

5:30 p.m. Committee of the Whole Work Session - New Website.

7:00 p.m. Call to Order.

Invocation: Pastor Kyle Tade from Portage United Church of Christ.

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Consent Agenda:

1. Approval of City Council Meeting Minutes:
 - a. Board & Commission Interviews of May 8, 2018.
 - b. Regular City Council Meeting of May 8, 2018.
 - c. Pre-Council Meeting of May 21, 2018.
2. Approve the Accounts Payable Register of May 22, 2018 as presented.
3. Adopt an amendment to Section 7.4(A) of the Personnel Rules and Regulations to provide for consistent sick leave accrual for department heads and non-union employees of all tenure.
4.
 1. Accept Rezoning Application #17/18-3, Pennridge Trail Planned Development, 1722 and 1800 West Osterhout Avenue and 10099, 10117 and 10121 Oakland Drive, for first reading and set a public hearing for June 26, 2018; and
 2. subsequent to the public hearing, consider approving Rezoning Application #17/18-3, changing the zoning from I-1, light industry to PD, planned development.
5. Accept the FY 2016-17 Downtown Development Authority Financial Annual Report as Information Only.
6. Confirm the City Manager appointments to the Downtown Development Authority of the City of Portage.
7. April 2018 Environmental Report - Information Only.
8. Department Monthly Reports.
9. Minutes of Boards & Commissions:
 - a. Zoning Board of Appeals of April 9, 2018.
 - b. Youth Advisory Committee of April 11, 2018.
 - c. Environmental Board of April 11, 2018.
 - d. Planning Commission of May 3, 2018.
10. Materials Transmitted:
 - a. May 8, 2018.

B. Petitions and Statements of Citizens:

C. Communications:

1. Calendar of Meetings:

- Public Media Network, Thursday, May 24, 2018, 4:30 p.m., 359 S. Kalamazoo Mall.
- Historic District Commission, Wednesday, June 6, 2018, 8:15 a.m., City Hall Room #2.
- Park Board, Wednesday, June 6, 2018, 6:30 p.m., Lexington Green Park.
- Human Services Board, Thursday, June 7, 2018, 6:30 p.m., City Hall Room #1.
- Planning Commission, Thursday, June 7, 2018, 7:00 p.m., Council Chambers.
- Zoning Board of Appeals, Monday, June 11, 2018, 7:00 p.m., Council Chambers.

D. Public Hearings:

E. Regular Business Agenda:

1. Approve the Fiscal Year 2018-2019 Proposed Budget with Revisions.

F. Unfinished Business:

G. Council Committee Reports:

H. New Business:

I. Statements of Citizens:

J. Statements of City Council and City Manager.

Adjournment.

**MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL
AND BOARDS AND COMMISSIONS APPLICANTS
MAY 8, 2018**

Mayor Patricia Randall called the meeting to order at 5:15 p.m. The following Councilmembers were present at this meeting: Councilmembers Chris Burns, Richard Ford, Claudette Reid, Mayor Pro Tem Jim Pearson and Mayor Patricia Randall. Councilmember Lori Knapp arrived at 5:21 p.m. Councilmember Urban was absent with excuse. Also present were City Manager Laurence Shaffer and City Clerk Adam Herringa.

* From 5:15 p.m. to 5:35 p.m., and at the request of Mayor Randall, Deputy City Clerk Erica Eklov explained the roles and responsibilities of the Youth Advisory Committee and the benefits of being on the Committee. Megan Chow, current Secretary and member of the Youth Advisory Committee, elaborated further and discussed the impact the Youth Advisory Committee has on the community. City Council interviewed Clarice Bryant, Megan Chow, Casey Flanagan, Brennan Ketteler, Una Metzger, Arushi Mithal, Jaime Sackett, Malia Sinkler, Alex Thompson and Lucas Townsend. At the invitation of City Council, the youth applicants shared their thoughts on issues facing the community and thoughts on technology that is being utilized by younger people.

* From 5:35 p.m. to 5:50 p.m., City Council interviewed Becky Baldwin, Stu Bernhardt, Danny Corradini, J. William Lenehan, Kris Mbah, Paul Pezzoli, Wayne Stoffer and Jay Woodhams for the Planning Commission. Mr. Wayne Stoffer, current Chairperson of the Planning Commission, explained the work of the body and that he would be willing to serve an additional year to reach his maximum ten year service cap on the Planning Commission. Councilmember Ford pointed out that current members of boards and commissions who express interest in being reappointed are traditionally granted another term. Councilmember Reid asked the applicants to share their thoughts on the rate of growth in the City of Portage.

* From 5:50 p.m. to 6:00 p.m., City Council interviewed Linda Fry, Stu Bernhardt, John Lobo and Kris Mbah for the Zoning Board of Appeals. Zoning Board of Appeals Chair Randall Schau reviewed the roles and responsibilities of the board.

* From 6:00 p.m. to 6:15 p.m., City Council interviewed Gary Gilchrist for the Construction Board of Appeals. Lawrence Schmidt, Chairperson of the Construction Board of Appeals, reviewed some of the recent issues the Construction Board of Appeals has addressed.

* From 6:15 p.m. to 6:25 p.m., City Council interviewed John Lobo for the Senior Citizen Advisory Board. Mr. Bill Wierenga, Senior Citizen Advisory Board Chairperson, provided an overview of the Senior Citizen Advisory Board and highlighted the possibility of a new or renovated Senior Center.

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* From 6:25 p.m. to 6:32 p.m., City Council interviewed Jeremy Custer for the Historic District Commission. City Clerk Herringa provided an overview of the Historic District Commission.

* From 6:32 p.m. to 6:40 p.m., City Council interviewed Stu Bernhardt for the Economic Development Corporation/Tax Increment Finance Authority and Brownfield Redevelopment Authority. City Clerk Herringa and City Manager Shaffer reviewed the roles, responsibilities and meeting schedule of this board.

City Council then deliberated as to which applicants should be appointed to the various boards and commissions.

ADJOURN: Mayor Randall adjourned the meeting at 6:49 p.m.

Adam Herringa, City Clerk

CITY COUNCIL MEETING MINUTES FROM MAY 8, 2018

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

At the request of Mayor Randall, Mr. Dan Mills of the Universal Life Church provided the invocation and, following the invocation, City Council and the audience recited the Pledge of Allegiance.

CONSENT AGENDA: Mayor Randall 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. Councilmember Reid asked that Item A.6 (Virtual Attendance Policy) be removed from the Consent Agenda.

Motion by Pearson, seconded by Reid, to approve the Consent Agenda items as presented. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF MINUTES: Motion by Pearson, seconded by Reid, to approve the Committee of the Whole and Regular Meeting Minutes of April 24, Budget Review Session of May 1 and Pre-Council Meeting Minutes of May 7, 2018. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF MAY 8, 2018: Motion by Pearson, seconded by Reid, to approve the Accounts Payable Register of May 8, 2018. Upon a roll call vote, motion carried 7 to 0.

PHASE 1 OF 2018 LOCAL STREETS RECONSTRUCTION PROGRAM: Motion by Pearson, seconded by Reid, to award a contract to perform engineering services for the reconstruction of Phase I of the 2018 Local Streets Reconstruction Program to Abonmarche Consultants, Incorporated, in the amount not to exceed \$149,800 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

ACCEPTANCE OF NEWLY CONSTRUCTED STREETS: Motion by Pearson, seconded by Reid, to adopt a Resolution Accepting Newly Constructed Dedicated Streets as Public Streets and authorize the City Manager to execute all documents related to these actions on behalf of the city. Upon a roll call vote, motion carried 7 to 0. Resolution recorded on page 33 of Resolution Book No. 47.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FY 2018-19 ANNUAL ACTION PLAN: Motion by Pearson, seconded by Reid, to approve the Community Development Block Grant (CDBG) Program FY 2018-19 Annual Action Plan element of the Consolidated Plan and authorize the City Manager to submit the application to the Department of Housing and Urban Development. Upon a roll call vote, motion carried 7 to 0.

SETTING OF COMMITTEE OF THE WHOLE MEETING: Motion by Pearson, seconded by Reid, to set a Committee of the Whole meeting on Tuesday, May 22 at 5:30 p.m. in City Hall Conference Room #1 for the purpose of discussing the new city website. Upon a roll call vote, motion carried 7 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Pearson, seconded by Reid, to receive minutes of the Senior Citizens Advisory Board of March 21, Historic District Commission of April 4,

Human Services Board of April 5 and Planning Commission of April 19, 2018. Upon a roll call vote, motion carried 7 to 0.

STATEMENTS OF CITIZENS: Ms. Shea Wetzler, 1983 Katie Court, expressed continued concern and frustration with high water at her property. She explained that she has spoken with the City Manager on several occasions but has not reached a satisfactory resolution and asked City Council for assistance. City Manager Shaffer reviewed the situation Ms. Wetzler is experiencing, the location of her property adjoining Portage Creek and that he has visited her property on at least two occasions. He explained that, when it comes to high water at this location, there is no easy and, to his knowledge, realistic solution. He shared that an engineering firm contracted by the City has reviewed the situation and confirmed that there is no simple or easy resolution which is a position shared by the Michigan Department of Environmental Quality. Mr. Shaffer commented on the extremely high ground water levels and expressed his understanding that this conclusion is not satisfactory to Ms. Wetzler.

Councilmember Urban stated that rather than looking for a solution it may be more prudent to look for a cause and to try to figure out what has changed around the property. He continued by stating that, to his knowledge, Portage Creek does not have a history of flooding outside of its banks. He questioned whether something may have changed in the wetlands near her property or if nearby development may be the culprit. Mayor Randall commented that the city has been experiencing high water issues since 2015 and Ms. Reid commented that it appears that the city is experiencing high water in new places around the community. Ms. Reid, in response to information provided by Ms. Wetzler, stated that it sounds like water is not draining like it used to near her property. Ms. Reid also commented that she lives near Portage Creek and has not noticed the same level of fluctuations in the level of the creek as noted by Ms. Wetzler.

Councilmember Ford commented that he does not discount the issues being experienced by Ms. Wetzler and shared that there are many residents in the City that have been experiencing flooded basements due to high water levels. Mr. Ford also referenced a recent discussion on water levels in the community based on topography and questioned if Ms. Wetzler's home is in an area experiencing greater impact because of high groundwater. Mayor Randall inquired if Mr. John Yellich of Western Michigan University and the author of a recent study about groundwater in Portage could be consulted on this matter. Mr. Shaffer stated that he would reach out to Mr. Yellich.

COMMUNICATIONS:

ANNUAL HUMAN SERVICES BOARD UPDATE: At the invitation of Mayor Randall, Human Services Board Chairperson Amanda Woodin provided the annual update on the activities, goals and objectives of the Human Services Board. Ms. Woodin stated that the Human Services Board is going to be reviewing and evaluating how the City reaches out and communicates with social service organizations in the community especially as it relates to the availability of City funding. Councilmember Reid shared that City Council would be looking for the Human Services Board to provide input as to how the City can better identify and serve residents who need assistance. Ms. Woodin commented that the Human Services Board would be looking into this and that she has some thoughts on the topic. She continued by stating that she believes the Department of Community Development has a good process in place to evaluate and distribute assistance to people who need it. She continued by stating that the membership of the Human Services Board is composed of those who work in the field of social service and can come up with feedback on the process used to evaluate and distribute funds. Mayor Randall inquired if the Human Services Board has any interaction with the Kalamazoo County Community Action Agency. Ms. Woodin responded in the affirmative and shared information on her relationship with this organization. Ms. Woodin closed by sharing that further conversations with the Community Action Agency are planned.

Motion by Knapp, seconded by Reid, to receive the annual Human Services Board update. Upon a roll call vote, motion carried 7 to 0.

CALENDAR OF MEETINGS: At the request of Mayor Randall, Councilmember Ford read the meeting schedule for the record. Motion by Knapp, seconded by Ford, to receive the Calendar of Meetings. Upon a roll call vote, motion carried 7 to 0.

PUBLIC HEARINGS:

REZONING APPLICATION #17/18-2, 6050 CONSTITUTION BOULEVARD: At the request of Mayor Randall, Mr. Shaffer introduced Chris Forth, Acting Director of Community Development, who reviewed the origin and summarized the rationale for the proposed ordinance amendment. Mr. Forth shared that the Planning Commission recommends approval. Councilmember Knapp inquired if the property owner could be required to create a buffer, plant trees, etc. to help protect adjoining neighbors from sound intrusion. Mr. Forth explained that such a demand would not be included in the ordinance amendment but that City staff would work with the developer when it comes to review of the Site Plan. Councilmember Reid questioned how many restrictions and requirements can be imposed by the City since this is a rezoning and not a planned development. Mr. Forth confirmed that the City's ability to influence development on this particular parcel is more limited than if it were a planned development.

Mayor Randall opened the public hearing and, there being no comments, the public hearing was closed. Motion by Pearson, seconded by Urban, to approve Rezoning Application #17/18-2, 6050 Constitution Boulevard, changing the north 130 feet from OS-1, office service to RM-1, multiple family residential. Upon a roll call vote, motion carried 7 to 0. Ordinance recorded on page 461 of City of Portage Ordinance Book No. 12.

FISCAL YEAR 2018-2019 PROPOSED BUDGET: Mayor Randall invited Mr. Shaffer to speak regarding the proposed budget and Mr. Shaffer reviewed highlights of the proposed budget, thanked Finance Director Bill Furry and staff for their work and pointed out that the budget is greater than last year. Mr. Shaffer stated that the budget is greater due in large part to increased capital expenditures and payment related to participating in the Consolidated Dispatch Authority. Mr. Shaffer shared that there is a decrease in the costs to residents for water and sewer and, at the request of Councilmember Reid, Finance Director Furry shared that a decrease in the millage rate for Municipal Streets, Leaf Pickup and the Recycling Fund was being proposed in the budget. City Manager Shaffer pointed out that while the public hearing is tonight, City Council would vote on the proposed budget at their next meeting. Councilmember Ford shared that while a millage reduction is being proposed it may not translate into lower tax bills due to stipulations in Proposal A and an increase in the Consumer Price Index. Motion by Ford, seconded by Reid, to close the public hearing. Upon a voice vote, motion carried 7 to 0.

REGULAR BUSINESS AGENDA:

VIRTUAL ATTENDANCE POLICY: Mayor Randall invited Councilmember Reid to speak on this item and Ms. Reid began by requesting City Attorney Brown to clarify a provision regarding a councilmember participating in a meeting remotely making accommodation to members of the public. Mr. Brown explained that there is no obligation for a remote participant to announce that they are participating in a meeting but, should interested parties be present, a councilmember should make a

reasonable effort to accommodate. Mr. Brown stated that this provision is included in order to ensure the tenets of the Open Meetings Act are met.

Councilmember Reid stated her opposition to permitting councilmembers to participate in regular City Council Meetings remotely. She cited her belief that the City Council is called on to address complex issues and that communicating, debating and engaging in these issues is best done in person. She questioned the ability of a remote participant to have the same level of understanding as someone who is present in the room. Ms. Reid also expressed concern as to the applicability and viability of remote participation should a current or future member of City Council have a hearing impairment. Ms. Reid shared that while technology is very beneficial it has its limitations. Finally, Ms. Reid shared her belief in the value of City Council holding discussions in person and in full transparent view of the public.

Councilmember Urban stated his general support for the comments of Ms. Reid and stated that the only requirement related to the proposed policy is that a remote participant be able to hear. He questioned the ability of the remote participant to consistently and adequately be able to hear and be heard at all times. He commented that he believes there is a disconnect that occurs when people are not in the same room to discuss an issue. He then pointed out that materials were provided on the dais and that would prove difficult for a remote participant to potentially obtain the same information as the rest of City Council. He pointed out his personal frustration with being able to access City e-mail and documents on his phone. Mr. Urban then raised several questions regarding provisions in the ordinance and expressed specific concern with provisions that appear to dictate how City Council is to vote and that a vote would need to occur in order for a councilmember to be able to participate remotely.

Councilmember Knapp inquired as to the rationale for the provision which would require City Council to specifically vote and authorize a councilmember to participate remotely. Attorney Brown stated that there is no right to remote participation in the State of Michigan and if a body would like to permit such participation, it must be specifically authorized. He also shared that he viewed that City Council voting to allow a councilmember to participate remotely as a formality and the proposed rules provide little discretion otherwise. With regard to approving remote participation requests, Mr. Brown stated that it would be on a first come first serve basis. With regard to a query regarding whether a remote participant could abstain from a vote, Mr. Brown stated that it would be no different than if a councilmember were physically at a meeting. He continued by stating that while a councilmember has an obligation to vote unless there is good reason not to, deciding on "good reason" would best be made on a case by case basis.

City Manager Shaffer commented that City Council has a history of finding practical solutions to complex situations. With regard to medical marijuana ordinance materials being provided on the dais immediately in advance of a meeting, Mr. Shaffer pointed out that City Council deferred the decision to the next meeting so they would have time to review the proposed changes. He concluded by stating that issues that arise regarding this proposed policy can be solved by common sense. Councilmember Ford commented that it should not be the goal to have a stipulation in place to cover every scenario that might arise. He pointed out that the City of Kalamazoo has had a remote procedure in place for several years but only used it once. He concluded by pointing out that technology can be used to share materials and that he views remote participation as allowing a councilmember to participate in emergency situations.

Councilmember Burns stated that the proposed policy meets his criteria that clear telephonic communication be incorporated and a physical quorum must be present. With regard to permitting a member to participate remotely, he suggested that a two-thirds majority vote be considered.

In response to a question from Councilmember Reid, Attorney Brown commented that additional remote participation beyond the three permitted meetings could be allowed with good cause shown and that such requests should be considered on a situational basis. Councilmember Reid

commented that she is the only person to have participated in a meeting remotely and shared the difficulties she experienced.

Mayor Randall stated her belief that allowing remote participation is a compassionate move and cited her personal history with receiving treatment out of state for a medical concern. She stated that she made every effort to attend meetings but was criticized for her attendance. She stated that those councilmembers undergoing chemotherapy or have other medical conditions may be best served by participating from home to avoid potential infection. She also pointed out that there is a current member of the Portage Public Schools Board of Education that participates in meetings remotely. She continued by stating that every councilmember has been elected to serve and that unplanned events occur in life. Remote participation provides support for a councilmember to continue to serve.

Councilmember Knapp stated that remote participation makes good sense to her and that it can help a councilmember remain a part of the process even when dealing with extraordinary circumstances. Mayor Pro Tem Pearson shared that City Council had a Committee of the Whole meeting on this topic and that he did not expect the vote on the policy to be unanimous. Mr. Pearson stated his support for a one time resolution that would permit councilmembers to participate remotely instead of voting to authorize participation every time the matter comes up. Motion by Pearson, seconded by Ford, to adopt the proposed Virtual Attendance Policy but to insert the sentence "However, separate meetings taking place within a 24 hour time period shall count as only one meeting" into Section II.E.

Motion by Councilmember Urban, seconded by Reid, to amend the original motion to remove the requirement that City Council must vote to authorize remote participation. Attorney Brown reminded City Council that there is not a right to remote participation in Michigan and his recommendation is that City Council authorize such participation in each instance. Upon a roll call vote, motion carried 7 to 0 to amend the original motion.

Upon a roll call vote on the original motion made by Mayor Pro Tem Pearson, motion carried 5 to 2 with Councilmembers Reid and Urban voting no. Resolution recorded on page 37 of City of Portage Resolution Book No. 47.

REGULAR BUSINESS AGENDA:

APPOINTMENTS TO BOARDS AND COMMISSIONS: Mayor Randall invited Councilmember Burns to read the appointments to the various Boards and Commissions. Motion by Burns, seconded by Knapp, to appoint Clarice Bryant, Colin Carrol, Riya Chaudhary, Thomas Chen, Megan Chow, Casey Flanagan, Lauren Hart, Nicholas Johnson, Brennan Ketteler, Sydney Kruggel, Summer Lander, Samuel Mayer, Una Metzger, Arushi Mithal, Sheila Mwanda, Jaime Sackett, Sadiyah Sajjad, Malia Sinkler, Sana Syed, Alex Thompson, Lucas Townsend and Henry Zimmerman with terms ending June 30, 2019, to the Youth Advisory Committee.

To reappoint Danny Corradini with a term ending May 31, 2021, and appoint Wayne Stoffer with a term ending May 31, 2019, and Paul Pezzoli with a term ending May 31, 2021 and Becky Baldwin with an unfulfilled term ending May 31, 2019, to the Planning Commission.

To appoint Lindy Fry with an unfulfilled term ending February 28, 2019, and Stu Bernhardt as an Alternate with an unfulfilled term ending February 28, 2020, to the Zoning Board of Appeals.

To reappoint Gary Gilchrist and Todd Gasaway with terms ending June 1, 2021, to the Construction Board of Appeals.

To appoint Jo A. McCrumb with an unfulfilled term ending October 1, 2019, and appoint John Graca Lobo as an Alternate with an unfulfilled term ending October 1, 2018, to the Senior Citizen Advisory Board.

To appoint Jeremy Custer with an unfulfilled term ending December 31, 2019 to the Historic District Commission.

Upon a roll call vote, motion carried 7 to 0.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Urban referenced the situation of Ms. Wetzler which was discussed earlier in the meeting. He stated that he reviewed aerial imagery and that changes have occurred over time in the vicinity of her property. He expressed optimism that, while a solution may be difficult to reach, some additional investigation may prove useful in finding a cause.

Councilmember Reid referenced the earlier Board and Commission interview session and thanked everyone who expressed interest in serving. She encouraged residents to get involved in their community.

Councilmember Knapp shared that she recently obtained her Kalamazoo County Identification Card and that it was a pleasant experience involving patient and professional staff. She encouraged residents to obtain a Kalamazoo County ID. Ms. Knapp next congratulated the Kalamazoo Stryke Force Robotics Team on winning their second consecutive World Championship in Detroit.

Councilmember Burns commented that he also obtained a Kalamazoo County ID and used it to open a bank account. He complimented that Kalamazoo Community Mental Health and Substance Abuse Services Agency (KCMHSAS) on their willingness to engage with community partners and efforts related to mental and physical health. He concluded by inviting residents to attend the upcoming Children's Mental Health Carnival sponsored by KCMHSAS.

Councilmember Ford complimented City Administration and staff on their efforts related to the proposed budget.

Mayor Pro Tem Pearson encouraged residents to take advantage of the annual spring cleanup in the community.

Mayor Randall shared that she recently attended the National Day of Prayer event with Mayor Pro Tem Pearson and that Portage was well represented. She continued by sharing that she recently served as a judge for the Sharing Time and Resources (STAR) awards sponsored by Volunteer Kalamazoo and congratulated Trudy Riker of Portage who was honored with the Lifetime Achievement Award. Finally, Mayor Randall pointed out that Bike Week is upcoming and shared some of the highlights associated with the event.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:51 p.m.

Adam Herringa, City Clerk

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF MAY 21, 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 May 22nd Agenda.

With regard to Item A.2, Accounts Payable, Mayor Pro Tem Pearson inquired as to a line item for “dancers for a luau.” City Manager Shaffer stated that he would look into the item and it was noted the Parks and Recreation Department has an event on July 28th called the “Ramona Park Luau.” Councilmember Knapp inquired as to the payment for “Ed and Ted’s Excellent Adventures.” Deputy City Manager Boulis explained that this vendor is a provider for Senior Center trips. Councilmember Knapp inquired as to the “bail bonds” listed in the check register and Deputy City Manager Boulis explained that it is simply a refund of the bonds.

With regard to Item A.3, Amendment to Personnel Rules and Regulations, Councilmember Reid inquired if the proposed changes to sick leave time are comparable to other communities, if a survey was conducted in this regard and if City Council could be provided with a copy of the survey and the Personnel Rules and Regulations. City Manager Shaffer responded that a survey was conducted and both the results and the Personnel Rules and Regulations would be provided to City Council. Mayor Pro Tem Pearson inquired if employees receive leave for maternity and stated that he, too, would like to have a copy of the Personnel Rules and Regulations to have a better idea of the benefits received by City employees. Councilmember Burns noted that employees may accumulate up to 1,000 hours of sick leave and inquired if that was “paid out” upon the termination of the employment relationship. Deputy City Manager Boulis stated that he believes a non-union employee must be with the City for 15 years in order to qualify for a payout and that only 50% of the amount of leave accrued would be paid. Councilmember Burns asked for the rationale as to why the amount of possible accrued sick leave is up to 1,000 hours. Mr. Boulis stated that the 1,000 hour amount helps provide long-term care for employees. Mr. Shaffer stated that the amount provides for competitive and compassionate care for employees. The proposed change, he stated, provides for the same accrual amounts for all employees instead of having two separate calculations. Councilmember Reid inquired if employees can purchase short-term disability through the City and Mr. Boulis responded in the negative. Mayor Randall inquired if employees could donate time off to other employees who may be in need. Mr. Shaffer responded on the affirmative.

With regard to Item A.4, Rezoning Application, Councilmember Reid inquired as to the proposed emergency access drive. She specifically inquired if the access would be limited to emergency vehicles and what the access would connect to. Mr. Shaffer stated that the access

would be connected to the parking lot at a nearby industrial facility and would be chained and locked. The Fire Division, he stated, would have a key to access the emergency drive.

Councilmember Reid inquired if as a result of increased traffic, a signal was planned. Mr. Shaffer responded in the negative. Councilmember Knapp inquired if a dedicated right turn lane was planned. Mr. Shaffer stated that he would research and respond. Councilmember Knapp inquired how close the proposed development would be to the Eliason Nature Reserve and expressed her desire that the tranquility of the park be preserved. Mayor Randall commented that many parks in the City are adjacent to developed areas and industry. Mr. Shaffer stated that the trail in Eliason Nature Reserve is heavily used and noted that the park is not exclusively a preserve and there is market for housing in close proximity to nature trails and parks. Councilmember Knapp inquired as to the preservation of the tranquility afforded by Eliason and stated she would follow up directly with Mr. Shaffer with regard to her concern.

Councilmember Reid noted the emergency access would not be built until later in the construction of the development when 30 lots are under development. She noted the first phase is over 20 lots and inquired why we are allowing more than 20 lots to be developed without requiring the emergency access. Mr. Shaffer stated that he would research and respond. Councilmember Burns inquired if there are any water issues related to this development. Mr. Shaffer stated that while there are wetlands on the overall property, he is not aware of any concerns related to water. He concluded by stating that the primary constraint on this development is the presence of the railroad tracks.

With regard to the Environmental Report, Councilmember Reid raised a question related to this Report and recent Environmental Board meeting minutes. She noted that it appears the Environmental Board has received a report from the Nature Center regarding the deer population. She asked that City Council be provided with a copy of the report. Mr. Shaffer stated that he has not yet seen the report either and would provide the report to City Council once he has it.

With regard to Materials Transmitted, Councilmember Knapp noted that the Remote Attendance Policy did not reflect changes made at the recent City Council Meeting. City Clerk Herringa explained that the information provided under "Materials Transmitted" is identical to material provided at time of distribution. As a result it is not reflective of any changes that may have been made. Information is provided in this way so the public can see what is being distributed to City Council by City Administration.

With regard to Item E.1, Proposed Budget, Mayor Randall inquired as to how the numbers changed and referenced the phrase "with revisions" included in the title of the agenda item. Councilmember Reid noted that the "revisions" were referenced in the agenda item and were made subsequent to the review sessions and differed from the initial proposed budget.

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

Councilmember Reid noted the upcoming Committee of the Whole meeting regarding the new City Website. She inquired when a review of the website would be provided to the

public. Mr. Shaffer stated that the review would occur at a Regular City Council Meeting sometime in June.

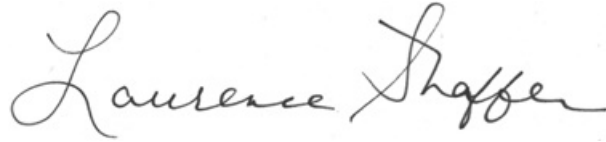
ADJOURNMENT: Mayor Randall adjourned the meeting at 8:23 a.m.

Adam Herringa, City Clerk

DRAFT

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Approve the Accounts Payable Register of May 22, 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 April 29, 2018 through May 6, 2018 and notes \$338,815.18 in automated clearing house payments, \$282,917.19 in paper checks and \$4,703.94 in auto-pay payments for a grand total of \$626,436.31.

FUNDING: N/A

Attachments: 1. Accounts Payable Register of 5-22-18

ACCOUNTS PAYABLE REGISTER
Check Dates From: 4-29-2018 TO: 5-6-2018

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
05/04/2018	8623(A)	A I S CONSTRUCTION EQUIP. CO.	REPAIR PARTS	494.06
05/04/2018	8624(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	2,541.25
05/04/2018	8625(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMP STAFFING	4,212.45
05/04/2018	8626(A)	AIRGAS GREAT LAKES	PROPANE AND SUPPLIES	40.87
05/04/2018	8627(A)	ALL CITY MANAGEMENT SERVICES, INC.	SCHOOL CROSSING GUARDS	1,625.40
05/04/2018	8628(A)	ALL-PHASE ELECTRIC SUPPLY CO.	REPAIR AND MAINTENANCE	540.00
05/04/2018	8629(A)	ANALYTICAL TESTING & CONSULTIN	ASBESTOS SURVEY	705.00
05/04/2018	8630(A)	BILL'S LOCK SHOP, INC.	LOCKSMITH SERVICES	215.50
05/04/2018	8631(A)	C C I SOUTH, INC.	FAX LINE MOVE	105.00
05/04/2018	8632(A)	C D W GOVERNMENT, INC.	EXTRA RAM FOR M73	2,098.15
05/04/2018	8633(A)	C M P DISTRIBUTORS, INC.	AMMO	396.00
05/04/2018	8634(A)	CAPITAL ADVANTAGE LEASING	QUARTERLY PAYMENT	228.00
05/04/2018	8635(A)	CARLETON EQUIPMENT CO.	VIBRATORY ROLLER	2,400.00
05/04/2018	8636(A)	CLEAN EARTH ENVIRONMENTAL SERV	MILLENNIUM POND CLEANING	3,690.00
05/04/2018	8637(A)	CLEANIT CORP	CAR WASHES	222.00
05/04/2018	8638(A)	CROWN TROPHY	PLAQUES & CERTIFICATES	1,032.50
05/04/2018	8639(A)	CSI GEOTURF	CELERY FLATS PROJECT	3,820.00
05/04/2018	8640(A)	DEER CONTRACTING & LANDSCAPE	CURB REPAIRS	21,960.25
05/04/2018	8641(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC SUPPLIES	387.76
05/04/2018	8642(A)	DIGITAL HIGHWAY WIRELESS SOLUTIONS	MODEMS W/WARRANTY	5,698.70
05/04/2018	8643(A)	ENGINEERED PROTECTION SYSTEMS, INC.	ID BADGE CARDS	59.00
05/04/2018	8644(A)	ENTENMANN-ROVIN CO.	BADGES	3,443.50
05/04/2018	8645(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	WELDING SERVICES	900.00
05/04/2018	8646(A)	F D LAKE COMPANY	SWIVEL HOOK AND TAG	507.71
05/04/2018	8647(A)	FIDELITY SECURITY LIFE INSURANCE CO	FEB-JUNE 2018 VISION	937.40
05/04/2018	8648(A)	FISHBECK THOMPSON CARR & HUBER, INC	PROFESSIONAL SERVICE	1,380.00
05/04/2018	8649(A)	GLOBAL TELEMATIC SOLUTIONS LLC	GTS MONTHLY SUBSCRIP	625.00
05/04/2018	8650(A)	GORDON WATER SYSTEMS	BOTTLED WATER	129.05
05/04/2018	8651(A)	GRAHAM FORESTRY SERVICE, INC.	FORESTRY CONSULTING	736.00
05/04/2018	8652(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY FOR APRIL	580.00
05/04/2018	8653(A)	GRIFFIN PEST SOLUTIONS, INC.	FIRE FACILITY MAINT	55.00

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Check Date	Check	Vendor Name	Description	Amount
05/04/2018	8654(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	8,599.14
05/04/2018	8655(A)	INDUSCO SUPPLY CO., INC.	MISC SUPPLIES	1,047.23
05/04/2018	8656(A)	J-AD GRAPHICS, INC	SPRING TRAVEL BROCHURE	1,761.00
05/04/2018	8657(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE RESTROOM	242.00
05/04/2018	8658(A)	KEHOE, EDWARD J	PROGRAM INSTRUCTOR	420.00
05/04/2018	8659(A)	LAKE MICHIGAN MAILERS, INC.	METER PLUS	260.00
05/04/2018	8660(A)	LAND & RESOURCE ENGINEERING, INC	STAKING SERVICES	3,163.61
05/04/2018	8661(A)	LAWSON PRODUCTS, INC	BATTERIES	115.68
05/04/2018	8662(A)	LEWIS PAPER PLACE, INC.	COFFEE DECANTERS	137.50
05/04/2018	8663(A)	LOWE'S HOME CENTER	FIRE FACILITY MAINT	170.05
05/04/2018	8664(A)	MATERIALS RESOURCES	MAINTENANCE SUPPLIES	320.09
05/04/2018	8665(A)	NYE UNIFORMS	NEW OFC UNIF/EQUIP	2,434.88
05/04/2018	8666(A)	ONE WAY PRODUCTS	HAYLOFT RESTROOM	1,154.99
05/04/2018	8667(A)	PARIS CLEANERS	UNIFORM CLEANING	1,185.23
05/04/2018	8668(A)	PCM SALES, INC.	COMPUTER MONITORS	885.00
05/04/2018	8669(A)	PECKELS, CHRISTINE	PROGRAM INSTRUCTOR	240.00
05/04/2018	8670(A)	PORTAGE FIREFIGHTERS	IAFF DUES FOR APRIL	1,726.08
05/04/2018	8671(A)	PORTAGE ON-CALL FIREFIGHTERS	ON CALL FIREFIGHTER	80.00
05/04/2018	8672(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA DUES FOR APRIL	742.00
05/04/2018	8673(A)	PRECISION METALS PLUS	MAINTENANCE SUPPLIES	112.50
05/04/2018	8674(A)	PREIN & NEWHOF	PROFESSIONAL SERVICE	989.20
05/04/2018	8675(A)	PREMIER SAFETY	FIRE SCBA MAINTENANCE	600.00
05/04/2018	8676(A)	PREMIER TRUCK SALES & RENTAL, INC.	PACKER TRUCK RENTAL	7,400.00
05/04/2018	8677(A)	PRINTEK, INC.	PRINTER PAPER	396.36
05/04/2018	8678(A)	PROFESSIONAL BUILDING SERVICES LLC	JANITORIAL SERVICES	3,237.54
05/04/2018	8679(A)	R W LAPINE INC.	HVAC MAINTENANCE	2,364.81
05/04/2018	8680(A)	RIDDERMAN & SONS OIL CO. INC.	GASOLINE	24,414.44
05/04/2018	8681(A)	RIDGE AUTO NAPA	AIR HOSE	54.79
05/04/2018	8682(A)	ROE-COMM, INC.	FIRE OPS RADIOS	4,464.50
05/04/2018	8683(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL MAINT	12,104.98
05/04/2018	8684(A)	SIMPLIFILE LLC	DOCUMENT RECORDING	237.00
05/04/2018	8685(A)	SOS TECHNOLOGIES	FIRE EMS SUPPLIES	939.60

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05/04/2018	8686(A)	STURGIS OVERHEAD DOOR & LADDER	OVERHEAD DOOR SERVICE	297.00
05/04/2018	8687(A)	THE WRIGHT FENCE	FENCING - S. CEMETERY	5,500.00
05/04/2018	8688(A)	TRUCK & TRAILER SPECIALTIES	LOADER TRUCK SETUP	171,258.00
05/04/2018	8689(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW DUES FOR APRIL	436.85
05/04/2018	8690(A)	UNITED PETROLEUM	FURNISH/INSTALL MANHOLE	16,330.63
05/04/2018	8691(A)	VANDERVEEN, LAUREN	EMPLOYEE REIMBURSEMENT	210.20
05/04/2018	8692(A)	WARNER NORCROSS & JUDD LLP	LEGAL FEES & RETAINER	402.00
05/04/2018	8693(A)	WIGHTMAN & ASSOCIATES, INC.	PROFESSIONAL SERVICE	180.00
05/04/2018	8694(A)	WOLVERINE POWER SYSTEMS	TUNE GENERATOR	434.75
Total ACH Transactions:				338,815.18

