

6:00 p.m. City Council Committee of the Whole - Purchasing & Bid Process.

7:30 p.m. Call to Order.

Invocation: Ms. Bernice Sorrels, Associate in Ministry, ELCA, Member of Lord of Life Lutheran Church.

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Approval of City Council Meeting Minutes.

1. Pre-Council Meeting Minutes of September 19, 2016.
2. Regular Meeting Minutes of September 6, 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 20, 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 approve the Final Plan for the Selinon Park planned development at 1521, 1603 and 1615 East Centre Avenue.
- * 2. Communication from the City Manager recommending that City Council accept the amendment to Division 2, Section 2-171, Article 5, of Chapter 2, "Purchases and Sales" in the City of Portage Code of Ordinances for first reading and set a second reading with final adoption for October 4, 2016.
- * 3. Communication from the City Manager recommending that City Council:
 1. accept Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations, for first reading and set a public hearing for October 18, 2016; and
 2. subsequent to the public hearing, consider approving #15/16-A, Off-Street Parking and Loading Regulations.

4. Communication from the City Manager recommending that City Council appoint three councilmembers to a Community Survey Sub-Committee and request that the sub-committee identify the best format for conducting the 2017 Community Survey and consider changes to the survey document / questions.

5. Communication from the City Manager recommending that City Council re-appoint a member of Council to serve on the Central County Transportation Authority Board.

* 6. Communication from the City Manager regarding the August Environmental Summary Report - Information Only.

G. Communications:

1. Communication from Barbara and Nyle Fassett regarding the deer population.

2. Communication from the Mayor recommending that City Council convene the City Manager Salary Review / Evaluation Committee and request a recommendation no later than November 15, 2016 as to compensation for Fiscal Year 2016-2017.

H. Unfinished Business:

* I. Minutes of Boards and Commissions Meetings:

1. Human Services Board of June 2, 2016.
2. Youth Advisory Committee of August 1, 2016.
3. Historic District Commission 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 design and construction engineering services for the 2017 Utility Projects to Midwest Civil Engineers, PC, in an amount not to exceed \$63,800 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
- * 2. Communication from the City Manager recommending that City Council award a contract to perform design and construction engineering services for the 2017 Major Street Reconstruction Project to Abonmarche Consultants, Incorporated, in the amount not to exceed \$260,600 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 21, 2:30 p.m., Senior Citizen Advisory Board, Portage Senior Center.
 - b. Thursday, September 22, 4:30 p.m., Public Media Network Board of Directors, 359 South Kalamazoo Mall, 3rd floor, Kalamazoo.
 - c. Tuesday, October 4, 5:15 p.m., Special City Council Meeting to Interview Board and Commission Applicants, City Hall Room No. 1.

* N. Materials Transmitted.

1. Department Monthly Reports
2. Materials Transmitted of September 6, 2016.

Adjournment.

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MINUTES FROM THE SPECIAL PRE-MEETING OF THE PORTAGE CITY COUNCIL OF SEPTEMBER 20, 2016

Mayor Strazdas called the meeting to order at 9:01 a.m. The following were present: Councilmembers Richard Ford, Jim Pearson and Patricia Randall with Mayor Pro Tem Ansari via the conference phone line and Mayor Peter Strazdas. Councilmember Claudette Reid arrived at 9:06 a.m. Councilmember Terry Urban was absent with notice and excuse. Also in attendance were City Manager Larry Shaffer, Deputy City Manager Rob Boulis and City Clerk James Hudson.

Mayor Strazdas asked if there were any questions for the Administration regarding items on the Agenda.

Councilmember Ford asked about Item F.2, Amendment to Code of Ordinances – Purchasing, and City Manager Larry Shaffer confirmed that the request for the increase was because \$100 was not enough. He acknowledged that the petty cash request can be for hardware bills, but it is mostly for lunch. In answer to Mayor Strazdas, he indicated that the process is to present the receipt, who attended, the date and receive the cash back. In answer to Councilmember Randall, he confirmed that it is usually Department Heads, but some Deputy level personnel may also be involved at times, so the employee may not get cash ahead of time. Deputy City Manager Rob Boulis indicated that there may be times when a mechanic has to go to a store for a part and may receive cash up front, and confirmed for Councilmember Ford that approval ahead of time is necessary regardless. In answer to Councilmember Randall, City Manager Shaffer indicated that each of the Departments may hold a petty cash fund, and gave the example of his office where his Administrative Assistant, Erica Eklov, handles the petty cash. He confirmed that it is locked up every night and is reconciled once a week. Mayor Strazdas reflected that at Western Michigan University, everyone gets a credit card with authorization to use it, and every two weeks everyone gets paid and it is all electronically processed. Deputy City Manager Boulis pointed out that the Senior Center has a credit card which City Council approved for their trips, but the City is looking to see about getting one more for Council approval so employees would have that option, especially since some transactions require the use of a credit card. City Manager Shaffer conveyed a reluctance to institute a credit card option, indicated that staff has discussed it five times now, and said people get into trouble with credit cards through abuse. He pointed out one such event over several thousand clouds the fiscal situation of the City. He stressed the petty cash option requires the submittal of a receipt and the date of the transaction before reimbursement.

Councilmember Reid arrived via telephone. Mayor Strazdas summarized the discussion of the petty cash question, and Councilmember Reid asked for a summary of petty cash spending for the last couple of years by department and asked if there were any trends – more petty cash, less petty cash or whatever. Mr. Shaffer explained that petty cash is typically used for lunches and sporadic expenses; and, as those expenses go

up, the petty cash needs to be increased. He outlined the prior discussion of credit cards as a more suitable alternative to petty cash and the reluctance to use credit cards owing to possible abuse that would negatively reflect on the entire organization.

Mayor Strazdas indicated the City could get out of the cash business by having the employee use his or her personal credit card and get reimbursed as part of his or her pay check. Deputy City Manager Boulis indicated that a lot of employees use their personal credit cards; in fact, he said he had to book some training for the City last week and used his credit card to charge \$2,500; however, he indicated although he does not mind it, many employees do not like to use their personal credit cards owing to the problem of carrying a balance. He noted that the Administration encourages employees to use petty cash for purchases of less than \$100 to avoid issuing a check because it is less expensive and is more responsive to emergency situations, for example. Mr. Shaffer concurred and cited his recent experience with the Michigan Municipal League Conference, and indicated petty cash was a much more secure system than the proliferation of credit cards.

Mayor Strazdas pointed out that Item F.4, 2017 Portage Community Survey, should be off Consent owing to the need to name three specific Councilmembers to volunteer on the Community Survey Sub-Committee, who would be involved in the details and would present options to the full Council for consideration, questions and changes.

With regard to Item F.3, Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations, Councilmember Reid asked what would happen with the large retail stores who could lose a significant number of parking spaces that are normally used for snow during the November and December shopping season. She held a concern for where to put the snow and still retain the necessary residual parking spaces. Councilmember Randall offered that they could haul the snow away as an option, and Councilmember Reid pointed out that they have not done that heretofore. So, she asked if these are the minimum number of parking spaces that will be made available twelve months a year. Councilmember Ford noted that Crossroads Mall hauls their snow to the vacant lot at Martin Luther King, Jr. Drive and Constitution Blvd. Mr. Shaffer stressed that parking for retail is everything to them, their life blood if you will, so parking spaces with snow is costing them revenue, and some even calculate their revenue based on parking. He offered to address this matter with Vicki, explain how snow came into the conversation at this meeting, so she can prepare a response.

In response to Councilmember Reid, Mr. Shaffer acknowledged that there is an industry trend to reduce the amount of parking to get away from too much parking and explained that parking is considered for each site as if there is not going to be any cross-pollination; plus, there tends to be vast “fields” of parking that are sometimes not occupied 90% of the time, so the thinking in planning now is to reduce that, so there would not be so much land devoted to parking and more devoted to actual retail. As a result, he shared that the parking that is a part of the retail store becomes more valuable,

and techniques like melting the snow onsite instead of hauling it away becomes important.

