

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Red Ribbon Week

A. Consent Agenda:

1. Approval of City Council Meeting Minutes:
 - a. Board & Commission Interviews of October 9, 2018.
 - b. Regular Meeting Minutes of October 9, 2018.
2. Approval of the Accounts Payable Register of October 23, 2018 as presented.
3. Amend the General Appropriations Act (budget) for the fiscal year ending June 30, 2019.
4. Award a two-year contract renewal to Midwest Employers Casualty Company, with \$550,000 specific excess retention, for workers' compensation excess insurance coverage for an annual fee of \$74,355 plus payroll adjustments and authorize the City Manager to execute all documents related to this contract renewal on behalf of the city.
5. Award a contract in the amount of \$103,425.74 to American Ramp Company dba Progressive Bike Ramps for fabrication and installation of a Bike Skills Course as part of the Lexington Green Park renovation, and authorize the City Manager to execute all documents related to this action on behalf of the city.
6. Recommend meeting in Closed Session immediately following the regularly scheduled Council Meeting of Tuesday, October 23, 2018, to discuss a personnel matter.
7. Minutes of Boards & Commissions:
 - a. Youth Advisory Committee of September 17, 2018.
8. Materials Transmitted.

B. Petitions and Statements of Citizens:

C. Communications:

1. Calendar of Meetings:
 - Human Services Board, Thursday, November 1, 2018 at 6:30 p.m. in City Hall Room #1.
 - Planning Commission, Thursday, November 1, 2018 at 7:00 p.m. in Council Chambers.

D. Public Hearings:

1. Subsequent to the public hearing, consider approving Rezoning Application #18/19-2, changing the designation of the east half of 4211 Long Lake Drive and all of 4525 Long Lake Drive, from B-3, General Business to R-1A, one-family residential.

E. Regular Business Agenda:

F. Unfinished Business:

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



CITY OF PORTAGE PROCLAMATION

National Red Ribbon Proclamation

- WHEREAS,** tobacco, alcohol and other drug usage among young people is a serious concern; and
- WHEREAS,** it is imperative that visible, unified prevention education efforts by community members be launched to reduce the demand for drugs; and
- WHEREAS,** the National Family Partnership, the Red Ribbon Coalition, Mothers Against Drunk Driving, Students Against Drunk Driving and Portage Public Schools are sponsoring the National Red Ribbon Campaign offering citizens the opportunity to demonstrate their commitment to drug-free lifestyles; and
- WHEREAS,** the National Red Ribbon Campaign will be celebrated in communities throughout America during "Red Ribbon Week," October 23-31, 2018; and
- WHEREAS,** businesses, government, law enforcement, schools, religious institutions, service organizations, youth, physicians, senior citizens, the military, sports teams and individuals will demonstrate their commitment to drug-free, healthy lifestyles by wearing and displaying red ribbons during this week-long campaign; and
- WHEREAS,** the community of Portage further commits its resources to ensure the success of the Red Ribbon Campaign.

NOW, THEREFORE, BE IT RESOLVED that I, Patricia M. Randall, Mayor of the City of Portage, Michigan, do hereby proclaim the week of October 23-31, 2018, as **RED RIBBON WEEK**, and encourage Portage citizens to participate in drug prevention education activities, showing our commitment to a drug-free community.

BE IT FURTHER RESOLVED that the City Council of the City of Portage encourages all citizens to pledge: **My choice.....Drug-Free.**

Signed this 23rd day of October, 2018.

Patricia M. Randall, Mayor

**MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL
AND BOARDS AND COMMISSIONS APPLICANTS
OCTOBER 9, 2018**

Mayor Patricia Randall called the meeting to order at 5:15 p.m. The following Councilmembers were present at this meeting: Councilmembers Chris Burns, Richard Ford, Claudette Reid, Terry Urban and Mayor Patricia Randall. Councilmember Lori Knapp arrived at 5:16 p.m. and Mayor Pro Tem Jim Pearson arrived at 5:20 p.m. Also present were City Manager Laurence Shaffer and Deputy City Clerk Erica Eklov.

* From 5:15 p.m. to 5:35 p.m., City Council interviewed Linda Zoeller, Bill Wierenga and Trudy Riker for the Senior Citizen Advisory Board. At the request of Mayor Randall, Mr. Wierenga, Senior Citizen Advisory Board Chairperson, provided an overview of the Senior Citizen Advisory Board and highlighted the current promotion for a new Senior Center.

* From 5:35 p.m. to 5:45 p.m., City Council interviewed Linda Zoeller, Jerry Kroehn, Thomas Shaffer and Timothy Young for the Environmental Board. Current Board Member Jerry Kroehn summarized the role of the Environmental Board at the Mayor's request.

* From 5:45 p.m. to 5:50 p.m., City Council interviewed John Lobo for the Senior Citizen Advisory Board, confirming his interest in transitioning from an alternate to a regular member.

* From 5:50 p.m. to 6:00 p.m., City Council reviewed the three members slated for re-appointment to the Historic District Commission. At the request of Mayor Randall, Deputy City Clerk Eklov confirmed the positive attendance record of the three members.

* From 6:00 p.m. to 6:18 p.m., City Council interviewed Linda Zoeller for the Human Services Board. Following a summary of the Board's role provided by Deputy City Clerk Eklov and members of Council, Ms. Zoeller noted her preference for appointment to the Senior Citizen Advisory Board. City Council then interviewed Alice Mwanda for re-appointment to the Human Services Board.

* From 6:18 p.m. to 6:28 p.m., City Council interviewed Timothy Young and Khazmira Ruhland for the Park Board. At the request of the Mayor, newly-elected Park Board Chairperson John Peer summarized the board's responsibilities and recent efforts. Timothy Young noted his preference for appointment to the Park Board.

* From 6:28 p.m. to 6:35 p.m., City Council interviewed Timothy Henson for the Human Services Board. At the request of the Mayor, Mr. Henson summarized his profession background as it related to the board's responsibilities.

* From 6:35 p.m. to 6:40 p.m., City Council interviewed Jacob Barker for the Economic Development Corporation/Tax Increment Finance Authority and Brownfield Redevelopment Authority. At the request of Mayor Randall, Deputy City Clerk Eklov reviewed the roles, responsibilities and meeting schedule of this board.

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

ADJOURN: Mayor Randall adjourned the meeting at 6:42 p.m.

Deputy City Clerk Erica Eklov

DRAFT

CITY COUNCIL MEETING MINUTES FROM OCTOBER 9, 2018

The Regular Meeting was called to order by Mayor Randall at 7:00 p.m. 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, Assistant City Attorney Charlie Bear and City Clerk Adam Herringa.

At the request of Mayor Randall, the audience observed a moment of silence to honor all religions and personal beliefs and in recognition of foreign exchange students that are calling Portage "home." Following the moment of silence, City Council and the audience recited the Pledge of Allegiance.

CONSENT AGENDA: Mayor Randall shared where the public can access the meeting agenda and asked if any Councilmember or anyone in the audience would like an item removed from the Consent Agenda. Motion by Reid, seconded by Ford, to approve the Consent Agenda. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF MINUTES: Motion by Reid, seconded by Ford, to approve the Regular Meeting Minutes of September 25 and Pre-Council Meeting Minutes of October 8, 2018. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF OCTOBER 9, 2018: Motion by Reid, seconded by Ford, to approve the Accounts Payable Register of October 9, 2018. Upon a roll call vote, motion carried 7 to 0.

2019 SCHEDULE OF MEETINGS: Motion by Reid, seconded by Ford, to establish the 2019 Schedule of Regular City Council Meetings and 2019 Schedule of Pre-Council Meetings. Upon a roll call vote, motion carried 7 to 0.

PURCHASE OF PICNIC TABLES, BENCHES, TRASH RECEPTACLES, RECYCLING BINS AND PICNIC SUPPORT EQUIPMENT: Motion by Reid, seconded by Ford, to approve the purchase of twenty-nine picnic tables, fourteen benches, seventy trash receptacles and lids, eleven recycling bins, and picnic support equipment from Jamestown Advanced Productions, Corp., at a total cost of \$64,522 and authorize the City Manager to execute all documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

PURCHASE OF POLICE VEHICLES: Motion by Reid, seconded by Ford, to authorize the purchase of three 2019 Ford Police Vehicles through the State of Michigan MiDEAL at a total cost of \$107,709 and authorize the City Manager to execute all documents related to these purchases on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Reid, seconded by Ford, to receive the minutes of the Historic District Commission of September 5, Planning Commission of September 6 and Portage Public Schools Board of Education Committee of the Whole of September 10, 2018. Upon a roll call vote, motion carried 7 to 0.

MATERIALS TRANSMITTED: Motion by Reid, seconded by Ford, to receive the Materials Transmitted of September 25, 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 Knapp, seconded by Burns, to receive the Calendar of Meetings. Upon a roll call vote, motion carried 7 to 0.

REGULAR BUSINESS AGENDA:

APPOINTMENTS TO BOARDS AND COMMISSIONS: Mayor Randall invited Councilmember Burns to read the appointments to the various Boards and Commissions. Motion by Burns, seconded by Ford, to:

Reappoint Gertrude Riker and William Wieringa with terms ending October 1, 2021, and appoint John Lobo with term ending October 1, 2021, and appoint Linda Zoeller to unfulfilled term ending October 1, 2019 to the **Senior Citizen Advisory Board**.

Reappoint Jerry Kroehn with a term ending October 1, 2021, and appoint Thomas Shaffer to a term expiring on October 1, 2021 to the **Environmental Board**.

Reappoint Collin Forrest, Suzanne Nemeth and Katie vanLonkhuyzen with terms ending December 31, 2021, to the **Historic District Commission**.

Reappoint Diane Durian and Alice Mwanda with terms ending October 1, 2021, and appoint Timothy Henson to a term expiring on October 1, 2021, to the **Human Services Board**.

Reappoint Kazmira Ruhland, and appoint Ryan Johnson and Timothy Young with terms ending on October 1, 2021, to the **Park Board**.

Reappoint Bradley Galin, and appoint Jacob Barker, with terms expiring on December 31, 2024, and appoint Kelly LeBlanc to unfulfilled term expiring December 31, 2022, to the **Economic Development Corporation/Tax Increment Finance Authority and Brownfield Redevelopment Authority**.

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

COUNCIL COMMITTEE REPORTS: Mayor Pro Tem Pearson noted that he attended a joint meeting of the Central County Transit Authority (CCTA) and Kalamazoo County Transit Authority (KCTA). At the meeting, he stated information from a consultant was shared on proposed changes to bus stops, benches and routes. He stated that numerous maps were provided and these could be viewed by reviewing the minutes from the meeting which are available on the CCTA website.

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

NEW BUSINESS:

AMENDMENT OF CITY COUNCIL RULES OF ORDER AND PROCEDURE - READING OF THE CONSENT AGENDA: Mayor Randall deferred to Councilmember Reid who placed this topic on the agenda. Councilmember Reid stated her strong desire for the reading of the Consent Agenda to be reinstated as part of City Council Meetings. She provided her rationale for the benefits of reading the Consent Agenda aloud, problems associated with eliminating the reading of the Consent Agenda and length of time it takes to read the Consent Agenda.

Councilmember Reid next commented on her second request which is to “direct the City Manager to investigate additional options for facilitating access to the City Council Agenda and supporting documentation in the Council Packet.” She stated that the city should strive to provide information about agenda items to citizens in a multitude of ways emphasizing that people receive and process information in different ways. She concluded by stating that the city **should be efficient with things but not with people; we should strive to be effective when it comes to providing information to residents.** can be both efficient and effective when it comes to providing information to residents. Motion by Reid, seconded by Urban, to approve a modification of the City Council Rules of Order and Procedure, approved 12/19/2017, to reinstate the reading of the Consent Agenda as part of the standard format for City Council Meetings.

City Manager Shaffer shared that he had spoken with City Attorney Brown and Assistant City Attorney Bear earlier in the day and their conclusion that a motion to rescind the current Rules of Order and Procedure would be in order to make Councilmember Reid’s modification regarding the reading of the Consent Agenda. Mr. Shaffer also indicated that the Office of the City Attorney indicated that such a motion would require a super-majority. Assistant City Attorney Bear confirmed the statement of the City Manager and Councilmember Urban questioned the need to rescind rather than amend the Rules of Order and Procedure.

Mayor Pro Tem Pearson shared that he learned of Councilmember Reid’s request on Monday and pointed out the Rules of Order and Procedure were last adopted by a 5 to 2 vote. He continued by stating his opposition to making changes such as those being requested at Regular Meetings on short notice. He indicated his preference that the topic be discussed at the upcoming City Council Retreat. Motion by Pearson, seconded by Ford, to amend the original motion and replace it with a motion to discuss the topic of reading the Consent Agenda at the upcoming City Council Retreat.

Councilmember Ford pointed out that City Administration could utilize such features on the city website as “Notify Me” to help inform citizens about the City Council Meeting Agendas. He continued by sharing his preference to discuss the topic at the retreat.

Councilmember Reid stated her preference for discussing the topic at a Regular Meeting since the meetings are in view of the public and pointed out that she asked for this topic to be included on the agenda at the previous City Council Meeting. Councilmember Urban spoke in favor of Councilmember Reid’s motion and shared the value of reading the Consent Agenda aloud and pointed out that the reading only takes a few minutes.