Check Type: Paper Check

05/04/2018	305890	10TH DISTRICT COURT	BAIL BOND	100.00
05/04/2018	305891	56A DISTRICT COURT	BAIL BOND	200.00
05/04/2018	305892	7TH DISTRICT COURT	BAIL BOND	50.00
05/04/2018	305893	7TH DISTRICT COURT EAST	BAIL BOND	150.00
05/04/2018	305894	92ND DISTRICT COURT	BAIL BOND	250.00
05/04/2018	305895	A T & T	TELEPHONE SERVICE	262.01
05/04/2018	305896	ACCESS EMPLOYER STAFFING SERVICES	TEMP STAFFING	419.20
05/04/2018	305897	AGIO IMAGING	OFFICE ART FOR HALLWAY	575.00
05/04/2018	305898	ALERT-ALL CORP.	FIREMARSHAL SUPPLIES	1,725.00
05/04/2018	305899	ALLEGRA PRINT & IMAGING	ENVELOPES AND BROCHURE	2,889.04
05/04/2018	305900	ALOHA CHICAGO ENTERTAINMENT	DANCERS FOR LUAU	800.00
05/04/2018	305901	AMERICAN PLANNING ASSOCIATION	AICP/APA MEMBERSHIP	543.00
05/04/2018	305902	AMY HAWORTH	DISPATCH SCHOOL 0409	663.60
05/04/2018	305903	ARIF, MUHAMMAD	REIMBURSEMENT	1,998.00
05/04/2018	305904	ARROWHEAD SCIENTIFIC, INC.	LAB SUPPLIES	54.00
05/04/2018	305905	ASA OF KALAMAZOO/BATTLE CREEK	DEPOSIT REFUND GRAIN	100.00
05/04/2018	305906	AUTO TRIM	WINDOW TINTING	199.00
05/04/2018	305907	AXON ENTERPRISES, INC.	TASERS/ACCESS	13,260.00
05/04/2018	305908	BORGESS HEALTH & FITNESS CENTER	FIRE FITNESS PROGRAM	1,980.00
05/04/2018	305909	BRIAN VANDENBRINK	DE-ESCALATION TRAINING	175.00

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05/04/2018	305910	BRINKMAN, JAMES	TRIP REFUND	200.00
05/04/2018	305911	BRODIE, MICHAEL & JEAN	UB REFUND	444.11
05/04/2018	305912	C T S TELECOM, INC.	TELEPHONE SERVICE	2,316.55
05/04/2018	305913	C. STODDARD & SONS INC.	FILTER RECYCLING	55.00
05/04/2018	305914	CANTEEN SERVICES	MPIR CONCESSIONS	921.99
05/04/2018	305915	CHICAGO TITLE OF MI	OVER PAYMENT FINAL	10.55
05/04/2018	305916	CHICAGO TITLE OF MICHIGAN, INC.	CDBG HOUSING	450.00
05/04/2018	305917	CINTAS CORP.	PANT RENTAL	323.15
05/04/2018	305918	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGE	53,333.39
05/04/2018	305919	CONSUMERS ENERGY-BILL PMT CNT	CABLE MAINTENANCE	95.29
05/04/2018	305920	COSTAR REALTY INFORMATION, INC.	REALTY SALES	350.74
05/04/2018	305921	D & D PRINTING CO.	RAMONA PARK PASSES	874.88
05/04/2018	305922	D L GALLIVAN INC.	COPY MACHINE USAGE	125.08
05/04/2018	305923	DAVE'S CONCRETE PRODUCTS, INC.	ELIASON PROJECT	4,591.50
05/04/2018	305924	DAVIS, BARBARA	TRIP REFUND	150.00
05/04/2018	305925	DEAF & HARD OF HEARING SERVICES	INTERPRETER SERVICES	231.80
05/04/2018	305926	DMOCH, ADAM	SHEEPDOG SEMINAR	69.00
05/04/2018	305927	DTN, LLC	WEATHER SERVICE	876.00
05/04/2018	305928	ED & TED'S EXCELLENT ADVENTURES	TRIP VENDOR PAYMENT	33,946.00
05/04/2018	305929	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	1,021.32
05/04/2018	305930	ENDERICH, RYAN	EMPLOYEE TRAINING	143.11
05/04/2018	305931	ENHANCE WELLNESS	PROGRAM VENDOR PAYMENT	50.00
05/04/2018	305932	FADER EQUIPMENT, INC.	ELIASON PROJECT SUPPLIES	348.64
05/04/2018	305933	FAWLEY OVERHEAD DOOR, INC.	DPS DOOR SERVICES	3,089.00
05/04/2018	305934	FINESSE FASTPITCH	FIELD DEPOSIT REFUND	100.00
05/04/2018	305935	FLETCHER ENTERPRISES	PAINTING SERVICES	5,570.00
05/04/2018	305936	FLURI, SUSAN	PROGRAM REFUND	25.00
05/04/2018	305937	FORCE SCIENCE INSTITUTE	DE-ESCALATION TRAINING	495.00
05/04/2018	305938	FORCE SCIENCE INSTITUTE	DE-ESCALATION TRAINING	495.00
05/04/2018	305939	FRIENDS OF PORTAGE SENIOR CENTER	FRIENDS OF THE PSC	604.00
05/04/2018	305940	GARRETT, ANNE	DAMAGE DEPOSIT REFUND	150.00
05/04/2018	305941	GREATER KALAMAZOO FOP LODGE 98	PPCOA DUES FOR APRIL	3,459.96

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05/04/2018	305942	HALT FIRE, INC.	FIRE APPARATUS MAINT	61.41
05/04/2018	305943	HESSLER, WILLIAM	PROGRAM REFUND	25.00
05/04/2018	305944	HILTON GARDEN INN	VANDENBRINK, B 05071	490.20
05/04/2018	305945	HILTON GARDEN INN	WOLFE, MATTHEW 05071	490.20
05/04/2018	305946	HOLOCENE ENVIRONMENTAL LLC	UST A & B OPERATORS	150.00
05/04/2018	305947	HOME DEPOT	CLEANING/MAINT	5,193.76
05/04/2018	305950	HOPPE, JAMES	TRIP REFUND	140.00
05/04/2018	305951	IDENISYS, INC.	FIRE EMS SUPPLIES	243.97
05/04/2018	305952	INDUSCO SUPPLY CO., INC.	CITY HALL BATHROOM	78.75
05/04/2018	305953	KAKABEEKE, NICK	FIELD DEPOSIT REFUND	100.00
05/04/2018	305954	KALAMAZOO COUNTY HEALTH & COMMUNITY	HAZ WASTE DISP	42.10
05/04/2018	305955	KALAMAZOO COUNTY TREASURER	REFUND TO COUNTY	4,268.77
05/04/2018	305956	KALAMAZOO FLAG COMPANY	FLAGS	673.00
05/04/2018	305957	KALAMAZOO LANDSCAPE SUPPLIES	RESTORATIONS-STREETS	176.00
05/04/2018	305958	KALAMAZOO NATURE CENTER, INC.	KNC PROGRAM	845.75
05/04/2018	305959	KEVIN HAWKEY	FIRE OPS MEMBERSHIP	174.95
05/04/2018	305960	KZOO TIRE COMPANY	TIRES AND TIRE REPAIR	2,500.50
05/04/2018	305961	LANDSCAPE FORMS	BENCH BOARDS	810.00
05/04/2018	305962	LEXISNEXIS RISK SOLUTIONS	ACCURINT CHARGES	150.00
05/04/2018	305963	MAIN STREET PORTRAITS INC	FIRE ADMIN PRINTING	120.00
05/04/2018	305964	MARSHALL & WELLS CO.	FIRE ST 3 KITCHEN	4,569.00
05/04/2018	305965	MCGUIRE, INGRID	EMPLOYEE REIMBURSEMENT	178.56
05/04/2018	305966	MI ASSOC. OF CHIEFS OF POLICE	MACP PROF DEV CONF -	310.00
05/04/2018	305967	MI ASSOC. OF CHIEFS OF POLICE	MACP PROF DEV CONF -	260.00
05/04/2018	305968	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR	350.74
05/04/2018	305969	MICH RECREATION & PARKS ASSOC.	CERTIFIED PLAYGROUND	625.00
05/04/2018	305970	MICHIGAN SECURITY & LOCK	MISC KEYS/LOCKS	40.00
05/04/2018	305971	MICHIGAN STATE POLICE	SURVEILLANCE COURSE	250.00
05/04/2018	305972	MICHIGAN STATE POLICE	MSP SURVEILLANCE COURSE	250.00
05/04/2018	305973	MICHIGAN STATE POLICE	SURVEILLANCE COURSE	250.00
05/04/2018	305974	MICROTEL INN & SUITES OF KALAMAZOO	ROOMS -GLENN MILLER	1,372.35
05/04/2018	305975	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY	279.24

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Check Date	Check	Vendor Name	Description	Amount
05/04/2018	305976	MILLER ROAD TRANSFER STATION	SPRING CLEANING DUMP	209.00
05/04/2018	305977	MOHNEY, REBECCA	PROGRAM REFUND	25.00
05/04/2018	305979	NANASP NTL ASSOC OF NUTRITION AGING	CONFERENCE	394.00
05/04/2018	305980	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,254.11
05/04/2018	305982	PEDAL BICYCLES	BIKE REPAIRS	449.82
05/04/2018	305983	PETERMAN CONCRETE CO.	ELIASON PROJECT	1,142.00
05/04/2018	305984	PIPER, NATALIE	RENTAL DEPOSIT REFUND	100.00
05/04/2018	305985	PIPETEK INFRASTRUCTURE SERVICES	STORM SEWER VIDEO	19,086.65
05/04/2018	305986	PORTAGE GLASS & MIRROR	WINDSHIELD REPLACEMENT	325.00
05/04/2018	305987	PRINTING SERVICES INC	MONSTER MASH BANNERS	2,066.27
05/04/2018	305988	QUALITY PRECAST, INC.	CELERY FLATS PROJECT	2,581.00
05/04/2018	305989	RATHCO SAFETY SUPPLY, INC.	DECALS	3,088.00
05/04/2018	305990	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	20.54
05/04/2018	305991	ROBERTS, ART	PROGRAM REFUND	25.00
05/04/2018	305992	ROBERTS, BETTY LUJAN	PROGRAM REFUND	25.00
05/04/2018	305993	SAHR, PHYLLIS	TRIP REFUND	200.00
05/04/2018	305994	SCHAEBERLE, DIANE	TRIP REFUND	60.00
05/04/2018	305995	SCHOTT, SHARON	TRIP REFUND	50.00
05/04/2018	305996	SHELBURNE, LAURIE	MMTA INSTITUTION	214.40
05/04/2018	305997	SIGN SHOP OF WESTERN MICHIGAN	SIGNS	900.00
05/04/2018	305998	SKILLPATH SEMINARS	EMPLOYEE TRAINING	198.00
05/04/2018	305999	SKILLQUEST INTERNATIONAL LLC	PRE HIRE DRUG SCREEN	1,300.00
05/04/2018	306000	SOFTBALL NATION	FIELD DEPOSIT REFUND	100.00
05/04/2018	306001	SOFTBALL NATION	FIELD DEPOSIT REFUND	100.00
05/04/2018	306002	SOIL & MATERIALS ENGINEERS, INC	PROFESSIONAL SERVICE	9,100.00
05/04/2018	306003	STATE OF MICHIGAN	21 SOR REGISTRATIONS	630.00
05/04/2018	306004	STATE OF MICHIGAN (DOT)	TRAFFIC SIGNAL ENERGY	807.24
05/04/2018	306005	STATE SYSTEMS RADIO, INC	TOWER RENTAL	1,506.48
05/04/2018	306006	SUITS U TAILOR SHOP INC	DEPT PATCHES	548.00
05/04/2018	306007	SUN TITLE AGENCY LLC	OVERPMT GOURDNECK LAKE	96.00
05/04/2018	306008	SUZANNE GERNAAT	PROGRAM INSTRUCTOR	275.00
05/04/2018	306009	SWT EXCAVATING, INC	WATER SERVICE INSTAL	7,802.00

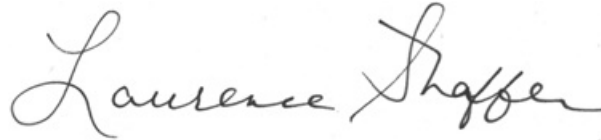
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Check Date	Check	Vendor Name	Description	Amount
05/04/2018	306010	SYLVANE, INC.	GAS DETECTORS	1,573.75
05/04/2018	306011	THAD REEDER AUTOMOTIVE LLC	VEHICLE REPAIRS	4,534.39
05/04/2018	306012	TOP GRADE AGGREGATES, LLC	CELERY FLATS PROJECT	1,039.82
05/04/2018	306013	TRACTOR SUPPLY CORP.	SUPPLIES - PARKS DIV	63.97
05/04/2018	306014	U S POSTAL SERVICE	POSTAGE METER REFILL	3,000.00
05/04/2018	306015	ULINE, INC.	TRASH CANS	916.39
05/04/2018	306016	UNIFIRST CORPORATION	RUG DELIVERY	71.70
05/04/2018	306017	UNITED PARCEL SERVICE	WEEKLY DELIVERY	27.34
05/04/2018	306018	UPCYCLE PRODUCTS	RAIN BARRELS	158.00
05/04/2018	306019	VANSWEDEN AUTOMOTIVE	FIRE APPARATUS MAINT	368.84
05/04/2018	306020	VERIZON WIRELESS SERVICES, LLC	WIRELESS SERVICE	1,767.49
05/04/2018	306021	WATER STREET COFFEE JOINT, INC.	MILLENNIUM COFFEE	717.92
05/04/2018	306022	WEST MICHIGAN OFFICE INTERIORS	FIRE OFFICE SUPPLIES	440.00
05/04/2018	306023	WILHELME, JOE	MICHIGAN RESTAURANT	168.67
05/04/2018	306024	WILLIAMS ASSOCIATES ARCHITECTS, LTD	ARCHITECT FIRE ST. #	44,553.34
05/04/2018	306025	WOLFE, MATT	DE-ESCALATION TRAINING	125.00
05/04/2018	306026	WRAPS N SIGNS	VEHICLE GRAPHICS	928.50
05/04/2018	306027	YOUNGS, POLLY	TRIP REFUND	100.00
05/04/2018	306028	ZANTELLLO'S INTERIOR CARE. LLC.	FIRE FACILITY MAINT.	905.40
Total Paper Checks:				282,917.19
Check Type: Auto-Pay Payment				
05/04/2018	6446	CONSUMERS ENERGY	GAS-ELECTRIC	4,703.94
Total Auto-Pay Payment:				4,703.94
Grand Total:				626,436.31

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Amendment of Personnel Rules and Regulations

SUPPORTING PERSONNEL: William Furry, Director of Finance
Shannon Hertz, Director of Human Resources

ACTION RECOMMENDED: Adopt an amendment to Section 7.4(A) of the Personnel Rules and Regulations to provide for consistent sick leave accrual for department heads and non-union employees of all tenure.

The City of Portage Personnel Rules and Regulations establish the city non-union personnel management system. Pursuant to Sec. 2-87., Personnel Rules of the City Charter, "The City Manager shall recommend and the Council may establish, by resolution, from time to time, the personnel rules of the city."

The Human Resources and Finance departments annually review compensation and benefits areas to ensure maintenance of a competitive compensation and benefits package and internal equity among city union and non-union groups. The following change is included in the 2018-2019 Compensation and Benefit Plan Amendment proposed for adoption by the City Council as part of the fiscal year 2018-2019 budget.

Currently, full-time department head and non-union employees hired on or after July 1, 2011 receive sick leave accrual of four (4) hours per month and are able to accrue up to 1000 hours of sick leave, while full-time department head and non-union employees hired prior to that date receive eight (8) hours per month with an accrual level of up to 1400 hours. The lower monthly accrual has created some challenges for newer employees when faced with a medical leave of absence and it has also proven to be a recruitment challenge. The eight (8) hour monthly accrual level is standard among comparable communities. Therefore, it is recommended that effective July 1, 2018, the monthly sick leave accrual for all department head and non-union employees be eight (8) hours per month. The maximum accrual level of 1000 hours does not present the same challenges as the eight (8) hour monthly accrual and is not recommended for change. The chart below illustrates the recommended revisions to sick leave for full-time department head and non-union employees:

Sick Leave for Full-Time Department Head and Non-Union Employees		Current	Proposed
Hired Prior to July 1, 2011	Monthly Accrual	8 Hours	8 Hours
	Maximum Accrual	1400 Hours	1400 Hours
Hired On or After July 1, 2011	Monthly Accrual	4 Hours	8 Hours
	Monthly Accrual	1000 Hours	1000 Hours

It is recommended that the City Council adopt an amendment to Section 7.4(A) of the Personnel Rules and Regulations to provide for consistent sick leave accrual for department head and non-union employees by increasing the monthly accrual for department head and non-union employees hired on or after July 1, 2011 to 8 hours per month effective July 1, 2018.

FUNDING: N/A

Attachments: 1. Compensation & Benefits Plan Amendment 2018-2019 Budget-REVISED

City of Portage
2018-2019
Compensation & Benefit Plan Amendment

April 2018

City of Portage
2018-2019 Compensation & Benefit Plan Amendment

The Human Resources and Finance Departments annually review compensation and benefit areas to ensure maintenance of a competitive compensation and benefit package and internal equity among city union and non-union groups.

The following change is included in the 2018-2019 Compensation & Benefit Plan Amendment proposed for adoption by the City Council as part of the fiscal year 2018-2019 budget.

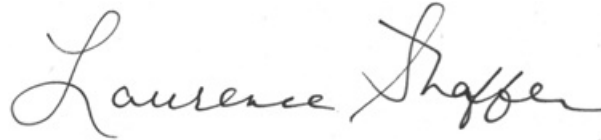
Sick Leave Accruals – Department Head & Non-Union Employees Hired on or after July 1, 2011

The Personnel Rules and Regulations provides for the accrual of sick leave benefits for department head and non-union employees. Accrued sick leave is used by employees to address intermittent illness periods and additionally is available in the event of a long-term disability situation to bridge the gap to long-term disability insurance benefits. Effective July 1, 2011 the Personnel Rules and Regulations were changed to reduce the maximum sick leave accrual from 1400 to 1000 for employees hired after July 1, 2011, reducing the potential maximum accrued sick leave payout from 700 hours to 500 hours upon termination of employment for employees who have been employed with the city for at least ten years. This change has reduced the potential financial liability to the city and no change to this is being recommended.

Effective July 1, 2011, the accrual of sick leave for department head and non-union employees hired on or after July 1, 2011 was also reduced from eight (8) hours per month to four (4) hours per month. Not only has this change made this particular employee benefit a lessor benefit than provided by most comparable municipalities, the reduced accrual presents challenges for department head and non-union employees hired on or after July 1, 2011 when faced with an illness or the need for a medical leave of absence. For example, with the reduced accrual levels, it takes five (5) years with perfect attendance to accumulate enough sick leave to cover a typical six-week medical or maternity leave. With the reduced accumulation of sick leave, employees are more apt to report to work when ill, potentially infecting other employees. Therefore, it is recommended that the sick leave accrual for department head and non-union employees hired on or after July 1, 2011 be increased from four (4) to eight (8) hours per month.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Rezoning Application #17/18-3, Pennridge Trail Planned Development

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

ACTION RECOMMENDED:

1. Accept Rezoning Application #17/18-3, Pennridge Trail Planned Development, 1722 and 1800 West Osterhout Avenue and 10099, 10117 and 10121 Oakland Drive, for first reading and set a public hearing for June 26, 2018; and
2. subsequent to the public hearing, consider approving Rezoning Application #17/18-3, changing the zoning from I-1, light industry to PD, planned development.

An application has been received from Westview Capital, LLC for a 46.54 acre tract of land addressed as 1722 and 1800 West Osterhout Avenue and 10099, 10117 and 10121 Oakland Drive to be rezoned from I-1, light industry to PD, planned development. Pennridge Trail is a proposed residential community that would include a single-family site condominium element (63 single-family homes) with public streets and two-family attached condominium dwellings (74 units) with private streets. Additionally, the applicant proposes to preserve 16 acres (or 34% of the overall land area) as open space, with particular emphasis along the western perimeter of the property adjacent to the Penn-Central railroad tracks and the northern portion of the site. To provide this additional open space, the applicant proposes a smaller lot, "clustered" form of residential development. The overall development density for the residential community would be 2.9 units per acre. An internal pedestrian circulation network consisting of concrete sidewalks and asphalt trails is planned throughout the development, including a connection to the Eliason Nature Preserve.

Based on the proximity of the Penn-Central railroad tracks to the proposed Pennridge Trail PD, the city Development Review Team (DRT) expressed serious safety concerns with construction of a second public access street. As such, public access will be provided through only one public street from West Osterhout Avenue. In lieu of a second public street access, the developer proposes to construct a permanent emergency vehicle access drive to the adjacent property to the north located at 9801 Shaver Road.

The applicant has requested two modifications involving the maximum number of lots on a cul-de-sac street and installation of a five-foot wide concrete sidewalk along West Osterhout Avenue:

1. As a second public street access from West Osterhout Avenue is not permitted, construction of the single-family site condominium portion of the development will result in a total of 63 lots

on a public cul-de-sac street when 20 is the maximum. With the proposed permanent emergency access drive to the north, the City Administration is supportive of this requested modification.

2. The Subdivision and Land Division Regulations require installation of a five-foot-wide concrete sidewalk along the West Osterhout Avenue frontage. Given the proposal to install an internal network of sidewalks and trails within the Pennridge Trail PD, including a connection to the adjacent Eliason Nature Preserve trail, combined with the lack of existing sidewalks along West Osterhout Avenue and no future plans by the city to install sidewalks, the City Administration is supportive of this requested modification.

The Department of Community Development recommends that Rezoning Application #17/18-3 be approved and the property be rezoned from I-1, light industry to PD, planned development, including approval of the two requested modifications. The PD district and associated tentative plan/narrative submitted by Westview Capital, LLC is consistent with the Comprehensive Plan and Future Land Use Map designations, and is compatible with the surrounding zoning/land use pattern along West Osterhout Avenue. Additionally and consistent with Section 42-375.L of the PD ordinance, the two requested modifications are in the best interests of the residents of the planned development and are not inconsistent with the interests of the entire city.

The Planning Commission convened a public hearing during the April 19 and May 3, 2018 meetings. After careful consideration, the Commission voted 7-0 to recommend to City Council that Rezoning Application #17/18-3 be approved, including the two requested modifications. The recommendation included the same findings and analysis contained in the staff recommendation.

Attached find the Planning Commission transmittal, Department of Community Development report and related materials for review.

FUNDING: Not applicable

- Attachments:**
1. Planning Commission Transmittal
 2. Planning Commission Minutes May 3, 2018
 3. Planning Commission Minutes, April 19, 2018
 4. Community Development Staff Report dated April 27, 2018
 5. Ordinance Amendment for Rezoning Application #17/18-3

TO: Honorable Mayor and City Council

FROM: Planning Commission

DATE: May 11, 2018

SUBJECT: Rezoning Application #17/18-3, Pennridge Trail Planned Development, 1722 and 1800 West Osterhout Avenue and 10099, 10117 and 10121 Oakland Drive

The Planning Commission convened a public hearing during the April 19th and May 3rd, 2018 meetings to consider the rezoning application submitted by Westview Capital, LLC to rezone 1722 and 1800 West Osterhout Avenue and 10099, 10117 and 10121 Oakland Drive, from I-1, light industry to PD, planned development. Mr. Tom Larabell, Westview Capital, LLC, was present during the April 19th meeting and Mr. Brian Wood, Westview Capital, LLC, was present at the May 3rd meeting to support the PD rezoning request and explain the development project. At the April 19th meeting, three citizens spoke in opposition to the PD rezoning citing concerns over access, traffic generation and related impacts at the Oakland Drive/West Osterhout Avenue intersection and safety issues given the proximity to the Penn-Central railroad tracks. At the May 3rd meeting, two citizens spoke in opposition to the PD rezoning again citing concerns over access and traffic generation, along with loss of trees and privacy for adjacent residents.

After careful consideration, a motion was made by Commissioner Bosch, seconded by Commissioner Place, to recommend to City Council that Rezoning Application #17/18-3 be approved and 1722 and 1800 West Osterhout Avenue and 10099, 10117 and 10121 Oakland Drive be rezoned from I-1, light industry to PD, planned development with approval of the two requested modifications involving the maximum number of lots on a cul-de-sac street and installation of sidewalk along West Osterhout Avenue. The motion included a finding that the PD district and proposed Pennridge Trail mixed detached/attached residential development is appropriate in this area of the City and will provide assurances to surrounding property owners on the specific type of development that will be built on the property while providing design flexibility to the developer. The PD district and associated tentative plan/narrative submitted by Westview Capital LLC is consistent with the Comprehensive Plan and Future Land Use Map designations and compatible with the surrounding zoning/land use pattern along West Osterhout Avenue. Additionally and consistent with Section 42-375.L of the PD ordinance, the two requested modifications are in the best interests of the residents of the planned development and are not inconsistent with the interests of the entire city. The motion was unanimously approved 7-0.

Sincerely,



Wayne Stoffer
Chairman

PLANNING COMMISSION

May 3, 2018

The City of Portage Planning Commission meeting of May 3, 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 35 citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

Michael West, Senior City Planner and Bryan Beach, Assistant City Attorney.

ROLL CALL:

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

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the April 19, 2018 meeting minutes contained in the agenda packet. A motion was made by Commissioner Patterson, seconded by Commissioner Schimmel, to approve the minutes as submitted. The motion was unanimously approved 7-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARING:

1. Final Report: Rezoning Application #17/18-3, Pennridge Trail Planned Development, 1722 and 1800 West Osterhout Avenue and 10099, 10117 and 10121 Oakland Drive. Mr. West summarized the Department of Community Development staff report dated April 27, 2018 regarding the request from Westview Capital, LLC to rezone a 46.54 acre tract of land from I-1, light industry to PD, planned development. Mr. West stated the Pennridge Trail PD proposes a total of 137 residential dwellings with 63 single family detached homes planned within a site condominium with public streets and 37 duplex dwellings (74 units total) in a condominium with private roads. Mr. West then discussed various elements of the proposed Pennridge Trail PD including the overall development density, significant open space preservation, secondary emergency vehicle access drive and the two requested modifications involving the maximum number of lots on a cul-de-sac and sidewalks along West Osterhout Avenue. Mr. West summarized the final staff analysis including the Comprehensive Plan and Future Land Use Map designations for the subject property, the suitability of the existing I-1 zone and impacts of the proposed PD zone, access and traffic related impacts. Mr. West indicated the rezoning and tentative plan/narrative was consistent with the Comprehensive Plan, Future Land Use Map, surrounding land use pattern and was recommended for approval including the two requested modifications.

The Commission and Mr. West discussed various issues of the proposed rezoning and development project including access from West Osterhout Avenue, the secondary emergency vehicle access drive, the proximity to the railroad tracks and traffic related impacts. Brian Wood of Westview Capital, LLC was present to support the rezoning application and explain the development project. Mr. Wood elaborated on the secondary emergency vehicle access drive and indicated that easements and maintenance agreements have been drafted for both the Pennridge Trail property and the adjacent property to the north (9801 Shaver Road). Mr. Wood indicated the Pennridge Trail home owners association would be responsible for maintenance of this secondary emergency

vehicle access drive and that language would be added that would allow the city to maintain the drive and assess the home owners association, if not properly maintained. Mr. West indicated that if the rezoning was approved, the City Attorney would be reviewing the easements and maintenance agreements.

The public hearing was opened by Chairman Stoffer. Andy Bozell, 10315 Oakland Drive, and Cindy Crawford, 10716 Oakland Drive, spoke regarding the proposed rezoning. Mr. Bozell again spoke in opposition to the proposed PD rezoning and residential development citing traffic and safety concerns particularly at the Oakland Drive/West Osterhout Avenue and Oakland Drive/Shaver Road intersections during peak periods. Ms. Crawford indicated her father owns the adjacent property to the east (1702 West Osterhout Avenue) and was concerned about the loss of privacy and requested that a fence be required along the shared property line. Mr. Crawford also cited concerns about additional traffic generation and impacts at the Oakland Drive/West Osterhout Avenue intersection. Mr. West indicated that screening/buffering was not required between single family residences and resulting setbacks/separations between the existing residence at 1702 West Osterhout Avenue and the planned residences with the Pennridge Trail development would be similar or greater than setbacks/separations in a traditional subdivision. Mr. West summarized existing traffic volumes along West Osterhout Avenue and indicated that West Osterhout Avenue is currently operating at less than 25% of its capacity. Mr. West also indicated that the Department of Transportation and Utilities has been monitoring traffic in the area and has reviewed and approved the tentative development plan. Mr. West restated the Pennridge Trail development was planned in multiple phases over an approximate 10-year period with an overall development density of 2.9 units/acre. Mr. West indicated the existing I-1, light industrial zoning is inconsistent with the Comprehensive Plan designation. No additional citizens spoke regarding the proposed PD rezoning. A motion was then made by Commissioner Bosch, seconded by Commissioner Schimmel, to close the public hearing. The motion was unanimously approved 7-0.

After additional discussion, a motion was then made by Commissioner Bosch, seconded by Commissioner Place, to recommend to City Council that Rezoning Application #17/18-3 be approved and 1722 and 1800 West Osterhout Avenue and 10099, 10117 and 10121 Oakland Drive be rezoned from I-1, light industry to PD, planned development with approval of the two requested modifications involving the maximum number of lots on a cul-de-sac street and installation of sidewalk along West Osterhout Avenue. The motion included a finding that the PD district and proposed Pennridge Trail mixed detached/attached residential development is appropriate in this area of the City and will provide assurances to surrounding property owners on the specific type of development that will be built on the property while providing design flexibility to the developer. The PD district and associated tentative plan/narrative submitted by Westview Capital LLC is consistent with the Comprehensive Plan and Future Land Use Map designations and compatible with the surrounding zoning/land use pattern along West Osterhout Avenue. Additionally and consistent with Section 42-375.L of the PD ordinance, the two requested modifications are in the best interests of the residents of the planned development and are not inconsistent with the interests of the entire city. The motion was unanimously approved 7-0.

2. Preliminary Report: Rezoning Application #17/18-4, 6533, 6547, 6603 and 6609 Oakland Drive. Mr. West summarized the Department of Community Development staff report dated April 27, 2018 regarding the request from Scott Gignac to rezone 6533, 6547, 6603 and 6609 Oakland Drive from R-1B, one family residential to R-1T, attached residential. Mr. West indicated the applicant was requesting the rezoning to facilitate construction of an attached single-family development consisting of two-unit, three-unit and/or four-unit attached residential condominiums. Mr. West then reviewed the Comprehensive Plan and Future Land Use Map designations for the subject properties, the surrounding land use/zoning pattern and the suitability of the existing R-1B zone and impacts of the proposed R-1T zone.

Scott Gignac was present to support the rezoning application and explain the attached residential development planned for the subject properties. Although conceptual in nature, Mr. Gignac distributed copies of a preliminary site plan showing a mixture of two-unit, three-unit and four-unit attached residential condominiums. Mr. Gignac stated it was his intention to retain the southern two single family residences, along with a portion of the mature evergreen tree stand located along the northern portion of the site. Mr. Gignac stated he envisioned the condominiums would be a minimum of 1,200 square feet in size with an attached garage and an approximate sales price of \$250,000. Commissioner Joshi stated that preliminary site plan presented by the applicant does not

PLANNING COMMISSION

April 19, 2018

The City of Portage Planning Commission meeting of April 19, 2018 was called to order by Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Eight citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

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

ROLL CALL:

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

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the April 5, 2018 meeting minutes contained in the agenda packet. A motion was made by Commissioner Patterson, seconded by Commissioner Bosch, to approve the minutes as submitted. The motion was unanimously approved 7-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARING:

1. **Preliminary Report: Rezoning Application #17/18-3, Pennridge Trail Planned Development, 1722 and 1800 West Osterhout Avenue and 10099, 10117 and 10121 Oakland Drive.** Mr. West summarized the Department of Community Development staff report dated April 13, 2018 regarding the request from Westview Capital, LLC to rezone a 46.54 acre tract of land from I-1, light industry to PD, planned development. Mr. West stated the Pennridge Trail PD proposes a total of 137 residential dwellings with 63 single family detached homes planned within a site condominium with public streets and 37 duplex dwellings (74 units total) in a condominium with private roads. Mr. West then summarized various elements of the proposed Pennridge Trail PD including access, public/private street design and layout, sidewalks and walking trail, open space preservation, lot sizes and setbacks. Mr. West indicated upon full build-out, which is proposed in six phases over 10 years, the overall development density will be 2.9 units/per acre. Mr. West then discussed the Comprehensive Plan and Future Land Use Map designations for the subject property, the suitability of the existing I-1 zone and impacts of the proposed PD zone, the two modifications requested by the applicant involving the maximum number of lots on a cul-de-sac street and sidewalks along West Osterhout Avenue and access/traffic related issues.

Mr. Tom Larabell of Westview Capital, LLC was present to support the rezoning application and explain the development project. Mr. Larabell discussed the proposed "clustered" form of residential development with smaller lots sizes and building setbacks that will allow for retention of significant open spaces areas across the property (16 acres or 34% of the overall property). Mr. Larabell discussed the site topography and proposed layout of the development and the plans to preserve the mature trees adjacent to the Pen Central railroad tracks. Mr. Larabell then discussed the proposed emergency vehicle access to the adjacent property to the north and the easements and maintenance agreements that would be in place to ensure the access is maintained.

The public hearing was opened by Chairman Stoffer. Three citizens spoke regarding the proposed rezoning and development plan: 1) Buffy McCorry (10469 Oakland Drive), 2) Andy Bozell (10315 Oakland Drive) and 3) Cindy Crawford (10716 Oakland Drive). Ms. McCorry had several questions regarding various aspects of the project including the trail connection to Eliason Nature Preserve, access and left-turn lane construction within West Osterhout Avenue, proposed emergency vehicle access drive to the north, traffic generation and impacts at the Oakland Drive/West Osterhout Avenue intersection and safety issues associated with the adjacent railroad tracks. Mr. West provided responses to these various questions. Mr. Bozell spoke in opposition to the proposed PD rezoning and residential development citing traffic concerns and stated the existing I-1, light industry zoning is appropriate for the subject properties. Ms. Crawford also spoke in opposition to the proposed PD rezoning and residential development citing concerns over increased traffic and safety issues given the proximity to the adjacent railroad tracks. No additional citizens spoke in regards to the proposed PD rezoning and development plan. A motion was then made by Commissioner Bosch, seconded by Commissioner Harrell-Page, to adjourn the public hearing for Rezoning Application #17/18-3, Pennridge Trail Planned Development, to the May 3, 2018 meeting. The motion was unanimously approved 7-0.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

STATEMENT OF CITIZENS/COMMISSIONERS:

None.

ADJOURNMENT:

There being no further business to come before the Commission, the regularly scheduled meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Michael West, AICP
Senior City Planner

TO: Planning Commission

DATE: April 27, 2018

FROM: Christopher Forth, Acting Director of Community Development

SUBJECT: Final Report: Rezoning Application #17/18-3, Pennridge Trail Planned Development, 1722, 1800 West Osterhout Avenue and 10099, 10117 and 10121 Oakland Drive

I. INTRODUCTION:

A PD, planned development rezoning application has been received from Westview Capital, LLC for a 46.54 acre tract of land addressed as 1722 and 1800 West Osterhout Avenue and 10099, 10117 and 10121 Oakland Drive. Attached is the rezoning application, narrative, tentative plan and supporting materials.