Councilmember Pearson recalled when he was on the Planning Commission some seven or eight years ago, that there was discussion of requiring too much parking, and with internet shopping, there is no need for it. Councilmember Reid expressed the dilemma of Portage being the place for Christmas shopping for two months out of the year, and then for the rest of the year, most of the time the spots are not used and how to plan for this. Mr. Shaffer concurred.

In response to Councilmember Randall, who asked that the City encourage beautification since the idea is to get rid of the concrete and put in something that is much more pleasing, Mr. Shaffer acknowledged that this is a good idea, although there has yet to be any discussion regarding this.

Councilmember Pearson indicated that as a Planning Commissioner, the question of whether there was any way to have parking in the rear of the building and the answer from Vicki was business owners like to see cars in the front, so he asked if this has changed. Mr. Shaffer indicated that studies have shown shoppers, especially female shoppers, want to be able to see the entrance to the store when they park the car, so the mall entrance is elevated so virtually everywhere in the parking lot the parking spot is on a line to the entrance. He quipped even if your steps to the entrance are cut by 90%, if you have to park around to the side, "You won't do it."

Councilmember Reid cited the concerted effort in Big Rapids to purchase surrounding houses in order to have parking in the rear and a rear entrance allowing the businesses to keep the character of their downtown and to keep the big stores out of the downtown area for a long time. She suggested that Lake Center could benefit from a similar plan. Councilmember Pearson shared that he just learned from Vicki that the grade of the back of many of those places in Lake Center and water issues make the area not conducive to parking.

In regard to Item F.5, Councilmember Pearson referenced the August 26, 2014 City Council Meeting Minutes wherein he and Councilmember Urban conveyed an interest in serving on the Central County Transportation Authority (CCTA) for one year (and both have served for two years). He said that they have done quite a lot of work, and have quite an understanding of the history and the policy over the years, and the Authority is in the process of reappointments. He said that the CCTA takes over next month and stressed the importance of the members staying on one more year, and this time he is serious about serving only one more year. He indicated that Councilmember Urban had a three-year appointment where he had a two-year appointment; he offered to stay one more year since he and Councilmember Urban know a lot about this situation, and recommended that Council interview for replacements of both of them at that time. As a result, he asked for a reappointment and Councilmember Reid expressed concern that both representatives would be leaving at the same time. Councilmember Pearson said that other jurisdictions are doing the same thing, and that he noticed that elected

officials have offered a lot more input than appointed citizens and stressed the importance of keeping that input on policy questions for the first year of the CCTA, and then turning it over.

In an effort to be on time with the Review / Evaluation of the City Manager, Councilmember Pearson asked for the date of when Mr. Shaffer needs action from the City Manager Salary Review / Evaluation Committee in order to work backwards with Councilmember Randall and Mayor Strazdas on mutually convenient meeting dates and times to meet that expectation. Mr. Shaffer agreed to provide that for them and noted it was early to mid-November.

Under Unfinished Business, Councilmember Randall asked for a report and recommendation for Ashley Serne, 5841 Missouri Avenue, and Andrea Hudson, 423 West Van Hoesen Boulevard, and those who signed the petition asking for relief from mosquito infestation in the neighborhood retention basins from residents living on West Van Hoesen Boulevard, Missouri Avenue, Palm Street and Admiral Avenue. Mr. Shaffer agreed with Mayor Strazdas that the Administration needs to get the recommendation to Council and to notify the citizens. Councilmember Ford noted that the business on the corner of the drive and Vermont Avenue had cleared the retention basin, and Mr. Boulis indicated that the basins had been cleared before the complaint came in, and when he checked the day after the meeting, he noticed that one of the homes had quite a bit of brush between the house and the property. Councilmember Randall reminded everyone that it only takes one capful of water to breed mosquitoes. Mayor Strazdas indicated that Portage has had a lot of rain and the design of a retention basin is to filter the water as it drains, but the trees and vegetation get loaded with silt, stop some of the drainage, and the water cannot drain very well; so, the City has a procedure to clear the drain to give the basin a number of days to drain, but none of the basins have been draining owing to the amount of rain in Portage recently. Councilmember Reid concurred that with the high water levels, there will be little or no drainage. Mr. Shaffer indicated he checked with the County to see if something could be done from an Epidemiology perspective that the City should be doing. He then cited his experience back East with Equine Encephalitis and Lyme Disease. He referenced the mosquito tablets for water for storm systems that provide a sheen over the water as an inhibitor, but noted that it was never really effective and that there is nothing in Michigan like that. He deferred to Vern Johnson as the individual who works in this area, indicated he has been in touch with Ashley Serne and will contact her again and provide a report of what has been tried and researched internally; however, he said there really is nothing the Administration can do about this.

Under Unfinished Business, Councilmember Randall indicated she asked IT Director Devin Mackinder if she needs to sign a contract to "go paperless" (for reimbursement) to activate that. Councilmember Pearson said he came in and signed everything. Mr. Shaffer asked that each Councilmember get in touch with Erica and she would assist them.

Councilmember Reid referred to Item L.2, 2017 Major Street Reconstruction Project – Tabulation of Proposals, and asked why take a bid from Jones & Henry or Hurley & Stewart if there is no plan to accept their bid. Mayor Strazdas suggested the use of a pre-qualification process, so if the company cannot perform the work or specialty service, that company need not bid. Councilmember Reid indicated that these companies should be qualified to do the work, but because of past experiences, Portage does not choose to work with them, so this is different. Mayor Strazdas mentioned the review process and Mr. Shaffer answered Councilmember Randall that Portage does have a review process and Chris Barnes is frank enough to let the engineer know we are not happy with their work, and they still bid on the work. He cited the pre-qualification process as well as the sealed envelope option where you evaluate all of the qualifications, then you select, and then you open the sealed envelope to see what the fees are going to be; but, he said that typically a bidder is disqualified only on the basis of criminal acts or a disaster. Councilmember Ford offered that the Request for Qualifications can be structured in a way that it has to be answered honestly and gave the example of exceeding the amount of the bid by a percent greater than proposed and disqualify them on the basis of question. Mayor Strazdas gave an example of “question” by asking, “How many projects did you do for Portage that turned out poorly,” and if they say five, for example, then they are “pre-qualified.” Mr. Shaffer offered the example of changing key personnel since they could provide someone with whom we wish not to work and disqualify them on that basis. Councilmember Ford gave the example of the “preferred provider” in business.

Councilmember Randall asked that the printer and his wife who spoke about losing a contract over \$200 be invited to the Committee of the Whole tomorrow and Joe Gesmundo as well owing to numerous conversations she has had with him.

ADJOURN: Mayor Strazdas adjourned the meeting at 9:35 a.m.

James Hudson, City Clerk

CITY COUNCIL MEETING SUMMARY

September 6, 2016

ACCOUNTS PAYABLE REGISTER

- ◆ Approved the Accounts Payable Register of September 6, 2016, as presented.

PROCLAMATION

- ◆ Mayor Strazdas issued a Portage Senior Center – National Senior Center Month Proclamation and introduced Senior Citizens Manager Kim Phillips, who indicated that Friends of the Portage Senior Center Chair Kimberly Middleton and Senior Citizens Advisory Board Chair Bill Wieringa would read the Proclamation. She then introduced Senior Citizens Advisory Board Member Art Roberts and Portage Senior Center Trip Coordinator Dawn Shiltz and discussion followed. Councilmember Urban expressed his disappointment that Portage has not been able to obtain a bond proposal to expand the Senior Center and Councilmember Pearson and Mayor Pro Tem Ansari concurred and thanked the Friends of the Senior Center for all they do. Mayor Strazdas concurred.

