

5:30 p.m. Board and Commission Interviews

7:30 p.m. Call to Order.

Invocation: Pastor Jim Galvin of Berean Baptist Church

Pledge of Allegiance.

Roll Call.

Proclamations:

1. The Honorable Betty Lee Ongley Proclamation.

A. Approval of City Council Meeting Minutes.

1. Regular Meeting Minutes of December 15, 2015.

* 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 January 12, 2016 as presented.

D. Public Hearings:

1. Communication from City Manager recommending that City Council, subsequent to the public hearing, approve the Tentative Plan Amendment for the Oakland Hills at Centre Planned Development subject to the two conditions cited in the October 30, 2015 Department of Community Development staff report.
2. Communication from the City Manager recommending that City Council adopt Resolution No. 3 for the South Shore Drive Sanitary Sewer Project #416-S, directing the preparation of the special assessment roll.

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

- * 1. Communication from the City Manager recommending that City Council award the proposal for the Lakeview Park and Schrier Park playground improvements to Great Lakes Recreation Company in the amount of \$92,000 and authorize the City Manager to execute all documents related to this action on behalf of the city.
- * 2. Communication from the City Manager recommending that City Council adopt Resolution No. 2 for the Martin Luther King Jr. Drive Reconstruction Project #998-R, setting a public hearing of necessity on January 26, 2016.
- * 3. Communication from the City Manager recommending that City Council approve the contract with Kalamazoo County for household hazardous waste collection for the period of January 1, 2016 through December 31, 2016 in the amount of \$32,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
- * 4. Communication from the City Manager recommending that City Council receive the proposed amendment to Section 38-35 of Chapter 38, Historical Preservation, of the City of Portage Code of Ordinances and take final action to approve the amendment on January 26, 2016.

- * 5. Communication from the City Manager recommending that City Council:
 - 1. approve Contract 15-5557 between the Michigan Department of Transportation and the City of Portage for non-motorized path construction from Osterhout Avenue to Portage Industrial Drive;
 - 2. adopt a resolution authorizing the City Manager to sign Contract 15-5557;
 - 3. approve a contract amendment with O'Boyle, Cowell, Blaylock and Associates, Inc. for construction administration services at a cost not to exceed \$79,927.60; and

authorize the City Manager to sign all other documents related to these projects on behalf of the city.

- 6. OFF CONSENT - Communication from the City Manager recommending that City Council accept the Comprehensive Annual Financial Report (CAFR) for fiscal year ended June 30, 2015.
- * 7. Communication from the City Manager regarding updates to the January 22, 2016 City Council Goal Setting Retreat - Information Only.

G. Communications:

- 1. OFF CONSENT - Presentation and annual update from the Environmental Board.
- * 2. Communication from Chris Buckley, Executive Director of the Portage Community Center.

H. Unfinished Business:

* I. Minutes of Boards and Commissions Meetings:

- 1. Portage Public School Board Regular Meeting of November 23, 2015.
- 2. Portage Park Board of January 6, 2016.

J. Council Committee Reports:

K. New Business:

L. Bid Tabulations:

M. Other City Matters:

- 1. Statements of Citizens.
- 2. From City Council and City Manager.
- * 3. Reminder of Meetings:
 - a. Wednesday, January 13, 7:00 p.m., Environmental Board, City Hall Room No. 1.
 - b. Wednesday, January 20, 2:30 p.m., Senior Citizen Advisory Board, Portage Senior Center.
 - c. Thursday, January 21, 6:30 p.m., Human Services Board, City Hall Room No. 1.
 - d. Thursday, January 21, 7:00 p.m., District Library Board, Portage District Library.
 - e. Thursday, January 21, 7:00 p.m., Planning Commission, Council Chambers.
 - f. Friday, January 22, 8:00 a.m. until 5:00 p.m., City Council Goal Setting Session, Western Michigan University, The Oaklands, 1815 West Michigan Avenue, Kalamazoo.

N. Materials Transmitted.

- * 1. Materials Transmitted of December 15, 2015.

Adjournment.



City of Portage *Proclamation*

THE HONORABLE BETTY LEE ONGLEY

- WHEREAS,** Betty Lee Ongley has selflessly given of her talents, her friendship and her dedication throughout her incredibly active civic life for over 60 years; and
- WHEREAS,** Betty Ongley has served with the highest integrity, honesty and fairness as Guidance Services Coordinator and Counselor-Teacher of Health and Social Science for Portage Public Schools and for Senior Health and Counseling for the Portage Community; and
- WHEREAS,** Betty is recognized by her colleagues and Portage citizens for her sincere interest and faithful dedication and has made countless significant contributions to Portage, Kalamazoo County and the greater Region of Southwest Michigan; and
- WHEREAS,** Betty has served the City of Portage with the highest distinction as Portage Park Board Chair, Local Officers Compensation Committee Chair, Friends of the Portage Senior Center Board Member, Portage Recycling Committee Member, Portage 2000 Chair, Portage 2020 Steering Committees Chair, Portage District Library Campaign Co-chair, Advisory Board Review Committee Member, Community Survey Committee Member, Community Action Committee Member, the Metro Transit American Disabilities Act Local Advisory Committee Member, Portage City Council Woman many times, Mayor Pro Tem, and the first and only woman Mayor of the City of Portage.

NOW, THEREFORE BE IT RESOLVED, that the Community of Portage joins the Portage City Council in expressing our heartfelt gratitude to Betty Lee Ongley for her long and honorable record of outstanding service, provide this Resolution of Respect on her 90th Birthday as an earnest expression of appreciation and a symbol of gratitude for the splendid quality of public service faithfully rendered to the citizens of the City of Portage by the Honorable Betty Lee Ongley. Thanks, Betty!

BE IT FURTHER RESOLVED, that a copy of this resolution be placed in the Heritage Room of the Portage District Library in order that the contributions of Betty Lee Ongley to the Portage Community, Kalamazoo County and Southwest Michigan be continually recognized by future generations.



Signed this 12th day of January 2016

Peter J. Strazdas, Mayor

CITY COUNCIL MEETING SUMMARY

December 15, 2015

LETTER OF RESPECT

- ◆ Mayor Strazdas issued a Letter of Respect to Karen Smoots, 9920 Arabian Drive, and her company, Dry My Gloves, Inc., for being selected as a Best of MichBusiness 2015 winner.

ACCOUNTS PAYABLE REGISTER

- ◆ Approved the Accounts Payable Register of December 15, 2015, as presented.

REPORTS FROM THE ADMINISTRATION

- ◆ Approved Contract 15-5486 between the Michigan Department of Transportation and the City of Portage for traffic signal improvements along Lovers Lane and East Kilgore Road; adopted a Resolution authorizing the City Manager to sign Contract 15-5486; approved a contract amendment with Abonmarche Consultants for construction administration services at a cost not to exceed \$42,758; and authorized the City Manager to sign all other documents related to the project on behalf of the city.
- ◆ Approved the Development Agreement concerning the reconstruction and dedication of Martin Luther King Jr. Drive, Portage, Michigan; approved the Martin Luther King Jr. Drive land division with public improvements for 6601 Constitution Boulevard; and adopted Resolution No. 1, approving the special assessment for properties contained within the preliminary special assessment roll, accepting the City Manager Report and requesting preparation of Resolution No. 2 for the Martin Luther King Jr. Drive Project #998-R.
- ◆ Approved the Final Plan for Greenspire Apartments (Phase V), 8615 Tozer Court, subject to finalization of the storm water design and approval by the MDEQ to discharge into the wetland area.
- ◆ Approved one-year contract renewals with Blue Cross Blue Shield of Michigan and Blue Care Network for employee health insurance; maintained current employer/employee cost sharing practices by taking action to exempt the city from requirements of P.A. 152 for the 2016 medical benefits plan year, and authorized the City Manager to execute all documents related to the contract renewals on behalf of the city.
- ◆ Approved the purchase of WiFi hardware from Secant Technologies through the Regional Educational Media Center cooperative purchasing program in the amount of \$13,512.13; professional installation services from Secant Technologies in the amount of \$10,862; extension of the city-owned fiber infrastructure installed by the city fiber maintenance provider, Midwest Communications Services, in the amount of \$20,802, and installation of electrical equipment through Mejeur Electric LLC in the amount of \$500 for a total project cost of \$45,676.13 for the provision of public/private WiFi at the Celery Flats Historical Area and authorized the City Manager to execute all documents related to this action on behalf of the city.
- ◆ Approved the annual licensing and software maintenance services agreement with BS&A, Incorporated, at a total cost of \$42,745 and authorized the City Manager to execute all related documents on behalf of the city.
- ◆ Adopted Resolution No. 2 for the South Shore Drive Sanitary Sewer Project #416-S, setting a public hearing of necessity on January 12, 2016, at 7:30 p.m. or as soon thereafter as may be heard.
- ◆ Received the communication from the City Manager regarding the November 2015 Environmental Activity Report as information only.
- ◆ Received the Department Monthly Reports from the various City Departments.

UNFINISHED BUSINESS

- ◆ Adopted the 2016 Proposed Changes to Fee Schedules; the proposed 2016 Charges for Documents (FOIA Fees); the recommended 2016 Recreation Program Fee Revisions; the Resolutions for Community Development Fees, Electrical Permits, Building Permits, Plumbing Permits and Mechanical Permits; and the 2016 Special Assessment Rate Resolution.

COUNCIL COMMITTEE REPORTS

- ◆ Councilmember Pearson recognized Councilmember Reid as Chair of the Finance Committee and, as Chair of the Search Committee, he reported that Jeff Troyer from Calhoun County was chosen as the Executive Director of the Countywide Consolidated Dispatch Authority. He commended City Manager Larry Shaffer for his hard work developing very good relations with leaders all over the County and his yeoman effort with him as Co-Chair of the Contract Negotiations Committee. Councilmember Reid mentioned that Mr. Troyer will begin his duties in February 2106, and that the Authority is in the process of hiring Attorneys and getting some of the other structure in place to begin developing a plan.

- ◆ Councilmember Randall reported on the Discover Kalamazoo Board where she and Mr. Shaffer learned a lot about the Pure Michigan Campaign, viewed new commercials for 2016 with voiceovers by Actor Tim Allen originally from Kalamazoo and a Western Michigan University Graduate.
- ◆ Councilmember Reid reported on the Public Media Network (PMN) Board and cited the new cameras in Council Chambers mentioned by IT Director Devin Mackinder earlier as the result of the work of the Futures Committee which has purchased the existing equipment at each of the municipality members and purchased all of the new equipment at each location and will also be maintained and replaced as necessary by PMN for consistency, ease of use and increased quality.

BID TABULATIONS

- ◆ Awarded a contract to perform design and construction engineering services for the 2016 Local Streets Reconstruction Project to Abonmarche Consultants, Incorporated, in the amount not to exceed \$197,140 and authorized the City Manager to execute all documents related to the contract on behalf of the city.
- ◆ Approved a contract with Volunteer Energy Services, Inc. for the procurement of natural gas, with the option for five annual renewals, and authorized the City Manager to execute all documents on behalf of the City of Portage.

STATEMENTS OF CITIZENS

- ◆ Josh Weiner, Meyer C. Weiner Company, representing ownership of Village Green Properties, Crossroads Centre, Portage Centre-the stakeholders along Martin Luther King Jr. Drive, thanked all of City Council and commended Council for a well-run meeting, and commended all of Council for the mutual respect shown to one another and the succinct manner with which Council presented their thoughts. He explained that relationships do matter and agreed whole-heartedly that City Manager Larry Shaffer reached out his hand (to him), and he thanked Councilmember Randall for the introduction (to Mr. Shaffer). He noted that his Father always said reasonable people can reason together, and that is what has happened here. He thanked Chris Barnes, Chris Forth, Vicki Georgeau, Rob and City Attorney Randy Brown for working together in a short time period to produce an agreement satisfactory to all parties and explained.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER

- ◆ Councilmember Urban expressed good wishes to all during the holidays and safe shopping, travels and celebrations.
- ◆ Councilmember Reid touted the Portage Central High School Christmas Concert currently taking place this evening. She also mentioned a recent meeting with Dave Maturen and Brandt Iden where Al Pschola, Chair of the Committee on Appropriations, discussed the state budget process and how that impacts local government, the rural issue of adopting Generally Accepted Agricultural and Management Practices (GAAMPs) for farms and farm operations in Michigan (Note: these farm management practices are scientifically based and updated annually to utilize current technology promoting sound environmental stewardship on Michigan farms). She also quipped that they discussed “chicken” issues and found that they are not unlike those in Portage. Lastly, she expressed her support for the Michigan State University Football Team in hopes they make it to the championship game.
- ◆ Councilmember Randall wished everyone a Merry Christmas as this is a very special time for families, and wished everyone a healthy and safe New Year.
- ◆ Councilmember Ford thanked Councilmember Urban for his fine effort with a very long Consent Agenda even though Council removed many of the items for a detailed consideration. He also mentioned the advent of the paperless electronic agenda that will replace the paper version soon and touted the resultant efficiencies that should be realized. He wished everyone Happy Holidays, a Happy New Year, and he concurred with Councilmember Reid saying, “Go Green!” Mayor Strazdas concurred with Councilmember Ford regarding the electronic agenda.
- ◆ Councilmember Pearson thanked City Council for their teamwork and cited how productive the many Committee of the Whole Meetings were in 2015, then he wished everyone Happy Holidays and safe travels.
- ◆ City Manager Shaffer acknowledged Josh Weiner and his team for the tremendous job they did putting together the agreement for Martin Luther King Jr. Drive, and indicated that he was looking forward to working on more opportunities with Mr. Weiner. He wished Mayor Strazdas and City Council all the best during the Holiday Season and thanked each of them for his or her support over the past year. He publicly acknowledged the great staff, Department Heads and team of the City of Portage, and wished all Portage citizens the very best over the holiday season.
- ◆ Mayor Pro Tem Ansari announced that the City Council Goal Setting Retreat is set for Friday, January 22, 2016, from 9 a.m. until 5:00 p.m. on the campus of Western Michigan University on Oakland Drive with Jill Allen as the facilitator. He said the focus of the Retreat this year is reviewing the strategic priorities established in the last Council Retreat, measure progress against these priorities and make adjustments as necessary. He also mentioned the excellent job by the Parks Department on the Tree Lighting Ceremony, the large attendance at the event and expressed how proud he was for the winners of the essay contest of “Why I Love Portage,” who turned on the light switches. Finally, he wished everyone Happy Holidays and Merry Christmas.

- ◆ Mayor Strazdas reflected on his recent trip to Washington, D.C., and his opportunity to advocate with our Congressman regarding some major votes, the Federal Highway Bill and more financial resources for I-94, and the embargo news relevant to Fort Custer. He reflected on the thousand people who showed up for the Tree Lighting Ceremony and thanked all who were involved. He reflected also on the collegiality of City Council and the lack of collegiality in Washington, D.C. He cited the plan for the Council Retreat and his assurances that the City Council will come together to make positive change for Portage and for Portage citizens.

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

DRAFT

CITY COUNCIL MEETING MINUTES FROM DECEMBER 15, 2015

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

At the request of Mayor Strazdas, Pastor Ron Hansen of the Pathfinder United Methodist Church gave an invocation, and City Council and the audience recited the Pledge of Allegiance.

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

LETTER OF RESPECT: Mayor Strazdas issued a Letter of Respect for Karen Smoots, 9920 Arabian Drive, and her company, Dry My Gloves, Inc., for being selected as a Best of MichBusiness 2015 winner.

APPROVAL OF MINUTES: Motion by Ansari, seconded by Randall, to approve the Regular Meeting Minutes of December 1, 2015, as presented. Upon a roll call vote, motion carried 6 to 0 with Mayor Strazdas abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Urban to read the Consent Agenda. Councilmember Reid asked that Items F.2, Martin Luther King Jr. Construction Project, F.3, Final Plan for Greenspire Apartments (Phase V), 8615 Toser Court, F.4, Health Insurance Contract Renewals, and Item F.5, Public/Private Wi-Fi Construction at Celery Flats, be removed from the Consent Agenda. Mayor Pro Tem Ansari asked that Item H.1, 2016 Fee Schedules, be removed from the Consent Agenda.

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

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF DECEMBER 15, 2015:** Motion by Urban, seconded by Ansari, to approve the Accounts Payable Register of December 15, 2015. Upon a roll call vote, motion carried 7 to 0.

REPORTS FROM THE ADMINISTRATION:

* **TRAFFIC SIGNAL IMPROVEMENTS - LOVERS LANE AND EAST KILGORE ROAD:** Motion by Urban, seconded by Ansari, to approve Contract 15-5486 between the Michigan Department of Transportation and the City of Portage for traffic signal improvements along Lovers Lane and East Kilgore Road; adopt a Resolution authorizing the City Manager to sign Contract 15-5486; approve a contract amendment with Abonmarche Consultants for construction administration services at a cost not to exceed \$42,758; and authorize the City Manager to sign all other documents related to the project on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

MARTIN LUTHER KING JR. DRIVE RECONSTRUCTION PROJECT: Councilmember Reid reviewed the item and expressed a concern that approving the land division of the private road known as Martin Luther King Jr. Drive with public improvements for 6601 Constitution Boulevard could set a precedent for other commercially related roads like this and cited Ring Drive around the Crossroads Mall as an example. In recognizing the condition of Martin Luther King Jr. Drive and its importance to the commercial district, City Manager Shaffer pointed out it is one of the entryways into some very significant commercial property in the City. He noted that he is unaware of any other similarly situated properties in the City which therefore makes this situation unique. He explained that this is totally new construction of the road, will cost the citizens nothing, and the City will

only be responsible for snow plowing and future maintenance. He viewed it positively as an opportunity for a partnership to manage a long-standing challenge to the City, an opportunity for the Administration to develop relationships with the property owners in the area, and the future opportunity to do other creative things that might have benefit to Portage citizens. Discussion followed.

Mr. Shaffer deferred to T&U Director Chris Barnes, who concurred that Martin Luther King Jr. Drive is unique, that there are no other situations like this, but he did cite Merchant Place off of East Centre Avenue where a similar attempt was made, but the owners could not agree owing to the cost and explained. He added that if this request is approved, it would become a public street and the City of Portage would receive Act 51 Funds for long term maintenance. Discussion followed. Councilmembers Randall, Ford, Mayor Pro Tem Ansari and Councilmember Pearson spoke in favor of granting the request. City Manager Shaffer interjected that Constitution Blvd is scheduled for re-paving which makes this a perfect time to work on Martin Luther King Jr. Drive and explained.

Motion by Randall, seconded by Reid, to approve the Development Agreement concerning the reconstruction and dedication of Martin Luther King Jr. Drive, Portage, Michigan; approve the Martin Luther King Jr., Drive land division with public improvements for 6601 Constitution Boulevard; and adopt Resolution No. 1, approving the special assessment for properties contained within the preliminary special assessment roll, accepting the City Manager Report and requesting preparation of Resolution No. 2 for the Martin Luther King Jr. Drive Project #998-R. Upon a roll call vote, motion carried 7 to 0.

FINAL PLAN FOR GREENSPIRE APARTMENTS (PHASE V), 8615 TOZER COURT: Councilmember Reid outlined the information on this item and asked for more information regarding the request to discharge storm water into the wetland area; the design relation; and, is there really a question of whether it will be approved by the Michigan Department of Environmental Quality and what is the process related to that.

Community Development Director Vicki Georgeau indicated that when the Final Site Plan was submitted to the Planning Commission for review, the full utility plans had not been submitted and the MDEQ may require permits; and, prior to pulling permits for construction, should the MDEQ require a permit to discharge into the wetlands, the applicant would need to provide that permit to the City, or provide documentation that permits were not required. She commented that this is pretty standard and it can sometimes take a long time to get MDEQ approval for these types of project requests. In answer to Councilmember Reid, Ms. Georgeau indicated that the City would require permits before issuing approval. She introduced Greg Dobson from American Village Builders and Rich MacDonald from the Hinman Company, who were present to answer any questions Council might have regarding the Project. Discussion followed.

Motion by Reid, seconded by Urban, to approve the Final Plan for Greenspire Apartments (Phase V), 8615 Tozer Court, subject to finalization of the storm water design and approval by the MDEQ to discharge into the wetland area. Discussion followed. Upon a roll call vote, motion carried 7 to 0. Discussion followed.

HEALTH INSURANCE CONTRACT RENEWALS: Councilmember Reid described the item and indicated that “to maintain current employer/employee cost sharing practices” is part of the request “by taking action to exempt the city from requirements of P.A. 152” and asked for an idea of the numbers involved for the taxes and fees since the proposal waives them. City Manager Shaffer explained, then deferred to Deputy City Manager Rob Boulis for the actual numbers she wanted.

Deputy City Manager Boulis provided background information on the progression of the taxes and fees and associated State cap since 2011. He broke down the non-union group taxes and fees at \$26.65 per month for Single Coverage, \$63.00 per month for Two Person Coverage and \$79.00 per month for Family Coverage, and indicated that the union group coverage amounts are similar, explained it is a fairly significant amount and that the request includes these amounts.

In answer to Councilmember Reid, Mr. Boulis conjectured that all of the additional insurance carriers, who were solicited for bids as a result of the increased premiums during the renewal process, refused to quote for the 2016 renewal because they may have either questioned the seriousness of the City to move from Blue Cross/Blue Shield, or they may have thought that they could not beat the quote from Blue Cross/Blue Shield. He explained that having only one company that provided the quote does meet the State requirement that the municipality obtain a quote every three years, but this does not mean that the City will not go for another quote before then.

Motion by Randall, seconded by Reid, to approve one-year contract renewals with Blue Cross Blue Shield of Michigan and Blue Care Network for employee health insurance; maintain current employer/employee cost sharing practices by taking action to exempt the city from requirements of P.A. 152 for the 2016 medical benefits plan year; and authorize the City Manager to execute all documents related to the contract renewals on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

PUBLIC/PRIVATE WI-FI CONSTRUCTION AT THE CELERY FLATS:

Councilmember Reid asked about the private aspect of WiFi at Celery Flats beyond the public purpose and what is the ongoing cost of the measure. City Manager Shaffer highlighted WiFi as an amenity for those who utilize wireless services and to accommodate some of the perceived future uses for the Interpretive Center. IT Director Devin Mackinder concurred and explained that the proposed software would allow the IT Department to maintain the antennas, other proposed hardware and security needs for the site. He explained that the private WiFi partition would not add significantly to the overall cost.

He explained that there are no ongoing costs unless something breaks and has to be fixed, that the life expectancy of the equipment is 7-8 years under normal usage and explained. Discussion followed regarding the appropriateness of Celery Flats as a location for WiFi as parks are places to get away from technology, and Mr. Mackinder and Mr. Shaffer spoke in support. Mayor Strazdas expressed his reservations, but indicated he was in favor of the security aspect of WiFi at Celery Flats.

Councilmember Randall concurred with Mayor Strazdas, spoke in favor of this request, and cited many of the positive possibilities that could result with the advent of WiFi at Celery Flats. Councilmember Pearson thanked Mr. Mackinder and also spoke in favor of the proposal.

In answer to Councilmember Ford, Mr. Mackinder explained that the Fiber would last 20-25 years and, when thinking about running fiber out to Celery Flats, the security cameras were one of the main security components being considered, plus some kind of emergency buttons or phones that could be used for security purposes. He indicated that once the Fiber was at the Hayloft Theatre, it would become less expensive to cross the street with fiber to the Interpretive Center, the Water Reclamation Center and the other buildings as needed and explained. Mr. Mackinder confirmed for Councilmember Ford that there is WiFi within City Hall. Discussion followed.

Councilmember Reid expressed her appreciation to Mr. Mackinder and asked for a plan to be in place in order to be able to evaluate how well this is working, both from the public side and the private side, and to look at this project as a pilot and opportunity for “good data gathering.”

Motion by Randall, seconded by Reid, to the purchase of Wi-Fi hardware from Secant Technologies through the Regional Educational Media Center cooperative purchasing program in the amount of \$13,512.13; professional installation services from Secant Technologies in the amount of \$10,862; extension of the city-owned fiber infrastructure installed by the city fiber maintenance provider, Midwest Communications Services, in the amount of \$20,802, and installation of electrical equipment through Mejeur Electric LLC in the amount of \$500; for a total project cost of \$45,676.13 for the provision of public/private Wi-Fi at the Celery Flats Historical Area and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **ANNUAL BS&A INTEGRATED MUNICIPAL SOFTWARE LICENSING AND MAINTENANCE FEES:** Motion by Urban, seconded by Ansari, to approve the annual licensing and software maintenance services agreement with BS&A, Incorporated, at a total cost of \$42,745 and authorize the City Manager to execute all related documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **SOUTH SHORE DRIVE SANITARY SEWER PROJECT #416-S:** Motion by Urban, seconded by Ansari, to adopt Resolution No. 2 for the South Shore Drive Sanitary Sewer Project #416-S, setting a public hearing of necessity on January 12, 2016, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 7 to 0.

* **NOVEMBER 2015 SUMMARY ENVIRONMENTAL ACTIVITY REPORT:** Motion by Urban, seconded by Ansari, to receive the November 2015 Summary Environmental Activity Report as information only. Upon a roll call vote, motion carried 7 to 0.

* **DEPARTMENTAL MONTHLY REPORTS:** Motion by Urban, seconded by Ansari, to receive the Departmental Monthly Reports from the various departments. Upon a roll call vote, motion carried 7 to 0.

UNFINISHED BUSINESS:

2016 FEE SCHEDULES: Mayor Pro Tem Ansari objected to the proposed increases based on the timing since it was only a couple or three months ago that Council had a surplus of about \$3.2 million and now Council is being asked to increase the fees. City Manager Shaffer referred to the proposed changes outlined in Item H.1, Communication regarding 2016 Fee Schedules, of the December 15, 2015 City Council Agenda, and indicated that he would be happy to answer any questions Council may have. Mayor Strazdas expressed his appreciation to City Manager Shaffer for keeping all increases below 10% while keeping in mind cost of living increases and wage increases. Mayor Strazdas spoke in favor of small incremental costs and discussion followed. Except for Councilmember Urban and the objections of Mayor Pro Tem Ansari, Council voiced concurrence.

Councilmember Reid asked why there was an increase of 18% in sidewalk fees and no increase in driveway approaches since they are both concrete. Mr. Barnes indicated that cost is based on projects from prior years and is an average cost of each bid item.

Motion by Randall, seconded by Ford, to adopt the 2016 Proposed Changes to Fee Schedules; proposed 2016 Charges for Documents (FOIA Fees); recommended 2016 Recreation Program Fee Revisions; Resolutions for Community Development Fees, Electrical Permits, Building Permits, Plumbing Permits and Mechanical Permits; and 2016 Special Assessment Rate Resolution. Discussion followed. Upon a roll call vote, motion carried 6 to 1. Yeas: Councilmembers Ford, Pearson, Randall, Reid and Urban and Mayor Strazdas. No: Mayor Pro Tem Ansari.

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

Portage Public Schools Regular Business Meeting of October 26 and November 23 and Committee of the Whole Work Session of November 9, 2015.

Portage Human Services Board of November 5, 2015.

Portage Planning Commission of November 19, 2015.

COUNCIL COMMITTEE REPORTS:

COUNTYWIDE CONSOLIDATED DISPATCH AUTHORITY: Councilmember Pearson recognized Councilmember Reid as Chair of the Finance Committee and, as Chair of the Search Committee, he reported that Jeff Troyer from Calhoun County was chosen as the Executive Director of the Countywide Consolidated Dispatch Authority. He commended City Manager Larry Shaffer for his hard work developing very good relations with leaders all over the County and his yeoman effort with him as Co-Chair of the Contract Negotiations Committee. Councilmember Reid mentioned that Mr. Troyer will begin his duties in February 2106, and that the Authority is in the process of hiring Attorneys and getting some of the other structure in place to begin developing a plan.

DISCOVER KALAMAZOO BOARD: Councilmember Randall reported on the Discover Kalamazoo Board where she and Mr. Shaffer learned a lot about the Pure Michigan Campaign, viewed new commercials for 2016 with voiceovers by Actor Tim Allen originally from Kalamazoo and a Western Michigan University Graduate.

PUBLIC MEDIA NETWORK (PMN) BOARD: Councilmember Reid reported on the Public Media Network (PMN) Board and cited the new cameras in Council Chambers mentioned by IT Director Devin Mackinder earlier as the result of the work of the Futures Committee which has purchased the existing equipment at each of the municipality members and purchased all of the new equipment at each location and will also be maintained and replaced as necessary by PMN for consistency, ease of use and increased quality.

BID TABULATIONS:

* **2016 LOCAL STREETS RECONSTRUCTION PROGRAM – TABULATION OF PROPOSALS:** Motion by Urban, seconded by Ansari, to award a contract to perform design and construction engineering services for the 2016 Local Streets Reconstruction Project to Abonmarche Consultants, Incorporated, in the amount not to exceed \$197,140 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.

* **NATURAL GAS – ALTERNATIVE GAS SUPPLIER:** Motion by Urban, seconded by Ansari, to approve a contract with Volunteer Energy Services, Inc., for the procurement of natural gas, with the option for five annual renewals, and authorize the City Manager to execute all documents on behalf of the City of Portage. Upon a roll call vote, motion carried 7 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITIZEN: Josh Weiner, Meyer C. Weiner Company, representing ownership of Village Green Properties, Crossroads Centre, Portage Centre-the stakeholders along Martin Luther King Jr. Drive, thanked all of City Council and commended Council for a well-run meeting, and commended all of Council for the mutual respect shown to one another and the succinct manner with which Council presented their thoughts. He explained that relationships do matter and agreed whole-heartedly that City Manager Larry Shaffer reached out his hand (to him), and he thanked Councilmember Randall for the introduction (to Mr. Shaffer). He noted that his Father always said reasonable people can reason together, and that is what has happened here. He thanked Chris Barnes, Chris Forth, Vicki Georgeau, Rob and City Attorney Randy Brown for working together in a short time period to produce an agreement satisfactory to all parties and explained.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Urban expressed good wishes to all during the holidays and safe shopping, travels and celebrations.

