

7:30 p.m. Call to Order.

Invocation: Pastor Chad Wells of First Baptist Church of Portage.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Portage Senior Center - National Senior Center Month Proclamation.

A. Approval of City Council Meeting Minutes.

1. Regular Meeting Minutes of August 23, 2016.

* B. Approval of Consent Agenda Motions.

* C. Accounts Payable Register:

1. Communication from the City Manager recommending that City Council approve the Accounts Payable Register of September 6, 2016 as presented.

D. Public Hearings:

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

* 1. Communication from the City Manager recommending that City Council:

1. accept Rezoning Application #16/17-1 for first reading and set a public hearing for October 4, 2016; and
2. subsequent to the public hearing, consider approving Rezoning Application #16/17-1 (10332 Shaver Road), with a change from R-1B, one family residential, to B-3, general business.

* 2. Communication from the City Manager recommending that City Council approve the Final Preliminary Plat (engineering plans) for Whispering Meadows No. 4, 6513 Angling Road.

* 3. Communication from the City Manager recommending that City Council award a contract to:

1. Morton Salt Company in the amount of \$44.67 per ton for 3,000 tons of ice control salt at a total cost of \$134,010 for early delivery;
2. Detroit Salt Company in the amount of \$50.01 per ton for 1,500 tons of ice control salt at a total cost of \$75,015 for seasonal back-up on an as-needed basis

and authorize the City Manager to execute all documents related to these purchases on behalf of the city.

* 4. Communication from the City Manager recommending that City Council approve the purchase of:

1. 50 body worn cameras and supporting equipment from CDW-G at a cost of \$73,054.73; and
2. computer hardware and software for storage of video/audio data from Data Strategy at a cost of \$153,312.15;

for a total cost of \$226,366.88 and authorize the City Manager to execute all related documents on behalf of the city.

* 5. Communication from the City Manager recommending that City Council approve a Permit for a Fireworks Display on September 25, 2016, sponsored by the Kalamazoo Valley Family Church.

* 6. Communication from the City Manager recommending that City Council set a Special Meeting on Tuesday, October 4, 2016, beginning at 5:15 p.m., to interview Board and Commission applicants.

G. Communications:

H. Unfinished Business:

* I. Minutes of Boards and Commissions Meetings:

1. Senior Citizen Advisory Board of July 20, 2016.
2. Portage Park Board Minutes of August 3, 2016.

J. Council Committee Reports:

K. New Business:

L. Bid Tabulations:

- * 1. Communication from the City Manager recommending that City Council award a contract to perform engineering services for the reconstruction of Shaver Road (Vanderbilt Avenue to West Centre Avenue) to OMM Engineering, Inc., in the amount not to exceed \$145,600 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

M. Other City Matters:

1. Statements of Citizens.
2. From City Council and City Manager.

* 3. Reminder of Meetings:

- a. Wednesday, September 7, 6:30 p.m., Park Board, Westfield Park followed by Harbors West Park.
- b. Monday, September 12, 5:00 p.m., Construction Board of Appeals, City Hall Room No. 1.
- c. Monday, September 12, 6:30 p.m., Youth Advisory Committee, City Hall Room No. 1.
- d. Monday, September 12, 7:00 p.m., Zoning Board of Appeals, Council Chambers.
- e. Wednesday, September 14, 8:15 a.m., Historic District Commission followed by Historic District Study Committee at 9:00 a.m., City Hall Room No. 2.
- f. Wednesday, September 14, 7:00 p.m., Environmental Board, City Hall Room No. 1.
- g. Thursday, September 15, 7:00 p.m., District Library Board, Portage District Library.
- h. Thursday, September 15, 7:00 p.m., Planning Commission, Council Chambers.
- i. Tuesday, September 20, 6:00 p.m., City Council Committee of Whole, City Hall Room No. 1.

* N. Materials Transmitted.

1. Materials Transmitted of August 23, 2016.

Adjournment.



City of Portage Proclamation

Portage Senior Center - National Senior Center Month Proclamation

- WHEREAS,** older Americans are significant members of our society, investing their wisdom and experience to help enrich and better the lives of younger generations; and
- WHEREAS,** the Portage Senior Center has acted as a catalyst for mobilizing the creativity, energy, vitality, and commitment of the older residents of the City of Portage and beyond; and
- WHEREAS,** through the wide array of services, programs, and activities, Portage Senior Center empowers older citizens of Kalamazoo County to contribute to their own health and well-being and the health and well-being of their fellow citizens of all ages; and
- WHEREAS,** the Portage Senior Center programs and services reach over 2,000 individuals per year; and
- WHEREAS,** the contributions of members of the Portage Senior Center as volunteers at the Senior Center, Portage Public Schools, Portage District Library, the Community Outreach Center and at many other non-profit agencies in the county add to the quality of life experienced by all of us; and
- WHEREAS,** the Portage Senior Center is positioning itself to continue to be a viable service for years to come by creating new programs and services and by raising the funds needed to continue these programs and services; and
- WHEREAS,** the Portage Senior Center affirms the dignity, self-worth, and independence of older persons by facilitating their decisions and actions; tapping their experiences, skills and knowledge; and enabling their continued contributions to the community; and
- WHEREAS,** the Portage Senior Center has achieved national recognition and is the first Senior Center in Michigan to be accredited by the National Council on Aging and the National Institute of Senior Centers and has just successfully completed re-accreditation for the fourth consecutive time.

NOW, THEREFORE, I, Peter Strazdas, Mayor of the City of Portage, do hereby proclaim September 2016 National Senior Center Month in Portage and call on all citizens to recognize the special efforts of the staff and volunteers who enhance the well-being of older citizens in our community every day.



Signed this 6th day of September, 2016

Peter J. Strazdas, Mayor

CITY COUNCIL MEETING MINUTES FROM AUGUST 23, 2016

The Regular Meeting was called to order by Mayor Strazdas at 7:30 p.m.

At the request of Mayor Strazdas, Pastor Barry Petrucci of Chapel Hill United Methodist Church provided an invocation. The City Council and the audience recited the Pledge of Allegiance.

The Deputy City Clerk called the roll with the following members present: Councilmembers Richard Ford, Jim Pearson, Patricia Randall, Terry Urban and Mayor Peter Strazdas. Mayor Pro Tem Nasim Ansari and Councilmember Claudette Reid were absent with excuse. Also in attendance were City Manager Laurence Shaffer, City Attorney Randy Brown and Deputy City Clerk Adam Herringa.

APPROVAL OF MINUTES: Motion by Ford, seconded by Randall, to approve Regular Meeting Minutes of August 9, 2016, as presented. Upon a voice vote, motion carried 5 to 0.

Motion by Randall, seconded by Pearson, to approve the Pre-Council Meeting Minutes of August 22, 2016, as presented. Upon a voice vote, motion carried 3 to 0 with Councilmembers Urban and Ford abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Pearson to read the Consent Agenda. Motion by Pearson, seconded by Randall, to approve the Consent Agenda Motions as amended. Upon a roll call vote, motion carried 5 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF AUGUST 23, 2016:** Motion by Pearson, seconded by Randall, to approve the Accounts Payable Register of August 23, 2016, as presented. Upon a roll call vote, motion carried 5 to 0.

PUBLIC HEARING:

INDUSTRIAL TAX ABATEMENT APPLICATION: PFIZER, INCORPORATED (7171 PORTAGE ROAD): At the request of Mayor Strazdas, City Manager Larry Shaffer provided introductory remarks and details regarding the proposed tax abatement. Mr. Shaffer informed City Council that the planned development by Pfizer would provide the biggest increase in the tax base in twenty years, even with the abatement. He continued by sharing that Pfizer is a key component of the Portage community and that this development provides both the company and the community stability and growth. He concluded by stating his gratitude and his encouragement in the fact that Pfizer is making a commitment to current and future operations in Portage.

Motion by Urban, seconded by Pearson, to close the public hearing. Upon a voice vote, motion carried. Motion by Randall, seconded by Urban to adopt Resolution No. 4-16, approving the Industrial Facilities Exemption Certificates for Pfizer, Incorporated (Pharmacia & Upjohn Company, LLC) and approve the tax abatement agreement and affidavit between the City of Portage and Pfizer, Incorporated (Pharmacia & Upjohn Company, LLC).

Mayor Strazdas thanked the representatives of Pfizer in the audience for their commitment and expressed hope that Pfizer found working with the City on this matter to be professional, thoughtful and expeditious. He continued by sharing that both Mayor Pro Tem Ansari and Councilmember Reid, though absent from the meeting, were supportive of the abatement. Mayor Strazdas also shared that Councilmember Reid would like City Council to conduct a review of the P.A. 198 process. Mayor Strazdas expressed his own support for such a review and provided his rationale.

Councilmember Pearson reviewed the \$145 million project and shared his belief that if the expansion involved the creation of 1,000 jobs, it probably wouldn't happen in this country. He continued by reviewing the history of the relationship between Pfizer and the community and expressed his full support for the proposed abatement. Councilmember Pearson also reviewed the hundreds of

millions of dollars in development by Pfizer in recent years and the fact that, while Pfizer could have asked for abatements, chose not to. Councilmember Pearson concluded by stating that he is pleased that City Administration is working so well with members of the community, complimented City Manager Shaffer and City Staff for their efforts and expressed his pleasure that Pfizer will be in Portage for years to come.

Councilmember Randall expressed support for City Administration, the work that it is doing and cited the Pfizer development as one example. She then shared some of the history of Pfizer, Portage, and the opportunities it presented to her family. Councilmember Randall thanked the Director of Community Development Vicki Georgeau, and the City Assessor Ed VanderVries, for their work on this project. She concluded by reviewing the importance of Pfizer to the City tax base and that she is pleased Pfizer considers the Portage community to be a place of success.

Councilmember Ford shared that Pfizer has not asked for a tax abatement in a decade, despite hundreds of millions of dollars in investments that would have qualified. He pointed out that Pfizer is not asking for everything in this abatement request nor is the City giving away everything.

Upon a roll call vote, motion carried 5 to 0.

REPORTS FROM THE ADMINISTRATION:

* **JULY 2016 ENVIRONMENTAL SUMMARY REPORT:** Motion by Pearson, seconded by Randall, to receive the communication from the City Manager regarding the July 2016 Environmental Summary Report as information only. Upon a roll call vote, motion carried 5 to 0.

COMMUNICATIONS:

COMMUNICATION FROM THE ENVIRONMENTAL BOARD REGARDING THE DEER POPULATION: At the request of Mayor Strazdas, City Manager Shaffer began discussion and commended the work of the Environmental Board and commented on the commitment of the City to ecological and environmental issues.

Environmental Board Chairperson Ruth Caputo spoke and reviewed her communication to City Council, the history of the deer population discussion topic and the proposed plan to survey/study the deer population and its impact on the community. Ms. Caputo shared a presentation which highlighted the rationale of the Environmental Board in putting together this proposal, steps that have already been taken, collaborative relationships that have been established, the details of the requested funding, how it would be spent and the need to gather information before making a recommendation.

Mayor Strazdas thanked Chairperson Caputo for her presentation and shared that any decision surrounding the deer population is likely to be controversial. He continued by expressing his desire for additional data and to give the broader community the opportunity to weigh in and prioritize the topic through a tool such as the community survey.

Councilmember Randall shared that she is neither for nor against taking action on this topic at this time. She stated that car/deer incidents have been declining and inquired if the Environmental Board had any indication as to why this might be happening. Ms. Caputo stated that the Board is aware of the decline but does not have an explanation at this time. Discussion followed on the topic of public safety and public health as it pertains to the deer population.

Councilmember Ford inquired as to how high of a priority the Environmental Board places on addressing the deer population and if the cities of Jackson and Ann Arbor had been contacted to review their deer population control efforts. Chairperson Caputo shared that data has been gathered from those two cities. She also shared that the creation of a priority list has not been done by the Environmental Board for some time. However, she stated that the Environmental Board made a commitment to City Council to make a recommendation and made the same pledge to those who participated in the public hearing that was held on this topic.

Councilmember Pearson thanked the Environmental Board for their efforts and inquired if the Environmental Board had any plans to request funding for other efforts in the near future. Ms. Caputo

replied that there are no additional funding requests planned at this time. Councilmember Pearson stated that he is neutral on the issue of taking action, especially since car/deer accidents are down. He questioned the need for immediate action and concluded by stating that he would like to know the other priorities of the Environmental Board.

Chairperson Caputo reviewed the details and timing of some of the proposals such as an aerial survey in January or February and the need to get deer exclosures in place this fall. Environmental Board member Tim Winslow, 6416 Village Green Circle, shared that there is an Eagle Scout candidate who is currently available and willing to put the deer exclosures together as part of his Eagle Scout project and would be reluctant to lose this opportunity.

Mayor Strazdas summarized that there is time for City Council to consider an aerial survey, a need to get questions prepared and action taken with regard to the Community Survey and that the possible implementation of deer exclosures is the most urgent matter. The Mayor stated that the deer exclosures can likely be handled by working directly with City Administration and not require City Council involvement.

City Manager Shaffer concurred with regard to the deer exclosures and shared his desire to review and better formalize the relationship with the City, efforts of the Environmental Board and the Kalamazoo Nature Center.

Ryan Koziatek, 1185 Woodlure Drive, Kalamazoo, representing the Kalamazoo Nature Center, spoke about the annual aerial survey conducted by the Nature Center and of the ways in which deer exclosures and transects can be used to monitor and gain information about the deer population. Mr. Koziatek also reviewed changing habitats and deer control methods, including culling, used by the Nature Center. Discussion followed and Mr. Koziatek responded to a series of questions posed by City Council.

Mayor Strazdas summarized that an aerial survey could be used to collect data and that the survey would occur in January/February, that the City Manager can work with the Environmental Board and Kalamazoo Nature Center on the deer exclosures, data on car/deer crashes will continue to be tracked and that the Community Survey will be able to incorporate questions related to the deer population.

Environmental Board member, Jerry Kroehn, 7701 Wendy Lane, spoke and shared information on deer culls and how they have been implemented in other communities. Councilmember Urban questioned the safety of culling deer in urban and suburban settings such as Portage.

Motion by Pearson, seconded by Randall, to receive the Environmental Board report and request that City Administration work with the Portage Environmental Board and Kalamazoo Nature Center to better define the proposed deer management study and associated funding request. Upon a roll call vote, motion carried 5 to 0.

*** MINUTES OF BOARDS AND COMMISSIONS:** City Council received the minutes of the following Boards and Commissions:

Portage Public Schools Retreat, Regular and Special of July 18 and Special of July 27, 2016.
Zoning Board of Appeals of July 25, 2016.
Planning Commission of August 4, 2016.

NEW BUSINESS: Mayor Strazdas shared that he has asked that the topic of the Community Survey be added to the agenda for the September 6th Regular Meeting.

BID TABULATIONS:

*** TRAFFIC SIGNAL INSTALLATION AT SOUTH WESTNEDGE AVENUE/KILGORE ROAD AND WEST CENTRE AVENUE/OLD CENTRE ROAD:** Motion by Pearson, seconded by Randall, to award a construction contract to the low bidder, Severance Electric, Incorporated, of Kalamazoo, Michigan, in an amount not to exceed \$611,272.53 for the installation of

new traffic signals at the intersections of South Westnedge Avenue / Kilgore Road and West Centre Avenue / Old Centre Road, and approve a contract amendment with Abonmarche Consultants, Incorporated, in an amount not to exceed \$21,000 for traffic signal construction administration and authorize the City Manager to execute all documents related to the projects on behalf of the city. Upon a roll call vote, motion carried 5 to 0.

* **TRAFFIC SIGNAL INSTALLATION AT WEST CENTRE AVENUE/COOLEY DRIVE/TOZER COURT:** Motion by Pearson, seconded by Randall, to award a construction contract to the low bidder, Severance Electric, Incorporated, of Kalamazoo, Michigan, in an amount not to exceed \$446,967.58 for the installation of new traffic signals at the intersection of West Centre Avenue / Cooley Drive / Tozer Court and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 5 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Ford shared that it is great to hear that Pfizer is expanding and his desire for additional data as it pertains to questions surrounding the deer population.

Councilmember Pearson expressed gratitude for having Pfizer as a partner in the community. He also complimented the employees of Pfizer in this era where price-gouging in the medical and pharmaceutical industries is occurring.

Councilmember Urban provided an update on the Central County Transportation Authority (CCTA). He shared that services and routes have been, or will be, altered or expanded and complimented former City of Portage employee and current Director of the CCTA, Sean McBride, on his work.

Councilmember Randall expressed gratitude to Pfizer for their expansion efforts in Portage and shared that the City, as tax revenue grows, needs to monitor expenses and look at lowering taxes.

City Manager Shaffer shared that the Department of Parks, Recreation and Senior Citizen Services is being relocated to City Hall and provided the rationale for the move. Mr. Shaffer then shared that City offices would be closed on August 29th for employee training on the topic of “active shooters.”

Mayor Strazdas pointed out that schools would be back in session soon and that busses would return to the roadways. He continued by stating that the many road projects implemented by the City would be wrapping up soon. Mayor Strazdas concluded by stating, while the Pfizer expansion is great for the community, there are many small projects and small businesses growing in Portage as well.

MATERIALS TRANSMITTED:

* **DEPARTMENTAL MONTHLY REPORTS:** Motion by Pearson, seconded by Randall, to receive the Departmental Monthly Reports. Upon a roll call vote, motion carried 5 to 0.

* **MATERIALS TRANSMITTED OF AUGUST 9, 2016:** Motion by Pearson, seconded by Randall, to receive the Materials Transmitted of Tuesday, August 9, 2016. Upon a roll call vote, motion carried 5 to 0.

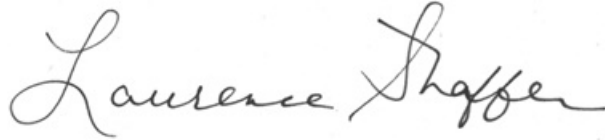
ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:54 p.m.

Adam Herringa, Deputy City Clerk

*Indicates items included on the Consent Agenda.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Finance Director

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of September 6, 2016 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 August 14, 2016 through August 28, 2016 and notes \$477,789.09 in automated clearing house payments, \$858,931.63 in paper checks and \$27,446.06 in auto-pay payments for a grand total of \$1,364,166.78.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/14/2016 To: 8/28/2016

Check Date	Check	Vendor Name	Amount
08/26/16	5547(A)	ABONMARCHE CONSULTANTS, INC	33,598.26
08/26/16	5548(A)	AIRGAS GREAT LAKES	35.94
08/26/16	5549(A)	ALL-PHASE ELECTRIC SUPPLY CO.	631.55
08/26/16	5550(A)	ALL-TRONICS, INC.	81.00
08/26/16	5551(A)	ALRO STEEL CORPORATION	113.62
08/26/16	5552(A)	AMERICAN HYDROGEOLOGY CORP.	1,549.50
08/26/16	5553(A)	ANIMAL REMOVAL SERVICE, LLC	320.00
08/26/16	5554(A)	APPROVED PROTECTION SYSTEMS	841.70
08/26/16	5555(A)	ARGUS-HAZCO	7.30
08/26/16	5556(A)	BEEBE, RONALD E.	504.00
08/26/16	5557(A)	BLUE CARE NETWORK-GREAT LAKES	80,795.88
08/26/16	5558(A)	BLUESTONE PSYCH	465.00
08/26/16	5559(A)	C C I SOUTH, INC.	145.50
08/26/16	5560(A)	C D W GOVERNMENT, INC.	6,032.90
08/26/16	5561(A)	C T S TELECOM, INC.	678.95
08/26/16	5562(A)	CAPITAL ADVANTAGE LEASING	228.00
08/26/16	5563(A)	CITY OF PORTAGE	5,000.00
08/26/16	5564(A)	CITY OF PORTAGE	4,719.31
08/26/16	5565(A)	DELTA DENTAL PLAN OF MICHIGAN	17,940.95
08/26/16	5566(A)	DIGITAL HIGHWAY WIRELESS SOLUTIONS	963.65
08/26/16	5567(A)	E J USA, INC.	889.30
08/26/16	5568(A)	EG WORKFORCE SOLUTIONS	1,286.30
08/26/16	5569(A)	ENGINEERED PROTECTION SYSTEMS, INC.	642.33
08/26/16	5570(A)	FARM N GARDEN	954.88
08/26/16	5571(A)	FISHBECK THOMPSON CARR & HUBER, INC	2,336.00
08/26/16	5572(A)	GRIFFIN PEST SOLUTIONS, INC.	220.00
08/26/16	5573(A)	HARTFORD LIFE INSURANCE COMPANY	8,526.92
08/26/16	5574(A)	INDUSCO SUPPLY CO., INC.	266.46
08/26/16	5575(A)	INTERNATIONAL CODE COUNCIL, INC	135.00
08/26/16	5576(A)	JONES & HENRY ENGINEERS, LTD	4,810.53
08/26/16	5577(A)	KNAPP ENERGY, INC.	10,608.70
08/26/16	5578(A)	LACOSTA FACILITY SUPPORT SERVICES	3,465.79
08/26/16	5579(A)	LOWE'S HOME CENTER	329.48
08/26/16	5580(A)	M & M CUSTOM FABRICATING INC.	25.20
08/26/16	5581(A)	MATERIALS RESOURCES	949.14
08/26/16	5582(A)	MAURER'S TEXTILE RENTAL SERVICES	451.25
08/26/16	5584(A)	MEDEMA, TIMOTHY	258.50
08/26/16	5585(A)	MEEKHOF TIRE SALES & SERVICE INC.	1,265.80
08/26/16	5586(A)	MEIER, MICHAEL	144.00
08/26/16	5587(A)	MEJEUR ELECTRIC LLC	6,023.00
08/26/16	5588(A)	MICH AMATEUR SOFTBALL ASSOC	2,511.00
08/26/16	5589(A)	MICHIGAN PAVING & MATERIALS CO.	1,500.00
08/26/16	5590(A)	MICROSYSTEMS, INC.	798.00
08/26/16	5591(A)	MIDWEST CIVIL ENGINEERS	6,560.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/14/2016 To: 8/28/2016

Check Date	Check	Vendor Name	Amount
08/26/16	5592(A)	MONIFA A. JUMANNE, PH.D.	1,666.00
08/26/16	5593(A)	O'BOYLE-COLWELL-BLALOCK & AS.	16,300.00
08/26/16	5594(A)	PARADIGM DESIGN, INC.	11,668.88
08/26/16	5595(A)	PCM SALES, INC.	40,550.00
08/26/16	5596(A)	PORTAGE FIREFIGHTERS	1,672.14
08/26/16	5597(A)	PORTAGE ON-CALL FIREFIGHTERS	100.00
08/26/16	5598(A)	PORTAGE POLICE OFFICERS ASSOC	714.00
08/26/16	5599(A)	PREIN & NEWHOF	596.65
08/26/16	5600(A)	RIDGE AUTO NAPA	1,061.54
08/26/16	5602(A)	ROAD EQUIPMENT PARTS CENTER	489.84
08/26/16	5603(A)	SIMMONS FORD	1,374.73
08/26/16	5604(A)	SUEZ WATER ENVIRONMENTAL SERVICES	174,827.65
08/26/16	5605(A)	TOO CLEAN JANITORIAL	4,300.00
08/26/16	5606(A)	TRUCK & TRAILER SPECIALTIES	3,361.24
08/26/16	5607(A)	UL LLC	435.00
08/26/16	5608(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	600.70
08/26/16	5609(A)	VANDERBERG, WARD M	70.50
08/26/16	5610(A)	VANDERVEEN, LAUREN	290.00
08/26/16	5611(A)	W W GRAINGER INC	68.16
08/26/16	5612(A)	WESTERN MICHIGAN INT'L TRUCKS	611.40
08/26/16	5613(A)	WIGHTMAN & ASSOCIATES, INC.	6,855.62
08/26/16	5614(A)	WOLVERINE LAWN SERVICE, INC.	564.45
		SUBTOTAL:	66 CHECKS 477,789.09
08/15/16	299650	EKLOV, ERICA	96.43
08/15/16	299651	MAISTO, KEITH	812.10
08/23/16	299652	A T & T	1,892.03
08/26/16	299653	1ST SOURCE BANK	250,000.00
08/26/16	299654	56TH DISTRICT COURT	500.00
08/26/16	299655	A NEW LEAF	85.00
08/26/16	299656	A-1 ASPHALT SEALING & REPAIR, INC.	3,931.12
08/26/16	299657	A-1 SIGNS	1,267.00
08/26/16	299658	ACCESS EMPLOYER STAFFING SERVICES	9,860.99
08/26/16	299659	ADP, INC.	4,767.06
08/26/16	299660	ALERT-ALL CORP.	3,394.00
08/26/16	299661	ALLEGRA PRINT & IMAGING	1,722.25
08/26/16	299662	AMERICAN WATER WORKS ASSOC.	716.00
08/26/16	299663	ARTWEAR APPAREL GRAPHICS, INC.	2,344.00
08/26/16	299664	AT&T YELLOW PAGES	594.00
08/26/16	299665	AUTOMATIC MICROFILM CO.	8,346.24
08/26/16	299666	B & H PHOTO & ELECTRONICS CORP.	298.86
08/26/16	299667	BALKEMA EXCAVATING, INC.	108,938.56
08/26/16	299668	BESCO WATER TREATMENT, INC.	25.65
08/26/16	299669	BEST WAY DISPOSAL, INC.	530.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/14/2016 To: 8/28/2016

Check Date	Check	Vendor Name	Amount
08/26/16	299670	BLUE CROSS/BLUE SHIELD OF MICH	127,834.06
08/26/16	299671	BORGESS HEALTH ALLIANCE	458.00
08/26/16	299672	BOYNE MOUNTAIN RESORT	441.20
08/26/16	299673	BRANCH, MADISON	110.00
08/26/16	299674	BRINK'S, INC	294.13
08/26/16	299675	BRONSON HEALTHCARE GROUP	400.00
08/26/16	299676	CAMMACK, MARSHALL	356.41
08/26/16	299677	CAMMACK, MARSHALL	73.02
08/26/16	299678	CAMPBELL AUTO SUPPLY	35.40
08/26/16	299679	CARLETON EQUIPMENT CO.	1,800.00
08/26/16	299680	CARPENTER, RON	100.00
08/26/16	299681	CENTRAL TILE & TERRAZZO CO.	150.00
08/26/16	299682	CHAPMAN'S NURSERY & LANDSCAPIN	2,850.00
08/26/16	299683	CHICAGO TITLE	375.71
08/26/16	299684	CITY OF KALAMAZOO	1,949.04
08/26/16	299685	CLASSIC GLASS, INC.	296.60
08/26/16	299686	CONSUMERS CREDIT UNION	2,835.61
08/26/16	299687	CORFMAN, MICHAEL	1,381.25
08/26/16	299688	DAVE'S CONCRETE PRODUCTS, INC.	3,784.75
08/26/16	299689	DOPP, LYNLEY	250.00
08/26/16	299690	EG WORKFORCE SOLUTIONS	687.62
08/26/16	299691	EMERGENCY VEHICLE PRODUCTS	4,025.03
08/26/16	299692	FADER EQUIPMENT, INC.	279.50
08/26/16	299693	FARO TECHNOLOGIES, INC.	634.10
08/26/16	299694	FAWLEY OVERHEAD DOOR, INC.	797.50
08/26/16	299695	FIREGOLD	1,550.38
08/26/16	299696	FIRST IMAGE	280.00
08/26/16	299697	FLETCHER ENTERPRISES	1,275.00
08/26/16	299698	FORSHEE, MARK	437.00
08/26/16	299699	GETTY IMAGES (US) INC.	325.00
08/26/16	299700	GLOBAL EQUIPMENT CO., INC.	2,518.75
08/26/16	299701	GORDON FOOD SERVICE	144.77
08/26/16	299702	GORDON WATER SYSTEMS	415.25
08/26/16	299703	GREATER KALAMAZOO FOP LODGE 98	549.20
08/26/16	299704	GREATER KALAMAZOO FOP LODGE 98	2,800.92
08/26/16	299705	GREATER KALAMAZOO UNITED WAY	891.68
08/26/16	299706	GREEN EARTH ELECTRONICS RECYCLING	200.00
08/26/16	299707	GUEST SERVICES, INC.	300.48
08/26/16	299708	GWIN, KENDRA	465.00
08/26/16	299709	GWIN, KENDRA	899.00
08/26/16	299710	HARMON, JAMIE	225.00
08/26/16	299711	HARMON, JAMIE	839.16
08/26/16	299712	HARMON, JAMIE	650.00
08/26/16	299713	HARTMAN, CHARLES	235.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/14/2016 To: 8/28/2016