Councilmember Knapp shared her support for raising the topic at the retreat. She stated that she thought such a discussion could result in improving the Consent Agenda and better overall City Council Meetings. Councilmember Burns commented that there is nothing preventing a Councilmember from reading an item aloud and does not see the urgency in modifying the Rules of Order and Procedure at tonight’s meeting.

Councilmember Urban questioned if the format of the retreat would be conducive to discussing the topic. Mayor Randall stated that the format at the end of the last retreat and the format for the upcoming retreat would include time to discuss topics. Mayor Randall commented that the city has contracted with a new video production company, has started using podcasts and can better use technology to inform citizens. Councilmember Reid commented that the reading of the Consent Agenda should not be at the expense of these other efforts but in addition to.

Assistant City Attorney Bear commented that he had been in contact with Attorney Brown and indicated that another motion might be to make a “motion to amend.” City Manager Shaffer commented that this is new information and stated that, given the uncertainty as to how to legally proceed with making changes to the Rules of Order and Procedure, he supports City Council discussing the matter at the retreat.

Councilmember Knapp commented that she is not opposed to what Councilmember Reid is trying to achieve. She stated her hope that the results of a discussion at the retreat will be a better outcome. Councilmember Reid questioned how much discussion could occur at the retreat and suggested holding a Committee of the Whole meeting on the topic. Mayor Randall shared her hope that the retreat could be held in the near future and time can be set aside to discuss this topic. She pointed out that, in addition to changes to the reading of the Consent Agenda, many aspects of the overall agenda were modified and improved in the most recent Rules of Order and Procedure. Councilmember Ford suggested that perhaps a subcommittee of City Council could be formed to address the topic.

Upon a roll call vote the motion by Mayor Pro Tem Pearson to amend and replace the original motion to include the topic as a discussion item at the retreat was passed by a vote of 5 to 2 with Councilmembers Reid and Urban voting no.

INVESTIGATION INTO OPTION FOR FACILITATING ACCESS TO CITY COUNCIL AGENDAS AND SUPPORTING MATERIALS: Mayor Randall deferred to Councilmember Reid who placed this topic on the agenda. Motion by Reid, seconded by Urban, to direct the City Manager to investigate additional options for facilitating access to the City Council Agenda and supporting documentation in the Council Packet, such as providing an email and/or text blast of the Agenda with hot-links to online supporting documents for citizens who request to receive this information.

Councilmember Reid stated that the goal of this motion is simply to direct the City Manager to research ways in which information about agenda topics can be better communicated to the public. Councilmember Reid also shared that, since the Consent Agenda is no longer read aloud, she has been placing information and links to agenda items on her campaign website. She noted that she has been getting positive feedback for doing so.

Councilmember Ford pointed out that the city can use the “Notify Me” component of the website to assist in citizen notification. Mayor Randall pointed out that City Administration would have to investigate options regarding sharing agenda items in order to prepare for the retreat. Upon a roll call vote, motion carried 7 to 0.

STATEMENTS OF CITIZENS: Molly Ostrem, 1515 Dogwood, spoke in support of the comments of Councilmember Reid and shared her support for reading the Consent Agenda aloud. She stated that added transparency can help to reestablish faith in government. She concluded by commenting that, should City Council wish to shorten meetings, consideration be given to the content of comments made by Councilmembers at the end of meetings.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Burns thanked the Department of Public Safety for allowing him to participate in “officer-involved shooting training” and complimented officers on the work they do. Mr. Burns then shared details of an event called “Project Connect” which is sponsored by the Kalamazoo County Community Action Agency. The event is designed to help homeless and low-income residents of Kalamazoo get connected with a variety of services.

Councilmember Ford thanked City Manager Shaffer for expediting the reconstruction work on South Westnedge. He also thanked those residents who applied to serve on various boards and commissions.

Councilmember Reid shared that October is National Disability Employment Awareness Month and shared statistics related to employment of persons with disabilities.

Councilmember Knapp congratulated Portage artist June Belitz for winning the Inaugural Annual Portage Community Art Award. She continued by sharing that the winning piece of art,

entitled "Balancing Act," was on display at City Hall. Councilmember Knapp invited residents to attend a reception at City Hall in honor of Ms. Belitz. Councilmember Knapp stated that, at the last City Council Meeting, she became the first Councilmember to utilize the new Remote Attendance Policy by participating in the meeting via telephone. She stated that the process and technology worked smoothly and thanked the City Clerk and Deputy City Clerk, Erica Eklov, for helping to arrange and test the system.

City Manager Shaffer shared that Wednesday night, October 10, 2018, would be a special night at City Hall. In addition to the reception honoring Ms. Belitz, the Portage Department of Public Safety would be honoring the contributions of the dispatchers. Mr. Shaffer stated that many of these employees would soon be transitioning to the new Kalamazoo County Consolidated Dispatch Authority. Mr. Shaffer thanked the dispatchers for their hard work on behalf of the City of Portage.

Mayor Pro Tem Pearson shared that City Council and city staff had heard complaints about work stoppage on the South Westnedge Avenue reconstruction project and complimented Mayor Randall and City Manager Shaffer for stepping up and getting the job done.

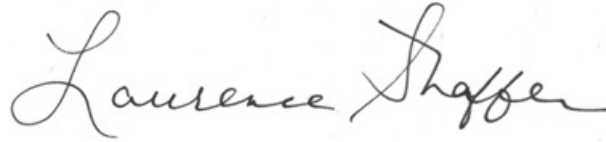
Mayor Randall thanked Rich Niblock of Niblock Excavating for being a partner and doing what it took to get the South Westnedge reconstruction project finished. She thanked City Manager Shaffer for working to fix the roads and for getting the construction barrels removed in time for the annual Portage Cross Country Invitational which brings thousands of guests and patrons to the community. Related to the Invitational, she thanked the volunteers for their work in hosting a successful event. Mayor Randall next shared that she attended a "pinning" ceremony in which four new firefighters received their badges. Next, Mayor Randall shared that she attended a ribbon cutting at Greenspire Apartments and that there are numerous ribbon cutting ceremonies across the community and encouraged Councilmembers to attend and support the business owners.

ADJOURNMENT: Mayor Randall adjourned the meeting at 7:59 p.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 October 23, 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 September 30, 2018 through October 14, 2018 and notes \$641,077.40 in automated clearing house payments, \$897,689.83 in paper checks and \$96,786.76 in auto-pay payments for a grand total of \$1,635,553.99.

FUNDING: N/A

Attachments: 1. Accounts Payable Register 10-23-18

ACCOUNTS PAYABLE REGISTER
Check Dates From: 9-30-2018 To: 10/14/2018

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Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
10/05/2018	9638(A)	A I S CONSTRUCTION EQUIP. CO.	EXCAVATOR SUPPLIES	438.00
10/05/2018	9639(A)	A-1 SIGNS	MEMORIAL PLAQUES	61.65
10/05/2018	9640(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	147,864.97
10/05/2018	9641(A)	AIRGAS GREAT LAKES	SHOP MAINTENANCE	104.79
10/05/2018	9642(A)	ALL CITY MANAGEMENT SERVICES, INC.	SCHOOL CROSSING GUARDS	2,925.72
10/05/2018	9643(A)	ALL-PHASE ELECTRIC SUPPLY CO.	LIGHT POLE ASSEMBLY	1,136.51
10/05/2018	9644(A)	AMERICAN SAFETY & FIRST AID	FIRST AID SERVICES	104.22
10/05/2018	9645(A)	ANIMAL REMOVAL SERVICE, LLC	ONE OPOSSUM	245.00
10/05/2018	9646(A)	AUMACK, MICHAEL	UMPIRE PAYROLL	250.00
10/05/2018	9647(A)	B L HARROUN & SON INC.	SPRINKLER INSPECTION	367.00
10/05/2018	9648(A)	BEEBE, RONALD E.	UMPIRE PAYROLL	288.00
10/05/2018	9649(A)	BEST WAY DISPOSAL, INC.	CURBSIDE RECYCLING	49,499.87
10/05/2018	9650(A)	BRINK WOOD PRODUCTS, INC.	PLAYGROUND MULCH	1,242.00
10/05/2018	9651(A)	BYHOLT INC.	GRAVEL AND SAND	1,164.13
10/05/2018	9652(A)	C T S TELECOM, INC.	TELEPHONE SERVICE	2,315.84
10/05/2018	9653(A)	CARLETON EQUIPMENT CO.	AUGER DRIVE RENTAL	90.00
10/05/2018	9654(A)	CLEAN EARTH ENVIRONMENTAL SERV	GLWTP TANK CLEANING	6,019.00
10/05/2018	9655(A)	DEER CONTRACTING & LANDSCAPE	BLOCK WALL REPAIR	12,406.92
10/05/2018	9656(A)	EDWARDS, HENRY	UMPIRE PAYROLL	138.00
10/05/2018	9657(A)	ENGINEERED PROTECTION SYSTEMS, INC.	PARK SECURITY	89.33
10/05/2018	9658(A)	ETNA SUPPLY, INC.	CELERY FLATS PROJECT	384.60
10/05/2018	9659(A)	FORSHEE, MARK	UMPIRE PAYROLL	399.50
10/05/2018	9660(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	2,340.00
10/05/2018	9661(A)	GLEESING, KEVIN	REIMBURSEMENT	50.00
10/05/2018	9662(A)	GLOBAL EQUIPMENT CO., INC.	2 CONFERENCE TABLES	1,228.95
10/05/2018	9663(A)	GORDON WATER SYSTEMS	WATER COOLER RENTAL	102.25
10/05/2018	9664(A)	GRAHAM FORESTRY SERVICE, INC.	CONSULTANT FORESTRY	768.00
10/05/2018	9665(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY CONTRIBUTION	536.00
10/05/2018	9666(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL	426.00
10/05/2018	9667(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	8,840.94
10/05/2018	9668(A)	HARTMAN, CHARLES	UMPIRE PAYROLL	48.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 9-30-2018 To: 10/14/2018

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Check Date	Check	Vendor Name	Description	Amount
10/05/2018	9669(A)	HOJNACKI, DAVID	UMPIRE PAYROLL	46.00
10/05/2018	9670(A)	HOWARD PRINTING	PORTAGER PRINTING	2,848.00
10/05/2018	9671(A)	INDUSCO SUPPLY CO., INC.	RESTROOM SUPPLIES	265.86
10/05/2018	9672(A)	IP CONSULTING, INC.	SPEECHVIEW RENEWAL	72.00
10/05/2018	9673(A)	J. ALLEN & CO. INC.	BIKEWAY REPAIRS	85,756.00
10/05/2018	9674(A)	KIEL, MICHAEL	UMPIRE PAYROLL	48.00
10/05/2018	9675(A)	LANDS END	UNIFORMS	289.40
10/05/2018	9676(A)	LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	397.52
10/05/2018	9677(A)	LEXISNEXIS RISK SOLUTIONS	MONTHLY ACCURINT	150.00
10/05/2018	9678(A)	LOUTHAN, WILLIAM F	UMPIRE PAYROLL	48.00
10/05/2018	9679(A)	MATTSON, NICHOLAS	EMPLOYEE REIMBURSEMENT	6.71
10/05/2018	9680(A)	MCCULLIN, LARRY W.	UMPIRE PAYROLL	115.00
10/05/2018	9681(A)	MENARDS, INC	MAINTENANCE SUPPLIES	299.94
10/05/2018	9682(A)	MICHAEL A. BAKER	UMPIRE PAYROLL	50.00
10/05/2018	9683(A)	MICHIGAN PAVING & MATERIALS CO.	2018 LOCAL STREETS	129,710.92
10/05/2018	9684(A)	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY	285.40
10/05/2018	9685(A)	NUYEN, ERIC	UMPIRE PAYROLL	42.00
10/05/2018	9686(A)	OFF THE CUFF CATERING	CATERING FOR BELITZ RECEP	900.25
10/05/2018	9687(A)	ONE WAY PRODUCTS	JANITORIAL SUPPLIES	599.88
10/05/2018	9688(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEES	3,177.90
10/05/2018	9689(A)	PACE ANALYTICAL SERVICES, LLC	SOIL TESTING	237.00
10/05/2018	9690(A)	PCM SALES, INC.	MONTHLY IT OUTSOURCING	40,960.00
10/05/2018	9691(A)	PEOPLEFACTS, LLC 740303	EMPLOYEE BACKGROUND	79.43
10/05/2018	9692(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	2,320.00
10/05/2018	9693(A)	PORTAGE FIREFIGHTERS	IAFF DUES	1,699.11
10/05/2018	9694(A)	PORTAGE ON-CALL FIREFIGHTERS	ONCALL DUES	58.69
10/05/2018	9695(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA DUES	735.00
10/05/2018	9696(A)	PREIN & NEWHOF	PROFESSIONAL SERVICE	1,582.60
10/05/2018	9697(A)	R W LAPINE INC.	HVAC MAINTENANCE	619.64
10/05/2018	9698(A)	RHODES, KEVIN	UMPIRE PAYROLL	96.00
10/05/2018	9699(A)	RIDDERMAN & SONS OIL CO. INC.	GASOLINE	16,124.82
10/05/2018	9700(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	93.75

