

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Black History Month

A. Consent Agenda:

1. Approval of City Council Meeting Minutes:
 - a. Regular Meeting of January 14, 2020.
 - b. Pre-Council Meeting of January 27, 2020.
2. Approval of the Accounts Payable Register of January 28, 2020 as presented.
3. Adopt the Notice of Intent Resolution to fund construction of \$8.4 million in capital improvements, including Fire Station #2 Facility Replacement, South Westnedge Avenue/Shaver Road Traffic Signal Improvements, West Milham Avenue and Portage Road Trailway.
4. Award a base contract to Byce & Associates in the amount of \$320,000 with a 3.75% fee applied to construction costs exceeding \$8 million to perform architectural and engineering services for the construction of the Charles & Lynn Zhang Portage Community Senior Center and authorize the City Manager to execute all documents related to this contract on behalf of the city.
5. Approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the Michigan Municipal Risk Management Authority (MMRMA) at a total cost not to exceed \$499,352 for the period March 1, 2020 to March 1, 2021 and authorize the City Manager to execute all documents related to this action on behalf of the city.
6. Approve a two-year pricing agreement with ADP, LLC, for electronic payroll processing and time and attendance software and hosting at a first-year cost of \$57,600 and a second-year cost of \$58,750 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
7. Approve a contract with Kalamazoo County to provide hazardous waste collection services at the Household Hazardous Waste Center for Portage residents for the 2020 calendar year in the amount of \$46,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
8. Approve the Final Preliminary Condominium Subdivision (engineering plans) for Claremount Woods, 5691 Claremount Street.
9. Approve the Final Condominium Subdivision for Westfield North, 5700 Alten Street, subject to: a) completion of sidewalks and street trees by November 2021; and, b) six sections of the storm sewer be reviewed before expiration of the two-year maintenance bond.
10. Approve the Final Plat for West Lake Estates, 9300 Portage Road, subject to: a) completion of sidewalks and street trees by November 2021; and, b) four sections of the storm sewer be reviewed before expiration of the two-year maintenance bond.
11. Set a special meeting of the City Council to engage in strategic planning with the City Administration and Chad Bareither, of The Bareither Group, on Tuesday, February 18, 2020 from 6:00 - 9:00 p.m. in City Hall Conference Room 1.
12. Minutes of Boards & Commissions:

- a. Zoning Board of Appeals of November 11, 2019.
 - b. Youth Advisory Committee of December 2, 2019.
 - c. Human Services Board of December 5, 2019.
 - d. Portage Public Schools Board of Education Regular Business and Special Meeting Minutes from December 9, 2019.
 - e. Senior Citizen Advisory Board of December 18, 2019.
 - f. Park Board of January 8, 2020.
13. Materials Transmitted of January 14, 2020.
14. Calendar of Meetings
- Historic District Commission, Wednesday, February 5 at 8:15 a.m., City Hall Room #2.
 - Park Board, Wednesday, February 5 at 6:30 p.m., Portage Senior Center.
 - Human Services Board, Thursday, February 6 at 6:30 p.m., City Hall Room #1.
 - Planning Commission, Thursday, February 6 at 7:00 p.m., Council Chambers.
 - Youth Advisory Committee, Monday, February 10 at 6:00 p.m., City Hall Room #1.
 - Lake Center Business District - Business Workshop, Monday, February 10 at 3:00 p.m., Council Chambers.
 - Lake Center Business District - Resident Workshop, Monday, February 10 at 6:30 p.m., Council Chambers.
 - Zoning Board of Appeals, Monday, February 10 - CANCELLED.
- B. Petitions and Statements of Citizens:
- C. Communications:
1. Annual update from the Youth Advisory Committee.
 2. Communication from the Environmental Board regarding a Climate Action Plan Executive Summary.
- D. Public Hearings:
- E. Regular Business Agenda:
- F. Unfinished Business:
- G. Council Committee Reports:
- H. New Business:
- I. Statements of Citizens:
- J. Statements of City Council and City Manager.
- Adjournment.



CITY OF PORTAGE PROCLAMATION

Black History Month

- WHEREAS,** Black History Month is observed in February of each year; and
- WHEREAS,** Black History Month seeks to emphasize and recognize Black Americans and their contributions to American life, and is designed to recognize and pay tribute to the many contributions of African Americans to the history, society and culture of the United States of America; and
- WHEREAS,** Black History Month celebrates the achievements of African Americans in the Arts, Civil Rights, Education, Entertainment, Government, History, Law, Literature, Medicine, Military, Music, Politics, Science, Sports, and other endeavors; and
- WHEREAS,** the theme for Black History Month 2020 is “African Americans and the Vote” marking the sesquicentennial of the 15th Amendment which granted the right of Black men to vote after the Civil War, as well as the centennial of the 19th Amendment with the culmination of the women’s suffrage movement; and
- WHEREAS,** this year is the 44th year of National African American History Month; and
- WHEREAS,** Black History Month was originally set in February to include the birthdays of Abraham Lincoln and Frederick Douglass, two key figures in the history of African Americans; and
- WHEREAS,** the City of Portage continues to work toward becoming a community in which all citizens—past, present, and future—are respected and recognized for their contributions and potential contributions to our community and beyond; and
- WHEREAS,** to commemorate the birthdate of Martin Luther King, Jr. and Black History Month 2020, the City of Portage hosted a Martin Luther King, Jr. display at Portage City Hall, will host a special event that includes the Brazeal Dennard Chorale and a “MLK Jr. Legacy” Panel Discussion at the Air Zoo and hold a movie screening of *Green Book* at the Portage Senior Center.
- NOW, THEREFORE, BE IT RESOLVED THAT** I, Patricia M. Randall, do hereby proclaim that this city honors and recognizes February as “Black History Month.”

Signed this 28th day of January, 2020

Patricia M. Randall, Mayor

CITY COUNCIL MEETING MINUTES FROM JANUARY 14, 2020

The Regular Meeting was called to order by Mayor Patricia Randall at 7:00 p.m. The following members were present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Terry Urban, and Mayor Patricia Randall. Mayor Pro Tem Jim Pearson was absent with excuse. Also in attendance were City Manager Joe La Margo, City Attorney Randy Brown and Interim City Clerk Erica Eklov.

At the request of Mayor Randall, the audience observed a moment of silence to honor all religions and personal beliefs and in looking forward to the new year.

Following the moment of silence, the City Council and audience recited the Pledge of Allegiance.

CONSENT AGENDA: Mayor Randall shared where the public can access the meeting agenda and asked if any Councilmember or anyone in the audience would like an item removed from the Consent Agenda. Councilmember Reid removed Items A.5, Construction Management Services - Portage Community Senior Center, from the Consent Agenda. Motion by Reid, seconded by Ford, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 6 to 0.

APPROVAL OF MINUTES: Motion by Reid, seconded by Ford, to approve the Regular Meeting Minutes of December 17, 2019, and Pre-Council Meeting Minutes of January 13, 2020. Upon a roll call vote, motion carried 6 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JANUARY 14, 2020: Motion by Reid, seconded by Ford, to approve the Accounts Payable Register of January 14, 2020. Upon a roll call vote, motion carried 6 to 0.

MDOT CONTRACT #19-5569 (EAST CENTRE AVENUE RECONSTRUCTION): Motion by Reid, seconded by Ford, to approve Contract #19-5569 between the Michigan Department of Transportation and the City of Portage for reconstruction of East Centre Avenue from Portage Road to South Sprinkle Road and adopt a Resolution authorizing the City Manager to sign all documents related to the project on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

MDOT CONTRACT #19-5601 (SOUTH WESTNEDGE AVENUE RECONSTRUCTION): Motion by Reid, seconded by Ford, to approve Contract #19-5601 between the Michigan Department of Transportation and the City of Portage for reconstruction of South Westnedge Avenue from Kilgore Road to Highway I-94 and adopt a Resolution authorizing the City Manager to sign all documents related to the project on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

INTERGOVERNMENTAL AGREEMENT BETWEEN THE COUNTY OF KALAMAZOO AND THE CITY OF PORTAGE: Motion by Reid, seconded by Ford, to approve an Intergovernmental Agreement between the County of Kalamazoo and the City of Portage for disbursement of Senior Millage funds of \$70,400 to support the Portage Senior Center and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

CONFIRMATION OF CITY CLERK: Motion by Reid, seconded by Ford, to confirm the appointment of Erica Eklov as City Clerk effective January 15, 2020. Upon a roll call vote, motion carried 6 to 0.

2020 MARCH BOARD OF REVIEW: Motion by Reid, seconded by Ford, to approve the recommendations regarding the Board of Review as follows: 1) adopt the resolution setting the schedule for the 2020 March Board of Review; 2) approve the use of two, three-member, Board of Review panels for the 2020 March Board of Review, and 3) appoint six members to 2020 March Board of Review. Upon a roll call vote, motion carried 6 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Reid, seconded by Ford, to receive the minutes of the Environmental Board of November 13 and December 11, 2019; Senior Citizen Advisory Board of November 20, 2019; and Planning Commission of December 5, 2019. Upon a roll call vote, motion carried 6 to 0.

MATERIALS TRANSMITTED: Motion by Reid, seconded by Ford, to receive the Materials Transmitted of December 17, 2019, and January 6, 2020. Upon a roll call vote, motion carried 6 to 0.

CALENDAR OF MEETINGS: Motion by Reid, seconded by Ford, to receive the Calendar of Meetings. Upon a roll call vote, motion carried 6 to 0.

COMMUNICATIONS: Mayor Randall introduced the communication from the Environmental Board regarding the deer population in Portage. Motion by Urban seconded by Reid, to receive and refer the communication from the Portage Environmental Board regarding the deer population in Portage to the City Administration for review and report. Upon a roll call vote, motion carried 6 to 0.

PUBLIC HEARINGS:

REZONING APPLICATION #19/20-2, 1730 EAST CENTRE AVENUE: Mayor Randall opened the public hearing and City Manager La Margo asked Community Development Interim Director Chris Forth to review the proposed rezoning. Interim Director Forth explained the proposed rezoning and the applicant's plan for the site. He highlighted the April 2019 rezoning of the adjacent parcel at 1700 East Centre to the same OS-1 designation. Mr. Forth noted that the applicant is proposing to construct a new facility in place of the single family home currently on the site. He relayed that the office service designation is consistent with the Comprehensive Plan. There were no further comments regarding the public hearing.

Motion by Knapp, seconded by Reid to close the public hearing. Upon a voice vote, motion carried 6 to 0.

Motion by Ford, seconded by Knapp, to approve Rezoning Application #19/20-2, changing the zoning designation of 1730 East Centre Avenue from R-1B, one-family residential, to OS-1, office service. City Attorney Brown requested that the action recommended also include the phrase "based on the staff recommendation." Councilmember Ford modified his motion. Councilmember Reid noted the adjacent rezoning slated for the second public hearing on the agenda and inquired whether Mr. Forth had considered combining the rezoning proposals. Interim Director Forth responded that combining rezonings is largely not done due to prior experience with property owners disliking the practice and wanting the option to opt-out of a proposed rezoning. Councilmember Reid then inquired whether the notice mailed to adjacent property owners includes language to allow the inclusion of their property, should they desire. Interim Director Forth responded that the notice does not. Councilmember Reid noted that East Centre is planned as an office corridor and expressed an interest to avoid additional costs and staff time involved in future

rezonings of parcels individually. Interim Director Forth confirmed staff would be more proactive and expansive with future rezonings. Upon a roll call vote, motion carried 6 to 0.

REZONING APPLICATION #19/20-3, 1816 EAST CENTRE AVENUE: Mayor Randall opened the public hearing. There were no further comments regarding the public hearing. Motion by Burns, seconded by Ford to close the public hearing. Upon a voice vote, motion carried 6 to 0.

Motion by Ford, seconded by Burns, to approve Rezoning Application #19/20-3 changing the zoning designation of 1816 East Centre Avenue from R-1B, one family residential, to OS-1, office service based on the staff recommendation.

Councilmember Reid requested Interim Director Forth to provide a quick summary of the proposal prior to the vote. Interim Director Forth responded that the proposed rezoning for 1816 East Centre was largely similar to the prior proposal at 1730 East Centre. Mayor Randall noted the property owner for 1816 East Centre was different. Interim Director Forth concurred and offered that the representative for both applicants was the same and in attendance. Councilmember Reid asked the applicants' representative, Mr. Walt Hansen, regarding the plan for the property. Mr. Hansen responded that he plans to buy 1816 East Centre in order to achieve continuity with his development plan for 1700 and 1730 East Centre, but no other plans at this time. Upon a roll call vote, motion carried 6 to 0.

REGULAR BUSINESS:

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

To reappoint Pat Buckley, Carol Eddy, Justin Gish, Keith Hearit, Leonard Lamberson and Lyndsay Vainner as members of the Board of Review with terms ending January 31, 2021, and designation to the pods to be determined by the City Assessor.

To reappoint James (Jay) Eichstaedt to a term ending February 28, 2023, and appoint Lena Jomaa and Dan Thornton to terms ending February 28, 2023, on the Zoning Board of Appeals.

To appoint Brook Kolodzieczyk to an unfulfilled term ending October 1, 2022, on the Human Services Board.

Motion by Ford, seconded by Reid, to appoint individuals as noted by the Interim City Clerk to the Board of Review, Zoning Board of Appeals and Human Services Board. Upon a roll call vote, motion carried 6 to 0.

CONSTRUCTION MANAGEMENT SERVICES - PORTAGE COMMUNITY SENIOR CENTER: At Mayor Randall's request, Councilmember Reid explained that she took the item off the Consent Agenda to allow for further explanation. She noted that the award is not going to the lowest bidder and highlighted the unique nature of the in-kind donation aspect done as part of the bid.

Mayor Randall asked City Manager La Margo to provide further elaboration. City Manager La Margo noted that the city received five bids, with AVB Construction, LLC as the second-highest bidder, to include an in-kind donation. He stated that a team of city staff reviewed each proposal and determined that AVB Construction was best suited to address all aspects of the project, viewed

as the most responsive bidder and was preferred as a local vendor. Mr. La Margo further noted that each bidder had the opportunity to provide an in-kind donation. He stated that AVB Construction offered an in-kind donation involving Owner Representative as Advisor Services, similar to the Portage Fire Station #2 Project, at no additional charge. City Manager La Margo noted that AVB Construction estimates this value to be \$145,000.

Councilmember Reid thanked the City Manager and expressed the importance of transparency in light of the unique public/private nature of the Portage Community Senior Center project. Councilmember Reid further thanked AVB Construction for the donation.

Motion by Reid, seconded by Urban, to award a contract to AVB Construction, LLC, of Portage, Michigan, in the amount of \$503,713 to perform construction management services for the construction of the Charles & Lynn Zhang Portage Community Senior Center and authorize the City Manager to execute all documents related to this contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

Mayor Randall noted that the difference between the lowest bid and the bid from AVB Construction was \$6,000; however, the lowest bidder had numerous stipulations for the city. She further stated that AVB Construction was doing a great job with the construction of the new Fire Station #2.

UNFINISHED BUSINESS:

AMENDMENT TO CODE OF ORDINANCES - UTILITIES: Mayor Randall asked City Manager La Margo to summarize the proposed amendment. City Manager La Margo stated that this was the second reading of the proposed ordinance amendment and noted that the ordinance had undergone minor revisions since the first reading to provide the City Administration more flexibility regarding water shutoffs in the winter season.

Motion by Knapp, seconded by Reid, to approve the proposed amendment to Division 7, Section 82-196, Article 2 "Water System" in the City of Portage Code of Ordinances. Upon a roll call vote, motion carried 6 to 0.

Mayor Randall thanked city staff for recent efforts to contact those citizens on the water "shut off" list and the resulting reduction of required shutoffs.

COUNCIL COMMITTEE REPORTS: Councilmember Burns provided an update regarding the Metro Transit Central County Transportation Authority (CCTA). He stated that CCTA operations provide three different services, including the fixed-route bus system, the Dial-A-Ride service operating as "Metro Connect and a service van program. He noted that the first two have seen a modest five percent ridership increase this year. He stated that the service van program is available to non-profit organizations and has been under-utilized in the past year. Councilmember Burns highlighted the current service van program usage by the Portage Senior Center and the Portage Community Center and urged local non-profits to explore the program. Councilmember Burns also relayed that the CCTA received an update from its actuary regarding the organization's valuation of its pension fund, which he noted is fully funded. He advised that the Other post-employment benefits (OPEB) of the CCTA remain under-funded, which the organization continues to work towards correcting. Councilmember Burns further relayed that the CCTA partners with Bronson Healthcare Group on the "Bronson Bus2Work" program to provide Bronson employees free bus passes for any fixed-route bus throughout Metro's system during the week. Councilmember Burns urged the larger employers in Portage to explore a similar program with Metro Transit. He relayed that representatives from Metro have had initial discussions on the program with representatives from Stryker and Pfizer. He

expressed his desire that similar discussions take place with FedEx once the new facility is completed in Portage.

Councilmember Reid highlighted that the service van program requires organizations to provide volunteer drivers that must complete a succinct Metro Transit training program. She asked Councilmember Burns to provide an estimate regarding the degree of the underfunded OPEB. Councilmember Burns responded that the OPEB fund is administered by the City of Kalamazoo and a portion was transferred to the county authority when oversight of the transit system changed. He noted that the CCTA continues to collaborate with the City of Kalamazoo to administer the OPEB plan. He further relayed that the CCTA has also started its own funding through Municipal Employees' Retirement System of Michigan to avoid large cost increases in the future. Councilmember Burns offered to provide additional information regarding the CCTA budgets to the next City Council Meeting.

Motion by Reid, seconded by Ford, to receive the Council Committee Report as presented. Upon a voice vote, motion carried 6 to 0.

STATEMENTS OF CITIZENS: Mr. Robert Poel, 2623 Hill 'An' Brook Drive, spoke regarding the deer population in the city, noting the Environmental Board's report to City Council on the agenda. He asked Council for assistance with mitigating the deer, noting safety concerns relating to auto-deer accidents, Lyme Disease and Chronic Wasting Disease concerns. He relayed that he had attended a prior meeting regarding the deer population hosted by the Environmental Board that included a population study by local students. Mr. Poel stated that the population numbers quoted in the student study appear to be significant. He further relayed a prior issue he had in his own yard where an injured young deer died and the carcass attracted other nuisance animals. He noted a neighbor had experienced an incident where a pregnant deer had gotten caught while trying to jump a fence and died, requiring removal. Mr. Poel stated the deer cause landscape damage and as such, are a nuisance that needs to be addressed similar to other nuisances. Mr. Poel emphasized that he views the deer as a serious local problem. He understands the management of the deer population is a contentious issue but worries about them becoming tame and asked Council to address the situation.

Mayor Randall thanked Mr. Poel for his comments and noted the plans for the City Administration to accept the Environmental Board's report and further study the matter, suggesting that staff include his neighborhood in the review. She offered that city staff notify him when the City Administration reports back to Council on the matter.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Reid noted her recent participation in Cooper Township's Styrofoam Recycling Program through the Dart Corporation. She noted prior citizen interest in a similar recycling program for Portage and stated her hopes to see the city develop such a program. She also wanted to remind citizens that winter weather will start eventually and to be careful driving in those conditions.

Councilmember Knapp noted the confirmation of the appointment of Erica Eklov as City Clerk. She also offered thanks to all of the city Board and Commission applicants from the earlier session.

Councilmember Burns highlighted the upcoming March 10th election and the expected absentee voting applications for the election. He relayed that, in addition to the Presidential Primary on the ballot, there will also be a millage question for the CCTA. He stated that additional information regarding the millage can be found at www.kzoo4transit.org.

Councilmember Ford congratulated Erica Eklov on her appointment to City Clerk.

City Manager La Margo began by noting that the city had good luck on the previous weekend's weather and thanked the on-call employees but highlighted the need to clean any storm

drains block by leaves. Mr. La Margo also confirmed that the City Administration was reviewing the Styrofoam Recycling Program mentioned by Councilmember Reid.

Mayor Randall thanked the staff for their efforts over the weekend in light of the forecasted weather. She highlighted the Hampton Bog area, noting that the water level was rising again. Mayor Randall relayed that the city is pumping and will continue to address the situation as needed due to the weather. She closed by congratulating Erica Eklov on appointment to City Clerk, as well as Mike Carroll on appointment as the second Deputy City Manager.

ADJOURNMENT: Mayor Randall adjourned the meeting at 7:46 p.m.

Erica L. Eklov, Interim City Clerk

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF JANUARY 27, 2020**

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

Mayor Randall began by reviewing the agenda and asked if anyone would be present to read the Black History Month Proclamation. Deputy City Manager Herringa responded that he would follow up and ensure someone was present.

With regard to Item A.3, Councilmember Reid stated that the Consent Agenda did not indicate that the item included an \$8 million bond. Councilmember Burns noted that the CIP indicates that approximately \$10.5 million in bonds will be issued in this fiscal year, but that the bond amount on the City Council Agenda is only for \$8.4 million. He inquired whether another bond issuance was planned. City Manager La Margo stated he would research and respond. Councilmember Burns further noted that the city could save money by completing bond issuances all at once and inquired as to the expenses/costs associated with issuing bonds, such as bond counsel, underwriters, etc. City Manager La Margo stated he would include this question in his research with staff and response.

With regard to Item A. 4, Councilmember Reid noted that the way in which the item was written that Byce & Associates appeared to be the only vendor charging the 3.75% fee if the project exceeded the projected \$8 million. She inquired whether the other vendors proposed a similar structure. City Manager La Margo responded that the other vendors had similar fees, whereas two of the vendors proposed a flat fee. Councilmember Reid further inquired as to the other vendor rates and calculations behind the totals. Deputy City Manager Herringa responded that he would research further with the Purchasing Manager and respond back. Councilmember Reid asked that staff illustrate the fees at construction cost levels of \$8 million, \$9.8 million and \$11 million for each applicant with the associated multipliers.

With regard to Item A.6, Councilmember Reid stated that she understands switching payroll vendors entails a potential cost and effort for the city; however, she wanted to compare the costs between ADP and the other vendor staff noted in the report. She further inquired as to how long the City Administration plans to retain ADP before the payroll process is advertised for bid again and when the service was last advertised. Councilmember Reid also asked regarding any additional costs in the event the city changes payroll vendors. City Manager La Margo stated he would research and respond.

With regard to Item A.7, Councilmember Reid noted that the data provided for city participation in the Household Hazardous Waste Center and associated costs fluctuated each year, and the percentage change of eight percent did not seem proportional. She stated that the average appears to be seven percent and that Portage resident participation appears to be

decreasing. Councilmember Reid asked for the rationale behind the eight percent increase and inquired whether all of the participating entities were receiving the same increase.

With regard to Item A. 9, Councilmember Burns noted that the report references storm water system “sags and deflections”. He asked that staff further elaborate on this terminology. Councilmember Knapp noted that Councilmember Burns’ question also relates to Item A. 10 and asked that this concern be addressed for both items. Councilmember Knapp inquired whether these storm water system traits are an overall common issue or a common issue with this specific developer. She further relayed the City Council had previously discussed this development during its preliminary review and reminded of Council’s prior concerns with the adjacent wetlands and drainage issues with the clearing of trees on the site. Councilmember Knapp asked about staff observations of the site since the tree clearing and whether staff had any additional concerns with the health of the wetlands or adjacent property owner drainage issues. City Manager La Margo offered that these types of city stipulations for the developer were common with final condominium approvals. Councilmember Knapp offered additional background on Council discussion on the matter from two years prior.

With regard to Item A. 11, Councilmember Burns asked whether staff believe the topics will be fully addressed within the three-hour session. Mayor Randall noted that the proposed special meeting is intended to be the first of two sessions and highlighted Deputy City Manager Herringa’s recent e-mail on the matter. Deputy City Manager Herringa offered that he doesn’t expect to finish in the first session but that it will provide for a good start.

Councilmember Reid noted that the City Manager’s report stated funding was not applicable for the session, but she inquired on the cost of hiring the facilitator.

With regard to Item C.1, Mayor Randall inquired whether a member of the Youth Advisory Committee would be present to discuss the communication. City Clerk Eklov responded that the Chairperson would be presenting alongside the other two officers.

With regard to Item C.2, Councilmember Knapp asked for clarification on the proposed motion with regard to the report by the Environmental Board. Deputy City Manager Herringa noted that the recommended motion was for Council to simply accept the report and refer it to the City Administration for review and response.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:28 a.m.

Erica L. Eklov, City Clerk

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Approval of the Accounts Payable Register of January 28, 2020 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 January 5, 2020 through January 18, 2020 and notes \$499,396.97 in automated clearing house payments, \$1,557,971.28 in paper checks, and \$133,987.88 in auto-pay payments for a grand total of \$2,191,356.13.

FUNDING: N/A

Attachments: 1. Accounts Payable Register of January 28, 2020

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/05/20 to 1/18/20

Check Type: ACH Transactions

Check Date	Check	Vendor Name	Description	Amount
01/10/2020	12477(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	39,132.50
01/10/2020	12478(A)	AIRGAS USA LLC	WELDING SUPPLIES	571.92
01/10/2020	12479(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	3,540.42
01/10/2020	12480(A)	ALL-TRONICS, INC.	FIRE ALARM MONITORING	78.00
01/10/2020	12481(A)	AMERICAN HYDROGEOLOGY CORP.	PFAS TEST SWP-FIRE TRAINING	22,787.21
01/10/2020	12482(A)	AMERICAN SAFETY & FIRST AID	SAFETY AND FIRST AID	528.71
01/10/2020	12483(A)	ANALYTICAL TESTING & CONSULTIN	CDBG LEAD BASED PAINT TESTING	300.00
01/10/2020	12484(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	2,865.00
01/10/2020	12485(A)	APOLLO FIRE EQUIPMENT COMPANY	FIRE OPS SUPPLIES	2,027.76
01/10/2020	12486(A)	BATTERIES PLUS	LIGHT BULBS	18.00
01/10/2020	12487(A)	BATTERIES PLUS	LIGHT BULBS	255.00
01/10/2020	12488(A)	BCHS-HELPNET	EAP SERVICES	1,705.56
01/10/2020	12489(A)	BELL EQUIPMENT COMPANY	REPAIR PARTS	1,119.64
01/10/2020	12490(A)	C T S TELECOM, INC.	TELEPHONE SVC, FIBER OPTIC CIRCUIT	2,551.60
01/10/2020	12491(A)	CARLETON EQUIPMENT CO.	MAINTENANCE SUPPLIES	144.46
01/10/2020	12492(A)	CARRIER & GABLE	TRAFFIC SIGNAL SUPPLIES	4,674.00
01/10/2020	12493(A)	CHARTER COMMUNICATIONS	CABLE TV	149.98
01/10/2020	12494(A)	CONSOLIDATED ELECTRICAL DIST INC	SUPPLIES - PARKS DIVISION	422.15
01/10/2020	12495(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC SUPPLIES	1,752.70
01/10/2020	12496(A)	ENTENMANN-ROVIN CO.	RANGER BADGE REPAIR	166.25
01/10/2020	12497(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	FABRICATION SERVICES	2,039.00
01/10/2020	12498(A)	ETNA SUPPLY, INC.	FLEET MAINTENANCE	120.00
01/10/2020	12499(A)	EXTREME POWER EQUIPMENT, INC.	MAINTENANCE SUPPLIES	314.40
01/10/2020	12500(A)	FIRE SERVICE MANAGEMENT	OCCF UNIFORMS	60.00
01/10/2020	12501(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	2,587.00
01/10/2020	12502(A)	GORDON WATER SYSTEMS	WATER SERVICE	123.70
01/10/2020	12503(A)	GRIFFIN PEST SOLUTIONS, INC.	FIRE FACILITY MAINT.	131.00
01/10/2020	12504(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	9,178.60
01/10/2020	12505(A)	HURLEY & STEWART, LLC	VALLEYWOOD RETENSION BASIN	4,432.85
01/10/2020	12506(A)	IRISH AYRES ENTERPRISES, LLC	LANDSCAPE SERVICES	4,836.75
01/10/2020	12507(A)	JONES & HENRY ENGINEERS, LTD	ENGINEERING SERVICES	1,650.22

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/05/20 to 1/18/20

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Check Date	Check	Vendor Name	Description	Amount
01/10/2020	12508(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE JOHNS/TRAD HOLIDAY	115.00
01/10/2020	12509(A)	KLOSE2U PHOTOGRAPHY, LLC	RETIREE PHOTO SESSION	150.00
01/10/2020	12510(A)	KUSHNER & COMPANY, INC.	COBRA & FSA ADMINISTRATION	269.42
01/10/2020	12511(A)	LANDS END	RECORDS/IC UNIFORMS	189.80
01/10/2020	12512(A)	LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	2,852.92
01/10/2020	12513(A)	LEWIS PAPER PLACE, INC.	19 HOLE PUNCH PAPER	78.00
01/10/2020	12514(A)	M & M CUSTOM FABRICATING INC.	RANGER NAME PLATES	146.25
01/10/2020	12515(A)	MAILFINANCE	POSTAGE MACHINE LEASE	733.77
01/10/2020	12516(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE	138.50
01/10/2020	12517(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SVC - POLICE DIV	1,400.00
01/10/2020	12518(A)	NYE UNIFORMS	MISC UNIFORMS	825.00
01/10/2020	12519(A)	ONE WAY PRODUCTS	JANITORIAL SUPPLIES	248.00
01/10/2020	12520(A)	ONSTAFF USA INC	TEMP EMPLOYEE SERVICES	5,966.03
01/10/2020	12521(A)	PAVER PET SUPPLY	PET SUPPLIES	62.00
01/10/2020	12522(A)	PCM SALES, INC.	EMC RENEWAL	30,077.00
01/10/2020	12523(A)	PEAVEY COMPANY	EVIDENCE SUPPLIES	296.75
01/10/2020	12524(A)	PREMIER SAFETY	FIRE RESCUE SUPPLIES	825.00
01/10/2020	12525(A)	PRINTING SERVICES INC	SANTA LETTERS PRINTING	366.35
01/10/2020	12526(A)	PROFESSIONAL BUILDING SERVICES LLC	JANITORIAL SVC - SR CENTER	4,126.77
01/10/2020	12527(A)	R W LAPINE INC.	FIRE ST 1 HVAC/BOILER	100,796.15
01/10/2020	12528(A)	REED, KELLY	TUITION ASST REIMB	440.00
01/10/2020	12529(A)	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE SERVICES	1,585.87
01/10/2020	12530(A)	RIDDERMAN & SONS OIL CO. INC.	GASOLINE	18,144.89
01/10/2020	12531(A)	RIDGE AUTO NAPA	REPAIR & MAINT	1,542.14
01/10/2020	12532(A)	VOID		0.00
01/10/2020	12533(A)	VOID		0.00
01/10/2020	12534(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	634.60
01/10/2020	12535(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL MAINTENANCE	6,723.55
01/10/2020	12536(A)	SOS TECHNOLOGIES	FIRE EMS SUPPLIES	849.95
01/10/2020	12537(A)	SUEZ WATER ENVIRONMENTAL SERVICES	UTILITY SYSTEM OPERATION	174,553.53
01/10/2020	12538(A)	TRUCK & TRAILER SPECIALTIES	MAINTENANCE SUPPLIES	4,529.24
01/10/2020	12539(A)	VOLOGY, INC.	CISCO 550 GB HARD DR/REFURBISH	174.90
01/10/2020	12540(A)	WEST MICHIGAN TOOL & INDUSTRIAL INC	SHOP SUPPLIES	359.60

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Check Date	Check	Vendor Name	Description	Amount
01/17/2020	12541(A)	CHARTER COMMUNICATIONS	CABLE TV	634.73
01/17/2020	12542(A)	CIVICPLUS	CIVIC PLUS ANNUAL FEE	6,890.63
01/17/2020	12543(A)	ETNA SUPPLY, INC.	CITY SIGN SUPPLIES	1,019.40
01/17/2020	12544(A)	INFOGROUP CITY DIRECTORIES	2019/20 POLK CITY DIRECTORIES	440.00
01/17/2020	12545(A)	KLOSTERMAN DISTRIBUTING	MPIR CONCESSIONS	101.53
01/17/2020	12546(A)	ONSTAFF USA INC	TEMP EMPLOYEE SERVICES	6,863.29
01/17/2020	12547(A)	SUEZ WATER ENVIRONMENTAL SERVICES	PROFESSIONAL SERVICES	13,982.03
Total ACH Transactions:				499,396.97

Check Type: Paper Check

01/10/2020	312210	5311, LLC	REF OF 2019 SUMMER TAX	8,197.93
01/10/2020	312211	A S C A P	2020 MUSIC LICENSE	363.00
01/10/2020	312212	ADVANCE II LLC	TEMPORARY CLERK OFC STAFFING	1,461.01
01/10/2020	312213	ALLEGRA PRINT & IMAGING	FUNDS FOR PRINTING JOBS	288.00
01/10/2020	312214	ARIF, MUHAMMAD	TRAFFIC SERVICES SUPPLIES	1,512.54
01/10/2020	312215	BINDER PARK ZOOLOGICAL SOCIETY, INC	JANUARY BINDER PARK PROG	400.00
01/10/2020	312216	BLAIN SUPPLY, INC.	CLOTHING/REPAIR & MAINT SUPP	885.91
01/10/2020	312217	BLUE CROSS/BLUE SHIELD OF MICH	BCBSM INSURANCE	47,975.76
01/10/2020	312218	BRENNER EXCAVATING INC	PORTAGE ROAD TRAILWAY	156,677.65
01/10/2020	312219	BRONSON HEALTHCARE GROUP	LEGAL BLOOD DRAW	100.00
01/10/2020	312220	C. STODDARD & SONS INC.	OIL RECYCLING SERVICES	125.00
01/10/2020	312221	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	48.98
01/10/2020	312222	CAPITOL STRATEGIES, LLC	LEGISLATIVE TACTICS/STRATEGIES	7,000.00
01/10/2020	312223	CITY OF KALAMAZOO (PUBLIC SAF)	FIRE OPS TRAINING	600.00
01/10/2020	312224	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	213,140.09
01/10/2020	312225	CLEAR CHANNEL AIRPORTS	AIRPORT ADVERTISING	713.00
01/10/2020	312226	COMFORT INN & SUITES AND CONFERENCE	HOTEL RESERVATION-MMTA TRAIN.	446.25
01/10/2020	312227	CORELOGIC CENTRALIZED REFUNDS	OP2019 WINTER TAXES	1,896.98
01/10/2020	312228	COSTAR REALTY INFORMATION, INC.	COMM REAL ESTATE DATABASE-ASSESSING	351.42
01/10/2020	312229	D L GALLIVAN INC.	COPY MACHINE CHARGES	86.95
01/10/2020	312230	DEVON TITLE AGENCY	OP WTAX AND UTILITY	265.05
01/10/2020	312231	EMERGENCY VEHICLE PRODUCTS	VEHICLE RAPAIRS	117.00
01/10/2020	312232	FLETCHER ENTERPRISES	PAINT GRAFFITI I94 OVERPASS	200.00

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Check Date	Check	Vendor Name	Description	Amount
01/10/2020	312233	FOSTER, SWIFT, COLLINS & SMITH, PC	A&W ACQUIS/COP SOUTHLAND MALL (MTT)	934.70
01/10/2020	312234	FRIENDS OF PORTAGE SENIOR CENTER	PASS THROUGH DOLLARS VIA M-SHIP	975.00
01/10/2020	312235	GORDON FOOD SERVICE	MPiR CONCESSIONS	151.25
01/10/2020	312236	GUTH, GAIL W.	CITY SIGN PROJECT	5,103.00
01/10/2020	312237	H & H PROPERTY MAINTENANCE, LLC	LANDSCAPING SERVICES	1,800.00
01/10/2020	312238	HAINES, NICHOLAS	TUITION ASST REIMB	627.00
01/10/2020	312239	HALL BUILDERS LLC	NEW FIRE STATION 2	310,506.11
01/10/2020	312240	HOME DEPOT	EVENT SUPPLIES	2,842.41
01/10/2020	312241	VOID		0.00
01/10/2020	312242	HOOLEY, MARY	RENTAL DEPOSIT RETURN	100.00
01/10/2020	312243	HORIZON BANK	OP WINTER TAXES	31.24
01/10/2020	312244	I A C P N E T	ANNUAL IACP NET SERVICES	1,225.00
01/10/2020	312245	JW TURF, INC.	VENTRAC 4500 MUNICIPAL TRACTOR	52,380.48
01/10/2020	312246	KALAMAZOO COUNTY TREASURER	JANUARY 2020 MOBILE HOME TXS	322.50
01/10/2020	312247	KALAMAZOO COUNTY TREASURER	2020 DOG LICENSE PMT - 1ST DIST	4,220.00
01/10/2020	312248	KAMMINGA & ROODVOETS, INC.	DRIVEWAY RECONSTRUCT	2,145.12
01/10/2020	312249	KENTWOOD OFFICE FURNITURE INC.	OFFICE FURNITURE - CMO	1,591.55
01/10/2020	312250	KREFT, MEGAN	OP FINAL UTILITY BILL	48.79
01/10/2020	312251	KZOO TIRE COMPANY	VEHICLE MAINTENANCE	867.34
01/10/2020	312252	LEXISNEXIS RISK SOLUTIONS	MONTHLY ACCURINT	150.00
01/10/2020	312253	MENARDS	LIGHTING SUPPLIES	713.58
01/10/2020	312254	MI ASSOC. OF CHIEFS OF POLICE	MI ACCRED CONTINUATION FEE	700.00
01/10/2020	312255	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEH REPAIR/MAINT	2,109.63
01/10/2020	312256	MICHIGAN ASSOC OF MUNICIPAL CLERKS	MI ASSOC OF MUNICIPAL CLERKS	120.00
01/10/2020	312257	MICHIGAN SECURITY & LOCK	MISC LOCK AND KEY SVC	47.70
01/10/2020	312258	MISS DIG SYSTEM, INC.	MISS DIG 811 SERVICE	4,167.32
01/10/2020	312259	MLIVE MEDIA GROUP	NOVEMBER LEGAL NOTICES	987.39
01/10/2020	312260	MML UNEMPLOYMENT FUND	MML QUARTERLY CONTRIBUTION	439.73
01/10/2020	312261	MMTA	MMTA BASIC INSTITUTE - 3RD YR	550.00
01/10/2020	312262	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,613.15
01/10/2020	312263	VOID		0.00
01/10/2020	312264	VOID		0.00
01/10/2020	312265	OMEGA RAIL MANAGEMENT, INC.	GRAND ELK RR RENTAL AGREEMENT	978.50

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Check Date	Check	Vendor Name	Description	Amount
01/10/2020	312266	PAYNE, ZACHARY	FINAL WAGE PMT TO BENEFICIARY	267.79
01/10/2020	312267	PETTY CASH-BARBARA GARLOW	REPLENISHMENT CHECK	440.63
01/10/2020	312268	PETTY CASH-PAULA GUSTAFSON	REPLENISHMENT CHECK	343.53
01/10/2020	312269	QUADMED, INC.	FIRE OPS SUPPLIES	381.05
01/10/2020	312270	RATHCO SAFETY SUPPLY, INC.	CONCRETE PROJECT	2,392.40
01/10/2020	312271	ROWLEY BROTHERS, INC.	HYD AND MOTOR OIL	1,369.24
01/10/2020	312272	SACKETT'S FIREPLACE LLC	REPLACE FIREPLACE AT MILLENNIUM PK	3,458.00
01/10/2020	312273	SHI INTERNATIONAL CORP.	MONITOR, MOUSE, LAPTOP DOCK	2,723.08
01/10/2020	312274	SKILLQUEST INTERNATIONAL LLC	RANDOM DRUG/ALCOHOL TESTING	2,575.00
01/10/2020	312275	SOIL & MATERIALS ENGINEERS, INC	NEW FIRE ST 2	15,105.00
01/10/2020	312276	SPRING CREST CUSTOM DRAPERIES	WINDOW SHADES	550.00
01/10/2020	312277	STATE INDUSTRIAL PRODUCTS CORP	PARTS WASHER MAINT	1,090.91
01/10/2020	312278	STAUFFER, FRANCIS	TRIP REFUND - NEW YORK	50.00
01/10/2020	312279	STEENSMA LAWN & POWER EQUIPMENT	REPAIR AND MAINTENANCE	117.33
01/10/2020	312280	STEPHEN, JOHN & BINI	RENTAL REFUND	77.50
01/10/2020	312281	STRYKER CORPORATION	OP OF WINTER TAXES	475.00
01/10/2020	312282	SWANK MOTION PICTURES, INC.	JUNE MOVIES RENTAL	825.00
01/10/2020	312283	THAD REEDER AUTOMOTIVE LLC	VEHICLE SERVICES	111.29
01/10/2020	312284	THE CANOPEUM, INC.	TRAD HOLIDAY TENTS	2,605.00
01/10/2020	312285	TYLER HOME IMPROVEMENTS	CDBG POWELL - ROOFING	6,100.00
01/10/2020	312286	ULINE, INC.	SAFETY SUPPLIES	105.01
01/10/2020	312287	VANGUARD FIRE & SUPPLY CO., INC.	VANGUARD FIRE SUPPLY	450.00
01/10/2020	312288	VARNUM, RIDDERING, SCHMIDT & H	LEGAL SERVICES RENDERED	1,732.50
01/10/2020	312289	VERIZON WIRELESS	CELLULAR TELEPHONES	3,041.76
01/10/2020	312290	WASTE MANAGEMENT	DISPOSAL SERVICES	256.50
01/10/2020	312291	WEATHERTAP	ANNUAL SUBSCRIPTION	89.95
01/10/2020	312292	WEDEL'S INC.	LANDSCAPE BED MAINT	2,295.00
01/10/2020	312293	WEST MICHIGAN OFFICE INTERIORS	ASSESSOR OFFICE FURNITURE	2,215.90
01/10/2020	312294	WESTRA, KATHLEEN	OP FINAL WATER BILL	130.88
01/10/2020	312295	WILLIAMS ASSOCIATES ARCHITECTS, LTD	FIRE-NEW STATION 2	11,996.85
01/10/2020	312296	WOOLF EXCAVATING, INC.	DEMOLITION/REMOVAL OF HOUSE	8,620.00
01/14/2020	312297	DUNIGAN BROTHERS, INC.	LIFT STATION RENOVATION-EMILY DR	608,115.16
01/14/2020	312298	VAN BUREN COUNTY DISTRICT COURT	OUT OF COUNTY BOND	100.00

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Check Date	Check	Vendor Name	Description	Amount
01/17/2020	312299	3RD DISTRICT COURT	OUT OF COUNTY BOND	200.00
01/17/2020	312300	A T & T	ELECTRONIC COMMUNICATIONS	16,121.59
01/17/2020	312301	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	59.00
01/17/2020	312302	CANTEEN SERVICES	MPIR CONCESSIONS	332.24
01/17/2020	312303	CORE TECHNOLOGY CORP.	ANNUAL CORE TECH MAINT	7,190.00
01/17/2020	312304	KURSNER, AARON	DAMAGED MAILBOX REIMB	44.00
01/17/2020	312305	PAAM	2020 PACC WARRANT MANUAL	100.00
01/17/2020	312306	PETTY CASH-KELLY REED	REPLENISHMENT CHECK	864.83
01/17/2020	312307	PORTAGE GLASS & MIRROR	WINDSHIELD REPLACEMENT	980.00
01/17/2020	312308	PRUDENTIAL NURSERY	FALL TREE PLANTING	3,230.00
01/17/2020	312309	REV X PRODUCTS, INC.	FUEL TANK ADDITIVE	5,838.00
01/17/2020	312310	VERIZON CONNECT NWF, INC.	FLEET GPS SERVICES	921.85
01/17/2020	312311	VICKSBURG HARDWARE	CHAINSAW SUPPLIES	581.50
Total Paper Check:				1,557,971.28

Check Type: Auto-Pay Payment

01/03/2020	CONSUMERS ENERGY	GAS-ELECTRIC	101.10
01/08/2020	CONSUMERS ENERGY	GAS-ELECTRIC	59,632.66
01/09/2020	CONSUMERS ENERGY	GAS-ELECTRIC	1,000.33
01/10/2020	CONSUMERS ENERGY	GAS-ELECTRIC	12,637.01
01/13/2020	CONSUMERS ENERGY	GAS-ELECTRIC	26,793.06
01/14/2020	CONSUMERS ENERGY	GAS-ELECTRIC	1,183.49
01/15/2020	RANDALL BROWN & ASSOC	ATTORNEY RETAINER	18,810.00
01/15/2020	CONSUMERS ENERGY	GAS-ELECTRIC	7,523.21
01/16/2020	CONSUMERS ENERGY	GAS-ELECTRIC	587.70
01/17/2020	CONSUMERS ENERGY	GAS-ELECTRIC	5,719.32
Total Auto-Pay Payments:			133,987.88

Grand Total: 2,191,356.13

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, 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 \$8.4 million in capital improvements, including Fire Station #2 Facility Replacement, South Westnedge Avenue/Shaver Road Traffic Signal Improvements, West Milham Avenue and Portage Road Trailway.