Check Date	Check	Vendor Name	Amount
08/26/16	299714	HOGNACHI, DAVID	391.00
08/26/16	299715	HOLKEBOER, ROXANNE	5.00
08/26/16	299716	HOLOCENE ENVIRONMENTAL LLC	300.00
08/26/16	299717	HOME DEPOT	1,294.33
08/26/16	299719	HOUSER, DANIEL	150.00
08/26/16	299720	HUGHSTON, DEBORAH	100.00
08/26/16	299721	HURLEY & STEWART, LLC	27,901.00
08/26/16	299722	HYDRODYNAMICS, INC	11,986.80
08/26/16	299723	IAFC MEMBERSHIP	234.00
08/26/16	299724	INDUSCO SUPPLY CO., INC.	126.84
08/26/16	299725	INT'L PUBLIC MGT ASSOC FOR HR	393.00
08/26/16	299726	INTERSTATE OFFICE INTERIORS	3,538.00
08/26/16	299727	IRVING S. GILMORE INT'L KEYBOARD FE	75.00
08/26/16	299728	J & B PROFESSIONAL TREE SERVIC	3,750.00
08/26/16	299729	JOHN W. DUNLOP	140.00
08/26/16	299730	KALAMAZOO COUNTY HAZMAT	642.00
08/26/16	299731	KALAMAZOO COUNTY TREASURER	1,462.50
08/26/16	299732	KAR LABORATORIES	40.00
08/26/16	299733	KELLY RADIATOR & AUTO REPAIR	914.58
08/26/16	299734	KELLYCO METAL DETECTORS	573.71
08/26/16	299735	KLOSTERMAN DISTRIBUTING	452.93
08/26/16	299736	LAKE MICHIGAN MAILERS, INC.	6.05
08/26/16	299737	LANGUAGE LINE, INC	19.43
08/26/16	299738	LAVERDURE, ROBERT	105.00
08/26/16	299739	LOCEY SWIM POOL CO.	145.74
08/26/16	299740	MAILFINANCE	744.27
08/26/16	299741	MAPLE HILL SPRINKLING, INC.	407.00
08/26/16	299742	MATERIALS RESOURCES	724.24
08/26/16	299743	MAURER'S TEXTILE RENTAL SERVICES	7.40
08/26/16	299744	MCCULLIN, LARRY W.	336.00
08/26/16	299745	MCNALLY ELEVATOR CO.	123.75
08/26/16	299746	MCPHILAMY, MICHAEL	127.93
08/26/16	299747	MED EXPRESS URGENT CARE, PC MICH	480.00
08/26/16	299748	MEDILODGE OF PORTAGE	168.00
08/26/16	299749	MENARDS, INC	224.89
08/26/16	299750	MI CAMP	50.00
08/26/16	299751	MICH ASSOC OF HOSTAGE NEGOTIATORS	150.00
08/26/16	299752	MICH COMMUNICATION DIRECTORS' ASSOC	350.00
08/26/16	299753	MICH MUNICIPAL POLICE & FIRE REPAIR	4,018.41
08/26/16	299754	MICHAEL A. BAKER	261.25
08/26/16	299755	MICROSYSTEMS, INC.	552.00
08/26/16	299756	MIDWEST ENERGY COOPERATIVE	289.24
08/26/16	299757	MLIVE MEDIA GROUP	2,752.44
08/26/16	299758	MOSES FIRE EQUIPMENT, INC.	5,812.31

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/14/2016 To: 8/28/2016

Check Date	Check	Vendor Name	Amount
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08/26/16	299760	NELSON, STEPHANIE	100.00
08/26/16	299761	NYE UNIFORMS	2,405.93
08/26/16	299762	O'REILLY AUTO PARTS	288.50
08/26/16	299763	OFFICE DEPOT, INC.	3,322.67
08/26/16	299767	ON PEAK	1,403.10
08/26/16	299768	ONE WAY PRODUCTS	286.40
08/26/16	299769	P K CONTRACTING, INC.	1,945.00
08/26/16	299770	PARIS CLEANERS	1,024.55
08/26/16	299771	PATESEL, TERRY	94.00
08/26/16	299772	PEERLESS-MIDWEST, INC.	39,816.00
08/26/16	299773	PROFESSIONAL LAKE MANAGEMENT	725.00
08/26/16	299774	PSTGP, LLC	475.00
08/26/16	299775	PUBLIC MEDIA NETWORK	99,338.69
08/26/16	299776	PUBLIC SAFETY TRAINING CONSULTANTS	179.00
08/26/16	299777	RATHCO SAFETY SUPPLY, INC.	820.44
08/26/16	299778	RED THE UNIFORM TAILOR	1,294.50
08/26/16	299779	REFRIGERATION SERVICES	9,575.00
08/26/16	299780	RENEWED EARTH, INC.	7,916.66
08/26/16	299781	REPUBLIC SERVICES OF WEST MICHIGAN	805.53
08/26/16	299782	RIDGE AUTO NAPA	136.92
08/26/16	299783	ROSE, VICTORIA	275.00
08/26/16	299784	RZONCA, ISAAC	250.68
08/26/16	299785	S & T LAWN SERVICE	1,509.00
08/26/16	299786	SENIOR SERVICES, INC.	50.00
08/26/16	299787	SHERBURN, MAXINE	101.00
08/26/16	299788	SIGN CENTER	823.00
08/26/16	299789	SITEONE LANDSCAPE SUPPLY LLC	64.08
08/26/16	299790	SMITH, JESSICA	500.00
08/26/16	299791	SPRING HILL SUITES	715.50
08/26/16	299792	ST JOSEPH COUNTY 3RD DISTRICT COURT	270.00
08/26/16	299793	STAP BROS LAWN & LANDSCAPE, INC	6,798.62
08/26/16	299794	STATE INDUSTRIAL PRODUCTS CORP	882.18
08/26/16	299795	STATE OF MICHIGAN	60.00
08/26/16	299796	STATE OF MICHIGAN	2,000.00
08/26/16	299797	STATE OF MICHIGAN (MDEQ)	95.00
08/26/16	299798	STATE SYSTEMS RADIO, INC	1,887.50
08/26/16	299799	TACTRON, INC.	93.44
08/26/16	299800	TASER INTERNATIONAL, INC	6,721.04
08/26/16	299801	THE IRRIGATOR	711.52
08/26/16	299802	THE POSTMAN INC.	636.00
08/26/16	299803	TODD ARBANAS ENTERPRISES INC.	3,290.00
08/26/16	299804	TRACTOR SUPPLY CORP.	343.45
08/26/16	299805	TRAN, LINH	958.73

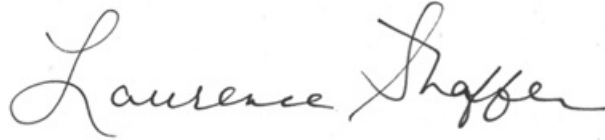
ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/14/2016 To: 8/28/2016

Check Date	Check	Vendor Name	Amount
08/26/16	299806	U S LAWNS- KALAMAZOO	114.28
08/26/16	299807	U S POSTAL SERVICE	5,000.00
08/26/16	299808	UNDERGROUND PIPE & VALVE, INC.	1,800.00
08/26/16	299809	UNITED PARCEL SERVICE	15.52
08/26/16	299810	UNITED PARTY & EVENT SERVICES	950.00
08/26/16	299811	USABBLUEBOOK	3,249.39
08/26/16	299812	VERIZON WIRELESS SERVICES, LLC	2,540.97
08/26/16	299813	WELLS FARGO REAL ESTATE TAX SERVICE	408.71
08/26/16	299814	WRAPS N SIGNS	289.00
08/26/16	299815	ZANTJER WATER WELLS, INC.	149.00
08/26/16	299816	FARRELL AUDIO VIDEO LLC	2,748.08
		SUBTOTAL:	163 CHECKS 858,931.63
08/15/16	3606	AUTOMATIC PAYMENT	10,678.82
08/16/16	3612	AUTOMATIC PAYMENT	1,941.38
08/17/16	3623	AUTOMATIC PAYMENT	11,015.89
08/19/16	3653	AUTOMATIC PAYMENT	70.41
08/22/16	3658	AUTOMATIC PAYMENT	1,211.53
08/24/16	3702	AUTOMATIC PAYMENT	2,528.03
		SUBTOTAL:	6 CHECKS 27,446.06
		GRAND TOTAL:	235 CHECKS 1,364,166.78

** (A) DENOTES ACH PAYMENTS

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Rezoning Application #16/17-1 (10332 Shaver Road)

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council:

1. accept Rezoning Application #16/17-1 for first reading and set a public hearing for October 4, 2016; and
2. subsequent to the public hearing, consider approving Rezoning Application #16/17-1 (10332 Shaver Road), with a change from R-1B, one family residential, to B-3, general business.

An application has been received from Mr. Donald Cochran requesting that his property at 10332 Shaver Road be rezoned from R-1B, one family residential to B-3, general business. The subject property is improved with an approximate 1,328-square-foot building and associated gravel parking lot that was previously occupied by a nonconforming office/commercial use. Mr. Cochran is requesting the property be rezoned to B-3 consistent with the Comprehensive Plan and existing zoning/land use patterns along the west side of Shaver Road. The building is proposed to be remodeled and a new paved parking lot will be constructed for a future office/commercial tenant.

The Department of Community Development has provided a report dated August 12, 2016 with information concerning the historic nonconforming use of this property for an office/commercial use (Flowerfield Enterprises). The staff report also indicates the proposed zoning change to B-3 is consistent with the Comprehensive Plan/Future Land Use Map designations and the surrounding zoning/land use pattern. For these reasons, the City Administration is supportive of the proposed zoning change to B-3.

The Planning Commission convened a public hearing during the August 18, 2016 meeting to consider the rezoning request. Mr. Cochran was present to support the request. No citizens spoke during this meeting and no citizen communications have been received regarding the proposed rezoning. After careful consideration, the Commission voted 7-0 to waive the second meeting, recommend to City Council that Rezoning Application #16/17-1 be approved and 10332 Shaver Road be rezoned from R-1B, one family residential to B-3, general business consistent with the Comprehensive Plan, Future Land Use Map, surrounding zoning pattern and historic use of the property.

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

FUNDING: Not Applicable

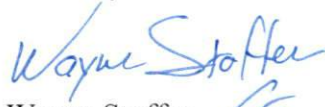
- Attachments:**
1. Planning Commission transmittal dated August 26, 2016
 2. Planning Commission meeting minutes dated August 18, 2016
 3. Department of Community Development report dated August 12, 2016 with attachments

TO: Honorable Mayor and City Council
FROM: Planning Commission
DATE: August 26, 2016
SUBJECT: Rezoning Application #16/17-1, 10332 Shaver Road

The Planning Commission convened a public hearing during the August 18, 2016 meeting to consider the rezoning application submitted by Mr. Donald Cochran to rezone 10332 Shaver Road from R-1B, one family residential to B-3, general business. Mr. Donald Cochran (applicant/property owner) was present to support the proposed rezoning. No citizens spoke at the meeting and no citizen communications have been received regarding the proposed rezoning.

After some discussion, the Commission agreed to waive the second meeting and close the public hearing based on the lack of public comment received during the meeting, the lack of opposition voiced in phone calls received by the Department of Community Development, the historic use of the property for commercial/office and the consistency with the Future Land Use Map. After additional consideration, a motion was made by Commissioner Patterson, seconded by Commissioner Dargitz, to recommend to City Council that Rezoning Application #16/17-1, 10332 Shaver Road, be approved and the property be rezoned from R-1B, one family residential to B-3, general business consistent with the Comprehensive Plan, Future Land Use Map, surrounding zoning pattern and historic use of the property. The motion was unanimously approved 7-0.

Sincerely,


Wayne Stoffer
Vice-Chairman

 DRAFT

aspects of the preliminary plat including regulated wetland areas, groundwater elevations, home construction and building envelopes/setbacks and the planned homeowners association.

Vice-Chairman Stoffer opened the public hearing. Four citizens spoke regarding the preliminary plat: 1) Diane Oaks, 7234 Jamaica Lane; 2) Stan Vandenberg, 7127 Jamaica Lane; 3) Therese Reva, 7203 Jamaica Lane and 4) Richard Bassett, 7143 Jamaica Lane. Ms. Oaks asked if the new subdivision and related home construction would cause groundwater levels to rise and possibly flood existing homes/basements along Jamaica Lane. Mr. Flanagan stated he does not anticipate construction of the plat infrastructure and individual home construction to affect the groundwater elevation. Mr. Flanagan indicated it's the same amount of rainfall on the same amount of land (pre-construction compared to post-construction). Mr. Flanagan stated the roads, driveways and homes will displace the rainfall differently from the undeveloped land; however, the same amount of rain will fall on the same land area and infiltrate into the ground. Mr. West discussed the groundwater levels in this area of the city, as recorded by a city installed monitoring well, and stated that groundwater levels have fluctuated approximately 6-feet over the past six years without any development on this property. Mr. West stated the groundwater elevation was at the approximate 856-foot level in 2009, 850 foot level in 2013 and at the approximate 852-foot level in June 2016. Mr. West indicated that precipitation patterns have the greatest impact on groundwater elevations, while construction and grading activities affect surface runoff and drainage patterns. Mr. West stated the preliminary plat stage of review/approval involves the general layout of the development and the next stage of review (final preliminary plat) will involve submittal and review/approval of the detailed engineering plans.

Mr. Vandenberg indicated the original developer (25 years ago) stated that no home construction would occur on this vacant property. Mr. Vandenberg also inquired about the location of proposed public streets and residential lots/homes and potential impact on the wetlands and groundwater table. Mr. Vandenberg stated that he spent approximately \$15,000 to install pumps to address flooding in his basement that occurred back in 2008/2009. Mr. West and Mr. Flanagan discussed the proposed layout of the plat including the location of public streets, residential lots and the regulated wetland area along the northern portion of the property. Ms. Reva stated that she was also told that no development would occur on this vacant property and asked whether all the trees would be removed from the property. Ms. Reva expressed concerns about disruption to wildlife that would occur with construction of the new subdivision. Mr. West stated that this property has been shown for future plat development with earlier phases of the Holiday Village subdivision. Mr. Flanagan discussed trees that will need to be removed to accommodate roadway and home construction and indicated the developer would preserve trees where possible, particularly along the rear portions of the lots. Mr. Bassett inquired about the anticipated size and value of home construction proposed within the subdivision. Mr. Flanagan stated that home size would be a minimum 1,500 square feet with an estimated value between \$250,000-\$400,000. No additional citizens spoke regarding the proposed subdivision. A motion was made by Commissioner Schimmel, supported by Commissioner Dargitz, to close the public hearing. The motion was unanimously approved 7-0.

After additional discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Dargitz, to recommend to City Council that the Preliminary Plat for The Oaks (Phase I), 4800 Bishop Avenue, be approved subject to the condition described in the August 12, 2016 Department of Community Development staff report including the provision that storm water will also be reviewed with the detailed engineering plans. The motion was unanimously approved 7-0.

2. Preliminary Report: Rezoning Application #16/17-1, 10332 Shaver Road. Mr. West summarized the preliminary staff report dated August 12, 2016 regarding a request from Mr. Donald Cochran to rezone 10332 Shaver Road from R-1B, one family residential to B-3, general business. Mr. West discussed the single family residential zoning of the property and the historic use of the property as a nonconforming office/commercial use. Mr. West indicated it is the desire of the new property owner to rezone the property to commercial, consistent with the Comprehensive Plan, Future Land Use Map and existing zoning pattern along the west side of Shaver Road. Mr. West stated that building remodeling and construction of a new paved parking lot for a future office/commercial tenant is planned by the applicant.

Mr. Donald Cochran (applicant/property owner) was present to support the rezoning application. The public hearing was opened by Vice-Chairman Stoffer. No citizens spoke regarding the proposed rezoning. The Commission next discussed the policy of adjourning the public hearing to a subsequent meeting and whether the

Commission should waive the second meeting and formulate a recommendation to City Council at tonight's meeting. Attorney Brown stated any deviation from the Planning Commission policy should be discussed and stated in the motion. Mr. Forth suggested the Commission could consider the consistency with the Comprehensive Plan and surrounding land uses in a motion to support the application. Mr. Cochran stated a recommendation from the Commission at tonight's meeting would save a couple weeks in the rezoning process and would allow additional time to perform site improvements before the asphalt plants close in November. Mr. West stated an additional public hearing will also be conducted at City Council and the same residents within 300-feet will also receive notice of this public hearing.

After a brief discussion, a motion was made by Commissioner Schimmel, seconded by Commissioner Dargitz, to waive the second meeting and close the public hearing based on the lack of public comment received during the meeting, the lack of opposition voiced in phone calls received by the Department of Community Development, the historic use of the property for commercial/office and the consistency with the Future Land Use Map. The motion was unanimously approved. A motion was then made by Commissioner Patterson, seconded by Commissioner Dargitz, to recommend to City Council that Rezoning Application #16/17-1, 10332 Shaver Road, be approved and the property be rezoned from R-1B, one family residential to B-3, general business consistent with the Comprehensive Plan, Future Land Use Map, surrounding zoning pattern and historic use of the property. The motion was unanimously approved 7-0.

3. Final Report: Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations. Mr. Forth reiterated the intent of the ordinance amendments and provided follow-up to the Planning Commission questions/comments from the August 4, 2016 meeting.

The public hearing was reconvened by Vice-Chairman Stoffer. No citizens spoke regarding the proposed changes to off-street parking and loading/unloading regulations. A motion was then made by Commissioner Patterson, seconded by Commissioner Dargitz, to close the public hearing. The motion was unanimously approved 7-0.

Commissioner Shoup discussed the growing trend of electric vehicles and again stated that he believes the Commission should consider requiring vehicle charging stations as part of larger development projects. Mr. Forth stated the proposed ordinance language encourages installation of vehicle charging stations, however, a provision to require installation would need additional research. Commissioner Schimmel indicated that as electric vehicles become more common, businesses will likely voluntarily install charging stations similar to Celebration Cinema. Commissioner Joshi asked about whether the parking requirement for auto repair facilities was excessive. Mr. Forth discussed the need for additional parking spaces for vehicles that were either awaiting repair or awaiting pick-up and indicated that staff has not historically observed a problem with excessive parking at these businesses. Commissioner Patterson stated the Commission has been discussing these changes for several weeks and he feels comfortable with the proposed ordinance amendment. Commissioner Patterson stated the proposed changes will streamline the approval process and eliminate unnecessary bureaucracy. A motion was then made by Commissioner Patterson, seconded by Commissioner Schimmel, to recommend to City Council approval of Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations. The motion was unanimously approved 7-0.

NEW BUSINESS:

1. FY 2015-2016 Final Work Program Update and Proposed FY 2016-2017 Work Program. Mr. Forth referred the Commission to the staff report dated August 12, 2016 that included a final update of the FY 2015-2016 Work Program and a copy of the proposed FY 2016-2017 Work Program. The Commission did not have any further comments on the FY 2015-2016 Work Program final update. Commissioner Dargitz asked if a Complete Streets reference should be included under Item 3) of the proposed Work Program and whether the Sensitive Land Use Inventory Map is the same as the Natural Features Map. Mr. Forth suggested wording for inclusion of a Complete Streets reference under Item 3), "Implementation, where possible, of Complete Streets Policy elements." Mr. West stated the reference to Sensitive Land Use Inventory Map should be replaced with "Natural Features Map" since this map was adopted with the 2014 Comprehensive Plan and includes wetlands,

TO: Planning Commission

DATE: August 12, 2016

FROM: Vicki Georgeau, ^{VJ} Director of Community Development

SUBJECT: Preliminary Report: Rezoning Application #16/17-1, 10332 Shaver Road

I. INTRODUCTION:

An application has been received from Mr. Donald Cochran requesting that 10332 Shaver Road be rezoned from R-1B, one family residential to B-3, general business. The subject property is improved with an approximate 1,328 square foot building and associated gravel parking lot that was previously occupied by a nonconforming office/commercial use (Flowerfield Enterprises - organic composting/earth worm business). Flowerfield Enterprises, which previously occupied the subject site for at least 40 years, vacated the premises in October 2015. Mr. Cochran, who acquired the property in March 2016, is requesting the property be rezoned to B-3 consistent with the Comprehensive Plan, Future Land Use and zoning pattern along the west side of Shaver Road. Building remodeling and construction of a new paved parking lot for a future office/commercial tenant is planned by Mr. Cochran.

Applicant	Property Address	Parcel Number	Zoning	
			Existing	Proposed
Donald Cochran Jr.	10332 Shaver Road	00032-325-O	R-1B	B-3
One parcel – 0.23 acre				

II. EXISTING CONDITIONS:

Land Use/Zoning	<u>Rezoning Site:</u> Approximate 1,328 square foot building (constructed in 1940) and associated gravel parking lot, previously occupied by a nonconforming office/commercial use (Flowerfield Enterprises), zoned R-1B, one family residential. <u>North/South:</u> Vacant land zoned B-3, general business. <u>East (across Shaver Road):</u> Apartments and RM-1, multiple-family residential zoned properties. <u>West:</u> Single family residences zoned R-1B, one family residential.
Zoning/Development History	No rezoning of properties in the surrounding area have occurred in the past 10 years. According to city records, the existing 1,328 square foot building and associated gravel parking lot were constructed in approximately 1940. The site has previously been utilized for office/commercial uses including an earthworm farm/sales and a florist. Since the building and associated gravel parking lot were in existence prior to comprehensive zoning of the city in 1965, they are considered legally nonconforming uses.
Historic District/Structures	The subject site is not located within a historic district and does not contain any historic structures.
Public Streets	Shaver Road is designated a 2-3 lane major arterial roadway with 8,810 vehicles per day (2013) and a capacity of 17,200 vehicles per day (level of service "D").
Public Utilities	Municipal water and sewer are available.
Environmental	The City of Portage Natural Resources Map does not identify any potential wetlands, floodplain or other natural features encumbering or near the subject parcels.

III. PRELIMINARY ANALYSIS:

The following analysis has been prepared based on general land use considerations, the Comprehensive Plan, traffic conditions and surrounding development patterns. Issues to be considered are consistency with the Future Land Use Plan Map and Development Guidelines, suitability of the existing zoning classification and the impacts of the proposed zoning classification.

Comprehensive Plan/Future Land Use Map Consistency. The Future Land Use Map component of the 2014 Comprehensive Plan identifies the rezoning site, along with properties situated to the north and south (along the west side of Shaver Road) as appropriate for General Business land use. Properties located along the east side of Shaver Road are designated on the Future Land Use Map for High Density Residential land use, while properties located west of the rezoning site are designated for Low Density Residential land use.

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

Development Guidelines. The Development Guidelines are intended to be used by the Commission and staff when reviewing private development proposals, infrastructure improvement programs (i.e. public expenditures on streets, sewers and water mains that influence the location, intensity and timing of development) and public programs that affect the physical environment. The guidelines also provide direction and underpinning for regulations that affect land use (e.g. zoning, subdivision, parking, landscaping and others) and may suggest incentives to influence community development and adjustments to other policies that influence the use of land for consistency with community development objectives. An evaluation of the Development Guidelines will be provided with the final report and staff recommendation.

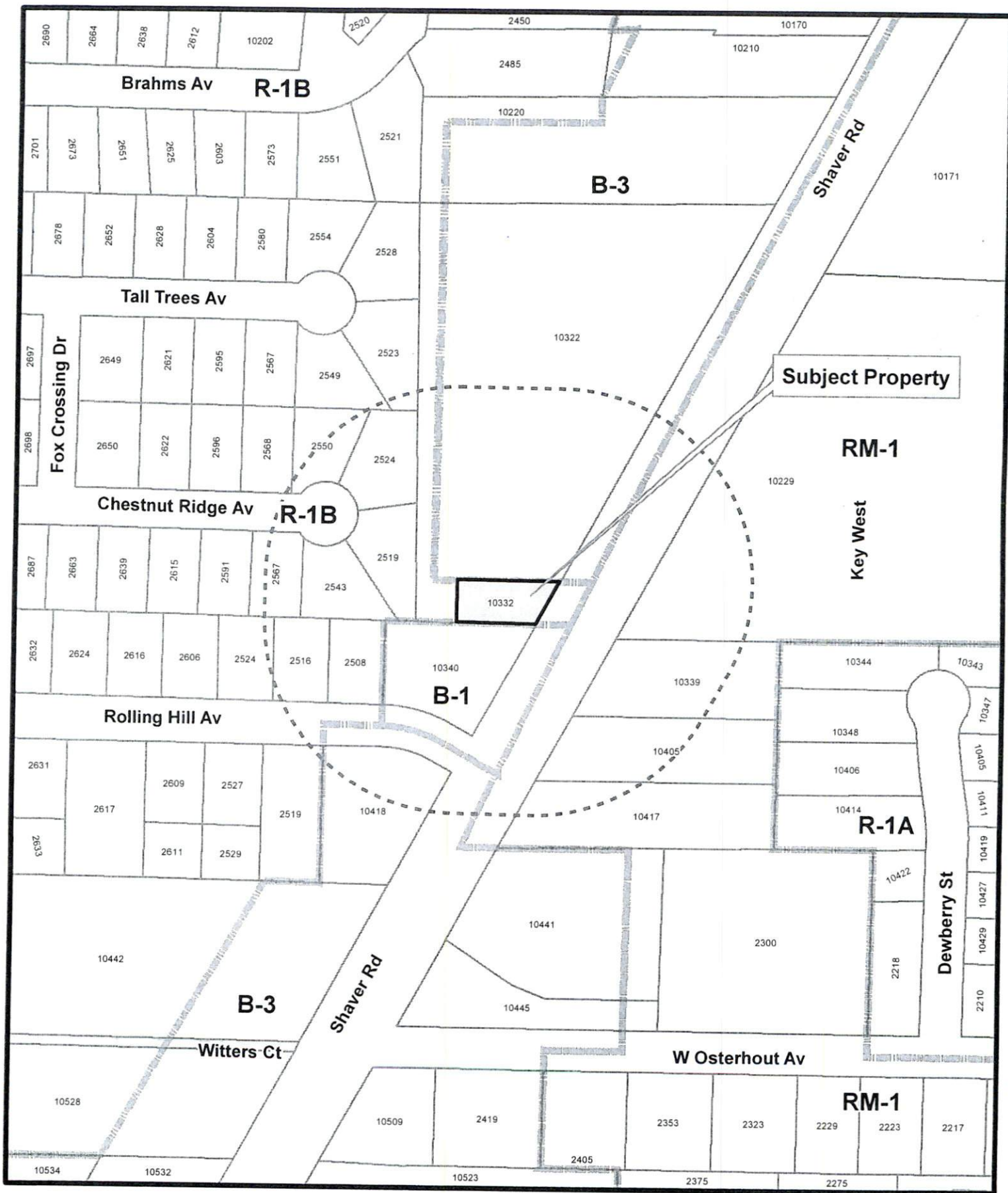
Suitability of Existing R-1B Zone/Impacts of Proposed B-3 Zone. The existing R-1B zoning designation is not suitable for this Shaver Road property and is not consistent with the past use of the property for office/commercial uses. Rezoning the subject property to B-3 would result in a consistent commercial zoning pattern along the west side of Shaver Road and would eliminate the nonconforming status of the existing building/gravel parking lot, while also allowing for future development/redevelopment flexibility and options.

Traffic Considerations. Traffic generation associated with a zoning change from R-1B to B-3 for this 0.23 acre parcel will not be significant and can be accommodated by the surrounding roadway network. Specific access related issues including driveway locations, shared/cross access connections, etc. will be reviewed at the site plan stage of redevelopment.

IV. RECOMMENDATION:

Consistent with the Planning Commission policy of accepting public comment at the initial meeting and continuing the rezoning at a subsequent meeting, the Commission is advised to receive public comment during the August 18, 2016 meeting and adjourn the public hearing to the September 1, 2016 meeting.

