

5:30 p.m. Committee of the Whole Work Session - Future Senior Center.

7:00 p.m. Call to Order.

Invocation: Pastor Clayton Smith of the First Reformed Church of Portage.

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Consent Agenda:

1. Approval of City Council Meeting Minutes:
 - a. Regular Meeting of July 10, 2018.
 - b. Pre-Council of July 23, 2018.
2. Approval of the Accounts Payable Register of July 24, 2018 as presented.
3. Refer the special assessment petition in favor of creating a special assessment district on Hill 'an' Brook Drive (Angling Road to Greenhill Street) to the City Administration for review and report.
4. Adopt the Resolution granting the request from Presidential Brewing at 8232 and 8302 Portage Road for a Micro Brewer and Small Winemaker Liquor License.
5. Award a contract in the amount of \$89,750 to Abonmarche Consultants for Engineering and Architectural Professional Services for the Eliason Nature Reserve Phase II project and authorize the City Manager to execute all documents related to this action on behalf of the city.
6. Award a construction contract to Michigan Paving and Materials Company of Kalamazoo, Michigan, for the 2018 Local Streets Reconstruction Program in an amount not to exceed \$928,885.09 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
7. Minutes of Boards & Commissions:
 - a. Historic District Commission of June 6, 2018.
 - b. Park Board of June 6, 2018.
8. Materials Transmitted.

B. Petitions and Statements of Citizens:

C. Communications:

1. Calendar of Meetings:
 - Youth Advisory Committee, Monday, July 30 at 3:00 p.m., City Hall Room #1.
 - Historic District Commission, Wednesday, August 1 at 8:15 a.m., City Hall Room #2.
 - Park Board, Wednesday, August 1 at 6:30 p.m., Oakland Drive Park.
 - Human Services Board, Thursday, August 2 at 6:30 p.m., City Hall Room #1.
 - Planning Commission, Thursday, August 2 at 7:00 p.m., Council Chambers.
 - Environmental Board, Wednesday, August 8 at 6:30 p.m., City Hall Room #1.
 - Zoning Board of Appeals, Monday, August 13 at 7:00 p.m., Council Chambers.

D. Public Hearings:

E. Regular Business Agenda:

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

CITY COUNCIL MEETING MINUTES FROM JULY 10, 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 Deputy City Manager Rob Boulis, City Attorney Randy Brown and City Clerk Adam Herringa.

At the request of Mayor Randall, Mayor Pro Tem Pearson provided the invocation and, following the invocation, City Council and the audience recited the Pledge of Allegiance.

PROCLAMATION: Mayor Randall issued a “Summer Learning Day” proclamation and presented it to Meg Blinkiewicz of the Kalamazoo Youth Development Network who explained the purpose of the proclamation and importance for youth to continue learning during the summer break from school.

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.

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

APPROVAL OF MINUTES: Motion by Reid, seconded by Burns, to approve the minutes of the Regular Meeting of June 26 and Pre-Council Meeting of July 9, 2018. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JULY 10, 2018: Motion by Reid, seconded by Burns, to approve the Accounts Payable Register of July 10, 2018. Upon a roll call vote, motion carried 7 to 0.

LABOR AGREEMENT BETWEEN CITY OF PORTAGE AND UNITED AUTO WORKERS: Motion by Reid, seconded by Burns, to authorize the Mayor and City Clerk to execute a three-year labor agreement between the City of Portage and the United Auto Workers. Upon a roll call vote, motion carried 7 to 0.

2018-2019 COMMUNITY DEVELOPMENT BLOCK GRANT CONTRACTS AND GENERAL FUND HUMAN/PUBLIC SERVICES CONTRACTS: Motion by Reid, seconded by Burns, to approve the Fiscal Year 2018-2019 Community Development Block Grant contracts and General Fund Human/Public Services contracts, and authorize the City Manager to execute all documents related to the contracts on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

CONTRACT FOR SUMMER MILL AND FILL ASPHALT REPAIRS: Motion by Reid, seconded by Burns, to award a contract in the amount of \$346,694.58 to Rieth-Riley Construction, Inc., for summer mill and fill asphalt repairs to major and local street sections and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

COMMITTEE OF THE WHOLE REGARDING FUTURE SENIOR AND/OR SENIOR/COMMUNITY CENTER: Motion by Reid, seconded by Burns, to set a Committee of the Whole meeting on Tuesday, July 24 at 5:30 p.m. in City Hall Conference Room #1 for the purpose of discussing the building of a future Senior and/or Senior/Community Center. Upon a roll call vote, motion carried 7 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Reid, seconded by Burns, to receive minutes of the Senior Citizens Advisory Board of April 18 and Planning Commission of June 21, 2018. Upon a roll call vote, motion carried 7 to 0.

MATERIALS TRANSMITTED: Motion by Reid, seconded by Burns, to receive the Materials Transmitted of June 22 and June 26, 2018. Upon a roll call vote, motion carried 7 to 0.

STATEMENTS OF CITIZENS: Mr. Maurice Rykert, 6812 Bratcher Street, spoke and expressed concern regarding commercial businesses operating in residential neighborhoods as it relates to parking commercial vehicles and trailers on residential streets. Mr. Rykert also expressed concern with the advertising that often accompanies these commercial enterprises. Members of City Council reviewed the matter with Mr. Rykert and Mayor Pro Tem Pearson expressed interest in the city reviewing the overall topic of commercial vehicles parking on residential streets. Mayor Randall asked that City Administration meet with Mr. Rykert and provide a report back to City Council at the next Regular Meeting.

COMMUNICATIONS:

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

PUBLIC HEARINGS:

REZONING APPLICATION FOR 6533, 6547, 6603 AND 6609 OAKLAND DRIVE: Mayor Randall invited City Administration to review the proposed rezoning and development project and Acting Director of Community Development Chris Forth reviewed the rezoning request, proposed development and number of housing units. Mr. Forth also referenced concerns expressed by residents of the neighboring development (Villages at Brighton Lane) with regard to the potential removal of trees on the rezoned property. Mr. Forth explained there is no requirement for the retention of trees but that city staff would work with the developer in this regard during the site plan review process. Mr. Forth explained that the development is consistent with the city Comprehensive Plan. With regard to a question raised by Councilmember Reid about ingress and egress to the development, Mr. Forth explained that the dedicated turn lane currently provided on Oakland Drive should be adequate to provide safe entry and exit. He explained that adding an additional entry point could raise additional traffic conflicts.

Mr. Nathan Sachritz, 2003 Brighton Lane, spoke and shared that he recently moved into the Villages at Brighton Lane and asked for clarification regarding the requested rezoning. Mr. Forth explained that the rezoning would not permit a large apartment complex but rather a development similar to the Villages at Brighton Lane which would include 28 units. Mr. Sachritz asked that neighbors be notified when the site plan review occurs by the Planning Commission.

Mr. Linda Schmidt, 2021 Brighton Lane, shared that her housing unit backs up to the proposed development. She thanked the developer, Mr. Scott Gignac, for changes that he is making to his plans. Ms. Schmidt asked for clarification as to the phrase included in the notice she received that the rezoning could be "for any other classification allowable by law." Attorney Brown explained that this phrase is used to provide City Council flexibility in case they decide to approve a rezoning other than that being recommended by City Administration. Ms. Schmidt commented that her hope for the new development is that it has a quality appearance and be a quality development.

Mr. Roger Herpolsheimer, 2025 Brighton Lane, asked that the Villages at Brighton Lane have their privacy protected. He stated that he is not opposed to a new condo development especially since he lives in one and commented that an evergreen fence between the two developments would be appreciated. Motion by Ford, seconded by Knapp, to close the public hearing. Upon a roll call vote, motion carried 7 to 0.

Councilmember Reid asked Mr. Forth to explain the next steps in the process. Mr. Forth reviewed the proposed development and explained that there is no notice requirement associated with site plan reviews. However, he stated that he would work with the developer and interested neighbors in this regard. Mr. Forth continued by sharing that the site plan review could not occur until the developer submitted his plans. Mayor Randall confirmed with Mr. Forth that the city would be in contact with interested neighbors regarding the review of the site plan by the Planning Commission.

Mr. Scott Gignac, 2015 West Crosstown Parkway, shared that he is the developer and that he hoped to have a site plan submitted to the city within the next four to five weeks. He continued by stating that he hopes to break ground by winter. Councilmember Knapp inquired if trees could be maintained or incorporated into the project. Mr. Gignac explained that many of the evergreen trees are dead or dying but that he would make every effort to maintain trees and privacy. He pointed out that it is in his interest to ensure privacy for future residents of his development.

Motion by Reid, seconded by Urban, to approve Rezoning Application #17/18-4, changing the zoning designation at 6533, 6547, 6603 and 6609 Oakland Drive from R-1B, one-family residential to R-1T, attached residential. Upon a roll call vote, motion carried 7 to 0.

UNFINISHED BUSINESS:

SOCIAL HOST ORDINANCE: At the request of Mayor Randall, Deputy City Manager Boulis explained that City Council was being asked to adopt a proposed Social Host Ordinance and asked City Clerk Herringa to provide additional information. City Clerk Herringa provided an overview of the proposed ordinance and explained that the ordinance had been developed by the Youth Advisory Committee who worked in conjunction with the Department of Public Safety and the Office of the City Attorney. Mr. Herringa, who also serves as a liaison to the Youth Advisory Committee, explained that the topic of alcohol awareness and teen alcohol use is important to the Youth Advisory Committee and this proposed ordinance is the result of numerous meetings and discussions on the topic.

Mayor Pro Tem Pearson asked Mr. Herringa to provide some detail regarding the penalties associated with the ordinance and Mr. Herringa shared some of the potential consequences. Mayor Randall inquired as to the motto used to deter adults from hosting gatherings for minors and Mr. Herringa explained that there is a campaign every spring surrounding the issue of alcohol awareness and the slogan changes every year. Mr. Herringa shared that a member of the Youth Advisory Committee had developed the logo for this year's campaign.

