

7:00 p.m. Call to Order.

Invocation: Pastor Barry Petrucci and Deacon Pat Catellier from Chapel Hill United Methodist Church.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Child Abuse Prevention Month
2. Michigan Accreditation Award presentation to the City of Portage Department of Public Safety

A. Consent Agenda:

1. Approval of City Council Meeting Minutes:
 - a. March 13, 2018 Regular Meeting Minutes.
 - b. March 26, 2018, Pre-Council Meeting Minutes.
2. Approval of the Accounts Payable Register of March 27, 2018 as presented.
3. Adopt Resolution No. 3-18 setting a public hearing on April 10, 2018 for an Industrial Facilities Exemption Certificate for real property investments in the estimated amount of \$148 million within Industrial Development District No. 91.
4. Adopt the proposed Medical Marihuana Permit Fee Resolution.
5.
 1. Approve a budget transfer from the General Fund surplus to the Special Assessment Debt Fund in the amount of \$230,000, and to the General Obligation Debt Fund in the amount of \$558,316; and
 2. Adopt Resolutions Approving Redemption of:
 - a. Part of the Callable Outstanding City of Portage General Obligation Limited Tax City Share Bonds, Series 2001,
 - b. Part of the Callable Outstanding City of Portage General Obligation Limited Tax City Share Bonds, Series 2004,
 - c. Part of the Callable Outstanding City of Portage Capital Improvement Refunding Bonds, Series 2005,
 - d. Part of the Callable Outstanding City of Portage Special Assessment Bonds, Series 2007, and
 - e. Part of the Callable Outstanding City of Portage Capital Improvement Bonds, Series 2010.
6.
 1. Accept Ordinance Amendment #17/18-B, Micro-breweries and Brew-pubs, for first reading and set a public hearing for April 24, 2018; and
 2. Subsequent to the public hearing, approve Ordinance Amendment #17/18-B, Micro-breweries and Brew-pubs.
7. Accept the amendment to Division 2, Sections 2-171 and 2-173, Article 5 "Purchases and Sales" in the City of Portage Code of Ordinances for first reading and set a second reading with final adoption for April 10, 2018.
8. Approve the Final Plan for Whisper Rock Condominiums (Phase III), 2200 Whisper Rock Trail.
9. Award a contract to Wightman & Associates, Incorporated, in the amount not to exceed \$243,185 to perform engineering services for the reconstruction of West Milham Avenue (Oakland Drive to South Westnedge Avenue) and authorize the City Manager to execute all documents related to the contract on behalf of the city.

10. Award contract change order #1 in the amount of \$210,000.05 to Rieth-Riley Construction Company, Incorporated, for mill and fill asphalt repair of local street sections and authorize the City Manager to execute all documents related to this action on behalf of the city.
11. Award a construction contract to the low bidder, Universal Sign Systems, Incorporated, of Grand Rapids, Michigan, in the amount of \$99,929 for:
 1. removal and replacement of six existing City of Portage gateway signs at various locations;
 2. removal and replacement of the Portage Industrial Center sign;
 3. installation of a new Eliason Nature Reserve sign,

and authorize the City Manager to sign all documents related to the contract on behalf of the city.

12. Award a contract in the amount of \$22,773 to Allied Mechanical Services, Incorporated, to upgrade three irrigation booster pumps located at South Westnedge Park and Ramona Park and authorize the City Manager to execute all documents related to the contract on behalf of the city.
13. Award a contract in the amount of \$21,640 to J. Allen & Company, Inc., to upgrade the Lexington Green Park tennis/pickleball courts and authorize the City Manager to execute all documents related to the contract on behalf of the city.
14. Approve Contract #18-5047 between the Michigan Department of Transportation and the City of Portage for reconstruction of South Westnedge Avenue from Romence Road to Mall Drive and adopt a Resolution authorizing the City Manager to sign all documents related to the project on behalf of the city.
15. Receive the Appointment to the Utility Rate Study Committee.
16. February 2018 Environmental Report - Information Only.
17. Materials Transmitted.
18. Department Monthly Reports.
19. Minutes of Boards & Commissions:
 - a. Human Services Board of February 1, 2018.
 - b. Zoning Board of Appeals of February 12, 2018.
 - c. Environmental Board of February 14, 2018.
 - d. Planning Commission of March 1, 2018.
 - e. Historic District Commission and Historic District Study Committee of March 7, 2018.
 - f. Portage Public Schools Board of Education Committee of the Whole / Work Session of March 12, 2018.

B. Petitions and Statements of Citizens:

C. Communications:

1. Calendar of Meetings:

1. Utility Rate Committee, Thursday, March 29, 2018, 10 a.m., City Hall Room #1.
2. Historic District Commission, Wednesday, April 4, 2018, 8:15 a.m., City Hall Room #2.
3. Park Board, Wednesday, April 4 (Rescheduled to Wednesday April 11, 2018, 6:30 p.m., Schrier Park).
4. Human Services Board, Thursday, April 5, 2018, 6:30 p.m., City Hall Room #1.
5. Planning Commission, Thursday, April 5, 2018, 7:00 p.m., Council Chambers.
6. Zoning Board of Appeals, Monday, April 9, 2018, 7:00 p.m., Council Chambers.

D. Public Hearings:

- E. Regular Business Agenda:
- F. Unfinished Business:
- G. Council Committee Reports:
- H. New Business:
- I. Statements of Citizens:
- J. Statements of City Council and City Manager.

Adjournment.



CITY OF PORTAGE PROCLAMATION

CHILD ABUSE PREVENTION MONTH

WHEREAS, child abuse is defined as a parent or caregiver, whether through action or failing to act, causes injury, death, emotional harm or risk of serious harm to a child. There are many forms of child maltreatment, including neglect, physical abuse, sexual abuse, exploitation and emotional abuse; and,

WHEREAS, on average, 13 new cases of child abuse and neglect are reported in Kalamazoo County every day; and,

WHEREAS, the Kalamazoo County Child Abuse and Neglect Prevention Council works to educate our children on personal safety, parents on safe sleep practices, and professionals on recognizing and reporting signs of child abuse and neglect; and,

WHEREAS, the Kalamazoo County Child Abuse and Neglect Prevention Council specializes in multiple programs including Kids are Special, KCAN Family Help Book, and Mandated Reporter Training; and,

WHEREAS, the Kalamazoo Child Abuse and Neglect Prevention Council recognizes the need to be proactive in the prevention of child abuse along with continuously building relationships throughout the county of Kalamazoo;

NOW, THEREFORE, BE IT RESOLVED THAT I, Patricia M. Randall, Mayor of the City of Portage, do hereby proclaim April as Child Abuse Prevention Month in the City of Portage and call upon all citizens, community agencies, faith groups, medical facilities, and businesses to increase their participation in the effort to support families, thereby preventing child abuse and strengthening the community in which we live.

Signed this 27th day of March, 2018

Patricia M. Randall, Mayor

CITY COUNCIL MEETING MINUTES FROM MARCH 13, 2018

The Regular Meeting was called to order by Mayor Pro Tem Jim Pearson at 7:00 p.m. At the request of Mayor Pro Tem Pearson, the City Clerk called the roll with the following members present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Terry Urban and Mayor Pro Tem Jim Pearson. Mayor Patricia Randall was absent with notice and excuse. Also in attendance were City Manager Larry Shaffer, City Attorney Randy Brown and City Clerk Adam Herringa.

At the request of Mayor Pro Tem Pearson, Ms. Pratima Kotekal with children from the Indo American Cultural Center and Temple, Balvikas Program, provided the invocation. Afterwards, City Council and the audience recited the Pledge of Allegiance.

CONSENT AGENDA: Mayor Pro Tem Pearson shared where the public can access the meeting agenda and asked if any Councilmember or anyone in the audience would like an item removed from the Consent Agenda. Ms. Andrea Stork, 1515 Dogwood, asked that Items A.3 (Spring Mill and Fill Asphalt Repairs), A.4 (Parking Lot Asphalt Overlays), and A.5 (Donation of .50 Acres of Property) be removed from the Consent Agenda. All items removed from the Consent Agenda were moved to the Regular Business Agenda (Section E).

Motion by Reid, seconded by Ford, to approve the Consent Agenda items as presented. Upon a roll call vote, motion carried 6 to 0.

APPROVAL OF MINUTES: Motion by Reid, seconded by Ford, to approve the Committee of the Whole and Regular Meeting Minutes of February 27 and Pre-Council Meeting Minutes of March 12, 2018. Upon a roll call vote, motion carried 6 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF MARCH 13, 2018: Motion by Reid, seconded by Ford, to approve the Accounts Payable Register of March 13, 2018. Upon a roll call vote, motion carried 6 to 0.

FINAL PRELIMINARY PLAT FOR OAKLAND FARMS NO. 2: Motion by Reid, seconded by Ford, to approve the Final Preliminary Plat (engineering plans) for Oakland Farms No. 2, 9810 Oakland Drive. Upon a roll call vote, motion carried 6 to 0.

VIRTUAL ATTENDANCE POLICY – INFORMATION ONLY: Motion by Reid, seconded by Ford, to receive the communication from the City Manager regarding a Virtual Attendance Policy as information only. Upon a roll call vote, motion carried 6 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Reid, seconded by Ford, to receive minutes of the Portage Public Schools Board of Education of January 22 and Committee of the Whole of February 12, Human Services Board of February 1, Historic District Commission of February 7, Historic District Study Committee of February 7, Youth Advisory Committee of February 12 and Planning Commission of February 15, 2018. Upon a roll call vote, motion carried 6 to 0.

MATERIALS TRANSMITTED: Motion by Reid, seconded by Ford, to receive the Materials Transmitted of February 13 and 27, 2018. Upon a roll call vote, motion carried 6 to 0.

COMMUNICATIONS:

CALENDAR OF MEETINGS: Mayor Pro Tem Pearson asked City Clerk Herringa to read the meeting schedule for the record. Following the reading, the Calendar of Meetings was accepted via a voice vote.

PUBLIC HEARINGS:

MEDICAL MARIHUANA FACILITIES ORDINANCES: Mayor Pro Tem Pearson reviewed the meetings that have been held regarding this topic, and at the invitation of Mayor Pro Tem Pearson, City Manager Shaffer thanked City staff for their hard work and time spent developing the ordinances. Mr. Shaffer then reviewed the agenda item and highlighted changes that have been made to each ordinance since January 23, 2018.

Councilmember Urban asked for clarification regarding a provision in which a Certificate of Occupancy is needed before the City can issue a permit. Assistant City Attorney Bear explained that an Occupancy Permit is needed in order to obtain a state license. Councilmember Urban inquired as to whether the property located at 5747 South Westnedge could be utilized as a medical marijuana facility indicating that information surrounding this particular property has been confusing. City Manager Shaffer shared that this property has been the source of much internal discussion and explained that, while there are two parcels involved, it is considered one lot for zoning purposes. Chris Forth, Deputy Director of Planning, Development and Neighborhood Services, provided a history of the parcel and businesses located there. He explained that the amount of parking provided on the parcel on which the structure is located is insufficient and the second lot must be used. Mr. Forth explained that a property owner could appeal to the Zoning Board of Appeals for a waiver of the parking requirement. Mayor Pro Tem Pearson inquired if the existing structure was razed and a new building was located such that the parking restrictions could be met, would the parcel then be available for use by a medical marijuana facility. Mr. Forth responded that it would be possible.

Councilmember Urban shared that the situation at 5747 South Westnedge is an example of the use of "split zoning" that used to be common in the City of Portage. Councilmember Urban and Mr. Forth discussed properties that have been impacted by the practice of split zoning and whether they would be eligible. Mr. Forth explained that if a parcel is adjacent to residential property and utilized in a manner similar to 5747 South Westnedge, said parcel would be ineligible.

There being no further questions from City Council, Mayor Pro Tem Pearson re-opened the public hearing that was adjourned at the February 27 Regular City Council Meeting.

Jevin Weyenberg, 5817 Cheshire, shared that the number of patients served by his provisioning center continues to increase. Mr. Weyenberg stated his belief that there should be other facilities in Portage that can meet the needs of patients. He continued by explaining the need for dignified access to medical marijuana and the positive benefits of medical marijuana in supporting the health of the community. Mr. Weyenberg concluded by sharing his belief that the proposed ordinances are conservative and Portage will not be inundated with medical marijuana facilities.

Mr. David Benac, Kalamazoo resident and candidate for the 6th U.S. Congressional District, introduced himself and shared that he has been at many municipal discussions on medical marijuana and shared his belief that the public is in support of medical marijuana. He concluded by commenting on the economic benefits of medical marijuana to a community.

Mr. David Murray of Buchanan, Michigan, shared that he is associated with a company called Redbud Roots that looks for ways for medical marijuana to be more effective in the treatment of a variety of ailments. He explained that there is a major change in the increased utilization of marijuana as a medical product.

Mr. Devin Loker, 1595 West Centre Avenue, questioned the decision to freeze zoning requirements and asked that consideration be given to allowing a Special Use Permit if nearby residents do not object to a medical marihuana facility locating adjacent to their property.

There being no one else to come forward, motion by Reid, seconded by Knapp, to close the public hearing. Upon a roll call vote, motion carried 6 to 0. Mayor Pro Tem Pearson closed the public hearing and thanked City Council for their efforts to improve the proposed ordinances and highlighted the contributions made by those Councilmembers who have expressed opposition.

Motion by Ford, seconded by Knapp, to adopt amendments to Chapter 14, Article 12, Business and Chapter 42, Article 4, Zoning, for Medical Marihuana Facilities including replacement of the formal Licensing and Regulatory Affairs (LARA) name in sections 14-254 and 14-257.

Councilmember Urban shared that his mind is not made up regarding permitting medical marihuana in Portage but stated that the proposed ordinance is not one he felt comfortable supporting. Mr. Urban referenced the recent 2017 Community Survey as support for capping the number of medical marihuana facilities along with initial proposals discussed by the City Administration to cap the number of permits at four per facility type. Councilmember Urban concluded by sharing that, by his count, there are twelve traditional pharmacies in Portage and that he does not believe the City needs as many medical marihuana dispensaries as there are pharmacies.

Mayor Pro Tem Pearson inquired if the comments by Councilmember Urban and a citizen who spoke at the last Council Meeting were accurate with regard to the Community Survey and for the City Manager to share information related to his discussions with the person who conducted the survey, Dr. David Hartmann. City Manager Shaffer reviewed his conversation with Dr. Hartmann. Mr. Shaffer and Mr. Urban expressed a difference of opinion as to what degree the results of the survey indicated community support for medical marihuana.

Councilmember Burns commented that there are some in the community who view the proposed ordinances as too lax and others view them as too restrictive. He stated that, at least initially, he believes the proposed ordinances balance community need with intensity.

Councilmember Ford shared his opinion that a significant amount of analysis went into the proposed ordinances and shared his opinion that he would have preferred to see a regulatory approach based more on market forces instead of zoning restrictions. He continued by stating that medical marihuana can only be prescribed by a doctor and shared that there have been very few public safety incidents with the current medical marihuana facility in the community. Mr. Ford concluded by questioning how many people would realistically be driving into Portage for medical marihuana when so many communities in the region are permitting provisioning centers.

Councilmember Reid shared her belief that Portage is a caring community and is supportive of friends and neighbors who benefit from medical marihuana. However, Councilmember Reid urged caution as to how the City proceeds with authorizing medical marihuana facilities in the community and cited a variety of unknown factors related to medical marihuana as evidence for the need to proceed with care. Ms. Reid stated her belief that the proposed ordinance moves too swiftly in permitting medical marihuana facilities in the community and shared that it is far easier to permit additional use in the future as opposed to trying to reign it in. Ms. Reid commented that she appreciated the initial recommendations of the City Administration to begin with allowing up to four licenses per facility type and not the current proposal which would result in significantly more permits being issued especially given the unknown impact such facilities will have. Councilmember Reid stated that she would like to see an ordinance that is as good as it can possibly be and one that affords protections to both residents and the business community, including businesses related to medical marihuana.

Mayor Pro Tem Pearson thanked everyone for their comments and consideration regardless of whether it was in favor of the proposed ordinance or not and stated his appreciation for all of the time that has been spent addressing the matter.

Prior to voting on the matter, City Attorney Brown reiterated that a map of potential locations for medical marihuana facilities is not part of the ordinance and recommended that anyone interested in purchasing property for a medical marihuana facility should not rely on a map but should instead work with the Department of Community Development.

Upon a roll call vote, motion carried 4 to 2 with Councilmembers Burns, Ford, Knapp and Mayor Pro Tem Pearson voting yes and Councilmembers Reid and Urban voting no.

REGULAR BUSINESS AGENDA:

SPRING MILL AND FILL ASPHALT REPAIRS CONTRACT: Ms. Andrea Stork, 1515 Dogwood, asked for additional information regarding the contract and where some of the work would be performed. City Manager Shaffer reviewed the contract and provided additional details. Motion by Ford, seconded by Knapp, to award a contract in the amount of \$696,628.32 to Rieth-Riley Construction Company, Inc., for spring mill and fill asphalt repairs to major and local street sections 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.

PARKING LOT ASPHALT OVERLAYS: Ms. Andrea Stork asked for additional information regarding the contract and where some of the work would be performed. Mayor Pro Tem Pearson encouraged Ms. Stork to review the agenda and related materials as it is publicly available. Ms. Stork commented that when the City is expending significant resources she believes a public discussion is warranted. City Manager Shaffer reviewed the contract and provided additional details as to where the work would be performed. Motion by Knapp, seconded by Reid, to award a contract in the amount of \$248,533.60 to Michigan Paving and Materials Company for parking lot asphalt overlays 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.

DONATION OF PROPERTY AT 9300 PORTAGE ROAD: Ms. Andrea Stork asked for additional information regarding the donation. Mr. Shaffer shared that the donation is of one-half acre of land which will permit the City to increase the safety of the intersection between Lakeview Drive and Portage Road. Mr. Shaffer shared why there is a need to alter the intersection along with details related to an adjacent development project. In response to a question of Ms. Stork it was shared that AEG Development, LLC, was responsible for the donation. Councilmember Reid thanked Ms. Stork for coming forward and asking questions so that those watching on television who do not have Internet access to review the agenda or those who have not availed themselves to the information will have better understanding of what actions are being taken to govern the City. Motion by Burns, seconded by Reid, to accept the generous donation of 0.50 acres of real property at 9300 Portage Road and authorize the City Manager to execute all documents associated with the transaction. Upon a roll call vote, motion carried 6 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Burns shared that he recently attended his first meeting of the Central County Transit Authority (CCTA) at which an annual report was reviewed. Mr. Burns shared that, among many highlights, he wanted to point out that in spite of the many miles driven by CCTA employees there were no "at-fault" accidents in the previous year. He commented that this is an indicator that patrons are getting good service and a safe ride. Mayor Pro Tem Pearson commented that he also attended this meeting and shared that, at this meeting, the CCTA highlighted four major accomplishments from 2017 and reviewed an upcoming strategy session at which additional routes outside of the City of Kalamazoo will be discussed.

Mayor Pro Tem Pearson shared that he recently attended a meeting of the Kalamazoo County Consolidated Dispatch Authority (KCCDA) at which a contractor was selected to renovate the new Countywide Dispatch Center. Mr. Pearson indicated that Mr. Shaffer also attended the meeting and that Mr. Shaffer is a member of the Kalamazoo County Consolidated Dispatch Authority Executive Committee. Mr. Shaffer commented that KCCDA expects to go live in September of this year.

Motion by Reid, seconded by Ford, to receive the City Council Committee Reports. Upon a voice vote, motion carried 6 to 0.

STATEMENTS OF CITIZENS: Andrea Stork, 1515 Dogwood, asked that City Council reconsider their decision to not read aloud the Consent Agenda. She also asked that the Consent Agenda contain additional information and be easier to understand.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Urban commented regarding a recent incident involving a resident transporting guns in close proximity to a school in Portage and, upon investigation by the Police Department, it was determined that no laws were broken. The matter, Mr. Urban stated, highlighted the problem of trying to maintain vigilance and safety especially in light of recent bombings in Austin, Texas. Mr. Urban expressed hope that the community can work to balance the needs and rights of the citizens with public safety. Children, including one of his daughters, are fearful of what is going on and those on both sides of the gun debate need to treat each with respect and make wise decisions. Mr. Urban continued by sharing that he recently sat down with Webelo Cub Scouts and discussed various aspects of Portage City Government and the election process.

Councilmember Reid shared that she recently attended a meeting of the YMCA and met the new Chief Executive of the Kalamazoo area YMCA and expressed optimism that he will be a good addition to the community.

Councilmember Knapp shared that she had the privilege of touring the YWCA in downtown Kalamazoo and pointed out that it is the oldest YWCA in the State of Michigan. Ms. Knapp continued by pointing out that the YWCA provides a wide variety of services including those related to victims of domestic violence, sexual assault services, a childcare center, racial justice and women's economic empowerment. Ms. Knapp highlighted the YWCA to share their amazing scope of services and let residents know that anyone in Portage can avail themselves to these services.

Mayor Pro Tem Pearson stated his appreciation that everyone on City Council works hard and stated that he enjoys when Councilmembers have differences of opinion as it leads to great discussion.

ADJOURNMENT: Mayor Pro Tem Pearson adjourned the meeting at 8:33 p.m.

Adam Herringa, City Clerk

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF MARCH 26, 2018**

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

Mayor Randall opened the meeting and inquired if there were any questions or concerns regarding items on the proposed March 27th Agenda. With regard to Item A.2., Accounts Payable, Mayor Pro Tem Pearson inquired if check number 305371 in the amount of \$47,318.79 to Best Way Disposal for portable restrooms was accurate. City Manager Shaffer replied that he would research and respond.

With regard to Item A.3, Pfizer Tax Abatement Application, Councilmember Reid noted that the salary for new jobs listed in the Project Impact Analysis included benefits in the calculation. She questioned whether benefits should be and have historically been included in the Analysis and requested a revised Project Impact Analysis that removed the benefits from the "Average Annual Income" component of the calculation. Councilmember Burns inquired how frequently, once a tax abatement is approved, the City reviews compliance with the agreement. City Manager Shaffer suggested that the City has not historically engaged in audits to determine on-going compliance but would research the matter and respond. Councilmember Reid commented that corporations typically provide an annual report to the City which details their compliance with the tax abatement agreement. City Clerk Herringa confirmed that such an annual filing occurs. Councilmember Burns inquired, with regard to the proposed Pfizer Tax Abatement, if the tax implications will be incorporated into the budget. Mr. Shaffer stated that the implications of the Agreement would go into effect and be incorporated into the City's 2019-2020 Fiscal Year Budget.

With regard to Item A.4, Marijuana Permit Fee Resolution, Mayor Randall inquired if this fee would be adopted once at this meeting or if it would be reviewed on an annual basis. City Manager Shaffer stated that the related Resolution would be included in the annual review and establishment of fees that is presented to City Council near the end of each calendar year.

With regard to Item A.5, Transfer from General Fund Surplus and Callable Bonds, Councilmember Reid inquired if the funding to call the bonds was from surplus in the General Fund and if this funding source was also being utilized to make a payment for Consolidated Dispatch. She continued by inquiring if the payment to Consolidated Dispatch was a single occurrence and if, in the proposed FY 2018-2019 Budget, the City would be budgeting for both on-going in-house dispatch operations as well as Consolidated Dispatch. She concluded by stating that she believes payments related to Consolidated Dispatch should be incorporated into the overall budget. City Manager Shaffer confirmed that surplus funds were being utilized to pay for the items noted by Councilmember Reid. Mr. Shaffer continued by stating that the City is looking to normalize the funding of Consolidated Dispatch but that an overlap of Consolidated Dispatch and in-house dispatch in the upcoming fiscal year is being planned. Any

remaining funds that might result would then become surplus in the following fiscal year.

Councilmember Reid stated that the City is not calling all of the debt that it could. She stated that, rather than this approach, she would prefer to see all of the debt called. Regardless of Consolidated Dispatch, Councilmember Reid asked what it would look like if the City were to address all of the callable debt and not just what is being proposed. City Manager Shaffer stated that he would research and respond, noting that the Finance Director, Bill Furry, would be present at the City Council Meeting to help answer questions. City Manager Shaffer also commented that this year the City debt would decrease by \$10 million and the City would not be issuing any bonds. Mayor Randall inquired, given the City's improved bond rating, what is the cost of borrowing today versus when prior bonds were issued. She continued by inquiring what would it look like to issue new bonds today for projects (instead of outright paying for them) and instead utilize resources to more aggressively pay off old debt. City Manager Shaffer stated that he would research the matter and provide a response.

With regard to Item A.7, Purchases and Sales Ordinance, Councilmember Reid asked that City Council be provided with a "redline" version of the proposed ordinance.

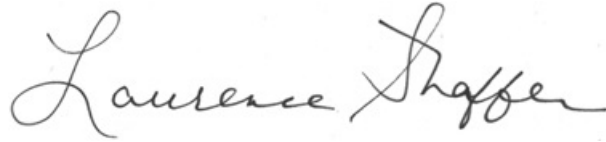
There being no other questions Mayor Randall summarized the questions raised at the meeting requiring follow-up from the City Administration.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:17 a.m.

Adam Herringa, City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Approval of the Accounts Payable Register of March 27, 2018 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks and auto-pay payments. The attached Accounts Payable Register covers the period March 4, 2018 through March 18, 2018 and notes \$353,661.72 in automated clearing house payments, \$476,787.99 in paper checks and \$85,461.51 in auto-pay payments for a grand total of \$915,911.22.

FUNDING: N/A

Attachments: 1. Accounts Payable of 3-27-2018

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/4/2018 To: 3/18/2018

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Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
03/09/2018	8359(A)	A NEW LEAF	PLANT CARE	85.00
03/09/2018	8360(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	4,677.23
03/09/2018	8361(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	7,363.40
03/09/2018	8362(A)	AIRGAS GREAT LAKES	MAINTENANCE SUPPLIES	685.51
03/09/2018	8363(A)	AKERS WOOD PRODUCTS	STUMP DUMPING	375.00
03/09/2018	8364(A)	ALL CITY MANAGEMENT SERVICES, INC.	SCHOOL CROSSING GUARDS	2,925.72
03/09/2018	8365(A)	ALL-TRONICS, INC.	FIRE ALARM MONITORING	81.00
03/09/2018	8366(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL	450.00
03/09/2018	8367(A)	B L HARROUN & SON INC.	SPRINKLER REPAIRS	1,060.00
03/09/2018	8368(A)	C D W GOVERNMENT, INC.	LED MONITOR	162.98
03/09/2018	8369(A)	C T S TELECOM, INC.	TELEPHONE SERVICE	2,944.18
03/09/2018	8370(A)	CARRIER & GABLE	T/S DETECTOR CABLES	369.60
03/09/2018	8371(A)	CHARTER COMMUNICATIONS	CABLE TV	571.63
03/09/2018	8372(A)	CLEANIT CORP	CAR WASHES	396.00
03/09/2018	8373(A)	DATA CONSTRUCTS LLC	WEBSITE HOSTING	97.95
03/09/2018	8374(A)	DIGITAL HIGHWAY WIRELESS SOLUTIONS	FIRE APPARATUS MAINT	70.00
03/09/2018	8375(A)	ENGINEERED PROTECTION SYSTEMS, INC.	CITY-WIDE EQUIP VIDEO	155,342.16
03/09/2018	8376(A)	FIDELITY SECURITY LIFE INSURANCE CO	FEB-JUNE 2018 VISION	1,060.40
03/09/2018	8377(A)	FURRY, WILLIAM	SHOPKEEP CHARGE BILL	207.00
03/09/2018	8378(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	1,100.00
03/09/2018	8379(A)	GLOBAL EQUIPMENT CO., INC.	FLAMMABLE STORAGE	996.85
03/09/2018	8380(A)	GLOBAL TELEMATIC SOLUTIONS LLC	GTS MONTHLY SUBSCRIP	625.00
03/09/2018	8381(A)	GORDON WATER SYSTEMS	WATER COOLER RENTAL	75.50
03/09/2018	8382(A)	GREAT LAKES CHLORIDE, INC.	BOOST FOR SALT	4,989.55
03/09/2018	8383(A)	GRIFFIN PEST SOLUTIONS, INC.	FIRE FACILITY MAINT	157.00
03/09/2018	8384(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	8,619.19
03/09/2018	8385(A)	HOWARD PRINTING	PORTAGER PRODUCTION	4,726.00
03/09/2018	8386(A)	HURLEY & STEWART, LLC	2018 STORM DRAINAGE	26,168.58
03/09/2018	8387(A)	INDUSCO SUPPLY CO., INC.	JANITORIAL SUPPLIES	534.86
03/09/2018	8388(A)	INTERNATIONAL CODE COUNCIL, INC	MEMBERSHIP	135.00
03/09/2018	8389(A)	IP CONSULTING, INC.	FIRE VIDEO CONFERENCE	19,730.45

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/4/2018 To: 3/18/2018

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Check Date	Check	Vendor Name	Description	Amount
03/09/2018	8390(A)	KEHOE, EDWARD J	PROGRAM INSTRUCTOR	360.00
03/09/2018	8391(A)	LAKE MICHIGAN MAILERS, INC.	METER PLUS MONTHLY	260.00
03/09/2018	8392(A)	LAND & RESOURCE ENGINEERING, INC	STAKING SERVICES	834.28
03/09/2018	8393(A)	LAND MATTERS LLC	RIGHT-OF-WAY SERVICE	956.24
03/09/2018	8394(A)	LANDS END	VEST FOR DISPATCHER	48.40
03/09/2018	8396(A)	MARTIN SPRING & DRIVE, INC.	DRIVELINE SUPPLIES	1,437.49
03/09/2018	8397(A)	MEJEUR ELECTRIC LLC	LOBBY WIRING	1,784.00
03/09/2018	8398(A)	MICHIGAN OFFICE ENVIRONMENTS	OFFICE FURNITURE	10,284.95
03/09/2018	8399(A)	PCM SALES, INC.	LICENSE RENEWAL	7,023.20
03/09/2018	8400(A)	PECKELS, CHRISTINE	PROGRAM INSTRUCTOR	240.00
03/09/2018	8401(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	5,312.50
03/09/2018	8402(A)	PLM LAKE & LAND MANAGEMENT	PERMIT FEE	1,500.00
03/09/2018	8403(A)	PREIN & NEWHOF	ENGINEERING SERVICES	2,265.00
03/09/2018	8404(A)	R W LAPINE INC.	REPLACEMENT FURNACE	2,511.37
03/09/2018	8405(A)	RIDGE AUTO NAPA	MAINTENANCE SUPPLIES	4,099.49
03/09/2018	8408(A)	ROE-COMM, INC.	RADIO ANTENNAS	102.20
03/09/2018	8409(A)	SUBSURFACE REFLECTIONS LLC	UTILITY LOCATING	2,250.00
03/09/2018	8410(A)	SUEZ WATER ENVIRONMENTAL SERVICES	WATER METERS	2,003.14
03/09/2018	8411(A)	UNITED PETROLEUM	FUEL TANK PROBE MAIN	829.91
03/09/2018	8412(A)	VISION SERVICE PLAN (OH)	VISION SERVICE PLAN	2,055.03
03/09/2018	8413(A)	W W GRAINGER INC	TABLES GAIN ELV REPL	1,506.95
03/09/2018	8414(A)	WARNER NORCROSS & JUDD LLP	LEGAL FEES & RETAINER	1,113.00
03/09/2018	8415(A)	WEST MICHIGAN INT'L LLC	MAINTENANCE SUPPLIES	3,337.75
03/09/2018	8416(A)	WIGHTMAN & ASSOCIATES, INC.	ENGINEERING SERVICES	18,905.00
03/09/2018	8417(A)	WOLVERINE LAWN SERVICE, INC.	SNOW REMOVAL SERVICE	10,455.36
03/09/2018	8418(A)	XEROX CORPORATION	PHOTOCOPY LEASE FEB	653.73
03/12/2018	8419(A)	CIVICPLUS	WEBSITE SETUP	24,749.99
Total ACH Transactions:				353,661.72
Check Type: Paper Check				
03/06/2018	10161	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	404.01
03/09/2018	305362	A T & T	TELEPHONE SERVICE	263.13

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Check Date	Check	Vendor Name	Description	Amount
03/09/2018	305363	A T & T LONG DISTANCE	LONG DISTANCE	11.54
03/09/2018	305364	ACTIVE911, INC.	FIRE ACTIVE 911 SUBS	243.75
03/09/2018	305365	ADP, INC.	PAYROLL SERVICES	3,541.11
03/09/2018	305367	ALLEGRA PRINT & IMAGING	PRINTING	2,227.53
03/09/2018	305368	AMOS, JACK	DAMAGED MAILBOX REIM	44.00
03/09/2018	305369	AR ENGINEERING LLC	ENGINEERING SERVICES	4,327.71
03/09/2018	305370	BALKEMA EXCAVATING, INC.	E MILHAM WATER MAIN	60,528.78
03/09/2018	305371	BEST WAY DISPOSAL, INC.	PORTABLE RESTROOMS	47,318.79
03/09/2018	305372	BINDER PARK ZOOLOGICAL SOCIETY, INC	MARCH ZOOMOBILE CLASS	200.00
03/09/2018	305373	BLAIR, KAY	TRIP REFUND	95.00
03/09/2018	305374	BLUEBEAM, INC.	FIRE SOFTWARE	447.00
03/09/2018	305375	BROADCAST MUSIC, INC.	MUSIC LIC 2018	342.00
03/09/2018	305376	BUDDEN, ANGEL	GRAIN ELEVATOR RENTAL	305.00
03/09/2018	305378	BUSINESS SPEAKERS BUREAU	DAMIEN ESCOBAR DEPOSIT	9,750.00
03/09/2018	305379	CAMPBELL AUTO SUPPLY	FIRE APPARATUS MAINT	139.98
03/09/2018	305380	CARTRIDGE WORLD	INK CARTRIDGES	1,858.79
03/09/2018	305381	CHOCOLATEA CO.	TEA AND SNACKS	550.00
03/09/2018	305382	CINTAS CORP.	UNIFORM RENTAL	302.10
03/09/2018	305383	CITY OF KALAMAZOO	EMP TRNG	225.00
03/09/2018	305384	CONSORT DISPLAY GROUP	BANNERS	2,015.60
03/09/2018	305385	CONSUMERS ENERGY-BILL PMT CNT	STREETLIGHTS	37,648.18
03/09/2018	305386	CORFMAN, MIKE	EMPLOYEE REIMBURSEMENT	390.50
03/09/2018	305387	D L GALLIVAN INC.	COPY MACHINE USAGE	87.09
03/09/2018	305388	DETROIT SALT CO.	ICE CONTROL SALT	52,352.09
03/09/2018	305389	DEVON TITLE AGENCY	OVER PAYMENT REFUND	49.72
03/09/2018	305390	DIDAS, KAY	PROGRAM REFUND	30.00
03/09/2018	305391	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	1,482.80
03/09/2018	305392	ESO SOLUTIONS, INC.	FH SOFTWARE RENEWAL	5,250.00
03/09/2018	305393	EXECUTIVE INFORMATION SYSTEMS LLC	FIRE SOFTWARE	715.00
03/09/2018	305394	FLETCHER ENTERPRISES	RECEPTION WALL REPAIR	170.00
03/09/2018	305395	GASAWAY CONSULTING GROUP	PRESENTATION FEE	3,969.66
03/09/2018	305396	GOETZ, MIKE & DIANE	TRIP REFUND	100.00

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Check Date	Check	Vendor Name	Description	Amount
03/09/2018	305397	GORDON FOOD SERVICE	MPIR CONCESSIONS	158.82
03/09/2018	305398	GRAHAM, JUDY	EMPLOYEE REIMBURSEMENT	158.00
03/09/2018	305399	HARNESS, PAMELA	PROGRAM REFUND	25.00
03/09/2018	305400	HDVCH INJURY PREVENTION PROGRAM	FIRE OPS TRAINING	150.00
03/09/2018	305401	HOME DEPOT	CLEANING & MAINT SUP	1,538.76
03/09/2018	305403	HYDRA-STOP LLC	TAPPING MACHINE	5,341.00
03/09/2018	305404	JOHN E REID & ASSOCIATES INC.	4-DAY INTERVIEW	575.00
03/09/2018	305405	KALAMAZOO CONSERVATION SERVICE	SEEDLINGS FOR EARTH	345.00
03/09/2018	305406	KALAMAZOO COUNTY HEALTH & COMMUNITY	2017-18 HHW PROGRAM	21,558.35
03/09/2018	305407	KALAMAZOO COUNTY TREASURER	PAYOFF DRAIN ASSESS	608.58
03/09/2018	305408	KALAMAZOO COUNTY TREASURER	4TH QUARTER BILLING	61.25
03/09/2018	305409	KAMERMAN, DAN	TRIP REFUND	200.00
03/09/2018	305410	KAMERMAN, DAN	TRIP REFUND	85.00
03/09/2018	305411	KURT COLE CONSTRUCTION	FIRE FACILITY MAINT	3,635.00
03/09/2018	305412	KZOO TIRE COMPANY	TIRES	815.00
03/09/2018	305413	LEXISNEXIS RISK SOLUTIONS	ACCURINT CHARGES	150.00
03/09/2018	305414	LOEDEMAN'S CARPET & UPHOLSTERY CLEA	CARPET CLEANING SERV	99.00
03/09/2018	305415	LORD, JAMES	EMP TRNG	298.00
03/09/2018	305416	LORD, JAMES	TRAVEL EXPENSES	749.92
03/09/2018	305417	LUNDQUIST, ANNE	TRIP REFUND	108.00
03/09/2018	305418	LUNDQUIST, ANNE	TRIP REFUND	200.00
03/09/2018	305419	LUNDQUIST, ANNE	TRIP REFUND	85.00
03/09/2018	305420	MALANEY, BARBARA	TRIP REFUND	95.00
03/09/2018	305421	MCDA	MCDA MEMBERSHIP	219.00
03/09/2018	305422	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	170.00
03/09/2018	305423	MCNALLY ELEVATOR CO.	ELEVATOR MAINT	129.75
03/09/2018	305424	MENARDS, INC	ELIASON PROJECT	1,022.83
03/09/2018	305425	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR	2,483.31
03/09/2018	305426	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY	279.24
03/09/2018	305427	MILLER, CANFIELD, PADDOCK & STONE	AUSTIN LAKE TRAIL LEASE	2,885.50
03/09/2018	305428	MIRACLE RECREATION EQUIPMENT CO.	PLAYGROUND EQUIPMENT	544.62
03/09/2018	305429	MLIVE MEDIA GROUP	KALAMAZOO GAZETTE AD	270.60

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Check Date	Check	Vendor Name	Description	Amount
03/09/2018	305430	MMTA	2018 ADVANCED INSTIT	325.00
03/09/2018	305431	MOLNAR CONSTRUCTION PC	HAYLOFT CONSTRUCTION	3,925.00
03/09/2018	305432	MULDERS LANDSCAPE SUPPLIES INC	SNOW PLOW OPERATORS	9,025.00
03/09/2018	305433	NEAL, ALBERTA	TRIP REFUND	95.00
03/09/2018	305434	NETWORKFLEET, INC.	MONTHLY SERVICE	180.82
03/09/2018	305435	O'REILLY AUTO PARTS	FLEET MAINTENANCE	725.70
03/09/2018	305436	OFFICE DEPOT, INC.	MISC OFFICE SUPPLIES	3,253.76
03/09/2018	305439	PEER, JON	PARK BOARD NAME TAGS	101.15
03/09/2018	305440	POLDERMAN'S FLOWER SHOP	FLOWERS	146.95
03/09/2018	305441	PORTAGE PUBLIC SCHOOLS	MLK EVENT	150.00
03/09/2018	305442	PRINTING SERVICES INC	STORYBOARDS-ELIASON	220.00
03/09/2018	305443	PUBLIC MEDIA NETWORK	QUARTERLY INSTALLMENT	93,610.75
03/09/2018	305444	R W LAPINE INC.	HVAC MAINTENANCE SERV	2,895.39
03/09/2018	305445	R-COMM MEDIA	FULL PAGE ADD	1,596.00
03/09/2018	305446	RATHCO SAFETY SUPPLY, INC.	SIGNS AND SIGN MATER	646.26
03/09/2018	305447	RE, ROSEMARY	TRIP REFUND	100.00
03/09/2018	305448	ROSS, JULIE	TRIP REFUND	344.00
03/09/2018	305449	ROWLEY BROTHERS, INC.	ENGINE OIL	1,872.53
03/09/2018	305450	SAFE KIDS C/O PES	FIRE OPS TRAINING	255.00
03/09/2018	305451	SAFEBUILT MICHIGAN, LLC	PLUMBING INSPECTIONS	1,260.00
03/09/2018	305452	SKILLPATH SEMINARS	ALL ACCESS TRAINING	299.00
03/09/2018	305453	SPRINT PCS	CELL PHONE TRACKING	60.00
03/09/2018	305454	STATE OF MICHIGAN (DEPT LABOR)	INSPECTOR REGISTRATION	150.00
03/09/2018	305455	STATE OF MICHIGAN (MDEQ)	WATER REPORTING FEE	200.00
03/09/2018	305456	STATE SYSTEMS RADIO, INC	MISC RADIO REPAIRS	1,526.48
03/09/2018	305457	SUPERIOR ASPHALT, INC.	HOT PATCH	1,950.00
03/09/2018	305458	THOMAS HAMANN	SUMMER 2018-19 BROCHURE	2,140.00
03/09/2018	305459	TODD ARBANAS ENTERPRISES INC.	LEXINGTON GREEN NEIG	3,100.00
03/09/2018	305460	TRACTOR SUPPLY CORP.	CANINE SUPPLIES	127.93
03/09/2018	305461	ULINE, INC.	SHOP MAINTENANCE	1,484.48
03/09/2018	305462	UNIFIRST CORPORATION	RUG DELIVERY	71.70
03/09/2018	305463	UNITED PARCEL SERVICE	WEEKLY DELIVERY	15.92

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Check Date	Check	Vendor Name	Description	Amount
03/09/2018	305464	VAN BUREN COUNTY	BOND MONEY RECEIVED	250.00
03/09/2018	305465	VARNUM, RIDDERING, SCHMIDT & H	CABLE FRANCHISE RENEW	72.00
03/09/2018	305466	VERHAGE, DENISE	SKI LESSONS REFUND	50.00
03/09/2018	305467	VERIZON WIRELESS SERVICES, LLC	WIRELESS CARD SERVICE	1,725.92
03/09/2018	305468	WENDLING OSBORN, JANE	TRIP REFUND	615.00
03/09/2018	305469	WILLIAMS ASSOCIATES ARCHITECTS, LTD	PROFESSIONAL SERVICES	37,584.56
03/09/2018	305470	WOLFE, MATT	FEB REIMBURSEMENT	566.82
03/09/2018	305471	ZOUP	CATERING ORDER	210.35
03/09/2018	305472	MAIN STREET PORTRAITS INC	PHOTOGRAPHY SERVICES	972.00
03/09/2018	305473	ALERT-ALL CORP.	FIRE MARSHAL SUPPLIES	3,911.50
03/09/2018	305474	BUIST ELECTRIC, INC.	TRANSFORMER RAPAIRS	1,057.00
03/14/2018	305475	A T & T	TELEPHONE SERVICE	9,145.33
03/14/2018	305476	FOUR ROSES CAFE	COOKING CLASS	280.00
03/14/2018	305477	OFFICE DEPOT, INC.	PD OFFICE SUPPLIES	556.36
03/14/2018	305478	ONE WELL BREWING, LLC	CLASS SUPPLIES	240.00
03/14/2018	305479	U S POSTAL SERVICE	POSTAGE METER REFILL	3,000.00
03/14/2018	305480	VERIZON WIRELESS SERVICES, LLC	WIRELESS SERVICE	2,266.94
Total Paper Checks:				476,787.99

Check Type: Auto-Pay Payments

03/06/2018	6205	CONSUMERS ENERGY	GAS-ELECTRIC	95.20
03-07-2018	6210	CONSUMERS ENERGY	GAS-ELECTRIC	4,592.89
03/09/2018	6237	CONSUMERS ENERGY	GAS-ELECTRIC	15,619.97
03/13/2018	6240	CONSUMERS ENERGY	GAS-ELECTRIC	1,092.55
03/14/2018	6251	CONSUMERS ENERGY	GAS-ELECTRIC	3,906.88
03/15/2018	6258	CONSUMERS ENERGY	GAS-ELECTRIC	30,367.23
03/15/2018	6219	RANDALL BROWN ASSOC	RETAINER FEES	18,810.00
03/16/2018	6271	CONSUMERS ENERGY	GAS-ELECTRIC	10,976.79
Total Auto-Pay Payments:				85,461.51

Grand Total: 915,911.22

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Industrial Tax Abatement Application: Pfizer Incorporated, 7171 Portage Road

SUPPORTING PERSONNEL: Chris Forth, Deputy Director of Planning, Development & Neighborhood Services

ACTION RECOMMENDED: Adopt Resolution No. 3-18 setting a public hearing on April 10, 2018 for an Industrial Facilities Exemption Certificate for real property investments in the estimated amount of \$148 million within Industrial Development District No. 91.

Pfizer, Incorporated has submitted a PA 198 tax abatement application requesting approval of a 12-year Industrial Facilities Exemption Certificate associated with the construction of a new two-story, 400,000-square-foot modular aseptic processing facility at 7171 Portage Road. The modular aseptic processing facility involves a total investment of \$465 million (\$148 million in real property investments and \$317 million in personal property improvements). Pfizer, Inc expects the new facility to create 140 jobs within two years of project completion. Within six years, an additional 310 jobs are expected to be added, bringing the total to new 450 jobs with 200-400 jobs being retained. At the end of the six years, the economic benefit will be \$42 million in annual salaries/benefits.

As indicated in the application materials, the new modular aseptic processing facility will house multiple, self-contained mobile manufacturing modules that allow the various manufacturing processes to be separate from one another. The new facility will be located on the north side of Building 41, west of the new 98,000-square-foot warehouse as shown on the attached application materials. Approximately 300 existing parking spaces will be displaced but according to Pfizer officials, there are other existing on-site parking areas to accommodate the displacement. As a result of the new facility, upgrades to existing site utilities and other infrastructure will be necessary involving upgrades to an existing 50,000-square-foot facility.

City Council created Industrial Development District (IDD) #91 in August 2016 to facilitate construction of a 98,000-square-foot warehouse addition at the north end of Building #41 and an A.O.V. Work Center proposed inside the northern portion of Building #41. At that time, Pfizer indicated several additional projects were planned in the near future and have requested the boundaries of IDD #91 be expanded beyond the building footprints to encompass the finished product operations on the north end of the manufacturing campus located at 7171 Portage Road. The attached map shows the boundaries of IDD #91. Construction of the warehouse has been completed; work related to the A.O.V. Work Center is still underway. Since the proposed aseptic processing facility will be located within IDD #91, Resolutions 1 and 2 intended to establish a district are not necessary.

Summary of PA 198 Process

The process to receive a tax abatement is initiated with the filing of a request to establish an industrial development district. As noted above, this step was completed in August 2016. Following the creation of the district, the second step involves a review of the industrial facilities exemption certificate. As required by the State of Michigan, the city may not approve a new industrial facilities exemption certificate unless there is a written agreement between the city and the owner of the industrial facility, which must be formally filed with the Michigan Department of Treasury. Also, the Michigan State Tax Commission requires an affidavit, executed by the local unit of government and the applicant, which states that there are no additional payments or similar charges other than the required application fee. The tax abatement agreement is considered by the Council when the industrial facilities exemption certificate is reviewed and will include provisions related to the jobs created or retained, the facility to be constructed and related issues. The tax abatement procedure concludes when, within 60 days of the date of filing, City Council approves the resolution approving the application for an industrial facilities exemption certificate. The application materials are forwarded to the Tax Commission and the agreement is submitted to the Department of Treasury. If City Council adopts a resolution disapproving the application for the certificate, the applicant may still proceed and file the application with the Tax Commission, which renders final approval or disapproval of the industrial facilities exemption certificate.

Preliminary Environmental Analysis

A preliminary planning and environmental review of the proposed facility has been completed. The subject property is approximately 436 acres in size, zoned I-2, heavy industry and accommodates a large manufacturing campus with numerous buildings (approximately 1.5 million square feet in area), facilities, and supporting infrastructure. Building 41, constructed in 1950, was recently expanded with the new 98,000 square foot warehouse and improved with a new A.O.V. Work Center. Building 41 will again be expanded with the proposed 400,000-square-foot modular aseptic processing facility. The manufacturing facility has grown over the decades and has historically been used for pharmaceutical manufacturing purposes. Pfizer operates its own private water and sanitary sewer system, which is discharged to the City of Kalamazoo treatment facility. Stormwater drainage is controlled on site in conformance with the city "Storm Water Design Criteria Manual." Review of the area for environmental concerns revealed no compliance problems with either the Michigan Department of Environmental Quality or City of Kalamazoo. Compliance with state and federal regulations pertaining to hazardous material handling, storage and disposal will be required during the construction and operation of the proposed facility. The property is zoned I-2, heavy industrial, and adjacent properties are also zoned heavy industrial. The property is located within the Portage Road Industrial Corridor and is identified for industrial development in the City of Portage Comprehensive Plan.

Project Impact Analysis

Project impact analyses have been prepared for the proposed investment of \$148,000,000 in real property improvements. Personal property investments in the amount of \$317,000,000 will also be made; however, these improvements are considered Eligible Manufacturing Personal Property (EMPP) and are exempt from local taxation. The projects will retain 200-400 full-time equivalent employees and will add an additional 140 jobs within two years of project completion and 310 jobs within six years, bringing the total to 450 new jobs. The average annual salary for existing and new employees is approximately \$93,000, including benefits. Assumptions utilized in the analyses are detailed on page one of the reports. Calculations are included on proceeding pages and a summary table and chart organizes the results of these calculations for City Council reference.

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

Direct General Fund Abatement Cost	\$324,580
Cumulative Revenue to the City (20 Years)	\$26,751,476
Primary/Secondary Community Economic Benefits	\$15,317,867

The direct General Fund abatement cost to the city over the 12-year period is estimated to be \$324,580. However, the overall impact of this project on the city and area is significant. Cumulative revenue to the city over a 20-year period is estimated to be \$26.7 million while the additional broader community benefit is estimated to be \$15.3 million based on the level of real property investment and job creation. It is worth noting that by 2024 when the facility is expected to employ 450 people, the broader community benefit is expected to increase to approximately \$49.2 million.

