

7:30 p.m. Call to Order.

Invocation: Pastor Billy Creech of Lake Center Bible Church.

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Approval of City Council Meeting Minutes.

1. Special and Regular Meeting Minutes of January 12, 2016.

* B. Approval of Consent Agenda Motions.

* C. Accounts Payable Register:

1. Communication from the City Manager recommending that City Council approve the Accounts Payable Register of January 26, 2016 as presented.

D. Public Hearings:

1. Communication from the City Manager recommending that City Council adopt Resolution No. 3 for the Martin Luther King Jr. Drive Reconstruction Project #998-R, directing the preparation of the special assessment roll.

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

* 1. Communication from the City Manager recommending that City Council adopt Resolution No. 4 for the South Shore Drive Sanitary Sewer Project #416-S, setting a public hearing on the assessment roll for February 9, 2016.

* 2. Communication from the City Manager recommending that City Council appoint Alexander Philipp with a term ending February 28, 2019, and appoint Jay Eichstaedt as an Alternate Member with an unfulfilled term ending February 28, 2018, to the Zoning Board of Appeals, effective February 29, 2016.

* 3. Communication from the City Manager regarding the December 2015 Environmental Report - Information Only.

G. Communications:

1. OFF CONSENT - Presentation and annual update from the Environmental Board.

2. OFF CONSENT - Presentation and annual update from the Youth Advisory Committee.

* 3. Communication from Public Media Network Executive Director Hap Haasch regarding an activity update report - Information Only.

H. Unfinished Business:

* 1. Communication from the City Manager recommending that City Council approve the proposed amendment to Section 38-35 of Chapter 38, Historical Preservation, of the City of Portage Code of Ordinances.

* I. Minutes of Boards and Commissions Meetings:

1. Portage Environmental Board of November 11 and December 9, 2015.

2. Portage Public Schools District Advisory Council of November 18, 2015.

3. Portage Human Services Board of December 3, 2015.

4. Portage Planning Commission of December 3, 2015.

5. Portage Youth Advisory Committee Meeting Minutes of December 14, 2015.

6. Portage Historic District Commission Regular and Special Study Committee of December 16, 2015.

J. Council Committee Reports:

K. New Business:

L. Bid Tabulations:

M. Other City Matters:

1. Statements of Citizens.

2. From City Council and City Manager.

* 3. Reminder of Meetings:

Thursday, January 28, 4:30 p.m., Public Media Network Board of Directors, 359 S. Kalamazoo Mall, 3rd Floor, Kalamazoo.

Wednesday, February 3, 8:15 a.m., Historic District Commission, City Hall Room No. 2.

Wednesday, February 3, 6:30 p.m., Park Board, Department of Public Services Conference Room.

Thursday, February 4, 6:30 p.m., Human Services Board, City Hall Room No. 1.

Thursday, February 4, 7:00 p.m., Planning Commission, Council Chambers.

Monday, February 8, 6:30 p.m., Youth Advisory Committee, City Hall Room No. 1.

Monday, February 8, 7:00 p.m., Zoning Board of Appeals, Council Chambers.

N. Materials Transmitted.

* 1. Materials Transmitted of Friday, January 8, 2016.

* 2. Materials Transmitted of Tuesday, January 12, 2016.

* 3. Department Monthly Reports

Adjournment.

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MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL OF JANUARY 12, 2016 - BOARDS AND COMMISSIONS APPLICANTS

Mayor Peter Strazdas called the meeting to order at 5:30 p.m. The following Councilmembers were present at this meeting: Councilmembers Richard Ford, Jim Pearson, Patricia Randall and Mayor Peter Strazdas. Councilmember Claudette Reid arrived at 5:32 p.m., Councilmember Terry Urban arrived at 5:40 p.m. and Mayor Pro Tem Nasim Ansari was absent with notice. Also present were City Manager Laurence Shaffer and City Clerk James Hudson.

* From 5:30 p.m. to 6:06 p.m., City Council interviewed Pat Buckley, Carol Eddy, Lori Knapp, Leonard Lamberson, Michael Quinn and Jay Woodhams for the Board of Review. Mayor Strazdas explained the process and discussion followed regarding the number of Board of Review groups that may be necessary, the question of consistency between the two groups, the training sessions, the dates and the time commitment for attendance, appeals and the need for an Alternate. City Assessor Ed VanderVries was present for questions. Discussion followed.

* From 6:07 p.m. to 6:23 p.m., City Council interviewed Jay Eichstaedt and Mike Robbe for the Zoning Board of Appeals. Discussion followed. Zoning Board of Appeals Chair Jeffrey Bright was present for questions. Discussion followed.

* From 6:24 p.m. to 6:28 p.m., City Council interviewed Sheldon Smith for the Mechanical Contractor position on the Construction Board of Appeals. Discussion followed.

* From 6:32 p.m. to 6:44 p.m., City Council interviewed John Lotz for the Historic District Commission or the Zoning Board of Appeals. Discussion followed. D. Glenn Smith had not responded to attempts to contact him by staff with regard to being interested in the Historic District Commission, and he had indicated that he no longer wished to serve on the Zoning Board of Appeals. Zoning Board of Appeals Chair Jeffrey Bright was still present for questions. Discussion followed.

ADJOURN: Mayor Strazdas adjourned the meeting at 6:45 p.m.

James R. Hudson, City Clerk

CITY COUNCIL MEETING MINUTES FROM JANUARY 12, 2016

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

At the request of Mayor Strazdas, Pastor Jim Galvin of the Berean Baptist Church of Portage gave the invocation and City Council and the audience recited the Pledge of Allegiance.

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

PROCLAMATION: Mayor Strazdas issued a Proclamation to the honorable Betty lee Ongley in commemoration of her 90th Birthday.

APPROVAL OF MINUTES: Motion by Reid, seconded by Ford, to approve the December 15, 2015 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 6 to 0.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Ford to read the Consent Agenda, and removed Item F.7, January 22, 2016 City Council Goal Setting Retreat Updates, from the Consent Agenda. Motion by Ford, seconded by Reid, to approve the Consent Agenda motions as amended. Discussion followed. Upon a roll call vote, motion carried 6 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JANUARY 12, 2016:** Motion by Ford, seconded by Reid, to approve the Accounts Payable Register of January 12, 2016. Upon a roll call vote, motion carried 6 to 0.

PUBLIC HEARINGS:

TENTATIVE AMENDMENT FOR OAKLAND HILLS AT CENTRE PLANNED DEVELOPMENT: Mayor Strazdas introduced this item and asked City Manager Shaffer for comment. Mr. Shaffer deferred to Community Development Director Vicki Georgeau to address any questions or concerns that City Council might have. Ms. Georgeau provided a summary of the Tentative Plan amendment, summarized the City Manager report dated January 12, 2016, and referenced the attached Department of Community Development report dated October 30, 2015, including the attached Aerial Photo, the maps and the architectural drawings. She indicated that the Planning Commission unanimously agreed at their November 5, 2015 Meeting with the two conditions from the Department of Community Development report dated October 30, 2015: that the applicant maintain, to the extent possible, the existing trees located along Oakland Drive to screen/blend the monopine tower with the surrounding area; and if the shared driveway arrangement with 8040 Oakland Drive does not occur, access for the planned office buildings and existing monopine tower be obtained from the residential boulevard driveway to the south. Discussion followed. In answer to Councilmember Reid, Ms. Georgeau indicated that the proposed shared driveway access with the goal being to have a separate residential entrance for Oakland Drive and explained. Discussion followed regarding the number of trees necessary around the existing monopine tower.

Motion by Reid, seconded by Randall, to close the public hearing. Upon a voice vote, motion carried 6 to 0. Motion by Ford, seconded by Reid, to approve the Tentative Plan Amendment for the Oakland Hills at Centre Planned Development subject to the two conditions cited in the October 30, 2015 Department of Community Development staff report. Discussion followed. Upon a roll call vote, motion carried 6 to 0.

SOUTH SHORE DRIVE SANITARY SEWER PROJECT #416-S: Mayor Strazdas introduced this item and asked City Manager Shaffer for comment. Mr. Shaffer deferred to Director of Utilities Chris Barnes, who cited the location of the proposed sanitary sewer project using the map contained in the Agenda packet, which includes the reconstruction of South Shore Drive. He explained the necessity of the sanitary sewer, especially owing to its proximity to West Lake, the cost breakdown, the notices provided to the property owners and the intent to complete the design of the project, obtain bids and do the construction during the spring/summer of 2016. At the request of Mayor Strazdas, Mr. Barnes outlined the Special Assessment process and discussion followed regarding the eight inch sewer buried deep in the ground behind the South Shore Drive properties. Mayor Strazdas opened the public hearing for comment from any citizen present at the meeting.

Brita Boer, 316 South Shore Drive, spoke in favor of the project. She also asked whether a road grade change, bike lane and sidewalks are part of the project; and, if sidewalks are included, she wanted to know which side of the road would they be constructed.

Mr. Barnes responded that the road level is very high and could be anywhere from 12 to 15 inches above grade. He indicated that the plan would be to try to make the road low enough for the driveways to slope down to the road for good drainage. Also, he said that there is no plan, as a part of this project, to construct sidewalks, but the project does include a widening of the road to include a four foot bike lane shoulder for any non-motorized or pedestrian traffic. Also, he indicated that, depending upon design, there may be a bituminous asphalt curb along the edge of the road for additional drainage and referred to the recent reconstruction of South Westnedge Avenue from Melody Avenue to South Shore Drive as the construction model.

Motion by Ford, seconded by Reid, to close the public hearing. Upon a voice vote, motion carried 6 to 0.

Motion by Randall, seconded by Reid, to adopt Resolution No. 3 for the South Shore Drive Sanitary Sewer Project #416-S, directing the preparation of the special assessment roll. Upon a roll call vote, motion carried 6 to 0. Discussion followed.

PETITIONS AND STATEMENTS OF CITIZENS: To commemorate Martin Luther King Day, Senior Citizens Advisory Board Secretary Monifa Jummane, 6286 Silver Fir Street, provided City Council with three bookmarks designed by her granddaughter and spoke of the importance of remembering the good works of Dr. King.

REPORTS FROM THE ADMINISTRATION:

* **LAKEVIEW AND SCHRIER PLAYGROUND RECOMMENDATION:** Motion by Ford, seconded by Reid, to award the proposal for the Lakeview Park and Schrier Park playground improvements to Great Lakes Recreation Company, in the amount of \$92,000 and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

* **MARTIN LUTHER KING DRIVE RECONSTRUCTION PROJECT NO. 998-R:** Motion by Ford, seconded by Reid, to adopt Resolution No. 2 for the Martin Luther King Drive Reconstruction Project #998R, setting a public hearing of necessity on January 26, 2016, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 6 to 0.

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* **HOUSEHOLD HAZARDOUS WASTE PROGRAM – INTERGOVERNMENTAL COOPERATION:** Motion by Ford, seconded by Reid, to approve the contract with Kalamazoo County for household hazardous waste collection for the period of January 1, 2016, through December 31, 2016, in the amount of \$32,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

* **AMENDMENT TO THE CODE OF ORDINANCES - HISTORIC DISTRICT MODIFICATION: 10234 EAST SHORE DRIVE:** Motion by Ford, seconded by Reid, to receive the proposed amendment to Section 38-35 of Chapter 38, Historical Preservation, of the City of Portage Code of Ordinances and take final action to approve the amendment on January 26, 2016, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 6 to 0.

* **SOUTH CENTRAL BIKEWAY NON-MOTORIZED PATH CONSTRUCTION:** Motion by Ford, seconded by Reid, to approve Contract 15-5557 between the Michigan Department of Transportation and the City of Portage for non-motorized path construction from Osterhout Avenue to Portage Industrial Drive; adopt a Resolution authorizing the City Manager to sign Contract 15-5557; approve a contract amendment with O'Boyle, Cowell, Blaylock and Associates, Inc., for construction administration services at a cost not to exceed \$79,927.60; and authorize the City Manager to sign all other documents related to these projects on behalf of the City. Upon a roll call vote, motion carried 6 to 0.

COMPREHENSIVE ANNUAL FINANCIAL REPORT: Mayor Strazdas introduced this item and asked City Manager Shaffer for comment. Mr. Shaffer deferred to Finance Director Bill Furry, who highlighted some of the findings of the Comprehensive Annual Financial Report (CAFR). He mentioned the Manager's letter and reviewed the Auditors' Communication. He indicated that Attachment A to the Communication cites three opportunities for strengthening internal control and/or improving operating efficiency. He reviewed the General Fund, debt responsibilities, the Federal Fund and explained that it is a busy time for the Finance Department since staff is now dealing with three budgets at the same time until the CAFR is finished: closing the budget from last year, monitoring and tracking the current year, and beginning to prepare the budget for next year. Discussion followed.

Motion by Reid, seconded by Urban, to accept the Comprehensive Annual Financial Report (CAFR) for fiscal year ended June 30, 2015. Upon a voice vote, motion carried 6 to 0.

JANUARY 22, 2016 CITY COUNCIL GOAL SETTING RETREAT UPDATES: Mayor Strazdas introduced this item, summarized the process thus far and outlined and discussed the updated agenda proposed for the City of Portage Annual Retreat provided to City Council via Materials Transmitted as item F.7. He also asked Mr. Shaffer to send out the matrix for Council participation on internal and external committees as was used in the past to allow Councilmembers to prioritize their preferences and explained.

Councilmember Ford asked whether topics can be presented before the retreat in order for Council to have the opportunity to review staff responses prior to the retreat in the interest of having good discussions at the retreat. Mr. Shaffer indicated a willingness to provide a response to any request Council may have and responded to Councilmember Randall that he would like to have the topics at least one week in advance of the retreat. Discussion followed.

In answer to Councilmember Reid, Councilmember Pearson indicated that the Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis is due January 15, 2016. Discussion followed.

Motion by Randall, seconded by Reid, to accept the updated, altered or changed agenda for the January 22, 2016 City Council goal Setting Retreat. Upon a voice vote, motion carried 6 to 0.

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COMMUNICATIONS:

PRESENTATION AND ANNUAL UPDATE FROM THE ENVIRONMENTAL BOARD: Since no one from the Environmental Board was present to present, motion by Ford, seconded by Reid, to table the presentation and annual update from the Environmental Board until the January 26, 2016 Regular City Council Meeting. Upon a voice vote, motion carried 6 to 0.

* **CHRIS BUCKLEY, EXECUTIVE DIRECTOR OF THE PORTAGE COMMUNITY CENTER:** Motion by Ford, seconded by Reid, to receive the communication from Chris Buckley, Executive Director of the Portage Community Center. Upon a roll call vote, motion carried 6 to 0.

* **MINUTES OF BOARDS AND COMMISSIONS MEETINGS:** City Council received the minutes of the Portage Public Schools Regular Meeting of November 23, 2015, and the Portage Park Board of January 6, 2016.

NEW BUSINESS:

* **APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS:** Motion by Ford, seconded by Reid, to appoint Sheldon Smith with unfulfilled term ending June 1, 2017, to the Construction Board of Appeals to fill the Mechanical Contractor vacancy; appoint John Lotz with unfulfilled term ending December 31, 2016, to the Historic District Commission; reappoint Michael Robbe with term ending February 28, 2019, to the Zoning Board of Appeals; and appoint Patrick Buckley, Carol Eddy, Lori Knapp, Leonard Lamberson, Michael Quinn and Jay Woodhams to the Board of Review with terms ending January 31, 2017, and thereby determine the membership size of the 2016 Board of Review to be six (6) Members. Upon a roll call vote, motion carried 6 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Mayor Strazdas, City Council and City Manager Shaffer all recognized and thanked the Honorable Mayor Betty Lee Ongley for her local, regional and worldwide service, volunteerism, recounted some their experiences with her and wished her a Happy 90th Birthday.

Councilmember Ford indicated he enjoyed the Portage Police Officers Christmas event along with Mayor Pro Tem Ansari, Councilmember Randall and Councilmember Pearson.

Councilmember Randall recognized January 15, 2016, as the birthday of Dr. Martin Luther King Jr., which will be observed on January 18, 2016. She also mentioned that there is a celebration of his birthday on February 26th when the Central Ohio Choir, which recently performed for the White House, will perform in Portage.

City Attorney Randy Brown introduced newly appointed Assistant City Attorney Bryan Beach.

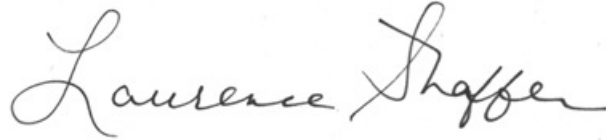
ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:43 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Finance Director

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of January 26, 2016 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks and auto-pay payments. The attached Accounts Payable Register covers the period December 20, 2015 through January 3, 2016 and notes \$88,386.93 in automated clearing house payments, \$463,109.21 in paper checks and \$23,730.01 in auto-pay payments for a grand total of \$575,266.15.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

CITY OF PORTAGE ACCOUNTS PAYABLE REGISTER

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Check Dates From: 12/20/2015 To: 01/03/2016

Check Date	Check	Vendor Name	Amount
12/29/15	4658(A)	CHUCK'S ELECTRICAL SERVICE INC.	670.00
12/31/15	4659(A)	AMERICAN HYDROGEOLOGY CORP.	1,822.05
12/31/15	4660(A)	APOLLO FIRE EQUIPMENT COMPANY	540.43
12/31/15	4661(A)	ARROW UNIFORM RENTAL	50.75
12/31/15	4662(A)	BLUE CARE NETWORK-GREAT LAKES	67,668.15
12/31/15	4663(A)	C C G SYSTEMS, INC.	5,304.50
12/31/15	4664(A)	C C I SOUTH, INC.	97.00
12/31/15	4665(A)	D & D PRINTING CO.	55.00
12/31/15	4666(A)	EMPLOYMENT GROUP, INC.	802.68
12/31/15	4667(A)	GAIL ANDRUS TRAVEL	654.50
12/31/15	4668(A)	INDUSCO SUPPLY CO., INC.	839.60
12/31/15	4669(A)	KAHN, WILMA	216.00
12/31/15	4670(A)	KEHOE, EDWARD J	350.00
12/31/15	4671(A)	MEJEUR ELECTRIC LLC	789.00
12/31/15	4672(A)	ONE WAY PRODUCTS	147.56
12/31/15	4673(A)	PCM SALES, INC.	234.00
12/31/15	4674(A)	PORTAGE FIREFIGHTERS	1,402.44
12/31/15	4675(A)	PORTAGE ON-CALL FIREFIGHTERS	110.00
12/31/15	4676(A)	PORTAGE POLICE OFFICERS ASSOC	714.00
12/31/15	4677(A)	REHMANN ROBSON	4,000.00
12/31/15	4678(A)	ROAD EQUIPMENT PARTS CENTER	771.11
12/31/15	4679(A)	THOMPSON, HELENE	561.00
12/31/15	4680(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	587.16
	SUBTOTAL:	23 CHECKS	88,386.93
12/31/15	296145	3SI SECURITY SYSTEMS, INC.	204.00
12/31/15	296146	A T & T	126.60
12/31/15	296147	AACE HEADQUARTERS	75.00
12/31/15	296148	ADP, INC.	833.62
12/31/15	296149	ALL-TRONICS, INC.	78.00
12/31/15	296150	ALLEGRA PRINT & IMAGING	1,404.72
12/31/15	296151	AMERICAN WATER WORKS ASSOC.	364.00
12/31/15	296152	APPROVED PROTECTION SYSTEMS	250.00
12/31/15	296153	ASSOCIATED GOVERNMENT SERVICES INC	8,057.00
12/31/15	296154	AT&T YELLOW PAGES	52.80
12/31/15	296155	BARBARA HENSON	8,462.00
12/31/15	296156	BEL-AIRE HEATING & AIR CONDITI	4,140.00
12/31/15	296157	BMI	335.00
12/31/15	296158	BOLLINGER INSURANCE	300.00
12/31/15	296159	BOYD, BRUCE OR ELLEN	1,424.61
12/31/15	296160	BRINK WOOD PRODUCTS, INC.	1,253.04
12/31/15	296161	BRINK'S, INC	280.79
12/31/15	296162	BRONSON HEALTHCARE GROUP	500.00
12/31/15	296163	BUNNELL, LINDA	92.00

CITY OF PORTAGE ACCOUNTS PAYABLE REGISTER
Check Dates From: 12/20/2015 To: 01/03/2016