Attachments: Zoning/Vicinity Map
Aerial Photo Map
Future Land Use Map
Rezoning Application

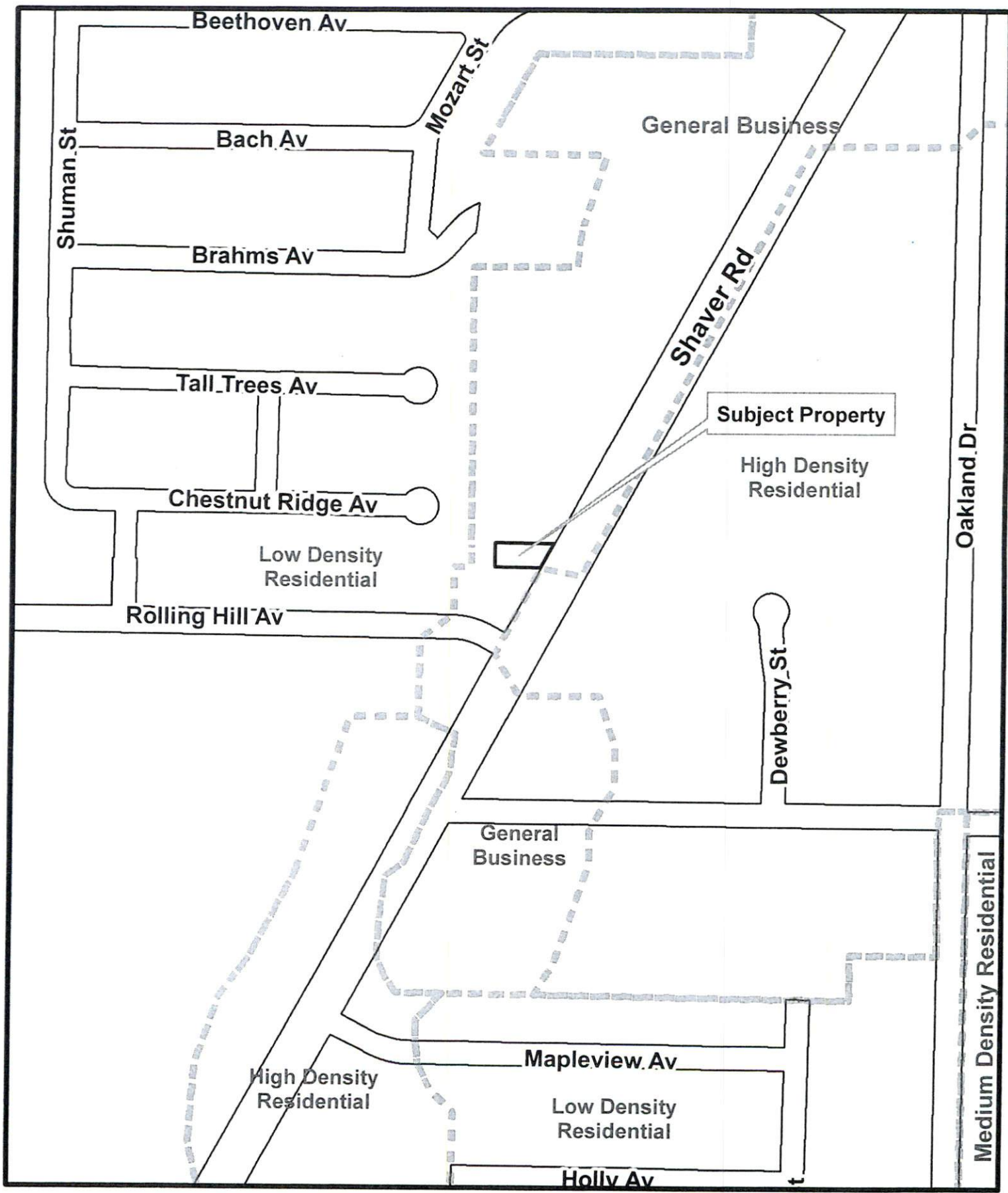


-  300' Notification For Subject Property
-  Subject Property
-  Zoning Boundary

Rezoning: 16/17 - 1 10332 Shaver Road



1 inch = 200 feet

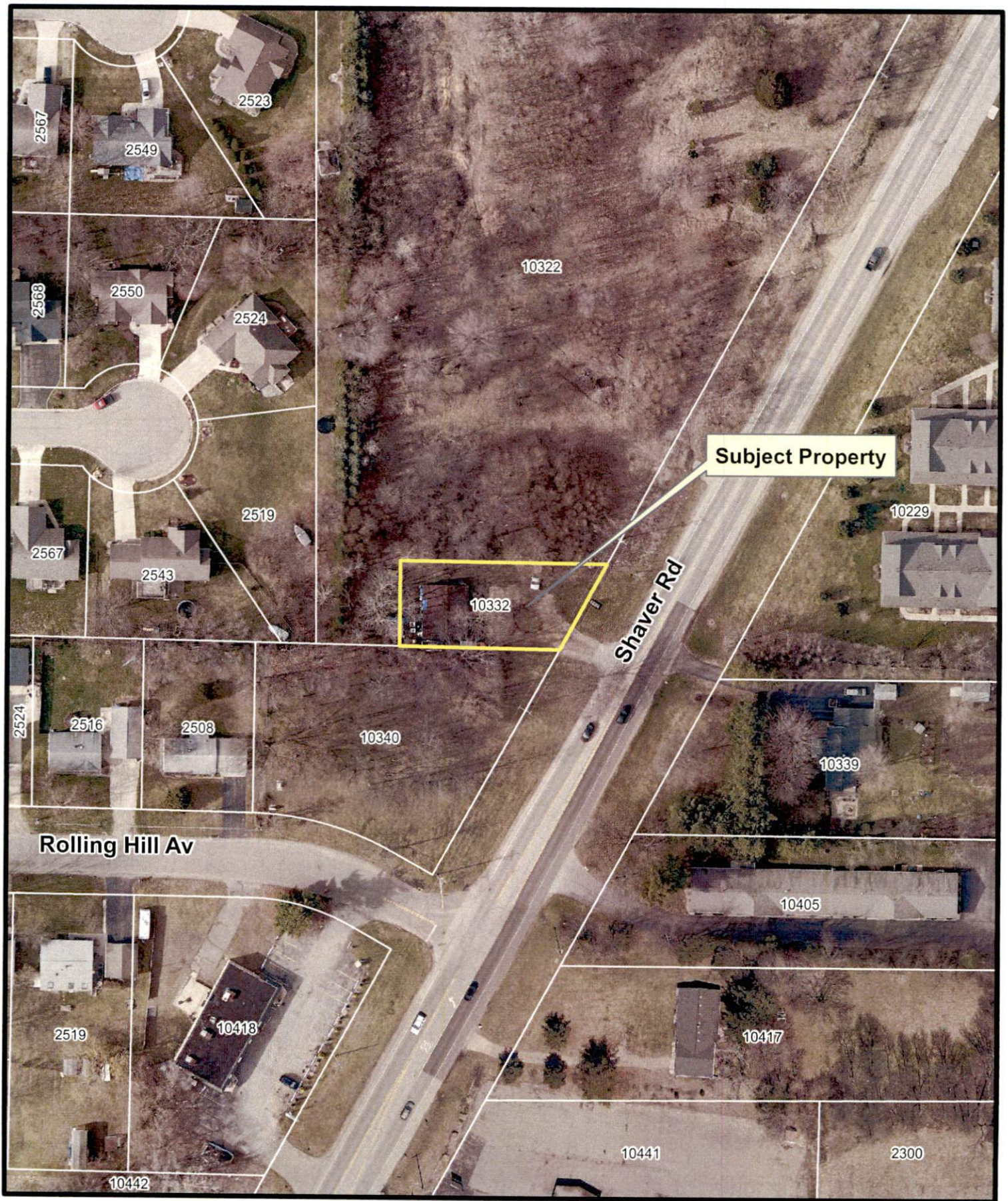


 Future Land Use
 Subject Property

Future Land Use **10332 Shaver Road**



1 inch = 350 feet



**Aerial Photo
10332 Shaver Road**



1 inch = 100 feet

APPLICATION FOR ZONING AMENDMENT

Application number #06/17-1

Date 7-13-16

APPLICATION INFORMATION:

Meetings of the Portage Planning Commission are held on the first and third Thursday of each month at 7:00 p.m. in the Council Chambers of Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan. All zoning amendment applications must be properly filled out and submitted to the Department of Community Development and the zoning amendment fee paid at least 15 working days prior to the meeting at which the public hearing is held. The applicant will be notified in writing of all such public hearing/meetings.

For more detailed information about the zoning amendment process, please refer to Portage Land Development Regulations, Article 4, Division 2, Subdivision 2.

TO THE PLANNING COMMISSION:

I (WE), the undersigned, do hereby respectfully make application and petition the Portage Planning Commission to amend the Zoning Ordinance and/or change the Zoning Map as hereinafter requested. In support of this application, the following is submitted:

ZONING MAP AMENDMENT

1. a. Platted Land:

The property is part of the recorded plat: The property sought to be rezoned is located at 0532 Shawnee Rd between Rolling Hill Ave Street and Beethoven Street on the West side of the street, and is known as Lot Number(s) of Plat (Subdivision). It has a frontage of 75' feet and a depth of 16' feet.

b. Unplatted Land:

The property is in acreage, and is not therefore a part of a recorded plat. The property sought to be rezoned is located and described as follows: (Indicate total acreage and parcel number).

2. a. Do you own the property to be rezoned? Yes X No

b. Name of the owner of the property to be rezoned: Donald D Cochran

Address 14784 East 5th Ave Fulton MI 49052

3. My (our) interest in the property and purpose for submitting the proposed Zoning Amendment: I own existing building on property and want to rent it out

4. CURRENT ZONING: R-1B PROPOSED ZONING: B-3

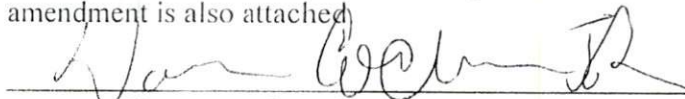
ZONING TEXT AMENDMENT

1. The proposed language to be considered is (attach additional sheets as necessary):

2. The Zoning Code Chapter and Section wherein the proposed text would be modified/inserted.

3. My (our) interest in and purpose for submitting the proposed Zoning Ordinance Amendment.

We attach a statement hereto indicating why, in our opinion, the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such amendment will advance the public health, safety and welfare. An assessment of the impact of the proposal on the community and property of other persons in the vicinity of the amendment or affected by the amendment is also attached.

	
(Signature of Applicant)	(Signature of Applicant)
<u>14784 East "S" Ave</u>	<u>Fulton Mi</u>
(Address)	(Address)
<u>269 207-6944</u>	
(Phone)	(Phone)

A copy of all actions taken regarding this application shall be attached and shall be considered a part of this application.

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

THE CITY OF PORTAGE ORDAINS:

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

Parcel of land described as follows:

A tract of land located in Section 32, Township 3 South, Range 11 West, City of Portage, County of Kalamazoo, State of Michigan, and further described as follows:

Street Address

Parcel ID Numbers

10332 Shaver Road

00032-325-O

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

FIRST READING:

SECOND READING:

EFFECTIVE DATE:

Peter J. Strazdas, Mayor

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing Ordinance was adopted by the City of Portage on the _____ day of _____, 20____.

James R. Hudson, City Clerk

(App #16/17-01)

Approved as to Form:

Date: 9/4/14

By: [Signature]

City Attorney

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

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

NOTICE IS HEREBY GIVEN, that an Ordinance to amend Article 4 (Zoning) of Chapter 42 of the Codified Ordinances of Portage, Michigan, was adopted by the City Council at a regular meeting held on the _____ day of _____, 20____, and will become effective _____, 20____.

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

THE CITY OF PORTAGE ORDAINS:

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

Parcel of land described as follows:

A tract of land located in Section 32, Township 3 South, Range 11 West, City of Portage, County of Kalamazoo, State of Michigan, and further described as follows:

Street Address

Parcel ID Numbers

10332 Shaver Road

00032-325-O

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

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

Dated: _____

James R. Hudson, City Clerk

(App #16/17-01)

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

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

NOTICE IS HEREBY GIVEN, that an Ordinance to amend Article 4 (Zoning) of Chapter 42 of the Codified Ordinances of Portage, Michigan, was introduced for first reading at a regular meeting of the City Council held on _____, 20____, and that the Council will hold a public hearing on the proposed amendment at the Portage City Hall in said City on _____, 20____, at 7:30 p.m. or as soon thereafter as may be heard.

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

THE CITY OF PORTAGE ORDAINS:

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

Parcel of land described as follows:

A tract of land located in Section 32, Township 3 South, Range 11 West, City of Portage, County of Kalamazoo, State of Michigan, and further described as follows:

Street Address

Parcel ID Numbers

10332 Shaver Road

00032-325-O

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

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

Dated: _____

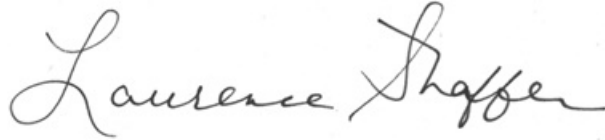
James R. Hudson, City Clerk

(App #16/17-01)

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TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Final Preliminary Plat (engineering plans) for Whispering Meadows No. 4, 6513 Angling Road

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council approve the Final Preliminary Plat (engineering plans) for Whispering Meadows No. 4, 6513 Angling Road.

On May 24, 2016, City Council approved the Preliminary Plat of Whispering Meadows No. 4, 6513 Angling Road, which proposes 15 additional single-family residential lots. Glas Associates is now requesting approval of the Final Preliminary Plat (engineering plans) for the subdivision that involves the following public improvements:

- The sanitary sewer system will consist of 8-inch diameter sewer mains and individual laterals constructed to serve each lot in accordance with City of Portage requirements. The proposed system will connect to the existing sanitary sewer main located near the northern terminus of Bunchberry Drive within Whispering Meadows No. 3.
- The water system will consist 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 main located near the northern terminus of Bunchberry Drive within Whispering Meadows No. 3. The proposed system will also connect to the existing water main located in the Camelot Street stub, between Lots 71 and 72. An easement will be provided to the city for the public water main located between Lots 71 and 72.
- Storm water will be collected and conveyed to the existing private storm water basin located to the south, within Whispering Meadows No. 3. This storm water basin is owned and maintained by the Whispering Meadows Home Owners Association. This basin will be enlarged to accommodate the additional storm water runoff and an easement and indemnification agreement will be conveyed to the city for discharge of storm water from the public streets within Whispering Meadows No. 4. Related documents will be provided to the city for review and approval prior to Final Plat approval.
- Whispering Meadows No. 4 will include a northerly extension of Bunchberry Drive and construction of a new public street cul-de-sac (Boxwood Court).
- Four-foot-wide concrete sidewalks will be installed along both sides of the Bunchberry Drive

extension and Boxwood Court. Additionally, a four-foot-wide concrete sidewalk will also be installed from the east end of Boxwood Court to the west end of the modified Camelot Street stub, between Lots 71 and 72. An easement for this public sidewalk will be provided to the city and this section of the sidewalk will be maintained by the Whispering Meadows Home Owners Association. Related documents will be provided to the city for review and approval prior to Final Plat approval. Finally, the west approximate 50-feet of the existing Camelot Street stub will be removed and the area will be restored to greenspace with a four-foot-wide sidewalk connecting to the sidewalk between Lots 71 and 72 to the new Camelot Street street edge.

The departments of Community Development, Fire and Transportation and Utilities 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 Plat approval be granted. This action will allow the developer to proceed with the actual construction of the improvements. When construction is complete, the developer will request Final Plat approval from City Council and acceptance of the water and sanitary sewer mains as public facilities.

FUNDING: Not Applicable

Attachments: 1. Whispering Meadows No. 4 Final Preliminary Plat (engineering plans)

WRIGHT

**WIGHTMAN &
ASSOCIATES, INC.**

ENGINEERING

◆

SURVEYING

◆

ARCHITECTURE

2303 Pipestone Road
Benton Harbor, MI 49022
Phone: (269) 927-0100

9835 Portage Road
Portage, MI 49002
Phone: (269) 327-3532

264 Western Avenue
Alegan, MI 49010
Phone: (269) 673-8465

www.wightman-assoc.com

EXCEPT WHERE OTHERWISE INDICATED ON THESE PLANS OR IN THE PROPOSAL AND SUPPLEMENTAL SPECIFICATIONS CONTAINED THEREIN, ALL MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION, LATEST EDITION.

THE PLACING OF PAVEMENT MARKINGS AND TRAFFIC CONTROL SIGNS SHALL BE DONE IN ACCORDANCE WITH THE 2011 MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES AS AMENDED.

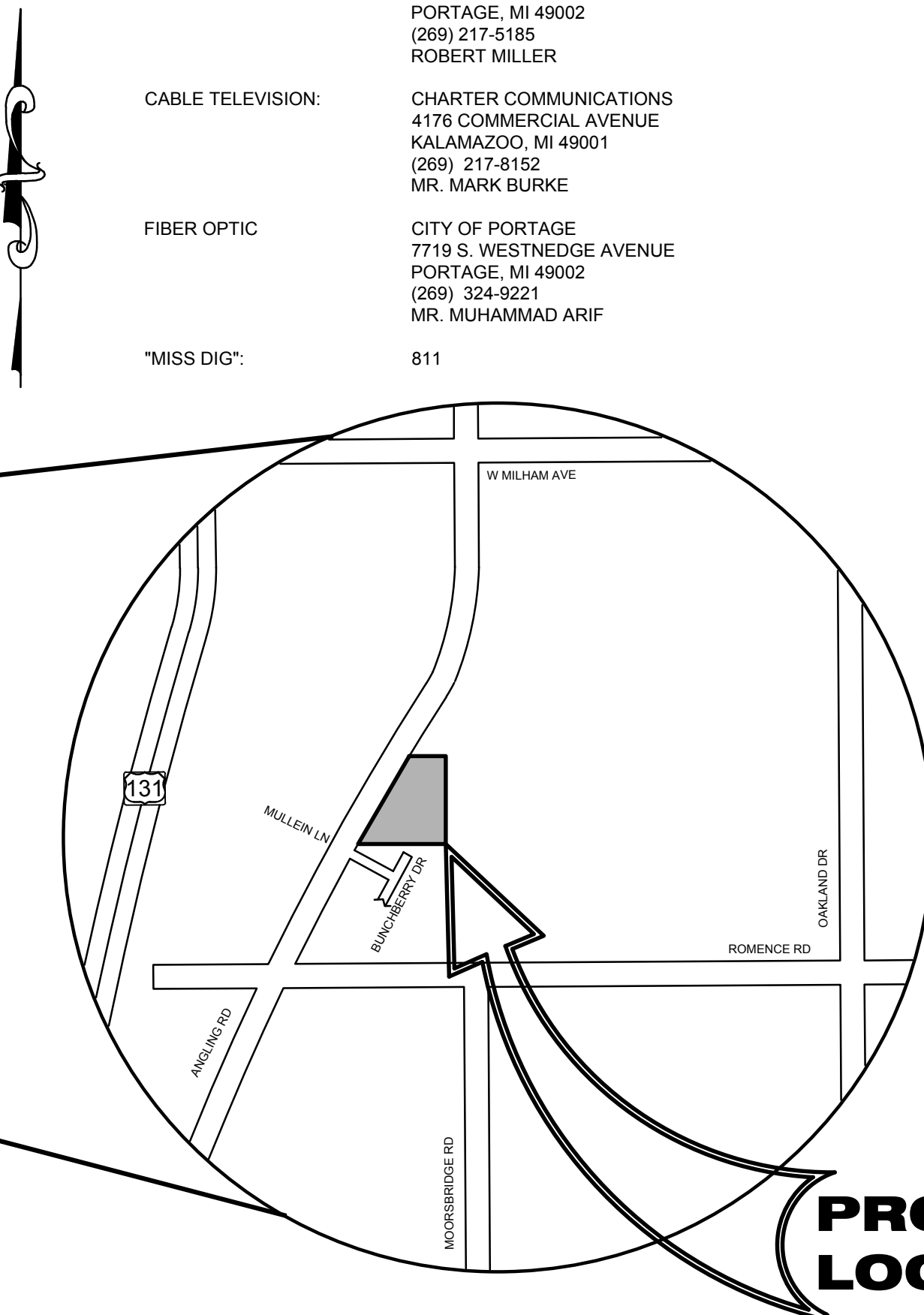
THE CONTRACTOR SHALL DIAL MISS DIG @ 811 FOR PROTECTION OF UNDER GROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 53 OF 1974 A MINIMUM OF THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS AND HOLIDAYS PRIOR TO BEGINNING EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY LOCATED. MEMBERS WILL THUS BE ROUTINELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING UTILITY OWNERS WHO MAY NOT BE A PART OF THE "MISS DIG" ALERT SYSTEM.

GAS:	CONSUMERS ENERGY 2500 E. CORK STREET KALAMAZOO, MI 49001 (269) 337-2366 MR. KYLE OAK
ELECTRIC:	CONSUMERS ENERGY 2500 E. CORK STREET KALAMAZOO, MI 49001 (269) 337-2246 MR. MIKE SOKOLOV
STREETLIGHTS:	CONSUMERS ENERGY 2500 E. CORK STREET KALAMAZOO, MI 49001 (269) 337-2478 MR. STEVE DALTON
TELEPHONE:	AT&T 2919 MILLCORK STREET KALAMAZOO, MI 49001 (269) 384-4436 MR. TODD SHIBAYAMA
SEWER & WATER:	SUEZ ENVIRONMENTAL 7709 S. WESTNEDGE AVENUE PORTAGE, MI 49002 (269) 217-5185 ROBERT MILLER
CABLE TELEVISION:	CHARTER COMMUNICATIONS 4176 COMMERCIAL AVENUE KALAMAZOO, MI 49001 (269) 217-8152 MR. MARK BURKE
FIBER OPTIC	CITY OF PORTAGE 7719 S. WESTNEDGE AVENUE PORTAGE, MI 49002 (269) 334-9221 MR. MUHAMMAD ARIF
"MISS DIG":	811

154218-01	COVER SHEET
154218-02	KEY PLAN, ALIGNMENTS, AND NOTES
154218-03	TYPICAL SECTIONS, ROAD DETAILS AND SOIL BORINGS
154218-04	SOIL EROSION AND SEDIMENTATION PLAN AND SOIL BORINGS
154218-05	SITE GRADING PLAN AND POND CALCULATIONS
154218-06	PLAN & PROFILE - BUNCHBERRY DRIVE
154218-07	PLAN & PROFILE - BOXWOOD COURT

	= EXISTING CABLE
	= EXISTING ELECTRIC LINE
	= EXISTING ELECTRIC LINE (OVERHEAD)
	= EXISTING FIBER OPTIC LINE
	= EXISTING GAS LINE
	= EXISTING TELEPHONE LINE
	= EXISTING FENCE
	= EXISTING FORCEMAIN
	= EXISTING GUARDRAIL
	= EXISTING SANITARY SEWER
	= EXISTING STORM SEWER
	= EXISTING TREE LINE
	= EXISTING WATER MAIN
	= EXISTING DITCH LINE
	= TO BE ABANDONED
	= PROPOSED ELECTRIC LINE
	= PROPOSED FENCE
	= PROPOSED FORCEMAIN
	= PROPOSED GAS LINE
	= PROPOSED GUARDRAIL
	= PROPOSED SANITARY SEWER
	= PROPOSED STORM SEWER
	= PROPOSED TELEPHONE LINE
	= PROPOSED WATER MAIN
	= EXISTING CENTER LINE
	= PROPOSED CENTER LINE
	= EASEMENT LINE/GRADING PERMIT
	= GRADING LIMITS/LIMITS OF DISTURBANCE
	= PROPERTY LINE
	= RIGHT-OF-WAY LINE
	= SECTION LINE

	= ANTENNA		= BUSH
	= CATCH BASIN		= CONIFEROUS TREE
	= CABLE RISER BOX		= CONIFEROUS TREE TO BE REMOVED
	= CLEAN OUT		= DECIDUOUS TREE
	= CURB INLET		= DECIDUOUS TREE TO BE REMOVED
	= ELECTRIC MANHOLE		= STUMP
	= FIRE HYDRANT		
	= FOUND IRON PIPE		
	= GAS VALVE		
	= GUY ANCHOR		
	= LIGHT POLE		
	= MAILBOX		
	= MONITORING WELL		
	= POST		
	= SATELLITE DISH		
	= SANITARY MANHOLE		
	= SECTION CORNER		
	= SIGN		
	= PAVEMENT/SOIL BORING		
	= PROPOSED HYDRANT		
	= PROPOSED GATE VALVE & BOX		
	= PROPOSED GATE VALVE & VAULT		
	= PROPOSED REDUCER		
	= PROPOSED SANITARY MANHOLE		
	= PROPOSED STORM MANHOLE		
	= STORM MANHOLE		
	= TELEPHONE MANHOLE		
	= TELEPHONE RISER BOX		
	= TURNING POINT/TRaverse		
	= UTILITY POLE		
	= VAULT		
	= WATER ELEVATION		
	= WATER MANHOLE		
	= WATER METER		
	= WATER VALVE		
	= WATER SPIGOT		
	= WELL		



KALAMAZOO COUNTY, MICHIGAN
NOT TO SCALE

**GLAS ASSOCIATES
DESIGNERS
BUILDERS, LLC**
6339 STADIUM DRIVE
KALAMAZOO, MI 49009

02 08/23/2016 ACS
RE-SUBMITTED TO CITY OF
PORTAGE FOR REVIEW

01 08/01/2016 ACS
SUBMITTED TO CITY OF
PORTAGE FOR REVIEW

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COVER SHEET

154218
154218-01

PROJECT NOTES

THE "2012 STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND "STANDARD PLANS" BY THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) AND CITY OF PORTAGE "GENERAL SPECIFICATIONS" AND "STANDARD DETAILS" ARE HEREBY INCORPORATED INTO THESE CONTRACT DOCUMENTS. COPIES OF THESE STANDARDS ARE AVAILABLE FOR INSPECTION AT THE OFFICE OF THE ENGINEER.

ALL WORK SHALL CONFORM TO ALL LOCAL, STATE AND FEDERAL LAWS, RULES AND REGULATIONS IN FORCE AT THE TIME OF CONSTRUCTION.

THE CONTRACTOR IS RESPONSIBLE FOR REPORTING ANY ERRORS OR DISCREPANCIES BETWEEN THESE PLANS AND/OR PLANS PREPARED BY OTHERS. IF ANY ERRORS, DISCREPANCIES, OR OMISSIONS BECOME APPARENT, THESE SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO CONSTRUCTION OF ANYTHING AFFECTED SO THAT CLARIFICATION OR REDESIGN MAY OCCUR.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR POSTING ALL BONDS AND INSURANCE CERTIFICATES AND SUBMITTING TRAFFIC CONTROL PLANS FOR REVIEW AND APPROVAL WHICH MAY BE REQUIRED BY THE CITY OF PORTAGE FOR THE CONSTRUCTION OF THIS PROJECT WITHIN THE RESPECTIVE ROAD RIGHT-OF-WAY. THE CONTRACTOR SHALL APPLY FOR THESE PERMITS UNLESS OTHERWISE NOTED.

FOR PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 53 1974, THE CONTRACTOR SHALL CONTACT "MISS DIG" AT 811, A MINIMUM OF 72 HOURS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS, PRIOR TO BEGINNING EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY LOCATED. MEMBERS WILL BE ROUTINELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING UTILITY OWNERS WHO MAY NOT BE A PART OF THE "MISS DIG" ALERT SYSTEM.

THE CONTRACTOR SHALL LOCATE ALL ACTIVE UNDERGROUND UTILITIES PRIOR TO STARTING WORK AND SHALL CONDUCT HIS OPERATIONS IN A MANNER AS TO ENSURE THAT THOSE UTILITIES NOT REQUIRING RELOCATION WILL NOT BE DISTURBED.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING THE CITY OF PORTAGE TO NOTIFY THEM THAT WORK IS COMMENCING.

THE CONTRACTOR SHALL INCLUDE THE REMOVAL OF ALL BRUSH, FENCING, GUARDRAIL, CONCRETE PAD, SPILLWAY AND ALL OTHER MISCELLANEOUS REMOVAL ITEMS AS REQUIRED. THE REMOVAL OF ALL EMBANKMENT, AND ALL OTHER OPERATIONS NECESSARY TO DEVELOP THE DESIRED CROSS SECTION. ALL TOPSOIL AND UNSUITABLE MATERIAL LOCATED BENEATH THE PROPOSED PAVEMENT SHALL BE REMOVED. ALL TOPSOIL REMOVED MAY BE STOCKPILED AND REUSED AS MISC. RESTORATION.

FILL SHALL BE PLACED AND ADEQUATELY KEYED INTO STRIPPED AND SCARIFIED SOILS PER THE MDOT 2012 STANDARD SPECIFICATIONS FOR CONSTRUCTION. ALL FILL MATERIAL SHOULD BE AT APPROXIMATELY THE OPTIMUM MOISTURE CONTENT DURING COMPACTION. FURTHERMORE, FILL MATERIAL SHOULD NOT BE FROZEN NOR BE PLACED ON A FROZEN BASE. IT IS RECOMMENDED THAT ALL EARTHWORK AND SITE PREPARATION ACTIVITIES BE CONDUCTED UNDER ADEQUATE SUPERVISION AND PROPERLY CONTROLLED IN THE FIELD BY A GEOTECHNICAL ENGINEERING TESTING FIRM.

COMPACTION OF ANY FILL BY FLOODING IS NOT ACCEPTABLE. THIS METHOD WILL GENERALLY NOT ACHIEVE THE DESIRED COMPACTION, AND THE LARGE QUANTITIES OF WATER WILL TEND TO SOFTEN THE FOUNDATION SOILS.

ALL FILL FOR THIS PROJECT MUST BE OBTAINED AND FURNISHED BY THE CONTRACTOR. ALL REQUIRED FILL SHALL BE SELECTED EXCAVATED MATERIAL FROM THE SITE APPROVED BY THE ENGINEER, OR MDOT CLASS II GRANULAR MATERIAL FROM BORROW. EXCESS FILL SHALL BE REMOVED FROM SITE BY THE CONTRACTOR. NOTE: NO BORROW OR SOIL REMOVAL ARRANGEMENTS HAVE BEEN PREARRANGED FOR THIS PROJECT, AND SHALL BE THE TOTAL RESPONSIBILITY OF THE CONTRACTOR.

SEE SHEET 154218-03 AND 154218-04 FOR SOIL BORING LOGS.

THE CONTRACTOR SHALL INSTALL A PEDESTRIAN FENCE AROUND ALL EXCAVATIONS TO BE LEFT OPEN OVERNIGHT, AS REQUIRED.

THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING EXISTING DRAINAGE PATTERNS, AND SHALL RESOLVE ANY DRAINAGE PROBLEMS ON ADJACENT PROPERTIES WHICH MAY RESULT FROM THE CONTRACTOR'S ACTIVITIES.

ADEQUATE DUST CONTROL MEASURES SHALL BE MAINTAINED BY THE CONTRACTOR AS DIRECTED BY THE ENGINEER IN THE FIELD, TO BE INCLUDED IN THE VARIOUS ITEMS OF WORK.