Councilmember Reid complimented the Youth Advisory Committee for tackling this issue. She then referenced the provision in the ordinance defining drug paraphernalia and asked for clarification regarding the reference to the presence of materials that could be used in planting, propagating, cultivation, etc. Assistant City Attorney Charlie Bear explained that while the same tools could be used in an individual's garden they could also be used in the growing of controlled substances. He explained that the presence and connection to a controlled substance is the key distinction.

Councilmember Burns inquired as to any plans to communicate information about the new ordinance to the community. Mr. Herringa explained that articles are planned for the Portager, information will be placed on the website and the spring alcohol awareness campaign will include information about the Social Host Ordinance.

Motion by Reid, seconded by Knapp, to adopt the proposed "Social Host Ordinance" which modifies Section 50-112, Disorderly Places, of Article 4, Chapter 50 of the City of Portage Code of Ordinances. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Mayor Pro Tem Pearson shared that he recently attended a meeting of the Central County Transit Authority (CCTA) and Kalamazoo County Transit Authority (KCTA) in which it was learned that the Tax Increment Financing of the Kalamazoo Downtown Development Authority (DDA) is running out of funds. As a result the Kalamazoo DDA is planning new Tax Increment Financing for a new Downtown Economic Growth Authority which will cover a larger area than the previous DDA. Mr. Pearson shared that those involved in this effort asked the CCTA/KCTA to adopt a resolution of support. He continued by stating that a resolution in support was not adopted at this time. Instead the decision was made to ask the Executive Director of the CCTA learn more about what is being proposed and report back. Mayor Pro Tem Pearson closed by stating that he and Councilmember Burns, who also serves on the CCTA, would report back to City Council once they learn more about the planned Downtown Economic Growth Authority.

Councilmember Burns shared that a meeting of the Investment Committee was held. He thanked City Council for the recent appointment of a new member, stated his appreciation for the work of Finance Director Bill Furry in the management of investment accounts and thanked Councilmember Reid for the service of her husband on the Investment Committee. Mr. Burns shared that the Investment Committee would have some suggestions for City Administration to consider but the city is in compliance with all relevant rules and regulations. Mayor Randall thanked Mr. Burns for serving as chair of this committee.

Motion by Pearson, seconded by Ford, to receive the reports as presented. Upon a voice vote, motion carried 7 to 0.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Reid stated that during the economic downturn the city cut back on entertainment programming. She stated that she missed Shakespeare in the Park as a result but that this program would be returning. She shared that the Civic Theatre Academy of Theater Arts would be presenting "A Comedy of Errors" later this month at the Celery Flats Amphitheatre.

Councilmember Knapp encouraged residents to attend the concert of acclaimed violinist Damien Escobar at the Overlander Bandshell.

Councilmember Burns said that the registration date for the August Primary has passed but encouraged all eligible voters to get registered for the November election. Mr. Burns next shared details about an upcoming event in recognition of National Night Out that is being sponsored by the Department of Public Safety.

Councilmember Ford thanked Councilmember Reid and her husband for their generous property donation in recognition of Ms. Betty Lee Ongley. He then shared his enthusiasm for the Damien Escobar concert and for the return of summer entertainment to the City of Portage. Mr. Ford encouraged residents to be cautious with outdoor fires in light of the recent dry weather.

Mayor Pro Tem Pearson shared that he attended the dedication of the 11.5 acres of land in recognition of Ms. Ongley that was hosted by Councilmember Reid and her husband. He thanked Ms. Reid and her husband, Rick, for their donation.

Mayor Randall thanked Councilmember Reid and her husband for being excellent hosts at the land dedication in honor of Ms. Ongley. She shared that it was a wonderful opportunity to see the land that is being preserved. Ms. Randall shared details about the upcoming Damien Escobar concert and concluded her comments by asking City Attorney Randy Brown to review the city's fireworks ordinance in light of concerns that had been made by residents. Attorney Brown reviewed the ordinance and explained that the City of Portage ordinance is as strict as it can be under state law. He

encouraged those residents who are experiencing violations of the ordinance to contact the Department of Public Safety.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:01 p.m.

Adam Herringa, City Clerk

DRAFT

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF JULY 23, 2018**

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

Mayor Randall opened the meeting and inquired if there were any questions or concerns regarding items on the proposed July 24th Regular Meeting Agenda. With regard to Item A.2, Accounts Payable, Mayor Pro Tem Pearson inquired as to a payment involving street sweeping. He indicated that his question is not about the payment but more broadly about the schedule for residential street sweeping and if there is a street sweeping policy. He noted that sweeping often occurs in areas where there is not a visible need. He inquired if street sweeping services could be reduced without a visible impact on street conditions. Related to this topic, Mayor Randall stated that she often sees storm drains and gutters in residential areas that are clogged with debris. She asked if more can be done to keep the drains clear.

With regard to Item A.2, Mayor Pro Tem Pearson inquired about a payment to Kalamazoo Pickleball. He stated that he did not question the payment but was curious as to the relationship between the City of Portage and Kalamazoo Pickleball. City Manager Shaffer stated that he would research and respond but indicated his understanding that Kalamazoo Pickleball runs the league, the City of Portage collects the fees and then returns 50% of the revenue to Kalamazoo Pickleball.

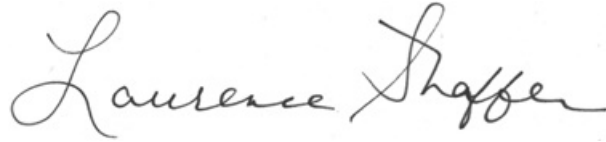
With regard to Item A.3, Hill 'an' Brook Special Assessment, Councilmember Reid shared her understanding that the recommendation is to refer the petition to City Administration for review. She pointed out that the petition did not include signatures but printed names and inquired as to the validity. Councilmember Reid also asked that City Council be provided with the reverse side of the petition. She pointed out that some houses on Hill 'an' Brook are not included while some on Merryview are included in the proposed special assessment district. She asked for clarification as to what properties would and would not be included. Finally, she stated her understanding that the petition had been filed with the city on previous occasions and asked that copies of the prior petitions be provided.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:08 a.m.

Adam Herringa, City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Approval of the Accounts Payable Register of July 24, 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 June 17, 2018 through July 8, 2018 and notes \$487,454.80 in automated clearing house payments, \$1,288,693.59 in paper checks and \$27,205.99 in auto-pay payments for a grand total of \$1,803,354.38.

FUNDING: N/A

Attachments: 1. Accounts Payable Register of 7-24-18

ACCOUNTS PAYABLE REGISTER

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Check Dates From: June 17, 2018 To: July 8, 2018

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
06/25/2018	8966(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	3,470.00
06/25/2018	8967(A)	INTERNATIONAL CODE COUNCIL, INC	IECC COMMENTARY CODE	64.50
06/29/2018	8968(A)	A-1 SIGNS	MEMORIAL PLAQUES	217.20
06/29/2018	8969(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	9,392.82
06/29/2018	8970(A)	AIRGAS GREAT LAKES	SHOP MAINTENANCE	29.37
06/29/2018	8971(A)	ALL CITY MANAGEMENT SERVICES, INC.	SCHOOL CROSSING GUARDS	2,925.72
06/29/2018	8972(A)	ALRO STEEL CORPORATION	ELIASON PROJECT	592.60
06/29/2018	8973(A)	AMERICAN SAFETY & FIRST AID	FIRST AID SUPPLIES	424.98
06/29/2018	8974(A)	AUMACK, MICHAEL	UMPIRE PAYROLL	375.00
06/29/2018	8975(A)	AUTOMATIC MICROFILM CO.	ARCHIVAL SERVICES	92.40
06/29/2018	8976(A)	BEEBE, RONALD E.	UMPIRE PAYROLL	240.00
06/29/2018	8977(A)	BELL EQUIPMENT COMPANY	SWEEPER RENTAL	18,961.34
06/29/2018	8978(A)	BYHOLT INC.	SAND DELIVERY	721.91
06/29/2018	8979(A)	C D W GOVERNMENT, INC.	COMPUTER/MONITOR	959.82
06/29/2018	8980(A)	CARLETON EQUIPMENT CO.	REPAIR SUPPLIES	650.25
06/29/2018	8981(A)	CLEAN EARTH ENVIRONMENTAL SERV	VIDEOTAPING SERVICES	14,321.14
06/29/2018	8982(A)	CLEANIT CORP	CAR WASHES	379.96
06/29/2018	8983(A)	CONSUMERS CONCRETE CORP.	ELIASON PROJECT	1,206.30
06/29/2018	8984(A)	CROWN TROPHY	1ST HALF TROPHIES	182.00
06/29/2018	8985(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	17,527.93
06/29/2018	8986(A)	E J USA, INC.	ADA PLATES	1,434.80
06/29/2018	8987(A)	EDWARDS, HENRY	UMPIRE PAYROLL	276.00
06/29/2018	8988(A)	EKLOV, ERICA	EMPLOYEE REIMBURSEMENT	134.96
06/29/2018	8989(A)	ENGINEERED PROTECTION SYSTEMS, INC.	ALARM SYSTEM MONITOR	178.92
06/29/2018	8990(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	TRAILER MATERIALS	1,330.95
06/29/2018	8991(A)	ETNA SUPPLY, INC.	SUPPLIES - PARKS DIV	209.54
06/29/2018	8992(A)	FORSHEE, MARK	UMPIRE PAYROLL	423.00
06/29/2018	8993(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	2,810.00
06/29/2018	8994(A)	GORDON WATER SYSTEMS	WATER COOLER SERVICE	451.85
06/29/2018	8995(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY CONTRIBUTIONS	575.00
06/29/2018	8996(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL	406.00