Councilmember Reid touted the Portage Central High School Christmas Concert currently taking place this evening. She also mentioned a recent meeting with Dave Maturen and Brandt Iden where Al Pschola, Chair of the Committee on Appropriations, discussed the state budget process and how that impacts local government, the rural issue of adopting Generally Accepted Agricultural and Management Practices (GAAMPs) for farms and farm operations in Michigan (Note: These farm management practices are scientifically based and updated annually to utilize current technology promoting sound environmental stewardship on Michigan farms). She also quipped that they discussed “chicken” issues and found that they are not unlike those in Portage. Lastly, she expressed her support for the Michigan State University Football Team in hopes that they make it to the championship game.

Councilmember Randall wished everyone a Merry Christmas as this is a very special time for families, and wished everyone a healthy and safe New Year.

Councilmember Ford thanked Councilmember Urban for his fine effort with a very long Consent Agenda even though Council removed many of the items for a detailed consideration. He also mentioned the advent of the paperless electronic agenda that will replace the paper version soon and touted the resultant efficiencies that should be realized. He wished everyone Happy Holidays, a Happy New Year, and he concurred with Councilmember Reid saying, “Go Green!” Mayor Strazdas concurred with Councilmember Ford regarding the electronic agenda.

Councilmember Pearson thanked City Council for their teamwork and cited how productive the many Committee of the Whole Meetings were in 2015, then he wished everyone Happy Holidays and safe travels.

City Manager Shaffer acknowledged Josh Weiner and his team for the tremendous job they did putting together the agreement for Martin Luther King Jr. Drive, and indicated that he was looking forward to working on more opportunities with Mr. Weiner. He wished Mayor Strazdas and City Council all the best during the Holiday Season and thanked each of them for his or her support over the past year. He publicly acknowledged the great staff, Department Heads and team of the City of Portage, and wished all Portage citizens the very best over the holiday season.

Mayor Pro Tem Ansari announced that the City Council Goal Setting Retreat is set for Friday, January 22, 2016, from 9 a.m. until 5:00 p.m. on the campus of Western Michigan University on Oakland Drive with Jill Edelen as the facilitator – same as last year. He said the focus of the Retreat this year is reviewing the strategic priorities established in the last Council Retreat, measure progress against these priorities and make adjustments as necessary. He also mentioned the excellent job by the Parks Department on the Tree Lighting Ceremony, the large attendance at the event and expressed how proud he was for the winners of the essay contest of “Why I Love Portage,” who turned on the light switches. Finally, he wished everyone Happy Holidays and Merry Christmas.

Mayor Strazdas reflected on his recent trip to Washington, D.C., and his opportunity to advocate with our Congressman regarding some major votes, the Federal Highway Bill and more financial resources for I-94, and the embargo news relevant to Fort Custer. He reflected on the thousand people who showed up for the Tree Lighting Ceremony and thanked all who were involved. He reflected also on the collegiality of City Council and the lack of collegiality in Washington, D.C. He cited the plan for the Council Retreat and his assurances that the City Council will come together to make positive change for Portage and for Portage citizens.

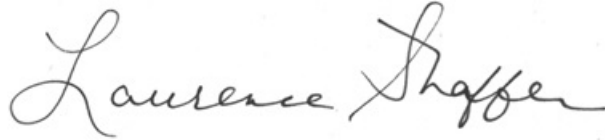
ADJOURNMENT: Mayor Strazdas adjourned the meeting at 9:17 p.m.

James R. Hudson, City Clerk

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

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Finance Director

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of January 12, 2016 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks and auto-pay payments. The attached Accounts Payable Register covers the period December 6, 2015 through December 20, 2015 and notes \$151,637.49 in automated clearing house payments, \$1,726,918.34 in paper checks and \$61,322.58 in auto-pay payments for a grand total of \$1,939,878.41.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

CITY OF PORTAGE ACCOUNTS PAYABLE REGISTER

Page 1 of 5

Check Dates From: 12/6/2015 To: 12/20/2015

Check Date	Check	Vendor Name	Amount
12/18/2015	4623(A)	ALL CITY MANAGEMENT SERVICES, INC.	2,181.06
12/18/2015	4624(A)	ALRO STEEL CORPORATION	343.35
12/18/2015	4625(A)	AMERICAN SAFETY & FIRST AID	142.51
12/18/2015	4626(A)	ANIMAL REMOVAL SERVICE, LLC	3,480.00
12/18/2015	4627(A)	ARROW UNIFORM RENTAL	50.75
12/18/2015	4628(A)	BATTERIES PLUS	52.97
12/18/2015	4629(A)	BCHS-HELPNET	525.00
12/18/2015	4630(A)	BELL EQUIPMENT COMPANY	30,445.33
12/18/2015	4631(A)	BRENNER OIL CO.	16,087.66
12/18/2015	4632(A)	D & D PRINTING CO.	238.00
12/18/2015	4633(A)	DELTA DENTAL PLAN OF MICHIGAN	16,622.90
12/18/2015	4634(A)	DEPATIE FLUID POWER CO., INC.	1,857.67
12/18/2015	4635(A)	EMPLOYMENT GROUP, INC.	225.92
12/18/2015	4636(A)	ENGINEERED PROTECTION SYSTEMS, INC.	228.00
12/18/2015	4637(A)	FIRE SERVICE MANAGEMENT	1,931.50
12/18/2015	4638(A)	FURRY, WILLIAM	246.64
12/18/2015	4639(A)	HARTFORD LIFE INSURANCE COMPANY	7,976.81
12/18/2015	4640(A)	HURST MECHANICAL, INC.	241.35
12/18/2015	4641(A)	INDUSCO SUPPLY CO., INC.	171.55
12/18/2015	4642(A)	IP CONSULTING, INC.	148.50
12/18/2015	4643(A)	JAROTH, INC	303.00
12/18/2015	4644(A)	KUSHNER & COMPANY, INC.	573.29
12/18/2015	4645(A)	M & M CUSTOM FABRICATING INC.	59.00
12/18/2015	4646(A)	MATERIALS RESOURCES	211.34
12/18/2015	4647(A)	MAURER'S TEXTILE RENTAL SERVICES	25.90
12/18/2015	4648(A)	MEJEUR ELECTRIC LLC	213.00
12/18/2015	4649(A)	PCM SALES, INC.	40,550.00
12/18/2015	4650(A)	PETERS CONSTRUCTION CO.	1,808.00
12/18/2015	4651(A)	PREIN & NEWHOF	6,904.65
12/18/2015	4652(A)	QUALITY CONCRETE AND MASONRY LLC	4,950.00
12/18/2015	4653(A)	S B F ENTERPRISES, INC.	2,168.91
12/18/2015	4654(A)	SNELL, DEBRA	144.00
12/18/2015	4655(A)	VISION SERVICE PLAN (OH)	2,072.26
12/18/2015	4656(A)	WARNER NORCROSS & JUDD LLP	3,866.67
12/18/2015	4657(A)	WIGHTMAN & ASSOCIATES, INC.	4,590.00
	SUBTOTAL:	35 CHECKS	151,637.49
12/11/2015	295999	CAPITAL ADVANTAGE LEASING	1,174.00
12/11/2015	296000	FARRELL AUDIO VIDEO LLC	1,328.71
12/18/2015	296001	7TH DISTRICT COURT	775.00
12/18/2015	296002	A NEW LEAF	85.00
12/18/2015	296003	A T & T	4,337.85
12/18/2015	296004	A-1 SIGNS	48.00
12/18/2015	296005	ACTIVE911, INC.	562.50

CITY OF PORTAGE ACCOUNTS PAYABLE REGISTER

Page 2 of 5

Check Dates From: 12/6/2015 To: 12/20/2015

Check Date	Check	Vendor Name	Amount
12/18/2015	296006	ADP, INC.	798.12
12/18/2015	296007	AGENCY360	3,888.00
12/18/2015	296008	ALL CITY MANAGEMENT SERVICES, INC.	2,804.22
12/18/2015	296009	ALL-PHASE ELECTRIC SUPPLY CO.	234.18
12/18/2015	296010	APPROVED PROTECTION SYSTEMS	279.00
12/18/2015	296011	ASSOCIATED GOVERNMENT SERVICES INC	2,800.00
12/18/2015	296012	B S & A SOFTWARE	42,745.00
12/18/2015	296013	BALKEMA EXCAVATING, INC.	176,887.33
12/18/2015	296014	BESCO WATER TREATMENT, INC.	17.95
12/18/2015	296015	BLUE CROSS/BLUE SHIELD OF MICH	119,525.13
12/18/2015	296016	BORGESS HEALTH ALLIANCE	253.00
12/18/2015	296017	BREMS, KATIE	500.00
12/18/2015	296018	BRUCE'S TRUCK & AUTO ACCESSORIES	3,691.00
12/18/2015	296019	C T S TELECOM, INC.	678.95
12/18/2015	296020	CADWELL APPARELL	150.00
12/18/2015	296021	CAMPBELL AUTO SUPPLY	112.68
12/18/2015	296022	CARDINAL BUS, INC.	666.50
12/18/2015	296023	CARLETON EQUIPMENT CO.	20,095.00
12/18/2015	296024	CHAPMAN'S NURSERY & LANDSCAPIN	655.00
12/18/2015	296025	CHARTER COMMUNICATIONS	616.23
12/18/2015	296026	CHICAGO TITLE OF AMERICA	8.55
12/18/2015	296027	CITY OF PORTAGE	500.00
12/18/2015	296028	COMPASS MINERALS AMERICA INC	176,458.75
12/18/2015	296029	CONSUMERS ENERGY	38,182.29
12/18/2015	296030	COOK, KAREN	101.00
12/18/2015	296031	CPS HR CONSULTING	900.90
12/18/2015	296032	CROSSROADS CAR WASH	238.50
12/18/2015	296033	DATA STRATEGY LLC	63,763.23
12/18/2015	296034	DAVE'S CONCRETE PRODUCTS, INC.	1,475.00
12/18/2015	296035	DEGRAAF, JOAN	100.00
12/18/2015	296036	DEVON TITLE COMPANY	62.81
12/18/2015	296037	DOUGLASS SAFETY SYSTEMS LLC	23,178.40
12/18/2015	296038	ECCU	306.00
12/18/2015	296039	ED & TED'S EXCELLENT ADVENTURES	6,047.00
12/18/2015	296040	EXTERIORS OF KALAMAZOO INC.	7,476.00
12/18/2015	296041	EXTREME POWER EQUIPMENT, INC.	6,397.00
12/18/2015	296042	FAWLEY OVERHEAD DOOR, INC.	1,432.00
12/18/2015	296043	FERRELLGAS, LP	36.00
12/18/2015	296044	GORDON WATER SYSTEMS	20.75
12/18/2015	296045	GORNO FORD	44,894.00
12/18/2015	296046	GOVERNMENT FINANCE OFFICERS ASSOC	505.00
12/18/2015	296047	GRAHAM FORESTRY SERVICE, INC.	368.00
12/18/2015	296048	GRAHAM, JUDY	485.00
12/18/2015	296049	GRIFFIN PEST SOLUTIONS, INC.	165.00

Check Dates From: 12/6/2015 To: 12/20/2015

Check Date	Check	Vendor Name	Amount
12/18/2015	296050	HOME DEPOT	952.58
12/18/2015	296051	HONOR CREDIT UNION	172.39
12/18/2015	296052	HUDSON, JAMES	115.15
12/18/2015	296053	HUMPHREYS CAMPBELL DUST & HUMPHREYS	477.88
12/18/2015	296054	IAFCI INTERNATIONAL OFFICE	65.00
12/18/2015	296055	INDIANA WIPING CLOTH, INC.	1,309.00
12/18/2015	296056	INTERNATIONAL CODE COUNCIL, INC	135.00
12/18/2015	296057	J-AD GRAPHICS, INC	1,999.00
12/18/2015	296058	KALAMAZOO AREA TRANSPORTATION STUDY	1,050.00
12/18/2015	296059	KALAMAZOO COUNTY TREASURER	1,099.57
12/18/2015	296060	KALAMAZOO LANDSCAPE SUPPLIES	232.40
12/18/2015	296061	KALAMAZOO NATURE CENTER, INC.	795.00
12/18/2015	296062	KALAMAZOO OIL COMPANY	351.40
12/18/2015	296063	KALAMAZOO ROD & GUN CLUB	60.00
12/18/2015	296064	KODAK ALARIS INC.	400.00
12/18/2015	296065	LACOSTA FACILITY SUPPORT SERVICES	3,360.79
12/18/2015	296066	LAKE MICHIGAN MAILERS, INC.	34.21
12/18/2015	296067	LANGUAGE LINE, INC	65.06
12/18/2015	296068	LAWSON PRODUCTS, INC	524.90
12/18/2015	296069	LEADS ONLINE LLC	3,688.00
12/18/2015	296070	LERMA, INC	45.00
12/18/2015	296071	LEWIS PAPER PLACE, INC.	43.01
12/18/2015	296072	LEXISNEXIS/MATTHEW BENDER	150.00
12/18/2015	296073	LIFELOC TECHNOLOGIES, INC.	135.00
12/18/2015	296074	MCDONALD'S TOWING & RESCUE, INC.	87.00
12/18/2015	296075	MCNALLY ELEVATOR CO.	119.75
12/18/2015	296076	MEEKHOF TIRE SALES & SERVICE INC.	586.00
12/18/2015	296077	MICH AMATEUR SOFTBALL ASSOC	195.00
12/18/2015	296078	MICH COMMUNICATION DIRECTORS ASSOC	100.00
12/18/2015	296079	MICH MUNICIPAL POLICE & FIRE REPAIR	907.79
12/18/2015	296080	MICHIGAN ASSESSOR'S ASSOC.	75.00
12/18/2015	296081	MICHIGAN DEPARTMENT OF TREASURY	50.00
12/18/2015	296082	MICHIGAN ELECTION RESOURCES, LLC	500.00
12/18/2015	296083	MICHIGAN PAVING & MATERIALS CO.	552,422.00
12/18/2015	296084	MICHIGAN PAVING & MATERIALS CO.	10,715.00
12/18/2015	296085	MICHIGAN STATE UNIVERSITY	95.00
12/18/2015	296086	MIDWEST CIVIL ENGINEERS	2,625.00
12/18/2015	296087	MLIVE MEDIA GROUP	1,730.50
12/18/2015	296088	MODERNISTIC CARPET CLEANING CO	80.00
12/18/2015	296089	NEW WORLD SYSTEMS	54,720.00
12/18/2015	296090	NYE UNIFORMS	2,282.82
12/18/2015	296091	OETZEL-HARTMAN GROUP	1,000.00
12/18/2015	296092	OFFICE DEPOT, INC.	282.73
12/18/2015	296093	OLIVER, LAUREN	44.00

CITY OF PORTAGE ACCOUNTS PAYABLE REGISTER

Page 4 of 5

Check Dates From: 12/6/2015 To: 12/20/2015

Check Date	Check	Vendor Name	Amount
12/18/2015	296094	OMEGA RAIL MANAGEMENT, INC.	509.56
12/18/2015	296095	ONSTAFF USA INC	15,399.15
12/18/2015	296096	PARADIGM DESIGN, INC.	19,285.50
12/18/2015	296097	PARIS CLEANERS	1,197.00
12/18/2015	296098	PEDAL BICYCLES	76.45
12/18/2015	296099	PERCEPTIVE CONTROLS, INC.	4,582.80
12/18/2015	296100	PETTY CASH-CITY HALL	662.22
12/18/2015	296101	PETTY CASH-CITY HALL	507.16
12/18/2015	296102	PETTY CASH-DPS	267.90
12/18/2015	296103	PETTY CASH-PARKS	461.75
12/18/2015	296104	PETTY CASH-POLICE DEPT.	422.06
12/18/2015	296105	POLK & COMPANY, R L	898.00
12/18/2015	296106	PORTAGE BUDGET STORAGE, LLC	2,802.00
12/18/2015	296107	PORTAGE PUBLIC SCHOOLS	516.00
12/18/2015	296108	PREMIER TRUCK SALES & RENTAL, INC.	57,680.00
12/18/2015	296109	RATHCO SAFETY SUPPLY, INC.	50.00
12/18/2015	296110	REPUBLIC SERVICES OF WEST MICHIGAN	651.00
12/18/2015	296111	RUNIA, KATHERINE	126.00
12/18/2015	296112	SANDERSON, MARY LOU	148.00
12/18/2015	296113	SEELYE FORD	2,905.00
12/18/2015	296114	SEVERANCE ELECTRIC COMPANY, INC	4,600.00
12/18/2015	296115	SIMPLIFILE LC	316.00
12/18/2015	296116	STATE SYSTEMS RADIO, INC	3,343.75
12/18/2015	296117	STEENSMA LAWN & POWER EQUIPMENT	333.99
12/18/2015	296118	SUEZ WATER ENVIRONMENTAL SERVICES	167,775.40
12/18/2015	296119	SUITE ONE MEDIA, INC.	6,587.00
12/18/2015	296120	T D S METROCOM, LLC	4,400.83
12/18/2015	296121	T-MOBILE USA INC	29.99
12/18/2015	296122	THE IRRIGATOR	4,254.16
12/18/2015	296123	TIGER DIRECT, INC.	134.55
12/18/2015	296124	TL NEWS	616.20
12/18/2015	296125	TRACTOR SUPPLY CORP.	170.63
12/18/2015	296126	U S POSTAL SERVICE	3,000.00
12/18/2015	296127	ULINE, INC.	111.30
12/18/2015	296128	UNION STREET HYDRAULICS	2,927.00
12/18/2015	296129	UNITED PARCEL SERVICE	16.48
12/18/2015	296130	VANCE OUTDOORS, INC.	3,274.81
12/18/2015	296131	VANDERMEER LOUIS MOVING & STORAGE	1,072.50
12/18/2015	296132	VERIZON WIRELESS SERVICES, LLC	2,235.08
12/18/2015	296133	WELLS FARGO REAL ESTATE	814.73
12/18/2015	296134	WELLS FARGO REAL ESTATE	26.92
12/18/2015	296135	WEST MICH TACTICAL OFFICER'S ASSOC	200.00
12/18/2015	296136	WEST MICHIGAN REALTORS	96.86
12/18/2015	296137	WEST SHORE FIRE, INC.	1,877.00

CITY OF PORTAGE ACCOUNTS PAYABLE REGISTER

Page 5 of 5

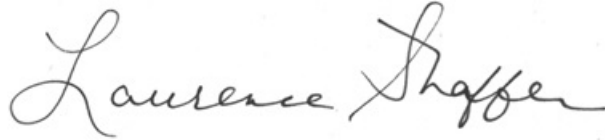
Check Dates From: 12/6/2015 To: 12/20/2015

Check Date	Check	Vendor Name	Amount
12/18/2015	296138	WESTERN MICH ASSOC OF FIRE CHIEFS	75.00
12/18/2015	296139	WITMER PUBLIC SAFETY GROUP	395.23
12/18/2015	296140	WOLVERINE LAWN SERVICE, INC.	837.00
12/18/2015	296141	WRAPS N SIGNS	588.00
12/18/2015	296142	XEROX CORPORATION	1,325.92
12/18/2015	296143	YOUNGS, POLLY	147.00
12/18/2015	296144	ZOLL DATA SYSTEMS, INC.	1,500.00
	SUBTOTAL:	146 CHECKS	1,726,918.34
12/14/2015	2512	Utilities Auto-Pay	37,083.53
12/15/2015	2515	Utilities Auto-Pay	3,933.36
12/17/2015	2530	Utilities Auto-Pay	11,611.95
12/18/2015	2535	Utilities Auto-Pay	8,693.74
	SUBTOTAL:	4 CHECKS	61,322.58
	GRAND TOTAL:	185 CHECKS	1,939,878.41

** (A) DENOTES ACH PAYMENTS

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Tentative Amendment for Oakland Hills at Centre Planned Development

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council, subsequent to the public hearing, approve the Tentative Plan Amendment for the Oakland Hills at Centre Planned Development subject to the two conditions cited in the October 30, 2015 Department of Community Development staff report.

An application has been received from American Village Development II, LLC, to amend the previously approved tentative plan for the Oakland Hills at Centre Planned Development (PD). The 2015 amendment proposes to revise the attached residential layout (within the southwest portion of the property), reduce the number of residential condominium units from 107 to between 85 and 100 and update the project phasing timeline. The current application was first provided to City Council during the December 1, 2015 regular meeting for acceptance and setting this public hearing.

The following several Council actions have occurred relative to this Planned Development project:

- In 2006, City Council approved the Oakland Hills at Centre PD rezoning tentative plan for the approximate 47.6-acre property and authorized 116 attached single family residential condominiums within the interior of the property and between 30,000 and 50,000 square feet of offices in a multiple building arrangement along West Centre Avenue and Oakland Drive.
- In 2009 and since construction did not commence within the required two-year period, City Council granted a two-year extension to the PD rezoning / tentative plan approval that included an updated tentative plan with minor changes (boundary line adjustment between the office and residential portions of PD, updated acreages and densities, revised phasing schedule).
- In 2009, City Council also approved the final plan for the approximate 7,000-square-foot Cole-Gavlas office building along West Centre Avenue.
- In 2012, City Council approved a second tentative plan amendment that added a 150-foot-tall wireless telecommunications tower ("monopine") within the office portion of the PD along Oakland Drive, revised the layout of the attached residential portion of the PD with a reduction in total number of units from 116 to 107, revised the layout of the office portion of the PD along West Centre Avenue and Oakland Drive and updated the project phasing timeline. In conjunction with the tentative plan amendment, City Council also approved a final plan for Verizon Wireless to construct the 150-foot-tall monopine tower and related site improvements along Oakland Drive.
- In 2014, City Council approved a final plan for the approximate 3,000-square-foot 1st Source

Bank building along West Centre Avenue.

With regard to the current application, the layout of the attached residential condominium buildings has been revised to reflect anticipated market conditions / demand and identifies a total of 92 condominium units in a duplex building configuration. While the applicant anticipates the duplex style building will dominate the residential community, flexibility is requested to include other building styles such as single family detached, three-plex and/or four-plex buildings with the total number of condominiums ranging between 85 to 100 units. The residential buildings will maintain a 20-foot minimum setback from the outer perimeter of the property, 25-foot setback from the edge of the internal streets and 15-foot separation between buildings. The applicant has indicated that a reduction of the perimeter setback from 40 feet to 20 feet and a reduction of the building separation from 20 feet to 15 feet will accommodate additional two-unit buildings and offset the reduction in overall dwelling units.

Furthermore, the layout of the office portion of the development has been revised to reflect the construction of the Cole-Gavlas and 1st Source Bank buildings and associated boulevard drive from West Centre Avenue, the 150-foot tall monopine tower installation along Oakland Drive and the future marketing plan. Multiple office buildings ranging in size from 1,250 to 30,000 square feet continue to be envisioned for the remainder of office portion of the PD along West Centre Avenue and Oakland Drive. Office buildings will continue to maintain a 50-foot setback / green belt from West Centre Avenue and Oakland Drive and a 20-foot setback from the perimeter of the property, with the exception of the north property line adjacent to the monopine tower, which was previously approved for a 10-foot perimeter setback.

The applicant is working with the adjacent property owner (8040 Oakland Drive) to incorporate joint access to Oakland Drive that will be shared between the proposed office buildings and the monopine tower. If this shared driveway arrangement does not occur, access for the planned office building will be obtained from the residential boulevard driveway to the south. Additionally, if the monopine owner does not approve this joint driveway arrangement, access to the monopine tower will be obtained from the residential boulevard driveway to the south. Finally, and consistent with the 2012 tentative plan amendment, the applicant has indicated the existing trees located along Oakland Drive will be maintained to the extent possible to screen / blend the monopine tower with the surrounding area.

In a report dated October 30, 2015, the Department of Community Development recommended approval of the Tentative Plan Amendment for Oakland Hills at Centre subject to two conditions: 1) the applicant maintains, to the extent possible, the existing trees located along Oakland Drive to screen / blend the monopine tower with the surrounding area; and 2) if the shared driveway arrangement with 8040 Oakland Drive does not occur, access for the planned office buildings and existing monopine tower will be obtained from the residential boulevard driveway to the south.

The Planning Commission convened a public hearing during the November 5, 2015 meeting to consider the tentative plan amendment. Mr. Jack Gesmundo, representing American Village Development II, LLC, was present to support the request and discuss the planned development project. One citizen, Mr. Greg Nuyen (owner of 8040 Oakland Drive), was present and spoke in support of the tentative plan amendment. No additional citizens spoke regarding the proposed tentative plan amendment. After careful consideration, the Planning Commission voted 7-0 to also recommend to City Council that the 2015 Tentative Plan Amendment for Oakland Hills at Centre PD be approved

subject to the same two conditions identified in the October 30, 2015 Department of Community Development staff report.

FUNDING: N/A

- Attachments:**
1. November 13, 2015 Planning Commission transmittal
 2. November 5, 2015 Planning Commission Minutes
 3. Department of Community Development report dated October 30, 2015
(with attachments)

TO: Honorable Mayor and City Council

FROM: Planning Commission

DATE: November 13, 2015

SUBJECT: Tentative Plan Amendment for Oakland Hills at Centre Planned Development, 2275, 2301, 2381 and 2401 West Centre Avenue and 8080 Oakland Drive

The Planning Commission convened a public hearing during the November 5, 2015 meeting to consider the application to amend the previously approved tentative plan for the Oakland Hills at Centre Planned Development (PD) submitted by American Village Development II, LLC. The 2015 tentative plan amendment proposes to revise the attached residential layout of the PD along the southwest portion of the property, reduce the number of residential condominiums from 107 units to between 85-100 units and update the project phasing timeline. Mr. Jack Gesmundo of American Village Development II, LLC was present at the meeting to discuss the proposed amendment and to support the application. One citizen, Mr. Greg Nuyen (owner of 8040 Oakland Drive), was present and spoke in support of the tentative plan amendment. No additional citizens spoke regarding the proposed tentative plan amendment.

After careful consideration, a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to waive the second meeting and recommend to City Council that the 2015 Tentative Plan Amendment for Oakland Hills at Centre Planned Development be approved subject to the following conditions: 1) The applicant maintain, to the extent possible, the existing trees located along Oakland Drive to screen/blend the monopine tower with the surrounding area; and 2) If the shared driveway arrangement with 8040 Oakland Drive does not occur, access for the planned office buildings and existing monopine tower be obtained from the residential boulevard driveway to the south. The motion was unanimously approved 7-0.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Welch", with a stylized flourish at the end.

Paul Welch
Chairman

PLANNING COMMISSION

November 5, 2015

 DRAFT

The City of Portage Planning Commission meeting of November 5, 2015 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Two citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

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

ROLL CALL:

Mr. Forth called the roll and the following Commissioners were present: Patterson (yes), Stoffer (yes), Welch (yes), Bosch (yes), Dargitz (yes) Schimmel (yes) and Richmond (yes). A motion was made by Commissioner Patterson, seconded by Commissioner Bosch, to approve the roll excusing Commissioners Felicijan and Somers. The motion was unanimously approved 7-0.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the October 15, 2015 meeting minutes contained in the agenda packet. A motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to approve the minutes as submitted. The motion was unanimously approved 7-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARINGS:

1. Tentative Plan Amendment: Oakland Hills at Centre, 2275, 2301, 2381 and 2401 West Centre Avenue and 8080 Oakland Drive. Mr. Forth summarized the staff report dated October 30, 2015 regarding a request from American Village Development II, LLC to amend the previously approved tentative plan for the Oakland Hills at Centre Planned Development (PD). Mr. Forth stated the 2015 tentative plan amendment proposes to revise the attached residential layout of the PD, reduce the total number of condominium units from 107 to between 85-100, and update the project phasing timeline. Mr. Forth summarized the history of the Oakland Hills at Centre PD including the original 2006 PD rezoning, 2009 and 2012 tentative plan amendments, and final plans approved for individual development projects that have been constructed. Mr. Forth also discussed differences between the 2012 approved tentative plan and the 2015 proposed tentative plan amendment including the reduction in total number of residential condominium units and perimeter building setbacks. Mr. Forth indicated staff was recommending approval of the tentative plan amendment subject to the two conditions identified in the staff report.

Mr. Jack Gesmundo (representing American Village Development II, LLC) was present to discuss the proposed tentative plan amendment. Mr. Gesmundo discussed the changing economy over the past decade and the impacts it has had on the housing types proposed for the PD and the time schedule for construction. Mr. Gesmundo explained the vision for the remainder of the PD with the next phase involving construction of the residential condominiums.