Applicant	Property Address	Parcel Number	Zoning	
			Existing	Proposed
Westview Capital, LLC	1722 West Osterhout Avenue	00032-180-O	I-1	PD
	1800 West Osterhout Avenue	00032-175-O	I-1	PD
	10099 Oakland Drive	00032-195-O	I-1	PD
	10117 Oakland Drive	00032-190-O	I-1	PD
	10121 Oakland Drive	00032-200-O	I-1	PD
Five parcels – 46.54 acres				

II. EXISTING CONDITIONS:

Existing Land Use/Zoning	<u>Rezoning Site:</u> Vacant land (1800 West Osterhout, 10099, 10117 and 10121 Oakland Drive) and a vacant, non-conforming single family residence (1722 West Osterhout) zoned I-1, light industry. <u>East:</u> Single family residences (1702 and 1620 West Osterhout) and the Eliason Nature Preserve (1614 West Osterhout) zoned RM-1, multiple family residential. <u>North:</u> Former Charles River Industries facility (9801 Shaver Road) zoned I-2, heavy industry. <u>South (across West Osterhout):</u> Non-conforming single family residences (1909 and 1847 West Osterhout), R & T Auto Repair (1903 West Osterhout) and J & B Professional Tree Service (1811 West Osterhout) zoned I-1, light industry. <u>West (across railroad tracks):</u> Multiple family residences and vacant land zoned RM-2, multiple family residential and commercial businesses and vacant land zoned B-3, general business.
Zoning/Development History	No rezoning of properties in the surrounding area within the past 10 years.
Historic District/Structures	The subject site is not located within a historic district and does not contain any historic structures.
Public Streets	West Osterhout Avenue is designated as a 2-lane minor arterial with 3,905 vehicles per day (2015); capacity of 16,500 vehicles per day (level of service "D").
Public Utilities	Municipal water and sewer are available and will serve the development.

Environmental	The City of Portage Natural Features Map identifies a small wetland area situated along the northern portion of the subject property. A 2017 Wetland Delineation conducted by the applicant has identified the boundaries of this wetland area which are illustrated on the tentative plan. No development activities (home/road construction) are proposed within this designated wetland area. The approximate northern half of the tract of land is heavily wooded. As shown on the tentative plan, a significant portion of the trees are proposed to be retained as open space or natural space.
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III. ZONING CODE/PLANNED DEVELOPMENT PROCEDURES & REGULATIONS

The PD, planned development chapter establishes a two-part review and approval process: Tentative plan review and final plan review for each phase of the development. The applicant is required to submit a tentative plan that outlines the development concept (phases) for the entire project. Although conceptual in nature, specific statements, proposals, plans and schedule for the ultimate development of the site are required. The tentative plan is submitted for administrative review and scheduled for Planning Commission review and a public hearing. Both the written and graphic information constitutes a tentative plan.

The Planning Commission will provide a recommendation to City Council regarding the tentative plan. If approved, the planned development must proceed in accordance with the tentative plan. Approval of the tentative plan by Council constitutes rezoning of the land to PD and allows for the submission of a final plan for Administrative, Planning Commission and City Council review. A final plan is submitted in detailed form and is subject to a review process similar to a site plan. If no final plan for development is submitted within two years from the date of approval of the tentative plan, Council may either extend the approval for a period not to exceed two years or immediately initiate rezoning proceedings to re-designate the property to a more suitable zoning classification. Under the terms of the ordinance, any change to the tentative plan, such as modifying an approved land use class or adding a land use class, will require formal review and approval, with public hearings, in a manner similar to a rezoning procedure.

Section 42-374 of the Land Development Regulations contains the PD district development standards. This section provides flexibility in the types of land uses of which up to 20% of the total land area available can be utilized for nonresidential uses. The planned development is required to provide public water, public sanitary sewer and a pedestrian system. The applicant must demonstrate that the plan cannot be developed under other sections of the Zoning Code or must provide a mixture of housing types. The overall density of the project may not exceed seven units per acre and density in any one phase may not exceed 12 units per acre. Single family "lots" cannot average less than 6,500 square feet with a minimum of 5,000 square feet. Building setbacks, building height, open space and screening are also regulated under the ordinance.

IV. PUBLIC HEARING/COMMENTS:

The Planning Commission convened a public hearing to consider the PD rezoning and tentative plan/narrative during the April 19, 2018 meeting. Mr. Tom Larabel (Westview Capital LLC) was present to support the PD rezoning request and explain the planned development project. Three citizens spoke during the public hearing expressing various concerns associated with the planned development including access to site, increased traffic generation and related impacts at the Oakland/West Osterhout intersection and Oakland/Shaver intersection, proximity to the train tracks and appropriate buffering and screening.

V. PROPOSED TENTATIVE PLAN:

As indicated by the applicant, the objective of the Pennridge Trail PD is to create an attractive community with a clustered residential development of high quality, energy efficient homes, that preserves large trees/natural areas and incorporates additional open space and landscaping features for families, couples and single individuals. The project is proposed to be developed as both a site condominium subdivision with public streets and single family detached homes, and a condominium with private streets and two-family attached (duplex) dwellings for a total of 137 units on the 46.54 acre tract of land. The site condominium subdivision portion of the development is proposed along the southern portion of the property and will involve a total of 63 single family detached units on 20.6 acres in three phases (Phase 1, 4 and 5). The condominium portion of the development is proposed along the northern portion of the property and will involve a total of 37 attached duplex buildings (74 units) on 25.9 acres in three phases (Phase 2, 3 and 6). Open space areas totaling approximately 16 acres, or 34% of the overall land area, are also proposed across the planned development with particular emphasis along the western perimeter of the property (where adjacent to the Penn-Central railroad tracks) and the northern portion of the site. To provide this additional open space, the applicant is proposing a smaller lot "clustered" form of residential development with reduced lot sizes and building setbacks and increased building lot coverage within the site condominium subdivision portion of the development. The overall development density for the residential community will be 2.9 units per acre (137 units on 46.54 acres).

As identified in the attached materials, a variety of floor plans are planned for the mixed detached/attached residential community. Single family detached homes within the site condominium subdivision portion of the development will range between 1,400-2,800 square feet of living area (excluding any basement area) with an attached two-car garage and deck or patio, while dwellings within the duplex condominium portion of the development will range between 1,040-2,800 square feet of living area (excluding any basement area) with an attached two-car garage and deck or patio. The PD narrative and proposed concept portfolio also indicates the homes will incorporate variations in architectural design and construction materials and range in price from \$220,000-\$300,000+. Other features of the planned development project include:

- Pedestrian Walkway/Trailway – An internal pedestrian circulation network consisting of concrete sidewalks and asphalt trails will be provided throughout the development. Four-foot wide concrete sidewalks will be provided along both sides of the public streets within the site condominium subdivision and along one side of the private streets within the condominium portion of the development. Additionally, a 6-8 foot wide asphalt path will be constructed within open space areas along the northeastern portion of the development, providing a connection from Schrier Lane (public street cul-de-sac) and Pennridge Drive (private street cul-de-sac) to the Eliason Nature Preserve located immediately to the east. Where located within the site condominium subdivision, sidewalks will be located within the public street right-of-way and maintained by the individual lot owners. Where located with the condominium portion of the development, along the private streets and within open space areas, the sidewalks and paths will be owned and maintained by the condominium association.
- Storm Water Management - Storm water runoff associated with the public and private streets will be collected and conveyed to infiltration basins and/or natural low areas situated along the northern and central portions of the subject property. Possible locations are identified on the tentative plan. While the storm water piping located within the public streets will be owned and maintained by the city, the

storm water piping located within the private streets along with storm water disposal areas situated within common open spaces will be owned and maintained by the condominium association with appropriate easements and indemnification provided to the city.

- Vehicular Access – Access to the Pennridge Trail PD will be provided through a new public street from West Osterhout Avenue (along the eastern portion of the property) and an internal public/private street network. This new public street access will include a boulevard entrance with one lane of ingress and two lanes of egress. A dedicated left-turn lane will be constructed within West Osterhout Avenue. Since there are more than 20 residential lots with only one formal access point, the developer is requesting a variance from this provision.

During administrative review of the tentative plan, a second public street access to West Osterhout Avenue, along the western portion of the property, was also considered. However, due to safety concerns related to the close proximity of this public street intersection to the Penn-Central railroad tracks, this second West Osterhout Avenue public access point is not recommended. A future connection to the east was also considered but with the acquisition of the abutting property by the City of Portage and development of the Eliason Nature Reserve Trail, a connection to the east is no longer possible. In lieu of a second public street access to West Osterhout Avenue or a future connection to the east, the developer will construct a permanent emergency vehicle access drive to the adjacent property to the north located at 9801 Shaver Road. The City Administration has reviewed this alternative emergency access arrangement and found it acceptable. The developer of the Pennridge Trail PD and the owner of 9801 Shaver Road will provide the city the necessary easements and maintenance agreements for this permanent emergency vehicle access before development of Phase 2.

- Housing Types and Building Setbacks – The applicant plans to incorporate a variety of different residential elevations and floor plans into the development (see narrative and concept portfolio). Single family detached homes within the site condominium subdivision will range between 1,400–2,800 square feet of living area (excluding any basement area) with an attached two-car garage and deck or patio. Duplex dwellings within the condominium portion of the development will range between 1,040–2,800 square feet of living area (excluding any basement area) with an attached two-car garage and deck or patio. As indicated by the applicant, lots within the site condominium subdivision will maintain a minimum 60-foot wide lot width and a minimum 8,000 square foot lot area with the average lot area being approximately 9,720 square feet. A maximum building lot coverage of 30% is proposed. Single family detached homes will maintain minimum setbacks of 25-foot (front), 25-foot (rear) and 5-foot (side) with a minimum 15-foot separation between homes. Additionally, a 15-foot side setback will be provided along the long side of the corner lots. Duplex buildings within the condominium portion of the development will maintain a minimum 40-foot perimeter setback from all property lines, 25-foot setback from the edge of the private streets and 20-foot separation between duplex buildings.
- Phasing – The Pennridge Trail PD and construction of the 137 total residential dwelling units and associated infrastructure is proposed to occur in six phases over an approximate 10-year period with Phase 1 planned for 2018-2019. Phase 1 will include 21 site condominium lots and will begin along the southeast portion of the overall property with a public street constructed from West Osterhout Avenue. The remaining phases of the development are planned as follows: Phase 2 (22 duplex units) 2019-2021; Phase 3 (22 duplex units) 2020-2023; Phase 4 (24 lots) 2021-2024; Phase 5 (18 lots) 2022-2026 and Phase 6 (30 duplex units) 2023-2028. Since the total number of site condominium subdivision lots will be 63 with construction of Phase 1, 4 and 5, the applicant on Page 6 of the written narrative is

requesting a modification from the maximum 20-lots on a cul-de-sac provision of the Subdivision and Land Division Regulations [Section 42-803(i)].

VI. FINAL ANALYSIS:

The following analysis has been prepared based on general land use considerations, the Comprehensive Plan, traffic conditions and surrounding development patterns. Issues to be considered are consistency with the Future Land Use Plan Map and Development Guidelines, suitability of the existing zoning classification and the impacts of the proposed zoning classification.

Comprehensive Plan/Future Land Use Map Consistency. The Future Land Use Plan Map component of the Comprehensive Plan identifies the subject property, along with adjacent properties to the south (along the south side of West Osterhout Avenue), as appropriate for Low Density Residential land use. Adjacent properties to the east are designated for Park/Recreation and Low Density Residential land uses. Adjacent properties to the north and northwest are identified for Shaver Road Business Corridor and General Business land uses, while adjacent properties to the west (along the west side of the Penn-Central railroad tracks) are designated for High Density Residential land use.

The Comprehensive Plan defines the "Low Density Residential" land use classification to include areas planned for future low density residential developments ranging from 1-4 units per acre. As indicated in the attached materials, the density of Pennridge Trail is approximately 2.9 units per acre. The Comprehensive Plan further identifies the purpose of the low density residential classification to establish areas for future low density, single family development, protect existing established neighborhoods from the intrusion of incompatible land uses and encourage additional "higher value" housing taking advantage of available attractive natural features and other amenities. The proposed Pennridge Trail PD with a mixture of single family detached and attached/duplex dwellings and an overall development density of 2.9 units/acre is consistent with the Comprehensive Plan and Future Land Use Map

Development Guidelines. The Development Guidelines are intended to be used by the Commission and staff when reviewing private development proposals, infrastructure improvement programs (i.e. public expenditures on streets, sewers and water mains that influence the location, intensity and timing of development) and public programs that affect the physical environment. The guidelines also provide direction and underpinning for regulations that affect land use (e.g. zoning, subdivision, parking, landscaping and others), may suggest incentives to influence community development and preservation and may suggest adjustments to other policies that influence the use of land for consistency with community development objectives. The proposed Pennridge Trail PD is consistent with applicable development guidelines contained in the Comprehensive Plan (see attached).

Suitability of Existing I-1 Zone/Impacts of Proposed PD Zone. The subject properties have been zoned I-1, light industry since comprehensive zoning of the city in 1965. While the I-1 district may have been considered a suitable zoning district in 1965 as a result of the adjacent railroad tracks, it has never been developed with an industrial use. According to the current property owner, the land has been actively marketed for sale since 1993. The lack of industrial development interest is likely attributed to location (distance from major transportation routes, competition from other, more desirable industrial locations and adjacent residential land uses). Given the surrounding residential zoning and land use pattern, the proposed PD zone and mixed residential development project offers a more suitable option for the subject properties. Although an occasional passing train will result in noise and vibration, the decision to live near

an active railroad line is a personal choice. While the PD ordinance permits up to 20% nonresidential land use, the proposed Pennridge Trail PD does not include a nonresidential land use element. Additionally, the PD ordinance allows an overall residential development density of up to 7.0 units per acre, the proposed Pennridge Trail PD proposes an overall single family residential development density of 2.9 units per acre.

The proposed PD zone offers flexibility for the applicant and assurances to the community on how the property will be developed (i.e. types of land uses, density, location and so forth). As proposed by the applicant, the Pennridge Trail PD will result in a similar residential density that could be developed under a traditional subdivision (R-1B/R-1C district) with a more creative design that preserves open space and natural features.

Modifications. In conjunction with the proposed tentative plan, the applicant is requesting modifications from two Subdivision and Land Division Regulation provisions involving the maximum number of lots on a cul-de-sac street and installation of a five-foot wide concrete sidewalk along West Osterhout Avenue. Section 42-375.L of the Zoning Code allows City Council the authority to waive or modify standards of the PD ordinance where it finds such specifications are not in the best interests of the residents of the planned development and that modifications are not inconsistent with the interests of the entire city.

Since a second public street access from West Osterhout Avenue is not recommended given the proximity to the Penn-Central railroad tracks and a future connection to the east is no longer possible, construction of the site condominium subdivision portion of the development (Phases 1, 4 and 5) will result in a total of 63 lots on a public cul-de-sac street. Section 42-803(i) of the Subdivision and Land Division Regulations limits the number of lots on a residential cul-de-sac street to 20. As discussed previously and to provide an alternative secondary access to the development, a permanent emergency vehicle access connecting the northern portion of the Pennridge Trail PD (from Kearns Court) to the adjacent former Charles River industrial property located to the north at 9801 Shaver Road will be provided. Given the characteristics of the property and surrounding area, the City Administration is supportive of this requested modification.

While the developer will install four-foot wide concrete sidewalks along both sides of the public streets within the site condominium subdivision, Section 42-804 of the Subdivision and Land Division Regulations also requires the installation of a five-foot wide concrete sidewalk along the West Osterhout Avenue frontage. Given the proposal to install an internal network of sidewalks and trails within the Pennridge Trail PD including a connection to the adjacent Eliason Nature Preserve trail, combined with the lack of existing sidewalks along West Osterhout Avenue and no future plans by the city to install sidewalks along West Osterhout, the developer is requesting a modification from this requirement. As information for the Commission, sidewalks were once planned along West Osterhout Avenue. However, and with the reconstruction of West Osterhout Avenue in FY 2014-2015, proposed sidewalks were replaced with a wider paved shoulder to better accommodate non-motorized traffic. For these reasons, staff is supportive of this requested modification.

Traffic Considerations. The Trip Generation Manual published by the Institute of Traffic Engineers (ITE) estimates that a single family residential dwelling will generate approximately 10-12 vehicle trips per day ("trip" defined as one vehicle movement either in or out of the development). Upon full build-out of the Pennridge Trail PD (estimated at approximately 10 years), the 137 dwelling unit project will generate approximately 1,370-1,644 vehicle trips per day. As previously indicated, West Osterhout Avenue is a 2-lane minor arterial roadway with 3,905 vehicles per day (2015) and a capacity of 16,500 vehicles per day (level of service "D"). Anticipated traffic generation associated with a single family residential development on the subject property can be accommodated by the adjacent roadway system. In an effort to

facilitate through traffic and left-turn movements into the proposed development, a left-turn lane will be constructed in West Osterhout Avenue at the new public street (Pennridge Drive) intersection.

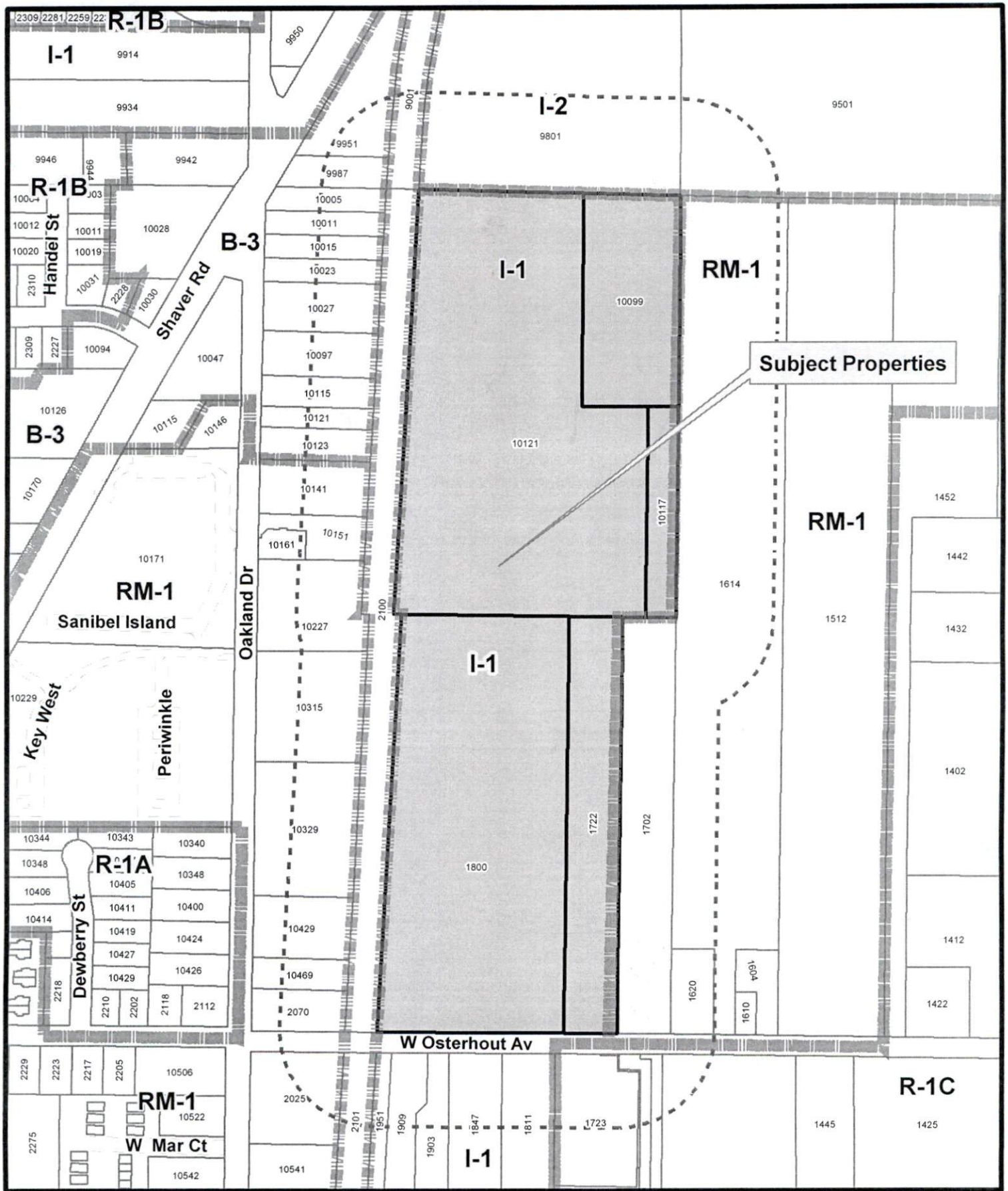
VII. RECOMMENDATION:

Subject to any additional comments that may be received during the public hearing, staff advises the Planning Commission to recommend to City Council that Rezoning Application #17/18-3 be approved and 1722 and 1800 West Osterhout Avenue and 10099, 10117 and 10121 Oakland Drive be rezoned from I-1, light industry to PD, planned development with approval of the two requested modifications involving the maximum number of lots on a cul-de-sac street and installation of sidewalk along West Osterhout Avenue.

The PD district and proposed Pennridge Trail mixed detached/attached residential development is appropriate in this area of the City and will provide assurances to surrounding property owners on the specific type of development that will be built on the property while providing design flexibility to the developer. The PD district and associated tentative plan/narrative submitted by Westview Capital LLC is consistent with the Comprehensive Plan and Future Land Use Map designations and compatible with the surrounding zoning/land use pattern along West Osterhout Avenue. Additionally and consistent with Section 42-375.L of the PD ordinance, the two requested modifications are in the best interests of the residents of the planned development and are not inconsistent with the interests of the entire city.

Attachments: Zoning/Vicinity Map
 Future Land Use Map
 Aerial Photograph Map
 Development Guidelines Table (PD)
 Rezoning Application, Narrative, Tentative Plan and Concept Portfolio

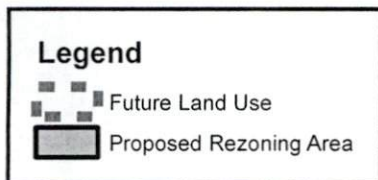
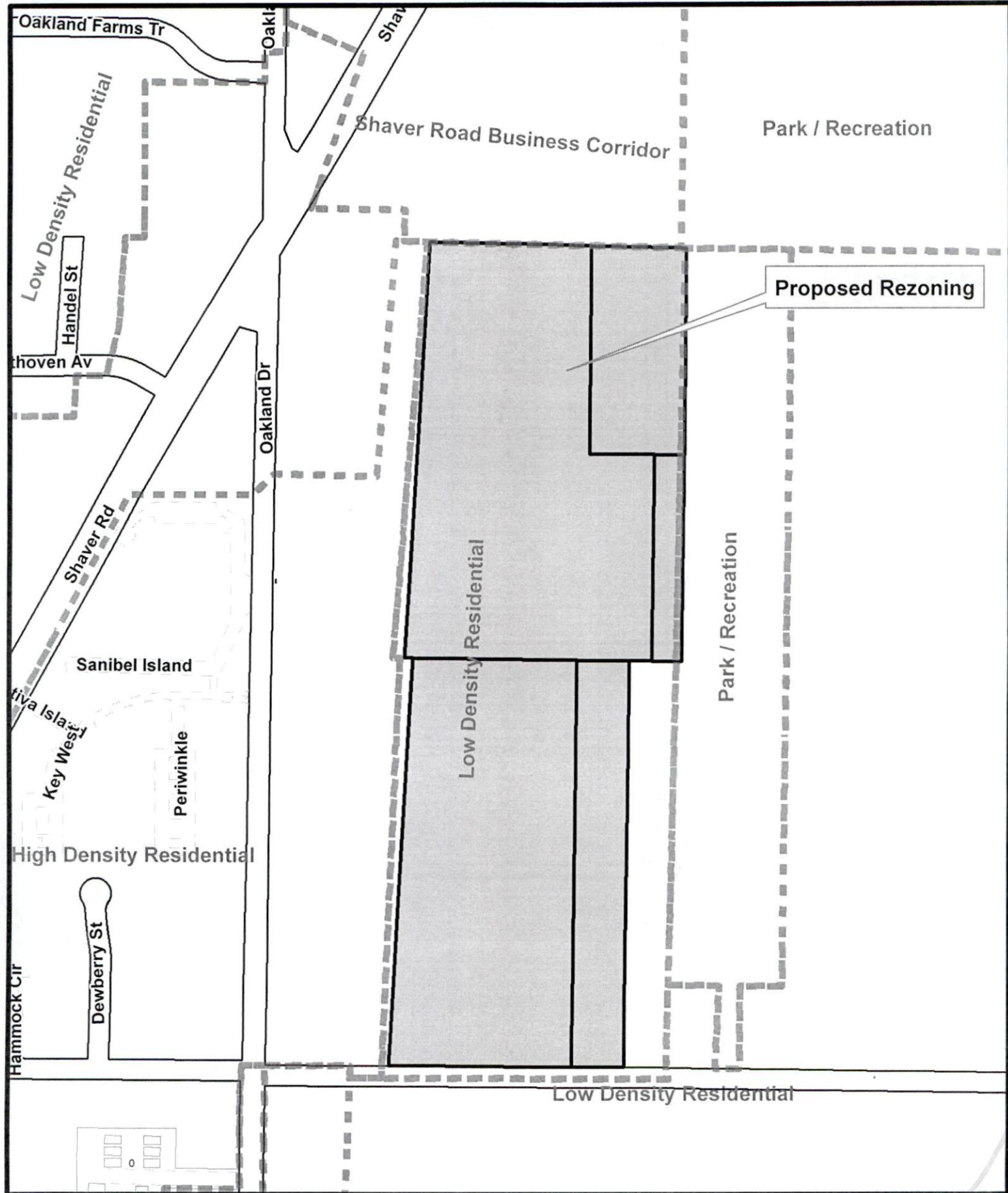
S:\Commdev\2017-2018 Department Files\Board Files\PLANNING COMMISSION\PC Reports\Rezoning\2018 04 27 Rezoning Application #17-18-3, Pennridge Trail Planned Development (final).doc



Rezoning: 17/18 - 3
1722, 1800 West Osterhout Avenue
10117, 10099, 10121 Oakland Drive



1 inch = 400 feet



Future Land Use Map
 1722, 1800 West Osterhout Avenue
 10117, 10099, 10121 Oakland Drive



1 inch = 400 feet



Subject Properties

Aerial Photography
1722,1800 West Osterhout Avenue
10117,10099, 10121 Oakland Drive

 Subject Property



1 inch = 400 feet
 (42)

DEVELOPMENT GUIDELINES

Rezoning Application #17/18-03 (Planned Development, PD)

Guideline	Description	Consistent	Comments
Rezoning – 1	Rezoning Request	Yes	Future Land Use Map designates rezoning site, along with adjacent properties to the south and east, as appropriate for low density residential land use. The proposed Pennridge Trail PD and associated tentative plan/ narrative is consistent with this designation. The residential condominium project proposes a combination of single family detached and attached dwellings with an overall development density of approximately 2.9 units/acre.
Residential – 1	Protection of Residential Neighborhoods	Yes	The proposed single-family residential PD is consistent and compatible with the surrounding zoning and land use pattern: Non-residential land uses are not proposed with the PD.
Residential – 2	Residential Development along Arterial Roadway	Yes	The proposed single-family residential PD project will be situated along West Osterhout Avenue (minor arterial) with access provided from West Osterhout Avenue.
Residential – 3a	Locational Criteria for Residential Uses	Yes	Rezoning site has locational criteria consistent with the low density residential category (1-4 units/acre): Overall development density for single-family residential PD will be approximately 2.9 units/acre with access from a minor arterial roadway, municipal water/sanitary sewer and underground private utilities.
Residential – 4	Compatibility with Adjacent Land Use	Yes	The single-family residential PD and related development density is consistent and compatible with the surrounding low density residential zoning and land use pattern.
Residential – 5	Open Space and Natural Resource Protection	Yes	The single-family residential PD will preserve approximately 16 acres or 34% of the overall land area in open space with particular emphasis along the western perimeter of the site (adjacent to the Penn-Central railroad tracks) and along the northern portions of the development.
Residential – 6	Streets and Pedestrian Systems	Yes	Access will be provided from West Osterhout Avenue, a minor arterial street. Four-foot wide concrete sidewalks will be constructed along both sides of all interior public streets and along one side of the interior private streets. Additionally, a 6-8 foot wide asphalt path will be constructed within open space areas along the northeastern portion of the development, providing a connection to the Eliason Nature Preserve located immediately to the east.

Guideline	Description	Consistent	Comments
Residential – 9	Residential Planned Unit Development	Yes	The Pennridge Trail PD will create a mixed detached/attached residential neighborhood with a combination of public and private streets, sidewalks, trails and preservation of natural areas for the enjoyment of the residents. Single family homes within the site condominium subdivision portion of the development will range between 1,400-2,800 square feet of living space (excluding any basement area) with an attached two-car garage and deck or patio, while duplexes within the condominium portion of the development will range from 1,040-2,800 square feet of living space (excluding any basement area) with an attached two-car garage ad deck or patio. No nonresidential uses are proposed with the Pennridge Trail PD.
Natural & Historic Resources – 1	Environmental Protection	Yes	A 2017 Wetland Delineation conducted by the applicant identified a small wetland area situated along the northern portion of the property. No development activities (home/road construction) are proposed within this designated wetland area.
Natural & Historic Resources – 2	Floodplain	N/A	The rezoning site is not encumbered by floodplain areas.
Natural & Historic Resources – 3	Water Quality	Yes	Storm water from the project will be collected and conveyed to infiltration basins and/or natural low areas situated along the northern and central portions of the subject property.
Natural & Historic Resources - 4	Noise	N/A	The rezoning site is not situated near excessive noise generators such as the Kalamazoo/Battle Creek International Airport or major freeway arteries. Preservation of existing mature trees and supplemental berming/landscaping within proposed open spaces areas along the western portion of the site will help mitigate noise impacts from the adjacent Penn-Central railroad tracks.
Natural & Historic Resources - 5	Historic Resource Preservation	N/A	The subject site is not located within a historic district and does not contain any historic structures.
Natural & Historic Resources – 6	Open Space Preservation	Yes	See Residential – 5 and Natural & Historic Resources – 1 comments above
Transportation – 1	Transportation Systems	Yes	West Osterhout Avenue is a 2-lane minor arterial street with 3,905 vehicles per day (2015) and a capacity of 16,500 vehicles per day (level of service D). Anticipated traffic generation from the PD can be accommodated.
Transportation – 2	Street Design	Yes	Access to the Pennridge Trail PD will be provided through a new public street from West Osterhout Avenue (along the eastern portion of the property) and an internal public/private street network. In conjunction with the project, a dedicated left-turn lane will be constructed within West Osterhout Avenue by the developer. In lieu of a second public street access to West Osterhout Avenue or a future connection to the east/west, the developer will also construct a permanent emergency vehicle access drive to the adjacent property to the north located at 9801 Shaver Road.

Transportation – 3	Access Management	Yes	See Transportation – 1 and Transportation – 2 above.
Transportation – 4	Non Motorized Travel	Yes	See Residential – 6 above.
Municipal Facilities & Services – 1	Sound Fiscal Growth	Yes	Existing and proposed public infrastructure is adequate to accommodate planned development.
Municipal Facilities & Services – 2	Sanitary Service	Yes	Sanitary sewer is available and will serve the planned development.
Municipal Facilities & Services – 3	Underground Utilities	Yes	Underground utilities will serve the planned development.

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APR 11 2018

COMMUNITY DEVELOPMENT

April 10, 2018

**NARRATIVE for Proposed
PENNRIDGE TRAIL
Located on Osterhout Avenue
in The City of Portage**

**DEVELOPER:
WESTVIEW CAPITAL, LLC
2186 EAST CENTRE STREET
PORTAGE, MI 49002**

INTRODUCTION:

Pennridge Trail is a proposed Single Family Site Condominium / Residential Planned Development (PD), which is situated on the north side of Osterhout Avenue, approximately 500 feet east of Oakland Drive, in Section 32, City of Portage, Michigan. The subject property contains 46.54 acres (excluding Osterhout Avenue right-of-way) and measures a little over one eighth mile east/west by one half mile north/south. The front half of the site is farm field while the back half of the site is heavily wooded. The property is bordered on the west by the Penn-Central rail line and is surrounded by properties that are mostly wooded. Despite the property having a rural feel to it, it is located less than 5 minutes from many City of Portage businesses and other City amenities. Proposed on site are approximately 137 units of high quality energy efficient construction. Each unit within the single family site condo will be served by public roadway while the duplex units will be served by private roadways. This PD will offer a variety of dwelling floor plans along with a mixture of housing types consisting of single family detached and duplex dwellings. Please see the attached Concept Portfolio.

PURPOSE & OBJECTIVES:

The objectives of this PD development are as follows:

- 1.) To create an attractive community with a clustered residential development that preserves large trees, natural areas, and incorporates additional open space and landscaping features for families, couples and single individuals to enjoy.
- 2.) For the owners in the duplex area, to eliminate many normal maintenance duties and responsibilities such as mowing, weed control, raking of leaves, cleaning of gutters, snow shoveling, tree trimming, etc.
- 3.) To provide a single family neighborhood with high quality, energy efficient homes.
- 4.) To create a neighborhood with typical densities, but at the same time provide permanent open space and on-site natural areas for residents to enjoy, including direct access to the City owned Schrier Park and the Bishops Bog Trail.

THE SITE:

This PD is located on the north side of Osterhout Avenue in the Northeast quarter of Section 32. The property consists of addresses 1722 & 1800 West Osterhout Avenue as well as 10099, 10117 and 10121 Oakland Drive. Situated east of the subject property are two parcels, one with a residential home and the other being the City owned Schrier Park. Along the entire south edge of the property is Osterhout Avenue, a City of Portage public street. On the south side of Osterhout Avenue is land owned by various businesses. West of the subject property is the existing Penn-Central rail line with multi-family residences further to the west. North of the property is an existing industrial complex. Adjoining properties to the north are zoned I-2 Heavy Industry, to the south I-1 Light Industry, and to the east and west RM-1 Multiple Family. The north part of the subject property is covered by mature trees. The site is unique with nice hardwoods and rolling terrain, and the intent is to preserve as many trees as possible. The southerly part of the property is open land. Small areas of the property to the northeast and in the central portion are significantly lower than the remainder of the property. The north central and southerly portions of the property are relatively high. A wetland assessment of the property has been completed and the wetland boundary has been shown on the Tentative Plan. Soils within the proposed building areas are Oshtemo Sandy Loam per the USDA's Soil Survey of Kalamazoo County.

ZONING, BUILDING SETBACKS, and DENSITY:

The property is currently zoned I-1 Light Industrial. The proposed zoning is PD. With this PD development, we are proposing a 40 foot perimeter setback (abutting all adjoining properties). In the duplex portion all duplex buildings will share a common building wall. There will be a minimum 20.0 feet between buildings, and a minimum distance of 25.0 feet between the edge of the roadway and the front of the dwelling. The site condo single family portion of the project will have a minimum required unit width at the front setback of 60', a required front setback of 25', a required rear setback of 25' and a required side setback of 5', with a minimum of 15' between dwellings. The average lot size within the site condo portion is about 9720 sq.ft. with a minimum of 8,000 sq.ft. With the proposed portfolio the maximum unit coverage is equal to 30% with a minimum perimeter rear yard setback of 40'. With this PD, the density will be approximately 2.9 dwellings per acre. Per the City's Ordinance, the maximum allowable density for a PD is 7 dwellings per acre.

PHASING:

It is anticipated that the development will be constructed in six phases, with each phase consisting of between 20 and 30 dwellings. Construction of utilities, roadways, and dwellings for phase one is planned to commence during 2018. Construction for each subsequent phase is anticipated to commence approximately every couple of years thereafter based on the market and velocity of sales achieved. The currently anticipated size, limits, and density of each phase has been shown on the submitted Tentative Plan and outlined below. Please note that the proposed phasing could be altered based on market conditions, utility routing, final design, City requirements, etc.

