

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. National Day of Racial Healing

A. Consent Agenda: *(To hear about items included on the Consent Agenda, visit: www.portagemi.gov/544/Podcasts)*

1. Approval of City Council Meeting Minutes:

- a. Special Meeting Minutes of January 8, 2019.
- b. Regular Meeting Minutes of January 8, 2019.
- c. Pre-Council Meeting Minutes of January 21, 2019.

2. Approval of the Accounts Payable Register of January 22, 2019 as presented.

3. Approve Contract #18-5548 between the Michigan Department of Transportation and the City of Portage for reconstruction of West Milham Avenue from Oakland Drive to South Westnedge Avenue and adopt a Resolution authorizing the City Manager to sign all documents related to the project on behalf of the city.

4. Award a contract for the purchase of traffic signal poles, mast arms and assemblies for the traffic signal upgrades on West Milham Avenue at Oakland Drive and Constitution Boulevard to the low bidder, Maico Industries of Ellsworth, Kansas, in the not-to-exceed amount of \$122,396 and authorize the City Manager to sign all other documents related to the contract on behalf of the city.

5. Approve the Final Plan for Mrs. O's Preschool, 8025 Moorsbridge Road.

6. Minutes of Boards & Commissions:

- a. Youth Advisory Committee of December 3, 2018.
- b. Park Board of December 5, 2018.
- c. Human Services Board of December 6, 2018.
- d. Planning Commission of December 20, 2018.

7. Materials Transmitted from January 8, 2019.

B. Petitions and Statements of Citizens:

C. Communications:

1. Calendar of Meetings:

- Human Services Board, Wednesday, January 23, 2019 at 6:30 p.m., City Hall Room #2.
- Historic District Commission, Wednesday, February 6, 2019 at 8:15 a.m., City Hall Room #2.
- Park Board, Wednesday, February 6, 2019 at 6:30 p.m., Portage Senior Center.
- Human Services Board, Thursday, February 7, 2019 at 6:30 p.m., City Hall Room #1.
- Planning Commission, Thursday, February 7, 2019 at 7:00 p.m., Council Chambers.
- Zoning Board of Appeals, Monday, February 11, 2019 at 7:00 p.m., Council Chambers.

D. Public Hearings:

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



CITY OF PORTAGE PROCLAMATION

National Day of Racial Healing

- WHEREAS,** we have all witnessed racial divisiveness rising in America's urban, rural, suburban, and tribal communities today that threatens the very core of this great country's unified front; and
- WHEREAS,** just like those who came before us, it is our duty to protect the children of this country and maintain communities in which they may all be given the opportunity to succeed; and
- WHEREAS,** we understand and recognize that there is a racial divide in our country and we must all work earnestly to heal wounds created by racial, ethnic and religious bias and build an equitable and just society so that all children can thrive; and
- WHEREAS,** children have the right to be provided every opportunity to learn, grow, and thrive in nurturing environments that don't violate their safety, dignity, and humanity; and
- WHEREAS,** every single person has the capability to make a simple change within him or herself that can have a profound effect on an entire society; and
- WHEREAS,** if we all dedicate ourselves to the principles of truth, racial healing and transformation, we can all bring about the necessary changes in thinking and behavior that will propel this great country forward as a unified force where racial biases will become a thing of the past; and
- WHEREAS,** racial healing is a vital and crucial commitment to the education, social, mental and overall well-being of all our children; and
- WHEREAS,** the City of Portage, in conjunction with the Kalamazoo Community Foundation and others throughout the United States, acknowledges January 22, 2019 as the "National Day of Racial Healing," and urges all citizens to promote racial healing and transformation in the ways that are best suited for them individually, as a means to working together to ensure the best quality of life for every child.

NOW, THEREFORE, BE IT RESOLVED THAT I, Patricia M. Randall, do hereby proclaim that this city honors and recognizes January 22, 2019 as the "National Day of Racial Healing."

Signed this 22nd day of January, 2019

Patricia M. Randall, Mayor

DRAFT

MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL OF JANUARY 8, 2019 - BOARDS AND COMMISSIONS APPLICANTS

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

At the invitation of Mayor Randall, City Assessor Ed VanderVries reviewed the demands of the Board of Review in 2018 and anticipated demand in 2019. He shared that the workload of the Board of Review is in decline and that a three-person Board of Review with two alternates would be sufficient. Mayor Randall asked current members of the Board of Review that were present for their thoughts on the size of the Board of Review. Mr. Pat Buckley shared an idea in which the current six members would be reappointed but, rather than working full days, teams of three could divide the day in half. Other members of the Board of Review concurred with the suggestion of Mr. Buckley and pointed to the value in keeping trained members active and engaged should demands on the Board of Review increase in the future. Mayor Randall asked each applicant if he or she can commit to the time required and all answered in the affirmative. City Council interviewed the following applicants for Board of Review:

* From 5:15 p.m. to 5:30 p.m., City Council interviewed Patrick Buckley, Steve Doorlag, Carol Eddy, Justin Gish, Keith Hearit, Tony Lorentz and Lyndsay Vainner.

No candidates were in attendance to interview for the Zoning Board of Appeals. Mayor Randall asked the Chairperson of the Zoning Board of Appeals, Jay Eichstaedt, whether there are any attendance issues with the two individuals up for reappointment. He indicated that there was not.

At the invitation of Mayor Randall, the Chairperson of the Planning Commission, Wayne Stoffer, reviewed the activities of the Planning Commission. Mayor Pro Tem Pearson asked Mr. Stoffer to share any thoughts on upcoming activities of the Planning Commission or where City Council may be of assistance. Mr. Stoffer reviewed potential upcoming activities and shared that the Planning Commission is always in need of good people.

City Council then interviewed the following applicant for the Planning Commission.

* From 5:35 p.m. to 5:45 p.m., City Council interviewed Bill Fries.

At the invitation of Mayor Randall, Councilmember Ford summarized the activities and responsibilities of the Environmental Board. City Council then interviewed the following applicants for the Environmental Board.

* From 5:45 p.m. to 6:00 p.m., City Council interviewed Chelsea Huber, Loren Kimeldorf and Kevin Park.

At the invitation of Mayor Randall, City Manager Shaffer provided an overview of the Human Services Board. The Chairperson of the Human Services Board, Pat Maye, arrived and shared additional information about the responsibilities of the board. City Council then interviewed the following applicants for the Human Services Board.

* From 6:00 p.m. to 6:10 p.m., City Council interviewed Douglas Gilchrist and Kathryn Hanfland.

At the invitation of Mayor Randall, the Chairperson of the Park Board, Jonathan Peer, summarized the activities and responsibilities of the Park Board. City Council then interviewed the following applicants for the Park Board.

* From 6:10 p.m. to 6:20 p.m., City Council interviewed Daniel Jassim and Rachel Stiening. Ms. Stiening indicated that, given Mr. Jassim's qualifications, she would be willing to participate with the Park Board as a volunteer rather than serving as a boardmember.

At the invitation of Mayor Randall, City Clerk Herringa summarized the roles and responsibilities of the Senior Citizen Advisory Board. Mayor Randall explained that the city is in the process of raising funds in support of a new facility which would expand and replace the existing Senior Center. City Council then interviewed the following applicants for the Senior Citizen Advisory Board.

* From 6:10 p.m. to 6:20 p.m., City Council interviewed Douglas Gilchrist and Tony Lorentz.

ADJOURN: Mayor Randall adjourned the meeting at 6:20 p.m.

Adam Herringa, City Clerk

CITY COUNCIL MEETING MINUTES FROM JANUARY 8, 2019

The Regular Meeting was called to order by Mayor Randall at 7:00 p.m. The following members were present: Councilmembers Richard Ford and Lori Knapp, Mayor Pro Tem Jim Pearson and Mayor Patricia Randall. Councilmember Claudette Reid participated via teleconference. Councilmembers Chris Burns and Terry Urban were absent with excuse. Also in attendance were City Manager Larry Shaffer, City Attorney Randy Brown 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 appreciation for all who help to make this a better community. 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. No items were removed. Motion by Pearson, seconded by Knapp, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 5 to 0.

APPROVAL OF MINUTES: Motion by Pearson, seconded by Knapp, to approve the Regular Meeting Minutes of December 18, 2018 and Pre-Council Minutes of January 7, 2019. Upon a roll call vote, motion carried 5 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JANUARY 8, 2019: Motion by Pearson, seconded by Knapp, to approve the Accounts Payable Register of January 8, 2019. Upon a roll call vote, motion carried 5 to 0.

PURCHASE OF EASEMENTS FOR TRAILWAYS: Motion by Pearson, seconded by Knapp to approve of \$149,394 for the purchase of easements along sixteen (16) parcels owned by Pharmacia & Upjohn (Pfizer) for the construction of the Portage Road Trailway; a section of the Romence Road Trail Extension; and the northern section of the Austin Lake Trail, and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 5 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Pearson, seconded by Knapp, to receive the Environmental Board Minutes of September 12 and November 14, 2018, and Senior Citizen Advisory Board Minutes of November 14, 2018. Upon a roll call vote, motion carried 5 to 0.

MATERIALS TRANSMITTED: Motion by Pearson, seconded by Knapp, to receive the Materials Transmitted of December 18, 2018. Upon a roll call vote, motion carried 5 to 0.

STATEMENTS OF CITIZENS: Mr. Mark Anthony Martin, 10519 Dandale, spoke and thanked City Council and staff for addressing his concern regarding a malfunctioning traffic signal at the intersection of Shaver Road and Oakland Drive.

COMMUNICATIONS:

INFORMATION TECHNOLOGY PRESENTATION: At the invitation of the City Manager, the Director of Information Technology, Devin Mackinder, provided a presentation regarding efforts over the past four years to upgrade city technology and communication services, create efficiencies,

improve customer service, enhance security, save on costs and improve performance outcomes. Mr. Mackinder also reviewed future initiatives.

Mayor Randall complimented Mr. Mackinder and staff on moving forward so dramatically with technology over the past several years. She thanked him for working so diligently to enhance the accessibility and transparency of government for residents. City Manager Shaffer acknowledged the excellent work of Mr. Mackinder and staff of the Department of Information Technology (IT). He stated that the efficiency and effectiveness of city services have been improved due to the technological advancements highlighted by Mr. Mackinder. Mr. Shaffer then highlighted a few examples where the advancements have been particularly noteworthy.

Councilmember Ford stated that he was pleased to see some ideas he shared at City Council retreats put into action. He continued by stating that he was surprised and pleased to see that many of the technological advancements have resulted in cost-savings. He complimented Mr. Mackinder and IT staff for their phenomenal work. Councilmember Knapp shared that although she has only been on the City Council for a little over a year she has seen improvements in efficiency, transparency and good government as a direct result of technology enhancements. Mayor Pro Tem Pearson complimented Mr. Mackinder for doing great work with the taxpayer dollars he is given to utilize.

Councilmember Reid complimented Mr. Mackinder on his work and asked him to provide a brief update on the transition away from Public Media Network (PMN) and how citizens will learn about where and how to watch City Council Meetings. She also asked for an update on 5G wireless service. Mr. Mackinder shared this was the last meeting PMN would be broadcasting and that the video broadcasting equipment transition would begin in the morning. He shared that there is still one equipment issue they are working to resolve with ATT. With regard to notifying residents, he stated that the Communications Director would be distributing information on all platforms available to the city. With regard to 5G, Mr. Mackinder shared that the Michigan Governor signed a bill into law that restricts local control over the installation of the 5G network. He concluded by sharing that court cases are likely but will take time to be resolved.

CALENDAR OF MEETINGS: Motion by Pearson, seconded by Ford, to receive the Calendar of Meetings. Upon a voice vote, motion carried 5 to 0.

COMMUNICATION REGARDING BOAT LIFTS: Motion by Ford, seconded by Knapp, to receive and refer the communication from Christopher and Jeannine Morris regarding boat lifts to City Administration for review and report. Upon a roll call vote, motion carried 5 to 0.

PUBLIC HEARINGS:

RESOLUTION NO.3 FOR THE HILL 'AN' BROOK DRIVE AND MERRYVIEW DRIVE PROJECT #999-R. Mayor Randall pointed out that most everyone in the audience is here because of this item and expressed her regret that it has become so divisive in their neighborhood. She explained that this is step 3 of a 5-step process and shared details on the legal requirements in order for the project to proceed. She explained that 60% of the frontage of the property owners in the proposed area of improvement is needed to initiate the project and keep it going. She continued by stating that the petition for the project had exactly 60% support. Recently, she continued, five property owners that signed the original petition have asked to be permitted to remove their signatures of support. She stated that City Council would like to hear from at least one of these individuals as to why City Council should permit the removal of his/her signature. Mayor Randall stated that the project was initiated by residents of Hill 'An' Brook Drive in the hope of benefitting the neighborhood and out of

goodwill. She stated that the city is willing to work with residents on the amortization period for paying the special assessment. Next, Mayor Randall asked if any resident who signed the original petition but would like his/her signature removed to come forward.

