FINAL AGENDA FOR THE COUNCIL MEETING
CITY OF PORTAGE
JANUARY 9, 2018

5:15 p.m. Boards and Commissions Interview Session.

7:00 p.m. Call to Order.

Invocation: Pastor Bill Abernathy of Berean Baptist Church.

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Consent Agenda:

1. Approve the City Council Meeting Minutes:
   a. Committee of the Whole of December 19, 2017.
   b. Regular Meeting Minutes of December 19, 2017.
   c. Pre-Council Meeting Minutes of January 8, 2018.
2. Approve the Accounts Payable Register of January 9, 2018 as presented.
3. Approve a contract with AVB Construction, LLC of Portage, Michigan, in the amount of $87,600 for Fire Station No. 2 Construction Management Services and authorize the City Manager to execute all related documents on behalf of the city.
4. Approve the recommendations regarding the Board of Review as follows:
   1. adopt the resolution setting the dates and times for the 2018 March Board of Review;
   2. adopt the resolution establishing a policy and guidelines for poverty exemptions;
   3. approve the use of two (three-member) Board of Reviews for the 2018 March Board of Review, and
   4. appoint six members to 2018 March Board of Review.
5. Receive the proposed 2018 Recreation and Open Space Plan Update and approve the distribution of the plan update to the Planning Commissions of adjacent communities and to the Kalamazoo County Planning Commission.
6. Approve the Final Preliminary Condominium Subdivision (detailed engineering plans) for Copperleaf Phase 3, 3800 West Milham Avenue and 5710 Angling Road.
7. Approve the Joint Memorandum of Understanding for the Michigan Economic Development Corporation Redevelopment Ready Communities program.
8. Confirm the appointment of Kendra Gwin as the Director of Transportation & Utilities, effective January 10, 2018.
9. Minutes of Boards & Commissions:
   a. Environmental Board of November 8, 2017.
   b. Portage Public School Board Regular Meeting of November 27, 2017.
   c. Planning Commission of December 7, 2017.
   d. Historic District Commission and Study Committee of December 6, 2017.
10. Waive the processing fee associated with water shut off processing in the amount of Fifty ($50.00) Dollars for Mrs. Shirley Hayes, 6229 Marlow Street, Portage and authorize the City Manager to reimburse said fee to Mrs. Hayes.

11. Materials Transmitted.
    a. December 15, 2017.
    b. December 19, 2017.

B. Petitions and Statements of Citizens:

C. Communications:

1. Calendar of Meetings.

D. Public Hearings:

E. Regular Business Agenda:

F. Unfinished Business:

G. Council Committee Reports:

H. New Business:

1. Appoint individuals to the Board of Review, Zoning Board of Appeals, Environmental Board, Park Board and Public Media Network Board of Directors.

I. Statements of Citizens:

J. Statements of City Council and City Manager.

Adjournment.

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE PORTAGE CITY COUNCIL OF DECEMBER 19, 2017

Mayor Patricia Randall called the meeting to order at 5:30 p.m. The following Councilmembers were present: Councilmembers Richard Ford, Lori Knapp, Claudette Reid and Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Patricia Randall. Also present were City Manager Laurence Shaffer, City Attorney Randy Brown, Assistant City Attorney Charles Bear, Deputy Director of Planning, Development and Neighborhood Services Chris Forth and City Clerk Adam Herringa. Councilmember Chris Burns joined the meeting at 5:37 p.m.

Mayor Randall shared that this Committee of the Whole Meeting and related topic was scheduled a year ago and thanked staff and City Council for their efforts related to medical marihuana. Mayor Randall reviewed the format for the meeting and invited the City Manager to begin the discussion.

City Manager Shaffer thanked Director of Community Development Vicki Georgeau, City Attorney Brown, Assistant City Attorney Bear and Director of Public Safety Nick Armold for their hard work and informed City Council that Deputy Director for Planning, Development and Neighborhood Services Chris Forth would be assisting in the discussion this evening.

Mr. Shaffer stated that the City was approaching the medical marihuana issue with two proposed ordinances. One ordinance is related to zoning and the other related to facilities. Mr. Shaffer began by highlighting aspects of the proposed ordinance regarding Medical Marihuana Facilities. Following his review, Councilmember Urban inquired if a factor in the review of applications would include prior violations of city ordinances. Mr. Shaffer replied that staff did not discuss including such a provision and questioned, given that the City is in litigation regarding zoning violations, whether it made sense to include such a stipulation. Councilmember Urban next stated that he did not see anything in the proposed ordinance that would permit the City to disqualify or reject an applicant and questioned if there would be a minimum threshold that an applicant would have to meet to qualify for a license. Assistant City Attorney Bear shared that the scoring metrics have yet to be developed and offered his opinion that meeting a minimum score can be subjective and not work as well as intended. Councilmember Urban asked that specific language permitting the City to reject unqualified applications be included in the ordinance. City Manager Shaffer stated that the presumption of the ordinance is that an applicant will either pass or fail. He continued by stating that applicants will be given ten days to correct any deficiencies in the application and cited potential reasons for disqualification. Councilmember Urban stated that in his reading of the proposed ordinance a plan only needs to be there not that it be of any quality.

City Manager Shaffer stated that he sees a two phased approach to addressing medical marihuana in the community. The two steps include a phase to establish the overarching ordinances and a phase for City Administration to establish regulations. Councilmember Reid stated that the standards should be in place by the time people are submitting applications and City Manager Shaffer offered assurances that by the time applications are being submitted the rules will be in place.

Councilmember Ford shared his opinion that City Council should defer to City Administration in the development of rules and regulations. Councilmember Knapp expressed her desire that the ordinance be more broadly defined and that City Council amend it from time to time. With regard to rules, regulations and standards, she indicated a preference for City Administration to bear responsibility.

Councilmember Urban stated that he does not want the standards included in the agenda, either. Rather, he stated that he would like to see a provision included in the ordinance that permits the City to reject an application. City Manager Shaffer stated that he would work with the City Attorney in this regard.

Mayor Pro Tem Pearson expressed concern that a provisional permit will lapse six months from issuance if a variety of criteria are not met and whether staff will be able to review and process applications within that time period. He recommended that staff review the six month provision as it often takes a long time to get a business started and contrasted this provision with the one year allowed to a safety compliance facility. With regard to transporter and safety compliance facilities, Mr. Pearson inquired if they would be evaluated or simply approved. City Manager Shaffer stated that he does not believe there will be many applicants in these categories and that the applications will either pass or fail. Mr. Pearson stated that there is time to discuss and refine the proposed ordinance as he does not envision passage until February at the earliest.

Councilmember Reid stated that less than a month ago the City Manager talked about four provisioning centers and wondered how that number grew to twelve. Councilmember Reid then estimated the number of medical marihuana patients in the community and stated that she cannot see a justification for twelve provisioning centers. City Manager Shaffer stated that the number of facilities has been a source of great debate amongst City staff. He provided the rationale for why the City was initially recommending the number 4 and stated that he has a philosophy of being cautious especially since the impact of medical marihuana facilities on the community is unknown. However, he stated that the discussion at the last Committee of the Whole Meeting made it clear that City Council wanted to go in a different direction and, in general, want to see more facilities and all five types of operations. Mr. Shaffer stated that his opinion to move in a cautious manner remains unchanged but that City Council drives policy. Councilmember Reid advocated moving slowly on this topic and to learn as we go rather than be too expansive in the beginning and try to reign things in later. She concluded by stating that not all Councilmembers believe in a more expansive approach.

Mayor Pro Tem Pearson stated that he agrees with a measured response but there may be far more need in the community than identified by Councilmember Reid. He stated that he does not want to restrict provisioning centers so much that there are lines of cars stacking up to get medical marihuana and advocated that the City work to identify an appropriate number. Councilmember Ford stated he understands the City wants to operate with caution but stated there are cautionary steps built into the process and highlighted some of those steps. Councilmember Ford echoed the assertion of Councilmember Urban that a provision allowing the City to reject an application be inserted.

Councilmember Knapp inquired as to why the 1,000 feet restriction would not be applicable to permit holders in the first year. City Manager Shaffer explained that the City does not know where the applications will come from and did not want to be in position to select one applicant over another if two people apply that are in close proximity to each other. Mr. Shaffer continued by explaining how the ordinance would apply in the first year vs. subsequent years. Councilmember Urban expressed concern that the way the ordinance is written there could be a strip mall or similar location in which numerous provisioning centers locate.

Mayor Pro Tem Pearson stated that he believes in the free market and if there are too many provisioning centers located too close together, some won't stay in business. He continued by stating that he does not want to overregulate and shared concerns with some of the distance requirements and zoning restrictions that are being proposed.

Councilmember Burns thanked Councilmember Urban for his suggestion to include provisions permitting the rejection of an application and cited potential locations in the ordinance in which the language could be inserted. Mr. Burns continued by stating that only one of the five potential licenses interacts with the public. The others, he continued, are business to business and likely less contentious.

Councilmember Knapp inquired if staff knew when the State of Michigan would replace the emergency rules with final rules. Attorney Bear stated that it could be within six months as the emergency rules are for a six month period. He continued by stating that this is an evolutionary process and communities will learn more as we move along.

Councilmember Reid stated that she believes that medical marihuana presents an unusual situation and that regular market forces do not apply, especially in the initial phase. She cited the possibility of legalized recreational marihuana and potential conversion of medical marihuana businesses into recreational marihuana establishments as an example.

Councilmember Ford asked the City Manager to elaborate on the proposed application window. City Manager Shaffer reviewed the planned timeline for the application process, evaluation, notification, final review and issuing of licenses. He continued by stating that the application period would be once per year so that staff can better manage the process and review applications. It also provides clarity to applicants. He concluded by stating the process is burdensome on the industry, involves a rigorous application process, and raises potential legal pitfalls.

Mayor Pro Tem Pearson stated that he, like other members of City Council, has technical questions and asked if those could be submitted to the City for consideration with response provided to all Councilmembers. Mayor Randall agreed and asked that the City consider a drive-thru, home delivery for sick patients and/or the ability to pickup a prescription for someone who is ill.

Councilmember Urban stated that there was a recent city survey and believes that a strong majority of residents indicated a preference for either no facilities or a limited number. He continued by stating that the City has a total of 13 pharmacies yet is proposing to allow 12 provisioning centers. He continued by stating that he does not see the need for 12 provisioning centers in Portage.

Mayor Randall asked the City Manager to discuss the second ordinance which is related to zoning in the City. Mr. Shaffer asked Deputy Director of Planning, Development and Neighborhood Services Chris Forth to review the proposed changes and additions to the Zoning Code. Following the presentation, Mayor Pro Tem Pearson stated that in response to proposed distance requirements pharmacies do not have similar restrictions and shared his belief that only having limited areas where medical marihuana businesses can locate will drive up property prices and, correspondingly, prices of the product. Mr. Pearson asked for clarification regarding whether a provisioning center would be able to locate next to a residential zone. Mr. Forth stated that a facility would not be permitted on a parcel in which a property line touches the property line of a residential zone.

Councilmember Reid inquired if consideration had been giving to permitting provisioning centers in OS-1 (Office Service) zoning areas similar to other medical facilities. Mr. Forth stated that the topic was discussed but given the anticipated amount of traffic and variety of unknown factors City staff viewed this business as initially more suited to retail type operations. Mayor Pro Tem Pearson stated his agreement that OS-1 may not be the best zoning district in which provisioning centers should locate and cited volume as the reason why.

Councilmember Knapp inquired if there are minimum parking requirements that will have to be met given the potential for high traffic. Mr. Forth stated that the City has parking standards for other uses and will evaluate parking and traffic at medical marihuana facilities to determine appropriate parking requirements.

Councilmember Urban asked that consideration be given to prohibiting external identifying signage for all categories except for provisioning centers. He also suggested that consideration be giving to banning window displays at provisioning centers. City Attorney Brown stated that he would look into this.

Mayor Randall opened the meeting to public comment. Mr. Joseph Samona, 6960 Orchard Lake Road, Suite #150, West Bloomfield, MI, stated that he was a realtor and asked several questions including whether one person can have more than one license in each category, if there is a scoring system when will it be released, will the distance between facilities be door to door or property line to property line and whether a facility would be permitted on a commercial parcel if the property backs up to a residential district but there is an easement between the two properties. City Manager Shaffer, Attorney Bear and Mr. Forth responded and stated that, per state guidelines, only Class C growers may have more than one license, distances are measured property line to property line, the scoring system and rules will be made public and an easement does not have any bearing on whether a business can locate on a particular parcel.

Mr. Chris Hoffman, 5813 Stratford, stated that he was concerned City Council was focusing on preventing and regulating rather than facilitating. He encouraged City Council to make it easier for local residents to get involved in the medical marihuana business and expressed concern with ventilation requirements.

Mr. Devin Loker, 1595 West Centre Avenue, stated his belief that 12 licenses are an appropriate number and it will bring competition to the market. He asked City Council to consider revisiting residential zoned property and the easement situation.

Ms. Ashley Bergeon, 219 West Cass Street, Schoolcraft, introduced herself and shared that she is the coordinator of the Kalamazoo County Substance Abuse Task Force (Task Force). She stated that based on studies, alcohol outlet density has a direct impact on youth use as does access to prescription drugs such as painkillers and opioids. She asked City Council to take density and access to youth in consideration as it relates to medical marihuana in the community.

Mr. Eric Foster, Cannabis Practice Group, 2000 Town Center, Suite 1900, Southfield, MI, complimented the City of Portage on their approach to the issue of medical marihuana. Mr. Foster stated that there is a tremendous market opportunity in Kalamazoo County and Southwest Michigan related to medical marihuana.

Ms. Diana Loynes, 1776 East T Avenue, asked that City Council reconsider the Code of Ordinances as it relates to her practice and ability to dispense medical marihuana tinctures.

Mr. Ryan Dickerson, 6033 Daniels Street, Kalamazoo, spoke in favor of easing proposed zoning restrictions on medical marihuana facilities. He inquired if City Council would decide who would be granted a license or if it would be the City Manager. City Manager Shaffer stated that issuance of a provisional license and evaluations of the applicants would be the responsibility of the City Manager.

Mr. William Schmidt, 6346 Highpoint Circle, asked that City Council remember local residents that got the medical marihuana process started, to not force them to cease operations for up to a year and to not let large organizations only interested in money dominate medical marihuana in the community. He asked the City to research who is behind an organization before issuing a license.

Mr. Vince Renda, 1312 Forest Drive, asked about medical marihuana facilities on parcels abutting residential property and pointed out that alcohol and tobacco shops are allowed to do so. City Manager Shaffer stated that some activities referenced are grandfathered and would not meet current zoning restrictions. He continued by saying that proposed zoning regulations attempt to preserve neighborhood quality. Mr. Forth stated that regulating marihuana related businesses is uncharted territory and we do not know what the consequences of permitting the businesses will be and cited an example of a recent break-in of a marihuana facility on Sprinkle Road as an example of a potential negative consequence. He continued by stating that marihuana is still a Schedule 1 Controlled Substance under Federal Law whereas alcohol and tobacco are not. He reiterated that using caution is the best course of action and that the ordinance could be loosened up in the future.

Mayor Randall thanked everyone for attending the meeting.

ADJOURNMENT: Mayor Randall adjourned the meeting at 7:07 p.m.

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Adam Herringa, City Clerk

CITY COUNCIL MEETING MINUTES FROM DECEMBER 19, 2017

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

At the request of Mayor Randall, Pastor Paul Naumann of St. Michael Lutheran Church gave the invocation and the audience then recited the Pledge of Allegiance. At the request of Mayor Randall, the City Clerk called the roll with the following members present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid and Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Patricia Randall. Also in attendance were City Manager Larry Shaffer, City Attorney Randy Brown and City Clerk Adam Herringa.

APPROVAL OF MINUTES: Motion by Pearson, seconded by Reid, to approve the Regular Meeting Minutes of December 5, 2017, as presented. Upon a voice vote, motion carried 6 to 0 with Councilmember Ford abstaining.

Motion by Reid, seconded by Ford, to approve the Special Meeting Minutes of December 12, 2017, as presented. Upon a voice vote, motion carried 7 to 0.

Motion by Reid, seconded by Pearson, to approve the Pre-Council Meeting Minutes of December 18, 2017, as presented. Upon a voice vote, motion carried 7 to 0.

* **CONSENT AGENDA:** Mayor Randall asked Councilmember Burns to read the Consent Agenda. Councilmember Urban asked that Item F.2, Rules of Order and Procedure, be removed from the Consent Agenda. Motion by Urban, seconded by Reid, to approve the Consent Agenda motions as presented. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF DECEMBER 19, 2017:** Motion by Urban, seconded by Reid, to approve the Accounts Payable Register of December 19, 2017. Upon a roll call vote, motion carried 7 to 0.

PETITIONS AND STATEMENTS OF CITIZENS:

Former Mayor and Councilmember Ms. Betty Ongley, 8620 Tozer Court, congratulated the new, returning and continuing members of City Council. She also complimented Mayor Randall for her speech at a recent speaker event for women at Western Michigan University.

REPORTS FROM THE ADMINISTRATION:

* **PROPOSED 2018 FEES:** Motion by Urban, seconded by Reid, to approve the proposed 2018 Freedom of Information Act Fees; proposed 2018 Recreation and Park Facility Fees; and 2018 Special Assessment Rate Resolution. Upon a roll call vote, motion carried 7 to 0.

REVISED RULES OF ORDER AND PROCEDURE: Councilmember Urban stated that his primary concern with the revised Rules of Order and Procedure is the proposed start time of 6:30 p.m. He continued by stating that the proposed start time would necessitate moving other evening meetings of the City Council such as Board and Commission Interview Sessions and Committee of the Whole meetings to earlier times that would likely conflict with work schedules. Councilmember Burns inquired how often City Council holds evening meetings and Mayor Randall responded. She stated that she envisions more efficiently run meetings that would make the proposed start time feasible. Councilmember Ford expressed support for trying and evaluating the meeting start time but to consider moving the start time of regular meetings back to 7:30 on evenings when there is an earlier meeting that might conflict.

Councilmember Reid expressed opposition to the 6:30 start time citing work conflicts and potential citizen availability. She proposed 7:00 p.m. as an alternative. Councilmember Reid then expressed opposition to the proposal to eliminate the verbal reading of the Consent Agenda stating it is important to read for, among other reasons, the sake of transparency and for citizens to know what is going on. Councilmember Urban stated that he envisions childcare conflicts with the proposed 6:30 start time but could support 7:00 p.m.

Councilmember Ford informed City Council that a 7:00 p.m. start time would work better for his schedule. Motion by Ford, seconded by Pearson to adopt the revised Rules of Order and Procedure with a Regular Meeting start time of 7:00 p.m. Motion by Reid, seconded by Urban, to amend the motion by adding the following: "to eliminate the elimination of the reading of the Consent Agenda in order to continue the reading of the Consent Agenda."

Mayor Pro Tem Pearson stated that he would like to see meetings streamlined and pointed out that the agenda is publicly available and also pointed out that other boards in the County do not read the Consent Agenda. Councilmember Burns pointed out that in the Rules of Order and Procedure a Councilmember can request that the minutes be read with a positive vote of City Council and suggested that the Consent Agenda be treated in a similar manner. Councilmember Reid shared her opinion that City Council read the Consent at every meeting or not at all, not to read it at some meetings and not others. She continued by relaying her belief that the reading of the Consent Agenda is important for residents.

Mayor Randall inquired whether Public Media Network could provide a number as to how many people are watching the broadcast. Councilmember Reid stated that she has asked this of PMN in the past and they are unable to produce viewership numbers. Ms. Reid continued by stating that in her experience there are many residents watching the broadcast and has been stopped in public by people who have watched the meeting. Ms. Reid also stated that reading of the Consent Agenda only takes a few minutes but provides information to those that may not be able to otherwise access it. Councilmember Urban stated that the boards of which he is familiar only have minor items on the Consent Agenda whereas City Council has major items on the Consent Agenda. He stated his belief that the Consent Agenda should be read. Upon a roll call vote on the proposed amendment to the original motion, motion failed 2 to 5 with Councilmembers Reid and Urban voting in favor of amendment and Mayor Randall, Mayor Pro Tem Pearson and Councilmembers Burns, Ford and Knapp opposed.

Mayor Randall inquired if there was further discussion on the original motion which included a 7:00 p.m. start time. Councilmember Reid stated that she supports the changes to the Rules of Order and Procedure and 7:00 p.m. start time but would not support the motion because of her concerns regarding reading the Consent Agenda. Upon a roll call vote, motion carried 5 to 2 with Mayor Randall, Mayor Pro Tem Pearson and Councilmembers Burns, Ford and Knapp voting in favor and Councilmembers Reid and Urban opposed.

* **RESOLUTION WAIVING PENALTY FEES FOR FAILURE TO FILE A PROPERTY TRANSFER AFFIDAVIT:** Motion by Urban, seconded by Reid, to adopt the Resolution waiving penalty fees for failure to file a Property Transfer Affidavit. Upon a roll call vote, motion carried 7 to 0.

DONATION OF REAL PROPERTY AT 5223 WOODMONT DRIVE: Given that she is a primary party involved in making the donation Councilmember Reid recused herself from the discussion. City Manager Shaffer shared his positive appraisal of the 11 acre property, its many attributes, potential for future use and thanked Councilmember Reid and her husband, Richard Kraas, for their generous offer. Mr. Shaffer shared that the only stipulation of the donation is that it be named in honor of Ms. Betty

Ongley. He continued by stating that the property had been appraised, subject to environmental review and he could find no impediment to accepting the donation. City Manager Shaffer introduced Mr. Kraas, spouse of Councilmember Reid and land donor, who offered to answer any questions. Mayor Randall stated her appreciation for land preservation and commented that the property is somewhat difficult to access and Mr. Kraas identified existing and potential future options for access including easements with Kalamazoo.

City Manager Shaffer commented on the water quality located in this part of the City and pointed out that the City of Kalamazoo has a nearby wellfied. He continued by offering his support of accepting the donation. Mayor Randall inquired about access and Mr. Shaffer and Mr. Kraas replied that immediate access isn't necessary and reviewed options for future development of the land.

Councilmember Ford, Councilmember Urban and Mayor Pro Tem Pearson expressed support and gratitude for the donation and for naming it after former Mayor and Councilmember Betty Ongley. Motion by Urban, seconded by Knapp, to accept the donation of real property at 5223 Woodmont Drive and authorize the City Manager to execute all documents associated with the transaction, subject to a successful closing. Upon a roll call vote, motion carried 7 to 0. Mayor Randall congratulated and thanked Ms. Ongley for her dedication and service to the community.

* **SECOND AMENDMENT TO INTERLOCAL AGREEMENT - KCCDA:** Motion by Urban, seconded by Reid, to approve the Second Amendment to the Interlocal Agreement Creating the Kalamazoo County Consolidated Dispatch Authority (KCCDA) and authorize the City Manager to sign the amendment on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **COMMUNICATION REGARDING 1983 KATIE COURT:** Motion by Urban, seconded by Reid, to receive the Communication from the City Manager regarding the Portage Creek at 1983 Katie Court as Information Only. Upon a roll call vote, motion carried 7 to 0.

* **NOVEMBER ENVIRONMENTAL REPORT:** Motion by Urban, seconded by Reid, to receive the Communication from the City Manager regarding the November Environmental Report as Information Only. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATIONS:

ANNUAL PRESENTATION BY THE ENVIRONMENTAL BOARD: Mayor Randall invited the Chair of the Environmental Board, Bill Beck, 6851 Hickory Point Drive, to the podium for the presentation. Mr. Beck highlighted some achievements of the Environmental Board over the past year and reviewed goals, on-going projects and planned projects for the upcoming year. Mr. Beck stated the Environmental Board has evolved and is taking a more strategic approach to advising City Council so that City Council has all of the information it needs to make informed decisions. Councilmember Reid stated her appreciation for the strategic approach being taken by the Environmental Board.

Mr. Beck introduced Ms. Deirdre Nieves of the Environmental Board and thanked her for her efforts. Mayor Randall thanked Mr. Beck for the work of the Environmental Board and she highlighted their efforts related to curbside recycling. City Manager Shaffer complimented the Environmental Board on their work on the City Land Management Plan and expressed optimism that the Plan can be used by the City and community to help manage invasive species. Motion by Knapp, seconded by Reid, to receive the presentation from the Environmental Board. Upon a roll call vote, motion carried 7 to 0.

* **LETTER FROM MR. BILL WALKOWIAK:** Motion by Urban, seconded by Reid, to refer the communication from Bill Walkowiak to the City Administration for further review and response. Upon a roll call vote, motion carried 7 to 0.

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

Historic District Commission Regular Meeting and Historic District Study Committee Meeting of November 1, 2017; Human Services Board of November 2, 2017; Planning Commission of November 2, 2017; Youth Advisory Committee of November 6, 2017; and Zoning Board of Appeals of November 13, 2017.

COUNCIL COMMITTEE REPORTS:

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY (KCCDA): Councilmember Reid informed City Council that the KCCDA recently voted on a revised financing plan and thanked City Council for their support of the endeavor. Ms. Reid recognized Torie Rose who transitioned from her role as the head of public safety dispatch operations in Portage to be the Deputy Director of the new Consolidated Dispatch Authority.

BID TABULATIONS:

* **FRONT-END LOADER RENTAL FOR LEAF PICKUP PROGRAM:** Motion by Urban, seconded by Reid, to award a three-year contract to the low bidder, Carleton Equipment Company, for the rental of four front-end loaders for use during the Leaf Pickup Program in the annual amount of $20,000 for Fiscal Years 2018-2019, 2019-2020 and 2020-2021, with the option for up to three additional one-year renewals 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.

STATEMENTS OF CITIZENS: Ms. Betty Ongley thanked City Council for their support of the land donation and stated her affinity for public lands and related public usage. Ms. Ongley also recognized a former Portage resident and student, Nathan Triplett, on being selected Portage District Rotary 6360 Governor Elect-Elect.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Burns congratulated all graduates and their families and encouraged all recent graduates to give back to their community and highlighted City Boards and Commissions as a possible avenue.

Councilmember Ford wished everyone a Happy Holiday and New Year.

Councilmember Urban stated that when he was on the Park Board approximately 34 years ago he voted against entrance fees for Ramona Park and stated that on the agenda this evening City Council approved a proposal to eliminate these entrance fees for Portage residents. He stated that he was very pleased with the donation of the land and the naming of it after Ms. Ongley. He wished everyone a Happy Holiday regardless of religious affiliation.

Councilmember Reid thanked City Council for accepting her land donation and recognized the prior property owners, Jim and Carolyn Timmons, for their support in preserving the property. She stated her appreciation for being able to recognize Ms. Betty Ongley and wished everyone Happy Holidays.

Councilmember Knapp acknowledged Councilmember Reid's willingness to take time out of her vacation to participate in a recent Special Meeting of the City Council. Ms. Knapp informed the audience that there would be free ice skating at Millenium Park on Christmas Eve.

City Manager Shaffer wished the Mayor, City Council, staff and residents a great holiday season.

Mayor Pro Tem Pearson encourage residents to support the Salvation Army during this holiday season.

Mayor Randall thanked Councilmember Reid and Mr. Kraas for their donation and congratulated Ms. Ongley on having the donated property named in her honor. Mayor Randall thanked the City Council for their efforts and patience as they move forward as a new Council and thanked City staff for their additional efforts over recent weeks and expressed optimism for 2018. Mayor Randall concluded by wishing everyone a Merry Christmas and Happy New Year.

MATERIALS TRANSMITTED: City Council received the Materials Transmitted of December 4, 5, and 8, 2017 and the Department Monthly Reports.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:36 p.m.

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Adam Herringa, City Clerk

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

**MINUTES FROM THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF JANUARY 8, 2018**

Mayor Randall called the meeting to order at 8:00 a.m. Mayor Patricia Randall and Councilmember Chris Burns were present and Mayor Pro Tem Jim Pearson and Councilmembers Richard Ford, Lori Knapp and Claudette Reid joined via the conference phone line. Councilmember Terry Urban was absent with excuse. Also in attendance were City Manager Laurence Shaffer, Deputy City Manager Rob Boulis and City Clerk Adam Herringa.

Mayor Randall opened the meeting and inquired if there were any questions or concerns regarding items on the proposed agenda. Councilmember Reid stated that, with regard to Item A.3, 12 firms expressed interest in the Fire Station Number Two project but only four bid on Construction Management Services. City Manager Shaffer stated that most companies that expressed interest were focused on the actual construction of the fire station and not the project management. Councilmember Reid inquired as to whether AVB Construction would be the actual construction company or if it would be limited to managing and overseeing the project. City Manager Shaffer stated that AVB would manage the project but would not be permitted, as the project manager, from bidding on the actual construction. Deputy City Manager Boulis clarified that AVB would not be permitted to bid unless the number of bidders on the construction project is limited. Councilmember Ford commented that hiring a firm to manage or oversee a project (an owner's agent) is now commonplace and Deputy City Manager Boulis shared that the City, when appropriate, recently began utilizing this practice.

With regard to Item A.4 involving the Board of Review (BOR), Councilmember Reid stated that her recollection is that the City has waited until after there is a sense of the number of appeals before determining the number of BOR members. She inquired as to why the City was proposing two three-member boards at this time. Mayor Randall stated that she remembered the appointment process differently and that members need to be appointed now in order to obtain training in February. City Manager Shaffer stated that last year City Administration recommended moving to a single BOR but it was the will of City Council to have two boards. Given this decision, City Administration is recommending two boards this year and will consider recommending a move to a single BOR in 2019. Mayor Randall inquired if the City anticipated an increase in the number of appeals in light of the recent institution of the school bond millage. Mr. Shaffer stated that he did not anticipate a large uptick in appeals from last year citing positive economic indicators as support.

Councilmember Reid stated that she recalls making appointments last year but not determining the number of boards until later in the year. Mayor Randall shared her recollection of last year that there were six good candidates that were willing to serve and City Council went with two panels. Councilmember Knapp shared some of her experience as a member of the Board of Review and her recollection of the appointment process utilized in 2017. Councilmember Knapp then requested information pertaining to the difference between the poverty exemption this year from last year.

Mayor Randall referred to the minutes from the 2017 meeting in which City Council made appointments to the BOR and Councilmember Reid stated that there was language inserted at that time allowing the City to alter the number of panels.

With regard to Item A.5, the 2018 Recreation and Open Space Plan, Councilmember Knapp asked for an explanation as to the process for development and approval of the plan. City Manager Shaffer stated that the City would put together a timeline of what has happened and what is upcoming. Councilmember Reid inquired if there was an executive summary, mark up or similar that delineated what has changed from the last plan to the proposed plan. Councilmember Knapp inquired as to the urgency of the timeline and Councilmember Reid stated that City Council needs to know the differences between the old and proposed plans before City Council can either accept or approve of the document. Councilmember Knapp clarified that City Council is not approving the document at the Regular Meeting but rather approving the distribution of the proposed plan. Mayor Randall inquired if the plan was being distributed as a courtesy or if it was mandated. Mr. Shaffer replied that it was being distributed for both of those reasons and, in response to a question, indicated that the City rarely receives any feedback.

Councilmember Knapp inquired if there would be a future opportunity to review and approve the proposed plan. Councilmember Ford questioned whether City Council formally adopts or approves of the plan. City Manager Shaffer also questioned whether City Council will have an opportunity to formally approve the plan but would clarify. Councilmember Reid inquired if there would be a public forum regarding the proposed plan. City Manager Shaffer stated that the Planning Commission and Park Board had open discussions about the plan and emphasized the importance of soliciting public input.

With regard to Item A.7, Councilmember Reid inquired if the City had completed and submitted a self-evaluation related to the Michigan Economic Development Corporation Redevelopment Ready Communities program. City Manager Shaffer replied that he was unsure as to the status but would put together a response. Councilmember Reid inquired when the monthly reports referenced in the agenda item would begin. City Manager Shaffer replied that they would begin following City Council and Michigan Economic Development Corporation (MEDC) approval. Councilmember Reid next inquired if information on the MEDC Program would be available via the city website and City Manager Shaffer indicated that the City would celebrate this partnership and the City would utilize a variety of methods to communicate information on the partnership.

Councilmember Burns, with regard to Item A.8, asked City Manager Shaffer to provide a history of the position of the Director of Transportation and Utilities and for an elaboration on the recommended appointment of Ms. Kendra Gwin. Mr. Shaffer shared that when former Director of Transportation and Utilities Chris Barnes moved from Portage Ms. Gwin took over as Acting Director. He continued by stating that Ms. Gwin was then appointed to the Director position but withdrew shortly thereafter. Following the withdrawal of Ms. Gwin the City hired Roger Buell as Director. Mr. Buell served as Director for several months but was unable to continue due to health concerns. Following the term of Mr. Buell, Mr. Shaffer stated that he revisited the appointment of Ms. Gwin and shared that he has a good understanding with her and that he is completely satisfied with her performance. Mr. Shaffer informed City Council that the City has hired another engineer to assist the Department of Transportation and Utilities.

Mayor Pro Tem Pearson stated that when he left City employment Mr. Barnes shared that he would remain available as a consultant. Mayor Pro Tem Pearson inquired if the City had reached out to Mr. Barnes in such a fashion and City Manager responded in the affirmative. Mr. Shaffer continued by stating that he anticipated using the services of Mr. Barnes on future endeavors such as working to obtain federal funding.

Councilmember Knapp inquired if the "Calendar of Meetings" listed under C.1 was supposed to be located there or under the Consent Agenda. City Clerk Herringa replied that it was located under Communications as an action item in order to draw attention to the various meeting that are being held.

With regard to business that may come before City Council at the Regular Meeting, City Manager Shaffer stated that he was working on a memo to City Council regarding waiving a $50 late fee on a water bill for a resident of Marlow Street. Mr. Shaffer stated that, for a variety of reasons, the resident never received her bill and that he would be recommending a waiver.

Under Unfinished Business, Mayor Randall inquired if the City had reached out to the resident, Bob Peterson, who spoke at a recent City Council Meeting regarding his opposition to the bill before the Michigan State Legislature that expands handgun open carry provisions. Mr. Shaffer responded that he had not spoken with Mr. Peterson but would work to get something on an upcoming City Council agenda. Councilmember Burns stated that since this is a matter from the State Legislature, the City should be sure to reach out to our local legislators and get them involved.

With regard to Item H.1, Councilmember Knapp pointed out that the phrase "if necessary" is used when referring to the appointment of members to the second pod of the Board of Review. She asked that the two items be reconciled.

With regard to Item H.1., Mayor Pro Tem Pearson expressed concern regarding making an appointment to the Public Media Network (PMN) Board of Directors given concerns and planned discussions on the future role of PMN with the City. Mr. Pearson inquired how much time is left in the term that is to be filled and Mr. Herringa replied that the term expires May 31, 2018. Mayor Randall concurred with Mayor Pro Tem Pearson and asked City Manager Shaffer to reach out to the applicant for the PMN Board of Directors and let her know that City Council will not be making an appointment until it achieves clarity on the role and relationship of PMN with the City. Councilmember Reid expressed concern that the Pre-Council Meeting is not a place for such a decision to be made. Councilmember Reid stated that the applicant is highly qualified but also very connected to PMN and questioned whether appointing her would be wise. Mayor Pro Tem Pearson stated that the concern raised by Councilmember Reid makes him even more reluctant to make an appointment to the PMN Board of Directors at this time.

Mayor Randall stated that she had conversed with City Attorney Randy Brown to confirm that the City Manager can reschedule agenda items at the direction of the Mayor and that while no decisions can be made at Pre-Council Meetings, items can be rescheduled. Mayor Randall expressed concern with the issue of timing and deferred to the City Manager on how to handle the applicant and appointment. City Manager Shaffer stated that he would speak with the candidate.

Mayor Randall summarized the questions raised at the meeting requiring follow up from City Administration.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:44 a.m.