ACCOUNTS PAYABLE REGISTER
Check Dates From: 9-30-2018 To: 10/14/2018

Check Date	Check	Vendor Name	Description	Amount
10/05/2018	9701(A)	SECANT TECHNOLOGIES	WIFI DESIGN WORK	1,660.00
10/05/2018	9702(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL MAINT	851.73
10/05/2018	9703(A)	SIMPLIFILE LLC	DOCUMENT RECORDING	132.00
10/05/2018	9704(A)	SNELL, DEBRA	PROGRAM INSTRUCTOR	216.00
10/05/2018	9705(A)	SUEZ WATER ENVIRONMENTAL SERVICES	WATER METERS	7,425.85
10/05/2018	9706(A)	TACKETT, ANDREA	M.A.H.N. CONFERENCE	90.00
10/05/2018	9707(A)	TECHNOLOGY SOLUTIONS	LEGACY DATA PROJECT	3,875.00
10/05/2018	9708(A)	THE POSTMAN INC.	REMOVAL SERVICES	500.00
10/05/2018	9709(A)	THOMPSON, HELENE	PROGRAM INSTRUCTOR	360.00
10/05/2018	9710(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW DUES	441.77
10/08/2018	9711(A)	PCM SALES, INC.	MOBILE CART	264.48
10/08/2018	9712(A)	UNITED PETROLEUM	FUEL PUMP REPAIR	171.44
10/12/2018	9713(A)	A NEW LEAF	PLANT CARE	85.00
10/12/2018	9714(A)	ACCESS EMPLOYER STAFFING SERVICES	NOV GENERAL ELECTION	545.38
10/12/2018	9715(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL	320.00
10/12/2018	9716(A)	C D W GOVERNMENT, INC.	COM DEV INTERN PC	944.76
10/12/2018	9717(A)	CARSTAR PORTAGE	FIRE APPARATUS MAINT	234.50
10/12/2018	9718(A)	CHARTER COMMUNICATIONS	CABLE TV	571.53
10/12/2018	9719(A)	FIRE SERVICE MANAGEMENT	FIRE PPE CLEANING	453.00
10/12/2018	9720(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	19,034.00
10/12/2018	9721(A)	GORDON WATER SYSTEMS	GORDON WATER BLANKET	95.25
10/12/2018	9722(A)	GRIFFIN PEST SOLUTIONS, INC.	YEARLY SERVICE	65.00
10/12/2018	9723(A)	INDUSCO SUPPLY CO., INC.	PAPER PRODUCTS	1,343.44
10/12/2018	9724(A)	IP CONSULTING, INC.	FIRE VIDEO CONFERENCE	1,000.00
10/12/2018	9725(A)	IRISH AYRES ENTERPRISES, LLC	MOWING AND LANDSCAPE	18,792.25
10/12/2018	9726(A)	J-AD GRAPHICS, INC	OCT NOV NEWSLETTER	4,098.00
10/12/2018	9727(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE RESTROOM	55.00
10/12/2018	9728(A)	KUSHNER & COMPANY, INC.	COBRA & FSA	311.04
10/12/2018	9729(A)	LAWSON PRODUCTS, INC	BATTERIES	83.72
10/12/2018	9730(A)	MALL CITY MECHANICAL	TOILET LEAK REPAIR	488.88
10/12/2018	9731(A)	MATERIALS RESOURCES	FIRE MAINT. SUPPLIES	642.08
10/12/2018	9732(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE	134.21

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Check Date	Check	Vendor Name	Description	Amount
10/12/2018	9733(A)	NYE UNIFORMS	MISC UNIFORM SUPPLIES	422.53
10/12/2018	9734(A)	PARADIGM DESIGN, INC.	WINDOW REPLACEMENT	2,160.00
10/12/2018	9735(A)	PARIS CLEANERS	UNIFORM CLEANING	887.44
10/12/2018	9736(A)	PECKELS, CHRISTINE	ACTIVITIES INSTRUCTOR	180.00
10/12/2018	9737(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	750.00
10/12/2018	9738(A)	POWERDMS, INC.	ANNUAL SUBSCRIPTION	850.00
10/12/2018	9739(A)	PREMIER SAFETY	FIRE SCBA MAINTENANC	600.00
10/12/2018	9740(A)	PROFESSIONAL BUILDING SERVICES LLC	JANITORIAL SERVICES	3,882.54
10/12/2018	9741(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	13.47
10/12/2018	9742(A)	RIETH-RILEY CONSTRUCTION CO., INC	ASPHALT	331.50
10/12/2018	9743(A)	S B F ENTERPRISES, INC.	UTILITY BILL PRINTING	718.33
10/12/2018	9744(A)	SOS TECHNOLOGIES	AED BATTERIES/PADS	129.60
10/12/2018	9745(A)	VANPORTFLIET, DEREK	TRAINING COSTS	150.00
10/12/2018	9746(A)	WIGHTMAN & ASSOCIATES, INC.	ENGINEERING SERVICES	28,202.50
10/12/2018	9747(A)	WINGFOOT COMMERCIAL TIRE	FIRE APPARATUS MAINT	3,600.36
10/12/2018	9748(A)	WOLFE, MATTHEW	EMU SCHOOL OF POLICE	597.96
10/12/2018	9749(A)	XEROX CORPORATION	COPY LEASE	725.85
Total ACH Transactions:				641,077.40

Check Type: Paper Check

10/05/2018	307671	07-W DISTRICT COURT	BAIL BOND	250.00
10/05/2018	307672	A M LEONARD	SNOW SHOVELS	422.91
10/05/2018	307673	A T & T	TELEPHONE SERVICE	340.40
10/05/2018	307674	ACTIVE911, INC.	FIRE ACTIVE 911 RENEWAL	1,125.00
10/05/2018	307675	ARTWEAR APPAREL GRAPHICS, INC.	CHAMPION T-SHIRTS	1,984.50
10/05/2018	307676	BEAVER RESEARCH COMPANY	JANITORIAL SUPPLIES	168.78
10/05/2018	307677	BRIDGEPORT EQUIPMENT CO.	HYD FILTERS	137.89
10/05/2018	307678	CARTRIDGE WORLD	REPAIR PRINTER HP M4555	499.00
10/05/2018	307679	CINTAS CORP.	INSPECTORS PANT RENTAL	155.64
10/05/2018	307680	CITY OF KALAMAZOO TREASURER	WATER SERVICE	486,152.58
10/05/2018	307681	CLASSIC CARRIAGE LLC	TRAD HORSE/CARRIAGE	100.00
10/05/2018	307682	CLASSIC CARRIAGE LLC	TRAD HORSE/CARRIAGE	589.00

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10/05/2018	307683	DAVE'S CONCRETE PRODUCTS, INC.	CONCRETE SUPPLIES	1,653.25
10/05/2018	307684	ED & TED'S EXCELLENT ADVENTURES	TRIP VENDOR PAYMENT	31,368.00
10/05/2018	307685	EMERGENCY VEHICLE PRODUCTS	MOBILE RADIO UNIT	999.15
10/05/2018	307686	ERIC & LORI CLEASBY	OVERPAYMENT REFUND	128.19
10/05/2018	307687	FADER EQUIPMENT, INC.	SCAFFOLD SUPPLIES	1,839.80
10/05/2018	307688	FORTH, CHRISTOPHER	EMPLOYEE REIMBURSEMENT	24.00
10/05/2018	307689	GOVERNMENT FINANCE OFFICERS ASSOC	GFOA MEMBERSHIP	305.00
10/05/2018	307690	GREATER KALAMAZOO FOP LODGE 98	PPCOA DUES	3,432.50
10/05/2018	307691	HEWITT, EMILY	GRAIN ELV REFUND	150.00
10/05/2018	307692	HOME DEPOT	MISC BUILDING SUPPLIES	2,576.63
10/05/2018	307695	IMAGINARIUM PICTURES	TRAD HOLIDAY PICTURE	650.00
10/05/2018	307696	INTEGRITY TREE SERVICE, LLC	HERBICIDE TREATMENT	2,736.00
10/05/2018	307697	J & J LOCKSMITHS	DPS LOCK SETS	471.25
10/05/2018	307698	KALAMAZOO COUNTY CHILD ABUSE AND NE	GRAIN ELV REFUND	100.00
10/05/2018	307699	KALAMAZOO COUNTY DRAIN COMMISSIONER	CITY SHARE PAYMENT	39,200.00
10/05/2018	307700	KALAMAZOO COUNTY TREASURER	REFUND TO COUNTY	812.39
10/05/2018	307701	KUDWA, VICKY	HAYLOFT REFUND	150.00
10/05/2018	307702	LIFETIME PRODUCTS INC.	TABLES	1,140.00
10/05/2018	307703	LKF MARKETING	PULL UP BANNERS	1,448.75
10/05/2018	307704	LOCEY SWIM POOL CO.	2 CANS FOUNTAIN PAINT	37.22
10/05/2018	307705	M.A.H.N.	2018 FALL CONFERENCE	150.00
10/05/2018	307706	MCCANN INDUSTRIES, INC.	EQUIPMENT SERVICES	653.00
10/05/2018	307707	MCGUIRE, INGRID	EMPLOYEE REIMBURSEMENT	209.62
10/05/2018	307708	MEETH, CONNIE	PROGRAM REFUND	40.00
10/05/2018	307709	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIRS	83.00
10/05/2018	307710	MIKE HITCHINGS	REIMBURSEMENT	200.00
10/05/2018	307711	MILLER ROAD TRANSFER STATION	DISPOSAL SERVICES	4,009.00
10/05/2018	307712	MILLER, CANFIELD, PADDOCK & STONE	AUSTIN LAKE LEGAL SRV	195.00
10/05/2018	307713	MML UNEMPLOYMENT FUND	QUARTERLY CONTRIBUTION	119.27
10/05/2018	307714	MORGAN, LYNLEY	TRAINING - MEALS	100.00
10/05/2018	307715	MOSQUITO CONTROL OF SW MICHIGAN	MOSQUITO SPRAY SERVICE	109.00
10/05/2018	307716	NAPIER, PEGGY	RECYCLED/MONSTER MASH	184.51

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10/05/2018	307717	NETWORKFLEET, INC.	GPS SERVICES	1,018.35
10/05/2018	307718	O'REILLY AUTO PARTS	MAINTENANCE SUPPLIES	130.20
10/05/2018	307719	OFFICE DEPOT, INC.	OFFICE SUPPLIES	426.54
10/05/2018	307720	ORAM, GIGGI	TRIP REFUND	174.00
10/05/2018	307721	OSWALT, SHARON	TRIP REFUND	1,367.00
10/05/2018	307722	P M V PAINTING AND DECORATING INC	VARNISH/FINISH	350.00
10/05/2018	307723	PETERMAN CONCRETE CO.	CONCRETE	321.32
10/05/2018	307724	PETTY CASH-PAULA GUSTAFSON	REPLENISHMENT CHECK	301.35
10/05/2018	307725	PRINTING SERVICES INC	MONSTER MASH BANNERS	120.00
10/05/2018	307726	RESTORATIVE LAKE SCIENCES, LLC	2018 WEST LAKE WEED	1,500.00
10/05/2018	307727	RICHTER, KARLEEN	TRIP VENDOR PAYMENT	50.00
10/05/2018	307728	RIGHT-WAY RENTAL, INC.	CELERY FLATS PROJECT	240.00
10/05/2018	307729	ROBINSON, KEVIN	UMPIRE PAYROLL	92.00
10/05/2018	307730	ROE, AUDREY	TRIP REFUND	118.00
10/05/2018	307731	ROWLEY BROTHERS, INC.	SHOP OIL DRY	557.90
10/05/2018	307732	SCHULTZ, GREG	SW TOURNEY REFUND	100.00
10/05/2018	307733	SHERMAN TOOL / CORNWELL TOOLS	TIRE CHANGER TOOL	209.90
10/05/2018	307734	SMITH, RICHARD & KATHLEEN	TRIP REFUND	198.00
10/05/2018	307735	STATE OF MICHIGAN	LICENSE PLATES - DPS	104.00
10/05/2018	307736	STATE SYSTEMS RADIO, INC	RADIO INSTALLATION	516.00
10/05/2018	307737	STEENSMA LAWN & POWER EQUIPMENT	MAINTENANCE SUPPLIES	482.49
10/05/2018	307738	SUDS MOBILE CLEANING SYSTEMS, LLC	EQUIPMENT SERVICES	475.00
10/05/2018	307739	SUNBELT RENTALS, INC.	SCISSOR LIFT RENTAL	464.00
10/05/2018	307740	SWT EXCAVATING, INC	ADA SIDEWALK REPAIRS	21,548.80
10/05/2018	307741	TODD ARBANAS ENTERPRISES INC.	TREE REMOVAL	3,900.00
10/05/2018	307742	TUCEK, PAUL & DIANE	TRIP REFUND	338.00
10/05/2018	307743	U S A TODAY	SUBSCRIPTION	58.01
10/05/2018	307744	U S POSTAL SERVICE	POSTAGE REFILL	3,000.00
10/05/2018	307745	UNITED PARCEL SERVICE	WEEKLY DELIVERY SERV	12.00
10/05/2018	307746	W. S. DARLEY & CO.	FIRE MAINT. SUPPLIES	983.00
10/05/2018	307747	W.T. BERESFORD CO.	NET BADGE SET UP	575.00
10/05/2018	307748	WASHCO, LLC	POWER WASHING SERVICE	450.00