Ms. Mary Ann Kaczorowski, 3019 Hill 'An' Brook Drive, addressed City Council and shared that she is a senior citizen living on a fixed income. She stated that when she signed the petition she was informed that the cost would be approximately \$500 per year but in actuality the cost will be significantly higher. She continued by stating that if more accurate figures had been known she never would have signed the petition. She asked City Council to allow her to remove her name from the petition.

City Attorney Brown reiterated that the petition requires 60% of the frontage of the property owners involved to take action on the petition. He continued by stating that the original petition was only valid by approximately two or three feet of frontage. As such, he stated, the removal of one signature from the petition would result in an immediate end to the process. He continued by stating that due to a 2006 amendment to the City Charter, City Council cannot initiate a street improvement project such as this on its own. It can only be initiated by residents. Mr. Brown explained that City Council can only authorize a signer to remove his or her signature from the petition if good cause is shown. The reason, he stated, is that a petition is fixed upon signing and filing because people such as city staff are relying on the petition and action is being taken. Good cause, he stated, is most often demonstrated by either fraud or misrepresentation. Misrepresentation, he stated, does not have to be intentional. In this instance, he continued, an individual relied on information that was provided which resulted in her signing a petition. She has now formally stated that she was provided wrong information related to cost. Should City Council wish to allow her to remove her name from the petition a motion will be necessary. In addition, he concluded, allowing Ms. Kaczorowski to remove her name will automatically result in a failure of the petition since it does not meet the 60% threshold, the process would end and there would be no need for a public hearing.

Mayor Pro Tem Pearson made the following statement and a motion which was seconded by Knapp: Ms. Mary Kaczorowski of 3019 Hill 'An' Brook signed a petition requesting the special assessment for curb and gutter on Hill 'An' Brook and Merryview drives, Ms. Kaczorowski now requests City Council to permit her name be withdrawn from the petition as a result of material misrepresentation. I move that, based on her testimony, good cause has been shown and Ms. Kaczorowski's name is removed from this petition.

Councilmember Ford shared that City Council has experienced that construction costs have increased substantially over the past year. He continued by stating that having a split in the neighborhood makes it difficult for City Council. Ultimately, he stated, half of the neighborhood will be pleased with the vote of City Council and the other half will not. He concluded that he does not want to spend city funds on a project that does not have widespread support.

Mayor Pro Tem Pearson commented that this project was generated by residents of the neighborhood and that the petition had just enough signatures to meet the 60% threshold. He continued by stating that people often want improvements but don't always know the actual cost. At least one resident, Ms. Kaczorowski, felt that the information she was given was a material misrepresentation. Should her name be removed from the petition, he stated, there is no reason for additional speakers to object to the project since the process will immediately cease.

Councilmember Knapp commented that this is clearly a difficult situation for this neighborhood and she regrets that there is not a clear majority one way or the other. She stated that City Council wants residents to be satisfied with their neighborhood and encouraged the residents to come together and try to reach a consensus. City Council, she stated, would be happy to entertain any ideas or projects that come forward in the future.

Mayor Randall shared that an amortization with differing payback periods is available in case price was an objection. With regard to curb appeal and valuation, she commented that Portage has an aging housing stock and many homes were built on streets without curb and gutter. Curb and gutter, she stated, can enhance the beauty of a neighborhood. With regard to this project, the city was ready to contribute financially but would only do so if it is clear that the neighborhood is in support. Our neighborhoods, she stated, are upheld and supported to prevent decline in the community.

City Clerk Herringa reviewed the motion. Upon a roll call vote, motion carried 5 to 0. Mayor Randall thanked everyone for attending the meeting and being engaged in their neighborhood.

NEW BUSINESS:

BOARD AND COMMISSION APPOINTMENTS: Mayor Randall stated that at a meeting immediately preceding this Regular Meeting, City Council interviewed applicants for various Boards and Commissions. Mayor Randall then asked City Clerk Herringa to read the appointments which were:

To reappoint Pat Buckley, Carol Eddy, Justin Gish, Keith Hearit, Leonard Lamberson and Lyndsay Vainner as members of the Board of Review with terms ending January 31, 2020, and designation to the pods to be determined by the City Assessor.

To reappoint Linda Fry and Alexander Phillip with terms ending February 28, 2022 on the Zoning Board of Appeals.

To appoint Bill Fries to an unfulfilled term ending May 31, 2020, on the Planning Commission.

To appoint Chelsea Huber to an unfulfilled term ending October 1, 2019, Loren Kimeldorf to an unfulfilled term ending October 1, 2020, and Kevin Park to an unfulfilled term ending October 1, 2021, on the Environmental Board.

To appoint Kathryn Hanfland to an unfulfilled term ending October 1, 2020, on the Human Services Board.

To appoint Daniel Jassim to an unfulfilled term ending October 1, 2021, on the Park Board.

To appoint Douglas Gilchrist and Tony Lorentz to unfulfilled Alternate terms ending October 1, 2020, on the Senior Citizen Advisory Board.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Ford expressed hope that everyone had a good holiday season and shared that he is looking forward to the coming year on City Council. Councilmember Knapp wished everyone a happy new year. Mayor Pro Tem Pearson thanked those who came out to the meeting.

Councilmember Reid thanked city staff for making arrangements so that she could call into the meeting, encouraged everyone to take steps to stay healthy and shared that she is looking forward to the transition to the new cable access provider. She encouraged residents to stay alert for the channel(s) on which the meetings will be broadcast.

Mayor Randall shared that three Councilmembers were ill today which is a first during her tenure on City Council. Mayor Randall shared some information on the switch from Public Media Network to another provider and related cost-savings. She commented that Information Technology Director Devin Mackinder is leading this effort and thanked City Manager Shaffer for being willing to explore and take action on this matter. Mayor Randall reminded residents that the quarterly brush pickup, which includes Christmas trees, begins this week. She concluded by reminding residents of winter parking restrictions, thanked those residents of the Hill 'An' Brook neighborhood who attended the meeting and expressed hope that they can come to a resolution.

ADJOURNMENT: Mayor Randall adjourned the meeting at 7:56 p.m.

Adam Herringa, City Clerk

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF JANUARY 21, 2019**

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

Mayor Randall opened the meeting and inquired if there were any questions or concerns regarding items on the proposed January 22nd Regular Meeting Agenda. With regard to the proclamation, she indicated that the City Clerk would be reaching out to the Kalamazoo Community Foundation to see if a representative could be present. Mayor Randall shared that the organization has a special event at the same time as the City Council Meeting so getting a representative may prove difficult.

With regard to Item A.3, Michigan Department of Transportation Contract for Reconstruction of West Milham, Councilmember Burns inquired if the federal government shutdown would have an impact on the Federal Surface Transportation Funding for the project. City Manager Shaffer stated that the federal funding for this project has already been committed so an adverse impact is not anticipated. However, Mr. Shaffer stated that the shutdown will likely have an impact on the overall Federal Surface Transportation Program.

With regard to Item A.4, Purchase of Traffic Signal Poles, Mast Arms and Assemblies, Councilmember Burns inquired as to the number of bids and how many potential bidders were eligible. Councilmember Knapp referenced the memo from the City Manager in the agenda packet which stated "proposals were received from the only two companies that can provide the necessary equipment." Mayor Randall asked City Manager Shaffer to verify.

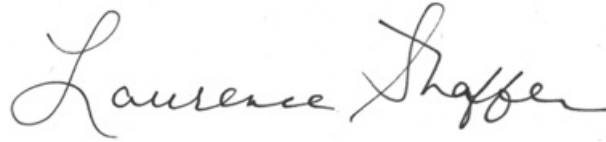
Mayor Randall encouraged Mr. Shaffer to take the necessary steps to inform the public regarding the meeting broadcast and the channel(s) on which it will be available.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:04 a.m.

Adam Herringa, City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Approval of the Accounts Payable Register of January 22, 2019 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 December 30, 2018 through January 13, 2019 and notes \$536,573.08 in automated clearing house payments, \$522,244.54 in paper checks and \$57,825.70 in auto-pay payments for a grand total of \$1,116,643.32.

FUNDING: N/A

Attachments: 1. Accounts Payable Register 1-22-19

ACCOUNTS PAYABLE REGISTER
Check Dates From: 12/30/2018 To: 1/13/2019

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Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
12/31/2018	10209(A)	SLAVIN, NATHAN	BACKGROUND INVESTIGATION	375.00
01/04/2019	10210(A)	AKERS WOOD PRODUCTS	STUMP DUMPING SERVICE	300.00
01/04/2019	10211(A)	ALL CITY MANAGEMENT SERVICES, INC.	SCHOOL CROSSING GUARDS	2,925.72
01/04/2019	10212(A)	AMERICAN SAFETY & FIRST AID	FIRST AID SERVICES	147.26
01/04/2019	10213(A)	BYHOLT INC.	SAND DELIVERY	378.67
01/04/2019	10214(A)	C T S TELECOM, INC.	TELEPHONE SERVICE	2,338.67
01/04/2019	10215(A)	CARSTAR PORTAGE	VEHICLE REPAIRS	225.00
01/04/2019	10216(A)	CHARTER COMMUNICATIONS	CABLE TV	223.98
01/04/2019	10217(A)	CROWN TROPHY	RECOGNITION SUPPLIES	16.62
01/04/2019	10218(A)	DIGITAL HIGHWAY WIRELESS SOLUTIONS	FIRE TECH SUPPLIES	1,080.00
01/04/2019	10219(A)	ETNA SUPPLY, INC.	PARKS SUPPLIES	147.00
01/04/2019	10220(A)	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	1,200.08
01/04/2019	10221(A)	GORDON WATER SYSTEMS	WATER COOLER RENTAL	67.60
01/04/2019	10222(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL	102.00
01/04/2019	10223(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	8,672.74
01/04/2019	10224(A)	HURLEY & STEWART, LLC	ENGINEERING SERVICES	47,855.16
01/04/2019	10225(A)	INDUSCO SUPPLY CO., INC.	RESTROOM SUPPLIES	186.27
01/04/2019	10226(A)	IP CONSULTING, INC.	ORECX RENEWAL	519.25
01/04/2019	10227(A)	KLOSTERMAN DISTRIBUTING	MPIR CONCESSIONS	68.34
01/04/2019	10228(A)	LANDS END	RECORDS UNIFORMS	335.35
01/04/2019	10229(A)	LEWIS PAPER PLACE, INC.	PAPER SUPPLIES	164.75
01/04/2019	10230(A)	MARANA GROUP	POSTAGE SERVICE	260.00
01/04/2019	10231(A)	MICHIGAN PAVING & MATERIALS CO.	2018 LOCAL STREETS RECONSTRUCT	98,621.38
01/04/2019	10232(A)	ONE WAY PRODUCTS	CAN LINERS	712.48
01/04/2019	10233(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEES	7,014.35
01/04/2019	10234(A)	PCM SALES, INC.	MONITOR STANDS	720.00
01/04/2019	10235(A)	PECKELS, CHRISTINE	PROGRAM INSTRUCTOR	180.00
01/04/2019	10236(A)	PREIN & NEWHOF	PROFESSIONAL SERVICE	4,696.00
01/04/2019	10237(A)	PREMIER TRUCK SALES & RENTAL, INC.	PACKER TRUCK RENTAL	77,400.00
01/04/2019	10238(A)	R W LAPINE INC.	HVAC ON-CALL SERVICE	142.00
01/04/2019	10239(A)	REFRIGERATION SERVICES	MPIR CHILLER START UP	775.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 12/30/2018 To: 1/13/2019