Property Tax Analysis

An analysis of the impact of property taxes has also been prepared. With no abatement and the real property taxed at the full 60.909969 millage rate, the estimated taxes generated for all taxing units would total \$47,237,197 over a 12-year period. The information below provides the estimated total tax revenue foregone over a 12-year abatement period by local units of government.

City of Portage	\$4,468,408
Kalamazoo County	\$2,497,966
Central County Transportation Authority	\$290,822
Kalamazoo County Transportation Authority	\$121,951
KRESA	\$2,482,765
KVCC	\$1,089,186
Portage District Library	\$581,644

Portage Public Schools' revenue is subject to the 1994/1995 school aid legislation and is largely provided by the State of Michigan. The total tax abatement valuation percentage approved by the Council with the inclusion of this application would equal 8.28%. This figure reflects the active industrial tax abatements that have been approved by the Council as a percentage of the total city State Equalized Value.

The application is consistent with the adopted industrial tax abatement policy. Although the Pfizer manufacturing campus is not connected to public water, the facility has developed an extensive private water system that properly services its operations. Given the significant real and personal property investments being made with this development project, which will result in a notable benefit to the community, it is recommended that City Council adopt Resolution No. 3-16 setting a public hearing on April 10, 2018 for issuance of Industrial Facilities Exemption Certificates for real property in the estimated amount of \$148 million within IDD No. 91.

FUNDING: Not applicable

Attachments:

1. PA 198 Tax Abatement Application
2. Vicinity Map of IDD No. 91
3. Project Impact Analysis
4. Resolution No. 3-18

Application for Industrial Facilities Tax Exemption Certificate

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

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

To be completed by Clerk of Local Government Unit	
Signature of Clerk	Date Received by Local Unit

STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) Pharmacia & Upjohn Company LLC (Pfizer Inc)	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 3254	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 7171 Portage Road, Kalamazoo, MI 49002	1d. City/Township/Village (indicate which) Portage, MI	1e. County Kalamazoo
2. Type of Approval Requested ☒ New (Sec. 2(5)) ☐ Speculative Building (Sec. 3(8)) ☐ Research and Development (Sec. 2(10))	☐ Transfer ☐ Rehabilitation (Sec. 3(6)) ☐ Increase/Amendment	3a. School District where facility is located Portage 3b. School Code 39140
4. Amount of years requested for exemption (1-12 Years) 12 Years		

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

Pending approval from the State of Michigan on an incentive package and this application, build a new modular aseptic processing facility (400,000 sq ft with 2 floors) & upgrade existing facilities, site utilities & other infrastructure. The new facility will house multiple mobile manufacturing modules that are entirely segregated from other manufacturing lines. We are seeking to ensure this investment occurs in Michigan. More details are attached.

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	\$148,000,000.00
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	\$317,000,000.00
6c. Total Project Costs * Round Costs to Nearest Dollar	\$465,000,000.00
	Total of Real & Personal Costs

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

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements	9/1/2018	9/1/2022	☒ Owned ☐ Leased
Personal Property Improvements	Phase 1: 9/1/2019	9/1/2024	☒ Owned ☐ Leased \$192 million
	Phase 2: 9/1/2020	9/1/2025	X Owned \$125 million

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☐ Yes ☒ No **Not at time of application submission, but process was initiated.**

9. No. of existing jobs at this facility that will be retained as a result of this project. **200-400**
10. No. of new jobs at this facility expected to create within 2 years of completion. **140**

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

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

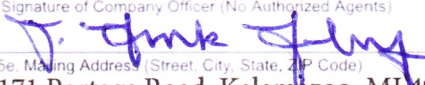
12a. Check the type of District the facility is located in:
☒ Industrial Development District ☐ Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit)
9/9/2016 (documents attached)
12c. Is this application for a speculative building (Sec. 3(8))?
☐ Yes ☒ No

APPLICANT CERTIFICATION - complete all boxes.

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

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

13a. Preparer Name Daniel J Roth	13b. Telephone Number 269-833-8051	13c. Fax Number	13d. E-mail Address daniel.j.roth@pfizer.com
14a. Name of Contact Person Paul D. Faber	14b. Telephone Number 269-833-8365	14c. Fax Number	14d. E-mail Address paul.d.faber@pfizer.com
15a. Name of Company Officer (No Authorized Agents) J. Frank Foley, Vice President			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number	15d. Date 18 MAR, 2018
15e. Mailing Address (Street, City, State, ZIP Code) 7171 Portage Road, Kalamazoo, MI 49002		15f. Telephone Number	15g. E-mail Address frank.foley@pfizer.com

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

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

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

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

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

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

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

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

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

STC USE ONLY				
1. LUCI Code	2. Begin Date Real	3. Begin Date Personal	4. End Date Real	5. End Date Personal

Project Description:

Pfizer is seeking to build a new, technically advanced, modular aseptic processing facility in Portage, Michigan. The cutting edge upgrades will provide dedicated facilities and equipment by product class, contemporize and enhance Pfizer's production of critical life-saving injectable medicines, and transform our sterile operations to enable increased supply reliability flexibility, and production capabilities. This advanced facility will enhance the position of the Portage Site, and Pfizer, as a leading manufacturer of sterile (aseptic) products.

The new facility is expected to contain 400,000 square feet comprised of two floors of 200,000 square feet each. The new facility will require significant upgrades to site utilities and other infrastructure. Similar upgrades are also needed in about 50,000 square feet in an existing facility. The new facility will house multiple, self-contained mobile manufacturing modules that allow the manufacturing line in each module to be entirely segregated from all other manufacturing lines. The total investment will take eight years to implement and is expected to be about \$465 million, with \$400 million occurring in the first five years. Without this investment, the Pfizer Portage site expects to see flat or declining production volume.

Project Alternatives:

Pfizer could potentially choose to make this investment in its sterile (aseptic) manufacturing capabilities at any Pfizer Global Supply (PGS) site or with one or more of its contract manufacturers located worldwide. For reference, Pfizer has a global footprint with more than 58 manufacturing sites around the world. Thirteen of these PGS sites are primarily focused on Sterile Injectable manufacturing including the Pfizer site in Portage, Michigan. This site produces a variety of finished drug products in addition to sterile injectables including: biologicals/biosimilars, liquids and semi-solids, powders, and surgical brands. Pfizer's Portage, Michigan site must remain cost competitive on a global basis as an off-patent finished drug product manufacturer with all of Pfizer's other sites, Pfizer's contracted manufacturers, and Pfizer's drug product competitors to remain viable. This project strengthens the site's ability to compete globally.

Historical Staffing:

Pfizer's Portage site has a major impact on the local economy. Our full time employee count on-site in Portage, Michigan has grown steadily over the last several years; more specifically: 2014 was 2,112; 2015 was 2,171; 2016 was 2,183; and 2017 was 2,240. Our annual capital investment has grown significantly; 2013 = \$92 million, 2014 = \$105 million, 2015 = \$140 million, 2016 = \$153 million, and 2017 = \$175 million. The capital investment trend will continue to grow with this project investment. The number of badged contractors supporting the Portage, Michigan site has grown by over 30% since 2014, from 1,967 to 2,588 badged contractors; this is due in significant part to the increased capital investment over this time period, which has led to expanded contractor needs. The number of badged contractors will continue to grow and align with the increased capital investments.

Investment Estimate, Equipment List and Asset Summary

Internal Category	Line Item	Investment	Tax Category
Process Equipment	Flexible Filling Line (Variosys) w/ Ampoule Module	\$15,603,000	Machinery & Equipment - Purchased
Process Equipment	Flexible Filling Line (Variosys) & (1) FD & Ampoule Module	\$22,927,000	Machinery & Equipment - Purchased
Process Equipment	Flexible Filling Line (Variosys) & (2) FD - APN Small Products	\$24,908,000	Machinery & Equipment - Purchased
Process Equipment	Flexible Filling Line (Variosys) & (2) FD - Bio Products	\$24,908,000	Machinery & Equipment - Purchased
Process Equipment	High Speed Filling Line - w/(2) 40m2 FD, 600vpm	\$51,473,000	Machinery & Equipment - Purchased
Process Equipment	High Speed Filling Line - 600vpm	\$34,785,000	Machinery & Equipment - Purchased
Process Equipment	Testing Materials (All Lines)	\$14,682,000	Machinery & Equipment - Purchased
Process Equipment	Demo Batches	\$7,341,000	Machinery & Equipment - Purchased
CSA	Pods, Dbl. Wide (Quote)	\$24,284,000	Machinery & Equipment - Purchased
Instrument & Controls	IT/Automation (Roughly 12% of Direct Cost)	\$67,538,000	Machinery & Equipment - Purchased
Commissioning	Commissioning	\$28,790,000	Machinery & Equipment - Purchased
Utility Equipment Non Qualified	Chillers, 2500 Ton	\$1,861,000	Building - New Construction
Utility Equipment Non Qualified	Chilled Water Pumps, 5000gpm	\$188,000	Building - New Construction
Utility Equipment Non Qualified	Cooling Tower	\$763,000	Building - New Construction
Utility Equipment Non Qualified	Cooling Tower Water Pumps	\$158,000	Building - New Construction
Utility Equipment Non Qualified	FD Jacket Cooling Skid	\$229,000	Building - New Construction
Utility Equipment Non Qualified	AG Filters	\$382,000	Building - New Construction
Utility Equipment Non Qualified	Soft Water Equipment	\$305,000	Building - New Construction
Utility Equipment Non Qualified	Waste Tank	\$229,000	Building - New Construction
Utility Equipment Non Qualified	Neutralization Skid	\$229,000	Building - New Construction
Utility Equipment Qualified	WFI Tank	\$614,000	Building - New Construction
Utility Equipment Qualified	WFI Pump	\$111,000	Building - New Construction
Utility Equipment Qualified	PW Tank	\$307,000	Building - New Construction
Utility Equipment Qualified	PW Pumps	\$111,000	Building - New Construction
Utility Equipment Qualified	Clean Steam Generator (CSG)	\$529,000	Building - New Construction
Utility Equipment Qualified	Utilities Equipment Spare Parts (6% of Equip. Purchase)	\$343,000	Building - New Construction
Piping/Ductwork Non Qualified	Chilled Water Piping/Headers	\$3,734,000	Building - New Construction
Piping/Ductwork Non Qualified	Chilled Water S&R to PODS & Facility HVAC Units	\$846,000	Building - New Construction
Piping/Ductwork Non Qualified	Cooling Tower Water Piping	\$229,000	Building - New Construction
Piping/Ductwork Non Qualified	Steam/Condensate and/or Forced Water	\$734,000	Building - New Construction
Piping/Ductwork Non Qualified	Process Waste	\$367,000	Building - New Construction
Piping/Ductwork Non Qualified	Neutralization Tank Line	\$367,000	Building - New Construction
Piping/Ductwork Non Qualified	Compressed Air	\$147,000	Building - New Construction
Piping/Ductwork Qualified	WFI Loops, 1,600lf each	\$1,562,000	Building - New Construction
Piping/Ductwork Qualified	PW Loop	\$781,000	Building - New Construction
Piping/Ductwork Qualified	Allowance to Replace 3" N-S PW Line from S. Water Room to APN with new 4" PW Line	\$391,000	Building - New Construction
Piping/Ductwork Qualified	Clean Steam Header	\$488,000	Building - New Construction
Piping/Ductwork Qualified	Pharm Air Header	\$146,000	Building - New Construction
Piping/Ductwork Qualified	Pharm N2 Header	\$146,000	Building - New Construction
Piping/Ductwork Qualified	Pod Piping	\$1,182,000	Building - New Construction
Electrical Production	Allowance for Feeds to Pods	\$514,000	Building - New Construction
Electrical Production	Power & Motor Control, FD's	\$771,000	Building - New Construction
Electrical Production	Power & Motor Control, FD Load/Unload Equip.	\$132,000	Building - New Construction
Electrical Production	Power & Motor Control, Flex Line Equip.	\$514,000	Building - New Construction
Electrical Production	Power & Motor Control, Filling Line Equip.	\$220,000	Building - New Construction
Electrical Production	Power & Motor Control, Stopper Processor	\$110,000	Building - New Construction
Electrical Production	Power & Motor Control, Support Equipment	\$367,000	Building - New Construction
Electrical Production	(2) 15KV Feeds for new Substations Serving the New Filling/FD Workcenter	\$355,000	Building - New Construction
Electrical Utilities	2000KVA Substation, Dbl. Ended	\$1,556,000	Building - New Construction
Electrical Utilities	Static Transfer Switches	\$1,222,000	Building - New Construction
Electrical Utilities	4160V Substation, Single Ended	\$763,000	Building - New Construction
Electrical Utilities	Ground Ring	\$147,000	Building - New Construction
Electrical Utilities	Feeds to MCC/Starters	\$734,000	Building - New Construction
Electrical Utilities	MCCs	\$367,000	Building - New Construction
Electrical Utilities	Power & Motor Control, Chillers	\$277,000	Building - New Construction
Electrical Utilities	Power & Motor Control, CHW Pumps	\$73,000	Building - New Construction
Electrical Utilities	Power & Motor Control, Cooling Tower Water Pumps	\$73,000	Building - New Construction
Electrical Utilities	Power & Motor Control, Cooling Tower Fans	\$147,000	Building - New Construction
Electrical Utilities	Power & Motor Control, PW and WFI Pumps	\$147,000	Building - New Construction
Insulation	Chilled Water Header Piping Insulation	\$942,000	Building - New Construction
Insulation	Chilled Water S&R Piping Insulation	\$291,000	Building - New Construction
Insulation	Other Utility Piping Insulation	\$664,000	Building - New Construction
CSA	Site Prep/U.G. Utility Relocations	\$2,202,000	Building - New Construction
CSA	Allowance for New Parking Lots	\$734,000	Building - New Construction
CSA	Building Shell with CNC/Interior Wall Liner Panels/Lighting/FP(Production Areas/Corridors/Gowning/Pods)	\$46,239,000	Building - New Construction
CSA	Building Shell with minimal Lighting/FP(Future/UnConditioned Space) Fit Out, Arch., Bldg.Mech., HVAC & Elect, Ground Floor - (C&D) Hi-speed lines/40SqM FD's/Gowning/Prep/Form	\$16,092,000	Building - New Construction
CSA	Mezzanine	\$48,098,000	Building - New Construction
CSA	Enlarge North Qualified Utilities Room towards the East, including excavation, form & pour pit	\$2,220,000	Building - New Construction
CSA	Roof Top Pipe Supports for Chilled Water Header	\$470,000	Building - New Construction
CSA	Roof Top Pipe Supports for Chilled Water Header	\$1,205,000	Building - New Construction
CSA	Allowance for B41 Exterior wall/New FD WC Bldg Interface Modifications	\$734,000	Building - Renovations
Demo/Relocation	Allowance for demo/relo along N. exterior wall of APN (N2 tank, etc.)	\$367,000	Building - Renovations
Demo/Relocation	Demo facilities directly East of the North Qualified Utilities Room	\$66,000	Building - Renovations
Demo/Relocation	Demo existing Edwards FD's	\$1,468,000	Building - Renovations

Grand Total**\$465,000,000**

Cash Flow

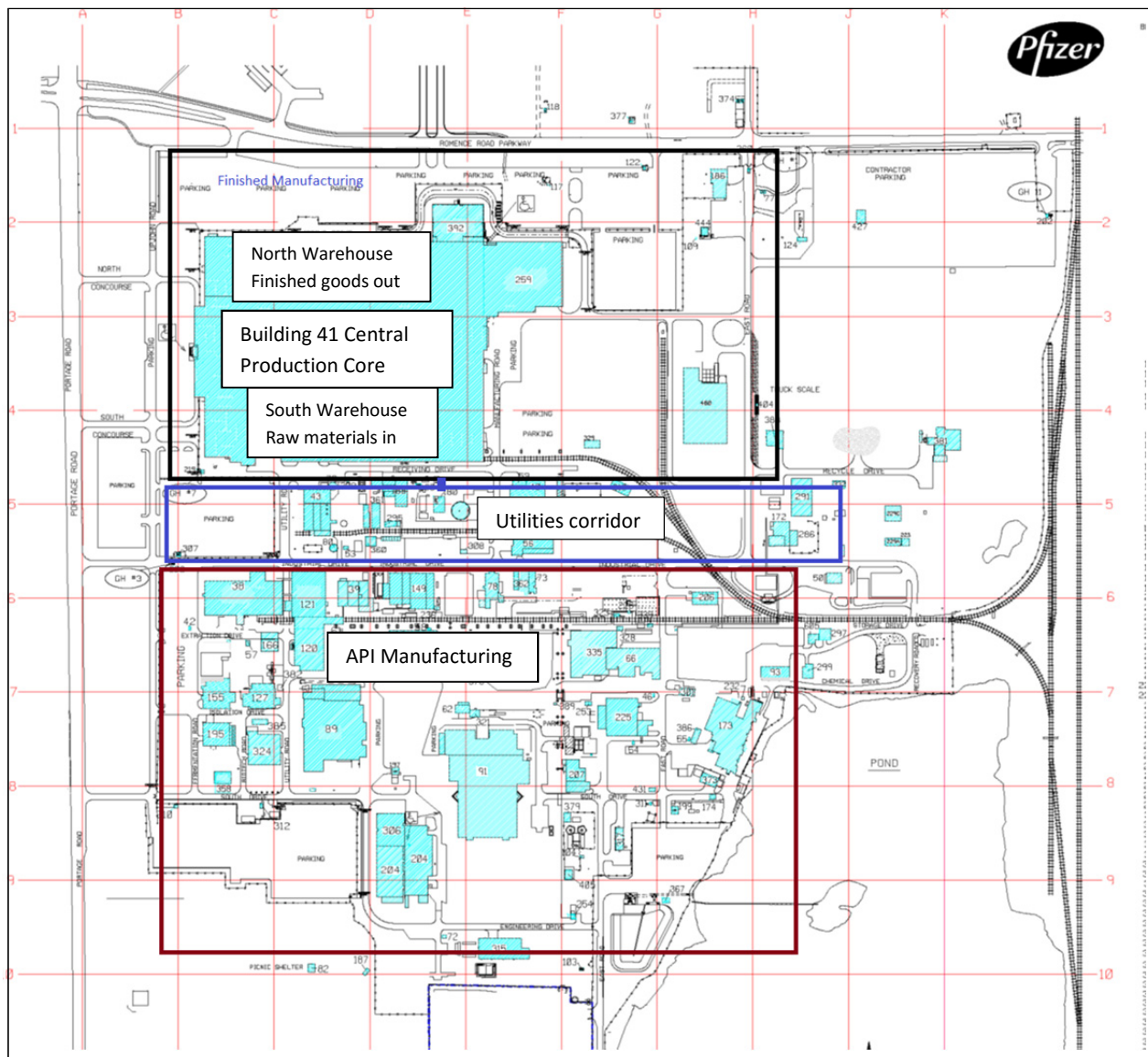
Capital Investment	Property Class	Year 1 2018	Year 2 2019	Year 3 2020	Year 4 2021	Year 5 2022	Year 6 2023	Year 7-8 2024-2025	Total
Building - New Construction	Real	\$2,175,000	\$29,000,000	\$60,900,000	\$43,500,000	\$9,425,000			\$145,000,000
Building - Renovations	Real	\$450,000	\$600,000	\$600,000	\$600,000	\$600,000	\$150,000		\$3,000,000
Machinery & Equipment - Purchased	Personal	\$3,170,000	\$28,213,000	\$76,397,000	\$88,760,000	\$69,423,000	\$35,821,000	\$15,216,000	\$317,000,000
Total Capital Investment		\$5,795,000	\$57,813,000	\$137,897,000	\$132,860,000	\$79,448,000	\$35,971,000	\$15,216,000	\$465,000,000

Site Plan

Introduction

The pharmaceutical manufacturing complex located at 7171 Portage Road, was originally constructed by the Upjohn Company starting in the late 1940's and is a unique facility which produces finished drug products and active pharmaceutical ingredients (API's). The complex is divided north to south with over 120 buildings that were installed primarily from the 1950's through the 1990's. The northern portion consists primarily of drug product production and includes Building 41 (our primary aseptic production facility), warehouse and laboratories. The central part of Plant is primarily our utility corridor which provides utilities (steam, water, power, etc.) for the entire site. The southern portion of the Plant is primarily API production.

Building 41 is primarily designed that raw materials come into the south side of the building, flow through the facility as the products are manufactured and packaged and then out the warehouse on the north side of the facility. See the diagram below for a Pfizer site orientation.



The drawing below helps illustrate the placement of the new MAP Facility. The new MAP Facility will be located at the northwest part of the site and is at the top left on the drawing on the prior page.



Pfizer plans to maintain a drive around the exterior of the new MAP Facility to support movement of vehicles via the same traffic patterns as occur now, support emergency vehicle traffic access near our facilities, and support emergency egress from the new MAP Facility. The MAP Facility does not significantly impact internal traffic flow to the new warehouse facility or the associated semi traffic patterns. The MAP Facility will displace about 300 parking spaces in order to construct the new production facility. There are sufficient parking spaces on-site to handle the dispersion of personal vehicles from this parking lot that will be removed. This change will have minor impacts to where people enter and vacate Pfizer property. This is not expected to have a significant impact on traffic patterns on Romence and Portage Roads. At the time of this application submission, Pfizer has not hired a design firm to create a more detailed site plan. The drawing included in this package illustrates the building perimeter and roadways will be extended around the new facility to support emergency vehicle and inter-site vehicle traffic. Pfizer and the City of Portage will need a more detailed look at the site plan as design continues later this year.

Existing Warehouse Elevation Photos

Photos of the existing North Warehouse are included below. Pfizer's goal is to provide a consistent look and appearance to the elevations from Portage Road and Romence Road.





New Jobs By Year – Peak Increase

450 Jobs & \$42 million per year

Level	2019	2020	2021	2022	2023	2024	Total	Total Weekly Salary / Benefits
Managerial	4	4	4	5	3	3	23	\$84,086
Professional	52	14	8	8	1	4	87	\$263,439
Craftsman (skilled)	3	12	5	3	2	0	25	\$36,825
Operators (semi skilled)	6	20	34	91	24	71	246	\$316,700
Technical	12	13	18	8	0	18	69	\$106,643
Total	77	63	69	115	30	96	450	\$807,692

Roth, Daniel J

To: Christopher Forth
Subject: Pfizer Industrial Tax Abatement Application - Revision

Chris, I appreciate your help today and your question. Below is the table to clarify the jobs added by year and by level. Attached is an amended submission with only two changes: 1) box #10 was edited to be 140 vs 450 and 2) an additional attachment was added to show the matrix below (the 450 added jobs by level).

Level	2019	2020	2021	2022	2023	2024	Total	Weekly Salary	Benefits
Managerial	4	4	4	5	3	3	23	\$60,844	\$23,242
Professional	52	14	8	8	1	4	87	\$190,221	\$73,218
Craftsman (skilled)	3	12	5	3	2	0	25	\$26,006	\$10,819
Operators (semi-skilled)	6	20	34	91	24	71	246	\$226,236	\$90,464
Technical	12	13	18	8	0	18	69	\$75,999	\$30,644
Total	77	63	69	115	30	96	450	\$579,306	\$228,386
Annual								\$30,123,929	\$11,876,071

The Weekly Salary column is based off the total jobs added column which is inclusive through year 2024. The average Weekly Salary by level is Managerial \$2,646; Professional \$2,186; Craftsman (skilled): \$1,040; Operators (semi-skilled): \$920; & Technical \$1,101.

Through year 2 (2020), the jobs added are 77+63=140. The \$42 million is the sum of the Weekly Salary plus Benefits at the end of year 2024.

Thank you,
Dan Roth
Sr. Mgr/TL Project Engineering – API, ENG, EHS, PPT, & SCO
269-833-8051

Dated: 3/13/2018 5:21 PM

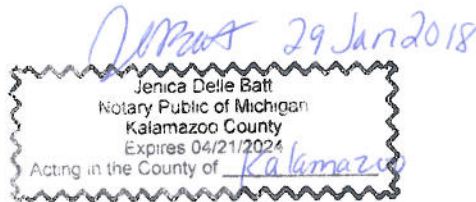
NOTARIZED STATEMENT OF ENVIRONMENTAL COMPLIANCE

The undersigned, authorized representative of the company making the application for an Industrial Facilities Tax Abatement, certifies that to the best of my knowledge and belief, as of the date of this application, and after undertaking a reasonable inquiry, the Pharmacia & Upjohn Company LLC Portage Road facility is in compliance with applicable environmental requirements and is not under current enforcement action by the Michigan DEQ or US EPA.

Dated this 29 day of January, 2018.

PHARMACIA & UPJOHN
COMPANY, LLC

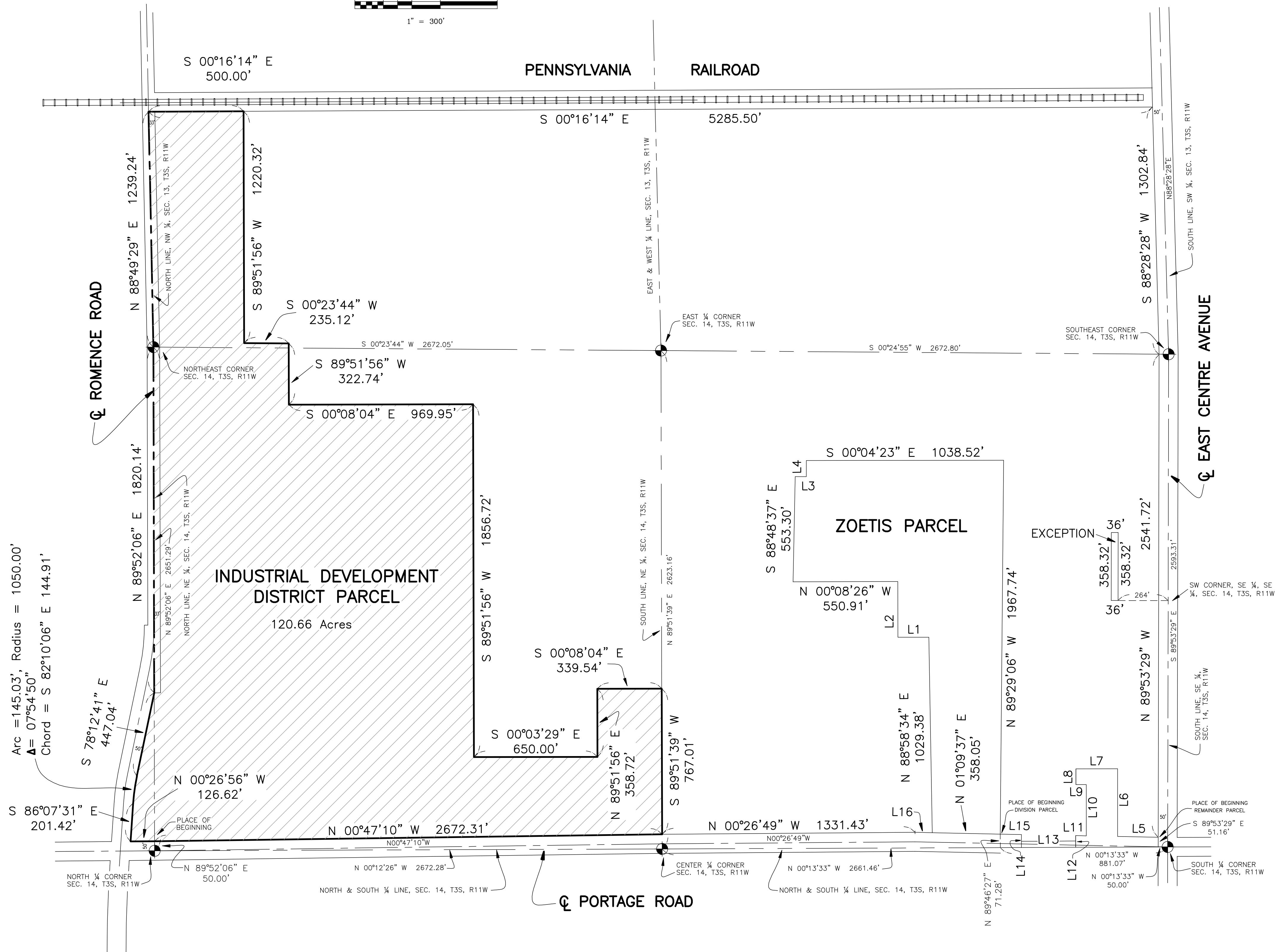
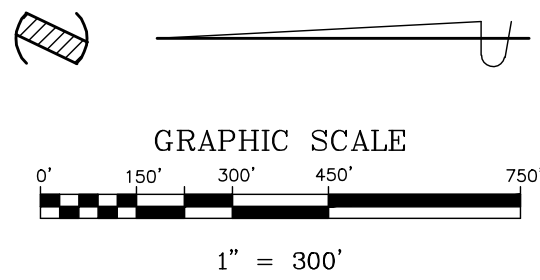
By Robert J. Betzig
Robert J. Betzig
Site Leader



STATE OF MICHIGAN)
COUNTY OF Kalamazoo) ss:

The foregoing instrument was acknowledged before me this 29 day of January, 2018, by Robert J. Betzig, Site Leader of the Pharmacia & Upjohn Company LLC, 7000 Portage Road, Kalamazoo, MI, a Delaware limited liability company, for the company.

Print Name: Jenica Belle Batt
Notary public, State of Michigan, County of Kalamazoo
My commission expires 21 April 2024
Acting in the County of Kalamazoo



PARCEL DESCRIPTION FOR INDUSTRIAL DEVELOPMENT DISTRICT

A parcel of land situated in the Northwest quarter of Section 13 and the Northeast quarter of Section 14, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan being more particularly described as follows:

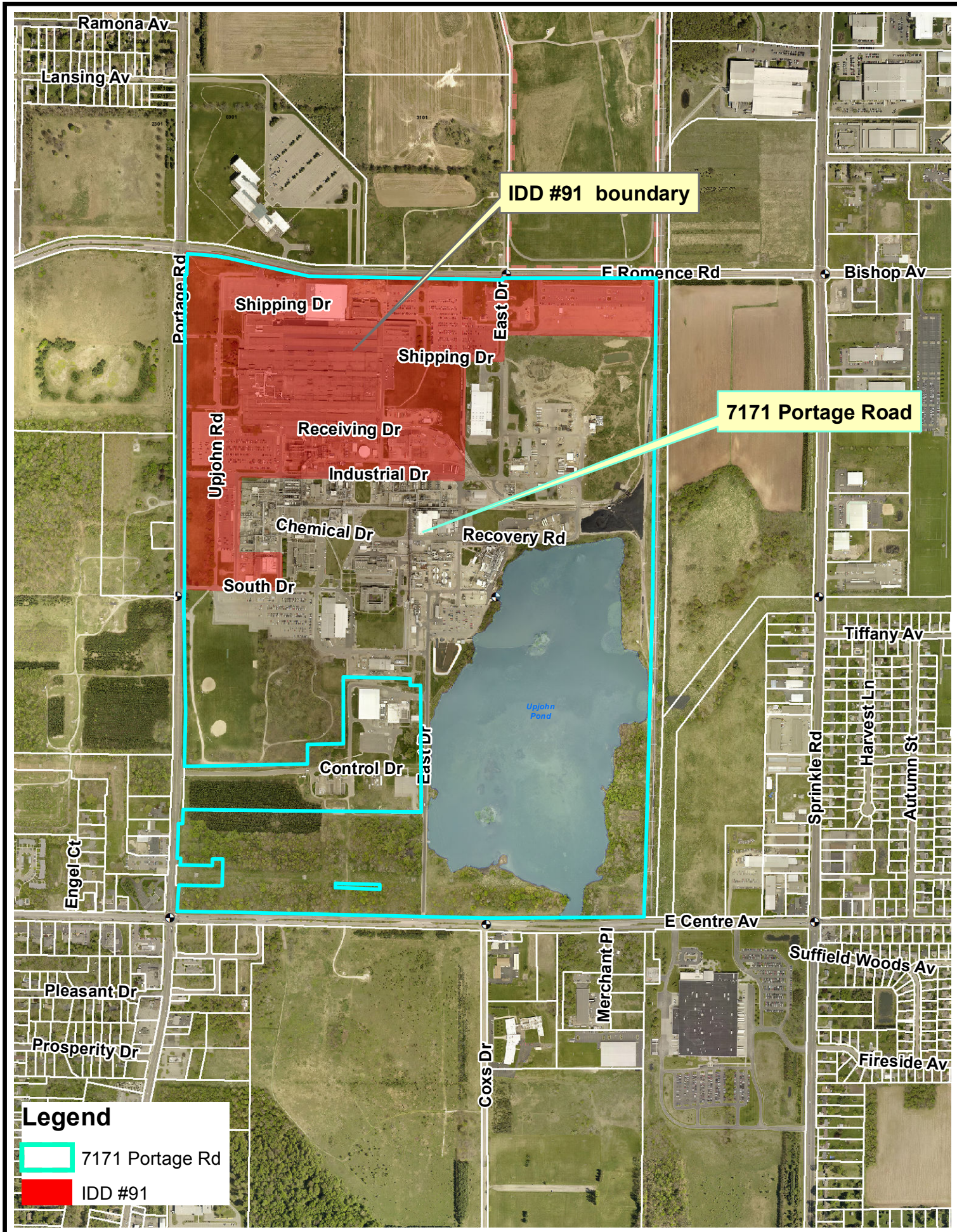
Commencing at the North quarter corner of Section 14, T3S, R11W; thence N 89°52'06"E 50.00 feet along the North line of of the Northeast quarter of said Section 14 to the East right-of-way line of Portage Road to the Place of Beginning; thence N 00°26'-56"W 126.62 feet along said East right-of-way line to the South right-of-way line of Romence Road; thence S 86°07'31"E 201.42 feet along said South right-of-way line of Romence Road; thence Southeastly 145.03 feet along said South right-of-way line along the arc of a curve to the right having a radius of 1050.00 feet, a central angle of 7°54'50" and a chord of S 82°10'08"E 144.91 feet; thence S 78°12'42"E 447.04 feet along said South right-of-way line to said North line of the Northeast quarter of Section 14; thence N 89°52'06"E 1820.14 feet along the North line to the Northeast corner of said Section 14; thence N 88°49'29"E 1239.24 feet along the North line of the Northwest quarter of Section 13, T3S, R11W to the Westerly Railroad right-of-way line; thence S 00°16'14"E 500.00 feet along said Westerly Railroad right-of-way line; thence S 89°51'56"W 1220.32 feet; thence S 00°23'44"W 235.12 feet; thence S 89°51'56"W 322.74 feet; thence S 00°08'04"E 969.95 feet; thence S 89°51'56"W 1856.72 feet; thence S 00°03'29"E 650.00 feet; thence N 89°51'56"E 358.72 feet; thence S 00°08'04"E 339.54 feet to the South line of said Northeast quarter of Section 14; thence S 89°51'39"W 767.01 feet along said South line to said East right-of-way line of Portage Road; thence N 00°47'10"W 2672.31 feet along said East right-of-way line to the Place of Beginning, containing 120.66 acres of land. The parcel being subject to easements, conditions and restrictions of record.

LINE TABLE	
LINE	BEARING — DISTANCE
L1	N 00°12'30" W 162.07'
L2	N 89°44'06" E 293.55'
L3	S 00°04'23" E 58.50'
L4	N 89°55'37" E 85.00'
L5	N 01°09'37" E 214.03'
L6	S 89°53'29" E 356.16'
L7	N 00°13'33" W 220.00'
L8	N 89°53'29" W 82.50'

LINE TABLE	
LINE	BEARING — DISTANCE
L9	S 00°13'33" E 55.00'
L10	N 89°53'29" W 269.67'
L11	N 01°09'37" E 55.01'
L12	N 89°53'29" W 61.66'
L13	N 00°13'33" W 286.00'
L14	S 89°53'29" E 68.58'
L15	N 01°09'37" E 111.50'
L16	N 01°09'37" E 90.93'



DATE	REVISION	INDUSTRIAL DEVELOPMENT DISTRICT MAP		DATE
		PFIZER, INC		7/20/2016
		PROPERTY IN THE SE ¼, SEC 11, NW & SW ¼, SEC 13, NE & SE ¼, SEC. 14, T3S, R11W, CITY OF PORTAGE		JOB No. 36060
		Ingersoll, Watson & McMachen, Inc.		SHEET No. 1
		CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS		
		1133 East Milham Road • Portage Michigan 49002 • Area 269-344-6165 • Fax 269-344-0555		



1 inch = 1,000 feet

Date: 3/14/2018

Industrial Development District #91

PROJECT IMPACT ANALYSIS - Pfizer 2018

Assumptions used in the following calculations:

Market value of property to be added :	
Real property.....	\$148,000,000
Personal property.....	\$317,000,000
Percentage tax abatement requested: (consistent with City Council policy)	
Real property.....	50.00%
Personal property.....	0.00%
Years of abatement requested:	
Real property.....	12
Personal property.....	0
Non-recoverable City share costs of requested:	
Roadway improvements.....	\$0
Drainage improvements.....	\$0
Sanitary sewer improvements.....	\$0
Water delivery improvements.....	\$0
Number of new employees	140
Average annual income of each new employee.....	\$93,333
Percentage of new employees assumed to be residents.....	33.00%
Propensity for resident employees to consume locally.....	60.00%
Propensity for non-resident employees to consume locally.....	50.00%
County income multiplier.....	2.00
Percentage of new employees constructing new homes.....	20.00%
Value of new home as a factor of annual income.....	2.00
Number of members per household (2010-2014 5-year estimate)	2.40
Population, 2018 estimation.....	48,500
General Fund expenditures net of certain offsetting revenues: i.e., user charges and fees, grants, reimbursements	\$20,762,902
Current General Fund millage rate.....	7.5000
Per capita state revenue sharing to General Fund.....	\$82.66
Average annual inflation rate (2013 to 2016).....	0.89%
Annual increase in industrial real property value.....	0.00%
Annual increase in residential real property value.....	1.50%

PROJECT IMPACT ANALYSIS - Pfizer 2018

CALCULATION OF ECONOMIC BENEFITS TO THE COMMUNITY:

Equation 1-Calculation of additional payroll generated

Number of new employees	Average annual income	Total new annual payroll
140	\$93,333	\$13,066,667

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

Percentage of new employees assumed to be residents.....	33.00%			
Propensity for resident employees to consume locally.....	60.00%			
Propensity for non-resident employees to consume locally.....	50.00%			
	Distribution of labor force	Average annual income	Propensity to consume locally	Primary economic benefit
Resident employees.....	46	\$93,333	60.00%	\$2,576,000
Non-resident employees.....	94	\$93,333	50.00%	\$4,386,667
				\$6,962,667
				\$6,962,667

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

	Total primary benefit	County income multiplier	Propensity to consume locally	Secondary economic benefit	
	\$6,962,667	2.00	60.00%	\$8,355,200	\$8,355,200
----ADDITIONAL ECONOMIC BENEFITS TO THE COMMUNITY.....					\$15,317,867

PROJECT IMPACT ANALYSIS - Pfizer 2018

CALCULATION OF ADDITIONAL GENERAL FUND REVENUE:

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

Market value of property to be added:				
Real property.....				\$148,000,000
Personal property.....				\$317,000,000
Current General Fund millage rate				7.50
First year				First year
property		Millage		property
SEV		rate		taxes
Real	\$74,000,000	7.50		\$555,000
Personal	\$144,235,000	7.50		\$1,081,763
				\$1,636,763

Equation 5-Calculation of additional property tax from new residents

Percentage of new employees constructing new homes.....					20.00%
Value of new home as a factor of annual income.....					2.00
Number	Avg market	Total SEV	General Fund		First year
of	value of each	of	millage		property
new homes	new home	new homes	rate		taxes
28	\$186,667	\$2,613,333	7.50		\$19,600
					\$19,600

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

Number of members per household.....					2.40
Per capita state revenue sharing to General Fund.....					\$83
Number of	Number of	Number	Per capita		Additional
new resident	members per	of new	state revenue		state revenue
employees	household	residents	sharing		sharing
46	2.40	110	\$83		\$9,092
----ADDITIONAL GENERAL FUND REVENUE.....					\$1,665,455

PROJECT IMPACT ANALYSIS - Pfizer 2018

Equation 7-Annual tax abatement costs

Percentage tax abatement requested:				
Real property.....			50.00%	
Personal property.....			0.00%	
Years of abatement requested:				
Real property.....			12	
Personal property.....			0	
	First year	Requested	First year	
	General Fund	abatement	tax	
	property tax	rate	abatement	
Real	\$555,000	50.00%	\$277,500	
Personal	\$1,081,763	0.00%	\$0	\$277,500

Equation 8-Additional service costs

Population, 2018 estimation.....					48,500	
General Fund expenditures net of certain offsetting revenues: i.e., user charges and fees, grants, reimbursements					\$20,762,902	
Costs	Number	Cost	Number of	Additional cost		
of	of	per	new	for new		
services	residents	resident	residents	residents		
\$20,762,902	48,500	\$428	110	\$47,080	\$47,080	

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

Road	Drainage	Sanitary	Water	Total		
improvements	improvements	sewer	delivery	improvements		
		improvements	improvements			
\$0	\$0	\$0	\$0	\$0	\$0	
----TOTAL ADDITIONAL GENERAL FUND COSTS.....						\$324,580

CALCULATION OF RELATIVE COMPARISON FACTOR

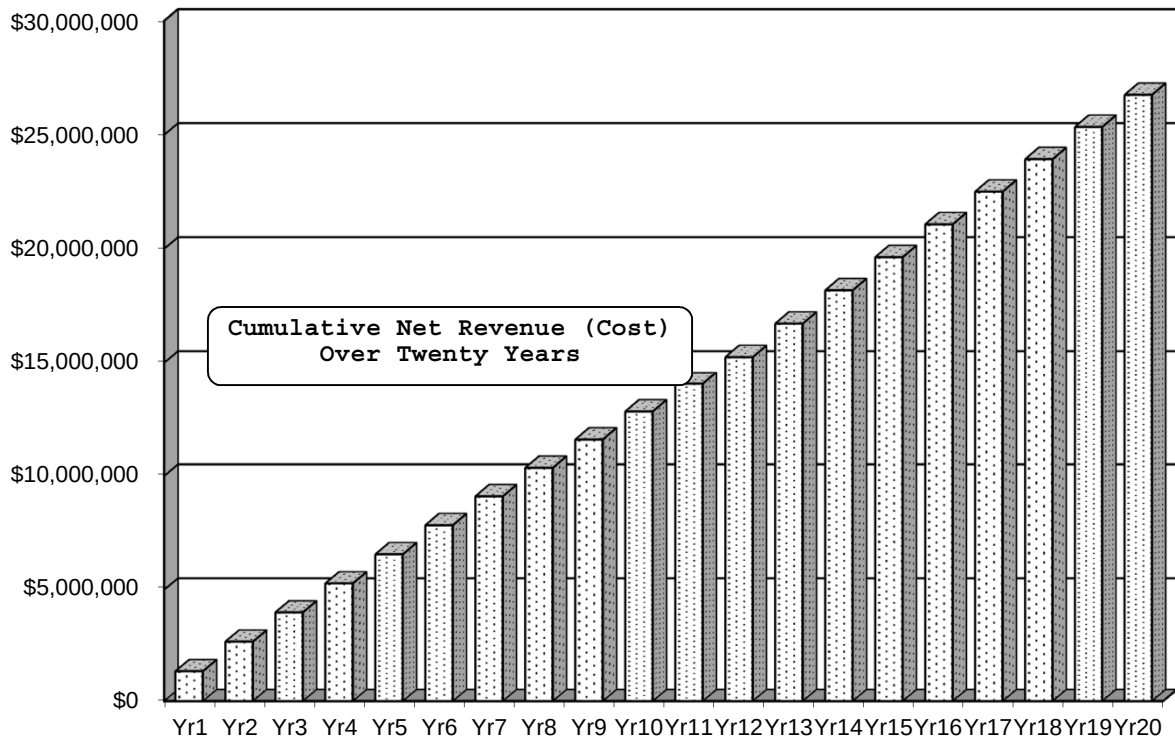
Equation 10-Relative comparison investment factor/initial cost per job created

Additional	Additional	Net	Number	Revenue/(Cost)
revenues	(costs)	additional	of jobs	per job
		(cost)/revenue	created	created
\$1,665,455	(\$324,580)	\$1,340,875	140	\$9,578

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

PROJECT IMPACT ANALYSIS - Pfizer 2018

Year	Revenue	Infrastructure costs	General Fund real property tax abatement	General Fund personal prop. tax abatement	General Fund service costs	Expenditures	Net annual (cost)/revenue	Cumulative (cost)/revenue
Yr1	\$1,665,455	\$0	\$277,500	\$0	\$47,080	(\$324,580)	\$1,340,875	\$1,340,875
Yr2	\$1,651,955	\$0	\$277,500	\$0	\$47,498	(\$324,998)	\$1,326,957	\$2,667,832
Yr3	\$1,638,806	\$0	\$277,500	\$0	\$47,919	(\$325,419)	\$1,313,387	\$3,981,219
Yr4	\$1,626,001	\$0	\$277,500	\$0	\$48,344	(\$325,844)	\$1,300,157	\$5,281,376
Yr5	\$1,613,532	\$0	\$277,500	\$0	\$48,773	(\$326,273)	\$1,287,259	\$6,568,635
Yr6	\$1,601,389	\$0	\$277,500	\$0	\$49,206	(\$326,706)	\$1,274,683	\$7,843,318
Yr7	\$1,589,564	\$0	\$277,500	\$0	\$49,642	(\$327,142)	\$1,262,422	\$9,105,740
Yr8	\$1,578,051	\$0	\$277,500	\$0	\$50,083	(\$327,583)	\$1,250,468	\$10,356,208
Yr9	\$1,566,841	\$0	\$277,500	\$0	\$50,527	(\$328,027)	\$1,238,814	\$11,595,022
Yr10	\$1,555,928	\$0	\$277,500	\$0	\$50,975	(\$328,475)	\$1,227,453	\$12,822,475
Yr11	\$1,545,304	\$0	\$277,500	\$0	\$51,427	(\$328,927)	\$1,216,377	\$14,038,852
Yr12	\$1,534,961	\$0	\$277,500	\$0	\$51,884	(\$329,384)	\$1,205,577	\$15,244,429
Yr13	\$1,524,894	\$0	\$0	\$0	\$52,344	(\$52,344)	\$1,472,550	\$16,716,979
Yr14	\$1,515,096	\$0	\$0	\$0	\$52,808	(\$52,808)	\$1,462,288	\$18,179,267
Yr15	\$1,505,558	\$0	\$0	\$0	\$53,277	(\$53,277)	\$1,452,281	\$19,631,548
Yr16	\$1,496,278	\$0	\$0	\$0	\$53,749	(\$53,749)	\$1,442,529	\$21,074,077
Yr17	\$1,487,246	\$0	\$0	\$0	\$54,226	(\$54,226)	\$1,433,020	\$22,507,097
Yr18	\$1,478,459	\$0	\$0	\$0	\$54,707	(\$54,707)	\$1,423,752	\$23,930,849
Yr19	\$1,469,910	\$0	\$0	\$0	\$55,193	(\$55,193)	\$1,414,717	\$25,345,566
Yr20	\$1,461,592	\$0	\$0	\$0	\$55,682	(\$55,682)	\$1,405,910	\$26,751,476



**CITY OF PORTAGE, MICHIGAN
RESOLUTION NO. 3-18
TO SET THE PUBLIC HEARING ON FACILITIES TAX
EXEMPTION CERTIFICATE FOR PHARMACIA & UPJOHN COMPANY, LLC
INDUSTRIAL DEVELOPMENT DISTRICT NO. 91**

Minutes of a regular meeting of the City Council of the City of Portage, Michigan held on _____, 2018 at 7:00 p.m., local time in the City Hall in the City of Portage.

PRESENT: _____

ABSENT: _____

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

WHEREAS, pursuant to 1974 PA 198, MCLA Sec. 207.551, et seq., the City Council has established Industrial Development District No.91;

WHEREAS, PHARMACIA & UPJOHN COMPANY, LLC, owner of the realty located within said District, has applied for Industrial Facilities Exemption Certificate under the provisions of 1974 PA 198, Sec. 5(1);

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

NOW THEREFORE, BE IT RESOLVED as follows:

(1) That the application of PHARMACIA & UPJOHN COMPANY, LLC for the Industrial Facilities Exemption Certificates above shall remain on file in the office of the City Clerk.

(2) That the City Council shall meet at the City Hall on _____, 2018 at 7:00 p.m., local time, or as soon thereafter as may be heard, and shall provide to the City Assessor and a representative of each of the taxing units an opportunity to be heard on the question of PHARMACIA &

UPJOHN COMPANY, LLC application for the Industrial Facilities Exemption Certificates with regard to proposed new facility within said Industrial Development District.

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

(a) The City of Portage has established PHARMACIA & UPJOHN COMPANY, LLC Industrial Development District No.91 and has now received and will consider an application for a Facilities Exemption Certificate for building construction within said district.

(b) That the City Council shall meet on _____, 2018, at the City Hall at 7:00 p.m., local time, or as soon thereafter as may be heard, to afford the City Assessor and a representative of each said taxing unit an opportunity to be heard with regard to the said application.

(c) That, as to PHARMACIA & UPJOHN COMPANY, LLC Industrial Development District No. 91, the Facilities Exemption Certificate would be the total amount of \$_____ for expenditures in the amount of \$_____.

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

ADOPTED: AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember _____

Adam Herringa, City Clerk

CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of the City of Portage, Michigan, Kalamazoo County, held on the day of _____, 2018, the original of which is in the official proceedings of the City Council.

Adam Herringa, City Clerk

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

Approved as to Form:
Date: 3/14/2018
By: [Signature]
City Attorney

z:\jody\portage\industrial\pharmacia & upjohn no. 91\resolution #3 form.03918.docx

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Medical Marihuana Permit Fee Resolution

SUPPORTING PERSONNEL: Adam Herringa, City Clerk

ACTION RECOMMENDED: Adopt the proposed Medical Marihuana Permit Fee Resolution.