Phase #	Condo Units	Duplex Units	Anticipated Construction
1	21	0	2018/2019
2	0	22	2019/2021
3	0	22	2020/2023
4	24	0	2021/2024
5	18	0	2022/2026
6	0	30	2023/2028

ON-SITE DWELLINGS:

The proposed dwellings within the single family portion of the site condo will consist of a mixture of housing types including two story and single story homes. Each dwelling will have between approximately 1400 square feet to 2800 square feet of living area (excluding any basement area), and an attached two-car garage, deck or patio. The proposed dwellings within the duplex portion will consist of single story homes measuring approximately 80 feet wide and 50 to 60 feet deep. Each dwelling will have approximately 1040 to 2800 square feet of living area (excluding any basement area), and an attached two-car garage, deck or patio. Approximately 45% of the onsite units will be single family detached dwellings and approximately 55% of the onsite units will be

duplexes. Single family attached dwellings and duplexes shall comply with City requirements. All dwelling construction shall comply with City and State construction codes. Each home will feature quality construction, maintenance free materials, and various energy efficient features. Conceptual Front Building Elevations and Floor Plans are included in this packet. Please see attached Concept Portfolio. The units will be constructed to meet or exceed energy codes. While the front elevations will be different, the look will have an intentional feel with design consistency among the various building fronts throughout the development. It is anticipated the dwelling prices will start in the \$220,000 range for smaller units. For certain units with additional upgrades, dwelling costs will likely approach or exceed the \$300,000 range.

OPEN SPACE and NATURAL AREAS:

A significant portion of the property will be designated as a permanent natural open space area. This includes the northerly, southerly, westerly and central portions of the property. The area of the subject property is 46.54 acres excluding the Osterhout Avenue right-of-way area. We currently estimate that approximately $\frac{3}{4}$ acres of the property is wetland area, and that approximately 16 acres of the property (north, west, south and central) will remain as a permanent natural open space. Around the perimeter of the development, existing natural areas and trees will be preserved to serve as a natural buffer and visual screening. All green space is contiguous and will allow residents to traverse the entire property in its natural setting. A paved Trail will also be installed to connect between the single family and duplex portions with direct access to Schrier park and the Bishops Bog Trail. Additional earth berms and trees will be installed in the open space on the south end of the property along Osterhout Avenue, as well as the westerly portion in the proposed open space area that backs up along the back of the single family and duplex lots (see attached plan). The additional earth berms and existing tree line will help buffer the homes from the existing Penn-Central rail line.

CONDOMINIUM / OWNERSHIP:

The PD will be developed as a site condominium with the southern half of the development being single family. These residents will own and maintain their entire unit that fronts on the public street. Within the portion of the PD consisting of the duplex units, the owner will maintain only the inside of the dwelling (the condominium "unit"). The condominium association will own and maintain everything exterior to each duplex unit, including yard areas ("limited common areas") and streets / natural areas ("general common areas"). Exterior maintenance that will be provided by the Condominium Association will include the exterior of the dwellings, gutters, lawns, sidewalks, driveways, private streets, natural areas, etc. The yard area surrounding each dwelling will be "limited common area" and will be for the use and enjoyment of that unit owner. The private streets, sidewalks, on site trails, and natural areas will be designated as "general common areas." These general common areas will be for the use and enjoyment of all residents.

CONDOMINIUM MASTER DEED:

The typical "plat restrictions" or "deed restrictions" for a subdivision will be replaced with the Condominium Master Deed. The Master Deed shall also include survey plans, house plans, rules of ownership, mapping of general common areas, limited common areas, unit areas, and other rules and regulations. Within the Master Deed, the streets and utilities for each phase will be designated as "need to be built," while each unit will be designated as "need not be built." The Master Deed will be prepared by an Attorney, and the Survey Plans within the Master Deed will be prepared by a local Land Surveying Office. The Master Deed will be subject to City review and comment prior to recording.

STORM SEWER SYSTEM and DRAINAGE:

Crowned, paved roadways, and gutters will direct storm water run-off to the proposed storm sewer drains and pipes. The storm water run-off will be disposed of by a combination of infiltration basins and discharge to the on site lowland areas. The storm water system will comply with City requirements. Design of the system will be subject to City review and approval, as well as review and permitting through the State of Michigan MDEQ if required.

WATER MAINS, FIRE HYDRANTS, and SANITARY SEWERS:

Installed along all public and private roads will be City Portage public water mains and sanitary sewers, including house leads to each dwelling. Fire hydrants will be installed at locations approved by the City of Portage. These utilities shall be designed and installed in accordance with City requirements, and appropriate utility easements shall be granted to the City. Public utilities designed and installed outside of the public and private roadways would be conveyed through an easement to the City as well. Note that there is an existing 20 inch public water main on the north side of Osterhout Avenue, and an existing 12 inch public sanitary sewer near the center line of Osterhout Avenue.

PRIVATE UTILITIES:

The site will be served with underground natural gas, electric, telephone, and cable TV lines. It is anticipated that these underground lines will be situated on the side of the street opposite the public water main.

STREETS, SIDEWALKS, and DRIVEWAYS:

On site paved streets serving the single family site condo portion will be public. On site paved streets serving the duplex portion will be private. All public streets will incorporate concrete curb and gutter on each edge and will have a pavement width of 32 feet. All private streets will incorporate concrete roll curb or paved valley gutter on each edge and will have a minimum drivable width of 26.1 feet. It is intended that the streets will be wide enough to allow parking on one side of the street per Fire Department requirements. All streets shall be designed and constructed in accordance with City requirements. Access to and from the site will be from one location and shall include one entry lane (14 feet wide) and two exit lanes (lane widths equal 11 feet) along with a landscaped island. A 20 foot wide permanent emergency access will also be constructed when the number of units constructed exceeds 30, at which time an easement for the access will be granted to the City and recorded. This drive will connect to the property to the north and tie into the existing parking lot that has direct access to Shaver Road. Lighting along

streets will be provided by permanent streetlights and may be incorporated into the City's street light district. Concrete sidewalks will be constructed on both sides of all new public streets and on one side of the new private streets. Also incorporated within the development will be a paved trail within the easterly portion of the property. This paved trail will extend east to the adjoining City owned property of Schrier Park and the existing Bishops Bog Trail. Driveways for each dwelling will be constructed of concrete and will have a length of at least 25.0 feet as measured from the edge of the roadway. The length of the each driveway will allow temporary vehicle parking for two or more vehicles depending on the length of driveway. All private streets, walks, trails, driveways, and parking areas in the duplex portion will be maintained by the Condominium Association.

MODIFICATIONS:

The Pennridge Trail PD is requesting a waiver from the Subdivision and Land Division Regulations Provision as it relates to Section 42-803 (i), Maximum Number of Lots on a residential Cul-de-sac Street. The original intent was to have two access drives off West Osterhout Avenue to serve this development, however only one was recommended by City staff. With the recommendation and addition of the permanent emergency access road that is being constructed to the north linking access directly to Shaver Road, there will now be two points of access to the development both on the north and south side of the development for emergency vehicles. For that reason we are requesting that this requirement be waived

The second waiver that is being requested is regarding the provision (Section 42-804), that requires sidewalks on both sides of all public streets. (Specifically West Osterhout Avenue) We are requesting this requirement be waived due to the fact that all internal sidewalks within the community will have direct access to Schrier Park from both the single family area as well as the duplex area. In addition there are currently no existing sidewalks on either side of West Osterhout Avenue to either the east or west of the property that would allow any contiguous flow of pedestrian traffic, and it seems unlikely that any sidewalks would be constructed in the future due to the size of the privately owned nearby parcels. For that reason we are requesting that this requirement be waived.

TENTATIVE PLAN for PROPOSED 'PENNRIDGE TRAIL' CONDOMINIUM

NOTE: "PENNRIDGE TRAIL" IS A PROPOSED CONDOMINIUM AND PLANNED DEVELOPMENT.

SUBJECT PROPERTY = 46.54 ACRES
ADDRESS = 1800 W. OSTERHOUT AVE.
CURRENT ZONING = I-1
PROPOSED ZONING = PD



AERIAL PHOTO OF VICINITY
NO SCALE

RECEIVED
APR 11 2018
PLANNED DEVELOPMENT

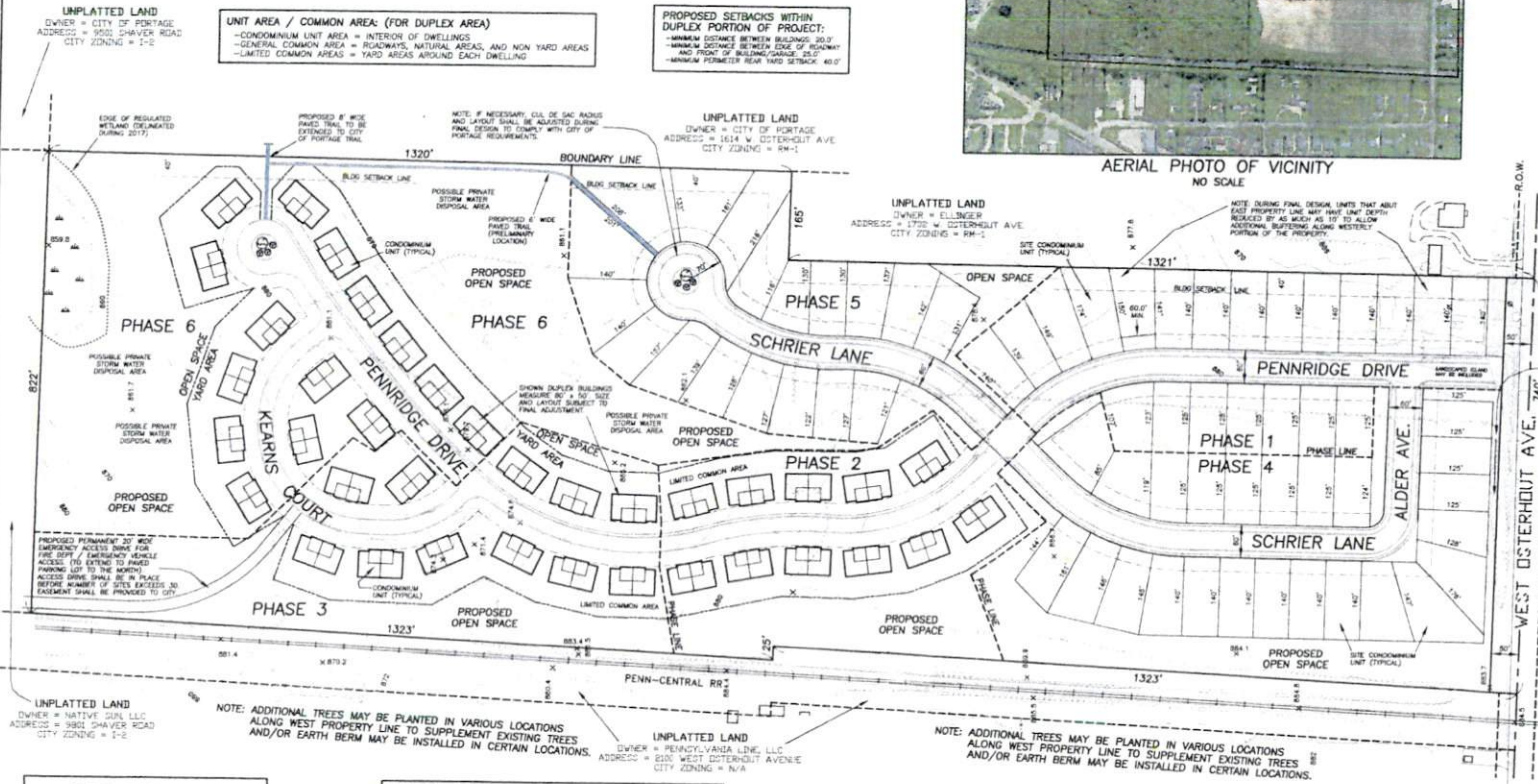
UNIT AREA / COMMON AREA (FOR DUPLEX AREA)
-CONDOMINIUM UNIT AREA = INTERIOR OF DWELLINGS
-GENERAL COMMON AREA = ROADWAYS, NATURAL AREAS, AND NON YARD AREAS
-LIMITED COMMON AREAS = YARD AREAS AROUND EACH DWELLING

PROPOSED SETBACKS WITHIN DUPLEX PORTION OF PROJECT:
-MINIMUM DISTANCE BETWEEN BUILDINGS: 20.0'
-MINIMUM DISTANCE BETWEEN SIDE OF ROADWAY AND FRONT OF BUILDING: 25.0'
-MINIMUM PERIMETER REAR YARD SETBACK: 40.0'

PROPOSED SETBACKS WITHIN SITE CONDO-PORTION OF PROJECT:
-MINIMUM DISTANCE BETWEEN BUILDINGS: 20.0'
-MINIMUM DISTANCE BETWEEN SIDE OF ROADWAY AND FRONT OF BUILDING: 25.0' (FROM R.O.W.)
-REQUIRED FRONT SETBACK = 10.0'
-MINIMUM DISTANCE BETWEEN BUILDINGS: 15.0' (BETWEEN DWELLINGS)
-MINIMUM DISTANCE BETWEEN BUILDINGS: 15.0' (BETWEEN DWELLINGS)
-MINIMUM PERIMETER REAR YARD SETBACK: 40.0'
-MINIMUM UNIT AREA = 800 SQUARE FEET

NOTE: CENTER TURN LANE SHALL BE PROVIDED WITHIN OSTERHOUT AVENUE.

- GENERAL NOTES:**
- 1) SUBJECT PROPERTY CONTAINS 46.54 ACRES AND IS CURRENTLY ZONED I-1.
 - 2) SURVEY WORK BY THIS OFFICE.
 - 3) SHOWN ELEVATION CONTAINS TERRAIN INFORMATION TAKEN FROM TOPOGRAPHIC MAP PREPARED BY OTHERS.
 - 4) EXISTING 12 INCH PUBLIC SANITARY SEWER IS LOCATED IN APPROXIMATE CENTER LINE OF WEST OSTERHOUT AVENUE.
 - 5) EXISTING 20 INCH PUBLIC WATER MAIN IS LOCATED ON THE NORTH SIDE OF WEST OSTERHOUT AVENUE.
 - 6) SITE SHALL BE SERVED BY PROPOSED PUBLIC WATER MAIN AND SANITARY SEWERS (CITY SANITARY SEWER).
 - 7) ALL PROPOSED BUILDINGS SHALL HAVE A MINIMUM WIDTH OF 26.1 FEET.
 - 8) ALL PROPOSED BUILDINGS SHALL HAVE A MINIMUM HEIGHT OF 10 FEET.
 - 9) ALL PROPOSED BUILDINGS SHALL HAVE A MINIMUM HEIGHT OF 10 FEET.
 - 10) ALL PROPOSED BUILDINGS SHALL HAVE A MINIMUM HEIGHT OF 10 FEET.
 - 11) ALL PROPOSED BUILDINGS SHALL HAVE A MINIMUM HEIGHT OF 10 FEET.
 - 12) SHOWN LOT LAYOUT IS SUBJECT TO FINAL ADJUSTMENT.
 - 13) SHOWN BUILDING FOOTPRINTS ARE NOT MORE THAN 10 FEET DEEP. ACTUAL DWELLINGS MAY INCLUDE A DECK OR FOUR-SEASON ROOM AND MAY BE DEEPER THAN 10 FEET.
 - 14) BUILDINGS SHALL BE PRIMARILY SINGLE STORY DWELLINGS AND MAY INCLUDE A BILLOWING DWELLING SHALL HAVE A MAXIMUM HEIGHT OF 20 FEET.
 - 15) DEVELOPMENT SHALL BE CONSTRUCTED IN SEVERAL PHASES. SHOWN PHASING IS SUBJECT TO FINAL ADJUSTMENT.
 - 16) STREET LIGHTS, STREET SIGNALS, TRAFFIC CONTROL, AND LANDSCAPING SHALL BE PROVIDED.
 - 17) ALL ON SITE DWELLING CONSTRUCTION SHALL COMPLY WITH CITY OF PORTAGE AND STATE OF MICHIGAN CONSTRUCTION CODES INCLUDING FOOTING DEPTH NEAR GROUNDWATER IF APPLICABLE.
 - 18) EXISTING PAVED SURFACE FOR OSTERHOUT AVENUE SHALL NOT BE DISTURBED UNLESS PRIOR APPROVAL HAS BEEN OBTAINED FROM THE CITY OF PORTAGE.
 - 19) OFF-STREET PARKING SPACES MAY BE INCORPORATED IN CERTAIN AREAS.
 - 20) THE MAXIMUM NUMBER OF DWELLINGS ON SITE (PER FINAL PLAN) SHALL BE 140.
 - 21) OFF-STREET PARKING SPACES MAY BE INCORPORATED IN CERTAIN AREAS.
 - 22) SITE SHALL COMPLY WITH MICHIGAN FLOOD PLAIN ACT.
 - 23) TEMPORARY CUL DE SAC SHALL BE PROVIDED WHERE REQUIRED.



NOTE: ADDITIONAL TREES MAY BE PLANTED IN VARIOUS LOCATIONS ALONG WEST PROPERTY LINE TO SUPPLEMENT EXISTING TREES AND/OR EARTH BERM MAY BE INSTALLED IN CERTAIN LOCATIONS.

NOTE: ADDITIONAL TREES MAY BE PLANTED IN VARIOUS LOCATIONS ALONG WEST PROPERTY LINE TO SUPPLEMENT EXISTING TREES AND/OR EARTH BERM MAY BE INSTALLED IN CERTAIN LOCATIONS.

FIRE DEPT. NOTES

CONSIDERABLE BUILDING CONSTRUCTION SHALL NOT COMMENCE UNTIL FIRE HYDRANTS ARE OPERABLE AND AN ALL WEATHER ROAD SURFACE IS IN PLACE.

THE FIRE FLOW FOR EACH BUILDING IS 1000 GPM FROM THE ADJACENT WETTED AREA OF ALL PORTIONS OF THE BUILDING. THIS FLOW IS BASED ON THE FLOOR AREA OF ALL FLOOR BUILDINGS. BASED ON A BUILDING OF TYPE 1-1 CONSTRUCTION, SHOULD A BUILDING EXCEED 5000 SQUARE FEET, THE MINIMUM FIRE FLOW WILL BE BASED ON THE SIZE AND TYPE OF CONSTRUCTION FOR THAT BUILDING.

FIRE APPARATUS ACCESS READING 26.1 TO 32 FEET WIDE SHALL BE POSTED ON ONE SIDE OF A FIRE LANE.

IT IS ANTICIPATED THAT ALL STREETS WILL BE WIDE ENOUGH TO ALLOW PARKING ON ONE SIDE OF THE STREET PER THE FIRE CODE.

SITE DATA:
SITE AREA = 46.54 ACRES
OF DUPLEX BLDGS = 59 (74 UNITS)
OF SINGLE FAMILY UNITS = 63
TOTAL # UNITS = 74 + 63 = 137
NET DENSITY = 137 UNITS / 46.54 ACRES = 2.94 UNITS PER ACRE

OPEN SPACE:
TOTAL OPEN SPACE = 16 ACRES
% OPEN SPACE = 16 / 46.54 = 34%

PHASE	SITE CONDO UNITS	DUPLEX UNITS	ANTICIPATED CONSTRUCTION
1	21	0	2018-19
2	0	22	2019-21
3	0	22	2020-23
4	24	0	2021-24
5	0	18	2022-26
6	0	30	2023-28

(PHASING AND SCHEDULE SUBJECT TO CHANGE)

PARCEL DESCRIPTION:

A parcel of land situated in the Northeast quarter of Section 32, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan being more particularly described as follows:

Commencing at the East quarter corner of Section 32, Town 3 South, Range 11 West, thence S 90°00'00" W 165.00 feet along the South line of the Northeast quarter of said Section to the Place of Beginning, thence continuing S 90°00'00" W 739.77 feet along said South line to the East right-of-way line of the Pennsylvania Railroad (formerly the New York Central Railroad), thence N 02°18'11" E 1323.10 feet along said East line to the North line of the South half of said Northeast quarter of Section 32; thence N 89°31'07" W 25.02 feet along said Pennsylvania Railroad right-of-way line to the North line of the South half of said Northeast quarter of Section 32; thence N 02°18'11" E 1323.10 feet along said East right-of-way line of the Pennsylvania Railroad to the North line of said Northeast quarter of Section 32; thence S 89°46'14" E 222.39 feet along said North line to the East line of said Northeast quarter of Section 32; thence S 90°00'00" W 165.00 feet along said North line to the South half of said Northeast quarter of Section 32; thence N 89°31'07" W 165.00 feet along said North line of the South half of said Northeast quarter of Section 32; thence N 89°31'07" W 165.00 feet along said North line of the South half of said Northeast quarter of Section 32; thence S 07°01'23" E 1320.82 feet parallel with said East line of the Northeast quarter of Section 32 to the Place of Beginning, containing 47.39 acres of land. The south 33.0 feet being Subject Highway Easement Parcel is subject to easements conditions and restrictions of record.

APPLICANT:

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

TENTATIVE PLAN "PENNRIDGE TRAIL" CONDOMINIUM PART OF THE NE 1/4 OF SEC. 32, T. 3 S., R. 11 W., CITY OF PORTAGE, MICHIGAN		DATE: 2/02/2018
Ingersoll, Watson & McMachen, Inc. CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS 1209 East William Road - Portage, Michigan 49002 - Phone 269 344-6285 - Fax 269 344-6285		SHEET: 1
		JOB NO.: 36676



PENNRIDGE TRAIL

CONCEPT PORTFOLIO
CITY OF PORTAGE

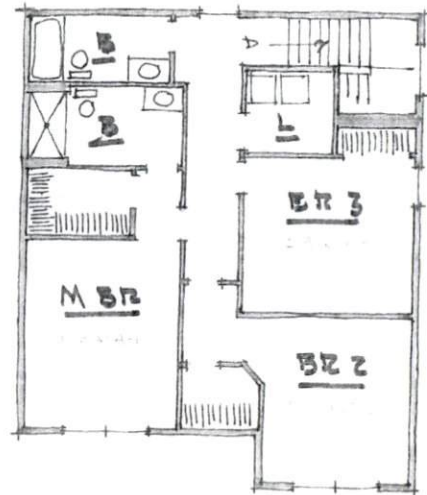
ALLEN
EDWIN
HOMES

FLOOR PLAN

1,794 SQ. FT.

3 BEDROOM
2 BATHROOM
2 CAR GARAGE





SECOND FLOOR = 1025 SF



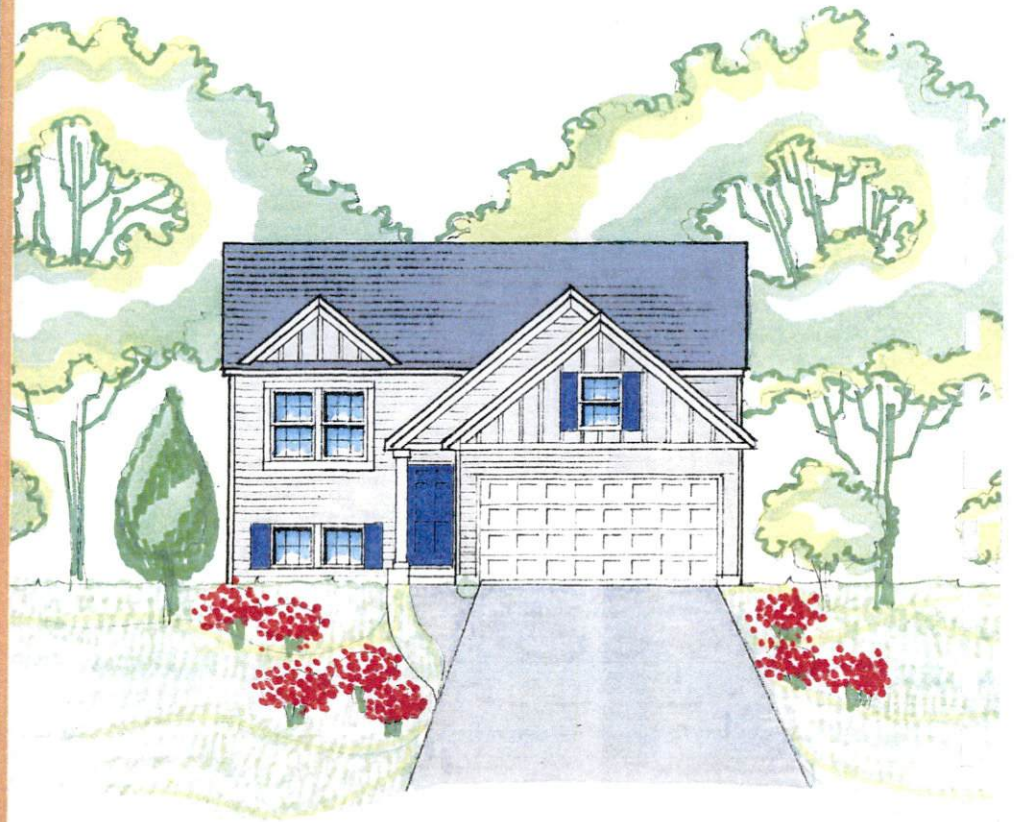
FIRST FLOOR = 769 SF

FLOOR PLAN : E1700

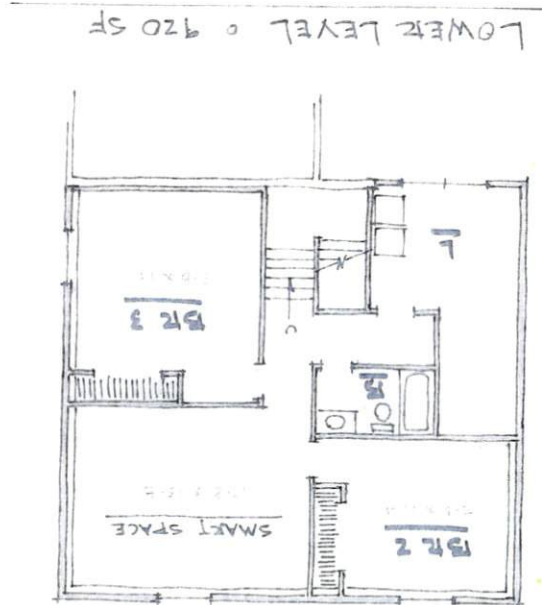
FLOOR PLAN

2,040 SQ. FT.

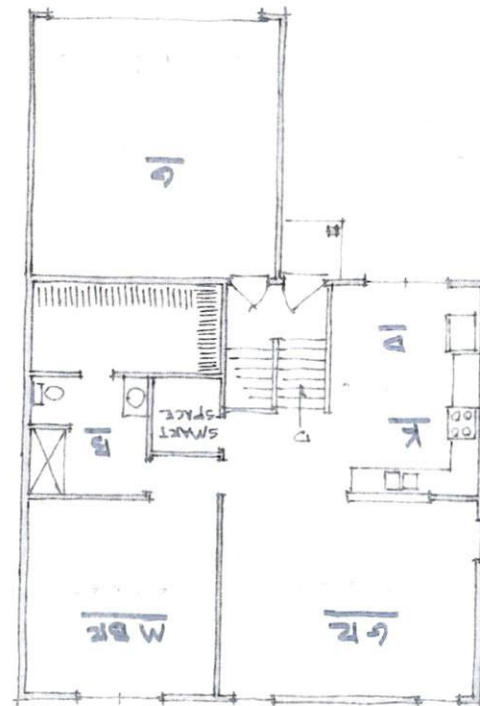
3 BEDROOM
2 BATHROOM
2 CAR GARAGE



FLOOR PLAN : C2040



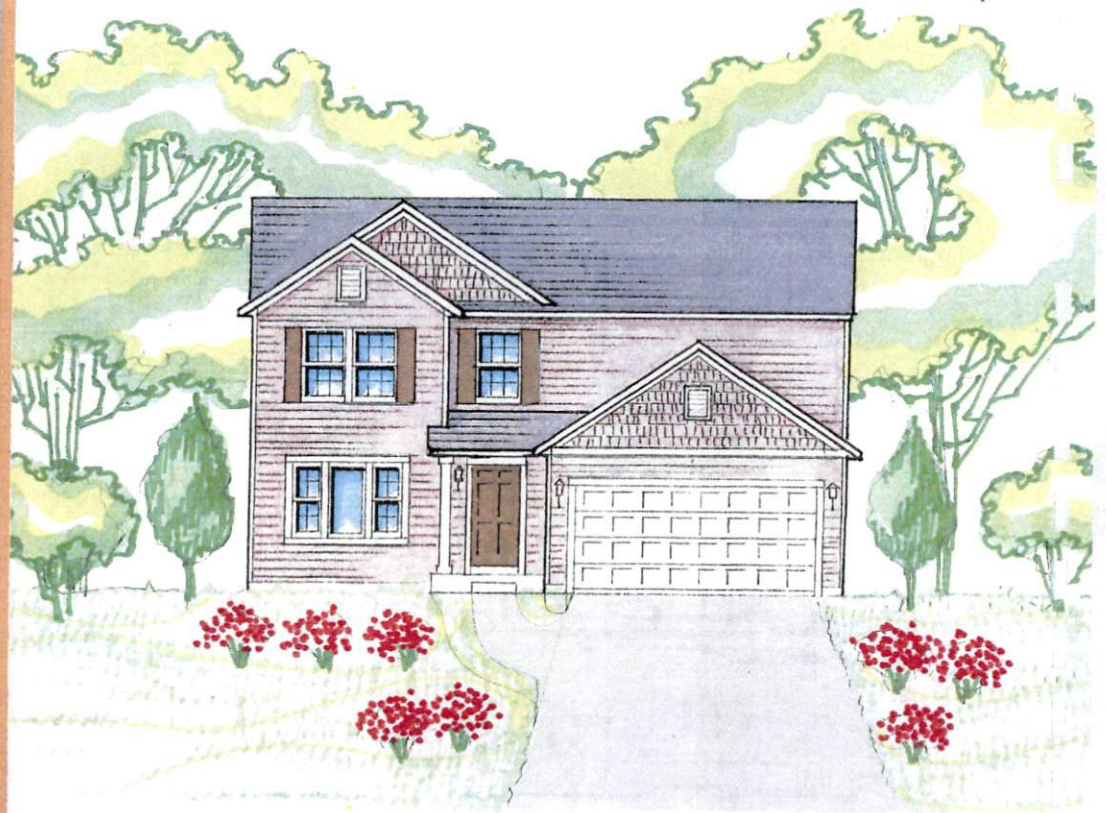
UPPER LEVEL • 1120 SF

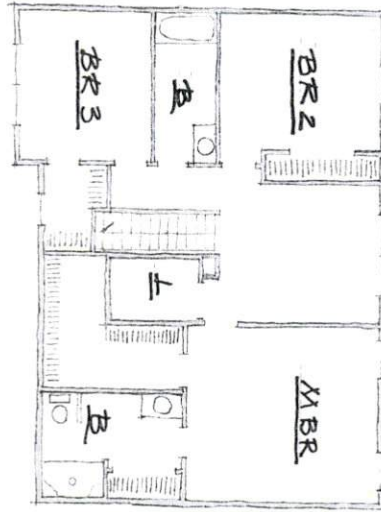


FLOOR PLAN

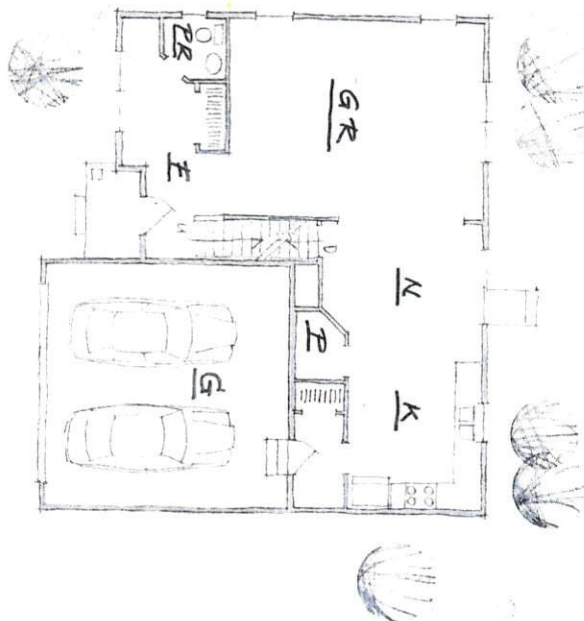
2,070 SQ. FT.

3 BEDROOM
2.5 BATHROOM
2 CAR GARAGE





SECOND FLOOR



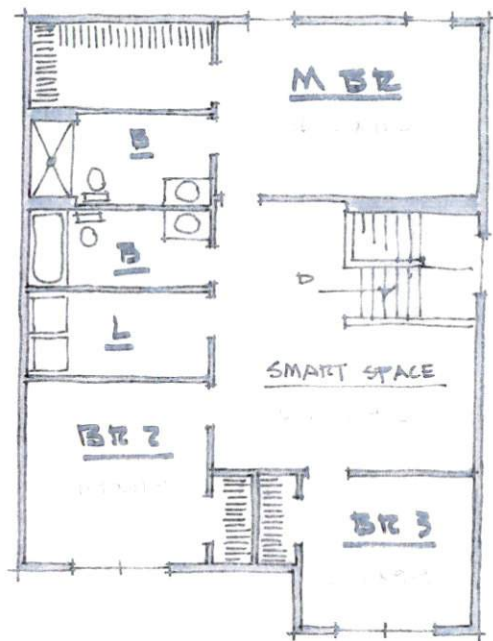
FIRST FLOOR E2070

FLOOR PLAN : E2070

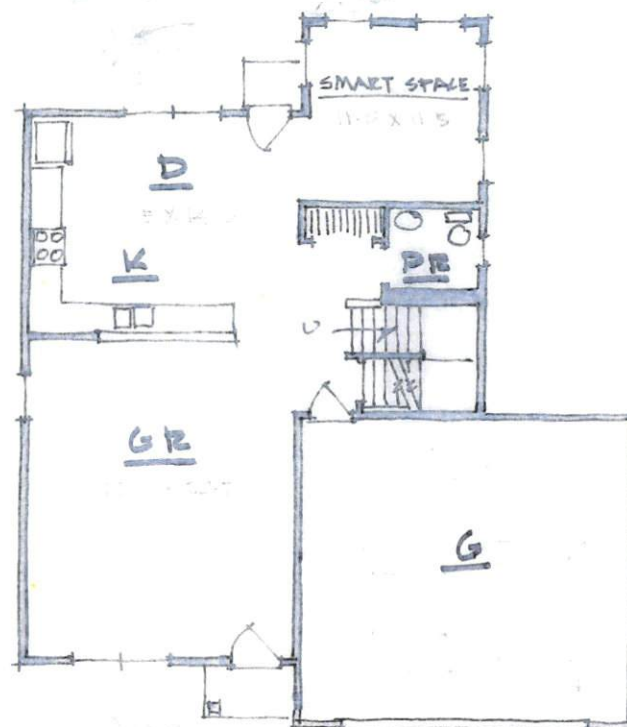


3 BEDROOM
2.5 BATHROOM
2 CAR GARAGE

FLOOR PLAN
2,121 SQ. FT.