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Check Date	Check	Vendor Name	Description	Amount
01/04/2019	10240(A)	RIDDERMAN & SONS OIL CO. INC.	GASOLINE	16,274.50
01/04/2019	10241(A)	S B F ENTERPRISES, INC.	UTILITY BILL PRINTING	1,532.43
01/04/2019	10242(A)	WOLVERINE LAWN SERVICE, INC.	SNOW REMOVAL SERVICE	585.00
01/11/2019	10243(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	19,226.55
01/11/2019	10244(A)	AIRGAS GREAT LAKES	SHOP MAINTENANCE	74.32
01/11/2019	10245(A)	ALL CITY MANAGEMENT SERVICES, INC.	SCHOOL CROSSING GUARDS	3,250.80
01/11/2019	10246(A)	AMERICAN SAFETY & FIRST AID	FIRST AID SUPPLIES	438.25
01/11/2019	10247(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL	6,260.00
01/11/2019	10248(A)	BEST WAY DISPOSAL, INC.	18/19 CURBSIDE RECYCLING	50,077.84
01/11/2019	10249(A)	BLUE CARE NETWORK-GREAT LAKES	BCNA INSURANCE	128,337.65
01/11/2019	10250(A)	BYHOLT INC.	2NS SAND DELIVERY	385.02
01/11/2019	10251(A)	CHARTER COMMUNICATIONS	CABLE TV	571.23
01/11/2019	10252(A)	DEER CONTRACTING & LANDSCAPE	MILLENNIUM BIKEWAY BRDG REPAIR	3,130.00
01/11/2019	10253(A)	ENGINEERED PROTECTION SYSTEMS, INC.	FIRE FACILITY MAINT	1,489.86
01/11/2019	10254(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	SPECIALTY TRAILER	2,089.07
01/11/2019	10255(A)	EXTREME POWER EQUIPMENT, INC.	MAINTENANCE SUPPLIES	178.98
01/11/2019	10256(A)	HOWARD PRINTING	PORTAGER PRINTING	2,844.00
01/11/2019	10257(A)	IP CONSULTING, INC.	CISCO PHONE SYSTEM	8,690.70
01/11/2019	10258(A)	JONS TO GO PORTABLE RESTROOM	PORTAJOHNS-MONSTER MASH	210.00
01/11/2019	10259(A)	KLOSTERMAN DISTRIBUTING	MPIR CONCESSIONS	443.62
01/11/2019	10260(A)	KUSHNER & COMPANY, INC.	COBRA & FSA	561.29
01/11/2019	10261(A)	LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	295.17
01/11/2019	10262(A)	MATERIALS RESOURCES	MISC SUPPLIES	156.60
01/11/2019	10263(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE	134.21
01/11/2019	10264(A)	MEEKHOF TIRE SALES & SERVICE INC.	SERVICE CALL - SWEEP	184.55
01/11/2019	10265(A)	MENARDS, INC	CELERY FLATS VC	2,416.00
01/11/2019	10266(A)	NYE UNIFORMS	RANGER WINTER JACKET	441.57
01/11/2019	10267(A)	ONE WAY PRODUCTS	CAN LINERS AND SUPPL	25.70
01/11/2019	10268(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEES	5,423.53
01/11/2019	10269(A)	PARIS CLEANERS	UNIFORM CLEANING	915.85
01/11/2019	10270(A)	PRINTING SERVICES INC	SANTA LETTER ENVELOPES	106.93
01/11/2019	10271(A)	R W LAPINE INC.	HVAC ON-CALL SERVICE	5,813.71

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Check Date	Check	Vendor Name	Description	Amount
01/11/2019	10272(A)	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE DISPOSAL SERVICE	887.83
01/11/2019	10273(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	2,529.14
01/11/2019	10275(A)	SEVERANCE ELECTRIC COMPANY,INC	RELEASE RETAINAGE	11,537.60
01/11/2019	10276(A)	SHULER, ZACHERY	ON-SITE ACADEMY	330.00
01/11/2019	10277(A)	SIMPLIFILE LLC	DOCUMENT RECORDING	132.00
01/11/2019	10278(A)	W W GRAINGER INC	BUILDING SUPPLIES	59.62
01/11/2019	10279(A)	XEROX CORPORATION	COPY USAGE	681.29
Total ACH Transactions:				536,573.08

Check Type: Paper Check

01/04/2019	308580	A T & T	TELEPHONE SERVICE	350.50
01/04/2019	308581	A-1 ASPHALT SEALING & REPAIR, INC.	ASPHALT REPAIRS	3,610.00
01/04/2019	308582	ALLEGRA PRINT & IMAGING	#10 WINDOW SECURITY	192.00
01/04/2019	308583	ASCENSION MICH OCCUPATIONAL HEALTH	POST OFFER PHYSICAL	68.00
01/04/2019	308584	BECKART ENVIRONMENTAL INC.	MAINTENANCE - GLWTP	2,750.00
01/04/2019	308585	BYCE & ASSOCIATES, INC.	DESIGN DEVELOPMENT	800.00
01/04/2019	308586	CARTRIDGE WORLD	INK CARTRIDGES	53.77
01/04/2019	308587	CBT NUGGETS, LLC	ADDITIONAL LICENSE	349.99
01/04/2019	308588	CHICAGO TITLE	OVERPAYMENT WINTER TAXES	322.66
01/04/2019	308589	CINTAS CORP.	UNIFORM RENTAL SERVICE	404.67
01/04/2019	308590	CONSUMERS CREDIT UNION	OVERPAYMENT WINTER TAXES	167.97
01/04/2019	308591	CORELOGIC CENTRALIZED REFUNDS	OVERPAYMENT WINTER TAXES	8,560.02
01/04/2019	308592	D L GALLIVAN INC.	COPY MACHINE USAGE	62.24
01/04/2019	308593	DELOOF CONSTRUCTION, INC.	FIRE FACILITY MAINT	2,000.00
01/04/2019	308594	FIRST AMERICAN INS CO.	OVERPAYMENT 2018 SUM	17.29
01/04/2019	308595	GORDON FOOD SERVICE	MPIR CONCESSIONS	268.60
01/04/2019	308596	HEIMONEN, JAYME	DAMAGED MAILBOX REIMB	44.00
01/04/2019	308597	HOME DEPOT	MISC CLEANING & MAINT SUPPLIES	85.27
01/04/2019	308598	HONOR CREDIT UNION	OVERPAYMENT WINTER TAXES	272.03
01/04/2019	308599	JAMESTOWN ADVANCED PRODUCTS	PICNIC TABELS & SUPPORT EQUIP	64,552.00
01/04/2019	308600	KALAMAZOO SPORTSWEAR	T-SHIRTS AND SWEATSHIRTS	129.00
01/04/2019	308601	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	50.00

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01/04/2019	308602	MEDILODGE OF PORTAGE	PROGRAM VENDOR PAYMENT	384.00
01/04/2019	308603	MERCANTILE BANK OF MICHIGAN	OVERPAYMENT WINTER TAXES	372.20
01/04/2019	308604	NATIONSTAR MORTGAGE LLC	OVERPAYMENT WINTER TAXES	513.77
01/04/2019	308605	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,235.57
01/04/2019	308607	PETTY CASH-PAULA GUSTAFSON	REPLENISHMENT CHECK	183.12
01/04/2019	308608	SAFEBUILT MICHIGAN, LLC	DECEMBER INSPECTIONS	4,470.00
01/04/2019	308609	T-MOBILE USA INC	GPS LOCATE	102.00
01/04/2019	308610	TKS SECURITY, LLC	DOOR LOCK INSTALLATION	1,565.00
01/04/2019	308611	TRUGREEN PROCESSING	GOOSE DETERRENT	192.61
01/04/2019	308612	U S POSTAL SERVICE	POSTAGE METER REFILL	5,000.00
01/04/2019	308613	UNION STREET HYDRAULICS	TINK CYLINDER REPAIR	520.00
01/04/2019	308614	UNITED PARCEL SERVICE	WEEKLY DELIVERY	6.00
01/04/2019	308615	W MICH CRIMINAL JUSTICE TRAINING CO	FALL 2018 DISTRIBUTION	1,724.04
01/04/2019	308616	XAVUS SOLUTIONS	ANNUAL FEE	1,300.00
01/11/2019	308617	A T & T	TELEPHONE SERVICE	10,224.74
01/11/2019	308618	A T & T LONG DISTANCE	LONG DISTANCE	55.14
01/11/2019	308619	ALAN TURNER	ALAN TURNER CONCERT	750.00
01/11/2019	308620	ALEXANDER, JOYCE & STEVE	UB REFUND	597.84
01/11/2019	308621	ALLEGRA PRINT & IMAGING	MISC PRINTING SERVIC	1,058.00
01/11/2019	308622	ARGETSINGER, COREY	UB REFUND	139.12
01/11/2019	308623	AVI SYSTEMS, INC.	LIBERTY DIGITALINX	412.00
01/11/2019	308624	BERGER TRUST, ANN	UB REFUND	8.61
01/11/2019	308625	BLUE CROSS/BLUE SHIELD OF MICH	BCBSM INSURANCE	84,811.01
01/11/2019	308626	BOMMERSCHEIM WINDOW & DOOR LLC	DOOR REPAIRS	170.00
01/11/2019	308627	BRUCE'S TRUCK & AUTO ACCESSORIES	EQUIPMENT MAINTENANCE	1,400.00
01/11/2019	308628	BUILDERS FIRSTSOURCE INC	CELERY FLATS PROJECT	91.06
01/11/2019	308629	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	92.68
01/11/2019	308630	CANTEEN SERVICES	MPIR CONCESSIONS	321.04
01/11/2019	308631	CARTRIDGE WORLD	PRINTER SERVICES	1,900.59
01/11/2019	308632	CINTAS CORP.	UNIFORM RENTAL	154.78
01/11/2019	308633	CLEAR CHANNEL AIRPORTS	AIRPORT ADVERTISING	888.00
01/11/2019	308634	CORE TECHNOLOGY CORP.	MULTIBRIDGE SUPPLIES	6,849.00

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Check Date	Check	Vendor Name	Description	Amount
01/11/2019	308635	COSTAR REALTY INFORMATION, INC.	COSTAR REALTY BLANKET	336.28
01/11/2019	308636	DASHMASTER LLC	FACILITATOR FOR RETREAT	5,500.00
01/11/2019	308637	DEPARTMENT OF TECHNOLOGY	SOIL EROSION SEDIMENT	54.00
01/11/2019	308638	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	9,217.53
01/11/2019	308639	EVERETT, RICHARD	FIRE TRAINING	325.00
01/11/2019	308640	FAIR HOUSING CENTER OF SW MICHIGAN	CDBG ANALYSIS OF IMPEDIMENTS	3,500.00
01/11/2019	308641	FREDRICKSEN, LINDA & RONALD	UB REFUND	5.91
01/11/2019	308642	GORDON FOOD SERVICE	MPPIR CONCESSIONS	119.84
01/11/2019	308643	HALT FIRE, INC.	FIRE APPARATUS MAINT	1,172.78
01/11/2019	308644	HOME DEPOT	FIRE FACILITY MAINT	283.79
01/11/2019	308645	INGRID MCGUIRE	MCGUIRE, I. TUITION	221.40
01/11/2019	308646	J & J LOCKSMITHS	LOCKSMITH SERVICES	75.00
01/11/2019	308647	KAL COUNTY FIRE CHIEFS ASSOC.	FIRE OPS TRAINING	175.00
01/11/2019	308648	KAL COUNTY FIRE CHIEFS ASSOC.	OCFF TRAINING	800.00
01/11/2019	308649	KAL COUNTY FIRE CHIEFS ASSOC.	FIRE MEMBERSHIPS	125.00
01/11/2019	308650	KALAMAZOO COUNTY CLERK	NOVEMBER ELECTION	4,062.34
01/11/2019	308651	KALAMAZOO ROD AND GUN CLUB	MEMBERSHIP	200.00
01/11/2019	308652	LAKE MICHIGAN CREDIT UNION	OVERPAYMENT WINTER TAXES	1,095.19
01/11/2019	308653	MAIN STREET PORTRAITS INC	RETIREMENT PHOTOS	165.00
01/11/2019	308654	MICHIGAN ASSOCIATION OF FIRE CHIEFS	FIRE ADMIN TRAINING	250.00
01/11/2019	308655	MICHIGAN FARMERS MARKET	TRAINING REGISTRATION	300.00
01/11/2019	308656	MICHIGAN FIRE INSPECTOR'S SOCIETY	FIRE MARSHAL TRAINING	730.00
01/11/2019	308657	MML UNEMPLOYMENT FUND	QUARTERLY UNEMPLOYMENT	89.74
01/11/2019	308658	NATIONS TITLE AGENCY	CDBG 4610 LEXINGTON	3,000.00
01/11/2019	308659	O'REILLY AUTO PARTS	FIRE APPARATUS MAINT	135.18
01/11/2019	308660	OFFICE DEPOT, INC.	POLICE OFFICE SUPPLIES	674.79
01/11/2019	308662	PLUMMER'S ENVIRONMENTAL SERVICES	CATCH BASIN MAINTENANCE	1,943.35
01/11/2019	308663	POLDERMAN'S FLOWER SHOP	FLOWERS	45.00
01/11/2019	308664	RATHCO SAFETY SUPPLY, INC.	SIGNS/SIGN MATERIALS	4.40
01/11/2019	308665	ROWLAND, JEREME	ENTRE LEADERSHIP	87.09
01/11/2019	308666	SHERWIN WILLIAMS	CELERY FLATS PROJECT	307.14
01/11/2019	308667	SOUTHERN MICHIGAN BANK & TRUST	CD PURCH 12 MO 2.7%	250,000.00