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Check Date	Check	Vendor Name	Amount
12/31/15	296164	CARTER, ELWYN S	40.97
12/31/15	296165	CASSIN, JOHN & JEANNE	2,250.69
12/31/15	296166	CHICAGO TITLE OF MICHIGAN, INC.	150.00
12/31/15	296167	CITY OF KALAMAZOO TREASURER	211,066.00
12/31/15	296168	CLARK, WILLIAM	2,339.67
12/31/15	296169	CONSUMERS ENERGY	9,225.00
12/31/15	296170	CORELOGIC REAL ESTATE TAX SERVICE	3,028.69
12/31/15	296171	CORELOGIC REAL ESTATE TAX SERVICE	2,664.01
12/31/15	296172	CORELOGIC REAL ESTATE TAX SERVICE	1,554.21
12/31/15	296173	CORELOGIC REAL ESTATE TAX SERVICE	2,887.89
12/31/15	296174	CORELOGIC REAL ESTATE TAX SERVICE	4,841.73
12/31/15	296175	CORELOGIC REAL ESTATE TAX SERVICE	2,243.42
12/31/15	296176	CORELOGIC REAL ESTATE TAX SERVICE	645.39
12/31/15	296177	COUK, COREY & KRISTIN	224.31
12/31/15	296178	DRIESEN & ASSOCIATES, INC.	344.25
12/31/15	296179	DUTCH VALLEY FOOD DISTRIBUTORS, INC	39.48
12/31/15	296180	EMERGENCY VEHICLE PRODUCTS	6,374.41
12/31/15	296181	FASTENAL CO.	72.40
12/31/15	296182	GORDON WATER SYSTEMS	197.50
12/31/15	296183	GRAHAM, BRENDA	87.22
12/31/15	296184	GREATER KALAMAZOO FOP LODGE 98	3,350.12
12/31/15	296185	GREATER KALAMAZOO UNITED WAY	937.28
12/31/15	296186	GRIFFIN PEST SOLUTIONS, INC.	130.00
12/31/15	296187	HOBBS, GEORGE AND JANEENE	1,665.28
12/31/15	296188	HOKE, MARY JO KING	217.29
12/31/15	296189	HOME DEPOT	215.79
12/31/15	296190	HONOR CREDIT UNION	2,632.29
12/31/15	296191	HOOVER, GAIL OR GEOFFREY	2,244.16
12/31/15	296192	IMSA	85.00
12/31/15	296193	INSTITUTE OF TRANSP. ENGINEERS	265.50
12/31/15	296194	INTERNATIONAL RIGHT OF WAY ASSOC.	230.00
12/31/15	296195	J & B PROFESSIONAL TREE SERVIC	7,880.00
12/31/15	296196	JONS TO GO PORTABLE RESTROOM	295.00
12/31/15	296197	KALAMAZOO COUNTY EQUALIZATION DEPT	70.00
12/31/15	296198	KALAMAZOO SPORTSWEAR	181.25
12/31/15	296199	KIMBREL, RON AND KATHERINE	3,156.05
12/31/15	296200	KLOOSTER, FRAN	46.97
12/31/15	296201	KLOSTERMAN DISTRIBUTING	667.30
12/31/15	296202	KUIPER BROTHERS MOVING INC.	183.00
12/31/15	296203	KWONG ORTHODONTICS, PC	70.02
12/31/15	296204	KZOO TIRE COMPANY	800.00
12/31/15	296205	LAW ENFORCEMENT SEMINARS	325.00
12/31/15	296206	LOWE'S HOME CENTER	407.00
12/31/15	296207	MACDONALD, PATRICIA G.	52.27

Check Dates From: 12/20/2015 To: 01/03/2016

Check Date	Check	Vendor Name	Amount
12/31/15	296208	MAHER LIVING TRUST, SANDRA LEE	1,110.28
12/31/15	296209	MATT WEAVER PRODUCTIONS	250.00
12/31/15	296210	MCDONALD'S TOWING & RESCUE, INC.	2,200.20
12/31/15	296211	MICH MUNICIPAL POLICE & FIRE REPAIR	152.14
12/31/15	296212	MMTA	50.00
12/31/15	296213	MONROE, DWAN	100.00
12/31/15	296214	MOON, DENNIS AND ELIZABETH	22.25
12/31/15	296215	MOORE MEDICAL, LLC	570.00
12/31/15	296216	MORREN, BRENDA	2,169.78
12/31/15	296217	MR. ROOF GRAND RAPIDS LLC	18,050.00
12/31/15	296218	MYERS, ROB & NICOLE	20.78
12/31/15	296219	NYE UNIFORMS	325.50
12/31/15	296220	OFFICE DEPOT, INC.	1,088.37
12/31/15	296222	OFFICEMAX INCORPORATED	332.30
12/31/15	296223	ONSTAFF USA INC	8,383.30
12/31/15	296224	ORCHARD, HILTZ & MCCLIMENT, INC.	3,000.00
12/31/15	296225	OSTROSKY, NICHOLAS & PULA BARBARA	481.77
12/31/15	296226	PAJAY, INC.	54,006.35
12/31/15	296227	PARKS TITLE	171.77
12/31/15	296228	PETERMAN CONCRETE CO.	1,311.58
12/31/15	296229	PETTY CASH-FIRE	137.18
12/31/15	296230	PORTAGE BUDGET STORAGE, LLC	2,802.00
12/31/15	296231	RACETTE, KAREN AND STEVEN	2,287.05
12/31/15	296232	RATHCO SAFETY SUPPLY, INC.	1,158.53
12/31/15	296233	RAY ALLEN MANUFACTURING, LLC	189.95
12/31/15	296234	RED THE UNIFORM TAILOR	57.12
12/31/15	296235	RENEWED EARTH, INC.	7,916.66
12/31/15	296236	RICCIO, A F	2,706.45
12/31/15	296237	ROWE, MARY LOU	2,135.01
12/31/15	296238	SCHAUB, FRED & BONNIE	192.00
12/31/15	296239	SCOTT, JANICE	2,030.10
12/31/15	296240	SHAVE BUILDERS	45.54
12/31/15	296241	SHERWIN WILLIAMS	433.02
12/31/15	296242	SMITH, LOIS	53.76
12/31/15	296243	STAP BROS LAWN & LANDSCAPE, INC	1,500.00
12/31/15	296244	STATE OF MICH - STATE POLICE	150.00
12/31/15	296245	STATE SYSTEMS RADIO, INC	100.00
12/31/15	296246	STODDARD, MICHAEL	25.63
12/31/15	296247	SYNTECH INC.	2,624.50
12/31/15	296248	TODD ARBANAS ENTERPRISES INC.	5,325.00
12/31/15	296249	TRACTOR SUPPLY CORP.	19.90
12/31/15	296250	TRACY TIME SYSTEMS	276.95
12/31/15	296251	TRUGREEN	638.40
12/31/15	296252	TYCO INTEGRATED SECURITY LLC	1,522.34

CITY OF PORTAGE ACCOUNTS PAYABLE REGISTER

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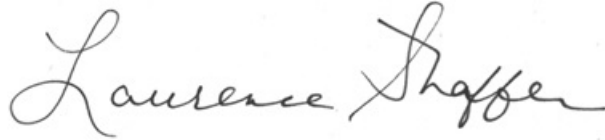
Check Dates From: 12/20/2015 To: 01/03/2016

Check Date	Check	Vendor Name	Amount
12/31/15	296253	U S POSTMASTER	200.00
12/31/15	296254	UNITED PARCEL SERVICE	38.54
12/31/15	296255	VANPORTFLIET, DEREK	215.00
12/31/15	296256	VERIZON WIRELESS SERVICES, LLC	1,894.56
12/31/15	296257	WATKINS, ROSS & CO.	7,400.00
12/31/15	296258	WATKINS, ROSS & CO.	8,500.00
12/31/15	296259	WELLS FARGO REAL ESTATE	2,109.84
12/31/15	296260	WELLS FARGO REAL ESTATE	1,652.56
12/31/15	296261	WENTWORTH, JORDAN	215.00
12/31/15	296262	WEST SHORE FIRE, INC.	48.21
12/31/15	296263	WEST SHORE SERVICES, INC	2,485.00
12/31/15	296264	WORK SQUARED	3,132.05
12/31/15	296265	WRAPS N SIGNS	2,478.00
	SUBTOTAL:	120 CHECKS	463,109.21
12/17/15	2530	Utilities Auto-Pay	11,611.95
12/18/15	2537	Utilities Auto-Pay	8,995.30
12/23/15	2565	Utilities Auto-Pay	1,509.77
12/31/15	2576	Utilities Auto-Pay	1,612.99
	SUBTOTAL:	4 CHECKS	23,730.01
	GRAND TOTAL:	147 CHECKS	575,266.15

** (A) DENOTES ACH PAYMENTS

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



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

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

ACTION RECOMMENDED: That City Council adopt Resolution No. 3 for the Martin Luther King Jr. Drive Reconstruction Project #998-R, directing the preparation of the special assessment roll.

Attached is Special Assessment Resolution No. 3 for the Martin Luther King Jr. (MLK) Project #998-R. Previous City Council action relating to this project includes:

- On December 15, 2015, City Council adopted Resolution No. 1 for this project, accepted the City Manager Report dated December 2, 2015, and requested preparation of Resolution No. 2.
- On January 12, 2016, City Council adopted Resolution No. 2 for this project, setting a public hearing of necessity on January 26, 2016.

Therefore, it is recommended that City Council adopt Resolution No. 3 for the MLK Drive Reconstruction Project #998-R, directing the preparation of the assessment roll.

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

Attachments: 1. Resolution No. 3 for the MLK Jr. Drive Reconstruction Project #998-R

CITY OF PORTAGE
SPECIAL ASSESSMENT RESOLUTION NO. 3
MARTIN LUTHER KING JR., RECONSTRUCTION PROJECT #998-R

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

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and seconded by:

Councilmember: _____

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

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

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

NOW THEREFORE BE IT RESOLVED THAT:

1. The City Council hereby determines the necessity for and determines further to proceed with the improvements hereinbefore in these proceedings described as the MARTIN LUTHER KING JR., RECONSTRUCTION PROJECT #998-R, more fully described as follows, to wit:

Reconstruct Martin Luther King Jr. Drive from Constitution Boulevard to Ring Road including curb and gutter, sidewalk, storm drainage, hot mix asphalt pavement along with all necessary utility installations and adjustments.

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

<u>TOTAL COST</u>	<u>SHARE OF DISTRICT</u>	<u>OTHER FIANINCING</u>
\$474,898 .00	\$224,898.00	\$250,000.00

It is hereby determined that the Special Assessment District's share is in proportion to the benefits to be derived from the improvements. The Special Assessment District's share shall be spread over the Special Assessment District as hereinafter described and the balance of \$224,898.00 shall be assessed against the special assessment district, and the sum of \$250,000.00 shall be borne by Portage Centre Limited Partnership and Village Green Properties, Ltd. in accordance with the "Development Agreement Concerning The Reconstruction and Dedication of Martin Luther King, Jr. Drive, Portage, Michigan" ("Agreement") dated December 15, 2015 between said parties and the City of Portage. The special assessment district is not established for purposes of the Agreement until the passage of Resolution #5.

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

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

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

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

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

ADOPTED: YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

JAMES R. HUDSON, City Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF KALAMAZOO)

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

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

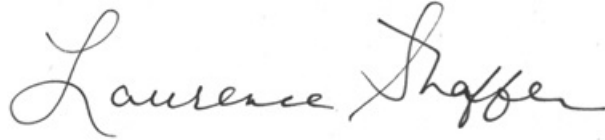
JAMES R. HUDSON, City Clerk

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

Approved as to Form:
Date: 1/19/16
By: [Signature]
City Attorney

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



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

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

ACTION RECOMMENDED: That City Council adopt Resolution No. 4 for the South Shore Drive Sanitary Sewer Project #416-S, setting a public hearing on the assessment roll for February 9, 2016.

Attached is Special Assessment Resolution No. 4 for the South Shore Drive Sanitary Sewer Project #416-S. Previous City Council action relating to this project includes:

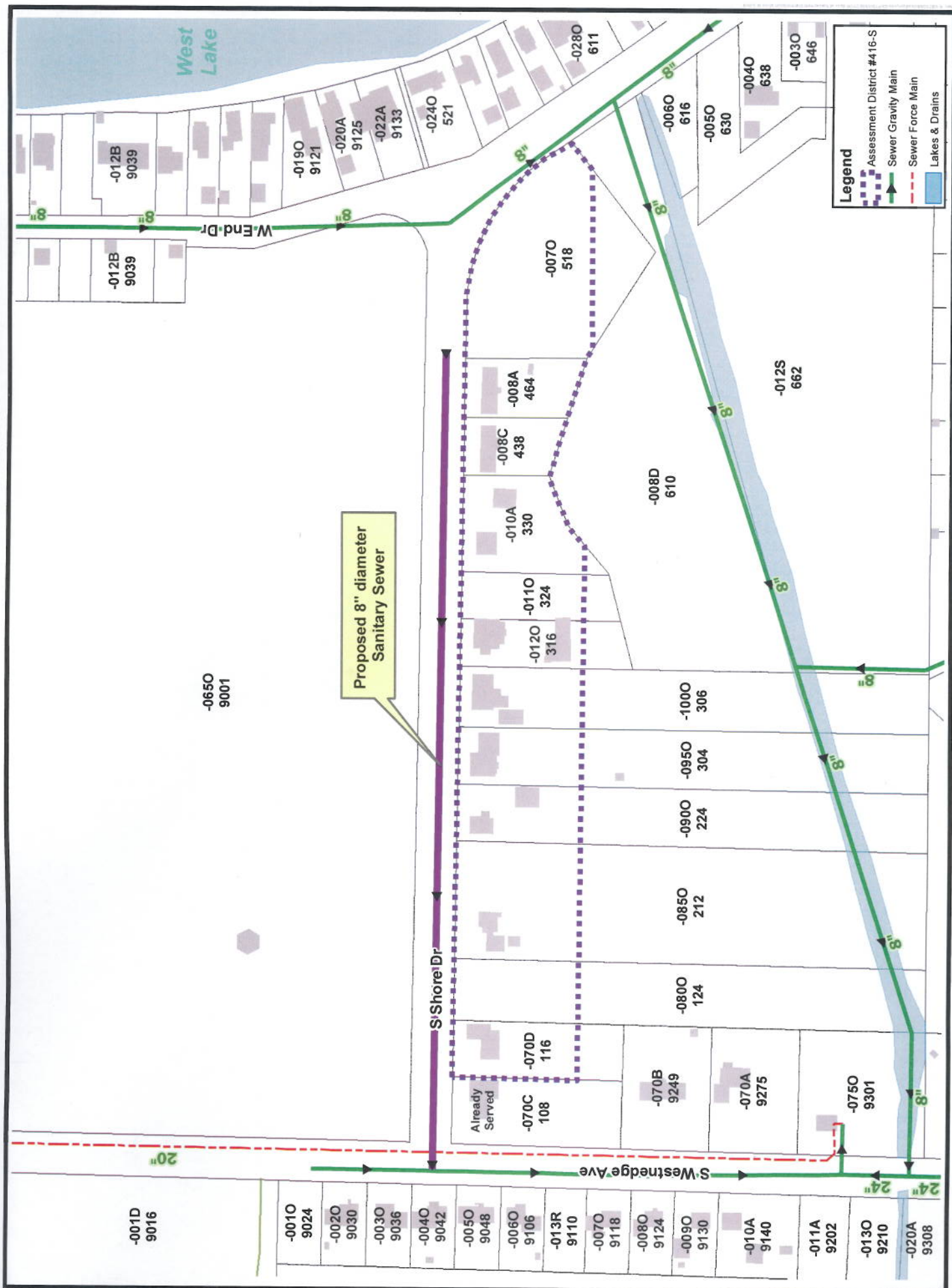
- On November 17, 2015, City Council adopted Resolution No. 1 for this project, accepted the City Manager Reports dated December 2, 2015, and requested preparation of Resolution No. 2.
- On December 15, 2015, City Council adopted Resolution No. 2 for this project, setting a public hearing of necessity on January 12, 2016.
- On January 12, 2016, City Council adopted Resolution No. 3 for this project, directing the preparation of the special assessment roll.

Therefore, it is recommended that City Council adopt Resolution No. 4 for the South Shore Drive Sanitary Sewer Project #416-S, setting a public hearing on the assessment roll for February 9, 2016.

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

Attachments:

1. Project Location Map
2. Resolution #4 - South Shore Drive Sanitary Sewer Project



**CITY OF PORTAGE
SPECIAL ASSESSMENT RESOLUTION NO. 4
SOUTH SHORE DRIVE SANITARY SEWER PROJECT, DISTRICT #416-S**

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

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and seconded by:

Councilmember: _____.

WHEREAS, the City Assessor has, pursuant to resolution of the City Council, and in accordance with the provisions of the Special Assessment Ordinance of the City, prepared a Special Assessment Roll and has filed the same with the City Clerk for presentation to the City Council for review and certification for the hereinafter described public improvement:

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said Special Assessment Roll shall be filed with the office of the City Clerk and shall be available for public inspection during regular working hours on regular working days.

2. The City Council shall meet on the 9th day of February, 2016 at 7:30 p.m., local time, or as soon thereafter as may be heard, in the City Hall in said City to review said Special Assessment Roll and hear any objections thereto.

3. The City Clerk shall cause notice of the filing of said Special Assessment Roll and of the time and place of said meeting to be mailed and published in accordance with the requirements of the Charter and the Special Assessment Ordinance of the City of Portage; said notice shall be in substantially the form attached hereto as Exhibit "A".

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

YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

RESOLUTION DECLARED ADOPTED:

James R. Hudson
City Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF KALAMAZOO)

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

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

James R. Hudson
City Clerk

PREPARED BY:
Randall L. Brown
Portage City Attorney
1662 East Centre Avenue
Portage, Michigan 49002

Approved as to Form:

Date: 1/19/16

By: [Signature]

City Attorney

EXHIBIT "A"

**CITY OF PORTAGE, MICHIGAN
NOTICE OF PUBLIC HEARING TO REVIEW SPECIAL ASSESSMENT ROLL FOR
SOUTH SHORE DRIVE SANITARY SEWER PROJECT, DISTRICT #416-S**

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

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

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

and has designated the Special Assessment District against which all or a part of the cost of said improvement is to be assessed as consisting of all the following described land, to wit:

Unplatted Land

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

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

Platted Land:

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

Also;

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

PLEASE TAKE NOTICE that a Special Assessment Roll has been prepared and is on file in the office of the City Clerk for public examination during regular working hours on regular working days; said Special Assessment Roll has been prepared for the purpose of defraying that part of the cost which the City Council has decided should be paid and borne by the Special Assessment for the above described public improvement project in the City of Portage.

PLEASE TAKE NOTICE that the City Council will meet on the 9th day of February, 2016 at 7:30 p.m., local time, or as soon thereafter as may be heard, in the City Hall in said City for the purpose of reviewing the Special Assessment Roll, at which time and place an opportunity will be given to all persons interested to be heard.

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

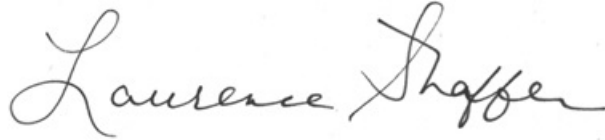
Dated: _____, 2016

James R. Hudson
City Clerk

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TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Zoning Board of Appeals Appointment

SUPPORTING PERSONNEL: James Hudson, City Clerk

ACTION RECOMMENDED: That City Council appoint Alexander Philipp with a term ending February 28, 2019, and appoint Jay Eichstaedt as an Alternate Member with an unfulfilled term ending February 28, 2018, to the Zoning Board of Appeals effective February 29, 2016.

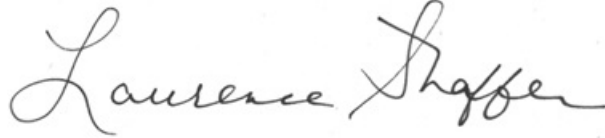
With the resignation of D. Glenn Smith from the Zoning Board of Appeals (effective February 29, 2016) and the subsequent interviews conducted at the January 12, 2016 Special Meeting of City Council, it is recommended that Alternate Member Alexander Philipp be appointed effective February 29, 2016, to a three-year term ending February 28, 2019, and that Jay Eichstaedt be appointed as an Alternate Member with an unfulfilled term ending February 28, 2018, to the Zoning Board of Appeals.

FUNDING: N/A

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: December Environmental Summary Report

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

ACTION RECOMMENDED: Information Only

Attached please find the December 2015 Summary Environmental Activity Report from Department of Transportation & Utilities Director, W. Christopher Barnes, P.E. New material or material of specific interest to City Council is presented in italics.

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

FUNDING: N/A

Attachments: 1. December Environmental Activity Report

SUMMARY ENVIRONMENTAL ACTIVITY REPORT
December 2015 (*updates in italics*)

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

Restorative Lake Sciences, LLC for consulting services for 2015. Treatment application completed in mid-June. Follow-up inspection of treatment will be done by Restorative Lake. The 2015 weed treatment bids were received on February 24, 2015. City Council approved weed treatment contract with Professional Lake Management Company on April 10, 2015. Weed treatment was completed in June. The Association has requested to renew the contract with Restorative Lake Science for 2016.

Retention Basin
Sampling Program
(Groundwater
Elevation)

Investigation regarding potential impact of retention basins on groundwater levels.

