public services in lieu of all property taxes. The annual service charge shall be equal to 6.5% of the annual contract rents for 15 years of operation after the acquisition of the property, its receipt of an allocation of low income housing tax credits from the Authority and its commencement of its proposed construction but in any event not less \$34,071.00. Thereafter, for the 16th through 35th year, the annual service charge and minimum payment stated in this section shall be reviewed, and if the mortgage loan is still in effect and the housing development remains subject to income and rent restrictions under the LIHTC program, the annual service charge and minimum payment stated in this section shall not change.

Sec. 70-304. - Payment of service charge.

The service charge in lieu of taxes, as determined according to this division, shall be payable, enforceable and, if not paid timely, collectible in the same manner as general property taxes are payable to the City, except that the annual payment for each operating year shall be made as follows:

- (1) The minimum payment of \$34,071.00 is due on or before December 31 of each year.
- (2) All additional amounts owing from the December 31 payment of the previous year, as determined to be owing based on an audit, is due on or before by July 1 of each year.

Sec. 70-305. - Verification of contract rent.

The Sponsor shall verify annual contract rent revenues to the City with a statement of profit and loss as reported to the Authority or other form of financial deemed suitable to the City.

Sec. 70-306. - Effective period of division.

This division shall:

- (1) Become effective only after Sponsor acquires the property and receives and closes a mortgage loan; and
- (2) Shall remain in effect and shall not terminate so long as a mortgage loan remains outstanding and unpaid, and the housing development remains subject to income and rent restrictions under the LIHTC program, but not to exceed thirty-five (35) years.

Sec. 70-307. - Contractual effect of division.

Notwithstanding the provisions of Section 15(a)(5) of the Act (MCL 125.1415a(5), to the contrary, a contract between the City and the State Housing Development Authority with the Sponsor as third party beneficiary under the contract to provide tax exemption and accept payments in lieu of taxes, as described in this division is effectuated by enactment of this division.

Sec. 70-308. - Limitation on the Payment of Annual Service Charge

Notwithstanding Section 70-303, the service charge to be paid each year in lieu of taxes for the part of the housing project that is tax exempt but which is occupied by other than low income persons or families shall be equal to the full amount of the taxes which would be paid on that portion of the housing project if the housing project were not tax exempt.

Sec. 70-309. - Severability.

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

Sec. 70-310. - Inconsistent ordinances.

All divisions or parts of divisions inconsistent or in conflict with the provisions of this division are repealed to the extent of such inconsistency or conflict.

Peter J. Strazdas, Mayor

FIRST READING: _____
SECOND READING: _____
ORDINANCE #: _____
EFFECTIVE DATE: _____

CERTIFICATION:

I, James R. Hudson, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing ordinance was adopted by the City of Portage on the _____ day of _____, 2016.

James R. Hudson, City Clerk

Approved as to Form:

Date: 2/17/2016

City Attorney

Z:\Jody\PORTAGE\ORD\NONZONE\PILOT Selinon Park.021116.docx

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Final Plan for The Woodlands at Austin Lake (Phase III) - 4301 Branch

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council approve the Final Plan for The Woodlands at Austin Lake (Phase III), 4301 Branch Avenue, subject to the following conditions:

1. MDEQ approval/permit to discharge storm water into the regulated wetland;
2. Consumers Energy approval to install street and trail improvements within their easement area; and
3. the width of the cul-de-sac street (Sassafras Trail) from 24 feet to 28 feet, and a six-foot trail connection be provided to the future Austin Lake Trail.

A final plan has been submitted by JAMB, LLC to construct the third and final phase of The Woodlands at Austin Lake Planned Development. The final plan for Phase III proposes the construction of 27 additional residential condominium units. The 35-acre property is currently zoned PD, planned development.

In December 2004, City Council approved The Woodlands at Austin Lake Planned Development that included a total of 80 residential condominium units and in August 2005, approved Phases I and II (48 residential condominium units).

Access to the planned development is provided through an existing boulevard entrance from South Sprinkle Road and a secondary vehicular entrance from Branch Avenue. Development activities will not encroach into designated wetland and/or floodplain areas, which have recently been confirmed by a certified environmental consultant. Storm water runoff will be directed to a series of rain gardens on the east side of Sassafras Trail, and on the west side, will be directed to an underground storm sewer pipe. If required, permits will be obtained from the Michigan Department of Environmental (MDEQ) prior to discharge of any storm water into the wetland area.

In conjunction with Phase III, the applicant proposes the following minor changes from the original 2004 approved tentative plan:

- The total number of units planned for Phase III has been reduced from 30 to 27.
- The proposed private cul-de-sac street has been redesigned as a curvilinear street and raised to allow construction of daylight basements.

- The natural wood chip paths planned within Phase III are not included due to seasonal wet areas in the spring, insects in the summer and current resident preferences. As alternatives, the developer proposes to provide a connection to the city's planned Austin Lake Trail that will be adjacent to this phase of development, and increase the width of the private street from 24 feet to 28 feet to better accommodate pedestrians.
- The four-foot-wide sidewalk planned along the north side of Branch Avenue is not included due to the presence of an existing drainage ditch and existing storm water flow and retention.

As such, the City Administration recommends approval of the Final Plan for The Woodlands at Austin Lake (Phase III), 4301 Branch Avenue, subject to the following conditions: 1) MDEQ approval/permit to discharge storm water into the regulated wetland; 2) Consumers Energy approval to install improvements within its easement area; 3) widening of the width of the cul-de-sac street (Sassafras Trail) from 24 feet to 28 feet, and a six-foot trail connection be provided to the future Austin Lake Trail. During the August 3, 2017 meeting, the Planning Commission reviewed and also recommended to City Council approval of the Final Plan subject to conditions.

FUNDING: Not Applicable

Attachments:

1. August 10, 2017 Planning Commission transmittal
2. August 3, 2017 (draft) Planning Commission minutes
3. July 28, 2017 Department of Community Development report

TO: Honorable Mayor and City Council
FROM: Planning Commission
DATE: August 10, 2017
SUBJECT: Final Plan for The Woodlands at Austin Lake (Phase III), 4301 Branch Avenue

During the August 3, 2017 meeting, the Planning Commission reviewed and discussed the Final Plan for the above captioned development project. Ms. Jackie Patterson of JAMB LLC (applicant) and Mr. Pat Flanagan of Ingersoll, Watson and McMachen (applicant's engineer) were present to support the application and explain the development project. No citizens spoke regarding the project.

The Commission discussed with the applicant the location of the wetland/floodplain boundaries in relation to the proposed private street and condominium dwelling units, and the groundwater level in relation to the proposed basement elevation of the condominium dwellings. Following this discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Schimmel, to recommend to City Council that the Final Plan for The Woodlands of Austin Lake (Phase III), 4301 Branch Avenue, subject to the following conditions: 1) MDEQ approval/permit to discharge storm water into the regulated wetland, if necessary; 2) Consumers Energy approval to install improvements within their easement area; 3) Elimination of the sidewalk along the north side of Branch Avenue due to physical constraints; and 4) Elimination of the wood chip path in Phase 3 subject to the width of the cul-de-sac street (Sassafras Trail) widened from 24 feet to 28 feet, and the six-foot trail connection to the future Austin Lake Trail. The motion was unanimously approved 7-0.

Sincerely,


Wayne Stoffer
Chairman

PLANNING COMMISSION

August 3, 2017

DRAFT

The City of Portage Planning Commission meeting of August 3, 2017 was called to order by Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Four citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

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

ROLL CALL:

Mr. Forth called the roll: Patterson (yes), Bosch (yes), Shoup (yes), Stoffer (yes), Schimmel (yes), Joshi (yes), Chu (not present), Harrell-Page (yes), and Corradini (yes). A motion was made by Commissioner Patterson, seconded by Commissioner Shoup, to approve the roll with Chu unexcused. The motion was unanimously approved 8-0.

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the July 20, 2017 meeting minutes contained in the agenda packet. A motion was made by Commissioner Shoup, seconded by Commissioner Schimmel, to approve the minutes as submitted. The motion was unanimously approved 8-0.

SITE/FINAL PLANS:

1. Final/Site Plan: Mercantile Bank, 2301 West Centre Avenue. Mr. Forth West summarized the July 28, 2017 staff report regarding a final/site plan submitted by American Village Builders to construct an approximate 3,000 square foot bank building and associated site improvements along the eastern portion of 2301 West Centre Avenue. Mr. Forth discussed various aspects of the project including access/cross access, storm water management and sidewalks and indicated the final/site plan has been designed in substantial conformance with the approved tentative plan.

Greg Dobson of American Village Builders (applicant) was present to support the application and discuss the development project. After a brief discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to recommend to City Council that the Final/Site Plan for Mercantile Bank, 2301 West Centre Avenue, be approved. The motion was unanimously approved 8-0.

2. Final/Site Plan: Woodlands at Austin Lake (Phase III), 4301 Branch Avenue. Commissioner Patterson stated that he would need to recuse himself from discussion and voting on this agenda item since he was the developer of the Woodland at Austin Lake Planned Development. Commissioner Patterson then left Council Chambers. Mr. Forth summarized the July 28, 2017 staff report regarding a final/site plan submitted by JAMB, LLC to construct the third and final phase of the Woodlands at Austin Lake Planned Development. Mr. Forth indicated Phase III will consist of 27 condominium units and construction of a private cul-de-sac street. Mr. Forth provided a brief history of the original Woodlands at Austin Lake PD rezoning (2004) and subsequent construction of Phase I/II and then discussed the minor changes proposed for Phase III since the original 2004 approval. Mr. Forth discussed access to the site, storm water management, sidewalks and indicated the final phase of the Woodlands at Austin Lake Planned Development has been designed in substantial conformance with approved

DRAFT

tentative plan. Mr. Forth stated the final/site plan was recommended for approval subject to the four conditions outlined in the staff report.

Jackie Patterson of JAMB, LLC (applicant) and Pat Flanagan of Ingersoll, Watson & McMachen (applicant's engineer) were present to support the application and discuss the development project. Ms. Patterson provided a brief summary of the Woodlands at Austin Lake Planned Development and discussed minor changes proposed for Phase III since the original 2004 tentative plan approval. Ms. Patterson stated the Woodlands at Austin Lake is a natural "green friendly" development unlike any other in the area and discussed the extensive wetlands/tree preservation and "rain garden" storm water management system. Mr. Flanagan discussed development densities for Phase I, II and III, along with the overall development density for the project and the wetland/wooded acreage that has been and will be preserved. Commissioners Joshi and Shoup inquired about the wetland/floodplain boundaries and any concern with possible basement flooding of the condominium dwellings. Ms. Patterson discussed the groundwater level and the condominium construction within Phase I and II over the past 10+ years (no basement flooding issues). Mr. Flanagan discussed recent soils borings taken at the property and indicated that basement elevations within Phase III would be a minimum of 22-inches above the 100-year floodplain elevation. Ms. Patterson also discussed the drainage/sump pump system that will be installed within the basements of the condominium dwellings as a further safeguard against potential flooding.

After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Schimmel, to recommend to City Council that the Final/Site Plan for The Woodlands of Austin Lake (Phase III), 4301 Branch Avenue, subject to the following conditions: 1) MDEQ approval/permit to discharge storm water into the regulated wetland, if necessary; 2) Consumers Energy approval to install improvements within their easement area; 3) Elimination of the sidewalk along the north side of Branch Avenue due to physical constraints; and 4) Elimination of the wood chip path in Phase 3 subject to the width of the cul-de-sac street (Sassafras Trail) widened from 24 feet to 28 feet, and the six-foot trail connection to the future Austin Lake Trail. The motion was unanimously approved 7-0.

PUBLIC HEARING:

None.

OLD BUSINESS:

None.

STATEMENT OF CITIZENS/COMMISSIONERS:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,

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

TO: Planning Commission**DATE:** July 28, 2017**FROM:** Vicki Georgeau  Director of Community Development**SUBJECT:** Final Plan for the Woodlands at Austin Lake Phase 3, 4301 Branch Avenue.**I. INTRODUCTION:**

A final plan has been submitted by JAMB, LLC requesting approval to construct the third and final phase of the Woodlands at Austin Lake planned development. The final plan proposes the construction of 27 additional units (9 single units and 18 attached units). The entire 35 acre property is zoned PD, planned development.

II. WOODLAND AT AUSTIN LAKE PLANNED DEVELOPMENT:

The following summarizes the development and subsequent modifications regarding the Oakland Hills at Centre Planned Development project:

- December 2004. City Council approved a zoning change from R-1B, one-family residential to PD, planned development along with the tentative plan. The project included a mixture of housing types including 76 one-family attached residential units and four one-family detached residential units. A total of 80 residential units on approximately 35 acres was approved.
- August 2005. City Council approved the final plan to construct Phases 1 and 2 that included 44 one-family attached dwelling units and four one-family detached dwelling units for a total of 48 units.

A copy of the amended tentative plan for the Woodlands at Austin Lake PD is attached for Commission reference.

III. FINAL PLAN

Consistent with the approved tentative plan, approximately 17 of the 35-acres will be preserved in a natural wooded state resulting in an overall development density of 2.1 units per acre (1.9 units per acre in Phase 3). Among the areas that have been preserved include a large wooded wetland within the middle portion of the site, and wooded areas around the perimeter of the property and between condominium dwellings, where possible. Development activities will not encroach into designated wetland and/or floodplain areas which have been delineated on the property. For Commission information, the location of the wetland boundary had just been updated in July 2017 by a certified environmental consultant. The private road/utilities and municipal utilities will cross a Consumers Energy easement near the north end of Sassafra Trail. Review/approval of this crossing from Consumers Energy will be necessary.

The setbacks for buildings located in Phase 3 include 25 feet from the street, 20 feet between dwellings and 65 feet from the perimeter property line adjacent to the former railroad right-of-way. Municipal water and sanitary sewer will be provided to each unit. Storm water runoff associated with the third phase will be directed to a series of drainage areas designated as rain gardens on the east side of Sassafra Trail and on the west side, storm water will be directed of an underground storm sewer pipe that will have an overflow discharge point at the south end of Sassafra Trail. If required, permits will be obtained from the Michigan Department of Environmental (MDEQ) prior to any to the discharge of any storm

water into the wetland area. Access to the planned development is provided through an existing boulevard entrance from South Sprinkle Road, which is under the jurisdiction of the Kalamazoo County Road Commission. A secondary vehicular entrance is provided from Branch Avenue. The interior private street network is maintained by the condominium association.

As indicated in the attached communication from the applicant, the following minor changes are proposed with this third and final phase of development:

1. The number of units planned for Phase 3 has been reduced from 30 (four, one-family detached dwelling units and 26, one-family attached dwelling units) to 27 (nine, one-family detached dwelling units and 18, one-family attached dwelling units).
2. The street has been redesigned as a curvilinear street and raised to allow construction of daylight basements.
3. The approved tentative plan included a series of four-foot wide natural paths within the development. According to the applicant, residents do not utilize the natural paths due to wet areas in the spring and insects in the summer and choose instead to walk along the paved streets. In response to resident preferences, the developer is proposing to eliminate the natural paths planned for construction in Phase 3. As an alternative, the developer is proposing to increase the width of the private street from 24 feet to 28 feet to accommodate pedestrians. Additionally, the applicant is proposing a connection to the planned Austin Lake Trail that will be adjacent to this phase of development, when it is constructed.
4. A four foot wide concrete sidewalk was planned to be constructed along Branch Avenue with Phase 2 of the development. However, due to an existing drainage ditch as shown on the attached photographs provided by the developer, installation of this sidewalk would require that the ditch be filled, which would negatively impact existing storm water flow and retention. The developer also notes there are no other sidewalks in the immediate area. As a result, the developer is requesting that a sidewalk along this section of Branch Avenue not be installed.

III. RECOMMENDATION:

The final plan for the third and final phase of Woodlands at Austin Lake has been reviewed by the City Administrative departments and has been designed in substantial conformance with the approved tentative plan/narrative. Staff advises that the Planning Commission recommend to City Council that the final plan for The Woodlands at Austin Lake, 4301 Branch Avenue, be approved subject to the following:

1. MDEQ approval/permit to discharge storm water into the regulated wetland, if necessary;
2. Consumers Energy approval to install improvements within their easement area;
3. Elimination of the sidewalk along the north side of Branch Avenue due to physical constraints; and
4. Elimination of the wood chip path in Phase 3 subject to the width of the cul-de-sac street (Sassafras Trail) widened from 24 feet to 28 feet, and the six-foot trail connection to the future Austin Lake Trail.

Attachment: Final plan
Communication from the developer dated July 6, 2017
Approved Tentative Plan (December 2004)

JAMB, LLC
5302 Bala Cynwyd Ct.
Portage, MI 49024

The Woodlands At Austin Lake Phase III

July 6, 2017

City Of Portage
Department of Community Development
Planning Commission
City Council

RECEIVED
JUL 06 2017
COMMUNITY DEVELOPMENT

In 2005, the Portage Planning Commission and City Council approved the Tentative PD Plan for the condominium development, The Woodlands At Austin Lake. Subsequently, Phases #I and #II were developed and construction on the individual condominium units was started. At that time, we projected that we would be ready to develop Phase III in about five years. Sales and construction started out as projected until the economic downturn and housing crisis of 2008 and 2009. Although many developments nationwide were foreclosed upon and taken by lenders, we hung on and made it through the low sales time period. We are now ready to complete the final Phase III of our development. We are projecting a sales and construction period of three years for Phase III.

Phase III

We are requesting a recommendation to City Council for approval of Phase III site plan. There are a few minor changes to the previously approved Tentative Plan. The Tentative Plan provided for the Phase III street to be straight and contain 30 units (4 single and 26 duplex units). We have lowered the number of units by the allowable 10%, to 27 units (9 single and 18 duplex units). We also placed several soft curves to the street to more match the curved streets in Phases I and II as well as for traffic calming. We learned through the construction and sales of the condominiums in Phases I and II, that the residents did not use the walking trails provided due to wet areas in the spring and mosquitos in the summertime. They preferred to walk down the wooded and curved streets where they could stop and chat with neighbors as they walked their dogs and enjoyed the beautiful landscape of their community. For this reason, we are widening the street to 28 ft. to allow ample room for pedestrians, cyclists and the few autos that will be driving on this cul-de-sac street. We have also included a 6 ft. wide paved walkway from the cul-de-sac to the future planned Portage trail along the old railroad right of way adjacent to East Shore Drive. We will also provide a paved walkway from our Phase II area near Branch Ave. to the same proposed trail. Sassafras Tr. will be at a higher elevation which will allow for a series of terraces and retaining walls designed to give dimension and aesthetics to the front yards and to save as many trees as is possible. This will also allow for "daylight basements" for the Phase III units. The site plan only shows the "building boxes" with the exact size and design of the individual, custom condominiums left to the buyers of their units. We have attached several pictures of typical single and duplex units and streets in the previous phases, to represent the individuality, wooded beauty and atmosphere of The Woodlands At Austin Lake. Phase III condominiums will be similar in design and construction, with emphasis on saving trees, natural habitat and individuality of each condominium.

Phase II Sidewalk Along Branch Ave.

The site plan for Phase II includes a sidewalk along Branch Ave. We are requesting that this requirement be removed for the following reasons. There are no other sidewalks along Branch Ave. or in the surrounding area, with the nearest sidewalks being the multipurpose trail along Sprinkle Rd., north of Zylman Ave. Along the north side of Branch Ave., where the sidewalk is proposed, there is a large ditch that holds water from both sides of Branch Ave., through a culvert under Branch Ave. Providing a sidewalk through this area would require some filling of this ditch and would likely cause flooding issues to the frontage further to the east. We have provided pictures of this area showing the flooded ditches along where the sidewalk is proposed and the low area to the east with large areas of water retention in the spring. In addition, all of the condominiums face the interior, private street system and there is a privacy fence planned behind all of the condominiums that have their back yards along Branch Ave. which will make the sidewalk inaccessible from the interior of the development.

We at JAMB LLC remain committed to developing The Woodlands At Austin Lake as a quality built, energy efficient condominium with emphasis on individuality, retaining natural area, saving as many trees as possible and promoting a sense of community. We are confident that our Phase III will continue this commitment.

Thank you for your review of this request,

The block contains two handwritten signatures in black ink. The first signature, "Bill Patterson", is written in a cursive style. The second signature, "Jackie Patterson", is also in cursive and appears to be written below the first one.

Bill and Jackie Patterson
JAMB LLC







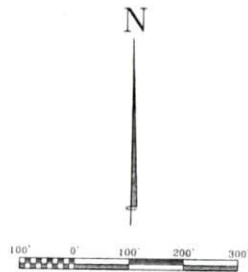






CONSTRUCTION PLANS for PHASE THREE of "THE WOODLANDS AT AUSTIN LAKE" in the CITY OF PORTAGE, MICHIGAN

NOTE: "THE WOODLANDS AT AUSTIN LAKE" IS PLANNED DEVELOPMENT AND A CONDOMINIUM



FIRE DEPT. NOTES

1. COMBUSTIBLE BUILDING CONSTRUCTION SHALL NOT EXCEED 100' IN HEIGHT AND SHALL BE LIMITED TO 100' IN WIDTH.
2. ALL WEATHER EXPOSED SURFACES SHALL BE 100' IN WIDTH.
3. THE FIRE FIGHTING AREA SHALL BE 100' IN WIDTH.
4. ALL FLOORS INCLUDING BASEMENT FOR A BUILDING OF THREE (3) FLOORS SHALL BE 100' IN WIDTH.
5. THE MINIMUM FIRE FIGHTING AREA SHALL BE 100' IN WIDTH.
6. THE MINIMUM FIRE FIGHTING AREA SHALL BE 100' IN WIDTH.
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9. THE MINIMUM FIRE FIGHTING AREA SHALL BE 100' IN WIDTH.
10. THE MINIMUM FIRE FIGHTING AREA SHALL BE 100' IN WIDTH.