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Adam Herringa, City Clerk

PORTAGE
A Natural Place to Move

CITY COUNCIL AGENDA ITEM A.2.
JANUARY 9, 2018

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Approve the Accounts Payable Register of January 9, 2018 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 3, 2017 through January 14, 2018 and notes $1,586,440.45 in automated clearing house (ACH) payments, $2,378,846.76 in paper checks and $147,209.97 in manual ACH and auto-pay payments for a grand total of $4,112,497.18.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
12/11/2017	7942(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	14,346.74
12/11/2017	7943(A)	BATTERIES PLUS	MISC BATTERIES	151.39
12/11/2017	7944(A)	BILL'S LOCK SHOP, INC.	LOCKS	220.50
12/11/2017	7945(A)	C T S TELECOM, INC.	INTERNET CONNECTIVITY	678.95
12/11/2017	7946(A)	CHARTER COMMUNICATIONS	CABLE TV SERVICE	459.79
12/11/2017	7947(A)	D & D PRINTING CO.	SKATE PUNCH CARDS	254.00
12/11/2017	7948(A)	ELECTION SYSTEMS & SOFTWARE, INC.	EXPRESS VOTE	27,697.00
12/11/2017	7949(A)	FARRELL AUDIO VIDEO LLC	MPIR SOUND SYSTEM	148.75
12/11/2017	7950(A)	FERRELLGAS, LP	PROPANE GAS	562.40
12/11/2017	7951(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	1,033.50
12/11/2017	7952(A)	GLOBAL TELEMATIC SOLUTIONS LLC	MONTHLY SUBSCRIPTION	625.00
12/11/2017	7953(A)	GRAHAM FORESTRY SERVICE, INC.	FORESTRY CONSULTING	1,472.00
12/11/2017	7954(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL	150.00
12/11/2017	7955(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	8,735.07
12/11/2017	7956(A)	IRISH AYRES ENTERPRISES, LLC	MOWING AND LANSCAPING	755.00
12/11/2017	7957(A)	M & M CUSTOM FABRICATING INC.	NAME PLATE AND HOLDERS	59.06
12/11/2017	7958(A)	MEJEUR ELECTRIC LLC	ELECTRICAL REPAIRS	304.00
12/11/2017	7959(A)	MICHIGAN OFFICE ENVIRONMENTS	MOVE TABLE	120.00
12/11/2017	7960(A)	MICHIGAN PAVING & MATERIALS CO.	TRAFFIC CONTROL	4,200.00
12/11/2017	7961(A)	MUNICIPAL CODE CORPORATION	CODE OF ORDINANCES	506.76
12/11/2017	7962(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	65.00
12/11/2017	7963(A)	PECKELS, CHRISTINE	PROGRAM INSTRUCTOR	240.00
12/11/2017	7964(A)	PEOPLEFACTS, LLC 740303	CREDIT CHECKS	29.80
12/11/2017	7965(A)	POWERDMS, INC.	ANNUAL SUBSCRIPTION	850.00
12/11/2017	7966(A)	S B F ENTERPRISES, INC.	PRINTING SERVICES	749.90
12/11/2017	7967(A)	SEVERANCE ELECTRIC COMPANY,INC	TRAFFIC SIGNAL MAINT	1,924.43
12/11/2017	7968(A)	THOMPSON, HELENE	PROGRAM INSTRUCTOR	768.00
12/11/2017	7969(A)	XEROX CORPORATION	COPIER SERVICE AGREEMENT	363.62
12/15/2017	7970(A)	ALL CITY MANAGEMENT SERVICES, INC.	SCHOOL CROSSING GUARDS	2,275.56
12/15/2017	7971(A)	ALRO STEEL CORPORATION	SHOP MAINTENANCE	148.24

Check Date	Check	Vendor Name	Description	Amount
12/15/2017	7972(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL	1,925.00
12/15/2017	7973(A)	BLUE CARE NETWORK-GREAT LAKES	HEALTH INSURANCE	118,205.69
12/15/2017	7974(A)	BROWNELL'S INCORPORATED	FIREARM SUPPLIES	312.99
12/15/2017	7975(A)	BYHOLT INC.	6A STONE - ELIASON	3,784.92
12/15/2017	7976(A)	C D W GOVERNMENT, INC.	WIRELESS ACCESS POINT	1,411.52
12/15/2017	7977(A)	C M P DISTRIBUTORS, INC.	AMMUNITION	399.00
12/15/2017	7978(A)	CHARTER COMMUNICATIONS	CABLE TV SERVICE	102.97
12/15/2017	7979(A)	CONSUMERS CONCRETE CORP.	ELIASON PROJECT	2,037.75
12/15/2017	7980(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	17,249.33
12/15/2017	7981(A)	EXTREME POWER EQUIPMENT, INC.	SNOWPLOWS FOR F250'S	11,463.00
12/15/2017	7982(A)	FERGUSON WATERWORKS #3386	DRAINAGE PARTS	220.76
12/15/2017	7983(A)	FIRE SERVICE MANAGEMENT	FIRE PPE CLEANING	1,786.68
12/15/2017	7984(A)	GAIL ANDRUS TRAVEL	PROGRAM PAYMENT	3,231.50
12/15/2017	7985(A)	GLOBAL EQUIPMENT CO., INC.	OFFICE FURNITURE	4,793.69
12/15/2017	7986(A)	GORDON WATER SYSTEMS	WATER SERVICE	185.00
12/15/2017	7987(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL AT GLWT	210.00
12/15/2017	7988(A)	HOWARD PRINTING	PORTAGER PRODUCTION	2,782.00
12/15/2017	7989(A)	IP CONSULTING, INC.	VOICEMAIL SOFTWARE	1,050.00
12/15/2017	7990(A)	KAHN, WILMA	PROGRAM INSTRUCTOR	312.00
12/15/2017	7991(A)	KUSHNER & COMPANY, INC.	COBRA JULY 2017-JAN 2018	320.64
12/15/2017	7992(A)	LAKE MICHIGAN MAILERS, INC.	BARCODING OF MAIL	55.00
12/15/2017	7993(A)	LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	1,124.93
12/15/2017	7994(A)	MEJEUR ELECTRIC LLC	NEW OUTLETS	154.00
12/15/2017	7995(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	1,752.00
12/15/2017	7996(A)	PCM SALES, INC.	OPERATIONAL SERVICES	41,165.35
12/15/2017	7997(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	2,179.08
12/15/2017	7998(A)	PETERS CONSTRUCTION CO.	HYDRANT EXTENSION	3,898.00
12/15/2017	7999(A)	PREIN & NEWHOF	ENGINEERING SERVICES	12,582.85
12/15/2017	8000(A)	PREMIER TRUCK SALES & RENTAL, INC.	PACKER TRUCK RENTAL	81,600.00
12/15/2017	8001(A)	PROFESSIONAL BUILDING SERVICES LLC	JANITORIAL SERVICES	3,197.54
12/15/2017	8002(A)	REFRIGERATION SERVICES	MPIR CHILLER START UP	650.00
12/15/2017	8003(A)	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE SERVICES	604.11

Check Date	Check	Vendor Name	Description	Amount
12/15/2017	8004(A)	RIDDERMAN & SONS OIL CO. INC.	DIESEL FUEL	20,762.75
12/15/2017	8005(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	936.79
12/15/2017	8006(A)	S B F ENTERPRISES, INC.	PRINTING AND PROCESS	2,887.50
12/15/2017	8007(A)	SAFETY SERVICES, INC.	HI-VIZ CLOTHING	4,715.20
12/15/2017	8008(A)	SEVERANCE ELECTRIC COMPANY,INC	TRAFFIC SIGNAL REPAIR	9,590.66
12/15/2017	8009(A)	SIMMONS FORD	REPAIR SUPPLIES	114.42
12/15/2017	8010(A)	SNELL, DEBRA	PROGRAM INSTRUCTOR	264.00
12/15/2017	8011(A)	SUEZ WATER ENVIRONMENTAL SERVICES	WATER CHEMICALS	171,321.74
12/15/2017	8012(A)	THE POSTMAN INC.	DOG PARK GATE REPAIR	3,390.00
12/15/2017	8013(A)	THOMPSON, HELENE	PROGRAM INSTRUCTOR	240.00
12/15/2017	8014(A)	VISION SERVICE PLAN (OH)	VISION SERVICE PLAN	2,012.41
12/15/2017	8015(A)	WEST MICHIGAN STAMP & SEAL,INC	NAME BADGES	45.00
12/15/2017	8016(A)	WIGHTMAN & ASSOCIATES, INC.	2017 BI-ANNUAL SERVICE	1,153.85
12/15/2017	8017(A)	XEROX CORPORATION	COPY MACHINE	842.45
12/19/2017	8018(A)	MICHIGAN PAVING & MATERIALS CO.	2017/18 LOCAL STREETS	542,800.41
12/21/2017	8019(A)	HOWARD PRINTING	WINTER 2017 BROCHURE	6,157.00
12/29/2017	8020(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	32,521.60
12/29/2017	8021(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	18,280.20
12/29/2017	8022(A)	AIRGAS GREAT LAKES	PROPANE AND SUPPLIES	38.10
12/29/2017	8023(A)	ALL-TRONICS, INC.	QUARTERLY MAINTENANCE	78.00
12/29/2017	8024(A)	AMERICAN SAFETY & FIRST AID	FIRST AID SUPPLIES	374.57
12/29/2017	8025(A)	BELL EQUIPMENT COMPANY	SWEEPER REPAIRS	739.21
12/29/2017	8026(A)	BILL'S LOCK SHOP, INC.	INTERIOR DOOR REPAIR	280.00
12/29/2017	8027(A)	C C G SYSTEMS, INC.	FASTER SUPPORT	5,627.55
12/29/2017	8028(A)	C D W GOVERNMENT, INC.	BODY CAMERA	12,439.80
12/29/2017	8029(A)	CARRIER & GABLE	TRAFFIC SIGNAL MAINT	5,444.20
12/29/2017	8030(A)	CITY OF PORTAGE	UB REFUND	128.00
12/29/2017	8031(A)	CLEANIT CORP	CAR WASHES	156.00
12/29/2017	8032(A)	CONTINENTAL LINEN SERVICES	MAT SERVICE	92.08
12/29/2017	8033(A)	CUSTOMIZED CLEANING SERVICES, INC.	FLOOR MAINT	4,005.00
12/29/2017	8034(A)	DEER CONTRACTING & LANDSCAPE	FIRE PIT - MPIR	3,987.00
12/29/2017	8035(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC MATERIALS	1,399.04

Check Date	Check	Vendor Name	Description	Amount
12/29/2017	8036(A)	ENGINEERED PROTECTION SYSTEMS, INC.	FS1 VIDEO SERVICE	60.00
12/29/2017	8037(A)	EXTREME POWER EQUIPMENT, INC.	MAINTENANCE SUPPLIES	69.16
12/29/2017	8038(A)	FERRELLGAS, LP	GENERATOR REFILL	36.00
12/29/2017	8039(A)	FIRE SERVICE MANAGEMENT	FIRE PPE CLEANING	1,790.85
12/29/2017	8040(A)	FISHBECK THOMPSON CARR & HUBER, INC	PROFESSIONAL SERVICE	1,200.00
12/29/2017	8041(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	550.25
12/29/2017	8042(A)	GLOBAL EQUIPMENT CO., INC.	WATER FILTERS	342.24
12/29/2017	8043(A)	GORDON WATER SYSTEMS	WATER SERVICE	174.50
12/29/2017	8044(A)	GRAHAM FORESTRY SERVICE, INC.	FORESTRY CONSULTING	368.00
12/29/2017	8045(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY DONATIONS	734.84
12/29/2017	8046(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL	50.00
12/29/2017	8047(A)	INDUSCO SUPPLY CO., INC.	CLEANING & PAPER PRODUCTS	749.16
12/29/2017	8048(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE RESTROOMS	860.00
12/29/2017	8049(A)	KEHOE, EDWARD J	PROGRAM INSTRUCTOR	345.00
12/29/2017	8050(A)	KLOSTERMAN DISTRIBUTING	MPIR CONCESSIONS	162.33
12/29/2017	8051(A)	LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	761.85
12/29/2017	8052(A)	MEEKHOF TIRE SALES & SERVICE INC.	UNIT TIRES	962.00
12/29/2017	8053(A)	MEJEUR ELECTRIC LLC	BUILDING SUPPLIES	540.00
12/29/2017	8054(A)	MICHIGAN PAVING & MATERIALS CO.	2017/18 LOCAL STREETS	219,680.73
12/29/2017	8055(A)	PCM SALES, INC.	HP CARE PACK	3,234.13
12/29/2017	8056(A)	PECKELS, CHRISTINE	PROGRAM INSTRUCTOR	180.00
12/29/2017	8057(A)	PORTAGE FIREFIGHTERS	IAFF DUES	1,726.08
12/29/2017	8058(A)	PORTAGE ON-CALL FIREFIGHTERS	ON CALL FIREFIGHTER DUES	88.47
12/29/2017	8059(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA DUES	700.00
12/29/2017	8060(A)	QUADRANT II MARKETING, LLC	DEC JAN NEWSLETTER	2,058.40
12/29/2017	8061(A)	RIDDERMAN & SONS OIL CO. INC.	DIESEL FUEL	23,080.13
12/29/2017	8062(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	3,248.12
12/29/2017	8063(A)	RIDGE AUTO NAPA	LEAF PICKUP SUPPLIES	636.97
12/29/2017	8064(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	343.29
12/29/2017	8065(A)	SAFETY SERVICES, INC.	HI-VIZ CLOTHING	446.96
12/29/2017	8066(A)	SEVERANCE ELECTRIC COMPANY,INC	TRAFFIC SIGNALS	57,279.40
12/29/2017	8067(A)	TOO CLEAN JANITORIAL	CLEANING MAINTENANCE	1,200.00

Check Date	Check	Vendor Name	Description	Amount
12/29/2017	8068(A)	TRUCK & TRAILER SPECIALTIES	WING PLOW PARTS	969.20
12/29/2017	8069(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW DUES	477.00
12/29/2017	8070(A)	UNITED PETROLEUM	FUEL PUMP MAINTENANCE	1,872.66
12/29/2017	8071(A)	WARNER NORCROSS & JUDD LLP	GENERAL RETAINER	4,075.00
12/29/2017	8072(A)	WIGHTMAN & ASSOCIATES, INC.	ENGINEERING SERVICES	1,513.91
12/29/2017	8073(A)	WIGHTMAN & ASSOCIATES, INC.	ENGINEERING SERVICES	7,773.75
12/29/2017	8074(A)	WINDER POLICE EQUIPMENT, INC.	FUSES	886.24
12/29/2017	8075(A)	WOLVERINE POWER SYSTEMS	SERV ON GENERATOR	1,505.31
12/29/2017	8076(A)	XEROX CORPORATION	COPIER SERVICE	242.23
			Total ACH Transactions:	**1,586,440.45**
Check Type: Paper Check				
12/04/2017	10142	PETTY CASH-HOLLY CERNY	REPLENISHMENT CHECK	462.34
12/08/2017	10143	PETTY CASH-BARB GARLOW	REPLENISHMENT CHECK	429.23
12/11/2017	10144	PETTY CASH-MARILYN MARION	REPLENISHMENT CHECK	793.17
12/14/2017	10145	PETTY CASH-ALYSSA MILBECK	REPLENISHMENT CHECK	517.30
12/14/2017	10146	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	432.12
12/14/2017	10147	PETTY CASH-KAITLIN BENN	REPLENISHMENT CHECK	435.69
12/29/2017	10148	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	422.91
12/04/2017	304535	DEVON TITLE AGENCY	CDBG DOWNPAYMENT	5,000.00
12/04/2017	304536	MCDA	MCDA CONFERENCE	100.00
12/08/2017	304537	A T & T	TELEPHONE SERVICE	123.91
12/08/2017	304538	ADP, INC.	BI-WEEKLY PAYROLL	1,552.95
12/08/2017	304539	ALLEGRA PRINT & IMAGING	BUSINESS CARD	470.40
12/08/2017	304540	ALLIED MECHANICAL SERVICE	IRRIGATION REPAIR	1,261.00
12/08/2017	304541	AMERICAN PLANNING ASSOCIATION	PAS SUBSCRIPTION	1,394.00
12/08/2017	304542	ARIF, MUHAMMAD	REIMBURSEMENT	1,974.00
12/08/2017	304543	ARTWEAR APPAREL GRAPHICS, INC.	PARK PATROL VESTS	144.00
12/08/2017	304544	AUTOBODY USA - SOUTHSIDE	VEHICLE REPAIR	1,041.20
12/08/2017	304545	B S & A SOFTWARE	BSA SOFTWARE RENEWAL	51,806.00
12/08/2017	304547	BEST WAY DISPOSAL, INC.	17/18 CURBSIDE RECYCLING	46,716.59
12/08/2017	304548	C T S TELECOM, INC.	TELEPHONE SERVICE	2,245.25
12/08/2017	304549	CARLETON EQUIPMENT CO.	LOADER RENTAL	20,000.00

Check Date	Check	Vendor Name	Description	Amount
12/08/2017	304550	CHARTER COMMUNICATIONS	CABLE TV SERVICE	104.66
12/08/2017	304551	CINTAS CORP.	UNIFORM RENTAL SERVICE	427.89
12/08/2017	304552	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGE	225,629.68
12/08/2017	304553	CIVICPLUS	ANNUAL BOARDSYNC FEE	8,976.00
12/08/2017	304554	CONSORT CORPORATION	DISPLAY ONE BACKDROP	69.55
12/08/2017	304555	COSTAR REALTY INFORMATION, INC.	REALTY SALES INFORMATION	321.82
12/08/2017	304556	D L GALLIVAN INC.	COPY MACHINE USAGE	149.44
12/08/2017	304557	D S S CORPORATION	1 YEAR MAINTENANCE	3,131.25
12/08/2017	304558	DAVIS, CHRISTOPHER	EMPLOYEE REIMBURSEMENT	387.00
12/08/2017	304559	DEWOLF & ASSOCIATES	EMPLOYEE TRAINING	255.00
12/08/2017	304560	DOPP, LYNLEY	EMPLOYEE REIMBURSEMENT	23.49
12/08/2017	304561	EASTERN MICHIGAN UNIVERSITY	EMPLOYEE TRAINING	3,000.00
12/08/2017	304562	EDMONDSON, BARBARA	TRIP REFUND	110.00
12/08/2017	304563	FAWLEY OVERHEAD DOOR, INC.	DOOR REPAIR	413.00
12/08/2017	304564	FLETCHER ENTERPRISES	PAINTING SERVICES	70.00
12/08/2017	304565	FOUNDATION BUILDING MATERIALS LLC	CEILING TILES	128.80
12/08/2017	304566	HARMON, JAMIE	TRCLC SUMMER TRNG	50.00
12/08/2017	304567	HOME DEPOT	MAINTENANCE SUPPLIES	1,007.04
12/08/2017	304568	HOME DEPOT	MAINTENANCE SUPPLIES	433.86
12/08/2017	304569	HOME DEPOT	FIRE FACILITY MAINT	25.97
12/08/2017	304570	INT'L INSTITUTE OF MUNICIPAL CLERKS	MEMBERSHIP	100.00
12/08/2017	304571	JAROTH, INC	PAY PHONES	168.00
12/08/2017	304572	KAL COUNTY FIRE CHIEFS ASSOC.	FIRE OPS TRAINING	550.00
12/08/2017	304573	KALAMAZOO AREA TRANSPORTATION STUDY	TRAFFIC COUNTING	1,210.00
12/08/2017	304574	KALAMAZOO COUNTY DRAIN COMMISSIONER	LEXINGTON GREEN DRAIN	160,381.00
12/08/2017	304575	KALAMAZOO OIL COMPANY	FUEL FOR SMALL EQUIP	480.87
12/08/2017	304576	KZOO TIRE COMPANY	TIRES	815.00
12/08/2017	304577	LANDIS, CHRIS & KRISTINE	REIMBURSEMENT	350.00
12/08/2017	304578	M.M.A.A.O.	MMAAO 2018 MEMBERSHIP	60.00
12/08/2017	304579	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	15.00
12/08/2017	304580	MCKENNA ASSOCIATES	MASTER PLAN UPDATE	840.00
12/08/2017	304581	MCNALLY ELEVATOR CO.	ELEVATOR MAINT	129.75

Check Date	Check	Vendor Name	Description	Amount
12/08/2017	304582	MEMA	FIRE ADMIN TRAINING	50.00
12/08/2017	304583	MICHIGAN ASSESSORS ASSOCICATION	MAA 2017 MEMBERSHIPS	360.00
12/08/2017	304584	MUCHA, KYLE	TRANSCRIPT	7.50
12/08/2017	304585	MUCHA, KYLE	EMPLOYEE TRAINING	45.00
12/08/2017	304586	MULDERS LANDSCAPE SUPPLIES INC	SNOW PLOW OPERATORS	9,025.00
12/08/2017	304587	NATIONAL FIRE PROTECTION ASSOC	FIRE MARSHAL DUES	150.00
12/08/2017	304588	NYE UNIFORMS	UNIFORMS	1,713.14
12/08/2017	304589	OFFICE DEPOT, INC.	OFFICE CHAIR	911.27
12/08/2017	304590	OFFICE DEPOT, INC.	PD OFFICE SUPPLIES	47.52
12/08/2017	304591	OMEGA RAIL MANAGEMENT, INC.	RAILROAD REPAIRS	527.69
12/08/2017	304592	PARIS CLEANERS	UNIIFORM CLEANING	1,215.92
12/08/2017	304593	POLK & COMPANY, R L	POLK CITY DIRECTORIES	943.00
12/08/2017	304594	PORTAGE BUDGET STORAGE, LLC	ELECTION EQUIPMENT	353.70
12/08/2017	304595	PORTAGE BUDGET STORAGE, LLC	ELECTION EQUIPMENT	924.00
12/08/2017	304596	PORTAGE PUBLIC SCHOOLS	CITY COUNCIL RECEPTION	405.25
12/08/2017	304597	R W LAPINE INC.	HVAC ON-CALL SERVICE	205.00
12/08/2017	304598	RATHCO SAFETY SUPPLY, INC.	SIGNS AND SIGN MATER	547.50
12/08/2017	304599	RICHARDSON, HAZEL	TRIP REFUND	100.00
12/08/2017	304600	RIVERSIDE INTEGRATED SYSTEMS, INC.	INSPECTION	355.00
12/08/2017	304601	ROE, AUDREY	TRIP REFUND	125.00
12/08/2017	304602	SIMPLEX GRINNELL	FIRE FACILITY MAINT	645.00
12/08/2017	304603	STATE OF MICHIGAN (DEPT LABOR)	LICENSE RENEWAL	50.00
12/08/2017	304604	STATE SYSTEMS RADIO, INC	MISC REPAIRS	60.00
12/08/2017	304605	STAUDACHER, YVONNE	PROGRAM REFUND	25.00
12/08/2017	304606	TODD ARBANAS ENTERPRISES INC.	TREE REMOVAL SERVICE	5,050.00
12/08/2017	304607	TRACTOR SUPPLY CORP.	CANINE SUPPLIES	75.98
12/08/2017	304608	U S POSTAL SERVICE	REFILL POSTAGE METER	3,000.00
12/08/2017	304609	USA TODAY	SUBSCRIPTION FOR LOBBY	29.00
12/08/2017	304610	WELLMAN, FRA	MEMBERSHIP REFUND	25.00
12/08/2017	304611	WORLDPOINT ECC	CPR WORKBOOKS	49.35
12/08/2017	304612	YOUNGS, POLLY	TRIP REFUND	95.00
12/15/2017	304613	A NEW LEAF	PLANT CARE	85.00

Check Date	Check	Vendor Name	Description	Amount
12/15/2017	304614	A T & T	TELEPHONE SERVICE	6,721.81
12/15/2017	304615	A-1 REFRIGERATION SALES & SERV	HEADQUARTERS BLDG HV	70,700.48
12/15/2017	304616	ADP, INC.	BI-WEEKLY PAYROLL	811.69
12/15/2017	304617	ALLEGRA PRINT & IMAGING	PRINTING	50.00
12/15/2017	304618	ALLEN, STACEY	SCHRIER DEPOSIT/RENT	150.00
12/15/2017	304619	AUSTIN, ALLISUN	ICE SKATING LESSONS	24.00
12/15/2017	304620	BERGER CHEVROLET	2018 VEHICLES POLICE	181,475.00
12/15/2017	304621	BERNHARDT, JUSTIN	RENTAL DEPOSIT REFUND	100.00
12/15/2017	304622	BLUE CROSS/BLUE SHIELD OF MICH	HEALTH INSURANCE	67,086.92
12/15/2017	304623	BRONSON METHODIST HOSPITAL	REFUND	9,823.90
12/15/2017	304624	BRUCE'S TRUCK & AUTO ACCESSORIES	TRUCK SERVICES	3,533.95
12/15/2017	304625	CANTEEN SERVICES	MPIR CONCESSIONS	231.12
12/15/2017	304626	CARTRIDGE WORLD	PRINTER MAINTENANCE	1,814.18
12/15/2017	304627	CONSUMERS ENERGY	STREETLIGHTS - NOV 2	37,831.12
12/15/2017	304628	D & L BUILDING CO, LLC	BOND REFUND	65.00
12/15/2017	304629	DANIELSON, SUSAN	TRIP REFUND	100.00
12/15/2017	304630	DAVIS, CHRISTOPHER	EMPLOYEE REIMBURSEMENT	185.15
12/15/2017	304631	DEVON TITLE AGENCY	REFUND OF OVERPAYMENT	460.40
12/15/2017	304632	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE MAINT	3,440.90
12/15/2017	304633	FLETCHER ENTERPRISES	UTILITY BOX PAINTING	200.00
12/15/2017	304634	FRIENDS OF PORTAGE SENIOR CENTER	DONATIONS RCVD W/ M-SHIP	850.00
12/15/2017	304635	GORDON FOOD SERVICE	MPIR CONCESSIONS	12.99
12/15/2017	304636	HALT FIRE, INC.	FIRE APPARATUS MAINT	405.49
12/15/2017	304637	HEINEMAN, MARK	SANTA FEE	100.00
12/15/2017	304638	HEINEMAN, MARK	SANTA FEE	150.00
12/15/2017	304639	HENDRICKS, JIM	OVERPYMT REFUND	155.58
12/15/2017	304640	HOBBY-SPORTS.COM	CITY HALL LOBBY DISP	389.99
12/15/2017	304641	HOME DEPOT	CLEANING & MAINT SUP	1,061.66
12/15/2017	304642	HOME DEPOT	BUILDING SUPPLIES	878.71
12/15/2017	304643	I.T. RIGHT	ASSESSING APP	2,300.00
12/15/2017	304644	INTERNATIONAL MUNICIPAL SIGNAL	IMSA MEMBERSHIP DUES	100.00
12/15/2017	304645	INTERSTATE OFFICE INTERIORS	DESKTOP UPGRADE	825.00

Check Date	Check	Vendor Name	Description	Amount
12/15/2017	304646	KALAMAZOO CITY TREASURER	EMP TRNG	225.00
12/15/2017	304647	KALAMAZOO CITY TREASURER	EMP TRNG	225.00
12/15/2017	304648	KALAMAZOO CITY TREASURER	EMP TRNG	225.00
12/15/2017	304649	KALAMAZOO COUNTY CLERK	SUPPORT FOR NOVEMBER	10,532.02
12/15/2017	304650	KALAMAZOO COUNTY TREASURER	2017 LAND SALE LOSS	30,644.55
12/15/2017	304651	KALAMAZOO LANDSCAPE SUPPLIES	TOP SOIL AND GRASS	25.65
12/15/2017	304652	KAMMINGA & ROODVOETS, INC.	FORCE MAIN REPLACEMENT	136,125.00
12/15/2017	304653	KERWIN ELECTRIC, INC.	CDBG HIMEBAUGH	5,057.00
12/15/2017	304654	KOZAR, MARIE	TRIP REFUND	95.00
12/15/2017	304655	KOZAR, MARIE	TRIP REFUND	82.00
12/15/2017	304656	LANGUAGE LINE, INC	LANGUAGE LINE USAGE	122.14
12/15/2017	304657	LISA GRACE	MRS. CLAUS	100.00
12/15/2017	304658	LOHMAN, SARAH	LAKEVIEW #2 DEPOSIT	100.00
12/15/2017	304659	MACALLISTER MACHINERY CO., INC.	WATER PUMP FOR 157	1,632.31
12/15/2017	304660	MARY BETH BLOCK	CONSTANT CONTACT SUB	270.00
12/15/2017	304662	MENARDS, INC	ELIASON PROJECT	715.11
12/15/2017	304663	MICHEL, CASSANDRA	SCHRIER PARK DEPOSIT	150.00
12/15/2017	304664	MICHIGAN MUNICIPAL LEAGUE	MML ANNUAL DUES	9,150.00
12/15/2017	304665	MISS DIG SYSTEM, INC.	MISS DIG 811 SERVICE	2,598.54
12/15/2017	304666	MLIVE MEDIA GROUP	BIDS WANTED ADS	58.40
12/15/2017	304667	MWEA	2018 OPERATORS DAY	110.00
12/15/2017	304668	NATIONAL COUNCIL ON THE AGING	PROGRAM PAYMENT	50.00
12/15/2017	304669	NATIONS TITLE AGENCY OF MI	OVER PAYMENT SPECIAL	103.16
12/15/2017	304670	NICHOLAS HEWITT	BOND REFUND	75.01
12/15/2017	304671	NYE UNIFORMS	UNIFORMS-NSLA	716.70
12/15/2017	304672	O'REILLY AUTO PARTS	FIRE APPARATUS MAINT	185.97
12/15/2017	304673	OFFICE DEPOT, INC.	OFFICE SUPPLIES	431.48
12/15/2017	304674	PETERMAN CONCRETE CO.	CRUSHED CONCRETE	598.53
12/15/2017	304675	POLDERMAN'S FLOWER SHOP	FLORAL ARRANGEMENTS	110.00
12/15/2017	304676	POWERS BATH SYSTEMS	DPS SHOWER REPAIR	785.00
12/15/2017	304677	PUBLIC MEDIA NETWORK	1ST QTR FEES	94,703.15
12/15/2017	304678	QUALIFICATION TARGETS, INC.	TRAINING MATERIALS	139.82

Check Date	Check	Vendor Name	Description	Amount
12/15/2017	304679	R W LAPINE INC.	HVAC ON-CALL SERVICE	1,415.70
12/15/2017	304680	SOURCE TECHNOLOGIES	CHECK STOCK	217.50
12/15/2017	304681	SOUTHWEST MICHIGAN FIRST	CONFERENCE FEES	1,125.00
12/15/2017	304682	SPRINGER, PATRICK	OVER PAYMENT REFUND	10.73
12/15/2017	304683	STAP BROS LAWN & LANDSCAPE,INC	LANDSCAPE BED MAINT	1,700.00
12/15/2017	304684	STATE OF MICHIGAN	SOR FEES	90.00
12/15/2017	304685	STATE SYSTEMS RADIO, INC	TOWER RENTAL	1,973.98
12/15/2017	304686	STEARNS LENDING	OVER PAYMENT STAX 17	13.83
12/15/2017	304687	STEENSMA LAWN & POWER EQUIPMENT	SMALL EQUIP REPAIRS	173.94
12/15/2017	304688	TAPCO	SPEED FEEDBACK SIGNS	12,115.00
12/15/2017	304689	TRACTOR SUPPLY CORP.	WINTER MAINTENANCE	279.97
12/15/2017	304690	UNITED PARCEL SERVICE	WEEKLY DELIVERY	19.18
12/15/2017	304691	UNITED RESOURCE, LLC	STORM STRUCTURE	17,888.08
12/15/2017	304692	VALEKO, CHARLENE	OVERPAYMENT REFUND	40.38
12/15/2017	304693	VERIZON WIRELESS SERVICES, LLC	WIRELESS SERVICES	2,278.71
12/15/2017	304694	WESTERN MICHIGAN UNIVERSITY	2017 COMMUNITY SURVEY	11,206.00
12/15/2017	304695	XAVUS SOLUTIONS	DATABASE MAINTENANCE	1,300.00
12/15/2017	304696	XYBIX SYSTEMS, INC.	PARTS TO REPAIR POS	1,239.82
12/15/2017	304697	YEO & YEO	2016/2017 AUDIT	4,275.00
12/19/2017	304698	OFF THE CUFF CATERING	WMU TRAINING LUNCH	160.95
12/20/2017	304699	HENSON, DEREK	FIRE MARSHAL DUES	325.00
12/20/2017	304700	BALKEMA EXCAVATING, INC.	FORD BOX REPLACEMENT	3,925.00
12/20/2017	304701	CHICAGO TITLE OF MICHIGAN, INC.	LAND DONATION CLOSING	404.83
12/26/2017	304702	DEVON TITLE AGENCY	CDBG DOWNPAYMENT	5,000.00
12/29/2017	304703	3SI SECURITY SYSTEMS, INC.	ANNUAL TRACKING	216.00
12/29/2017	304704	A T & T	TELEPHONE SERVICE	11,014.57
12/29/2017	304705	A T & T LONG DISTANCE	LONG DISTANCE SERVICE	7.16
12/29/2017	304706	ADP, INC.	BI-WEEKLY PAYROLL	5,331.14
12/29/2017	304707	ALBERTY, THOMAS & CHARLOTTE TRUST	TAX REFUND	289.24
12/29/2017	304708	ALLEGRA PRINT & IMAGING	BUSINESS CARDS	878.55
12/29/2017	304709	AMERICAN WATER WORKS ASSOC.	AWWA STANDARD REVISION	767.00
12/29/2017	304710	AR ENGINEERING LLC	ENGINEERING SERVICES	8,497.17

Check Date	Check	Vendor Name	Description	Amount
12/29/2017	304711	BALKEMA EXCAVATING, INC.	MANHOLE REPAIR	59,937.35
12/29/2017	304712	BECK, SALLY	TRIP REFUND	100.00
12/29/2017	304713	BEL-AIRE HEATING & AIR CONDITI	CDBG KIRSCHENBAUER	3,198.00
12/29/2017	304714	BOFF, NEIL AND MARY	DBOR REFUND 01722-12	1,131.74
12/29/2017	304715	BOSMA, MARSHA & LAWSON, PHILIP	DBOR REFUND 042	2,028.19
12/29/2017	304716	BOYLE, M OR TANGE, J	DBOR REFUND 08760-02	7.29
12/29/2017	304717	BRAYTON DDS, JAMES	DBOR REFUND 00025-10	388.90
12/29/2017	304718	BRAYTON DDS, JAMES	DBOR REFUND 00025-12	1,459.31
12/29/2017	304719	BREAD OF LIFE, LLC	WORKING LUNCH MEALS	336.12
12/29/2017	304720	BRUCE OR ELLEN BOYD	REFUND	1,654.08
12/29/2017	304721	BURKE, DENNIS & JANICE	DBOR RFND 05953-114-	3,622.67
12/29/2017	304722	BWMS TRAINING	PUMPS & MOTORS TRAIN	150.00
12/29/2017	304723	C. STODDARD & SONS INC.	FILTER/OIL RECYCLING	227.50
12/29/2017	304724	CAMPBELL AUTO SUPPLY	FIRE APPARATUS MAINT	83.07
12/29/2017	304725	CANTEEN SERVICES	MPIR CONCESSIONS	231.12
12/29/2017	304726	CAPITAL REAL ESTATE TAX SERVICES	DBOR REFUND 03656-04	858.42
12/29/2017	304727	CARLETON EQUIPMENT CO.	REPLACEMENT MIRROR	435.54
12/29/2017	304728	CARTRIDGE WORLD	HP PRINTER	1,966.99
12/29/2017	304729	CINTAS CORP.	PANT RENTAL FOR INSP	321.62
12/29/2017	304730	CIVICPLUS	CITY WEBSITE ANNUAL	5,000.00
12/29/2017	304731	COOK, RYAN	GINGERBREADHOUSE REF	25.00
12/29/2017	304732	CORELOGIC CENTRALIZED REFUNDS	2017 DBOR REFUND FOR	2,411.58
12/29/2017	304733	CORELOGIC CENTRALIZED REFUNDS	DBOR REFUND FOR 0002	2,896.18
12/29/2017	304734	CORELOGIC CENTRALIZED REFUNDS	DBOR REF 00033-238-O	601.02
12/29/2017	304735	CORELOGIC CENTRALIZED REFUNDS	DBOR REFUND 02606-00	1,704.26
12/29/2017	304736	CORELOGIC CENTRALIZED REFUNDS	DBOR REFUND 05522-14	1,052.78
12/29/2017	304737	CORELOGIC CENTRALIZED REFUNDS	DBOR REFUND 06240-00	912.49
12/29/2017	304738	CORELOGIC CENTRALIZED REFUNDS	DBOR REFUND 06960-00	2,427.76
12/29/2017	304739	CORELOGIC CENTRALIZED REFUNDS	DBOR REFUND STC 06	501.83
12/29/2017	304740	CORELOGIC CENTRALIZED REFUNDS	OVER PAYMENT WINTER	6,015.81
12/29/2017	304741	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE MAINT	1,248.94
12/29/2017	304742	ERVIN, MATTHEW	DJ SERVICES NYE SKAT	500.00

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12/29/2017	304743	FADER EQUIPMENT, INC.	CUTOFF SAW REPAIR	522.45
12/29/2017	304744	FBI-LEEDA	MEMBERSHIP DUES	50.00
12/29/2017	304745	FRED PRYOR SEMINARS/CAREERTRACK	BEYOND THE BASICS	99.00
12/29/2017	304746	GOLL, KAREN	SCHRIER DEPOSIT REFUND	100.00
12/29/2017	304747	GREATER KALAMAZOO FOP LODGE 98	PPCOA DUES	549.20
12/29/2017	304748	GREATER KALAMAZOO FOP LODGE 98	FOP PORTION OF PPOA DUES	2,746.00
12/29/2017	304749	GUARDIAN TRACKING, LLC	FIRE ADMIN EQUIPMENT	2,123.00
12/29/2017	304750	HAINES, NICHOLAS	TUITION REIMBURSEMEN	735.00
12/29/2017	304751	HERTZ, SHANNON	MEMBERSHIP FEES	70.00
12/29/2017	304752	HOME DEPOT	TRADITIONAL HOLIDAY	1,213.87
12/29/2017	304753	HOME DEPOT	BUILDING MAINTENANCE	178.07
12/29/2017	304754	INT'L PUBLIC MGT ASSOC FOR HR	POLICE OFFICER EXAM	589.66
12/29/2017	304755	INTEGRATED WEED CONTROL	BEETLES	1,284.00
12/29/2017	304756	IVALDI, DAVIDE J & JENNIFER L	DBOR REFUND 03652-06	20.37
12/29/2017	304757	K.C.E.D.	BSA COMMERCIAL INDUS	60.00
12/29/2017	304758	KAL COUNTY FIRE CHIEFS ASSOC.	FIRE TRAINING	225.00
12/29/2017	304759	KAL-BLUE REPROGRAPHICS	PRINTING	187.97
12/29/2017	304760	KAL-CREEK COMMERCIAL APPRAISERS, LC	APPRAISAL	1,275.00
12/29/2017	304761	KALAMAZOO AREA TRANSPORTATION STUDY	2018 KATS MEMBERSHIP	1,500.00
12/29/2017	304762	KALAMAZOO COUNTY DRAIN COMMISSIONER	COUNTY DRAIN ASSESSS	5,320.00
12/29/2017	304763	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES MOBILE	516.20
12/29/2017	304764	KASTEN INSULATION SERVICES, INC.	TRAILER COATING	2,500.00
12/29/2017	304765	KCCDA	PAYMENT #1 PER AGREEMENT	756,793.00
12/29/2017	304766	LERETA	DBOR REFND 00019-238	806.74
12/29/2017	304767	LERETA	DBOR REFUND 07321-05	878.85
12/29/2017	304768	LERETA	DBOR REFUND 07980-01	1,519.62
12/29/2017	304769	MAZE, ROBERT	REFUND FOR DBOR 0564	1,961.74
12/29/2017	304770	MCDA	CONFERENCE FEES	35.00
12/29/2017	304771	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	45.00
12/29/2017	304772	MED EXPRESS URGENT CARE, PC MICH	NOVAK DOT PHYSICAL	95.00
12/29/2017	304773	MEDILODGE OF PORTAGE	PROGRAM PAYMENT	336.00
12/29/2017	304774	MERRITT MIDWEST INC.	ENGINEERING SERVICES	7,917.21

Check Date	Check	Vendor Name	Description	Amount
12/29/2017	304775	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIRS	2,516.40
12/29/2017	304776	MICHIGAN FIRE INSPECTOR'S SOCIETY	FIRE MEMBERSHIPS	1,275.00
12/29/2017	304777	MICHIGAN MUNICIPAL LEAGUE	ON-LINE ADS FOR CIT	213.60
12/29/2017	304778	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY	279.24
12/29/2017	304779	MIKE CORFMAN	FIRE MEMBERSHIPS	50.00
12/29/2017	304780	MINOR, LESTER L	DBOR REFUND 03460-05	5,028.07
12/29/2017	304781	MLIVE MEDIA GROUP	AD FOR PLUMBING/MECH	849.36
12/29/2017	304782	NENA	MEMBERSHIP FEES	50.00
12/29/2017	304783	NICHOLSON, JAMES	DBOR REFUND 04503-41	844.92
12/29/2017	304784	OFFICE DEPOT, INC.	OFFICE SUPPLIES	453.89
12/29/2017	304785	OFFICE DEPOT, INC.	OFFICE SUPPLIES	35.46
12/29/2017	304786	PAJAY, INC.	WINTERS DRIVE RETENT	20,010.96
12/29/2017	304788	PORTAGE GLASS & MIRROR	POLICE VEHICLE MAINT	325.00
12/29/2017	304789	QUICKEN LOANS	REFUND DBOR 04500-03	1,538.75
12/29/2017	304790	RAMUDO, HEATHER	UB REFUND	244.72
12/29/2017	304791	RATHCO SAFETY SUPPLY, INC.	SIGNS	4,471.58
12/29/2017	304792	RESCUEGEAR, INC.	FIRE TECH RESCUE EQUIP	467.92
12/29/2017	304793	RICHARD EVERETT	FIRE MEMBERSHIPS	50.00
12/29/2017	304794	ROACH , RICHARD AND ALISON	DBOR REFUND 00018-68	1,159.93
12/29/2017	304795	ROBB, CHRISTA	TUITION REIMBURSEMENT	541.50
12/29/2017	304796	ROWLEY BROTHERS, INC.	HYDRAULIC OIL	1,067.56
12/29/2017	304797	RYAN, JOHN	EMPLOYEE REIMBURSEMENT	200.69
12/29/2017	304798	SANDERSON, MARY LOU	TRIP REFUND	90.00
12/29/2017	304799	SARKOZY TRUST, WILLIAM & ARDITH	2017 DBOR REFUND 005	4,846.90
12/29/2017	304800	SCHAEFFER MANUFACTURING COMPANY	MAINTENANCE SUPPLIES	448.76
12/29/2017	304801	SCHURING JR CO, JOHN	NOTARY BOND	60.00
12/29/2017	304802	SECURA COIN LOCKER	COIN LOCKERS MPIR	2,867.00
12/29/2017	304803	SHILTS, DAWN	VOLUNTEER APPRECIATION	100.46
12/29/2017	304804	SINGH, KANWARPREET & PATEL, S TRUST	TAX REFUND	518.54
12/29/2017	304805	SNEDEKER, GERALD A & J	REFUND DBOR	1,805.44
12/29/2017	304806	STATE OF MICHIGAN	EMP TRNG	100.00
12/29/2017	304807	STATE OF MICHIGAN	EMP TRNG	100.00

Check Date	Check	Vendor Name	Description	Amount
12/29/2017	304808	STATE OF MICHIGAN	EMP TRNG	100.00
12/29/2017	304809	STATE OF MICHIGAN (MGT & BUDGE	2018 MEMBERSHIP	230.00
12/29/2017	304810	STATE SYSTEMS RADIO, INC	MISC REPAIRS	12.00
12/29/2017	304811	STEENSMA LAWN & POWER EQUIPMENT	HARD HATS	1,237.53
12/29/2017	304812	STRYKER MEDICAL	OVER PAYMENT WINTER	6,437.91
12/29/2017	304813	STURGIS BANK & TRUST	OVR PMT WTAX17 00018	221.97
12/29/2017	304814	SUMMIT POLYMERS, INC	DBOR REFND 99999151	21,753.49
12/29/2017	304815	THOMPSON, KARIL	TAX REFUND	536.74
12/29/2017	304816	TILLER, CATHERINE	STUART DEPOSIT REFUND	150.00
12/29/2017	304817	TOOLES, CHARLENE	DBOR REFUND 05220-00	520.35
12/29/2017	304818	TRACTOR SUPPLY CORP.	MPIR SUPPLIES	103.06
12/29/2017	304819	U S POSTMASTER	PORTAGER POSTAGE	8,000.00
12/29/2017	304820	UNITED PARCEL SERVICE	WEEKLY DELIVERY	19.50
12/29/2017	304821	UNITED RESOURCE, LLC	STORM SEWER VIDEO	17,655.00
12/29/2017	304822	VAN BUSKIRK, CLAUDE C	REFUND DBOR 09416-03	3,344.49
12/29/2017	304823	VERIZON WIRELESS SERVICES, LLC	WIRELESS SERVICES	1,701.20
12/29/2017	304824	WELLS FARGO	DBOR REFUND 08763-11	852.34
12/29/2017	304825	WELLS FARGO REAL ESTATE TAX SERVICE	OVER PMT WTAX 17	626.33
12/29/2017	304826	WEST MICHIGAN OFFICE INTERIORS	OFFICE CHAIRS	285.00
12/29/2017	304827	WESTERN MICHIGAN UNIVERSITY	CITY COUNCIL RETREAT	500.00
12/29/2017	304828	WILLIAMS ASSOCIATES ARCHITECTS, LTD	ARCHITECT SERVICES	4,060.72
12/29/2017	304829	WILLOUGHBY PLC, JONATHAN W	DBOR 2016 REF 900190	52.23
12/29/2017	304830	78TH DISTRICT COURT	BOND FOR TRAVIS MATT	350.00
12/29/2017	304831	KAL-CREEK COMMERCIAL APPRAISERS, LC	PROPERTY APRAISAL	1,200.00
12/29/2017	304832	PORTAGE PUBLIC SCHOOLS (TRANS)	MONSTER MASH BUSES	1,223.78
12/29/2017	304833	SCOTT FUCE	PROGRAM PAYMENT	180.00
12/29/2017	304834	PAUL WILSON	CITY PROMOTIONAL VIDEO	2,500.00
			Total Paper Checks:	**2,378,846.76**
Check Type: Manual ACH & Auto-Pay Payments				
12/05/2017	ACH	PORTAGE COMMUNITY CENTER	HUMAN SERVICES	23,115.48
12/05/2017	ACH	SENIOR CENTER CREDIT CARD PAYMENT	TRIP EXPENDITURES	9,128.64
12/08/2017	5834	CITY OF PORTAGE	WATER-SEWER	23,185.90

Check Date	Check	Vendor Name	Description	Amount
12/08/2017	5835	CONSUMERS ENERGY	GAS-ELECTRIC	14,733.26
12/11/2017	5841	CONSUMERS ENERGY	GAS-ELECTRIC	9,235.61
12/12/2017	5851	CONSUMERS ENERGY	GAS-ELECTRIC	22,965.40
12/13/2017	5864	CONSUMERS ENERGY	GAS-ELECTRIC	6,061.02
12/14/2017	5863	CONSUMERS ENERGY	GAS-ELECTRIC	1,069.48
12/15/2017	5873	CONSUMERS ENERGY	GAS-ELECTRIC	10,231.88
12/15/2017	5858	RANDALL BROWN & ASSOC	RETAINER	18,810.00
12/18/2017	ACH	SPECIALTY BUSINESS FORMS, INC.	TAX STMT POSTAGE	782.00
12/18/2017	5883	CONSUMERS ENERGY	GAS-ELECTRIC	345.51
12/19/2017	5886	CONSUMERS ENERGY	GAS-ELECTRIC	3,764.98
12/20/2017	5895	CONSUMERS ENERGY	GAS-ELECTRIC	248.86
12/27/2017	ACH	SPECIALTY BUSINESS FORMS, INC.	UTILITY BILL POSTAGE	2,023.67
12/28/2017	5924	CITY OF PORTAGE	WATER-SEWER	1,508.28
			Total Auto-Pay Payments:	**147,209.97**
			Grand Total:	**4,112,497.18**

PORTAGE
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CITY COUNCIL AGENDA ITEM A.3.
JANUARY 9, 2018

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: Fire Station No. 2 Construction Manager Contract Award

SUPPORTING PERSONNEL: Nicholas Armold, Director of Public Safety - Police / Fire Chief

ACTION RECOMMENDED: Approve a contract with AVB Construction, LLC of Portage, Michigan, in the amount of $87,600 for Fire Station No. 2 Construction Management Services and authorize the City Manager to execute all related documents on behalf of the city.

