

5:15 p.m. Committee of the Whole regarding Portage Road/Lake Center District Redevelopment.

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Child Abuse Prevention Month

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. Regular Meeting of March 12, 2019.
 - b. Pre-Council of March 25, 2019.
2. Approval of the Accounts Payable Register of March 26, 2019 as presented.
3. Award a construction contract to Lakeland Asphalt Corporation of Springfield, Michigan for the Lovers Lane Improvements in an amount not to exceed \$1,133,642.85 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
4. Approve the Final Preliminary Condominium Subdivision (detailed engineering plans) for Copperleaf Phase IV, 3800 West Milham Avenue.
5. Accept Rezoning Application #18/19-5, 1700 East Centre Avenue, for first reading and set a public hearing for April 23, 2019.
6. Adopt the Notice of Intent Resolution to fund construction of various capital improvements.
7. Minutes of Boards & Commissions:
 - a. Youth Advisory Committee of February 18, 2019.
 - b. Senior Citizen Advisory Board of February 20, 2019.
 - c. Planning Commission of March 7, 2019.
8. Materials Transmitted of March 12, 2019.

B. Petitions and Statements of Citizens:

C. Communications:

1. Calendar of Meetings:
 1. Park Board, Wednesday, April 3, 2019, 6:30 p.m. at Schrier Park.
 2. Human Services Board, Thursday, April 4, 2019, 6:30 p.m. in City Hall Room #1.
 3. Planning Commission, Thursday, April 4, 2019, 7:00 p.m. in Council Chambers.
 4. Zoning Board of Appeals, Monday, April 8, 2019, 7:00 p.m. in Council Chambers.

D. Public Hearings:

E. Regular Business Agenda:

1. Approve a contract in the amount of \$6,030,926 to Hall Builders, LLC to perform general contractor services for construction of Fire Station No. 2 and Retention Basin No. 5 Drainage Improvements, and authorize the City Manager to execute all documents related to the contract on behalf of the city.
 - 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

CHILD ABUSE PREVENTION MONTH

WHEREAS, Child abuse is defined as a parent or caregiver, whether through action or failing to act, causes injury, death, emotional harm or risk of serious harm to a child. There are many forms of child maltreatment, including neglect, physical abuse, sexual abuse, exploitation and emotional abuse; and,

WHEREAS, On average, 16 new cases of child abuse and neglect are reported in Kalamazoo County every day; and,

WHEREAS, The Kalamazoo County Child Abuse and Neglect Prevention Council works to educate our children on personal safety, parents on safe sleep practices, and professionals on recognizing and reporting signs of child abuse and neglect; and,

WHEREAS, The Kalamazoo County Child Abuse and Neglect Prevention Council specializes in multiple programs including Kids are Special, KCAN Family Help Book, and Mandated Reporter Training; and,

WHEREAS, The Kalamazoo Child Abuse and Neglect Prevention Council recognizes the need to be proactive in the prevention of child abuse along with continuously building relationships throughout the county of Kalamazoo;

NOW, THEREFORE, BE IT RESOLVED THAT I, Patricia M. Randall, Mayor of the City of Portage, do hereby proclaim April as Child Abuse Prevention Month in the City of Portage and call upon all citizens, community agencies, faith groups, medical facilities, and businesses to increase their participation in the effort to support families, thereby preventing child abuse and strengthening the community in which we live.

Signed this 26th day of March, 2019

Patricia M. Randall, Mayor

CITY COUNCIL MEETING MINUTES FROM MARCH 12, 2019

The Regular Meeting was called to order by Mayor Randall at 7:05 p.m. The following members were present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Patricia Randall. Councilmember Claudette Reid was 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 recognition of all of the organizations that strive to meet the needs of seniors and citizens with disabilities to address hunger, isolation and other health risks.

Following the moment of silence, members of Boy Scout Troop 244 led the City Council and the audience in reciting the Pledge of Allegiance. Mr. Terry Clare of Troop 244 introduced the scouts who were attending in order to earn their Citizenship in Community merit badge.

PROCLAMATION: At the invitation of Mayor Randall, Mr. Dan Pontius of Senior Services Southwest Michigan read a proclamation in recognition of the 17th Annual March for Meals Month. Mayor Randall issued the proclamation. Mr. Pontius thanked the Mayor and City Council for the proclamation and shared details on the work and successes of Senior Services in the community. He also recognized the volunteers and churches that support the Meals on Wheels program. Mayor Randall thanked Mr. Pontius and Senior Services for their work and support of the Portage Senior Center and for their endorsement of the campaign to build a new Portage Community Senior Center.

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. Item A.11, Election Polling Place Designation, was removed. Motion by Pearson, seconded by Knapp, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 6 to 0.

APPROVAL OF MINUTES: Motion by Pearson, seconded by Knapp, to approve the Regular Meeting Minutes of February 12 (rescheduled to February 26) and February 26, 2019, and Pre-Council of March 11, 2019. Upon a roll call vote, motion carried 6 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF MARCH 12, 2019: Motion by Pearson, seconded by Knapp, to approve the Accounts Payable Register of March 12, 2019. Upon a roll call vote, motion carried 6 to 0.

ENGINEERING SERVICES FOR RECONSTRUCTION OF PORTION OF SOUTH WESTNEDGE AVENUE AND SHAVER ROAD: Motion by Pearson, seconded by Knapp to award a contract to perform engineering services for the reconstruction of South Westnedge Avenue (Shaver Road to Romence Road) and Shaver Road (West Centre Avenue to South Westnedge Avenue) to Abonmarche Consultants, Inc., in the amount not to exceed \$257,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

ENGINEERING SERVICES FOR LOCAL STREETS RECONSTRUCTION: Motion by Pearson, seconded by Knapp to award a contract to perform engineering services to Abonmarche Consultants, Inc., for the 2019 Local Streets Reconstruction Program in an amount not to exceed \$180,550 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

ENGINEERING SERVICES FOR RECONSTRUCTION OF PORTION OF SOUTH WESTNEDGE AVENUE: Motion by Pearson, seconded by Knapp to award a contract to perform engineering services for the reconstruction of South Westnedge Avenue, Trade Centre Way to Kilgore Road, to Williams & Works, Inc., in the amount not to exceed \$127,550 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

ENGINEERING SERVICES FOR RECONSTRUCTION OF PORTION OF EAST CENTRE AVENUE: Motion by Pearson, seconded by Knapp to award a contract to perform engineering services for the reconstruction of East Centre Avenue, Portage Road to Sprinkle Road, to Williams & Works, Inc., in the amount not to exceed \$116,382 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

RAMONA PARK PARKING LOT REPAIRS: Motion by Pearson, seconded by Knapp to accept the low bid in the amount of \$106,810 from Wyoming Asphalt Paving, Incorporated, to provide repairs to the Ramona Park parking lots and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

PLAYGROUND EQUIPMENT AND INSTALLATION: Motion by Pearson, seconded by Knapp to award a contract to Michigan Playgrounds (DBA Midstates Recreation LLC) in the amount of \$77,485, for equipment and installation of play structures at Ramona Park and Haverhill Park, and authorize the City Manager to execute all documents related to these actions on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

STORM SEWER PIPE REPAIR: Motion by Pearson, seconded by Knapp to approve payment in the amount of \$44,400 to Suez Water Environmental Services, Incorporated, for emergency repairs to a collapsed storm sewer pipe on Winters Drive. Upon a roll call vote, motion carried 6 to 0.

KALAMAZOO COUNTY HOUSEHOLD HAZARDOUS WASTE CONTRACT: Motion by Pearson, seconded by Knapp to approve a contract with Kalamazoo County to provide hazardous waste collection services at the Household Hazardous Waste Center for Portage residents for the 2019 calendar year in the amount of \$42,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

PRELIMINARY CONDOMINIUM SUBDIVISION FOR WESTFIELD NORTH: Motion by Pearson, seconded by Knapp to approve the Preliminary Condominium Subdivision for Westfield North, 5700 Alten Street, subject to submittal of detailed engineering plans for streets, utilities and storm water as outlined in the February 18, 2019 Department of Community Development Report. Upon a roll call vote, motion carried 6 to 0.

SETTING OF A COMMITTEE OF THE WHOLE MEETING: Motion by Pearson, seconded by Knapp to set a Committee of the Whole meeting on Tuesday, March 26, 2019 at 5:15 p.m. in City Hall Conference Room #1 for the purpose of discussing Portage Road/Lake Center District Redevelopment. Upon a roll call vote, motion carried 6 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Pearson, seconded by Knapp, to receive the minutes of the Senior Citizen Advisory Board Meeting of January 23, Human Services

Board of February 7, Portage Public Schools Board of Education Organizational Meeting of January 7, Regular Business Meeting of January 21 and Policy Governance Retreat and Work Session of February 11, 2019, and Planning Commission of February 21, 2019. Upon a roll call vote, motion carried 6 to 0.

STATEMENTS OF CITIZENS: Dr. Romeo Phillips, former Councilmember and resident of 1983 Brighton Lane, thanked City Council for their support of the recent annual City of Portage Dr. Martin Luther King, Jr., celebration which was held at the Air Zoo and featured the Mattawan High School Choir and Tuskegee Airman Lt. Col. Alexander Jefferson. Dr. Phillips shared that over 500 people attended the event. Mayor Randall extended accolades to Dr. Phillips for all of his hard work in arranging the event and expressed regret that she was out of town and could not attend. Mayor Pro Tem Pearson thanked Dr. Phillips for his efforts in coordinating an excellent event. Dr. Phillips extended thanks to the City Manager and city staff, in particular Coleea Canders, for their work in supporting and promoting the event.

REGULAR BUSINESS AGENDA:

ELECTION POLLING PLACE DESIGNATION: Mayor Randall deferred to Councilmember Burns who inquired if the precinct changes would alter Kalamazoo County Commission district boundaries. City Clerk Herringa responded that all impacted voters would remain in their current commission district. Mayor Randall commented that the change was being made because the voting population in the existing precinct was nearing the maximum allowed and inquired how voters would be notified. City Clerk Herringa affirmed that the voting population is nearing the maximum and shared that impacted voters will receive multiple notifications prior to the next election. Motion by Burns, seconded by Knapp to adopt the Resolution Designating Polling Places and Rate of Compensation for the November 5, 2019 City General Election and any special elections that may arise in 2019. Upon a roll call vote, motion carried 6 to 0.

COMMUNICATIONS:

CALENDAR OF MEETINGS: Motion by Pearson, seconded by Knapp, to receive the Calendar of Meetings. Upon a voice vote, motion carried 6 to 0.

COUNCIL COMMITTEE REPORTS: Mayor Pro Tem Pearson shared that he, along with Councilmember Knapp, participated in a meeting of the Austin Lake Governmental Lake Board (ALGLB) and shared some information about how such boards operate and that they are responsible for levying assessments for lake improvement projects. He then referenced the aeration project and how it has resulted in muck removal in portions of Austin Lake. He continued by stating that the ALGLB would like to hear from the local lake board and lake residents regarding what to do in the future and that the ALGLB would prefer to act on this feedback before taking next steps.

Mayor Pro Tem Pearson next shared that he attended a meeting of the Finance Committee for the Kalamazoo County Consolidated Dispatch Authority (KCCDA). He reviewed the participants in the KCCDA and shared that the group is working with each other and other units of government in order to figure out a fair, equitable and long-term funding mechanism for the KCCDA.

Councilmember Burns shared that he, along with Mayor Pro Tem Pearson, attended a meeting of the Central County Transportation Authority (CCTA). He shared that, at the meeting, Kalamazoo Public Safety Chief Karianne Thomas provided an update on policing efforts at the Kalamazoo Transit Center. Councilmember Burns explained that the CCTA has a contract with the Kalamazoo Department of Public Safety (KDPS) to have an officer assigned to the Transit Center. He

continued by sharing that the CCTA will be evaluating the relationship with KDPS in an effort to enhance safety at the Transit Center. Councilmember Burns closed by sharing that several buses were purchased and an annual report regarding system expenses and statistics was reviewed.

Councilmember Knapp shared that a meeting of the Community Senior Center Cabinet was held and the meetings routinely have great participation. She stated that a focus of the group is on fundraising for the proposed Community Senior Center with an emphasis on corporate and personal donations. She continued by stating that grants from various foundations are also in the process of being sought. Mayor Pro Tem Pearson commented that the cabinet is composed of 31 distinguished members of the community. Mayor Randall commented that the meetings are energizing and expressed optimism that the fundraising goals will be met.

Motion by Ford, seconded by Burns, to receive the Council Committee Reports. Upon a voice vote, motion carried 6 to 0.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Urban expressed regret that he was unable to attend the Martin Luther King, Jr., event due to a family emergency.

Councilmember Knapp expressed appreciation for Dr. Phillips and his efforts regarding the Dr. Martin Luther King, Jr. event and also thanked city staff, the Youth Advisory Committee and the Air Zoo for their support of the event. She concluded by complimenting the Mattawan choir and for the successful evening.

Councilmember Burns also complimented the event and shared that it was great to hear such stories from a 97-year-old American hero, Lt. Colonel Alexander Jefferson. He commented that he appreciated the lessons offered by Lt. Colonel Jefferson and the unique opportunity afforded to Portage residents to meet a Tuskegee Airman. Mr. Burns concluded by commenting on the frightening shooting that occurred earlier in the day in the City of Kalamazoo and expressed gratitude and thanks to the Portage Department of Public Safety.

Councilmember Ford shared that he attended the event at the Air Zoo and commented on the wit of Lt. Colonel Jefferson. Mr. Ford commented on recent windstorms and the associated loss of power. He commented that, as roads are reconstructed, the city should look into working with Consumers Energy on the undergrounding of utilities.

City Manager Shaffer shared that he and city staff would be meeting with residents of the Black Forest Drive neighborhood who have been impacted by flooding in their homes. He shared that residents would be learning the results of a city-initiated study into the situation and reviewing possible solutions.

Mayor Pro Tem Pearson complimented Dr. Phillips and shared that, at the event, attendees were able to experience living history and heard about Lt. Colonel Jefferson's experience in training, combat, being a prisoner-of-war, discrimination, and lessons he gave to students while a high school teacher. He concluded by stating that the event was a great success and experience.

Mayor Randall shared that the Board of Review is currently meeting and that, at this point, only 17 appointments have been scheduled which is a dramatic reduction from just a few years ago. She complimented City Manager Shaffer and the Office of the City Assessor for their efforts. Next, in light of the shooting earlier in the day in Kalamazoo, she stated that her heart goes out to those involved in the tragedy and she thanked the Portage Department of Public Safety for the work they do to keep Portage safe. Finally, Mayor Randall encouraged residents to support the upcoming Kalamazoo County Walk to End Homelessness. She shared that Councilmember Burns has put together a team of councilmembers and other friends to participate. She stated that the fundraising goal is \$90,000 and encouraged donations. She concluded by expressing optimism that spring is arriving and a transition can soon be made from snow shovels and plows to lawnmowers.

ADJOURNMENT: Mayor Randall adjourned the meeting at 7:37 p.m.

Adam Herringa, City Clerk

DRAFT

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF MARCH 25, 2019**

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

Mayor Randall inquired if someone would be present to receive the proclamation. City Clerk Herringa responded in the affirmative.

With regard to Item A.3, Construction of Fire Station No. 2, Councilmember Knapp noted that this topic was a subject of a Committee of the Whole (COW) meeting last year. She indicated that it was her understanding that the topic would again be the subject of a second COW Meeting at which a new and less costly fire station would be presented. She inquired as to the changes made to reduce the cost of the fire station and whether her understanding of a second COW meeting on the topic was incorrect. Deputy City Manager Boulis stated that he was unaware that a second COW meeting was anticipated and that a quarter of a million dollars had been reduced from the original proposed cost. Councilmember Knapp inquired about taking out larger elements of the proposed fire station and/or deferring some construction.

Councilmember Burns stated his understanding that additional information regarding the project and potential cost reductions would have been presented prior to being asked to vote on the project at a Regular Meeting. He inquired about any anticipated costs savings by moving training elements in-house vs. using Kalamazoo County facilities. He asked that more detail regarding the project be provided prior to City Council voting on the matter.

Deputy City Manager Boulis stated that information on what has changed from the original proposal discussed at last year's COW meeting would be provided. He pointed out that one consideration is comparing the cost of making additional changes to the proposed designed vs. starting over and redesigning the facility.

Councilmember Knapp stated that she would have preferred notice that this topic would be on the agenda and reiterated her desire for more information. She compared the information received by City Council on the planned Community Senior Center to the proposed Fire Station No. 2.

Mayor Pro Tem Pearson questioned whether the proposed training tower was necessary and asked for a comparison between the cost of the tower vs. staff using other existing facilities in Kalamazoo County for training. Mayor Pro Tem Pearson asked that additional information be provided related to alternates of the proposal. He next inquired if architectural design features had been modified.

Mayor Randall expressed surprise that this item was on the agenda and suggested that it be removed and a COW meeting scheduled on the topic. Mayor Randall asked that a breakdown related to overtime costs and sending staff to Kalamazoo County facilities for

training be provided. She asked that City Council be provided with the minutes from the COW meeting at which the fire station was discussed. She stated that she would like an opportunity for City Council to ask and have questions answered before voting on the project.

Councilmember Ford inquired if the City had issued any bonds related to construction of the fire station. Deputy City Manager Boulis responded in the negative. Mr. Ford asked for the opportunity to discuss the project more diligently but stated that he is torn between revisiting the design of the station and related costs vs. pursuing what has been presented. Mr. Boulis referenced the funding that has been identified for the fire station in the Capital Improvement Program and pointed out that, with a redesign, costs will change. Mayor Pro Tem Pearson commented that the increased costs for the fire station included in the CIP were not highlighted by City Administration in last year's budget review sessions and never discussed by City Council.

With regard to Item A.4, Lovers Lane Improvement, Councilmember Ford noted that Consumers Energy had installed numerous utility poles in the planned project area and wondered whether any would have to be moved for the road project. Mr. Boulis commented that the poles and utilities are to service the new Stryker facility and power is being provided via utilities on the west side of Lovers Lane. Mayor Randall inquired if consideration had been given to undergrounding utilities as part of the road improvement and how much such undergrounding would cost. Mr. Boulis responded that, to his understanding, the undergrounding of utilities was not studied as part of this project. He speculated that it would be too late to add but would inquire and get an approximation of cost. Mayor Randall inquired if State of Michigan funding was being utilized for this project and Mr. Boulis responded in the affirmative. Mayor Randall also inquired, should undergrounding of utilities be incorporated in the project, what the delay would be.

With regard to Item A.7, CIP Funding Resolution, Mayor Pro Tem Pearson pointed out that the item authorized the city to take on \$6.5 million in debt. He noted that he sees the list of projects but inquired as to how much debt is being added directly or indirectly due to the cost of the fire station. Mr. Boulis confirmed that the city will be taking on debt and speculated that \$2 to \$3 million is as a result of the proposed fire station. He stated that he would work to get more specific numbers.

Councilmember Knapp inquired if the added debt was for the current fiscal year budget or next year's. Mr. Boulis stated that it was for the current fiscal year. Mr. Boulis then pointed out there is some urgency to getting the Resolution authorized and pointed to a June 30th deadline and 45-day notice requirement. Councilmember Knapp commented that she did not anticipate increasing our debt in the current fiscal year budget and inquired if this increase was included in the FY 2018-2019 budget. Mr. Boulis responded that the increase was included in the CIP. He continued by stating that the city makes every effort to pay for projects with cash and surplus funds. In this instance, Mr. Boulis stated, the 4% increase is due to an increase in capital expenditures.

Councilmember Burns noted the time required to get the bonds to market and that city administration would like to get this item on the agenda. He inquired if the city makes notice, whether there is an obligation to pursue the full amount or if the city can come in below the \$6.5 million. Mr. Boulis stated that, to his understanding, the city can come in lower.

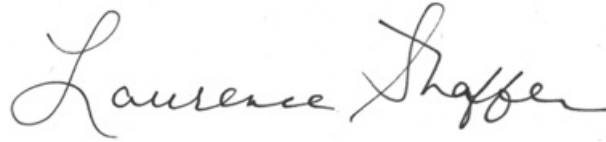
Mayor Randall pointed out that there are at least 90 days until June 30. She asked whether this topic could be included in the upcoming Budget Review Sessions. Mayor Randall noted that the increase in debt is counter to the recent efforts of City Council and would appreciate a thorough discussion on the matter. Mr. Boulis stated that he would research and respond on the dates and deadlines related to this item. Mayor Randall next inquired if, by increasing our debt, there would be an impact on the city's bond rating.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:32 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 March 26, 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 March 3, 2019 through March 17, 2019 and notes \$517,915.57 in automated clearing house payments, \$604,789.15 in paper checks and \$121,088.10 in auto-pay payments for a grand total of \$1,243,792.82.

FUNDING: N/A

Attachments: 1. Accounts Payable Register of 3-26-2019

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/3/2019 To: 3/17/2019

Check Type: ACH Transactions

Check Date	Check	Vendor Name	Description	Amount
03/04/2019	10504(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	89,390.20
03/04/2019	10505(A)	ALL-TRONICS, INC.	FIRE ALRM MONITORING	81.00
03/04/2019	10506(A)	BLUESTONE PSYCH	EVALUATION	465.00
03/04/2019	10507(A)	C D W GOVERNMENT, INC.	ADOBE PRO LICNESE	748.60
03/04/2019	10508(A)	CROWN TROPHY	RECOGNITION SUPPLIES	16.62
03/04/2019	10509(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	SPECIALTY TRAILER	2,782.78
03/04/2019	10510(A)	ETNA SUPPLY, INC.	SUPPLIES - PARKS DIV	157.36
03/04/2019	10511(A)	FARM N GARDEN	SPLIT RAIL FENCE	237.87
03/04/2019	10512(A)	FURRY, WILLIAM	ONLINE PMT TEST RFND	5.00
03/04/2019	10513(A)	GORDON WATER SYSTEMS	WATER SERVICE	203.25
03/04/2019	10514(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY CONTRIBUTIONS	360.00
03/04/2019	10515(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL	318.00
03/04/2019	10516(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	8,828.67
03/04/2019	10517(A)	HI-TECH ELECTRIC CO.	LABOR AND MATERIALS	613.45
03/04/2019	10518(A)	INDUSCO SUPPLY CO., INC.	RESTROOM SUPPLIES	186.27
03/04/2019	10519(A)	LANDS END	UNIFORMS	175.92
03/04/2019	10520(A)	MEEKHOF TIRE SALES & SERVICE INC.	FIRE APPARATUS MAINT	308.55
03/04/2019	10521(A)	MEJEUR ELECTRIC LLC	ELECTRICAL SERVICES	6,000.00
03/04/2019	10522(A)	MICHIGAN OFFICE ENVIRONMENTS	OFFICE FURNITURE	2,505.38
03/04/2019	10523(A)	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY	285.40
03/04/2019	10524(A)	MYERS, JAMES	POWER DMS CONF	36.58
03/04/2019	10525(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEES	26,363.38
03/04/2019	10527(A)	PEOPLEFACTS, LLC	EMPLOYEE BACKGROUND	5.95
03/04/2019	10528(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	3,261.61
03/04/2019	10529(A)	PORTAGE FIREFIGHTERS	IAFF UNION DUES	1,860.00
03/04/2019	10530(A)	PORTAGE ON-CALL FIREFIGHTERS	ON CALL DUES	30.00
03/04/2019	10531(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA DUES	588.00
03/04/2019	10532(A)	R W LAPINE INC.	HVAC ON-CALL SERVICE	4,819.82
03/04/2019	10533(A)	REFRIGERATION SERVICES	CHILLER MAINTENANCE	500.00
03/04/2019	10534(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	484.42

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/3/2019 To: 3/17/2019

Check Date	Check	Vendor Name	Description	Amount
03/04/2019	10535(A)	SAFETY SERVICES, INC.	HI-VIZ CLOTHING	218.52
03/04/2019	10536(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL REPAIR	4,403.00
03/04/2019	10537(A)	SUEZ WATER ENVIRONMENTAL SERVICES	WATER METERS	5,091.94
03/04/2019	10538(A)	TECHNOLOGY SOLUTIONS	LEGACY DATA PROJECT	1,937.50
03/04/2019	10539(A)	TOO CLEAN JANITORIAL	CLEANING MAINTENANCE	760.00
03/04/2019	10540(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW DUES	426.18
03/04/2019	10541(A)	VANCE OUTDOORS, INC.	AMMO	1,448.65
03/04/2019	10542(A)	VANDENBRINK, BRIAN	POWER DMS CONFERENCE	70.85
03/04/2019	10543(A)	WARNER NORCROSS & JUDD LLP	LEGAL FEES & RETAINER	4,551.67
03/04/2019	10544(A)	WINGFOOT COMMERCIAL TIRE	FIRE APPARATUS MAINT	737.44
03/04/2019	10545(A)	WOLVERINE LAWN SERVICE, INC.	SNOW SERVICES	272.00
03/08/2019	10546(A)	AIRGAS GREAT LAKES	SHOP MAINTENANCE	73.36
03/08/2019	10547(A)	ALL CITY MANAGEMENT SERVICES, INC.	SCHOOL CROSSING GUARDS	3,232.74
03/08/2019	10548(A)	ANALYTICAL TESTING & CONSULTIN	CDBG NIETO 4610 LEXINGTON	900.00
03/08/2019	10549(A)	APPROVED PROTECTION SYSTEMS	FIRE PREVENTION SUPP	2,464.50
03/08/2019	10550(A)	BATTERIES PLUS	LIGHT BULBS	134.25
03/08/2019	10551(A)	BELL EQUIPMENT COMPANY	TRACKLESS PLOW REPAIR	1,062.84
03/08/2019	10552(A)	BLUESTONE PSYCH	EVALUATION	3,330.00
03/08/2019	10553(A)	BURLESON, KEVIN	EVIDENCE TECHNICIAN	450.00
03/08/2019	10554(A)	BYHOLT INC.	SN2 SAND	2,312.39
03/08/2019	10555(A)	C M P DISTRIBUTORS, INC.	24 CASES OF AMMO	4,192.00
03/08/2019	10556(A)	C T S TELECOM, INC.	TELEPHONE SERVICE	3,028.56
03/08/2019	10557(A)	CHARTER COMMUNICATIONS	CABLE TV	611.34
03/08/2019	10558(A)	CLARK, RONALD	EMPLOYEE TRAINING	45.00
03/08/2019	10559(A)	CLEANIT CORP	CARWASHES	75.98
03/08/2019	10560(A)	COLLIER, MICHAEL	EMPLOYEE TRAINING	89.09
03/08/2019	10561(A)	DIESEL INJECTION SERVICE, LLC	TURBO FOR 234	845.85
03/08/2019	10562(A)	EKLOV, ERICA	STUDENT MAYOR & COUN	181.10
03/08/2019	10563(A)	ENGINEERED PROTECTION SYSTEMS, INC.	HAYLOFT FIRE & ALARM	2,802.20
03/08/2019	10564(A)	EXTREME POWER EQUIPMENT, INC.	F250 BOSS PLOW	6,021.67
03/08/2019	10565(A)	FERGUSON WATERWORKS #3386	METER READING EQUIPM	2,568.80
03/08/2019	10566(A)	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	1,217.24