Under Chapter 14, Article 12, Section 14-251 of the recently adopted Medical Marihuana Facilities Ordinance and pursuant to authority granted by the Michigan Medical Marihuana Facilities Licensing Act, Act 281 of 2016 (MCL 333.27101, et. Seq.), the City of Portage is permitted to establish a non-refundable permit fee for those persons interested in opening a medical marihuana facility in the City of Portage. The purpose of the fee is to help defray costs incurred by the City of Portage for background investigations, reviews of financial records, inspection of the proposed premises, review of application materials, as well as any other costs associated with processing the application. The permit fee will be required and processed as part of the initial application and annual renewal process.

Staff involved in the review process have confirmed that the recommended fee of \$5,000 per license represents a reasonable estimate of the costs applicable to the processing, investigation and enforcement of license applications and licenses as required by the Ordinance. For reference, several other municipalities in Michigan including Battle Creek, Lansing and Ann Arbor have also enacted a \$5,000 application fee to offset costs.

Therefore, it is recommended that City Council adopt the proposed Medical Marihuana Permit Fee Resolution.

FUNDING: N/A

Attachments: 1. Resolution

**CITY OF PORTAGE
RESOLUTION ESTABLISHING SCHEDULE OF FEES UNDER THE MEDICAL MARIHUANA
FACILITIES LICENSING ORDINANCE
RESOLUTION**

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan, held at the City Hall in said City on the 27th day of March, 2018, at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

Resolution offered by: _____

Seconded by: _____

WHEREAS, the City of Portage has established a Medical Marihuana Facilities Licensing Ordinance, Chapter 14 of the City of Portage Code of Ordinances (hereinafter referred to as "The Ordinance," to provide for the regulation and licensing of medical marihuana facilities in the City of Portage; and

WHEREAS, the Ordinance, pursuant to authority granted by the Michigan Medical Marihuana Facilities Licensing Act, Act 281 of 2016 (MCL 333.27101, et. Seq.), provides for the establishment of application fees and annual administrative fees by the City of Portage; and

WHEREAS, Section 14-251 of the Ordinance provides that a license application must include an annual nonrefundable fee to be paid to the City in an amount established by resolution of the City Council for the purposes of defraying the administrative, enforcement and other costs associated with medical marihuana facilities located in the City and the processing of the application; and

WHEREAS, the City Council has been advised by City Administration that the Schedule of Fees set forth in this Resolution represents a reasonable estimate of the costs applicable to the processing, investigation, and enforcement of license applications and licenses as required by the Ordinance; and

WHEREAS, the City Council has determined it is in the best interest of the City to adopt this Resolution in order to establish the Schedule of Fees as permitted under the Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the following Schedule of Fees is adopted and shall apply under Chapter 14, Section 14-251 of the Ordinance:

Type of Fee	Amount of Fee
Application Fee (all license types)	\$5,000
Annual Fee	
Growers – Class A	\$5,000
Growers – Class B	\$5,000
Growers – Class C	\$5,000
Processor	\$5,000
Provisioning Center	\$5,000
Safety Compliance Facility	\$5,000
Secure Transporter	\$5,000

NOW, THEREFORE, BE IT FURTHER RESOLVED that all fees established by this Resolution shall be nonrefundable as provided in Chapter 14, Section 14-251 of the Ordinance.

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

YEAS: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED: _____

Adam Herringa, City Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

I, the undersigned, the 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 27th day of March, 2018, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 27th day of March, 2018.

Adam Herringa, City Clerk

Prepared by:
Randall L. Brown
City Attorney
1125 E. Milham, Suite B
Portage, MI 49002

Approved as to form:
Date: 3/22/2018

City Attorney

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Early Redemption of Outstanding Bonds

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED:

1. Approve a budget transfer from the General Fund surplus to the Special Assessment Debt Fund in the amount of \$230,000, and to the General Obligation Debt Fund in the amount of \$558,316; and
2. Adopt Resolutions Approving Redemption of:
 - a. Part of the Callable Outstanding City of Portage General Obligation Limited Tax City Share Bonds, Series 2001,
 - b. Part of the Callable Outstanding City of Portage General Obligation Limited Tax City Share Bonds, Series 2004,
 - c. Part of the Callable Outstanding City of Portage Capital Improvement Refunding Bonds, Series 2005,
 - d. Part of the Callable Outstanding City of Portage Special Assessment Bonds, Series 2007, and
 - e. Part of the Callable Outstanding City of Portage Capital Improvement Bonds, Series 2010.

The audited General Fund ending fund balance on June 30, 2017 exceeded the council-established twenty four percent (24%) fund balance by \$2,170,109. Of this total, \$625,000 has been transferred to fund two projects:

1. Sign Replacement in the amount of \$75,000, approved November 7, 2017
2. Advance Funding of Streets Design Engineering in the amount of \$550,000, approved February 13, 2018

There remains \$1,545,109 of surplus fiscal year 2016/2017 fund balance in the General Fund.

Analysis of outstanding debt has identified \$1,635,000 of bonds with high-interest rates that may be redeemed early, lowering the total outstanding debt and saving over \$518,000 in interest costs over the next thirteen years. Proceeds from all but one of the bond issues were allocated between water, sewer, and general capital improvement projects. Consequently, redemption requires funds from those three sources. The portion of the \$1,635,000 that funded non-utility projects is \$851,877, with the remaining \$783,123 coming from the sewer and water funds. The utility funds have sufficient resources to retire that portion of this debt. Bonds totaling \$800,000 would be redeemed June 1, 2018,

and \$835,000 would be redeemed July 1, 2018.

As shown in the attached schedule, the remaining \$1,545,109 of General Fund surplus would split approximately in half, with \$788,316 transferred to the debt service fund to redeem a portion of the debt, and the rest classified as Committed Fund Balance at June 30, 2018, dedicated to the city's annual payment to the Kalamazoo County Consolidated Dispatch Authority in 2018-2019.

Based on Capital Improvement Program spending to date in the current fiscal year, it is anticipated that borrowing for projects under construction can be delayed until fiscal 2018-2019. With the normal reduction due to payments on debt principal and this early redemption, the city's total outstanding debt on July 1, 2018 will decline compared to the prior year end by \$9,400,000 to a level of \$58,130,000.

It is recommended that City Council approve a budget transfer from the General Fund surplus to the Special Assessment Debt Fund in the amount of \$230,000, and to the General Obligation Debt Fund in the amount of \$558,316, adopt resolutions approving redemption of callable outstanding bonds as noted above and authorize the City Manager to sign all documents on behalf of the city.

FUNDING: From the remaining \$1,545,109 of General Fund surplus as of June 30, 2017, \$756,793 would be recorded as Committed Fund Balance at June 30, 2018 as a reserve to pay the 2018-2019 Kalamazoo County Dispatch Authority payment, \$788,316 would be transferred to the General Obligation Debt fund, and \$783,123 of sewer and water fund unrestricted net position (fund balance) would be expended.

Attachments:

1. GF excesses and plan 2017-2018
2. Portage Redemption General Obligation Bonds Series 2001
3. Portage Redemption General Obligation Bonds Series 2004
4. Portage Redemption Capital Improvement Refunding Bonds Series 2005
5. Portage Redemption Special Assessment Bonds Series 2007
6. Portage Redemption Capital Improvement Bonds Series 2010

City of Portage

Additional funds available for FY 17/18

as of 03/16/18

SOURCES:

Beginning Fund Balance, FY 16/17	6,201,439	
Net Change, FY 16/17	1,993,003	
Ending Fund Balance		8,194,442
Adopted budget, FY 17/18		
Expenditures	24,188,388	
Transfers Out	913,000	
Total expenditures & transfers out	25,101,388	
Fund balance policy minimum	24%	
Target Fund Balance		6,024,333
Excess General Fund balance		2,170,109

USED TO DATE:

Approved and transferred:

Sign Replacement Project, approved 11/07/17	75,000
Streets design engineering, approved 2/13/18	550,000

OTHER USES FY 17/18

Early debt retirement - CIP General	788,316
KCCDA payment FY 18/19 - hold as Committed Fund Balance @ 6/30/18	756,793

Total Uses, General Fund surplus	2,170,109
---	------------------

\$520,000
CITY OF PORTAGE, MICHIGAN
CITY OF PORTAGE
GENERAL OBLIGATION LIMITED TAX CITY SHARE
BONDS, SERIES 2001

Dated as of January 1, 2002

REDEMPTION

TRANSCRIPT INDEX

1. CITY OF PORTAGE:
Resolution Approving Redemption of Part of the Callable Outstanding
City of Portage General Obligation Limited Tax City Share Bonds, Series
2001
2. Statement of Receipts and Expenses

CITY OF PORTAGE

At a _____ meeting of the City Council of the City of Portage, Kalamazoo County, Michigan (the "City"), held in City Hall on March __, 2018 at __:__ .m., Eastern Standard Time, there were

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Councilperson _____ and supported by Councilperson _____.

RESOLUTION APPROVING REDEMPTION OF ALL OF THE CALLABLE OUTSTANDING CITY OF PORTAGE GENERAL OBLIGATION LIMITED TAX CITY SHARE BONDS, SERIES 2001 PRIOR TO MATURITY

WHEREAS, the City has issued its City of Portage General Obligation Limited Tax City Share Bonds, Series 2001, dated January 1, 2002 in the amount of \$520,000 (the "Bonds"); and

WHEREAS, the City Council hereby appropriates monies from the previously un-appropriated fund balance the amounts as follows for the redemption of Bonds on June 1, 2018: the amount of \$40,000.00 in principal maturing in the years 2020 through 2021; plus bond counsel fees in the amount of \$750.00; and

WHEREAS, the bonds to be called with maturities and interest rates, as of the date hereof, are set forth in *EXHIBIT A* (such bonds referred to as the "Bonds To Be Redeemed"); and

WHEREAS, it is the determination and judgment of the City Council that the Bonds to be Redeemed should be called to secure for the City the anticipated interest savings and thereby benefit the taxpayers of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORTAGE, MICHIGAN, as follows:

1. The Finance Director of the City is authorized to fix the date of redemption of the Bonds to be Redeemed as shown on *EXHIBIT A*, and to cause a notice of such redemption, as set forth in a form of Notice of Redemption attached hereto as *EXHIBIT B*, to be published in the appropriate publications.

2. The Finance Director and/or the City Clerk are individually or severally authorized to act on behalf of the City in carrying out the redemption of the Bonds To Be Redeemed.

3. All ordinances or resolutions and parts of ordinances or resolutions, insofar as the same may be in conflict herewith, are hereby rescinded.

YES: _____

NO: _____

ABSENT: _____

ABSTAIN: _____

The resolution was declared adopted.

CITY CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the City of Portage, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution adopted by the City Council of the City at a _____ meeting held on _____, 2018, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records of the proceedings of the City Council in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as thereby required.

Adam Herringa
City Clerk

[SEAL]

EXHIBIT A

**\$520,000
CITY OF PORTAGE GENERAL OBLIGATION LIMITED TAX CITY SHARE BONDS,
SERIES 2001**

**DEBT SERVICE SCHEDULE OF OUTSTANDING BONDS TO BE REDEEMED
Redemption Date: June 1, 2018**

<u>YEAR</u>	<u>PRINCIPAL DUE DEC. 1</u>	<u>ANNUAL RATE</u>	<u>PREMIUM (00)</u>	<u>TOTAL</u>
2020	\$20,000	5.000%	00	20,000
2021	20,000	5.000%	00	20,000
TOTAL	\$40,000		\$00	\$40,000

In addition to the redemption amount of \$40,000 on June 1, 2018 there is also a regularly scheduled interest payment due.

The following redemption provisions apply to the bonds described above:

Bonds maturing on or after December 1, 2011 shall be subject to redemption prior to maturity at the option of the City, in any order, in whole or in part on any interest payment date on or after December 1, 2010. Bonds called for redemption shall be redeemed at par, plus accrued interest to the date fixed for redemption.

Bond Registrar and Paying Agent:

The Huntington National Bank
Corporate Trust MI-231
40 Pearl Street NW
Grand Rapids, MI 49503

EXHIBIT B

NOTICE OF REDEMPTION

**\$520,000
CITY OF PORTAGE
GENERAL OBLIGATION LIMITED TAX
CITY SHARE BONDS, SERIES 2001**

Dated as of January 1, 2002

DUE DECEMBER 1, 2020 THROUGH DECEMBER 1, 2021

NOTICE IS HEREBY GIVEN that the City of Portage, Kalamazoo County, Michigan has called for redemption, on June 1, 2018, (the "Redemption Date"), part of the callable outstanding City of Portage General Obligation Limited Tax City Share Bonds, Series 2001 (the "Bonds"), bearing the original issue date of January 1, 2002, maturing in the principal amounts, on the dates, bearing interest at the rates, with the "CUSIP" numbers, as follows:

<u>Principal</u>	<u>Rate</u>	<u>CUSIPS*</u>	<u>Due</u>
\$20,000	5.000%	735763VY7	December 1, 2020
\$20,000	5.000%	735763VZ4	December 1, 2021

Said Bonds will be redeemed at 100% of the par value thereof.

Said Bonds should be surrendered for redemption to The Huntington National Bank, as paying agent, for payment as of June 1, 2018, after which date all interest on said Bonds shall cease to accrue, whether said Bonds are presented for payment or not.

Bonds may be surrendered for payment as indicated below. The method of delivery is at the option of the holder, but if by mail, registered mail is suggested.

The Huntington National Bank
Corporate Trust MI-231
40 Pearl Street NW
Grand Rapids, MI 49503

Under the provisions of the Interest and Dividend Tax Compliance Act of 1983 and the Comprehensive National Energy Policy Act of 1993, paying agents making payments of principal on municipal securities may be obligated to withhold a 31% tax from remittances to individuals who have failed to furnish the paying agent with a certified and valid Taxpayer Identification Number on a fully completed Form W-9. Holders of the above described Bonds, who wish to avoid the application of these provisions, should submit certified Taxpayer Identification Numbers on I.R.S. Form W-9 when presenting their securities for redemption.

* No representation is made as to the correctness of the CUSIP numbers either as printed on the Bonds or as contained herein.

CITY OF PORTAGE
William Furry, Finance Director

STATEMENT OF RECEIPTS AND EXPENSES

**REDEMPTION
OF ALL OF THE CALLABLE OUTSTANDING
\$520,000
CITY OF PORTAGE GENERAL OBLIGATION LIMITED TAX
CITY SHARE BONDS, SERIES 2001**

Dated as of January 1, 2002

Due: June 1, 2018

RECEIPTS:

City of Portage		
Principal to be Redeemed		\$40,000.00
Premium (0.00%)		00.00
Paying Agent Fees (estimated)		00.00
Legal Fees		<u>750.00</u>
 TOTAL		 <u>\$40,750.00</u>

DISBURSEMENTS:

The Huntington National Bank		
Principal to be Redeemed	\$40,000	
Premium (0.00%)	000	
Paying Agent Fees (estimated)	<u>000</u>	\$40,000.00
 Clark Hill, PLC		
Legal Fees	\$ 600	
Out of Pocket Expenses	<u>150</u>	<u>750.00</u>
 TOTAL		 <u>\$40,750.00</u>

\$875,000
CITY OF PORTAGE, MICHIGAN
CITY OF PORTAGE
GENERAL OBLIGATION LIMITED TAX
CITY SHARE BONDS, SERIES 2004

Dated as of January 1, 2004

REDEMPTION

TRANSCRIPT INDEX

1. CITY OF PORTAGE:
Resolution Approving Redemption of Part of the Callable Outstanding
City of Portage General Obligation Limited Tax City Share Bonds, Series
2004
2. Statement of Receipts and Expenses

CITY OF PORTAGE

At a _____ meeting of the City Council of the City of Portage, Kalamazoo County, Michigan (the "City"), held in City Hall on March __, 2018 at __:__ .m., Eastern Standard Time, there were

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Councilperson _____ and supported by Councilperson _____.

RESOLUTION APPROVING REDEMPTION OF ALL OF THE CALLABLE OUTSTANDING CITY OF PORTAGE GENERAL OBLIGATION LIMITED TAX CITY SHARE BONDS, SERIES 2004 PRIOR TO MATURITY

WHEREAS, the City has issued its City of Portage General Obligation Limited Tax City Share Bonds, Series 2004, dated January 1, 2004 in the amount of \$875,000 (the "Bonds"); and

WHEREAS, the City Council hereby appropriates monies from the previously un-appropriated fund balance the amounts as follows for the redemption of Bonds on June 1, 2018: the amount of \$30,000.00 in principal maturing in the years 2021 through 2023; plus bond counsel fees in the amount of \$750.00; and

WHEREAS, the bonds to be called with maturities and interest rates, as of the date hereof, are set forth in *EXHIBIT A* (such bonds referred to as the "Bonds To Be Redeemed"); and

WHEREAS, it is the determination and judgment of the City Council that the Bonds to be Redeemed should be called to secure for the City the anticipated interest savings and thereby benefit the taxpayers of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORTAGE, MICHIGAN, as follows:

1. The Finance Director of the City is authorized to fix the date of redemption of the Bonds to be Redeemed as shown on *EXHIBIT A*, and to cause a notice of such redemption, as set forth in a form of Notice of Redemption attached hereto as *EXHIBIT B*, to be published in the appropriate publications.

2. The Finance Director and/or the City Clerk are individually or severally authorized to act on behalf of the City in carrying out the redemption of the Bonds To Be Redeemed.

3. All ordinances or resolutions and parts of ordinances or resolutions, insofar as the same may be in conflict herewith, are hereby rescinded.

YES: _____

NO: _____

ABSENT: _____

ABSTAIN: _____

The resolution was declared adopted.

CITY CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the City of Portage, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution adopted by the City Council of the City at a _____ meeting held on _____, 2018, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records of the proceedings of the City Council in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as thereby required.

Adam Herringa
City Clerk

[SEAL]

EXHIBIT A

**\$875,000
CITY OF PORTAGE GENERAL OBLIGATION LIMITED TAX
CITY SHARE BONDS, SERIES 2004**

**DEBT SERVICE SCHEDULE OF OUTSTANDING BONDS TO BE REDEEMED
Redemption Date: June 1, 2018**

<u>YEAR</u>	<u>PRINCIPAL DUE DEC. 1</u>	<u>ANNUAL RATE</u>	<u>PREMIUM (00)</u>	<u>TOTAL</u>
2021	\$10,000	4.200%	00	10,000
2022	10,000	4.300%	00	10,000
2023	10,000	4.350%	00	10,000
TOTAL	\$30,000		\$00	\$30,000

In addition to the redemption amount of \$30,000 on June 1, 2018 there is also a regularly scheduled interest payment due.

The following redemption provisions apply to the bonds described above:

Bonds maturing on or after December 1, 2013 shall be subject to redemption prior to maturity at the option of the City, in any order, in whole or in part on any interest payment date on or after December 1, 2012. Bonds called for redemption shall be redeemed at par, plus accrued interest to the date fixed for redemption.

Bond Registrar and Paying Agent:

The Huntington National Bank
Corporate Trust MI-231
40 Pearl Street NW
Grand Rapids, MI 49503

EXHIBIT B
NOTICE OF REDEMPTION

\$875,000
CITY OF PORTAGE
GENERAL OBLIGATION LIMITED TAX
CITY SHARE BONDS, SERIES 2004

Dated as of January 1, 2004

DUE DECEMBER 1, 2021 THROUGH DECEMBER 1, 2023

NOTICE IS HEREBY GIVEN that the City of Portage, Kalamazoo County, Michigan has called for redemption, on June 1, 2018, (the "Redemption Date"), part of the callable outstanding City of Portage General Obligation Limited Tax City Share Bonds, Series 2004 (the "Bonds"), bearing the original issue date of January 1, 2004, maturing in the principal amounts, on the dates, bearing interest at the rates, with the "CUSIP" numbers, as follows:

<u>Principal</u>	<u>Rate</u>	<u>CUSIPS*</u>	<u>Due</u>
\$10,000	4.200%	735763C36	December 1, 2021
\$10,000	4.300%	735763C44	December 1, 2022
\$10,000	4.350%	735763C51	December 1, 2023

Said Bonds will be redeemed at 100% of the par value thereof.

Said Bonds should be surrendered for redemption to The Huntington National Bank, as paying agent, for payment as of June 1, 2018, after which date all interest on said Bonds shall cease to accrue, whether said Bonds are presented for payment or not.

Bonds may be surrendered for payment as indicated below. The method of delivery is at the option of the holder, but if by mail, registered mail is suggested.

The Huntington National Bank
Corporate Trust MI-231
40 Pearl Street NW
Grand Rapids, MI 49503

Under the provisions of the Interest and Dividend Tax Compliance Act of 1983 and the Comprehensive National Energy Policy Act of 1993, paying agents making payments of principal on municipal securities may be obligated to withhold a 31% tax from remittances to individuals who have failed to furnish the paying agent with a certified and valid Taxpayer Identification Number on a fully completed Form W-9. Holders of the above described Bonds, who wish to avoid the application of these provisions, should submit certified Taxpayer Identification Numbers on I.R.S. Form W-9 when presenting their securities for redemption.

* No representation is made as to the correctness of the CUSIP numbers either as printed on the Bonds or as contained herein.

CITY OF PORTAGE
William Furry, Finance Director

STATEMENT OF RECEIPTS AND EXPENSES

**REDEMPTION
OF ALL OF THE CALLABLE OUTSTANDING
\$875,000
CITY OF PORTAGE GENERAL OBLIGATION LIMITED TAX
CITY SHARE BONDS, SERIES 2004**

Dated as of January 1, 2004

Due: June 1, 2018

RECEIPTS:

City of Portage		
Principal to be Redeemed		\$30,000.00
Premium (0.00%)		00.00
Paying Agent Fees (estimated)		00.00
Legal Fees		<u>750.00</u>
 TOTAL		 <u>\$30,750.00</u>

DISBURSEMENTS:

The Huntington National Bank		
Principal to be Redeemed	\$30,000	
Premium (0.00%)	000	
Paying Agent Fees (estimated)	<u>000</u>	\$30,000.00
 Clark Hill, PLC		
Legal Fees	\$ 600	
Out of Pocket Expenses	<u>150</u>	<u>750.00</u>
 TOTAL		 <u>\$30,750.00</u>

\$7,845,000
CITY OF PORTAGE, MICHIGAN
CITY OF PORTAGE
CAPITAL IMPROVEMENT REFUNDING BONDS, SERIES 2005

Dated as of June 1, 2005

REDEMPTION

TRANSCRIPT INDEX

1. CITY OF PORTAGE:
Resolution Approving Redemption of Part of the Callable Outstanding
City of Portage Capital Improvement Refunding Bonds, Series 2005
2. Statement of Receipts and Expenses

CITY OF PORTAGE

At a _____ meeting of the City Council of the City of Portage, Kalamazoo County, Michigan (the "City"), held in City Hall on March __, 2018 at __:__ .m., Eastern Standard Time, there were

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Councilperson _____ and supported by Councilperson _____.

RESOLUTION APPROVING REDEMPTION OF ALL OF THE CALLABLE OUTSTANDING CITY OF PORTAGE CAPITAL IMPROVEMENT REFUNDING BONDS, SERIES 2005 PRIOR TO MATURITY

WHEREAS, the City has issued its City of Portage Capital Improvement Refunding Bonds, Series 2005, dated June 1, 2005 in the amount of \$7,845,000 (the "Bonds"); and

WHEREAS, the City Council hereby appropriates monies from the previously un-appropriated fund balance the amounts as follows for the redemption of Bonds on June 1, 2018: the amount of \$500,000.00 in principal maturing in the years 2018 through 2020; plus bond counsel fees in the amount of \$750.00; and

WHEREAS, the bonds to be called with maturities and interest rates, as of the date hereof, are set forth in *EXHIBIT A* (such bonds referred to as the "Bonds To Be Redeemed"); and

WHEREAS, it is the determination and judgment of the City Council that the Bonds to be Redeemed should be called to secure for the City the anticipated interest savings and thereby benefit the taxpayers of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORTAGE, MICHIGAN, as follows:

1. The Finance Director of the City is authorized to fix the date of redemption of the Bonds to be Redeemed as shown on *EXHIBIT A*, and to cause a notice of such redemption, as set forth in a form of Notice of Redemption attached hereto as *EXHIBIT B*, to be published in the appropriate publications.

2. The Finance Director and/or the City Clerk are individually or severally authorized to act on behalf of the City in carrying out the redemption of the Bonds To Be Redeemed.

3. All ordinances or resolutions and parts of ordinances or resolutions, insofar as the same may be in conflict herewith, are hereby rescinded.

YES: _____

NO: _____

ABSENT: _____

ABSTAIN: _____

The resolution was declared adopted.

CITY CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the City of Portage, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution adopted by the City Council of the City at a _____ meeting held on _____, 2018, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records of the proceedings of the City Council in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as thereby required.

Adam Herringa
City Clerk

[SEAL]

EXHIBIT A

\$7,845,000

CITY OF PORTAGE CAPITAL IMPROVEMENT REFUNDING BONDS, SERIES 2005

DEBT SERVICE SCHEDULE OF OUTSTANDING BONDS TO BE REDEEMED

Redemption Date: June 1, 2018

<u>YEAR</u>	<u>PRINCIPAL DUE DEC. 1</u>	<u>ANNUAL RATE</u>	<u>PREMIUM (00)</u>	<u>TOTAL</u>
2018	\$200,000	4.250%	00	200,000
2020	300,000*	4.375%	00	300,000
TOTAL	\$500,000		\$00	\$500,000

* Term Bond

In addition to the redemption amount of \$500,000 on June 1, 2018 there is also a regularly scheduled interest payment due.

The following redemption provisions apply to the bonds described above:

Refunding Bonds maturing on or after December 1, 2013 shall be subject to redemption prior to maturity at the option of the City, in any order, in whole or in part on any interest payment date on or after December 1, 2012. Bonds called for redemption shall be redeemed at par, plus accrued interest to the date fixed for redemption.

Bond Registrar and Paying Agent:

The Huntington National Bank
Corporate Trust MI-231
40 Pearl Street NW
Grand Rapids, MI 49503

EXHIBIT B

NOTICE OF REDEMPTION

**\$7,845,000
CITY OF PORTAGE
CAPITAL IMPROVEMENT REFUNDING BONDS, SERIES 2005**

Dated as of June 1, 2005

DUE DECEMBER 1, 2018 THROUGH DECEMBER 1, 2020

NOTICE IS HEREBY GIVEN that the City of Portage, Kalamazoo County, Michigan has called for redemption, on June 1, 2018, (the "Redemption Date"), part of the callable outstanding City of Portage Capital Improvement Refunding Bonds, Series 2005 (the "Bonds"), bearing the original issue date of June 1, 2005, maturing in the principal amounts, on the dates, bearing interest at the rates, with the "CUSIP" numbers, as follows:

<u>Principal</u>	<u>Rate</u>	<u>CUSIPS*</u>	<u>Due</u>
\$200,000	4.250%	735763M84	December 1, 2018
\$300,000*	4.375%	735763N26	December 1, 2020

* Term Bond

Said Bonds will be redeemed at 100% of the par value thereof.

Said Bonds should be surrendered for redemption to The Huntington National Bank, as paying agent, for payment as of June 1, 2018, after which date all interest on said Bonds shall cease to accrue, whether said Bonds are presented for payment or not.

Bonds may be surrendered for payment as indicated below. The method of delivery is at the option of the holder, but if by mail, registered mail is suggested.

The Huntington National Bank
Corporate Trust MI-231
40 Pearl Street NW
Grand Rapids, MI 49503

Under the provisions of the Interest and Dividend Tax Compliance Act of 1983 and the Comprehensive National Energy Policy Act of 1993, paying agents making payments of principal on municipal securities may be obligated to withhold a 31% tax from remittances to individuals who have failed to furnish the paying agent with a certified and valid Taxpayer Identification Number on a fully completed Form W-9. Holders of the above described Bonds, who wish to avoid the application of these provisions, should submit certified Taxpayer Identification Numbers on I.R.S. Form W-9 when presenting their securities for redemption.

* No representation is made as to the correctness of the CUSIP numbers either as printed on the Bonds or as contained herein.

CITY OF PORTAGE
William Furry, Finance Director

STATEMENT OF RECEIPTS AND EXPENSES

**REDEMPTION
OF ALL OF THE CALLABLE OUTSTANDING
\$7,845,000
CITY OF PORTAGE CAPITAL IMPROVEMENT REFUNDING BONDS, SERIES 2005**

Dated as of June 1, 2005

Due: June 1, 2018

RECEIPTS:

City of Portage		
Principal to be Redeemed		\$500,000.00
Premium (0.00%)		00.00
Paying Agent Fees (estimated)		00.00
Legal Fees		<u>750.00</u>
TOTAL		<u>\$500,750.00</u>

DISBURSEMENTS:

The Huntington National Bank		
Principal to be Redeemed	\$500,000	
Premium (0.00%)	000	
Paying Agent Fees (estimated)	<u>000</u>	\$500,000.00
Clark Hill, PLC		
Legal Fees	\$ 600	
Out of Pocket Expenses	<u>150</u>	<u>750.00</u>
TOTAL		<u>\$500,750.00</u>

\$785,000
CITY OF PORTAGE, MICHIGAN
CITY OF PORTAGE

SPECIAL ASSESSMENT BONDS, SERIES 2007

Dated as of June 1, 2007

REDEMPTION

TRANSCRIPT INDEX

1. CITY OF PORTAGE:
Resolution Approving Redemption of Part of the Callable Outstanding
City of Portage Special Assessment Bonds, Series 2007
2. Statement of Receipts and Expenses

CITY OF PORTAGE

At a _____ meeting of the City Council of the City of Portage, Kalamazoo County, Michigan (the "City"), held in City Hall on March __, 2018 at __:__ .m., Eastern Standard Time, there were

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Councilperson _____ and supported by Councilperson _____.

RESOLUTION APPROVING REDEMPTION OF ALL OF THE CALLABLE OUTSTANDING CITY OF PORTAGE SPECIAL ASSESSMENT BONDS, SERIES 2007 PRIOR TO MATURITY

WHEREAS, the City has issued its City of Portage Special Assessment Bonds, Series 2007, dated June 1, 2007 in the amount of \$785,000 (the "Bonds"); and

WHEREAS, the City Council hereby appropriates monies from the previously un-appropriated fund balance the amounts as follows for the redemption of Bonds on June 1, 2018: the amount of \$230,000.00 in principal maturing in the years 2021 through 2026; plus bond counsel fees in the amount of \$750.00; and

WHEREAS, the bonds to be called with maturities and interest rates, as of the date hereof, are set forth in *EXHIBIT A* (such bonds referred to as the "Bonds To Be Redeemed"); and

WHEREAS, it is the determination and judgment of the City Council that the Bonds to be Redeemed should be called to secure for the City the anticipated interest savings and thereby benefit the taxpayers of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORTAGE, MICHIGAN, as follows:

1. The Finance Director of the City is authorized to fix the date of redemption of the Bonds to be Redeemed as shown on *EXHIBIT A*, and to cause a notice of such redemption, as set forth in a form of Notice of Redemption attached hereto as *EXHIBIT B*, to be published in the appropriate publications.

2. The Finance Director and/or the City Clerk are individually or severally authorized to act on behalf of the City in carrying out the redemption of the Bonds To Be Redeemed.

3. All ordinances or resolutions and parts of ordinances or resolutions, insofar as the same may be in conflict herewith, are hereby rescinded.

YES: _____

NO: _____

ABSENT: _____

ABSTAIN: _____

The resolution was declared adopted.

CITY CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the City of Portage, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution adopted by the City Council of the City at a _____ meeting held on _____, 2018, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records of the proceedings of the City Council in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as thereby required.

Adam Herringa
City Clerk

[SEAL]

EXHIBIT A

\$785,000
CITY OF PORTAGE SPECIAL ASSESSMENT BONDS, SERIES 2007
DEBT SERVICE SCHEDULE OF OUTSTANDING BONDS TO BE REDEEMED
Redemption Date: June 1, 2018

<u>YEAR</u>	<u>PRINCIPAL DUE DEC. 1</u>	<u>ANNUAL RATE</u>	<u>PREMIUM (00)</u>	<u>TOTAL</u>
2021	\$40,000	4.550%	00	40,000
2022	35,000	4.600%	00	35,000
2023	40,000	4.700%	00	40,000
2024	35,000	4.750%	00	35,000
2025	40,000	4.750%	00	40,000
2026	40,000	4.750%	00	40,000
TOTAL	\$230,000		\$00	\$230,000

*, ** Term Bonds

In addition to the redemption amount of \$230,000 on June 1, 2018 there is also a regularly scheduled interest payment due.

The following redemption provisions apply to the bonds described above:

Bonds maturing on or after December 1, 2015 shall be subject to redemption prior to maturity at the option of the City, in any order, in whole or in part on any interest payment date on or after December 1, 2014. Bonds called for redemption shall be redeemed at par, plus accrued interest to the date fixed for redemption.

Bond Registrar and Paying Agent:

The Huntington National Bank
Corporate Trust MI-231
40 Pearl Street NW
Grand Rapids, MI 49503

EXHIBIT B

NOTICE OF REDEMPTION

**\$785,000
CITY OF PORTAGE
SPECIAL ASSESSMENT BONDS, SERIES 2007**

Dated as of June 1, 2007

DUE DECEMBER 1, 2021 THROUGH DECEMBER 1, 2026

NOTICE IS HEREBY GIVEN that the City of Portage, Kalamazoo County, Michigan has called for redemption, on June 1, 2018, (the "Redemption Date"), part of the callable outstanding City of Portage Special Assessment Bonds, Series 2007 (the "Bonds"), bearing the original issue date of June 1, 2007, maturing in the principal amounts, on the dates, bearing interest at the rates, with the "CUSIP" numbers, as follows:

<u>Principal</u>	<u>Rate</u>	<u>CUSIPS*</u>	<u>Due</u>
\$40,000	4.550%	735763U93	December 1, 2021
\$35,000	4.600%	735763V27	December 1, 2022
\$40,000	4.700%	735763V35	December 1, 2023
\$35,000	4.750%	735763V43	December 1, 2024
\$40,000	4.750%	735763V50	December 1, 2025
\$40,000	4.750%	735763V68	December 1, 2026

Said Bonds will be redeemed at 100% of the par value thereof.

Said Bonds should be surrendered for redemption to The Huntington National Bank, as paying agent, for payment as of June 1, 2018, after which date all interest on said Bonds shall cease to accrue, whether said Bonds are presented for payment or not.

Bonds may be surrendered for payment as indicated below. The method of delivery is at the option of the holder, but if by mail, registered mail is suggested.

The Huntington National Bank
Corporate Trust MI-231
40 Pearl Street NW
Grand Rapids, MI 49503

Under the provisions of the Interest and Dividend Tax Compliance Act of 1983 and the Comprehensive National Energy Policy Act of 1993, paying agents making payments of principal on municipal securities may be obligated to withhold a 31% tax from remittances to individuals who have failed to furnish the paying agent with a certified and valid Taxpayer Identification Number on a fully completed Form W-9. Holders of the above described Bonds, who wish to avoid the application of these provisions, should submit certified Taxpayer Identification Numbers on I.R.S. Form W-9 when presenting their securities for redemption.

* No representation is made as to the correctness of the CUSIP numbers either as printed on the Bonds or as contained herein.

CITY OF PORTAGE
William Furry, Finance Director

STATEMENT OF RECEIPTS AND EXPENSES

**REDEMPTION
OF ALL OF THE CALLABLE OUTSTANDING
\$785,000
CITY OF PORTAGE SPECIAL ASSESSMENT BONDS, SERIES 2007**

Dated as of June 1, 2007

Due: June 1, 2018

RECEIPTS:

City of Portage		
Principal to be Redeemed		\$230,000.00
Premium (0.00%)		00.00
Paying Agent Fees (estimated)		00.00
Legal Fees		<u>750.00</u>
 TOTAL		 <u>\$230,750.00</u>

DISBURSEMENTS:

The Huntington National Bank		
Principal to be Redeemed	\$230,000	
Premium (0.00%)	000	
Paying Agent Fees (estimated)	<u>000</u>	\$230,000.00
 Clark Hill, PLC		
Legal Fees	\$ 600	
Out of Pocket Expenses	<u>150</u>	<u>750.00</u>
 TOTAL		 <u>\$230,750.00</u>

\$3,850,000
CITY OF PORTAGE, MICHIGAN
CITY OF PORTAGE
CAPITAL IMPROVEMENT BONDS, SERIES 2010

Dated as of July 1, 2010

REDEMPTION

TRANSCRIPT INDEX

1. CITY OF PORTAGE:
Resolution Approving Redemption of Part of the Callable Outstanding
City of Portage Capital Improvement Bonds, Series 2010
2. Statement of Receipts and Expenses

CITY OF PORTAGE

At a _____ meeting of the City Council of the City of Portage, Kalamazoo County, Michigan (the "City"), held in City Hall on March __, 2018 at __:__ .m., Eastern Standard Time, there were

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Councilperson _____ and supported by Councilperson _____.

RESOLUTION APPROVING REDEMPTION OF ALL OF THE CALLABLE OUTSTANDING CITY OF PORTAGE CAPITAL IMPROVEMENT BONDS, SERIES 2010 PRIOR TO MATURITY

WHEREAS, the City has issued its City of Portage Capital Improvement Bonds, Series 2010, dated July 1, 2010 in the amount of \$3,850,000 (the "Bonds"); and

WHEREAS, the City Council hereby appropriates monies from the previously un-appropriated fund balance the amounts as follows for the redemption of Bonds on July 1, 2018: the amount of \$835,000.00 in principal maturing in the years 2023 through 2031; plus bond counsel fees in the amount of \$750.00; and

WHEREAS, the bonds to be called with maturities and interest rates, as of the date hereof, are set forth in *EXHIBIT A* (such bonds referred to as the "Bonds To Be Redeemed"); and

WHEREAS, it is the determination and judgment of the City Council that the Bonds to be Redeemed should be called to secure for the City the anticipated interest savings and thereby benefit the taxpayers of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORTAGE, MICHIGAN, as follows:

1. The Finance Director of the City is authorized to fix the date of redemption of the Bonds to be Redeemed as shown on *EXHIBIT A*, and to cause a notice of such redemption, as set forth in a form of Notice of Redemption attached hereto as *EXHIBIT B*, to be published in the appropriate publications.

2. The Finance Director and/or the City Clerk are individually or severally authorized to act on behalf of the City in carrying out the redemption of the Bonds To Be Redeemed.

3. All ordinances or resolutions and parts of ordinances or resolutions, insofar as the same may be in conflict herewith, are hereby rescinded.

YES: _____

NO: _____

ABSENT: _____

ABSTAIN: _____

The resolution was declared adopted.

CITY CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the City of Portage, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution adopted by the City Council of the City at a _____ meeting held on _____, 2018, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records of the proceedings of the City Council in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as thereby required.

Adam Herringa
City Clerk

[SEAL]

EXHIBIT A

\$3,850,000
CITY OF PORTAGE CAPITAL IMPROVEMENT BONDS, SERIES 2010
DEBT SERVICE SCHEDULE OF OUTSTANDING BONDS TO BE REDEEMED
Redemption Date: July 1, 2018

<u>YEAR</u>	<u>PRINCIPAL DUE JUL. 1</u>	<u>ANNUAL RATE</u>	<u>PREMIUM (00)</u>	<u>TOTAL</u>
2027	\$165,000*	4.125%	00	165,000
2028	165,000*	4.125%	00	165,000
2029	165,000**	4.375%	00	165,000
2030	170,000**	4.375%	00	170,000
2031	170,000**	4.375%	00	170,000
TOTAL	\$835,000		\$00	\$835,000

*, ** Term Bonds

In addition to the redemption amount of \$835,000 on July 1, 2018 there is also a regularly scheduled interest payment due.

The following redemption provisions apply to the bonds described above:

Bonds maturing on or after July 1, 2019 shall be subject to redemption prior to maturity at the option of the City, in any order, in whole or in part on the interest payment date on or after July 1, 2018. Bonds called for redemption shall be redeemed at par, plus accrued interest for the date fixed for redemption.

Bond Registrar and Paying Agent:

The Huntington National Bank
Corporate Trust MI-231
40 Pearl Street NW
Grand Rapids, MI 49503

EXHIBIT B

NOTICE OF REDEMPTION

\$3,850,000
CITY OF PORTAGE
CAPITAL IMPROVEMENT BONDS, SERIES 2010

Dated as of July 1, 2010

DUE JULY 1, 2018 THROUGH JULY 1, 2031

NOTICE IS HEREBY GIVEN that the City of Portage, Kalamazoo County, Michigan has called for redemption, on July 1, 2018, (the "Redemption Date"), part of the callable outstanding City of Portage Capital Improvement Bonds, Series 2010 (the "Bonds"), bearing the original issue date of July 1, 2010, maturing in the principal amounts, on the dates, bearing interest at the rates, with the "CUSIP" numbers, as follows:

<u>Principal</u>	<u>Rate</u>	<u>CUSIPS*</u>	<u>Due</u>
\$330,000*	4.250%	7357636T6	July 1, 2028
\$505,000**	4.500%	7357636W9	July 1, 2031

*, ** Term Bonds

Said Bonds will be redeemed at 100% of the par value thereof.

Said Bonds should be surrendered for redemption to The Huntington National Bank, as paying agent, for payment as of July 1, 2018, after which date all interest on said Bonds shall cease to accrue, whether said Bonds are presented for payment or not.

Bonds may be surrendered for payment as indicated below. The method of delivery is at the option of the holder, but if by mail, registered mail is suggested.

The Huntington National Bank
Corporate Trust MI-231
40 Pearl Street NW
Grand Rapids, MI 49503

Under the provisions of the Interest and Dividend Tax Compliance Act of 1983 and the Comprehensive National Energy Policy Act of 1993, paying agents making payments of principal on municipal securities may be obligated to withhold a 31% tax from remittances to individuals who have failed to furnish the paying agent with a certified and valid Taxpayer Identification Number on a fully completed Form W-9. Holders of the above described Bonds, who wish to avoid the application of these provisions, should submit certified Taxpayer Identification Numbers on I.R.S. Form W-9 when presenting their securities for redemption.

* No representation is made as to the correctness of the CUSIP numbers either as printed on the Bonds or as contained herein.

CITY OF PORTAGE
William Furry, Finance Director

STATEMENT OF RECEIPTS AND EXPENSES

**REDEMPTION
OF ALL OF THE CALLABLE OUTSTANDING
\$3,850,000
CITY OF PORTAGE CAPITAL IMPROVEMENT BONDS, SERIES 2010**

Dated as of July 1, 2010

Due: July 1, 2018

RECEIPTS:

City of Portage		
Principal to be Redeemed		\$835,000.00
Premium (0.00%)		00.00
Paying Agent Fees (estimated)		00.00
Legal Fees		<u>750.00</u>
TOTAL		<u>\$835,750.00</u>

DISBURSEMENTS:

The Huntington National Bank		
Principal to be Redeemed	\$835,000	
Premium (0.00%)	000	
Paying Agent Fees (estimated)	<u>000</u>	\$835,000.00
Clark Hill, PLC		
Legal Fees	\$ 600	
Out of Pocket Expenses	<u>150</u>	<u>750.00</u>
TOTAL		<u>\$835,750.00</u>

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Ordinance Amendment #17/18-B Micro-breweries and Brew-pubs

SUPPORTING PERSONNEL: Chris Forth, Deputy Director of Planning, Development & Neighborhood Services

ACTION RECOMMENDED:

1. Accept Ordinance Amendment #17/18-B, Micro-breweries and Brew-pubs, for first reading and set a public hearing for April 24, 2018; and
2. Subsequent to the public hearing, approve Ordinance Amendment #17/18-B, Micro-breweries and Brew-pubs.

An application has been received from PCL Curtis, LLC requesting an ordinance amendment to allow micro-breweries and brew-pubs to be located within the CPD, commercial planned development zoning district. Additionally, the applicant has requested that the current requirement regarding the size and nature of the restaurant element of the micro-brewery/brew-pub also be modified. Based on the applicant's request, the Department of Community Development and the City Attorney have researched this matter in the context of state licensing requirements, practical experiences and customer interactions since adoption of the micro-breweries and brew-pubs ordinance in 2003. Other pertinent sections of the Zoning Code have been reviewed as well. Amendments were subsequently prepared and are summarized below:

- Currently, micro-breweries and brew-pubs are only allowed as a special land use in the B-3, general business district and as a permitted use in the CCA, City Centre Area district. The amendment proposes to expand locations where micro-breweries/brew-pubs are permitted to include the B-2, community business and CPD, commercial planned development zoning districts.
- The amendment proposes to modify the minimum requirements for a restaurant requirement from having "...a minimum seating occupancy of 100 persons providing full lunch and dinner service" to having "...a minimum seating occupancy of 50 persons".
- The amendment proposes to modify the maximum brewery production from 20,000 barrels per year to 18,000 barrels per year consistent with the State of Michigan licensing requirements.
- The amendment proposes to modify the names from micro-breweries and brew-pubs to brewpubs and micro brewers consistent with State of Michigan licensing requirements.
- The amendment proposes to include micro brewer as a permitted use in the industrial zoning districts.

The proposed amendments will expand potential locations for brewpubs and micro brewers in the city, while minimizing brewery production intensity and related impacts located in commercial districts on adjacent land uses. Changes involving the restaurant requirements will allow for smaller

brewpub/micro brewer operations and assist entrepreneurs in reducing initial start-up expenses.

The Planning Commission reviewed the proposed amendments at the March 1, 2018 meeting. After careful consideration, the Planning Commission voted unanimously to recommend to City Council approval of Ordinance Amendment #17/18-B, Micro-breweries and Brew-pubs.

Therefore it is recommended that City Council accept Ordinance Amendment #17/18-B, Micro-breweries and Brew-Pubs, for first reading and set a public hearing for April 24, 2018, and subsequent to the public hearing, approve Ordinance Amendment #17/18-B, Micro-breweries and Brew-pubs.

FUNDING: Not applicable

Attachments:

1. March 16, 2018 Planning Commission transmittal
2. March 1, 2018 PLanning Commission meeting minutes
3. February 23, 2018 Community Development staff report with attachments
4. Microbrewery and Brewpub Ordinance Documents

TO: Honorable Mayor and City Council
FROM: Planning Commission
DATE: March 16, 2018
SUBJECT: Ordinance Amendment #17/18-B, Micro-breweries and Brew-pubs

During the March 1, 2018 Planning Commission meeting, the Commission members discussed proposed amendments to the various sections of the Zoning Code that address micro-breweries and brew-pubs. The ordinance amendment was originally requested by Mike Marshburn of PCL Curtis, LLC to allow micro-breweries and brew-pubs within the CPD, commercial planned development zoning district and to modify the condition regarding the restaurant requirement.

The Planning Commission convened a public hearing at the March 1st meeting. Mr. Marshburn of PLC Curtis, LLC (applicant) was present and spoke in support of the proposed ordinance amendment. One additional citizen (Jake Lohse, 8475 Valleywood Lane) also spoke in support of the proposed ordinance amendment. Mr. Lohse stated that he would like to establish Presidential Brewing Company (micro brewer) within the Portage Creek Landings CPD, Commercial Planned Development. No additional citizens spoke regarding the proposed ordinance amendment.

The Commission is supportive of the proposed ordinance amendment that will expand locations for micro-breweries and brew-pubs within the city, allow for smaller micro-breweries and brew-pub operations and assist entrepreneurs in reducing initial start-up expenses. Subsequently, and after further discussion, the Commission agreed to waive the optional second hearing date and a motion was made by Commissioner Patterson, seconded by Commissioner Bosch, to recommend to City Council that Ordinance Amendment #17/18-B, Micro-breweries and Brew-pubs, be approved. The motion was unanimously approved 9-0.

Sincerely,

A handwritten signature in blue ink that reads "Wayne Stoffer". The signature is fluid and cursive, with a stylized "W" and "S".

Wayne Stoffer
Chairman

the adjacent neighborhood. Mr. Weiner stated that he has owned the subject parcel for over 50 years and is proud of the developments his company has constructed in Portage. Mr. Weiner indicated that he considers Portage his home and wants to be a good neighbor and would be happy to meet with the adjacent residents at his company offices at 700 Mall Drive. No additional citizens spoke regarding the proposed rezoning. After additional discussion, a motion was then made by Commissioner Bosch, seconded by Commissioner Patterson, to adjourn the public hearing for Rezoning Application #17/18-2, 6050 Constitution Boulevard, to the March 15, 2018 meeting. The motion was unanimously approved 9-0.

2. Preliminary Report: Ordinance Amendment #17/18-B, Micro-breweries and Brew-pubs. Mr. Forth summarized the February 23, 2017 staff report regarding a request from PCL Curtis, LLC to amend the Zoning Code to allow micro-breweries and brew-pubs within the CPD, commercial planned development zoning district and also modify the requirement for "...a restaurant with a minimum seating occupancy of 100 persons providing full lunch and dinner service." Mr. Forth discussed the original development and adoption of the micro-breweries and brew-pubs ordinance in 2003 and practical experiences and customer interactions since this adoption. Based on these experiences and interactions and after consultation with the City Attorney, staff is recommending several amendments to the ordinance which would do the following: 1) Allow micro-breweries/brew-pubs in the B-2 and CPD zoning districts; 2) Modify the minimum requirements for having a restaurant (reduce seating occupancy from 100 persons to 50 persons, and eliminate "full lunch and dinner service"); 3) Modify the names to "brewpubs and "micro brewers" and reduce maximum brewery production from 20,000 barrels per year to 18,000 barrels per year to be more consistent with the State of Michigan licensing requirements; and 4) Include micro brewer as a permitted use in the industrial zoning districts. Mr. Forth stated the proposed changes will expand potential locations for brewpubs and micro brewers in the city, while minimizing brewery production intensity and related impacts in commercial district. Additionally, Mr. Forth stated the proposed changes to the restaurant requirements will also allow for smaller brewpub/micro brewer operations and assist entrepreneurs in reducing initial start-up expenses.

Chairman Stoffer questioned the inclusion of a "tasting room" in industrial districts. Mr. Forth stated that tasting rooms are common to larger micro brewer operations and would need to be clearly accessory to the principal brewery production. Mike Marshburn of PLC Curtis, LLC (applicant) was present and spoke in support of the proposed ordinance amendment. Mr. Marshburn stated that he is an owner in the Portage Creek Landings Commercial Planned Development at the corner of Shaver Road and West Centre Avenue, zoned CPD, and has an interested tenant that would like to establish a small micro brewer within the development. The public hearing was then opened by Chairman Stoffer. One additional citizen (Jake Lohse, 8475 Valleywood Lane) also spoke in support of the proposed ordinance amendment. Mr. Lohse stated that he would like to establish Presidential Brewing Company (micro brewer) within the Portage Creek Landings CPD, Commercial Planned Development. No additional citizens spoke regarding the proposed ordinance amendment.