On August 8, 2017 City Council approved a contract with Williams Architects for the design of a replacement Fire Station No. 2 on Oakland Drive. Williams Architects is working with city staff and is progressing with that design. At this time, it is important to retain a Construction Manager to work with Williams Architects on the project. As a representative of the city, the selected Construction Manager will provide value engineering and cost estimates throughout the design process and will assist in selecting the construction firm. During the construction phase, the Construction Manager will work with the construction firms to ensure that fire operations at the current Fire Station No. 2 are maintained as long as possible. The Construction Manager will also maintain a construction schedule, continue to provide value engineering and cost estimates as the work progresses, as well as provide on-site management. Finally, the Construction Manager will coordinate the work between the Architect and General Contractor. The Construction Manager will not provide actual construction services for the project.

Firms were required to attend a mandatory pre-proposal meeting; twelve firms attended. On December 14, 2017, four proposals were received for construction management services. It is understood a number of the firms that did not submit a proposal were most interested in a contract that would provide both construction management and construction services; however, this proposal was structured to provide construction management services as the owner's representative.

AVB Construction LLC, of Portage, Michigan submitted the lowest proposal in the total amount of $87,600. AVB Construction LLC provided excellent references, has a local presence in the Kalamazoo County area as a developer, has experience working on occupied sites, has assigned team members with municipal and fire station experience and has an excellent understanding of its responsibilities as the owner's representative. All projects submitted by AVB as references came in under or on budget. None came in over budget.

Therefore, it is recommended that City Council approve a contract with AVB Construction LLC, of Portage, Michigan, in the amount of $87,600 for Fire Station No. 2 Construction Management Services and authorize the City Manager to execute all related documents.

FUNDING: Funds are available in the 2017/18 CIP for the pre-construction fee ($8,800), and funds will be scheduled into the 2018/19 CIP for construction management ($78,800).

Attachments: 1. Tabulation of Proposals

TABULATION OF PROPOSALS

FIRE STATION NO. 2 CONSTRUCTION MANAGEMENT SERVICES

BIDDER	PRE-CONSTRUCTION FEE	CONSTRUCTION MANAGEMENT FEE % OF $7,000,000 EST. CONSTRUCTION COST	CONSTRUCTION MANAGEMENT FEE EST. FEE	(or)	CONSTRUCTION MANAGEMENT FEE LUMP SUM	TOTAL OF PRE-CONSTRUCTION AND CONSTRUCTION MGT. FEES
AVB Construction LLC 2400 W. Centre Ave. Portage, MI 49024	$8,800.00	N/A	N/A		$78,800.00	$87,600.00
Wieland 4162 English Oak Dr. Lansing, MI 48911	$12,000.00	N/A	N/A		$117,000.00	$129,000.00
Rockford Construction 601 First Street NW Grand Rapids, MI 49504	$25,100.00	1.75%	$122,500.00		N/A	$147,600.00
Owen-Ames-Kimball Co. 161 E. Michigan Ave., Ste. 201 Kalamazoo, MI 49007	$15,750.00	N/A	N/A		$210,000.00	$225,750.00

Proposals Opened 12/14/2017

Prepared by: J . Johnson 12/14/2017

PORTAGE
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CITY COUNCIL AGENDA ITEM A.4.
JANUARY 9, 2018

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: 2018 March Board of Review

SUPPORTING PERSONNEL: Edward VanderVries, City Assessor
Meshia Rose, Deputy City Assessor

ACTION RECOMMENDED: Approve the recommendations regarding the Board of Review as follows:

1. adopt the resolution setting the dates and times for the 2018 March Board of Review;
2. adopt the resolution establishing a policy and guidelines for poverty exemptions;
3. approve the use of two (three-member) Board of Reviews for the 2018 March Board of Review, and
4. appoint six members to 2018 March Board of Review.

The Board of Review meets annually in March for the purpose of hearing current-year property assessment appeals. The attached resolution has been prepared to set the meeting dates for the first session of the Board of Review on March 12, 13, 14, and 15, 2018, and for the second session on March 27, 2018, in accordance with the City Charter. For the information of Council, it is anticipated that the 2018 residential assessment change notices will be mailed to property owners on February 12, 2018, allowing property owners with approximately 28 days of notification ahead of the Board of Review dates.

Additionally, in accordance to MCL 211.7u, the Board of Review shall follow a policy established annually by City Council. The attached resolution has been prepared establishing such guidelines to be followed by members of the Board of Review for the 2018 tax year.

Under the provisions of the City Charter, the Council may appoint three, six or nine Board of Review members divided into one, two or three committees.

Training for Board of Review members will consist of two seminars which will include a session hosted by David Rice, Edward Rose & Sons. The second session is to be determined.

Based on the above information and the Board and Commission interviews of Tuesday, January 9, 2018, it is recommended that City Council adopt the resolution setting the dates and times for the 2018 March Board of Review, adopt the resolution establishing a policy and guidelines for poverty exemptions, approve the use of two (three-member) Boards of Review for the 2018 March Board of Review and appoint six members to 2018 March Board of Review.

FUNDING: N/A

Attachments:
1. 2018 Board of Review Resolution
2. 2018 Poverty Exemption Guidelines

CITY OF PORTAGE

2018 BOARD OF REVIEW RESOLUTION

Moved by Council Member

Supported by Council Member

WHEREAS, the City Charter of the City of Portage, Section 8.6, requires that the City Council set the date, time of day, and place for the meeting of the first and second sessions of the Board of Review.

NOW, THEREFORE, BE IT RESOLVED that the Board of Review shall convene in its first session on Monday, March 12, 2018, at 9:00 am for the organizational meeting in Conference Room 1 located at City Hall, Portage, Michigan and shall continue for appointments on Tuesday, March 13, 2018, in Conference Room 1 at the same location, commencing at 12:00 PM to 5:00 PM and from 6:00 PM to 7:30 PM and shall continue in session on Wednesday, March 14, 2018, from 12:00 PM to 5:00 PM and 6:00 PM to 7:30 PM and shall continue in session on Thursday, March 15, 2018, from 9:00 AM to 12:00 PM and 1:00 PM to 4:00 PM, and on such additional days as may be required to hear all persons who have given notice of a desire to be heard.

BE IT FURTHER RESOLVED that the Board of Review shall convene in its second session on Tuesday, March 27, 2018, from 9:00 AM until all interested parties have been heard, but not less than 6 hours.

BE IT FURTHER RESOLVED that members of the Board of Review shall be compensated each at the rate of $100.00 per day for each day or portion thereof as they may be legally in session pursuant to the discharge of their duties.

BE IT FURTHER RESOLVED that notice of the times and place of the sessions of the Board of Review shall be published in a newspaper of general circulation in the City no less than ten (10) days prior to the first meeting of the Board of Review in three (3) successive issues of the newspaper.

Appointments are available by calling the City Assessor's Office.

ADOPTED: YEAS:

NAYS:

ABSENT:

Adam Herringa, City Clerk

CERTIFICATE

I certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of the City of Portage, Michigan held on the 9th day of January 2018, the original of which resolution is on file in my office.

Adam Herringa, City Clerk

APPROVED AS TO FORM
DATE 12/8/2017
CITY ATTORNEY

RESOLUTION
CITY OF PORTAGE, MICHIGAN
RESOLUTION REGARDING POVERTY EXEMPTION
AND GUIDELINES

Minutes of a regular meeting of the City Council of the City of Portage, Michigan held on __________, 20___ at 7:30 p.m. local time at City Hall in the City of Portage, Kalamazoo County, Michigan.

PRESENT: ____

ABSENT: ____

The following resolution was offered by:

COUNCILMEMBER:____ and supported by

COUNCILMEMBER:____.

WHEREAS, the adoption of a policy and guidelines for poverty exemptions is required of the City Council; and

WHEREAS, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the City of Portage, Kalamazoo County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

1. Be an owner of and occupy as a principal residence the property for which an exemption is requested.

2. File a claim with the assessor or Board of Review, accompanied by federal and State income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, Poverty Exemption Affidavit.

3. File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and

equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.

4. Produce a valid driver's license or other form of identification if requested.

5. Produce, if requested, a deed, land contract, or other evidence of ownership of the Property for which an exemption is requested.

6. Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the Portage City Council provided the alternative guidelines do not provide eligibility requirements less than the federal guidelines.

7. The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence. Newly updated Federal Guidelines shall be used by the Board of Review each year unless alternative guidelines are adopted by a Resolution of the Portage City Council.

Federal Guidelines for 2018 Assessments

Number of Persons Residing in the Principal Residence	**Poverty Guidelines Annual allowable income**
1 person	12,060
2 persons	16,240
3 persons	20,420
4 persons	24,600
5 persons	28,780
6 persons	32,960
7 persons	37,140
8 persons	41,320

Each additional person, add $4,180
Asset Records – $25,000 limit

NOW, THEREFORE, BE IT HEREBY RESOLVED that the assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the assessor and Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

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

ADOPTED: ___________

AYES: Councilmember____

NAYS: Councilmember____

ABSENT: Councilmember____

____
Adam Herringa, City Clerk

CERTIFICATION

I, Adam Herringa, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage, Michigan, and that the foregoing resolution was adopted by the City of Portage on the ____ day of ________________, 20___.

____
Adam Herringa, City Clerk

Approved as to form:
Date: 1-2-18
CRB
City Attorney

z:\jody\portage\res\resolutionPropertyExemptions12-8-17.doc

PORTAGE
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CITY COUNCIL AGENDA ITEM A.5.
JANUARY 9, 2018

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: 2018 Recreation and Open Space Plan Update

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development
Kathleen Hoyle, Director of Parks, Recreation & Senior Citizen Services

ACTION RECOMMENDED: Receive the proposed 2018 Recreation and Open Space Plan Update and approve the distribution of the plan update to the Planning Commissions of adjacent communities and to the Kalamazoo County Planning Commission.

The proposed 2018 Recreation and Open Space Plan Update, which is an element of the Comprehensive Plan, has been prepared by the Department of Parks, Recreation and Senior Citizen Services. The Parks Board and the Planning Commission have begun their review of the Plan Update. The Planning Commission reviewed the proposed document on December 21, 2017 and recommended the document be forwarded to City Council.

Pursuant to the Planning Enabling Act (Act 33 of 2008, as amended), once the Planning Commission has completed the review of a proposed amendment to the Comprehensive Plan, the draft document is submitted to the legislative body for review and comment. The City Council must then consider authorizing the distribution of the proposed 2018 Recreation and Open Space Plan Update to adjacent communities, as well as the county, for review and comment. At the conclusion of the review and comment period, the Planning Commission will conduct a public hearing and review any comments regarding the 2018 Recreation and Open Space Plan Update.

A copy of the proposed 2018 Recreation and Open Space Plan Update was provided to City Council in the Materials Transmitted on January 5, 2018. It is recommended that City Council receive the proposed 2018 Recreation and Open Space Plan Update and, subsequent to review, approve distribution of the draft document to the above noted entities.

FUNDING: Not applicable

Attachments:
1. December 29, 2017 Planning Commission Transmittal
2. December 21, 2017 Planning Commission meeting minutes (draft)
3. January 4, 2018 Park Board Letter of Support

TO: Honorable Mayor and City Council

FROM: Planning Commission

DATE: December 29, 2017

SUBJECT: 2018 Recreation and Open Space Plan Update

During the December 21, 2017 meeting, the Planning Commission reviewed and discussed the proposed 2018 Recreation and Open Space Plan Update. Ms. Kathleen Hoyle, Deputy Director of Recreation & Senior Citizen Services, provided an overview of the major changes to the proposed plan update.

After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Bosch, to forward the 2018 Recreation and Open Space Plan Update to City Council recommending the Plan be distributed to the Planning Commissions of adjacent communities and to the Kalamazoo County Planning Commission. The motion was unanimously approved.

Sincerely,

Wayne Stoffer

Wayne Stoffer, Chairman
City of Portage Planning Commission

T:\COMMDEV\2017-2018 Department Files\Board Files\Planning Commission\PC Reports\2018 Recreation and Open Space Plan Amendments\2017 12 26 MCC 2018 Recreation & Open Space Plan Update CC Distribution (PC).docx

DRAFT

Commissioner Shoup, to re-approve the Accessory Building application for Mr. Rusty Hotchkiss, 543 East Osterhout Avenue, to allow the total square footage of accessory buildings to exceed the ground floor area of the primary residence by 724 square feet. The motion was unanimously approved 9-0.

2. Neighborhood and Community Enhancement Program – subcommittee recommendation. Mr. Forth summarized the staff report dated December 15, 2017 regarding the subcommittee recommendation involving six Neighborhood and Community Enhancement Program projects submitted for funding consideration. Mr. Forth provided a brief overview of the six project and indicated the subcommittee is recommending the Towhee Street Lights, Oakland Drive Refuge Island and Lexington Green Streetlight Enhancement be approved for funding. The total cost for all projects is estimated at approximately $17,000. Subject to Planning Commission concurrence of the subcommittee recommendation, the information will be forwarded to the City Manager for final approval. Mr. Forth noted that all applicants were invited to attend tonight's meeting and present/discuss their proposed projects.

With regard to the Towhee Streetlight project, Commissioner Patterson stated he has installed LED lights (4,000 kelvin) in his Woodland at Austin Lake project and the LED lights provide adequate illumination and are more appealing than the high pressure sodium lights. Commissioner Patterson also stated he believes the Oakland Drive Refuge Island proposal is an excellent project. Commissioner Patterson asked if the Lexington Green project (tree trimming around existing streetlights to increase the area of illumination) is a regular city maintenance activity. Mr. Forth stated funds are not annually budgeted for this type of activity. Commissioner Schimmel suggested that consideration be given to replacing the street lights in the Lexington Green neighborhood given the low cost estimate provided by Consumers Energy for the Towhee Street project. Mr. Forth noted the streetlights in Lexington Green are a cobra head style mounted on power poles, which is different than the Towhee Street neighborhood.

There being no further discussion, a motion was made by Commissioner Harrell-Page, seconded by Commissioner Patterson, to recommend to the City Manager that funding be provided for the Towhee Street Lights, Oakland Drive Refuge Island and Lexington Green Tree Trimming. The motion was unanimously approved 9-0.

NEW BUSINESS:

1. 2018 Recreation and Open Space Plan Amendment. Mr. Forth summarized the staff report dated December 21, 2017 regarding an effort by the Department of Parks, Recreation and Senior Citizen Services to update of the 2013 Recreation and Open Space Plan. The Recreation and Open Space Plan is a component of the Comprehensive Plan and is updated every five years and amended, as necessary, to provide a valuable planning tool and fulfill Michigan Department of Natural Resources (MDNR) requirements for park acquisition and development grants. Mr. Forth stated at this step in the update process, the Michigan Planning Enabling Act requires the Planning Commission to review the draft plan and if acceptable, recommend to City Council the Plan be distributed to adjacent communities and county for review/comment. Following this review period, the Planning Commission will conduct a public hearing in February 2018 prior to final adoption on City Council.

Mr. Forth introduced Kathleen Hoyle, Director of the Department of Parks, Recreation and Senior Citizen Services. Ms. Hoyle summarized the proposed 2018 Recreation and Open Space Plan, including the major changes since adoption of the 2013 Plan.

Following a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Bosch, to recommend that City Council approve the distribution of the plan to adjacent communities and the county. The motion was unanimously approved 9-0.

CITY OF PORTAGE

PARK BOARD

7900 South Westnedge Avenue, Portage, Michigan 49002

January 4, 2018

RE: Proposed 2018 Recreation and Open Space Plan Update

During the January 3, 2018 meeting, the Park Board completed a thorough review of the proposed 2018 Recreation and Open Space Plan Update. This plan is an element of the Comprehensive Plan and must be updated every five years to comply with the community recreation planning guidelines established by the Michigan Department of Natural Resources Grants Management Division. At the conclusion of the discussion, the Park Board voted unanimously to approve and forward the Plan for public hearing on February 7, 2018 at its next board meeting, and to forward approval to the Planning Commission.

This letter is to support and recommend forwarding the 2018 Recreation and Open Space Plan Update, prepared by the City of Portage Parks & Recreation Department, to the Planning Commission and Portage City Council to initiate the formal review, hearing, and approval process in accordance with the requirements of Public Act 33 of 2008, Michigan Planning Enabling Act.

Best regards,

Timothy Earl, Chairperson
City of Portage Park Board

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CITY COUNCIL AGENDA ITEM A.6.
JANUARY 9, 2018

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: Final Preliminary Condominium Subdivision: Copperleaf Phase 3

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: Approve the Final Preliminary Condominium Subdivision (detailed engineering plans) for Copperleaf Phase 3, 3800 West Milham Avenue and 5710 Angling Road.

City Council approved the Preliminary Condominium Subdivision for the third phase of Copperleaf on September 26, 2017. The developer, Westview Capital, LLC, is now requesting that City Council approve engineering design and construction plans that include the following public improvements:

- Phase 3 will include the extension of Copperleaf Trail to Bay Meadow Trail and construction of a new interior public street, Paxton Court. Paxton Court will include a landscaped island within the public right-of-way at the intersection with Copperleaf Trail, as well as a landscaped island within the center of the cul-de-sac. These landscaped islands will be maintained by the condominium association and before final condominium approval is granted, the required condominium association documents, easements and maintenance/indemnification agreement will be provided to the city for review and approval. A four-foot wide concrete sidewalk will be constructed on both sides of Paxton Court and Copperleaf Trail, with the exception of the north side of Copperleaf Trail between Paxton Court and Taunton Trail. The homes on the north side of Copperleaf Trail between Paxton Court and Taunton Trail will have access to the paved multi-use trail.

- The sanitary sewer system will consist of eight-inch diameter sewer mains and individual laterals constructed to service each lot in accordance with City of Portage requirements.

- The water system will consist of eight-inch diameter ductile iron mains and 1¼-inch services to each individual lot. The proposed system will connect to the existing water main located in Bay Meadow Trail.

- Storm water will be collected and conveyed to an existing infiltration basin located in the middle portion of the overall property and constructed with Phase 1. Storm water related piping and structures located within the public streets will be owned and maintained by the city, while the infiltration basin will be owned and maintained by the condominium association. The required condominium association documents, easements and maintenance/indemnification agreement will be provided to the city for review and approval before final condominium approval.

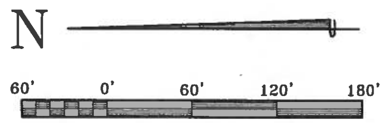
The departments of Community Development, Transportation and Utilities and the Fire Division of Public Safety have reviewed the construction drawings and have determined that the plans are in conformance with city requirements. Based on the administrative review, it is recommended that final preliminary condominium approval be granted. This action will allow the developer to proceed with the construction of the infrastructure improvements. When construction is complete, the developer will request final approval from City Council and acceptance of the water and sanitary sewer mains as public facilities.

FUNDING: Not applicable

Attachments: 1. Final Preliminary Condominium Plans

CONSTRUCTION PLANS for PHASE THREE of 'COPPERLEAF'

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



SITE DATA:
- –ZONING OF PROPERTY = "PD"
- –PHASE THREE AREA = 8.095 ACRES
- –# OF UNITS IN PHASE THREE = 27
- –DENSITY WITHIN PHASE THREE = 3.3 UNITS/ACRE
- –DENSITY WITHIN PHASES ONE THRU THREE = 2.9 UNITS/ACRE ←—— 98 UNITS / 33.81 ACRES

ZONING & SETBACK INFORMATION:
- –ZONING OF PROPERTY = "PD"
- –MINIMUM WIDTH @ FRONT SETBACK = 60'
- –REQUIRED FRONT SETBACK = 25'*
- –REQUIRED REAR SETBACK = 25'
- –REQUIRED SIDE SETBACK = 5' (MINIMUM 15' BETWEEN DWELLINGS)
- –MAXIMUM UNIT COVERAGE = 30%

* NOTE: FRONT SETBACK IS ONLY 15' ON LONG SIDE OF CORNER UNITS.

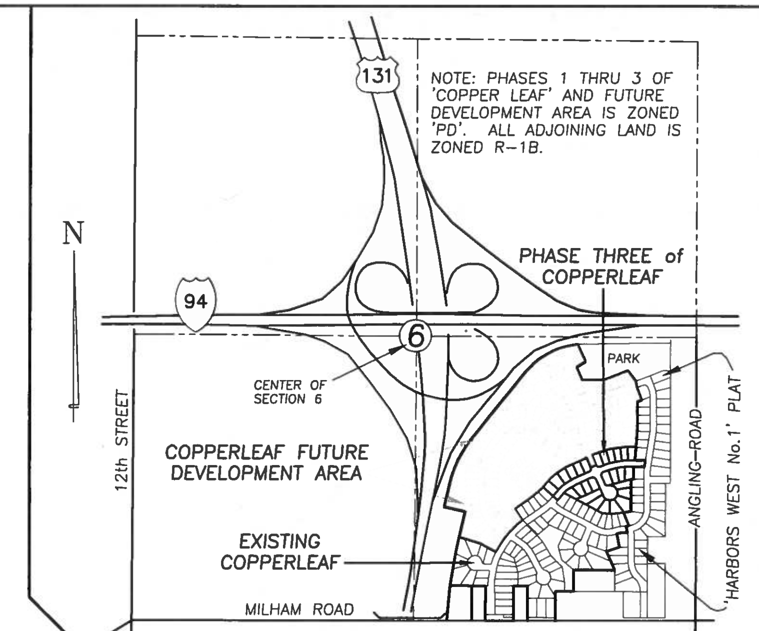
NOTE: THESE PLANS ARE INTENDED FOR CITY REVIEW RELATIVE TO FINAL APPROVAL AND ACCEPTANCE OF DETAILED ENGINEERING PLANS BY COUNCIL AS OUTLINED IN CITY OF PORTAGE'S LAND DEVELOPMENT REGULATIONS.

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

FIRE DEPT. NOTES

1) COMBUSTIBLE BUILDING CONSTRUCTION SHALL NOT COMMENCE UNTIL FIRE HYDRANTS ARE OPERABLE AND AN ALL WEATHER ROAD SURFACE IS IN PLACE.
2) THE FIRE FLOW FOR EACH BUILDING IS 1000 GPM FROM ONE HYDRANT WITHIN 400' OF ALL PORTIONS OF THE BUILDING. THIS FLOW IS BASED ON THE FLOOR AREA OF ALL FLOORS INCLUDING BASEMENT FOR A BUILDING OF TYPE V–B CONSTRUCTION. SHOULD A BUILDING EXCEED 3600 SQUARE FEET, THE MINIMUM FIRE FLOW WILL BE BASED ON THE SIZE AND TYPE OF CONSTRUCTION FOR THAT BUILDING.
3) FIRE APPARATUS ACCESS ROADS LESS THAN 26.0' WIDE SHALL BE POSTED ON BOTH SIDES AS A FIRE LANE.
4) "NO PARKING" SIGNS SHALL BE INSTALLED AS REQUIRED BY THE CITY.
5) TEMPORARY STREET SIGNS SHALL BE PROVIDED AS REQUIRED BY THE FIRE DEPARTMENT.
6) WIDTH OF IMPROVED STREETS SHALL BE A MINIMUM OF 26.0 FEET (BETWEEN BACK OF CURBS).
7) AN ELECTRONIC COPY OF THE APPROVED SITE PLAN SHALL BE PROVIDED TO THE FIRE DEPARTMENT (JPEG FORMAT).

72 HOURS BEFORE YOU DIG CALL MISS DIG 1-800-482-7171



VICINITY MAP
NO SCALE

GENERAL NOTES

1) PROPERTY IS CURRENTLY ZONED "PD".
2) PUBLIC WATER MAIN SHALL BE AN 8 INCH DUCTILE IRON MAIN WITHIN A PUBLIC ROAD OR WITHIN AN EASEMENT TO THE CITY OF PORTAGE. WATER SERVICES SHALL BE 1.25 INCH COPPER AND SHALL EXTEND FROM WATER MAIN TO CURB BOX.
3) PUBLIC SANITARY SEWER SHALL BE 8" PVC SEWER WITHIN A PUBLIC ROAD OR WITHIN AN EASEMENT TO THE CITY OF PORTAGE. SEWER LEADS SHALL BE 6 INCH PVC AND SHALL EXTEND FROM MAIN TO SEWER RISER.
4) STORM WATER DISPOSAL SHALL BE THROUGH SOLID WALL STORM SEWER PIPE WITH POSITIVE OUTLET TO THE DISPOSAL AREA. SYSTEM SHALL COMPLY WITH CITY SPEC'S AND CITY OF PORTAGE STORMWATER DESIGN CRITERIA MANUAL. PIPE JOINTS SHALL BE WATERTIGHT AND CONNECTIONS AT MANHOLES SHALL BE WITH A RUBBER BOOT. STORMWATER RUN–OFF SHALL DRAIN TO THE EXISTING BASIN AREA LOCATED NORTH OF PHASE ONE. STORM SEWER WITHIN PUBLIC ROADS & BETWEEN PUBLIC ROADS & STORM BASIN SHALL BE PUBLIC. STORM SEWER OUTSIDE OF PUBLIC ROADS & STORM BASIN SHALL BE PRIVATE.
5) ALL CONDOMINIUM STREETS SHALL BE PUBLIC, PAVED, AND HAVE A MINIMUM WIDTH OF 32 FEET FROM EDGE OF PAVEMENT TO EDGE OF PAVEMENT. (36' BETWEEN BACKS OF CURB)
6) STREET LIGHTS, STREET SIGNS, AND HYDRANT SIGNS SHALL BE INSTALLED.
7) SITE IS PRIMARILY COVERED WITH TREES AND BRUSH
8) ELEVATION DATUM IS U.S.G.S. DATUM AS PROMULAGED WITHIN THE CITY OF PORTAGE.
9) PRIVATE DRIVEWAYS HAVE NOT BEEN SHOWN ON THIS PLAN.
10) A SOIL EROSION AND SEDIMENTATION CONTROL PERMIT SHALL BE OBTAINED FROM THE CITY OF PORTAGE PROIR TO ANY ON SITE GRADING ACTIVITIES.
11) SHOWN BASE MAP ON THIS SHEET BASED ON TOPOGRAPHIC MAP BY OTHERS.
12) PROPERTY DOES NOT CONTAIN ANY DESIGNATED WETLANDS OR FLOODPLAINS.
13) SHOWN STREET NAMES ARE SUBJECT TO CITY APPROVAL AND COUNTY APPROVAL.
14) MINIMUM HOUSING SIZES WITHIN THIS SITE CONDOMINIUM ARE 1400 SQUARE FEET FOR A RANCH HOME AND 1800 SQUARE FEET FOR A TWO–STORY HOME.
15) A MAINTENANCE AND INDEMNIFICATION AGREEMENT SHALL BE CREATED FOR THE LANDSCAPED ISLANDS WITHIN THE PUBLIC ROAD RIGHT–OF–WAYS AND ALSO FOR THE STORM WATER RETENTION AREA. THIS AGREEMENT SHALL BE INCLUDED IN THE MASTER DEED / CONDOMINIUM DOCUMENTS.

SHEET INDEX:
1) COVER SHEET
2) PLAN & PROFILE SHEET (COPPERLEAF TRAIL)
3) PLAN & PROFILE SHEET (PAXTON COURT)
4) GRADING PLAN / EROSION CONTROL PLAN
5) CONSTRUCTION DETAILS & NOTES

OWNER & APPLICANT:

WESTVIEW CAPITAL, LLC
2186 EAST CENTRE STREET
PORTAGE, MI 49002
(269) 321–2610

REVISED: 01/03/2018
REVISED: 11/20/2017

COVER SHEET Phase Three of COPPERLEAF PART OF SE 1/4 OF SEC. 6, T3S, R11W, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN	DATE: 10/27/2017
Ingersoll, Watson & McMachen, Inc. CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS 1133 East Milham Road • Portage, Michigan 49002 • Phone 269 344-6165 • Fax 269 344-0555	SHEET: 1 JOB No.: 36273–3

INGERSOLL, WATSON & McMACHEN, INC.
CIVIL ENGINEERS–LAND SURVEYORS 269/344-6165
1133 EAST MILHAM AVENUE PORTAGE, MICHIGAN 49002

NOTE: ALL STREET TREES SHALL BE INSTALLED AT LEAST 2.0' FROM WATER MAIN.

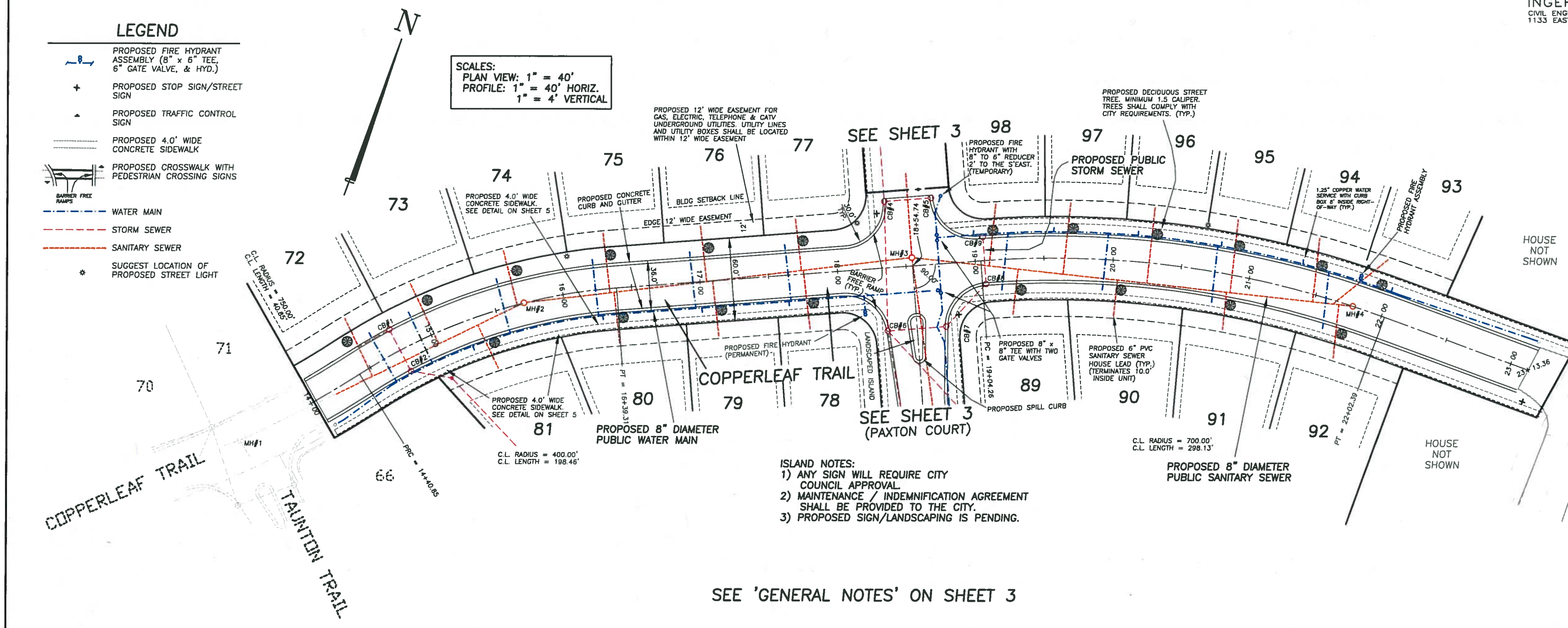
NOTE: IT IS RECOMMENDED THAT HYDRANTS WITH 6' BURY DEPTH BE USED TO REDUCE LIKELIHOOD OF HYDRANT EXTENSIONS BEING REQUIRED.

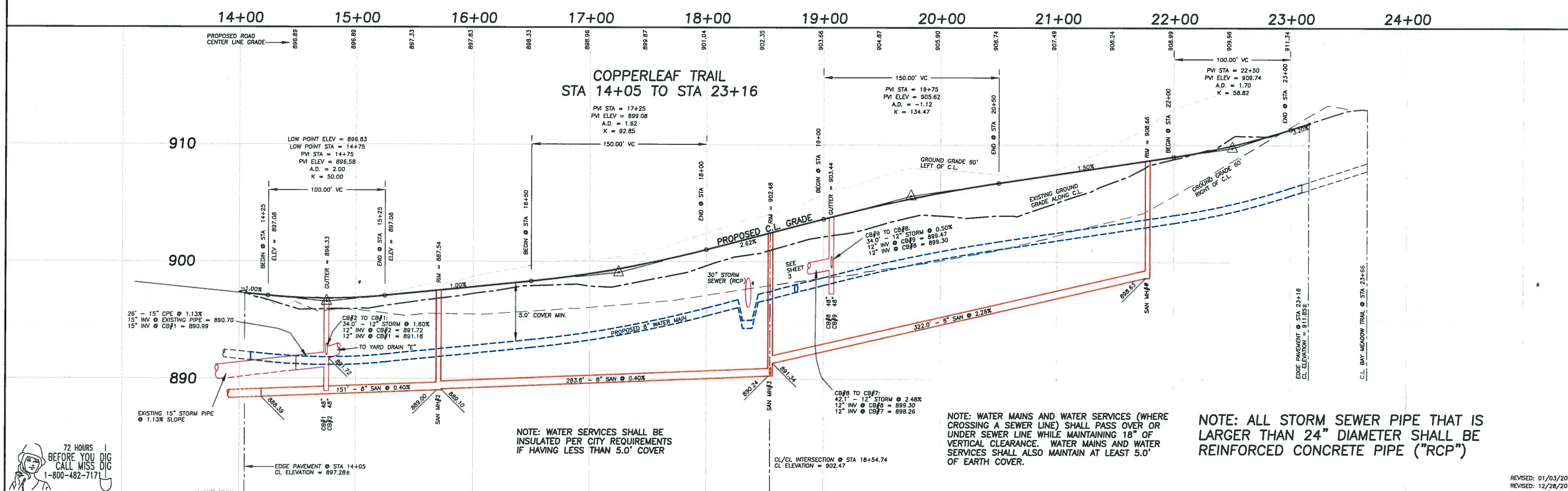
NOTE: NATURAL GAS, ELECTRIC, TELEPHONE, AND CABLE TV UNDERGROUND LINES SHALL BE CENTERED APPROXIMATELY 35.0' OFF CENTER LINE OF PROPOSED ROAD.

NOTE: VEHICLE DRIVER'S SIGHT DISTANCE REQUIREMENTS SHALL BE MAINTAINED AT ALL INTERSECTIONS.

NOTE: 325' LINE OF SIGHT / SIGHT DISTANCE SHALL BE MAINTAINED AT PROPOSED INTERSECTION FOR SAFETY IN ACCORDANCE WITH CITY REQUIREMENTS

STREET CUT PERMIT SHALL BE OBTAINED FROM THE CITY OF PORTAGE AS NECESSARY. PAVEMENT SHALL BE REPAIRED IN ACCORDANCE WITH CITY OF PORTAGE REQUIREMENTS.





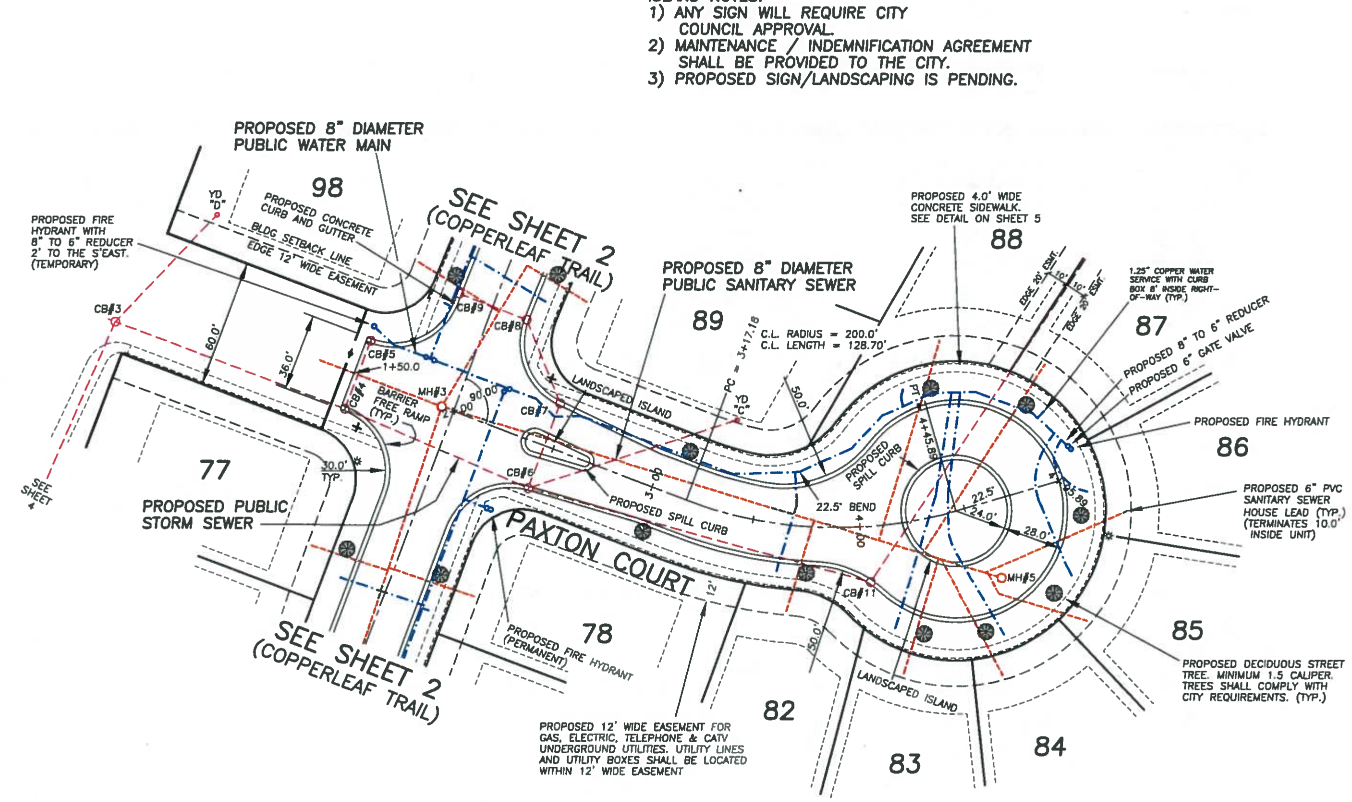
REVISED: 01/03/2018
REVISED: 12/28/2017
REVISED: 11/20/2017

SHEET 2 #36273-3 10/27/2017

INGERSOLL, WATSON & McMACHEN, INC.
CIVIL ENGINEERS–LAND SURVEYORS
1133 EAST MILHAM AVENUE
269/344-6165
PORTAGE, MICHIGAN 49002

SCALES:
PLAN VIEW: 1" = 40'
PROFILE: 1" = 40' HORIZ.
1" = 4' VERTICAL

ISLAND NOTES:
1) ANY SIGN WILL REQUIRE CITY COUNCIL APPROVAL.
2) MAINTENANCE / INDEMNIFICATION AGREEMENT SHALL BE PROVIDED TO THE CITY.
3) PROPOSED SIGN/LANDSCAPING IS PENDING.



