

7:00 p.m. Call to Order.

Invocation: Pastor Phillip Kok of Prairie Edge Christian Reformed Church.

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Consent Agenda:

1. Approval of City Council Meeting Minutes:
 - a. Committee of the Whole Meeting of May 22, 2018.
 - b. Regular Meeting of May 22, 2018.
 - c. Pre-Council Meeting Notes of June 11, 2018.
2. Approve the Accounts Payable Register of June 12, 2018 as presented.
3. Award a construction contract to Michigan Paving & Materials Company of Kalamazoo, Michigan, for the reconstruction of Rockford Street from Schuring Road to Romence Road in an amount not to exceed \$325,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
4. Award a contract to Onstaff USA, Inc. of Portage, Michigan, to provide temporary and seasonal employment services through fiscal year 2018-2019 in an estimated amount of \$252,087, with the option of four, one-year renewals and authorize the City Manager to execute all documents related to the contract on behalf of the city.
5. Award a construction contract to Milbocker & Sons, Incorporated, of Allegan, Michigan, in the not to exceed amount of \$91,588.03 for South Westnedge Avenue Sidewalk Improvements and authorize the City Manager to sign all other documents related to the contract on behalf of the city.
6. Order notice to applicable property owners that all water and/or sewer charges remaining unpaid as of June 30, 2018 will be transferred to the 2018 city tax roll and assessed against the property for which the services were furnished.
7.
 1. Accept the application for an industrial tax abatement for the Stryker Corporation at 3800 East Centre Avenue, and
 2. Adopt Resolution No. 1-18 establishing a public hearing on the expansion of Industrial Development District No. 82 and setting a hearing for an Industrial Facilities Exemption Certificate involving the property located at 3800 East Centre Avenue on June 26, 2018.
8. Adopt a resolution and endorse a petition to the Kalamazoo County Office of the Drain Commissioner to replace two culverts and remove debris and sediment from the Davis-Olmstead Drain located within the Colonial Acres Mobile Home Park in the City of Portage and authorize the City Manager to execute the documents on behalf of the city.
9.
 1. Accept Rezoning Application #17/18-4, 6533, 6547, 6603 and 6609 Oakland Drive, for first reading and set a public hearing for July 10, 2018; and
 2. Subsequent to the public hearing, consider approving Rezoning Application #17/18-4, changing the zoning designation from R-1B, one family residential to R-1T, attached residential.
10. Approve submission of applications to the Michigan Liquor Control Commission (MLCC) for a Special License for the sale of beer and wine for consumption on the premises at Overlander Bandshell (7800 Shaver Road) and Celery Flats (7335 Garden Lane), for the Damien Escobar Concert held on Thursday, July 12, 2018 and the Portage Art Hop planned for Friday, October 5, 2018 and authorize the City Manager to execute all

documents on behalf of the city.

11. Minutes of Boards & Commissions:
 - a. Senior Citizens Advisory Board of May 16, 2018.
 - b. Historic District Commission of May 2, 2018.
12. Materials Transmitted.
- B. Petitions and Statements of Citizens:
- C. Communications:
 1. Annual update of the Historic District Commission by Commissioner Jessie Duniphin.
 2. Communication from Glas & Associates requesting reconsideration of sidewalks in Whispering Meadows Phase IV.
 - a. 1. Review a decision to require sidewalks along both sides of all public streets within the Plat of Whispering Meadows IV.
 2. In lieu of sidewalks on both sides of the street, consider a continuous sidewalk from Angling Road to Camelot Street along one side of the street.
 3. Calendar of Meetings:
 - Environmental Board, Wednesday, June 13, 7:00 p.m., City Hall Room #1.
 - Youth Advisory Committee, Monday, June 18, 3:00 p.m., City Hall Room #1.
 - Senior Citizens Advisory Board, Wednesday, June 20, 2:30 p.m., Senior Center.
 - Planning Commission, Thursday, June 21, 7:00 p.m., Council Chambers.
- D. Public Hearings:
- E. Regular Business Agenda:
- F. Unfinished Business:
- G. Council Committee Reports:
- H. New Business:
- I. Statements of Citizens:
- J. Statements of City Council and City Manager.

Adjournment.

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE
PORTAGE CITY COUNCIL
OF MAY 22, 2018**

Mayor Patricia Randall called the meeting to order at 5:30 p.m. The following Councilmembers were present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Patricia Randall. Also present were City Manager Laurence Shaffer, Deputy City Manager Rob Boulis, Director of Technology Services & Community Marketing Devin Mackinder and City Clerk Adam Herringa.

Mayor Randall shared that this Committee of the Whole Meeting is to review and discuss the new city website which is scheduled to go live on June 1, 2018. At the request of Mayor Randall, City Manager Larry Shaffer introduced Devin Mackinder who has been leading the redesign effort of the city website. Mr. Mackinder began by discussing efforts and reviewing materials related to the “rebranding” of the city. He emphasized that the website is one aspect of the city’s “brand” and pointed to signage, brochures and similar publications as key elements in promoting a common brand for the city. Mr. Mackinder stated that the rebranding effort is beginning with programs under the purview of the Department of Parks, Recreation and Senior Citizen Services. Mayor Pro Tem Pearson inquired as to whether signage at City Hall would be replaced as part of this rebranding effort. City Manager Shaffer stated that he understands the concerns raised by Mayor Pro Tem Pearson and Councilmember Urban regarding City Hall signage and City Administration is looking into both new signage for City Hall and better signage for the Farmer’s Market.

Mr. Mackinder displayed promotional videos that have been developed and reviewed the planned launch date for the website. Mr. Mackinder then described the rationale for the appearance and functionality of the new website and how it differs from the existing website. He explained that, among other considerations, usage analytics, staff input, technology and expertise from the company Civic Plus were used in the creation of the new website. Mr. Mackinder displayed a video that may run on a loop on the city’s homepage and Councilmember Urban inquired if the sound could be set to turn on rather than a user having to turn the sound off. Mayor Randall inquired if images displayed on the website would change seasonally and Mr. Mackinder stated that the city could change the images as necessary.

Mr. Mackinder next began reviewing and highlighting various components and features of the new website. He explained that the most popular items on the current website have been made easily available on the new website. Mayor Pro Tem Pearson inquired as to the “I Want To” option on the website and asked if the link to GIS mapping could be included.

Mr. Mackinder reviewed the podcast component of the website along with a component called “Community Voice” in which residents can share ideas. Councilmember Reid inquired how the city can avoid questionable posts and Mr. Mackinder explained that certain words and phrases are prohibited by the website. Mayor Pro Tem Pearson inquired if individuals would be permitted to post anonymously and Mr. Mackinder confirmed that as currently configured, this would be permitted. The Mayor and several councilmembers expressed concern with permitting users to post anonymously. Mr. Mackinder stated he would revisit this matter to see if settings can be changed to require users to provide their name. Councilmember Burns expressed concerns about limiting speech and Mr. Mackinder emphasized that care must be taken in this regard.

City Manager Shaffer stated that one goal of the website and of the "Community Voice" section is to promote community and civic engagement. He explained that there is inherent risk with an online forum and shared that he supports the notion of requiring users to provide their name to participate in the forum.

With regard to podcasts, Mayor Randall asked if there would be an effort to discuss items on the City Council Agenda, future developments, etc. City Manager Shaffer stated that podcasts would occur on a regular schedule and that some would incorporate video.

Mayor Pro Tem Pearson inquired if the website could allow for residents to participate in a "snap vote" to weigh in on an issue. Mr. Mackinder responded in the affirmative but clarified that instant/real-time voting would be another matter. Councilmember Knapp stated that it appears the website provides the city with flexibility and adaptability. Mr. Mackinder confirmed this statement and demonstrated additional functionalities of the website. Councilmember Burns inquired if the items featured on the Events page were "calendar-enabled." Mr. Mackinder stated he would look into it. Councilmember Urban asked about the need to scroll down to access additional information and how users would know to do that. Mr. Mackinder stated that websites are moving toward scrolling and users are getting used to it. Mayor Pro Tem Pearson stated that there are several services provided by the County that residents take advantage of and asked if information on those services were incorporated in the new website. Mr. Mackinder demonstrated where the information can be found. Councilmember Ford inquired if the background could be modified with a banner or something similar to convey critical information and Mr. Mackinder responded in the affirmative.

Mayor Randall commented that one of the most common questions heard by City Council is related to development projects. Both she and other members of City Council are frequently asked "what is happening there" in reference to a new business development. Mr. Mackinder demonstrated how citizens can access information on city projects such as street repaving, park projects, etc. Mayor Pro Tem Pearson echoed Mayor Randall's comment and asked that a page be developed to provide residents with information on business development so that, for example, when a Starbucks is being built, residents can look on the website and find out about it.

Councilmember Knapp commented that, for example, street construction information would be very valuable to residents and questioned the difficulty in being able to find the information if it takes several "clicks" to get there. Mr. Mackinder commented that it is a learning process. User statistics and feedback will help to drive changes and modifications to the website. In response to a query from Mayor Randall, Mr. Mackinder reviewed the "business" section of the website and the linkages between the city website and the website of Southwest Michigan First.

Councilmember Urban stated that he was surprised to see some items under the "residents" option and not under "government" and vice versa. Councilmember Knapp questioned the ease with which a resident could find information on parks. Mr. Mackinder stated that users will need to do some navigation to access information because it cannot all be on the front page. He continued by stating that user analytics would be monitored and he is reluctant to start making changes until there is better understanding of how the website is being utilized. Councilmember Urban commented on the color of the font and Mr. Mackinder explained that the color scheme is designed to be easier to read on a phone. He also reviewed the rationale for the minimalistic design and layout. Councilmember Urban inquired how it

looks on a phone and Mr. Mackinder stated that City Council could check out the website on their phone now. Mr. Mackinder pointed out that there are a variety of phones and each type may display the new website slightly differently.

Mayor Randall summarized questions and concerns raised at the meeting and City Manager Shaffer reiterated that the website is one component of the overall marketing strategy of the city.

Councilmember Reid inquired if consideration has been given to accessibility citing persons with low-vision as an example. Mr. Mackinder stated that he would look into this.

ADJOURNMENT: Mayor Randall adjourned the meeting at 6:39 p.m.

Adam Herringa, City Clerk

DRAFT

CITY COUNCIL MEETING MINUTES FROM MAY 22, 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, Pastor Kyle Tade of the Portage United Church of Christ provided the invocation and, following the invocation, boy scouts from Troop 205 led the City Council and audience in reciting 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.4 (Rezoning Application 17/18-3) 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 minutes of the Board and Commission Interview Session and Regular Meeting of May 8 and Pre-Council Meeting of May 21, 2018. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF MAY 22, 2018: Motion by Pearson, seconded by Reid, to approve the Accounts Payable Register of May 22, 2018. Upon a roll call vote, motion carried 7 to 0.

AMENDMENT TO PERSONNEL RULES AND REGULATIONS: Motion by Pearson, seconded by Reid, to 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. Upon a roll call vote, motion carried 7 to 0.

FY 2016-17 DOWNTOWN DEVELOPMENT AUTHORITY ANNUAL FINANCIAL REPORT: Motion by Pearson, seconded by Reid, to Accept the FY 2016-17 Downtown Development Authority Financial Annual Report as information only. Upon a roll call vote, motion carried 7 to 0.

APPOINTMENTS TO DOWNTOWN DEVELOPMENT AUTHORITY: Motion by Pearson, seconded by Reid, to confirm the City Manager appointments to the Downtown Development Authority of the City of Portage. Upon a roll call vote, motion carried 7 to 0.

APRIL 2018 ENVIRONMENTAL REPORT: Motion by Pearson, seconded by Reid, to receive the April 2018 Environmental Report as information only. Upon a roll call vote, motion carried 7 to 0.

DEPARTMENTAL MONTHLY REPORTS: Motion by Pearson, seconded by Reid, to receive the Departmental Monthly Reports. 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 Zoning Board of Appeals of April 9, Youth Advisory Committee of April 11, Environmental Board of April 11 and Planning Commission of May 3, 2018. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATIONS:

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

REGULAR BUSINESS AGENDA:

FISCAL YEAR 2018-2019 PROPOSED BUDGET WITH REVISIONS: Mayor Randall invited City Manager Shaffer to review the proposed Fiscal Year 2018-2019 Budget. Mr. Shaffer acknowledged City Council and city staff for their hard work in putting together the proposed budget. Mr. Shaffer reviewed the amount of the proposed budget, how it compares to the previous year and where increases and reductions are being proposed. Mr. Shaffer pointed out that water and sewer utility rates are decreasing along with the overall millage of the city. He continued by sharing that over the past year the bond rating for the city was increased to AA+, the overall debt of the city was reduced by \$9.4 million and construction permits have increased 44%. Finally, he shared that ACT 51 dollars have increased along with Personal Property Tax reimbursement and the overall tax base for the city. Mr. Shaffer stated that he is very proud to recommend approval of this budget.

Mayor Randall complimented the City Manager and staff on the proposed budget especially with the inclusion of decreases in water and sewer rates and a millage reduction. Mayor Randall expressed a desire that private business take more interest in the budget process and pointed out that the budget includes funding for double the number of neighborhood roads to be repaved, on-going debt reduction and utilization of cash to pay for projects. She concluded by stating her full support of the proposed budget. Councilmember Reid commented that even though there is a millage decrease, property values may increase and residents may not see a decrease in their tax bill. She stated her support for the focus and effort on paying for projects and items with cash rather than taking on additional debt. She explained that the goal of the City Council is to continue to work to be debt free in the future. Low debt, she stated, affords the city flexibility to be able to sufficiently fund the government and limit service reductions during economic downturns. Councilmember Ford thanked staff for their hard work and, like Councilmember Reid, pointed out that a reduction in the millage rate will not necessarily translate into a lower tax bill. He pointed out that the percentage increase in the Consumer Price Index exceeds the percentage decrease in the millage.

There being no other comments, motion by Pearson, seconded by Knapp, to approve the Fiscal Year 2018-2019 Proposed Budget with revisions. Upon a roll call vote, motion carried 7 to 0. Resolutions recorded on pages 43 and 45 of City of Portage Resolution Book No. 47.

REZONING APPLICATION #17/18-3, PENNRIDGE TRAIL PLANNED DEVELOPMENT: At the invitation of Mayor Randall, Councilmember Reid pointed out that City Council is being asked to set a public hearing on this matter but, since the developer was present in the audience, she thought it appropriate to take advantage of the opportunity to ask a few questions. She stated that the development is for 137 housing units with a single access point on Osterhout Avenue. She speculated as to whether a single access point would be adequate. Councilmember Reid then shared that the average housing unit in this development will range between \$220,000 to over \$300,000. She pointed out that these prices are significantly higher than most home values in Portage and wondered if some affordable housing would be included in the development.

City Manager Shaffer explained that the developer initially requested two access points to Osterhout Avenue but the presence of the train tracks and rail crossing raised serious safety concerns about the second entrance. Mr. Shaffer stated that city staff had reviewed the matter thoroughly and

settled on a recommendation that an emergency access drive connect the development to a nearby private parking lot that could be used in the event of an emergency. He pointed out the emergency access would be gated and locked unless needed by the Fire Department.

Mr. Brian Wood of Allen Edwin Homes, 2186 East Centre Avenue, explained the nature of the development and planned housing types. He likened this proposed development to another Allen Edwin development in the city and shared that there is high demand for this type and value of housing in the community. He pointed out that the development will include many amenities that are attractive to families and will also incorporate significant open space. Mr. Wood also pointed out that this type of housing is attractive to retirees due to the low to no maintenance.

Councilmember Reid inquired if the developer had concerns with the single access point especially since additional development along Osterhout Avenue is likely. Mr. Wood deferred to Chris Forth, Acting Director of the Department of Community Development, for a response. Mr. Forth stated that staff had discussed the number of access points at length and that the Department of Transportation and Utilities had done modeling based on the single access point. Mr. Forth then reviewed the emergency access and pointed out that the location of the access drive may provide an opportunity to install a larger water main which would better serve the former Charles River business location. Mr. Forth concluded by stating that the Department of Transportation and Utilities, Fire Marshal and Department of Community Development were supportive of the project provided the emergency access is included. Councilmember Reid inquired if any consideration had been given to allowing a free flow of traffic on the emergency access and Mr. Forth responded in the negative. Mr. Forth stated that the access would be maintained year round.

Mayor Randall pointed out the 4-way stop at Oakland and Osterhout and questioned, with additional development in close proximity to Pennridge Trail, if traffic will be a problem. Mr. Forth stated that the Department of Transportation and Utilities is comfortable with anticipated traffic in this area but will monitor and adjust as necessary.

Mayor Randall inquired if these types of development projects are experiencing high demand in other areas of the region and state or if it was unique to Portage. Mr. Wood shared that this type of housing development is in high demand across the region and other parts of the State of Michigan. In response to a question from Mayor Randall, Mr. Wood stated that residents are willing to put up with such issues as nearby trains or freeways for the ability to live in Portage and for their children to attend Portage Schools. Councilmember Knapp inquired if this type of site condo development is a new trend and Mr. Wood commented that it is becoming popular for younger families.

Motion by Reid, seconded by Burns, to 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, subsequent to the public hearing, consider approving Rezoning Application #17/18-3, changing the zoning from I-1, light industry to PD, planned development. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Burns reported that he attended a meeting of the Central County Transportation Authority (CCTA) Board of Directors at which a contract with the Disability Network of Southwest Michigan was renewed. Mr. Burns stated that the Disability Network offers training for those interested in utilizing CCTA transit services.

Councilmember Knapp reported that she attended a meeting of the Kalamazoo County Public Arts Commission. She stated that updating by-laws and agreements were the primary topic of discussion.

Motion by Pearson, seconded by Reid, to receive the Council Committee Reports as presented. Upon a voice vote, motion carried 7 to 0.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Knapp shared details about the upcoming Memorial Day parade and encouraged residents to come to the Farmer's Market. Ms. Knapp next shared that the Kalamazoo County Road Commission (KCRC) is looking at a long-term plan for the Portage Road/I-94 Interchange and public meetings in this regard may be held later this year. Finally she shared that the KCRC is repaving R Avenue in Texas Township utilizing recycled tires. She complimented the KCRC on trying innovative and eco-friendly projects and complimented staff on their work preparing the FY 2018-2019 City Budget.

Councilmember Burns congratulated the Kalamazoo Stryke Force Robotics Team on their world championship. Mr. Burns next thanked the donor and volunteers for supporting the recent Letter Carrier Food Drive and shared that the donations go to Loaves and Fishes. He continued by sharing that he recently attended a fundraiser for the First Day Shoe Fund which provides shoes for school age children in Kalamazoo County. He expressed appreciation for their work and what they will be doing for children in Portage. Mr. Burns then recognized prior City Councilmembers, City Administration and staff for their work on the budget and highlighted many positive attributes of the FY 2018-2019 City Budget. Finally, he recognized service members and their families and shared that he is looking forward to the Memorial Day parade.

Councilmember Ford shared that he recently had a birthday.

Mayor Pro Tem Pearson wished everyone a Happy Memorial Day and thanked the Portage Rotary Club and city staff for their effort in placing flags on the graves of veterans in honor of Memorial Day.

Mayor Randall thanked the Portage Public Safety Department for leading the recent Ride of Silence event and ensuring the safety of participants. She shared that the event recognizes cyclists who have died while biking on roadways. Mayor Randall next shared that she participated in the annual Mayor City to City ride despite the weather and that she, Kalamazoo Mayor Bobby Hopewell, event organizers and a Kalamazoo resident also participated in the event. She stated that the event is important symbolically and encourages safe bicycle commuter routes between Portage and Kalamazoo. Finally, Mayor Randall thanked city staff and shared her belief that review and passage of the annual budget is the most important activity of the City Council and that it is going to be a great year in Portage and a great year to be on City Council.

ADJOURNMENT: Mayor Randall adjourned the meeting at 7:39 p.m.

Adam Herringa, City Clerk

**NOTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF JUNE 11, 2018**

Mayor Pro Tem Pearson called the meeting to order at 8:00 a.m. Councilmember Chris Burns joined via the conference phone line. Councilmembers Richard Ford, Lori Knapp, Claudette Reid, Terry Urban and Mayor Randall were absent with excuse. Also in attendance were City Manager Laurence Shaffer, Deputy City Manager Rob Boulis and City Clerk Adam Herringa. A quorum was not present to hold an official meeting.

Mayor Pro Tem Pearson inquired if Councilmember Burns had any questions or concerns regarding the June 12th Regular Meeting Agenda. With regard to Item A.3, Reconstruction of Rockford Street, Councilmember Burns noted that the project was originally in the 2016-2017 Capital Improvement Program budget and inquired if funding was still available for this project. City Manager Shaffer confirmed that funding was available.

With regard to Item A.4, Temporary Employment Agency, Councilmember Burns asked for clarification as to the costs associated with recruitment of temporary workers. Deputy City Manager Boulis explained that staff of the Human Resources Department try to recruit temporary employees but when the temporary agency recruits there is a markup on the hourly rate. Councilmember Burns inquired as to the advantage of using a temporary agency v. hiring employees on a temporary basis. Mr. Boulis explained that several years ago the law changed such that if an employee is working 40 hours per week health benefits must be provided. He continued by stating that a temporary agency is also responsible for such costs as unemployment, FICA and worker's compensation.

With regard to Item A.6, Delinquent Water and Sewer Bills, Mayor Pro Tem Pearson inquired as to the notification process for bill payment. City Manager Shaffer explained that the primary method of contact is via postal mail and that at least three notifications are sent. Mayor Pro Tem Pearson inquired how the city knows the correct address is being used. Mr. Shaffer responded that the city makes every effort to ensure the appropriate address is being used but noted that, with thousands of addresses, mistakes can occur. Mayor Pro Tem Pearson commented that once the bill is sent to the County it becomes part of the permanent record. Councilmember Burns stated that it appears all delinquent payments go to the County regardless of dollar amount. Mr. Shaffer affirmed this statement and commented that the city makes every effort to notify property owners and that it is not the goal of the city to be punitive.

With regard to Item A.7, Stryker Tax Abatement, Councilmember Burns inquired as to the rationale for reducing the number of meetings used to review tax abatement applications. Mr. Shaffer explained that while he has not spoken to Stryker directly he views reducing the number of meetings as a way to ease the burden on Stryker. He continued by stating that he intends to utilize the abbreviated schedule for future tax abatement requests as well.

With regard to Item A.8, Davis-Olmstead Drain Improvement Project, Mayor Pro Tem Pearson asked for additional information about the proposed project. City Manager Shaffer explained that this drain is not functioning as it should and is in need of rehabilitation. He

explained that the Colonial Acres Mobile Home Park is adversely impacted by problems associated with the drain and the planned rehabilitation should address these issues.

Councilmember Burns asked for clarification with regard to Item C.2.A, Request to Reconsider Sidewalks. Mayor Pro Tem Pearson reviewed the history of sidewalks as part of Whispering Meadows No. 4 development. He explained that the Planning Commission originally voted unanimously for no sidewalks as part of this development but that City Council, in a split decision, decided to require sidewalks as part of the Complete Streets Policy. Mr. Pearson continued by stating that Mr. Charlie Glas is now asking City Council to reconsider the sidewalk requirement. Councilmember Burns inquired if the Planning Commission had reviewed the recent request to reconsider and Mr. Shaffer responded in the negative. Mr. Shaffer continued by stating that the Department of Community Development is recommending a compromise proposal that would connect Whispering Meadows No. 4 to adjoining neighborhoods via sidewalk. Mr. Shaffer stated that Mr. Glas is in support of the Department of Community Development proposal. Mayor Pro Tem Pearson inquired if the driveway elevation concern referenced by Mr. Glas would still be a problem under the Department of Community Development proposal. Mr. Shaffer stated that the elevation problem would not be a concern.

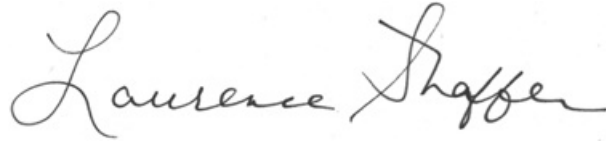
Mayor Pro Tem Pearson reviewed the discussion of the meeting and indicated that there are no outstanding questions or research required of City Administration. Councilmember Burns asked that staff look at the memo related to Item A.5, South Westledge Sidewalk Improvements, as there are some typographical errors. Mr. Shaffer indicated that he would do so.

ADJOURNMENT: Mayor Pro Tem Pearson adjourned the meeting at 8:15 a.m.

Adam Herringa, City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Approve the Accounts Payable Register of June 12, 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 May 6, 2018 through May 20, 2018 and notes \$594,422.52 in automated clearing house payments, \$293,332.18 in paper checks and \$71,558.44 in auto-pay payments for a grand total of \$959,313.14.

FUNDING: N/A

Attachments: 1. Accounts Payable Register of 6-12-2018

ACCOUNTS PAYABLE REGISTER
Check Dates From: 5/6/2018 to: 5/20/2018

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Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
05/18/2018	8695(A)	A NEW LEAF	PLANT CARE	85.00
05/18/2018	8696(A)	A-1 SIGNS	FISH FAIR BANNERS	115.00
05/18/2018	8697(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	5,939.69
05/18/2018	8698(A)	AIRGAS GREAT LAKES	SHOP MAINTENANCE	100.86
05/18/2018	8699(A)	AKERS WOOD PRODUCTS	STUMP DUMPING SERVICE	225.00
05/18/2018	8700(A)	ALL CITY MANAGEMENT SERVICES, INC.	SCHOOL CROSSING GUARDS	3,250.80
05/18/2018	8701(A)	AMERICAN SAFETY & FIRST AID	DPS FIRST AID	287.66
05/18/2018	8702(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICE	2,015.00
05/18/2018	8703(A)	APOLLO FIRE APPARATUS REPAIR	FIRE APPARATUS REPAIR	885.96
05/18/2018	8704(A)	APPROVED PROTECTION SYSTEMS	DPS GATE REPAIRS	1,768.50
05/18/2018	8705(A)	AUMACK, MICHAEL	UMPIRE PAYROLL	50.00
05/18/2018	8706(A)	B L HARROUN & SON INC.	FIRE FACILITY MAINT.	502.00
05/18/2018	8707(A)	BEEBE, RONALD E.	UMPIRE PAYROLL	384.00
05/18/2018	8708(A)	BLUE CARE NETWORK-GREAT LAKES	HEALTH INSURANCE	124,553.08
05/18/2018	8709(A)	BROWNELL'S INCORPORATED	WEAPON LIGHTS	181.95
05/18/2018	8710(A)	BULLEX, INC.	FIRE TRAINING SUPPLIES	18,836.76
05/18/2018	8711(A)	BYHOLT INC.	SAND DELIVERY	303.72
05/18/2018	8712(A)	C T S TELECOM, INC.	INTERNET CONNECTIVITY	678.95
05/18/2018	8713(A)	CAPITAL ADVANTAGE LEASING	PANASONIC TOUGHBOOKS	17,824.10
05/18/2018	8714(A)	CARLETON EQUIPMENT CO.	REPAIR SUPPLIES	3,524.78
05/18/2018	8715(A)	CARRIER & GABLE	TRAFFIC SIGNAL SUPPLIES	1,447.10
05/18/2018	8716(A)	CHARTER COMMUNICATIONS	CABLE TV	674.72
05/18/2018	8717(A)	DEER CONTRACTING & LANDSCAPE	SIDEWALK REPAIR	18,062.20
05/18/2018	8718(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	17,527.93
05/18/2018	8719(A)	DIGITAL HIGHWAY WIRELESS SOLUTIONS	MODEM	530.10
05/18/2018	8720(A)	EDWARDS, HENRY	UMPIRE PAYROLL	276.00
05/18/2018	8721(A)	ENGINEERED PROTECTION SYSTEMS, INC.	EPS SECURITY QUARTER	13,829.00
05/18/2018	8722(A)	ERIC BENJAMIN NUYEN	UMPIRE PAYROLL	168.00
05/18/2018	8723(A)	ETNA SUPPLY, INC.	CELERY FLATS PROJECT	2,693.02
05/18/2018	8724(A)	FERRELLGAS, LP	TANK RENTAL FOR CITY	120.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 5/6/2018 to: 5/20/2018

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Check Date	Check	Vendor Name	Description	Amount
05/18/2018	8725(A)	FORSHEE, MARK	UMPIRE PAYROLL	446.50
05/18/2018	8726(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	1,720.00
05/18/2018	8727(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	750.00
05/18/2018	8728(A)	GORDON WATER SYSTEMS	WATER SERVICE	71.50
05/18/2018	8729(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL	309.00
05/18/2018	8730(A)	HOJNACKI, DAVID	UMPIRE PAYROLL	230.00
05/18/2018	8731(A)	HOWARD PRINTING	PORTAGER PRODUCTION	2,794.00
05/18/2018	8732(A)	HURLEY & STEWART, LLC	ENGINEERING SERVICES	13,855.31
05/18/2018	8733(A)	INDUSCO SUPPLY CO., INC.	BATHROOM SUPPLIES	158.60
05/18/2018	8734(A)	IP CONSULTING, INC.	FIREWALL SMARTNET	519.33
05/18/2018	8735(A)	J-AD GRAPHICS, INC	NEWSLETTER PRINTING	875.00
05/18/2018	8736(A)	JACK DOHENY SUPPLIES INC.	VACTOR PARTS	2,046.00
05/18/2018	8737(A)	KAHN, WILMA	PROGRAM INSTRUCTOR	416.00
05/18/2018	8738(A)	KUSHNER & COMPANY, INC.	COBRA PAYMENT	273.50
05/18/2018	8739(A)	LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	3,447.31
05/18/2018	8740(A)	LEWIS PAPER PLACE, INC.	COPY PAPER	1,293.75
05/18/2018	8741(A)	LOUTHAN, WILLIAM F	UMPIRE PAYROLL	192.00
05/18/2018	8742(A)	MCCULLIN, LARRY W.	UMPIRE PAYROLL	322.00
05/18/2018	8743(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINT	129.75
05/18/2018	8744(A)	MEEKHOF TIRE SALES & SERVICE INC.	UNIT TIRES	183.75
05/18/2018	8745(A)	MEJEUR ELECTRIC LLC	FIRE ST 3 KITCHEN	2,360.00
05/18/2018	8746(A)	MICHAEL KIEL	UMPIRE PAYROLL	288.00
05/18/2018	8747(A)	MICHIGAN PAVING & MATERIALS CO.	2017/18 LOCAL STREETS	42,782.12
05/18/2018	8748(A)	MUNICIPAL CODE CORPORATION	ANNUAL CODE	950.00
05/18/2018	8749(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	1,400.00
05/18/2018	8750(A)	NYE UNIFORMS	MISC UNIFORMS	2,555.87
05/18/2018	8751(A)	ONE WAY PRODUCTS	ELIASON RESTROOM	1,092.84
05/18/2018	8752(A)	PATESEL, TERRY	UMPIRE PAYROLL	117.50
05/18/2018	8753(A)	PCM SALES, INC.	VMWARE VSPHERE	42,843.00
05/18/2018	8754(A)	PEOPLEFACTS, LLC 740303	EMPLOYEE BACKGROUND	16.67
05/18/2018	8755(A)	PERCEPTIVE CONTROLS, INC.	SCADA SYSTEM UPGRADE	166,280.30
05/18/2018	8756(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	562.50

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Check Date	Check	Vendor Name	Description	Amount
05/18/2018	8757(A)	PREMIER SAFETY	FIRE HOSE WASHER	12,241.56
05/18/2018	8758(A)	PROFESSIONAL BUILDING SERVICES LLC	JANITORIAL SERVICES	785.00
05/18/2018	8759(A)	QUADRANT II MARKETING, LLC	JUNE JULY EDITION	2,033.40
05/18/2018	8760(A)	R W LAPINE INC.	HVAC ON-CALL SERVICE	23,868.83
05/18/2018	8761(A)	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE SERVICES	973.23
05/18/2018	8762(A)	RHODES, KEVIN	UMPIRE PAYROLL	216.00
05/18/2018	8763(A)	RIDGE AUTO NAPA	FIRE APPARATUS REPAIRS	4,153.52
05/18/2018	8766(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	447.31
05/18/2018	8767(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL REPAIRS	6,188.27
05/18/2018	8768(A)	SIMMONS FORD	REPAIR SUPPLIES	158.32
05/18/2018	8769(A)	SOLARWINDS, INC.	SOLARWINDS SERVER	665.00
05/18/2018	8770(A)	TERMINAL SUPPLY CO.	LED WARNING LIGHTS	2,317.71
05/18/2018	8771(A)	THE LIFEGUARD STORE	RAMONA LG UNIFORMS	1,192.00
05/18/2018	8772(A)	THOMPSON, HELENE	PROGRAM INSTRUCTOR	360.00
05/18/2018	8773(A)	TOO CLEAN JANITORIAL	CLEANING MAINTENANCE	1,700.00
05/18/2018	8774(A)	TRUCK & TRAILER SPECIALTIES	MAINTENANCE SUPPLIES	330.20
05/18/2018	8775(A)	UNITED PETROLEUM	FUEL PUMP REPAIR	772.68
05/18/2018	8776(A)	VERPLANK TRUCKING CO.	LIMESTONE	1,540.00
05/18/2018	8777(A)	W W GRAINGER INC	STREETS SUPPLIES	545.52
05/18/2018	8778(A)	WARNER NORCROSS & JUDD LLP	LEGAL FEES & RETAINER	4,093.05
05/18/2018	8779(A)	WOLVERINE LAWN SERVICE, INC.	SNOW REMOVAL SERVICE	840.00
05/18/2018	8780(A)	XEROX CORPORATION	COPY USAGE	877.94
Total ACH Transactions:				594,422.52