MULCH BLANKET HIGH VELOCITY SHALL BE PLACED ON THE BOTTOM OF ALL DITCHES WHEN THE LONGITUDINAL GRADE IS GREATER THAN OR EQUAL TO 2.00% UNLESS OTHERWISE NOTED. OR AS DIRECTED BY THE ENGINEER IN THE FIELD. USE MULCH BLANKETS ON SLOPES OF LESS THAN 1:2, NEXT TO SHOULDERS, AND BEHIND CURBS PER MDOT STANDARDS.

MATERIAL FOR AGGREGATE BASE SHALL BE MDOT 22A GRAVEL, 22A SLAG, 22A LESTONE, 22A RECYCLED CONCRETE, OR COLD MILLED, HMA MATERIAL WHICH APPROXIMATES THE GRADATION OF 22A MATERIAL. THE GRADATION OF COLD MILLED HMA MATERIAL MUST FALL WITHIN 2% OF THE NO. 4 SIEVE AND SMALLER, AND WITHIN 5% OF THE SIEVES LARGER THAN NO. 4. IF THIS CANNOT BE ACHIEVED, THE CONTRACTOR MUST EITHER RE-CRUSH THE MATERIAL TO IMPROVE GRADATION, OR REMOVE AND REPLACE THE COLD MILLED MATERIAL WITH MDOT 22A GRAVEL. THE ENGINEER SHALL TEST AND/OR VISUALLY APPROVE THE MILLED MATERIAL BEFORE IT IS USED ON THE PROJECT. IF MILLED HMA MATERIAL IS USED, IT MAY BE USED FULL DEPTH OR ON TOP OF 22A AGGREGATE TO OBTAIN THE REQUIRED THICKNESS. 22A GRAVEL SHALL NOT BE PLACED ON TOP OF MILLED HMA MATERIAL. A MIX GREATER THAN 50% MILLED HMA MATERIAL SHALL NOT BE USED AS AN AGGREGATE FROM SEPTEMBER 15 TO MAY 1 WITHOUT THE WRITTEN APPROVAL OF THE ENGINEER.

DATUM REFERS TO NAVD83 DATUM.

ALL SCALES FOR DRAWINGS AND DETAILS ARE BASED ON 24"x36" PRINTED PLANS. DIMENSIONS TAKE PRECEDENCE OVER SCALE. CONTRACTOR TO VERIFY ALL DIMENSIONS IN FIELD.

ALL RADI FOR CURB AND GUTTER ARE DIMENSIONED TO THE BACK OF THE CURB.

TAPER THE CURBS TO ZERO HEIGHT AT SIDEWALKS. SIDEWALK RAMPS SHALL BE BARRIER FREE AND CONSTRUCTED IN ACCORDANCE WITH THE MDOT SIDEWALK RAMP AND DETECTABLE WARNING DETAILS (R-28 SERIES). SIDEWALK JOINTS SHALL BE IN ACCORDANCE WITH THE MDOT DRIVEWAY OPENINGS & APPROACHES AND CONCRETE SIDEWALKS (R-29 SERIES) UNLESS NOTED OTHERWISE.

EXPANSION JOINTS FOR CONCRETE CURB AND GUTTER SHALL BE PLACED AT: CURB CORNERS, BEGINNING AND ENDING OF RADI, ALL CATCH BASINS AND MANHOLES, INTERSECTION OF CURB/SIDEWALK, CURB/RETAINING WALL, CURB/BUILDING, AND EXISTING NEW CONSTRUCTION, AT LENGTHS OF NOT MORE THAN 120' APART, AND AS SPECIFIED ELSEWHERE.

CONTRACTOR SHALL INCLUDE REMOVING THE FULL DEPTH OF HMA PAVEMENT REGARDLESS OF THICKNESS. ALL CURB AND GUTTER REMOVAL SHALL BE MEASURED AS CURB AND GUTTER, REM PER FT. ALL REQUIRED SAW CUTTING SHALL BE INCLUDED IN THE RESPECTIVE REMOVAL ITEMS.

HMA MATERIALS FOR THIS PROJECT SHALL BE PERFORMANCE GRADE 58-28.

ALL STRUCTURES REQUIRING ADJUSTMENT TO MEET FINAL GRADE SHALL BE BACK FILLED WITH CONCRETE TO APPROXIMATELY 1 1/2" BELOW FINAL GRADE PRIOR TO THE PLACEMENT OF THE HMA TOP COURSE. A SQUARE AREA, 4' BY 4' SHALL BE SAWCUT AND REMOVED AROUND DRAINAGE STRUCTURE COVERS, (2' BY 2' AROUND WATER VALVE BOXES). CONCRETE SHALL BE PLACED TO A DEPTH OF 8 INCHES, MINIMUM.

STORM SEWER PIPING SHALL BE C76 CLASS IV SEWER OR ADS - N12 SANITITE UNLESS INDICATED OTHERWISE. SEE PLAN FOR SIZES AND LOCATIONS OF PIPING.

CONNECTING NEW PIPE TO EXISTING PIPE OR STRUCTURES AND CONNECTING EXISTING PIPE TO NEW STRUCTURES IS INCLUDED IN THE ITEM FOR THE RESPECTIVE NEW PIPE OR DRAINAGE STRUCTURE.

ALL PROPOSED 2' DIA. AND 4' DIA. DRAINAGE STRUCTURES WILL BE INLETS OR MANHOLES (2 FT SUMP ON 4' DIA. STRUCTURES ONLY.). BOTTOM DETAIL SHALL BE PER SECTION AA, TYPICAL MANHOLE AS SHOWN ON MDOT STANDARD PLAN R-1 SERIES, AND SHALL BE INCLUDED IN THE RESPECTIVE DRAINAGE STRUCTURE ITEMS. ALL DRAINAGE STRUCTURE OPENINGS FOR STORM SEWER SHALL HAVE BOOTS INCLUDED WITH THE RESPECTIVE ITEM.

PROJECT SANITARY SEWER SHALL CONFORM TO THE REQUIREMENTS OF THE LATEST REVISION OF ASTM SPECIFICATION D3034 "TYPE PSM POLY (VINYL CHLORIDE) (PVC) SEWER PIPE AND FITTINGS AND HAVE A MINIMUM WALL THICKNESS OF SDR 35 FOR APPLICATIONS LESS THAN 18 FT IN DEPTH AND SDR 26 FOR APPLICATIONS EQUAL TO AND GREATER THAN 18 FT.

MAINTAIN 10 FOOT MINIMUM HORIZONTAL SEPARATION BETWEEN THE SANITARY OR STORM SEWER AND WATER MAIN UTILITIES. PROVIDE 18" MINIMUM VERTICAL SEPARATION WHERE THE WATER MAIN CROSSES A SANITARY OR STORM SEWER.

ANY SANITARY SEWER, SANITARY SEWER SERVICE LEADS, WATER MAIN, WATER SERVICES, OR STORM SEWER THAT IS DAMAGED BY THE CONTRACTOR DURING THEIR OPERATIONS SHALL BE REPAIRED TO THE OWNER'S SATISFACTION AND AT THE CONTRACTOR'S EXPENSE.

THE TELEPHONE, GAS, ELECTRIC, AND CABLE COMPANIES SHALL PROVIDE UNDERGROUND SERVICES TO EACH UNIT AT THE OWNER'S EXPENSE. THE CONTRACTOR SHALL COORDINATE THE INSTALLATION OF THESE UTILITIES WITH THEIR WORK.

ALL PERMANENT SIGNAGE SHALL COMPLY WITH THE MICHIGAN'S BARRIER FREE DESIGN REQUIREMENTS AND THE AMERICANS WITH DISABILITIES ACT.

ALL ELECTRICAL WORK SHALL BE PERFORMED BY A STATE OF MICHIGAN LICENSED ELECTRICIAN ACCORDING TO THE NATIONAL ELECTRICAL CODE AS MODIFIED BY THE STATE OF MICHIGAN. FURNISH AND INSTALL ALL MATERIALS AND LABOR TO PROVIDE A COMPLETE WORKING SYSTEM.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS INCLUDING PERMIT COSTS, TAP FEES, METER DEPOSITS, BONDS, INSPECTIONS AND ALL FEES REQUIRED FOR PROPOSED WORK TO OBTAIN OCCUPANCY. THE CONTRACTOR SHALL MAKE ALL PERMANENT UTILITY APPLICATIONS AND SHALL BE RESPONSIBLE FOR ALL APPLICABLE FEES AND UTILITY SERVICE INSTALLATION FEES. THIS INCLUDES BUT IS NOT LIMITED TO PRIMARY AND SECONDARY ELECTRICAL SERVICES, PERTAINING TO SUCH, ON BEHALF OF THE OWNER.

THE CONTRACTOR SHALL REMOVE AND DISPOSE OF ALL PRE-EXISTING ON-SITE IMPROVEMENTS WITHIN LIMITS OF CONSTRUCTION UNLESS OTHERWISE NOTED. THIS INCLUDES BUT IS NOT LIMITED TO BUILDINGS, FOUNDATIONS, FOOTINGS, CURBS, ASPHALT, TREES, SHRUBS, EXISTING UTILITY LINES, DEBRIS AND ALL OTHER ITEMS AND UTILITIES TO BE ABANDONED.

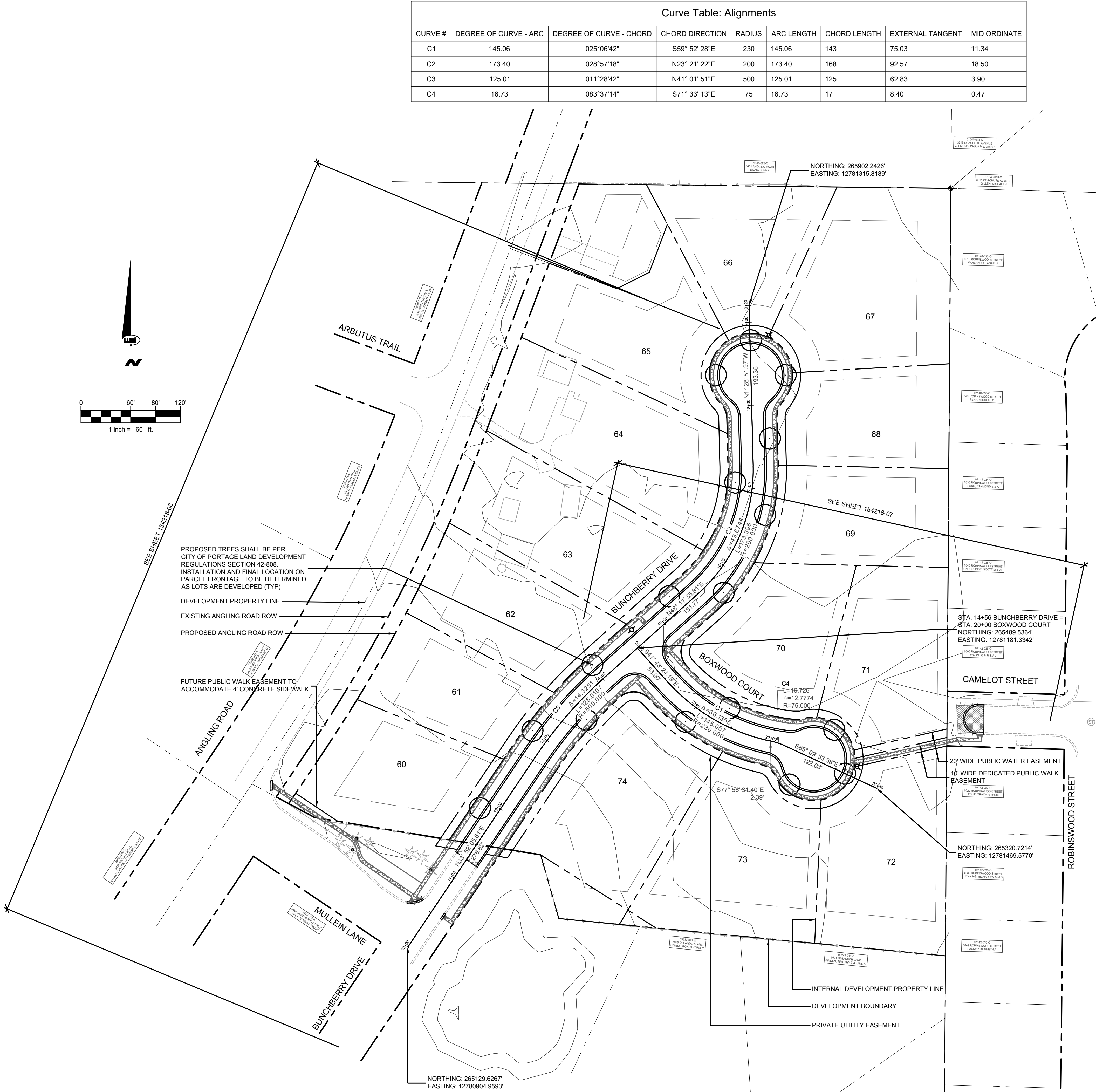
SOILS EXPOSED IN THE BASE OF ALL SATISFACTORY FOUNDATION EXCAVATIONS SHOULD BE PROTECTED AGAINST ANY DETRIMENTAL CHANGES IN CONDITION SUCH AS: FROM DISTURBANCE, RAIN, AND FREEZING. SURFACE RUN-OFF WATER SHOULD BE DRAINED AWAY FROM THE EXCAVATION AND NOT ALLOWED TO POND. IF POSSIBLE, ALL FOOTING CONCRETE SHOULD BE POURED THE SAME DAY THE EXCAVATION IS MADE. IF THIS IS NOT PRACTICAL, THE FOOTING EXCAVATIONS SHOULD BE ADEQUATELY PROTECTED.

EXTERIOR CONCRETE SHALL MEET MDOT GRADE P1 OR S2 SPECIFICATIONS WITH A LIGHT BROOM FINISH.

CONCRETE TESTING - CONTRACTOR SHALL EMPLOY AN INDEPENDENT TESTING ENGINEER TO VERIFY THE SLUMP, AIR ENTRAINMENT AND PROVIDE (3) CYLINDER SAMPLES FOR EACH DAYS POUR, OR 50 C.Y. OF CONCRETE, WHICHEVER OCCURS MORE OFTEN.

TESTING REQUIREMENTS (ALL CONTRACTORS) SOIL AND AGGREGATE DENSITY TESTING - CONTRACTOR SHALL EMPLOY AN INDEPENDENT TESTING CONSULTANT TO VERIFY THE DENSITY OF ALL FILL EXCAVATION AS SPECIFIED AND ALL SLAB, FOUNDATIONS, AND FOOTING SURFACES AS RECOMMENDED BY ENGINEER. TESTING SHALL TAKE PLACE PRIOR TO INSTALLATION OF THE AGGREGATE BASE AND PRIOR TO THE INSTALLATION OF THE HMA PAVEMENT. COPIES OF ALL COMPACTION TEST RESULTS SHALL BE FORWARDED TO THE ENGINEER.

PROPERTY OWNER'S NAMES, WHERE SHOWN, ARE FOR INFORMATION ONLY, AND THEIR ACCURACY IS NOT GUARANTEED.



KEY PLAN

1" = 60'

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264 Western Avenue
Allegan, MI 49010
Phone: (269) 873-8465
www.wightman-assoc.com

PROJECT NAME:
WHISPERING MEADOWS NO. 4
PORTAGE, MI 49024

GLAS ASSOCIATES DESIGNERS BUILDERS, LLC
6339 STADIUM DRIVE
KALAMAZOO, MI 49009

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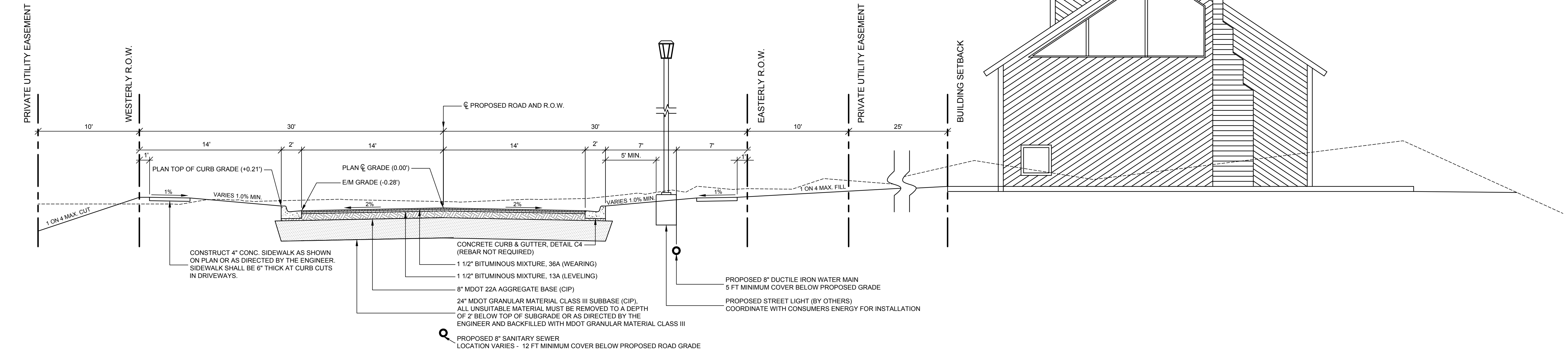
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KEY PLAN, ALIGNMENTS, AND NOTES

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154218-02
OF 7

PROJECT NAME:
WHISPERING MEADOWS NO. 4
PORTAGE, MI 49024

GLAS ASSOCIATES DESIGNERS BUILDERS, LLC
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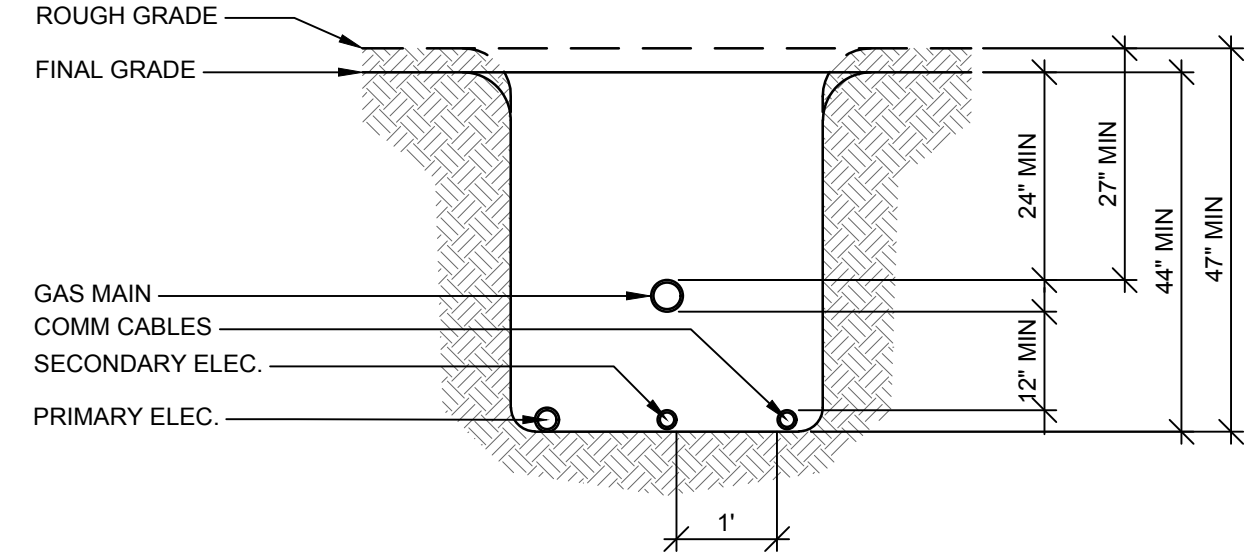


TYPICAL SECTION - BUNCHBERRY DRIVE & BOXWOOD COURT

SCALE: 1" = 5'