GENERAL NOTES:
1) LIGHT POLES AND ANY UTILITY POLE/BOX SHALL BE LOCATED AT LEAST 5.0 FEET OFF BACK OF CURB.
2) STREET NAME SIGNS SHALL BE AT LEAST 9" FROM TOP TO BOTTOM OF ACTUAL SIGN (& PLACED ATOP STOP SIGNS).
3) ALL PAVEMENT MARKINGS AND ALL TRAFFIC SIGNAGE SHALL COMPLY WITH STANDARDS IN THE M.M.U.T.C.D.(CURRENT EDITION)
4) U-CHANNEL POSTS REQUIRED FOR ALL SIGNS.
5) SOIL EROSION & SEDIMENTATION CONTROL PERMIT SHALL BE OBTAINED AS REQUIRED BY STATE LAW.
6) PERMIT(S) SHALL BE OBTAINED FROM THE CITY OF PORTAGE AS REQUIRED.
7) M.D.E.Q. CONSTRUCTION PERMITS REQUIRED (FOR BOTH PUBLIC WATER MAIN & PUBLIC SANITARY SEWER) PRIOR TO THE COMMENCEMENT OF UTILITY INSTALLATION.
~~8) "NO PARKING THIS SIDE OF STREET" SIGNS SHALL BE INSTALLED ATOP THE FIRE HYDRANT SIGNS AND MIDWAY BETWEEN THE FIRE HYDRANTS ON THE HYDRANT SIDE OF THE STREETS.~~
9) FIVE INCH "STORZ" FITTINGS SHALL BR USED ON FIRE HYDRANTS.
10) FOR ON-SITE DWELLINGS, BASEMENT FOOTINGS AND FOUNDATIONS SHALL COMPLY WITH BUILDING CODE REQUIREMENTS BASED ON TYPE OF SOIL PRESENT AND STABILITY OF SOIL.
~~11) FOR ON-SITE DWELLINGS, REQUIRED RADON VENTING SYSTEM BELOW BASEMENT FLOOR SHALL, AS A PRECAUTION, BE PLUMBED TO ALSO BE A DRAINAGE SYSTEM DURING PERIODS OF HIGH GROUNDWATER.~~
12) ALL PROPOSED STREET LIGHTS SHALL COMPLY WITH CITY OF PORTAGE STANDARDS AND CONSUMERS ENERGY STANDARDS WITH REGARDS TO LOCATION AND LIGHT SPECIFICATION.
13) ON-SITE SPEED LIMIT SHALL BE 25 MILES PER HOUR.
14) UNDERGROUND GAS, ELECTRIC, TELEPHONE AND CABLE TV LINES SHALL DESIGNED BY UTILITY OWNERS AND SHALL NOT BE LOCATED IN PROPOSED STREET RIGHT-OF-WAYS UNLESS UTILITY IS CROSSING STREET (SQUARE TO CENTER LINE).
15) AS-BUILT CONSTRUCTION PLANS SHALL BE SUBMITTED TO THE CITY UPON COMPLETION OF THE ROADWAY PROJECT.
16) PRIOR TO START OF CONSTRUCTION, PRE-CONSTRUCTION MEETING SHALL BE HELD AT CITY OF PORTAGE OFFICES.

LEGEND

- PROPOSED FIRE HYDRANT ASSEMBLY (8" x 6" TEE, 6" GATE VALVE, & HYD.)
- PROPOSED STOP SIGN/STREET SIGN
- PROPOSED TRAFFIC CONTROL SIGN
- PROPOSED 4.0' WIDE CONCRETE SIDEWALK
- PROPOSED CROSSWALK WITH PEDESTRIAN CROSSING SIGNS (BARRIER FREE RAMPS)
- WATER MAIN
- STORM SEWER
- SANITARY SEWER
- SUGGEST LOCATION OF PROPOSED STREET LIGHT

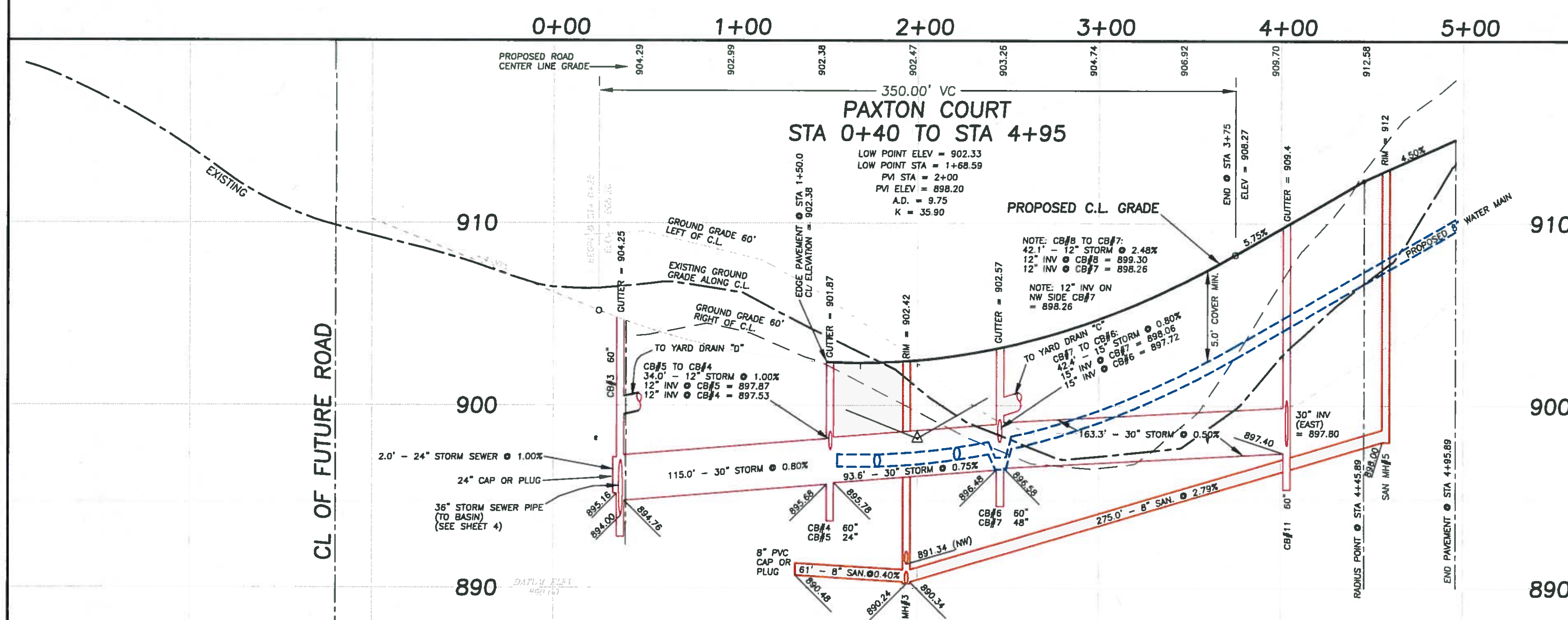
NOTE: ALL STREET TREES SHALL BE INSTALLED AT LEAST 2.0' FROM WATER MAIN.

NOTE: IT IS RECOMMENDED THAT HYDRANTS WITH 6' BURY DEPTH BE USED TO REDUCE LIKELIHOOD OF HYDRANT EXTENSIONS BEING REQUIRED.

NOTE: NATURAL GAS, ELECTRIC, TELEPHONE, AND CABLE TV UNDERGROUND LINES SHALL BE CENTERED APPROXIMATELY 35.0' OFF CENTER LINE OF PROPOSED ROAD.

NOTE: VEHICLE DRIVER'S SIGHT DISTANCE REQUIREMENTS SHALL BE MAINTAINED AT ALL INTERSECTIONS.

NOTE: 325' LINE OF SIGHT / SIGHT DISTANCE SHALL BE MAINTAINED AT PROPOSED INTERSECTION FOR SAFETY IN ACCORDANCE WITH CITY REQUIREMENTS



NOTE: ALL STORM SEWER PIPE THAT IS LARGER THAN 24" DIAMETER SHALL BE REINFORCED CONCRETE PIPE ("RCP")

NOTE: WATER MAINS AND WATER SERVICES (WHERE CROSSING A SEWER LINE) SHALL PASS OVER OR UNDER SEWER LINE WHILE MAINTAINING 18" OF VERTICAL CLEARANCE. WATER MAINS AND WATER SERVICES SHALL ALSO MAINTAIN AT LEAST 5.0' OF EARTH COVER.

NOTE: WATER SERVICES SHALL BE INSULATED PER CITY REQUIREMENTS IF HAVING LESS THAN 5.0' COVER

72 HOURS BEFORE YOU DIG CALL MISS DIG 1-800-482-7171

REVISED: 01/03/2018
REVISED: 12/28/2017
REVISED: 11/20/2017

N

60' 0' 60' 120' 180'

YARD DRAIN INFO

PROPOSED YARD DRAIN "A"
24" DIAMETER W/EJIW GRATE
RIM ELEV = 905.50
12" INV = 902.50

OUTLET PIPE:
72.6' – 12" STORM PIPE @ 1.00%
12" INV ELEV @ MH "B" = 901.77

PROPOSED YARD DRAIN "C"
24" DIAMETER W/EJIW GRATE
RIM ELEV = 904.50
12" INV = 900.50

OUTLET PIPE:
103.6' – 12" STORM PIPE @ 1.00%
12" INV ELEV @ CB#6 = 899.46

PROPOSED YARD DRAIN "D"
24" DIAMETER W/EJIW GRATE
RIM ELEV = 904.20
12" INV = 900.20

OUTLET PIPE:
68.7' – 12" STORM PIPE @ 1.00%
12" INV ELEV @ CB#3 = 899.51

NOTE: ALL EASEMENTS & AGREEMENTS FOR STORM SEWER PIPE AND BASIN SHALL BE GRANTED TO THE CITY OF PORTAGE BY THE DEVELOPER.

ESTIMATED CONSTRUCTION SCHEDULE:

	01/18	02/18	03/18	04/18	05/18	06/18
CLEARING						
EARTHMOVING						
SANITARY SEWER						
STORM SEWER						
WATER MAIN						
CURBING & PAVING						
PRIVATE UTILITIES						
RESTORATION						

NOTE: CONSTRUCTION SCHEDULE SUBJECT TO CHANGE BASED ON MARKET CONDITIONS, WEATHER, AND OTHER FACTORS.

MICHIGAN UNIFIED KEYING SYSTEM

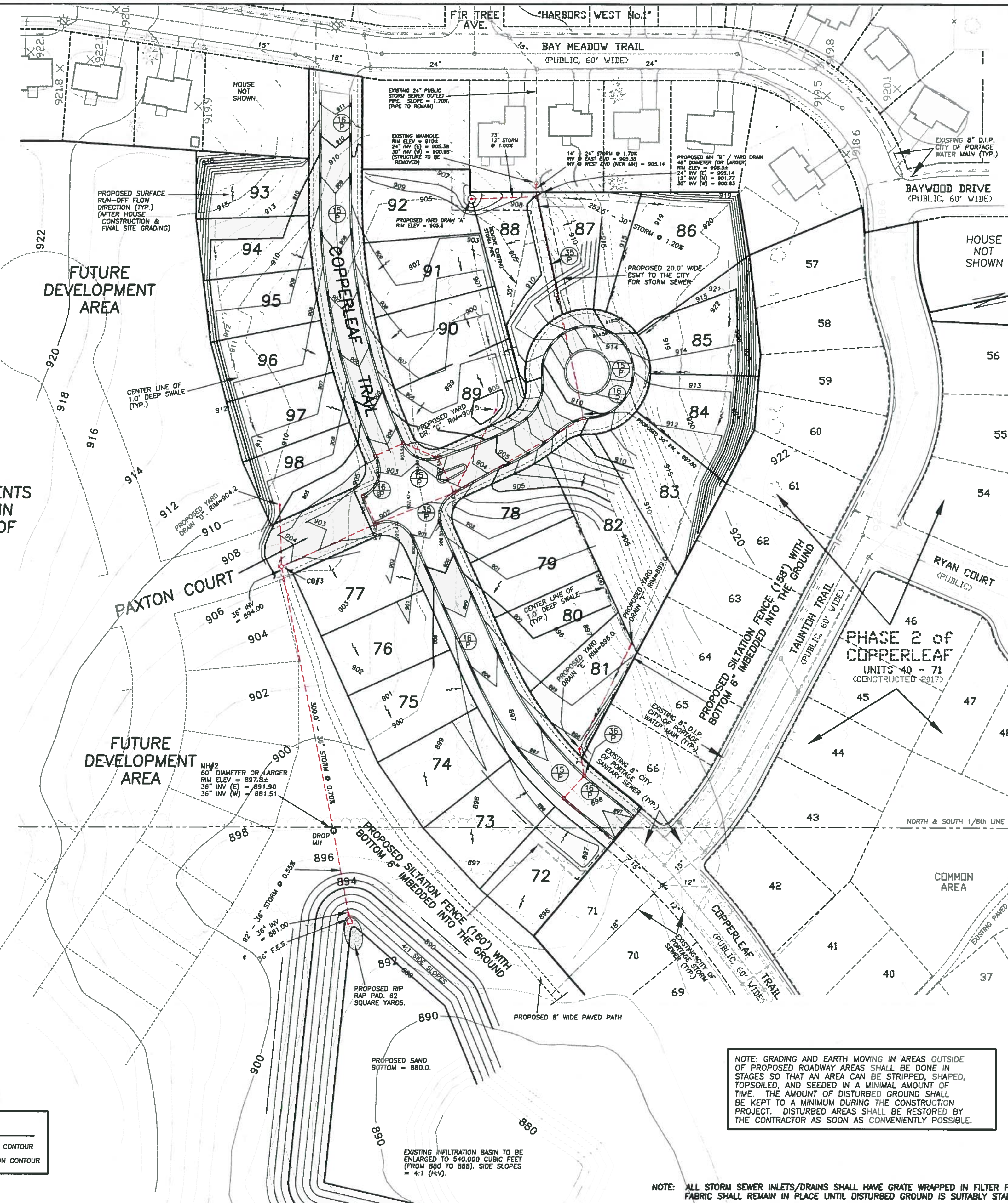
- 5 P — SEEDING (ALL DISTURBED AREAS)
- 13 P — RIP RAP
- 15 P — PAVING
- 16 P — CURB & GUTTER
- 35 P — STORM SEWER
- 36 P — CATCH BASIN
- 57 P — GEOTEXTILE SILT FENCE
- 57 P — M.U.K.S. DESIGNATION / TEMPORARY/PERMANENT

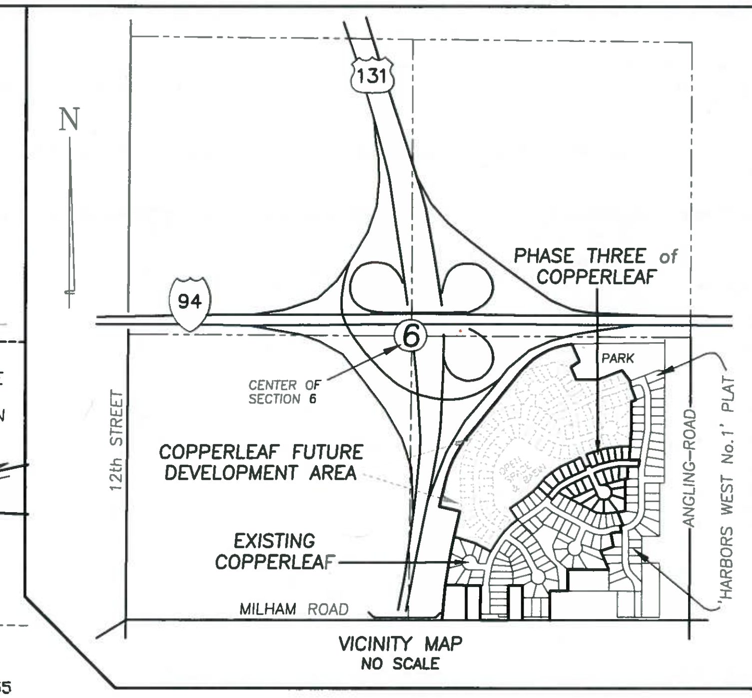
NOTE: PROPOSED SILT FENCE LOCATIONS SUBJECT TO CITY REVIEWS.

LEGEND

900	EXISTING ELEVATION CONTOUR
900	PROPOSED ELEVATION CONTOUR

72 HOURS BEFORE YOU DIG CALL MISS DIG 1-800-482-7171





VICINITY MAP
NO SCALE

EROSION CONTROL NOTES:

1) ALL CONSTRUCTION SHALL COMPLY WITH THE SOIL EROSION AND SEDIMENTATION CONTROL ACT (P.A. 451 OF 1994, AS AMENDED) AS ADMINISTERED BY THE CITY OF PORTAGE.
2) EARTHWORK CONTRACTORS SHALL BE RESPONSIBLE FOR THE FOLLOWING:
   - A) BERMING OR FILTERING OF RUNOFF AT PROPERTY LINES WHERE EROSION COULD OCCUR.
   - B) PROTECTION OF ALL EXISTING AND NEWLY CONSTRUCTED STORM SEWER STRUCTURES, WHETHER ADJACENT TO THE SITE OR ON THE SITE.
   - C) MINIMIZATION OF TRACKING OF MATERIAL OFF-SITE.
   - D) SWEEPING AND CLEANING OF ADJACENT STREETS AS NECESSARY.
3) OWNER SHALL OBTAIN 'SOIL EROSION CONTROL PERMIT' FROM THE CITY OF PORTAGE.
4) ALL STORM SEWER INLETS/DRAINS SHALL HAVE GRATE WRAPPED IN FILTER FABRIC. FABRIC SHALL REMAIN UNTIL RIGHT-OF-WAY IS SUITABLY STABILIZED.

YARD DRAIN INFO

PROPOSED YARD DRAIN "F"
24" DIAMETER W/EJIW GRATE
RIM ELEV = 899.00
12" INV = 895.00

OUTLET PIPE:
131.0' – 12" STORM PIPE @ 2.29%

PROPOSED YARD DRAIN "E"
24" DIAMETER W/EJIW GRATE
RIM ELEV = 896.00
12" INV = 892.00 (IN)
12" INV = 891.90 (OUT)

OUTLET PIPE:
30.2' – 12" STORM PIPE @ 0.60%
12" INV ELEV @ CB#2 = 891.72

NOTE: ALL STORM SEWER PIPE THAT IS LARGER THAN 24" DIAMETER SHALL BE REINFORCED CONCRETE PIPE ("RCP")

NOTE: GRADING AND EARTH MOVING IN AREAS OUTSIDE OF PROPOSED ROADWAY AREAS SHALL BE DONE IN STAGES SO THAT AN AREA CAN BE STRIPPED, SHAPED, TOPSOILED, AND SEEDED IN A MINIMAL AMOUNT OF TIME. THE AMOUNT OF DISTURBED GROUND SHALL BE KEPT TO A MINIMUM DURING THE CONSTRUCTION PROJECT. DISTURBED AREAS SHALL BE RESTORED BY THE CONTRACTOR AS SOON AS CONVENIENTLY POSSIBLE.

NOTE: ALL STORM SEWER INLETS/DRAINS SHALL HAVE GRATE WRAPPED IN FILTER FABRIC. FABRIC SHALL REMAIN IN PLACE UNTIL DISTURBED GROUND IS SUITABLY STABILIZED.

OWNER & APPLICANT:

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

REVISED: 01/03/2018
REVISED: 12/28/2017
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REVISED: 11/20/2017

GRADING & EROSION CONTROL PLAN
Phase Three of COPPERLEAF
PART OF SE 1/4 OF SEC. 6, T3S, R11W, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN

Ingersoll, Watson & McMachen, Inc.
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS
1133 East Milham Road · Portage, Michigan 49002 · Phone 269 344-6165 · Fax 269 344-0555

DATE: 10/27/2017
SHEET: 4
JOB No.: 36273-3

GENERAL NOTES

1) CONTRACTOR SHALL NOTIFY MISS DIG AT 1-800-482-7171 72 HOURS PRIOR TO THE START OF CONSTRUCTION.
2) LOCATIONS OF UNDERGROUND UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE. ADDITIONAL UNDERGROUND UTILITIES MAY EXIST ON THIS SITE WHICH ARE NOT SHOWN ON THESE PLANS. CONTRACTOR SHALL BE RESPONSIBLE TO LOCATE AND PROTECT ALL UTILITIES ON SITE, WHETHER SHOWN ON THESE PLANS OR NOT.
3) CONTRACTOR SHALL PROVIDE ALL SIGNS, FENCING, LIGHTS, BARRICADES, ETC. NECESSARY TO PROVIDE FOR PUBLIC SAFETY DURING CONSTRUCTION.
4) REQUESTS FOR CONSTRUCTION STAKING SHALL BE DIRECTED TO THE ENGINEER A MINIMUM OF 48 HOURS PRIOR TO THEIR ACTUAL NEED.
5) IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE WITH ALL UTILITY COMPANIES FOR THE PROTECTION AND/OR RELOCATION OF EXISTING UTILITIES.
6) ALL MATERIALS PLACED DURING CONSTRUCTION SHALL BE IN NEW CONDITION, SHALL BE FREE FROM DEFECTS AND SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE CITY AND THEIR INSPECTOR.
7) ALL CONSTRUCTION SHALL BE SUBJECT TO CONSTRUCTION INSPECTION BY OWNER, OWNER'S REPRESENTATIVE, AND THE CITY OF PORTAGE.
8) ELEVATIONS SHOWN ON THESE PLANS ARE BASED ON USGS DATUM AS PROMULGATED WITHIN THE CITY OF PORTAGE.
9) ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF PORTAGE CONTRACT CONDITIONS AND SPECIFICATIONS.
10) A SOIL EROSION CONTROL PERMIT NEEDS TO BE OBTAINED PRIOR TO THE COMMENCEMENT OF ANY GRADING ACTIVITIES.

CONSTRUCTION NOTES

1) ALL PIPE LENGTH DISTANCES ARE FROM CENTER TO CENTER OF STRUCTURE.
2) ALL TRENCHING AND BACKFILLING FOR UTILITIES SHALL COMPLY WITH REQUIREMENTS OF THE CITY OF PORTAGE STANDARD SPECIFICATIONS AND THE REQUIREMENTS INDICATED ON THE CONSTRUCTION DRAWINGS.
3) ALL CONSTRUCTION SHALL COMPLY WITH ALL LOCAL, STATE, AND FEDERAL RULES, REQUIREMENTS, AND LAWS.

WATER MAIN NOTES

1) ALL 8" OR 10" WATER MAIN SHALL BE AWWA C151, CLASS 52 DUCTILE IRON PIPE. ALL 12" WATER MAIN SHALL BE AWWA C151, CLASS 53 DUCTILE IRON PIPE. ALL PIPE SHALL HAVE CEMENT LINING AND SHALL BE INSTALLED ACCORDING TO THE CITY OF PORTAGE STANDARD SPECIFICATIONS (AVAILABLE AT CITY OFFICES).
2) ALL WATER MAIN CONSTRUCTION SHALL BE SUBJECT TO INSPECTION BY A CITY OF PORTAGE APPROVED INSPECTOR.
3) MINIMUM 5.0' AND MAXIMUM 6.0' OF COVER OVER NEW WATER MAIN PIPE IS REQUIRED ONCE FINAL SITE GRADING IS COMPLETE.
4) WATER SERVICES SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF PORTAGE STANDARD DETAIL SD-153, TYPICAL SERVICE LINE AND METER BOX INSTALLATIONS, PLUMBING PERMIT REQUIRED.
5) HYDRANT ASSEMBLIES SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF PORTAGE STANDARD DETAIL SD-144, AUXILIARY VALVE LOCATION.
6) HYDRANT SIGNS SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF PORTAGE STANDARD DETAIL SD-145, STANDARD HYDRANT SIGN.

SANITARY SEWER NOTES

1) ALL SANITARY SEWER PIPE SHALL BE SDR26 PVC AND SHALL COMPLY WITH ASTM D 3033 OR ASTM D 3034. PIPE SHALL BE INSTALLED ACCORDING TO MANUFACTURER'S INSTRUCTIONS.
2) ALL SANITARY SEWER CONSTRUCTION, INCLUDING MAINLINES, LATERALS, MANHOLES, AND APPURTENANCES, SHALL CONFORM WITH THE CITY OF PORTAGE REQUIREMENTS AND SPECIFICATIONS AND SHALL BE SUBJECT TO THEIR INSPECTION.

PRIVATE UTILITY NOTES

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

STORM SEWER NOTES

NOTE: ALL STORM SEWER PIPE THAT IS LARGER THAN 24" DIAMETER SHALL BE REINFORCED CONCRETE PIPE PER CITY OF PORTAGE REQUIREMENTS.

1) STORM SEWER PIPE SHALL BE EITHER CORRUGATED POLYETHYLENE (C.P.E.), REINFORCED CONCRETE (R.C.P.), OR OTHER TYPES MEETING MDOT AND CITY OF PORTAGE APPROVAL.
2) CORRUGATED POLYETHYLENE (C.P.E.) PIPE SHALL MEET THE REQUIREMENTS OF AASHTO M 294 TYPE S (DUAL WALL, SMOOTH INSIDE, CORRUGATED OUTSIDE, NO PERFORATIONS). THE JOINTS SHALL BE WATERTIGHT AND COMPLY WITH ASTM D 3212. (HANCOR HI-Q, ADS N-12, OR EQUIVALENT)
3) REINFORCED CONCRETE PIPE (R.C.P.) SHALL MEET THE REQUIREMENTS OF ASTM C 76 CLASS III. THE JOINTS SHALL BE WATERTIGHT AND COMPLY WITH ASTM C 443.
4) ~~NON-REINFORCED CONCRETE PIPE (N.R.C.P.) SHALL MEET THE REQUIREMENTS OF ASTM C 14 CLASS 3. THE JOINTS SHALL BE WATERTIGHT AND COMPLY WITH ASTM C 443.~~
5) PREMIUM WATERTIGHT JOINTS (RUBBER OR SLIP SEAL) ARE REQUIRED AT EACH STORM SEWER PIPE JOINT IN ACCORDANCE WITH CITY OF PORTAGE REQUIREMENTS.
6) PIPE CONNECTIONS AT ALL SOLID WALLED STRUCTURES SHALL BE MADE WITH A WATERTIGHT RESILIENT CONNECTOR (RUBBER TYPE BOOT WITH STAINLESS STEEL BANDS, OR OTHER TYPE AS APPROVED BY CITY OF PORTAGE).
7) STORM SEWER PIPE SHALL HAVE A MINIMUM OF 24 INCHES OF COVER.
8) ALL STORM SEWER PIPE AND INSTALLATION SHALL COMPLY WITH CITY OF PORTAGE "CONSTRUCTION SPECIFICATIONS AND STANDARDS"
9) ALL STORM SEWER PIPE, JOINTS, AND GASKETS SHALL BE INSPECTED. ANY DEFECTIVE PRODUCTS SHALL NOT BE INSTALLED AND SHALL BE REMOVED FROM THE SITE.
10) ALL SOLID WALLED STRUCTURES SHALL HAVE CONCRETE BOTTOMS.
11) DEFLECTION TESTS SHALL BE PERFORMED ON ALL FLEXIBLE PIPE. THE TEST SHALL BE CONDUCTED AFTER THE BACKFILL HAS BEEN PLACED AND PRIOR TO INSTALLING ANY ASPHALT OR CONCRETE SURFACE. NO PIPE SHALL EXCEED A DEFLECTION OF FIVE (5) PERCENT. THE DEFLECTION TEST SHALL BE RUN USING A RIGID BALL OR MANDREL, HAVING A DIAMETER EQUAL TO 95% OF THE INSIDE DIAMETER OF THE PIPE.

SOIL EROSION CONTROL NOTES (SEE SHEET 4)

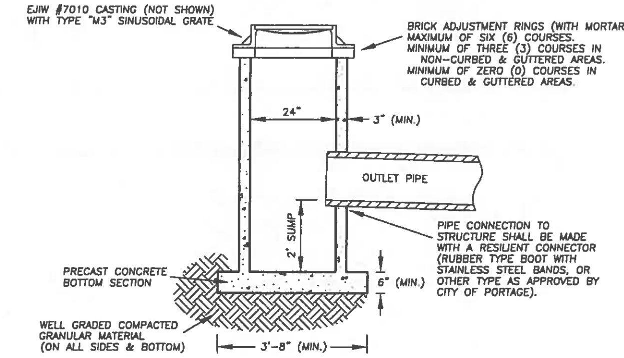
1) ALL CONSTRUCTION SHALL COMPLY WITH THE SOIL EROSION AND SEDIMENTATION CONTROL ACT (P.A. 451 OF 1994, AS AMENDED) AS ADMINISTERED BY THE CITY OF PORTAGE.
2) EARTHWORK CONTRACTORS SHALL BE RESPONSIBLE FOR THE FOLLOWING:
   A) BERMING OR FILTERING OF RUNOFF AT PROPERTY LINES WHERE EROSION COULD OCCUR.
   B) PROTECTION OF ALL EXISTING AND NEWLY CONSTRUCTED STORM SEWER STRUCTURES, WHETHER ADJACENT TO THE SITE OR ON THE SITE.
   C) MINIMIZATION OF TRACKING OF MATERIAL OFF-SITE.
   D) SWEEPING AND CLEANING OF ADJACENT STREETS AS NECESSARY.
3) OWNER SHALL OBTAIN 'SOIL EROSION CONTROL PERMIT' FROM THE CITY OF PORTAGE.

RESTORATION NOTES

1) ALL DISTURBED AREAS SHALL BE RESTORED WITH MINIMUM 4" TOPSOIL AND GRASS SEED, OR OTHER REQUIRED LANDSCAPING.
2) EXISTING STREETS AND YARDS SHALL BE RESTORED TO A CONDITION AT LEAST EQUAL TO THAT WHICH EXISTED PRIOR TO CONSTRUCTION.

STREET LIGHTS & STREET SIGNS

1) DECIDUOUS TREES AT PLANTING SHALL HAVE A MINIMUM CALIPER OF 1.5" AT 6" ABOVE THE ROOT BALL; A CLEAR STEM OF 4 FEET; AND A BURLAP BALL SIZE OF AT LEAST 10 TIMES THE CALIPER. ALLOWED TREES INCLUDE SARGENT CHERRY, AMUR CORKTREE, GOLDENRAIN TREE, MAPLES (HEDGE, PACIFIC SUNSET, TRIDENT, TATARIAN MAPLE), AMERICAN & EUROPEAN HORNBEAM, KATSURA TREE, IVORY SILK JAPANESE TREE LILAC, & ORNAMENTAL PEARS (CLEVELAND AND REDSPIRE CALLERY PEAR).
2) STREET LIGHTS SHALL BE 8500 LUMEN, HIGH PRESSURE SODIUM VAPOR. DECORATIVE LIGHT POLES SHALL HAVE A HEIGHT OF 19 FEET. ALL LIGHT STANDARDS AND UTILITY POLES SHALL BE LOCATED AT LEAST 5 FEET OFF PROPOSED BACK OF CURB.
3) ALL PAVEMENT MARKINGS AND TRAFFIC SIGNS MUST CONFORM TO THE STANDARDS SET FORTH IN THE CURRENT EDITION OF THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES ("M.M.U.T.C.D.").
4) ALL STREET SIGNS SHALL CONFORM TO CITY OF PORTAGE PUBLISHED REQUIREMENTS. ALL SIGNS SHALL BE INSTALLED ON 3 POUND GALVANIZED U-CHANNEL POSTS AND SHALL HAVE A MINIMUM POST BURY OF 36 INCHES. DISTANCE FROM BOTTOM OF SIGN TO GROUND SHALL BE 7 FEET. ANYTHING NOT SPECIFIED IN THESE PLANS SHALL BE IN ACCORDANCE WITH THE M.M.U.T.C.D. STREET NAME SIGNS SHALL BE 9 INCHES TALL (VERTICAL DIMENSION OF ACTUAL SIGN).



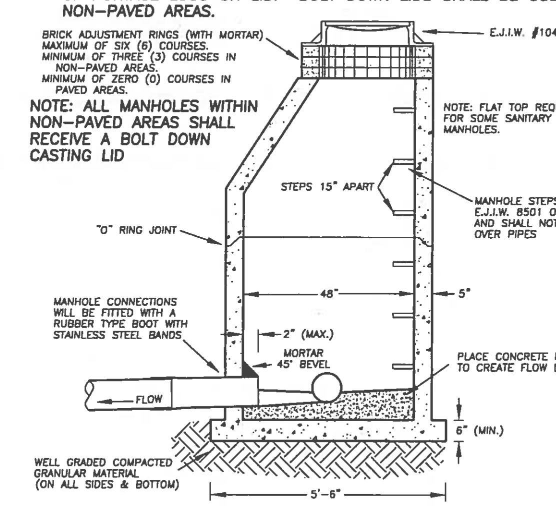
24" STORM SEWER INLET

NO SCALE

NOTES:
1) STRUCTURE SHALL HAVE A 2 FOOT SUMP UNLESS SLOPE OF OUTLET PIPE EQUALS OR EXCEEDS THREE (3) PERCENT.
2) HEIGHT OF STRUCTURES WILL VARY BUT SHALL NOT EXCEED FIVE (5.0) FEET.
3) STRUCTURES SHALL BE PRECAST CONCRETE AND CONFORM TO ASTM C-478.
4) SEE RELATED CITY OF PORTAGE STANDARD DETAILS:
   SD-102, 24" CATCH BASIN
   SD-103, STANDARD CURB INLET CASTING
   SD-104, STANDARD DROP CURB INLET CASTING

NOTE: SANITARY SEWER MANHOLE LIDS SHALL HAVE A STANDARD CITY OF PORTAGE LOGO ON LID. BOLT DOWN LIDS SHALL BE USED IN NON-PAVED AREAS.

NOTE: ALL MANHOLES WITHIN NON-PAVED AREAS SHALL RECEIVE A BOLT DOWN CASTING LID



48" SANITARY SEWER MANHOLE

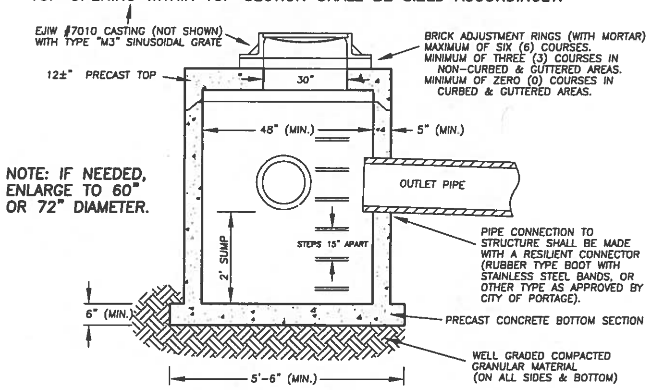
NO SCALE

NOTES:
1) HEIGHT OF STRUCTURES WILL VARY.
2) STRUCTURES SHALL BE PRECAST CONCRETE AND CONFORM TO ASTM C-478 WITH O-RING RUBBER GASKET TYPE JOINTS, ASTM C-443. RUBBER GASKETS SHALL NOT BE REMOVED.
3) INSTALL STEPS AFTER STRUCTURE IS IN PLACE, IF NECESSARY, TO INSURE STEPS ARE LOCATED UNDER OPENING. TOP STEP SHALL BE NO MORE THAN 24 INCHES FROM TOP OF CASTING. BOTTOM STEP SHALL BE NO MORE THAN 24 INCHES FROM BENCH.
4) SEE RELATED CITY OF PORTAGE STANDARD DETAILS:
   SD-105, STANDARD MANHOLE
   SD-106, SANITARY SEWER STANDARD MANHOLE CASTING
   SD-107, SANITARY SEWER PRESSURE-TIGHT MANHOLE CASTING
   SD-108, STANDARD MANHOLE STEP

NOTE: STORM SEWER MANHOLE LIDS SHALL HAVE A STANDARD CITY OF PORTAGE LOGO ON LID. BOLT DOWN LIDS SHALL BE USED IN NON-PAVED AREAS.

NOTE: SOME STORM SEWER STRUCTURES REQUIRE AN EJIW #7030 FRAME WITH A 'M2' GRATE AND A 'T1' ADJUSTABLE BACK TO REDUCE THE POSSIBILTY OF STREET FLOODING.
TOP OPENING WITHIN TOP SECTION SHALL BE SIZED ACCORDINGLY.

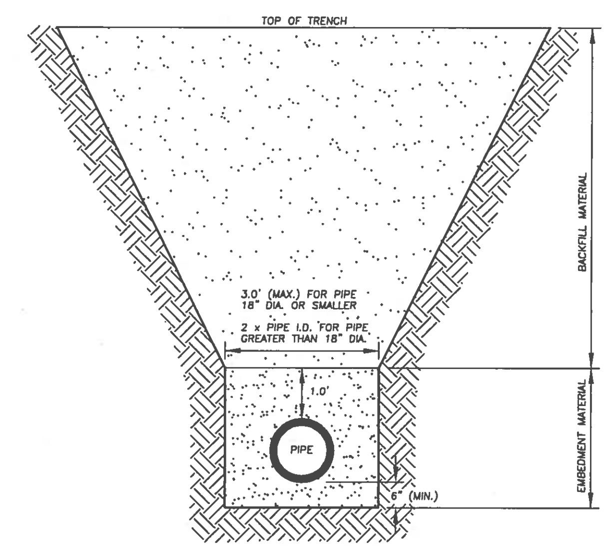
NOTE: IF NEEDED, ENLARGE TO 60" OR 72" DIAMETER.