-Historical monitoring continues to show minor impacts at most basins. From 1993 through 2009 the monitoring program showed stable groundwater impacts due to storm water infiltration. Alternative road salt practices continue to be considered and evaluated. Bids were received for a new four year program on April 16, 2014. The low bidder, Nova Consultants, was awarded a four-year contract by City Council on April 29, 2014. Monitoring performed in October 2014 and July 2015. Monthly sampling at two retention basins continues. *Current findings show groundwater levels of approximately the same as 2015 levels.*

Wellhead Protection
Program (WHPP)

Development of program to protect City well fields and surrounding area from contamination resulting from improper land use.

-Current Wellhead Protection was approved March, 2001. Staff has met internally to discuss the future needs to update the plan pending grant opportunities. Staff participated in a MDEQ Water Supply Emergency planning roundtable on June 10, 2013. Update of the program has been initiated as part of the Water Reliability Study in conjunction with Fishbeck, Thompson, Carr & Huber update work currently underway. Wellfield delineation completed. Engineering intern has completed contamination source inventory. Final report preparation was submitted to the Michigan Department of Environmental Quality for review and approval. Letter of approval received from MDEQ on June 15, 2015. Program implementation is ongoing.

Leaf Compost
Monitoring Program

Monitoring and analysis of groundwater at the new Oakland Drive Leaf Compost site.

- City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the new compost operation. Drilling was completed in October 2001 and first sampling cycle was completed in February 2002. Semi-annual sampling was performed from 2002 to 2008 in June and January. Sampling and analysis results continue to show negligible groundwater impacts from the leaf composting. Sampling schedule was reduced to annual sampling in

2009 with results showing continued minor impact on groundwater quality. Sampling completed in June 2015, with report submitted. No significant change in groundwater impacts.

National Pollution
Discharge Elimination
System (NPDES)
Permit Implementation

Five year plan to implement the
current NPDES stormwater permit.

-Received NPDES general permit on August 15, 2001. Renewal Application submission was made to MDEQ on March 7, 2003. New permit received in 2004 mandates involvement in several county watershed groups. City staff completed the submission of a Storm Water Pollution Prevention Initiative (SWIPPI) as required by NPDES permit. New certificate of coverage permit was issued by MDEQ on September 30, 2009. New permit covers a 5 year timeframe with first work item (updating the Public Participation Plan) completed December 11, 2009. Received a notice from MDEQ rescinding the 2008 permit due to a recent court case ruling. MDEQ reinstated the 2003 permit for implementation. Information on new permit requirement was received in February 2011. MDEQ expected to issue new permit in 2014. MDEQ scheduled an audit of the program on July 12, 2012. Audit completed with satisfactory results. City website updated in February to provide education of Illicit Storm Water Discharge. Program implementation is ongoing. Annual 2012-13 report was submitted on December 24, 2013. Comments received back have been reviewed by staff and response submitted to MDEQ. MDEQ concurred with city staff response. New permit application process announced in November 2014. New permit application was submitted in March 2015. *Semi-annual report submitted to MDEQ on December 21, 2015. Implementation is ongoing.*

National Pollution
Discharge Elimination
System (NPDES)
Permit Implementation

Kalamazoo River Mainstream
Watershed Management Plan

- Proposals for completing the watershed plan were received by Kalamazoo County on September 15, 2005 and a contract awarded to Kieser & Associates in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. Public participation plan update submitted to MDEQ on November 24, 2009. Kalamazoo River Watershed council completed a watershed update in November, 2011. No new developments.

Portage River Watershed
Management Plan

-Original proposals for a Watershed Management Plan were received by the Kalamazoo County Road Commission and a contract awarded to the Kalamazoo County Conservation Service in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. Interest has been raised by local conservation groups to update the Watershed Plan using grant funds. Grant application submitted by Kalamazoo and Calhoun County Conservation District to update the Watershed Plan in 2012. Grant for watershed update was awarded to Calhoun County Conversation District. A meeting was held on March 12, 2013 to discuss the designated uses of the Portage River/Little Portage Creek watershed, the total maximum daily load of E-coli from samples taken and a review of community ordinances and policies that help protect the Watershed. Meeting held on June 11, 2013 to discuss identified water quality problems in the watershed. Meeting held on December 11, 2013 to inform stakeholders of progress on data collection. Canoe trip inspection was held on September 13, 2014. No new developments.

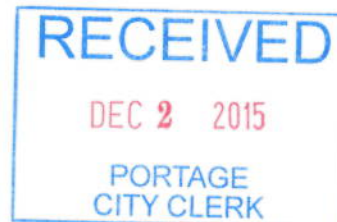
Plan to implement and maintain an
Illicit Discharge Elimination Program
(IDEP) Storm Sewer Outfall Testing.

-On February 19, 2002, City Council approved a new ordinance as required by the NPDES permit titled "Storm Water Illicit Discharges and Connections." Program implementation is ongoing. Continued outfall sampling is required by permit and will be budgeted accordingly. IDEP program was updated for submittal to MDEQ on June 25, 2010, and part of the SWIPPI. Completed an area-wide brochure to educate the public on Illicit Storm Water Discharges in conjunction with the Kalamazoo County Drain Commissioner. On April 29, 2014 City Council awarded a contract to Nova Consultants, Inc., to perform annual investigations of storm outfalls and investigate all outfalls on a four-year cycle. Investigations scheduled for 2014 were completed in July with summary report received. Report submitted to MDEQ as part of the annual report. Next report due in June 2015.

Garden Lane Arsenic Removal Facility	<i>Native Prairie Restoration</i>	Staff currently working with the Environmental Board on informative signs and long-term maintenance plans for the native planting landscape design in front of the Garden Lane Treatment Plant. New informational signs are complete and maintenance is ongoing. Native prairie burn is being planned for 2016.
Environmental Incident/Spill Clean Up Notification	Environmental Protection Program to assist Portage Police/Fire Departments with spill containment and spill cleanup.	Emergency spill response contract for 2014-15 with Terra Contracting has been renewed. <i>The number of environmental incident/spill investigations performed in December – 0. Minor diesel fuel spill northeast corner of Oakland Drive and West Osterhout Avenue due to a vehicle crash. Number of environmental cleanups in December– 0.</i>
Southwest Michigan Regional Sustainability Covenant	Collaborative effort with local government, academic, and other stakeholders to lead toward environmental, economic and social sustainability.	On May 12, 2009, City Council approved the Southwest Michigan Regional Sustainability Covenant. A sustainability work session was held April 14, 2010, to review elements of the covenant in cooperation with the City of Kalamazoo and the City of Battle Creek. A grant application was made to MDEQ for a greenhouse gas inventory study of the area. Notice received July 15, 2010 that the grant application was not successful. City staff attended a September 10, 2010 meeting in Grand Rapids to discuss sustainable economic, environment, and society programs. No new developments.

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

December 1, 2015



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

Dear Mayor and Council:

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

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

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

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

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

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

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

Sincerely,



Ruth Caputo, Chair
Environmental Board

TO: Honorable Mayor and City Council

DATE: January 11, 2016

FROM: Sami Ahmad, Youth Advisory Committee Chairperson

SUBJECT: 2015-2016 Youth Advisory Committee Goals and Objectives

The Youth Advisory Committee (YAC) is pleased to submit the following update on our Goals and Objectives:

- 1.) Continue to support educating members of the YAC on the roles and functions of the City of Portage Government.
 - a. The Youth Advisory Committee met several times throughout the summer of 2015 with the sole purpose of learning more about local government and how it operates.
 - b. A demonstration on forensics and processing a crime scene was arranged and hosted by the Department of Public Safety in April. A tour of the Department of Public Safety was held.
 - c. Youth members are on other boards and commissions and report back to the YAC at each meeting. Youth also participate on the Kalamazoo County Substance Abuse Task Force Youth Action Team.
- 2.) Continue a commitment to community service by volunteering time at organizations such as the Portage Community Center. In addition, to take initiative and volunteer in support of other causes as the need may arise.
 - a. We volunteered several times at the Portage Community Center in advance of Christmas, supported the Max Brooks author visit at Portage Public Schools and supported other events/activities of the Park Board and Environmental Board.
- 3.) Promote environmental awareness in the community by hosting an annual Earth Day event in conjunction with the Environmental Board and Park Board.
 - a. The 8th annual Greenathon is planned for April 23rd at Celery Flats.
- 4.) Participate in and support community efforts – specifically those of the Kalamazoo County Substance Abuse Task Force – related to addressing substance abuse in the community. Provide teens an opportunity to socialize without the use of drugs and alcohol, including hosting activities such as the Snow Party and Teen Movie Night.
 - a. The Youth Advisory Committee participates in the annual Sticker Shock campaign coordinated by the Substance Abuse Task Force. The effort is held every spring and is designed to raise awareness about dangers surrounding the use of alcohol by minors.
 - b. The Snow Party will be held on January 30th and was a big success last year with over 300 participants and more than a dozen entries in the cardboard sled contest.

- c. The Youth Advisory Committee is planning to partner with the Teen Library Board of the Portage District Library in hosting a Teen Movie Night and expanded activities at the library. The joint Teen Movie Night held at the library last July was a big success.
 - d. Support compliance checks by the Department of Public Safety and the Substance Abuse Task Force.
 - e. Partner with the Breakfast Optimist Club and the Department of Public Safety to host a community movie night and law enforcement education opportunity. 366 people attended.
- 5.) Advise the City Council in areas / subjects under the purview of the Youth Advisory Committee.
- a. Provided the annual presentation to City Council. Youth Advisory Committee members Sami Ahmad, Amanda Croft and Grace Beverage discussed the activities of the YAC in January 2015.
- 6.) Prepared the update to goals for FY 2014-15 and recommended goals for FY 2015-16.
- a. Completed.
- 7.) Present an annual verbal report to the City Council.
- a. Completed.

Sincerely,

Sami Ahmad, Chairperson
Youth Advisory Committee



January 13, 2016

C: Mayor
COUNCIL
CM

James Hudson
City Clerk, City of Portage
7900 S. Westnedge Ave.
Portage, MI 49002

Dear Mr. Hudson:

The Public Media Network (PMN) Board of Directors has requested that we provide regular information to each of our municipal partners about the various activities and projects PMN undertakes. The enclosed report covers PMN's FY 15/16 2nd Quarter (October 1, 2015 – December 31, 2015) and includes information regarding meeting attendance by your appointed representative(s).

Please include this letter and report in your next regular meeting packet. If there are questions about this report, or any of the information contained in it, please contact me at PMN (343-2211). Of course, you can also contact your representative serving on the PMN Board.

Thank you for your support and interest in Public Media Network!

Sincerely,



Harry S. Haasch
Executive Director, PMN

Public Media Network

Quarterly Report: 2nd Quarter – FY 15/16 (10/1/15 – 12/31/15)

Administrative Activity:

- “Futures Committee”: The PMN Board of Director’s “Futures Committee” continued to develop large scale projects that advance the organization mission and reflect priorities of the 2013 Strategic Plan. Among the projects already undertaken or in development: multi-platform streaming of PMN’s five community cable channels; the acquisition, installation, and operation of four Municipal Video Production Systems, with a fifth system pending (Comstock); acquisition and outfitting of a new mobile production van with six-plus camera and “live from anywhere” capabilities; preparation of PMN production and master control facilities to complete the migration to high definition (pending Charter Communication agreeing to provide PMN channels in high definition).
- Annual Audit: As required by our Urban Cooperation Act Agreement with municipal partners, PMN completed the FY 14/15 financial audit in the 2nd Q of FY 15/16. The firm of Ullrey & Co. conducted the audit, and provided a report to the PMN Board at their regular meeting on October, 2015. The audit was “clean”, with no financial or management concerns identified by the auditing firm.
- PMN Executive Committee Reviewing By-Laws: The Executive Committee and PMN staff continued a process of updating our current By-Laws and examining options for restructuring the Board size and quorum requirement. In addition, staff has worked with legal counsel to clarify the organization’s status as an inter-governmental agency.

Technical Developments:

- Municipal Video Production Systems: PMN initiated this project to replace and upgrade the video production systems located at: the City of Kalamazoo, the City of Portage, Oshtemo Township, and Kalamazoo Township. Similar systems may also be provided for Comstock Township and the City of Parchment. The four scheduled systems were successfully installed and tested, and are now in full operation.
- Epic Center Interactive Video Wall: In August, 2015, the Arts Council of Greater Kalamazoo had a large, interactive video wall system installed in the Epic Center. Due to several staff changes at the ACGK, PMN has assumed a lead role in getting this system tested and functional. PMN is providing technical and management support for this system for an interim period while the Arts Council gets support personnel in place. PMN staff assisted in correcting several network connectivity issues with the system. PMN has now created initial content, and will be learning how to use the full capabilities of the system software in the next months.

- Streaming PMN Channels: PMN channels have previously been activated in a "streaming" format (Windows Media), and we are working on getting all five (5) channels streamed in a format suitable for portable devices. To accomplish this, PMN has contracted with SECANT Technologies to coordinate hardware and software acquisition, installation and testing. SECANT will also integrate these new elements into the existing PMN web site. We expect a full launch of multi-format channel streaming, including streams compatible with mobile devices, within the 3rd Q of FY 15/16.

Programming Activity:

- "CONNECT" Municipal News Program: PMN's Government Production Services Unit (GPSU) has continued to produce content related to municipal news and activities in addition to our regular meeting coverage.
- "K-12 360" Education News Program: PMN has continued production of this monthly "news magazine" program featuring interviews and news about local school districts.
- PMN Program Production: PMN production staff and interns were very active in the community, completing many media projects, highlighted by:

Completion of our High School Football "Game of the Week" season, and the launch of Boys and Girls Basketball season coverage.

Continuation of PMN's collaborative project with the Kalamazoo Symphony Orchestra – we are recording up to six concerts, and integrating digitally re-mastered audio into the final edited production. This is an extremely ambitious project, and we hope it continues in future years.

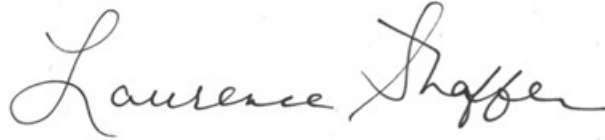
PMN's collaboration with the Santa Satellite Network to bring Santa "live" from his North Pole workshops and media center to Kalamazoo area households.

PMN made a commitment for yet another extremely complicated project in collaboration with the Borgess Health System: "live" coverage of the 2016 Borgess – Kalamazoo Marathon, to be held May 8, 2016.

<u>City of Kalamazoo</u>	7/23/15	8/27/15	9/24/15	10/22/15	11/26/15	12/3/15	1/28/16	2/25/16	3/24/16	4/28/16	5/26/15	6/23/16	Attend	Miss
Cooney, Don	N O	No	Yes	Yes	N O	No							2	2
Jamison, Frank		Yes	Yes	Yes		Yes							4	0
Sid Ellis		No	No	Yes		No							1	3
Vancy														
<u>City of Parchment</u>	J U L Y				N O V E M B E R									
Dennis Durham		No	No	No		No							0	4
<u>Comstock Township</u>														
Brett Padgett		Yes	Yes	Yes		Yes							4	0
<u>Kalamazoo Township</u>	M E E T I N G				M E E T I N G									
Brown, Jerry		Yes	Yes	No		Yes							3	1
Martin, Don		Yes	Yes	No		Yes							3	1
Pamela Brown Goodacre														
<u>Oshtemo Township</u>	M E E T I N G				M E E T I N G									
Dave Bushouse		Yes	Yes	Yes		No							3	1
Grant Taylor		Yes	Yes	Yes		Yes							4	0
<u>City of Portage</u>														
Claudette Reid	M E E T I N G	Yes	Yes	Yes	M E E T I N G	Yes							4	0
Don Romlow		No	Yes	Yes		Yes							3	1
Ed Sackley		Yes	Yes	Yes		Yes							4	0
Nasim H. Ansari		No	No	No		No							0	4
<u>At-Large</u>	M E E T I N G				M E E T I N G									
Thinnes, Tom		No	Yes	Yes		Yes							2	1
Godfrey, Lisa		Yes	Yes	Yes		No							3	1
Haas, John		No	Yes	Yes		Yes							4	1
Ron Coleman	M E E T I N G	No	No	No	M E E T I N G	Yes							3	1
Vacancy														
<u>Ex-Officio</u>														
Haasch, Harry		Yes	Yes	Yes		Yes								
<u>Staff</u>	M E E T I N G				M E E T I N G									
Mark Monk		Yes	Yes	Yes		Yes								
Brian Zipp		No	Yes	Yes										
9 members														

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



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

SUPPORTING PERSONNEL: Erica Eklov, Administrative Assistant

ACTION RECOMMENDED: That City Council approve the proposed amendment to Section 38-35 of Chapter 38, Historical Preservation, of the City of Portage Code of Ordinances.

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

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

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

The proposed amendment as recommended by the Historic District Study Committee and prepared by the City Attorney, was first reviewed by Council at the regular meeting of January 12, 2016. It is recommended that City Council approve the amendment.

FUNDING: N/A

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

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

Historic District Modification

Train Barn
10234 East Shore Drive
Portage, Michigan 49002

Final Report

January 6, 2016

Introduction

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

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

The Charge of the Committee

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

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

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

The Composition of Committee Membership

Voting Members

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

Non-Voting Participants

City of Portage Liaison: Erica Eklov

Historic District Studied

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

Parcel ID No.: 00036-020-B

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

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

The Boundaries for the Historic District in Writing and on Maps

The description of the current historic district is:

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

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

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

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

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

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

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

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

LEGAL DESCRIPTION - PARCEL "A":

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

LEGAL DESCRIPTION - PARCEL "B":

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

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

The History of the Historic District

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

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

The Significance of the District

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

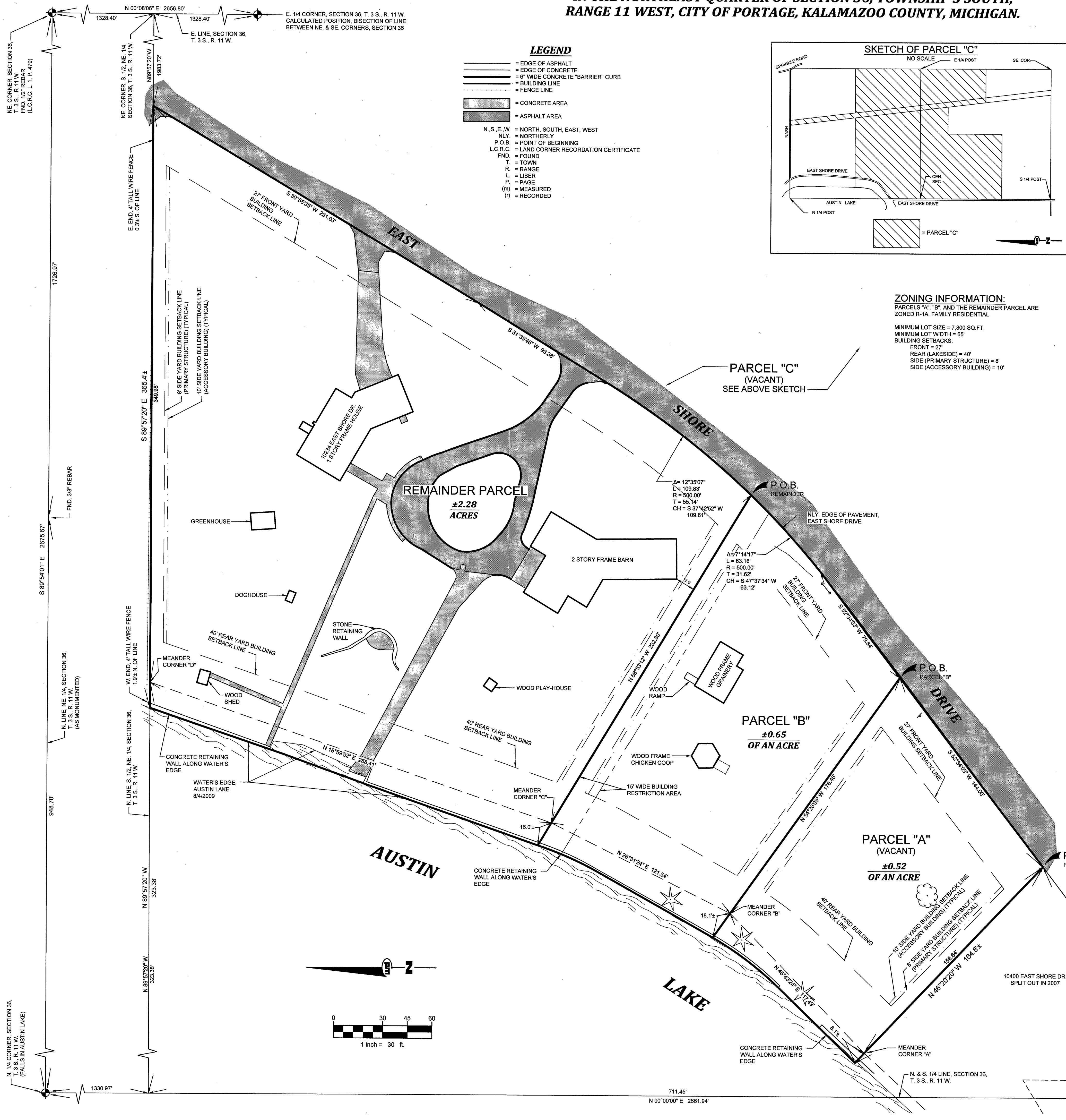
Recommendation

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

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

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

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



LEGAL DESCRIPTION - PARCEL "A":
PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS:
COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 36, THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2640.06 FEET TO THE CENTER OF SAID SECTION 36, THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE NORTH 58° 41' 43" EAST (PLATTED AS NORTH 57° 49' EAST) ON SAID SOUTHEASTLY LINE 12.43 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1, THENCE NORTH 58° 15' 14" EAST ON THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE 52.19 FEET; THENCE NORTH 52° 58' 04" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 220.00 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED, THENCE NORTH 48° 20' 20" WEST 156.84 FEET TO MEANDER CORNER "A", THENCE NORTH 45° 43' 24" EAST ON A MEANDER LINE 117.49 FEET TO MEANDER CORNER "B", THENCE SOUTH 54° 28' 09" EAST 178.46 FEET TO SAID NORTHERLY EDGE OF PAVEMENT; THENCE SOUTH 52° 34' 03" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 144.00 FEET TO THE POINT OF BEGINNING.