The 2019-2020 Capital Improvement Program (CIP) includes revenue from bonds as part of the total revenue to fund Fiscal Year 2019-2020 projects. The total spent so far this fiscal year, plus the amount expected to be spent by June 30 on construction of many non-utility projects, requires new debt to cover all costs and to maintain the fund balance in the Capital Improvement Fund. A Capital Improvement bond series can be issued to fund construction costs projected at a maximum of \$8,400,000.

As is done with every bond issue, available reserves and surpluses will be analyzed prior to issuance to reduce the total dollar amount of bonds issued as much as possible. A General Fund surplus of \$1,181,343 over the 24% target fund balance as of June 30, 2019, will be transferred to the Capital Improvement Fund to reduce the amount borrowed.

Capital Improvement projects considered include:

Project	Cost	Expected Life
Fire Station #2 Facility replacement	\$6,000,000	40 years
South Westnedge Avenue/Shaver Road Traffic Signal Improvements	\$1,050,000	10 years
West Milham Avenue, Oakland Drive to South Westnedge Avenue reconstruction	\$900,000	20 years
Portage Road Trailway	\$450,000	20 years

In conjunction with this new money bond issue will be a refunding bond issue to refund three series of Capital Improvement bonds from 2010, 2011, and 2012 with interest rates from 3% to 4.625%. The

combined effect on total city debt of a new debt issue of as much as \$8,400,000, currently scheduled principal payments, and the redemption of the three bond series will be a **debt reduction of over \$200,000**.

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 2020, and approving the Undertaking to Provide Continuing Disclosure will be presented at the February 25, 2020 City Council meeting.

It is recommended that the City Council approve the resolution approving the Notice of Intent to Issue Capital Improvement Bonds in an amount not to exceed \$8,400,000.

FUNDING: N/A

Attachments: 1. Notice of Intent Resolution Capital Improvement bond series 2020

CITY OF PORTAGE

At a _____ meeting of the City Council of the City of Portage, Michigan, held on the _____ day of _____, 2020, 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 2020

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 \$8,400,000 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.

9. **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.

10. **Retention of Financial Consultants.** MFCI, LLC, 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.

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

12. **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 _____, 2020, 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: _____, 2020

Approved as to Form

By: _____

John R. Axe

EXHIBIT A

Capital Improvement Bonds, Series 2020

Project Descriptions

Fire Station #2 - \$6,000,000 (40 years of useful life)

The new 18,000 square foot fire station facility located at 6101 Oakland Drive replaces a building constructed in 1974. State of the art construction features will result in energy efficiencies and long term operational cost savings, designed to the LEED specifications for insulation, windows, doors and mechanicals. The overall building is designed to have a life expectancy in excess of 40 years. Design features are geared toward the function of the building to support the work and training of the City's first responders. Features include immediate access to emergency vehicles from anywhere in the building, separation of the areas for storage and cleaning of gear, and areas for living, sleeping, and training for 8 personnel.

South Westnedge Avenue/Shaver Road Traffic Signal Improvements \$1,050,000 (10 years of useful life)

Installation of interconnected fiber optic and traffic signal hardware to coordinate signal timing for optimal traffic flow. The interconnection will include South Westnedge Avenue from Romence Road to Shaver Road, and Shaver Road from South Westnedge Avenue south to the Meijer signalized entrance at 8850 Shaver Road. Interconnection of the traffic signals will allow for the coordination of the signal timing and improve traffic progression through the traffic corridor. The project will also include the installation of video monitor traffic cameras and new traffic signal mast arms.

West Milham Avenue, Oakland Drive to South Westnedge Avenue \$900,000 (20 years of useful life)

Reconstruction of West Milham Avenue between the intersections with Oakland Drive and South Westnedge Avenue to provide 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. The \$2,700,00 project is partially funded by federal funds.

Portage Road Trailway, \$450,000, (20 years of useful life)

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. The trail will connect with trails under construction to the north extending to East Milham Avenue, and the proposed East Central Trailway to the south, providing a safe route along Portage Road for pedestrians and bicyclists. This trail will also provide a connection for employees working at Stryker, Pfizer, Zoetis, and other businesses along this corridor. The project will link trails and add to the overall city bikeway with areas not previously served, and promote an active healthy lifestyle consistent with the City's "Natural Place to Move" initiative.

TOTAL COST ESTIMATES

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

\$8,400,000

Total For Project:

\$8,400,000

APPENDIX I

NOTICE OF INTENTION OF THE CITY OF PORTAGE TO ISSUE NOT TO EXCEED \$8,400,000 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 \$8,400,000 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 \$8,400,000, 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 \$8,400,000.

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 2020

Project Descriptions

Fire Station #2 - \$6,000,000 (40 years of useful life)

The new 18,000 square foot fire station facility located at 6101 Oakland Drive replaces a building constructed in 1974. State of the art construction features will result in energy efficiencies and long term operational cost savings, designed to the LEED specifications for insulation, windows, doors and mechanicals. The overall building is designed to have a life expectancy in excess of 40 years. Design features are geared toward the function of the building to support the work and training of the City's first responders. Features include immediate access to emergency vehicles from anywhere in the building, separation of the areas for storage and cleaning of gear, and areas for living, sleeping, and training for 8 personnel.

South Westnedge Avenue/Shaver Road Traffic Signal Improvements

\$1,050,000 (10 years of useful life)

Installation of interconnected fiber optic and traffic signal hardware to coordinate signal timing for optimal traffic flow. The interconnection will include South Westnedge Avenue from Romence Road to Shaver Road, and Shaver Road from South Westnedge Avenue south to the Meijer signalized entrance at 8850 Shaver Road. Interconnection of the traffic signals will allow for the coordination of the signal timing and improve traffic progression through the traffic corridor. The project will also include the installation of video monitor traffic cameras and new traffic signal mast arms.

West Milham Avenue, Oakland Drive to South Westnedge Avenue

\$900,000 (20 years of useful life)

Reconstruction of West Milham Avenue between the intersections with Oakland Drive and South Westnedge Avenue to provide 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. The \$2,700,00 project is partially funded by federal funds.

Portage Road Trailway, \$450,000, (20 years of useful life)

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. The trail will connect with trails under construction to the north extending to East Milham Avenue, and the proposed East Central Trailway to the south, providing a safe route along Portage Road for pedestrians and bicyclists. This trail will also provide a connection for employees working at Stryker, Pfizer, Zoetis, and other businesses along this corridor. The project will link trails and add to the overall city bikeway with areas not previously served, and promote an active healthy lifestyle consistent with the City's "Natural Place to Move" initiative.

Total For Project:

\$8,400,000

TOTAL COST ESTIMATES

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

\$8,400,000

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 _____, ____.

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Architectural and Engineering Services - Charles and Lynn Zhang Portage Community Senior Center

SUPPORTING PERSONNEL: Mary Beth Block, Communications Manager
Kathleen Hoyle, Director of Parks, Recreation & Senior Citizen Services

ACTION RECOMMENDED: Award a base contract to Byce & Associates in the amount of \$320,000 with a 3.75% fee applied to construction costs exceeding \$8 million to perform architectural and engineering services for the construction of the Charles & Lynn Zhang Portage Community Senior Center and authorize the City Manager to execute all documents related to this contract on behalf of the city.

Engage. Empower. Enrich. A Campaign for the Portage Community Senior Center has raised more than \$4.1 million in philanthropic donations, pledges and in-kind services. Coupled with the City Council matching pledge of \$5.5 million, the campaign is drawing closer to its \$11 million goal.

At a cost of approximately \$9.25 million, construction of the new Charles & Lynn Zhang Portage Community Senior Center is expected to begin in the fall of 2020. As this project is being made possible by the generous donations of so many community members, the City of Portage is committed to building the most high-performing, modern and innovative space possible to serve the older adults in our community. To this end, the City Administration is committed to selecting a high-quality, experienced and capable firm to provide architectural and engineering services.

The City of Portage advertised for Architectural and Engineering services for the Portage Community Senior Center. Ten firms attended a pre-proposal meeting on November 7, 2019. On November 21, 2019, eight proposals were received and opened. The RFP was developed so that proposals would be submitted for 1) a building with an \$8 million construction cost and 2) a building with an \$11 million construction cost. The decision to request proposals for the two amounts was a result of uncertainty as to the level of success of fundraising efforts. To some extent, uncertainty remains; however, the work continues to raise the entire \$5.5 million in philanthropical gifts. The lowest proposal at both the \$8 million and \$11 million levels was submitted by Byce & Associates of Kalamazoo, Michigan. (Not

every firm offered a proposal at the \$11 million level.) Byce and Associates took into account the possibility that construction costs would exceed \$8 million by including a 3.75% fee for construction costs exceeding the \$8 million threshold. With on-going and successful fundraising, the City Administration believes the construction cost will be approximately \$9.25 million. This would result in a total architecture and engineering fee of \$366,875 or \$46,875 over the base price.

On January 14, 2020, the City Council awarded a construction manager contract to American Village Builders (AVB). A stipulation of the contract with AVB was that the firm assist city staff in the review and analysis of proposal for architectural and engineering services. Following a thorough review off all proposals, a review team of city staff and AVB interviewed the five low-bid architectural and engineering firms during the week of January 20. Through the interview process, the review team considered the firms' level of architectural experience, design examples of similar buildings, responsiveness to the bid requirements and use of sustainable and environmentally-friendly products and practices. The presentations made by every firm were outstanding and showcased significant architectural and engineering talent. The review team discussed and debated at length as to each of the five firm's strengths and capabilities. Ultimately, the decision was made to recommend Byce & Associates.

Byce & Associates has been in business for 60 years and is responsible for numerous signature facilities in Southwest Michigan. Byce & Associates was responsible for conducting workshops and preparing the proposed building design and floor plan that has been used during the fundraising campaign. The firm's team possesses a wealth of experience in the design and engineering fields, presented a significant understanding of the needs of the planned Community Senior Center and demonstrated an understanding of the importance and goal of making the Charles & Lynn Zhang Portage Community Senior Center a statement building, which will serve the needs of the community for decades.

It is recommended that City Council award a base contract to Byce & Associates in the amount of \$320,000 with a 3.75% fee applied to construction costs exceeding \$8 million to perform architectural and engineering services for the construction of the Charles & Lynn Zhang Portage Community Senior Center and authorize the City Manager to execute all documents related to this contract on behalf of the city.

FUNDING: The Fiscal Year 2019-2020 Capital Improvement Program budget contains \$915,000 for this project. The draft 2020-2030 Ten-Year Capital Improvement Program currently includes an additional \$10.1 million.

Attachments:

1. Portage Community Senior Center Architectural & Engineering Services - Proposal Tabulation
2. City of Portage Community Senior Center Interview Presentation

**PROPOSAL TABULATION
COMMUNITY SENIOR CENTER AE SERVICES**

<u>FIRM</u>	NET SUM at \$8 Million Construction	NET SUM at \$11 Million Construction
Byce & Associates, Inc. 487 Portage Street Kalamazoo, MI 49007	\$320,000	\$432,500
Wightman & Associates, Inc. 433 E. Ransom Street Kalamazoo, MI 49007	\$460,000	Not Provided
Abonmarche Consultants, Inc. 95 West Main Street Benton Harbor, MI 49022	\$477,000	\$582,000
C2AE 211 E. Water Street Kalamazoo, MI 49007	\$499,200	\$680,990
TowerPinkster 242 E. Kalamazoo Avenue Kalamazoo, MI 49007	\$528,900	Not Provided
Slocum Associates, Inc. Architects 5945 West Main Street, Suite 102 Kalamazoo, MI 49009	\$537,800	\$687,800
Williams Architects 500 Park Blvd, Suite 800 Itasca, IL 60143	\$585,000	\$750,000
WTA Architects 100 South Jefferson Avenue, Suite 601 Saginaw, MI 48607	\$605,325	\$794,200

City of Portage

Community Senior Center

Architectural & Engineering Services



Agenda

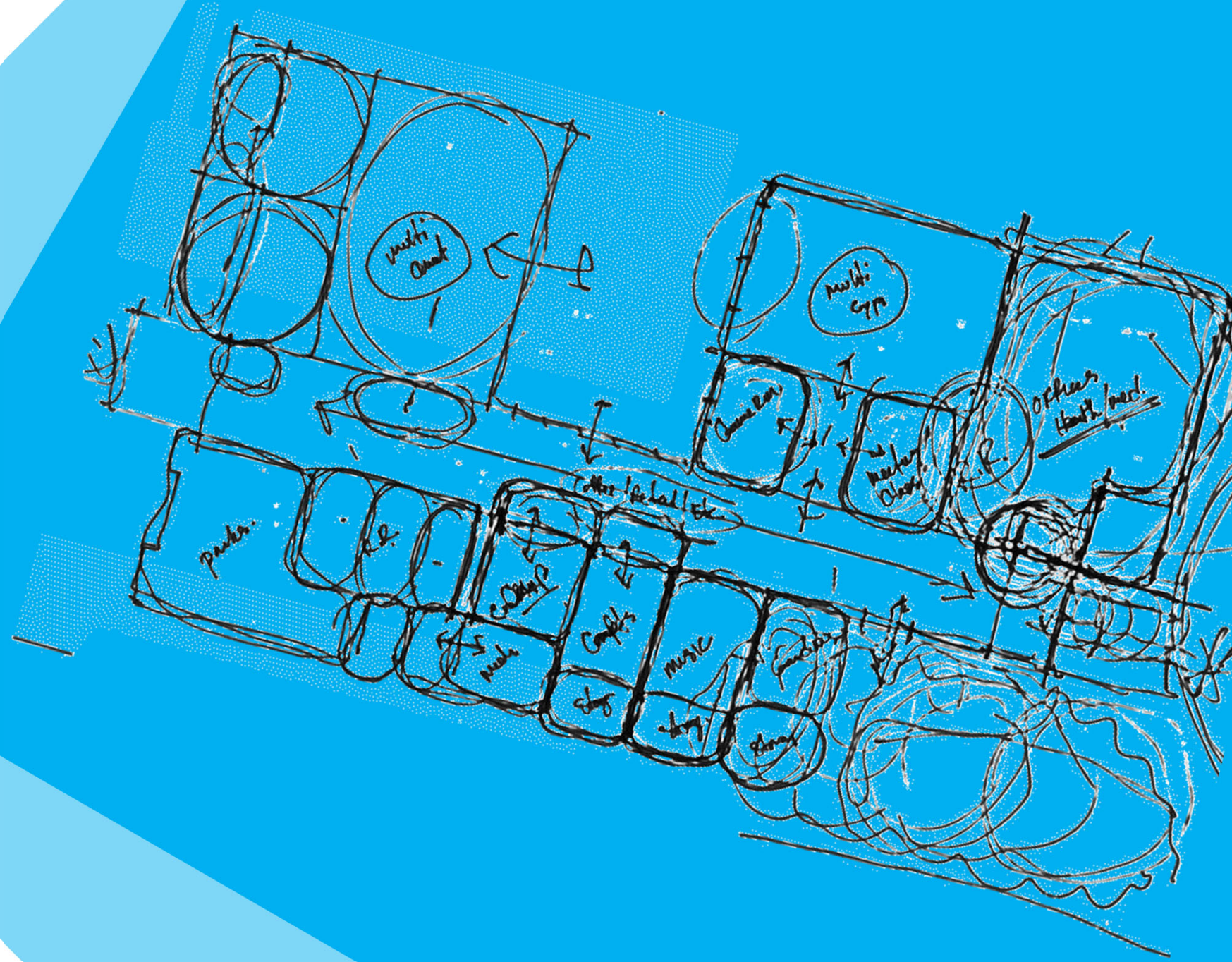
Team

Project Understanding

Project Approach

Why this Team?

Discussion



Team



Byce & Associates, Inc. is a team of innovative and practical design professionals for the built environment.

We are built on a foundation of serving:

- Serving our Clients
- Serving our Community
- Serving our Employees



Board of Directors

James Escamilla, PE
Mechanical Engineer
President/CEO – Owner

Brenda Longman
Corporate Administrator
Vice President

Michael Flynn, NCARB, AIA
Architect
Vice President

Bryan Webster, PE, LEED AP
Civil/Structural Engineer
Vice President



Team



James Escamilla, PE
President/CEO



Michael Flynn, AIA, NCARB
Principal-in-Charge

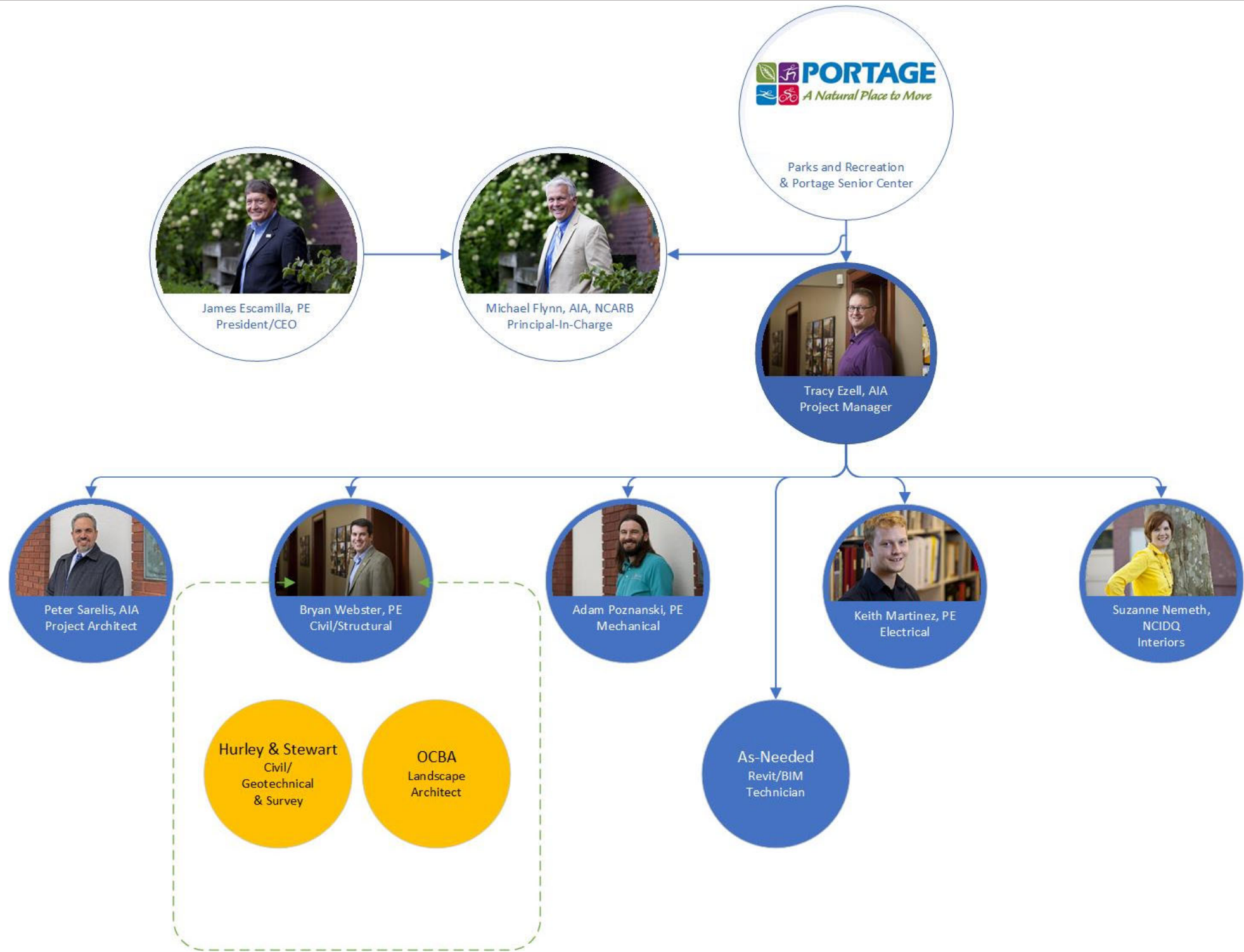


Tracy Ezell, AIA
Project Manager



Suzanne Nemeth, NCIDQ
Interior Designer

Team



Agenda

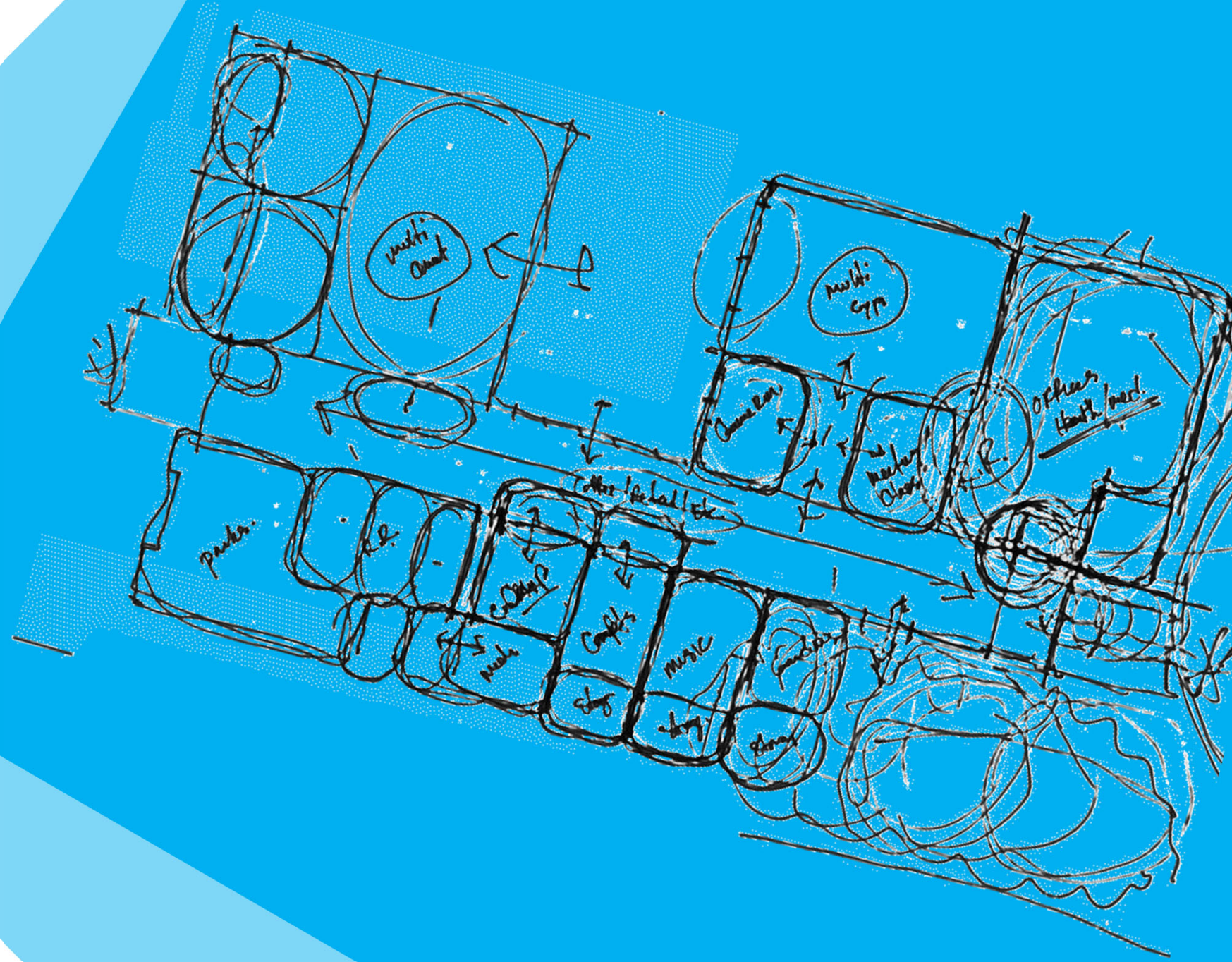
Team

Project Understanding

Project Approach

Why this Team?

Discussion



Project Understanding



Project Understanding

Introduction

The Portage Senior Center under the direction of the Department of Parks and Recreation for the City of Portage is pleased to present the Portage Senior Center Facility Condition Assessment and Master Plan.

The Portage Senior Center strives to provide its members and the community with the most life enriching programs. Services and activities available. Further the Portage Senior Center endeavors to be a leader developing and improving the quality of services to enhance the lives of its members and wider community by catalyzing common efforts with city wide programs, departments and partners

An increased need for an expanded levels of capacity in providing senior service programs and activities has never been greater. With this increase in demand and city demographics, the current facility no longer provides adequate capacity for current and projected activities or program requirements.

Mission Statement

The Portage Senior Center provides programs and opportunities that promote growth, health, friendship and independence for adults aged 50 years and over.

Vision Statement

The City of Portage envisions a community that understands and embraces the power of healthy aging to positively transform lives.

Project Understanding

Current Services & Programs:

Established in 1979, the Portage Senior Center is the first nationally accredited senior center in Michigan. It is a vital, busy place offering a variety of services and activities that change with the needs and desires of its members.

Missed Opportunities:

- Opportunities for regular fitness classes were turned down because they would not fit into the facility schedule.
- Yoga is offered off-site, and one weekly session is waitlisted every time. The current building does not have the space to offer on-site classes that more people could attend.
- Members have asked for meditation workshops, but there is no suitable “quiet” space to offer the classes.
- Requests to host small local conferences have been denied because there is not adequate space.

Expanded Facility Program Expansion/Allocation

An expanded facility will allow for a greater number of programs and services to be offered to Portage Senior Center members by creating more usable spaces so multiple activities can run simultaneously. This in turn creates less scheduling conflicts, more adequate spaces for specific activities, and opens up opportunities to bring in new programs for members as well as expand partnerships throughout the community that service the senior population.

Project Understanding

Comments Recorded During Charrette Meeting & Programming Feedback

1. Existing Facility
2. Concerns
3. Growth Opportunities
4. Sustainability
5. Community Planning, Development, Involvement
6. Existing Programming/Spaces
 1. Overall Facility
 2. Entry
 3. Lobby/Reception/Greeter Space
 4. Multipurpose Room
 5. Meeting Room
 6. Game Room
 7. Kitchen
 8. Restrooms
 9. Dining Space
7. Spaces and Programming needed
 1. Pickle Ball Space
 2. Flex Spaces
 3. Yoga
 4. Music
 5. Locker/Cubby Space
 6. Staff Breakroom
 7. Dining Space
 8. Medical
 9. Administration
8. Site
9. Parking/Entry
10. Mechanical
11. What is currently successful about the facility? What Works?

Project Understanding



Services

- Art Classes
- Computer Classes
- Travel program
- Continuing education
- Aging Mastery Program



Health and Wellness

- Blood Pressure Clinics
- Hearing Clinics
- Flu shot Clinics
- Fitness Classes
- Health and Wellness Presentations



Interest Groups

- Billiards
- Needlers
- Dining Out
- Multiple Card Groups
- Band
- Choir



Sports

- Chair Volleyball
- Social Golf
- Ping Pong
- PSC Bike Club
- Wii Sports – Bowling



Services

- AARP Tax Assistance
- Information and Referral
- Transportation



Special Events

- Speed dating
- Annual purse sale
- WMU “Prof Talks” series
- Holiday Bake Sale and Bazaar
- Murder/Mystery dinner



Travel

- The Portage Senior Center offers a variety of one-day and multi-day trips planned to please both those looking for new destinations and those who prefer the comfort of familiarity. From theater trips to cruises, the Senior Center travel program is popular with members.



Friends of the PSC

- The Friends of the Portage Senior Center is an organization formed to ensure both short and long-term funding for the services provided by the Portage Senior Center. It is incorporated as a non-profit (501-C3) organization and is intended to establish and sustain operational expenses.



Senior Citizens Advisory Board

- The Senior Citizens Advisory Board consists of nine or more members who are at least 50 years of age. This board advises the City Council regarding the establishment and provision of services to aging persons in the city. The board encourages, promotes, assists and safeguards the rights and abilities of older people to maintain maximum health, well-being and independence.



Physical Activities

- Laugh Yoga/ Gentle Yoga (currently offered offsite)
- Pickleball
- Chair Volleyball (in larger space)
- Zumba
- Line Dancing



Health and Wellness

- Guided walking
- Additional fitness classes
- Designated space for health clinics



Tech Services

- Computer tutoring
- Tech Workshop (rotating)
- Social Media Workshop



Interest Groups

- Designated area for billiards and ping pong
- Piano Lessons
- Lunchtime Cooking
- Garden Craft



Social Events

- Coffee with a cop
- Member breakfast

Project Understanding

City of Portage

Leadership Goal Setting
Staff & Member Interviews
Presentation of Findings
Community Outreach & Engagement



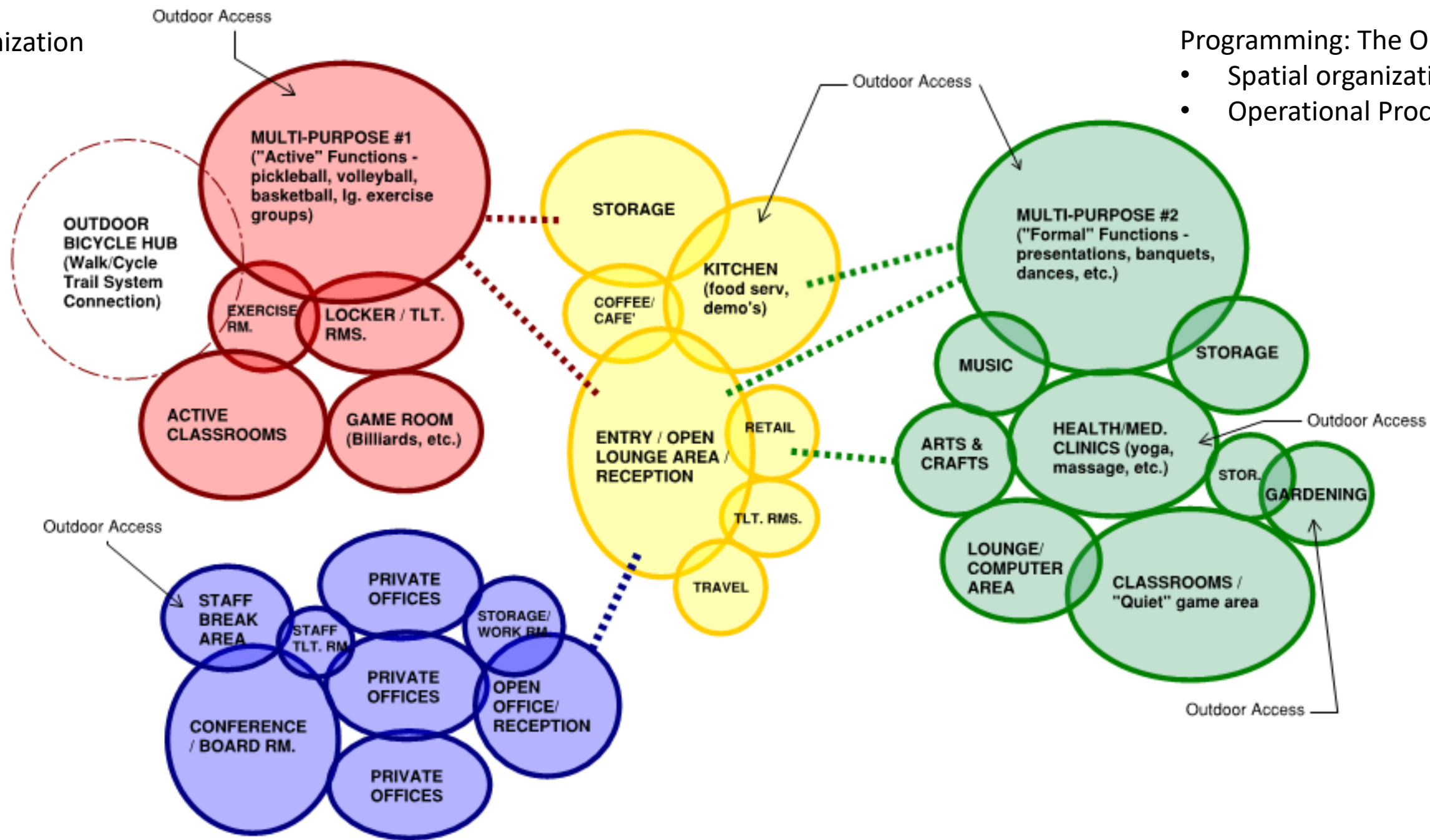
Functional & Operational Programming

An egalitarian, collaborative process:

- Voicing concerns
- Expressing hopes
- Forming & Common Vision
- Developing agreed upon goals
- Creating collective consensus

Project Understanding

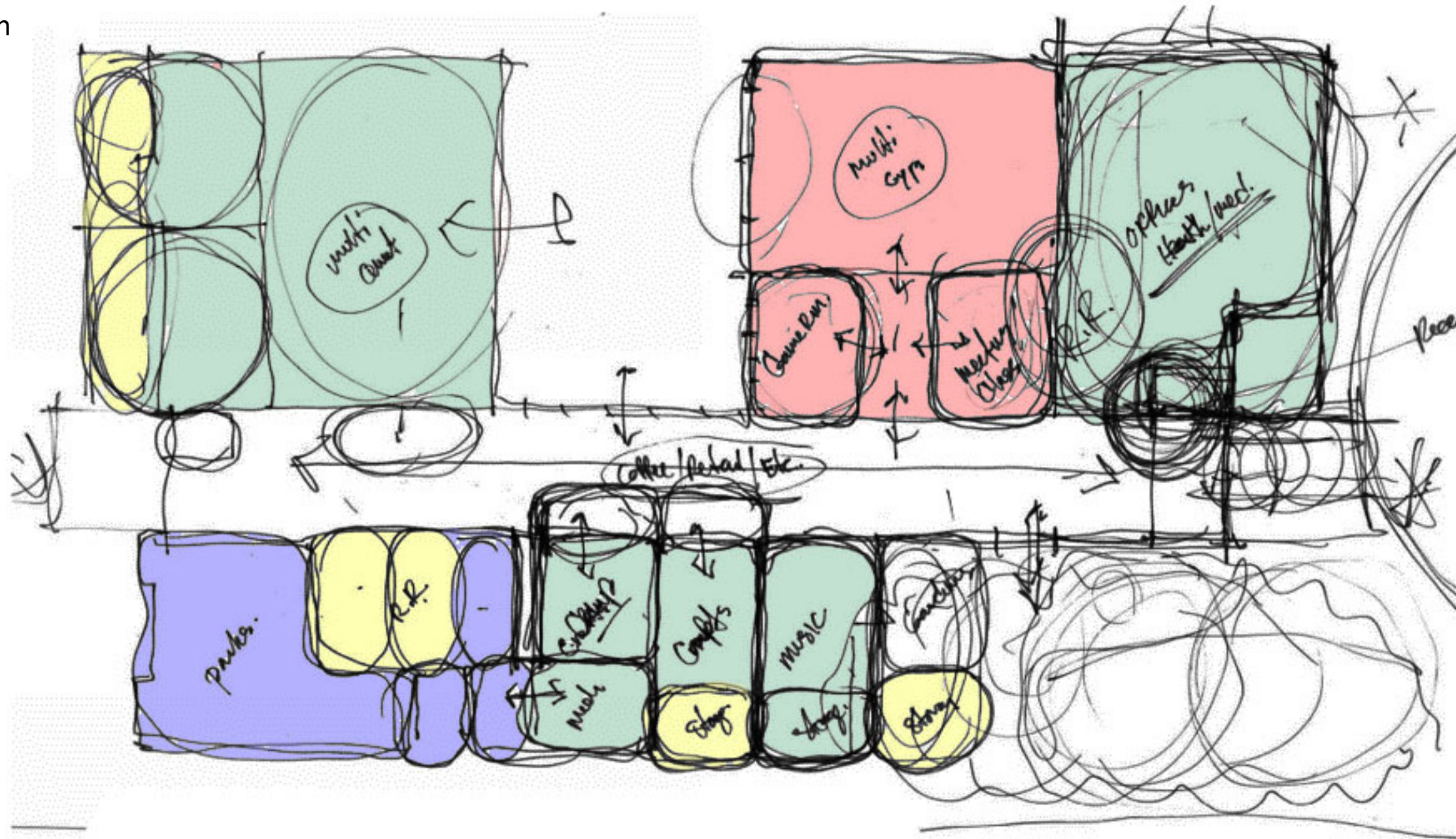
Conceptual Organization



- Programming: The Order of Ideas.
- Spatial organization of functions
 - Operational Processes and adjacencies

Project Understanding

Spatial Organization



Programming:

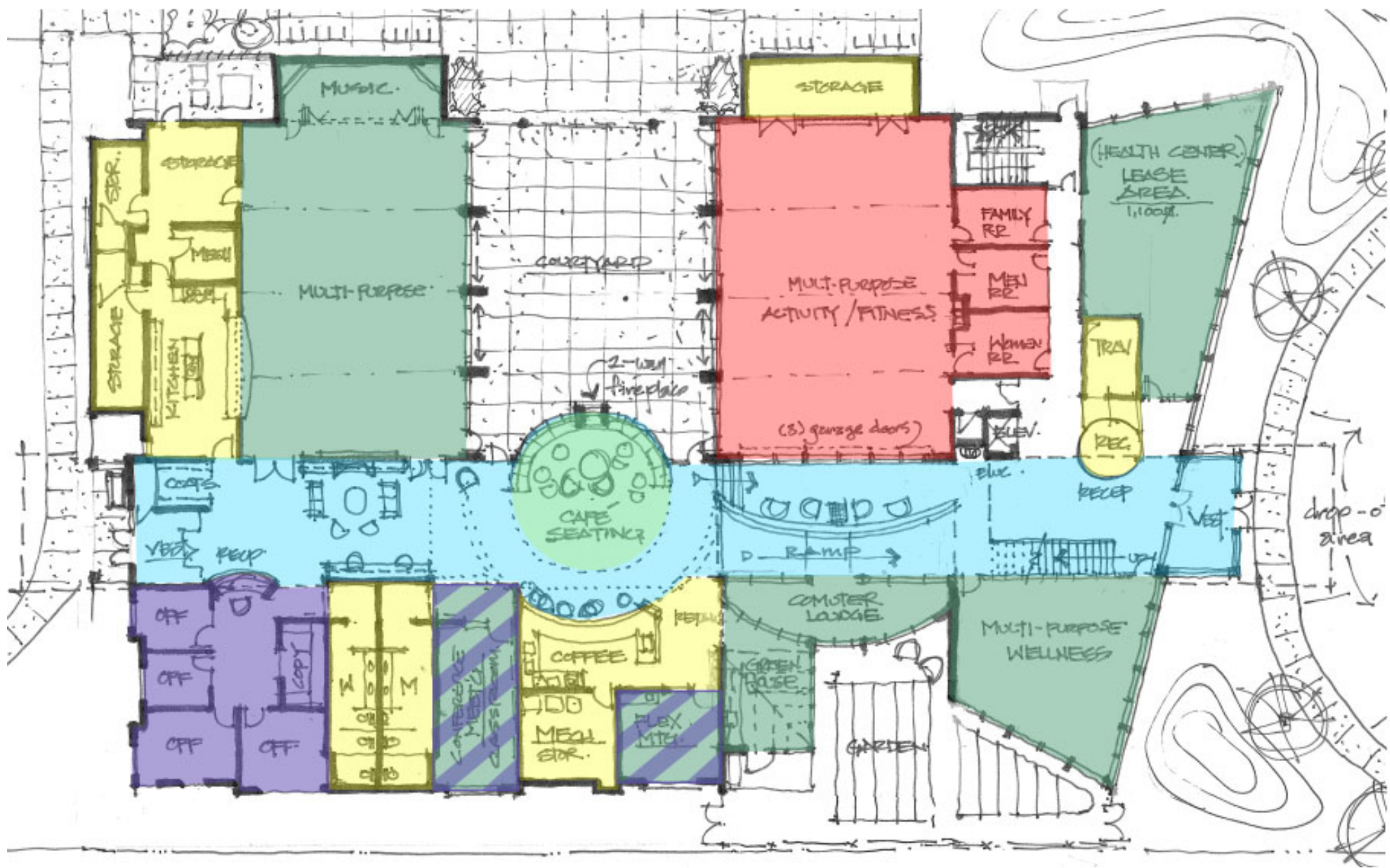
- From concepts to spaces
- From bubbles to boxes

Project Understanding



Project Understanding

Programming Diagrams
to Conceptual Plan



Project Understanding



Conceptual Plan
to Schematic
Design

Project Understanding



Conceptual Plan
to Schematic
Design

Project Understanding

Lower Level			
	Multi-Purpose		1,800 sf
	Storage/Facilities		3,000 sf
		Net Square Foot	4,800 sf
First Floor			
	Social Circulation / Promenade		4,890 sf
	Multi-Purpose Area		9,350 sf
	Leasable Area		1,400 sf
	Office – Area/Reception		1,220 sf
	Meeting		260 sf
	Kitchen		640 sf
	Stage		310 sf
	Storage/Facilities		1,960 sf
		Net Square Foot	20,030 sf
Second Floor			
	Social/Circulation		2,010 sf
	Multi-Purpose		4,910 sf
	Storage/Facilities		510 sf
		Net Square Foot	7,430 sf

Total Floor Area – 32,260 sf
32,260 nsf to 36,383 = 12% gross to net

Project Understanding

Construction	
Construction Sub-Total	\$7,890,400
Construction Total	\$8,950,878
Owner Direct Purchasing	
Furniture, Fixtures, & Equipment	\$197,000
Equipment & Special Systems	\$ 62,500
Survey & Testing	\$ 10,000
Fees	\$562,000
Other Costs	\$0
Owner Direct Purchasing	\$831,500
Project Total	\$9,782,378