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Check Date	Check	Vendor Name	Description	Amount
06/29/2018	8997(A)	HARTMAN, CHARLES	UMPIRE PAYROLL	240.00
06/29/2018	8998(A)	HOJNACKI, DAVID	UMPIRE PAYROLL	207.00
06/29/2018	8999(A)	HOWARD PRINTING	PRINTING SERVICES	2,920.00
06/29/2018	9000(A)	INDUSCO SUPPLY CO., INC.	RESTROOM SUPPLIES	214.67
06/29/2018	9001(A)	JACK DOHENY SUPPLIES INC.	VACTOR REPAIR PARTS	0.00
06/29/2018	9002(A)	KEHOE, EDWARD J	PROGRAM VENDOR PAYMENT	400.00
06/29/2018	9003(A)	KIEL, MICHAEL	UMPIRE PAYROLL	96.00
06/29/2018	9004(A)	KLOSTERMAN DISTRIBUTING	MPIR CONCESSION SUPP	771.14
06/29/2018	9005(A)	KUIPER BUILDING SERVICES, LLC	SUPERDECK REPAIRS	5,300.00
06/29/2018	9006(A)	LAND MATTERS LLC	LAND ACQUISITION SERV	216.25
06/29/2018	9007(A)	LAWSON PRODUCTS, INC	BALL FIELD PAINT	1,751.55
06/29/2018	9008(A)	LIBRA INDUSTRIES, INC. OF MICHIGAN	FIRE OPS SUPPLIES	2,423.28
06/29/2018	9009(A)	LOUTHAN, WILLIAM F	UMPIRE PAYROLL	192.00
06/29/2018	9010(A)	LOWE'S HOME CENTER	FIRE FACILITY MAINT	326.35
06/29/2018	9011(A)	M & M CUSTOM FABRICATING INC.	RANGER NAME PLATES	39.00
06/29/2018	9012(A)	MAILFINANCE	MAILFINANCE SERVICE	733.77
06/29/2018	9013(A)	MARSHALL & SWIFT	VALUATION SERVICE BOOK	644.20
06/29/2018	9014(A)	MATERIALS RESOURCES	LATEX GLOVES & MISC	182.56
06/29/2018	9015(A)	MCCULLIN, LARRY W.	UMPIRE PAYROLL	299.00
06/29/2018	9016(A)	MEEKHOF TIRE SALES & SERVICE INC.	EQUIPMENT TIRES	596.56
06/29/2018	9017(A)	MICHIGAN PAVING & MATERIALS CO.	PARKING LOT OVERLAYS	72,734.13
06/29/2018	9018(A)	NUYEN, ERIC	UMPIRE PAYROLL	168.00
06/29/2018	9019(A)	OFF THE CUFF CATERING	MPIR CONCESSION SUPP	734.50
06/29/2018	9020(A)	ONE WAY PRODUCTS	JANITORIAL SUPPLIES	236.10
06/29/2018	9021(A)	PAM DAZEY	WEBSITE MAINTENANCE	94.40
06/29/2018	9022(A)	PARADIGM DESIGN, INC.	WINDOW REPLACEMENT	725.00
06/29/2018	9023(A)	PATESEL, TERRY	UMPIRE PAYROLL	23.50
06/29/2018	9024(A)	PEAVEY COMPANY	EVID SUPPLIES	170.00
06/29/2018	9025(A)	PECKELS, CHRISTINE	PROGRAM INSTRUCTOR	180.00
06/29/2018	9026(A)	PERCEPTIVE CONTROLS, INC.	SCADA SYTEM MAINTENANCE	5,366.66
06/29/2018	9027(A)	PETERS CONSTRUCTION CO.	STORM DRAINAGE IMPROV	1,651.00
06/29/2018	9028(A)	PLM LAKE & LAND MANAGEMENT	WEST LAKE-WEED TRTMNT	7,000.00

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Check Date	Check	Vendor Name	Description	Amount
06/29/2018	9029(A)	PORTAGE FIREFIGHTERS	IAFF DUES	1,726.08
06/29/2018	9030(A)	PORTAGE ON-CALL FIREFIGHTERS	ON CALL DUES	80.00
06/29/2018	9031(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA DUES	756.00
06/29/2018	9032(A)	PREIN & NEWHOF	ENGINEERING SERVICES	9,114.95
06/29/2018	9033(A)	PREMIER SAFETY	FIRE SCBA MAINTENANCE	3,669.42
06/29/2018	9034(A)	PROFESSIONAL BUILDING SERVICES LLC	JANITORIAL SERVICES	785.00
06/29/2018	9035(A)	R W LAPINE INC.	HVAC ON-CALL SERVICE	3,861.30
06/29/2018	9036(A)	RHODES, KEVIN	UMPIRE PAYROLL	192.00
06/29/2018	9037(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	1,816.75
06/29/2018	9039(A)	RIETH-RILEY CONSTRUCTION CO., INC	ASPHALT MATERIALS	242.69
06/29/2018	9040(A)	ROE-COMM, INC.	ANALOG RADIO CIRCUIT	25,743.00
06/29/2018	9041(A)	SEVERANCE ELECTRIC COMPANY, INC	FLASHER RELOCATION	11,084.31
06/29/2018	9042(A)	SNELL, DEBRA	PROGRAM INSTRUCTOR	240.00
06/29/2018	9043(A)	SUEZ WATER ENVIRONMENTAL SERVICES	HYDRANT REPAIR	177,275.01
06/29/2018	9044(A)	THE IRRIGATOR	FIRE FACILITY MAINT	288.45
06/29/2018	9045(A)	TOO CLEAN JANITORIAL	JANITORIAL SERVICES	5,015.00
06/29/2018	9046(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW DUES	438.07
06/29/2018	9047(A)	W W GRAINGER INC	JANITORIAL SUPPLIES	142.12
06/29/2018	9048(A)	WARNER NORCROSS & JUDD LLP	LEGAL FEES & RETAINER	4,075.00
06/29/2018	9049(A)	WEST SHORE SERVICES, INC	EMERGENCY SIRENS	11,703.00
06/29/2018	9050(A)	WIGHTMAN & ASSOCIATES, INC.	ENGINEERING SERVICES	40,779.75
06/29/2018	9051(A)	WOLFE, MATT	EMU STAFF & COMMAND	548.62
06/29/2018	9052(A)	WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE	275.40
			Total ACH Transactions:	487,454.80
Check Type: Paper Check				
06/19/2018	306488	STATE OF MICHIGAN	SPECIAL LICENSE APPL	50.00
06/22/2018	306489	BURTIS, AMY	DEPOSIT REFUND	100.00
06/22/2018	306490	DLUGLOSS, BRANDY	DEPOSIT REFUND	150.00
06/22/2018	306491	DOUGLAS, KIRK	DEPOSIT REFUND	100.00
06/22/2018	306492	GAMRAT, JOE	DEPOSIT REFUND	150.00
06/22/2018	306493	HECHT, KAREN	DEPOSIT REFUND	100.00
06/22/2018	306494	MCDOUGALL, HEATHER	DEPOSIT REFUND	100.00

ACCOUNTS PAYABLE REGISTER

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Check Dates From: June 17, 2018 To: July 8, 2018

Check Date	Check	Vendor Name	Description	Amount
06/22/2018	306495	MCGOWAN, JENNIFER	DEPOSIT REFUND	100.00
06/22/2018	306496	METHEANY, RACHEL	DEPOSIT REFUND	150.00
06/22/2018	306497	MISASI, VALERIE	RENTAL REFUND	600.00
06/22/2018	306498	MONKS, SANDRA	TRIP REFUND	45.00
06/22/2018	306499	PERRINE,JULIE	DEPOSIT REFUND	100.00
06/22/2018	306500	PERRY, PATRICIA	TRIP REFUND	550.00
06/22/2018	306501	ROMO, VIVIAN	DEPOSIT REFUND	150.00
06/22/2018	306502	SCHUTTE, WALLACE & MARY TUINIER	TRIP REFUND	100.00
06/22/2018	306503	SHERMAN, AMY	DEPOSIT REFUND	100.00
06/22/2018	306504	WMU DEPARTMENT OF CIVIL	DEPOSIT REFUND	100.00
06/22/2018	306505	ZACK, ELLEN	TRIP REFUND	550.00
06/25/2018	306506	MIDWEST CUSTOM EMBROIDERY COMPANY	UNIFORM MAINTENANCE	392.00
06/26/2018	306507	A T & T	TELEPHONE SERVICE	5,781.84
06/26/2018	306508	VERIZON WIRELESS SERVICES, LLC	WIRELESS CARDS	1,779.28
06/27/2018	306509	U S POSTMASTER	BULK MAILING PERMIT	1,000.00
06/19/2018	10186	PETTY CASH-ALYSSA MILBECK	REPLENISHMENT CHECK	566.33
06/19/2018	10187	PETTY CASH-CHRIS MCCOMB	REPLENISHMENT CHECK	490.50
06/22/2018	10188	PETTY CASH-BARB GARLOW	REPLENISHMENT CHECK	229.60
06/26/2018	10189	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	507.66
07/03/2018	10190	PETTY CASH-ALYSSA MILBECK	REPLENISHMENT CHECK	592.94
07/03/2018	10191	PETTY CASH-DEREK HENSON	REPLENISHMENT CHECK	318.32
07/03/2018	10192	PETTY CASH-MARILYN MARION	REPLENISHMENT CHECK	528.56
06/29/2018	306510	12TH DISTRICT COURT	BAIL BOND	145.00
06/29/2018	306511	A PIZZA YEN	CATERING SERVICE	800.00
06/29/2018	306512	A T & T	TELEPHONE SERVICE	262.67
06/29/2018	306513	A T & T LONG DISTANCE	LONG DISTANCE	11.14
06/29/2018	306514	A-1 REFRIGERATION SALES & SERV	FREEZER REPAIR	362.05
06/29/2018	306515	AAA SLING & INDUSTRIAL SUPPLY	WIRE CABLE	120.85
06/29/2018	306516	ACE PARKING LOT STRIPING, INC.	DPS PARKING LOT STRIPING	1,177.00
06/29/2018	306517	ADP, INC.	PAYROLL SERVICES	3,563.88
06/29/2018	306518	ALERT-ALL CORP.	FIREMARSHAL SUPPLIES	800.00
06/29/2018	306519	ALLEGRA PRINT & IMAGING	BUSINESS CARDS - AMB	314.50