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Check Date	Check	Vendor Name	Description	Amount
01/11/2019	308668	SPARTAN INSULATION & COATING, INC.	FOAM INSULATION	3,300.00
01/11/2019	308669	STATE OF MICHIGAN	SOR FEES PAYABLE	240.00
01/11/2019	308670	STATE SYSTEMS RADIO, INC	12 MONTHS OF TOWER	1,551.67
01/11/2019	308671	SUITS U TAILOR SHOP INC	UNIFORM TAILORING	272.00
01/11/2019	308672	SUPERIOR BUSINESS SOLUTIONS	T-SHIRTS	781.86
01/11/2019	308673	TURNKEY BUILDERS LLC	CDBG MATTISON 5697	10,400.00
01/11/2019	308674	U S POSTMASTER	BUSINESS REPLY MAIL	225.00
01/11/2019	308675	UNION STREET HYDRAULICS	TINK CYLINDER REPAIR	1,296.56
01/11/2019	308676	VERIZON WIRELESS SERVICES, LLC	CELL PHONES	2,716.15
01/11/2019	308677	VICKSBURG HARDWARE	SMALL EQUIPMENT REPAIRS	28.98
01/11/2019	308678	WEEKES FOREST PRODUCTS, INC.	DECK FASTENERS	239.32
01/11/2019	308679	WITMER PUBLIC SAFETY GROUP	FIRE MAINT SUPPLIES	549.97
01/11/2019	308680	XYLEM DEWATERING SOLUTIONS, INC.	PUMP RENTAL	2,954.40
01/11/2019	308681	ZEIGLER MOTORSPORTS	REPAIR PARTS	85.95
Total Paper Checks:				522,244.54
Check Type: Auto-Pay Payments				
12/31/2019	7442	CITY OF PORTAGE	WATER-SEWER	1,981.88
01/07/2019	7462	CONSUMERS ENERGY	GAS-ELECTRIC	44,252.76
01/09/2019	7471	CONSUMERS ENERGY	GAS-ELECTRIC	10,293.77
01/11/2019	7486	CONSUMERS ENERGY	GAS-ELECTRIC	1,297.29
Total Auto-Pay Payments:				57,825.70
Grand Total:				1,116,643.32

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: MDOT Contract #18-5548 (West Milham Avenue Reconstruction - Oakland Drive to South Westnedge Avenue)

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Approve Contract #18-5548 between the Michigan Department of Transportation and the City of Portage for reconstruction of West Milham Avenue from Oakland Drive to South Westnedge Avenue and adopt a Resolution authorizing the City Manager to sign all documents related to the project on behalf of the city.

The FY 2018 – 2019 Capital Improvement Program (CIP) budget contains a project for the reconstruction of West Milham Avenue from Oakland Drive to South Westnedge Avenue, including concrete sidewalk, ramps, curb and gutter, hot mix asphalt, installation of right-turn lane at the Portage Northern Campus and traffic signal replacements at Oakland Drive and Constitution Boulevard. Major street reconstruction projects are selected based on pavement condition, average daily traffic, federal aid eligibility, as well as potential development activities.

On March 27, 2018, Wightman & Associates, Incorporated, of Allegan, MI, was awarded an engineering service contract for design and construction engineering for this project. The project involves Federal Surface Transportation funding, so the Michigan Department of Transportation (MDOT) is involved as a facilitator. The MDOT will conduct a bid opening for construction on February 1, 2019 and requires an agreement with the local government agency be executed prior to construction award. The estimated total cost of the project is \$2,368,100 with \$1,300,000 in Federal Surface Transportation funds. The balance of \$1,068,100 will be funded by the FY 2018-2019 Major Streets CIP budget. Following the contract award by MDOT, construction will likely commence in spring 2019, with completion in summer 2019.

Therefore, it is recommended that City Council approve Contract #18-5548 between the Michigan Department of Transportation and the City of Portage for reconstruction of West Milham Avenue from Oakland Drive to South Westnedge Avenue, adopt a Resolution authorizing the City Manager to sign Contract #18-5548 and authorize the City Manager to sign all documents related to the project on behalf of the city.

FUNDING: The estimated total cost of the project is \$2,368,000 with \$1,300,000 in Federal Surface Transportation funds. The balance of \$1,300,000 will be funded by the FY 2018-2019 Major Street Capital Improvement Program budget.

Attachments: 1. MDOT Resolution #18-5548

CITY OF PORTAGE

Resolution

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan, held at the City Hall in said City on the _____ day of _____, 2019 at 7:00 p.m., local time.

PRESENT: Councilmembers _____

ABSENT: Councilmembers _____

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

RESOLVED, the City Council for the City of Portage, does hereby authorize the City Manager, Laurence Shaffer, to sign contract 18-5548 between the City of Portage and the Michigan Department of Transportation. This contract is for reconstruction work along West Milham Avenue from Oakland Drive to South Westnedge Avenue, including concrete sidewalk, ramps, curb and gutter, hot mix asphalt, and traffic signal work; and all together necessary related work.

ADOPTED: YEAS:

NAYS:

ABSENT:

Adam Herringa, City Clerk

CERTIFICATION

I hereby certify this _____ day of _____, 2019 that the foregoing is a true and complete copy of the original on file in my office.

APPROVED AS TO FORM
DATE 11/10/2019
[Signature]
CITY ATTORNEY

Adam Herringa, City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: West Milham Avenue Mast Arms and Poles - Bid Tabulation

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a contract for the purchase of traffic signal poles, mast arms and assemblies for the traffic signal upgrades on West Milham Avenue at Oakland Drive and Constitution Boulevard to the low bidder, Maico Industries of Ellsworth, Kansas in the not-to-exceed amount of \$122,396 and authorize the City Manager to sign all other documents related to the contract on behalf of the city.

The FY 2018 – 2019 Capital Improvement Program budget includes funding for the upgrade of traffic signals on West Milham Avenue at the intersections of Oakland Drive and Constitution Boulevard. The existing traffic signals have exceeded their serviceable life and require full replacement. The project includes replacement of obsolete mast arms and upgrades to the signal controller and pedestrian signals. The signal upgrades will enhance traffic safety, interconnection and traffic flow, as well as provide traffic data and streamline video to the Transportation Operation Center located in the Public Services building.

The approximate 5-month delivery time for new traffic signal poles, mast arms and assemblies necessitates that the specialized equipment be ordered well in advance of the start of the construction project to ensure that the materials will be available when needed. The mast arms will be installed in the summer of 2019 in coordination with the West Milham Avenue Reconstruction project.

On January 14, 2019, proposals were received for the mast arms and poles from the only two (2) companies that can provide the necessary equipment, Maico Industries and Farr & Faron Associates, Inc. The low bid in the amount of \$122,396 was submitted by Maico Industries of Ellsworth, Kansas. Maico Industries has successfully supplied mast arms and poles for many Portage projects.

Therefore, it is recommended that City Council award a contract to Maico Industries in the not-to-exceed amount of \$122,396 for West Milham Avenue mast arms and poles and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: FY 2018 – 2019 Capital Improvement Program budget

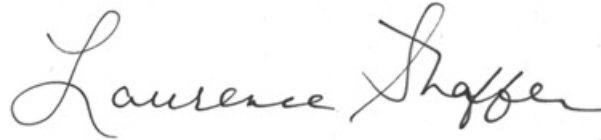
Attachments: 1. Bid Tabulation - Milham Avenue Mast Arms 01-14-18

BID TABULATION
MILHAM AVENUE MAST ARMS AND POLES

<u>Bidder</u>	<u>Total Bid</u>
MAICO Industries 936 Highway 14 Ellsworth, Ks 67439	\$122,396.00
Farr & Faron Associates, Inc. 136 E. Grand River, Suite 3 Brighton, MI 48116	\$162,798.00

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Mrs. O's Preschool, 8025 Moorsbridge Road.

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: Approve the Final Plan for Mrs. O's Preschool, 8025 Moorsbridge Road.

A final plan has been submitted by LOL Properties, LLC to construct a 3,938-square-foot preschool building and associated site improvements at 8025 Moorsbridge Road. The approximate one-acre parcel is zoned PD, planned development, and is located within a portion of the Woodbridge Hills PD that is identified for office use.

Since the site is bordered by residential land use to the east along Wimbledon Drive and Kilmory Circle, screening consisting of natural tree preservation and installation of an alternating double row of six-foot high evergreen trees will be provided along the eastern property line. Consistent with the City of Portage Access Management Ordinance, shared access to the site will be provided through the existing full service driveway from Moorsbridge Road that currently serves the Ford, Kriekard, Soltis & Wise law office development to the south. A parking lot cross access interconnection will also be provided to the existing Raymond James development to the north. Storm water from the development will be collected and conveyed to an underground infiltration system situated beneath the parking lot. Finally, outdoor lighting units associated with the proposed development will include light poles with shielded fixtures and will conform to applicable ordinance standards.

In a report dated January 11, 2019, the Department of Community Development recommended that the Final Plan for Mrs. O's Preschool, 8025 Moorsbridge Road, be approved. At the January 17, 2019 meeting, the Planning Commission reviewed and also recommended to City Council approval of the Final Plan. Therefore, it is recommended that Council approve the final plan.

FUNDING: N/A

Attachments:

1. Planning Commission transmittal dated January 18, 2019
2. Planning Commission meeting minutes dated January 18, 2019
3. Community Development staff report and site plans dated January 11, 2019

TO: Honorable Mayor and City Council
FROM: Planning Commission
DATE: January 18, 2019
SUBJECT: Final Plan for Mrs. O's Preschool, 8025 Moorsbridge Road

During the January 17, 2019 meeting, the Planning Commission reviewed and discussed the Final Plan for the above captioned development project. Mr. Greg Dobson, representing LOL Properties, LLC, was present to support the final/site plan and explain the development project. No citizens spoke regarding the proposed development and no citizen communications have been received.

The final plan for Mrs. O's Preschool at 8025 Moorsbridge Road has been designed in substantial conformance with the approved tentative plan for the Woodbridge Hills Planned Development. After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Joshi, to recommend to City Council that the Final Plan for Mrs. O's Preschool, 8025 Moorsbridge Road, be approved. The motion was unanimously approved 7-0.

Sincerely,


Dan Corradini
Vice-Chairman

S:\2018-2019 Department Files\Memos\City Council\2019 01 11 MCC Mrs. O's Preschool, 8025 Moorsbridge Road - Final Plan (PC).doc

PLANNING COMMISSION

January 17, 2019

The City of Portage Planning Commission meeting of January 17, 2019 was called to order by Vice-Chairman Corradini at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Five citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

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

ROLL CALL:

Mr. Forth called the roll: Fries(yes); Patterson (yes); Corradini (yes); Schimmel (yes), Joshi (yes); Baldwin (yes); and Pezzoli (yes). A motion was then made by Commissioner Patterson, seconded by Commissioner Schimmel, to approve the roll excusing Chairman Stoffer and Commissioner Harrell-Page. The motion was unanimously approved 7-0.

APPROVAL OF MINUTES:

Vice-Chairman Corradini referred the Commission to the January 3, 2019 meeting minutes contained in the agenda packet. A motion was made by Commissioner Baldwin, seconded by Commissioner Joshi, to approve the minutes as submitted. The motion was unanimously approved 7-0.

SITE/FINAL PLANS:

1. Final Plan: Mrs. O's Preschool, 8025 Moorsbridge Road. Mr. West summarized the January 11, 2019 staff report regarding a final plan submitted by LOL Properties, LLC to construct an approximate 4,000 square foot preschool building and associated site improvements. Mr. West discussed various aspects of the project including access/cross access, storm water management and screening and indicated the final plan has been designed in substantial conformance with the approved tentative plan.