Agenda

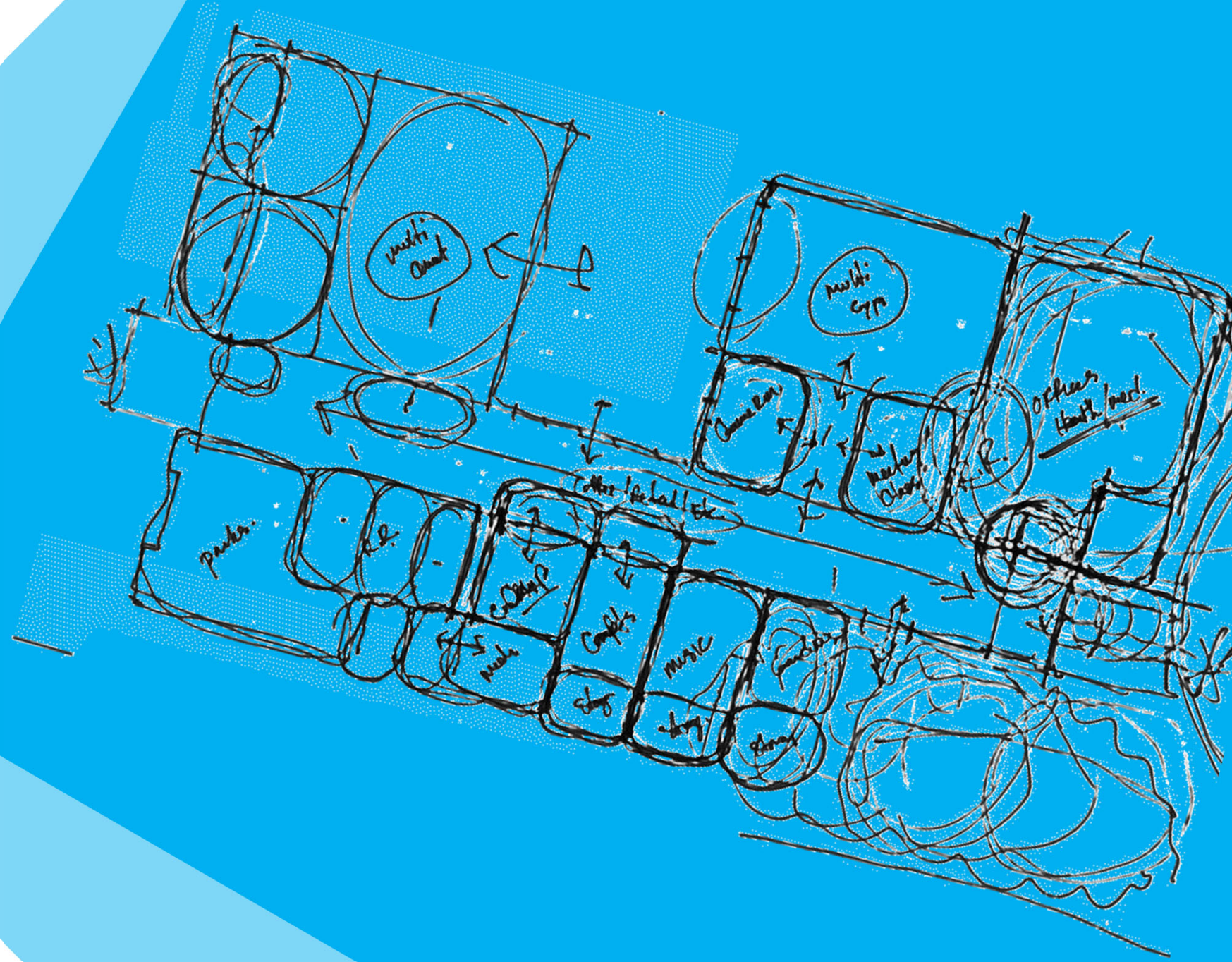
Team

Project Understanding

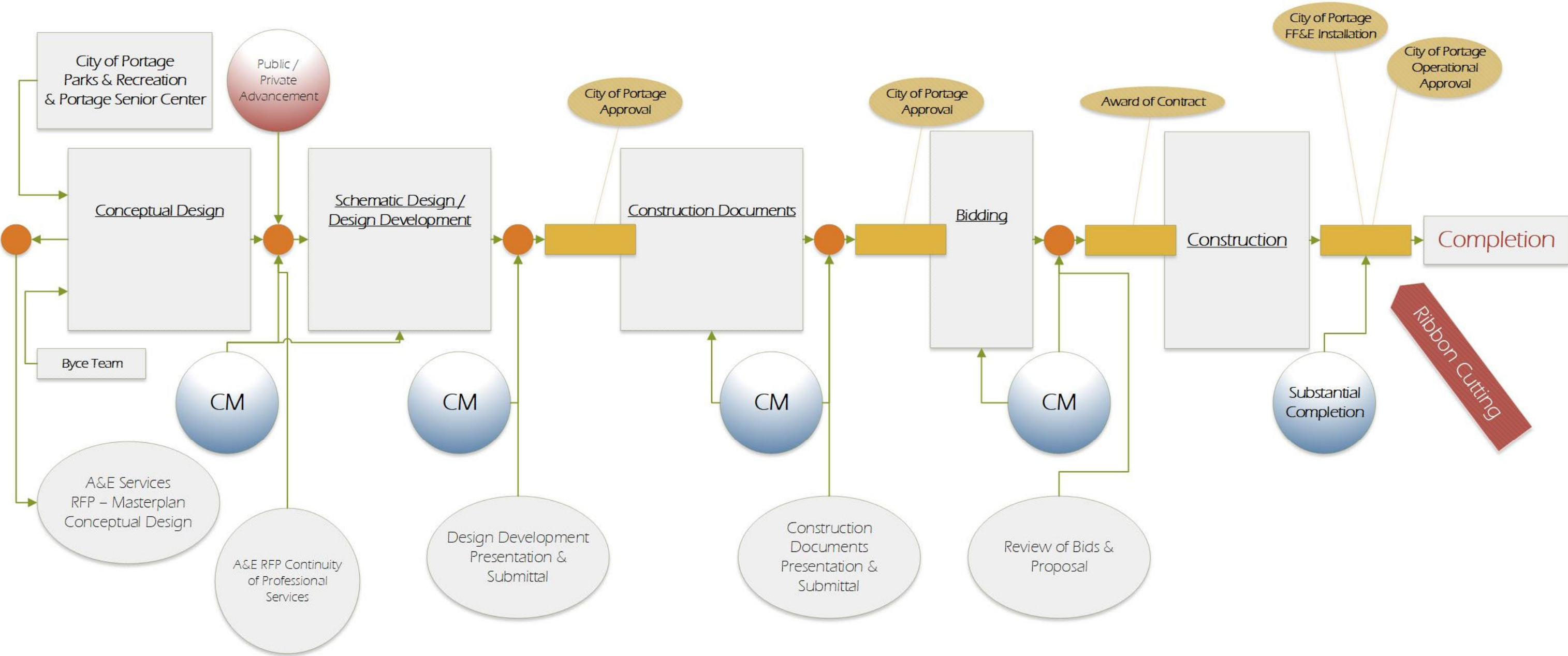
Project Approach

Why this Team?

Discussion



Project Approach



Project Approach

City of Portage Community Senior Center Schedule - Exhibit A



	Task Name	Duration	Start	Finish	Q4			Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4			Q1			Q2			Q3		
					Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1	A&E Proposal Due	0	11/21/19	11/21/19		◆																																		
2	Award of Contract	0	12/17/19	12/17/19			◆																																	
3	PLAN PREPARATION																																							
4	Per RFP	10d	01/02/20	01/15/20																																				
5	Byce Proposed	0	12/18/19	12/18/19			◆																																	
6	SCHEMATIC DESIGN																																							
7	Per RFP	45d	01/16/20	03/18/20																																				
8	Byce Proposed	30d	01/16/20	02/26/20																																				
9	CM Engagement	0	02/06/20	02/06/20																																				
10	DESIGN DEVELOPMENT																																							
11	Per RFP	60d	03/19/20	06/10/20																																				
12	Byce Proposed	40d	02/27/20	04/22/20																																				
13	FINAL DESIGN																																							
14	Per RFP	70d	06/11/20	09/16/20																																				
15	Byce Proposed	50d	04/23/20	07/01/20																																				
16	BIDDING																																							
17	Per RFP	20d	09/17/20	10/14/20																																				
18	Byce Proposed	20d	07/02/20	07/29/20																																				
19	PROJECT AWARD																																							
20	Per RFP	0	10/15/20	10/15/20																																				
21	Byce Proposed	0	07/30/20	07/30/20																																				
22	CONSTRUCTION																																							
23	Per RFP	495d	10/15/20	09/07/22																																				
24	Byce Proposed	386d	07/30/20	01/20/22																																				
25																																								

*We are confident that with our Client and CM partners, we commit to a January 2022 occupancy rather than September of 2022.

Agenda

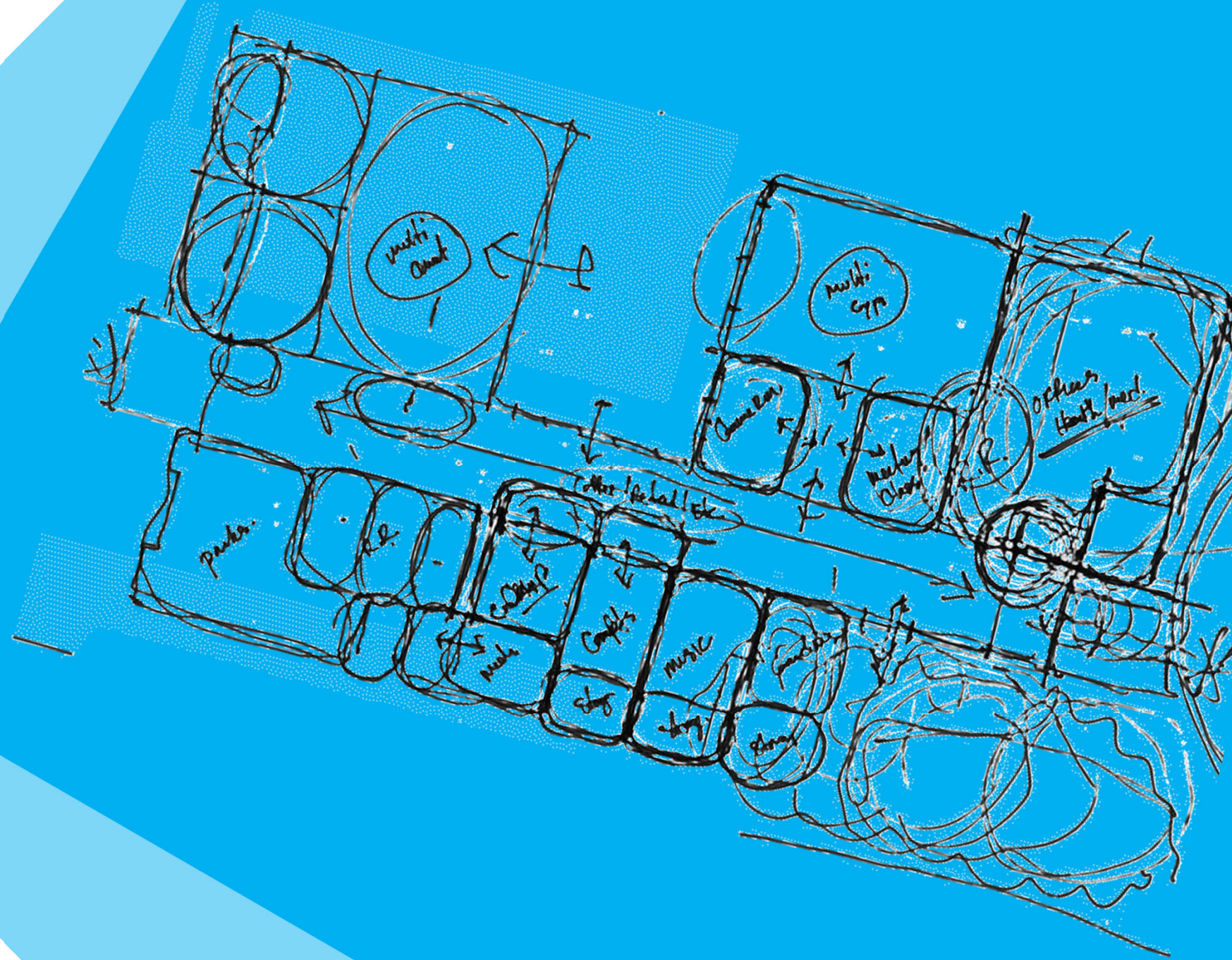
Team

Project Understanding

Project Approach

Why this Team?

Discussion



Why this Team?

Charles & Lynn Zhang

Animal Care &
Resource Center
Kalamazoo, Michigan

Owen Ames Kimball

- Planning
- Civil
- Architectural
- Structural
- Mechanical
- Electrical



"Thank you to the team at Byce for all you hard work and attention to detail on the Kalamazoo Humane Society Animal Care and Resource Center. With your wonderful help a super facility will soon be complete."
-Aaron Winters, Executive Director, Kalamazoo Humane Society
-Charles and Lynn Zhang Animal Care and Resource Center



Why this Team?

Advia Credit Union

New Corporate
Headquarters
Kalamazoo, Michigan

Granger Construction

- Planning
- Civil
- Architectural
- Interiors
- Structural
- Mechanical
- Electrical



“As the Construction Manager, Granger Construction Company has successfully worked in collaboration with the team at Byce to align planning, design and engineering with our client’s approved budget. We have found Byce to be more than ready and willing partners in the process of assuring maximum value for our client. Their experience in value engineering and their sensitivity to maintaining the budget has helped us as team with creative solutions that brings value to our client. .”

**-Jeff Tuley – Senior Project Manager
-Granger Construction Company**



Why this Team?

Heritage Community Of Kalamazoo

New Memory Care Center
Kalamazoo, Michigan

General Contractor - TBD

- Civil
- Architectural
- Interiors
- Structural
- Mechanical
- Electrical



"I am proud to say that Byce & Associates has helped us shape how we serve seniors for decades. Byce & Associates created our organization's campus master plan. This project has allowed us to move our mission forward with clarity and a renewed enthusiasm for the future of our campus. Byce & Associates has now been hired as the lead architectural and interior design firm for a highly unique project called the Memory Care Learning Center. Byce & Associates expertise is allowing us to now see our vision to support caregivers and those with Alzheimer's disease, come to life through the creation of a community education and research center. I couldn't be more pleased to have a local partner on this exciting project. I cannot express how gratifying it has been to have such a vital and committed partner over our many decades of service."

-Jay Prince – President/CEO
-Heritage Community of Kalamazoo

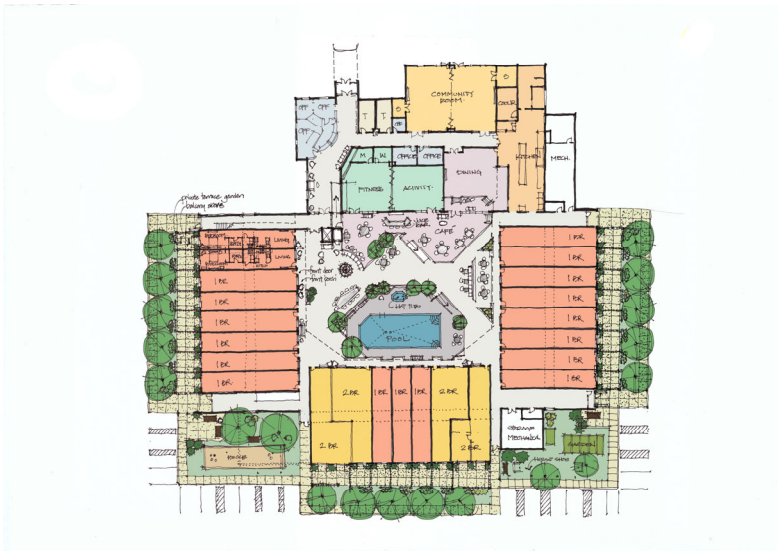


Why this Team?

St. Joseph County Commission on Aging Senior Independent Living Rivers Enrichment Center Three Rivers, Michigan

Frederick Construction

- Planning
- Civil
- Architectural
- Interiors
- Structural
- Mechanical
- Electrical



“They’ve been great to work with,” he said. “They’ve been instrumental to us getting to this point.”
-Tim Stoll, Executive Director
-St. Joseph County Commission on Aging



Why this Team?

Viking Group, Inc.

New Corporate
Headquarters
Caledonia, Michigan

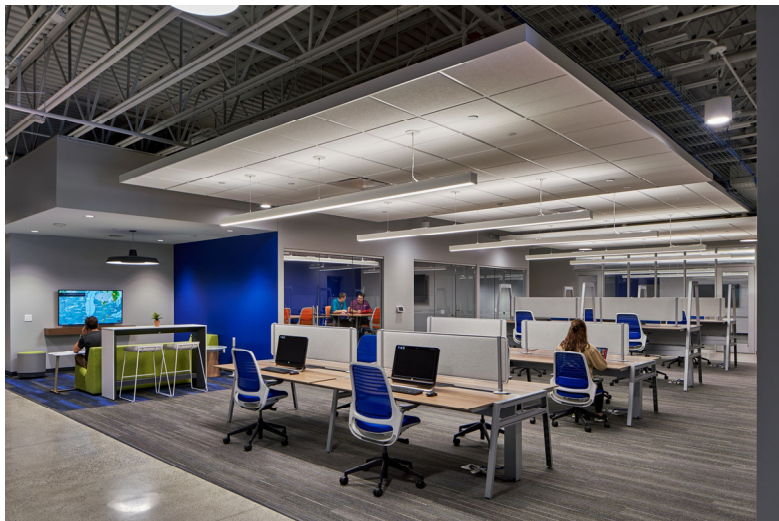
First Companies, Inc.

Civil
Architectural
Interiors
Structural
Mechanical
Electrical



“It has been a pleasure working with Byce on this project and to see the results of a project when companies share the same common values and vision.”

-CJ MacKenzie, Vice President, Construction
-First Companies, Inc.



Why this Team?

United Brotherhood
of Carpenters

MRCC Union Hall and
Apprentice Training Center
Wayland, Michigan

Schweitzer Construction

- Planning
- Civil
- Architectural
- Interiors
- Structural
- Mechanical
- Electrical



2019 AIA Southwest Michigan Honor Award



Why this Team? – Past Experience

Prairie Gardens

Senior Independent Living
New Housing Development
Kalamazoo, Michigan

Byce Design Build as Designer/Led
Design Build with Glas Associates

Planning
Civil
Architectural
Structural
Mechanical
Electrical



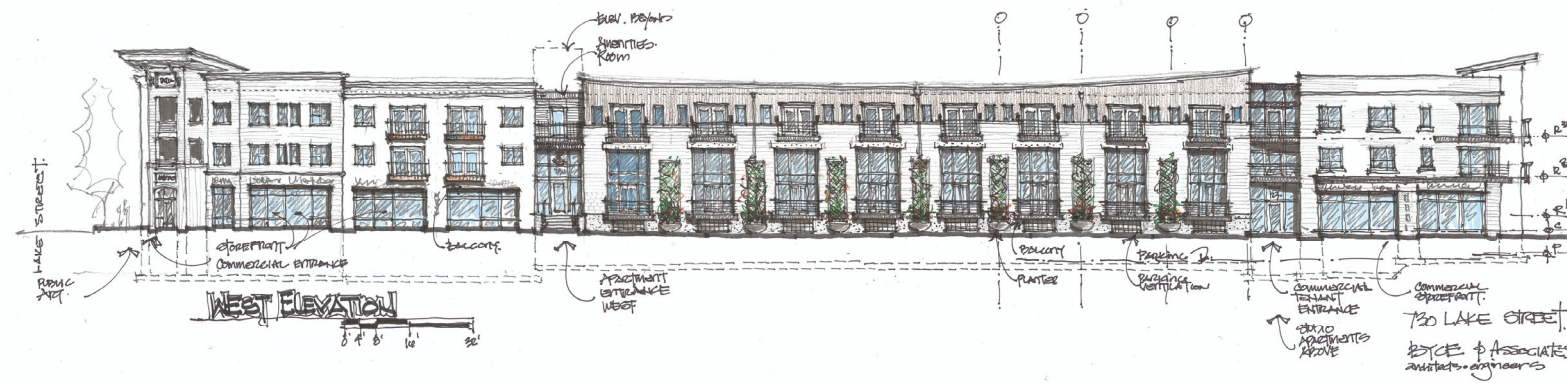
Why this Team?

The Creamery

Residential Mixed-Use Development Kalamazoo, Michigan

Frederick Construction

Planning
Civil
Architectural
Interiors
Structural
Mechanical
Electrical

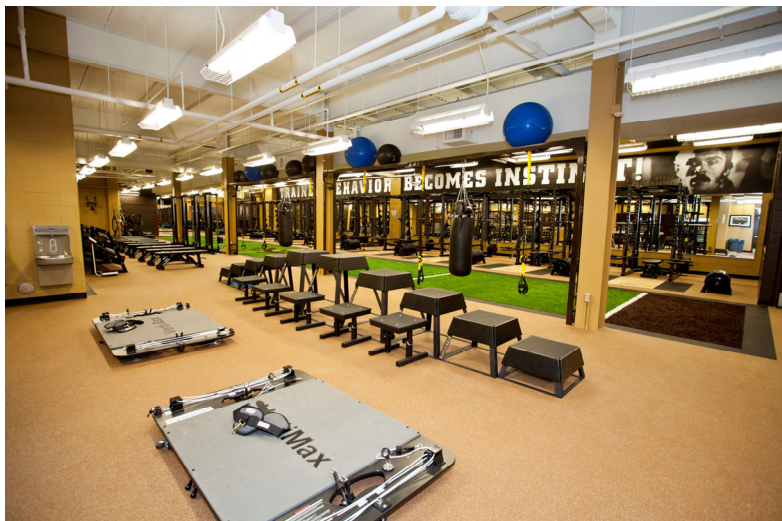
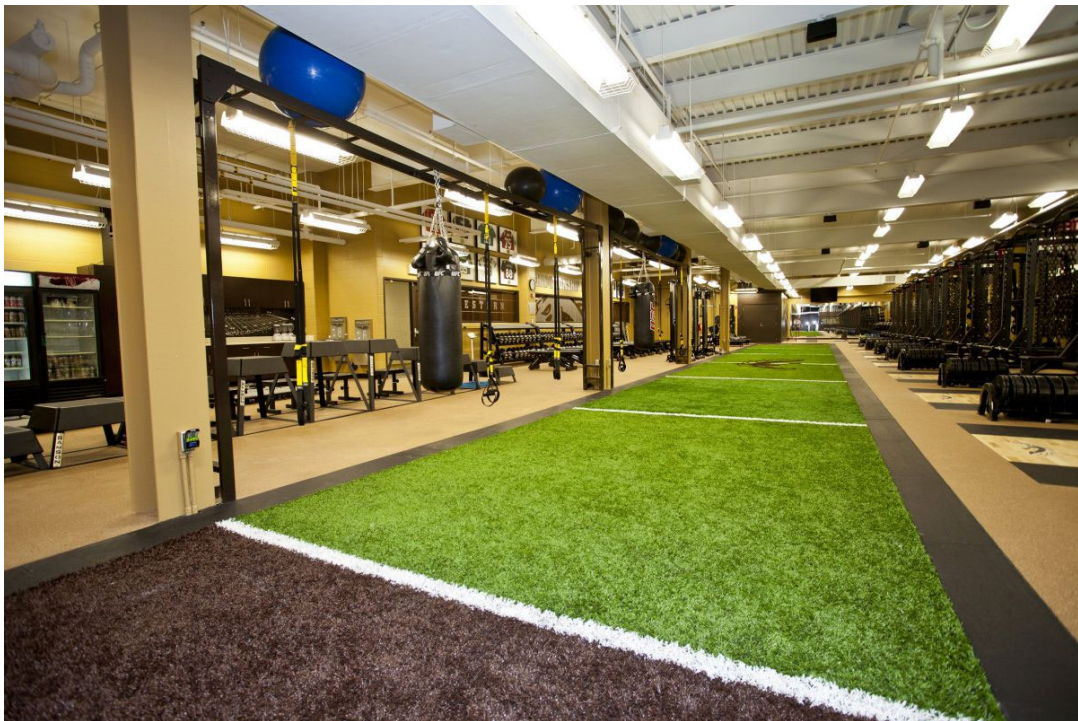


Why this Team?

WMU
Locker Room, Weight
Room, & Lobby Renovation
Kalamazoo, Michigan

Frederick Construction

Architectural
Interiors
Structural
Mechanical
Electrical



Why this Team?

Newell Brands New Design Center Kalamazoo, Michigan

AVB, Inc.

- Planning
- Civil
- Architectural
- Structural
- Mechanical
- Electrical



Why this Team?

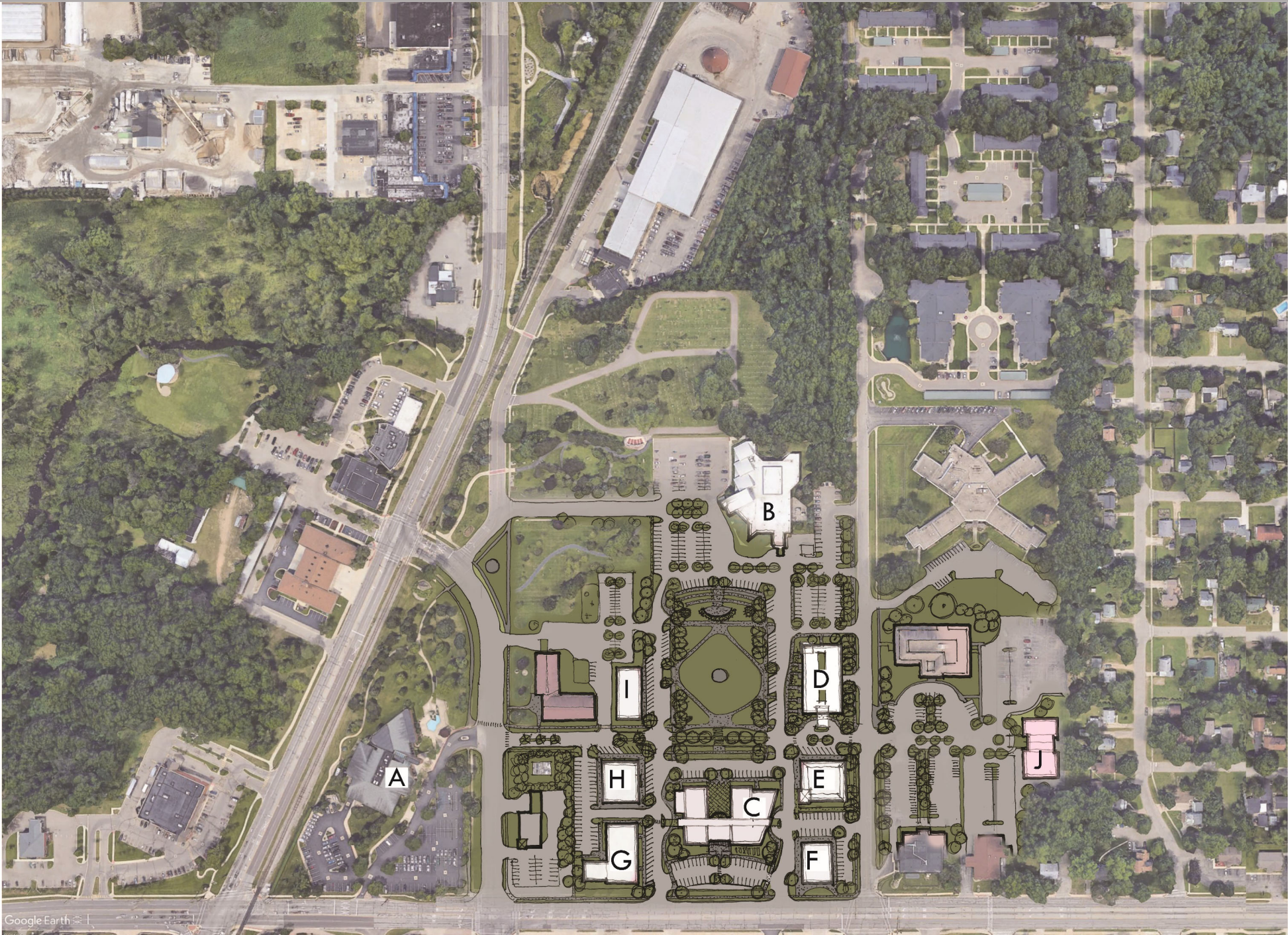
Bell's Brewery, Inc. Employee Services Area Galesburg, Michigan

Walbridge

- Civil
- Architectural
- Interiors
- Structural
- Mechanical
- Electrical

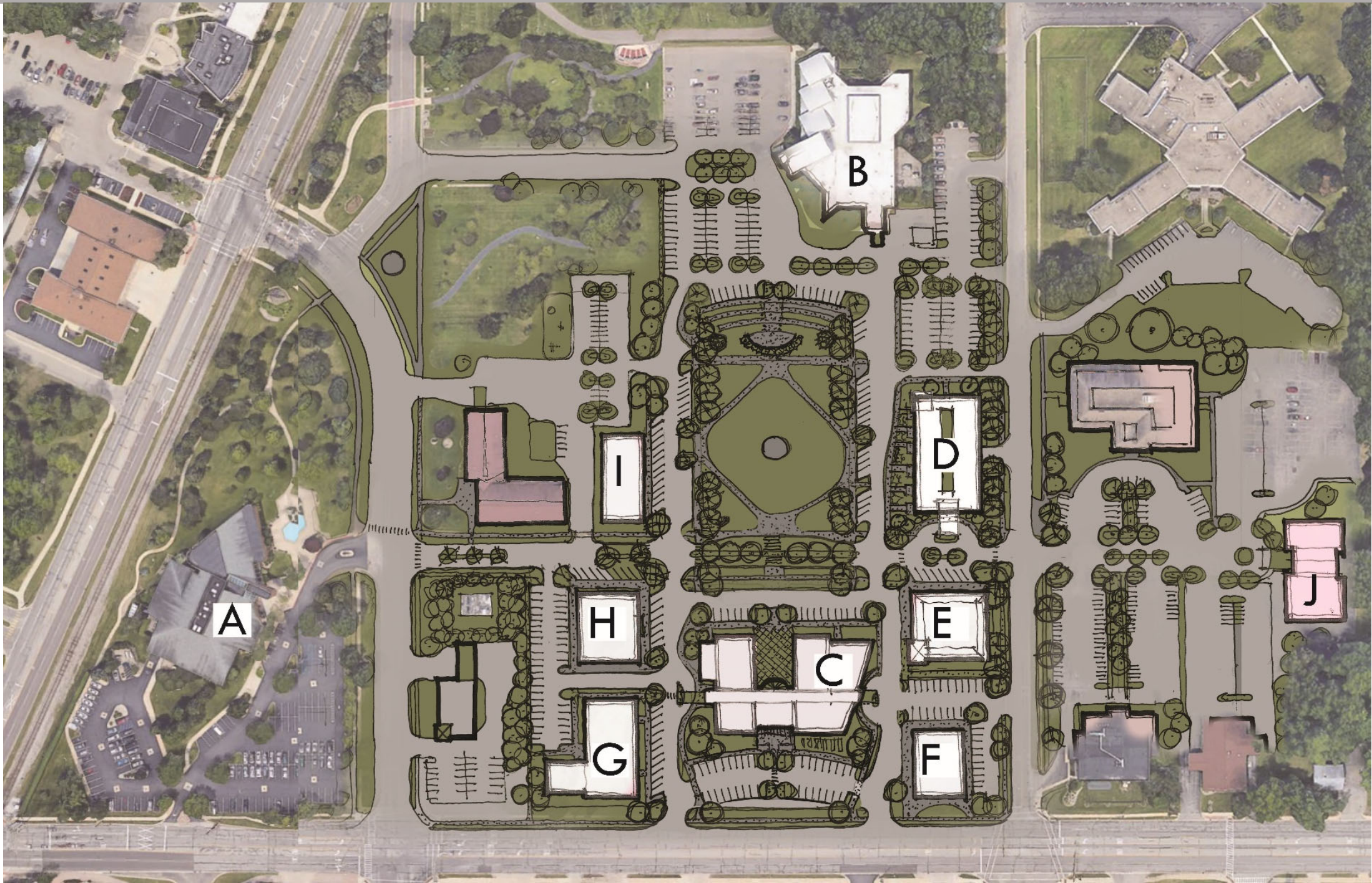


Project Understanding



- A. PORTAGE CITY HALL
- B. PORTAGE PUBLIC LIBRARY
- C. PROPOSED PORTAGE COMMUNITY CENTER
- D. INDEPENDENT LIVING COMPLEX
4 STORY 54,000 SQFT
48 APARTMENTS
- E. MIXED-USE
COMMERCIAL | OFFICE | RESIDENTIAL
3 STORY 30,000 SQFT
- F. MIXED-USE
COMMERCIAL | RETAIL
3 STORY 21,000 SQFT
- G. MIXED-USE
RETAIL | RESIDENTIAL
3 STORY 31,500 SQFT
- H. MIXED-USE
RETAIL | RESIDENTIAL
2-3 STORY 8,100 SQFT/FLR
- I. MIXED-USE
RETAIL | COMMERCIAL
2-3 STORY 8,400 SQFT/FLR
- J. MEDICAL OFFICE
COMMUNITY SERVICE
3 STORY 10,400 SQFT/FLR

Project Understanding



Agenda

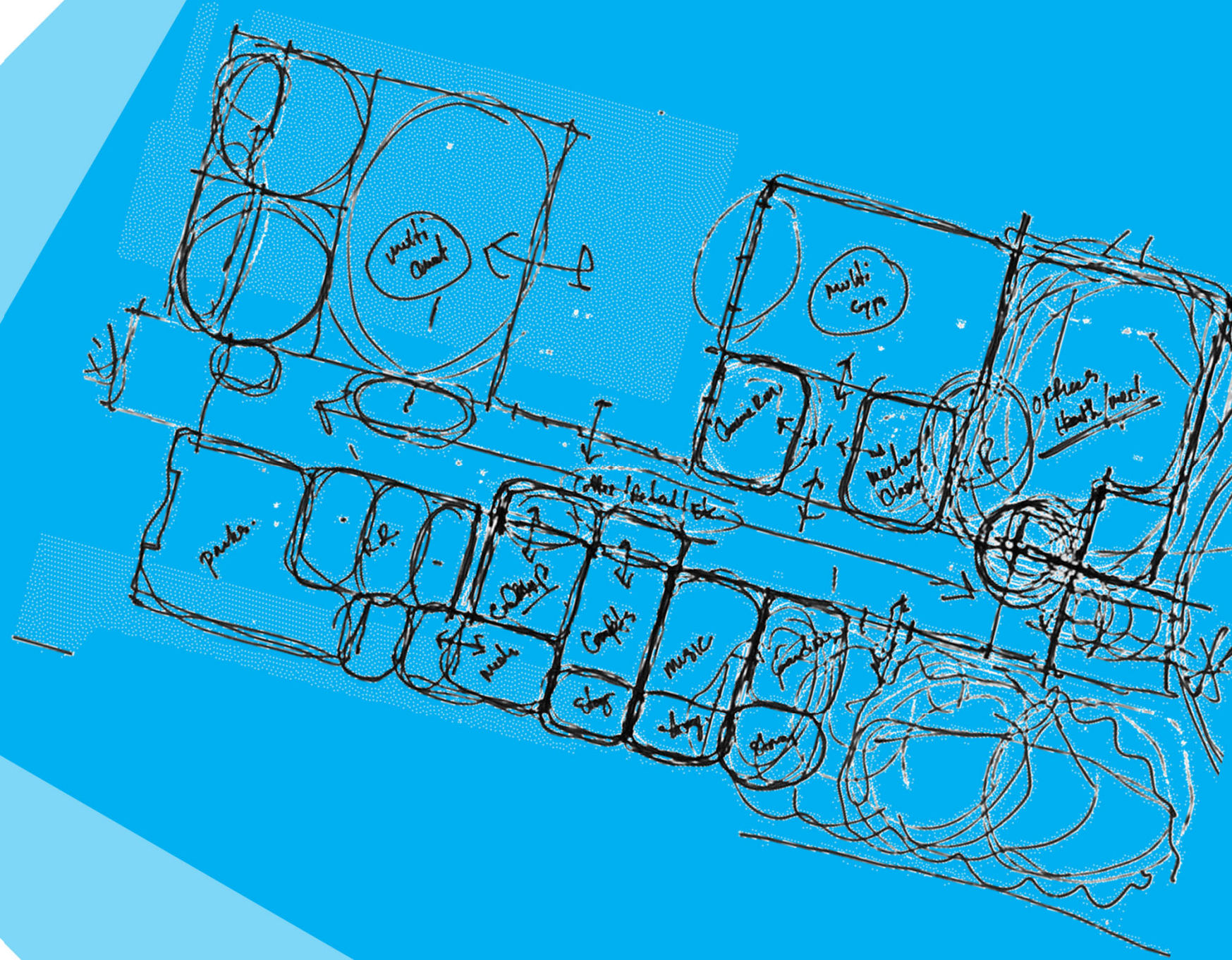
Team

Project Understanding

Project Approach

Why this Team?

Discussion



Discussion

Why the Byce Team?

- We know the project.
- Jump right into Schematic Design.
- Experience with AVB in managing construction costs with creative solutions.
- Compress the schedule.
- Committed to supporting the community.

Thank you

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager

SUBJECT: Comprehensive Liability, Property and Auto Fleet Insurance



SUPPORTING PERSONNEL: Adam Herringa, Deputy City Manager

ACTION RECOMMENDED: Approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the Michigan Municipal Risk Management Authority (MMRMA) at a total cost not to exceed \$499,352 for the period March 1, 2020 to March 1, 2021 and authorize the City Manager to execute all documents related to this action on behalf of the city.

The City of Portage has been insured by the Michigan Municipal Risk Management Authority (MMRMA) for comprehensive liability, property and auto fleet insurance since 1984. The MMRMA has quoted a one-year renewal rate for the period March 1, 2020 to March 1, 2021 in the amount of \$499,352, which includes \$15 million of liability coverage and \$75,000 of self-insurance retention coverage (the dollar amount that must be paid by the city before the insurance policy will respond to a liability loss). The renewal rate represents an increase of 0.4% from the premium cost paid for the period March 1, 2019 to March 1, 2020 in the amount of \$497,159 and is still less than the \$509,112 paid for the period of March 1, 2018 to March 1, 2019.

A distribution of assets is expected from MMRMA in the next four to five months, which will be based on favorable claim experience by the city and investment income earned by MMRMA on its assets. The exact amount is not yet known; however, the distribution received over the past seven years averaged nearly \$311,736 per year. A summary of MMRMA insurance premiums and distribution of assets for the past seven years is shown below.

Year	Premium	Distribution of Assets	Total Premium After Distribution
2013	\$403,253	\$269,378	\$133,875
2014	\$410,668	\$360,727	\$49,941
2015	\$446,134	\$502,123	(\$55,989)
2016	\$484,971	\$363,159	\$121,812
2017	\$495,476	\$283,096	\$212,380
2018	\$509,112	\$206,700	\$302,412
2019	\$497,195	\$196,971	\$300,224

Therefore, it is recommended that City Council approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the MMRMA at a total cost not to exceed \$499,352 for the period March 1, 2020 to March 1, 2021 and authorize the City Manager to execute all

documents related to this action on behalf of the city.

FUNDING: Funds have been programmed for insurance costs in the FY 2019 - 2020 budget, with the balance to be included in the FY 2020 - 2021 budget.

Attachments: 1. MMRMA Coverage Proposal 2020

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY COVERAGE PROPOSAL

Member:	City of Portage	Proposal No: Q000012401
Date of Original Membership:	March 10, 1986	
Proposal Effective Dates:	March 01, 2020 To March 01, 2021	
Member Representative:	Adam Herringa	Telephone #: (269) 329-4402
Regional Risk Manager:	Ibex Insurance Agency	Telephone #: (248) 538-0470

A. Introduction

The Michigan Municipal Risk Management Authority (hereinafter "MMRMA") is created by authority granted by the laws of the State of Michigan to provide risk financing and risk management services to eligible Michigan local governments. MMRMA is a separate legal and administrative entity as permitted by Michigan laws. **City of Portage** (hereinafter "Member") is eligible to be a Member of MMRMA. **City of Portage** agrees to be a Member of MMRMA and to avail itself of the benefits of membership.

City of Portage is aware of and agrees that it will be bound by all of the provisions of the Joint Powers Agreement, Coverage Documents, MMRMA rules, regulations, and administrative procedures.

This Coverage Proposal summarizes certain obligations of MMRMA and the Member. Except for specific coverage limits, attached addenda, and the Member's Self Insured Retention (SIR) and deductibles contained in this Coverage Proposal, the provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulations, and administrative procedures shall prevail in any dispute. The Member agrees that any dispute between the Member and MMRMA will be resolved in the manner stated in the Joint Powers Agreement and MMRMA rules.

B. Member Obligation - Deductibles and Self Insured Retentions

City of Portage is responsible to pay all costs, including damages, indemnification, and allocated loss adjustment expenses for each occurrence that is within the Member's Self Insured Retention (hereinafter the "SIR"). **City of Portage's** SIR and deductibles are as follows:

Table I
Member Deductibles and Self Insured Retentions

COVERAGE	DEDUCTIBLE	SELF INSURED RETENTION
Liability	N/A	\$75,000 Per Occurrence
Vehicle Physical Damage	\$1,000 Per Vehicle	\$15,000 Per Vehicle \$30,000 Per Occurrence
Fire/EMS Replacement Cost	\$1,000 Per Occurrence	N/A
Property and Crime	\$1,000 Per Occurrence	N/A
Sewage System Overflow	N/A	\$75,000 Per Occurrence

The member must satisfy all deductibles before any payments are made from the Member's SIR or by MMRMA.

Member's Motor Vehicle Physical Damage deductible applies, unless the amount of the loss exceeds the deductible. If the amount of loss exceeds the deductible, the loss including deductible amount, will be paid by MMRMA, subject to the Member's SIR.

The **City of Portage** is afforded all coverages provided by MMRMA, except as listed below:

1. Specialized Emergency Response Expense Recovery Coverage
- 2.
- 3.
- 4.

All costs including damages and allocated loss adjustment expenses are on an occurrence basis and must be paid first from the Member's SIR. The Member's SIR and deductibles must be satisfied fully before MMRMA will be responsible for any payments. The most MMRMA will pay is the difference between the Member's SIR and the Limits of Coverage stated in the Coverage Overview.

City of Portage agrees to maintain the Required Minimum Balance as defined in the Member Financial Responsibilities section of the MMRMA Governance Manual. The Member agrees to abide by all MMRMA rules, regulations, and administrative procedures pertaining to the Member's SIR.