48" STORM SEWER STRUCTURE W/FLAT TOP

NO SCALE

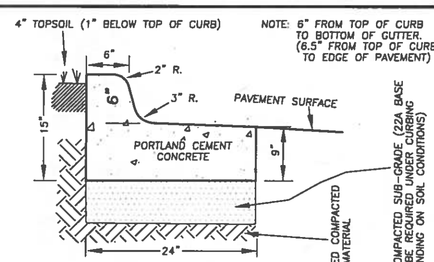
NOTES:
1) MANHOLE STRUCTURES SHALL NOT HAVE A SUMP AND SHALL REQUIRE EJIW #1410 CASTING OR CITY APPROVED EQUIVALENT.
2) HEIGHT OF STRUCTURES WILL VARY.
3) STRUCTURES SHALL BE PRECAST CONCRETE AND CONFORM TO ASTM C-478.
4) SOME STRUCTURES MAY HAVE TO BE ENLARGED TO ACCOMMODATE PIPES AND RESILIENT CONNECTORS. STRUCTURAL DIMENSIONS FOR LARGER DIAMETER STRUCTURES SHALL CONFORM TO ASTM C-478.
5) MANHOLE STEPS SHALL BE EJIW #8501 OR EQUIVALENT.
6) INSTALL STEPS AFTER STRUCTURE IS IN PLACE TO INSURE STEPS ARE LOCATED UNDER OPENING. TOP STEP SHALL BE NO MORE THAN 24 INCHES FROM TOP OF CASTING. BOTTOM STEP SHALL BE NO MORE THAN 24 INCHES FROM BENCH/BOTTOM OF STRUCTURE.
7) SEE RELATED CITY OF PORTAGE STANDARD DETAILS:
   SD-101, STANDARD 48" DRAINAGE STRUCTURE
   SD-103, STANDARD CURB INLET CASTING
   SD-104, STANDARD DROP CURB INLET CASTING
   SD-108, STANDARD MANHOLE STEP
   SD-130, STORM SEWER HEAVY DUTY MANHOLE CASTING



UTILITY TRENCH DETAIL

NO SCALE

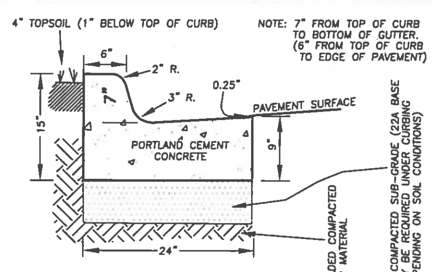
NOTES:
1) LARGE ROCKS, BOULDERS, AND STONES OVER ONE AND ONE HALF (1.5) INCHES IN DIAMETER SHALL BE REMOVED TO PROVIDE A CLEARANCE OF SIX (6) INCHES (MIN.) FROM ANY PART OF THE PIPE.
2) ALL EMBEDMENT AND BACKFILL MATERIALS SHALL BE FREE FROM FROZEN EARTH, ICE, SNOW, TOPSOIL, MUCK, CINDERS, ASHES, REFUSE, ORGANIC MATTER, BOULDERS, ROCKS, OR OTHER MATERIALS WHICH, IN THE OPINION OF THE ENGINEER, ARE UNSUITABLE.
3) EMBEDMENT MATERIAL SHALL BE GRANULAR MATERIAL WITH MAXIMUM PARTICLE SIZE OF 1.5" COMPACTED TO 95% OF MAXIMUM UNIT WEIGHT AS DETERMINED BY THE MODIFIED PROCTOR METHOD.
4) BACKFILL MATERIAL UNDER PAVEMENT AREAS AND AREAS WITHIN THREE (3) FEET OF BACK OF CURB OR EDGE OF PAVEMENT SHALL BE GRANULAR MATERIAL COMPACTED TO 95% OF MAXIMUM UNIT WEIGHT AS DETERMINED BY THE MODIFIED PROCTOR METHOD.
5) BACKFILL MATERIAL FOR PIPE TRENCHES NOT UNDER PAVEMENT AREAS MAY BE NONGRANULAR NATIVE MATERIAL WHICH, IN THE OPINION OF THE ENGINEER, IS ACCEPTABLE MATERIAL AND IS ADEQUATELY COMPACTED TO PREVENT SETTLEMENT.
6) BACKFILL MATERIAL MAY BE PLACED, SPREAD, AND COMPACTED WITH EQUIPEMENT OPERATED LONGITUDINALLY ALONG THE PIPE LINE. PUSHING MATERIAL INTO THE TRENCH FROM THE SIDE WITHOUT LONGITUDINAL SPREADING AND COMPACTION SHALL NOT BE ALLOWED.
7) SEE RELATED CITY OF PORTAGE STANDARD DETAIL:
   SD-122, STANDARD TRENCH DETAIL



SPILL CURB

NO SCALE

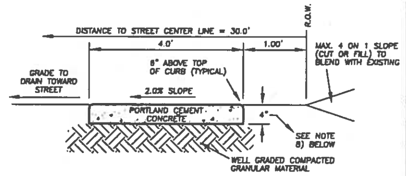
NOTES:
1) CONCRETE SHALL BE MDOT GRADES 35P OR 35S, AND MEET THE FOLLOWING REQUIREMENTS:
   * ALL AGGREGATES SHALL BE LIMESTONE OR SLAG MATERIAL
   * ENTRAINED AIR, 6 TO 8 PERCENT
   * COMPRESSIVE STRENGTH AT 28 DAYS = 3500 P.S.I.
   * SLUMP = 1.5 TO 3 INCHES
   * MODULUS OF RUPTURE AT 28 DAYS = 650 P.S.I.
   * MINIMUM PORTLAND CEMENT CONTENT = 5.50 SACKS PER CUBIC YARD
2) EXPANSION JOINTS SHALL BE PLACED AT SPRING POINTS AND UNIFORM INTERVALS OF NOT MORE THAN 100 FEET.
3) PLANE OF WEAKNESS JOINTS SHALL BE PLACED AT UNIFORM INTERVALS OF TEN (10) FEET. IRREGULAR SECTIONS SHALL NOT BE LESS THAN EIGHT (8) FEET.
4) CONCRETE SHALL BE CURED IN A MANNER APPROVED BY THE CITY OF PORTAGE.



CURB & GUTTER

NO SCALE

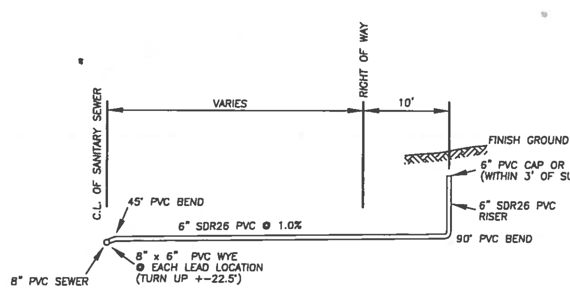
NOTES:
1) CONCRETE SHALL BE MDOT GRADES 35P OR 35S, AND MEET THE FOLLOWING REQUIREMENTS:
   * ALL AGGREGATES SHALL BE LIMESTONE OR SLAG MATERIAL
   * ENTRAINED AIR, 6 TO 8 PERCENT
   * COMPRESSIVE STRENGTH AT 28 DAYS = 3500 P.S.I.
   * SLUMP = 1.5 TO 3 INCHES
   * MODULUS OF RUPTURE AT 28 DAYS = 650 P.S.I.
   * MINIMUM PORTLAND CEMENT CONTENT = 5.50 SACKS PER CUBIC YARD
2) EXPANSION JOINTS SHALL BE PLACED AT SPRING POINTS AND UNIFORM INTERVALS OF NOT MORE THAN 100 FEET.
3) PLANE OF WEAKNESS JOINTS SHALL BE PLACED AT UNIFORM INTERVALS OF TEN (10) FEET. IRREGULAR SECTIONS SHALL NOT BE LESS THAN EIGHT (8) FEET.
4) CONCRETE SHALL BE CURED IN A MANNER APPROVED BY THE CITY OF PORTAGE.
5) SEE RELATED CITY OF PORTAGE STANDARD DETAIL:
   SD-113, STANDARD CURB



SIDEWALK

NO SCALE

NOTES:
1) CONCRETE SHALL BE MDOT GRADES 35P OR 35S, AND MEET THE FOLLOWING REQUIREMENTS:
   * ALL AGGREGATES SHALL BE LIMESTONE OR SLAG MATERIAL
   * ENTRAINED AIR = 6 TO 8 PERCENT
   * COMPRESSIVE STRENGTH AT 28 DAYS = 3500 P.S.I.
   * SLUMP = 1.5 TO 3 INCHES
   * MODULUS OF RUPTURE AT 28 DAYS = 650 P.S.I.
   * MINIMUM PORTLAND CEMENT CONTENT = 5.50 SACKS PER CUBIC YARD
2) ONE (1) INCH TRANSVERSE EXPANSION JOINTS SHALL BE PLACED AT UNIFORM INTERVALS OF NOT MORE THAN 50 FEET.
3) PLANE OF WEAKNESS JOINTS SHALL BE PLACED AT UNIFORM INTERVALS OF FOUR (4) FEET.
4) ALL JOINTS SHALL BE CONSTRUCTED AT RIGHT ANGLES TO THE CENTERLINE OF THE WALK.
5) ALL EDGES AND JOINTS SHALL BE PROPERLY TOOLED.
6) THE SURFACE SHALL BE FINISHED WITH A WOOD FLOAT OR BRUSH TO PROVIDE A NON-SLIP SURFACE.
7) CONCRETE SHALL BE CURED IN A MANNER APPROVED BY THE CITY OF PORTAGE.
8) WALK WITHIN DRIVEWAY AREAS SHALL BE SIX (6) INCHES THICK.
9) SEE RELATED CITY OF PORTAGE STANDARD DETAILS:
   SD-117, RESIDENTIAL DRIVEWAY APPROACH WITH CURBED LOCAL STREET
   SD-119, RAMPED SIDEWALK TYPE 1 DETAIL



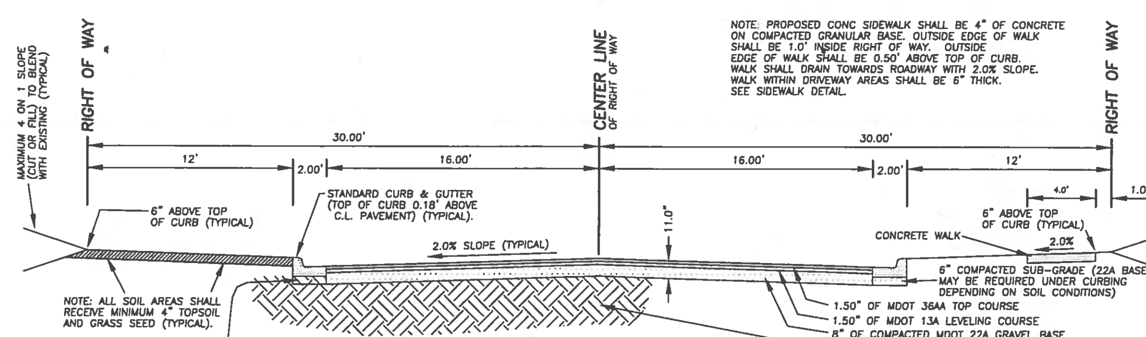
SANITARY SEWER LEAD

NO SCALE

NOTES:
1) 4" x 4" RISER MARKER STAKE REQUIRED AT EACH RISER LOCATION.
2) BEDDING AND COMPACTION SHALL BE PER CITY STANDARD SPECIFICATIONS.
3) SEE RELATED CITY OF PORTAGE STANDARD DETAILS:
   SD-110, SANITARY SEWER STANDARD HOUSE CONNECTIONS (PROPERTY LINE RISER)

72 HOURS BEFORE YOU DIG CALL MISS DIG 1-800-482-7171

NOTE: PROPOSED CONC SIDEWALK SHALL BE 4" OF CONCRETE ON COMPACTED GRANULAR BASE. OUTSIDE EDGE OF WALK SHALL BE 1.0' INSIDE RIGHT OF WAY. OUTSIDE EDGE OF WALK SHALL BE 0.50' ABOVE TOP OF CURB. WALK SHALL DRAIN TOWARDS ROADWAY WITH 2.0% SLOPE. WALK WITHIN DRIVEWAY AREAS SHALL BE 6" THICK. SEE SIDEWALK DETAIL.



PUBLIC ROAD CROSS-SECTION

NO SCALE

NOTE: CONTRACTOR SHALL SPECIFY UNDERCUTTING PROVISIONS AND PRICES WITHIN BID.

NOTE: COMPACTED MATERIAL SHALL BE COMPACTED TO 95 PERCENT OF MAXIMUM UNIT WEIGHT AS DETERMINED BY THE MODIFIED PROCTOR METHOD.

REVISED: 01/03/2018
REVISED: 12/28/2017
REVISED: 11/20/2017

CONSTRUCTION DETAILS & NOTES PHASE 3 of 'COPPERLEAF' PART OF THE SE 1/4 OF SEC. 6, T3S, R11W, CITY OF PORTAGE, KALAMAZOO CNTY., MICHIGAN	DATE: 10/27/2017
Ingersoll, Watson & McMachen, Inc. CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS 1133 East Milham Road · Portage, Michigan 49002 · Phone 269 344-6165 · Fax 269 344-0555	SHEET: 5
	JOB No.: 36273-3

CITY COUNCIL AGENDA ITEM A.7.
JANUARY 9, 2018

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Redevelopment Ready Communities program

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: Approve the Joint Memorandum of Understanding for the Michigan Economic Development Corporation Redevelopment Ready Communities program.

On July 11, 2017, City Council adopted a resolution regarding the intent to participate in the Redevelopment Ready Communities (RRC) sponsored by the Michigan Economic Development Corporation. The RRC Program is a state-wide certification program that encourages communities to adopt innovative strategies and efficient processes that builds confidence among businesses and developers. The RRC program measures each community based on Best Practices developed by experts in the public and private sector then certifies communities that integrate transparency, predictability and efficiency into their development practices. The goal is to create a community-supported redevelopment vision that invites investment and then in turn creates thriving places where people want to live, work and enjoy quality leisure-time activities. Attached is a summary RRC program and flow chart prepared by the MEDC that summarizes the certification process.

Following City Council approval of the resolution to participate in the RRC program, the resolution was submitted to the MEDC. On November 27, 2017, a communication was received from the MEDC welcoming the city to the RRC program. The next step in the certification process is execution of the Joint Memorandum of Understanding (MOU) between the City of Portage and the MEDC (attached), which was received on December 7, 2017. The MOU outlines the roles and responsibilities of both the City of Portage and the MEDC throughout the process.

It is recommended that City Council approval of the MOU, which will enable the city to move from step one, Engagement, to step two of the RRC process, which is Evaluation.

FUNDING: Not Applicable

Attachments:
1. Communication from MEDC
2. Joint Memorandum of Understanding
3. MEDC summary of the RRC program
4. RRC flow chart

Victoria Georgeau

From: Karen Wieber (MEDC) <wieberk9@michigan.org>
Sent: Monday, November 27, 2017 11:06 AM
To: Victoria Georgeau; Christopher Forth
Cc: Emily Petz (MEDC)
Subject: Welcome to RRC - Portage
Attachments: WelcomeMemoPortage.pdf

Good morning:

Attached please find a memo welcoming Portage to RRC. Communities are encouraged to work toward accomplishing the Best Practices as you await formal evaluation. The online "RRC library is a good resource, with examples for all of the RRC Best Practice components.

Additionally, we require the city to sign a memorandum of understanding with the MEDC, which outlines roles and responsibilities for both of us. Our legal staff will reach out to you to coordinate that.

As part of the evaluation, we will need to speak with three to five applicants/business owners about their experience in working through the development process in your community. These can be folks who have recently done a site plan review, special use permit, or something similar. We would also like to speak with your Planning Commission chair and your DDA director. These brief surveys are done by phone or email and generally take about 10 minutes. As we get closer to your evaluation timeframe, I'll be sure to remind you of the need for this information.

We look forward to continuing to work with Portage. Most of the items on your self-evaluation are marked as completed, but feel free to reach out to me if you'd like feedback on a proposed document and I'll do the best I can to review, even if we haven't yet completed your formal evaluation. And the RRC online library contains many great examples, we add new ones regularly, but don't hesitate to reach out if you'd like more or different examples of a Best Practice. Please contact me with any questions.

Karen Wieber
Senior RRC Planner, Redevelopment Ready Communities®
Community Development
Michigan Economic Development Corporation
300 N. Washington Square | Lansing, MI 48913
Mobile: 517.881.9938
wieberk9@michigan.org

MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

Memorandum

TO: City of Portage

FROM: Karen Wieber, MEDC Redevelopment Ready Communities Planner

DATE: November 19, 2017

RE: **Welcome to Redevelopment Ready Communities**

We are pleased to welcome the City of Portage to our growing list of communities participating in the MEDC's *Redevelopment Ready Communities* program! As an RRC engaged community, Portage is a partner with the MEDC in building a place that is ready to attract talent and business investment.

The formal RRC evaluation for your community will result in a detailed Report of Findings that includes recommended actions for achieving RRC Certification. This report will be informed by responses from your RRC self-assessment, community documents (such as plans, ordinances, and your website), and interviews with stakeholders in your community. After this report is complete, we would like to schedule a time to present our findings during an interactive city council work session and would welcome your feedback at that time.

As Portage awaits its report, the city may continue to take steps toward becoming a certified community. If you have not had an opportunity to review the resources available on our website, we encourage to you to familiarize yourselves with the helpful guides that are available at: https://www.miplace.org/resources/?filters=68&page=1 and examples on the RRC online library at: https://www.miplace.org/rrclibrary.

We also strongly encourage learning and borrowing examples from other communities who have been engaged in our program; please contact me if you'd like specific examples/resources. As an RRC engaged community, you are part of a network of communities pursuing the same goals to increase transparency, predictability, and efficiency in the development process. We hope you will reach out to other RRC communities and learn from their experience.

Thank you very much for your participation and we look forward to making your acquaintance in the near future.

Sincerely,

Karen Wieber

PURE MICHIGAN®

300 North Washington Square | Lansing, MI 48913 | 888.522.0103 | michiganbusiness.org | michigan.org

Redevelopment Ready Communities®
Joint Memorandum of Understanding

This Memorandum of Understanding ("MOU") by and between the Michigan Economic Development Corporation ("MEDC"), 300 North Washington Square, Lansing, Michigan and the City of Portage ("Community"), 7900 South Westnedge Avenue, Portage, Michigan 49002, jointly referred to as the "Parties" and individually as the "Party" is effective as of November 27, 2017 ("Effective Date").

The Community is interested in applying to the MEDC under the Redevelopment Ready Communities® Program ("Program") to become certified as a Redevelopment Ready Community ("RRC") and receive assistance from the Program in promoting sites within the Community.

The MEDC is interested in evaluating the Community and making recommendations for the Community to become certified as a RRC under the Program and help market the Community to the public for redevelopment purposes.

Therefore, the above entities have come together in a strategic collaboration to achieve the above stated goals. This collaboration is based on the following understandings:

Community Responsibilities

1. Identifying a primary Program contact who will serve as the lead contact and provide overall technical support for all aspects of this project on behalf of the Community.
2. Provide adequate staff personnel to attend trainings, perform research collection and assessment of current practices of the Community, respond in a timely manner to MEDC questions, and to implement the needed actions to achieve certification of the Program after the evaluation.
3. Provide monthly updates to the Community's elected governing body on status of Program progress.
4. Within fourteen (14) days of receiving the draft Community Report of Findings, provide comments and any additional documentation, and schedule the report out presentation for the Community's elected governing body.
5. Within thirty (30) days of the Community Report of Findings presentation, provide a resolution adopted by the Community's elected governing body that supports the Community's intent to implement the needed actions to achieve certification, if necessary, to meet the Program best practices.
6. Provide progress reports to the MEDC both pre-certification and post-certification on a quarterly or biannual basis, respectively.
7. Within three hundred sixty-five (365) days, complete implementation of the needed actions to achieve certification, if necessary, to meet the Program best practices. Additional time to complete implementation may be provided at the discretion of the MEDC Program staff.
8. Provide documentation that the Community meets the Program best practices as determined by the MEDC prior to being awarded certification.

MEDC Responsibilities

1. Provide general training on the Program.

2. Provide general technical support to the primary Program contact of the Community in collecting the information necessary to complete the Program evaluation and implementation of the best practices.
3. Evaluate information collected from the Community and produce a Community Report of Findings.
4. If necessary, make recommendations of steps to meet the best practices as identified by `the MEDC.
5. Once the Program evaluation is completed, the MEDC will coordinate with the RRC Advisory Council to receive input on certifying the Community as a RRC.
6. If certified as a RRC, assist the Community in marketing to the public up to three sites as redevelopment ready.
7. Prepare a license agreement between the Community and the MEDC for Community's use of the RRC certification logo.

This MOU sets forth the intent of the Parties only and does not, and is not intended to, impose any binding obligations on the Parties nor shall it be the basis for any legal claims or liabilities by or among the Parties. Any liability of the Parties, whether in contract, tort or under any other legal or equitable theory, arising out of or in connection with this MOU shall be explicitly excluded. Neither Party shall be entitled to claim compensation for any expenses or losses incurred in bad faith if the intention of this MOU cannot be reached entirely or in part.

This MOU constitutes the entire agreement between the Parties hereto. This MOU may be modified, altered, revised, extended or renewed by mutual written consent of all Parties, by the issuance of a written amendment, signed and dated by all the Parties.

This MOU may be signed in multiple copies and in counterparts which, when taken together, shall constitute the executed MOU. Faxed or scanned copies shall be considered an original.

This MOU is effective until the three year anniversary of the date the Community is certified as a RRC, unless terminated earlier. However, either Party may terminate the MOU by providing notice in writing to the other Party thirty (30) days in advance of the termination. Upon the expiration of the Community's certification as a RRC, the Community may elect to reapply for certification and enter in to a new Memorandum of Understanding with the MEDC.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed by their respective authorized representatives.

______________________________ _______________

Patricia Randall, Mayor Date
City of Portage

______________________________ _______________

Linda Asciutto, Secretary Date
Michigan Economic Development Corporation

MICHIGAN REDEVELOPMENT READY COMMUNITIES PROGRAM

The Redevelopment Ready Communities® (RRC) Program supports Michigan communities to become development ready, competitive and "open for business." RRC is a strategic tool leading change in the development culture for communities. It encourages communities to adopt innovative strategies and efficient processes which build confidence among businesses and developers. RRC provides guidance to communities on making places that will attract people and economic growth.

Redevelopment Ready Communities® was originally launched by the Michigan Suburbs Alliance (MSA) in southeast Michigan in 2003. MSA worked collaboratively with public and private leaders, and economic development and planning experts to achieve a program deemed valuable by all sectors. The Michigan Economic Development Corporation, in collaboration with the Michigan State Housing Development Authority, is building upon the foundation MSA created and expanding the program to be statewide.

Redevelopment Ready Communities® is a program that measures and then certifies communities that integrate transparency, predictability and efficiency into their development practices with the goal of realizing a community-supported redevelopment vision that is inviting to investors. It's one of the first initiatives to measure a community's progress toward "redevelopment readiness." RRC assists localities build deliberate, fair and consistent development processes from the inside out.

Communities have faced unprecedented shifts in the national and local economy as they become centers for growing and attracting businesses, workers and their families. This market shift can boost local and regional economies, but requires changes to traditional approaches to development. To bring about this transition, RRC promotes effective redevelopment strategies that stimulate the property market and reposition communities to move redevelopment projects forward.

Developers want to save time and money – it's their primary concern. Local governments can positively impact an investor's bottom line with effective and transparent development practices, administrative procedures and zoning regulations. And with aggressive reinvestment goals, a realistic action plan and shovel-ready sites, communities can help jumpstart the market by moving projects faster and more frequently. RRC assists communities enhance these strategies.

When a community becomes a certified Redevelopment Ready Community, it signals that it has effective development practices such as clear development procedures, a community-supported redevelopment vision, an open and predictable review process, and many more compelling sites for developers to locate their latest projects. RRC certification says to a developer that a community integrates transparency, predictability and efficiency into their daily practices.

For more information email RRC@michigan.org or contact the Michigan Economic Development Corporation at 517.373.9808.

CERTIFICATION PROCESS

STEP ONE — ENGAGEMENT

- Community reviews RRC Best Practices and program information online and contacts regional CATeam specialist
- Community completes RRC Best Practice training series
- Community thoroughly completes RRC self-evaluation
- Community's governing body adopts resolution of intent to participate in program
- Community submits completed RRC self-evaluation and resolution to regional CATeam specialist
- Community information reviewed
- Community placed into RRC pipeline
- Community receives formal welcome and information
- MOU signed between community and MEDC

STEP TWO — EVALUATION

- Community submits additional documentation as necessary
- Stakeholder interviews and meeting observations
- Data and information analyzed
- RRC advisory council provides technical expertise for baseline report
- Baseline report presented to the community
- Community's governing body adopts resolution to proceed within 30 days of baseline report presentation

STEP THREE — CERTIFICATION

- Community completes missing RRC best practice criteria
- Community submits quarterly progress reports
- Community accomplishes all RRC best practice criteria
- Certification awarded
- Community submits biannual progress reports

PROCESS TIMELINE

Timeline is dependent on the number of communities in the RRC pipeline and the completeness of the information submitted by the community.

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

3887-170411

CITY COUNCIL AGENDA ITEM A.8.
JANUARY 9, 2018

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Director of Transportation & Utilities

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager

ACTION RECOMMENDED: Confirm the appointment of Kendra Gwin as the Director of Transportation & Utilities, effective January 10, 2018.

I am pleased to recommend the confirmation of the appointment of Kendra Gwin to the open position of Director of Transportation & Utilities for the City of Portage, effective January 10, 2018. Ms. Gwin has been with the city seventeen (17) years and was promoted to the position of Deputy Director of Transportation & Utilities in January of 2017. Ms. Gwin is currently serving as the Acting Director of the Department of Transportation & Utilities.

Ms. Gwin currently serves as a city liaison for the Michigan Department of Environmental Quality, Kalamazoo County Department of Environmental Health, Kalamazoo Public Service Department, South County Sewer and Water Authority, Safe Drinking Water Partners of SW Michigan and regional Utility Advisory Board. She is also charged with coordinating the city's utility operation and maintenance activities with the Suez Environmental.

She has a Bachelors of Science in Electrical Engineering from Tri-State University of Angola, Indiana. She is a state licensed Professional Civil Engineer and holds numerous National Emergency Management/FEMA certifications. Further, Ms. Gwin was the recipient of the city's 2015 Customer Service Teamwork Award and is a Member of the American Water Works Association & American Public Works Association. Ms. Gwin receives my full support as the city continues to move forward.

Consistent with the City Charter, Section 6.3 "City Manager" subsection B.2, which states, "*The City Manager shall appoint such of the administrative officers, subject to confirmation by the Council, as are not required by this Charter to be appointed by the Council*," it is recommended that City Council confirm the appointment of Kendra Gwin as the Director of Transportation & Utilities, to be effective August 12, 2017.

FUNDING: Funding of the position of Director is included as part of the FY 2017-2018 Transportation & Utilities Department budget.

Attachments: 1. N/A

Environmental Board Minutes, November 8, 2017

Meeting called to order at 7:04pm.

Members Present: Chair William Beck, Martha Dahlinger, William Strong, Deirdre Courtney, Brian Harrison (new member), Jerry Kroehn, Assistant City Engineer Jamie Harmon, and Secretary Tim Winslow.

Excused Members: Dave Solberg, Student Advisory Member Owen Gwyn

Guests: None.

New Members

Bill introduced our newest member Brian Harrison. Brian was born and raised in Kalamazoo. He lived in Nebraska for two years and just recently moved back to the area last January. He currently works for Perrigo and has for some time.

All the present members of the board introduced themselves.

Kathy has resigned to focus on other volunteer efforts and we have lost contact with Michael Sergeant and will need to replace him.

Bill also gave a brief history of what the Board has worked on over the past few years and what we are working on as of right now.

Deirdre made a motion to approve the minutes, seconded by Bill. Motion passes.

Goal Setting

Assisting the city with the Land Management Plan in an advisory role is one of our goals for the coming 2017-18 year. Additionally, we will also be helping the city with resident education on the land management plan as well.

Martha brings up that groups in the past have worked on land management plans for the City of Portage. Martha is wondering how we will fit into this plan and its process exactly. Bill brings up that we've been invited to participate in the plan as a resource. Our exact role will be up to us.

Jerry asked if we were going to be able to see the capital improvement plans that the Parks Department was looking into for the next fiscal year. Jerry wonders if we could see that list of possible projects they were considering. Bill mentions that it was never intended for us to see that list.

Kathleen brought up possibly conducting some activities next year in the parks regarding invasive species, nature hikes, etc. that the board could do in the parks. The Parks Department would need to know of such activities soon though in order to adequately plan for them.

Brian brings up encouraging more composting within the city limits and possibly in the schools. We could help the schools setup a composting program and maybe also look into a composting program for individuals as well. Brian brings up San Francisco as an example of a municipality that has a program in place.

Brian also brings up helping with electronics recycling as well since old televisions, computers, etc. are very hard to get rid of and recycle in general. Kalamazoo County does have a program in place and the City of Portage does work with them on this topic as well.

Jerry asked about if we are giving up on getting articles in the Portager. Bill brings up that we are not giving up on the Portager, but we have experienced difficulty getting articles in it. Bill asked if we could get a byline in the Portager every month possibly and didn't receive a response. Jamie brought up that Mary Beth would like her to edit the articles and be more involved in the decision-making regarding the Portager articles.

Martha brought up the natural shoreline as a goal and thought a perfect spot for one would be between the docks at Lakeview Park.

Jerry brought up making a new recommendation regarding deer and their population numbers again and seeing if city council would fund our new recommendation. Jerry brought up that Portage was fourth in the state for cities and townships with the most deer-vehicle accidents in 2016 with 163 accidents. He believes we should take a new look at this issue.

Tim brought up possibly creating some guidelines for lake and stream management that our citizens and lake associations could follow.

Brian brought up working on encouraging the City to develop some resources to incentivize businesses to make environmental decisions in terms of their construction of new buildings or recycling, etc.

Jerry brought up working on restoring our trees within the city limits. We have lost a number of Ash trees to the Emerald Ash Borer for example and we also know Oak Wilt might be present as well in the City. Jamie states that she knows the City does the minimum it needs to retain its "Tree City" status.

The goals that we brought up were: natural shoreline by Martha, a new recommendation regarding deer by Jerry, putting together some land/stream management guidelines by Tim, helping incentivize businesses to make environmental decisions by Brian, and tree restoration by Jerry. We combined the natural shoreline and land/stream management guidelines into one goal. Each member gets two votes they can put on whatever topic they choose. The two topics that we chose as a board was lake/stream management guidelines/natural shorelines and incentivizing businesses to make environmental decisions as another.

Martha made a motion to adjourn, seconded by Tim. Motion passes. The meeting is adjourned.

Meeting is adjourned at 8:16pm.

/s/ Tim Winslow

BOARD OF EDUCATION
REGULAR BUSINESS MEETING

November 27, 2017

The regular meeting of the Board of Education of the Portage Public Schools held on Monday, November 27, 2017, was called to order at 6:31 p.m. by President Van Antwerp in Conference Room 1 at the Administration Building, 8107 Mustang Drive. He welcomed an audience of 20 people and all in attendance recited the Pledge of Allegiance.

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

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education approve the agenda as printed.

Motion carried unanimously.

REPORTS

Change Order Summary. Mr. Ron Herron, Assistant Superintendent of Operations, noted Change Order #4 is not completely vetted and details will be brought to the Board at their December 11 meeting.

Bond Project Update. Mr. Herron shared an update on the construction progress at the Central High School Natatorium, North Middle School, and the Northern Athletic Event Facility. Mr. Rathburn inquired about the safety of glass corridors in the new middle schools. Mr. Herron will provide information to the Trustees on this subject.

Superintendent's Report. Superintendent Bielang informed the audience that two high school students (one each from Central and Northern) have been selected to participate in a Student Technology Showcase at the State Capitol in Lansing next month. The Superintendent provided Trustees with a list of District events for the remainder of November and December.

Financial Report. Mrs. Karla Colestock, Director of Finance, shared the financial report for the four month period ending October 31, 2017. Mrs. Colestock introduced the new Business Manager, Ms. Paula Johnson, to the Board.

2016/2017 Audit Presentation. Mrs. Karla Colestock, Director of Finance, shared introductory comments regarding the 2016/17 Audit and introduced Mrs. Krystal Benson, Auditor from Rehmann. Mrs. Benson provided details on the 2016/17 Comprehensive Annual Financial Report, Single Audit Act Compliance Report, and Management Letter. Several Trustees recognized and thanked Mrs. Karla Colestock and the Business Office 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. Dr. Shelton-Harris explained guidelines the Board uses for this portion of the meeting.

Ms. Aly Lipari, 416 Marylynn, a parent, acknowledged appreciation for the quality education her students are receiving. Ms. Lipari also shared concern for the concealed carry gun Senate Bills currently moving through the legislature.

President Van Antwerp thanked Ms. Lipari for her comments and opened the floor for Board comments.

Mrs. Willson shared a report on the breakout session she recently attended at the Michigan Association of School Boards Fall Leadership Conference.

Mr. Droppers commented on discussions in the Audit Committee meeting pertaining to the continuous increase in District pension liability.

President Van Antwerp opened the floor for Board Committee reports.

Mrs. Willson shared an Audit Committee report pertaining to fund balance, the Bond projects and the Finance and Human Resource Departments rollout of Skyward. She offered accolades to Mrs. Colestock and the staff of the Business Office for the outstanding 2016/17 Audit.

President Van Antwerp welcomed Ms. Johnson to the District.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: Minutes of the October 23, 2017, Regular Business Meeting and November 13, 2017, Policy Governance Retreat and Committee of the Whole Work Session Meeting; the Recommended Van Purchases (Recommendation to purchase three (3) 2018 Ford Transit Wagon 8 Passenger vans from Seelye Ford of Kalamazoo in the amount of $84,027.00. These vans have a raised roof for easier access for passengers. The cost for this purchase will come from the 2017/18 General Fund budget.); and the Operational Policy Revisions (Approval of the proposed new, revised and replacement Operational Policies included in this update, prepared and reviewed by NEOLA's legal counsel for statutory compliance and further reviewed by appropriate District Administrators.).

There being no objections to items, motion carried unanimously.

REQUIRED APPROVAL ITEMS

Motion offered by Mrs. Willson, seconded by Mr. Droppers, that the Board of Education accept the 2016/2017 Comprehensive Annual Financial Report, Single Audit Act Compliance Report, and Management Letter, as presented.

Motion carried unanimously.

Motion offered by Mrs. Novaria, seconded by Dr. Shelton-Harris, that the Board of Education adopt the attached Resolution that authorizes the Portage Public Schools to continue our summer tax collections in 2018, as presented.

Upon a Roll Call Vote, all Trustees voted in favor of the motion.

Motion offered by Mrs. Novaria, seconded by Mrs. Willson, that the Board of Education adopt the attached Concealed Carry Resolution, as presented.

Mrs. Novaria read the Resolution for the record. Several Trustees shared concerns about the loss of local school boards to set their own District Policies, urged the audience to contact their legislators directly to do what's right for the safety of all students.

Upon a Roll Call Vote, all Trustees voted in favor of the motion.

There being no further business to come before the Board, the meeting was adjourned at 7:17 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 2018 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, 2018.

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 27th day of November, 2017.

AYES: Members Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris,

Bo Snyder, Randy Van Antwerp and Joanne Willson

NAYS: Members None

ABSENT: Members None

Roll Call Vote: Passed: 7-0 Failed: ___________

Resolution declared adopted.

Secretary, Board of Education

RESOLUTION
REGARDING CONCEALED CARRY LEGISLATION SENATE BILLS 584-586
PENDING BEFORE THE MICHIGAN LEGISLATURE

Whereas, Executive Limitations Policy 2.0, adopted by the Board of Education, states, "The Superintendent shall not cause or allow any practice, activity, decision, or organizational circumstance which is either unlawful, **unsafe**, imprudent or in violation of commonly accepted business, educational and professional ethics and practices"; and

Whereas, the Board of Education has adopted and the Superintendent has put into effect Operational Policies regarding weapons (Operational Policies 1217, 3217, 4217, 5772, 7217 and 8142.01) consistent with Board Policy and Michigan State Law; and

Whereas, District school buildings are equipped with double entry safety vestibules which allow entry and egress through a single secured point; and

Whereas, District students and staff are in the process of receiving ALICE Active Shooter Response Training; and

Whereas, the Michigan Senate passed Senate Bills 584-586 which will allow individuals who obtain a special endorsement along with a concealed pistol license to carry concealed weapons within schools, prohibit open carry on school property, and ban local school districts from making policies, whether or not to allow weapons on school property, that are more strict than state or federal law contrary to a Michigan Court of Appeals ruling; and

Whereas, the Board of Education agrees with the sections of the proposed legislation which bans open carry on school property, we firmly believe that decisions to allow any firearms in school buildings should be decided by local elected boards of education who understand the unique needs of local districts in urban, suburban, and rural communities.

Whereas, Senate Bills 584-586 are now before the House Committee on Judiciary.

NOW, THEREFORE, Portage Public Schools urges the Michigan State Legislature to support amendments to Senate Bills 584-586 to allow local school districts to decide whether or not to allow firearms in school buildings.

Dated the 27th day of November, 2017
Portage Public Schools Board of Education

PLANNING COMMISSION

December 7, 2017

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

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

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

ROLL CALL:

Mr. West called the role: Patterson (yes), Shoup (yes), Stoffer (yes), Schimmel (yes), Place (yes), Joshi (yes) and Corradini (yes). A motion was made by Commissioner Patterson, seconded by Commissioner Shoup, to approve the roll excusing Commissioners Bosch and Harrell-Page. The motion was unanimously approved 7-0.

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the November 2, 2017 regular meeting minutes and November 16, 2017 workshop meeting minutes contained in the agenda packet. A motion was made by Commissioner Patterson, seconded by Commissioner Place, to approve both sets of minutes as submitted. The motion was unanimously approved 7-0.

SITE/FINAL PLANS:

1. Site Plan: Cooley Townhouses, 3223 Cooley Drive. Mr. West summarized the December 1, 2017 staff report regarding a request by Greg Watts of Prime Homes, LLC to construct an attached residential development at 3223 Cooley Drive. Mr. West stated the site plan proposes construction of one 4-unit attached building, one 3-unit attached building, one 2-unit attached building and associated site improvements. Mr. West discussed various aspects of the project including access, storm water and sidewalk installation. Mr. West stated that applicant has agreed to construct a five-foot wide concrete sidewalk along Cooley Drive, however, was requesting Planning Commission approval not to install an internal sidewalk connector along at least one side of the private drive. Consistent with the 2014 Comprehensive Plan, 2015 Complete Streets Policy and Zoning Code, Mr. West indicated that staff was recommending that the site plan be approved subject to installation of a four-foot wide concrete sidewalk along at least one side (south/east side recommended) of the internal private drive so as to provide a separate and safe pedestrian connection from the individual townhouses to the sidewalk along Cooley Drive.

Greg Watts (applicant, Prime Homes, LLC) and Frank Renaldi (engineer, Wightman & Associates) were present to support the application and discuss the development project. Mr. Watts stated that he believes the internal sidewalk connection was not needed and that residents of the development would walk down the private drive to access the sidewalk that he will be installing along Cooley Drive. Mr. Watts indicated there was only approximately 20-feet of driveway area, between the front of the garage and the internal private drive, and installation of a sidewalk would reduce area available for resident parking within the driveway and also reduce greenspace area.

The Commission, staff and the applicant next discussed various aspects of the internal sidewalk connection. Commissioner Patterson indicated no sidewalks are located within The Woodlands at Austin Lake and the residents utilized the wider road shoulder to walk/bicycle. Chairman Stoffer indicated that he lives on a short cul-de-sac street (eight houses) with no sidewalks and residents walk down the cul-de-sac to existing sidewalk located on the adjacent intersecting street. Commissioner Place stated that she concurs with the staff recommendation and believes an internal sidewalk connection should installed by the developer for improved safety purposes. Mr. West provided a short historical summary of sidewalk installation and how the requirements have changed and evolved over the years. More recently, Mr. West stated the 2014 Comprehensive Plan, 2015 Complete Streets Policy and 2016 Zoning Code amendments have all emphasized the importance of providing safe and efficient pedestrian modes of travel with new development projects. Mr. West discussed recent development projects that have included sidewalk installations, separate from the internal private streets, including Streamsong Condominiums, Whisper Rock Condominiums and Greenspire Apartments. Attorney Brown indicated that the Site Plan Review Standards contained in the Zoning Code allows the Commission to consider that "safe, convenient, uncongested and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site".

After additional discussion regarding possible locations for the internal sidewalk, setback distances between the townhouse garages and the internal private drives, and possible future mailbox locations, a motion by Commissioner Joshi, seconded by Commissioner Schimmel, to approve the Site Plan for Cooley Townhouses, 3223 Cooley Drive, subject to installation of a 4-foot wide concrete sidewalk along one side of the internal private drives with the specific location to be determined by staff following discussions with the developer. The motion included a finding that installation of this internal sidewalk will provide a separate and safe pedestrian connection, from the individual townhouses to the sidewalk along Cooley Drive, which will be insulated from the internal private drive and is consistent with the 2014 Comprehensive Plan, 2015 Complete Streets Policy, Section 42-521.L of the Zoning Code and other recently approved residential development projects including Whisper Rock Condominiums, Streamsong Condominiums and Greenspire Apartments. The motion was unanimously approved 7-0.

PUBLIC HEARING:

None

NEW BUSINESS:

1. 2018 Planning Commission Meeting Schedule. Mr. West reviewed the 2018 Planning Commission meeting schedule, which is typically the 1st and 3rd Thursdays of the month, and asked whether any adjustments were needed due to Commissioner availability particularly for the April 5, 2018 meeting (week of Spring Break for Portage Public Schools) and July 5, 2018 meeting (day after the 4th of July holiday). After a brief Commission discussion, it was determined that no adjustments to the 2018 Planning Commission meeting schedule were needed at this time.

OLD BUSINESS:

Chairman Stoffer stated that the Neighborhood and Community Enhancement Program subcommittee was meeting in Conference Room No. 2 following the regularly scheduled meeting.

STATEMENT OF CITIZENS/COMMISSIONERS:

Chairman Stoffer discussed the importance of having a full Planning Commission in attendance for the next few meetings where the issue of a proposed medical marihuana ordinance would be presented to the Commission. Attorney Brown stated the schedule established by City Council included a Planning Commission workshop meeting on December 21st where he and staff would provide a comprehensive overview of the state medical marihuana legislation along with an introduction of the proposed ordinance, followed by a public hearing to consider the proposed medical marihuana ordinance at the January 4, 2018 meeting.

No Commissioners indicated that they would not be available for the December 21st and January 4th meetings.

ADJOURNMENT:

There being no further business to come before the Commission, the regularly scheduled meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Michael West, AICP
Senior City Planner

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City of Portage
Historic District Commission
Portage City Hall
Conference Room #2
Wednesday, December 6, 2017

Meeting called to order: 8:15 AM

Present: S. Nemeth, C. Forrest, J. Duniphin, M. Barton, E. Eklov, M. Maytnier, R. Henicky, B. Lopez

Absent: K. VanLonkhuyzen and F. Grunert (excused)

Guests: Mick Lynch and Laura Lynch Bouw; Debbie Newsome; Kyle Mucha and Chris Forth (staff)

Announcement: Kyle Mucha from Community Development will be the new liaison for the City of Portage.

Minutes from November 1, 2017 approved with a change to Commission members in attendance. M. Barton attendance at the meetings was corrected.

Old Business:

Current member property inspections and open case updates

Note* Kyle has updated status of properties that have existing applications with Community Development.