PETITIONS AND STATEMENTS OF CITIZENS

- ◆ Friends of the Portage Senior Center Chair Kimberly Middleton, 65480 22nd Street, Mattawan, spoke on behalf of the Friends of the Portage Senior Center and invited everyone to the Generation Celebration event in partnership with the Portage Senior Center to celebrate “Elderhood” on Sunday, September 11, 2016, that will take place along the Bicentennial Trail between the Portage Senior Center and Celery Flats.
- ◆ Aaron Johnson, 1698 Drayton Court, expressed an interest in addressing Item F.5, Permit for Fireworks Display on September 25, 2016, by the Kalamazoo Family Valley Church, and Mayor Strazdas indicated it is forthcoming, but not yet.
- ◆ Received a petition asking for relief from mosquito infestation in the neighborhood retention basins from residents living at West Van Hoesen Boulevard, Missouri Avenue, Palm Street and Admiral Avenue, and referred it to the Administration for review and a report back with recommendations.

REPORTS FROM THE ADMINISTRATION

- ◆ Accepted Rezoning Application #16/17-1 for first reading and set a public hearing for October 4, 2016, at 7:30 p.m. or as soon thereafter as may be heard, and 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.
- ◆ Approved the Final Preliminary Plat (engineering plans) for Whispering Meadows No. 4, 6513 Angling Road.
- ◆ Awarded a contract to 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, and 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 backup on an as needed basis, and authorized the City Manager to execute all documents related to these purchases on behalf of the city.
- ◆ Approved the purchase of 50 body worn cameras and supporting 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 authorized the City Manager to execute all related documents on behalf of the city.
- ◆ Set a Special Meeting on Tuesday, October 4, 2016, beginning at 5:15 p.m., to interview Board and Commission applicants.

COMMUNICATIONS

- ◆ Received a communication dated September 2, 2016, from Daniel Smith and Jeannette Greselin, 3022 Fleetwood Drive, in opposition to granting the Fireworks Permit for a Fireworks Display on September 25, 2016, sponsored by the Kalamazoo Valley Family Church that listed several reasons for their position on this matter. Council approved the Permit for a Fireworks Display on September 25, 2016, sponsored by the Kalamazoo Valley Family Church.
- ◆ Received a communication from Valerie Rineveld, 10624 South Westnedge Avenue, regarding issues she has encountered regarding bicycle traffic, specifically on Lovers Lane, and the request to have bicyclists respect single file cycling in the roadway, or use sidewalks when available.
- ◆ Received a communication from Thomas A. Paull, 10055 Portage Road, who indicated that bicycles and vehicles do not belong together on any road or street with traffic volume requiring four or more lanes or where the speed limit is over 35 miles per hour, and large enough for pedestrians and bicycles together. He asked that something be done with the snow from the snow plow on sidewalks in the winter and that sidewalks be made “wider and away from the curb.”

BID TABULATION

- ◆ Awarded 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 authorized the City Manager to execute all documents related to the contract on behalf of the city.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER

- ◆ Councilmember Reid proudly announced that she has a new grandson.
- ◆ Councilmember Randall wished a good school year for everyone, reminded everyone to be careful since more automobiles and students will be sharing the sidewalks and roadways, and wished City Manager Larry Shaffer a Happy Birthday.
- ◆ Councilmember Pearson suggested using “98 % DEET” to ward off mosquitoes.
- ◆ Mayor Pro Tem Ansari announced the monthly meeting of the Michigan Asian Pacific American Affairs Commission will take place on Saturday, September 10, 2016, from 8 a.m. until 2 p.m., City Hall Council Chambers.
- ◆ Mayor Strazdas commented on the success of the 2016 construction season and concurred with Councilmember Randall that we all should be careful since more automobiles and students will be sharing the sidewalks and roadways.

MATERIALS TRANSMITTED

- ◆ Received the Materials Transmitted of August 23, 2016.

COMPLETE MINUTES OF EACH CITY COUNCIL MEETING ARE AVAILABLE ON THE CITY WEBSITE AT PORTAGEMI.GOV, IN CITY HALL AND IN THE DISTRICT LIBRARY. MINUTES OF CITY BOARDS AND COMMISSIONS ARE AVAILABLE ON REQUEST FROM VARIOUS DEPARTMENTS.

CITY COUNCIL MEETING MINUTES FROM SEPTEMBER 6, 2016

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

At the request of Mayor Strazdas, Pastor Chad Wells of the First Baptist Church gave the invocation and City Council and the audience recited the Pledge of Allegiance.

At the request of Mayor Strazdas, the City Clerk called the roll with the following members present: Councilmembers Richard Ford, Jim Pearson, Patricia M. Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Also in attendance were City Manager Larry Shaffer, City Attorney Randy Brown and City Clerk James R. Hudson.

PROCLAMATION: Mayor Strazdas issued a Portage Senior Center – National Senior Center Month Proclamation and introduced Senior Citizens Manager Kim Phillips, who indicated that Friends of the Portage Senior Center Chair Kimberly Middleton and Senior Citizens Advisory Board Chair Bill Wieringa would read the Proclamation. She then introduced Senior Citizens Advisory Board Member Art Roberts and Portage Senior Center Trip Coordinator Dawn Shiltz and discussion followed. Councilmember Urban expressed his disappointment that Portage has not been able to obtain a bond proposal to expand the Senior Center and explained. Discussion followed.

APPROVAL OF MINUTES: Motion by Pearson, seconded by Ford, to approve the August 23, 2016 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 5 to 2 with Councilmember Reid and Mayor Pro Tem Ansari abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Randall to read the Consent Agenda. Councilmember Randall indicated that she would be abstaining from Item F.2, Final Preliminary Plat (Engineering Plans) for Whispering Meadows No. 4, and asked that Item F.4, Purchase of Body Worn Cameras and Data Storage, be removed from the Consent Agenda. Mayor Strazdas removed Item F.5, Permit for Fireworks Display on September 25, 2016, by the Kalamazoo Family Valley Church.

Motion by Urban, seconded by Randall, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF SEPTEMBER 6, 2016:** Motion by Urban, seconded by Randall, to approve the Accounts Payable Register of September 6, 2016. Upon a roll call vote, motion carried 7 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: Friends of the Portage Senior Center Chair Kimberly Middleton, 65480 22nd Street, Mattawan, spoke on behalf of the Friends of the Portage Senior Center and invited everyone to the Generation Celebration event in partnership with the Portage Senior Center to celebrate “Elderhood” on Sunday, September 11 that will take place along the Bicentennial Trail between the Portage Senior Center and Celery Flats. Discussion followed.

Aaron Johnson, 1698 Drayton Court, expressed an interest in addressing Item F.5, Permit for Fireworks Display on September 25, 2016, by the Kalamazoo Family Valley Church, and Mayor Strazdas indicated it is forthcoming, but not yet.

Ashley Serne, 5841 Missouri Avenue, and Andrea Hudson, 423 West Van Hoesen Boulevard, presented a petition from residents asking for relief from mosquito infestation in the neighborhood retention basins from residents living on West Van Hoesen Boulevard, Missouri Avenue, Palm Street and Admiral Avenue. Discussion followed and Council expressed their empathy. Motion by Pearson,

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seconded by Ford, to receive the Petition and refer it to the Administration for review and a report back with recommendations. Upon a voice vote, motion carried 7 to 0.

REPORTS FROM THE ADMINISTRATION:

* **REZONING APPLICATION #16/17-1 (10332 SHAVER ROAD):** Motion by Urban, seconded by Randall, to accept Rezoning Application #16/17-1 for first reading and set a public hearing for October 4, 2016; and 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. Upon a roll call vote, motion carried 7 to 0.

* **FINAL PRELIMINARY PLAT (ENGINEERING PLANS) FOR WHISPERING MEADOWS NO. 4, 6513 ANGLING ROAD:** Motion by Urban, seconded by Randall, to approve the Final Preliminary Plat (engineering plans) for Whispering Meadows No. 4, 6513 Angling Road. Upon a roll call vote, motion carried 6 to 0 with Councilmember Randall abstaining.