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

CONTAINING 0.52 OF AN ACRE MORE OR LESS.

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

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

LEGAL DESCRIPTION - PARCEL "B":
PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS:
COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 36, THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2640.06 FEET TO THE CENTER OF SAID SECTION 36, THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE NORTH 58° 41' 43" EAST (PLATTED AS NORTH 57° 49' EAST) ON SAID SOUTHEASTLY LINE 12.43 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1, THENCE NORTH 58° 15' 14" EAST ON THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE 52.19 FEET; THENCE NORTH 52° 58' 04" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 220.00 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED, THENCE NORTH 54° 28' 09" WEST 178.46 FEET TO MEANDER CORNER "B", THENCE NORTH 26° 31' 24" EAST ON A MEANDER LINE 121.54 FEET TO MEANDER CORNER "C", THENCE SOUTH 58° 53' 12" EAST 232.80 FEET TO SAID NORTHERLY EDGE OF PAVEMENT; THENCE SOUTHWESTERLY 63.16 FEET ON SAID NORTHERLY EDGE OF PAVEMENT AND ON A 500.00 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS SOUTH 47° 37' 34" WEST 83.12 FEET, THENCE SOUTH 52° 34' 03" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 79.84 FEET TO THE POINT OF BEGINNING.

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

CONTAINING 0.65 OF AN ACRE MORE OR LESS.

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

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

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

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

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

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

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

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

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

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

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

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

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

SUBJECT TO SURVEY.

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

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

CONTAINING 2.28 ACRES MORE OR LESS.

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

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

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

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

GARY D. HAHN
LAND SURVEYOR
No. 38116
PROJECT ADDRESS:
10234 EAST SHORE DRIVE
PEGGY GIEM
10234 EAST SHORE DRIVE
PORTAGE, MI 49002

REVISION 1: ADDED BUILDING RESTRICTION TO PARCEL B.
GDH 1/05/2016.
REVISIONS
DATE: JULY 7, 2015
SCALE: 1" = 30'
DRAWN BY: ACK
CHECKED BY:
LAND DIVISION
154129
1 OF 1



10234 East Shore Drive



web mapping by
Amalgam LLC



1:11000

Disclaimer:

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

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



Small "Model" House
View - West toward lake



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



Original "Granery"
View – from lake toward South East



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



Wood Framed Chicken Coop
View – from lake toward South East



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



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



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



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



Granary and Chicken Coop
View – from lake toward East



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



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



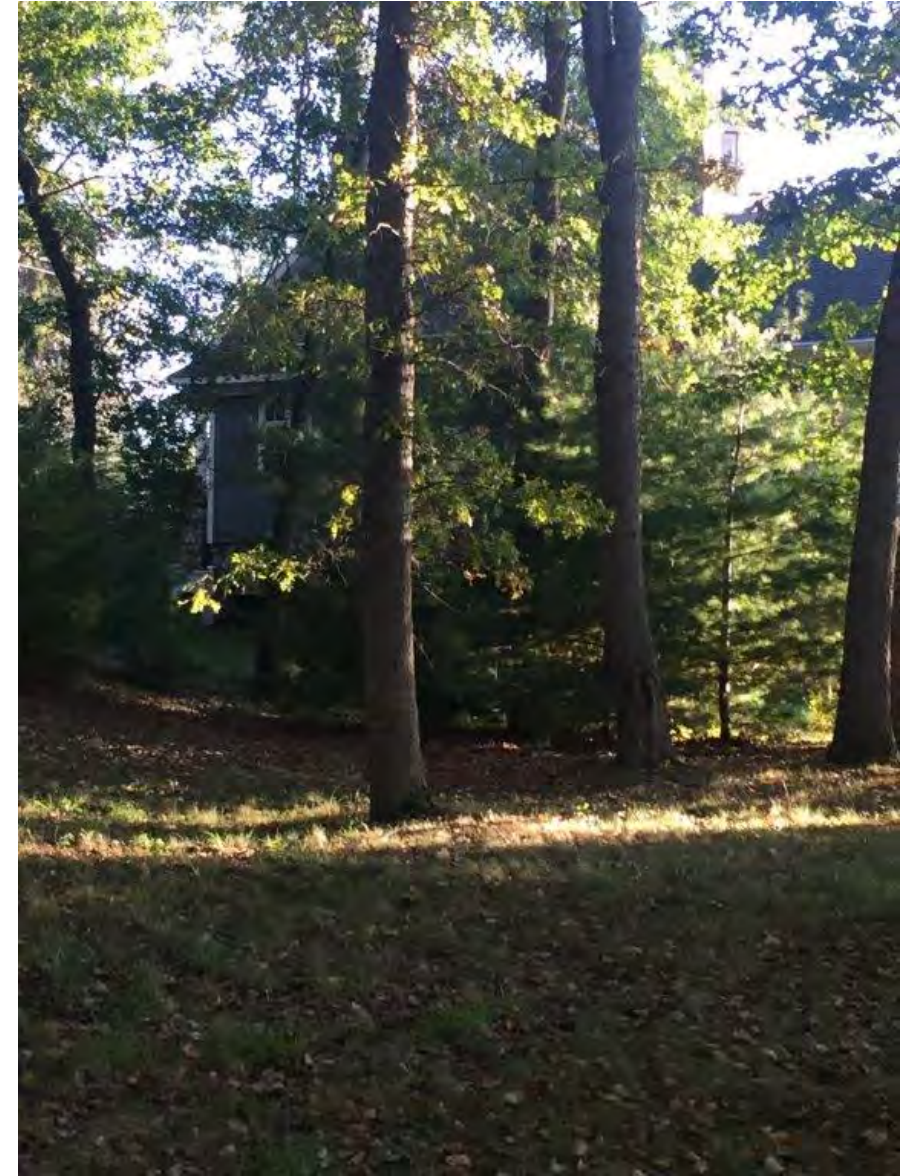
Approx. location of property line between Parcel "B" (Left)
and Parcel "A" (Right)
View - East



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



View of Parcel "A" toward South West



View of Parcel "A" toward South



View of Parcel "A" - South



View of Parcel "A" – South West



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



View of grade change – Parcel "A"



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



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



View of “dock” pallets - North



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



South side of Granary



South side of Chicken Coop



South side of Granary



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



View North toward Train Barn



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



View from Parcel "B" toward lake
View - West



View North toward Granary



View of Train Barn from lake toward East



View of Train Barn from lake toward North - East



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



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



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



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



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



Train Barn from Street
View – North - West



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



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



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



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



View from Street of Parcel "A" toward lake



Michigan Centennial Farm



Michigan Centennial Farm



Train Barn view south from Remainder Parcel



1922 Portage Historic District



North Entrance to Train Barn on Remainder Parcel



RECEIVED

NOV 13 2015

CITY MANAGER'S OFFICE
PORTAGE, MI

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

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

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

Sincerely,



Paul Welch
Chairman

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

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

DRAFT

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

OLD BUSINESS:

None.

NEW BUSINESS:

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

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

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

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

Respectfully submitted,

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

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

THE CITY OF PORTAGE ORDAINS:

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

Section 38-35. District established; boundaries.

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

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

See attached Exhibit A.

FIRST READING:

SECOND READING:

EFFECTIVE DATE:

Peter J. Strazdas

CERTIFICATION

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

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

James R. Hudson, City Clerk

Approved as to form
Date: 1/7/16

City Attorney

EXHIBIT A

LEGAL DESCRIPTION - REMAINDER PARCEL:

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

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

CONTAINING 2.28 ACRES MORE OR LESS.

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

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

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

ADOPTION OF ORDINANCE
CITY OF PORTAGE, MICHIGAN
NOTICE

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

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

NOTICE IS FURTHER GIVEN that the amendment reads as follows:

THE CITY OF PORTAGE ORDAINS:

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

38-35. District established; boundaries.

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

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

See attached Exhibit A.

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

Dated: _____, 2016

James R. Hudson, City Clerk

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

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

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

Meeting called to order at 7:05pm

Members Present:, Vice Chair Martha Dahlinger, Catherine Niessink, Jamie McCarthy, David Mayfield, Mike Sergeant, and Jerry Kroehn, City Engineer - Jamie Harmon

Members Excused - Absent: Ruth Capunto, Tim Winslow, William Beck

Introduction of the guest: Hannah Hudson - moved to Kalamazoo in April, forestry program, Tall grass and weed inspector for Kalamazoo up to now. Now consultant on Japanese knotweed.

Approval of November minutes: change of name: Kieser Assoc.

Catherine made a motion to approve the minutes, seconded by David. Motion passes.

Guest Speaker: Hannah Hudson - email:
hannahhudsonlovestheforest@hotmail.com

Japanese Knotweed: Fallopia japonica, Polygonium cuspidatum??? False bamboo. In MISIN - listed under herbs

Japanese Knotweed (JK)- - has been reported by citizen of Kalamazoo. Very bad problem in England. Destroys sidewalks, building, takes 5-8 years to get rid of;

It is highly invasive. Also known as 'bamboo' -has white plumes, grows up to 10-15 ft. tall, comes from volcanic areas and survives by growing as fast as it can. Roots are issue, grow up to 10' down, and 65 feet in every direction. Leavings/cuttings keep growing, can take years, looks for any weakness. Volcanic rock kept it in check, but in 1800s it was stolen from Japan and taken to UK as garden plant, and in the US it was planted for beauty and erosion control. Nothing lives on it, nothing eats its. Cutting, trimming stimulates it. From an Article: "The Plant That Ate Britain". It can grow 3 inches two feet in a week, after that it grows underground. It can grow under a road and come up on the other side. Can act as a wedge and can grow up to gutters, Can be transported by fill dirt. In the UK, property with JK loses almost all its value, and the property cannot be sold without proof that you have hired an eradication company to manage it for the next decade. An expert had heard of a person who was denied insurance because he has JK on his property. In UK there is now not a single six-mile square patch of the country that is Japanese Knotweed free.

In UK it is treated as hazardous waste, and must be removed and disposed of by a licensed waste control operator.

Statewide (Mich): It is illegal to move soil with it in it, illegal to mow it, cut, pot it, etc If cuttings are left it sprouts. All forms are illegal

Illegal since 2005 to possess plant material except to have it identified or in conjunction with control efforts.

It only takes a fingernail size bit of root or plant material to sprout a new one. Sprouts very fast.

Kalamazoo is checking on what is on property, where is it going, and so forth - when they take up fill dirt.(which contains cuttings and roots)

Portage: Has been seen by Portage Creek, by Sonic on Romence Rd. , and a patch on Kilgore in front of Meijer, and on the Kalamazoo River.

Portage: behind Village Green apts - may be a giant knotweed., small patch on corner of Sprinkle & Romence - Christmas tree farm; on Kilgore, just inside Portage on Oakland - two hundred feet from pre-school (where did the soil go), on Park & ride at Oakland Possible

Present on 34th Ave in Gobles

In Allegan County - Harrisburg. - entire city has it because it got in the city compost. They are trying to get rid of by wrapping it in root barrier, and burying it 15' deep (at least) And hope that it works

Present in all but two of the provinces in Canada

There are two kinds regular and Giant knotweed - They can hybridize and the hybrid has 1000s of seeds. So get rid of Giant knotweed first.

Hybrids have heart shape, Japanese has a flat top of the leaf,

JK is allelopathic - inhibits growth of other plant seeds

It is very bad for river areas and has been found on Consumers river property. Cuttings float down the river and grow downstream, causing degradation of fish habitat and erosion of riverbank.

It is present in 39 states, declared invasive in 12. In Michigan in at least 28 counties (per Uof M's Herbarium) , and also in Calhoun County. And there are a lot of illegal dumping sites

It needs a community response.

Other issues: It is a fire hazard when it dries. But cutting stimulates the root growth. Most people say - can't kill without herbicide. Small infestations - takes years of cutting -

first year - 10 cutting, next year 9 cuttings, etc. and can live up to 20 years in dormant condition.

Discussion:

Question: Steam treating soil - Michigan Tech is exploring options. Also MSU and U of M.

Environet site(Not sure where that is or who it is): - They are testing soil sifting. - problem if material size of a thumb can get through - doesn't work. Question - is it in the stormwater retention basins? Need to check any place that brush is going.

Michigan Dept. of Natural Rec. site has Best Control Practices. The list steps to take - problem Round up makes it grow faster. It has to be mixed with other herbicides to work.

Best control practices - identify and map. Spotting and eradicate it quickly is the first crucial step

Identification:

JK is most fragile when first established. Learning how to identify it, so that you can spot and eradicate it quickly is the first crucial step to control

-has white plumes, grows up to 10-15 ft. tall, Tiny white flowers in plumes
Bright orange cross section in rizome, purple speckled stems. Starts growing in March with bright red stems.

Kalamazoo plans for working on problem: In February they are starting with warnings - put up signs that say 'this is a contaminated area.'

Policies: Add to contracts with mowing/construction companies, early surveying of future construction sites, adding it to survey checklist, implementing decontamination measure and a classification chart to work on it - red, yellow green, etc Map the areas, target the smallest areas first, treatment is site specific

Also check spreading pattern - is city equipment moving it?

Insect control - Psyllid Itadori is a bug being tested - Another name is Aphalara itadori - not yet approved.

Note: Feb. 21 -27 is National Invasive Week. - Kalamazoo is putting out information on JK. Talking to newspapers, newsletters, etc, City newsletter, and so forth.

Kalamazoo is also putting a page on their website - so people can report it, ask questions, etc

Single-Stream Recycling - Bill - Tim & Bill are absent

Meeting with Parks - Martha - nothing to report yet

Report to the Board

Martha would have liked us to send Ruth's letter to all depts: and have someone meet with those depts. before Bd. send out the report to counsel.

The report is due in November and since there are time constraints that will not be possible.

Volunteer group activation - Bill - - not here

Other Old Business

Martha spoke to MDot about spraying on highways (US 131 & I-94)- and they are indeed spraying herbicides - They are required to announce this once a year. Announced in Gazette April 7, 2015 - tells landowners herbicides used. 7 regions in state, GR in one region, we are in Southwest region. In Southwest - MDOT does spraying. Specifications are: On highway first 15 feet - has to be grass, 15-25 feet no trees, after that natural areas. Martha will continue to talk to them.

New Business

1. The Board at Austin Lake needs to be updated. Martha will resend her requirements for the board, we will discuss this at next meeting.
2. Consider Martha's & Ti's possibilities for goals for next year. Please read the emails sent and discuss next meeting.
3. For Ruth's report to the City Council: where it addresses invasive species issues - add to report as main goal for next year. Martha moves: Mike seconded.

Board Member Comments:

Deer article was of interest to Jerry (article from Ann Arbor)

Portage has nothing in ordinance about Deer

- Adjourn 8:30 p.m.

Next Meeting Dec. 9, 7 p.m. at City Hall

Catherine Niessink

Environmental Board Minutes, December 9, 2015

Meeting called to order at 7:05pm

Members Present: Chair Ruth Caputo, Vice Chair Martha Dahlinger, Catherine Niessink, David Mayfield, William Beck, Jamie McCarthy, Jerry Kroehn, Mike Sargent, Director of Transportation & Utilities Christopher Barnes, Assistant City Engineer Jamie Harmon

Members Absent: Student Advisory Committee member Daniel Saba.

Martha makes a motion to approve the minutes as amended, seconded by Mike. Motion passes.

Deer

Guests: Cara Terry and Mary Lou Petrulio of Sterling Oaks South off Bacon and Portage roads. They both have a lot of deer down in that area. They do not believe the the car/deer crash data is reflective of the population. They know some people do feed the deer and maybe Portage could pass a deer feeding ban at least.

Ann Arbor just recently culled their deer herd, which has caused some controversy there. Additionally, some municipalities have passed bans on feeding the deer. We are trying to further advertise our deer survey that is available online. Christin our former member has broached two ideas for expanding our survey to include better tracking of the deer and asking people what methods have they tried to discourage the deer from feeding on their property.

Jerry brought up the Indiana white paper on the Internet regarding methods to help deter from eating people's gardens and plants. It can be found here:

<http://www.in.gov/dnr/fishwild/files/fw-UrbanDeerTechnicalGuide.pdf>

Catherine brought up electric fences that have been used to deter deer. Martha brings up fences where they can't see where they would land and George brings up fences where the top slants outwards. Mike mentions that blackberry bushes are a deterrent for deer as well.

Ruth brought up Christin's idea of having a group of people going around for a week and trying to determine the number of deer and where to determine exactly where the problem exists. The board thinks this is a good idea to better narrow the problem.

Whitetail Management Associates is a group that helps with deer management in Pennsylvania. There are other groups out there that we could seek professionally to help us research deer.

Bill brings up that the City of Portage is a natural place to move and that deer are going to live here no matter what and potentially “shop elsewhere.” We need to determine the carrying capacity of deer in Portage and also determine if there are certain areas that are overpopulated.

Chris brings up when we reintroduce the deer survey in the Portager that we include some more tips regarding making sure you aren’t feeding the deer. He’ll edit the article that we currently already circulated.

Ruth will ask the Environmental Concerns Committee and see if they’ve heard anything regarding their deer. Maybe we can do a joint venture with other area municipalities regarding deer research to help share costs.

Ruth has a meeting with the City Manager Larry Shaffer to follow up on doing a deer survey.

Single-Stream Recycling

Bill brings up that the process is working and that we now want to get out our message regarding reducing trash. It’s not just recycling but also reducing what you use, reusing what you can, and recycling more efficiently as well.

We don’t have any data right now regarding single-stream recycling at the moment. We do want to contact Best Way soon though to see how the program is going. What are we doing well? What are we not doing well? We want to make sure we are recycling efficiently.

Early next year we plan to meet with the schools again regarding recycling to see how we can better help them recycle.

We need to make sure we keep publicizing single-stream recycling and getting our message out there. We also need to focus more on the problematic recycling materials such as plastics. Only eight percent of plastic is recycled at the moment. This is a problem.

The key to success to get recycling is to get it to become more economically viable. We need to make sure we are doing it efficiently to make this happen.

Martha brings up trying to get the apartment complexes to recycle more in that maybe we can help them build in spots for trash and recycling in the apartments. Bill and Tim will ask Best Way if they potentially have some smaller bins that we could share with the apartment complexes possibly.

Bill and Tim will work with the City of Portage regarding the display at Lakeview Park.

Jamie asks whether we plan to work with the parks department to get more recycling bins at parks and on the trails and that is the plan for the future for sure.

Volunteer Groups

Bill has scheduled one presentation for March and is working with the other groups to schedule a presentation what they can work on.

Bill will make sure these groups have the necessary resources to do the pulls on their own.

Invasives

The Invasive subcommittee will meet soon to set its goals for the upcoming year.

Mike, Martha, Ruth, and Tim met with Rod, Kendall, Chris, and Ray with the City of Portage regarding three things: a program to track, control, and treat invasives, a maintenance plan for the native plantings contained with the City of Portage, and a park-specific plan for each park and its goals for invasives. The three topics will be split into three subcommittees. The first subcommittee will include Mike, Martha, Tim, and John Milo. The second subcommittee will involve Ruth, Martha, Chris, and John Milo. Chris will head the third subcommittee with Tim and Martha.

Bill brings up that we really need a threat assessment in order to best allocate resources. The more we can compile information into a central database we'll see some patterns emerge and figure out how best to allocate resources.

Other Business

Jerry brings up the deterioration of our neighborhoods in general with people parked on lawns and whatnot. If you complain to code enforcement, they will do something about it, but otherwise the City of Portage doesn't do much about these issues.

Tim makes a motion to adjourn, seconded by Bill. Motion passes.