C. MMRMA Obligations - Payments and Limits of Coverage

After the Member's SIR and deductibles have been satisfied, MMRMA will be responsible for paying all remaining costs, including damages, indemnification, and allocated loss adjustment expenses to the Limits of Coverage stated in Table II. The Limits of Coverage include the Member's SIR payments.

The most MMRMA will pay, under any circumstances, which includes payments from the Member's SIR, per occurrence, is shown in the Limits of Coverage column in Table II. The Limits of Coverage includes allocated loss adjustment expenses.

Table II
Limits of Coverage

Liability and Motor Vehicle Physical Damage		Limits of Coverage Per Occurrence		Annual Aggregate	
		Member	All Members	Member	All Members
1	Liability	15,000,000	N/A	N/A	N/A
2	Judicial Tenure	N/A	N/A	N/A	N/A
3	Sewage System Overflows	500,000	N/A	500,000	N/A
4	Volunteer Medical Payments	25,000	N/A	N/A	N/A
5	First Aid	2,000	N/A	N/A	N/A
6	Vehicle Physical Damage	1,500,000	N/A	N/A	N/A
7	Uninsured/Underinsured Motorist Coverage (per person)	100,000	N/A	N/A	N/A
	Uninsured/Underinsured Motorist Coverage (per occurrence)	250,000	N/A	N/A	N/A
8	Michigan No-Fault	Per Statute	N/A	N/A	N/A
9	Terrorism	5,000,000	N/A	N/A	5,000,000

Property and Crime		Limits of Coverage Per Occurrence		Annual Aggregate	
		Member	All Members	Member	All Members
1	Buildings and Personal Property	56,457,763	350,000,000	N/A	N/A
2	Personal Property in Transit	2,000,000	N/A	N/A	N/A
3	Unreported Property	5,000,000	N/A	N/A	N/A
4	Member's Newly Acquired or Constructed Property	10,000,000	N/A	N/A	N/A
5	Fine Arts	2,000,000	N/A	N/A	N/A
6	Debris Removal (25% of Insured direct loss plus)	25,000	N/A	N/A	N/A
7	Money and Securities	1,000,000	N/A	N/A	N/A
8	Accounts Receivable	2,000,000	N/A	N/A	N/A
9	Fire Protection Vehicles, Emergency Vehicles, and Mobile Equipment (Per Unit)	5,000,000	10,000,000	N/A	N/A
10	Fire and Emergency Vehicle Rental (12 week limit)	1,000 per week	N/A	N/A	N/A
11	Structures Other Than a Building	18,000,000	N/A	N/A	N/A
12	Storm or Sanitary Sewer Back-Up	1,000,000	N/A	N/A	N/A
13	Marine Property	1,000,000	N/A	N/A	N/A
14	Other Covered Property	10,000	N/A	N/A	N/A
15	Income and Extra Expense	5,000,000	N/A	N/A	N/A
16	Blanket Employee Fidelity	1,000,000	N/A	N/A	N/A
17	Faithful Performance	Per Statute	N/A	N/A	N/A
18	Earthquake	5,000,000	N/A	5,000,000	100,000,000
19	Flood	5,000,000	N/A	5,000,000	100,000,000
20	Terrorism	50,000,000	50,000,000	N/A	N/A

Table III

Network and Information Security Liability, Media Injury Liability, Network Security Loss, Breach Mitigation Expense, PCI Assessments, Social Engineering Loss, Reward Coverage, Telecommunications Fraud Reimbursement.			
	Limits of Coverage Per Occurrence/Claim	Deductible Per Occurrence/Claim	Retroactive Date
	\$5,000,000		
Coverage A Network and Information Security Liability: Regulatory Fines:	Each Claim Included in limit above Each Claim Included in limit above	\$25,000 Each Claim	7/1/2013
Coverage B Media Injury Liability	Each Claim Included in limit above	\$25,000 Each Claim	7/1/2013
Coverage C Network Security Loss Network Security Business Interruption Loss:	Each Unauthorized Access Included in limit above Each Business Interruption Loss Included in limit above	\$25,000 Each Unauthorized Access Retention Period of 72 hours of Business Interruption Loss	Occurrence
Coverage D Breach Mitigation Expense:	Each Unintentional Data Compromise Included in limit above	\$25,000 Each Unintentional Data Compromise	Occurrence

Coverage E PCI Assessments:	Each Payment Card Breach \$1,000,000 Occ./\$1,000,000 Agg. Included in limit above	\$25,000 Each Payment Card Breach	Occurrence
Coverage F Social Engineering Loss:	Each Social Engineering Incident \$100,000 Occ./\$100,000 Agg. Included in limit above	\$25,000 Each Social Engineering Incident	Occurrence
Coverage G Reward Coverage	Maximum of 50% of the Covered Claim or Loss; up to \$25,000 Included in Limit above	Not Applicable	Occurrence
Coverage H Telecommunications Fraud Reimbursement	\$25,000 Included in limit above	Not Applicable	Occurrence

Annual Aggregate Limit of Liability

Member Aggregate	All Members Aggregate
\$5,000,000	\$25,000,000

The total liability of MMRMA shall not exceed \$5,000,000 per Member Aggregate Limit of Liability for coverages A, B, C, D, E, F, G, and H, in any Coverage Period.

The total Liability of MMRMA and MCCRMA shall not exceed \$25,000,000 for All Members Combined Aggregate Limit of Liability for coverages A, B, C, D, E, F, G, and H, in any Coverage Period.

It is the intent of MMRMA that the coverage afforded under the Subjects of Coverage be mutually exclusive. If however, it is determined that more than one Subject of Coverage applies to one coverage event ensuing from a common nexus of fact, circumstance, situation, event, transaction, or cause, then the largest of the applicable Deductibles for the Subjects of Coverage will apply.

Table IV

Specialized Emergency Response Expense Recovery Coverage

Limits of Coverage

Specialized Emergency Response Expense Recovery	Limits of Coverage per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
	N/A	N/A	N/A	N/A

Table V

Specialized Emergency Response Expense Recovery Coverage

Deductibles

Specialized Emergency Response Expense Recovery	Deductible per Occurrence
	Member
	N/A

D. Contribution for MMRMA Participation

City of Portage

Period: March 01, 2020 To March 01, 2021

Coverages per Member Coverage Overview:	\$499,352
Stop Loss Coverage:	\$0
Member Loss Fund Deposit:	\$0
TOTAL ANNUAL CONTRIBUTIONS:	\$499,352

E. List of Addenda

1. Limited Liability Coverage For Use or Operations of Unmanned Aircraft

This document is for the purpose of quotation only and does not bind coverage in the Michigan Municipal Risk Management Authority, unless accepted and signed by both the authorized Member Representative and MMRMA Representative below.

Accepted By:
City of Portage

Proposal No:
Q000012401

MMRMA

Member Representative



MMRMA Representative

Date

12-20-19

Date

ADDENDUM

LIMITED LIABILITY COVERAGE FOR USE OR OPERATIONS OF UNMANNED AIRCRAFT (Optional)

This addendum modifies the Liability and Motor Vehicle Physical Damage Coverage Document

A. LIMITATIONS OF COVERAGE, PROCEDURES, EXCLUSIONS, DEFINITIONS.

1. MMRMA will pay for any loss as defined in Sections 1 and 2 of the Liability and Motor Vehicle Physical Damage Coverage Document, caused by the use or operation of an Unmanned Aircraft, the actual loss up to a \$1,000,000 limit per occurrence and subject to a \$2,000,000 annual member aggregate.
2. The Member Duties, Responsibilities, Other Conditions stated in Section 7 of the Liability and Motor Vehicle Physical Damage Coverage Document shall apply to Limited Liability Coverage for use or operations of Unmanned Aircraft.
3. As respects this Limited Liability Coverage for Use or Operations of Unmanned Aircraft Addendum, Section 7; Member Duties, Responsibilities, Other Conditions, of the Liability and Motor Vehicle Physical Damage Coverage Document is amended to include the following:

P. FAA COMPLIANCE

The terms of this Addendum apply only if the Member is in compliance with all FAA rules and regulations governing the use or operation of an unmanned aircraft, at time of occurrence.

4. The Liability and Motor Vehicle Physical Damage Coverage Document Section 4, Definitions, shall apply to this Limited Liability Coverage For Use Or Operation Of An Unmanned Aircraft Addendum.
5. As respects this Limited Liability Coverage For Use Or Operations Of Unmanned Aircraft Addendum, Section 2; Exclusion C, of the Liability and Motor Vehicle Physical Damage Coverage Document is deleted in its entirety and replaced by the following:

EXCLUSIONS

- C. Ownership, maintenance, loading or unloading, use or operation of any aircraft (other than unmanned aircraft), airfields, or runways; watercraft over 75 feet in length;

Period: 03/01/2020 to 03/01/2021

LIMITED LIABILITY COVERAGE FOR USE OR OPERATIONS OF UNMANNED AIRCRAFT
(Optional)

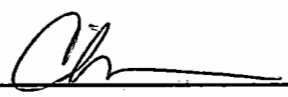
Accepted By:
City of Portage

Member ID:
1049

MMRMA

Member Representative

Date



MMRMA Representative

12-20-19

Date

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: ADP Payroll Processing and Time and Attendance Services Pricing Agreement

SUPPORTING PERSONNEL: Devin Mackinder, Director of Technology Services
William Furry, Director of Finance

ACTION RECOMMENDED: Approve a two-year pricing agreement with ADP, LLC, for electronic payroll processing and time and attendance software and hosting at a first-year cost of \$57,600 and a second-year cost of \$58,750 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

In 2015, the City of Portage migrated its payroll processing and time and attendance processes to the automated ADP electronic time and attendance system to simplify compliance, control labor costs, and improve productivity. As a result of automation, productivity increased and labor costs were reduced.

The ADP, LLC, pricing agreement, which combines both the payroll processing and time and attendance software, as well as data hosting, will expire on January 31, 2020. The city has successfully negotiated a new two-year pricing agreement with ADP, LLC, for the continuation of the same services with no cost increase in the first year of the agreement and a two percent (2%) cost increase in the second year of the agreement. Annual costs may fluctuate slightly as a result of employee count changes.

The city continues to achieve cost savings, efficiencies, and data accuracy by consolidating payroll and time and attendance services with ADP. The city has been satisfied with the firm's performance and there is no practical reason to replace ADP at this time. A comparative review of ADP against another top-tier provider was recently conducted and it was determined that the associated migration costs, staff time, and loss of key functionalities would provide no advantage. Selecting and implementing a new, electronic time and attendance system and software would take 12 months or longer, and would affect every employee.

Therefore, it is recommended that City Council accept the two-year pricing agreement with ADP, LLC, for electronic payroll processing and time and attendance software and hosting at a cost of \$57,600 for the first year and \$58,750 for the second year and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds have been allocated in the Finance Department operating accounts for the FY 2019-2020 budget, with the balance to be programmed in future General Fund budgets.

Attachments: 1. ADP Guaranteed Price Agreement



ADP, LLC GUARANTEED PRICE AGREEMENT

Client Name: City of Portage
Effective Date: 02/01/2020
Expiration Date: 02/01/2022
Customer #(s): 261395
Contact Name: Devin MacKinder
Contact Email: mackindd@portagemi.gov
Reference ID #: C-10004704752
Requested By: Mackenzie Efinger
Contact Phone: (269) 324-9217

ADP, LLC ("ADP") is pleased to provide City of Portage ("Client") with a guaranteed price agreement (the "Price Agreement"), which shall govern any increases in fees to the Services (as defined in section 1 below) purchased by Client for the next 24 month(s), subject to the terms and conditions set forth in this Price Agreement. In consideration of the mutual agreements set forth below, ADP and Client agree as follows:

1) Price Increase: For the next 24 month(s) commencing with the Effective Date of this Price Agreement, ADP will increase prices per the schedule below for the processing services (the "Services") listed in section 1a that Client is receiving or shall receive as of the Effective Date.

1a) Included Services:

- Payroll
- HCM
- TLM

1b) Processing Services:

<u>Year #</u>	<u>Guaranteed Price Period</u>	<u>Increase %</u>	<u>Increase Date</u>
1	02/01/2020 to 01/31/2021	0.00%	02/01/2020
2	02/01/2021 to 01/31/2022	2.00%	02/01/2021

Items specifically excluded from this agreement are delivery, reverse wire fees, jurisdiction fees, year-end fees, and maintenance fees. In the month following the Expiration Date, Client's prices will be subject to the same price increases applied to its other clients of similar size and product utilization unless a renewal agreement is signed by both parties.

2) Guaranteed Term: As consideration for the Price Agreement, Client agrees to purchase the Services for a minimum guaranteed term of 24 month(s) commencing with the Effective Date of this Price Agreement and thereafter Client's agreement to purchase the Services shall remain in effect until terminated by Client or ADP in accordance with the terms of the ADP Major Accounts Agreement (or such equivalent ADP terms and conditions or agreement governing the provision and receipt of ADP Services including but not limited to any product specific terms set forth in such agreement) between ADP and Client (the "ADP Services Agreement").

3) Early Termination Fee: If Client terminates all Services without cause as provided in the ADP Services Agreement prior to the Expiration Date of this Price Agreement, Client agrees to pay ADP an early termination fee of 3 month(s) of average monthly processing fees for the Services (based on the average monthly fees during the twelve-month period immediately preceding the date of termination or a shorter period of time if monthly fees have been payable for less than 12 months at the termination date). If Client fails to pay the early termination fee, Client shall reimburse ADP for any expenses incurred, including interest and reasonable attorney fees, in collecting amounts due ADP hereunder. The early termination fee will be waived by ADP in the event there is a material breach by ADP of any material warranty, term, condition or covenant of the ADP Services Agreement and ADP fails to cure such breach within the timeframe provided in such ADP Services Agreement.

THE ADP SERVICES COVERED BY THIS AGREEMENT ARE PROVIDED IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET FORTH IN THE AGREEMENT(S) BETWEEN CLIENT AND ADP COVERING THE SPECIFIC SERVICES. THIS AGREEMENT SUPPLEMENTS AND DOES NOT SUPERSEDE ANY OF THOSE TERMS AND CONDITIONS. THIS AGREEMENT IS NOT VALID UNLESS SIGNED BY BOTH PARTIES. IN THE EVENT CLIENT HAS AN EXISTING PRICE AGREEMENT IN PLACE, THIS AGREEMENT REPLACES ANY PRIOR PRICE AGREEMENT GOVERNING THE SAME SERVICES.



ADP, LLC

City of Portage

Name: _____	Name: _____
Signature: _____	Signature: _____
Title: _____	Title: _____
Date: _____	Date: _____

NOTE: THIS PRICE AGREEMENT IS VALID ONLY IF SIGNED BY BOTH PARTIES WITHIN 30 DAYS OF THE DATE OF CREATION. THE AGREEMENT MUST BE SIGNED BY 02/12/2020 IN ORDER TO BE VALID. FINANCE OR RELATIONSHIP MANAGEMENT IS AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF ADP.

APPROVED AS TO FORM
DATE 1/14/2020
[Signature]
CITY ATTORNEY



TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Household Hazardous Waste Program - Intergovernmental Cooperation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Works

ACTION RECOMMENDED: Approve a contract with Kalamazoo County to provide hazardous waste collection services at the Household Hazardous Waste Center for Portage residents for the 2020 calendar year in the amount of \$46,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

Through the Kalamazoo County Household Hazardous Waste (HHW) Center, household hazardous waste collection is provided at 1301 Lamont Avenue (near the Kalamazoo County Fairgrounds) for all Portage residents. The City of Portage has participated in this joint intergovernmental program since the early 1990s, with a portion of the Curbside Recycling Millage set aside for this purpose.

An annual contract between the city and county establishes the terms and conditions for Portage resident participation at the HHW Center. Under the agreement, as prepared by the Kalamazoo County Health and Community Services Department, costs are charged on a quarterly basis to each unit of government based on a percentage of participation.

The collection program in general provides for two to three drop-off days per week and ten Saturdays per year. In reviewing historical data, an amount of \$46,000, an 8% increase, will be sufficient to address of costs associated with the HHW contract for January 1, 2020 through December 31, 2020.

Total participation in the household hazardous waste collection program decreased 2.3% from 2018 to 2019, with 2,625 residents participating for the year. The general trend for participation, however, is increasing. From 2015 to 2016 participation increased 1.8%, 2016 to 2017 participation increased 3.4%, and 2017 to 2018 participation increased 11.5%. The City Administration will continue and increase marketing efforts to reach and educate Portage residents about the availability of this service.

It is recommended that City Council approve a contract with Kalamazoo County to provide hazardous waste collection services at the Household Hazardous Waste Center for Portage residents during the 2020 calendar year in the amount of \$46,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds for the first six months of the contract are budgeted and available in the Fiscal Year 2019-2020 budget and funds for the remainder of the contract will be included in the Fiscal Year 2020-2021 budget.

Attachments:

1. 2020 HHW Agreement
2. HHW Participation Totals

RANDALL L. BROWN
& ASSOCIATES, PLC

ATTORNEYS AND COUNSELORS AT LAW

RANDALL L. BROWN
CHARLES R. BEAR
MATTHEW P. QUARDOKUS

DENNIS E. KORDISH (1996-2008)

January 9, 2020

1662 EAST CENTRE AVENUE
PORTAGE, MICHIGAN 49002

TELEPHONE (269) 323-8812
FACSIMILE (269) 323-0055
brownandassociates@att.net

Mr. Ray Waurio, Deputy Director
Department of Public Works
City of Portage
7719 South Westnedge
Portage, MI 49002

RE: 2020 Funding for Household Hazardous Waste Program

Dear Mr. Waurio:

Enclosed please find the above-referenced agreement which I have approved.

If you have any questions, please do not hesitate to contact me.

Very truly yours,



Randall L. Brown
City Attorney

RLB/slb
Enclosure

cc (w/o enclosure, via email): Joseph LaMargo, City Manager
Adam Herringa, Deputy City Manager
Michael Carroll, Deputy City Manager
Rodney Russell, Public Works Director
Leslie Prior, Administrative Assistant, Public Works
Tom O'Brien, Purchasing Manager

01-10-20 07:48 IN

**AMENDMENT #1 TO THE AGREEMENT
BETWEEN THE COUNTY OF KALAMAZOO
BY AND THROUGH ITS HEALTH AND COMMUNITY SERVICES DEPARTMENT**

AND

CITY OF PORTAGE

The County of Kalamazoo and City of Portage having previously entered into an AGREEMENT for the purpose of providing household hazardous waste disposal services; said AGREEMENT being for the period January 1, 2019 through December 31, 2019; do now hereby approve and agree to amend the existing AGREEMENT as follows:

a. **Section C. FINANCIAL REQUIREMENTS**

1. Under the terms of this Agreement, the MUNICIPALITY will provide funding to a maximum amount of \$ 46,000.00 (C.1.) to the County for HHW Center services.

C.1. (above) = C.2.a. + C.2.b. + C.2.c.

Of the total in C.1., the following allocations will be made:

2. a. **Operational Costs calculated on 2018 participation rates:**

\$ 19,178.00 of your total amount written in C.1. (above) will be invoiced in February of 2020 for operating costs.

Operational costs = 2018 household equivalent participation rates X \$7.00 (covering only 20% of the County's operational costs)

Operational costs are non-refundable regardless of actual participation at the HHW Center and shall be paid in full within thirty (30) days of receipt of HCS FMA billing invoice.

b. **Disposal Costs for Materials from Citizens:**

\$ 26,822.00 the remainder of the total amount of C.1. minus amounts in C.2.a. (above) and C.2.c. (below) will be used for disposal costs associated with the disposal/recycling of household hazardous wastes from the MUNICIPALITY's citizens.

This costs is based upon the number of household equivalents from the MUNICIPALITY and disposal costs during each quarter.

c. **Optional, this blank may be filled with a "0" if this service for the MUNICIPALITY is not needed:**

\$ 0 of the total amount in C.1. (above) to be reserved for service fees and disposal costs of items directly from MUNICIPALITY Buildings and Offices.

b. **Section K. PERIOD OF AGREEMENT**

The term of this Agreement shall be from January 1, 2020 through December 31, 2020, unless terminated earlier as provided.

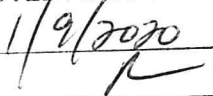
The individual or officer signing this AMENDMENT certifies by his/her signature that he/she is authorized to sign this AMENDMENT on behalf of the responsible governing board, official or agency. All other terms of the previously approved AGREEMENT remain unchanged and are reincorporated herein as if fully set forth in this AMENDMENT.

FOR THE MUNICIPALITY

Printed or Typed Name Title

Signature Date

APPROVED AS TO FORM

DATE 1/9/2020


Printed or Typed Name Title

CITY ATTORNEY

Signature Date

FOR THE COUNTY OF KALAMAZOO

Chair, Board of Commissioners Date

Timothy A. Snow, County Clerk/Register Date

HHW PARTICIPTION TOTALS

Revised: 1-23-20

PORTAGE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year End Total
2008	53	43	58	135	138	116	147	63	84	117	89	47	1090
2009	63	70	94	142	121	143	173	107	118	126	128	73	1358
2010	68	48	107	208	192	147	165	131	119	157	152	72	1566
2011	78	59	145	102	171	198	145	124	125	131	151	93	1522
2012	93	93	117	124	158	168	141	135	130	156	152	104	1571
2013	109	66	90	156	232	162	200	130	149	178	170	86	1728
2014	97	70	86	220	256	219	264	182	174	226	134	101	2029
2015	117	91	118	186	212	280	276	192	210	226	205	174	2287
2016	134	94	211	216	237	216	200	254	172	245	234	117	2330
2017	186	140	181	252	251	233	230	207	200	191	218	119	2408
2018	151	129	226	208	332	281	277	279	203	288	183	129	2686
2019	154	96	158	300	313	256	288	197	216	278	222	147	2625

Notes:

1. FY 2019-2020 Budget = \$42,000
2. FY 2020-2021 Budget = \$46,000 (8% Increase)

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Final Preliminary Condominium Subdivision (engineering plans) for Claremount Woods, 5691 Claremount

SUPPORTING PERSONNEL: Chris Forth, Acting Director of Community Development

ACTION RECOMMENDED: Approve the Final Preliminary Condominium Subdivision (engineering plans) for Claremount Woods, 5691 Claremount Street.

On October 1, 2019, City Council approved the Preliminary Condominium Subdivision of Claremount Woods, 5691 Claremount Street. Westview Capital, LLC, is now requesting that City Council approve the Final Preliminary Condominium Subdivision (engineering plans) for the 10 lot subdivision that involves the following public improvements:

- Construction of new public cul-de-sac street (Claremount Street) from Cedarcrest Avenue.
- Four-foot-wide concrete sidewalks installed along both sides of the new public street.
- A sanitary sewer system consisting of 8-inch diameter sewer mains and individual laterals to serve each lot in accordance with City of Portage requirements. The proposed system will connect to the existing sanitary sewer main located within Cedarcrest Avenue.
- A water system consisting of 8-inch diameter ductile iron mains and 1 1/4 -inch services to each individual lot. The proposed system will connect to the existing water mains located within Cedarcrest Avenue (to the south) and the new Westfield North condominium subdivision currently under construction (to the east).
- Collection of storm water and conveyance to the new public storm water basin located along the north side of the new Claremount Street cul-de-sac street, south of Lot 10.

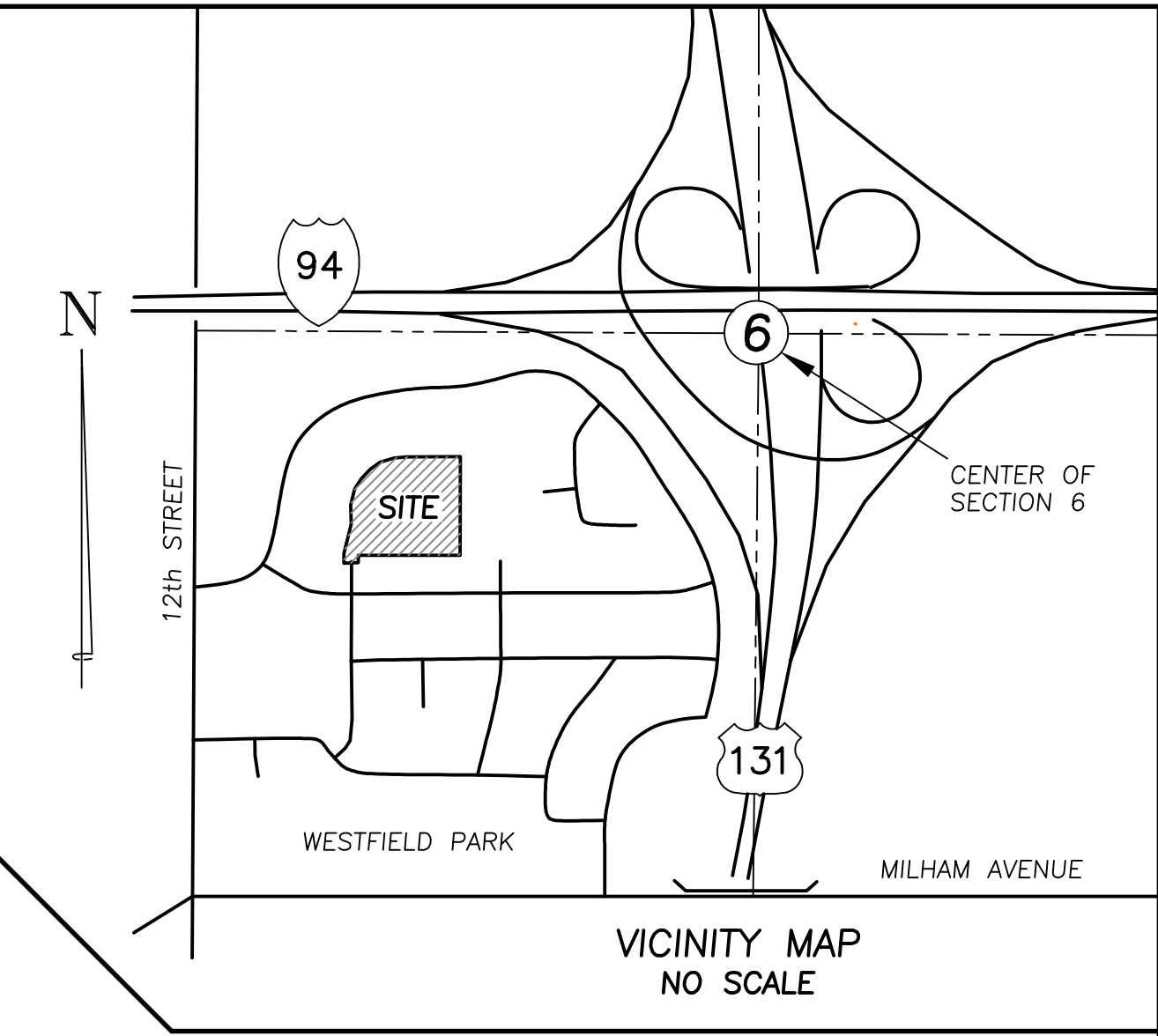
The departments of Community Development, Transportation and Utilities and the Fire Division of Public Safety have reviewed the construction drawings and have determined that the plans are in conformance with city requirements. Based on the administrative review, it is recommended that final preliminary site 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 and acceptance of the public improvements (street, water and sanitary sewer mains, storm water facilities).

FUNDING: Not applicable

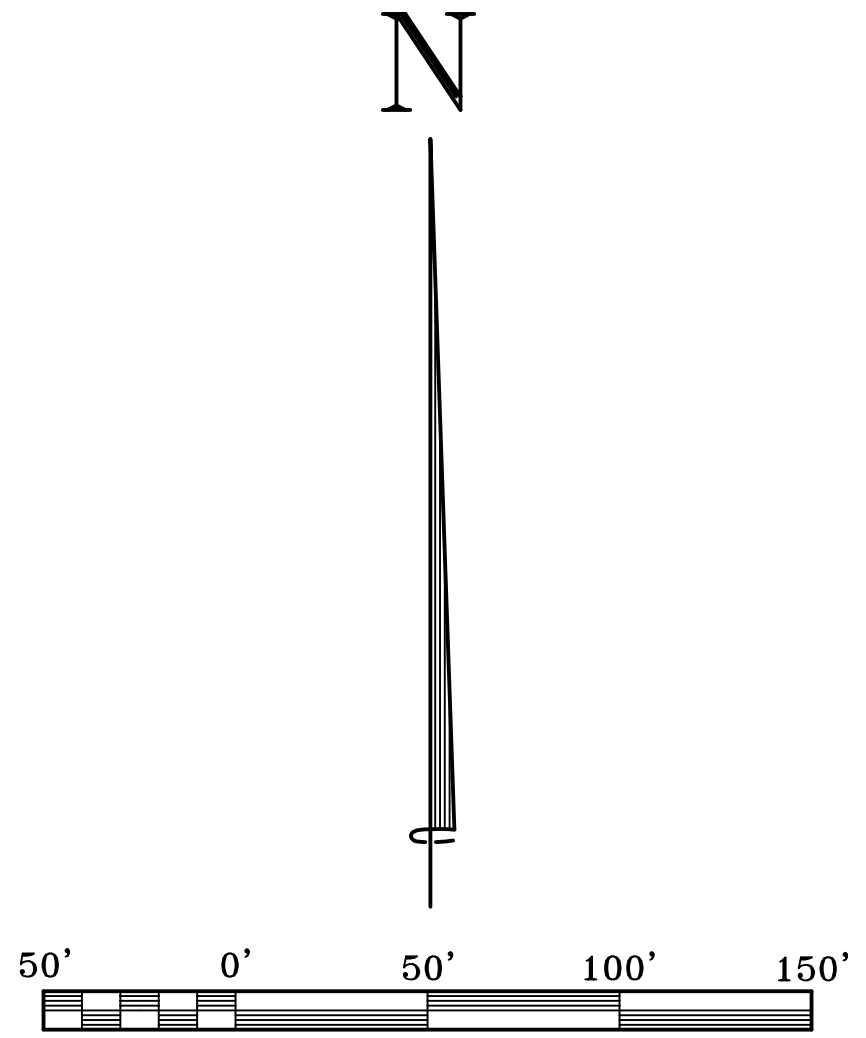
Attachments: 1. Final Preliminary Condominium Subdivision (engineering plans) Claremount

CONSTRUCTION PLANS for "CLAREMOUNT WOODS"

NOTE: "CLAREMOUNT WOODS" IS A PROPOSED SITE CONDOMINIUM WITH CITY OF PORTAGE PUBLIC ROADWAYS.



AERIAL PHOTOGRAPH OF VICINITY



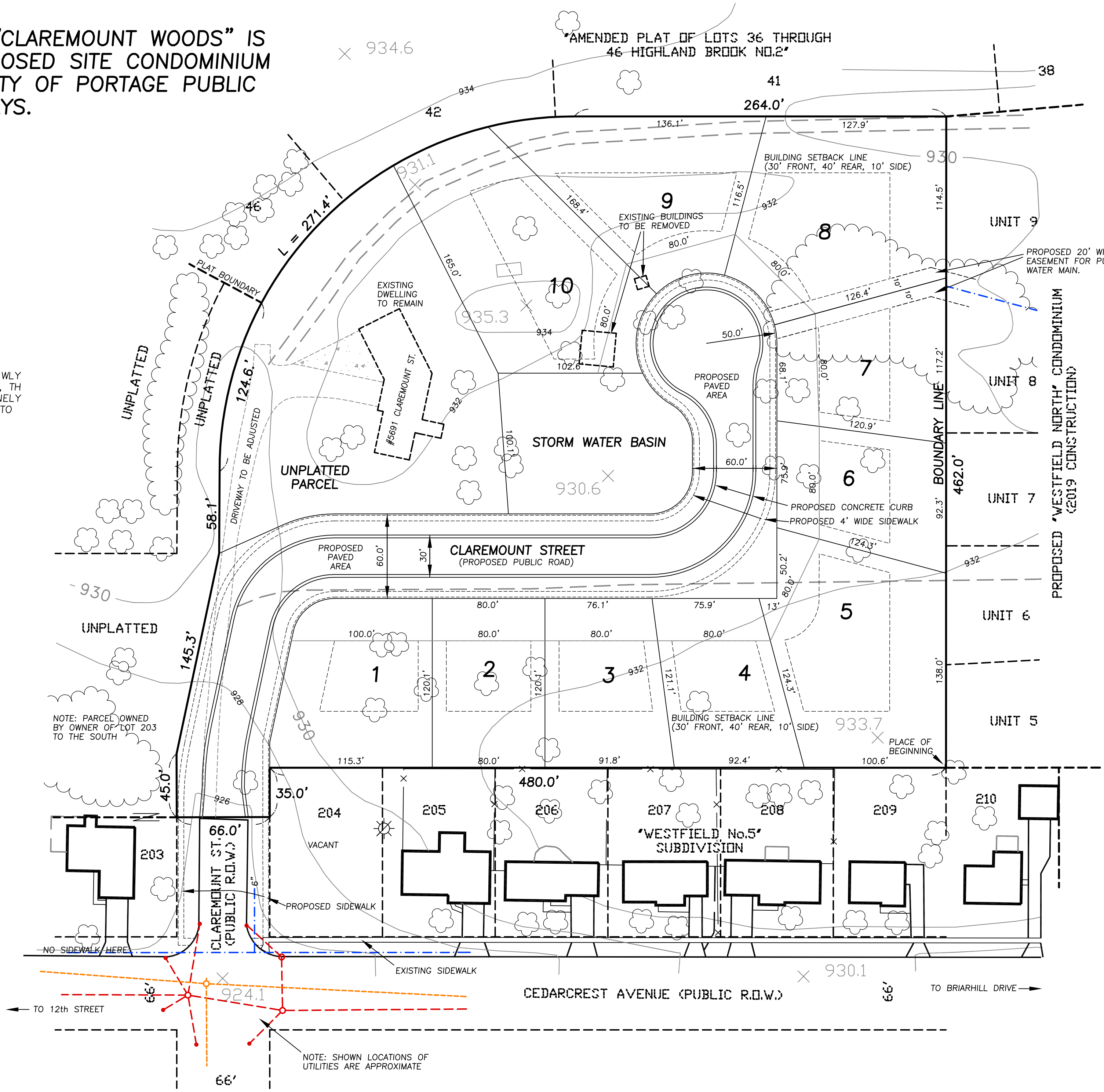
EXISTING PROPERTY = 5.3 ACRES
ADDRESS = 5691 CLAREMOUNT STREET
CITY ZONING = R-1B

PARCEL DESCRIPTION (PER CITY WEBSITE):
SECTION 6-3-11 BEG AT NW COR OF LOT 210 IN THE PLAT OF WESTFIELD #5, TH WLY ALG N L I SD PLAT TO NW COR OF LOT 204 IN SD PLAT, TH S 35 FT, TH W 66 FT, TH N 45 FT, TH N 11 DEG E 145.13 FT, TH N 58 FT, TH N 14 DEG E 123.46 FT, TH NELY ON A CURVE TO THE RIGHT 271.11 FT, TH E 264 FT, TH S 462 FT TO POB, SUBJ TO REC'D ROWS.

NOTE: SUBJECT PROPERTY AND ALL ADJOINING PROPERTIES ARE ZONED R-1B.

- 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 BACKS OF CURBS).
 - 7) AN ELECTRONIC COPY OF THE APPROVED SITE PLAN SHALL BE PROVIDED TO THE FIRE DEPARTMENT (JPEG FORMAT).

R-1B ZONING INFORMATION:
(SUBJECT PROPERTY IS ZONED R-1B)
MINIMUM 9,600 SQ.FT. AREA WITH SEWER & WATER
MINIMUM 80' LOT WIDTH WITH SEWER & WATER
MINIMUM 30' FRONT YARD SETBACK
MINIMUM 10' SIDE YARD SETBACK
MINIMUM 40' REAR YARD SETBACK
MAXIMUM BUILDING COVERAGE OF LOT = 25%
(ALSO SEE APPLICABLE SECTIONS OF CITY OF PORTAGE LAND DEVELOPMENT REGULATIONS)



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.

- SHEET INDEX:**
- 1) COVER SHEET
 - 2) PLAN & PROFILE SHEET
 - 3) GRADING PLAN / EROSION CONTROL PLAN
 - 4) CONSTRUCTION DETAILS & NOTES
 - 5) BAYSAYER DETAIL

- GENERAL NOTES**
- 1) PROPOSED PROJECT INCLUDES 10 UNITS & ONE HOUSE SITUATED ON ABOUT 5.3 ACRES.
 - 2) ALL UNITS SHALL CONFORM TO CITY OF PORTAGE ZONING REQUIREMENTS.
 - 3) SITE CONDOMINIUM SHALL CONFORM TO THE CITY OF PORTAGE REQUIREMENTS.
 - 4) ALL ROADWAYS SHALL HAVE A 60 FOOT WIDE RIGHT OF WAY AND SHALL BE PUBLIC.
 - 5) SITE SHALL BE SERVED BY PUBLIC SANITARY SEWER, WATER MAIN, AND STORM SEWER.
 - 6) STORM SEWER SYSTEM SHALL DRAIN TO PROPOSED STORM WATER BASIN. STORM SEWER AND STORM WATER BASIN SHALL BE PUBLIC & UNDER CITY OF PORTAGE JURISDICTION.
 - 7) SITE IS PARTIALLY TREE COVERED.
 - 8) ALL UNIT DIMENSIONS ARE SUBJECT TO FINAL ADJUSTMENT. DIMENSIONS SHOWN ON CURVES ARE CHORD LENGTHS.
 - 9) SHOWN ELEVATIONS ARE BASED ON USGS DATUM. SHOWN TOPOGRAPHY & ELEVATION CONTOURS BASED ON A 1992 MAP PREPARED BY OTHERS.
 - 10) SIDEWALKS SHALL BE PLACED AS SHOWN.
 - 11) PROPOSED PAVEMENT WIDTH SHALL BE A MINIMUM OF 26.0 FEET (30.0 FEET BETWEEN BACKS OF CURBS).
 - 12) STREET NAMES ARE PRELIMINARY AND SUBJECT TO APPROVAL.
 - 13) ALL NEW UTILITIES SHALL BE UNDERGROUND.

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

COVER SHEET CLAREMOUNT WOODS PROPERTY IN SEC. 6, T. 3 S., R. 11 W., CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN		REVISED: 1/21/2020 REvised: 1/13/2020
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		DATE: 11/19/2019
		SHEET: 1
		JOB No.: 36757



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

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 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: STREET CUT PERMIT IS NEEDED PRIOR TO DOING ANY WORK IN CLAREMOUNT STREET.

CAUTION: U/G UTIL'S

NOTE: EXISTING 6" WATER MAIN MAY TERMINATE AT DIFFERENT LOCATION. CONTRACTOR SHALL FIELD LOCATE END OF EXISTING MAIN. DEPENDING ON END LOCATION, DESIGN CHANGES MAY BE REQUIRED. WATER MAIN NORTH OF EXISTING 6" VALVE SHALL BE DISINFECTED, AND WATER MAIN NORTH OF PROPOSED 8" GATE VALVE SHALL BE PRESSURE TESTED AND DISINFECTED PER CITY REQUIREMENTS.

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

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

LEGEND

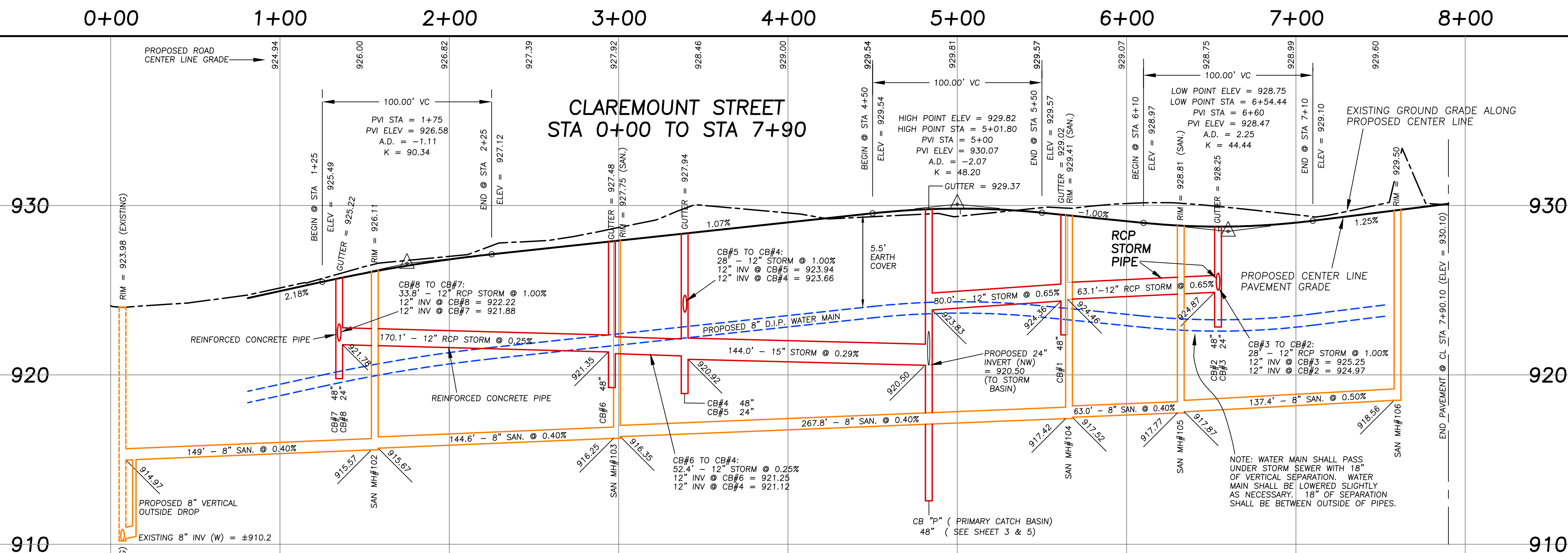
- PROPOSED FIRE HYDRANT ASSEMBLY (8" x 6" TEE, 6" GATE VALVE, & HYD.)
- PROPOSED SIGN
- PROPOSED 4.0' WIDE CONCRETE SIDEWALK
- PROPOSED CROSSWALK WITH PEDESTRIAN CROSSING SIGNS (IF REQUIRED) & 1.0' WIDE PAINTED CROSSWALK STRIPES
- WATER MAIN
- STORM SEWER
- SANITARY SEWER
- SUGGESTED LOCATION OF PROPOSED 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 ABOVE 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-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) E.G.L.E. 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 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.
- 17) THE STORM SEWER PIPE MUST BE CLEANED DIRECTLY BEFORE TELEVISIONING.
- 18) FIRE HYDRANT SIGNS SHALL BE LOCATED 4.0 FEET FROM THE CENTER OF THE FIRE HYDRANT.
- 19) IF A FIRE HYDRANT EXTENSION IS USED TO RAISE A HYDRANT, THE EXTENSION SHALL BE PAINTED THE SAME COLOR OF THE HYDRANT PER CITY OF PORTAGE SPECIFICATIONS.

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.



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 TELEVIEWED IN ACCORDANCE WITH SECTION 208.2.6 (TELEVISIONING) OF THE CITY'S SPECIFICATIONS.