SECOND FLOOR • 1146 SF

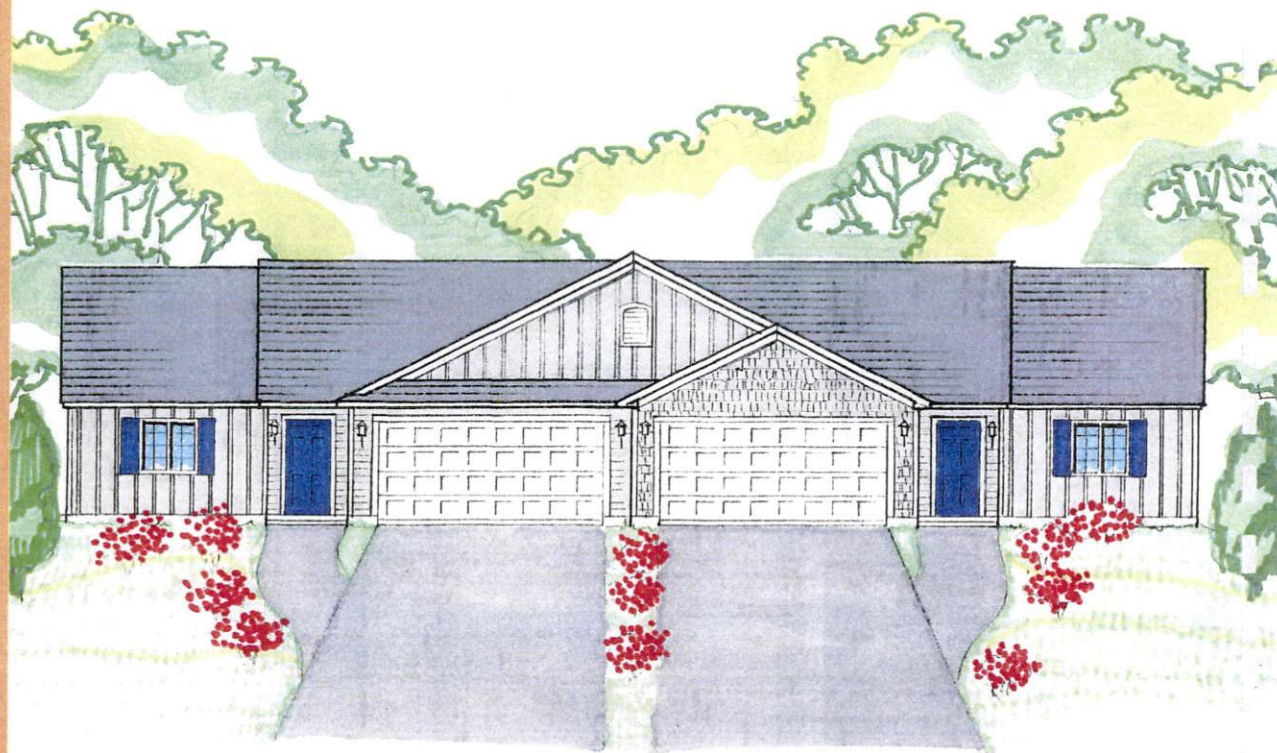


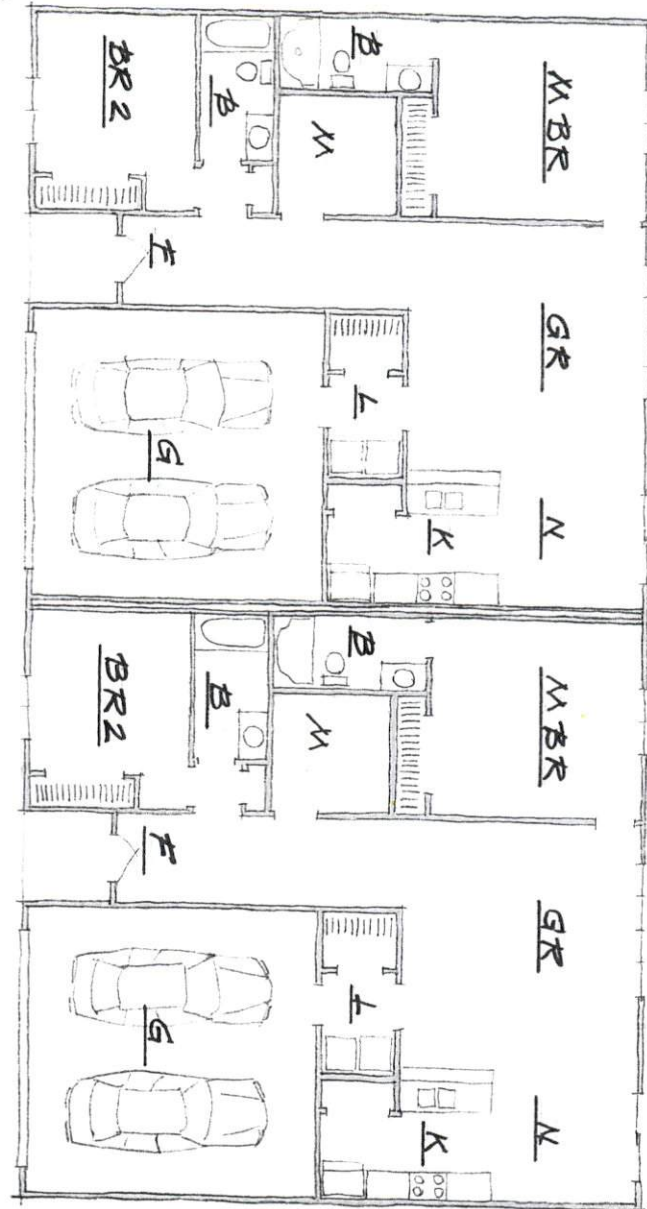
FIRST FLOOR • 975 SF

FLOOR PLAN

1,040 SQ. FT.

2 BEDROOM
2 BATHROOM
2 CAR GARAGE



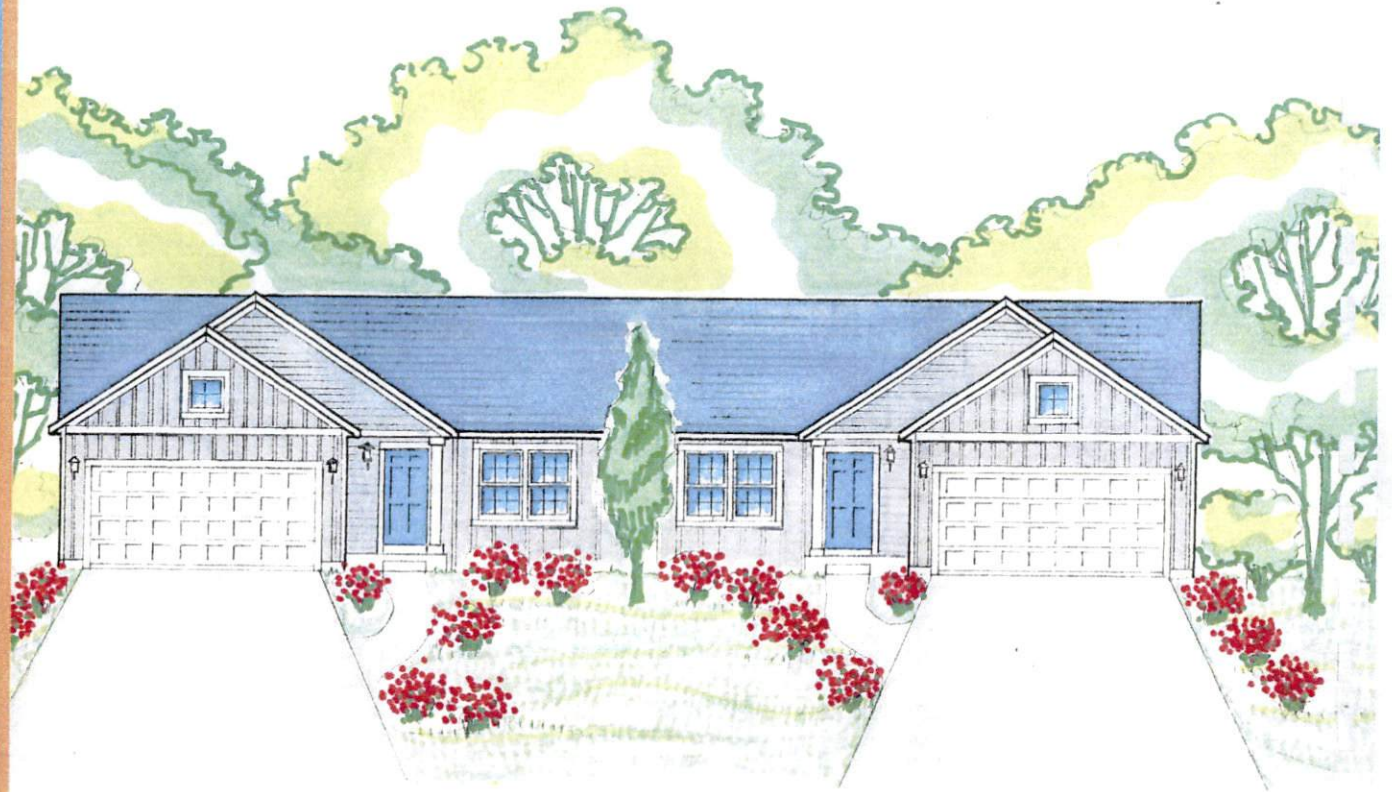


FLOOR PLAN : D1040

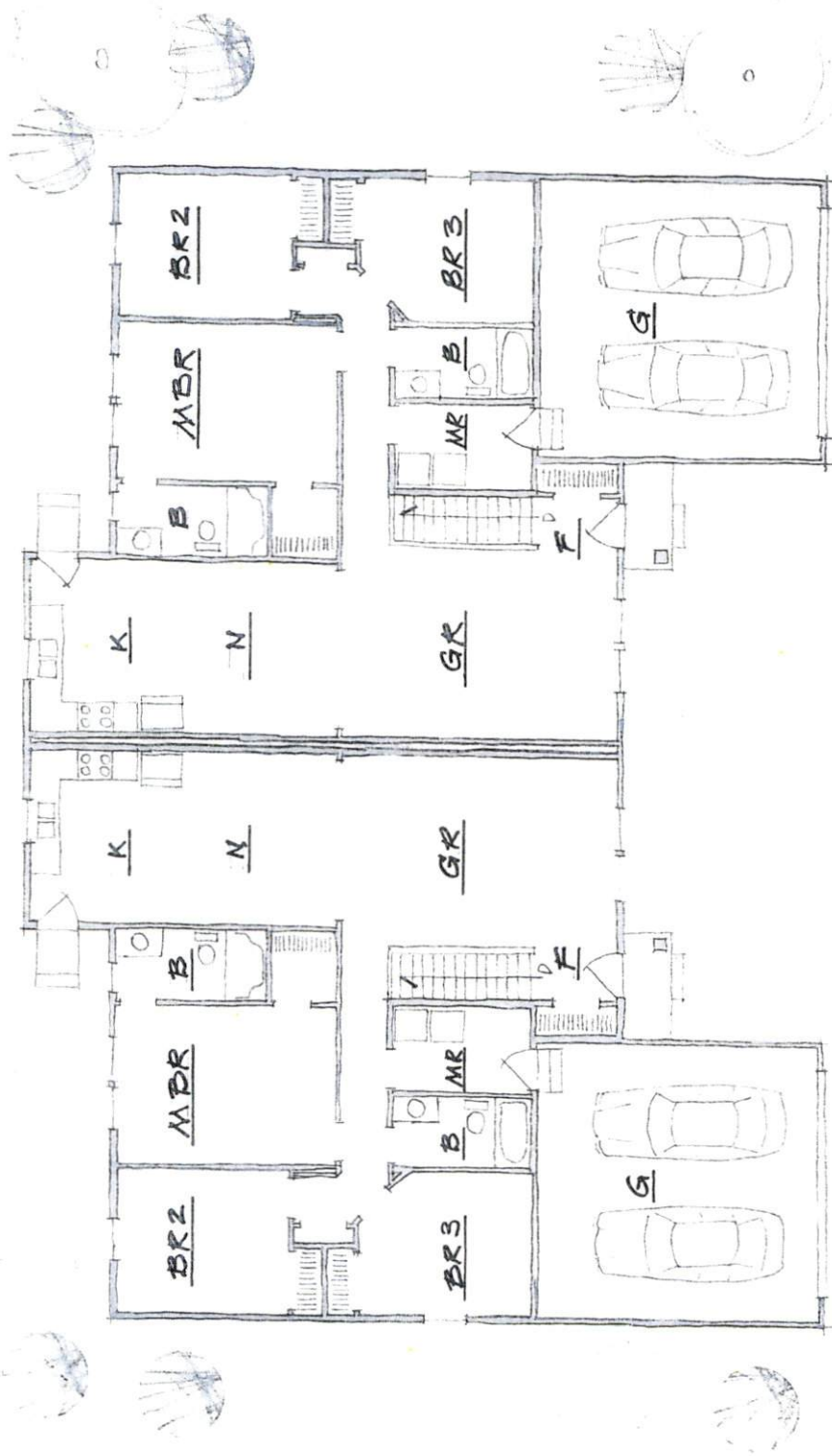
FLOOR PLAN

1,412 SQ. FT.

3 BEDROOM
2 BATHROOM
2 CAR GARAGE



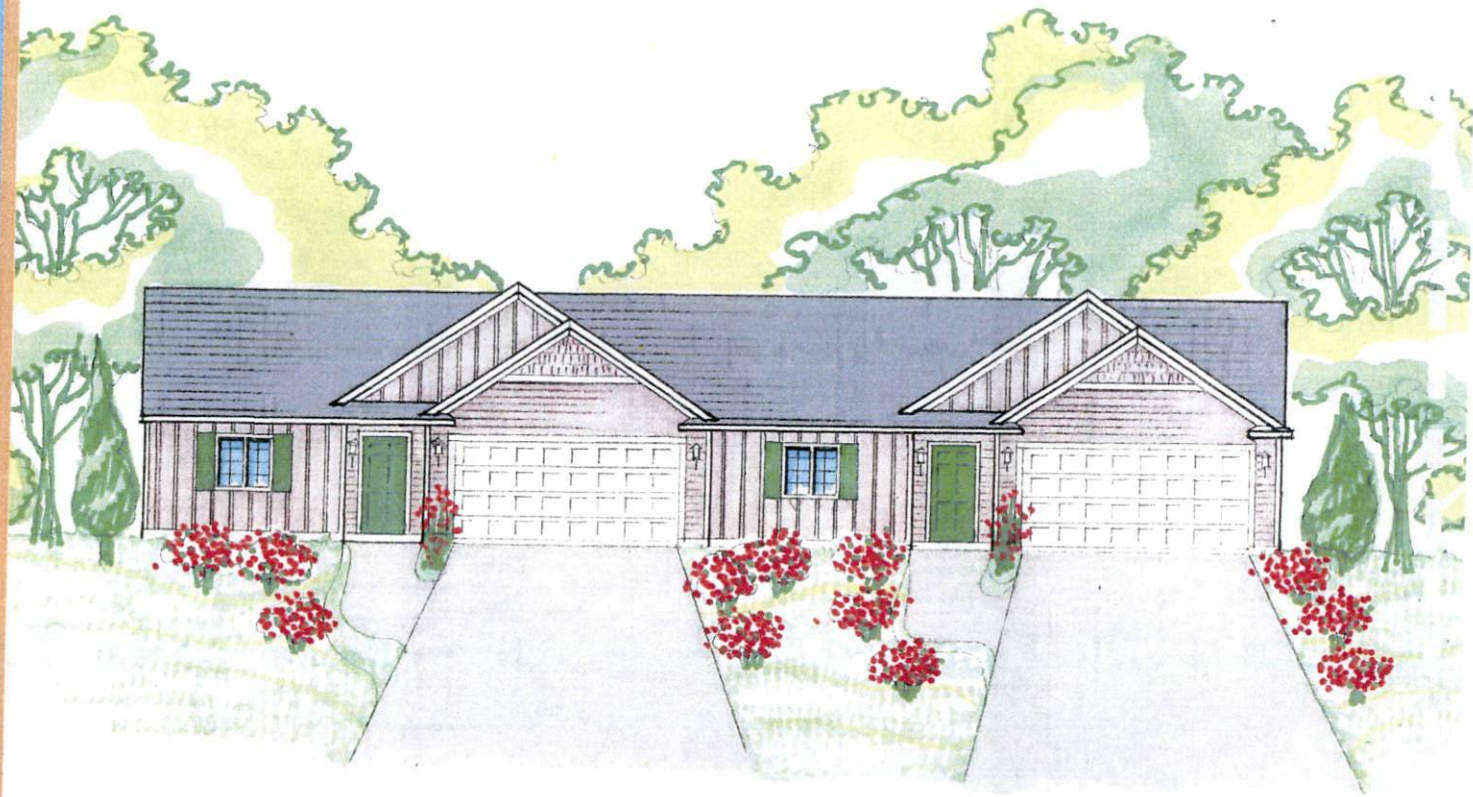
FLOOR PLAN : D1412

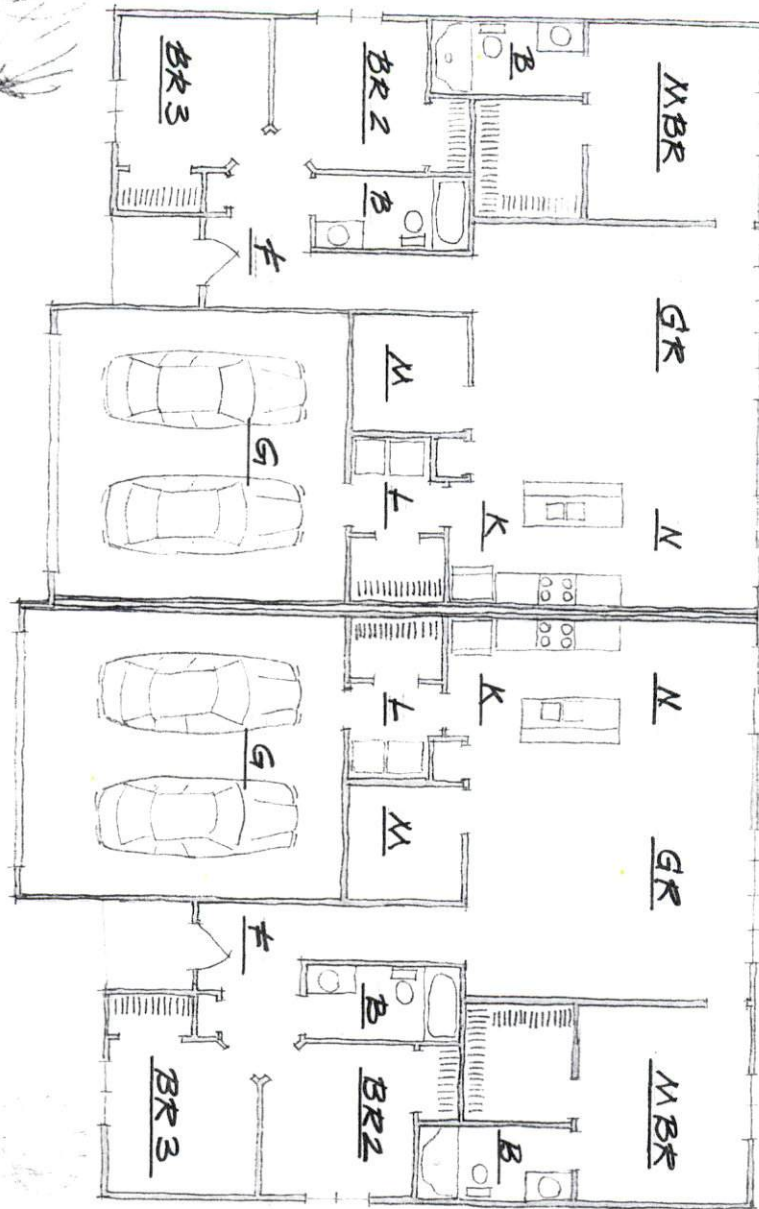


FLOOR PLAN

1,418 SQ. FT.

3 BEDROOM
2 BATHROOM
2 CAR GARAGE





FLOOR PLAN : D1418

**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:

<u>Street Address</u>	<u>Parcel ID Numbers</u>
1722 West Osterhout Ave.	00032-180-0
1800 West Osterhout Ave.	00032-175-0
10099 Oakland Drive	00032-195-0
10117 Oakland Drive	00032-190-0
10121 Oakland Drive	00032-200-0

From I-1, light industrial to PD, planned development

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 #18/19-2)

Approved as to Form:

Date: 4/23/2018

By: [Signature]

City Attorney

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: FY2016-17 Downtown Development Authority Annual Financial Report

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

ACTION RECOMMENDED: Accept the FY 2016-17 Downtown Development Authority Financial Annual Report as Information Only.

The Portage Downtown Development Authority (DDA) met on April 26, 2018 to review and approve the attached resolution conveying the Annual Financial Report for FY 2016-17 to City Council and the State Tax Commission. As background, the DDA was established in 1998 and tax increment revenue was utilized to fund infrastructure improvements in 1998, 2003 and 2011. All improvement projects are now complete, including the 2011 projects which realigned Trade Centre Way and West Fork Crossing and improved the South Westnedge Avenue and associated activities. As a result of the 2011 projects, development of Marriott and Hilton hotels and a 5-story office building have been completed. Construction of the Black Rock Bar and Grill is underway.

The revenue collected in FY 2016-17 was more than debt expenditures. As shown in the Revenues, Expenditures and Changes in Fund Balances table, revenues exceeded expenditures and net transfers by \$47,923, with an ending fund balance of \$283,411. Unlike previous years when funds from the General Fund had to be transferred to cover an anticipated deficit in revenues and maintain a suitable fund balance, captured revenues continue to increase as a result of 1) additional development within the DDA area and 2) increase in property values.

FUNDING: Not applicable

Attachments:

1. DDA Resolution
2. Annual Financial Report
3. CAFR Tables
4. DDA Draft minutes April 26, 2018

CITY OF PORTAGE

At a regular meeting of the Board of the Downtown Development Authority of the City of Portage, Michigan, held on April 26, 2018, at 8:00 a.m. at the City Hall, Portage, Michigan, there were:

PRESENT: MacDonald, Milks, Patterson, Robinett, Hansen, Samuel, McGraw and Boulis

ABSENT: Boyer and Chrystal

The following preamble and resolution were offered by Robinett and supported by Samuel:

**RESOLUTION APPROVING AND AUTHORIZING
THE TRANSMISSION OF THE FY2016-2017 FINANCIAL
REPORT ON THE STATUS OF THE TAX INCREMENT
FINANCING PLAN**

WHEREAS, the Downtown Development Authority of the City of Portage (the "Authority") has been duly incorporated by the City of Portage (the "City") pursuant to Act No. 197 of the Public Acts of Michigan of 1975 (the "Act") and the Board of the Authority has been duly appointed and sworn into office; and

WHEREAS, the Authority is to transmit annually to the City Council of the City of Portage and the State Tax Commission a Financial Report on the Status of the Tax Increment Financing Plan which report shall include certain matters as required by Section 15 of the Act; and

WHEREAS, such material has been prepared and is attached hereto as Appendix A to this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF PORTAGE, as follows:

1. The Financial Report on the Status of the Tax Increment Financing Plan attached hereto as Appendix A is approved.

2. The Director of the Authority is authorized to transmit said financial reports to the City Council of the City of Portage and the State Tax Commission.

The results of a roll-call vote on the foregoing resolution were as follows:

YES: MacDonald, Milks, Patterson, Robinett, Hansen, Samuel, McGraw and Boulis

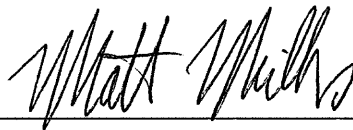
NAYS: None

ABSTAIN: None

THE RESOLUTION WAS DECLARED ADOPTED:

SECRETARY'S CERTIFICATE

The undersigned, being the duly qualified and acting Secretary of the Board of the Downtown Development Authority of the City of Portage, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Board at a regular meeting held on April 26, 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 Board 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 required thereby.

A handwritten signature in black ink, appearing to read "Matt Milks", is written over a horizontal line.

Matt Milks, Secretary

Dated: April 26, 2018

ANNUAL FINANCIAL REPORT

CITY OF PORTAGE DOWNTOWN DEVELOPMENT AUTHORITY for FY 2016 - 2017

Portage, Michigan

APPENDIX A

DOWNTOWN DEVELOPMENT AUTHORITY

OF

THE CITY OF PORTAGE

FY 2016-17 ANNUAL FINANCIAL REPORT

As Approved by the Authority Board

on

April 26, 2018

INTRODUCTION

As specified in PA 197 of 1975, the Downtown Development Authority Act provides government financing methods to eliminate property value deterioration within business districts and promote economic growth in communities. Of particular interest to the City of Portage are the provisions which allow tax increment financing to undertake public improvements in business districts in order to correct and prevent deterioration and stimulate business growth.

By way of example, the City of Portage has utilized this approach to construct public improvements on West Centre Avenue and Angling Road to facilitate construction of the Allen Testproducts Facility in 1985 (now occupied by several Borgess Medical related affiliates). Also, Portage utilized tax increment financing to construct several important infrastructure projects to assist Pfizer, Inc. (formerly Pharmacia & Upjohn) and the Stryker Corporation with significant development projects during the early 1990's and 2000's.

With the 1998 Community Investment Initiative, the City of Portage again utilized tax increment financing to construct public improvements that revitalized the north portion of South Westnedge Avenue, between Kilgore Road and I-94. This part of South Westnedge Avenue exhibited signs of deterioration and development and redevelopment activities by the private sector were hampered by lack of access, traffic concerns and existing utility infrastructure. With tax increment financing under the Downtown Development Authority Act, tax increment revenue from tax millage levied within a downtown development authority district by the City of Portage, Portage District Library, Kalamazoo County and Kalamazoo Valley Community College was captured and used to improve public infrastructure which benefited all of Kalamazoo County, including the business sector. In the future, other public improvements could also be proposed and undertaken by the Downtown Development Authority to further strengthen the local business sector within the district.

In 2003 and again in 2011, additional efforts to further stimulate private sector investment were initiated and the Development Plan/Tax Increment Finance Plan was amended. In 2003, additional property was acquired to facilitate public street, storm water retention, underground utility installation and related activities. In 2011, Trade Centre Way was realigned, the intersections of Trade Centre Way/West Fork Crossing and Trade Centre Way/South Westnedge Avenue were reconstructed, among other related public improvements. These additional street, utility and related public activities were included in the 2011 Amended DDA plan to promote development of additional vacant and underutilized land in the existing development area.

The purpose of the Tax Increment Financing Plan / Development Plan, per PA 197 of 1975 is to provide public improvements necessary for private sector investment. The property to which the Development Plan applies is the north portion of the South Westnedge Avenue Commercial Corridor. The area includes approximately 97 acres of land and is bounded by Kilgore Road on the north, the city of Kalamazoo well field to the west, I-94 to the south and the business zoning districts to the east of South Westnedge Avenue on the east.

Following are descriptions of the public improvements and activities undertaken in 1998, 2003 and 2011. The descriptions encompass several public improvements and activities that were completed to foster private sector investment in the DDA.

1998 DDA TAX INCREMENT FINANCE PLAN / DEVELOPMENT PLAN – INFRASTRUCTURE IMPROVEMENT PROJECTS (COMPLETED)		
Public Improvements	Original Estimated Time Required for Completion	Original Estimated Cost
1. Andy Avenue Extension Construct a new 1400 feet long and thirty-six foot wide public street intersecting South Westnedge Avenue at the Andy Avenue signalized intersection, with necessary storm water facilities. Repave 1000 feet of DeHaan Street with intersection improvements at South Westnedge Avenue.	12 months	\$487,000
2. DeHaan Drive Sanitary Sewer Relocation Relocate approximately 2100 feet of existing sanitary sewer trunk main located west of DeHaan Drive to the south, paralleling the I-94 right-of-way	12 months	\$307,000
3. South Westnedge Avenue Property Acquisition Purchase the property addressed along South Westnedge Avenue and DeHaan Drive which is necessary for the extension of Andy Avenue	12 Months	\$850,000
Note: Additional right-of-way and/or easements were provided by property owners for minimal consideration in order to construct the necessary public street and to relocate the sanitary sewer. With regard to the identified projects, the Andy Avenue extension (Market Place) and repaving of DeHaan Drive was completed in 1999. The DeHaan Drive sanitary sewer relocation was subsequently completed in 1999. Finally, after lengthy litigation concerning the acquisition of land necessary for the construction of Market Place, the acquisition was completed in 2001. Bonds were subsequently sold in 2001 in the amount of \$3,100,000 to finance street improvements of \$521,342; sanitary sewer relocation of \$292,429; and property acquisition of \$2,286,229. (Lead underwriter was Morgan Stanley Dean Witter).		

**2003 AMENDED DDA TAX INCREMENT FINANCE PLAN / DEVELOPMENT PLAN –
PROPERTY ACQUISITION AND PUBLIC IMPROVEMENT PROJECTS (COMPLETED)**

Public Improvements	Estimated Time Required for Completion	Estimated Cost
1. The acquisition of 5.44 acres of land for public street right-of-way and stormwater retention -	Fall 2003	\$909,000
2. The construction of an approximate 2200-foot long, 36-foot wide public cul-de-sac street, with pavement, curb and gutter, sidewalk, conduit for the installation of telecommunications fiber, street lighting and landscaping	Fall 2003/Spring 2004	\$689,000
3. The construction of public water main from the Milham Well Field to the DDA under I-94, to be looped with public water utilities in Holiday Lane	Fall 2003/ Spring 2004	\$300,000
4. To facilitate “way finding” by customers from South Westnedge and West Fork Crossing the financing and construction of identification sign at South Westnedge and orientation sign at West Fork Crossing	Summer 2004	\$30,000
5. The acquisition of 2.81 acres of land in the DeHaan Drive (now Trade Centre Way) and West Fork Crossing vicinity of the DDA for stormwater or other public use	2004	\$500,000
6. The annual maintenance, monitoring of the retention facility mitigation facility	Annually (Not Bonded)	\$5,000 (\$100,000 over 20 years)
Notes: The public right-of-way and storm water retention area purchased by the City of Portage through the DDA is immediately north of I-94. Wayfinding signs by H&G, LLC have been installed along South Westnedge Avenue and I-94.		

**2011 AMENDED DDA TAX INCREMENT FINANCE PLAN / DEVELOPMENT PLAN –
PROPERTY ACQUISITION AND PUBLIC IMPROVEMENT PROJECTS (COMPLETED)**

Public Improvements	Estimated Time Required for Completion	Estimated Cost
1. SWEPS project improvements: a) The widening of portions of South Westnedge Avenue from north of Market Place to Kilgore Road including related land acquisition, design, and street and utility construction activities. b) Traffic signal upgrades, overhead utility relocation activities, and access management activities along South Westnedge Avenue in the DDA district to facilitate safe and efficient traffic flow.	FY 2018/FY2020	\$1,250,000
2. Agreement to Purchase. The City agreed to purchase approximately 8,400 sq. ft. from the Developer to be used for public roadway purposes	Summer 2011	\$191,623
3. Trade Centre Way/West Fork Crossing/South Westnedge Avenue improvements: a) Trade Centre Way realigned and improved from South Westnedge Avenue west 900 feet to just west of West Fork Crossing. The realignment included curb and gutter, storm sewer, utility relocation, boulevards, first class road landscaping, lighting, fencing and related construction. b) West Fork Crossing realigned and improved to intersect with realigned Trade Centre Way easterly of the existing street intersection. The realignment and improvement matched existing West Fork Crossing street cross section characteristics. Private storm drainage will be relocated to adjacent property c) The Trade Centre Way and West Fork Crossing intersection reconstructed incorporating additional right-of-way from the State of Michigan. The intersection improvement matched existing Trade Centre Way and West Fork Crossing cross section characteristics. Excess public street right-of-way not necessary for reconstruction of Trade Centre Way and West Fork Crossing vacated/disposed of by the City. Former State of Michigan right-of-way retained by the City for transportation purposes.	Fall 2011	\$1,148,377

d) A portion of South Westnedge Avenue south of Trade Centre Way will be reconstructed to facilitate left turn-in and right turn-in movements from South Westnedge Avenue to Trade Centre Way and right turn-out movements from Trade Centre Way to South Westnedge Avenue. The improvements matched existing South Westnedge Avenue cross section characteristics.		
Note: The costs paid by City of Portage include: 1. SWEPS project improvements. 2. The Phase III Development Agreement with Trade Center Holdings, LLC and includes a planned land purchase and Trade Centre Way/West Fork Crossing/South Westnedge Avenue improvements contemplated to facilitate private investment to be accomplished by Trade Center Holdings, LLC. 3. With regard to the SWEP's Project Improvements, after additional study it was determined this project did not need to be completed in order to maintain traffic flow and safety along South Westnedge Avenue between Market Place.		

FY 2016-2017 FINANCIAL INFORMATION

The Annual Financial Report has been prepared pursuant to Section 15 (1) of PA 197 of 1975, as amended, The Downtown Development Authority Act. The Annual Report is for FY16-17 and contains the information required by the Act.

Section 15 (3) (a): THE AMOUNT AND SOURCE OF REVENUE IN THE ACCOUNT

Tax Increment Revenue	\$454,966
Interest	\$752
Transfers in	<u>\$50,000</u>
	\$505,718

Section 15 (3) (b): THE AMOUNT IN ANY BOND RESERVE ACCOUNT

In the DDA bond reserve account there is \$283,411

Section 15 (3) (c): THE AMOUNT AND PURPOSE OF EXPENDITURES FROM THE ACCOUNT

\$354,324 was transferred to the Bond paying agent to pay debt service.

Section 15 (3) (d): THE AMOUNT OF PRINCIPAL AND INTEREST ON ANY OUTSTANDING BONDED INDEBTEDNESS

\$4,878,528 as of June 30, 2017.

Section 15 (3) (e): THE INITIAL ASSESSED VALUE OF THE PROJECT AREA

The initial value is established at \$ 12,767,600.

Section 15 (3) (f): THE CAPTURED ASSESSED VALUE RETAINED BY THE AUTHORITY

The captured value is established at \$22,103,445 for FY 2016-17

Section 15 (3) (g): THE TAX INCREMENT REVENUES RECEIVED

The tax increment revenues received in FY2016-2017: \$454,966

Section 15 (3) (h): THE NUMBER OF JOBS CREATED AS A RESULT OF THE
IMPLEMENTATION OF THE TAX INCREMENT FINANCING PLAN

It is estimated that 1,508 jobs have been created. (includes 310 and 80 jobs at Trade Centre II and Earth Fare, respectively, which are just outside the DDA district)

Section 15 (3) (i): ANY ADDITIONAL INFORMATION THE GOVERNING BODY OR THE
STATE TAX COMMISSION CONSIDERS NECESSARY

Attached find a page from the Comprehensive Annual Financial Report detailing actual revenues and expenditures. This information provides supporting documentation for this financial report.