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/3/2019 To: 3/17/2019

Page 3 of 9

Check Date	Check	Vendor Name	Description	Amount
03/08/2019	10567(A)	FIRE SERVICE MANAGEMENT	FIRE PPE CLEANING	2,200.16
03/08/2019	10568(A)	GLOBAL EQUIPMENT CO., INC.	SHOP MAINTENANCE	4,597.00
03/08/2019	10569(A)	GORDON WATER SYSTEMS	WATER COOLER COFFEE	129.25
03/08/2019	10570(A)	GRAHAM FORESTRY SERVICE, INC.	CONSULTANT FORESTRY	384.00
03/08/2019	10571(A)	GREAT LAKES CHLORIDE, INC.	BOOST	5,363.81
03/08/2019	10572(A)	GRIFFIN PEST SOLUTIONS, INC.	FIRE FACILITY MAINT.	58.00
03/08/2019	10573(A)	JACK DOHENY SUPPLIES INC.	VACTOR MAINTENANCE	2,418.00
03/08/2019	10574(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE RESTROOMS	490.00
03/08/2019	10575(A)	KAHN, WILMA	PROGRAM INSTRUCTOR	198.00
03/08/2019	10576(A)	KEHOE, EDWARD J	PROGRAM INSTRUCTOR	375.00
03/08/2019	10577(A)	KUSHNER & COMPANY, INC.	COBRA & FSA	367.18
03/08/2019	10578(A)	LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	1,557.24
03/08/2019	10579(A)	MALL CITY MECHANICAL	FIRE FACILITY MAINT.	541.40
03/08/2019	10580(A)	MARANA GROUP	METER PLUS	273.00
03/08/2019	10581(A)	MATERIALS RESOURCES	GAS MASK CARTRIDGES	1,306.25
03/08/2019	10582(A)	MENARDS, INC	CELERY FLATS PROJECT	145.81
03/08/2019	10583(A)	MYERS, JAMES	EMPLOYEE TRAINING	73.26
03/08/2019	10584(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	215.00
03/08/2019	10585(A)	ONE WAY PRODUCTS	PCBP PROJECT	3,341.81
03/08/2019	10586(A)	PCM SALES, INC.	THINKCENTRE M715Q	539.25
03/08/2019	10587(A)	PECKELS, CHRISTINE	PROGRAM INSTRUCTOR	180.00
03/08/2019	10588(A)	PEOPLEFACTS, LLC	EMPLOYEE BACKGROUND	16.67
03/08/2019	10589(A)	PERCEPTIVE CONTROLS, INC.	TURBIDITY METER	17,427.00
03/08/2019	10590(A)	R W LAPINE INC.	HVAC ON-CALL SERVICE	1,947.38
03/08/2019	10591(A)	SECANT TECHNOLOGIES	FIBER TIE CABLE	7,944.00
03/08/2019	10592(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL MAINT	298.00
03/08/2019	10593(A)	SNELL, DEBRA	PROGRAM INSTRUCTOR	192.00
03/08/2019	10594(A)	SOS TECHNOLOGIES	FIRE EMS SUPPLIES	840.00
03/08/2019	10595(A)	SUEZ WATER ENVIRONMENTAL SERVICES	DEWATERING SERVICES	12,093.50
03/08/2019	10596(A)	SYNERGISTIC ONLINE SOLUTIONS	HARDWARE MAINTENANCE	1,840.00
03/08/2019	10597(A)	UNIFIRST CORPORATION	CARPET RUNNER RENTAL	174.36
03/08/2019	10598(A)	WINGFOOT COMMERCIAL TIRE	FIRE APPARATUS MAINT	3,028.79

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/3/2019 To: 3/17/2019

Check Date	Check	Vendor Name	Description	Amount
03/08/2019	10599(A)	WOLVERINE LAWN SERVICE, INC.	SNOW PLOWING	93.00
03/08/2019	10600(A)	WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE	1,077.10
03/08/2019	10601(A)	EKLOV, ERICA	YOUTH ADVISORY	51.27
03/08/2019	10602(A)	GABRIELLI, CARLIN	EVIDENCE TECHNICIAN	450.00
03/08/2019	10603(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE RESTROOMS	70.00
03/15/2019	10604(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	450.00
03/15/2019	10605(A)	AIRGAS GREAT LAKES	SHOP MAINTENANCE	73.36
03/15/2019	10606(A)	ALL CITY MANAGEMENT SERVICES, INC.	SCHOOL CROSSING GUARDS	2,600.64
03/15/2019	10607(A)	APOLLO FIRE EQUIPMENT COMPANY	FIRE OPS SUPPLIES	138.94
03/15/2019	10608(A)	BATTERIES PLUS	LIGHT BULBS FOR CITY	107.40
03/15/2019	10609(A)	BEST WAY DISPOSAL, INC.	18/19 CURBSIDE RECYCLING	50,219.52
03/15/2019	10610(A)	BLUE CARE NETWORK-GREAT LAKES	BCN INSURANCE - 2018	128,838.35
03/15/2019	10611(A)	BYHOLT INC.	2NS SAND DELIVERY	768.01
03/15/2019	10612(A)	C T S TELECOM, INC.	TS DEDICATED FIBER	325.00
03/15/2019	10613(A)	CARLETON EQUIPMENT CO.	EQUIPMENT SERVICES	658.61
03/15/2019	10614(A)	CLEANIT CORP	CAR WASHES 2018/19	216.99
03/15/2019	10615(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC MATERIALS	921.27
03/15/2019	10616(A)	DOUGLASS SAFETY SYSTEMS LLC	FIRE UNIFORMS	1,469.83
03/15/2019	10617(A)	ENGINEERED PROTECTION SYSTEMS, INC.	ELIASON TRAIL HEAD	949.34
03/15/2019	10618(A)	ETNA SUPPLY, INC.	SUPPLIES - PARKS DIV	145.00
03/15/2019	10619(A)	GORDON WATER SYSTEMS	WATER SERVICE	157.60
03/15/2019	10620(A)	GRIFFIN PEST SOLUTIONS, INC.	YEARLY SERVICE	187.00
03/15/2019	10621(A)	HENSON, DEREK	FIRE MARSHAL MEMBERS	125.00
03/15/2019	10622(A)	HOWARD PRINTING	FISCAL YEAR 2018-2019	2,816.00
03/15/2019	10623(A)	HURLEY & STEWART, LLC	2018 STORM DRAINAGE	9,253.62
03/15/2019	10624(A)	IP CONSULTING, INC.	SERVICES OVER BLOCK	75.00
03/15/2019	10625(A)	LANDS END	UNIFORMS FOR RECORDS	23.97
03/15/2019	10626(A)	LEWIS PAPER PLACE, INC.	COPY PAPER	1,388.75
03/15/2019	10627(A)	MATERIALS RESOURCES	MISC SUPPLIES	78.30
03/15/2019	10628(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE	134.21
03/15/2019	10629(A)	MEEKHOF TIRE SALES & SERVICE INC.	TIRES AND SERVICES	321.62
03/15/2019	10630(A)	MICROSYSTEMS, INC.	MICROFILM SCANNING	8,005.85

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/3/2019 To: 3/17/2019

Page 5 of 9

Check Date	Check	Vendor Name	Description	Amount
03/15/2019	10631(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEES	7,488.07
03/15/2019	10632(A)	PERCEPTIVE CONTROLS, INC.	ANNUAL SCADA SOFTWARE	8,483.79
03/15/2019	10633(A)	POWERDMS, INC.	ANNUAL POWER DMS	250.00
03/15/2019	10634(A)	PROFESSIONAL BUILDING SERVICES LLC	JANITORIAL SERVICES	4,266.77
03/15/2019	10635(A)	R W LAPINE INC.	PLUMBING INSTALLATION	5,314.50
03/15/2019	10636(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	116.67
03/15/2019	10637(A)	ROE-COMM, INC.	REPL/REPAIR RADIOS	114.00
03/15/2019	10638(A)	S B F ENTERPRISES, INC.	UTILITY BILL PRINTING	736.66
03/15/2019	10639(A)	SAFETY SERVICES, INC.	AIR DETECTOR MAINT	180.59
03/15/2019	10640(A)	SOS TECHNOLOGIES	FIRE EMS SUPPLIES	30.45
03/15/2019	10641(A)	SUEZ WATER ENVIRONMENTAL SERVICES	HYDRANT REPAIR	710.36
03/15/2019	10642(A)	VANDERVEEN, LAUREN	EMPLOYEE REIMBURSEMENT	93.61
03/15/2019	10643(A)	XEROX CORPORATION	FEB PAYMENT	208.69
Total ACH Transactions:				517,915.57

Check Type: Paper Checks

03/06/2019	309107	STATE OF MICHIGAN (MDEQ)	RAMONA PARK WETLANDS	500.00
03/08/2019	309108	AAA SLING & INDUSTRIAL SUPPLY	RECOVERY STRAPS	823.00
03/08/2019	309109	ADP, INC.	PAYROLL SERVICE	3,100.00
03/08/2019	309110	BECKLAR, ALLAN/LAURA	UB REFUND	69.96
03/08/2019	309111	BLUEBEAM, INC.	FIRE SOFTWARE	745.00
03/08/2019	309112	BRUCE'S TRUCK & AUTO ACCESSORIES	RHINO LINING SERVICE	2,400.00
03/08/2019	309113	C T ELECTRICAL SERVICES, INC.	SEWER REPAIR PARTS	523.98
03/08/2019	309114	CALHOUN 10TH DISTRICT COURT	BAIL BOND	100.00
03/08/2019	309115	CALHOUN 10TH DISTRICT COURT	BAIL BOND	100.00
03/08/2019	309116	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	25.20
03/08/2019	309117	CARTRIDGE WORLD	INK CARTRIDGES	121.15
03/08/2019	309118	CASINO TOURS AND CHARTERS, INC.	PROGRAM PAYMENT	132.00
03/08/2019	309119	CHAPIN SERVICES, LLC	TREE REMOVAL SERVICE	300.00
03/08/2019	309120	CHICAGO TITLE OF MI	OVERPAYMENT REFUND	64.76
03/08/2019	309121	CINTAS CORP.	UNIFORM RENTAL	7.13
03/08/2019	309122	CORNERSTONE OFFICE SYSTEMS	TOUCH SCREEN REPLACEMENT	703.69

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/3/2019 To: 3/17/2019

Page 6 of 9

Check Date	Check	Vendor Name	Description	Amount
03/08/2019	309123	COSTAR REALTY INFORMATION, INC.	COSTAR REALTY BLANKET	351.42
03/08/2019	309124	DAVE'S CONCRETE PRODUCTS, INC.	SHOP DRAINAGE	805.00
03/08/2019	309125	DAVID RICE	EMPLOYEE TRAINING	750.00
03/08/2019	309126	DENNY'S SAW CRIB	CHAINSAW REPAIRS	146.05
03/08/2019	309127	DENNY'S SAW CRIB	CHAINSAW REPAIRS	458.00
03/08/2019	309128	EASTERN MICHIGAN UNIVERSITY	FIRE OPS TRAINING	3,250.00
03/08/2019	309129	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE REPAIR	375.68
03/08/2019	309130	ENGINEERING SUPPLY & IMAGING	PAPER FOR KIP	74.05
03/08/2019	309131	FIRE DEPARTMENT TRAINING NETWORK	FIRE OPS TRAINING	750.00
03/08/2019	309132	FRED PRYOR SEMINARS/CAREERTRACK	EXCEL TRAINING	79.00
03/08/2019	309133	HALT FIRE, INC.	FIRE APPARATUS MAINT	3,357.28
03/08/2019	309134	HOME DEPOT	MISC BUILDING SUPPLIES	1,779.84
03/08/2019	309136	HUNTINGTON NATIONAL BANK	CD 12 MONTHS @ 2.4%	250,000.00
03/08/2019	309137	INT'L PUBLIC MGT ASSOC FOR HR	SERGEANT TESTING	213.75
03/08/2019	309138	KAL COUNTY FIRE CHIEFS ASSOC.	FIRE OPS TRAINING	25.00
03/08/2019	309139	KALAMAZOO NATURE CENTER, INC.	KNC NATURE PROGRAM	200.00
03/08/2019	309140	KATHERINE KINGSBURY	SCHRIER RENTAL DEPOS	150.00
03/08/2019	309141	KITCHEN & KEYS BY L42	CATERING FOR VDAY	600.00
03/08/2019	309142	KNAPHEIDE TRUCK EQUIPMENT FLINT	ELECTRIC LOCKS	2,468.40
03/08/2019	309143	LIFE SCAN WELLNESS CENTERS	FIRE ANNUAL PHYSICAL	19,575.00
03/08/2019	309144	LOCKWOOD, SHARON	TRIP REFUND	130.00
03/08/2019	309145	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	145.00
03/08/2019	309146	MI ASSOC. OF CHIEFS OF POLICE	MACP MEMBERSHIP 2019	100.00
03/08/2019	309147	MICHIGAN ELECTION RESOURCES, LLC	RE-STOCK OF QVF CARD	670.00
03/08/2019	309148	MOSES FIRE EQUIPMENT, INC.	FIRE APPARATUS MAINT	1,095.00
03/08/2019	309149	NASON, RICK	FIRE OPS TRAINING	597.34
03/08/2019	309150	NATIONS TITLE AGENCY OF MI	OVERPAYMENT REFUND	53.98
03/08/2019	309151	NELSON'S HARDWARE	MAILBOXES	2,560.00
03/08/2019	309152	O'REILLY AUTO PARTS	MAINTENANCE SUPPLIES	802.23
03/08/2019	309153	OCKERMAN, JOAN	TRIP REFUND	200.00
03/08/2019	309154	OFFICE DEPOT, INC.	OFFICE SUPPLIES	2,243.27
03/08/2019	309156	PATRICIA SITLINGTON	JOB ADVERTISING	350.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/3/2019 To: 3/17/2019

Page 7 of 9

Check Date	Check	Vendor Name	Description	Amount
03/08/2019	309157	PENNWELL CORPORATION/FDIC 2019	FIRE TRAINING	606.95
03/08/2019	309158	PENNWELL CORPORATION/FDIC 2019	FIRE TRAINING	2,513.90
03/08/2019	309159	POJETA, RICHARD & PATRICIA	TRIP REFUND	400.00
03/08/2019	309160	QUALIFICATION TARGETS, INC.	TARGETS	261.52
03/08/2019	309161	RATHCO SAFETY SUPPLY, INC.	SIGNS AND MATERIALS	140.40
03/08/2019	309162	SARAH MUNN	STUART MANOR DEPOSIT	150.00
03/08/2019	309163	SCHMIDT, ERNEST	PROGRAM REFUND	30.00
03/08/2019	309164	SHAUN HUGHES	FIRE UNIFORMS	220.00
03/08/2019	309165	SHI INTERNATIONAL CORP.	FIRE TECHNOLOGY	6,271.00
03/08/2019	309166	SPC SPECIALTY PRODUCTS, LLC	PATCHING MATERIAL	1,620.00
03/08/2019	309167	ST JOSEPH COURT	BAIL BOND	100.00
03/08/2019	309168	STATE OF MICHIGAN (MDEQ)	2019 STORM WATER FEE	4,000.00
03/08/2019	309169	STATE OF MICHIGAN (MGT & BUDGE	2019 MEMBERSHIP FEE	230.00
03/08/2019	309170	STATE SYSTEMS RADIO, INC	PORTABLE RADIO REPAIR	1,806.71
03/08/2019	309171	THAYER, GLENNA	PROGRAM REFUND	42.00
03/08/2019	309172	THAYER, GLENNA	TRIP REFUND	105.00
03/08/2019	309173	TRACTOR SUPPLY CORP.	SUPPLIES	257.38
03/08/2019	309174	ULINE, INC.	MISC PROPERTY SUPPLIES	1,182.78
03/08/2019	309175	UNITED PARCEL SERVICE	WEEKLY DELIVERY	19.52
03/08/2019	309176	VERIZON WIRELESS SERVICES, LLC	CELL PHONES	2,836.72
03/08/2019	309177	WINTER EQUIPMENT COMPANY, INC.	WING SHOES	3,795.66
03/08/2019	309178	ELKANTAR, GHANDI	DAMAGED MAILBOX REIM	44.00
03/08/2019	309179	KESSAK, JERIMIA	DAMAGED MAILBOX REIM	44.00
03/08/2019	309180	MCDA	MCDA MEMBERSHIP FOR	100.00
03/08/2019	309181	MCDA	MCDA TECHNICAL CONF	119.00
03/08/2019	309182	OSMUN, JOAN	DAMAGED MAILBOX REIM	44.00
03/13/2019	309183	FAIR HOUSING CENTER OF SW MICHIGAN	CDBG ANALYSIS	499.98
03/13/2019	309184	METRO TREASURER	MEMBERSHIP	112.50
03/13/2019	309185	U S POSTMASTER	BUSINESS REPLY MAIL	235.00
03/15/2019	309186	A T & T	TELEPHONE SERVICE	11,141.39
03/15/2019	309187	ALLEGRA PRINT & IMAGING	PRINTING SERVICE	254.00
03/15/2019	309188	AMERICAN OFFICE SOLUTIONS	REPAIR OF SHREDDERS	724.50

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/3/2019 To: 3/17/2019

Check Date	Check	Vendor Name	Description	Amount
03/15/2019	309189	AVI SYSTEMS, INC.	CABLECASTING AND BRO	143,895.79
03/15/2019	309190	BLUE CROSS/BLUE SHIELD OF MICH	BCBSM INSURANCE	66,760.94
03/15/2019	309191	BORLIK, JOHN & DIANE	TRIP REFUND	100.00
03/15/2019	309192	BOWER, RON & LOUISE	TRIP REFUND	206.00
03/15/2019	309193	C T ELECTRICAL SERVICES, INC.	ELECTRICAL SERVICES	3,999.00
03/15/2019	309194	CARTRIDGE WORLD	PRINTER REPLACEMENT	1,549.00
03/15/2019	309195	CHICAGO TITLE	OVERPAYMENT REFUND	41.65
03/15/2019	309196	CHICAGO TITLE	OVERPAYMENT REFUND	112.47
03/15/2019	309197	CINTAS CORP.	UNIFORM RENTAL	176.92
03/15/2019	309198	CITY OF FARMINGTON HILLS	EMPLOYEE TRAINING	150.00
03/15/2019	309199	D L GALLIVAN INC.	COPY MACHINE USAGE	48.74
03/15/2019	309200	DAN WOOD CO (MECH)	BOND REFUND	60.00
03/15/2019	309201	DEER CONTRACTING	RETURN OF BID BOND	2,736.76
03/15/2019	309202	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	1,086.35
03/15/2019	309203	FLETCHER ENTERPRISES	PAINTING & PATCHING	3,388.00
03/15/2019	309204	GOLDEN WEST INDUSTRIAL SUPPLY, INC.	FLASHLIGHTS	200.00
03/15/2019	309205	HOME DEPOT	RANGER SUPPLIES	127.01
03/15/2019	309206	KAL COUNTY FIRE CHIEFS ASSOC.	FIRE OPS TRAINING	25.00
03/15/2019	309207	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES FEB	452.50
03/15/2019	309208	KALAMAZOO OIL COMPANY	FUEL FOR SMALL EQUIP	155.38
03/15/2019	309209	KENT COUNTY DPW	RED MED/DRUG/WASTE	90.00
03/15/2019	309210	LANGUAGE LINE, INC	LANGUAGE LINE USAGE	138.47
03/15/2019	309211	LANSING COMMUNITY COLLEGE	SEMESTER COLLEGE FEE	7,620.00
03/15/2019	309212	LOEBIG, ELIZABETH	EMPLOYEE TRAINING	229.00
03/15/2019	309213	MAPLE LAKE BUILDERS LLC	RETURN OF BID BOND	1,697.00
03/15/2019	309214	MCDONALD'S TOWING & RESCUE, INC.	FIRE APPARATUS MAINT	75.00
03/15/2019	309215	MICHIGAN ASSOC. OF PLANNING	WORKSHOP PAYMENT	1,501.95
03/15/2019	309216	MLIVE MEDIA GROUP	FEBRUARY LEGAL NOTICES	1,901.03
03/15/2019	309217	MT. PLEASANT HOSPITALITY, LLC.	LODGING PAYMENT	467.25
03/15/2019	309218	NETWORKFLEET, INC.	GPS SERVICES - FLEET	834.90
03/15/2019	309219	NORTHERN TOOL & EQUIPMENT	FLEET MAINTENANCE	415.81
03/15/2019	309220	OFFICE DEPOT, INC.	OFFICE SUPPLIES	32.74

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/3/2019 To: 3/17/2019

Page 9 of 9

Check Date	Check	Vendor Name	Description	Amount
03/15/2019	309221	PETERMAN CONCRETE CO.	SHOP DRAINAGE	95.45
03/15/2019	309222	PETTY CASH-DEREK HENSON	REPLENISHMENT CHECK	286.51
03/15/2019	309223	RATHCO SAFETY SUPPLY, INC.	SIGNS AND SIGN MATER	150.00
03/15/2019	309224	RTC AGILITY TEST	PUBLIC SAFETY PHYSIC	100.00
03/15/2019	309225	STATE OF MICHIGAN	SOR REGISTRATION FEE	810.00
03/15/2019	309226	STATE OF MICHIGAN (DOT)	WEST CENTRE AVE	8,250.61
03/15/2019	309227	STATE OF MICHIGAN (MGT & BUDGE	RADIO ACTIVATION	250.00
03/15/2019	309228	STEENSMA LAWN & POWER EQUIPMENT	CHAIN SAW	478.29
03/15/2019	309229	SUPERIOR BUSINESS SOLUTIONS	PROMOTIONAL ITEMS	856.89
03/15/2019	309230	SYMPRO INC.	ANNUAL MAINTENANCE	7,476.67
03/15/2019	309231	TIMBER RIDGE SKI AREA	SKI/SNOWBOARD LESSON	1,620.00
03/15/2019	309232	TITLE RESOURCE AGENCY	OVERPAYMENT REFUND	132.00
03/15/2019	309233	USA TODAY	SUBSCRIPTION	29.00
Total Paper Checks:				604,789.15

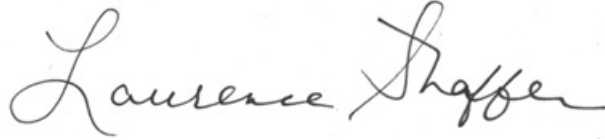
Check Type: Auto-Pay Payments

03/06/2019	7688	CONSUMERS ENERGY	GAS-ELECTRIC	47,105.10
03/11/2019	7697	CONSUMERS ENERGY	GAS-ELECTRIC	10,491.24
03/13/2019	7706	CONSUMERS ENERGY	GAS-ELECTRIC	1,313.20
03/14/2019	7714	CONSUMERS ENERGY	GAS-ELECTRIC	11,864.58
03/15/2019	7674	RANDALL BROWN & ASSOC	MONTHLY RETAINER FEE	18,810.00
03/15/2019	7715	CONSUMERS ENERGY	GAS-ELECTRIC	31,503.98
Total Auto-Pay Payments:				121,088.10

Grand Total: 1,243,792.82

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Lovers Lane Improvements (East Centre Avenue to East Milham Avenue) - Bid Tabulation

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a construction contract to Lakeland Asphalt Corporation of Springfield, Michigan for the Lovers Lane Improvements in an amount not to exceed \$1,133,642.85 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The FY 2018-2019 Capital Improvement Program budget provides funding for the reverse curve realignment and improvements on Lovers Lane from East Centre Avenue to East Milham Avenue. The project involves realignment of the reverse curve north of Ramona Avenue, milling and resurfacing of the street, installation of ADA approved ramps at intersections and a road diet.

On April 10, 2018, City Council awarded a contract in the amount of \$80,900 to Hurley & Stewart, LLC, to provide design and engineering services on Lovers Lane from Romence Road to East Milham Avenue for the reverse curve realignment. Lovers Lane has a sharp reverse curve where safety is a concern due to drivers having to shift their vehicles abruptly. In June, 2018, the State of Michigan granted a supplemental community infrastructure investment in the amount of \$600,000, which enables implementation of a road diet from East Centre Avenue to East Milham Avenue. Lovers Lane, from East Centre Avenue to East Milham Avenue, is part of the Kalamazoo Area Transportation Study Proposed Bike Commuter Routes, Map 7. With the increase in traffic and left turn movements onto the newly-constructed Stryker Way, conversion from 4 lanes to 3 lanes with a center turn lane and bike lanes will facilitate safer left-turn movements at this location. On June 26, 2018, City Council amended the Hurley & Stewart contract in the amount of \$67,988 for design and construction engineering to extend the limits of the project south to East Centre Avenue and to facilitate the road diet.

On Tuesday, October 16, 2018, City Manager Laurence Shaffer, Deputy City Manager Rob Boulis, and Transportation & Utilities Director Kendra Gwin met with a number of property owners and merchants regarding the Lovers Lane project. Many of the property owners expressed concern about the redirection from four lanes to two lanes with a third dedicated turn lane. Staff was able to explain that the new development along Lovers Lane (Stryker's new research and development facility) will generate left-hand turns. Those left-hand turns from a passing lane represent a traffic safety challenge not present with the current development profile. Consequently, creating a left-hand turn lane will provide greater safety for motorists than the present design.

Design was finalized for bidding of the Lovers Lane Improvements project, and on March 14, 2019, four bids were received with the low bid being submitted by Lakeland Asphalt Corporation of Springfield, Michigan in the amount of \$1,133,642.85. If awarded, the project construction will begin mid-April 2019 and is expected to be complete by July 2019.

Therefore, it is recommended that City Council award a construction contract to Lakeland Asphalt Corporation of Springfield, Michigan for the Lovers Lane Improvements from East Centre Avenue to East Milham Avenue, in an amount not to exceed \$1,133,642.85 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Sufficient funds are available in the FY 2018-2019 Capital Improvement Program budget

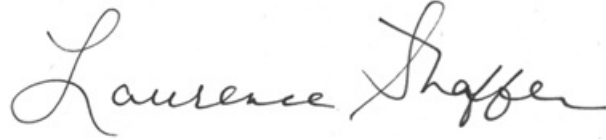
Attachments: 1. Lovers Lane Improvements - Bid Tabulation

LOVERS LANE IMPROVEMENTS
BID TABULATION

	<u>Total Bid Amount</u>
Lakeland Asphalt Corp. 548 Avenue A Springfield, MI 49037	\$1,133,642.85
Peters Construction Co. 3325 E. Kilgore Road Kalamazoo, MI 49001	\$1,224,956.00
Michigan Paving & Materials Co. 2300 Glendenning Road Kalamazoo, MI 49001	\$1,255,489.09
Rieth-Riley Construction Co., Inc. 911 Hatfield Avenue Kalamazoo, MI 49001	\$1,414,126.93

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Final Preliminary Condominium Subdivision: Copperleaf Phase IV

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: Approve the Final Preliminary Condominium Subdivision (detailed engineering plans) for Copperleaf Phase IV, 3800 West Milham Avenue.

City Council approved the Preliminary Condominium Subdivision for the fourth phase of Copperleaf on November 20, 2018. The developer, Westview Capital, LLC, is requesting that City Council approve engineering design and construction plans which include the following public improvements:

- Phase IV will be accessed through a western extension of Summersong Path and a northern extension of Paxton Trail. A new cul-de-sac street (Candler Court) will also be constructed along the east side of the Paxton Trail extension. Islands and other improvements proposed within the public street right-of-way will be owned and maintained by the condominium association with the appropriate maintenance and indemnification agreement provided to the city. Concrete four-foot-wide sidewalks will be constructed on both sides of all streets.
- The sanitary sewer system will consist of 8-inch diameter sewer mains and individual laterals constructed to service each lot in accordance with City of Portage requirements.
- The water system will consist of 8-inch diameter ductile iron mains and 1¼-inch services to each individual lot. The proposed system will connect to the existing water main located in Summersong Path and Copperleaf Trail.
- Storm water will be collected and conveyed to an existing infiltration basin located in the middle portion of the overall property and constructed with Phase I. Storm water related piping and structures located within the public streets will be owned and maintained by the city, while the infiltration basin will be owned and maintained by the condominium association. The condominium association documents and maintenance/indemnification agreement will be revised to include Phase IV, as may be necessary.

The departments of Community Development, Transportation and Utilities and the Fire Division of Public Safety have reviewed the construction drawings and have determined that the plans are in conformance with city requirements. Based on the administrative review, it is recommended that final preliminary condominium approval be granted. This action will allow the developer to proceed with the construction of the infrastructure improvements. When construction is complete, the developer will request final approval from City Council as well as acceptance of the water and sanitary sewer mains as public facilities.

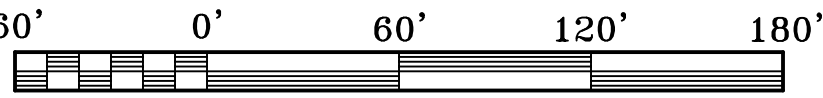
FUNDING: N/A

Attachments: 1. Final Preliminary Condominium Plans

CONSTRUCTION PLANS for PHASE FOUR of 'COPPERLEAF'

NOTE: 'COPPERLEAF' IS A SITE CONDOMINIUM AND PLANNED
DEVELOPMENT WITH CITY OF PORTAGE PUBLIC STREETS

PROPOSED PHASE 4
UNITS 99 - 128
(30 UNITS TOTAL)



NOTE: THESE PLANS ARE INTENDED FOR
CITY REVIEW RELATIVE TO FINAL APPROVAL
AND ACCEPTANCE OF DETAILED
ENGINEERING PLANS BY COUNCIL AS
OUTLINED IN CITY OF PORTAGE'S LAND
DEVELOPMENT REGULATIONS.