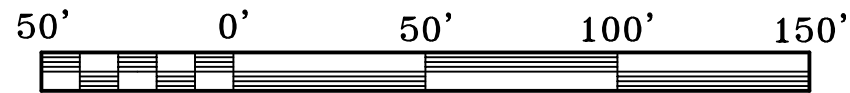
NOTE: SEE CITY OF PORTAGE STANDARD DETAIL 'SD-122'. ALL EMBEDMENT MATERIAL FOR STORM SEWER PIPE AND SANITARY SEWER MAIN LINE PIPE SHALL BE PROPERLY COMPACTED TO 95% OF MAXIMUM. COMPACTING TESTING REQUIRED REQUIRED AND MATERIAL SAMPLES SHALL BE TAKEN AS REQUIRED BY THE CITY OF PORTAGE.



DATUM ELEV 900.00

REVISED: 01/23/2020
REVISED: 01/21/2020
REVISED: 01/13/2020
REVISED: 12/30/2019

SHEET 2 #36757 11/19/2019



N

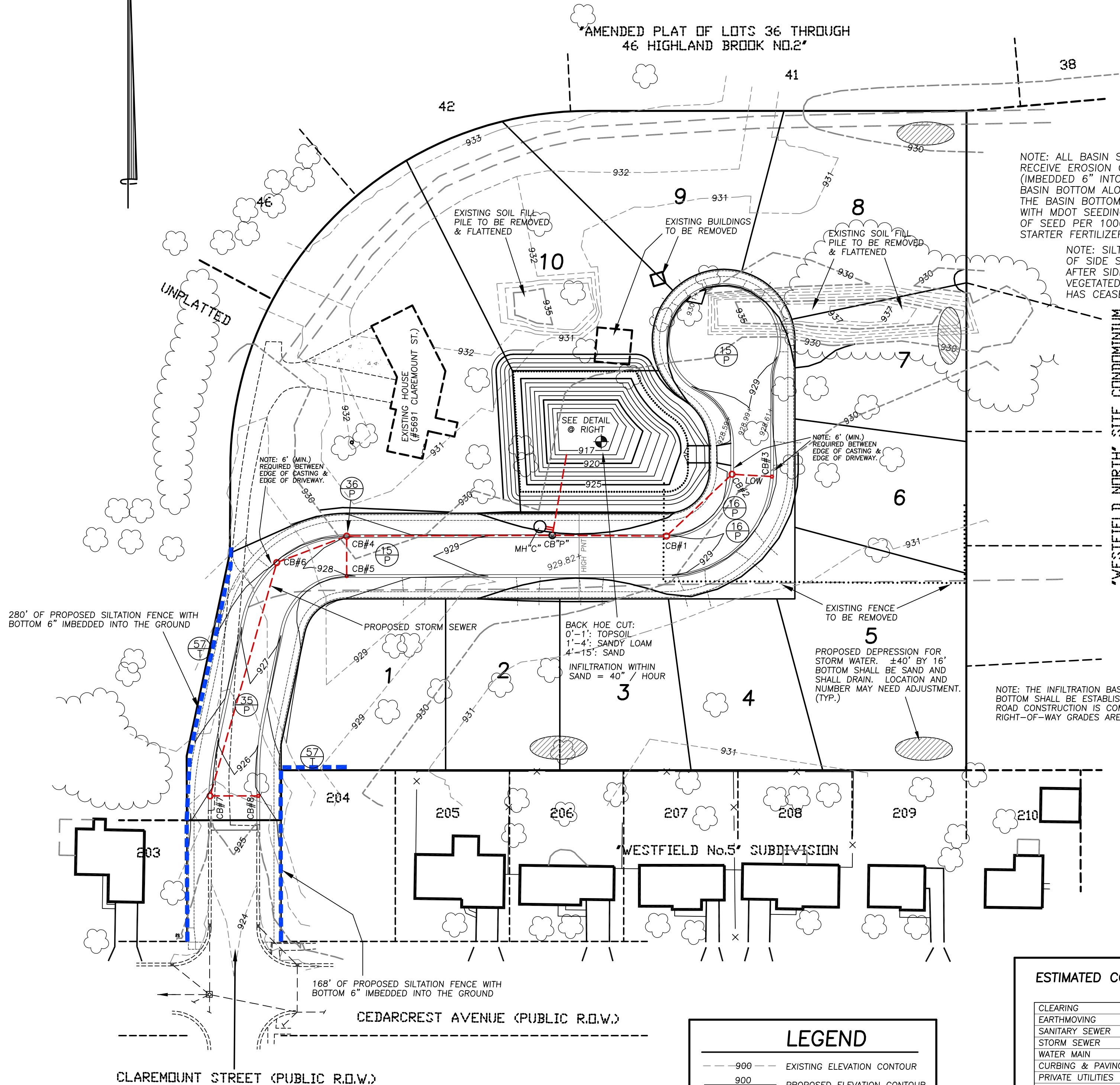
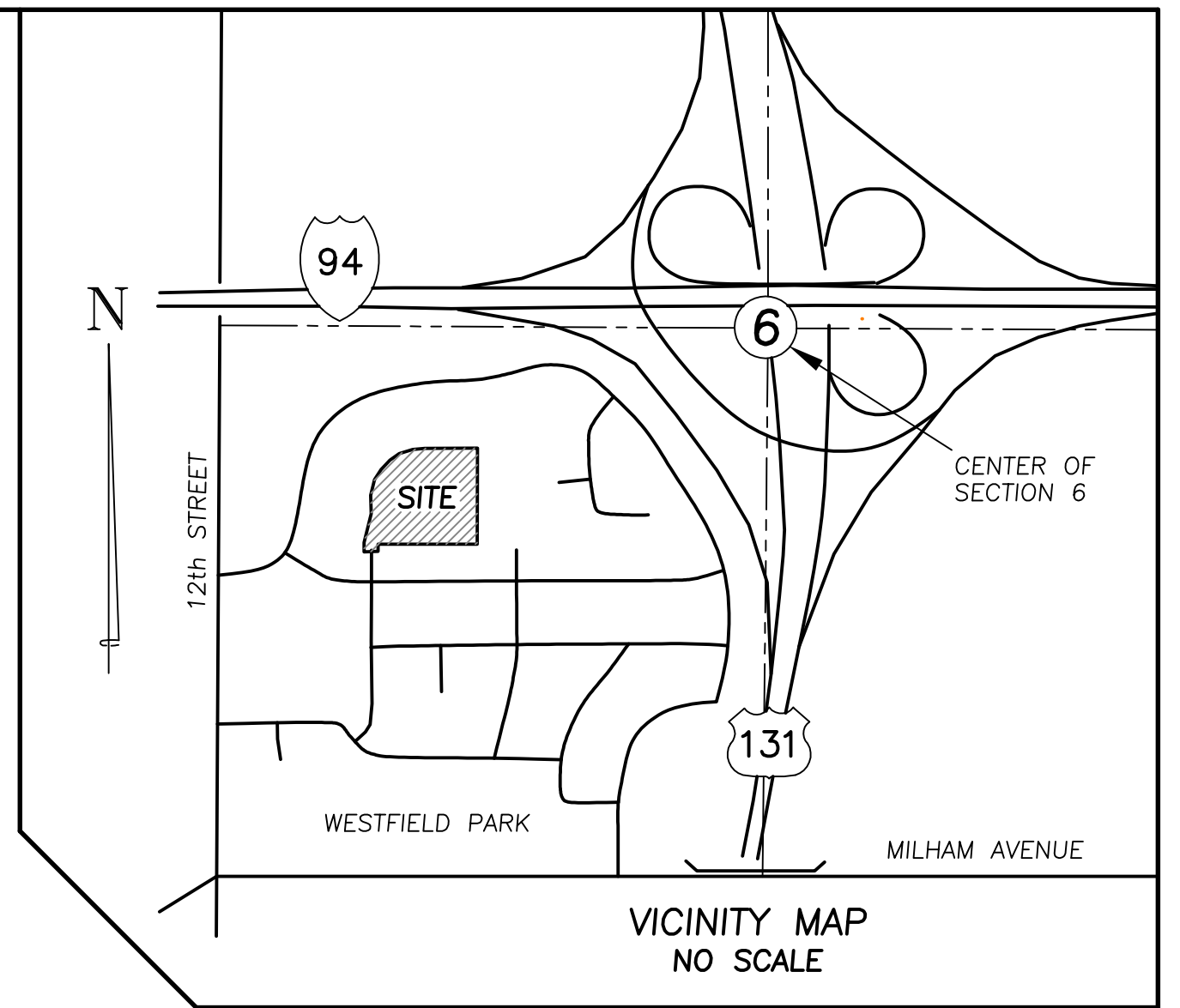
NOTE: SOIL EROSION CONTROL PERMIT SHALL BE OBTAINED FROM THE CITY OF PORTAGE. TWO COPIES OF THESE PLANS, AN APPLICATION FORM, AND FEES SHALL BE SUBMITTED AS REQUIRED. PERMIT SHALL BE OBTAINED PRIOR TO ANY EARTHMOVING OPERATIONS.

NOTE: THE WEST FORK OF PORTAGE CREEK IS LOCATED $\pm$ 500' NORTH OF THE "WESTFIELD NORTH" (NEAREST WATER BODY).

NOTE: ALL STORM SEWER INLETS/DRAINS SHALL HAVE GRATE WRAPPED IN FILTER FABRIC. FABRIC SHALL REMAIN IN PLACE UNTIL DISTURBED GROUND 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: PROPOSED SILT FENCE LOCATIONS SUBJECT TO CITY OF PORTAGE REVIEW. ADDITIONAL SILT FENCE MAY BE REQUIRED ON-SITE.

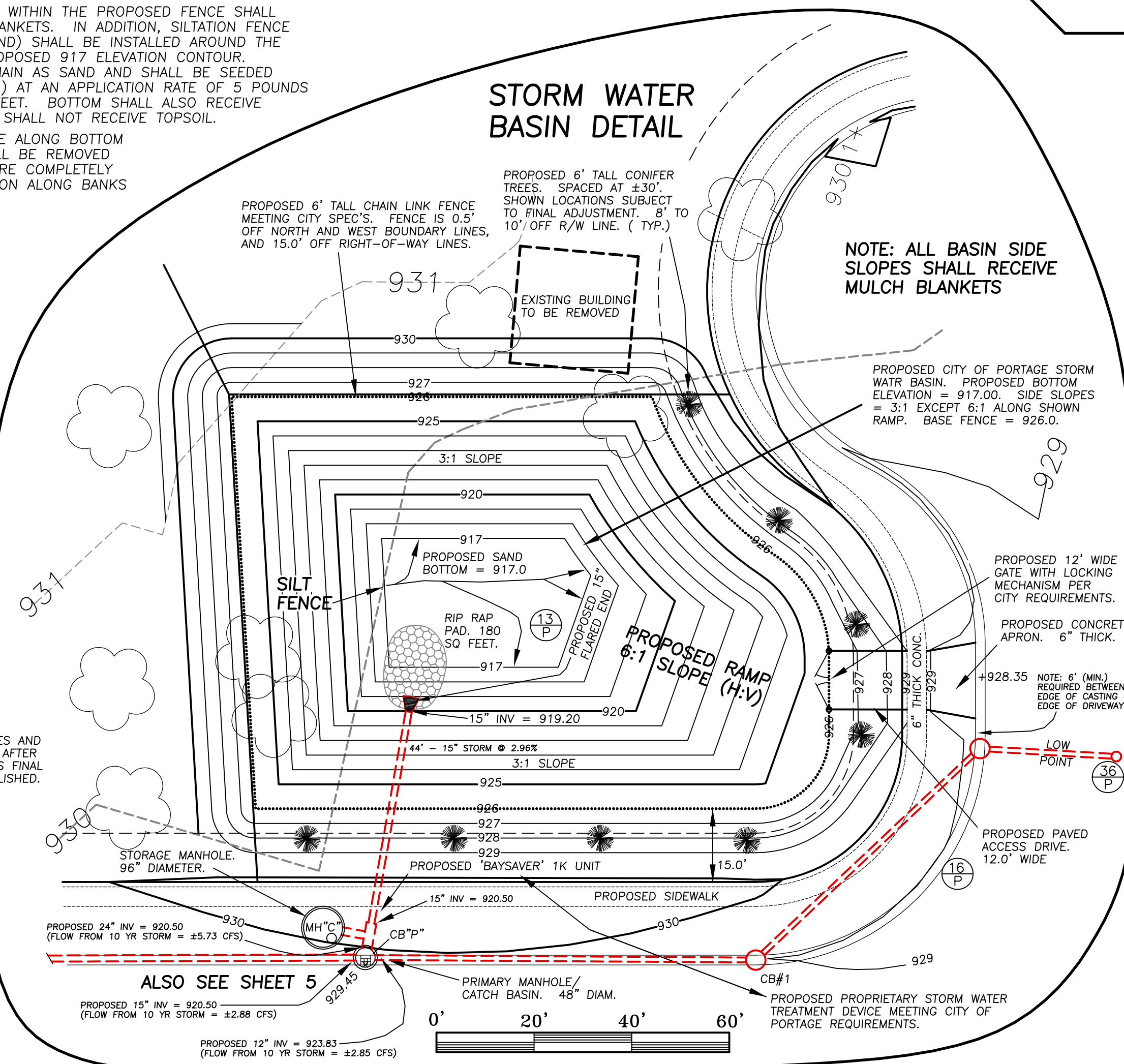


NOTE: ALL BASIN SIDE SLOPES WITHIN THE PROPOSED FENCE SHALL RECEIVE EROSION CONTROL BLANKETS. IN ADDITION, SILTATION FENCE (IMBEDDED 6" INTO THE GROUND) SHALL BE INSTALLED AROUND THE BASIN BOTTOM ALONG THE PROPOSED 917 ELEVATION CONTOUR. THE BASIN BOTTOM SHALL REMAIN AS SAND AND SHALL BE SEEDED WITH MDOT SEEDING (TSM 24+) AT AN APPLICATION RATE OF 5 POUNDS OF SEED PER 1000 SQUARE FEET. BOTTOM SHALL ALSO RECEIVE STARTER FERTILIZER. BOTTOM SHALL NOT RECEIVE TOPSOIL.

NOTE: SILTATION FENCE ALONG BOTTOM OF SIDE SLOPES SHALL BE REMOVED AFTER SIDE SLOPES ARE COMPLETELY VEGETATED AND EROSION ALONG BANKS HAS CEASED.

NOTE: THE INFILTRATION BASIN SIDE SLOPES AND BOTTOM SHALL BE ESTABLISHED DIRECTLY AFTER ROAD CONSTRUCTION IS COMPLETE AND AS FINAL RIGHT-OF-WAY GRADES ARE BEING ESTABLISHED.

STORM WATER BASIN DETAIL



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

ESTIMATED CONSTRUCTION SCHEDULE:

	04/20	05/20	06/20	07/20	08/20
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.

EROSION CONTROL NOTES:

- 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.
- EARTHWORK CONTRACTORS SHALL BE RESPONSIBLE FOR THE FOLLOWING:
 - BERMING OR FILTERING OF RUNOFF AT PROPERTY LINES WHERE EROSION COULD OCCUR.
 - PROTECTION OF ALL EXISTING AND NEWLY CONSTRUCTED STORM SEWER STRUCTURES, WHETHER ADJACENT TO THE SITE OR ON THE SITE.
 - MINIMIZATION OF TRACKING OF MATERIAL OFF-SITE.
 - SWEEPING AND CLEANING OF ADJACENT STREETS AS NECESSARY.
- OWNER SHALL OBTAIN "SOIL EROSION CONTROL PERMIT" FROM THE CITY OF PORTAGE.
- ALL STORM SEWER INLETS/DRAINS SHALL HAVE GRATE WRAPPED IN FILTER FABRIC. FABRIC SHALL REMAIN UNTIL RIGHT-OF-WAY IS SUITABLY STABILIZED.

SOIL EROSION METHODS WILL BE MONITORED DURING CONSTRUCTION OF THE INFRASTRUCTURE AND THE RESIDENTIAL UNITS. IF LARGE AMOUNTS OF DIRT AND SEDIMENT ARE TRACKED ONTO THE ROADWAYS DURING CONSTRUCTION, THE STORM WATER TREATMENT DEVICE MAY NEED TO BE CLEANED PRIOR TO ISSUANCE OF THE FINAL BUILDING PERMIT FOR THIS SITE CONDOMINIUM. AN INSPECTION OF THE INFILTRATION BASIN WILL BE PERFORMED FOLLOWING COMPLETION OF CONSTRUCTION, AND IF THERE IS A BUILD-UP OF SEDIMENT ON THE BOTTOM OF THE BASIN, THE SEDIMENT WILL NEED TO BE REMOVED.

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.

PARCEL DESCRIPTION PER 1996 DEED (L. 1906, PG. 993)

Beginning at the Northwest corner of Lot 210, Westfield No. 5, according to the Plat thereof as recorded in Liber 29 of Plats, on Page 04, Kalamazoo County Records; thence North 462.00 feet to the South line of the "amended Plat of Lots 36 through 46, Highland Brook No. 2"; thence West 264.00 feet; thence Southwesterly, 271.11 feet along the arc of a curve to the left having a radius of 252.00 feet, central angle of 61 degrees 38 minutes 28 seconds and a chord of South 59 degrees 10 minutes 46 seconds West 258.22 feet; thence Southwesterly 124.73 feet along the arc of a curve to the left having a radius of 252.00 feet, and chord of South 14 degrees 10 minutes 46 seconds West 123.46 feet; thence South 58.00 feet; thence South 11 degrees 55 minutes 45 seconds West 145.13 feet; thence South 45.00 feet to the North line of Westfield No. 5; thence East 66.00 feet; thence North 35.00 feet; thence East along the North line of Westfield No. 5, 480.00 feet to the place of beginning.

LEGEND

---	EXISTING ELEVATION CONTOUR
---	PROPOSED ELEVATION CONTOUR

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

EROSION CONTROL PLAN & GRADING PLAN CLAREMOUNT WOODS	
PROPERTY IN SEC. 6, T. 3 S., R. 11 W., CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN	
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	
DATE: 11/19/2019	SHEET: 3
JOB No.: 36757	



GENERAL NOTES

- 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 THIS 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 CONSTRUCTION STAKING 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.

CONSTRUCTION NOTES

- 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.

WATER MAIN NOTES

- 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 AND SHALL BE INSTALLED ACCORDING TO THE CITY OF PORTAGE STANDARD SPECIFICATIONS (AVAILABLE AT CITY OF PORTAGE WEBSITE: www.portage.mi.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 SD-133, TYPICAL SERVICE LINE AND METER BOX INSTALLATIONS, PLUMBING PERMIT REQUIRED.
- 5) HYDRANT ASSEMBLIES SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF PORTAGE STANDARD DETAIL SD-144, AUXILIARY VALVE LOCATION.
- 6) HYDRANT SIGNS SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF PORTAGE STANDARD DETAIL SD-145, STANDARD HYDRANT SIGN.

SANITARY SEWER NOTES

- 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.

PRIVATE UTILITY NOTES

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

STORM SEWER NOTES

- 1) STORM SEWER PIPE SHALL BE EITHER CORRUGATED POLYETHYLENE (C.P.E.), REINFORCED CONCRETE (R.C.P.), OR OTHER TYPES MEETING MDOT AND CITY OF PORTAGE APPROVAL.
- 2) CORRUGATED POLYETHYLENE (C.P.E.) PIPE SHALL MEET THE REQUIREMENTS OF AASHTO M 294 TYPE 5 (DUAL WALL, SMOOTH INSIDE, CORRUGATED OUTSIDE, NO PERFORATIONS). THE JOINTS SHALL BE WATER TIGHT AND COMPLY WITH ASTM D 3212. (HANCOR HI-Q, ADS N-12, OR EQUIVALENT)
- 3) REINFORCED CONCRETE PIPE (R.C.P.) SHALL MEET THE REQUIREMENTS OF ASTM C 76. THE JOINTS SHALL BE WATER TIGHT AND COMPLY WITH ASTM C 443.
- 4) ~~NON-REINFORCED CONCRETE PIPE (R.C.P.) SHALL MEET THE REQUIREMENTS OF ASTM C 443.~~
- 5) ~~CLASS 1 - THE JOINTS SHALL BE WATER TIGHT AND COMPLY WITH ASTM C 443.~~
- 6) PREMIUM WATER TIGHT JOINTS (RUBBER OR SLIP SEAL) ARE REQUIRED AT EACH STORM SEWER PIPE JOINT IN ACCORDANCE WITH CITY OF PORTAGE REQUIREMENTS.
- 7) PIPE CONNECTIONS AT ALL SOIL WALLED STRUCTURES SHALL BE MADE WITH A WATER TIGHT RESILIENT CONNECTOR (RUBBER TYPE BOOT WITH STAINLESS STEEL BANDS, OR OTHER TYPE AS APPROVED BY CITY OF PORTAGE).
- 8) STORM SEWER PIPE SHALL HAVE A MINIMUM OF 24 INCHES OF COVER.
- 9) ALL STORM SEWER PIPE AND INSTALLATION SHALL COMPLY WITH CITY OF PORTAGE "CONSTRUCTION SPECIFICATIONS AND STANDARDS".
- 10) ALL SOIL WALLED STRUCTURES SHALL HAVE CONCRETE BOTTOMS.
- 11) DEFLECTION TESTS SHALL BE PERFORMED ON ALL FLEXIBLE PIPE. THE TEST SHALL BE CONDUCTED AFTER THE BACKFILL HAS BEEN PLACED AND PRIOR TO INSTALLING ANY ASPHALT OR CONCRETE SURFACE. NO PIPE SHALL EXCEED A DEFLECTION OF FIVE (5) PERCENT. THE DEFLECTION TEST SHALL BE RUN USING A RIGID BALL OR MANDREL, HAVING A DIAMETER EQUAL TO 95% OF THE INSIDE DIAMETER OF THE PIPE. DEFLECTION SHALL BE CONDUCTED AFTER FINAL BACKFILL HAS BEEN IN PLACE FOR AT LEAST 30 DAYS.
- 12) ALL PUBLIC STORM SEWER PIPE SHALL BE TELEVIEWED IN ACCORDANCE WITH SECTION 208.2.6 (TELEVISION) OF THE CITY'S SPECIFICATIONS.

SOIL EROSION CONTROL NOTES (SEE SHEET 3)

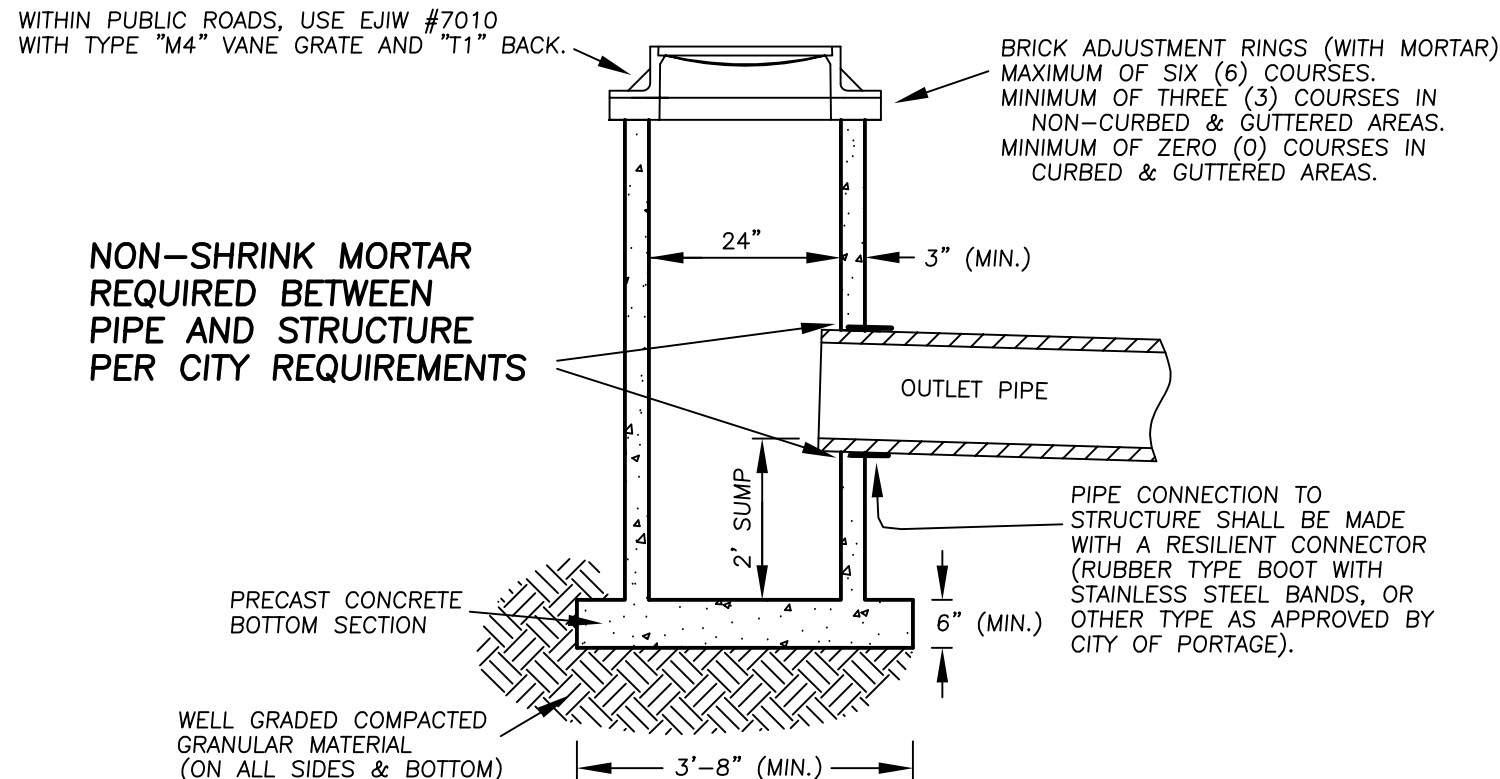
- 1) ALL CONSTRUCTION SHALL COMPLY WITH THE SOIL EROSION AND SEDIMENTATION CONTROL ACT (P.A. 451 OF 1994, AS AMENDED) AS ADMINISTERED BY THE CITY OF PORTAGE.
- 2) EARTHWORK CONTRACTORS SHALL BE RESPONSIBLE FOR THE FOLLOWING:
 - A) BERMING OR FILTERING OF ADJACENT STREETS AS NECESSARY.
 - B) PROTECTION 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.

RESTORATION NOTES

- 1) ALL DISTURBED AREAS SHALL BE RESTORED WITH MINIMUM 4" TOPSOIL AND GRASS SEED, OR OTHER REQUIRED LANDSCAPING.
- 2) EXISTING STREETS AND YARDS SHALL BE RESTORED TO A CONDITION AT LEAST EQUAL TO THAT WHICH EXISTED PRIOR TO CONSTRUCTION.

STREET LIGHTS & STREET SIGNS

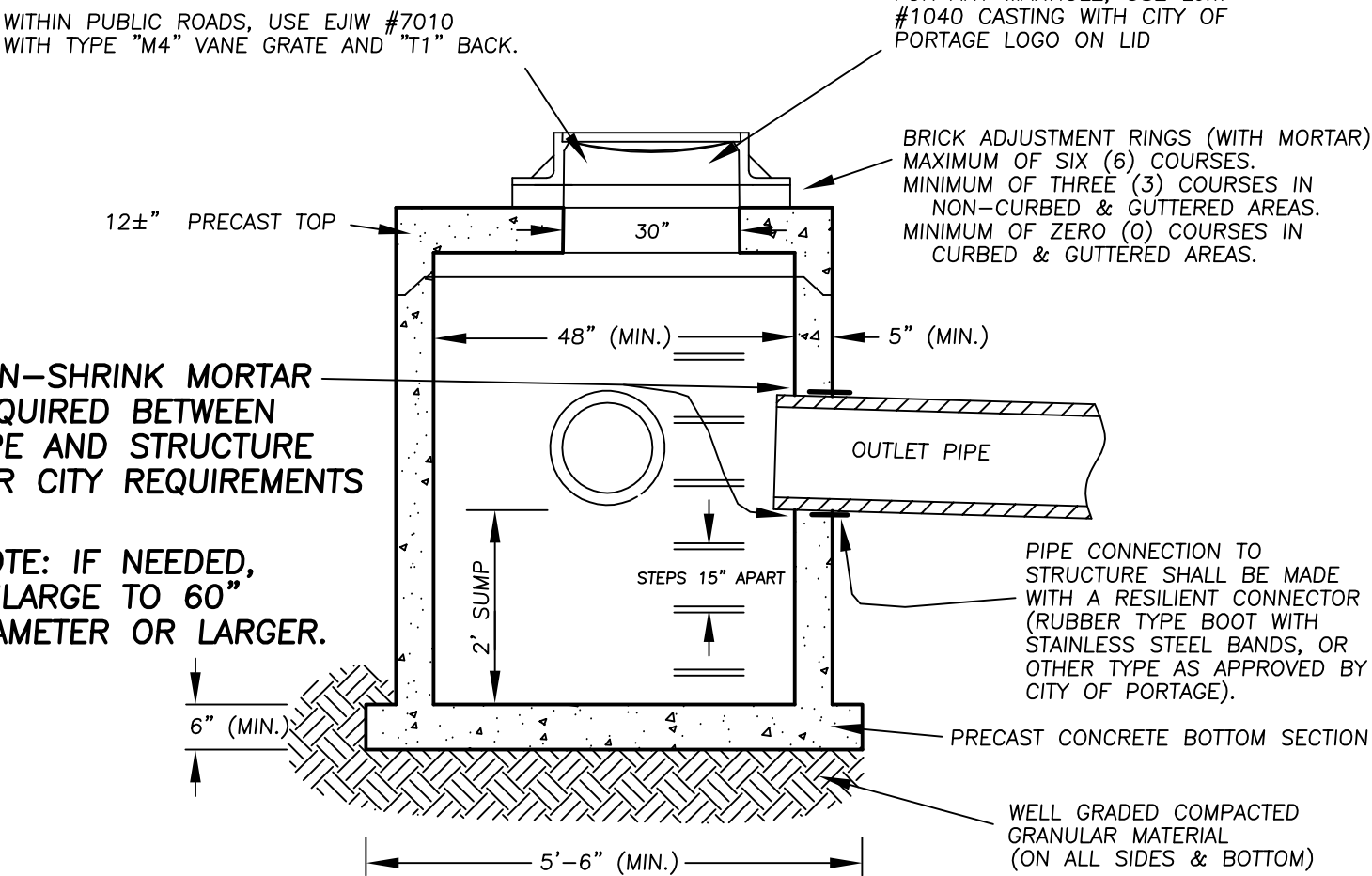
- 1) DECIDUOUS TREES AT PLANTING SHALL HAVE A MINIMUM CALIPER OF 1.5" AT 6" ABOVE THE ROOT BALL; A CLEAR STEM OF 4 FEET; AND A BURLAP BALL SIZE OF AT LEAST 10 TIMES THE CALIPER. ALLOWED TREES INCLUDE SARGENT CHERRY, AMUR CORKTREE, GOLDENRAIN TREE, MAPLES (HEDGE, PACIFIC SUNSET, IRIDANT, TATARIAN MAPLE), AMERICAN & EUROPEAN HORNBEAM, KATSURU TREE, IVORY SILK JAPANESE TREE LILAC, & ORNAMENTAL PEARS (CLEVELAND AND REDSPIRE CALLERY PEAR).
- 2) STREET LIGHTS SHALL BE 8500 LUMEN, HIGH PRESSURE SODIUM VAPOR. DECORATIVE LIGHT POLES SHALL HAVE A HEIGHT OF 19 FEET. ALL LIGHT STANDARDS AND UTILITY POLES SHALL BE LOCATED AT LEAST 5 FEET OFF PROPOSED BACK OF CURB.
- 3) ALL PAVEMENT MARKINGS AND TRAFFIC SIGNS MUST CONFORM TO THE STANDARDS SET FORTH IN THE CURRENT EDITION OF THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES ("M.M.U.T.C.D.").
- 4) ALL STREET SIGNS SHALL CONFORM TO CITY OF PORTAGE PUBLISHED REQUIREMENTS. ALL SIGNS SHALL BE INSTALLED ON 3 POUND GALVANIZED U-CHANNEL POSTS AND SHALL HAVE A MINIMUM POST BURY OF 36 INCHES. DISTANCE FROM BOTTOM OF SIGN TO GROUND SHALL BE 7 FEET. ANYTHING NOT SPECIFIED IN THESE PLANS SHALL BE IN ACCORDANCE WITH THE M.M.U.T.C.D. STREET NAME SIGNS SHALL BE 9 INCHES TALL (VERTICAL DIMENSION OF ACTUAL SIGN).



24" STORM SEWER INLET

- NO SCALE
- NOTES:
- 1) STRUCTURE SHALL HAVE A 2 FOOT SUMP UNLESS SLOPE OF OUTLET PIPE EQUALS OR EXCEEDS THREE (3) PERCENT.
 - 2) HEIGHT OF STRUCTURES WILL VARY BUT SHALL NOT EXCEED FIVE (5.0) FEET.
 - 3) STRUCTURES SHALL BE PRECAST CONCRETE AND CONFORM TO ASTM C-478.
 - 4) 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

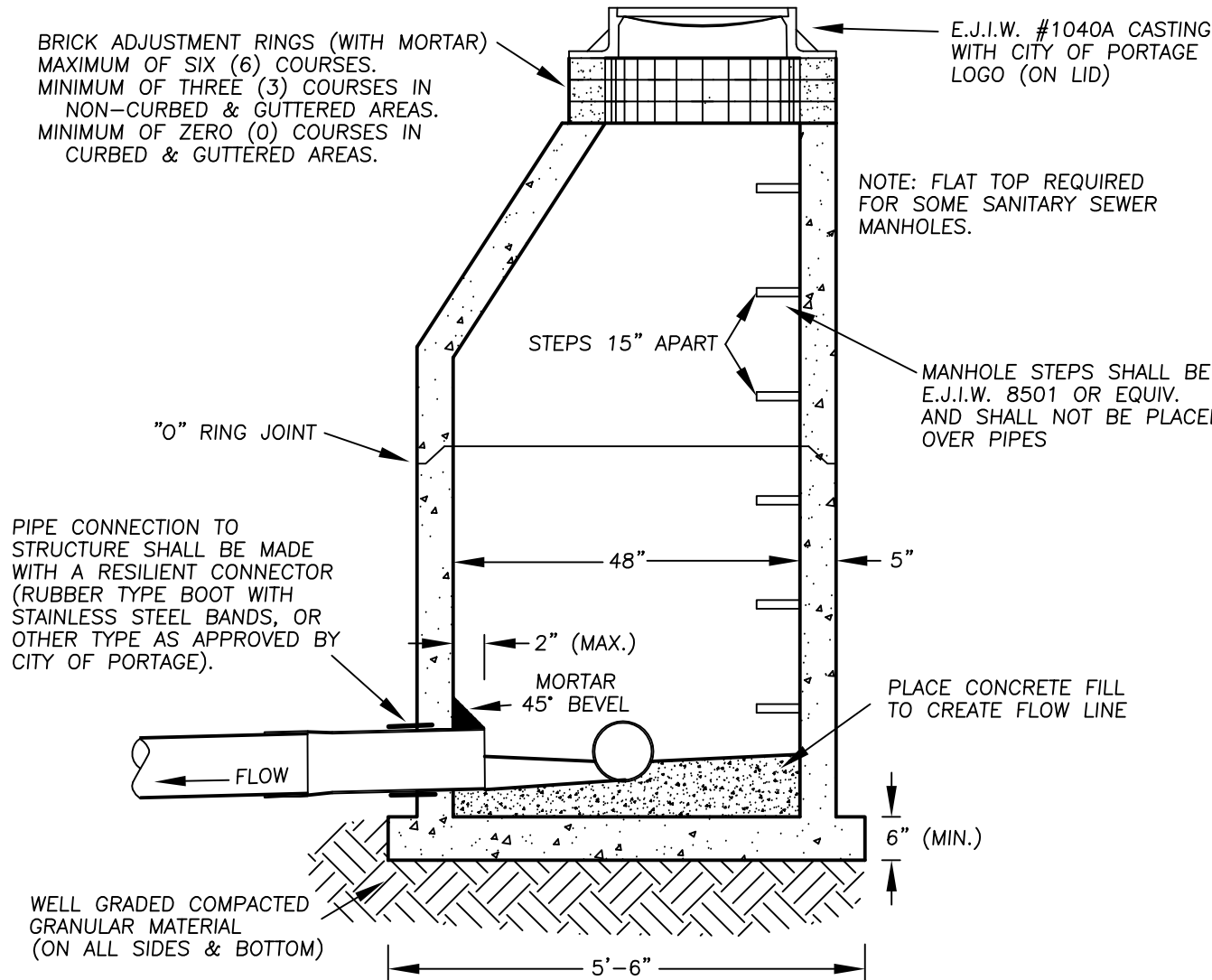
NOTE: STORM SEWER MANHOLE LIDS SHALL HAVE A STANDARD CITY OF PORTAGE LOGO ON LID AND MANHOLES DO NOT HAVE A SUMP.



48" STORM SEWER STRUCTURE W/FLAT TOP

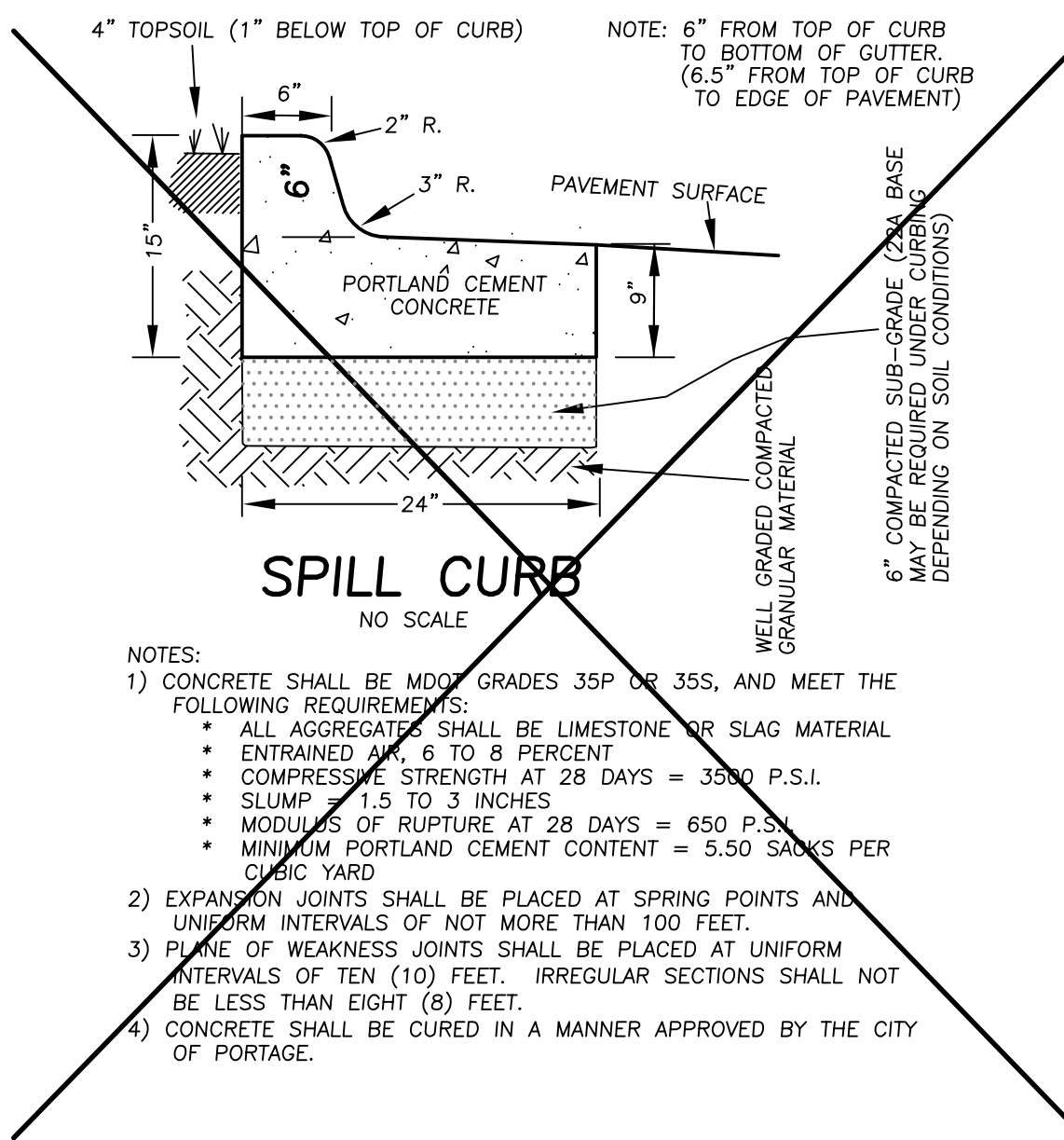
- NO SCALE
- NOTES:
- 1) MANHOLE STRUCTURES SHALL NOT HAVE A SUMP AND SHALL REQUIRE EJIW #1040A CASTING WITH CITY OF PORTAGE LOGO PER CITY STANDARDS.
 - 2) HEIGHT OF STRUCTURES WILL VARY.
 - 3) STRUCTURES SHALL BE PRECAST CONCRETE AND CONFORM TO ASTM C-478.
 - 4) SOME STRUCTURES MAY HAVE TO BE ENLARGED 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 OPENING. TOP STEP SHALL BE NO MORE THAN 24 INCHES FROM TOP OF CASTING. BOTTOM STEP SHALL BE NO MORE THAN 24 INCHES FROM BENCH/BOTTOM 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

NOTE: SANITARY SEWER MANHOLE LIDS SHALL HAVE A STANDARD CITY OF PORTAGE LOGO ON LID.