/s/ Tim Winslow

Meeting Date: November 18, 2015

DISTRICT ADVISORY COUNCIL
REPORTING FORM

Present: Sarah Baker, Cindy Baranowski, Mark Bielang, Rita Briggs, Shelli Candey, Sara Della-Coletta, Andrew DeVisser, Adam Herringa, Tammy Karmon-Hoffman, Larry Killips, Christy Klien, Rachel Markel, Gayle McPhilamy, Jill Meyle, Terri Novaria, Kate Overheul, Mary Rogers, Mandy Telgenhoff and Katie Williams

Unable to Attend: Hyun Berkley, Esther Bouwman, Heather Carlson, John Crouch, Carolyn Fitzmaurice, Robert Jordan, Rose Kirsch, Amy Lehman, Sharon Longman, Mike Proos, Joel Shaffer, Liz Shotwell, Matt Swanson, Dawn Sylvester, Matt Tabor, Stacey Vogl and Kent White

Attend As Needed: Ron Herron, Jeanine Mattson-Gearhart, Eric VerHey and Dan Vomastek

Copy: PTO Presidents, Administrators and Building Principals, Board of Education

NOTES

Rita called the meeting to order at 4:30 p.m. in Conference Room 1 at the Administration Building.

A motion was offered by Andrew DeVisser, seconded by Adam Herringa, to approve the minutes of the October 15, 2015, meeting. The minutes were approved unanimously.

Mark discussed the successful Bond Proposals and offered thanks to all involved with the process, no matter what role they played. He noted the voting results were better than the feedback received from the survey taken in the spring of 2015. While the District is fielding numerous questions, we will try to keep all informed via our website (www.portageps.org/information/millage/default.aspx). Mark noted four Educational Specifications Committee meetings have taken place (led by Bill DeJong, CEO and Senior Advisor of DeJong Richter) in order to help develop middle school instruction space. This Committee of approximately 40 people consists of staff, parents, students and community representatives. Bill will process and present feedback by the end of the year. This information will also be shared with and utilized by the architects when designing the middle schools. RFP's (Requests For Proposals) are due Friday, November 20 for an architect and construction manager. The District is meeting with financial advisors and bond counsel in order to position the District to sell Bonds next spring. The District is also selecting Bond Underwriters who will sell the District's Bonds. Mark discussed utilizing the DAC as well as community engagement during the planning phase of fitting the facilities on the sites. He noted it could be a year before the District begins bidding projects. A timeline for all projects will be determined and the District will continue updating and disseminating information on the District web site. Sarah Baker noted FAQ's (Frequently Asked Questions) will continue to be developed to respond to questions. She also urged Council members to share any questions they could be hearing in the community. Mark discussed aspects of utilizing local companies and expertise while being good stewards of the Bond funds. Technology is working to address the one to one ratio of students to computers. The transportation component plans to purchase 30 busses over a five year period.

Larry Killips shared some background and classroom equity, discussing the timeline (10 months) for the staffing process (that starts around winter break for the next school year) that occurs with building principals. The team looks at enrollment numbers, Special Education needs and room availability in the buildings. They strive for early elementary grade levels in the low 20's and secondary students at

28.5 students. Also factored into the equation is the spring count information and screening for school readiness. If sections are too large, teachers and principals discuss the students and class composition. Some options that may be used are parapro allocations, At Risk allocations, Title I formula and trying to make sure there is enough support in the buildings. Further discussion pertained to outliers (large or small classroom sizes), investigating pods for future instruction, a K-12 educational trajectory so all have similar classes and formulas used.

Mark shared highlights of the successful CommuniTeen Read 2015: The Harlem Hellfighters by Max Brooks. This was attended by approximately 200 community members and 1,000 students or more and was very well received. The District looks forward to hosting similar events in the future.

Mark provided a legislative update pertaining to: a loop hole for the open carry weapon law enabling anyone with a concealed pistol license to openly carry on school property. School officials are saying guns don't belong in schools. Contact your local legislators to voice your opinion.

The District is evaluating our current web site platform. Sarah asked members to take a brief (five questions) survey to help us learn more about your use and needs (<http://www.portageps.org/departments/communications/default.aspx>).

Jill reminded members there will not be a December meeting and wished all happy holidays. She looks forward to seeing everyone at the January meeting.

The meeting adjourned at 5:33 p.m.

Please note: There is no meeting in the month of December. The next meeting will be held on January 21, 2016, at 4:30 p.m. in Conference Room 1 at the Administration Building.

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting December 3, 2015

CALL TO ORDER: 6:30 p.m.

MEMBERS PRESENT: Diane Durian, Ray LaPoint, Elma (Pat) Maye, Nadeem Mirza, Edward Morgan, Sandra Sheppard, Fiorella Spalvieri, Amanda Woodin, and Youth Representative Lindy Nebiolo

MEMBERS EXCUSED: Effie Kokkinos

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist, City Manager Laurence Shaffer

APPROVAL OF MINUTES: Woodin moved and Morgan supported approval of the November 5, 2015 minutes. Motion passed 8-0.

OLD BUSINESS

1. Election of Officers- Sandra Sheppard: After discussion about the position responsibilities and nominations for Chair, Vice-chair, and Secretary, the final motions for Board positions were as follows: Morgan nominated Woodin for Chair and Maye supported, Morgan nominated Durian for Vice-chair and Maye for Secretary and Mirza supported. Woodin, Durian, and Maye accepted their respective nominations. Motions passed 8-0.

NEW BUSINESS:

1. Presentation Kalamazoo County Transit Authority – Sean McBride: Sean McBride provided a detailed discussion of trends in public transportation, statistics and data collected from the previous year, and updates on future plans for the public transportation system. The Board had questions regarding the new gas tax, bus shelters, system reliability, park and ride programs, and the Oshtemo and Pavilion routes that pulled out of the fixed route system. McBride indicated that changes to the gas tax will likely decrease funding slightly; there is a new schedule for bus shelters with a primary focus on bringing all shelters up to Accessibility Codes; the system is very reliable and smart phone bus tracking is available to assist riders with real time bus location information; and finally they are working to extend routes to Oshtemo and Pavilion that are no longer part of the fixed route system. City Manager Shaffer added that the City Council approved a complete streets program and that all new street projects will incorporate pads for bus stops and provide wiring for future shelters.
2. Kalamazoo Transit Authority LAC update - Maye: Maye indicated that new members were sworn in and a full committee would begin in January. This would be the first time since March that they would have a full committee. Positive reports had come back regarding drivers and the LAC would be reviewing fares and route lengths in 2016

STATEMENT OF CITIZENS: City Manager Shaffer thanked Sheppard for her service as Chair and thanked the Board for volunteering their time and energy.

ADJOURNMENT: Woodin moved and Maye supported adjournment of the meeting at 7:40 p.m. Motion passed 8-0.

Respectfully Submitted,


Elizabeth Money, Neighborhood Program Specialist

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PLANNING COMMISSION

December 3, 2015

The City of Portage Planning Commission meeting of December 3, 2015 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Fifteen citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development & Neighborhood Services and Randy Brown, City Attorney.

ROLL CALL:

Mr. Forth called the roll and the following Commissioners were present: Richmond (yes), Schimmel (yes), Somers (yes), Dargitz (yes), Felicijan (yes), Welch (yes), Stoffer (yes), and Bosch (yes). A motion was made by Commissioner Felicijan, seconded by Commissioner Stoffer, to approve the roll excusing Commissioner Patterson. The motion was unanimously approved 8-0.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the November 19, 2015 meeting minutes contained in the agenda packet. Commissioner Dargitz indicated she would be abstaining from the vote since she was not present at the November 19, 2015 meeting. A motion was made by Commissioner Somers, seconded by Commissioner Richmond, to approve the minutes as submitted. The motion was unanimously approved 7-0-1.

SITE/FINAL PLANS:

None

PUBLIC HEARINGS:

1. Final Report; Rezoning Application #15/16-2, 480 Admiral Avenue. Mr. Forth summarized the staff report dated November 25, 2015 regarding a request from Chad Scott to rezone 480 Admiral Avenue from RM-1, multiple family residential and I-1, light industry to R-1T, attached residential. According to the applicant, the rezoning would facilitate construction of 1-3 duplex units along the northern portion of the property, at the eastern terminus of Cameo Avenue. Mr. Forth summarized the Future Land Use Map designation, existing zoning pattern, surrounding land uses and several inconsistencies. Mr. Forth also mentioned environmental features that may limit development such as the presence of wetlands and organic soils. Mr. Forth noted the applicant has changed the original proposal of constructing one, 4-unit building to 1-3 duplex units. Mr. Forth also noted that the Zoning Code requires at least one property line abut a major thoroughfare to permit a 4-unit building and this parcel does not meet that requirement. Mr. Forth indicated the R-1A zoning district is most consistent with the Plan designation but the R-1T district requested by the applicant can also be considered generally consistent with the Plan and surrounding area.

Ms. Kelly Cavanaugh, Nederveld Associates (applicant's consultant), was present to support the zoning change and to discuss the proposal to construct 1-3 duplex units. Commissioner Dargitz asked Ms. Cavanaugh to further explain the wetland report that had been prepared. Ms. Cavanaugh indicated a formal wetland delineation study had been prepared approximately five years ago by another company and they were requested to show the wetland boundary on a site plan. Nederveld Associates does not have a copy of

the formal report. Ms. Cavanaugh noted the wetland boundary changes where the elevation changes. Commissioner Dargitz indicated the National Wetlands Inventory map shows the entire area encumbered by wetlands. Ms. Cavanaugh indicated those maps show an assumed wetland area and showed the Commission a map of the wetland boundary prepared approximately five years ago. Ms. Cavanaugh reiterated the north end of the property is developable.

The public hearing was opened. Mr. Rick Dueweke, 606 Dorset, was present to speak against the proposed zoning change. Mr. Dueweke mentioned he has been a resident of the area for 24 years, lives close to the access point for the proposed duplex units, and is familiar with the subject property. Mr. Dueweke also mentioned the berm that was constructed to the north and the wetland area created when Romence Road Parkway was extended. The subject property borders a single-family neighborhood and multi-family uses would not be appropriate. Mr. Dueweke noted his property and several others on Dorset Street are currently zoned R-1T, but this zoning is not correct. Bryan Cedarberg, 612 Dorset, was also present to oppose the rezoning application. Mr. Cedarberg explained that when he purchased the property, he preferred the location away from the existing apartments located on Admiral Street. Mr. Cedarberg does not believe these existing apartments are very well maintained and negatively affect the value of the neighborhood. Mr. Cedarberg doesn't believe it is appropriate to construct multi-family units in an area of the neighborhood occupied by only single-family residential units. Mr. Cedarberg was concerned about an increase in noise, traffic, trash, crime and a negative impact on property values. Mr. Cedarberg also agreed with Mr. Dueweke that his property and the others that are currently zoned R-1T is not correct and should be changed to single-family residential. Ms. Theresa Rowlerehens was present to speak on behalf of her sister, Christine Rohr who lives at 619 Cameo. Ms. Rowlerehens stated Ms. Rohr is opposed to the rezoning. She mentioned her sister experiences periodic flooding in her basement which suggests the area is a wetland. Ms. Rowlerehens expressed concerns about decrease in property values and safety. Ms. Rowlerehens also mentioned a desire to purchase a portion of the adjacent property.

There being no further public comment, the public hearing was closed. Commissioner Felicijan asked if there was wetland restoration completed when Romence Road was extended. Mr. Forth stated that a wetland mitigation area was created and noted this area on the map. Commissioner Bosch asked if the triangular portion of the existing RM-1 zoned property located at the south end would remain. Mr. Forth indicated it would remain since it is located on property owned by the city that is not part of the rezoning application. Mr. Forth mentioned there are inconsistencies between the existing land uses, zoning classifications and future land use designations that should be reviewed. Commissioner Stoffer asked if the single-family home lots on Dorset were rezoned from R-1T to R-1A, would they be conforming. Mr. Forth stated the lots would be conforming if rezoned to R-1A. Commissioner Dargitz asked if any part of 480 Admiral were part of the Romence Road or Sam's Club wetland mitigation area. Mr. Forth indicated it was not impacted by Sam's Club and to his knowledge, it was not part of the Romence Road wetland mitigation area. Commissioner Dargitz also asked if the city should be considering this rezoning application without knowing if the area is in fact a designated wetland area. Mr. Forth stated the matter before the Commission involves the use of the land and whether or not the zoning the applicant is requesting is an appropriate use at this location. Mr. Forth indicated that before any development occurs on this site, either under the current I-1/RM-1 zoning districts or some other zoning district, an official wetland delineation report will need to be submitted. The developer has indicated the wetland report is approximately five years old but will have it updated. Commissioner Dargitz asked if the National Wetland Inventory (NWI) maps on the city's website might be more accurate than a five year old wetland study. Mr. Forth stated the NWI maps generally show where potential wetlands may exist and further investigative research needs to be completed. Commissioner Schimmel asked if the lots on Dorset currently zoned R-1T could be redeveloped with duplex units. Mr. Forth stated an existing dwelling could be modified into a duplex or one or more dwellings razed and a new duplex units constructed. Commissioner Stoffer asked if the three duplex units located at the south end of Dorset are conforming. Mr. Forth responded they are nonconforming since they are zoned R-1A. Chairman Welch asked Attorney Brown if the wetland designation should be an issue as part of the rezoning

consideration. Attorney Brown stated he concurs with Mr. Forth's previous comment that this is a land use issue and the developer will need to address the wetland matter with the State of Michigan. Commissioner Dargitz suggested that perhaps the city should acquire the subject property in exchange for property on Romence Road Parkway. In response to the comment about exchanging land with the developer, Mr. Forth indicated the Open Space and Recreation Plan designates the city property as parkland and the City Charter prohibits the sale of designated property without voter approval.

There being no further discussion, a motion was made by Commissioner Felicijan, seconded by Commissioner Bosch, to recommend to City Council that Rezoning Application #15/16-2 be approved and 480 Admiral Avenue be rezoned from I-1, light industry and RM-1, multiple family residential to R-1T, attached residential. The proposed zoning change is generally consistent with the Comprehensive Plan. Commissioner Stoffer stated it was difficult to conclude the proposed zoning change is consistent with the neighborhood by changing the density and won't be supporting the motion. Commissioner Stoffer said he would support a motion changing the zoning from I-1 and RM-1 to R-1A. Commissioners Dargitz and Schimmel said they would support that motion as well. Commissioner Bosch stated he agrees with Commissioner Stoffer to a certain extent. Commissioner Bosch noted that although there are single-family dwellings located in the R-1T district, the proposed R-1T district is consistent with the adjacent R-1T district. Commissioner Dargitz asked for clarification on the history of the current zoning pattern. Mr. Forth noted there is an original 1965 zoning map and believed the neighborhood was zoned R-1A in 1965 but without further research, couldn't comment on more recent changes.

Mr. Forth suggested that given the amount of discussion at the meeting which was absent at the November 19th meeting and not considered as part of the staff recommendation, the Commission could table the application and complete a more comprehensive review of this area, including the inconsistencies that exist between existing land uses, zoning classifications and Future Land Use Plan designations. Commissioner Felicijan didn't believe that tabling this matter is necessary since the Commission would likely be voting on one of two zoning districts, either R-1A or R-1T. Commissioner Dargitz commented that she believes it is important to understand the zoning history of the area and would like to look at this entire area. A zoning change should not be based on what might be an archaic zoning district. Commissioner Somers supported tabling the rezoning application based on the public comments received and the discussion among Commissioner members. Commissioner Felicijan withdrew his previous motion. Commissioner Bosch supported the withdrawal. Commissioner Felicijan then offered a motion to table Rezoning Application #15/16-2 until the January 21, 2016 meeting and that

the Commission meet on December 17, 2015 to further discuss this matter. The motion was unanimously approved 8-0.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Land Division Involving Public Improvements for Martin Luther King Jr. Drive, 6601 Constitution Boulevard. Mr. Forth summarized the report involving an application submitted by the Meyer C. Weiner Company to divide the property at 6601 Constitution Boulevard into three new parcels: one parcel defining the boundaries of Martin Luther King Jr. Drive (MLK), which is currently a private street; one new parcel to the north; and one new parcel to the south of MLK. The purpose of this project to facilitate the reconstruction of MLK Drive according to public street standards and upon completion, it is proposed that MLK Drive be accepted by the City of Portage as a public street. Mr. Forth summarized the existing conditions of the MLK Drive, proposed improvements, and method to finance the project. Mr. Forth also noted the building front yard setback will change from 30 feet to 75 feet and the property owners are aware of this change and the impact it will have on future development projects. Finally, Mr. Forth noted four

variances from Public street standards would need to be approved by City Council with the proposal: 1) reduced right-of-way and pavement width; 2) continuous sidewalk on the south side of the street in front of Celebration Cinema; 3) cul-de-sac turnaround at Ring Road; and 4) public water, sanitary sewer and storm sewer disposal facilities. With regard to utility availability, Commissioner Felicijan asked if the property were split, would public utilities be available to the new parcels. Mr. Forth responded that based on the current utility locations and vacant land areas, new parcels could be served by existing public utilities.

The applicant, Mr. Josh Weiner, Meyer C. Weiner Company, spoke in support of the proposed land division with public improvements. Mr. Weiner noted that if MLK Drive becomes a public street, it will be good for future development activity. Mr. Weiner also briefly discussed the special assessment process that will be used to finance the road reconstruction project over the next 10 years. Finally, Mr. Weiner commented that the city is better equipped to maintain this roadway.

Commissioner Dargitz asked if there was a public need to have this roadway transferred to the city as a public street. Mr. Forth noted that MLK Drive, unlike Ring Road, is collector road that provides important access to Crossroads Mall. Commissioner Dargitz expressed concern that acceptance of MLK Drive may set a precedence for other private roadways by deferring maintenance costs to the city. Mr. Forth indicated before a private can be accepted as a public street, it must meet city standards. City Manager Shaffer indicated there is no cost to the city to reconstruct MLK Drive: 50% of the project would be financed by the Meyer C. Weiner Company and 50% through the special assessment process. Total cost of the project is approximately \$475,000. Mr. Shaffer noted the city is better able to maintain city streets and Act 51 funding helps offset maintenance costs. Mr. Shaffer indicated the current condition of the roadway has a negative impact on potential economic development projects. Commissioner Dargitz asked if the city can require the private roadway owner to better maintain the road. Mr. Shaffer stated the city does not have a standard for maintaining MLK Drive and may have to declare it a public nuisance and attempt to force a solution. The proposal before the Commission is a collaborative solution through enforcement.

There being no further discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Stoffer, to recommend to City Council approval of the Martin Luther King Jr. Drive, land division with public improvements, 6601 Constitution Boulevard, including the variances noted in the Department of Community Development staff report dated November 25, 2015. The motion was unanimously approved 8-0.

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 8:40 p.m.

Respectfully submitted,

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

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Portage Youth Advisory Committee

December 14, 2015

- 1) Call to Order
 - a) Meeting called to order at 6:33 pm
 - b) Introductions- where we are going over break
- 2) Motion to approve the minutes- Approved
- 3) Liaison reports about different opportunities in the community. Reports provided by liaisons to other boards and commissions.
- 4) Review of the election of officers
- 5) Snow Party
 - a) Chocolatea hasn't responded yet but is all but confirmed
 - b) Expanding to include snow sculptures in the competition
 - c) Ribbons for winners
 - d) Yes to including a banner and ask Dr. Kwong for partial funding
 - e) Music will be played (Disney Pandora?)
 - f) If there isn't any snow, outdoor activities such as bean bag tosses or basketball will be available
- 6) Volunteering at PCC
 - a) December 15th and 16th (3-5 p.m.)
 - b) Organizing presents and food for baskets
- 7) YAC Annual Report to City Council
 - a) Reviewed draft report to City Council
 - b) Presentation of YAC's goals and objectives
 - c) January 26, 2015 at 7:30 p.m.
 - d) Add information on youth liaisons to the report
- 8) Green-a-Thon
 - a) Next Green-a-Thon planned for April 23
 - b) Music? Music acts? Need to identify early.
- 9) Substance Abuse Task Force meeting
 - a) December 16, 2015 at 6 p.m.
- 10) YAC Meeting in January
 - a) January 12, 2016 at 6:30 p.m.

City of Portage - Historic District Commission
Wednesday, December 16, 2015
Portage City Hall – Conference Room #1

MINUTES

Called to Order at 8:30 a.m.

Present: Mark Reile, Suzanne Nemeth, Katie VanLonkhuyzen, Fred Grunert, Marty Maytnier and Erica Eklov (SL).

Absent: Jessie Duniphin, Christine Broberg, Russ Randall and Jim Ebert (excused).