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10/05/2018	307749	WATER STREET COFFEE JOINT, INC.	CUSTOMER CARE PLAN	300.00
10/05/2018	307750	WMU HOMER STRYKER MD SCHOOL OF MED	RANGER CPR/FIRSTAID	65.00
10/05/2018	307751	CONSUMERS ENERGY	POLE ATTACHMENTS	95.29
10/05/2018	307752	LKF MARKETING	SENIOR CENTER BRANDING	2,215.00
10/05/2018	307753	MATTRESS MART	FIRE MATTRESSES	1,899.00
10/05/2018	307754	NORTHERN TOOL & EQUIPMENT CATALOG	TRANSFER TANKS	79.49
10/05/2018	307755	OMG NATIONAL	STICKERS/PENCILS-OFC	502.73
10/05/2018	307756	TRIFECTA NETWORKS, LLC	PHONE LINE	257.42
10/05/2018	307757	U S POSTAL SERVICE	POSTAGE	1,460.23
10/05/2018	307758	VERIZON WIRELESS SERVICES, LLC	CELL PHONES	2,760.98
10/12/2018	307759	8TH DISTRICT COURT	BAIL BOND	500.00
10/12/2018	307760	A T & T	TELEPHONE SERVICE	10,224.74
10/12/2018	307761	ADVIA CREDIT UNION	GARNISHMENT PROCESSING	1.00
10/12/2018	307762	ALLEGRA PRINT & IMAGING	TRIP FLYERS	1,690.35
10/12/2018	307763	ALLIANCE AIR US, LLC.	HVAC CONTROL	142.00
10/12/2018	307764	AMERICAN SCREEN PRINTING	FIRE ADMIN UNIFORMS	96.00
10/12/2018	307765	AR ENGINEERING LLC	ENGINEERING SERVICES	17,611.96
10/12/2018	307766	ASCENSION MICH OCCUPATIONAL HEALTH	2018-2019 DOT PHYSIC	140.00
10/12/2018	307767	BLUE CROSS/BLUE SHIELD OF MICH	BCBSM INSURANCE	79,524.74
10/12/2018	307768	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	227.98
10/12/2018	307769	CARTER-JONES COMPANIES	TREX DECKING - CFVC	20,766.30
10/12/2018	307770	CHICAGO TITLE OF MICHIGAN	OVERPAYMENT REFUND	13.39
10/12/2018	307771	CINTAS CORP.	UNIFORM RENTAL SERVICE	155.64
10/12/2018	307772	CITY MORTGAGE	OVERPAYMENT REFUND	36.08
10/12/2018	307773	COSTAR REALTY INFORMATION, INC.	COSTAR REALTY	336.28
10/12/2018	307774	D L GALLIVAN INC.	COPY MACHINE USAGE	158.15
10/12/2018	307775	DATA STRATEGY LLC	PROFESSIONAL SERVICE	115.00
10/12/2018	307776	DEVON TITLE AGENCY	OVERPAYMENT REFUND	19.72
10/12/2018	307777	DEVON TITLE AGENCY	OVERPAYMENT REFUND	112.80
10/12/2018	307778	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	437.09
10/12/2018	307779	FAWLEY OVERHEAD DOOR, INC.	OVERHEAD DOOR	1,335.00
10/12/2018	307780	FORTH, CHRISTOPHER	EMPLOYEE REIMBURSEMENT	105.84

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10/12/2018	307781	FRIENDS OF PORTAGE SENIOR CENTER	INCOME DEPOSITED	1,036.00
10/12/2018	307782	GORDON FOOD SERVICE	PAINTING IN THE PARK	28.77
10/12/2018	307783	GUARDIAN TRACKING, LLC	ANNUAL SUBSCRIPTION	3,536.00
10/12/2018	307784	H R HANNAPEL DOOR COMPANY	REPLACE SIDE SPLASH	94.00
10/12/2018	307785	HARMON, JAMIE	EMPLOYEE REIMBURSEMENT	22.48
10/12/2018	307786	HICKORY MANAGEMENT SERVICES	ARTHOP/RECYCLED ART	50.00
10/12/2018	307787	HOME DEPOT	MONSTER MASH SUPPLIES	515.01
10/12/2018	307788	INSTITUTE OF TRANSPORTATION	2019 ITE MEMBERHSIP	302.00
10/12/2018	307789	KALAMAZOO COUNTY CLERK	AUGUST ELECTION COST	5,111.12
10/12/2018	307790	KALAMAZOO COUNTY HAZMAT	FIRE MEMBERSHIP	1,400.00
10/12/2018	307791	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES-SEPT	467.50
10/12/2018	307792	KALAMAZOO OIL COMPANY	FUEL FOR SMALL EQUIP	16.55
10/12/2018	307793	MARXMODA, INC.	CHAIR	664.44
10/12/2018	307794	METRO ADVANTAGE TITLE	OVERPAYMENT REFUND	15.65
10/12/2018	307795	NANCY ARLIDGE	ELECTRONIC PAYMENT	153.80
10/12/2018	307796	NAPIER, PEGGY	EVENT REIMB 2018	896.90
10/12/2018	307797	OAKLAND COMMUNITY COLLEGE/CREST	TRAINING-VANPORTFLIET	125.00
10/12/2018	307798	OAKLAND COMMUNITY COLLEGE/CREST	TRAINING-COX	30.00
10/12/2018	307799	OFFICE DEPOT, INC.	OFFICE SUPPLIES	221.15
10/12/2018	307800	OSWALT, SHARON	TRIP REFUND	81.00
10/12/2018	307801	OTTEN TROPHIES	RETIREMENT ITEMS	100.00
10/12/2018	307802	PETTY CASH-ALYSSA MILBECK	REPLENISHMENT CHECK	636.99
10/12/2018	307803	PETTY CASH-DEREK HENSON	REPLENISHMENT CHECK	308.49
10/12/2018	307804	PHILLIPS, KIMBERLY	CLIPBOARDS - LUCITE	167.94
10/12/2018	307805	PRINCIPAL FINANCIAL GROUP	ACTUARIALLY REQD CONTRIB.	56,839.00
10/12/2018	307806	PROJECT LIFESAVER INC	MISC SUPPLIES	213.40
10/12/2018	307807	R.J. THOMAS MFG. CO. INC.	2018 BID BOND REFUND	2,511.11
10/12/2018	307808	RATHCO SAFETY SUPPLY, INC.	SIGNS	717.80
10/12/2018	307809	REEVES, HARRY & MARTHA	TRIP REFUND	100.00
10/12/2018	307810	REMINGTON CONSTRUCTION CO. INC.	CONCRETE WORK	3,000.00
10/12/2018	307811	RIGHT-WAY RENTAL, INC.	MAN LIFT RENTAL	170.00
10/12/2018	307812	RTC AGILITY TEST	PUBLIC SAFETY TESTING	100.00

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10/12/2018	307813	SAM BROWN SHIELDS, LLC.	FIRE OPS UNIFORMS	402.20
10/12/2018	307814	SHILTS, DAWN	EMPLOYEE REIMBURSEMENT	43.60
10/12/2018	307815	SIGNS DIRECT INC	PORTABLE SIGNS	154.78
10/12/2018	307816	STATE OF MICHIGAN	SURVEILLANCE SCHOOL	750.00
10/12/2018	307817	STATE OF MICHIGAN	SOR REG FEES PAYABLE	90.00
10/12/2018	307818	STATE TAX COMMISSION	TRAINING-DENISTON	50.00
10/12/2018	307819	THE SANGRIA SHOP LLC	ART HOP SANGRIA 2018	88.00
10/12/2018	307820	TODD ARBANAS ENTERPRISES INC.	TREE REMOVAL SERVICE	3,850.00
10/12/2018	307821	UNITED PARCEL SERVICE	WEEKLY DELIVERY	25.00
10/12/2018	307822	VAUGHAN, KATHRYN	TRIP REFUND	91.00
10/12/2018	307823	VERIZON WIRELESS SERVICES, LLC	WIRELESS SERVICE	48.20
10/12/2018	307824	WILLIAMS ASSOCIATES ARCHITECTS, LTD	FIRE - NEW STATION 2	41,698.66
			Total Paper Check:	897,689.83

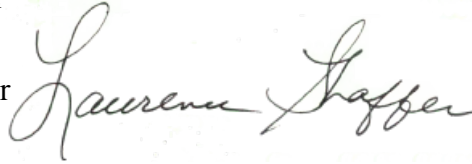
Check Type: Auto-Pay Payments

10/03/2018	7070	CONSUMERS ENERGY	GAS-ELECTRIC	39,739.07
10/04/2018	7072	CONSUMERS ENERGY	GAS-ELECTRIC	4,449.29
10/09/2018	7094	CONSUMERS ENERGY	GAS-ELECTRIC	17,750.55
10/10/2018	7110	CONSUMERS ENERGY	GAS-ELECTRIC	858.55
10/11/2018	7115	CONSUMERS ENERGY	GAS-ELECTRIC	3,396.42
10/12/2018	7117	CONSUMERS ENERGY	GAS-ELECTRIC	23,664.26
10/12/2018	7118	CITY OF PORTAGE	WATER-SEWER	6,928.62
			Total Auto-Pay Payments:	96,786.76

Grand Total:	1,635,553.99
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TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Amendment to the General Appropriations Act

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Amend the General Appropriations Act (budget) for the fiscal year ending June 30, 2019.

The normal government procurement process involves issuance of purchase orders to obtain goods and services necessary to provide service to citizens. Purchase orders specify description, quantity and price of the required goods. With each purchase order, an encumbrance is entered into the city accounting system to reserve budgeted funds to pay for the goods. As goods are received and the related invoices paid, the encumbrances are relieved. At the end of each fiscal year, open purchase orders (encumbrances) must be carried forward to the next fiscal year to reserve funds required to pay for goods and services already ordered. In effect, this is completed by adding the reserved funds to the annual budget of the next fiscal year. The “encumbrance carry forward” process is a standard practice in governmental accounting. The City of Portage Charter, Section 7.6(d), requires the production of this listing for approval by City Council.

Efforts to reduce the amounts rolled forward continue, resulting in a decrease from \$1,158,732 in Fiscal Year 2015-2016, to \$332,970 in Fiscal Year 2016-2017. For Fiscal Year 2017-2018, the amount recommended to be rolled forward is \$160,546, consisting of \$116,007 for street projects and \$44,539 for programs and projects in the General Fund.

The attached list shows the dollar value of open purchase orders as of June 30, 2018, all of which are for necessary supplies and services. Receipt of these goods and services will require subsequent payment by the city. Council action to amend the Fiscal Year 2018-2019 budget will allow payment for goods and services ordered in Fiscal Year 2017-2018 from the Fiscal Year 2018-2019 budget.

Therefore, it is recommended that City Council amend the General Appropriations Act (budget) for the fiscal year ending June 30, 2019.

FUNDING: N/A

Attachments: 1. FY 2017-2018 Purchase Orders to Roll Into the FY 2018-2019 Budget

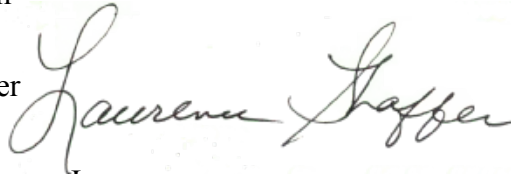
2017-2018 Purchase Orders to Roll into 2018-2019 Budget

	PO Number	Vendor Name	Carry-Forward Amount
1	78341	Maico Industries	41,578.00
2	77637	Road Commission of Kalamazoo County	18,306.00
3	77334	Technology Solutions	9,995.00
4	78939	Kentwood Office Furniture	4,621.56
5	78957	Hall Builders LLC	9,800.00
6	78431	The Postman	4,520.00
7	77992	Rieth-Riley	56,123.32
8	78751	Wedel's	2,920.00
9	79007	Midwest Custom Embroidery	391.00
10	78926	Ace Parking Lot Striping	483.50
11	79051	State Systems Radio	521.06
12	76221	Kalamazoo Nature Center	9,000.00
13	78933	Superior Business Solutions	2,286.52

Total	\$	<u>160,545.96</u>
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TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Workers' Compensation Excess Insurance

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Award a two-year contract renewal to Midwest Employers Casualty Company, with \$550,000 specific excess retention, for workers' compensation excess insurance coverage for an annual fee of \$74,355 plus payroll adjustments and authorize the City Manager to execute all documents related to this contract renewal on behalf of the city.

Since 1993 the city has been self-insured for workers' compensation coverage, administered through a third party with a provision for excess coverage to address catastrophic events. Excess insurance provides coverage in the event of a catastrophic occurrence that exceeds \$550,000, the total of all claims exceed \$1,986,319 in a policy period or a liability claim against the city due to a work-related injury or illness exceeds \$550,000.