* **ICE CONTROL SALT PURCHASE – COOPERATIVE PURCHASING:** Motion by Urban, seconded by Randall, to award a contract to 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 and a contract to 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 backup on an as needed basis, and authorize the City Manager to execute all documents related to these purchases on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

PURCHASE OF BODY WORN CAMERAS AND DATA STORAGE: Councilmember Randall opened the discussion with a review of the original purchase of ten body worn cameras, noted that there has been no feedback on this pilot program and asked for additional information. At the request of Mayor Strazdas, City Manager Larry Shaffer reflected on the initial purchase as a test to ascertain whether the City of Portage could retain value from the installation and operation of body worn cameras. He indicated that these devices have become an important tool in police departments throughout the country as a means of providing a great deal of real time information on how an event might have unfolded between citizens and members of the Police Department. He estimated that it takes out a great deal of the ambiguity and conflict between a citizen and police officer observation regarding what is actually occurring in a situation. He said it also brings about civility and better behavior on the part of all of the people being filmed and the officer as well.

Mr. Shaffer introduced Public Safety Director Richard White, who provided examples of the uses for cameras in the police cars and how important the cameras have been to the ability to critique police performance in various situations. He indicated that the missing piece in the recording is the ability to capture events outside the audio range of the police car camera since everything does not happen in front of the police car. He gave support to the Panasonic camera that was selected; cited that there were 696 incidents or interactions in the community; and explained the process of review using the equipment. He then described the configuration of the computers and the advantages associated with merging the technologies.

In answer to Councilmember Randall, and the issue of confidentiality when there is a domestic call, for example, and the Police Officer sees things that should not be subject to the Freedom of Information Act (FOIA), Chief White indicated that currently anything captured is subject to FOIA, but the State of Michigan is working on what is discoverable and what is not and cited a House Bill introduced in 2015 that is still being worked on called the Michigan Police Body Camera Act. He explained that there is a fine line if the Department deletes something because of the perception that the Police did something wrong, so for complete transparency, the number of times a situation is not recorded has to be very, very limited. As a result, he indicated that the policy is a compilation of the

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best research in the country and explained that the police officer announces that he is recording, so it is on the system. He also indicated that some of the advantages of filming are: accountability and credibility for law enforcement in the country as it makes a law enforcement officer behave better and citizens behave better; the body worn camera is an excellent tool for training and follow-up.

Councilmember Randall asked whether there is buy-in from all of the police officers, or is technology pushing some people too fast where they feel that it is an infringement on their ability to perform. Chief White responded that he has “not seen that” and reflected on some Union concerns twenty years ago with the advent of the cameras in the police cars and concerns that “Big Brother” is watching everything police officers do. However, he indicated that over time the cameras provide a level of credibility since the video is there to refute allegations that are unfounded. He sees officers are so used to that equipment that it has been easy for them to adapt to the body worn camera as he has had no complaints from officers who wore this device and virtually no complaints from the community.

City Manager Shaffer cited an example where a suspect was apprehended in a closet of a dwelling and the entire incident was on tape, so there was no question that all of the protocols were practiced by the police officers. Councilmember Pearson suggested that, especially in difficult situations, police officers liberally announce that they are on camera in case there is hostility, to protect and for purposes of liability. Chief White indicated that that is exactly what the Portage Police Division Policy reads and is based on diligent research and comparisons among departments that gave great discretion when to announce versus those that announced that the filming is taking place, and explained.

Councilmember Urban asked whether there is a capability to accommodate privacy issues with the body worn cameras, and Chief White explained that there is the hope for State legislation on this matter, and discussion followed. He also indicated that at the final step of this project, probably a year from now, this vendor is looking at some redaction software and explained. City Attorney Randy Brown concurred with Chief White that FOIA is broad and that there are several specific exemptions. He indicated that privacy is one of those exemptions, and all FOIA responses are treated with the same exemptions and redactions. He expressed hope that the State will be forthcoming with laws to specifically address body camera redactions, but until then the privacy exemption will be honored and each film will be reviewed to determine if the exemption is warranted.

Councilmember Reid asked if each video that is requested under FOIA is reviewed, is there a charge for the review. Chief White responded that costs for review are recoverable at the lowest rate of the person capable of performing the review. City Attorney Brown deferred to City Clerk James Hudson, who indicated that review costs are recoverable, including the time for the City Attorney, under the new law. Councilmember Reid pointed out there is a difference between the two skill sets of editing a film and knowing what should be redacted, and Chief White confirmed that the Police have already encountered this with the cameras that are currently in the police cars. Discussion followed regarding problems associated with data storage, a retention policy and the requirement that access to the Police systems by police personnel only. Discussion followed.

Mayor Strazdas thanked Chief White for his work with body worn cameras, summed up the request and stressed that this technology is necessary and important to protect citizens, albeit expensive. Discussion followed.

Motion by Urban, seconded by Randall, to approve the purchase of 50 body worn cameras and supporting 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. Upon a roll call vote, motion carried 7 to 0.

PERMIT FOR A FIREWORKS DISPLAY ON SEPTEMBER 25, 2016, BY THE KALAMAZOO VALLEY FAMILY CHURCH: City Council received a communication via Materials Transmitted dated September 2, 2016, from Daniel Smith and Jeannette Greselin, 3022 Fleetwood Drive, in opposition to granting the Fireworks Permit for a Fireworks Display on September

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25, 2016, sponsored by the Kalamazoo Valley Family Church that listed several reasons for their position on this matter.

Councilmember Pearson asked how many private displays take place each year, and City Clerk Hudson replied that the research found no private displays. Councilmember Urban cited the Public High School Displays at the halftime of the Portage Northern vs. Portage Central High School football games between 2001 and 2006. Mr. Hudson indicated that these can be distinguished as these high schools are public, and Kalamazoo Valley Family Church is a nonprofit, religious entity. City Attorney Brown reviewed the legal requirements under the law for the Fire Marshall who has to investigate, review the forms submitted and make a recommendation to Council. He responded to Councilmember Pearson that both public and private displays will follow these requirements. Discussion followed. Mr. Brown answered the concern from Mayor Pro Tem Ansari that the sound ordinance requirements do not apply in this situation since Council can set whatever rules that are appropriate given the recommendation from the Fire Marshall and explained. Discussion followed.

At the request of Mayor Strazdas, Mr. Johnson explained that the Church has been in Portage for 25 years, so this is a specific event to celebrate the 25th Anniversary of the Kalamazoo Valley Family Church and explained September 25 is the closest date for the celebration. Discussion followed and, in answer to Mayor Strazdas, Mr. Johnson outlined the procedures the Church followed in order to inform and alert the area residents of the Fireworks Display based on the recommendation of the City staff. City Manager Shaffer offered to send out a Portage Alert notifying the neighborhood that the fireworks would begin at 8:30 p.m., should Council choose to approve this request.

Councilmember Reid asked if the proximity to I-94 is going to distract drivers. At the request of Mayor Strazdas, Mr. Shaffer indicated that he asked that question specifically of Deputy Fire Chief John Podgorski, who indicated it should not pose a hazard since fireworks are traditionally utilized at any time of the year and is not typically viewed as a safety hazard on the highway. Councilmember Urban asked whether the smoke cloud that may cross the highway with winds out of the north was considered. Mr. Shaffer answered that he had not broached the smoke cloud issue with Mr. Podgorski; however, he indicated that they did discuss the proximity of the fireworks display to I-94 and whether it represented any concern, and Mr. Podgorski indicated it represented none from his perspective. Discussion followed and Mr. Shaffer offered to present this issue directly to Mr. Podgorski; however, Council is being asked to consider from a community perspective if this event makes sense to the community, and Mr. Shaffer recommended his approval based on the approval of the Fire Marshal, who will take into consideration all of the safety factors. Discussion followed.