DRAFT

The Commission and Mr. Gesmundo next discussed aspects of the proposed tentative plan amendment including the reduction in the number of residential condominium units and changes to building setbacks. The public hearing was opened by Chairman Welch. One citizen, Mr. Greg Nuyen (owner of 8040 Oakland Drive), was present and spoke in support of the tentative plan amendment. No additional citizens spoke regarding the proposed tentative plan amendment. A motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to close the public hearing. The motion was unanimously approved 7-0. A motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to waive the second meeting and recommend to City Council that the 2015 Tentative Plan Amendment for Oakland Hills at Centre Planned Development be approved subject to the following conditions: 1) The applicant maintain, to the extent possible, the existing trees located along Oakland Drive to screen/blend the monopine tower with the surrounding area; and 2) If the shared driveway arrangement with 8040 Oakland Drive does not occur, access for the planned office buildings and existing monopine tower be obtained from the residential boulevard driveway to the south. The motion was unanimously approved 7-0.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Historic District Modification, 10234 East Shore Drive. Mr. West summarized the staff report dated October 30, 2015 regarding a request pending before the Historic District Commission from Seth and Margaret Giem, owners of 10234 East Shore Drive (commonly known as the Train Barn), to remove approximately 1.17 acres of land from the existing historic district property. Mr. West stated the proposed historic district modification would facilitate a land division that would create two buildable lakeside lots, while leaving the historic district with approximately 169 acres of remaining land. Mr. West discussed the Local Historic Districts Act related to the role of the Planning Commission to review the preliminary report from the Portage Historic District Study Committee and provide a recommendation. Mr. West stated the Historic District Commission has scheduled a public hearing to consider this matter on December 16, 2015 and the Planning Commission recommendation will need to be provided in advance of the public hearing.

After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Stoffer, to recommend that the Historic District Modification involving 10234 East Shore Drive be approved subject to the same conditions identified in the Historic District Study Committee preliminary report dated October 7, 2015. The motion was unanimously approved 7-0.

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

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

TO: Planning Commission

DATE: October 30, 2015

FROM: Vicki Georgeau,  Director of Community Development

SUBJECT: Preliminary Report: Tentative Plan Amendment for Oakland Hills at Centre Planned Development, 2275, 2301, 2381 and 2401 West Centre Avenue and 8080 Oakland Drive

I. APPLICATION INFORMATION:

An application to amend the previously approved tentative plan for the Oakland Hills at Centre Planned Development (PD) has been received. The 2015 tentative plan amendment proposes to revise the attached residential layout of the planned development (southwest portion of property) and reduce the total number of condominium units from 107 to between 85-100, and update the project phasing timeline. Please refer to the attached narrative and tentative plan submitted by the applicant for additional details regarding the proposed amendment.

Applicant	Property Address	Description	Zoning
Mr. Jack Gesmundo, American Village Development II, LLC	2275, 2301, 2381 and 2401 West Centre Avenue and 8080 Oakland Drive	47.6+/- acre tract of land (Mixed office and attached residential development)	PD, planned development (2006)

The Oakland Hills at Centre PD involves a 47.6 acre tract of land located south of West Centre Avenue and west of Oakland Drive. The original Oakland Hills at Centre PD rezoning/tentative plan application received City Council approval in 2006 and proposed the construction of 116 attached single family residential condominiums within the interior of the property and between 30,000 and 50,000 square feet of offices in a multiple building arrangement along West Centre Avenue and Oakland Drive. Since the original 2006 approval, the following tentative plan amendments and final plans have been approved:

2009. Since construction did not commence within the required two-year period, City Council granted the applicant a two-year extension to the PD rezoning and tentative plan approval. As part of the extension, the applicant submitted an updated tentative plan that identified minor changes including an approximate 36-foot shift in the boundary line between the office and attached residential portions of the development, updated acreages and densities for the office and attached residential portions of the development and a revised phasing schedule. City Council also approved the final plan for an approximate 7,000 square foot office building and associated site improvements (Cole-Gavlas, 2301 West Centre Avenue) on a 1.5 acre site within the first phase of the office portion of the development.

2012. City Council approved a second tentative plan amendment that added a 150-foot tall wireless telecommunication tower ("monopine") within the office portion of the PD along Oakland Drive, revised the layout of the attached residential portion of the PD with a reduction in total number of units from 116 to 107, revised the layout of the office portion of the PD along West Centre Avenue and Oakland Drive and updated the project phasing timeline. In conjunction with the tentative plan amendment, City Council also approved a final plan for Verizon Wireless to construct the 150-foot tall "monopine" tower and related site improvements at 8080 Oakland Drive.

2014. City Council approved a final plan for an approximate 3,000 square foot bank building and associated site improvements (1st Source Bank) on a 1.3 acre site within the office portion of the PD along West Centre Avenue. No additional development activity has occurred since this 2014 final plan approval.

II. TENTATIVE PLAN AMENDMENT PROCEDURES/REQUIREMENTS:

The PD, planned development chapter establishes a two-part review and approval process: Tentative plan review of the overall development concept and final plan review for each phase of the development. Under the terms of the ordinance, any change to the tentative plan, such as modifying an approved land use class or adding a land use class, requires formal review and approval, with public hearings, in a manner similar to a rezoning procedure.

Section 42-374 of the Land Development Regulations stipulates the development standards in the PD zoning district. This section provides flexibility in the types of land uses of which up to 20% of the total land area available can be utilized for nonresidential uses. Public water and public sanitary sewer is required. Overall density of the project may not exceed seven units per acre and density in any one phase may not exceed 12 units per acre. Building setbacks, building height, open space and screening are also regulated under the ordinance.

III. PRELIMINARY ANALYSIS - PROPOSED TENTATIVE PLAN AMENDMENT:

A summary comparison between the 2012 approved tentative plan and 2015 proposed tentative plan amendment is provided in the table below. Specific aspects of the proposed tentative plan amendment are discussed in greater detail following the summary table.

Oakland Hills at Centre Planned Development		
Element	2012 Approved Tentative Plan	2015 Proposed Tentative Plan Amendment
Uses	Mixed use attached residential and office development with 150-foot tall wireless telecommunication tower ("monopine")	Mixed use attached residential and office development with 150-foot tall wireless telecommunication tower ("monopine")
Office/Attached Residential Acreage	30,000–56,000 square feet offices/8.61 acres (along West Centre and Oakland Drive) 107 attached residential units/39.10 acres (within interior portion of property)	38,000–52,200 square feet offices/8.00 acres (along West Centre and Oakland Drive) 85-100 - attached residential units/39.45 acres (within interior portion of property)
Phasing	Phase I (Winter 2009--Fall 2014) * 5.9 acres office along West Centre Avenue Phase II (Summer 2012--Fall 2016) * 2.7 acres office along Oakland Drive plus 150-foot tall mono-pine tower along Oakland Drive * 9.6 acre attached residential (47 units) Phase III (Fall 2016--Fall 2018) * 29.4 acres attached residential (60 units)	Phase I (Winter 2009--Fall 2017) * 5.9 acres office along West Centre Avenue Phase II (Summer 2013) * 0.25 acre "monopine" long Oakland Drive Phase III (Spring 2016--Fall 2022) * 2.1 acres office along Oakland Drive * 14.7 acres attached residential (44 units) Phase IV (Spring 2016--Fall 2022) * 24.7 acres attached residential (48 units)
Setbacks	40-foot setback around perimeter of property (20-feet for mono-pine/10-feet fenced enclosure) 50-foot green belt/setback for offices along West Centre Avenue and Oakland Drive	20-foot setback around perimeter of property (20-feet for mono-pine/10-feet fenced enclosure) 50-foot green belt/setback for offices along West Centre Avenue and Oakland Drive
Setbacks (con.)	25-foot setback for residential buildings from	25-foot setback for residential buildings from

	internal private streets and 20-foot separation between residential buildings	internal private streets and 15-foot separation between residential buildings
Access	Phase I – Full service drives from West Centre (existing boulevard shared with Hospice Care on the east and with Kushner on the west) Phase II – Full service drive from Oakland Drive (proposed in approximate mid-point of property) * Shared/cross access between phases and adjacent uses also proposed	Phase I – Full service drive from West Centre (existing boulevard shared with Hospice Care on the east and with Kushner on the west) Phase II – Full service drive from Oakland Drive (on adjacent property to north, 8040 Oakland Drive, shared/cross access) Phase III – Full service drive from Oakland Drive (proposed boulevard drive, attached residential) * Shared/cross access between phases and adjacent uses also proposed

- Revised Attached Residential Layout/Reduction in Units – As identified by the applicant, the layout of the attached residential condominium buildings has been revised to reflect anticipated market conditions and demand. The revised tentative plan identifies a total of 92 condominium units in a duplex building configuration. While the applicant anticipates the duplex style condominium building will dominate the residential community (“Whisper Rock”), flexibility is requested to include other condominium building styles such as single family detached, three-plex and/or four-plex buildings with the total number of condominiums ranging between 85-100 units. The proposed 92 condominium units represents a reduction from the 107 units proposed/approved with the 2012 tentative plan amendment, which included three and four unit buildings. Attached residential condominium buildings will maintain a minimum 20-foot setback from the outer perimeter of the property, 25-foot setback from the edge of the internal streets and 15-foot separation between buildings. The applicant has indicated a reduced perimeter setback and building separation will accommodate additional two unit buildings and offset the reduction in overall dwelling units. Internal private streets, storm water areas, entry statements and common open space areas will be owned and maintained by the Whisper Rock Condominium Owners Association.
- Revised Office Layout along West Centre Avenue/Oakland Drive – As identified by the applicant, the layout of the office portion of the development has been revised to reflect the construction of the Cole-Gavlas and 1st Source Bank buildings and associated boulevard drive from West Centre Avenue, the location of the 150-foot tall monopine tower along Oakland Drive and the future marketing plan. Multiple office buildings ranging in size from 1,250–30,000 square feet continue to be envisioned for the remainder of office portion of the planned development along West Centre Avenue (Phase I) and Oakland Drive (Phase III). Office buildings will continue to maintain a 50-foot setback/green belt from West Centre Avenue and Oakland Drive and a 20-foot setback from the perimeter of the property with the exception of the north property line adjacent to the monopine tower which was previously approved for a 10-foot perimeter setback.

With regard to the office uses and existing monopine tower along Oakland Drive, the applicant is working with the adjacent property owner (8040 Oakland Drive) to incorporate joint access to Oakland Drive that will be shared between the proposed office buildings and the monopine tower. For Commission information, 8040 Oakland Drive is located outside of the PD zoning district. If this shared driveway arrangement does not occur, access for the planned office building will be obtained from the residential boulevard driveway to the south. The applicant has also indicated the owner of the monopine tower has not “fully approved” this joint drive arrangement. If the monopine owner does not

approve this joint driveway arrangement, access to the monopine tower will be obtained from the residential boulevard driveway to the south as noted in the 2012 tentative plan amendment.

Finally, and consistent with the 2012 tentative plan amendment, the applicant has indicated the existing trees located along Oakland Drive will be maintained to the extent possible to screen/blend the monopine tower with the surrounding area.

- Pedestrian Circulation – The applicant is proposing to construct sidewalks along at least one side of each internal private street. Sidewalks are also proposed to be installed along Oakland Drive and West Centre Avenue (the sidewalk adjacent to 1st Source Bank has already been installed). A continuous sidewalk to the Oakland Drive and West Centre Avenue intersection is planned; however, the applicant does not own the intervening properties. Finally, an area at the south end of Phase IV has been designated as a “State Forest Trail Head” that will allow residents to access the Gourdneck State Game Area.
- Updated Project Phasing Timeline – Given the changing economic conditions since the original 2006 PD rezoning and tentative plan approval, the project phasing/construction schedule has again been updated. Phase I that includes construction of the 5.9 acres of offices along West Centre Avenue is now planned between Winter 2009 – Fall 2017. Phase II that involved the monopine tower on .25 acres that was completed in 2013. Phase III and IV includes the 2.14 acres of offices along Oakland Drive and the 39.45 acres of attached residential condominiums (85-100 units) is now planned between Spring 2016 – Fall 2022.

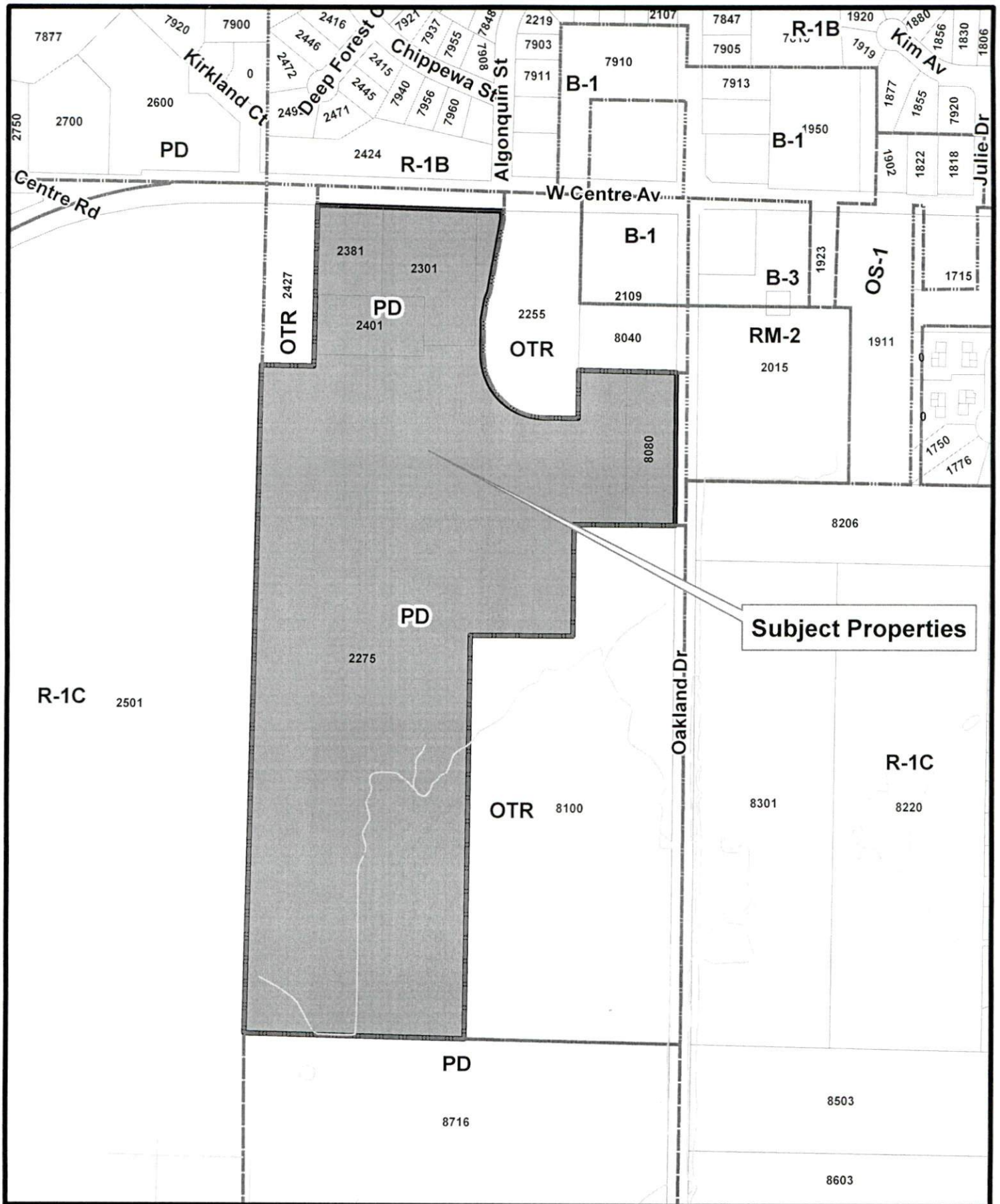
IV. RECOMMENDATION:

In accordance with the Planning Commission policy of accepting public comment at the initial meeting and concluding the discussion at a subsequent meeting, it is recommended that public comment be received during the November 5, 2015 meeting and the public hearing for the Tentative Plan Amendment for Oakland Hills as Centre Planned Development be adjourned to the November 19, 2015 meeting. However, and subject to any public comment received, if the Planning Commission concludes it is appropriate to provide a recommendation to City Council during the November 5th meeting, staff advises the Commission recommend to City Council the 2015 Oakland Hills at Centre tentative Plan amendment be approved subject to the following:

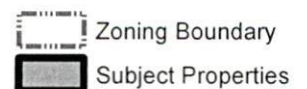
1. The applicant maintain, to the extent possible, the existing trees located along Oakland Drive to screen/blend the monopine tower with the surrounding area.
2. If the shared driveway arrangement with 8040 Oakland Drive does not occur, access for the planned office buildings and existing monopine tower be obtained from the residential boulevard driveway to the south.

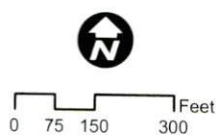
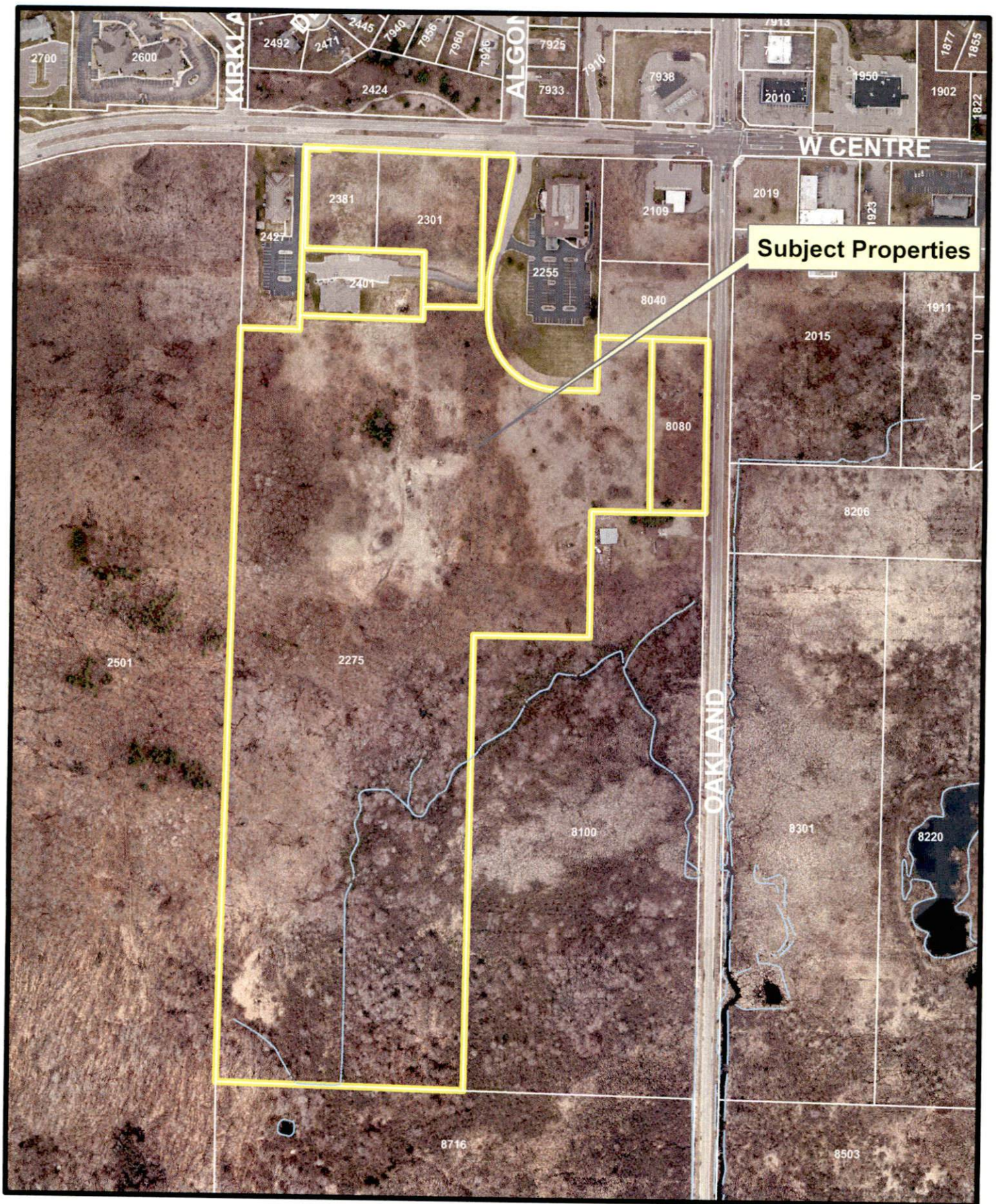
Attachments: Zoning/Vicinity Map
 Aerial Photograph
 Proposed Tentative Plan Amendment (narrative and tentative plan layout)
 Previously Approved 2012 Tentative Plan for Oakland Hills at Centre PD (tentative plan)

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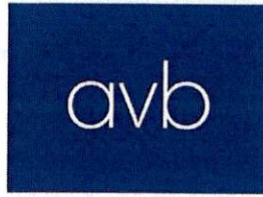
Tentative Plan Amendment
2275, 2301, 2381 and
2401 West Centre Avenue
and 8080 Oakland Drive





**Aerial Photo
2275, 2301 2381 and
2401 West Centre Avenue
and 8080 Oakland Drive**

 Subject Properties



BUILD SOMETHING BETTER.

October 27, 2015

Mr. Christopher Forth, AICP
Deputy Director of Planning, Development and Neighborhood Services
City of Portage Department of Community Development
7900 South Westnedge Avenue
Portage, Michigan 49002

**RE: Oakland Hills at Centre Planned Development Conceptual Plan
(2275, 2301, 2381 & 2401 West Centre Ave. and 8080 Oakland Drive)**

Dear Mr. Forth,

Please accept the following "tentative plan narrative" which is an update from the original 2006 submission which was approved by the Planning Commission and City Council. Please note that additionally, in 2009, an extension was granted for submission of a final plan and again the tentative plan was modified and approved in 2012. The changes we are proposing are relatively minor in nature. That notwithstanding, we are requesting an amendment to our tentative plan as indicated herein.

We look forward to reviewing this information with you along with the attached related site plan before the Planning Commission and City Council meetings. The material changes from the approved 2012 tentative plan narrative are as follows:

1. The office area along Centre has been updated to show our current marketing plan along with the completed Cole Gavlas office and 1st Source Bank buildings.
2. The residential area located in the southwest corner of the property has been updated to reflect a more detailed design review of the residential - condominium layout.
3. The signage locations have been updated to include entry statements at Centre Ave., Oakland Drive and where the Centre Ave office space transitions to the residential area to the south. Additionally, three monument signs are planned for the office areas, one at Oakland Drive entries and two at Centre Avenue, one of which has already been designed and is in place.
4. The project phasing timeline has been updated to reflect the actual and anticipated absorption of the residential and office areas based upon current market conditions.

Please find below our answers to the questions found in Section 42-375 of the City of Portage Land Development Regulations.

1. The main purpose of the proposed tentative plan revision is to allow for updated residential layouts of the planned development. We have also updated the both the residential and office development site plans to match the actual and anticipated construction to dates as well as our most recent conceptual plans. As with all of our planned developments, our focus is on

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developing great projects. The residential portion of the PD is tentatively being called "Whisper Rock" and will have a traditional entry statement at each entrance: one at Centre Avenue, one further south where the office area feeds into the residential development and one at Oakland Drive. The Centre Avenue entrance is already constructed and is shared with the Oakland Centre building occupied by Hospice, 1st Source Bank and Cole Galvas. This entry serves as the primary entry to the commercial portions of the development. The primary entry for the residential portion of the development will be located along Oakland Drive. Both entries will have internal connectivity to allow for ingress and egress to most areas of the development. We are proposing a third entry at the offices and mono pine cell tower located along Oakland Drive outside of the PD. A small drive will also be maintained for service access to the mono pine cell tower. The three entrances will create a "sense of arrival" when a resident, employers and their collective guests come to this planned development.

We enjoy working on developments that have natural topography, views, nature and related features. We plan to harness the natural beauty of this land in many ways at Oakland Hills at Centre (commercial) and Whisper Rock (residential) including: first-rate landscaping and natural screening where appropriate. Additionally we will take advantage of the natural features and topography of the land by site planning to allow views of the beautiful forests, waterways, wetlands and sensitive areas that border this property on the south, east and west where practical. Similarly to the Oakland Hills condominium community, we will have sidewalks on one side of the interior private streets and along the West Centre Avenue and Oakland Drive frontage.

2. The proposed development is on a 47.6 +/- acre tract of land at the southwest corner of Centre Avenue and Oakland Drive. In aggregate we plan to develop approximately 29 acres of the 47.6 +/- acre parcel of land leaving approximately 18 acres that are part of this tentative plan that will be developed for the following uses: common open space, access to the state forest, and other passive recreational uses, sidewalks, storm water retention, wetlands and floodplain. Using a cluster development and open space concept, the 29 acres to be developed will include 85-100 detached and/or attached condominium units and includes 8 acres for office and the mono-pine cell tower. The office space is divided into two parcels. One parcel fronts on Centre Avenue. The second parcel fronts on Oakland Drive. It should be noted that the large tract of land adjacent to our property to the west is the State of Michigan Gourdneck Forest. Additionally, the large tract of land to the south of this development is also zoned Planned Development for the Oakland Hills Condominium Community. Please see the attached Exhibit "A" which contains the required site plan for your review.
3. Oakland Hills at Centre is being developed in four phases that began in January of 2009. Phase I included the first 5.9 acres of office space on Centre Avenue (some of which is still vacant land ready for development). Phase II included the installation of a mono-pine cell tower. Phase III and Phase IV will include 39.45 acres of condominiums and open spaces for approximately 85-100 units, and 2.14 acres of office space on Oakland Drive.

In the proposed entry statement location along Oakland Dr., we will be working to create a sense of arrival similar to what can be experienced at the Oakland Drive entrance to the Oakland Hills condominium development.

The condominium units will be further developed as noted below but will generally consist of a combination of single detached, duplex style, three-plex, four-plex and townhome units. Though the current attached conceptual plan contemplates 92 duplex style buildings, we are in the process of reanalyzing the market and modifying our current floor plans to be able to provide the best combination of condominium styles for the Portage market. We are again asking for the flexibility to develop the condominiums within the parameters established within this narrative and working with staff with through the site plan approval process. All of the residential units developed for this project are "for sale" homes and are anticipated to be "owner occupied" which tend to appeal to empty nesters but will be marketed to the entire population. The office buildings will be between 1,250 square feet and 30,000 square feet depending on the type of user. We anticipate, however, several 2,500 to 7,500 square foot buildings as depicted. The office product will either be for sale, build to suit or for lease. The development phase lines have been included on the attached Exhibit "A".

4. The time schedule is proposed as follows:

- a. Phase I Winter 2009 through Fall of 2017 – Centre Ave Office
- b. Phase II 2013 – mono pine cell tower
- c. Phase III & IV Spring of 2016 through fall of 2022 – Residential and Office along Centre Avenue and Oakland Drive.

5. The site plan and its associated phasing lines show how each stage of the development is independent, yet is designed to integrate well into the development as well as the existing development pattern. Phase I uses existing Centre Avenue curb cuts and drives which area partially owned and fully benefited by easements in favor of our development at both the far east (Hospice) and the far west ends (Kushner & Co.) of the property. Phase II, the mono-pine cell tower phase, is accessed by a paved driveway. Our goals is to relocated this access to incorporated the access into the northernmost Oakland Drive office entry, however this has not been fully approved by the mono pine cell tower owners. This shared access drive to the office sites is not inclusive of the PD, and is located on Greg Nuyen's property. We are working with Mr. Nuyen at his request to help develop his property. If for some reason, a joint access agreement cannot be reached with Mr. Nuyen, then we will access the offices through the new residential access noted below or through the existing access to the mono-pine cell tower. Phases III and IV contemplate a new celebrated entry connected to Oakland Drive. Upon completion of the residential portion, the development will interconnect to both Oakland Drive and Centre Avenue along with ancillary roads making up the remainder of the development. The offices and mono pine cell tower along Oakland Drive will be accessed through a private entry.

We anticipate, due to the target demographics for this development, that our residents will average 6 trips per day or a total of approximately (6 trips x 92 homes=) 552+/- trips to and from their homes. In addition, our planned 30,000 to 52,200 square feet of office space is planned to generate approximately 150+/- employees and 6 trips per day per employee. This equates too approximately (6 trips x 150 employees =) 900+/- trips to and from their work. Combined, this equates to approximately 1,452+/- total trips or approximately 484+/- trips if equally divided between each of the three entries. The Oakland Drive accesses will be designed to allow for right and left hand turn exit lanes and one entry lane. The Centre Avenue curb cut shared with Hospice is already constructed with a right and left turn out. Additionally, due to our target demographics we do not anticipate any residential traffic impacting peak hours like other more intensive uses may.

6. As mentioned previously, the land is located around the Southwest corner of Oakland Drive and Centre Avenue. The parcel is 47.6 acres +/- in total. The property is all owned fee simply. We presently own 47.6+/- acres of this property in American Village Development II, LLC and Oakland Centre Real Estate, LLC.

7. The chart below demonstrates the land use and density for each phase.

Phase I

5.86 acres Office

27,000 sq. ft. of Office

$27,000 / 5.86 \text{ acres} = 4,610 \text{ sq. ft. per acre}$

Phase II .25 acres one mono-pine cell tower

Phase III & IV

2.14 acres Office, 39.45 acres Residential

$92 \pm \text{ homes} / 39.45 \text{ acres} = 2.3 \pm \text{ units per acre}$

$14,000 \text{ sq. ft. office} / 2.14 \text{ acres} = 4,970 \text{ sq. ft. per acre}$

Phases I-IV Combined

$92 \pm \text{ condominium units over } 39.53 \text{ acres} = 2.3 \text{ units per acre}$

$\text{Office at } 52,200 / 8 \text{ acres}^* = 6,525 \text{ sq. ft. per acre}$

*It should be noted that on 8 acres of office using a 15% coverage ratio (a light density that was used for all of Woodbridge Hills) would equate to 52,200 square feet of office space. While this conceptual plan shows only 38,000 square feet of office space, we are asking for approval for office density up to 52,200 square feet. We may ultimately develop significantly less than the 52,200 square feet of office space but we are asking for the flexibility to develop within the parameters established within this narrative.