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Check Dates From: June 17, 2018 To: July 8, 2018

Check Date	Check	Vendor Name	Description	Amount
06/29/2018	306520	ANDREWS, DONTA	HAYLOFT RENTAL REFUND	770.00
06/29/2018	306521	AR ENGINEERING LLC	ENGINEERING SERVICES	6,685.03
06/29/2018	306522	ARROWHEAD SCIENTIFIC, INC.	EVIDENCE SUPPLIES	1,330.71
06/29/2018	306523	ARTWEAR APPAREL GRAPHICS, INC.	CAFE UNIFORMS	84.00
06/29/2018	306524	BALKEMA EXCAVATING, INC.	HYDRANT METER REFUND	100.00
06/29/2018	306525	BEEBE, JACQUELYN	DEPOSIT REFUND	300.00
06/29/2018	306526	BELDEN BRICK AND SUPPLY	ELIASON PAVILION	7,679.46
06/29/2018	306527	BELSON OUTDOORS, INC.	TRASH RECEPTACLES	11,024.30
06/29/2018	306528	BENNETT, ADDRRIENNE	DEPOSIT REFUND	85.00
06/29/2018	306529	BEST WAY DISPOSAL, INC.	SEDIMENT HAULING	1,740.80
06/29/2018	306530	BLUEBEAM, INC.	BLUEBEAM LICENSES	2,094.99
06/29/2018	306531	BORGESS HEALTH ALLIANCE	LAB/METH PHYSICAL	253.00
06/29/2018	306532	BORGESS MEDICAL CENTER	PHYSICAL EXAMS	236.00
06/29/2018	306533	CAMPBELL AUTO SUPPLY	FIRE APPARATUS MAINT	370.09
06/29/2018	306534	CAMPBELL, BRANDA	DEPOSIT REFUND	150.00
06/29/2018	306535	CARTRIDGE WORLD	PRINTER SERVICES	2,098.00
06/29/2018	306536	CINTAS CORP.	PANT RENTAL	153.74
06/29/2018	306537	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	327,487.64
06/29/2018	306538	COMPUTER PERIPHERALS UNLIMITED, INC	DDS4 4MM TAPE DRIVE	293.00
06/29/2018	306539	CROFOOT, BROOKE	DEPOSIT REFUND	150.00
06/29/2018	306540	DEKKER-DAME, DIANE E	MAILBOX REIMBURSEMENT	44.00
06/29/2018	306541	DEVON TITLE AGENCY	CDBG DOWN PAYMENT	4,321.25
06/29/2018	306542	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	2,162.12
06/29/2018	306543	ENGINEERING SUPPLY & IMAGING	INK FOR HP PRINTER	377.50
06/29/2018	306544	ESCAMILLA & SALISBURY PLLC	CAMPOUT REIMB 2018	464.63
06/29/2018	306545	FADER EQUIPMENT, INC.	ROAD SAW BLADES	2,125.70
06/29/2018	306546	FAWLEY OVERHEAD DOOR, INC.	DOOR SERVICES	75.00
06/29/2018	306547	FERGUSON, JAMIE	SCHRIER REFUND	150.00
06/29/2018	306548	FLETCHER ENTERPRISES	EXTERIOR PAINTING	3,755.00
06/29/2018	306549	GERBER COLLISION & GLASS	PAINTING SERVICES	1,199.00
06/29/2018	306550	GILCHRIST, PAMELA	PROGRAM REFUND	30.00
06/29/2018	306551	GILCHRIST, PAMELA	TRIP REFUND	50.00

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Check Date	Check	Vendor Name	Description	Amount
06/29/2018	306552	GLADSTONE & ASSOCIATES	GLADSTONE RETAINER	300.00
06/29/2018	306553	GORDON FOOD SERVICE	MPIR CONCESSION SUPP	257.47
06/29/2018	306554	GRAYBAR ELECTRIC CO.	MAINTENANCE SUPPLIES	156.80
06/29/2018	306555	GREAT LAKES CHEMICAL SERVICES INC	VEHICLES SERVICES	350.00
06/29/2018	306556	GREATER KALAMAZOO FOP LODGE 98	PPCOA DUES	3,514.88
06/29/2018	306557	GREENSPIRE EQUITY V, LLC	OVERPAYMENT ON GROUP	608.73
06/29/2018	306558	HALT FIRE, INC.	FIRE APPARATUS MAINT	657.46
06/29/2018	306559	HERNANDEZ, MICHAEL	RAMONA PARKING PASS	35.00
06/29/2018	306560	HERRINGA, ADAM	EMPLOYEE REIMBURSEMENT	1,277.50
06/29/2018	306561	HIMEBAUGH, NICOLE	MAILBOX REIMBURSEMENT	44.00
06/29/2018	306562	HOME DEPOT	BUILDING SUPPLIES	5,733.86
06/29/2018	306566	HORN, STEPHANIE	DEPOSIT REFUND	150.00
06/29/2018	306567	JUSTICE FENCE COMPANY	CONSTRUCTION FENCING	2,025.00
06/29/2018	306568	KALAMAZOO AREA TRANSPORTATION STUDY	TRAFFIC COUNTING SERV	1,730.00
06/29/2018	306569	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES	477.50
06/29/2018	306570	KALAMAZOO COUNTY TREASURER	1ST QUARTER BILLING	74.00
06/29/2018	306571	KALAMAZOO IN BLOOM, INC.	KALAMAZOO IN BLOOM	6,384.52
06/29/2018	306572	KALAMAZOO NATURE CENTER, INC.	KNC DEER EXCLOSURE	800.00
06/29/2018	306573	KALAMAZOO PICKLEBALL	50% OF REVENUE	960.00
06/29/2018	306574	KENT COUNTY DPW	RED MED/DRUG/WASTE	90.00
06/29/2018	306575	KIM CRITZ	CONCERT BANNER DESIGN	135.00
06/29/2018	306576	KINGDOM INDOOR CENTER	RPSN DEPOSIT REFUND	100.00
06/29/2018	306577	KOLBERG, REBECCA	DEPOSIT REFUND	100.00
06/29/2018	306578	KZOO TIRE COMPANY	TIRES AND TIRE REPAIR	324.50
06/29/2018	306579	LKF MARKETING	MILLENIUM PARK CAFE	768.75
06/29/2018	306580	MACALLISTER MACHINERY CO., INC.	DOZER RENTAL	1,430.00
06/29/2018	306581	MACALLISTER MACHINERY CO., INC.	DOZER RENTAL	4,381.00
06/29/2018	306582	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	567.00
06/29/2018	306583	METRO GRAPHIC ARTS, INC.	KAL CNTY WALL MAP	176.49
06/29/2018	306584	MICAMP	MEMBERSHIP	50.00
06/29/2018	306585	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR	8,874.48
06/29/2018	306586	MICHIGAN MUNICIPAL LEAGUE	ON-LINE ADS	253.80

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Check Dates From: June 17, 2018 To: July 8, 2018

Check Date	Check	Vendor Name	Description	Amount
06/29/2018	306587	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY	299.24
06/29/2018	306588	MILBECK, ALYSSA	EVENT SUPPLY REIMBURSEMENT	216.17
06/29/2018	306589	MILLER ROAD TRANSFER STATION	DISPOSAL SERVICES	95.00
06/29/2018	306590	MILLS, KATHLEEN	DEPOSIT REFUND	125.00
06/29/2018	306591	MLIVE MEDIA GROUP	MAY LEGAL NOTICES	1,692.14
06/29/2018	306592	MOSES FIRE EQUIPMENT, INC.	FIRE TRAINING SUPPLIES	2,210.28
06/29/2018	306593	MOSHER, MARGUERITE	TRIP REFUND	200.00
06/29/2018	306594	MOSQUITO CONTROL OF SW MICHIGAN	MOSQUITO SPRAY SERV	109.00
06/29/2018	306595	NETWORKFLEET, INC.	GPS SERVICES - FLEET	786.66
06/29/2018	306596	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,354.39
06/29/2018	306598	OVERHUEL, KATE	DEPOSIT REFUND	60.00
06/29/2018	306599	PARRAN, COLLEEN	RAMONA PARK RENTAL	110.00
06/29/2018	306600	PEER, JONATHAN	REIMBURSEMENT	50.00
06/29/2018	306601	PENNELL, WENDY	DEPOSIT REFUND	100.00
06/29/2018	306602	PHILLIPS, KIMBERLY	EMPLOYEE REIMBURSEMENT	148.69
06/29/2018	306603	PIPETEK INFRASTRUCTURE SERVICES	VIDEO INSPECTION	4,400.00
06/29/2018	306604	PORTAGE COMMUNITY CENTER	OVERPAYMENT ON FALSE	10.00
06/29/2018	306605	PRINCIPAL FINANCIAL GROUP	ACTUARIAL RECOMMEND	23,975.00
06/29/2018	306606	PRINTING SERVICES INC	CONCERT BANNER PRINT	128.00
06/29/2018	306607	RATHCO SAFETY SUPPLY, INC.	SIGNS - CFVC PROJECT	2,607.30
06/29/2018	306608	RENEWED EARTH, INC.	LEAF AND BRUSH REMOVAL	9,083.33
06/29/2018	306609	RESCUEGEAR, INC.	FIRE RESCUE SUPPLIES	104.32
06/29/2018	306610	RIGHT-WAY RENTAL, INC.	ELIASON PROJECT	35.00
06/29/2018	306611	ROAD COMMISSION OF KAL COUNTY	LIQUID TAR EMULSION	1,929.23
06/29/2018	306612	ROBINSON, KEVIN	UMPIRE PAYROLL	138.00
06/29/2018	306613	RZEPKA, DANA	DEPOSIT REFUND	150.00
06/29/2018	306614	S A MORMAN & CO.	DOOR TO IC	1,140.00
06/29/2018	306615	SAFEBUILT MICHIGAN, LLC	INSPECTIONS	6,120.00
06/29/2018	306616	SALISBURY, STACI	CAMPOUT REIMB. 2018	99.00
06/29/2018	306617	SMITH, JESSICA	EMPLOYEE REIMBURSEMENT	85.30
06/29/2018	306618	SMITH, JESSICA	EMPLOYEE REIMBURSEMENT	32.29
06/29/2018	306619	SOUTH BEND UNIFORM	FIRE ONCALL UNIFORMS	1,184.85