Motion by Randall, seconded by Reid, to approve a Permit for a Fireworks Display on September 25, 2016, sponsored by the Kalamazoo Valley Family Church. Upon a roll call vote, motion carried 6 to 0 with Councilmember Ford abstaining.

* **SPECIAL MEETING FOR BOARD AND COMMISSION APPLICANTS:** Motion by Urban, seconded by Randall, to set a Special Meeting on Tuesday, October 4, 2016, beginning at 5:15 p.m., to interview Board and Commission applicants. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATIONS:

DANIEL SMITH AND JEANNETTE GRESELIN, 3022 FLEETWOOD DRIVE, AND THOMAS A. PAULL, 10055 PORTAGE ROAD: In response to the request for comment from Mayor Strazdas, City Manager Shaffer indicated he has met with a number of the Kalamazoo Bike Organization, and the representatives are advocating that the City of Portage consider a comprehensive bike safety ordinance. He indicated that the Administration is discussing and drafting an ordinance, but it is not ready for consideration at this time. Mayor Strazdas said that the Kalamazoo City Commission is working on a Complete Streets Ordinance and a Three-foot Clearance Ordinance, noted that it is a difficult ordinance to enforce and recognized that Portage has already approved a Complete Streets Ordinance. Discussion followed.

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Councilmember Randall recognized the frustration as bicyclists and automobile drivers try to share the roadway. She advocated education, gave praise to Assistant to the City Manager Mary Beth Block and her recent letter in the Portager on this subject. She cited Goshen and Shipshewana in Indiana as places where horse and buggy, bicycles, walkers and automobiles coexist and explained. She commented that sidewalks are for walkers and many times there are signs that read “No Bicycles.” Discussion followed. She asked the public to be considerate of the white line for bicycles on brush day, garbage day, etc. She recommended continuing bicycle education, including maps.

Motion by Ansari, seconded by Randall, to refer the communication from Valerie Rineveld, 10624 South Westnedge Avenue, regarding issues she has encountered regarding bicycle traffic, specifically on Lovers Lane, and the request to have bicyclists respect single file cycling in the roadway, or use sidewalks when available, and the communication from Thomas A. Paul, 10055 Portage Road, who indicated that bicycles and vehicles do not belong together on any road or street with traffic volume requiring four or more lanes or where the speed limit is over 35 miles per hour, and large enough for pedestrians and bicycles together, and his request that something be done with the snow from the snow plow on sidewalks in the winter and that sidewalks be made “wider and away from the curb” to the Administration for discussion when drafting a proposed bike ordinance.

Councilmember Pearson commented that some of the bike lanes are narrow and asked if the City should widen those lanes as a part of this effort. Mayor Strazdas concurred and asked that the City Manager take this into consideration since there are roadways in the city where a three foot bike lane is not possible.

Councilmember Randall indicated that there is a lot of development in the City and there are some bike lanes that are washed out from the rain, full of sand, which makes a dangerous situation for a bicyclist and asked if there was some way to keep those lanes clear. Discussion followed.

Councilmember Reid concurred with Councilmember Randall and Mayor Strazdas on the educational aspects of this issue, and recalled complaints from citizens who have experienced chip seal in the roadway, similar to the washout situation.

Mayor Strazdas called the question. Upon a roll call vote, motion carried 7 to 0.

*** MINUTES OF BOARDS AND COMMISSIONS MEETINGS:** City Council received the minutes of:

Portage Senior Citizen Advisory Board of July 20, 2016.

Portage Park Board Minutes of August 3, 2016.

BID TABULATION:

*** SHAVER ROAD RECONSTRUCTION - VANDERBILT AVENUE TO WEST CENTRE AVENUE:** Motion by Urban, seconded by Randall, to 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. Upon a roll call vote, motion carried 7 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL: Councilmember Reid proudly announced that she has a new grandson.

Councilmember Randall wished a good school year for everyone, reminded everyone to be careful since more automobiles and students will be sharing the sidewalks and roadways, and wished City Manager Larry Shaffer a Happy Birthday.

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Councilmember Pearson suggested using “98 % DEET” to ward off mosquitoes.

Mayor Pro Tem Ansari announced the monthly meeting of the Michigan Asian Pacific American Affairs Commission will take place on Saturday, September 10, 2016, 8 a.m. until 2 p.m., City Hall Council Chambers.

Mayor Strazdas commented on the success of the 2016 construction season and concurred with Councilmember Randall that we all should be careful since more automobiles and students will be sharing the sidewalks and roadways.

MATERIALS TRANSMITTED:

* **MATERIALS TRANSMITTED OF AUGUST 23, 2016:** Motion by Urban, seconded by Randall, to receive the Materials Transmitted of August 23, 2016. Upon a roll call vote, motion carried 7 to 0.

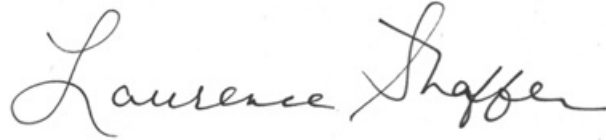
ADJOURNMENT: Mayor Strazdas adjourned the meeting at 9:00 p.m.

James R. Hudson, 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 20, 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 28, 2016 through September 11, 2016 and notes \$68,324.62 in automated clearing house payments, \$621,358.27 in paper checks and \$37,007.15 in auto-pay payments for a grand total of \$726,690.04.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/28/2016 To: 9/11/2016

Page 1 of 5

Check Date	Check	Vendor Name	Amount
09/09/16	5615(A)	AMERICAN SAFETY & FIRST AID	159.80
09/09/16	5616(A)	ANIMAL REMOVAL SERVICE, LLC	830.00
09/09/16	5617(A)	ARGUS-HAZCO	3,603.85
09/09/16	5618(A)	ASSOCIATED GOVERNMENT SERVICES INC	1,750.00
09/09/16	5619(A)	BEEBE, RONALD E.	192.00
09/09/16	5620(A)	BROWNELL'S INCORPORATED	2,327.35
09/09/16	5621(A)	BYHOLT INC.	952.11
09/09/16	5622(A)	C T S TELECOM, INC.	2,257.72
09/09/16	5623(A)	CAPITAL ADVANTAGE LEASING	17,471.70
09/09/16	5624(A)	DIAMOND CONCRETE SAWING	825.00
09/09/16	5625(A)	FURRY, WILLIAM	147.00
09/09/16	5626(A)	HOWARD PRINTING	3,130.00
09/09/16	5627(A)	INDUSCO SUPPLY CO., INC.	498.42
09/09/16	5628(A)	JAROTH, INC	303.00
09/09/16	5629(A)	JOB COACHING & INJURY MANAGEMENT	100.00
09/09/16	5630(A)	KEHOE, EDWARD J	300.00
09/09/16	5631(A)	KUSHNER & COMPANY, INC.	591.94
09/09/16	5632(A)	LAWSON PRODUCTS, INC	354.56
09/09/16	5633(A)	LOWE'S HOME CENTER	10.98
09/09/16	5634(A)	M & M CUSTOM FABRICATING INC.	25.35
09/09/16	5635(A)	MATERIALS RESOURCES	423.24
09/09/16	5636(A)	MAURER'S TEXTILE RENTAL SERVICES	22.20
09/09/16	5637(A)	MEDEMA, TIMOTHY	141.00
09/09/16	5638(A)	MEIER, MICHAEL	192.00
09/09/16	5639(A)	MEJEUR ELECTRIC LLC	3,932.00
09/09/16	5640(A)	POWERDMS, INC.	3,824.54
09/09/16	5641(A)	PROFESSIONAL HEALTH SERVICES, INC.	6,299.00
09/09/16	5642(A)	RIDGE AUTO NAPA	206.28
09/09/16	5643(A)	ROE-COMM, INC.	4,496.00
09/09/16	5644(A)	SAFETY SERVICES, INC.	880.75
09/09/16	5645(A)	SEVERANCE ELECTRIC COMPANY, INC	4,000.00
09/09/16	5646(A)	SIMMONS FORD	13.14
09/09/16	5647(A)	SIMPLIFILE LLC	90.00
09/09/16	5648(A)	SNELL, DEBRA	264.00
09/09/16	5649(A)	THOMPSON, HELENE	360.00
09/09/16	5650(A)	TYLER TECHNOLOGIES, INC.	5,410.91
09/09/16	5651(A)	U S LAWNS- KALAMAZOO	573.18
09/09/16	5652(A)	WEST MICHIGAN STAMP & SEAL, INC	43.50
09/09/16	5653(A)	WEST SHORE FIRE, INC.	1,322.10
	SUBTOTAL:	39 CHECKS	68,324.62