8. The Centre Avenue offices (5.86 acres) will each independently maintain their own parking areas and storm water. The boulevard entry in the office area will be maintained in accordance with an existing easement agreement.

The Oakland Drive offices (2.14 acres) will each independently maintain their own parking areas and storm water. The entry in the office area will be maintained in accordance with a future easement agreement.

Whisper Rock Condominium Owners Association will maintain the entry statements, roadways and storm water areas within Whisper Rock. The common space immediately in and around the condominium units will also be owned and maintained by the Whisper Rock Condominium Association.

9. The condominiums will have a variety of basement options depending on location in the community including walk out, garden level and traditional basements. We will offer the following types of units but anticipate that duplex style condominiums will dominate the community:

- a. Freestanding unit
- b. Two, three and four unit buildings
- c. Townhomes

Please keep in mind that all of the submitted unit elevations and floor plans are always being improved as well as enhanced to meet the market and will be further developed prior to construction. It is our intention, as in all of our communities, to provide the best possible combinations of colors, materials and architecture. Our final product at Whisper Rock will take advantage of our in-house staff and their ability to select the proper colors, textures and materials to make every residence feel and look great. We plan to use a combination of architectural grade roof shingles, vinyl lap and shake siding, simulated stone and other low maintenance materials.

All of the condominiums plan will have proposed above grade square footages between 1,200 and 3,000 square feet. Optional finished lower levels will range from 500 to 1,500 square feet. The condominium pricing will start around \$270,000+/- and an individual unit can be specified in a fashion to cost as much as \$500,000 each. As in Woodbridge Hills and Oakland Hills, the proper application of colors, materials and architectural details will allow all of these unit types to work well together and to feel like a part of a cohesive community. We have attached an example of condominium elevations and floorplans for your review.

The office buildings will be designed to integrate with the condominiums while maintaining some of the general character of office buildings. That said, the final product at Oakland Hills at Centre will take advantage of our in-house staff and their ability to select the proper colors, textures and materials to make every building we develop feel great. We have previously submitted example of an office elevation for your review.

We are proposing 20' set back around the entire perimeter of the property with the exception of the office area along Oakland Drive, in the vicinity of the mono-pine, where the set back is 10' from the north property line. We are also maintaining a 50' greenbelt on Centre Avenue and on Oakland Drive. As the property is being developed, we will keep as many of the existing trees as possible in the 50' green strip that we have provided along Oakland Drive, and also around the immediate base of the mono-pine as well. In the residential areas, we have maintained 15' between the building foundations and a 25' front yard setback as measured from the edge of road to the foundation. The building heights will not exceed those which are allowed within the PD zoning district.

10. Storm water in the residential area will be piped to the center retention area with overflow to the common open space to the south. Storm water will be pre-treated when required by City of Portage regulations and then released for infiltration into this lowland. This low-lying area provides plenty of space for this purpose and this plan will be developed to allow for natural looking rain basins/wetlands as opposed to typical, fenced off, deep and unsightly storm systems. The office area storm water will be maintained on the office parcels in retention areas. Sanitary sewer will be connected to the available City of Portage sanitary sewer system which is available and already constructed at Centre Avenue. It is anticipated that a lift station will need to be installed to allow City sanitary service the condominium units and the office space located on Oakland Drive.

11. Covenants, which have already been recorded on the Centre Ave commercial frontage, and will be placed on the entire property. These covenants will provide for the shared use and maintenance of the common open space and the linear trail system. Easements will be provided for utilities as required by the utility companies for gas, water, electric, street lights, sanitary sewer, cable television and phone service. A 66' wide easement has been reserved for the private streets and the required utilities.
12. Parking will be provided in a number of ways. First, some parking will be accommodated in the driveways of each condominium unit. Additionally, the 26 foot wide streets will have rolled concrete curbs that will allow for and be posted for parking on one side of the street only. As with the Oakland Hills condominium community, we are proposing sidewalks one side of the street integrated with the curb with connections to and along the frontage of both Oakland Drive and West Centre Avenue. Within the office district, adequate parking will be provided per City Ordinance.
13. We do not anticipate any required modifications in the regulations otherwise applicable to the subject property.
14. Our timeline is noted in #4 above.
15. Since the successful implementation of the plan is required both by the ordinance and by our own standards, we do not feel that any performance bonds are necessary. We have a long-standing reputation for successful completion of our projects and the meticulous management of our developments after build-out.

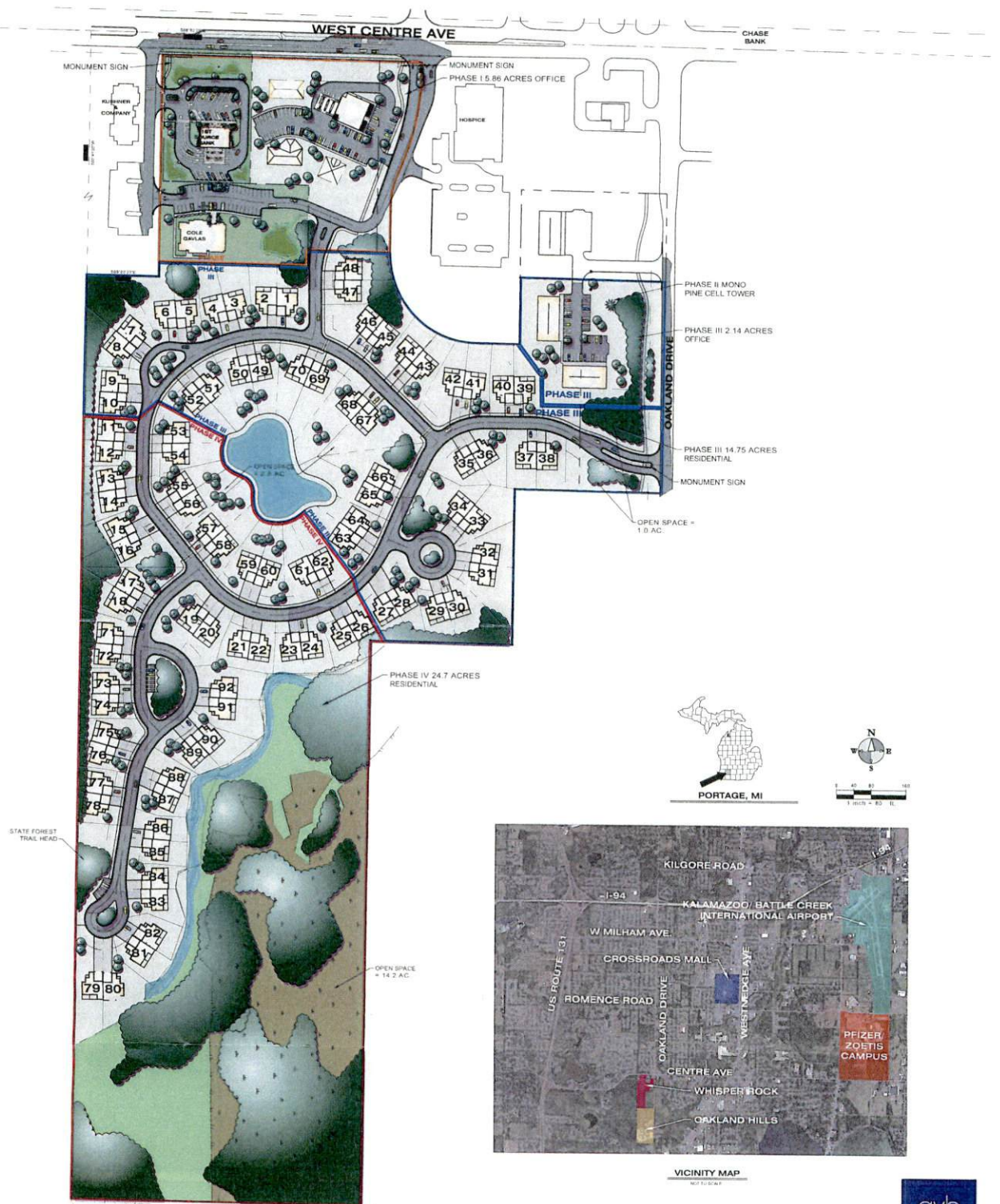
We look forward to the opportunity to discuss this plan with City Staff, Planning Commission and City Council. We feel this will be another first-class development for the City of Portage, Treystar, and AVB.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Gesmundo', with a stylized flourish at the end.

Jack S. Gesmundo

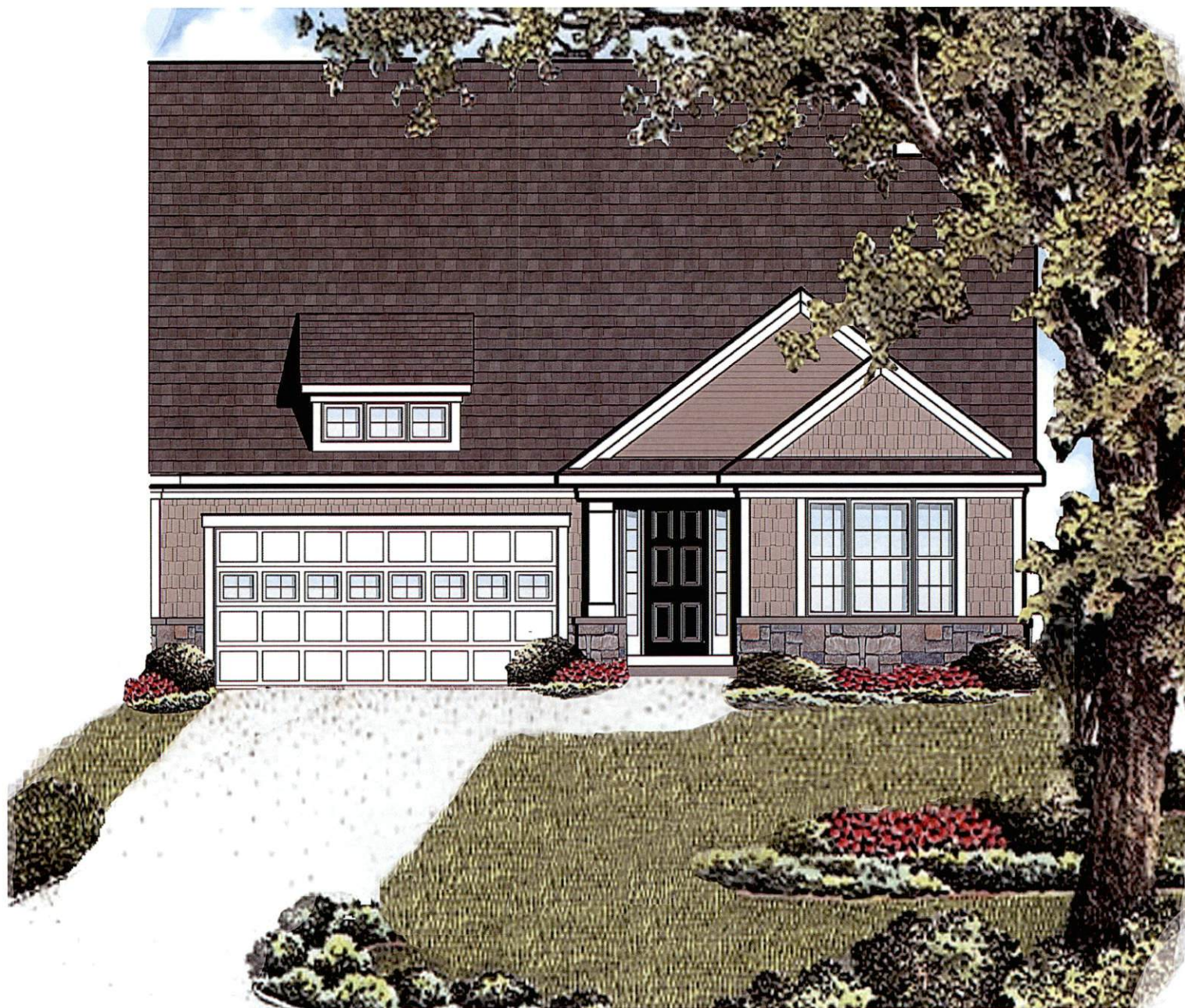
Cc. Joe Gesmundo, Daryl Rynd, Craig DeNooyer, Greg Dobson & Greg Nuyen



MIXED USE AND RESIDENTIAL DEVELOPMENT

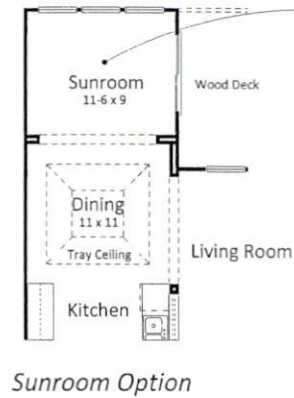
WHISPER ROCK

OCTOBER 27, 2015





Tanglewood

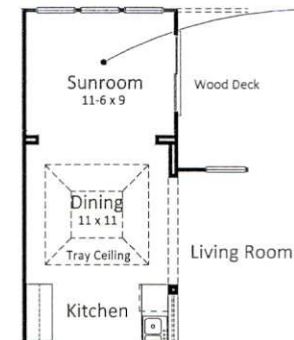


First Floor - 1,214 sq. ft.
Lower Level - 940 sq. ft.*

Room dimensions are approximate and have been rounded. Floor plans shown is an artist's concept. Continuing a policy of constant improvement, the builder reserves the right to make changes in the plans and specifications, and to substitute material of similar quality without notice or prior obligation. © American Village Builders, Inc.. All rights are protected by the Architectural Works Copyright Act of 1990, any use or reproduction without prior written consent by BUILDER is strictly prohibited. (05/21/14)



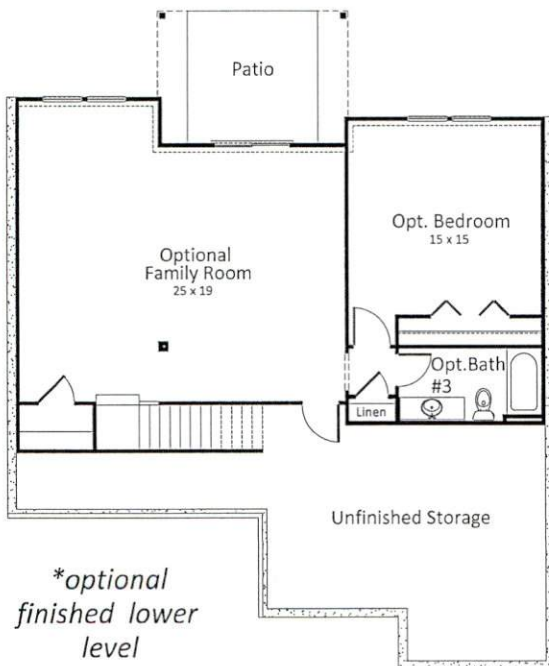
Highland



Sunroom Option



1st floor plan

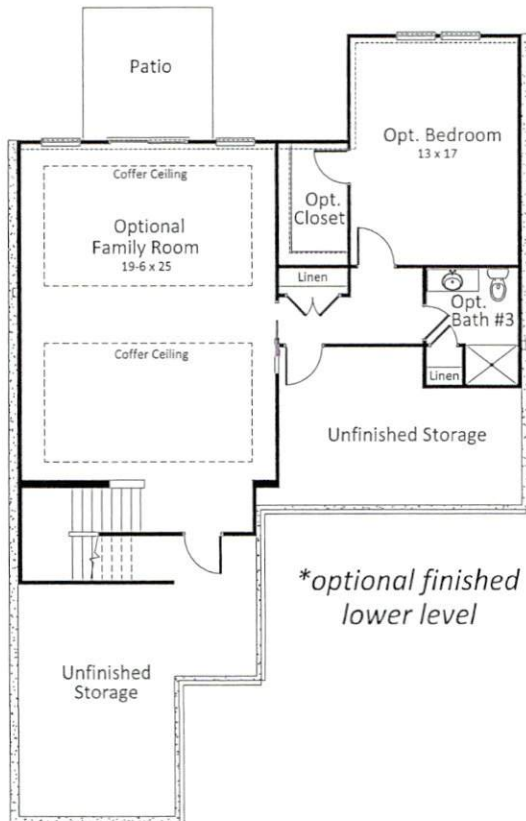
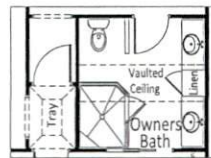
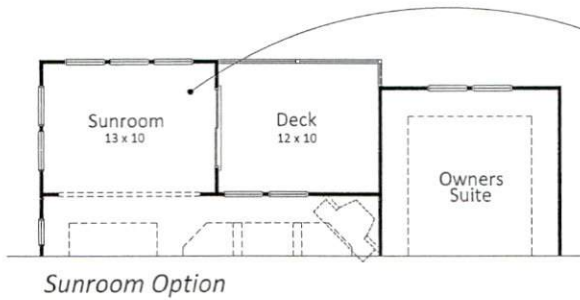


First Floor - 1,490 sq. ft.
Lower Level - 1,015 sq. ft.*

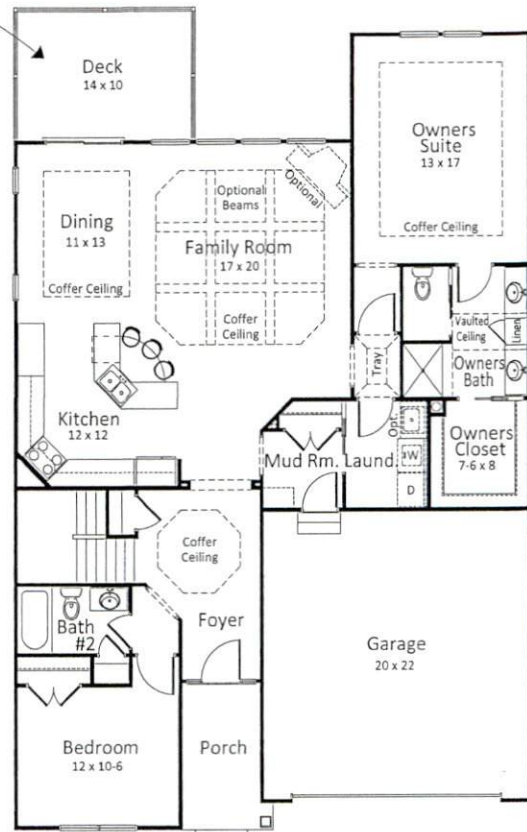
Room dimensions are approximate and have been rounded. Floor plans shown is an artist concept. Continuing a policy of constant improvement, the builder reserves the right to make changes in the plans and specifications, and to substitute material of similar quality without notice or prior obligation. © American Village Builders, Inc. All rights are protected by the Architectural Works Copyright Act of 1990, any use or reproduction without prior written consent by BUILDER is strictly prohibited. (05/21/14)



Montrose



**optional finished lower level*



1st floor plan

First Floor - 1,640 sq. ft.

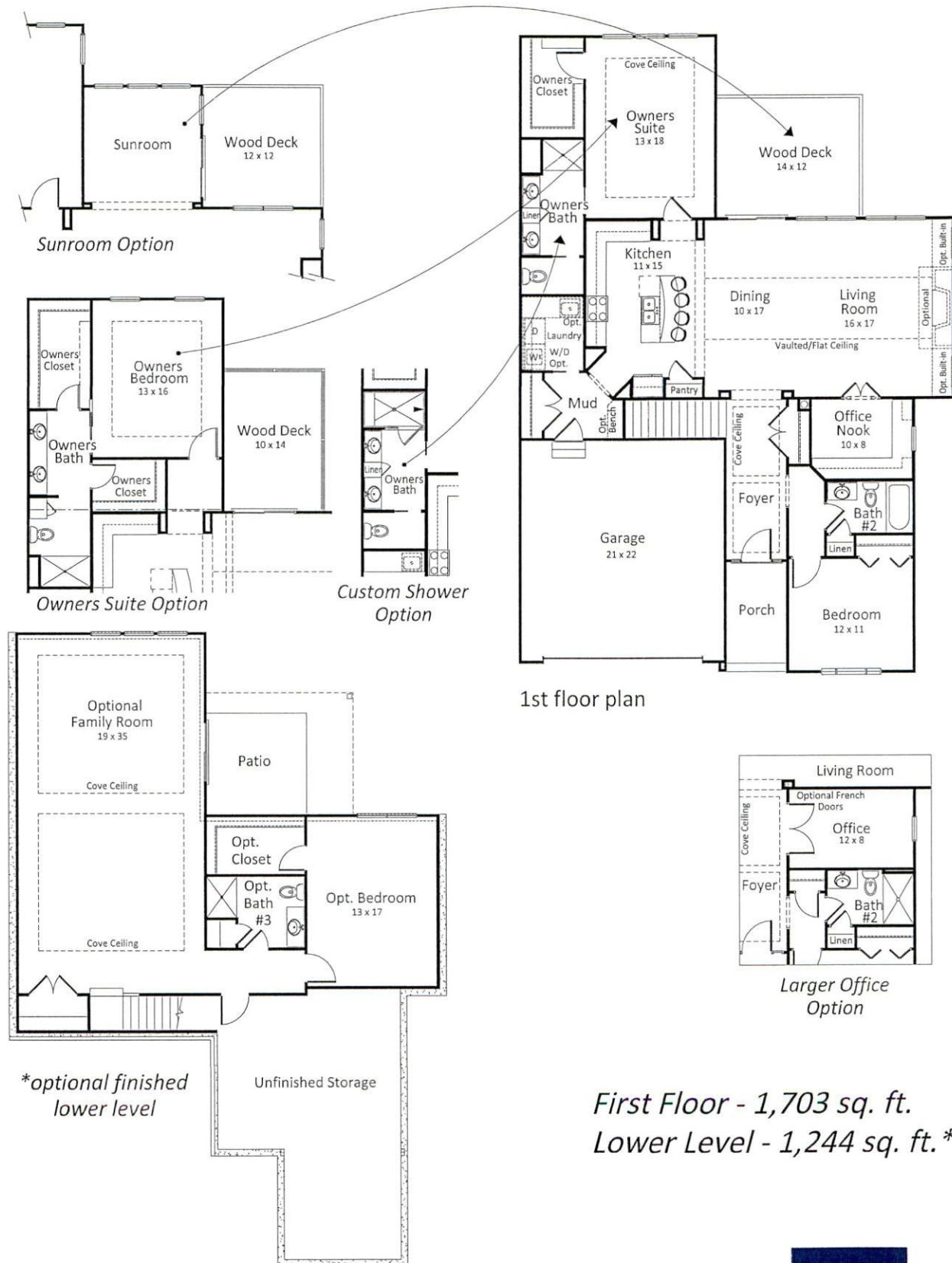
*Lower Level - 1,104 sq. ft.**

Room dimensions are approximate and have been rounded. Floor plans shown is an artist concept. Continuing a policy of constant improvement, the builder reserves the right to make changes in the plans and specifications, and to substitute material of similar quality without notice or prior obligation. © American Village Builders, Inc. All rights are protected by the Architectural Works Copyright Act of 1990, any use or reproduction without prior written consent by BUILDER is strictly prohibited. (05/21/14)



BUILD SOMETHING BETTER.

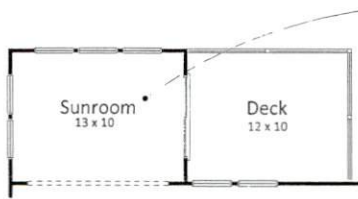
Brookshire



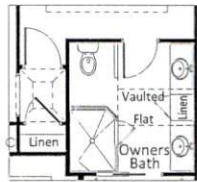
Room dimensions are approximate and have been rounded. Floor plans shown is an artist concept. Continuing a policy of constant improvement, the builder reserves the right to make changes in the plans and specifications, and to substitute material of similar quality without notice or prior obligation. © American Village Builders, Inc. All rights are protected by the Architectural Works Copyright Act of 1990, any use or reproduction without prior written consent by BUILDER is strictly prohibited. (05/21/14)



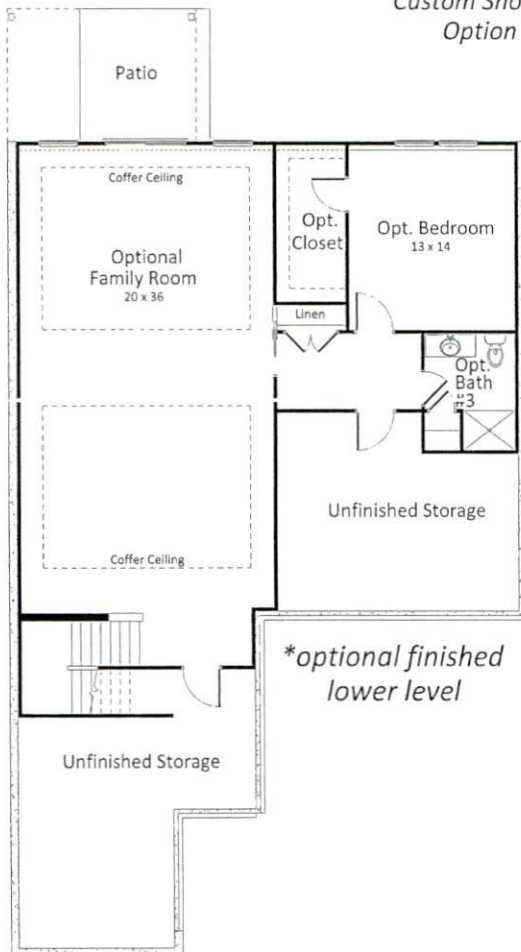
Montrose with Office



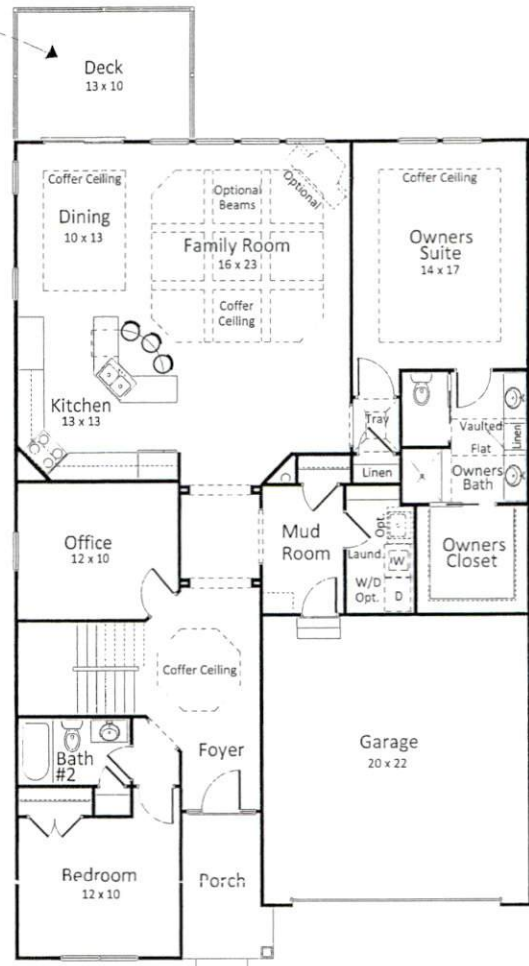
Sunroom Option



Custom Shower Option



**optional finished lower level*



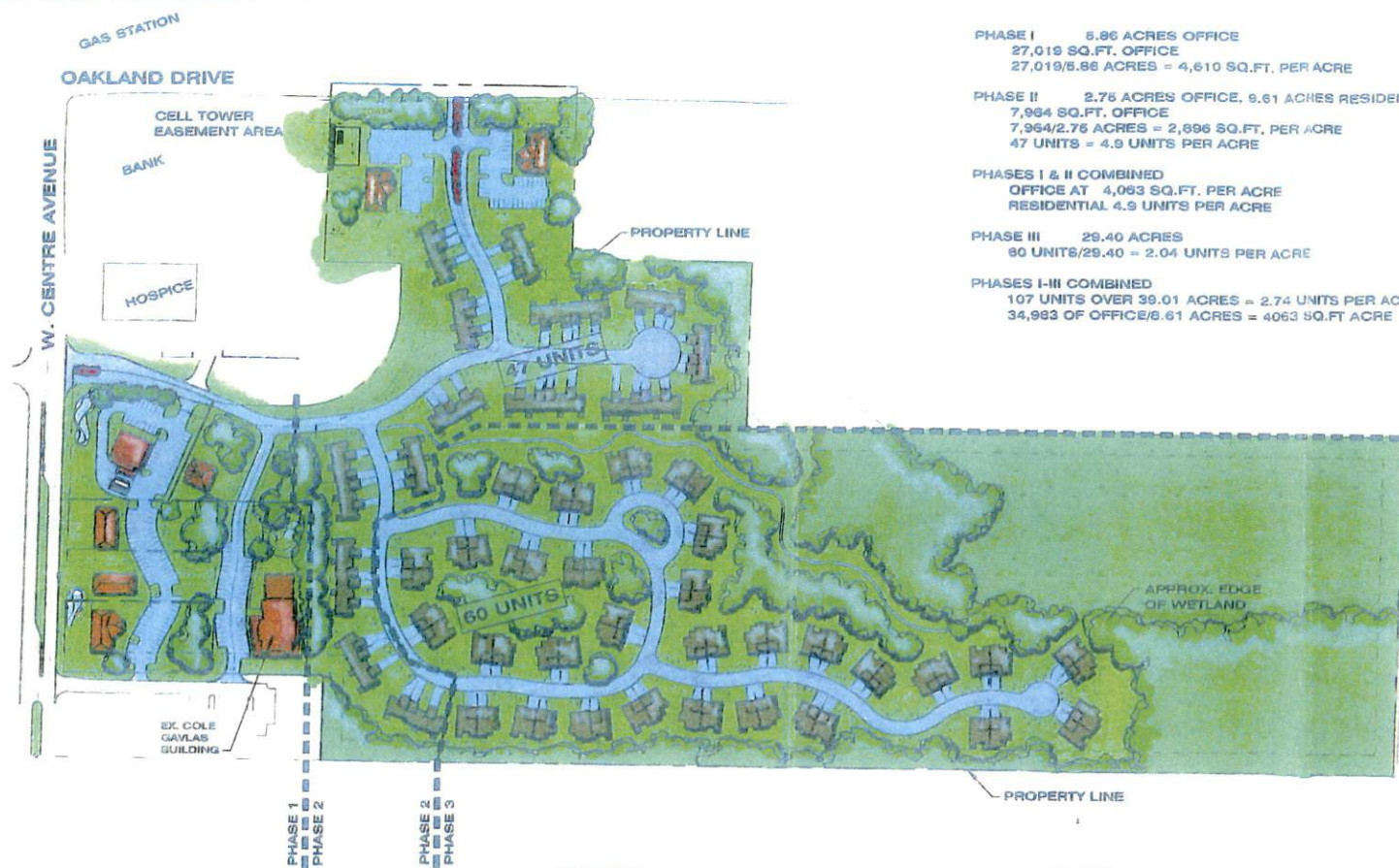
1st floor plan

*First Floor - 1,887 sq. ft.
Lower Level - 1,288 sq. ft.**

Room dimensions are approximate and have been rounded. Floor plans shown is an artist concept. Continuing a policy of constant improvement, the builder reserves the right to make changes in the plans and specifications, and to substitute material of similar quality without notice or prior obligation. © American Village Builders, Inc. All rights are protected by the Architectural Works Copyright Act of 1990, any use or reproduction without prior written consent by BUILDER is strictly prohibited. (05/21/14)



BUILD SOMETHING BETTER.