SITE DATA:
-ZONING OF PROPERTY = "PD"
-PHASE FOUR AREA = 9.03 ACRES
-# OF UNITS IN PHASE FOUR = 30
-DENSITY WITHIN PHASE FOUR = 3.32 UNITS/ACRE
-DENSITY WITHIN PHASES ONE THRU THREE =
2.90 UNITS/ACRE ← 98 UNITS / 33.81 ACRES
-DENSITY WITHIN PHASES ONE THRU FOUR =
2.99 UNITS/ACRE ← 128 UNITS / 42.84 ACRES

ZONING & SETBACK INFORMATION:
-ZONING OF PROPERTY = "PD"
-MINIMUM WIDTH @ FRONT SETBACK = 60'
-REQUIRED FRONT SETBACK = 25'
-REQUIRED REAR SETBACK = 25'
-REQUIRED SIDE SETBACK = 5'
(MINIMUM 15' BETWEEN DWELLINGS)
-MAXIMUM UNIT COVERAGE = 30%

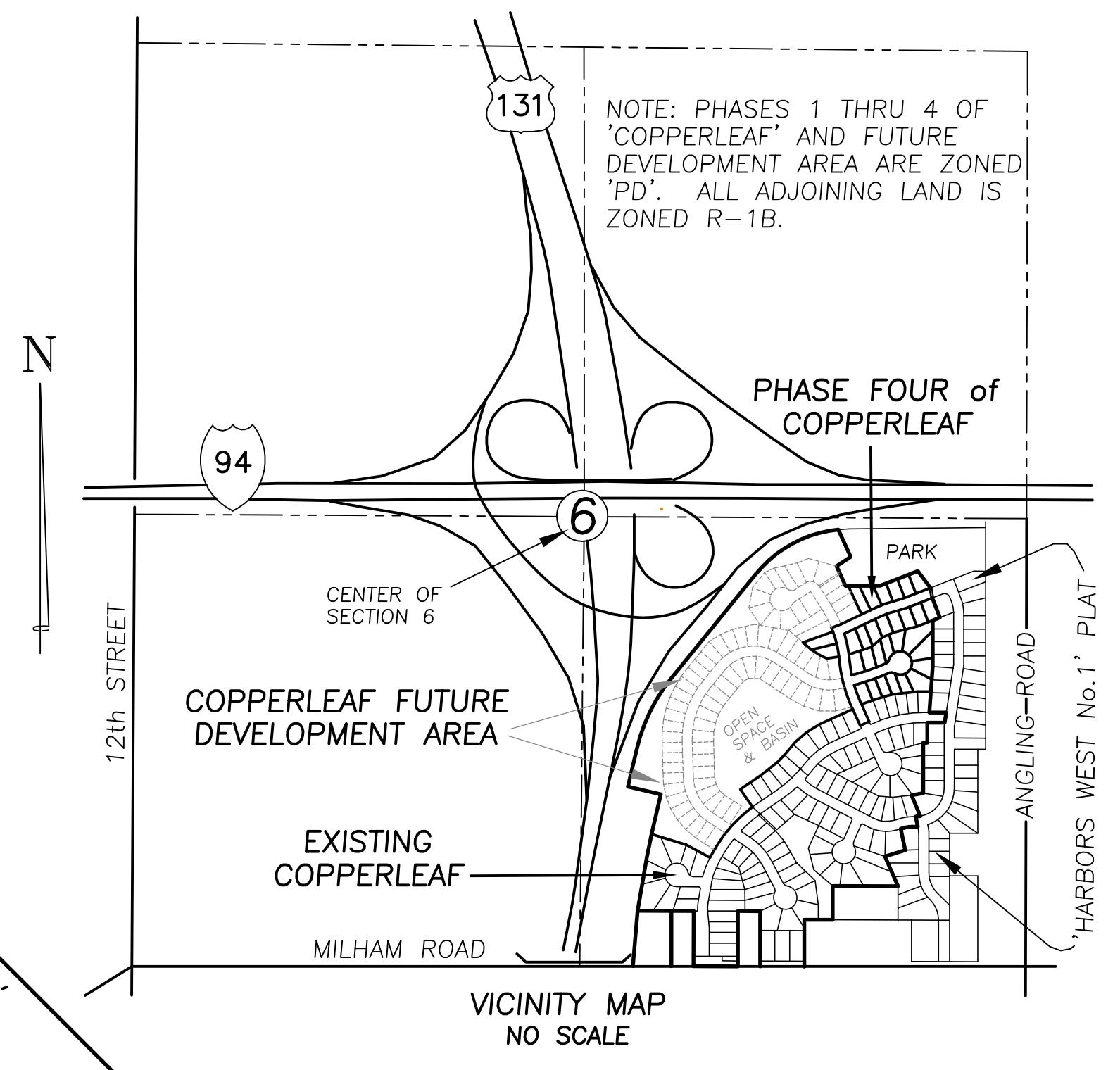
* NOTE: FRONT SETBACK IS ONLY 15' ON LONG SIDE
OF CORNER UNITS.

FIRE DEPT. NOTES

- 1) COMBUSTIBLE BUILDING CONSTRUCTION SHALL NOT
COMMENCE UNTIL FIRE HYDRANTS ARE OPERABLE AND
AN ALL WEATHER ROAD SURFACE IS IN PLACE.
- 2) THE FIRE FLOW FOR EACH BUILDING IS 1000 GPM FROM
ONE HYDRANT WITHIN 400' OF ALL PORTIONS OF THE
BUILDING. THIS FLOW IS BASED ON THE FLOOR AREA OF
ALL FLOORS INCLUDING BASEMENT FOR A BUILDING OF TYPE
V-B CONSTRUCTION. SHOULD A BUILDING EXCEED 3600
SQUARE FEET, THE MINIMUM FIRE FLOW WILL BE BASED ON
THE SIZE AND TYPE OF CONSTRUCTION FOR THAT BUILDING.
- 3) FIRE APPARATUS ACCESS ROADS LESS THAN 26.0' WIDE
SHALL BE POSTED ON BOTH SIDES AS A FIRE LANE.
- 4) "NO PARKING" SIGNS SHALL BE INSTALLED AS REQUIRED
BY THE CITY.
- 5) TEMPORARY STREET SIGNS SHALL BE PROVIDED AS
REQUIRED BY THE FIRE DEPARTMENT.
- 6) WIDTH OF IMPROVED STREETS SHALL BE A MINIMUM
OF 26.0 FEET (BETWEEN BACK OF CURBS).
- 7) AN ELECTRONIC COPY OF THE APPROVED SITE PLAN SHALL
BE PROVIDED TO THE FIRE DEPARTMENT (JPEG FORMAT).



STORM WATER
BASIN AREA



GENERAL NOTES

- 1) PROPERTY IS CURRENTLY ZONED "PD".
- 2) PUBLIC WATER MAIN SHALL BE AN 8 INCH DUCTILE IRON MAIN WITHIN A PUBLIC ROAD OR
WITHIN AN EASEMENT TO THE CITY OF PORTAGE. WATER SERVICES SHALL BE 1.25 INCH
COPPER AND SHALL EXTEND FROM WATER MAIN TO CURB BOX.
- 3) PUBLIC SANITARY SEWER SHALL BE 8" PVC SEWER WITHIN A PUBLIC ROAD OR WITHIN
AN EASEMENT TO THE CITY OF PORTAGE. SEWER LEADS SHALL BE 6 INCH PVC AND
SHALL EXTEND FROM MAIN TO SEWER RISER.
- 4) STORM WATER DISPOSAL SHALL BE THROUGH SOLID WALL STORM SEWER PIPE
WITH POSITIVE OUTLET TO THE DISPOSAL AREA. SYSTEM SHALL COMPLY WITH CITY SPEC'S
AND CITY OF PORTAGE STORMWATER DESIGN CRITERIA MANUAL. PIPE JOINTS SHALL
BE WATER TIGHT AND CONNECTIONS AT MANHOLES SHALL BE WITH A RUBBER BOOT.
STORMWATER RUN-OFF SHALL DRAIN TO THE EXISTING BASIN AREA LOCATED
NORTH OF PHASE ONE. STORM SEWER WITHIN PUBLIC ROADS & BETWEEN PUBLIC ROADS &
STORM BASIN SHALL BE PUBLIC. STORM SEWER OUTSIDE OF PUBLIC ROADS & STORM BASIN
SHALL BE PRIVATE.
- 5) ALL CONDOMINIUM STREETS SHALL BE PUBLIC, PAVED, AND HAVE A MINIMUM WIDTH OF 32
FEET FROM EDGE OF PAVEMENT TO EDGE OF PAVEMENT, (36' BETWEEN BACKS OF CURB)
- 6) STREET LIGHTS, STREET SIGNS, AND HYDRANT SIGNS SHALL BE INSTALLED.
- 7) SITE IS PRIMARILY COVERED WITH TREES AND BRUSH.
- 8) ELEVATION DATUM IS U.S.C.S. DATUM AS PROMULGATED WITHIN THE CITY OF PORTAGE.
- 9) PRIVATE DRIVEWAYS HAVE NOT BEEN SHOWN ON THIS PLAN.
- 10) A SOIL EROSION AND SEDIMENTATION CONTROL PERMIT SHALL BE OBTAINED FROM THE
CITY OF PORTAGE PRIOR TO ANY ON SITE GRADING ACTIVITIES.
- 11) SHOWN BASE MAP ON THIS SHEET BASED ON TOPOGRAPHIC MAP BY OTHERS.
- 12) PROPERTY DOES NOT CONTAIN ANY DESIGNATED WETLANDS OR FLOODPLAINS.
- 13) SHOWN STREET NAMES ARE SUBJECT TO CITY APPROVAL AND COUNTY APPROVAL.
- 14) MINIMUM HOUSING SIZES WITHIN THIS SITE CONDOMINIUM ARE 1400 SQUARE FEET FOR
A RANCH HOME AND 1800 SQUARE FEET FOR A TWO-STORY HOME.
- 15) A MAINTENANCE AND INDEMNIFICATION AGREEMENT SHALL BE CREATED FOR THE LANDSCAPED
ISLANDS WITHIN THE PUBLIC ROAD RIGHT-OF-WAYS AND ALSO FOR THE STORM WATER
RETENTION AREA. THIS AGREEMENT SHALL BE INCLUDED IN THE MASTER DEED /
CONDOMINIUM DOCUMENTS.

SHEET INDEX:

- 1) COVER SHEET
- 2) PLAN & PROFILE SHEET (SUMMERSONG COURT)
- 3) PLAN & PROFILE SHEET (PAXTON COURT)
- 4) PLAN & PROFILE SHEET (CANDLER COURT)
- 5) GRADING PLAN / EROSION CONTROL PLAN
- 6) CONSTRUCTION DETAILS & NOTES

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

COVER SHEET		REVISED: 3/05/2019
Phase Four of COPPERLEAF		DATE: 1/21/2019
PART OF SE 1/4 OF SEC. 6, T35, R11W, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN		SHEET: 1
Ingersoll, Watson & McMachen, Inc.		JOB No.: 36273-4
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS		
1209 East Milham Road • Portage, Michigan 49002 • Phone 269 344-6165 • Fax 269 344-0555		

LEGEND

- PROPOSED FIRE HYDRANT ASSEMBLY (8" x 6" TEE, 6" GATE VALVE, & HYD.)
- PROPOSED TRAFFIC SIGN
- PROPOSED 4.0' OR 5.0' WIDE CONCRETE SIDEWALK
- PROPOSED CROSSWALK WITH PEDESTRIAN CROSSING SIGNS (IF REQUIRED) & 1.0' WIDE PAINTED CROSSWALK STRIPES
- WATER MAIN
- STORM SEWER
- SANITARY SEWER
- SUGGESTED LOCATION OF PROPOSED STREET LIGHT
- PROPOSED DECIDUOUS STREET TREE, MINIMUM 1.5 CALIPER. TREES SHALL COMPLY WITH CITY REQUIREMENTS. (TYP.)

GENERAL NOTES:

- 1) LIGHT POLES AND ANY UTILITY POLE/BOX SHALL BE LOCATED AT LEAST 5.0 FEET OFF BACK OF CURB.
- 2) STREET NAME SIGNS SHALL BE AT LEAST 9" FROM TOP TO BOTTOM OF ACTUAL SIGN (& PLACED ATOP STOP SIGNS).
- 3) ALL PAVEMENT MARKINGS AND ALL TRAFFIC SIGNAGE SHALL COMPLY WITH STANDARDS IN THE M.M.U.T.C.D. (CURRENT EDITION).
- 4) U-CURB CHANNEL POSTS REQUIRED FOR ALL SIGNS.
- 5) SOIL EROSION & SEDIMENTATION CONTROL PERMIT SHALL BE OBTAINED AS REQUIRED BY STATE LAW.
- 6) PERMIT(S) SHALL BE OBTAINED FROM THE CITY OF PORTAGE AS REQUIRED.
- 7) M.D.E.C. CONSTRUCTION PERMITS REQUIRED (FOR BOTH PUBLIC WATER MAIN & PUBLIC SANITARY SEWER) PRIOR TO THE COMMENCEMENT OF UTILITY INSTALLATION.
- 8) "NO PARKING THIS SIDE OF STREET" SIGNS SHALL BE INSTALLED ATOP THE FIRE HYDRANT SIGNS AND MIDWAY BETWEEN THE FIRE HYDRANTS ON THE HYDRANT SIDE OF THE STREETS.
- 9) FIVE INCH "STORZ" FITTINGS SHALL BE USED ON FIRE HYDRANTS.
- 10) FOR ON-SITE DWELLINGS, BASEMENT FOOTINGS AND FOUNDATIONS SHALL COMPLY WITH BUILDING CODE REQUIREMENTS BASED ON TYPE OF SOIL PRESENT AND STABILITY OF SOIL.
- 11) FOR ON-SITE DWELLINGS, REQUIRED RADON VENTING SYSTEM BELOW BASEMENT FLOOR SHALL, AS A PRECAUTION, BE PLUMBED TO ALSO BE A DRAINAGE SYSTEM DURING PERIODS OF HIGH GROUNDWATER.
- 12) ALL PROPOSED STREET LIGHTS SHALL COMPLY WITH CITY OF PORTAGE STANDARDS AND CONSUMERS ENERGY STANDARDS WITH REGARD TO LOCATION AND LIGHT SPECIFICATION.
- 13) ON-SITE SPEED LIMIT SHALL BE 25 MILES PER HOUR.
- 14) UNDERGROUND GAS, ELECTRIC, TELEPHONE AND CABLE TV LINES SHALL BE DESIGNED BY UTILITY OWNERS AND SHALL NOT BE LOCATED IN PROPOSED STREET RIGHT-OF-WAYS UNLESS UTILITY IS CROSSING STREET (SQUARE TO CENTER LINE).
- 15) AS-BUILT CONSTRUCTION PLANS SHALL BE SUBMITTED TO THE CITY UPON COMPLETION OF THE ROADWAY PROJECT.
- 16) PRIOR TO START OF CONSTRUCTION, PRE-CONSTRUCTION MEETING SHALL BE HELD AT CITY OF PORTAGE OFFICES.

NOTE: ALL STORM SEWER PIPE THAT IS LARGER THAN 24" DIAMETER SHALL BE REINFORCED CONCRETE PIPE PER CITY OF PORTAGE SPEC'S. (ASTM C 76). 24" DIAMETER PIPE AND SMALLER MAY BE H.D.P.E. OR R.C.P. EXCEPT ANY STORM PIPE WITH 3.0' OF COVER OR LESS SHALL BE R.C.P. PIPE (ASTM C 76). SEE BELOW REQUIREMENTS FOR R.C.P. PIPE.

COVER OVER PIPE	REQUIRED RCP PIPE
0' - 3.0'	CLASS IV OR V
3.1' - 9.9'	CLASS II
10' - 15.9'	CLASS III
16' - 22.9'	CLASS IV
23' - 33'	CLASS V

NOTE: ANY STORM SEWER PIPE THAT WILL HAVE FINAL COVER OF 16 FEET OR GREATER SHALL BE REINFORCED CONCRETE PIPE (ASTM C-76 CLASS IV OR V).

NOTE: ALL PUBLIC STORM SEWER PIPE SHALL BE TELEVISED IN ACCORDANCE WITH SECTION 208.2.6 (TELEVISING) OF THE CITY'S SPECIFICATIONS.

NOTE: STREET CUT PERMIT IS NEEDED PRIOR TO DOING ANY WORK IN SUMMERSONG PATH.

NOTE: ALL STREET TREES SHALL BE INSTALLED AT LEAST 2.0' FROM WATER MAIN.

NOTE: IT IS RECOMMENDED THAT HYDRANTS WITH 6' BURY DEPTH BE USED TO REDUCE LIKELIHOOD OF HYDRANT EXTENSIONS BEING REQUIRED.

NOTE: NATURAL GAS, ELECTRIC, TELEPHONE, AND CABLE TV UNDERGROUND LINES SHALL BE CENTERED APPROXIMATELY 35.0' OFF CENTER LINE OF PROPOSED ROAD.

NOTE: VEHICLE DRIVER'S SIGHT DISTANCE REQUIREMENTS SHALL BE MAINTAINED AT ALL INTERSECTIONS.

NOTE: 325' LINE OF SIGHT / SIGHT DISTANCE SHALL BE MAINTAINED AT PROPOSED INTERSECTION FOR SAFETY IN ACCORDANCE WITH CITY REQUIREMENTS

BARRIER FREE RAMP NOTES:

- 1) SIDEWALK RAMP SHALL BE AT LEAST 5.0' WIDE
- 2) LANDINGS SHALL BE AT LEAST 5.0' BY 5.0'
- 3) IF A RAMP HAS A LONGITUDINAL SLOPE GREATER THAN 5.0%, THEN A LANDING IS REQUIRED AT THE TOP OF THE RAMP.
- 4) THE MAXIMUM SLOPE OF A RAMP SHALL BE 8.33% (OR 1" FALL OVER 1', OR 10" FALL OVER 10')
- 5) THE MAXIMUM CROSS SLOPE FOR ANY RAMP OR SIDEWALK SHALL BE 2.0%.
- 6) SIDEWALK RAMP ARE TO BE CONSTRUCTED IN ACCORDANCE WITH MDT DETAIL R-28-J WITH THE EXCEPTION THAT THE DETECTABLE WARNING PLATES MUST BE CAST IRON WITH BLACK ASPHALT COATING.
- 7) SEE MDT DETAIL FOR ANY ADDITIONAL REQUIREMENTS.
- 8) ANY RAMP AND LANDINGS THAT DO NOT COMPLY MAY NEED TO BE REMOVED AND REPLACED.

NOTE: ALL WATER MAINS & THEIR APPURTENANCES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF PORTAGE SPECIFICATIONS AND A.W.W.A. STANDARD C600.

NOTE: WATER MAIN FLUSHING SHALL PROVIDE A MINIMUM WATER VELOCITY OF 3.0 FEET PER SECOND IN ACCORDANCE WITH A.W.W.A. STANDARD C651.

EXISTING BLOW-OFF SHALL BE REMOVED AFTER 8" GATE VALVE +150' TO THE EAST IS CLOSED. IF NOT ALREADY PRESENT, 8" GATE VALVE SHALL BE INSTALLED AT END OF DEAD END MAIN. EXISTING LINE SHALL BE FLUSHED, CHLORINATED, AND TESTED AS REQUIRED BY THE CITY. WORK SHALL BE DONE PRIOR TO PARK BATHROOM'S SCHEDULED OPENING FOR THE SUMMER (APPROXIMATELY MAY 1, 2019).

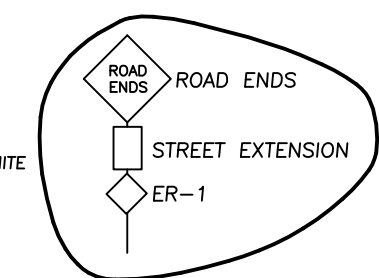
ELEVATION BENCHMARKS:

BM#1: ELEVATION = 902.68 (SANITARY MANHOLE UD WITHIN COPPERLEAF TRAIL / PAXTON COURT INTERSECTION)
BM#2: ELEVATION = 921.27 (TOP 60# NAIL IN WOOD FENCE POST ALONG SOUTH LINE OF HARBORS WEST PARK).
SEE LOCATIONS ON SHEET 5.

CAUTION: U/G UTIL'S

SCALES:
PLAN VIEW: 1" = 40'
PROFILE: 1" = 40' HORIZ.
1" = 4' VERTICAL

PROPOSED "ROAD ENDS" SIGN WITH A END OF ROADWAY MARKER (ER-1) AND A RECTANGULAR SIGN (30"x18") BLACK LETTERING ON WHITE BACKGROUND (SIGN READS: STREET WILL BE EXTENDED WITH FUTURE DEVELOPMENT).



PROPOSED 60" x 60" EASEMENT TO THE CITY OF PORTAGE

PROPOSED FIRE HYDRANT ASSEMBLY WITH 8" GATE VALVE & 8" PLUG LOCATED 2' NORTH OF 6" BY 8" TEE

NOTE: PROPOSED SEWER LEAD SHALL NOT BE USED UNTIL A MINOR HOLE HAS BEEN INSTALLED ON THE NORTH END OF THE 8" SEWER MAIN

SEE SHEET 3 (PAXTON COURT)

SEE INTERSECTION GRADING DETAIL AT LOWER RIGHT.

NOTE: ALL SIDEWALK RAMP (C) CURB) TO BE CONSTRUCTED IN ACCORDANCE WITH MDT DETAIL R-28-J WITH THE EXCEPTION THAT THE DETECTABLE WARNING PLATES SHALL BE CAST IRON WITH A BLACK ASPHALT COATING.

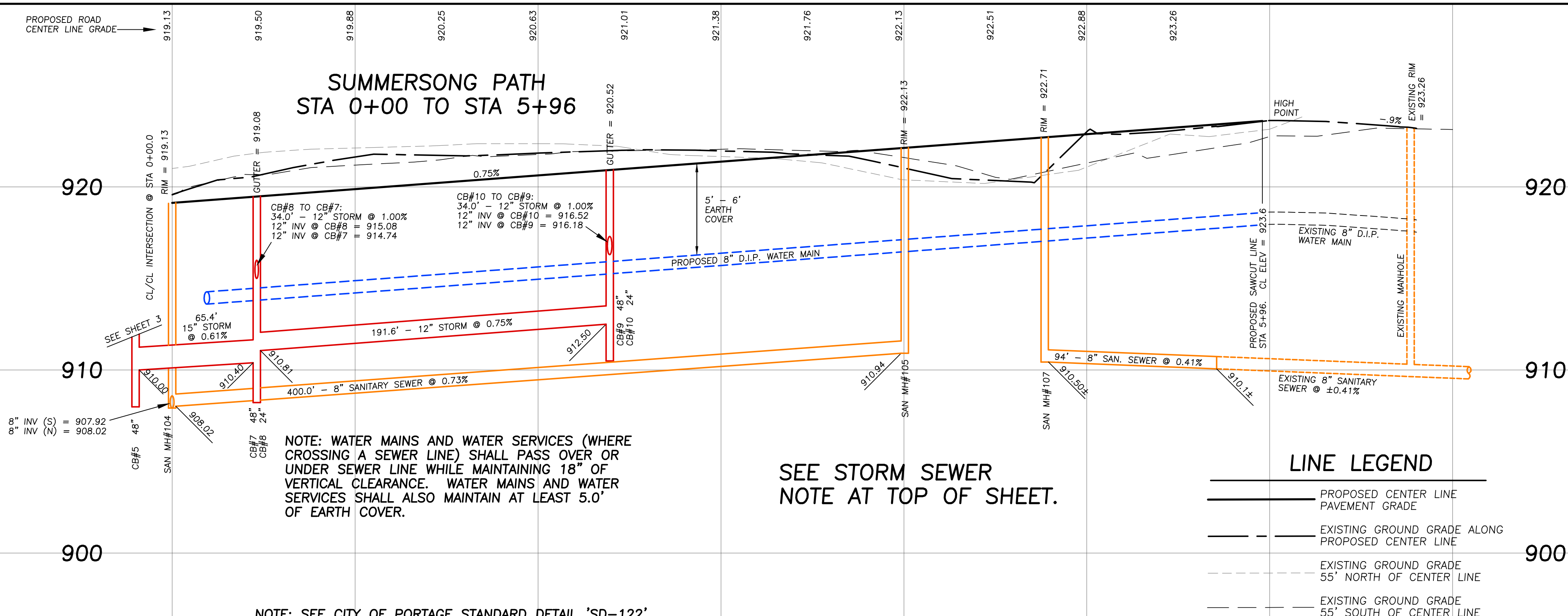
PROPOSED 10' WIDE EASEMENT FOR GAS, ELECTRIC, TELEPHONE & CATV UNDERGROUND UTILITIES. UTILITY LINES AND UTILITY BOXES SHALL BE LOCATED WITHIN 10' WIDE EASEMENT

CL CURVE DATA:
RADIUS = 500.00'
LENGTH = 83.90'

1.25" COPPER WATER SERVICE WITH CURB BOX LOCATED 8.0' INSIDE R.O.W. LINE (TYPICAL)

CL CURVE DATA:
RADIUS = 500.00'
LENGTH = 46.86'

0+00 1+00 2+00 3+00 4+00 5+00 6+00 7+00



SEE STORM SEWER NOTE AT TOP OF SHEET.

NOTE: ALL STORM SEWER PIPE THAT IS LARGER THAN 24" DIAMETER SHALL BE REINFORCED CONCRETE PIPE ("RCP")

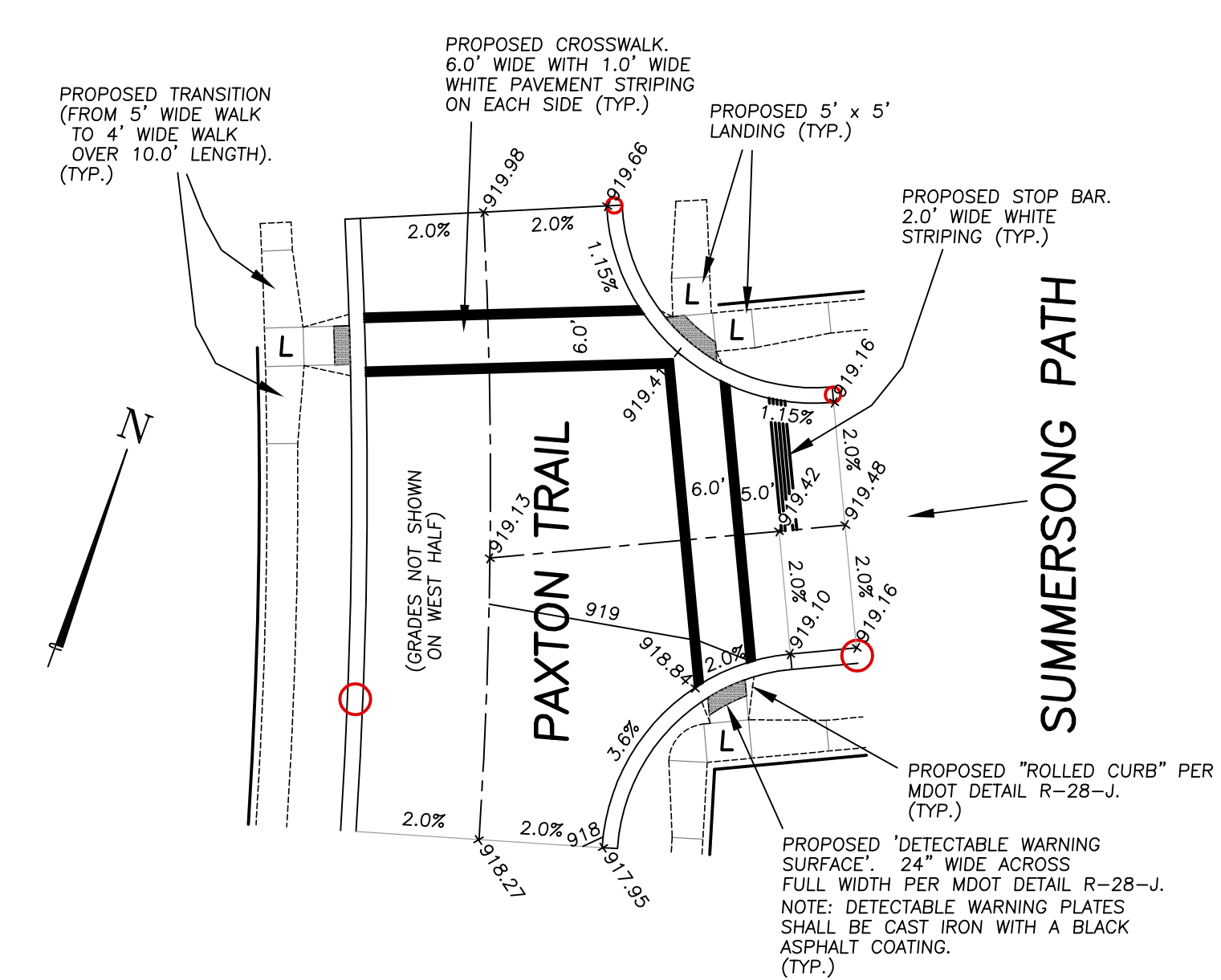
NOTE: SEE CITY OF PORTAGE STANDARD DETAIL "SD-122". ALL EMBEDMENT MATERIAL FOR STORM SEWER PIPE AND SANITARY SEWER MAIN LINE PIPE SHALL BE PROPERLY COMPACTED TO 95% OF MAXIMUM. COMPACTING TESTING REQUIRED AND MATERIAL SAMPLES SHALL BE TAKEN AS REQUIRED BY THE CITY OF PORTAGE.