The Commission and staff next discussed various aspects of the proposed ordinance amendment. A motion was then made by Commissioner Shoup, seconded by Commission Schimmel, to adjourn the public hearing to the March 15, 2018 meeting. Prior to a vote on this motion, the Commission discussed the possibility of waiving the second meeting and making a recommendation to City Council at tonight's meeting. After a brief discussion, the Commission concurred that a second meeting was not necessary. The motion was then voted upon and failed 0-9. A motion was then made by Commissioner Patterson, seconded by Commissioner Bosch, to recommend to City Council that Ordinance Amendment #17/18-B, Micro-breweries and Brew-pubs, be approved. The motion was unanimously approved 9-0.

OLD BUSINESS:

None.

TO: Planning Commission **DATE:** February 23, 2018

FROM: Christopher Firth, Acting Director of Community Development

SUBJECT: Preliminary Report: Ordinance Amendment #17/18-B, Micro-breweries and Brew-pubs

I. INTRODUCTION

An application has been received from PCL Curtis, LLC requesting an ordinance amendment to allow micro-breweries and brew-pubs within the CPD, commercial planned development zoning district. Additionally, the applicant has requested that the current requirement regarding the size and nature of the restaurant element of the micro-brewery/brew-pub also be modified. Currently, the ordinance requires micro-breweries/brew-pubs to include "...a restaurant with a minimum seating occupancy of 100 persons providing full lunch and dinner service". The applicant has requested that this ordinance language be modified to simply require the micro-brewery/brew-pub to include a restaurant.

The Department of Community Development and City Attorney have researched this matter in context with the applicant's request, state licensing requirements, practical experiences and customer interactions since adoption of the micro-breweries and brew-pubs ordinance in 2003, and other pertinent sections of the Zoning Code. Amendments have been prepared for Planning Commission consideration and are summarized below:

- Currently, micro-breweries and brew-pubs are only allowed as a special land use in the B-3, general business district and as a permitted use in the CCA, City Centre Area district. The amendment proposes to expand locations where micro-breweries/brew-pubs are permitted to include the B-2, community business and CPD, commercial planned development zoning districts.
- Modify the minimum requirements for a restaurant requirement from having "...a minimum seating occupancy of 100 persons providing full lunch and dinner service" to having "...a minimum seating occupancy of 50 persons".
- Modify the maximum brewery production from 20,000 barrels per year (currently) to 18,000 barrels per year consistent with the State of Michigan licensing requirements.
- Modify the names from micro-breweries and brew-pubs to brewpubs and micro brewers consistent with State of Michigan licensing requirements.
- Include micro brewer as a permitted use in the industrial zoning districts.

The proposed amendments will expand potential locations for brewpubs and micro brewers in the city, while minimizing brewery production intensity and related impacts located in commercial districts on adjacent land uses. Changes involving the restaurant requirements will allow for smaller brewpub/micro brewer operations and assist entrepreneurs in reducing initial start-up expenses.

For Commission information, the State of Michigan defines a micro brewer as a brewer that produces in total less than 60,000 barrels of beer per year and that may sell the beer for consumption on or off (take-out) the premises and to retailers. In comparison, a brewpub is a license issued in conjunction with a class C, tavern, class A hotel, or class B hotel license that allows the operator to manufacture and brew not more than 18,000 barrels of beer per calendar year and sell for consumption on or off (take-out) the premises. Additionally, the State of Michigan requires a brewpub to be licensed as a food service establishment and is prohibited from selling to retailers via a licensed distributor. The primary advantages for a business owner that has been issued a micro brewer license from the State of Michigan is 1) they're allowed to sell beer to retailers through a licensed distributor, 2) they're not required to obtain a class C, tavern, class A hotel, or class B hotel license and 3) not required to be licensed as a food service establishment.

A micro brewer is permitted in the commercial zoning districts; however, annual production is limited to 18,000 barrels and must also include a restaurant component consistent with a brewpub type of operation. Without a restaurant component, a micro brewer would be considered a manufacturer more appropriately located in an industrial zoning district. Latitude 42 is a local example of a business that obtained a micro brewer license from the State of Michigan, producing less than 18,000 barrels annually, includes a restaurant component, distributes their beer to other retailers and is located in a commercial zoning district (B-3).

II. PROPOSED AMENDMENTS

The following sections provide more detailed information concerning the proposed amendments.

Section 42-261.C (Special Land Uses in the B-2 Community Business District). The amendment would add the following language to the B-2 as a special land use and since special land uses in the B-2 district carry forward to the CPD zoning district (see Section 42-412.D), brewpubs and micro brewers would also be allowed in the CPD district as a principal permitted use.

1. Brewery production shall not exceed 18,000 barrels per year.
2. No outdoor storage of any kind shall be permitted.
3. The use shall also include a restaurant having a minimum seating occupancy of 50 persons serving food for consumption on premises. These uses do not include those for the exclusive production and/or service of alcoholic beverages.
4. An off-street loading space shall be required in the rear yard, as approved by the planning commission.

The language above would also replace the current language in the B-3, general business (Section 42-262.C.8) and CCA, city centre area (Section 42-436.F) zoning districts.

Section 42-280.B (Permitted Uses in the I-1, Light Industry). A micro brewer is not specifically listed as a permitted use in the I-1 district. However, a micro brewer dedicated to production, storage and distribution is considered a manufacturer more appropriately located the I-1 district. This amendment proposes to clarify that a micro brewer with brewery production up to 60,000

barrels per year is a more intensive land use appropriate in the I-1 district and not in the commercial zoning districts. Since the emphasis of the use would be production, storage and distribution, a micro brewer in the I-1 district may (or may not) include an accessory tasting room. The amendment proposes two conditions:

1. Brewery production in total shall be less than 60,000 barrels per year.
2. The use may also include an accessory tasting room.

The addition/clarification of a micro brewer in the I-1 district would also allow this use in the I-2, heavy industry district since Section 42-281.B.1, Principal permitted uses in the I-2 district currently allows "Any principal permitted use in an I-1 light industrial".

III. RECOMMENDATION

Consistent with the Planning Commission policy of accepting public comment at the initial meeting and continuing the ordinance amendment consideration at a subsequent meeting, the Commission is advised to receive public comment during the March 1, 2018 meeting and adjourn the public hearing to the March 15, 2018 meeting.

Attachment: Application
 Draft Ordinance Amendment

S:\Commdev\2017-2018 Department Files\Board Files\Planning Commission\PC Reports\Ordinance Amendments\2018 02 23 Ordinance Amendment #17-18-B, Micro breweries and brew pubs (preliminary).doc

APPLICATION FOR ZONING AMENDMENT

Application number #17/18-B

Date 1/16/18

APPLICATION INFORMATION:

Meetings of the Portage Planning Commission are held on the first and third Thursday of each month at 7:00 p.m. in the Council Chambers of Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan. All zoning amendment applications must be properly filled out and submitted to the Department of Community Development and the zoning amendment fee paid at least 15 working days prior to the meeting at which the public hearing is held. The applicant will be notified in writing of all such public hearing/meetings.

For more detailed information about the zoning amendment process, please refer to Portage Land Development Regulations, Article 4, Division 2, Subdivision 2.

TO THE PLANNING COMMISSION:

I (WE), the undersigned, do hereby respectfully make application and petition the Portage Planning Commission to amend the Zoning Ordinance and/or change the Zoning Map as hereinafter requested. In support of this application, the following is submitted:

ZONING MAP AMENDMENT

1. a. Platted Land:

The property is part of the recorded plat: The property sought to be rezoned is located at _____ between _____ Street and _____ Street on the _____ side of the street, and is known as Lot Number(s) _____ of _____ Plat (Subdivision). It has a frontage of _____ feet and a depth of _____ feet.

b. Unplatted Land:

The property is in acreage, and is not therefore a part of a recorded plat. The property sought to be rezoned is located and described as follows: (Indicate total acreage and parcel number).

2. a. Do you own the property to be rezoned? Yes _____ No _____

b. Name of the owner of the property to be rezoned: _____

Address _____

RECEIVED
 JAN 16 2018
 COMMUNITY DEVELOPMENT

3. My (our) interest in the property and purpose for submitting the proposed Zoning Amendment: _____

4. CURRENT ZONING: _____ PROPOSED ZONING: _____

ZONING TEXT AMENDMENT

1. The proposed language to be considered is (attach additional sheets as necessary):

ADD PARAGRAPH "H" TO PERMIT MICRO-BREWERIES OR BREW-PUBS
AS A PERMITTED USE IN THE CPD DISTRICT

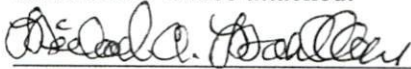
2. The Zoning Code Chapter and Section wherein the proposed text would be modified/inserted.

CHAPTER 42, SECTION 42-412- PRINCIPAL PERMITTED USES IN CPD ZONE

3. My (our) interest in and purpose for submitting the proposed Zoning Ordinance Amendment.

OWNERS OF CPD ZONED LAND ON WHICH WE WANT TO BUILD A
BREW-PUB RESTAURANT

We attach a statement hereto indicating why, in our opinion, the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such amendment will advance the public health, safety and welfare. An assessment of the impact of the proposal on the community and property of other persons in the vicinity of the amendment or affected by the amendment is also attached.



(Signature of Applicant)
MICHAEL A. MARSHBURN

(Signature of Applicant)

450 WEST CENTRE, PORTAGE, MI

(Address)

(Address)

(269) 327-8510

(Phone)

(Phone)

A copy of all actions taken regarding this application shall be attached and shall be considered a part of this application.

January 16, 2018

Vicki Georgeau, Director,
Department of Community Development and Portage Planning Commission
City of Portage
2900 S. Westnedge Ave.
Portage, MI 49002

RECEIVED

JAN 16 2018

COMMUNITY DEVELOPMENT

Re: Request for a Text Amendment to the City of Portage Zoning Ordinance

Dear Vicki and Planning Commission members:

As the owners and developers of the CPD zoned vacant land at the northwest corner of Centre Ave and Shaver Road, we are appealing to the City for a favorable interpretation that the Code of Ordinances, Section 42-412 can be amended to add a paragraph to include the following permitted uses in all CPD Districts within the City.

H. Micro breweries and brew-pubs.

1. No outdoor storage of any kind shall be permitted.
2. The use shall also include a restaurant.
3. The use shall not include those for the exclusive production and/or service of alcoholic beverages.
4. An off-street loading space shall be required in the rear yard.

Adding this permitted use would bring the CPD district into agreement with both the B-3 District which permits brew-pubs as a special use as well as matching the newly created CCA City Centre Area – Mixed Use Floating District as recognized in Subdivision 15 of the Zoning Ordinance.

We are currently working on a new, two tenant commercial building of 8000 SF that would be located on the parcel that is immediately north of the Huntington Bank site (Building #2 on the conceptual plan). The initial tenant of that proposed building has already submitted a specific site plan for Planning Commission review. With a favorable action on this appeal, a second tenant (a brew-pub restaurant) could be added to that new building.

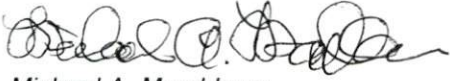
We are anxious to fully commit this City Centre development. We know we can create an upscale environment for working, dining, shopping and recreation that is unique to the lifestyles now seen in Portage. Your support in this request is very much appreciated. We look forward to the opportunity to continue to work on this plan to create a showpiece for us and the City of Portage.

To take advantage of the new opportunity, we respectfully request that City take what ever means are available to them to expedite this review and hearing process. We would appreciate it if this matter could be placed on the Planning Commission's February 1 agenda. We will plan to attend to answer any questions that may arise.

Thank you for the chance to be heard.

City of Portage Planning Commission
January 16, 2018
Page 2 of 2

Sincerely,
PCL Curtis, LLC

A handwritten signature in black ink, appearing to read "Michael A. Marshburn". The signature is fluid and cursive, with a large initial "M" and "A".

Michael A. Marshburn
Managing Member

Enc: Conceptual Site Plan



PROJECT TITLE
**PORTAGE
CREEK
LANDINGS
CITY
CENTRE**

SHEET TITLE
Conceptual
Site Plan

OWNER & DEVELOPER
PCL CURTIS, LLC
470 WEST CENTRE AVE
PORTAGE, MI 49824
(269) 327-0072

	1ST FLOOR	2ND FLOOR
WALGREEN'S	14,820 SF	0 SF
GAZA	3,000 SF	0 SF
BUILDING 2	7,000 SF	0 SF
BUILDING 3	19,500 SF	0 SF
TRUCK 4	7,000 SF	5,000 SF
BUILDING 5	10,000 SF	5,000 SF
BUILDING 6	12,500 SF	5,000 SF
BUILDING 7	10,000 SF	0 SF
TOTAL GROSS AREA	83,820 SF	13,000 SF

PARKING REQUIRED = 523 CARS (@ 5.4 PER 100) C/S

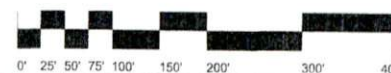
TOTAL PARKING SPACES = 445 CARS

TOTAL SITE AREA = 16.63 ACRES

SITE AREA SOUTH OF CREEK = 14.63 ACRES



SITE PLAN
SCALE: 1" = 80'



**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF
PORTAGE, MICHIGAN BY AMENDING ARTICLE 4 OF CHAPTER 42,
LAND DEVELOPMENT REGULATIONS OF THE CODIFIED ORDINANCES
OF PORTAGE, MICHIGAN**

THE CITY OF PORTAGE ORDAINS:

That Article 4 (Zoning) of Chapter 42, of the Codified Ordinances of Portage, Michigan, Official Zoning Map, be amended as follows:

That Chapter 42, Article 4, shall be amended as follows:

Sec. 42-261. B-2 Community Business District.

Sections A and B, *No Change.*

C. Special Land Uses.

The following uses may be allowed in the B-2 Community Business District, subject to the conditions imposed in this Section for each use, and subject further, to the review and approval of the Planning Commission in accordance with the provisions of Division 5, Subdivision 1 of this Article:

Subsections 1 – 7, *No Change.*

8. Brewpubs and Micro brewers
 - a. Brewery production shall not exceed 18,000 barrels per year.
 - b. No outdoor storage of any kind shall be permitted.
 - c. The use shall also include a restaurant having a minimum seating occupancy of 50 persons serving food for consumption on premises. These uses do not include those for the exclusive production and/or service of alcoholic beverages.
 - d. An off-street loading space shall be required in the rear yard, as approved by the planning commission.

Sec. 42-262. B-3 Community Business District

Sections A and B, *No Change.*

C. Special Land Uses

The following uses may be allowed in the B-3 general business district, subject to the conditions imposed in this section for each use, and subject further, to the review and approval of the planning commission in accordance with the provisions of division 5, subdivision 1 of this article:

Subsections 1 – 7, *No Change.*

8. Brewpubs and Micro brewers
 - e. Brewery production shall not exceed 18,000 barrels per year.
 - f. No outdoor storage of any kind shall be permitted.

- g. The use shall also include a restaurant having a minimum seating occupancy of 50 persons serving food for consumption on premises. These uses do not include those for the exclusive production and/or service of alcoholic beverages.
- h. An off-street loading space shall be required in the rear yard, as approved by the planning commission.

Subsection 9, No Change.

Sec. 42-280. I-1 Light Industrial District.

Section A, No Change.

B. Principal Permitted Uses

In and I-1 light industrial zoning district, no building or land shall be used, and no building shall be erected, except for one or more of the following specified uses, unless otherwise provided in this article:

Subsections 1 – 20, No Change.

- 21. Micro brewer
 - a. Brewery production in total shall be less than 60,000 barrels per year.
 - b. The use may also include an accessory tasting room.

Sec. 42-436. Principal Permitted Uses (City Centre Area)

In an approved development project within a city centre area – mixed use floating district, no building or land shall be used, and no building shall be erected, except for one or more of the following specified uses unless otherwise provided in this article:

Sections A – E, No Change.

- F. Brewpubs and Micro brewers
 - 5. Brewery production shall not exceed 18,000 barrels per year.
 - 6. No outdoor storage of any kind shall be permitted.
 - 7. The use shall also include a restaurant having a minimum seating occupancy of 50 persons serving food for consumption on premises. These uses do not include those for the exclusive production and/or service of alcoholic beverages.
 - 8. An off-street loading space shall be required in the rear yard, as approved by the planning commission.

Subsection G, No Change.

FIRST READING:

SECOND READING:

EFFECTIVE DATE:

Patricia M. Randall, Mayor

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I 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 _____, 2018.

Adam Herringa, City Clerk

(App #17/18-2)

Approved as to Form:

Date: _____

By: _____

City Attorney

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF
PORTAGE, MICHIGAN BY AMENDING ARTICLE 4 OF CHAPTER 42,
LAND DEVELOPMENT REGULATIONS OF THE CODIFIED ORDINANCES
OF PORTAGE, MICHIGAN**

THE CITY OF PORTAGE ORDAINS:

That Article 4 (Zoning) of Chapter 42, of the Codified Ordinances of Portage, Michigan, Official Zoning Map, be amended as follows:

That Chapter 42, Article 4, shall be amended as follows:

Sec. 42-261. B-2 Community Business District.

Sections A and B, *No Change*.

C. Special Land Uses.

The following uses may be allowed in the B-2 Community Business District, subject to the conditions imposed in this Section for each use, and subject further, to the review and approval of the Planning Commission in accordance with the provisions of Division 5, Subdivision 1 of this Article:

Subsections 1 – 7, *No Change*.

8. Brewpubs and Micro brewers
 - a. Brewery production shall not exceed 18,000 barrels per year.
 - b. No outdoor storage of any kind shall be permitted.
 - c. The use shall also include a restaurant having a minimum seating occupancy of 50 persons serving food for consumption on premises. These uses do not include those for the exclusive production and/or service of alcoholic beverages.
 - d. An off-street loading space shall be required in the rear yard, as approved by the planning commission.

Sec. 42-262. B-3 Community Business District

Sections A and B, *No Change*.

C. Special Land Uses

The following uses may be allowed in the B-3 general business district, subject to the conditions imposed in this section for each use, and subject further, to the review and approval of the planning commission in accordance with the provisions of division 5, subdivision 1 of this article:

Subsections 1 – 7, *No Change*.

8. Brewpubs and Micro brewers
 - e. Brewery production shall not exceed 18,000 barrels per year.
 - f. No outdoor storage of any kind shall be permitted.

- g. The use shall also include a restaurant having a minimum seating occupancy of 50 persons serving food for consumption on premises. These uses do not include those for the exclusive production and/or service of alcoholic beverages.
- h. An off-street loading space shall be required in the rear yard, as approved by the planning commission.

Subsection 9, *No Change*.

Sec. 42-280. I-1 Light Industrial District.

Section A, *No Change*.

B. Principal Permitted Uses

In and I-1 light industrial zoning district, no building or land shall be used, and no building shall be erected, except for one or more of the following specified uses, unless otherwise provided in this article:

Subsections 1 – 20, *No Change*.

- 21. Micro brewer
 - a. Brewery production in total shall be less than 60,000 barrels per year.
 - b. The use may also include an accessory tasting room.

Sec. 42-436. Principal Permitted Uses (City Centre Area)

In an approved development project within a city centre area – mixed use floating district, no building or land shall be used, and no building shall be erected, except for one or more of the following specified uses unless otherwise provided in this article:

Sections A – E, *No Change*.

- F. Brewpubs and Micro brewers
 - 5. Brewery production shall not exceed 18,000 barrels per year.
 - 6. No outdoor storage of any kind shall be permitted.
 - 7. The use shall also include a restaurant having a minimum seating occupancy of 50 persons serving food for consumption on premises. These uses do not include those for the exclusive production and/or service of alcoholic beverages.
 - 8. An off-street loading space shall be required in the rear yard, as approved by the planning commission.

Subsection G, *No Change*.

FIRST READING:

SECOND READING:

EFFECTIVE DATE:

Patricia M. Randall, Mayor

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I 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 _____, 2018.

Adam Herringa, City Clerk

(App #17/18-2)

Approved as to Form:
Date: 3/21/2018
By: R
City Attorney

**FIRST READING
CITY OF PORTAGE, MICHIGAN
NOTICE**

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

NOTICE IS HEREBY GIVEN, that an Ordinance to amend Section 42-261.C.; 42-262.C; 42-280.B; 42-436 of Chapter 42, Article 4, Zoning, of the Codified Ordinances of Portage, Michigan, was introduced for first reading at a regular meeting of the City Council held on _____, 2018, and that the Council will hold a public hearing on the proposed amendment at the Portage City Hall in said City on _____, 2018, at 7:00 p.m. or as soon thereafter as may be heard.

NOTICE IS FURTHER GIVEN that the proposed amendment to Article 4 of Chapter 42, Zoning, of the Codified Ordinances of Portage, Michigan reads as follows:

THE CITY OF PORTAGE ORDAINS:

That Chapter 42, Article 4, shall be amended as follows:

Sec. 42-261. B-2 Community Business District.

Sections A and B, *No Change*.

C. Special Land Uses.

The following uses may be allowed in the B-2 Community Business District, subject to the conditions imposed in this Section for each use, and subject further, to the review and approval of the Planning Commission in accordance with the provisions of Division 5, Subdivision 1 of this Article:

Subsections 1 – 7, *No Change*.

- 8. Brewpubs and Micro brewers
 - a. Brewery production shall not exceed 18,000 barrels per year.
 - b. No outdoor storage of any kind shall be permitted.
 - c. The use shall also include a restaurant having a minimum seating occupancy of 50 persons serving food for consumption on premises. These uses do not include those for the exclusive production and/or service of alcoholic beverages.
 - d. An off-street loading space shall be required in the rear yard, as approved by the planning commission.

Sec. 42-262. B-3 Community Business District

Sections A and B, *No Change*.

C. Special Land Uses

The following uses may be allowed in the B-3 general business district, subject to the conditions imposed in this section for each use, and subject further, to the review and approval of the planning commission in accordance with the provisions of division 5, subdivision 1 of this article:

Subsections 1 – 7, *No Change*.

8. Brewpubs and Micro brewers
 - a. Brewery production shall not exceed 18,000 barrels per year.
 - b. No outdoor storage of any kind shall be permitted.
 - c. The use shall also include a restaurant having a minimum seating occupancy of 50 persons serving food for consumption on premises. These uses do not include those for the exclusive production and/or service of alcoholic beverages.
 - d. An off-street loading space shall be required in the rear yard, as approved by the planning commission.

Subsection 9, *No Change*.

Sec. 42-280. I-1 Light Industrial District.

Section A, *No Change*.

B. Principal Permitted Uses

In and I-1 light industrial zoning district, no building or land shall be used, and no building shall be erected, except for one or more of the following specified uses, unless otherwise provided in this article:

Subsections 1 – 20, *No Change*.

21. Micro brewer
 - a. Brewery production in total shall be less than 60,000 barrels per year.
 - b. The use may also include an accessory tasting room.

Sec. 42-436. Principal Permitted Uses (City Centre Area)

In an approved development project within a city centre area – mixed use floating district, no building or land shall be used, and no building shall be erected, except for one or more of the following specified uses unless otherwise provided in this article:

Sections A – E, *No Change*.

- F. Brewpubs and Micro brewers
 1. Brewery production shall not exceed 18,000 barrels per year.
 2. No outdoor storage of any kind shall be permitted.
 3. The use shall also include a restaurant having a minimum seating occupancy

of 50 persons serving food for consumption on premises. These uses do not include those for the exclusive production and/or service of alcoholic beverages.

4. An off-street loading space shall be required in the rear yard, as approved by the planning commission.

Subsection G, No Change.

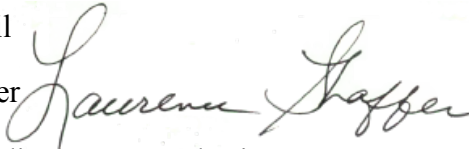
Dated: _____

Adam Herringa, City Clerk

Z:\Jody\PORTAGE\ORD\ZONING\1st Reading MicroBrewery18.3-15.doc

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Amendment to Code of Ordinances - Purchasing

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager

ACTION RECOMMENDED: Accept the amendment to Division 2, Sections 2-171 and 2-173, Article 5 "Purchases and Sales" in the City of Portage Code of Ordinances for first reading and set a second reading with final adoption for April 10, 2018.

A review of the City of Portage Code of Ordinances pertaining to Purchases and Sales is periodically performed to evaluate the dollar threshold where City Council purchase authorization is required. Specifically, Article 5, Division 2, Sections 2-171 and 2-173 set levels under which the City Manager can approve purchases without first seeking the approval of the City Council. Section 2-177 states, "The dollar amounts set forth in this division may, from time to time, be changed by ordinance of the Council without the necessity of amending the entire division." The Purchases and Sales ordinance was last changed in 2012 when increases were made reflective of the Consumer Price Index (CPI). Similarly, proposed changes to the purchasing ordinance have again been developed.

Rather than simply increasing the dollar amount, a tiered approach to dollar amounts for bidding requirements and City Council authorization levels is proposed and changes are summarized below:

Section	Description	Current Level	Proposed Level
2-171(b)	Quotes & Bids - Purchase requires informal quotes approved by the City Manager	\$4,000 - \$20,000	No Change
2-171(c)	Quotes & Bids - Purchase requires written quotes approved by the City Manager	New Section	\$20,000 - \$40,000
2-171(d)	Sealed Bids/Proposals – Purchase requires sealed bids approved by City Council	\$20,000 +	\$40,000 +
2-173	Change Orders - Purchase approved by City Council	\$20,000 +	\$40,000 +

Allowing the City Manager to approve purchases up to \$39,999 has the potential to reduce the number of contracts/purchases brought to City Council by approximately 15-20 per year. Allowing the City Manager to approve all purchases under \$40,000 will streamline the procurement process, while still ensuring that the best prices are obtained. A marked up version of the proposed ordinance revisions is attached for reference.

It is recommended that City Council accept the amendment to Division 2, Sections 2-171 and 2-173; Article 5 “Purchases and Sales” in the City of Portage Code of Ordinances for first reading and set a second reading for April 10, 2018.

FUNDING: N/A

Attachments:

1. Comparison of Municipal Bidding Requirements
2. Purchasing Ordinance Resolution

COMPARISON OF MUNICIPAL BIDDING REQUIREMENTS

City	Informal Quotes	Sealed Bids	Council Approval	2017 Population
Bloomfield Hills	No requirement	No requirement	If in budget, no approval needed	3,869
Kalamazoo	\$3,000	\$25,000	\$100,000	74,262
Battle Creek	\$2,000	\$10,000	\$50,000	52,347
Jackson	\$1,000	\$50,000	\$50,000	33,534
Ann Arbor	\$3,000	\$25,000	\$25,000	113,934
Portage	\$4,000	\$20,000	\$20,000	46,292
Midland	\$3,000	\$10,000	\$20,000	51,863
Novi	\$5,000	\$15,000	\$15,000	57,960
South Haven	\$3,000	\$15,000	\$15,000	4,738
Grand Rapids	\$500 for informal quotes, \$2500 for formal quotes	\$10,000	\$10,000	188,040
Holland	\$500	\$10,000	\$10,000	33,481
Kentwood	\$1,000	\$3,000	\$7,500	50,233
Birmingham	\$2,500	\$6,000	\$6,000	20,504
West Bloomfield	\$2,000	\$7,500	\$7,500	64,690

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN BY AMENDING ARTICLE 5, DIVISION 2,
PURCHASES AND SALES OF CHAPTER 2, ADMINISTRATION**

THE CITY OF PORTAGE ORDAINS:

That Chapter 2, Article 5 shall be amended as follows:

Sec. 2-171 Purchasing procedures; bids generally.

(a) Purchases of \$4,000.00 or less. Purchases of \$4,000.00 or less may be made without the necessity of securing bids therefor or the approval of the city council. The contracts of purchase may be signed by the city manager.

(b) Purchases of \$20,000.00 or less but over \$4,000.00. No purchases shall be made in an amount of \$20,000.00 or less but over \$4,000.00 unless an opportunity is afforded for competitive bids thereon. In cases where competitive bidding is required under this subsection, it need not be by written bids nor must the approval of the council be had. The contracts of purchase may be signed by the city manager.

(c) Purchases over \$20,000.00. Except as otherwise provided in this division, when the amount involved exceeds \$20,000.00 but less than \$40,000.00, competitive bidding shall be required and received. In cases where competitive bidding is required under this subsection, it shall be by written bids. The contracts of purchase may be signed by the city manager without the approval of the city council.

(d) Purchases over \$40,000.00. Except as otherwise provided in this division, when the amount involved is \$40,000.00 or more, sealed bids shall be requested and received. All sealed bids shall be opened by the city clerk or a member of the department of purchasing in public in a room designated for that purpose in a public building. The council may reject any or all bids. In each case of a purchase based upon bids, as provided in this section, the award of such purchase shall be based upon the lowest and best bid of a responsible bidder, as determined by the council. If the council rejects all bids, the council shall order a second submission of bids to be made or may, by a vote of five or more of its members, waive the requirement of a second submission of bids. If the council rejects all bids submitted at the second submission of bids or waives the second submission of bids, the council may direct the director of purchasing to negotiate for the purchase of the materials, supplies or services concerned in the open market to the best advantage of the city. In no event shall the cost of any such purchase of materials so purchased in the open market exceed the amount therefor set forth in the lowest and best bid submitted at the last submission of competitive bids therefor. The contracts of purchase shall be signed by the mayor and city clerk, or the council may direct the city manager to execute all contracts and documents necessary to implement the approved purchase.

(e) Petty cash purchases. With the approval of the council, the city manager may allow for purchases from petty cash by officers and departments of the city designated by the council. A purchase from petty cash shall not exceed \$200.00 and shall be accounted for to, and approved by, the director of purchasing before

the officer or department making such purchase may make any further purchase from the petty cash account allowed to such officer or department.

Sec. 2-172 No Change.

Sec. 2-173. Change orders to contracts.

The city manager may authorize change orders in any contract or extension to any contract approved by the council in an amount not to exceed **\$40,000.00** without the necessity of securing bids or further approval of the council.

Sec. 2-174 – 2-177 No Change.

Dated: _____

Patricia M. Randall, Mayor

FIRST READING:

SECOND READING:

ORDINANCE #:

EFFECTIVE DATE:

CERTIFICATION

I, Adam Herringa, 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 _____, 2018.

Adam Herringa, City Clerk

PREPARED BY:

Randall L. Brown (P34116)

Portage City Attorney

1662 East Centre Avenue

Portage, MI 49002

(269) 323-8812

z:\jody\portage\ord\nonzone\ContractDollarAmounts31618CLEAN ordinance.docx

Approved as to Form:

Date: 3/21/2018

City Attorney

**FIRST READING AND NOTICE OF HEARING
CITY OF PORTAGE, MICHIGAN
NOTICE**

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

NOTICE IS HEREBY GIVEN, that an Ordinance to amend Sections 2-171 Purchasing Procedures; bids generally, 2.173 Change Orders to Contracts and 2-177 Amendment of dollar amounts of Chapter 2, Article 5, Division 2, of the Codified Ordinances of Portage, Michigan, was introduced for first reading at a regular meeting of the City Council held on _____, 2018, and that the Council will hold a public hearing on the proposed amendments at the Portage City Hall in said City on _____, 2018, at 7:00 p.m. or as soon thereafter as may be heard.

NOTICE IS FURTHER GIVEN that the proposed ordinance amendment reads as follows:

THE CITY OF PORTAGE ORDAINS:

The following dollar amounts in Sec. 2-171 and Sec. 2.173 are adopted.

1. Sec.2-171 Purchasing procedures; bids generally.

- (a) Purchases of \$4,000.00 or less. Purchases of **\$4,000.00** or less may be made without the necessity of securing bids therefor or the approval of the city council. The contracts of purchase may be signed by the city manager.
- (b) Purchases of **\$20,000.00** or less but over \$4,000.00. No purchases shall be made in an amount of **\$20,000.00** or less but over \$4,000.00 unless an opportunity is afforded for competitive bids thereon. In cases where competitive bidding is required under this subsection, it need not be by written bids nor must the approval of the council be had. The contracts of purchase may be signed by the city manager.
- (c) Purchases over \$20,000.00. Except as otherwise provided in this division, when the amount involved exceeds **\$20,000.00 but less than \$40,000.00**, competitive bidding shall be required and received. In cases where competitive bidding is required under this subsection, it shall be by written bids. The contracts of purchase may be signed by the city manager without approve of the council.
- (d) Purchases over \$40,000.00. Except as otherwise provided in this division, when the amount involved exceeds \$40,000.00, sealed bids shall be requested and received. All sealed bids shall be opened by the city clerk or a member of the department of purchasing in public in a room designated for that purpose in a public building. The council may reject any or all bids. In each case of a purchase based upon bids, as provided in this section, the award of such purchase shall be based upon the lowest and best bid of a responsible bidder, as determined by the council. If the council rejects all bids, the council shall order a second submission

of bids to be made or may, by a vote of five or more of its members, waive the requirement of a second submission of bids. If the council rejects all bids submitted at the second submission of bids or waives the second submission of bids, the council may direct the director of purchasing to negotiate for the purchase of the materials, supplies or services concerned in the open market to the best advantage of the city. In no event shall the cost of any such purchase of materials so purchased in the open market exceed the amount therefor set forth in the lowest and best bid submitted at the last submission of competitive bids therefor. The contracts of purchase shall be signed by the mayor and city clerk, or the council may direct the city manager to execute all contracts and documents necessary to implement the approved purchase.

- (e) Petty cash purchases. With the approval of the council, the city manager may allow for purchases from petty cash by officers and departments of the city designated by the council. A purchase from petty cash shall not exceed \$200.00 and shall be accounted for to, and approved by, the director of purchasing before the officer or department making such purchase may make any further purchase from the petty cash account allowed to such officer or department.

(Code 1983, § 206.10; Ord. No. 089-01, 1-17-1989)

2. Sec. 2.173. Change orders to contracts.

The city manager may authorize change orders in any contract or extension to any contract approved by the council in an amount not to exceed \$ _____ without the necessity of securing bids or further approval of the council.

(Code 1983, § 206.13; Ord. No. 089-01, 1-17-1989)

4. Sec. 2-177. Amendment of dollar amounts.

The dollar amounts set forth in this division may, from time to time, be changed by ordinance of the council without the necessity of amending the entire division.

(Code 1983, § 206.17; Ord. No. 089-01, 1-17-1989)

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

RESOLUTION EFFECTIVE:

ADOPTED: YEAS:

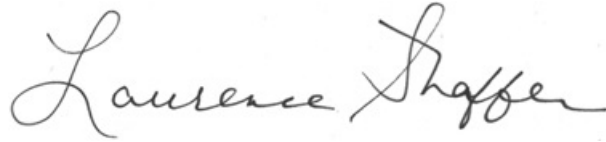
NAYS:

ABSENT:

ADAM HERRINGA, CITY CLERK.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Final Plan for Whisper Rock Condominiums (Phase III), 2200 Whisper Rock Trail.

SUPPORTING PERSONNEL: Chris Forth, Deputy Director of Planning, Development & Neighborhood Services

ACTION RECOMMENDED: Approve the Final Plan for Whisper Rock Condominiums (Phase III), 2200 Whisper Rock Trail.

A final plan has been submitted by American Village Development II to construct the third and final phase of the Whisper Rock condominiums within the residential portion of the Oakland Hills at Centre Planned Development. The final plan for Phase III proposes construction of 28 attached residential condominium units (14, 2-unit buildings) and associated site improvements. Whisper Rock (Phase III) represents the seventh development project within the Oakland Hills at Centre Planned Development and the third and final phase of the residential condominiums.

The original Oakland Hills at Centre PD rezoning and tentative plan/narrative were approved by City Council in July 2006 and subsequently amended in January 2016. Access to Phase III will be provided through the existing private street network (Whisper Rock Trail, Slate Stone Circle and Flat Rock Ridge) which were constructed from Oakland Drive with Phase I and II, along with a proposed private cul-de-sac street (Boulder Creek Point). Access from West Centre Avenue is also provided through the existing West Centre Avenue full-service driveway that is shared with Southerncare Hospice of Kalamazoo and the other Oakland Hills at Centre development projects along West Centre Avenue. Storm water from Phase III will be collected and conveyed to the existing retention pond/water feature located in the center portion of the project area. Buildings will maintain a minimum 25-foot setback from the interior private street, a 20-foot setback from the outer perimeter of the property and a 15-foot separation between buildings.

In a report dated March 15, 2018, the Department of Community Development recommended that the Final Plan for Whisper Rock Condominiums (Phase III), 2200 Whisper Rock Trail, be approved. At the March 15, 2018 meeting, the Planning Commission reviewed and also recommended to City Council approval of the Final Plan.

FUNDING: Not applicable

Attachments:

1. March 16, 2018 Planning Commission transmittal
2. March 15, 2018 Planning Commission minutes
3. March 15, 2018 Community Development staff report with attachments

TO: Honorable Mayor and City Council

FROM: Planning Commission

DATE: March 16, 2018

SUBJECT: Final Plan for Whisper Rock Condominiums (Phase III), 2200 Whisper Rock Trail

During the March 15, 2018 meeting, the Planning Commission reviewed and discussed the Final Plan for the above captioned development project. Mr. Jack Gesmundo, representing American Village Development II was present to support the application and explain the development history of the Oakland Hills at Centre Planned Development. No citizens spoke regarding the proposed project.

The final plan for Whisper Road Condominium (Phase III) has been designed in substantial conformance with the approved tentative plan/narrative for the Oakland Hills at Centre Planned Development. After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Joshi, to recommend to City Council that the Final Plan for Whisper Rock Condominium (Phase III), 2200 Whisper Rock Trail, be approved. The motion was unanimously approved 6-0.

Sincerely,

A handwritten signature in blue ink that reads "Raymond Shoup". The signature is stylized with a cursive script.

Raymond Shoup
Vice-Chairman

PLANNING COMMISSION

March 15, 2018

DRAFT

The City of Portage Planning Commission meeting of March 15, 2018 was called to order by Vice-Chairman Shoup at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Four citizens were in attendance.

PLEDGE OF ALLEGIANCE:

Vice-Chairman Shoup led the Commission, staff and citizens in the Pledge of Allegiance.

IN ATTENDANCE:

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

ROLL CALL:

Mr. West called the roll: Bosch (yes), Patterson (yes), Shoup (yes), Schimmel (yes); Joshi (yes); Harrell-Page (not present); and Corradini (yes). A motion was then made by Commissioner Schimmel, seconded by Commissioner Corradini, to approve the Roll excusing Commissioners Stoffer and Place.

APPROVAL OF MINUTES:

Vice-Chairman Shoup referred the Commission to the March 1, 2018 meeting minutes contained in the agenda packet. A motion was made by Commissioner Schimmel, seconded by Commissioner Bosch, to approve the minutes as submitted. The motion was unanimously approved 6-0.

SITE/FINAL PLANS:

1. **Final/Site Plan: Whisper Rock Condominiums (Phase III), 2200 Whisper Rock Trail.** Mr. West summarized the March 15, 2018 revised staff report regarding the request by American Village Development II to construct the third and final phase of the Whisper Rock Condominiums. Mr. West stated that since the original report was issued last Friday, the applicant had finalized the remaining engineering issues and therefore the recommended condition of approval was no longer necessary. Mr. West indicated that Phase III of Whisper Rock Condominiums would include a total of 28 residential condominium dwellings (14, 2-unit attached buildings) and associated site improvements along the interior/southern portion of the subject property. Mr. West discussed access to the site, storm water management, sidewalks and indicated the third and final phase of the Whisper Rock has been designed in substantial conformance with the January 2016 approved tentative plan for the overall Oakland Hills at Centre Planned Development.

Jack Gesmundo, American Village Development II, was present to support the application and discuss the development project. After a brief discussion, a motion by Commissioner Patterson, seconded by Commissioner Joshi, to recommend to City Council that the Final/Site Plan for Whisper Rock Condominiums (Phase III), 2200 Whisper Rock Trail, be approved. The motion was unanimously approved 6-0.

PUBLIC HEARING:

1. **Final Report: Rezoning Application #17/18-2, 6050 Constitution Boulevard.** Mr. West summarized the March 9, 2018 staff report regarding a request from Village Green Properties to rezone the north approximate 130-feet of 6050 Constitution Boulevard from OS-1, office service to RM-1, multiple family residential. Mr. West discussed the surrounding land use/zoning pattern, existing split zoning of the subject parcel and related development challenges, and the Comprehensive Plan/Future Land Use Map designations of the subject property and surrounding properties. Mr. West stated that staff was supportive of the applicant's request to rezone the northern 130-feet of the subject property to RM-1 so that a consistent zoning pattern would be present across the entire parcel.

TO: Planning Commission **DATE:** March 15, 2018
FROM: Christopher Forth, Acting Director of Community Development
SUBJECT: Final Plan for Whisper Rock Condominiums (Phase III), 2200 Whisper Rock Trail

I. INTRODUCTION:

A final plan has been submitted by American Village Development II to construct the third and final phase of the Whisper Rock condominiums within the residential portion of the Oakland Hills at Centre Planned Development project. Phase III of the Whisper Rock Condominiums will include construction of 28 residential condominium dwellings (14, 2-unit attached buildings) and associated site improvements along the interior/southern portion of the subject property. The 47.6 acre Oakland Hills at Centre Planned Development is situated along the south side of West Centre Avenue, west of Oakland Drive, and is zoned PD, planned development. Whisper Rock (Phase III) represents the seventh project within the overall Oakland Hills at Centre Planned Development and the third and final phase of the residential portion of the planned development.

II. OAKLAND HILLS AT CENTRE PLANNED DEVELOPMENT:

The following is a brief history of the Oakland Hills at Centre Planned Development:

July 2006: City Council approved a zoning change from OTR, office technology and research to PD, planned development along with the tentative plan for the Oakland Hills at Centre Planned Development project. The tentative plan included a mix of office and attached residential development on an approximate 47.6 acre tract of land.

February 2009: City Council approved an extension to the previously approved tentative plan with minor changes including updated dates for each phase of the development and a slight boundary line/acreage change between the office and residential portions of the development project. City Council also approved the final plan for Cole Galvas, 2401 West Centre Avenue, which was the first development project.

June 2012: City Council approved a tentative plan amendment that included the addition of a wireless telecommunications tower within the office portion of the PD along Oakland Drive, revisions to the residential portion including a reduction in the total number of dwelling units from 116 to 107, revisions to the layout of the office portion of the PD and an updated phasing timeline.

August 2012: City Council approved the final plan for the Verizon wireless telecommunications tower along Oakland Drive.

October 2014: City Council approved the final plan for the 1st Source Bank along West Centre Avenue.

January 2016: City Council approved a tentative plan amendment that included another reduction in the number of residential dwelling units from 107 to between 85 and 100; a reduction in the perimeter setback from 40 feet to 25 feet; and a reduction in the setback between buildings from 20 feet to 15 feet. The tentative plan was also updated to include previous development projects.

February 2016: City Council approved the final plan for Whisper Rock Condominiums (Phase I) involving construction of 45 residential condominium dwellings (18 2-unit buildings, three 3-unit buildings) and associated site improvements. Construction of condominium dwellings within this phase has been completed.

August 2017: City Council approved the final plan for Mercantile Bank along West Centre Avenue. Construction of the bank project is ongoing and nearing completion.

November 2017: City Council approved the final plan for Whisper Rock Condominiums (Phase II) involving construction of 21 residential condominium dwellings (nine 2-unit buildings, one 3-unit building) and associated site improvements. Construction of condominium dwellings within this phase is ongoing and nearing completion.

III. FINAL PLAN

The final plan for Whisper Rock Condominiums (Phase III) has been designed in substantial conformance with the approved 2016 amended tentative plan (see attached). Access to Phase III will be provided through the existing internal private street network (Whisper Rock Trail, Slate Stone Circle, Flat Rock Ridge) which were constructed from Oakland Drive with Phase I and II, along with a proposed private cul-de-sac street (Boulder Creek Point). Access from West Centre Avenue is also provided through the existing West Centre Avenue full service driveway that is shared with Hospice facility and the other Oakland Hills at Centre development projects along West Centre Avenue. A shared/cross access agreement with the adjacent property owners involving the West Centre Avenue driveway has been executed and recorded with the Kalamazoo County Register of Deeds.

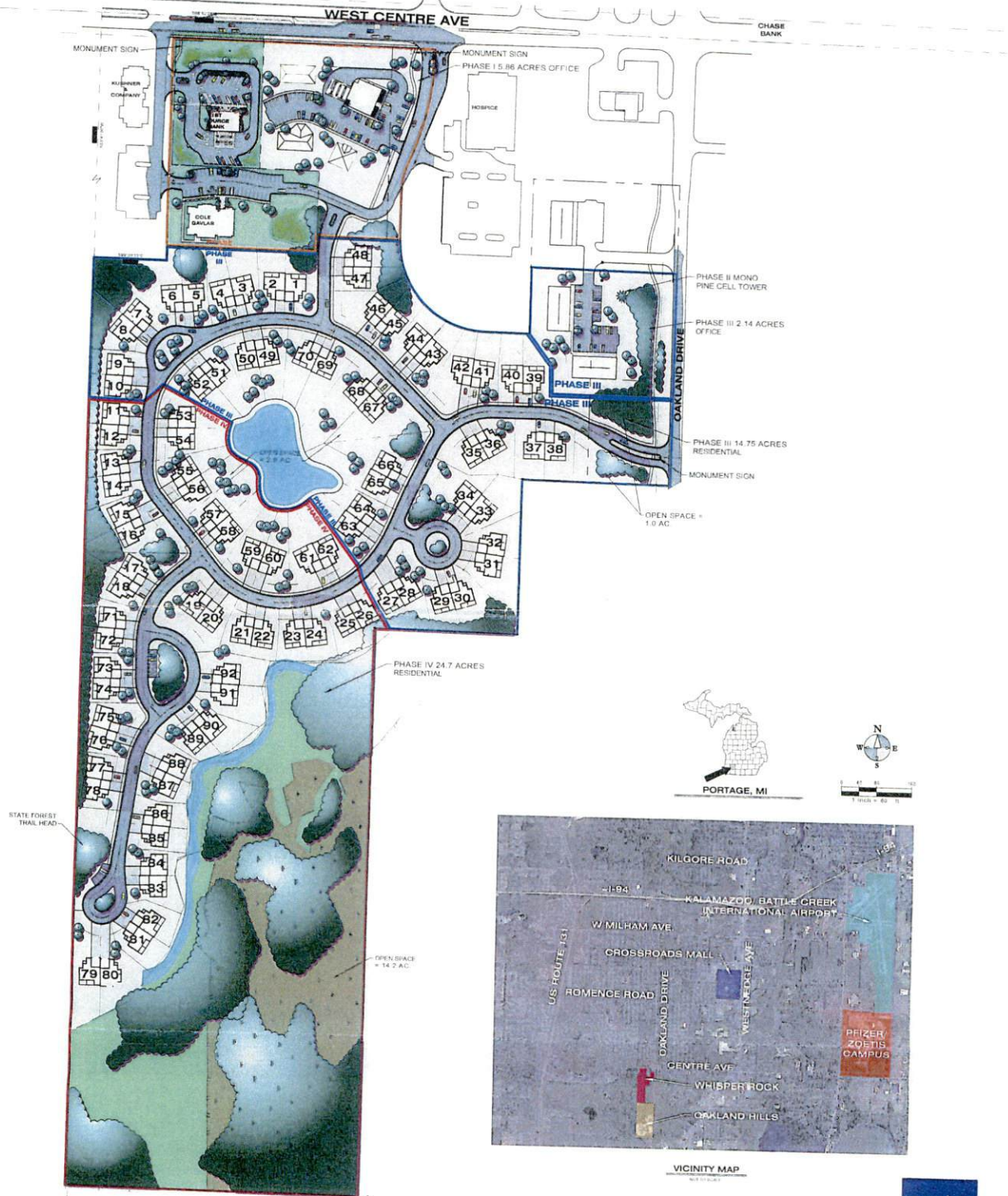
Storm water from Whisper Rock Condominiums (Phase III) will be collected and conveyed to the existing retention basin/water feature located in the center portion of the project area, which was constructed with Phase I. An overflow storm discharge to the adjacent wetland area to the south was also reviewed and approved by the Michigan Department of Environmental Quality (MDEQ) and constructed with Phase I of the residential condominiums. Continuation of the previously approved internal sidewalk network, along the east side of Boulder Creek Point and around the bulb of the cul-de-sac, will be constructed within Phase III. A trail head connection will also be constructed along the west side of the cul-de-sac bulb to provide residents of Whisper Rock access to the adjacent Gourdneck State Game Area. Consistent with the approved tentative plan, condominium dwellings will maintain a minimum 25-foot setback from the interior private street, 20-foot setback from the outer perimeter of the property, and 15-foot separation between buildings. Finally, municipal water and sanitary sewer will continue to serve the proposed development.

IV. RECOMMENDATION:

The final plan has been reviewed by the City Administrative departments. Staff advises that the Planning Commission recommend to City Council that the final plan for Whisper Rock Condominiums (Phase III), 2200 Whisper Rock Trail, be approved.

Attachments: Final Plan Sheets
Approved 2016 Tentative Plan for the Oakland Hills at Centre Planned Development

T:\COMMDEV\2017-2018 Department Files\Board Files\Planning Commission\PC reports\Site Plans\2018 03 15 Whisper Rock Condominiums (Phase III), 2200 Whisper Rock Trail - amended.docx



MIXED USE AND RESIDENTIAL DEVELOPMENT WHISPER ROCK

avb
BUILD SOMETHING BETTER
4200 WEST CENTRE AVENUE
PORTAGE, MI 49004
(269)323-2022

OCTOBER 27, 2015

January 2016 Approved Tentative Plan

Construction Drawings

Whisper Rock Ph III A PLANNED DEVELOPMENT SITE CONDOMINIUM PROJECT

OWNER

AMERICAN VILLAGE DEVELOPMENT II, LLC
4200 W. CENTRE AVENUE
PORTAGE, MI 49024
269.329.4800

CONSTRUCTION MANAGER



BUILD SOMETHING BETTER.