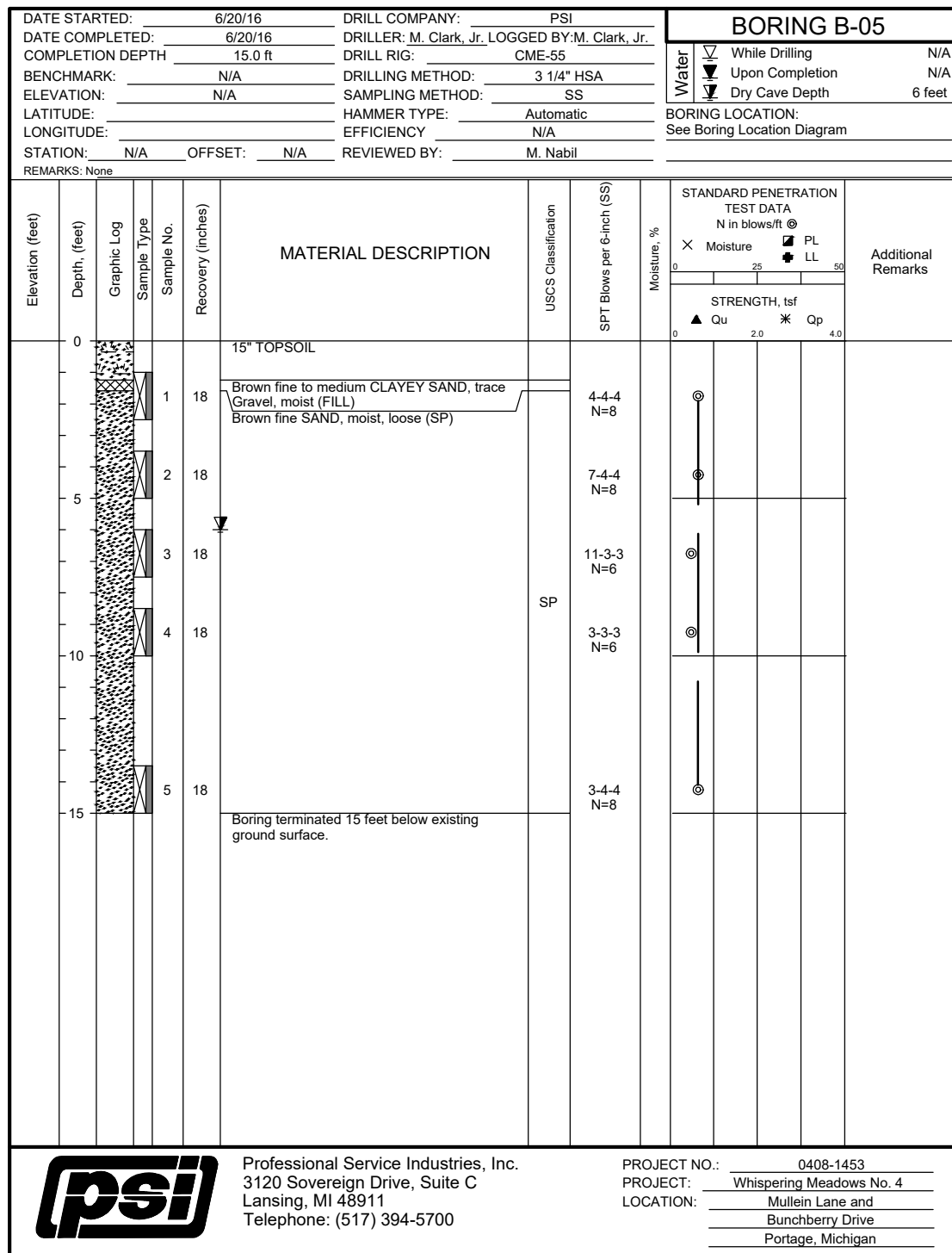
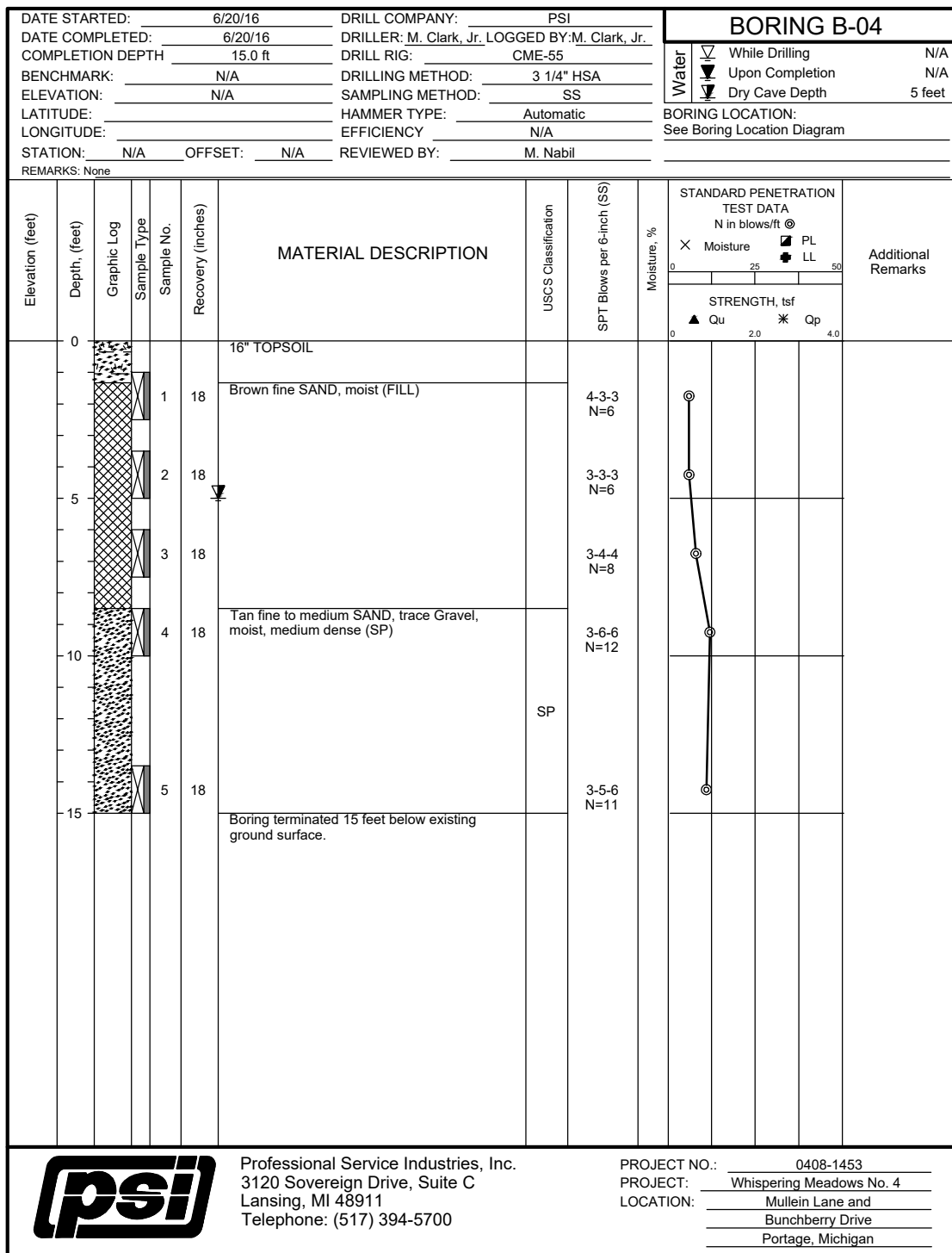
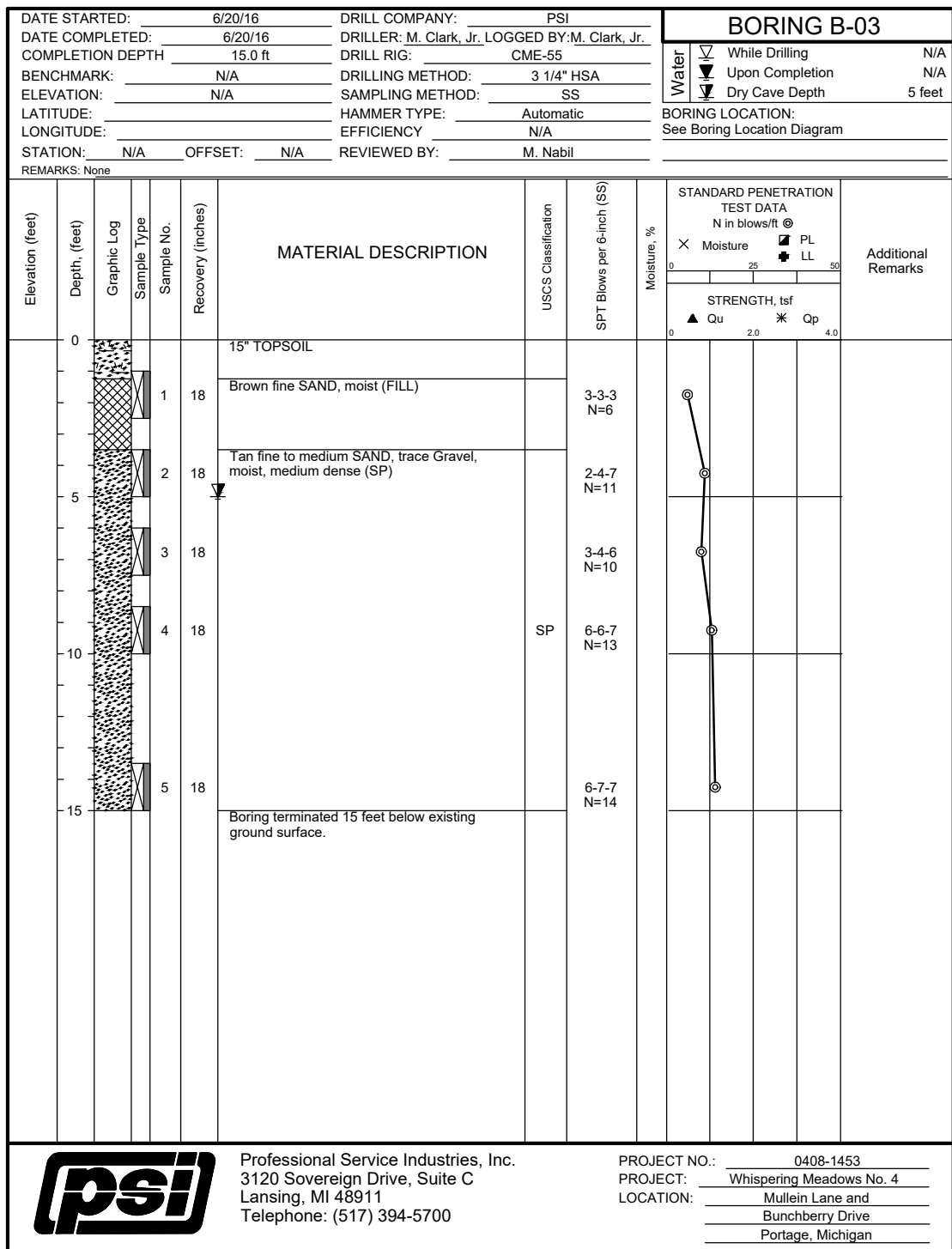
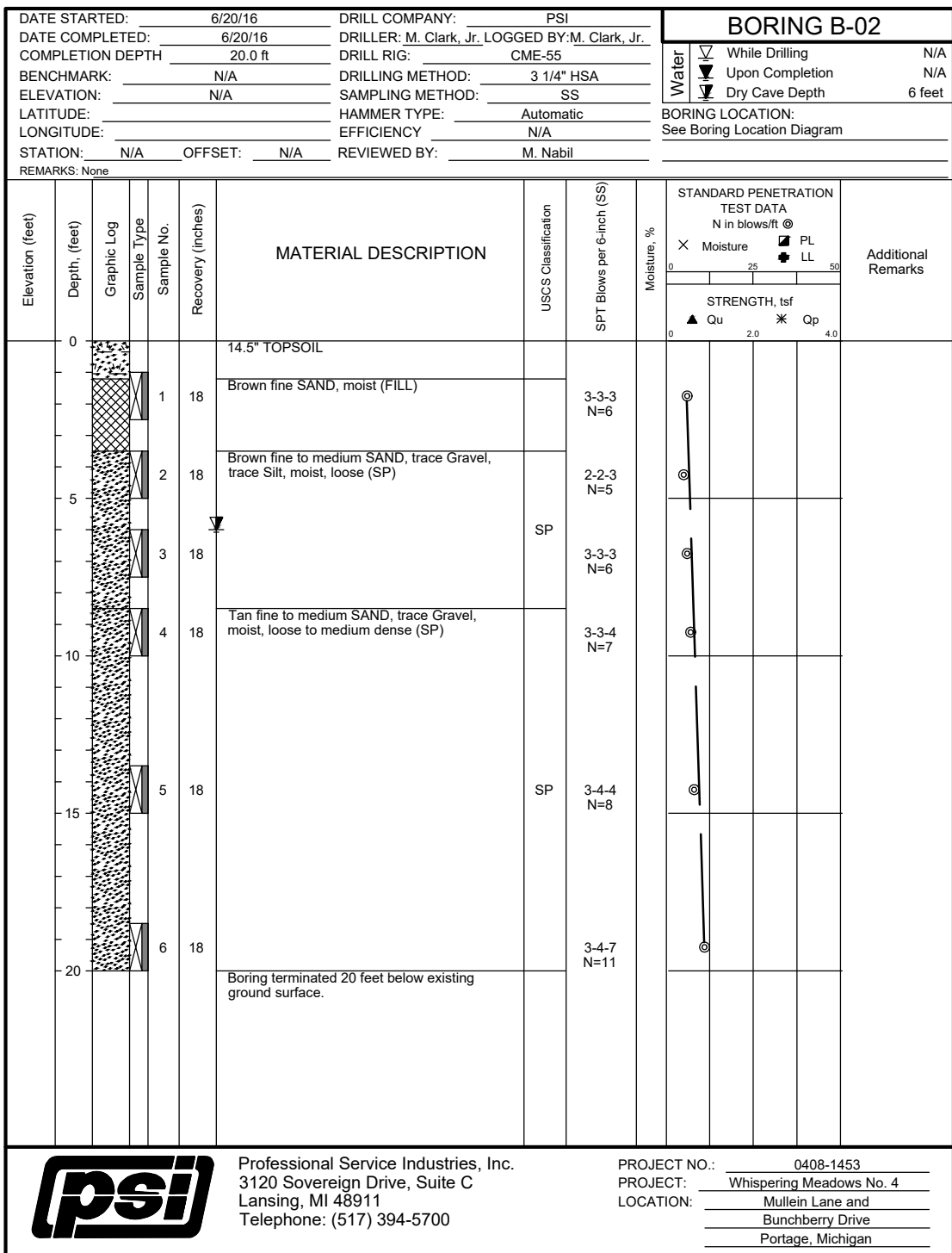
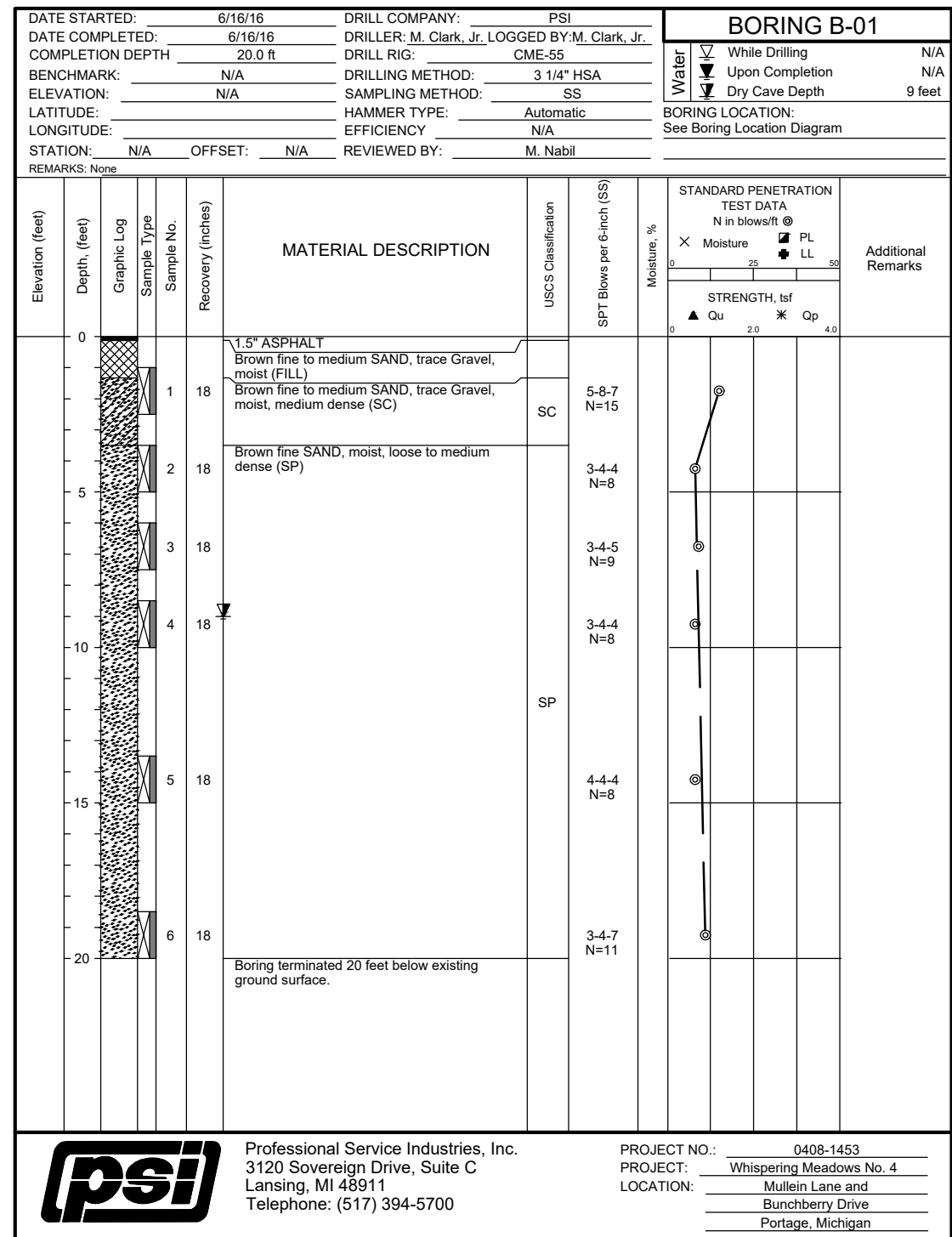
ITEM	AWI	YIELD	PERFORMANCE GRADE
HMA, 36A (WEARING)		165#/SYD	P.G. 58 - 28
HMA, 13A (LEVELING)	260	165#/SYD	P.G. 58 - 28
HMA BOND COAT (NOT A PAY ITEM)		0.05 TO 0.15 GAL/SYD	SS - 1h

HMA APPLICATION TABLE



JOINT UTILITY TRENCH DETAIL

SCALE: 1" = 2'



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TYPICAL SECTIONS,
ROAD DETAILS AND
SOIL BORINGS

SOIL EROSION & SEDIMENTATION CONTROL NOTES

1. ALL CONSTRUCTION METHODS SHALL BE DONE IN COMPLIANCE WITH THE MICHIGAN SOIL EROSION AND SEDIMENTATION CONTROL ACT. THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING A "SOIL EROSION PERMIT" FROM THE CITY AND A "PERMIT BY RULE/NOTICE OF COVERAGE" FROM THE MDEQ PRIOR TO START OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLYING WITH ALL REQUIREMENTS OF THE CITY "SOIL EROSION PERMIT" AND FOR ALL CERTIFIED STORM WATER INSPECTION SERVICE REQUIRED BY THE "PERMIT BY RULE." EROSION CONTROL MEASURES SHOWN ON THE PLANS ARE THE MINIMUM REQUIREMENTS AND SHALL NOT RELIEVE THE CONTRACTOR'S RESPONSIBILITY FOR PROVIDING ALL REQUIRED EROSION CONTROL MEASURES.
2. AVOID UNNECESSARY DISTURBING OR REMOVING OF EXISTING VEGETATED TOPSOIL OR EARTH COVER. THESE COVER AREAS ACT AS SEDIMENT FILTERS.
3. ALL TEMPORARY SOIL EROSION PROTECTION SHALL REMAIN IN PLACE UNTIL REMOVAL IS REQUIRED FOR FINAL CLEAN UP AND APPROVAL.
4. GEOTEXTILE SILT FENCE SHALL BE INSTALLED AS REQUIRED WHEN CROSSING CREEKS OR WHEN ADJACENT TO WETLANDS OR SURFACE WATER BODIES TO PREVENT SILTATION AND ELSEWHERE AS DIRECTED BY THE ENGINEER. SEEDING AND/OR SODDING SHALL BE INSTALLED ON CREEK BANKS IMMEDIATELY AFTER CONSTRUCTION TO PREVENT EROSION.
5. MAINTENANCE, CLEANING, AND REMOVAL OF THE VARIOUS SEDIMENT CONTROL MEASURES SHALL BE INCLUDED IN THE VARIOUS EROSION CONTROL ITEMS.

NUMBER IN CIRCLE REFERS TO NUMBERED DETAILS ON MDOT STANDARD PLAN R-96 SERIES. SOIL EROSION & SEDIMENTATION CONTROL MEASURES. "P" DENOTES PERMANENT MEASURE AND "T" DENOTES TEMPORARY MEASURE. SOIL EROSION CONTROL PLANS DENOTE MINIMUM EROSION MEASURES REQUIRED AS DESCRIBED BELOW.

3P DENOTES PERMANENT SEEDING. ALL DISTURBED AREAS NOT PAVED OR GRAVELED SHALL BE RESTORED. PLACE TOPSOIL SURFACE, SALV. 12 INCH, MDOT SEEDING, MIXTURE TUF APPLIED AT A RATE OF 220 LB/ACRE, FERTILIZER, CHEMICAL NUTRIENT, CL A APPLIED AT A RATE OF 228 LB/ACRE; MULCH AT A RATE OF 2 TON/ACRE AND MULCH ANCHORING. (APPLIES TO ENTIRE PROJECT)

3T DENOTES TEMPORARY SEEDING. TEMPORARY SEEDING SHALL BE PLACED AT LOCATIONS DETERMINED BY THE ENGINEER IN THE FIELD AND SHALL INCLUDE CEREAL RYE SEED APPLIED AT A RATE OF 70 LB/ACRE AND MULCH.

4T DENOTES DUST CONTROL. DUST CONTROL MAY BE REQUIRED ON THE SUBGRADE CONSTRUCTION AND WILL INCLUDE APPLYING FRESH WATER. DUST CONTROL ON THE AGGREGATE BASE COURSE WILL BE ACCOMPLISHED BY APPLYING FRESH WATER (INCLUDED IN THE ITEM OF AGGREGATE BASE, 6 INCH) AND APPLYING DUST PALLIATIVE, APPLIED, CaCl₂ (TON) AS DIRECTED BY THE PROJECT ENGINEER.

7P DENOTES RIPRAP, PLAIN. INSTALL RIPRAP, PLAIN AS DIRECTED BY THE ENGINEER IN THE FIELD. THE RIPRAP, PLAIN PAY ITEM SHALL INCLUDE A GEOTEXTILE UNDERLAYMENT.

14T DENOTES GRAVEL ACCESS APPROACH. APPROACH SHALL BE INSTALLED TO PROVIDE STABLE ACCESS TO ROADWAYS AND MINIMIZE DUST AND TRACKING OF MATERIALS ONTO PUBLIC STREETS AND HIGHWAYS. THE APPROACH SHALL BE A MINIMUM OF 10' WIDE, 6" DEEP, AND CONSIST OF 2"-4" AGGREGATE.

20 DENOTES SEDIMENT TRAP.

26T DENOTES TEMPORARY SILT FENCE. SILT FENCE SHALL BE INSTALLED AT CREEK CROSSINGS, ADJACENT TO ALL WETLANDS AND SURFACE WATERS, AND OTHER LOCATIONS AS DIRECTED BY THE ENGINEER. EACH SILT FENCE SHALL BE INSTALLED GENERALLY ALONG THE SAME CONTOUR ELEVATION.

26 DENOTES MULCHING AND MULCH ANCHORING.

29T DENOTES INLET PROTECTION FABRIC DROP. SHALL BE INSTALLED AT EXISTING AND PROPOSED STORM SEWER INLETS TO PROVIDE SETTLING AND FILTERING OF SILT LADEN WATER PRIOR TO ENTRY INTO THE DRAINAGE SYSTEM.

33 MB DENOTES MULCH BLANKETS. MULCH BLANKET SHALL BE PROVIDED AT LOCATIONS SHOWN ON THE PLANS, AT SLOPES GREATER THAN 1:3 AREAS WITH CONCENTRATED FLOWS, AND AS DIRECTED BY THE ENGINEER IN THE FIELD, TO PREVENT RUNOFF AND EROSION.

33 HV DENOTES HIGH VELOCITY MULCH BLANKETS FOR USE ON STEEP BANKS. PROVIDE MULCH BLANKET, HIGH VELOCITY CENTERED ON ALL DITCH BOTTOMS WITH A LONGITUDINAL GRADE OF 2.00% OR GREATER AND AT OTHER LOCATIONS AS DIRECTED BY THE ENGINEER IN THE FIELD.

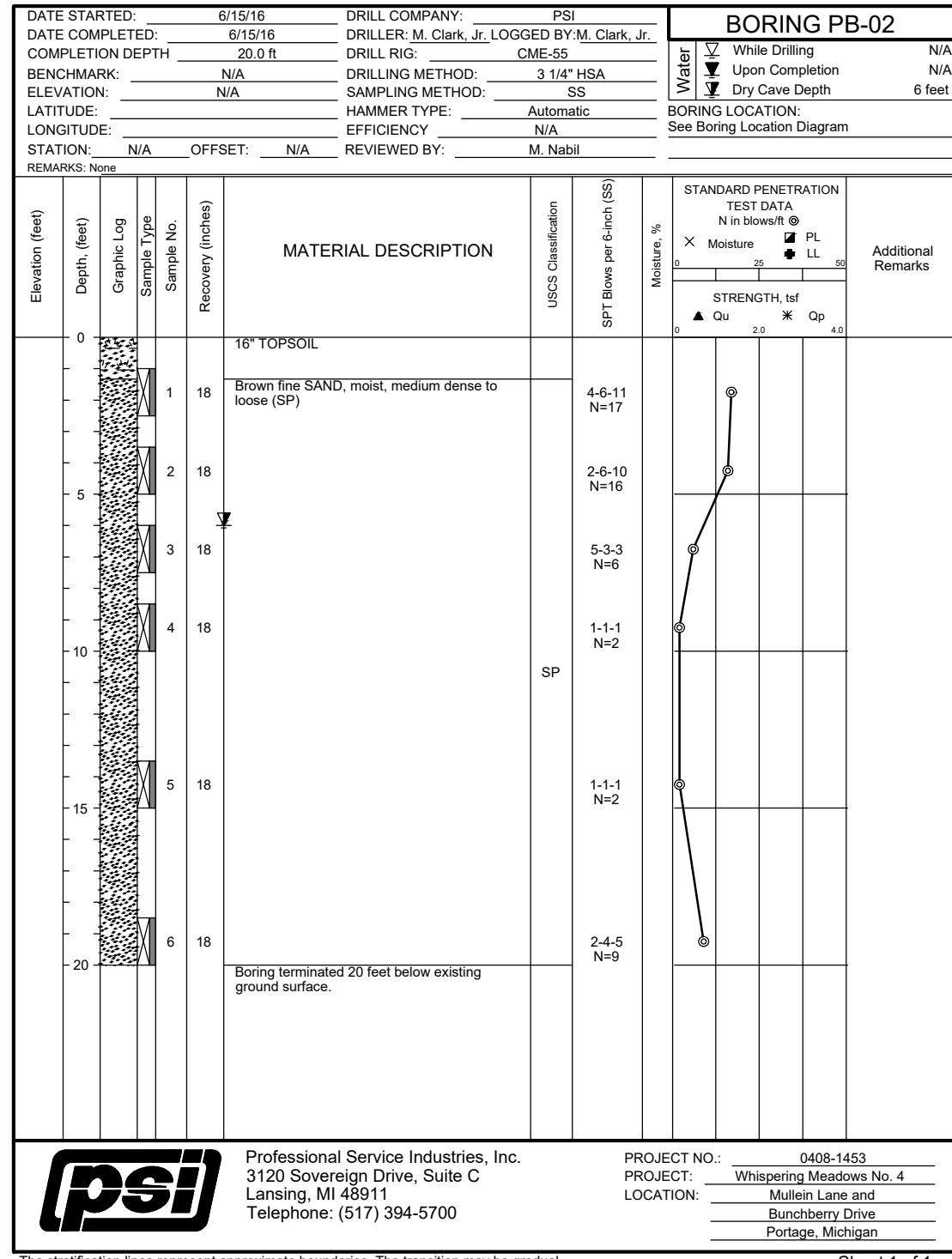
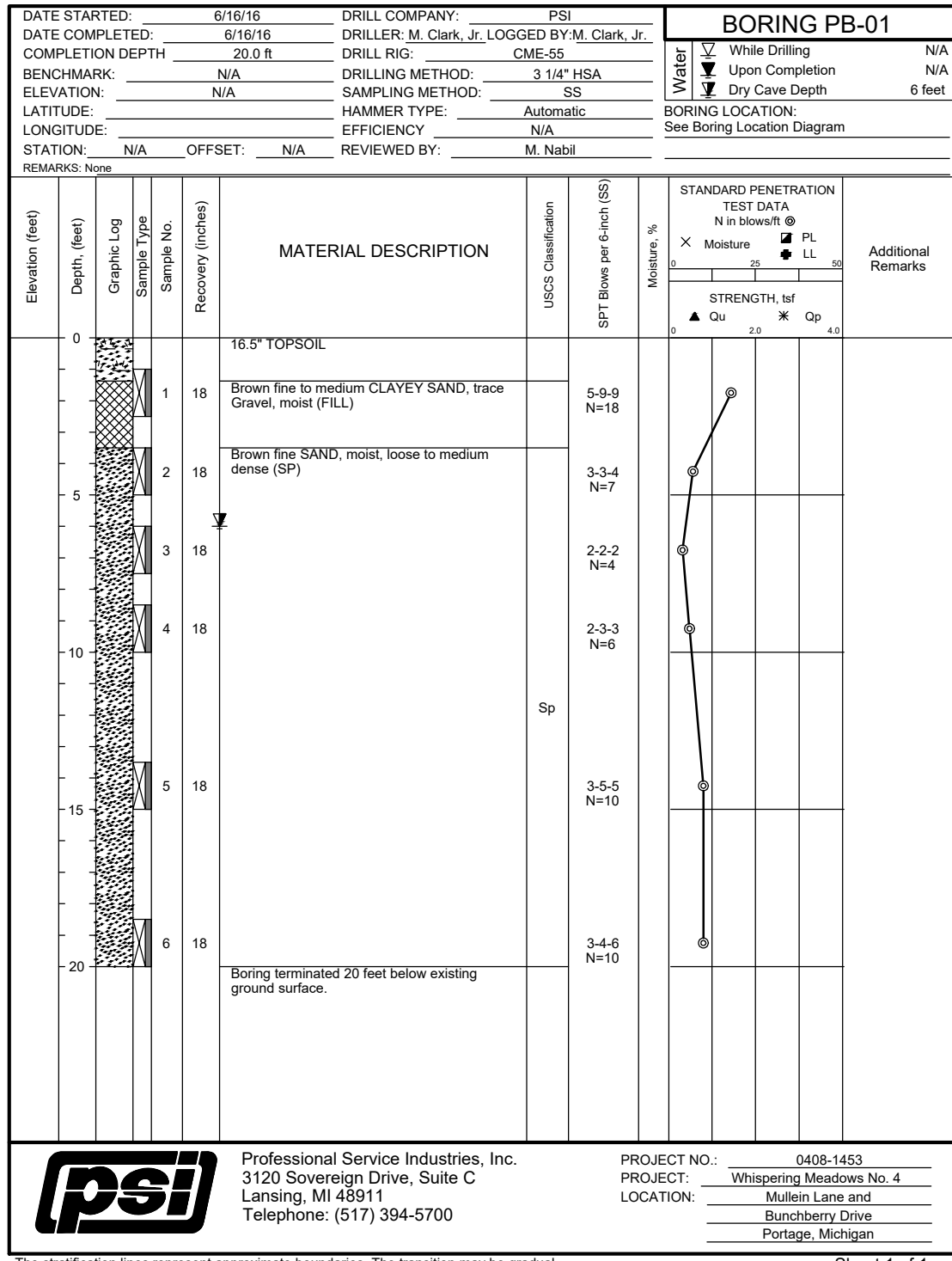
BOXWOOD CT D3-2 (VARS. * x 12") VARS. SFT SIGN, TYPE IIIA

BUNCHBERRY DR D3-2 (VARS. * x 12") VARS. SFT SIGN, TYPE IIIA

R1-2 (36" x 36") 4.5 SFT SIGN, TYPE IIIA 1-3 LB POST (15 FT)

R1-2 (36" x 36") 4.5 SFT SIGN, TYPE IIIA 1-3 LB POST (15 FT)

NOTE: STREET SIGN COLORS SHALL MATCH CITY OF PORTAGE STANDARDS



SOIL BORING INFORMATION

WIGHTMAN & ASSOCIATES, INC.
ENGINEERING
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ARCHITECTURE
2303 Pipestone Road
Benton Harbor, MI 49022
Phone: (269) 927-0100
9835 Portage Road
Portage, MI 49002
Phone: (269) 327-3532
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Phone: (269) 673-8465
www.wightman-assoc.com

PROJECT NAME:
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KALAMAZOO, MI 49009

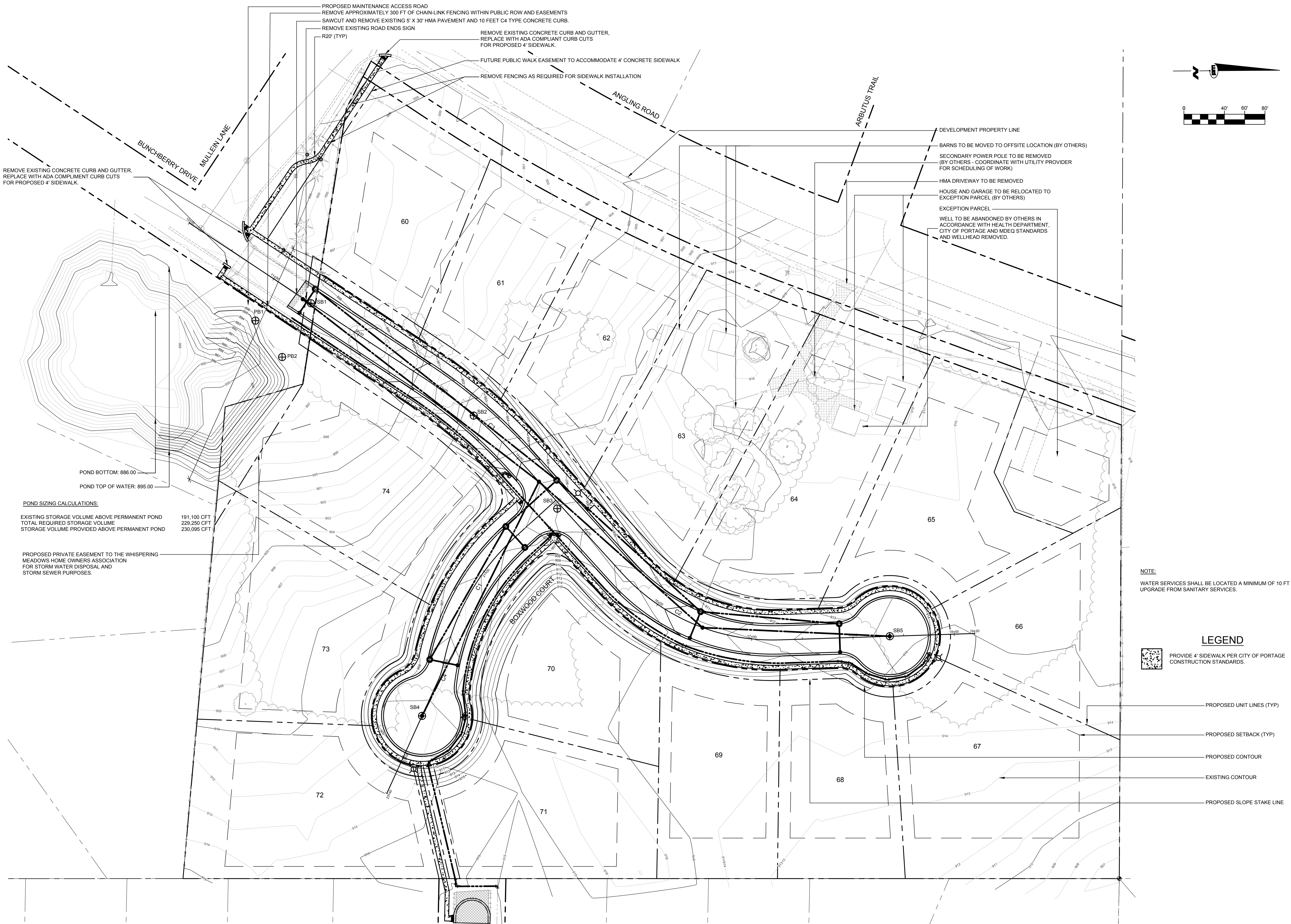
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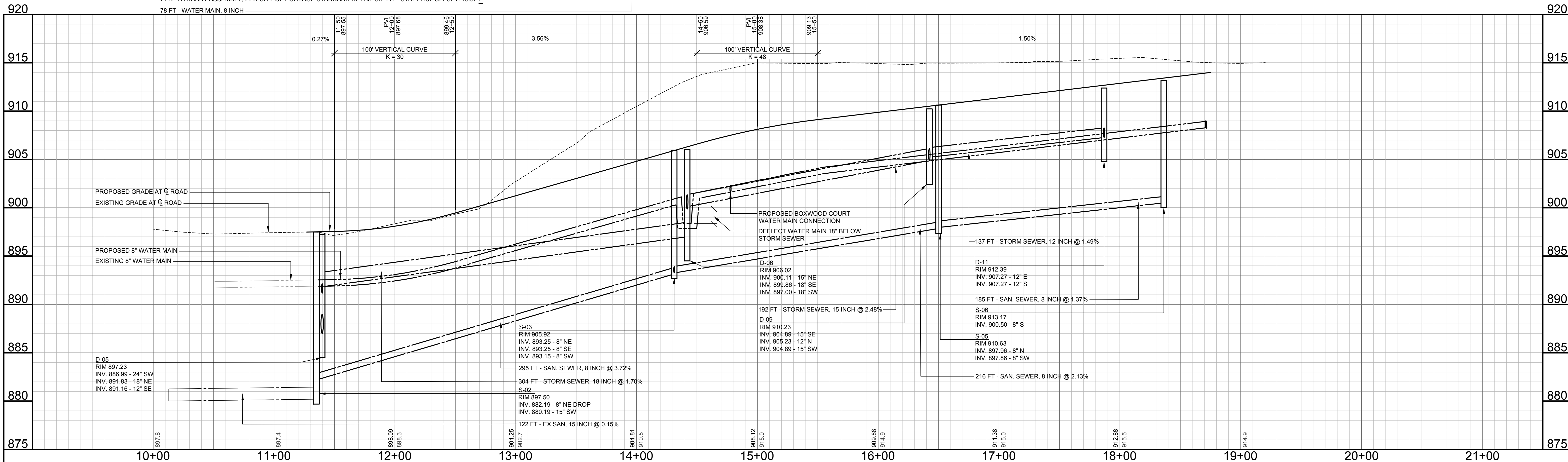
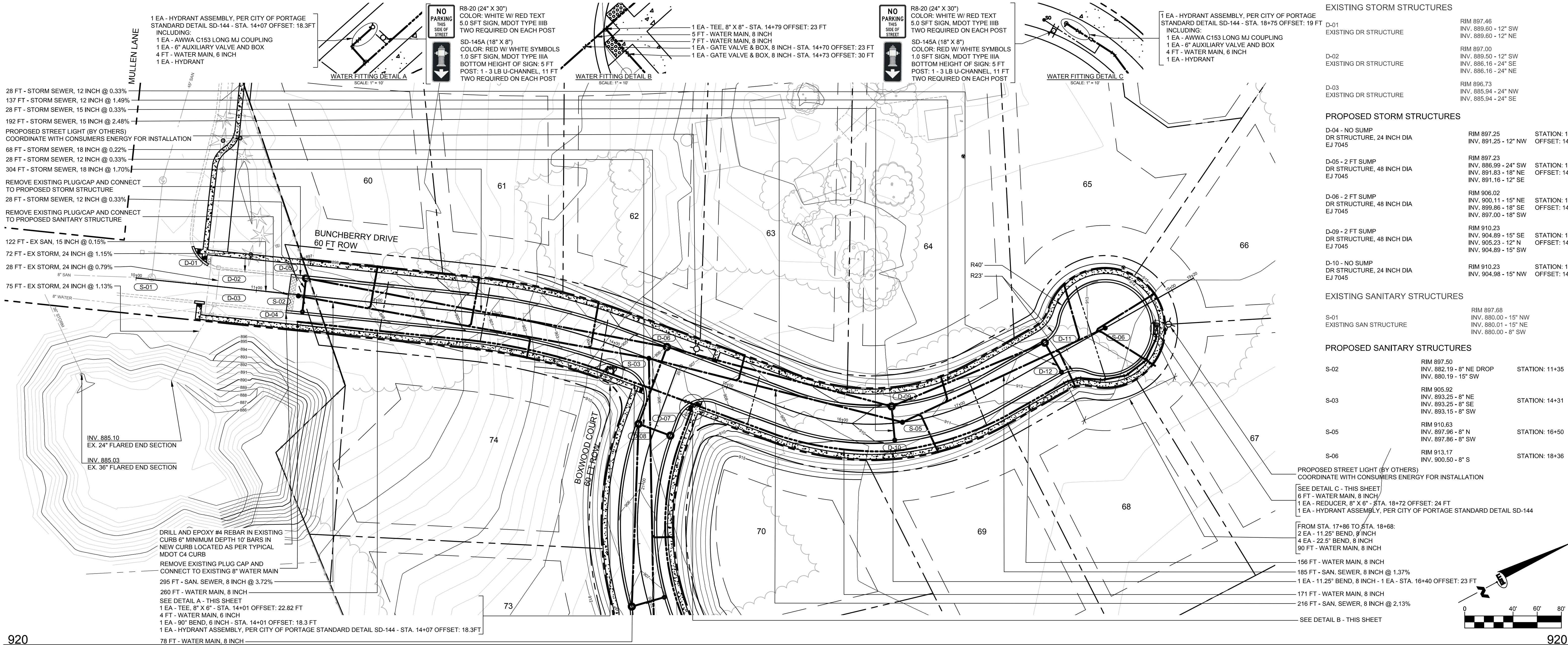
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SOIL EROSION AND SEDIMENTATION PLAN AND SOIL BORINGS