T:\COMMDEV\2016-2017 Department Files\Board Files\DDA Board\dda and ldfareports\2017 04 14 DDA 2015-16 financial rpt.docx

City of Portage, Michigan
Other Supplementary Information
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended June 30, 2017

	Debt Service Funds						
	General Obligation Debt Fund	Special Assessment Debt Fund	Motor Vehicle Highway Fund	Downtown Development Authority Fund	Building Authority Debt Fund	Local Development Finance Authority Debt	Total Debt Service Funds
Revenues							
Taxes	\$ -	\$ -	\$ -	\$ 454,966	\$ -	\$ 199,544	\$ 654,510
Special assessments	-	-	-	-	-	-	-
Federal grants	-	-	-	-	-	-	-
State-shared revenue	-	-	-	-	-	219,371	219,371
Cable franchise fees	-	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-
Loan principal	-	-	-	-	-	-	-
Interest income	543	128,537	228	2,057	583	14,036	145,984
Net change in fair value of investments	(840)	(5,235)	(26)	(1,305)	(599)	(9,801)	(17,806)
Other revenue	3,893	-	-	-	-	-	3,893
Total revenues	3,596	123,302	202	455,718	(16)	423,150	1,005,952
Expenditures							
Current							
General government	-	-	-	-	-	-	-
Health and welfare	-	-	-	-	-	-	-
Recreation and cultural	-	-	-	-	-	-	-
Highways and streets	-	-	-	-	-	-	-
Debt service							
Principal retirement	2,161,614	205,000	865,000	205,000	716,992	295,000	4,448,606
Interest and fiscal charges	621,303	86,457	135,688	149,324	108,958	177,023	1,278,753
Total expenditures	2,782,917	291,457	1,000,688	354,324	825,950	472,023	5,727,359
Excess (deficiency) of revenues over expenditures	(2,779,321)	(168,155)	(1,000,486)	101,394	(825,966)	(48,873)	(4,721,407)
Other financing sources (uses)							
Transfers in	2,646,800	103,471	1,001,200	50,000	828,000	-	4,629,471
Transfers out	-	-	-	(103,471)	-	-	(103,471)
Premium on issuance of debt	20,229	-	-	-	-	-	20,229
Total other financing sources and uses	2,667,029	103,471	1,001,200	(53,471)	828,000	-	4,546,229
Net change in fund balance	(112,292)	(64,684)	714	47,923	2,034	(48,873)	(175,178)
Fund balance – beginning of year	230,345	426,816	4,690	235,488	120,408	2,016,798	3,034,545
Fund balance – end of year	\$ 118,053	\$ 362,132	\$ 5,404	\$ 283,411	\$ 122,442	\$ 1,967,925	\$ 2,859,367

City of Portage, Michigan
Other Supplementary Information
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2017

	Debt Service Fund						
	General Obligation Debt Fund	Special Assessment Debt Fund	Motor Vehicle Highway Fund	Downtown Development Authority Fund	Building Authority Debt Fund	Local Development Finance Authority Debt	Total Debt Service Funds
Assets							
Pooled cash and investments	\$ 122,230	\$ 362,133	\$ 5,404	\$ 283,411	\$ 122,442	\$ 1,967,925	\$ 2,863,545
Receivables							
Customers	-	-	-	-	-	-	-
Special assessments	-	1,470,001	-	-	-	-	1,470,001
Due from other units of government	-	-	-	-	-	-	-
Prepaid items	-	-	-	-	-	-	-
Total assets	\$ 122,230	\$ 1,832,134	\$ 5,404	\$ 283,411	\$ 122,442	\$ 1,967,925	\$ 4,333,546
Liabilities							
Checks written against future deposits	-	-	-	-	-	-	-
Accounts payable	-	-	-	-	-	-	-
Accrued interest payable	4,177	-	-	-	-	-	4,177
Accrued compensation	-	-	-	-	-	-	-
Total liabilities	4,177	-	-	-	-	-	4,177
Deferred inflows of resources							
Unavailable revenue	-	1,470,002	-	-	-	-	1,470,002
Fund Balances							
Non-spendable							
Prepaid items	-	-	-	-	-	-	-
Perpetual care	-	-	-	-	-	-	-
Restricted for							
Major streets	-	-	-	-	-	-	-
Local streets	-	-	-	-	-	-	-
Municipal streets	-	-	-	-	-	-	-
Community development	-	-	-	-	-	-	-
Debt service	118,053	362,132	5,404	283,411	122,442	1,967,925	2,859,367
Perpetual care	-	-	-	-	-	-	-
Committed							
Cable television	-	-	-	-	-	-	-
West Lake management	-	-	-	-	-	-	-
Curbside recycling	-	-	-	-	-	-	-
Leaf pickup/spring cleanup	-	-	-	-	-	-	-
Total fund balances	118,053	362,132	5,404	283,411	122,442	1,967,925	2,859,367
Total liabilities, deferred inflows of resources, and fund balances	\$ 122,230	\$ 1,832,134	\$ 5,404	\$ 283,411	\$ 122,442	\$ 1,967,925	\$ 4,333,546

PORTAGE DOWNTOWN DEVELOPMENT AUTHORITY

Tuesday, April 26, 2018

The Portage Downtown Development Authority meeting on April 26, 2018 was called to order at 8:05 a.m. in Conference Room #1 of Portage City Hall, 7900 South Westnedge Avenue.

MEMBERS PRESENT:

Matt Milks, Dorothy Robinett, Terryl Patterson, Scott McGraw, Walter Hansen, Rich MacDonald, Stanley Samuel and Rob Boulis

MEMBERS EXCUSED:

Jeff Chrystal and Benjamin Boyer

IN ATTENDANCE:

Christopher Forth, Acting Director of Community Development and William Furry, Director of Finance

APPROVAL OF MINUTES:

The minutes of the April 25, 2017 meeting were introduced for approval. A motion was offered by MacDonald and seconded by Hansen to approve the meeting minutes as presented. Upon voice vote, the motion was unanimously approved.

BUSINESS:

1. Election of Officers. MacDonald reviewed the current officers of the Board. The current slate includes Patterson, President; Boyer, Vice-President; Chrystal, Treasurer; and Milks, Secretary. There was discussion of the continuation of the current officers. A motion was offered by MacDonald, seconded by Hansen that Patterson serve as President; Boyer as Vice-President; Chrystal as Treasurer and Milks as Secretary. Upon voice vote, the motion was unanimously approved.
2. Resolution Approving the FY2016-17 Annual Financial Report. Forth summarized the communication to the Board concerning the annual reports included in the agenda. Forth noted that unlike previous years, revenue has improved and exceeded expenditures and net transfers in FY2016-17 by approximately \$48,000. Additionally, Forth noted only \$50,000 needed to be transferred from the general fund in FY2016-17 and no funds were transferred in FY2017-18. MacDonald asked if the transfers are a loan. Furry explained the bond financing and payoff process and noted transfers from the general fund are only a loan, which are paid back as the DDA fund balance increases.

There being no further discussion, a motion was made by MacDonald and seconded by Robinett to approve the resolution and authorize the transmission of the FY2016-17 Annual Financial Report on the status of the tax increment financing plan. Upon a voice vote, the resolution was unanimously approved. Mr. Forth noted the information will be forwarded to City Council and then to the State

Tax Commission.

3. 2003 Downtown Development Authority Bond Series Refund. Furry summarized the communication to the Board regarding the savings of approximately \$184,000 involving the 2003 bond series. These bonds were sold to finance the purchase of land for infrastructure improvements and the development of the West Fork Crossing area. The savings is a result of a much lower interest rate. MacDonald asked that as the DDA generates extra income and the general fund is paid back, will the fund balance be used to pay back the bonds, accelerate payback or used to fund future projects. Mr. Furry indicated the fund balance could be used to accomplish all three objectives. Patterson asked if there are refinancing expenses. Furry stated there are and the \$184,000 saving to the city accounts for the refinancing charges. Robinett asked is the bond repayment period is the same after refinancing. Furry said repayment is accelerated.

Since the DDA fund is increasing, the Board discussed future projects including placing overhead utility lines underground, construction of non-motorized improvements to facilitate pedestrian movement, among others. Forth suggested future projects to facilitate additional development should be considered and prioritized. MacDonald offered to host a meeting to discuss potential future projects.

There being no further discussion, a motion was made by Robinett and seconded by Samuel to approve the resolutions regarding refunding of 2003 Downtown Development Authority Bond Series. Upon a voice vote, the resolution was unanimously approved.

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

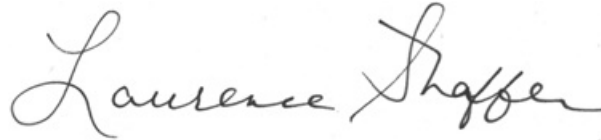
There being no further business to come before the Board, the meeting was adjourned at 8:50 a.m.

Respectfully Submitted,

Christopher Forth, AICP
Acting Director of Community Development

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Downtown Development Authority Board Appointments

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

ACTION RECOMMENDED: Confirm the City Manager appointments to the Downtown Development Authority of the City of Portage.

The Portage City Council established the City of Portage Downtown Development Authority (DDA) in July 1998 to halt property value deterioration, increase property tax valuation, eliminate the causes of deterioration and promote economic growth in the area of South Westnedge Avenue north of I-94 and south of Kilgore Road. The DDA Board of Directors was subsequently appointed as required by the Downtown Development Authority Act, Public Act 197 of 1975.

As specified in the Act, the nine-member Board of Directors served initial staggered terms between one to four years and terms of four years thereafter. Members continue to serve until reappointment or until a new member is appointed. The Act requires that not less than a majority of the members be persons having an interest in property located in the DDA district. Section 4 of the Act specifies that the appointments to the Board, which include the City Manager and the eight members appointed by the City Manager, are subject to the approval of the City Council.

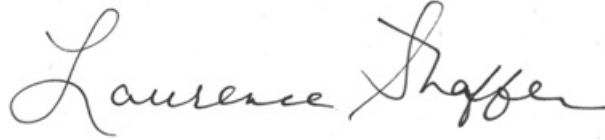
Pursuant to the Act, Benjamin Boyer and Rich MacDonald have been reappointed by the City Manager. It is recommended that the reappointment of the two members be confirmed by City Council.

FUNDING: Not applicable.

Attachments: None

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: April 2018 Environmental Report

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Information Only

Attached please find the April 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 - April Monthly Report

SUMMARY ENVIRONMENTAL ACTIVITY REPORT

April 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. 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.
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 6 site/building plans and/or plats completed in April 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 April 2018: 12 residential; 1 commercial.</i>
West Lake Management Program	Special assessment district designed to maintain/improve lake conditions. Special emphasis on weed control and non-point source pollution reduction.	Five Year Lake Management Assessment District process was approved by City Council. The West Lake Improvement association has completed a five year plan for a new special assessment district 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. The 2017 Annual Report was provided March 7, 2018.

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. The Kalamazoo Nature Center provided a final report February 19, 2018. The Environmental Board is currently evaluating the report, whether damaged exclosures should be repaired, and if additional monitoring should be completed.

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 is also looking into other priority projects established earlier this year including lakeshore management and education outreach.</i>

Submitted by: Jamie Harmon, Assistant City Engineer

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: May 4, 2018

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

SUBJECT: April 2018 Department Operations Report

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

- **Roll-Over to 2019:** Our office has completed the roll-over process from the 2018 to the 2019 database. This allows for our staff to begin the preparation of the 2019 assessment roll. During this time, staff are continuing to process sales and Principal Residence Exemption (PRE) forms as PRE status becomes final as of June 1st. Additionally, the process for reappraisal and new construction inspections have also begun for the 2019 assessment year.
- **Tool & Die Recovery – Renaissance Zone Exemptions:** Public Act 376 of 1996 requires the State of Michigan to reimburse local school districts, ISD's, community colleges and public libraries for property tax revenue lost as a result of property tax exemptions granted to qualified property in a renaissance zone. The City of Portage has three such tool and die zones that have been granted exemptions by City Council in past years. The amount exempted to each parcel will decrease by 25% each year during the last three years of exemption. Two parcels were subject to the three year phase out beginning in 2017 while the rest of the tool & die renaissance zone parcels are subject to the three year phase out beginning with the current 2018 year. The 2018 form 3369 requesting reimbursement from the Treasury Department will be filed by the City Assessor's Office.
- **Office Department Book:** Our office has been preparing the 2018 Department Book. This document consists of numerous reports and summaries which are taken from the Board of Review certified assessment roll, such as tax rate history, residential unit breakdown, top ten summaries and many other reports that are useful to other departments and the administration.
- **Customer Service:** The staff of the City Assessor's Office provided a high level of customer service during the month of April.

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

TO: Laurence Shaffer, City Manager**DATE:** May 11, 2018**FROM:** Adam Herring, City Clerk**SUBJECT:** April Monthly Report

ELECTIONS

Hosted the Kalamazoo County Board of Canvassers for South County ballot bag review and certification.

Continued processing additions, changes and deletions from the new Qualified Voter File Refresh, including 53 new voters.

BOARDS AND COMMISSIONS

Coordinated the monthly meeting of the Youth Advisory Committee. Youth participated in the Arbor Day Tree Planting and presented an annual update to City Council. Continued recruitment of youth for the YAC.

Unfortunately, had to cancel the annual Green-a-Thon due to inclement weather. Reviewed the Great American Camp Out event with representative of the Park Board.

Assisted in preparing materials and attended the Historic District Commission monthly meeting on April 4. Advised several district property owners and area realtors on property matters.

PUBLIC INFORMATION AND CITIZEN ASSISTANCE

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 eleven (11) 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 two (2) 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.

Coordinated and assisted with three (3) cemetery lot selection appointments with Public Services.

CITY COUNCIL AGENDAS

Staffed and assisted in the execution of two Pre-Council Meetings, two Regular City Council Meetings, one Committee of the Whole meeting and one Budget Review Session. Provided notices, follow-up communications, filed Resolutions and took actions related to items passed by City Council at the April City Council Meetings.

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

Submitted annual Code Update to Municipal Code Corporation for inclusion in the City of Portage Code of Ordinances.

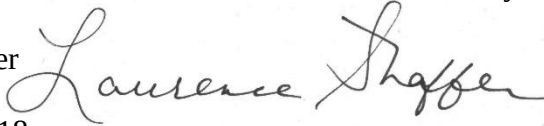
OTHER

Finalized draft application for medical marihuana facility licenses and reviewed internal staff processing procedures.

Coordinated a meeting of the Customer Service Task Force and reviewed potential customer service enhancement activities with the Task Force.

Attended annual Respecting Differences event at Chenery Auditorium.

Chaired the monthly meeting of the Kalamazoo County Substance Abuse Task Force and attended a meeting of the Opioid Committee.

TO: Honorable Mayor and City Council**DATE:** May 14, 2018**FROM:** Laurence Shaffer, City Manager**SUBJECT:** Monthly Report – April 2018

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

1. City Council:

- Coordinated and/or prepared agenda and other materials for the following meetings:
 - City Council Regular Meetings on April 10th and April 24th.
 - Pre-Council meetings on April 9th and April 23rd.
 - Committee of the Whole Meeting on April 24th.
 - City Council Budget Meeting on April 17th

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

- Attended the First & Foremost Seminar featuring WMU President, Ed Montgomery, at the Catalyst Center.
- Attended the monthly meeting of the Kalamazoo County Consolidated Dispatch Authority.
- Met with air traffic controller at Kalamazoo Airport.
- Met with Friends of the PSC for strategic planning of the new Senior Center.
- Attended City of Kalamazoo's Michigan Municipal League Update with the Director of State & Federal Affairs with Chris Hackbarth at Mayor's Riverfront Park.
- Met with Managing Director of Road Commissions of Kalamazoo County.
- Met with Keiser & Associates to discuss water testing and watershed projects.
- Attended Listening Breakfast on West Michigan Policy Forum, Community PAC with Craig Denooyer, Sean Walsh, and Ken Miller.
- Attended award presentation to Rich Nasom at Portage Fire Department.
- Met with Bill Beck and Mark Bielang to discuss cross country course.
- Met with Ed & Cathy Haines of the Inverness & Villas Association to discuss water drainage.
- Attended Portage Rotary meetings.
- Met with representatives from PMN regarding the city's contract with the organization.
- Met with area developers concerning potential development projects.
- Attended the Kalamazoo Area Transportation Study meeting.

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.
- Continued meetings and work on various labor agreements.
- Held weekly or bi-weekly meetings with Department Heads regarding ongoing projects and operational matters.
- Conducted several meetings regarding the fundraising effort for a proposed new Senior Center.
- Attended and Emergency Coordination Center training session.

4. Public Information and Citizen Assistance:

- Mailed the April *Portager* and coordinated production of the May *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:** May 7, 2018**FROM:** Christopher Forth, Acting Director of Community Development**SUBJECT:** Monthly Customer Service Report for April 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 SERVICESPlanning Commission

April 5, 2018 meeting:

1. Approved a Site Plan for Southland Mall (addition), 6060 South Westnedge Avenue.
2. Convened a public hearing and then adjourned Rezoning Application #17/18-3, Pennridge Trail Planned Development, 1722 and 1800 West Osterhout Avenue and 10099, 10117 and 10121 Oakland Drive to the April 19, 2018 meeting.
3. Reviewed, received and conveyed support of the 2018 Village of Schoolcraft Master Plan Update.

April 19, 2018 meeting:

1. Reconvened a public hearing and then adjourned Rezoning Application #17/18-3, Pennridge Trail Planned Development, 1722 and 1800 West Osterhout Avenue and 10099, 10117 and 10121 Oakland Drive to the May 3, 2018 meeting.

Zoning Board of Appeals

April 9, 2018 meeting:

1. Approved a variance for 822 Schuring Road to provide a six-foot greenstrip along a 90-foot portion of the west property line.
2. Approved variances for 7171 Portage Road to construct an approximate 400,000 square foot two-story building addition within 50 feet of the north/front property line and 65 feet, 8 inches in height.
3. Discussed and then postponed action for 3070 West Centre Avenue and a request for a favorable interpretation that a jewelry store is permitted in the OS-1, office service zoning district as a sales and personal service establishment.

4. Approved a variance for 9008 Portage Road to provide a five-foot greenstrip along the north property line and denied a variance request not to plant a deciduous tree every 30 feet along the north property line.

Human Services Board:

April 5, 2018 meeting:

1. Received a presentation from Kris Miller, Executive Director of the Fair Housing Center of Southwest Michigan.
2. Conducted a public hearing regarding the CDBG Action Plan for FY2018-2019.
3. Reviewed and then forward to City Council the FY2018-2019 Human Services Board Goals and Objectives, along with a summary of activities completed during the current fiscal year.

Historic District Commission:

April 4, 2018 meeting:

1. Approved an application to remove the rear/north porch from the farmhouse, remove windows from the south and east porch and install pillars on the farmhouse at 2663 Mandigo Avenue.
2. Received an update from staff regarding pending construction and a recent notice sent to owner of 3221 West Milham Avenue.
3. Approved an application to rebuild small porch overhangs on two back doors to match the original style and scale at 6638 Angling Road.
4. Received an update regarding the May Community Awareness event.

OTHER BOARD ACTIVITIES

- Local Development Finance Authority – The Board did not meet in April 2018.
- Downtown Development Authority - The Authority met on April 26, 2018 and conducted 1) Election of Officers; 2) Approved a resolution and authorized the transmission of the FY2016-2017 Annual Financial Report on the status of the tax increment financing plan; and 3) Approved resolutions regarding refunding of the 2003 Downtown Development Authority Bond Series.
- Economic Development Corporation/Tax Increment Finance Authority/Brownfield Redevelopment Authority – The Authority did not meet in April 2018.

Citizen Information Requests:

During the month of April 2018, a total of 186 cases/violations were inspected in response to citizen service requests or staff field observations and include: 53 parking 44 debris/refuse; 39 signs; 14 inoperable vehicles; 11 zoning; 6 building maintenance; 6 property maintenance; 5 safety, sanitation & health; 5 housing maintenance; 2 non permitted work; and 1 sidewalks.

BUILDING AND HOUSING SERVICES

Construction Board of Appeals:

The Board did not meet in April.

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	14	\$2,731,898
Residential Additions, Interior Remodels, Garages, Sheds, etc.	33	\$450,431
Commercial Additions, Interior Remodels, etc.	16	\$3,357,293
Permits Not on Report (i.e., demolition, electrical, plumbing, mechanical, driveway, sign, water use/sewer use, etc.).	258	N/A
Totals	321	\$6,539,622

CDBG Housing Assistance Programs

CDBG PROGRAMS				
Activity	Housing Rehabilitation	Water / Sewer	Emergency Repair	Down Payment Assistance
New Applications	3	0	0	1
Applications Approved	2	0	0	1
Loan Closings	0	0	N/A	0
Monthly Projects Completed	0	0	0	2
Projects Underway	6	0	0	0
FY YTD Projects Completed	8	0	1	3

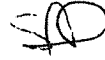
CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: May 11th, 2018

FROM: Shannon Hertz, Director Human Resources



SUBJECT: Human Resources Department Monthly Report – April 2018

RECRUITING

The following positions were filled in April:

- Administrative Assistant City Manager's Office
- Administrative Assistant Transportation & Utilities

The following positions have candidates identified:

- Ramona Park Lifeguards (7)
- Ramona Park Sr. Lifeguards (3)
- Ramona Park Supervisors (3)
- Purchasing Manager
- Property Appraiser II
- Summer Engineering Intern
- Police Records Clerk
- Master Mechanic

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

- Part-Time Administrative Assistant- Fire Division
- Mechanical Inspector
- Senior Center Building Coordinator (1)
- Property Appraiser III
- Assistant City Engineer

Employment applications, assessments and recruitment activities:

230	Applications received, processed and screened
9	Number of NEW passive candidates (have signed up for Job Alerts)
143	Number of un-submitted applications (partially completed by potential candidates)
83	In-person and phone interviews conducted
51	Individuals tested with lengthy and/or multiple assessments conducted

SAFETY, TRAINING AND DEVELOPMENT

April 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 1 department-specific Safety meetings
- Attended 2 meetings regarding implementation of new software

HEALTH MANAGEMENT PROGRAM

- Continued to administer Health Management Program (HMP) for Department Head, Non-Union, PPCOA, PPOA and UAW employee groups
- Sent reminders to UAW, PPCOA & PPOA about deadlines for preventive examinations
- Began preparations for all 4th quarter activities

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 22 participants for the 2018-2019 plan year
- Performed administrative requirements to meet legal compliance in regard to the Family Medical Leave Act (FMLA). Processed 35 notifications for employees.
- Performed administrative requirements to meet legal compliance in regards to the Consolidated Omnibus Budget Reconciliation Act (COBRA)
- Documented and monitored sick leave usage

TO: Laurence Shaffer, City Manager**DATE:** May 9, 2018**FROM:** William Furry, Director of Finance **SUBJECT:** Monthly Report-April 2018**ACCOUNTING & PAYROLL**

- During the month, 799 invoices were processed for payment. Bi-weekly Accounts Payable payments included 266 paper checks totaling \$559,536.57 and 134 automated clearinghouse (ACH) payments totaling \$933,433.68. The count of ACH vendors at the end of the month was 359.
- Prepared quarter-end financial reports for Community Development Block Grant (CDBG) for approval by Community Development department. Federal reports were also prepared and filed, and drawdown of funds completed.
- Processed 2 payrolls, creating 491 checks and deposit advices for 243 employees, with a total monthly payroll expenditure of \$975,715.23.
- Calculated and submitted quarterly unemployment insurance contribution.
- Corrected quarterly wages reported by ADP, to the Michigan Unemployment Insurance Agency website.
- Prepared quarterly accounting entry to allocate Medical Opt Out payments by department.
- Performed quarterly audit of general ledger for accounts pertaining to regular wages (7010/7020) and reviewed discrepancies, if applicable, with Deputy Director
- Accounting Specialist II attended review meetings regarding new city website.
- Updated pertinent city intranet and website information.
- Completed tasks pertaining to newly signed retroactive PPOA contract, including;
 - Entering new rate information for all affected employees,
 - Calculating retro wage amount for FY 16-17 & FY 17-18 for payment in May,
 - Establishing new pay code for new Training officer pay,
 - Calculating appropriate retroactive pay back to 11/1/16 per info provided by Police Department for payment in May,
 - Updating sick leave accrual policy for employees hired after 12/11/12 to include new bi-weekly/annual benefit amount,
 - Calculating retroactive sick adjustment back to 7/1/17 to appropriately update balances,
 - Updating radio operator holiday accrual policy to reflect contract changes,
 - Auditing/testing all new information and/or policies to ensure proper calculation and application for a smooth transition.

TREASURY

- Treasury staff continued monthly meetings with Transportation & Utilities and SUEZ Staff to address possible utility billing issues.
- Treasury Specialist attended the Michigan Municipal Treasurers Association Basic training – 1st year.
- Treasury Specialist attended City Customer Service Task Force meeting.
- Treasury Supervisor attended quarterly Kalamazoo County Treasurers meeting.
- Reviewed delinquent business personal tax accounts for possible litigation. After sending notices the first part of March including some letters threatening small claims court action, the March and April 2018 delinquent personal property tax collections totaled \$18,105.39.
- Prepared and issued the following utility billing statements:
 - 5,263 regular quarterly bills, 236 additional bills sent as group bills (cycles 1 and 4)
 - Emailed 644 regular quarterly bills (cycles 1 and 4), an increase of 49 percent from the 2017 April billing.
 - 120 final bills (all cycles)
 - Emailed 29 final bills (all cycles)
- Prepared and issued the following utility billing delinquency notices:
 - 612 delinquent notices (cycle 3)
 - 390 shut-off notices (cycle 3)
 - 29 delinquent notices to finaled out accounts
- Shut off the water service for 39 customers due to non-payment on April 25, 2018.
- Processed 230 requests to initiate or terminate water and sewer service.
- Staff handled 1,092 phone calls during April 2018 which is an increase of 20 percent over April of 2017. Since July 1, 2017, a total of 10,717 phone calls have been handled, averaging 51 per business day.
- During April 2018 staff worked with 85 customers at the Treasury counter to whom receipts were not issued. On average, staff works with 5 such customers each day.
- Printed 29 miscellaneous receivable statements. Past due false alarm statements were sent to the customer and also to the owner of the properties indicating that the amounts would be put on the 2018 summer tax bill if not paid – per City Ordinance.

FINANCE & BUDGET

- Reviewed proposed FY 18-19 budget book proof received from the printer. Worked with the Assistant to the City Manager to make final changes.
- Prepared and delivered proposed budget book and budget line item detail packages for April 10, 2018 distribution to City Council. Also emailed these documents to department heads to prepare for presentations at the Council Review Sessions.
- Participated in Council Budget Review Session held on April 17th for the proposed FY 2018-2019 budget. Prepared responses to questions posed at the session.
- Prepared the annual METRO revenue report and submitted it to the State of Michigan.
- Worked on various items related to the bank conversion.
- Attended the Respecting Differences presentation at Chenery Auditorium.
- 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 all 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.
- Communicated with departments regarding discrepancies between purchase orders that have been received but not paid to discover and clear up any potential unpaid invoices.
- 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.).
- Continued process for upcoming life and long term disability renewal with The Hartford.
- Continued to work on restatement of Defined Benefit Plan as required by the IRS.
- Continued to administer Defined Benefit Plan, including locating and coordinating benefit payments for terminated vested participants.
- 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.
- Assisted supervisory personnel with employees in restricted duty assignments.
- Provided direction to third party administrator in regard to workers' compensation claims.
- Updated the OSHA 300 Log.
- Submitted 2017 OSHA Form 300A in compliance with the Occupational Health and Safety Administration (OSHA) Electronic Injury and Illness reporting guidelines.

05/09/2018

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 04/30/2018

FUND	DESCRIPTION	ORIGINAL BUDGET	2017-18 AMENDED BUDGET	2017-18 ACTIVITY	Percent of Amended Used
	Totals for dept 1001-City Council	122,320	123,520	77,869	63%
	Totals for dept 1085-City Council-Human Services	139,330	139,380	97,366	70%
	Totals for dept 1501-District Court	68,250	68,250	48,690	71%
	Totals for dept 1720-City Manager	600,300	600,300	415,248	69%
	Totals for dept 2001-Finance Accounting	437,716	437,716	309,329	71%
	Totals for dept 2002-Finance & Budget	307,283	303,333	211,639	70%
	Totals for dept 2053-Finance Treasury	154,207	154,207	110,416	72%
	Totals for dept 2110-MIS	847,110	867,110	700,904	81%
	Totals for dept 2133-MIS Public Information	55,142	55,142	40,885	74%
	Totals for dept 2209-Assessor	444,076	444,076	266,363	60%
	Totals for dept 2247-Assessor Board Of Review	35,403	35,403	20,983	59%
	Totals for dept 2310-Attorney	226,728	226,728	188,100	83%
	Totals for dept 2415-City Clerk	140,666	140,666	103,693	74%
	Totals for dept 2416-City Clerk Records Management	75,170	85,170	59,561	70%
	Totals for dept 2491-City Clerk Elections	175,582	175,582	114,040	65%
	Totals for dept 2610-Human Resources	475,442	475,442	309,898	65%
	Totals for dept 2733-Purchasing	83,845	83,845	58,651	70%
	Totals for dept 2734-Purchasing Risk Management	29,302	29,302	14,307	49%
	Totals for dept 2865-Parks Maintenance	1,252,864	1,282,864	931,850	73%
	Totals for dept 2876-Cemeteries	74,326	74,326	49,819	67%
	Totals for dept 2877-Parks & Rec - Parks	617,260	621,750	437,638	70%
	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	135,212	78%
	Totals for dept 2882-Parks & Rec Rec - Team Sports	64,540	64,540	30,682	48%
	Totals for dept 2885-Parks & Rec - Programs	4,000	14,000	13,546	97%
	Totals for dept 2886-Parks & Rec Rec - Ramona Park	93,891	93,891	43,171	46%
	Totals for dept 2887-Parks & Rec Rec - Special Events	41,000	45,750	43,213	94%
	Totals for dept 2888-Parks & Rec - Ice Rink	106,893	106,893	67,368	63%
	Totals for dept 3005-Police Administration	837,053	874,053	569,293	65%
	Totals for dept 3006-Police Youth Services	502,931	502,931	347,801	69%
	Totals for dept 3007-Police Investigation	785,060	787,110	609,350	77%
	Totals for dept 3010-Police Patrol	5,323,698	5,321,808	3,945,294	74%
	Totals for dept 3020-Police Training	117,735	117,735	106,327	90%

FUND	DESCRIPTION	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	3,606	45%
	Totals for dept 3030-Police Public Safety Dispatch/ts	1,015,221	1,015,221	742,913	73%
	Totals for dept 3031-Police Emergency Sirens	23,676	17,676	14,182	80%
	Totals for dept 3035-Police 911 Cmrs PSAP	204,919	204,919	141,718	69%
	Totals for dept 3040-Police Records & PST	468,370	468,370	328,571	70%
	Totals for dept 3050-Police Drug Law Enforcement	319,101	319,101	253,219	79%
	Totals for dept 3065-Police Facility Management	101,400	101,400	66,667	66%
	Totals for dept 3090 - Police KCCDA support	0	756,793	756,793	100%
	Totals for dept 3310-Fire Admin	681,621	681,621	436,008	64%
	Totals for dept 3320-Fire Operations	3,994,823	3,982,741	3,038,018	76%
	Totals for dept 3330-Fire On Call Firefighters	120,037	120,037	56,461	47%
	Totals for dept 3331-Fire Emergency Operations	3,700	3,700	913	25%
	Totals for dept 3340-Fire Prevention	152,488	152,488	117,955	77%
	Totals for dept 3350-Fire Training	192,041	192,041	101,499	53%
	Totals for dept 3365-Fire Facility Management	98,400	98,400	48,740	50%
	Totals for dept 3710-Comm Dev Building Services	483,592	483,592	380,825	79%
	Totals for dept 3720-Comm Dev Planning & Development	311,937	319,837	243,304	76%
	Totals for dept 3730-Comm Dev Neighborhood Services	226,687	226,637	173,726	77%
	Totals for dept 3765-Comm Dev Building Maintenance	243,164	243,164	158,664	65%
	Totals for dept 4210-General Public Services	506,415	520,840	359,543	69%
	Totals for dept 6720-Senior Center	333,045	336,145	249,408	74%
	Totals for dept 6721-Senior Center Trips	284,777	344,777	319,248	93%
	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	27,045,010	20,329,878	75%

FUND	DESCRIPTION	ORIGINAL BUDGET	2017-18 AMENDED BUDGET	2017-18 ACTIVITY	Percent of Amended Used
202	Major Street Fund	3,914,345	5,834,344	4,439,232	76%
203	Local Streets Fund	1,356,319	1,506,319	942,546	63%
204	Municipal Streets Fund	1,675,990	1,675,990	1,615,000	96%
223	Curbside Recycling Fund	691,859	698,499	477,293	68%
226	Leaf Pickup / Spring Cleanup Fund	781,801	803,301	513,005	64%
230	CDBG Program Income Fund	110,000	110,000	50,256	46%
252	West Lake Weed Mgt	32,120	32,120	7,500	23%
296	Community Development Block Grant	223,000	216,112	178,383	83%
298	Cable Television Fund	911,600	936,350	521,740	56%
400	Capital Improvement General *	11,766,000	18,825,671	8,975,269	48%
490	Capital Improvement Sewer *	710,000	3,029,317	1,512,657	50%
491	Capital Improvement Water *	2,260,000	6,205,869	1,231,653	20%
590	Sewer Fund	8,078,430	8,505,187	4,667,799	55%
591	Water Fund	6,029,920	6,070,941	4,285,754	71%
TOTAL - ALL FUNDS		64,022,968	81,495,030	49,747,965	61%

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

TO: Laurence Shaffer, City Manager

DATE: May 11, 2018

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

36+17

SUBJECT: Monthly Operations Report for April 2018

PARKS & RECREATION

RENTALS (April 2018- 93 rentals totaling \$4,940; April 2017- 10 rentals totaling \$2,170)

FACILITY	2018 RENTALS	2017 RENTALS
Celery Flats		
Hayloft	0	0
Grain Elevator	2	7
Schoolhouse	0	0
Amphitheater	0	1
Stuart Manor	1	1
Lakeview Park		
Shelter	0	0
Softball Field	13	0
Westfield Park		
Shelter	0	0
Softball	20	0

FACILITY	2018 RENTALS	2017 RENTALS
Ramona Park		
Shelters	0	0
Football Field	17	0
Soccer Field	15	0
Softball Field	0	0
Schrier Park		
Building	1	2
Shelter	0	0
South Westnedge Park		
Softball Fields	24	0
Central Park		
Shelter	0	0

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

Active Net Registration

Online Activity 118
Walk In Activity 11

EVENTS	2018 PARTICIPANTS	NOTES	2017 PARTICIPANTS
KNC: Enraptured with Raptors	45		New
Happy Our Art: Painting in the Parks	10		New
Green-A-Thon	0	Cancelled due to weather	685
Rolling with Rangers	0	Cancelled due to weather	New
Critchlow Alligator Sanctuary	250	Maximum capacity	New
MDNR: Wilderness Survival Training	33		New
Autism Walk	335		279

SLOW PITCH SOFTBALL LEAGUE

	FY 17/18 PARTICIPANTS	FY 16/17 PARTICIPANTS
Number of Participants	1,821*	2,843
Number of Total Teams	120*	182
Team Breakdown: Co-Ed Men's Over 50 Doubleheader	N/A	N/A
League Divisions (Spring & Fall)	30	28
Slow Pitch Tournaments	0	6
Fast Pitch Tournaments	5	10
TOTAL		

*REGISTRATION IS ONGOING. TOTALS ARE CURRENT AS OF MAY 3, 2018

PARKS & RECREATION HIGHLIGHTS

APRIL 2018

- Due to the outstanding success of the Alligator Sanctuary program, with 250 people and others we could not accommodate in the building, we will be looking to expand this program into a larger reptile event next year.
- Park staff is busy preparing for the opening of Millennium Park and Ramona Park for the season.
- Softball season began on April 30 with 120 teams this year, with the player numbers estimated to be the same as last year.
- Recycled Art in the Park is moving to October 6 this year, from May in past years, to accommodate the schedules of the artist's spring show season. The event is being held in collaboration with the Arts Council of Greater Kalamazoo.
- Work continues on trail easements for this year.
- Met with Schoolcraft Village and Township officials to discuss possible trail connections with their communities.
- Fall/Winter Photo Contest at City Hall exhibition has been conducted with 19 entries in the Seasonal category; 10 in Outdoor Recreation; 30 in Flora, Fauna & Wildlife; and nine in Youth. The Spring/Summer Contest began on April 1.
- Construction continues on the Eliason Trailhead Pavilion, Celery Flats parking lot expansion, renovation of the Hayloft bathrooms, with Celery Flats Pavilion construction planned to begin this spring, as well as new Lexington-Green Park Tennis/Pickleball Courts that will begin the renovation of this park.

SENIOR CITIZEN SERVICES

ATTENDANCE AND ACTIVITIES

<u>Activity Type</u>	<u>Duplicated</u>	<u>Unduplicated</u>
Events	2,582	819
Rides	87	16
Volunteers	331	144
Trips	76	73
Total Seniors Served	3,076	851
Average served per day	117	

MEMBERSHIP STATISTICS

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

Age Range	Count	Percent
Ages 55-59	20	2.4
Ages 60-64	40	4.7
Ages 65-69	116	13.6
Ages 70-74	162	19.0
Ages 75-79	159	18.7
Ages 80-84	131	15.4
Ages Below 55	6	.7
Ages Unknown	217	25.5
Totals	851	100

City/Town	Count	Percent
In Town	539	63.3
Out of Town	312	36.7
Totals	851	100

Ethnicity	Count	Percent
African American	13	1.5
Asian American	4	.5
Caucasian	640	75.2
Hispanic	3	.4
Native American	10	1.2
Hawaiian	1	.1
Native Hawaiian/Pacific Islander	1	.1
Totals	851	100

Gender	Count	Percent
Female	607	71.3

Male	243	28.6
Unknown	1	.1
Totals	851	100

VOLUNTEERISM

Volunteer Service Type	Hours	Pay Equivalent	Duplicated	Unduplicated
Admin. Support	6	130.74	4	2
Board Member	3.5	76.27	3	2
Club/Group Sprt.	1,289.33	28,094.59	239	123
Events/Programs	37	806.23	19	17
Health Services	4	87.16	2	2
Instructor	8	174.32	1	1
Kitchen	12	261.48	4	3
Transportation	84.67	1,844.89	19	5
Travel	143.58	3,128.68	40	13
Totals	1,588.08	\$34,604.36	331	144

FUNDRAISING

Income for the month of April was \$5,031 and includes transportation donations, fund raising, and memberships.