AVB CONSTRUCTION, INC.
4200 W. CENTRE AVENUE
PORTAGE, MI 49024
269.329.2022

PLANS PREPARED BY:



hurley & stewart

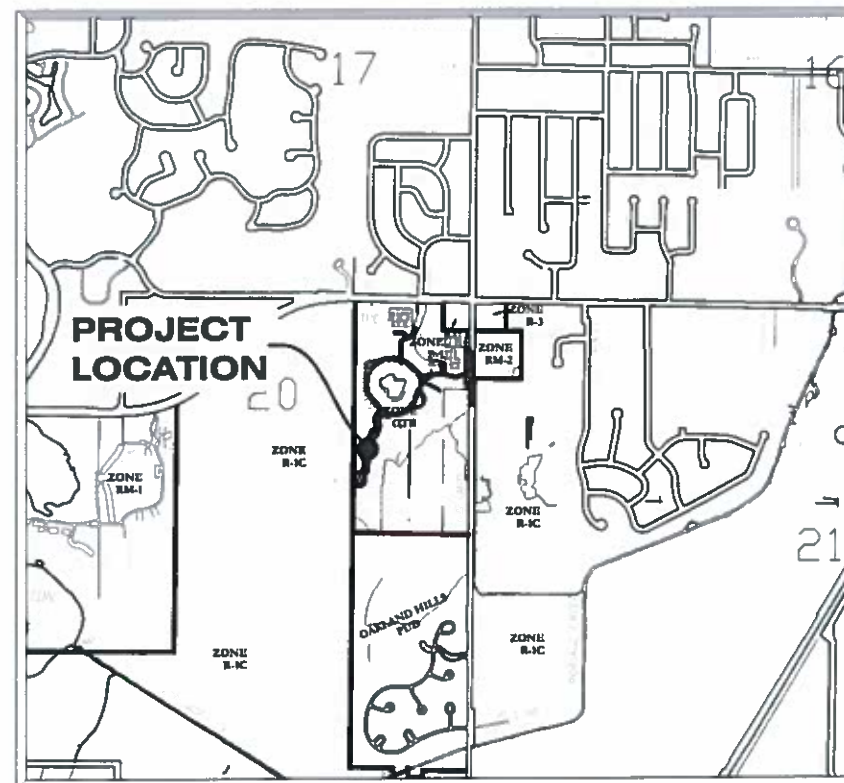
hurley & stewart, llc
2800 south 11th street
kalamazoo, michigan 49009
269.552.4960 fax 552.4961
www.hurleystewart.com

PROPERTY DESCRIPTION

ALL THAT PART OF THE NORTHEAST 1/4 OF SECTION 20, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN DESCRIBED AS COMMENCING AT THE CENTER OF SAID SECTION; THENCE S89°02'20"E ALONG THE EAST-WEST 1/4 LINE OF SAID SECTION 20 A DISTANCE OF 664.34 FEET; THENCE CONTINUING S89°02'20"E ALONG SAID EAST-WEST 1/4 LINE A DISTANCE OF 661.78 FEET TO THE EAST 1/8TH LINE; THENCE N00°40'55"E ALONG SAID 1/8TH LINE A DISTANCE OF 1638.68 FEET TO THE POINT OF BEGINNING; THENCE N88°52'26"W A DISTANCE OF 338.00 FEET; THENCE S00°40'55"W A DISTANCE OF 354.00 FEET; THENCE N88°52'28"W A DISTANCE OF 324.39 FEET; THENCE S00°39'18"W A DISTANCE OF 117.94 FEET; THENCE N88°15'44"W A DISTANCE OF 203.93 FEET; THENCE N19°45'23"W A DISTANCE OF 167.19 FEET; THENCE NORTHWESTERLY A DISTANCE OF 69.19 FEET, ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 215.00 FEET, A CENTRAL ANGLE OF 18°26'23", AND A CHORD BEARING N68°41'41"W, 68.90 FEET; THENCE S31°51'28"W A DISTANCE OF 5.00 FEET; THENCE N58°47'36"W A DISTANCE OF 5.00 FEET; THENCE SOUTHWESTERLY A DISTANCE OF 19.25 FEET, ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 13.00 FEET, A CENTRAL ANGLE OF 84°51'29", AND A CHORD BEARING S79°25'44"W, 17.54 FEET; THENCE N47°53'38"W A DISTANCE OF 35.11 FEET; THENCE NORTHWESTERLY A DISTANCE OF 25.06 FEET, ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 18.00 FEET, A CENTRAL ANGLE OF 79°45'52", AND A CHORD BEARING N01°47'49"W, 23.08 FEET; THENCE S75°22'04"W A DISTANCE OF 166.90 FEET; THENCE S81°19'09"W A DISTANCE OF 126.27 FEET TO A POINT ON THE NORTH-SOUTH 1/4 LINE OF SAID SECTION; THENCE N00°41'00"E ALONG SAID NORTH-SOUTH 1/4 LINE A DISTANCE OF 775.12 FEET; THENCE S89°00'33"E A DISTANCE OF 165.49 FEET; THENCE N00°42'07"E A DISTANCE OF 32.93 FEET; THENCE S88°52'28"E A DISTANCE OF 340.01 FEET; THENCE N00°42'07"E A DISTANCE OF 35.89 FEET; THENCE S88°52'36"E A DISTANCE OF 188.63 FEET; THENCE SOUTHEASTERLY A DISTANCE OF 312.61 FEET, ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 200.00 FEET, A CENTRAL ANGLE OF 89°33'23", AND A CHORD BEARING S44°05'46"E, 281.75 FEET; THENCE S88°52'28"E A DISTANCE OF 100.47 FEET; THENCE S36°27'16"E A DISTANCE OF 88.57 FEET; THENCE S01°07'32"W A DISTANCE OF 49.81 FEET; THENCE S88°52'34"E A DISTANCE OF 279.91 FEET TO THE EAST 1/8TH LINE; THENCE S00°40'55"W ALONG SAID 1/8TH LINE A DISTANCE OF 210.00 FEET TO THE POINT OF BEGINNING. DESCRIBED PARCEL CONTAINS 874,424 SQUARE FEET OR 20.07 ACRES.

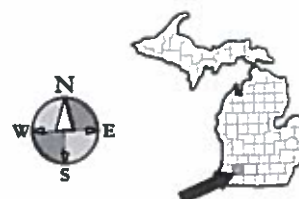
INCLUDING ALL EASEMENTS OF INGRESS AND EGRESS TO AND FROM WEST CENTRE AVENUE BENEFITING THE ABOVE-DESCRIBED PREMISES AND DESCRIBED IN THE FOLLOWING INSTRUMENTS: RECIPROCAL EASEMENT AGREEMENT RECORDED IN LIBER 1874, PAGE 157 AND AMENDED BY AMENDMENT TO RECIPROCAL EASEMENT AGREEMENT RECORDED IN DOCUMENT NO. 2009-035965, KALAMAZOO COUNTY RECORDS; EASEMENT AGREEMENT PRIVATE DRIVEWAY RECORDED IN DOCUMENT NO. 2009-016289, KALAMAZOO COUNTY RECORDS; REVISED EASEMENT AGREEMENT PRIVATE DRIVEWAY RECORDED IN DOCUMENT NO. 2014-037291, KALAMAZOO COUNTY RECORDS; AND DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS RECORDED IN DOCUMENT NO. 2009-016290 AND AMENDED BY AMENDMENT TO DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS RECORDED IN DOCUMENT NO. 2010-024524, KALAMAZOO COUNTY RECORDS.

Portage
Kalamazoo, MI



SITE LOCATION MAP

SCALE: 1" = 1000'



DRAWING INDEX

SHT #	DESCRIPTION
C-0	TITLE SHEET
C-1	EX. COND. - DEMO PLAN
C-2	SITE LAYOUT PLAN
C-3	WATER PLAN
C-4	STORM SEWER PLAN
C-5	SANITARY SEWER PLAN
C-6	BOULDER CREEK POINT P&P STA 0+00 TO STA 4+50
C-7	BOULDER CREEK POINT P&P STA 4+50 TO STA 9+24
C-8	DETAILS SHEET
C-9	DETAILS SHEET

UTILITY CONTACTS:

CONSUMERS ENERGY CO. MIKE SOKOLOV 2500 E. CORK STREET KALAMAZOO, MI 49001 269.337.2246	ELECTRIC
CONSUMERS ENERGY CO. KYLE OAK 2500 E. CORK STREET KALAMAZOO, MI 49001 269.337.2366	GAS
CHARTER COMMUNICATIONS MARK BURKE 4176 COMMERCIAL AVE. PORTAGE, MI 49002 269.217.8152	CABLE TELEVISION
AT&T TODD SHIBAYAMA 2919 MILLCORK ST. KALAMAZOO, MI 49001 269.364.4436	TELEPHONE
CITY OF PORTAGE DEPARTMENT OF PUBLIC SERVICES BOB MILLER KALAMAZOO, MI 49001 269.324.9285	WATER/SANITARY



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

ISSUED FOR:
SITE PLAN RESUBMITTAL
03/13/18



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FIELD WORK PERFORMED BY:
LANDTECH PROFESSIONAL SURVEYING

REMOVAL NOTES

1. REVIEW ALL THE REMOVALS AND PROTECTION WITH OWNER PRIOR TO COMMENCING CONSTRUCTION. INSTALL TEMPORARY SNOW FENCE AROUND ALL TREES REQUIRING PROTECTION. SNOW FENCE SHALL BE PLACED AT EDGE OF DRIP LINE.
2. SAWCUT ALL CURB, SIDEWALK, AND PAVEMENTS PRIOR TO REMOVAL. ADDITIONAL SAWCUT MAY BE NECESSARY PRIOR TO REPLACEMENT TO ENSURE CLEAN EDGE.
3. ALL REMOVALS SHALL BE TAKEN OFF-SITE AND DISPOSED OF. NO STOCKPILE OR BURNING OF DEBRIS IS ALLOWED.
4. COMPLY WITH ALL ASPECTS OF THE SOIL EROSION CONTROL PERMIT AS ISSUED BY THE CITY OF PORTAGE. ALL TEMPORARY CONTROL MEASURES SHALL BE IN PLACE PRIOR TO COMMENCING CONSTRUCTION.
5. ALL REMOVALS SHALL BE TO THE LIMITS INDICATED ABOVE UNLESS OTHERWISE DIRECTED BY THE ENGINEER. UNAUTHORIZED REMOVALS AND SUBSEQUENT REPLACEMENT SHALL BE AT THE CONTRACTOR'S EXPENSE.
6. REMOVE, STORE, AND RESET ANY EXISTING SIGNS AS DIRECTED BY THE ENGINEER/OWNER.
7. REMOVE ALL TREES TO THE CLEARING LIMITS AS SHOWN. REMOVE ALL EXISTING TREES, STUMPS AND BRUSH FROM THE SITE AS NECESSARY TO CONSTRUCT THE IMPROVEMENTS.
8. REVIEW CLEARING LIMITS WITH OWNER PRIOR TO COMMENCING WORK. PRESERVE TREES WHERE INDICATED.
9. IF ANY ERRORS, DISCREPANCIES, OR OMISSIONS BECOME APPARENT, THESE SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO CONSTRUCTION OF ANYTHING AFFECTED SO THAT CLARIFICATION OR REDESIGN MAY OCCUR.
10. FOR PROTECTION OF UNDERGROUND UTILITIES, THE CONTRACTOR SHALL CALL 1-800-482-7171 A MINIMUM OF THREE FULL WORKING DAYS EXCLUDING SATURDAYS, SUNDAYS AND HOLIDAYS PRIOR TO BEGINNING EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY LOCATED. MEMBERS WILL, THUS BE ROUTINELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING OWNERS WHO MAY NOT BE A PART OF THE "MISS DIG" ALERT SYSTEM.

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
BUREAU OF WATER
DIVISION OF WATER RESOURCES
October 26, 2015

TO: Mr. John Hurley, P.E., Director
Bureau of Water Resources
1000 West Main Street, Suite 200
Ann Arbor, Michigan 48106
jhurley@deq.state.mi.us

FROM: Mr. John Hurley, P.E., Director
Bureau of Water Resources
1000 West Main Street, Suite 200
Ann Arbor, Michigan 48106
jhurley@deq.state.mi.us

SUBJECT: Permit Application for Construction of a Sanitary Sewer Main and Water Main in the City of Portage, Michigan. The project is located at the intersection of the City of Portage and the City of Holland. The project is a part of the City of Portage's Sanitary Sewer and Water Main Replacement Program. The project is a part of the City of Portage's Sanitary Sewer and Water Main Replacement Program. The project is a part of the City of Portage's Sanitary Sewer and Water Main Replacement Program.

Dear Mr. Hurley:

Thank you for your October 26, 2015 request for permit information at the above site. The 180-day deadline for the City of Portage to issue a permit is extended to 180 days from the date of this letter. This extension is based on the fact that the City of Portage is currently in the process of reviewing the project. The City of Portage is currently in the process of reviewing the project. The City of Portage is currently in the process of reviewing the project.

Any application, filing, or request for a permit for the 180-day deadline extension requires a permit from the Department of Environmental Quality (DEQ). The DEQ is the state's lead agency for the review of the project. The DEQ is the state's lead agency for the review of the project. The DEQ is the state's lead agency for the review of the project.

In general, construction and fill may be permitted in portions of the floodplain that are not floodway, provided that the construction and fill are not in the floodway. The construction and fill are not in the floodway. The construction and fill are not in the floodway. The construction and fill are not in the floodway.

The Michigan Department of Environmental Quality (DEQ) requires that the project be designed to meet the 100-year flood elevation. The project is designed to meet the 100-year flood elevation. The project is designed to meet the 100-year flood elevation. The project is designed to meet the 100-year flood elevation.

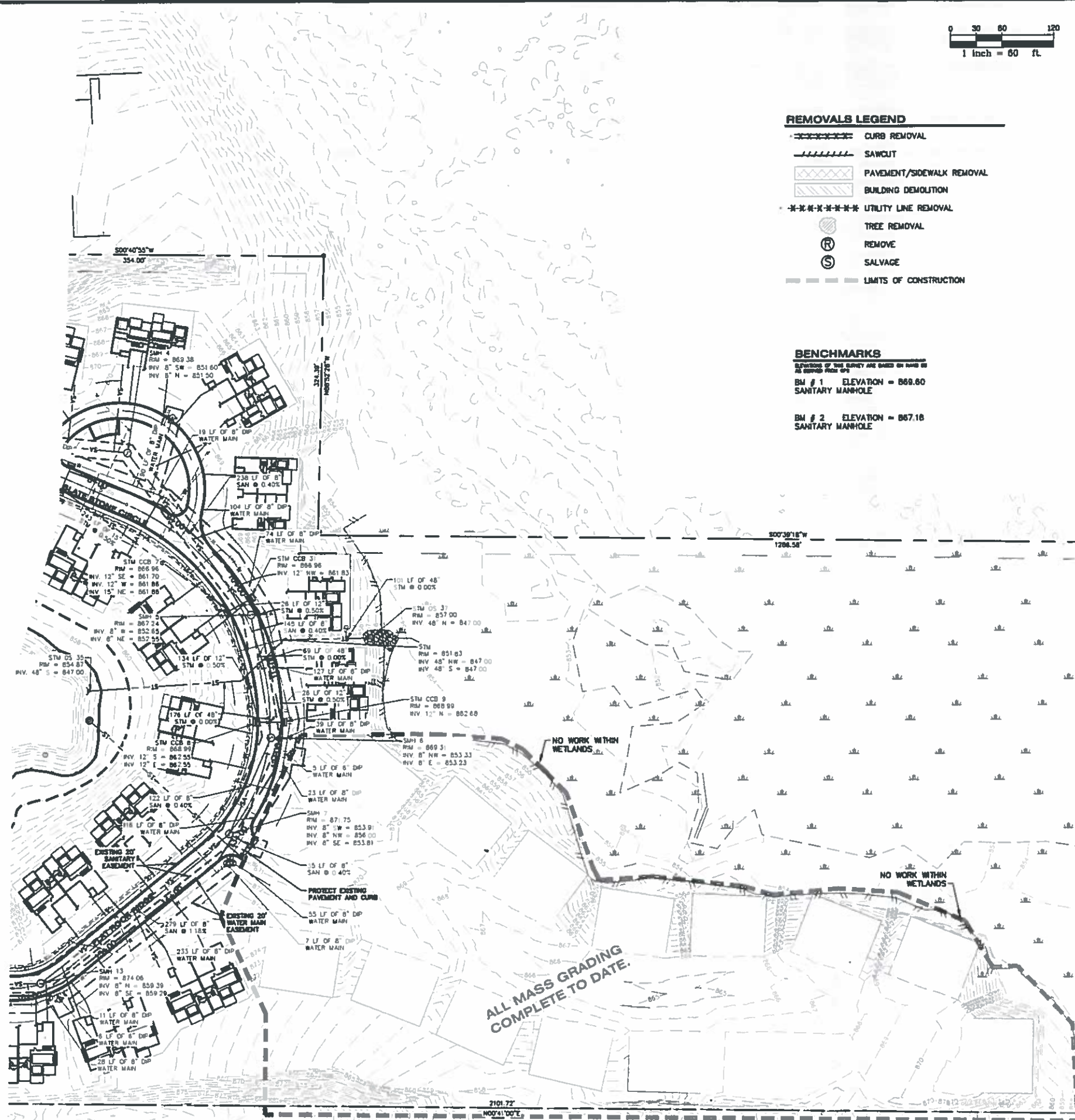
The City of Portage is currently in the process of reviewing the project. The City of Portage is currently in the process of reviewing the project. The City of Portage is currently in the process of reviewing the project. The City of Portage is currently in the process of reviewing the project.

No review has been performed as part of this service to determine whether the project is in the floodway. The project is not in the floodway. The project is not in the floodway. The project is not in the floodway.

This letter does not constitute a permit for any other project, but it does constitute a permit for the project. The project is a part of the City of Portage's Sanitary Sewer and Water Main Replacement Program. The project is a part of the City of Portage's Sanitary Sewer and Water Main Replacement Program. The project is a part of the City of Portage's Sanitary Sewer and Water Main Replacement Program.

Very truly yours,
John Hurley, P.E., Director
Bureau of Water Resources
1000 West Main Street, Suite 200
Ann Arbor, Michigan 48106
jhurley@deq.state.mi.us

cc: City of Portage Building Department
building@cityofportage.com



REMOVALS LEGEND

- CURB REMOVAL
- SAWCUT
- PAVEMENT/SIDEWALK REMOVAL
- BUILDING DEMOLITION
- UTILITY LINE REMOVAL
- TREE REMOVAL
- REMOVE
- SALVAGE
- LIMITS OF CONSTRUCTION

BENCHMARKS

SECTION 1 OF THE SURVEY ARE BASED ON THE FOLLOWING BENCHMARKS:

BM # 1 ELEVATION = 866.60
SANITARY MANHOLE

BM # 2 ELEVATION = 867.18
SANITARY MANHOLE

EX. COND. - DEMO PLAN
WHISPER ROCK PH III
AVB

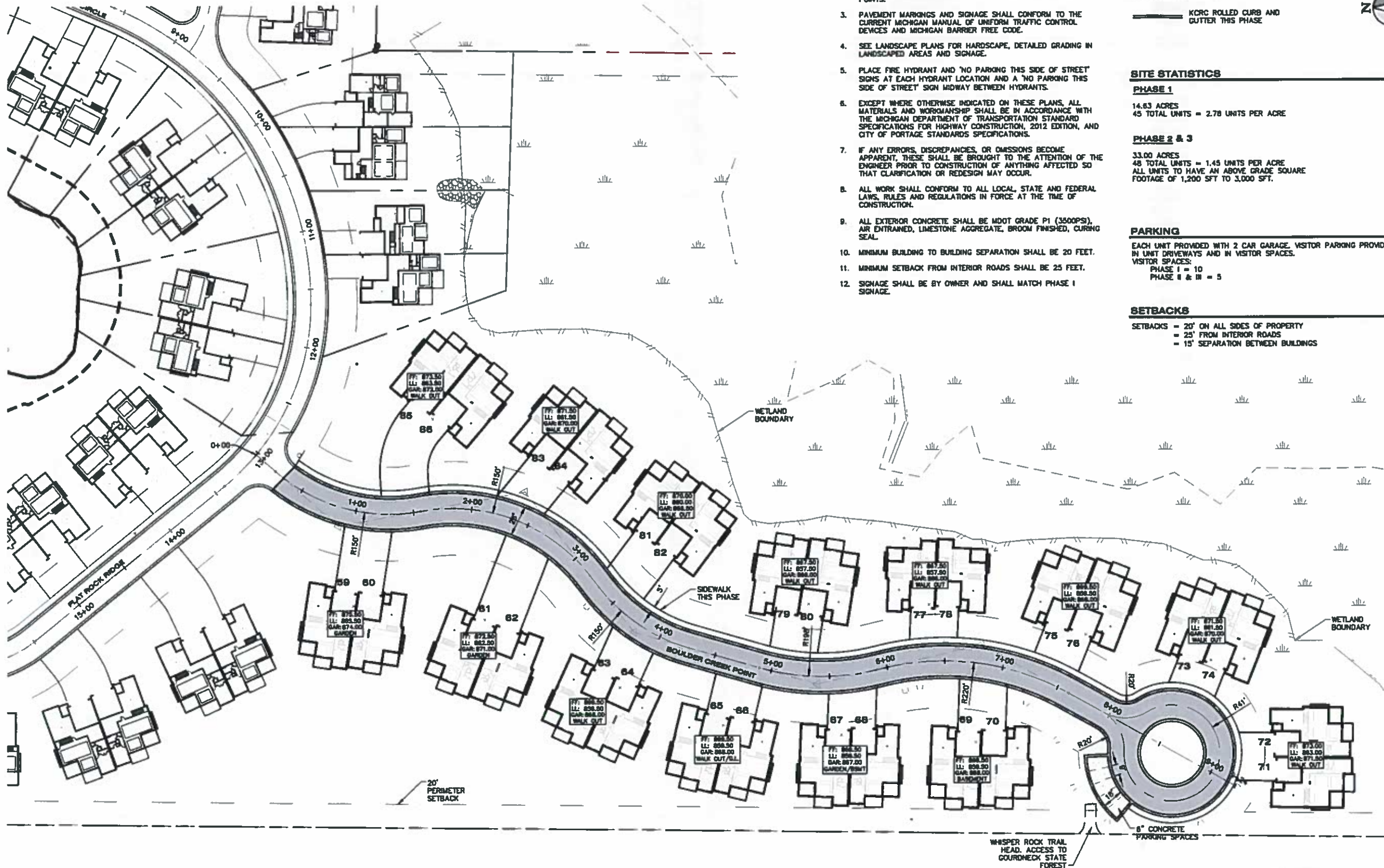
Sheet Title:
Project:
Client:

3/2/18
Sheet
C-1

hurley & stewart, llc
2800 south 11th street
Kalamazoo, michigan 49009
269.552.4860 fax 269.552.4861
www.hurleyandstewart.com



Job No. 15-046G P.M. T.D.H. Dril. --- Q.A./C. 3/2/18
ISSUED FOR REVISIONS:
1 SITE PLAN REVIEW 1/17/18
2 SITE PLAN RESUBMITTAL 3/2/18
3 SITE PLAN RESUBMITTAL 03/13/18
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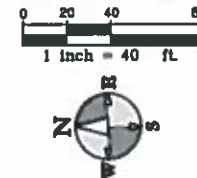


NOTES

- ALL DIMENSIONS SHOWN ARE TO THE EDGE OF METAL.
- PROVIDE CURB CUTS/RAMPS AT ALL BARRIER FREE ACCESS POINTS.
- PAVEMENT MARKINGS AND SIGNAGE SHALL CONFORM TO THE CURRENT MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES AND MICHIGAN BARRIER FREE CODE.
- SEE LANDSCAPE PLANS FOR HARDSCAPE, DETAILED GRADING IN LANDSCAPED AREAS AND SIGNAGE.
- PLACE FIRE HYDRANT AND "NO PARKING THIS SIDE OF STREET" SIGNS AT EACH HYDRANT LOCATION AND A "NO PARKING THIS SIDE OF STREET" SIGN MIDWAY BETWEEN HYDRANTS.
- EXCEPT WHERE OTHERWISE INDICATED ON THESE PLANS, ALL MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, 2012 EDITION, AND CITY OF PORTAGE STANDARDS SPECIFICATIONS.
- IF ANY ERRORS, DISCREPANCIES, OR OMISSIONS BECOME APPARENT, THESE SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO CONSTRUCTION OF ANYTHING AFFECTED SO THAT CLARIFICATION OR REDESIGN MAY OCCUR.
- ALL WORK SHALL CONFORM TO ALL LOCAL, STATE AND FEDERAL LAWS, RULES AND REGULATIONS IN FORCE AT THE TIME OF CONSTRUCTION.
- ALL EXTERIOR CONCRETE SHALL BE MOOT GRADE P1 (3500PS), AIR ENTRAINED, LIMESTONE AGGREGATE, BROOM FINISHED, CURING SEAL.
- MINIMUM BUILDING TO BUILDING SEPARATION SHALL BE 20 FEET.
- MINIMUM SETBACK FROM INTERIOR ROADS SHALL BE 25 FEET.
- SIGNAGE SHALL BE BY OWNER AND SHALL MATCH PHASE I SIGNAGE.

LEGEND

- HMA PAVEMENT THIS PHASE
- CONCRETE SIDEWALK THIS PHASE
- KORC ROLLED CURB AND GUTTER THIS PHASE



SITE STATISTICS

PHASE 1

14.83 ACRES
45 TOTAL UNITS = 2.78 UNITS PER ACRE

PHASE 2 & 3

33.00 ACRES
48 TOTAL UNITS = 1.45 UNITS PER ACRE
ALL UNITS TO HAVE AN ABOVE GRADE SQUARE FOOTAGE OF 1,200 SFT TO 3,000 SFT.

PARKING

EACH UNIT PROVIDED WITH 2 CAR GARAGE. VISITOR PARKING PROVIDED IN UNIT DRIVEWAYS AND IN VISITOR SPACES.

VISITOR SPACES:
PHASE I = 10
PHASE II & III = 5

SETBACKS

SETBACKS = 20' ON ALL SIDES OF PROPERTY
= 25' FROM INTERIOR ROADS
= 15' SEPARATION BETWEEN BUILDINGS

SITE LAYOUT PLAN WHISPER ROCK PH III AVB

Sheet Title:
Project:
Client:

3/2/18

Sheet

C-2

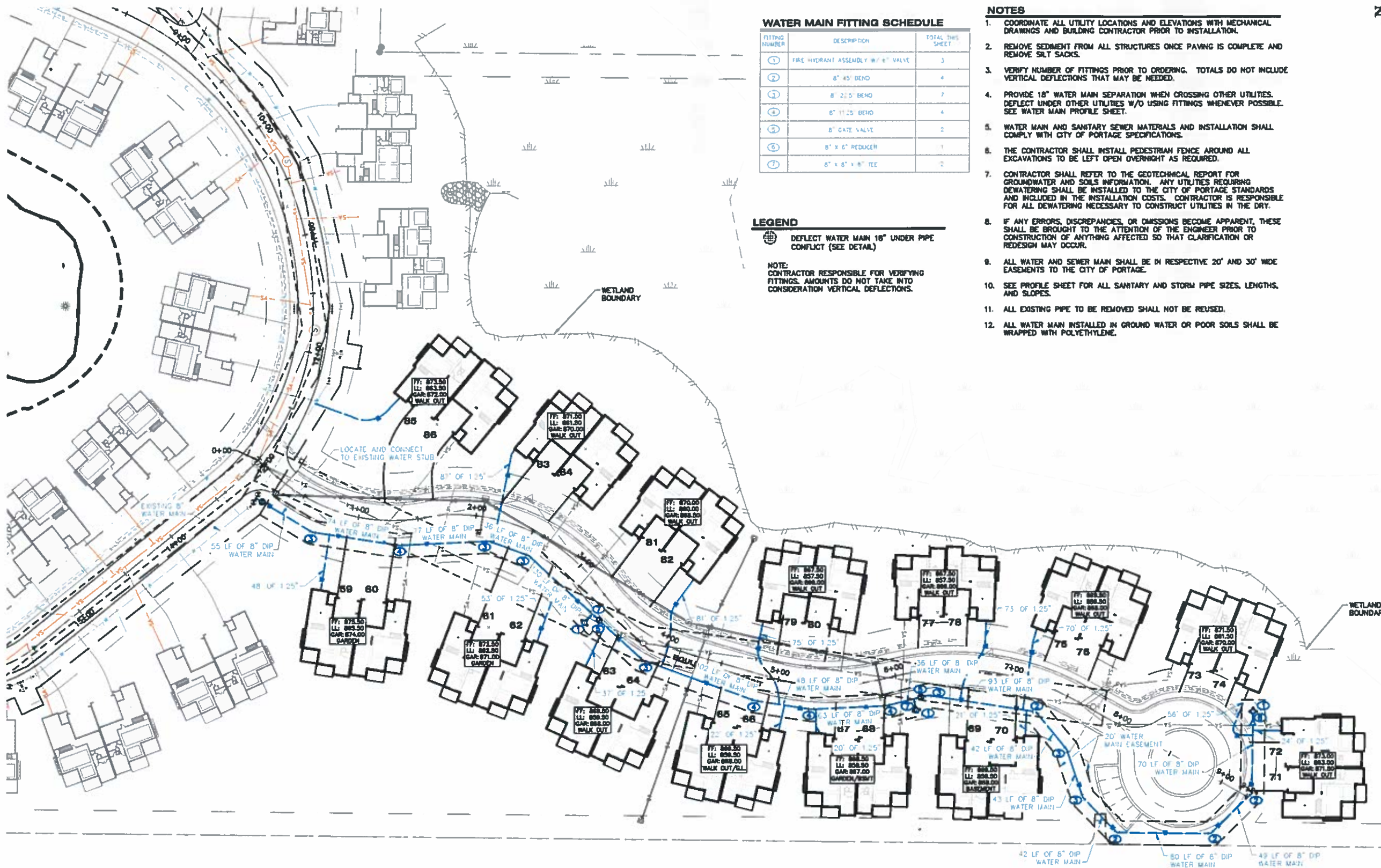


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kalamazoo, michigan 49009
269 552-4960 fax 269 552-4961
www.hurleystewart.com



Job No. 15-046C P.M. TDI DIT Q/RC 3/2/18
DESIGN FOR/REVISIONS:
1 SITE PLAN REVIEW 1/17/18
2 SITE PLAN RESUBMITTAL 3/2/18
3 SITE PLAN RESUBMITTAL 03/13/18
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WATER MAIN FITTING SCHEDULE

FITTING NUMBER	DESCRIPTION	TOTAL THIS SHEET
1	FIRE HYDRANT ASSEMBLY W/ 6" VALVE	3
2	8" 45° BEND	4
3	8" 22.5° BEND	7
4	8" 11.25° BEND	4
5	8" GATE VALVE	2
6	8" X 6" REDUCER	1
7	8" X 8" X 6" TEE	2

LEGEND

DEFLECT WATER MAIN 18" UNDER PIPE CONFLICT (SEE DETAIL)

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

NOTES

- COORDINATE ALL UTILITY LOCATIONS AND ELEVATIONS WITH MECHANICAL DRAWINGS AND BUILDING CONTRACTOR PRIOR TO INSTALLATION.
- REMOVE SEDIMENT FROM ALL STRUCTURES ONCE PAVING IS COMPLETE AND REMOVE SILT SACKS.
- VERIFY NUMBER OF FITTINGS PRIOR TO ORDERING. TOTALS DO NOT INCLUDE VERTICAL DEFLECTIONS THAT MAY BE NEEDED.
- PROVIDE 18" WATER MAIN SEPARATION WHEN CROSSING OTHER UTILITIES. DEFLECT UNDER OTHER UTILITIES W/O USING FITTINGS WHENEVER POSSIBLE. SEE WATER MAIN PROFILE SHEET.
- WATER MAIN AND SANITARY SEWER MATERIALS AND INSTALLATION SHALL COMPLY WITH CITY OF PORTAGE SPECIFICATIONS.
- THE CONTRACTOR SHALL INSTALL PEDESTRIAN FENCE AROUND ALL EXCAVATIONS TO BE LEFT OPEN OVERNIGHT AS REQUIRED.
- CONTRACTOR SHALL REFER TO THE GEOTECHNICAL REPORT FOR GROUNDWATER AND SOILS INFORMATION. ANY UTILITIES REQUIRING DEWATERING SHALL BE INSTALLED TO THE CITY OF PORTAGE STANDARDS AND INCLUDED IN THE INSTALLATION COSTS. CONTRACTOR IS RESPONSIBLE FOR ALL DEWATERING NECESSARY TO CONSTRUCT UTILITIES IN THE DRY.
- IF ANY ERRORS, DISCREPANCIES, OR OMISSIONS BECOME APPARENT, THESE SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO CONSTRUCTION OF ANYTHING AFFECTED SO THAT CLARIFICATION OR REDESIGN MAY OCCUR.
- ALL WATER AND SEWER MAIN SHALL BE IN RESPECTIVE 20' AND 30' WIDE EASEMENTS TO THE CITY OF PORTAGE.
- SEE PROFILE SHEET FOR ALL SANITARY AND STORM PIPE SIZES, LENGTHS, AND SLOPES.
- ALL EXISTING PIPE TO BE REMOVED SHALL NOT BE REUSED.
- ALL WATER MAIN INSTALLED IN GROUND WATER OR POOR SOILS SHALL BE WRAPPED WITH POLYETHYLENE.

SEE PLAN/PROFILES FOR 1"=20' SCALE BLOW UP VIEWS



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FIELD WORK PERFORMED BY:
LANDTECH PROFESSIONAL SURVEYING

**WATER PLAN
WHISPER ROCK PH III
AVB**

Sheet Title:
Project:
Client:

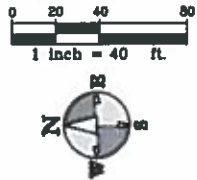
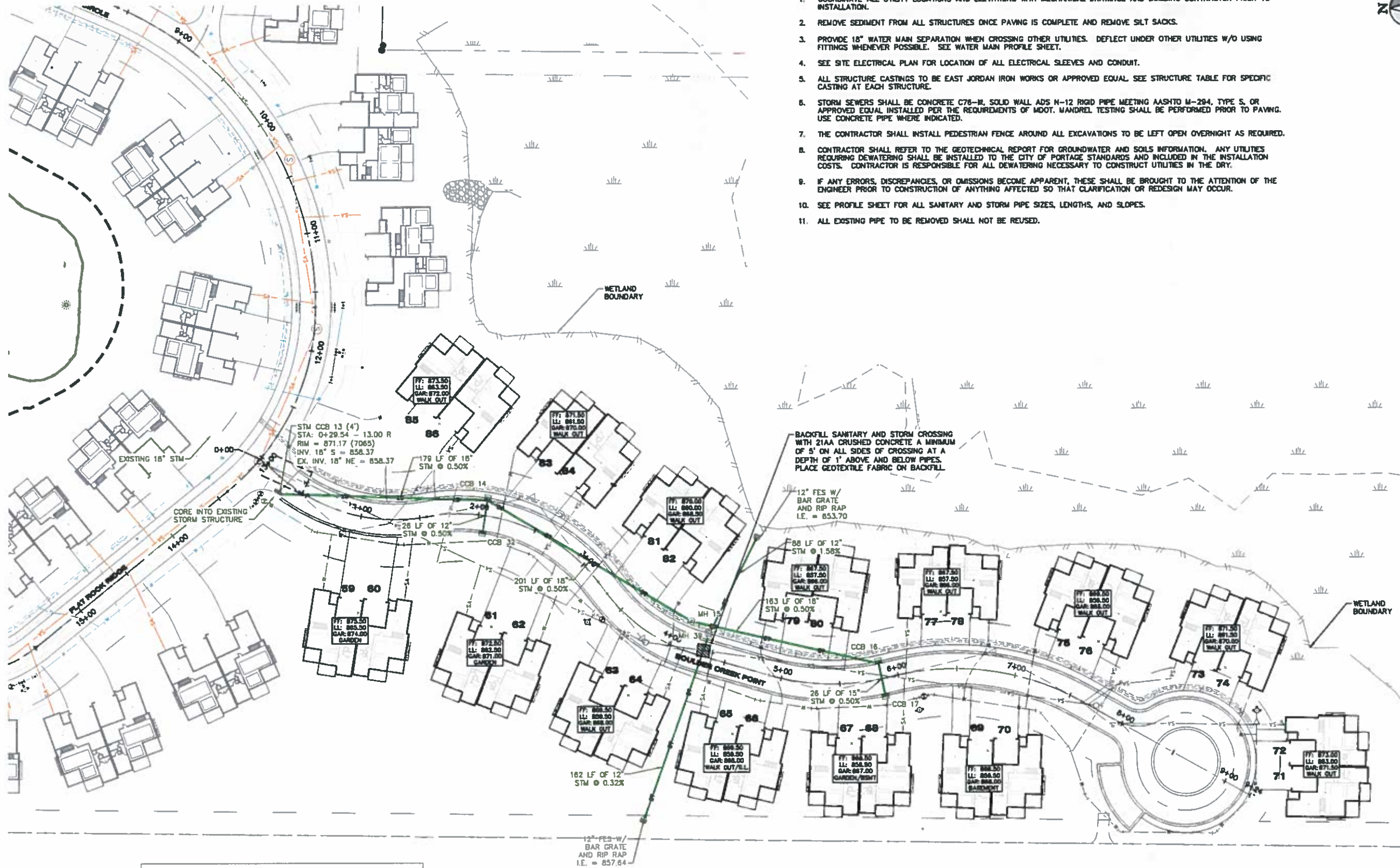
3/2/18
Sheet
C-3

Job No. 15-0466 P.M. TDH Dril. --- Q1/QC 3/2/18
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1 SITE PLAN REVIEW 1/17/18
2 SITE PLAN RESUBMITTAL 3/2/18
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Job No. 15-046C P.M. TOWN DRI - Q/AC 3/2/18

REVISION	DATE	BY	DESCRIPTION
1	1/17/18		SITE PLAN REVIEW
2	3/2/18		SITE PLAN RESUBMITTAL
3	03/13/18		SITE PLAN RESUBMITTAL

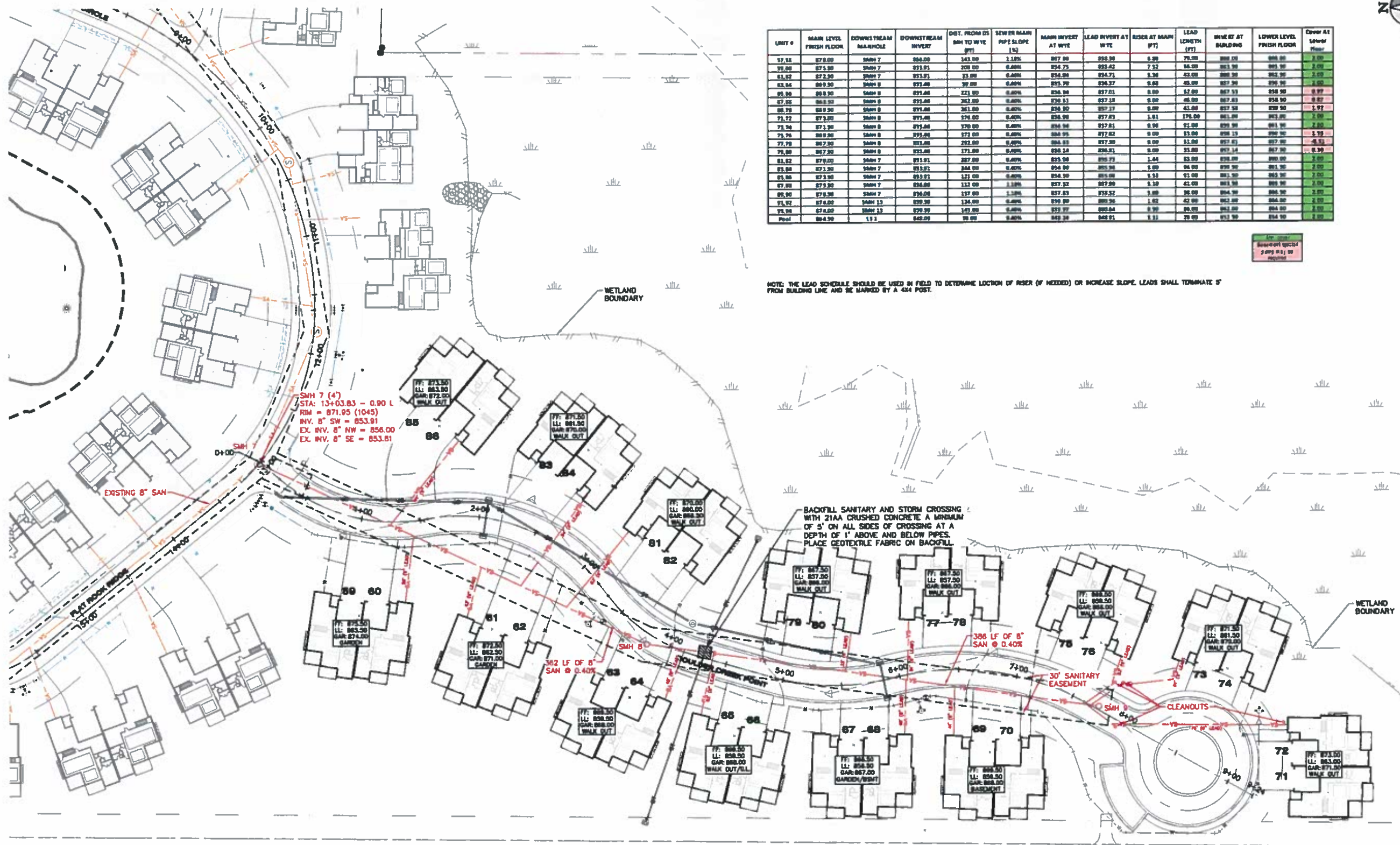
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**STORM SEWER PLAN
 WHISPER ROCK PH III
 AVB**

811 Know what's below.
 Call before you dig.

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Sheet Title:
 Project:
 Client:
 3/2/18
 Sheet
C-4



UNIT #	MAIN LEVEL FINISH FLOOR	DOWNSIDE MANHOLE	DOWNSIDE INVERT	DIST. FROM DS MANHOLE TO WYE (FT)	SEWER MAIN PIPE SLOPE (%)	MAIN INVERT AT WYE	LEAD INVERT AT WYE	RISER AT MAIN (FT)	LEAD LENGTH (FT)	INVERT AT BUILDING	LOWER LEVEL FINISH FLOOR	Cover At Lower Floor
57.15	87.00	SMH 7	868.00	143.00	1.18%	867.00	858.50	8.50	79.00	868.00	868.00	2.00
58.00	87.50	SMH 7	851.91	200.00	0.40%	854.75	853.43	1.32	65.00	853.50	853.50	2.00
61.67	87.50	SMH 7	851.91	13.00	0.40%	854.90	854.71	0.19	43.00	854.50	854.50	2.00
63.04	88.00	SMH 8	851.46	99.00	0.40%	853.70	854.37	0.67	45.00	857.50	857.50	2.00
65.00	88.00	SMH 8	851.46	221.00	0.40%	856.30	857.03	0.73	52.00	867.50	858.50	0.97
67.00	88.00	SMH 8	851.46	263.00	0.40%	858.51	857.13	1.38	40.00	867.50	858.50	0.97
68.70	88.00	SMH 8	851.46	263.00	0.40%	858.50	857.17	1.33	41.00	867.50	859.50	1.97
71.72	87.50	SMH 8	851.46	278.00	0.40%	858.90	857.83	1.07	178.00	861.00	863.00	2.00
73.94	87.50	SMH 8	851.46	370.00	0.40%	864.94	857.81	7.13	51.00	859.50	861.50	2.00
75.70	88.00	SMH 8	851.46	373.00	0.40%	864.95	857.82	7.13	53.00	859.50	860.50	1.00
77.00	867.50	SMH 8	851.46	292.00	0.40%	864.83	857.80	7.03	51.00	857.50	857.50	0.00
79.00	867.50	SMH 8	851.46	171.00	0.40%	858.14	856.21	1.93	31.00	857.50	857.50	0.00
81.62	87.00	SMH 7	851.91	287.00	0.40%	853.00	855.73	2.73	63.00	858.00	858.00	2.00
83.04	87.50	SMH 7	851.91	344.00	0.40%	854.00	855.98	1.98	64.00	859.50	861.50	2.00
85.00	87.50	SMH 7	851.91	121.00	0.40%	854.90	855.00	0.10	51.00	861.50	863.50	2.00
87.00	87.50	SMH 7	856.00	112.00	1.18%	857.32	857.90	0.58	30.00	864.50	864.50	2.00
89.00	87.50	SMH 7	856.00	137.00	1.18%	857.83	857.51	0.32	30.00	864.50	864.50	2.00
91.00	87.50	SMH 13	856.00	124.00	0.40%	859.00	859.50	0.50	43.00	864.50	864.50	2.00
93.04	87.50	SMH 13	856.00	143.00	0.40%	859.77	859.64	0.13	40.00	864.50	864.50	2.00
94.00	88.00	113	848.00	99.00	0.40%	848.34	848.21	0.13	39.00	853.50	854.50	2.00

NOTE: THE LEAD SCHEDULE SHOULD BE USED IN FIELD TO DETERMINE LOCATION OF RISER (IF NEEDED) OR INCREASE SLOPE. LEADS SHALL TERMINATE 5' FROM BUILDING LINE AND BE MARKED BY A 4x4 POST.

NOTES

- COORDINATE ALL UTILITY LOCATIONS AND ELEVATIONS WITH MECHANICAL DRAWINGS AND BUILDING CONTRACTOR PRIOR TO INSTALLATION.
- REMOVE SEDIMENT FROM ALL STRUCTURES ONCE PAVING IS COMPLETE AND REMOVE SILT SACKS.
- PROVIDE 18" WATER MAIN SEPARATION WHEN CROSSING OTHER UTILITIES. DEFLECT UNDER OTHER UTILITIES W/O USING FITTINGS WHENEVER POSSIBLE. SEE WATER MAIN PROFILE SHEET.
- SEE SITE ELECTRICAL PLAN FOR LOCATION OF ALL ELECTRICAL SLEEVES AND CONDUIT.
- WATER MAIN AND SANITARY SEWER MATERIALS AND INSTALLATION SHALL COMPLY WITH CITY OF PORTAGE REQUIREMENTS.
- PLACE SANITARY CLEANOUT EVERY 100' AND/OR AT BENDS ON ALL 6" SANITARY SEWER LEADS.
- ALL STRUCTURE CASTINGS TO BE EAST JORDAN IRON WORKS OR APPROVED EQUAL. SEE STRUCTURE TABLE FOR SPECIFIC CASTING AT EACH STRUCTURE.

- VERIFY LOCATION AND ELEVATION OF EXISTING SANITARY LEAD PRIOR TO ORDERING STRUCTURES AND CONSTRUCTION.
- THE CONTRACTOR SHALL INSTALL PEDESTRIAN FENCE AROUND ALL EXCAVATIONS TO BE LEFT OPEN OVERNIGHT AS REQUIRED.
- CONTRACTOR SHALL REFER TO THE GEOTECHNICAL REPORT FOR GROUNDWATER AND SOILS INFORMATION. ANY UTILITIES REQUIRING DEWATERING SHALL BE INSTALLED TO THE CITY OF PORTAGE STANDARDS AND INCLUDED IN THE INSTALLATION COSTS. CONTRACTOR IS RESPONSIBLE FOR ALL DEWATERING NECESSARY TO CONSTRUCT UTILITIES IN THE DRY.
- IF ANY ERRORS, DISCREPANCIES, OR OMISSIONS BECOME APPARENT, THESE SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO CONSTRUCTION OF ANYTHING AFFECTED SO THAT CLARIFICATION OR REDESIGN MAY OCCUR.
- SEE PROFILE SHEET FOR ALL SANITARY AND STORM PIPE SIZES, LENGTHS, AND SLOPES.
- ALL EXISTING PIPE TO BE REMOVED SHALL NOT BE REUSED.