154218
154218-04
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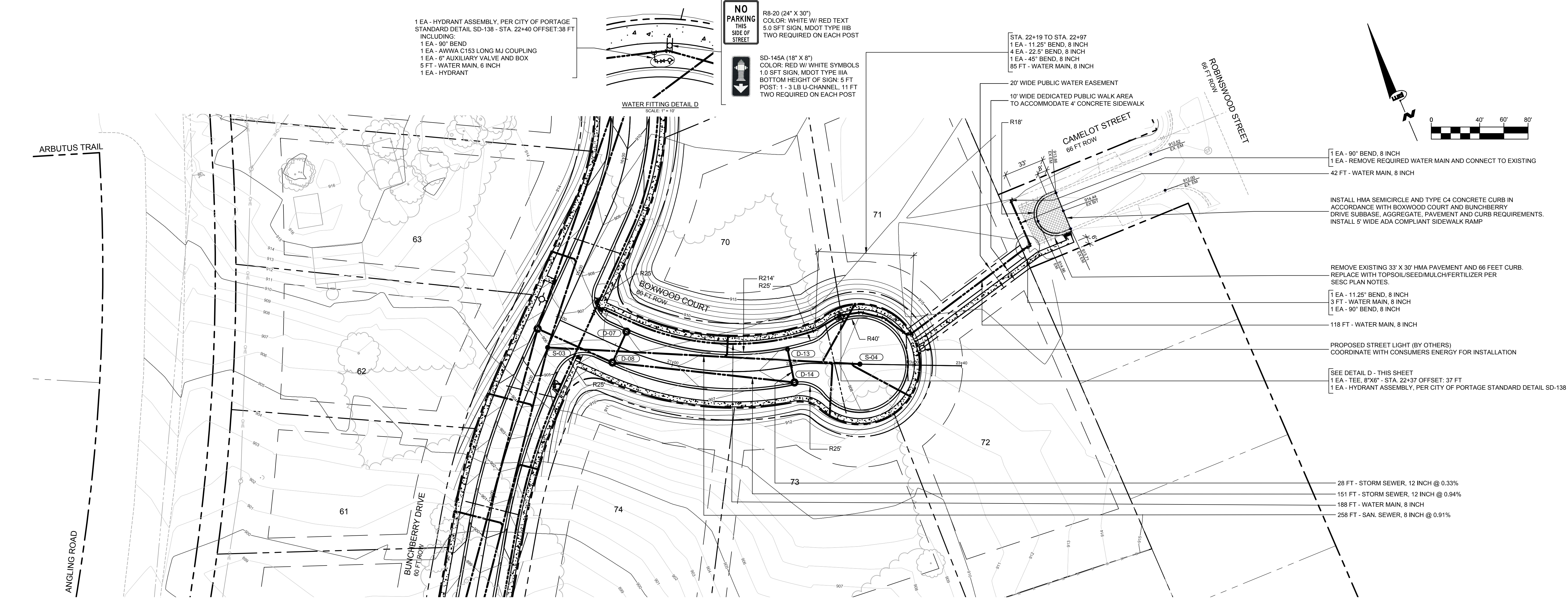
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PLAN & PROFILE - BUNCHBERRY DRIVE

154218-06
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PROJECT NAME:
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PORTAGE, MI 49024

GLAS ASSOCIATES DESIGNERS BUILDERS, LLC
6339 STADIUM DRIVE
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PROPOSED STORM STRUCTURES

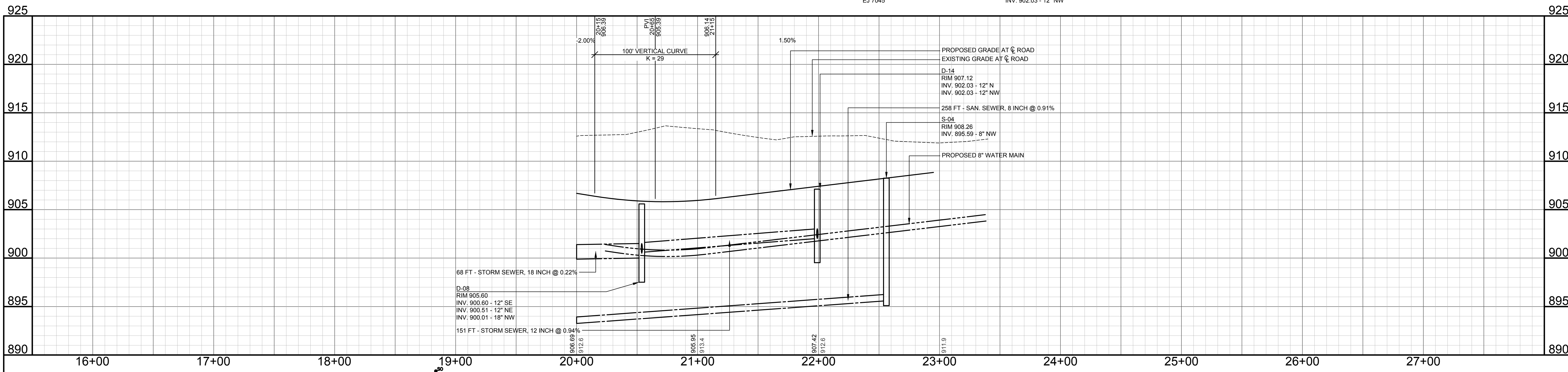
D-07 - NO SUMP DR STRUCTURE, 48 INCH DIA CASTING SHALL BE: EJ 7030	RIM 905.60 INV. 900.60 - 12" SW	STATION: 20+54 OFFSET: 14L
D-08 - 2 FT SUMP DR STRUCTURE, 48 INCH DIA CASTING SHALL BE: EJ 7030	RIM 905.60 INV. 900.60 - 12" SE INV. 900.51 - 12" NE INV. 900.01 - 18" NW	STATION: 20+54 OFFSET: 14R
D-13 - NO SUMP DR STRUCTURE, 24 INCH DIA EJ 7045	RIM 907.12 INV. 902.12 - 12" S	STATION: 21+99 OFFSET: 14L
D-14 - 2 FT SUMP DR STRUCTURE, 48 INCH DIA EJ 7045	RIM 907.12 INV. 902.03 - 12" N INV. 902.03 - 12" NW	STATION: 21+99 OFFSET: 14R

PROPOSED SANITARY STRUCTURES

S-03	RIM 905.92 INV. 893.25 - 8" NE INV. 893.25 - 8" SE INV. 893.15 - 8" SW	STATION: 14+31
S-04	RIM 908.26 INV. 895.59 - 8" NW	STATION: 22+56

LEGEND

- EXISTING ELEV. AT PAVEMENT SURFACE
- EXISTING ELEV. AT EDGE OF METAL
- PROPOSED ELEV. AT EDGE OF METAL



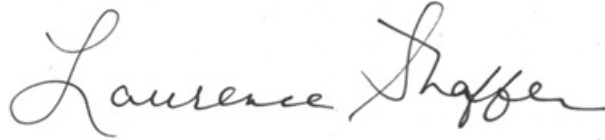
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PLAN & PROFILE - BOXWOOD COURT

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Ice Control Salt Purchase - Cooperative Purchasing

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: That City Council award a contract to:

1. Morton Salt Company in the amount of \$44.67 per ton for 3,000 tons of ice control salt at a total cost of \$134,010 for early delivery;
2. Detroit Salt Company in the amount of \$50.01 per ton for 1,500 tons of ice control salt at a total cost of \$75,015 for seasonal back-up on an as-needed basis

and authorize the City Manager to execute all documents related to these purchases on behalf of the city.

Each year, the city participates in the Michigan Delivering Extended Agreements Locally (MiDEAL) program for the procurement of winter ice control salt. This purchasing program provides the city excellent economic savings due to the large volume purchasing power of the state. The state request for ice control salt bids is structured for early deliveries, as well as for seasonal back-up quantities delivered on an as-needed basis. Salt continues to be the most cost-effective deicing agent for assuring safe roadway travel during the winter months.

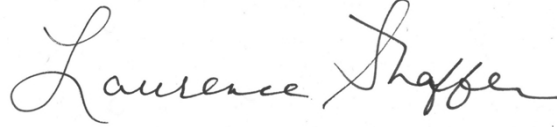
It is recommended that City Council approve the purchase in the amount of \$134,010 from Morton Salt Company for the early delivery of 3,000 tons of ice control salt at the MiDEAL price of \$44.67 per ton, which represents a 40 percent decrease in the price per ton from FY 2015-2016. In addition, it is recommended that City Council approve a purchase in the amount of \$75,015 from Detroit Salt Company for 1,500 tons of ice control salt for seasonal back-up on an as-needed basis at the MiDEAL price of \$50.01 per ton, which represents a 29 percent decrease in price per ton from FY 2015-2016.

FUNDING: Fund are budgeted and available for this purchase in the FY 2016-2017 Major and Local Streets budgets.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Purchase of Body Worn Cameras and Data Storage

SUPPORTING PERSONNEL: Richard White, Director of Public Safety - Police / Fire Chief
Devin Mackinder, Director of Technology Services

ACTION RECOMMENDED: That City Council approve the purchase of:

1. 50 body worn cameras and supporting equipment from CDW-G at a cost of \$73,054.73; and
2. computer hardware and software for storage of video/audio data from Data Strategy at a cost of \$153,312.15;

for a total cost of \$226,366.88 and authorize the City Manager to execute all related documents on behalf of the city.

The Portage Department of Public Safety – Police Division 2015/16 FY Capital Improvement budget included funding to conduct a test of body worn cameras that would be compatible with the mobile video equipment in all public safety vehicles. The test launched in May 2016 and has now been completed. Officers recorded a total of 639 separate incidents/citizen contacts during both daytime and nighttime hours. For test purposes, this data was stored on a stand-alone computer, consuming 302 gigabytes. There were no reported citizen or employee complaints about the use of the equipment.

For the last two decades the Police Division has used mobile video systems in all of their marked vehicles. They have found these to be excellent tools to support police credibility and foster community support. It is anticipated that body worn cameras will provide additional record of police actions not currently captured by the in-car systems.

The Panasonic body worn camera was the only model identified by the Police Division as being immediately compatible with the existing in-car system and capable of producing a single record of data captured on both. The quality of audio and video are of high quality and the equipment is durable and easy to use.

The Police Division collected and reviewed Body Worn Camera policies from a number of sources including the federal Department of Justice, the International Association of Chiefs of Police (IACP), The Commission on Accreditation for Law Enforcement Agencies (CALEA) and the International Association of City Managers (ICMA). Best practices identified by these entities have been written

into the city's Police Division policy and procedures. The video/audio data collected may be subject to disclosure pursuant to the Freedom of Information Act.

With regard to storage of the camera data, the Technology Services Department conducted thorough research to identify the most cost-effective and viable storage solution for the captured data. The data storage solution was chosen based upon the storage and retention needs for this initiative for a period of at least five years, which is the expected life-cycle of the hardware equipment.

The purchase of cameras will be made utilizing the National IPA, a cooperative purchasing program and the data storage equipment purchase will be made utilizing the National Association of State Procurement Officials (NASPO) cooperative purchase program. CDW-G is the regional vendor for the Panasonic cameras through National IPA and Data Strategy is the local vendor for the data storage equipment through the NASPO program. The data storage purchase price includes a discount of \$30,000 negotiated by the Technology Services Department and Data Strategy.

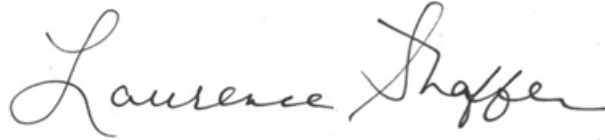
Therefore, it is recommended that City Council approve the purchase of 50 body worn cameras and ancillary equipment from CDW-G at a cost of \$73,054.73 and computer hardware and software for storage of video/audio data from Data Strategy at a cost of \$153,312.15, for a total cost of \$226,366.88, and authorize the City Manager to execute all related documents on behalf of the city.

FUNDING: Reprogrammed Capital Improvement Program funds have been identified to cover the cost of the purchase of all cameras, ancillary equipment and data storage system. The reprogrammed funds consist of unused appropriations in various Public Safety Projects and other areas of the CIP.

Attachments: N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Permit for a Fireworks Display on September 25, 2016, by the Kalamazoo Valley Family Church

SUPPORTING PERSONNEL: James Hudson, City Clerk

ACTION RECOMMENDED: That City Council approve a Permit for a Fireworks Display on September 25, 2016, sponsored by the Kalamazoo Valley Family Church.

The Kalamazoo Valley Family Church has submitted an application for a permit to conduct a public fireworks display on September 25, 2016, at the Kalamazoo Valley Family Church property (2500 Vincent Avenue). The display is planned as part of festivities celebrating the 25th anniversary of the church. The public display of fireworks is regulated by Public Act 256 of 2011, the Michigan Fireworks Safety Act. The Act provides that municipalities may issue permits for public fireworks displays per the State Fire Marshal. The planned celebration involves "display fireworks" and not "consumer fireworks" as defined under the Fireworks Safety Act. Display fireworks are large and explosive items typically used for public display and are locally permitted for use by professionals.

Public Act 256 of 2011 requires that the local governmental unit rule on the competency and qualifications of pyrotechnic operators who propose to conduct a display before the permit is issued. In the City of Portage, the responsibility is designated to the Fire Marshal. Wolverine Fireworks Display, Incorporated, a professional pyrotechnic company with a long record of conducting public fireworks displays, including those in the City of Portage, would be conducting the September 25, 2016 display. Based on requirements set forth in the International Fire Code and applicable National Fire Protection Association (NFPA) standards, the Fire Marshal has determined that Wolverine Fireworks Display, Incorporated, is both competent and qualified.

The Department of Public Safety is coordinating with the Kalamazoo Valley Family Church to ensure a safe and orderly event. The Kalamazoo Valley Family Church mailed a notice about the upcoming event to property owners within one-quarter mile of the launch location of the fireworks on August 29, 2016. The fireworks display is proposed to be launched at a location to the west of the church building (see attached map for reference). The proposed location is approximately 300 feet from the nearest residential home and approximately 800 feet from I-94. The City of Portage has historically allowed public fireworks displays on the 4th of July. In addition, the Portage Rotary Club has sponsored fireworks displays at the halftime of the Portage Northern v. Portage Central football games between 2001 and 2006.

As such, it is recommended that City Council approve a permit for the proposed public fireworks display sponsored by the Kalamazoo Valley Family Church for September 25, 2016.

FUNDING: N/A

- Attachments:**
1. August 30, 2016 Letter to City Council from Kalamazoo Valley Family Church
 2. Kalamazoo Valley Family Church Fireworks Permit Application
 3. Fireworks Display Site Plan
 4. Notification Letter
 5. Fireworks Display Distances Map
 6. Michigan Fireworks Safety Act - Excerpt



August 30, 2016

City of Portage
Larry Shaffer, City Manager
7900 S. Westnedge Avenue
Portage, MI 49002

Dear Mr. Shaffer and City Council Members,

September 25, 2016 marks a significant event in our church history. This day represents our 25th anniversary as a church in the Portage area. Our Senior Pastors, Jeff & Beth Jones, started the church back in 1991 with less than ten individuals who had a heart to reach their community. Since then, the Lord has allowed us to make a positive impact in the lives of thousands and thousands of individuals, families and community members all throughout Southwest Michigan.

Notable community impacts beyond the walls of our church include programs like FridayGroceries, which provides food and groceries to hundreds of families every Friday morning. Last year alone, we provided over 375,000 meals to individuals and families in need within our community. Since its inception in 2013, we've provided over 936,000 meals! Additionally, in July of this year we visited 6 local communities in Southwest Michigan during our Love Week event and provided hundreds of families in need with food for their families and backpacks, clothes, books and various school supplies for their children.

Therefore, we are excited that on Sunday, September 25, we will be having a special event full of fun, food and fellowship to celebrate this milestone and the impact God has made within and through our church family.

As part of that celebration, we are requesting approval for a fireworks display to be held at the end of our celebration event that evening. As part of this celebration, we've specifically invited our surrounding neighbors and families to join us and enjoy the fireworks display.

Thank you for your consideration.

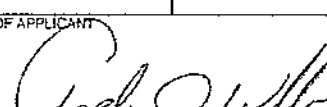
Sincerely,

Aaron Johnson
Executive Director of Operations

2016 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY
OF CITY, VILLAGE OR TOWNSHIP
BOARD ONLY

DATE PERMIT(S) EXPIRE:

Authority 2011 PA 256		The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.	
TYPE OF PERMIT(S) (Select all applicable boxes) ☐ Agncultural or Wildlife Fireworks ☐ Articles Pyrotechnic ☒ Display Fireworks ☐ Public Display ☐ Private Display ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes			
NAME OF APPLICANT Wolverine Fireworks Display, Inc		ADDRESS OF APPLICANT 205 W. Seidlars Rd, Kawkawin MI 48631	
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER James Lambert, President		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER 205 W. Seidlars Rd, Kawkawin MI 48631	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		TELEPHONE NUMBER	
NAME OF PYROTECHNIC OPERATOR Andrew Webb		ADDRESS OF PYROTECHNIC OPERATOR 499 River Rd Otsego MI	
AGE OF APPLICANT 18 YEARS OR OLDER ☒ YES ☐ NO		AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER ☒ YES ☐ NO	
NO YEARS EXPERIENCE 36	NO DISPLAYS >100	WHERE MI, IL, IA, ND, WI, WY	
NAME OF ASSISTANT Michael Johnson		ADDRESS OF ASSISTANT 625 W. St. Joseph Lawrence	
NAME OF OTHER ASSISTANT		ADDRESS OF OTHER ASSISTANT	
AGE OF ASSISTANT 18 YEARS OR OLDER ☒ YES ☐ NO		AGE OF OTHER ASSISTANT 18 YEARS OR OLDER ☐ YES ☐ NO	
EXACT LOCATION OF PROPOSED DISPLAY 2500 Vincent Ave, Portage MI 49024			
DATE OF PROPOSED DISPLAY 9/25/2016 Rain Date: N/A		TIME OF PROPOSED DISPLAY 8:30 PM	
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT			
ATF approved magazine. Fireworks will arrive on site with operator.			
AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) \$10,000,000.00		NAME OF BONDING CORPORATION OR INSURANCE COMPANY The Partners Group, Ltd	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY 11225 SE 6th St., STE 110, Bellevue WA 98004			
NUMBER OF FIREWORKS		KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)	
		Please see attached proposal	
SIGNATURE OF APPLICANT 		DATE 8/15/16	

2016 Permit for Fireworks Other than Consumer or Low Impact

Authority:	2011 PA 256	The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.
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This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only through permit expiration date.

TYPE OF PERMIT(S) (Select all applicable boxes) ☐ Agricultural or Wildlife Fireworks ☐ Articles Pyrotechnic ☒ Display Fireworks ☐ Public Display ☐ Private Display ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes		FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY. PERMIT(S) EXPIRATION DATE (ENTER DATE OF EXPIRATION)	
NAME OF PERSON PERMIT ISSUED TO Wolverine Fireworks Display, Inc		AGE (18 YEARS OR OLDER) ☒ YES ☐ NO	
ADDRESS OF PERSON PERMIT ISSUED TO 205 W Seidlers Rd., Kawkawlin, MI 48631			
NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION Kalamazoo Valley Family Church			
ADDRESS 2500 Vincent Ave, Portage, MI 49024			
NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary)			
See Attached Proposal			
*Rain Date(s): N/A			
EXACT LOCATION OF DISPLAY OR USE 2500 Vincent Ave, Portage MI 49024			
CITY, VILLAGE, TOWNSHIP City of Portage		DATE * 9/25/2016	TIME 8:30 PM
BOND OR INSURANCE FILED ☒ YES ☐ NO		AMOUNT \$10,000,000.00	

Issued by action of the Legislative Body of a

☐ City ☐ Village ☐ Township of _____ on the _____ day of _____

(Signature and Title of Legislative Body Representative)

THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT

Valley Family Church
 Proposal includes Labor, Insurance and Taxes

Multi Shot Repeaters

3	10 Shot	Mammoth Peony
3	46 Shot	Colorful Carnie
2	35 Shot	Atomic Funk
3	36 Shot	Neon Bang
3	30 Shot	Dominator
2	156 Shot	Platinum Professional Series #1
2	49 Shot	Yellow Tail to Purple
2	49 Shot	Crackling Tail to Time Rain w/ Coconut Pistil
2	182 Shot	Purple Crossette/Lemon Crossette
2	66 Shot	Armageddon (1.75")
2	130 Shot	Color Falling Leaves
2	100 Shot	Purple Mine - Blue Mine- Crackling Mine
2	360 Shot	Gatling Gun

Individual Shells

48	2.5"	Assorted Shenma Shells (48/2)
96	2.5"	Assorted Hasu JX Color Shells (32/3)
144		

Grand Finale

144	2"	Color and Report Finale 12/1
72	2.5"	Flower King Assorted Color Peony Finale (12/1)

Instructions for Application for Fireworks Other Than Consumer or Low Impact

Applications shall be submitted to the legislative body of a city, village or township board. A permit may be issued as a result of official action by the legislative body. A permit shall be valid only for use within the limits of the jurisdiction of the legislative body of a city, village or township board.

1. Type of Permit – check all boxes that may apply to the type of permit needed. You may select several permit types depending on your fireworks display. You may check with your legislative body of a city, village or township board for assistance when making your selection. Please review the following definitions to determine which type of permit to select:
 - Agricultural or Wildlife Fireworks – devices distributed to farmers, ranchers, and growers through a wildlife management program administered by the US Department of Interior or Michigan DNR.
 - Articles Pyrotechnic – 1.4G fireworks for professional use only that is classified as UN0431 or UN0432.
 - Display Fireworks – 1.3G fireworks for professional use only
 - Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes – devices with a combination of chemical elements or compounds capable of burning independently of the oxygen of the atmosphere and designed and intended to produce an audible, visual, mechanical or thermal effect for pest or animal control.
 - Public Display – a fireworks display that is open to all persons for viewing.
 - Private Display – a fireworks display that is not open to the general public for viewing.
2. Name of applicant – list the name of the applicant. The applicant may be a person representing an organization, group, firm or corporation, or self. If the applicant is also the operator, enter the same name in the operator's section.
3. Address of applicant – complete the address of the applicant; include the street address, city, state and zip code.
4. Name of person or resident agent representing corporation, LLC, DBA or other – list the name of the person or resident agent that represents the corporation, LLC, DBA or other.
5. Address of person or resident agent that represents the corporation, LLC, DBA or other – list the address of the person or resident agent representing the corporation, LLC, DBA or other.
6. Non-resident applicant – list the name of the non-resident applicant. A non-resident applicant shall appoint a Michigan attorney or Michigan resident agent in writing to be the applicant's legal representative upon whom all service of process in any action or proceeding may be served.
7. Name of pyrotechnic operator – list the name of the pyrotechnic operator. The pyrotechnic operator is the person in charge of the display. The legislative body of a city, village or township board shall rule on the competency and qualifications of the operator before granting a permit and may require an affidavit from the applicant as to the operator's experience, former pyrotechnic accidents, criminal record, sobriety, etc.
8. Address of pyrotechnic operator – list the address of the pyrotechnic operator; include the street address, city, state and zip code.
9. Age of the pyrotechnic operator – list the age of the pyrotechnic operator; the operator must be 18 years of age or older.
10. Name of assistant – list the name of the assistant to the pyrotechnic operator;
11. Address of assistant – list the address of the assistant; include the street address, city, state and zip code. If there is more than one assistant, please list additional assistants on a separate sheet and include the address and age of those additional assistants.
12. Age of assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
13. Name of other assistant – list the name of other assistant to the pyrotechnic operator.
14. Age of other assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
15. Exact location of proposed display – list the address of the exact location of the proposed fireworks display.
16. Date of proposed display – indicate the date of the proposed fireworks display; only one display date can be used per application.
17. Time of proposed display – indicate the time of the proposed fireworks display.
18. Manner and place of storage - indicate the manner and place of storage within the legislative body of a city, village or township board of fireworks that are ready for display, just prior to the display in the area of exhibition. The legislative body of a city, village or township board shall obtain approval from the local fire authorities of the manner and place of storage before any permit is issued.