Bank DISB DISBURSEMENT

Check Type: Paper Check

05/09/2018	10175	PETTY CASH-CHRIS MCCOMB	REPLENISHMENT CHECK	438.62
05/10/2018	10177	PETTY CASH-MARILYN MARION	REPLENISHMENT CHECK	810.41
05/10/2018	10178	PETTY CASH-MARY BETH BLOCK	REPLENISHMENT CHECK	482.77
05/18/2018	10179	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	703.45
05/11/2018	306029	CONSUMERS ENERGY CEM SUPPORT CENTER	ELECTRICAL SERVICE	3,250.00
05/11/2018	306030	DISASTER RESTORATION INC	BOND REFUND	327.50

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05/11/2018	306031	GIPSON, TERESA	TYLER CONNECT TRAINING	1,452.84
05/11/2018	306032	GREER, RUNATA	911 HOMICIDE TRAINING	292.86
05/11/2018	306033	MOSES FIRE EQUIPMENT, INC.	FIRE APPARATUS MAINT	994.30
05/11/2018	306034	NETWORKFLEET, INC.	GPS UNITS FOR EQUIP	224.46
05/11/2018	306035	REYNOUT, BRENT	PHYSICAL CONTROL TAC	386.26
05/11/2018	306036	WOLFE, MATT	STAFF AND COMMAND	561.94
05/17/2018	306037	57TH DISTRICT COURT	BAIL BOND	300.00
05/17/2018	306038	A T & T	TELEPHONE SERVICE	14,984.25
05/17/2018	306039	ACTIVE911, INC.	FIRE ACTIVE 911 SUBS	143.00
05/17/2018	306040	ADP, INC.	PAYROLL TIME	4,033.25
05/17/2018	306041	ALLEGRA PRINT & IMAGING	PRINTING	268.50
05/17/2018	306042	ALTA EQUIPMENT CO.	MAINTENANCE SUPPLIES	39.39
05/17/2018	306043	AMERICAN VILLAGE BUILDIERS	REFUND OF HYDRANT	100.00
05/17/2018	306044	APEX SOFTWARE	2018-2019 MAINTENANCE	1,385.00
05/17/2018	306045	ARROWHEAD SCIENTIFIC, INC.	EVIDENCE SUPPLIES	280.46
05/17/2018	306046	ARTWEAR APPAREL GRAPHICS, INC.	UMPIRE TSHIRTS	144.00
05/17/2018	306047	BALDWIN, SUSAN L	REFUND OVERPAY	127.78
05/17/2018	306048	BARSTOW, DOROTHY	TRIP REFUND	65.00
05/17/2018	306049	BENJAMIN N. ALDRICH	COOPERING DEMONSTRATE	150.00
05/17/2018	306050	BERISH, SHARON	TRIP REFUND 180510	65.00
05/17/2018	306051	BEST WAY DISPOSAL, INC.	17/18 CURBSIDE RECYCLING	47,583.07
05/17/2018	306052	BINDER PARK ZOOLOGICAL SOCIETY, INC	MAY ZOOMOBILE EVENT	200.00
05/17/2018	306053	BITTERSWEET ACRES	CARRIAGE RIDE	350.00
05/17/2018	306054	BLUE CROSS/BLUE SHIELD OF MICH	HEALTH INSURANCE	68,905.89
05/17/2018	306055	BORGESS MEDICAL CENTER	DOT MEDICAL PHYSICAL	118.00
05/17/2018	306056	BORTON, MARGARET	TRIP REFUND	120.00
05/17/2018	306057	BRAYTON, JAMES	PAVILION REFUND	110.00
05/17/2018	306058	BUSINESS SPEAKERS BUREAU	JUSTIN SHANDOR FINAL	3,550.00
05/17/2018	306059	BUSINESS SPEAKERS BUREAU	NEW ODYSSEY FINAL	2,000.00
05/17/2018	306060	CARTRIDGE WORLD	PRINTER MAINTENANCE	3,695.72
05/17/2018	306061	CAVALEAR, CHERYL	RENTAL REFUND	100.00
05/17/2018	306062	CEREAL CITY WINDOW CLEANING	WINDOW WASHING	170.00

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05/17/2018	306063	CINTAS CORP.	UNIFORM RENTAL	172.45
05/17/2018	306064	CONSUMERS ENERGY-BILL PMT CNT	STREETLIGHTS	41,079.38
05/17/2018	306065	CORFMAN, MIKE	EMPLOYEE REIMBURSEMENT	1,339.03
05/17/2018	306066	CURRY, JANICE	TRIP REFUND	115.00
05/17/2018	306067	DAVE'S CONCRETE PRODUCTS, INC.	CELERY FLATS	5,972.25
05/17/2018	306068	DEHAAN, JEAN	TRIP REFUND	125.00
05/17/2018	306069	DELTA CHALLENGE COINS	COINS	344.00
05/17/2018	306070	DEVON TITLE AGENCY	OVERPAYMENT FINAL UB	46.00
05/17/2018	306071	DYKSTRA, RICHARD	TRIP REFUND	110.00
05/17/2018	306072	EHLERT, WILLIAM & ANTONIETTE	TRIP REFUND	236.00
05/17/2018	306073	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	11,615.04
05/17/2018	306074	FAWLEY OVERHEAD DOOR, INC.	OVERHEAD DOOR SPRING	500.00
05/17/2018	306075	FIDLAR COMPANIES	BLANK NUMBERED PAGES	90.35
05/17/2018	306076	FIDLER, HEIDI	PICKLEBALL REFUND	30.00
05/17/2018	306077	FIRST REFORMED CHURCH	TRIP VENDOR PAYMENT	100.00
05/17/2018	306078	FLETCHER ENTERPRISES	PAINTING	645.00
05/17/2018	306079	FLIERS UNDERGROUND SPRINKLING	OTTERBINE FOUNTAIN	4,037.57
05/17/2018	306080	FOLLIS, ADA	TRIP REFUND	115.00
05/17/2018	306081	GEORGE'S APPLIANCE	FIRE ST 3 KITCHEN	3,920.00
05/17/2018	306082	GILCHRIST, PAMELA	TRIP REFUND	103.00
05/17/2018	306083	HABEL, CRAIG	LAKEVIEW SOFTBALL	100.00
05/17/2018	306084	HAINES, NICHOLAS	TUITION ASSISTANCE	630.00
05/17/2018	306085	HALT FIRE, INC.	FIRE APPARATUS REPAIRS	1,339.03
05/17/2018	306086	HARMON, JAMIE	EMPLOYEE ADVANCE	160.00
05/17/2018	306087	HIGGS, SUE	TRIP REFUND	90.00
05/17/2018	306088	HOEKSTRA ROOFING CO.	ROOF REPAIR	929.20
05/17/2018	306089	HOME DEPOT	MISC SUPPLIES	868.23
05/17/2018	306090	INT'L PUBLIC MGT ASSOC FOR HR	SERGEANT PROMOTIONAL	183.35
05/17/2018	306091	INTERSTATE OFFICE INTERIORS	DESKTOP UPGRADE	826.21
05/17/2018	306092	JOHNSON, SHIRLEY	TRIP REFUND	145.00
05/17/2018	306093	KAL COUNTY FIRE CHIEFS ASSOC.	FIRE OPS TRAINING	75.00
05/17/2018	306094	KALAMAZOO COUNTY TREASURER	OAK BROOK - MAY 2018	830.00

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Check Date	Check	Vendor Name	Description	Amount
05/17/2018	306095	KALAMAZOO OIL COMPANY	FUEL	603.96
05/17/2018	306096	KEAN, MARGARET	TRIP REFUND	103.00
05/17/2018	306097	KENT COMPANIES, INC.	CONCRETE FLOOR POLISH	5,600.00
05/17/2018	306098	KIM CRITZ	POSTER DESIGNS	455.00
05/17/2018	306099	KINGDOM INDOOR CENTER	FIELD DEPOSIT REFUND	100.00
05/17/2018	306100	KIRK, NANCY	TRIP REFUND	115.00
05/17/2018	306101	KITCH DRUTCHAS WAGNER VALITUTTI & S	DAS/CELL TOWER	210.00
05/17/2018	306102	KNOWBE4, INC.	KNOWBE4 EMAIL SECURITY	2,160.00
05/17/2018	306103	LANGUAGE LINE, INC	LANGUAGE LINE USAGE	58.74
05/17/2018	306104	LIFELOC TECHNOLOGIES, INC.	REPAIR PBTS	136.00
05/17/2018	306105	LOEBIG, ELIZABETH	KHRMA DAY OF DEV	149.00
05/17/2018	306106	MALL CITY MECHANICAL	SERVICE SEWER ODOR	405.00
05/17/2018	306107	MATTSON, NICHOLAS	BICYCLE TRAINING	67.17
05/17/2018	306108	MEDILODGE OF PORTAGE	PROGRAM VENDOR PYMNT	360.00
05/17/2018	306109	MICH MUNICIPAL POLICE & FIRE REPAIR	VEHICLE SERVICES	7,791.08
05/17/2018	306110	MICHIGAN POLICE EQUIPMENT CO.	DISTRACTION DEVICE	868.50
05/17/2018	306111	MLIVE MEDIA GROUP	ON-LINE AD FOR CMO	2,657.17
05/17/2018	306112	MOSES FIRE EQUIPMENT, INC.	FIRE TRAINING SUPPLIES	935.10
05/17/2018	306113	MOTTL, MIKE	S WESTNEDGE DAMAGE	100.00
05/17/2018	306114	NAGY, KATIE	SHELTER RENTAL REFUND	110.00
05/17/2018	306115	OAKLAND COMMUNITY COLLEGE	EMPLOYEE TRAINING	310.00
05/17/2018	306116	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,077.76
05/17/2018	306118	OSWALT, SHARON	TRIP REFUND	103.00
05/17/2018	306119	PATRIOTS POWER WASHING	REFUND OF HYDRANT	100.00
05/17/2018	306120	PAW PAW VETERINARY CLINIC, P.C.	K-9 SERVICE	273.71
05/17/2018	306121	PEER, JONATHAN	ANCESTRY TEST	260.85
05/17/2018	306122	PHILLIPS, CONNIE	TRIP REFUND	170.00
05/17/2018	306123	POJETA, RICHARD & PATRICIA	TRIP REFUND	230.00
05/17/2018	306124	PORTAGE YOUTH LACROSSE	FIELD DEPOSIT REFUND	100.00
05/17/2018	306125	PREMIER SAFETY	FIRE OPS TRAINING	75.00
05/17/2018	306126	PRINTING SERVICES INC	LEXINGTON GREEN FOAM	319.44
05/17/2018	306127	PROJECT LIFESAVER INC	MISC SUPPLIES	1,744.55

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05/17/2018	306128	RED THE UNIFORM TAILOR	FIRE OPS UNIFORMS	813.50
05/17/2018	306129	ROBB, CHRISTA	EMPLOYEE REIMBURSEMENT	800.00
05/17/2018	306130	ROBB, CHRISTA	DOT PHYSICAL	60.00
05/17/2018	306131	ROBINSON, KEVIN	UMPIRE PAYROLL	161.00
05/17/2018	306132	RUBLE, BETTY	TRIP REFUND	115.00
05/17/2018	306133	RUSH, EARLINE	TRIP REFUND	125.00
05/17/2018	306134	S A MORMAN & CO.	ELIASON PROJECT	3,555.00
05/17/2018	306135	SADLER, PAMELA	TRIP REFUND	115.00
05/17/2018	306136	SAFEBUILT MICHIGAN, LLC	INSPECTIONS & REVIEW	4,710.00
05/17/2018	306137	SALSBURY INDUSTRIES	LOCKER	292.38
05/17/2018	306138	SCHOLL, LYNN & CHARLENE	TRIP REFUND	230.00
05/17/2018	306139	SHEELER, ELEANOR	TRIP REFUND	65.00
05/17/2018	306140	SIMMONDS, BETH	GRAIN ELEVATOR DEPOS	100.00
05/17/2018	306141	SMITH, RICHARD & KATHLEEN	TRIP REFUND	1,170.00
05/17/2018	306142	SNAP-ON INDUSTRIAL	FIRE SCBA MAINT.	599.05
05/17/2018	306143	SPARTAN DISTRIBUTORS INC.	ANNUAL SERVICE	1,441.98
05/17/2018	306144	STATE OF MICHIGAN	SOR REGISTRATIONS	300.00
05/17/2018	306145	STATE OF MICHIGAN (MGT & BUDGE	RADIO ACTIVATION FEE	750.00
05/17/2018	306146	STATE SYSTEMS RADIO, INC	RADIO SERVICES	467.50
05/17/2018	306147	STEENSMA LAWN & POWER EQUIPMENT	REPAIR & MAINTENANCE	652.05
05/17/2018	306148	SUITS U TAILOR SHOP INC	FIRE UNIFORMS	1,442.00
05/17/2018	306149	SWANK MOTION PICTURES, INC.	DESPICABLE ME 3 RIGHTS	362.00
05/17/2018	306150	THAYER, GLENNA	TRIP REFUND	103.00
05/17/2018	306151	THAYER, GLENNA	TRIP REFUND	99.00
05/17/2018	306152	THAYER, GLENNA	TRIP REFUND	115.00
05/17/2018	306153	TIM RAYMOND	BLACKSMITHING DEMONS	150.00
05/17/2018	306154	TL NEWS	GAZETTE FOR LOBBY	416.00
05/17/2018	306155	TOP GRADE AGGREGATES, LLC	6A STONE	1,060.75
05/17/2018	306156	TRACTOR SUPPLY CORP.	SUPPLIES - PARKS DIV	119.97
05/17/2018	306157	U S POSTAL SERVICE	BULK MAIL POSTAGE FE	225.00
05/17/2018	306158	U S POSTMASTER	REPLENISH BRM 2087	200.00
05/17/2018	306159	UNION STREET HYDRAULICS	TINK CYLINDER REPAIR	520.00

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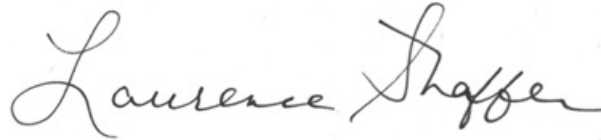
Check Date	Check	Vendor Name	Description	Amount
05/17/2018	306160	UNITED PARCEL SERVICE	WEEKLY DELIVERY	15.60
05/17/2018	306161	VENUGOPAL, HEMA	DAMAGED MAILBOX	44.00
05/17/2018	306162	VERIZON WIRELESS SERVICES, LLC	CELL PHONES	2,302.90
05/17/2018	306163	VOGLER, MARION	TRIP REFUND	103.00
05/17/2018	306164	W MICH CRIMINAL JUSTICE TRAINING CO	FALL 2017 DISTRIBUTION	1,743.74
05/17/2018	306165	WAGNER, KAREN	TRIP REFUND	115.00
05/17/2018	306166	WALKER, MIKE	EMPLOYEE REIMBURSEMENT	491.20
05/17/2018	306167	WRAPS N SIGNS	GRAPHICS-UNIT 160	1,937.00
05/17/2018	306168	XYLEM DEWATERING SOLUTIONS, INC.	MAINTENANCE SUPPLIES	688.72
05/17/2018	306169	YOUNGS, POLLY	TRIP REFUND	65.00
05/17/2018	306170	ZAPPIA-MILLER, BARB	TRIP REFUND	103.00
05/18/2018	306171	CONSUMERS ENERGY CEM SUPPORT CENTER	GAS SERVICE	655.00
05/18/2018	306172	MICHIGAN TACTICAL OFFICERS ASSN	MTOA CONFERENCE	199.00
Total Paper Checks:				293,332.18

Check Type: Auto-Pay and Credit Card Payments

05/09/2018	6459	CONSUMERS ENERGY	GAS-ELECTRIC	10,044.01
05/11/2018	6473	CONSUMERS ENERGY	GAS-ELECTRIC	944.22
05/14/2018	6479	CONSUMERS ENERGY	GAS-ELECTRIC	6,045.23
05/15/2018	6452	RANDALL BROWN & ASSOC	RETAINER FEE	18,810.00
05/16/2018	6483	CONSUMERS ENERGY	GAS-ELECTRIC	24,101.32
05/17/2018	6486	CONSUMERS ENERGY	GAS-ELECTRIC	796.33
05/18/2018	6491	CONSUMERS ENERGY	GAS-ELECTRIC	10,817.33
Total Auto-Pay Payments:				71,558.44
Grand Total				959,313.14

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Rockford Street Reconstruction (Schuring Road to Romence Road) - Bid Tabulation

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a construction contract to Michigan Paving & Materials Company of Kalamazoo, Michigan, for the reconstruction of Rockford Street from Schuring Road to Romence Road in an amount not to exceed \$325,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The 2016-2017 Capital Improvement Program budget provides funding for the reconstruction of Rockford Street from Schuring Road to Romence Road. The project entails milling, resurfacing and restoration of the street, installation of Americans with Disability Act (ADA) ramps at intersections, storm sewer system improvements and the removal of asphalt overlaid concrete curb from Schuring Road to Redstock Avenue.

In the State of Michigan, street conditions are rated using PASER (Pavement Surface Evaluation Rating) system. The standard breakdown for the PASER ratings are:

Rating	Description
9-10	Excellent (new pavement)
8	Very Good (little to no maintenance required)
6-7	Good (sound structural condition with crack seal maintenance)
4-5	Fair (candidate for pavement overlay)
3	Poor (needs patching and repair to remove failed areas prior to an overlay)
2	Very Poor (severe deterioration, needs reconstruction with total base repair)
1	Failed (requires total reconstruction)

Rockford Street, Schuring Road to Romence Road, has a PASER rating of 3 - poor condition. The resurfacing of this section of roadway will improve the structural strength of the pavement, add longevity to the pavement life and provide a smooth driving surface. This project meets standard asset management strategies for this rating and will bring the roadway to a 9 PASER rating when the project is complete.

On September 20, 2016, City Council awarded a \$260,600 contract to Abonmarche Consultants, Incorporated, for the design and construction engineering of the 2017 Major Street Reconstruction

project, which also included the Angling Road and Portage Road projects constructed in 2017. Due to additional funding needed for the Portage Road Reconstruction project, the construction of Rockford Street was postponed in 2017. On September 26, 2017, City Council approved a budget transfer from the Major Street Fund to the Capital Improvement project account for the Rockford Street Reconstruction project. Design was finalized for bidding of the Rockford Street project and on May 24, 2018, four bids were received with the low bid being submitted by Michigan Paving & Materials Company of Kalamazoo, Michigan for \$325,000. If awarded, the project construction will begin in late June 2018 and be completed by August 2018.

Therefore, it is recommended that City Council award a construction contract to Michigan Paving & Materials Company of Kalamazoo, Michigan for the reconstruction of Rockford Street from Schuring Road to Romence Road, in an amount not to exceed \$325,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: The 2016-2017 Capital Improvements Program budget contains funding for this project.

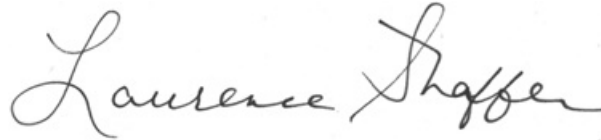
Attachments: 1. Bid Tab Rockford Street Reconstruction

BID TABULATION
ROCKFORD STREET RECONSTRUCTION

<u>BIDDER</u>	<u>BID</u>
Michigan Paving and Materials Company 2300 Glendenning Rd. Kalamazoo, MI 49001	\$325,000.00
Peters Construction Company 3325 E. Kilgore Road Kalamazoo, MI 49002-5512	\$334,713.97
Krohn Excavating LLC 55365 M-43 Bangor, MI 49013	\$339,806.00
Epic Excavating 1351 Briarcliff Dr. SE Grand rapids, MI 49546	\$413,183.75

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Temporary/Seasonal Employment Services Contract - Bid Tabulation

SUPPORTING PERSONNEL: Shannon Hertz, Director of Human Resources

ACTION RECOMMENDED: Award a contract to Onstaff USA, Inc. of Portage, Michigan, to provide temporary and seasonal employment services through fiscal year 2018-2019 in an estimated amount of \$252,087, with the option of four, one-year renewals and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The City of Portage uses an employment firm to provide temporary and seasonal laborers and CDL drivers for the Public Services Department. The Human Resources Department strives to find all the candidates for the needed roles; however, it is sometimes necessary for the temporary agency to recruit candidates for the city. The current contract for these services with Access Point of Portage, Michigan, will expire June 30, 2018. A Request for Proposal (RFP), based on the anticipated number of temporary and seasonal employees and the number of estimated work hours during fiscal year 2018-2019 was sent to 16 employment service firms, was advertised in the "Kalamazoo Gazette" and on the city's website. One local firm, OnStaff USA, Inc., responded to the RFP. Four other firms declined with thanks because of an inability to provide CDL licensed employees. Three firms from out of state submitted bids as well. The tabulation of proposals is attached for the information of Council.

The lowest bidder, Zilo International Group, LLC, of Colorado has no offices in Michigan or recruiters in the territory. Further, the firm primarily recruits for executive level roles. Moreover, while their overall mark-up was lower than OnStaff USA, Inc.'s, Zilo International's cost to find and place candidates for the city would be an additional \$3 per hour versus the markup of OnStaff USA, Inc. of \$0.68 per hour. This additional markup is expected to result in higher costs to the city. Given the additional cost, and lack of a local office, Zilo International Group, LLC is not recommended for award.

The second lowest bid was made by RAPS Consulting of New Jersey. This company also does not have an office in Michigan. Although their overall mark-up is lower than the mark-up of OnStaff USA, Inc., they would charge an additional \$10.00 per hour to find and place candidates. Given the additional cost, and lack of a local office, RAPS Consulting, Inc. is not recommended.

OnStaff USA, Inc. has a local office and has experience in hiring and placing laborers and drivers. Their additional cost per hour, if they were to recruit and place a candidate with us, is \$0.68 per hour, bringing the mark-up to 43% (a bill rate of \$15.73 per hour). The city has worked with OnStaff USA, Inc. previously and had a very positive experience. It is recommend that the city award the contract to

OnStaff USA, Inc. of Portage, Michigan, to provide temporary and seasonal employment services through fiscal year 2018-2019, for an estimated amount of \$252,087 with the option of four, one-year renewals and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funding has been programmed in the fiscal year 2018-2019 budget for temporary employment services within the Parks, Streets, Leaf Pickup/Spring Cleanup and Fleet & Facilities budgets.

Attachments: 1. Tabulation of Proposals

TABULATION OF PROPOSALS
TEMPORARY EMPLOYMENT SERVICES
July 1, 2018 through June 30, 2019

		Zilo International Group LLC 3939 E. Arapahoe Rd. #210 Centennial, CO 80122		RAPS Consulting, Inc. 33 Wood Ave. S. Ste. #600 Iselin, NJ 08830		OnStaff USA 5207 Portage Road Portage, MI 49002		Diskriter, Inc. 2840 library Road, Ste. 300 Pittsburgh, PA 15234	
Position	Est. Hours	Billing Rate	Total	Billing Rate	Total	Billing Rate	Total	Billing Rate	Total
Base Rate									
Laborer (employee receives \$11.00/hour)	13,500	\$14.00	\$189,000.00	\$14.52	\$196,020.00	\$14.85	\$200,475.00	\$15.55	\$209,925.00
CDL-Class B Laborer (employee receives \$17.38/hour)	2,200	\$22.00	\$48,400.00	\$22.94	\$50,468.00	\$23.46	\$51,612.00	\$24.58	\$54,076.00
Total			\$237,400.00		\$246,488.00		\$252,087.00		\$264,001.00
Overtime Rate									
Laborer (employee receives \$16.50/hour)		\$20.50		\$21.78		\$21.12		\$20.46	
CDL-Class B Laborer (employee receives \$26.07/hour)		\$32.00		\$34.41		\$33.37		\$32.33	
Other Rates									
Additional Hourly Rate if Firm Recruits Employee		\$3.00		\$10.00		\$0.68		N/A	
Percentage Mark-Up for Other Positions		23%		32%		43%		41.40%	

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: South Westnedge Avenue Sidewalk Improvements

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a construction contract to Milbocker & Sons, Incorporated, of Allegan, Michigan, in the not to exceed amount of \$91,588.03 for South Westnedge Avenue Sidewalk Improvements and authorize the City Manager to sign all other documents related to the contract on behalf of the city.

The 2017 – 2018 Capital Improvement Program budget includes funding for the South Westnedge Avenue Reconstruction project from Romence Road to Mall Drive. A portion of the sidewalk improvements were removed from the South Westnedge Avenue Reconstruction project (currently under construction) due to a cap on total funding of the project through Michigan Department of Transportation (MDOT) and the need to acquire easements for existing sidewalk. The South Westnedge Sidewalk Improvements project includes addition of sidewalk to fill in gaps where sidewalk does not exit and improvements to meet Americans with Disabilities Act guidelines at intersections and bus stops. This project will be completed the summer of 2018 in coordination with the South Westnedge Avenue Reconstruction project.

Milbocker & Sons, Incorporated was the low bidder and was awarded the construction contract for the South Westnedge Avenue Reconstruction project. Milbocker & Sons, Incorporated was requested to provide a quote for the remaining sidewalk work on South Westnedge Avenue Reconstruction project based on the low unit pricing on the MDOT South Westnedge Avenue Reconstruction bid. In addition, it is in the best interest of the city to have only one contractor on the project for traffic control and sequencing of work. Milbocker & Sons has agreed to hold their unit pricing for the additional sidewalk improvements.

Therefore, it is recommended that City Council award a contract to Milbocker & Sons, Incorporated in the amount not to exceed \$91,588.03 for the South Westnedge Avenue Sidewalk Improvements and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: The 2017-2018 Capital Improvement Program budget contains funding for this project.

Attachments: 1. Abonmarche Recommendation

June 5, 2018

Ms. Kendra Gwin, PE
Director of Transportation and Utilities
7719 South Westnedge Avenue
Portage, MI 49002

Re: Recommendation for Contract Award
S. Westnedge Avenue Sidewalk Replacement Project Reconstruction Project
ACI Project No. 16-0979-3

Ms. Gwin,

On April 6, 2018, Michigan Department of Transportation received five (5) bids for the S. Westnedge Avenue Reconstruction Project. Milbocker and Sons, Inc. was the successful bidder. Due to MDOT administrative requirements, the City of Portage was required to remove much of the curb and sidewalk replacements in order to keep the estimated project cost below MDOT's threshold amount. Through cooperation between the City of Portage and MDOT, the curb and sidewalk work was repackaged as a separate locally-funded project to be performed simultaneously with roadway reconstruction.

Bid Summary

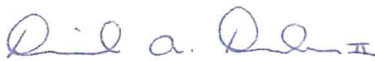
Prepared By:	Bonding and Insurance	MDOT Pre-Qualification	Total Project Cost
<i>Engineer's Estimate</i>	-	-	\$91,951.88
Milbocker and Sons, Inc.	✓	✓	\$91,588.03

Milbocker and Sons, Inc. and their concrete subcontractor have agreed to furnish City of Portage standard bonding and insurance and hold the relevant unit pricing from the roadway project. At \$91,588.03, the total for this work is below the Engineer's Estimate. Utilizing the same contractors and traffic control scheme will avoid the potential delays and reduce the potential for extra costs that might arise if it were necessary to coordinate access for another contractor. Abonmarche recommends award to Milbocker and Sons, Inc. in the amount of \$91,588.03.

If you have any questions or comments, please feel free to contact me.

Sincerely,

ABONMARCHE



Daniel A. Dombos II, P.E.
Senior Project Engineer

attachment: Milbocker Pricing
Price Revision Email
Project Pricing Comparison Form

cc: Sherman Potter, PE
Jamie Harmon, PE

Abonmarche
Abonmarche

Owner: City of Portage
 Project Name: S. Westnedge Avenue Sidewalks
 Project Number: 17-1111-3
 Owner Project No.: n/a
 Date: June 5, 2018

Legend:

Pricing from Road Project
Automatic Calculation

Project Pricing Comparison Form

Sidewalk Improvements

Item	Estimated Quantity	Unit	Engineer's Estimate		Milbocker-Revised	
			Unit Price	Total	Unit Price	Total
1 Mobilization, Bonding, and Insurance	1.00	LSum	\$ 10,216.88	\$ 10,216.88	\$ 22,500.00	\$ 22,500.00
2 Curb and Gutter, Rem	270.00	Ft	\$ 10.00	\$ 2,700.00	\$ 10.00	\$ 2,700.00
3 Masonry and Conc Structure, Rem	5.00	Cyd	\$ 150.00	\$ 750.00	\$ 45.00	\$ 225.00
4 Sidewalk, Rem	125.00	Syd	\$ 12.00	\$ 1,500.00	\$ 13.50	\$ 1,687.50
5 Pavt, Rem, Modified	35.00	Syd	\$ 10.00	\$ 350.00	\$ 9.00	\$ 315.00
6 Erosion Control, Inlet Protection, Fabric Drop	10.00	Ea	\$ 100.00	\$ 1,000.00	\$ 75.00	\$ 750.00
7 Erosion Control, Silt Fence	0.00	Ft	\$ 2.50	\$ —	\$ —	\$ —
8 Underdrain, Subgrade, 4 inch	135.00	Ft	\$ 6.00	\$ 810.00	\$ 6.00	\$ 810.00
9 Underdrain, Subgrade, 6 inch	100.00	Ft	\$ 7.00	\$ 700.00	\$ 7.00	\$ 700.00
10 Hand Patching	24.00	Ton	\$ 250.00	\$ 6,000.00	\$ 103.47	\$ 2,483.28
11 Conc Base Cse, Nonreinf, 6 inch	35.00	Syd	\$ 40.00	\$ 1,400.00	\$ 31.00	\$ 1,085.00
12 Curb and Gutter, Conc, Det C2, Modified	220.00	Ft	\$ 25.00	\$ 5,500.00	\$ 17.50	\$ 3,850.00
13 Curb and Gutter, Conc, Det C4, Modified	50.00	Ft	\$ 25.00	\$ 1,250.00	\$ 17.50	\$ 875.00
14 Sidewalk, Conc, 4 inch	1,775.00	Sft	\$ 5.00	\$ 8,875.00	\$ 4.50	\$ 7,987.50
15 Detectable Warning Surface, Cast Iron	68.00	Ft	\$ 75.00	\$ 5,100.00	\$ 82.00	\$ 5,576.00
16 Sidewalk Ramp, Conc, 8 inch	4,385.00	Sft	\$ 10.00	\$ 43,850.00	\$ 8.75	\$ 38,368.75
17 Sign, Type B, Temp, Prismatic, Furn	100.00	Sft	\$ 5.00	\$ 500.00	\$ 3.00	\$ 300.00
18 Sign, Type B, Temp, Prismatic, Oper	100.00	Sft	\$ 1.00	\$ 100.00	\$ 0.25	\$ 25.00
19 Pedestrian Type II Barricade, Temp	18.00	Ea	\$ 75.00	\$ 1,350.00	\$ 75.00	\$ 1,350.00
20 Hh, Adj	0.00	Ea	\$ 350.00	\$ —	\$ —	\$ —
Total: Sidewalk Improvements			\$ 91,951.88		\$ 91,588.03	
Pricing Evaluation			% of Estimate	100.00%	% of Estimate	99.60%
			% of Low Bid	100.40%	% of Low Bid	100.00%

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Delinquent Water and Sewer Bills

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Order notice to applicable property owners that all water and/or sewer charges remaining unpaid as of June 30, 2018 will be transferred to the 2018 city tax roll and assessed against the property for which the services were furnished.

Annually, the City Manager is required to report to City Council the water and sewer bills which are unpaid as of March 31. In accordance with city ordinances, unpaid water and sewer utility accounts considered un-collectible by the Finance Director are required to be reported to City Council on an annual basis. As of June 8, 2018, unpaid utility accounts total \$61,738.97. A progressive series of six separate notifications have been issued to the customer/owner in accordance with city procedures, State laws and Municipal Code Section 82-374 through 82-376, and these notices have not resulted in payment in all cases. A listing is attached showing the delinquent accounts. An updated listing of delinquent accounts will be produced on Tuesday, June 12 to account for payments made to these accounts received between Friday, June 8 at 12 noon and Tuesday, June 12.