OPEN CASES:

922 W. Osterhout
- Community Development issued code enforcement regarding unsightly debris on the property. The debris has been removed.
- Homeowner has been notified that any modifications to the exterior need a Certificate of Approval.
- HDC is concerned about building deterioration caused by unpainted siding.
- HDC would also like to know homeowners plans for restoring and painting the exterior.

5134 Oakland

- Property is no longer listed for sale. Future status unknown.

1521 E. Centre Avenue

- Revised proposal for Selinon Park development was sent to MSHDA in October. There has been no word of the result.

10234 East Shore Drive

- Parks and Recreation would like to relocate the historic barn on this property and extend trails to include the barn. No further information for the present.

8009 Cox's Drive

- Owner Kasten would like to have someone purchase the school building and move it to another location. No further information at this time.

2112 Vanderbilt

- Property has a "sale pending" sign. Realtor has been sent HDC guidelines for historic properties.

5720 Oakland

- Site record is complete. There is a photographic record of the barn before take down.
- Owner has brought in a contractor, Jeremy Beadner, from the list of recommended contractors. Beadner has informed the owner that the barn is now a hazard and needs to come down.
- Agreement with HDC states that as much material as possible will be salvaged and stored until the barn is rebuilt.
- HDC needs to work with owner to ensure that materials are properly stored.
- At present, it is unknown if and when owner plans to rebuild barn.
- If necessary, Mick Lynch has agreed to store salvaged barn materials until there is a plan to reuse.
- Erica will contact the owner to restate HDC concerns.

506 Bacon Ave.

- HDC member Mike Barton reports that exterior paint has begun to bubble.

Community Awareness:

Outreach Sub-Committee:

Note * Becky Lopez has volunteered to be the third committee member.

HDC Events:

May Preservation Month Event for 2018 is set for the VanRiper home on Milham.

- Event will be held on Saturday, May 12, 2018 from Noon to 4:00 PM.
- A $5.00 fee will be charged for adult admittance.
- Winter brochure published by Parks and Recreation will include event notice.
- HDC members should identify and recruit additional organizations for inclusion in event.
- Investigating “staging” some of the rooms in the house using items from the KVCC Museum.

New Business:

- 903 E. Centre - Realtor has asked how to “de-list” property. Erica has sent information regarding de-listing property that has been designated as historic property and explaining that “de-listing” is a difficult process.

Meeting adjourned at 9:30 AM.

Next meeting will be on Wednesday, January 3, 2018.

Respectfully submitted: Martha Deming Maytnier/Recording Secretary

City of Portage
Historic District Study Committee
Portage City Hall
Conference Room #2
Wednesday, December 6, 2017

Special Meeting

Meeting called to order: 9:30 AM

Present: S. Nemeth, C. Forrest, J. Duniphin, E. Eklov, M. Maytnier, M. Barton, R. Henicky, R. Lopez, K. Mucha.

Absent: F. Grunert and K. VanLonkhuyzen (excused)

Guests: Mick Lynch and Laura Lynch Bouw; Debbie Newsome; Kyle Mucha and Chris Forth (staff)

Discussion Regarding 2663 Mandigo

Note* The Kalamazoo Landbank has asked that the formal hearing be postponed until the February meeting.

Concerns (as noted by citizen/prospective buyer Debbie Newsome):
- Farmhouse is open to elements.
- Windows absent or leaking.
- Property not secure from casual entry.
- County has not removed all the debris from property.
- Do not have a formal report from expert on the condition of the historic farmhouse.

The Landbank has retained Randy Case, a preservation architect, to report on the actual condition of the farmhouse. Status of report is unknown.

The ex-husband of Colleen Kiley's (former owner) has expressed interest in acquiring the property.

In addition, citizen Debbie Newsome has made an offer to purchase property from the Landbank providing that debris is removed from the property. If the county does not assume the cost of cleanup, the offer may be withdrawn.
- The Landbank has given listing to realtor Paul Valentin as an authorized agent for the Landbank. Mr. Valentin has offered to mediate cleanup issue.
- Property listed at $200,000, which the County considers to be the fair market value of the property.

- Ms. Newsome plans to live on the property in the ranch house.
- Her daughter would live in the farmhouse.
- Family has horses, and code requires at least 5 acres of land, 2663 Mandigo is listed as having 7.5 acres.
- There may be a problem with the parcel size description on the title for the property. Lot lines many not be accurate.
- The Newsomes also own rental property nearby.
- Representative from Community Development will tour property with prospective owner. At present, none of the existing structures on the property have been condemned.
- Ms. Newsome would also like information on HDC guidelines for exterior restoration of an historic property.

A motion was made and passed to table further discussion for another Special Meeting to be held on Wednesday, February 7, 2018 at 9:00 AM.

Meeting adjourned at 9:50 AM.

Respectfully submitted: Martha Deming Maytnier/Recording Secretary

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: Waiver of Shut Off Fee – Shirley Hayes, 6229 Marlow Street

SUPPORTING PERSONNEL: Laurence Shaffer, City Manager

ACTION RECOMMENDED: Waive the processing fee associated with water shut off processing in the amount of Fifty ($50.00) Dollars for Mrs. Shirley Hayes, 6229 Marlow Street, Portage and authorize the City Manager to reimburse said fee to Mrs. Hayes.

The utility bill, due November 30, 2017, for the property located at 6229 Marlow Street, was not paid. As part of the normal City of Portage process, a shut off processing fee was added to the outstanding utility bill. Mrs. Shirley Hayes, the owner of the property, finally determined that the water bill was not paid. She paid the water bill along with all the penalties. She challenged the $50.00 shutoff fee. The administration cannot waive such fee as the fee is part of a City of Portage Ordinance that does not allow for such waivers. Mrs. Hayes has owned and lived at this address for over thirty five (35) years. She has never been late with a payment of any sort to the city, whether it be property taxes or utility charges.

The City of Portage maintains separate data bases for water billings and property taxes. Mrs. Hayes notified the City of a change of name for assessing and property tax purposes prior to the November water billing. However, the name change was not included in the City of Portage water billing data base. When the water bill was mailed to Mrs. Hayes, it was mailed under her previous name, Shirley Vestal. The bill was returned to the City of Portage as undeliverable. As part of this review, I will look for opportunities to coordinate name changes, address changes and other conditions that would affect the deliverability of tax bills or water/sewer bills. I would also think that a means of waiving such fees should be incorporated into our ordinances so that extraordinary measures are not required to issue a waiver. Utility delinquencies are addressed in Division 7, Code of Ordinances. Section 82-196 (d) discusses turn on fee to be charged to those whose water services has been discontinued due to lack of payment. The ordinance states that "nonreceipt of such notice shall not excuse the customer of payment," which is a part of Section 82-375 (b.). Consequently, the customer in this instance, Mrs. Hayes, has paid the late payment, and without authorization, the City Administration cannot reimburse her for this cost. As a result, City Council is asked to authorize the payment of $50.00 to Mrs. Hayes in order to correct this condition.

FUNDING: FY 2017-18 Water/Sewer budget

Attachments:

PORTAGE
A Natural Place to Move

MATERIALS TRANSMITTED

Friday, December 15, 2017

1. Communication from the City Manager regarding the Comprehensive Annual Financial Report – Information Only.

Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

PORTAGE
A Natural Place to Move

MATERIALS TRANSMITTED
DECEMBER 15, 2017

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Comprehensive Annual Financial Report – Information Only

SUPPORTING PERSONNEL: William Furry, Finance Director

Attached for the information of Council is a communication from Yeo & Yeo, PC dated November 30, 2017 concerning the audit of financial activities of City of Portage for the year ended June 30, 2017. The 2017 Comprehensive Annual Financial Report (CAFR) can be viewed on the Finance page of the city website. Should you wish to receive a paper copy of the CAFR, please contact the Office of the City Manager.

Attachments: Communication dated November 30, 2017 from Yeo & Yeo, PC

YEO & YEO
CPAs & BUSINESS CONSULTANTS

800.968.0010 | yeoandyeo.com

November 30, 2017

The Honorable Mayor and the Members of the City Council
City of Portage, Michigan
7900 South Westnedge Avenue
Portage, MI 49002

We have completed our audit of the financial statements of the governmental activities, business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of City of Portage as of and for the year ended June 30, 2017, and have issued our report dated November 30, 2017. We are required to communicate certain matters to you in accordance with auditing standards generally accepted in the United States of America that are related to internal control and the audit. The following appendices to this letter sets forth those communications as follows:

I. Auditors' Communication of Significant Matters with Those Charged with Governance

In addition, we have identified additional matters that are not required to be communicated but we believe are valuable for management:

II. Matters for Management's Consideration

We discussed these matters with various personnel in the City during the audit and with management. We would also be pleased to meet with you to discuss these matters at your convenience.

These communications are intended solely for the information and use of management, the City Council, and others within the City, and are not intended to be and should not be used by anyone other than those specified parties.

Yeo & Yeo, P.C.

Kalamazoo, Michigan

Appendix I
Auditors' Communication of Significant Matters with Those Charged with Governance

Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards* as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter dated June 1, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices
Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 of the financial statements. The Government has adopted Governmental Accounting Standards Board Statements (GASB) No. 77 and 80, *Tax Abatement Disclosures and Blending Requirements for Certain Component Units,* respectively. Both GASBs are effective July 1, 2016. Statement 77 requires disclosures of tax abatement information. Statement 80 amends GASB Statement No. 14 and addresses the blending requirement for the financial statement presentation of component units incorporated as a not-for-profit corporation in which the government is the sole corporate member. We noted no transactions entered into by the organization during the year where there is lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting City of Portage's financial statements were:

- The useful lives of its capital assets. Useful lives are estimated based on the expected length of time during which the asset is able to deliver a given level of service.
- Other post-employment benefits. The estimate is derived from a calculation including factors such as: life expectancy, historical insurance cots, probability of retirement, and the applicable federal interest rates in effect at the time of the calculation.
- Compensated absences. Management's estimate of accrued compensated absences is based on current hourly rates and policies regarding payment of sick and vacation banks. Management's estimates of accrued leave liability deposits is based on expected payouts for future retirees in the next 12 months relating to the compensated absence balance.
- Net pension liability, and related deferred outflows of resources and deferred inflows of resources. The estimate is based on an actuarial report.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole and free from bias.
Disclosures in the financial statements are neutral, consistent and clear.

Accounting Standards and Regulatory Updates

Accounting Standards
The Governmental Accounting Standards Board has released the following Statements:

Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. For defined OPEB plans, this Statement identifies the methods and assumptions that are required to be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee services. It also requires additional note disclosures and required supplementary information. Statement No. 75 is effective for the fiscal year ending June 30, 2018.

Statement No. 81, *Irrevocable Split-Interest Agreements* is to improve accounting and financial reporting for irrevocable split-interest agreements by providing recognition and measurement guidance for situations in which a government is a beneficiary of the agreement. Statement No. 81 is effective for the fiscal year ending June 30, 2018.

Statement No. 83, *Certain Asset Retirement Obligations* establishes criteria for determining the timing and pattern of recognition of a liability and a corresponding deferred outflow of resources for asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. The requirements of this Statement are effective for the fiscal year ending June 30, 2019.

Statement No. 84, *Fiduciary Activities* improves the guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. The criteria generally is on (1) is the government controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. The four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Custodial funds generally will report fiduciary activities that are not held in a trust or similar arrangement that meets specific criteria. The requirements of this Statement are effective for the fiscal year ending June 30, 2020.

Statement No. 85, *Omnibus 2017* addresses practice issues that were identified during implementation and application of certain GASB Statements. This statement covers issues related to blending component units, goodwill, fair value measurement and application, and postemployment benefits (pensions and other postemployment benefits), which is effective for the fiscal year ending June 30, 2018.

Statement No. 86, *Certain Debt Extinguishment Issues* is to improve consistency in accounting and financial reporting for in-substance defeasance of debt. The statement provides uniform guidance for derecognizing debt that is defeased in substance, regardless of how cash and other monetary assets placed in an irremovable trust for the purpose of extinguishing that debt were acquired. The effective date is for the fiscal year ending June 30, 2018.

The City is evaluating the impact the above GASB's will have on its financial reporting.

Regulatory and Other Updates

Chart of Accounts
The Michigan Department of Treasury released a new version of the uniform chart of accounts in April 2017. Significant changes were made which expanded the breadth of information now available to governmental entities. We encourage your organization to review the uniform chart of accounts to ensure the accounting records are in compliance with the guidelines set forth in the expanded version. The uniform chart of accounts is available on the Michigan Department of Treasury's website at http://www.michigan.gov/documents/uniformchart_24524_7.pdf. If questions arise from your review of this information please contact us for assistance.

Cybersecurity Posture
Cybersecurity posture, an overall measure of cybersecurity strength, is more prevalent than ever as organizations continue to face cybersecurity risks. Billions of emails are sent every day, some of which contain attachments with malicious files or malicious embedded links aimed at negatively impacting unsuspecting organizations. A recent study showed as many as four out of five US Companies have suffered from an attack. Not only can a successful attack cost thousands of dollars and put a strain on IT resources while remediation efforts are underway, but sensitive information may be breached.

Risk assessment is a first step in mitigating cybersecurity risks and improving your organization's overall cybersecurity posture. The National Institute of Standards and Technology published *Framework for Improving Critical Infrastructure Cybersecurity*, which "enables organizations, regardless of size, degree of cybersecurity risk, or cybersecurity sophistication, to apply the principles and best practices of risk management to improving the security and resilience of critical infrastructure." The framework is designed to cover five areas including identification, protection, detection, responsiveness and recovery. The publication can be found at www.nist.gov.

Placing significant emphasis on evaluating your organization's cybersecurity posture, and channeling sufficient resources towards proper risk assessment, implementation, and education will reduce the likelihood of a cybersecurity threat, and help lessen the impact of a breach.

Unclaimed Property

Beginning in 2018, the State of Michigan will require the filing of zero balance reports for businesses and governmental agencies who hold property on behalf of others, such as uncashed payroll or vendor checks and other items comprising unclaimed property. This is a revision from the most recent change in 2012, which only encouraged, but did not require, reporting of zero unclaimed property situations. Under the negative attestation requirement, businesses and governmental agencies must ensure they are filing even in situations where entities have no unclaimed property.

Current rules require unclaimed property to be identified as of March 31st of each year and reported to the State on or before July 1. Property that has reached its applicable dormancy period (generally one year or three years) as of March 31 must be remitted with and reported on Michigan State Form 2011, *Michigan Holder Transmittal for Annual Report of Unclaimed Property* and the appropriate annual reporting form (there are separate forms for cash & safe deposit boxes and for securities). If the holder (business or government entity) has more than ten items to report, they must use electronic media for the annual report. The due date for this filing is July 1 (or the next work day if the 1st is on a weekend).

These rules remain unchanged, except that beginning in 2018, the negative attestation requirement will go into effect. Free software is available on the State of Michigan web site at http://www.michigan.gov/treasury/. The web site is a valuable resource for information regarding the law, filing requirements and related penalties, including the 33 page *Manual for Reporting Unclaimed Property*.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require that the auditor accumulate all known and likely misstatements identified during the audit, other than those the auditor believes to be trivial. The adjustments identified during the audit have been communicated to management and management has posted all adjustments.

In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

There were no uncorrected misstatements that were more than trivial.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction that could be significant to the financial statements or the auditors' report. We are pleased to report we had no disagreements with management during the audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated as of the date of the audit report.

Management's Consultations with Other Accountants
In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Reports
Other information that is required to be reported to you is included in the: Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*. Please read all information included in that report (those reports) to ensure you are aware of relevant information.

Report on Required Supplementary Information
With respect to the required supplementary information accompanying the financial statements, which includes management's discussion and analysis, municipal employees retirement system schedules, other post-employment benefit schedules, and budgetary comparison information, we applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements.

Report on Other Supplementary Information
With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

CAFR
The Government's audited financial statements are included in their comprehensive annual financial report. Our responsibility for the other information contained in the comprehensive annual financial report does not extend beyond the financial information identified in our audit report. We do not have an obligation to perform any procedures to corroborate the other information contained in the introductory section and statistical section. However, we read the other information and considered whether such information, or the manner of its presentation, was materially inconsistent with information, or the manner of its presentation, appearing in the financial statements. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, was materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

Appendix II
Matters for Management's Consideration

In planning and performing our audit of the financial statements of City of Portage as of and for the year ended June 30, 2017, we considered City of Portage's internal control over financial reporting (internal control) as a basis for designing our audit procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

However, during our audit we became aware of a matter for management's consideration that is an opportunity for improving financial reporting. This letter does not affect our report dated November 30, 2017, on the financial statements of City of Portage. Our comment and recommendation regarding this matter is:

Depreciation Calculation
During the current year audit procedures, we noted that all assets are placed into service as of June 30 and a half year of depreciation expense is recorded regardless of the service date.

We recommend that the City consider recording fixed asset additions and disposals on the actual date of acquisition or disposition and allowing the software to calculate depreciation based on that date versus only in half-year increments. This will provide the City with a more accurate balance of their capital assets at the end of each fiscal year, as well as the rate at which these assets are depreciating.

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MATERIALS TRANSMITTED

Tuesday, December 19, 2017

1. Communication from the City Manager regarding FY 2018-19 Human/Public Service Grant Applications- Informational Only

2. Communication from the City Manager regarding Medical Marihuana Committee of the Whole Meeting Materials

3. Pre-Council Meeting Questions and Responses for December 19, 2017

4. Communication from the City Manager regarding Rules of Order and Procedure – Agenda item F.2 – Informational Only

5. Communication from Bruce Stein, dated December 14, 2017 regarding Medical Marihuana

Laurence Shaffer

Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

7900 South Westnedge Avenue ▪ Portage, Michigan 49002 ▪ (269) 329-4400
www.portagemi.gov

City of Portage
Council Committee of the Whole - Agenda
December 19, 2017

1. Components of draft ordinance
2. Ordinance timeline
3. Q&A
4. Public Comments
5. Next steps

Municipal Response: Components of draft ordinance

- Amend Chapter 14, Businesses – requires a business permit for medical marihuana facilities
- Amend Chapter 42, Zoning - provides land use provisions for medical marihuana facilities; updates existing ordinance provisions
- Chapters 14 and 42 – provide complimentary, cross referenced provisions
  - Business permits are issued by City Administration – City Clerk, Public Safety, Community Development and City Manager
  - Applicants required to be pre-qualified
  - Zoning ordinance review and approval accomplished administratively by Community Development, dependent on "provisional business permit" issuance
  - After issuance of provisional permit by city, applicant must receive facility license from State prior to opening/operating a medical marihuana facility

Municipal Response: Components of draft ordinance

- Ordinance would allow all 5 types of Medical Marihuana facilities:
  - Class A, B & C growers (500, 1,000, 1,500 plant facilities)
    - Per State, Class C growers are permitted to receive multiple licenses at same location
  - Processors
  - Safety compliance facilities
  - Secure Transporters
  - Provisioning centers
- Ordinance would not limit the total number of facilities after the first year, but does:
  - Prevent location adjacent to residential zoning districts to provide protections from potential adverse impacts
  - Requires spacing of facilities from schools, parks, recreational uses, churches and similar uses (similar to Drug Free School zone restrictions);
  - Requires separation distances between certain Medical Marihuana facilities to prevent an over concentration of such uses in specific areas of the community

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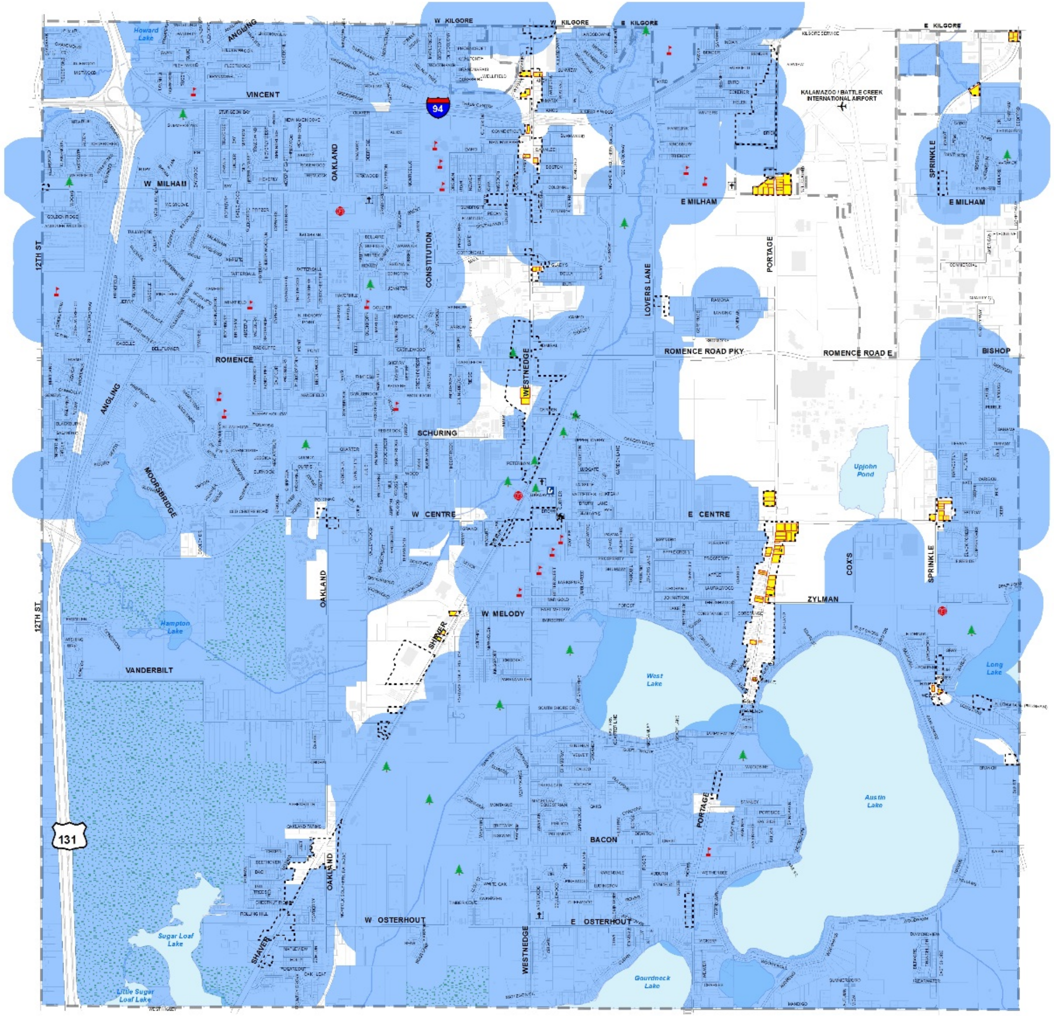
Municipal Response: Spacing & Separation distances for Provisioning Centers

Not adjacent to:	Residential zoning district
1,000 feet from:	Schools, child care center, library, playground or park, recreational facility, religious institution, public housing authority property, substance abuse treatment facility
1,000 feet from:	Another marihuana facility, except for first year applicants

Provides approximately 13 locations within city



Path: R:\GISADMIN\karl\projects\DEPTS\COM DEV\Medical Marihuana\2017\Final condensed maps\B-3_Provisioning Centers_1000.mxd

PORTAGE
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Proposed Medical Marihuana Provisioning Centers 1000 Foot Exclusion Areas for B-3

Parcel ID	Address	Class	Use
00001001O	5000 S SPRINKLE RD	201	RESTAURANT
00001005O	3932 E KILGORE RD	701	FLEX -02
00001006O	5050 S SPRINKLE RD	201	FLEX 02
00001050O	5324 MEREDITH ST	201	RETAIL 01
00002055O	2229 E MILHAM AVE	201	AUTO SERVICE
00002060A	5900 PORTAGE RD	201	OFFICE-01
00002060B	2401 E MILHAM AVE	201	OFFICE-01
00002061O	5974 PORTAGE RD	201	GAS STATION
00002062O	5950 PORTAGE RD	201	OFFICE-01
00002063A	2375 E MILHAM AVE	201	WAREHOUSE
00004025A	5230 S WESTNEDGE AVE	201	RETAIL-01 DDA
00004115O	5600 S WESTNEDGE AVE	702	CITY VACANT
00013080O	7940 S SPRINKLE RD	201	AUTO SALES
00014085B	7842 PORTAGE RD	201	OFFICE-01
00014090B	7840 PORTAGE RD	201	RETAIL-WINDOWS
00014095O	7812 PORTAGE RD	201	OFFICE
00016050C	7206 S WESTNEDGE AVE	201	ARCADE/MINI GOL
00016225F	7262 S WESTNEDGE AVE	201	RESTAURANT
00021241O	8720 SHAVER RD	201	RETAIL 01
00021245O	8650 SHAVER RD	201	AUTO SERVICE
00021265O	8542 SHAVER RD	202	VACANT
00023040R	8071 PORTAGE RD	001	VACANT
00023045A	8037 PORTAGE RD	201	OFFICE-01
00023055O	8111 PORTAGE RD	201	LAUNDRY
00023065O	8127 PORTAGE RD	201	RETAIL-01
00023075O	8131 PORTAGE RD	401	RESIDENTIAL
00023080O	8139 PORTAGE RD	201	RETAIL-01
00023100A	8211 PORTAGE RD	201	RESTAURANT
00023115C	8387 PORTAGE RD	201	CAR WASH
00023115D	8379 PORTAGE RD	201	GAS STATION
00023120O	8405 PORTAGE RD	201	WAREHOUSE
00023125O	8415 PORTAGE RD	202	VACANT
00023130O	8435 PORTAGE RD	201	RETAIL-01
00023135O	8441 PORTAGE RD	201	AUTO SERVICE
00023195O	8136 PORTAGE RD	201	RESTAURANT
00023340O	8715 PORTAGE RD	202	RETAIL-01
00023360O	8969 PORTAGE RD	201	VACANT
00023501O	8015 PORTAGE RD	202	VACANT
00023502O	2610 E CENTRE AVE	202	VACANT
00023503O	2700 E CENTRE AVE	202	VACANT
00023504O	8043 PORTAGE RD	202	VACANT
00023505O	8061 PORTAGE RD	202	VACANT
00280010O	4203 E CENTRE AVE	201	RETAIL STORE
00280011O	4123 E CENTRE AVE	201	RETAIL 01
00280012O	7930 S SPRINKLE RD	202	VACANT
00280013O	7925 S SPRINKLE RD	202	VACANT
00280015A	7907 S SPRINKLE RD	201	RETAIL 01
00280016O	7849 S SPRINKLE RD	201	FLEX SPACE - 2
00280017O	7837 S SPRINKLE RD	201	RETAIL-01
00340099A	8724 PORTAGE RD	201	AUTO SERVICE
00340120O	8444 PORTAGE RD	202	VACANT
00340122O	8434 PORTAGE RD	301	CONSUMERS
00340135O	8314 PORTAGE RD	201	RETAIL 02
00340136O	8312 PORTAGE RD	201	RETAIL-01
01610001O	5747 S WESTNEDGE AVE	201	RETAIL-02
01900001A	5231 S WESTNEDGE AVE	201	GAS STATION
01900056B	5342 S WESTNEDGE AVE	201	GAS/REST DDA
02200001O	6425 S WESTNEDGE AVE	201	RESTAURANT
02200003O	117 DELLA ST	201	RETAIL 01
02200005O	125 DELLA ST	201	PARKING
06780026O	8204 PORTAGE RD	201	RESTAURANT
07980006O	4017 WELLS ST	201	RESTAURANT
07980008O	9017 S SPRINKLE RD	201	RETAIL 01
09067021B	5730 S WESTNEDGE AVE	201	RETAIL-01
09240004O	5845 PORTAGE RD	401	RESIDENTIAL
09240005O	5905 PORTAGE RD	401	RESIDENTIAL
09240006O	5911 PORTAGE RD	401	RESIDENTIAL
09240007O	5919 PORTAGE RD	201	RETAIL 01
09240008O	5929 PORTAGE RD	201	OFFICE-01
09240009O	5977 PORTAGE RD	201	RETAIL-01/STORA
09240010O	2603 E MILHAM AVE	202	VACANT

71 Available properties using 1000' Exclusion Area

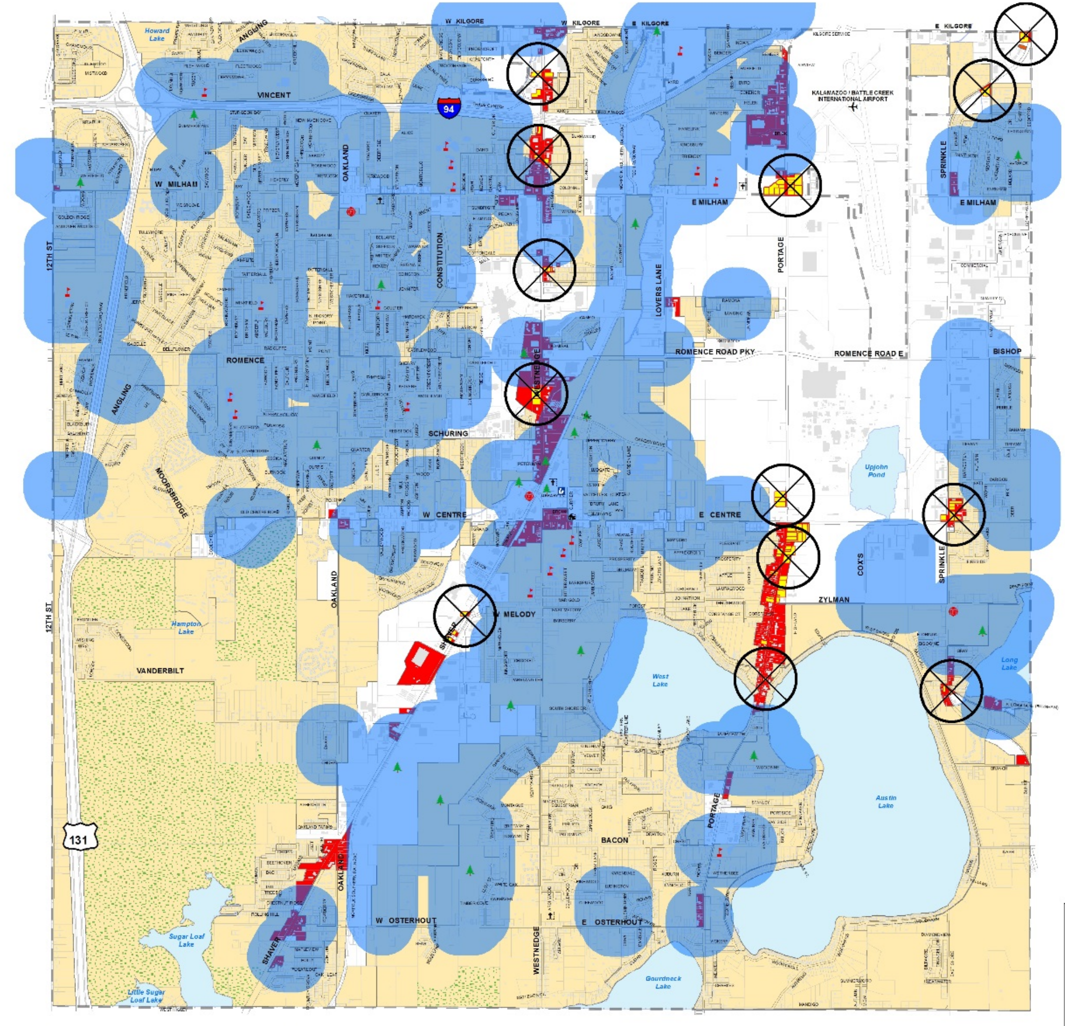
- Eligible properties 1000'
- Exclusion Areas 1000 feet
- B-3 Zoning
- City Boundary
- State Game Area

1 inch = 3,200 feet

Date: 12/14/2017

N

Potential locations must be B-3 zoned, and not adjacent to a residential zone and more than 1000' from churches, day cares, libraries, parks and public and/or private recreation areas.



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Proposed Medical Marihuana Provisioning Centers
1000' Distance Provisions for B-3
13 Potential Locations with 1000' Separation

List of churches, day cares, schools, libraries, parks, private and public recreation sites.

7 POINT HOLDINGS, LLC	8151 MERCHANT PL	INDOOR SOCCER	CLAF LLC	9027 PORTAGE INDUSTRIAL DR	KIDS GYM
BDN ASSOCIATES, LLC	8105 VALLEYWOOD LN	DAYCARE	COMM PROPERTY DEVELOPEMENT CO, LLC	4285 BISHOP AVE	DAYCARE
CITY KALAMAZOO - MILHAM PARK		PARK	COOK, HARLEY J & R H	7732 SHAVER RD	CITY PARK
CITY KALAMAZOO - MILHAM PARK GOLF		PARK	CRANKSHAW, GARY K & K E	810 E CENTRE AVE	DAY CARE
CITY OF PORTAGE	9016 S WESTNEDGE AV	CITY PARK	DARA REALTY, L.L.C.	6091 CONSTITUTION BL	BEAUTY SCHOOL
CITY OF PORTAGE	7810 SHAVER RD	CITY PARK	SPRING ARBOR UNIVERSITY	950 TRADE CENTRE WAY	UNIVERSITY
CITY OF PORTAGE	280 ROMENCE RD	CITY PARK	FETZER BROADCASTING CO	7801 S WESTNEDGE AV	CITY PARK
CITY OF PORTAGE	6577 HAMPTON ST	CITY PARK	FIRST CHURCH OF NAZARENE	5603 OAKLAND DR	DAY CARE
CITY OF PORTAGE	6571 HAMPTON ST	CITY PARK	FOUNDATION FOR BEHAV RESEARCH	6325 OAKLAND DR	SCHOOL
CITY OF PORTAGE	3458 SUMMERSONG PA	CITY PARK	FOUNDATION FOR BEHAVIORAL RES	6303 OAKLAND DR	SCHOOL
CITY OF PORTAGE	7700 SHAVER RD	CITY PARK	GILDEN WOODS REAL ESTATE	1518 E CENTRE AVE	DAY CARE
CITY OF PORTAGE	7722 S WESTNEDGE AV	CITY PARK	ST MONICAS	KALAMAZOO	SCHOOL
CITY OF PORTAGE	424 E KILGORE RD	CITY PARK	HACKETT CATHOLIC	KALAMAZOO	SCHOOL
CITY OF PORTAGE	5420 LOVERS LN	CITY PARK	KAL VALLEY INTER SCHOOL DIST	1501 E MILHAM AV	SCHOOL KRESA
CITY OF PORTAGE	9150 S WESTNEDGE AV	CITY PARK	KAL VALLEY INTER SCHOOL DIST	5821 LOVERS LN	SCHOOL
CITY OF PORTAGE	9400 S WESTNEDGE AV	CITY PARK	KALAMAZOO ACADEMY, INC	4221 E MILHAM AV	SCHOOL
CITY OF PORTAGE	3458 SUMMERSONG PA	CITY PARK	KEGLER, INC	5660 PORTAGE RD	AIRWAY LANES
CITY OF PORTAGE	6577 HAMPTON ST	CITY PARK	KEGLER, INC	5626 PORTAGE RD	BOWLING ALLEY
CITY OF PORTAGE	9016 S WESTNEDGE AV	CITY PARK	KPS - LLOY NORRIX	KALAMAZOO	SCHOOL
CITY OF PORTAGE	9010 S WESTNEDGE AV	CITY PARK	LET'S PLAY SPORTS, INC	7187 S SPRINKLE RD	SOCCER CLUB
CITY OF PORTAGE	9600 S WESTNEDGE AV	CITY PARK	MATHIEU PROPERTY MANAGEMENT, LLC	1422 E CENTRE AVE	DAYCARE
CITY OF PORTAGE	9920 S WESTNEDGE AV	CITY PARK	MICHIGAN INVESTMENT GROUP, INC	6300 CONSTITUTION BLVD	DAY CARE
CITY OF PORTAGE	7750 CURRIER DR	CITY PARK	PARAGON STORAGE CENTERS, LLC	7455 OAKLAND DR	DAY CARE
CITY OF PORTAGE	5606 LOVERS LN	CITY PARK	PHARMACIA & UPJOHN COMPANY	6510 LOVERS LN	CITY PARK
CITY OF PORTAGE	6932 LOVERS LN	CITY PARK	PHARMACIA & UPJOHN COMPANY	8201 COX'S DR	OUTDOOR SOCCER
CITY OF PORTAGE	6979 S WESTNEDGE AV	CITY PARK	PHIL SIMON ENTERPRISES, INC.	6235 S WESTNEDGE AV	ADULT ED SCHOOL
CITY OF PORTAGE	7647 S WESTNEDGE AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	8260 S WESTNEDGE AV	SCHOOL
CITY OF PORTAGE	7585 S WESTNEDGE AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	8240 S WESTNEDGE AV	SCHOOL
CITY OF PORTAGE	280 ROMENCE RD	CITY PARK	PORTAGE PUBLIC SCHOOLS	8107 MUSTANG DR	SCHOOL
CITY OF PORTAGE	9601 SHAVER RD	CITY PARK	PORTAGE PUBLIC SCHOOLS	8111 S WESTNEDGE AV	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	9345 PORTAGE RD	CITY PARK	PORTAGE PUBLIC SCHOOLS	10011 PORTAGE RD	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	9001 S WESTNEDGE AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	8422 S WESTNEDGE AV	SCHOOL VACANT
CITY OF PORTAGE BLDG AUTHORITY	8643 WARUF AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	1429 WOODLAND DR	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	850 W OSTERHOUT AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	1411 WOODLAND DR	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	7550 OAKLAND DR	CITY PARK	PORTAGE PUBLIC SCHOOLS	1401 WOODLAND DR	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	7335 GARDEN LN	CITY PARK	PORTAGE PUBLIC SCHOOLS	1409 WOODLAND DR	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	910 E MILHAM AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	7145 MOORSBRIDGE RD	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	4500 W MILHAM AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	1720 HAVERHILL AV	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	4770 BERWICK AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	1710 HAVERHILL AV	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	4750 PITTSFORD AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	6687 AMBERLY ST	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	7800 SHAVER RD	CITY PARK	PORTAGE PUBLIC SCHOOLS	6501 S 12TH ST	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	4750 PITTSFORD AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	5727 MONTICELLO AV	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	4770 BERWICK AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	600 IDAHO AV	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	7336 GARDEN LN	CITY PARK	PORTAGE PUBLIC SCHOOLS	620 IDAHO AV	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	7550 OAKLAND DR	CITY PARK	PORTAGE PUBLIC SCHOOLS	700 IDAHO AV	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	8651 S WESTNEDGE AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	1010 W MILHAM AV	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	9345 PORTAGE RD	CITY PARK	PORTAGE PUBLIC SCHOOLS	5840 ANGLING RD	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	4500 W MILHAM AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	9991 PORTAGE RD	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	8651 S WESTNEDGE AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	9991 PORTAGE RD	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	9001 S WESTNEDGE AV	CITY PARK	PORTAGE SOCCER CLUB	4422 BISHOP AVE	SOCCER FIELDS
CITY OF PORTAGE BLDG AUTHORITY	850 W OSTERHOUT AV	CITY PARK	QUINN, MICHAEL D & Y L	7508 OAKLAND DR	DAY CARE
CITY OF PORTAGE BLDG AUTHORITY	8651 S WESTNEDGE AV	CITY PARK	ROZE VALLEY PROPERTIES, LLC	7255 S SPRINKLE RD	JUNGLE JOES
CITY OF PORTAGE BLDG AUTHORITY	8651 S WESTNEDGE AV	CITY PARK	S-GROW INC	7365 S SPRINKLE RD	COURTHOUSE
CITY OF PORTAGE BLDG AUTHORITY	7401 GARDEN LN	CITY PARK	SOUTH PORTAGE II	4801 E CENTRE AVE	SOUTH PORTAGE II
CITY OF PORTAGE BLDG AUTHORITY	7335 GARDEN LN	CITY PARK	ST MICHAEL LUTHERAN CHURCH	7211 OAKLAND DR	DAY CARE
CITY OF PORTAGE BLDG AUTHORITY	7451 GARDEN LN	CITY PARK	TEXAS TWP - DAYCARE	5002 S 12 TH ST	DAY CARE
CITY OF PORTAGE BLDG AUTHORITY	8643 WARUF AV	CITY PARK	YMCA	2900 W CENTRE AVE	YMCA
CITY OF PORTAGE BLDG AUTHORITY	6610 LOVERS LN	CITY PARK	GREAT SKATE	10906 PORTAGE RD	SKATE RINK
CITY OF PORTAGE BLDG AUTHORITY	910 E MILHAM AV	CITY PARK	LONG LAKE SKATING RINK	4525 LONG LAKE DR	SKATE RINK
CITY OF PORTAGE	1614 W OSTERHOUT AV	CITY PARK	ST MICHAEL LUTHERAN CHURCH	7211 OAKLAND DR	CHURCH
CHERRY CREEK COMMUNITY CHURCH	10641 SHAVER RD	CHURCH	FAITH REFORMED CHURCH OF KAL	7198 ANGLING RD	CHURCH
UNITARIAN UNIVERSALIST COMM CHURCH	10441 SHAVER RD	CHURCH	CHRIST APOSTOLIC CHURCH OF KALAMAZO	1819 ROMENCE RD	CHURCH
AMAZING GRACE BAPT FELLOWSH	10010 PORTAGE RD	CHURCH	CHAPEL HILL UNITED METH CHURCH	7028 OAKLAND DR	CHURCH
LAKE CENTER BIBLE CHURCH	805 E OSTERHOUT AV	CHURCH	ST JAMES EVANGELICAL LUTHERA	2381 ROMENCE RD	PARSONAGE
LORD OF LIFE LUTHERAN CHURCH	9420 PORTAGE RD	CHURCH	INDO-AM CULTURAL CTR & TEMPLE	2002 RAMONA AV	CHURCH PARKING
PRAIRIE EDGE CHURCH	9316 OAKLAND DR	CHURCH	PORTAGE CHURCH OF CHRIST	6327 S 12TH ST	CHURCH
PORTAGE 1ST METHODIST CHURCH	8740 S WESTNEDGE AV	CHURCH	THE NEW APOSTOLIC CHURCH OF NORTH AM	2601 KALARAMA AV	CHURCH
PORTAGE FR METHODIST CH	1715 W CENTRE AV	CHURCH & GARAG	PRINCE OF PEACE LUTHERAN CHURCH	1747 W MILHAM AV	CHURCH
FIRST CHURCH OF GOD OF PORTAGE	1917 E CENTRE AV	CHURCH	PORTAGE UNITED CHURCH OF CHRIST	2731 W MILHAM AV	CHURCH
FIRST BAPTIST CHURCH OF PTG	1133 E CENTRE AV	CHURCH	VICTORY BAPTIST CH OF PORTAGE	308 W MILHAM AV	CHURCH
ST BARNABAS EPISCOPAL CHURCH	929 E CENTRE AV	CHURCH	GURDWARA SINGH SABHA KALAMAZOO	5828 CHESHIRE ST	CHURCH
THE FIRST REFORMED CHURCH OF PORTAG	7905 S WESTNEDGE AV	CHURCH	THREADS CHURCH, INC.	3600 W MILHAM AV	CHURCH
ST CATHERINE OF SIENA	1150 W CENTRE AV	CHURCH	GREATER FAITH MINISTRY	5811 OAKLAND DR	CHURCH
MICH DIST ASSEMBLIES OF GOD	7837 LOVERS LN	CHURCH	FIRST ASSEMBLY OF GOD CHURCH	5550 OAKLAND DR	CHURCH
BEREAN BAPTIST CH OF PORTAGE	7813 S 12TH ST	CHURCH	MICHIGAN PRESBYTERIAN	1701 ECKENER DR	CHURCH
KALAMAZOO VALLEY FAMILY CHURCH	995 ROMENCE RD	CHURCH	FULL GOSPEL COMMUNITY CHURCH	5329 CHAMBERLIN ST	CHURCH
FIRST CHURCH OF NAZARENE	5603 OAKLAND DR	CHURCH	MICHIGAN PRESBYTERIAN BOARD	1515 HELEN AV	CHURCH
JEHOVAH'S WITNESSES	7415 OAKLAND DR	CHURCH	KALAMAZOO VALLEY FAMILY CHURCH	2500 VINCENT AV	CHURCH
OAKLAND DR CHURCH OF CHRIST	7331 OAKLAND DR	CHURCH	PORTAGE DISTRICT LIBRARY	LIBRARY LN	LIBRARY

Eligible properties

1000' buffer areas

State Game Area

B-3 Zoning

Residential zoned abutting property

City Boundary

Potential Locations (1000')

1 inch = 3,200 feet

Date: 12/14/2017

Potential locations must be B-3 zoned, and not adjacent to a residential zone and more than 1000' from churches, day cares, libraries, parks and public and/or private recreation areas.