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/28/2016 To: 9/11/2016

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Check Date	Check	Vendor Name	Amount
08/30/16	10020	PETTY CASH-BARB GARLOW	313.98
08/30/16	10021	PETTY CASH-HOLLY CERNY	208.65
08/30/16	10022	PETTY CASH-HOLLY CERNY	79.48
09/01/16	299817	A T & T	137.01
09/09/16	10023	PETTY CASH-ALYSSA MILBECK	342.91
09/09/16	10024	PETTY CASH-DEREK HENSON	181.84
09/09/16	10025	PETTY CASH-ERICA EKLOV	361.75
09/09/16	10026	PETTY CASH-MARILYN MARION	412.10
09/09/16	299818	ACCESS EMPLOYER STAFFING SERVICES	14,547.67
09/09/16	299819	ACE PARKING LOT STRIPING, INC.	539.50
09/09/16	299820	ALLEGRA PRINT & IMAGING	1,119.05
09/09/16	299821	ALMAN, RODNEY	100.00
09/09/16	299822	AMERICAN HOIST AIR & LUBE EQUIP INC	395.00
09/09/16	299823	AMERICAN VILLAGE BUILDERS	1,292.00
09/09/16	299824	AMERICAN VILLAGE BUILDERS	0.86
09/09/16	299825	ANALYTICAL TESTING & CONSULTIN	370.00
09/09/16	299826	AUTOMATIC MICROFILM CO.	722.92
09/09/16	299827	BALDWIN, SUE	100.00
09/09/16	299828	BASIC CORPORATE	634.00
09/09/16	299829	BEATTY, JOHN & GLORIA	50.00
09/09/16	299830	BESCO WATER TREATMENT, INC.	53.00
09/09/16	299831	BJ'S RESTARUANT AND BANQUETS	408.00
09/09/16	299832	BORGESS HEALTH ALLIANCE	174.00
09/09/16	299833	BRINKMAN, SALLY	622.91
09/09/16	299834	BROWN, PAT	107.00
09/09/16	299835	BRUGH, TABITHA	100.00
09/09/16	299836	BUEL, BEVERLY	110.00
09/09/16	299837	CALHOUN, DONNA	100.00
09/09/16	299838	CENTER FOR EDUCATION & EMPLOY LAW	254.95
09/09/16	299839	CEREAL CITY WINDOW CLEANING	170.00
09/09/16	299840	CHARLIER, ARTHUR & NANCY	204.00
09/09/16	299841	CHARTER COMMUNICATIONS	528.70
09/09/16	299842	CITY OF KALAMAZOO TREASURER	212,989.78
09/09/16	299843	CONSUMERS ENERGY	34,559.64
09/09/16	299844	CORELOGIC COMMERCIAL TAX SERVICES	27,647.58
09/09/16	299845	CORELOGIC REAL ESTATE TAX SERVICE	170,395.67
09/09/16	299846	COSTAR REALTY INFORMATION, INC.	307.95
09/09/16	299847	CRIME PREVENTION ASSOC OF MICHIGAN	375.00
09/09/16	299848	DAANE'S CATERING	1,163.35
09/09/16	299849	DAANE, JOYCE	71.00
09/09/16	299850	DAVE'S CONCRETE PRODUCTS, INC.	969.00
09/09/16	299851	DAVIS, MARY	110.00
09/09/16	299852	ED & TED'S EXCELLENT ADVENTURES	25,376.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/28/2016 To: 9/11/2016

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Check Date	Check	Vendor Name	Amount
09/09/16	299853	EG WORKFORCE SOLUTIONS	564.80
09/09/16	299854	ELECTION SOURCE	4,920.00
09/09/16	299855	EMERGENCY VEHICLE PRODUCTS	9,554.22
09/09/16	299856	FADER EQUIPMENT, INC.	248.48
09/09/16	299857	FAWLEY OVERHEAD DOOR, INC.	3,648.00
09/09/16	299858	FIRST IMPRESSIONS	526.00
09/09/16	299859	FLETCHER ENTERPRISES	1,038.00
09/09/16	299860	FORSHEE, MARK	69.00
09/09/16	299861	FOUR WINDS CASINO SHUTTLE	162.00
09/09/16	299862	FREDERICKSON, CARIN	110.00
09/09/16	299863	GLOBAL EQUIPMENT CO., INC.	1,394.00
09/09/16	299864	GOLDEN, ALICE	105.00
09/09/16	299865	GORDON WATER SYSTEMS	145.32
09/09/16	299866	GRAHAM FORESTRY SERVICE, INC.	1,840.00
09/09/16	299867	GRAND TRAVERSE RESORT & SPA LLC	564.60
09/09/16	299868	HALT FIRE, INC.	66.97
09/09/16	299869	HARCEK, THERESA	10.00
09/09/16	299870	HAUSER, DEB	100.00
09/09/16	299871	HOFFMAN, BILL	110.00
09/09/16	299872	HOGNACHI, DAVID	184.00
09/09/16	299873	HOLIDAY INN EXPRESS	397.50
09/09/16	299874	HOME DEPOT	1,589.20
09/09/16	299875	HYDRODYNAMICS, INC	4,092.90
09/09/16	299876	I B M CORPORATION	105.00
09/09/16	299877	INT'L FOUNDATION EMP BENEFIT PLANS	930.00
09/09/16	299878	JAYBEE SIGNS	400.00
09/09/16	299879	KAL COUNTY FIRE CHIEFS ASSOC.	400.00
09/09/16	299880	KALAMAZOO LANDSCAPE SUPPLIES	700.35
09/09/16	299881	KALAMAZOO SYMPHONY ORCHESTRA	105.00
09/09/16	299882	KAR LABORATORIES	20.00
09/09/16	299883	KOSCIUSKO COUNTY CVB	106.00
09/09/16	299884	KOZAR, MARIE	110.00
09/09/16	299885	LAKE MICHIGAN MAILERS, INC.	52.60
09/09/16	299886	LAMBERT, COLLEEN	350.00
09/09/16	299887	LEWIS, BONNIE	100.00
09/09/16	299888	LEWIS-BOUDREAU, MICHELLE	250.00
09/09/16	299889	LEXISNEXIS RISK SOLUTIONS	150.00
09/09/16	299890	LIFELOC TECHNOLOGIES, INC.	70.00
09/09/16	299891	LONG, CARRIE	100.00
09/09/16	299892	LOWE'S HOME CENTER	84.35
09/09/16	299893	M C R A	390.00
09/09/16	299894	MAINTENANCE MASTERS	17,580.00
09/09/16	299895	MAPLE HILL SPRINKLING, INC.	1,525.00
09/09/16	299896	MATT WEAVER PRODUCTIONS	425.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/28/2016 To: 9/11/2016