State law allows the charges to remain with the associated property. According to Chapter 82, Division 7, Section 82-197, Lien for Unpaid Charges, Portage Code of Ordinances, the unpaid accounts are to be transferred to the city tax roll and assessed against properties to which the services were provided. Action by City Council to order notice to all applicable property owners that all unpaid water and/or sewer charges transferred to the 2018 city tax roll is requested to begin this process.

FUNDING: N/A

Attachments: 1. Delinquent Utility Bills

Delinquent UB to Tax List

Friday, June 08, 2018

Parcel #	Service Address	Customer Name	Owner Name	Delq Amount
04380-005-O	7105 S 12TH ST	WOODS, ANTHONY	WOODS, ANTHONY T	565.41
03700-056-O	1413 ALICE AVE	TAYLOR, SHARON	BYERS, GERALDINE	93.13
08402-125-O	6630 AMBERLY ST	MCSELFRESH, LACEY	KRONNER, ROBERT M & MARY J	412.44
00340-050-O	2138 AMES DR	WILLARD, LOUIS	WILLARD, LOUIS R & PAULINE J	253.53
01900-052-O	205 AMOS AVE	HARPOLE, SHARLA	HARPOLE, JASON & SHARLA	115.97
01900-025-O	218 AMOS AVE	ROUSH, RUSSELL	ROUSH, RUSSELL J & J K	827.27
01900-031-O	326 AMOS AVE	DIMAS, TRISHA	DIMAS, SERGIO	476.37
01900-040-O	417 AMOS AVE	WILLIAMS, KEN	WILLIAMS, KENNETH A	411.80
05943-117-O	7705 ANDREA LN	BARRY, STEVE	BARRY, STEVEN	52.62
08220-062-O	325 ANDY AVE	HANNAHS, JOSHUA	HANNAHS, JOSHUA & LAURA	521.69
00023-365-O	8927 AUSTIN CT	POINDEXTER, WILLIAM	POINDEXTER, WILLIAM E & B M	198.62
01720-025-O	6047 AVON ST	WEISSMANN, HERMAN K	WEISSMANN, HERMAN K - TRUST	341.83
04803-074-O	2811 BACH AVE	VAN HOVEN, GARY	VANHOVEN, GARY & SHANNON	65.92
04740-002-O	526 BACON AVE	KOPPERS, DANIELLE	ROBINSON, JASON	473.35
00027-180-O	1213 BACON AVE	DENAWAY, JACOB	DENAWAY, JACOB	165.44
06180-004-O	1409 BACON AVE	WHALEY, BRYAN	OLSEN, ANTHONY	97.10
04503-398-O	5814 BELARD ST	GURDWARA SINGH SABHA KALAMAZC	GURDWARA SINGH SABHA KALAI	1,177.48
02561-098-A	1721 BENDER RD	NICHOLS, JEFFREY	NICHOLS, JEFFREY A	29.77
02561-091-O	1812 BENDER RD	HANEY, MIRANDA	SWISHER, ADAM & MIRANDA	107.70
02561-090-O	1816 BENDER RD	LABRIE, JEFF	BRASSFIELD, BASIL J & BARBARA	77.90
02561-104-O	1913 BENDER RD	RICKSTAD, BRANDON	DOWNS, MORGAN	694.85
00550-050-O	10760 BILTMORE LN	DE SHAIS, JASON	HAGENBARTH, SCOTT & GLORIA	148.34
03640-003-O	4710 BISHOP AVE	LOZA, GRETCHEN	LOZA, ELIZABETH A & GRETCHEN	60.00
07081-042-O	6917 BRATCHER ST	BURKE, KAREN	BURKE, MICHAEL D & K L	30.24
07020-052-O	5136 BRENNERTON DR	SWEENEY, CHRISTINE C	FEDERAL NATIONAL MORTGAGE	411.36
08403-132-O	6749 BRIGHAM ST	O'BRIEN REAL ESTATE	ROBERTS, NICHOLAS	30.90
00940-043-O	5105 BRONSON BL	TAVERNA, THOMAS	TAVERNA, THOMAS J	428.43
01000-054-A	8113 BROOKWOOD DR	HOSBEIN, HENRY & JILL	HOSBEIN, HENRY A & J M	376.07
04560-023-O	2117 BYRD DR	BUCHINO, FRANK	NELSON, RONALD L	413.14
06840-052-O	324 CAMEO AVE	LANDIS, KRISTINE	BONSELAAR, DAVID & CAROL	40.65
06840-022-D	427 CAMEO AVE	BUSHOUSE, KRISTY	RIDENOUR, KRISTY L	50.78
00016-675-O	806 W CENTRE AVE	WAGONER, JEAN M	WAGONER, JEAN M	351.52
00021-150-A	1411 W CENTRE AVE	DERHAMMER EXCAVATING	DERHAMMER, TERRY D	114.22
01001-062-O	8333 CHARWOOD DR	NYBLOM, PATRICIA OR SHERYL	NYBLOM, SHERYL	191.26
04501-101-O	5517 CHESHIRE ST	PETERSON, LORIE	US BANK TRUST NA	387.77
04501-204-O	5548 CHESHIRE ST	CCLW, LLC	VANDEPOLDER, CHRISTOPHER &	27.50
00032-212-O	2711 CHOPIN AVE	SIMS, NICHOLAS	MORALES, ROBERT & ROBERT B	61.79
07022-165-O	526 CIRCLEWOOD SOUTH DR	CLARK, SARAH	CLARK, SARAH A	620.44

Parcel #	Service Address	Customer Name	Owner Name	Delq Amount
07022-166-O	604 CIRCLEWOOD SOUTH DR	SIMMONS, DEBI	SIMMONS, ANTHONY H & D	403.64
01540-018-O	3219 COACHLITE AVE	KARPENKO, KELLY	CLEMONS, PAULA M	312.90
01600-042-O	125 COLONIAL AVE	SHREE SIDDHI VINAYAK, LLC	SHARMA, JAYESH & NEHA	155.59
00020-095-O	3205 COOLEY DR	LEEGER, JEFFREY	LEEGER, MARIAN & JEFFREY	61.34
05522-149-O	9511 CORDUROY ST	POOL, KATHY	POOL, KATHY A	5.32
07083-078-O	6749 CORNELL ST	CLARK, ELLEN	MCCLURE, GARY M & DIANE L	47.72
07623-196-O	803 COTTONDALE AVE	MELSON, ERICA	MANDAGERE, PHANISHA S	60.00
01640-013-O	5940 COPPERLEAF TRAIL	RICHMOND, DIANA	RICHMOND, DIANA L & JOSHUA V	162.05
09062-021-O	5743 DAKOTA AVE	MEYER, KRISTIN	MEYER, KRISTIN	425.76
09061-001-O	5830 DAKOTA AVE	TURNER, IESHA	BYERS, GERALDINE	364.07
09056-035-O	5904 DAKOTA AVE	CARROLL, KRISTA	R & J EQUITIES LLC	328.95
09056-045-O	5928 DAKOTA AVE	HUGHSON, SAMUEL	HUGHSON JR, SAMUEL & MARSH	205.88
02200-014-O	307 DELLA ST	GRIFFIN, PARIS	TRIGUBO, MOIRA B	133.63
02200-030-O	523 DELLA ST	HARLEY, DANIELLE	BAUCOM, BRENT & HARLEY, DAN	11.96
02200-035-O	611 DELLA ST	ROE, ROBIN	ROE, LAWRENCE I & ROBIN E	247.35
01721-067-O	6150 DEVON ST	KEMPER, SARA SUSANNE	US BANK TRUST N.A.	291.43
04440-011-O	10419 DEWBERRY ST	DOYLE, JAMES T	DOYLE, JAMES T	735.33
05402-134-O	8703 DOLPHIN ST	DERIGHT, DEBORAH	YANCER, LONNIE	157.76
06840-036-O	526 DORSET ST	HETTINGER, MICHAEL	HETTINGER, MICHAEL A	26.66
04200-221-O	801 DRURY LN	GREENMAN, GREGORY	GREENMAN, GREGORY D	43.29
01723-185-O	1509 EDINGTON ST	SMITH, RACHAEL	NEWNUM, TIM J	52.86
06540-070-O	1803 FESCUE ST	WILLMS, KATHERINE	BGP, LLC	350.00
04141-051-O	3913 FLORINDA AVE	WEYENBERG, JAYD	GUNTER, BARAK W & MEGAN E	64.00
00015-190-B	7412 GARDEN LN	MORLEY, JULIE	ZAKIR, KHURRAM & FAIZA	474.11
02561-103-O	5107 GARDEN RD	JANK, LISA	JANK, LISA	366.94
03182-044-O	5643 GRAND TRAVERSE LN	WIBORN, KYLE	JOHNSON, SUSAN G TRUST	110.13
06540-027-O	1715 GREENVIEW AVE	BARBER, DAWN	TREBING, MELISSA & STEPHEN	79.26
02920-009-O	5226 GROSSE POINTE ST	ZIPPLE-MORRISON, KARL & DANIELLE	ZIPPLE- MORRISON KARLA AND I	1,498.92
02920-022-O	5229 GROSSE POINTE ST	COOPER, KATHY	COOPER, KATHY L	367.19
02980-017-O	1604 HAMELINK DR	ADAMS-CORBIN, MARY	CORBIN, JIM B	248.51
02321-081-O	1904 HELEN AVE	DUNCAN, AMBER	BGP LLC	667.72
02081-034-O	2216 HEMLOCK AVE	BRANSON-PREB, BA'SHUN	BRANSON, BA'SHUN J & M-TISHA	485.47
09065-033-A	229 IDAHO AVE	HUDSON, AMY	ROJO, ADRIAN & RUBIN, ANA L	421.20
02561-146-O	2002 INDIAN RD	BREESE, ANN MARIE	BREESE, GABRIEL & ANN MARIE	561.90
02561-145-A	2012 INDIAN RD	SMITH, SCOTT B	SMITH, SCOTT B & A J F	358.83
02561-144-O	2020 INDIAN RD	WINEKA, MEGHAN	KHABEIRY, NILE & WINEKA, M ME	521.34
09063-013-O	5817 IOWA AVE	BYERS, BRIAN	BYERS, BRIAN J	1,734.00
03161-021-O	6843 ISABELLE ST	GONZALEZ, RAYMOND & NORMA	GONZALEZ, RAYMOND & NORMA	1,653.96
02561-164-O	1326 E KILGORE RD	GONZALEZ, JOSE G	GONZALEZ, JOSE G	822.94
00001-020-O	3620 E KILGORE RD	KC REALESTATE	KC REAL ESTATE, LLC	15.76
07020-003-O	123 W KILGORE RD	BYERS, LINDA	BYERS SR, MICHAEL & LINDA	422.36

Parcel #	Service Address	Customer Name	Owner Name	Delq Amount
03960-016-O	753 W KILGORE RD	ANDERSON, RICHARD	JERECO, LLC	447.70
08280-004-O	1901 W KILGORE RD	GARCIA, FRANKIE	GARCIA JR, F & MARTINEZ L	337.51
06360-004-O	915 LAKEVIEW DR	MOHANLAL, RAMON	GUERNSEY, WILLIAM & DOROTHY	98.35
06360-042-O	1010 LAKEVIEW DR	TERRY, ANDREW	SHEARER, LYNN F & CAROL A TR	262.43
04200-316-O	7539 LAKE WOOD DR	MALCOLM, PAUL	BEEBE, P THOMAS & J - TRUSTEE	45.28
07020-016-O	622 LANDSDOWNE AVE	MORRIS, JASON	MORRIS, JASON A & GRIGGS, JAC	1,005.02
06480-030-O	2303 LANSING AVE	SMITH, SAREATHA	SMITH, SAREATHA	58.53
00010-025-O	6328 LOVERS LN	NUYEN, CHAD	GREENWAI, LLC	418.38
00010-015-O	6428 LOVERS LN	BODNAR, GEORGE	BODNAR, GEORGE & MYER, BARI	17.91
00492-133-O	4700 MARCEL AVE	MIFSUD, ROBERT & KIMBERLY	MIFSUD, ROBERT & KIMBERLY	776.23
00492-134-O	4720 MARCEL AVE	JANIK, DEBORAH	JANIK, MICHAEL G & DEBORAH M	980.44
02440-018-O	416 MARIGOLD AVE	YOUNG, TIM	K TROUT MANAGEMENT, LLC	357.27
01723-189-O	6514 MARLOW ST	FAARUP, AUBREY	MCPHERSON, RYAN	258.17
06541-144-O	6749 MARLOW ST	KELLEY, MELISSA	KALACASS TRUST	47.23
04502-286-O	5812 MEREDITH ST	BENNETT, RUTH ANN	MEREDITH SFR LLC	26.24
07020-034-O	5124 MIDFIELD DR	FRAGA, PAIGE	FRAGA, MIGUEL	1,057.25
00491-054-O	7329 MILAN DR	BONNER, JENNIFER	BONNER, JENNIFER	227.77
00760-002-O	3620 W MILHAM AVE	ANTOON, LAPEER	TISBY, JIMMIE M & SHARESE L	664.72
01600-007-O	213 E MILHAM AVE	GUCMA, THOMAS	MARTINAZZI, ADAM M	110.09
01600-016-O	405 E MILHAM AVE	HETTINGER, MICHAEL	HETTINGER, MICHAEL A	136.14
09063-035-O	5740 MISSOURI AVE	NEMEDI, JOHN C	MILLER, KIMBERLY	13.54
03700-037-O	5603 MONTICELLO AVE	HOWARD, ANNE	FETT, KATHLEEN A	609.38
03700-016-O	5823 MONTICELLO AVE	JONES, NATANYA	RICHARDS, DENNIS & ANN	59.85
03700-080-O	5908 MONTICELLO AVE	RICHTER, CHARLES	RICHTER, CHARLES W	187.48
03700-112-A	5739 MT VERNON AVE	DAVID, JESSE	DAVID, JESSE	328.70
03700-174-O	5924 MT VERNON AVE	WELBAUM, CASEY	ROSARIO, GISSELLE A	463.43
00025-155-O	4811 NASH AVE	PREUSSEL, JAMES	PREUSSEL, JAMES B	214.37
09061-020-O	5747 NEVADA AVE	LEWIS, EVELYN	SUBLETT, KIM	37.81
09061-013-O	5815 NEVADA AVE	DELONG, RHONDA K	DELONG, RHONDA K	17.37
09056-021-O	5911 NEVADA AVE	THOMPSON, DILLON & CARMEN MORF	COLLINS, CHERI	165.90
09057-043-O	5924 NEVADA AVE	VANFULPEN, THOMAS G & P A	VANFULPEN, THOMAS G & P A	560.13
09056-015-A	5925 NEVADA AVE	JOHNSON, MICHELLE	BUTLER, RONALD L & S S	378.95
08820-067-O	8147 NEWELL'S LN	GRANCHI, MIKE	NORRIS, GRAHAM N & KAYLEE N	30.39
02500-018-O	8510 OAKSIDE ST	LEGALLEY, MINDY	LEGALLEY, MINDY	549.82
00008-055-O	6117 OAKLAND DR	BLISS, JUDITH	KALAMAZOO PROFESSIONAL BLI	55.01
04020-002-O	6703 OAKLAND DR	SCHKURKO, JUDY	SCHKURKO, JOHN M & JUDY A	12.07
00032-525-O	10648 OAKLAND DR	OERTEL, ETHAN & MELISSA	OERTEL, ETHAN C	468.99
09064-041-O	5812 OHIO AVE	HODKINS, DANIEL	HODGKINS, DANIEL A II	247.49
00940-026-O	5028 OLD COLONY RD	IANNI, MICHAEL	IANNI, MICHAEL B	75.63
01241-038-O	1021 ORCHARD DR	THRASHER, CONNIE	THRASHER, CONNIE J	273.37
01242-083-O	1124 ORCHARD DR	MYERS, JOHN & RACHEL	RADCLIFF, SOLOMON	170.98

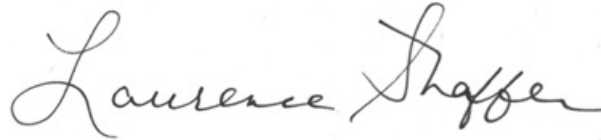
Parcel #	Service Address	Customer Name	Owner Name	Delq Amount
09000-033-A	1402 ORCHARD DR	NEEDHAM, JODI	NEEDHAM, JODI	396.31
09000-032-A	1418 ORCHARD DR	BROWN, CHESTER	BROWN, CHESTER & ANNETTE	560.13
09000-011-O	1423 ORCHARD DR	BROWN JR, JOHN W	BROWN JR, JOHN & CAROLINE	560.13
09000-029-O	1516 ORCHARD DR	NEMETH, LORI	NEMETH, MICHAEL A & L S	190.93
02860-044-O	912 E OSTERHOUT AVE	SUNDMAN, ANGELA	PYPHI, MARKUS	397.23
09180-023-O	1130 E OSTERHOUT AVE	MISSLER, BETH	TURNKEY PROPERTIES, LLC	726.25
07621-109-O	6013 PEACHTREE ST	WILSON, WILLIAM & CHRIS	FAIRCHILD MANAGEMENT, LLC	220.72
07623-155-O	6236 PEACHTREE ST	ASHMORE, DALE	ASHMORE, DALE & KIMBERLY	57.73
07620-006-O	402 PECAN AVE	AYERS, TESLA	KAYLOR, GARY E TRUST	129.21
07620-048-O	419 PECAN AVE	SUNIE, MATTIE	KINNEY, CHRISTIAN	151.53
08220-026-O	5336 PLATEAU ST	ROLAN II, SIMON	ROLAN, VICTORIA	257.98
08220-013-O	5350 PLATEAU ST	DALLA, LORETTA	DALLA, LORETTA E	218.16
08820-024-O	1923 PLEASANT DR	DOWNS, LYNDSEY	BROOKS, SCOTT & KATHRYN	55.13
00023-347-O	8811 PORTAGE RD	LALIBERTE, DONALD & GERRY	LALIBERTE, DONALD & GERRY	560.13
00023-345-O	8817 PORTAGE RD	LALIBERTE, DONALD & GERRY	LALIBERTE, DONALD & GERRY	560.13
01420-021-O	2219 POTOMAC AVE	TIMMER, MELINDA	TIMMER, DAVID W	279.65
05502-037-O	7233 PRESTWICK LN	GERGER, MARK	GERGER, MARK E & M A	328.27
06780-024-O	2321 PROSPERITY DR	KOSCIK, DANIELLE	SANFORD, JOEL & FORSLEV, WIL	90.89
00490-040-O	7173 PROVENCE DR	MATEUS, ANITA	MATEUS, ANITA	514.39
05381-044-O	1133 RAINBOW CT	DROK-PREB, DAVE & BELINDA	DROK, DAVID & BELINDA	942.84
06480-017-O	2118 RAMONA AVE	SPRAU, JAMES	SPRAU, JAMES E JR	450.81
09482-066-O	7410 ROCKFORD ST	LEMNAH, JEFFREY AND AMY	KELLY, JEFFREY	50.40
00032-260-A	3118 ROLLING HILL AVE	WILLIAMS, JOHN	POWERS, BRIAN & CUNNINGHAM	78.31
07080-004-O	824 ROMENCE RD	GARRISON, KATHLEEN	LPC PROPERTY SOLUTIONS, LLC	75.52
07080-008-O	930 ROMENCE RD	HOWLAND, KIEL	SMITH-BELL, ARESTES D	62.24
00018-084-B	4591 ROMENCE RD	STEENSTRA, MARIJO	STEENSTRA, MARIJO	560.10
04380-026-O	4729 ROMENCE RD	SMITH, ADAM	SMITH, ADAM M	794.12
02200-149-O	404 RUTH ST	UNDERLY, LINDA C	UNDERLY, LINDA C	53.29
00491-113-O	7311 SALERNO CIR	HOYAT, MAIN	HAYAT, MIAN SAQIB	993.73
00491-071-O	4611 SALZBURG CIR	GARCIA, MARC A	GARCIA, MARC & LISA	874.24
02606-003-O	5204 SHAGBARK CT	MANDAGERE, PHANISHA	MANDAGERE, PHANISHA	121.55
02606-012-O	5229 SHAGBARK CT	LEWIS-BRAUSSARD, KATHERYN	LEWIS-BROUSSARD, KATHRYN	560.57
00032-385-A	10648 SHAVER RD	COLLISON, LISA	10648 SHAVER, LLC	331.96
01241-068-O	809 SHUMWAY AVE	ELLIOTT, BRANDON	BENNER FAMILY TRUST	110.76
00027-035-O	1110 SOUTH SHORE DR	RAAB, CAROLYN	RAAB SR, DONALD L & CAROLYN	560.13
00001-010-C	5090 S SPRINKLE RD	5090 SPRINKLE LLC	5090 SPRINKLE, LLC	684.03
04501-132-O	5633 S SPRINKLE RD	LACY, AUTUMN	MERRILL, GLORIA J	620.80
04501-132-O	5633 S SPRINKLE RD	MERRILL, CHARLES	MERRILL, GLORIA J	438.95
00280-020-O	7813 S SPRINKLE RD	CUNNINGHAM, JOSH	CUNNINGHAM, JOSHUA & REBEC	20.00
00026-146-O	2472 STANLEY AVE	FARRINGTON, LYNETTE	FARRINGTON, LYNETTE	1,389.44
07740-001-O	5011 STONEHENGE DR	SCHAUER, ROBERT T.	SCHAUER, ROBERT T	314.56

Parcel #	Service Address	Customer Name	Owner Name	Delq Amount
07740-028-O	5128 STONEHENGE DR	SAIA, ANTHONY	SAIA, ANTHONY & CRYSTAL	12.83
08220-010-O	222 TAMARIX AVE	MANGENA, PRINCE	MANGENA, PRINCE	66.28
08220-011-O	228 TAMARIX AVE	DUCKETT, THEOPHLIS	DUCKETT, THEOPHLIS & DIANA	163.08
09485-176-O	1819 TAMFIELD AVE	STALEY, WENDY	NEILSON, JASON L	49.98
00018-549-O	3768 TARTAN CIRCLE	BHATIA, INDERDEEP	BHATIA, INDERDEEP S & JASLEEI	5.62
04741-045-O	10126 TERRY LN	KERNELL, ANTHONY	KERNELL, ANTHONY	238.07
04501-188-O	5622 TIFFIN ST	GARD-LEONARD, DEBRA	GUEYE, MAREME	18.83
01241-029-O	8301 TRANQUIL ST	HARRIS, VANCE	HARRIS II, VANCE G	560.13
01241-046-O	8314 TRANQUIL ST	GETTYS, THOMAS	GETTYS, THOMAS & B	298.41
01241-035-O	8337 TRANQUIL ST	BECKER, JOANI	BECKER, JOANI R	63.53
01241-036-O	8343 TRANQUIL ST	WENTZEL, CINDY	WENTZEL, CINDY K	272.49
00029-120-O	2308 VANDERBILT AVE	HOUSER, MICHAEL	HOUSER, MICHAEL	129.51
09056-029-O	627 W VAN HOESEN BL	MADDOX, JEFF	SHAW, JACUB	25.01
04200-129-O	601 VAUCELLES ST	CULVER, BARB	MARQUIS, BRANDON & SPAROW	180.15
01421-056-O	7631 WALCOTT ST	NEWSOME, RANDY	JOHNSON, BRYAN & KRISTA	128.77
08760-026-O	4414 WESTFIELD AVE	SHAW, MATILDA	CASERIA, MIKELA & HIGGASON, C	58.50
07321-062-O	6442 WESTCHESTER ST	THELEN, BERNARD	VANDERBERG, BRIAN W	164.35
00004-045-A	5348 S WESTNEDGE AVE	GANDER MOUNTAIN, PREB	QUALITY ACQUISITIONS LLC	583.76
00004-045-A	5348 S WESTNEDGE AVE	GANDER MOUNTAIN	QUALITY ACQUISITIONS LLC	348.52
09050-001-A	5890 S WESTNEDGE AVE	BABIES R US # 6469 - PREB	A & W ACQUISITIONS, LLC	683.41
00019-238-O	8024 WIMBLEDON DR	VAINAVICZ, JEREMY	VAINAVICZ, ADAM & WHITLEY	173.50
00019-227-O	8040 WIMBLEDON DR	COVERT, JENNIFER	WOOTEN, JACOB F	81.11
02320-002-O	2328 WINTERS DR	LOT 2 ETHEL LANE, LLC	KBA PROPERTIES, LLC	363.03
08220-018-O	5327 WISTERIA ST	ESTRADA, BRIAN	ESTRADA, BRIAN	49.29
08220-005-O	5336 WISTERIA ST	DEVRIES, SCOTT	DEVRIES, SCOTT	155.60
08220-007-O	5348 WISTERIA ST	MARSHALL, KANDEISS	TOI ROSS, KANDEISS	94.09
07020-001-O	5012 WOODMONT DR	VAN HORN, MICHELLE	BUCHANAN, MICHELLE	401.16
07020-087-A	5111 WOODMONT DR	SHELBY, MICHELLE	SHELBY, MICHELLE L	1,179.25
09451-030-O	2414 WOODY NOLL DR	CATO, CHRISTOPHER	CATO, CHRISTOPHER R	231.51
Total Accounts 190			Total:	\$61,738.97

Report Generated: 6/8/2018 4:24 PM
Report Options: All Accounts

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Stryker Corporation - PA 198 Tax Abatement

SUPPORTING PERSONNEL: Chris Forth, Acting Director, Department of Community Development

ACTION RECOMMENDED:

1. Accept the application for an industrial tax abatement from Stryker Corporation for property located at 3800 East Centre Avenue, and
2. Adopt Resolution No. 1-18 establishing a public hearing on the expansion of Industrial Development District No. 82 and setting a hearing for an Industrial Facilities Exemption Certificate at 3800 East Centre Avenue on June 26, 2018.

Attached is a request from Stryker Corporation to expand Industrial Development District (IDD) No. 82 at 3800 East Centre Avenue and an associated PA 198 tax abatement application for a 12-year real property tax abatement. Stryker Corporation plans to construct an approximate 253,000-square-foot building addition on the south side of the existing facility beginning in 2018 and concluding in 2020. As a result of the two-year construction period, Stryker has requested that the 12-year abatement period begin after construction is complete, resulting in a 14-year abatement period. To facilitate the proposed project and future expansion project, Stryker is requesting to expand the boundaries of IDD No. 82 (created in 2004) to encompass the entire approximate 79 acre parcel of land.

Stryker Corporation has requested an abatement for real property improvements for the addition/expansion that total \$35,758,639. Stryker Corporation has also advised that approximately \$53 million in personal property investments will be invested; however, these improvements are considered Eligible Manufacturing Personal Property (EMPP) and are exempt from local taxation. The total level of investment, including real and personal property improvements, is approximately \$89 million.

Included in the application materials is a map illustrating the location of the immediate development project along with a map outlining the current and proposed boundary of IDD No. 82. In addition to the real and personal property investment included in the tax abatement application, Stryker will retain 1,011 full-time equivalent employees, create 150 new jobs within two years of the addition and create a total of 260 new jobs by year-end 2025. The application indicates the average annual salary of the newly created jobs will be \$73,000.

Stryker officials have also requested the number of public meeting dates be reduced to two. Prior review and approval of a tax abatement application has been conducted over the course of three

meeting dates involving four resolutions. In order to process a tax abatement application in two meetings, the public hearings for the expansion of District 82 and approval of the Industrial Facilities Exemption Certificate need to be conducted at the same meeting. In order to accommodate this "speed-to-permitting" schedule, Resolution No. 1 establishes a public hearing date for expansion of the district and a hearing on the Industrial Facilities Exemption Certificate for June 26, 2018. The accelerated schedule is acceptable to the Michigan Department of Treasury.

The City Administration will finalize the review of the application and prepare the analysis for City Council consideration during the public hearing on June 26, 2018. As such, it is recommended that City Council accept the request from Stryker Corporation to expand Industrial Development District No. 82 and the associated PA 198 tax abatement application for the proposed building expansion and associated site improvements at 3800 East Centre Avenue, and adopt Resolution No. 1-18 setting a public hearing on the expansion of Industrial Development District No. 82 and hearing involving the Industrial Facilities Exemption Certificate on June 26, 2018.

FUNDING: N/A

- Attachments:**
1. Stryker IDD #82 Expansion Application (Updated)
 2. Expanded IDD #82 Legal Description
 3. IDD 82 Amended Map
 4. Resolution #1-18

Application for Industrial Facilities Tax Exemption Certificate

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

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

To be completed by Clerk of Local Government Unit	
Signature of Clerk 	► Date Received by Local Unit
STC Use Only	
► Application Number	► Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

► 1a. Company Name (Applicant must be the occupant/operator of the facility) Stryker Corporation	► 1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 339110	
► 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 3800 E Centre Ave, Portage, MI 49002	► 1d. City/Township/Village (indicate which) Portage	► 1e. County Kalamazoo
► 2. Type of Approval Requested ☒ New (Sec. 2(5)) ☐ Speculative Building (Sec. 3(8)) ☐ Research and Development (Sec. 2(10)) ☐ Transfer ☐ Rehabilitation (Sec. 3(6)) ☐ Increase/Amendment	► 3a. School District where facility is located Portage Public Schools	► 3b. School Code 39140
4. Amount of years requested for exemption (1-12 Years) 12		

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

See attached document.

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	► \$35,758,639 Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	► Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	► \$35,758,639 Total of Real & Personal Costs

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

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements	► 6/15/2018	12/31/2020	► ☒ Owned ☐ Leased
Personal Property Improvements	►		► ☐ Owned ☐ Leased

► 8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☐ Yes ☒ No

► 9. No. of existing jobs at this facility that will be retained as a result of this project. 1,011	► 10. No. of new jobs at this facility expected to create within 2 years of completion. 150
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11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

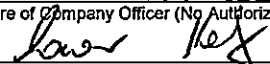
a. TV of Real Property (excluding land)	N/A
b. TV of Personal Property (excluding inventory)	N/A
c. Total TV	N/A

► 12a. Check the type of District the facility is located in: ☒ Industrial Development District ☐ Plant Rehabilitation District	
► 12b. Date district was established by local government unit (contact local unit)	► 12c. Is this application for a speculative building (Sec. 3(8))? ☐ Yes ☒ No

APPLICANT CERTIFICATION - complete all boxes.

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

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

13a. Preparer Name Adam Burgess	13b. Telephone Number 248.375.7863	13c. Fax Number 248.233.7579	13d. E-mail Address adam.burgess@plantemoran.ccm
14a. Name of Contact Person Brandon Podolski	14b. Telephone Number 248.375.7440	14c. Fax Number 248.233.7793	14d. E-mail Address brandon.podolski@plantemoran.com
▶ 15a. Name of Company Officer (No Authorized Agents) Conor Kelly			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number 269 385 1062	15d. Date 5/30/2018
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 1901 Romence Road Parkway, Portage, MI 49002		15f. Telephone Number (269) 389-2300	15g. E-mail Address conor.kelly@stryker.com

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

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

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

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

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

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

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

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

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

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal



May 30, 2018

Portage City Council
7900 South Westnedge Avenue
Portage, MI 49002

Dear Portage City Council:

Stryker Corporation was incorporated in Michigan in 1946 and is a global leader in medical technology. Stryker is one of the world's leading medical technology companies and, together with its customers, is driven to make healthcare better. Stryker's products are sold in over 100 countries through company owned sales subsidiaries and branches as well as third party dealers and distributors. Stryker offers innovative products and services in Orthopaedics, Medical and Surgical, and Neurotechnology and Spine that help improve patient and hospital outcomes. Stryker's product lines include implants used in joint replacement and trauma surgeries; surgical equipment and surgical navigation systems; endoscopic and communications systems; patient handling and emergency medical equipment; neurological, neurovascular and spinal devices; as well as other medical device products used in a variety of medical specialties.

Stryker's Medical division (Commercial & GQO) continues to grow within Western Michigan.

Based upon a lengthy review and due diligence process, Stryker believes it can help alleviate some of its capacity issues by expanding its footprint at 3800 E Center Avenue in Portage, Michigan. Immediately, Stryker would begin by expanding its parking footprint at the site. Currently, the site only has employee parking for approximately 390 employees and is near its capacity. In working through test fits and initial plan reviews, it is estimated that Stryker will be able to add approximately 1,300 parking spaces to the site along with its potential building expansion.

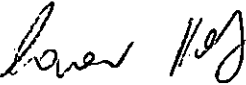
Following the initial parking work, Stryker would pursue an expansion of its existing facility. This construction could commence as early as Q3 of 2018 and add approximately 253,000 square feet to its facility. It is believed that the total anticipated capital investment would reach approximately \$92 million by 2020. In addition, this additional space would help facilitate the creation of approximately 260 new positions by year-end 2025. The average wage for these new positions is approximately \$73,000 annually.