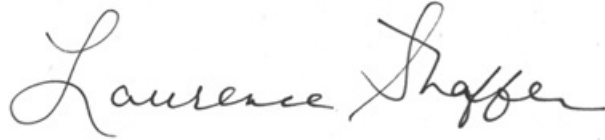
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**PRELIMINARY LAYOUT
OAKLAND HILLS CENTRE DEVELOPMENT
AVB AND TREYSTAR**

2012 Approved Tentative Plan

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: South Shore Drive Sanitary Sewer Project #416-S

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

ACTION RECOMMENDED: That City Council adopt Resolution No. 3 for the South Shore Drive Sanitary Sewer Project #416-S, directing the preparation of the special assessment roll.

Attached is Special Assessment Resolution No. 3 for the South Shore Drive Sanitary Sewer Project #416-S. Previous City Council action relating to this project includes:

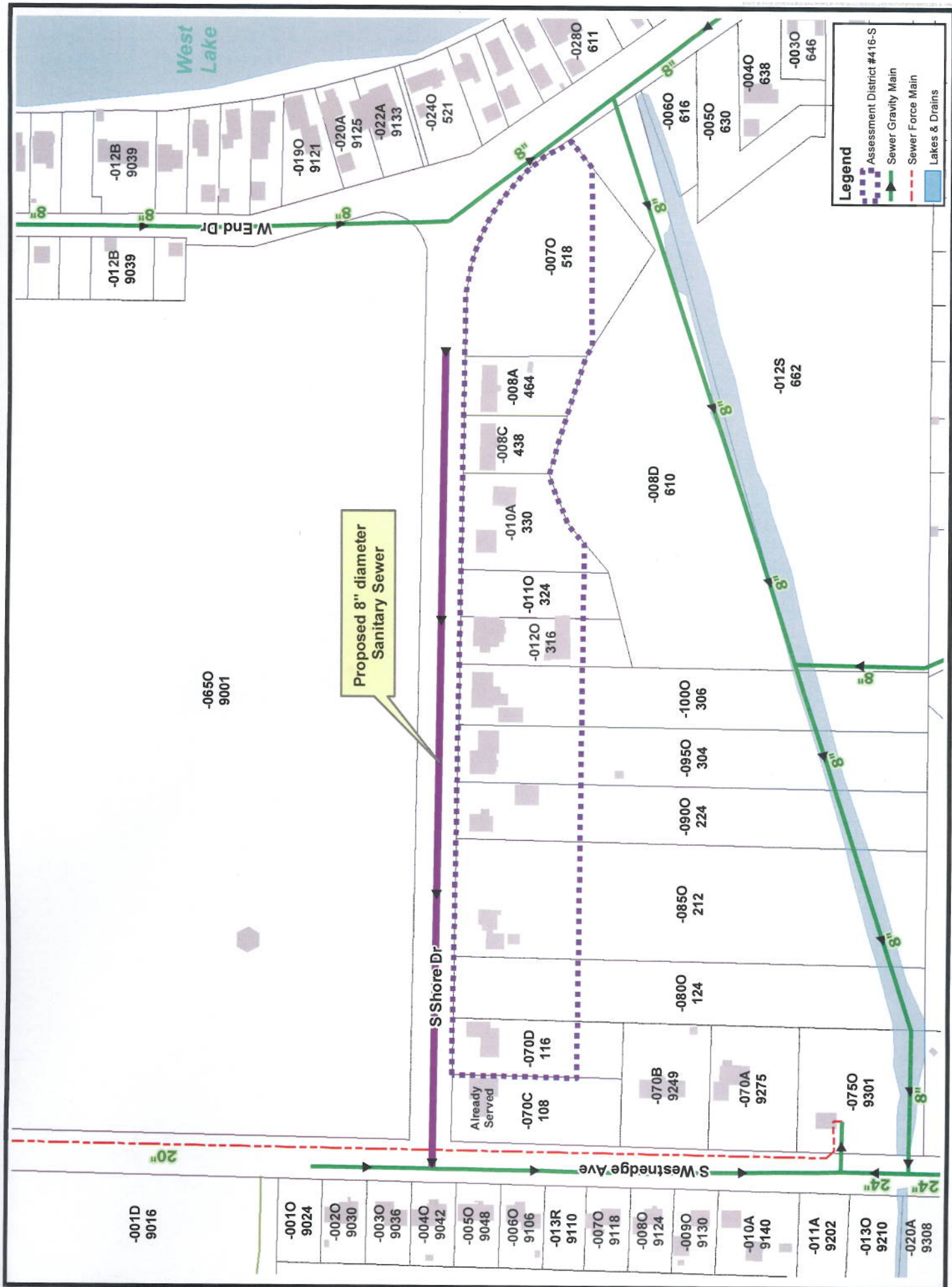
- On November 17, 2015, City Council adopted Resolution No. 1 for this project, accepted the City Manager Reports dated December 2, 2015, and requested preparation of Resolution No. 2.
- On December 15, 2015, City Council adopted Resolution No. 2 for this project, setting a public hearing of necessity on January 12, 2016.

Therefore, it is recommended that City Council adopt Resolution No. 3 for the South Shore Drive Sanitary Sewer Project #416-S, directing the preparation of the special assessment roll.

FUNDING: The improvements are funded in the Fiscal Year 2015 – 2016 Capital Improvement Program budget by the utilization of special assessment bonds, city-share bonds and municipal street fund, as appropriate.

Attachments:

1. Project Location Map
2. Resolution No. 3 - South Shore #416-S



South Shore Drive Assessment District #416-S

**CITY OF PORTAGE
SPECIAL ASSESSMENT RESOLUTION NO. 3
SOUTH SHORE DRIVE SANITARY SEWER, DISTRICT #416-S**

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan held at City Hall in said City on the ____ day of _____, 2016, at 7:30 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and seconded by:

Councilmember: _____.

WHEREAS, a public hearing on the necessity of the proposed improvement hereinafter described was held in accordance with the provisions of the City's Charter and Special Assessment Ordinance; and,

WHEREAS, the City Council of the City of Portage has determined to proceed with the public improvements in the City of Portage more particularly hereinafter described in this resolution; and,

WHEREAS, the City Manager has secured construction cost estimates for such improvements and the City Council has reviewed said figures;

NOW THEREFORE BE IT RESOLVED THAT:

1. The City Council hereby determines the necessity for and determines further to proceed with the improvements hereinbefore in these proceedings described as the SOUTH SHORE DRIVE SANITARY SEWER PROJECT, DISTRICT #416-S, more fully described as follows, to wit:

Install approximately 1,300 feet of 8 inch diameter sanitary sewer main and appurtenances in South Shore Drive from South Westnedge Avenue to West End Drive to serve existing properties on this section of South Shore Drive. Sewer services will be installed to abutting properties and are included in the assessment.

2. The cost of said public improvement, based on the aforesaid cost figures, is estimated to be as follows:

<u>TOTAL COST</u>	<u>SHARE OF DISTRICT</u>	<u>CAPITAL IMPROVEMENT BONDS</u>	<u>MUNICIPAL STREET FUNDS</u>
\$390,000.00	\$46,535.00	\$285,949.00	\$57,516.00

It is hereby determined that the Special Assessment District's share is in proportion to the benefits to be derived from the improvements. The Special Assessment District's share shall be spread over the Special Assessment District as hereinafter described and the balance of \$343,465.00 shall be paid by the City-at-Large.

3. Said Special Assessment District shall consist of all of the following described lots and parcels of land;

Unplatted Land: The Northernmost 200 feet from the centerline of South Shore Drive of all unplatted land lying adjacent to or abutting the following described portion of right-of-way for South Shore Drive between South Westnedge Avenue and West End Drive, located within the northwest quarter of Section 27, City of Portage, Michigan and more particularly described as follows:

Situated in northwest corner of Section 27, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan; Commencing at the West quarter post of Section 27, thence North 1,379.25 feet; thence East 141 feet to Place of Beginning; thence continuing East 90 feet; thence South 471.25 feet; thence East 561 feet; thence North 742.50 feet; thence West 651 feet; thence South 271.25 feet to the Place of Beginning and ending of the above described.

Platted Land:

The Northernmost 200 feet from the centerline of South Shore Drive of Lots No. 7, 9, 10, 11 and 12 as originally recorded in the South Shore Plat.

Also;

The Northernmost 200 feet from the centerline of South Shore Drive portion of former lot 8 as originally recorded in the South Shore Plat, excluding property lying South of a line extending from the Southeast corner of former lot 9 (now lot 10A) to lot 7 of said plat.

A report concerning said improvement has been prepared and is on file with the City Clerk for public examination.

4. The City Assessor shall prepare a Special Assessment Roll spreading that portion of the cost of the aforesaid public improvement to be borne by the Special Assessment District against said district according to the benefits received, in conformity with the provision of the Special Assessment Ordinance of the City. As soon as said roll is prepared, the City Assessor shall file the same with the City Clerk for presentation to the City Council.

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

ADOPTED: YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

JAMES R. HUDSON, City Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF KALAMAZOO)

I, the undersigned duly qualified and acting City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the _____ day of _____, 2015, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed my official signature this _____ day of _____, 2015.

JAMES R. HUDSON, City Clerk

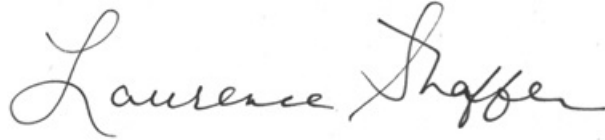
Prepared by:
Randall L. Brown
Portage City Attorney
1662 East Centre Avenue
Portage, Michigan 49002

Approved as to Form:
Date: 12/4/15
By: [Signature]
City Attorney

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TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Lakeview and Schrier Playground Recommendation

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

ACTION RECOMMENDED: That City Council award the proposal for the Lakeview Park and Schrier Park playground improvements to Great Lakes Recreation Company in the amount of \$92,000 and authorize the City Manager to execute all documents related to this action on behalf of the city.

FY 2014-2015 Capital Improvement Program (CIP) supports funding for replacement of the playground structures at Lakeview Park and Schrier Park. The former structures at these two park locations were removed this winter to prevent liability issues as the structures were nearly 25 years old and did not meet current playground safety regulations.

Four playground vendors, which are partners with government purchasing programs, were requested to provide designs for the playground sites. All vendors were given a not-to-exceed budget of \$100,000, per the CIP and specifications. Designs were presented to the public for a “Kid Vote” (via the city website and in the November 2015 Portager) with the voting ending December 6, 2015. Over 800 kids (mostly PPS students) also participated in the voting process. Tallied votes resulted in Xccent designs as the winner for both parks. Xccent is under contract with the government purchasing program in which the City of Portage participates.

The chosen designs and Xccent equipment are provided locally by Great Lakes Recreation Company. Great Lakes Recreation Company is Michigan based with experience in municipal playground projects and have installed the last three Portage playground replacements. Great Lakes Recreation Company is skilled in the equipment and installation methods required to meet current playground safety standards. The designs were carefully reviewed and evaluated in advance based on compliance with specifications, cost, quality of components and play value. Following the review and results of the Kid Vote, the proposal from Great Lakes Recreation Company in the amount of \$92,000 best addresses city needs and community desires.

FUNDING: Funds are available in the Fiscal Year 2014-15 Capital Improvement Program budget for this project.

Attachments:

1. Schrier Park Playground Design
2. Lakeview Park Playground Design

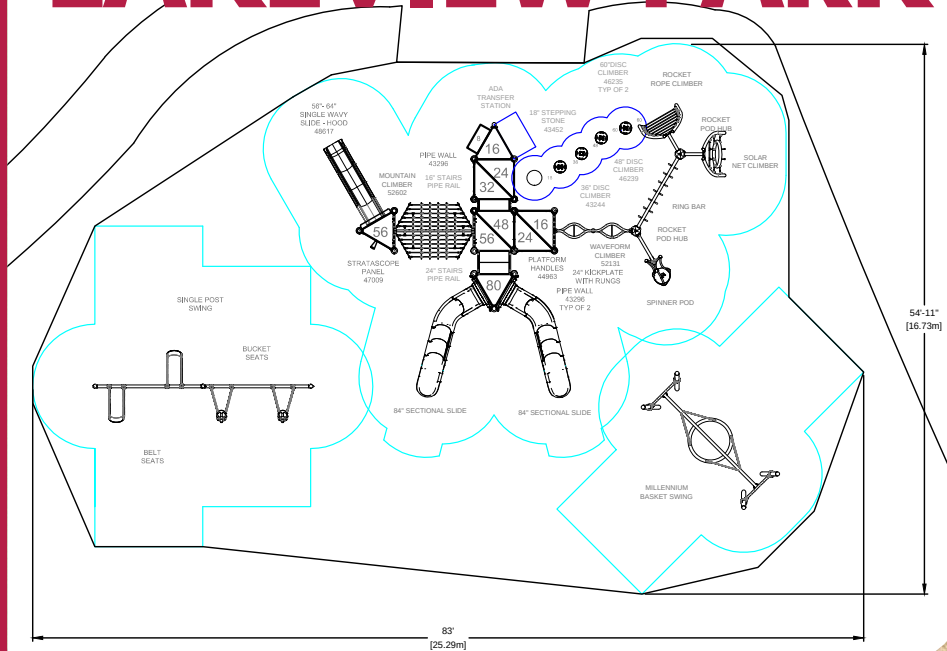
SCHRIER PARK



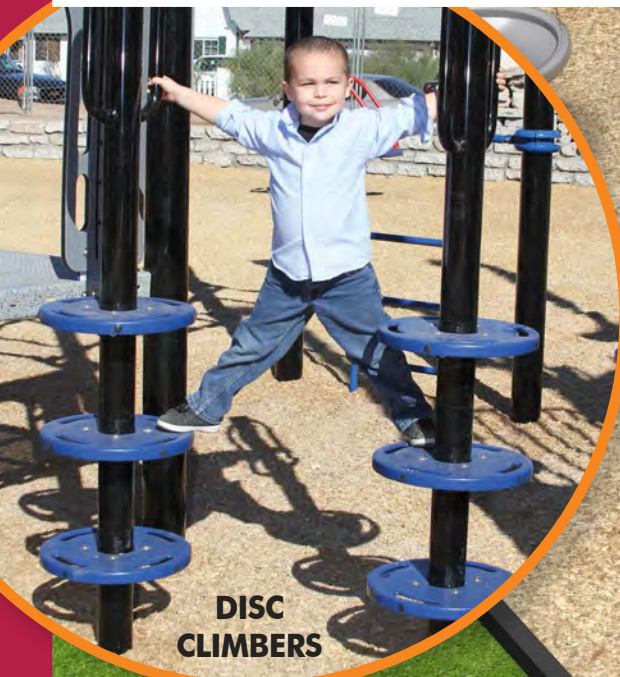
- Arch Up Climber
- Stepping Stones
- (2) 48" Disc Climbers
- Rock Ramp Climber
- Double Straight Slide
- Steering Wheel Pipe Wall
- 6' Sectional Slide
- 6' Leaf Climber
- 48" Right Curve Slide
- Fireman's Pole
- Periwinkle
- Wormhole Climber
- One Bay Swing



LAKEVIEW PARK



- Millennium Basket Swing
- Solar Net Climber
- Rocket Rope Climber
- D-Ring Bar
- Spinner Pod
- Waveform Climber
- (4) Disc Climbers
- (2) 84" Sectional Slides
- Mountain Climber
- Stratascope Panel
- Single Wavy Slide
- Two Bay Swing



DISC CLIMBERS



MILLENIUM BASKET SWING



WAVY SLIDE

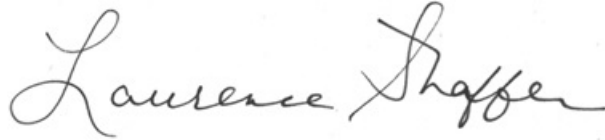


MOUNTAIN CLIMBER



TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Martin Luther King Jr. Drive Reconstruction Project No. 998-R

SUPPORTING PERSONNEL: W. Christopher Barnes, Director of Transportation and Utilities
James Hudson, City Clerk

ACTION RECOMMENDED: That City Council adopt Resolution No. 2 for the Martin Luther King Jr. Drive Reconstruction Project #998-R, setting a public hearing of necessity on January 26, 2016.

Attached is Special Assessment Resolution No. 2 for the Martin Luther King Jr. (MLK) Project #998-R. Previous City Council action relating to this project includes:

- On December 15, 2015, City Council adopted Resolution No. 1 for this project, accepted the City Manager Report dated December 2, 2015, and requested preparation of Resolution No. 2.

Therefore, it is recommended that City Council adopt Resolution No. 2 for the MLK Drive Reconstruction Project #998-R, setting a public hearing of necessity on January 26, 2016.

FUNDING: As per the Development Agreement, the city will not incur costs with the proposed street reconstruction project. After the street is dedicated to and accepted by the city, long-term maintenance costs will be incurred by the city and will be incorporated into the Department of Public Services departmental budget.

Attachments: 1. Resolution No. 2

**CITY OF PORTAGE
SPECIAL ASSESSMENT RESOLUTION NO. 2
MARTIN LUTHER KING, JR. DRIVE RECONSTRUCTION PROJECT # 998-R**

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan held at the City Hall in said City on the ____ day of _____, 2016 at 7:30 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and seconded by:

Councilmember: _____

WHEREAS, the City Council has adopted the initial resolution commencing special assessment proceedings for the construction and financing of the hereinafter described public improvement; and

WHEREAS, the City Council of the City of Portage has caused to be prepared by the City Manager, the report called for in Section 62-2 of the City Ordinances; and

WHEREAS, the same has been received and reviewed by the City Council; and

WHEREAS, the City Council desires to proceed further with the improvement.

NOW THEREFORE BE IT RESOLVED THAT:

1. The City Council tentatively determines that the improvement hereinafter described and also described in the City Manager's report is necessary.

2. The City Council determines that the nature of the improvement is: Reconstruct Martin Luther King, Jr. Drive from Constitution Boulevard to Ring Road including curb and gutter, sidewalk, storm drainage, hot mix asphalt pavement along with all necessary utility installations and adjustments.

And that the expected useful life of said improvement is 10 years.

3. The City Council determines that the properties within the special assessment district will receive the special benefits and, further, determines that the total estimated cost of the improvement will not exceed \$474,898.00.00, of which total cost the sum of no more than \$224,897.50 shall be assessed against the special assessment district, and the sum of no more than \$250,000.00 shall be borne by Portage Centre Limited Partnership and Village Green Properties, Ltd in accordance with a development agreement dated December 9, 2015 between said parties and the City of Portage.

4. The City Council hereby designates the special assessment district against which all or a part of the cost of said improvement is to be assessed, as consisting of the following described land, to wit:

Commencing at the East quarter post of Section 9, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan and running thence North 00 deg. 08 min. 00 sec. West along the East line of said Section, 662.92 feet to the South line of Mall Drive; thence North 89 deg. 56 min. 30 sec. West along said line 1641.61 feet; thence South 00 deg. 08 min. 00 sec. East 583.82 feet; thence North 89 deg. 56 min. 30 sec. West 298.74 feet; thence South 00 deg. 01 min. 30 sec. East 457.00 feet to the point of beginning of this description; thence continuing South 00 deg. 01 min. 30 sec. East 36.00 feet; thence North 89 deg. 41 min. 56 sec. West 970.36 feet; thence 104.71 feet along the arc of a curve to the right, having a radius of 343.72 feet, a central angle of 17 deg. 27 min. 15 sec. and a chord bearing North 80 deg. 58 min. 19 sec. West 104.30 feet; thence North 72 deg. 14 min. 41 sec. West 66.95 feet; thence North 75 deg. 40 min. 42 sec. West 49.98 feet to the Easterly right of way of Constitution Boulevard; thence along said right of way 41.48 feet along the arc of a curve to the left having a radius of 1050.00 feet, a central angle of 02 deg. 15 min. 48 sec. and a chord bearing North 19 deg. 05 min. 03 sec. East 41.48 feet; thence South 69 deg. 21 min. 12 sec. East 48.99 feet; thence South 72 deg. 14 min. 41 sec. East 66.95 feet; thence 93.74 feet along the arc of a curve to the left having a radius of 307.72 feet, a central angle of 17 deg. 27 min. 15 sec. and a chord bearing South 80 deg. 58 min. 19 sec. East 93.38 feet; thence South 89 deg. 41 min. 56 sec. East 970.15 feet to beginning.

5. The City Council determines that the cost of the benefits is to be assessed by frontage abutting on said improvement.

6. The City Council hereby accepts and approves the City Manager's report and directs that it, along with the resolution, be filed with the City Clerk and be made available for public inspection.

7. The City Council will meet at the City Hall located at 7900 South Westnedge Avenue in the City of Portage, on the _____ day of _____, 2016, at 7:30 p.m., or as soon thereafter as may be heard, at which time and place the City Council will hear all interested parties with respect to the necessity of the improvement, and to the special assessment district therefor.

8. The City Clerk is hereby ordered to cause notice of such hearing to be published once prior to said hearing in the KALAMAZOO GAZETTE, a newspaper in general circulation in the City, said publication to be at least ten (10) days before the time of hearing, and shall cause notice of said hearing to be mailed by first class mail to all owners or persons with interest in the property in the special assessment district, as shown on the current assessment roll of the City, at least ten (10) days before the date of said hearing. Said notice shall conform substantially to Exhibit "A" attached hereto and incorporated herein.

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

ADOPTED: YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

JAMES R. HUDSON, City Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF KALAMAZOO)

I, the undersigned duly qualified and acting City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the ____ day of _____, 2016, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed my official signature this ____ day of _____, 2016.

JAMES R. HUDSON, City Clerk

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

Approved as to Form:
Date: 1/14/16
By: [Signature]
City Attorney

EXHIBIT "A"

**CITY OF PORTAGE, MICHIGAN
NOTICE OF PUBLIC HEARING ON THE NECESSITY OF A
SPECIAL ASSESSMENT IMPROVEMENT BY THE CITY OF PORTAGE
MARTIN LUTHER KING, JR. DRIVE RECONSTRUCTION PROJECT # 998-R**

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY AND ALL OTHER INTERESTED PARTIES:

PLEASE TAKE NOTICE that the City Council of the City of Portage has declared its intention to construct the following public improvement:

Commencing at the East quarter post of Section 9, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan and running thence North 00 deg. 08 min. 00 sec. West along the East line of said Section, 662.92 feet to the South line of Mall Drive; thence North 89 deg. 56 min. 30 sec. West along said line 1641.61 feet; thence South 00 deg. 08 min. 00 sec. East 583.82 feet; thence North 89 deg. 56 min. 30 sec. West 298.74 feet; thence South 00 deg. 01 min. 30 sec. East 457.00 feet to the point of beginning of this description; thence continuing South 00 deg. 01 min. 30 sec. East 36.00 feet; thence North 89 deg. 41 min. 56 sec. West 970.36 feet; thence 104.71 feet along the arc of a curve to the right, having a radius of 343.72 feet, a central angle of 17 deg. 27 min. 15 sec. and a chord bearing North 80 deg. 58 min. 19 sec. West 104.30 feet; thence North 72 deg. 14 min. 41 sec. West 66.95 feet; thence North 75 deg. 40 min. 42 sec. West 49.98 feet to the Easterly right of way of Constitution Boulevard; thence along said right of way 41.48 feet along the arc of a curve to the left having a radius of 1050.00 feet, a central angle of 02 deg. 15 min. 48 sec. and a chord bearing North 19 deg. 05 min. 03 sec. East 41.48 feet; thence South 69 deg. 21 min. 12 sec. East 48.99 feet; thence South 72 deg. 14 min. 41 sec. East 66.95 feet; thence 93.74 feet along the arc of a curve to the left having a radius of 307.72 feet, a central angle of 17 deg. 27 min. 15 sec. and a chord bearing South 80 deg. 58 min. 19 sec. East 93.38 feet; thence South 89 deg. 41 min. 56 sec. East 970.15 feet to beginning.

A report concerning said improvement has been prepared and is on file with the City Clerk for public examination.

TAKE FURTHER NOTICE that the City Council will meet on the ____ day of _____, 2016, at 7:30 p.m. or as soon thereafter as may be heard, at the City Hall, 7900 South Westnedge Avenue, in the City of Portage, for the purpose of hearing all interested parties concerning the necessity of said improvement and the special assessment district therefor.

TAKE FURTHER NOTICE that if, prior to the adoption of the resolution to proceed with the improvement, written objections have been filed by either 1) a majority of owners of property in the district, or 2) owners in the district who will be required to pay more than fifty percent (50%) of the cost of the public improvement, the affirmative vote of five (5) or more members of the Council is needed to proceed with the improvement.

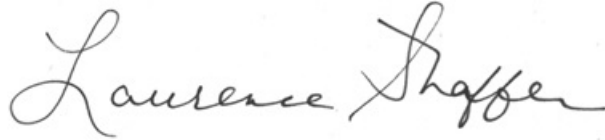
PLEASE TAKE FURTHER NOTICE that the owner or any person having an interest in property that is specially assessed may file a written appeal with the Michigan Tax Tribunal within 30 days after confirmation of the special assessment roll. However, appearance and protest at the public hearing are required in order to appeal the special assessment to the Michigan Tax Tribunal. An owner or other party in interest or his or her agent may (1) appear in person at the hearing to protest the special assessment or (2) file his or her appearance or protest by letter before the close of the hearing. The City Council shall maintain a record of parties who appear to protest at the hearing. If the hearing is terminated or adjourned for the day before a party is provided the opportunity to be heard, a party whose appearance was recorded shall be considered to have protested the special assessment in person.

DATED: _____, 2016

JAMES R. HUDSON,
City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Household Hazardous Waste Program - Intergovernmental Cooperation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: That City Council approve the contract with Kalamazoo County for household hazardous waste collection for the period of January 1, 2016 through December 31, 2016 in the amount of \$32,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

Through the Kalamazoo County Household Hazardous Waste (HHW) Center, household hazardous waste collection is provided at 1301 Lamont Avenue for all Portage residents. The City of Portage has participated in this joint intergovernmental program since the early 1990s, with a portion of the Curbside Recycling Millage set aside for this purpose.

An annual contract between the city and county establishes the terms and conditions for Portage resident participation at the HHW Center. Under the agreement, as prepared by the Kalamazoo County Health and Community Services Department, costs are charged on a quarterly basis to each unit of government based on a percentage of citizen participation.

The collection program provides for three drop-off days per week and ten Saturdays per year. In reviewing historical data, an amount of \$32,000 will adequately address the costs associated with the HHW contract for January 1, 2016 through December 31, 2016 maintaining the weekend collections and the 6% increase in resident participation.

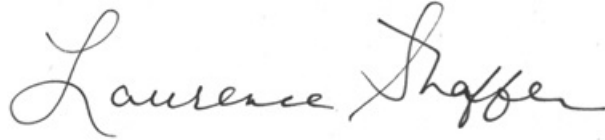
It is recommended that City Council approve the contract with Kalamazoo County to provide hazardous waste collection services at the Household Hazardous Waste Center for Portage residents during the 2016 calendar year in the amount of \$32,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds for the first six months of the contract are budgeted and available in the Fiscal Year 2015-2016 budget. Funds for the remainder of the contract will be programmed in the Fiscal Year 2016-2017 budget.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Amendment to the Code of Ordinances - Historic District Modification: 10234 East Shore Drive

SUPPORTING PERSONNEL: Erica Eklov, Administrative Assistant

ACTION RECOMMENDED: That City Council receive the proposed amendment to Section 38-35 of Chapter 38, Historical Preservation, of the City of Portage Code of Ordinances and take final action to approve the amendment on January 26, 2016.