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Check Dates From: June 17, 2018 To: July 8, 2018

Check Date	Check	Vendor Name	Description	Amount
06/29/2018	306620	STAP BROS LAWN & LANDSCAPE,INC	LANDSCAPE BED MAINT	7,664.00
06/29/2018	306621	STATE OF MICHIGAN (DOT)	SHAYER RD RECONSTRUCTION	620,124.30
06/29/2018	306622	STEENSMA LAWN & POWER EQUIPMENT	UNITS SERVICES	2,651.35
06/29/2018	306623	SWANK MOTION PICTURES, INC.	CAMPOUT MOVIE RENTAL	328.00
06/29/2018	306624	SWT EXCAVATING, INC	WATER SERVICE INSTALL	23,622.88
06/29/2018	306625	TAPCO	PED FLASHERS - OAKLAND DR.	8,661.27
06/29/2018	306626	TAYLOR, LINDA SUE	BURIAL PLOT REFUND	2,150.00
06/29/2018	306627	TODD ARBANAS ENTERPRISES INC.	TREE REMOVAL	13,320.00
06/29/2018	306628	TRACTOR SUPPLY CORP.	SUPPLIES - PARKS DIV	415.38
06/29/2018	306629	TRUGREEN PROCESSING	GOOSE DETERRENT	192.81
06/29/2018	306630	UHLMAN, MARC	DEPOSIT REFUND	150.00
06/29/2018	306631	ULINE, INC.	SAFETY VESTS	1,063.29
06/29/2018	306632	USABBLUEBOOK	HYDRANT METERS	2,594.04
06/29/2018	306633	VANDENHEEDE, KATHERINE	DEPOSIT REFUND	300.00
06/29/2018	306634	VANGUARD FIRE & SUPPLY CO., INC.	ANNUAL INSPECTION	153.11
06/29/2018	306635	VARIDESH LLC	VARIDESH PRO PLUS 36	395.00
06/29/2018	306636	WASHCO, LLC	WASH & CLEAN FOUNTAIN	3,025.00
06/29/2018	306637	WATERMAN, ANNEMARIE	GRAIN ELEV DEPOSIT	100.00
06/29/2018	306638	WILLIAMS ASSOCIATES ARCHITECTS, LTD	ARCHITECT FIRE ST	75,454.01
06/29/2018	306639	WRAPS N SIGNS	FIRE APPARATUS MAINT	715.32
06/29/2018	306640	WRIGHT, MARGOT	TRIP REFUND	1,125.00
06/29/2018	306641	XYLEM DEWATERING SOLUTIONS, INC.	MAINTENANCE SUPPLIES	20,682.47
06/29/2018	306642	ZANTJER-LIN, ANGELA	DEPOSIT REFUND	100.00
07/06/2018	306643	JACK DOHENY SUPPLIES INC.	VACTOR REPAIR PARTS	1,261.35
Total Paper Checks:				1,288,693.59
Check Type: Auto-Pay Payments				
06/18/2018	6597	CONSUMERS ENERGY	GAS-ELECTRIC	606.02
06/19/2018	6599	CONSUMERS ENERGY	GAS-ELECTRIC	12,696.71
06/20/2018	6605	CONSUMERS ENERGY	GAS-ELECTRIC	303.90
06/21/2018	6613	CONSUMERS ENERGY	GAS-ELECTRIC	2,921.06
06/22/2018	6621	CONSUMERS ENERGY	GAS-ELECTRIC	1,115.06
06/25/2018	6636	CONSUMERS ENERGY	GAS-ELECTRIC	492.22

ACCOUNTS PAYABLE REGISTER

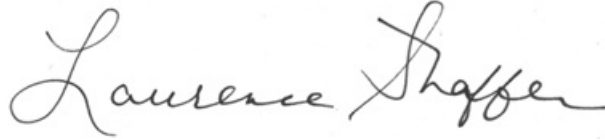
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Check Dates From: June 17, 2018 To: July 8, 2018

Check Date	Check	Vendor Name	Description	Amount
07/03/2018	6675	CITY OF PORTAGE	WATER-SEWER	4,321.70
07/05/2018	6677	CONSUMERS ENERGY	GAS-ELECTRIC	92.78
07/06/2018	6671	CONSUMERS ENERGY	GAS-ELECTRIC	4,656.54
			Total Auto-Pay Payments:	27,205.99
			Grand Total:	1,803,354.38

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Hill 'an' Brook Drive Curb and Gutter Petition.

SUPPORTING PERSONNEL: Adam Herringa, City Clerk

ACTION RECOMMENDED: Refer the special assessment petition in favor of creating a special assessment district on Hill 'an' Brook Drive (Angling Road to Greenhill Street) to the City Administration for review and report.

The attached petition was filed by property owners on Hill 'an' Brook Drive requesting the establishment of a special assessment district for the purpose of installation of curb and gutter on Hill 'an' Brook Drive (Angling Road to Greenhill Street). It is recommended that the City Council refer the special assessment petition in favor of creating a special assessment district on Hill 'an' Brook Drive (Angling Road to Greenhill Street) to the City Administration for review and report.

FUNDING: N/A

Attachments:

1. Hill 'an' Brook Curb and Gutter Petition
2. Petition Analysis - July 2018
3. Hill 'an' Brook Map - 7.12.18



7900 South Westnedge Avenue
Portage, Michigan 49002
269-329-4422

Special Assessment Petition

To the City Council of the City of Portage, Michigan:

The undersigned property owners request the creation of a special assessment district at the following locations:

Hill'An'Brook Drive, Angling Road to Greenhill Street

For the following purpose: Curb and Gutter on Hill'An'Brook Drive

As petitioners, we acknowledge that we are aware and understand the information and procedures described on the back of this form and on the appropriate fact sheet. We understand that special assessments to be paid will be our responsibility and levied for the requested improvements based on assessment rates established by the City Council for the calendar year when the assessment process begins.

Name	Address	Lot-Plat	Footage	Date
1. Edgell	2726 Hill'An'Brook Dr		150	6-13-17
2. Wilcox	2908 Hill'An'Brook Dr		125	6-13-17
3. Batt	3022 Hill'An'Brook Dr		125	6-13-17
4. S. Nelson	2903 Hill'An'Brook		100	6-13-17
5. Bruce	2911 HILL'AN'BROOK		100	6-13-17
6. Pool	2623 " " "		100	6-13-17
7. Kelley	2916 Hill'An'Brook		125	6-13-17
8. Fitzgerald	2921 HILL'AN'BROOK		115	6-13-17
9. Zimmerman	3125 Hill'An'Brook		150	6-25-17
10. Joyce	2812 Fleetwood Dr		115	6/25/17
11. Romano	2712 Hill'An'Brook		120	6/25/17
12. Edgell	2620 Hill'An'Brook		113	8-6-17
13. Nancy Oels	2610 Hill'An'Brook		120	8-6-17
14. Ann Gnanabara	3124 Hill'An'Brook Dr.		120	8-15-17
15. Swope	3001 HILL'AN'BROOK DR.		100	8/29/17
16. Palfrey	2723 Hill'An'Brook		100	8/29/17
17. Atkinson	3011 Hill'An'Brook		100	8/29/17
18. Ann Sagar	2713 Hill'An'Brook Dr			8/31/17
19. Reg. Stat. & Opt. Authority	2702 Hill'An'Brook		120	9/22/18
20. Sam Sheets	5208 MERRYVIEW DR			3/27/18
21. Edgell	3019 Hill'An'Brook		104	9-3-18
22. Reg. Stat. & Opt. Authority	5103 Merryview Dr			9-18-18
23. Ann Sagar	5050 MERRYVIEW DR		150	9 Jul 18
24.				
25.				
26.				
27.				
28.				
29.				
30.				

I, as circulator of the petition, verify that the petition signers are the owners of the property described in the petition and that each signature on the petition is the genuine signature of each respective petitioner.

Circulator's Name: Lisa Cell Phone: 269-312-8155

Address: 2726 Hill'An'Brook Dr Date Petition Issued: 9-12-17

Adam Herringa

From: Adam Herringa
Sent: Thursday, July 12, 2018 9:36 AM
To: Adam Herringa
Subject: FW: Hill 'an' Brook Revised Petition Received

Good Morning,

The provisions in both A.O. 1.12 and Section 62.1 of the Code of Ordinances are satisfied with the petition received on July 9, 2018. In addition, signatures were verified to ensure that no changes of ownership have occurred since the previous petition submitted in April. Please see below.

Parcels Included in Proposed District

Total # of Parcels	36	
Required # of Signatures	22	60%
Signatures in Support	23	64%

Frontage to be Assessed

Total Frontage to be Assessed	4,130	
Required Frontage	2,478	60%
Frontage in Support	2,552	62%

Aggregate SEV of Proposed District

Total SEV	3,097,400	
Required SEV	1,858,440	60%
SEV in Support	1,985,600	64%

Thank you,

Meshia Rose
Deputy City Assessor
City of Portage
269-329-4431

[illegible]

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Presidential Brewing - Micro Brewer and Small Winemaker Liquor License Request

SUPPORTING PERSONNEL: Adam Herringa, City Clerk

ACTION RECOMMENDED: Adopt the Resolution granting the request from Presidential Brewing at 8232 and 8302 Portage Road for a Micro Brewer and Small Winemaker Liquor License.