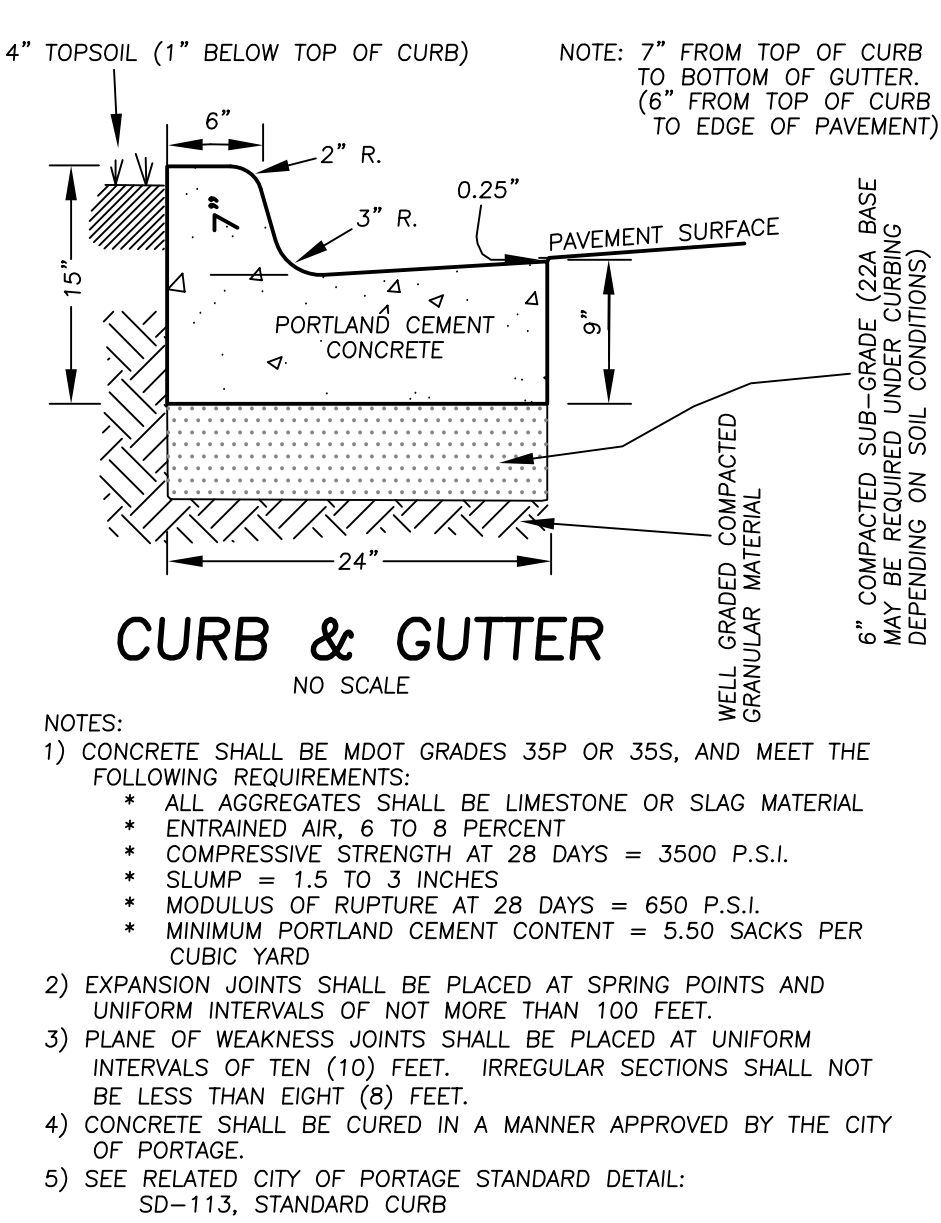
48" SANITARY SEWER MANHOLE

- NO SCALE
- 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 STEPS AFTER STRUCTURE IS IN PLACE, IF NECESSARY, TO INSURE STEPS ARE LOCATED UNDER OPENING. TOP STEP SHALL BE NO MORE THAN 24 INCHES FROM TOP OF CASTING. BOTTOM STEP SHALL BE NO MORE THAN 24 INCHES FROM BENCH.
 - 4) SEE RELATED CITY OF PORTAGE STANDARD DETAILS:
SD-105, STANDARD MANHOLE
SD-106, SANITARY SEWER STANDARD MANHOLE CASTING
SD-107, SANITARY SEWER PRESSURE-TIGHT MANHOLE CASTING
SD-108, STANDARD MANHOLE STEP



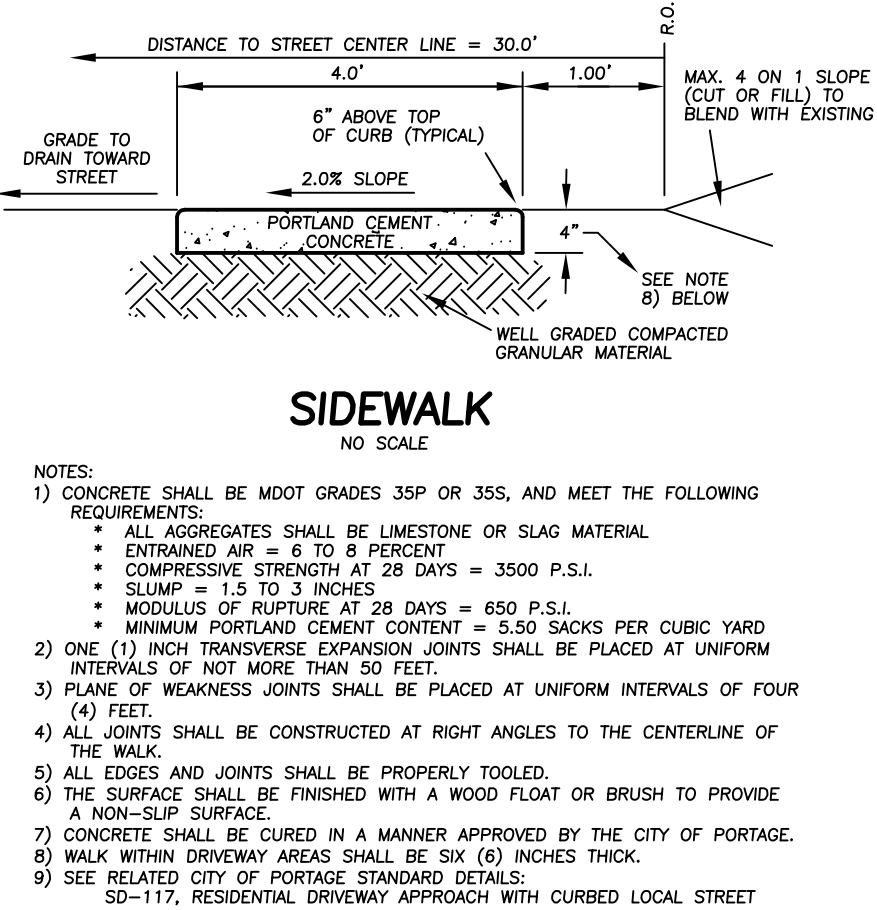
SPILL CURB

- NO SCALE
- NOTES:
- 1) CONCRETE SHALL BE MDOT 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) PLANE OF WEAKNESS JOINTS SHALL BE PLACED AT UNIFORM INTERVALS OF TEN (10) FEET. IRREGULAR SECTIONS SHALL NOT BE LESS THAN EIGHT (8) FEET.
 - 4) CONCRETE SHALL BE CURED IN A MANNER APPROVED BY THE CITY OF PORTAGE.



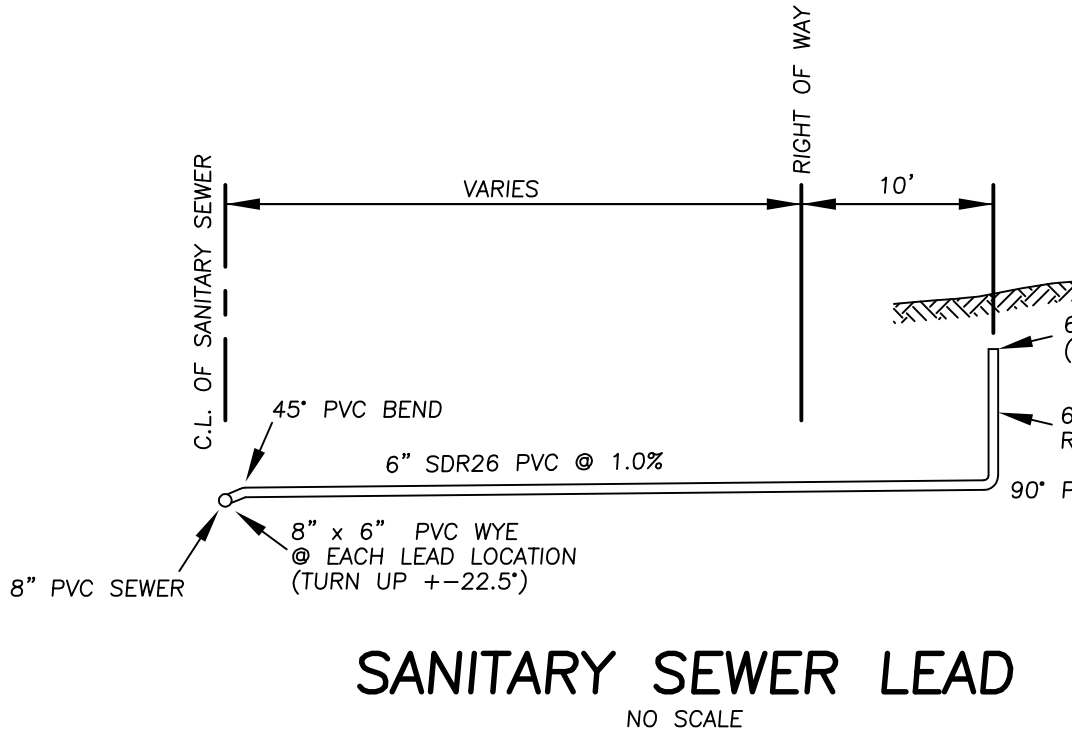
CURB & GUTTER

- NO SCALE
- NOTES:
- 1) CONCRETE SHALL BE MDOT 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) PLANE OF WEAKNESS JOINTS SHALL BE PLACED AT UNIFORM INTERVALS OF TEN (10) FEET. IRREGULAR SECTIONS SHALL NOT BE LESS THAN EIGHT (8) FEET.
 - 4) CONCRETE SHALL BE CURED IN A MANNER APPROVED BY THE CITY OF PORTAGE.
 - 5) SEE RELATED CITY OF PORTAGE STANDARD DETAIL: SD-113, STANDARD CURB



SIDEWALK

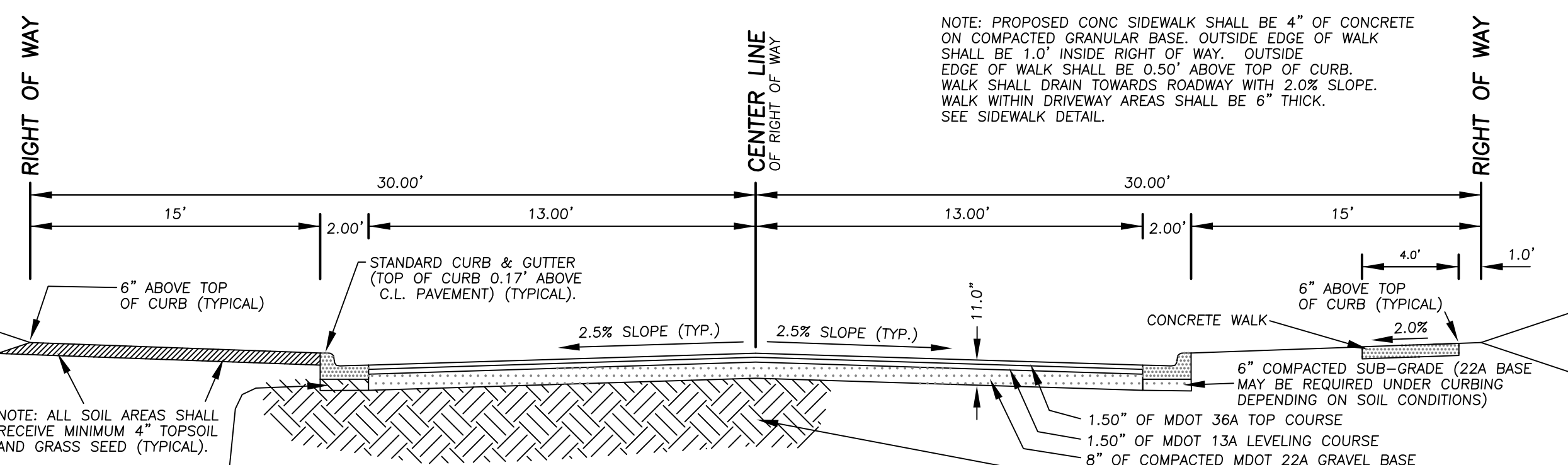
- NO SCALE
- NOTES:
- 1) CONCRETE SHALL BE MDOT GRADES 35P OR 35S, AND MEET THE FOLLOWING REQUIREMENTS:
 - ALL AGGREGATES SHALL BE LIMESTONE OR SLAG MATERIAL
 - ENTRAINED AIR = 6 TO 8 PERCENT
 - COMPRESSIVE STRENGTH AT 28 DAYS = 3500 P.S.I.
 - SLUMP = 1.5 TO 3 INCHES
 - MODULUS OF RUPTURE AT 28 DAYS = 650 P.S.I.
 - MINIMUM PORTLAND CEMENT CONTENT = 5.50 SACKS PER CUBIC YARD
 - 2) ONE (1) INCH TRANSVERSE EXPANSION JOINTS SHALL BE PLACED AT UNIFORM INTERVALS OF NOT MORE THAN 50 FEET.
 - 3) PLANE OF WEAKNESS JOINTS SHALL BE PLACED AT UNIFORM INTERVALS OF FOUR (4) FEET.
 - 4) ALL EDGES AND JOINTS SHALL BE PROPERLY TOOLED.
 - 5) THE SURFACE SHALL BE FINISHED WITH A WOOD FLOAT OR BRUSH TO PROVIDE A NON-SLIP SURFACE.
 - 6) CONCRETE SHALL BE CURED IN A MANNER APPROVED BY THE CITY OF PORTAGE.
 - 7) WALK WITHIN DRIVEWAY AREAS SHALL BE SIX (6) INCHES THICK.
 - 8) SEE RELATED CITY OF PORTAGE STANDARD DETAILS: SD-117, RESIDENTIAL DRIVEWAY APPROACH WITH CURBED LOCAL STREET



SANITARY SEWER LEAD

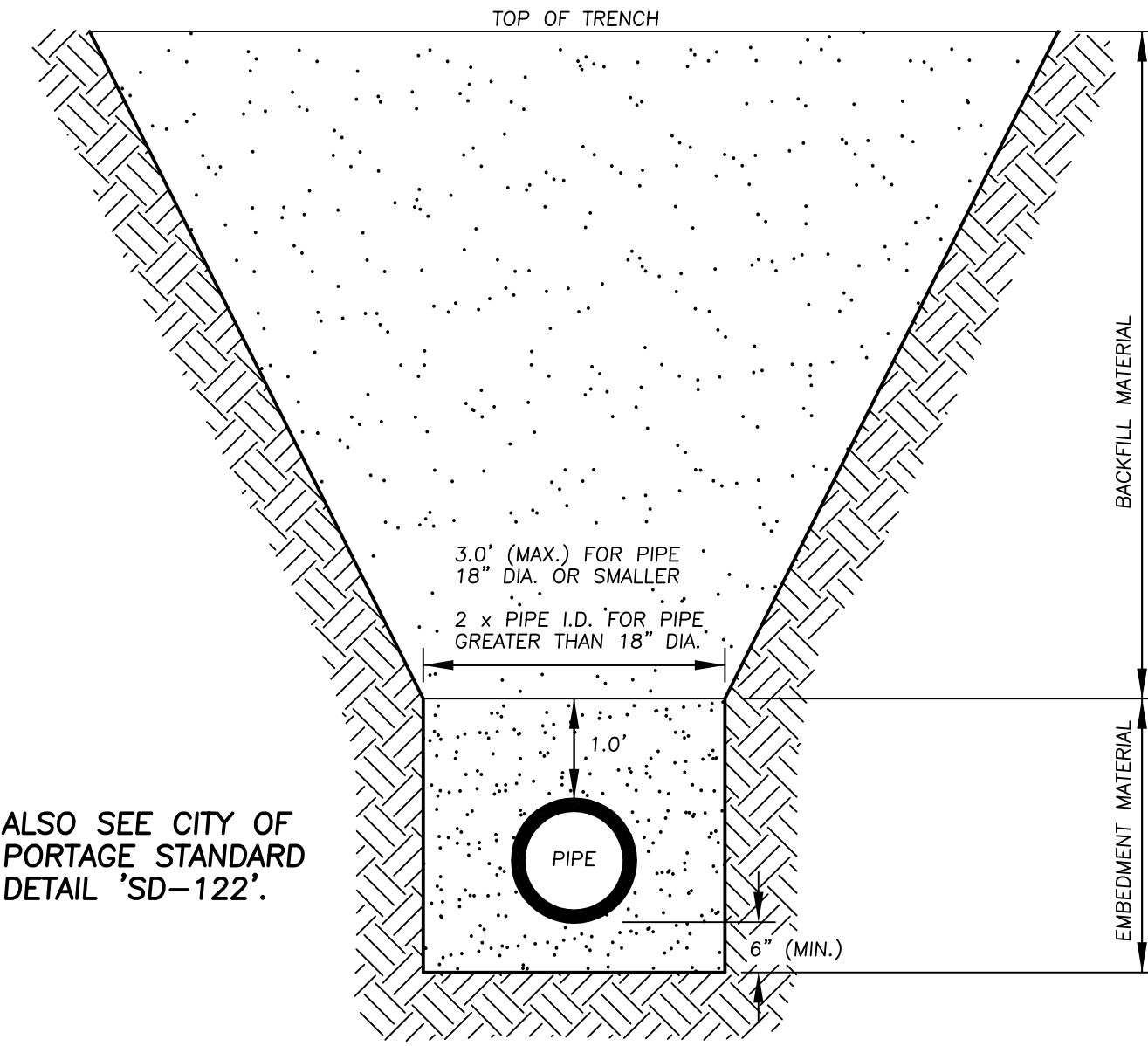
- NO SCALE
- NOTES:
- 1) 4" x 4" RISER MARKER STAKE REQUIRED AT EACH RISER LOCATION.
 - 2) BEDDING AND COMPACTION SHALL BE PER CITY STANDARD SPECIFICATIONS.
 - 3) SEE RELATED CITY OF PORTAGE STANDARD DETAILS: SD-110, SANITARY SEWER STANDARD HOUSE CONNECTIONS (PROPERTY LINE RISER)
 - 4) MAIN LINE RISERS REQUIRED WHEN DEPTH OF SEWER MAIN IS 15' OR GREATER.

ALSO SEE CITY OF PORTAGE STANDARD DETAIL SD-110.



PUBLIC ROAD CROSS-SECTION

- NO SCALE
- NOTE: CONTRACTOR SHALL SPECIFY UNDERCUTTING PROVISIONS AND PRICES WITHIN BID.
- NOTE: COMPACTED MATERIAL SHALL BE COMPACTED TO 95 PERCENT OF MAXIMUM UNIT WEIGHT AS DETERMINED BY THE MODIFIED PROCTOR METHOD.



UTILITY TRENCH DETAIL

- 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 PIPE.
 - 2) ALL EMBEDMENT AND BACKFILL MATERIALS SHALL BE FREE FROM FROZEN EARTH, ICE, SNOW, TOPSOIL, MUCK, CLINDERS, 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 MATERIAL AND IS ADEQUATELY COMPACTED TO PREVENT 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 COMPACTION SHALL NOT BE ALLOWED.
 - 7) SEE RELATED CITY OF PORTAGE STANDARD DETAIL: SD-122, STANDARD TRENCH DETAIL

CONSTRUCTION DETAILS & NOTES "CLAREMOUNT WOODS"		REVISED: 1/21/2020
PART OF THE SW 1/4 OF SEC. 6, T35, R11W, CITY OF PORTAGE, KALAMAZOO CNTY., MICHIGAN		DATE: 11/19/2019
Ingersoll, Watson & McMachen, Inc.		SHEET: 4
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS		JOB No.: 36757
1209 East Milham Road • Portage, Michigan 49002 • Phone 269 344-6165 • Fax 269 344-0555		



TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Final Condominium Subdivision for Westfield North

SUPPORTING PERSONNEL: Chris Forth, Acting Director of Community Development

ACTION RECOMMENDED: Approve the Final Condominium Subdivision for Westfield North, 5700 Alten Street, subject to: a) completion of sidewalks and street trees by November 2021; and, b) six sections of the storm sewer be reviewed before expiration of the two-year maintenance bond.

On June 25, 2019, City Council granted Final Preliminary Condominium approval (engineering plans) for Westfield North Subdivision allowing the developer, Westfield Capital, LLC, to proceed with construction. The developer has completed all required public improvements with the exception of installation of the concrete sidewalks and street trees. Receiving final condominium approval before completion of all public improvements will allow the developer to record an amendment to the Master Deed and Homeowner Association Bylaws. Once recorded, the developer can begin selling condominium sites and building houses.

Storm water related piping and structures within the public streets, along with the infiltration basin, will be owned and maintained by the city. After review of storm sewer system, sags and deflections in the pipes were identified in six sections. These sections should be cleaned, re-videoed, and re-tested for deflection in approximately two years prior to the expiration date of the maintenance bond.

In conformance with Section 42-921 of the Land Development Regulations and to ensure completion of the sidewalks and street trees, the developer has deposited a surety bond with the city in the amount of 125% of the total construction costs. The amount of the surety bond has been reviewed by the City Administration and determined to be acceptable.

It is recommended that City Council grant Final Condominium Subdivision approval for Westfield North with the stipulation that a) sidewalks and street trees be completed by November 2021, and b) six sections of the storm sewer be reviewed before expiration of the two-year maintenance bond. Should the developer not complete the remaining public improvements, the developer can request the City Council to grant an extension of time or the surety will be used to complete the construction.

FUNDING: Not applicable

Attachments: 1. Final Condominium Drawings Westfield North

ATTENTION COUNTY REGISTER OF DEEDS:
THE CONDOMINIUM SUBDIVISION PLAN NUMBER MUST BE ASSIGNED
IN CONSECUTIVE SEQUENCE. WHEN A NUMBER HAS BEEN ASSIGNED
TO THIS PROJECT, IT MUST BE PROPERLY SHOWN IN THE TITLE ON
THIS SHEET AND IN THE SURVEYOR'S CERTIFICATE ON SHEET 2.

KALAMAZOO COUNTY CONDOMINIUM SUBDIVISION PLAN No. _____

EXHIBIT "B" TO THE MASTER DEED OF

WESTFIELD NORTH

CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN

SHEET INDEX

1. COVER SHEET
2. SURVEY PLAN
3. SITE PLAN
4. UTILITY / EASEMENT PLAN

DEVELOPER:

WESTVIEW CAPITAL, LLC
A MICHIGAN LIMITED LIABILITY COMPANY
2186 EAST CENTRE STREET
PORTAGE, MICHIGAN 49002

SURVEYOR:

INGERSOLL, WATSON & McMACHEN, INC.
RANDY B. LIGMAN
PROFESSIONAL SURVEYOR No. 28413
1209 EAST MILHAM ROAD, SUITE B
PORTAGE, MICHIGAN 49002

DESCRIPTION:

A parcel of land situated in the Southwest fractional quarter of Section 6, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan, being more particularly described as:

Commencing at the South quarter corner of Section 6, T. 3 S., R. 11 W.; thence N 89°50'00" W 982.39 feet along the South line of the Southwest fractional quarter of Section 6; thence N 00°10'00" E 1536.21 feet perpendicular with said South line to the Southwest corner of Briar Hill subdivision according to the plat thereof as recorded in Liber 41, Page 32 Kalamazoo County Records and the Place of Beginning; thence S 89°56'52" W (previously recorded as "WEST") 426.44 feet along the North line of Westfield No.3 subdivision according to the plat thereof as recorded in Liber 27, Page 04 Kalamazoo County Records and the North line of Westfield No.5 subdivision according to the plat thereof as recorded in Liber 29, Page 11 Kalamazoo County Records; thence N 00°01'16" E 462.07 feet to the South line of the Amended Plat of Lots 36 through 46 Highland Brook No.2 according to the plat thereof as recorded in Liber 35, Page 22 Kalamazoo County Records; thence N 85°01'59" E (previously recorded as N 84°58'23" E) 359.00 feet along said South line of the Amended Plat of Lots 36 through 46 Highland Brook No.2 to the West line of said Briar Hill subdivision; thence S 07°55'38" E 497.52 feet along said West line of Briar Hill subdivision to the Place of Beginning, containing 4.31 acres of land.



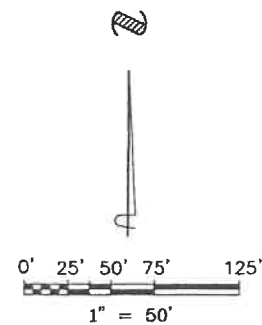
COVER SHEET

Ingersoll, Watson & McMachen, Inc.
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS
1209 East Milham Road, Suite B • Portage, Michigan 49002 • Phone 269-344-6165

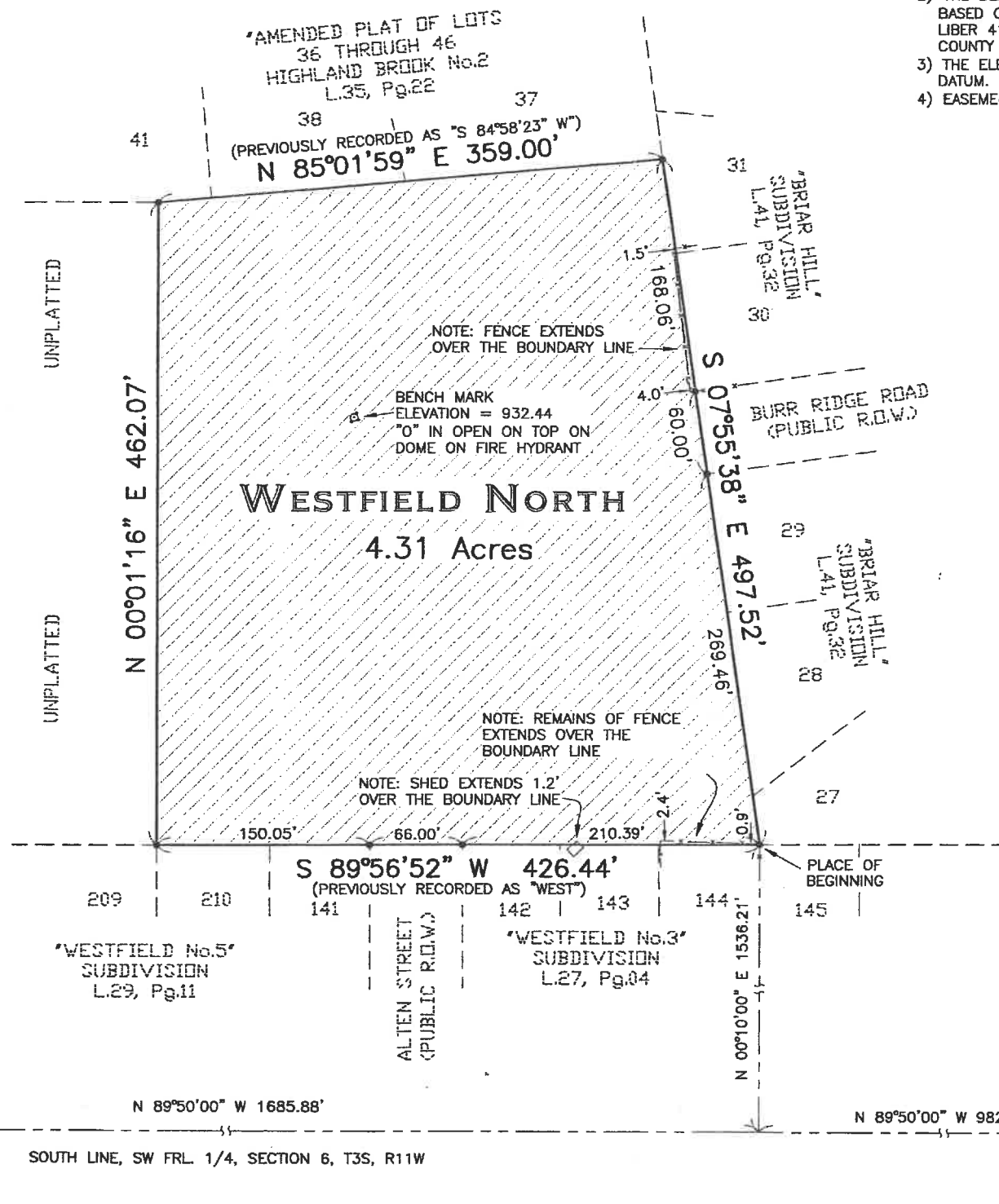
DATE
12/02/2019

JOB NO.
36734

SHEET No.
1



• INDICATES CONCRETE MONUMENT



- NOTE:
- 1) THE DIMENSIONS SHOWN ARE IN DECIMAL FEET.
 - 2) THE BEARINGS SHOWN HEREON WERE ESTABLISHED BASED ON "BRIAR HILL" SUBDIVISION RECORDED IN LIBER 41 OF PLATS ON PAGE 32 KALAMAZOO COUNTY RECORDS.
 - 3) THE ELEVATIONS SHOWN ARE BASED ON USGS DATUM.
 - 4) EASEMENTS ARE SHOWN ON SHEETS 3 AND 4.



VICINITY SKETCH
NO SCALE

SURVEYOR'S CERTIFICATE:
I, RANDY B. LIGMAN, PROFESSIONAL SURVEYOR IN THE STATE OF MICHIGAN
HEREBY CERTIFY:

THAT THE SUBDIVISION PLAN KNOWN AS KALAMAZOO COUNTY CONDOMINIUM
SUBDIVISION PLAN No. _____, AS SHOWN ON THE ACCOMPANYING DRAWINGS,
REPRESENTS A SURVEY ON THE GROUND MADE UNDER MY DIRECTION, THAT
ALL OBSERVABLE ENCROACHMENTS UPON THE LANDS AND PROPERTY HEREIN
DESCRIBED ARE SHOWN.

THAT THE REQUIRED MONUMENTS AND IRON MARKERS HAVE BEEN LOCATED
IN THE GROUND OR WILL BE PLACED BY 12/02/2020 AS REQUIRED BY
RULES PROMULGATED UNDER SECTION 142 OF ACT No.59 OF THE PUBLIC
ACTS OF 1978.

THAT THE ACCURACY OF THIS SURVEY IS WITHIN THE LIMITS REQUIRED BY
THE RULES PROMULGATED UNDER SECTION 142 OF ACT No.59 OF THE
PUBLIC ACTS OF 1978.

THAT THE BEARINGS AS SHOWN, ARE NOTED ON THE SURVEY PLAN AS
REQUIRED BY THE RULES PROMULGATED UNDER SECTION 142 OF ACT No.59
OF THE PUBLIC ACTS OF 1978.

DATE OF SURVEY

RANDY B. LIGMAN
PROFESSIONAL SURVEYOR No. 28413
INGERSOLL, WATSON & McMACHEN, INC.
1209 EAST MILHAM ROAD - SUITE B
PORTAGE, MI. 49002

SOUTHWEST CORNER
SECTION 6, T3S, R11W
L.2, P.70

SOUTH LINE, SW FRL 1/4, SECTION 6, T3S, R11W

SOUTH 1/4 CORNER
SECTION 6, T3S, R11W
L.2, P.807

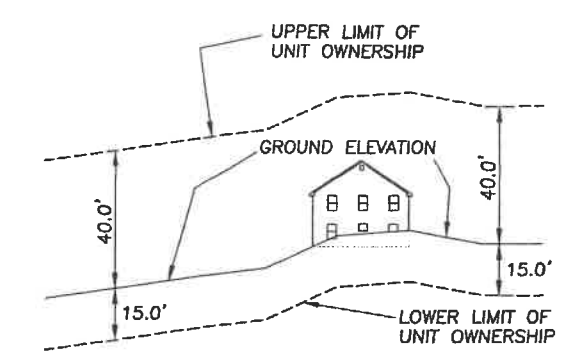
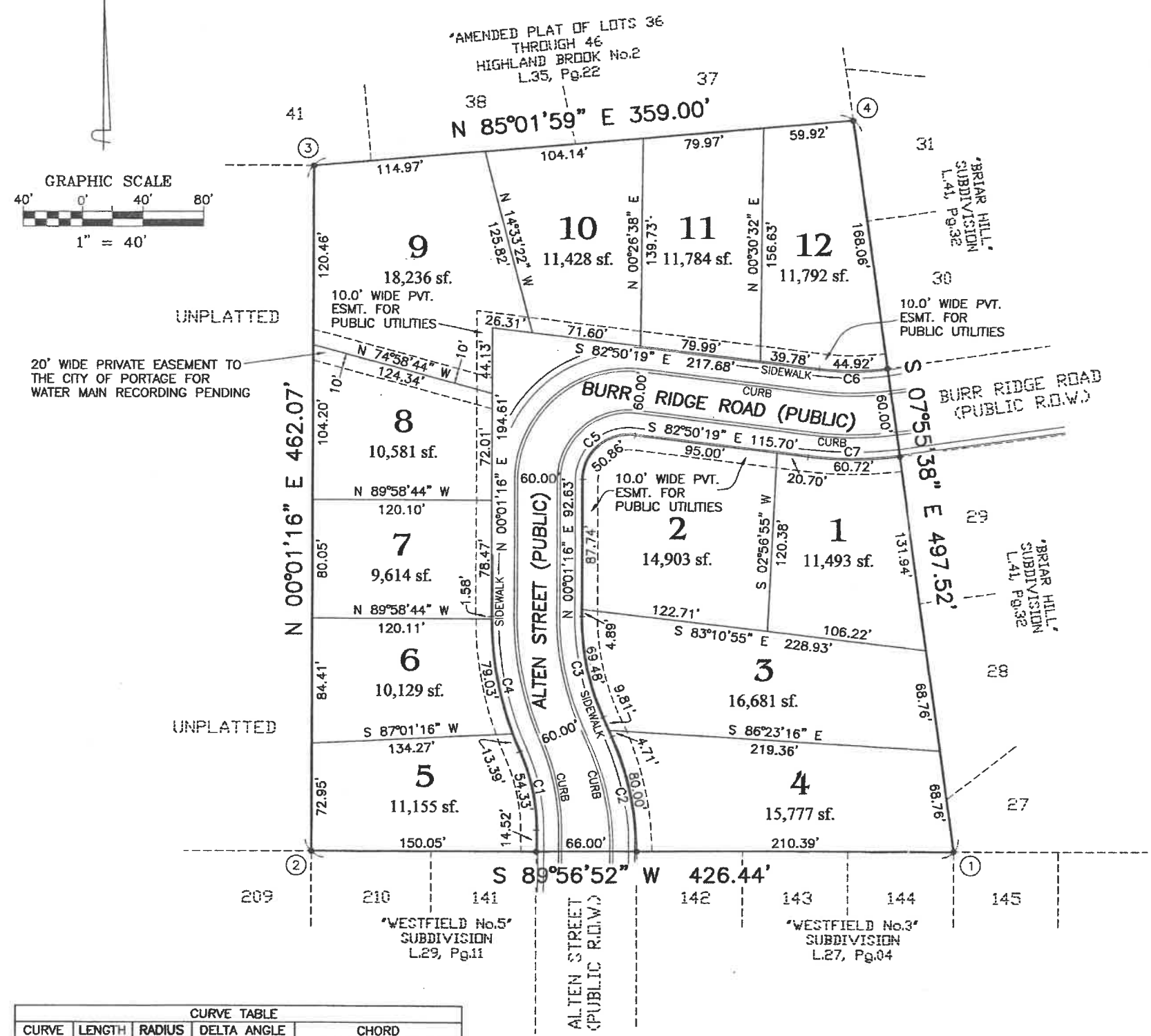
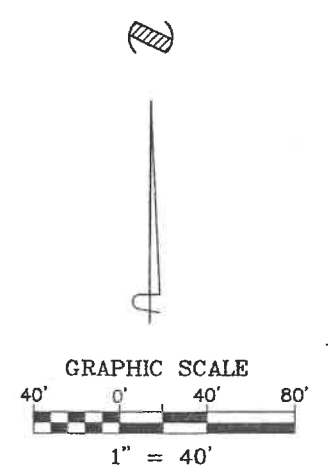
WESTFIELD NORTH

City of Portage, Michigan

PROPOSED 12/02/2019



SURVEY PLAN		DATE
Ingersoll, Watson & McMachen, Inc.		12/02/2019
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS		36734
1209 East Milham Road • Suite B • Portage, Michigan 49002 • Area 260-344-0105		2



NOTE: EACH UNIT SHALL HAVE ITS OWN UNIQUE PROFILE WITH LIMITS OF OWNERSHIP 15.0' BELOW AND 40.0' ABOVE GROUND ELEVATION

UNIT CROSS SECTION
NO SCALE

SCHEDULE OF COORDINATES

No.	Northing	Easting
1	6539.06	4022.09
2	6538.67	3595.65
3	7000.74	3595.82
4	7031.82	3953.47

- NOTE:
- 1) STREETS WITHIN THE CONDOMINIUM PROJECT ARE PAVED ROADWAYS WITH CONCRETE CURBS AND MUST BE BUILT.
 - 2) PROPOSED SIDEWALKS MUST BE BUILT.
 - 3) THE IMPROVEMENTS SHOWN ARE BASED ON CONSTRUCTION PLANS DEVELOPED BY INGERSOLL, WATSON & McMACHEN, INC.
 - 4) THE COORDINATES SHOWN ARE BASED ON A VALUE OF 5000 NORTH AND 5000 EAST ON THE SOUTH QUARTER CORNER OF SECTION 6, T3S, R11W.
 - 5) SHOWN EASEMENTS BASED ON CERTAIN INFORMATION PROVIDED BY THE DEVELOPER. ADDITIONAL EASEMENTS MAY ENCUMBER PROPERTY.
 - 6) ALL DIMENSIONS SHOWN ARE IN DECIMAL FEET.

LEGEND

- ② COORDINATE LOCATION
- C1 CURVE NUMBER
- L1 LINE NUMBER
- MONUMENT IN PLACE
- sf. SQUARE FEET
- ESMT. EASEMENT

CURVE TABLE				
CURVE	LENGTH	RADIUS	DELTA ANGLE	CHORD
C1	54.33'	133.35'	23°20'40"	N 11°43'28" W 53.96'
C2	80.00'	196.35'	23°20'40"	N 11°43'28" W 79.45'
C3	69.48'	170.00'	23°25'03"	N 11°41'16" W 69.00'
C4	94.00'	230.00'	23°25'03"	N 11°41'16" W 93.35'
C5	50.86'	30.00'	97°08'25"	N 48°35'28" E 44.99'
C6	44.92'	170.00'	15°08'26"	N 89°35'28" E 44.79'
C7	60.72'	230.00'	15°07'37"	N 89°35'52" E 60.55'

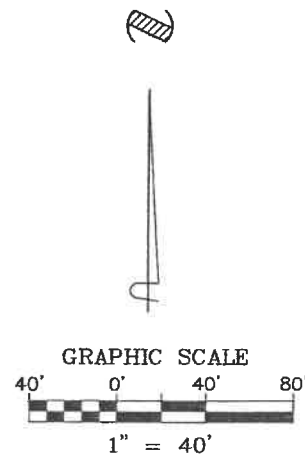
LINE TABLE	
LINE	BEARING - DISTANCE
L1	N 00°03'08" W 14.52'
L2	N 23°23'48" W 14.52'

WESTFIELD NORTH
City of Portage, Michigan

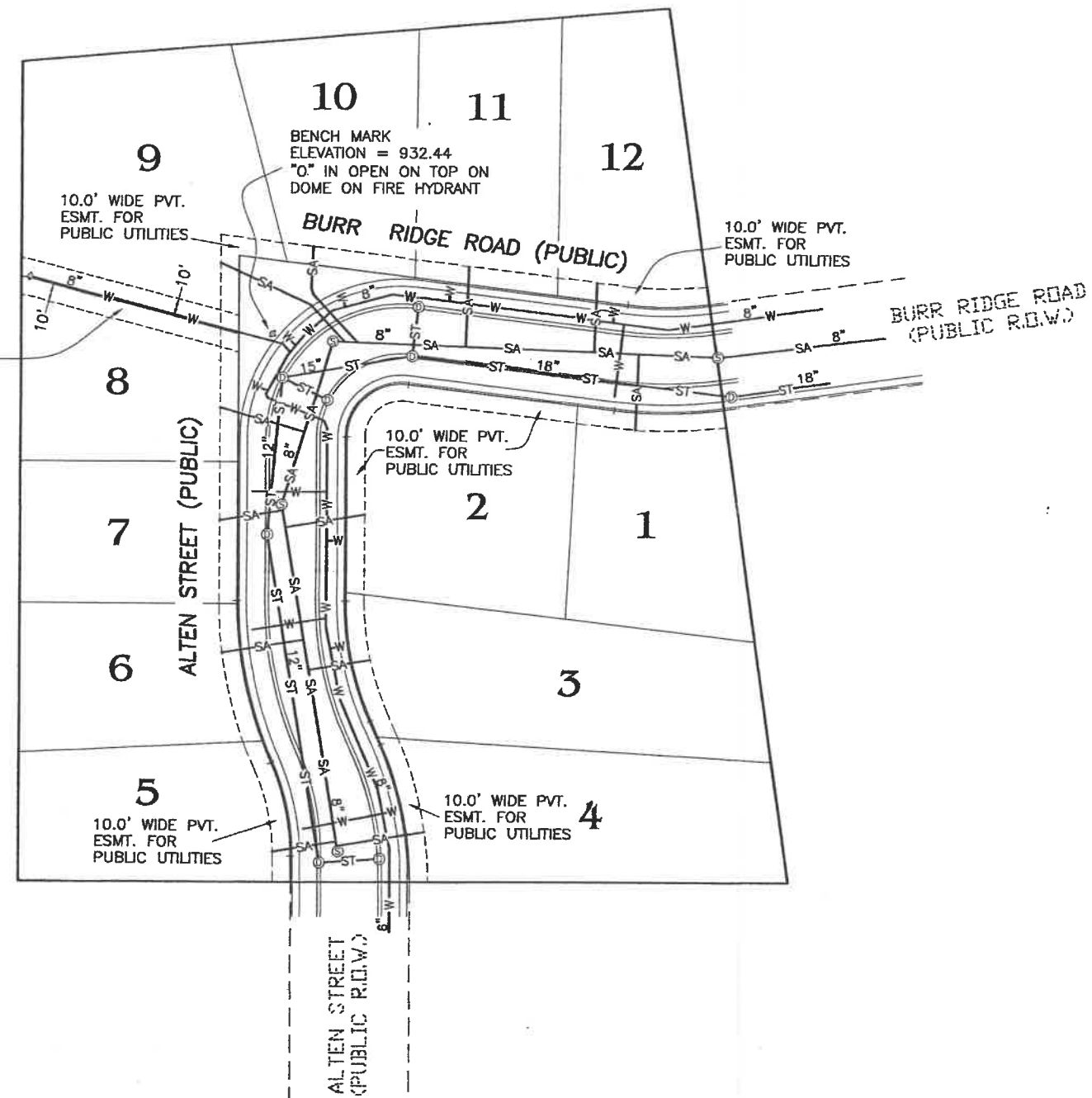
SITE PLAN		DATE	12/02/2019
		JOB No.	36734
Ingersoll, Watson & McMachen, Inc.		DESKY No.	3
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS			
1800 East Milliken Road • Suite B • Portage, Michigan 49002 • Area 269-244-8165			

PROPOSED 12/02/2019





20' WIDE PRIVATE EASEMENT TO
THE CITY OF PORTAGE FOR
WATER MAIN RECORDING PENDING



NOTE:
ALL UTILITIES MUST BE BUILT

THE UTILITIES SHOWN HEREON ARE BASED ON THE
PROJECT CONSTRUCTION PLANS PREPARED BY
INGERSOLL, WATSON & McMACHEN, INC. ALONG
WITH PLANS PROVIDED BY CONSUMERS ENERGY
COMPANY.