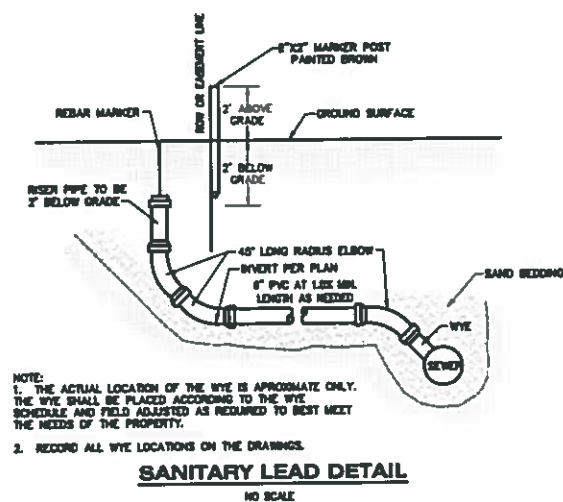
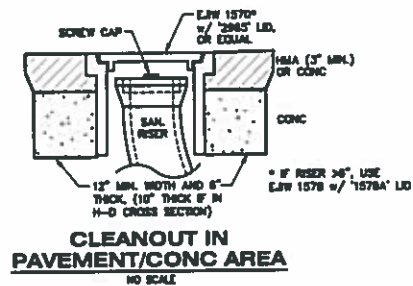
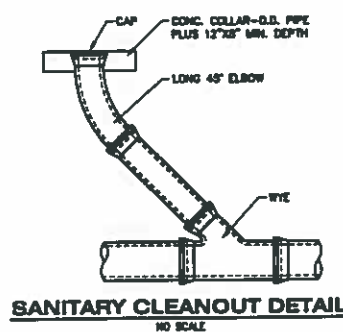
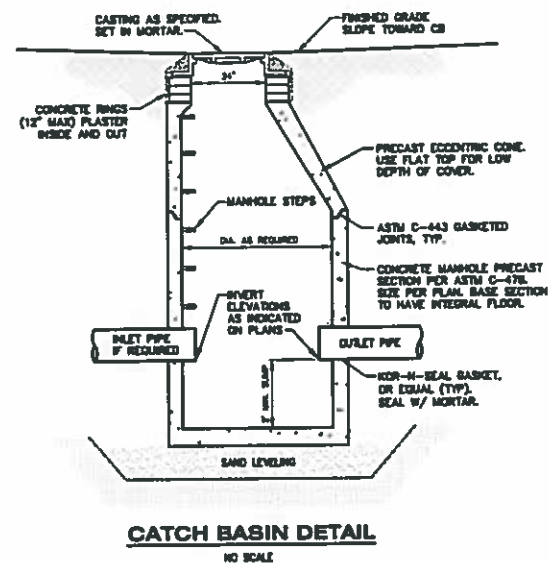
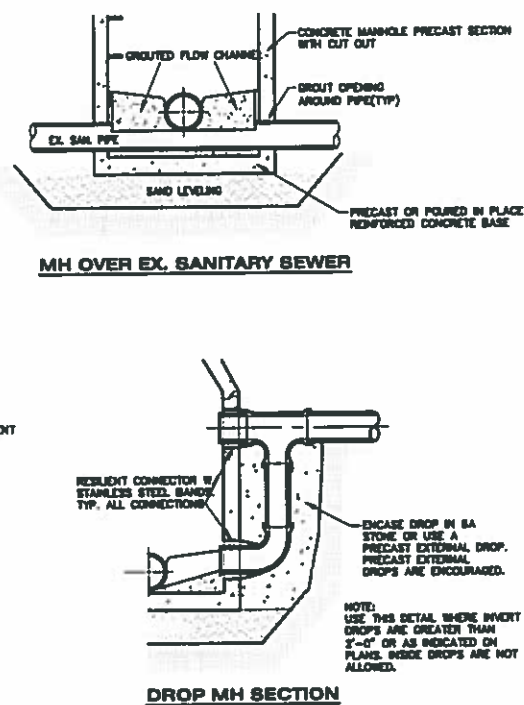
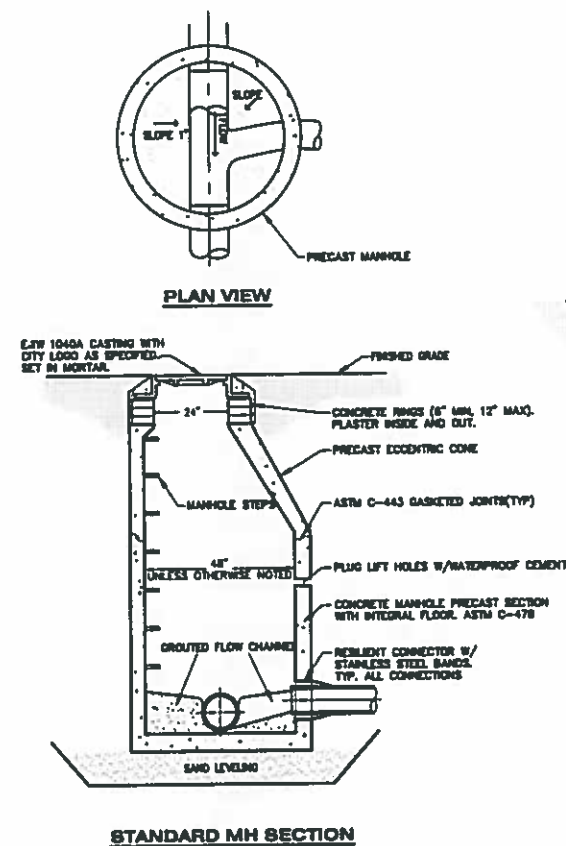
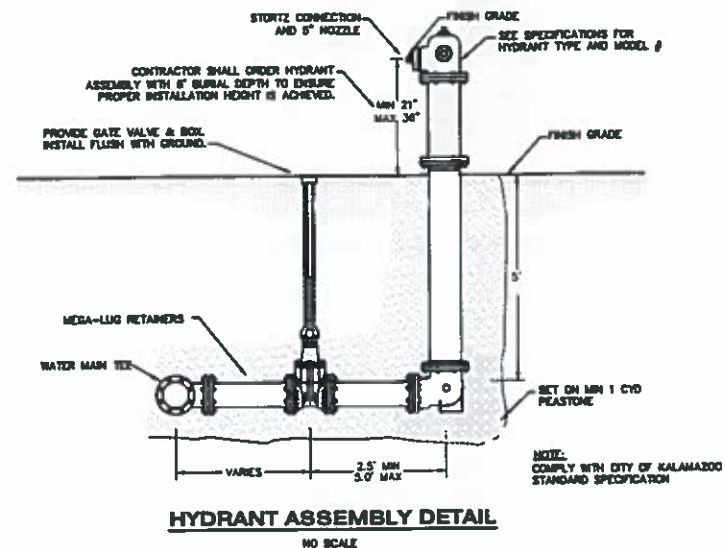
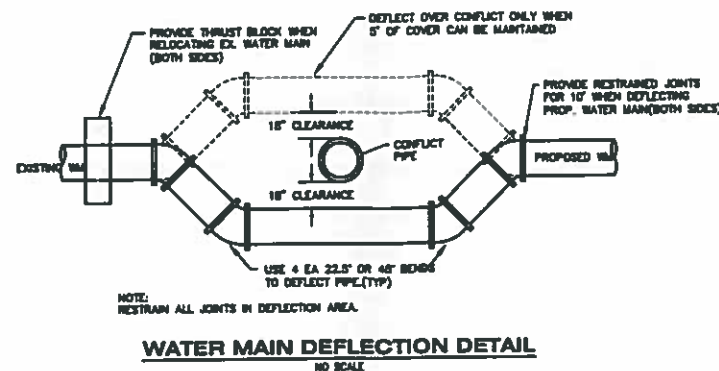
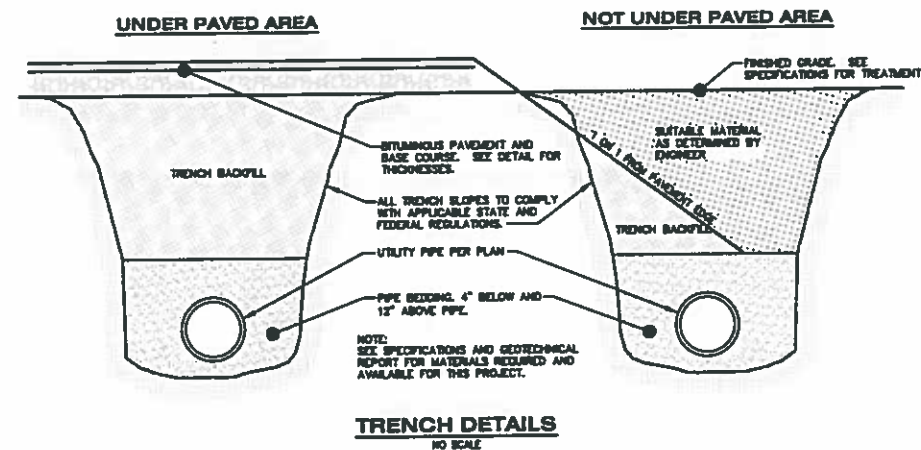


ALL UTILITIES AS SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATION NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THE AREA.
FIELD WORK PERFORMED BY:
LANDTECH PROFESSIONAL SURVEYING

SANITARY SEWER PLAN WHISPER ROCK PH III AVB

Sheet Title:
Project:
Client:

3/8/18
Sheet
C-5



811 Know what's below.
Call before you dig.

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DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE
RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE
EXACT LOCATION NOR SHOULD IT BE ASSUMED THAT THEY
ARE THE ONLY UTILITIES IN THE AREA.

FIELD WORK PERFORMED BY:
LANDTECH PROFESSIONAL SURVEYING

DETAILS SHEET
WHISPER ROCK PH III
AVB

Sheet Title:
Project:
Client:

3/2/18
Sheet
C-8

hurley & stewart, llc
2800 south 11th street
Kalamazoo, michigan 49009
269.552.4980 fax 269.552.4981
www.hurleystewart.com

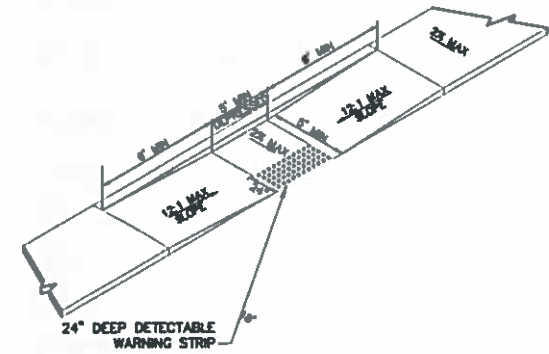


hurley & stewart

Job No.	15-0465	P.M. TDH	DTH	QA/QC	3/2/18
ISSUED FOR REVISIONS:					
1	SITE PLAN REVIEW				1/17/18
2	SITE PLAN RESUBMITTAL				3/2/18
3	SITE PLAN RESUBMITTAL				03/13/18

THE UNIVERSITY OF CHICAGO

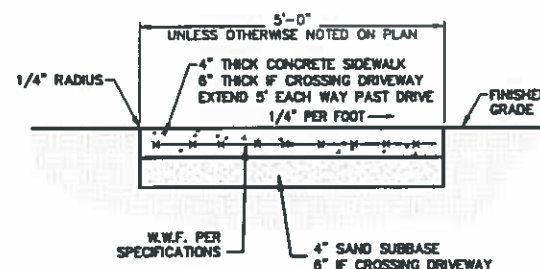
- THE UNIVERSITY OF CHICAGO**



SIDEWALK RAMP TYPE P



NOT TO SCALE



KCRC SPECIAL CURB DETAIL
NOT TO SCALE



1. DETECTABLE WARNING SHALL BE OF CONTRASTING COLOR, SUPPLY AND INSTALL EAST JORDAN IRON WORKS DETECTABLE WARNING PLATES IN NATURAL FRESH 24" DEEP BY VARIABLE WIDTHS TO MATCH WIDTH OF WALK.
2. DETAILS SPECIFIED ON THIS PLAN APPLY TO ALL CONSTRUCTION, RECONSTRUCTION, OR ALTERATION OF STREETS, CURBS, OR SIDEWALKS BY ALL PUBLIC AGENCIES AND BY ALL PRIVATE ORGANIZATIONS CONSTRUCTING FACILITIES FOR PUBLIC USE.
3. SIDEWALK RAMPS ARE TO BE LOCATED AS SPECIFIED ON THE PLANS OR AS DIRECTED BY THE ENGINEER.
4. RAMPS SHALL BE PROVIDED AT ALL CORNERS OF AN INTERSECTION WHERE THERE IS EXISTING OR PROPOSED SIDEWALK AND CURB. RAMPS SHALL ALSO BE PROVIDED AT WALK LOCATIONS IN MID-BLOCK IN THE VICINITIES OF HOSPITALS, MEDICAL CENTERS, AND LARGE ATHLETIC FACILITIES.
5. SURFACE TEXTURE OF THE RAMP SHALL BE THAT OBTAINED BY A COARSE BROOMING, TRANSVERSE TO THE SLOPE OF THE RAMP.
6. SIDEWALK SHALL BE RAMPED WHERE THE DRIVEWAY CURB IS EXTENDED ACROSS THE WALK.
7. CARE SHOULD BE TAKEN TO ASSURE A UNIFORM GRADE ON THE RAMP, FREE FROM SAGS AND SHORT GRADE CHANGES. WHERE CONDITIONS PERMIT, IT IS DESIRABLE THAT THE SLOPE OF THE RAMP BE IN ONLY ONE DIRECTION, PARALLEL TO THE DIRECTION OF TRAVEL.
8. RAMP WIDTH SHALL BE INCREASED, IF NECESSARY, TO ACCOMMODATE SIDEWALK SHOW REMOVAL EQUIPMENT NORMALLY USED BY THE MUNICIPALITY.
9. THE SLOPE OF THE GUTTER PAN SHALL BE TRANSITIONED TO A MAXIMUM OF 2% IN THE AREA OF THE CURB CUT OF THE SIDEWALK RAMP. MAINTAIN THE NORMAL GUTTER PAN SLOPE ACROSS THE DRAINAGE STRUCTURE INLETS.
10. THE TOP OF THE JOINT FILLER FOR ALL RAMP TYPES SHALL BE FLUSH WITH THE ADJACENT CONCRETE.
11. CROSSWALK AND STOP LINE MARKINGS, IF USED, SHALL BE SO LOCATED AS TO STOP TRAFFIC SHORT OF RAMP CROSSINGS. SPECIFIC DETAILS FOR MARKING APPLICATIONS ARE GIVEN IN THE "MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES".
12. DETECTABLE WARNING SHALL EXTEND THE FULL WIDTH OF THE CURB RAMP. THEY SHALL BE LOCATED SO THAT THE NEAREST EDGE OF THE DETECTABLE WARNING IS WITHIN 8" AND THE FURTHEST EDGE WITHIN 5' OF THE GRADE BREAK ON THE RAMP.
13. FLARED SIDE WITH A SLOPE OF A 10% MAXIMUM, MEASURED ALONG THE CURB LINE, SHALL BE PROVIDED WHERE A CIRCULATION PATH CROSSES THE SIDEWALK RAMP. FLARED SIDES SHALL BE PROVIDED WHERE THE EDGES OF A SIDEWALK RAMP ARE PROTECTED BY LANDSCAPING OR OTHER BARRIERS TO TRAVEL BY WHEELCHAIR USERS OR PEDESTRIANS ACROSS THE EDGE OF THE SIDEWALK RAMP.

30' MAX EXP. JOINT SPACING

EX. DRIVE WIDTH

4" THICK SIDEWALK

MATCH EX. WALK

1/2" EXPANSION JOINT

THICKENED WALK EXTEND 5' PAST DRIVE

1/2" EXPANSION JOINT

EQUAL TO WIDTH

SEE RAMP DETAIL

CURBING

PLACE EXPANSION MATERIAL AROUND SIGN POLES AND OTHER STRUCTURES, SPACE JOINTS ACCORDINGLY.

CONCRETE SIDEWALK DETAILS



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FIELD WORK PERFORMED BY:
LANDTECH PROFESSIONAL SURVEYING

DETAILS SHEET
WHISPER ROCK PH III
AVB

Sheet title:
Project:
Client:

3/2/18

C-9

(133)

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: West Milham Avenue Reconstruction Project – Tabulation of Proposals

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a contract to Wightman & Associates, Incorporated, in the amount not to exceed \$243,185 to perform engineering services for the reconstruction of West Milham Avenue (Oakland Drive to South Westnedge Avenue) and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The proposed fiscal year 2018-2019 Capital Improvement Program budget contains funding for the Major Street Reconstruction Program. Future work will focus on preserving and restoring pavement conditions on major streets which will allow additional roadway mileage to be restored annually. Major street reconstruction projects are selected based on pavement condition, average daily traffic, federal aid eligibility, as well as potential development activities adjacent to the project area.

The West Milham Avenue Reconstruction project has been approved by the Kalamazoo Area Transportation Study Policy Committee for federal funding. In total the project cost is \$2,700,000, \$1,300,000 in federal funds has been approved to assist in financing this project. The remaining city cost of approximately \$1,400,000 will be financed through funds in the Municipal Street Fund.

On March 16, 2018, five proposals were received for design and construction engineering services for the subject project. Based upon review of the proposals, staff has determined that the proposal of Wightman & Associates, Incorporated best fits the needs of the project. Wightman & Associates, Incorporated has significant experience with the city's policies and procedures and is pre-qualified with the Michigan Department of Transportation. The two lower cost proposals outsourced major components of the project such as traffic signal design, mast arm bidding and surveying.

Therefore, it is recommended that City Council award a contract to Wightman & Associates, Incorporated in the amount not to exceed \$243,185 to perform design engineering services for the West Milham Avenue Reconstruction project from Oakland Drive to South Westnedge Avenue and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: To enable an earlier start on engineering design of the proposed fiscal year 2018-2019 Major and Local Street Reconstruction projects, the City Council approved a budget transfer of \$500,000 from the General Fund to the Capital Improvement Fund on February 12, 2018. Funds are therefore available in the 2017-2018 Capital Improvement Program budget.

Attachments: 1. Tabulation of Proposals

TABULATION OF PROPOSALS
WEST MILHAM AVENUE
OAKLAND DRIVE TO SOUTH WESTNEDGE AVENUE
Proposals Opened 3/15/2018

<u>FIRM</u>	<u>COST</u>
Williams & Works 549 Ottawa Avenue NW Grand Rapids, MI 49503	\$221,610
C2AE 211 E. Water Street, Suite 213L Kalamazoo, MI 49007	\$232,600
Wightman & Associates, Inc. 9835 Portage Road Portage, MI 49002	\$243,185
Abonmarche Consultants, Inc. 95 W. Main Street Benton Harbor, MI 49022	\$250,560

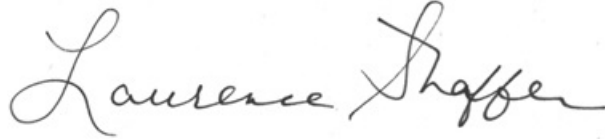
Non-Compliant Proposal (took exception to insurance requirements and
contract language.)

Fleis & VandenBrink

Revised: K. Boot 3/19/18

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Spring Mill & Fill Repairs - Change Order #1

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: Award contract change order #1 in the amount of \$210,000.05 to Rieth-Riley Construction Company, Incorporated, for mill and fill asphalt repair of local street sections and authorize the City Manager to execute all documents related to this action on behalf of the city.

The Fiscal Year 2017-2018 Major & Local Street budgets include funding for mill and fill repairs to sections of major and local streets where surface asphalt is in poor condition. City Council approved the repair of 14 sections on March 13, 2018. Due to favorable contract pricing and surplus funds in the 2017-2018 Street Maintenance accounts, eight (8) additional street sections can be added to the Spring Mill and Fill contract at the following locations:

- Environmental Drive (Quality Way to Sprinkle Road)
- Quality Way (Bishop Avenue to Quality Court)
- Cliffwood Avenue (South Westnedge Avenue to 301 Cliffwood Avenue)
- Ramona Avenue (Lovers Lane to Portage Road)
- Deep Point Drive (Zylman Avenue to city limit)
- Bishop Avenue (Jamaica Lane to city limit)
- Roger Street (Bacon Avenue to Ludington Lane)
- 509-313 Bacon Avenue

The initial Spring Mill and Fill contract was awarded by Council on March 13, 2018 to Rieth-Riley Construction Company in the amount of \$696,628.32. Contract Change Order #1 in the amount of \$210,000.05 would be added to the original contract, for a total of \$906,628.37 in mill & fill repairs.

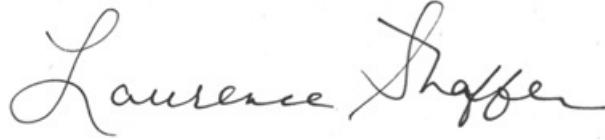
Therefore, it is recommended that City Council award Contract Change Order #1 in the amount of \$210,000.05 to Rieth-Riley Construction Company, Inc. to perform additional spring mill and fill surface asphalt street repairs and authorize the City Manager to execute all documents related to these actions on behalf of the city.

FUNDING: Funds are available in the Fiscal Year 2017-2018 Major & Local Street budgets.

Attachments: None

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: City Gateway and Eliason Nature Reserve Signage – Tabulation of Proposals

SUPPORTING PERSONNEL: Chris Forth, Deputy Director of Planning, Development & Neighborhood Services

ACTION RECOMMENDED: Award a construction contract to the low bidder, Universal Sign Systems, Incorporated, of Grand Rapids, Michigan, in the amount of \$99,929 for:

1. removal and replacement of six existing City of Portage gateway signs at various locations;
2. removal and replacement of the Portage Industrial Center sign;
3. installation of a new Eliason Nature Reserve sign,

and authorize the City Manager to sign all documents related to the contract on behalf of the city.

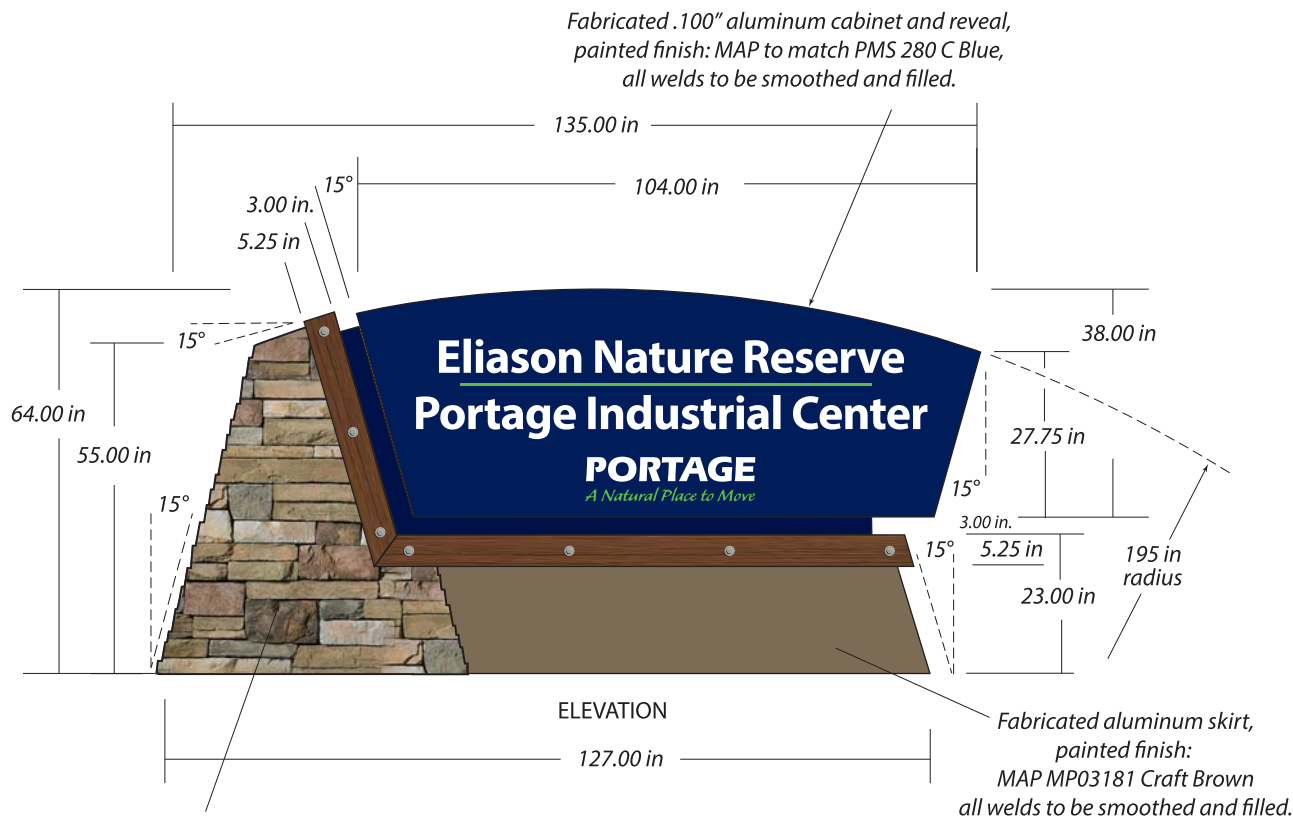
In November 2017, City Council approved a \$75,000 budget transfer from the General Fund to the FY 2017-2018 Capital Improvement program (CIP) Sign Design Project to facilitate removal and replacement of six City of Portage gateway signs. The Sign Design Project also included funding for design work and installation of two Eliason Nature Reserve signs. After the design work had been completed and estimates received to replace the Portage Industrial Center sign with a combined Portage Industrial Center/Eliason Nature Reserve sign, there remained approximately \$23,000 of unexpended funds. When combined with the \$75,000 budget transfer, funding was available to move forward with the replacement of the gateway signs concurrent with the Eliason Nature Reserve/Portage Industrial Center signs. Attached for Council review is a map that shows the sign locations, as well as the sign design presented to the Council in November 2017.

Seven bids were received on February 28, 2018 for the removal of seven signs (six gateway and the Portage Industrial Center sign) and installation of eight new signs. The low bid in the amount of \$99,929 was submitted by Universal Sign Systems, of Grand Rapids, Michigan. Several references where Universal Sign Systems completed similar projects were contacted and all spoke very highly of the work performed by Universal Sign Systems.

Therefore, it is recommended that City Council award a construction contract to the low bidder, Universal Sign Systems, in the amount of \$99,929 for the removal of seven signs and installation of eight new signs and authorize the City Manager to sign all other documents related to the contract on behalf of the city. If approved, the work would commence in late spring 2018.

FUNDING: FY 2017-18 Capital Improvement Fund Sign Design Project

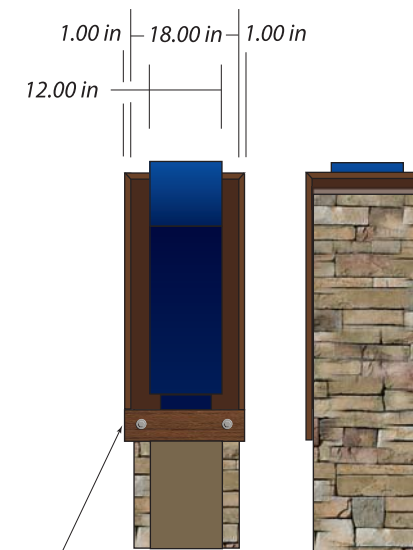
- Attachments:**
1. Sign replacement locations
 2. Sign drawings
 3. Bid Tabulation City Sign Installation (002)



Sign base to be clad with
culture stone: Creative Mines
Pearl Grey Peak Ledge.
Grouting between stones
is required for durability.



Surface applied vinyl lettering and city logo.
Myriad Pro Bold typeface text for park name.
(electronic file to be provided).



SIDE VIEWS

5 1/4" x 1" Trex decking, Spiced Rum,
mitre cut corners, attached with
counter sunk 1/2" bolts and washers,
corrosive resistant.

Cultured Stone Veneer	Trex Decking Spiced Rum	MAP MP03181 Craft Brown
Boral Stone: Bucks County Country LedgeStone		
	Apple Green Scotchcal #7725-196	MAP to match PMS 280 Blue
3M White #7725-10		

DRAWING #164,414C

SCALE: 3/8" = 1'-0"

TWO (2) NON-ILLUMINATED DOUBLE-SIDED MONUMENT SIGNS

PROJECT: **City of Portage**

PHOTOSCAN (S): **No** DESIGNER: **SV**

DATE: **1.30.18** REVISIONS: **SV(3)**

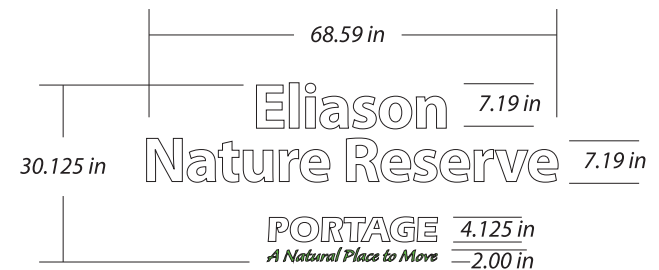
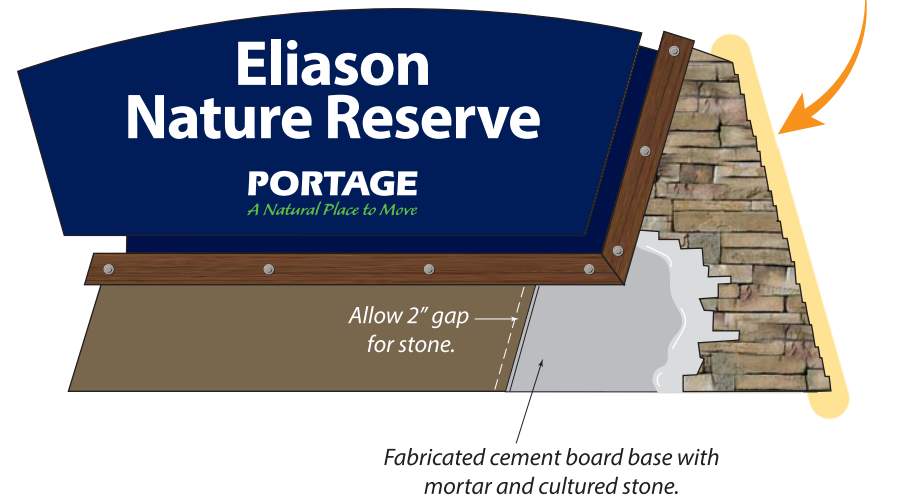
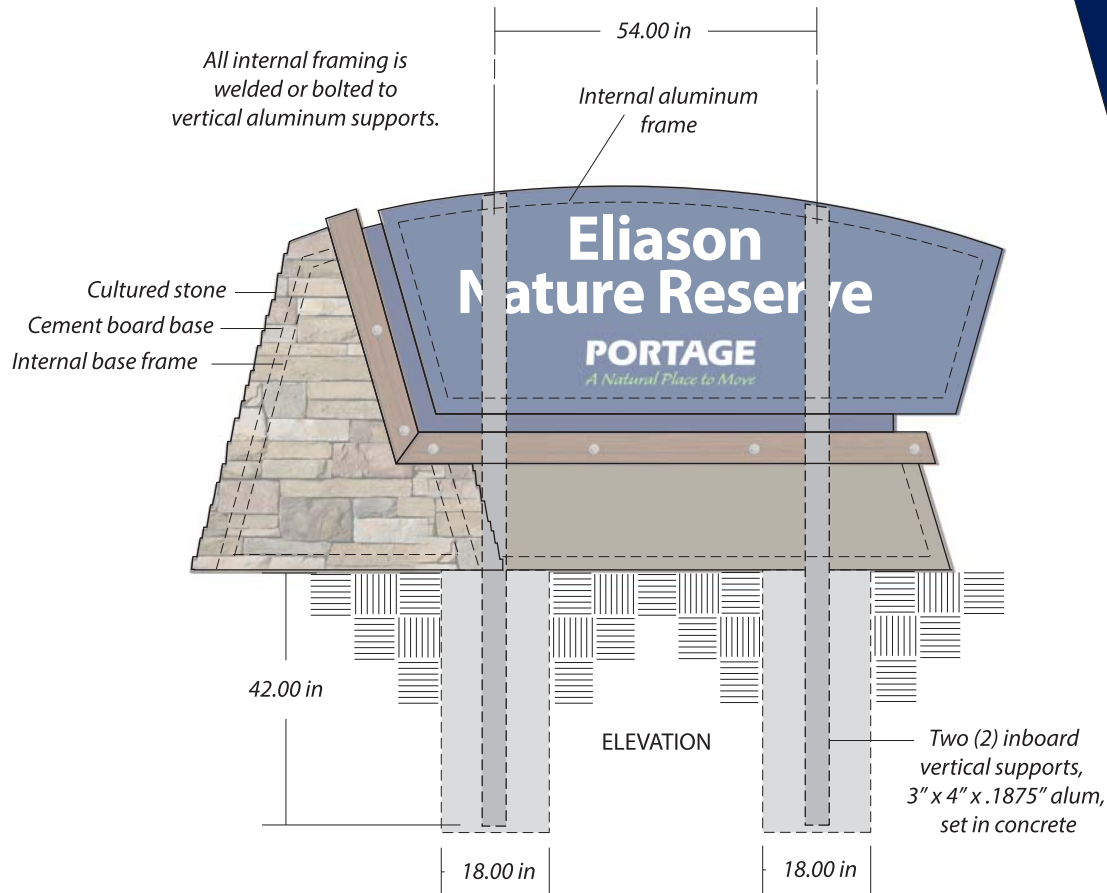
HOURS: **4.5+.25+1.0+.5** SALES: **MC**

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CUSTOMER SIGNATURE

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Surface applied vinyl lettering and city logo.
Myriad Pro Bold typeface text for park name.
(electronic file to be provided).

DRAWING #164,414C

SCALE: 3/8" = 1'-0"

TWO (2) NON-ILLUMINATED DOUBLE-SIDED MONUMENT SIGNS

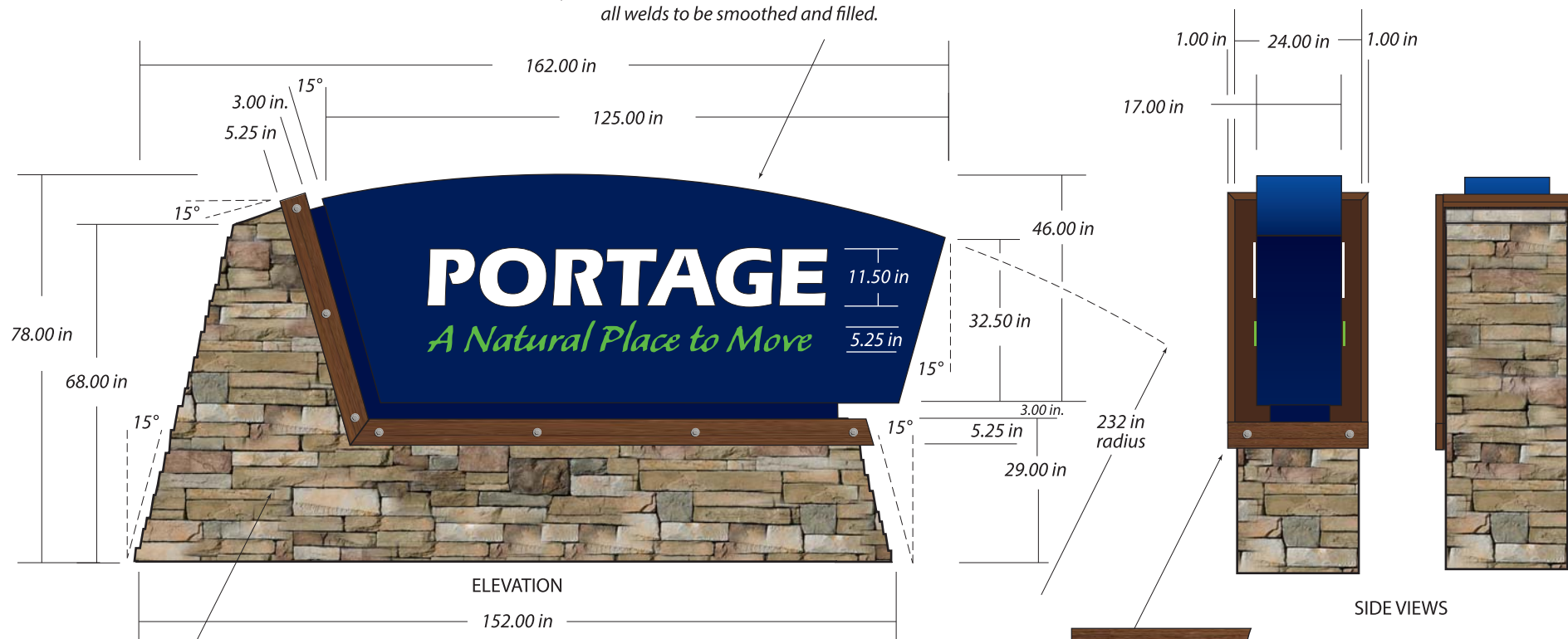
PROJECT: **City of Portage**

PHOTOSCAN (S): **No** DESIGNER: **SV**

DATE: **1.30.18** REVISIONS: **SV(3)**

HOURS: **4.0+.25+1.0+.5** SALES: **MC**

*Fabricated .100" aluminum cabinet and reveal,
painted finish: MAP to match PMS 280 C Blue,
all welds to be smoothed and filled.*



*Sign base to be cladded with
culture stone veneer: Boral Stone,
Bucks County, Country LedgeStone.
Grouting between stones
is required for durability.*



*1/4" cut-out aluminum plate letters, painted as indicated.
Mechanically mounted flush to aluminum cabinet
(electronic file to be provided).*

3M White Scotchcal #7725-10	Apple Green Scotchcal #7725-196
Cultured Stone Veneer Boral Stone: Bucks County Country LedgeStone	Trex Decking Spiced Rum
MAP White	MAP to match PMS 7490 Green
	MAP to match PMS 280 Blue

DRAWING #164,413C

SCALE: 3/8" = 1'-0"

EXTERNALLY ILLUMINATED GATEWAY DOUBLE-SIDED
MONUMENT SIGN

PROJECT: **City of Portage**

PHOTOSCAN (S): **No** DESIGNER: **SV**

DATE: **1.30.18** REVISIONS: **SV(3)**

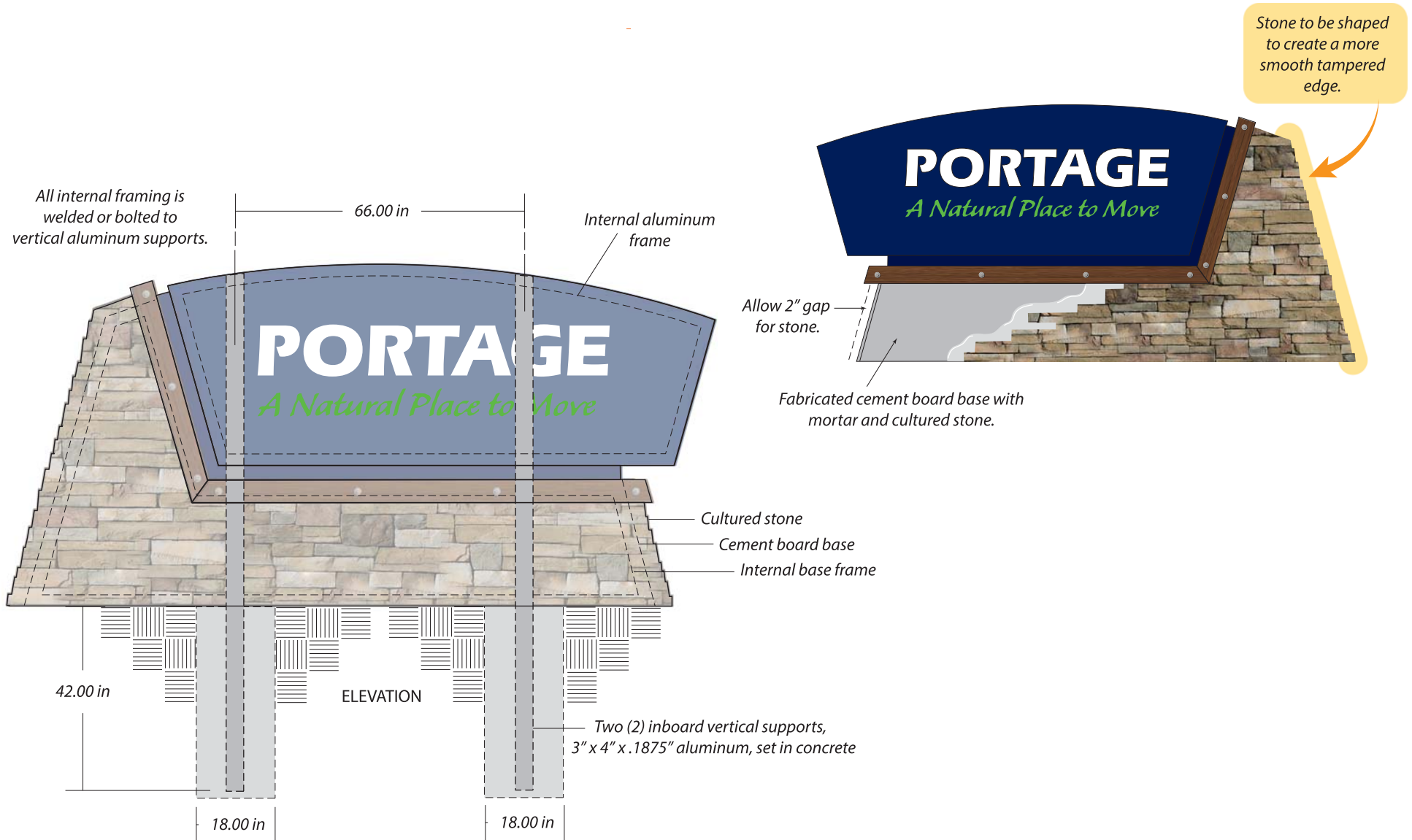
HOURS: **10.0+25.10+.5** SALES: **MC**

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CUSTOMER SIGNATURE

DRAWING #164,413C

SCALE: 3/8" = 1'-0"

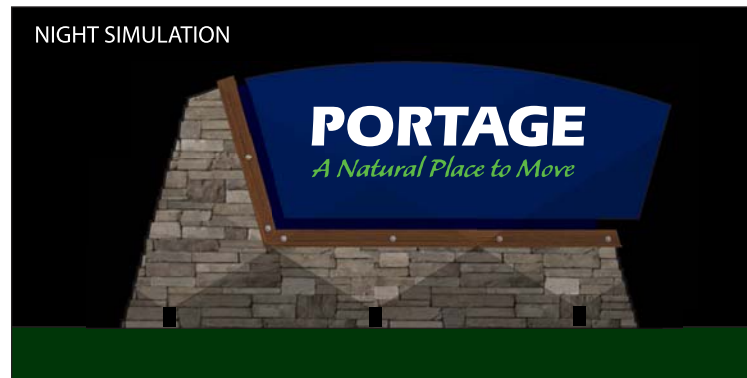
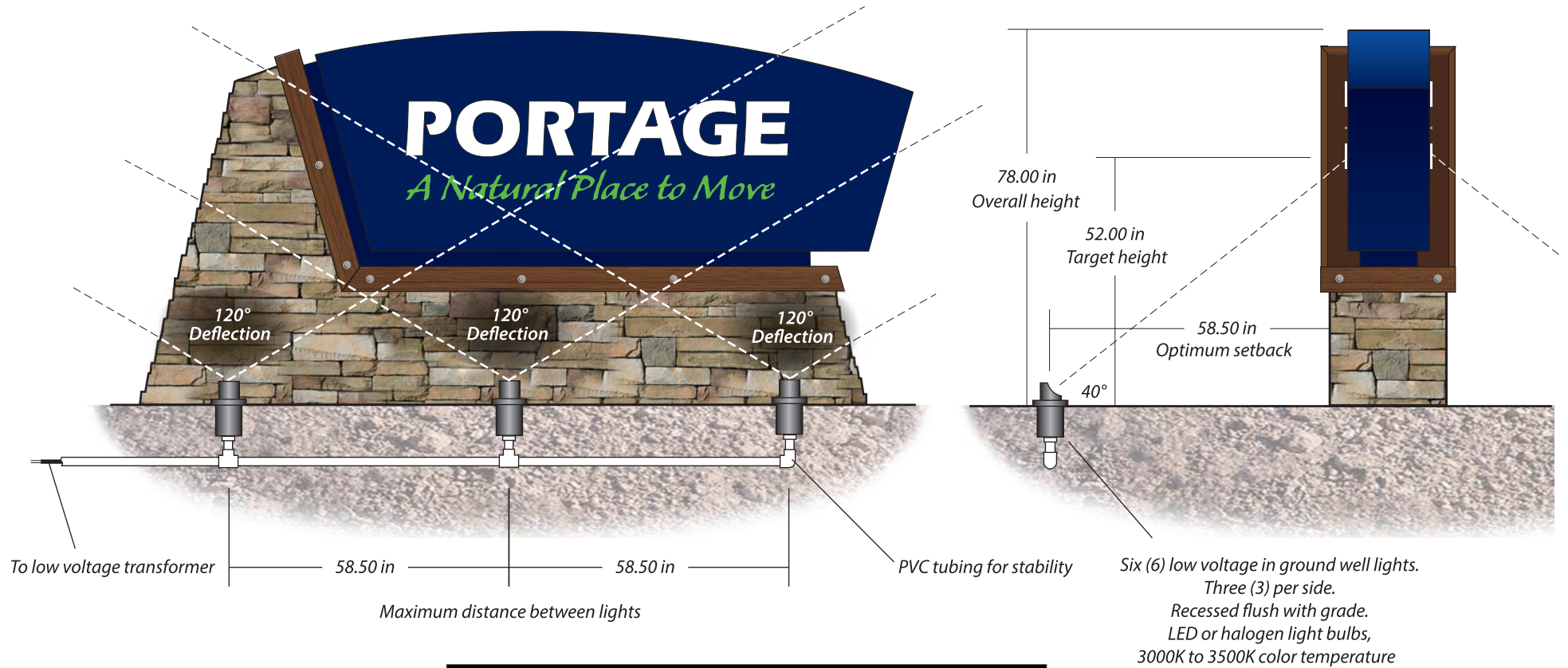
EXTERNALLY ILLUMINATED GATEWAY DOUBLE-SIDED MONUMENT SIGN

PROJECT: **City of Portage**

PHOTOSCAN (S): **No** DESIGNER: **SV**

DATE: **1.30.18** REVISIONS: **SV(3)**

HOURS: **10.0+.25+1.0+.5** SALES: **MC**



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CUSTOMER SIGNATURE

DRAWING #164,413C

SCALE: 3/8" = 1'-0"

SIX (6) EXTERNALLY ILLUMINATED GATEWAY DOUBLE-SIDED MONUMENT SIGNS REQUIRED

PROJECT: **City of Portage**

PHOTOSCAN (S): **No** DESIGNER: **SV**

DATE: **1.30.18** REVISIONS: **5V(3)**

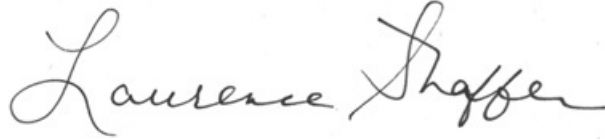
HOURS: **10.0+ .25+1.0+.25** SALES: **MC**

BID TABULATION
CITY SIGN INSTALLATION

<u>Bidder</u>	<u>Bid</u>
Universal Sign, Inc. 5001 Falcon View SE Grand Rapids, MI 49512	\$99,929.00
Valley City Sign Co. 5009 West River Dr. NE Comstock Park, MI 49321	\$105,341.09
ASI Signage Innovations 1119 Wheaton Troy, MI 48083	\$136,739.00
Visual Entities, Inc. 2160 Byron Center Ave. SW Grand Rapids, MI 49519	\$157,546.67
Midwest Sign Company 7381 Ardith Ct., Suite D Byron Center, MI 49315	\$174,492.00
Signs By Crannie 4145 Market Place Flint, MI 48507	\$187,288.00
Veres Environmental Graphics and Signs 749 Sheerbrooke Commerce, MI 48382	\$203,773.00

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Irrigation Booster Pump Upgrades

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: Award a contract in the amount of \$22,773 to Allied Mechanical Services, Incorporated, to upgrade three irrigation booster pumps located at South Westnedge Park and Ramona Park and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The 2017-2018 Capital Improvement Program (CIP) budget provides funding for upgrades to the irrigation systems at the baseball fields at South Westnedge Park and Ramona Park. The upgrades would consist of rebuilding three booster pumps (two at South Westnedge Park and one at Ramona Park) that supply increased water pressure to operate the irrigation systems. All three pumps have experienced system failures, including pump leaks and ruptured lines, which require repair by contractors.

The Department of Public Services requested quotes from three local irrigation repair companies for the cost of new booster pumps and the cost of rebuilding the pumps. A new booster pump would cost \$25,345 per unit for a total of \$76,035, while the rebuild of the pumps would cost \$7,591 per unit for a total of \$22,773. A rebuild can provide an additional 10 years of life from the current pumps, which is comparable to the life expectancy of a new pump. As such, rebuilding the existing pumps is recommended over purchasing new pumps.

It is recommended that City Council award a contract in the amount of \$22,773 to Allied Mechanical Services, Incorporated to perform rebuilding services to three irrigation booster pumps and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are budgeted and available for this work in the 2017-2018 Parks and Recreation Capital Improvement Program budget.

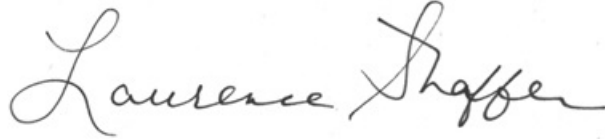
Attachments: 1. Quote Tabulation

IRRIGATION BOOSTER PUMPS

<u>Vendor</u>	<u>Rebuild (per unit)</u>	<u>New (per unit)</u>
Allied Mechanical Services, Inc 3380 Highland Dr Hudsonville, MI 49426	\$7,591.00	\$25,345.00
Fliers Quality Water Systems Inc. 7425 Clyde Park Ave SW Byron Center, MI 49315	no bid	\$31,038.34
Wolverine Lawn Services, Inc 2420 N Westnedge Ave Kalamazoo, MI 49004	no bid	no bid

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Lexington Green Park Tennis/Pickleball Court Upgrades - Bid Tabulation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: Award a contract in the amount of \$21,640 to J. Allen & Company, Inc., to upgrade the Lexington Green Park tennis/pickleball courts and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The 2017-2018 Capital Improvement Program budget provides funding for resurfacing tennis courts at Lexington Green Park. The existing asphalt court surfaces have deteriorated, with severe cracks that make the playing surface very irregular and unsafe for patrons.

A total of three bids to perform court upgrades were opened on March 15, 2018, with the low bid submitted by J. Allen & Company, Inc. of Galesburg, Michigan. J. Allen has successfully completed numerous previous asphalt repair projects for the city. Under the contract, J. Allen would repave one tennis court and two pickleball courts for a total of \$21,640.

It is recommended that City Council award a contract in the amount of \$21,640 to J. Allen & Company, Inc. to perform tennis/pickleball court upgrades at Lexington Green Park and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are budgeted and available for this work in the 2017-2018 Parks and Recreation Capital Improvement Program budget.