Greg Dobson of American Village Builders (applicant) was present to support the application and discuss the development project. Mr. Dobson introduced his development team and the owners of the proposed preschool. Mr. Dobson also briefly discussed the development history of the Woodbridge Hills Planned Development and summarized various elements of the proposed plan. Mr. Dobson stated he met with the adjacent condominium owners to advise them of the development project and the proposed landscaping/screening is a result of the meeting. After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Joshi, to recommend to City Council that the Final Plan for Mrs. O's Preschool, 8025 Moorsbridge Road, be approved. The motion was unanimously approved 7-0.

PUBLIC HEARING:

1. Final Report: Rezoning Application #18/19-3, 129 Boston Avenue. Mr. Forth summarized the December 27, 2018 final staff report regarding a request received from James Bruinsma, on behalf of the property owner, to rezone 129 Boston Avenue from R-1A, one family residential to B-3, general business. Mr. Forth referred the Commission to a January 15, 2019 email communication from the applicant (included in the final agenda materials) requesting to amend the application from B-3, general business to OS-1, office service and

summarized the applicant's stated purpose for the zoning change. Mr. Forth also summarized previous rezoning considerations that have occurred along the east side of South Westnedge Avenue, between 2002-2013, and the

TO: Planning Commission**DATE:** January 11, 2019**FROM:** Vicki Georgeau,  Director of Community Development**SUBJECT:** Final Plan for Mrs. O's Preschool, 8025 Moorsbridge Road**I. INTRODUCTION:**

A final plan has been submitted by LOL Properties, LLC requesting approval to construct a 3,938 square foot preschool building (Mrs. O's Preschool) and associated site improvements at 8025 Moorsbridge Road. The approximate 1.0-acre parcel is zoned PD, planned development and is generally located along the east side of Moorsbridge Road, south of Old Centre Road. The project is located within the portion of the Woodbridge Hills PD identified for office use.

The building will be setback approximately 110-feet from Moorsbridge Road, 46-feet from the east property line (Courtside Condominiums), 85-feet from the south property line (Ford, Kriekard, Soltis & Wise Law Office) and 16-feet from the north property line (Raymond James Financial). Since the site is bordered by residential land use to the east along Wimbledon Drive and Kilmory Circle, screening will be installed along the eastern portion of the property consistent with Section 42-374.H of the PD ordinance. Screening will consist of the retention of existing trees and vegetation along the northeast portion of the parcel, and installation of an alternating double row of 6-foot high evergreen trees along the eastern property line.

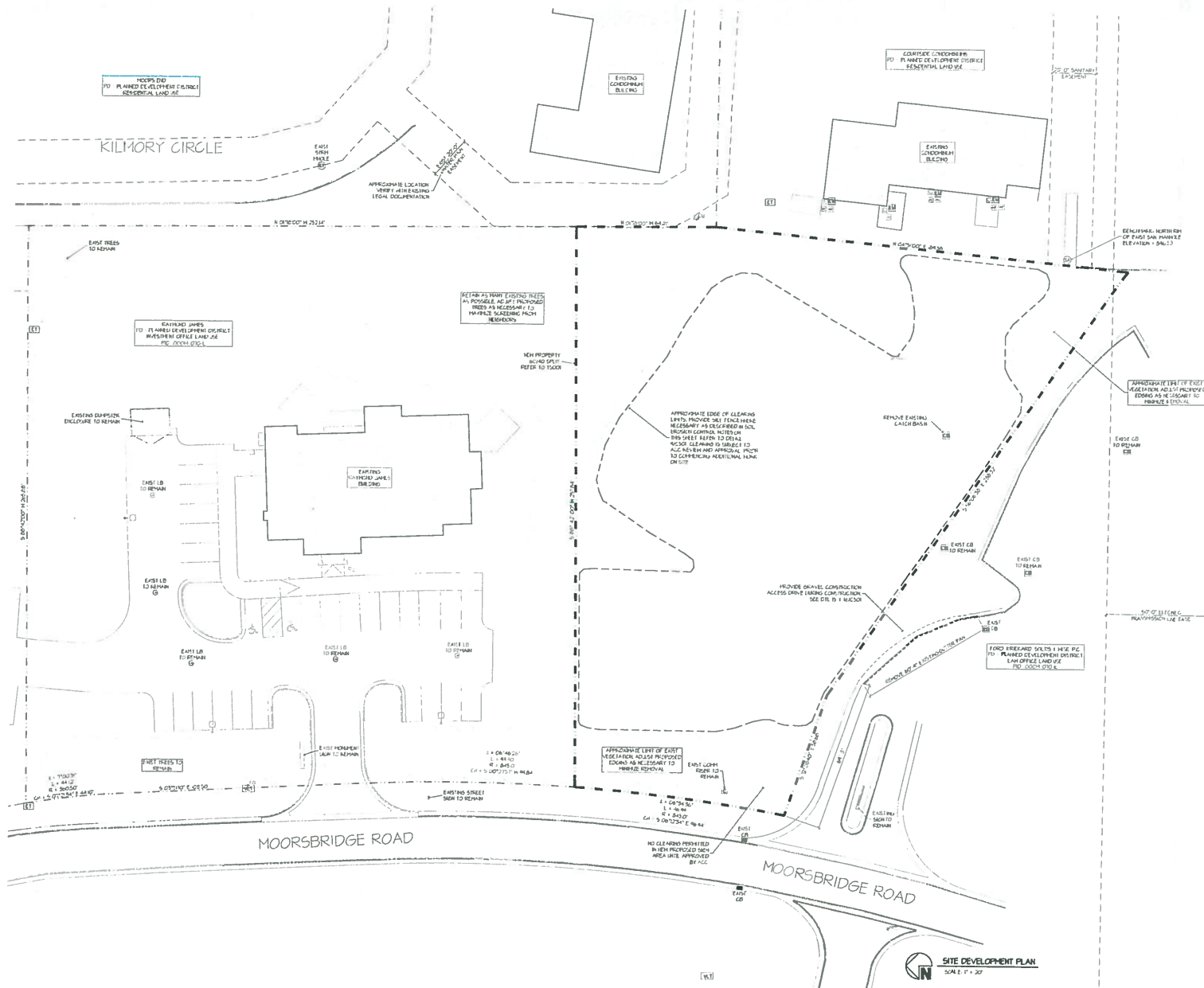
Consistent with the City of Portage Access Management Ordinance, shared access to the site will be provided through the existing full service driveway from Moorsbridge Road that currently serves the Ford, Kriekard, Soltis & Wise law office development to the south. Additionally, a parking lot cross access interconnection will also be provided to the existing Raymond James development to the north. Storm water from the development will be collected and conveyed to an underground infiltration system situated beneath the parking lot. Outdoor lighting units associated with the proposed development will include light poles with shielded fixtures and will conform to applicable ordinance standards.

The plan has been reviewed and conditionally approved by The Moors of Portage Association Architectural Control Committee. Also, and according to the applicant's representative, a meeting was held with the adjacent condominium owners at which time the plan for development was presented and explained.

II. RECOMMENDATION:

The final plan has been reviewed by the City Administrative departments. Staff advises that the Planning Commission recommend to City Council approval of the final plan for Mrs. O's Preschool, 8015 Moorsbridge Road.

Attachments: Final Plan Sheets



- ### SITE DEMOLITION NOTES
1. REMOVAL OF EXISTING UTILITIES, STRUCTURES AND SLABS SHALL BE AS SHOWN ON THE CONSTRUCTION DRAWINGS. IF REMOVAL LIMITS HAVE NOT BEEN SET, IT SHALL BE THE PROVIDER'S RESPONSIBILITY TO COMPLETE THE PROJECT.
 2. DEMONSTRATION OF ALL UTILITIES TO BE PROTECTED SHALL BE BY THE TRADE PROVIDED ON THE APPROPRIATE UTILITY CITY AS DIRECTED BY THE GENERAL CONTRACTOR.
 3. DISPOSAL OF MATERIAL REMOVED SHALL BE OFF-SITE BY THE GENERAL CONTRACTOR.



SITE INFORMATION

1. PARCEL ADDRESS:	8025 MOORSBRIDGE ROAD, PORTAGE, MI 49024
2. OWNER:	ENG. LUM, LOR. INDUSTRIES, LLC, 10000 S. HAWTHORNE AVE., PORTAGE, MI 49024
3. ARCHITECT:	BOSCH ARCHITECTURE, 100 S. HAWTHORNE AVE., PORTAGE, MI 49024
4. SURVEY:	NOVEMBER 2010
5. ZONING:	PD PLANNED DEVELOPMENT DISTRICT
6. PROPOSED LAND USE:	PRESCHOOL
7. SITE AREA:	48,212 SF, 1.10 ACRES
8. LAND USE PERCENT IN:	BLDG: 8.4, PARKING: 26.4, OPEN SPACE: 65.2
9. BUILDING TYPE:	800 SF, 1-2 STORIES, 100% WOOD FRAME
10. PARKING BUILDING HEIGHT:	8'0" MAX, 10' MAX, 12' MAX
11. PARKING REQUIRED:	SEE PLAN

THE CITY OF PORTAGE RESERVES THE RIGHT TO REVIEW THE NUMBER OF STUDENTS AND THE CAPACITY OF THE FACILITY TO DETERMINE WHETHER OR NOT THE PROPOSED 80 STUDENT PRESCHOOL WILL BE SATISFACTORY.

GENERAL NOTES (SITE WORK)

1. ALL EXISTING UTILITIES SHALL BE DELETED FROM THE CONSTRUCTION AREA AND RELOCATED AS INDICATED BY THE CITY OF PORTAGE.
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GENERAL NOTES:

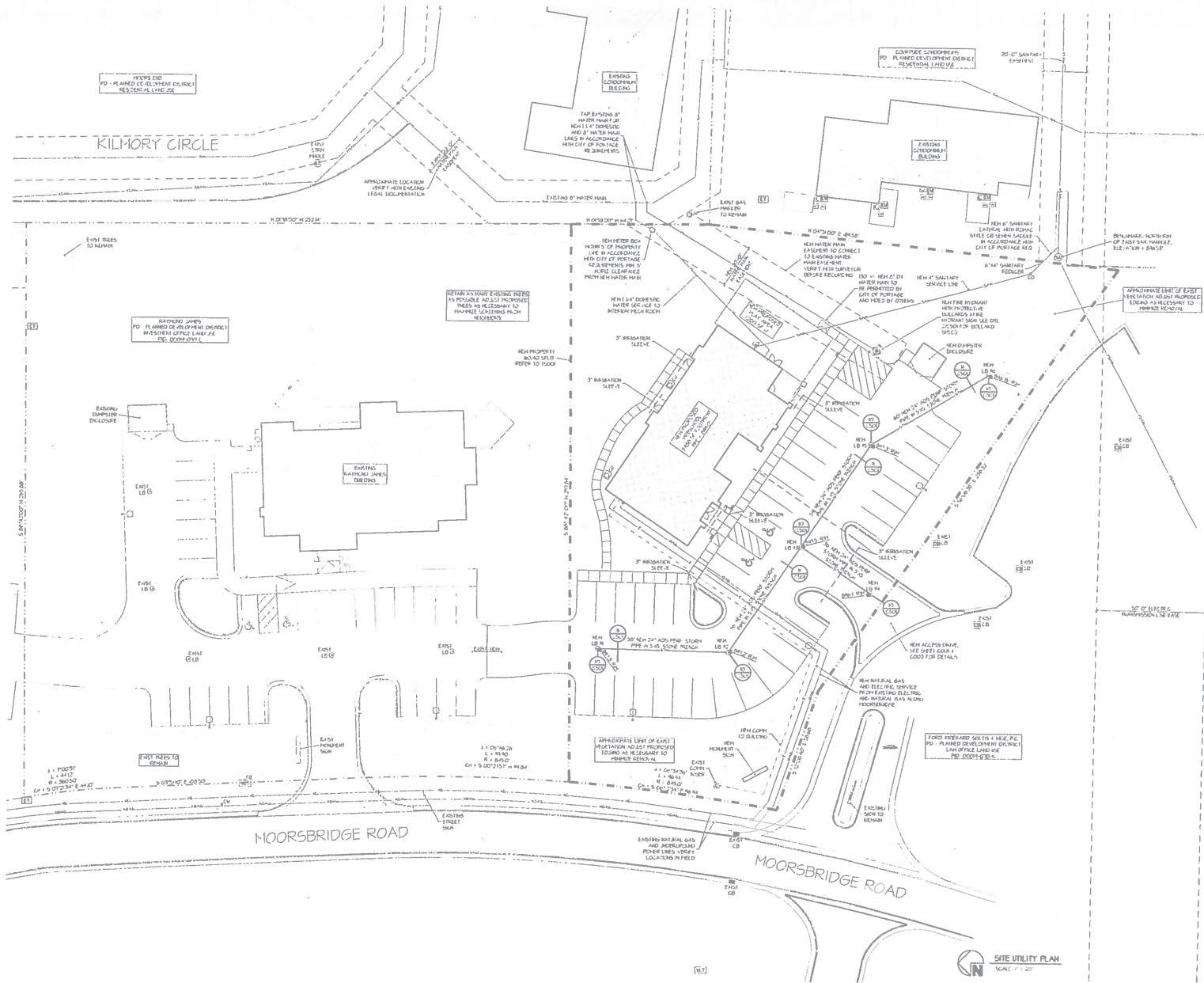
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Mrs. O's Preschool
8025 Moorsbridge Road
Portage, Michigan 49024

bosch
ARCHITECTURE
ENGINEERING
INTERIOR DESIGN
18111
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2018-01-01 SITE PLAN RE-SUBMITTAL
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2018-01-01 SITE PLAN RE-SUBMITTAL