LINE LEGEND

- PROPOSED CENTER LINE PAVEMENT GRADE
- EXISTING GROUND GRADE ALONG PROPOSED CENTER LINE
- EXISTING GROUND GRADE 55' NORTH OF CENTER LINE
- EXISTING GROUND GRADE 55' SOUTH OF CENTER LINE

NOTE: ALL SIDEWALK RAMP (C) CURB) TO BE CONSTRUCTED IN ACCORDANCE WITH MDT DETAIL R-28-J WITH THE EXCEPTION THAT THE DETECTABLE WARNING PLATES SHALL BE CAST IRON WITH A BLACK ASPHALT COATING.

NOTE: MAXIMUM SLOPE WITHIN LANDINGS SHALL BE 2.0%. MAXIMUM RAMP CROSS SLOPE SHALL BE 2.0%. RUNNING SLOPE SHALL BE 3%-7% OR LESS (8.3% MAX.). RAMP WIDTH AT CURBING SHALL BE 5.0' MINIMUM.



INTERSECTION DETAIL
(SCALED BY FACTOR OF 2)
(1" = 20')

72 HOURS BEFORE YOU DIG
CALL MISS DIG
1-800-482-7171

REVISED: 3/15/2019
REVISED: 3/08/2019
REVISED: 3/05/2019

BARRIER FREE RAMP NOTES:

- 1) SIDEWALK RAMP SHALL BE AT LEAST 5.0' WIDE
- 2) LANDINGS SHALL BE AT LEAST 5.0' BY 5.0'
- 3) IF A RAMP HAS A LONGITUDINAL SLOPE GREATER THAN 5.0%, THEN A LANDING IS REQUIRED AT THE TOP OF THE RAMP.
- 4) THE MAXIMUM SLOPE OF A RAMP SHALL BE 8.33% (OR 1" FALL OVER 12', OR 10" FALL OVER 120')
- 5) THE MAXIMUM CROSS SLOPE FOR ANY RAMP OR SIDEWALK SHALL BE 2.0%
- 6) SIDEWALK RAMP SHALL BE TO BE CONSTRUCTED IN ACCORDANCE WITH MDT DETAIL R-28-J WITH THE EXCEPTION THAT THE DETECTABLE WARNING PLATES MUST BE CAST IRON WITH BLACK ASPHALT COATING.
- 7) SEE MDT DETAIL FOR ANY ADDITIONAL REQUIREMENTS.
- 8) ANY RAMP AND LANDINGS THAT DO NOT COMPLY MAY NEED TO BE REMOVED AND REPLACED.

SCALES:
PLAN VIEW: 1" = 40'
PROFILE: 1" = 40' HORIZ.
1" = 4' VERTICAL

GENERAL NOTES:

- 1) LIGHT POLES AND ANY UTILITY POLE/BOX SHALL BE LOCATED AT LEAST 5.0 FEET OFF BACK OF CURB.
- 2) STREET NAME SIGNS SHALL BE AT LEAST 9" FROM TOP TO BOTTOM OF ACTUAL SIGN (& PLACED ATOP STOP SIGNS).
- 3) ALL PAYMENT MARKINGS AND ALL TRAFFIC SIGNAGE SHALL COMPLY WITH STANDARDS IN THE M.M.U.T.C.D. (CURRENT EDITION)
- 4) U-CHANNEL POSTS REQUIRED FOR ALL SIGNS.
- 5) SOIL EROSION & SEDIMENTATION CONTROL PERMIT SHALL BE OBTAINED AS REQUIRED BY STATE LAW.
- 6) PERMIT(S) SHALL BE OBTAINED FROM THE CITY OF PORTAGE AS REQUIRED.
- 7) M.D.E.C. CONSTRUCTION PERMITS REQUIRED (FOR BOTH PUBLIC WATER MAIN & PUBLIC SANITARY SEWER) PRIOR TO THE COMMENCEMENT OF UTILITY INSTALLATION.
- 8) "NO PARKING THIS SIDE OF STREET" SIGNS SHALL BE INSTALLED ATOP THE FIRE HYDRANT SIGNS AND MIDWAY BETWEEN THE FIRE HYDRANTS ON THE HYDRANT SIDE OF THE STREETS.
- 9) FIVE INCH "STORM" FITTINGS SHALL BE USED ON FIRE HYDRANTS.
- 10) FOR ON-SITE DWELLINGS, BASEMENT FOOTINGS AND FOUNDATIONS SHALL COMPLY WITH BUILDING CODE REQUIREMENTS BASED ON TYPE OF SOIL PRESENT AND STABILITY OF SOIL.
- 11) FOR ON-SITE DWELLINGS, REQUIRED RADON VENTING SYSTEM BELOW BASEMENT FLOOR SHALL, AS A PRECAUTION, BE PLUMBED TO ALSO BE A DRAINAGE SYSTEM DURING PERIODS OF HIGH GROUNDWATER.
- 12) ALL PROPOSED STREET LIGHTS SHALL COMPLY WITH CITY OF PORTAGE STANDARDS AND CONSUMERS ENERGY STANDARDS WITH REGARDS TO LOCATION AND LIGHT SPECIFICATION.
- 13) ON-SITE SPEED LIMIT SHALL BE 25 MILES PER HOUR.
- 14) UNDERGROUND GAS, ELECTRIC, TELEPHONE AND CABLE TV LINES SHALL BE DESIGNED BY UTILITY OWNERS AND SHALL NOT BE LOCATED IN PROPOSED STREET RIGHT-OF-WAYS UNLESS UTILITY IS CROSSING STREET (SQUARE TO CENTER LINE).
- 15) AS-BUILT CONSTRUCTION PLANS SHALL BE SUBMITTED TO THE CITY UPON COMPLETION OF THE ROADWAY PROJECT.
- 16) PRIOR TO START OF CONSTRUCTION, PRE-CONSTRUCTION MEETING SHALL BE HELD AT CITY OF PORTAGE OFFICES.

LEGEND

- PROPOSED FIRE HYDRANT ASSEMBLY (8" x 6" TEE, 6" GATE VALVE, & HYD.)
- PROPOSED TRAFFIC SIGN
- PROPOSED 4.0' OR 5.0' WIDE CONCRETE SIDEWALK
- PROPOSED CROSSWALK WITH PEDESTRIAN CROSSING SIGNS (IF REQUIRED) & 1.0' WIDE PAINTED CROSSWALK STRIPES
- WATER MAIN
- STORM SEWER
- SANITARY SEWER
- SUGGESTED LOCATION OF PROPOSED STREET LIGHT
- PROPOSED DECIDUOUS STREET TREE. MINIMUM 1.5 CALIPER. TREES SHALL COMPLY WITH CITY REQUIREMENTS. (TYP.)

ELEVATION BENCHMARKS:

BM#1: ELEVATION = 902.68 (SANITARY MANHOLE LID WITHIN COPPERLEAF TRAIL, PAXTON COURT INTERSECTION)
BM#2: ELEVATION = 921.27 (TOP 60" NAIL IN WOOD FENCE POST ALONG SOUTH LINE OF HARBORS WEST PARK). SEE LOCATIONS ON SHEET 5.

SEE INTERSECTION
DETAIL ON SHEET 2

SUMMERSONG PATH
(SEE SHEET 2)

PROPOSED PUBLIC
8" D.I.P. WATER MAIN

NOTE: ALL SIDEWALK RAMP (© CURB) TO BE CONSTRUCTED IN ACCORDANCE WITH MDT DETAIL R-28-J WITH THE EXCEPTION THAT THE DETECTABLE WARNING PLATES SHALL BE CAST IRON WITH A BLACK ASPHALT COATING.

NOTE: TRAFFIC CONTROL SIGNS WITHIN PROPOSED ISLANDS ARE "KEEP RIGHT" SIGNS (R4-7).

SEE STORM SEWER NOTES
NEAR UPPER RIGHT CORNER
OF SHEET 2

INGERSOLL, WATSON & McMACHEN, INC.
CIVIL ENGINEERS—LAND SURVEYORS
1209 EAST MILHAM AVENUE, SUITE B
PORTAGE, MICHIGAN 49002
269/344-6165

NOTE: ALL STREET TREES SHALL BE INSTALLED AT LEAST 2.0' FROM WATER MAIN.

NOTE: IT IS RECOMMENDED THAT HYDRANTS WITH 6" BURY DEPTH BE USED TO REDUCE LIKELIHOOD OF HYDRANT EXTENSIONS BEING REQUIRED.

NOTE: NATURAL GAS, ELECTRIC, TELEPHONE, AND CABLE TV UNDERGROUND LINES SHALL BE CENTERED APPROXIMATELY 35.0' OFF CENTER LINE OF PROPOSED ROAD.

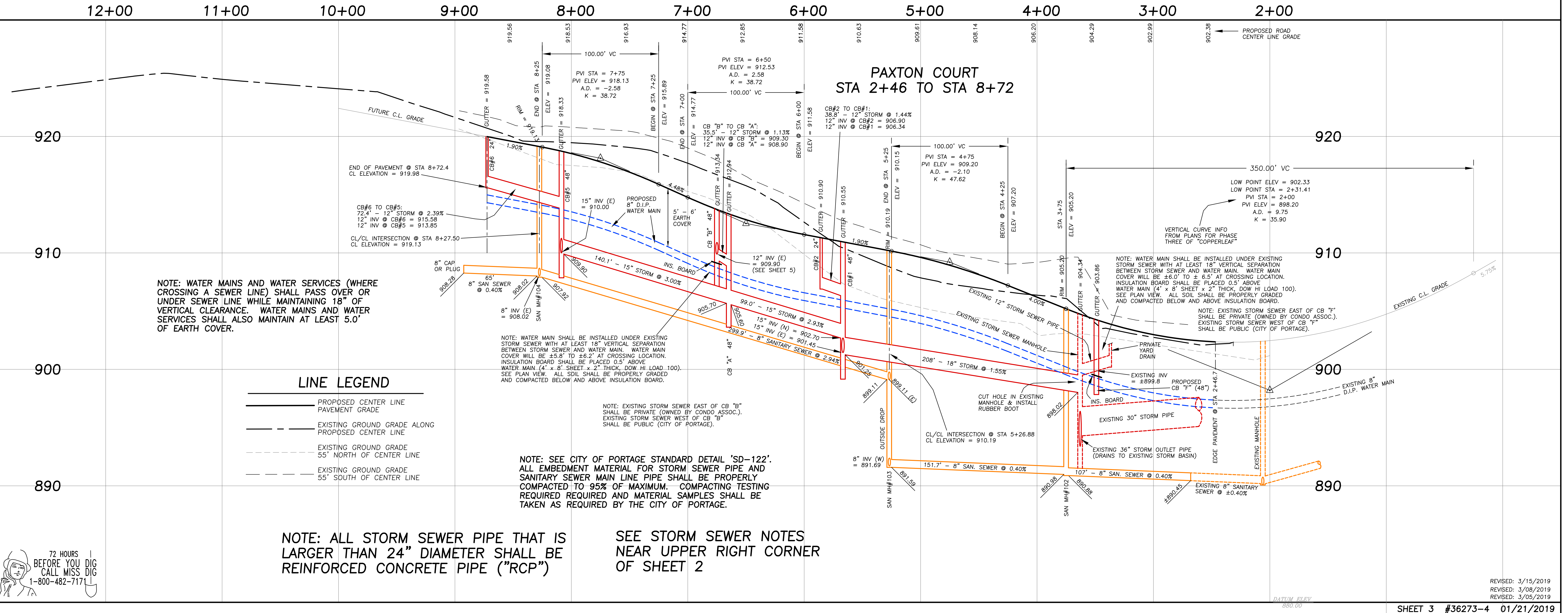
NOTE: VEHICLE DRIVER'S SIGHT DISTANCE REQUIREMENTS SHALL BE MAINTAINED AT ALL INTERSECTIONS.

NOTE: 325' LINE OF SIGHT / SIGHT DISTANCE SHALL BE MAINTAINED AT PROPOSED INTERSECTION FOR SAFETY IN ACCORDANCE WITH CITY REQUIREMENTS

CAUTION: U/G UTIL'S

NOTE: ALL WATER MAINS & THEIR APPURTENANCES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF PORTAGE SPECIFICATIONS AND A.W.W.A. STANDARD C600.

NOTE: WATER MAIN FLUSHING SHALL PROVIDE A MINIMUM WATER VELOCITY OF 3.0 FEET PER SECOND IN ACCORDANCE WITH A.W.W.A. STANDARD C651.



72 HOURS
BEFORE YOU DIG
CALL MISS DIG
1-800-482-7171

REVISED: 3/15/2019
REVISED: 3/08/2019
REVISED: 3/05/2019

N

NOTE: SOIL EROSION CONTROL PERMIT SHALL BE OBTAINED FROM THE CITY OF PORTAGE. TWO COPIES OF THESE PLANS, AN APPLICATION FORM, AND FEES SHALL BE SUBMITTED AS REQUIRED. PERMIT SHALL BE OBTAINED PRIOR TO ANY EARTHMOVING OPERATIONS.

SEE ADDITIONAL GRADING INFORMATION ON SHEETS 2, 3, AND 4. SEE INTERSECTION DETAILS ON SHEETS 2 AND 4.

50' 0' 50' 100' 150'

FUTURE DEVELOPMENT AREA

NOTE: ALL EASEMENTS & AGREEMENTS FOR STORM SEWER PIPE AND BASIN SHALL BE GRANTED TO THE CITY OF PORTAGE BY THE DEVELOPER.

LEGEND

900 — EXISTING ELEVATION CONTOUR
900 — PROPOSED ELEVATION CONTOUR

ESTIMATED CONSTRUCTION SCHEDULE:

	04/19	05/19	06/19	07/19	08/19	09/19
CLEARING						
EARTHMOVING						
SANITARY SEWER						
STORM SEWER						
WATER MAIN						
CURBING & PAVING						
PRIVATE UTILITIES						
RESTORATION						

NOTE: CONSTRUCTION SCHEDULE SUBJECT TO CHANGE BASED ON MARKET CONDITIONS, WEATHER, AND OTHER FACTORS.

MICHIGAN UNIFIED KEYING SYSTEM

- SEEDING (ALL DISTURBED AREAS)
- RIP RAP
- PAVING
- CURB & GUTTER
- STORM SEWER
- CATCH BASIN
- GEOTEXTILE SILT FENCE
- M.U.K.S. DESIGNATION
- TEMPORARY/PERMANENT

YARD DRAIN/STORM SEWER INFO (ALL PRIVATE STORM SEWER):

CB "B" TO CB "C":
76' - 12" STORM @ 0.40% (12" INV ON EAST SIDE OF CB "B" = 909.90)

CB "C":
24" DIAMETER
WITH EJIW#1040 FRAME & TYPE "N" OVAL GRATE
RIM ELEV = 913.70
12" INV (SW) = 910.20
12" INV (NE) = 910.30

CB "C" TO CB "D":
122.5' - 12" STORM @ 0.40%

CB "D":
24" DIAMETER
WITH EJIW#1040 FRAME & TYPE "N" OVAL GRATE
RIM ELEV = 918.50
12" INV (SW) = 910.79
8" INV (NE) = 911.00

CB "D" TO CB "E":
373' - 8" SDR26 PVC STORM @ 0.70%

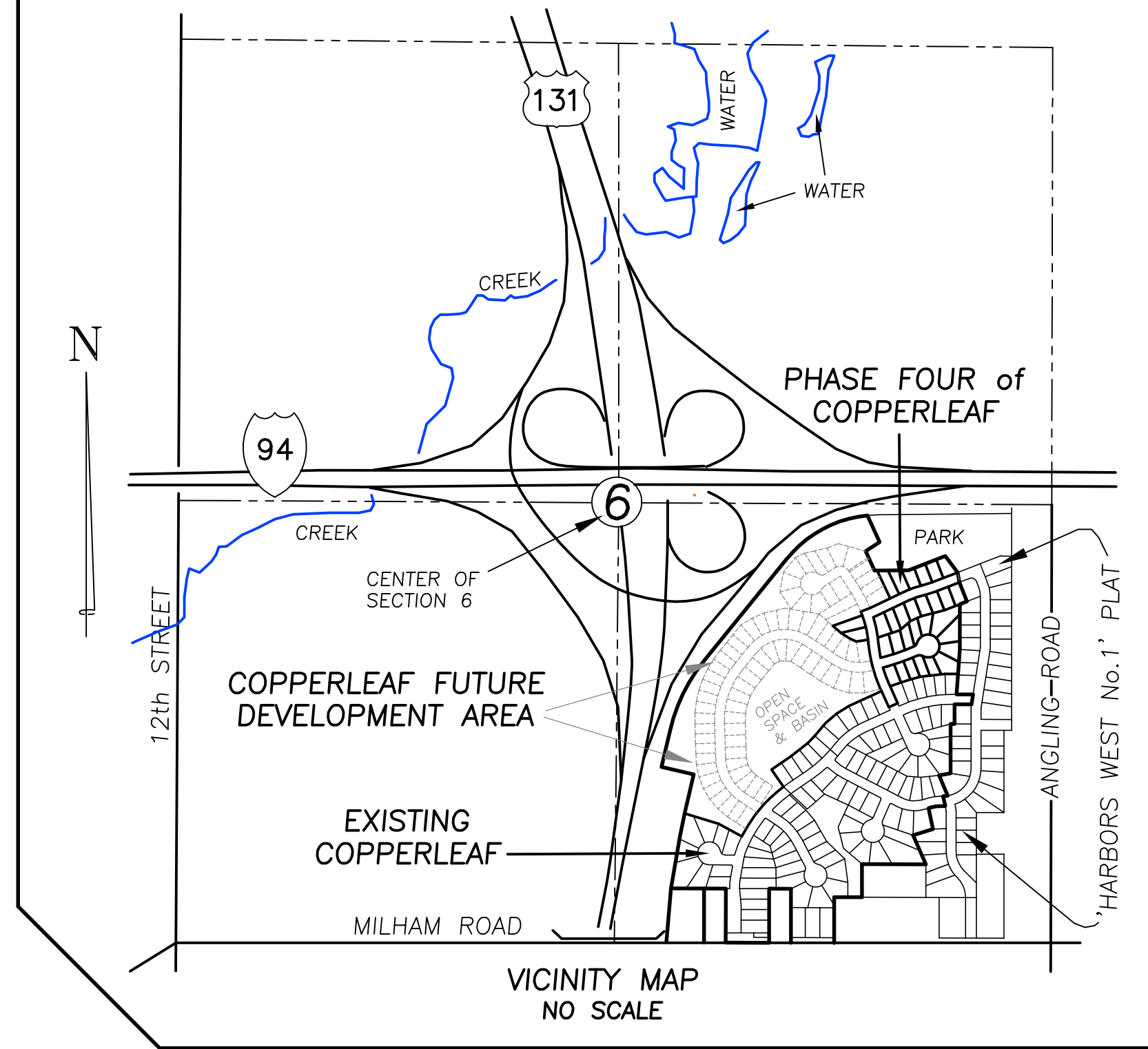
CB "E":
24" DIAMETER
WITH EJIW#1040 FRAME & TYPE "N" OVAL GRATE
RIM ELEV = 918.00
12" INV (SW) = 913.60

BM#1: ELEVATION = 902.68
(SANITARY MANHOLE LID WITHIN COPPERLEAF TRAIL / PAXTON COURT INTERSECTION)

NOTE: ALL STORM SEWER INLETS/DRAINS SHALL HAVE GRATE WRAPPED IN FILTER FABRIC. FABRIC SHALL REMAIN IN PLACE UNTIL DISTURBED GROUND IS SUITABLY STABILIZED.

NOTE: PROPOSED SILT FENCE LOCATIONS SUBJECT TO CITY OF PORTAGE REVIEW. ADDITIONAL SILT FENCE MAY BE REQUIRED ON-SITE.

NOTE: WITHIN THE U.S.D.A.'S SOIL SURVEY OF KALAMAZOO COUNTY, SOILS WITHIN PHASE 4 ARE SHOWN AS OSc (OSHTEMO SANDY LOAM) AND KaB (KALAMAZOO LOAM).



NOTE: THE WEST FORK OF PORTAGE CREEK IS LOCATED 1/2 MILE NORTHWEST OF PHASE 4 OF COPPERLEAF (NEAREST WATER BODY).

EROSION CONTROL NOTES:

- 1) ALL CONSTRUCTION SHALL COMPLY WITH THE SOIL EROSION AND SEDIMENTATION CONTROL ACT (P.A. 451 OF 1994, AS AMENDED) AS ADMINISTERED BY THE CITY OF PORTAGE.
- 2) EARTHWORK CONTRACTORS SHALL BE RESPONSIBLE FOR THE FOLLOWING:
 - A) BERMING OR FILTERING OF RUNOFF AT PROPERTY LINES WHERE EROSION COULD OCCUR.
 - B) PROTECTION OF ALL EXISTING AND NEWLY CONSTRUCTED STORM SEWER STRUCTURES, WHETHER ADJACENT TO THE SITE OR ON THE SITE.
 - C) MINIMIZATION OF TRACKING OF MATERIAL OFF-SITE.
 - D) SWEEPING AND CLEANING OF ADJACENT STREETS AS NECESSARY.
- 3) OWNER SHALL OBTAIN 'SOIL EROSION CONTROL PERMIT' FROM THE CITY OF PORTAGE.
- 4) ALL STORM SEWER INLETS/DRAINS SHALL HAVE GRATE WRAPPED IN FILTER FABRIC. FABRIC SHALL REMAIN UNTIL RIGHT-OF-WAY IS SUITABLY STABILIZED.

GRADING NOTE: DURING HOUSE CONSTRUCTION, FINAL GRADING NEAR HOUSE (& WITHIN LOT) SHALL BE COMPLETED SUCH THAT RUN-OFF WATER WILL NOT BE DIRECTED TOWARDS ANY HOUSE AND WILL NOT BE DIRECTED ONTO ADJOINING PROPERTIES.

NOTE: GRADING AND EARTH MOVING IN AREAS OUTSIDE OF PROPOSED ROADWAY AREAS SHALL BE DONE IN STAGES SO THAT AN AREA CAN BE STRIPPED, SHAPED, TOPSOILED, AND SEEDED IN A MINIMAL AMOUNT OF TIME. THE AMOUNT OF DISTURBED GROUND SHALL BE KEPT TO A MINIMUM DURING THE CONSTRUCTION PROJECT. DISTURBED AREAS SHALL BE RESTORED BY THE CONTRACTOR AS SOON AS CONVENIENTLY POSSIBLE.

ELEVATION BENCHMARKS:

BM#1: ELEVATION = 902.68
(SANITARY MANHOLE LID WITHIN COPPERLEAF TRAIL / PAXTON COURT INTERSECTION)

BM#2: ELEVATION = 921.27
(TOP 60d NAIL IN WOOD FENCE POST ALONG SOUTH LINE OF HARBORS WEST PARK).

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

GRADING & EROSION CONTROL PLAN Phase Four of COPPERLEAF PART OF SE 1/4 OF SEC. 6, T35, R11W, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN	DATE: 1/21/2019
Ingersoll, Watson & McMachen, Inc. CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS 1209 East Milham Road • Portage, Michigan 49002 • Phone 269 344-6165 • Fax 269 344-0555	SHEET: 5
	JOB No.: 36273-4



- 1) CONTRACTOR SHALL NOTIFY MISS DIG AT 1-800-482-7171 72 HOURS PRIOR TO THE START OF CONSTRUCTION.
- 2) LOCATIONS OF UNDERGROUND UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE. ADDITIONAL UNDERGROUND UTILITIES MAY EXIST ON THE SITE WHICH ARE NOT SHOWN ON THESE PLANS. CONTRACTOR SHALL BE RESPONSIBLE TO LOCATE AND PROTECT ALL UTILITIES ON SITE, WHETHER SHOWN ON THESE PLANS OR NOT.
- 3) CONTRACTOR SHALL PROVIDE ALL SIGNS, FENCING, LIGHTS, BARRICADES, ETC. NECESSARY TO PROVIDE FOR PUBLIC SAFETY DURING CONSTRUCTION.
- 4) REQUESTS FOR RELOCATION OR START SHALL BE DIRECTED TO THE ENGINEER A MINIMUM OF 48 HOURS PRIOR TO THEIR ACTUAL NEED.
- 5) IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE WITH ALL UTILITY COMPANIES FOR THE PROTECTION AND/OR RELOCATION OF EXISTING UTILITIES.
- 6) ALL MATERIALS PLACED DURING CONSTRUCTION SHALL BE IN NEW CONDITION, SHALL BE FREE FROM DEFECTS AND SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE CITY AND THEIR INSPECTOR.
- 7) ALL CONSTRUCTION SHALL BE SUBJECT TO CONSTRUCTION INSPECTION BY OWNER, OWNER'S REPRESENTATIVE, AND THE CITY OF PORTAGE.
- 8) ELEVATIONS SHOWN ON THESE PLANS ARE BASED ON USGS DATUM AS PROMULGATED WITHIN THE CITY OF PORTAGE.
- 9) ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF PORTAGE CONTRACT CONDITIONS AND SPECIFICATIONS.
- 10) A SOIL EROSION CONTROL PERMIT NEEDS TO BE OBTAINED PRIOR TO THE COMMENCEMENT OF ANY GRADING ACTIVITIES.

- 1) ALL PIPE LENGTH DISTANCES ARE FROM CENTER TO CENTER OF STRUCTURE.
- 2) ALL TRENCHING AND BACKFILLING FOR UTILITIES SHALL COMPLY WITH REQUIREMENTS OF THE CITY OF PORTAGE STANDARD SPECIFICATIONS AND THE REQUIREMENTS INDICATED ON THE CONSTRUCTION DRAWINGS.
- 3) ALL CONSTRUCTION SHALL COMPLY WITH ALL LOCAL, STATE, AND FEDERAL RULES, REQUIREMENTS, AND LAWS.

- 1) ALL 8" OR 10" WATER MAIN SHALL BE AWWA C151, CLASS 52 DUCTILE IRON PIPE. ALL 12" WATER MAIN SHALL BE AWWA C151, CLASS 53 DUCTILE IRON PIPE. ALL PIPE SHALL HAVE CEMENT LINING TO BE IN ACCORDANCE WITH AWWA C151, 12.10.1.2. ALL PIPE SHALL BE IN ACCORDANCE WITH CITY OF PORTAGE STANDARD SPECIFICATIONS (AVAILABLE AT CITY OF PORTAGE WEBSITE: www.portagegm.gov).
- 2) ALL WATER MAIN CONSTRUCTION SHALL BE SUBJECT TO INSPECTION BY A CITY OF PORTAGE APPROVED INSPECTOR.
- 3) MINIMUM 5.0' AND MAXIMUM 6.0' OF COVER OVER NEW WATER MAIN PIPE IS REQUIRED ONCE FINAL SITE GRADING IS COMPLETE.
- 4) WATER SERVICES SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF PORTAGE STANDARD DETAIL 50-145, AWWA C151, DUCTILE IRON PIPE AND METRIC BOX INSTALLATIONS. PLUMBING PERMIT REQUIRED.
- 5) HYDRANT ASSEMBLIES SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF PORTAGE STANDARD DETAIL 50-144, AUXILIARY VALVE LOCATION.
- 6) HYDRANT CHAINS SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF PORTAGE STANDARD DETAIL 50-145, STANDARD HYDRANT SIGN.

- 1) ALL SANITARY SEWER PIPE SHALL BE SDR26 PVC AND SHALL COMPLY WITH ASTM D 3033 OR ASTM D 3034. PIPE SHALL BE INSTALLED ACCORDING TO MANUFACTURER'S INSTRUCTIONS.
- 2) ALL SANITARY SEWER CONSTRUCTION, INCLUDING MAINLINES, LATERALS, MANHOLES, AND APPURTENANCES, SHALL CONFORM WITH THE CITY OF PORTAGE REQUIREMENTS AND SPECIFICATIONS AND SHALL BE SUBJECT TO THEIR INSPECTION.

1) UNDERGROUND ELECTRIC, NATURAL GAS, TELEPHONE, AND CABLE TV PRIVATE UTILITIES SHALL BE SIZED AND INSTALLED BY UTILITY OWNERS.