Jake Lohse of Presidential Brewing, 8232 and 8302 Portage Road, is requesting City Council consideration of the attached Resolution for a Micro Brewer and Small Winemaker Liquor License. April 24, 2018, City Council adopted Ordinance No. 18-04 which expanded potential locations for brewpubs and micro brewers in the city, while minimizing brewery production intensity and related impacts located in commercial districts on adjacent land uses. The changes permitted by this ordinance and related restaurant requirements allow for smaller brewpub/micro brewer operations and assists entrepreneurs by reducing initial start-up expenses. Presidential Brewing is a local business looking to open as a direct result of changes to the Code of Ordinances.

June 21, 2018, the Planning Commission considered an application by Jake Lohse of Presidential Brewing requesting a Special Land Use Permit to establish a brewpub/micro brewer at 8302 and 8232 Portage Road. The location was previously occupied by LazerLand indoor/outdoor recreation center. Presidential Brewing plans to utilize the existing 4,800-square-foot building and associated parking lot for the proposed brewpub. The existing outdoor miniature golf course will initially be retained, with possible future plans to convert approximately half of this area to an outdoor beer garden in 2019. The requested Special Land Use Permit was approved unanimously by the Planning Commission.

Brewery production is estimated at 850 but not more than 5,000 barrels per year, not exceeding the ordinance limit of 18,000 barrels per year. Presidential Brewing proposes a restaurant seating capacity for 90 patrons, more than the minimum of 50 required by the ordinance, with a limited menu including pizza and appetizers with plans to grow the menu over the first year. Presidential Brewing is planning to utilize the Small Winemaker license to produce ciders.

Final approval by the Michigan Liquor Control Commission (MLCC) of a Micro Brewer and Small Winemaker license is contingent upon approval of the local governing body.

The Community Development, Finance and Public Safety departments recently completed administrative approvals for this request. Therefore, it is recommended that City Council adopt the Resolution granting the request from Presidential Brewing.

FUNDING: N/A

- Attachments:**
1. Presidential Brewing Cover Letter
 2. Presidential Brewing Resolution
 3. Planning Commission Minutes of 6.21.18
 4. Special Land Use Permit Request Letter

Carlin Edwards Brown PLLC

Attorneys & Counselors at Law

John B. Carlin, Jr.- (1939-2018)
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Michael J. Brown
Steven J. Grobbel

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F. (248) 816-5115
Northern Michigan
145 North Otsego Avenue
Gaylord, Michigan 49735
P. (989) 688-5946
F. (989) 688-5901

June 27, 2018

Portage City Council
Attn: Adam Herringa, City Clerk
7900 S. Westnedge Ave.
Portage, MI 49024

Re: Application for new Micro Brewer and Small Wine Maker license
Applicant: Presidential Brewing Company, LLC
Address: 8232 and 8302 Portage Rd. Portage, MI 49002 Kalamazoo County

Dear Mr. Herringa:

On behalf of our client Presidential Brewing Company, LLC, we are applying to the City of Portage for approval to operate a new Micro Brewer and Small Wine Maker license to be located at: 8232 and 8302 Portage Rd. Portage, Michigan 49002 Kalamazoo County.

The Michigan Liquor Control Commission ("MLCC") requires local governing body approval for a Small Wine Maker license. Pursuant to MLCC regulations, a Small Wine Maker is licensed to manufacture wine and sell that wine for samplings, for off-premise consumption (take out), directly to licensed retail accounts or to a wholesaler for distribution.

In connection with this application, we are enclosing the following:

1. Michigan Liquor Control Commission - Local Government Approval (LCC-106)

Thank you for your assistance in this matter. Please don't hesitate to contact our office if you need any additional information.

Very truly yours,

CARLIN EDWARDS BROWN PLLC

Michael J. Brown

Michael J. Brown
Direct Dial: (517) 321-4616
E-Mail: MBrown@cebhlaw.com

TW



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (township, city, village)
called to order by _____ on _____ at _____
the following resolution was offered: (date) (time)
Moved by _____ and supported by _____
that the application from _____
(name of applicant)
for the following license(s): _____
(list specific licenses requested)
to be located at: _____

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____ (township, city, village)
(regular or special) (date)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059

PLANNING COMMISSION

June 21, 2018

 DRAFT

The City of Portage Planning Commission meeting of June 21, 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 role: Pezzoli (yes), Baldwin (yes), Place (yes), Joshi (yes), Schimmel (yes), Stoffer (yes), Patterson (yes), and Harrell-Page (yes). A motion was then made by Commissioner Patterson, seconded by Commissioner Schimmel, to approve the role excusing Commissioner Corradini. The motion was unanimously approved 8-0.

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the June 7, 2018 meeting minutes contained in the agenda packet. A motion was made by Commissioner Place, seconded by Commissioner Joshi, to approve the minutes as submitted. The motion was unanimously approved 8-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARING:

1. Special Land Use Permit: Presidential Brewing, 8302 and 8232 Portage Road. Mr. West summarized the Department of Community Development staff report dated June 14, 2018 regarding a request from Mr. Jake Lohse to establish a brewpub/micro brewer (Presidential Brewing Company) at 8302 and 8232 Portage Road. Mr. West stated the applicant was proposing to utilize the existing 4,800 square foot building and associated parking lot formerly occupied by Lazer Land indoor/outdoor recreational center. Mr. West also indicated the applicant was planning to retain the existing miniature golf course with possible future plans to construct an outdoor beer garden within the western portion of the miniature golf course. Mr. West discussed the recent amendments to the brewpub/micro brewer ordinance and indicated the proposal to establish a brewpub/micro brewer at the subject property fulfills the requirements for issuance of a special land use permit and was recommended for approval. The Commission and staff next discussed various aspects of the project including the existing miniature golf course, future outdoor beer garden, split zoning of property, construction schedule, parking and hours of operation.

Mr. Jake Lohse (applicant) was present to support the application and explain his plans for Presidential Brewing Company. The public hearing was then opened by Chairman Stoffer. Two citizens spoke in support of the brewpub/micro brewer and reuse of the former Lazer Land site: 1) Frank Perez, owner of 8312 Portage Road, and 2) Steve Knipfel, 2224 Prosperity Drive. No additional citizens spoke regarding the proposed special land use permit. A motion was made by Commissioner Schimmel, seconded by Commissioner Harrell-Page, to close the public hearing. The motion was unanimously approved 8-0.

 **DRAFT**

After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Baldwin, to approve the Special Land Use Permit for Presidential Brewing Company, 8302 and 8232 Portage Road. The motion was unanimously approved 8-0.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

STATEMENT OF CITIZENS/COMMISSIONERS:

Chairman Stoffer indicated that Commissioner Corradini and Commissioner Harrell-Page will be excused from the July 5, 2018 meeting.

Commissioner Patterson indicated he would not be present at the July 19, 2018 meeting.

ADJOURNMENT:

There being no further business to come before the Commission, the regularly scheduled meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Michael West, AICP
Senior City Planner

Jake Lohse
Presidential Brewing Company, LLC
8475 Valleywood Lane
Portage, MI 49024
05/22/2018

RECEIVED
MAY 24 2018
COMMUNITY DEVELOPMENT

Michael West
City of Portage
7900 South Westnedge Ave
Portage, MI 49002

Dear Michael West:

This letter of intent is to pair up with Presidential Brewing Company, LLC's application for a special use permit in accordance with to Portage zoning ordinance 42.262.C.8.

The space that we are considering now is located at 8302 Portage Rd., Portage, 49024. We are making an offer to lease the building and miniature golf course at this address. The two attachments show the different legal parcels that we will take possession of as a part of this lease.

Parcel #1 holds the building which we have attached our initial drawings for. There will not be much change to this property, outside of paving a small area in the SW corner of the building where we are adding a rear-loading garage door per the requirements of the ordinance.

Parcel #2 is currently comprised entirely of a miniature golf course. Currently, we plan to keep this structure exactly as it is. We do intend to build this parcel into a beer garden service area. We plan to remove nine of eighteen golf holes to make room for chairs and tables. We do not plan to do anything to pursue the beer garden remodel until May of 2019, when we will submit a request to amend our special use permit.

We will address the four parts of this zoning ordinance as follows:

42.262.C.8.a – Brewery production shall not exceed 18,000 barrels per year – Our plans over the first three years have us producing as much as 850 barrels in a year. We do not anticipate needing to produce more than 5,000 barrels in any given year from this location.

42.262.C.8.b – No outdoor storage of any kind shall be permitted – We do not have a need for outside storage. Our production will be limited enough that our grain will be stored on racks inside of the building.

42.262.C.8.c – The use shall also include a restaurant having a minimum capacity of 50 persons providing full lunch and dinner service. These uses do not include those for the

Michael West

05/22/2018

Page 2

exclusive production and/or service of alcoholic beverages – We will have a restaurant area that seats roughly 90 people, satisfying the requirement for the number of persons. We plan to open our brewpub with a limited menu including pizza and appetizers, with plans to grow the menu over the first year of operations to include more options.

42.262.C.8.d – An off-street loading space shall be required in the rear yard as approved by the planning commission – We are planning the installation of a loading door in the rear of the building, see Exhibit A for the location of the loading door.

In addition to these four requirements, we want to clarify our plans for the mash/solids that result from the production of beer. We have two plans for these materials. The mash itself can be used as an ingredient in bread. We intend to use some of the product in our pizza crust to provide something a little different than other pizzas in town. This will only require a small portion of the solids created. The rest of these solids will be donated or sold to local farmers as feed for their animals. The product will be removed and stored in odor-barrier barrels until pickup can be arranged.

We are very excited to be bringing this new business to Portage. Please call or email with any questions regarding this letter of intent.

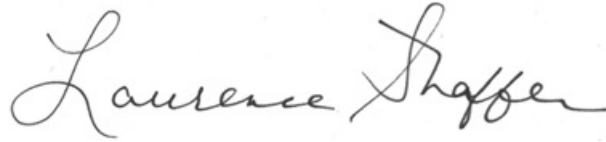
Sincerely,

Jake Lohse

President

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Engineering and Architectural Professional Services Contract - ENR Phase II

SUPPORTING PERSONNEL: Kathleen Hoyle, Director of Parks, Recreation & Senior Citizen Services
Tom O'Brien, Purchasing Manager

ACTION RECOMMENDED: Award a contract in the amount of \$89,750 to Abonmarche Consultants for Engineering and Architectural Professional Services for the Eliason Nature Reserve Phase II project and authorize the City Manager to execute all documents related to this action on behalf of the city.