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Check Date	Check	Vendor Name	Amount
09/09/16	299897	MAXWELL PRODUCTS, INC.	19,780.43
09/09/16	299898	MCCULLIN, LARRY W.	126.00
09/09/16	299899	MCPHERSON, NICOLINA	100.00
09/09/16	299900	MI-TOKEN INC.	300.00
09/09/16	299901	MICH ASSOC OF HOSTAGE NEGOTIATORS	150.00
09/09/16	299902	MICHAEL A. BAKER	95.00
09/09/16	299903	MILKO, DAVID & MARILYN	220.00
09/09/16	299904	MILLER ROAD TRANSFER STATION	228.00
09/09/16	299905	MLIVE MEDIA GROUP	682.70
09/09/16	299906	MONKS, SANDRA	105.00
09/09/16	299907	NEMER, MARSHA	100.00
09/09/16	299908	NETBRAIN TECHNOLOGIES, INC.	1,600.00
09/09/16	299909	NORRIS, DEANNA	125.00
09/09/16	299910	NYE UNIFORMS	145.97
09/09/16	299911	OFFICE DEPOT, INC.	559.09
09/09/16	299913	PATCHETT, JEAN	110.00
09/09/16	299914	PATESEL, TERRY	188.00
09/09/16	299915	PECKELS, CHRISTINE	240.00
09/09/16	299916	PEDAL BICYCLES	90.06
09/09/16	299917	PET VET FAMILY PET CARE CENTER	228.30
09/09/16	299918	PIPELINE MAINTENANCE SERVICES, INC.	800.00
09/09/16	299919	PLASTER, NYCHOLE	150.00
09/09/16	299920	PLAYWORLD MIDSTATES	794.62
09/09/16	299921	PORTAGE CHAPEL HILL UNITED METHODIS	100.00
09/09/16	299922	PUBLIC SAFETY CENTER	327.10
09/09/16	299923	RECEIL IT INTERNATIONAL, INC.	83.54
09/09/16	299924	RIPLEY, SUE ANN	110.00
09/09/16	299925	RTC AGILITY TEST	200.00
09/09/16	299926	RUNIA, KATHERINE	110.00
09/09/16	299927	SCHNEIDER, KEN	150.00
09/09/16	299928	SCHOOLCRAFT COLLEGE	500.00
09/09/16	299929	SEHI COMPUTER PRODUCTS	1,272.33
09/09/16	299930	SENIOR SERVICES, INC.	500.00
09/09/16	299931	SHANNON HERTZ	137.72
09/09/16	299932	SHANNON HERTZ	50.07
09/09/16	299933	SHERBURNE, WENDY	150.00
09/09/16	299934	SOURCE TECHNOLOGIES	89.73
09/09/16	299935	STACHARCZYK, SARA	150.00
09/09/16	299936	STATE OF MICHIGAN	40.00
09/09/16	299937	STATE OF MICHIGAN	40.00
09/09/16	299938	STATE OF MICHIGAN	40.00
09/09/16	299939	STATE SYSTEMS RADIO, INC	1,420.00
09/09/16	299940	STEENSMA LAWN & POWER EQUIPMENT	17,632.00
09/09/16	299941	TANNER, STEVE	986.44

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/28/2016 To: 9/11/2016

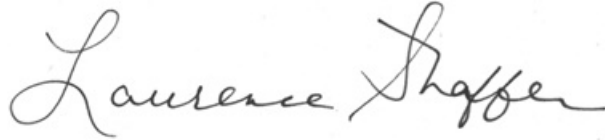
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Check Date	Check	Vendor Name	Amount
09/09/16	299942	TELVENT DTN, INC.	822.00
09/09/16	299943	THAD REEDER AUTOMOTIVE LLC	1,453.74
09/09/16	299944	TODD ARBANAS ENTERPRISES INC.	475.00
09/09/16	299945	TYLER TECHNOLOGIES, INC.	6,014.77
09/09/16	299946	U S POSTMASTER	215.00
09/09/16	299947	UNITED PARCEL SERVICE	23.70
09/09/16	299948	VALKNER, JEANNETTE	71.00
09/09/16	299949	VANGUARD FIRE & SUPPLY CO., INC.	79.35
09/09/16	299950	VERIZON WIRELESS SERVICES, LLC	2,114.61
09/09/16	299951	WAGGONER, MARILYN	105.00
09/09/16	299952	WALTER, MAX	97.00
09/09/16	299953	WARNER NORCROSS & JUDD LLP	3,975.00
09/09/16	299954	WATKINS, GREG	96.00
09/09/16	299955	XEROX CORPORATION	709.46
	SUBTOTAL:	145 CHECKS	621,358.27
09/01/16	3723	AUTO-PAY PAYMENT	18,013.46
09/07/16	3733	AUTO-PAY PAYMENT	4,154.17
09/09/16	3754	AUTO-PAY PAYMENT	14,839.52
	SUBTOTAL:	3 CHECKS	37,007.15
	GRAND TOTAL:	187 CHECKS	726,690.04

** (A) DENOTES ACH PAYMENTS

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Final Plan for Selinon Park Planned development, 1521, 1603 and 1615 East Centre Avenue.

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council approve the Final Plan for the Selinon Park planned development at 1521, 1603 and 1615 East Centre Avenue.

On March 22, 2016, City Council approved the Planned Development rezoning and tentative plan/narrative for the Selinon Park Planned Development that includes 74 affordable apartment and townhome units constructed in three buildings (one 3-story building and two 2-story buildings) and associated site improvements on the approximate 10.7-acre property.

Access to the site will be provided through a full-service driveway from East Centre Avenue. Consistent with the approved tentative plan/narrative, the apartment and townhome buildings will include varied rooflines and will be constructed of high-quality, durable materials, intended to reduce maintenance and replacement costs. Exterior building materials will include brick, masonry and fiber cement sidings in various colors and textures. While a total of 150 parking spaces are required for the development, the applicant is proposing to construct 92 parking spaces and defer 62 parking spaces in greenspace for future use, if needed. The applicant provided information in the approved tentative plan narrative that satisfactorily documents the reduced demand for parking and the likelihood of alternative transportation usage by the tenants of the development. Storm water runoff associated with the development will be collected and conveyed to a private storm water retention basin situated along the northern portion of the site. An internal pedestrian circulation network, consisting of concrete sidewalks will be provided so as to connect the buildings to one another, as well as the existing sidewalk along East Centre Avenue. An 8-foot-wide asphalt path will also be constructed along the west side of the development, extending from East Centre Avenue to the northeast corner of the property. This path will eventually connect to the East Central Trailway planned by the city along the adjacent Consumers Energy Company property in FY 2019-2020.

In a report dated August 26, 2016, the Department of Community Development concluded that the Final Plan for Selinon Park has been designed in substantial conformance with the approved tentative plan/narrative and recommended approval of the Final Plan.

The Planning Commission reviewed the Final Plan during the September 1, 2016 meeting. The applicant, Mr. Carl Kunda of Full Circle Communities, was present to support the application and explain the development proposal. No citizens spoke during the meeting and no written communications were received from area residents or interested citizens. At the conclusion of the

meeting, the Commission voted unanimously to also recommend to City Council that the Final Plan for Selinon Park be approved.

FUNDING: Not Applicable

Attachments:

1. Planning Commission transmittal dated September 9, 2016
2. Planning Commission meeting minutes dated September 1, 2016 (draft)
3. Department of Community Development report dated August 26, 2016

TO: Honorable Mayor and City Council

FROM: Planning Commission

DATE: September 9, 2016

SUBJECT: Final Plan for Selinon Park, 1521, 1603 and 1615 East Centre Avenue.

During the September 1, 2016 meeting, the Planning Commission reviewed and discussed the Final Plan for the Selinon Park Planned Development proposed on property addressed as 1521, 1603 and 1615 East Centre Avenue. Mr. Carl Kunda of Full Circle Communities was present to support the application and explain the project which proposes 74 affordable apartment units within three buildings and associated site improvements. No citizens spoke regarding the proposed development.

After careful consideration, a motion was made by Commissioner Dargitz, seconded by Commissioner Stoffer, to recommend to City Council that the Final Plan for Selinon Park, 1521, 1603 and 1615 East Centre Avenue, be approved. The motion was unanimously approved 7-0.