Stryker currently employs 3,612 Michigan residents, 1,011 of those Michigan residents operate within the Commercial and GQO groups of the Medical division.

Of those 1,011 Michigan residents, they currently operate within the following divisions & locations;

- Stryker Medical – Commercial – 3800 E Centre Ave, Portage, MI 49002: 338 employees
(FEIN: 38-1239739)
- Stryker Medical – GQO - 3800 E Centre Ave, Portage, MI 49002: 541 employees
(FEIN: 38-1239739)
- Stryker Medical – Commercial – 3800 E Centre Ave, Portage, MI 49002: 50 employees
(FEIN: 38-2902424)
- Stryker Medical – Commercial – 6938 Elk Valley Drive, Kalamazoo, MI 49009 80 employees
(FEIN: 38-1239739)

The project outlined above is contingent upon the receipt of an incentive package suitable to Stryker Corporation from the State of Michigan. Stryker Corporation has already engaged in dialogue with the Michigan Economic Development Corporation and submitted an application via its portal system on May 14, 2018.

 5/30/2018
Conor Kelly
Director, Finance, Americas East
SGS US HQ Finance

**STRYKER CORPORATION – PA 198 APPLICATION ATTACHMENT
LIST OF PARCEL NUMBERS TO BE INCLUDED AND LEGAL DESCRIPTIONS**

Tax Identification Number:

10-00024-075-A

Commonly known as:

3800 E Centre Ave, Portage, MI 49002

Current Legal Description of the Property:

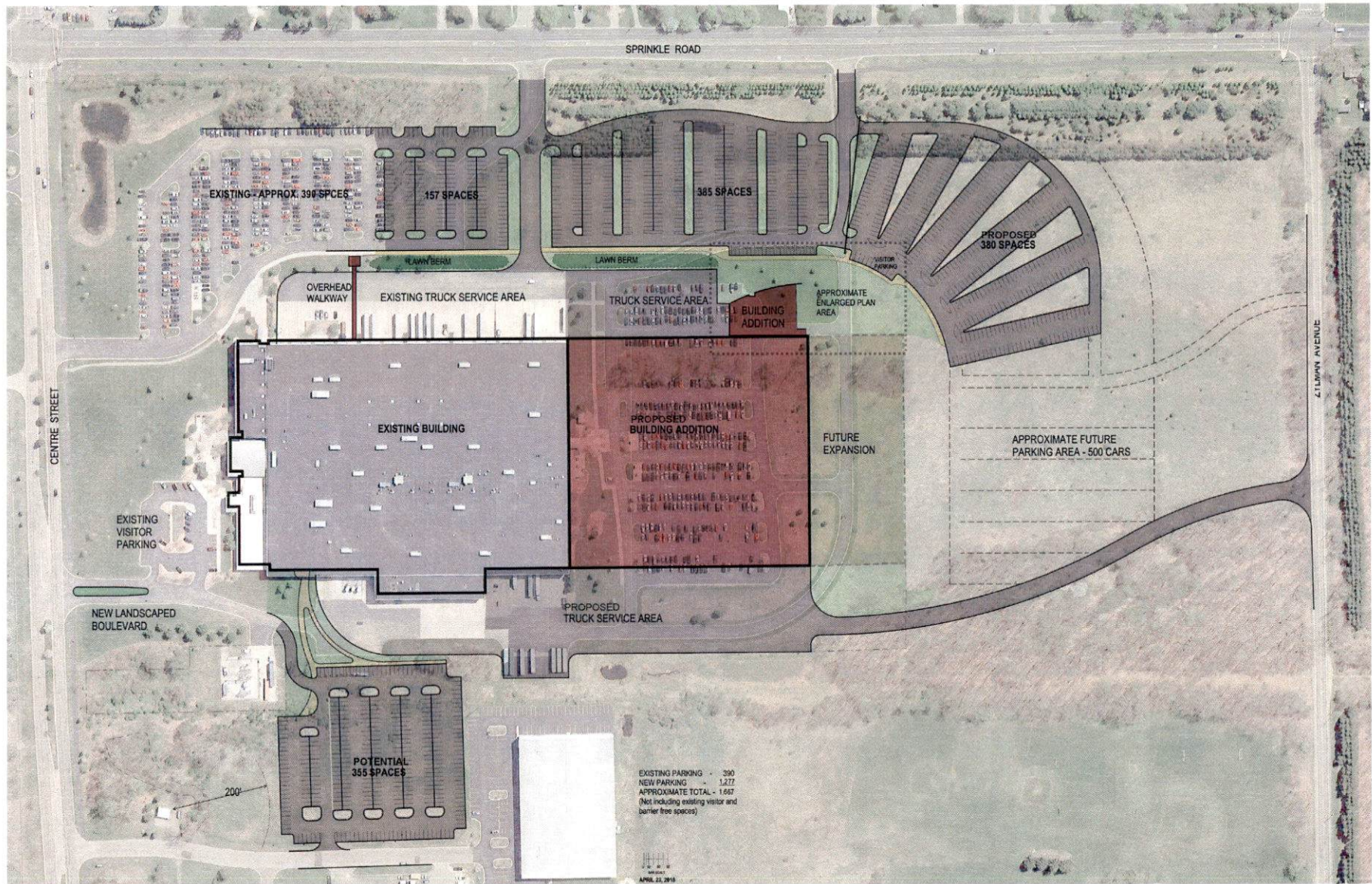
PART OF THE NW 1/4 OF SEC 24 T3S R11W , COMMENCING AT THE NW 1/4 CORNER OF SD SEC, TH S 00 DEG 51'04" W ALONG THE N S 1/4 LINE OF SD SEC A DISTANCE OF 60.02 FT (RECORDED AS S 00 DEG 35'50" W 60.02 FT) TO THE ESTRLY EXTENSION OF THE S LINE OF E CENTRE ST , TH S 89 DEG 33'46" W ALONG SD LINE EXTENDED A DISTANCE OF 50.01 FT (RECORDED AS S 89 DEG 18'32" W 50.01 FT) TO THE WSTRLY ROW OF SPRINKLE RD AND THE POB. TH S 00 DEG 51'04" W ALONG SD ROW A DISTANCE OF 2605.72 FT (RECORDED AS S 00 DEG 35'50" W 2605.59 FT) TO THE E W 1/4 LINE OF SD SEC , TH N 89 DEG 44'17" W ALONG SD E W 1/4 LINE A DISTANCE OF 1337.77 FT (RECORDED AS N 89 DEG 59'46" W 1337.84) TO THE WSTRLY LINE OF A 100 FT WIDE FORMER RAIL ROAD ROW , TH N 00 DEG 49'53" E ALONG SD FORMER ROW A DISTANCE OF 2147.36 FT (RECORDED AS N 00 DEG 35'11" E), TH N 89 DEG 33'46" E A DISTANCE OF 130.00 FT, TH N 00 DEG 49'53" E A DISTANCE OF 200.00 FT, TH S 89 DEG 33'46" W A DISTANCE OF 50.0 FT, TH N 00 DEG 49'53" E A DISTANCE OF 225.00 FT TO THE STRLY ROW LINE OF SD CENTRE ST, TH N 89 DEG 33'46" E ALONG SD ROW LINE A DISTANCE OF 20.02 FT, TH N 00 DEG 50'25" E ALONG SD ROW LINE A DISTANCE OF 17.00 FT (RECORDED AS N 00 DEG 35'11" E 17.00 FT) TH N 89 DEG 33'46" E ALONG SD S LINE OF CENTRE ST A DISTANCE OF 1238.91 FT (RECORDED A SN 89 DEG 18'32" E 1238.57 FT) TO THE POB.

Update Legal Description of the Property:

The Industrial Development District to be established is located on Parcel 10-00024-075-A at 3800 E Centre Ave, Portage, MI 49002. The overall intent is to create an Industrial Development District for the entire Parcel. The attached current drawing of the original facility and planned facility illustrates the site improvements that will be made for the operation of Stryker's updated campus. To the extent that a revised legal description is required by the City of Portage other than what is provided above, Stryker will provide the revised legal description prior to the public hearing when the industrial development district is created.

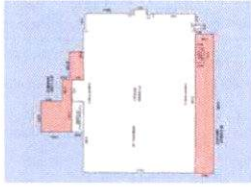
STRYKER CORPORATION – PA 198 APPLICATION ATTACHMENT**3800 E Centre Ave – IFEC Application Land & Building Improvements**Beginning Date of Installation: 06/15/2018Ending Date of Installation: 12/31/2020

EQUIPMENT	INSTALLATION DATE	COSTS
Foundations	9/1/18 – 12/1/18	\$995,675
Structure/ Exterior Enclosure	10/1/18 – 4/1/19	\$10,993,719
Interior Finishes	2/1/19 – 5/1/19	\$2,857,823
Conveying/ Plumbing/ HVAC/ Electrical/ Kitchen	1/1/19 – 5/1/19	\$9,880,500
Equipment/ Furniture	5/1/19 – 12/31/19	\$2,627,188
Private Sitework	6/18/18 – 2/15/19	\$6,074,700
TOTAL REAL PROPERTY COSTS- ELIGIBLE FOR ABATEMENT		<u>\$2,329,034</u>
		\$35,758,639



3800 E CENTRE AVE PORTAGE, MI 49002 (Property Address)

Parcel Number: 00024-075-A Customer ID: 15468



Item 1 of 1 0 Images / 1 Sketch

Property Owner: STRYKER CORPORATION**Summary Information**

- > Commercial/Industrial Building Summary
 - Yr Built: 2015
 - # of Buildings: 2
 - Total Sq.Ft.: 433,411
- > 3 Special Assessments found
- > 22 Building Department records found
- > Assessed Value: \$11,854,300 | Taxable Value: \$10,052,171
- > Property Tax information found
- > 1 Invoice Found, Amount Due: 0.00

Owner and Taxpayer Information

Owner	STRYKER CORPORATION 3800 E CENTRE AV PORTAGE, MI 49002	Taxpayer	SEE OWNER INFORMATION
--------------	--	-----------------	-----------------------

General Information for Tax Year 2018

Property Class	301 INDUSTRIAL IMPROVED	Unit	10 CITY OF PORTAGE
School District	PORTAGE	Assessed Value	\$11,854,300
SECTION	Not Available	Taxable Value	\$10,052,171
BOOK	Not Available	State Equalized Value	\$11,854,300
PROPERTY TYPE	Not Available	Date of Last Name Change	04/18/2017
USER ALPHA 3	Not Available	Notes	Not Available
Historical District	Not Available	Census Block Group	Not Available
CODE	Not Available	Exemption	No Data to Display

Principal Residence Exemption Information**Homestead Date** No Data to Display

Qualified Agricultural	June 1st	Final
2018	0.0000 %	-
2017	0.0000 %	0.0000 %

Previous Year Information

Year	MBOR Assessed	Final SEV	Final Taxable
2017	\$11,863,100	\$11,863,100	\$9,845,418
2016	\$1,042,500	\$1,042,500	\$1,042,500
2015	\$1,004,100	\$1,004,100	\$1,004,100

Land Information

Zoning Code	I-2	Total Acres	78.750
Land Value	\$2,229,728	Land Improvements	Not Available
Renaissance Zone	No	Renaissance Zone Expiration Date	No Data to Display
ECF Neighborhood	INDUSTRIAL NONPARK	Mortgage Code	No Data to Display
Lot Dimensions/Comments	No Data to Display	Neighborhood Enterprise Zone	No
Lot(s)	Frontage	Depth	
Lot 1	2,583.77 ft	1,237.00 ft	
Total Frontage: 2,583.77 ft		Average Depth: 1,237.00 ft	

Legal Description

PART OF THE NW 1/4 OF SEC 24 T3S R11W, COMMENCING AT THE NW 1/4 CORNER OF SD SEC, TH S 00 DEG 51'04" W ALONG THE N S 1/4 LINE OF SD SEC A DISTANCE OF 60.02 FT (RECORDED AS S 00 DEG 35'50" W 60.02 FT) TO THE E STRLY EXTENSION OF THE S LINE OF E CENTRE ST, TH S 89 DEG 33'46" W ALONG SD LINE EXTENDED A DISTANCE OF 50.01 FT (RECORDED AS S 89 DEG 18'32" W 50.01 FT) TO THE WSTRLY ROW OF SPRINKLE RD AND THE POB. TH S 00 DEG 51'04" W ALONG SD ROW A DISTANCE OF 2605.72 FT (RECORDED AS S 00 DEG 35'50" W 2605.59 FT) TO THE E W 1/4 LINE OF SD SEC, TH N 89 DEG 44'17" W ALONG SD E W 1/4 LINE A DISTANCE OF 1337.77 FT (RECORDED AS N 89 DEG 59'46" W 1337.84) TO THE WSTRLY LINE OF A 100 FT WIDE FORMER RAIL ROAD ROW, TH N 00 DEG 49'53" E ALONG SD FORMER ROW A DISTANCE OF 2147.36 FT (RECORDED AS N 00 DEG 35'11" E), TH N 89 DEG 33'46" E A DISTANCE OF 130.00 FT, TH N 00 DEG 49'53" E A DISTANCE OF 200.00 FT, TH S 89 DEG 33'46" W A DISTANCE OF 50.0 FT, TH N 00 DEG 49'53" E A DISTANCE OF 225.00 FT TO THE STRLY ROW LINE OF SD CENTRE ST, TH N 89 DEG 33'46" E ALONG SD ROW LINE A DISTANCE OF 20.02 FT, TH N 00 DEG 50'25" E ALONG SD ROW LINE A DISTANCE OF 17.00 FT

(RECORDED AS N 00 DEG 35'11" E 17.00 FT) TH N 89 DEG 33'46" E ALONG SD S LINE OF CENTRE ST A DISTANCE OF 1238.91 FT (RECORDED A SN 89 DEG 18'32" E 1238.57 FT) TO THE POB.

Sale History

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page
07/06/2004	\$0.00	WD	CITY OF PORTAGE DEVELOPMENT AUTHORI	STRYKER CORP	INVALID SALE	2004-034605
06/02/2004	\$2,400,000.00	WD	GEP PORTAGE, LLC	CITY OF PORTAGE DEVELOPMENT AUTHORI	INVALID SALE	2004-034604
04/16/2003	\$0.00	WD	PHARMACIA & UPJOHN COMPANY	PFIZER INC.	INVALID SALE	
03/25/2002	\$0.00	WD	PHARMACIA & UPJOHN COMPANY	GEP PORTAGE, LLC	INVALID SALE	2004-034603

Building Information - 240.00 sq ft Industrial - Light Manufacturing (Commercial)

Floor Area	240 sq ft	Estimated TCV	<i>Not Available</i>
Occupancy	Industrial - Light Manufacturing	Class	C
Stories Above Ground	1	Average Story Height	17 ft
Basement Wall Height	<i>Not Available</i>	Identical Units	<i>Not Available</i>
Year Built	2015	Year Remodeled	<i>Not Available</i>
Percent Complete	100%	Heat	Complete H.V.A.C.
Physical Percent Good	95%	Functional Percent Good	<i>Not Available</i>
Economic Percent Good	<i>Not Available</i>	Effective Age	2 yrs

Building Information - 433171.00 sq ft Industrial - Light Manufacturing (Commercial)

Floor Area	433,171 sq ft	Estimated TCV	<i>Not Available</i>
Occupancy	Industrial - Light Manufacturing	Class	C
Stories Above Ground	2	Average Story Height	17 ft
Basement Wall Height	<i>Not Available</i>	Identical Units	<i>Not Available</i>
Year Built	2005	Year Remodeled	<i>Not Available</i>
Percent Complete	100%	Heat	Complete H.V.A.C.
Physical Percent Good	74%	Functional Percent Good	<i>Not Available</i>
Economic Percent Good	<i>Not Available</i>	Effective Age	13 yrs

****Disclaimer:** BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

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May 31, 2018

Portage City Council
7900 South Westnedge Avenue
Portage, MI 49002

Dear Portage City Council,

Regarding the Stryker Corporation property located at 3800 East Centre Avenue in Portage Michigan, and to the best of our knowledge, Stryker is in compliance with all applicable environmental requirements.

Additionally, there are no current enforcement actions by the Michigan DEQ (MDEQ) or the United States Environmental Protection Agency (EPA).

Should you have any additional questions or comments, please do not hesitate to contact us.

Sincerely,

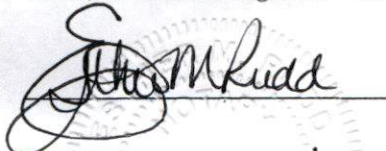


Carole Mendez
Division Counsel
Stryker Legal & Compliance



Phil Ward
Process Engineer - Chief
Stryker Global Supply

Acknowledged before me in Kalamazoo County, MI, on May 31, 2018, by Carole Mendez, its Division Counsel, and by Phil Ward, its Process Engineer - Chief, of Stryker Corporation, a Michigan corporation.



Notary Public

Kalamazoo County, Michigan

Acting in Kalamazoo County

My commission expires 3/10/2020

May 30, 2018

Mr. Edward VanderVries
City Assessor
City of Portage
7900 South Westnedge Avenue
Portage, MI 49002

Dear Mr. VanderVries,

On behalf of Stryker Corporation, please utilize this letter as a formal request to Amend and expand the existing Industrial Development District (IDD) No. 82 to include the entire Legal Description below for Stryker Corporation's proposed project expansion.

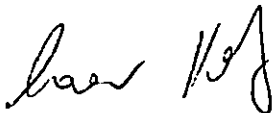
1. 3800 E Centre Ave, Portage, MI 49002
Parcel: 10-00024-075-A

Legal Description: PART OF THE NW 1/4 OF SEC 24 T3S R11W, COMMENCING AT THE NW 1/4 CORNER OF SD SEC, TH S 00 DEG 51'04" W ALONG THE N S 1/4 LINE OF SD SEC A DISTANCE OF 60.02 FT (RECORDED AS S 00 DEG 35'50" W 60.02 FT) TO THE ESTRLY EXTENSION OF THE S LINE OF E CENTRE ST, TH S 89 DEG 33'46" W ALONG SD LINE EXTENDED A DISTANCE OF 50.01 FT (RECORDED AS S 89 DEG 18'32" W 50.01 FT) TO THE WSTRLY ROW OF SPRINKLE RD AND THE POB. TH S 00 DEG 51'04" W ALONG SD ROW A DISTANCE OF 2605.72 FT (RECORDED AS S 00 DEG 35'50" W 2605.59 FT) TO THE E W 1/4 LINE OF SD SEC, TH N 89 DEG 44'17" W ALONG SD E W 1/4 LINE A DISTANCE OF 1337.77 FT (RECORDED AS N 89 DEG 59'46" W 1337.84) TO THE WSTRLY LINE OF A 100 FT WIDE FORMER RAIL ROAD ROW, TH N 00 DEG 49'53" E ALONG SD FORMER ROW A DISTANCE OF 2147.36 FT (RECORDED AS N 00 DEG 35'11" E), TH N 89 DEG 33'46" E A DISTANCE OF 130.00 FT, TH N 00 DEG 49'53" E A DISTANCE OF 200.00 FT, TH S 89 DEG 33'46" W A DISTANCE OF 50.0 FT, TH N 00 DEG 49'53" E A DISTANCE OF 225.00 FT TO THE STRLY ROW LINE OF SD CENTRE ST, TH N 89 DEG 33'46" E ALONG SD ROW LINE A DISTANCE OF 20.02 FT, TH N 00 DEG 50'25" E ALONG SD ROW LINE A DISTANCE OF 17.00 FT (RECORDED AS N 00 DEG 35'11" E 17.00 FT) TH N 89 DEG 33'46" E ALONG SD S LINE OF CENTRE ST A DISTANCE OF 1238.91 FT (RECORDED A SN 89 DEG 18'32" E 1238.57 FT) TO THE POB.

The project outlined within the Application for Industrial Facilities Tax Exemption Certificate is contingent upon the receipt of an incentive package suitable to Stryker Corporation from the State of Michigan. Stryker Corporation has already engaged in dialogue with the Michigan Economic Development Corporation and submitted an application via its portal system on May 14, 2018.

Stryker Corporation appreciates the support and consideration from the City of Portage and looks forward to further growth within the community.

Graciously,

 5/30/2018

Conor Kelly
Director, Finance, Americas East
SGS US HQ Finance

**CITY OF PORTAGE, MICHIGAN
RESOLUTION NO. 1-18**

**ESTABLISHING A PUBLIC HEARING FOR THE DESIGNATION
OF EXPANDED INDUSTRIAL DEVELOPMENT DISTRICT NO. 82 -
STRYKER CORPORATION
AND SETTING A HEARING ON A FACILITIES TAX EXEMPTION CERTIFICATE FOR
STRYKER CORPORATION**

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

PRESENT:

ABSENT:

The following resolution was offered by:

Councilmember _____, and supported by Councilmember _____.

WHEREAS, **STRYKER CORPORATION** requests the expansion of Industrial Development District No. 82 under Michigan Act 198 of P.A. 1974 ("Act");

WHEREAS, **STRYKER CORPORATION**, owner of the facility located within said proposed expanded Industrial Development District #82, has also applied for an Industrial Facilities Exemption Certificate under Section 5 (1) of the Act.

WHEREAS, **STRYKER CORPORATION** requests the City to grant its application for an Industrial Facilities Exemption Certificate if the City establishes the proposed Expanded Industrial Development District #82.

WHEREAS, the City Council intends to hold hearings on the designation of Expanded Industrial Development District #82 and **STRYKER CORPORATION's** application for an Industrial Facilities Exemption Certificate at the same City Council meeting.

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

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That a public hearing be held on the _____ day of _____, 2018, at 7:00 p.m. or as soon thereafter as may be heard at the City Hall, in the City of Portage, Michigan on the request of **STRYKER CORPORATION** for the establishment of Expanded Industrial Development District #82;

2. That written notice by certified mail of said public hearing be sent to the owners of all real property and the legislative body of each taxing unit which levies ad valorem taxes on the property located within the proposed District described in the attached Exhibit "A" at least ten (10) days before said hearing. Further, that notice in substantially the form attached as Exhibit "A" be published in the Kalamazoo Gazette at least ten (10) days prior to said hearing;

3. That the application provided to the City Clerk by **STRYKER CORPORATION** for an Industrial Facilities Exemption Certificate remain on file in the office of the City Clerk;

4. That the City Council shall meet at the City Hall on _____, 2018 at 7:00 P.M. local time, or as soon thereafter as may be heard, and shall provide to the applicant, the City Assessor and a representative of each of the taxing units an opportunity to be heard on the question of **STRYKER CORPORATION's** application for an Industrial Facilities Exemption Certificate with regard to a proposed new facility and installation of equipment and machinery within the Expanded Industrial Development District #82, if said District is established by City Council.

5. That the City Clerk immediately inform by letter, the City Assessor, and the legislative body of each taxing unit which levies ad valorem taxes in the City of Portage on the property located within the proposed Expanded Industrial Development District #82, as follows:

(a) The City of Portage may establish Expanded Industrial Development District No. 82 and will consider an Application for a Facilities Exemption Certificate for building construction and site improvements within said District.

(b) That the City Council shall meet on _____, 2018, at the City Hall at 7:00 p.m., local time, or as soon thereafter as may be heard, to afford the

Applicant, the City Assessor and a representative of each said taxing unit an opportunity to be heard with regard to the application submitted by **STRYKER CORPORATION**.

(c) That, as to **STRYKER CORPORATION**, Expanded Industrial Development District No. 82, the Facilities Exemption Certificate would be in the amount of \$_____ for expenditures in the amount of \$_____.

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

ADOPTED: YEAS: Councilmember: _____
NAYS: Councilmember: _____

ABSENT: Councilmember: _____

ADAM HERRINGA, City Clerk

CERTIFICATE

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

Adam Herringa, City Clerk

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

Approved as to Form:
Date: 10/8/18
By: RUB
City Attorney

EXHIBIT A

**CITY OF PORTAGE
NOTICE OF HEARING ON THE ESTABLISHMENT OF EXPANDED
INDUSTRIAL DEVELOPMENT DISTRICT NO. 82
UNDER ACT 198 OF P.A. 1974**

PLEASE TAKE NOTICE that on the _____ day of _____, 2018, at 7:00 p.m. or as soon thereafter as may be heard, a public hearing will be held at the City Hall in the City of Portage, Michigan on the request of **STRYKER CORPORATION** for the expansion of Industrial Development District #82 under Michigan Act 198 of P.A. 1974.

PLEASE TAKE FURTHER NOTICE that said district is commonly described as property located at 3800 East Centre Avenue, Portage, Michigan, and more particularly described as follows:

SEE ATTACHED MAP AS EXHIBIT.

Any resident or taxpayer of the City or other interested person shall have the right to appear and be heard at said hearing.

Dated: _____, 2018

Adam Herringa, City Clerk

z:\jody\portage\industrial\stryker #82\resolutions1&3combined.docx

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Davis-Olmstead Drain Improvement Project

SUPPORTING PERSONNEL: Chris Forth, Acting Director, Department of Community Development

ACTION RECOMMENDED: Adopt a resolution and endorse a petition to the Kalamazoo County Office of the Drain Commissioner to replace two culverts and remove debris and sediment from the Davis-Olmstead Drain located within the Colonial Acres Mobile Home Park in the City of Portage and authorize the City Manager to execute the documents on behalf of the city.

The section of the Davis-Olmstead Drain located within the Colonial Acres Mobile Home Park west of Deadwood Drive (as shown on the attached vicinity map) collects storm water runoff from the mobile home park, as well as the Kalamazoo/Battle Creek International Airport. This section of the drain experiences periodic flooding due to obstructions in the drain, overgrown vegetation, accumulation of sediments and the incorrect elevations of two culverts. These circumstances negatively impact the quality of life for residents of the Colonial Acres Mobile Home Park.

The City Administration recently met with representatives of the Kalamazoo County Office of the Drain Commissioner to discuss the process necessary to clean and restore the drain and replace the two culverts. The project cost is estimated at \$104,000 (see attached estimate).

Chapter 20 Drainage District of the Drain Code of 1956 (P.A. 40 of 1956) was established in the 1970s as a tool to expedite drainage projects by assessing only local units of government for drain improvements, rather than individual private property owners. Should the Council wish to proceed with the project, adoption of a resolution and endorsement of a petition to replace two culverts and remove debris and sediment within this section of the Davis-Olmstead Drain would be necessary to begin the process in accordance with Chapter 20 Drainage District requirements. Once an adopted resolution and endorsed petition are received by the Drain Commissioner, a meeting of the Chapter 20 Drainage District Board would be convened to determine apportionment of the cost of the project to the local units within the drainage district boundaries. The local units within the Davis-Olmstead Drain drainage district include the City of Portage, Kalamazoo County, City of Kalamazoo, Kalamazoo Township, Pavilion Township, Kalamazoo County Road Commission and the Michigan Department of Transportation.

After the creation of the Chapter 20 Drainage District Board required to address this project, a formal apportionment of the cost to complete this project will transpire. Presently, it is estimated that the County would be apportioned an amount similar to Portage, and that the City of Kalamazoo's

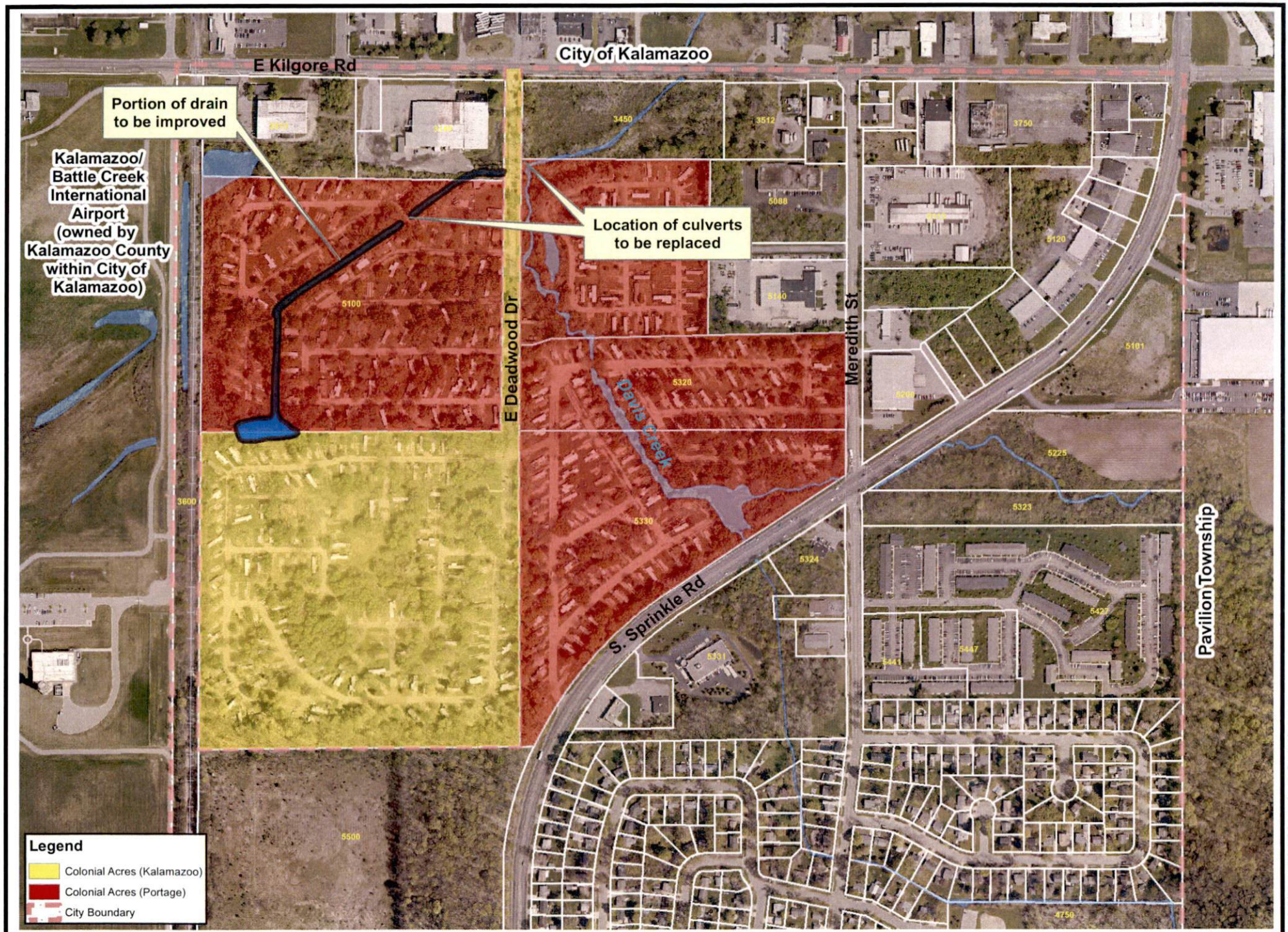
apportionment would be less given that Colonial Acres is primarily in Portage with only one third of the facility located in the City of Kalamazoo.

It is recommended that City Council adopt a resolution and endorse a petition to the Kalamazoo County Office of the Drain Commissioner to replace two culverts and remove debris and sediment from the Davis-Olmstead Drain located within the Colonial Acres Mobile Home Park in the City of Portage and authorize the City Manager to execute the documents on behalf of the city.

FUNDING: Sufficient funding is available in the 2016-2017 Storm Drain Capital Improvement Project account.

Attachments:

1. Vicinity Map
2. Petition
3. Cost estimate
4. Resolution



Colonial Acres Davis-Olmsted Drain Project

PETITION TO REMOVE DEBRIS AND SEDIMENT AND REPLACE CULVERTS
WITHIN A PORTION OF THE DAVIS-OLMSTEAD
COUNTY DRAIN

To the County Drain Commissioner of the County of Kalamazoo

The undersigned petitioner hereby petitions to remove debris and sediment and replace two culverts of the drain known and designated as the Davis-Olmstead Drain, located and established in the City of Portage, in the County of Kalamazoo, State of Michigan. The location of the aforementioned drain is specifically described hereinafter:

Section 1 City of Portage T.3S. R.11W. at Longitude -85.54049277 and Latitude 42.24380715 and continuing westerly 187 feet then southwesterly 956 feet then due south 480 feet to point of end.

The petitioner is the City of Portage and this petition has been authorized by its governing body, as evidenced by the attached resolution. The petitioner is a municipality which will be liable to assessments at large for at least a percentage of the total amount to be assessed for the cost of the proposed drain project.

The undersigned petitioner therefore makes petition, and asks that the County Drain Commissioner remove debris and sediment that has accumulated within this section of the Davis-Olmstead Drain and replace the culvert under East Deadwood Drive and another culvert located west of Deadwood Drive that due to present condition impede water flow as originally designed. Implementation of this drain improvement project will ensure consistent flow of such drain which is necessary and conducive to the public health, safety and welfare of the residents of the City of Portage.