- 1) CONCRETE SHALL BE MDOT GRADES SP3 OR 35S, AND MEET THE FOLLOWING REQUIREMENTS:
- * ALL AGGREGATE SHALL BE LIMESTONE OR SLAG MATERIAL
 - * ENTRAINED AIR, 6 TO 8 PERCENT
 - * COMPRESSIVE STRENGTH AT 28 DAYS = 3500 P.S.I.
 - * SLUMP = 1.5 TO 3 INCHES
 - * MODULUS OF RUPTURE AT 28 DAYS = 650 P.S.I.
 - * MINIMUM PORTLAND CEMENT CONTENT = 5.50 SACKS PER CUBIC YARD
- 2) EXPANSION JOINTS SHALL BE PLACED AT SPRING POINTS AND UNIFORM INTERVALS OF NOT MORE THAN 100 FEET.
- 3) PLANE OF WEAKNESS JOINTS SHALL BE PLACED AT UNIFORM INTERVALS OF TEN (10) FEET. IRREGULAR SECTIONS SHALL BE LESS THAN EIGHT (8) FEET.
- 4) CONCRETE SHALL BE CURED IN A MANNER APPROVED BY THE CITY OF PORTAGE.

- NOTES:
- 1) CONCRETE SHALL BE MOOT GRADES 35P OR 35S, AND MEET THE FOLLOWING REQUIREMENTS:
 - ALL AGGREGATES SHALL BE LIMESTONE OR SLAG MATERIAL
 - ENTRAINED AIR, 6 TO 8 PERCENT
 - COMPRESSIVE STRENGTH AT 28 DAYS = 3500 P.S.I.
 - SLUMP = 1.5 TO 3 INCHES
 - MODULUS OF RUPTURE AT 28 DAYS = 650 P.S.I.
 - MINIMUM PORTLAND CEMENT CONTENT = 5.50 SACKS PER CUBIC YARD
 - 2) EXPANSION JOINTS SHALL BE PLACED AT SPRING POINTS AND UNIFORM INTERVALS OF NOT MORE THAN 100 FEET.
 - 3) JOINTS OF WEAKNESS SHALL BE PLACED AT UNIFORM INTERVALS OF TEN (10) FEET. IRREGULAR SECTIONS SHALL BE LESS THAN EIGHT (8) FEET.
 - 4) CONCRETE SHALL BE CURED IN A MANNER APPROVED BY THE CITY OF PORTLAND.
 - 5) SEE RELATED CITY OF PORTLAND STANDARD DETAIL:
SD-113, CONCRETE CURB



- NOTES:
- 1) CONCRETE SHALL BE MORE THAN 6000 PSI OR 355, AND MEET THE FOLLOWING REQUIREMENTS:
 - a. ALL AGGREGATES SHALL BE LIMESTONE OR SLAT MATERIAL
 - b. REQUIRED $\frac{w}{c} = 0.28$ PERCENT
 - c. COMPRESSIVE STRENGTH AT 28 DAYS = 3500 PSI
 - d. MODULUS OF ELASTICITY AT 28 DAYS = 650 PSI
 - e. SLUMP 1.5 IN. TO 2 IN.
 - f. MINIMUM 1000 LBS PER CUBIC YARD
 - 2) ONE (1) INCH TRANSVERSE DISCREPANCY SHALL BE PLACED AT UNIFORM INTERVALS OF FOUR INCHES
 - 3) PLANE OF WEAKNESS JOINTS SHALL BE PLACED AT UNIFORM INTERVALS OF FOUR INCHES
 - 4) ALL JOINTS SHALL BE CONSTRUCTED AT RIGHT ANGLES TO THE CENTERLINE OF ALL
 - 5) ALL EDGES AND JOINTS SHALL BE PROPERLY TOGGED.
 - 6) ALL JOINTS SHALL BE REINFORCED WITH 2" X 4" BRUSH TO PROVIDE A NON-SLIP SURFACE.
 - 7) ALL JOINTS SHALL BE REINFORCED IN A MANNER APPROVED BY THE CITY OF PORTAGE.
 - 8) WALK WITHIN DRIVEWAY AREAS SHALL BE SIX (6) INCHES THICK.
 - 9) SEE RELATED CITY OF PORTAGE STANDARD DETAILS.
 - 10) CURVED LOCAL STREET



- NOTES:
- 1) HEIGHT OF STRUCTURES WILL VARY BUT SHALL NOT EXCEED FIVE (5.0) FEET.
 - 2) STRUCTURES SHALL BE PRECAST CONCRETE AND CONFORM TO ASTM C-478.
 - 3) SEE RELATED CITY OF PORTAGE STANDARD DETAILS:
 - SD-102, 24" CATCH BASIN
 - SD-103, STANDARD CURB INLET CASTING
 - SD-104, STANDARD DROP CURB INLET CASTING



NO SCALE

- NOTES:
- 1) MANHOLE STRUCTURES SHALL NOT HAVE A SUMP AND SHALL REQUIRE EJIW #1040A CASTING WITH CITY OF PORTAGE LOGO PER CITY STANDARDS.
 - 2) HEIGHT OF STRUCTURES WILL VARY.
 - 3) STRUCTURES SHALL BE PRECAST CONCRETE AND CONFORM TO ASTM C-478.
 - 4) SOME STRUCTURES MAY HAVE TO BE ENLARGED TO ACCOMMODATE PIPES AND RESILIENT CONNECTORS. STRUCTURAL DIMENSIONS FOR LARGER DIAMETER STRUCTURES SHALL CONFORM TO ASTM C-478.
 - 5) MANHOLE STEPS SHALL BE EJIW #8501 OR EQUIVALENT.
 - 6) INSTALL STEPS AFTER STRUCTURE IS IN PLACE TO INSURE STEPS ARE LOCATED UNDER THE TOP SURFACE OF THE STRUCTURE. THE MAXIMUM DISTANCE FROM TOP OF CASTING TO BOTTOM STEP SHALL BE NO MORE THAN 24 INCHES FROM BENCH/TOP OF STRUCTURE.
 - 7) SEE RELATED CITY OF PORTAGE STANDARD DETAILS:
 - SD-101, STANDARD 48" DRAINAGE STRUCTURE
 - SD-103, STANDARD CURB INLET CASTING
 - SD-104, STANDARD DROP CURB INLET CASTING
 - SD-108, STANDARD MANHOLE STEP



- NOTES:
- 1) HEIGHT OF STRUCTURES WILL VARY.
 - 2) STRUCTURES SHALL BE PRECAST CONCRETE AND CONFORM TO ASTM C-478 WITH O-RING RUBBER GASKET TYPE JOINTS, ASTM C-443. RUBBER GASKETS SHALL NOT BE REMOVED.
 - 3) INSTALL STAIRS AFTER STRUCTURE IS IN PLACE, IF NECESSARY, TO INSURE STAIRS ARE LOADED PROPERLY. MAXIMUM WEIGHT OF PERSONS SHALL NOT EXCEED 100 LBS PER SQ. FT. OF CASTING. BOTTOM STEP SHALL BE NO MORE THAN 24 INCHES FROM BENCH.
- USE RELATED CITY OF PORTAGE STANDARD DETAILS:
- SD-109, STANDARD MANHOLE
 - SD-106, SANITARY SEWER STANDARD MANHOLE CASTING
 - SD-107, SANITARY SEWER PRESSURE-TIGHT MANHOLE CASTING
 - SD-108, STANDARD MANHOLE STEP



NO SCALE

- NOTES:
- 1) LARGE ROCKS, BOULDERS, AND STONES OVER ONE (1.0) INCH IN DIAMETER SHALL BE REMOVED TO PROVIDE A CLEARANCE OF SIX (6) INCHES (MIN.) FROM ANY PART OF THE TRENCH.
 - 2) ALL EMBEDMENT AND BACKFILL MATERIALS SHALL BE FREE FROM FROZEN EARTH, ICE, SNOW, TOPSOIL, MUCK, CINDERS, ASHES, REFUSE, ORGANIC MATTER, BOULDERS, ROCKS, OR OTHER MATERIALS WHICH, IN THE OPINION OF THE ENGINEER, ARE UNSUITABLE.
 - 3) EMBEDMENT MATERIAL SHALL BE GRANULAR MATERIAL WITH MAXIMUM PARTICLE SIZE OF 1.0" COMPACTED TO 95% OF MAXIMUM UNIT WEIGHT AS DETERMINED BY THE MODIFIED PROCTOR METHOD.
 - 4) BACKFILL MATERIAL UNDER PAVEMENT AREAS AND AREAS WITHIN TRENCH INFLUENCE OF BACK OF CURB OR EDGE OF PAVEMENT SHALL BE GRANULAR MATERIAL COMPACTED TO 95% OF MAXIMUM UNIT WEIGHT AS DETERMINED BY THE MODIFIED PROCTOR METHOD.
 - 5) BACKFILL MATERIAL FOR PIPE TRENCHES NOT UNDER PAVEMENT AREAS AND AREAS OUTSIDE OF TRENCH INFLUENCE MAY BE NONGRANULAR NATIVE MATERIAL WHICH, IN THE OPINION OF THE ENGINEER, IS ACCEPTABLE FOR MATERIAL AND DRAINAGE PURPOSES FOR THE SETTLEMENT.
 - 6) BACKFILL MATERIAL MAY BE PLACED, SPREAD, AND COMPACTED WITH EQUIPMENT OPERATED LONGITUDINALLY ALONG THE PIPE LINE. PUSHING MATERIAL INTO THE TRENCH FROM THE SIDE WITHOUT LONGITUDINAL SPREADING AND COMPACTING SHALL NOT BE ALLOWED.
 - 7) SEE SPECIFIED CITY OF PORTLAND STANDARD DETAIL:
SD-122, STANDARD TRENCH DETAIL.



- NOTES:
- 1) 4" x 4" RISER MARKER STAKE REQUIRED AT EACH RISER LOCATION.
 - 2) BEDDING AND COMPACTION SHALL BE PER CITY STANDARD SPECIFICATIONS.
 - 3) SEE RELATED CITY OF PORTAGE STANDARD DETAILS:
SD-110, SANITARY SEWER STANDARD HOUSE CONNECTIONS
(PROPERTY LINE RISER)
 - 4) MAIN LINE RISERS REQUIRED WHEN DEPTH OF SEWER MAIN IS 15' OR GREATER

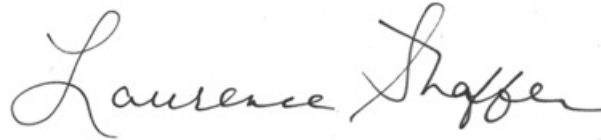


- NOTE: CONTRACTOR SHALL SPECIFY UNDERCUTTING PROVISIONS AND PRICES WITHIN BID.



TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Rezoning Application #18/19-5, 1700 East Centre Avenue

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: Accept Rezoning Application #18/19-5, 1700 East Centre Avenue for first reading and set a public hearing for April 23, 2019.

An application has been received from Newells Lane Partners, LLC requesting that 1700 East Centre Avenue be rezoned from R-1B, one family residential to OS-1, office service. The zoning change is being requested to facilitate an office redevelopment project.

In a report dated March 1, 2019, the Department of Community Development concluded the proposed OS-1, office services zoning district is consistent with the Comprehensive Plan, Future Land Use Map and surrounding land use/zoning pattern. For these reasons, staff is supportive of the proposed OS-1, office service district.

The Planning Commission convened a public hearing during the February 21st and March 7th, 2019 meetings to consider the request. Walt Hansen (representing the prospective buyer) and Chad Vliek (representing Newells Lane Partners, LLC) were present to explain the project and support the zoning change. Two citizens spoke during the February 21st but did not oppose the zoning change. No additional citizens spoke during the public hearing and no written communications have been received.

After careful consideration, the Commission voted 9-0 to recommend to City Council that Rezoning Application #18/19-5 be approved and 1700 East Centre Avenue be rezoned from R-1B, one family residential to OS-1, office service with a finding that the OS-1 district is appropriate in this area of the City and is consistent with the Comprehensive Plan, Future Land Use Map and surrounding land use/zoning pattern along East Centre Avenue.

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

FUNDING: Not applicable

Attachments:

1. March 15, 2019 Planning Commission transmittal
2. February 21, and March 7, 2019 Planning Commission meeting minutes
3. March 1, 2019 Community Development staff report

4. Ordinance Amendment

TO: Honorable Mayor and City Council
FROM: Planning Commission
DATE: March 15, 2019
SUBJECT: Rezoning Application #18/19-5, 1700 East Centre Avenue

The Planning Commission convened a public hearing during the February 21st and March 7th, 2019 meetings to consider the rezoning application submitted by Newells Lane Partners, LLC to rezone 1700 East Centre Avenue from R-1B, one family residential to OS-1, office service. Walt Hansen (representing the prospective buyer) was present during the February 21st meeting and Chad Vliek (representing Newells Lane Partners, LLC) was present at the March 7th to speak in support of the rezoning request and explain the proposed office redevelopment project. Two citizens spoke during the February 21st meeting asking several questions about the planned office project, but were not opposed to the zoning change. No additional citizens spoke during the public hearings and no written communications have been received.

After careful consideration, a motion was made by Commissioner Patterson, seconded by Commissioner Corradini, to recommend to City Council that Rezoning Application #18/19-5 be approved and 1700 East Centre Avenue be rezoned from R-1B, one family residential to OS-1, office service. The motion included a finding that the OS-1 district is appropriate in this area of the City and is consistent with the Comprehensive Plan, Future Land Use Map and surrounding land use/zoning pattern along East Centre Avenue. The motion was unanimously approved 9-0.

Sincerely,

A handwritten signature in black ink that reads "Wayne Stoffer". The signature is written in a cursive, flowing style.

Wayne Stoffer
Chairman

A small, stylized handwritten mark or flourish, possibly a signature or initials, located below the printed name "Wayne Stoffer".

PLANNING COMMISSION

 DRAFT

March 7, 2019

The City of Portage Planning Commission meeting of March 7, 2019 was called to order by Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Three 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 Matthew Quardokus, Assistant City Attorney.

ROLL CALL:

Mr. Forth called the role: Fries (yes); Patterson (yes); Corradini (yes); Stoffer (yes); Schimmel (yes); Joshi (yes); Harrell-Page (yes); Baldwin (yes); and Pezzoli (yes). All Commissioners were present.

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the February 21, 2019 meeting minutes contained in the agenda packet. A motion was made by Commissioner Harrell-Page, seconded by Commissioner Corradini, to approve the minutes as submitted. The motion was unanimously approved 9-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARING:

1. Final Report: Rezoning Application #18/19-5, 1700 East Centre Avenue. Mr. West summarized the March 1, 2019 final staff report regarding a request from Newells Lane Partners, LLC to rezone property located at 1700 East Centre Avenue from R-1B, one family residential to OS-1, office service. Mr. West indicated the zoning change is being requested to facilitate an office redevelopment project. Mr. West stated the proposed OS-1 district was consistent with the Comprehensive Plan and Future Land Use Map designations, as well as the evolving land use/zoning pattern along East Centre Avenue. Mr. West also discussed the Zoning Code restrictions and requirements for the proposed office redevelopment project given its proximity adjacent to single family residential zoning. For these reasons, Mr. West indicated that staff was recommending approval of the zoning change.

Chad Vliek (Newells Lane Partners, LLC) was present to support the rezoning application. Mr. Vliek stated he has a purchase agreement to sell the property for development of a dental clinic. The public hearing was reconvened by Chairman Stoffer. No citizens spoke regarding the proposed rezoning. A motion was then made by Commissioner Baldwin, seconded by Commissioner Corradini, to close the public hearing. The motion was unanimously approved 9-0.

After a brief conversation, a motion was made by Commissioner Patterson, seconded by Commissioner Corradini, to recommend to City Council that Rezoning Application #18/19-5 be approved and 1700 East Centre Avenue be rezoned from R-1B, one family residential to OS-1, office service. The motion included a finding that the OS-1 district is appropriate in this area of the City and is consistent with the Comprehensive

Plan, Future Land Use Map and surrounding land use/zoning pattern along East Centre Avenue. The motion was unanimously approved 9-0.

2. Special Land Use Permit: Cole Buick-GMC-Cadillac, 6600 and 6660 South Westnedge Avenue. Mr. Forth summarized the March 1, 2019 staff report regarding a request from GCG Portage LLC to expand the existing Cole Buick-GMC-Cadillac dealership from 6600 South Westnedge Avenue onto the adjacent property addressed as 6660 South Westnedge Avenue. Mr. Forth indicated the applicant is proposing to remove the drive-thru lanes on the former Old National Bank parcel and establish vehicle display areas along the north and south sides of the parcel. Mr. Forth indicated that no use of the former Old National Bank building was proposed by the Cole Buick-GMC-Cadillac dealership, however, the building would be marketed for a low intensity office user with employee/customer parking reserved along the south side of the building. Mr. Forth indicated the proposal satisfies the 12 conditions outlined in Section 42-261.C.4 of the Zoning Code and was recommended for approval.

Curt Aardema (GCG Portage LLC representative) was present to support the request and explain the project. Mr. Aardema provided a brief history of the car dealership establishment along South Westnedge Avenue back in the 1990s and changes that have occurred in the car dealership industry. Mr. Aardema stated that the former Old National Bank parcel was acquired in 2018 for purposes of expanding the dealership in order to stay competitive. Mr. Aardema indicated the drive-thru lanes along the north side of the former bank building would be removed and converted to vehicle display areas, while the building would be marketed for a low intensity office use.

Chairman Stoffer opened the public hearing. No citizens spoke regarding the special land use permit. A motion was then made by Commissioner Harrell-Page, seconded by Commissioner Joshi, to close the public hearing. The motion was unanimously approved 9-0. After a brief discussion, a motion was made by Commissioner Corradini, seconded by Commissioner Schimmel, to approve the Special Land Use Permit for GCG Portage, LLC (Cole Buick-GMC-Cadillac) at 6600 and 6660 South Westnedge Avenue. The motion was unanimously approved 9-0.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

STATEMENT OF CITIZENS/COMMISSIONERS:

Commissioner Joshi stated she would not be present at the March 21, 2019 meeting.

7:13 p.m. - The Commission took a short recess.

7:15 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 2

NEW BUSINESS:

1. FY 2019-2029 Capital Improvement Program. Mr. Forth referred the Commission to the FY 2019-2029 Capital Improvement Program (CIP) document that was provided with the agenda materials. Mr. Forth also discussed the previous Planning Commission involvement in the CIP process beginning back in September 2018 with the Open House and the preliminary review of the document that occurred at the February 7, 2019 meeting. Mr. Forth reviewed the proposed FY 2019-2029 CIP document category-by-category with the Planning Commissioners. The Commission and staff discussed various projects including upcoming local and major

PLANNING COMMISSION

February 21, 2019

The City of Portage Planning Commission meeting of February 21, 2019 was called to order by Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Approximately 20 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 Matthew Quardokus, Assistant City Attorney.

ROLL CALL:

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

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the February 7, 2019 meeting minutes contained in the agenda packet. A motion was made by Commissioner Harrell-Page, seconded by Commissioner Corradini, to approve the minutes as submitted. The motion was unanimously approved 7-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARING:

1. **Preliminary Report: Rezoning Application #18/19-5, 1700 East Centre Avenue.** Mr. West summarized the February 15, 2018 preliminary staff report regarding a request from Newells Lane Partners, LLC to rezone property located at 1700 East Centre Avenue from R-1B, one family residential to OS-1, office service. Mr. West stated the property is currently occupied by a single family residence and the applicant has indicated plans to demolish the residence and construct a new office building at the site. Mr. West then briefly summarized the preliminary analysis of the rezoning request including consistency with the Comprehensive Plan/Future Land Use Map and evolving office zoning/land use pattern along East Centre Avenue, suitability of existing R-1B district and impacts of proposed OS-1 district.

Walt Hansen (applicant representative) was present to support the rezoning application. Mr. Hansen stated he was representing the purchaser of the property who was planning to demolish the existing house and construct a new orthodontics office at the site. Mr. Hansen indicated that he has redeveloped numerous office properties along the Centre Avenue corridor and the proposed OS-1 zoning was consistent with the Comprehensive Plan and land use/zoning pattern along Centre Avenue. Mr. Hansen also stated that offices provide a good transitional land use between Centre Avenue and the interior residential neighborhood.

The public hearing was opened by Chairman Stoffer. Two citizens spoke during the public hearing: 1) Del Meyer (8033 Newells Lane), and 2) Phillip Beaver (1728 Pleasant Drive). Mr. Meyer stated that he had no objection to the rezoning request, however, asked about minimum building setbacks for the new office building.

Mr. West discussed the minimum building and parking lot setbacks, and also discussed conflicting land use screening requirements between nonresidential and residential land uses. Mr. Hansen presented a preliminary site plan that identified the new office building and parking lot much further away from Mr. Meyer's property line than the minimum setback requirements. Mr. Beaver also stated that he had no objection to the rezoning request, however, inquired about outdoor lighting proposed with the new office development. Mr. West discussed the outdoor lighting standards for new office developments including requirements for shielded "sharp cut-off" style fixtures and a maximum light intensity levels at the property line. No additional citizens spoke regarding the proposed rezoning. After a brief conversation, a motion was made by Commissioner Schimmel, seconded by Commissioner Baldwin, to adjourn the public hearing for Rezoning Application #18/19-5, 1700 East Centre Avenue, to the March 7, 2019 meeting. The motion was unanimously approved 7-0.

2. Preliminary Site Condominium: Westfield North Subdivision, 5700 Alten Street. Mr. Forth summarized the February 18, 2019 staff report regarding a request from Westview Capital LLC to construct the Westfield North Condominium Subdivision. Mr. Forth stated the Westfield North Condominium Subdivision proposes to construct 12 single family detached residential lots/units and public street extensions of Burr Ridge Road and Alten Street on the approximate 4.3 acre parcel. Mr. Forth indicated the site condominium form of development was essentially the same as a single family detached traditional plat. Mr. Forth discussed the new storm water retention basin proposed along the southeast portion of the parcel and the preliminary engineering analysis that has been completed regarding the feasibility of conveying storm water runoff from this new subdivision to the existing storm water basin located to the east, along the east side of Briar Hill Court. Mr. Forth indicated that staff was recommending approval of the Preliminary Condominium Subdivision subject to the conditions outlined in the February 19, 2019 staff report.

Brian Wood (Westview Capital LLC representative) was present to support the plan and explain the development project. Mr. Wood indicated he had no objection to routing the storm water to the existing basin along the east side of Briar Hill Court assuming it was feasible from an engineering standpoint and was cost effective.

Chairman Stoffer opened the public hearing. Three citizens spoke regarding the preliminary condominium subdivision: 1) Barb Vizard (5691 Claremount Street); 2) Paul Matyas (4322 Cedarcrest Avenue); and 3) Sara Veldt (4409 Cedarcrest Avenue). Ms. Vizard asked several questions regarding the proposed subdivision including the type of home construction, public or private streets and hours of construction. Mr. Wood provided responses. Mr. Matyas stated the reference to "condominium" in the resident notice and application was somewhat confusing to the neighbors and asked what assurances there were that the applicant would not construct attached condominiums in the subdivision. Mr. Forth restated that the application was for single family detached residential homes and that the existing R-1B zoning does not allow attached residential construction. Mr. Forth stated any request for a zoning change to attached residential would require public hearings, public noticing and consideration by the Planning Commission and City Council. Mr. Forth stated the city development standards for a site condominium are the same as for a traditional plat and the developments will look the same, however, the state review/approval process for the developer is less cumbersome utilizing the site condominium form of development. Mr. Wood stated that Westview Capital has no interest in constructing attached residential dwellings. Mr. West indicated that any possible future rezoning request to attached residential would not be consistent with the Future Land Use Map designation of the neighborhood for "low density residential" land use. Ms. Veldt asked what the price range would be for the new homes. Mr. Wood stated that home prices would begin at around \$200,000 and would be similar to the homes constructed along Briar Hill Drive/Briar Hill Court. No additional citizens spoke regarding proposed preliminary site condominium.

After a brief discussion, a motion was made by Commissioner Corradini, seconded by Commissioner Schimmel, to recommend to City Council that the Preliminary Condominium for Westfield North Subdivision, 5700 Alten Street, be approved subject to the two conditions outlined in the February 18, 2019 staff report. The motion was unanimously approved 7-0.

TO: Planning Commission

DATE: March 1, 2019

FROM: Vicki Georgeau,  Director of Community Development

SUBJECT: Final Report: Rezoning Application #18/19-5, 1700 East Centre Avenue

I. INTRODUCTION:

An application has been received from Newells Lane Partners, LLC requesting that 1700 East Centre Avenue be rezoned from R-1B, one family residential to OS-1, office service. According to the applicant, the rezoning is being requested to facilitate an office redevelopment project (existing single family residence would be demolished and a new office building constructed).

Applicant	Property Address	Parcel Number	Zoning	
			Existing	Proposed
Newells Lane Partners, LLC	1700 East Centre Avenue	08820-001-A	R-1B	OS-1
One parcel – 1.2 acres (181-feet by 287-feet)				

II. EXISTING CONDITIONS:

Land Use/Zoning	<u>Rezoning Site:</u> The subject property at 1700 East Centre Avenue is currently developed with an 1,152 square foot two-story single family residence and a 616 square foot attached garage zoned R-1B, one family residential. <u>East/South:</u> Single family residences zoned R-1B, one family residential. <u>West (across Newells Lane):</u> Office buildings zoned OS-1, office service. <u>North (across East Centre Avenue):</u> Greenhouses zoned R-1B, one family residential and the Selinon Park multiple family residential development (under construction), zoned PD, planned development.
Zoning/Development History	There have been several rezoning considerations in the past 10 years along East Centre Avenue, west of the subject property: - In 2016, City Council rezoned 1521, 1603 and 1615 East Centre Avenue from R-1B, one family residential, RM-1, multiple family residential and OS-1, office service, to PD, planned development. This rezoning facilitated the Selinon Park multiple family residential project (74 units) along the north side of East Centre Avenue, west of Newells Lane, which is currently under construction. - In 2015, City Council rezoned 710 and 732 East Centre Avenue from B-1, local business and R-1A, one family residential, to OS-1, office service. This rezoning facilitated the Beacon Point Memory Care facility at the southeast corner of East Centre Avenue and Lakewood Drive. - In 2014, City Council rezoned several properties in the 700-900 block of East Centre Avenue, along the south side of East Centre Avenue between Lakewood Drive and Lovers Lane, from B-3, general business and R-1A, one family residential, to B-1, local business. This rezoning was initiated by the Planning Commission to facilitate office/local business redevelopment consistent with the Comprehensive Plan and Future Land Use Map designations.

	• In 2012, City Council approved several properties in the 700-900 block of East Centre Avenue, along the north side of East Centre Avenue between Lakewood Drive and Garden Lane, from R-1A and R-1B, one family residential, to OS-1, office service. This rezoning was initiated by property owners, then expanded by the Planning Commission, to facilitate office redevelopment consistent with the Comprehensive Plan and Future Land Use Map designations. • In 2011, City Council rezoned 1302, 1306, 1316 and 1330 East Centre Avenue from R-1B, one family residential and OS-1, office service, to B-1, local business and OS-1, office services. This rezoning was initiated by property owners facilitate future office/local business redevelopment at the southeast corner of East Centre Avenue and Lovers Lane.
Historic District/ Structures	The subject site is not located within a historic district and does not contain any historic structures.
Public Streets	East Centre Avenue is designated a 5-lane major arterial roadway with 18,054 vehicles per day (2015) and a capacity of 37,100 vehicles per day (level of service "D"). Newells Lane is designated as a two-lane local residential street and traffic counts are not available.
Public Utilities	Municipal water and sanitary sewer are available along East Centre Avenue and Newells Lane.
Environmental	The City of Portage Natural Resources Map does not identify any potential wetland area, floodplains or other environmentally sensitive areas on the subject site.

III. PUBLIC HEARING/COMMENTS:

The Planning Commission convened a public hearing to consider the rezoning request at the February 21, 2019 meeting. Walt Hansen (applicant representative) was present to support the rezoning application. Mr. Hansen stated he was representing the purchaser of the property who was planning to demolish the existing house and construct a new orthodontics office at the site. Two citizens spoke during the public hearing: 1) Del Meyer (8033 Newells Lane), and 2) Phillip Beaver (1728 Pleasant Drive). Mr. Meyer stated that he had no objection to the rezoning request, however, asked about minimum building setbacks for the new office building. Mr. Beaver also stated that he had no objection to the rezoning request, however, inquired about outdoor lighting proposed with the new office development. Staff indicated all outdoor lighting will have to contain shielded fixtures to reduce light levels at the property line. No additional citizens spoke during the public hearing and no written communications have been received regarding the proposed rezoning.