SITE DATA

- ZONING OF PROPERTY = "D"
- PHASE THREE AREA = 14.16 ACRES
- # OF UNITS IN PHASE THREE = 27
- PHASE THREE DENSITY = 1.9 UNITS/ACRE
- DENSITY WITHIN PHASES ONE THRU THREE = 2.1 UNITS/ACRE

ZONING & SETBACK INFORMATION:

- PROPERTY IS ZONED "D"
- MINIMUM FRONT SETBACK (OFF EDGE PAVEMENT) = 25.0'
- MINIMUM DISTANCE BETWEEN BUILDINGS = 20.0'
- FOR REAR SETBACKS, SEE SHEET 2

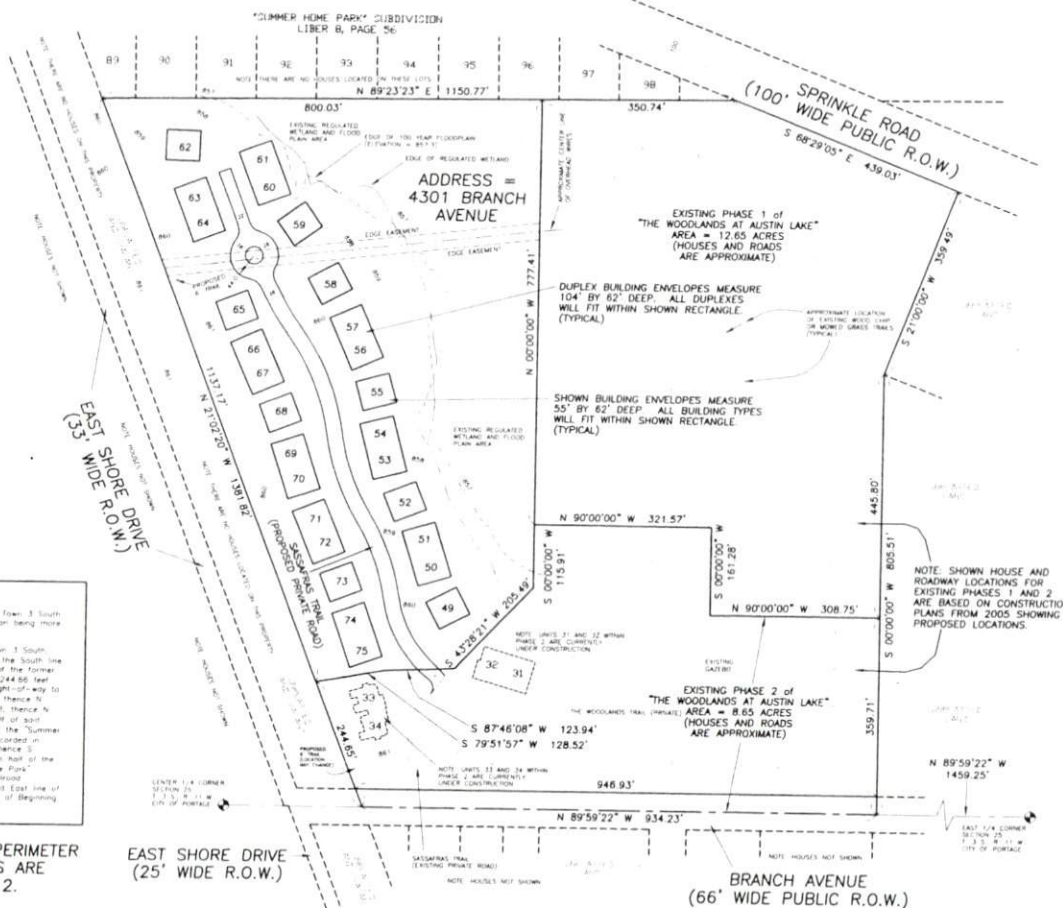
PARCEL DESCRIPTION FOR PHASE 3:

A portion of land situated in the North half of Section 25, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan, being more particularly described as follows:

Commencing at the East corner of said Section 25, Town 3 South, Range 11 West, thence N 89°59'22" W 2383.48 feet along the South line of the Northeast quarter of said Section to the East line of the former Pennsylvania Railroad right-of-way, thence N 21°02'20" W 244.56 feet along said East line of the former Pennsylvania Railroad right-of-way to the Place of Beginning, thence N 79°51'57" E 128.52 feet, thence N 87°46'08" E 122.94 feet, thence N 87°28'17" E 209.49 feet, thence N 90°00'00" E 893.12 feet to the North line of the South half of said Northeast quarter of said Section 25 and the South line of the "Summer Home Park" subdivision, according to the plat thereof as recorded in Law 8 of Page 56 Kalamazoo County Records, thence S 89°21'21" E 800.03 feet along said North line of the "Summer Home Park" subdivision to said East line of the former Pennsylvania Railroad right-of-way, thence S 21°02'20" E 1137.17 feet along said East line of the former Pennsylvania Railroad right-of-way to the Place of Beginning, containing 14.16 acres of land.

NOTE: REQUIRED PERIMETER BUILDING SETBACKS ARE SHOWN ON SHEET 2.

EAST SHORE DRIVE (25' WIDE R.O.W.)



GENERAL NOTES

1. PROPERTY IS CURRENTLY ZONED "D".
2. PUBLIC WATER MAINS SHALL BE 18" IN DIAMETER WITHIN A PUBLIC ROAD OR WITHIN AN EASEMENT TO THE CITY OF PORTAGE. WATER SERVICES SHALL BE 12" IN DIAMETER AND SHALL EXTEND FROM WATER MAIN TO CURB AND SHALL BE 12" IN DIAMETER.
3. PUBLIC SEWER MAINS SHALL BE 18" IN DIAMETER WITHIN A PUBLIC ROAD OR WITHIN AN EASEMENT TO THE CITY OF PORTAGE. SEWER SERVICES SHALL BE 12" IN DIAMETER AND SHALL EXTEND FROM SEWER MAIN TO CURB AND SHALL BE 12" IN DIAMETER.
4. STORM WATER DRAINAGE SHALL BE THROUGH PERFORATED STORM SEWER PIPE WITH PERFORATION SPACING SHALL BE 10' TO 15' AND SHALL BE 12" IN DIAMETER.
5. ALL CONDOMINIUM UNITS SHALL BE PROVIDED WITH A PRIVATE DRIVE WITHIN THE CITY OF PORTAGE. CONDOMINIUM DESIGN SHALL BE PROVIDED TO THE CITY OF PORTAGE.
6. ALL CONDOMINIUM UNITS SHALL BE PROVIDED WITH A PRIVATE DRIVE WITHIN THE CITY OF PORTAGE.
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19. ALL CONDOMINIUM UNITS SHALL BE PROVIDED WITH A PRIVATE DRIVE WITHIN THE CITY OF PORTAGE.
20. ALL CONDOMINIUM UNITS SHALL BE PROVIDED WITH A PRIVATE DRIVE WITHIN THE CITY OF PORTAGE.

NOTE: PERMIT(S) SHALL BE OBTAINED FROM THE M.D.E. IF ANYONE IS PROPOSING TO DISTURB THE REGULATED WETLAND AREA OR THE REGULATED FLOOD PLAIN AREA.

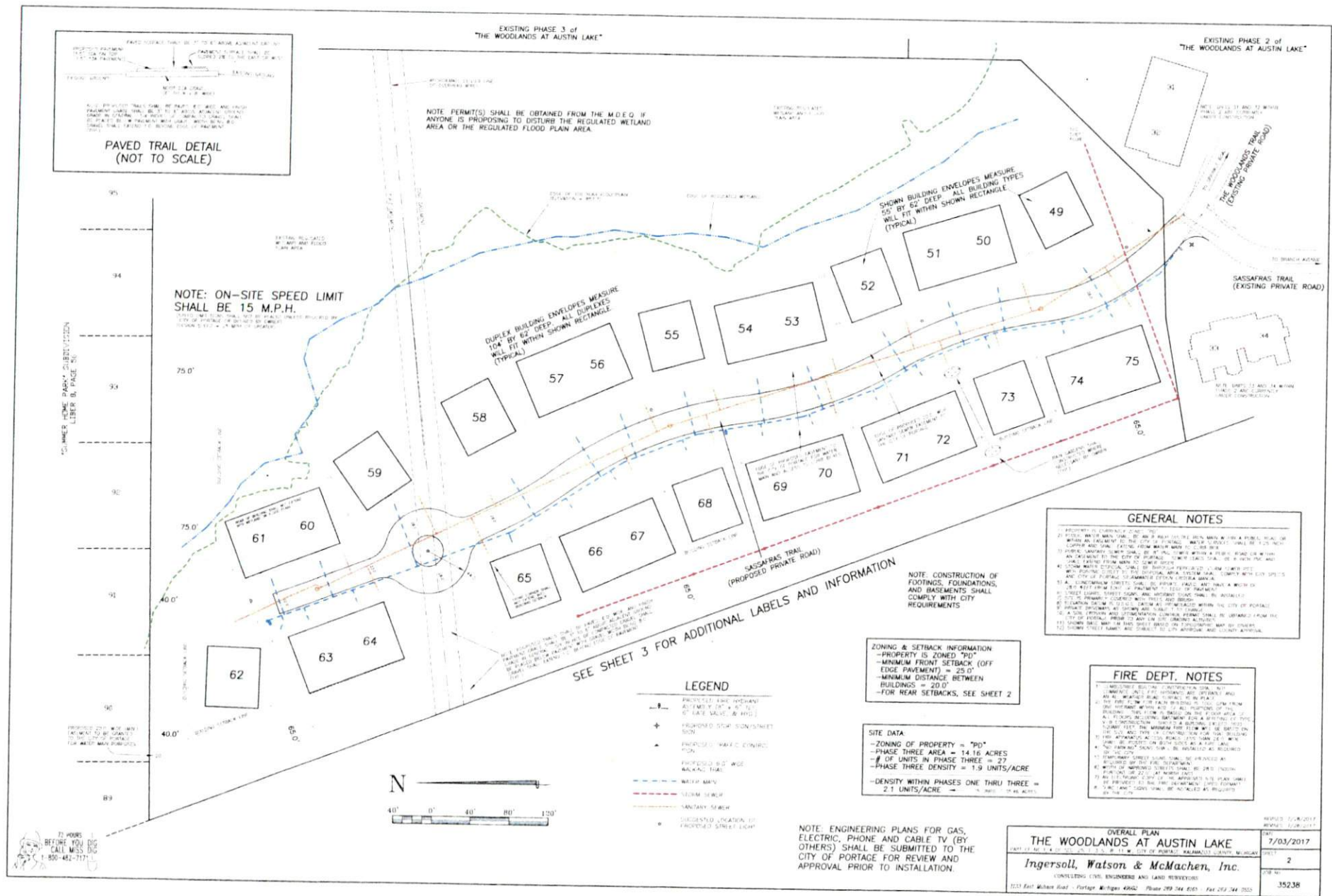
NOTE: ADDRESS FOR PHASE 3 PROPERTY IS 4301 BRANCH AVE.

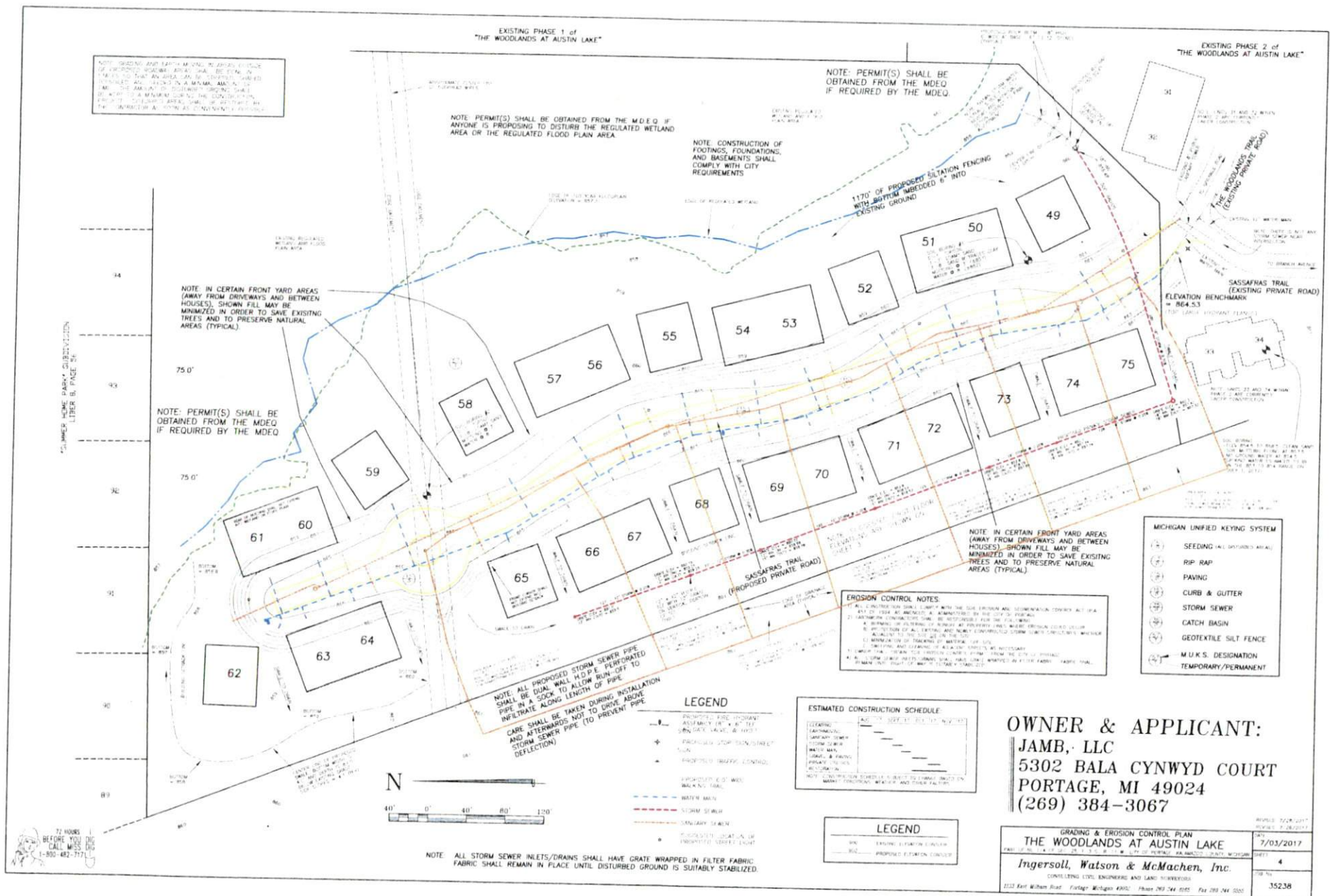
OWNER & APPLICANT:
JAMB, LLC
5302 BALA CYNWYD COURT
PORTAGE, MI 49024
(269) 384-3067

COVER SHEET
THE WOODLANDS AT AUSTIN LAKE
PART OF ME 1/4 OF SEC. 25, T. 3 S., R. 11 W., CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN
Ingersoll, Watson & McMachen, Inc.
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS
1133 East Milliken Road - Portage, Michigan 49024 - Phone 269 344-6165 Fax 269 344-6155

DATE: 7/03/2017
SHEET: 1
JOB NO: 35238







UNDERGROUND ELECTRIC, NATURAL GAS, TELEPHONE, AND CABLE TV PRIVATE UTILITIES SHALL BE SIZED AND INSTALLED BY UTILTY OWNERS.

2. STREET LIGHTS SHALL BE 8000 LUMENS HIGH PRESSURE SODIUM VAPOR. REGULATIVE LIGHT POLES SHALL HAVE A HEIGHT OF 10 FEET. ALL LIGHT STANDARDS AND UTILITY POLES SHALL BE LOCATED AT LEAST 5 FEET OFF PROPOSED BOUND OF CURB.

3. ALL STREET SIGNS SHALL COMPLY WITH LIST OF PORTAGE PLANNING REQUIREMENTS. ALL SIGNS SHALL BE INSTALLED ON THE SIDE OF THE ROAD (S) CHANNEL. SIGNS AND SHALL HAVE A MINIMUM POST BURRY OF 8 INCHES. SIGNS FROM BOTTOM OF SIGN TO GROUND SHALL BE 7 FEET. ANYTHING NOT SPECIFIED IN THESE PLANS SHALL BE IN ACCORDANCE WITH THE M.U.C.D. STREET NAME SIGNS SHALL BE 8 INCHES TALL.

4. ALL PRESENT MARKINGS AND TRAFFIC SIGNS MUST CONFORM TO THE STANDARDS SET FORTH IN THE CURRENT EDITION OF THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.



(153)

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Final Plan for Mercantile Bank - 2301 West Centre Avenue.

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council approve the Final Plan for Mercantile Bank at 2301 West Centre Avenue.

A final plan has been submitted by American Village Builders (AVB), on behalf of Mercantile Bank, to construct a 3,000-square-foot bank building and associated site improvements along the eastern portion of 2301 West Centre Avenue. The approximate 1.8-acre site is zoned PD, planned development. The proposed bank represents the fifth development within the Oakland Hills at Centre Planned Development.

The final plan for Mercantile Bank has been designed in substantial conformance with the approved tentative plan/narrative. Access to the site will be provided through the existing West Centre Avenue full service driveway shared to the east with Hospice Care of Southwest Michigan. Access to Oakland Drive is also available through a cross access arrangement with the residential portion of the planned development to the south. Storm water from the Mercantile Bank project will be collected and conveyed to grassy retention swales located along the north and south ends of the site. A five-foot-wide concrete sidewalk will be provided along the West Centre Avenue frontage and also along the west side of the shared driveway to the bank building.

The City Administration recommends approval of the Final Plan for Mercantile Bank at 2301 West Centre Avenue. During the August 3, 2017 meeting, the Planning Commission reviewed and also recommended to City Council approval of the Final Plan.

FUNDING: Not Applicable

Attachments:

1. August 10, 2017 Planning Commission transmittal
2. August 3, 2017 (draft) Planning Commission minutes
3. July 28, 2017 Community Development report with attachments

TO: Honorable Mayor and City Council
FROM: Planning Commission
DATE: August 10, 2017
SUBJECT: Final Plan for Mercantile Bank, 2301 West Centre Avenue

During the August 3, 2017 meeting, the Planning Commission reviewed and discussed the Final Plan for the above captioned development project. Mr. Greg Dobson of American Village Builders (applicant) was present to support the application and explain the development project. No citizens spoke regarding the project.

After a brief discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to recommend to City Council that the Final Plan for Mercantile Bank, 2301 West Centre Avenue, be approved. The motion was unanimously approved 8-0.

Sincerely,


Wayne Stoffer
Chairman

T:\COMMDEV\2017-2018 Department Files\Memos\City Council\2017 08 10 MCC Mercantile Bank, 2301 West Centre Avenue (PC).docx

PLANNING COMMISSION

August 3, 2017

DRAFT

The City of Portage Planning Commission meeting of August 3, 2017 was called to order by Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Four citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

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

ROLL CALL:

Mr. Forth called the roll: Patterson (yes), Bosch (yes), Shoup (yes), Stoffer (yes), Schimmel (yes), Joshi (yes), Chu (not present), Harrell-Page (yes), and Corradini (yes). A motion was made by Commissioner Patterson, seconded by Commissioner Shoup, to approve the roll with Chu unexcused. The motion was unanimously approved 8-0.

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the July 20, 2017 meeting minutes contained in the agenda packet. A motion was made by Commissioner Shoup, seconded by Commissioner Schimmel, to approve the minutes as submitted. The motion was unanimously approved 8-0.

SITE/FINAL PLANS:

1. Final/Site Plan: Mercantile Bank, 2301 West Centre Avenue. Mr. Forth West summarized the July 28, 2017 staff report regarding a final/site plan submitted by American Village Builders to construct an approximate 3,000 square foot bank building and associated site improvements along the eastern portion of 2301 West Centre Avenue. Mr. Forth discussed various aspects of the project including access/cross access, storm water management and sidewalks and indicated the final/site plan has been designed in substantial conformance with the approved tentative plan.

Greg Dobson of American Village Builders (applicant) was present to support the application and discuss the development project. After a brief discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to recommend to City Council that the Final/Site Plan for Mercantile Bank, 2301 West Centre Avenue, be approved. The motion was unanimously approved 8-0.

2. Final/Site Plan: Woodlands at Austin Lake (Phase III), 4301 Branch Avenue. Commissioner Patterson stated that he would need to recuse himself from discussion and voting on this agenda item since he was the developer of the Woodland at Austin Lake Planned Development. Commissioner Patterson then left Council Chambers. Mr. Forth summarized the July 28, 2017 staff report regarding a final/site plan submitted by JAMB, LLC to construct the third and final phase of the Woodlands at Austin Lake Planned Development. Mr. Forth indicated Phase III will consist of 27 condominium units and construction of a private cul-de-sac street. Mr. Forth provided a brief history of the original Woodlands at Austin Lake PD rezoning (2004) and subsequent construction of Phase I/II and then discussed the minor changes proposed for Phase III since the original 2004 approval. Mr. Forth discussed access to the site, storm water management, sidewalks and indicated the final phase of the Woodlands at Austin Lake Planned Development has been designed in substantial conformance with approved

TO: Planning Commission**DATE:** July 28, 2017**FROM:** Vicki Georgeau ^{VB} Director of Community Development**SUBJECT:** Final Plan for Mercantile Bank, 2301 West Centre Avenue**I. INTRODUCTION:**

A final plan has been submitted by American Village Builders, on behalf of Mercantile Bank, to construct a 3,000 square foot bank building and associated site along the eastern portion of 2301 West Centre Avenue. The approximate 1.8 acre site is zoned PD, planned development and located along the south side of West Centre Avenue west of Oakland Drive. The proposed bank represents the fifth development project within the Oakland Hills at Centre Planned Development.