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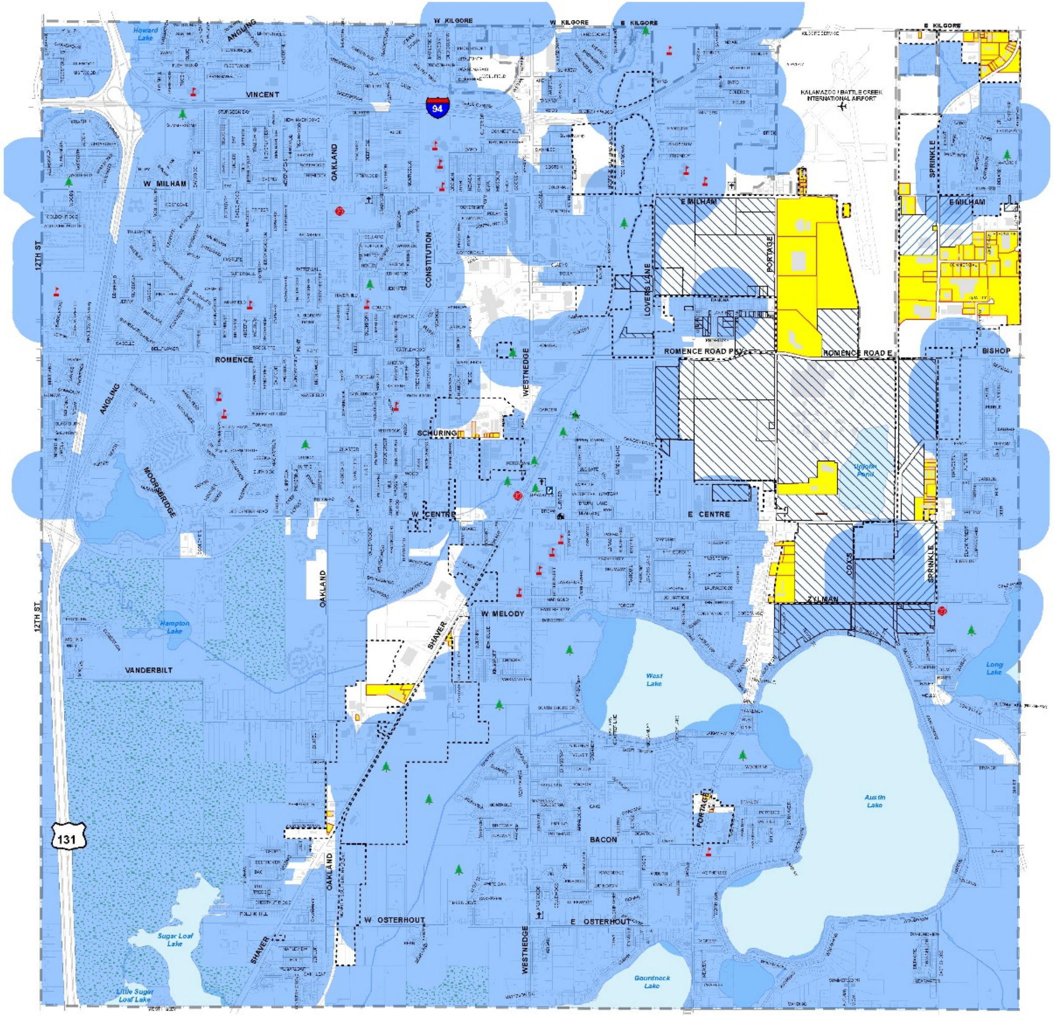
PORTAGE
A Natural Place to Move

Municipal Response: Spacing & Separation distances for Growers and Processors

Not adjacent to:	Residential zoning district
1,500 feet from:	Schools, child care center, library, playground or park, recreational facility, religious institution, public housing authority property, substance abuse treatment facility
1,000 feet from:	Another marihuana facility, except for first year applicants

Provides approximately 14 locations within city



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PORTAGE
A Natural Place to Move

Proposed Medical Marihuana Grow Operations and Processors 1000' Exclusion Areas for I-1, I-2

PARCEL ID	ADDRESS	CLASS	USE	PARCEL ID	ADDRESS	CLASS	USE
00001010B	5066 S SPRINKLE RD	201	FLEX-02	00013090O	7804 S SPRINKLE RD	201	WHSE/RESIDENTIAL
00001010C	5090 S SPRINKLE RD	201	FLEX-02	00013095A	7750 S SPRINKLE RD	201	MINI-WAREHOUSE
00001010D	5200 S SPRINKLE RD	201	OFFICE-01/OFC. IN FRONT	00013095B	7700 S SPRINKLE RD	201	OFFICE-04
00001010E	5110 S SPRINKLE RD	201	FLEX-02	00013096O	7670 S SPRINKLE RD	201	RETAIL/WAREHOUSE
00001010F	5185 MEREDITH ST	201	CAR WASH/SELF SERV	00013097O	7646 S SPRINKLE RD	201	RETAIL-01
00001010H	5120 S SPRINKLE RD	201	FLEX-04	00013098O	7622 S SPRINKLE RD	201	COMMERCIAL
00001010I	5240 S SPRINKLE RD	202	VACANT	00014001O	7725 PORTAGE RD	301	MANUFACTURING
00001010J	5220 S SPRINKLE RD	202	VACANT	00014166O	2915 E CENTRE AVE	302	CONSUMERS
00001010L	5145 MEREDITH ST	302	VACANT LAND	00016110O	802 SCHURING RD	401	SINGLE FAMILY
00001010M	5160 S SPRINKLE RD	201	FLEX-04	00016115O	726 SCHURING RD	401	SINGLE FAMILY
00001011A	5079 S SPRINKLE RD	302	VACANT LAND	00016125O	618 SCHURING RD	201	GREENHOUSE
00001011B	5101 S SPRINKLE RD	302	VACANT LAND	00016130O	608 SCHURING RD	302	VACANT LAND
00001013O	3750 E KILGORE RD	201	NIGHT CLUB	00016140O	516 SCHURING RD	401	SINGLE FAMILY
00001014A	5113 MEREDITH ST	201	TRUCK TERMINAL	00016145O	510 SCHURING RD	401	SINGLE FAMILY
00001014B	5041 MEREDITH ST	302	VACANT LAND	00016160O	428 SCHURING RD	401	SINGLE FAMILY
00001015O	3700 E KILGORE RD	301	MANUFACTURING	00016165O	408 SCHURING RD	401	SINGLE FAMILY
00001020O	3620 E KILGORE RD	201	SVC GAR/OFFICE	00021330A	8722 PORTAGE INDUSTRIA	201	OFFICE-01
00001025O	3602 E KILGORE RD	401	SINGLE FAMILY	00021332O	8750 PORTAGE INDUSTRIA	201	OFFICE
00001026O	5035 MEREDITH ST	201	OFFICE/STG	00023060O	8119 PORTAGE RD	202	VACANT
00001030O	5040 MEREDITH ST	201	RETAIL-01	00023081O	8145 PORTAGE RD	302	VACANT LAND
00001032A	3512 E KILGORE RD	401	SINGLE FAMILY	00023082O	8141 PORTAGE RD	302	VACANT LAND
00001033A	3550 E KILGORE RD	201	WAREHOUSE	00023095O	8209 PORTAGE RD	302	VACANT LAND
00001083O	3000 E KILGORE RD	302	VACANT LAND	00023110O	8229 PORTAGE RD	201	VACANT
00001086O	3737 E MILHAM AVE	201	RETAIL	00023115B	2501 ZYLMAN AVE	701	PORTAGE BUS GARAGE
00011005O	3100 E MILHAM AVE	702	COUNTY	00023126O	2485 ZYLMAN AVE	201	AUTO SERVICE
00011010E	6151 PORTAGE RD	701	NON-PROFIT/MUSEUM	00026065O	9702 PORTAGE RD	201	REST/MANUF
00011010G	6901 PORTAGE RD	201	OFFICE-01	00026165O	9741 PORTAGE RD	401	SINGLE FAMILY
00011010J	6501 PORTAGE RD	301	MANUFACTURING	00028120B	9134 SHAVER RD	201	MINI-WAREHOUSE
00011010K	6555 PORTAGE RD	702	VACANT LAND	00028125B	9102 SHAVER RD	702	CITY HOUSE
00011010L	6701 PORTAGE RD	302	VACANT LAND	00028135A	9040 SHAVER RD	201	VACANT LAND
00012001B	6401 CORPORATE AVE	702	CITY SEWER	00029005A	1728 VANDERBILT AVE	302	VACANT LAND
00012001C	6400 CORPORATE AVE	301	WAREHOUSE	00029430O	9821 OAKLAND DR	302	VACANT LAND
00012080J	6345 AMERICAN AVE	701	WAREHOUSE	00029441O	9950 SHAVER RD	201	GAS STATION
00012080S	4750 EXECUTIVE DR	301	PLASTIC INJECTION MOLDING	00029445A	9960 SHAVER RD	202	VACANT
00012090O	3700 E MILHAM AVE	301	MANUFACTURING	06440001O	4176 COMMERCIAL AVE	201	OFFICE-01/WARE
00012100C	6500 S SPRINKLE RD	302	VACANT LAND	06440002O	4169 COMMERCIAL AVE	301	MANUFACTURING
00012100D	6600 S SPRINKLE RD	702	CITY VACANT	06440004O	4311 COMMERCIAL AVE	201	DISTRIBUTOR
00012101C	6700 S SPRINKLE RD	301	REFRIGERATION MFG	06440005O	4385 COMMERCIAL AVE	201	TRUCK TERMINAL
00012105O	6400 S SPRINKLE RD	301	PLASTIC INJECTION MOLDING	06440006O	4384 COMMERCIAL AVE	201	MANUFACTURING
00012106O	6490 S SPRINKLE RD	201	OFFICE	06440007O	4250 COMMERCIAL AVE	201	WAREHOUSE
00012110O	6210 S SPRINKLE RD	301	CONSUMERS-SUB STATION	06442008O	4460 COMMERCIAL AVE	301	WAREHOUSE
00012115W	6700 QUALITY WAY	301	TOOL & DIE MFG	06442009A	4510 COMMERCIAL AVE	201	WAREHOUSE
00012115X	6710 QUALITY WAY	301	MANUFACTURING	06442009B	4570 COMMERCIAL AVE	201	WAREHOUSE-M
00012115Z	4550 QUALITY CT	302	VACANT LAND	06442010A	4481 COMMERCIAL AVE	301	MANUFACTURING
00012116A	6615 S SPRINKLE RD	301	PLASTIC INJECTION MOLDING	06443011O	6292 AMERICAN AVE	301	MANUFACTURING
00012117A	6565 S SPRINKLE RD	301	ALUMINUM EXTRUSION	06443012O	6256 AMERICAN AVE	301	MANUFACTURING
00012118A	6701 QUALITY WAY	201	MANUFACTURING	06443016O	6239 AMERICAN AVE	301	WAREHOUSE
00013065B	3901 E CENTRE AVE	302	VACANT LAND	06443017O	6287 AMERICAN AVE	201	LAB/SHOP
00013075A	7926 S SPRINKLE RD	201	RETAIL-01	09240020O	5825 WILLOUGHBY DR	201	BRWNFLD WILLOUGHBY
00013076A	3921 E CENTRE AVE	301	MANUFACTURING	09240028A	5901 WILLOUGHBY DR	202	BRWNFLD WILLOUGHBY
00013085O	7860 S SPRINKLE RD	201	RETAIL-01	09240030O	5909 WILLOUGHBY DR	201	GARAGE
00013086A	7910 S SPRINKLE RD	201	AUTO SERVICE	09240031O	5913 WILLOUGHBY DR	401	SINGLE FAMILY
00013087A	7880 S SPRINKLE RD	201	RETAIL-01	09240033O	5921 WILLOUGHBY DR	401	SINGLE FAMILY
00013088O	7870 S SPRINKLE RD	201	RETAIL-02	09240034O	2711 E MILHAM AVE	401	SINGLE FAMILY
				09240036O	2725 E MILHAM AVE	201	OFFICE-01

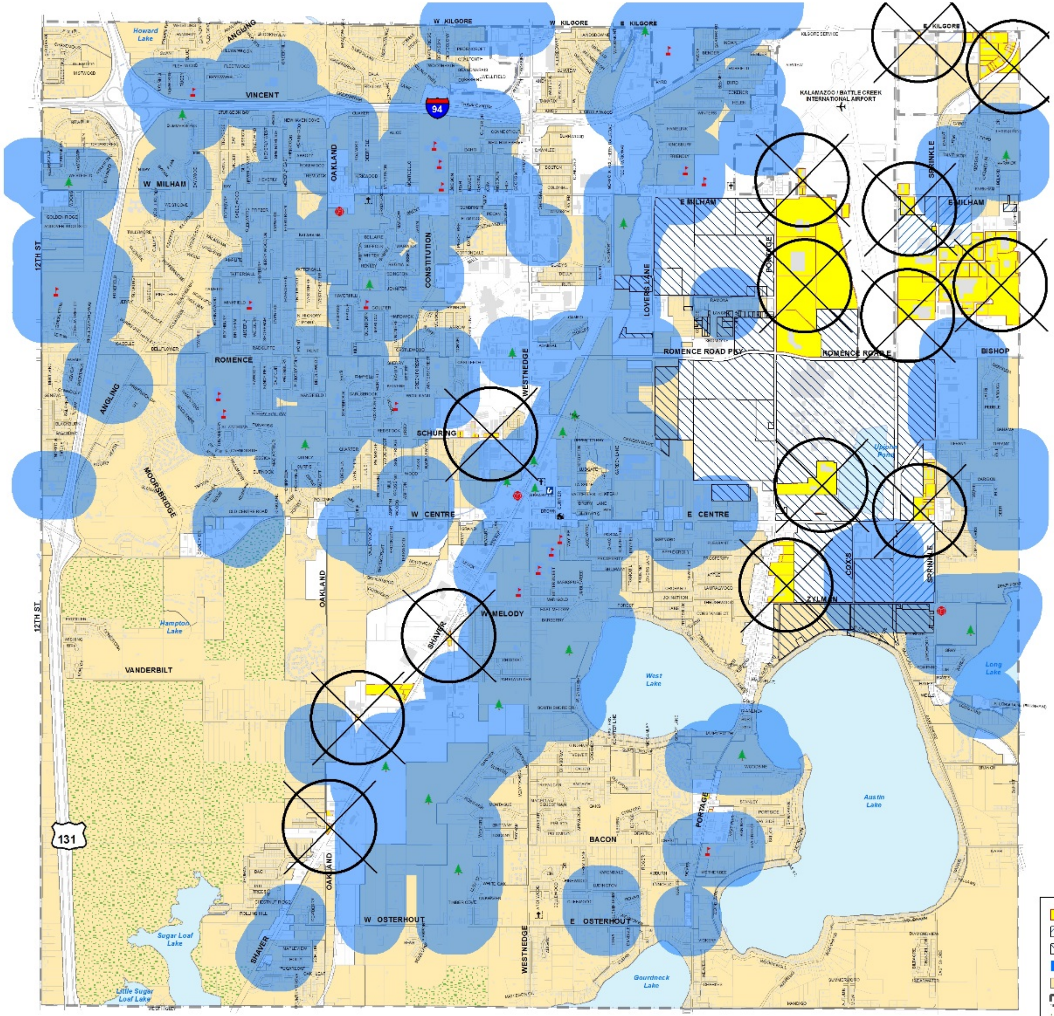
109 Available properties using 1000' exclusion area.

- Eligible Properties (109)
- Exclusion Areas 1000 feet
- I-1 or I-2 Zoning
- Stryker Property - Exclude
- Pfizer Property - Exclude
- State Game Area
- City Boundary

1 inch = 3,200 feet

Date: 12/15/2017

Potential locations must be I-1 or I-2 zoned, and not adjacent to a residential zone and more than 1000' from churches, day cares, libraries, parks and public and/or private recreation areas. Pfizer and Stryker owned properties are also excluded.



PORTAGE
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Proposed Medical Marihuana Grow Operations and Processors 1000' Distance Provisions for I-1, I-2 14 Potential Locations with 1500' Separation

List of churches, day cares, schools, libraries, parks, private and public recreation sites.

7 POINT HOLDINGS, LLC	8151 MERCHANT PL	INDOOR SOCCER	CLAF LLC	9027 PORTAGE INDUSTRIAL DR	KIDS GYM
BDN ASSOCIATES, LLC	8105 VALLEYWOOD LN	DAY CARE	COMM PROPERTY DEVELOPEMENT CO, LLC	4285 BISHOP AVE	DAYCARE
CITY KALAMAZOO - MILHAM PARK		PARK	COOK, HARLEY J & R H	7732 SHAVER RD	CITY PARK
CITY KALAMAZOO - MILHAM PARK GOLF		PARK	CRANKSHAW, GARY K & K E	810 E CENTRE AVE	DAY CARE
CITY OF PORTAGE	9016 S WESTNEDGE AV	CITY PARK	DARA REALTY, L.L.C.	6091 CONSTITUTION BL	BEAUTY SCHOOL
CITY OF PORTAGE	7810 SHAVER RD	CITY PARK	SPRING ARBOR UNIVERSITY	950 TRADE CENTRE WAY	UNIVERSITY
CITY OF PORTAGE	280 ROMENCE RD	CITY PARK	FETZER BROADCASTING CO	7801 S WESTNEDGE AV	CITY PARK
CITY OF PORTAGE	6577 HAMPTON ST	CITY PARK	FIRST CHURCH OF NAZARENE	5603 OAKLAND DR	DAY CARE
CITY OF PORTAGE	6571 HAMPTON ST	CITY PARK	FOUNDATION FOR BEHAV RESEARCH	6325 OAKLAND DR	SCHOOL
CITY OF PORTAGE	3458 SUMMERSONG PA	CITY PARK	FOUNDATION FOR BEHAVIORAL RES	6303 OAKLAND DR	SCHOOL
CITY OF PORTAGE	7700 SHAVER RD	CITY PARK	GILDEN WOODS REAL ESTATE	1518 E CENTRE AVE	DAY CARE
CITY OF PORTAGE	7722 S WESTNEDGE AV	CITY PARK	ST MONICAS	KALAMAZOO	SCHOOL
CITY OF PORTAGE	424 E KILGORE RD	CITY PARK	HACKETT CATHOLIC	KALAMAZOO	SCHOOL
CITY OF PORTAGE	5420 LOVERS LN	CITY PARK	KAL VALLEY INTER SCHOOL DIST	1501 E MILHAM AV	SCHOOL KRESA
CITY OF PORTAGE	9050 S WESTNEDGE AV	CITY PARK	KAL VALLEY INTER SCHOOL DIST	5821 LOVERS LN	SCHOOL
CITY OF PORTAGE	9400 S WESTNEDGE AV	CITY PARK	KALAMAZOO ACADEMY, INC	4221 E MILHAM AV	SCHOOL
CITY OF PORTAGE	3458 SUMMERSONG PA	CITY PARK	KEGLER, INC	5660 PORTAGE RD	AIRWAY LANES
CITY OF PORTAGE	6577 HAMPTON ST	CITY PARK	KEGLER, INC	5626 PORTAGE RD	BOWLING ALLEY
CITY OF PORTAGE	9016 S WESTNEDGE AV	CITY PARK	KPS - LLOY NORRIX	KALAMAZOO	SCHOOL
CITY OF PORTAGE	9010 S WESTNEDGE AV	CITY PARK	LET'S PLAY SPORTS, INC.	7187 S SPRINKLE RD	SOCCER CLUB
CITY OF PORTAGE	9600 S WESTNEDGE AV	CITY PARK	MATHIEU PROPERTY MANAGEMENT, LLC	1422 E CENTRE AVE	DAYCARE
CITY OF PORTAGE	9920 S WESTNEDGE AV	CITY PARK	MICHIGAN INVESTMENT GROUP, INC	6300 CONSTITUTION BLVD	DAY CARE
CITY OF PORTAGE	7750 CURRIER DR	CITY PARK	PARAGON STORAGE CENTERS, LLC	7455 OAKLAND DR	DAY CARE
CITY OF PORTAGE	5606 LOVERS LN	CITY PARK	PHARMACIA & UPJOHN COMPANY	6510 LOVERS LN	CITY PARK
CITY OF PORTAGE	6932 LOVERS LN	CITY PARK	PHARMACIA & UPJOHN COMPANY	8201 COX'S DR	OUTDOOR SOCCER
CITY OF PORTAGE	6979 S WESTNEDGE AV	CITY PARK	PHIL SIMON ENTERPRISES, INC.	6735 S WESTNEDGE AV	ADULT ED SCHOOL
CITY OF PORTAGE	7647 S WESTNEDGE AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	8260 S WESTNEDGE AV	SCHOOL
CITY OF PORTAGE	7585 S WESTNEDGE AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	8240 S WESTNEDGE AV	SCHOOL
CITY OF PORTAGE	280 ROMENCE RD	CITY PARK	PORTAGE PUBLIC SCHOOLS	8107 MUSTANG DR	SCHOOL
CITY OF PORTAGE	9601 SHAVER RD	CITY PARK	PORTAGE PUBLIC SCHOOLS	8111 S WESTNEDGE AV	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	9345 PORTAGE RD	CITY PARK	PORTAGE PUBLIC SCHOOLS	10011 PORTAGE RD	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	9001 S WESTNEDGE AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	8422 S WESTNEDGE AV	SCHOOL VACANT
CITY OF PORTAGE BLDG AUTHORITY	8643 WARUF AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	1425 WOODLAND DR	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	850 W OSTERHOUT AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	1411 WOODLAND DR	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	7350 OAKLAND DR	CITY PARK	PORTAGE PUBLIC SCHOOLS	1401 WOODLAND DR	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	7335 GARDEN LN	CITY PARK	PORTAGE PUBLIC SCHOOLS	1401 WOODLAND DR	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	910 E MILHAM AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	7145 MOORSBRIDGE RD	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	4500 W MILHAM AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	1720 HAVERHILL AV	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	4770 BERWICK AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	1710 HAVERHILL AV	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	4750 PITTSFORD AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	6687 AMBERLY ST	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	7800 SHAVER RD	CITY PARK	PORTAGE PUBLIC SCHOOLS	6301 S 12TH ST	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	4750 PITTSFORD AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	5727 MONTICELLO AV	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	4770 BERWICK AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	600 IDAHO AV	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	7336 GARDEN LN	CITY PARK	PORTAGE PUBLIC SCHOOLS	620 IDAHO AV	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	7550 OAKLAND DR	CITY PARK	PORTAGE PUBLIC SCHOOLS	700 IDAHO AV	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	8651 S WESTNEDGE AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	1010 W MILHAM AV	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	9345 PORTAGE RD	CITY PARK	PORTAGE PUBLIC SCHOOLS	5340 ANGLING RD	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	4500 W MILHAM AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	9991 PORTAGE RD	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	8651 S WESTNEDGE AV	CITY PARK	PORTAGE PUBLIC SCHOOLS	9991 PORTAGE RD	SCHOOL
CITY OF PORTAGE BLDG AUTHORITY	9001 S WESTNEDGE AV	CITY PARK	PORTAGE SOCCER CLUB	4422 BISHOP AVE	SOCCER FIELDS
CITY OF PORTAGE BLDG AUTHORITY	850 W OSTERHOUT AV	CITY PARK	QUINN, MICHAEL D & Y L	7508 OAKLAND DR	DAY CARE
CITY OF PORTAGE BLDG AUTHORITY	8651 S WESTNEDGE AV	CITY PARK	ROZE VALLEY PROPERTIES, LLC	7255 S SPRINKLE RD	JUNGLE JOES
CITY OF PORTAGE BLDG AUTHORITY	8651 S WESTNEDGE AV	CITY PARK	S-GROW INC	7365 S SPRINKLE RD	COURTHOUSE
CITY OF PORTAGE BLDG AUTHORITY	7401 GARDEN LN	CITY PARK	SOUTH PORTAGE II	4801 E CENTRE AVE	SOUTH PORTAGE II
CITY OF PORTAGE BLDG AUTHORITY	7335 GARDEN LN	CITY PARK	ST MICHAEL LUTHERAN CHURCH	7211 OAKLAND DR	DAY CARE
CITY OF PORTAGE BLDG AUTHORITY	7451 GARDEN LN	CITY PARK	TEXAS TWP - DAYCARE	5002 S 12 TH ST	DAY CARE
CITY OF PORTAGE BLDG AUTHORITY	8643 WARUF AV	CITY PARK	YMCA	2900 W CENTRE AVE	YMCA
CITY OF PORTAGE BLDG AUTHORITY	6610 LOVERS LN	CITY PARK	GREAT SKATE	10096 PORTAGE RD	SKATE RINK
CITY OF PORTAGE BLDG AUTHORITY	910 E MILHAM AV	CITY PARK	LONG LAKE SKATING RINK	4525 LONG LAKE DR	SKATE RINK
CITY OF PORTAGE	1614 W OSTERHOUT AV	CITY PARK	ST MICHAEL LUTHERAN CHURCH	7211 OAKLAND DR	CHURCH
CHERRY CREEK COMMUNITY CHURCH	10641 SHAVER RD	CHURCH	FAITH REFORMED CHURCH OF KAL	7198 ANGLING RD	CHURCH
UNITARIAN UNIVERSALIST COMM CHURCH	10441 SHAVER RD	CHURCH	CHRIST APOSTOLIC CHURCH OF KALAMAZO	1819 ROMENCE RD	CHURCH
AMAZING GRACE BAPT FELLOWSH	10010 PORTAGE RD	CHURCH	CHAPEL HILL UNITED METH CHURCH	7028 OAKLAND DR	CHURCH
LAKE CENTER BIBLE CHURCH	805 E OSTERHOUT AV	CHURCH	ST JAMES EVANGELICAL LUTHERA	2381 ROMENCE RD	PARSONAGE
LORD OF LIFE LUTHERAN CHURCH	9420 PORTAGE RD	CHURCH	INDO-AM CULTURAL CTR & TEMPLE	2002 RAMONA AV	CHURCH PARKING
PRAIRIE EDGE CHURCH	9316 OAKLAND DR	CHURCH	PORTAGE CHURCH OF CHRIST	6327 S 12TH ST	CHURCH
PORTAGE 1ST METHODIST CHURCH	8740 S WESTNEDGE AV	CHURCH	THE NEW APOSTOLIC CHURCH OF NORTH AM	2601 KALARAMA AV	CHURCH
PORTAGE FR METHODIST CH	1715 W CENTRE AV	CHURCH & GARAG	PRINCE OF PEACE LUTHERAN CHURCH	1747 W MILHAM AV	CHURCH
FIRST CHURCH OF GOD OF PORTAGE	1917 E CENTRE AV	CHURCH	PORTAGE UNITED CHURCH OF CHRIST	2731 W MILHAM AV	CHURCH
FIRST BAPTIST CHURCH OF PTG	1133 E CENTRE AV	CHURCH	VICTORY BAPTIST CH OF PORTAGE	308 W MILHAM AV	CHURCH
ST BARNABAS EPISCOPAL CHURCH	929 E CENTRE AV	CHURCH	GURDWARA SINGH SABHA KALAMAZOO	5828 CHESHIRE ST	CHURCH
THE FIRST REFORMED CHURCH OF PORTAG	7905 S WESTNEDGE AV	CHURCH	THREADS CHURCH, INC.	3600 W MILHAM AV	CHURCH
ST CATHERINE OF SIENA	1150 W CENTRE AV	CHURCH	GREATER FAITH MINISTRY	5811 OAKLAND DR	CHURCH
MICH DIST ASSEMBLIES OF GOD	7837 LOVERS LN	CHURCH	FIRST ASSEMBLY OF GOD CHURCH	5550 OAKLAND DR	CHURCH
BEREAN BAPTIST CH OF PORTAGE	7813 S 12TH ST	CHURCH	MICHIGAN PRESBYTERIAN	1701 ECKENER DR	CHURCH
KALAMAZOO VALLEY FAMILY CHURCH	915 ROMENCE RD	CHURCH	FULL GOSPEL COMMUNITY CHURCH	5329 CHAMBERLIN ST	CHURCH
FIRST CHURCH OF NAZARENE	5603 OAKLAND DR	CHURCH	MICHIGAN PRESBYTERIAN BOARD	1515 HELEN AV	CHURCH
JEHOVAH'S WITNESSES	7415 OAKLAND DR	CHURCH	KALAMAZOO VALLEY FAMILY CHURCH	2500 VINCENT AV	CHURCH
OAKLAND DR CHURCH OF CHRIST	7331 OAKLAND DR	CHURCH	PORTAGE DISTRICT LIBRARY	LIBRARY LN	LIBRARY

Eligible I-1,I-2 zoned Parcels
Stryker Property - Exclude
Pfizer Property - Exclude
1000' buffer areas
Residential zoned property
City Boundary
State Game Area

Potential Locations (1500')

1 inch = 3,200 feet

Date: 12/14/2017

Potential locations must be I-1 or I-2 zoned, and not adjacent to a residential zone and more than 1000' from churches, day cares, libraries, parks and public and/or private recreation areas. Pfizer and Stryker properties are also excluded.

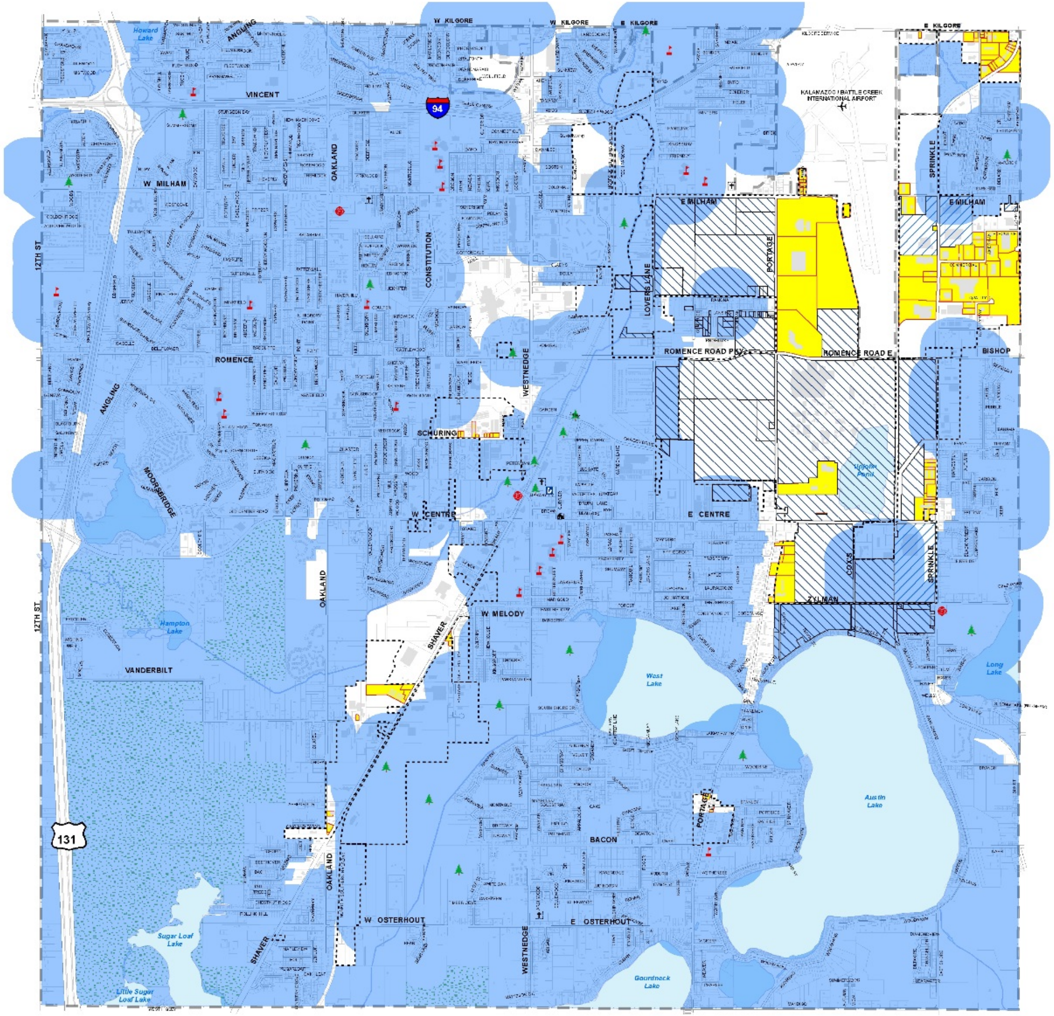
Path: R:\GISADMIN\karl\projects\DEPTS\COM DEV\Medical Marihuana\2017\Medical marijuana_I-1_1000buff_1500spacing.mxd

PORTAGE
A Natural Place to Move

Municipal Response: Spacing & Separation distances for Safety Compliance and Secure Transporter facilities

Not adjacent to:	Residential zoning district
1,000 feet from:	Schools, child care center, library, playground or park, recreational facility, religious institution, public housing authority property, substance abuse treatment facility
0 feet from:	Another marihuana facility, except for first year applicants

Provides over 100 locations within city - least impactful uses



Proposed Medical Marihuana Grow Operations and Processors 1000' Exclusion Areas for I-1, I-2

PARCEL ID	ADDRESS	CLASS	USE
00001010B	5066 S SPRINKLE RD	201	FLEX-02
00001010C	5090 S SPRINKLE RD	201	FLEX-02
00001010D	5200 S SPRINKLE RD	201	OFFICE-01/OFC. IN FRONT
00001010E	5110 S SPRINKLE RD	201	FLEX-02
00001010F	5185 MEREDITH ST	201	CAR WASH/SELF SERV
00001010H	5120 S SPRINKLE RD	201	FLEX-04
00001010I	5240 S SPRINKLE RD	202	VACANT
00001010J	5220 S SPRINKLE RD	202	VACANT
00001010L	5145 MEREDITH ST	302	VACANT LAND
00001010M	5160 S SPRINKLE RD	201	FLEX-04
00001011A	5079 S SPRINKLE RD	302	VACANT LAND
00001011B	5101 S SPRINKLE RD	302	VACANT LAND
00001013O	3750 E KILGORE RD	201	NIGHT CLUB
00001014A	5113 MEREDITH ST	201	TRUCK TERMINAL
00001014B	5041 MEREDITH ST	302	VACANT LAND
00001015O	3700 E KILGORE RD	301	MANUFACTURING
00001020O	3620 E KILGORE RD	201	SVC GAR/OFFICE
00001025O	3602 E KILGORE RD	401	SINGLE FAMILY
00001026O	5035 MEREDITH ST	201	OFFICE/STG
00001030O	5040 MEREDITH ST	201	RETAIL-01
00001032A	3512 E KILGORE RD	401	SINGLE FAMILY
00001033A	3550 E KILGORE RD	201	WAREHOUSE
00001083O	3000 E KILGORE RD	302	VACANT LAND
00001086O	3737 E MILHAM AVE	201	RETAIL
00011005O	3100 E MILHAM AVE	702	COUNTY
00011010E	6151 PORTAGE RD	701	NON-PROFIT/MUSEUM
00011010G	6901 PORTAGE RD	201	OFFICE-01
00011010J	6501 PORTAGE RD	301	MANUFACTURING
00011010K	6555 PORTAGE RD	702	VACANT LAND
00011010L	6701 PORTAGE RD	302	VACANT LAND
00012001B	6401 CORPORATE AVE	702	CITY SEWER
00012001C	6400 CORPORATE AVE	301	WAREHOUSE
00012080J	6345 AMERICAN AVE	701	WAREHOUSE
00012080S	4750 EXECUTIVE DR	301	PLASTIC INJECTION MOLDING
00012090O	3700 E MILHAM AVE	301	MANUFACTURING
00012100C	6500 S SPRINKLE RD	302	VACANT LAND
00012100D	6600 S SPRINKLE RD	702	CITY VACANT
00012101C	6700 S SPRINKLE RD	301	REFRIGERATION MFG
00012105O	6400 S SPRINKLE RD	301	PLASTIC INJECTION MOLDING
00012106O	6490 S SPRINKLE RD	201	OFFICE
00012110O	6210 S SPRINKLE RD	301	CONSUMERS-SUB STATION
00012115W	6700 QUALITY WAY	301	TOOL & DIE MFG
00012115X	6710 QUALITY WAY	301	MANUFACTURING
00012115Z	4550 QUALITY CT	302	VACANT LAND
00012116A	6615 S SPRINKLE RD	301	PLASTIC INJECTION MOLDING
00012117A	6565 S SPRINKLE RD	301	ALUMINUM EXTRUSION
00012118A	6701 QUALITY WAY	201	MANUFACTURING
00013065B	3901 E CENTRE AVE	302	VACANT LAND
00013075A	7926 S SPRINKLE RD	201	RETAIL-01
00013076A	3921 E CENTRE AVE	301	MANUFACTURING
00013085O	7860 S SPRINKLE RD	201	RETAIL-01
00013086A	7910 S SPRINKLE RD	201	AUTO SERVICE
00013087A	7880 S SPRINKLE RD	201	RETAIL-01
00013088O	7870 S SPRINKLE RD	201	RETAIL-02

PARCEL ID	ADDRESS	CLASS	USE
00013090O	7804 S SPRINKLE RD	201	WHSE/RESIDENTIAL
00013095A	7750 S SPRINKLE RD	201	MINI-WAREHOUSE
00013095B	7700 S SPRINKLE RD	201	OFFICE-04
00013096O	7670 S SPRINKLE RD	201	RETAIL/WAREHOUSE
00013097O	7646 S SPRINKLE RD	201	RETAIL-01
00013098O	7622 S SPRINKLE RD	201	COMMERCIAL
00014001D	7725 PORTAGE RD	301	MANUFACTURING
00014166O	2915 E CENTRE AVE	302	CONSUMERS
00016110O	802 SCHURING RD	401	SINGLE FAMILY
00016115O	726 SCHURING RD	401	SINGLE FAMILY
00016125O	618 SCHURING RD	201	GREENHOUSE
00016130O	608 SCHURING RD	302	VACANT LAND
00016140O	516 SCHURING RD	401	SINGLE FAMILY
00016145O	510 SCHURING RD	401	SINGLE FAMILY
00016160O	428 SCHURING RD	401	SINGLE FAMILY
00016165O	408 SCHURING RD	401	SINGLE FAMILY
00021330A	8722 PORTAGE INDUSTRIA	201	OFFICE-01
00021332O	8750 PORTAGE INDUSTRIA	201	OFFICE
00023060O	8119 PORTAGE RD	202	VACANT
00023081O	8145 PORTAGE RD	302	VACANT LAND
00023082O	8141 PORTAGE RD	302	VACANT LAND
00023095O	8209 PORTAGE RD	302	VACANT LAND
00023110O	8229 PORTAGE RD	201	VACANT
00023115B	2501 ZYLMAN AVE	701	PORTAGE BUS GARAGE
00023126O	2485 ZYLMAN AVE	201	AUTO SERVICE
00026065O	9702 PORTAGE RD	201	REST/MANUF
00026165O	9741 PORTAGE RD	401	SINGLE FAMILY
00028120B	9104 SHAVER RD	201	MINI-WAREHOUSE
00028125B	9102 SHAVER RD	702	CITY HOUSE
00028135A	9040 SHAVER RD	201	VACANT LAND
00029005A	1728 VANDERBILT AVE	302	VACANT LAND
00029430O	9821 OAKLAND DR	302	VACANT LAND
00029441O	9950 SHAVER RD	201	GAS STATION
00029445A	9960 SHAVER RD	202	VACANT
06440001O	4176 COMMERCIAL AVE	201	OFFICE-01/WARE
06440002O	4169 COMMERCIAL AVE	301	MANUFACTURING
06440004O	4311 COMMERCIAL AVE	201	DISTRIBUTOR
06440005O	4385 COMMERCIAL AVE	201	TRUCK TERMINAL
06440006O	4384 COMMERCIAL AVE	201	MANUFACTURING
06440007O	4250 COMMERCIAL AVE	201	WAREHOUSE
06442008O	4460 COMMERCIAL AVE	301	WAREHOUSE
06442009A	4510 COMMERCIAL AVE	201	WAREHOUSE
06442009B	4570 COMMERCIAL AVE	201	WAREHOUSE-M
06442010A	4481 COMMERCIAL AVE	301	MANUFACTURING
06443011O	6292 AMERICAN AVE	301	MANUFACTURING
06443012O	6256 AMERICAN AVE	301	MANUFACTURING
06443016O	6239 AMERICAN AVE	301	WAREHOUSE
06443017O	6287 AMERICAN AVE	201	LAB/SHOP
09240020O	5825 WILLOUGHBY DR	201	BRWNFLD WILLOUGHBY
09240028A	5901 WILLOUGHBY DR	202	BRWNFLD WILLOUGHBY
09240030O	5909 WILLOUGHBY DR	201	GARAGE
09240031O	5913 WILLOUGHBY DR	401	SINGLE FAMILY
09240033O	5921 WILLOUGHBY DR	401	SINGLE FAMILY
09240034O	2711 E MILHAM AVE	401	SINGLE FAMILY
09240036O	2725 E MILHAM AVE	201	OFFICE-01

109 Available properties using 1000' exclusion area.

Eligible Properties (109)
Exclusion Areas 1000 feet
I-1 or I-2 Zoning
Stryker Property - Exclude
Pfizer Property - Exclude
State Game Area
City Boundary

1 inch = 3,200 feet
Date: 12/15/2017

Potential locations must be I-1 or I-2 zoned, and not adjacent to a residential zone and more than 1000' from churches, day cares, libraries, parks and public and/or private recreation areas. Pfizer and Stryker owned properties are also excluded.