The current contract with the city excess insurance carrier, Midwest Employers Casualty Company (MECC), will expire on November 30, 2018. Quotes were solicited from six workers' compensation insurance carriers. The quotes from three of the carriers did not meet city requirements. Of the remaining three quotes, the quote from MECC was the lowest. MECC submitted a two-year renewal quote for an annual fee of \$80,859 plus payroll adjustments with the current \$500,000 specific excess retention limit, which represents an annual fee increase of 5.39% increase from the current contract. MECC also submitted a two-year quote at an 8.75% fee reduction for \$550,000 specific excess retention, with a minimum annual cost of \$66,919 and a maximum of \$74,355 plus payroll adjustments. Acceptance of the proposed contract renewal with MECC, with \$550,000 specific excess retention, is recommended for the period of December 1, 2018 - November 30, 2020.

FUNDING: Funds have been included in the 2018-2019 fiscal year budget to cover costs associated with workers' compensation. Funds will also be included for workers' compensation costs in the proposed 2019-2020 budget.

Attachments: 1. Worker's Compensation Excess Insurance

Worker's Compensation Excess Insurance
Quotation Tabulation
October 2018

Excess Carriers

		Midwest				Safety National	ACE
<u>Current</u>		One Year Renewal		Two Year Renewal			
Policy Term	2 YR	1 YR	1 YR	2 YR	2 YR	min.	
Deposit Premium (Annual) *	\$76,499	\$80,859	\$74,355	\$80,859	\$74,355	\$100,000+	\$200,000
Policy Minimum (Annual)	\$68,849	\$72,773	\$66,919	\$72,773	\$66,919		
Specific Excess Retention (Per Incident)	\$500,000	No Change	\$550,000	No Change	\$550,000		

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Bike Skills Course at Lexington Green Park

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

ACTION RECOMMENDED: Award a contract in the amount of \$103,425.74 to American Ramp Company dba Progressive Bike Ramps for fabrication and installation of a Bike Skills Course as part of the Lexington Green Park renovation, and authorize the City Manager to execute all documents related to this action on behalf of the city.

The 2018-2019 Capital Improvement Program budget includes funding for the Lexington Green Improvement Plan. The plan includes a Bike Skills Course that will have 11 different ramps and two tunnels for bicyclists of all ages to ride. The interior loop will be for beginner riders, while the outside loop offers slightly more difficulty for more experienced riders. The course will also include a popular pump track, a continuous loop of berms and smooth mounds that can be ridden without pedaling, which can also be used with skateboards and roller blades. The pump track is modular and can be reconfigured in future years by adding new sections. The design of the track lends itself to offering competitive bike events as well. The course will measure 175' x 131' and fit into the central area of the park per the Lexington Green Improvement Plan.

American Ramp Company dba Progressive Bike Ramps (PBR), of Joplin, MO, is an approved vendor of Sourcewell Cooperative Purchasing Program (formerly NJPA). The City of Portage participates in extended purchasing programs to take advantage of the significant economic savings offered. PBR has submitted a quote for the Bike Skills Course as part of the Lexington Green Improvement Plan in the amount of \$103,425.74 based on the Sourcewell contract #030117- ARC.

The City Administration held meetings with residents of Lexington Green neighborhood concerning the installation of the bike skills course, and the residents have embraced the plan. As part of the overall Lexington Green Park Renovation, new tennis/pickleball courts have been completed and replacement of existing basketball courts will be accomplished in Spring 2019. The Bike Skills Course would also be installed in Spring 2019. Other components of the Lexington Green Improvement Plan to be accomplished in Fiscal Year 2019-2020 include renovation of the aging shelter at the south end of the park and addition of a bathroom facility and a new shelter in the northern section of the park.

It is recommended that City Council award a contract to American Ramp Company dba Progressive Bike Ramps in the amount of \$103,425.74, for the fabrication and installation of the Lexington Green Park Bike Skills Course and to authorize the City Manager to execute all documents related to these

actions on behalf of the city.

FUNDING: Sufficient funds are budgeted and available in the 2018-2028 Capital Improvement Program.

Attachments:

1. NJPA-Sourcewell Breakdown Design PBR0271
2. Bike Skills Course

Sourcewell/NJPA Breakdown Design 0271

Item 1

PBR30AF1255	30 Deg Angle (From Flat)	1'	2.5'	5'	\$542.68
PBRFS1258	Flat Section	1'	2.5'	8'	\$1,126.36
PBRFS1258	Flat Section	1'	2.5'	8'	\$1,126.36
PBRW1512537	Wedge (15 Deg)	1'	2.5'	3.7'	\$615.20
PBRW1512537	Wedge (15 Deg)	1'	2.5'	3.7'	\$615.20
PBRSP1	Support	1'			\$200.00
PBRSP1	Support	1'			\$200.00
					\$4,425.80

Item 2

PBRFS138	Flat Section	1'	3'	8'	\$1,239.00
PBRFS136	Flat Section	1'	3'	6'	\$1,018.86
PBR30AT12518	30 Deg Angle Turn	1'	2.5'	1.8'	\$615.84
PBRFS136	Flat Section	1'	3'	6'	\$1,018.86
					\$3,892.56

Item 3

PBRFS1258	Flat Section	1'	2.5'	8'	\$1,126.36
PBRFS1258	Flat Section	1'	2.5'	8'	\$1,126.36
PBR451012579	Turn 45 Deg (10'R)	1'	2.5'	7.9'	\$1,054.88
PBRSPD1	Support (subtract from custom ladders)	1'			(\$200.00)
					\$3,107.60

Item 4

PBR180T125225	180 Deg Turn	1'	2.5'	22.5'	\$3,481.04
					\$3,481.04

Item 5

PBR30AF1255	30 Deg Angle (From Flat)	1'	2.5'	5'	\$542.68
PBRFS1258	Flat Section	1'	2.5'	8'	\$1,126.36
PBRW1512537	Wedge (15 Deg)	1'	2.5'	3.7'	\$615.20
PBRW1512537	Wedge (15 Deg)	1'	2.5'	3.7'	\$615.20
PBRSP1	Support	1'			\$200.00
					\$3,099.44

Item 6

PBRZS3022524	Zig Zag Short (30 Deg)	2'	2.5'	24'	\$3,463.72
					\$3,463.72

Item 7

PBRBT8T8L	Bike Tunnel	8.0'		8.0'	\$4,600.00
PBRFS138	Flat Section	1'	3'	8'	\$1,239.00
					\$5,839.00

Item 8

PBRBT8T8L	Bike Tunnel	8.0'		8.0'	\$4,600.00
					\$4,600.00

Item 9

PBRZZSC22365	Zig Zag S Corner	2'	2'	36.5'	\$5,560.31
					\$5,560.31

Item 10

PBRFS228	Flat Section	2'	2'	8'	\$1,040.72
PBRLR22187	Roller	2'	2'	18.7'	\$2,051.82
PBR15AT2213	15 Deg Angle Turn	2'	2'	1.3'	\$501.34
					\$3,593.88

Item 11

PBRA112219	A-Frame (11 Deg)	2'	2'	19'	\$1,787.72
PBRA112219	A-Frame (11 Deg)	2'	2'	19'	\$1,787.72
PBRSSPT2	Support	2'			\$195.00
PBRSSPT2	Support	2'			\$195.00
					\$3,965.44

Item 12

PBRSPCAF351119	A-Frame (3.5 Deg)	1'	1'	19.7'	\$1,424.16
					\$1,424.16

Item 13

PBRSPCMT221348	Mountain Top 2' Peak	2'	1'	34.8'	\$3,319.08
					\$3,319.08

Item 14

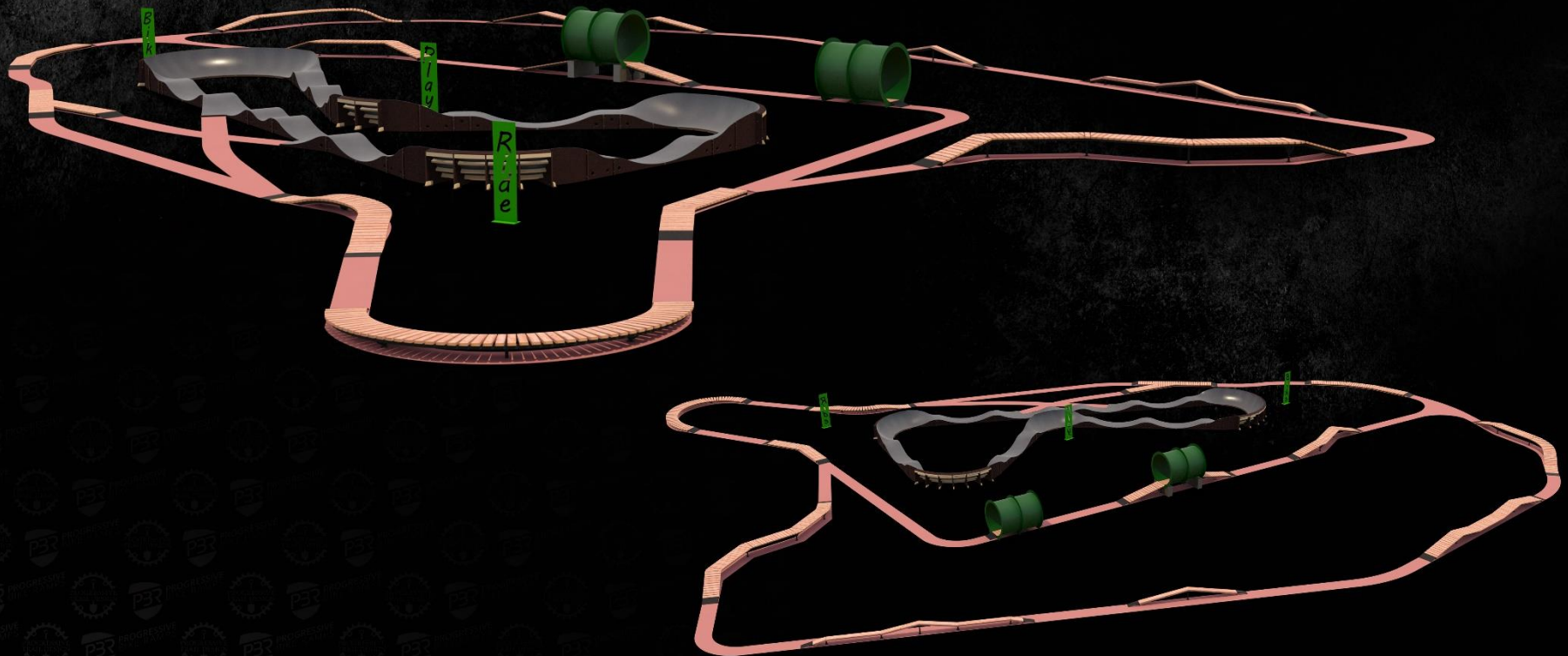
PBRLJSW	Sidewinder (Lumberjack)	3.0'	54.0'	54.0'	\$53,000.00
PBRLPTBH	Bumphalf (subtract)	1'			(\$978.26)
PBRLPTT3	T3	3.0'	2.5'	4.5'	(\$706.52)
PBRLPTT3	T3	3.0'	2.5'	4.5'	(\$706.52)
PBRLPTBH	Bumphalf (subtract)	1'			(\$978.26)
PBRLPTG500	Gap 500	1.5'	3.0'	3.0'	(\$489.13)
					\$49,141.31

Item 15,16,17 Custom Sign @\$500 each \$ 1,500.00

Equipmet Total	\$ 100,413.34
Installation	\$ 10,041.33
Sub Total	\$ 110,454.67
NJPA Discount	\$ 7,028.93
TOTAL	\$ 103,425.74