II. OAKLAND HILLS AT CENTRE PLANNED DEVELOPMENT:

The following summarizes the development and subsequent modifications regarding the Oakland Hills at Centre Planned Development project:

- July 2006. City Council approved a zoning change from OTR, office technology and research to PD, planned development along with the tentative plan. The project included a mixture of office and attached residential development on an approximate 47.6 acre tract of land. A total of 116 residential units on approximately 39 acres and 30,000 to 56,000 square feet of office space on approximately 8.5 acres was approved.
- February 2009. City Council approved an extension to the previously approved tentative plan with minor changes including updated dates for each phase of the development and a slight boundary line/acreage change between the office and residential portions of the development project.
- February 2009. City Council approved the final plan for Cole Gavlas, 2401 West Centre Avenue, which represented the first development project within the planned development.
- June 2012. City Council approved a tentative plan amendment that included the addition of a wireless telecommunications tower ("mono-pine" tower) within the office portion of the PD along Oakland Drive, revisions to the layout of the residential portion including a reduction in the total number of dwelling units from 116 to 107, revisions to the layout of the office portion of the PD and an updated phasing timeline.
- August 2012. City Council approved the final plan for the telecommunications tower.
- October 2014. City Council approved the final plan for 1st source Bank, 2381 West Centre Avenue.

- February 2016. City Council approved the first phase of Whisper Rock attached residential condominium units (45 units).

A copy of the amended tentative plan for the Oakland Hills at Centre PD is attached for Commission reference.

III. FINAL PLAN

The final plan for Mercantile Bank has been designed in substantial conformance with the approved tentative plan/narrative. Access to the site will be provided through the existing West Centre Avenue full service driveway that is shared with the Hospice Care of Southwest Michigan to the east. Access to Oakland Drive is also available through a cross access arrangement with the residential portion of the development to the south. Cross access will also be provided with the vacant property to the west.

Storm water from the bank project will be collected and conveyed to grassed retention swales located along the north and south ends of the site. A 5-foot wide concrete sidewalk will be provided along the West Centre Avenue frontage, along the west side of the shared driveway and to the bank building. Finally, municipal water and sanitary sewer will serve the proposed development and all outdoor lighting units will conform to applicable ordinance standards.

IV. RECOMMENDATION:

The final plan has been reviewed by the City Administrative departments. Staff advises that the Planning Commission recommend to City Council that the final plan for Mercantile Bank, 2301 West Centre Avenue, be approved.

Attachments: Final Plan Sheets
 Approved Tentative Plan for the Oakland Hills at Centre Planned Development

Construction Drawings

Oakland and Centre Bank

OWNER



OAKLAND CENTRE REAL ESTATE, LLC.
4200 W. CENTRE AVE.
PORTAGE, MI 49024

CONSTRUCTION MANAGER



AVB CONSTRUCTION, LLC
4200 W. CENTRE AVE.
PORTAGE, MI 49024

PLANS PREPARED BY:



hurley & stewart, llc
2800 south 11th street
kalamazoo, michigan 49009
269.552.4960 fax 552.4961
www.hurleystewart.com



UTILITY CONTACTS:

CONSUMERS ENERGY CO.
2500 E. CORN STREET
KALAMAZOO, MI 49001
269.337.2314

ELECTRIC/GAS

CHARTER COMMUNICATIONS
4176 COMMERCIAL AVE.
PORTAGE, MI 49002
269.217.8152

CABLE TELEVISION

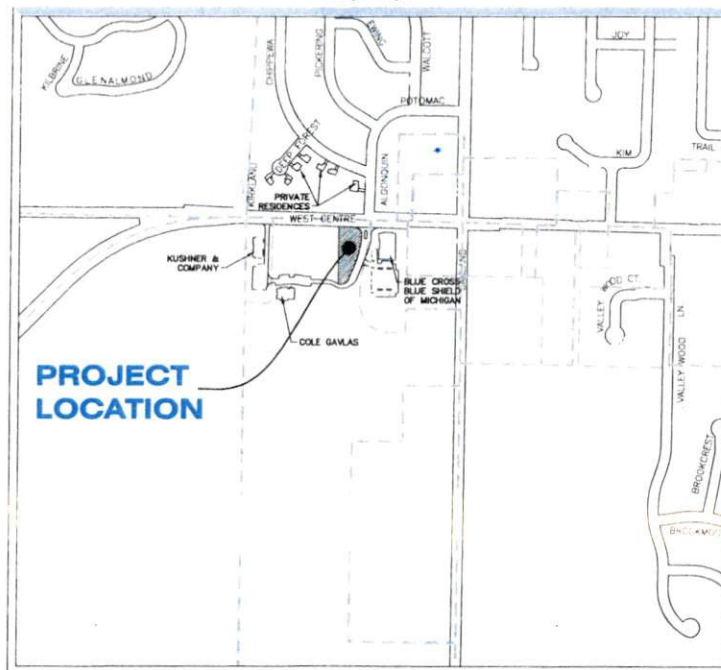
AT&T
2919 MILLCORK ST.
KALAMAZOO, MI 49001
269.384.5991

TELEPHONE

CITY OF PORTAGE
7719 S. WESTNEDGE AVENUE
PORTAGE, MI 49024
269.329.4422

WATER/ SANITARY

Portage
Kalamazoo, MI
08/03/17



PROJECT
LOCATION

SITE LOCATION MAP

SCALE: 1" = 500'



DRAWING INDEX

SHT #	DESCRIPTION
C-1	EX COND. - DEMO. PLAN
C-2	LAYOUT PLAN
C-3	SITE UTILITY PLAN
C-4	SITE GRADING PLAN
C-5	SITE DETAILS
C-6	SITE DETAILS
L-1	LANDSCAPE PLAN
E003	SITE PHOTOMETRIC PLAN

RECEIVED
AUG 03 2017
COMMUNITY DEVELOPMENT

PRELIMINARY
NOT FOR CONSTRUCTION

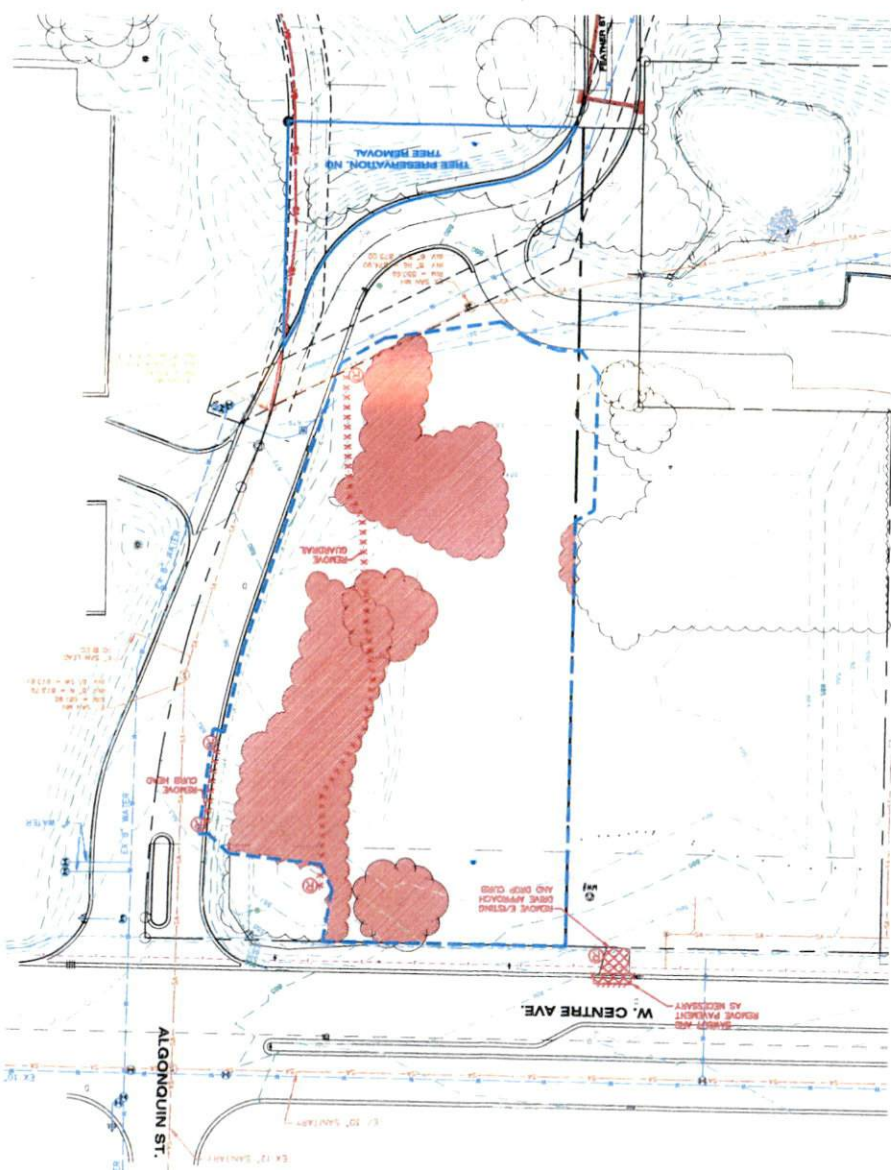
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SITE PLAN RESUBMITTAL

ORL = NOIVATTE ORL # 100

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REMOVALS LEGEND	
CURB REMOVAL	
SANITARY	
PAVEMENT/SIDEWALK REMOVAL	
BUILDING DEMOLITION	
UTILITY LINE REMOVAL	
TREE REMOVAL	
REMOVE	
SAVE/ABANDON	
LIMITS OF CONSTRUCTION	

1. REMOVE NOTICES AND PROTECTIVE HOARDING FROM THE
CONSTRUCTION SITES IMMEDIATELY AFTER THE
SITES HAVE BEEN REMEDIATED AND THE NOTICES
PLACED AT THE EDGE OF THE SITE.
2. REMOVE ALL EXISTING HOARDING AND REPAIRS
NECESSARY TO PROTECT THE PUBLIC FROM
DANGEROUS CONDITIONS MUST BE NECESSARY
IMMEDIATELY AFTER THE SITES HAVE BEEN
REMOVED.
3. ALL REMOVALS SHALL BE TAKEN FROM SITE AND DEPOSITED OF NO
STORAGE OR BURNING OF DEBRIS IS ALLOWED.
4. COMPLY WITH ALL ASPECTS OF THE SOLID WASTE CONTROL
ACT AND REGULATIONS.
5. REMOVALS SHALL BE IN ACCORD WITH THE PROVISIONS OF THE
CONSTRUCTION ACT AND THE ENVIRONMENTAL PROTECTION
ACT AND REGULATIONS.
6. REMOVALS SHALL BE AT THE DISCRETION OF THE
COMMISSIONER OF THE ENVIRONMENT.
7. REMOVALS SHALL BE TAKEN FROM THE SITES IMMEDIATELY
AFTER THE SITES HAVE BEEN REMEDIATED.
8. REMOVALS SHALL BE TAKEN FROM THE SITES IMMEDIATELY
AFTER THE SITES HAVE BEEN REMEDIATED.



811

Know what's below.
Call before you dig.

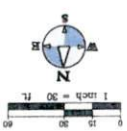
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Client:
08/03/17
C-1
Sheet

**EX COND. - DEMO. PLAN
OAKLAND AND CENTRE BANK
AVB**

	Lab No. 17-0100	P.W. ----	Def't. ----	QA QC 06/03/17
ISSUED FOR/REVISIONS				
1	NOTE PLAN REVIEW		06/28/17	
2	NOTE PLAN REEXAMINAT.		07/26/17	
3	NOTE PLAN REEXAMINAT.		08/03/17	



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



NOTES

1. DOWATERING MAY BE REQUIRED TO INSTALL OR REMOVE SOME UTILITIES. REFER TO SPECIFICATIONS FOR SPECIFIC REQUIREMENTS. REFER TO GEOTECHNICAL REPORT FOR MORE INFORMATION.
2. COORDINATE ALL UTILITY LOCATIONS AND ELEVATIONS WITH MECHANICAL DRAWINGS AND BUILDING CONTRACTOR PRIOR TO INSTALLATION.
3. REMOVE SEDIMENT FROM ALL STRUCTURES ONCE PAVING IS COMPLETE AND REMOVE SILT SACKS.
4. VERIFY NUMBER OF FITTINGS PRIOR TO ORDERING. TOTALS DO NOT INCLUDE VERTICAL DEFLECTIONS THAT MAY BE NEEDED.
5. PROVIDE 18" WATER MAIN SEPARATION WHEN CROSSING OTHER UTILITIES. DEFLECT UNDER OTHER UTILITIES W/O USING FITTINGS WHENEVER POSSIBLE. SEE WATER MAIN PROFILE SHEET.
6. SITE CONTRACTOR RESPONSIBLE FOR INSTALLATION OF ALL UTILITIES TO 5' FROM BUILDING WALL.
7. WATER MAIN AND SANITARY SEWER MATERIALS AND INSTALLATION SHALL COMPLY WITH CITY OF PORTAGE REQUIREMENTS.
8. VERIFY LOCATION AND ELEVATION OF E/STING SANITARY LEAD PRIOR TO ORDERING STRUCTURES AND CONSTRUCTION.
9. SEE SITE ELECTRICAL PLAN FOR LOCATION OF ALL ELECTRICAL SLEEVES AND CONDUIT.
10. WATER METER FOR PROPOSED BUILDING SHALL BE LOCATED INSIDE THE MECHANICAL ROOM.

UTILITY NOTES

1. PLACE SANITARY CLEANOUT EVERY 100' AND/OR AT BENDS ON ALL 8" SANITARY SEWER LEADS.
2. ALL STRUCTURE CASTINGS TO BE EAST JORDAN IRON WORKS OR APPROVED EQUAL. SEE STRUCTURE TABLE FOR SPECIFIC CASTING AT EACH STRUCTURE.
3. STORM SEWERS SHALL BE CONCRETE C78-B, SOLID WALL ADS N-12 RIGID PIPE MEETING AASHTO M-294, TYPE 5, OR APPROVED EQUAL INSTALLED PER THE REQUIREMENTS OF MDOT AND CITY OF PORTAGE. MANHOLE TESTING SHALL BE PERFORMED PRIOR TO PAVING. USE CONCRETE PIPE WHERE INDICATED.
4. ALL WATER MAIN INSTALLED IN GROUNDWATER SHALL BE WRAPPED WITH POLYETHYLENE.
5. THE CONTRACTOR SHALL INSTALL PEDESTRIAN FENCE AROUND ALL E/CAVATIONS TO BE LEFT OPEN OVERNIGHT AS REQUIRED.
6. CONTRACTOR SHALL REFER TO THE GEOTECHNICAL REPORT FOR GROUNDWATER AND SOILS INFORMATION. ANY UTILITIES REQUIRING DOWATERING SHALL BE INSTALLED TO THE CITY OF PORTAGE STANDARDS AND INCLUDED IN THE INSTALLATION COSTS. CONTRACTOR IS RESPONSIBLE FOR ALL DOWATERING NECESSARY TO CONSTRUCT UTILITIES IN THE DRY.
7. IF ANY ERRORS, DISCREPANCIES, OR OMISSIONS BECOME APPARENT, THESE SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO CONSTRUCTION OF ANYTHING AFFECTED SO THAT CLARIFICATION OR REVISION MAY OCCUR.

STORM SEWER STRUCTURE SCHEDULE

STR #	RIM EL.	DIAM	CASTING	PIPES IN	PIPES OUT
STM #1	883.84	4'	1120 B	12" S. 880.50 12" E. 879.27	12" N. 879.27
STM #2	883.88	4'	1120 B	8" S. 880.81 4" W. 881.77	12" N. 880.81
STM #3	884.57	NYLOPLAST MANHOLE		8" E. 881.30	
STM #4	882.82	4'	7000 M1 T1		12" W. 879.57

WATER MAIN FITTING SCHEDULE

FITTING NUMBER	DESCRIPTION	TOTAL THIS SHEET
①	8" X 6" TAPPING SLEEVE AND VALVE	1
②	6" 45° BEND	1
③	6" 90° BEND	1

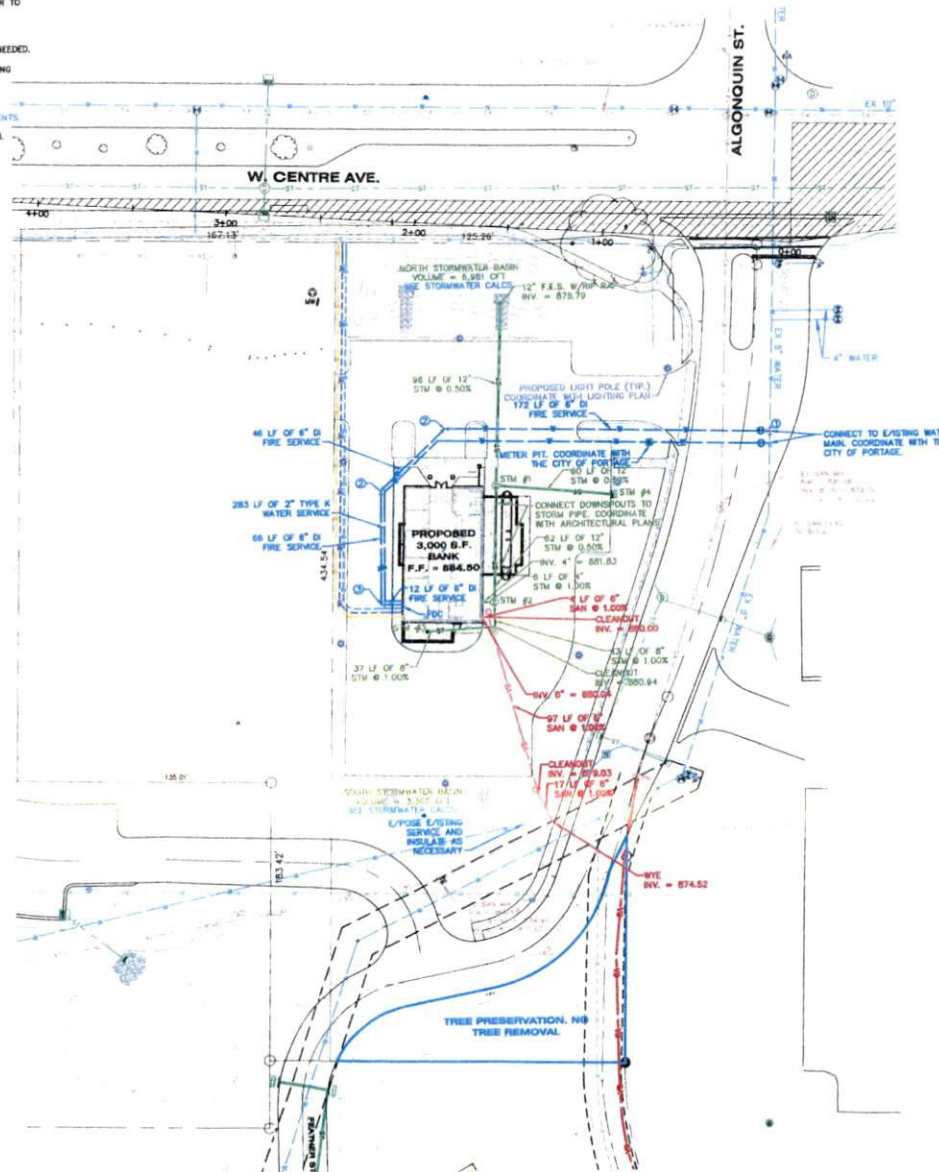
LEGEND

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NOTE:
CONTRACTOR RESPONSIBLE FOR VERIFYING FITTINGS. AMOUNTS DO NOT TAKE INTO CONSIDERATION VERTICAL DEFLECTIONS.