STORM WATER DESIGN

1. SITE MAP ZONE DESIGNATION - CORN
2. BASE MAP ZONE DESIGNATION - CORN
3. SITE AREA - 1.0000 ACRES
4. STORM WATER STRATEGY - DRAINAGE
5. SITE AREA - 1.0000 ACRES
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Mrs. O's Preschool
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Portage, Michigan 49024

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bosch
ARCHITECTURE
ENGINEERING
INTERIOR DESIGN
8000 Vineyard Parkway
Birmingham, Michigan 48409
PH 248-221-1111
WWW.BOSCHARCH.COM
JOS. VANDER
18111

**SITE
UTILITY
PLAN**
C002



SOIL EROSION CONTROL NOTES

1. ALL SITE EROSION CONTROL SHALL BE CONSTRUCTED AT ONCE AND NOT IN PHASES.
 2. THERE SHALL BE NO TEMPORARY EROSION CONTROL MEASURES ON SITE TO BE IN PLACE AT ONCE.
 3. BASED ON THE CUT AND FILL ANALYSIS, EROSION CONTROL MEASURES SHALL BE REQUIRED.
 4. ALL CATCH BASINS SHALL BE INSTALLED ON THE PLANNED DEVELOPMENT DRIVE. EROSION CONTROL MEASURES SHALL BE INSTALLED ON THE PLANNED DEVELOPMENT DRIVE. EROSION CONTROL MEASURES SHALL BE INSTALLED ON THE PLANNED DEVELOPMENT DRIVE.
 5. A 6' FENCE SHALL BE REQUIRED WHERE EROSION CONTROL MEASURES ARE REQUIRED. EROSION CONTROL MEASURES SHALL BE INSTALLED ON THE PLANNED DEVELOPMENT DRIVE. EROSION CONTROL MEASURES SHALL BE INSTALLED ON THE PLANNED DEVELOPMENT DRIVE.
- STORM SEWER STRUCTURES**
- 18 N 1. R1 + 0.13. 5' DIA. 24" PIPE + 0.13.
 - 18 N 2. R1 + 0.13. 5' DIA. 24" PIPE + 0.13.
 - 18 N 3. R1 + 0.13. 5' DIA. 24" PIPE + 0.13.
 - 18 N 4. R1 + 0.13. 5' DIA. 24" PIPE + 0.13.
 - 18 N 5. R1 + 0.13. 5' DIA. 24" PIPE + 0.13.
 - 18 N 6. R1 + 0.13. 5' DIA. 24" PIPE + 0.13.
- NOTE: THIS SITE GRADING PLAN IS FOR THE PROPOSED DEVELOPMENT. IT IS NOT A FINAL GRADING PLAN. IT IS NOT A FINAL GRADING PLAN. IT IS NOT A FINAL GRADING PLAN.

Mrs. O's Preschool
8025 Moorsbridge Road
Portage, Michigan 49024

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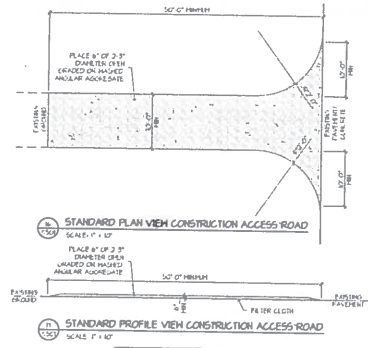
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8025 Moorsbridge Road
Portage, Michigan 49024
PH: 268-321-1511
WWW.BOSCHARCHITECTURE.COM

JOE YOUNGER
18111

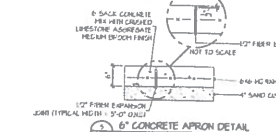
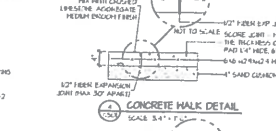
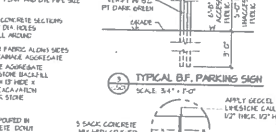
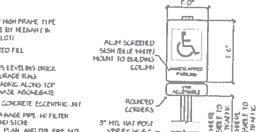
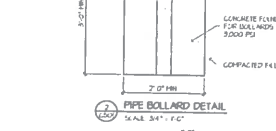
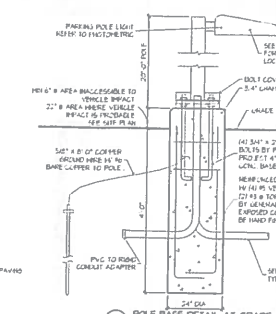
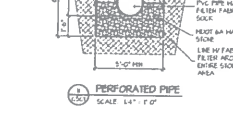
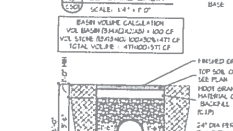
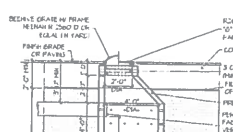
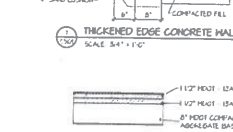
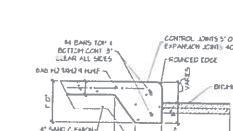
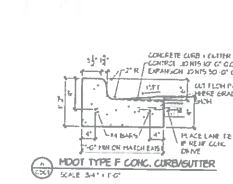
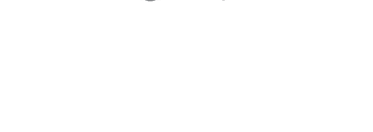
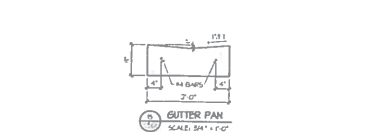
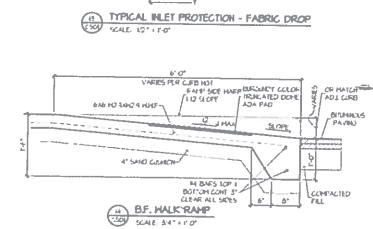
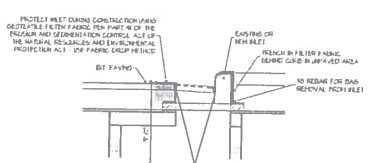
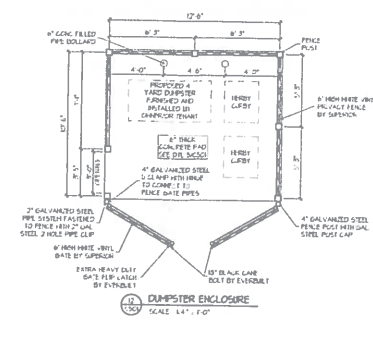
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CONSTRUCTION ACCESS ROAD NOTES:
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OVERLAY ACCESS ROAD WITH 12" MIN. 1/2" DEPTH OF 2 1/2" DIA. OPEN GRADED OR ANGULAR AGGREGATE



Mrs. O's Preschool
8025 Moorbridge Road
Portage, Michigan 49024

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ARCHITECTURE
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INTERIOR DESIGN
3035 UNIVERSITY PARKWAY
ANN ARBOR, MI 48106
PH: 734.769.1811
WWW.BOSCHARCHITECTS.COM

1811

SITE PLAN DETAILS
C501



PRELIMINARY

NORTHEAST CORNER, SECTION 16-3-
FOUND: WINDMILL MOUNTAIN PSN
1. C.R. LIBBY 2. PAGE 664
PSN: 42 IN 12' PSN
NAIL TAG IN SW COR POWER PILE
NAIL TAG IN NE SIDE 17" MAPLE
SAIL-THY MARK 10.2
NAIL TAG IN NE COR 42' PSN

TS001

Minutes of Boards & Commissions

Youth Advisory Committee Minutes

December 3, 2018, 6:00 p.m.

- I. Call to Order
- II. Introductions and Attendance
 - a. Favorite Christmas Movie?
- III. Approval of November Minutes
- IV. Reports from Liaisons
 - a. Environmental Board: Communication of ideas between our boards
 - b. Parks Board: Want to know our opinion of a historical activity near Celery Flats: Shows the history of Portage
 - i. YAC is open to the idea, waiting for more details to follow
- V. YAC Social Media Sub-Committee Update
 - a. Clarice, Harbaksh, Jaime, Riya, Skyler, Sydney
 - a. They are gathering phone numbers from each other to make communication easier.
- VI. Volunteer at Portage Community Center – Adopt a Family Gift Drop Off
 - a. Need people to sign up using the SignUp genius link (emailed to every YAC member)
- VII. Snow Party – Saturday, February 2
 - a. 12 Noon to 3pm
 - b. At Oakland Dr. Park
 - c. Events – Snowman Building, Cardboard Sled, Bonfire
 - i. KMetro Warming Bus Station
 - d. Coffee/hot chocolate vending
 - i. Coffee Rescue (2018-2019), Chartwells (2016), Kwong Orthodontics – Free donut holes (2017); Babaturk; Smoked Down BBQ; Lazy Man BBQ; Pizza Yen / Rotary; Nick Gyros
 - e. Sledding at 1:00 p.m. / Snowman Building at 1:30 p.m.
 - f. Bring extra cardboard and snowman/sculpting supplies
 - g. Awards for winners – ribbons & free concession
 - h. In Case of... No snow
 - i. We could build gingerbread houses (use cardboard) or focus on different aspects of the snowman building (creativity, uniqueness, etc)
- VIII. Green-A-Thon – Saturday, April 13
- IX. Goals & Objectives Update
 - a. ~~January 22nd~~ City Council Meeting
 - i. Need goals to present to City Council meeting
 - ii. Need to change date, can't be the 22nd due to high school exams

iii. New date: February 12th

b. Representatives, etc.

X. Goals – What do you want to gain from this experience?

a. More volunteering options

i. Simona checking on options with Loaves & Fishes

1. Loaves & Fishes is far away, need to make sure people get transportation

ii. Volunteer – Habitat for Humanity ReStore location (7612 S. Westnedge Ave.)