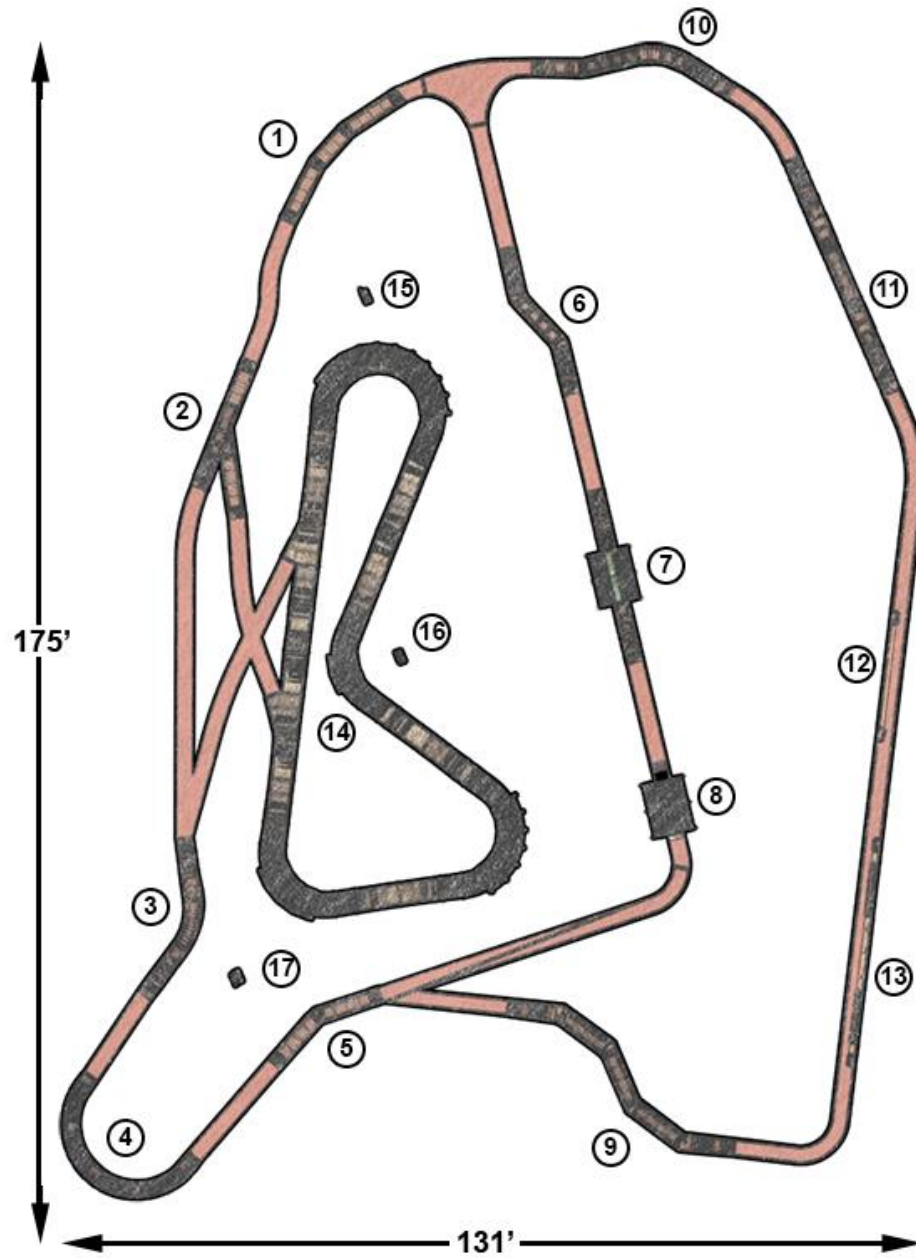
Portage, MI
PBR0271



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- STAINLESS STEEL HARDWARE
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- 10 YEAR WARRANTY





TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Closed Session

SUPPORTING PERSONNEL: N/A

ACTION RECOMMENDED: Recommend meeting in Closed Session immediately following the regularly scheduled Council meeting of Tuesday, October 23, 2018.

A closed session is requested immediately following the regularly scheduled Council meeting of Tuesday, October 23, 2018. The purpose of this closed session is to discuss a personnel matter. City Council will reconvene in public session subsequent to completion of the closed session.

FUNDING: N/A

Attachments: 1. N/A

Minutes of Boards & Commissions

Youth Advisory Committee Minutes

September 17, 2018, 6:00 p.m.

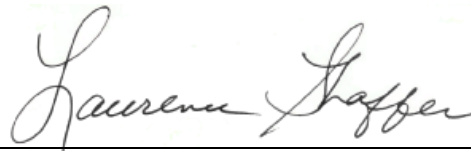
- I. Introduction and Attendance
- II. Summer Movie Night Review
 - a. Improvements: Have clear assignments/Split up work with Optimist Club
 - b. Pros: Cop Car Karaoke
- III. Goals
 - a. More volunteer community opportunities
 - b. Social Media Subcommittee
- IV. Officers
 - a. Election next meeting
- V. Autumn Activity
 - a. Thanksgiving : Packing meal baskets
 - b. Holiday: Adopt-a-Family
 - c. Dates : TBA
- VI. Capital Improvement Plan
 - a. Open House – Monday, September 24th between 4:00pm and 7:00pm at City Hall
 - b. Went over improvements and completed survey
- VII. Board & Commission YAC Liasons
 - a. Upcoming meetings
 - i. Historic District Commission, Wednesday, October 3, 8:15am in City hall Room#2
 - ii. Park Board, Wednesday, October 3, 6:30pm in Celery Flats
 - iii. Planning Commission, Thursday, October 4, 7:00pm in Council Chambers
 - iv. Zoning Board of Appeals, Monday, October 8, 7:00pm in Council Chambers
- VIII. Environmental Board Presentation
 - a. Promote communication: announcement in schools
 - b. Looking for participation in invasive pulls: spring time
- IX. Upcoming Events
 - a. Snow Party – Saturday, February 2
 - b. Green-A-Thon – Saturday, April 13
- X. Racism Events: September 22
 - a. Bronson Park
- XI. Next Meeting
 - a. Monday, October 15, 6:00pm in City Hall

- i. KMetro Bus Presentation
- ii. Election of YAC Officers

MATERIALS TRANSMITTED

Tuesday, October 8, 2018

1. **TO BE ADDED TO THE OCTOBER 9, 2018 CITY COUNCIL AGENDA AT ITEM H.1:** Communication from the Councilmember Reid requesting a modification of the City Council Rules of Order and Procedure, approved 12/19/2017, to reinstate the reading of the Consent Agenda as part of the standard format for City Council Meetings.
2. **TO BE ADDED TO THE OCTOBER 9, 2018 CITY COUNCIL AGENDA AT ITEM H.2:** Communication from Councilmember Reid requesting approval to direct the City Manager to investigate additional options for facilitating access to the City Council Agenda and supporting documentation in the Council Packet, such as providing an email and/or text blast of the Agenda with hot-links to online supporting documents for citizens who request to receive this information.

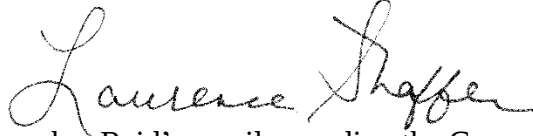


Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: New Business from Councilmember Reid's email regarding the Consent Agenda

SUPPORTING PERSONNEL: Laurence Shaffer, City Manager

The attached email from Councilmember Claudette Reid is regarding modifying the City Council Rules of Order and Procedure, and investigating options to allow citizens greater access to City Council Agendas.

The items should be added to the October 9, 2018 City Council Agenda as New Business Items H.1 and H.2.

Attachments: 1. Councilmember Claudette Reid's dated October 4, 2018.

From: Claudette Reid <reidc@portagemi.gov>
Date: October 4, 2018 at 1:02:35 PM EDT
To: Laurence Shaffer <shafferl@portagemi.gov>
Subject: New Business Items for the Council Agenda

To: Larry Shaffer
From: Claudette Reid
Date: October 4, 2018
Re: Agenda item for October 9, 2018 City Council Meeting

I would like to request that the following agenda items be placed on the October 9 City Council Agenda under New Business:

- 1. Approve a modification of the City Council Rules of Order and Procedure, approved 12/19/2017, to reinstate the reading of the consent agenda as part of the standard format for City Council Meetings.**
- 2. Direct the City Manager to investigate additional options for facilitating access to the City Council Agenda and supporting documentation in the Council Packet, such as providing an email and/or text blast of the Agenda with hot-links to online supporting documents for citizens who request to receive this information.**

Rationale:

- a. The Rules of Order provide for a change in the procedure regarding reading the consent agenda: **“Section 5. Consent Agenda:** The Consent Agenda motions shall be provided to City Council. The Consent Agenda and related motions shall not be read into the record unless a motion to do so is passed by Council.”
- b. The consent agenda is a tool for dealing with routine topics that have ample supporting documentation in the packet and would be unlikely to be contested or require debate, such as City Council Minutes, the check registry, Minutes of Boards and Commissions and the Calendar of Meetings. The items placed on the Portage Consent Agenda, by comparison, are often new projects or issues that can have a considerable impact on the citizens and can encumber large amounts of money. At the last meeting over \$2 million dollars of City spending of tax dollars was included in the consent agenda.
- c. Comparing the use of the consent agenda in private committees, boards or other meetings with that of the City Council misses the important point that the business of the City Council is supposed to be done in front of and transparent to the citizens that we serve. Boards often do not have the same expectation.
- d. Active participation of citizens in the governance process would be enhanced by providing the information contained within the consent agenda in a format that can be immediately

accessed by those citizens attending the meeting in person, watching on television or streaming on various devices.

e. While the consent agenda and supporting documentation is available online, it is unlikely that many citizens will review this material prior to watching a meeting. Citizens who do not go online to review the items are totally unaware of the issues contained in the consent agenda.

f. Even the few citizens who attend the meetings in person and can view a hard copy of the consent agenda would likely not have time to read and consider these items during the meeting time, let alone to access the supporting documents available in the online packet.

g. Reading the consent agenda would not take very long, typically between 3 and 5 minutes. This is time well spent to be actively transparent and encourage the citizen's understanding of and participation in the governance of their City.

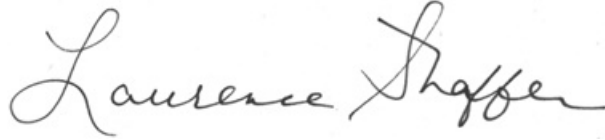
h. Digital options will support, but not eliminate the need to read the consent agenda at meetings. If this Council is invested in increasing citizen participation in City governance, providing multiple options for access will help to reach that goal.

Thank you,

Claudette

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Rezoning of 4211 Long Lake Drive (east half) and 4525 Long Lake Drive

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: Subsequent to the public hearing, consider approving Rezoning Application #18/19-2, changing the designation of the east half of 4211 Long Lake Drive and all of 4525 Long Lake Drive, from B-3, General Business to R-1A, one-family residential.

On September 25, 2018, City Council accepted Rezoning Application 18/19-2 for a first reading and set a public hearing for October 23, 2018. The rezoning application has been submitted by Cassandra Hammermeister requesting that 4525 Long Lake Drive be rezoned from B-3, general business to R-1A, one family residential. The applicant has recently purchased the subject property and is requesting the rezoning to facilitate demolition of the former Long Lake Roller Rink buildings and construction of a new single-family lake home.

During administrative review of the rezoning request, it was noted that the eastern portion of 4211 Long Lake Drive is also zoned B-3 (western portion of 4211 Long Lake Drive is zoned R-1A, one family residential). The property at 4211 Long Lake Drive is owned by the Michigan Department of Natural Resources (MDNR) and developed as a public access/boat launch to Long Lake. Given the applicant's rezoning request and the surrounding residential zoning/land use pattern in the area, the City Administration expanded the rezoning application to also include consideration of the eastern portion of 4211 Long Lake Drive.

In a report dated August 30, 2018, the Department of Community Development concluded the proposed R-1A zoning is consistent with the Comprehensive Plan, Future Land Use Map and surrounding land use/zoning pattern. For these reasons, staff is supportive of the proposed zoning change to R-1A.

The Planning Commission convened a public hearing during the August 16 and September 6, 2018 meetings to consider the rezoning request. Roger Zahm and Robin Hammermeister were present to speak on behalf of the applicants. No additional citizens spoke during the public hearing and no communications regarding the proposed rezoning have been received.

After careful consideration, the Commission voted 8-0 to recommend to City Council that Rezoning Application #18/19-2 be approved and the east half of 4211 Long Lake Drive and 4525 Long Lake Drive be rezoned from B-3, general business to R-1A, one family residential with a finding that the R-1A 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.

FUNDING: Not applicable.

- Attachments:**
1. Planning Commission transmittal dated September 14, 2018
 2. Planning Commission meeting minutes dated August 16, 2018 and September 6, 2018
 3. Department of Community Development staff report dated August 30, 2018 with attachments
 4. Long Lake rezoning - ordinance amendment

TO: Honorable Mayor and City Council

FROM: Planning Commission

DATE: September 14, 2018

SUBJECT: Rezoning Application #18/19-2, 4211 (east ½) and 4525 Long Lake Drive

The Planning Commission convened a public hearing during the August 16th and September 6th, 2018 meetings to consider the rezoning application submitted by Cassandra Hammermeister and expanded by the city administration to 4211 (east ½) and 4525 Long Lake Drive from B-3, general business to R-1A, one family residential. Roger Zahm of Battle Creek, Michigan (applicant's father) was present during the August 16th meeting and Robin Hammermeister of Stevensville, Michigan (applicant's representative) was present at the September 6th meeting to support the rezoning request and explain the applicant's plan to demolish the former Long Lake Roller Rink buildings and construct a new single family lake home on the 4525 Long Lake Drive parcel. No additional citizens spoke during the public hearings and no communications regarding the proposed rezoning have been received.

After careful consideration, a motion was made by Commissioner Patterson, seconded by Commissioner Corradini, to recommend to City Council that Rezoning Application #18/19-2 be approved and the east ½ of 4211 Long Lake Drive and 4525 Long Lake Drive be rezoned from B-3, general business to R-1A, one family residential. The motion included a finding that the R-1A 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. The motion was unanimously approved 8-0.

Sincerely,


Wayne Stoffer
Chairman 

Mr. West discussed the original Greenspire PD rezoning and tentative plan/narrative approval and indicated the final plan for Phase V-C has been designed in substantial conformance with the approved tentative plan/narrative. Mr. West then briefly discussed access to Phase V-C, minimum apartment building setbacks, sidewalk installation and outdoor lighting. Mr. West indicated that storm water from Phase V-C will be collected and conveyed to a treatment cell located between Buildings 4 and 5, along the north side of Fawn Cove, prior to being discharged to the adjacent lowland/wetland area. Mr. West indicated that the Michigan Department of Environmental Quality (MDEQ) has preliminarily reviewed this design and the appropriate approved/permit is pending.