The 2016-2017 Capital Improvement Program (CIP) budget includes funding for the design of the Eliason Nature Reserve II project. The project includes development of soft surface nature trails, paved paths to overlook decks, interpretative signage, and a wetland boardwalk connecting to Bishop's Bog and Schrier Park. CIP funding totals \$200,000, with a match through the Michigan Department of Natural Resources Trust Fund Grant of \$291,500, for a total design and construction project cost of \$491,500.

Invitations to bid on the engineering and architectural services for this project were sent to nine area vendors and the bid was advertised in the Kalamazoo Gazette on Sunday, May 27, 2018. Five bids were received on June 15, 2018 to perform the work. The low bid was submitted by Abonmarche of Benton Harbor, Michigan in the amount of \$89,750. Abonmarche has successfully completed several other trail projects, and has a positive working history with the City of Portage. Additionally, Abonmarche submitted the most complete proposal, offering a strong balance of engineering and landscape architecture services, which will provide the best value for the city.

It is recommended that City Council award a professional service contract to Abonmarche in the amount of \$89,750, for engineering and architectural services for the Eliason Nature Reserve Phase II project and authorize the City Manager to execute all documents related to these actions on behalf of the city.

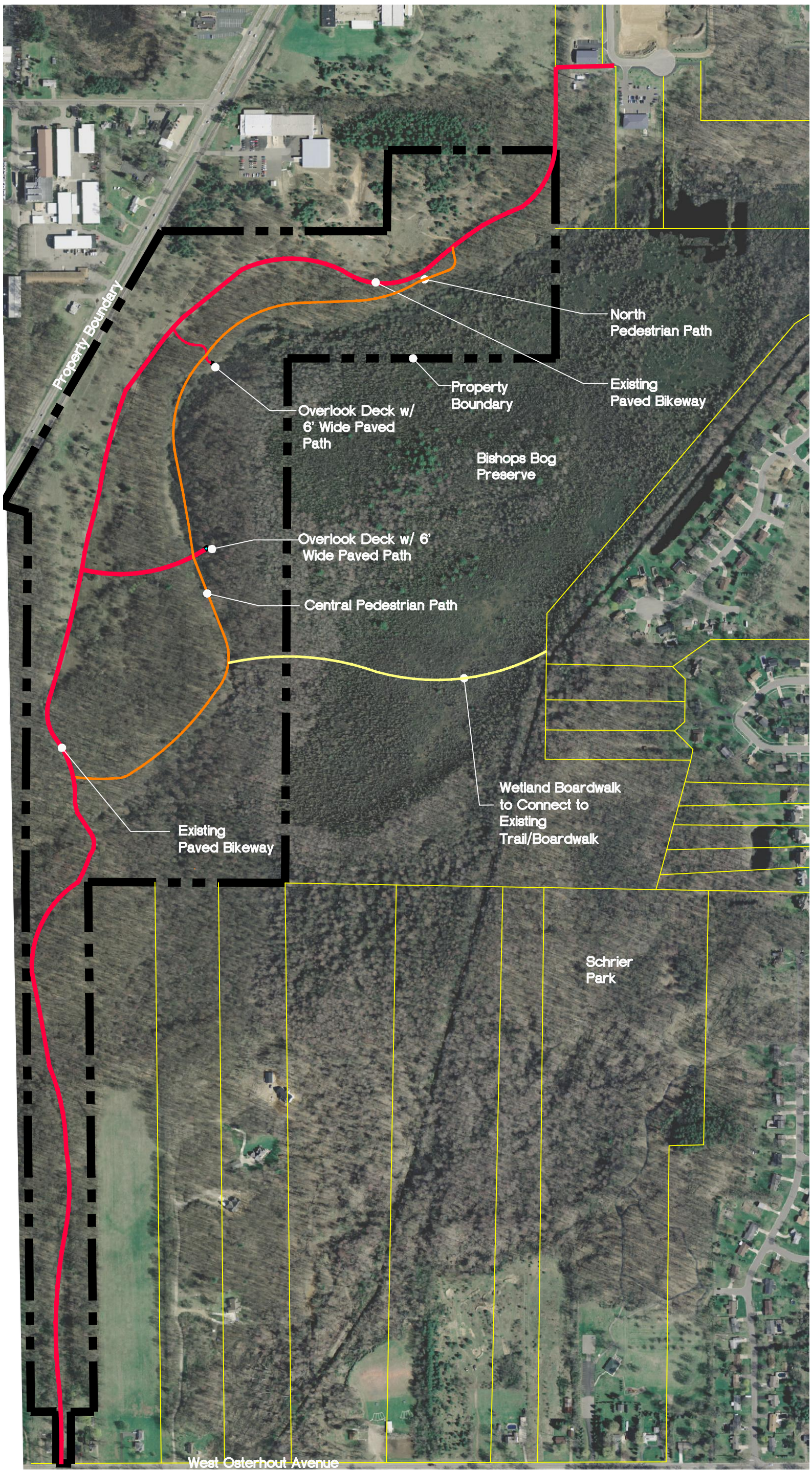
FUNDING: The 2016-2017 Capital Improvement Program budget contains \$200,000 along with a matching MDNR grant of \$291,500.

Attachments:

1. Eliason Nature Reserve Phase II Design Tabulation for Council
2. Eliason Nature Reserve II Project Plan Map

TABULATION OF FINALISTS' PROPOSALS
2018 ELIASON NATURE RESERVE TRAIL PHASE II ENGINEER/ARCHITECT

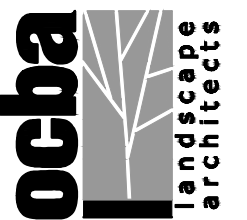
<u>FIRM</u>	<u>PROPOSAL COST</u>
Abonmarche 95 W. Main Street Benton Harbor, MI 49022	\$89,750.00
MCSA Group, Inc. 529 Greenwood Ave. SE East Grand Rapids, MI 49506	\$90,235.00
O'Boyle, Cowell, Blalock, & Associates, Inc. 521 South Riverview Drive Kalamazoo, MI 49004	\$103,781.00
Wightman & Associates, Inc. 2303 Pipestone Road Benton Harbor, MI 49002	\$105,400.00
Viridis Design Group 313 N. Burdick Street Kalamzoo, MI 49007	\$108,661.00



Portage South Central Trail + Trail Head

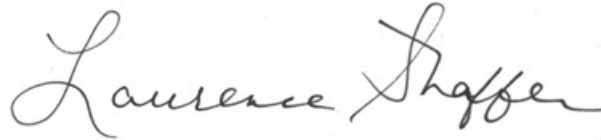
Portage, Michigan

March 2016



TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: 2018 Local Streets Reconstruction Program Phase 1, Division 1 - Bid Tabulation

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a construction contract to Michigan Paving and Materials Company of Kalamazoo, Michigan, for the 2018 Local Streets Reconstruction Program in an amount not to exceed \$928,885.09 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The 2018-2019 Capital Improvement Program budget provides funding for the 2018 Local Streets Reconstruction Program. The project entails milling and resurfacing of selected streets, concrete curb and gutter at intersections, significant storm sewer system improvements, removal of encroachment parking areas within the public right-of-way and restoration. The intersection of Timberlane Drive and Meadowlark Drive will be reconfigured to eliminate a large sea of pavement and create a T-intersection. In total, 1.9 miles of roadway will be improved, including:

- Meadowbrook Lane from Meadowlark Drive to Cobblestone Lane
- Meadowlark Lane from Timberlane Drive to Meadowbrook Lane
- Morningside Drive from Dead End to Kilgore Road
- Timberlane Drive from Morningside Drive to Kilgore Road
- Walnut Tree Terrace from Stonehenge Drive to Dead End
- Carriage Place from Stonehenge Drive to Dead End
- Cobblestone Lane from Stonehenge Drive to Dead End
- Stonehenge Drive from Dead End to Kilgore Road
- Meadowlark Drive from Timberlane Drive to Kilgore Road

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

<u>Rating</u>	<u>Description</u>
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 (candidates 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)

The streets in the 2018 Local Street Reconstruction Program have a PASER rating of 2-3, which is poor condition. The resurfacing of these sections 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 this roadway to a 9 PASER rating for resurfaced streets and 10 PASER rating for reconstructed streets when the project is complete.

May 8, 2018, City Council awarded a contract in an amount not to exceed \$149,800 to Abonmarche Consultants, Incorporated, for the design and construction engineering of the 2018 Local Street Reconstruction project. Design was finalized for bidding of the 2018 Local Streets Reconstruction project Phase 1, Division 1 and on July 17, 2018 three (3) bids were received with the low bid being submitted by Michigan Paving and Materials Company of Kalamazoo, Michigan in the amount of \$928,885.09. If awarded, project construction will begin mid-August 2018 and be completed by fall 2018.

It is recommended that City Council award a construction contract to Michigan Paving and Materials Company of Kalamazoo, Michigan for the reconstruction of the 2018 Local Streets Reconstruction project Phase 1, Division 1, in an amount not to exceed \$928,885.09 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: The 2018 Local Streets Reconstruction project is included in the 2018-2019 CIP budget.

Attachments: 1. 2018 Local Streets Reconstruction Program Phase 1, Division 1 Bid Tabulation

BID TABULATION
2018 LOCAL STREETS RESURFACING PROJECT PHASE I/DIVISION 1

<u>BIDDER</u>	<u>BID</u>
Michigan Paving & Materials Co. 2300 Glendenning Road Kalamazoo, MI 49001	\$928,885.09
Peters Construction Co. 3325 E. Kilgore Road Kalamazoo, MI 49001	\$984,652.60
Rieth-Riley Construction Co., Inc. 911 Hatfield Ave. Kalamazoo, MI 49001	\$1,100,124.61

Minutes of Boards & Commissions

City of Portage
Historic District Commission
Wednesday, June 6, 2018

Meeting Called to Order: 8:20 A.M.