PAGE NAVIGATION

- C-1 - EX. CONE - DEMO PLAN
C-2 - LAYOUT PLAN
C-3 - SITE UTILITY PLAN
C-4 - SITE GRADING PLAN
C-5 - SITE DETAILS
C-6 - SITE DETAILS



ALL UTILITIES AS SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY USE THE ONLY UTILITIES IN THE AREA.
FIELD WORK PERFORMED BY:
LANDTECH PROFESSIONAL SURVEYING

hurley & stewart, llc
2800 south 11th street
kalamazoo, michigan 49009
800.444.4444
www.hurleyandstewart.com



JAN. 17-2020 P.M. 04/03/17
1. SITE PLAN REVIEW 08/08/17
2. SITE PLAN REVISIONS 07/25/17
3. SITE PLAN REVISIONS 09/03/17
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SITE UTILITY PLAN
OAKLAND AND CENTRE BANK
AVB

Sheet Title
Project
Client

08/08/17
Sheet
C-3

GRADING NOTES

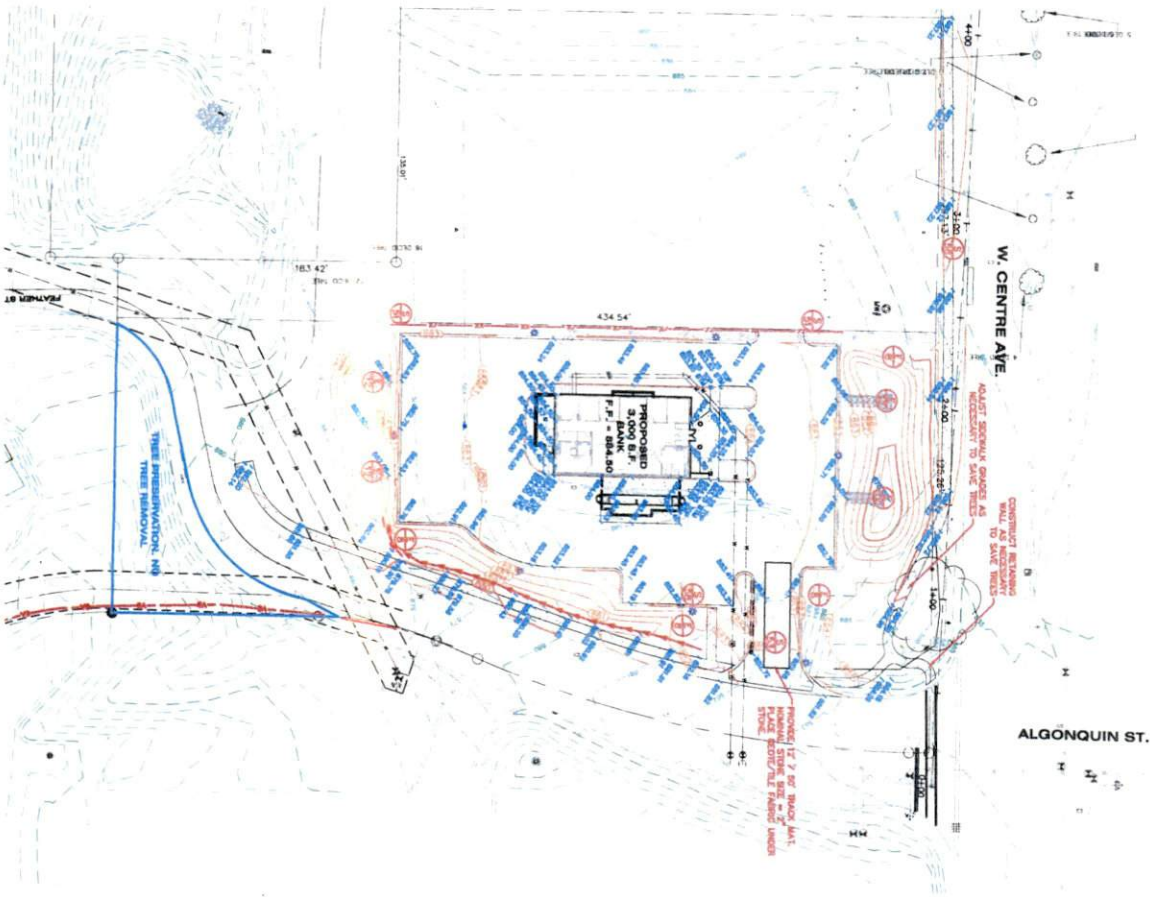
1. ALL EXISTING GRADING SHALL BE MAINTAINED UNLESS OTHERWISE NOTED.
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SOIL EROSION AND SEDIMENTATION CONTROL MEASURES

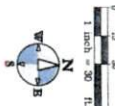
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E9	EROSION CONTROL		EROSION CONTROL MEASURES SHALL BE IN PLACE PRIOR TO ANY GRADING.
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LEGEND
 DOTTED LINE AND DOTTED
 (SEE PLAN AND DETAIL SHEET)
 ORANGE SHADE



ALL UTILITIES SHOWN ARE APPROXIMATE LOCATIONS
 BASED ON RECORD DRAWINGS AND FIELD SURVEY. THE
 EXACT LOCATION OF UTILITIES SHALL BE DETERMINED BY
 THE FIELD PROFESSIONAL SURVEYING

Sheet Title: **SITE GRADING PLAN**
OAKLAND AND CENTRE BANK
AVB

Project: **AVB**

Client: **AVB**

Job No. 17-0380 P.E. No. 17-0380 Q.A. No. 09/03/17

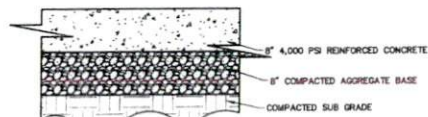
ISSUED FOR REVIEW:

1. SITE PLAN REVIEW	06/26/17
2. SITE PLAN REVISIONS	07/25/17
3. SITE PLAN REVISIONS	08/03/17

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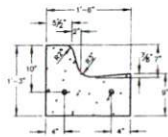
HS
hurley & stewart

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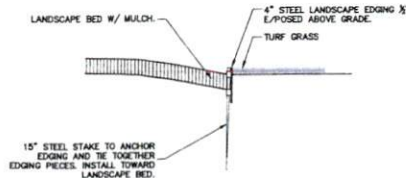
HEAVY DUTY CONCRETE DETAIL

NOT TO SCALE



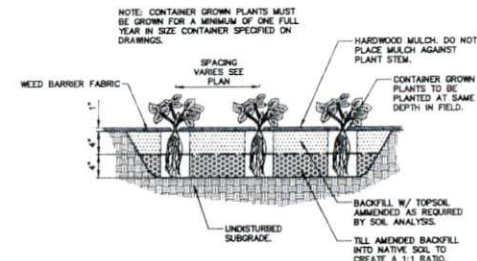
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NOT TO SCALE



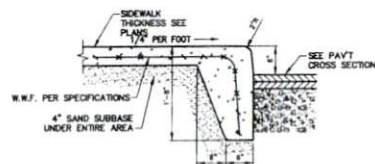
STEEL LANDSCAPE EDGING DETAIL

NOT TO SCALE



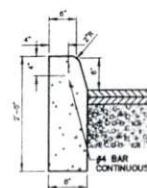
PERENNIAL AND GROUND COVER PLANTING DETAIL

NOT TO SCALE



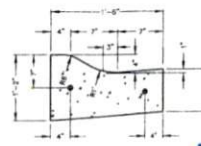
INTEGRAL SIDEWALK/CURB

NOT TO SCALE



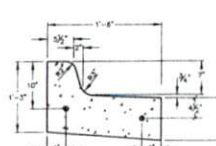
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NOT TO SCALE



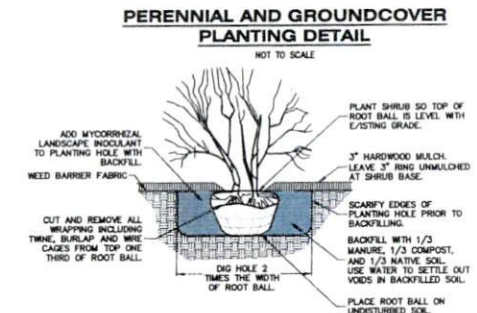
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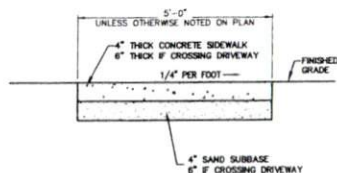
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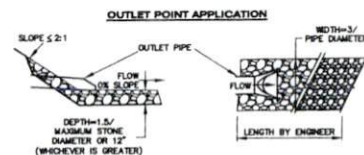
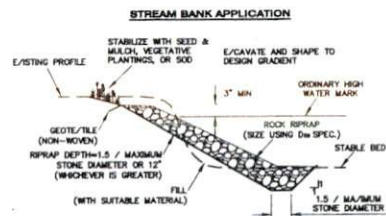
TYPICAL SHRUB

NOT TO SCALE



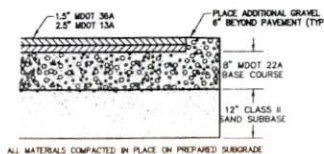
SIDEWALK DETAIL

NOT TO SCALE



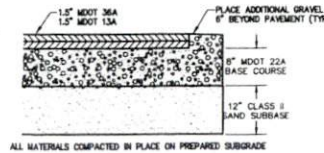
STANDARD RIPRAP DETAIL

NO SCALE (DMB)



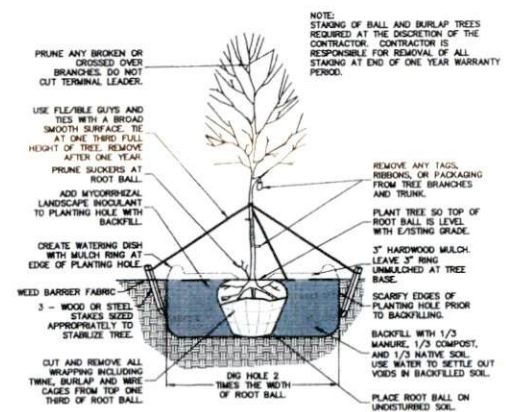
HEAVY DUTY PAVEMENT SECTION

NOT TO SCALE



LIGHT DUTY PAVEMENT SECTION

NOT TO SCALE



DECIDUOUS TREE

NOT TO SCALE

PAGE NAVIGATION	
C-1	E/C COND - DEMO PLAN
C-2	LAYOUT PLAN
C-3	SITE UTILITY PLAN
C-4	SITE GRADING PLAN
C-5	SITE DETAILS
C-6	SITE DETAILS

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www.hurleyandstewart.com



Job No. 17-0120	Drawn By: J.M. Smith	Date: 04/02/07
Project: OAKLAND AND CENTRE BANK AVB	Checked By: J.M. Smith	Date: 04/02/07
1. SITE PLAN	04/02/07	
2. SITE PLAN	04/02/07	
3. SITE PLAN	04/02/07	

SITE DETAILS
OAKLAND AND CENTRE BANK
AVB

Sheet Title: Project: Client:

05/03/17

Sheet

C-5

LEGEND

- 13
Co
NUMBER AND TYPE OF PLANTS TO BE PROVIDED AND INSTALLED.
- SEEDED LAWN.
- SHORT GRASS SEED MIX
- PROPOSED DECIDUOUS TREE
- PROPOSED EVERGREEN TREE
- PROPOSED SHRUBS, EVERGREEN AND DECIDUOUS
- PROPOSED ORNAMENTAL GRASS
- STEEL LANDSCAPE EDGING

Planting Schedule Trees

Symbol	Latin Name	Common Name	Size	Container Type	Comments
Ac1	<i>Abies concolor</i>	Concolor Fir	6' Ht.	BAB	Sheared well shaped
Ac	<i>Amelanchier canadensis</i>	Shadblow Service Berry	2 1/2' Cal	BAB	Cump Form 3-5 stems with cumulative caliper equal to 2 1/2"
Ac	<i>Acer saccharum 'Commemoration' or 'Legacy'</i>	Commemoration or Legacy Sugar Maple	2 1/2' Cal	BAB	
Sr	<i>Syringa reticulata 'Ivory Silk'</i>	Ivory Silk Japanese Tree Lilac	2 1/2' Cal	BAB	Tree Form
Zs	<i>Zelkova serrata 'Green Vase'</i>	Green Vase Zelkova	2 1/2' Cal	BAB	

Planting Schedule Shrubs

Symbol	Latin Name	Common Name	Size	Container Type	Comments
Ca	<i>Diethra anifolia 'Sisreen Candies'</i>	Sisreen Candies Summerweet	30" Ht.	Cont.	Shrubs shown in hedges to be 36" o.c.
Ca	<i>Eunymnus alatus 'Compactus'</i>	Compactus Burning Bush	30" Ht.	Cont.	Shrubs shown in hedges to be 36" o.c.
Fi	<i>Foraythia intermedia 'Lynwood Gold'</i>	Lynwood Gold Foraythia	30" Ht.	Cont.	Shrubs shown in hedges to be 36" o.c.
Fm	<i>Fothergilla major 'Mt. Airy'</i>	Mt. Airy Fothergilla	30" Ht.	Cont.	
Hp	<i>Hydrangea paniculata 'Dolphin'</i>	Pink Winky Hydrangea	36" Ht.	Cont.	
Iv	<i>Itea virginica 'Spiral'</i>	Little Henry Sweetpire	18" Ht.	Cont.	Well branched shrubs
Ra	<i>Rhus aromatica 'Gro-Low'</i>	Gro-Low Fragrant Sumac	30" Spr.	Cont.	
Ri	<i>Rosa RADcon</i>	Pink Knock Out Rose	24" Spr.	Cont.	

Planting Schedule Perennials

Symbol	Latin Name	Common Name	Size	Container Type	Comments
Pa	<i>Pennstemon alpestris 'Hamen'</i>	Fountain Grass 'Hamen'	#2	Cont.	

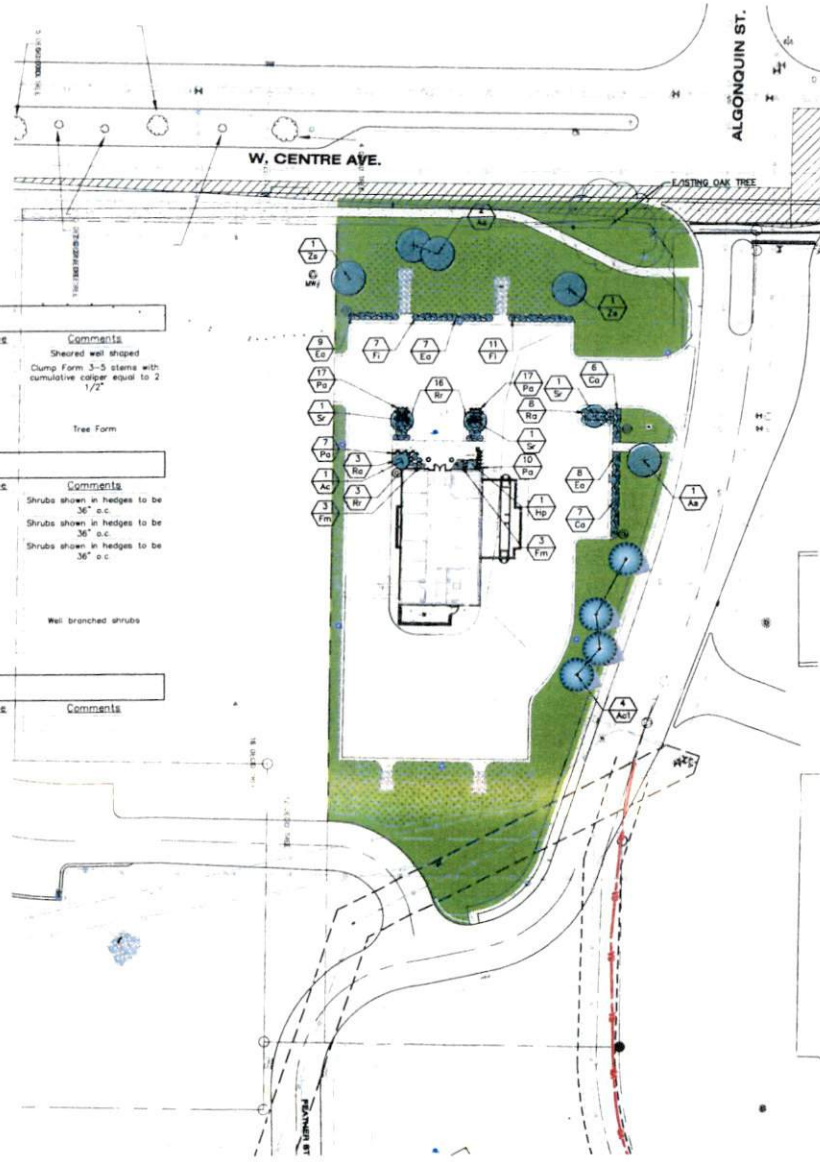
Short Grass Seed Mix

Botanical Name	Common Name	Oz./Acre
Permanent Grasses/Sedges		
<i>Andropogon</i>	Broom Sedge	10
<i>Avena sativa</i>	Oats	360
<i>Carex canescens</i>	Brilliant Sedge	2
<i>Carex cristata</i>	Crested Owl Sedge	6
<i>Carex lurida</i>	Bottlebrush Sedge	5
<i>Carex speciosa</i>	Florida Sedge	16
<i>Carex vulpina</i>	Brown Fox Sedge	5
<i>Elymus virginicus</i>	Virginia Wild Rye	60
<i>Juncus canadensis</i>	Canadian rush	2
Temporary Cover		
<i>Lolium multiflorum</i>	Annual Rye Grass	100

COMBINE NATIVE SEED UNIFORMLY WITH 464 OZ./ACRE OF IMPROVED PERENNIAL RYEGRASS, 928 OZ./ACRE OF FINE FESCUE, AND 928 OZ./ACRE OF KENTUCKY BLUEGRASS

PAGE NAVIGATION

- C-1 - CIVIL ENGINEERING PLAN
- C-2 - LAYOUT PLAN
- C-3 - SITE UTILITY PLAN
- C-4 - SITE GRADING PLAN
- C-5 - SITE DETAILS
- C-6 - SITE DETAILS



NATIVE SEED ESTABLISHMENT NOTES:

- NATIVE SEED TO BE SEED FROM APRIL 1 - JUNE 15.
- NATIVE GRASSES AVAILABLE FROM CARNO PH: (574)586-2412
- TWO WEEKS PRIOR TO NATIVE PLANTING APPLY BROAD SPECTRUM HERBICIDE TO EXISTING GROWTH IN AREAS TO BE PLANTED WITH NATIVE SEED. REPEAT TREATMENT FOUR TO FIVE DAYS PRIOR TO PLANTING.
- PLANT NATIVE SEEDS WITH A NO-TILL SEED DRILL FOLLOWING MANUFACTURER'S RECOMMENDATIONS. DO NOT COVER SEED MORE THAN 1/4" DEEP. MULCH AREAS PRONE TO EROSION WITH 1" OF COMPOST STRAW.
- PROTECT ADJACENT AND ADJOINING STRUCTURES, UTILITIES, SIDEWALKS, PAVEMENTS, AND PLANTINGS FROM DAMAGE CAUSED BY PLANTING OPERATIONS. REMOVE STONES LARGER THAN 1" IN ANY DIMENSION AND REMOVE STICKS, ROOTS, RUBBISH, AND OTHER EXTRANEOUS MATTER FROM SITE.
- MAINTAIN LAWN UNTIL A HEALTHY, UNIFORM, CLOSE STAND OF GRASS HAS BEEN ESTABLISHED. FREE OF WEEDS AND SURFACE IRREGULARITIES. WITH COVERAGE EXCEEDING 90% OVER ANY 10 SQFT AND BARE SPOTS DO NOT EXCEED 5 BY 5 INCHES.
- MOW NATIVE AREA ONLY ONCE GRASSES REACH 4-6". AFTER FIRST MOWING MOW ONLY ONCE A MONTH WITH MOWERS SET AT 8" TO KEEP NEEDS FROM SHADING OUT GRASS AND SEED GROWTH FOR THE FIRST YEAR.

IRRIGATION

ALL LAWN AND LANDSCAPE BEDS SHALL BE IRRIGATED. CONTRACTOR TO FIT LAYOUT AND PLANTINGS OF ALL PROPOSED BEDS AND LAWN AREAS. CONTRACTOR TO SUBMIT SHOP DRAWING TO LANDSCAPE ARCHITECT FOR REVIEW.

PORTAGE PLANTING REQUIREMENTS

- 1 TREE/ 30 LF OF PARKING ADJACENT TO THE ROADWAY = 5 TREES
- 36" HEDGE SEPARATING PARKING
- INTERIOR CURBED LANDSCAPE NOT REQUIRED FOR PAVED PARKING AREA LESS THAN 10,000 SF 6,346 SF TOTAL
- 1 TREE/ 30' BUILDING FACADE = 1 TREE
- 1 SHRUB/ 40' BUILDING FACADE = 1 SHRUB

LANDSCAPE NOTES:

- ALL LAWN AREAS SHALL BE SEEDED AND MULCHED WITH THE FOLLOWING MIXTURE: 20% IMPROVED PERENNIAL RYEGRASS, 40% FINE FESCUE, AND 40% KENTUCKY BLUEGRASS AT A RATE OF 8-10 LBS/ 1000 SFT. PROVIDE 18-18-18 STARTER FERTILIZER AT A RATE OF 5-7 LBS/1000 SFT.
- ALL EDGING SHALL BE STANDARD COMMERCIAL-STEEL EDGING 1/2" x 4", ROLLED EDGE, FABRICATED IN SECTIONS OF STANDARD LENGTHS, WITH LOCKS STAMPED FROM OR WELDED TO FACE OF SECTIONS TO RECEIVE STAKES IN STANDARD FINISH OF GREEN PAINT.
- PROVIDE QUALITY, SIZE, GENUS, SPECIES, AND VARIETY OF EXTERIOR PLANTS INDICATED, COMPLYING WITH APPLICABLE REQUIREMENTS IN ANSI Z60.1 "AMERICAN STANDARD FOR NURSERY STOCK" MEASURE ACCORDING TO ANSI Z60.1 STANDARDS.
- WARRANT TREES, SHRUBS AND PERENNIALS FOR ONE YEAR FROM DATE OF SUBSTANTIAL COMPLETION AGAINST DEFECTS INCLUDING DEATH AND UNSATISFACTORY GROWTH, EXCEPT FOR DEFECTS RESULTING FROM INCIDENTS THAT ARE BEYOND CONTRACTOR'S CONTROL.
- REMOVE AND REPLACE DEAD PLANTS IMMEDIATELY. REPLACE PLANTS THAT ARE MORE THAN 25% DEAD OR IN AN UNHEALTHY CONDITION AT END OF WARRANTY PERIOD. A LIMIT OF ONE REPLACEMENT OF EACH PLANT WILL BE REQUIRED. EXCEPT FOR LINES OR REPLACEMENTS DUE TO FAILURE TO COMPLY WITH REQUIREMENTS.
- MAINTAIN TREES, SHRUBS, AND PERENNIALS FOR ONE YEAR FROM DATE OF SUBSTANTIAL COMPLETION BY PRUNING, CULTIVATING, WATERING, WEEDING, FERTILIZING, RESTORING PLANTING SAUCERS, TIGHTENING AND REPAIRING STAKES AND GUY SUPPORTS, AND RESETTling TO PROPER GRADES OR VERTICAL POSITION, AS REQUIRED TO ESTABLISH HEALTHY VISIBLE PLANTINGS. SPRAY AS REQUIRED TO KEEP TREES AND SHRUBS FREE OF INSECTS AND DISEASE.
- BEGIN LAWN MAINTENANCE IMMEDIATELY AFTER EACH AREA IS PLANTED AND CONTINUE UNTIL ACCEPTABLE LAWN IS ESTABLISHED: A MINIMUM OF 60 DAYS AFTER SUBSTANTIAL COMPLETION.
- MAINTAIN AND ESTABLISH LAWN BY WATERING, FERTILIZING, WEEDING, USING CHEMICAL TREATMENT TO ELIMINATE BROADLEAF AND NOCTUID WEEDS, MOWING, TRIMMING, AND OTHER OPERATIONS. ROLL, REGRADE, AND REPLANT BARE OR ERODED AREAS AND REMULCH TO PRODUCE A UNIFORMLY SMOOTH LAWN.
- PROTECT ADJACENT AND ADJOINING STRUCTURES, UTILITIES, SIDEWALKS, PAVEMENTS, AND PLANTINGS FROM HYDROSEEDING OVER-SPRAY AND DAMAGE CAUSED BY PLANTING OPERATIONS.
- REMOVE STONES LARGER THAN 1" IN ANY DIMENSION AND REMOVE STICKS, ROOTS, RUBBISH, AND OTHER EXTRANEOUS MATTER FROM SITE.
- MAINTAIN LAWN UNTIL A HEALTHY, UNIFORM, CLOSE STAND OF GRASS HAS BEEN ESTABLISHED. FREE OF WEEDS AND SURFACE IRREGULARITIES. WITH COVERAGE EXCEEDING 90% OVER ANY 10 SQFT AND BARE SPOTS DO NOT EXCEED 5 BY 5 INCHES.