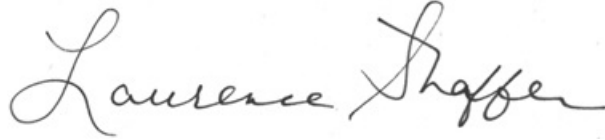
Attachments: 1. Bid Tabulation

BID TABULATION
LEXINGTON GREEN PARK SPORT COURT IMPROVEMENTS

<u>Item</u>	<u>Unit</u>	<u>Est. Qty.</u>	J. Allen & Company 8288 E. Michigan Ave. Galesburg, MI 49053		Wyoming Asphalt 470 N. 12th Street Plainwell, MI 49080		Michigan Paving & Materials Co. 2300 Glendenning Rd. Kalamazoo, MI 49001	
			<u>Unit Price</u>	<u>Total</u>	<u>Unit Price</u>	<u>Total</u>	<u>Unit Price</u>	<u>Total</u>
Fine Grade & Shape Existing Asphalt Millings Base	EA	1	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
Compact Asphalt Milling Court Base	EA	1	\$350.00	\$350.00	\$500.00	\$500.00	\$500.00	\$500.00
Furnish, Install & Compact 1.5" HMA Base	TON	110	\$75.00	\$8,250.00	\$90.00	\$9,900.00	\$90.00	\$9,900.00
Furnish, Install & Compact 1.5" HMA 36A Limestone Surface Course	TON	110	\$114.00	\$12,540.00	\$100.00	\$11,000.00	\$130.00	\$14,300.00
Grand Total				\$21,640.00		\$22,400.00		\$27,200.00

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: MDOT Contract #18-5047 (South Westnedge Avenue Reconstruction, Romence Road to Mall Drive)

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Approve Contract #18-5047 between the Michigan Department of Transportation and the City of Portage for reconstruction of South Westnedge Avenue from Romence Road to Mall Drive and adopt a Resolution authorizing the City Manager to sign all documents related to the project on behalf of the city.

The 2017-2018 Capital Improvement Program budget contains a project for the reconstruction of South Westnedge Avenue from Romence Road to Mall Drive, including storm sewer improvements, hot mix asphalt and curb and gutter work. Major street reconstruction projects are selected based on pavement condition, average daily traffic and federal aid eligibility, as well as potential development activities adjacent to the project area.

On August 8, 2017, Abonmarche Consultants was awarded an engineering services contract for design and construction engineering for this project. Because the project involves Federal Surface Transportation funding, MDOT is involved as a facilitator. The bid opening by the Michigan Department of Transportation (MDOT) for the construction is scheduled on April 6, 2018. MDOT requires that an agreement with the local government agency be executed prior to construction award. The estimated total cost of the project is \$1,680,800, with \$700,000 in Federal Safety funds. The balance of \$980,000 is being funded by the 2017-2018 major streets and storm sewer Capital Improvement Program budget.

Following the contract award by MDOT, construction will likely commence in spring 2018 with completion in summer 2018.

Therefore, it is recommended that City Council approve Contract #18-5047 between the Michigan Department of Transportation and the City of Portage for reconstruction of South Westnedge Avenue (Romence Road to Mall Drive), adopt a Resolution authorizing the City Manager to sign Contract #18-5047 and authorize the City Manager to sign all documents related to the project on behalf of the city.

FUNDING: The estimated total cost of the project is \$1,680,800 with \$700,000 in Federal Surface Transportation funds. The balance of \$980,800 will be funded by the 2017-2018 major streets and storm sewer Capital Improvement Program budget.

Attachments: 1. Resolution

CITY OF PORTAGE

Resolution

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan, held at the City Hall in said City on the _____ day of _____, 2018 at 7:00 p.m., local time.

PRESENT: Councilmembers_____

ABSENT: Councilmembers_____

The following resolution was offered by Councilmember_____ and seconded by Councilmember_____.

RESOLVED, the City Council for the City of Portage, does hereby authorize the City Manager, Laurence Shaffer, to sign contract 18-5047 between the City of Portage and the Michigan Department of Transportation. This contract is for reconstruction work along South Westnedge Avenue from Romence Road to Mall Drive including storm sewer improvements, hot mix asphalt curb and gutter work; and all together necessary related work.

ADOPTED: YEAS:

NAYS:

ABSENT:

Adam Herringa, City Clerk

CERTIFICATION

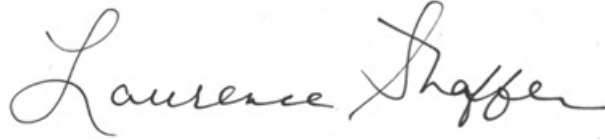
I hereby certify this _____ day of _____, 2018 that the foregoing is a true and complete copy of the original on file in my office.

Adam Herringa, City Clerk

APPROVED AS TO FORM
DATE 3/13/2018
[Signature]
CITY ATTORNEY

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Appointment to the Utility Rate Study Committee

SUPPORTING PERSONNEL:

ACTION RECOMMENDED: Receive the Appointment to the Utility Rate Study Committee.

This communication is to advise the Council that Mayor Randall has appointed Councilmember Lori Knapp to the Water/Sewer (Utility) Rate Committee, effective March 28, 2018. An updated Council Committee listing is attached for reference.

FUNDING: n/a

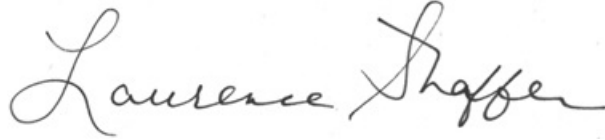
Attachments: 1. 2018 City Council Committee Assignments

Committee		Appointments	Meeting Times
On-going Committees	City Manager Salary Review/Evaluation Committee	Randall, Pearson, Ford	Fall – as called by the committee. Typically provides recommendation to the full Council as to compensation for next contract year in November.
	Water / Sewer (Utility) Rate Committee	Burns, Ford, Knapp (citizens Ted Vliek, Randy Orwig)	Spring – as called by the City Administration.
	Investment Committee	Burns (citizens Aimee Kornowicz, Richard Kraas)	June / December – as called by the City Administration. Monitors and advises on city investments and city investment policy.
	City Council School / Library Committee	Burns, Reid, Urban	Varies – as scheduled by the City Council.
	Community Survey Committee	Ford, Knapp, Reid	
	City Council Property Committee	Ford, Knapp, Urban	Varies – as needed and determined by the City Administration.
	Communications/Social Media Committee	Burns, Ford, Knapp	
	Senior Center Committee	Knapp, Pearson, Randall	

External/Community Committees	Kalamazoo Area Transportation Study Policy Committee	Randall, Shaffer	Jan. 24, Feb. 28, March 28, April 18, May 30, June 27, July 25, Aug. 29, Sept. 26, Oct. 31, Nov. 28, Dec. 19. 9:00 a.m. at Metro Transit office – 530 N. Rose St.
	Discover Kalamazoo Advisory Board	Ford	Feb. 14, April 11, July 11, Sept. 12, Nov. 14. Second floor conference room – 141 E. Michigan Ave. Kalamazoo
	Kalamazoo County Environmental Health Advisory Council	Reid	Second Wednesday of February, April, June, August, October and December at 9:00 a.m. in the ground floor conference room D, main wing, Nazareth Complex.
	Austin Lake Governmental Lake Board	Knapp, Pearson	
	Long Lake Governmental Lake Board	Reid	
	Gourdneck Lake Governmental Lake Board	Urban	
	Public Media Network (PMN) Board	Randall, Pearson (citizens Don Ramlow)	Third Thursday of each month at 4:30 p.m. at PMN, 359 S Kalamazoo Mall.
	Kalamazoo County Public Arts Commission	Knapp, Reid (alt.)	Fourth Tuesday of each month at noon at the Kalamazoo Institute for the Arts.
	Central County Transportation Authority (CCTA) Board	Pearson (exp. 10/31/2018), Burns (exp. TBD)	January 15, Feb. 12, March 12, April 9, May 14, June 11, July 9, Aug. 13, Sept. 10, Sept. 24, Oct. 8, Nov. 12, Dec. 10 – 11:30 a.m. Metro Transit Administration Building – 530 N. Rose St.
	Kalamazoo County Central Dispatch Authority (KCCDA) Board of Directors	Shaffer (exp. TBD), Randall (alt.), Pearson (exp. TBD) Ford (alt.)	Meets the 2 nd Thursday of each month at 3:30 p.m. (KCCDA Technical Committee – Nick Arnold / Dan Mills – alt.)

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: February 2018 Environmental Report

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Information Only

Attached please find the February 2018 Summary Environmental Activity Report from Department of Transportation & Utilities Director Kendra Gwin. New material or material of specific interest to City Council is presented in italics.

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

FUNDING: N/A

Attachments: 1. Environmental - February

SUMMARY ENVIRONMENTAL ACTIVITY REPORT
February 2018 (*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. General groundwater quality continues to improve. Initial groundwater and methane results indicate no off-site impact. AHC has completed their contract. <i>The City is working with Attorney Brown to obtain a Hold Harmless Agreement for four properties in the influence area to have connected to municipal water. One property has applied for a municipal water use permit.</i>
Site Inspection / Development Project Review	Review of existing business & industries and review of proposed business and industrial development projects for environmental protection purposes and/or building plans completed.	Coordination with property owners and City or State agencies ongoing. <i>Review of 9 site/building plans and/or plats completed in February 2018.</i>
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	<i>Sanitary sewer hookup permits issued in February 2018: 1 residential; 0 commercial.</i>
West Lake Management Program	Special assessment district designed to maintain/improve lake conditions. Special emphasis on weed control and non-point source pollution reduction.	Five Year Lake Management Assessment District process was approved by City Council. The West Lake Improvement association has completed a five year plan for a new special assessment district in 2014. Special assessment process for 2015-2019 began on August 26, 2014. Resolution No. 5 completing the assessment was adopted October 21, 2014. The Association elected to use Restorative Lake Sciences, LLC for consulting services in 2015 and to renew the contract with Restorative Lake Sciences for 2017.
Retention Basin Sampling Program (Groundwater Elevation)	Investigation regarding potential impact of retention basins on groundwater levels.	Nova Consultants was awarded a four-year contract by City Council on April 29, 2014 for a four year program to monitor groundwater levels in the city. Monthly sampling at two retention basins continues. <i>The 2017 Annual Report was provided March 7, 2018.</i>

Wellhead Protection Program (WHPP)	Development of program to protect City well fields and surrounding area from contamination resulting from improper land use.	Current Wellhead Protection was originally approved in 2001. Update of the program as part of the Water Reliability Study in conjunction with Fishbeck, Thompson, Carr & Huber is complete. Final report preparation was submitted to the Michigan Department of Environmental Quality for review and approval. Letter of approval received from MDEQ on June 15, 2015. Program implementation is ongoing.
Leaf Compost Monitoring Program	Monitoring and analysis of groundwater at the new Oakland Drive Leaf Compost site.	City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the Oakland Drive compost site. Drilling was completed in October 2001 and first sampling cycle was completed in February 2002. Semi-annual sampling was performed from 2002 to 2008 in June and January. Sampling and analysis results continue to show negligible groundwater impacts from the leaf composting. Sampling schedule was reduced to annual sampling in 2009 with results showing continued minor impact on groundwater quality. No significant change in groundwater impacts. Sampling was completed in June 2017.
National Pollution Discharge Elimination System (NPDES) Permit Implementation	Five year plan to implement the current NPDES stormwater permit.	Received NPDES general permit on August 15, 2001. City staff completed the submission of a Storm Water Pollution Prevention Initiative (SWPPI) as required by NPDES permit. New certificate of coverage permit was issued by MDEQ on September 30, 2009. New permit covers a 5 year timeframe with first work item (updating the Public Participation Plan) completed December 11, 2009. New permit application process announced in November 2014. New permit application was submitted in March 2015. Semi-annual report resubmitted to MDEQ on December 11, 2017. Program implementation is ongoing.
	Kalamazoo River Mainstream Watershed Management Plan	Draft of watershed plan submitted to MDEQ on December 30, 2005. Public participation plan update submitted to MDEQ on November 24, 2009. Kalamazoo River Watershed council completed a watershed update in November, 2011. No new developments.

	Portage River Watershed Management Plan	Draft watershed plan submitted to MDEQ on December 30, 2005. Interest has been raised by local conservation groups to update the Watershed Plan using grant funds. Grant for watershed update was awarded to Calhoun County Conversation District. No new developments.
	Plan to implement and maintain an Illicit Discharge Elimination Program (IDEP) Storm Sewer Outfall Testing.	On February 19, 2002, City Council approved a new ordinance as required by the NPDES permit titled “Storm Water Illicit Discharges and Connections.” Continued outfall sampling is required by permit and will be budgeted accordingly. On April 29, 2014 City Council awarded a contract to Nova Consultants, Inc., to perform annual investigations of storm outfalls and investigate all outfalls on a four-year cycle. Report submitted to MDEQ as part of the annual report. Follow-up reporting on IDEP procedures submitted on August 25, 2016. Program implementation is ongoing.
Garden Lane Water Treatment Plant	Native Prairie Restoration	Native prairie burn completed in March 2016. Staff assisting the Environmental Board with invasive species control. City staff are working together to implement a management program for future burns. Procedures are being implemented and resources identified so that the fire department will have the ability to administer and control native prairie burns.
Environmental Incident/Spill Clean Up Notification	Environmental Protection Program to assist Portage Police/Fire Departments with spill containment and spill cleanup.	Emergency spill response contract for 2017-18 with Terra Contracting is in process.
Deer Management	Assist the Environmental Board with the impact of the native deer population in the city.	The city has contracted with the Kalamazoo Nature Center to install and monitor deer exclosures. The exclosures were constructed as a local boy scout project and will help assess damage from deer in the areas they are placed. The agreement concerning deer exclosures between the city and the Kalamazoo Nature Center expiring March 1, 2017 was extended through October 1, 2017. <i>The Kalamazoo Nature Center provided a final report February 19, 2018. The Environmental Board is currently evaluating the report, whether damaged enclosures should be repaired, and if additional monitoring should be completed.</i>

Internal Environmental Efforts	Summarize internal city environmental efforts including recycling, building improvements, and hybrid vehicle inclusion.	Environmental efforts in the City of Portage are ongoing.
Environmental Board	Summarize efforts of the Environmental Board projects.	The Environmental Board is currently providing assistance and expertise, as needed, to the Parks Department on their Land Management Plan and looking into opportunities to educate the community on environmental topics. <i>The Board has begun to look into other priority projects established earlier this year including lakeshore management and business incentives. The Board has planned four garlic mustard invasive species pulls beginning in April. They will be participating in the annual green-a-thon at Celery Flats and the Earth Day event sponsored by the city.</i>

Submitted by: Jamie Harmon, Assistant City Engineer

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: March 9, 2018

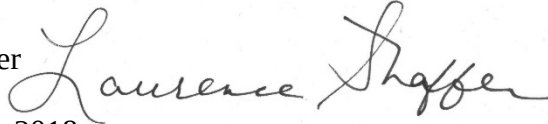
FROM: Meshia Rose, Deputy City Assessor *Meshia Rose*

SUBJECT: February 2018 Department Operations Report

The following information summarizes the operations of the City Assessor's Office during February 2018:

- **Assessment Roll Preparation:** The 2018 City of Portage assessment roll has been completed by the City Assessor's Office. This annual project consists of the completion and coordination of several sizable sub-projects: property splits and combinations, numerous individual appraisals (of new construction improvements), the mass appraisal of approximately 17,000 properties to account for appreciation or depreciation, and the processing of approximately 1,900 personal property filings. The 2018 assessment roll is now subject to change by the Board of Review.
- **Assessment Change Notices:** An Assessment Change notice was sent on February 9th for each residential parcel in which the assessed or taxable value changed from the prior year. On February 23rd, notices for the remaining commercial, industrial and personal property parcels were prepared and mailed. Assessment change notices have been mailed in accordance with state statute and the City Charter. These notices detail relevant assessment information and provide property owners with the dates and times of Board of Review sessions as established by City Council.
- **Board of Review Preparations:** Preparations were completed in February for the upcoming Board of Review sessions. In February, the City Assessor's Office prepared legal notice of the sessions and made arrangements for publication of this notice in the *Kalamazoo Gazette* as required by the City Charter. The Board of Review members attended their first training session on February 28th which was hosted by the Michigan Townships Association. The second training session was held on March 2nd and hosted by David Rice. The Board of Review will meet March 12th for the organizational meeting, March 13th through March 15th for appeals made by appointment, and March 27th to finalize the roll. An informational summary of 2018 Board of Review activity will be presented to you in early April after the assessment roll is certified.
- **Customer Service:** The staff of the City Assessor's Office provided a high level of customer service during the month of February. An increase in the volume of inquiries made by taxpayers was experienced due to the mailings of assessment notices. Staff took the time to address each concern and answer all questions which was positively received by the taxpayers.

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

TO: Honorable Mayor and City Council**DATE:** 03/01/2018**FROM:** Laurence Shaffer, City Manager**SUBJECT:** Monthly Report – February 2018

The following summarizes some of the activities in which staff of the Office of the City Manager were involved during the month of February 2018.

1. City Council:

- Coordinated and/or prepared agenda and other materials for the following meetings:
 - City Council Regular Meetings on January 13 and 27.
 - Pre-Council meetings on January 12 and 26.
 - Committee of the Whole Meetings on January 13 and 27.

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

- Met with Williams Architects to discuss fire station #2 on February 6.
- Met with Greg Ayers of Discover Kalamazoo on February 7.
- Met with Kyle Gjertson of Blain's Supply on February 8.
- Met with Tom Haroldson on February 8.
- Attended "First and Foremost" at Southwest Michigan First on February 9.
- Met with Mayor Randall and Mayor Pro Tem Pearson on February 12.
- Attended Pfizer Building 541 Ribbon Cutting Ceremony on February 13.
- Attended the Grand Rapids State of the City Address on February 15.
- Attended "The Witness" production by Lee Weaver at PNHS on February 16.
- Attended the Southwest Michigan Manager's Associations Meeting on February 20.
- Met with citizens of the Hill-An-Brook neighborhood on February 20.
- Met with KCCDA Executive Director Jeff Troyer on February 21.
- Met with citizen Paul Selden on February 22.
- Met with Dr. Romeo Phillips on February 22.
- Met with Joe Gesmundo of AVB on February 23.

- Met with citizen Christine Ballard on February 23.
- Met with Udagh Wagle of WMU on February 26.
- Participated in Mayor and City Council for the Day Program on February 27.

3. Projects - Completed and Ongoing:

- Continued the transition and design of the new city website through CivicPlus.
- Continued review of medical marijuana related matters with city legal counsel.
- Continued oversight of planning, design and construction for various city construction projects and developments.
- Consulted with city staff regarding Information Technology projects, as well as current Community Development, Finance, Transportation & Utility and Assessing matters.

4. Public Information and Citizen Assistance:

- Mailed the February *Portager* and coordinated production of the March *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 flooding, upcoming city projects, medical marihuana and blight concerns, etc.
- Updated and approved changes to the city website and city publications.
- Provided informational packets on Portage to citizens, realtors and businesses, as requested.
- Continued to collect and monitor Citizen Comment Card responses and submissions to the Online Customer Service Survey.
- Continued to collect and monitor SeeClickFix.com citizen concerns and questions, as well as ensure timely responses.

TO: Laurence Shaffer, City Manager**DATE:** March 12, 2018**FROM:** Adam Herring, City Clerk**SUBJECT:** February Monthly Report

ELECTIONS

Hosted and attended a Bureau of Elections Train the Trainer session in Council Chambers for election officials that train their own election workers.

Reviewed low bids and initiated the election records re-storage project with the low cost bidder to install shelving at the Department of Public Safety in lieu of off-site storage.

Attended a meeting of the Michigan Association of Municipal Clerks Legislative Committee in Lansing to review and discuss pending legislation and ballot measures.

Continued processing additions, changes and deletions from the Qualified Voter File.

BOARDS AND COMMISSIONS

Coordinated the monthly meeting of the Youth Advisory Committee.

Coordinated the annual Winter Snow Party and assisted in the annual Martin Luther King, Jr. event at Portage Northern High School.

Started preparing for the annual Green-A-Thon Earth Day event.

Assisted in preparing materials and attended the Historic District Commission monthly meeting on February 7. Advised several district property owners and area realtors on property matters.

PUBLIC INFORMATION AND CITIZEN ASSISTANCE

Conducted a new employee orientation

Provided Notary Public Service to citizens upon request.

Provided help to citizens for phone and over-the-counter requests including voter information, guidance to appropriate departments and miscellaneous assistance.

Coordinated Freedom of Information Act (FOIA) requests, published legal notices and posted meeting notices.

Performed research for city departments on a variety of topics.

CEMETERIES

Processed four (4) grave openings/closings, including the preparation of invoices and Burial Rights Certificates. Updated cemetery maps, researched availability of lots for citizens in cooperation with the Department of Public Services and assisted with burials.

CITY COUNCIL AGENDAS

Implemented new timer system for City Council meetings.

Researched the topic of teleconferencing at City Council meetings, developed components of a Virtual Attendance policy and assisted in the research of potential technological solutions.

Staffed and assisted in the execution of two Pre-Council Meetings, two Regular City Council Meetings and Special Meetings. Provided notices, follow-up communications, filed Resolutions and took actions related to items passed by City Council at the February City Council Meetings.

Prepared the Minutes for the February City Council Meetings and assisted the City Manager's Office in preparation of the City Council Agendas.

OTHER

Prepared for the annual Mayor and City Council for the Day program.

Coordinated a meeting of the Customer Service Task Force and spoke with Dr. Hartmann of the Kercher Center regarding customer service surveys.

Assisted the City Manager's Office with final planning details for the February Black History Month event slated at Portage Northern High School.

TO: Laurence Shaffer, City Manager

DATE: March 22, 2018

FROM: Christopher Forth, Acting Director of Community Development

SUBJECT: Monthly Customer Service Report for February 2018

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

February 1, 2018 meeting:

1. Approved a Specific Plan for Portage Creek Landings (Unit 2), 412 West Centre Avenue.
2. Discussed the proposed FY 2018-2028 Capital Improvement Program.

February 15, 2018 meeting:

1. Recommended to City Council approval of the Preliminary Plat of West Lake Estates, 9300 Portage Road.
2. Adjourned the Special Land Use Permit for Blain's Farm & Fleet, 751 and 879 Mall Drive, 6500 Ring Road and 980 Martin Luther King Jr. Drive.
3. Discussed the proposed FY 2018-2028 Capital Improvement Program.
4. Discussed the Kalamazoo County Master Plan.

February 22, 2018 special meeting:

1. Adopted the 2018 Recreation and Open Spaces Plan Update and forwarded the document to City Council.

Zoning Board of Appeals

February 12, 2018 meeting:

1. Approved variances for Blain's Farm & Fleet, 751 and 879 Mall Drive, 6500 Ring Road and 980 Martin Luther King Jr. Drive to operate an open air sales area, allow auto repair bay doors to face the public street, permit a freestanding sign and increase the size of a wall sign.
2. Approved a variance from the conflicting land use screening requirements for 1801 West Centre Avenue.
3. Approved a setback variance to allow reconstruction of a nonconforming porch at 5136 Brennerton Drive.

Human Services Board:

February 1, 2018 meeting:

1. Convened a public hearing regarding the FY 2018-2019 CDBG Annual Action Plan.
2. Recommended the Human/Public Service Funding Score Sheets to City Council.
3. Discussed a communication from Community Development regarding a potential increase in Human Services funding.
4. Received a Metro Transit Update.

OTHER BOARD ACTIVITIES

- Downtown Development Authority - The Authority did not meet in February 2018.
- Local Development Finance Authority - The Authority did not meet in February 2018.
- Economic Development Corporation/Tax Increment Finance Authority/Brownfield Redevelopment Authority – The Authority did not meet in February 2018.

Citizen Information Requests:

During the month of February 2018, a total of 132 cases/violations were inspected in response to citizen service requests or staff field observations and include: 81 sidewalk-snow; 13 debris/refuse; 8 property maintenance; 7 signs; 6 parking; 5 safety, sanitation & health; 4 building maintenance; 3 inoperable vehicles; 2 zoning; 2 non permitted work; and 1 housing maintenance.

BUILDING AND HOUSING SERVICES

Construction Board of Appeals:

The Board did not meet in February.

Building Construction Activity

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

Type of Permit/Application	Number of Permits	Project Valuations
Single-family Detached	2	\$309,466
Residential Additions, Interior Remodels, Garages, Sheds, etc.	17	\$291,614
Commercial Additions, Interior Remodels, etc.	9	\$1,038,641
Permits Not on Report (i.e., demolition, electrical, plumbing, mechanical, driveway, sign, water use/sewer use, etc.).	156	N/A
Totals	184	\$1,639,721

CDBG Housing Assistance Programs

CDBG PROGRAMS				
Activity	Housing Rehabilitation	Water / Sewer	Emergency Repair	Down Payment Assistance
New Applications	2	0	0	0
Applications Approved	2	0	0	0
Loan Closings	0	0	N/A	0
Monthly Projects Completed	1	0	0	0
Projects Underway	2	0	0	0
FY YTD Projects Completed	8	0	1	3

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: March 21, 2018

FROM: William Furry, Director of Finance

wkf

SUBJECT: Monthly Report-February 2018

ACCOUNTING /PAYROLL

- Issued 238 accounts payable checks totaling \$846,182.05 and 142 automated clearinghouse payments totaling \$1,030,400.06, for a total expenditure of \$1,876,582.11.
- Processed 2 payrolls, creating 495 checks and deposit advices for 245 employees, with a total monthly payroll expenditure of \$1,050,304.22.
- Completed annual overtime audit per Fair Labor Standards Act (FLSA) and made subsequent pay adjustments in the second pay of February to applicable employees.
- Paid college incentive bonuses to eligible members of Firefighter Union (IAFF) and Police Union (PPOA).
- Prepared monthly disability management wage re-class entry for employees on approved light duty assignment.
- Completed initial audit of 2018/2019 Form B for wage and fringe benefits and entered department costs into BS&A.
- Began gathering information, including setting up initial files and creating custom reports, in anticipation of possible arbitration award for PPOA contract and subsequent retroactive wage payment to applicable employees.
- Prepared wage re-class entry for 2017 leaf pickup costs.
- Perform periodic audits of regular and part time actual wages compared to budget and investigate potential discrepancies.

TREASURY

- Treasury Specialist attended Customer Task Force meeting.
- Continued collection of the 2017 winter tax bills through February 14, 2018, without penalty. Taxes collected after February 14 through February 28, 2018 included a three-percent penalty.
- Began organizing resources to gather information for 2017 tax settlement with the Kalamazoo County Treasurer.
- Mailed 113 past due personal property tax notices on February 15, 2018.
- Sold Kalamazoo County Dog Licenses as a service to Portage residents from December 1, 2017 thru February 28, 2018. This year 682 dog licenses were sold, compared to 652 in the prior year.
- Mailed 32 miscellaneous receivable statements.

- Prepared and issued the following utility billing statements:
 - 4,628 regular quarterly bills (cycle 2); emailed 270 bills
 - 96 final billing statements; emailed 18 bills

Prepared and issued the following utility billing delinquency notices:

- 817 delinquent notices (cycles 1 and 4)
- 501 disconnect notices (cycle 1)
- 63 delinquent notices to customers with terminated water/sewer services.
- Shut off water services to 39 customers for non-payment on February 28, 2018.
- Sent 39 accounts for “pre-note” related to the automatic payment / direct debit program.
- Processed 130 requests to initiate or terminate water/sewer services to residences or businesses in the City of Portage.
- Staff handled 990 phone calls during February 2018. Since July 1, 2017 (fiscal year start), 8,544 phone calls have been handled, averaging 52 per business day.
- During February 2018, staff worked with 116 customers at the Treasury Counter who came to the counter for information only, not to pay a bill. On average, staff works with 5 such customers per day.

FINANCE/BUDGET

- Compiled and reviewed budget requests for 2018/2019 Budget, followed up with departments on questions.
- Reviewed the budget in great detail and made reductions where possible to work towards the goal of a balanced general fund budget.
- Assisted in final revisions to the 2018-2028 Capital Improvement Program.
- Calculated and entered wage and benefit costs into BS&A for budget.
- Collected completed vehicle forms, cell phone budget forms and budget narratives and service indicators.
- Entered and verified the values shown in the BS&A systems for vehicle and cell phone budgets.
- Entered and reviewed department changes to budget narratives and service indicators into the budget document draft.
- Met with the City Manager, Deputy City Manager, and Director of Transportation and Utilities regarding the appropriateness of the water and sewer fund balance.
- Worked with the Director of Transportation and Utilities on the annual utility rate study.
- The Deputy Director of Accounting/Budget attended a webcast to further learning on the subject of building better budget documents and attended a governmental training that covered various topics such as government fraud, new Governmental Accounting Standards Board statements, and cyber security to earn continuing professional education hours to maintain her CPA license.
- Cashed in maturing investments, analyzed cash position and reinvested called bonds.
- Prepared monthly investment scorecard, input investment activity into SymPro software, generated monthly SymPro reports, and performed the JPMorgan Chase monthly risk analysis for the investment committee report.
- Reviewed and approved as appropriate accounts payable invoices prior to payment.
- Prepared and reviewed monthly bank reconciliations.
- Completed automated clearing house, wire, and transfer banking transactions and related journal entries, as needed and requested.

- Worked with software provider, BS&A, on various issues.
- Prepared and posted several budget amendments.
- Prepared and approved various journal entries as needed to reconcile and maintain the general ledger.
- Responded to questions from various departments regarding purchase orders, invoices, general ledger, or budget status.

BENEFITS/COMPENSATION

- Continued to monitor, research, and implement requirements of the Affordable Care Act (ACA).
- Continued to track city share of health insurance premium limits as provided for by PA-152.
- Calculated health insurance taxes and fees required under the ACA.
- Calculated and approved monthly payments for employee fringe benefit plans (medical, vision, dental, life and long-term disability insurance, flexible spending accounts, pension contributions, etc.).
- Completed preparation of city-wide benefit budget for FY 2018/2019.
- Continued to administer Defined Benefit Plan, including locating and coordinating benefit payments for terminated vested participants.
- Continued to work on restatement of Defined Benefit Plan as required by the IRS.
- Continued process for upcoming life and long-term disability renewal with The Hartford.
- Administered contractual wage adjustments per applicable labor agreements.
- Administered contractual bonus payments per applicable labor agreements.
- Responded to various employment verifications for employees.

WORKERS' COMPENSATION

- Continued with aggressive case management on a number of work related injury claims. Special attention continues to be directed toward high reserve cases. Focus also directed toward lost-time cases with emphasis placed on returning employees to restricted duty assignments.
- Continued to assist supervisory personnel with employees in restricted duty assignments.
- Provided information to the city third party administrator for the processing of workers' compensation claims.
- Provided direction to third party administrator in regard to workers' compensation claims.
- Updated the OSHA 300 Log.

03/19/2018

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 02/28/2018

FUND	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	2017-18 ACTIVITY	Percent of Amended Used
Totals for dept 1001-City Council		122,320	123,520	62,530	51%
Totals for dept 1085-City Council-Human Services		139,330	139,380	83,141	60%
Totals for dept 1501-District Court		68,250	68,250	43,902	64%
Totals for dept 1720-City Manager		600,300	600,300	315,527	53%
Totals for dept 2001-Finance Accounting		437,716	437,716	229,894	53%
Totals for dept 2002-Finance & Budget		307,283	303,333	159,474	53%
Totals for dept 2053-Finance Treasury		154,207	154,207	88,175	57%
Totals for dept 2110-MIS		847,110	867,110	513,674	59%
Totals for dept 2133-MIS Public Information		55,142	55,142	30,754	56%
Totals for dept 2209-Assessor		444,076	444,076	203,676	46%
Totals for dept 2247-Assessor Board Of Review		35,403	35,403	11,541	33%
Totals for dept 2310-Attorney		226,728	226,728	150,480	66%
Totals for dept 2415-City Clerk		140,666	140,666	81,297	58%
Totals for dept 2416-City Clerk Records Management		75,170	85,170	34,999	41%
Totals for dept 2491-City Clerk Elections		175,582	175,582	94,809	54%
Totals for dept 2610-Human Resources		475,442	475,442	237,002	50%
Totals for dept 2733-Purchasing		83,845	83,845	43,854	52%
Totals for dept 2734-Purchasing Risk Management		29,302	29,302	10,930	37%
Totals for dept 2865-Parks Maintenance		1,252,864	1,282,864	751,944	59%
Totals for dept 2876-Cemeteries		74,326	74,326	37,789	51%
Totals for dept 2877-Parks & Rec - Parks		617,260	621,750	331,558	53%
Totals for dept 2878-Parks & Rec - Kalamazoo In Bloom		10,000	10,000	0	0%
Totals for dept 2880-Parks & Rec Rec - Admin		174,720	173,720	103,948	60%
Totals for dept 2882-Parks & Rec Rec - Team Sports		64,540	64,540	28,291	44%
Totals for dept 2885-Parks & Rec - Programs		4,000	9,500	8,081	85%
Totals for dept 2886-Parks & Rec Rec - Ramona Park		93,891	93,891	42,509	45%
Totals for dept 2887-Parks & Rec Rec - Special Events		41,000	45,750	34,107	75%
Totals for dept 2888-Parks & Rec - Ice Rink		106,893	106,893	54,050	51%
Totals for dept 3005-Police Administration		837,053	874,053	419,192	48%
Totals for dept 3006-Police Youth Services		502,931	502,931	255,512	51%
Totals for dept 3007-Police Investigation		785,060	787,110	467,379	59%
Totals for dept 3010-Police Patrol		5,323,698	5,321,808	2,763,402	52%
Totals for dept 3020-Police Training		117,735	117,735	79,062	67%

FUND	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	2017-18 ACTIVITY	Percent of Amended Used
	Totals for dept 3021-Police Training-Grant Funded	8,000	8,000	1,418	18%
	Totals for dept 3030-Police Public Safety Dispatch/ts	1,015,221	1,015,221	606,442	60%
	Totals for dept 3031-Police Emergency Sirens	23,676	17,676	6,687	38%
	Totals for dept 3035-Police 911 Cmrs PSAP	204,919	204,919	102,562	50%
	Totals for dept 3040-Police Records & PST	468,370	468,370	245,859	52%
	Totals for dept 3050-Police Drug Law Enforcement	319,101	319,101	193,245	61%
	Totals for dept 3065-Police Facility Management	101,400	101,400	61,673	61%
	Totals for dept 3090 - Police KCCDA support	0	756,793	756,793	100%
	Totals for dept 3310-Fire Admin	681,621	681,621	336,134	49%
	Totals for dept 3320-Fire Operations	3,994,823	3,982,741	2,380,266	60%
	Totals for dept 3330-Fire On Call Firefighters	120,037	120,037	42,269	35%
	Totals for dept 3331-Fire Emergency Operations	3,700	3,700	913	25%
	Totals for dept 3340-Fire Prevention	152,488	152,488	86,374	57%
	Totals for dept 3350-Fire Training	192,041	192,041	77,430	40%
	Totals for dept 3365-Fire Facility Management	98,400	98,400	42,274	43%
	Totals for dept 3710-Comm Dev Building Services	483,592	483,592	270,697	56%
	Totals for dept 3720-Comm Dev Planning & Development	311,937	319,837	177,002	55%
	Totals for dept 3730-Comm Dev Neighborhood Services	226,687	226,637	131,918	58%
	Totals for dept 3765-Comm Dev Building Maintenance	243,164	243,164	126,463	52%
	Totals for dept 4210-General Public Services	506,415	520,840	276,831	53%
	Totals for dept 6720-Senior Center	333,045	336,145	188,546	56%
	Totals for dept 6721-Senior Center Trips	284,777	284,777	250,226	88%
	Totals for dept 6725-Aging Mastery Program	0	1,640	64	0%
	Totals for dept 8050-Contingencies	50,000	50,000	0	0%
	Totals for dept 9610-Transfers Out	1,234,327	1,859,327	1,859,327	100%
	TOTAL - GENERAL FUND	25,481,584	26,980,510	15,993,896	59%

FUND	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	2017-18 ACTIVITY	Percent of Amended Used
202	Major Street Fund	3,914,345	5,834,344	2,954,006	51%
203	Local Streets Fund	1,356,319	1,506,319	696,288	46%
204	Municipal Streets Fund	1,675,990	1,675,990	1,615,000	96%
223	Curbside Recycling Fund	691,859	698,499	355,243	51%
226	Leaf Pickup / Spring Cleanup Fund	781,801	803,301	463,000	58%
230	CDBG Program Income Fund	110,000	110,000	41,279	38%
252	West Lake Weed Mgt	32,120	32,120	4,500	14%
296	Community Development Block Grant	223,000	216,112	146,945	68%
298	Cable Television Fund	911,600	936,350	373,218	40%
400	Capital Improvement General *	11,766,000	18,719,572	8,427,889	45%
490	Capital Improvement Sewer *	710,000	3,029,317	1,299,859	43%
491	Capital Improvement Water *	2,260,000	6,185,869	1,215,649	20%
590	Sewer Fund	8,078,430	8,505,187	3,946,552	46%
591	Water Fund	6,029,920	6,070,941	3,897,909	64%
TOTAL - ALL FUNDS		64,022,968	81,304,431	41,431,233	51%

* The Capital Improvement Program uses project-length budgets, original is current fiscal year, amended includes budgets of prior year projects continued.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: March 19, 2018

FROM: Shannon Hertz, Director Human Resources



SUBJECT: Human Resources Department Monthly Report – February 2018

RECRUITING

The following positions were filled in February:

- Administrative Assistant for Parks, Rec & Sr. Citizen Services (PT)
- Plumbing Inspector

The following positions have candidates identified:

- Police Officer (2)
- On-Call Firefighter

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

- Mechanical Inspector
- Senior Center Building Coordinator (1)
- Administrative Assistant for Public Safety
- Master Mechanic

Employment applications, assessments and recruitment activities:

- 114 Applications received, processed and screened
- 11 Number of NEW passive candidates (have signed up for Job Alerts)
- 99 Number of un-submitted applications (partially completed by potential candidates)
- 23 In-person and phone interviews conducted
- 16 Individuals tested with lengthy and/or multiple assessments conducted
- 1 Career fairs attended

SAFETY, TRAINING AND DEVELOPMENT

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

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

HEALTH MANAGEMENT PROGRAM

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

BENEFITS

- Provided benefit consultation to employees terminating, retiring and beginning employment.
- Assisted employees and retirees with various benefit matters, including claim resolution and dependent eligibility.
- Processed benefit changes as necessary, including calculation and submission of payroll deductions.
- Issued retiree health insurance invoices to 6 retirees and 2 unions.
- Monitored Flexible Spending Account (FSA) reimbursements processed by Kushner & Company for 19 participants for the 2018-2019 plan year.
- Completed the 2018-2019 plan year annual benefits open enrollment
- Performed administrative requirements to meet legal compliance in regard to the Family Medical Leave Act (FMLA). Processed 22 notifications for employees.
- Performed administrative requirements to meet legal compliance in regards to the Consolidated Omnibus Budget Reconciliation Act (COBRA) for 1 COBRA participants.
- Documented and monitored sick leave usage.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: March 16, 2018

FROM: Kathleen Hoyle, Director of Parks, Recreation and Senior Citizen Services

SUBJECT: Monthly Operations Report for February 2018

PARKS & RECREATION**RENTALS** (February 2018- 1 rental totaling \$300; February 2017- 3 rentals totaling \$690)

FACILITY	2018 RENTALS	2017 RENTALS
Celery Flats		
Hayloft	0	
Grain Elevator	0	
Gazebo	0	
Schoolhouse	0	
Amphitheater	0	
Stuart Manor	0	1
Lakeview Park		
Shelter	0	
Softball Field	0	
Westfield Park		
Shelter	0	
Softball	0	

FACILITY	2018 RENTALS	2017 RENTALS
Ramona Park		
Shelters	0	
Football Field	0	
Soccer Field	0	
Softball Field	0	
Schrier Park		
Building	1	2
Shelter	0	
South Westnedge Park		
Softball Fields	0	
Central Park		
Shelter	0	

NOTE: Only 3 facilities heated & open for rent in winter: Grain Elevator, Schrier Park and Stuart Manor.**Active Net Registration**

Online Activity 32
 Walk In Activity 9

EVENTS	2018 PARTICIPANTS	NOTES	2017 PARTICIPANTS
Ice Skating Lessons (3 rd)	15		New
Portage Culinary Academy	12	Maximum capacity 12	New
Ice Skating Lessons (7 th)	12		New
Reading Rangers	4		New
KNC – Birding Basics	5		New
Endangered Species	25	Bad weather this weekend	New
Painting in the Parks	10		New
Valentine's Skate	22	Hard winter might have been a factor in lower attendance	29
The Witness	102		New
Princess Tea	23	Max capacity 25. 2 late drops.	New
Softball Meeting	40		Didn't Track

Portage Culinary Academy	12	Maximum capacity 12	New
KNC – Give a Hoot About Owls	75		New
Winter Carnival	210		150
Winter Blast	766		850

MILLENIUM PARK ICE RINK

FEES	FY 17/18 PARTICIPANTS	FY 17/18 REVENUE	FY 16/17 PARTICIPANTS	FY 16/17 REVENUE
Skating Admissions-Paid	1,781	\$ 7,109	1,822	\$ 7,260
Skating Admissions-Punch Card	418	0	845	0
Skating Admissions-PCC	21	0	N/A	N/A
Free Day (None)	0	0	0	0
TOTAL ADMISSIONS	2,220	\$ 7,109	2,667	\$ 7,260
Skate Rental-Paid	1,359	4,062	1,447	4,326
Skate Rental-Punch Card	300	0	664	0
Skate Sharpening-Paid	3	\$9	0	0
Skate Sharpening-Punch Card	50	0	N/A	0
Ten Punch Skate Card Purchase	167	4,175	187	4,650
Concessions	N/A	1,712	N/A	1,371
TOTAL USAGE	4,099	\$ 17,067	4,965	\$ 17,607

SLOW PITCH SOFTBALL LEAGUE

	FY 17/18 PARTICIPANTS	FY 16/17 PARTICIPANTS
Number of Participants		2,843
Number of Total Teams		182
Team Breakdown: Co-Ed Men's Over 50 Doubleheader	N/A	N/A
League Divisions (Spring & Fall)	30	28
Slow Pitch Tournaments		6
Fast Pitch Tournaments		10
TOTAL		

PARKS & RECREATION HIGHLIGHTS

- Finalizing design for Lexington Green Park with construction to begin this spring.
- Preparing RFP for the Eliason Phase II Construction Project through the MDNR grant match.
- Completed the 5-Year Recreation and Open Space Plan Update.
- Working on securing easements for the Austin Lake Trail and Portage Road extension.
- Completed new Parks ad for insertion in Discover Kalamazoo Guide, Southwest Michigan Living and Michigan Trails magazine.
- Hired Michelle Triolo as the new part-time Administrative Assistant.
- Finalizing Case for Support for the Senior Center project.
- Closing up Millennium Ice Rink for the season and preparing to reopen this spring for new operations including a free Wi-Fi café, game tables and other activities.

SENIOR CITIZEN SERVICES

ATTENDANCE AND ACTIVITIES

<u>Activity Type</u>	<u>Duplicated</u>	<u>Unduplicated</u>
Events	1,947	610
Rides	40	9
Volunteers	257	103
Trips	66	61
Total Seniors Served	2,310	625
Average served per day	97	

MEMBERSHIP STATISTICS

Total Active Memberships	Membership Renewals	New Memberships
1,432	42	20

Age Range	Count	Percent
Ages 55-59	10	1.6
Ages 60-64	28	4.5
Ages 65-69	82	13.1
Ages 70-74	109	17.4
Ages 75-79	129	20.6
Ages 80-84	96	15.4
Ages Below 55	3	.5
Ages Over 85	168	26.9
Totals	625	100

City/Town	Count	Percent
In Town	427	68.3
Out of Town	198	31.7
Totals	625	100

Ethnicity	Count	Percent
African American	7	1.1
Asian American	1	.2

Caucasian	477	76.3
Hispanic	1	.2
Native American	9	1.4
Hawaiian	1	.2
Unknown	129	20.6
Totals	625	100

Gender	Count	Percent
Female	460	73.6
Male	165	26.4
Totals	625	100

VOLUNTEERISM

Volunteer Service Type	Hours	Pay Equivalent	Duplicated	Unduplicated
Admin. Support	7	152.53	5	3
Board Member	12.50	272.38	8	7
Club/Group				
Support	1,086.45	23,673.71	240	111
Events/Programs	13	283.27	7	7
Health Services	2	43.58	1	2
Instructor	30	653.70	1	1
Kitchen	19	413.98	11	6
Transportation	26	566.54	6	2
Travel	179.33	3,907.69	28	11
Totals	1,375.28	\$29,967.38	307	136

FUNDRAISING

Income for the month of February was \$3,532 and includes transportation donations, fund raising and memberships.

OTHER SENIOR CENTER HIGHLIGHTS

- 77 individuals received assistance through the AARP tax preparation program.
- In partnership with Portage Public Safety, an “Active Shooter Response Training” was offered at the PSC, with 85 attending. Due to popular demand, an additional evening session will be scheduled soon.
- The Valentine’s Day lunch was sold out, with 96 individuals participating. (Due to space constraints, 25 people were waitlisted for this event.) Entertainment was provided by a student choir from Portage Central Elementary.
- Wrapped up a series on learning to meditate with 26 participating. Due to participant requests, this will become an ongoing series.
- Senior Center manager, Kim Phillips, was appointed to Kalamazoo County’s Older Adult Services Advisory Committee (OASAC).

TO: Laurence Shaffer, City Manager**DATE:** March 20, 2018**FROM:** Nicholas J. Arnold, Public Safety Director – Police/Fire Chief**SUBJECT:** Monthly Report for February 2018**FEBRUARY STATISTICS**

Police Incidents Dispatched	2,650
Fire Incidents Dispatched	487
9-1-1 Calls Received	1,578

SIGNIFICANT EVENTS

Fire Division performed their annual recertification on ice rescue in the month of February. The attached photo is from the training just outside West Lake Drive-in on West Lake in Portage

The department is required to perform annual practical ice rescue procedures and tactics to keep their ice rescue certification. The two ice rescue instructors (Nason and Miller) performed training at West Lake on February 14, 15, and 16 for all personnel. The training included line tendering, self-rescue, reach, throw, and go modes.



On February 9, 2018 at 2:52 p.m., Portage Department of Public Safety Police and Fire units responded to the eastbound I-94 near the 75 mile marker on a reported injury accident involving two semi-tractor trailers. Officers determined one tractor trailer driven by a 42 year old Farmington Hills resident pulled off the side of the freeway due to “white-out” conditions. The second tractor



trailer, driven by a 40 year old Pennsylvania resident, struck the parked semi on the shoulder of the freeway. The driver of the at-fault tractor trailer was treated on scene for minor injuries. Due to traffic congestion, additional property damage accidents and slide-offs were reported and all lanes of eastbound I-94 were shut down for approximately 30-45 minutes. The entire freeway was opened up at approximately 7:00 pm. There were no other injuries, alcohol was not a factor and the crash remains under investigation.

At approximately 5:30 p.m. on February 18, the PDPS received a call from a woman in the 5300 block of Lynnhill who stated that her son was trying to kill her. When officers arrived they noticed that the woman had ropes tied around her ankles and packing tape stuck to her. The victim stated she was assaulted by her son who tied her to a chair in the basement. After the suspect left the residence the victim was able to cut herself free and run to a neighbor's house to report the incident. The suspect then drove to the Livingston County area and assaulted his father before returning to Portage. He was spotted and stopped by Portage officers as he attempted to return to his mother's home and subsequently taken into custody. The suspect was charged with assault and unlawful imprisonment and held on a \$200,000 bond.

On February 28, 2018 at 8:28 a.m., Portage Department of Public Safety Police and Fire Divisions responded to the Meijer Gas Station located at 5229 S. Westnedge Ave. on a reported single vehicle personal injury accident. Officers determined the driver of a white colored SUV, identified as a 51 year old Portage resident, likely had a medical event while pulling into the parking lot of the gas station and struck the south portion of the building. The driver and sole occupant was transported by Pride Ambulance to seek further medical treatment. There were no other injuries reported. Alcohol and/or drugs were not a factor in the crash. The City of Portage Community Development Department assisted with the investigation as the building sustained severe damage from the impact.

On February 17, officers stopped a pickup truck driven by a local Portage man. A consent search was conducted and officers located approximately 19g of ice (methamphetamine) packaged in 4 separate bags. Also located was a digital scale and \$570. Investigators with the Kalamazoo Valley Enforcement Team were contacted to follow up on the investigation.



On February 23, Engine Company 1213 responded to Deep Point assess the flooding situation. The crew went door to door at 12 homes to make sure there were no hazards or evacuations needed.