Path: R:\GISADMIN\karl\projects\DEPTS\COM DEV\Medical Marihuana\2017\Final condensed maps\I-1_2_Grow Operations and Processors_1000.mxd

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Municipal Response: Components of draft ordinance

- Chapter 14, Businesses –
  - Includes requirements for application for business permit
  - Specifies applicant must be prequalified by State
  - Includes standards to determine an application is complete
  - Includes standards for approval of application
  - Outlines time line between issuance of a provisional business permit by the city and obtaining a license from the State
  - Provides standards for suspending or revoking a business permit
  - Provides that annual business permit from city must be obtained

PORTAGE
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Municipal Response: Components of draft ordinance

- Chapter 14, Businesses –
- One application window each year (e.g. annually each March) for first round of applicants and subsequently permit renewals and new applicants
- With regard to separation distances between Medical Marihuana uses:
  - the first round of permits would not be subject to the separation provisions
  - the first round of permits would be limited to 12 growers, 12 processors and 12 provisioning centers, with no limit on the initial round of permits for safety compliance and secure transporter facilities
  - The second round of new applicants would be required to meet separation provisions from existing and proposed Medical Marihuana uses
- In the event there are more applications in the first round that permit available, an additional scoring system will be utilized to determine what applicants are issued a provisional permit

Municipal Response: Components of draft ordinance

❖ Chapter 14, Businesses – Application must include:
- Applicants name, address, employment, etc. to conduct a background check
- Operations, worker safety, security, marketing, inventory and record keeping plans;
- Site plan, floor plan, HVAC and air quality plan, waste water and plant disposal plan
- Cultivation and processing plan, mold/mildew/pest prevention plan
- Hazardous chemical plan

❖ Chapter 14, Businesses – Standards to approve application include:
- Applicant may not have been found guilty of felony or misdemeanor or in violation of city ordinance or similar ordinance in another community
- Applicant may not be on the State Medical Marihuana Board or an elected official
- Applicant provided satisfactory and complete information as required
- Applicant provided proof of securing property in a location that meets the zoning
- Applicant has provided proof of required insurance
- Applicant does not have a conflicting interest in another medical marihuana business

Municipal Response: Components of draft ordinance

- Chapter 42, Zoning –
  - Provides spacing standards as noted above
  - Permits provisioning centers in B-3, General Business districts
  - Permits growers, processors, safety compliance and secure transporter facilities in I-1 and I-2 industrial districts
  - Does not allow co-location of growers, processors and provisioning centers because State rules do not allow caps on the number/types of facilities if co-location is allowed
  - Specifies facilities may not be located in greenhouses or similar buildings
  - Specifies all activities must occur indoors, included grow operations
  - Prohibits mobile or drive-through facilities as required by state rule
  - Specifies facilities be located in a single tenant building, or have a separate entrance and HVAC systems for the portion of the building occupied by the facilities

Municipal Response: Potential time line for draft ordinance adoption

- November 30, 2017: Council COW – introduction and overview
- December 5, 2017: Council resolution of intent to adopt authorizing ordinance
- December 19, 2017: Council COW – review of draft ordinances
- December 21, 2017: Planning Commission workshop – introduction, overview and review of zoning ordinance
- January 4, 2018: Planning Commission public hearing on zoning ordinance
- January 23, 2018: Council 1st reading of draft ordinances – Chapter 14, Businesses and Chapter 42, Zoning
- February 20, 2018: Council special meeting/public hearing on draft ordinance
- March 2018: Open window for applications (LARA Pre-qualified candidates only)

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MATERIALS TRANSMITTED
December 19, 2017

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: FY 2018-19 Human/Public Service Grant Applications- Informational Only

SUPPORTING PERSONNEL: Vicki Georgeau

Please find attached a communication from Community Development Director Georgeau to the Human Services Board regarding the FY 2018-19 Human/Public Service funding that will be considered during the budget process. As the communication indicates, eight agencies submitted nine applications that will be considered by the City Administration and the Human Services Board at upcoming January and February 2018 Board meetings. A final recommendation will be subsequently provided for City Council consideration.

Enclosed for City Council information is the FY 2018-19 Human/Public Services Funding Applications booklet. The booklet contains the completed applications, related documents, and a disk containing the audit and other financial materials submitted by the nine agencies seeking human/public service funding from the City of Portage.

Attachments: FY 2018-19 Human/Public Service Funding Applications booklet

CITY OF PORTAGE **COMMUNICATION**

TO: Human Services Board **DATE:** December 19, 2017

FROM: Vicki Georgeau, Director of Community Development

SUBJECT: FY 2018-19 Human/Public Service Grant Applications – Information Only

Consistent with established administrative procedures, on November 14, 2017, FY 2018-19 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. An article also appeared in the November edition of the *Portager* to more broadly notify potential grant applicants.

On December 11, 2017, eight agencies submitted nine funding requests for the upcoming fiscal year, which are summarized in Table 1 and Table 2. The combined FY 2018-19 human/public service grant applications total $196,992 ($158,029 from the General Fund and $38,963 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 2018-19 Request**	***FY 2017-18 Funding***
Catholic Charities	The ARK Services for Youth	$12,100	*$12,100*
Goodwill Industries	Tax Counseling Initiative VITA	$4,400	*$1,550*
Gryphon Place	2-1-1 Information and Referral	$2,500	*$2,700*
Housing Resources, Inc.	Housing Stabilization Program	$25,000	*$21,150*
Kalamazoo Literacy Council	Adult Literacy Programs	$1,000	*$1,000*
Lending Hands	Medical Equipment Loan Program	$5,000	*$1,700*
YWCA	Sexual Assault and Domestic Assault Programs	$12,029	*$12,029*
Portage Community Center	Youth Development, Community Collaboration, Emergency Services	$95,000	*$85,351*

TABLE 2: COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION			
Applicant	**Program**	**FY 2018-19 Request**	***FY 2017-18 Funding***
Portage Community Center	Emergency Assistance, Transportation Assistance, and Youth Recreation scholarships	$38,963	*$38,963*

For FY 2018-19, a total of *$172,320* 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 *$138,570* (0.55% of the General Fund budget per City Council policy); and

2. The CDBG Program allocation, which is estimated to be *$33,750* (maximum of 15% of the estimated FY 2018-19 entitlement grant and FY 2017-18 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 2018-19 entitlement grant amount. However, an equal amount is anticipated in comparison to last year's funding.

Enclosed for Board information is the FY 2018-19 Human/Public Service Funding Applications booklet. The booklet contains the completed applications, related documents, and all audit and other financial information on an enclosed disk that have been 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 4, 2018 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 18, 2018. 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 1, 2018 meeting.

Attachments: FY 2018-19 Human/Public Service Funding Applications booklet
Evaluation Criteria

T:\COMMDEV\2017-2018 Department Files\CDBG\FY 18-19 HPS\Memos\2017 12 18 HSB memoRe apps.doc

PORTAGE
A Natural Place to Move

MATERIALS TRANSMITTED
December 19, 2017

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: Medical Marihuana Committee of the Whole Meeting

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

Attached are materials for the December 19, 2017 Medical Marihuana Committee of the Whole Meeting.

Pre Council Meeting Questions and Responses
Tuesday, December 18, 2017 City Council Agenda

C.1. Accounts Payable Register

1. Why is the city paying for Crossing Guards and should the city pay for crossing guards?

   Response: *The city pays for Crossing Guards as mandated by State Law – 257.613c of the Michigan Vehicle Code, which states in part the following:*

   (1) School crossing guards shall be the responsibility of the local law enforcement agency having immediate jurisdiction of the crossing

   The local law enforcement agency is further required to train each crossing guard, outfit them with appropriate outer vest and provide a hand held stop sign which conforms to Uniform Traffic Control Devices (UTCD) standards.

   In 2015 the city began contracting with All City Management Services, Inc. (ACMS) to provide Crossing Guard services to cover nine (9) locations identified in accordance with MCLA 257.613c(2). This includes personnel, worker compensation coverage, training, equipment, and supervision. Furthermore, ACMS maintains reserve personnel to cover all of the locations in the event of an absence.

   The cost as outlined in the agreement in the sum of seventeen dollars and thirty-one cents ($17.31) per hour, per guard with a minimum of 3,240 billing hours per year.

F.1. 2018 Fee Schedules

1. With regard to the previous error made on the "Full Copy of Electronic Property Tax File," is there a process or should one be developed to prevent a reoccurrence?

   Response: *A review of the proposed FOIA fees is conducted on an annual basis. In 2015, new laws were passed by the State of Michigan pertaining to FOIA processing and fees. When the FOIA Fee Schedule was updated, the item pertaining to the "Electronic Copy of Property Tax File" was inadvertently changed. This error was caught this year during the review of proposed fees for 2018. The FOIA review process currently involves review at the departmental level along with the Office of the City Clerk. Provided staff follows established procedures, additional steps are not viewed as necessary at this time.*

2. With regard to the fee for the "Full Copy of Electronic Property Tax File," given that the file is electronic in nature and available via BS&A, is $50 an appropriate fee? Please provide justification for the amount.

Response: *The City Clerk confirmed with the Finance Department regarding the $50 document fee for the department's Property Tax File. While all the tax information contained in the Property Tax File is available online thru BS&A, the information is not aggregated online and needs to be compiled into a single file. Please note, this is not a single property's tax file, this is a comprehensive file of every property within the city. Mortgage companies, such as Corelogic and Lereta, utilize the compiled file for their database and request the entire file two to three times per year. BS&A computer processing time requirements are significant, but actual staff time required is 15 to 20 minutes. However, extracting such a large file out of BS&A often proves troublesome and additional staff resources are required. The Finance Department began charging the $50 fee due to several factors: the information is available online for free; demand on the resources needed to create, compile and transmit the file, and, to discourage non-serious requests. The size of the file restricts the ability to transmit via e-mail; staff must transfer the data via FTP or similar method.*

3. With regard to the proposed change in softball practice periods from 1.5 hours to 1 hour, do most teams utilize the 1.5 hours for practice? If so, will teams now be forced to shorten their practice or reserve a full two hours and pay accordingly? Were softball teams consulted on the impact of this change?

   Response: *Teams are currently paying by the hour, with the current hourly rate at $6.66 ($10/1.5 hours), and most teams pay for two hours. We are recommending an increase to the hourly rate of $3.34/hour. The proposed hourly rate of $10/hour is consistent with the hourly rate charged by Comstock ($10/hour) and lower than the City of Kalamazoo ($18/hour). The ActiveNet system will only enable hourly rates, and the increase is based on recovering the new Active Net transaction fees and staying in line with competitive offerings.*

4. As it relates to the proposed food truck fees, what are the estimated costs of the program? Were these costs used to calculate the prosed fees?

   Response: *The costs incurred by the program will includ staff time to process registration paperwork, insurance and license information, as well as issuing permits, and recovering transaction fees through ActiveNet. The food trucks/carts will also receive marketing/promotion with the events and park sites they register for. The $25/day fee is consistent with the Kalamazoo County Parks fee structure for an event such as Lunch Time Live. The $100 flat fee for events is easier to verify than a percentage of sales, it also ensures a commitment from the food truck to be on site for event/concert day, and eliminate no-shows, which have occurred.*

F.2. Rules of Order.

1. (a) Can the consent agenda be released earlier, so that (b) councilmembers can review and pull from the agenda by noon on Tuesday, if they intend to do so? This would prevent city staff from having to unnecessarily come to Council meetings.

   Response: *(a) Administrative Orders set the deadline for publication of the City Council agenda by 3 p.m. on Friday and very often, staff work to finalize the agenda right up until and beyond the 3 p.m. deadline. Further, City Charter Section 4.6(m) – Meetings of the Council states,* "The Clerk shall prepare an agenda of the business to be considered at each regular Council meeting. No business shall be considered by the Council, unless placed upon the agenda for the meeting not later than 12 o'clock noon, on the Friday preceding the meeting, except upon the approval of four or more members of the Council." *Therefore, the City Council agenda cannot be finalized until at least 12 noon on Friday.*

   (b) While a deadline of 12 noon on Tuesday for Council to remove an item from the Consent Agenda can be suggested and provide advance notice to City Administration prior to finalizing the agenda, there is nothing to preclude a Councilmember or a member of the public from doing so at the Council meeting. As such, city staff would need to be present at the Council meeting regardless.

F.4. Donation of Real Property at 5223 Woodmont.

1. How will the property be accessed by the public?

   Response: *The property will eventually be accessed from 350 East Kilgore Road, city-owned property to the north. Due to the location of Portage Creek, a pedestrian bridge will need to be constructed for formal access to the land.*

2. What is the assessed value of the property?

   Response: *$28,800*

3. What are the total current property taxes for the property?

   Response: *$1,754.15*

L.1. Fall Leaf Pickup Program Front-End Loader Rental – Bid Tabulation

1. Why is there such a big disparity between the bids? Who was the previous vendor?

   Response: *Carleton Equipment is the current vendor – the contract awarded in 2012 was a three-year contract with three one-year renewals. The 2012 price of $20,000 per year was held by Carleton during the six year contract. In 2012 there were two other bidders, one bidding a* *three year total of $60,524 (Hertz Equipment of Grand Rapids), the other (Contractors Rental Corp of Grand Rapids) $90,960.00 The 2017 bids for the initial three-year contract were Carleton Equipment - $60,000; Herc Equipment – formerly Hertz Equipment -- at $129,888; United Rental at $108,648. Carleton Equipment has provided excellent service for the past six years, including access to their Kalamazoo location on 29th Street after hours when parts are needed to keep the equipment running.*

MATERIALS TRANSMITTED
December 19, 2017

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: Rules of Order and Procedure – Agenda item F.2

SUPPORTING PERSONNEL: Adam Herringa, City Clerk

Attached are the updated revised Rules of Order. The revisions include the corrections suggested at the December 18, 2017 Pre-Council Meeting.

Attachments: City Council Rules & Procedures Approved November 21, 2017
Redline-Strikeout - City Council Rules & Procedures Approved November 21, 2017

RULES OF ORDER AND PROCEDURE

FOR THE CITY COUNCIL

PORTAGE, MICHIGAN

Section 1. Convening of Meeting; Quorum:

The Mayor, or in his/her absence or at his/her direction, the Mayor Pro Tem, shall, at the time fixed for meeting, take the chair for convening the Council. The presence of four (4) members of the meeting shall constitute a quorum for the transacting of business.

Section 2. Order of Business:

The Business of all regular meetings shall be transacted as far as possible in the following order:

	CALL TO ORDER	D.	Public Hearings
	Invocation	E.	Regular Business Agenda
	Pledge of Allegiance	F.	Unfinished Business
	Roll Call	G.	Council Committee Reports
	Proclamations	H.	New Business
A.	Consent Agenda	I.	Statements of Citizens
B.	Petitions & Statements of Citizens	J.	Statements of City Council & City Manager
C.	Communications		ADJOURNMENT

Section 3. Reading of Minutes:

Unless a reading of the minutes of a meeting is requested by a member of the Council, such minutes may be approved or corrected without reading if the City Clerk has previously furnished each member with a true copy thereof.

Section 4. Agenda for Meeting:

Any Councilmember, Mayor or City Manager may prepare items for consideration on the agenda of Council meetings. The Clerk shall prepare copies of the agenda of the business to be considered at each regular council meeting. No business shall be placed on the agenda by the Clerk unless received not later than 12:00 o'clock noon on the Friday preceding the meeting, except upon the approval of four (4) or more members of the Council.

Section 5. Consent Agenda:

The Consent Agenda motions shall be provided to City Council. The Consent Agenda and related motions shall not be read into the record unless a motion to do so is passed by Council. Items may be removed from the Consent Agenda by a member of City Council or the audience. If an item is removed from the Consent Agenda, the item automatically moves from the Consent Agenda to the end of the Regular Business Agenda section.

Councilmembers shall make every effort to request removal of items from the Consent Agenda prior to 12 noon on the day of the meeting. This does not preclude members of Council from requesting removal of an item during the meeting itself.

The Consent Agenda items will then be enacted by the following motion: "The Consent Agenda is available for review by visiting the City of Portage website, obtaining a hard copy at Regular Meetings of the City Council or by visiting the Office of the City Clerk the day before or the day of a Regular Meeting. Does any Councilmember wish to remove an item from the Consent Agenda for individual consideration? Does anyone in the audience wish to remove an items from the Consent Agenda for individual consideration? I would consider a motion to approve the Consent Agenda as presented by City Council (– *or* – with the exception of Item(s) _____)."

Section 6. Regular Meetings; Time-Place:

The Council shall meet regularly every other Tuesday at 7:30 o'clock p.m. in the Council Chambers of the Portage City Hall, 7900 S. Westnedge Ave., Portage, Michigan; however, the Council may cancel all but two Tuesday meetings in each month by giving notice of said cancellation as required by Act 267 of the Public Acts of 1976. When the day fixed for any regular meeting falls upon a national holiday, or the eve of a national holiday, or upon any regular or special election day, the council may determine to hold such meeting at the same hour within a week preceding or succeeding the regular day or cancel the meeting as provided above. Notice of the time and place of the changed meeting date or cancellation shall be given in accordance with Act 267 of Public Acts of 1976. Meetings may be held in other locations provided notice is given pursuant to Act 267 of Public Acts of 1976.

The Council shall hold an organizational meeting, which may be combined with, but in no event shall be later than its first regular meeting in November immediately following the regular City election. At such meeting, or within one week thereafter, Council shall elect from its membership a Mayor Pro-Tempore who shall serve for a period of two years and thereafter until a successor is appointed. Nominations for Mayor Pro Tem shall be entertained by the presiding officer and after all nominations desired are made, the nominations shall be closed by motion. Voting by the Council shall be by a signed ballot. The City Clerk shall announce and record in the record each Councilmember's vote. A majority of Councilmembers present shall be required to elect the Mayor Pro Tem. If the first vote does not result in a majority, voting shall continue until a majority is achieved.

Section 7. Meetings: Notice Required:

The City Clerk shall call a special meeting on the written request of the Mayor, or any three members of the Council. Notice required for the special meeting will be given in accordance with Section 5 of Act 267 of the Public Acts of 1976, and the business to be transacted at such meeting will be limited to that stated or given in the notice.

Section 8. Presiding Officer; Powers and Duties:

(a) The Mayor shall be the presiding officer of the Council. He/she shall state every question coming before the Council, announce the decision of the Council on all matters, and decide all questions of order; provided, however, that upon an appeal to the Council, a majority vote of the Council shall conclusively determine such question of order. He/she shall vote on all questions. He/she shall at the request of a Council member divide any question, if such question in his/her opinion is subject to division, and he/she shall submit it as divided.

(b) The Mayor may refer any communication, question or petition to the City Manager of the City for action, reply or procedure to dispose of such matter.

Section 9. Statements of Citizens:

All citizens shall have an opportunity to be heard during the course of each meeting after standing and being recognized by the presiding officer, and stating their name, street address and city. No citizen shall speak for longer than three (3) minutes unless the rules are suspended in accordance with Section 12(a).

Section 10. Rules of Debate:

(a) There shall be no debate or discussion of any issue prior to the proper introduction of said issue.

(b) When a motion is under debate, only the following motions shall be in order:

1. Motion to adjourn.
2. Motion to take a recess.
3. Motion to lay on the table.
4. Motion for the previous question.
5. Motion to postpone to a day certain.
6. Motion to refer to a committee of the council.
7. Motion to amend or substitute.
8. Motion to postpone indefinitely.

(c) A motion to adjourn and a motion to lay on the table shall always be in order and without debate.

(d) After a motion is made to close debate, the presiding officer shall poll the Council on the question of closing the debate. If the yes's prevail, the presiding officer shall immediately poll the Council on the principal question, or questions, without further debate.

(e) All votes shall be taken by yes and no, and be entered upon the journal to show the names of those voting in the affirmative and in the negative, except if the vote is unanimous, the record need merely so state.

(f) When a question has once been decided, it shall be in order for any member who voted on the prevailing side of the question or a member who did not vote by reason of absence to move reconsideration thereof.

Section 11. Ordinances, Resolution, Motions, Contracts:

(a) All ordinances, resolution and contract documents shall, before presentation to the Council, have been approved as to form and legality by the City Attorney.

(b) Ordinances, resolutions and other matters that are subjects requiring action by the Council, shall be introduced and sponsored by the Mayor or a member of the Council; otherwise, they shall not be considered.

(c) Each proposed ordinance shall be introduced in written form. Reading of the title shall be sufficient for the introduction of an ordinance unless a member of the Council requests that the proposed ordinance be read in full. The Council may also request that the introducer give an explanation of the proposed ordinance. Upon the introduction of an ordinance, the Council may:

1. Postpone the proposed ordinance for consideration at the next regular meeting of the Council or at a later regular Council meeting specified in the motion to postpone; or
2. Refer the proposed ordinance to an ad hoc committee of three (3) Councilmembers named by the Mayor for study and recommendation to the Council. When such committee reports back to the Council, the ordinance may then be adopted or postponed as above. Any proposed ordinance may be amended by the Council at any time prior to its adoption by the vote of four (4) or more of its members.
3. When an emergency ordinance is introduced for adoption at any meeting, it shall be read in full before the Council and may be passed at such meeting in accordance with the provisions of Section 5.3 (b) of the City Charter.

Section 12. Suspending; Amending Rules:

(a) These rules may be suspended by a vote of five (5) members of the City Council present and voting.

(b) These rules may be amended by a vote of five (5) members of the City Council present and voting.

Section 13. Roll Call Votes:

All roll call votes are to rotate in staggered alphabetical order, such that no member of the City Council, including the presiding officer, votes in the same position for consecutive roll call votes.

Section 14. Attendance:

Councilmembers who will be absent shall, if possible, notify the City Clerk prior to meeting.

Section 15. Governing Rules of Order:

Roberts Rules of Order may apply to all other items not provided for in these rules, except where they may be inconsistent with said rules.

Section 16. Vacancies

If a vacancy occurs on the City Council, except in the case of recall, the Council shall fill the vacancy by appointment within 60 days thereafter. In making its appointment Council may consider appointing any eligible person.

~~Approved 11/21/17~~

RULES OF ORDER AND PROCEDURE

FOR THE CITY COUNCIL

PORTAGE, MICHIGAN

Section 1. Convening of Meeting; Quorum:

The Mayor, or in his/**her** absence or at his/**her** direction, the Mayor Pro Tem, shall, at the time fixed for meeting, take the chair for convening the Council. The presence of four (4) members of the meeting shall constitute a quorum for the transacting of business.

Section 2. Order of Business:

The Business of all regular meetings shall be transacted as far as possible in the following order:

CALL TO ORDER

Invocation~~s~~

Pledge of Allegiance

Roll Call

Proclamations

A. ~~Approval of Minutes~~**Consent Agenda**

B. ~~Approval of the Consent Agenda~~**Petitions & Statements of Citizens**

G. ~~Communications~~**Council Committee Reports**

H. ~~Unfinished~~ **New** Business

I. ~~Minutes of Boards & Commissions~~**Statements of Citizens**

J. ~~Council Committee Reports~~**Statements of City Council & City Manager**

~~K.~~ ~~New Business~~

~~L.~~ ~~Tabulation of Bids~~

~~M.~~ ~~Other City Matters & Statements of Citizens~~

11/13/91, 11/9/93, 11/14/95, 11/18/97, 1/06/03, 11/06/07, 11/17/09, 11/15/11, 7/23/13, 11/19/13, 11/17/15, 11/21/17

C. ~~Approval of Check Register & Payrolls~~**Communications**

D. Public Hearings

E. ~~Petitions & Statements of Citizens~~**Regular Business Agenda**

F. ~~Reports from the City Administration~~**Unfinished Business**

~~N.~~ ~~Materials Transmitted~~

ADJOURNMENT

Section 3. Reading of Minutes:

Unless a reading of the minutes of a meeting is requested by a member of the Council, such minutes may be approved or corrected without reading if the City Clerk has previously furnished each member with a true copy thereof.

Section 4. Agenda for Meeting:

Any Councilmember, Mayor or City Manager may prepare items for consideration on the agenda of Council meetings. The Clerk shall prepare copies of the agenda of the business to be considered at each regular council meeting. No business shall be placed on the agenda by the Clerk unless received not later than 12:00 o'clock noon on the Friday preceding the meeting, except upon the approval of four (4) or more members of the Council.

Section 5. Consent Agenda:

The Consent Agenda motions shall be provided to City Council. The Consent Agenda and related motions shall not be read into the record unless a motion to do so is passed by Council. Items may be removed from the Consent Agenda by a member of City Council or the audience. If an item is removed from the Consent Agenda, the item automatically moves from the Consent Agenda to the end of the Regular Business Agenda section.

Councilmembers shall make every effort to request removal of items from the Consent Agenda prior to 12 noon on the day of the meeting. This does not preclude members of Council from requesting removal of an item during the meeting itself.

The Consent Agenda items will then be enacted by the following motion: "The Consent Agenda is available for review by visiting the City of Portage website, obtaining a hard copy at Regular Meetings of the City Council or by visiting the Office of the City Clerk the day before or the day of a Regular Meeting. Does any Councilmember wish to remove an item from the Consent Agenda for individual consideration? Does anyone in the audience wish to remove an items from the Consent Agenda for individual consideration? I would consider a motion to approve the Consent Agenda as presented by City Council (– *or* – with the exception of Item(s) _____)."

Section 6~~5~~. Regular Meetings; Time-Place:

The Council shall meet regularly every other Tuesday at 7:30 o'clock p.m. in the Council Chambers of the Portage City Hall, 7900 S. Westnedge Ave., Portage, Michigan; however, the Council may cancel all but two Tuesday meetings in each month by giving notice of said cancellation as required by Act 267 of the Public Acts of 1976. When the day fixed for any regular meeting falls upon a national holiday, or the eve of a national holiday, or upon any regular or special election day, the council may determine to hold such meeting at the same hour within a week preceding or succeeding the regular day or cancel the meeting as provided above. Notice of the time and place of the changed meeting date or cancellation shall be given in accordance with Act 267 of Public Acts of 1976. Meetings may be held in other locations provided notice is given pursuant to Act 267 of Public Acts of 1976.

The Council shall hold an organizational meeting, which may be combined with, but in no event shall be later than its first regular meeting in November immediately following the regular City election. At such meeting, or within one week thereafter, Council shall elect from its membership a

Mayor Pro-Tempore who shall serve for a period of two years and thereafter until a successor is appointed. Nominations for Mayor Pro Tem shall be entertained by the presiding officer and after all nominations desired are made, the nominations shall be closed by motion. Voting by the Council shall be by a signed ballot. The City Clerk shall announce and record in the record each Councilmember's vote. A majority of Councilmembers present shall be required to elect the Mayor Pro Tem. If the first vote does not result in a majority, voting shall continue until a majority is achieved.

Section 7~~6~~. Meetings: Notice Required:

The City Clerk shall call a special meeting on the written request of the Mayor, or any three members of the Council. Notice required for the special meeting will be given in accordance with Section 5 of Act 267 of the Public Acts of 1976, and the business to be transacted at such meeting will be limited to that stated or given in the notice.

Section 8~~7~~. Presiding Officer; Powers and Duties:

(a) The Mayor shall be the presiding officer of the Council. He/**she** shall state every question coming before the Council, announce the decision of the Council on all matters, and decide all questions of order; provided, however, that upon an appeal to the Council, a majority vote of the Council shall conclusively determine such question of order. He/**she** shall vote on all questions. He/**she** shall at the request of a Council member divide any question, if such question in his/**her** opinion is subject to division, and he/**she** shall submit it as divided.

(b) The Mayor may refer any communication, question or petition to the City Manager of the City for action, reply or procedure to dispose of such matter.

Section 9~~8~~. Statements of Citizens:

All citizens shall have an opportunity to be heard during the course of each meeting after standing and being recognized by the presiding officer, and stating their name, street address and city. No citizen shall speak for longer than ~~four~~ **three** (**3**~~4~~) minutes unless the rules are suspended in accordance with Section **12**~~11~~(a).

Section 10~~9~~. Rules of Debate:

(a) There shall be no debate or discussion of any issue prior to the proper introduction of said issue.

(b) When a motion is under debate, only the following motions shall be in order:

1. Motion to adjourn.
2. Motion to take a recess.
3. Motion to lay on the table.
4. Motion for the previous question.
5. Motion to postpone to a day certain.
6. Motion to refer to a committee of the council.
7. Motion to amend or substitute.
8. Motion to postpone indefinitely.

(c) A motion to adjourn and a motion to lay on the table shall always be in order and without debate.

(d) After a motion is made to close debate, the presiding officer shall poll the Council on the question of closing the debate. If the yes's prevail, the presiding officer shall immediately poll the Council on the principal question, or questions, without further debate.

(e) All votes shall be taken by yes and no, and be entered upon the journal to show the names of those voting in the affirmative and in the negative, except if the vote is unanimous, the record need merely so state.

(f) When a question has once been decided, it shall be in order for any member who voted on the prevailing side of the question or a member who did not vote by reason of absence to move reconsideration thereof.

Section 11~~10~~. Ordinances, Resolution, Motions, Contracts:

(a) All ordinances, resolution and contract documents shall, before presentation to the Council, have been approved as to form and legality by the City Attorney.

(b) Ordinances, resolutions and other matters that are subjects requiring action by the Council, shall be introduced and sponsored by the Mayor or a member of the Council; otherwise, they shall not be considered.

(c) Each proposed ordinance shall be introduced in written form. Reading of the title shall be sufficient for the introduction of an ordinance unless a member of the Council requests that the proposed ordinance be read in full. The Council may also request that the introducer give an explanation of the proposed ordinance. Upon the introduction of an ordinance, the Council may:

1. Postpone the proposed ordinance for consideration at the next regular meeting of the Council or at a later regular Council meeting specified in the motion to postpone; or
2. Refer the proposed ordinance to an ad hoc committee of three (3) Councilmembers named by the Mayor for study and recommendation to the Council. When such committee reports back to the Council, the ordinance may then be adopted or postponed as above. Any proposed ordinance may be amended by the Council at any time prior to its adoption by the vote of four (4) or more of its members.
3. When an emergency ordinance is introduced for adoption at any meeting, it shall be read in full before the Council and may be passed at such meeting in accordance with the provisions of Section 5.3 (b) of the City Charter.

Section 12~~11~~. Suspending; Amending Rules:

(a) These rules may be suspended by a vote of five (5) members of the City Council present and voting.

(b) These rules may be amended by a vote of five (5) members of the City Council present and voting.

Section 13~~12~~. Roll Call Votes:

All roll call votes are to rotate in staggered alphabetical order, such that no member of the City Council, including the presiding officer, votes in the same position for consecutive roll call votes.

Section 14~~13~~. Attendance:

Councilmembers who will be absent shall, if possible, notify the City Clerk prior to meeting.

11/13/91, 11/9/93, 11/14/95, 11/18/97, 1/06/03, 11/06/07, 11/17/09, 11/15/11, 7/23/13, 11/19/13, 11/17/15, 11/21/17

Section 15~~14~~. Governing Rules of Order:

Roberts Rules of Order may apply to all other items not provided for in these rules, except where they may be inconsistent with said rules.

Section 16~~15~~. Vacancies

If a vacancy occurs on the City Council, except in the case of recall, the Council shall fill the vacancy by appointment within 60 days thereafter. In making its appointment Council may consider appointing any eligible person.

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14 December 2017

Portage City Council
City of Portage
7900 South Westnedge Avenue
Portage, Michigan 49002

Re: *Medical Marihuana* - Treating Seizures

To Whom It May Concern:

While I reside at the above address most of the year, I am a snowbird and writing from Florida. I read about your involvement in the Medical Marihuana issue and have important information for you to consider.

My qualifications for to speak on this issue include:

1. I was a licensed pharmacist in three states including Michigan and years ago,
2. I am an attorney licensed in Wisconsin and Michigan,
3. I have a PhD in pharmaceutical biochemistry from the University of Wisconsin,
4. I was a chemist at the Wisconsin Crime Lab after getting my PhD and before attending law school,
5. I was a patent attorney at The Upjohn Company, later Pharmacia for 25 yr,
6. I taught Biology 507, the Pharmacology of Abused Drugs, at WMU for about 8 years,
7. I was the pharmacist for the Kalamazoo methadone program in the 1980s.

It is well known that a number of important pharmaceuticals are obtained from plants. These include atropine, morphine, caffeine, L-Dopa, hyoscamine, penicillin, phyostigamine, quinidine, quinine, reserpine, taxol, etc. However, in all these cases it is NOT the plant that is prescribed nor used but rather the individual active pharmaceutical agent. The reason is two fold; (1) the vegetable material contains hundreds to thousands of chemical compounds with different activities (undesirable side effects) and (2) you can't correctly control the correct dose of the desired agent using vegetable material.

It is my understanding that the *Cannabis* that will be sold/dispensed under the Medical Marihuana program will be the vegetable material rather than various compounds isolated from the vegetable material.

IF correct I strongly dissent and request reconsideration in view of the following. Years ago is was rumored that *Cannabis* could be useful medically for a few conditions including seizures. Since then GW Pharmaceuticals has been doing human testing on patients with seizures using a nearly pure extract of cannabidiol (CBD) with little of the Δ^9-tetrahydrocannabinol (THC), that gets traditional pot users high. We don't want students or workers to be high while in school or on the job. The GW Pharmaceuticals product is called Epidiolex.

There are two major problems of using the vegetable material; (1) the patient is getting a number of compounds they do not need or want including THC (and its undesirable side effects) and more importantly (2) there is NO way to know how much CBD they are getting.

I have never done any work for GW, nor know anyone who works for them or have any financial connection to them. My only concern here is as a pharmacist and attorney and one who had seizures fifty years ago, that the best product get to the patient.

I conveyed my views to the State in November and attended a meeting in Lansing regarding medical marihuana conducted by the state's licensing authority. They apparently have taken no action to implement my concerns. I am suggesting that Portage put some limitation into their license.

Therefore, I highly recommend that you make a product available that meets only two criteria:

1. be primarily CBD with little of THC or other compounds from the vegetable material, and
2. the dosage of CBD/tablet or capsule should be a convenient amount.

If <u>ALL</u> patients receive the same marihuana vegetable material for any and all conditions being treated then all patients will be receiving the identical mixture of compounds in the vegetable material at the identical doses <u>regardless of medical condition being treated</u>. That makes absolutely no sense from a medical or pharmaceutical perspective. It sounds much more like a disguise so those who are "prescribed medical" marihuana can legally get high.

If I can be of any assistance to you, please do not hesitate to contact me.

Respectfully,

Bruce Stein

Bruce Stein

TO: Honorable Mayor and City Council

FROM: Adam Herringa, City Clerk

SUBJECT: Calendar of Meetings

ACTION RECOMMENDED: Information Only

The following are upcoming meetings of city advisory Boards and Commissions and/or other publicly noticed meetings of local importance.

a. Wednesday, January 10, 7:00 p.m., Environmental Board, City Hall Room No. 1.
b. Friday, January 12, 9:00 a.m., City Council Goal Setting Session, Miller Boardroom (WMU Heritage Hall - 1903 W. Michigan Ave, Kalamazoo).
c. Monday, January 15, 3:00 p.m., Youth Advisory Committee, City Hall Room No. 1.
d. Wednesday, January 17, 2:30 p.m., Senior Citizen Advisory Board, Portage Senior Center.
e. Thursday, January 18, 6:30 p.m., Human Services Board, City Hall Room No. 1.
f. Thursday, January 18, 7:00 p.m., Planning Commission, Council Chambers.

FUNDING: N/A

Attachments: N/A

CITY COUNCIL AGENDA ITEM H.1.
JANUARY 9, 2018

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: Appointments to Boards and Commissions

SUPPORTING PERSONNEL: Adam Herringa, City Clerk

ACTION RECOMMENDED: Appoint individuals to the Board of Review, Zoning Board of Appeals, Environmental Board, Park Board and Public Media Network Board of Directors.

This evening (January 9) the Portage City Council interviewed applicants for the Board of Review, Zoning Board of Appeals, Environmental Board, Park Board and Public Media Network Board of Directors. Based on the results of the interview session it is recommended that City Council make appointments to fill vacancies on the identified Boards and Commissions as follows:

To determine the membership size of the 2018 **Board of Review** to be ______ Members; appoint ____________________, ______________________ and ___________________________ as Members of Pod #1 with terms ending January 31, 2019, to the **Board of Review**; and appoint ______________________, ______________________ and ________________________ as Members of Pod #2 with terms ending January 31, 2019, to the **Board of Review**.

To reappoint Linda Finch and Randall Schau with terms ending February 28, 2021, and reappoint Jeffrey Wettig as an Alternate Member with term ending February 28, 2021, to the **Zoning Board of Appeals**.

To appoint ____________________ with unfulfilled term ending October 1, 2019 and ____________________ with unfulfilled term ending October 1, 2020, to the **Environmental Board**.

To appoint ____________________ with unfulfilled term ending October 1, 2020, to the **Park Board**.

To appoint ____________________ with unfulfilled term ending May 31, 2018, to the **Public Media Network Board of Directors**.

FUNDING: N/A

Attachments: 1. N/A