By: _____

Its: _____

As authorized by its Governing Body on

_____, 2018

JMB Demolition LLC
 7357 BARRY ST
 Zeeland, MI 49464

Estimate

Date	Estimate #
5/15/2018	367

Name / Address
Kalamazoo County Drain Commis

Davis Olmsted Drain

Description	Qty	Rate	Total
Selective clearing and grubbing	1,790	20.00	35,800.00
open channel excavation, spoil hauling and disposal	1,790	31.00	55,490.00
Yard restoration	1,790	3.00	5,370.00
Road Crossings, remove and replace asphalt, Install new culvert, and site restoration	1	7,000.00	7,000.00
** Culvert pipe to be supplied by drain office**			
		Total	\$103,660.00

CITY OF PORTAGE

RESOLUTION

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

PRESENT: Councilmembers _____

ABSENT: Councilmembers _____

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

WHEREAS, a portion of the Davis-Olmsted Drain is located in the City of Portage, Kalamazoo County, Michigan.

WHEREAS, the owner and residents of the Colonial Acres Mobile Home Park have contacted the City of Portage Administration requesting that the Council petition the Kalamazoo Office of the Drain Commissioner for remediation and cleanout of the drain, as necessary.

WHEREAS, the City Council recognizes that the Davis-Olmsted Drain may need to be cleaned out, reconstructed, extended or otherwise improved; and

WHEREAS, City Council is willing to petition, on behalf of its residents affected, the Kalamazoo County Drain Commissioner to remove debris and sediment that has accumulated within this section of the Davis-Olmstead Drain and replace the culvert under East Deadwood Drive and another culvert located west of Deadwood Drive that due to its present condition, impede water flow as originally designed.

BE IT HEREBY RESOLVED that the City of Portage does hereby petition the Kalamazoo County Drain Commissioner to remove debris, sediment and replace two culverts within a section of the Davis-Olmstead Drain as specifically described hereinafter:

Section 1 City of Portage T.3S. R.11 W. at Longitude -85.54049277 and Latitude 42.24380715 and continuing westerly 187 feet then southwesterly 956 feet then due south 480 feet to point of end.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Rezoning Application #17/18-4, 6533, 6547, 6603 and 6609 Oakland Drive.

SUPPORTING PERSONNEL: Chris Forth, Acting Director, Department of Community Development

ACTION RECOMMENDED:

1. Accept Rezoning Application #17/18-4, 6533, 6547, 6603 and 6609 Oakland Drive, for first reading and set a public hearing for July 10, 2018; and
2. Subsequent to the public hearing, consider approving Rezoning Application #17/18-4, changing the zoning designation from R-1B, one- family residential to R-1T, attached residential.

An application has been received from Scott Gignac requesting that 6533, 6547, 6603 and 6609 Oakland Drive be rezoned from R-1B, one family residential to R-1T, attached residential. The applicant is the owner of the property and is requesting the rezoning to facilitate construction of a multiple-family residential development consisting of two-unit, three-unit and/or four-unit attached condominium buildings on the 4.9-acre tract of land.

In a report dated May 11, 2018, the Department of Community Development concluded the proposed R-1T, attached residential zoning is consistent with the Comprehensive Plan, Future Land Use Plan and surrounding land use/zoning pattern. For these reasons, staff is supportive of the proposed zoning change to R-1T, attached residential.

The Planning Commission convened a public hearing during the May 3 and 17, 2018 meetings to consider the rezoning request. The applicant was present during both meetings to support the rezoning request and discuss the proposed development project. Six citizens spoke during the May 3 meeting and two citizens spoke during the May 17 meeting. These citizens asked for consideration of the following site design issues at the site plan stage of development:

- Preservation of the existing mature trees along the northern portion of the site and installation of an evergreen site barrier to preserve the privacy of adjacent residences
- Similar construction quality compared to the existing Village at Brighton Lane condominium development to the north
- Proper storm water management
- Access/traffic impacts along Oakland Drive.

After careful consideration, the Planning Commission voted unanimously to recommend to City Council that Rezoning Application #17/18-4 be approved and 6533, 6547, 6603 and 6609 Oakland

Drive be rezoned from R-1B, one-family residential to R-1T, attached residential with a finding that the R-1T district is appropriate in this area of the city and is consistent with the Comprehensive Plan, Future Land Use Map and surrounding land use/zoning pattern.

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

FUNDING: Not applicable

Attachments:

1. June 1, 2018 Planning Commission transmittal
2. May 3 and 17, 2018 Planning Commission minutes
3. May 11, 2018 Community Development staff report
4. Rezoning 17-18.4 Ordinance

TO: Honorable Mayor and City Council
FROM: Planning Commission
DATE: June 1, 2018
SUBJECT: Rezoning Application #17/18-4, 6533, 6547, 6603 and 6609 Oakland Drive

The Planning Commission convened a public hearing during the May 3rd and 17th, 2018 meetings to consider the rezoning application submitted by Scott Gignac to rezone 6533, 6547, 6603 and 6609 Oakland Drive from R-1B, one family residential to R-1T, attached residential. Mr. Gignac was present during the May 3rd and 17th meetings to support the rezoning request and explain the proposed development project. Six citizens spoke during the May 3rd meeting and two citizens spoke during the May 17th meeting. While these citizens did not speak in opposition to the proposed rezoning, they did request consideration of several site design issues once a site plan is submitted for development including mature tree preservation along the northern portion of the site and installation of an evergreen site barrier to preserve the privacy of adjacent residences, similar construction quality compared to the existing Village at Brighton Lane condominium development to the north, proper storm water management and access/traffic impacts along Oakland Drive.

After careful consideration, a motion was made by Commissioner Patterson, seconded by Commissioner Bosch, to recommend to City Council that Rezoning Application #17/18-4 be approved and 6533, 6547, 6603 and 6609 Oakland Drive be rezoned from R-1B, one family residential to R-1T, attached residential. The motion included a finding that the R-1T district is appropriate in this area of the City and is consistent with the Comprehensive Plan, Future Land Use Map and surrounding land use/zoning pattern. Issues related to site design, including preservation of some or all of the existing stand of mature pine trees, will be addressed at the site plan review stage of development. The motion was unanimously approved 9-0.

Sincerely,


Wayne Stoffer
Chairman

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

PLANNING COMMISSION

May 17, 2018

The City of Portage Planning Commission meeting of May 17, 2018 was called to order by Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Five 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), Baldwin (yes), Harrell-Page (yes), Place (yes), Joshi (yes), Schimmel (yes), Stoffer (yes), Patterson (yes) and Bosch (yes). All Commissioners were present. Chairman Stoffer welcomed Commissioner Becky Baldwin to her first meeting and also indicated that Commissioner Paul Pezzoli would be joining the Planning Commission at the June 7, 2018 meeting.

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the May 3, 2018 meeting minutes contained in the agenda packet. A motion was made by Commissioner Schimmel, seconded by Commissioner Harrell-Page, to approve the minutes as submitted. The motion was unanimously approved 9-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARING:

1. **Final Report: Rezoning Application #17/18-4, 6533, 6547, 6603 and 6609 Oakland Drive.** Mr. West summarized the Department of Community Development staff report dated May 11, 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 discussed the Comprehensive Plan and Future Land Use Map designations for the subject properties and surrounding area, along with the surrounding land use pattern and suitability of the proposed R-1T district. 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. Mr. West stated that staff was recommending approval of the rezoning request with issues associated with site design and tree preservation to be addressed at the site plan stage of development.

Scott Gignac was present to support the rezoning application. Mr. Gignac indicated that he was proposing 28 one-story condominium units in a mixture of two-unit, three-unit and four-unit buildings with similar quality and pricing as the Village at Brighton Lane condominium development to the north. Mr. Gignac stated he was considering retaining the two southern most single family residences along Oakland Drive, however, has not yet finalized the condominium development plan.

The public hearing was reconvened by Chairman Stoffer. Two citizens spoke regarding the proposed rezoning: Ken Oldham, 1975 Brighton Lane; and Roger Herpolsheimer, 2025 Brighton Lane. Mr. Oldham stated he was not opposed to the rezoning and clarified a statement he made at the first meeting regarding traffic

on Oakland Drive. Mr. Herpolsheimer thanked staff for meeting with him to discuss the rezoning application and related issues. Mr. Herpolsheimer indicated he was serving as spokesman for the Village at Brighton Lane condominium development to the north and they were not opposed to the zoning change and associated condominium project. Mr. Herpolsheimer requested that the site plan submittal consider the preservation of privacy between the two developments and that an evergreen site barrier be established along the shared property line. Mr. Herpolsheimer also requested that storm water drainage from the proposed condominium project be directed away (to the south) from the neighboring Village at Brighton Lane condominium development. No additional citizens spoke in regards to the proposed rezoning. A motion was then made by Commissioner Bosch, seconded by Commissioner Schimmel, to close the public hearing. The motion was unanimously approved 9-0.

After additional discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Bosch, to recommend to City Council that Rezoning Application #17/18-4 be approved and that 6533, 6547, 6603 and 6609 Oakland Drive be rezoned from R-1B, one family residential to R-1T, attached residential. The motion included a finding that the R-1T district is appropriate in this area of the City and is consistent with the Comprehensive Plan, Future Land Use Map and surrounding land use/zoning pattern. Issues related to site design, including preservation of some or all of the existing stand of mature pine trees, will be addressed at the site plan review stage of development. The motion was unanimously approved 9-0.

2. Special Land Use Permit: Paragon Auto Sales, 10210 Shaver Road. Mr. West summarized the May 11, 2018 staff report regarding a request from Paragon Auto Sales to establish a vehicle dealership for the sale of new/used automobiles at 10210 Shaver Road. Mr. West indicated the applicant is proposing to relocate Paragon Auto Sales from its previous location at 7215 South Westnedge Avenue to the subject property and will utilize approximate 15 existing parking spaces for vehicle display and a small office area (32-feet by 20-feet) along the front/eastern portion of the building. Mr. West stated the proposal to establish the automobile dealership at the subject property fulfills the requirements for issuance of a special land use permit and was recommended for approval. Commissioner Joshi stated that she was an acquaintance of the applicant, however, this relationship would not cloud her judgement on review of the application.

Mr. Dave Black, 55725 Resort Road, Three Rivers, MI (applicant representative) was present to support the application. The public hearing was then opened by Chairman Stoffer. No citizens spoke regarding the proposed special land use permit. A motion was then made by Commissioner Bosch, seconded by Commissioner Joshi, to close the public hearing. The motion was unanimously approved 9-0. After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Corradini, to approve the Special Land Use Permit for Paragon Auto Sales, 10210 Shaver Road. The motion was unanimously approved 9-0.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Resolution Honoring Commissioner Bosch. Commissioner Schimmel read a resolution honoring Commissioner Bosch for his nine years of service on the Planning Commission. Commissioner Bosch stated it has been an honor and privilege to serve on the Planning Commission and thanked staff and his fellow Commissioners for the support over the years. Chairman Stoffer also thanked Commissioner Bosch for his contributions and insight over the past nine years and wished him well in his future endeavors.

STATEMENT OF CITIZENS/COMMISSIONERS:

Chris Forth (8400 Valleywood, Portage, Michigan) spoke and also thanked Commissioner Bosch for all his years of service and many contributions to the Planning Commission over the past nine years. Mr. Forth also welcomed Commissioner Baldwin to the Planning Commission.

TO: Planning Commission

DATE: May 11, 2018

FROM: Christopher Forth, Acting Director of Community Development

SUBJECT: Final Report: Rezoning Application #17/18-4, 6533, 6547, 6603 and 6609 Oakland Drive

I. INTRODUCTION:

An application has been received from Scott Gignac requesting that 6533, 6547, 6603 and 6609 Oakland Drive be rezoned from R-1B, one family residential to R-1T, attached residential. The applicant is requesting the rezoning to facilitate construction of a multi-family residential development consisting of two-unit, three-unit and/or four-unit attached condominiums buildings on the 4.9 acre tract of land.

Applicant	Property Address	Parcel Number	Zoning	
			Existing	Proposed
Scott Gignac	6533 Oakland Drive	00008-330-O	R-1B	R-1T
	6547 Oakland Drive	00008-335-O	R-1B	R-1T
	6603 Oakland Drive	00008-340-O	R-1B	R-1T
	6609 Oakland Drive	00008-345-O	R-1B	R-1T
Four parcels – 4.9 acres				

II. EXISTING CONDITIONS:

Land Use/Zoning	<u>Rezoning Site:</u> Four single family detached residences zoned R-1B, one family residential. <u>North:</u> Village at Brighton Lane attached residential condominium (eight 4-unit condominium buildings) zoned PD, planned development. <u>East:</u> Consumers Energy electrical transmission lines and Northwest Portage Bikeway zoned R-1B, one family residential. Further east, single family residences zoned R-1A, one family residential. <u>South:</u> Single family residences zoned R-1A, one family residential. <u>West:</u> Across Oakland Drive, single family residences zoned R-1B, one family residential.
Zoning/Development History	No rezoning of properties in the surrounding area have occurred in 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	Oakland Drive is designated a 3 lane minor arterial roadway with 15,223 vehicles per day (2016) and a capacity of 21,500 vehicles per day (level of service "D").
Public Utilities	Municipal water and sewer are currently available to the subject properties.
Environmental	The City of Portage Natural Resources Map does not identify any potential wetlands or floodplains on or near the property. There is, however, a mature stand of pine trees located on 6533 Oakland Drive. If the property is rezoned, many of these trees should be preserved and/or incorporated into the final site design.

III. PUBLIC COMMENT RECEIVED:

The Planning Commission convened a public hearing to consider the rezoning request during the May 3, 2018 meeting. Mr. Scott Gignac (applicant) was present to support the rezoning request and explain the development project. Six citizens spoke during the public hearing. While these citizens did not speak in opposition to the proposed rezoning, they did request consideration of the following: mature tree preservation along the northern portion of the property during site development, similar construction quality to the existing Village at Brighton Lane condominium development to the north, and access/traffic impacts along Oakland Drive.

IV. FINAL ANALYSIS:

The following analysis has been prepared based on general land use considerations, the Comprehensive Plan, traffic conditions and surrounding development patterns.

Comprehensive Plan/Future Land Use Map Consistency. The Future Land Use Map component of the 2014 Comprehensive Plan identifies the rezoning site, along with properties situated to the north as appropriate for Medium Density Residential land use. Properties located to the south and west (across Oakland Drive) are designated for Low Density Residential Land Use, while properties located to the east are designated for Park/Recreation and Low Density Residential land use.

The Comprehensive Plan identifies the Medium Density Residential land use category as a transition from detached to attached dwelling units including residential development such as duplexes, attached residential condominiums and townhomes and certain apartment buildings with a resulting development density between 4-8 units/acre. The Medium Density Residential classification generally corresponds to the R-1T, attached residential, RM-2, multiple family residential and PD, planned development zoning districts. The proposed R-1T zoning district for the subject properties is consistent with the Comprehensive Plan and Future Land Use Map.

PUBLIC NOTICE

In accordance with the Michigan Planning Enabling Act (Public Act No. 33 of 2008, as amended), a public notice was published in the local newspaper and written notice was mailed to owners of land immediately adjoining the proposed rezoning property 15 days prior to the date of the public hearing.

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 proposed R-1T zoning district is consistent with applicable development guidelines contained in the Comprehensive Plan (see attached).

Suitability of Existing R-1B Zone/Impacts of Proposed R-1T Zone. While the existing R-1B zoning is still a viable option for the subject properties, the Future Land Use Map has designated the parcels and adjacent properties to the north as appropriate for Medium Density Residential land use. The proposed R-1T zone, which allows for development densities between 4-8 units/acre with up to four attached units, corresponds to the Medium Density Residential designation. The proposed R-1T zoning would also be consistent with the existing Village at Brighton Lane attached condominium development located immediately to the north.

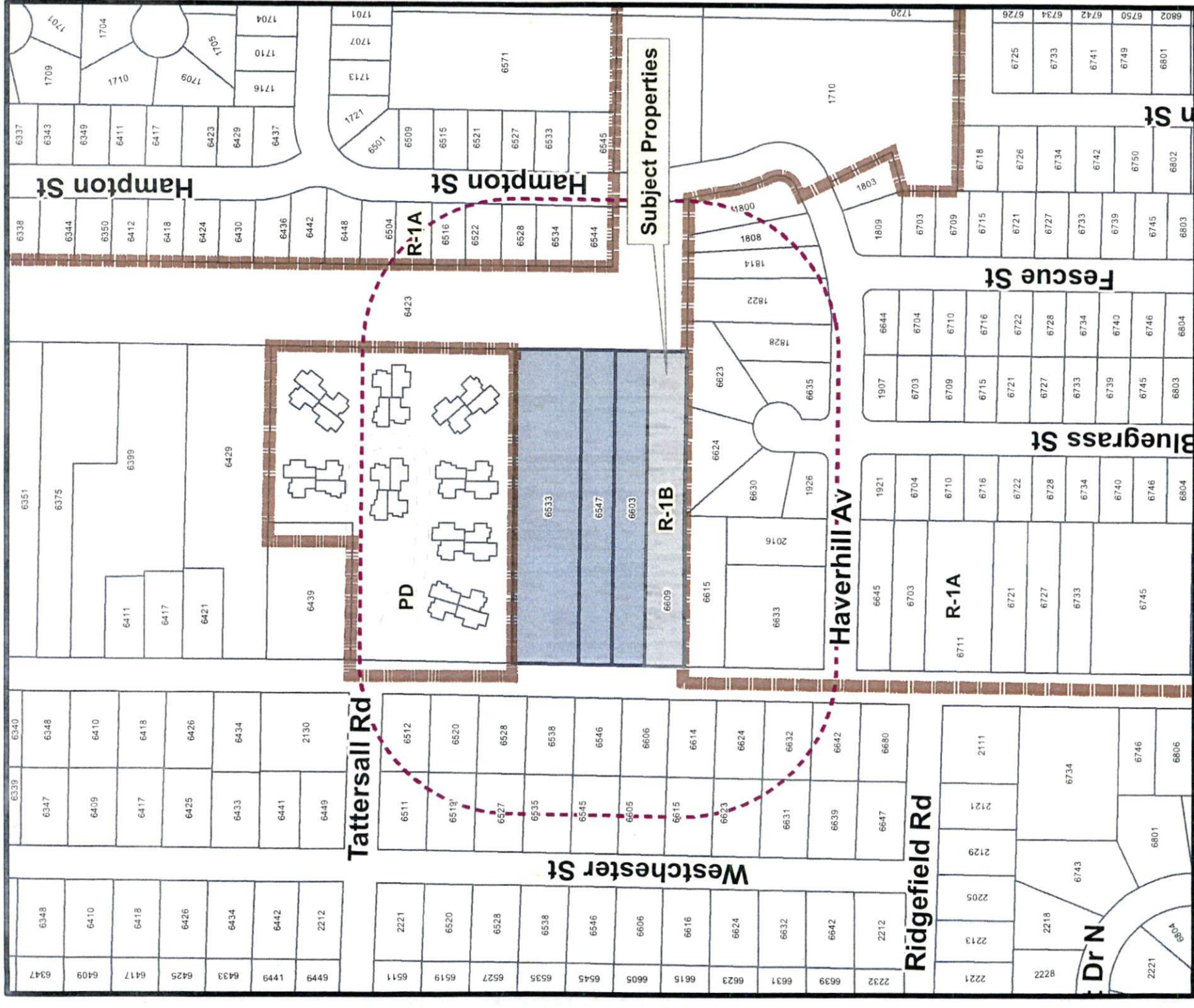
Traffic Considerations. If rezoned to R-1T, the 4.9 acre tract of land could support an attached residential development consisting of approximately 30 dwelling units. A typical residential dwelling unit will generate between 10-12 vehicle trips (20-24 vehicle trip ends) during an average weekday (24-hour period). Therefore, an attached residential development scenario involving 30 dwelling units would generate between 300-360 vehicle trips (600-720 vehicle trip ends) on an average weekday, 24-hour period. For Commission information, vehicle trip ends count each car that visits a site twice, once for entering and once for exiting. Anticipated traffic generation from such a project can be accommodated by the adjacent roadway network. Specific access related issues including driveway location, shared/cross access connections, etc. would be reviewed at the site plan stage of redevelopment.

V. 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 #17/18-4 be approved and 6533, 6547, 6603 and 6609 Oakland Drive be rezoned from R-1B, one family residential to R-1T, attached residential. The R-1T district is appropriate in this area of the City and is consistent with the Comprehensive Plan, Future Land Use Map and surrounding land use/zoning pattern. Issues related to site design, including preservation of some or all of the existing stand of mature pine trees, will addressed at the site plan review stage of development.

Attachments: Zoning/Vicinity Map
Aerial Photo Map
Future Land Use Map
Development Guidelines Table (R-1T)
Rezoning Application and Supporting Materials

S:\Commdev\2017-2018 Department Files\Board Files\Planning Commission\PC Reports\Rezoning\2018 05 11 Rezoning Application #17-18-4, 6533, 6547, 6603 and 6609 Oakland Drive (final).doc



300' Notification

Subject Properties

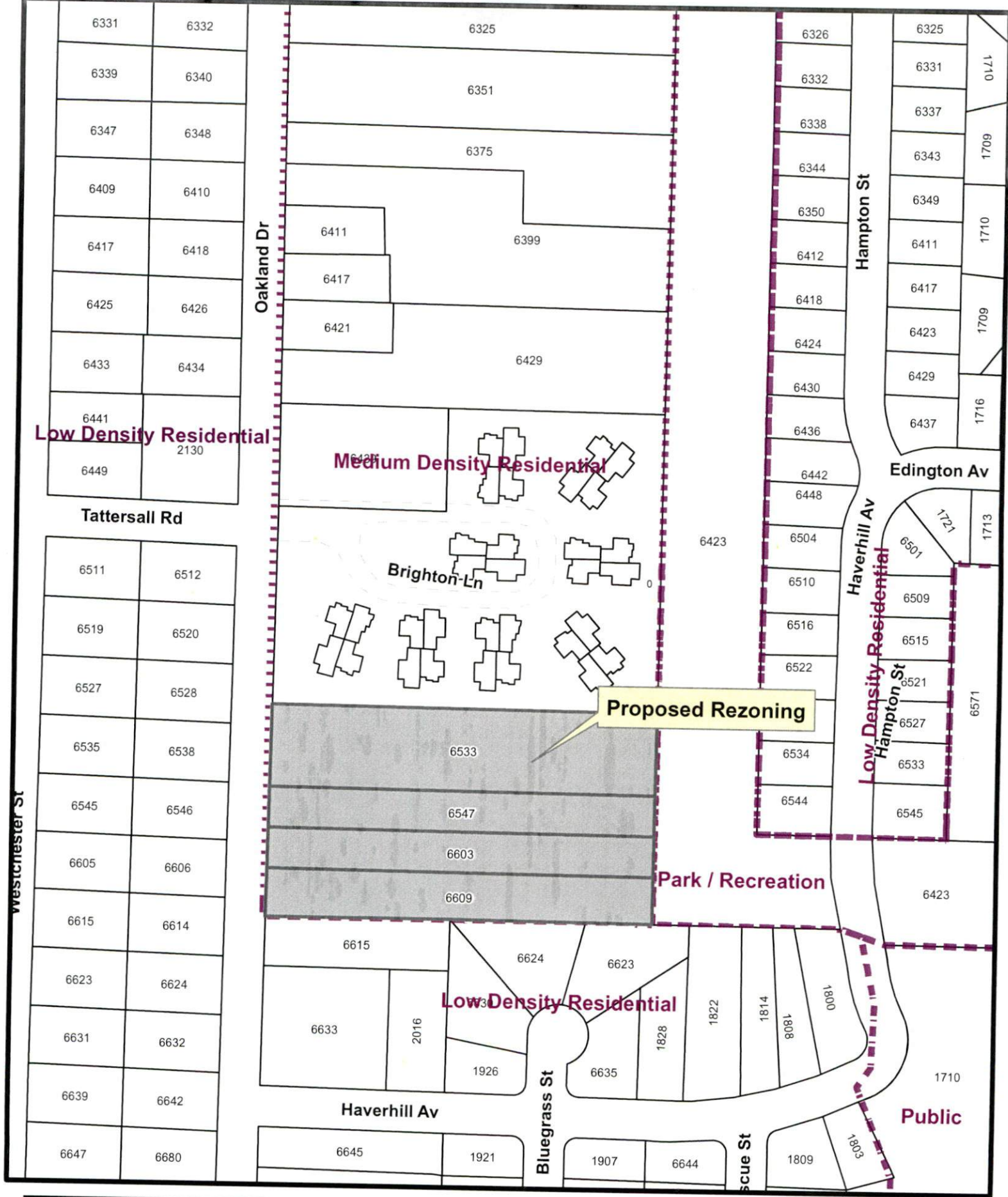
Zoning Boundary

Rezone: 17/18 - 4

6533, 6547, 6603, 6609 Oakland Drive

1 inch = 250 feet





Legend

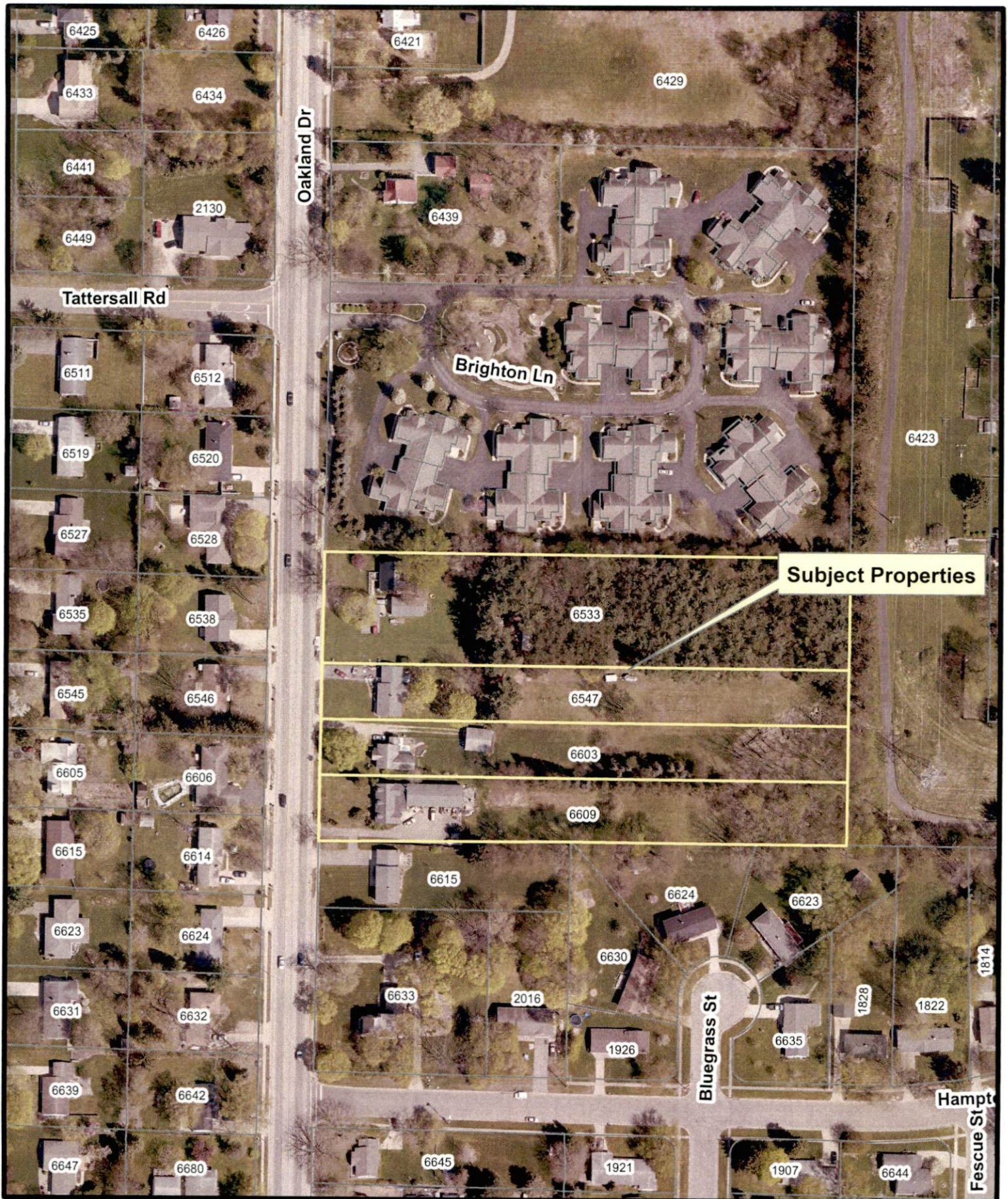
-  Proposed Rezoning Area
-  Future Land Use

Future Land Use Map

6533, 6547, 6603, 6609 Oakland Drive



1 inch = 200 feet
(71)



Rezoning: 17/18 - 4 Aerial
6533, 6547, 6603, 6609 Oakland Drive

 Parcel Boundary



1 inch = 150 feet

DEVELOPMENT GUIDELINES

Rezoning Application #17/18-4 (R-1T, Attached Residential)

Guideline	Description	Consistent	Comments
Rezoning Request – Z-1	Consistency with Future Land Use Plan	Yes	Future Land Use Map designates the subject properties and adjacent property to the north as appropriate for medium density residential land use. The Comprehensive Plan identifies the medium density residential category as a transition from detached to attached dwelling units including duplexes, attached residential condominiums and townhome developments with a development density between 4-8 units/acre. The proposed R-1T zoning district is consistent with these designations.
Residential – 2	Residential Development along Arterial Roadways	Yes	Subject parcel has public street frontage on Oakland Drive, a 3-lane minor arterial roadway, and access would be provided from Oakland Drive.
Residential – 3	Locational Criteria for Residential Uses	Yes	City of Portage Natural Resources Map does not identify any potential wetlands or floodplain encumbering the subject property.
Residential – 4	Compatibility with Adjacent Uses	Yes	Proposed R-1T zone is consistent and compatible with the surrounding land use/zoning pattern which includes the Village at Brighton Lane attached residential condominium development to the north.
Residential – 5	Open Space and Natural Resources Protection	Yes	A mature stand of pine trees are located along the northern portion of 6533 Oakland Drive. Preservation of these trees will be considered during the site plan stage of development.
Residential – 6	Street and Pedestrian Systems	Yes	Reviewed at site plan stage of development.
Natural & Historic Resources - 1	Environmental Protection	Yes	See Comment Residential – 3 (above)
Natural & Historic Resources – 2	Floodplain	Yes	Rezoning site is not situated within the 100-year floodplain.
Natural & Historic Resources – 3	Water Quality	Yes	Reviewed at site plan stage of development.
Natural & Historic Resources – 4	Noise	Yes	Reviewed at site plan stage of development.
Natural & Historic Resources – 5	Historic Resource Preservation	N/A	Rezoning site is not situated within a designated historic preservation area and does not contain any historic structures.
Natural & Historic Resources – 6	Open Space Protection	Yes	Reviewed at site plan stage of development.
Transportation – 1	Transportation Systems	Yes	See Comment: Residential – 2 (above). Reviewed at site plan stage of development
Transportation – 2	Street Design	Yes	Subject parcel has public street frontage on Oakland Drive and access would be provided from this minor arterial roadway. Oakland Drive is designated a 3-lane minor arterial road with an average daily traffic count of 15,223 vehicles per day (2016) and a capacity of 21,500 vehicles per day (level of service “D”). Anticipated traffic generation from an attached residential development can be accommodated by the adjacent roadway. Specific access design will be reviewed at the site plan stage of development.

Guideline	Description	Consistent	Comments
Transportation – 3	Access Management	Yes	See Transportation – 1 and Transportation – 2 above.
Transportation – 4	Non Motorized Travel	Yes	Reviewed at site plan stage of development.
Transportation – 5	Right-of-Way Preservation	Yes	Reviewed at site plan stage of development.
Transportation – 6	Parking	Yes	Reviewed at site plan stage of development.
Municipal Facilities & Services – 2	Sanitary Service	Yes	Sanitary sewer is available.
Municipal Facilities & Services – 3	Underground Utilities	Yes	Reviewed at site plan stage of development.

s:\commdev\2017-2018 department files\board files\planning commission\pc reports\development guideline tables\guideline table 17-18-4 (r-1t).doc

APPLICATION FOR ZONING AMENDMENT

Application number #17/18-4
 Date April 2nd 2018

APPLICATION INFORMATION:

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

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

TO THE PLANNING COMMISSION:

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

RECEIVED
 APR 02 2018
 COMMUNITY DEVELOPMENT

ZONING MAP AMENDMENT

1. a. Platted Land:

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

b. Unplatted Land:

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

5.18 Acres
 (1) 00008-330-0 (2) 00008-335-0
 (3) 00008-340-0 (4) 00008-345-0

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

b. Name of the owner of the property to be rezoned: Shelley + Donny Partin, Ruth Hurd + Lori + Gerard Repotski

Address 6533, 6547, 6603 + 6609 Oakland Drive

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

4. CURRENT ZONING: R-1B PROPOSED ZONING: R-1T

ZONING TEXT AMENDMENT

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

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

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

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

Scott Gignac, Scott Gignac
(Signature of Applicant) (Signature of Applicant)

2015 W. Crosstown PKWY Kalamazoo, MI 49008
(Address) (Address)

269-384-7777
(Phone) (Phone)

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

Michael West

From: Scott Gignac <gignac@gmail.com>
Sent: Thursday, April 26, 2018 11:25 AM
To: Michael West
Subject: Details and Intention for Oakland Drive Rezoning

Hi Mike,

Below is the information you requested. Greg and I will plan to bring the drawings to the May 3rd meeting.