OTHER SENIOR CENTER HIGHLIGHTS

- A special Easter themed lunch was offered, with 87 attending.
- The Spring Trip Preview open house was held on Saturday, April 28. Almost 200 individuals attended. Approximately \$10,000 in travel revenue was generated during the event.
- The annual “Garden Talk” Series took place weekly, in partnership with Schram’s Greenhouse.
- Thanks to the support of the Public Services Department, the PSC Garden Club installed a “Bee House” in the PSC gardens, which will house Mason Bees. Mason Bees are efficient pollinators, but do not sting, making them a great addition to the PSC landscaping.

TO: Laurence Shaffer, City Manager

DATE: May 22, 2018

FROM: Nicholas J. Arnold, Public Safety Director – Police/Fire Chief

SUBJECT: Monthly Report for April 2018

APRIL STATISTICS

Police Incidents Dispatched	2,828
Fire Incidents Dispatched	407
9-1-1 Calls Received	1,591

POLICE DIVISION

SIGNIFICANT INCIDENTS:

- On April 1, 2018 at approx. 3:18 pm, Sergeant Aaron Ham initiated a traffic stop on a vehicle in the 5200 Block of Meredith. During the stop he asked the front seat passenger, to exit and gained his permission to check his pockets. In doing this, he discovered a loaded/stolen Glock .40 cal pistol with a 30 round magazine in the suspect's waist line. Two more loaded magazines were located in the suspect's pocket. When the vehicle was searched, officers located another loaded Glock .380, a ski mask, and marijuana. The suspect was arrested and charged with multiple felonies.



- On April 2, 2018 at approximately 10:26 am, Portage Department of Public Safety began receiving reports of a truck that was traveling southbound on Oakland Dr. near Centre that was all over the road. Shortly after officers were dispatched, the caller/witness advised that the truck had left the roadway and was partially submerged in a swamp. Police units arrive a short time later and forced entry into the vehicle to extricate the driver who was only semi responsive. He was eventually transported to a local hospital for evaluation and treatment. The incident remains under investigation as controlled substances appear to be a factor in the driving.
- On April 3rd, officers responded to a residence located in the 2100 block of Preserve Blvd. on a disturbance. Once on scene it was learned that the homeowner entered his residence to discover an unknown man sitting in his living room. The unknown male, later identified as a 50 year old Kalamazoo resident with known mental health issues, was armed with two air-soft pistols, professed to be the actual owner of the property. He was subsequently arrested and charged with Illegal Entry. Two days after being released from jail, the same subject forced entry into city hall and waited in the lobby for a non-existent appointment. Additional charges and continued mental health evaluations are pending.
- On April 3, 2018 at 9:23 pm, PDPS units were dispatched to the 5700 Blk. of Roanoke in reference to a subject with a gun threatening suicide. The caller was the subject's roommate who advised that he had a handgun in his hand and was arguing with an ex-girlfriend. All Night Shift units responded to the scene essentially walking up to the house and surrounding it. Ofc. Bryant and Shuler witnessed the subject arguing with a female. He did not have the gun in his hand at that point and contact was made with the subject while the female was moved away to speak with other officers. Ofc. Vesey and Ofc. Kite responded from the West side of the residence and located a loaded Glock in the open garage at the rear of the residence and secured it. The subject was an army vet suffering from PTSD. Ofc. Shuler was able to talk with him and quickly developed a rapport. The subject was eventually cooperative and agreed to be transported to the hospital by Ofc. Shuler for a committal.
- On April 4, 2018 PDPS received a report from Walmart regarding the discovery of a major theft while reviewing video from March 31, 2018. On March 31, 2018, two unidentified females broke into a security cabinet and stole 84 cell phones, valued at over \$59,000 at Walmart. Both subjects attempted to conceal themselves from cameras with hats and hoods.



- Officers responded to the Lake Effect marijuana dispensary on April 9th on a report of a stolen vehicle. Once on scene, officers learned that the victim had earlier picked up a prostitute he knew only by the first name of “Chrissy.” He then drove to the dispensary and left her in the car when he went into the business. Upon returning to the parking lot, he discovered that she had stolen his car. The vehicle was recovered at a Canton Township motel approximately two days later. The investigation has been turned over to the Detective Bureau for follow up.
- On April 12, 2018 at 9:05 am, a Portage Department of Public Safety Police Sergeant spotted a stolen vehicle in the area of W. Milham Ave. and Oakland Dr. The Sergeant attempted to stop the vehicle but it fled at a high rate of speed. The vehicle was eventually found abandoned in a wooded area at the dead end of Mt. Vernon Ave., near the campus of Portage Northern. At this time, contact was made with the Portage Northern School Resource Officer who put all schools on Portage Northern’s campus on a “lock-up” as a precautionary measure while the area was searched. Officers established a perimeter and searched the area, however, the suspect, described as a black male in his early twenties, was not located. The vehicle was determined to have been stolen the night before from the 3700 block of Byram Circle.
- On 4/12/2018 at 6:57 pm, Portage Department of Public Safety Police and Fire personnel were dispatched to the intersection of Lovers Lane and E. Centre Ave. in reference to a motor vehicle accident involving a passenger car and a motorcycle. The passenger car left the scene and was identified by witnesses as a silver Lincoln. Witnesses were also able to provide license plate information for the Lincoln. A short time later, at 7:00 pm, Police

and Fire personnel were dispatched to a traffic accident at the intersection of Romence Rd. and Sears Dr. Upon arrival Police personnel were able to determine that the same silver Lincoln that was involved in the accident at Lovers Lane and E. Centre Ave. was also involved in this accident. The driver of the Lincoln was a 23 year old man from Plainwell. It appeared that the Lincoln was traveling west on Romence Rd. when it ran through the red light at the intersection of Romence Rd. and Sears Dr. It struck a beige Mercury SUV in the intersection that was operated by a 75 year old woman from Kalamazoo. The driver of the Lincoln, the driver of the Mercury SUV, and the original driver of the motorcycle from the first accident were all transported to the hospital with apparent non-life-threatening injuries. It is believed that the driver of the Lincoln was under the influence of drugs. This accident remains under investigation.

- On April 12th, PDPS police and fire units were dispatched to an unresponsive male in the 7100 block of Leawood. Once on scene, Ofc. Maney believed the subject to have overdosed on heroin. The officer administered Narcan to the patient, and a short time later he became coherent and was subsequently transported to Bronson for further treatment/evaluation.
- On April 17, 2018 at 11:07 am, Portage Department of Public Safety Police and Fire Divisions responded to the intersection of Shaver Road and W. Melody on a report of a vehicle being struck by a train. During the investigation, it was determined the driver of a white colored box truck, identified as a 55 year old Greenville, Michigan resident was traveling southbound on Shaver Rd and attempted to turn east onto W. Melody. A train traveling southbound struck the vehicle as it passed over the railroad tracks. Witnesses indicated the red railroad crossing lights were activated during the incident. The driver was transported to Bronson Methodist Hospital to seek further medical treatment for non-life threatening injuries. The front seat passenger, identified as a 37 year old Wyoming, Michigan resident was treated and released on scene with minor injuries. There were no other injuries reported. Alcohol and/or drugs was not a factor in the crash. Grand Elk Railroad also responded to the scene and assisted with the investigation. W. Melody was re-opened at approximately 3:00 p.m.



- Due to inclement weather the morning of April 17th, PDPS police units responded to 18 accidents between 5 am and 8 am
- On April 19, 2018, officers were dispatched to the Lake Effect marijuana dispensary located at 8314 Portage Rd. on a disturbance in the parking lot involving a gun. Once on scene, officers made contact with the suspect who provided a false name. Utilizing the newly acquired portable fingerprint scanner, the suspect's true identity was established and it was learned that he was wanted on two outstanding arrest warrants.
- On April 21, officers responded to Bronson Hospital for an individual that was seeking treatment for a gunshot wound. Officers learned the victim, a male subject who resides on E. Melody, was home cleaning his Glock handgun when it discharged. The round went through the victim's left hand, however he was expected to make a full recovery. Based on the evidence at the scene, officers were satisfied that the incident was indeed an accidental discharge.
- On 4/22/2018 at approximately 1:40 pm, Portage Department of Public Safety Police personnel were dispatched to 5715 S. Westnedge Ave. in reference to a commercial burglary that had occurred sometime between the evening of 4/21/2018 and the time of the call. Upon officers arriving on scene they discovered that someone had forced their way into the business. Once inside, it was discovered that the suspects gained entry into the adjoining business at 5719 S. Westnedge Ave. by cutting through the wall. They then were able to gain access to another adjoining business, Medawar Jewelry, by again cutting through a wall. Accessed was gained to a safe and approximately \$800,000 worth of diamonds were stolen. The investigation has been turned over the detective bureau.





- On April 23, 2018 at 4:26 am, PDPS officers responded to an alarm at Uncle Ed's Oil Shop at 6236 S. Westnedge Ave. Ofc. Mattson was first to arrive on scene and came in from the north. Upon arrival he witnessed a male take off running to the south west. Ofc. Mattson ran after him towards Five Guys Burgers and Fries as Ofc. Maney pulled into Southland Mall from the South. The subject gave up and was detained without further incident.
- On 4/26/18 at 9:32 pm, Portage Department of Public Safety Police and Fire Personnel were dispatched to S. Westnedge Ave. near Colonial Ave. in reference to a traffic crash. Portage Department of Public Safety Dispatch advised that a vehicle had struck the building at 5905 S. Westnedge Ave., Hoffman's Party Store. Additional information was that a red pickup truck that was involved in the crash fled the scene. Upon arrival officers discovered a white Audi passenger car that was half way inside of Hoffman's. Witnesses on scene stated that a red pickup truck was driving north on S. Westnedge Ave. in the curb lane when it drifted off the roadway to the right. It then jumped the curb and into Hoffman's parking lot. The truck struck the front end of the white Audi that was parked in the parking lot forcing it backwards into the building. The red pickup truck then fled the scene driving north on S. Westnedge Ave. The two female occupants of the Audi were both transported to the hospital with apparent non-life-threatening injuries. The suspect vehicle was later located disabled on 35th St. in Galesburg. The driver was arrested at the scene for operating while intoxicated and leaving the scene of an accident.

TRAINING

- Lt. Matt Wolfe attended the 3rd Annual North American Active Assailant Conference in Troy, Mi.
- Members of the Portage Uniformed Narcotics Team participated in raid/entry training with members of the Kalamazoo Valley Enforcement Team.
- PDPS members of the Kalamazoo Metro SWAT Team participated in the annual SWAT tryouts.

PATROL INSPECTIONS/AUDITS:

All patrol teams reported compliance with weekly and monthly cases, MCT chat audits. Documented reviews of both mobile video and BWC captured data will occur at least once every six months per officer. The documented review will be recorded in Guardian Tracking software and reported to the Senior Deputy Police Chief-Operations through the chain of command. Additionally, bi-monthly officer case audits were conducted.

DETECTIVE BUREAU INSPECTIONS/AUDITS:

Monthly Open Case Audit (CALEA 42.1.4)

An audit of open cases was conducted every few days and the results of each of those checks are shared with detectives. Open cases were discussed individually with each detective and SRO during case reviews with their supervisor on a weekly basis.

EQUIPMENT

- PDPS acquired a new portable fingerprint scanner. Officers are in the process of obtaining training and access to the device.
- As part of a county-wide cooperative PDPS will be housing one of the armored vehicles used by KMETRO SWAT. The vehicle (MRAP) will be housed in one of the DPS garages and deployed as a rescue vehicle during major critical incidents.
- During April, PDPS deployed a new printer in the officer workstation. The previous printer was relocated to the sergeants' office.

FIRE DIVISION

SIGNIFICANT INCIDENTS:

- (18-1729) April 25, fire units were dispatched for a kitchen fire inside an apartment complex. Upon arrival, the first unit reported the unit filled with smoke, but no visible fire showing. The crew found the fire under the oven and removed the oven. There was no damage to the structure, but the unit had smoke damage. The property maintenance manager arrived on scene and the scene was turned over to him.
- (18-1731) April 25, fire units were dispatched for a kitchen fire inside a restaurant. The first arriving crew found the fire had been extinguished by the restaurant employees, though they could smell gas. The gas was shut off at the meter. Consumers Energy and the Health Inspector were contacted. The restaurant was closed until Consumers Energy could fix the gas leak and the Health Inspector deemed the establishment safe. The Fire Marshal followed up the next day and the restaurant was reopened by noon.

- (18-1750) April 26, PFD responded to a reported car into a building. Arrived to find an automobile half way into the Hoffman Party Store. The vehicle was parked with 2 occupants when they were struck by a pickup truck propelling the car into the building. The 2 people inside the car were transported to the hospital with non-life threatening injuries.

In addition to the damage to the store a fire hydrant was struck, broke off its base and breaking out the front store window to Spice World.



- (18-1760) April 27, fire units were dispatched for an apartment fire. The first unit arrived on scene and reported nothing showing. They found the interior filled with smoke due to a fire in the chimney. The crew found fire in the attic along the chimney chase. Crews were on scene over two hours performing overhaul and salvage. The damage was estimated at \$12,500. Three off duty personnel were called back to staff a station.

PUBLIC RELATIONS:

- BC Foley lead this year's Spring Cleanup program which was presented 8 times over 3 days to 8 schools, 35 classrooms, 587 students and 35 adults. Assisting in the presentations were Capt. Hollister and FF Graham.
- During the reported month, 52 child passenger safety seats were installed. Seven smoke alarms were installed in one house during the month. We are currently revising our smoke alarm policy for installs.

FIRE INVESTIGATIONS:

During the month there was one fire that required investigation. In the 200 block of Admiral, a large fire in a fire place caused a chimney fire. The fire caused damage to both floors and the attic of the apartment building. Community Development is working with the owner to correct the damage. The owner is systematically removing the fire places from the units.



TO: Laurence Shaffer, City Manager**DATE:** May 11, 2018**FROM:** Rod Russell, Director of Public Services**SUBJECT:** Monthly Operations Report for April 2018**STREET MAINTENANCE ACTIVITIES**

- Removed 5.4 inches of snow and applied ice melting material as needed along major roadways and intersections during extended Winter Street Maintenance activities
- Completed Quarterly Brush and Bagged Leaf Collection Program which ran 4/2-4/28 with 1,730 cubic yards of brush and 500 cubic yards of leaves collected
- Opened Compost Facility for residents to drop off brush and bagged leaves on 4/28 with 152 residents participating
- Pushed up loose brush and leaf bags at compost site following conclusion of April Brush and Bagged Leaf Collection Program
- Continued construction at Celery Flats Visitor's Center by installing catch basins and compacting parking lot area in preparation for new parking lot asphalt and new trail
- Continued construction of new restrooms in lower level of Hayloft Theatre in Celery Flats Historical Area
- Commenced parking lot expansion at Hayloft Theatre in Celery Flats Historical Area
- Continued construction of new pavilion, restrooms, parking lot, sidewalk and lawn restoration at Eliason Trailhead Park on West Osterhout Avenue
- Began prep work for new tennis and pickleball courts at Lexington Green Park
- Primed snow plows that will be transported to Portage Public School for participation in Annual Paint the Plow Program
- Repaired potholes on major and local streets with the Durapatch machine and asphalt patching material
- Loaded tree stumps from compost site and transported to Battle Creek transfer station for recycling
- Repaired damaged mailboxes caused during snow removal operations
- Replaced or repaired damaged and faded traffic control signs
- Repaired lawns damaged during winters snowplowing operations, spring brush collection and stump removals
- Restored grass areas with topsoil and grass seed along Portage Creek Bicentennial Park Trail edges
- Repaired irrigation areas that were damaged during winter snowplowing operations and brush pickup
- Cleaned out all snowplow trucks and equipment following conclusion of extended winter street maintenance operations

- Applied City of Portage tags (stickers) to city owned construction barrels and barricades to ensure return to DPS
- Hired contractor to perform Spring Mill & Fill program which began 4/23, performed by Reith-Riley Construction Company
- Hired contractor to remove household trash for Annual Spring Cleanup Program which runs 4/16-5/17 with 1,121 cubic yards of material removed through 4/30, performed by Waste Management
- Hired contractor to replace damage sections of sidewalk on Schuring Road, performed by SWT Excavating
- Supported Moorsbridge neighborhood garage sales by installing and removing temporary no parking signs on 4/13 and 4/16
- Supported the Department of Public Safety with training at the Portage Central High School on 4/26 and 4/27

Weekly Curbside Recycling Program - The following summarizes total weights of recyclable materials collected during the month of April 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
Mar 2018	210.1	51	13,750	4	5	6	23
YTD Total	2,235.25	468	13,750	1,813	5	6	23

HOUSEHOLD HAZARDOUS WASTE PROGRAM – The following tables shows the number of residents that disposed items at the Kalamazoo County Household Hazardous Waste Facility at 1301 Lamont Avenue.

Household Hazardous Waste Participants
From 2008 through March 2018

PORTAGE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year End Total
2008	53	43	58	135	138	116	147	63	84	117	89	47	1090
2009	63	70	94	142	121	143	173	107	118	126	128	73	1358
2010	68	48	107	208	192	147	165	131	119	157	152	72	1566
2011	78	59	145	102	171	198	145	124	125	131	151	93	1522
2012	93	93	117	124	158	168	141	135	130	156	152	104	1571
2013	109	66	90	156	232	162	200	130	149	178	170	86	1728
2014	97	70	86	220	256	219	264	182	174	226	134	101	2029
2015	117	91	118	186	212	280	276	192	210	226	205	174	2287
2016	134	94	211	216	237	216	200	254	172	245	234	117	2330
2017	186	140	181	252	251	233	230	207	200	191	218	119	2408
2018	151	129	226									0	506
TOTAL	1149	903	1433	1741	1968	1882	1941	1525	1481	1753	1633	986	18395

PARKS MAINTENANCE ACTIVITIES

- Removed trash from park properties and trail system
- Prepared facilities for upcoming rentals
- Removed leaves and branches in preparation for parks & cemetery grass mowing operations
- Prepared softball fields for league and tournament games
- Performed edging and rototilling to flower beds in preparation for spring planting
- Turned on water, repaired plumbing leaks and clogs at park facilities
- Repaired lighting issues in park facilities
- Repaired lock on mechanical room at Haverhill Park
- Trimmed trees and removed brush from parks, trails and city owned properties
- Replaced damaged parking bumper blocks in parks after winter snow removal
- Installed sport nets in all parks
- Restored turf parking lots from winter snow plowing damage
- Performed spring leaf cleanup from city parks and cemeteries and hauled to compost site
- Restored cemetery grave locations with top soil and grass seed and straightened headstones in city cemeteries
- Began pouring foundations for headstones in city cemeteries
- Repaired overlook deck at Millennium Bikeway
- Repaired air hose for bike station at Portage Creek Bicentennial Trail trailhead
- Repaired closing mechanism on fuse box at Central Park
- Repaired split rail fence at various city park locations
- Removed split rail fence from back parking lot of Portage Creek Bicentennial Park at Milham Road entrance
- Repaired door lock at Schrier Park
- Repaired air station at Trailhead Park
- Provided training to seasonal laborers on proper turf maintenance in cemeteries
- Provided training to one laborer on proper sport court maintenance for softball field tournament prep
- Applied fertilizer to cemeteries, parks grounds and sport fields
- Transported hanging flower baskets and large pots to Corstange to fill with annual plants for placement around City Centre
- Removed graffiti at picnic shelter at Westfield Park
- Inspected deer exclosures at three locations
- Supported two burials and three lot selections in city cemeteries
- Removed ramps from ice rink at Millennium Park
- Began clearing creek near Liberty Park which had become jammed with fallen trees
- Removed broken play equipment (X-Wave) at Ramona Park
- Repaired white fencing at Celery Flats Historical Area
- Removed trash and debris from Oakland Drive at I-94 Park & Ride
- Installed woodchips at playground locations
- Installed adopt-a-park sign at Harbors West Park
- Installed Bird Reserve sign along Portage Creek Bicentennial Trail by Milham Avenue
- Renewed annual contract with Forestry Consultant

- Installed wooden post at Senior Center patio area for Garden Club Mason Bee Habitat
- Hired contractor to install electricity at Eliason Trail Head Pavilion
- Hired contractor to clean Millennium Park pond
- Hired contractor to stake curb/sidewalk locations at Celery Flats Visitor's Center
- Hired contractor to measure parking lot compaction at Celery Flats Visitor's Center
- Hired contractor to repair irrigation booster pumps at South Westnedge Park and Ramona Park
- Hired contractor to polish restroom floors at Hayloft Theatre and Eliason Trailhead Pavilion
- Hired contractor to install tiles in Hayloft Theatre restrooms
- Hired contractor to repair super decking at West Lake Nature Preserve
- Hired contractor to repair pond fountains
- Hired contractor to paint South Cemetery fencing
- Hired contractor to install ADA accessible gates at Dog Park at South Westnedge Park which opened 4/1
- Supported FOCUS Kalamazoo (WMU) volunteers with litter removal from West Fork Crossing Park and Shaver Road / Melody Bikeway on 4/8
- Supported preparation for Green-A-Thon at Celery Flats Historic Area which was to be held on 4/14; event was cancelled due to unfavorable weather conditions
- Supported volunteers from Kalamazoo in Bloom with butterfly planter on 4/13
- Supported Girl Scouts volunteer group with litter removal, brush and leaf cleanup from West Fork Crossing Park on 4/17
- Supported Girl Scouts volunteer group with litter removal and cleaning of headstones at Indian Fields Cemetery on 4/21/18
- Supported Autism Walk at Grain Elevator on 4/21
- Supported Benatche School of Dance volunteer group with litter removal, brush and leaf cleanup at Ramona Park on 4/22
- Supported Arbor Day event at Grain Elevator on 4/27

FLEET & FACILITIES DIVISION

The Fleet & Facilities Division generated 63 work orders for the month of April 2018. A total of \$7,241.59 was spent on billable labor hours while the parts costs were \$10,193.59. Outside contracted work was \$8,040.43.

April 2018	April 2017	
63	106	Work Orders
\$10,193.59	\$4,764.41	Parts Cost
\$7,241.59	\$10,622.75	Labor Cost
27	18	Preventative Maintenance (P.M.) Work Orders Completed
\$191.03	\$68.41	Average Cost per P.M
\$5,157.90	\$1,231.39	Total P.M. Cost

\$0.00	\$0.00	Contracted Repairs - Body & Paint
\$8,040.43	\$1,531.75	Contracted Repairs (not including body & paint)
\$1,064.50	\$2,952.41	Building Renovations

BUILDING MAINTENANCE

- Custodial Operations
- City Hall, Police and Senior Center facility support services

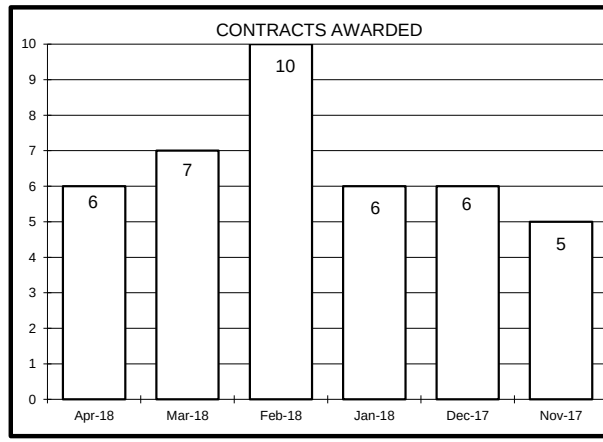
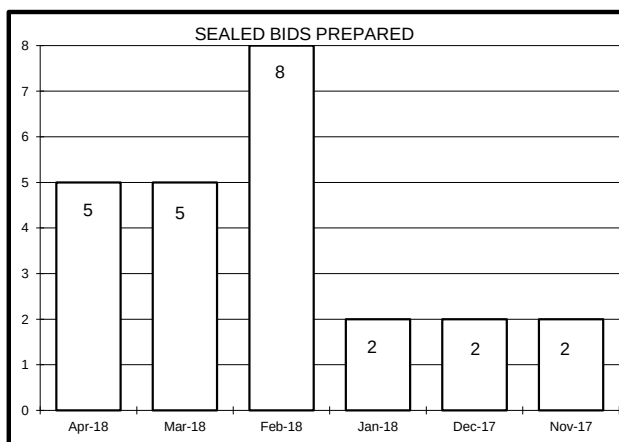
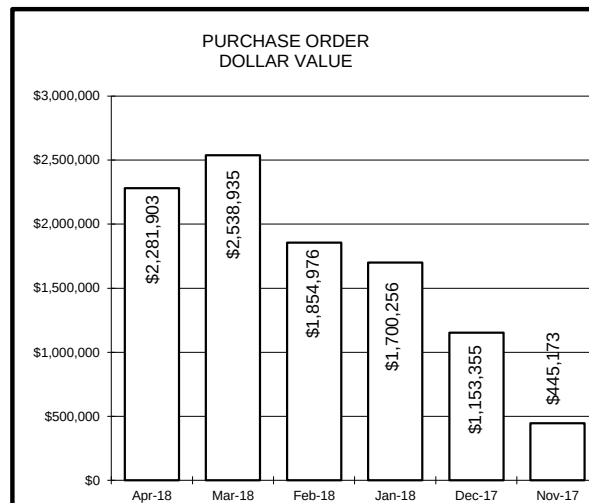
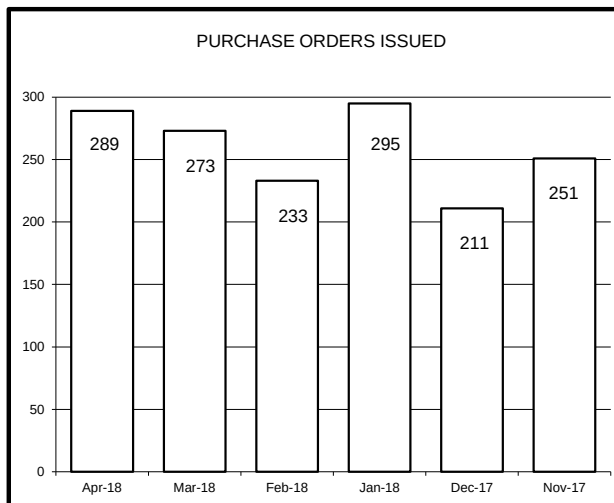
TO: Laurence Shaffer, City Manager

DATE: May 1, 2018

FROM: Rob Boulis, Deputy City Manager



SUBJECT: Purchasing Monthly Report - April 2018



SEALED BIDS OPENED / CONTRACTS AWARDED

Oakland Drive Reconstruction (Milham to I-94)
 Lovers Lane Reverse Curve Alignment Correction (Engineering)
 W. Centre Avenue Reconstruction
 J. L. Hudson Drive/S. Westnedge Ave. Traffic Signal
 Reconstruction of Romence Road
 Flashing Overhead Beacon at Oakland Dr./Vanderbilt Ave.
 Videography Operations

SEALED BIDS PREPARED

Rockford Street Reconstruction
 Video Broadcast/Live Streaming Equipment
 Contracted Temporary/Seasonal Employees
 Local Street Reconstruction Program (Engineer)
 Videography Operations

- Two new claims were filed with MMRMA, one claim was settled.
- Purchasing staff added 12 new vendors to the purchasing software vendor file.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: May 15, 2018

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



SUBJECT: Department Monthly Report – April, 2018

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

Cable Access

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

Significant Activities:

- Continued taping various special programs (HMP, PSI, Lunch & Learn, etc.)
- Emergency broadcast protocols – on hold
- Continued working on new city marketing video materials
- Continued addressing long-standing cable issues with Matt Schuster
- Continued working on a transition plan from PMN

Internet/Intranet Web Site

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

Significant Activities:

- Continued working on the city website rebuild.

Telecommunications

- Continued working on the AT&T DAS permit process.

Contract Administration

- Completed: Cisco SmartNet, VMWare essentials, KnowB4 virus training renewals

Information Technology

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

Significant Activities:

- In Process: working with the City of Kalamazoo IT director on connecting fiber
- Continued PortageAlert mass notification system for emergency initiatives
- Continued development of new city website
- Continued investigating options for upgrading the decades-old multi-mode fiber ring
- On Hold: working on a Soofa Sign pilot program application
- Continued researching various new technologies
- Continued working on consolidated dispatch
- Continued working on migrating old AS400 data to new platforms and consolidating data
- Continued migrating paper forms to the new electronic Seamlessgov system
- Continued working with departments on electronic document management
- Continued review of department procedures
- Continued working on GPS snow plow tracking mobile application
- Continued working on replacement of the primary network firewall
- Completed the Council remote participation technology
- Completed assisting Fire with the ECC Active911 app
- Continued assisting Fire on the new building project (alarms, access control, VOIP, fiber, etc)
- Continued assisting Fire with installation of a video conferencing system at all three stations

Marketing Activities

- Continued oversight and management of all city marketing activities
- Continued branding support initiatives – print media
- Continued working on Soofa Sign branding
- Completed working on new city signage
- Completed working on the Senior Center Case for Support document

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: May 11, 2018

FROM: Kendra Gwin, Director of Transportation & Utilities 

SUBJECT: Transportation & Utilities Department Monthly Report for April 2018

The month of April 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 April, 541 inspections were made by Suez personnel.
2. Suez personnel received 61 customer service calls throughout April.
3. Suez personnel responded to 27 after-hour panel alarms as indicated on the SCADA control panel monitoring the city's water and sanitary sewer facilities.
4. Approximately 110 million gallons of water were produced/pumped during the month of April. Production averaged around 3.7 million gallons of water per day during the month. Six hundred eighteen water quality analyses were completed during the month.
5. Eight new meters were installed and seven new water taps were required during the month of April.
6. Miss Dig stakings were completed at 408 locations.
7. There was one water main break during the month at 5821 Claremount Avenue.
8. During the month of April, Suez and completed the spring hydrant flushing program.

In the transportation and utility areas, the following activities in April 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. Six 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 April 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. The on-site portion of the MDEQ audit was completed on April 23, 2018.

Implementation of the Capital Improvement Construction Program was also an ongoing activity as the construction season was completed. Accomplishments during the month of April 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 street to use 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. Design has been completed and city staff amended a contract with Balkema Excavating to complete the work.

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 delivered. Improvements are being completed at the 12th Street lift station to connect the new force main.

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

Due to limited funding, the Rockford Street project was 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 has been completed and the project is currently out for bid for 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. One driveway was completed in April to address a drainage issue identified last fall. City staff are looking to resolve additional resident concerns this spring.

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. The right-of-way must be secured before final documents can be submitted to MDOT. Staff submitted documents to MDOT on April 20, 2018. The project is anticipated to be included in the July MDOT bid letting.

4. 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. The project was bid on by MDOT in April and the contract has been awarded to Milbocker & Sons, Inc. in the amount of \$1,559,560.15. As part of the project, the traffic signal at J.L. Hudson Drive/South Westnedge, will be upgraded. The traffic signal upgrade contract was awarded to Severanc Electric, Inc. in the amount of \$314,877.50. Construction is scheduled to begin June 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 has been completed. 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 has been completed. The project has been awarded to Rieth-Riley Construction Company in the amount of \$549,239.25. Construction is scheduled for summer 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 was completed in 2017. Construction in 3 neighborhoods began in April. This work is scheduled to be completed by June 30, 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 and survey was completed. The property closing was March 28, 2018. The City is sponsoring an open house on May 24, 2018 to present a proposed renovation project to the local residents and business owners.

Minutes of Boards & Commissions

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – April 9, 2018

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

MEMBERS PRESENT: John Byrnes, Linda Fry (alt), Alexander Philipp, Jay Eichstaedt, Jeff Wettig (alt), Natalie Rowe, Randall Schau

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

MEMBERS EXCUSED: Linda Finch

APPROVAL OF THE MINUTES: Byrnes moved and Eichstaedt seconded a motion to approve the March 12, 2018 minutes as submitted. Upon voice vote, the motion was approved 7-0.

OLD BUSINESS: None.

NEW BUSINESS:

ZBA #17-22; 822 Schuring Road: Mais summarized the request for a variance to provide a six-foot greenstrip along a 90-foot portion of the west property line where a minimum 10-foot greenstrip is required. Travis Munn with Hurley & Stewart stated a variance is needed because the property is narrow and has significant change in elevation from front to rear. Mr. Munn stated they have reduced the width of the building from the original proposed 66 feet down to 60 feet but could not go any narrower while still accommodating the needs of the business. Wettig inquired what the building would be used for. Dave Simpson responded primarily for vehicle storage.

A public hearing was opened. No one spoke for or against the request. A letter of support from Nik Chickering, 904 Schuring Road was read. The public hearing was closed.

After a brief discussion, a motion was made by Eichstaedt, seconded by Rowe, to grant a variance to provide a six-foot greenstrip along a 90-foot portion of the west property line where a minimum 10-foot greenstrip 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 narrow lot width and need to accommodate fire apparatus; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to improve one's property, 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, Fry-Yes, Schau-Yes, Eichstaedt-Yes, Rowe-Yes. The motion passed 7-0.

ZBA #17-23; 7171 Portage Road: Mais summarized the requests to construct an approximate 400,000 square-foot two-story building addition for the Pfizer Corporation that is: a) within 50 feet of the (north) front property line where a minimum 100-foot setback is required, and b) is 65 feet 8 inches high where a maximum 60 feet is permitted. Dan Roth, Pfizer, Inc., explained Pfizer was expanding its production capacity and the only place the proposed modular aseptic facility can be constructed while maintaining compliance with FDA product handling requirement, is immediately adjacent to the recently constructed shipping bays at the north end of the building. An approximate 156-foot portion of the building will be located within the required front setback. Mr. Roth stated previous owners created the building and manufacturing campus configuration.

A public hearing was opened. No one spoke for or against the request. The public hearing was closed.

A motion was made by Rowe, seconded by Eichstaedt, to grant variances to construct an approximate 400,000 square-foot two-story building addition that is: a) within 50 feet of the (north) front property line where a minimum 100-foot setback is required, and b) 65 feet 8 inches high where a maximum 60 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 operation/function of internal manufacturing processes and compliance with FDA regulations; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to meet FDA regulations and align the proposed building with the existing building, 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 variances 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, Fry-Yes, Schau-Yes, Eichstaedt-Yes, Rowe-Yes. The motion passed 7-0.

ZBA #17-24; 3070 West Centre Avenue: Schau and Eichstaedt recused themselves and left the chambers due to potential conflicts of interest. Mais summarized the request for a favorable interpretation that a jewelry store is a permitted use in the OS-1, office service zoning district as sales and personal service establishment. Diane Morrison stated she felt their jewelry store was different in character and offered services than other jewelry stores. Mr. Peterson stated they have looked at numerous properties in the vicinity and nothing is currently available that meets applicant's needs. Mr. Peterson noted the majority of the proposed floor plan would be dedicated to other activities than a showroom. Mais provided the Board a copy of the B-1 permitted uses as it was written prior to the 2003 recodification and noted the reason no jewelry stores are found outside commercial zoning districts is because the Zoning Code has never permitted them elsewhere, and for the Board to make an interpretation that a jewelry store is now a personal service establishment, runs counter to 50 years of precedence. Attorney Bear reminded the Board per Section 42-622(C) 1. consideration should be given as to how city staff has interpreted and applied the code over a long period of time. Wettig and Byrnes stated they would feel more comfortable making an interpretation if they had more information about how similar uses have been treated. A motion was made by Rowe, seconded by Fry to postpone the item until the May 14, 2018 hearing. Upon voice vote motion passed 5-0.