ALL UTILITIES AS SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM EXISTING RECORDS AND FIELD SURVEY. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THE AREA.

FIELD WORK PERFORMED BY: LANDTECH PROFESSIONAL SURVEYING

hurley & steward, llc
2000 south 11th street
MILWAUKEE, WI 53211
268.552.4860 fax 268.552.4861
www.hurleyandsteward.com



DATE: 08/05/17
BY: J. STEWART
CHECKED: J. STEWART
DATE: 08/05/17
BY: J. STEWART

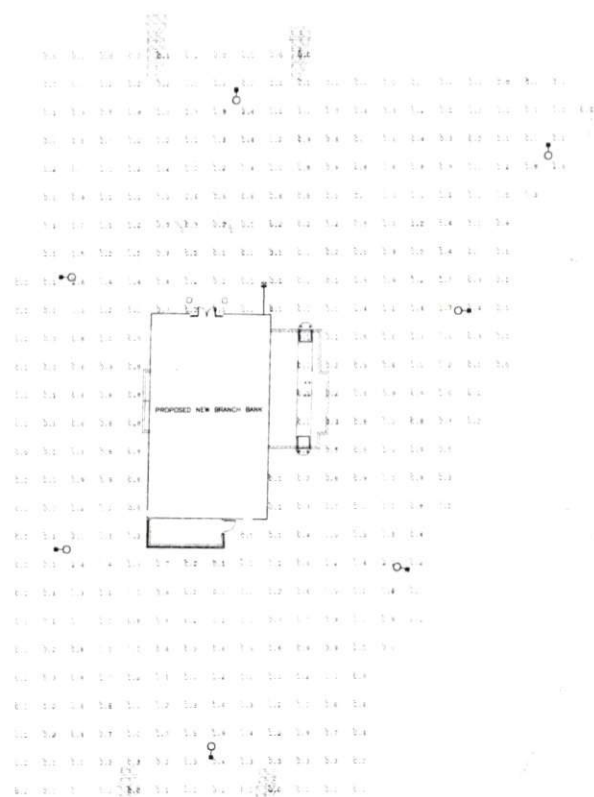
LANDSCAPE PLAN
OAKLAND AND CENTRE BANK
AVB

Sheet Title: Project: Client:

08/05/17

Sheet

L-1



SITE PLAN DESIGN INTENT

SITE LIGHTING UTILIZES LED LIGHT FIXTURES FOR BETTER LIGHT DISTRIBUTION AND ENERGY SAVINGS OVER OTHER TRADITIONAL LIGHT SOURCES. ORIGNAL PROPOSED OF FIXTURES, INCLUDING POLES AND BASES, SHALL BE 27'-0" FIXTURES LOCATED NEAR THE PROPERTY LINE SHALL BE EQUIPPED WITH HEAVY DUTY SHIELDS TO LIMIT LIGHT SPILL TO ADJACENT PROPERTIES. FUTURE LUMEN OUTPUT AND TOTAL FIXTURE QUANTITY WERE KEPT AS LOW AS POSSIBLE WHILE STILL MEETING ICMA GUIDELINES FOR PARKING LOTS. SITE LIGHTS AND SCENES SHALL BE CONTROLLED BY PHOTOCELLS OR AUTOMATIC TIMER PROVIDED BY OTHERS INSIDE THE BUILDING.



SITE PHOTOMETRIC PLAN

SCALE: 1" = 20'
0 10 20 40

DATE	BY	CHKD	APPD	REV	DESCRIPTION
11/11/11	J. Smith	J. Smith	J. Smith	1	Initial Design

Drawn By	DDP
Designer	DDP
Reviewer	DDP
Manager	DDP

PLANT COPY IS PROVIDED TO BE 24"X36" WHEN PRINTED. (Scale) Proposed and printed quantity may not be accurate for any other use.

PROJECT NO
170673

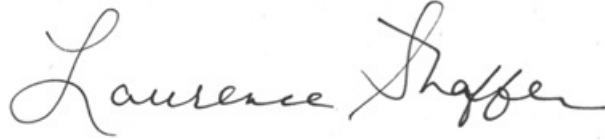
SHEET NO

E003

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TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Local Officers Compensation Commission (LOCC) Report

SUPPORTING PERSONNEL: Adam Herringa, Deputy City Clerk

ACTION RECOMMENDED: That City Council receive the report from the Local Officers Compensation Commission (LOCC).

The Code of Ordinances, Chapter 2 - Division 5, establishes a Local Officers Compensation Commission (LOCC) and its duties. The LOCC, which is required to meet every odd-year, met on August 7, 2017, to consider City Council compensation. The LOCC is composed of Commissioners Betty Ongley, Larry DeShazor, James Graham, Mike Stoddard, Paul Summers and Norm Terry. The attached report from the LOCC to City Council contains a determination that the annual compensation for the Mayor be increased by \$1,000 to a new total of \$8,500 and the annual compensation for City Councilmembers be increased by \$1,000 to a new total of \$6,000.

For informational purposes, according to section 117.5c of the State of Michigan Home Rule City Act, the determinations of the LOCC are effective 30 days following the formal filing with the City Clerk on August 7 unless rejected by a two-thirds majority of the members of City Council. In case of rejection, the current salaries prevail. The LOCC will meet again in 2019.

FUNDING: Funding is available in the FY 2017-2018 city budget.

Attachments:

1. 2017 Local Officers Compensation Commission Report
2. August 7, 2017 LOCC Meeting Minutes (Draft)

To: Mayor Strazdas and the Portage City Council
From: Local Officers Compensation Commission
Subject: Elected Official Compensation Review

Date: August 7, 2017

Commission Officers:

Betty Ongley, Chairperson.

Commission Members:

Larry DeShazor, James Graham, Betty Ongley, Michael Stoddard, Paul Summers, Norm Terry. There is one vacancy.

Background

The Local Officers Compensation Commission (LOCC) is appointed by the Mayor as established by City Ordinance to “determine the salaries of all local elected officials.”

Compensation History

Following is a brief history of the compensation received by the Portage City Council and Mayor:

- \$20 per meeting as of – and prior to – April 1975 for the Councilmembers and the Mayor.
- \$25 per meeting as of April 25, 1975, for the Councilmembers and the Mayor.
- \$1300 per year for Councilmembers and \$2300 per year for the Mayor as of August 2, 1977.
- \$4000 per year for Councilmembers and \$6000 per year for the Mayor as of March, 1991.
- \$5000 per year for Councilmembers and \$7500 per year for the Mayor as of June, 2007.
- In June of 2009, 2011, 2013 and August of 2015, it was determined that there should be no change to the compensation of \$5000 per year for Councilmembers and \$7500 per year for the Mayor.

Commission Discussion

The commission believes there exists a need to fairly compensate the Mayor and the City Councilmembers. The LOCC discussed recent improvements in economic and budgetary conditions, recent pay increases provided to city staff, how the compensation of Portage elected officials compares to comparable cities and the Consumer Price Index. Members of the LOCC emphasized the fact that membership on the City Council is public service in its truest form and that it has been a decade since there was an increase in compensation.

Commission Determination

After discussion and deliberation on the subject for which the LOCC is charged, it is the determination of the commission that the compensation of City Councilmembers and the Mayor be increased by \$1,000 annually to totals of \$6,000/year and \$8,500/year, respectively.

DRAFT

LOCAL OFFICERS COMPENSATION COMMISSION MEETING MINUTES FROM AUGUST 7, 2017

The Meeting was called to order at 5:42 p.m.

The following members were present: Larry DeShazor, Betty Ongley and Norm Terry. Mike Stoddard and James Graham were absent with excuse. Paul Summers arrived at 5:55 p.m. Staff Liaison Adam Herringa and City Manager Larry Shaffer were also present.

APPROVAL OF THE MINUTES

Approval of the August 20, 2015 Meeting Minutes: The minutes of the August 20, 2015 meeting of the Local Officers Compensation Commission (LOCC) were approved by consensus.

STATEMENTS OF CITIZENS

There were no statements offered by citizens.

NEW BUSINESS – REVIEW OF CITY COUNCIL AND MAYOR SALARIES

Chairperson Ongley shared her belief that serving on City Council is a form of public service but emphasized that there is a need for some type of compensation. She pointed out that it has been ten years since City Council last received a pay increase. In that time, she stated, there has been positive momentum in the tax base, employment and other economic indicators. City Manager Shaffer affirmed these comments.

Mr. DeShazor echoed these comments and made that point that, if there is a time for an increase, now would be appropriate especially since there will be a new Mayor and at least two new Councilmembers elected in November.

Mr. Terry referenced the salary survey provided by City Administration and stated that, when compared to similarly sized communities, Portage is on the lower end and that he thought an increase of \$1000 for both the Mayor and City Council would be appropriate.

In response to a question, City Manager Shaffer informed the LOCC that city staff have received pay increases of 2%, 2%, and 3% over the last three years. Mr. Shaffer also reviewed the financial health of the City and the increase in the Consumer Price Index between the years of 2008 and 2017. Mr. Summers arrived at 5:55 p.m. and Chairperson Ongley briefed him on the discussion that had occurred. Mr. Summers shared that he was in complete agreement with the proposed increase.

Motion by DeShazor, seconded by Terry, to increase the annual compensation for Mayor by \$1,000 to a total of \$8,500 and to increase the annual compensation for City Councilmembers by \$1,000 to a total of \$6,000. Upon a voice vote, motion carried unanimously. Mr. DeShazor excused himself at 6:01 p.m. to attend another meeting and offered his regrets.

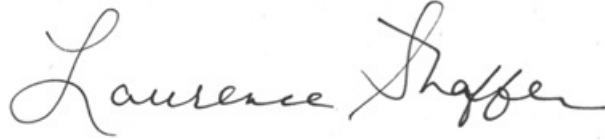
Mr. Herringa reviewed the proposed "2017 LOCC Report to City Council" and shared that it would be placed on the agenda of the August 22, 2017, City Council Meeting.

ADJOURMENT: The meeting adjourned at 6:05 p.m.

Adam Herringa, Deputy City Clerk
& Staff Liaison to the LOCC

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: July Environmental Report

SUPPORTING PERSONNEL: Wm. Roger Buell, Director of Transportation and Utilities

ACTION RECOMMENDED: Information Only

Attached please find the July 2017 Summary Environmental Activity Report from Department of Transportation & Utilities Director, Wm. Roger Buell, P.E. New material or material of specific interest to City Council is presented in italics.

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

FUNDING: N/A

Attachments: 1. July Environmental Report

SUMMARY ENVIRONMENTAL ACTIVITY REPORT

July 2017 (*updates in italics*)

<u>Project/Activity</u>	<u>Description</u>	<u>Status</u>
Portage City Landfill	Ongoing groundwater monitoring of former municipal landfill.	Beginning in 1991, South Westnedge Park (landfill) has been monitored for on-site and off-site contamination. On July 23, 2013, City Council approved a three-year contract with American Hydrogeologic Corporation (AHC) to perform annual groundwater sampling. The site groundwater data will continue to be monitored to confirm continuation of the natural attenuation process. General groundwater quality continues to improve, but site will require monitoring for the foreseeable future. Initial groundwater and methane results indicate no off-site impact. <i>AHC has completed their contract.</i>
Site Inspection / Development Project Review	Review of existing business & industries and review of proposed business and industrial development projects for environmental protection purposes and/or building plans completed.	Coordination with property owners and City or State agencies ongoing. <i>Review of 5 site/building plan and/or plats completed in July 2017.</i>
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	<i>Sanitary sewer hookup permits issued in July 2017: 7 residential; 0 commercial.</i>
West Lake Management Program	Special assessment district designed to maintain/improve lake conditions. Special emphasis on weed control and non-point source pollution reduction.	Five Year Lake Management Assessment District process was approved by City Council. The West Lake Improvement association has completed a five year plan for a new special assessment district in 2014. Special assessment process for 2015-2019 began on August 26, 2014. Resolution No. 5 completing the assessment was adopted October 21, 2014. The Association elected to use Restorative Lake Sciences, LLC for consulting services in 2015 and to renew the contract with Restorative Lake Science for 2017. Planning is underway for 2017.
Retention Basin Sampling Program (Groundwater Elevation)	Investigation regarding potential impact of retention basins on groundwater levels.	Nova Consultants was awarded a four-year contract by City Council on April 29, 2014 for a four year program to monitor groundwater levels in the city. Monthly sampling at two retention basins continues. Current findings show groundwater levels rising approximately 36" over all

previously recorded levels at Black Forest and were at record levels on the east side of Portage.

No temporary pumping was done in July at Black Forest. Groundwater levels are slowly decreasing from spring's high 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. 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 Oakland Drive compost site. 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. No significant change in groundwater impacts. Sampling was completed in June 2017.

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. City staff completed the submission of a Storm Water Pollution Prevention Initiative (SWPPI) 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. 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. Program implementation is ongoing.

Kalamazoo River Mainstream Watershed Management Plan

Draft of watershed plan submitted to MDEQ on December 30, 2005. Public participation plan update submitted to MDEQ on November 24,

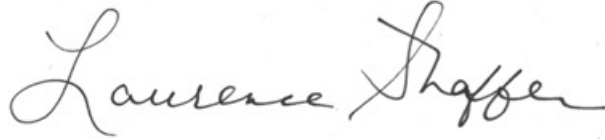
		2009. Kalamazoo River Watershed council completed a watershed update in November, 2011. No new developments.
	Portage River Watershed Management Plan	Draft watershed plan submitted to MDEQ on December 30, 2005. Interest has been raised by local conservation groups to update the Watershed Plan using grant funds. Grant for watershed update was awarded to Calhoun County Conversation District. 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.” Continued outfall sampling is required by permit and will be budgeted accordingly. 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. Report submitted to MDEQ as part of the annual report. Follow-up reporting on IDEP procedures submitted on August 25, 2016. Program implementation is ongoing.
Garden Lane Water Treatment Plant	Native Prairie Restoration	Native prairie burn completed in March 2016. Staff assisting the Environmental Board with invasive species control. A native prairie burn will not take place in spring 2017. City staff are working together to implement a management program for future burns. Procedures are being implemented and resources identified so that the fire department will have the ability to administer and control native prairie burns.
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 2017-18 with Terra Contracting is in process.
Deer Management	Assist the Environmental Board with the impact of the native deer population in the city.	The city has contracted with the Kalamazoo Nature Center to install and monitor deer exclosures. The exclosures were 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 was extended through October 1, 2017. Investigation work in conjunction with the board is ongoing. <i>One deer enclosure was broken into by deer and has since been fixed.</i>

Internal Environmental Efforts	Summarize internal city environmental efforts including recycling, building improvements, and hybrid vehicle inclusion.	Environmental efforts in the City of Portage are ongoing. <i>In the month of July, DPS purchased a thermal imaging camera and digital light meter to begin assessing the facility's heat loss and identify areas where lighting can potentially be reduced for cost and energy use savings.</i>
Environmental Board	Summarize efforts of the Environmental Board projects.	The board submitted two projects to the City Manager's office in June regarding invasive species and land management practices. <i>City staff have submitted requests for proposals for professional services to create a land management plan for the city parks. The proposals are to include management practices for invasive species. All proposals are due August 10, 2017.</i> <i>The Environmental Board, with the assistance of IT and Parks staff, are setting up a category on SeeClickFix to locate and identify invasive species and create a database for mapping locations. Articles continue to be submitted by board members for the Portager on a regular basis.</i>

Submitted by: Jamie Harmon, Assistant City Engineer

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Application for Small Distiller Liquor License - Latitude 42 Brewing Company,
7842 Portage Road

SUPPORTING PERSONNEL: James Hudson, City Clerk

ACTION RECOMMENDED: That City Council recommend approval by the Michigan Liquor Control Commission (MLCC) of the Small Distiller Liquor License Application from Latitude 42 Brewing Company at 7842 Portage Road.

The Michigan Liquor Control Commission (MLCC) requires local government consideration of the attached Local Government Approval Resolution prior to the MLCC review of the request for a Small Distiller License from Latitude 42 Brewing Company at 7842 Portage Road. A Small Distiller License is a manufacturing license that allows the manufacture of not more than 60,000 gallons of spirits of all types combined (MCL 436.1111). The requested license would supplement the micro-brewer and small wine maker's license that Latitude 42 Brewing Company was assigned in 2012.

Positive reviews of the application were recently completed by the Departments of Community Development, Finance and Fire Division of the Department of Public Safety. Therefore, it is recommended that City Council recommend approval by the Michigan Liquor Control Commission (MLCC) of the Small Distiller Liquor License Application from Latitude 42 Brewing Company at 7842 Portage Road.

FUNDING: N/A

Attachments: 1. Latitude 42 Small Distillery Resolution



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ regular _____ meeting of the _____ Portage _____ council/board
(regular or special) (township, city, village)

called to order by _____ on _____ at _____

the following resolution was offered: (date) (time)

Moved by _____ and supported by _____

that the application from Ruth Stoddard _____

(name of applicant)

for the following license(s): small distillers _____

(list specific licenses requested)

to be located at: 7842 Portage Road _____

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the
council/board at a _____ meeting held on _____ (township, city, village)
(regular or special) (date)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059

TO: Portage City Council

FROM: Peter J. Strazdas, Mayor

SUBJECT: City Manager Salary Review / Evaluation Committee

ACTION RECOMMENDED: That City Council convene the City Manager Salary Review / Evaluation Committee and request a recommendation no later than November 7, 2017 as to compensation for Fiscal Year 2017-2018.

The Council City Manager Salary Review / Evaluation Committee is charged with conducting an evaluation of the City Manager's performance over the previous year and recommending compensation for the next year. The committee consists of myself, Councilmember Pearson and Councilmember Randall.

I recommend that the City Council reconvene the Council City Manager Salary Review / Evaluation Committee and request a recommendation as to compensation for Fiscal Year 2017-2018 no later than November 7, 2017.

FUNDING: N/A

Attachments: N/A

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – July 10, 2017

The City of Portage Zoning Board of Appeals meeting was called to order by Chair Seyburn at 7:00 p.m. in the Council Chambers. Three people were in the audience.

MEMBERS PRESENT: John Byrnes, Alexander Philipp, Lowell Seyburn, Randall Schau, Jay Eichstaedt, Veronica Demaio, Natalie Rowe, Linda Finch.

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

MEMBERS EXCUSED: Brenda Carlton

APPROVAL OF THE MINUTES: Rowe moved and Eichstaedt seconded a motion to approve the June 12, 2017 minutes as submitted. Upon voice vote, the motion was approved 7-0.

NEW BUSINESS:

ZBA #17-01, Jimmie Harvey, 330 East Centre Avenue: Mais summarized the request for a Temporary Use Permit to operate an outdoor barbecue grill at 330 East Centre Avenue from July 11 through November 11, 2017 and from April 15 through October 15, 2018. Seyburn noted the applicant did not need to demonstrate a practical difficulty for the Board to approve a Temporary Use Permit. Mr. Harvey was present to answer questions. Philipp inquired if the applicant really intended to operate during November. Mr. Harvey replied probably not, but it depended on the weather.

The public hearing was opened. A letter of opposition from Francis Walters, 8027 Waylee Street, was read into the record. No one present spoke for or against the request. The public hearing was then closed.

A motion was made by Rowe, seconded by Eichstaedt, to grant a Temporary Use Permit to operate an outdoor barbecue grill at 330 East Centre Avenue from July 11 through November 11, 2017 and from April 15 through October 15, 2018, with the following conditions: 1) The Temporary Use be permitted from July 11 through November 11, 2017 and from April 15 through October 15, 2018; 2) The outdoor barbecue be licensed by the Kalamazoo County Department of Health and Community Services; 3) Table (under tent), pedestrian barrier, and tent setup be consistent with the site sketch; 4) Hours of operation be limited from 10:00 a.m. to 6:00 p.m. Tuesday through Saturday; 5) The site be kept free of trash and refuse; 6) Temporary signage be limited to one sign not exceeding 40 square feet; 7) No sound amplifying equipment be permitted; 8) A minimum of one portable fire extinguisher (size 2A:10BC) must be provided and placed in a conspicuous location in the tent; 9) No open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices shall be permitted in or within 20 feet of the tent; 10) Parking on site must not obstruct building entrances/exits, maneuvering lanes, or access roads and no parking is permitted in lawn areas; and 11) "No smoking" signs be conspicuously posted in tent. Upon roll call vote: Byrnes-Yes, Rowe-Yes, Philipp-Yes, Seyburn-Yes, Schau-Yes, Eichstaedt-Yes, Demaio-Yes. Motion passed 7-0.