NJA: cm

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: March 16, 2018

FROM: Rod Russell, Director of Public Services



SUBJECT: Monthly Operations Report for February 2018

STREET MAINTENANCE ACTIVITIES

- Removed 22.4 inches of snow during Winter Street Maintenance Program
- Cleared snow from city owned sidewalks, trails and four city bridges
- Cleared snow from fire hydrants on city owned properties
- Removed ice buildup and large icicles from east side walls and roofline of Public Services building
- Repaired damaged mailboxes caused during snow removal operations
- Provided additional tandem wing plow training to 2 operators
- Provided additional snow plow training to 3 operators
- Provided sidewalk snow removal training with multi-purpose municipal trackless tractor to 4 operators
- Evaluated and selected a new Operator II for Streets Division
- Received additional 1,190 tons of salt for Winter Street Maintenance activities
- Replaced or repaired damaged and faded traffic control signs
- Removed tree limbs blocking traffic controls signs
- Removed low hanging limbs from major and local streets that presented vision obstructions for motorists and equipment operators
- Removed brush and overgrowth from fence lines at city cemeteries
- Removed dead trees from Mandigo Avenue, Shaver Road, Osterhout Avenue, Tuscany Drive and Lakeview Park
- Removed litter and debris from I-94 & Oakland Drive
- Cleared stone and debris from center boulevard islands along Shaver Road, Moorsbridge Road, Romence Road and Portage Road
- Repaired potholes on local and major roadways
- Cleared brush and debris from Liberty Park
- Inspected storm drains and cleared top grates along major roadways to assist with storm water runoff
- Continued work at Eliason Trailhead Park including metal structure assembly for new pavilion installation
- Began work at Lexington Green Park by removing existing tennis courts and hauling debris to transfer station in Kalamazoo in preparation for new tennis and pickleball court installations

- Began demolition of restrooms at Hayloft Theatre in Celery Flats Historical Area in preparation for installation of new restroom facilities
- Began removal of fence and gate at Portage South Cemetery in preparation for installation of new fence
- Hauled scrap metal from DPS grounds to facility in Kalamazoo for recycling
- Hauled stumps from compost site to facility in Battle Creek for recycling
- Continued tree and stump clearing work at Celery Flats Visitor's Center in preparation for parking lot reconstruction and installation of new pavilion
- Repaired damaged red block wall at City Hall
- Removed sidewalk trip hazards with concrete grinding machine
- Supported Fleet & Facilities Division with snow plow truck maintenance, cleaning of repair bays and assembly of new storage rack
- Supported Youth Advisory Council (Herringa) by providing various safety cones and equipment needed for Winter Snow Party event held February 3
- Supported Department of Public Safety with street closures and monitoring of flood locations on February 19
- Supported Department of Parks, Recreation & Senior Citizen Services by clearing limbs and debris from roadway route and trails, patching potholes, opening up access points, placing rugs on bridges, deploying 3 message boards and sweeping the entire route in preparation of Winter Blast Marathon held February 25

Weekly Curbside Recycling Program - The following summarizes total weights of recyclable materials collected during the month of February 2018 as well as Fiscal Year-to-Date totals:

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

		Tier I	Total	Tier II	Dumpster	Dumpster	Dumpster
Date	Total (tons)	Carts	Carts	Carts	2 Cyd	4 Cyd	6 Cyd
Feb 2018	200.59	26	13,615	5	5	6	23
YTD Total	1,808.22	371	13,646	1,810	5	6	23

PARKS MAINTENANCE ACTIVITIES

- Prepared facilities for upcoming rentals
- Removed 22.4 inches of snow from city owned properties, sidewalks and trails
- Assisted Streets Division with snow removal from sidewalks along city owned properties
- Removed trash and debris from parks and trail systems
- Trimmed trees and removed brush from parks, trails and city owned properties
- Cleared leaves and debris from fence lines at Lakeview Park, Ramona Park, Senior Center and South Westnedge Avenue at I-94
- Performed routine maintenance on canoe and flower planters in preparation for installation at City Hall grounds this spring

- Repaired picnic tables
- Repaired wooden park sign at Garden Lane & South Westnedge Ave
- Inspected playground equipment at all city parks for any safety concerns
- Inspected and repaired deer exclosures at 3 locations
- Cleared loose stone along Romence Road Bikeway
- Monitored flood locations at all city parks and trails
- Cleaned parks equipment bay and parks vehicles
- Repaired wooden sign at Liberty Park
- Repaired locking gate at Lakeview Park
- Replaced parking bumper blocks moved during snow removal operations
- Removed excess trash and litter from West Fork Crossing Park
- Repaired wooden enclosure which protects utilities located near Lovers Lane & Romence Road
- Hired contractor to repair ADA ramp at Ramona Park
- Hired contractor to repair parking lot light at Lexington Green Park
- Supported 3 traditional burials and 1 cremation burial at city cemeteries
- Supported Fleet & Facilities Division by cleaning out salt trucks and washing vehicles
- Supported Youth Advisory Council (Herrington) by prepping Oakland Drive Park for Winter Snow Party event held February 3
- Supported Department of Public Safety by clearing deep snow from driveway and lot at West Lake Drive-In property for fire training session on February 14
- Supported Department of Parks, Recreation & Senior Citizen Services by clearing limbs and debris from park trails, opening up access points and placing rugs at Livery Bridge in preparation for Winter Blast Marathon held February 25

FLEET & FACILITIES DIVISION

The Fleet & Facilities Division generated 51 work orders for the month of February 2018. A total of \$9,076.26 was spent on billable labor hours while the parts costs were \$11,019.42. Outside contracted work was \$3,462.50.

February 2018	February 2017	
51	114	Work Orders
\$11,019.42	\$7,037.43	Parts Cost
\$9,076.26	\$13,216.90	Labor Cost
5	28	Preventative Maintenance (P.M.) Work Orders Completed
\$70.86	\$112.87	Average Cost per P.M
\$354.31	\$3,160.43	Total P.M. Cost
\$0.00	\$149.45	Contracted Repairs - Body & Paint
\$3,462.50	\$8,384.24	Contracted Repairs (not including body & paint)
\$8,482.60	\$656.24	Building Renovations

- Maintained snow fleet for winter operations

BUILDING MAINTENANCE

- Custodial Operations
- City Hall, Police and Senior Center facility support services

CITY OF PORTAGE

COMMUNICATION

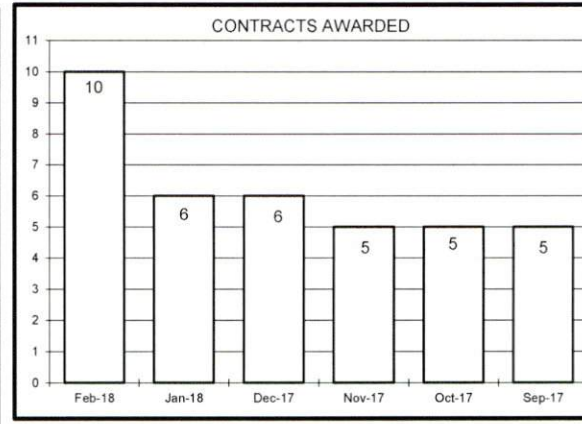
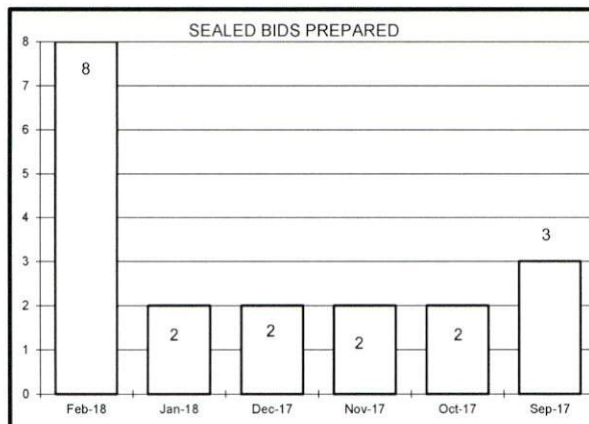
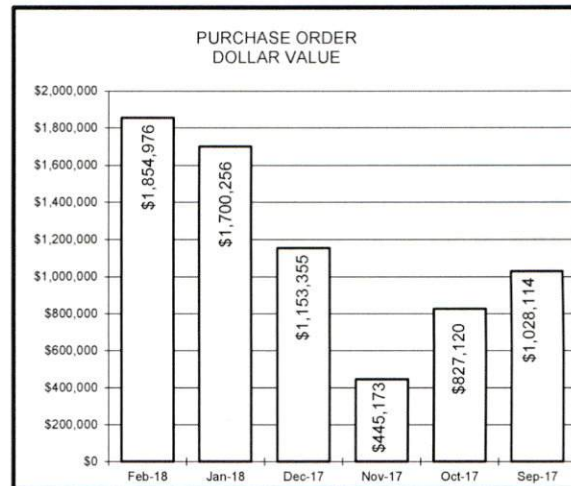
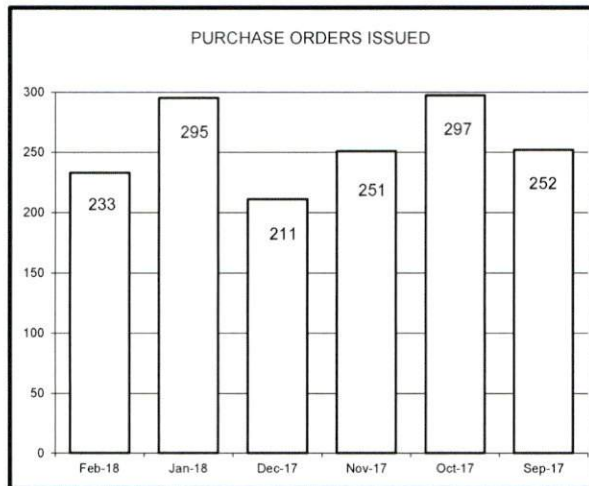
TO: Laurence Shaffer, City Manager

DATE: March 1, 2018

FROM: Rob Boulis, Deputy City Manager



SUBJECT: Purchasing Monthly Report - February 2018



SEALED BIDS OPENED / CONTRACTS AWARDED

Austin Lake Trail Legal Services
 SCADA Electronic Card Readers
 Chopin & Mozart Street Change Order
 Liability, Property & Fleet Insurance
 Celery Flats Historical Area Park Shelter
 Crack Sealing Material
 Microsoft Value Subscription Agreement
 Palo Alto Firewalls
 Storm Sewer Closed Circuit TV Inspection
 Traffic Signal Poles, Mast Arms

SEALED BIDS PREPARED

Lovers lane Reverse Curve Alignment Correction
 Lexington Green Sport Court Fencing
 Lexington Green Sport Court Improvements
 West Milham Avenue Reconstruction
 Spring Mill & Fill
 Parking Lot Asphalt overlays
 City Sign Installation
 Storm Sewer Closed Circuit Television Inspection

- One new claim was filed with MMRMA, two claims were settled.
- Purchasing staff added 18 new vendors to the purchasing software vendor file.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: March 12, 2018

FROM: Kendra Gwin, Director of Transportation & Utilities 

SUBJECT: Transportation & Utilities Department Monthly Report for February 2018

The month of February 2018 was busy for both Transportation & Utilities staff and the Suez Environmental staff. In regards to the Suez Environmental operations, emphasis during the month continued to be directed at ensuring the various activities related to the utility operation were being completed professionally and in a manner to ensure that service levels committed under the Suez Environmental contract with the city are completed in a timely manner.

Major accomplishments involving the Suez operations during the month include:

1. Inspections continued on sewer lift stations and water wells. During the month of February, 512 inspections were made by Suez personnel.
2. Suez personnel received 39 customer service calls throughout February.
3. Suez personnel responded to 34 after-hour panel alarms as indicated on the SCADA control panel monitoring the city's water and sanitary sewer facilities.
4. Approximately 94 million gallons of water were produced/pumped during the month of February. Production averaged around 3.4 million gallons of water per day during the month. Five hundred forty-seven water quality analyses were completed during the month.
5. Eleven new meters were installed and no new water taps were required during the month of February.
6. Miss Dig stakings were completed at 181 locations.
7. There were six water main breaks during the month at 2312 Abbott Street, East Heverly Drive @ W. Heverly Drive, 5711 Roanoke Street, 8744 Balmoral, 815 Pasma Avenue, 1514 Surry Street.
8. Suez personnel cleaned a total of 35,295 feet of sanitary sewer and inspected and cleaned 142 manholes.

In the transportation and utility areas, the following activities in February 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. Nine development and building plans were reviewed.
2. The Utility Contract Administrator oversaw the Suez Environmental operations, addressing customer concerns, inspecting public and private utility construction and inspecting city-owned stormwater and utility facilities.
3. The Traffic Engineering section was active during the month of February investigating complaints/concerns regarding operation of traffic signals, performing traffic volume/accident analyses and reviewing new streetlight installations.
4. Nova Consultants was awarded a four-year contract by City Council on April 29, 2014 for a four year program to monitor groundwater levels in the city. Monthly sampling at two retention basins continues.
5. City traffic signal maintenance is performed under contract to a specialized electrical traffic signal contractor. City staff initiated a bid package for traffic maintenance with bids received July 23, 2015 with the sole bid in the amount of \$176,300 submitted by Severance Electric. City Council approved on August 11, 2015 and renewed on September 1, 2016. Recent work continues to focus on LED sign upgrades, illuminated sign replacements, and controller cleaning.
6. Completed inspections for soil erosion and sedimentation control permitting program. City staff are currently working on updating documents and responding to comments and requests resulting from audit performed by MDEQ staff on February 1, 2018.

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

1. Local Street Calming Program

The 2015-16 Capital Improvement Program includes a project for a Local Street Neighborhood Calming Program. A budget of \$10,000 was established for professional services and the remaining \$15,000 to be used for implementation of the program. OHM was selected based on experience and their proposed approach to developing a project plan that will best meet the City's needs. Draft Program complete with final program documents forthcoming. The first program to follow the program is Meredith Street, which is currently underway. A request was also received for Lakeview Drive and is being reviewed.

A pedestrian island crossing on Oakland Drive at Oakland Drive Park has been chosen to be funded through the Neighborhood and Community Enhancement Program. It is currently under design. Request for proposals will occur in the spring.

2. US-131 Crossing Forcemain Replacement

The 2014 – 2015 Capital Improvement Program includes a project to replace the 20” force main under US-131 from 12th Street to east of Angling Road. The force main has suffered several breakages and is nearing the end of its effective life. On March 30, 2016, an engineering contract was awarded to Prein & Newhof for design of the force main project. Under agreement with Texas Township, the township is responsible for approximately 94% of the project cost. On March 28, 2017, City Council awarded a contract to Kamminga & Roodvoets, Incorporated in the amount of \$567,323. On January 23, 2018, Change Order No. 1 was approved by City Council with Kamminga & Roodvoets for installation of the water meter at the lift station. The meter has been ordered.

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

Rockford Street, Schuring Road to Romence Road

A preliminary design has been completed for Rockford Street, but due to limited funds needed for Portage Road, will be delayed until the 2017-2018 Capital Improvement Program. On September 26, 2017, City Council approved a budget transfer from the Major Street fund to the Capital Improvement fund. Design is being finalized for bidding and construction summer 2018.

Portage Road, Mandigo Avenue to Osterhout Avenue

Final design has been completed with bids opened May 11, 2017. Construction scheduled for summer of 2017 with complete road closure of Portage Road to facilitate construction. City Council awarded a contract to Lakeland Asphalt in the amount of \$759,181.86 on May 23, 2017. Project is 100% complete, with the exception of one driveway that will be completed in spring 2018.

Portage Road/Lakeview Drive Intersection Realignment

Preliminary design services for the intersection improvements at Portage Road and Lakeview Drive have been completed by Abonmarche Consultants. On May 23, 2017 City Council awarded an engineering contract to Abonmarche Consultants in the amount of \$48,450. A grade inspection meeting was held with MDOT on January 3, 2018 and final submittal to MDOT is due April 1, 2018 for a July bid letting. The right-of-way must be secured for submittal and is currently being finalized.

3. The 2017-2018 Capital Improvement Program includes Major Street Reconstruction Programs. These streets include:

South Westnedge Avenue Reconstruction – Romence Road to Mall Drive

On August 8, 2017 City Council awarded an engineering contract to Abonmarche Consultants in the amount of \$182,000. Design engineering has been completed and the final bid package has been sent to MDOT for a April bid letting. Construction is scheduled for summer 2018. Project includes \$700,000 in federal funding.

West Centre Avenue Reconstruction – 12th Street to Oakland Drive

On August 22, 2017 City Council awarded an engineering contract to Wightman & Associates, Incorporated in the amount of \$156,500. Design engineering underway. The final bid package has been sent to MDOT and will be on the May bid letting. Construction is scheduled for summer 2018. Project includes \$1,300,000 in federal funding.

Oakland Drive Reconstruction – Milham to I-94

On August 22, 2017 City Council awarded an engineering contract to Wightman & Associates, Incorporated in the amount of \$89,900. Design engineering complete and the project is out for bid. Construction is scheduled for spring/summer of 2018.

Oakland Drive/Vanderbilt Flashing Beacon

On May 23, 2017 City Council awarded an engineering contract to Abonmarche Consultants in the amount of \$13,350. Design engineering underway. A grade inspection meeting with MDOT was held January 3, 2018 for a May bid letting. Project has been awarded federal safety funding.

2017 Local Streets

The 2017-2018 Capital Improvement Project includes the reconstruction of local streets to include the milling and resurfacing of these streets, as well as implementing complete streets enhancements. On January 24, 2017 City Council awarded an engineering contract to Abonmarche Consultants in the amount of \$131,118. Design is complete. On August 8, 2017 City Council awarded construction to Michigan Paving and Materials in the amount of \$1,038,360.35. Construction in 5 neighborhoods in 2017 is complete with construction in 4 neighborhoods remaining for spring of 2018.

Wetherbee Avenue Utility Project

On October 10, 2017, City Council awarded an engineering contract to Hurley & Stewart in the amount of \$39,315. Design engineering is underway and includes the installation of sanitary sewer and water main, along with concrete curb and gutter and sidewalk on the north side. Construction is scheduled for summer 2018.

2018 Storm Drainage Improvements

On January 26, 2018 City Council awarded an engineering contract to Hurley & Stewart in the amount of \$130,546. Design engineering is underway on all divisions of the contract which include improvements in the Meadows at Constitution Plat, Winter Forest Drive, and South Westnedge Avenue. All divisions are planned for construction in summer 2018. Storm sewer easement acquisitions underway.

Emily Lift Station

On February 27, 2018 City Council approved the purchase of 9125 Portage Road. Phase I environmental assessment underway.

Minutes of Boards & Commissions

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting February 1, 2018

CALL TO ORDER: 6:30 p.m.

MEMBERS PRESENT: Amanda Woodin, Elma (Pat) Maye, Diane Durian, Alice Mwanda, Effie Kokkinos, Ray LaPoint

STAFF PRESENT: Tom McCoy, Neighborhood Program Specialist

MOTION TO EXCUSE ABSENT MEMBERS: Maye moved and Kokkinos supported motion to excuse Mirza, Spalvieri and Upshaw. Motion passed 6-0

APPROVAL OF MINUTES: Durian moved and Maye supported approval of the January 18, 2018 minutes. Motion passed 6-0.

NEW BUSINESS:

- 1) **Public Hearing for FY 2018-2019 CDBG Annual Action Plan:** Maye moved and Durian supported motion to open public hearing Motion passed 6-0. Neighborhood specialist McCoy presented overview of proposed FY 2018-2019 Annual Action Plan. No citizens were present and no comments were received. Kokkinos moved and Durian supported motion to close public hearing. Motion passed 6-0.
- 2) **HPS Funding Score Sheets:** Woodin began discussion regarding consensus of Board on completed scoring summary sheet and rankings. Durian expressed disappointment that a previous year grantee (12 Baskets) had failed to apply for funding. LaPoint and other Board members expressed concern that one applicant (Gryphon Place) may be receiving lower ranking due to current scoring criterion and that changes may need to be considered in order to fully recognize the value of an organization which may not provide direct assistance. LaPoint suggested that potential revisions to scoring criterion could be an item of discussion at summer workshops. Mwanda inquired about origin of applicants and outreach efforts that are utilized. Board members responded that applicants this year were all former recipients of funding and McCoy confirmed that written communications are sent each year to all agencies who had applied for funding within the previous 5 years as well as several local human services organizations soliciting applications for grant funding from area agencies. Woodin queried and Board responded that consensus was agreed and that scores and rankings should be presented to the city from the Board as indicated on summary. LaPoint moved and Maye supported motion to present score sheet and rankings to city. Motion passed 6-0.
- 3) **Memo From Director Georgeau:** Wooding began discussion regarding memo received from Director Georgeau describing possible board recommendation to increase percentage of general fund revenue for Human/Public Service funding. A discussion of various possible options presented in the memo included comments from Maye, who expressed a desire to request the option that funding be increased to .75, from Mwanda, who expressed concern

that residents who experience a housing crises such as a no-heat situation were adequately addressed in our community in order to prevent potential dangerous consequences and by LaPoint, who expressed an interest in recommending that the city explore a method of payment for water bills other than the existing quarterly billing method that would make it easier for low income households to budget for this household expense. Maye expressed her opinion that affordable housing should be the first priority, and a general consensus was reached by the Board that additional funding over the current level should be directed primarily toward affordable housing, utility and water/sewer assistance. A general consensus was also reached that the board should make a recommendation to Council that a funding percentage increase be adopted for the 2018-2019 Fiscal Year and beyond and Woodin and LaPoint agreed to work jointly on a communication regarding the Board's recommendation on the proposed funding increase to present to the Board for consideration at the March 1, 2018 meeting.

- 4) **Metro Transit Update:** Woodin advised that she was aware of the upcoming departure of Missy Coulson from Metro Transit.

ADJOURNMENT: Maye moved and LaPoint supported adjournment at 8:00 p.m. Motion passed 6-0.

Respectfully Submitted,

Tom McCoy, Neighborhood Program Specialist

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – February 12, 2018

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

MEMBERS PRESENT: John Byrnes, Linda Finch, Alexander Philipp, Jeff Wettig (alt), Linda Fry (alt)

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

MEMBERS EXCUSED: Randall Schau, Jay Eichstaedt, Natalie Rowe

APPROVAL OF THE MINUTES: Finch moved and Philipp seconded a motion to approve the January 12, 2018 minutes as submitted. Upon voice vote, the motion was approved 5-0.

OLD BUSINESS: None.

NEW BUSINESS:

Byrnes explained that because the Board had only five voting members present, the applicants had the option to request their item be postponed to the next regularly scheduled meeting in March when seven voting members might be present. All applicants chose to proceed with their requests this evening.

ZBA #17-17; 751, 879 Mall Drive, 6500 Ring Road, 980 Martin Luther King Jr. Drive: Mais summarized the requests for: a) a variance to operate an open air sales area on the street side of a building adjacent to Mall Drive; b) a variance to allow auto repair bay doors to face the public street adjacent to Martin Luther King Jr. Drive; c) a variance to permit a freestanding sign to be placed zero feet from the (east) property line where a 10-foot setback is required; and d) a variance to allow 237 square feet of wall signs on the south elevation where a maximum 150 square feet is permitted. Josh Weiner, Neal VanLoo, Tim Timmons, Steve Vandersloot, and Pat Flanagan were present to answer questions. Mr. Weiner stated he agreed with staff's recommendations, and that the requests were not unreasonable.

A public hearing was opened. Neal VanLoo spoke in favor of the requests. Letters of support from Portage Centre, LLC; Village Green Properties, LLC; Crossroads Centre II, LLC; and Brann's Steakhouse were read into the record. The public hearing was closed.

After a brief discussion, a motion was made by Philipp, seconded by Finch, to grant a) a variance to operate an open air sales area on the street side of a building adjacent to Mall Drive, with the condition that no outdoor merchandise be stacked above the top of the six foot fence, for the following reasons: there are exceptional or extraordinary circumstances applying to the property that do not apply generally to other properties in the zoning district which include the existing building orientation and limited options for locating a building addition and outdoor sales area; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to operate an open air sales area, which is similar to that possessed by other properties in the same zoning district and in the vicinity; the immediate practical difficulty causing the need for the variance was not created by the applicant; will not be detrimental to adjacent property and will not materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Wettig-Yes, Byrnes-Yes, Philipp-Yes, Finch-Yes, Fry-Yes. The motion passed 5-0.

Byrnes inquired if the applicant thought they had adequate space for a maneuvering lane on the south side of the building. Mr. Flanagan stated yes. A motion was made by Finch, seconded by Wettig, to grant b) a variance to allow auto repair bay doors to face the public street adjacent to Martin Luther King Jr. Drive for the following reasons: there are exceptional or extraordinary circumstances applying to the property that do not apply generally to other properties in the zoning district which include the existing building orientation

and the city accepting MLK Jr. Drive as a public street last year; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to operate an auto repair business, which is similar to that possessed by other properties in the same zoning district and in the vicinity; the immediate practical difficulty causing the need for the variance was not created by the applicant; will not be detrimental to adjacent property and will not materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Wettig-Yes, Byrnes-Yes, Philipp-Yes, Finch-Yes, Fry-Yes. The motion passed 5-0.

A motion was made by Finch, seconded by Fry, to grant c) a variance to permit a freestanding sign to be placed zero feet from the (east) property line where a 10-foot setback is required for the following reasons: there are exceptional or extraordinary circumstances applying to the property that do not apply generally to other properties in the zoning district which include the proposed sign is not near a vehicular access and will improve parking lot safety and way finding on Ring Road; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to adequately advertise a business, which is similar to that possessed by other properties in the same zoning district and in the vicinity; the immediate practical difficulty causing the need for the variance was not created by the applicant; will not be detrimental to adjacent property and will not materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Wettig-Yes, Byrnes-Yes, Philipp-Yes, Finch-Yes, Fry-Yes. The motion passed 5-0.

Finch inquired if the Board granted a variance could the applicant increase their signage. Mais stated the freestanding signs could be increased without a variance but did not know if the applicant planned to do so. Mr. VanLoo stated they had no plans to do so and that they haven't increased their sign sizes at any other store location. A motion was made by Finch, seconded by Wettig, to grant d) a variance to allow 237 square feet of wall signs on the south elevation where a maximum 150 square feet is permitted for the following reasons: there are exceptional or extraordinary circumstances applying to the property that do not apply generally to other properties in the zoning district which include the proposed sign package results in an overall reduction in signage; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to adequately advertise a business, which is similar to that possessed by other properties in the same zoning district and in the vicinity; the immediate practical difficulty causing the need for the variance was not created by the applicant; will not be detrimental to adjacent property and will not materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Wettig-Yes, Byrnes-Yes, Philipp-Yes, Finch-Yes, Fry-Yes. The motion passed 5-0.

ZBA #17-18; 1801 West Centre Avenue: Mais summarized the request for a variance from the conflicting land use screening requirements along the east, south, and west sides of the property. Walt Hansen stated the reason for the variance was because the proposed office was adjacent to residential zones on three sides but there were no residential uses on the adjacent properties.

A public hearing was opened. No one spoke for or against the request. The public hearing was closed.

A motion was made by Philip, seconded by Finch to grant a variance from the conflicting land use screening requirements along the east, south, and west sides of the property for the following reasons: there are exceptional or extraordinary circumstances applying to the property that do not apply generally to other properties in the zoning district which include the surrounding development pattern and absence of any

adjacent residential uses; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to develop a property in a manner consistent with no residential uses being adjacent, which is similar to that possessed by other properties in the same zoning district and in the vicinity; the immediate practical difficulty causing the need for the variance was not created by the applicant; will not be detrimental to adjacent property and will not materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Wettig-Yes, Byrnes-Yes, Philipp-Yes, Finch-Yes, Fry-Yes. The motion passed 5-0.

ZBA #17-19; 5136 Brennerton Drive: Mais summarized the request for a variance to remove and reconstruct a nonconforming 14-foot by 26.5-foot three-season porch located 27 feet from the rear property line where a minimum 40-foot setback is required. Mr. Sweeney stated the three-season porch existed when he purchased the property 27 years ago, but was damaged badly in a storm and he wished to replace it. Finch inquired why a variance was needed. Mais stated the three-season porch was constructed in the late 1950's and is legally nonconforming, but will have to be entirely removed and completely reconstructed to meet current building code. Because it is being intentionally removed, its nonconforming status is negated and a variance is needed. Philipp inquired why staff was recommending a lesser variance for a 12-foot deep porch. Mais responded one of the criteria to consider is whether a variance is the least necessary to allow reasonable use of the property, and in this case 12-foot deep three-season porches are quite common and functional, but concede the two foot difference in depth may not have much impact on the character of the surrounding neighborhood. Finch noted the porch had been there for the past 58 years with no complaints.

A public hearing was opened. A letter of support from William White, 5207 Windyridge Drive was read into the record. The public hearing was closed.

A motion was made by Finch, seconded by Philipp, to grant a variance to remove and reconstruct a nonconforming 14-foot by 26.5-foot three-season porch located 27 feet from the rear property line where a minimum 40-foot setback is required for the following reasons: there are exceptional or extraordinary circumstances applying to the property that do not apply generally to other properties in the zoning district which include the porch would be in the same footprint as the porch that's been there for the past 58 years; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to have a three-season porch improvement, which is similar to that possessed by other properties in the same zoning district and in the vicinity; the immediate practical difficulty causing the need for the variance was not created by the applicant; will not be detrimental to adjacent property and will not materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Wettig-Yes, Byrnes-Yes, Philipp-Yes, Finch-Yes, Fry-Yes. The motion passed 5-0.

OTHER BUSINESS: The Board accepted the resignation of Veronica Demaio.

STATEMENT OF CITIZENS:

None

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Jeff Mais
Zoning & Codes Administrator

Environmental Board Minutes, February 14, 2018

Meeting called to order at 7:00pm.

Bill introduced our new members Brian Harrison and Roger Lonoza.

Members Present: Chair William Beck, Martha Dahlinger, Roger Lonoza, Dave Solberg, William Strong, Deirdre Courtney, Jerry Kroehn, Brian Harrison, Student Advisory member Owen Gwyn Assistant City Engineer Jamie Harmon, and Secretary Tim Winslow.

Excused Members: None

Unexcused Members: None

Guests: None.

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

City's Trash Hauling Services

Here is a summary of the issues regarding this topic that Bill put together and brought to the meeting.

- A. Issues related to number/type of trucks used and associated infrastructure
 - 1. Change in the number of trucks on the road and potential impact of that change
 - a. Route optimization
 - b. Vendor ability to scale up to meet demand
 - c. Safety issues (traffic as well as contamination)
 - 2. Potential fleet improvements requested/required of single vendor contract
 - A. Fuel economy
 - B. Type of fuel used
 - C. Emissions
 - B. Types of customers to be served in a single vendor system
 - 1. Residential only
 - 2. Residential and business
 - C. Post-collection issues
 - 1. Impact on landfill(s) utilized
 - 2. Transfer station capability
 - 3. Environmental regulations violations (system-wide)
 - D. Service innovation capabilities
 - 1. Hazardous waste collection (including "sludge" organic waste)
 - 2. Enhanced/expanded recycling services
 - 3. Residential composting services
 - 4. Waste to energy initiatives

- 5. Potential decrease in service through reduced competition
- E. Regional collaboration
 - 1. County wide
 - 2. Regional
 - 3. Best practices from other municipalities/states/regions
- F. Consumer Issues (Residential and Business)
 - 1. Reduction of trash volume
 - 2. Bi-weekly collection versus weekly
 - 3. Customer acceptance and compliance (prohibited items)

Bill mentions that he thinks part of the issue is that we just throw away too much trash in general. Moving to one waste hauler for the entire city or regions within a city will not solve the greater problem.

Martha brings up that many of her fellow residents do not fill up their recycle bins. This may be due to lack of education about recycling in general or just general apathy. We don't really know.

The environmental board can make a recommendation regarding this topic but it will be up to the City and City Council to decide how much they want to look into this topic

Parks Invasive Management Plan Support Project Team

Deirdre is in contact with Kathleen Hoyle periodically regarding this project.

Resident/Stakeholder Education Project Team

Martha will not be able to lead that project team due to family obligations so Brian will take the lead for this project team. Owen will be providing the invasive plant pull dates to the National Honor Societies and other students at his school that will need community service hours. We are looking at April 21th, May 5th, May 19th, and June 2nd for our invasive plant pulls this year.

Brian will work on putting a one-pager together with these dates that we can use to advertise these pulls to people. Martha mentions using the City of Portage website as well to put this information.

Stream/Shoreline Protection Project Team

Martha will take the lead on this issue. This is something she explored four-five years ago with the Kellogg Biological Station regarding creating a natural shoreline at Lakeview Park.

Bill S. met with Gary Hahn regarding Austin Lake and some of the issues they are having.

Martha will work on sending out some information on this project to the team.

Business Environmental Incentives Project Team

This project team would like to pick one or two of the following topics to look into for the coming year.

1. Create a new subdivision in the current zoning ordinance to allow for mixed use zoning. Also, task the Zoning Board of Appeals or Planning Commission to actually zone some mixed use zoning with this new subdivision in the current zoning ordinance/map. Pros are this would help limit urban sprawl and encourage people to live closer to where they work, socialized, etc. New Mixed Use zoning subdivision should allow for denser populations (10-20 people per acre). The City should contemplate providing tax incentives to also promote development in these zones.
2. Task the Planning Commission to develop a set of environmental landscaping guidelines to be used by developers. These guidelines might for example promote using native plants more, rain gardens to reduce runoff, etc. I think to some degree these exist but maybe we can do more to encourage these being more environmentally friendly.
3. Extend the single-stream recycling program to businesses by adding them to the existing millage possibly.
4. Submit to the Portager one article every 3-4 months that puts in the spotlight a business that is doing something to help create an environmentally friendly condition. We can focus on businesses that are reducing usage of resources including being more energy efficient. This might run afoul of Portage's rules regarding promoting certain businesses in such a publication. Could be looked at as favoring certain businesses especially if the same business keeps getting the spotlight.
5. Researching to see if there are any existing barriers to more residents and businesses using alternative energy. Brian has researched this already a bit and found that the City of Holland has put out a guide to encourage people to do this.
6. Develop a program to encourage existing businesses and the City to setup EV charging stations.

Martha likes option one in trying to encourage people to live and work more closely together. She says other cities have tried to do this and failed.

The board voted on options one and two so the project team will focus on those options for right now.

Invasive Plant Pulls Schedule

We are looking at April 21st, May 5th, May 19th, and June 2nd for our plant pulls this year. The pulls will be from 9am to 12pm at a city park more than likely. Owen will draft an email that he can then send to the National Honor Societies, Student Governments, and any

environmental-focused groups at Portage Northern, Portage Central, and other schools within the Portage school district.

The Greenathon is on April 28th. Arbor Day is April 27th. Bill would like us to plan an Arbor Day event at the Greenathon involving the planting of a tree as part of the Celery Flats Interpretive Center reconstruction. He will work with the city on this.

Bill S.'s Arbor Day event is also on April 28th. David S. will attend that event as well.

Announcements

Tim will finish his Purple Loosestrife Report for the next meeting and start to transition a new member to cover this topic. This will be on next month's agenda.

Brian had a lunch meeting with someone at Perrigo who is in charge of their Corporate and Social Responsibility regarding possibly entering the Paris Accords even though the United States is not joining this Accord. We will add this to the March agenda.

Jamie believes we should also figure out what we are going to present at the Greenathon at this meeting as well. We will also add this to the agenda.

Our March 14th meeting will be at the Public Service building past over by the cemetery and library.

Brian made a motion to adjourn, seconded by Bill S. Motion passes.

Meeting adjourned at 8:14pm.

/s/ Tim Winslow

PLANNING COMMISSION

March 1, 2018

The City of Portage Planning Commission meeting of March 1, 2018 was called to order by Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Approximately 17 citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

Christopher Forth, Acting Director of Community Development; Michael West, Senior City Planner; and Bryan Beach, Assistant City Attorney.

ROLL CALL:

Mr. Forth called the roll: Bosch (yes), Patterson (yes), Shoup (yes), Stoffer (yes), Schimmel (yes); Harrell-Page (not present at roll call – arrived at 7:10pm); Joshi (yes), Place (yes), and Corradini (yes).

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the February 15, 2018 regular meeting minutes contained in the agenda packet. A motion was made by Commissioner Patterson, seconded by Commissioner Corradini, to approve the minutes as submitted. The motion was unanimously approved 8-0.

Chairman Stoffer referred the Commission to the February 22, 2018 special meeting minutes contained in the agenda packet. A motion was made by Commissioner Schimmel, seconded by Commissioner Place, to approve the minutes as submitted. The motion was unanimously approved 8-0.

PUBLIC HEARINGS:

1. Special Land Use Permits: Blain's Farm & Fleet, 751 and 879 Mall Drive, 6500 Ring Road and 980 Martin Luther King Jr. Drive. Mr. Forth summarized the staff report dated February 23, 2018 regarding the amended request from Blain's Farm & Fleet to obtain special land use permits to establish a retail store with 1) An open air business (outdoor sales area) along the north and west sides of the site, and 2) An auto repair facility along the south side of the site. Mr. Forth discussed the recent variances granted by the Zoning Board of Appeals (ZBA) on February 12th and the pending variance request scheduled for the March 12th meeting. Mr. Forth briefly summarized the initial Planning Commission discussion that occurred at the February 15th meeting and then reviewed the analysis section of the staff report. Mr. Forth stated the special land use permits were recommended for approval subject to the conditions listed in the staff report.

The Commission and Mr. Forth next discussed various aspects of the project including the proposed open air business along the west side of the building, the nature of the proposed screening fences, the adequacy of 26-foot wide fire lane and the surrounding land use/zoning pattern. Josh Weiner of the Meyer C. Weiner Company (property owner) was present to support the application and discuss the proposed reuse of the Menards building/site. Pat Flanagan (applicant engineer) and Neil Vanloo (Blain's Farm & Fleet) were also present to discuss the project. The public hearing was then reconvened by Chairman Stoffer. One citizen, Mary Ellen Agar (6024 Avon), spoke regarding the proposed reuse of the site indicating that Blain's Farm & Fleet would increase competition in the area. No additional citizen spoke regarding the special land use permits. A motion was then made by Commissioner Bosch, seconded by Commissioner Harrell-Page, to close the public hearing. The motion was unanimously approved 9-0.

After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to approve the Special Land Use Permits for Blain's Farm & Fleet, 751 and 879 Mall Drive, 6500 Ring Road and 980 Martin Luther King Jr. Drive, subject to the following conditions: Open air business (outdoor sales area) along the west side of the site: 1) Variance approval from the Zoning Board of Appeals to allow an

open air sales area along the (west) long side of the building; 2) Installation of a 12-foot tall, solid vinyl fence along the north and south sides that will be earth-tone in color (other than white). This fence will extend at least 38 from the existing building wall to screen the display/storage area from MLK Drive and Mall Drive; 3) No outdoor merchandise be stacked above the top of the 12-foot fence. Open air business (outdoor sales area) along the north side of the site: 1) Installation of a six foot tall, solid vinyl fence along the west and north sides that will be earth-tone in color (other than white) with masonry columns to match the building. Along the east side, an eight foot tall aluminum fence with masonry columns to match the building will be installed; 2) Installation of landscaping adjacent to the fence; and 3) No outdoor merchandise be stacked above the top of the six foot fence. Auto repair facility: 1) Retention of the existing double row of trees adjacent to the south wall of the building. The motion was unanimously approved 9-0

SITE/FINAL PLANS:

1. Site Plan: Blain's Farm & Fleet, 751 and 879 Mall Drive, 6500 Ring Road and 980 Martin Luther King Jr. Drive. Mr. Forth summarized the February 23, 2018 staff report regarding a request by Blain's Farm & Fleet to redevelop the former Menards site including reuse of the existing 81,790 square foot commercial building, construction of a 26,800 square foot building addition, establishment of an outdoor sales area along the north and west sides of the building and associated site improvements on the approximate 12 acre zoning lot. Mr. Forth summarized various elements of the project including access, pedestrian walkways, storm water retention, landscaping and buffering enhancements planned across the site.

Neil Vanloo (Blain's Farm & Fleet) was present to support the site plan. After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Bosch, to approve the Site Plan for Blain's Farm & Fleet, 751 and 879 Mall Drive, 6500 Ring Road and 980 Martin Luther King Jr. Drive, subject to finalization of engineering related details. The motion was unanimously approved 9-0.

PUBLIC HEARING:

1. Preliminary Report: Rezoning Application #17/18-2, 6050 Constitution Boulevard. Mr. West summarized the February 23, 2018 staff report regarding a request from Village Green Properties to rezone the north approximate 130-feet of 6050 Constitution Boulevard from OS-1, office service to RM-1, multiple family residential. Mr. West discussed the existing split zoning of the subject parcel with the approximate north 2/3 zoned OS-1 and the south 1/3 zoned RM-1 and the development challenges of the split zoning arrangements. Mr. West then summarized the Future Land Use Map designations, existing zoning/land use pattern and development scenarios under either the RM-1 and/or OS-1 zones. Finally, Mr. West referred the Commission to a petition signed by several area residents opposing the rezoning that was included in the final agenda packet.

Josh Weiner (Village Green Properties) was present to support the rezoning request. Mr. Weiner stated he has owned the subject property since the 1960s. Mr. Weiner summarized the development history along Constitution Boulevard and the surrounding area and his company's involvement over the years. Mr. Weiner discussed the split zoning and his desire to construct duplexes, as opposed to a larger office development at the site. Mr. Weiner indicated that he was aware of the petition from residents to the west and recently spoke with one of the residents at his company offices on Mall Drive. Mr. Weiner indicated that he was sensitive to the concerns of the neighbors and would develop the property with proper building setbacks, landscaping and buffering and envisioned the units being "middle to higher end" duplexes.

The public hearing was then opened by Chairman Stoffer. Five citizens spoke regarding the proposed rezoning: 1) Michelle Bonczek, 6135 Avon; 2) Mary Ellen Agar, 6024 Avon; 3) Robert Ivory, 6135 Avon; 4) Karen Reitz, 6123 Avon; and 5) Barry Root, 6117 Avon. Ms. Bonczek, Mr. Ivory and Ms. Reitz spoke in opposition to the rezoning and development of the subject parcel citing concerns over increases in noise, light pollution, loss of trees and disruption to wildlife. Ms. Agar stated she did not oppose development of the property, however, asked that the owner preserve the existing trees along the western portion of the site. Mr. Root spoke in support of the rezoning and stated the proposed duplexes were the "best development option" for

the adjacent neighborhood. Mr. Weiner stated that he has owned the subject parcel for over 50 years and is proud of the developments his company has constructed in Portage. Mr. Weiner indicated that he considers Portage his home and wants to be a good neighbor and would be happy to meet with the adjacent residents at his company offices at 700 Mall Drive. No additional citizens spoke regarding the proposed rezoning. After additional discussion, a motion was then made by Commissioner Bosch, seconded by Commissioner Patterson, to adjourn the public hearing for Rezoning Application #17/18-2, 6050 Constitution Boulevard, to the March 15, 2018 meeting. The motion was unanimously approved 9-0.

2. Preliminary Report: Ordinance Amendment #17/18-B, Micro-breweries and Brew-pubs. Mr. Forth summarized the February 23, 2017 staff report regarding a request from PCL Curtis, LLC to amend the Zoning Code to allow micro-breweries and brew-pubs within the CPD, commercial planned development zoning district and also modify the requirement for "...a restaurant with a minimum seating occupancy of 100 persons providing full lunch and dinner service." Mr. Forth discussed the original development and adoption of the micro-breweries and brew-pubs ordinance in 2003 and practical experiences and customer interactions since this adoption. Based on these experiences and interactions and after consultation with the City Attorney, staff is recommending several amendments to the ordinance which would do the following: 1) Allow micro-breweries/brew-pubs in the B-2 and CPD zoning districts; 2) Modify the minimum requirements for having a restaurant (reduce seating occupancy from 100 persons to 50 persons, and eliminate "full lunch and dinner service); 3) Modify the names to "brewpubs and "micro brewers" and reduce maximum brewery production from 20,000 barrels per year to 18,000 barrels per year to be more consistent with the State of Michigan licensing requirements; and 4) Include micro brewer as a permitted use in the industrial zoning districts. Mr. Forth stated the proposed changes will expand potential locations for brewpubs and micro brewers in the city, while minimizing brewery production intensity and related impacts in commercial district. Additionally, Mr. Forth stated the proposed changes to the restaurant requirements will also allow for smaller brewpub/micro brewer operations and assist entrepreneurs in reducing initial start-up expenses.

Chairman Stoffer questioned the inclusion of a "tasting room" in industrial districts. Mr. Forth stated that tasting rooms are common to larger micro brewer operations and would need to be clearly accessory to the principal brewery production. Mike Marshburn of PLC Curtis, LLC (applicant) was present and spoke in support of the proposed ordinance amendment. Mr. Marshburn stated that he is an owner in the Portage Creek Landings Commercial Planned Development at the corner of Shaver Road and West Centre Avenue, zoned CPD, and has an interested tenant that would like to establish a small micro brewer within the development. The public hearing was then opened by Chairman Stoffer. One additional citizen (Jake Lohse, 8475 Valleywood Lane) also spoke in support of the proposed ordinance amendment. Mr. Lohse stated that he would like to establish Presidential Brewing Company (micro brewer) within the Portage Creek Landings CPD, Commercial Planned Development. No additional citizens spoke regarding the proposed ordinance amendment.

The Commission and staff next discussed various aspects of the proposed ordinance amendment. A motion was then made by Commissioner Shoup, seconded by Commission Schimmel, to adjourn the public hearing to the March 15, 2018 meeting. Prior to a vote on this motion, the Commission discussed the possibility of waiving the second meeting and making a recommendation to City Council at tonight's meeting. After a brief discussion, the Commission concurred that a second meeting was not necessary. The motion was then voted upon and failed 0-9. A motion was then made by Commissioner Patterson, seconded by Commissioner Bosch, to recommend to City Council that Ordinance Amendment #17/18-B, Micro-breweries and Brew-pubs, be approved. The motion was unanimously approved 9-0.

OLD BUSINESS:

None.

NEW BUSINESS:

1. FY 2018-2028 Capital Improvement Program. Mr. Forth referred the Commission to the FY 2018-2028 Capital Improvement Program (CIP) document that was provided to the Commission at the February 22, 2018 meeting. Mr. Forth also discussed the previous Planning Commission involvement in the CIP process beginning back in September 2017 and asked if the Commission had any additional questions or comments regarding the FY 2018-2028 CIP document.

Commissioner Harrell-Page requested that the city administration consider future water main replacement in the Abbott Street neighborhood given recent water main breaks and the nature of the old cast iron water main. After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to recommend to City Council that the FY 2018-2028 Capital Improvement Program be approved. The motion was unanimously approved 9-0.

STATEMENT OF CITIZENS/COMMISSIONERS:

Commissioner Corradini stated he would not be present at the April 5, 2018 meeting. Commissioner Joshi indicated she would not be present at the April 19, 2018 meeting.

Chairman Stoffer stated that Commissioner Shoup was moving out of the City of Portage and March 15, 2018 would be his last meeting.

ADJOURNMENT:

There being no further business to come before the Commission, the regularly scheduled meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Christopher Forth, AICP
Acting Director of Community Development

City of Portage
Historic District Commission
Wednesday, February 07, 2018

Meeting Called to Order: 8:23 A.M.

Members Present: Forrest, Duniphin, Barton, Grunert, Vanlonkhuyzen, Henicky, Maytnier.

Members Excused: Nemeth, Lopez.

Staff: Erica Eklov, Deputy City Clerk and Kyle Mucha, Zoning & Codes Administrator.

Guest(s): None.

Approval of Minutes: Grunert moved, seconded by Duniphin, to approve the January 03, 2018 meeting minutes as submitted. Motion approved 5-0-2 (Vanlonkhuyzen and Maytnier abstaining).

Old Business:

- a. 5720 Oakland: Duniphin informed the Commission members that the home appears to have new wooden steps, visible from Oakland Drive. Forrest informed the Commission members that he will do a drive-by of the property once the snow has melted and report back about his findings.
- b. Community Awareness: Duniphin updated the Commission about the annual Historic District Commission event, scheduled for May 12, 2018 (12pm – 4pm). The HDC outreach is featuring tours of 3821 West Milham Avenue, expo of historic preservation vendors and possible presentation and/or child friendly activities. Discussion followed about sponsorships for the event. Duniphin informed the HDC that finalization of information is proceeding in order to promote the May event in the Parks & Recreation Summer Brochure.

New Business:

- a. Rules of Order & Procedure: Grunert moved, seconded by Barton, to approve the adoption of the Rules of Order & Procedure. Upon voice vote, motion passed 7-0.
- b. Election of officers: Postponed until the next regularly scheduled meeting (March 2018) due to two members being absent.

Adjournment: with no further commissioner comments, nor citizen comments, meeting was adjourned at 9:20 A.M.

Respectfully submitted,

Kyle Mucha
Zoning & Codes Administrator

City of Portage
Historic District Commission – Study Committee
SPECIAL MEETING/PUBLIC HEARING
Wednesday, February 07, 2018

Meeting Called to Order: 9:20 A.M.

Members Present: Forrest, Duniphin, Barton, Grunert, Vanlonkhuyzen, Maytnier.

Members Excused: Nemeth, Lopez, Henicky.

Staff: Erica Eklov, Deputy City Clerk and Kyle Mucha, Zoning & Codes Administrator.

Guest(s): Debbie & Randy Newsome

2663 Mandigo Avenue:

The public hearing was opened by Chair Vanlonkhuyzen. Debbie & Randy Newsome were in attendance and informed the committee that they are scheduled to close on 2663 Mandigo Avenue in the coming weeks. The Newsomes indicated their plan is to refurbish and restore the farm house and ranch, and to save the outbuildings, except for the burned corncrib. Further discussion followed about potential plans for the property. Vanlonkhuyzen asked when an application would need to be submitted from the new property owners to be on the next regularly scheduled meeting. Mucha informed the Committee that staff needs time to review an application and provide feedback, however, per the approved Rules & Procedures, an application may be placed on the agenda for the meeting not later than 12:00 P.M. on Friday three (3) working days preceding the meeting. Mucha also informed the committee that preferably, an application would be submitted no later than one week prior to the agenda deadline. The public hearing was then closed.

Grunert motioned, seconded by Forrest, to have staff prepare a final report of the findings of the Study Committee, to be voted on at the March 07, 2018 meeting. Motion passed 6-0.

Adjournment: with no further commissioner comments, nor citizen comments, meeting was adjourned at 9:45 A.M.

Respectfully submitted,

Kyle Mucha
Zoning & Codes Administrator

Portage Public Schools Board of Education

Action Brief: An informal summary of Board action taken at its recent meeting(s).
(Official Board meeting minutes are posted after Board approval.)

March 12, 2018 Committee of the Whole Work Session

Call to Order	The Committee of the Whole Work Session was called to order by President Van Antwerp at 6:30 p.m. in Conference Room #1 of the Administration Building.
Roll Call	Board Members Present: Kurt Droppers, Terri Novaria, Celeste Shelton-Harris, Rusty Rathburn, Bo Snyder, Randy Van Antwerp and Joanne Willson Board Members Absent: None Administration Members Present: Mark Bielang, Karla Colestock, Brad Galin, Beth Hartman, Ron Herron, Mike Huber, Michelle Karpinski, Michael Pascoe, and Dan Vomastek.
Revisions/Approval of Agenda	Motion offered by Dr. Shelton-Harris, seconded by Mr. Kurt Droppers, that the Board of Education approve the agenda as printed. Motion carried unanimously.
Reports	The Board received the Superintendent's Report: Updates on bond work, Middle School project, educator evaluation.
Comments or Communications	Comments were received from Trustees. Also, Mr. Bielang paid tribute to Mr. Bill Short who passed away this past weekend. Mr. Short volunteered for 19 years at WMS with the Band.
Consent Agenda	President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: authorize the Superintendent or designee to enter into a three-year contract renewal with Skyward, Inc. for the use of their student software suite as presented and approval of the purchase of 144 desktop computers from Presidio in an amount not-to-exceed \$88,488, the proceeds for which coming from the 2016 Bond Fund #1, as presented. There being no objection to the items, the motion carried unanimously.
Discussion Items	The following items were reviewed/discussed: District financial auditor, resource management software, a replacement storage building at Central High School, and PCEC/WMS bond funded improvement plans.
Action Items	Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education accept the Monitoring Report on Ends Policy 1.2, as a reasonable interpretation and evidence of compliance with policy, as presented. The motion carried unanimously.
Adjournment	The meeting was adjourned at 8:20 p.m.