ZBA #17-25; 9008 Portage Road: Mais summarized the requests for a) a variance from the conflicting land use screening requirement to provide a five-foot greenstrip along the north property line where a minimum 10 feet is required, and b) the requirement to plant a deciduous tree every 30 feet along the north property line. Alex Gwiazdowski and James Coufan were present to answer questions. Schau inquired if the future tenant was satisfied with the proposed plans. Mr. Coufan said they 99% satisfied. Byrnes inquired if there were standards for the turning radius and if staff thought the applicant's proposal was acceptable. Mais responded yes and that providing a narrower greenstrip in exchange for a wider turn at the northwest corner was a good idea. Mr. Gwiazdowski stated concerning request b) he did not want to install big trees so close to the drive lane. Mais stated if the Board were to deny request b) the applicant would still have some flexibility with regard to the placement of the required trees and the types of trees that could be planted.

A public hearing was opened. Paul Blostein, 2134 Ames Drive spoke in favor of providing more trees on site. The public hearing was closed.

After a brief discussion a motion was made by Rowe, seconded by Fry to grant a) a variance from the conflicting land use screening requirement to provide a five-foot greenstrip along the north property line where a minimum 10 feet 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 location and orientation of the existing building; the variance is necessary for the

preservation and enjoyment of a substantial property right, the right to provide a safe drive-through lane, 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, Fry-Yes, Schau-Yes, Eichstaedt-Yes, Rowe-Yes. The motion passed 7-0.

A motion was made by Rowe, seconded by Wettig to deny a variance from b) the requirement to plant a deciduous tree every 30 feet along the north property line for the following reason: the variance is not necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district because there are conforming alternatives available such as planting smaller trees that comply with code. 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, Fry-Yes, Schau-Yes, Eichstaedt-Yes, Rowe-Yes. The motion passed 7-0.

OTHER BUSINESS: Rowe stated she would probably not be able to attend the May 14, 2018 meeting.

STATEMENT OF CITIZENS:

None

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:37 p.m.

Respectfully submitted,

Jeff Mais
Zoning & Codes Administrator

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Youth Advisory Committee Minutes

April 11, 2018

- I. Introductions and Attendance
 - a. If you were to replace footsteps with a sound, what would it be?
- II. Report from liaisons
 - a. No liaisons
- III. Green-a-Thon 2018
 - a. Rain or shine? – Downpour/sleet – cancel, or else proceed with the event
 - b. Bean bag toss? – Not a go
 - c. Music – Broadcast audio
- IV. Arbor Day
 - a. We have sponsored the event
 - b. Prom Day, but it's in the morning
- V. YAC Recruitment
 - a. History teachers, advertisement/announcements
 - b. Setting up booths at the schools
 - i. Middle schools? High Schools?
 - c. Share on Social Media
 - d. "Interview" – May 8th, 2018 at 5:15 p.m.
- VI. Park Board Event
 - a. Replacing the "Teen Movie Night" at the Library
 - b. "Summer Campout at Ramona Park" by the Park Board
 - i. Discount for YAC members volunteering \$50-ish?
 - c. Saturday, June 23rd at 5:00 p.m.
 - d. Any other activities/games?
- VII. New T-shirts for YAC?
 - a. If you have ideas/would like to help, please let one of the officers or Adam know.
- VIII. Summer Movie Night – *Wonder*
 - a. August 10, 2018
 - b. Seniors planning to help/attend?
- IX. The Sujay Award – Awarded to the most dedicated YAC member
- X. Bill Strong – nomination for the "Keep Michigan Beautiful Award"
- XI. May – National Preservation Month
 - a. Historic District Commission – May 12th Event Presentation, 12 p.m. – 4 p.m.
 - i. Sign up information at Facebook or below:
 - 1. <http://signup.com/go/fDCCQUF>
 - b. Opening up the brick house by the new Assisted Living Home by I-131 on Milham Ave.
 - c. Mini-expo
 - d. Games from that era
 - e. 44 spots to fill with helpers
 - f. Mother's Day weekend! Take your mom on the house tour!
 - g. Volunteering at the event
 - i. Staggered shifts from 10 a.m. to 5 p.m.
 - ii. Set-up and tear-down.

- iii. Helping the cars get parked on the lawn.
 - iv. Stand by the rooms and talk about the rooms – setting up a station.
 - h. Children < 12 years – free and adults – \$5/person.
- XII. Next Meeting: May 7, 2018.

Environmental Board Minutes, April 11, 2018

Meeting called to order at 7:00pm.

Members Present: Chair William Beck, Martha Dahlinger, Roger Lonoza, Dave Solberg, William Strong, Jerry Kroehn, Brian Harrison, Student Advisory member Owen Gwyn, Assistant City Engineer Jamie Harmon, and Secretary Tim Winslow.

Excused Members: Deirdre Courtney

Unexcused Members: Student Advisory member Owen Gwyn

Guests: None.

Martha made a motion to approve the minutes, seconded by Brian. Motion passes.

Arbor Day 2016

Bill has talked to a family about planting trees in memory of a person in addition to providing some benches as Celery Flats as well. Bill would like to make this an annual event though to plant a bush or tree of the native species variety every year in the same vicinity area to bring more awareness to this event. We cannot permanently plant the tree yet at this time because they are working on renovating the area since the Rotary Club is pushing the ball on this.

William Strong provided an update on his event as well explaining that many groups such as the Boy Scouts, Sierra Club, etc. are involved and ready.

The City's Arbor Day event will occur on Friday, April 27th at a time to be determined. The Portager will be covering this event.

Greenathon

The event will be at Celery Flats from 11am to 3pm. Tim will be there to setup at 10:30am. Roger will help Tim setup this event. Jerry and Bill along with Owen will also show up at this event.

Tim will bring any paper materials he has to pass out regarding invasive species.

Jerry will not be able to bring any live examples of the invasive species since none have really emerged from the ground.

Deer Exclosure Study

Tim provided a presentation showing the Kalamazoo Nature Center's findings, recommendations, and going through the old recommendation.

Tim recommends that we move ahead on the exclosure and transect studies and worry about the aerial survey at our next meeting. Tim and Brian will write a recommendation regarding doing an aerial survey, continuing deer exclosure study, and setting up a deer transect study. The board supports this approach.

Project Team Updates

Parks Invasive Management Plan Support

There is no update at this time. Deirdre has been in constant contact with Kathleen on the status of this project.

Resident/Stakeholder Education Plan

Brian is working on setting up a meeting in the next few weeks for this subcommittee. They have been spitballing over email regarding how to use social media, email, public events, and other forms of communication to better communicate with residents regarding environmental concerns. One concern is who will maintain control of these channels since the board is always changing members. The Portager is already one great avenue for this, but we want to find other forms that would work as well.

The subcommittee will concentrate on these four methods going forward and hopes to have a plan developed in the next couple of months.

Bill brings up not forgetting the public events that we attend as well and using these to better communicate with residents too.

Stream/Shoreline Protection

Martha has been busy doing research regarding this subcommittee and is right now looking at available outside groups and resources that would help establish a natural shoreline in the area. At this time, people have been too busy to meet on this area.

Bill Strong met with the head of the Austin Lake Riparians and discussed the large area of muck on the southwest side of the lake. They have spent \$5k per year the last five years and have not really reduced the much too much. The DNR has continued the study for another three years. They have found that the population of Eurasian Millfoil has decreased but the population of other aquatic invasives has increased. Also, Pfizer releases 8-10 thousand gallons a year of warmer water too.

Martha thinks that Austin Lake would be a great spot to develop a natural shoreline and will work on setting up some meetings in the near future.

Business Environmental Incentives

Tim met with Chris Forth to discuss the City's past steps regarding mixed use zoning within the city limits. The next step the subcommittee believes is to start meeting with developers regarding what incentives might help them consider developing mixed use developments.

Dave brings up that he wonders if the lack of mixed use developments within the City of Portage has hurt employers' abilities to bring in new employees. Bill brings up talking to ### Jaqua about this possibly.

Invasive Plant Pulls

Bill hiked Eliason last night and did not find any weeds to pull. We might postpone the event and just continue on with the schedule.

For Eliason's pull, we will meet at the north side of the park near Portage Industrial Drive.

Setting May's Agenda

We will discuss 2019 events, the deer study project, and have project team updates.

Brian made a motion to adjourn, Dave seconded.

/s/ Tim Winslow

PLANNING COMMISSION

May 3, 2018

The City of Portage Planning Commission meeting of May 3, 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 35 citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

Michael West, Senior City Planner and Bryan Beach, Assistant City Attorney.

ROLL CALL:

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

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the April 19, 2018 meeting minutes contained in the agenda packet. A motion was made by Commissioner Patterson, seconded by Commissioner Schimmel, to approve the minutes as submitted. The motion was unanimously approved 7-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARING:

1. Final Report: Rezoning Application #17/18-3, Pennridge Trail Planned Development, 1722 and 1800 West Osterhout Avenue and 10099, 10117 and 10121 Oakland Drive. Mr. West summarized the Department of Community Development staff report dated April 27, 2018 regarding the request from Westview Capital, LLC to rezone a 46.54 acre tract of land from I-1, light industry to PD, planned development. Mr. West stated the Pennridge Trail PD proposes a total of 137 residential dwellings with 63 single family detached homes planned within a site condominium with public streets and 37 duplex dwellings (74 units total) in a condominium with private roads. Mr. West then discussed various elements of the proposed Pennridge Trail PD including the overall development density, significant open space preservation, secondary emergency vehicle access drive and the two requested modifications involving the maximum number of lots on a cul-de-sac and sidewalks along West Osterhout Avenue. Mr. West summarized the final staff analysis including the Comprehensive Plan and Future Land Use Map designations for the subject property, the suitability of the existing I-1 zone and impacts of the proposed PD zone, access and traffic related impacts. Mr. West indicated the rezoning and tentative plan/narrative was consistent with the Comprehensive Plan, Future Land Use Map, surrounding land use pattern and was recommended for approval including the two requested modifications.

The Commission and Mr. West discussed various issues of the proposed rezoning and development project including access from West Osterhout Avenue, the secondary emergency vehicle access drive, the proximity to the railroad tracks and traffic related impacts. Brian Wood of Westview Capital, LLC was present to support the rezoning application and explain the development project. Mr. Wood elaborated on the secondary emergency vehicle access drive and indicated that easements and maintenance agreements have been drafted for both the Pennridge Trail property and the adjacent property to the north (9801 Shaver Road). Mr. Wood indicated the Pennridge Trail home owners association would be responsible for maintenance of this secondary emergency

vehicle access drive and that language would be added that would allow the city to maintain the drive and assess the home owners association, if not properly maintained. Mr. West indicated that if the rezoning was approved, the City Attorney would be reviewing the easements and maintenance agreements.

The public hearing was opened by Chairman Stoffer. Andy Bozell, 10315 Oakland Drive, and Cindy Crawford, 10716 Oakland Drive, spoke regarding the proposed rezoning. Mr. Bozell again spoke in opposition to the proposed PD rezoning and residential development citing traffic and safety concerns particularly at the Oakland Drive/West Osterhout Avenue and Oakland Drive/Shaver Road intersections during peak periods. Ms. Crawford indicated her father owns the adjacent property to the east (1702 West Osterhout Avenue) and was concerned about the loss of privacy and requested that a fence be required along the shared property line. Mr. Crawford also cited concerns about additional traffic generation and impacts at the Oakland Drive/West Osterhout Avenue intersection. Mr. West indicated that screening/buffering was not required between single family residences and resulting setbacks/separations between the existing residence at 1702 West Osterhout Avenue and the planned residences with the Pennridge Trail development would be similar or greater than setbacks/separations in a traditional subdivision. Mr. West summarized existing traffic volumes along West Osterhout Avenue and indicated that West Osterhout Avenue is currently operating at less than 25% of its capacity. Mr. West also indicated that the Department of Transportation and Utilities has been monitoring traffic in the area and has reviewed and approved the tentative development plan. Mr. West restated the Pennridge Trail development was planned in multiple phases over an approximate 10-year period with an overall development density of 2.9 units/acre. Mr. West indicated the existing I-1, light industrial zoning is inconsistent with the Comprehensive Plan designation. No additional citizens spoke regarding the proposed PD rezoning. A motion was then made by Commissioner Bosch, seconded by Commissioner Schimmel, to close the public hearing. The motion was unanimously approved 7-0.

After additional discussion, a motion was then made by Commissioner Bosch, seconded by Commissioner Place, to recommend to City Council that Rezoning Application #17/18-3 be approved and 1722 and 1800 West Osterhout Avenue and 10099, 10117 and 10121 Oakland Drive be rezoned from I-1, light industry to PD, planned development with approval of the two requested modifications involving the maximum number of lots on a cul-de-sac street and installation of sidewalk along West Osterhout Avenue. The motion included a finding that the PD district and proposed Pennridge Trail mixed detached/attached residential development is appropriate in this area of the City and will provide assurances to surrounding property owners on the specific type of development that will be built on the property while providing design flexibility to the developer. The PD district and associated tentative plan/narrative submitted by Westview Capital LLC is consistent with the Comprehensive Plan and Future Land Use Map designations and compatible with the surrounding zoning/land use pattern along West Osterhout Avenue. Additionally and consistent with Section 42-375.L of the PD ordinance, the two requested modifications are in the best interests of the residents of the planned development and are not inconsistent with the interests of the entire city. The motion was unanimously approved 7-0.

2. Preliminary Report: Rezoning Application #17/18-4, 6533, 6547, 6603 and 6609 Oakland Drive. Mr. West summarized the Department of Community Development staff report dated April 27, 2018 regarding the request from Scott Gignac to rezone 6533, 6547, 6603 and 6609 Oakland Drive from R-1B, one family residential to R-1T, attached residential. Mr. West indicated the applicant was requesting the rezoning to facilitate construction of an attached single-family development consisting of two-unit, three-unit and/or four-unit attached residential condominiums. Mr. West then reviewed the Comprehensive Plan and Future Land Use Map designations for the subject properties, the surrounding land use/zoning pattern and the suitability of the existing R-1B zone and impacts of the proposed R-1T zone.

Scott Gignac was present to support the rezoning application and explain the attached residential development planned for the subject properties. Although conceptual in nature, Mr. Gignac distributed copies of a preliminary site plan showing a mixture of two-unit, three-unit and four-unit attached residential condominiums. Mr. Gignac stated it was his intention to retain the southern two single family residences, along with a portion of the mature evergreen tree stand located along the northern portion of the site. Mr. Gignac stated he envisioned the condominiums would be a minimum of 1,200 square feet in size with an attached garage and an approximate sales price of \$250,000. Commissioner Joshi stated that preliminary site plan presented by the applicant does not

appear to shown retention of the existing mature pine trees along the northern portion of the site. Mr. West explained the differences between a PD rezoning request where a tentative plan/narrative describing the proposed development plan was required, and a typical rezoning request where a specific plan or type of development was not tied to the rezoning decision. Mr. West indicated that staff has discussed with the applicant retention of mature trees along the northern portion of the site and this would be further reviewed with the site plan submittal.

The public hearing was opened by Chairman Stoffer. Six citizens spoke regarding the proposed rezoning: Linda Schmidt, 2021 Brighton Lane; Ken Oldham, 1975 Brighton Lane; Roger Herpolsheimer, 2025 Brighton Lane; Caroline Stickler, 6534 Hampton Street; Diane Herpolsheimer, 2025 Brighton Lane; and Mary Lanigan, 1995 Brighton Lane. Ms. Schmidt thanked staff for their assistance with getting debris items removed from 6533 Oakland Drive and stated her only concern was that the proposed development be similar to the existing Village at Brighton Lane development to the north. Mr. Oldham stated he did not oppose the rezoning, however, was somewhat concern about additional traffic generation on Oakland Drive, especially during peak periods. Mr. and Mrs. Herpolsheimer also expressed concerns about traffic impacts on Oakland Drive, while Ms. Stickler and Ms. Lanigan asked that existing mature pine trees be preserved along the perimeter of the property (north/west sides) to provide a buffer from other existing residences. No additional citizens spoke in regards to the proposed PD rezoning and development plan.

After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Joshi, to adjourn the public hearing for Rezoning Application #17/18-4, 6533, 6547, 6603 and 6609 Oakland Drive, to the May 17, 2018 meeting. The motion was unanimously approved 7-0.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Temporary Vice-Chairman. Chairman Stoffer discussed the need for a temporary Vice-Chairman, until Election of Officers is conducted in July, in case he is not present for a meeting or is not appointed for an extension on the Commission. Chairman Stoffer indicated that there are four Planning Commission positions that need to be filled and interviews were scheduled for May 8th. Commissioner Schimmel nominated Commissioner Patterson for the position of Temporary Vice-Chairman, seconded by Commissioner Bosch. Commissioner Patterson stated that he would agree to be Temporary Vice-Chairman until the next Election of Officers was conducted in July. The motion was unanimously approved 7-0.

STATEMENT OF CITIZENS/COMMISSIONERS:

None.

ADJOURNMENT:

There being no further business to come before the Commission, the regularly scheduled meeting was adjourned at 8:55 p.m.

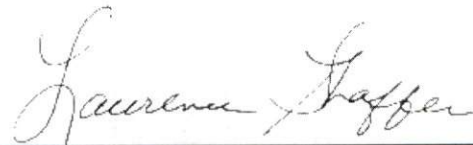
Respectfully submitted,

Michael West, AICP
Senior City Planner

MATERIALS TRANSMITTED

Tuesday, May 8, 2018

1. Communication from the City Manager regarding the Proposed Virtual Attendance Policy,
Agenda Item A.6. – Information Only



Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Proposed Virtual Attendance Policy – **Agenda Item A.6.**

SUPPORTING PERSONNEL: Adam Herringa, City Clerk

Devin Mackinder, Director of Technology Services &
Community Marketing

Attached are a revised, red-line strike-out version and a final version of the proposed virtual attendance policy (Agenda Item A.6.) that incorporates information based on City Council questions during the May 7, 2018 Pre-Council Meeting. The changes to the proposed policy are explained the attached communication from the City Attorney. This version (noted as “Revised 05/07/2018”) displays changes made to the version supplied to the Council as part of the May 8, 2018 Agenda on May 4, 2018.

Attachments:

1. Proposed Virtual Attendance Policy – Redline/Strike-out
2. Proposed Virtual Attendance Policy – Final Version
3. Communication from the City Attorney dated May 7, 2018

Exhibit A

REMOTE ATTENDANCE RULES FOR MEETINGS OF CITY COUNCIL

I. Remote Participation.

A. For purposes of these Rules, "remote attendance" means an electronic or virtual method used for participation by a councilmember who is not physically present for meetings of the City Council and which must enable the member, for the duration of the meeting, to clearly hear all those who are speaking from the Council table, podium and the dais **and to be heard by all present at the meeting.**

B. For purposes of these Rules, a "meeting" means **a regular, special or Committee of the Whole** meetings of City Council. ~~as well as Committee of the Whole Meetings of Council.~~

C. Although physical presence of councilmembers is the preferred method of participation in meetings, councilmembers are allowed to participate in ~~City Council~~ meetings by remote attendance, subject to the provisions in these Remote Attendance Rules ("Rules").

D. At the commencement of the ~~Council~~ meeting, an electronic or virtual connection shall be established with the person or persons intending to participate remotely. After the connection is established, Council shall vote on whether the person(s) may or may not participate by remote attendance. Participation by remote attendance shall be approved if the notice requirement of Section II (A) below is satisfied as well as other applicable requirements of these Rules. Prior to the vote, councilmembers may make such inquiries as necessary to make a decision. Only the councilmembers who are physically present may vote on the question. The Council's determination is final and not subject to appeal. If a person participates in the meeting ~~telephonically~~ **remotely** with approval of Council, all actions taken by the Council with the participation of all such person(s) are valid.

E. A councilmember participating by remote attendance will be deemed to be present at the meeting for all purposes including being authorized to vote. All votes must be by roll call when any councilmember participates from a remote location. The person participating in a meeting by remote attendance shall announce if he or she is leaving the **meeting or discontinuing participation.** ~~connection.~~ The person shall make every effort to participate in the entire meeting.

F. If the Mayor participates in a meeting by remote attendance, the Mayor Pro Tem, or the senior councilmember in the Mayor Pro Tem's absence, shall preside over and perform all functions of the Mayor at the meeting.

II. Procedures.

A. A councilmember who cannot be physically present for a ~~City Council~~ meeting must notify the City Clerk of his or her absence and the reason for and facts supporting his or her request at least 6 hours prior (24 hours notice preferred) to the scheduled time of the meeting of his or her request to participate in the meeting ~~by electronic or virtual~~ **remotely.** ~~means of communication.~~ The City Clerk shall give at least 4 hours notice of a councilmember's **intention to participate in a meeting** ~~participation~~ by remote attendance by posting at City Hall: i) the name of the councilmember participating remotely; and ii) the full address of the remote location. The notice requirements of this section may be waived by a majority of Council who are physically present at the meeting for good cause shown and if all other requirements of these Rules are satisfied.

B. Minutes of a ~~City Council~~ meeting shall indicate those councilmembers physically present and those participating by remote attendance.

C. No City councilmember shall participate in a ~~City Council~~ meeting remotely unless a quorum of councilmembers are physically present at the meeting.

D. No more than two (2) councilmembers may participate remotely at the same meeting of ~~City Council~~ unless waived by a majority of councilmembers physically present at the meeting and if all other requirements of these Rules are satisfied.

E. Councilmembers may attend a maximum of three (3) ~~City Council~~ **separate** meetings remotely during a calendar year. The Council may, if it so chooses, permit additional remote attendance at meetings for a councilmember with good cause shown. **Determination as to whether to permit the councilmember to participate remotely shall follow the procedure in Section 1.D of these Rules.** ~~The councilmember requesting the additional meeting shall not vote on the question.~~

F. A councilmember participating in a meeting remotely shall make reasonable efforts to accommodate members of the public who wish to attend and hear the meeting from the remote location, **but is not required to provide notice or announce such remote participation to the public.**

G. A councilmember participating remotely shall disclose the **general** location from which he or she is participating remotely and the names of any individuals who are present with the Councilmember or who arrive at a later time.

H. A councilmember who participates in a meeting remotely **shall be reimbursed, upon submission of documentation, for connection charges incurred by the councilmember as the result of the remote participation from a location outside of the continental United States.** ~~shall not be charged for any telephone costs associated with the teleconference participation~~

I. The Mayor, or in the Mayor's absence, the person chairing the meeting may decide how to address technical difficulties that arise as a result of utilizing remote attendance technology, ~~but is encouraged whenever possible to suspend discussion while reasonable efforts are made to correct any problem that interferes with the remote participant's ability to hear or be heard clearly by all persons present at the meeting location.~~ If technical difficulties result in a remote participant being disconnected for the remaining duration of the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes and such member shall be deemed absent for purposes of the question before Council at the time of disconnection.

J. The Mayor, or any other councilmember who will chair the meeting in the absence of the Mayor, shall be physically present at the meeting location.

K. The failure or neglect to follow any of the provisions of these Rules shall not invalidate or void any final decision of Council where, at a minimum, the minutes reflect that a councilmember participated in a **meeting by** ~~Council meeting by electronic or virtual~~ **remote** means and his or her vote was taken.

III. Applicability and Limitations.

A. Remote attendance shall not be permitted for any closed session of City Council.

B. These Remote Attendance Rules only apply to the City Council. Remote participation of members of City boards and commissions which are subject to the Open Meetings Act shall not be permitted without Council approval.

C. Councilmembers who participate remotely may vote on all questions except where prohibited by statute, rule or if a conflict of interest arises.

D. These Rules and any amendment thereto shall not be passed except by a majority of Council at a regular meeting.

E. These Rules shall not become effective until such time as the equipment needed for a councilmember to participate in a meeting remotely is available for use and approved by Council. Such approval of equipment, however, may be made at the meeting at which remote attendance is requested.

CERTIFICATION

I, Adam Herringa, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage, Michigan, and that the foregoing Remote Attendance Rules was adopted by the City of Portage on the ____ day of _____, 2018.

Adam Herringa, City Clerk

Approved as to form:

Date: _____

City Attorney

Revised 05/07/2018

Exhibit A

REMOTE ATTENDANCE RULES FOR MEETINGS OF CITY COUNCIL

I. Remote Participation.

A. For purposes of these Rules, "remote attendance" means an electronic or virtual method used for participation by a councilmember who is not physically present for meetings of the City Council and which must enable the member, for the duration of the meeting, to clearly hear all those who are speaking from the Council table, podium and the dais and to be heard by all present at the meeting.

B. For purposes of these Rules, a "meeting" means a regular, special or Committee of the Whole meetings of City Council.

C. Although physical presence of councilmembers is the preferred method of participation in meetings, councilmembers are allowed to participate in meetings by remote attendance, subject to the provisions in these Remote Attendance Rules ("Rules").

D. At the commencement of the meeting, an electronic or virtual connection shall be established with the person or persons intending to participate remotely. After the connection is established, Council shall vote on whether the person(s) may or may not participate by remote attendance. Participation by remote attendance shall be approved if the notice requirement of Section II (A) below is satisfied as well as other applicable requirements of these Rules. Prior to the vote, councilmembers may make such inquiries as necessary to make a decision. Only the councilmembers who are physically present may vote on the question. The Council's determination is final and not subject to appeal. If a person participates in the meeting remotely with approval of Council, all actions taken by the Council with the participation of all such person(s) are valid.

E. A councilmember participating by remote attendance will be deemed to be present at the meeting for all purposes including being authorized to vote. All votes must be by roll call when any councilmember participates from a remote location. The person participating in a meeting by remote attendance shall announce if he or she is leaving the meeting or discontinuing participation. The person shall make every effort to participate in the entire meeting.

F. If the Mayor participates in a meeting by remote attendance, the Mayor Pro Tem, or the senior councilmember in the Mayor Pro Tem's absence, shall preside over and perform all functions of the Mayor at the meeting.

II. Procedures.

A. A councilmember who cannot be physically present for a meeting must notify the City Clerk of his or her absence and the reason for and facts supporting his or her request at least 6 hours prior (24 hours notice preferred) to the scheduled time of the meeting of his or her request to participate in the meeting remotely. The City Clerk shall give at least 4 hours notice of a councilmember's intention to participate in a meeting by remote attendance by posting at City Hall: i) the name of the councilmember participating remotely; and ii) the full address of the remote location. The notice requirements of this section may be waived by a majority of Council who are physically present at the meeting for good cause shown and if all other requirements of these Rules are satisfied.

- B. Minutes of a meeting shall indicate those councilmembers physically present and those participating by remote attendance.
- C. No City councilmember shall participate in a meeting remotely unless a quorum of councilmembers are physically present at the meeting.
- D. No more than two (2) councilmembers may participate remotely at the same meeting unless waived by a majority of councilmembers physically present at the meeting and if all other requirements of these Rules are satisfied.
- E. Councilmembers may attend a maximum of three (3) separate meetings remotely during a calendar year. The Council may, if it so chooses, permit additional remote attendance at meetings for a councilmember with good cause shown. Determination as to whether to permit the councilmember to participate remotely shall follow the procedure in Section 1.D of these Rules.
- F. A councilmember participating in a meeting remotely shall make reasonable efforts to accommodate members of the public who wish to attend and hear the meeting from the remote location, but is not required to provide notice or announce such remote participation to the public.
- G. A councilmember participating remotely shall disclose the general location from which he or she is participating remotely and the names of any individuals who are present with the Councilmember or who arrive at a later time.
- H. A councilmember who participates in a meeting remotely shall be reimbursed, upon submission of documentation, for connection charges incurred by the councilmember as the result of the remote participation from a location outside of the continental United States.
- I. The Mayor, or in the Mayor's absence, the person chairing the meeting may decide how to address technical difficulties that arise as a result of utilizing remote attendance technology and make reasonable efforts to correct any problem that interferes with the remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected for the remaining duration of the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes and such member shall be deemed absent for purposes of the question before Council at the time of disconnection.
- J. The Mayor, or any other councilmember who will chair the meeting in the absence of the Mayor, shall be physically present at the meeting location.
- K. The failure or neglect to follow any of the provisions of these Rules shall not invalidate or void any final decision of Council where, at a minimum, the minutes reflect that a councilmember participated in a meeting by remote means and his or her vote was taken.

III. Applicability and Limitations.

- A. Remote attendance shall not be permitted for any closed session of City Council.
- B. These Remote Attendance Rules only apply to the City Council. Remote participation of members of City boards and commissions which are subject to the Open Meetings Act shall not be permitted without Council approval.

C. Councilmembers who participate remotely may vote on all questions except where prohibited by statute, rule or if a conflict of interest arises.

D. These Rules and any amendment thereto shall not be passed except by a majority of Council at a regular meeting.

E. These Rules shall not become effective until such time as the equipment needed for a councilmember to participate in a meeting remotely is available for use and approved by Council. Such approval of equipment, however, may be made at the meeting at which remote attendance is requested.

CERTIFICATION

I, Adam Herringa, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage, Michigan, and that the foregoing Remote Attendance Rules was adopted by the City of Portage on the ____ day of _____, 2018.

Adam Herringa, City Clerk

Approved as to form:

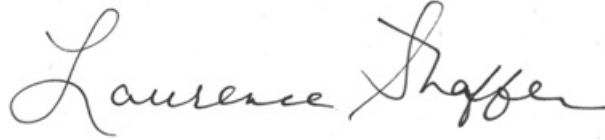
Date: _____

City Attorney

Revised 05/07/2018

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Fiscal Year 2018-2019 Budget Approval

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Approve the Fiscal Year 2018-2019 Proposed Budget with Revisions.

Following City Council budget review sessions on April 17 and May 1, as well as the public hearing on May 8, 2018, the adoption of the General Appropriations Act and the Salary and Wage Resolution will complete the Fiscal Year 2018-2019 Budget adoption and authorize implementation beginning July 1, 2018.

Subsequent to the budget review sessions, changes were made to the original proposed budget as follows:

- Millage reduction in the Municipal Streets Fund from 0.7500 to 0.6770, with a corresponding revenue reduction of \$147,000, partially offset by an expenditure reduction of \$56,730;
- Millage reduction in the Curbside Recycling Fund from 0.3250 to 0.3085, with a revenue reduction of \$33,600 and an expenditure reduction of \$33,983;
- Millage reduction in the Leaf Pickup/Spring Cleanup Fund from 0.3455 to 0.3350, with a revenue reduction of \$21,000 and an expenditure reduction of \$42,105;
- A reduction of General Fund revenue from Administrative Services of \$132,817.

The Fiscal Year 2018-2019 Budget is a conservative financial plan that maintains a high level of excellence in service. The financial challenges brought by the state economy have abated somewhat, and increases in revenue sharing and Act 51 revenues have been experienced. However, effective financial controls and planning efforts remain in place to minimize the effects of future budget challenges.

This budget is a sound financial plan for the community that:

- Lowers the overall city tax rate (millage) by .1000 to 10.8205 mills;
- Includes reimbursements from the state that offset tax revenue reductions due to personal property tax base losses;
- Maintains the City Council prescribed fund balance for the General Fund at 24 percent of General Fund expenditures;
- Preserves the City of Portage position in the lower 25 percent of similar-sized Michigan cities

in terms of millage level.

The General Appropriations Act Resolution, which is attached, has been prepared to conform to all requirements of the City Charter and state statutes. The Salary and Wage Resolution, necessary to establish salary and wage schedules, is also attached. In accordance with the timeline prescribed by the City Charter, Council adoption of these two resolutions is recommended.

FUNDING: N/A

Attachments:

1. General Appropriations Act Resolution
2. Salary and Wage Resolution

GENERAL APPROPRIATIONS ACT
RESOLUTION TO ADOPT THE BUDGET
OF THE CITY OF PORTAGE FOR THE FISCAL YEAR
JULY 1, 2018 TO JUNE 30, 2019
AND TO MAKE APPROPRIATIONS THEREFORE

Moved by
Supported by

WHEREAS, Chapter 7 of the City Charter requires: That the City Manager submit a budget proposal with his recommendation to the City Council; that a public hearing be held on said budget proposal; that the City Council by resolution adopt a budget for the ensuing fiscal year, make an appropriation of the money needed therefore, and designate the sum to be raised by taxation; and

WHEREAS, the Manager has submitted said budget and recommendations and a public hearing has been held thereon;

NOW, THEREFORE, BE IT RESOLVED as provided in Chapter 7 of the City Charter, and in conformity with Public Act 621 of 1978, the Uniform Budgeting and Accounting Act, that the budgets attached hereto and made a part hereof by reference are hereby considered and adopted, to be administered on an activity level, with the exception of the Capital Improvement Fund, which will be administered on a program/project level, as the budgets of the City of Portage to cover the operations and expenditures thereof for the fiscal year July 1, 2018 to June 30, 2019.

BE IT FURTHER RESOLVED that the sum of \$21,727,000 be raised by taxation by the levy of 10.8205 mills for operations on the taxable value of all real and personal property in the City as follows:

General Operating Fund	7.5000 mills	\$15,060,000
Capital Improvement Fund	2.0000 mills	4,016,000
Curbside Recycling Fund	0.3250 mills	619,000
Leaf Pickup/Spring Cleanup Fund	0.3455 mills	673,000
Municipal Street Fund	<u>0.7500 mills</u>	<u>1,359,000</u>
	<u>10.9256 mills</u>	<u>\$21,727,000</u>

BE IT FURTHER RESOLVED that the City Manager be authorized to transfer necessary amounts between activities/ departments within a fund and make any adjustments within or between funds which do not change ending fund balance. The Capital Improvement Funds shall be considered one fund for the purposes of this provision.

BE IT FURTHER RESOLVED that for the General Fund, the fund balance shall be at least 24% of the 2018-2019 appropriations, including transfers.

BE IT FURTHER RESOLVED that a copy of this budget resolution be furnished to the City Assessor, who together with the Finance Director shall then proceed to assess and collect the taxes in accordance with the City Charter and State Statutes.

YES:
NO:
ABSENT:

Adam Herringa, City Clerk

CERTIFICATION

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 22nd day of May, 2018 the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 22nd day of May, 2018

Adam Herringa, City Clerk

SALARY AND WAGE RESOLUTION
RESOLUTION TO ADOPT THE SALARY AND WAGE SCHEDULES FOR
THE FISCAL YEAR JULY 1, 2018 TO JUNE 30, 2019

Moved by
Supported by

WHEREAS, Section 6.18(a) of the City Charter and Section 248.06 of the City Code require that upon recommendation of the City Manager, the City Council shall establish uniform salary and wage scales for all officers and employees of the City;

NOW, THEREFORE, BE IT RESOLVED that for the period beginning July 1, 2018 and until otherwise directed, salaries and wages shall be established and adjusted as follows:

- (1) Personnel of the following bargaining unit(s) shall receive compensation in accordance with bargaining agreement being negotiated to replace the labor agreement expiring June 30, 2018:
United Auto Workers (UAW) – Department of Public Services
- (2) Personnel of the following bargaining unit(s) shall receive compensation effective July 1, 2018 in accordance with applicable collective bargaining agreements:
International Association of Firefighters (IAFF) – effective 7/1/15-6/30/20
Portage Police Command Officers Association (PPCOA) – 7/1/16-6/30/19
Portage Police Officers Association (PPOA) – 7/1/16-6/30/19
- (3) Department Head and full time non-union employees receive salary adjustments as provided for in the Non-Union Employee Compensation and Classification Plan, as recommended by the City Manager and adopted with the budget on May 22, 2018. The 2018/2019 recommended budget provides for one-time merit bonus or adjustments for department Head and full-time non-union employees and for organizational restructuring and certain attainment adjustments authorized by the City Manager during the fiscal year. Total adjustments for Department Head and regular full-time non-union employees shall not exceed \$162,035. Part-time and seasonal employees receive wage increases as approved by the City Manager. Compensation for the City Manager shall be determined by the City Council.
- (4) Modification of the Non-Union Personnel Rules and Regulations to increase the sick leave accrual of employees hired on or after July 1, 2011 to one day (8 hours) per month from one-half day (4 hours) per month. The maximum accumulation of sick time for employees hired on or after July 1, 2011 remains at one-hundred twenty five days (1,000 hours).

YES:
NO:
ABSENT:

Adam D. Herringa, City Clerk

CERTIFICATION

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified 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 22nd day of May, 2018 the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 22nd day of May, 2018.

Adam D. Herringa, City Clerk