19. Amount of bond or insurance - the issuing legislative body of a city, village or township board shall set the amount of and proof of bond or insurance for the protection of the public to satisfy claims for damages to property or personal injuries arising out of any act or omission on the part of the person, firm or corporation, or any agent or employee of the applicant. The applicant shall assure the bond or insurance required is provided.
20. Name of bonding corporation or insurance company – provide the name of the bonding corporation or insurance company for which the bond was issued through.
21. Address of bonding corporation or insurance company – list the address of the bonding corporation or insurance company; include the street address, city, state and zip code.
22. Number of fireworks and kind of fireworks to be displayed– indicate the total amount of fireworks proposed for the display or use and a description of the type of fireworks for display; such as 10 aerial bombs, 30 aerial rocket bursts, etc.
23. The application is valid for the calendar year in which the application was received and permit was issued.
24. Permit fees shall be established by the legislative body of a city, village or township board and shall be submitted to and retained by legislative body of a city, village or township board.
25. Permitting will be in compliance with the Michigan Fireworks Safety Act, PA 256 of 2011, MCL 28.466, Section 16.
26. **Mail the application to the legislative body of a city, village or township board within the location jurisdiction of the display.** DO NOT mail the application to the Bureau of Fire Services (BFS). If mailed to the BFS, it will be returned to the sender.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/4/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Partners Group Ltd 11225 SE 6th St., Suite 110 Bellevue WA 98004	CONTACT NAME: PHONE: (A/C No. Ext): 425-455-5640 E-MAIL: ADDRESS:	FAX: (A/C No.): 425-455-6727
INSURED Wolverine Fireworks Display, Inc. 205 West Seidlers Road Kawkawlin MI 48631	INSURER(S) AFFORDING COVERAGE INSURER A: T.H.E. Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 12866

COVERAGES

CERTIFICATE NUMBER: 1233052159

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC	Y		CPP0104907-01	6/2/2016	6/2/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$Excluded PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$N/A PRODUCTS - COMP/OP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS	N					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$	N		ELP0011932-01	6/2/2016	6/2/2017	EACH OCCURRENCE \$9,000,000 AGGREGATE \$9,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				WC STATU-TORY LIMITS ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The following are Additional Insured on General Liability as their interest may appear as respects to operations performed by or on behalf of the Named Insured, as required by written contract.

City of Portage

Date of Event: 09/25/2016

Display Location: 2500 Vincent Ave. Portage MI 49024

CERTIFICATE HOLDER

CANCELLATION

Kalamazoo Valley Family Church
2500 Vincent Ave
Portage MI 49024

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ADDITIONAL INSURED – FIREWORKS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

The policy is amended to include as an additional insured:

1. The fair or exhibition association, sponsoring organization or committee for the fireworks event covered under the policy;
2. The owner or lessee of any premises used by the Named Insured for the covered fireworks events;
3. The public authority municipality granting a permit to the Named Insured to operate the covered fireworks event; and
4. Any independent contractor who operates the fireworks display on behalf of the Named Insured;

but only as respects accidents arising out of the negligence of you or your employees while acting in the course and scope of their employment.

All other terms and conditions of the policy remain unchanged.

Valley Family Church Fireworks Site Plan
Fallout zone radius ~190 feet, sufficient for up to 2.5" shells.





August 29, 2016

COPY

Hello Neighbors,

Valley Family Church is celebrating its 25th Anniversary as a church within the Portage community. As a celebration, we are having a special event on Sunday, September 25, 2016. This event includes a fireworks display to be held at the church that evening, beginning at dusk. As our neighbors, we invite you and your family to join us and our church community to enjoy the display.

A local, licensed professional pyrotechnical operator who does several other local displays has been contracted by Valley Family Church to conduct the fireworks display.

It is anticipated that the Portage City Council will review and consider granting a permit to conduct a fireworks display at the September 6, 2016 City Council Meeting held at City Hall. As a neighbor, if you have any formal comments regarding the proposed fireworks display, they can be heard at the meeting or submitted in writing to the following:

Office of the City Clerk
City of Portage
7900 South Westnedge Ave
Portage, MI 49002

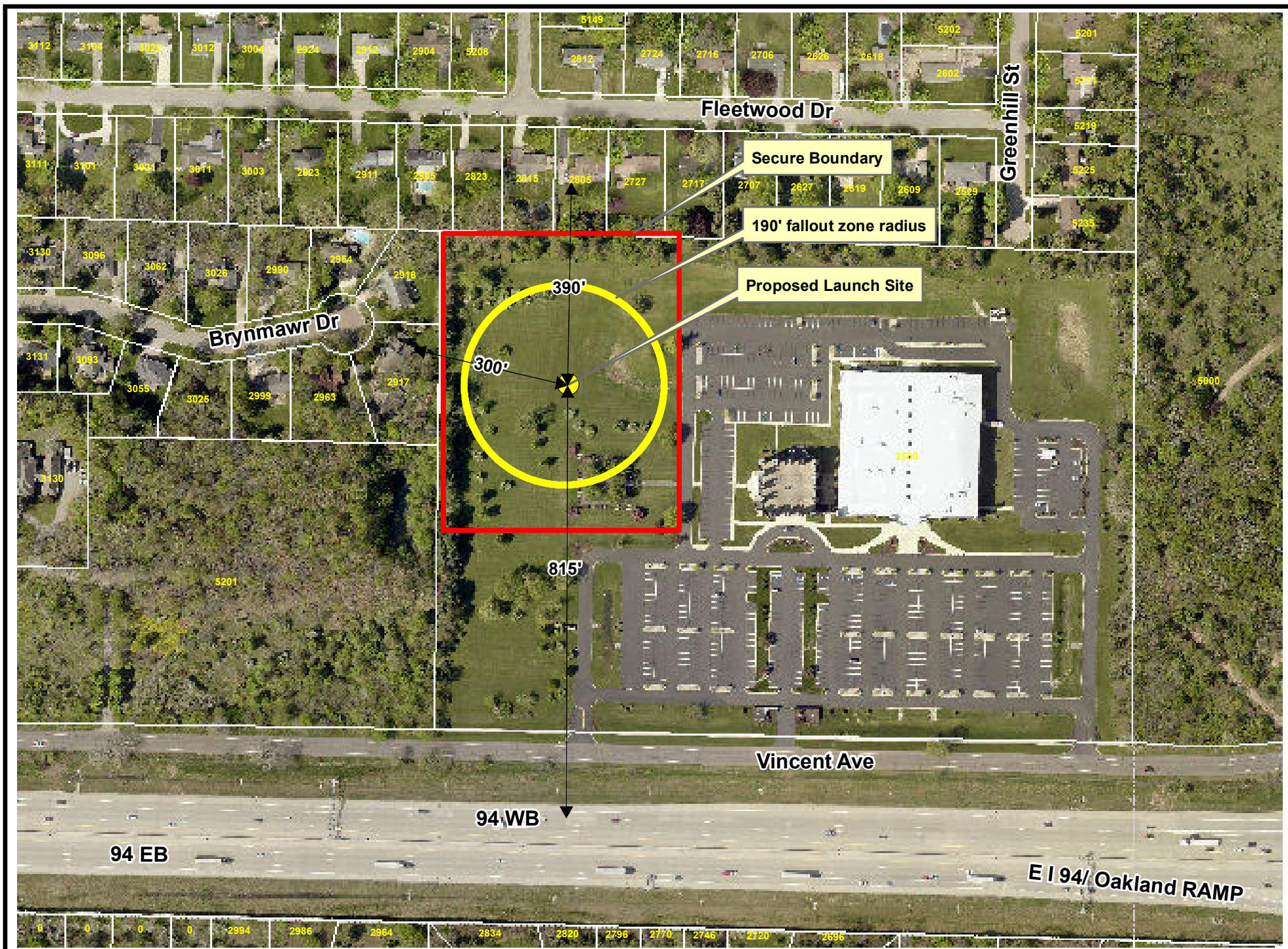
Valley Family Church hopes you are able to come and enjoy the fireworks display and we thank you in advance for your support of this celebration event.

Sincerely,



Aaron Johnson
Executive Director
Valley Family Church

cc. Portage City Clerk
Portage Fire Marshal



Valley Family Church Fireworks Fallout Zone
2500 Vincent Avenue

MICHIGAN FIREWORKS SAFETY ACT (EXCERPT)
Act 256 of 2011

28.466 Articles pyrotechnic or display fireworks ignition; permit; competency and qualifications of operators; retention of fee.

Sec. 16. (1) The legislative body of a city, village, or township, upon application in writing on forms provided by the department and payment of a fee set by the legislative body, if any, may grant a permit for the use of agricultural or wildlife fireworks, articles pyrotechnic, display fireworks, or special effects manufactured for outdoor pest control or agricultural purposes, or for public or private display within the city, village, or township by municipalities, fair associations, amusement parks, or other organizations or individuals approved by the city, village, or township authority, if the applicable provisions of this act are complied with. After a permit has been granted, sales, possession, or transportation of fireworks for the purposes described in the permit only may be made. A permit granted under this subsection is not transferable and shall not be issued to a minor.

(2) Before a permit for articles pyrotechnic or a display fireworks ignition is issued, the person, firm, or corporation applying for the permit shall furnish proof of financial responsibility by a bond or insurance in an amount, character, and form deemed necessary by the local governing authority to satisfy claims for damages to property or personal injuries arising out of an act or omission on the part of the person, firm, or corporation or an agent or employee of the person, firm, or corporation, and to protect the public.

(3) A permit shall not be issued under this act to a nonresident person, firm, or corporation for ignition of articles pyrotechnic or display fireworks in this state until the person, firm, or corporation has appointed in writing a resident member of the bar of this state or a resident agent to be the legal representative upon whom all process in an action or proceeding against the person, firm, or corporation may be served.

(4) The local governing authority shall rule on the competency and qualifications of articles pyrotechnic and display fireworks operators as required under NFPA 1123, as the operator has furnished in his or her application form, and on the time, place, and safety aspects of the display of articles pyrotechnic or display fireworks before granting permits.

(5) A local unit of government that charges a fee to issue a permit under this section shall retain the fee paid.

History: 2011, Act 256, Eff. Jan. 1, 2012.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Special Meeting for Board and Commission Applicants

SUPPORTING PERSONNEL: James Hudson, City Clerk

ACTION RECOMMENDED: That City Council set a Special Meeting on Tuesday, October 4, 2016, beginning at 5:15 p.m., to interview Board and Commission applicants.

Section 2 – Article 7 of the Code of Ordinances affirms that City Council recognizes and appreciates the value and importance each Board or Commission plays in advising the Council in its decision-making process. Board and Commission interviews are performed each year in October, January and May.

Per the *Policy for Appointments to Citizen Advisory Boards*, applicants for the following Boards and Commissions and any other vacancies that arise will be interviewed.

EDC/TIFA and BRA	1 expiring term
Environmental Board	2 expiring terms, 1 vacancy
Historic District Commission	2 expiring terms, 1 vacancy
Human Services Board	3 expiring terms
Park Board	2 expiring terms, 1 vacancy
Senior Citizens Advisory Board	3 expiring terms, 2 vacancies

As reflected on the attached Board and Commission Vacancy Summary, applicants will be interviewed at this time to fill vacancies on the Economic Development Corporation/Tax Increment Finance Authority and Brownfield Redevelopment Authority, Environmental Board, Historic District Commission, Human Services Board, Park Board and Senior Citizens Advisory Board. It is recommended that City Council set a Special Meeting on Tuesday, October 4, 2016, beginning at 5:15 p.m., to interview Board and Commission applicants.

FUNDING: N/A

Attachments: 1. Vacancy Summary

BOARDS/COMMISSIONS VACANCY SUMMARY FOR OCTOBER 4, 2016 SPECIAL MEETING

INTERVIEWS	5:15 pm	5:30 pm	5:45 pm	6:00 pm	6:15 pm	6:30 pm	
APPLICANTS	ENV BD <i>2 exp terms 1 vacancy 3 yr terms</i>	HDC <i>2 exp terms 1 vacancy 3 yr terms</i>	HSB <i>3 exp terms 3 yr terms</i>	PK BD <i>2 exp terms 1 vacancy 3 yr terms</i>	SR CITZ <i>3 exp terms 2 vacancies 3 yr terms</i>	EDC/TIFA and BRA <i>1 exp term 6 yr term</i>	STATUS
Ruth Caputo	Member						Appointed 05/11/10
Richard Edwards	Applicant						
Kathleen Hoyle				Member			Appointed 10/05/10
Thomas King						Member	Appointed 10/06/98
Effie Kokkinos			Member				Appointed 01/08/13
Robb Krueger				Applicant			
John Lotz		Member					Appointed 01/12/16
Elma (Pat) Maye			Member				Appointed 01/08/08
David Mayfield	Member						Appointed 10/01/16
Bruce Meyers				Applicant			
Kathleen Mishler					Alternate		Appointed 10/06/15
Jonathan Peer				Member			Appointed 10/07/14
Russell S. Randall		Member					Appointed 05/08/12
Fiorella Spalvieri			Member				Appointed 10/06/15
Jean Wenz					Member		Appointed 10/06/15
Sharon D. White					Member		Appointed 10/06/15
Jennifer Young			Applicant				

NOTE: Alternate - currently serving as an Alternate Member of a Board or Commission and is seeking appointment or reappointment.

Member - currently serving as a Member of a Board of Commission and is seeking reappointment.

Applicant - new applicant seeking appointment to a Board or Commission.

08/23/16

Portage Senior Citizens Advisory Board

MINUTES

July 20, 2016

ATTENDANCE: Ruth Ann Meyer, Gloria Padilla-Carlson, Ann Perkins, Mary Lou Petrulio, Trudy Riker, Art Roberts, Jean Wenz, Sharon White, Bill Wieringa, Cortney Chow

Absent Excused: N/A

Guest: N/A

Staff: Kim Phillips, PSC Manager

Call to order time: 2:35pm

Corrections to previous minutes:

The Friends of the PSC Golf outing netted \$10,000 - on page 2 – Kim will correct the wording on this statement. With that correction, the minutes were approved.

Programs (Gloria):

Sonya resigned, no report.

Travel Program (Art & Trudy):

Recent trips:

Palmer House and Comerica were canceled due to low sign ups.

Starting Over, Jewel of Joliet, and Baseball and Bingo were all well attended. Trudy encouraged people to help broadcast the message that signing up early is imperative.

Friends of PSC Board Update:

The Friends approved the budget for 2016-17. There was quite a bit of debate for upcoming budget including the question of the expenses of marketing generating adequate income. Shifting funds to cover various expenses was discussed. The PSC has been recommended for reaccreditation with one of the recommendations from the on-site peer reviewer being to open scholarships for more opportunity to participate. Discussion also took place as to how to use scholarship income through the Friends. Harding's Escrip is no longer user friendly but requires computer use and type in codes at the checkout. Donor recognition venues are being explored. Gull Lake is secured for the 2017 golf scramble. The \$521 cost for Accreditation is being split with Friends. Friends also wrote a \$20,000 check to supplement operating costs. Audits of the Friends Board were explored and are cost prohibitive. Other methods for audits are being explored.

Legislative Update (Ruth Ann):

Election for Aug 2nd is a primary, please vote. November 8th is the general election. Voters guides are usually available in the PSC lobby. Send letters to our representatives who have supported the Older Americans Act.

Management (Kim):

Our portion of the City's budget is showing the PSC to within the goal of 60-70% self-sufficient. When all the figures are in, those numbers may show a variance, but preliminary numbers look good. Sonya Evans has resigned after six months with the Senior Center. Sonya is moving out of state to be closer to family. The position was posted, Kim has been interviewing and will be making a recommendation for hire soon.

Welcome to Cortney, youth representative.

The Aging Mastery Program is moving forward to launch in October. AAA III has approached Kim to be part of a four county roll-out.

New Member breakfasts are being well received.

There were 80 in attendance at the Volunteer Recognition.

The Farmers Market is not quite as successful as hoped but spacing and vendor turn out has been good. The market will end at the close of October. This Market is run by People's Food Coop.

Old Business:

Resignation was received from Monifa Jumanne due to a conflict with her work as a paid consultant for the City of Portage.

New Business:

Accreditation recommendations by Christine-director of Madison, Wisconsin's Senior Center whose recommendations included:

Change of the Center's mission and value statements as well as changes in the membership form to provide space for interests and talents.

Space, parking and staffing could be added to. Volunteer hours are the equivalent of eleven full time employees.

Improved financial reporting for the trip department.

Look at programs to increase friendliness to the LGBT community. Low income housing with seniors, LGBT, we can get them here but is our environment welcoming?

Strategic planning will be forthcoming. A celebration will be held in National Senior Center Month. We are going to do a celebration of the accreditation with the national senior center celebration. The subcommittee members will be invited in for a luncheon followed by an open to the public celebration. Invites to follow.

The question of a possible name change has been ongoing. Kim met with Jim Firman of the NCOA who is a proponent of the *Longevity* word in lieu of Senior. Next step is for strategic planning and focus groups

regarding reaccreditation recommendations. The number of programs the PSC offers is adequate for regional possibilities, such as the Portage Regional Senior Center

ACTIVITIES REMINDER:

The July 19 dinner and entertainment had 24 attendees. Although this evening event has not proved as popular as hoped, it is attended by a consistent 20 – 30 individuals. The meal is always great.

Ted Talks is monthly.

The Art-U collaboration with PDL offers the PSC to host an ice cream social and the PSC Band is playing.

A 9-Hole golf scramble is held annually for PSC members who prefer not to participate in the 19-Hole Friends Scramble.

Kim has established a partnership with WMU in the form of afternoon “Prof Talks,” two in the fall and two in winter/spring, offering random topics of interest through a sponsorship.

Discussion took place regarding products available at the Sunday Market.

Advisory Board Comments: NONE

Citizen comments: None

Courtney announced the community night coming up – premier of Star Wars at Celery Flats on August 5th. She will send out emails with details, which were in the Portager.

Time Adjourned: 3:30 PM.

Next meeting: Wednesday, August 17, 2:30PM

**Parks Board Meeting Minutes
Wednesday August 3, 2016**

Board Present: Marshall Cammack, Emily Hirschman, Roger Smith, Jan Whitcomb, Susan Atkinson, Tim Earl, Charles Thomas, Jon Peer

Kendall Klingelsmith - Director of Parks, Recreation, and Senior Center Services

Excused: Rod Russell - Director of Public Services

Board Absent - Not Excused: Anna Heystek- Student Member, Jon Peer

Guests: N/A

The meeting was called to order by Ms. Hoyle at 6:32 p.m. in Ramona Park.

Minutes from July's meeting were distributed and reviewed. Ms. Atkinson motioned for approval of minutes, seconded by Mr. Earl. Motion approved.

New Business:

1) Department Updates: Little over 100 attendees at Picnic in the Park/National Night Out, held on 8/2/16 at Lexington Green. These events have been very successful and hopeful continuation in the future. Ribbon cutting planned for Eliason in near future. Over 2,000 attendees at recent Big Truck event that was collaborated with the Portage District Library. Currently going through process to replace Central and West Lake park equipment. Parks & Recreation Department offices are moving to downstairs at City Hall in early September. Full-time position for Program Manager was hired in to the Parks Department. New trail at Bicentennial Park will start being paved and available for use in early to mid-September.

Public Services Department Report: No update at this time.

1) Oakland Park & Haverhill Park Overview: History and updates given by Ms. Hirschman & Ms. Hoyle.

2) Park Updates: Haverhill is well kept on maintenance. All the parks continue to be busy and well-used. Rentals are well used at Ramona Park. Currently working on age limit ruling for the rental services.

3) Picnic in the Park Review: Lots of leftovers. Events went well, hopeful to continue with this in the future.

4) Celery Flats Music Festival Review: Lessons Learned reviewed by Mr. Earl: Schedule of Performances needs to be there next year. Time limit should be 4hrs, attendance drops after longer hours. Continue with food trucks/vendors, very popular. Beer tent needs to be re-thought. Slightly more donations than last year, but still down from initial year.

6) **Get Active Portage:** Ms. Hirschman gave update. Mr. Thomas will be in charge during the day of the event, Ms. Hirschman available by phone the day of. Mr. Thomas plans to be at the event starting at 7:30am to help with vendor set-up. Mr. Klingelsmith notes that the Park Rangers will be there at 7:30am with 14 tables and 28 chairs for vendor use. Park Board will have easy up for booth. Mr. Thomas will bring booth set-up materials, Mr. Crispy coloring page handouts, and tickets for the drawing. Plans to wear Mr. Crispy outfit. Ms. Whitcomb, Mr. Smith, and Ms. Atkinson will provide aide as able for vendor set up and Park Board booth starting at 7:45-8am. Mr. Cammack plans to arrive by 10:30am with leftover food from Picnic in the Park events and will hand out during the event. Ms. Hirschman will ensure that vendor parking map is sent out prior to event to all vendors involved and park board members. She will provide Day of Task List to Mr. Thomas.

7) **Grandparents event:** 9/11 from 1-3pm. Trail walk from Senior Center to Celery Flats, vendors will line the trail. Possibility to have a table at this event. Will decide in 2 weeks. Possibility of Mr. Crispy to come. Mr. Klingelsmith will find out if there is a deadline.

8) **Friends Group Update:** Need to get a bookkeeper and decide on board members to sit on Board of Directors committee, assumption is that Park Board Members cannot also be on Friends of the Park Board. Possibly ask past board members. Application is due by October 1st. Park board will continue to be an arm of the city that is an advisory committee which represents the parks department. Will still control non-profit events, such as park parties. Friends group will be independent non-profit that is not affiliated to the City outside of the by-laws. Its main responsibility as a 501c3 will be to help with funding for Park Events or donations for needed/wanted park updates not able to be covered in City budget. They would have more options available through funding in grants and other routes. They will also be there to enroll volunteer help. The boards will separately be managed and positions filled independently of one another. Board members to bring ideas for members of the Friends Group.

a. Newsletter: No update.

b. Coordinator Reports:

Volunteer coordinator idea for current volunteer coordinator, Mr. Earl: Have sign-up sheet for volunteers at events.

c: Facebook update: No update at this time.

d. Calendar of Events: Farmer's market continues every Sunday from 12-4pm. Will continue to discuss possibility of Park Board Booth in the future.

Summary Report:

- Review given by Mr. Klingelsmith.

Comments from the Board:

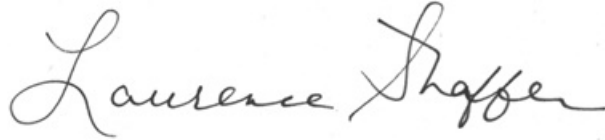
- No comments

Adjournment: Motion was made by Mr. Whitcomb seconded by Mr. Peer. Motion approved, meeting adjourned at 7:48pm.

Respectfully Submitted,
Emily Hirschman, Park Board Secretary

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Shaver Road Reconstruction - Vanderbilt Avenue to West Centre Avenue

SUPPORTING PERSONNEL: W. Christopher Barnes, Director of Transportation & Utilities

ACTION RECOMMENDED: That City Council award a contract to perform engineering services for the reconstruction of Shaver Road (Vanderbilt Avenue to West Centre Avenue) to OMM Engineering, Inc., in the amount not to exceed \$145,600 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The 2016-2017 Capital Improvement Program Budget contains a project for the reconstruction of Shaver Road, which consists of the replacement of aging cast iron water main, new fire hydrants and pavement reconstruction. Major street reconstruction projects are selected based on pavement condition, average daily traffic and federal aid eligibility, as well as potential development activities.

On August 25, 2016, four proposals were received for design and construction engineering services for the Shaver Road (Vanderbilt Avenue to West Centre Avenue) project. Based upon review of the proposals, staff has determined that the proposal of OMM Engineering, Inc. best fits the needs of the project. OMM Engineering, Inc. has significant experience with the policies and procedures of the Michigan Department of Transportation and successfully completed engineering services for the city's West Osterhout project from Shaver Road to South Westnedge Avenue constructed in 2015.

The current Shaver Road project has been approved by the Kalamazoo Area Transportation Study (KATS) Policy Committee for federal funding. In total, approximately \$822,000 in federal funds have been approved to assist in financing this project. The remaining city cost of approximately \$2,062,000 will be financed through the sale of Water Fund bonds and available funds in the Municipal Street Fund.

Therefore, it is recommended that City Council award a contract to OMM Engineering, Inc., to perform engineering services for the reconstruction of Shaver Road (Vanderbilt Avenue to West Centre Avenue) in the amount not to exceed \$145,600 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: The design and construction engineering services will be funded as part of the 2016-2017 Capital Improvement Program budget.

Attachments: 1. Tabulation of Proposals

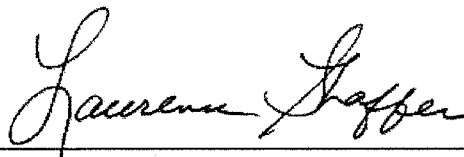
TABULATION OF PROPOSALS
SHAVER ROAD RECONSTRUCTION

<u>Firm</u>	<u>Estimated Project Hours</u>		<u>Proposal</u>
	<u>Design</u>	<u>Construction</u>	
OMM Engineering, Inc. 1680 East Paris Ave. SE, Suite 300 Grand Rapids, MI 49546	550	1124	\$145,600.00
Abonmarche Consultants, Inc. 95 W. Main St. Benton Harbor, MI 49022	784	1376	\$199,806.00
Wightman & Associates, Inc. 9835 Portage Road Portage, MI 49002	693	1580	\$199,900.00
Paradigm Design, Inc. 550 3 Mile Rd. NW, Suite B Grand Rapids, MI 49544	962	1494	\$233,900.00

MATERIALS TRANSMITTED

Tuesday, August 23, 2016

1. Communication from the City Manager regarding August 22, 2016 Pre-Council Meeting Response: PA 198 Industrial Development Tax Abatement Incentive Policy.*
2. Communication from the City Manager regarding an update on the Community Survey relating to the Environmental Board request – Information Only.



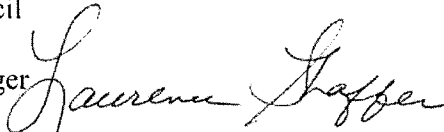
Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

**Provided via e-mail on August 22, 2016.*

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: August 22, 2016 Pre-Council Meeting Response: PA 198 Industrial Development Tax Abatement Incentive Policy

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

The City Council, at its meeting of March 10, 2015, adopted the ***City of Portage Industrial Tax Abatement Incentive Policy***. The policy is designed to provide incentives to those entities considering industrial expansion or location in the City of Portage. This policy provides structure to how the City Council might apply the various options available to it through the Industrial Property Tax Abatement Program authorized by the State of Michigan through PA 198 of 1974, as amended. PA 198 requires the creation of an Industrial Development District. Once the district has been approved by a municipality, a company may apply for an abatement for real property for up to twelve (12) years. By resolution, the municipality may approve the application and further determines the term for the abatement. That municipal action requires the State Tax Commission approval before authorization to proceed is granted.

The ***City of Portage Industrial Tax Abatement Incentive Policy*** allows for an Industrial Facility Exemption Certificate for up to six (6) years, except under certain specific conditions.¹ In particular, the City Council policy acknowledges that under certain conditions when the investment is over \$20 million from real or personal property investment, or the number of jobs being created are above 100 for new employees whose average salary is above 80 percent of median income or 50 new jobs where all the salaries are above 80 percent of median income, City Council may grant one additional time period up to six (6) years.²

Relative to the tax abatement request filed by Pfizer for Building 41 improvements at 7171 Portage Road and the construction of a new 98,000-square-foot warehouse, Pfizer has represented that it will invest \$146 million for real and personal property. That amount is five times greater than the threshold established by the City Council adopted policy to consider a twelve (12) year abatement request. Consequently, the City Council is well within its own policy guidelines to consider the twelve (12) year abatement request. A copy of the City of Portage Industrial Tax Abatement Incentive Policy is attached for reference.

Further, the long term wellbeing of the City of Portage is to ensure that Pfizer continues to consider our community to be its partner in success. This abatement request approval allows Pfizer the comfort of knowing that its long term investments in Portage are welcomed.

Attachments: City of Portage Industrial Tax Abatement Incentive Policy
March 10, 2015 City Council Communication

¹ *City of Portage Industrial Tax Abatement Policy; Page 5; Section 3; subsection 2.*

² *City of Portage Industrial Tax Abatement Policy; Page 6; Section 5.*

Industrial Tax Abatement Application Information

The following information is provided regarding available tax abatements for industrial companies. Tax abatements for eligible industries are available pursuant to Public Act 198 of 1974, as amended. According to this Michigan statute, the request for an abatement will require a public hearing prior to establishing the district and a public hearing prior to issuing an industrial facility exemption certificate.

For your review, attached please find a copy of the CITY OF PORTAGE INDUSTRIAL TAX ABATEMENT INCENTIVE POLICY that was adopted by City Council. The Michigan Department of Treasury application (form 1012) is also attached for your use. The Portage City Council adopted this policy in March 2015 and established a maximum six-year abatement period for real property and a maximum three-year abatement period for personal property. The policy also provides criteria for considering tax abatements for longer periods of time than noted above.