IV. FINAL ANALYSIS:

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

Comprehensive Plan/Future Land Use Map Consistency. The Future Land Use Map component of the 2014 Comprehensive Plan identifies the rezoning parcel, as well as properties located to the east and west along East Centre Avenue, as appropriate for Office Service land use. The Comprehensive Plan also identifies East Centre Avenue as an office corridor. The proposed OS-1, office service zoning district is consistent with these Plan designations.

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

Development Guidelines. The Development Guidelines are intended to be used by the Commission and staff when reviewing private development proposals, infrastructure improvement programs (i.e. public expenditures on streets, sewers and water mains that influence the location, intensity and timing of development) and public programs that affect the physical environment. The proposed rezoning is consistent with applicable Development Guidelines contained in the Comprehensive Plan (see attached Development Guidelines Table).

Suitability of Existing R-1B Zone/Impacts of Proposed OS-1 Zone. The suitability of the existing residence and R-1B zoning is somewhat diminished considering the increasing traffic volumes along East Centre Avenue and the existing/planned office zoning and land use pattern along this major street corridor. The proposed OS-1 zone is consistent with the land use/zoning pattern along East Centre Avenue and the Comprehensive Plan designations. Allowable uses in the OS-1 district include executive, administrative and professional offices, medical offices and clinics, banks and credit unions, art and photographic studios, personal service establishments, along with institutional uses, trade and business schools, and funeral homes. Since the rezoning site abuts single family residential land use/zoning, any future office building construction would be limited to one-story and 25-feet in height. Additional Zoning Code requirements for screening, buffering, lighting and noise designed to mitigate adverse impacts on adjacent residential properties would also be applicable with any office redevelopment project.

A change in zoning to OS-1 would cause the existing single-family residential use to become legally nonconforming. Section 42-133 of the Zoning Code provides regulations for nonconforming lots, buildings, structures and uses. Under these regulations, a nonconforming use may continue until it is removed, changed to a conforming use or intentionally abandoned. In particular, a property and/or building with a nonconforming use can have a change of tenancy, ownership or management without losing its nonconforming status. General maintenance and repair of the property and/or building in which the nonconforming use is located is also permitted by the Zoning Code. Additionally, if a nonconforming use is abandoned for any reason described in Section 42-133.C.5, any subsequent use of the land must be conforming to the underlying zoning district. Finally, if the building in which a nonconforming use is located were destroyed by fire, tornado or other act of God, the building could be reconstructed to its original location within 18 months.

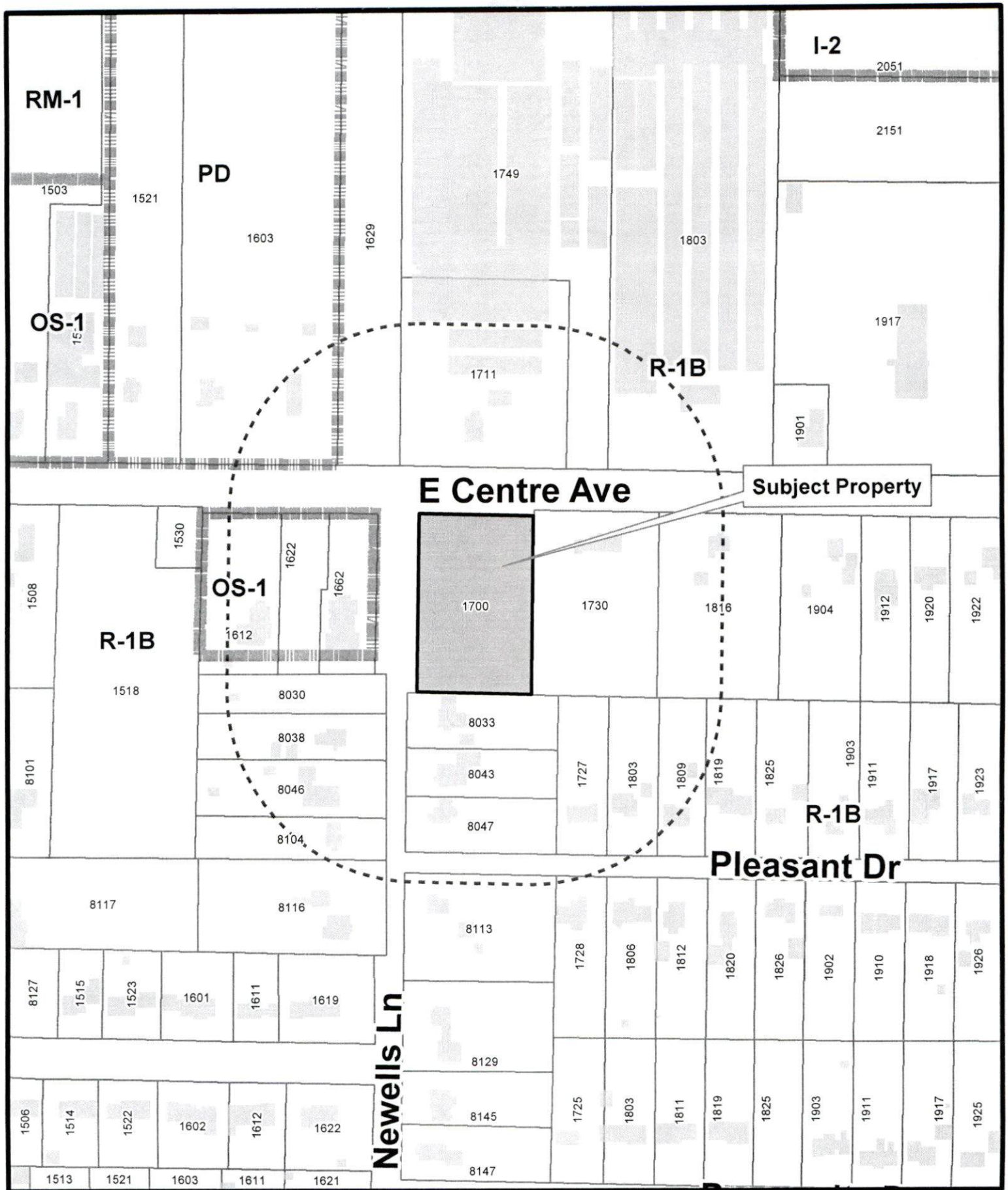
Traffic Considerations. Rezoning the subject properties from R-1B to OS-1 would result in an increase in traffic generation dependent upon the type of office use that would be established at the site. However, this additional traffic generation can be accommodated by the adjacent roadway network. Specific access related issues including driveway location, shared/cross access would be reviewed at the site plan stage of development/redevelopment.

V. RECOMMENDATION:

Subject to any additional comments that may be received during the public hearing, staff advises the Planning Commission to recommend to City Council that Rezoning Application #18/19-5 be approved and 1700 East Centre Avenue be rezoned from R-1B, one family residential to OS-1, office service. The OS-1 district is appropriate in this area of the City and is consistent with the Comprehensive Plan, Future Land Use Map and surrounding land use/zoning pattern along East Centre Avenue.

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

T:\COMMDEV\2018-2019 Department Files\Board Files\Planning Commission\PC Reports\Rezoning\2019 03 01 Rezoning Application 18-19-5, 1700 East Centre Avenue (final).doc

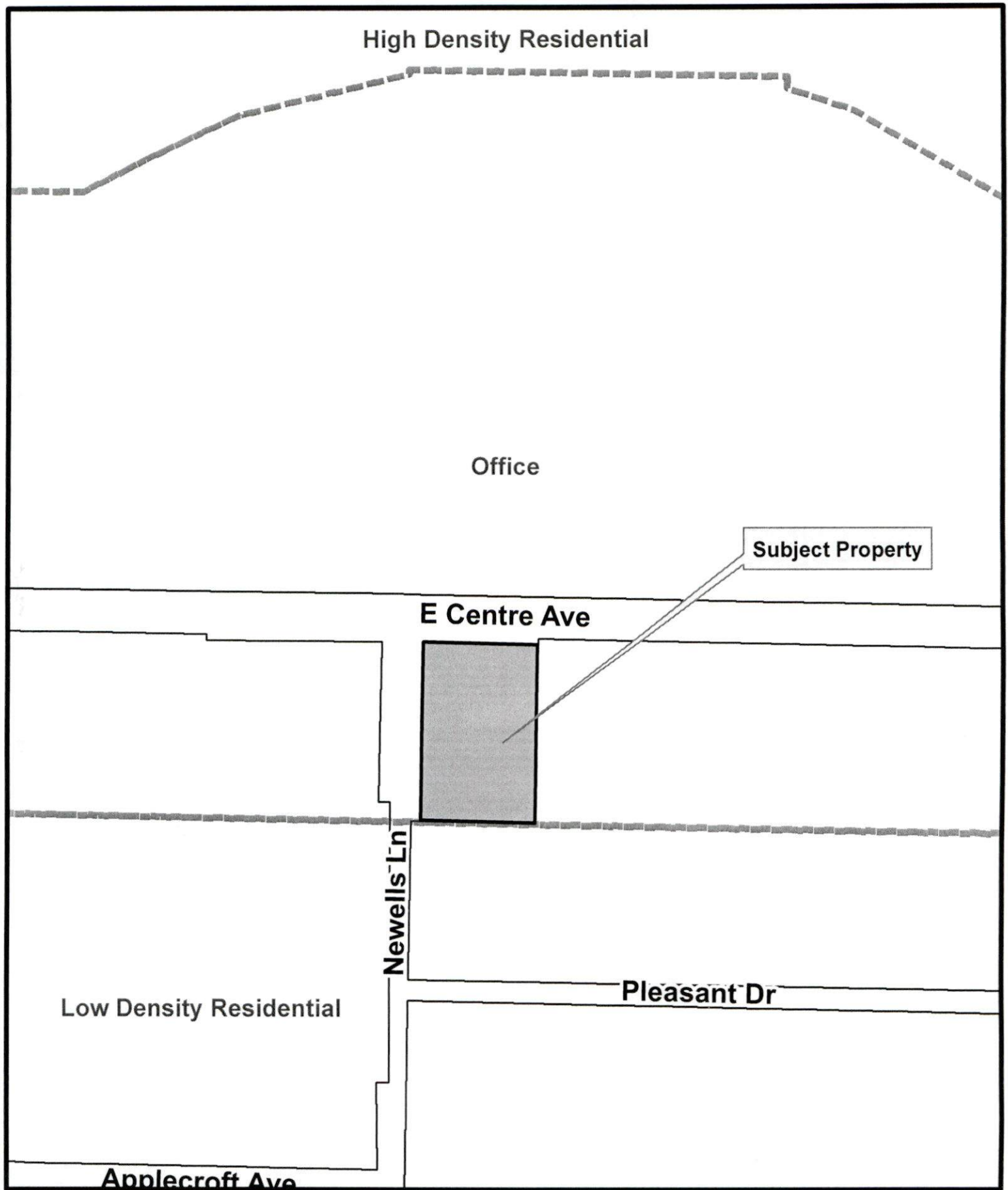


-  Zoning Boundary
-  Subject Property
-  300' Notification Boundary

Rezoning: #18/19 - 5 **1700 East Centre Avenue**



1 inch = 200 feet



 Subject Property
 Future Land Use

Future Land Use Map **1700 East Centre Avenue**


1 inch = 200 feet



 Subject Property

Aerial Photography 1700 East Centre Avenue



1 inch = 100 feet
(46)

DEVELOPMENT GUIDELINES

Rezoning Application #18/19-5 (OS-1, Office Service)

Guideline	Description	Consistent	Comments
Rezoning Request – Z-1	Consistency with Future Land Use Plan	Yes	Future Land Use Map designates the subject property and other properties along the north and south sides of East Centre Avenue as appropriate for office land use. The Comprehensive Plan also designates Centre Avenue as an office corridor. The proposed OS-1 zone is consistent with these designations.
Commercial – 1	Coordinated Development	Yes	Properties located along the Centre Avenue corridor are either zoned or planned for office land use. The proposed OS-1 zone is consistent and compatible with existing and transitioning land uses.
Commercial – 2	Commercial/Office Uses in General	Yes	Rezoning site is located within the Centre Avenue Office Corridor within a mixture of office, institutional and residential land uses. East Centre Avenue is a major arterial roadway and traffic related issues can be accommodated. The size, intensity and character of the proposed use is compatible with adjacent areas.
Commercial – 3	Local Business Uses	N/A	Guideline is not applicable to rezoning request.
Commercial – 4	Regional and General Commercial Uses	N/A	Guideline is not applicable to rezoning request.
Commercial – 5	Portage Commerce Square	N/A	Guideline is not applicable to rezoning request.
Natural & Historic Resources - 1	Environmental Protection	Yes	Rezoning site is not characterized by environmentally sensitive areas (wetlands, floodplain, lakes/streams, etc).
Natural & Historic Resources - 2	Floodplain	Yes	Rezoning site is not situated within the 100-year floodplain.
Natural & Historic Resources - 3	Water Quality	Yes	Reviewed at site plan stage of development.
Natural & Historic Resources – 4	Noise	Yes	Reviewed at site plan stage of development.
Natural & Historic Resources – 5	Historic Resource Preservation	N/A	Rezoning site is not situated within a designated historic preservation area and does not contain any historic structures.
Natural & Historic Resources – 6	Open Space Protection	Yes	Reviewed at site plan stage of development.
Transportation – 1	Transportation Systems	Yes	East Centre Avenue is a 5-lane major arterial roadway with 18,054 vehicles per day (2015) and a capacity of 38,700 vehicles per day (level of service “D”). Additional traffic generation associated with the proposed zoning change can be accommodated by the surrounding roadway network.
Transportation – 2	Street Design	Yes	Reviewed at site plan stage of development.
Transportation – 3	Access Management	Yes	See Transportation – 1 and Transportation – 2 above.
Transportation – 4	Non Motorized Travel	Yes	Reviewed at site plan stage of development.
Transportation – 5	Right-of-Way Preservation	Yes	Reviewed at site plan stage of development.

Guideline	Description	Consistent	Comments
Transportation – 6	Parking	Yes	Reviewed at site plan stage of development.
Municipal Facilities & Services – 1	Sound Fiscal Growth	Yes	Existing infrastructure is adequate to accommodate future development and growth.
Municipal Facilities & Services – 2	Sanitary Service	Yes	Sanitary sewer is available.
Municipal Facilities & Services –3	Underground Utilities	Yes	Reviewed at site plan stage of development.

s:\commdev\2018-2019 department files\board files\planning commission\pc reports\development guideline tables\guideline table 18-19-5 (os-1).doc

#18/19-5



Form Center

RECEIVED
JAN 29 2019
COMMUNITY DEVELOPMENT

Zoning Amendment Application

Applicant Information

First Name*

Newells Lane Partners LLC

Last Name*

Address*

1711 W. Osterhout Ave

City*

Portage

State*

MI

Zip Code*

49024

Email Address*

chad.vliet@parker.com

Phone Number*

269-352-1359

Fax Number

Property Owner Information

Required if property owner is different than the Applicant Same

First Name

Last Name

Address

[Enable Google Translate](#)

City

State

Zip Code

Phone Number

Fax Number

Email Address

Zoning Map Amendment

Property Address*

Parcel ID No.

Plat Name

Current Zoning*

Proposed Zoning*

Comprehensive Plan Designation

Site Area (acreage)

Current Land Use*

Proposed Land Use*

Zoning Code Text Amendment

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

Proposed Amendment*

Explain proposed amendment

upload file attachment if needed

No file chosen

Applicant/Property Owner Certification

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

 [Enable Google Translate](#)

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature

First M. Last

CHAD VLIEK

Date*

1/25/19

* indicates a required field

The City of Portage | A Natural Place to
Move

[Legal Notices](#) [Copyright Info](#)

7900 S Westnedge Avenue Portage, MI 49002

Phone: [269-329-4400](tel:269-329-4400)

Government Websites by [CivicPlus®](#)

 [Enable Google Translate](#)

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

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

NOTICE IS HEREBY GIVEN, that an Ordinance to amend Article 4 (Zoning) of Chapter 42 of the Codified Ordinances of Portage, Michigan, was introduced for first reading at a regular meeting of the City Council held on _____, 2019, and that the Council will hold a public hearing on the proposed amendment at the Portage City Hall in said City on _____, 2019, at 7:00 p.m. or as soon thereafter as may be heard.

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

THE CITY OF PORTAGE ORDAINS:

That Article 4 (Zoning) of Chapter 42, of the Codified Ordinances of Portage, Michigan, Official Zoning Map, be amended as follows:

<u>Street Address</u>	<u>Parcel ID Numbers</u>
1700 East Centre Avenue	08820-001-A

From R-1B, one family residential to OS-1, office service or any other classification permitted by law.

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

Dated: _____

Adam Herringa, City Clerk

(App #18/19-5)

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF
PORTAGE, MICHIGAN BY AMENDING ARTICLE 4 OF CHAPTER 42,
LAND DEVELOPMENT REGULATIONS OF THE CODIFIED ORDINANCES
OF PORTAGE, MICHIGAN**

THE CITY OF PORTAGE ORDAINS:

That Article 4 (Zoning) of Chapter 42, of the Codified Ordinances of Portage, Michigan, Official Zoning Map, be amended as follows:

Street Address

Parcel ID Numbers

1700 East Centre Avenue

08820-001-A

From R-1B, one family residential to OS-1, office service.

FIRST READING:

SECOND READING:

EFFECTIVE DATE:

Patricia M. Randall, Mayor

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing Ordinance was adopted by the City of Portage on the _____ day of _____, 2019.

Adam Herringa, City Clerk

(App #18/19-5)

Approved as to Form:

Date: 3/12/19

By: [Signature]

City Attorney

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

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

NOTICE IS HEREBY GIVEN, that an Ordinance to amend Article 4 (Zoning) of Chapter 42 of the Codified Ordinances of Portage, Michigan, was adopted by the City Council at a regular meeting held on the _____ day of _____, 2019, and will become effective _____, 2019.

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

THE CITY OF PORTAGE ORDAINS:

That Article 4 (Zoning) of Chapter 42, of the Codified Ordinances of Portage, Michigan, Official Zoning Map, be amended as follows:

Street Address

Parcel ID Numbers

1700 East Centre Avenue

08820-001-A

From R-1B, one family residential to OS-1, office service.

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

Dated: _____

Adam Herringa, City Clerk

(App #18/19-5)

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Adoption of Bond Resolution

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Adopt the Notice of Intent Resolution to fund construction of various capital improvements.

The 2018-2028 Capital Improvement Program (CIP) included revenue from bonds as part of the total revenue to fund Fiscal Year 2018-2019 projects. Fiscal year 2017-2018 CIP revenues and resources were sufficient to fund spending last year, but the progress to-date of construction on many non-utility projects requires new debt to cover all costs. A Capital Improvement bond series can be issued to fund construction costs projected at approximately \$6,500,000. Available reserves and surpluses will be analyzed prior to issuance to reduce the amount of bonds issued as much as possible.

- Ramona Park Improvements - \$100,000 20 years
- Park Parking Lot/Walkway Improvements - \$126,000 20 years
- Eliason Nature Reserve Development - \$170,000 20 years
- Park Restroom/Shelter Improvements - \$150,000 20 years
- Fire Dept. Real-Time Situation Monitoring System - \$145,000 10 years
- Major Street Reconstruction Program - \$2,773,000 20 years
 - West Milham Avenue, Oakland Drive to South Westnedge Avenue
 - Romence Road, Oakland Drive to Constitution Boulevard
 - Meredith Street, South Sprinkle Road to East Kilgore Road
- City Hall Improvements - \$460,000 20 years
- Celery Flats Events/Visitors Center - \$500,000 40 years
- South Westnedge Avenue Traffic Signal System Upgrade - \$300,000 20 years
- Portage Road/East Osterhout Avenue Intersection Improvements - \$149,000 20 years
- Portage Road/Lakeview Drive Intersection Improvements - \$185,000 20 years
- Major Street Reconstruction - \$147,000 20 years
 - West Centre Avenue, South 12th Street to Oakland Drive
- South 12th Street Sidewalk, Norfolk Circle to West Milham Avenue - \$380,000 20 years
- Portage Road Sidewalk, Mandigo to 1,700 feet north - \$375,000 20 years
- Portage Road Trailway - \$590,000 20 years

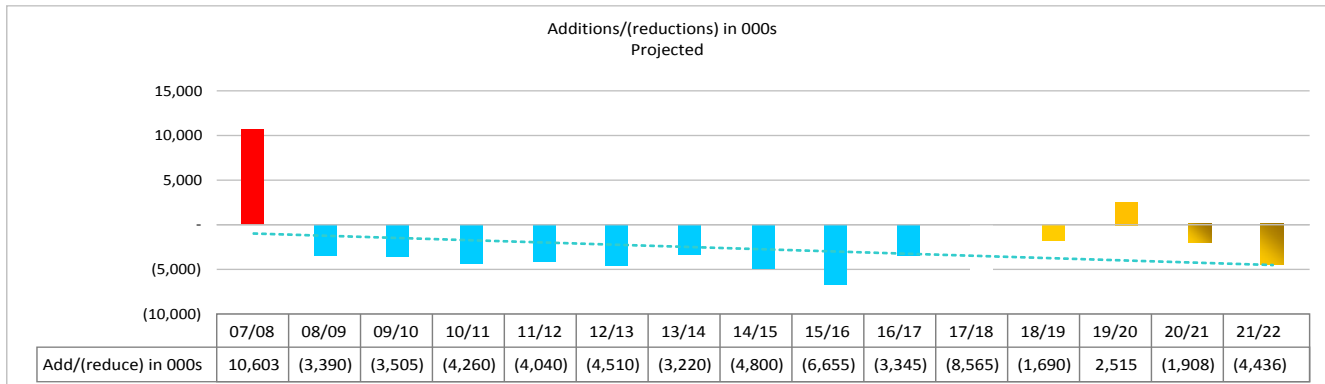
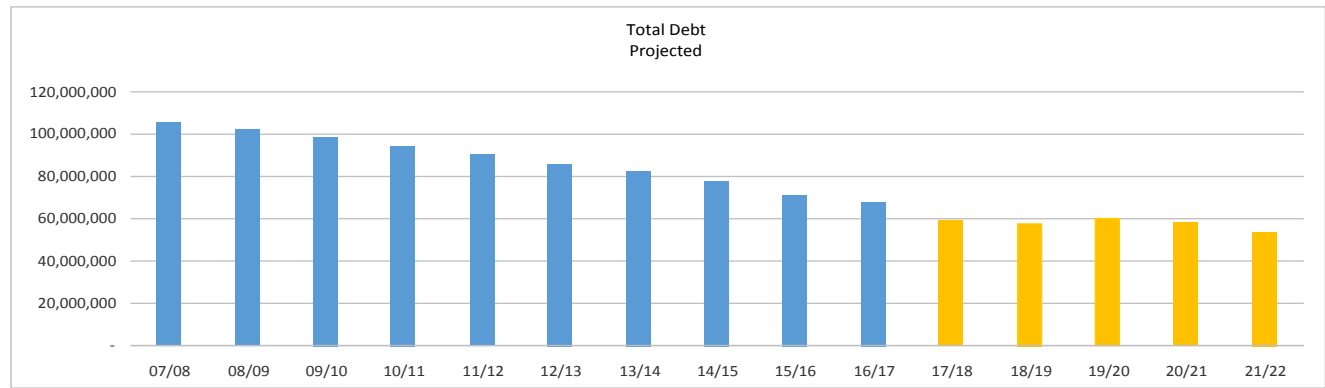
The attached bond resolution was prepared by city Bond Counsel. If approved, the resolution approving the notice of intention to issue Capital Improvement bonds will be published. A resolution authorizing the issuance of the Capital Improvement Bonds, Series 2019, and approving the Undertaking to Provide Continuing Disclosure will be presented at the April 23, 2019 City Council

meeting.

FUNDING: N/A

Attachments:

1. Debt history
2. Notice of Intent Resolution



CITY OF PORTAGE

At a _____ meeting of the City Council of the City of Portage, Michigan, held on the ____ day of _____, 2019, at __:__ .m., Eastern Daylight Savings Time, at the City Hall in Portage, Michigan there were:

PRESENT: _____

ABSENT: _____

The following preambles and resolution were offered by
_____ and seconded by _____:

NOTICE OF INTENT RESOLUTION City of Portage Capital Improvement Bonds, Series 2019

WHEREAS, there have been prepared and presented to the City Council (the "Council") of the City of Portage, Michigan (the "City"), a description of improvements to the City of Portage (the "Capital Improvement Project"), all as more fully described in EXHIBIT A, pursuant to the terms of Act No. 34, Public Acts of Michigan, 2001 as amended ("Act 34"); and

WHEREAS, it has been estimated that the period of usefulness of the Capital Improvement Project is not less than 20 years and that the total cost of the Capital Improvement Project and issuing the Bonds will not exceed \$7,000,000 to be provided by the proceeds from the sale of bonds by the City pursuant to Act 34; and

WHEREAS, the City proposes to undertake the Capital Improvement Project and to incur taxable or tax-exempt debt (the "Reimbursement Obligations") to finance all or a portion of the costs of the Capital Improvement Project; and

WHEREAS, the City may make certain expenditures for said Capital Improvement Project prior to issuance of the Reimbursement Obligations and may wish to use the proceeds of the Reimbursement Obligations to reimburse all or a portion of said expenditures; and

WHEREAS, it is in the public interest and for the public benefit that the City designate an authorized officer for the purposes of declaring official intent of the City with respect to expenditures; and

WHEREAS, there has been prepared and attached hereto as APPENDIX I a form of notice entitled "NOTICE OF INTENTION OF THE CITY OF PORTAGE TO ISSUE CAPITAL IMPROVEMENT BONDS AND NOTICE OF RIGHT TO PETITION FOR REFERENDUM THEREON" (the "Notice of Intention").

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORTAGE, MICHIGAN, AS FOLLOWS:

1. **Approval of Plans:** The preliminary plans and estimates relating to the Capital Improvement Project and identified in EXHIBIT A hereto are hereby approved and ordered filed with the City Clerk.

2. **Insertion of Notice of Intent:** It is hereby determined that the Notice of Intention provides information sufficient to adequately inform the electors and taxpayers of the City of the nature of the obligations to be undertaken by the City by the issuance of the bonds and of their right under Act 34 to file a petition requesting a referendum election on the issuance of the bonds.

3. **Form of Notice of Intent:** The form and content of the Notice of Intention as set forth in Appendix I, are hereby approved, and the City Clerk is hereby authorized and directed to cause the Notice of Intention to be published once in the *Kalamazoo Gazette*, a newspaper of general circulation within the City which is hereby determined to be the newspaper reaching the largest number of electors and taxpayers of the City. The notice shall be inserted in an advertisement at least one-quarter of a page in size.

4. **Referendum Period:** The referendum period within which voters and taxpayers shall have the right to circulate petitions is 45 days after publication of the notice of intention authorized in paragraph 2.

5. **Official Intent:** The Finance Director of the City is hereby authorized to declare official intent of the City with respect to reimbursement.

6. **Individual Declarations of Intent:** Each declaration of official intent shall be substantially in the form set forth in APPENDIX II attached hereto and by this reference incorporated herein, and said form may be modified from time to time on the advice of bond counsel to the City and as necessary to conform to requirements of the reimbursement regulations as the same may be adopted by the Internal Revenue Service or amended from time to time, or with the requirements of applicable rulings or regulations relating to tax-exempt borrowings.

7. **Filing Official Intent:** The Finance Director of the City is hereby directed to file each declaration of official intent in the office of the Clerk of the City of Portage, which location constitutes the customary location of the records of the City which are available to the general public.

8. **Declarations of Intent Available:** The City Clerk is further directed to assure that each declaration of intent is continuously available during normal business hours of the City on every business day of the period beginning the earlier of 10 days after the date of execution of said declaration of intent and ending on the date of issuance of the Reimbursement Bonds.

30. **Retention of Bond Counsel.** The firm of Clark Hill PLC, attorneys of Detroit, Michigan, is hereby retained to act as bond counsel for the City in connection with the issuance, sale and delivery of the Bonds.

31. **Retention of Financial Consultants.** Municipal Financial Consultants Incorporated, Milford, Michigan, is hereby retained to act as financial consultant and advisor to the City in connection with the sale and delivery of the Bonds.

32. **Conflicting Resolutions.** All resolutions and parts of resolutions in conflict with the foregoing are hereby rescinded.

33. **Effective Date.** This Resolution shall become effective immediately upon its adoption and shall be recorded in the minutes of the City as soon as practicable after adoption.

A roll call vote on the foregoing resolution was then taken, and was as follows:

YES: _____

NO: _____

ABSTAIN: _____

The resolution was declared adopted.

STATE OF MICHIGAN)
)ss.
CITY OF PORTAGE)

The undersigned, being the duly qualified and acting Clerk of the City of Portage, hereby certifies that the foregoing is a true and complete copy of a resolution duly adopted by the City of Portage City Council at its _____ meeting held on the _____ day of _____, 2019, at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the City. I further certify that the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that minutes of such meeting were kept and will be or have been made available as required thereby.