OTHER BUSINESS: Officer elections were held: Lowell Seyburn was elected Chair; Randall Schau, Vice Chair; and John Byrnes, Secretary.

STATEMENT OF CITIZENS:

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:16 p.m.

Respectfully submitted,


Jeff Mais

Zoning & Codes Administrator

**BOARD OF EDUCATION
REGULAR BUSINESS MEETING MINUTES**

July 17, 2017

The regular business meeting of the Board of Education of the Portage Public Schools held on Monday, July 17, 2017, was called to order at 6:31 p.m. by President Van Antwerp in Conference Room 1 at the Administration Building, 8107 Mustang Drive. He welcomed an audience of 16 people and all in attendance recited the Pledge of Allegiance.

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

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education approve the agenda as revised, adding the recommended Administrator appointment of an Assistant Principal at Northern High School.

Motion carried unanimously.

REPORTS

Staffing Update. Mr. Bradley Galin, Human Resources Director, provided an update on staffing noting the District is in need of bus drivers.

Bond Update. Mr. Ron Herron, Assistant Superintendent of Operations, shared drone video footage of the progress at the Central and Northern campus sites and responded to Trustee questions. Mr. Herron shared details about redesign work on the Central High School Natatorium support beams. He further explained that C2ae is absorbing redesign work costs, structural engineering reviews and costs associated with support beam repairs. Mr. Herron also updated Trustees on a Northern campus incident involving an operator hitting a power line feeding the Community Education Center noting there were no injuries. As part of the Bond project plans, all power lines to Community Education Center are being relocated underground.

Superintendent's Report. Superintendent Bielang informed Trustees that he and Mr. Jim French, Northern High School Principal, were taped for an upcoming segment on Lorrie Moore regarding the Bond projects. The Superintendent was also interviewed by Public Media Network (PMN) about the Bond projects.

COMMENTS OR COMMUNICATIONS

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

Mrs. Novaria shared comments and compliments received from citizens regarding the District drone. She urged Trustees to save the date of September 9, 2017, for a ribbon cutting ceremony at the opening of the new Northern High School soccer complex.

Mrs. Willson shared highlights from attending the District “Meet Up, Eat Up and Read Up” program sites. She thanked Ms. Susan Livingston, Food Services Manager, for securing the grant funding and overseeing the program.

Mr. Droppers noted he toured the Northern High Soccer Complex and was very impressed. He suggested that all drone footage uploaded to the District web site be dated to easily view progression of the Bond projects.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: The minutes of the June 26, 2017, Regular Business Meeting; June 27, 2017, Special Meeting; and June 27, 2017, Closed Session Meeting.

There being no objections, motion carried unanimously.

ACTION ITEMS

Motion offered by Mrs. Willson, seconded by Mrs. Novaria, that the Board of Education approve a one-year extension of the Custodial Services Contract with Grand Rapids Building Services (GRBS), Inc., for \$1,811,484. These funds are budgeted and will come from the 2017/2018 General Fund budget, as presented.

Motion carried unanimously.

Motion offered by Mrs. Willson, seconded by Mrs. Novaria, that the Board of Education approve the appointment of Ms. Kelly Hinga as the Assistant Principal at Northern High School, as presented.

Motion carried unanimously.

DISCUSSION ITEMS

Mr. Herron led the discussion pertaining to the Recommended Moorsbridge Elementary School Controls - Repair and Upgrade. President Van Antwerp received consensus to move this Discussion Item to an Action Item.

ACTION ITEM

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education move the construction contract with ControlNET of Kalamazoo for the Moorsbridge Elementary School Air Handler Units (AHU) controls upgrade and repair to an Action Item.

Motion carried unanimously.

Motion offered by Mrs. Novaria, seconded by Mr. Droppers, that the Board of Education approve the construction contract with ControlNET of Kalamazoo for the Moorsbridge Elementary School Air Handler Units (AHU) controls upgrade and repair. A total project cost of \$40,450 will come from the 2017/2018 Building and Site Sinking Fund, as presented.

Motion carried unanimously.

DISCUSSION ITEMS CONTINUED

Superintendent Bielang reviewed the Replacement Operational Policy 5630.01 highlighting newly adopted laws restricting the use of seclusion and restraint in schools. The Superintendent noted this Policy will need to be approved at the August 14th Board meeting, before the start of the 2017/2018 school year.

President Van Antwerp and Superintendent Bielang led the discussion regarding Topics for August 14, 2017, Board Policy Governance Retreat. President Van Antwerp requested Trustees forward further ideas directly to him.

CLOSED SESSION

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

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

The Board moved into closed session at 7:23 p.m.

The Board returned to open session at 7:32 p.m.

POST CLOSED SESSION ACTION

Motion offered by Mrs. Willson, seconded by Mr. Droppers, that the Board of Education approve the 2017/2019 Contractual Agreement with the Portage Custodial/Maintenance Group, MEA/NEA, as presented.

Motion carried unanimously.

There being no further business to come before the Board, the meeting was adjourned at 7:33 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

PLANNING COMMISSION

August 3, 2017

The City of Portage Planning Commission meeting of August 3, 2017 was called to order by Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Four citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

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

ROLL CALL:

Mr. Forth called the roll: Patterson (yes), Bosch (yes), Shoup (yes), Stoffer (yes), Schimmel (yes), Joshi (yes), Chu (not present), Harrell-Page (yes), and Corradini (yes). A motion was made by Commissioner Patterson, seconded by Commissioner Shoup, to approve the roll with Chu unexcused. The motion was unanimously approved 8-0.

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the July 20, 2017 meeting minutes contained in the agenda packet. A motion was made by Commissioner Shoup, seconded by Commissioner Schimmel, to approve the minutes as submitted. The motion was unanimously approved 8-0.

SITE/FINAL PLANS:

1. Final/Site Plan: Mercantile Bank, 2301 West Centre Avenue. Mr. Forth West summarized the July 28, 2017 staff report regarding a final/site plan submitted by American Village Builders to construct an approximate 3,000 square foot bank building and associated site improvements along the eastern portion of 2301 West Centre Avenue. Mr. Forth discussed various aspects of the project including access/cross access, storm water management and sidewalks and indicated the final/site plan has been designed in substantial conformance with the approved tentative plan.

Greg Dobson of American Village Builders (applicant) was present to support the application and discuss the development project. After a brief discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to recommend to City Council that the Final/Site Plan for Mercantile Bank, 2301 West Centre Avenue, be approved. The motion was unanimously approved 8-0.

2. Final/Site Plan: Woodlands at Austin Lake (Phase III), 4301 Branch Avenue. Commissioner Patterson stated that he would need to recuse himself from discussion and voting on this agenda item since he was the developer of the Woodland at Austin Lake Planned Development. Commissioner Patterson then left Council Chambers. Mr. Forth summarized the July 28, 2017 staff report regarding a final/site plan submitted by JAMB, LLC to construct the third and final phase of the Woodlands at Austin Lake Planned Development. Mr. Forth indicated Phase III will consist of 27 condominium units and construction of a private cul-de-sac street. Mr. Forth provided a brief history of the original Woodlands at Austin Lake PD rezoning (2004) and subsequent construction of Phase I/II and then discussed the minor changes proposed for Phase III since the original 2004 approval. Mr. Forth discussed access to the site, storm water management, sidewalks and indicated the final phase of the Woodlands at Austin Lake Planned Development has been designed in substantial conformance with approved

tentative plan. Mr. Forth stated the final/site plan was recommended for approval subject to the four conditions outlined in the staff report.

Jackie Patterson of JAMB, LLC (applicant) and Pat Flanagan of Ingersoll, Watson & McMachen (applicant's engineer) were present to support the application and discuss the development project. Ms. Patterson provided a brief summary of the Woodlands at Austin Lake Planned Development and discussed minor changes proposed for Phase III since the original 2004 tentative plan approval. Ms. Patterson stated the Woodlands at Austin Lake is a natural "green friendly" development unlike any other in the area and discussed the extensive wetlands/tree preservation and "rain garden" storm water management system. Mr. Flanagan discussed development densities for Phase I, II and III, along with the overall development density for the project and the wetland/wooded acreage that has been and will be preserved. Commissioners Joshi and Shoup inquired about the wetland/floodplain boundaries and any concern with possible basement flooding of the condominium dwellings. Ms. Patterson discussed the groundwater level and the condominium construction within Phase I and II over the past 10+ years (no basement flooding issues). Mr. Flanagan discussed recent soils borings taken at the property and indicated that basement elevations within Phase III would be a minimum of 22-inches above the 100-year floodplain elevation. Ms. Patterson also discussed the drainage/sump pump system that will be installed within the basements of the condominium dwellings as a further safeguard against potential flooding.

After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Schimmel, to recommend to City Council that the Final/Site Plan for The Woodlands of Austin Lake (Phase III), 4301 Branch Avenue, subject to the following conditions: 1) MDEQ approval/permit to discharge storm water into the regulated wetland, if necessary; 2) Consumers Energy approval to install improvements within their easement area; 3) Elimination of the sidewalk along the north side of Branch Avenue due to physical constraints; and 4) Elimination of the wood chip path in Phase 3 subject to the width of the cul-de-sac street (Sassafras Trail) widened from 24 feet to 28 feet, and the six-foot trail connection to the future Austin Lake Trail. The motion was unanimously approved 7-0.

PUBLIC HEARING:

None.

OLD BUSINESS:

None.

STATEMENT OF CITIZENS/COMMISSIONERS:

None.

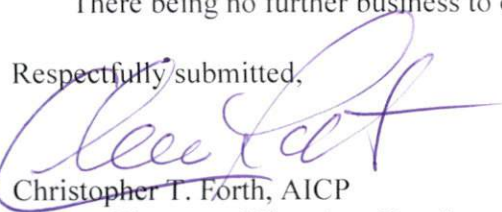
NEW BUSINESS:

None.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,



Christopher T. Forth, AICP

Deputy Director of Planning, Development and Neighborhood Services

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: 2018 Major Street Reconstruction Project - Bid Tabulation

SUPPORTING PERSONNEL: Wm. Roger Buell, Director of Transportation and Utilities

ACTION RECOMMENDED: That City Council award a contract to the low bidder, Wightman & Associates, Incorporated, in an amount not to exceed \$246,400 to perform engineering services for the reconstruction of West Centre Avenue from 12th Street to Oakland Drive and Oakland Drive from West Milham to I-94 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The FY 2017-2018 Capital Improvement Program budget contains funding for the Major Street Reconstruction Program. The program focuses on preserving and restoring pavement conditions on select major streets, which allows additional roadway mileage to be restored annually. Major street reconstruction projects are selected based on pavement condition, average daily traffic, federal aid eligibility and location for potential development activities. As part of the program, reconstruction of West Centre Avenue and Oakland Drive are planned for spring 2018.

On August 8, 2017, three bids were received for design and construction services for the 2018 Major Street Reconstruction project. The low bid from Wightman & Associates, Incorporated, in the amount of \$246,400 best fits the needs of the project. Wightman & Associates has significant experience with Michigan Department of Transportation (MDOT) policies and procedures, as well as prior West Centre Avenue and Oakland Drive projects. Wightman & Associates also successfully completed engineering services on Martin Luther King Jr. Drive and Portage Road (Romence Road to East Milham Avenue) in 2016.

The current West Centre Avenue reconstruction project has been approved by the Kalamazoo Area Transportation Study (KATS) Policy Committee for federal funding. In total, approximately \$1,300,000 in federal funds has been approved to assist in financing the project. The remaining cost of approximately \$700,000 will be the city share financed through funds in the Municipal Street Fund. The Oakland Drive project will be financed with \$708,300 through funds in the Municipal Street Fund.

Therefore, it is recommended that City Council award a contract to the low bidder Wightman & Associates, Incorporated, in an amount not to exceed \$246,400 to perform engineering services for the West Centre Avenue and Oakland Drive reconstruction projects and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are available in the FY 2017-2018 Capital Improvement Program budget.

Attachments: 1. Tabulation of Proposals

TABULATION OF PROPOSALS
2018 MAJOR STREET RECONSTRUCTION PROGRAM ENGINEERING SERVICES

<u>FIRM</u>	<u>OAKLAND DRIVE RECONSTRUCTION PROJECT HOURS</u>			<u>WEST CENTRE AVENUE PROJECT HOURS</u>			<u>PROPOSAL COST</u>		
	<u>DESIGN</u>	<u>CONSTRUCTION</u>	<u>TOTAL HOURS</u>	<u>DESIGN</u>	<u>CONSTRUCTION</u>	<u>TOTAL HOURS</u>	<u>OAKLAND DR.</u>	<u>CENTRE AVE.</u>	<u>TOTAL</u>
Wightman & Associates, Inc. 9835 Portage Road Portage, MI 49002	219	709	928	494	1227	1721	\$89,900.00	\$156,500.00	\$246,400.00
OMM Engineering, Inc. 4665 44th St. SE, Suite A100 Grand Rapids, MI 49512	210	686	896	600	1002	1602	\$83,512.00	\$182,380.00	\$265,892.00
Fleis and Vandenbrink 4798 Campus Drive Kalamazoo, MI 49008	389	587	976	712	1382	2094	\$85,000.00	\$195,000.00	\$280,000.00

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: August 1, 2017

FROM: Meshia Rose, Deputy City Assessor 

SUBJECT: July 2017 Department Operations Report

The following information summarizes the operations of the Office of the City Assessor during July 2017:

- **July Board of Review:** On July 18, 2017, the City of Portage Board of Review met to amend the City's 2017 assessment roll. This meeting of the Board of Review is one of two such required meetings held annually for the purpose of correcting clerical errors and mutual mistakes of fact. Additionally, 12 poverty exemptions and 18 Disabled Veteran exemption requests were heard.
- **Appraisal Work:** Staff continues to study individual residential property neighborhoods in preparation for the 2018 assessment roll. Approximately 210 properties were examined as part of verifying new construction or as part of the re-inspection program.

The neighborhoods and sales are studied for trends to determine whether assessments should be increased, decreased, or remain the same relative to the prevailing sale prices of comparable properties that have taken place within the allowable sales period. Approximately 144 deed transactions were processed during the month of July along with any corresponding Property Transfer Affidavits and Principle Residence Exemption Affidavits/Rescinds.

The verification information for any sale that may appear to not be an "arms-length" transaction is communicated to the Kalamazoo County Equalization Department for their consideration when preparing the annual sales ratio study. At this early point in time, the residential ratio appears to be at 49.00% meaning that on average, residential assessments will need to increase by 1% to meet the state mandated assessment level of 50%.

- **Michigan Tax Tribunal:** There are currently 10 active full tribunal cases appealing the 2017 assessments in addition to the 6 commercial appeals for 2016. Answers to the newest appeals have been filed. Additionally, answers and all evidence have been filed for the 5 small claims appeals during the month of July.
- **Customer Service:** Staff responded courteously and promptly to the increased volume of phone calls and personal visits prompted by summer tax bills being sent out. Additionally, staff were happy to assist citizens who had questions about the July Board of Review, specifically those who applied for the Poverty or Disabled Veteran exemptions.

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

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: August 4, 2017

FROM: James R. Hudson, City Clerk

SUBJECT: July Monthly Report

PUBLIC INFORMATION AND CITIZEN ASSISTANCE

Held first meeting of the 2017-2018 YAC. Participated in Teen Movie Night at the Library and attended planning meetings for Respect for Law Movie Night with the Breakfast Optimist Club

Held the first meeting of the Customer Service Task Force. Reviewed petitions and answered questions regarding filing for City Council.

Responded to request(s) from Public Safety for copies of Police Reports required during an investigation (reports are on microfilm). Performed research for city departments on a variety of topics. Provided employee orientation to five new employees.

Coordinated the Freedom of Information Act (FOIA) process and the liquor license procedures for Class C Licenses, processed Solicitor Permits, Secondhand Dealer Permits, Fireworks Permit for Crossroads Mall and transmittal letters for City Departments and the City Attorney. Reviewed provisions of the Code of Ordinances regarding Secondhand Dealer's with Public Safety.

Implemented new FOIA procedures, prepared transmittals for documents, resolutions, FOIA responses and recorded documents for City Departments and the City Attorney. Provided help to citizens for over-the-counter requests including voter information, guidance to appropriate departments and miscellaneous assistance.

Updated the "Portage City Clerk" segment of the City of Portage website. Provided notary service to citizens upon request.

CEMETERIES

Processed seven (7) 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 Public Services Department and assisted with burials.

PUBLICATIONS

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

AGENDA PREPARATION AND FOLLOW-UP

Prepared and collated City Council Agenda packets for the July Regular City Council Meetings, uploaded the agenda packets to the city website and prepared them for distribution to City Council. Prepared the Summary and Minutes of the two Regular City Council Meetings.

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

Continued the implementation process of the SuiteOne electronic agenda management program including training staff on use of the system.

RECORDS

Coordinated FOIA research, retrieved documents for various departments and assisted with the search and printing of various microfilm documents.

Administered the microfilming, scanning and destruction of documents contract for the city and reviewed recently scanned and microfilmed documents for completeness and accuracy.

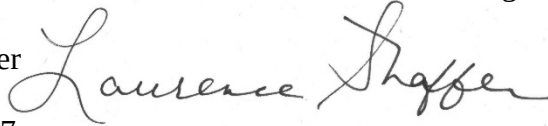
Added approved minutes of City Council meetings to the permanent record and the Document Collection in Clerk's Index as well as Clerk folder on Sharecop for Internet download and filed all contracts for the month.

ELECTION PREPARATION AND FOLLOW-UP

Received inquiries regarding the City Council and Mayor Election deadlines, petition, rules and laws. Reviewed petition signatures and provided Affidavits of Identify for candidates for City Council and for Mayor. Verified the petition signatures for Mayor and Council. Forwarded candidate Affidavits of Identify to Kalamazoo County Clerk.

Received the new election equipment and monitored the testing by the representatives from Elections System & Software Company.

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

TO: Honorable Mayor and City Council**DATE:** August 1, 2017**FROM:** Laurence Shaffer, City Manager**SUBJECT:** Monthly Report – July 2017

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

1. City Council:

- Coordinated and/or prepared agenda and other materials for the following meetings:
 - City Council Regular Meetings on July 11 and 25.
 - Pre-Council meetings on July 10 and 24.
 - Board & Commission interviews on July 11.
 - Stryker Corp. Groundbreaking Ceremony on July 24.

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

- Met with Mayor Pro Tem Ansari on July 5 and 27.
- Attended the KCCDA Board of Directors meeting on July 11 and 13.
- Met with Councilmember Pearson on July 11 and 28.
- Met with the Deputy Director of Support Services for Kalamazoo Metro Transit on July 12.
- Met with representatives of Southwest Michigan First on July 12.
- Met with a citizen regarding zoning concerns on July 12.
- Attended a Park Board meeting on July 12 and 19.
- Attended one of the Fire Code Amendment Public Sessions on July 12.
- Met with Councilmember Ford on July 13.
- Met with the new Executive Director for Lending Hands of Michigan Inc. on July 13.
- Met with Councilmember Randall on July 14 and 26.
- Met with the new owners of the Anna's Vineyard Apartment complex on July 14.
- Met with Councilmember Reid on July 14.
- Met with a citizen regarding property damage concerns on July 14.

- Met with City of Kalamazoo administration on July 17.
- Met with the Kalamazoo/Battle Creek International Airport CEO David Reid on July 17.
- Attended a meeting with State Representative Brandt Iden and Bicycle Kalamazoo representative Paul Selden on July 17.
- Attended the vendor interviews for the Fire Station #2 architectural firm on July 19.
- Toured the site of a potential property donation on July 24.
- Met with Reverend Bill Stein to discuss a development proposal on July 26.
- Met with a resident regarding building issues on July 27.
- Attended an event hosted by Southwest Michigan First on July 28.

3. Projects - Completed and Ongoing:

- Reviewing winter snow plowing plans with the Public Services Department in an effort to reduce costs while continuing to plow streets in an efficient manner.
- Continued the transition and design of the new city website through CivicPlus.
- Launched the new building security and keyless entry project to staff.
- Continued PPOA contract negotiations for contracts that expired June 30, 2016.
- Continued review of city buildings to optimize energy efficiency.
- Continued review of medical marijuana related matters with city legal counsel.
- Continued review various city signage for 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 and Historic District Study Committee special meeting on July 12.

4. Public Information and Citizen Assistance:

- Mailed the July *Portager* and coordinated production of the August *Portager* newsletter.
- Continued oversight of the *PortageAlert* system and notifications for those who registered through the portal for updates.
- Coordinated responses to citizen concerns/requests regarding a variety of matters, including fireworks, blight/tall lawns, construction projects, 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: August 1, 2017

FROM: Vicki Georgeau,  Director of Community Development

SUBJECT: Monthly Customer Service Report for July 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

July 20, 2017 meeting:

1. Reviewed, discussed and then recommended to City Council approval of the Final/Site Plan for Streamsong Condominiums (Phase I), 715 West Osterhout Avenue.
2. Reviewed, discussed and then approved the Specific/Site Plan for Black Rock Bar & Grill, 420 Trade Centre Way.
3. Accepted the applicant's request and adjourned the public hearing for Rezoning Application #16/17-6, 3223 and 3205 Cooley Drive, to the August 17, 2017 meeting.
4. Conducted Planning Commission Training – Roles & Responsibilities.

Zoning Board of Appeals

July 10, 2017 meeting:

1. Reviewed, discussed and then approved a temporary use permit for Jimmie Harvey, 330 East Centre Avenue, to operate an outdoor barbecue grill from July 11 through November 11, 2017 and from April 15 through October 15, 2018.