Members Present: Duniphin, Lopez, vanLonkhuyzen, Maytnier, Forrest, Custer, Barton.

Members Excused: Grunert, Nemeth.

Staff: Kyle Mucha, Zoning & Codes Administrator.

Guest(s): Debbie & Randy Newsome (2663 Mandigo Avenue) and Carl Kunda, Full Circle Communities.

Approval of Minutes: Lopez moved, seconded by Duniphin, to approve the May 2, 2018 meeting minutes as submitted. Motion approved 6-0 (vanLonkhuyzen abstaining).

Old Business:

- a. Election of Officers: Due to the absence of Commissioners Grunert & Nemeth, the election of officers was tabled until the next scheduled meeting.

New Business:

- a. 2663 Mandigo Avenue: Owner, Debbie Newsome, was present to speak on behalf of her application regarding district modification (lot split) and the construction of an accessory building (horse barn). Upon update from Mrs. Newsome, Forrest moved, seconded by Barton, to approve the formalization of the Historic District Study Committee, which would include all current sitting members of the Historic District Commission and to set the first meeting for 9:15 A.M. on July 11, 2018. Motion passed 7-0.

Regarding the application to construct an accessory building (horse barn) on 2663 Mandigo; Barton moved, seconded by Custer, to approve the recommendation for construction of the accessory building pending samples and a material listing to be provided by the applicant. Motion passed 7-0.

- b. 1521 E. Centre Avenue: Carl Kunda, Full Circle Communities, was present and provided background on the development process regarding the construction of Selinon Park. Mr. Kunda indicated the historic home currently has basement windows that need to be replaced and indicated the desire to replace the existing aluminum siding on the home. Discussion followed. vanLonkhuyzen inquired about the wood clapboards underneath the existing aluminum siding on the home, and whether or not the original siding could be used, or if new siding is required. Mr. Kunda indicated a site visit would be required to determine the structural integrity of the existing siding. After further discussion, vanLonkhuyzen requested the applicant resubmit applications for the window replacement and residing of the home pending what information could be determined from a site inspection.

Regarding replacement of the previously existing barn located at 1521, Duniphin and vanLonkhuyzen inquired of the applicant the difficulty of relocating the barn from 1603 E.

Centre Avenue to 1521 E. Centre Avenue. Mr. Kunda reiterated the cost to relocate the building and impact on the project budget. Mucha indicated that the site plan has already been approved by the Portage Planning Commission and Portage City Council, and by moving the barn from 1603 E. Centre to 1521 E. Centre would require the applicant to modify the approved plans. Mr. Kunda indicated he would take the comments the HDC provided and return at the July 2018 meeting with an updated application and further information regarding the proposed plans for the home and barn.

Member Comments: Barton commented on the peeling paint of structures located at 922 W. Osterhout & 506 Bacon. Mucha informed Mr. Barton that staff would inspect the two properties and follow up with the property owners as deemed appropriate via city policy.

Adjournment: There being no further comments or business, vanLonkhuyzen adjourned the Historic District Commission May 02, 2018 meeting at 9:50 A.M.

Respectfully submitted,

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

Kyle Mucha
Zoning & Codes Administrator

Portage Park Board Meeting Minutes June 6, 2018

Board Present: Jon Peer, Kazmira Ruhland, Staci Salisbury, Elanor Riley, Tara Gish, Lana Escamilla, Robb Krueger, Tim Earl

Board Absent (excused):
Charles Thomas

Board Absent (unexcused): Rushik Patel – Youth Representative

Meeting was called to order by Mr. Earl at 6:35pm

I. INTRODUCTION OF GUESTS

Erika Fojtik – Chair, Bicycle Advisory Board
Kathleen Hoyle – Director of Parks, Recreation, and Senior Center Services
Michele Triolo – Administrative Assistant

II. APPROVAL OF AGENDA

Mrs. Riley motioned to approve the agenda, Mr. Peer second. Agenda was approved by consensus.

III. APPROVAL OF MINUTES

- A. Mr. Patel will be marked as unexcused absence in prior minutes
- B. Mr. Peer motioned to approve the minutes with the proposed amendments. Ms. Gish seconded. Approved by consensus.

IV. DEPARTMENT REPORT – Hoyle

- A. Movies in the park have been a success and events are very well attended
- B. Portage community art winner was chosen. Exhibition for this artist will be in September.
- C. Record numbers of visitors at Ramona Park this season
 - 1. Food concessions will begin in the next few weeks
 - 2. Park entry had to be closed because it was at capacity 3 times in the past month
- D. Renovated Millennium Park & Café will open on June 15
- E. Celery Flats interpretive center has been demolished
- F. Celery Flats parking lot is open now
- G. Eliason Phase II bid has been sent out, deadline is June 15
- H. USTA is hoping to begin events in Portage at park Tennis courts

V. PUBLIC SERVICES REPORT – Russell

Board members discussed report items that were distributed prior to meeting:

- A. Eliason Trailhead
 - 1. Power is to structure
 - 2. Contractor will start installing tile in bathrooms on 6/7

3. Lawn restoration should be complete by 6-8
 4. Exterior stone installation will start 6-7
 5. Asphalt repairs to entrance to be completed by 6/22
- B. Celery Flats
1. Parking lot complete
 2. Interpretive Center demolished on 6/5
 3. Waiting on staking for elevations and new structure location – should be completed by 7/12
- C. Lexington Green
1. Excessive amount of rain has delayed asphaltting tennis/Pickleball courts. – waiting for ground to dry out.
- D. Other Parks
1. Routine maintenance being performed daily

VI. NEW BUSINESS

- A. Financial Report
1. We received \$100 donation toward Friends of the Parks
- B. Park Reports
1. Pickleball court at Lakeview is very popular
- C. Subcommittee Reports
1. Heritage Festival Review – May 12, 2018
 - a. Ms. Ruhland reviewed survey responses from public and vendors who attended the event
 - b. Overall feedback was positive, but we are aware of opportunities for improvement, especially dealing with parking and issues due to the weather, in addition to advertising more widely for next year
 - c. Estimate about 475 people attended
 - d. Board members discussed challenges with food vendors and how to solve these issues next year
 - e. Date was problematic since it conflicted with Mother's Day – tentatively will plan May 19, 2019 for next year's event
 2. Great American Campout – June 23, 2018
 - a. Ms. Salisbury will distribute the volunteer opportunities for Board members to attend and assist at the event
 - b. Posters have not been posted yet; Ms. Escamilla would like to extend registration through June 20 to facilitate more publicity and registrations
 - c. Board members discussed other logistical considerations for the day of the event including items to giveaway in a drawing
 - d. Concessions at the park will be open until 7pm

- e. Ms. Escamilla requested funds to produce a banner for the event, wooden stakes to mark out the camp site locations, paint to mark camp site locations, and Facebook advertising
 - i. Mrs. Riley motioned to approve \$200 of expenditure for this event
 - ii. Ms. Ruhland seconded the motion
 - iii. Motion passed by voice vote
- 3. Tour De Portage – August 11, 2018
 - a. Mrs. Riley has reached out to PEDAL and Fresh Food Fairy (bike powered smoothies)
 - b. Mr. Thomas has reached out to Zoo City and Custer Cycle
 - c. Mrs. Riley will contact Open Roads and Swift cycle in addition to the vendors above
 - d. Board members reviewed the proposed vendor application and suggested amendments
 - i. Rent a tent / canopy from the Park Board for \$10
 - ii. Chairs and Tables will be provided
 - iii. Vendors must provide a table covering
- 4. Recycled Art in the Park – October 6, 2018
 - a. No Updates at this time
- 5. Picnic in the Parks – June 13, July 18, & August 7, 2018
 - a. June 13 at Lakeview Park
 - i. Mr. Krueger motioned to move the event from June 13 to June 20 due to post card notifications to nearby residents being delayed
 - ii. Mrs. Riley seconded
 - iii. Motion passed by voice vote
 - iv. Mr. Krueger will seek donations for food items and Mrs. Riley will seek donations for drinks
 - b. Subsequent events will be discussed in future meetings
- D. Fundraising Activities
 - 1. No updates to fundraising
- E. Friends of the Park Reports
 - 1. Board of Director Candidates
 - a. Mrs. Hoyle has emailed the list to Board leadership for review
 - 2. Legal / Bylaw Update
 - a. Mr. Earl will work with Lawyers to complete Board of Directors
 - 3. Facebook Update
 - a. 500 followers as of 6/6/18
 - 4. Website Update
 - a. Nothing to report
- F. Bicycle Advisory Committee Update – Erika Fojtik
 - 1. Mrs. Fojtik is going to be the Chair of the new committee

2. Meetings will be held first Tuesday of each month through October and bi-monthly during the winter
3. Focus will be gaining the Silver Status in Bike Friendly community for Portage
 - a. Bike-friendly Business training – targeting businesses near the trail system
 - b. Bike racks for expanded Bike Parking – promotions or coupons for businesses near the trail to attract cyclists
 - c. New wayfinding signage
 - d. Bike-centric Events
4. Expectations from Bike Advisory Committee
 - a. Board Members would like to hear about long term planning and comments from the community and businesses at meetings

VII. SUMMARY ACTIVITY

Board Members reviewed summary activity

VIII. COMMENTS FROM BOARD MEMBERS

Ms. Escamilla is concerned that children attending the camp out may not wish to eat the roasted pig. Should we plan for an alternate food source? Board members suggested that we notify parents to bring food if necessary.

Ms. Salisbury embraced the pickle ball rage and purchased a paddle.

Mr. Earl congratulated Ms. Ruhland on Heritage Festival

Motion to adjourn was made by Ms. Ruhland , seconded by Mr. Peer

Meeting adjourned at 8:07pm

Next meeting is July 11, 2018, 6:30 p.m. at Ramona Park

Respectfully Submitted,

Mrs. Elanor Riley
Park Board Secretary