Clerk, City of Portage

DATED: _____, 2019

EXHIBIT A

Capital Improvement Bonds, Series 2019

Project Descriptions

Ramona Park Improvements - \$100,000 20 years

Expand beach and swim areas to include a dock enclosed area for swimming lessons, lap swimming, water aerobics and other water programs.

Park Parking Lot/Walkway Improvements - \$126,000 20 years

Overlay eastern portions of the Ramona Park parking lots. Continued repairs and restriping of failed asphalt in other park parking lots and walkways.

Eliason Nature Reserve Development - \$170,000 20 years

Acquisition of right-of-way and/or easements and construction of a paved multi-use trail.

Park Restroom/Shelter Improvements - \$150,000 20 years

Structural improvements of the public restrooms and picnic shelters. Picnic shelter painting, roofing, electrical service upgrades, signage at Lakeview, Portage Creek Bicentennial Park and Oakland Drive Park. Restroom upgrades to include tile flooring, restroom heating, and improved walls, fixtures, and partitions for Lakeview Park, Portage Creek Bicentennial Park, Hayloft Theater, Oakland Drive Park, Portage Creek and Bicentennial Park Trailhead and South Westnedge skate parks.

Fire Dept. Real-Time Situation Monitoring System - \$145,000 10 years

Purchase First Watch software and services for quality assurance and performance management. This software gathers information from multiple data sources, and provides this information through the use of real-time dashboards, allowing for monitoring of daily performance

Major Street Reconstruction Program - \$2,773,000 20 years

Reconstruction of major streets that were previously strip paved, or where heavy maintenance activities have been applied, that are anticipated to require a greater level of sub-base and pavement rehabilitation to ensure long-term serviceability. Improvements will also include localized storm drainage improvements, necessary curb and gutter or paved shoulder replacement/repair, repair of necessary drive approaches and lawn restoration as appropriate. This project involves reconstructing the following street sections in FY 2018-2019:

West Milham Avenue, Oakland Drive to South Westnedge Avenue

Romence Road, Oakland Drive to Constitution Boulevard

Meredith Street, South Sprinkle Road to East Kilgore Road

These projects will be designed to include “complete street” enhancements such as crosswalk improvements and widened bike lanes where appropriate, and are part of the “Natural Place to Move” initiative.

City Hall Improvements - \$460,000 20 years

Energy efficiency improvements to City Hall, including replacement windows and exterior doors, HVAC equipment and electrical system upgrades.

Replacement of windows and exterior doors throughout City Hall, including emergency egress window components and energy efficient window treatments.

Upgrade mechanical and electrical systems including replacement of 80-ton condensing unit and replacement of 45kW generators.

Celery Flats Events/Visitors Center - \$500,000 40 years

Demolition of former Interpretive Center and construction of new Events/Visitors Center to serve as central hub of the Celery Flats Historical Area and the Portage Creek Bicentennial Park trail system.

South Westnedge Avenue Traffic Signal System Upgrade - \$300,000 20 years

Traffic signals on South Westnedge Avenue are interconnected with fiber optic cable from West Kilgore Road to West Centre Avenue. The traffic responsive system coordinates signal timings for traffic signals on South Westnedge Avenue utilizing a state-of-the-art transportation management system which will also allow future integration of existing coordinated systems on Milham Avenue, Mall Drive, Romence Road, Oakland Drive, Centre Avenue, Portage Road, Constitution Boulevard and Lovers Lane. The project also includes replacement of selected mast arm assemblies. Upgrade of pedestrian signals and traffic signal mast arms at JL Hudson Drive and South Westnedge Avenue.

Portage Road/East Osterhout Avenue Intersection Improvements - \$149,000 20 years

Reconstruction of the Portage Road and East Osterhout Avenue intersection as a roundabout to improve safety, operation and functionality of the intersection.

Portage Road/Lakeview Drive Intersection Improvements - \$185,000 20 years

Reconstruction of the Portage Road/Lakeview Drive intersection to improve safety, operation and functionality of the intersection.

Major Street Reconstruction - \$147,000 20 years

Reconstruction of major streets that were previously strip paved, or where heavy maintenance activities have been applied, that are anticipated to require a greater level of sub-base and pavement rehabilitation to ensure long-term serviceability. Improvements will also include localized storm drainage improvements, necessary curb and gutter or paved shoulder replacement/repair, repair of necessary drive approaches and lawn restoration as appropriate. This project involves reconstructing the following street section:

West Centre Avenue, South 12th Street to Oakland Drive

South 12th Street Sidewalk, Norfolk Circle to West Milham Avenue - \$380,000 20 years

Construction of a five-foot wide sidewalk on the east side of South 12th Street from Norfolk Circle to West Milham Avenue. This project is part of the "Natural Place to Move" initiative.

Portage Road Sidewalk, Mandigo to 1,700 feet north - \$375,000 20 years

Installation of sidewalk along the east side of Portage Road from Mandigo Avenue north 1,700 feet to connect with existing sidewalk.

Portage Road Trailway - \$590,000 20 years

Development of a 1.1 mile, ten-foot wide multi-use asphalt trail along the west side of Portage Road between East Centre Avenue and Ramona Avenue.

TOTAL COST ESTIMATES

Construction Costs, Architectural Costs,
Acquisition Costs, Financing Costs
Engineering Costs, Furnishing Costs,
Equipment Costs, & Contingency

\$7,000,000

Total For Project:

\$7,000,000

APPENDIX I

NOTICE OF INTENTION OF THE CITY OF PORTAGE TO ISSUE NOT TO EXCEED \$7,000,000 IN CAPITAL IMPROVEMENT BONDS AND NOTICE OF RIGHT TO PETITION FOR REFERENDUM THEREON

TO ALL ELECTORS AND TAXPAYERS OF
THE CITY OF PORTAGE:

NOTICE IS HEREBY GIVEN that the City Council of the City of Portage, Michigan (the "City"), has authorized the issuance of not to exceed \$7,000,000 in Capital Improvement Bonds to provide for the acquisition and construction of improvements to the City of Portage located in the City described in Exhibit A attached hereto (the "Capital Improvement Project"). The Bond Resolution will provide further that the City will finance all or a portion of the total cost of the Capital Improvement Project by the issuance of one or more series of capital improvement bonds (the "Bonds") pursuant to the provisions of Act No. 34, Public Acts of Michigan, 2001, as amended ("Act 34"). The maximum amount of Bonds to be issued in one or more series shall not exceed \$7,000,000, the term of the Bonds shall not exceed 25 years and the Bonds shall bear interest at a rate or rates that will result in a net interest cost of not more than 6% per annum. The maximum Capital Improvement Project cost is estimated at not to exceed \$7,000,000.

FULL FAITH AND CREDIT AND TAXING POWER OF THE CITY OF PORTAGE WILL BE PLEDGED

NOTICE IS FURTHER GIVEN that in the Bond Resolution the City will obligate itself to make payments to the Bond Holder in amounts sufficient to pay the principal of and interest on the Bonds. The limited tax full faith and credit of the City will be pledged for the making of such bond payments. Pursuant to such pledge of its full faith and credit, the City will be obligated to levy such ad valorem taxes upon all taxable property in the City as shall be necessary to make bond payments, which taxes, however, will be subject to applicable statutory and constitutional limitations on the taxing power of the City. In addition to its obligation to make payments on the Bonds, the City will agree in the Bond Resolution to pay all costs and expenses of operation and maintenance of the Capital Improvement Project and all expenses of the City incidental to the issuance and payment of the Bonds, to the extent such expenses are not payable from the proceeds of the Bonds.

RIGHT TO PETITION FOR REFERENDUM

NOTICE IS FURTHER GIVEN to the electors and taxpayers of the City to inform them of the right to petition for a referendum on the question of issuing the Bonds. The City intends to issue the Bonds without a vote of the electors thereon. If, within 45-days after publication of this notice, a petition for referendum requesting an election on the Bonds, signed by not less than 10% or 15,000 of the registered electors of the City, whichever is less, has been filed with the City Clerk, the Bonds shall not be issued unless and until approved by a majority of the electors of the City voting thereon at a general or special election.

This notice is given by order of the City Council pursuant to Act 34. Further information may be obtained at the office of the City of Portage City Clerk, 7900 S. Westnedge Avenue, Portage, Michigan 49002.

EXHIBIT A

Capital Improvement Bonds, Series 2019

Project Descriptions

Ramona Park Improvements - \$100,000 20 years

Expand beach and swim areas to include a dock enclosed area for swimming lessons, lap swimming, water aerobics and other water programs.

Park Parking Lot/Walkway Improvements - \$126,000 20 years

Overlay eastern portions of the Ramona Park parking lots. Continued repairs and restriping of failed asphalt in other park parking lots and walkways.

Eliason Nature Reserve Development - \$170,000 20 years

Acquisition of right-of-way and/or easements and construction of a paved multi-use trail.

Park Restroom/Shelter Improvements - \$150,000 20 years

Structural improvements of the public restrooms and picnic shelters. Picnic shelter painting, roofing, electrical service upgrades, signage at Lakeview, Portage Creek Bicentennial Park and Oakland Drive Park. Restroom upgrades to include tile flooring, restroom heating, and improved walls, fixtures, and partitions for Lakeview Park, Portage Creek Bicentennial Park, Hayloft Theater, Oakland Drive Park, Portage Creek and Bicentennial Park Trailhead and South Westnedge skate parks.

Fire Dept. Real-Time Situation Monitoring System - \$145,000 10 years

Purchase First Watch software and services for quality assurance and performance management. This software gathers information from multiple data sources, and provides this information through the use of real-time dashboards, allowing for monitoring of daily performance

Major Street Reconstruction Program - \$2,773,000 20 years

Reconstruction of major streets that were previously strip paved, or where heavy maintenance activities have been applied, that are anticipated to require a greater level of sub-base and pavement rehabilitation to ensure long-term serviceability. Improvements will also include localized storm drainage improvements, necessary curb and gutter or paved shoulder replacement/repair, repair of necessary drive approaches and lawn restoration as appropriate. This project involves reconstructing the following street sections in FY 2018-2019:

West Milham Avenue, Oakland Drive to South Westnedge Avenue

Romence Road, Oakland Drive to Constitution Boulevard

Meredith Street, South Sprinkle Road to East Kilgore Road

These projects will be designed to include “complete street” enhancements such as crosswalk improvements and widened bike lanes where appropriate, and are part of the “Natural Place to Move” initiative.

City Hall Improvements - \$460,000 20 years

Energy efficiency improvements to City Hall, including replacement windows and exterior doors, HVAC equipment and electrical system upgrades.

Replacement of windows and exterior doors throughout City Hall, including emergency egress window components and energy efficient window treatments.

Upgrade mechanical and electrical systems including replacement of 80-ton condensing unit and replacement of 45kW generators.

Celery Flats Events/Visitors Center - \$500,000 40 years

Demolition of former Interpretive Center and construction of new Events/Visitors Center to serve as central hub of the Celery Flats Historical Area and the Portage Creek Bicentennial Park trail system.

South Westnedge Avenue Traffic Signal System Upgrade - \$300,000 20 years

Traffic signals on South Westnedge Avenue are interconnected with fiber optic cable from West Kilgore Road to West Centre Avenue. The traffic responsive system coordinates signal timings for traffic signals on South Westnedge Avenue utilizing a state-of-the-art transportation management system which will also allow future integration of existing coordinated systems on Milham Avenue, Mall Drive, Romence Road, Oakland Drive, Centre Avenue, Portage Road, Constitution Boulevard and Lovers Lane. The project also includes replacement of selected mast arm assemblies. Upgrade of pedestrian signals and traffic signal mast arms at JL Hudson Drive and South Westnedge Avenue.

Portage Road/East Osterhout Avenue Intersection Improvements - \$149,000 20 years

Reconstruction of the Portage Road and East Osterhout Avenue intersection as a roundabout to improve safety, operation and functionality of the intersection.

Portage Road/Lakeview Drive Intersection Improvements - \$185,000 20 years

Reconstruction of the Portage Road/Lakeview Drive intersection to improve safety, operation and functionality of the intersection.

Major Street Reconstruction - \$147,000 20 years

Reconstruction of major streets that were previously strip paved, or where heavy maintenance activities have been applied, that are anticipated to require a greater level of sub-base and pavement rehabilitation to ensure long-term serviceability. Improvements will also include localized storm drainage improvements, necessary curb and gutter or paved shoulder replacement/repair, repair of necessary drive approaches and lawn restoration as appropriate.

This project involves reconstructing the following street section:

West Centre Avenue, South 12th Street to Oakland Drive

South 12th Street Sidewalk, Norfolk Circle to West Milham Avenue - \$380,000 20 years

Construction of a five-foot wide sidewalk on the east side of South 12th Street from Norfolk Circle to West Milham Avenue. This project is part of the "Natural Place to Move" initiative.

Portage Road Sidewalk, Mandigo to 1,700 feet north - \$375,000 20 years

Installation of sidewalk along the east side of Portage Road from Mandigo Avenue north 1,700 feet to connect with existing sidewalk.

Portage Road Trailway - \$590,000 20 years

Development of a 1.1 mile, ten-foot wide multi-use asphalt trail along the west side of Portage Road between East Centre Avenue and Ramona Avenue.

Total For Project:

\$7,000,000

TOTAL COST ESTIMATES

Construction Costs, Acquisition Costs,
Architects, Engineering Costs,
Furnishing and Equipment Costs,
Financing Costs & Contingency

\$7,000,000

Adam Herringa
City Clerk

DATED: [Date of Publication]

APPENDIX II
FORM OF DECLARATION
OF OFFICIAL INTENT

I, the undersigned _____ of the City of Portage, Michigan, do hereby certify as follows:

1. I am an officer of the City authorized to declare official intent of the City to reimburse expenditures made, prior to the issuance of debt, from the proceeds of said debt.

2. This Declaration relates to the following expenditures (the "Expenditures"):

Amount

General Purpose

3. The Expenditures are with respect to property (the "Property") having:

(A) the following general character, type or purpose:

_____;

(B) the following size, quantity or cost: _____; and

(C) a reasonably expected economic life at least one (1) year.

4. I understand that a substantial deviation between the above description of the Property for which the Expenditures are being made and the actual Property which is acquired or constructed will invalidate this declaration of official intent with the result that any proceeds of tax-exempt debt which are used to reimburse for the Expenditures will not be deemed to have been expended upon such reimbursement.

5. The City intends to reimburse the Expenditures by incurring taxable or tax-exempt debt (the "Reimbursement Obligations").

6. The expected source of funds that will be used to pay the Expenditures is as follows: _____.

7. The expected source of funds to be used to pay debt service on the Reimbursement Obligation is as follows: _____.

8. This declaration of intent is consistent with the budgetary and financial circumstances of the City as of the date hereof in that there are no funds which are now or are reasonably expected to be, (A) allocated on a long-term basis, (B) reserved, or (C) otherwise available pursuant to the City's budget, to pay the Expenditure.

9. The City does not have a pattern of failure to reimburse expenditures for which official intent has been declared in that at least seventy-five percent (75%) of all expenditures made after _____, for which the City has declared an intent to reimburse from the proceeds of taxable or tax-exempt debt have been, or are expected to be, so reimbursed.

10. I acknowledge that in the event that the City fails to use the proceeds of Reimbursement Obligations issued within three (3) years of the date hereof to reimburse expenditures the same may adversely affect the ability of the City to use the proceeds of tax-exempt obligations in the future to reimburse for expenditures made prior to the issuance of such obligations.

11. I further acknowledge that unless the Expenditures constitute preliminary expenditures (in the nature of architect services and soil testing but excluding land acquisition) for the Property not in excess of ten percent (10%) of the expected cost of the Capital Improvement Project of which the Property constitutes a part, the Expenditures will be paid within not in excess of two (2) years following the date hereof or, as an alternative, this declaration of intent will be renewed.

12. I further acknowledge that it is expected that the proceeds of Reimbursement Obligations will be used for reimbursement of each Expenditure not later than (A) the date that is one (1) year after the date on which such Expenditure is paid, or (B) the date that is one (1) year after the date on which the Property is placed in service.

13. I further acknowledge that I will assure that the allocation referenced in item 12 (A) will be evidenced by an entry on the records of the City maintained with respect to the Reimbursement Obligations, (B) will specifically identify the Expenditure being reimbursed, and (C) on the advice of the appropriate counsel will be sufficient to relieve the allocated proceeds of the Reimbursement Obligations covered by such entry from any restrictions under the relevant legal documents and applicable state law that apply only to unspent proceeds of Reimbursement Obligations.

14. I further acknowledge that I will assure that except as referenced in item 15 the proceeds of the Reimbursement Obligations that are used to reimburse the Expenditures will not be used, directly or indirectly, (A) to pay debt service on an issue of tax-exempt obligations, (B) to create or increase the balance in a sinking fund established for the payment of debt service on the Reimbursement Obligations or another issue of tax-exempt obligations of the City or to replace funds that have been, are being, or will be so used for reserve or replacement fund purpose, or (C) to reimburse any expenditures or any payment with respect to financing of an expenditure that was originally paid with proceeds of any tax-exempt obligations of the City to any person or entity other than the City.

15. I understand that item 14 does not prohibit the use of those proceeds of the Reimbursement Obligations that are used to reimburse the Expenditures for (A) deposit in a bona fide debt service fund (that is, a fund established to pay debt service on any tax-exempt obligation of the City, other than the Reimbursement Obligation, which is depleted annually except for a reasonable carry over amount not in excess of one (1) year's interest earnings on said fund or one-twelfth (1/12th) of annual debt service), (B) to pay current debt service coming due within the next succeeding one-year period on any tax-exempt obligation of the City, other than the Reimbursement Obligations, or (C) to reimburse for expenditures originally made from the proceeds of a tax-exempt obligation of the City which were not reasonably expected by the City, on the date of issue of such obligation, to be used for such expenditure.

IN WITNESS WHEREOF, the undersigned has executed this declaration of official intent this _____ day of _____, ____.

Minutes of Boards & Commissions

Youth Advisory Committee Minutes

February 18th, 2019 – 6:00 p.m.

- I. Call to Order
- II. Introductions and Attendance
- III. Approval of the January 7th Meeting Minutes
 - City Council Meeting moved to February 26th
- IV. Report from Liaisons

Park Board Liaison:

- Working on expanding Ramona Beach,
- Coyotes being seen around Portage Parks (Dogs on leashes)
- Wants to know if YAC wants to see a Park Board Table at Green-a-Thon
 - o Yes, they are a sponsor
- Wants to know if YAC wants to hear presentations, lectures
- Redoing Celery Flats pavilion

- V. Snow Party – Review
 - Warming bus was nice
 - Many people didn't know they could make their own sleds ahead of time, turnout for sled was poor
 - o Maybe consider bringing supplies for people to use
 - 250 people arrived, turnout was great
 - Bonfire was nice, but do we really need it when we have the warming bus?
 - Advertising the Snow Party around Portage (Elementary Schools, PTO, etc.)

- VI. MLK, Jr. Event
 - a. Friday, March 8 at AirZoo
 - c. 7:00 – 9:00 p.m., arrive at 6:30 p.m.
 - d. Presentation followed by a 30 – 40 minute question/answer session with Lt. Colonel Alexander Jefferson (Tuskegee Airmen). The Mattawan Concert Choir will also perform.
 - e. Handout programs, assist patrons as needed
 - o Sign up to volunteer on SignUp.com
 - o Volunteers may be handing out programs, directing/guiding people
 - f. Pizza provided

- VII. Green-a-Thon 2019
 - a. Saturday, April 13th from 11:00 a.m. until 3:00 p.m.
 - b. Ideas for Vendors
 - o Reach out to PC Gardening Club, they were there two years ago
 - o Smoke Town Barbecue for food vendor

- o Still have not heard back from Hillside Indian
 - o Reach out to PN Environmental Club and PN Gardening Club
 - o Reach out to KAMSC Earthlings
- c. Ideas for Music
 - o Contact both PC and PN Band/Orchestra Students for live music
 - Volunteer hours for students who need them
- VIII. Park Board Event Invite
 - b. The Park Board is hosting “Summer Campout at Ramona Park”
 - c. Saturday, June 22 at 5:00 p.m.
 - d. Would like to partner with the YAC
 - o Yes, volunteers can be there
 - e. Games, entertainment, pig roast, bonfire, movie (Parent Trap)
- IX. HDC Request to Visit
 - a. Wanted to know if they can come to a YAC meeting to present
 - i. They can visit next YAC on March 11th, 6:00 p.m.
- X. Aug. 2 Summer Movie Selection
 - b. Ideas Include: Ralph Breaks the Internet, Marry Poppins, Spider Man into the Spider Verse, Captain Marvel, Aquaman, The Lego Movie 2, Hotel Transylvania 3 Summer Vacation
 - i. Decided on Spider Man: Into the Spider Verse
 - c. Not Available: Smallfoot, The Parent Trap, The Incredibles 2, How to Train Your Dragon 3 Hidden World
- XI. Next Meeting: March 11
 - a. YAC Presentation to City Council February 26th at 6:30 p.m.
 - b. MLK, Jr. Event – Friday, March 8 at AirZoo from 6
 - c. Next YAC – Monday, March 11th 2019 at 6:00 p.m.

Portage Senior Citizens Advisory Board

MONTH: February 20, 2019

ATTENDANCE:

Bill Wieringa, Larry Smith, Sharon White, Trudy Riker, Art Roberts, Mary Lou Petrulio, Linda Zoeller, Douglas Gilchrist, Tony Lorentz

Absent Excused: N/A

Guests: Mona-Lisa Watson

Staff: Kim Phillips

Call to order time: 2:30 PM

Corrections to previous minutes:

Corrections to the names will be made. Larry Smith was absent from last month's meeting. Trudy Riker was also absent. Art Roberts moved that the minutes be approved with the corrections stated. Larry Smith seconded. The minutes were approved.

Special Events, Sharon White:

Special movie screening Thurs Feb 21, 1:00 PM, please come and see the movie Hidden Figures. The St. Patrick's Day lunch is on Thursday, March 14. Sharon urged board members to attend as many special events as their schedules will allow. Grocery Bingo is coming up, this is a sponsored event in which participants play for grocery item prizes. The New Member Meet & Eat is March 14 at 9:00 Am – please attend and engage participants at your table in PSC activities and events. The Friends of the PSC annual golf scramble is coming up on May 20th. This will be the 24th golf scramble. If you can volunteer or play, please let Kim know - this is a good time. Don't forget the Tuesday morning chess club – if you know how to play, please attend. If you would like to learn chess, this group has people who will teach you.

Travel Program, Trudy Riker:

The first trip of the year went out with Ed & Ted's to the Florida Gulf Coast. There are loyal travelers who make this trip annually. The third Thursday of each month the committee is having a Travel Talk. April 27th is the Spring Trip Preview, please sign up to help out with this event.

Friends of PSC Board Update, Trudy Riker:

\$233 was approved for scholarship requests.

The golf scramble was discussed. The board was assigned a list of prospective sponsors to contact. If Advisory Board members know of any possible donors for the golf scramble, please contact them or pass their contact information to a Friends board member. \$110 per golfer this year, a \$440 for a foursome. Heritage Glen in Paw Paw is the location.

The Capital Campaign stands at approximately \$180,000 from smaller donors.

The Friends website is updated with the purse sale information.

Legislative Update, Art Roberts:

May 15th is Older Michiganian Day. Congress suspended *spousal impoverishment protection* by allowing the spouse to keep a modest income to provide basic needs but this expires March 31st unless congress enacts an extension of *impoverishment protection*. Contact the senators and let congress know we need a permanent solution.

KCASI meets monthly, the third Monday of the month at 1:15 PM and is free. Membership is only \$25. If you would like to be added to the KCASI email list please let Kim know. The March KCASI meeting will hold a panel discussion of directors and managers of senior facilities regarding the needs of senior facilities in Kalamazoo County.

Managers Report, Kim Phillips:

If you come to events, we have the ability to print name badges that identify board members.

The top sponsors are already locked in for the Friends of the PSC golf scramble

This year's volunteer appreciation event will be on Tues April 30, 5-7:00 PM and include cocktails.

February numbers will be low due to one day's closure and the cancelation of instructor led classes on days when public schools were closed due to weather.

Old Business, Mona Lisa Watson:

Mona Lisa Watson reviewed the updated strategic plan. The proposed equity and non-discrimination statement was reviewed by the board previously. Questions and clarifications should be voiced by the board members today while Mona Lisa is available.

The equity statement is new and was added because the PSC wants to be more proactive and public with a formalized equity statement. This statement acts as a foundation, it is not the same as a diversity or anti-discrimination statement. Equity is the goal all organizations should strive to achieve. It was noted that the non-discrimination language proposed includes specific mention of sexual orientation and gender.

Bill Wieringa noted the drop of language specifying “over the age of 50” and asked for the thought process behind its elimination. Kim answered that many of the PSC programs include the community at large and although the focus for service is the *over 50 population*, we don’t want to limit our equity statements to that (or any) group.

Language around the disabilities statement was expanded because the descriptions were expanded at the state and Federal levels. The more specific our language is, the better able we are to accommodate and serve those with disabilities. How people need to request reasonable accommodation must be clearly spelled out.

Service (support) animals are under scrutiny because people are bringing their pets into public areas and calling it a service animal. There is formal paperwork that should accompany the service animal. Clauses need to be spelled out as being up to the discretion of the manager, because for example, we cannot accommodate a horse. Allergies to animals was discussed. Allergy information is requested on the membership form. Kim will research service animal provisions and qualifications.

Behavior was another category discussed. Kim has had to contact family to have a talk with them about the behaviors observed that may disrupt or interrupt classes or travel. Wheelchair accessible motor coaches are very expensive. Language in the statement presented allows for the final decisions to be at the discretion of management personnel. The language was reviewed by the City of Portage Human Resources department and Kathleen Hoyle, Parks Department Director.

Art moved the equity statement be approved, Bill Wieringa seconded, and the non-discrimination proposed equity disclosure was unanimously approved and will be added into the membership manual.

The statements will be an attachment to the city council’s copy of the minutes.

Adapted strategic plan: Kim distributed copies of the document which included only those things the board needed to review. Staff will provide the board with how the strategic plan is being rolled out. Page 1 – who we are, a description of who the PSC is. Mona went to the website to see what was communicated to the public and in what language (terms). Mona took that language and added to it to better describe the PSC. The vision statement was not altered. The mission statement was altered only to include the word equitable. Strategic priorities were unchanged and are in line with national accreditation categories. Pages 4-6 of the strategic plan were edited by Kim (in red) and distributed to the board members for their consideration. Goals for this year were edited by Kim Phillips and distributed these to the board.

There was discussion of the goals in relation to what is mandated by the city of Portage, what verbiage addresses accreditation standards and mention of a ‘wellness model’ which was incorporated into the goals. The adjustment that should be made yet are in regards to a new facility.

New Business: Linda

One of the areas that needs attention is the issue of health and wellness in senior center programming. This area is one of the focuses of accreditation. The change over time includes maximizing wellness while moving away from disease prevention. Wellness models build on the International Council on Active Aging's nine principals, which is part of the accreditation as well. Programs should be tailored around the seven dimensions of wellness. We have to assess where we are now and what places we need to bolster to better serve these dimensions more evenly/completely. Kim is working on a **needs assessment** in conjunction with Western Michigan University.

Activities Reminders:

Garden Talks by Schram's Greenhouse begin Tuesday night at 6:00, April 9.

New Member Meet & Eat is on Thursday, March 14 at 9:00 AM.

Advisory Board Comments:

Art Roberts: Enrich, Empower and Ensure – send in your checks in support of the new building (bring your checkbooks for the next meeting).

Megan: If any of you have volunteer opportunities for the youth, let Megan know. Likewise, if Advisory Board members would like to volunteer with youth, let Megan know.

Citizen comment:

None

Time Adjourned: 3:45 PM

Next meeting: Wednesday, March 6, 2:30 PM at the PSC.

Equity and Non-Discrimination Statements: Portage Senior Center

Equity Statement:

Portage Senior Center believes that when we value one another as diverse individuals with unique backgrounds, abilities, and needs, we promote an inclusive environment of safety, respect, and dignity and achieve Equity for our community of persons age 50 and older.

Non-Discrimination Policy:

Portage Senior Center is committed to providing equitable, culturally relevant services and programs to all individuals, regardless of race, age, sex, color, national origin, religion, height, weight, marital status, political affiliation, sexual orientation, gender identity or disability.