Scott Gignac is under contract to purchase 6533,6547,6603 and 6609 Oakland Drive.

His intent is to build twenty-eight (28) two, three and four unit condominiums on the property if rezoned to R1-T.

His goal is to keep as many trees on the land as possible and construct the buildings in keeping with the neighborhood.

Please confirm you received this email.

Thank you,

Scott Gignac
269-830-9476

Date: March 29th, 2018

Address: 6603 Oakland Drive Portage, MI 49024

Owner: Ruth Hurd

Buyer: Scott Gignac

The owner of 6603 Oakland Drive, gives Scott Gignac permission to submit a rezoning application to the City of Portage.


Ruth Hurd
6603 Oakland Drive Owner

3/30/18
DATE

Date: March 31st, 2018

Address: 6609 Oakland Drive Portage, MI 49024

Owner: Gerard and Lori Repotski

Buyer: Scott Gignac

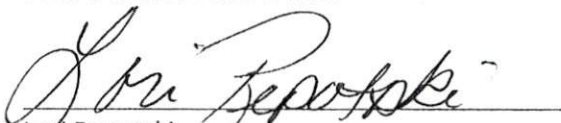
The owner of 6609 Oakland Drive, gives Scott Gignac permission to submit a rezoning application to the City of Portage.



Gerard Repotski
6609 Oakland Drive Owner



DATE



Lori Repotski
6609 Oakland Drive Owner



DATE

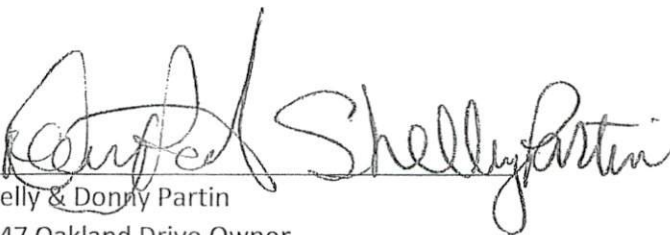
Date: March 29th, 2018

Address: 6547 Oakland Drive Portage, MI 49024

Owner: Shelly and Donny Partin

Buyer: Scott Gignac

The owner of 6547 Oakland Drive, gives Scott Gignac permission to submit a rezoning application to the City of Portage.


Shelly & Donny Partin
6547 Oakland Drive Owner

3-30-18
DATE

Date: March 29th, 2018

Address: 6533 Oakland Drive Portage, MI 49024

Owner: Shelley Partin

Buyer: Scott Gignac

The owner of 6533 Oakland Drive, gives Scott Gignac permission to submit a rezoning application to the City of Portage.


Shelly Partin
6533 Oakland Drive Owner


DATE



Portage GIS



Map Publication:

03/30/2018 5:20 PM

40m

200ft

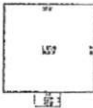
powered by

FetchGIS 

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

6533 OAKLAND DR PORTAGE, MI 49024 (Property Address)

Parcel Number: 00008-330-O



Item 1 of 1

0 Images / 1 Sketch

Property Owner: PATIN, SHELLEY**Summary Information**

> Residential Building Summary

- Year Built: 1945
- Half Baths: 0
- Acres: 1.900
- Full Baths: 2
- Sq. Feet: 1,440

> 4 Building Department records found

> Assessed Value: \$62,400 | Taxable Value: \$62,400

> 1 Special Assessment found

> Property Tax information found

Owner and Taxpayer Information**Owner**PATIN, SHELLEY
6533 OAKLAND DR
PORTAGE, MI 49024**Taxpayer**

SEE OWNER INFORMATION

General Information for Tax Year 2018

Property Class	401 RESIDENTIAL IMPROVED	Unit	10 CITY OF PORTAGE
School District	PORTAGE	Assessed Value	\$62,400
SECTION	Not Available	Taxable Value	\$62,400
BOOK	Not Available	State Equalized Value	\$62,400
PROPERTY TYPE	Not Available	Date of Last Name Change	01/29/2018
USER ALPHA 3	Not Available	Notes	Not Available
Historical District	Not Available	Census Block Group	Not Available
CODE	Not Available	Exemption	No Data to Display

Principal Residence Exemption Information**Homestead Date** No Data to Display

Principal Residence Exemption	June 1st	Final
2018	0.0000 %	-
2017	100.0000 %	100.0000 %

Previous Year Information

Year	MBOR Assessed	Final SEV	Final Taxable
2017	\$57,200	\$57,200	\$42,803
2016	\$58,400	\$58,400	\$42,422
2015	\$54,300	\$54,300	\$42,296

Land Information

Zoning Code	R-1B	Total Acres	1.900
Land Value	\$28,313	Land Improvements	Not Available
Renaissance Zone	No	Renaissance Zone Expiration Date	No Data to Display
ECF Neighborhood	NW RESIDENTIAL GRP 4	Mortgage Code	No Data to Display
Lot Dimensions/Comments	No Data to Display	Neighborhood Enterprise Zone	No

Lot(s)	Frontage	Depth
Lot 1	132.00 ft	627.00 ft
Total Frontage: 132.00 ft		Average Depth: 627.00 ft

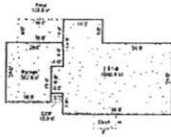
Legal Description

SEC 8-3-11 BEG IN CL OAKLAND DR AT A PT 2970 FT S OF N LI SEC 8 TH S ON SD CL 132 FT TH E 660 FT TH N 132 FT TH W 660 FT TO PL OF BEG 2 A

Sale History

6547 OAKLAND DR PORTAGE, MI 49024 (Property Address)

Parcel Number: 00008-335-0



Item 1 of 1

0 Images / 1 Sketch

Property Owner: PARTIN, DONNY & SHELLEY

Summary Information

- > Residential Building Summary
 - Year Built: 1956
 - Full Baths: 1
 - Half Baths: 0
 - Sq. Feet: 1,060
 - Acres: 0.950
- > Assessed Value: \$0 | Taxable Value: \$0
- > Property Tax Information found
- > 2 Building Department records found

Owner and Taxpayer Information

Owner PARTIN, DONNY & SHELLEY Taxpayer SEE OWNER INFORMATION
6547 OAKLAND DR
PORTAGE, MI 49024

General Information for Tax Year 2018

Property Class	401 RESIDENTIAL IMPROVED	Unit	10 CITY OF PORTAGE
School District	PORTAGE	Assessed Value	\$0
SECTION	Not Available	Taxable Value	\$0
BOOK	Not Available	State Equalized Value	\$0
PROPERTY TYPE	Not Available	Date of Last Name Change	03/26/2012
USER ALPHA 3	Not Available	Notes	Not Available
Historical District	Not Available	Census Block Group	Not Available
CODE	Not Available	Exemption	Veteran's Exemption

Principal Residence Exemption Information

Homestead Date 04/21/2006

Principal Residence Exemption	June 1st	Final
2018	100.0000 %	
2017	100.0000 %	100.0000 %

Previous Year Information

Year	MBOR Assessed	Final SEV	Final Taxable
2017	\$46,500	\$46,500	\$43,875
2016	\$49,400	\$49,400	\$0
2015	\$45,900	\$45,900	\$0

Land Information

Zoning Code	R-1B	Total Acres	0.950
Land Value	\$16,500	Land Improvements	Not Available
Renaissance Zone	No	Renaissance Zone Expiration Date	No Data to Display
ECF Neighborhood	NW RESIDENTIAL GRP 4	Mortgage Code	No Data to Display
Lot Dimensions/Comments	No Data to Display	Neighborhood Enterprise Zone	No

Lot(s)	Frontage	Depth
Lot 1	66.00 ft	627.00 ft
Total Frontage: 66.00 ft		Average Depth: 627.00 ft

Legal Description

SEC 8-3-11 BEG IN CTR LI OAKLAND DR AT A PT 3102 FT S OF N LI SD SEC CON TH S ON SD CTR LI 66 FT TH E 660 FT TH N 66 FT TH W 660 FT TO PL OF BEG 1 A

Sale History

6603 OAKLAND DR PORTAGE, MI 49024 (Property Address)

Parcel Number: 00008-340-0



Item 1 of 1

0 Images / 1 Sketch

Property Owner: HURD, RUTH**Summary Information**

- > Residential Building Summary
 - Year Built: 1947
 - Full Baths: 1
 - Half Baths: 0
 - Sq. Feet: 1,235
 - Acres: 0.950
- > Assessed Value: \$52,400 | Taxable Value: \$44,494
- > Property Tax Information found
- > 2 Building Department records found

Owner and Taxpayer Information

Owner	HURD, RUTH 6603 OAKLAND DR PORTAGE, MI 49024	Taxpayer	SEE OWNER INFORMATION
-------	--	----------	-----------------------

General Information for Tax Year 2018

Property Class	401 RESIDENTIAL IMPROVED	Unit	10 CITY OF PORTAGE
School District	PORTAGE	Assessed Value	\$52,400
SECTION	Not Available	Taxable Value	\$44,494
BOOK	Not Available	State Equalized Value	\$52,400
PROPERTY TYPE	Not Available	Date of Last Name Change	03/18/2003
USER ALPHA 3	Not Available	Notes	Not Available
Historical District	Not Available	Census Block Group	Not Available
CODE	Not Available	Exemption	No Data to Display

Principal Residence Exemption Information

Homestead Date No Data to Display

Principal Residence Exemption	June 1st	Final
2018	100.0000 %	-
2017	100.0000 %	100.0000 %

Previous Year Information

Year	MBOR Assessed	Final SEV	Final Taxable
2017	\$47,800	\$47,800	\$43,579
2016	\$52,500	\$52,500	\$43,191
2015	\$48,600	\$48,600	\$43,062

Land Information

Zoning Code	R-1B	Total Acres	0.950
Land Value	\$16,500	Land Improvements	Not Available
Renaissance Zone	No	Renaissance Zone Expiration	No Data to Display
ECF Neighborhood	NW RESIDENTIAL GRP 4	Date	
Lot Dimensions/Comments	No Data to Display	Mortgage Code	No Data to Display
		Neighborhood Enterprise	No
		Zone	

Lot(s)	Frontage	Depth
Lot 1	66.00 ft	627.00 ft
Total Frontage: 66.00 ft		Average Depth: 627.00 ft

Legal Description

SEC 8-3-11 BEG IN N&S 1/8 LI SE 1/4 SEC 8 AT PT 3168 FT S OF N LI TH E 660 FT TH S 66 FT TH W 660 FT TO N&S 1/8 LI TH N 66 FT TO PL OF BEG RES W 2 R FOR HWY 1 A

Sale History

6609 OAKLAND DR PORTAGE, MI 49024 (Property Address)

Parcel Number: 00008-345-0



Item 1 of 1

0 Images / 1 Sketch

Property Owner: REPOTSKI, GERALD & LORI TRUST

Summary Information

- > Residential Building Summary
 - Year Built: 1947
 - Full Baths: 2
 - Half Baths: 1
 - Sq. Feet: 2,700
 - Acres: 1.123
- > Assessed Value: \$95,400 | Taxable Value: \$59,899
- > Property Tax Information found
- > 1 Building Department records found

Owner and Taxpayer Information

Owner REPOTSKI, GERALD & LORI TRUST
6609 OAKLAND DR
PORTAGE, MI 49024

Taxpayer SEE OWNER INFORMATION

General Information for Tax Year 2018

Property Class	401 RESIDENTIAL IMPROVED	Unit	10 CITY OF PORTAGE
School District	PORTAGE	Assessed Value	\$95,400
SECTION	Not Available	Taxable Value	\$59,899
BOOK	Not Available	State Equalized Value	\$95,400
PROPERTY TYPE	Not Available	Date of Last Name Change	07/31/2008
USER ALPHA 3	Not Available	Notes	Not Available
Historical District	Not Available	Census Block Group	Not Available
CODE	Not Available	Exemption	No Data to Display

Principal Residence Exemption Information

Homestead Date No Data to Display

Principal Residence Exemption	June 1st	Final
2018	100.0000 %	-
2017	100.0000 %	100.0000 %

Previous Year Information

Year	MBOR Assessed	Final SEV	Final Taxable
2017	\$86,700	\$86,700	\$58,667
2016	\$90,100	\$90,100	\$58,144
2015	\$82,600	\$82,600	\$57,971

Land Information

Zoning Code	R-1B	Total Acres	1.123
Land Value	\$19,500	Land Improvements	Not Available
Renaissance Zone	No	Renaissance Zone Expiration	No Data to Display
ECF Neighborhood	NW RESIDENTIAL GRP 4	Date	No Data to Display
Lot Dimensions/Comments	No Data to Display	Mortgage Code	No Data to Display
		Neighborhood Enterprise	No
		Zone	

Lot(s)	Frontage	Depth
Lot 1	78.00 ft	627.00 ft
Total Frontage: 78.00 ft		Average Depth: 627.00 ft

Legal Description

SEC 8-3-11 BEG IN N&S 1/8 LI OF SE1/4 SEC 8 AT PT 3234 FT S OF N LI SD SEC & RNG TH E PAR TO N LI SD SEC 660 FT TH S PAR TO SD 1/8 LI 78.05 FT TO A PT WHICH IS 660 FT S OF E&W1/4 LI SD SEC TH W PAR TO SD E&W1/4 LI 660 FT TO SD N&S 1/8 LI TH N THEREON 76.72 FT TO PL OF BEG RES W 2 R FOR HWY PURPOSES 1.17A

**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>
6533 Oakland Drive	00008-330-0
6547 Oakland Drive	00008-335-0
6603 Oakland Drive	00008-340-0
6609 Oakland Drive	00008-345-0

From R-1B, one family residential to R-1T, attached residential

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.

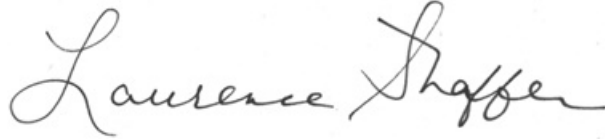
Adam Herringa, City Clerk

(App #18/19-3)

Approved as to Form:
Date: 4/23/2018
By: [Signature]
City Attorney

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Liquor License Application for Special Events

SUPPORTING PERSONNEL: Kathleen Hoyle, Director of Parks, Recreation & Senior Citizen Services

ACTION RECOMMENDED: Approve submission of applications to the Michigan Liquor Control Commission (MLCC) for a Special License for the sale of beer and wine for consumption on the premises at Overlander Bandshell (7800 Shaver Road) and Celery Flats (7335 Garden Lane), for the Damien Escobar Concert held on Thursday, July 12, 2018 and the Portage Art Hop planned for Friday, October 5, 2018 and authorize the City Manager to execute all documents on behalf of the city.

Portage Parks and Recreation has plans to serve alcohol at the Damien Escobar Concert on Thursday, July 12 at the Overlander Bandshell, and the Portage Art Hop planned for Friday, October 5, 2018 at the Celery Flats Historical Area. For both events, a drink truck would be provided by HIS Distributing for beer and wine sales.

As with previous events of this nature, the Parks and Recreation Department, along with the Department of Public Safety – Police Division, worked cooperatively to develop controls to ensure safe and successful events where alcohol is served:

- Fencing will be used for crowd containment and there will only be one entrance and one exit for patrons.
- Wristbands will be issued to participants over 21 years of age.
- Park Rangers will assist in monitoring and patrolling the location perimeters, limiting access to the main event entrances.
- Patrons will pay for beer or wine, with all proceeds being used to pay for the drink truck and to assist in offsetting concert costs.
- City staff and Park Board members will be serving the alcohol and will be a minimum of 21 years of age or older.

Public Safety has approved the Special License Application and plans for the event, which are attached. The city's liability insurance would cover any claims made against the city, staff, and volunteers.

FUNDING: N/A

- Attachments:**
1. Certified Resolution (Escobar Event)
 2. Certified Resolution (ArtHop Event)
 3. Special License Application



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☒ Regular ☐ Special meeting of the ☐ Membership ☒ Board of Directors

called to order by _____ on JUNE 12, 2018 at 7:00 p.m.
(Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from CITY OF PORTAGE - PARKS & RECREATION DEPARTMENT
(Name of Organization)

for a Special License to serve alcohol on JULY 12, 2018
(Event Date or Dates)

to be located at OVERLANDER BANDSHELL/CENTRAL PARK - 7800 SHAVER ROAD, PORTAGE, MICHIGAN 49002
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☒ Board of Directors at a ☒ Regular ☐ Special meeting held on JUNE 12, 2018.
(Date)

Print Name & Title of Authorized Officer

Signature of Authorized Officer

Date



Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☒ Regular ☐ Special meeting of the ☐ Membership ☒ Board of Directors

called to order by _____ on JUNE 12, 2018 at 7:00 p.m.
(Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from CITY OF PORTAGE - PARKS & RECREATION DEPARTMENT
(Name of Organization)

for a Special License to serve alcohol on OCTOBER 5, 2018
(Event Date or Dates)

to be located at CELERY FLATS HISTORICAL PARK - 7335 GARDEN LANE, PORTAGE, MICHIGAN 49002
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☒ Board of Directors at a ☒ Regular ☐ Special meeting held on JUNE 12, 2018.
(Date)

Print Name & Title of Authorized Officer

Signature of Authorized Officer

Date



Special License Application

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 1 - Applicant Organization Information

Applicant organization name: <u>City of Portage</u>		
Applicant address: <u>7900 South Westnedge Ave</u>		
City: <u>Portage</u>	Zip Code: <u>49002</u>	
Contact name: <u>Alyssa Milbeck</u>	Phone: <u>269-324-9271</u>	Email: <u>milbecka@portagemi.gov</u>
Alternate contact name: <u>Peggy Napier</u>	Phone: <u>269-207-2209</u>	Email: <u>napierp@portagemi.gov</u>
1. Has the applicant organization previously received a Special License? ☒ Yes ☐ No If No, the applicant organization must submit documentary proof of its non-profit status (e.g. charter, bylaws, IRS tax exemption, Articles of Incorporation, etc.)		
2. Has the applicant organization been established for one (1) year or longer? ☒ Yes ☐ No Date the applicant organization was established (month/day/year): _____		
3. Is the applicant organization a municipality? ☒ Yes ☐ No		

Leave Blank - MLCC Use Only

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: <u>7800 Shaver Road</u>	
City, township, or village where event will be held: <u>Portage</u>	County: <u>Kalamazoo</u>
1. Will you submit your completed application at least ten (10) business days before your event? <i>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</i> ☒ Yes ☐ No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location? ☒ Yes ☐ No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5) ☒ Yes ☐ No	
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5) ☐ Yes ☒ No	
5. Is the event location outdoors or partially outdoors? ☒ Yes ☐ No If Yes, list the exact dimensions of the outdoor area: Submit a clear diagram of the outdoor service area with your application form. 215 feet X 217.8 feet = 46,827 square feet Width Length Describe type and height of the barrier that will be used to enclose the outdoor area: <u>Orange fencing - 4 feet high</u>	
6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons: <u>Employees will place a wrist band on those 21 and older at the gate. We will also have fencing around the event for containment.</u>	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? ☐ Yes ☒ No
If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? ☐ Yes ☒ No
If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine? ☐ Yes ☒ No
If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

10. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

1	7/12/18 Date		Describe event being held: Damien Escobar Concert		
	7:00p 10:00p Start Time End Time		Special License will be used for: ☒ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction		
			Is this date a Sunday? ☐ Yes ☒ No		
			If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☒ No		

2	10/5/18 Date		Describe event being held: Art Hop		
	5:00p 8:00p Start Time End Time		Special License will be used for: ☒ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction		
			Is this date a Sunday? ☐ Yes ☒ No		
			If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☒ No		

3	Date		Describe event being held:		
	Start Time End Time		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction		
			Is this date a Sunday? ☐ Yes ☐ No		
			If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No		

4	Date		Describe event being held:		
	Start Time End Time		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction		
			Is this date a Sunday? ☐ Yes ☐ No		
			If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No		

5	Date		Describe event being held:		
	Start Time End Time		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction		
			Is this date a Sunday? ☐ Yes ☐ No		
			If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No		

6	Date		Describe event being held:		
	Start Time End Time		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction		
			Is this date a Sunday? ☐ Yes ☐ No		
			If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No		

12. Special license date information Continued from Page 2.

7			Describe event being held:			
	Date					
	Special License will be used for:	☐ Beer & Wine Service	☐ Beer, Wine, & Spirit Service	☐ Wine Auction		
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No			

8			Describe event being held:			
	Date					
	Special License will be used for:	☐ Beer & Wine Service	☐ Beer, Wine, & Spirit Service	☐ Wine Auction		
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No			

9			Describe event being held:			
	Date					
	Special License will be used for:	☐ Beer & Wine Service	☐ Beer, Wine, & Spirit Service	☐ Wine Auction		
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No			

10			Describe event being held:			
	Date					
	Special License will be used for:	☐ Beer & Wine Service	☐ Beer, Wine, & Spirit Service	☐ Wine Auction		
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No			

11			Describe event being held:			
	Date					
	Special License will be used for:	☐ Beer & Wine Service	☐ Beer, Wine, & Spirit Service	☐ Wine Auction		
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No			

12			Describe event being held:			
	Date					
	Special License will be used for:	☐ Beer & Wine Service	☐ Beer, Wine, & Spirit Service	☐ Wine Auction		
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No			

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 3 - Special License Fees - Complete the Special License fee calculator on Page 4

For Organizations established less than one year or are municipalities - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

For Organizations established one year or more - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

Part 3 Continued - Special License Fees Calculation

Special License Base Fee: <i>(per Special License requested)</i>	25.00
x Number of Special Licenses:	2
= Special License Fees: <i>MLCC Fee Code: 4008</i>	25.00
+ Sunday Sales Permit (P.M.) Fees: <i>MLCC Fee Code: 4032</i>	0
+ Sunday Sales Permit (A.M.) Fee: <i>MLCC Fee Code: 4033</i>	0
= TOTAL FEES DUE:	50.00

If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

**Make checks payable to:
State of Michigan**

Leave Blank - MLCC Use Only

Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized. Political candidates only need to sign the president section and have it notarized.

By signing below the applicant organization's officers attest that:

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of our knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. We also understand that providing **false or fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Print Name and <u>Phone Number</u> of President	Signature of President	Date
Print Name of Notary	Signature of Notary	Date
Notary Public, State of Michigan, County of		Acting in the County of
My commission expires		

Print Name and <u>Phone Number</u> of Secretary	Signature of Secretary	Date
Print Name of Notary	Signature of Notary	Date
Notary Public, State of Michigan, County of		Acting in the County of
My commission expires		

Part 5 - Local Law Enforcement Approval*

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: <u>City of Portage - Public Safety</u>	
Name & title of reviewing officer: <u>Nick Arnold - Director</u>	
Phone number of officer: <u>269-329-4561</u>	Email of officer: <u>arnoldn@portagemi.gov</u>
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? ☐ Yes ☒ No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? ☐ Yes ☒ No	
I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.  Signature of Reviewing Officer <u>5/14/18</u> Date	

Part 6 - Church/School Consent (If Applicable)*

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school:	
Address of church or school:	
City:	Zip Code:
Phone number:	Email:
Name of clergy member or superintendent:	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location. _____ Signature of Clergy Member or Superintendent _____ Date	

***Please note: the Commission has the sole and only right to approve or deny this request for a Special License.**

Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location. _____ Signature of Authorized Signer for Licensee _____ Date	



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☐ Regular ☐ Special meeting of the ☐ Membership ☐ Board of Directors

called to order by _____ on _____ at _____
(Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____
(Name of Organization)

for a Special License to serve alcohol on _____
(Event Date or Dates)

to be located at _____
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☐ Board of Directors at a ☐ Regular ☐ Special meeting held on _____
(Date)

Print Name & Title of Authorized Officer

Signature of Authorized Officer

Date



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

**Bond of Special License for Sale of
Beer, Wine, and/or Spirits for Consumption on the Premises**

[Required under MCL 436.1801(1)(b) - Not Required if Applicant Organization is a Church or School]

Applicant organization name: <u>City of Portage</u>	
Address of event location: <u>7800 Shaver Road</u>	
City, township, or village where event will be held: <u>Portage</u>	County: <u>Kalamazoo</u>

Know all men by these presents, that the above applicant, as principal,

and

City of Portage
of address 7900 S. Westnedge, City of Portage, State of Michigan

have been authorized to do business in the State of Michigan, as surety, are held and firmly bound unto the People of the State of Michigan in the sum of One Thousand (\$1,000.00) dollars, to the payment whereof, well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

Sealed with our seals and dated this (date and year): _____

Now therefore the condition of this obligation is such that if the principal shall well and truly keep and perform all and singular the terms and conditions of this contract of license and/or permit and permits, and any modifications thereof, together with all and singular the obligations imposed by the Michigan Liquor Control Code of 1998, as amended, and will comply with all the rules and regulations promulgated by the Liquor Control Commission, and will pay all fines, costs and/or penalties that may be imposed upon him for violations of this Act and/or for violations of the rules and regulations promulgated by the Liquor Control Commission and

Conditioned further, that if the said principal will not directly or indirectly, by the principal, clerk, agent or servant of the principal at any time, sell, furnish, give or deliver any alcoholic liquor to a minor, nor to any adult person who is at the time visibly intoxicated, and that if the said principal will pay all actual damages that may be adjudged to any person or persons for injuries inflicted upon such person or persons either in person or in property of means of support or likewise, by reason of the said principal, selling, furnishing, giving or delivering any such alcoholic liquor, then this obligation shall be void; otherwise to remain in full force and effect.

And the obligors, for themselves, their heirs, executors, administrators, successors or assigns do further covenant and agree with the State of Michigan as follows:

That this bond shall be in effect for a period commencing at 7:00 a.m. on (date): _____

if accepted by the Liquor Control Commission, and shall remain in full force and effect until 60 days after the date of receipt by the Michigan Liquor Control Commission at Lansing of the expired license, at which time it shall terminate as to all acts on the part of the principal subsequent to said date, excepting as may be set forth in this bond, or otherwise limited by law and the rules and regulations of the said Liquor Control Commission. If the effective date of the bond is not filled in, the date of execution shall be effective date of the bond.

That all rights and liabilities under this bond shall be governed, controlled and fixed by the terms thereof, and by the law and the regulations made pursuant thereto as the same now exists or may hereafter be modified, amended or supplemented.

Witness our hands and seals this (date and year): _____

Signature of Special License applicant: _____

Officer name & title (print or type): _____

Attorney-in-fact signature: _____

Attorney-in-fact name (print or type): _____

Name of Surety Company: _____

Address & Phone of Surety Company: _____



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Wine Auction Special License Wine Donation Record

List the name and address of each person that has donated wine to the applicant organization for the wine auction and list the brand(s) and quantity donated. The applicant organization shall not accept donations of wine from a business licensed by the Michigan Liquor Control Commission. An authorized officer of the applicant organization must sign this donation record form.

Applicant organization:		Wine auction date:	
Donor Name	Donor Address	Wine Brand(s) Donated	Quantity Donated

Signature of Authorized Officer

I hereby certify that all persons listed above have donated wine to the applicant organization listed above for this wine auction, to be conducted pursuant to the Michigan Liquor Control Code, MCL 436.1527. The persons listed above have donated wine to the applicant organization as individuals and not for or on behalf of any retail or nonretail business licensed by the Michigan Liquor Control Commission.

Print Name of Authorized Officer Signature of Authorized Officer Date

Credit Card Authorization Form

**** FAX COMPLETED SPECIAL LICENSE APPLICATION AND CREDIT CARD AUTHORIZATION
FORM TO SECURE FAX LINE: 517-373-4202 ****

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

****IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED****

Name: _____	Transaction Amount: _____
Address: _____	Card Number: _____
City: _____	Check One:
State: _____	☐ MasterCard ☐ Visa ☐ Discover
Zip Code: _____	Expiration Date: _____
Phone: _____	
Applicant/Licensee Name: _____	Request or Business ID #: _____

Signature _____

Payment is for: _____

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

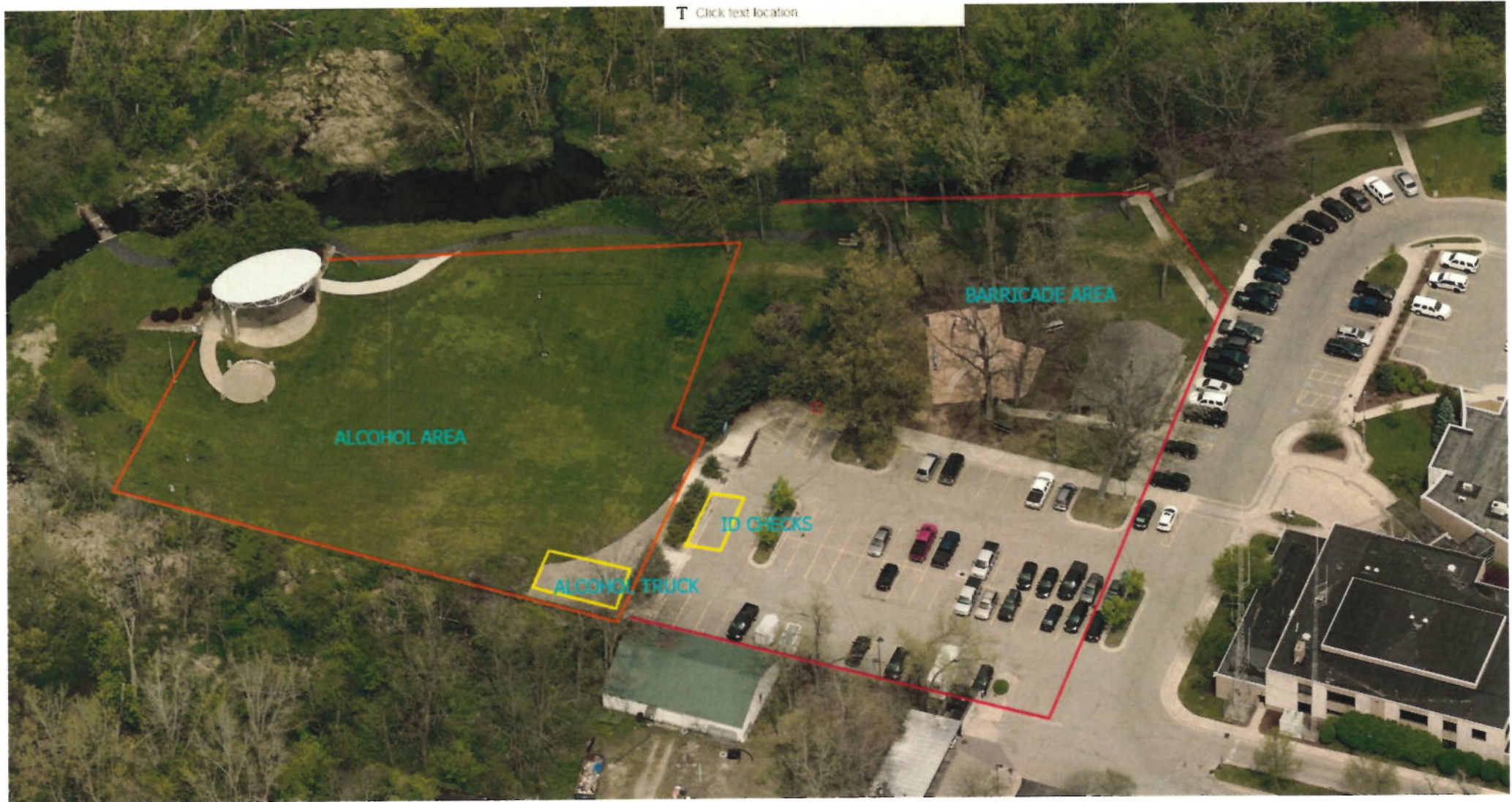
Credit Card Payment Itemization:

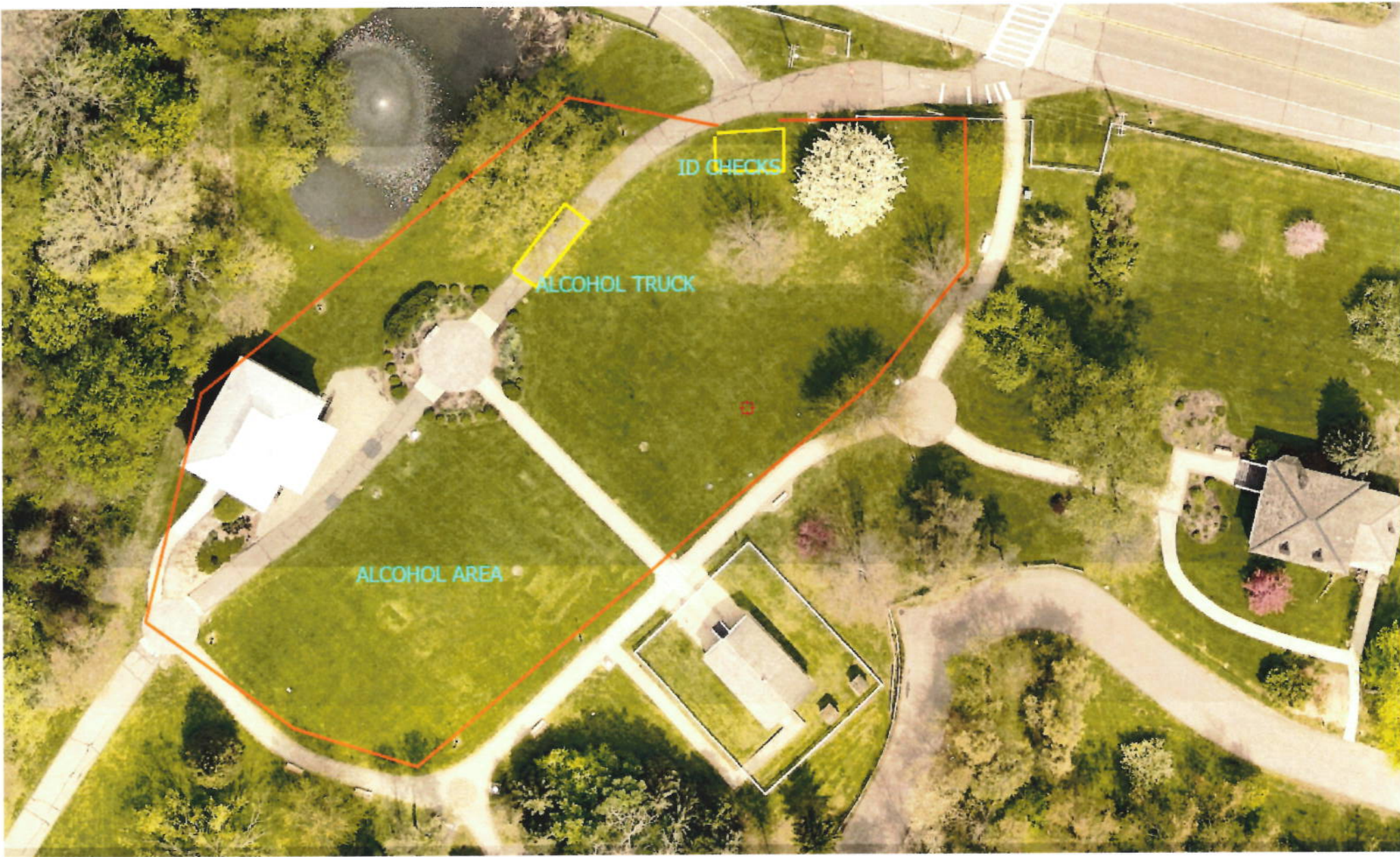
Fee Type	Fee Amount	MLCC Fee Code
☐ Inspection Fee(s):	_____	4036
☐ Special License Fee(s):	_____	4008
☐ Temporary Authorization Fee:	_____	4037
☐ License Renewal Fee(s):	_____	4004
☐ Manufacturer License(s):	_____	4038
☐ Wholesaler License(s):	_____	4085
☐ New Retailer License(s):	_____	4012
☐ Transfer Retailer License(s):	_____	4034
☐ New Add Bar ☐ Transfer Add Bar:	_____	4012/4034
☐ Sunday Sales Permit (AM):	_____	4033
☐ Sunday Sales Permit (PM):	_____	4032
☐ Catering Permit:	_____	4031
☐ Secondary Location Permit:	_____	4011

LARA Revenue Services is **not** a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. **Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.**

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.