Human Services Board

July 6, 2017 meeting:

1. Reviewed, discussed and approved revisions to the CDBG Program 2017-2018 Annual Action Plan and Human/Public Services agency revised grant recommendations.
2. Accepted the resignation of Board member Sandra Shepard.

OTHER BOARD ACTIVITIES

- Downtown Development Authority - The Authority did not meet in July 2017.
- Downtown Development Authority - The Authority did not meet in July 2017.
- Local Development Finance Authority - The Authority did not meet in July 2017.
- Economic Development Corporation/Tax Increment Finance Authority/Brownfield Redevelopment Authority – The Authority did not meet in July 2017.

Citizen Information Requests:

During the month of July 2017, a total of 109 cases/violations were inspected in response to citizen service requests or staff field observations and include: 28 tall grass/weeds; 23 debris/refuse; 22 parking; 16 inoperable vehicles; 7 zoning; 4 building maintenance; 3 signs; 2 non permitted work; 1 property maintenance; 1 safety, sanitation & health; 1 noise and 1 access.

BUILDING AND HOUSING SERVICES

Construction Board of Appeals:

The Board did not meet in July.

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

Type of Permit/Application	Number of Permits	Project Valuations
Single-family Detached	2	\$274,930
Single-family Attached	5	\$1,514,760
Residential Additions, Interior Remodels, Garages, Sheds, etc.	24	\$895,660
Commercial Additions, Interior Remodels, etc.	9	\$19,566,432
Permits Not on Report (i.e., demolition, electrical, plumbing, mechanical, driveway, sign, water use/sewer use, etc.).	171	N/A
Totals	211	\$22,251,782

CDBG Housing Assistance Programs

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

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: August 16, 2017

FROM: William Furry, Director of Finance

wkf

SUBJECT: Monthly Report-July 2017

ACCOUNTING /PAYROLL

- ◇ During the month, 699 invoices for payment were processed. Bi-weekly Accounts Payable payments included 299 paper checks totaling \$1,291,521.26 and 469 automated clearinghouse (ACH) payments totaling \$1,405,568.02. The count of ACH vendors at the end of the month was 355.
- ◇ Processed 2 payrolls, creating 509 deposit advices and checks for 250 employees, with a total monthly payroll expenditure of \$1,123,685.90.
- ◇ Processed new fiscal year pay rate changes for full time, part time union and non-union, and PPCOA employees, and applicable one time merit bonuses effective 7/2/17.
- ◇ Calculated and paid retroactive payments to PPCOA members for 7/1/16-6/17/17 per the recently signed contract.
- ◇ Processed new fiscal year pay rate changes for IAFF & UAW union members effective 7/1/17 and subsequent manual earnings adjustment for prior fiscal year days at previous rate.
- ◇ Processed and verified new fiscal year resets in ADP for payroll benefit accruals – holiday leave, personal leave, etc.
- ◇ Made new fiscal year wage allocation changes per the Form B of approved budget.
- ◇ Made contract negotiated payments to union members in the IAFF for uniform allowance, 1% wage bonus & acting pay.
- ◇ Made payments to employees for successful completion of HMP program and/or HMP reimbursements for fitness related expenses.
- ◇ Completed work on the leave time liability workbook for 16/17 audit.
- ◇ Completed the quarterly reclassification entry for medical opt out payments.
- ◇ Continued preparation for upcoming audit of the fiscal year ended 06/30/17 and closing of the books for the year.

TREASURY

- ◇ 2017 Summer Tax bills were generated and then mailed to taxpayers on July 7, 2017. Original tax notices were sent to all property owners. A total of 17,967 tax notices were mailed. For the property owners who have an escrow account, a note was included on the tax notice informing them that their bill was sent to the escrow agent that requested it. The tax notice advises them of the due date of the tax and procedures for payment if they are to pay the bill themselves. The instructions for paying property taxes via Point&Pay (credit/debit

and electronic check payments) were also included on the bill. Tax due date is Thursday, September 14, 2017.

- ◇ Sent 2017 summer tax balances to escrow agencies as requested.
- ◇ Received July Board of Review changes from City Assessor's Office and issued 53 revised summer tax billings and three refunds. A total of 79 July Board of Review changes were processed for 2017 taxes and 1 change for a 2016 personal property tax.
- ◇ Mailed 46 letters with deferment forms to citizens who deferred their summer tax bill in 2016, providing the deferment information for the 2017 tax bill.
- ◇ Prepared and issued the following utility billing statements:
 - ◇ 5,487 regular quarterly bills (cycles 1 and 4)
 - ◇ Emailed 490 quarterly bills (up from 60 last year at this time when the email service was new)
 - ◇ 152 final billing statements – emailed 25 final bills
- ◇ Prepared and issued the following utility billing letter notices:
 - ◇ 696 delinquent notices (cycle 3), up 4% from the same time last year
 - ◇ 412 disconnect notices (cycle 3), up 5% from the same time last year
 - ◇ 37 final billing delinquent notices
 - ◇ 40 property owner letters for delinquent final utility bills
- ◇ Shut-off water service for 30 customers due to non-payment on July 26, 2017, a decrease of 33% from the same period last year.
- ◇ Processed 183 requests to initiate or terminate water/sewer services, averaging 9 per business day.
- ◇ Staff processed 1,191 phone calls during the month of July 2017, averaging 58 calls per day.
- ◇ During July 2017, staff worked with 120 customers to whom receipts were not issued, averaging 6 per business day.
- ◇ Processed 15 statements for unpaid miscellaneous City invoices.
- ◇ Treasury Supervisor met with Deputy Assessor and Austin Lake Representatives regarding the upcoming lake weed special assessment.
- ◇ Treasury Supervisor attended quarterly County Treasurer's meeting.
- ◇ Treasury Specialist attended Customer Service Task Force meetings.

FINANCE/BUDGET

- ◇ Continued year-end activities by identifying and clearing out old funds, closing inactive projects, and inactivating unnecessary accounts.
- ◇ Began review of revenue and expense corrections to 2016-2017 general ledger prior to finalizing the year end numbers.
- ◇ Continued to review outstanding encumbrances and close unnecessary purchase orders to relieve the related encumbrances and clean up open 2016-2017 purchase orders.
- ◇ Audit firm, Yeo & Yeo, was on site for preliminary audit procedures which included gathering paperwork, holding various discussions, and the auditors met with certain staff to discuss internal control walkthroughs.
- ◇ Reviewed the 2017-2018 proposed budget document and made necessary additions and edits in preparation for publication of the final document.
- ◇ Reviewed capital improvement project accounts and determined which prior year projects needed to roll their budget forward to 2017-2018.

- ◇ Prepared a list of capital improvement account codes for 2017-2018 and distributed to all applicable employees.
- ◇ Cashed in maturing investments, analyzed cash position and reinvested called bonds.
- ◇ Prepared monthly investment scorecard, input investment activity into SymPro software and generated monthly SymPro reports for the investment committee. Performed JPMorgan Chase monthly risk analysis and composed monthly investment report email for the investment committee.
- ◇ Prepared and submitted IRS Form 720 for the patient-centered outcomes research fees related to the City's self-insured health plans
- ◇ Reviewed and approved all invoices prior to payment, with special attention to delivery and service dates to ensure expenditures were posted in the correct fiscal year.
- ◇ Prepared and posted various budget amendments.
- ◇ Attended meetings and responded to various questions and requests from the City Manager's Office and other departments.
- ◇ Attended the monthly Public Safety budget meeting.

BENEFITS/COMPENSATION

- ◇ Continued to monitor, research, and implement requirements of the Affordable Care Act (ACA).
- ◇ Continued to track city share of health insurance premium limits as provided for by PA-152.
- ◇ Calculated health insurance taxes and fees required under the ACA.
- ◇ Calculated and processed monthly payments for employee fringe benefit plans (medical, vision, dental, life and long-term disability insurance, flexible spending accounts, pension contributions, etc.).
- ◇ Continued to work with Kushner & Company in regard to Flexible Spending Account, COBRA and Medical Reimbursement Account contract renewal.
- ◇ Completed compliance review of Section 125 Plan Documents.
- ◇ Continued to administer Defined Benefit Plan, including locating and coordinating benefit payments for terminated vested participants.
- ◇ Continued work on restatement of Defined Benefit Plan as required by the IRS.
- ◇ Administered contractual wage adjustments per applicable labor agreements.
- ◇ Administered contractual bonus payments per applicable labor agreements.
- ◇ Responded to various wage and benefit surveys.
- ◇ Responded to various employment verifications for employees.

WORKERS' COMPENSATION

- ◇ Continued 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.

08/16/2017

BUDGET REPORT FOR CITY OF PORTAGE

FUND	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	2017-18 ACTIVITY	Percent of Amended Used
	Totals for dept 1001-City Council	122,320	122,320	604	0%
	Totals for dept 1085-City Council-Human Services	139,330	139,330	0	0%
	Totals for dept 1501-District Court	68,250	68,250	4,625	7%
	Totals for dept 1720-City Manager	600,300	600,300	29,247	5%
	Totals for dept 2001-Finance Accounting	437,716	437,716	23,141	5%
	Totals for dept 2002-Finance & Budget	307,283	307,283	14,143	5%
	Totals for dept 2053-Finance Treasury	154,207	154,207	16,125	10%
	Totals for dept 2110-MIS	847,110	847,110	98,517	12%
	Totals for dept 2133-MIS Public Information	55,142	55,142	3,292	6%
	Totals for dept 2209-Assessor	444,076	444,076	18,041	4%
	Totals for dept 2247-Assessor Board Of Review	35,403	35,403	866	2%
	Totals for dept 2310-Attorney	226,728	226,728	37,620	17%
	Totals for dept 2415-City Clerk	140,666	140,666	7,232	5%
	Totals for dept 2416-City Clerk Records Management	75,170	75,170	5,382	7%
	Totals for dept 2491-City Clerk Elections	175,582	175,582	5,866	3%
	Totals for dept 2610-Human Resources	475,442	475,442	23,324	5%
	Totals for dept 2733-Purchasing	83,845	83,845	4,447	5%
	Totals for dept 2734-Purchasing Risk Management	29,302	29,302	1,011	3%
	Totals for dept 2865-Parks Maintenance	1,252,864	1,252,864	71,946	6%
	Totals for dept 2876-Cemeteries	74,326	74,326	1,256	2%
	Totals for dept 2877-Parks & Rec - Parks	617,260	617,260	42,282	7%
	Totals for dept 2878-Parks & Rec - Kalamazoo In Bloom	10,000	10,000	0	0%
	Totals for dept 2880-Parks & Rec Rec - Admin	174,720	174,720	10,582	6%
	Totals for dept 2882-Parks & Rec Rec - Team Sports	64,540	64,540	12,148	19%
	Totals for dept 2885-Parks & Rec - Programs	4,000	4,000	884	22%
	Totals for dept 2886-Parks & Rec Rec - Ramona Park	93,891	93,891	18,875	20%
	Totals for dept 2887-Parks & Rec Rec - Special Events	41,000	41,000	13,709	33%
	Totals for dept 2888-Parks & Rec - Ice Rink	106,893	106,893	4,800	4%
	Totals for dept 3005-Police Administration	837,053	837,053	42,574	5%
	Totals for dept 3006-Police Youth Services	502,931	502,931	22,324	4%
	Totals for dept 3007-Police Investigation	785,060	785,060	48,937	6%
	Totals for dept 3010-Police Patrol	5,323,698	5,323,698	326,329	6%

08/16/2017

BUDGET REPORT FOR CITY OF PORTAGE

FUND	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	2017-18 ACTIVITY	Percent of Amended Used
	Totals for dept 3020-Police Training	117,735	117,735	9,303	8%
	Totals for dept 3021-Police Training-Grant Funded	8,000	8,000	0	0%
	Totals for dept 3030-Police Public Safety Dispatch/ts	1,015,221	1,015,221	207,435	20%
	Totals for dept 3031-Police Emergency Sirens	23,676	23,676	0	0%
	Totals for dept 3035-Police 911 Cmrs PSAP	204,919	204,919	10,530	5%
	Totals for dept 3040-Police Records & PST	468,370	468,370	26,515	6%
	Totals for dept 3050-Police Drug Law Enforcement	319,101	319,101	22,904	7%
	Totals for dept 3065-Police Facility Management	101,400	101,400	3,784	4%
	Totals for dept 3310-Fire Admin	681,621	681,621	36,238	5%
	Totals for dept 3320-Fire Operations	3,994,823	3,994,823	469,081	12%
	Totals for dept 3330-Fire On Call Firefighters	120,037	120,037	4,981	4%
	Totals for dept 3331-Fire Emergency Operations	3,700	3,700	0	0%
	Totals for dept 3340-Fire Prevention	152,488	152,488	13,040	9%
	Totals for dept 3350-Fire Training	192,041	192,041	12,232	6%
	Totals for dept 3365-Fire Facility Management	98,400	98,400	2,032	2%
	Totals for dept 3710-Comm Dev Building Services	483,592	483,592	27,538	6%
	Totals for dept 3720-Comm Dev Planning & Development	311,937	311,937	19,026	6%
	Totals for dept 3730-Comm Dev Neighborhood Services	226,687	226,687	15,057	7%
	Totals for dept 3765-Comm Dev Building Maintenance	243,164	243,164	29,467	12%
	Totals for dept 4210-General Public Services	506,415	506,415	41,388	8%
	Totals for dept 6720-Senior Center	333,045	334,145	21,057	6%
	Totals for dept 6721-Senior Center Trips	284,777	284,777	1,923	1%
	Totals for dept 8050-Contingencies	50,000	50,000	0	0%
	Totals for dept 9610-Transfers Out	1,234,327	1,234,327	0	0%
	TOTAL GENERAL FUND	25,481,584	25,482,684	1,883,660	7%

08/16/2017

BUDGET REPORT FOR CITY OF PORTAGE

FUND	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	2017-18 ACTIVITY	Percent of Amended Used
202	Major Street Fund	3,914,345	4,164,345	337,521	8%
203	Local Streets Fund	1,356,319	1,356,319	48,353	4%
204	Municipal Streets Fund	1,675,990	1,675,990	0	0%
223	Curbside Recycling Fund	691,859	691,859	1,215	0%
226	Leaf Pickup / Spring Cleanup Fund	781,801	781,801	9,845	1%
230	CDBG Program Income Fund	110,000	110,000	10,312	9%
252	West Lake Weed Mgt	32,120	32,120	0	0%
296	Community Development Block Grant	223,000	223,000	4,020	2%
298	Cable Television Fund	911,600	911,600	10,855	1%
400	CIP General	11,766,000	16,712,548	110,375	1%
490	Sewer CIP	710,000	3,057,150	0	0%
491	Water CIP	2,260,000	6,574,552	200,000	3%
590	Sewer Fund	8,078,430	8,078,430	287,228	4%
591	Water Fund	6,029,920	6,029,920	449,027	7%
APPROPRIATIONS - ALL FUNDS		64,022,968	75,882,318	3,352,411	4%

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: August 14, 2017

FROM: Shannon Hertz, Director Human Resources



SUBJECT: Human Resources Department Monthly Report – July 2017

RECRUITING

The following positions were filled in July:

Park Rangers (2)

The following positions have candidates identified:

Police Officer (1 FT) (Candidate completing post-offer conditions)

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

Police Officer (1 FT) (1 candidate in background)

On-Call Firefighters (1 Candidate in background)

Police Officer (1 PT)

Radio Operators/Dispatch (1 now, 1 December) (3 candidates in background)

Fire Division Clerk Typist (PT)

Employment applications, assessments and recruitment activities:

75	Applications processed and screened
29	In person and phone interviews conducted
11	Individuals tested/assessments conducted
5	Background packets processed and delivered to Police
0	Career fairs attended

SAFETY, TRAINING AND DEVELOPMENT

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

- Randomly tested 4 participants for the drug testing program
- Conducted on-boarding for 2 new/returning employees
- Attended 1 department-specific Safety meeting
- Attended 3 meetings regarding new software and training
- Created badges for all City Hall employees and rolled out badge system July 17th
- Conducted 5 park audits for ADA compliance and safety

HEALTH MANAGEMENT PROGRAM

- Continued to administer Health Management Program (HMP) for Department Head, Non-Union, PPCOA, PPOA and UAW employee groups.
- Rolled-out the 2017/2018 HMP plan year.

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.
- Issued retiree health insurance invoices to 6 retirees and 2 unions.
- Monitored Flexible Spending Account (FSA) reimbursements processed by Kushner & Company for 29 participants for the 2017-2018 plan year.
- Performed administrative requirements to meet legal compliance in regard to the Family Medical Leave Act (FMLA). Processed 16 notifications for employees.
- Performed administrative requirements to meet legal compliance in regards to the Consolidated Omnibus Budget Reconciliation Act (COBRA) for 1 COBRA participant.
- Documented and monitored sick leave usage.

ELECTIONS

- Nothing at this time.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: August 11, 2017

FROM: Kathleen Hoyle, Director of Parks, Recreation and Senior Citizen Services

SUBJECT: Monthly Operations Report for July 2017

PARKS & RECREATION:

PARK RESERVATIONS

Amphitheatre	1	\$180
Central Park	1	\$110
Gazebo	0	\$0
Grain Elevator	3	\$590
Hayloft	2	\$1,170
Lakeview #1	4	\$440
Lakeview #2	10	\$1,100
Lakeview Softball	5	\$39.96
Ramona #1	9	\$990
Ramona #2	10	\$1,100
Ramona Softball #1	4	\$53.28
Ramona Softball #2	1	\$26.64
Ramona Soccer North	5	\$66.60
Ramona Soccer #5	0	\$0
Ramona Soccer #6	0	\$0
Ramona Football #1	0	\$0
Ramona Football #2	0	\$0
Ramona Football #3	0	\$0
Ramona Football #4	0	\$0
Schrier Park	5	\$2,060
Schrier Park Pavilion	2	\$180
Schoolhouse	1	\$50
Stuart Manor	1	\$260
South Westnedge #1	0	\$0
South Westnedge #2	0	\$0
South Westnedge #3	0	\$0
South Westnedge #4	0	\$0
South Westnedge #5	0	\$0
South Westnedge #6	0	\$0
Westfield	2	\$220
Westfield Softball	0	\$0
TOTAL	66	\$8,456

EVENTS

Army Field Band Concert	Thursday, July 6	400 Participants
Music Fest	Sunday, July 9	550 Participants
Wildlife Neighbors	Saturday, July 15	9 Participants
Westfield Picnic in the Park	Wednesday, July 19	80 Participants
Tom Sadge Concert	Thursday, July 20	550 Participants
Little Lunkers Camp	July 17-20	17 Participants
Discovery Hike	Saturday, July 29	13 Participants
Kids Sampler	June – July	19 Participants for AM and PM
Football Camps with CHS	July	26 Participants
Volleyball Camps with PPS	July	110 Participants
Kalamazoo Kids on Stage	July 10-28	101 Participants
BJ Sports Lacrosse Camp	July 10-13	18 Participants
Kingdom Skateboard Camp	July 24-27	26 Participants
YMCA Tennis Camp	July 24-27	12 Participants

Ramona Park Attendance

Bus Passes	3
Resident Daily	1669
Resident Annuals	155
Non Resident Daily	1193
Non Resident Annuals	41

Active Net Software

Online Activity Registration	46
Walk In Activity Registration	41

SENIOR CITIZEN SERVICES:

ATTENDANCE AND ACTIVITIES

Activity Type	Duplicated	Unduplicated
Events	1,844	579
Rides	28	6
Volunteers	213	98
Trips	128	118
Total Seniors Served	2,213	664
Average served per day	92	

MEMBERSHIP STATISTICS

Total Active Memberships	Membership Renewals	New Memberships
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1,290	74	13
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Age Range	Count	Percent
Ages 55-59	16	2.4
Ages 60-64	37	5.6
Ages 65-69	87	13.1
Ages 70-74	138	20.8
Ages 75-79	124	18.7
Ages 80-84	106	16.
Ages Below 55	11	1.7
Age Unknown	145	21.8
Totals	664	100

City/Town	Count	Percent
In Town	422	63.6
Out of Town	242	36.4
Totals	664	100

Ethnicity	Count	Percent
African American	9	1.4
Asian American	3	.5
Caucasian	544	81.9
Hispanic	7	1.1
Native American	9	1.4
Unknown	92	13.9
Totals	664	100

Gender	Count	Percent
Female	439	66.1
Male	225	33.9
Totals	664	100

VOLUNTEERISM

Volunteer Service Type	Hours	Pay Equivalent	Duplicated	Unduplicated
Board Member	10.42	226.98	10	9
Club/Group Support	1026.42	22,365.61	153	73
Events/Programs	4	87.16	1	1
Transportation	57.60	1,255.11	14	4
Travel	101.58	2,213.51	18	7
Totals	1,228.02	\$26,758.44	213	98

TRAVEL PROGRAM

Category	Duplicated	Unduplicated
Day Trips	116	108
Extended Trips	12	12
Totals	128	118

FUNDRAISING

Income for the month of July was \$7,628.76 and includes transportation donations, fundraising, newsletter advertisements and memberships.

OTHER SENIOR CENTER HIGHLIGHTS

- The Portage Senior Center offered several sessions of Speed Dating, in partnership with Jack's Restaurant. The first session, held on July 17, had 24 participants. The second session, held on July 25, had 16 participants. Due to increases interest in this program, additional sessions will be scheduled.
- 109 individuals participated in 4 day trips, and 12 individuals participated in an extended travel opportunity.
- PSC staff is partnering with the Portage District Library to offer "What's Cooking in Portage," a day-long event scheduled for Saturday, September 9. The day will culminate in a progressive dinner held at the Portage Senior Center.