Property addressed as 10234 East Shore Drive and commonly known as the Train Barn is located in a historic district in the City of Portage. On July 24, 2015, the Community Development Department received a request from Seth E. Giem, owner of the property to remove a portion of the lakeside portion of the parcel from the historic district. Citing the historic nature of the property, the Community Development Department relayed the application to the Historic District Commission for initial review and comment. The Historic District Commission reconvened the standing Historic District Study Committee (HDSC) for the purpose of reviewing the request of Mr. Giem.

The HDSC, as set out in Public Act 169 of 1970, reviewed the proposed land division and prepared a preliminary report, which was submitted to the Portage Planning Commission, the Michigan Historical Commission and to the State Historic Preservation Review Board on October 16, 2015. Additionally, a public hearing was held on December 16, 2015. A final report is attached. The Historic District Commission approved the proposed modification to 10234 East Shore. During the review, the HDSC recommended that the current property owner consider a deed restriction in the sale of Parcel B that no structure be constructed within 15 feet of the northeastern property boundary (to serve as a buffer for the existing Train Barn), as well as potentially relocate the original circa 1890 portion of the Granary structure from what will be known as Parcel B to the southern part of the remainder parcel prior to the final land sale in an effort to preserve this significant outbuilding.

Section 38-35, Historical Preservation, of the Codified Ordinances describes the properties within the Portage Historic Districts. The proposed amendment would modify the legal description of the historic district at 10234 East Shore Drive and revise the boundaries of this historic district. This will be the second land division for this property. The first division occurred in 2007 and split off an approximate 0.744 acre piece of property at the west end of 10234 East Shore Drive.

The proposed amendment as recommended by the Historic District Study Committee and prepared by the City Attorney, are considered to be appropriate and recommended for City Council approval.

FUNDING: N/A

- Attachments:**
1. Report from the Historic District Study Committee dated January 6, 2016
 2. Communication from Paul Welch of the Portage Planning Commission
 3. Ordinance Amendment

**City of Portage, Michigan
Historic District Study Committee**

Historic District Modification

Train Barn
10234 East Shore Drive
Portage, Michigan 49002

Final Report

January 6, 2016

Introduction

Property addressed as 10234 East Shore Drive and commonly known as the Train Barn is a historic district in the City of Portage. A request from Mr. & Mrs. Seth E. and Margaret Giem, owners of the property, to remove a portion of the property from this historic district was received by the Historic District Commission on September 2, 2015. The owners have proposed that an approximate 1.17 acre (split into two parcels) piece of property at the south end of 10234 East Shore Drive be removed from the historic district.

On September 25, 2007, the Portage City Council appointed the Historic District Commission as a standing Historic District Study Committee (HDSC). The HDSC is charged with review and recommendation for the requested Historic District Modification at 10234 East Shore Drive (Train Barn).

The Charge of the Committee

The committee is charged with reviewing the request and acting as set out in Public Act 169 of 1970. Specifically, the HDSC must:

1. Conduct a photographic inventory of resources within the existing historic district.
2. Conduct basic research of the historic district and the historic resources located within the district.
3. Determine the total number of historic and non-historic resources within the historic district and the percentage of historic resources of that total. In evaluating the significance of historic resources, the committee shall be guided by the selection criteria for evaluation issued by the United States secretary of the interior for inclusion of resources in the national register of historic places.
4. Prepare a preliminary report that addresses at a minimum all of the following:
 - a. The charge of the committee.
 - b. The composition of the committee membership.
 - c. The historic district studied.
 - d. The boundaries for the historic district in writing and on maps.
 - e. The history of the historic district.
 - f. The significance of the district as a whole, as well as a sufficient number of its individual resources to fully represent the variety of resources found within the district, relative to the evaluation criteria.

5. Transmit copies of the preliminary report for review and recommendation to the Portage Planning Commission, to the Michigan historical commission and to the state historic preservation review board.
6. Make copies of the preliminary report available to the public.
7. Hold a public hearing not less than 60 days after the transmittal of the preliminary report.
8. Following the public hearing, prepare and submit a final report with its recommendations and the recommendations, if any, of the Portage Planning Commission to the City Council. If the recommendation is to modify the historic district, the final report must include a draft of a proposed ordinance.

The Composition of Committee Membership

Voting Members

The HDSC is comprised of members of the Portage Historic District Commission: Mark Reile, Suzanne Nemeth, Christine Broberg, Russell Randall, Katie VanLonkhuyzen, James Ebert, Fred Grunert, Jessie Duniphin, Martha Deming Maytnier and Collin Forrest.

Non-Voting Participants

City of Portage Liaison: Erica Eklov

Historic District Studied

Property Address: 10234 East Shore Drive. This property is commonly referred to as the Train Barn.

Parcel ID No.: 00036-020-B

On September 30, 2015, Suzanne Nemeth, Fred Grunert and Mark Reile visited the property to walk it and photograph the historic resources, which include the barn, outbuildings, house, woods and lake frontage. Photographs were taken of the parcels proposed to be removed from the historic district, in context within existing boundaries and the street. (See photographic attachments.)

The 0.65 and 0.52 acre lot splits (total 1.17 acre parcel division) are approximately 12 feet from the existing historic resource known as the Train Barn. The 0.65 acre parcel denoted as “Parcel B” includes the resources known as the Chicken Coop and Granary. It is expected that the new owners of these parcels will build single-family, lakefront residences. Future structures and lot developments have yet to be planned which would assist in determination of anticipated distance(s) from the remaining historic resources and screening with the remaining historic district.

The Boundaries for the Historic District in Writing and on Maps

The description of the current historic district is:

THE WEST HALF OF THE SOUTHEAST QUARTER OF SECTION 36, TOWN 3 SOUTH, RANGE 11 WEST EXCEPT THE SOUTH HALF OF THE WEST HALF OF THE SOUTHEAST QUARTER THEREOF.

THE NORTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 36, TOWN 3 SOUTH, RANGE 11 WEST.

THAT PORTION OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 36, TOWN 3 SOUTH, RANGE 11 WEST LYING EASTERLY OF THE FORMER WESTERLY RIGHT-OF-WAY LINE OF THE GRAND RAPIDS AND INDIANA RAILROAD COMPANY.

THE SOUTH HALF OF THE NORTHEAST QUARTER OF SECTION 36, TOWN 3 SOUTH, RANGE 11 WEST EXCEPT: PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER POST OF SAID SECTION 36; THENCE NORTH 00 DEGREES 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2,640.06 FEET TO THE CENTER OF SAID SECTION 36; THENCE CONTINUING NORTH 00 DEGREES 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE CONTINUING NORTH 00 DEGREES 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 105.34 FEET TO THE CENTERLINE OF THE AUSTIN LAKE OUTLET CHANNEL; THENCE SOUTH 37 DEGREES 41' 59" EAST ON SAID CENTERLINE 88.33 FEET TO THE NORTH EDGE OF PAVEMENT ON EAST SHORE DRIVE; THENCE SOUTH 56 DEGREES 15' 14" WEST 52.19 FEET TO THE SOUTHEAST CORNER OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE SOUTH 58 DEGREES 41' 43" WEST (RECORDED AS SOUTH 57 DEGREES 49' WEST) ON THE SOUTHERLY LINE OF SAID LOT 1 A DISTANCE OF 12.43 FEET TO THE POINT OF BEGINNING. ALSO EXCEPT PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER POST OF SAID SECTION 36, THENCE NORTH 00 DEGREES 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2,640.06 FEET TO THE CENTER OF SAID SECTION 36; THENCE CONTINUING NORTH 00 DEGREES 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTERLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE NORTH 58 DEGREES 41' 43" EAST (RECORDED AS NORTH 57 DEGREES 49' EAST) ON THE SOUTHEASTERLY LINE OF SAID LOT 1 A DISTANCE OF 12.43 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1; THENCE NORTH 56 DEGREES 15' 14" EAST 52.19 FEET TO A POINT ON THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE AND THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE NORTH 37 DEGREES 41' 59" WEST ON THE CENTERLINE OF THE AUSTIN LAKE OUTLET CHANNEL 88.33 FEET TO SAID NORTH AND SOUTH QUARTER LINE; THENCE NORTH 00 DEGREES 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 43.88 FEET TO AN INTERMEDIATE TRAVERSE LINE; THENCE NORTH 42 DEGREES 30' 58" EAST ON SAID INTERMEDIATE TRAVERSE LINE 172.13 FEET TO A MEANDER CORNER; THENCE SOUTH 46 DEGREES 20' 20" EAST 156.64 FEET TO THE NORTHERLY EDGE OF PAVEMENT OF SAID EAST SHORE DRIVE; THENCE SOUTH 52 DEGREES 58' 04" WEST 220.00 FEET TO THE POINT OF BEGINNING. ALSO ALL THAT LAND LYING BETWEEN SAID INTERMEDIATE TRAVERSE LINE, THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 EXTENDED TO THE WATER'S EDGE OF AUSTIN LAKE, THE WATER'S EDGE OF AUSTIN LAKE AND A LINE EXTENDING NORTH 46 DEGREES 20' 20" WEST FROM SAID MEANDER CORNER.

The new legal description of the proposed modified district (approximately):

PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 36; THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2640.06 FEET TO THE CENTER OF SAID SECTION 36; THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTERLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE NORTH 58° 41' 43" EAST (PLATTED AS NORTH 57° 49' EAST) ON SAID SOUTHEASTERLY LINE 12.43 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1; THENCE NORTH 56° 15' 14" EAST ON THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE 52.19 FEET; THENCE NORTH 52° 58' 04" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 220.00 FEET; THENCE NORTH 52° 34' 03" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 223.84 FEET; THENCE NORTHEASTERLY 63.16 FEET ON SAID NORTHERLY EDGE OF PAVEMENT AND ON A 500.00 FOOT RADIUS CURVE TO THE LEFT WHOSE CHORD BEARS NORTH 47° 37' 34" EAST 63.12 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE NORTH 58° 53' 12" WEST 232.80 FEET TO MEANDER CORNER "C"; THENCE NORTH 18° 59' 52" EAST ON A MEANDER LINE 258.41 FEET TO THE NORTH LINE OF

THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 36; THENCE SOUTH 89° 57' 20" EAST ON SAID NORTH LINE 349.98 FEET TO SAID NORTHERLY EDGE OF PAVEMENT; THENCE SOUTH 30° 55' 35" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 231.03 FEET; THENCE SOUTH 31° 39' 46" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 93.38 FEET; THENCE SOUTHWESTERLY 109.83 FEET ON SAID NORTHERLY EDGE OF PAVEMENT AND ON A 500.00 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS SOUTH 37° 42' 52" WEST 109.61 FEET TO THE POINT OF BEGINNING. ALSO ALL THAT LAND LYING BETWEEN SAID MEANDER LINE, THE WATER'S EDGE OF AUSTIN LAKE, A LINE EXTENDING NORTH 58° 53' 12" WEST FROM SAID MEANDER CORNER "C", AND THE NORTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 36. CONTAINING 2.28 ACRES MORE OR LESS. SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD OR OTHERWISE. SUBJECT TO ANY FACTS WHICH MAY BE DISCLOSED IN A FULL AND ACCURATE TITLE SEARCH TO DATE. ASSUMED THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 TO BEAR NORTH 00° 00' 00" EAST.

The legal descriptions of the two parcels to be removed from the district (approximately):

LEGAL DESCRIPTION - PARCEL "A":

PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 36; THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2640.06 FEET TO THE CENTER OF SAID SECTION 36; THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTERLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE NORTH 58° 41' 43" EAST (PLATTED AS NORTH 57° 49' EAST) ON SAID SOUTHEASTERLY LINE 12.43 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1; THENCE NORTH 56° 15' 14" EAST ON THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE 52.19 FEET; THENCE NORTH 52° 58' 04" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 220.00 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE NORTH 46° 20' 20" WEST 156.64 FEET TO MEANDER CORNER "A"; THENCE NORTH 45° 43' 24" EAST ON A MEANDER LINE 117.49 FEET TO MEANDER CORNER "B"; THENCE SOUTH 54° 26' 09" EAST 176.46 FEET TO SAID NORTHERLY EDGE OF PAVEMENT; THENCE SOUTH 52° 34' 03" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 144.00 FEET TO THE POINT OF BEGINNING. ALSO ALL THAT LAND LYING BETWEEN SAID MEANDER LINE, THE WATER'S EDGE OF AUSTIN LAKE, A LINE EXTENDING NORTH 46° 20' 20" WEST FROM SAID MEANDER CORNER "A", AND A LINE EXTENDING NORTH 54° 26' 09" WEST FROM SAID MEANDER CORNER "B". CONTAINING 0.52 OF AN ACRE MORE OR LESS. SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD OR OTHERWISE. SUBJECT TO ANY FACTS WHICH MAY BE DISCLOSED IN A FULL AND ACCURATE TITLE SEARCH.

LEGAL DESCRIPTION - PARCEL "B":

PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 36; THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2640.06 FEET TO THE CENTER OF SAID SECTION 36; THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTERLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE NORTH 58° 41' 43" EAST (PLATTED AS NORTH 57° 49' EAST) ON SAID SOUTHEASTERLY LINE 12.43 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1; THENCE NORTH 56° 15' 14" EAST ON THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE 52.19 FEET; THENCE NORTH 52° 58' 04" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 220.00 FEET; THENCE NORTH 52° 34' 03" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 144.00 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE NORTH 54° 26' 09" WEST 176.46 FEET TO MEANDER CORNER "B"; THENCE NORTH 26° 31' 24" EAST ON A MEANDER LINE 121.54 FEET TO MEANDER CORNER "C"; THENCE SOUTH 58° 53' 12" EAST 232.80 FEET TO SAID NORTHERLY EDGE OF PAVEMENT; THENCE SOUTHWESTERLY 63.16 FEET ON SAID NORTHERLY EDGE OF PAVEMENT AND ON A 500.00 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS SOUTH 47° 37' 34" WEST 63.12 FEET; THENCE SOUTH 52° 34' 03" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 79.84 FEET TO THE POINT OF BEGINNING.

ALSO ALL THAT LAND LYING BETWEEN SAID MEANDER LINE, THE WATER'S EDGE OF AUSTIN LAKE, A LINE EXTENDING NORTH 54° 26' 09" WEST FROM SAID MEANDER CORNER "B", AND A LINE EXTENDING NORTH 58° 53' 12" WEST FROM SAID MEANDER CORNER "C". CONTAINING 0.65 OF AN ACRE MORE OR LESS. SUBJECT TO A 15.00 FOOT WIDE BUILDING RESTRICTION LYING ADJACENT TO AND PARALLEL WITH THE NORTHEASTERLY LINE OF THE ABOVE DESCRIBED PARCEL. SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD OR OTHERWISE. SUBJECT TO ANY FACTS WHICH MAY BE DISCLOSED IN A FULL AND ACCURATE TITLE SEARCH.

The History of the Historic District

“This 150 acre property on Austin Lake, in the southeastern corner of the city, has been in the Giem family since 1889, and is a Michigan Centennial Farm. The original farmhouse, purchased by Albert Giem, is gone but the barn complex is noteworthy. The oldest barn was built in 1922 by Albert’s son, Frank, and grandson, Seth Sr. The turn of the century silo and windmill were moved here from Battle Creek in the 1960s by Albert’s great-grandson, Seth Jr. and his wife Peg. Also on the property is a charming Dutch Colonial playhouse built in 1934 as a ‘model home’. The buildings, used as a showroom for model trains, are called the Train Barn.” (Taken from Where the Trails Crossed.)

“In 1973, Seth and Peg started the business known as The Train Barn; now well known in the area and indeed, to model railroad enthusiasts, throughout the United States. The Train Barn has been featured in a number of articles in national magazines such as *Classic Toy Trains*, *Lionel's Greatest Layouts* (Volume 11)...” as well as the national PBS television series *Tracks Ahead*, episode 13 (Taken from a family history publication at the September 14, 2015 funeral of Seth Giem, II).

The Significance of the District

The Train Barn and select adjacent outbuildings are historically significant to preserve per the above description. It is also important to preserve the rural, natural setting of their location. The proposed removal of these parcels from the historic district will have a significant contextual impact on the historic resources if a sufficient “buffer” cannot be secured between what is denoted as the “remainder parcel” and proposed Parcel B. Further, the additional outbuildings known as the Granary and Chicken Coop currently located south of the Train Barn will be removed from the district if left to split with Parcel B. The property at 10234 East Shore is significant for its sustained agricultural buildings, unique barn construction and long-standing family ownership. Further, in light of this historic ownership, as well as a dedicated stewardship of the property, Seth E. Giem was named the 2008 recipient of the Portage Historic District Preservation Award.

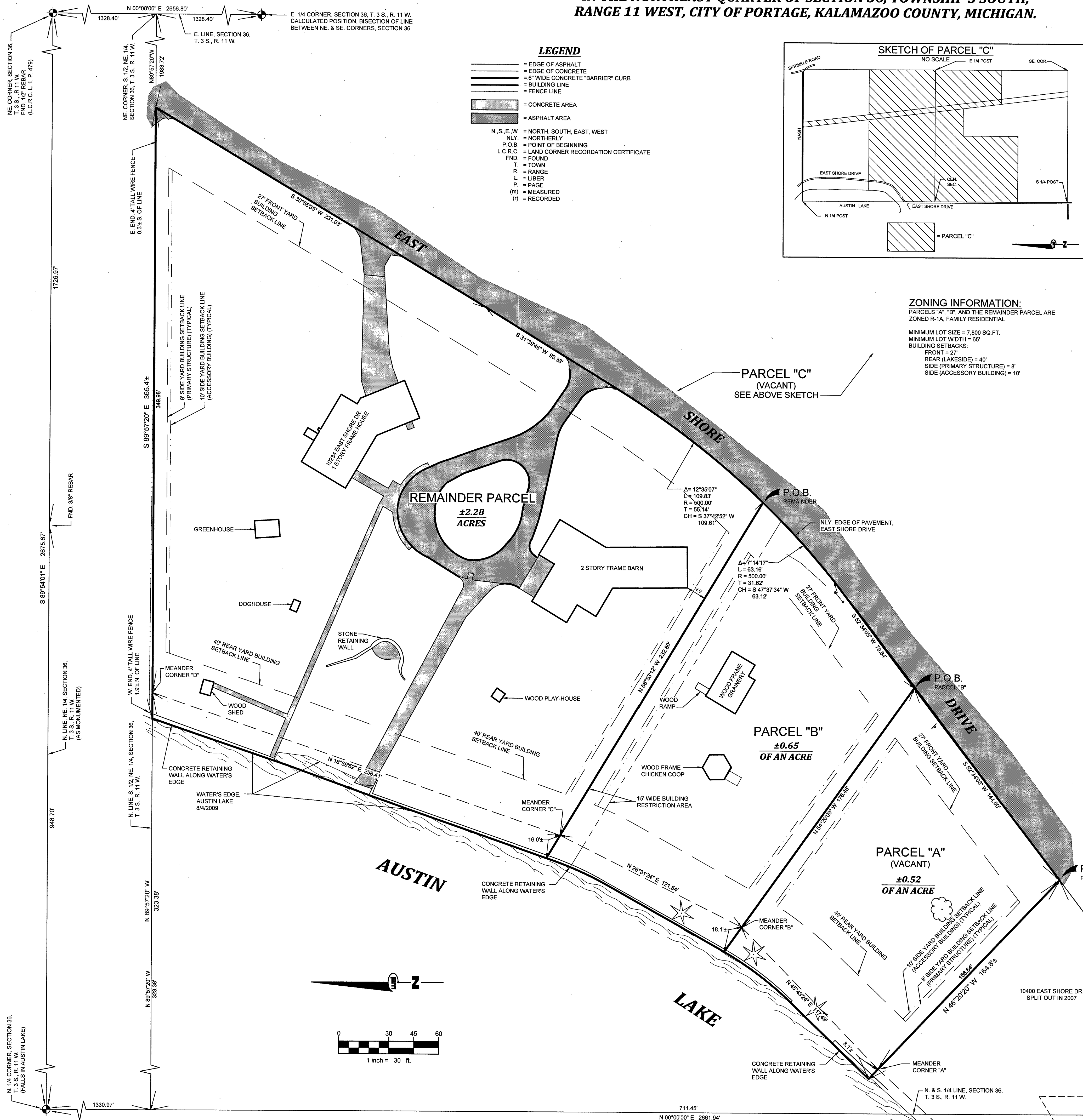
Recommendation

Following the study of the Historic District at 10234 East Shore Drive, it is recommended that the request from Mrs. Margaret Giem (Seth E. Giem II passed September 11, 2015), property owner, to modify the Historic District be **APPROVED**. The HDSC also made the following recommendations: a) the current property owner consider inclusion of a deed restriction in the sale of Parcel B that no structure be constructed within 15 feet of the north property boundary (buffer for existing Train Barn); b) that efforts be made to preserve the existing trees along the

entire north property line within the proposed buffer, and; c) that the current property owner potentially relocate the original circa 1890 portion of the Granary structure from what will be known as Parcel B to the southern part of the remainder parcel prior to the final land split in an effort to preserve this significant outbuilding. Records indicate this structure has been previously relocated on the property as least once. As such, additional relocation is not considered detrimental. The outbuilding known as the Chicken Coop was constructed by the current owners within the last 50 years and is not considered intrinsic to the property as a whole.

The Planning Commission reviewed the HDSC Preliminary Report during its November 5, 2015 meeting. The Planning Commission unanimously voted to support the proposed modification.

**SKETCH OF DESCRIPTIONS
IN THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH,
RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN.**



LEGAL DESCRIPTION - PARCEL "A":
PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 36, THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2640.06 FEET TO THE CENTER OF SAID SECTION 36, THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTERLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE NORTH 58° 41' 43" EAST (PLATTED AS NORTH 57° 49' EAST) ON SAID SOUTHEASTERLY LINE 12.43 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1, THENCE NORTH 58° 15' 14" EAST ON THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE 52.19 FEET; THENCE NORTH 52° 58' 04" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 220.00 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED, THENCE NORTH 48° 20' 20" WEST 156.64 FEET TO MEANDER CORNER "A", THENCE NORTH 45° 43' 24" EAST ON A MEANDER LINE 117.49 FEET TO MEANDER CORNER "B", THENCE SOUTH 54° 28' 09" EAST 176.46 FEET TO SAID NORTHERLY EDGE OF PAVEMENT; THENCE SOUTH 52° 34' 03" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 144.00 FEET TO THE POINT OF BEGINNING.

ALSO ALL THAT LAND LYING BETWEEN SAID MEANDER LINE, THE WATER'S EDGE OF AUSTIN LAKE, A LINE EXTENDING NORTH 45° 20' 20" WEST FROM SAID MEANDER CORNER "A", AND A LINE EXTENDING NORTH 54° 28' 09" WEST FROM SAID MEANDER CORNER "B".

CONTAINING 0.52 OF AN ACRE MORE OR LESS.

SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD OR OTHERWISE.

SUBJECT TO ANY FACTS WHICH MAY BE DISCLOSED IN A FULL AND ACCURATE TITLE SEARCH.

LEGAL DESCRIPTION - PARCEL "B":
PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 36, THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2640.06 FEET TO THE CENTER OF SAID SECTION 36, THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTERLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE NORTH 58° 41' 43" EAST (PLATTED AS NORTH 57° 49' EAST) ON SAID SOUTHEASTERLY LINE 12.43 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1, THENCE NORTH 58° 15' 14" EAST ON THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE 52.19 FEET; THENCE NORTH 52° 58' 04" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 220.00 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED, THENCE NORTH 54° 28' 09" WEST 176.46 FEET TO MEANDER CORNER "B", THENCE NORTH 26° 31' 24" EAST ON A MEANDER LINE 121.54 FEET TO MEANDER CORNER "C", THENCE SOUTH 58° 53' 12" EAST 232.80 FEET TO SAID NORTHERLY EDGE OF PAVEMENT; THENCE SOUTHWESTERLY 63.16 FEET ON SAID NORTHERLY EDGE OF PAVEMENT AND ON A 500.00 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS SOUTH 47° 37' 34" WEST 83.12 FEET, THENCE SOUTH 52° 34' 03" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 79.84 FEET TO THE POINT OF BEGINNING.

ALSO ALL THAT LAND LYING BETWEEN SAID MEANDER LINE, THE WATER'S EDGE OF AUSTIN LAKE, A LINE EXTENDING NORTH 54° 28' 09" WEST FROM SAID MEANDER CORNER "B", AND A LINE EXTENDING NORTH 58° 53' 12" WEST FROM SAID MEANDER CORNER "C".

CONTAINING 0.65 OF AN ACRE MORE OR LESS.

SUBJECT TO A 15.00 FOOT WIDE BUILDING RESTRICTION LYING ADJACENT TO AND PARALLEL WITH THE NORTHEASTERLY LINE OF THE ABOVE DESCRIBED PARCEL B.

SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD OR OTHERWISE.

SUBJECT TO ANY FACTS WHICH MAY BE DISCLOSED IN A FULL AND ACCURATE TITLE SEARCH.

LEGAL DESCRIPTION - PARCEL "C":
THE WEST HALF OF THE SOUTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, EXCEPT THE SOUTH 30 ACRES THEREOF.

ALSO THE NORTH 100 FEET OF THE SOUTH 30 ACRES OF THE WEST HALF OF THE SOUTHEAST QUARTER OF SAID SECTION 36.

ALSO THE NORTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 36.

ALSO THAT PORTION OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 36 LYING EASTERLY OF THE FORMER WESTERLY RIGHT-OF-WAY OF THE GRAND RAPIDS AND INDIANA RAILROAD COMPANY.

ALSO THAT PORTION OF THE NORTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 36 LYING WITHIN THE FORMER RIGHT-OF-WAY OF THE GRAND RAPIDS AND INDIANA RAILROAD COMPANY.

ALSO THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 36, EXCEPT THE FOLLOWING:

COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 36, THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2640.06 FEET TO THE CENTER OF SAID SECTION 36, THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTERLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS AND THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 149.22 FEET TO A MEANDER LINE, THENCE NORTH 42° 30' 58" EAST ON SAID MEANDER LINE 172.13 FEET TO MEANDER CORNER "A", THENCE NORTH 45° 43' 24" EAST ON SAID MEANDER LINE 117.49 FEET TO MEANDER CORNER "B", THENCE NORTH 26° 31' 24" EAST ON SAID MEANDER LINE 121.54 FEET TO MEANDER CORNER "C", THENCE NORTH 18° 59' 52" EAST ON SAID MEANDER LINE 258.41 FEET TO THE NORTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 36, THENCE SOUTH 89° 57' 20" EAST ON SAID NORTH LINE 349.98 FEET TO THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE; THENCE SOUTH 30° 55' 35" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 231.03 FEET; THENCE SOUTH 31° 39' 46" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 52.19 FEET TO THE SOUTHEAST CORNER OF LOT 1, SAID SUNNY HEIGHTS, THENCE SOUTHWESTERLY 172.99 FEET ON SAID NORTHERLY EDGE OF PAVEMENT AND ON A 500.00 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS SOUTH 47° 37' 34" WEST 83.12 FEET, THENCE SOUTH 52° 34' 03" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 79.84 FEET; THENCE SOUTH 52° 58' 04" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 220.00 FEET, THENCE SOUTH 58° 15' 14" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 121.54 FEET TO THE SOUTHEAST CORNER OF LOT 1, SAID SUNNY HEIGHTS, THENCE SOUTH 58° 53' 12" WEST (RECORDED AS SOUTH 57° 49' WEST) ON THE SOUTHEASTERLY LINE OF SAID LOT 1 A DISTANCE OF 12.43 FEET TO THE POINT OF BEGINNING, AND ALSO ALL THAT LAND LYING BETWEEN SAID MEANDER LINE, THE WATER'S EDGE OF AUSTIN LAKE, THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36, AND THE NORTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 36.

SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD OR OTHERWISE.

SUBJECT TO THE RIGHTS OF THE PUBLIC AND OF ANY GOVERNMENTAL UNIT IN ANY PART THEREOF TAKEN, USED OR DEEDED FOR ROAD, STREET OR HIGHWAY PURPOSES.

SUBJECT TO ANY FACTS WHICH MAY BE DISCLOSED IN A FULL AND ACCURATE TITLE SEARCH.

SUBJECT TO SURVEY.

LEGAL DESCRIPTION - REMAINDER PARCEL:
PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 36, THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2640.06 FEET TO THE CENTER OF SAID SECTION 36, THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTERLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE NORTH 58° 41' 43" EAST (PLATTED AS NORTH 57° 49' EAST) ON SAID SOUTHEASTERLY LINE 12.43 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1, THENCE NORTH 58° 15' 14" EAST ON THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE 52.19 FEET; THENCE NORTH 52° 58' 04" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 220.00 FEET; THENCE NORTH 52° 34' 03" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 223.84 FEET; THENCE NORTHEASTERLY 83.16 FEET ON SAID NORTHERLY EDGE OF PAVEMENT AND ON A 500.00 FOOT RADIUS CURVE TO THE LEFT WHOSE CHORD BEARS NORTH 47° 37' 34" EAST 83.12 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED, THENCE NORTH 58° 53' 12" WEST 232.80 FEET TO MEANDER CORNER "C", THENCE NORTH 18° 59' 52" EAST ON A MEANDER LINE 258.41 FEET TO THE NORTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 36, THENCE SOUTH 89° 57' 20" EAST ON SAID NORTH LINE 349.98 FEET TO SAID NORTHERLY EDGE OF PAVEMENT; THENCE SOUTH 30° 55' 35" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 231.03 FEET, THENCE SOUTH 31° 39' 46" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 52.19 FEET; THENCE SOUTHWESTERLY 172.99 FEET ON SAID NORTHERLY EDGE OF PAVEMENT AND ON A 500.00 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS SOUTH 47° 37' 34" WEST 83.12 FEET TO THE POINT OF BEGINNING.