T Click text location





Minutes of Boards & Commissions

City of Portage
Senior Citizens Advisory Board
May 16, 2018
2:30 p.m. – 3:30 p.m.

- I. Call to Order
 - Approval of the April 2018 minutes
- II. Items for Information
 - Special Events – Sharon
 - Trip Committee – Trudy, Art
 - Friends of the PSC Update – Trudy
 - Legislative Updates – Art
 - Health & Wellness - Al
 - Monthly Manager's Report – Kim
- III. Old Business
 -
- IV. New Business
 -
- V. Activities Reminder
 - Active Shooter Response Training, Tuesday, May 22, 6:30PM
 - Fascinating Facts about Birds, Tuesday, May 29, 10:00AM
 - Walking Club starts on Tuesday, May 22 – will run Tuesdays & Thursdays at 10:00AM
 - New Member Meet & Eat, Thursday, June 14, 9:00AM
 - Reminder – PSC is closed on Monday, May 28 for Memorial Day
- VI. Advisory Board Comments
- VII. Citizen Comments

The next PSC Advisory Board meeting will be held on Wednesday, June 20, 2018 at 2:30 p.m.

***Reminder: If you are unable to attend an Advisory Board meeting,
please call or e-mail the chairperson.***

City of Portage
Historic District Commission
Wednesday, May 02, 2018

Meeting Called to Order: 8:22 A.M.

Members Present: Duniphin, Lopez, vanLonkhuyzen, Maytnier, Grunert, Forrest, Nemeth.

Members Excused: Barton.

Staff: Erica Eklov, Deputy City Clerk and Kyle Mucha, Zoning & Codes Administrator.

Guest(s): Debbie & Randy Newsome (2663 Mandigo Avenue) and Mick Lynch, American Hydrogeology.

Approval of Minutes: Grunert moved, seconded by Duniphin, to approve the April 04, 2018 meeting minutes as submitted. Motion approved 6-0 (vanLonkhuyzen abstaining).

Old Business:

- a. Election of Officers: Due to the absence of Commissioner Barton, the election of officers was tabled until the June regular meeting.

New Business:

- a. 2663 Mandigo Avenue: Owners, Debbie & Randy Newsome, were present to speak on behalf of their February & March 2018 applications and provide an update on the work currently being done with regards to property cleanup. Mrs. Newsome reiterated the information detailed in the application with regards to removing the rear (north) porch from the farmhouse, removing windows from the south & east porches and installing pillars for supporting the porches roofs. Mrs. Newsome provided a site map and pillar design per stipulation of preliminary approval from the April 2018 meeting. Discussion followed. Lopez moved, seconded by Nemeth, to approve the application as submitted. Motion passed 7-0.

Mick Lynch, American Hyrdogeology, was present to provide a report of his findings regarding the corn crib and small barn located at 2663 Mandigo Avenue. With regards to the corn crib, Mr. Lynch indicated the structure is too far gone to save, and recommended the approval of its demolition. Regarding the small barn, Mr. Lynch indicated that it would cost a minimum of \$30,000.00 to possibly restore. Mr. Lynch also stated, as a preservationist and fellow historic property owner, even he would not want to undertake the restoration work of restoring the small barn. Discussion followed. Mr. & Mrs. Newsome indicated their future plans to construct a larger horse barn on the property, and a goal would be to salvage some of the small barn siding to use on the exterior of the new structure. Mucha informed the Newsome's and Commission members of the requirements the property owners will have to work through in order to construct a new accessory building (horse barn) on the property. Grunert moved, seconded by Forrest, to approve the application to remove the corn crib & small barn from the property, conditional upon any salvageable material being retained to use on the new accessory building (horse barn) and submittal of building plans for the new accessory building (horse barn).

- b. 3221 West Milham Avenue: Mucha provided an update on enforcement action.
- c. Community Awareness: Duniphin provided an update to the Commission with regards to ticket sales for the May event, along with further details about the event itself. Discussion followed.

Duniphin requested approval to spend an estimated \$230.00 for portable restroom facilities. Maytnier moved, seconded by Lopez, to approve \$230.00 for the rental of restroom facilities. Motion passed 7-0.

Duniphin requested approval to receive reimbursement from the Historic District Commission, not to exceed \$950.00, for payment to Rentalex for a 40' x 40' canopy tent and related chairs & tables. vanLonkhuyzen moved, seconded by Lopez, to approve reimbursement funds, not exceeding \$950.00. Motion approved 7-0.

Adjournment: There being no further comments or business, vanLonkhuyzen adjourned the Historic District Commission May 02, 2018 meeting at 9:43 A.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kyle Mucha".

Kyle Mucha
Zoning & Codes Administrator

GlasAssociates

CUSTOM HOME DESIGNERS/BUILDERS
COMMERCIAL CONTRACTING

6339 Stadium Drive
Kalamazoo, MI 49009

ph: 269.353.7737
fax: 269.353.7316
glasassociates.com

May 21, 2018

City of Portage
City Council
7900 S. Westnedge Ave.
Portage, MI 49002



Members of the Portage City Council,

As the owner/developer of the recently approved plat Whispering Meadows Phase IV, we respectfully ask the City Council to reconsider the sidewalk requirement for the new phase of an existing subdivision.

Chapter 42, Article 5, Division 4, Sec. 42-804 of the City of Portage Zoning Ordinance states:

(a) Sidewalks shall be required in accordance with subsection (b) of this section when the proposed residential subdivision is so situated in relation to an existing or proposed school, park, workplace, institution, developed residential neighborhood, neighborhood commercial area or other pedestrian generator, whether public or private, that sidewalks will provide or facilitate safe and convenient travel to and from such pedestrian generator.

With regards to Phase IV and per the City's requirements, sidewalks have been installed connecting the cul-de-sac of Boxwood Ct. to the dead-end of Camelot St. as well as along the north side of Mullein Ln. ending at Angling Rd. (with proposed extension up to Boxwood Ct.), however, these newly installed sidewalks do not connect to any existing sidewalks and in turn, leave pedestrians stranded. Please see Attachment "A" for reference.

On a larger scale, Attachment "B" shows the nearest pedestrian generator (Amberly Elementary School) which is approximately four blocks from Whispering Meadows Phase IV, as well as existing sidewalks in neighboring developments. While this school is certainly within walking distance, the lack of connecting sidewalks does not allow for safe and convenient travel as intended by the ordinance above.

Whispering Meadows Phase IV is a direct offshoot of Phase III and does not connect directly to any streets outside of the development; and with cul-de-sac streets, there will be no through traffic. Furthermore, Whispering Meadows offers lots that are roughly twice the size of lots in surrounding neighborhoods. A lower density of homes means less vehicles and less foot traffic.

The requirement of sidewalks throughout Phase IV would visually reduce yards and green space and would disjoint the feel and aesthetic flow of the development as a whole. In addition, the existing grades along the corner of Bunchberry Dr. and Boxwood Ct. will require steeper driveways for some lots; and incorporating sidewalks would only worsen the situation. Attachments "C" and "D" depict such scenarios.

Again, we hope the City Council will grant our request for variance from the sidewalk requirement as it applies to Phase IV of Whispering Meadows.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Charlie Glas', with a stylized, cursive script.

Charlie Glas
President – Glas Associates

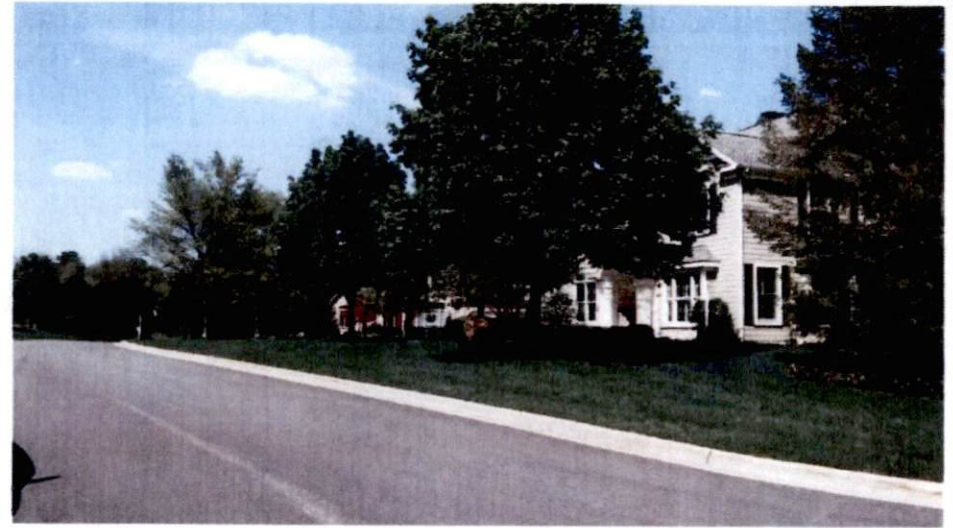
ATTACHMENT "A"



ATTACHMENT "B"



ATTACHMENT "C"



EXISTING WHISPERING MEADOWS LOTS



LOTS WITH SIDEWALKS

ATTACHMENT "D"



EXISTING GRADES
BUNCHBERRY DR. & BOXWOOD CT.



STEEP DRIVEWAY

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Whispering Meadows No. 4 - Request to Reconsider Sidewalks

SUPPORTING PERSONNEL: Chris Forth, Acting Director, Department of Community Development

ACTION RECOMMENDED:

1. Review a decision to require sidewalks along both sides of all public streets within the Plat of Whispering Meadows Phase IV.
2. In lieu of sidewalks on both sides of the street, consider a continuous sidewalk from Angling Road to Camelot Street along one side of the street.

Agenda Item C.1 includes a letter and supporting documentation from Charlie Glas, Glas Associates, owner/developer of Whispering Meadows Phase IV, requesting City Council reconsideration of a condition of preliminary plat approval that sidewalks be installed on both sides of all public streets within this plat.

City Council approved the Preliminary Plat of Whispering Meadows Phase IV on May 24, 2016, following a discussion involving installation of sidewalks, public street connection to Camelot Street and, as an alternative to a public street connection, installation of a pedestrian connector between Boxwood Street and Camelot Street. Attached for City Council review is a copy of the May 24 City Council meeting minutes. City Council approved the preliminary plat consistent with the recommendations provided by the Planning Commission and the City Administration with the exception of the sidewalks. The Planning Commission and City Administration also recommended preliminary plat approval with support for the developers variance requests to not install sidewalks (with the exception of the pedestrian connection to Camelot Street) and a public street connection to Camelot Street consistent with the first three phases of the plat. In the end, City Council voted to required sidewalks be installed along both sides of the street.

As shown on Attachment A submitted by Mr. Glas, a sidewalk has been installed on the north side of Mullein Lane, on the east side of Bunchberry Drive to a point approximately 100 feet north and between the east end of Boxwood Court and Camelot Street. Additionally, Attachment A shows the northerly extension of the Bunchberry Drive sidewalk to Boxwood Court that will be completed by Mr. Glas. In an effort to facilitate pedestrian movement between neighborhoods and Amberly Elementary School, it is recommended a sidewalk also be installed on the south side of Boxwood Court to provide a continuous sidewalk between Angling Road and Camelot Street.

Although there is no continuous sidewalk between Camelot Street and Amberly Elementary School, the FY2018-28 Capital Improvement Program includes a project to install a sidewalk along Tattersall Road between Rothbury Street and Evergreen Street. Also, there is an existing sidewalk along

Winkfield Avenue between Rothbury Street and Amberly Street. A project could be developed and included in the FY2019-29 Capital Improvement Program to install sidewalks that would connect Camelot Street to both Tattersall Road to the north and Winkfield Avenue to the south via Robinwood Street.

If City Council chooses to revise the 2016 decision and not require sidewalks on both sides of each public street, then the City Administration recommends, as an alternative, a sidewalk be installed on the south side of Boxwood Court to provide a continuous sidewalk between Angling Road and Camelot Street that will facilitate pedestrian movement between neighborhoods and Amberly Elementary School.

FUNDING: Not applicable

- Attachments:**
1. City Council minutes May 24, 2016
 2. Planning Commission minutes May 5, 2016
 3. Community Development staff report April 29, 2016
 4. June 5, 2018 Letter from the Whispering Meadows Homeowners Association
 5. Resident Input - Whispering Meadows Sidewalks

CITY COUNCIL MEETING MINUTES FROM MAY 24, 2016



COPY

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

At the request of Mayor Strazdas, Pastor Richard Pilger of the Kalamazoo Valley Family Church gave the invocation and City Council and the audience recited the Pledge of Allegiance.

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

PROCLAMATIONS: Mayor Strazdas issued a Gun Violence Awareness Day Proclamation and a Portage Soccer Classic Tournament Weekend Proclamation.

APPROVAL OF MINUTES: Motion by Ansari, seconded by Randall, to approve the Special Meeting Minutes of May 10, 2016, and the Regular Meeting Minutes of May 10, 2016, as presented. Upon a voice vote, motion carried 6 to 0. Motion by Pearson, seconded by Randall, to approve the Pre-Council Meeting Minutes of May 23, 2016, as presented. Upon a roll call vote, motion carried 4 to 0, with Councilmembers Ford and Urban abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Pearson to read the Consent Agenda. Councilmember Urban asked that Item F.4, Preliminary Plat of Whispering Meadows No. 4 (6513 Angling Road), be removed from the Consent Agenda.

Motion by Pearson, seconded by Ansari, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 6 to 0, with Councilmember Pearson abstaining from Item F.5, Permit to Conduct Fireworks Display, owing to a perceived conflict of interest.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF MAY 24, 2016:** Motion by Pearson, seconded by Ansari, to approve the Accounts Payable Register of May 24, 2016. Upon a roll call vote, motion carried 6 to 0.

REPORTS FROM THE ADMINISTRATION:

FISCAL YEAR 2016-2017 BUDGET: Mayor Strazdas introduced this item and asked City Manager Larry Shaffer to comment on the Fiscal Year 2016-2017 Budget as presented. Mr. Shaffer indicated that his is a \$6.84 million Proposed Fiscal Year 2016-2017 Budget. He indicated that the budget represents a 1.3% increase in expenditures over last year's budget. It includes six different categories in 22 different funds: the General Fund is experiencing a reduction of 0.53%, and the \$14.8 million Capital Improvement Plan reflects an \$840,000 increase or about 6%. He thanked and congratulated City Council for the many hours they spent in consideration of this budget. He acknowledged and expressed his appreciation to the City Department Heads and Deputy City Manager Rob Boulis for their efforts in putting this budget together and offered to answer any questions that City Council or anybody in the community might have relative to this budget. Mayor Strazdas interjected that there has been a request through Council for a second Spring Clean-up, perhaps as a Fall Clean-up for trash and unwanted items, and wanted the assurances that the funds would be there for that effort. Discussion followed and Mayor Strazdas summed up.

Motion by Urban, seconded by Ford, to adopt the General Appropriations Act Resolution to adopt the Fiscal Year 2016-2017 Budget. Upon a roll call vote, motion carried 6 to 0 with

Councilmember Ansari abstaining from the vote related to Portage Community Center and Lending Hands of Michigan, owing to a perceived conflict of interest.

Motion by Urban, seconded by Randall, to adopt the Resolution to adopt the Salary and Wage Schedules for the Fiscal Year July 1, 2016, to June 30, 2017. Upon a roll call vote, motion carried 6 to 0.

*** STREET CRACK SEALING MATERIAL – SOLE SOURCE PURCHASE**

RECOMMENDATION: Motion by Pearson, seconded by Ansari, to approve the sole source purchase from Maxwell Products, Incorporated, for: 46,000 pounds of crack sealing material in the amount of \$19,504 for initial application in 2016; and 118,000 pounds of crack sealing material to be used during the 2016-2017 construction season; and, authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

*** BACKUP STORAGE REPLACEMENT:** Motion by Pearson, seconded by Ansari, to approve the purchase of an EMC storage backup solution from Data Strategy, Incorporated, through the Western States Contracting Alliance cooperative purchasing program in the amount of \$47,578.41; approve professional installation services through Data Strategy, Incorporated, in the amount of \$10,000 in order to address storage backup failures and capacity issues on behalf of the City of Portage, for a total project cost of \$57,578.41; and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

PRELIMINARY PLAT OF WHISPERING MEADOWS NO. 4 (6513 ANGLING ROAD): Mayor Strazdas deferred to Councilmember Urban, who expressed his concern about the two proposed variances offered as part of the Preliminary Plat of Whispering Meadows No.4, to vary the extension/connection of public streets and the installation of sidewalks on both sides of the street. At the request of Mayor Strazdas, Community Development Director Vicki Georgeau provided some background of the request and mentioned as with the first three Phases of Whispering Meadows, the developer has asked for an exception to the street connection. She described some of the details related to Phase 3 as approved by City Council where Towhee Street was not extended where the developer built five homes instead, and Davcliff Avenue was not extended where the developer built homes in a different plat instead. She indicated that the developer contends that this has always been the plan and wants to continue this development pattern and leave Kalarama Avenue as the only East/West Road through the Amberly neighborhood since extending Camelot would bring excessive traffic through the plat. With regard to sidewalks, she pointed out that the first three Phases of Whispering Meadows do not have sidewalks, is a fairly low density neighborhood and has access off of Romence Road outlining some details using a map. She summed up and indicated that staff and the Planning Commission reviewed this request and recommend approval.

In answer to Mayor Strazdas, Councilmember Randall indicated that she would be abstaining from the final vote, but would be staying for the discussion and explained. City Attorney Brown concurred with her intent to remain, not be a part of the discussion and refrain from voting.

Councilmember Urban asked whether the sidewalk requirement was in place when the previous Phases of the Whispering meadows Plat were approved, and Ms. Georgeau said she did not believe that it was and pointed out that the sidewalk policy has varied over the years. She mentioned that there were some examples where the waivers were granted when the policy was in place, but did not think that was the case here. Discussion followed. Councilmember Urban expressed his objection to the Council Policy of the 1990's of not having sidewalks on either side of the street, then having sidewalks on one side of the street, and now back to sidewalks on both sides of the street as it has left City Council with an extreme patchwork of sidewalks. He spoke in support of sidewalks on both sides of the street in Whispering Meadows No. 4, regardless of the first three phases for whatever reasons. He noted that this neighborhood is within the required walking distance to Amberly Elementary and West Middle Schools

and does not receive bus service. He pointed out that it is somewhat ridiculous to put in a pedestrian walkway on Camelot Street and not continue with sidewalks in the plat, or "a sidewalk to nowhere" and summed up.

With regard to interconnectivity, Councilmember Urban indicated that the idea is to create a city and a community, not isolated enclaves, and argued that there is no way there can be a street in this plat that becomes a "through street" by virtue of the design of proposed site plan. Further, he said that the idea is to create neighborhoods and not just isolated neighbors who do not know one another; therefore, sidewalks and interconnectivity are important, especially with Amberly Elementary School nearby. He emphasized Portage is a city of neighborhoods and neighborhood schools, and getting to school without having to go a half of a mile out of the way is important, and restated his opposition to the proposed variances.

In answer to Mayor Pro Tem Ansari and his question regarding safety, Ms. Georgeau responded she could not think of an instance where a sidewalk would be a detriment to safety unless there was a situation where a grade change or deep slope would be a challenge to a person with a disability; or where there is not enough right-of-way and the sidewalk is integral to the curb as with a major thoroughfare; nevertheless, she stressed that this sidewalk still keeps the pedestrian out of the roadway. She referred to the Complete Streets Policy exceptions given for environmental issues, unique circumstances, or other pedestrian amenities in the vicinity, and drew correlations to be considered with the Amberly neighborhood where there are very few sidewalks. She pointed out that in his application, the developer stated that when he was selling the lots in the first three phases, this was always a future intended Phase; that he had a first right of refusal to buy and develop this land in the event it became available; and Ms. Georgeau explained that if this was a new development, the City would be taking a much stronger stance with regard to sidewalks and interconnectivity. She restated her preference for sidewalks, but this developer has requested a variance.

Mayor Strazdas indicated that he was trying to balance the request from a very good developer with the Complete Streets Policy, the patchwork of sidewalks dilemma in the City, and the socioeconomic issue of isolating a neighborhood, whether it is a poor neighborhood, or a rich neighborhood. He spoke in support of the pedestrian walkway through Camelot Street and sidewalks.

Councilmember Urban expressed his frustration with the lack of interconnectivity among the plats in Portage and the lack of sidewalks for the safety of the children of Portage. Discussion followed.

City Attorney Brown answered in the affirmative when Councilmember Ford asked if Council should consider all of the requirements quoted in part from Section 42-803(j) of the Subdivision and Land Division Regulations (Streets – Location and Arrangement) found in the Deputy City Manager Communication to Honorable Mayor and City Council as Item F.4 in the City Council Agenda Packet dated May 24, 2016. Councilmember Ford spoke in support of granting the variances since the Planning Commission recommended approval with only fifteen properties affected and stressed the importance of conformance with the first three phases and the adjoining neighborhood. City Attorney Brown cited Section 42-713 found in the staff report dated April 29, 2016, as the three requirements that must be shown before granting a variance as even more relevant to Council consideration before granting the variance.

Councilmember Pearson pointed out that this was a unanimous decision by the Planning Commission, then Ms. Georgeau responded to him that she was unaware if anyone from Whispering Meadows No 1, No.2 or No. 3 has ever requested installation of sidewalks, and that it (no sidewalks) was consistent with the existing development pattern. Councilmember Pearson indicated that when he was a Planning Commissioner, and there was a four-phase project with seventy-five per cent of the development completed, no consideration would be given to changing the rules in "midstream" as it would be unfair and explained. He indicated that he would be supporting the request and indicated that he could see no reason to change the character of the plat for Phase No 4.

Councilmember Urban said that there are some sidewalks in the Amberly neighborhood and indicated that there have been complaints in that neighborhood of children having to walk in the road. He reminded Council that the City has made special efforts in some areas to add sidewalks in the

Amberly neighborhood as necessary. He pointed out that there was no discussion of these variances cited in the Planning Commission minutes, and asked for any discussion from Ms. Georgeau that she may recall. He refuted the holding that each of the three conditions of V. RECOMMENDATION, Section 1. Variance Requests, Page 3 of the staff report dated April 29, 2016, have been met and could not grant a variance even if he wanted to. City Attorney Brown indicated that the staff report reasoning behind the variance should be incorporated into the motion granting this request. Discussion followed.

Charlie Glas, 7217 North Douglas, Kalamazoo, reflected upon his positive experiences in Portage over the years. He objected to interconnectivity on the basis of increased traffic in a low density plat and a desire for continuity by his Father and himself. He also expressed a concern about long-term maintenance. Discussion followed regarding the pros and cons of sidewalks and interconnecting roadways.

Ms. Georgeau answered Councilmember Ford by indicating that the decision to close off Davcliff Avenue was a part of Whispering Meadows No. 2, and the decision to close off Towhee Street was part of Whispering Meadows No. 3, and guessed it was in 1997. Discussion followed.

Motion by Pearson, seconded by Ford, to approve the Preliminary Plat of Whispering Meadows No. 4 (6513 Angling Road), subject to the three conditions in the April 29, 2016 Department of Community Development staff report, and grant the two variances requested, finding that the three standards set forth in Section 42-713 have been satisfied as found in Section V. RECOMMENDATION of the report.

At the request of Mayor Strazdas, City Engineer Chris Barnes offered an opinion with respect to traffic, pedestrian, engineering and safety. He distinguished between an urban section with curb and gutter, and a rural section with no curb and gutter, but a ditch. He said typically there is an allowance for a sidewalk in an urban section because most national transportation organizations recognize that the ultimate urban section would be a section with sidewalks that would provide a safe passage for all of the users of the right-of-way, i.e. the Complete Streets concept. He said that the Council Policy was brought forth by the Federal Highway Administration and the Transportation Department to facilitate access for all of the users of the roadway, not just motor vehicles. He acknowledged that typically there would be sidewalks in this situation in answer to Mayor Strazdas.

Councilmember Ford observed that it is "odd" that Council is considering putting sidewalks in front of fifteen homes when all of the homes within a two block radius do not have them and explained. He then offered that maintenance of these sidewalks will ultimately fall on this Council for fifteen homes when there are no other sidewalks in the vicinity. Mayor Strazdas shared his understanding of his point, then reflected on the time when people were negative about the stubbed bicycle trail ways across the City, and compared them with today now that they are all connected. He expressed his belief that there will be a time when there will be sidewalks all over the City.

Councilmember Urban reiterated that all three of the criteria in the Subdivision and Land Division Regulations (Streets – Location and Arrangement), Section 42-713, need to be satisfied. He again read the first one stating that Council cannot show that this requirement has been met, even aside from the other two. Discussion followed.

Councilmember Pearson indicated that he is "struck" by the opinion of the professional staff; Phase 4 is consistent with the existing development pattern; we have worked with the developer; obviously in a main thoroughfare, we want the Complete Streets concept and the Federal Funds; this is a low density neighborhood with winding streets, completes the pattern and the developer contends it retains the continuity of the plat; hence, it is clear why the Planning Commission is making this recommendation.

Councilmember Urban indicated to Mayor Strazdas that it is appropriate that he express what effect a "yes" vote and a "no" vote has on the installation of sidewalks. Mayor Strazdas indicated that a "yes" vote means there are no sidewalks and no other cut through streets; and, a "no" vote means that you would like to have the roads connected and that you would like to have sidewalks, "or one or the other." Discussion followed.

Upon a roll call vote, motion failed, 3 to 2: Yeas: Councilmembers Pearson and Ford. No: Councilmembers Urban and Mayor Pro Tem Ansari and Mayor Strazdas.

Motion by Urban, seconded by Ansari, to approve the Preliminary Plat of Whispering Meadows No. 4 (6513 Angling Road), subject to condition two and three of the April 29, 2016 Department of Community Development staff report, excepting the last sentence of condition two which states, "...an easement will also need to be provided for the public walkway located between Lots 71 and 72." City Attorney Brown interjected that this is a request for a variance, so the motion should include a denial of the variance as requested by the applicant and explained. Motion by Urban, seconded by Ansari, to amend the motion to include: additionally, the variances requested by the applicant, are denied in finding that the three conditions required for variance of the Subdivision and Land Division Regulations (Streets – Location and Arrangement), Section 42-713, have not been satisfied.

Ms. Georgeau asked for the understanding from City Council that if the street connection is desired, the developer may wish to redesign the layout of the plat not to include the street connection to Camelot Street. Discussion followed.

At the request of Mayor Strazdas, Charlie Gas indicated that the sidewalk is one issue and the cut through street is a totally different issue for him since the sidewalks are "either we add them or we don't" and the interconnectivity of the road is to a completely different plat, so the houses will be completely different, probably with a Planned Unit Development (PUD). He expressed his preference for the variance on the interconnectivity of the streets as it will completely change the dynamics of this plat and stated his willingness to forego the variance on the sidewalks. Discussion followed.

Mayor Strazdas indicated that a "yes" vote means there will be a completely new design; and, a "no" vote means that we may still have an impasse. Discussion followed.

Upon a roll call vote, motion failed, 4 to 1. Yeas: Councilmembers Pearson and Ford, Mayor Pro Tem Ansari and Mayor Strazdas. No: Councilmembers Urban.

Motion by Urban, seconded by Ford, to approve the Preliminary Plat of Whispering Meadows No. 4 (6513 Angling Road), subject to the three conditions in the April 29, 2016 Department of Community Development staff report, modified as follows: in Condition 1, eliminate the words, "and installation of sidewalks along both sides of all streets (Section 42-804)." He explained that this motion requires that the sidewalks be installed, but does not require the street interconnectivity and leaves the easement for a public walkway located between Lots 71 and 72. Discussion followed.

Mayor Strazdas indicated that a "yes" vote means the sidewalks are in and the road interconnection is not in; and, a "no" vote means no sidewalks.

Upon a roll call vote, motion carried, 4 to 1: Yeas: Councilmembers Ford and Urban, Mayor Pro Tem Ansari and Mayor Strazdas. No: Councilmember Pearson. Discussion followed.

* **PERMIT TO CONDUCT FIREWORKS DISPLAY:** Motion by Pearson, seconded by Ansari, to approve a permit for a fireworks display on July 3, 2016, sponsored by the Portage Rotary Club. Upon a roll call vote, motion carried 5 to 0 with Councilmember Pearson abstaining.

* **APRIL 2016 SUMMARY ENVIRONMENTAL ACTIVITY REPORT:** Motion by Pearson, seconded by Ansari, to receive the April 2016 Summary Environmental Activity Report as information only. Upon a roll call vote, motion carried 6 to 0.

COMMUNICATIONS:

ANNUAL UPDATE OF THE HUMAN SERVICES BOARD (HSB): Mayor Strazdas welcomed Human Services Board Chair Amanda Woodin, who referred to the Communication in the City Council Packet dated May 5, 2016, that summarizes the activities of the HSB for the past year as she presented each of the accomplishments. Discussion followed. City Manager Shaffer expressed his appreciation for the staff support provided by Elizabeth Money to the HSB, and thanked the HSB for

PLANNING COMMISSION

May 5, 2016

 COPY

The City of Portage Planning Commission meeting of May 5, 2016 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Approximately 25 citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services; Michael West, Senior City Planner; and Charlie Bear, Assistant City Attorney.