Greg Dobson (representing H & G II, LLC) was present to support the final plan and discuss Phase-V-C of the Greenspire Apartment. Mr. Dobson provided a brief history of Greenspire Apartments development and indicated an ongoing demand for additional housing units. Mr. Dobson discussed the ongoing efforts to preserve trees and natural features with Phase V-C to continue the wooded/natural theme of the Greenspire Apartments complex. Mr. Dobson also provided an update on the MDEQ review and approval of the permit to discharge storm water into the adjacent lowland/wetland area.

After additional discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Corradini, to recommend to City Council that the Final Plan for Greenspire Apartments (Phase V-C), 3413 Fawn Cove and 3413 West Centre, be approved subject to MDEQ approval of the storm water discharge and finalization of the detailed engineering plans related to the underground utilities (storm sewer, water and sanitary). The motion was unanimously approved 6-0.

PUBLIC HEARING:

1. Rezoning Application #18/19-1, 5932 Iowa Avenue. Mr. West referred the Planning Commission to communication dated August 15, 2018 from the applicant (Matt Callander) requesting that the rezoning application be withdrawn from further consideration. Chairman Stoffer asked if anyone in the audience was present for this matter and indicated the Commission would be accepting the applicant's request to withdraw the application.

Tim Miller, on behalf of his mother Lois Miller who owns 5928 Iowa Avenue, requested clarity on the proposed withdraw of the rezoning application. Mr. West indicated the applicant had submitted a site plan earlier in the week for the office redevelopment which identified elimination of the storm water retention pond from the 5932 Iowa Avenue parcel: Site plan had been redesigned with storm water retention being handled underneath the parking lot on the office zoned parcels along West Milham Avenue.

After additional discussion, a motion was made by Commissioner Schimmel, seconded by Commissioner Baldwin, to accept the applicant's request to withdraw Rezoning Application #18/19-1, 5932 Iowa Avenue, from further consideration. The motion was unanimously approved 6-0.

2. Preliminary Report: Rezoning Application #18/19-2, 4211 (east ½) and 4525 Long Lake Drive. Mr. West summarized the August 10, 2018 preliminary staff report regarding a request from Cassandra Hammermeister to rezone property located at 4525 Long Lake Drive from B-3, general business to R-1A, one family residential. During the administrative review of the rezoning request, Mr. West indicated that staff also noted that the eastern portion of 4211 Long Lake Drive is also zoned B-3 (western portion of 4211 Long Lake Drive is zoned R-1B, one family residential). Mr. West stated the property at 4211 Long Lake Drive is owned by the Michigan Department of Natural Resources (MDNR) and developed as a public access/boat launch to Long Lake. Given the applicant's request and the surrounding residential zoning/land use pattern in the area, Mr. West indicated the city administration expanded the rezoning application to also include consideration of the eastern portion of 4211 Long Lake Drive.

Roger Zahm of Battle Creek (applicant representative) was present to support the rezoning application. Mr. Zahm stated the applicant (Cassandra Hammermeister) was his daughter and her and her husband currently reside in Texas. Mr. Zahm indicated his daughter and her husband were planning on relocating back to Portage and planned to demolish the former Long Lake Roller Rink and construct a new lake home.

The public hearing was opened by Chairman Stoffer. No citizens spoke regarding the proposed rezoning. After a brief conversation, a motion was made by Commissioner Patterson, seconded by Commissioner Baldwin, to adjourn the public hearing for Rezoning Application #18/19-2, 4211 (east 1/2) and 4525 Long Lake Drive, to the September 6, 2018 meeting. The motion was unanimously approved 6-0.

3. Preliminary Site Condominium: Pennridge Trail Subdivision (Phase 1), 1722 and 1800 West Osterhout Avenue. Mr. West summarized the August 10, 2018 staff report regarding a request from Westview Capital LLC to construct Phase 1 of the Pennridge Trail site condominium. Mr. West stated Phase 1 of the Pennridge Trail Subdivision proposes 22 single family residential lots/units and construction of a new public street (Pennridge Drive) from West Osterhout Avenue. Mr. West indicated the PD, planned development rezoning and tentative plan/narrative for the Pennridge Trail Planned Development received City Council approval in June 2018. Mr. West stated the overall PD project includes a total of 137 single family detached/attached residential homes (63 single family detached homes and 74 attached duplex units) in multiple phases on the 46.54 acre tract of land with approximately 16 acres (34%) devoted to open space areas. Mr. West indicated Phase 1 of the Pennridge Trail Subdivision has been designed in substantial compliance with the approved tentative plan/narrative and is recommended for approval subject to the two conditions contained in the staff report.

Brian Wood (Westview Capital LLC representative) was present to support the plan and explain the timeline for construction of Phase 1 of the Pennridge Trail Subdivision. Chairman Stoffer opened the public hearing. No citizens spoke regarding proposed preliminary site condominium. A motion was made by Commissioner Baldwin, seconded by Commissioner Schimmel, to close the public hearing. The motion was unanimously approved 6-0.

After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Schimmel, to recommend to City Council that the Preliminary Condominium for Pennridge Trail Subdivision (Phase 1), 1722 and 1800 West Osterhout Avenue, be approved subject to the two conditions outlined in the August 10, 2018 staff report. The motion was unanimously approved 6-0.

4. Special Land Use Permit: Paver Dog Park, 9651 Portage Road. Mr. West summarized the August 10, 2018 staff report regarding a Special Land Use Permit submitted by John Paver to construct an outdoor fenced dog park in conjunction with a pet supply store proposed at 9651 Portage Road. Mr. West stated the 1.4 acre parcel is zoned B-3, general business and occupied by a 7,000 square foot retail building and associated parking lot along the northern portion of the property. Mr. West indicated the applicant proposes to utilize the currently vacant southern portion of the property for the outdoor fenced dog park. Mr. West provided a brief summary of the 2010/2011 city administration determination under Section 42-652 that an outdoor dog park and/or dog day care were uses not specifically addressed in the Zoning Code and may be allowed in the B-3 zoning district as a Special Land Use subject to review and approval by the Planning Commission. Mr. West discussed the specifics of the outdoor dog park, surrounding land use/zoning and indicated that staff was supportive of the proposal subject to several conditions outlined in the staff report. Mr. West then referred the Commission to the letter of opposition contained in the final agenda packet from Mark Bainbridge of Colonial Engineering, owners of the vacant property located to the east of the subject parcel.

John Paver (applicant) was present to speak in support of the proposed outdoor fenced dog park. Mr. Paver discussed the nature of the outdoor dog park and how the membership program would work allowing access through an electronic reader card. Mr. Paver stated he has read the staff report and concurs with the recommended conditions of approval. The Commission and Mr. Paver next discussed various aspects of the proposed outdoor dog park.

The public hearing was then opened by Chairman Stoffer. Two citizens spoke regarding the proposed outdoor dog park: 1) Jason Groth (323 Dawnlee), and 2) Peg Fraga (5124 Midfield). Mr. Groth spoke in support of the outdoor dog park and inquired about the regulations for placement of screening fences on residential properties. Mr. West stated fencing on residential property may be placed up to the property line, and that a fence under seven feet in height does not require a building permit. Ms. Fraga also spoke in support of the outdoor dog park indicating that Portage does not have enough dog parks, and the addition of the Paver Dog Park would be a welcomed addition to the community. No additional citizen spoke regarding the proposed

PLANNING COMMISSION

September 6, 2018

The City of Portage Planning Commission meeting of September 6, 2018 was called to order by Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Seventeen citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

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

ROLL CALL:

Mr. Forth called the role: Baldwin (yes); Pezzoli (yes); Joshi (yes); Place (yes); Harrell-Page (no); Schimmel (yes); Stoffer (yes); Corradini (yes); and Patterson (yes).

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the August 16, 2018 meeting minutes contained in the agenda packet. Commissioner Schimmel asked that the minutes be amended to clarify that she would be present during the September 6, 2018 meeting. A motion was made by Commissioner Patterson, seconded by Commissioner Schimmel, to approve the minutes as amended. The motion was unanimously approved 8-0.

SITE/FINAL PLANS:

None

PUBLIC HEARING:

1. Final Report: Rezoning Application #18/19-2, 4211 (east ½) and 4525 Long Lake Drive. Mr. Forth summarized the August 30, 2018 final report regarding a request from Cassandra Hammermeister to rezone property located at 4525 Long Lake Drive from B-3, general business to R-1A, one family residential. Mr. Forth stated staff is recommending the rezoning application be approved since the R-1A 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. Commission Joshi asked about the potential for flooding due to the presence of a wetland area. Mr. Forth stated that the potential for flooding and associated risk factors will be carefully reviewed upon submittal of building plans. Commissioner Joshi also asked if the potential for flooding might be a barrier to approving the rezoning request. Mr. Forth stated those type of environmental issues would impact placement of the building(s) on the property and not a zoning change.

Robin Hammermeister, Stevensville, Michigan, (applicant representative) was present to support the rezoning application. Ms. Hammermeister stated the applicants currently reside in Texas and plan to return to Kalamazoo and construct a new lake home.

The public hearing was opened by Chairman Stoffer. No citizens spoke regarding the proposed rezoning. A motion was made by Commissioner Baldwin, seconded by Commissioner Place to close the public hearing. The motion was unanimously approved 8-0. There being no further discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Corradini, to recommend to City Council that Rezoning Application #18/19-2 be approved and the east ½ of 4211 Long Lake Drive and 4525 Long Lake Drive be rezoned from B-3, general business to R-1A, one family residential. The R-1A 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. The motion was unanimously approved 8-0.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Accessory Building (Warner), 10650 South Westnedge Avenue. Mr. Forth summarized the August 30, 2018 staff report concerning a request from Adam and Katie Warner to construct a 2,400 square foot (40-foot by 60-foot) detached accessory building along the southeast portion of the property. According to the applicant, the accessory building will be of pole barn construction and will be utilized for storage of personal items and will not be used for any business related purposes. The applicants were present to support the request. Ms. Warner confirmed the building will only be used for the storage of personal items. Chairman Stoffer stated this wasn't a public hearing but if anyone in the audience would like to comment, they could do so at this time. Ms. Cheryl Butler, 10717 South Westnedge Avenue spoke in support of the application.

There being no further discussion, a motion was made by Commissioner Corradini, seconded by Commissioner Patterson, to approve the proposed 2,400 square foot Accessory Building for Adam and Katie Warner, 10650 South Westnedge Avenue. The motion was unanimously approved 8-0.

STATEMENT OF CITIZENS/COMMISSIONERS:

Chairman Stoffer requested staff check on whether or not Commissioner Harrell-Page had been excused from tonight's meeting. Mr. Forth stated he would check and advise the Commission during the next meeting.

Commissioner Baldwin stated she would not be present at the October 4, 2018 meeting.

Commissioner Joshi invited the Portage community to the Superhero 5K walk/run at Celery Flats that will benefit child abuse prevention efforts.

ADJOURNMENT:

There being no further business to come before the Commission, the regularly scheduled meeting was adjourned at 8:23 p.m.

Respectfully submitted,

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

TO: Planning Commission

DATE: August 30, 2018

FROM: Vicki Georgeau,  Director of Community Development

SUBJECT: Final Report: Rezoning Application #18/19-2, 4211 (east ½) and 4525 Long Lake Drive

I. INTRODUCTION:

An application has been received from Cassandra Hammermeister, requesting that 4525 Long Lake Drive be rezoned from B-3, general business to R-1A, single family residential. The applicant has recently purchased the subject property and is requesting the rezoning to facilitate demolition of the former Long Lake Roller Rink and construction of a new single family home on the approximate 2.67 acre parcel.

During administrative review of the rezoning request, it was noted that the eastern portion of 4211 Long Lake Drive is also zoned B-3 (western portion of 4211 Long Lake Drive is zoned R-1B, one family residential). The property at 4211 Long Lake Drive is owned by the Michigan Department of Natural Resources (MDNR) and developed as a public access/boat launch to Long Lake. Given the applicant's rezoning request and the surrounding residential zoning/land use pattern in the area, the city administration expanded the rezoning application to also include consideration of the eastern portion of 4211 Long Lake Drive.

II. EXISTING CONDITIONS:

Land Use/Zoning	<u>Rezoning Site:</u> 4525 Long Lake Drive is currently developed with an approximate 13,618 square-foot roller/skating rink and associated gravel parking area (formerly Long Lake Roller Rink). 4211 Long Lake Drive is currently owned by the MDNR and developed as a public access/boat launch to Long Lake. <u>North:</u> Long Lake <u>South (south side of Long Lake Drive):</u> Single family residences zoned R-1B, one family residential. <u>East:</u> Single family residences zoned R-1A, one family residential. <u>West (west of the MDNR public access):</u> Single family residences zoned R-1A, one family residential and a retail supermarket zoned B-1, local business, along the south side of Long Lake Drive.
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	Long Lake Drive is designated as a two-lane local residential street and traffic counts are not available.
Public Utilities	Municipal water and sanitary sewer are available along Long Lake Drive.
Environmental	The City of Portage Natural Resources Map identifies a potential wetland area within the middle portion of the 4211 Long Lake Drive parcel

III. PUBLIC HEARING/COMMENTS:

The Planning Commission convened a public hearing to consider the rezoning request at the August 16, 2018 meeting. Roger Zahm of Battle Creek (applicant representative) was present to support the rezoning application. Mr. Zahm stated the applicant (Cassandra Hammermeister) was his daughter and her and her husband currently reside in Texas. Mr. Zahm indicated his daughter and her husband were planning on relocating back to Portage and planned to demolish the former Long Lake Roller Rink and construct a new lake home. No additional citizens spoke during the public hearing and no written communications have been received regarding the proposed rezoning.