ADA Reasonable Accommodation:

Portage Senior Center will reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability, unless the accommodation would impose an undue burden. We will make every reasonable effort to determine and provide the appropriate reasonable accommodation to a qualified individual upon request. Portage Senior Center, in its discretion, may require the individual to provide additional information about his or her disability or limitations and the need for an accommodation. The ADA does not require Portage Senior Center to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Qualified individuals with a disability who require an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a program, service, or activity of Portage Senior Center should contact Kimberly Phillips, Senior Citizen Services Manager, (269) 329-4550 or the Director of Parks & Recreation, Kathleen Hoyle, (269) 329-4521 for assistance in coordinating the request for accommodation. The individual should be prepared to provide a description of the specific need(s).

PLANNING COMMISSION

March 7, 2019

The City of Portage Planning Commission meeting of March 7, 2019 was called to order by Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Three 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 Matthew Quardokus, Assistant City Attorney.

ROLL CALL:

Mr. Forth called the roll: Fries (yes); Patterson (yes); Corradini (yes); Stoffer (yes); Schimmel (yes); Joshi (yes); Harrell-Page (yes); Baldwin (yes); and Pezzoli (yes). All Commissioners were present.

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the February 21, 2019 meeting minutes contained in the agenda packet. A motion was made by Commissioner Harrell-Page, seconded by Commissioner Corradini, to approve the minutes as submitted. The motion was unanimously approved 9-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARING:

1. Final Report: Rezoning Application #18/19-5, 1700 East Centre Avenue. Mr. West summarized the March 1, 2019 final staff report regarding a request from Newells Lane Partners, LLC to rezone property located at 1700 East Centre Avenue from R-1B, one family residential to OS-1, office service. Mr. West indicated the zoning change is being requested to facilitate an office redevelopment project. Mr. West stated the proposed OS-1 district was consistent with the Comprehensive Plan and Future Land Use Map designations, as well as the evolving land use/zoning pattern along East Centre Avenue. Mr. West also discussed the Zoning Code restrictions and requirements for the proposed office redevelopment project given its proximity adjacent to single family residential zoning. For these reasons, Mr. West indicated that staff was recommending approval of the zoning change.

Chad Vlieg (Newells Lane Partners, LLC) was present to support the rezoning application. Mr. Vlieg stated he has a purchase agreement to sell the property for development of a dental clinic. The public hearing was reconvened by Chairman Stoffer. No citizens spoke regarding the proposed rezoning. A motion was then made by Commissioner Baldwin, seconded by Commissioner Corradini, to close the public hearing. The motion was unanimously approved 9-0.

After a brief conversation, a motion was made by Commissioner Patterson, seconded by Commissioner Corradini, to recommend to City Council that Rezoning Application #18/19-5 be approved and 1700 East Centre Avenue be rezoned from R-1B, one family residential to OS-1, office service. The motion included a finding that the OS-1 district is appropriate in this area of the City and is consistent with the Comprehensive

Plan, Future Land Use Map and surrounding land use/zoning pattern along East Centre Avenue. The motion was unanimously approved 9-0.

2. Special Land Use Permit: Cole Buick-GMC-Cadillac, 6600 and 6660 South Westnedge Avenue. Mr. Forth summarized the March 1, 2019 staff report regarding a request from GCG Portage LLC to expand the existing Cole Buick-GMC-Cadillac dealership from 6600 South Westnedge Avenue onto the adjacent property addressed as 6660 South Westnedge Avenue. Mr. Forth indicated the applicant is proposing to remove the drive-thru lanes on the former Old National Bank parcel and establish vehicle display areas along the north and south sides of the parcel. Mr. Forth indicated that no use of the former Old National Bank building was proposed by the Cole Buick-GMC-Cadillac dealership, however, the building would be marketed for a low intensity office user with employee/customer parking reserved along the south side of the building. Mr. Forth indicated the proposal satisfies the 12 conditions outlined in Section 42-261.C.4 of the Zoning Code and was recommended for approval.

Curt Aardema (GCG Portage LLC representative) was present to support the request and explain the project. Mr. Aardema provided a brief history of the car dealership establishment along South Westnedge Avenue back in the 1990s and changes that have occurred in the car dealership industry. Mr. Aardema stated that the former Old National Bank parcel was acquired in 2018 for purposes of expanding the dealership in order to stay competitive. Mr. Aardema indicated the drive-thru lanes along the north side of the former bank building would be removed and converted to vehicle display areas, while the building would be marketed for a low intensity office use.

Chairman Stoffer opened the public hearing. No citizens spoke regarding the special land use permit. A motion was then made by Commissioner Harrell-Page, seconded by Commissioner Joshi, to close the public hearing. The motion was unanimously approved 9-0. After a brief discussion, a motion was made by Commissioner Corradini, seconded by Commissioner Schimmel, to approve the Special Land Use Permit for GCG Portage, LLC (Cole Buick-GMC-Cadillac) at 6600 and 6660 South Westnedge Avenue. The motion was unanimously approved 9-0.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

STATEMENT OF CITIZENS/COMMISSIONERS:

Commissioner Joshi stated she would not be present at the March 21, 2019 meeting.

7:13 p.m. - The Commission took a short recess.

7:15 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 2

NEW BUSINESS:

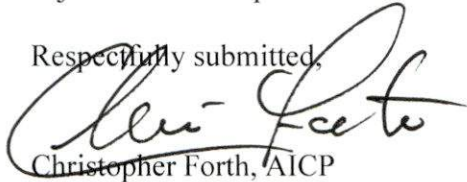
1. FY 2019-2029 Capital Improvement Program. Mr. Forth referred the Commission to the FY 2019-2029 Capital Improvement Program (CIP) document that was provided with the agenda materials. Mr. Forth also discussed the previous Planning Commission involvement in the CIP process beginning back in September 2018 with the Open House and the preliminary review of the document that occurred at the February 7, 2019 meeting. Mr. Forth reviewed the proposed FY 2019-2029 CIP document category-by-category with the Planning Commissioners. The Commission and staff discussed various projects including upcoming local and major

street projects, Meredith Street traffic calming project, proposed multi-use trails, construction of a new water tower versus extending a water main under the airport property, Elijah Root Mill Dam, collaborative arrangement between the city and MDNR regarding the State Game area and proposed off-road, multi-use trails. After additional discussion, a motion was made by Commissioner Harrell-Page, seconded by Commissioner Baldwin, to recommend to City Council that the FY 2019-2029 Capital Improvement Program be approved. The motion was unanimously approved 9-0.

ADJOURNMENT:

There being no further business to come before the Commission, the regularly scheduled meeting was adjourned at 8:25 p.m.

Respectfully submitted,

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

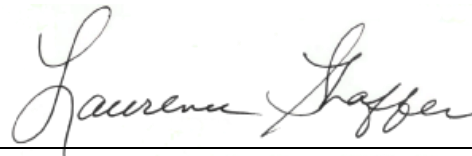
Christopher Forth, AICP

Deputy Director of Planning, Development and Neighborhood Services

MATERIALS TRANSMITTED

Tuesday, March 12, 2019

1. Communication from Bill Furry, Finance Director, regarding the January, 2019 Monthly Financial Report, **Agenda Item A.15.** – Information Only
2. Communication from Bill Furry, Finance Director, regarding the February, 2019 Monthly Financial Report, **Agenda Item A.15** – 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. January 2019 Financial Report

02/11/2019

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 01/31/2019

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	20,504,471	88%
	Totals for dept 1501 - District Court	70,000	70,000	52,500	75%
	Totals for dept 1720 - City Manager	500	500	500	100%
	Totals for dept 2053 - Finance Treasury	1,000	1,000	1,136	114%
	Totals for dept 2110 - Technology Services	0	0	0	0%
	Totals for dept 2415 - City Clerk	64,400	64,400	109,128	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	33,392	61%
	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	9,337	51%
	Totals for dept 2886 - Parks & Rec - Ramona Park	53,300	53,300	37,147	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	20,735	42%
	Totals for dept 3005 - Police Administration	155,700	161,195	119,328	74%
	Totals for dept 3010 - Police Patrol	1,000	1,000	4,560	456%
	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	19,408	63%
	Totals for dept 3035 - Police 911 Cmrs PSAP	40,000	40,000	48,481	121%
	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	455,775	61%
	Totals for dept 3720 - Comm Dev Planning & Development	50,050	50,050	44,195	88%
	Totals for dept 3730 - Comm Dev Neighborhood Services	193,000	193,000	176,001	91%
	Totals for dept 6720 - Senior Center	157,700	165,900	55,229	33%
	Totals for dept 6721 - Senior Center Trips	300,000	300,000	273,755	91%
	Totals for dept 6722 - Senior Center Activities	15,000	15,000	5,391	36%
	Totals for dept 6725 - Aging Mastery Program	1,500	1,500	365	24%
TOTAL REVENUES - GENERAL FUND		25,559,543	25,573,238	22,076,374	86%

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. February 2019 Financial Report

03/04/2019

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 02/28/2019

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	21,256,087	91%
	Totals for dept 1501 - District Court	70,000	70,000	52,500	75%
	Totals for dept 1720 - City Manager	500	500	500	100%
	Totals for dept 2053 - Finance Treasury	1,000	1,000	1,134	113%
	Totals for dept 2110 - Technology Services	0	0	0	0%
	Totals for dept 2415 - City Clerk	64,400	64,400	109,206	170%
	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	36,127	66%
	Totals for dept 2877 - Parks & Rec - Parks	66,000	66,000	29,980	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	33,562	25%
	Totals for dept 2885 - Parks & Rec - Programs	18,300	18,300	12,217	67%
	Totals for dept 2886 - Parks & Rec - Ramona Park	53,300	53,300	37,157	70%
	Totals for dept 2887 - Parks & Rec - Special Events	61,200	61,200	38,270	63%
	Totals for dept 2888 - Parks & Rec - Millenium Park	49,500	49,500	39,448	80%
	Totals for dept 3005 - Police Administration	155,700	161,195	152,945	95%
	Totals for dept 3010 - Police Patrol	1,000	1,000	5,100	510%
	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	19,408	63%
	Totals for dept 3035 - Police 911 Cmrs PSAP	40,000	40,000	57,150	143%
	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	490,970	65%
	Totals for dept 3720 - Comm Dev Planning & Development	50,050	50,050	46,763	93%
	Totals for dept 3730 - Comm Dev Neighborhood Services	193,000	193,000	178,726	93%
	Totals for dept 6720 - Senior Center	157,700	165,900	58,667	35%
	Totals for dept 6721 - Senior Center Trips	300,000	300,000	273,755	91%
	Totals for dept 6722 - Senior Center Activities	15,000	15,000	5,391	36%
	Totals for dept 6725 - Aging Mastery Program	1,500	1,500	485	32%
TOTAL REVENUES - GENERAL FUND		25,559,543	25,573,238	22,943,046	90%

03/04/2019

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 02/28/2019

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	57,857	49%
	Totals for dept 1085-City Council-Human Services	164,687	164,687	96,905	59%
	Totals for dept 1501-District Court	63,000	63,000	46,756	74%
	Totals for dept 1720-City Manager	673,471	687,893	377,804	55%
	Totals for dept 2001-Finance Accounting	438,790	438,790	242,660	55%
	Totals for dept 2002-Finance & Budget	295,119	295,119	168,059	57%
	Totals for dept 2053-Finance Treasury	146,176	146,176	92,225	63%
	Totals for dept 2110-MIS	847,043	857,038	581,617	68%
	Totals for dept 2133-MIS Public Information	54,212	54,212	35,989	66%
	Totals for dept 2209-Assessor	467,381	467,381	249,022	53%
	Totals for dept 2247-Assessor Board Of Review	35,135	35,135	12,976	37%
	Totals for dept 2310-Attorney	226,728	226,728	150,480	66%
	Totals for dept 2415-City Clerk	168,291	168,291	90,481	54%
	Totals for dept 2416-City Clerk Records Management	67,302	67,302	39,461	59%
	Totals for dept 2491-City Clerk Elections	192,819	192,819	144,664	75%
	Totals for dept 2610-Human Resources	459,857	459,857	247,626	54%
	Totals for dept 2733-Purchasing	82,523	82,523	50,951	62%
	Totals for dept 2734-Purchasing Risk Management	28,243	28,243	12,147	43%
	Totals for dept 2865-Parks Maintenance	1,246,521	1,255,521	730,092	58%
	Totals for dept 2876-Cemeteries	65,819	65,819	34,759	53%
	Totals for dept 2877-Parks & Rec - Parks	645,690	643,690	348,902	54%
	Totals for dept 2878-Parks & Rec - Kalamazoo In Bloom	8,000	8,000	8,000	100%
	Totals for dept 2880-Parks & Rec Rec - Admin	184,711	186,341	114,282	61%
	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	16,025	83%
	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	80,833	75%
	Totals for dept 2888-Parks & Rec - Ice Rink	93,302	92,672	56,396	61%
	Totals for dept 3005-Police Administration	856,415	861,910	533,983	62%
	Totals for dept 3006-Police Youth Services	494,984	494,984	300,240	61%
	Totals for dept 3007-Police Investigation	692,955	692,955	409,424	59%
	Totals for dept 3010-Police Patrol	5,312,798	5,299,798	3,236,683	61%
	Totals for dept 3020-Police Training	196,900	209,900	123,268	59%
	Totals for dept 3021-Police Training-Grant Funded	9,000	9,000	3,344	37%
	Totals for dept 3030-Police Public Safety Dispatch/ts	960,377	960,377	653,754	68%

03/04/2019

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 02/28/2019

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	72,702	35%
	Totals for dept 3040-Police Records & PST	473,237	473,237	339,206	72%
	Totals for dept 3050-Police Drug Law Enforcement	315,214	315,214	214,510	68%
	Totals for dept 3065-Police Facility Management	114,800	114,800	35,957	31%
	Totals for dept 3090-Police KCCDA support	756,793	756,793	756,793	100%
	Totals for dept 3310-Fire Admin	669,034	669,034	388,489	58%
	Totals for dept 3320-Fire Operations	4,099,141	4,099,141	2,362,755	58%
	Totals for dept 3330-Fire On Call Firefighters	95,850	95,850	43,179	45%
	Totals for dept 3331-Fire Emergency Operations	4,700	4,700	1,125	24%
	Totals for dept 3340-Fire Prevention	139,383	139,383	80,726	58%
	Totals for dept 3350-Fire Training	189,413	189,413	85,907	45%
	Totals for dept 3365-Fire Facility Management	95,150	95,150	31,457	33%
	Totals for dept 3710-Comm Dev Building Services	532,215	532,215	340,086	64%
	Totals for dept 3720-Comm Dev Planning & Development	314,151	314,151	187,044	60%
	Totals for dept 3730-Comm Dev Neighborhood Services	228,481	228,481	132,969	58%
	Totals for dept 3765-Comm Dev Building Maintenance	218,611	221,531	139,271	63%
	Totals for dept 4210-General Public Services	477,492	477,492	311,268	65%
	Totals for dept 6720-Senior Center	346,415	355,099	203,634	57%
	Totals for dept 6721-Senior Center Trips	310,874	310,874	267,121	86%
	Totals for dept 6725-Aging Mastery Program	1,500	1,500	75	0%
	Totals for dept 6740-Fundraising	0	0	36,122	0%
	Totals for dept 9610-Transfers Out	1,286,338	1,286,338	1,286,338	100%
	TOTAL EXPENDITURES - GENERAL FUND	26,463,817	26,514,333	16,748,324	63%
202	Major Street Fund - Revenues	4,169,800	4,825,778	2,685,383	56%
	Major Street Fund - Expenditures	4,223,030	4,999,535	2,769,480	55%
203	Local Streets Fund - Revenues	1,486,120	1,486,120	826,383	56%
	Local Streets Fund - Expenditures	1,480,456	1,480,456	713,102	48%
204	Municipal Streets Fund - Revenues	1,484,610	1,484,610	1,423,128	96%
	Municipal Streets Fund - Expenditures	1,640,000	1,640,000	0	0%
223	Curbside Recycling - Revenues	680,100	680,100	652,128	96%
	Curbside Recycling - Expenditures	688,081	688,081	383,843	56%

03/04/2019

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 02/28/2019

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	711,522	96%
	Leaf Pickup/Spring Cleanup - Expenditures	837,813	837,813	473,265	56%
230	CDBG Program Income Fund - Revenues	125,000	125,000	12,894	10%
	CDBG Program Income Fund - Expenditures	125,000	125,000	60,961	49%
252	West Lake Weed Mgmt - Revenues	32,120	32,120	255	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	114,180	53%
298	Cable Television Fund - Revenues	836,000	836,000	592,280	71%
	Cable Television Fund - Expenditures	867,709	867,709	388,139	45%
400	Capital Improvement General - Revenues*	18,578,000	26,534,190	9,056,685	34%
	Capital Improvement General - Expenditures*	18,578,000	31,573,136	9,844,237	31%
490	Capital Improvement Sewer - Revenues*	1,020,000	4,030,000	851,837	21%
	Capital Improvement Sewer - Expenditures*	1,020,000	1,835,695	99,050	5%
491	Capital Improvement Water - Revenues*	1,325,000	6,213,775	0	0%
	Capital Improvement Water - Expenditures*	1,325,000	6,498,610	520,088	8%
590	Sewer Fund - Revenues	9,012,000	9,262,000	6,929,404	75%
	Sewer Fund - Expenditures	7,149,273	7,399,273	4,581,299	62%
591	Water Fund - Revenues	6,719,300	6,719,300	5,468,213	81%
	Water Fund - Expenditures	5,588,159	5,588,159	4,107,908	74%
TOTAL REVENUES - ALL FUNDS **		71,981,593	88,760,231	52,196,802	59%
TOTAL EXPENDITURE - ALL FUNDS **		70,228,458	90,293,920	40,805,376	45%

* 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.

02/11/2019

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 01/31/2019

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	45,357	39%
	Totals for dept 1085-City Council-Human Services	164,687	164,687	50,208	30%
	Totals for dept 1501-District Court	63,000	63,000	40,684	65%
	Totals for dept 1720-City Manager	673,471	687,893	333,416	48%
	Totals for dept 2001-Finance Accounting	438,790	438,790	213,883	49%
	Totals for dept 2002-Finance & Budget	295,119	295,119	152,392	52%
	Totals for dept 2053-Finance Treasury	146,176	146,176	83,527	57%
	Totals for dept 2110-MIS	847,043	857,038	512,505	60%
	Totals for dept 2133-MIS Public Information	54,212	54,212	31,836	59%
	Totals for dept 2209-Assessor	467,381	467,381	212,393	45%
	Totals for dept 2247-Assessor Board Of Review	35,135	35,135	11,514	33%
	Totals for dept 2310-Attorney	226,728	226,728	131,670	58%
	Totals for dept 2415-City Clerk	168,291	168,291	81,365	48%
	Totals for dept 2416-City Clerk Records Management	67,302	67,302	34,099	51%
	Totals for dept 2491-City Clerk Elections	192,819	192,819	138,060	72%
	Totals for dept 2610-Human Resources	459,857	459,857	217,520	47%
	Totals for dept 2733-Purchasing	82,523	82,523	44,956	54%
	Totals for dept 2734-Purchasing Risk Management	28,243	28,243	10,848	38%
	Totals for dept 2865-Parks Maintenance	1,246,521	1,255,521	637,806	51%
	Totals for dept 2876-Cemeteries	65,819	65,819	30,774	47%
	Totals for dept 2877-Parks & Rec - Parks	645,690	643,690	309,946	48%
	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	98,268	53%
	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	13,843	71%
	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	79,672	74%
	Totals for dept 2888-Parks & Rec - Ice Rink	93,302	92,672	44,767	48%
	Totals for dept 3005-Police Administration	856,415	861,910	478,054	55%
	Totals for dept 3006-Police Youth Services	494,984	494,984	265,169	54%
	Totals for dept 3007-Police Investigation	692,955	692,955	362,052	52%
	Totals for dept 3010-Police Patrol	5,312,798	5,299,798	2,881,547	54%
	Totals for dept 3020-Police Training	196,900	209,900	103,175	49%
	Totals for dept 3021-Police Training-Grant Funded	9,000	9,000	3,344	37%
	Totals for dept 3030-Police Public Safety Dispatch/ts	960,377	960,377	645,659	67%

02/11/2019

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 01/31/2019

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	72,702	35%
	Totals for dept 3040-Police Records & PST	473,237	473,237	295,723	62%
	Totals for dept 3050-Police Drug Law Enforcement	315,214	315,214	187,356	59%
	Totals for dept 3065-Police Facility Management	114,800	114,800	34,103	30%
	Totals for dept 3090-Police KCCDA support	756,793	756,793	756,793	100%
	Totals for dept 3310-Fire Admin	669,034	669,034	349,328	52%
	Totals for dept 3320-Fire Operations	4,099,141	4,099,141	2,079,835	51%
	Totals for dept 3330-Fire On Call Firefighters	95,850	95,850	38,006	40%
	Totals for dept 3331-Fire Emergency Operations	4,700	4,700	1,125	24%
	Totals for dept 3340-Fire Prevention	139,383	139,383	67,816	49%
	Totals for dept 3350-Fire Training	189,413	189,413	73,579	39%
	Totals for dept 3365-Fire Facility Management	95,150	95,150	27,089	28%
	Totals for dept 3710-Comm Dev Building Services	532,215	532,215	292,614	55%
	Totals for dept 3720-Comm Dev Planning & Development	314,151	314,151	164,460	52%
	Totals for dept 3730-Comm Dev Neighborhood Services	228,481	228,481	117,141	51%
	Totals for dept 3765-Comm Dev Building Maintenance	218,611	221,531	122,921	55%
	Totals for dept 4210-General Public Services	477,492	477,492	266,644	56%
	Totals for dept 6720-Senior Center	346,415	355,099	177,420	50%
	Totals for dept 6721-Senior Center Trips	310,874	310,874	264,849	85%
	Totals for dept 6725-Aging Mastery Program	1,500	1,500	75	0%
	Totals for dept 6740-Fundraising	0	0	29,018	0%
	Totals for dept 9610-Transfers Out	1,286,338	1,286,338	1,286,338	100%
	TOTAL EXPENDITURES - GENERAL FUND	26,463,817	26,514,333	15,092,784	57%
202	Major Street Fund - Revenues	4,169,800	4,169,800	2,435,247	58%
	Major Street Fund - Expenditures	4,223,030	4,343,557	2,637,787	61%
203	Local Streets Fund - Revenues	1,486,120	1,486,120	749,340	50%
	Local Streets Fund - Expenditures	1,480,456	1,480,456	617,998	42%
204	Municipal Streets Fund - Revenues	1,484,610	1,484,610	1,422,717	96%
	Municipal Streets Fund - Expenditures	1,640,000	1,640,000	0	0%
223	Curbside Recycling - Revenues	680,100	680,100	651,912	96%
	Curbside Recycling - Expenditures	688,081	688,081	330,761	48%

02/11/2019

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 01/31/2019

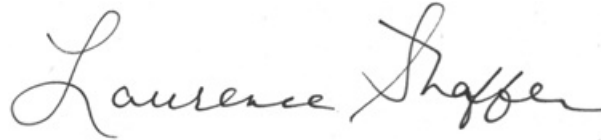
FUND	DESCRIPTION	ORIGINAL BUDGET	2018-19 AMENDED BUDGET	2018-19 ACTIVITY	Percent of Amended Collected/Used
226	Leaf Pickup/Spring Cleanup - Revenues	744,000	744,000	711,274	96%
	Leaf Pickup/Spring Cleanup - Expenditures	837,813	837,813	450,367	54%
230	CDBG Program Income Fund - Revenues	125,000	125,000	12,694	10%
	CDBG Program Income Fund - Expenditures	125,000	125,000	60,961	49%
252	West Lake Weed Mgmt - Revenues	32,120	32,120	255	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	97,707	46%
298	Cable Television Fund - Revenues	836,000	836,000	427,430	51%
	Cable Television Fund - Expenditures	867,709	867,709	259,232	30%
400	Capital Improvement General - Revenues*	18,578,000	26,200,212	8,906,556	34%
	Capital Improvement General - Expenditures*	18,578,000	31,240,959	9,501,437	30%
490	Capital Improvement Sewer - Revenues*	1,020,000	4,030,000	851,837	21%
	Capital Improvement Sewer - Expenditures*	1,020,000	1,835,695	92,395	5%
491	Capital Improvement Water - Revenues*	1,325,000	6,213,775	0	0%
	Capital Improvement Water - Expenditures*	1,325,000	6,498,610	512,090	8%
590	Sewer Fund - Revenues	9,012,000	9,262,000	5,507,337	59%
	Sewer Fund - Expenditures	7,149,273	7,399,273	4,094,598	55%
591	Water Fund - Revenues	6,719,300	6,719,300	4,454,822	66%
	Water Fund - Expenditures	5,588,159	5,588,159	3,925,329	70%
TOTAL REVENUES - ALL FUNDS **		71,981,593	87,770,275	48,251,439	55%
TOTAL EXPENDITURE - ALL FUNDS **		70,228,458	89,305,765	37,674,946	42%

* 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: Fire Station No. 2 and Retention Basin #5 - Bid Tabulation

SUPPORTING PERSONNEL: Nicholas Arnold, Director of Public Safety - Police / Fire Chief
John Podgorski, Senior Deputy Fire Chief

ACTION RECOMMENDED: Approve a contract in the amount of \$6,030,926 to Hall Builders, LLC to perform general contractor services for construction of Fire Station No. 2 and Retention Basin No. 5 Drainage Improvements, and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The Fiscal Year 2018-2019 and FY 2019-2020 Capital Improvement Program budgets include funding for construction of a new Fire Station No. 2. Built in 1974, Fire Station No. 2, located at 6101 Oakland Drive, is the oldest fire station in the city and requires extensive maintenance to insure the integrity of the structure. A facility audit was conducted by Paradigm Design, Inc. in 2013 to evaluate needed repairs and upgrades of Fire Station No. 2 and recommended repairs to the roof, plumbing, electrical, flooring, fire suppression and alarm system. Furthermore, the overall facility and firefighter living quarters are inadequate in size for the operational needs of the Fire Division. In 2015, a feasibility study was completed by Paradigm Design to determine existing and future programming and operational needs, which determined construction of a new, larger Fire Station No. 2 is warranted.

A recent study of city retention basins determined that Retention Basin No. 5 (adjacent to Fire Station No. 2) is deficient. Funds for improvements of Retention Basin No. 5 are available the FY 2018-2019 Capital Outlay of the Water Operation Fund. It was determined prudent to conduct the improvements to the retention basin simultaneously with the construction of Fire Station No. 2 by the same contractor, based on economic efficiencies, as well as equipment and work site logistics. Therefore the bid package for construction of Fire Station No. 2 was structured to include improvements to the retention basin.

Bids were solicited for general contractor services for the construction of a new Fire Station No. 2 and improvements to Retention Basin No. 5. Two bids were received: one from Hall Builders, LLC of Paw Paw, Michigan, and one from NRC LLC of Farmington Hills, Michigan. The low bid was submitted by Hall Builders, in the amount of \$6,030,926 (\$5,855,926 for the fire station construction and \$175,000 for retention basin improvements).

It is recommended that City Council Approve a contract in the amount of \$6,275,000 to Hall Builders, LLC to perform general contractor services for construction of Fire Station No. 2 and Retention Basin No. 5 Drainage Improvements, and authorize the City Manager to execute all documents related to the

contract on behalf of the city.

FUNDING: Funds are budgeted and available for construction of Fire Station No. 2 in the FY 2018-2019 and FY 2019-2020 Capital Improvement Program budgets and for improvements to Retention Basin No. 5 in the FY 2018-2019 Capital Outlay of the Water Operation Fund.

Attachments: 1. Fire Station No. 2 and Retention Basin #5 - Bid Tabulation

CITY OF PORTAGE FIRE STATION NO. 2 BID RELEASE NO. 2 REBID
EXPANDED BID TABULATION

	<u>Contractor</u> Hall Builders, LLC 29080 E. Red Arrow Hwy. Paw Paw, MI 49079	<u>Contractor</u> NRC, LLC 37800 Hills Tech Dr. Farmington Hills, MI 48331
A Fire Station Site Work	\$6,100,000.00	\$6,146,000.00
B Basin # 5 Drainage Improvements	\$175,000.00	\$199,000.00
Base Bid	\$6,275,000.00	\$6,345,000.00
Alternate No. 1: Removal of spoils to a City Owned lot within the Portage City limits	-\$32,500.00	-\$26,550.00
Mandatory Alternates		
1 Delete Snowmelt System Included in Base Bid	-\$100,200.00	-\$85,500.00
6 Change to Conventional Overhead Doors in lieu of As-Designed Doors on South Side of Apparatus Room	-\$111,374.00	-\$98,012.00
Base Bid Adjusted by Alternates 1 and Mandatory Alternates (Value Engineering)	\$6,030,926.00	\$6,134,938.00