ROLL CALL:

Mr. Forth called the roll: Patterson (yes), Stoffer (yes), Welch (yes), Felicijan (not present), Dargitz (yes), Bosch (yeas), Somers (yes) and Schimmel (yes). A motion was offered by Commissioner Dargitz, seconded by Commissioner Schimmel, to approve the roll excusing Commissioner Richmond. The motion was unanimously approved 7-0.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the April 21, 2016 meeting minutes contained in the agenda packet. A motion was then made by Commissioner Bosch, seconded by Commissioner Patterson, to approve the minutes as submitted. The motion was unanimously approved 7-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARINGS:

1. Preliminary Plat of Whispering Meadows No. 4, 6513 Angling Road. Mr. Forth summarized the staff report dated April 29, 2016 regarding the request by Glas Associates to construct the fourth and final phase of the Whispering Meadows single-family residential subdivision. Mr. Forth stated Whispering Meadows No. 4 proposes 15 single family residential lots on approximately 12.78 acres. Mr. Forth indicated the existing 2-story farmhouse and detached garage building located on the property would be relocated to the northwestern portion of the site (0.4 acre parcel) and would be exempted from the plat. In conjunction with the preliminary plat, Mr. Forth stated the applicant was requesting variances from the Subdivision and Land Division Regulations involving extension/connection of public streets (Section 42-803) and installation of sidewalks along both sides of all streets (Section 42-804). Mr. Forth summarized the analysis section of the staff report and indicated staff is recommending approval of the preliminary plat, including the requested variances, subject to the three conditions outlined in the April 29, 2016 Department of Community Development report.

Mr. Charlie Glas of Glas Associates (applicant/developer) was present to support the proposed plat. Mr. Glas explained the rationale for the requested variances and thanked staff for their assistance during the review process. Chairman Welch opened the public hearing. There being no public comment, a motion was made by Commissioner Somers, supported by Commissioner Bosch, to close the public hearing. The motion was unanimously approved 7-0.

After a brief discussion, a motion was made by Commissioner Patterson, supported by Commissioner Bosch, to recommend to City Council approval of the Preliminary Plat of Whispering Meadows No. 4, 6513 Angling Road, subject to the three conditions outlined in the Department of Community report dated April 29, 2016 including the requested variances and with a finding that the criteria outlined in Section 42-713 of the Subdivision and Land Division Regulations for issuance of the variances had been satisfied. The motion was unanimously approved 7-0.

2. Preliminary Report; Rezoning Application #15/16-5, 715 West Osterhout Avenue. Mr. Forth summarized the preliminary staff report dated April 29, 2016 regarding a request from Landmark Development Properties LLC to rezone 715 West Osterhout Avenue from R-1C, one family residential to PD, planned development. Mr. Forth discussed the two-step PD process involving the rezoning/tentative plan review and then the subsequent final/site plan review. Mr. Forth stated the PD rezoning would facilitate construction of 102 single-family detached and attached residential condominium dwellings on approximate 39 acres. Mr. Forth summarized various elements of the proposed tentative plan including access, private street design/layout, sidewalks and walking trails, wetlands and open space preservation, phasing and overall density of the development. Mr. Forth then reviewed the preliminary analysis section of the report including the Comprehensive Plan/Future Land Use Plan designations and the suitability of the existing zoning and impacts of the proposed PD zoning.

Mr. Pat Flanagan of Ingersoll, Watson & McMachen (applicant's engineer) was present to support the rezoning application and explain the planned development project. Mr. Flanagan introduced Mr. Aaron Hovestadt (principal of Landmark Development Properties) and thanked staff for their assistance during the review process. Mr. Flanagan presented a color rendering of the proposed development project and discussed the plans to install a fire sprinkler system within each dwelling unit. Mr. Flanagan discussed the target market of the development (55 years and older, "empty nesters") and reviewed various aspects of the project including access, internal private street network, sidewalks and walking trails, size and square footage of the homes, building materials and energy efficiency features, building setbacks, phasing and development densities, wetlands assessment, storm water management, open space areas and plans to preserve mature trees and natural areas across the property.

The public hearing was opened by Chairman Welch. Two citizens spoke regarding the proposed rezoning: 1) Mr. Elmon Oliver, 951 West Osterhout Avenue and 2) Mr. Mike Davidovich. Mr. Oliver stated he had no objections to the development project and Mr. Davidovich had questions regarding construction traffic. After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Schimmel, to adjourn the public hearing for Rezoning Application #15/16-5, 715 West Osterhout Avenue, to the May 19, 2016 meeting. The motion was unanimously approved 7-0.

3. Special Land Use Permit: KEPS Technologies (Verizon antenna collocation), 6301 South Westnedge Avenue. Mr. West summarized the staff report dated April 29, 2016 regarding a request from KEPS Technologies to install three (3) 10-foot tall telecommunication antennas on top of the roof of the existing Verizon Wireless building located at 6301 South Westnedge Avenue. Mr. West stated that Section 42-135.G.1.c of the Wireless Telecommunications Facilities and Towers Ordinance permits placement or collocation of antennas on existing conforming towers, buildings and similar structures. Mr. West indicated the antennas would be slate grey or brush silver in color so as to blend into the existing structure and surroundings and would extend approximately 10-feet above the top of the roof. Mr. West stated the application fulfills the requirements for issuance of a special land use permit and was recommended for approval. Mr. West also referred the Commission to an April 29, 2016 letter from KIN Properties contained in the final agenda packet opposing the antenna collocation.

Ms. Kacey Polisky of ACD.net (applicant representative) was present to support the application and to discuss the need for the additional antennas. Ms. Polisky stated the three antennas, along with other antenna locations planned across the area, were necessary to improve in-building coverage and to reduce the over saturation that was occurring in the Verizon Wireless network. The public hearing was then opened by Chairman Welch. One citizen spoke regard to the proposed special land use permit: Mr. Brandon Ovenhandler

(representing Aldi Food Stores, 6291 South Westnedge Avenue). Mr. Ovenhandler spoke in opposition to the proposed antennas citing visual and aesthetic concerns. A motion was made by Commissioner Bosch, seconded by Commissioner Somers, to close the public hearing. The motion was unanimously approved 7-0.

After a brief discussion regarding the height of the antennas, the parapet around the building perimeter and the height of other structures in the area such as parking lot light poles, a motion was made by Commissioner Patterson, seconded by Commissioner Bosch, to approve the Special Land Use Permit for KEPS Technologies (Verizon antenna colocation), 6301 South Westnedge Avenue. The motion was unanimously approved 7-0.

NEW BUSINESS:

None.

STATEMENT OF CITIZENS:

None.

OLD BUSINESS:

None.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 8:15 p.m.

Respectfully submitted,

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

TO: Planning Commission

DATE: April 29, 2016

FROM: Vicki Georgeau,  Director of Community Development

SUBJECT: Preliminary Plat: Whispering Meadows No. 4, 6513 Angling Road.

I. INTRODUCTION:

The preliminary plat of Whispering Meadows No. 4 has been submitted for review and approval. The fourth and final phase of the Whispering Meadows subdivision proposes construction of 15 single family residential lots on approximately 12.78 acres. Based on information provided by the applicant, the existing 2-story farmhouse and detached garage located on the property, opposite Arbutus Trail, will be relocated to the northwestern portion of the site (0.4 acre parcel) and will be exempted from the plat. The existing barns will be moved to an off-site location.

Applicant	Lots/Area	Location
Glas Associates	15 lots/12.78 acres	Southeast ¼ of Section 7, East of Angling Road and north of Mullein Lane.

In conjunction with the proposed preliminary plat, the applicant is also requesting variances from the Subdivision and Land Division Regulations involving extension/connection of public streets (Section 42-803) and installation of sidewalks along both sides of all streets (Sections 42-804). Consistent with Section 42-713 (Variances) of the Subdivision and Land Division Regulations, the applicant has submitted a written communication in support of the requested variances.

II. BACKGROUND INFORMATION:

The following is important background information and summarizes the requirements that are applicable to the preliminary plat application. All required improvements will comply with Article 5 – Subdivision and Land Division Regulations of the City of Portage Land Development Regulations.

Street Access	Northerly extension of Bunchberry Drive (public street) and construction of a new public cul-de-sac street (Boxwood Court). Existing access to Angling Road and Romence Road provided through existing public streets located with previous phases of the Whispering Meadows subdivision.
Storm Water	Directed to an existing private storm water basin located to the south, along the east side of Bunchberry Drive, within Whispering Meadows No. 3.
Public Improvements	Public streets, curb-gutter, municipal water, sanitary sewer, streetlights will be provided pursuant to established ordinance requirements.
Zoning	R-1B, one family residential: Minimum 80 foot lot widths (100 feet for corner lots); minimum lot size of 9,600 square feet; and minimum setbacks of 30-feet (front), 10-feet (side) and 40-feet (rear).

Environmental impacts	No wetlands, floodplain or other environmental issues are present on the subject property. Existing mature trees located across the property and along Angling Road will be preserved, to the extent possible, to serve as an amenity to the development and to provide screening/buffering to future residents.
Traffic	A total of 15 single-family residential dwellings can be expected to generate approximately 75-90 vehicles per day (equivalent to 150-180 vehicle trips per day).

III. PUBLIC NOTICE REQUIREMENTS:

In accordance with the Michigan Planning Enabling Act (Public Act No. 33 of 2008, as amended), a public notice was published in the local newspaper and notice was mailed to owners of land immediately adjoining the proposed plat 15 days prior to the date of the public hearing.

Submission of the preliminary plat is intended to provide the community with the opportunity to examine existing and proposed conditions pertaining to the development of the subdivision. After approval by the City Council, preliminary plat approval is effective for 12 months. During the 12 month period, detailed engineering drawings will be prepared and submitted to City Council for review and approval. Following construction of the plat improvements, the developer will request that City Council grant final plat approval.

IV. VARIANCE REQUESTS:

Section 42-803(j) of the Subdivision and Land Division Regulations (Streets - Location and Arrangement), states, in part, that "The street layout shall provide for the continuation of collector streets in the adjoining subdivision or for the proper projection of streets when adjoining property is not subdivided, or shall conform to a plan for a neighborhood unit drawn up and adopted by the planning commission." Immediately east of the subject property is the Robinswood subdivision that includes a public street stub (Camelot Street) that extends to the eastern boundary of the proposed Whispering Meadows No. 4 subdivision. In written correspondence dated April 27, 2016, the applicant discusses the rationale for this variance request including the desire to preserve home values and privacy, and the secluded neighborhood character of the Whispering Meadows subdivision, which has no public street interconnections to the east in the previous three phases to discourage vehicular through traffic to Angling Road.

Section 42-804 of the Subdivision and Land Division Regulations (Sidewalks) establishes a requirement that a four-foot wide concrete sidewalk be provided on both sides of all local streets, including the full length and bulb of any cul-de-sacs. In the attached correspondence, the applicant discusses the rationale for this variance request including the lack of existing sidewalks in Whispering Meadows No. 1, No. 2 and No. 3, along with the lack of continuous sidewalk in the surrounding area (Angling Road and adjacent residential neighborhoods to the east and west).

Neighborhood connectivity and installation of pedestrian facilities have been encouraged and required, when and where possible. As explained by the applicant, the Whispering Meadows development was originally planned and the first three phases constructed without pedestrian or public street connections to adjacent neighborhoods. For Commission information, Towhee Court was originally stubbed to the south property line of Whispering Meadows No. 3, between 3382 and 3440 Davcliff Avenue. During the planning and construction phase of Whispering Meadows No. 3, Towhee Street was not extended at the request of the developer. Since it was not extended, the street improvements were removed by the developer and the area

restored to greenspace. Additionally, the west end of Davcliff Avenue was stubbed to the Whispering Meadows development site. This street was also not extended into Whispering Meadows and instead, the developer constructed a small, six residential lot cul-de-sac.

In lieu of a public street extension/connection to Camelot Street, the applicant is proposing to install a pedestrian walkway, between Lots 71 and 72, which would provide for pedestrian connectivity between neighborhoods, without an increase in vehicular traffic through the Whispering Meadows subdivision. This public walkway would also provide a pedestrian linkage to Amberly Elementary School to the east and West Middle School/Moorsbridge Elementary School to the south. Also, the applicant will remove the west 62 feet of the existing Camelot Street improvements (asphalt and curb/gutter) and restore this area to greenspace.

With regard to sidewalks, during development of the first three phases of Whispering Meadows, the Land Development Regulations did not require sidewalks if the lots were greater than 100 feet in width. Since the Whispering Meadows lots are greater than 100 feet in width, installation of sidewalks was optional. The Land Development Regulations were changed in 1998 to require sidewalks on both sides of all new residential subdivisions. As noted above, the applicant is proposing a pedestrian connection to the neighborhood to the east in the final phase of Whispering Meadows, and a bikeway along Angling Road and Romence Road is provided along the major street frontage for the development.

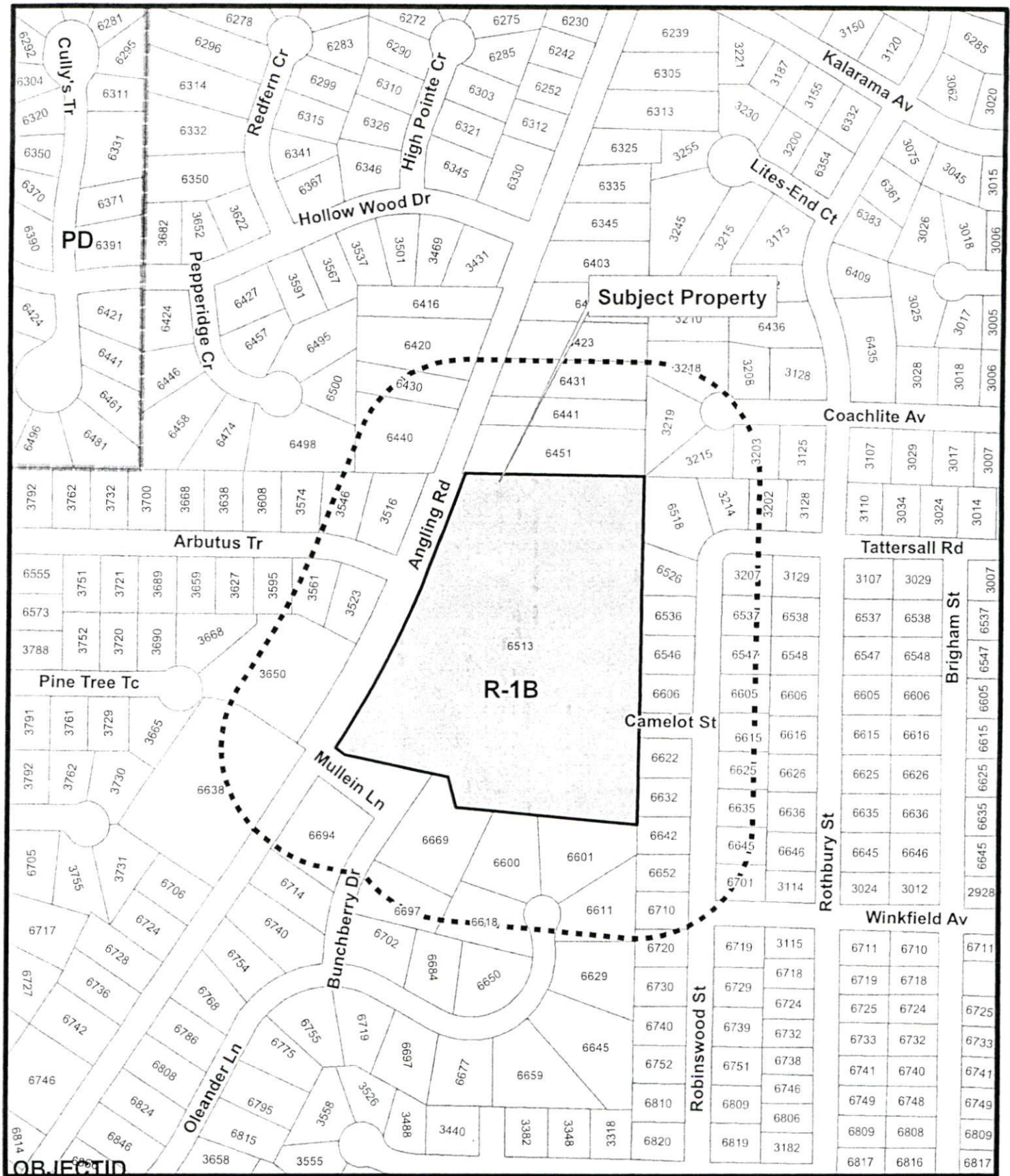
V. RECOMMENDATION:

The proposed plat has been reviewed within the context of the Comprehensive Plan, Land Development Regulations and other applicable ordinance requirements. Based on the above information and subject to any additional information received during the public hearing, staff advises the Planning Commission recommend to City Council that the Preliminary Plat of Whispering Meadows No. 4, 6513 Angling Road, be approved subject to the following conditions:

1. Variance Requests – The applicant is requesting to complete the final phase of the Whispering Meadows development project consistent with approval of the first three phases. As such, approval of the variance requests involving extension/connection of public streets (Section 42-803) and installation of sidewalks along both sides of all streets (Sections 42-804) with a finding that the criteria outlined in Section 42-713 (Variances) of the Subdivision and Land Division Regulations have been satisfied: (1) There are special circumstance of conditions affecting the property such that the strict application of this article would deprive the applicant of the reasonable use of his land; (2) The variances are necessary for the preservation and enjoyment of a substantial property right of the petitioner; and (3) The granting of the variances will not be detrimental to the public welfare or injurious to other property in the territory in which the property is situated.
2. Public Streets, Walkway and Utilities – The proposed street system, municipal water and sanitary sewer are acceptable in concept. Final design, location and related issues will be addressed upon submittal of the detailed engineering drawings. Any public utility located outside of the street right-of-way (water main between lots 71 and 72) will require that an easement(s) be conveyed to the city. Additionally, an easement will also need to be provided for the public walkway located between Lots 71 and 72.

3. Storm Water Retention – Storm water run-off from Whispering Meadows No. 4 will be conveyed to an existing private storm water retention basin located to the south within Whispering Meadows No. 3. This storm water basin is owned and maintained the Whispering Meadows Home Owners Association. An easement and maintenance/indemnification agreement will need to be conveyed to the city for discharge of storm water from public streets within Whispering Meadows No. 4 to this private basin before approval of the detailed engineering drawings. Final design and related issues associated with this additional storm water discharge will be addressed upon submittal of the detailed engineering drawings.

Attachments: Zoning/Vicinity Map
Aerial Photo Map
Communication from Glas Associates received April 27, 2016
Preliminary Plat Drawing



-  300' Notification
-  6513 Angling
-  Zoning Boundary

Preliminary Plat
Whispering Meadows No. 4
6513 Angling Road



1 inch = 333 feet

GlasAssociates

CUSTOM HOME DESIGNERS/BUILDERS
COMMERCIAL CONTRACTING

6339 Stadium Drive
Kalamazoo, MI 49009

ph: 269.353.7737
fax: 269.353.7316
glasassociates.com

RECEIVED

APR 27 2016

COMMUNITY DEVELOPMENT

April 11, 2016

[April 26, 2016 Revised – See Paragraph 8]

City of Portage
7900 South Westnedge Avenue
Portage, MI 49002

Attention: Mr. Christopher Forth, AICP, Deputy Director of Planning, Development and Neighborhood Services

**RE: PRELIMINARY PLAT OF WHISPERING MEADOWS NO. 4, 6513 ANGLING ROAD,
PORTAGE, MICHIGAN**

Dear Mr. Forth:

Thank you for providing the City Administration review and comments. In response thereto, below please find comments which correspond to the item numbers contained in your April 4, 2016 letter.

Community Development Department

1. An executed affidavit of ownership is enclosed for your review and approval.
2. Please accept this correspondence as a written request for a variance from the neighborhood interconnection requirements with the adjacent Robinswood subdivision to the east. Justifications for this request, in accordance with the criteria outlined in Section 42-713 of the Subdivision Regulations, are as follows:
 - a. General Overview
 - i. Whispering Meadows Nos 1, 2 and 3 were recorded in 1992, 1994, and 1997, respectively, all of which predate the current ordinance provisions adopted in 1998. The first three phases created a secluded neighborhood character with high value homes. The road network specifically focused on discouraging the use by through traffic, which is still consistent with current ordinance provision 42-803.(1) for street location and arrangement. This was also desired since the market value of the Whispering Meadows homes in comparison to those in adjoining neighborhoods are nearly 300-400% higher as supported by current SEV and taxable value information found on the City GIS web site. The lack of interconnectivity helps preserve the privacy and values of these property owners. Whispering Meadows No. 4 is proposed as a final extension of this existing neighborhood and aims to create a cohesive character and environment for the sake of both existing and new home/property owners.
 - b. Section 42-713
 - i. Condition 1 – There are special circumstances or conditions affecting the property such that the strict application of this article would deprive the applicant of the reasonable use of his land.
 1. The street layout of the previous three phases provides no interconnectivity, or proposed connection, to adjoining subdivisions for reasons stated above. This development pattern was set in place before much of the recent emphasis on

comprehensive planning connectivity and Complete Streets policies. Imposing the current ordinance provisions creates a special circumstance/condition which deprives the applicant from reasonably developing this final phase in a nature consistent with the existing phases. It would detract from the existing home values and lessen the market viability of the developers proposed use of the land for the final phase. Finally, the currently adequate interconnectivity among adjacent subdivisions to the same major thoroughfares to which Whispering Meadows No.s 1-4 connects does not significantly benefit vehicular circulation in the vicinity when contrasted with the detriments to the neighborhood character.

- ii. Condition 2 – The variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner.
 1. The variance is necessary to preserve the same and substantial property rights of the petitioner previously afforded for the betterment/enjoyment of the eventual home/property owners and development character. It is also necessary to preserve the property rights of homeowners of the previous three phases.
 - iii. Condition 3 – The granting of the variance will not be detrimental to the public welfare or injurious to other property in the territory in which the property is situated.
 1. To the contrary, the granting of variance will warrant against injurious conditions to the other existing properties in the territory/Whispering Meadows No.s 1-3 and will preserve the public safety/welfare by limiting through traffic within these quiet neighborhoods.
3. Please accept this correspondence as a written request for a variance from the four- and five-foot sidewalk installation requirements throughout the development and along Angling Road. Justifications for this request, in accordance with the criteria outlined in Section 42-713 of the Subdivision Regulations, as well as the City Complete Streets Policy, are as follows:
- a. General Overview
 - i. The lack of sidewalks in all phases of the Whispering Meadows subdivision is purposeful for the same reasons stated above for the roadway interconnectivity. The addition of sidewalk in Whispering Meadows No. 4 would be a gap filling measure at best given a lack of any other major network in the vicinity, especially in Whispering Meadows No. 1 through 3. In the west and east neighborhoods, the sidewalk network is very sporadic and incomplete. Without a documented capital improvements plan demonstrating a timely feasible financial plan to implement sidewalk installation throughout the area, we further believe it would be in the public's best interest to prolong installation in Whispering Meadows until such a time. This approach would prevent premature deterioration (and sooner than necessary rehabilitation/replacement) of the sidewalk in an immediate time frame when it would be highly under-utilized. A sidewalk to a "nowhere" terminus could also create potential safety issues by entering/existing pedestrians and non-motorized traffic to/from a vehicular network not designed for this mixed-use pattern.
 - b. Section 42-713
 - i. Condition 1 – There are special circumstances or conditions affecting the property such that the strict application of this article would deprive the applicant of the reasonable use of his land.
 1. See above item 2 and 3.a.i.
 - ii. Condition 2 – The variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner.
 1. See above item 2 and 3.a.i.

- iii. Condition 3 – The granting of the variance will not be detrimental to the public welfare or injurious to other property in the territory in which the property is situated.
 - 1. See above item 2 and 3.a.i.
 - c. Complete Streets
 - i. The City of Portage Complete Streets Policy provides the City Administration the discretion to permit exceptions from the policy if meeting one or more of certain provisions. The following are two such provisions applicable to the Whispering Meadows application:
 - 1. Provision 2 – An alternative route, such as a multi-use trail in the immediate vicinity provides an option for non-motorized transportation.
 - a. An alternative non-motorized transportation route in the immediate vicinity is available by means of the existing designated widened shoulder trail along Angling Road.
 - 2. Provision 9 – The adopted Comprehensive Plan, or other present and/or anticipated market conditions that can be documented, indicate an absence of existing or future need (e.g. sparse population), for a Complete Street element or elements.
 - a. As mentioned in item 2 and 3.a.i above, market and character conditions within all Whispering Meadows phases support the absence of sidewalk throughout the development. The absence of such a transportation element in the general area, as aforementioned, also supports the lack of current need without significant area wide investment and support, all while avoiding placing unneeded replacement operation, maintenance and replacement costs for a highly under-utilized asset onto future users.
- 4. The variance request for the Lot 1 front yard building setback along the south property line is hereby withdrawn. Thank you for coordinating the request requirements between your office and the City attorney.
- 5. A signed letter from the Whispering Meadows Home Owners Association concerning the ownership and use of this basin for Whispering Meadows No. 4 is enclosed for your review and approval.
- 6. It is our intent to preserve the mature tree line to the greatest extent possible in the area from the existing overhead electric utility lines towards Angling Road to preserve the desired private and naturally wooded character of this development. Any clearing which may occur would consist of removing fallen trees/limbs or underbrush which inhibit the health of the mature tree line. In this stretch, we will supplement landscaping and/or berming as appropriate adjacent to Lots 1 through 6 to comply with Subdivision Regulation requirements.
- 7. The proposed setbacks have been dimensioned for the relocated structures shown on the land division application for the 0.40 acre exempted parcel. The updated plat drawing is enclosed.
- 8. *[April 26, 2016 Revision]*
Additional comment not in City review letter dated April 4, 2016 – A subsequent phone conversation with Ms. Vicki Georgeau, Director of Community Development, indicated City staff would be agreeable to recommending the above stated variance requests (see items 3 and 4) with the stipulation a 10' wide dedicated public walk be installed from the cul-de-sac of proposed Boxwood Court to the revised asphalt limits of Camelot Street. We are agreeable to this stipulation and commit to providing the dedicated public walk and coordinating the removal of asphalt (as shown on the updated plan) and abandonment of the Camelot Street right-of-way.

Fire Department

1. The "no parking-fire lane" sign posting requirement is noted on the enclosed updated preliminary plat drawing.

Transportation and Utilities Department

1. We understand the cut/fill requirements associated with this site. The site design construction drawings submitted to the City for approval between Preliminary and Final Plat approval will consider this comment and aim to mitigate any adverse effects associated therewith to the greatest extent possible.
2. A 20 foot easement for water main looping has been added between lots 12 and 13 on the enclosed updated preliminary plat drawing.

We believe the above responses address the City Administration comments. Accordingly, also enclosed please find eight copies of the revised plans at an 11" x 17" reduction in effort to be scheduled on the May 5, 2016 Planning Commission meeting agenda.

Thank you and other City staff in advance for your diligent efforts on the review of our application. If you have comments or questions, please do not hesitate to contact me at any time.

Sincerely,

GLAS ASSOCIATES DESIGNER/BUILDER LLC

A handwritten signature in black ink, appearing to read 'Charlie Glas', with a stylized, flowing script.

Charlie Glas, Member

6526 Robinswood St.
Portage, MI 49024

May 20, 2016

Dear members of the Portage Planning Commission,

I reside on Robinswood Street, and was notified by the City of the proposed Whispering Meadows #4 development being planned for 6513 Angling Road, directly behind my house.

As I understand it, the developers have asked for a variance from the "neighborhood interconnection requirements," and this was granted by the Planning Commission at the May 5, 2016 meeting.

I am writing you because I am very concerned about the justification that was used to request this variance, and further that it was approved with no question or discussion from the Planning Commission.

In the correspondence from the developer, Glas Associates, dated April 11, 2016 (revised April 26, 2016), the following justification is used in the request to this variance:

"The first three phases [of Whispering Meadows] created a secluded neighborhood character with high value homes. The road network specifically focused on discouraging the use by through traffic ... This was also desired since the market value of the homes in comparison to those in adjoining neighborhoods are nearly 300-400% higher as supported by the current SEV and taxable value information found on the City GIS web site. The lack of interconnectivity helps preserve the privacy and values of these property owners."

I have the following questions about these statements:

- Is it the intention of the Planning Commission to continue to isolate developments with "high value" homes from more modest neighborhoods? If so, how is this beneficial to the community as a whole?
- Are the "privacy and values" of "high value" homes a bigger priority for the Planning Commission and the City of Portage than the "privacy and values" of citizens in more modest neighborhoods?

I am extremely disappointed that this variance was approved by the Planning Commission, and that none of the members questioned this justification, or expressed any apprehension about it. I am also concerned that this has now set a precedent; since this variance was approved for this development, other developers of "high value" home projects will ask for the same variance, and the Planning Commission and City Council will continue to approve these. I find this to be a seriously troubling issue.

I have been a citizen of Portage for 15 years, and have been very engaged with the community. I firmly believe the diversity within our community is one of its strengths, and I was under the impression that diversity was something valued by the City as well. I believe that allowing the isolation of "high value" developments changes the character of our community in a way that detracts from its desirability as a

place to live for current and future residents. Personally, I am extremely uncomfortable with the City moving in this direction.

Thank you for your time in considering these matters.

Sincerely,

Michele D. Behr

June 5, 2018

Whispering Meadows Owners Association
PO Box 2581
Portage, MI 49081

City Council
City of Portage
7900 S. Westnedge Avenue
Portage, MI 49002

Members of the Portage City Council,

Phase 4 of the Whispering Meadows is the fourth and final phase of the Whispering Meadows development. Currently, Whispering Meadows Phase 4 is part of the Whispering Meadows Owners Association. As the Board of Whispering Meadows Owners Association, we are writing in support of the limited sidewalks proposed by Glas Associates in the development of Phase 4. This would include the newly constructed sidewalks on the north side of Mullein Lane between Angling Road and Bunchberry Drive, the connection between Boxwood Court and Camelot Street, and finishing the sidewalk along Bunchberry Drive connecting Mullein Lane and Boxwood Court. We would not be in favor of further internal sidewalk construction throughout all of Phase 4.

In Phases 1, 2, and 3 there are no internal sidewalks. It is felt that having part of Whispering Meadows with internal sidewalks and part without sidewalks, would significantly alter the homogeneity of the plat appearance and would appear less like a cohesive development. There has been no interest from the owners in the existing Phases 1, 2, and 3 that they would want to undertake the personal expense of "retrofitting" internal sidewalks in of the existing parts of Whispering Meadows Phases 1, 2, and 3.

Thank you for your consideration,



Richard Dirrenberger
President
Whispering Meadows Homeowners Association

Adam Herringa

From: Christopher Forth
Sent: Tuesday, June 12, 2018 7:10 AM
To: Laurence Shaffer; Rob Boulis; 'Randall Brown'; Adam Herringa
Subject: FW: Online Form Submittal: Contact Us

The message below is from the person who purchased a lot in the Whispering Meadows No. 4 subdivision regarding installation of sidewalks.

Christopher Forth, AICP
Deputy Director of Planning, Development and Neighborhood Services
City of Portage Department of Community Development
7900 South Westnedge Avenue
Portage, Michigan, 49002
Direct dial: 269.329.4474
www.portagemi.gov

From: noreply@civicplus.com [mailto:noreply@civicplus.com]
Sent: Monday, June 11, 2018 10:05 PM
To: Tamara Stephens <stephent@portagemi.gov>; Victoria Georgeau <georgeav@portagemi.gov>; Christopher Forth <forthc@portagemi.gov>
Subject: Online Form Submittal: Contact Us

Contact Us

Which department do you wish to contact?	Community Development
Your First Name	Prabhash
Last Name	Tatineni
Email Address	ptatineni@aol.com
Subject	Whispering Meadows Sub-division
Your Message	Aparna Kanaparthi Prabhash Tatineni 6527 Bunchberry DR Portage, MI, 49024 To, Christopher Forth, Deputy Director, Community Development, City of Portage, Portage, MI Mr. Forth, We recently purchased a property and built a house on 6527 Bunchberry Dr. We did not realize that this sub-division is supposed to have walking paths, the older parts of this sub-division do not have walking paths. We feel that the addition of the walking paths will decrease the Aesthetic value of the sub-

division and will make this part of the sub-division look different from the other parts. We are hoping that you will reconsider this and give this sub-division exception to having walking paths to maintain uniformity and the Aesthetic value. Sincerely, Aparna Kanaparthi Prabhash Tatineni

Email not displaying correctly? [View it in your browser.](#)