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 parcels, along with properties situated to the east and west as appropriate for low density residential land use. Properties located to the south, along the south side of Long Lake Drive, as designated for single-family detached medium density residential land use. The proposed R-1A, one family residential zoning district is consistent with the Comprehensive Plan and Future Land Use Map.

While these designations are intended to serve as a general guide for future development and rezoning considerations, specific zoning district boundaries need to be determined on a case-by-case basis considering overall consistency with the Comprehensive Plan/Future Land Use Map, surrounding land use/zoning pattern, development/redevelopment potential, impacts on adjacent properties and other factors.

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 rezoning is consistent with applicable Development Guidelines contained in the Comprehensive Plan (see attached Development Guidelines Table).

Suitability of Existing B-3 Zone/Impacts of Proposed R-1A Zone. With the recent closure of the Long Lake Roller Rink and change in ownership of the property, an evaluation of the current B-3 zoning of the subject parcels is appropriate. The subject properties are located within an established single family residential area, along a two-lane local residential street, and redevelopment with a different B-3 commercial land use would not be appropriate or consistent with the surrounding single family residential development pattern. Further commercial development on the subject properties would also be challenging given the proximity to Long Lake and the elevated groundwater table, and could produce adverse impacts on adjacent single family residences. The proposed R-1A zoning district would facilitate demolition of the former Long Lake Roller Rink and construction of a new single family residence consistent with the surrounding single family residential zoning/land use pattern. For Commission information, the property located at 4525 Long Lake

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.

Drive could potentially be divided to accommodate up to four residential building sites. Finally, and with regard to the eastern portion of the MDNR property, changing the zoning from B-3 to R-1A would not adversely impact current or future use of the property by the MDNR as a public access/boat launch.

Traffic Considerations. Rezoning the subject properties from B-3 to R-1A would result in a decrease in traffic generation that is typically associated with a commercial land use. Specific access related issues including driveway location, would be reviewed at the residential building application stage.

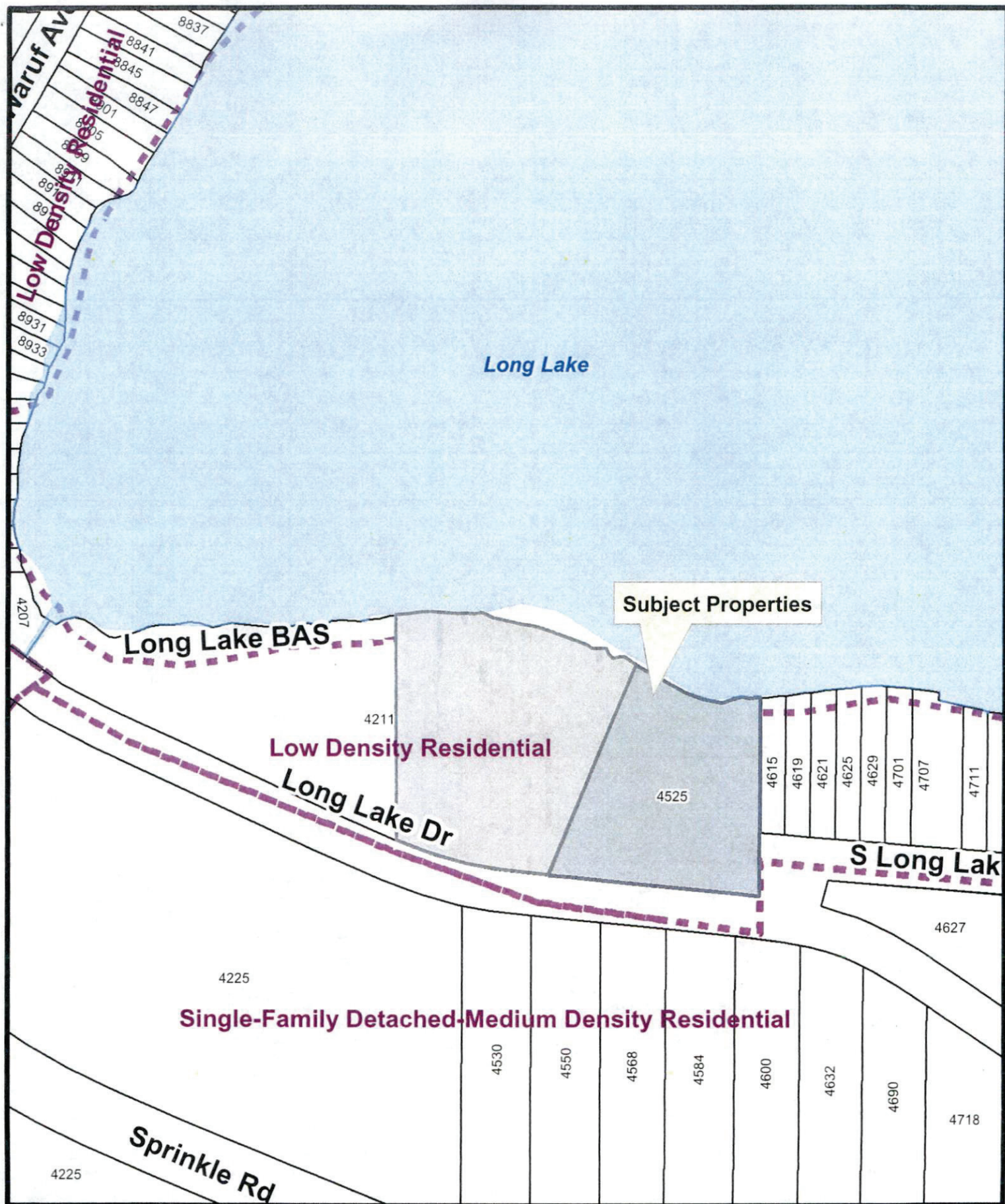
IV. RECOMMENDATION:

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 #18/19-2 be approved and the east ½ of 4211 Long Lake Drive and 4525 Long Lake Drive be rezoned from B-3, general business to R-1A, one family residential. The R-1A 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.

Attachments: Zoning/Vicinity Map

Future Land Use Map
Aerial Photo Map
Development Guidelines Table (R-1A)
Rezoning Application and Supporting Materials

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Future Land Use Map **4211 & 4525 Long Lake Drive**



1 inch = 200 feet
 (51)



- 300' Notification
- 4211 Long Lake Dr
- 4525 Long Lake Dr

Aerial Photography

4211 & 4525 Long Lake Drive



1 inch = 250 feet

DEVELOPMENT GUIDELINES

Rezoning Application #18/19-2 (R-1A, One Family Residential)

Guideline	Description	Consistent	Comments
Rezoning Request – Z-1	Consistency with Future Land Use Plan	Yes	Future Land Use Map designates the subject properties, along with properties situated to the east and west, as appropriate for low density residential land use. The proposed R-1A rezoning is consistent with this designation.
Residential – 2	Residential Development along Arterial Roadways	N/A	The subject properties are located along Long Lake Drive, a two-lane local residential street.
Residential – 3a	Locational Criteria for Residential Uses	Yes	Residential development would be limited to a “low density” category (R-1A district) given the location of the subject properties along a local residential street.
Residential – 4	Compatibility with Adjacent Uses	Yes	Proposed R-1A zone is consistent and compatible with the surrounding single family detached residential zoning and land use pattern along Long Lake Drive.
Residential – 5	Open Space and Natural Resources Protection	N/A	Parcel at 4525 Long Lake Drive was formerly occupied by the Long Lake Roller Rink and demolition of these structures and construction of a single family residence is planned with the requested R-1A zoning. Parcel at 4211 Long Lake Drive is currently occupied by the MDNR public access/boat launch and rezoning to R-1A would not adversely impact current or future use of this site.
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	Yes	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 properties have public street frontage on Long Lake Drive, a local residential street. A zoning change from B-3 to R-1A would decrease traffic generation onto this local residential street. Specific access design will be reviewed at the site plan stage of development.
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.

Guideline	Description	Consistent	Comments
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\2018-2019 department files\board files\planning commission\pc reports\development guideline tables\guideline table 18-19-2 (r-1a).doc

Christopher Forth

From: Christopher Forth
Sent: Thursday, July 19, 2018 2:19 PM
To: Michael West; Karl Klemm
Subject: FW: Online Form Submittal: Zoning Amendment Application

Mike:

Please process. We still need payment and perhaps more info from the applicant.

Karl, please prepare the vicinity maps and notification list.

Thanks,

From: Planning and Zoning Applications
Sent: Thursday, July 19, 2018 1:21 PM
To: Michael West <westm@portagemi.gov>; Christopher Forth <forthc@portagemi.gov>
Subject: FW: Online Form Submittal: Zoning Amendment Application

From: noreply@civicplus.com [mailto:noreply@civicplus.com]
Sent: Wednesday, July 18, 2018 4:08 PM
To: Planning and Zoning Applications
Subject: Online Form Submittal: Zoning Amendment Application

Zoning Amendment Application

Applicant Information

First Name	Cassandra
Last Name	Hammermeister
Address	6795 GREENWOOD DRIVE
City	Beaumont
State	TX
Zip Code	77706
Email Address	zahmcass@gmail.com
Phone Number	4193671694

Fax Number *Field not completed.*

Property Owner Information

Required if property owner is different than the Applicant

First Name Cassandra

Last Name Hammermeister

Address 6795 GREENWOOD DRIVE

City Beaumont

State TX

Zip Code 77706

Phone Number 4193671694

Fax Number *Field not completed.*

Email Address zahmcass@gmail.com

Zoning Map Amendment

Property Address 4525 Long Lake Drive

Parcel ID No. 39-07980-046-0

Plat Name *Field not completed.*

Current Zoning B3 general business

Proposed Zoning R-1A single family residential

Comprehensive Plan Designation *Field not completed.*

Site Area (acreage) 2.672

Current Land Use commercial roller rink

Proposed Land Use We'd like to build a single family home and raise a family there

Zoning Code Text Amendment

Zoning Code section proposed to be modified and/or Proposed language to be considered.

Proposed Amendment Cassandra Hammermeister

upload file attachment if needed *Field not completed.*

Applicant/Property Owner Certification

Included is a statement indicating why, in my opinion, the change requested is necessary and why such amendment will advance the public health, safety and welfare. An assessment of the impact of the proposed zoning amendment on the community or property of other persons in the vicinity of the amendment or affected by the amendment is also included.

Electronic Signature
Agreement

I agree.

Electronic Signature

Cassandra Hammermeister

Date

7/18/2018

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

**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>
4211 Long Lake Drive (east 1/2)	07980-019-A
4525 Long Lake Drive	07980-046-O

From B-3, general business to R-1A, one family 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 #18/19-2)

Approved as to Form:
Date: 9/17/2018
By: [Signature]
City Attorney

**ADOPTION OF ZONING ORDINANCE
CITY OF PORTAGE, MICHIGAN
NOTICE**

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

NOTICE IS HEREBY GIVEN, that an Ordinance to amend Article 4 (Zoning) of Chapter 42 of the Codified Ordinances of Portage, Michigan, was adopted by the City Council at a regular meeting held on the _____ day of _____, 2018, and will become effective _____, 2018.

NOTICE IS FURTHER GIVEN that Article 4 (Zoning) of Chapter 42, Land Development Regulations, of the Codified Ordinance of Portage, Michigan, has been amended as follows:

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>
4211 Long Lake Drive (east 1/2)	07980-019-A
4525 Long Lake Drive	07980-046-O

From B-3, general business to R-1A, one family residential.

PLEASE TAKE NOTICE that a copy of the Ordinance as amended may be purchased or inspected at City Hall on any business day except public and legal holidays from and after publication of this Notice from 8:00 a.m. to 5:00 p.m. local time. Further, a copy of a map showing the property rezoned is also available at the time and days noted above.

Dated: _____

Adam Herringa, City Clerk

(App #18/19-2)

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

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

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

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

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>
4211 Long Lake Drive (east 1/2)	07980-019-A
4525 Long Lake Drive	07980-046-O

From B-3, general business to R-1A, one family residential or any other classification permitted by law.

PLEASE TAKE FURTHER NOTICE that if the owners of at least twenty percent (20%) of the area of land included in the proposed zoning change, or if the owners of at least twenty percent (20%) of the area of land included within an area extending outward one hundred feet (100') from any point on the boundary of the land included in the proposed change, excluding public right-of-way or other publicly owned land, file a written protest petition against the proposed amendment presented to the City Council before final legislative action on the amendment, a two-thirds vote of the City Council will be required to pass the amendment.

Dated: _____

Adam Herringa, City Clerk

(App #18/19-2)