TO: Laurence Shaffer, City Manager**DATE:** August 11, 2017**FROM:** Rod Russell, Director of Public Services **SUBJECT:** Monthly Operations Report for July 2017**STREET MAINTENANCE ACTIVITIES**

- Repaired deteriorating sidewalks and curbs at Department of Public Safety
- Installed hot mix asphalt to construction areas of Department of Public Safety
- Hauled sand from Angling Road to milling storage site on Garden Drive
- Repaired potholes on major and local streets with Durapatch machine
- Repaired damaged and faded traffic control signs
- Installed and removed American flags on South Westnedge Avenue for 4th of July
- Piled brush at the compost site
- Piled millings at storage site on Garden Drive
- Trimmed tree limbs blocking traffic regulating signs and sidewalks
- Removed fallen limbs from Currier Drive and Montague Drive
- Removed dead trees from the city right-of-ways
- Repaired damage shingles on exterior buildings at DPS
- Removed 3,040 cubic yards of brush during the Quarterly Brush Pick Up Program
- Removed debris from Sugar Loaf Drain at South Westnedge Avenue
- Repaired damaged curb at Regina Avenue
- Prepared equipment for Big Truck Show on 7/20
- Removed fallen limb on Nash Avenue
- Restored lawns and added gravel along Bishop Avenue following Summer Mill & Fill Program
- Restored turfed lawns resulting from Quarterly Brush Collection program
- Hired contractor to prepare drawing for installation of fire hydrant at DPS
- Hired contractor to perform Summer Mill & Fill Program that repaired the following streets: East Centre Avenue (South Westnedge Avenue to Portage Road), Oakland Drive (West Milham Avenue to West Centre Avenue) and Bishop Avenue (Sprinkle Road to Capri Street)
- Hired contractor to remove asphalt valley gutter on Bacon Avenue
- Hired contractor to repair damaged guardrail at west end of West Romence Road
- Hired contractor to repair asphalt bus stops at intersection of Meredith Street and Sprinkle Road
- Supported Department of Public Safety by placing and removing cones, barricades, no parking signs and message boards for 4th of July fireworks on 7/3

- Supported Department of Transportation and Utilities with repair of hole in street on Constitution Boulevard
- Supported Department of Transportation & Utilities by removing dumped concrete from South Westnedge Avenue

Weekly Curbside Recycling Program - The following summarizes total weights of recyclable materials collected during the month of July 2017 as well as Fiscal Year-to-Date totals:

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

		Tier I	Total	Tier II	Dumpster	Dumpster	Dumpster
Date	Total (tons)	Carts	Carts	Carts	2 Cyd	4 Cyd	6 Cyd
Jul-17	208.16	72	13297	10	8	9	25
YTD Total	208.16	72	13297	10	8	9	25

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 June 2017

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
2017	186	140	181	252	251	233							
TOTAL	998	774	1207	1741	1968	1882	1711	1318	1281	1562	1415	867	15481

PARKS MAINTENANCE ACTIVITIES

- Removed trash from park properties
- Prepared facilities for upcoming rentals
- Removed debris from trail system
- Mowed grass in parks and cemeteries
- Prepared softball fields for league and tournament games
- Repaired irrigation and plumbing leaks
- Repaired lighting issues in park facilities
- Trimmed low hanging limbs in the parks
- Removed and installed signs in parks
- Repaired Super Decks at West Lake Nature Preserve Park, Portage Creek Bicentennial Park Trail and Bishop's Bog Walk
- Repaired sunken headstone in city cemetery
- Cut a trough in asphalt for electrical repairs to irrigation system at South Westnedge Park
- Repaired split rail fencing at Schrier Park
- Repaired entrance doors at Schrier Park rental facility
- Cleaned and organized storage buildings at DPS
- Replaced damaged soccer nets at Oakland Drive Park and Westfield Park
- Ensured proper number of picnic tables were at each rental pavilion
- Added woodchips to playscape at Ramona Park
- Added parking bumper blocks to South Westnedge Park parking lot
- Restored lawn at Lakeview Park basketball courts
- Installed bicycle air compressors at Portage Creek Bicentennial Park Trail Head, Portage Creek Bicentennial Park, and Celery Flats Visitor's Center
- Removed old garbage containers from Ramona Park
- Repaired loose water fountain at South Westnedge Park
- Removed fallen trees from Lakeview Park and Oakland Drive Park
- Trimmed bushes and limbs from Garden Lane Bikeway
- Repaired discrepancies noted from Annual ADA/Safety Inspection list at Eliason Nature Reserve and Schrier Park
- Trimmed low hanging branches from Ramona Park and Lexington Green Park
- Mowed tall weeds and grass on park trails and city right-of-ways with roadside mower
- Repaired broken step at Grain Elevator
- Repaired damaged in-line hockey goal post at Lexington Green Park
- Removed split rail fence from Westfield Park
- Installed sod at entrance to City Hall
- Participated in trackless flail mower demonstration
- De-thatched Dog Park and removed debris in preparation for re-opening
- Installed Adopt-a-Park sign at Westfield Park
- Repaired broken bench at Ramona Park
- Removed brush from Portage Creek Bicentennial Park trailhead
- Repaired section of Large Dog Park track with millings
- Installed bollard at Woodlawn Drive portion of Woody Noll wood chip trail

- Installed headstone foundations in city cemeteries
- Trimmed tall grasses along Bishop Bog trail
- Replaced basketball nets at Oakland Drive Park
- Removed wasp nests from Millennium Park buildings
- Removed bulletin board from Lakeview Park
- Removed brush and tall grasses from Northwest Bikeway
- Supported six burials and two lot showings in city cemeteries
- Supported Farmer's Market at Portage Senior Center on 7/2 & 7/9/17
- Supported Army Band concert at Central Park on 7/6/17
- Supported volunteer cleanup project at Westfield Park on 7/9/17
- Supported Kalamazoo Folk Life concert at Central Park on 7/9/17
- Supported Lacrosse Clinic at Ramona Park from 7/10 to 7/13/1
- Supported Fish Camp at Ramona Park from 7/17 to 7/20
- Supported Tom Sadge Concert at Bandshell/Central Park on 7/20
- Supported Skate Board Camp at South Westnedge Park from 7/24 to 7/27
- Supported Tennis Camp at Oakland Drive Park from 7/24 to 7/27
- Hired contractor to paint steps at Stuart Manor
- Hired contractor to restore electrical power to irrigation system at South Westnedge Park
- Hired contractor to carve and place two voyageurs on South Westnedge Avenue
- Hired contractor to spray for mosquitos at Central Park and Bandshell/Central Park
- Hired contractor to replace brick pavers at Stuart Manor with stamped concrete
- Hired contractor to repair sewage problem at South Westnedge Park
- Hired contractor to repair the sliding concession doors at South Westnedge Park
- Hired contractor to repair damaged fencing at Haverhill Park
- Hired contractor to paint basement restroom at Hayloft
- Hired contractor to install posts/rails for installation of dug out covers
- Hired contractor to paint parking lot lines at Millennium Park
- Hired contractor to treat water for algae at Celery Flats, Millennium Park and Liberty Park ponds

FLEET & FACILITIES DIVISION

The Fleet & Facilities Division generated 87 work orders for the month of July 2017. A total of \$11,167.60 was spent on billable labor hours while the parts costs were \$9,275.04. Outside contracted work was \$0.00.

July 2017	July 2016	
87	170	Work Orders
\$9,275.04	\$13,504.91	Parts Cost
\$11,167.60	\$12,984.39	Labor Cost
24	24	Preventative Maintenance (P.M.) Work Orders Completed
\$130.71	\$117.78	Average Cost per P.M

\$1,830.05	\$2,586.88	Total P.M. Cost
\$0.00	\$0.00	Contracted Repairs-Body & Painting
\$0.00	\$1,887.58	Contracted Repairs (Not Including Body & Paint)
\$0.00	\$418.00	Building Renovations

BUILDING MAINTENANCE

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

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: August 14, 2017

FROM: Nicholas J. Arnold, Public Safety Director – Police/Fire Chief 

SUBJECT: Monthly Report for July 2017

JULY STATISTICS

Police Incidents Dispatched	3,312
Fire Incidents Dispatched	437
9-1-1 Calls Received	2,964

SIGNIFICANT EVENTS

On June 27, a female jogger was assaulted at Lakeview Park. On July 12, detectives from the Portage Department of Public Safety, with assistance from officers of the Kalamazoo Township Police Department and the Kalamazoo Department of Public Safety, arrested Jamal Stephon Johnson. Johnson, a 21-year-old Kalamazoo County resident, was charged with one count of Unlawful Imprisonment and one count of Assault and Battery.

On July 17, the Portage Department of Public Safety responded to the Courtyard Marriott for smoke in the building. Police units arrived and found a fire in a laundry room and assisted with evacuating the hotel. When fire units arrived, they found the lobby filling with smoke. Firefighters donned self-contained breathing apparatus and searched the laundry room until the fire was located in a commercial dryer. The fire was extinguished and the contents removed. Firefighters worked one and a half hours to ventilate the smoke from the building, after which the hotel guests were allowed back in the building. No injuries were reported.

On July 25, Portage police and fire units responded to the 6500 block of South 12th Street on a reported car/pedestrian injury accident. Upon arrival, fire/rescue personnel immediately initiated rescue efforts to the child/victim, who was identified as seven-year-old Nicolaus Moehle. The child was transported to Bronson Hospital, where he subsequently succumbed to his injuries. The child was part of a summer camp program through Portage Public Schools. Portage Public School crisis counselors were notified and provided support services to students and parents. Alcohol was not a factor, and the crash remains under investigation.

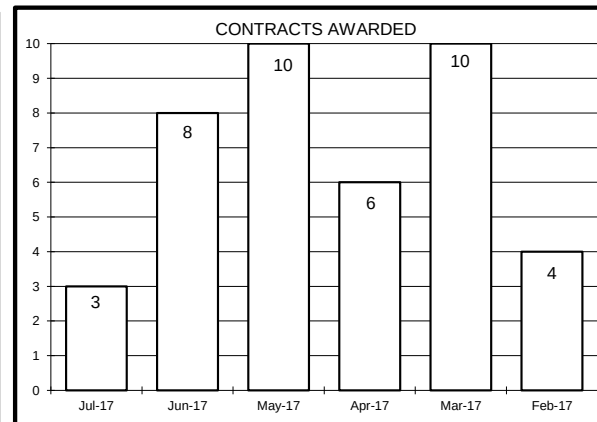
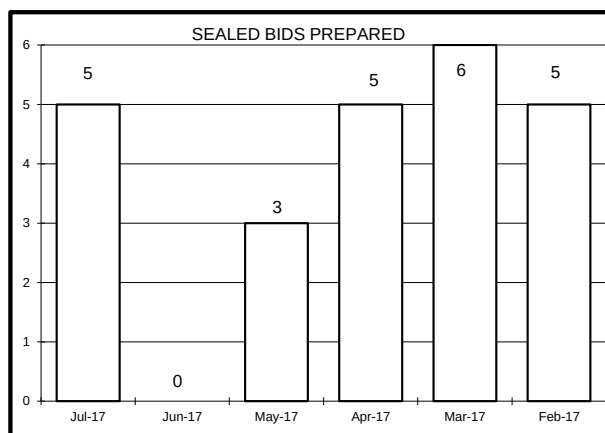
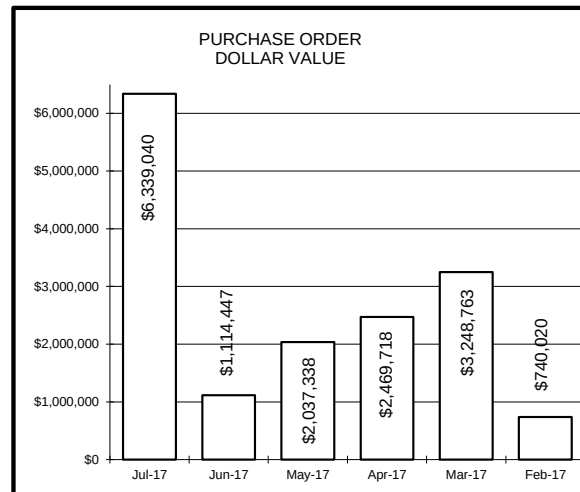
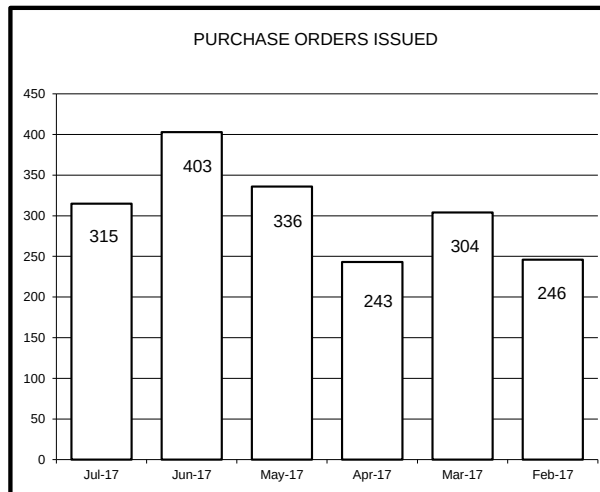
Sixty-two alcohol compliance checks were conducted in July. Stores that sell packaged alcohol and restaurants that serve alcohol were checked. Four violations were found where alcohol was served or sold to an underage agent. The servers or cashiers of the transactions were issued a civil infraction for selling/furnishing alcohol to a minor. The businesses that sold the alcohol will be submitted for review as a violation to the Michigan Liquor Control Commission.

TO: Laurence Shaffer, City Manager

DATE: August 1, 2017

FROM: Rob Boulis, Deputy City Manager

SUBJECT: Purchasing Monthly Report - July 2017



SEALED BIDS OPENED / CONTRACTS AWARDED

Stryker Way/Portage Road Traffic Signal Engineering Services
 Election Equipment
 Community Survey
 S. Westnedge Avenue Reconstruction Engineering Services
 2017 Local Streets Reconstruction

SEALED BIDS PREPARED

Invasive Species Management Master Plan
 2018 Major Street Reconstruction Engineering
 Mill & Fill Phase II
 S. Westnedge Ave. Reconstruction Engineering
 2017 Local Streets Reconstruction

- No new claims were filed with MMRMA, two claims were settled.
- Purchasing staff added 6 new vendors to the purchasing software vendor file.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: August 8, 2017

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



SUBJECT: Department Monthly Report – July, 2017

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

Cable Access

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

Significant Activities:

- Continued taping various special programs (HMP, PSI, Lunch & Learn, etc.)
- Emergency broadcast protocols – on hold until new PMN director is in place
- Continued working on new city marketing video materials

Internet/Intranet Web Site

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

Significant Activities:

- Continued working on the city website rebuild.

Telecommunications

- Continued working on the Mobile DAS permit process.
- Continued working on the AT&T DAS permit process.
- Continued utilizing services of special council, Mike Watza to assist with developing a modified METRO Act and new Franchise Permit to address the DAS permit requests.
- Began working on the 123Net Metro permit application

Contract Administration

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 IT director on connecting fiber
- Continued Portage *Alert* mass notification system for emergency initiatives
- Continued development of new city website
- Continued investigating options for upgrading the decades-old multi-mode fiber ring
- Continued work on new CDBG loans tracking module
- Continued working on a Soofa Sign pilot program application
- Continued researching various new technologies
- Continued implementation of the citywide keyless entry and camera system project
- Continued working on process and certifications for operating a city drone
- Continued working on consolidated dispatch
- Began working on migrating left-over AS400 data to new platforms and consolidating data
- Continued working on Backflow Prevention software upgrade/migration
- Continued replacing city network switches
- Continued migrating paper forms to the new electronic Seamlessgov system

Marketing Activities

- Continued oversight and management of all city marketing activities
- Continued Branding support initiatives
- Continued working on Soofa Sign branding
- Began working on new city signage

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: August 8, 2017

FROM: Wm. Roger Buell, Director of Transportation & Utilities

SUBJECT: Transportation & Utilities Department Monthly Report for July 2017

The month of June 2017 was busy 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 July 575 inspections were made by Suez personnel.
2. Suez personnel received 95 customer service calls throughout July.
3. Suez personnel responded to 42 after-hour panel alarms as indicated on the SCADA control panel monitoring the city's water and sanitary sewer facilities.
4. Approximately 240 million gallons of water were produced/pumped during the month of July. Production averaged around 8 million gallons of water per day during the month. Seven hundred and seventy-two water quality analyses were completed during the month.
5. Eight new meters were installed and five new service leads was required to be tapped during the month of July.
6. Miss Dig stakings were completed at 494 locations.
7. There were no water main breaks during the month.
8. Suez personnel cleaned a total of 21,386 feet of sanitary sewer and inspected and cleaned 88 manholes.
9. Suez spent a lot of time this month working with contractors on city projects assisting with valve locations, service issues and taking water samples.

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

1. Review of new development plans from a transportation and utility standpoint continued during the month. Five development and building plans were reviewed.
2. 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.
3. The Traffic Engineering section was active during the month of July investigating complaints/concerns regarding operation of traffic signals, performing traffic volume/accident analyses and reviewing new streetlight installations.
4. Nova Consultants was awarded a four-year contract by City Council on April 29, 2014 for a four year program to monitor groundwater levels in the city. Monthly sampling at two retention basins continues.

Groundwater levels continue to decrease from spring's high levels.

5. City traffic signal maintenance is performed under contract to a specialized electrical traffic signal contractor. City staff initiated a bid package for traffic maintenance with bids received July 23, 2015 with the sole bid in the amount of \$176,300 submitted by Severance Electric. City Council approved on August 11, 2015 and renewed on September 1, 2016. Recent work continues to focus on LED sign upgrades, illuminated sign replacements, and controller cleaning.

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

1. Local Street Calming Program

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 to be used for implementation of the program. OHM was selected based on experience and their proposed approach to developing a project plan that will best meet the City's needs. Draft Program complete with final program documents forthcoming. Development of the program is underway. The first program to follow the program will be Meredith Street this summer. A request was also received for Lakeview Drive and is being reviewed.

2. West Centre Avenue Intersections Improvements

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. City Council awarded contracts to Severance Electric Company on August 23, 2016 for \$446,967.80 (Cooley Drive) and \$294,965.33 (Old Centre). Construction is 90% complete. Old Centre was activated on June 23, 2017 and Cooley Drive will be activated in August once the signal development improvements on the south leg of the new signal are completed.

3. South Westnedge Avenue and Kilgore Road Intersection

The 2015-16 Capital Improvement Program includes the design and construction of new traffic signal equipment at South Westnedge Avenue and Kilgore Road and preliminary design work for the intersection of Portage Road and Lakeview Road. City Council awarded a contract to Severance Electric Company on August 23, 2016 in the amount of \$316,307.20 for the intersection improvements at South Westnedge Avenue and Kilgore Road, preliminary design services for the intersection improvements at Portage Road and Lakeview Drive have been completed by Abonmarche Consultants. Construction is approximately 98% complete.

4. South Westnedge Avenue and Romence Road Intersection Improvements MDOT CMAQ Funding

The 2015 - 2016 Capital Improvement Program includes 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. Low bid of \$356,695.06 was submitted by Severance Electric Company. Construction is 100% complete.

5. US-131 Crossing Forcemain Replacement

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. On March 28, 2017, City Council awarded a contract to Kamminga & Roodvoets, Incorporated in the amount of \$567,323. Construction began August 2017.

6. Shaver Road Reconstruction and Watermain Improvements

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. Low bid was submitted by Millbocker Construction in the amount of \$2,460,199.82 through a March 2017 bid letting by MDOT. Construction is approximately 70% complete. The northbound lanes will be

paved August 11, 2017. Traffic shifts will occur afterwards so that work may begin on the southbound lanes.

7. Oakland Drive, Katie Court to West Centre Avenue

On May 9, 2017 City Council awarded a contract to Reith-Riley Construction Company in the amount of \$163,364.80. Construction is complete.

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

Rockford Street, Schuring Road to Romence Road

A preliminary design has been completed for Rockford Street, but due to limited funds needed for Portage Road, will be delayed until the 2017-2018 Capital Improvement Program.

Angling Road, Squire Heath Lane to Romence Road

On September 20, 2016 City Council awarded an engineering contract to Abonmarche Consultants in the amount of \$260,600. Design engineering is complete. Angling Road includes the construction of sanitary sewer and reconstruction of the roadway. Bidding on Angling Road by MDOT was held April 7, 2017 with Hoffman Brothers submitting the low bid in the amount of \$1,301,757.95. Angling Road is closed to thru traffic. Sanitary sewer and storm drainage improvements are complete with road base preparation beginning the week of August 14, 2017.

Portage Road, Mandigo Avenue to Osterhout Avenue

Final design has been completed with bids opened May 11, 2017. Construction scheduled for summer of 2017 with complete road closure of Portage Road to facilitate construction. City Council awarded a contract to Lakeland Asphalt in the amount of \$759,181.86 on May 23, 2017. Road closed to thru traffic. Utility relocation and storm drainage improvements complete. Retaining walls underway with concrete curb and gutter installed the week of August 14, 2017.

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

Chopin Avenue and Mozart Street Watermain

On September 20, 2016 City Council awarded an engineering contract to Midwest Civil Engineers in the amount of \$63,800. On January 10, 2017 City Council approved Resolution No. 5 (Final) for the Chopin Avenue and Mozart Avenue Water Main Special Assessment District. City Council awarded a contract to Balkema Excavating in the amount of \$220,644 on May 23, 2017. Watermain construction complete with driveway and road resurfacing underway. Estimated completion August 2017.

Archwood/Cliffwood (water and sewer)

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

Portage Road – Osterhout to Wetherbee

On August 8, 2017, a contract was awarded to Michigan Paving & Materials to perform milling/resurfacing services and lane reconfiguration on Portage Road from Osterhout to Wetherbee in the amount of \$59,000. Pre-construction meeting date to be determined. Project completion date estimated September 2017.