Old Business:

- 1) The minutes from the regular meeting of November 4 were approved with 2 corrections.
- 2) No update on 5720 Oakland (Vergunst).
- 3) No update on the newsletter.
- 4) New Member appointments:
 - a. Election of Officers: Mark relayed that Christine had relayed her resignation, effective January 7, 2016 prior to today's meeting. As such, he inquired on interest for the Secretary positions. Discussion followed. Marty volunteered and was unanimously appointed. Erica confirmed she would fulfill the recording of minutes for the current meeting if Marty could start with the January meeting. Erica relayed that the City Clerk's Office had a potential candidate slated for the next Board and Commission interviews which could fulfill Christine's vacancy.
 - b. Property Assignments: Due to the number of member absences, Mark suggested tabling this item until the January. It was agreed to resume assignments in January.
 - c. Mark also relayed that Jessie had relayed that her personal circumstances had recently changed and she might not be able to make the Commission meetings. Discussion followed. It was decided to retain her appointment until further information on her future attendance was received.

New Business:

- 1) 8007 Cox's Drive: Erica provided a verbal update regarding recent contact and inquiries from the property owner.
- 2) 1521 E. Centre: Mark asked that Erica provide a verbal update on 1521 E. Centre. Erica conveyed that Community Development had received recent inquiries regarding interest in the property, but that nothing had been received to date. She advised that additional information would be provided to the Commission as it became available.
- 3) Katie noted that development had begun on the recently spilt assisted living facility parcel adjacent to 3821 W. Milham and the visual changes that have resulted. She asked Erica for a reminder on the timeline for completion for the assisted living facility, as well as the tree line replacement plan. Erica relayed that she didn't have that information handy, but would send out a follow-up e-mail after the meeting with the information.
- 4) 3221 W. Milham – December 2, 2015 Supplementary Materials:
 - a. Initial Document Review: Erica invited Zoning and Codes Administrator Jeff Mais to listen to discussion in relation to related code enforcement. Mark stated that the current drawings for the new proposed barn structure need additional details illustrated including the faux door design, trim locations/sizes/scale and roof peak vent was incorrect shape as compared with the existing (hexagon vs. diamond). Mark also stated that upon further review the proposal lacks "cut sheets" noting building material brands, models/makes and material compositions. Mark highlighted Matt's request for a service door and proposed that the south elevation would be the least likely visible location. Members voiced support for this location. Discussion followed regarding the ability of the HDC to vote on the original application and supplementary materials citing the incomplete nature and a lack of comparison quotes to

support the HDC's vote on the application for 3221 W. Milham. Several members conveyed that a special meeting could be set to assist with timely review of the proposed new structure for 3221 W. Milham in light of the pending code enforcement. Erica reminded that the owner requested to be included in a conference call with the Commission before discussion progressed.

- b. Conference Call with owner of 3221 W. Milham: Mark initiated contact with the Mr. Matt Nieuwenhuis. Mark recommended that he contact Community Development to confirm whether a variance would be needed for the proposed new barn structure. Matt relayed that he had not yet conferred but would follow-up shortly. Mark inquired on the proposed siding style. Matt confirmed it was a standard 9-inch center with each panel 3 feet in size. Mark relayed that it would assist the HDC if Matt would provide product "cut sheets" on the proposed building materials. Discussion followed. It was confirmed that the walls would be 12 feet in height with the trusses to be additional footage. Mark asked what the trim would look like. Matt relayed that he could get what the HDC might prefer, citing a lack of cost difference on sizes. Mark relayed that the HDC's preferred location of the service door is on the south side of the barn. Matt preferred the east side and it was agreed that would be amenable. Mark inquired about the design of the corners. Matt relayed that the current barn's corners are 1x4 with 3-inch wide trim. It was agreed to match the current style for the new barn. Mark discussed the faux barn door. Matt relayed the current barn door trim is 5 inches and Mark requested that the scale be mimicked for the new door. Matt offered to re-construct the faux doors out of current salvageable tongue and groove siding and Mark agreed. Mark suggested taking pictures of the current features and barn doors to match for the new barn proposal as part of the application process. Mark then discussed the proposed garage doors for the new barn. He stated that more of a carriage door look was desired by the HDC. Katie offered to provide examples for Matt, via e-mail through Erica, of a vendor she uses for her own residence. Matt expressed concern with the potential increase in cost and Mark agreed to a design that would match Matt's budget. Mark relayed that the HDC would provide all the discussed feedback prior to the January 6th regular meeting to allow Matt ample preparation for attendance. Mark also conveyed that the HDC still need at least two other quotes to understand the estimated costs in repair / demolition and new construction for justification of the final decision. Mark then covered the eave vents with regard to either re-using current materials with 1x4 trim surrounds or in building new, to ensure the proposed design is diamond shaped to match existing and not hexagonal as noted on the proposed drawing. Matt offered to provide paint samples of red and white. Mark agreed and asked for both. Mark reminded that a height variance would be needed and that if both Matt and the HDC could find an agreeable design for a new barn, the HDC would provide support for the variance application. Mark stressed the need for quotes for justification. Mark then asked about the potential application of exterior lights and Matt confirmed no more exterior applications were planned. Mark also inquired whether the proposed new barn would have a poured slab foundation; Matt confirmed that plan. Mark asked if there were any additional questions or comments from the HDC members or Matt. Hearing none, he mentioned that Matt could expect the written follow-up information shortly and before the next regular meeting on January 6th. The call was ended.

Citizen Comments: None.

Member Comments: None.

Adjournment: 10:25 a.m.

Historic District STUDY COMMITTEE Meeting
Wednesday, December 16, 2015
Portage City Hall – Conference Room #1

MINUTES

Called to Order at 9:58 a.m.

Present: Mark Reile, Suzanne Nemeth, Katie VanLonkhuyzen, Fred Grunert, Marty Maytnier and Erica Eklov (SL).

Absent: Jessie Duniphin, Christine Broberg, Russ Randall and Jim Ebert (excused).

New Business:

1. Mark opened the public hearing regarding the October 16, 2015 preliminary report regarding the proposed lot division for 10234 East Shore. He noted that no public was in attendance. Erica relayed that no response had been received following posting of the public hearing or submittal of the report to the state. He then asked for comments; hearing none, the public hearing was closed.
2. Mark inquired with Erica regarding the next steps towards finalizing the Study Committee report, as well as amending the Historic District ordinance, with the inclusion of the HDC's requested Deed Restriction for proposed Parcel B.
 - a. Erica noted a new legal description for Parcel B would be required from the survey company/property owner, which would be incorporated into the ordinance amendment. The land division application would be provided to the Community Development Department (via Planning Commission) with the final Study Committee report/recommendations. She stated she would follow up with Peg to get the revised description. Discussion followed.
 - b. Mark asked Erica to finalize the Study Committee report from the preliminary file provided by Christine.
3. Erica recommended a final Study Committee meeting to review any updates from Erica's discussion with Peg and review the revised legal description for submission to City Council in the proposed ordinance amendment. Mark and Katie agreed to set the special meeting on Wednesday, January 6, 2016 to directly follow the regular monthly HDC meeting.
4. The November 4th meeting minutes were approved.

Old Business: None.

Citizen Comments: None.

Member Comments: None.

Adjournment: 10:10 a.m.

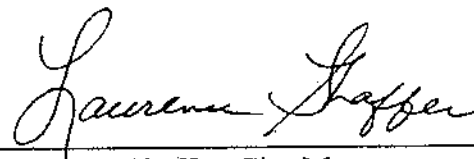
MATERIALS TRANSMITTED

Friday, January 08, 2016

1. **SUPPLEMENTAL MATERIAL FOR THE JANUARY 12, 2016 CITY COUNCIL AGENDA ITEM F.6: FY 2014-15 Comprehensive Annual Financial Report.**^{*}
2. Copy of the 2014 Portage Community Survey.^{**}

* The 2014-15 Comprehensive Annual Financial Report (CAFR) may be obtained by visiting: <http://portagemi.gov/Departments/FinancePurchasing/Finance.aspx>.

** The 2014 Community Survey document may be obtained by visiting: <http://portagemi.gov/Departments/City-Manager.aspx>.



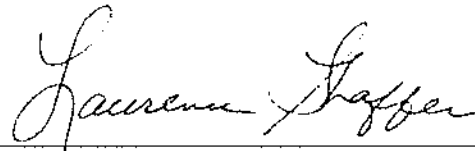
Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

MATERIALS TRANSMITTED

Tuesday, January 12, 2016

1. **SUPPLEMENTAL MATERIAL FOR THE JANUARY 12, 2016 CITY COUNCIL AGENDA ITEM F.7:** Communication from the City Manager regarding Updates to the 2016 City Council Goal Setting Session – Information Only.

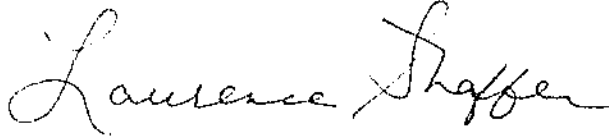


Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



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

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager

ACTION RECOMMENDED: Information Only

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

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

FUNDING: N/A

Attachments: 1. Revised Agenda

City of Portage Annual Retreat



January 22, 2016 AGENDA

9:00 Start	• Meeting Purpose, Objectives, Agenda • Hi-level Review Citizen Survey (Dr. David Hartmann) • “State of the City” (Larry Shaffer) • “Business” Perspective (Ron Kitchens) • City of Portage Current Assessment (SWOT)
Break	
Lunch	• Review & Prioritize the Current Assessment • Review & Adjust our 2014- 2015 Strategic Map ✓ Central Challenge ✓ Strategic Priorities • Establish key Objectives for 2016 – 2017 • Identifying and prioritizing City Council specific topics ✓ Committee of the Whole meetings • Establish City Council process for identifying and prioritizing new initiatives • Establish pre-council meeting process/rules • Open Citizen Forum
Break	
5:00 End	

AM

PM

City of Portage



MONTHLY REPORTS December 2015

**Assessing Department
City Clerk's Office
City Manager's Office
Community Development Department
Finance Department
Human Resources Department
Parks, Recreation and Senior Citizen Services
Public Safety
Public Services Department
Purchasing Department
Technology Services
Transportation & Utilities Department**

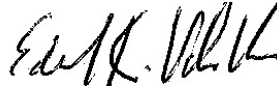
CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: January 4, 2016

FROM: Edward VanderVries, City Assessor



SUBJECT: December 2015 Department Operations Report

The following information summarizes the operations of the City Assessor's Office during December 2015:

- **2015 December Board of Review:** The December Board of review was held on December 15, 2015. The purpose of the December BOR is to correct any errors or mutual mistakes of fact that are discovered after the mailing of the December tax billings. The 2015 corrections primarily consisted of principal residence exemption corrections, amended personal property filings and delayed poverty exemption and veteran exemption application submissions. After the December BOR changes were processed, the tax warrant was updated and the changes were communicated to the Finance Department and the Kalamazoo County Treasurer.
- **2016 Assessment Roll Preparation:** The Assessor's office is currently in the final stage of preparation of the 2016 assessment roll. This consists of the reassessment of all classes of real property in accordance with the 2016 county equalization tentative ratios, the processing of the numerous land divisions and parcel combinations, ownership changes, homestead exemption applications and rescinds, and the appraisal of any new construction that has taken place during 2015.
- **Personal Property Tax Returns:** Forms for the reporting of taxable personal property will be mailed to approximately 1,900 businesses and manufacturers the first week of January and are due by February 20, 2016. Accordingly, there is a very narrow preparation/filing time window which intensifies the processing activity that takes place in the Assessor's Office in late February, as the Assessor's preliminary assessment roll must be finalized by March 1st. Taxpayers who fail to file a return will be issued estimated assessments as required by statute. For businesses who qualify under the small business taxpayer's exemption, the form 5076 affidavit must be filed by February 10th to receive the exemption per statute. Our office will make every effort to notify the business owners of this requirement, but the requirement to file is ultimately the business owner's responsibility. For eligible manufacturing personal property, the corresponding exemption affidavit must be received by February 20, 2016.

- **2016 Assessment Change Notices:** No later than February 26th, the 2016 notices of assessment change will be mailed to the owners of record for 17,200 real estate parcels. In addition to notification of the previously mentioned assessment changes, the mailing will also notify the taxpayers of their property classification, the change in Taxable Value and their appeal rights before the City of Portage Board of Review in early March. The 1,900 owners of personal property will also be notified of their computed (or estimated if no filing was received) assessments and taxable value.
- **Customer Service:** The staff of the City Assessor's Office provided a high level of customer service during the month of December. Prompt and courteous service was provided in response to the numerous telephone calls and personal visits from realtors, developers, private appraisers, title companies, and taxpayers. As we approach the upcoming March Board of Review, our office is committed to courteously serving our citizens and business owners with information, explanations and assistance regarding how to prepare and present their concerns and issues before the Board.

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

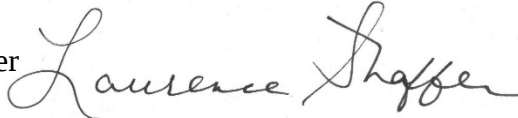
CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: January 4, 2016

FROM: Laurence Shaffer, City Manager



SUBJECT: Monthly Report – December 2015

The following summarizes some of the activities in which staff of the Office of the City Manager were involved during the month of December 2015.

1. City Council:

- Coordinated and/or prepared agenda and other materials for the following meetings:
– City Council Regular Meetings on December 1 and 15.

2. Represented the City of Portage in the following activities, among others:

- Met with Mayor Pro Tem Ansari on December 1.
- Met with Councilmember Ford on December 2.
- Attended the Discover Kalamazoo Annual Meeting on December 2.
- Met with Jim Ritsema on December 3.
- Attended the Human Services Board meeting on December 3.
- Met with Councilmember Pearson regarding the Kalamazoo County Consolidated Dispatch Authority on December 4.
- Met with Dr. Monifa Jumanne on December 4 regarding proposed February 2016 event.
- Attended the City Centre Planning Session on December 8.
- Met with PrideCare Ambulance and LifeEMS on December 9 regarding the city's ambulance services.
- Attended the Kalamazoo County Consolidated Dispatch Authority Board meeting on December 10.
- Attended the Legislative Update meeting with Brandt Iden and Dave Maturen on December 11.
- Met with the Mayor and Mayor Pro Tem for planning the Council retreat on December 11.
- Met with DNR representative Mark Mills regarding the city's deer population on December 11.

- Attended the monthly Southwest Michigan Managers Association meeting on December 15 in Paw Paw.
- Reviewed traffic enforcement concerns with a resident on December 15.
- Met with Dr. Hartmann regarding the upcoming Council retreat on December 16.

3. Projects - Completed and Ongoing:

- Continued planning for replacement program for the city's ReportIt system.
- Assisted the Kalamazoo County Consolidated Dispatch Board of Directors in the Executive Director Search discussions.
- Continued oversight of planning, design and construction for various city projects and developments.
- Consulted with city staff regarding Information Technology projects as well as current Community Development, Finance, Transportation & Utility and Assessing matters.
- Continued efforts with the Office of the City Clerk in the implementation of the new electronic agenda software. Began City Council training on the mobile devices.
- Prepared for the Historic District Commission monthly meeting and the additional special study committee meeting on December 16.

4. Public Information and Citizen Assistance:

- Coordinated production of the January *Portager* newsletter.
- Continued oversight of the *PortageAlert* system and notifications for those who registered through the portal for updates.
- Coordinated responses to citizen concerns/requests regarding a variety of matters, including the overnight street parking ordinance, Quarterly Brush Pickup and snow removal.
- Updated and approved changes to the city website and city publications.
- Provided informational packets on Portage to citizens, realtors and businesses, as requested.
- Continued to collect and monitor Citizen Comment Card responses and submissions to the Online Customer Service Survey.
- Continued monitoring electronic Report It! tool submissions and responses.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: January 7, 2016

FROM: James R. Hudson, City Clerk

SUBJECT: December Monthly Report



RECEIVED
JAN 07 2016
CITY CLERK'S OFFICE

CITIZEN ASSISTANCE AND PUBLIC INFORMATION

As Liaison to the Youth Advisory Committee (YAC), participated with the packaging of gift baskets at Portage Community Center for families in need over the holidays. Also, worked with the youth on plans for the Snow Party for Saturday, January 30, 2016, noon until 3:30 p.m., and reviewed the YAC Annual Report to City Council requirements.

Coordinated the Health Management Plan event at the Portage High School Stable.

Coordinated Freedom of Information Act (FOIA) and liquor license requirements with the various departments. Provided help to citizens for over-the-counter requests including voter information, guidance to appropriate departments and miscellaneous assistance. Processed Solicitor Permits and transmittal letters. Responded to requests for Notary service.

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

Attended the Quarterly Kalamazoo County Clerks Association meeting at Oshtemo Township.

QUALIFIED VOTER FILE AND ELECTIONS

Updated file and record changes resulting from the November Election.

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

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

PUBLICATIONS

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

AGENDA PREPARATION AND FOLLOW-UP

Assisted with the process of building the Council Agenda on BoardSync, trained City Council and participants on the use of the iPad, referred all comments and recommendations to the BoardSync Software Specialist and established the process of distribution, docking and maintaining the iPads for use in Council Chambers. Prepared, collated and uploaded the December City Council Agenda Packets to the City website, and distributed Final Agendas and Suggested Motions to City Council for City Council Meetings.

Prepared Minutes and Resolutions of the Council Meetings for permanent records and indexed Approved Minutes of City Council Meetings. Prepared the Summary and Minutes of the two December Regular City Council Meetings and uploaded them on the website.

Completed preparation for the January Board and Commission Member Interviews. Provided follow-up communications, notices, Resolutions and Ordinances on Agenda items passed by City Council at the December City Council Meetings.

RECORDS

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

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

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

CEMETERIES

Made arrangements for two (2) grave openings/closings, including the preparation of invoices and Burial Rights Certificates and entry on the BS&A Cemetery Software module. Researched availability of lots for citizens in conjunction with the Parks Department and assisted with burials. Completed the quarterly review of the cemetery maps and updated them as necessary. Assisted individuals with genealogical research.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: January 19, 2016

FROM: Vicki Georgeau, Director of Community Development

SUBJECT: Monthly Customer Service Report for December 2015

RECEIVED

JAN 19 2016

CITY MANAGER'S OFFICE
PORTAGE, MI

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

PLANNING, DEVELOPMENT AND NEIGHBORHOOD SERVICES

Planning Commission

December 3, 2015 meeting:

1. Reconvened the public hearing involving Rezoning Application #15/16-2, 480 Admiral Avenue. After additional discussion and consideration of public comment, the Commission voted to table the application until the January 21, 2016 meeting to complete a more comprehensive review of the area, including the inconsistencies that exist between existing land uses, zoning classifications and Future Land Use Plan designations during the December 3, 2015 meeting.
2. Recommended to City Council that the land division involving public improvements for MLK Drive, 6601 Constitution Boulevard, be approved.

December 17, 2015 meeting:

1. The Commission voted to expand Rezoning Application #15/16-2, 480 Admiral Avenue, to include several additional properties for rezoning consideration and set a public hearing concerning the expanded application on January 21, 2016.

Zoning Board of Appeals

December 14, 2015 meeting:

1. Denied a variance for Bruce Sperling, 425 Brittany Drive, to retain an existing 120 square-foot detached accessory building.
2. Approved a variance for Pfizer Inc., 7171 Portage Road, to construct a 97,500 square-foot industrial warehouse addition within 50 feet of the front (north) property line.

Human Services Board

December 3, 2015 meeting:

1. Elected Officers: Woodin (Chairperson), Durian (Vice-chairperson), and Maye (Secretary)
2. Received a presentation from Sean McBride, Kalamazoo County Transit Authority, related to trends in public transportation, statistics and data collected from the previous year, and updates on future plans for the public transportation system.

OTHER BOARD ACTIVITIES

- Local Development Finance Authority - The Authority did not meet in December 2015.
- Economic Development Corporation/Tax Increment Finance Authority/Brownfield Redevelopment Authority - The Authority did not meet in December 2015.
- Downtown Development Authority - The Authority did not meet in December 2015.

Citizen Information Requests:

During the month of December, a total of 105 cases/violations were inspected or identified in response to citizen service requests or staff field observations: 30 vehicle parked in yard; 24 sidewalk snow; 18 debris/refuse; 14 inoperable vehicles; 8 building maintenance; 5 zoning; 4 property maintenance; and 2 signs.

BUILDING AND HOUSING SERVICES

Construction Board of Appeals: The Board did not meet in December 2015.