UTILITY OWNERS:

SANITARY SEWER - CITY OF PORTAGE
WATER MAIN - CITY OF PORTAGE
STORM SEWER - CITY OF PORTAGE

NATURAL GAS - CONSUMERS ENERGY
ELECTRIC - CONSUMERS ENERGY
TELEPHONE - A.T.&T.
CABLE TELEVISION - COMCAST

LEGEND

- SA— SANITARY SEWER
- ST— STORM SEWER
- W— WATER MAIN
- G— GAS, ELECTRIC & TELEPHONE
- ⊗ SANITARY MANHOLE
- ⊙ STORM MANHOLE & CATCH BASINS
- ⊕ FIRE HYDRANT

WESTFIELD NORTH

City of Portage, Michigan

UTILITY PLAN

Ingersoll, Watson & McMachen, Inc.
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS
1200 East Milham Road • Suite B • Portage, Michigan 49002 • Area 269-344-6165

DATE
12/02/2019
JOB No.
36734
SHEET No.
4

PROPOSED 12/02/2019



TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Final Plat for West Lake Estates

SUPPORTING PERSONNEL: Chris Forth, Acting Director of Community Development

ACTION RECOMMENDED: Approve the Final Plat for West Lake Estates, 9300 Portage Road, subject to: a) completion of sidewalks and street trees by November 2021; and, b) four sections of the storm sewer be reviewed before expiration of the two-year maintenance bond.

On April 10, 2018, City Council granted Final Preliminary Plat approval (engineering plans) for West Lake Estates allowing the developer, Westfield Capital, LLC, to proceed with construction. The developer has completed all required public improvements with the exception of installation of the concrete sidewalks and street trees. Receiving final plat approval before completion of all public improvements will allow the developer to record the final plat and begin selling lots and building houses.

Storm water related piping and structures within the public street, along with the infiltration basins, will be owned and maintained by the city. After review of the storm sewer system, sags and deflections in the pipes were identified in four sections. These sections should be cleaned, re-videoed, and re-tested for deflection in approximately two years prior to the expiration date of the maintenance bond.

In conformance with Section 42-921 of the Land Development Regulations and to ensure completion of the sidewalks and street trees, the developer has deposited a surety bond with the city in the amount of 125% of the total construction costs. The amount of the surety bond has been reviewed by the City Administration and determined to be acceptable.

It is recommended that City Council grant Final Plat approval for West Lake Estates with the stipulation that a) sidewalks and street trees be completed by November 2021, and b) four sections of the storm sewer be reviewed before expiration of the two-year maintenance bond. Should the developer not complete the remaining public improvements, the developer can request the City Council to grant an extension of time or the surety will be used to complete the construction.

FUNDING: Not applicable

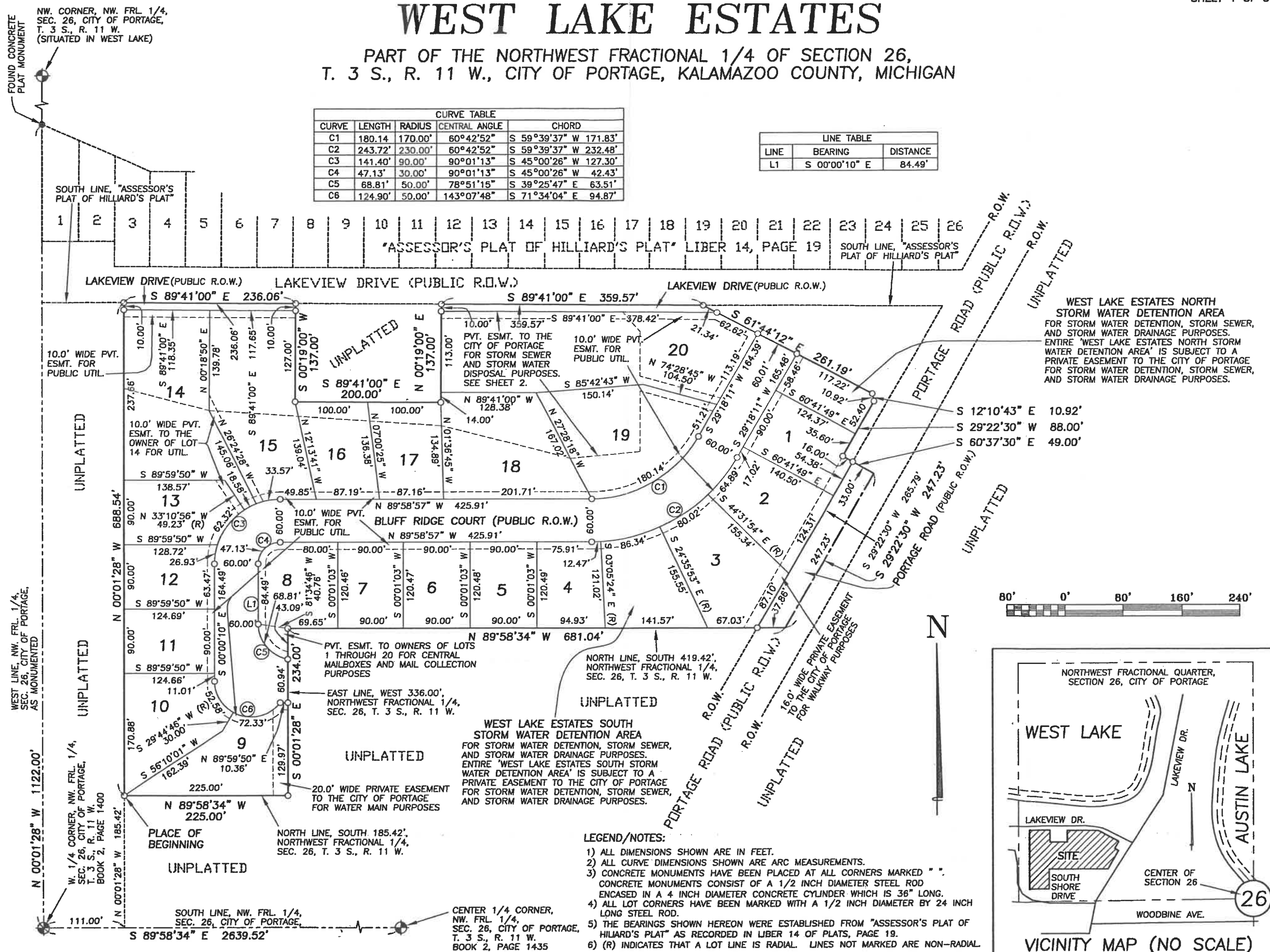
Attachments: 1. Final Plat Drawing West Lake Estate

WEST LAKE ESTATES

PART OF THE NORTHWEST FRACTIONAL 1/4 OF SECTION 26,
T. 3 S., R. 11 W., CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN

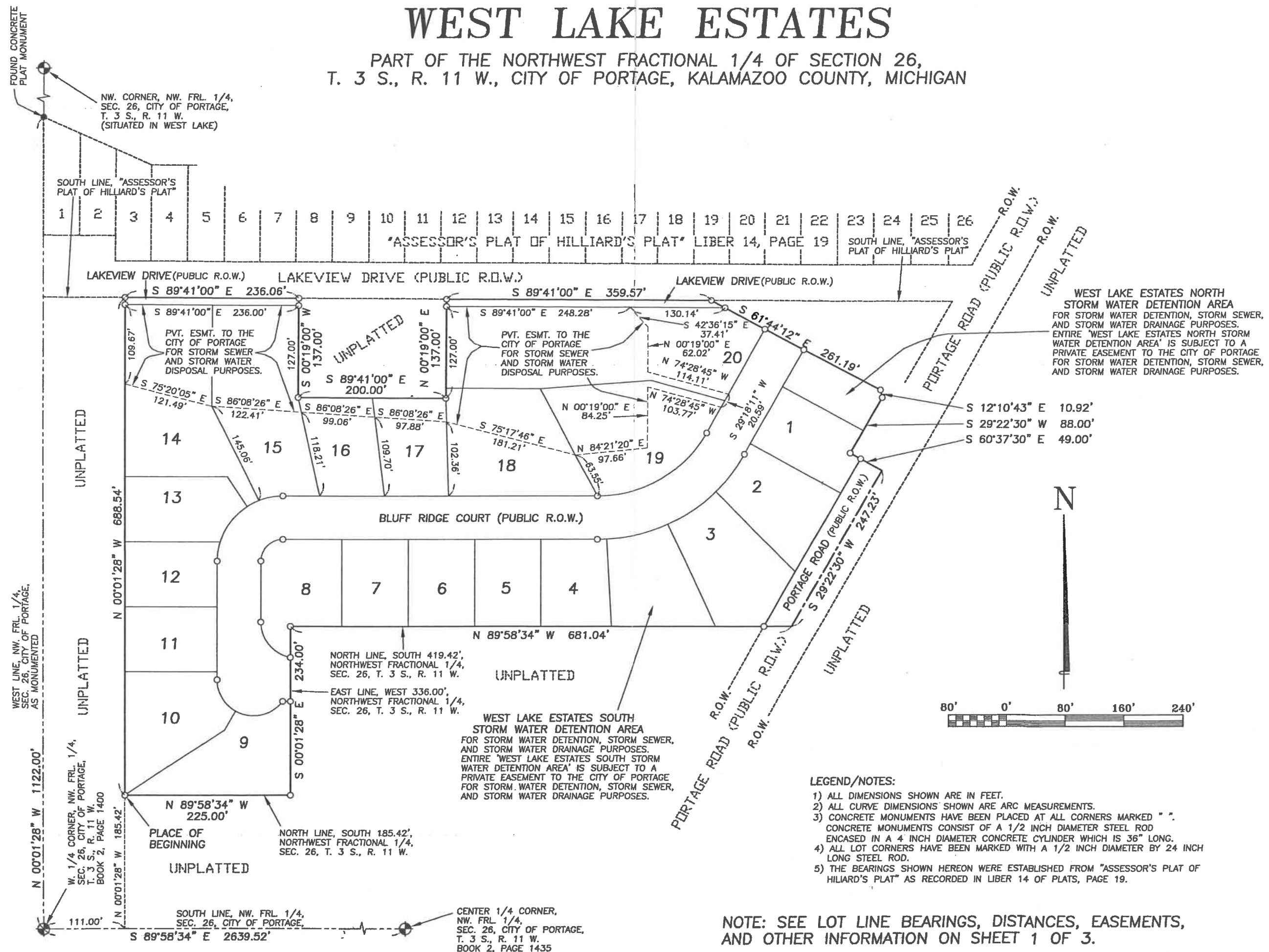
CURVE TABLE				
CURVE	LENGTH	RADIUS	CENTRAL ANGLE	CHORD
C1	180.14	170.00'	60°42'52"	S 59°39'37" W 171.83'
C2	243.72'	230.00'	60°42'52"	S 59°39'37" W 232.48'
C3	141.40'	90.00'	90°01'13"	S 45°00'26" W 127.30'
C4	47.13'	30.00'	90°01'13"	S 45°00'26" W 42.43'
C5	68.81'	50.00'	78°51'15"	S 39°25'47" E 63.51'
C6	124.90'	50.00'	143°07'48"	S 71°34'04" E 94.87'

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 00°00'10" E	84.49'



WEST LAKE ESTATES

PART OF THE NORTHWEST FRACTIONAL 1/4 OF SECTION 26,
T. 3 S., R. 11 W., CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN



NOTE: SEE LOT LINE BEARINGS, DISTANCES, EASEMENTS,
AND OTHER INFORMATION ON SHEET 1 OF 3.

WEST LAKE ESTATES
PART OF THE NORTHWEST FRACTIONAL 1/4 OF SECTION 26,
T. 3 S., R. 11 W., CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN

SURVEYOR'S CERTIFICATE

I, RANDY B. LIGMAN, PROFESSIONAL SURVEYOR, CERTIFY:
THAT I HAVE SURVEYED, DIVIDED, AND MAPPED THE LAND SHOWN ON THIS
PLAT, DESCRIBED AS FOLLOWS: "WEST LAKE ESTATES", PART OF THE NORTHWEST
FRACTIONAL QUARTER OF SECTION 26, T. 3 S., R. 11 W., CITY OF PORTAGE,
KALAMAZOO COUNTY, MICHIGAN:

COMMENCING AT THE WEST QUARTER CORNER OF SECTION 26, TOWN 3 SOUTH,
RANGE 11 WEST; THENCE S. 89°58'34" E. 111.00 FEET ALONG THE SOUTH
LINE OF THE NORTHWEST FRACTIONAL QUARTER OF SAID SECTION 26; THENCE
N. 00°01'28" W. 185.42 FEET PARALLEL WITH THE WEST LINE OF THE
NORTHWEST FRACTIONAL QUARTER OF SAID SECTION 26 AS MONUMENTED TO
THE PLACE OF BEGINNING; THENCE CONTINUING N. 00°01'28" W. 688.54 FEET
PARALLEL WITH SAID WEST LINE TO THE SOUTH LINE OF "ASSESSOR'S PLAT OF
HILLIARD'S PLAT" ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 14
OF PLATS, PAGE 19, KALAMAZOO COUNTY RECORDS; THENCE S. 89°41'00" E.
236.06 FEET ALONG SAID SOUTH LINE; THENCE S. 00°19'00" W. 137.00 FEET
PERPENDICULAR WITH SAID SOUTH LINE; THENCE S. 89°41'00" E. 200.00
FEET PARALLEL WITH SAID SOUTH LINE; THENCE N. 00°19'00" E. 137.00 FEET
PERPENDICULAR WITH SAID SOUTH LINE TO SAID SOUTH LINE; THENCE S.
89°41'00" E. 359.57 FEET ALONG SAID SOUTH LINE; THENCE S. 61°44'12" E.
261.19 FEET; THENCE S. 12°10'43" E. 10.92 FEET; THENCE S. 29°22'30" W.
88.00 FEET PARALLEL WITH THE CENTER LINE OF PORTAGE ROAD (PUBLIC
RIGHT-OF-WAY); THENCE S. 60°37'30" E. 49.00 FEET PARALLEL WITH SAID
CENTER LINE TO SAID CENTER LINE; THENCE S. 29°22'30" W. 247.23 FEET
ALONG SAID CENTER LINE TO THE NORTH LINE OF THE SOUTH 419.42 FEET OF
SAID NORTHWEST FRACTIONAL QUARTER; THENCE N. 89°58'34" W. 681.04
FEET ALONG SAID NORTH LINE TO THE EAST LINE OF THE WEST 336.00 FEET
OF SAID NORTHWEST FRACTIONAL QUARTER; THENCE S. 00°01'28" E. 234.00
FEET ALONG SAID EAST LINE OF THE WEST 336.00 FEET OF SAID NORTHWEST
FRACTIONAL QUARTER TO THE NORTH LINE OF THE SOUTH 185.42 FEET OF E
SAID NORTHWEST FRACTIONAL QUARTER; THENCE N. 89°58'34" W. 225.00
FEET ALONG SAID NORTH LINE OF THE SOUTH 185.2 FEET OF TO THE PLACE
OF BEGINNING.

THIS PLAT CONTAINS 20 LOTS NUMBERED 1 THROUGH 20 AND 2 PRIVATE
STORM WATER DETENTION AREAS, BEING 10.56 ACRES OF LAND.

THAT I HAVE MADE SUCH SURVEY, LAND DIVISION AND PLAT BY THE
DIRECTION OF THE OWNERS OF SUCH LAND.
THAT SUCH PLAT IS A CORRECT REPRESENTATION OF ALL THE EXTERIOR
BOUNDARIES OF THE LAND SURVEYED AND THE SUBDIVISION OF IT.
THAT THE REQUIRED MONUMENTS AND LOT MARKERS HAVE BEEN LOCATED
IN THE GROUND OR THAT SURETY HAS BEEN DEPOSITED WITH THE
MUNICIPALITY, AS REQUIRED BY THE ACT.
THAT THE ACCURACY OF THE SURVEY IS WITHIN THE LIMITS REQUIRED BY
THE ACT.
THAT THE BEARINGS SHOWN ON THE PLAT ARE EXPRESSED AS REQUIRED
BY THE ACT AND AS EXPLAINED IN THE LEGEND.

DATE: _____
INGERSOLL, WATSON & MCMACHEN, INC.
1209 EAST MILHAM ROAD, SUITE B
PORTAGE, MICHIGAN 49002

RANDY B. LIGMAN, PRESIDENT
PROFESSIONAL SURVEYOR NO. 28413

CITY TREASURER'S CERTIFICATE

THE RECORDS IN MY OFFICE SHOW NO UNPAID TAXES OR SPECIAL
ASSESSMENTS FOR THE 5 YEARS PRECEDING _____,
INVOLVING THE LANDS INCLUDED IN THIS PLAT.

WILLIAM K. FURRY
CITY OF PORTAGE FINANCE DIRECTOR

PROPRIETOR'S CERTIFICATE

WESTVIEW CAPITAL, L.L.C., 2186 EAST CENTRE AVENUE, PORTAGE,
MICHIGAN 49002, A LIMITED LIABILITY COMPANY DULY ORGANIZED AND
EXISTING UNDER THE LAWS OF THE STATE OF MICHIGAN BY _____

PROPRIETOR, HAS CAUSED THE LAND DESCRIBED IN THIS PLAT TO BE
SURVEYED, DIVIDED, MAPPED, AND DEDICATED AS REPRESENTED ON THIS
PLAT; THAT THE STREETS AND PUBLIC WALKWAY ARE FOR THE USE OF
THE PUBLIC; THAT PUBLIC UTILITY EASEMENTS ARE PRIVATE EASEMENTS;
AND THAT ALL OTHER EASEMENTS ARE FOR THE USES AS SHOWN ON
THE PLAT.

WESTVIEW CAPITAL, L.L.C.
A MICHIGAN LIMITED LIABILITY COMPANY
2186 EAST CENTRE AVENUE
PORTAGE, MICHIGAN 49002
FILED:
FILE:

BY: _____

ACKNOWLEDGMENT

STATE OF MICHIGAN
COUNTY OF KALAMAZOO

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS THE
_____ DAY OF DECEMBER, 2019 BY _____,

MEMBER OF HYLAND ASSOCIATES, LLC, A MICHIGAN LIMITED COMPANY, ON
BEHALF OF THE LIMITED COMPANY.

RANDY B. LIGMAN, NOTARY PUBLIC
VAN BUREN COUNTY, MICHIGAN
MY COMMISSION EXPIRES FEB. 28, 2021
ACTING IN KALAMAZOO COUNTY, MICHIGAN

COUNTY TREASURER'S CERTIFICATE

THE RECORDS IN MY OFFICE SHOW NO UNPAID TAXES OR SPECIAL
ASSESSMENTS FOR THE 5 YEARS PRECEDING _____ 2019,
INVOLVING THE LANDS INCLUDED IN THIS PLAT.

MARY BALKEMA, KALAMAZOO COUNTY TREASURER

COUNTY DRAIN COMMISSIONER'S CERTIFICATE

APPROVED ON _____ AS COMPLYING WITH 1967 PA 288,
MCL 560.192 AND THE APPLICABLE RULES AND REGULATIONS
PUBLISHED BY MY OFFICE IN THE COUNTY OF KALAMAZOO.

PATRICIA A. S. CROWLEY
KALAMAZOO COUNTY DRAIN COMMISSIONER

CERTIFICATE OF MUNICIPAL APPROVAL

I CERTIFY THAT THIS PLAT WAS APPROVED BY THE CITY COUNCIL OF
THE CITY OF PORTAGE, AT A MEETING HELD ON _____ AND
WAS REVIEWED AND FOUND TO BE IN COMPLIANCE WITH 1967 PA 288, MCL
560.101 TO 560.293. THE WATER AND PUBLIC SEWER SERVICES HAVE BEEN
INSTALLED AND ARE READY FOR CONNECTION. THE CITY OF PORTAGE DOES
HAVE A PROPER, ADOPTED ZONING AND SUBDIVISION CONTROL ORDINANCE
AND WAIVES THE MINIMUM LOT SIZE REQUIREMENTS AS SET FORTH IN 1967
PA 288, MCL 560.155.

ADAM HERRINGA, CITY OF PORTAGE CLERK

COUNTY PLAT BOARD CERTIFICATE

THIS PLAT HAS BEEN REVIEWED AND IS APPROVED BY THE
KALAMAZOO COUNTY PLAT BOARD ON _____, AS
BEING IN COMPLIANCE WITH ALL OF THE PROVISIONS OF 1967 PA 288,
MCL 560.101 TO 560.293, AND THE PLAT BOARD'S APPLICABLE
PUBLISHED RULES AND REGULATIONS.

JULIE M. ROGERS, CHAIRPERSON
KALAMAZOO COUNTY BOARD OF COMMISSIONERS

MARY BALKEMA, KALAMAZOO COUNTY TREASURER

TIMOTHY A. SNOW
KALAMAZOO COUNTY CLERK/REGISTER OF DEEDS

RECORDING CERTIFICATE

STATE OF MICHIGAN)
KALAMAZOO COUNTY)
THIS PLAT WAS RECEIVED FOR RECORD ON THE _____ AT
_____ DAY OF _____
_____ AND RECORDED IN LIBER _____ OF PLATS ON
PAGES _____

TIMOTHY A. SNOW
KALAMAZOO COUNTY CLERK/REGISTER OF DEEDS

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: City Council Special Meeting

SUPPORTING PERSONNEL: Adam Herringa, Deputy City Manager

ACTION RECOMMENDED: Set a special meeting of the City Council to engage in strategic planning with the City Administration and Chad Bareither, of The Bareither Group, on Tuesday, February 18, 2020 from 6:00 - 9:00 p.m. in City Hall Conference Room 1.

In 2015 the City of Portage engaged in a visioning process that resulted in several goals and objectives for the City of Portage. The City Administration would like to work on integrating these goals into a strategic plan that outlines a clear path for the organization and aligns departmental activities. To this end, the City of Portage has retained the services of Chad Bareither, a Portage resident and Director of The Bareither Group, an expert in strategic planning and Lean Management, who will be leading the City of Portage through the strategic planning and implementation effort.

To begin, the City Administration would like to gather members of City Council and staff together to review the goals identified in the Portage 2025 Renewal event that was held in October 2015. Mr. Bareither will facilitate the process, but the initial effort will be to review and debrief on the goals identified in 2015. Mr. Bareither will also review the strategic planning, implementation and process of measuring progress. Ultimately, the goals that are identified and finalized will be integrated into a strategic plan that will help guide the city in a variety of areas, including budgeting and performance measurement. The proposed date of the first session is February 18, 2020, 6:00 - 9:00 p.m.

It is recommended that City Council set a special meeting to engage in strategic planning with the City Administration and Chad Bareither, of The Bareither Group, on Tuesday, February 18, 2020 from 6:00 - 9:00 p.m. in City Hall Conference Room 1.

FUNDING: N/A

Attachments: None

Minutes of Boards & Commissions

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – November 11, 2019

The City of Portage Zoning Board of Appeals meeting was called to order by Chair Rowe at 7:00 p.m. in the Council Chambers. Two people were in the audience.

MEMBERS PRESENT: Alexander Philipp, Jay Eichstaedt, Linda Fry, John Byrnes, Natalie Rowe, Jeff Wettig, and Linda Finch.

MEMBERS ABSENT: Stu Bernhardt

MEMBERS EXCUSED: Randall Schau

IN ATTENDANCE: Jeff Mais, Zoning & Codes Administrator, Charlie Bear, Assistant City Attorney.

APPROVAL OF THE MINUTES: Finch moved and Byrnes seconded a motion to approve the October 14, 2019 minutes as submitted. Upon voice vote, the motion was approved 7-0.

NEW BUSINESS:

ZBA #19-09; 8065 Merchant Place: Mais summarized the request for variances to erect a 62 square-foot sign that is: a) 10 feet from the (west) side property line where a minimum 50-foot setback is required; and b) 10 feet from the (west) right-of-way line where a minimum 20-foot setback is required. Chris Keenan stated they want to replace the current 15 year old wood sign in the same location with a new sign that would look like a typical accessory business sign and will identify both Kingdom Sports and Kidfit Daycare, and will also have an electronic message display. Mr. Keenan added placing a new sign in a conforming location would not be visible to westbound traffic on East Centre Avenue due to the presence of the woods to the east. Finch inquired how large the existing sign is and how large the new sign would be. Mais stated the existing sign is 32 square feet, and the proposed sign will be 62 square feet, but nonaccessory signs may be up to 300 square feet in area and the proposed sign is a fraction of size they are permitted. Eichstaedt noted the proposed sign would be on Stryker Corporation's property and inquired if the applicant needed an easement to place their sign there. Mais stated yes, and it was staff's understanding that the applicant has already requested this in writing from Stryker. Byrnes inquired if Merchant Drive was a public street. Mr. Keenan stated it was not a public street, but was a privately owned drive.

A public hearing was opened. No one spoke for or against the request. The public hearing was closed.

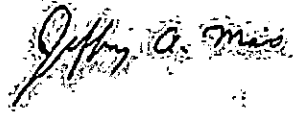
After brief discussion, a motion was made by Eichstaedt, seconded by Philipp, to grant variances to erect a 62 square-foot sign that is: a) 10 feet from the (west) side property line where a minimum 50-foot setback is required; and b) 10 feet from the right-of-way line where a minimum 20-foot setback is required, conditioned upon the applicant providing written permission from Stryker that the sign may be located on their property, for the following reasons: there are exceptional circumstances applying to the property that do not apply generally to other properties in the same zoning district, which include the historical development of the property and the presence of mature trees to the east. The variance is necessary for the preservation and enjoyment of a substantial property right, the right to advertise a business; the immediate practical difficulty causing the need for the variance request was not created by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood; and the variance will not materially impair the intent and purpose of the Zoning Ordinance. In addition, the application and supporting materials, staff report, and all comments, discussions and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Rowe-Yes, Wettig-Yes, Fry-Yes, Finch-Yes, Philipp-Yes, Byrnes-Yes, Eichstaedt-Yes. Motion passed 7-0.

OTHER BUSINESS:

STATEMENT OF CITIZENS: None.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:20 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeff Mais", is written over a faint, dotted grid background.

Jeff Mais
Zoning & Codes Administrator

T:\COMMDEV\2019- 2020 Department Files\Board Files\ZBA\Minutes\2019 11 11 ZBA Minutes.docx

Youth Advisory Committee Minutes

December 2, 2019, 6:00 p.m.

- I. Call to Order
- II. Introductions and Attendance
- III. Approval of November Minutes
 - a. Approved
- IV. Reports from Liaisons
- V. Volunteering Opportunities (non-YAC events)
 - a. Portage Community Center Holiday Baskets (see SignUp.com)
 - i. December food baskets – food packing Saturday, 12/24 9am-1pm
 - ii. December food baskets – Food Distribution Monday, 12/16 (after school)
- VI. Portage Community Center - Adopt a Family Gift Drop Off: December 17, 18, & 19 (YAC shift starts at 3 p.m.)
- VII. YAC Social Media Sub-Committee Update
 - a. Merger of the YAC Facebook page with other Portage Facebook pages
- VIII. Follow-up from August Meeting: Climate Change Resolution
 - a. Formation of Climate Change Committee Approved
- IX. Snow Party – Saturday, February 1
 - a. 12 noon to 3:00
 - b. Events – Snowman Building, cardboard sledding, bonfire
 - c. Food/Drink/Vendors – Coffee Rescue, Kwong Ortho, Off the Cuff Catering, Chocolatea
 - d. Sledding @1:00PM / Snowman building at 1:30PM
 - e. Bring extra supplies (Cardboard and snowman sculpting supplies)
 - f. Award for winners – ribbons, medals, candy
 - g. In case of no snow
 - 1. Scavenger hunt
 - 2. Face paint
 - 3. Bird Feeder Craft
 - 4. Side Walk Pictionary
 - 5. Basketball
- X. Green-A-Thon – Saturday, April 18
- XI. Summer Movie Event – Friday, August 7 (Star Wars)
- XII. Goals and Objectives Update
 - a. January 28 City Council Meeting

- XIII. Goals – What do you want to gain from this experience
- XIV. Next meeting – January 13 at 6:00 PM in City Hall
- XV. Reminder: Adopt a Family

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting December 5, 2019

CALL TO ORDER: 6:35 p.m.

MEMBERS PRESENT: Elma (Pat) Maye, Nadeem Mirza, Tim Henson, Alice Mwanda, Katheryn Hanfland, Fi Spalvieri, Effie Kokkinos, Diane Durian (late)

MEMBERS EXCUSED: Stephanie Upshaw

MEMBERS ABSENT:

STAFF PRESENT: Tom McCoy, Neighborhood Program Specialist

APPROVAL OF MINUTES: Spalvieri moved and Kokkinos supported a motion to approve the October 3, 2019 minutes. Motion passed 7-0.

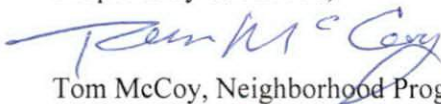
NEW BUSINESS:

1. **Status Report from Portage Community Center** – Portage Community Center Executive Director Chris Buckley reported that the Portage Community Center had distributed 129 Thanksgiving food baskets and provided holiday family adoption services to 99 families, including family adoptions by both the Portage City Council and Portage City Manager Joe La Margo. Buckley also reported that 89 children had registered for the holiday party to be held on Thursday December 12th and that 55 holiday food baskets would be distributed to families on December 16th. A large delivery of non-perishable food items collected by the City of Portage as part of the Department of Human Resources Biggest Giver initiative will be delivered to the food pantry the week of December 9th. Additionally, PCC recently conducted a “shop with a hero” initiative that provided opportunities for eleven families to purchase holiday gift items along with members of local police and fire departments as well as military representatives with \$100 gift cards donated by Meijer Stores. The Board congratulated Mr. Buckley and the Portage Community Center on their ongoing efforts in service to the community.
2. **Election of Officers – Maye:** Upon inquiry by the Board, Maye and Spalvieri indicated that they would each be willing to continue as Board Chair and Vice Chair respectively for another term. Spalvieri moved and Henson supported motion to elect all current officers, including Stephanie Upshaw as Secretary, to a new term in their current positions. Motion passed 8-0.

STATEMENTS OF CITIZENS: Spalvieri reported that she had attended the City Council meeting on October 15th and assisted in the reading of the Red Ribbon Week proclamation along with 5 students from area schools. The students enjoyed the experience and were well received by City Council and members of the audience. McCoy suggested that the January 2020 Human Services Board meeting should be rescheduled from January 2nd to either January 9th or 16th and the Board agreed collectively that January 16th would be preferred.

ADJOURNMENT: Hanfland moved and Henson supported motion to adjourn at 7:25 p.m. Motion passed 8-0.

Respectfully Submitted,



Tom McCoy, Neighborhood Program Specialist

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING AND REGULAR BUSINESS MEETING**

December 9, 2019

SPECIAL MEETING

The Special Meeting of the Board of Education of Portage Public Schools held on Monday, December 9, 2019, was called to order at 4:30 p.m. by President Van Antwerp in the Learning Lab of the Administration Building, 8107 Mustang Drive, Portage.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp, Joanne Willson

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education approve the agenda as printed.

The motion carried unanimously.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the floor for public comment. There was no public comment. The floor was opened for Trustee comments.

Mrs. Willson paid accolades to those that served on the Steering Committee regarding elementary school planning.

President Van Antwerp thanked Mrs. Willson for her comments.

REPORTS

Hear Elementary Feasibility Study Update

Today's report is an update of progress made on the elementary feasibility study since the last report given to the Board at their October 28, 2019 meeting.

Superintendent Bielang provided introductory comments and reviewed the Guiding Principles for the elementary feasibility study work. Mr. Robert McGraw of C2AE and Mr. Travis Sage of Stantec provided an update of their work on the feasibility study.

In preparation for this update, a key question/factor was addressed for each of the five elementary sites and vacant property being considered - if a new replacement school could be constructed while keeping the existing school operational. For each of the elementary schools (Amberly, Central, Haverhill, Angling Road, and Woodland) a concept image was shown of where a new replacement school could be located on the property, if this would be feasible or not, and the impact to the site. The report also included a review of potential "swing" school sites and addressed possible locations for constructing four 600-student elementary schools. Discussion followed. Mr. McGraw and Mr.

Sage addressed questions from Trustees. The next step is for C2AE / Stantec to develop options for reporting to the Board in January.

Ms. Beth Hartman, Director of Elementary Education, reviewed the pros/benefits, cons/challenges of constructing 450 vs. 600 student elementary schools, and addressed questions from Trustees.

With no further business to come before the Board, the special meeting was adjourned at 6:14 p.m.

REGULAR BUSINESS MEETING

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, December 9, 2019, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room #1 of the Administration Building, 8107 Mustang Drive, Portage. He welcomed the audience and the Pledge of Allegiance was recited.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp, Joanne Willson

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Willson, seconded by Mr. Droppers, that the Board of Education approve the agenda as amended to remove the 3 Vs. 4 Section Buildings report.

The motion carried unanimously.

REPORTS

Superintendent's Report

Curious Kids Program Update

Ms. Tammy Karmon, Curious Kids Program Administrator, provided an update on early childhood programs - infant and toddler care, Early Childhood Special Education (ECSE), the tuition-based programs Bright Beacon and Safe Harbor Preschool, before/after school care. Ms. Karmon and Ms. Effie McCarren, Woodland Elementary Principal, also reviewed the Great Start Readiness Program (GSRP) and addressed questions from the Board.

Bond Update

Superintendent Bielang provided an update on the status of bond work. At North Middle School work continues on punch list items, sound panel work to be completed over winter break. At Central Middle School, the building is enclosed with temporary heat on, metal panels/fascia are being installed on the exterior, windows are 95 percent complete; interior work continues (electrical, plumbing, drywall, etc.). At West Middle School, phase 3 STEM work (carpet, ceilings, lights, painting) is wrapping up, inspections to happen before winter break, furnishings will be moved in our winter break. Phase 1 multipurpose work continues (ceiling paint, hanging sound panels, install gym equipment, set fixtures in the gym restroom). At the Central AEF, batting cage pads are poured; the remaining fencing work will be completed in the spring. At the Northern AEF, the discus area has been regraded.

Other

Superintendent Bielang shared items of interest. North Middle School was selected by the Michigan Concrete Association to receive an Award of Excellence in the category of decorative – interior for the polished concrete work in the building. The award will be presented in February at a luncheon to be held in Lansing. Two collage concerts are taking place this week - Wednesday at 7:00 p.m. at Central High and this Saturday at 7:00 p.m. and Sunday at 2:00 p.m. at Northern High. This Wednesday a Career Expo will take place at Northern High at the Igloo from 8:30 a.m. to 11:30 a.m. An employee from the Technology Department at the Administration Building, Ms. Joan Herson, is retiring at the end of this month after working for the District for 24 years. Ms. Herson is wished all the best.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting. There was no public comment. The floor was opened to Trustee comments.

Mrs. Willson acknowledged the outpouring of student giving to the community.

President Van Antwerp thanked Mrs. Willson for her comment and opened the floor for committee reports.

Mr. Snyder provided a brief synopsis of the items discussed at today's Board Linkage Committee meeting.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda item for approval by the Board of Education: approve the November 25, 2019 Regular Business Meeting Minutes as presented.

There being no objection to the item, the motion carried unanimously.

ASSURANCE OF DISTRICT PERFORMANCE

Monitoring Report 1.1 (Local), Global Ends Policy

Mr. Mike Huber, Director of Curriculum and Professional Development, highlighted from the report information regarding the local assessment tool *Acadience Reading K-6* (new name for DIBELS), which assesses early literacy skills of phonemic awareness, alphabetic principle/phonics, vocabulary, oral reading fluency, and comprehension. Mr. Huber detailed chart/graphs, which show Acadience five-year trend data and three years of cohort data for the classes of 2025-2027. Mr. Huber responded to questions from Trustees.

ACTION ITEMS

Approve Emergency Operations Plan

Motion offered by Mr. Droppers, seconded by Mrs. Novaria, that the Board of Education approve the Portage Public Schools Emergency Operations Plan, as presented.

The motion carried unanimously.

Approve Superintendent Evaluation Public Statement

Motion offered by Mrs. Novaria, seconded by Mr. Snyder, that the Board of Education approve the Board's Public Statement regarding the Superintendent Evaluation for 2018-19, as presented.

President Van Antwerp read the statement aloud.

The motion carried unanimously.

Superintendent Bielang thanked the Board for their supportive statement and their confidence in him.

Approve Superintendent Contract

Motion offered by Mrs. Willson, seconded by Mr. Droppers, that the Board of Education approve modifying the current Superintendent Contract of Employment to extend the contract for one additional year and to increase benefits, as presented.

The motion carried unanimously.

DISCUSSION ITEMS

Enhancement Millage Update

Superintendent Bielang briefly reviewed the calendar/timeline for the Regional Enhancement Millage Election on May 5, 2020, and in keeping with the timeline, the Board will take action on the millage at the January 13, 2020 board meeting. Mr. Bielang added that this school year the District will receive approximately \$3.2 million from this millage. Discussion followed.

With no further business to come before the Board, the meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Barb Atkinson
Recording Secretary

Portage Senior Citizens Advisory Board

Minutes: December 18, 2019

ATTENDANCE:

Doug Gilchrist, Larry Smith, Bill Wieringa, , Sharon White, Trudy Riker, Linda Zoeller, Mary Lou Petrulio, Joe Magalski

Absent Excused: Art Roberts, John Lobo, Tony Lorentz, Megan Chow

Absent Un-excused:

Guests: None

Staff: Kim Phillips

Call to order time: 2:32 PM

The minutes for November were approved with no corrections with Bill Wieringa moving and Sharon White seconding.

Kim showed the marketing video recently created for the Capital Campaign. She also reported that the total private donations is now at 3.96 million dollars. Bill reminded all board members that all are asked to make a Capital Campaign donation so that we show our full support.

Special Events, Sharon White:

A list of upcoming events was distributed to board members.

Kim reported that re-configuring the tables in the large room allowed for seating of 120 instead of 96 for the Holiday luncheon. This allowed for all of the members on the wait list to be included.

Trip Committee, Trudy Riker:

The trip committee did not meet. Trudy reported that sign-ups for future trips is ahead of last year at this time.

Friends of PSC Board Update, Trudy Riker:

Their retreat will take place January 21st at city hall.

Friends of the PSC Board member's election of officers took place this month and they have a new Treasurer.

Their finances are very healthy, they recently wrote a check to the Capital Campaign for \$30,000. They are looking into how to acknowledge the large donors.

They approved a scholarship request of \$750.

Doug reported that he received a letter from the Friends of the PSC inviting him to attend their annual retreat.

Legislative Update, Art Roberts:

Art was not in attendance so there was no legislative update.

Youth Advisory Board update, Megan Chow:

Megan was not in attendance so there was no Youth Advisory Board update.

Managers Report, Kim Phillips:

Kim distributed the manager report to board members.

Kim reported that 45 members attended the new member breakfast.

PSC staff is looking at how to publish the bi-monthly newsletter sooner.

Kim mentioned a new class coming in February which she signed up for; Ukulele Class for Beginners.

Old Business:

All members present signed the Senior Citizen Advisory Board Duties and Responsibilities document. Kim will follow up with Advisory board members that were absent to have them also sign.

New Business:

Kim reported that chef Roger (from MediLodge) will no longer be able to provide the food for the Senior center lunches. PSC staff is looking for a replacement, it will be hard to match his price of \$6/person. Kim said that they may be able to use some of the millage money so that any increase does not have to be passed onto members. Kim also said they want to continue to have luncheons every 4 to 6 weeks. They have purchased more plates and silverware to accommodate the additional seating.

Kim reported that Greta Jenkins is leaving because her husband is being deployed to Germany. She expects to be back in one year and she has expressed a desire to come back to the PSC. Her replacement has been hired, her name is Julie VanderNoot, she has lots of experience. She is being trained by Greta and will work part time, as Greta did.

Kim reported that the PSC is looking into possibly hiring a Health and Wellness coordinator (new position).

Kim reported that the we still have not received the money from the millage but progress is being made and she expects to have the funds available by the end of January.

Doug recommended posting the Senior Advisory Board Mission on the bulletin board along with a picture(s) of board members and everyone thought that was a good idea. The plan will be to take a group photo at the January meeting.

Activity Reminders:

February is Black History Month. Plans are to have a lunch with soul food and also an event with a gospel choir.

Advisory Board Comments:

Linda mentioned that the African American dance event was very good and informative, they even got her to dance.

Kim reported that December has been a very busy month for the PSC staff and they did a great job of getting everything done and helping each other out. She asked all of us to thank them when we see them.

Bill thanked Doug for a seamless Chair-person transition.

Everyone who saw Doug's annual Senior Center presentation to the City Council on December 3 agreed that he did a great job and it was well received by City Council.

Citizen comments:

There were no citizens in attendance.

Time Adjourned: 3:10 PM

Next meeting: Wednesday, January 15, 2020 at 2:30 PM

Portage Park Board Meeting Minutes
January 8, 2020

Board Present: Jon Peer, Elanor Riley, Tara Gish, Tim Young, Daniel Jassim, Jeana Koerber, Thomas Cedoz, Leanne Phelan, Una Metzger – Youth Advisory Committee Member

Board Absent (Excused): Lana Escamilla

Board Absent (Unexcused):

Guests: Kathleen Hoyle – Director of Parks, Recreation, and Senior Center Services, Rodney Russell – Director of Public Works, Kazmira Herberger – Chair, Portage Bike Advisory Committee

Meeting was called to order at 6:33 PM by Mr. Peer.