ALSO ALL THAT LAND LYING BETWEEN SAID MEANDER LINE, THE WATER'S EDGE OF AUSTIN LAKE, A LINE EXTENDING NORTH 58° 53' 12" WEST FROM SAID MEANDER CORNER "C", AND THE NORTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 36.

CONTAINING 2.28 ACRES MORE OR LESS.

SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD OR OTHERWISE.

SUBJECT TO ANY FACTS WHICH MAY BE DISCLOSED IN A FULL AND ACCURATE TITLE SEARCH TO DATE.

ASSUMED THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 TO BEAR NORTH 00° 00' 00" EAST.

WRIGHTMAN & ASSOCIATES, INC.
ENGINEERING
SURVEYING
ARCHITECTURE
2303 Pipestone Road
Benton Harbor, MI 49022
Phone: (269) 927-0100
9835 Portage Road
Portage, MI 49002
Phone: (269) 327-3532
264 Western Avenue
Allegan, MI 49010
Phone: (269) 673-8465
www.wrightman-assoc.com

GARY D. HAHN
LAND SURVEYOR
No. 38116
PROJECT ADDRESS:
10234 EAST SHORE DRIVE

PEGGY GIEM
10234 EAST SHORE DRIVE
PORTAGE, MI 49002

REVISION 1: ADDED BUILDING RESTRICTION TO PARCEL B. GDH 1/05/2016.
REVISIONS
DATE: JULY 7, 2015
SCALE: 1" = 30'
DRAWN BY: ACK
CHECKED BY:



10234 East Shore Drive



web mapping by
Amalgam LLC



1:11000

Disclaimer:

This map does not represent a survey or legal document and is provided on an "as is" basis. City of Portage expresses no warranty for the information displayed on this map document.

Publication: Mon Oct 12 2015 01:54:04 PM



Small "Model" House
View - West toward lake



Original "Granary" (left) & Chicken Coop (right)
View - South



Original "Granery"
View – from lake toward South East



Approx. location of property line between Remainder Parcel (left) & Parcel "B"(right)
View – from lake towards East



Wood Framed Chicken Coop
View – from lake toward South East



Approx. location of property line between Remainder Property (Train Barn – left) and
Parcel “B” (Granary – Right)
View – from lake toward East



Train Barn on Remainder Parcel
View- from lake toward East
(West side of Barn)



View of Concord Pine that marks original
location of Wood Frame Chicken Coop



Approx. location of property line between Train Barn (left
And Granary (Right)
View – from lake toward East



Granary and Chicken Coop
View – from lake toward East



Wood Frame Chicken Coop
View – South (North side of Coop)



Approx. location of property line between Remainder Parcel (Right)
And Parcel "B" (Left)
Line Runs between the tree and the dock "pallet"
View - West



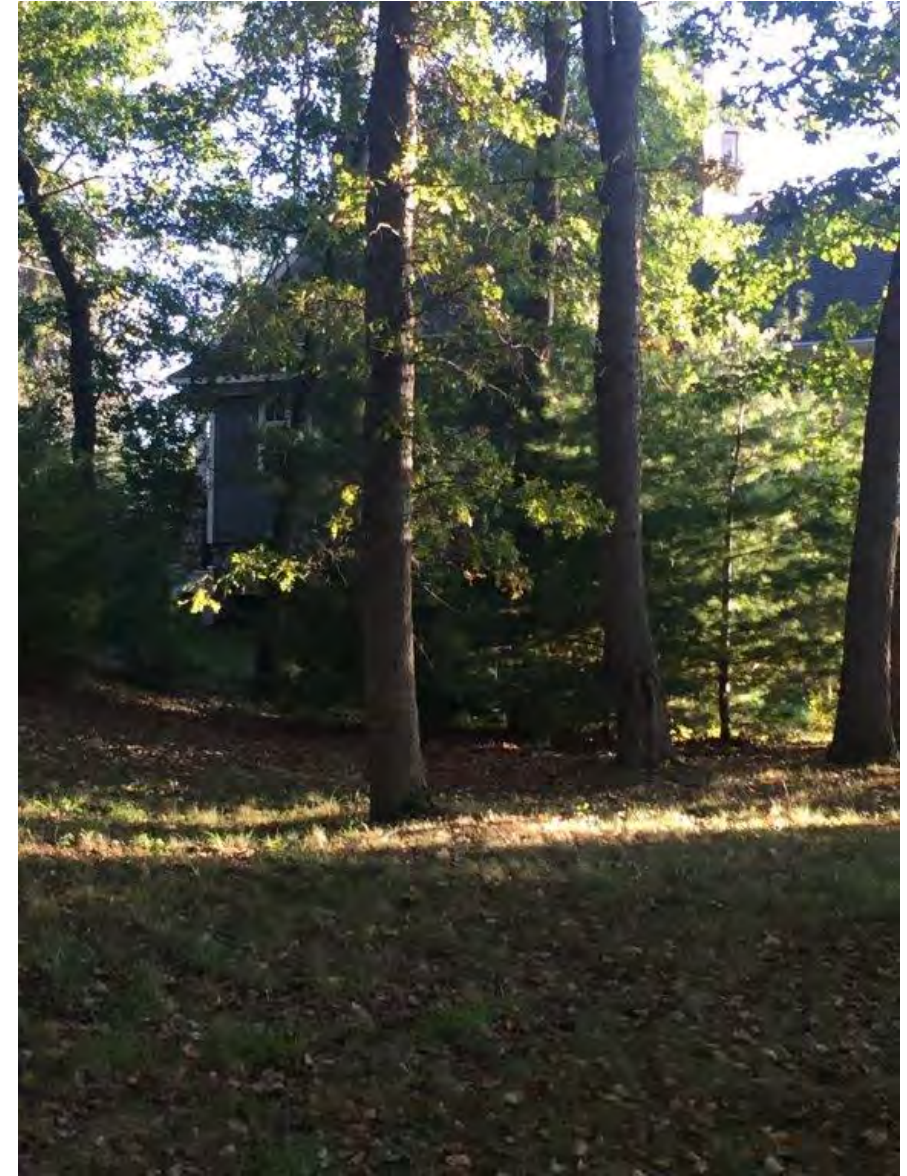
Approx. location of property line between Parcel "B" (Left)
and Parcel "A" (Right)
View - East



Approx. location of property line between Parcel "B" (Left)
and Parcel "A" (Right)
View - East



View of Parcel "A" toward South West



View of Parcel "A" toward South



View of Parcel "A" - South



View of Parcel "A" – South West



View of Parcel "A" – more South West
toward lake



View of grade change – Parcel "A"



Approx. property line location between Parcel "B"
and Parcel "A"
View - East



View from Parcel "A" toward Parcel "B"
View – East



View of “dock” pallets - North



View of lake at property line of Parcel “B”(Right)
and Parcel “A”(Left)



South side of Granary



South side of Chicken Coop



South side of Granary



View of Train Barn from between Chicken Coop (Left)
And Granary (Right)
View – North - East



View North toward Train Barn



Grade change from Parcel "B" toward lake
View – South - West



View from Parcel "B" toward lake
View - West



View North toward Granary



View of Train Barn from lake toward East



View of Train Barn from lake toward North - East



Approx. location of property line from street side toward lake
View – West
Granary on left, *Train Barn* on Right



Approx. location of property line from street side toward lake
View - West



Parcel "B" on left and Remainder Parcel on Right
View – West from Street side



Approx. location of property line between Parcel "B" (Left)
and Parcel "A" (Right)
View - East



View from Street toward Train Barn
View – more North - West



Train Barn from Street
View – North - West



View of Parcel "B" from Street
View – South - West



Approx. location of property line of Parcel "B"(Right)
and Parcel "A"(Left)
View – West towards lake



Approx. location of property line of Parcel "B"(Right)
and Parcel "A"(Left)
View – West towards lake



Approx. location of property line of Parcel "B"(Right)
and Parcel "A"(Left)
View – West towards lake



View from Street of Parcel "A" toward lake



Michigan Centennial Farm



Michigan Centennial Farm



Train Barn view south from Remainder Parcel



1922 Portage Historic District



North Entrance to Train Barn on Remainder Parcel



RECEIVED

NOV 13 2015

CITY MANAGER'S OFFICE
PORTAGE, MI

TO: Historic District Commission
FROM: Planning Commission
DATE: November 13, 2015
SUBJECT: Historic District Modification, 10234 East Shore Drive

During the November 5, 2015 meeting, the Planning Commission reviewed the communication and preliminary report from the Portage Historic District Study Committee regarding the request from Seth and Margaret Giem to remove approximately 1.17 acres of land from the overall approximate 170 acre historic property addressed as 10234 East Shore Drive, commonly known as the Train Barn. It is understood the historic district modification is being proposed to facilitate a land division that would create two buildable lakeside lots identified as "Parcel A" (0.52 acre) and "Parcel B" (0.65 acre).

After a brief discussion, the Planning Commission voted unanimously 7-0 to recommend that the Historic District Modification involving 10234 East Shore Drive be approved subject to the same conditions identified in the Historic District Study Committee preliminary report dated October 7, 2015.

Sincerely,



Paul Welch
Chairman

Attachment: November 5, 2015 Planning Commission meeting minutes (DRAFT)

s:\commdev\2015-2016 department files\board files\planning commission\pc reports\2015 11 13 historic district modification, 10234 east shore drive (pc memo to hc).doc

 DRAFT

The Commission and Mr. Gesmundo next discussed aspects of the proposed tentative plan amendment including the reduction in the number of residential condominium units and changes to building setbacks. The public hearing was opened by Chairman Welch. One citizen, Mr. Greg Nuyen (owner of 8040 Oakland Drive), was present and spoke in support of the tentative plan amendment. No additional citizens spoke regarding the proposed tentative plan amendment. A motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to close the public hearing. The motion was unanimously approved 7-0. A motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to waive the second meeting and recommend to City Council that the 2015 Tentative Plan Amendment for Oakland Hills at Centre Planned Development be approved subject to the following conditions: 1) The applicant maintain, to the extent possible, the existing trees located along Oakland Drive to screen/blend the monopine tower with the surrounding area; and 2) If the shared driveway arrangement with 8040 Oakland Drive does not occur, access for the planned office buildings and existing monopine tower be obtained from the residential boulevard driveway to the south. The motion was unanimously approved 7-0.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Historic District Modification, 10234 East Shore Drive. Mr. West summarized the staff report dated October 30, 2015 regarding a request pending before the Historic District Commission from Seth and Margaret Giem, owners of 10234 East Shore Drive (commonly known as the Train Barn), to remove approximately 1.17 acres of land from the existing historic district property. Mr. West stated the proposed historic district modification would facilitate a land division that would create two buildable lakeside lots, while leaving the historic district with approximately 169 acres of remaining land. Mr. West discussed the Local Historic Districts Act related to the role of the Planning Commission to review the preliminary report from the Portage Historic District Study Committee and provide a recommendation. Mr. West stated the Historic District Commission has scheduled a public hearing to consider this matter on December 16, 2015 and the Planning Commission recommendation will need to be provided in advance of the public hearing.

After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Stoffer, to recommend that the Historic District Modification involving 10234 East Shore Drive be approved subject to the same conditions identified in the Historic District Study Committee preliminary report dated October 7, 2015. The motion was unanimously approved 7-0.

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

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

**ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING SECTION 38-35 OF CHAPTER 38,
HISTORICAL PRESERVATION,**

THE CITY OF PORTAGE ORDAINS:

That Section 38-35 of Chapter 38, Historical Preservation, is hereby amended as follows:

Section 38-35. District established; boundaries.

The legal description for the property located at 10234 East Shore Drive, Tax I.D. No. 00036-020-B, is hereby modified as follows:

Property Address: 10234 East Shore Drive
Tax ID No. 00036-020-B

See attached Exhibit A.

FIRST READING:

SECOND READING:

EFFECTIVE DATE:

Peter J. Strazdas

CERTIFICATION

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

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: 1/7/16

City Attorney

EXHIBIT A

LEGAL DESCRIPTION - REMAINDER PARCEL:

PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 36; THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2640.06 FEET TO THE CENTER OF SAID SECTION 36; THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTERLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE NORTH 58° 41' 43" EAST (PLATTED AS NORTH 57° 49' EAST) ON SAID SOUTHEASTERLY LINE 12.43 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1; THENCE NORTH 56° 15' 14" EAST ON THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE 52.19 FEET; THENCE NORTH 52° 58' 04" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 220.00 FEET; THENCE NORTH 52° 34' 03" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 223.84 FEET; THENCE NORTHEASTERLY 63.16 FEET ON SAID NORTHERLY EDGE OF PAVEMENT AND ON A 500.00 FOOT RADIUS CURVE TO THE LEFT WHOSE CHORD BEARS NORTH 47° 37' 34" EAST 63.12 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE NORTH 58° 53' 12" WEST 232.80 FEET TO MEANDER CORNER "C"; THENCE NORTH 18° 59' 52" EAST ON A MEANDER LINE 258.41 FEET TO THE NORTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 36; THENCE SOUTH 89° 57' 20" EAST ON SAID NORTH LINE 349.98 FEET TO SAID NORTHERLY EDGE OF PAVEMENT; THENCE SOUTH 30° 55' 35" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 231.03 FEET; THENCE SOUTH 31° 39' 46" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 93.38 FEET; THENCE SOUTHWESTERLY 109.83 FEET ON SAID NORTHERLY EDGE OF PAVEMENT AND ON A 500.00 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS SOUTH 37° 42' 52" WEST 109.61 FEET TO THE POINT OF BEGINNING.

ALSO ALL THAT LAND LYING BETWEEN SAID MEANDER LINE, THE WATER'S EDGE OF AUSTIN LAKE, A LINE EXTENDING NORTH 58° 53' 12" WEST FROM SAID MEANDER CORNER "C", AND THE NORTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 36.

CONTAINING 2.28 ACRES MORE OR LESS.

SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD OR OTHERWISE.

SUBJECT TO ANY FACTS WHICH MAY BE DISCLOSED IN A FULL AND ACCURATE TITLE SEARCH TO DATE.

ASSUMED THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 TO
BEAR NORTH 00° 00' 00" EAST.

ADOPTION OF ORDINANCE
CITY OF PORTAGE, MICHIGAN
NOTICE

TO ALL RESIDENTS AND PROPERTY OWNERS OF THE CITY OF PORTAGE AND
ALL OTHER INTERESTED PERSONS:

NOTICE IS HEREBY GIVEN that an Ordinance to amend Section 38-35, HISTORICAL
PRESERVATION, was adopted by the City Council at a regular meeting held on the ____ day
of _____, 2016, and will become effective _____, 2016.

NOTICE IS FURTHER GIVEN that the amendment reads as follows:

THE CITY OF PORTAGE ORDAINS:

That Section 38-35 of Chapter 38, Historical Preservation, is hereby amended as follows:

38-35. District established; boundaries.

The legal description for the property located at 10234 East Shore Drive, Tax I.D. No. 00036-
020-B, is hereby modified as follows:

Property Address: 10234 East Shore Drive
Tax ID No. 00036-020-B

See attached Exhibit A.

PLEASE TAKE FURTHER NOTICE that copies of said proposed amendment may be
examined at the City Hall on any business day except public and legal holidays from and after
publication of this Notice until the day of hearing from 8:00 a.m. and 5:00 p.m.

Dated: _____, 2016

James R. Hudson, City Clerk

PREPARED BY:
Randall L. Brown (P34116)
Portage City Attorney
1662 East Centre Avenue
Portage, MI 49002

Z:\Jody\PORTAGE\ORD\ZONING\Ord Amendment Sect 38-35 Hist Dist Comm - 10234 East Shore Drive.010616.doc

EXHIBIT A

LEGAL DESCRIPTION - REMAINDER PARCEL:

PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 36; THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2640.06 FEET TO THE CENTER OF SAID SECTION 36; THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTERLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE NORTH 58° 41' 43" EAST (PLATTED AS NORTH 57° 49' EAST) ON SAID SOUTHEASTERLY LINE 12.43 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1; THENCE NORTH 56° 15' 14" EAST ON THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE 52.19 FEET; THENCE NORTH 52° 58' 04" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 220.00 FEET; THENCE NORTH 52° 34' 03" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 223.84 FEET; THENCE NORTHEASTERLY 63.16 FEET ON SAID NORTHERLY EDGE OF PAVEMENT AND ON A 500.00 FOOT RADIUS CURVE TO THE LEFT WHOSE CHORD BEARS NORTH 47° 37' 34" EAST 63.12 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE NORTH 58° 53' 12" WEST 232.80 FEET TO MEANDER CORNER "C"; THENCE NORTH 18° 59' 52" EAST ON A MEANDER LINE 258.41 FEET TO THE NORTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 36; THENCE SOUTH 89° 57' 20" EAST ON SAID NORTH LINE 349.98 FEET TO SAID NORTHERLY EDGE OF PAVEMENT; THENCE SOUTH 30° 55' 35" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 231.03 FEET; THENCE SOUTH 31° 39' 46" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 93.38 FEET; THENCE SOUTHWESTERLY 109.83 FEET ON SAID NORTHERLY EDGE OF PAVEMENT AND ON A 500.00 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS SOUTH 37° 42' 52" WEST 109.61 FEET TO THE POINT OF BEGINNING.

ALSO ALL THAT LAND LYING BETWEEN SAID MEANDER LINE, THE WATER'S EDGE OF AUSTIN LAKE, A LINE EXTENDING NORTH 58° 53' 12" WEST FROM SAID MEANDER CORNER "C", AND THE NORTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 36.

CONTAINING 2.28 ACRES MORE OR LESS.

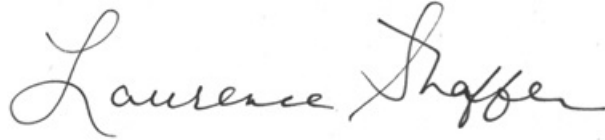
SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD OR OTHERWISE.

SUBJECT TO ANY FACTS WHICH MAY BE DISCLOSED IN A FULL AND ACCURATE TITLE SEARCH TO DATE.

ASSUMED THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 TO
BEAR NORTH 00° 00' 00" EAST.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: South Central Bikeway Non-Motorized Path Construction

SUPPORTING PERSONNEL: Kendall Klingelsmith, Director of Parks, Recreation and Senior Citizen Services
W. Christopher Barnes, Director of Transportation and Utilities

ACTION RECOMMENDED: That City Council:

1. approve Contract 15-5557 between the Michigan Department of Transportation and the City of Portage for non-motorized path construction from Osterhout Avenue to Portage Industrial Drive;
2. adopt a resolution authorizing the City Manager to sign Contract 15-5557;
3. approve a contract amendment with O'Boyle, Cowell, Blaylock and Associates, Inc. for construction administration services at a cost not to exceed \$79,927.60; and

authorize the City Manager to sign all other documents related to these projects on behalf of the city.

In 2011, the City of Portage was fortunate to receive the generous gift of 123 acres of land, adjacent to the Bishop's Bog Preserve, from Linda Eliason in memory of her husband David. The intent of the land donation is to create a nature preserve with passive recreational opportunities, which includes a non-motorized path.

The Eliason Nature Reserve provides additional recreation opportunities and preserves important natural features and open space for the community. A coordinated approach is necessary to ensure that the park property is developed according to the master plan, which is designed in a three phase approach. Construction of the paved path, known as the South Central Portage Bikeway, is the last element in Phase One and the remaining link necessary to create a continuous non-motorized trail from the Portage/Kalamazoo city limit at Kilgore Road south to Osterhout Avenue, a distance of over six miles.

The City of Portage was approved for federal funding under the Transportation Alternatives Program (TAP) for completion of the 10-foot wide path that will extend 8,270 feet. This will also include a 200-foot boardwalk section through a lowland area of the Eliason Nature Reserve with both pathways designed to American Association of Highway and Transportation Officials (AASHTO) and

accessibility standards.

It has been the policy of the Michigan Department of Transportation (MDOT) over the years to submit cost sharing agreements to local municipalities once the project has been advertised for construction bids. This project was bid on January 8, 2016. MDOT cannot award a construction contract without a signed cost sharing agreement from the local municipality. The estimated construction cost of the project is \$627,000 of which \$375,000 is Transportation Alternatives Program (TAP) funds. The city share of the project cost is estimated at \$325,000 which will be funded through the FY 2014-15 CIP. In the event that the awarded construction costs are greater than the estimates included in this cost sharing agreement, a budget amendment may be processed to obligate the appropriate local share funds.

On January 6, 2015, City Council awarded a professional engineering design contract to O'Boyle, Cowell, Blaylock & Associates (OCBA) for design engineering of the trail project. As a requirement from the Michigan Department of Transportation, the local municipality perform all construction administration tasks which include construction staking and inspection, material testing and other administrative tasks to ensure the project is completed and functioning as intended. City Administration requested a proposal from OCBA to perform the necessary services. The submitted cost of \$79,927.60 is reasonable for the highly technical work involved.

Therefore, it is recommended that City Council approve Contract 15-5557 between MDOT and the City of Portage for non-motorized path construction from Osterhout Avenue to Portage Industrial Drive, adopt a Resolution authorizing the City Manager to sign Contract 15-5557, approve a contract amendment with OBCA for construction administration services at a cost not to exceed \$79,927.60 and authorize the City Manager to sign all documents related to the project on behalf of the city.

FUNDING: Fiscal Year 2014-2015 CIP funds.

Attachments: 1. Resolution for Contract 15-5557

CITY OF PORTAGE

Resolution

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

PRESENT: Councilmembers _____

ABSENT: Councilmembers _____

The following resolution was offered by Councilmember _____ and seconded by Councilmember _____.

RESOLVED, the City Council for the City of Portage, does hereby authorize the City Manager, Larry Shaffer, to sign contract 15-5557 between the City of Portage and the Michigan Department of Transportation. This contract is for construction of a non-motorized pathway between Osterhout Avenue and Portage Industrial Drive and all together with necessary related work.

ADOPTED: YEAS:

NAYS:

ABSENT:

James R. Hudson, City Clerk

CERTIFICATION

I hereby certify this _____ day of _____, 2016 that the foregoing is a true and complete copy of the original on file in my office.

James R. Hudson, City Clerk

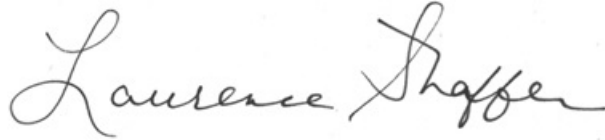
APPROVED AS TO FORM

DATE 1/7/16

CITY ATTORNEY

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Comprehensive Annual Financial Report

SUPPORTING PERSONNEL: William Furry, Finance Director

ACTION RECOMMENDED: That City Council accept the Comprehensive Annual Financial Report (CAFR) for fiscal year ended June 30, 2015.

The Comprehensive Annual Financial Report for fiscal year ended June 30, 2015 has been completed and filed as required by state statute. The city again received a clean opinion from auditors Rehmann Robson. A "clean" opinion means the auditors believe the financial statements present fairly, in all material respects, the respective financial position of the government as of the audit date.

Spending of federal funds in excess of \$500,000 required a "single audit" per the federal Office of Management and Budget Circular A-133. The result of the "single audit" was also a clean opinion.

Highlights from the report include:

- General Fund net change in the fund balance was \$1,062,044, slightly higher than earlier estimates;
- Total overall debt was \$77,530,000, down \$4,800,000 from the prior year;
- The defined benefit pension plan is 96% funded, and the plans for Other Post-Employment Benefits (OPEB) continue with a net asset, not a net liability as in many other cities.

Bound copies of the 2015 CAFR are presented to City Council, together with the Independent Auditors' Communication With Those Charged With Governance.

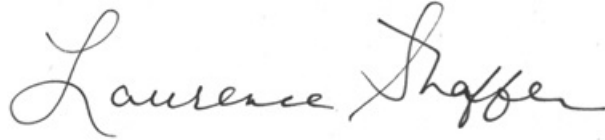
The CAFR will also be posted for public viewing on the city's website, on the Finance Department's page.

FUNDING: N/A

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: January 22, 2016 City Council Goal Setting Retreat Updates

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager

ACTION RECOMMENDED: Information Only

The annual City Council Goal Setting Session has been set for Friday, January 22 from 9 a.m. to 5 p.m. at The Oaklands on the campus of Western Michigan University.

Following review of the initial Retreat agenda, two additional items of business were added to the afternoon segment. A revised Retreat agenda, with the new items denoted in red, is attached for the information of City Council.

FUNDING: N/A

Attachments: 1. Revised Agenda

January 22, 2016 AGENDA

AM

9:00 Start

- Meeting Purpose, Objectives, Agenda
- Hi-level Review Citizen Survey (Dr. David Hartmann)
- “State of the City” (Larry Shaffer)
- “Business” Perspective (Ron Kitchens)
- City of Portage Current Assessment (SWOT)

Break

Lunch

PM

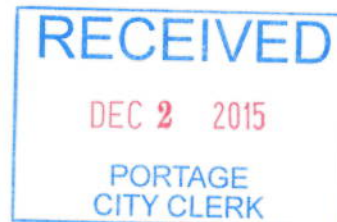
Break

5:00 End

- Review & Prioritize the Current Assessment
- Review & Adjust our 2014- 2015 Strategic Map
 - ✓ Central Challenge
 - ✓ Strategic Priorities
- Establish key Objectives for 2016 – 2017
- Identifying and prioritizing City Council specific topics
 - ✓ Committee of the Whole meetings
- Establish City Council process for identifying and prioritizing new initiatives
- Establish pre-council meeting process/rules
- Open Citizen Forum

CITY OF PORTAGE
ENVIRONMENTAL BOARD
7900 SOUTH WESTNEDGE AVENUE, PORTAGE, MI 49002

December 1, 2015



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

Dear Mayor and Council:

Following is a report of the Environmental Board's progress toward our 2015-2016 goals. This year, our primary goal was getting single-stream recycling brought on-line for the City. Other goals related to control of invasive plants, helping with the City's native plant projects, and investigating deer problems within the City.

- Make a recommendation to City Council on single-stream recycling. Promote increased recycling in the City.
 - The EB made a recommendation to City Council to go forward with single-stream recycling.
 - EB members provided promotional materials and events.
 - A promotional video was produced and aired on PMN
 - Excerpts from this video are on the City website
 - The EB participated in two public comment sessions held at City Hall in September and October
 - Examples of proper recycling were created using two display boards built by City employees
 - A display booth was held at a Central/Northern High School football game in October
 - Additional promotional efforts will be pursued in conjunction with the Portage School District throughout the rest of 2015 and into 2016.

- Continue a program to control selected invasive plants (garlic mustard, purple loosestrife (PLS), and phragmites) on city-owned property, including parks. This coming year, continue to improve the city's management of invasive plant species by performing at least 6-8 PLS beetle releases, conducting preliminary mapping of selected invasive plants in one park, and facilitating burning of the phragmites in the Consolidated Drain.
 - The City's first prescribed burn was held in March in the Consolidated Drain to remove dead phragmites.
 - Locations of purple loosestrife and phragmites within the City were mapped.
 - Three community garlic mustard pulls were held.
 - Fifteen PLS beetle releases were done by EB members. (Some of these were for the West Lake Riparian Association.) EB members monitored for presence of beetles and beetle damage throughout the summer. Unfortunately, while beetles and damage were found early in the season, little beetle damage and almost no beetles were seen later on. The EB is working with other groups such as the Kalamazoo Nature Center to learn more about this.
 - The EB participated in a conference organized by the City of Kalamazoo to learn about invasive Japanese knotweed.
- Continue to work with the city to monitor and control the invasive thistle and weeds in the wet prairie restoration at the Celery Flats Water Treatment Plant.
 - The invasive Canada thistle that was taking over the mesic prairie restoration on Garden Lane was removed by EB members. It continues to be monitored.
- Investigate deer predation to determine if controlling the deer population should be a priority for the City.
 - The EB performed a public survey of deer sightings and attitudes using an online survey (Survey Monkey) linked to the Environmental Board website and advertised in the Portager. Fifty-two residents completed the survey, of those, 42 saw large numbers of deer on their property regularly and several indicated that deer negatively impacted their quality of life. Results of the survey were published in the October Portager. We plan to refine and repeat the survey next year.

Members of the EB helped City staff create scripts and graphs for the three display signs in front of the mesic prairie restoration on Garden Lane. They participated in this year's Green-A-Thon and Fishing Fair, and created displays for the Lake View Park display case.

The EB is working with Transportation & Utilities and Parks, Recreation & Senior Services to address the following environmental issues:

- There is neither sufficient expertise nor capacity in the City or on the Environmental Board to manage the invasive plants that are affecting the City.
- The City needs more expertise to manage areas with native plants (e.g. the mesic prairie restoration on Garden Lane)
- At least one of the City's parks (West Lake Nature Preserve) is being overrun by invasive plants (in this case, oriental bittersweet).
- If Bishop's Bog/Eliason Reserve is to be the unique natural feature it has been historically, some provision needs to be made for environmental maintenance/upgrades.

Please let me know if you have any questions, or need additional information.