1. Assist with donations intake, arranging sales floor, check out customers, answer phones, etc.

iii. James proposing YAC create more volunteer opportunities around Portage for younger teens (15+)

iv. Need volunteers to help families carry their donated gifts from the Portage Community Center to their car

XI. Next Meeting

a. **January 7th** at 6:00 p.m. in City Hall

Portage Park Board Meeting Minutes
December 5, 2018

Board Present: Jon Peer, Staci Salisbury, Elanor Riley, Tara Gish, Robb Krueger, Kazmira Herberger, Lana Escamilla, Tim Young, Una Metzger – Youth Advisory Committee Member

Board Absent (excused): N/A

Board Absent (unexcused): N/A

Guests: Kathleen Hoyle – Director of Parks, Recreation, and Senior Center Services

Rodney Russell – Director of Public Services

Lukas Krueger

Meeting was called to order by Mr. Peer at 6:30pm

I. INTRODUCTION OF GUESTS

II. APPROVAL OF AGENDA

1. Motion to approve agenda by Mrs. Herberger
2. Second by Mr. Krueger
3. Unanimous approval of agenda

III. APPROVAL OF NOVEMBER PARK BOARD MINUTES

1. Motion to approve minutes by Mrs. Herberger
2. Second by Mr. Krueger
3. Unanimous approval of minutes

IV. APPROVAL OF SPECIAL MEETING MINUTES

1. Motion to approve by Mrs. Herberger
2. Second by Mrs. Gish
3. Unanimous approval of special meeting minutes

V. DEPARTMENT REPORT – Hoyle

1. Deadline for printed event booklet is the end of December, any additional events need to be sent for inclusion before then
2. Mrs. Escamilla will send Camp Out information for inclusion

VI. PUBLIC SERVICES REPORT – Russell

1. Ice is being made for the millennium skating rink
2. Removing ice and snow as needed

VII. NEW BUSINESS

1. Bicycle Advisory Committee Update
 - a. Continuing to work on Bike Friendly businesses program, developing brochure and questionnaire
 - b. Working with city on safety questions and issues
2. Youth Advisory Committee Update
 - a. The committee thinks that the historical event is a good idea

- b. There is a snow festival coming up; youth committee wanted to know what will happen if there is no snow. Suggestions to replace it with something that is not dependent on snow, such as a gingerbread making contest.
- 3. Financial Report
 - a. Board members reviewed financial reports
- 4. Individual Park Reports
 - a. Youth member mentioned that Haverhill and Lakeview restrooms may need additional cleaning; these parks are currently closed for the season. Previous discussion about this touched on the contractor that was handling the maintenance. This may be better addressed in the spring. Both are older structures, may be replaced / remodeled in the future.
- 5. Subcommittee Reports
 - a. Traditional Holiday Review
 - i. ~900 attendees; potentially affected by weather
 - ii. Next time can we make a “site map” to help people find the various areas in the park
 - iii. Better signage
- 6. Friends of the Park Report- Financial Approval
 - a. Board members need to approve up to \$1500 for the permits required for the formation of the new organization
 - b. Motion to approve this expenditure by Mr. Krueger
 - c. Second by Mrs. Riley
 - d. Unanimous approval of motion
- 7. Board 2019 Meeting Calendar Approval
 - a. Motion to approve 2019 meeting calendar by Mr. Krueger
 - b. Second by Mrs. Gish
 - c. Unanimous approval of motion
- 8. 2019 Park Assignments
 - a. Mrs. Escamilla wishes to adopt Millennium park and leave Ramona park vacant for new members

VIII. SUMMARY ACTIVITY

- 1. Board members reviewed summary activity

IX. COMMENTS FROM BOARD MEMBERS

- 1. N/A

Motion to adjourn was made by Ms. Metzger at 7:02pm

Next meeting is January 2, 2019, 6:30 p.m. at Department of Public Services

Respectfully Submitted,

Mrs. Elanor Riley
Park Board Secretary

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting December 6, 2018

CALL TO ORDER: 6:35p.m.

MEMBERS PRESENT: Nadeem Mirza, Fiorella Spalvieri, Stephanie Upshaw, Elma (Pat) Maye
Diane Durian, Alice Mwanda, Effie Kokkinos, Timothy Henson

STAFF PRESENT: Tom McCoy, Neighborhood Program Specialist

APPROVAL OF MINUTES: Spalvieri moved and Upshaw supported approval of the October 4, 2018 minutes. Motion passed 8-0.

OLD BUSINESS:

NEW BUSINESS:

Kalamazoo Transit Authority LAC Update-Upshaw: No update available at this time due to cancellation of last meeting.

Presentation from Metro Transit: Kathy Schultz, Planning and Development Director at Metro Transit provided information regarding equipment changes and updates in service that are underway, including re-branding (new signs, colors, name "Metro"), updated and relocated bus shelters and accessibility improvements at bus stops that are coordinated with road projects to minimize out of pocket costs to Metro. She provided statistical information on routes and ridership and stated that Saturday and Sunday service were available in the City of Portage. Spalvieri inquired about potential shelter relocations and improvements and Shultz responded that potential relocations were under consideration for Crossroads Mall and lighting improvements were in process at the Kilgore Rd and Old Kilgore location. She also provided information on Metro Connect, which provides demand response services for residents of Kalamazoo County with discounts for seniors and individuals with disabilities, and Metro Share, which provides vehicles to area agencies who serve seniors and individuals with disabilities. She also discussed the "my stop mobile" app that has been seeing an increasing number of users (40,000 since February 2018) and the Bronson bus to work program that provides free (sponsored by Bronson) transportation to employees to and from the workplace. She summarized the recently completed bus stop recommendations that are intended to eliminate 168 redundant or unnecessary stops and to make needed improvements to those 600 stops that will remain within a 3 to 5-year timeframe. Maye inquired about advertising on busses and Shultz replied that Crosstown Communications was coordinating the ads when space is available on busses. In conclusion, she discussed a new service route beginning in January 2019 that extends east via M-96 to the 35th Street and I-94 vicinity serving Comstock, and potentially Galesburg residents with 3 new smaller busses coming on line to serve areas where larger busses may not be able to navigate.

Election of Officers: Board Chair Maye moved and Kokkinos supported motion to nominate Spalvieri as Vice Chairperson. Motion passed 8-0. Henson moved and Mirza supported motion to nominate Upshaw as Secretary. Motion passed 8-0.

STATEMENTS: McCoy shared information from Community Development Director Vicki Georgeau regarding January 2019 meeting schedule with January 10th meeting to include presentations from HPS funding applicants and January 24th meeting to include public hearing and information from Director Georgeau regarding Analysis of Impediments to Fair Housing update currently in process.

ADJOURNMENT: Mirza moved and Spalvieri supported adjournment at 7:30 p.m. Motion passed 8-0.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Tom McCoy", with a stylized flourish at the end.

Tom McCoy, Neighborhood Program Specialist

PLANNING COMMISSION

December 20, 2018

The City of Portage Planning Commission meeting of December 20, 2018 was called to order by Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Two 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 & Neighborhood Services; Michael West, Senior City Planner, and Randy Brown, City Attorney.

ROLL CALL:

Mr. Forth called the roll: Pezzoli (yes); Baldwin (yes); Joshi (yes); Schimmel (yes); Stoffer (yes); Corradini (yes); and Harrell-Page (absent). A motion was then made by Commissioner Corradini, seconded by Commissioner Schimmel, to Approve the Roll excusing Commissioner Patterson. The motion was unanimously approved 6-0.

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the November 1, 2018 meeting minutes contained in the agenda packet. A motion was made by Commissioner Baldwin, seconded by Commissioner Corradini, to approve the minutes as submitted. The motion was unanimously approved 6-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARING:

1. Preliminary Report: Rezoning Application #18/19-3, 129 Boston Avenue. Mr. Forth summarized the December 13, 2018 preliminary staff report regarding a request received from James Bruinsma, on behalf of the property owner Jayesh and Neha Sharma, to rezone 129 Boston Avenue from R-1A, one family residential to B-3, general business. Mr. Forth discussed the stated purpose of the rezoning and indicated that Mr. and Mrs. Sharma also own the two adjacent parcels to the west addressed as 121 Boston Avenue and 5747 South Westnedge Avenue. Mr. Forth summarized previous rezoning considerations that have occurred along the east side of South Westnedge Avenue, between 2002-2013, and the adjustment that was made to the Future Land Use Map boundary between general business/residential land use with the 2014 Comprehensive Plan Update to achieve consistency and depth of commercial land use along the east side of South Westnedge Avenue. Mr. Forth provided an overview of commercial development that has occurred on the adjacent 5747 South Westnedge Avenue/121 Boston Avenue "zoning lot" and commercial redevelopment challenges that might be presented for 129 Boston Avenue given its size and configuration.

James Bruinsma (attorney representing Mr. and Mrs. Sharma) was present to support the rezoning application. Mr. Bruinsma stated the primary purpose for the rezoning request was to facilitate a proposed medical marihuana provisioning center within the existing building at 5747 South Westnedge Avenue and that no definitive plans have yet been developed for the redevelopment of the rezoning parcel at 129 Boston Avenue. Mr. Bruinsma indicated the current R-1A zoning of 129 Boston Avenue prohibits the establishment of a medical marihuana provisioning center at 5747 South Westnedge Avenue since the "zoning lot" also includes 121 Boston Avenue, which is adjacent to residential zoning. Mr. Bruinsma indicated that rezoning 129 Boston Avenue to

B-3 would “square up” the existing B-3 zoning district boundary that is present to the north and would allow for 129 Boston Avenue to serve as a buffer to the interior residential neighborhood. Mr. Bruinsma indicated the increase in commercial zoning depth from South Westnedge Avenue would also allow more flexibility for commercial development/redevelopment options. Mr. Bruinsma stated the B-3 rezoning request was consistent with the Comprehensive Plan and zoning pattern to the north.

The Commission, applicant and staff next discussed various aspects of the rezoning request including the configuration of the existing 5747 South Westnedge Avenue/121 Boston Avenue zoning lot and available parking, redevelopment potential of the rezoning parcel (129 Boston Avenue), requirements for a medical marijuana provisioning center, the surrounding zoning pattern and the Future Land Use Map designation. Commissioner Schimmel expressed specific concern about further commercial encroachment into the adjacent neighborhood.

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 Schimmel, seconded by Commissioner Corradini, to adjourn the public hearing for Rezoning Application #18/19-3, 129 Boston Avenue, to the January 3, 2019. The motion was unanimously approved 6-0.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Oshtemo Township Master Plan Update – “Go! Green Oshtemo Plan”. Mr. West summarized the December 13, 2018 staff report regarding the notification provided by the Charter Township of Oshtemo for an update to the Township Master Plan. Mr. West briefly reviewed the contents of the Summary Report and indicated that comments were request by Oshtemo Township prior to the January 24, 2019 public hearing.

After a brief discussion, a motion was made by Commissioner Schimmel, seconded by Commissioner Pezzoli, to receive the Oshtemo Township Master Plan Update – “Go Green Oshtemo Plan” and convey no comments. The motion was unanimously approved 6-0.

STATEMENT OF CITIZENS/COMMISSIONERS:

None.

7:40 p.m. - The Commission took a short recess.

7:45 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 1

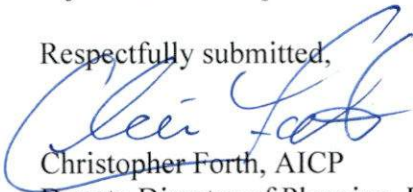
NEW BUSINESS:

1. Planning Commission Training – Public Utility System Overview. Commissioner Corradini and Kendra Gwin, Director of Transportation and Utilities, discussed the City of Portage public utility system. Commissioner Corradini discussed his position with Suez Environmental Services and how the private company contracts with the city for management and operation of the public utility system. Commissioner Corradini and Ms. Gwin reviewed facts/statistics, annual goals and capital improvement program projects pertaining to the 1) Public water system; 2) Sanitary sewer system and 3) Public storm sewer system. The Commission and staff next exchanged questions and answers. At the end of the presentation, the Commission thanked Ms. Gwin and Commissioner Corradini for their time and effort into preparation of the presentation and associated utility system maps.

ADJOURNMENT:

There being no further business to come before the Commission, the regularly scheduled meeting was adjourned at 8:40 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Chris Forth", is written over the typed name.

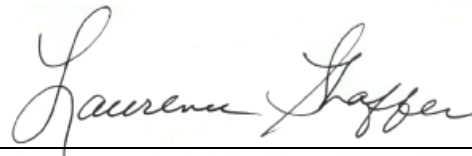
Christopher Forth, AICP
Deputy Director of Planning, Development and Neighborhood Services

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MATERIALS TRANSMITTED

Tuesday, January 8, 2019

1. Communication from the City Manager regarding the December, 2018 Monthly Financial Report, **Agenda Item A.5.** – Information Only
2. Communication from the City Manager regarding the email from Sandra Johnson-Bradford, **Agenda Item D.1** – Information Only



Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Monthly Financial Report

SUPPORTING PERSONNEL: Bill Furry, Finance Director

Prudent practices require that the governing body be periodically apprised of the ongoing financial status of city operations. Attached is a report of revenue and expenditure levels as compared to budget for the most recently completed month.