I. INTRODUCTION OF GUESTS

1. No guests present

II. APPROVAL OF AGENDA

1. Motion to approve by Ms. Koerber.
2. Second by Mr. Young
3. Motion Carries

III. APPROVAL OF DECEMBER PARK BOARD MEETING MINUTES

1. Motion to approve by Mr. Jassim.
2. Second by Mr. Young
3. Motion Carries

IV. ACCEPTANCE OF DECEMBER BICYCLE ADVISORY COMMITTEE MINUTES

1. Motion to accept by Mrs. Riley.
2. Second by Mrs. Gish
3. Motion Carries

V. NEW BUSINESS

1. Financial Report
 - a. Board members reviewed financial report
2. Park Department Report – Hoyle
 - a. Eliason trail updates are in progress and look really nice
 - b. Portage Road trail expansion is waiting for April
 - c. Lexington Green design firm on board and beginning renovation. Estimate by early summer.
 - d. The skating rink & events at Millennium Park have been performing well when weather permits.
3. Public Works Report – Russell
 - a. Trail trimming due to lack of snow to improve visibility and safety
 - b. Northwest trail repairs to prevent water overflow on the trail with additional drainage
 - c. Parks will reopen fully on May 1

- d. Contractor adding a chip trail at Schrier Park to connect with the new trails at Eliason
- 4. Bicycle Advisory Committee Update – Herberger
 - a. Participating in the Mayor’s city to city ride for Kalamazoo Bike week / Bike Month
 - b. Bike month events: Bike to school day (May 6) and Bike to Work Day (May 15).
Brainstorming activities for these dates.
 - c. Move Portage (Bike Friendly Business survey) is completed and will be sent to businesses for their participation soon
- 5. Youth Advisory Committee Update
 - a. No updates from YAC
 - b. Ms. Metzger will request feedback for participation in upcoming events with the Park Board
- 6. Portage Parks Foundation Report
 - a. Brainstorming planning to utilize Celery Flats in October for event
 - b. Next meeting January 9
- 7. Individual Park Reports
- 8. Subcommittee Reports
 - a. Green A Thon – April 18
 - 1. Will be moved to Bicentennial park to avoid conflict with Autism walk
 - 2. Could be a destination for walk participants to travel to Bicentennial
 - 3. Giveaways for Green a thon to be determined
 - 4. Mr. Cedoz volunteered; additional volunteers from Parks Foundation may be available
 - b. Great American Campout – June 27
 - 1. Mrs. Escamilla sent board members a volunteer sign up list
 - 2. Board members discussed and assigned volunteer assignments
 - 3. Board members discussed registration timing. Last year we had several last minute cancellations for weather, but we also had several people who wished to register after registration had closed (which was to ensure food availability). Board members discussed options to allow last minute registration without a food guarantee to increase participation in 2020.
 - 4. Registration dates TBD pending sponsorship availability
 - c. National Night Out – August 4
 - 1. Nothing to report
 - d. Pig Out with Public Safety – August 25
 - 1. Nothing to report
 - e. Monster Mash – October 17
 - 1. Nothing to report
 - f. Traditional Holiday – December 5
 - 1. Review of 2019 event:
 - a. Not enough milk

- b. Adequate amount of cookies
- c. If cookie dispersal will be in the same building, a sign on the additional door to prevent people from entering would be useful (or block off the stairs to prevent entry)

VI. SUMMARY ACTIVITY

- 1. Board members reviewed summary activity

VII. COMMENTS FROM BOARD MEMBERS

Motion to adjourn by Mr. Young, second by Mrs. Riley. Meeting adjourned at 7:20 PM

Next meeting is on February 5, 2020 at Portage Senior Center

Respectfully Submitted,

Elanor Riley
Park Board Secretary

MATERIALS TRANSMITTED

Tuesday, January 14, 2020

1. Communication from the City Manager regarding the November 2019 Financial Report, **Agenda Item A.10.** – Information Only
2. Communication from the City Manager regarding the Yeo & Yeo Communication and Comprehensive Annual Financial Report, **Agenda Item A.10.** – Information Only
3. Communication from the City Manager regarding the December 2019 Financial Report, **Agenda Item A.10.** – Information Only



Joseph S. La Margo, City Manager

cc Adam Herringa, Deputy City Manager

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager

SUBJECT: Monthly Financial Report

SUPPORTING PERSONNEL: William 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. November 2019 Financial Report

12/05/2019

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 11/30/2019

FUND	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	2019-20 ACTIVITY	Percent of Amended Collected/Used
REVENUES					
Totals for dept 0000 -		24,360,004	24,360,004	18,520,882	76%
Totals for dept 1720 - City Manager		500	500	0	0%
Totals for dept 2053 - Finance Treasury		1,000	1,000	532	53%
Totals for dept 2110 - Technology Services		0	0	0	0%
Totals for dept 2415 - City Clerk		64,550	64,550	36,826	57%
Totals for dept 2491 - City Clerk Elections		23,000	23,000	950	4%
Totals for dept 2865 - Parks Maintenance		1,500	1,500	2,100	140%
Totals for dept 2876 - Cemeteries		59,400	59,400	21,508	36%
Totals for dept 2877 - Parks & Rec - Parks		65,500	65,500	37,375	57%
Totals for dept 2878 - Parks & Rec - Kalamazoo In Bloom		0	0	0	0%
Totals for dept 2882 - Parks & Rec - Team Sports		140,540	144,236	32,754	23%
Totals for dept 2885 - Parks & Rec - Programs		19,000	13,000	6,739	52%
Totals for dept 2886 - Parks & Rec - Ramona Park		54,450	54,450	39,898	73%
Totals for dept 2887 - Parks & Rec - Special Events		12,000	12,000	3,421	29%
Totals for dept 2888 - Parks & Rec - Millennium Park		45,000	45,000	0	0%
Totals for dept 3005 - Police Administration		155,000	155,000	94,721	61%
Totals for dept 3010 - Police Patrol		1,000	1,000	3,640	364%
Totals for dept 3021 - Police Training-Grant Funded		9,000	9,000	4,920	55%
Totals for dept 3030 - Police Public Safety Dispatch/ts		19,209	19,209	9,589	50%
Totals for dept 3050 - Police Drug Law Enforcement		1,000	1,000	0	0%
Totals for dept 3310 - Fire Admin		160	160	0	0%
Totals for dept 3340 - Fire Prevention		900	900	475	53%
Totals for dept 3710 - Comm Dev Building Services		750,000	750,000	467,168	62%
Totals for dept 3720 - Comm Dev Planning & Development		55,000	55,000	29,875	54%
Totals for dept 3730 - Comm Dev Neighborhood Services		177,500	177,500	174,736	98%
Totals for dept 6720 - Senior Center		158,700	163,700	41,227	25%
Totals for dept 6721 - Senior Center Trips		375,000	375,000	157,776	42%
Totals for dept 6722 - Senior Center Activities		15,000	15,000	0	0%
Totals for dept 6725 - Aging Mastery Program		1,200	1,200	270	23%
TOTAL REVENUES - GENERAL FUND		26,635,113	26,637,809	19,722,382	74%

TO: Honorable Mayor and City Council

FROM: Joseph S. La Margo, City Manager



SUBJECT: Comprehensive Annual Financial Report – Information Only

SUPPORTING PERSONNEL: Bill Furry, Finance Director

Attached for the information of City Council is a communication from Yeo & Yeo, PC dated December 18, 2019 concerning the audit of financial activities of City of Portage for the fiscal year ended June 30, 2019. The 2019 Comprehensive Annual Financial Report (CAFR) can be viewed on the Finance page of the city website.

Attachments: Communication dated December 18, 2019 from Yeo & Yeo, PC

December 18, 2019

The Honorable Mayor and the Members of the City Council
City of Portage
Portage, MI

We have audited the financial statements of the governmental activities, business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of City of Portage (the City) as of and for the year ended June 30, 2019, and have issued our report dated December 18, 2019. We are required to communicate certain matters to you in accordance with auditing standards generally accepted in the United States of America that are related to internal control and the audit.

Our communication includes the following:

I. Auditors' Communication of Significant Matters with Those Charged with Governance

Matters for management's consideration are not required to be communicated but we believe are valuable for management.

We discussed these matters with various personnel in the Organization during the audit and with management. We would also be pleased to meet with you to discuss these matters at your convenience.

These communications are intended solely for the information and use of management, the City, Council and others within the City, and others within the City, and are not intended to be and should not be used by anyone other than those specified parties.

Yeo & Yeo, P.C.

Kalamazoo, Michigan

Appendix I

Auditors' Communication of Significant Matters with Those Charged with Governance

Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter dated June 3, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in the footnotes of the financial statements. The City has adopted the following Governmental Accounting Standards Board Statements effective July 1, 2018:

- No. 83, *Certain Asset Retirement Obligations*. The Statement establishes criteria for determining the timing and pattern of recognition of a liability and a corresponding deferred outflow of resources for asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset.
- Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements* improves the information that is disclosed in notes to the financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities should be included when disclosing information related to debt. It requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses. It will also require that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt.

We noted no transactions entered into by the Organization during the year for which there is lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statement in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Organization's financial statements were:

- The useful lives of its capital assets. Useful lives are estimated based on the expected length of time during which the asset is able to deliver a given level of service.
- Net pension liability, and related deferred outflows of resources and deferred inflows of resources. The estimate is based on an actuarial report.
- Other post-employment benefits. The estimate is derived from a calculation including factors such as: life expectancy, historical insurance costs, probability of retirement, and the applicable federal interest rates in effect at the time of the calculation.

- Compensated absences. Management's estimate of accrued compensated absences is based on current hourly rates and policies regarding payment of sick and vacation banks.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole and free from bias.

The financial statement disclosures are neutral, consistent and clear.

Accounting Standards

The Governmental Accounting Standards Board has released additional Statements. Details regarding these Statements are described in Note 1 of the financial statements.

Regulatory Update

Pension and OPEB Reporting – Form 5572

Public Act 202 of 2017 required governments to prepare additional reporting for pension and OPEB plans using Form 5572 (due 6 months after the end of your fiscal year). A memo was issued September 25, 2018 by Treasury regarding the application of uniform assumptions. For the purpose of reporting Form 5572, Treasury requires uniform assumptions to be included on Form 5572 for fiscal years ending 2019, if the audited financial statements were based on an actuarial valuation issued after December 31, 2018. Reporting of pension and OPEB liabilities under the uniform assumptions is required no later than fiscal years ending 2020 in all other cases. The full memo can be found at the following address:

https://www.michigan.gov/documents/treasury/Uniform_Assumption_Memo_signed_639123_7.pdf

Uniform assumptions will be used by Treasury to increase comparability of pension and OPEB plans from one municipality to the next. Treasury recommends all actuarial valuations issued after December 31, 2018 include the provisions of the uniform assumptions. It is important to consider whether using the uniform assumptions for the measurement of your municipality's pension or OPEB liabilities are appropriate under GAAP, or whether the liabilities should be calculated using two sets of assumptions. If using two sets of assumptions is appropriate, both amounts will be reported to Treasury.

Treasury has issued the following as the uniform assumptions for 2020:

Fiscal Year 2020 Assumptions

Assumption	Uniform assumption	Change from Fiscal Year 2019
Investment Rate of Return	Maximum of 7.00%	None
Discount Rate	Blended Discount rate calculated using GASB Statements No. 68 and 75 Methodology For periods in which projected plan assets are Sufficient to make Projected Benefit Payments: <u>Maximum of 7.00%</u> For periods in which projected plan assets are Not Sufficient to make projected benefit payments: <u>3.50%</u>	Increased the blended rate from 3% to 3.50% for periods in which plan assets are <u>not</u> sufficient to make projected benefit payments
Salary Increase	A minimum of 3.5% or based on an actuarial experience study conducted within the last 5 years	None
Mortality Table	A version of the Pub-2010 mortality tables with future mortality improvement projected generationally using Scale MP-2018 or based on an actuarial experience study conducted within the last five years	Changed from RP-2014 to Pub-2010 Tables; Generational mortality improvement using Scale MP-2018
Health care Inflation (for Medical and Drug) ¹	Non-Medicare: Initial rate of 8.25% decreasing .25% per year to a 4.50% long-term rate Medicare: Initial rate of 6.50% decreasing .25% a year to a 4.50% long-term rate	Non-Medicare: Initial rate reduced from 8.50% to 8.25% Medicare: Initial rate reduced from 7.00% to 6.50%
Amortization of the Unfunded Actuarial Accrued liability	Local governments must amortize the unfunded actuarial accrued liability (UAAL) over a maximum closed periods of: • Pension Systems: 19 Years • Retiree Health Care systems: 29 Years Closed plans must use a level-dollar amortization method Open plans may use a level-dollar or percent of pay amortization method	Pension: Closed period reduced from 20 years to 19 years Health Care: Closed period reduced from 30 years to 29 years

¹ Separate trend scales used to value other ancillary benefits can continue to be used as is

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no misstatements detected as a result of audit procedures that were more than trivial.

There were no uncorrected misstatements that were more than trivial.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated as of the date of the audit report.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Report on Required Supplementary Information

We applied certain limited procedures to the management's discussion and analysis, municipal employees retirement system schedules, other postemployment benefit schedules, and budgetary comparison information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Report on Other Supplementary Information

We were engaged to report on other supplementary information as described in the table of contents of the financial statements, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

CAFR

The Organization's audited financial statements are included in their comprehensive annual financial report. Our responsibility for the other information contained in the comprehensive annual financial report does not extend beyond the financial information identified in our audit report. We do not have an obligation to perform any procedures to corroborate the other information contained in the introductory section and statistical section. However, we read the other information and considered whether such information, or the manner of its presentation, was materially inconsistent with information, or the manner of its presentation, appearing in the financial statements. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, was materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

12/05/2019

BUDGET REPORT FOR CITY OF PORTAGE

Calculations as of 11/30/2019

FUND	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	2019-20 ACTIVITY	Percent of Amended Collected/Used
EXPENDITURES					
Totals for dept 1001-City Council		88,000	88,000	18,387	21%
Totals for dept 1085-City Council-Human Services		169,740	169,740	36,300	21%
Totals for dept 1720-City Manager		654,587	664,345	404,016	61%
Totals for dept 2001-Finance Accounting		449,430	451,732	157,932	35%
Totals for dept 2002-Finance & Budget		301,790	301,790	108,004	36%
Totals for dept 2053-Finance Treasury		140,391	140,391	63,668	45%
Totals for dept 2110-MIS		852,278	846,783	354,317	42%
Totals for dept 2133-MIS Public Information		57,563	57,563	21,960	38%
Totals for dept 2209-Assessor		445,695	445,695	156,183	35%
Totals for dept 2247-Assessor Board Of Review		35,174	35,174	7,794	22%
Totals for dept 2310-Attorney		226,728	226,728	94,050	41%
Totals for dept 2415-City Clerk		167,958	167,958	61,317	37%
Totals for dept 2416-City Clerk Records Management		67,256	67,256	25,984	39%
Totals for dept 2491-City Clerk Elections		233,631	240,781	74,691	31%
Totals for dept 2610-Human Resources		473,940	473,940	162,347	34%
Totals for dept 2733-Purchasing		85,594	85,594	30,557	36%
Totals for dept 2734-Purchasing Risk Management		25,958	25,958	9,840	38%
Totals for dept 2865-Parks Maintenance		1,332,081	1,332,081	420,186	32%
Totals for dept 2876-Cemeteries		66,855	66,855	18,278	27%
Totals for dept 2877-Parks & Rec - Parks		649,905	649,905	212,694	33%
Totals for dept 2878-Parks & Rec - Kalamazoo In Bloom		15,000	15,000	0	0%
Totals for dept 2880-Parks & Rec Rec - Admin		204,852	204,852	69,639	34%
Totals for dept 2882-Parks & Rec Rec - Team Sports		70,650	74,346	29,363	39%
Totals for dept 2885-Parks & Rec - Programs		53,670	34,150	4,565	13%
Totals for dept 2886-Parks & Rec Rec - Ramona Park		132,532	132,532	51,111	39%
Totals for dept 2887-Parks & Rec Rec - Special Events		111,379	111,379	58,167	52%
Totals for dept 2888-Parks & Rec - Ice Rink		88,603	88,603	8,941	10%
Totals for dept 3005-Police Administration		1,228,159	1,228,159	457,190	37%
Totals for dept 3006-Police Youth Services		517,905	517,905	181,896	35%
Totals for dept 3007-Police Investigation		708,861	714,356	273,950	38%
Totals for dept 3010-Police Patrol		5,692,511	5,714,142	2,306,978	40%
Totals for dept 3020-Police Training		266,790	266,790	77,512	29%
Totals for dept 3021-Police Training-Grant Funded		9,000	9,000	3,321	37%
Totals for dept 3030-Police Public Safety Dispatch/Is		69,619	74,419	14,035	19%
Totals for dept 3031-Police Emergency Sirens		23,676	23,676	498	2%
Totals for dept 3040-Police Records & PST		640,074	640,074	233,149	36%
Totals for dept 3050-Police Drug Law Enforcement		248,286	248,286	93,063	37%

12/05/2019

BUDGET REPORT FOR CITY OF PORTAGE

Calculations as of 11/30/2019

FUND	DESCRIPTION	2019-20	2019-20	2019-20	Percent of Amended
		ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY Collected/Used	
Totals for dept 3065-Police Facility Management		196,420	221,579	105,300	48%
Totals for dept 3090-Police KCCDA support		756,793	756,793	378,397	50%
Totals for dept 3310-Fire Admin		713,282	713,282	234,139	33%
Totals for dept 3320-Fire Operations		4,209,123	4,209,123	1,582,478	38%
Totals for dept 3330-Fire On Call Firefighters		83,527	83,527	23,210	28%
Totals for dept 3340-Fire Emergency Operations		4,900	4,900	1,300	27%
Totals for dept 3340-Fire Prevention		139,291	139,291	53,596	38%
Totals for dept 3350-Fire Training		191,552	191,552	67,775	35%
Totals for dept 3365-Fire Facility Management		238,050	238,050	8,206	3%
Totals for dept 3710-Comm Dev Building Services		591,069	591,069	219,147	37%
Totals for dept 3720-Comm Dev Planning & Development		326,307	326,307	121,949	37%
Totals for dept 3730-Comm Dev Neighborhood Services		238,145	238,145	83,428	35%
Totals for dept 3765-Comm Dev Building Maintenance		257,817	257,817	85,734	33%
Totals for dept 4210-General Public Services		510,650	657,650	227,429	35%
Totals for dept 6720-Senior Center		401,901	406,901	136,238	33%
Totals for dept 6721-Senior Center Trips		387,246	387,246	161,091	42%
Totals for dept 6725-Aging Mastery Program		1,500	1,500	60	0%
Totals for dept 6740-Fundraising		0	28,320	32,831	0%
Totals for dept 9610-Transfers Out		781,419	781,419	781,419	100%
TOTAL EXPENDITURES - GENERAL FUND		26,635,113	26,870,409	10,605,610	39%
202	Major Street Fund - Revenues	4,412,852	4,412,852	1,566,972	36%
	Major Street Fund - Expenditures	4,390,769	4,600,722	2,490,051	54%
203	Local Streets Fund - Revenues	1,661,784	1,661,784	733,439	44%
	Local Streets Fund - Expenditures	1,649,992	1,822,717	502,549	28%
204	Municipal Streets Fund - Revenues	1,563,000	1,563,000	1,457,473	93%
	Municipal Streets Fund - Expenditures	1,563,000	1,563,000	1,552,810	99%
223	Curbside Recycling - Revenues	698,885	698,885	651,377	93%
	Curbside Recycling - Expenditures	698,312	698,312	220,206	32%
226	Leaf Pickup/Spring Cleanup - Revenues	803,400	803,400	746,802	93%
	Leaf Pickup/Spring Cleanup - Expenditures	833,692	833,692	205,380	25%
230	CDBG Program Income Fund - Revenues	125,000	125,000	60,787	49%
	CDBG Program Income Fund - Expenditures	125,000	125,000	8,291	7%

12/05/2019

BUDGET REPORT FOR CITY OF PORTAGE
 Calculations as of 11/30/2019

FUND	DESCRIPTION	2019-20	2019-20	2019-20	Percent of
		ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY	Amended Collected/Used
252	West Lake Weed Mgmt - Revenues	32,500	32,500	17,060	52%
	West Lake Weed Mgmt - Expenditures	32,120	32,120	3,250	10%
296	Community Development Block Grant - Rev	229,105	373,110	105,024	28%
	Community Development Block Grant - Exp	229,105	373,110	0	0%
298	Cable Television Fund - Revenues	784,522	784,522	194,235	25%
	Cable Television Fund - Expenditures	989,038	1,019,038	198,744	20%
400	Capital Improvement General - Revenues*	19,365,418	27,959,717	8,439,470	30%
	Capital Improvement General - Expenditures*	19,365,418	36,711,228	13,684,997	37%
490	Capital Improvement Sewer - Revenues*	900,000	4,905,000	800,000	16%
	Capital Improvement Sewer - Expenditures*	900,000	3,648,608	621,260	17%
491	Capital Improvement Water - Revenues*	2,350,000	8,563,775	800,000	9%
	Capital Improvement Water - Expenditures*	2,350,000	7,186,185	1,514,123	21%
590	Sewer Fund - Revenues	8,936,142	8,936,142	4,545,459	51%
	Sewer Fund - Expenditures	8,903,057	9,014,145	3,172,159	35%
591	Water Fund - Revenues	6,557,387	6,557,387	3,901,626	59%
	Water Fund - Expenditures	6,498,171	6,567,583	3,875,131	59%
TOTAL REVENUES - ALL FUNDS **		75,055,108	94,014,883	43,742,106	47%
TOTAL EXPENDITURE - ALL FUNDS **		75,162,787	101,065,869	38,654,561	38%

* 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: Joseph La Margo, City Manager

SUBJECT: Monthly Financial Report

SUPPORTING PERSONNEL: William Furry, Finance Director

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

Attachments: 1. December 2019 Financial Report

01/08/2020

BUDGET REPORT FOR CITY OF PORTAGE

Calculations as of 12/31/2019

FUND	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	2019-20 ACTIVITY	Percent of Amended Collected/Used
REVENUES					
Totals for dept 0000 -		24,360,004	24,360,004	19,488,704	80%
Totals for dept 1720 - City Manager		500	500	0	0%
Totals for dept 2053 - Finance Treasury		1,000	1,000	712	71%
Totals for dept 2110 - Technology Services		0	0	0	0%
Totals for dept 2415 - City Clerk		64,550	64,550	41,841	65%
Totals for dept 2491 - City Clerk Elections		23,000	23,000	950	4%
Totals for dept 2865 - Parks Maintenance		1,500	1,500	2,100	140%
Totals for dept 2876 - Cemeteries		59,400	59,400	26,801	45%
Totals for dept 2877 - Parks & Rec - Parks		65,500	65,500	38,375	59%
Totals for dept 2878 - Parks & Rec - Kalamazoo In Bloom		0	0	0	0%
Totals for dept 2882 - Parks & Rec - Team Sports		140,540	144,236	32,754	23%
Totals for dept 2885 - Parks & Rec - Programs		19,000	13,000	7,002	54%
Totals for dept 2886 - Parks & Rec - Ramona Park		54,450	54,450	39,898	73%
Totals for dept 2887 - Parks & Rec - Special Events		12,000	12,000	5,421	45%
Totals for dept 2888 - Parks & Rec - Millennium Park		45,000	45,000	0	0%
Totals for dept 3005 - Police Administration		155,000	155,000	99,453	64%
Totals for dept 3010 - Police Patrol		1,000	1,000	3,740	374%
Totals for dept 3021 - Police Training-Grant Funded		9,000	9,000	4,920	55%
Totals for dept 3030 - Police Public Safety Dispatch/ts		19,209	19,209	9,589	50%
Totals for dept 3050 - Police Drug Law Enforcement		1,000	1,000	0	0%
Totals for dept 3310 - Fire Admin		160	160	0	0%
Totals for dept 3340 - Fire Prevention		900	900	505	56%
Totals for dept 3710 - Comm Dev Building Services		750,000	750,000	499,644	67%
Totals for dept 3720 - Comm Dev Planning & Development		55,000	55,000	32,950	60%
Totals for dept 3730 - Comm Dev Neighborhood Services		177,500	177,500	176,310	99%
Totals for dept 6720 - Senior Center		158,700	163,700	44,727	27%
Totals for dept 6721 - Senior Center Trips		375,000	375,000	181,783	48%
Totals for dept 6722 - Senior Center Activities		15,000	15,000	0	0%
Totals for dept 6725 - Aging Mastery Program		1,200	1,200	270	23%
TOTAL REVENUES - GENERAL FUND		26,635,113	26,637,809	20,773,449	78%

01/08/2020

BUDGET REPORT FOR CITY OF PORTAGE

Calculations as of 12/31/2019

FUND	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	2019-20 ACTIVITY	Percent of Amended Collected/Used
EXPENDITURES					
Totals for dept 1001-City Council		88,000	88,000	34,842	40%
Totals for dept 1085-City Council-Human Services		169,740	169,740	36,300	21%
Totals for dept 1720-City Manager		654,587	664,345	448,092	67%
Totals for dept 2001-Finance Accounting		449,430	451,732	191,874	42%
Totals for dept 2002-Finance & Budget		301,790	301,790	124,475	41%
Totals for dept 2053-Finance Treasury		140,391	140,391	73,436	52%
Totals for dept 2110-MIS		852,278	846,783	462,964	55%
Totals for dept 2133-MIS Public Information		57,563	57,563	25,228	44%
Totals for dept 2209-Assessor		445,695	445,695	185,176	42%
Totals for dept 2247-Assessor Board Of Review		35,174	35,174	9,157	26%
Totals for dept 2310-Attorney		226,728	226,728	112,860	50%
Totals for dept 2415-City Clerk		167,958	167,958	67,194	40%
Totals for dept 2416-City Clerk Records Management		67,256	67,256	29,371	44%
Totals for dept 2491-City Clerk Elections		233,631	240,781	83,039	34%
Totals for dept 2610-Human Resources		473,940	473,940	191,687	40%
Totals for dept 2733-Purchasing		85,594	85,594	35,879	42%
Totals for dept 2734-Purchasing Risk Management		25,958	25,958	10,978	42%
Totals for dept 2865-Parks Maintenance		1,332,081	1,332,081	526,908	40%
Totals for dept 2876-Cemeteries		66,855	66,855	23,689	35%
Totals for dept 2877-Parks & Rec - Parks		649,905	649,905	253,604	39%
Totals for dept 2878-Parks & Rec - Kalamazoo In Bloom		15,000	15,000	0	0%
Totals for dept 2880-Parks & Rec Rec - Admin		204,852	204,852	83,744	41%
Totals for dept 2882-Parks & Rec Rec - Team Sports		70,650	74,346	29,363	39%
Totals for dept 2885-Parks & Rec - Programs		53,670	34,150	5,127	15%
Totals for dept 2886-Parks & Rec Rec - Ramona Park		132,532	132,532	51,111	39%
Totals for dept 2887-Parks & Rec Rec - Special Events		111,379	111,379	59,799	54%
Totals for dept 2888-Parks & Rec - Ice Rink		88,603	88,603	20,172	23%
Totals for dept 3005-Police Administration		1,228,159	1,228,159	515,503	42%
Totals for dept 3006-Police Youth Services		517,905	517,905	213,980	41%
Totals for dept 3007-Police Investigation		708,861	714,356	314,036	44%
Totals for dept 3010-Police Patrol		5,692,511	5,714,142	2,639,488	46%
Totals for dept 3020-Police Training		266,790	266,790	96,728	36%
Totals for dept 3021-Police Training-Grant Funded		9,000	9,000	5,409	60%
Totals for dept 3030-Police Public Safety Dispatch/Is		69,619	74,419	15,587	21%
Totals for dept 3031-Police Emergency Sirens		23,676	23,676	498	2%
Totals for dept 3040-Police Records & PST		640,074	640,074	270,854	42%
Totals for dept 3050-Police Drug Law Enforcement		248,286	248,286	107,869	43%

01/08/2020

BUDGET REPORT FOR CITY OF PORTAGE

Calculations as of 12/31/2019

FUND	DESCRIPTION	2019-20	2019-20	2019-20	Percent of Amended Collected/Used
		ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY	
Totals for dept 3065-Police Facility Management		196,420	221,579	110,914	50%
Totals for dept 3090-Police KCCDA support		756,793	756,793	378,397	50%
Totals for dept 3310-Fire Admin		713,282	713,282	271,029	38%
Totals for dept 3320-Fire Operations		4,209,123	4,209,123	1,820,879	43%
Totals for dept 3330-Fire On Call Firefighters		83,527	83,527	26,039	31%
Totals for dept 3340-Fire Emergency Operations		4,900	4,900	1,300	27%
Totals for dept 3340-Fire Prevention		139,291	139,291	61,630	44%
Totals for dept 3350-Fire Training		191,552	191,552	75,941	40%
Totals for dept 3365-Fire Facility Management		238,050	238,050	10,441	4%
Totals for dept 3710-Comm Dev Building Services		591,069	591,069	261,941	44%
Totals for dept 3720-Comm Dev Planning & Development		326,307	326,307	142,775	44%
Totals for dept 3730-Comm Dev Neighborhood Services		238,145	238,145	98,442	41%
Totals for dept 3765-Comm Dev Building Maintenance		257,817	257,817	98,769	38%
Totals for dept 4210-General Public Services		510,650	657,650	273,793	42%
Totals for dept 6720-Senior Center		401,901	406,901	161,281	40%
Totals for dept 6721-Senior Center Trips		387,246	387,246	184,185	48%
Totals for dept 6725-Aging Mastery Program		1,500	1,500	60	0%
Totals for dept 6740-Fundraising		0	28,320	32,833	0%
Totals for dept 9610-Transfers Out		781,419	781,419	781,419	100%
TOTAL EXPENDITURES - GENERAL FUND		26,635,113	26,870,409	12,148,089	45%
202	Major Street Fund - Revenues	4,412,852	4,412,852	1,571,559	36%
	Major Street Fund - Expenditures	4,390,769	4,600,722	3,006,662	65%
203	Local Streets Fund - Revenues	1,661,784	1,661,784	736,296	44%
	Local Streets Fund - Expenditures	1,649,992	1,822,717	833,063	46%
204	Municipal Streets Fund - Revenues	1,563,000	1,563,000	1,462,940	94%
	Municipal Streets Fund - Expenditures	1,563,000	1,563,000	1,552,810	99%
223	Curbside Recycling - Revenues	698,885	698,885	654,425	94%
	Curbside Recycling - Expenditures	698,312	698,312	280,836	40%
226	Leaf Pickup/Spring Cleanup - Revenues	803,400	803,400	750,809	93%
	Leaf Pickup/Spring Cleanup - Expenditures	833,692	833,692	290,206	35%
230	CDBG Program Income Fund - Revenues	125,000	125,000	60,987	49%
	CDBG Program Income Fund - Expenditures	125,000	125,000	8,291	7%

01/08/2020

BUDGET REPORT FOR CITY OF PORTAGE
 Calculations as of 12/31/2019

FUND	DESCRIPTION	2019-20	2019-20	2019-20	Percent of
		ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY	Amended Collected/Used
252	West Lake Weed Mgmt - Revenues	32,500	32,500	350	1%
	West Lake Weed Mgmt - Expenditures	32,120	32,120	3,250	10%
296	Community Development Block Grant - Rev	229,105	373,110	37,200	10%
	Community Development Block Grant - Exp	229,105	373,110	113,831	31%
298	Cable Television Fund - Revenues	784,522	784,522	196,304	25%
	Cable Television Fund - Expenditures	989,038	1,019,038	219,183	22%
400	Capital Improvement General - Revenues*	19,365,418	27,959,717	8,491,226	30%
	Capital Improvement General - Expenditures*	19,365,418	36,711,209	14,678,584	40%
490	Capital Improvement Sewer - Revenues*	900,000	4,905,000	800,000	16%
	Capital Improvement Sewer - Expenditures*	900,000	3,648,608	633,156	17%
491	Capital Improvement Water - Revenues*	2,350,000	8,563,775	800,000	9%
	Capital Improvement Water - Expenditures*	2,350,000	7,186,185	1,541,212	21%
590	Sewer Fund - Revenues	8,936,142	8,936,142	5,298,118	59%
	Sewer Fund - Expenditures	8,903,057	9,014,145	3,608,897	40%
591	Water Fund - Revenues	6,557,387	6,557,387	4,398,645	67%
	Water Fund - Expenditures	6,498,171	6,567,583	4,156,227	63%
TOTAL REVENUES - ALL FUNDS **		75,055,108	94,014,883	46,032,308	49%
TOTAL EXPENDITURE - ALL FUNDS **		75,162,787	101,065,850	43,074,297	43%

* 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

DATE: January 28, 2020

FROM: Megan Chow, Youth Advisory Committee Chairperson

SUBJECT: 2019-2020 Youth Advisory Committee Goals and Objectives

The Youth Advisory Committee (YAC) is pleased to submit the following update on our Goals and Objectives:

- 1.) Continue to support educating members of the YAC on the roles and functions of the City of Portage Government.
 - a. The Youth Advisory Committee met several times throughout the summer of 2019 with the sole purpose of learning more about local government and how it operates. Tours of various departments are planned. A visit to the Public Works Department was completed in October. The next anticipated tour is of Public Safety, once the weather warms.
 - b. Youth members on other boards and commissions report back to the YAC at each meeting. A different liaison selecting process was implemented by the YAC in 2018 with at least one volunteer for the city boards and commissions, if not two to three each. This practice was well received and has continued for 2019-20.
- 2.) Continue a commitment to community service by volunteering time at organizations such as the Portage Community Center. In addition, to take initiative and volunteer in support of other causes as the need may arise.
 - a. We volunteered several times at the Portage Community Center in advance of both the Thanksgiving and Christmas holiday, as well as supported other events/activities of the Park Board and Environmental Board.
 - b. We volunteered at the annual MLK event held in 2019 at the Air Zoo during February and anticipate doing so again in 2020.
- 3.) Promote environmental awareness in the community.
 - a. For 2020, it will be the 12th annual Green-A-Thon, as well as the 50th Anniversary of Earth Day. A special twist is planned for this year's Green-A-Thon. The YAC is working with the Parks Department, in conjunction with the Environmental Board and Park Board, to partner the Green-A-Thon event with a first-ever "soft-opening" Portage Farmers Market. The joint event for 2020 will be on Sunday, April 19th in front of City Hall. Times and planning is currently underway.
 - b. In light of recent presentations, the YAC will also include a focus on climate change focus and form sub-committee to better act on the topic.
- 4.) Participate in and support community efforts related to addressing substance abuse in the community. Provide teens an opportunity to socialize without the use of drugs and alcohol, including hosting activities such as the Snow Party and Summer Movie Night.

- a. The Snow Party was held on February 1st. Alternatives for a “no snow” possibility are also planned.
 - b. The Youth Advisory Committee again partnered with the Park Board for the Summer Camp Out event at Ramona Park in 2019 and plan to do so again in 2020.
 - c. Assisted Portage Rotary in facilitating the 4th of July fireworks at Ramona Park.
 - d. Partnered with the Breakfast Optimist Club and the Department of Public Safety to host a community summer movie night in August with a law enforcement education opportunity. Last year the movie “Spiderman: Into the Spider Verse” was shown.
- 5.) Advise the City Council in areas / subjects under the purview of the Youth Advisory Committee.
- a. Provided the annual presentation to City Council in February 2019.
- 6.) Present an annual verbal report to the City Council.
- a. Completed.

Sincerely,

Megan Chow, Chairperson
Youth Advisory Committee

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Communication from the Environmental Board

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: To receive the communication from the Environmental Board, and refer it to the City Administration for further review and response.

A communication from the Portage Environmental Board to the City Council recommending that the City Council create and implement a Climate Action Plan is attached.

It is recommended that City Council receive the communication from the Environmental Board, and refer it to the City Administration for further review and response.

FUNDING: Not Applicable

Attachments: 1. Communication from the Environmental Board regarding a Climate Action Plan Executive Summary

TO: JOSEPH LA MARGO, CITY MANAGER, CITY OF PORTAGE
PATRICIA RANDALL, MAYOR, CITY OF PORTAGE
PORTAGE CITY COUNCIL MEMBERS

FROM: CITY OF PORTAGE ENVIRONMENTAL BOARD

SUBJECT: CITY OF PORTAGE CLIMATE ACTION PLAN EXECUTIVE SUMMARY

The Environmental Advisory Board presents our findings regarding steps that can be taken by the city to address the impact of climate change on our citizens, businesses, and municipalities, and the responsibility we - as collective citizens of Portage, Michigan - have to each other, our children, our country, and the world, to participate and do our part in reducing our emissions and setting our city on pathways to sustainable and regenerative practices.

After months of research into actions being taken in neighboring cities, states, and globally; interviews with local climate experts; and the aggregation of information across many climate action platforms the board presents this executive summary in both an advisory and invitational role.

We call upon city administration, the city council and Mayor Randall to read this summary as a recommendation for first steps that need to be taken, as well as a peek into the scope of what needs to be done. The board seeks the city council's feedback and response to the content contained in this summary. Additionally, the board also urges the city council to review the information contained in the summary, and present it to relevant parties so that key assessments can be approved, and identified early actions can be implemented.

The board is eager to be a partner in these things, and can provide additional relevant information, ideas, and actions as needed. We appreciate the opportunity to advise the council on this matter. We also stress our passion and sense of immediacy for action on this topic and await your feedback on our findings.

Sincerely, City of Portage Environmental Board

Attachment

City of Portage Climate Action Plan

City of Portage Environmental Board

Executive Summary

Climate change is not a future problem it is happening now. Evidence of the global climate and ecological emergency is all around us. A recent (2019) *Assessment of the Impacts of Climate Change on the Great Lakes* highlights the significant impacts in our unique backyard. Here in Portage and across southwestern Michigan we are increasingly experiencing the predicted impacts of climate change; increased torrential spring and early autumn rainfall causing the flooding of streets and homes, and power outages; heat waves and longer summers resulting in worsening air quality, increases in the spread of pest borne disease, and drought stress on our trees and lakes. Farmers cannot plant or must delay planting due to flooded fields, may have a longer growing season, but then cannot harvest as floods return. Record low temperatures with snow and ice due to increased lake effect close schools and businesses, sometimes for days at a time.

These changes may seem manageable to us, but we are falling behind our neighbors and the world in taking these threats seriously. Kalamazoo County recently declared a climate emergency, and the city of Kalamazoo is in the process of implementing their own climate action plan. It is imperative that Portage joins in and takes action. The primary threats listed above may seem fairly minor to our city specifically, because they fail to convey the ripple effect these changes have as they impact the parts of Michigan, and the world, that produce the bulk of our food; individuals already living in harsh conditions and their need to immigrate in mass numbers; and the cost of property damage due to flood, fire, and other disasters. These things, among others, will bring changes to Portage over the next three decades. The board insists that the city of Portage has a responsibility to its citizens to do all in our power to unite with surrounding communities, states, and the world in taking action to mitigate our contribution to climate change in the form of a Climate Action Plan. In doing so we join other cities in Michigan; Kalamazoo, Ann Arbor, St. Joseph, Holland, Monroe, and Traverse City, 50 of our nation's largest cities and countless smaller ones (482 in CA alone) and, at least 200 nations worldwide, in developing and implementing Climate Action Plans.

Plan Outline

The City of Portage has a rich history of being environmentally conscious. Its care and preservation of natural spaces, and system of trails and parks is unique and well-loved. Portage also has its 2025 Visioning Project, a plan created through collaboration between community members and leaders to "develop revised visions, top goals and strategies for achieving the contemplated future of Portage in 2025." The goals shaped in the resulting document, [The Portage 2025 Renewal Event Final Report](#) feature a number of environmentally conscious actions and can serve to assist in the early stages of Portage's Climate Action Plan creation. The sections found in the above referenced document served to inspire the areas of action listed in this document.

The recommendations in this paper draw on the knowledge of local stakeholders and of groups around the country that are taking action to reduce CO2 emissions. It uses numbers from estimates from the University of Berkeley CoolClimate.org website which states that Portage emits around 58 metric tons of CO2 per year. As stated, this summary is merely a starting place with a call for actions that are first steps towards creating a comprehensive Climate Action Plan for reducing emissions to targets equal to, and ideally more ambitious than our former national commitments (e.g. 2016 Paris Agreement in which developed nations, including our own, agreed to do all they could within their country to keep the human caused global temperature increase to under 3.6 °F). These goals are also inline with where the Intergovernmental Panel on Climate Change's (IPCC) 2018 report indicates we need to be to mitigate future devastation.

The actions proposed in this plan are starting points. They are not enough to reach the target reduction levels. Collectively, local actions and greater commitment to renewable energy will be needed to achieve target levels. Many of the needed actions involve changes in behavior by Portage residents and many will only succeed with widespread community participation and support. The creation of a more accurate and comprehensive plan is deemed to be beyond the scope of this board. What we have been able to accomplish through extensive work and research is identify the following 6 key areas where action needs to be taken, and what types of action has been taken in other places implementing Climate Action Plans.

Homes & Neighborhoods

- Allocate funds for incentivization and educational programs and events on renewable energy and energy conservation practices for individual homeowners, rental property owners, and rental tenants.
- Partner with businesses working to assist lower income households become more energy efficient (among them; Community Homeworks (CHW), Better World Builders LLC (BWB), Habitat for Humanity and Kalamazoo County's Weatherization Program), and businesses looking to assist interested parties transition to renewable energy sources and increased home energy efficiency (such as programs like Property Assessed Clean Energy (PACE) and Michigan Saves).

Parks & Public Spaces / Trees and Gardens

- Hire a Sustainability Officer well-versed in sustainable city planning.
- Improve pedestrian mobility and accessibility throughout the city of Portage's plazas and shopping centers, and the city at large.
- Increase the number and CO2 retention capabilities of green spaces throughout Portage, as well as spaces dominated by sprawling parking lots.
- Assist in the mobilization of community experts who can promote and offer education on sustainable yard culture and practices.
- Amend and/or pass city ordinances that incentivize private landscaping practices that favor ecological health and water conservation over traditional aesthetics. Consult with Consumer's Energy and other applicable parties on implementing a "Fell a Tree, Plant a Tree" program.

Businesses & Institutions

- Hire an emissions assessment company to help the City of Portage create a transition plan to 100% renewable energy for municipality buildings, street lights, and vehicles by 2030.
- Approach Portage's largest businesses to assess if there are city greening and sustainability projects they would be willing to collaborate on. Including, but not limited to, installation of more electric vehicle charging stations and bike racks, reinventing sprawling parking lots, and extending bike and walking paths.
- Conduct energy audits and adjust practices to reduce energy consumption within municipality buildings.
- Use the new Senior Center to host climate conscious conferences for representatives from local organizations and schools to discuss potential partnerships and programming to help those they serve, employ, and educate act in more environmentally conscious ways.

Transportation

- Expand public transportation availability to the top employers in Portage, with a particular eye to shaping new developments and business districts with low emission accessibility as a top priority.
- Improve and increase access to public transportation options. Continue expanding the presence of bike lanes.
- Work with local businesses, residents, and schools to improve mass transit options, carpool organization resources, bike accessibility and docking, and walkability between neighborhoods, and these public and commercial spaces.

Public Health

- Outreach to Portage's underserved communities to better understand their needs when it comes to all of the above sections.
- Utilize space in the new Senior Center to invite local climate activists and lobby groups to give presentations to citizens on the dangers and reality of climate change and the actions they can take in response.
- Conduct a risk assessment and create applicable plans to mitigate the impact of the most likely challenges Portage will face due to climate change. Among these; identify areas already prone to flooding and prolonged above average water levels, a regular test of warning systems in place in the event of citywide health risks, and a plan of action in the event of extensive flood damage to private and public property and spaces.

Solid Waste

- Reach out to cities who have implemented city-wide composting programs to assess the feasibility of implementation in Portage.
- Provide educational programs and incentivize a reduce/reuse/compost action plan for solid waste produced by Portage citizens, businesses, and institutions.
- Increase access and the amount of plastic bottle and bag recycling receptacles.

Conclusion

The Environmental Advisory Board calls upon city council to move forward in the creation and implementation of a Climate Action Plan. In this document we have outlined broad areas of action as well as suggested actionable ideas. We stress that this is a starting point inline with the climate emergency declaration made by Kalamazoo County in 2019. The threats to Michigan, and Portage, are real and already being felt. The international scientific community has identified 3.6 °F of warming as the point after which further warming would be devastating to life as we know it. Without cutting emissions of greenhouse gases (principally carbon dioxide) in half by 2030 and reaching 'net zero' by 2050 we will not reach the above goal. We will not make the 2030 goal unless we take decisive actions by the end of this year (2020). By taking action now the City of Portage joins cities, states, and countries around the world working on rapid, far-reaching and unprecedented changes in all aspects of society; to avoid disastrous levels of global warming. Climate action is in the best interests of Portage's citizens, businesses, natural spaces, and future. We present this summary and starting point collection of targeted actions in an effort to spur the city to act. In our role as an advisory board we extend an urgent call and present these researched initial courses of action for your review with the expectation that you build on the momentum we have established here.

****References Available Upon Request***