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

Type of Permit/Application	Number of Permits	Project Valuations
Single-family Houses Detached	6	\$1,532,247
Residential Additions, Interior Remodels, Garages, Sheds, etc.	9	\$260,836
Commercial Additions, Interior Remodels, etc.	4	\$231,400
Permits Not on Report (i.e., demolition, electrical, plumbing, mechanical, driveway, sign, water use/sewer use, etc.).	151	N/A
Totals	124	\$2,024,483

CDBG Housing Assistance Programs

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

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: January 17, 2016

FROM: William Furry, Director of Finance 

SUBJECT: Monthly Report-December 2015

RECEIVED
JAN 18 2016
CITY MANAGER'S OFFICE
PORTAGE, MI

ACCOUNTING /PAYROLL

- Issued 386 accounts payable paper checks, totaling \$2,604,567.62, and made 90 vendor payments via the automated clearinghouse (ACH) totaling \$357,547.03 for a total expenditure of \$2,962,114.65.
- Processed 2 regular payrolls, creating 476 checks and deposit advices for 243 employees, with a total monthly payroll expenditure of \$973,434.51.
- Reviewed payroll records to prepare for issuance of form W-2s to employees following final pay of 2015 on December 24th.
- Continued testing and auditing ADP Enhanced Time and Attendance.
- Completed the 14/15 Comprehensive Annual Financial Report (CAFR), receiving an unqualified audit opinion. An electronic version of the CAFR was prepared for posting on the city's website, and paper copies were received from audit firm Rehmann Robson.
- A copy of the Comprehensive Annual Financial Report was submitted to the Government Finance Officers Association for review, in application to the Certificate of Achievement for Excellence in Financial Reporting program.
- Following issue of final Accounts Payable checks for 2015, a work file was printed in preparation of vendor payment audit prior to printing 1099 MISC forms. Initial figures indicate at least 190 forms will be mailed, covering approximately \$1.5 million in vendor payments.

TREASURY

- All Treasury staff and some Finance staff who assist in Treasury attended Robbery Training on December 18, presented by Lt. John Blue of the Portage Police Department.
- Began collecting 2015 winter taxes without penalty and interest and continued to collect 2015 summer taxes and special assessments, both with related penalty and interest.
- Prepared and issued the following utility billing statements:
 - 5,459 regular quarterly bills (cycle 3)
 - 185 final bills (all cycles) an increase of 46 percent from December 2014
- Prepared and issued the following utility billing delinquency notices:
 - 655 delinquent notices (cycle 2) an decrease of 1% from December 2014
 - 403 shut-off notices (cycle 2), an increase of 20% from December 2014
 - 83 delinquent notices to customers with inactive services (all cycles)
 - 49 inactive service delinquent notices sent to property owners

- Prepared to shut-off water service for 36 cycle 2 customers due to non-payment (shut-off date delayed to January 6, 2016 due to holidays).
- Processed 161 requests to initiate or terminate water/sewer services to residences and businesses. Staff handles on average 10 such requests a day.
- Staff assisted citizens by answering 1,001 phone calls during December 2015. Since July 1, 2015, 6,976 phone calls have been handled, averaging 54 per day.
- During December 2015, staff worked with 125 customers at the Treasury counter who wanted information only. On average, 6 such customer contacts are handled each business day.

FINANCE/BUDGET

- Collected the completed Form B (wage allocation changes) from departments for 2016/2017 budget, and answered related questions.
- Completed semi-annual employee performance evaluations.
- Assisted departments in budget request submission.
- Prepared revenue estimates for the 2016/2017 operating budget.
- Provided revenue estimate to Director of Community Development for Human Services Board contribution estimate as required by A.O. 5.14.
- Received Utility budget estimates from Director of Transportation and Utilities as required by A.O. 5.10 to begin preparation of the annual utility rate study.
- Summarized information for Capital Improvement Program (CIP) in preparation for CIP review meetings.
- Reviewed the equipment rental schedule prepared by the Department of Public Services and updated the vehicle forms and distributed to applicable department heads.
- Emailed applicable 2015/2016 budget book pages to department heads for their review and update for the 2016/2017 budget.
- Prepared BS&A budget entry instructions and communicated to departments.
- Prepared budget preparation schedule for the review and approval of the City Manager.
- Reviewed the auditor's draft of the CAFR and provided changes to be made prior to issuance of the final report.
- Filed annual bond qualification statements with the State of Michigan after submission of CAFR.
- Prepared and filed the ACT 51 Street Financial Report with the Michigan Department of Transportation.
- Prepared and filed the F-65 Annual Local Unit Fiscal Report with the Michigan Department of Treasury.
- Began review of 2016-2026 CIP program and attended CIP review meetings with the Director of Community Development, City Manager, and Deputy City Manager.
- Cashed in maturing investments, analyzed cash position and reinvested called bonds.
- Prepared monthly investment scorecard, input investment activity and balances into SymPro software and generated monthly SymPro reports for the investment committee.
- Forwarded quarterly grant and donation report to the City Manager's Office.
- Department staff attended HMP Wellness Training.
- Approved accounts payable invoices and invoices with a purchase order prior to payment.
- Prepared and posted various budget amendments.
- Handled various questions and requests from departments.

BENEFITS/COMPENSATION

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

WORKERS' COMPENSATION

- Continued with aggressive case management on a number of work related injury claims. Special attention continues to be directed toward high reserve cases. Focus also directed toward lost-time cases with emphasis placed on returning employees to restricted duty assignments.
- Continued to assist supervisory personnel with employees in restricted duty assignments.
- Provided information to the city third party administrator for the processing of workers' compensation claims.
- Provided direction to third party administrator in regard to workers' compensation claims.
- Compiled and submitted wage data for workers' compensation excess insurance carrier, Midwest Employers Casualty Company, to fulfill contract obligation.
- Updated the OSHA 300 Log.

CITY OF PORTAGE

COMMUNICATION

TO: Larry Shaffer, City Manager

DATE: January 18, 2016

RECEIVED

FROM: Robert Sames, Acting Director of Human Resources Department

JAN 18 2016

SUBJECT: Human Resources Department Monthly Report – December 2015

CITY MANAGER'S OFFICE
PORTAGE, MI

RECRUITING

The following positions were filled in December:

- Communication Services Clerk (PT)
- Temporary Receptionist – Senior Center (PT)
- Volunteer Intern – Senior Citizen Services
- Seasonal (CDL) Laborers (2)
- Accounting Specialist II (promotion)
- Property Appraiser I (promotion)
- Fire Captain
- HR Generalist

The following positions have candidates identified:

- Police Officers (FT) (3)
- Firefighters (2)
- Police Reserve Officers (10 in backgrounds)
- Senior Citizen Program Coordinator (FT)
- Administrative Assistant (FT) – City Assessor's Office
- Police Records Clerk – part-time

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

- Administrative Fire Division Chief Training/Safety
- Property Appraiser II
- Property Appraiser
- Police Officer (PT)
- Director of Human Resources
- Firefighters
- Adult Softball Coordinator
- Park Ranger
- On-Call Firefighters
- Deputy Director of Human Resources

Employment applications, assessments and recruitment activities:

171	Applications processed and screened
51	In person and phone interviews conducted
12	Testing and other assessments conducted

SAFETY, TRAINING AND DEVELOPMENT

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

- Randomly tested 3 participants for drug testing program.
- Conducted orientation sessions for 1 re-hire and 2 new employees.
- Human Resources coordinated and participated in the combined Streets & Equipment, Parks, Recreation & Senior Citizen Services and Transportation & Utilities departments Safety Committee meeting.

HEALTH MANAGEMENT PROGRAM

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

BENEFITS

- Provided benefit consultation to employees terminating, retiring and beginning employment with the city.
- Assisted employees and retirees with various benefit matters, including claim resolution and dependent eligibility.
- Processed benefit changes as necessary, including calculation and submission of payroll deductions.
- Continued to make benefit changes and wage updates to 4myBenefits on-line web-based benefit site.
- Issued retiree health insurance invoices to 8 retirees and 2 unions.
- Continued to monitor, research, and implement requirements of the Affordable Care Act (ACA), including monitoring part-time hours worked and active full-time employee count based upon ACA definitions.

- Monitored Flexible Spending Account (FSA) reimbursements processed by Kushner & Company for 24 participants.
- Performed administrative requirements to meet legal compliance in regard to the Family Medical Leave Act (FMLA) and the Consolidated Omnibus Budget Reconciliation Act (COBRA).
- Documented and monitored sick leave usage.
- Continued preparations for 2016-2017 open enrollment.

RECEIVED

CITY OF PORTAGE

JAN 08 2016

COMMUNICATION

CITY MANAGER'S OFFICE
PORTAGE, MI

TO: Laurence Shaffer, City Manager

DATE: January 8, 2016

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

SUBJECT: Monthly Operations Report for December 2015

PARKS & RECREATION:

PARK RESERVATIONS

No Rentals

SENIOR CITIZEN SERVICES:

ATTENDANCE AND ACTIVITIES

Total participations for the month of December were 1,911.

MEMBERSHIP

Total active memberships for the month of December were 1,264. There were 13 new members who signed up in December, and 49 membership renewals.

VOLUNTEERISM

Total numbers of PSC volunteer hours for December were 1,485 representing the contributions of 149 volunteers whose combined work is valued at over \$32,365.

DECEMBER PROGRAM HIGHLIGHTS

- Intergenerational program sponsored by United Nursing, including a visit with Santa, games and cookie decorations, enjoyed approximately 40 persons.
- Holiday Luncheon hosted 70 members.
- Special luncheon with entertainment provided by the PSC Hand Chimes was attended by 47 members.
- Countdown to Kwanzaa, organized by PSC member Monifa Jumanne had eight participants.

TRAVEL PROGRAM

- Total Participation for travel included 75 during the month of December, including excursions such as *the Texas Tenors* and *Beautiful: The Carole King Musical*.

OTHER SENIOR CENTER HIGHLIGHTS

- Members and PSC staff "adopted" a family through the Portage Community Center, providing the family with gifts and household supplies.
- PSC staff was notified by Senior Services of Southwest Michigan that the "Friendship Café" lunch program will be discontinued as of January 29, 2016. Staff are researching alternatives.

FUNDRAISING

Income for the month of December was \$1,090 and includes rentals, transportation donations, memberships and fund raising.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: January 18, 2016

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

SUBJECT: Monthly Report for December 2015

RECEIVED

JAN 14 2016

CITY MANAGER'S OFFICE
PORTAGE, MI

In Michigan, a person cannot purchase, carry or transport a pistol without first obtaining a License to Purchase (LTP) or a Pistol Sales Record. The LTP can be obtained from any law enforcement agency in Michigan. That law enforcement agency checks for any criminal record at both the state and national level. An applicant for a LTP must comply with all state and federal laws prior to the issuance of the license. The LTP is valid for 30 days, and the seller must sign the LTP. The seller and purchaser keep a copy of the LTP, and the purchaser returns a copy to either their local agency or issuing agency. This agency then registers the gun with the Michigan Department of State Police.

A License to Purchase is not required for anyone with a valid Michigan Concealed Pistol License (CPL). CPL holders are required to submit a Pistol Sales Record to their local policy agency so that firearm can be registered with the State of Michigan. All handguns must be registered in the State of Michigan. Therefore, more handguns are registered than licenses to purchase are issued.



POLICE DIVISION STATISTICAL SUMMARY

Police Incidents Dispatched:	1,752
Fire Incidents Dispatched:	437
Gun Registrations:	200
Warrants Obtained:	135
Expressway Incidents Handled:	101
9-1-1 Calls Received	2,478

ARRESTS

Total Adult Arrests: 330

Major Charges:

Assault by Strangulation
Armed Robbery-Residence
Operating/Maintaining a Meth Laab
Resisting & Obstructing Police

Total Juvenile Arrests: 27

Major Charges:

Aggravated/Felonious Assault
Felony Possession of Marijuana
Resisting Officer
Burglary

NOVEMBER CRIME STATISTICS

Violent Crimes:	81
Non-Violent Crimes:	329

Reported Crimes - November 2015 Compared to November 2014:

Part I Crimes:	+19.8%
Part II Crimes:	-16.1%

Year-to-Date Comparison:

Part I & II Crimes Total YTD: - 0.7%

TRAINING

Topics: Advanced Roadside Impaired
Driving Enforcement

VOLUNTEER HOURS

December:	96
YTD:	1,578

EMPLOYEES INJURED

December:	0
YTD:	11

FIRE DIVISION STATISTICAL SUMMARY

Calls for Service		Count
Fire		12
Overpressure Rupture		3
Rescue & Emergency Medical Service Incident		275
Hazardous Condition (No Fire)		8
Service Call		42
Good Intent		78
False Alarm and False Call		18
Total Calls		436
Total Property Loss		\$37,200.00

Inspections		Count
Annual Attempt & Inspection		261
Reinspection Attempt & Inspection		140
Key Box		3
Fire Protection Inspection/Plan Review		12
Plan Review		4
Campfire Permit and Inspection		2
Final or Move-in		7
Other		29
Total		458

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

Public Education	Adult	Child
Public Relations Other	1	0
Car Seats	37	5
Station Tour	6	5
		Installed
Smoke Detectors		8
Car Seats		27

Training		Count
Ice Rescue Awareness		23
Confined Space Operations		38
Emergency Driving - Classroom		26
Pediatric Emergencies		25

DECEMBER 2015 SIGNIFICANT EVENTS

On December 3, Fire units responded to the intersection of Romence Road and Portage Road for a two-vehicle, head-on crash with injuries. The patients suffered minor injuries; however, their vehicles incurred heavy damage. Traffic flow on both roads was limited for an extended period of time.

A Police officer was dispatched to a residence regarding prescription medications being stolen from the home. No forced entry was observed, and the victim could not identify a possible suspect. Detectives are continuing the investigation.

The Communications Center received a report of a van crashing into a building. Fire rescue arrived on scene to find the driver in cardiac arrest. Rescue personnel initiated resuscitation, and the driver was subsequently transported and admitted to the hospital.

While on patrol near Meijer, an officer observed a male and a female arguing at the gas station. The officer attempted contact with the male subject, but he fled on foot. A perimeter was established, and the male subject was located several minutes later in a wooded area behind another retailer. The suspect was identified as a parole absconder. During the arrest, Meijer loss prevention notified the officer that the suspect committed a theft of electronics from the store the day before. Additionally, the suspect's vehicle was in the parking lot, and a meth lab was visible on the rear floorboard. A search of the car revealed a bag with meth-making components.

Fire units were dispatched to I-94 on the report of a vehicle fire. The engine in an SUV, which was towing a large trailer, was on fire. Firefighters quickly extinguished the fire, and the passengers suffered no injuries. Fire personnel assisted the family in gathering their belongings and switching the trailer to an alternate tow vehicle.

The victim of a breaking and entering reported that someone had entered his office through the attached garage. The victim also reported that he was a medical marijuana cardholder, and the suspect had stolen his medical marijuana, approximately one-half ounce. During the investigation, detectives were able to identify the suspects, and charges are pending.

When dispatched to a fire alarm, firefighters found a significant amount of smoke in the home, the source being a heavily burned toaster oven. Food had been left in the toaster oven, and the appliance caught fire. The damage was isolated to the toaster oven.

Shortly after midnight, a tip was received that there was an underage drinking party at a Portage residence. Officers arrived and contacted a 19-year-old coming out of the house, who subsequently provided a breath sample with a .22% blood alcohol content. Of the many underage subjects running about in the house, an obviously intoxicated underage person could be seen through a window. The parents arrived home and would not cooperate with officers and allow them entry. A search warrant was served, and 20 underage people were found inside. Eight Minor in Possession of Alcohol citations were issued.

The victim of an armed robbery reported that he was parked in front of his girlfriend's residence in an apartment complex when he was approached by a subject with a handgun. The suspect rifled through the victim's pockets and removed his wallet. The suspect then fled and got into a vehicle with two other subjects. Detectives determined that two of the subjects in the suspect vehicle were directly involved in the robbery. Both suspects were identified, and warrants were authorized; one of the suspects has been arrested.

While investigating the aforementioned armed robbery, a second armed robbery occurred 100 yards away. The suspect in the second armed robbery walked past an officer's patrol vehicle, which was parked nearby, and the subject's image was captured on the officer's in-car camera. From the suspect description given by the victim and the video from the officer's patrol vehicle, the suspect was quickly identified and arrested the following day. Detectives believe this suspect and others are involved in numerous other unreported robberies in the apartment complex.

Portage fire units were dispatched to assist South Kalamazoo County Fire Authority on a possible structure fire. Portage arrived on scene first and located a fire in the attic. The fire was quickly contained. Portage assisted South County personnel in continuing extinguishment of the fire. The occupants of the home had been having some electrical issues before the fire and had no smoke detectors in the home.

The Kalamazoo Department of Public Safety called Portage Police to check on the welfare of an 86-year-old Portage resident. The elderly male had been in a Sprint store in Kalamazoo and purchased four cellphones. Kalamazoo believed the male was being forced to, or tricked into, purchasing the phones. The elderly male advised the responding Portage officer that he had just won 2.5 million dollars, and he needed to send money to receive his prize; so, the male had sent \$13,000. The male was also requested to send four cellphones to multiple people. Although Portage police officers, the subject's son, and the subject's bank had all told him he was the victim of a scam, he still believed he may get the 2.5 million dollars. Detectives are continuing the investigation.

On December 31, fire units responded to a report of a mobile home on fire at 4323 Duchess. While units were responding, a report was received of a possible occupant still in the mobile home. Fire units arrived to find the home heavily involved in fire. Firefighters made entry and searched the home; however, no occupants were found. Firefighters were able to bring the fire under control in 20 minutes. Two firefighters were injured. One was treated and released at the scene. The second firefighter was treated and released at the hospital. Portage Fire was assisted at the scene by Comstock Fire, Pride Care Ambulance, and Portage Police. Portage fire stations were staffed during the fire with the assistance of Texas Fire and Oshtemo Fire. The cause of the fire is still under investigation.

HOLIDAY ACTIVITIES

The Portage Department of Public Safety Police Division challenged all City of Portage employees to a “Biggest Giver Food Drive.” The food drive began on November 23 and ran through December 18. Three different worksites were established, with each worksite having a “captain.” On Monday of each week, the worksite captains reported their totals in number of pounds. An ambitious citywide goal was set to collect more than 2,408 pounds of food (the amount collected in 2014). This year, the city collected 3,473

pounds of food, smashing their stated goal. City Hall was the most generous with 1,531 pounds of food, and Police came in a close second with 1,371 pounds. The food donations were delivered to the Portage Community Outreach Center Food Bank on December 22.



The Fire Division adopted a Portage family that was in need of some assistance for the holiday season. Fire personnel in uniform, using a fire engine, delivered gifts to the family of five – mom, dad, and three children – on December 23. The family was very grateful of the support they received from the department in their time of need.

RJW:JMH;jh

TO: Laurence Shaffer, City Manager

DATE: January 15, 2016

FROM: Rod Russell, Director of Public Services



SUBJECT: Monthly Operations Report for December 2015

STREET MAINTENANCE ACTIVITIES

- Removed 16,625 cubic yards of leaves during the Leaf Pickup Program that ended on 12/3/15
- Removed 14.9 inches of snow from major and local streets
- Removed litter from the Westnedge & I-94 interchange
- Removed low hanging tree limbs from local streets that could damage snow plow trucks
- Removed the left over playground base materials from two removed playscapes located at Lakeview & Schrier Park
- Removed leaves from the park system
- Removed 576 sidewalk heaved edges that were possible trip hazards during the Sidewalk Grinding Program
- Removed dead limbs from a tree located at the Senior Center
- Removed old fencing, an asphalt trail, bushes, and an old storage shed from the Celery Flat Information Center
- Provided mechanic support for the DPS Equipment Division
- Prepared fall leaf pick up rental equipment for return to the appropriate rental companies
- Replaced damaged or faded street signs
- Repaired damaged boulevard delineators that mark curbs for snow plow operators
- Placed 3,672 pounds of crack sealing material on major and local streets that increased the FY 2014-15 total to 86,496 pounds of crack sealant material applied
- Fabricated a new concrete form and tool trailer for increase capability during next spring and summer's concrete repair projects
- Removed 110 dead trees from major and local streets right-of-ways.
- Removed tall weeds/grasses and brush with the roadside mower from the Park trail system
- Relocated three tanks near the salt barn and added piping materials which allows the salt to be sprayed with a deicing liquid
- Removed a fallen tree from the dead end of W. Romence and the 4200 block of W. Romence
- Added wood chips to the boulevard trees and landscape beds
- Repaired potholes with cold patching asphalt material
- Repaired a damaged red brick wall at W. Centre and Shaver
- Removed restroom fixtures and floor tile from the women's restroom located at the Ramona Park Beach House
- Modified a truck with a tank and spray nozzles for the application of anti-icing liquid
- Trained new snow plow operators on the operation of the wing plow
- Poured a 110 square feet section of concrete sidewalk at the Celery Flats Information Center that increased the FY 2014-15 total to 12,964 square feet of sidewalks replaced

- Repaired a bus stop landing at intersection of Melody and Sprinkle
- Cleaned out a storm drain at intersection of Meredith and Sprinkle that was causing a localized flooding issue
- Removed limbs and branches from parks and city owned properties
- Improved DPS lighting and electrical circuits
- Supported the Food Donation Program by providing staff and equipment to relocate the food to City Hall and then to the food donation receivers
- Removed old concrete slabs and top dirt from the Ramona Park Beach House in preparation for the upcoming remodeling project
- Removed gate posts from the Celery Flats Historic Area
- Provided training on the new track steer for the Parks Groundsmen
- Repaired mailboxes damaged from snow removal operations
- Supported the Traditional Holiday event on 12/4/15

Weekly Curbside Recycling Program - The following summarizes total weights of recyclable materials collected during the month of December 2015 as well as Fiscal Year-to-Date totals:

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

Date	Fiber Collected (tons) (Paper/Cardboard)	Rigids Collected (tons) (Glass/Plastics)	Single Stream Recycling (tons)	Totals (tons)
December 2015	0	0	248.59	248.59
FY 2015-16	161.25	73.9	618.37	853.52

Note: There were 98 new requests for recycling services in the month of December.