Sincerely,



Ruth Caputo, Chair
Environmental Board



Portage Community Center

Making Life Better

C: CM
CC



December 23, 2015

City of Portage
Attn: Mayor Strazdas & Portage City Council
7900 South Westnedge
Portage, MI 49002

Dear Mayor Strazdas and Members of the City Council:

On behalf of the Board of Directors, staff and volunteers at the Portage Community Center, we wish to send our sincerest thanks to the City of Portage and all its employees for the food donation.

As you know, the holiday season can be a difficult one for many families, especially those without the means to provide for their family. The Portage Community Center is proud to be the only Human Service agency in Portage solely dedicated to helping those who need assistance. The **3,524 pounds** of food collected by city employees will not only help us provide meals this holiday season, but will help provide thousands more meals through our food pantry.

The Portage Community Center is here thanks to the overwhelming support of our community – the financial, in-kind, and volunteer support so generously given that provides an opportunity for everyone to ***Make Life Better***. Our friends at the City of Portage have truly stepped to the plate this holiday season. Without this partnership we wouldn't be able to provide the services needed to help struggling Portage families. Thank you for helping us ***Make Life Better!***

Happy Holidays,


Chris Buckley
Executive Director



**BOARD OF EDUCATION
REGULAR BUSINESS MEETING REVISED MINUTES**

November 23, 2015

The regular business meeting of the Board of Education of the Portage Public Schools held on Monday, November 23, 2015, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room 1 at the Administration Building, 8107 Mustang Drive. He welcomed an audience of 12 people; all in attendance recited the Pledge of Allegiance.

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

Board Members Absent: Terri Novaria

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Willson, seconded by Dr. Shelton-Harris, that the Board of Education approve the agenda as printed.

Motion carried unanimously.

REPORTS

Superintendent's Report. Superintendent Bielang reported on the following: fall count totals have been submitted to the State; the District received applications from six architectural firms (c2ae/Stantec; GMB; Perkins & Will Progressive; Kingscott; TowerPinkster; and TMP Architecture) and five construction manager firms (CSM Group Christman; Miller Davis; Owen Ames Kimball; Skillman; and avb Triangle) in response to the Request For Proposals and interviews will be conducted; he thanked the Educational Specifications Committee noting they have completed their work which will be processed and presented by the end of the year. This information will also be shared with and utilized by the architects when designing the middle schools. Superintendent Bielang noted the District is close to naming a Bond underwriter as well. He wished a Happy Thanksgiving and safe travels to all.

Secondary Music Programs. Mr. Michael Huber, Director of Curriculum, introduced Mrs. Rennee Flynn, Secondary Music Team Leader and Band Teacher at Central High and Central Middle School; Mr. Pat Flynn, Central High School Band Teacher; Mr. Robert Jordan, North Middle and Central High School Vocal Music Teacher and Mr. Josh Bartz, Music Department Chair and Band Teacher at Northern High School. Mrs. Flynn, Mr. Flynn, Mr. Jordan and Mr. Bartz shared a presentation on all secondary music programs in the District. Superintendent Bielang and all Trustees complimented and thanked the Directors for their successful competitions, leadership and teamwork.

Financial Report, Monthly Financial Statement. Mrs. Karla Colestock, Director of Finance, shared the financial report for the four month period ending October 31, 2015.

Financial Report, 2014/2015 Audit Presentation. Mrs. Colestock shared highlights of the 2014/15 Audit and introduced Mrs. Kristin Hoogerwerf, an Auditor from Rehmann. Mrs. Hoogerwerf provided details on the 2014/15 Comprehensive Annual Financial Report, Single Audit Act Compliance Report, and Management Letter. Several Trustees recognized and thanked Mrs. Karla Colestock and her staff for their outstanding efforts on the District finances.

COMMENTS OR COMMUNICATIONS

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

Mr. Snyder offered Happy Thanksgiving wishes to all.

Mr. Rathburn shared news of the successful Breadlift event last weekend, noting Northern High and Central High exceeded their fundraising goal of over \$20,000 for The March of Dimes. He offered accolades to all involved with the production of All Shook Up at Northern High School.

Mrs. Willson informed the audience the annual Varsity Ice Hockey Classic game between Central and Northern High Schools will take place on Monday, December 7 at 6:30 p.m. at Wings Stadium. She also offered Thanksgiving wishes to all.

President Van Antwerp shared observations from attending the Educational Specifications Committee meetings and commented on the Committee's comprehensive look at the future of middle school education. President Van Antwerp thanked staff for their support of those less fortunate this holiday season.

President Van Antwerp announced the Board Policy Committee plans to meet on Tuesday, December 1.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: The minutes of the October 26, 2015, Regular Business Meeting and the November 9, 2015 Committee of the Whole Work Session.

There being no objections, motion carried unanimously.

ACTION ITEMS

Motion offered by Mr. Snyder, seconded by Mr. Rathburn, that the Board of Education adopt the Resolution that authorizes the Portage Public Schools to continue summer tax collections in 2016, as presented.

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

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education accept the 2014/2015 Comprehensive Annual Financial Report, Single Audit Act Compliance Report, and Management Letter, as presented.

Trustees thanked Mrs. Colestock and the Business Office staff for their efforts on the successful audit.

Motion carried unanimously.

There being no further business to come before the Board, the meeting was adjourned at 7:08 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

PORTAGE PUBLIC SCHOOLS

RESOLUTION ON SUMMER TAX COLLECTIONS

WHEREAS, this Board of Education by resolution on **December 11, 1995**, determined to impose a summer tax levy to collect all of school property taxes, including debt service, upon property located within the district, beginning with 1996 and continuing from year to year until specifically revoked by this Board of Education.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board of Education pursuant to 1976 PA 451, as amended (the "School Code"), hereby invokes its previously adopted ongoing resolution imposing a summer tax levy of all school property taxes, including debt service, upon property located within the district and continuing from year to year until specifically revoked by this Board of Education and requests each city and/or township in which this districts located to collect those summer taxes.

2. The Superintendent, or his/her designee, is authorized and directed to forward to the governing body of each city and/or township in which this district is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2016 in the amount as specified in this resolution. Such forwarding of the resolution and the request to collect the summer tax levy shall be sent so that they are received by the appropriate governing bodies before January 1, 2016.

3. Pursuant to and in accordance with Section 1613(1) of the School Code, the Superintendent or his/her designee is authorized and directed to negotiate on behalf of this district with the governing body of each city and/or township in which the district is located for the reasonable expenses for collection of the district's summer tax levy that the city and/or township may bill under MCLA 280.1611 or MCLA 280.1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

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

Resolved this 23rd day of November, 2015.

AYES: Members Kurt Droppers, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy

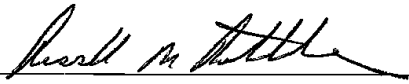
Van Antwerp and Joanne Willson

NAYS: Members None

ABSENT: Members Terri Novaria

Roll Call Vote: Passed: 6-0 Failed:

Resolution declared adopted.



Russell M. Rathburn
Secretary

Parks Board Meeting Minutes
Wednesday January 6, 2016

Board Present: Susan Atkinson, Marshall Cammack, Tim Earl, Emily Hirschman, Kathleen Hoyle, Jon Peer, Roger Smith, Charles Thomas, Jan Whitcomb
Kendall Klingelsmith - Director of Parks, Recreation, and Senior Center Services
Molly Ryan - Student Member

Board Absent: N/A

Excused Absence: N/A

Guests:

The meeting was called to order by Chairperson Kathleen Hoyle at 6:30 p.m. in Stuart Manor. Student member introduction. Introduction of board members.

Minutes from December's meeting were distributed and reviewed. Mr. Peer motioned for approval of minutes, seconded by Mr. Whitcomb. Motion approved.

Updates to the minutes: Jan Whitcomb was present, Tim Earl (sp)

New Business:

1) Department Update: Mr. Klingelsmith notes budget reviews are upcoming. New gate at Celery Flats, updating to more mechanically sound equipment. Upgrades at Ramona in place, currently working on interior part, creating family bathroom and changing room. Trying to make the outside more aesthetically appealing. Eventually working on a rental house to have open during the summer hours. Plans to trench for fiber optic placement and wifi availability along Celery Flats trail. Still working on ice rink plans at this time. Had record day on Saturday. Still running in to troubles with winter weather situation. Dog park remains in plan for the upcoming Spring in South Westnedge park. There is a 3 foot drop remaining at Lexington per Mr. Peer, Mr. Klingelsmith to check on this.

2) Friends Group Update:

a. Newsletter: Mr. Thomas has a template ready. Ms. Hoyle would like to have one ready to go by March and will post on Facebook - question feature on Ramona Friends group and upcoming events. Every member to send in one topic as ideas for Mr. Thomas to add to upcoming newsletter. Ms. Hoyle to send Calendar of Events, to place in newsletter.

b. Attorney: Mr. Klingelsmith notes that due to Friends Group being managed by a group that is not related to the city, we can find our own council. Ms. Hoyle to bring quotes to next meeting.

c. Facebook: Mr. Peer emailed Facebook stats. Continuing to have increase in "likes." Mr. Peer was able to change the name of the Page. It is now: Friends of the Parks - Portage, MI. Awaiting approval on URL change through Facebook administration.

d. Coordinator Roles: Ms. Hoyle to email out template. Need to plan what our roles are and what we are planning to start working on. Should accomplish this task by early April/May. Focus is on promoting Friends of the Park and increasing memberships.

3) Recycled Art in the Park 2016 - Ms. Hoyle notes that she already has three people interested in participating in this year's events. Plans to get first wave of applications out and press release out. Will need to pay attention to upcoming grant deadline dates. Ms. Hoyle and Ms. Atkinson to meet and start planning. Documents to be placed on Facebook page by Mr. Peer. Will continue to reach out to as many artists as able to increase diversity in the event. Ms. Whitcomb notes possibility of opening up a separate category for students/young children if numbers continue to grow. Possibility of several categories and separate prize money. Ms. Ryan notes that most high school students may like to compete at the adult level - possibly have the option to compete in one or the other. This year, will add optional Junior category: up to 15 year olds. Provide a junior prize. Provide participating certificates to younger participants. Discussion of how to do public choice options - Mr. Peer & Mr. Earl will continue to look into best option with Pam. Public choice to be ended the following Friday at 5pm. Set up this year will be on Friday, event on Saturday, voting until following Friday, art to be picked up on that following Sunday.

4) Celery Flats Music Fest 2016 - Mr. Earl & Ms. Hirschman to co-chair event. Tentative date of July 10th. Mr. Earl spoke with Mr. Speeter from KFO regarding dates. Planning to apply for grants from Gilmore Foundation. Information needed in kind costs from the city, what Friends of Park do with the donation. KFO is a 501c3. We have applied for this grant in the past through the city. Will plan to do again this year, either through the Parks Board or under the umbrella of a Parks & Recreation broad grant. Instead of having him also apply for grant, to have him give us a budget for performers and other costs that need to be covered. Ms. Hoyle to continue to work with Arts Council on promoting. Committee plans to have first meeting with KFO in February.

5) Calendar of Events: Ms. Hoyle to email Calendar of Events and will send to Peggy at the City for further updates.

Summary Report:

- Review given by Mr. Klingelsmith. Traditional Holiday event went well, over 1,000 participants. Ms. Whitcomb notes adequate help. A complaint was made about not having enough open bathrooms. Mr. Klingelsmith notes some changes in layout will be looked at for next year's event to make everything more accessible.

Comments from the Board:

- Mr. Peer brought up idea of having future meeting at Parks office. Plan is to have meeting there in March.
- Ms. Hoyle notes goals need to be reviewed and submitted in March by Mr. Klingelsmith. Send any updates/changes to Ms. Hoyle. Notes this would be a good place to add a new event if needed. Will discuss future plan of Get Active at February meeting.

- Mr. Thomas notes idea of interview with new Parks & Recreation Director, “Coffee with Kendall”, article in the upcoming newsletter.

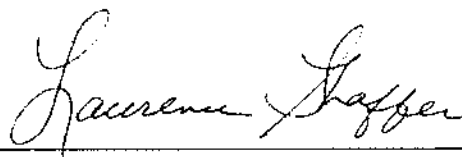
Adjournment: Motion was made by Mr. Thomas, seconded by Mr. Peer. Motion approved, meeting adjourned at 7:35pm.

Respectfully Submitted,
Emily Hirschman, Park Board Secretary

MATERIALS TRANSMITTED

Tuesday, December 15, 2015

1. Communication from the City Manager regarding the FY 2016-2017 Human/Public Service Grant Applications – Information Only.
2. Communication from the City Manager regarding the January 22, 2016 City Council Goal Setting Session – Information Only.



Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: City Council Goal Setting Session – January 22, 2016

As a reminder for the Council, the annual City Council Goal Setting Session as been set for Friday, January 22, 2016 at the Oaklands on the Campus of Western Michigan University. The retreat will begin at 9 a.m. and conclude by 5 p.m. Details about the logistics will follow.

A meeting was held last week with Mayor Strazdas, Mayor Pro Tem Ansari, Deputy City Manager Boulis and myself. Jill Edelen, who facilitated the retreat last year, was also present. Ms. Edelen performed very well last year and has been selected to facilitate again this year. It was determined that the retreat this year would focus on reviewing the strategic priorities established last year, measure progress against these priorities and make adjustments as necessary. A copy of the retreat results from last year are attached for your reference.

The City Council should expect further communication from Ms. Edelen regarding the agenda and corresponding details.

Attachments: 2014 City Council Goal Setting Session - December 15, 2015 NOTES

**City of Portage
2014 City Council Goal Setting Session
December 15, 2015**



NOTES

STRENGTHS

No legacy dept	Great library	Good streets	An affordable city
Family bedroom community	system – promoting knowledge	Volunteerism	Looks like a great place
Stryker	Controlled taxes	School district	Located between 2 big cities
Great schools	Low crime	Access to two expressways	Amtrak
Parks and trails	Portage Community Center for people in need	Land ready to be developed	Access to Hospitals
Committed work force in City Hall	Senior Center	Protected green space	Close to downtown Kalamazoo
Policemen – Public Safety	Low mileage rate	Proximity of Airport	Air Zoo
Location	Our lakes	Public transit	Outdoor ice skating rink
Natural resources	Friendly people	Lot of different churches	Great place for retirees and families
Fiscal management	Nice $\frac{3}{4}$ of the year	History of growth	Wild life
Community	Strong commercial area	Our own Rotary	Railroad
Work ethic of people in the region	Diversity of tax base	Population above average in education and income	YMCA
Excellent reputation	General	Portage is a “jobs” center	Sporting facilities
Access to secondary education	cooperation between units of government		Quality of city services
			Post Office

WEAKNESSES

City is maturing – Infrastructure, housing, social, etc. Heavy in brick and mortar retail Lack of diversity Traffic on Westnedge No “downtown” Portage identity Lack of cultural options Not attracting “Millennials” Static growth Anticipated reduction in the footprint of Pfizer Reliance on two large corporations	Deer population within the city Apathy/contentment Too much retail Retail is chains vs. “homegrown” kinds of retail Not “high-end” retail (low c) No Arts Council Foreclosed housing (still recovering from recession) More rentals (transitional people) Pockets of crime Railroad crossings Problem with youth and drugs MLK – Private road upkeep	Run-down properties Some residents feel we have a high tax mileage Growth is slow or flat
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OPPORTUNITIES

Investment	Promote the arts	Our lake district is
Community growth	Continued Fiscal	ripe for something
Develop vacant	management	new
land to be “shovel	Promote festivals	Grow with Stryker
ready”	Have festivals	Infrastructure to
Reuse under-utilize	Work with retail to	attract high-tech
facilities	address the internet	industry
Connecting our	sales issue	More say in
bike trails to other	Our water and	regional policies
communities	sewer capacity sets	Ability to pay down
Leverage	us up for new	debt
development with	development	
Southwest	Work with our	
Michigan First	legislature – new	
Encourage	state senator is	
entrepreneurs	from Portage	
Support our	Lot of park	
existing businesses	opportunities for	
Promote travel	our children	
destination		

THREATS

Departure of major industrial player(s)	Loss of anchor tenants in the mall	On-line shopping
Phase out of the PPT	Increase in taxes	Smaller families--
Aging housing inventory	Migration out of Portage	Population shrinkage
Increase in poverty	Aging school facilities	Unknown future
Increase in crime	Anticipated school millage	Industrial disaster
Rising dependence on social services	Opposition to diversity or change	Changes in health care
Traffic	Aging population	
Aging infrastructure – utilities, roads, etc.	Competition with area municipalities for economic growth	
Unique combination of industry and natural resources – environmental issues	Waste water treatment and cost	
Children/millennials leaving the community	State funding	
	Recession	

Central Challenge

Develop and maintain the city of Portage to be a place where people want to live, work or do business.

Central Challenge: Develop and maintain the city of Portage to be a place where people want to live, work or do business.

Strategic Priorities

Enhance Economic Development	Enrich culture and increase community engagement	Support and encourage Regionalization while focusing on the city of Portage	Audit, Maintain and Enhance our Aging Infrastructure	Ensure Long-term Financial Stability
Balance economic development with our natural environment Plan to develop large, undeveloped tracts of land Consider pre-approved sites with SVMF Study the retail profile to guide our efforts	Determine effective communication methods – community visioning groups Effectively utilize social media Get the Portager out monthly Establish a Portage Arts Council Enhance bike trails for connectivity and functionality Review dog park Review festival feasibility with outside groups	Develop policy Educate Portage citizens to understand regionalization Monitor Central Dispatch progress Monitor county transit Enhance collaboration with Portage Public Schools, library and city	Identify and monitor degrading neighborhoods and develop action plans to reverse Review all roads and develop a strategic plan moving forward Assess city-owned assets Review the private road policy	Prepare for potential changes to major entities Review leaf pick up on private streets Reassess commercial and residential property taxes Propose tax stabilization fund and review debt retirement

Initiatives

Enhance Economic Development	Enrich culture and increase community engagement	Support and encourage Regionalization while focusing on the city of Portage	Audit, Maintain and Enhance our Aging Infrastructure	Ensure Long-term Financial Stability
Balance economic development with our natural environment 3 Plan to develop 7 large, undeveloped tracks of land Consider pre-approved sites with SVMF Study the retail 1 profile to guide our efforts	Determine effective 3 communication methods – community visioning groups Effectively utilize 1 social media Get the Portager 1 out monthly Establish a 1 Portage Arts Council Enhance bike trails for connectivity and functionality Review dog park 1 Review festival feasibility with outside groups	Develop policy Educate Portage 1 citizens to understand regionalization Monitor Central Dispatch progress Monitor county transit Enhance collaboration with Portage Public Schools, library and city	Identify and monitor 2 degrading neighborhoods and develop action plans to reverse Review all roads and 1 develop a strategic plan moving forward Assess city-owned 1 assets Review the private road policy	Prepare for potential changes to Pfizer / Stryker 3 Review leaf pick up on private streets Reassess 1 commercial and residential property taxes Propose tax 1 stabilization fund and review debt retirement

COW MEETINGS

- We will have a COW meeting before every council meeting.
- They will occur twice monthly.
- They will run from 6:00 - 7:15.
- Some light food will be provided .
- If you have a question on the meeting agenda :
 - 1) e-mail to City Manager over the weekend
 - 2) Okay to bring up at meeting if a factual item... not a discussion item ending up in a vote
- Will find out if we need citizen time during a COW.
- We can call in for the meeting if not available or running late.
- First COW in January, the staff will present a schedule for addressing initiatives on the Strategic Map. We will decide which ones we want to discuss at next meeting. Administration will provide something of substance regarding the 3 top items.

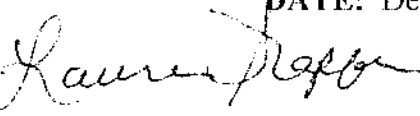
CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: December 14, 2015

FROM: Laurence Shaffer, City Manager



SUBJECT: FY 2016-17 Human/Public Service Grant Applications– Information Only

Please find attached a communication from Community Development Director Georgeau to the Human Services Board regarding the FY 2016-17 Human/Public Service funding that will be considered during the budget process. As the communication indicates, seven agencies submitted eight applications that will be considered by the City Administration and the Human Services Board at upcoming January and February 2016 Board meetings. A final recommendation will be subsequently provided for City Council consideration.

Enclosed for City Council information is the FY 2016-17 Human/Public Services Funding Applications booklet. The booklet contains the completed applications and all related documents submitted by the seven agencies seeking human/public service funding from the City of Portage.

Attachment: FY 2016-17 Human/Public Service Funding Applications booklet

CITY OF PORTAGE**COMMUNICATION****TO:** Human Services Board**DATE:** December 14, 2015**FROM:** Vicki Georgeau, ^{JK} Director of Community Development**SUBJECT:** FY 2016-17 Human/Public Service Grant Applications – Information Only

Consistent with established administrative procedures, on November 10, 2015, FY 2016-17 Human/Public Service Grant Applications were sent to all current grantees and applicants over the past five years. In addition, regional planning and/or funding organizations were provided information regarding City of Portage funding to distribute to potentially interested organizations. These organizations included the United Way of the Battle Creek and Kalamazoo Region, Kalamazoo LISC Affordable Housing Partnership, and the Kalamazoo County Multi-Purpose Collaborative Body.

On December 4, 2015, seven agencies submitted eight funding requests for the upcoming fiscal year, which are summarized in Table 1 and Table 2. The combined FY 2016-17 human/public service grant applications total \$187,167 (\$152,767 from the General Fund and \$34,400 from the CDBG Program fund). The far right columns in each table show the current fiscal year funding for the applicable agency.

TABLE 1: GENERAL FUND HUMANS/PUBLIC SERVICE APPLICATIONS			
Applicant	Program	FY 2016-17 Request	FY 2015-16 Funding
Catholic Charities	The ARK Services for Youth	\$11,137	\$11,100
Goodwill Industries	Tax Counseling Initiative VITA	\$2,000	\$0*
Gryphon Place	2-1-1 Information and Referral	\$2,500	\$2,340
Housing Resources, Inc.	Housing Stabilization Program	\$20,000	\$19,780
Lending Hands	Medical Equipment Loan Program	\$8,000	\$0*
YWCA	Sexual Assault and Domestic Assault Programs	\$11,130	\$11,130
Portage Community Center	Youth Development, Community Collaboration, Emergency Services	\$98,000	\$80,475

TABLE 2: COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION			
Applicant	Program	FY 2015-16 Request	FY 2015-16 Funding
Portage Community Center	Emergency Assistance, Transportation Assistance, and Youth Recreation scholarships	\$34,400	\$42,510

* Not funded in FY 2015-16

For FY 2016-17, a total of \$167,874 of General Fund and Community Development Block Grant (CDBG) Program funds are estimated to be available for human public service funding from two sources:

1. The General Fund allocation, which is estimated to be \$129,438 (0.55% of the General Fund budget per City Council policy); and
2. The CDBG Program allocation, which is estimated to be \$38,436 (maximum of 15% of the estimated FY 2016-17 entitlement grant and FY 2015-16 program income received year to date). It is noted that the city has not yet been notified by the U.S. Department of Housing and Urban Development regarding the FY 2016-17 entitlement grant amount. Due to federal budget deliberations, it is likely such notice will not be forthcoming until 2016.

Enclosed for Board information is the FY 2016-17 Human/Public Service Funding Applications booklet. The booklet contains the completed applications and all related documents submitted by the agencies seeking human/public service funding from the City of Portage. Also enclosed for Board use is the approved evaluation criteria for funding applications.

The Board will have an opportunity to ask questions of applicants during presentations scheduled for the January 7, 2016 Board meeting. Subsequently, each Board member will utilize the evaluation criteria to review and score the applications. Further review of the applications and evaluation criteria scores will occur at a special meeting of the Board scheduled for January 21, 2016. The City Administration will provide a review of the funding applications and options for discussion at the special meeting. The Board will then develop a final recommendation to City Council at the February 4, 2016 meeting.

Attachments: FY 2016-17 Human/Public Service Funding Applications booklet
Evaluation Criteria

HUMAN SERVICES FUNDING EVALUATION CRITERIA

In addition to the criteria listed below, which apply to the service(s) to be provided with the funding requested, the following Mission Statement for the Human Services Board will also serve as a guide to the Board in its review and recommendation of funding applications:

The mission of the Human Services Board is to facilitate the satisfaction of the basic human needs of all Portage citizens by educating and advising the City Council, Portage human service agencies, and the community at large.

1. EXTENT TO WHICH THE PROGRAM ADDRESSES A BASIC HUMAN NEED
(QUESTION 10 ON APPLICATION)

(Select only one that most closely fits)

"Basic Human Needs" are considered to include:	Score
Provision of housing (e.g. emergency, transitional, permanent, homelessness/ prevention such as eviction, foreclosure, and/or utility shut-off prevention)	50
Provision of food (e.g., direct food distribution, food bank/pantry, Meals on Wheels)	40
Provision of health and safety services (e.g., emergency services, health care, crisis intervention, etc.)	30
Provision of job training, educational services, transportation, or quality of life enhancements	20
Provision of clothing (e.g. direct, free/low-cost clothing and/or distribution)	10
None of the above	0

2. ACCESSIBILITY OF THE PROGRAM SERVICE TO PORTAGE RESIDENTS
(QUESTION 11 ON APPLICATION)

5 = Not Accessible to 25 = Easily Accessible

(Select only one that most closely fits)

"Accessibility" can be considered to be:	Score
Services located in Portage	25
Services regularly provided in Portage (e.g. at a facility located in Portage or at the citizen's location)	20
Services accessible after normal (8 a.m.-5 p.m.) business hours, 24-hour phone hot line, or other methods	15
Services available / accessible via public bus routes and/or transportation by agency	10
None of the above	0

3. DOES APPLICANT HAVE WORKING RELATIONSHIPS / COLLABORATIONS WITH OTHER ORGANIZATIONS SERVING PORTAGE RESIDENTS?
(QUESTION 13 ON APPLICATION)

5 = Fragments Service Delivery to 25 = Coordinates or Improves Service Delivery

(Select only one that most closely fits)

"Coordinates or Improves Service Delivery" can be generally considered to be:	Score
Services are unique in community and not duplicated by others	25
Services are similar to others but carefully coordinated to avoid duplication	20
Services are similar to others but Information and Referral is routinely provided to avoid fragmentation	15
Services are similar to others and some fragmentation of services occurs	10
None of the above	0

4. OF PORTAGE RESIDENTS SERVED, ARE MAJORITY ECONOMICALLY OR SOCIALLY DEPRIVED, SENIOR CITIZENS, OR PERSONS WITH DISABILITIES?
(QUESTION 14 ON APPLICATION)

5 = No Special or Unusual Needs to 25 = Economically or Socially Deprived

(Select only one that most closely fits)

"Economically or Socially Deprived" can be generally considered to be:	Score
Clientele is extremely low income and/or disabled and/or victim of abuse and/or other situation	25
Clientele is low income and/or senior citizens	20
Clientele is vulnerable or at risk of one of the above	15
Clientele is in need of services	10
None of the above	0

5. PERCENT OF PORTAGE CLIENTS SERVED
(QUESTION 5 ON APPLICATION)

5 = Few to 25 = Many

(Select only one that most closely fits)

"Many" clients served can be considered to be:	Score
Portage clients equals 51-100% of clients served by agency	25
Portage clients equals 31-50% of clients served by agency	20
Portage clients equals 16-30% of clients served by agency	15
Portage clients equals 7.6-15% of clients served by agency	10
Portage clients equals 1-7.5% of clients served by agency	5
Portage clients equals >1%	0

6. AMOUNT OF OUTREACH EFFORTS
(QUESTION 15 ON APPLICATION)

5 = No Outreach to 25 = Extensive Outreach Efforts to People in Needs

(Select only one that most closely fits)

"Extensive Outreach" can be considered to be: regular newsletter distribution; cable access PSAs; advertisements/marketing campaigns; service listing in I&R databases/directories (2-1-1, United Way, etc.); presentations to community organizations/schools; open houses; coordination/provision of services with/at other agencies; participation in community collaborative efforts (e.g., MPCB, KLAHP, etc.)	Score
Utilizes 5 or more methods of outreach to Portage residents	25
Utilizes 4 methods of outreach to Portage residents	20
Utilizes 3 methods of outreach to Portage residents	15
Utilizes 2 methods of outreach to Portage residents	10
Utilizes 1 method of outreach to Portage residents	5

For new programs/agencies in the community for less than five years, use criterion 7(A).

For programs/agencies in the community for five or more years, use criterion 7(B).

(QUESTION 6 (YEAR STARTED) AND 3 (% FUNDED) ON APPLICATION)

7(A). ABILITY OF AGENCY TO RECEIVE OTHER FUNDING OR

5 = Extensive to 25 = Limited

(Select only one that most closely fits)

"Limited" ability to receive other funding for "new" applicants can be generally defined as follows:	Score
Grant request equals 51% or more of the agency's budget	25
Grant request equals 31-50% of the agency's budget	20
Grant request equals 11-30% of the agency's budget	15
Grant request equals 6-10% of the agency's budget	10

Grant request equals 0-5% of the agency's budget	5
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7(B). ABILITY OF AGENCY TO LEVERAGE OTHER FUNDING

5 = Limited to 25 = Extensive

(Select only one that most closely fits)

"Extensive" leveraging of other funding for "previous" applicants can be generally defined as follows:	Score
Grant request equals 0-5% of the agency's budget	25
Grant request equals 6-10% of the agency's budget	20
Grant request equals 11-30% of the agency's budget	15
Grant request equals 31-50% of the agency's budget	10
Grant request equals 51% or more of the agency's budget	5