If you wish to apply for an Industrial Development District and an Industrial Facility Exemption Certificate, please submit the following:

- Letter of request and four copies of the applicable Michigan Department of Treasury Form 1012 to the Office of the City Clerk.
- Legal description, site plan and survey of the proposed district (on 8-1/2 inch by 11 inch paper), which will conform to the outer perimeter of the building foundation and site improvements necessary for the operation of the facility (including access drives, off-street parking and loading areas, water, sanitary sewer and storm water facilities).
- For personal property, a complete listing of personal property investments is to be provided.
- If applicable, provide a copy of the real property/facility and or personal property/equipment lease(s). The term of any lease must be at least as long as the tax abatement period requested.
- Annual salary of the job(s) expected to be created and retained within two years of project completion.
- Notarized statement that the company is in compliance with applicable environmental requirements and whether or not the company is under enforcement action by the Michigan DEQ or US EPA.
- A copy of the Portage resolution establishing the industrial development or plant rehabilitation district, if applicable.
- The filing fee is \$1,800, or two percent of the total property taxes abated under the act for the term that the industrial facilities exemption certificate is in effect, whichever is less, as specified by statute. (The fee covers, in part, costs of processing the application, including legal costs, publication expenses, document retention and associated costs.)

Your interest in the City of Portage is appreciated. If you have any questions, or need assistance, you may contact me at 269-329-4477.

Sincerely,



Vicki Georgeau, AICP
Director



CITY OF PORTAGE INDUSTRIAL TAX ABATEMENT INCENTIVE POLICY

The City of Portage encourages the growth and development of the local industry and business tax base, the creation of additional job opportunities for community residents and desires to continue to provide incentives for industry and business expansion. The City Council also recognizes the essential responsibility to the community to maintain the array of public services necessary to ensure the high quality of life that exists in Portage. To facilitate tax base expansion and to fulfill these responsibilities, the City Council hereby establishes this City of Portage Industrial Tax Abatement Incentive Policy.

The City of Portage is *A Natural Place to Move*. To continue to be a community in which growth and development can prosper, the following attributes important to all industries and businesses will be maintained:

- **Low Tax Rate.** The maintenance of the lowest feasible tax rate compared to other full-service cities is essential to economic development and will facilitate expansion and job creation: A very competitive City of Portage tax rate will be continued.
- **Utility Service Rates.** The maintenance of competitive utility rates is also important to provide opportunities for continued growth and development: Cost effective rates and the efficient delivery of utility services by the City of Portage will be continued.
- **Capital Improvements.** Investments in existing public street, water, and sewer infrastructure and the expansion of these public systems are necessary and will encourage additional private sector investment: The annual 10-year Capital Improvement Program budget will continue to reflect essential public improvements within the community.
- **Quality of Life Investments.** To provide opportunities for industry and business expansion and to ensure high quality of life standards, public safety, business and neighborhood services, cultural and recreational programming and related community attributes must be maintained: Quality of life investments will be continued by the City of Portage to foster a safe, *Living, Working and Learning* community.

In addition to these important locally-determined economic development and growth factors, the City Council will offer eligible industries and businesses the opportunity to apply for property tax abatements under Michigan Statute in order to induce further private sector investment in the community.

Inquiries concerning this policy can be directed to the Department of Community Development (269.329.4477), in Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan 49002.

DATE OF ADOPTION BY CITY COUNCIL: March 10, 2015

PA 198 Plant Rehabilitation and Industrial Development District Policy Review Criteria

The City Council will consider economic inducements in the context of tax abatement applications received under Michigan statute based on the following general policy criteria and more specific tax abatement provisions. These standards will be equally applied during the review of abatement applications from eligible local and out-of-town industries and businesses.

- *The project will promote diversification of the City of Portage economy and tax base;*
- *The project will promote revitalization of aging and/or obsolete buildings and facilities;*
- *The project for which the tax abatement is requested will provide a diverse employment base for the workforce;*
- *The development or redevelopment of a proposed industrial facility or the revitalization of an existing business facility will be consistent with community land use objectives and environmental objectives.*
- *The expanded or new industrial facility or the revitalized commercial facility can be accommodated by present and/or future requirements for city services including roads, public utilities and public safety;*
- *The applicant meets current financial obligations to the city and is in compliance with all applicable statutes and city ordinances;*
- *The applicant has no pending or current litigation against the city (including appeals to the Michigan Tax Tribunal);*
- *A public purpose would be served (i.e. to expand the tax base, promote income growth and capital investment in the community, to develop/expand technology, advance manufacturing, life science and other targeted business with an anticipated future growth, create new/retain existing jobs, as well as any applicable multiplier effects of additional employment associated with a projects);*
- *City Council finds that the project impacts including benefits, costs and environmental impacts of the proposed industrial facility will benefit the community and will not result in the impairment of the operation, or the financial soundness, of any taxing jurisdiction.*

The above-mentioned criteria are not intended to be exhaustive and the Portage City Council reserves the right to consider such additional criteria, which are intended under these goals and objectives that promote the general health, safety, and welfare principles of the City of Portage. Periodic review of this policy will be necessary to ensure consistency with the community objectives and needs.

Industrial Tax Abatement Application Information

The following sections reference the framework for processing and considering industrial tax abatement applications as provided under Public Act 198 of 1974, Plant Rehabilitation and Industrial Development Districts Act, as amended. This policy, these procedures and related provisions will assist the industrial community in the continuing effort to contribute to the health and vibrancy of the City of Portage. The following sections address --

1. Process for Consideration of an Industrial Development or Plant Rehabilitation District Application
2. Process for Consideration of an Industrial Facilities Exemption Certificate Application
3. Industrial Tax Abatement Incentive Provisions
4. Industrial Project Reporting/Monitoring
5. Transfer of an Industrial Facilities Exemption Certificate and Certificate Revocation
6. Final Project Cost Differences
7. Time Extensions for Facility Completion
8. Dissolving an Industrial Development or a Plant Rehabilitation District

1. Process for Consideration of an Industrial Development District or Plant Rehabilitation District Application

Applicants requesting establishment of an industrial development district or plant rehabilitation district must file with the City Clerk a --

- Letter of request and four copies of the current Michigan Department of Treasury Form 1012 (attached).
- Legal description, site plan and survey of the proposed district (on 8-1/2 inch by 11 inch paper), which will conform to the outer perimeter of the building foundation and site improvements necessary for the operation of the facility (including access drives, off-street parking and loading areas, water, sanitary sewer and storm water facilities).
- For personal property, a complete listing of personal property investments is to be provided.
- If applicable, provide a copy of the real property/facility and or personal property/equipment lease(s). The term of any lease must be at least as long as the tax abatement period requested.
- Annual salary of the job(s) expected to be created and retained within two years of project completion.
- Notarized statement that the company is in compliance with applicable environmental requirements and whether or not the company is under enforcement action by the Michigan DEQ or US EPA.
- The filing fee is \$1,800, or two percent of the total property taxes abated under the act for the term that the industrial facilities exemption certificate is in effect, whichever is less, as specified by statute. (The fee covers, in part, costs of processing the application, including legal costs, publication expenses, document retention and associated costs.)

Consistent with statutory provisions, applications for the establishment of an industrial development or plant rehabilitation district shall be filed and can only be approved prior to the commencement of construction, alteration, or installation of, or of an acquisition related to, the proposed replacement facility or new facility. Also, all additional statutory requirements of PA198 of 1974, as amended, applicable to establishment of an industrial development or plant rehabilitation district must be fulfilled.

A public hearing will be scheduled by City Council to consider the application. The applicant will be notified of the date of the hearing and proper legal notices will be prepared, mailed and published by the City Clerk. The applicant must attend the public hearing for the establishment of the district.

Final approval on the establishment of the district will be decided by City Council. The application will be reviewed by the Portage City Administration and a report will be prepared for City Council.

The report will specifically review the impacts of the proposed project on the community, which will include a --

- Project impact analysis, which will examine benefits and costs of the proposed facility;
- Preliminary environmental assessment, which will examine the availability of utilities, relevant environmental conditions, land and water resources that may be affected including impacts on adjacent properties; and
- Property tax analysis, which will estimate taxes received by affected taxing units with and without the abatement and the total abatement valuation percentage approved in the city.

2. Process for Consideration of an Industrial Facilities Exemption Certificate Application

For applicants that have filed an application to create a new district, and the establishment of the new district is approved, the application will immediately proceed to consideration of the industrial facilities exemption certificate, or within not more than 90 days after establishment of a new district.

For applicants wishing to file an application for an additional industrial facilities exemption certificate within an existing district, the applicant must file a --

- Letter of request and four copies of the applicable Michigan Department of Treasury Form 1012 (attached) to the Office of the City Clerk.
- Legal description, site plan and survey of the proposed district (on 8-1/2 inch by 11 inch paper), which will conform to the outer perimeter of the building foundation and site improvements necessary for the operation of the facility (including access drives, off-street parking and loading areas, water, sanitary sewer and storm water facilities).
- For personal property, a complete listing of personal property investments is to be provided.
- If applicable, provide a copy of the real property/facility and or personal property/equipment lease(s). The term of any lease must be at least as long as the tax abatement period requested.
- Annual salary of the job(s) expected to be created and retained within two years of project completion.
- Notarized statement that the company is in compliance with applicable environmental requirements and whether or not the company is under enforcement action by the Michigan DEQ or US EPA.
- Copy of the Portage resolution establishing the industrial development or plant rehabilitation district.
- The filing fee is \$1,800, or two percent of the total property taxes abated under the act for the term that the industrial facilities exemption certificate is in effect, whichever is less, as specified by statute. (The fee covers, in part, costs of processing the application, including legal costs, publication expenses, document retention and associated costs.)

Consistent with statutory provisions, applications for the consideration of an industrial facilities exemption certificate shall be filed within six months after the commencement of the restoration, replacement, or construction of the facility. Also, all additional statutory requirements of PA198 of 1974, as amended, applicable to the approval and granting of an industrial facilities exemption certificate must be fulfilled.

Prior to consideration of a certificate application by City Council, the statute requires the applicant to enter into a written tax abatement agreement with the City of Portage that includes conditions to be fulfilled during the period of the tax abatement. The applicant is also required to sign an affidavit with regard to fees concerning any payments made to the city. The agreement and affidavit will be provided by the city.

A public hearing will be scheduled by City Council to consider the application. The applicant will be notified of the date of the hearing and proper legal notices will be prepared, mailed and published by the City Clerk. The applicant must attend the public hearing for the industrial facilities exemption certificate.

Final approval of the certificate will be decided by City Council not more than 60 days after receipt of the application by the City Clerk. For applicants filing an application for a certificate within an existing district, the application will be reviewed by the Portage City Administration and a report prepared for City Council. The report will specifically review the impacts of the proposed project on the community, which will include a --

- Project impact analysis, which will examine benefits and costs of the proposed facility;
- Preliminary environmental assessment, which will examine the availability of utilities, relevant environmental conditions or land and water resources that may be affected including impacts on adjacent properties; and
- Property tax analysis, which will estimate taxes received by affected taxing units with and without the abatement and the total abatement valuation percentage approved in the city.

To expedite the review process noted in steps 1 and 2 above, the public hearing to review and consider the creation of a new or expanded district; and the public hearing to review and consider an application for an exemption certificate may be scheduled at the same City Council meeting.

3. Industrial Tax Abatement Incentive Provisions

The following incentives are considered inducements to encourage eligible industrial investment in the community.

1. An industrial development district or plant rehabilitation district may be established and an industrial facilities exemption certificate may be recommended for approval only when the new or replacement facility is located --
 - a. within the general industrial areas identified in the Portage Comprehensive Plan, Future Land Use Plan map; and
 - b. where municipal water and sewer utility services are available, or the utilities will be extended to the proposed industrial facility, and the proposed industrial facility will be, upon completion, connected to municipal services.
2. The term of an Industrial Facility Exemption Certificate for a project involving real property improvements within new or replacement facilities will be **up to six years**, except as may be increased by City Council consistent with the following numbers 4 and 5 below.
3. The term of an Industrial Facility Exemption Certificate for a project involving personal property improvements within new or replacement facilities will be **up to three years**, except as may be increased by City Council consistent with the following numbers 4 and 5 below.
4. City Council may grant one additional **up to three year time period** to an applicant that proposes:
 - To locate in an underutilized industrial facility that has been vacant for more than one year. (This additional period of time is not applicable to an existing industry that relocates from an existing industrial facility in Portage to the underutilized facility, except that an expansion into an underutilized facility may qualify for the additional three year period.); or
 - To complete an investment in real and/or personal property that exceeds \$10 million; or
 - To create 50 or more new jobs with the *median annual salary* above 80% of the Kalamazoo County Area Median Income for a one-person household; or
 - To create a minimum of 25 new jobs, *all* of which have an annual salary above 80% of the Kalamazoo County Area Median Income for a one-person household.

5. City Council may grant one additional, **up to six year time period**, to an applicant that proposes:
 - To complete an investment in real and/or personal property that exceeds \$20 million; or
 - To create 100 or more new jobs with the *median annual salary* above 80% of the Kalamazoo County Area Median Income for a one-person household; or
 - To create a minimum of 50 new jobs, *all* of which have an annual salary above 80% of the Kalamazoo County Area Median Income for a one-person household.
6. There will be no tax abatement incentives provided for office equipment. The City Assessor will determine which equipment will be considered office equipment.
7. Industrial Development Districts will not be established for speculative buildings.
8. Consistent with statutory provisions that allow additional abatement periods, but limits the total abatement periods to 12 years, the owner, or lessee of the new or replacement facility may, within the final year in which the certificate is effective, apply for one additional certificate, the time period of which will not exceed three additional years. In considering the request, the City Council may approve the additional period if the applicant has fulfilled all of the terms of the original tax abatement agreement and exceeds either of --
 - a. The number of new jobs promised or the number of jobs retained, or
 - b. The estimated project cost (investment) as indicated in the initial industrial facilities exemption certificate application, and
 The additional abatement period does not impair the operation, or the financial soundness, of any local taxing jurisdiction.

4. Industrial Project Reporting/Monitoring

Consistent with the terms of the tax abatement agreement, an industrial facilities exemption certificate holder must submit an annual project performance report to the City Clerk on or before July 1 of each year for the term of the agreement. The City Assessor will prepare a summary of all active tax abatement certificates for information, follow-up and monitoring.

City Council will receive the official report from each certificate holder that sets forth the progress in attaining and maintaining the requirements of the tax abatement agreement and the provisions of the certificate application.

In the event that the annual project performance report is not received by the City Clerk and/or the City Council finds that the certificate holder is not in compliance with the commitments made in the tax abatement agreement, City Council may take action to request revocation of the certificate from the State Tax Commission in a manner consistent with PA198 of 1974, as amended.

All annual reports from certificate holders will be available for public inspection at the Office of the City Clerk. A Master List of all current tax abatement holders and a map of existing Industrial Development District will also be available via the City of Portage website at www.portagemi.gov.

Consistent with statutory provisions, if the taxes applicable to real property are not timely paid, and after notice and service upon the owner of a certificate of nonpayment, the industrial facilities exemption certificate will be automatically terminated as provided in PA198 of 1974, as amended.

5. Transfer of an Industrial Facilities Exemption Certificate and Certificate Revocation

The transfer of an existing industrial facilities exemption certificate by the holder of a certificate to a new owner or lessee requires the filing of an application for an industrial facilities certificate, payment of the established filing fee, public hearing, approval by City Council and approval by the State Tax Commission. The application will be processed in the same manner as an industrial facilities exemption certificate application as provided in PA198 of 1974, as amended.

The revocation of an existing industrial facilities exemption certificate will be considered by the City Council and a resolution requesting that the State Tax Commission revoke the certificate if:

- a. The proposed industrial facility has not been completed within two years after the effective date of the industrial facilities exemption certificate; or
- b. The purpose for which the certificate was issued is not being fulfilled as a result of a failure of the certificate holder to proceed in good faith with the replacement, restoration, construction, or operation of the facility.

6. Final Project Cost Differences

Consistent with the Administrative Rules of the State Tax Commission, if the final project cost will be greater by more than 10 percent of the total estimated amount specified in the industrial facilities exemption certificate application as originally approved, the applicant must file a letter of request with the City Clerk requesting approval of the revised amount. The letter must indicate the original costs, the revised costs and provide an explanation. This procedure cannot be used to expand the scope of the project as originally approved. City Council will review the request and if a resolution is adopted that approves the revised costs, the certificate holder can request that the State Tax Commission issue a revised certificate.

7. Time Extensions for Facility Completion

Consistent with the Administrative Rules of the State Tax Commission, if the certificate holder finds that the project will not be finished by the time originally indicated on the approved application, the applicant must file a letter of request with the City Clerk requesting approval of the extension. The letter must state the original completion date, the revised completion date and provide an explanation. City Council may approve, disapprove, or may approve a revised certificate ending date. It is the City Council policy to approve a time extension with no change in the ending date to the original certificate, unless there are extenuating circumstances presented by the applicant that are acceptable. City Council will review the request and if a resolution is adopted that approves the time extension request, the certificate holder can request that the State Tax Commission grant an extension.

8. Dissolving an Industrial Development District or Plant Rehabilitation District

City Council may, upon its own initiative, abolish a district if the Industrial Facilities Exemption Certificate application is not filed within two years of the date that City Council established the district, or if the applicable certificate is no longer in effect, or if the applicable certificate has been revoked by the State Tax Commission. Prior to dissolution of the district, a public hearing will be held by City Council. The City Clerk will provide written notice of the public hearing, by certified mail, to the owner of record of the property within the district, to the applicant who originally submitted the industrial development district or plant rehabilitation district application and to the affected taxing jurisdictions. If City Council adopts a resolution that dissolves the district, the City Clerk will forward the resolution to the State Tax Commission.

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form, call (517) 373-3302.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	Date Received by Local Unit
STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility)		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code)	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location)		1d. City/Township/Village (indicate which)	1e. County
2. Type of Approval Requested ☐ New (Sec. 2(5)) ☐ Transfer ☐ Speculative Building (Sec. 3(8)) ☐ Rehabilitation (Sec. 3(6)) ☐ Research and Development (Sec. 2(10)) ☐ Increase/Amendment		3a. School District where facility is located	3b. School Code
4. Amount of years requested for exemption (1-12 Years)			
5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.			
6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.		Real Property Costs	
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total		Personal Property Costs	
6c. Total Project Costs * Round Costs to Nearest Dollar		Total of Real & Personal Costs	
7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.			
Begin Date (M/D/Y)		End Date (M/D/Y)	
Real Property Improvements			☐ Owned ☐ Leased
Personal Property Improvements			☐ Owned ☐ Leased
8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☐ Yes ☐ No			
9. No. of existing jobs at this facility that will be retained as a result of this project.		10. No. of new jobs at this facility expected to create within 2 years of completion.	
11. Rehabilitation applications only. Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.			
a. TV of Real Property (excluding land)			
b. TV of Personal Property (excluding inventory)			
c. Total TV			
12a. Check the type of District the facility is located in: ☐ Industrial Development District ☐ Plant Rehabilitation District			
12b. Date district was established by local government unit (contact local unit)		12c. Is this application for a speculative building (Sec. 3(8))? ☐ Yes ☐ No	

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name	13b. Telephone Number	13c. Fax Number	13d. E-mail Address
14a. Name of Contact Person	14b. Telephone Number	14c. Fax Number	14d. E-mail Address
▶ 15a. Name of Company Officer (No Authorized Agents)			
15b. Signature of Company Officer (No Authorized Agents)		15c. Fax Number	15d. Date
▶ 15e. Mailing Address (Street, City, State, ZIP Code)		15f. Telephone Number	15g. E-mail Address

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit ☐ Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion ☐ Yes ☐ No ☐ Denied (Include Resolution Denying)	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable ☐ 1. Original Application plus attachments, and one complete copy ☐ 2. Resolution establishing district ☐ 3. Resolution approving/denying application. ☐ 4. Letter of Agreement (Signed by local unit and applicant) ☐ 5. Affidavit of Fees (Signed by local unit and applicant) ☐ 6. Building Permit for real improvements if project has already begun ☐ 7. Equipment List with dates of beginning of installation ☐ 8. Form 3222 (if applicable) ☐ 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable ☐ 1. Notice to the public prior to hearing establishing a district. ☐ 2. Notice to taxing authorities of opportunity for a hearing. ☐ 3. List of taxing authorities notified for district and application action. ☐ 4. Lease Agreement showing applicants tax liability.	
16c. LUCI Code	16d. School Code
17. Name of Local Government Body	▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

Instruction for Completing Form 1012, Industrial Facilities Tax Exemption (IFT) Application

The completed original application form 1012 and all required attachments, **MUST** be filed with the clerk of the local unit of government where the facility is or will be located. Complete applications must be received by the State Tax Commission by October 31 to ensure processing and certification for the following tax year. Applications received after the October 31 deadline will be processed as expeditiously as possible.

Please note that attachments listed on the application in number 16a are to be retained by the local unit of government, and attachments listed in number 16b are to be included with the application when forwarding to the State Tax Commission (STC).

(Before commencement of a project the local unit of government must establish a district, or the applicant must request in writing a district be established, in order to qualify for an IFT abatement. Applications and attachments must be received by the local unit of government **within six months of commencement of project.**)

The following information is required on separate documents attached to form 1012 by the applicant and provided to the local unit of government (city, township or village). (Providing an accurate school district where the facility is located is vital.)

1. Legal description of the real property on which the facility is or will be located. Also provide property identification number if available.
2. Personal Property Requirements: Complete list of new machinery, equipment, furniture and fixtures which will be used in the facility. The list should include description, **beginning date of installation** or expected installation by **month/day/year**, and costs or expected costs (see sample). Detail listing of machinery and equipment **must match amount shown** on question 6b of the application. Personal property applications must have attached a certified statement/affidavit as proof of the beginning date of installation (see sample).
3. Real Property Requirements: Proof of date the construction started (groundbreaking). Applicant must include one of the following if the project has already begun; building permit, footings inspection report, or certified statement/affidavit from contractor indicating exact date of commencement.

4. Complete copy of lease agreement as executed, if applicable, verifying lessee (applicant) has direct ad valorem real and/or personal property tax liability. The applicant must have real and/or personal property tax liability to qualify for an IFT abatement on leased property. If applying for a real property tax exemption on leased property, the lease must run the full length of time the abatement is granted by the local unit of government. Tax liability for leased property should be determined before sending to the STC.

The following information is required of the local unit of government: [Please note that only items 2, 4, 5, 6, & 7 below are forwarded to the State Tax Commission with the application, along with items 2 & 3 from above. The original is required by the STC. The remaining items are to be retained at the local unit of government for future reference. **(The local unit must verify that the school district listed on all IFT applications is correct.)**]

1. A copy of the notice to the general public and the certified notice to the property owners concerning the establishment of the district.
2. Certified copy of the resolution establishing the Industrial Development District (IDD) or Plant Rehabilitation District (PRD), which includes a legal description of the district (see sample). If the district was not established prior to the commencement of construction, the local unit shall include a certified copy or date stamped copy of the written request to establish the district.
3. Copy of the notice and the certified letters to the taxing authorities regarding the hearing to approve the application.
4. Certified copy of the resolution approving the application. The resolution must include the number of years the local unit is granting the abatement and the statement "the granting of the Industrial Facilities Exemption Certificate shall not have the effect of substantially impeding the operation of (governmental unit), or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in (governmental unit – see sample).

5. Letter of Agreement (signed by the local unit of government and the applicant per P.A. 334 of 1993 (see sample).
6. Affidavit of Fees (signed by the local unit of government and the applicant), (Bulletin 3, January 16, 1998). This statement may be incorporated into the Letter of Agreement (see sample).
7. Treasury Form 3222 (if applicable - Fiscal Statement for Tax Abatement Request.

The following information is required for rehabilitation applications in addition to the above requirements:

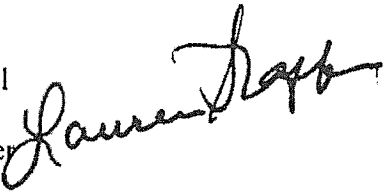
1. A listing of existing machinery, equipment, furniture and fixtures which will be replaced or renovated. This listing should include description, beginning date of installation or expected installation by month/day/year, and costs or expected costs.
2. A rehabilitation application must include a statement from the Assessor showing the taxable valuation of the plant rehabilitation district, separately stated for real property (EXCLUDING LAND) and personal property. Attach a statement from the assessor indicating the obsolescence of the property being rehabilitated.

The following information is required for speculative building applications in addition to the above requirements:

1. A certified copy of the resolution to establish a speculative building.
2. A statement of non-occupancy from the owner and the assessor. Please refer to the following Web site for P.A. 198 of 1974:

Please refer to the following Web site for P.A. 198 of 1974: www.legislature.mi.gov/. For more information and Frequently Asked Questions, visit our Web site at www.michigan.gov/propertytaxexemptions.

For guaranteed receipt by the State Tax Commission, it is recommended that applications and attachments are sent by certified mail.

TO: Honorable Mayor and City Council**FROM:** Laurence Shaffer, City Manager **SUBJECT:** Industrial Tax Abatement Incentive Policy - Revisions**SUPPORTING PERSONNEL:** Victoria Georgeau, Director of Community Development**ACTION RECOMMENDED:** That City Council approve the revisions to the city's Industrial Tax Abatement Incentive Policy.

During the City Council Retreat in December 2014, information was provided in regard to the current City of Portage Industrial Tax Abatement Incentive Policy, active tax abatements, location of existing Industrial Development Districts, along with a summary of comparative community tax abatement policies. This information was provided to Council for review and consideration of appropriate revisions to the City of Portage policy. At the February 10, 2015 City Council Committee of the Whole meeting, specific revisions to the policy were presented for discussion intended to streamline the process and provide additional criteria for granting extended abatement time periods for eligible businesses that propose significant investment and/or employment growth within the local economy. The revisions proposed are also intended to enhance the competitive position of the City of Portage with regard to promoting economic development. The proposed revisions to the policy are summarized as follows:

- Section 1, Process for Consideration of an Industrial Development District or Plant Rehabilitation District Application was revised to:
 - a. Expand the area included within an Industrial Development District (IDD) to include both the building foundation and site improvements necessary for operation of the facility. This revision provides increased flexibility to the applicant (i.e. to allow for minor variations in the building footprint between establishment of the district and actual construction) and acknowledges real property investments including site improvements beyond the building. This revision is similar to the approval granted for the most recent Kenco Logistics abatement.
 - b. Eliminate the submission of Treasury Form 632, Personal Property Statement. This form has caused confusion for applicants and has not been found to add value to the application review.
 - c. Add text for leased property and/or equipment that specifies the lease must be at least as long as the abatement period requested.
- Section 2, Process for Consideration of an Industrial Facilities Exemption Certificate Application was revised to specify that an application for an exemption certificate may be submitted not more than 90 days after establishment of an IDD, as opposed to the next immediate Council meeting. In addition, text has been added that specifies the public hearings for establishment of an IDD and a requested exemption certificate may occur on the same Council meeting agenda to expedite the review process. Finally, the same revisions noted in Section 1 above have been made to Section 2 with regard to the application requirements.

- Section 3. Industrial Tax Abatement Incentive Provisions was revised to:
 - a. Allow three additional years of abatement for real and personal property (i.e. nine years for real property and six years for personal property) when an applicant proposes to:
 - ✓ Locate in an underutilized industrial facility that has been vacant for more than one year (*this provision was added to the policy in April 2008 and no text change is proposed*); or
 - ✓ Complete an investment in real and/or personal property that exceeds \$10 million; or
 - ✓ Create 50 or more new jobs with the *median annual salary* above 80 percent of the Kalamazoo County Area Median Income for a single-person household; or
 - ✓ Create a minimum of 25 new jobs, *all* of which have an annual salary above 80 percent of the Kalamazoo County Area Median Income for a single-person household.
 - b. Revised text to allow six additional years of abatement for real and personal property (i.e. 12 years for real property and nine years for personal) when an applicant proposes to:
 - ✓ Complete an investment in real and/or personal property that exceeds \$20 million; or
 - ✓ Create 100 or more new jobs with the *median annual salary* above 80 percent of the Kalamazoo County Area Median Income for a one-person household; or
 - ✓ Create a minimum of 50 new jobs, *all* of which have an annual salary above 80 percent of the Kalamazoo County Area Median Income for a one-person household.

The above criteria have been modified slightly based on the February 10, 2015 Committee of the Whole discussion. In particular, the criterion with regard to investments in a specified building size (e.g. 100,000 square feet and 200,000 square feet) have been eliminated to shift the focus more towards the minimum investment as opposed to building size. In addition, to criteria for new job creation has been modified to include consideration of the annual salaries of new jobs created.

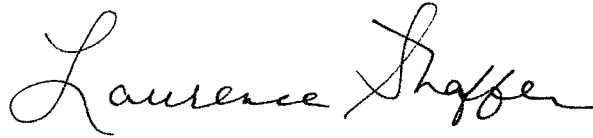
The attached Industrial Tax Abatement Incentive Policy incorporates the revisions noted above, which will streamline the review process, provide additional criteria for extended abatement periods and enhance the competitive position of the City of Portage. Therefore, it is recommended that City Council approve the revisions to the Industrial Tax Abatement Incentive Policy.

FUNDING: Not Applicable

Attachments: Industrial Tax Abatement Incentive Policy with revisions

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Community Survey Update relating to the Environmental Board request –
Information Only

In light of the Environmental Board's current request on the August 23, 2016 City Council agenda, the City Administration is planning on including questions relative to the "culling" or management of the deer herd in Portage in the next Community Survey.

As information, the previous survey was conducted in 2014 and following Council review of the survey during the January 22, 2016 Council Retreat, the next survey will be conducted in 2017. Additional public feedback from the community as a whole will assist in determining the city's approach to the deer population going forward.

Attachments: N/A