PARKS MAINTENANCE ACTIVITIES

- Supported two burials and two lot showings in the cemeteries
- Hung holiday decorations in City Centre
- Prepared Celery Flats Historic Area for Traditional Holiday event
- Inspected the holiday decoration for inoperable lights
- Removed debris on the trail system
- Removed trash from the trails, parks and city out lots
- Prepared park facilities for upcoming rentals
- Removed leaves from the park system
- Removed 14.9 inches of snow from city properties
- Repaired a broken slide at the Celery Flats Historic Area playground
- Repaired a red brick wall at Westfield Park at the playground
- Started the repairs to picnic tables with damaged wooden boards
- Started the refurbishing of park trash barrels

- Removed a fallen tree at West Lake Nature Preserve
- Trained new staff members on snow removal from city center sidewalk locations
- Repaired split rail fencing at Lakeview Park and the Northwest Bikeway
- Removed gate cross arms from the Celery Flats Historic Area
- Installed mulch at Ramona and Westfield Park for the trees and landscape beds
- Hired a contractor to install posts and fencing across the emergency access point for the Portage Creek Bicentennial Park trail near the Lovers Lane and Kingsbury intersection
- Hired a contractor to install two new gates at Celery Flats Historic Area
- Supported the Traditional Holiday event on 12/4/15
- Supported the Sunday Market at the Senior Center on 12/20/15

FLEET & FACILITIES DIVISION:

The Fleet & Facilities Division generated 101 work orders for the month of December 2015. A total of \$11,863.88 was spent on billable labor hours while the parts costs were \$10,545.45. The outside contracted work was \$11,275.77.

December 2015	December 2014	
101	60	Work Orders
\$10,545.45	\$2,987.18	Parts Cost
\$11,863.88	\$10,572.63	Labor Cost
19	10	Preventative Maintenance (P.M.) Work Orders Completed
\$185.42	\$309.22	Average Cost per P.M
\$3,523.09	\$3,092.20	Total P.M. Cost
\$0.00	\$1,597.03	Contracted Repairs-Body & Painting
\$11,275.77	\$21,155.35	Contracted Repairs (Not Including Body & Paint)
\$4,022.43	\$0.00	Building Renovations

BUILDING MAINTENANCE

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

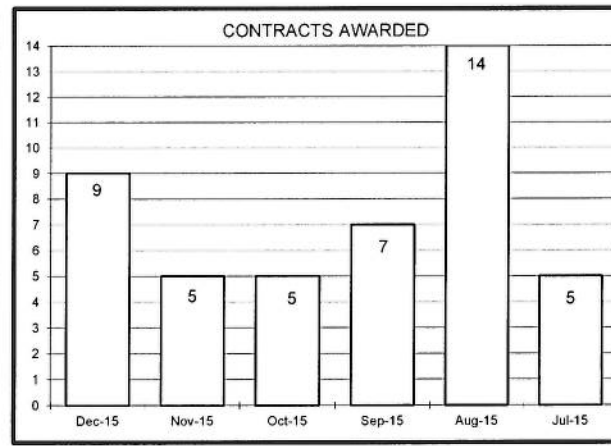
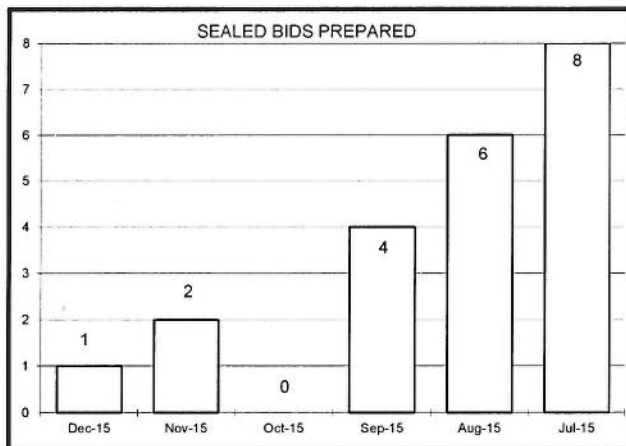
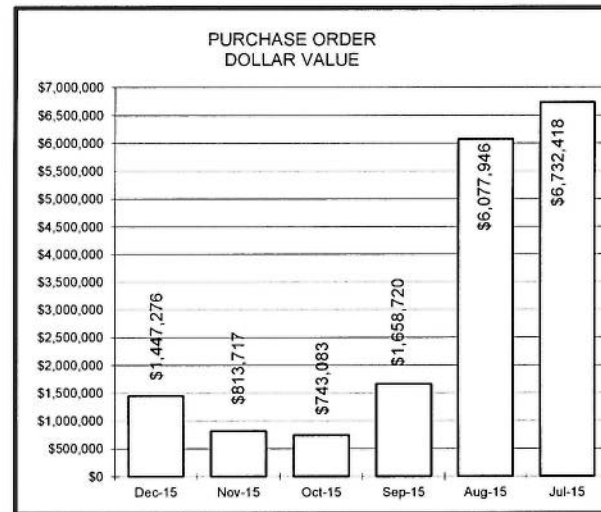
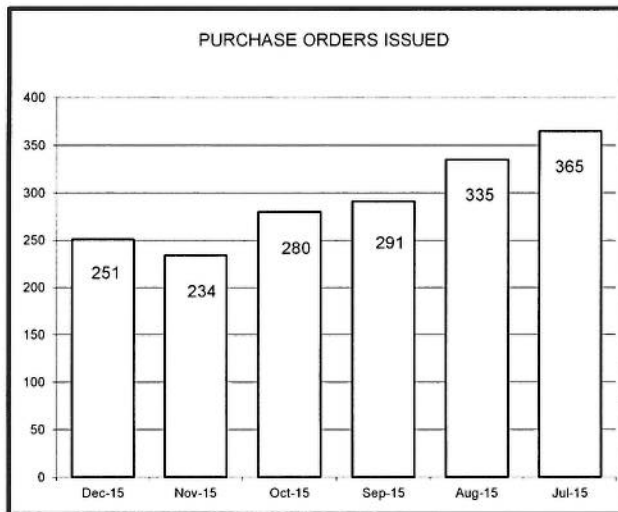
TO: Laurence Shaffer, City Manager

DATE: January 4, 2016

FROM: Rob Boulis, Deputy City Manager

SUBJECT: Purchasing Monthly Report - December 2015

RECEIVED
JAN 04 2016
CITY MANAGER'S OFFICE
PORTAGE, MI



SEALED BIDS OPENED / CONTRACTS AWARDED

Traffic Signal Improvements (MDOT)
Traffic Signal Improvements - Engineering
Health Insurance - Blue Cross/Blue Shield & Blue Care Network
WIFI Hardware and Installation Services
WIFI Electrical Equipment
BS&A Licensing and Software Maintenance
2016 Local Streets Reconstruction Project Engineering
Natural Gas Procurement

SEALED BIDS PREPARED

Natural Gas Supply

- 11 new claims were filed with MMRMA, two claims were settled.
- Purchasing staff added 13 new vendors to the purchasing software vendor file.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: January 11, 2016

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



SUBJECT: Department Monthly Report – December, 2015

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

Cable Access

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

Significant Activities:

- Continued taping various special programs (HMP, Lunch & Learn, etc)
- Continued working with Director Haasch on emergency broadcast protocols.
- Completed working with PMN staff on coordinating AV equipment replacement.
- Continued working with Ferrell audio on replacing Dias monitors with flat screen displays.

Internet/Intranet Web Site

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

Significant Activities:

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

Telecommunications

- Continued ACDnet ROW permit processing

Contract Administration

- Completed the AT&T cable access audit reimbursement initiative

Information Technology

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

Significant Activities:

- Completed the BSA Phase 2 initiatives
- Continued working with the City of Kalamazoo and CTS Telecom to install a fiber run between the two City IT networks
- Continued PortageAlert mass notification system for emergency initiatives
- Continued electronic Council agenda system demo activities
- Completed developing plans for Wi-Fi at Celery Flats
- Continued updating the Firehouse application to .net
- Continued installation of the Public Safety server storage upgrade/expansion project
- Continued researching city website rebuild vendors
- Continued investigating options for upgrading the inadequate decades-old multi-mode fiber ring
- Continued implementation of the ADP time and attendance system
- Continued researching various new technologies
- Continued researching posting live snow plow location tracking on the city website
- Continued researching new citywide keyless entry and camera system project
- Continued new World system migration
- Continued implanting new Report It system
- Completed bulk computer upgrade/replacement
- Continued conversation with Portage Public Schools to access school cameras and entry systems
- Continued installation of the new Report it! system and MI.Portage application upgrade

Marketing Activities

- Continued oversight and management of all city marketing activities

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: January 19, 2015

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

SUBJECT: Transportation & Utilities Department Monthly Report for December 2015

The month of December 2015 was a busy month for both Transportation & Utilities staff and the Suez Environmental staff. The business name change from United Water to Suez Environmental was completed nationwide and in Portage. The name change has had no impact on the personnel or operations. Suez Environmental has named a new Project Manager, Robert Miller, and he will begin in January 2016. As to the Suez Environmental operations, emphasis during the month continued to be directed at ensuring the various activities related to the utility operation were being completed professionally and in a manner to ensure that service levels committed to under the Suez Environmental contract with the city are completed in a timely manner.

Major accomplishments involving the Suez Environmental operations during the month include:

1. Inspections continued on sewer lift stations and water wells. During December, 513 inspections were made by Suez Environmental personnel.
2. Suez Environmental personnel received 13 customer service calls during December.
3. Suez Environmental personnel responded to 9 after-hour panel alarms as indicated on the SCADA control panel monitoring the city's water and sanitary sewer facilities.
4. Approximately 103 million gallons of water were produced/pumped during December. Production averaged around 3.3 million gallons of water per day during the month. Five hundred seventy analyses were completed during the month.
5. Five new meters were installed and 4 new service leads were required to be tapped during the month of December.
6. Miss Dig staking was completed at 205 locations.
7. There were four water main breaks that occurred during the month of December at 518 South Shore Drive, 7649 Hampton Oaks Drive, 9303 Portage Road and 7355 Arborcrest Street.
8. During the month of December, Suez Environmental cleaned 20,596 feet of sanitary sewer and inspected and cleaned 156 manholes.

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

1. Review of new development plans from a transportation and utility standpoint continued during the month. Two development and building plan was reviewed.
2. The city and Suez Environmental are currently in the 4th year of a five-year contract renewal approved by City Council on December 6, 2011. The Utility Contract Administrator was very busy overseeing the Suez Environmental operations, addressing customer concerns, inspecting public and private utility construction and inspecting city-owned stormwater and utility facilities. Recent focus by Suez Environmental has been sanitary sewer cleaning and maintenance on the water utilities.
3. The Traffic Engineering section was very active during the month of December investigating complaints/concerns regarding operation of traffic signals, performing traffic volume/accident analyses and reviewing new streetlight installations. Traffic counts for a traffic speed study for the Lake Center area of Portage Road and Centre Avenue were completed. The results indicate that posted speeds on Portage Road are enforceable and speed limits on Centre Avenue warrants changes. Much effort was expended on analysis and modifications for traffic operations city-wide for the recent holiday shopping season. The Holiday Traffic Study will completed in February 2016.
4. Beginning in 1994, the city has administered a Stormwater Retention Basin and Stormwater Outfall Testing and Monitoring. Annual results showed declining groundwater table levels throughout the city along with stable storm water monitoring results. Report finalized and received in November 2013. Annual results indicate a 1 to 3 feet decrease in groundwater table since 2012, but generally a 6-inch increase due to recent rainfall. New "request for proposals" were solicited in February with proposals received on April 16, 2014. The low bid in the amount of \$22,756.04 for 2014 to 2018 was awarded to Nova Consultants on April 29, 2014. Sampling was completed in July and December.
5. In association with the Community Development Department, staff prepared a "Request for Proposals" for consultant services to update the Storm Water Design Criteria Manual and the Sensitive Land Inventory Map. Proposals were received in January 2010 and reviewed by staff. City Council awarded a contract to Fishbeck, Thompson, Carr, and Huber in the amount of \$45,000 to complete the project. Sensitive Land Inventory is complete. Draft storm water manual submitted to staff by the consultant for staff review. Final approval is pending changes to the city stormwater discharge permit issued by the State of Michigan.
6. City traffic signal maintenance is performed under contract to a specialized electrical contractor. City staff initiated a new bid package for traffic maintenance with bids received July 23, 2015. Sole bid in the amount of \$176,300 submitted by Severance Electric. City Council approved on August 11, 2015. Severance Electric, Inc., began new contract on September 1, 2015. Recent work has focused on fiber optic signal interconnection maintenance.

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

1. In August 2015, the City Administration was awarded \$195,000 by the State of Michigan for the implementation of a Storm Water Basin Asset Plan. The plan will provide an assessment of the functionality and operation of the 73 city-maintained storm water basins. Engineer proposals were received on January 15, 2015. Nine proposals were received. After review, it was determined that three of the proposals best matched the needs of the city. Appointments were scheduled in March to interview the three firms and select the top proposal. On March 24, 2015 City Council awarded the contract to Hurley & Stewart, LLC, in the amount of \$209,000. Work is ongoing.
2. In September 2014, the city was awarded \$300,000 in Congestion Mitigation and Air Quality (CMAQ) federal funding for the upgrade and interconnection of traffic signals on Kilgore Road from Woodmont Drive to Lovers Lane and from Lovers Lane to East Centre Avenue. The project will incorporate coordinated signal timing and video detection into the city traffic operation scheduling. Engineering proposals were received on January 15, 2015. An award to Abonmarche Consultants in the amount of \$33,480 was approved by City Council on February 10, 2015. Design work is complete and the project has recently been obligated with FHWA funding. Bids opened by in December 2015. Low bid submitted by Severance electric in the amount of \$388,447. Construction is tentatively scheduled for 2016.
3. The 2015-16 Capital Improvement Program includes a project for the reconstruction of East Osterhout Avenue from South Westnedge Avenue to Portage Road. In addition to the road reconstruction on East Osterhout Avenue, improvements will also include localized storm drainage improvements, necessary curb and gutter or paved shoulder replacement/repair, and lawn restoration as appropriate. This project will be designed to include “complete street” enhancements including widened bike lanes as part of the “Natural Place to Move” initiative. The city received consultant proposals for the necessary engineering services from six consultants on August 11, 2015. On August 25, 2015, City Council awarded the contract to Abonmarche Consultants, Inc., in the amount of \$62,905. Engineering is underway. Bidding is scheduled for winter 2016.
4. The 2015-16 Capital Improvement Program includes a project for the reconstruction of Portage Road from Romence Road Parkway to East Milham Avenue. This project is included in the 2016 Kalamazoo Area Transportation Improvement Program (TIP) and will be bid by the Michigan Department of Transportation. Improvements include widening from four to five lanes from Ramona Avenue to approximately 500 feet north, necessary concrete gutter repair and storm drainage improvements as needed. The project also includes the design of a non-motorized trail along the east side of Portage Road from Romence Road Parkway to East Milham Avenue, utilizing trail easements granted to the city by the Air Zoo and Kenco Logistics Company. The city received consultant proposals for the necessary engineering services from five consultants on August 4, 2015. On August 25, 2015, City Council awarded the contract to Wightman &

Associates, Inc., in the amount of \$67,300. Engineering is complete. Bidding by MDOT is scheduled for February 2016.

5. The 2015-16 Capital Improvement Program includes a project for the reconstruction of Constitution Boulevard from Romence Road to Milham Avenue. In addition to pavement resurfacing, the project also includes Americans with Disability Act (ADA) upgrades, curb and gutter replacement as needed, the replacement of median landscaping with stamped concrete and installation of traffic signal fiber optic cable through an existing conduit located in the median. Also, included in the design services is the reconstruction of South Westnedge Avenue from Shaver Road to East Centre Avenue and East Centre Avenue from Shaver Road to South Westnedge Avenue. The city received consultant proposals for the necessary engineering services from six consultants on August 20, 2015. Low bid in the amount of \$87,950 was submitted by Paradigm Design. City Council approved a contract to Paradigm Design on September 8, 2015. Engineering underway.
6. The 2015-16 Capital Improvement Program includes a project for the reconstruction of South Westnedge Avenue from Shaver Road to East Centre Avenue. In addition to pavement resurfacing, the project also includes Americans with Disability Act (ADA) upgrades, curb and gutter replacement as needed, pedestrian lighting design, stamped concrete and enhanced pedestrian crossings as part of the City Centre. Also, included in the design services is the reconstruction of Constitution Boulevard from Romence Road to Milham Avenue and East Centre Avenue from Shaver Road to South Westnedge Avenue. The city received consultant proposals for the necessary engineering services from six consultants on August 20, 2015. Low bid in the amount of \$87,950 was submitted by Paradigm Design. City Council approved a contract with Paradigm Design on September 8, 2015. Engineering underway.
7. The 2015-16 Capital Improvement Program includes a project for the reconstruction of East Centre Avenue from Shaver Road to South Westnedge Avenue. In addition to pavement resurfacing, the project also includes a new concrete Grand Elk railroad grade crossing, Americans with Disability Act (ADA) upgrades, curb and gutter replacement as needed, pedestrian lighting design, stamped concrete and enhanced pedestrian crossings as part of the City Centre. Also, included is the design services is the reconstruction of South Westnedge Avenue from Shaver Road to East Centre Avenue and Constitution Boulevard from Romence Road to Milham Avenue. The city received consultant proposals for the necessary engineering services from six consultants on August 20, 2015. Low bid in the amount of \$87,950 was submitted by Paradigm Design. City Council approved a contract with Paradigm Design on September 8, 2015. Engineering underway.
8. The 2015 -16 Capital Improvement Program includes a project for a Local Street Neighborhood Calming Program. A budget of \$10,000 was established for professional services and the remaining \$15,000 will be used for implementation of the program. The city received letter proposals from six consulting firms on August 11, 2015 and has chosen to award the project to OHM in the amount of \$10,000 based on experience and

their proposed approach to developing a project plan that will best meet the City's needs. Development of the program is underway.

9. The 2015-16 Capital Improvement Program includes the design and construction of new traffic signals and associated street improvements on West Centre Avenue at the intersections of Old Centre Road and Cooley Drive. Included in the project are modifications to the existing driveways on West Centre Avenue within the influence of the Greenspire Retail Drive/Cooley Drive intersection to promote use of the new protected left-turn phase at the traffic signal and limit left turns out of driveways close to the intersection. The project will consist of the minor turn lane construction, along with sidewalk modifications to meet Americans with Disability Act (ADA) requirements. On August 11, City Council awarded an engineering contract to Abonmarche Consultants, Inc., in the amount of \$75,160. Engineering is underway.
10. The 2015-16 Capital Improvement Program includes the design and construction of new traffic signal equipment at South Westnedge Avenue and Kilgore road and design work for the intersection of Portage Road and Lakeview Road. Proposals were received on September 10, 2015, with the low proposal of Abonmarche Consultants awarded a contract in the amount of \$46,835 on September 22, 2015. Engineering underway.
11. The 2015 - 2016 Capital Improvement Program was awarded on September 22, 2015 to include the traffic signal replacement at South Westnedge Avenue and Romence Road. As part of a federal safety program, \$261,000 of federal grant monies was secured for the project. On September 22, 2015, City Council awarded a contract to Abonmarche consultants in the amount of \$47,840 for engineering design and construction administration. Grade inspection scheduled for January 13, 2016 with MDOT and a May 2016 bid letting is anticipated.
12. The 2015 – 2016 Capital Improvement Program includes a project for installation of sanitary sewer and replacement of water main on South Shore Drive, South Westnedge Avenue to West End Drive. The sanitary sewer portion of the project is scheduled to be financed using property owner special assessments in addition to utility bonding. Special Assessment Resolution 1 was adopted by City Council on November 3, 2015. Special Assessment Hearing Resolution No. 2 was adopted by City Council on November 17, 2015 and an engineering contract to Midwest Civil Engineering in the amount of \$42,500 was approved. Special assessment Resolution No. 3 is scheduled for January 12, 2016.
13. In July 2015, City Administration began discussion as to the requirements necessary to convey Martin Luther King, Jr., Drive (MLK) to the City of Portage as a public street. Stakeholders meeting was held on November 9, 2015 to discuss financing and construction costs. On December 15, 2015 a development agreement, special assessment Resolution No. 1 and land division of MLK were all approved by City Council. A contract agreement in the amount of \$19,500 was processed with Wightman & Associates for design engineering. Special assessment Resolution No. 2 and No. 3 are scheduled for January 2016. Preliminary design plans under review.