Attachments: 1. December 2018 Financial Report

1/3/2019

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 12/31/2018

FUND	DESCRIPTION	ORIGINAL BUDGET	2018-19 AMENDED BUDGET	2018-19 ACTIVITY	Percent of Amended Collected/Used
REVENUES					
	Totals for dept 0000 -	23,254,733	23,254,733	19,251,618	83%
	Totals for dept 1501 - District Court	70,000	70,000	35,000	50%
	Totals for dept 1720 - City Manager	500	500	0	0%
	Totals for dept 2053 - Finance Treasury	1,000	1,000	1,103	110%
	Totals for dept 2110 - Technology Services	0	0	0	0%
	Totals for dept 2415 - City Clerk	64,400	64,400	108,959	169%
	Totals for dept 2491 - City Clerk Elections	25,000	25,000	0	0%
	Totals for dept 2865 - Parks Maintenance	1,000	1,000	2,193	219%
	Totals for dept 2876 - Cemeteries	55,000	55,000	30,692	56%
	Totals for dept 2877 - Parks & Rec - Parks	66,000	66,000	29,780	45%
	Totals for dept 2878 - Parks & Rec - Kalamazoo In Bloom	0	0	0	0%
	Totals for dept 2882 - Parks & Rec - Team Sports	132,510	132,510	32,992	25%
	Totals for dept 2885 - Parks & Rec - Programs	18,300	18,300	8,797	48%
	Totals for dept 2886 - Parks & Rec - Ramona Park	53,300	53,300	37,142	70%
	Totals for dept 2887 - Parks & Rec - Special Events	61,200	61,200	35,270	58%
	Totals for dept 2888 - Parks & Rec - Millenium Park	49,500	49,500	607	1%
	Totals for dept 3005 - Police Administration	155,700	155,700	115,543	74%
	Totals for dept 3010 - Police Patrol	1,000	1,000	4,220	422%
	Totals for dept 3021 - Police Training-Grant Funded	9,000	9,000	4,926	55%
	Totals for dept 3030 - Police Public Safety Dispatch/ts	31,000	31,000	6,902	22%
	Totals for dept 3035 - Police 911 Cmrs PSAP	40,000	40,000	53,994	135%
	Totals for dept 3050 - Police Drug Law Enforcement	1,000	1,000	0	0%
	Totals for dept 3310 - Fire Admin	1,250	1,250	14	1%
	Totals for dept 3340 - Fire Prevention	900	900	365	41%
	Totals for dept 3710 - Comm Dev Building Services	750,000	750,000	420,752	56%
	Totals for dept 3720 - Comm Dev Planning & Development	50,050	50,050	38,974	78%
	Totals for dept 3730 - Comm Dev Neighborhood Services	193,000	193,000	175,054	91%
	Totals for dept 6720 - Senior Center	157,700	165,900	43,481	26%
	Totals for dept 6721 - Senior Center Trips	300,000	300,000	264,317	88%
	Totals for dept 6722 - Senior Center Activities	15,000	15,000	0	0%
	Totals for dept 6725 - Aging Mastery Program	1,500	1,500	335	22%
TOTAL REVENUES - GENERAL FUND		25,559,543	25,567,743	20,703,030	81%

1/3/2019

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 12/31/2018

FUND	DESCRIPTION	ORIGINAL BUDGET	2018-19 AMENDED BUDGET	2018-19 ACTIVITY	Percent of Amended Collected/Used
EXPENDITURES					
	Totals for dept 1001-City Council	117,300	117,300	39,805	34%
	Totals for dept 1085-City Council-Human Services	164,687	164,687	51,093	31%
	Totals for dept 1501-District Court	63,000	63,000	36,618	58%
	Totals for dept 1720-City Manager	673,471	673,471	268,892	40%
	Totals for dept 2001-Finance Accounting	438,790	438,790	173,720	40%
	Totals for dept 2002-Finance & Budget	295,119	295,119	124,009	42%
	Totals for dept 2053-Finance Treasury	146,176	146,176	74,334	51%
	Totals for dept 2110-MIS	847,043	847,043	453,710	54%
	Totals for dept 2133-MIS Public Information	54,212	54,212	25,303	47%
	Totals for dept 2209-Assessor	467,381	467,381	170,833	37%
	Totals for dept 2247-Assessor Board Of Review	35,135	35,135	9,264	26%
	Totals for dept 2310-Attorney	226,728	226,728	112,860	50%
	Totals for dept 2415-City Clerk	168,291	168,291	69,308	41%
	Totals for dept 2416-City Clerk Records Management	67,302	67,302	28,030	42%
	Totals for dept 2491-City Clerk Elections	192,819	192,819	122,474	64%
	Totals for dept 2610-Human Resources	459,857	459,857	178,959	39%
	Totals for dept 2733-Purchasing	82,523	82,523	36,238	44%
	Totals for dept 2734-Purchasing Risk Management	28,243	28,243	8,665	31%
	Totals for dept 2865-Parks Maintenance	1,246,521	1,246,521	560,051	45%
	Totals for dept 2876-Cemeteries	65,819	65,819	26,218	40%
	Totals for dept 2877-Parks & Rec - Parks	645,690	643,690	252,644	39%
	Totals for dept 2878-Parks & Rec - Kalamazoo In Bloom	8,000	8,000	3,615	45%
	Totals for dept 2880-Parks & Rec Rec - Admin	184,711	186,341	81,081	44%
	Totals for dept 2882-Parks & Rec Rec - Team Sports	57,500	57,000	28,343	50%
	Totals for dept 2885-Parks & Rec - Programs	18,850	19,400	13,063	67%
	Totals for dept 2886-Parks & Rec Rec - Ramona Park	97,062	92,962	55,582	60%
	Totals for dept 2887-Parks & Rec Rec - Special Events	102,200	107,250	76,830	72%
	Totals for dept 2888-Parks & Rec - Ice Rink	93,302	92,672	27,503	30%
	Totals for dept 3005-Police Administration	856,415	856,415	386,093	45%
	Totals for dept 3006-Police Youth Services	494,984	494,984	212,215	43%
	Totals for dept 3007-Police Investigation	692,955	692,955	299,560	43%
	Totals for dept 3010-Police Patrol	5,312,798	5,299,798	2,376,049	45%
	Totals for dept 3020-Police Training	196,900	209,900	44,564	21%
	Totals for dept 3021-Police Training-Grant Funded	9,000	9,000	1,620	18%
	Totals for dept 3030-Police Public Safety Dispatch/ts	960,377	960,377	636,457	66%

1/3/2019

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 12/31/2018

FUND	DESCRIPTION	ORIGINAL BUDGET	2018-19 AMENDED BUDGET	2018-19 ACTIVITY	Percent of Amended Collected/Used
	Totals for dept 3031-Police Emergency Sirens	18,676	18,676	0	0%
	Totals for dept 3035-Police 911 Cmrs PSAP	205,188	205,188	72,103	35%
	Totals for dept 3040-Police Records & PST	473,237	473,237	220,216	47%
	Totals for dept 3050-Police Drug Law Enforcement	315,214	315,214	150,089	48%
	Totals for dept 3065-Police Facility Management	114,800	114,800	25,340	22%
	Totals for dept 3090-Police KCCDA support	756,793	756,793	756,793	100%
	Totals for dept 3310-Fire Admin	669,034	669,034	279,021	42%
	Totals for dept 3320-Fire Operations	4,099,141	4,099,141	1,708,935	42%
	Totals for dept 3330-Fire On Call Firefighters	95,850	95,850	32,043	33%
	Totals for dept 3331-Fire Emergency Operations	4,700	4,700	1,125	24%
	Totals for dept 3340-Fire Prevention	139,383	139,383	55,130	40%
	Totals for dept 3350-Fire Training	189,413	189,413	54,087	29%
	Totals for dept 3365-Fire Facility Management	95,150	95,150	20,782	22%
	Totals for dept 3710-Comm Dev Building Services	532,215	532,215	234,236	44%
	Totals for dept 3720-Comm Dev Planning & Development	314,151	314,151	134,197	43%
	Totals for dept 3730-Comm Dev Neighborhood Services	228,481	228,481	93,465	41%
	Totals for dept 3765-Comm Dev Building Maintenance	218,611	218,611	111,832	51%
	Totals for dept 4210-General Public Services	477,492	477,492	222,974	47%
	Totals for dept 6720-Senior Center	346,415	354,615	147,566	42%
	Totals for dept 6721-Senior Center Trips	310,874	310,874	253,461	82%
	Totals for dept 6725-Aging Mastery Program	1,500	1,500	75	0%
	Totals for dept 6740-Fundraising	0	0	21,511	0%
	Totals for dept 9610-Transfers Out	1,286,338	1,286,338	1,286,338	100%
	TOTAL EXPENDITURES - GENERAL FUND	26,463,817	26,472,017	12,946,922	49%
202	Major Street Fund - Revenues	4,169,800	4,169,800	1,795,521	43%
	Major Street Fund - Expenditures	4,223,030	4,223,030	1,145,311	27%
203	Local Streets Fund - Revenues	1,486,120	1,486,120	653,324	44%
	Local Streets Fund - Expenditures	1,480,456	1,480,456	514,174	35%
204	Municipal Streets Fund - Revenues	1,484,610	1,484,610	1,419,954	96%
	Municipal Streets Fund - Expenditures	1,640,000	1,640,000	0	0%
223	Curbside Recycling - Revenues	680,100	680,100	650,653	96%
	Curbside Recycling - Expenditures	688,081	688,081	271,774	39%

1/3/2019

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 12/31/2018

FUND	DESCRIPTION	ORIGINAL BUDGET	2018-19 AMENDED BUDGET	2018-19 ACTIVITY	Percent of Amended Collected/Used
226	Leaf Pickup/Spring Cleanup - Revenues	744,000	744,000	709,907	95%
	Leaf Pickup/Spring Cleanup - Expenditures	837,813	837,813	269,306	32%
230	CDBG Program Income Fund - Revenues	125,000	125,000	12,694	10%
	CDBG Program Income Fund - Expenditures	125,000	125,000	51,126	41%
252	West Lake Weed Mgmt - Revenues	32,120	32,120	251	1%
	West Lake Weed Mgmt - Expenditures	32,120	32,120	1,500	5%
296	Community Development Block Grant - Rev	210,000	214,000	43,644	20%
	Community Development Block Grant - Exp	210,000	214,000	75,821	35%
298	Cable Television Fund - Revenues	836,000	836,000	385,038	46%
	Cable Television Fund - Expenditures	867,709	867,709	209,868	24%
400	Capital Improvement General - Revenues*	18,578,000	26,200,212	7,535,394	29%
	Capital Improvement General - Expenditures*	18,578,000	31,239,334	9,040,882	29%
490	Capital Improvement Sewer - Revenues*	1,020,000	4,030,000	851,837	21%
	Capital Improvement Sewer - Expenditures*	1,020,000	1,835,695	71,036	4%
491	Capital Improvement Water - Revenues*	1,325,000	6,213,775	0	0%
	Capital Improvement Water - Expenditures*	1,325,000	6,498,610	505,116	8%
590	Sewer Fund - Revenues	9,012,000	9,012,000	5,474,514	61%
	Sewer Fund - Expenditures	7,149,273	7,149,273	2,948,631	41%
591	Water Fund - Revenues	6,719,300	6,719,300	4,443,755	66%
	Water Fund - Expenditures	5,588,159	5,588,159	3,291,168	59%
TOTAL REVENUES - ALL FUNDS **		71,981,593	87,514,780	44,679,516	51%
TOTAL EXPENDITURE - ALL FUNDS **		70,228,458	88,891,297	31,342,635	35%

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

** Debt Service and Internal Service Funds not included.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Email from Sandra Johnson-Bradford RE Hill 'An' Brook and Merryview

SUPPORTING PERSONNEL: Laurence Shaffer, City Manager

Attachments: Sandra Johnson-Bradford email

Council, city manager, and clerk,

I am writing to express my opposition to the installation of curbs and gutters on Hill-an-Brook and Merryview. Following are the points I would like to make.

1. At least one neighbor who signed the initial petition for this project was led to understand by the pro-curb petition bearers, intentionally or unintentionally, that the **total** cost for her would be \$500.
2. Are we assured that no pro-curb petitioner benefits as a contractor or subcontractor on this project? If not, sidewalks and the assignment of a chore and liability to the homeowner can't be far behind.
3. This will not increase the value of my house. Certainly the assessor will claim that it does, but I will just tell potential purchasers to ignore the bathroom (whose renovation I cancelled after receiving the notice of assessment) and go admire the beautiful curb.
4. Many in this neighborhood are retired on fixed incomes. How can we justify usurping more than 4% of a widow's annual Social Security income on a primarily cosmetic purpose?
5. This neighborhood has existed for over 63 years and has managed to thrive without curbs and gutters. What is driving this? Home flipping? Concrete contractors? Obsessive lawn love?
6. The highway noise level for those of us whose backyards are on the south side of our homes has become intolerable as the highway has gotten closer to us, a local religious organization expanded and paved significant areas of former woods, and many residents have removed trees without noise abatement consideration and replanting. Are curbs and gutters going to make this noise problem worse or are they going to solve it?
7. I question the validity of the pro-curb signature at the Residential Opportunities group home.
8. In my view, this is an unnecessary depletion of environmental resources due to the usage and transportation of materials and heavy equipment.

Thank you for your consideration.

Sandra Johnson-Bradford
3029 Hill an Brook Drive