Sincerely,



Paul Welch
Chairman

S:\2016-2017 Department Files\Memos\City Council\2016 09 09 PC Selinon Park, 1521, 1603 and 1615 East Centre Avenue - final plan.doc

PLANNING COMMISSION

September 1, 2016

DRAFT

The City of Portage Planning Commission meeting of September 1, 2016 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Four citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

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

ROLL CALL:

Mr. Forth called the roll: Welch (yes) Schimmel (yes), Stoffer (yes), Dargitz (yes), Richmond (yes), Shoup (yes) and Joshi (yes). A motion was offered by Commissioner Joshi, seconded by Commissioner Stoffer, to approve the roll excusing Commissioner Patterson and Commissioner Bosch. The motion was unanimously approved 7-0.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the August 18, 2016 meeting minutes contained in the agenda packet. Chairman Welch noted his name needs to be removed from this section since he was excused from the meeting. A motion was made by Commissioner Schimmel, seconded by Commissioner Stoffer, to approve the minutes as amended. The motion was unanimously approved 7-0.

SITE/FINAL PLANS:

1. **Final Plan for Selinon Park, 1521, 1603 and 1615 East Centre Avenue.** Mr. Forth summarized the staff report dated August 26, 2016 regarding a request from Full Circle Communities to construct Selinon Park that would consist of 74 affordable apartment units within three buildings and associated site improvements. Mr. Forth summarized previous review/approvals by City Council and the Historic District Commission. The proposed final plan is consistent with the previous approvals and approved tentative plan and is recommended for approval. Mr. Carl Kunda, Full Circle Communities, was present to support the final plan and explain the development proposal. Commissioner Stoffer asked about the proposed breezeway shown on the tentative plan. The Commission, staff and applicant discussed elimination of the breezeway due to construction issues, barrier free access, installation of an elevator in the three story building, rent for all units will be income-based and the size of the units. Mr. Kunda indicated he is working with Metro Transit to have a bus stop installed in front of the facility along East Centre Avenue.

There being no further discussion, a motion was made by Commissioner Dargitz, seconded by Commissioner Stoffer, to recommend to City Council that the Final Plan for Selinon Park, 1521, 1603 and 1615 East Centre Avenue, be approved. The motion was unanimously approved 7-0.

PUBLIC HEARINGS:

None

NEW BUSINESS:

TO: Planning Commission**DATE:** August 26, 2016**FROM:** Vicki Georgeau, ^{VJ} Director of Community Development**SUBJECT:** Final Plan for Selinon Park, 1521, 1603 and 1615 East Centre Avenue**I. INTRODUCTION:**

A final plan has been submitted by Full Circle Communities to construct the Selinon Park Planned Development (PD) upon parcels addressed as 1521, 1603 and 1615 East Centre Avenue. The Selinon Park PD proposes a total of 74 affordable apartment/townhome units constructed in three buildings (one 3-story building and two 2-story buildings) and associated site improvements on the approximate 10.7 acre property. The development will provide one, two, three and four bedroom units with local, state and federal funding sources proposed to finance the development. The single-family residential dwelling located at 1521 East Centre Avenue is located in a Portage Historic District and the applicant intends to use the dwelling as a manager residence.

On March 22, 2016, City Council approved the PD rezoning of the subject property and the associated tentative plan/narrative. A copy of the approved tentative plan for the Selinon Park PD is attached along with a copy of the February 23, 2016 City Council meeting minutes. On February 3, 2016, the Historic District Commission reviewed the proposed development and was supportive of the use of the residential structure located at 1521 East Centre Avenue as a manager residence, subject to some minor conditions including relocation of the existing barn structure from the 1603 East Centre Avenue parcel to the 1521 East Centre Avenue parcel and installation of new gravel driveway section to the residential structure. These improvements are illustrated on the final plan sheets and the applicant is aware that a Certificate of Appropriateness is still needed from the Historic District Commission prior to the start of construction.

II. FINAL PLAN

The final plan for Selinon Park has been designed in substantial conformance with the approved tentative plan/narrative. Access to the site will be provided through a full service driveway from East Centre Avenue. Consistent with the approved tentative plan, the southern 3-story building will be setback approximately 80-feet from East Centre Avenue and between 49-69 feet from the east property line, while the northern 2-story buildings will be setback approximately 60-feet from the east property line and 119-feet from the west property line. These buildings will include varied rooflines and will be constructed of high-quality, durable materials intended to reduce maintenance and replacement costs. Exterior building materials will include brick, masonry and fiber cement sidings in various colors and textures.

Parking lots associated with the apartment/townhome buildings will be setback approximately 70-feet from the west property line and 10-feet from the east property line. While a total of 150 parking spaces are required for the development, the applicant is proposing to construct 92 parking spaces and defer 62 parking spaces in greenspace for possible future use, if needed. The applicant provided

information in the approved tentative plan narrative that satisfactorily documents the reduced demand for parking and the likelihood of alternative transportation usage by the tenants of the development.

Storm water runoff associated with the development will be collected and conveyed to a private storm water retention basin situated along the northern portion of the site. An internal pedestrian circulation network consisting of concrete sidewalks will be provided so as to connect the buildings to one another and to the existing sidewalk along East Centre Avenue. Additionally, an 8-foot wide asphalt path will also be constructed along the west side of the development, extending from East Centre Avenue to the northeast corner of the property. This path will eventually connect to East Central Trailway planned along the adjacent Consumers Energy Company property in FY 2019-2020. The applicant has indicated that an easement will be pursued with the owner of 1629 East Centre Avenue in order to complete this trail connection. Finally, municipal water and sanitary sewer will serve the proposed development and all outdoor lighting units will conform to applicable ordinance standards.

III. RECOMMENDATION:

The final plan has been reviewed by the City Administrative departments. Staff advises that the Planning Commission recommend to City Council that the Final Plan for Selinon Park, 1521, 1603 and 1615 East Centre Avenue, be approved.

Attachments: Final Plan Sheets
Approved Tentative Plan for the Selinon Park Planned Development
March 22, 2016 City Council meeting minutes

T:\COMMDEV\2016-2017 Department Files\Board Files\Planning Commission\PC reports\Site Plans\2016 08 26 Selinon Park, 1521, 1603 and 1615 East Centre.docx

Property Address:
1521-1815 East Centre Ave
Portage, MI 49878

Parcel Number:
00015-970-0
00015-975-0
00015-980-0

Property Description:

DESCRIPTION OF PARCEL "A" (COMMITMENT NO. 857406 - 1511 E. CENTRE AVENUE):
Land situated in the City of Portage, County of Kalamazoo, State of Michigan being described as follows:
All that part of Section 15, Town 3 South, Range 11 West, bounded and described as follows:
Commencing at a point on the South line of said Section, which point is 21 rods West from the Southeast corner of said Section, thence North parallel with the East line of said Section 80 rods, thence West 7 rods, thence South parallel with the East line of said Section 80 rods, thence East 7 rods to the place of beginning.

DESCRIPTION OF PARCEL "B" (COMMITMENT NO. 194306 - 1803 E. CENTRE AVENUE):
Land situated in the City of Portage, County of Kalamazoo, State of Michigan being described as follows:
Commencing at a point in the center of the Highway, 16 rods West of the Southeast corner of Section 15, Town 3 South, Range 11 West, thence North, parallel with the Section line, 80 rods, thence West 5 rods, thence South, parallel with the Section line, 80 rods to the center of the Highway, thence East 5 rods to the point of beginning.

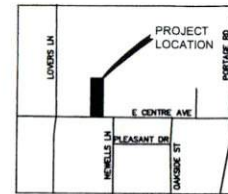
DESCRIPTION OF PARCEL "C" (COMMITMENT NO. 196474 - 1815 E. CENTRE AVENUE):
Land situated in the City of Portage, County of Kalamazoo, State of Michigan being described as follows:
Commencing at a point on the South line of Section 15, Town 3 South, Range 11 West, which point is 8 rods West from the Southeast corner of said Section, thence North on a line parallel with the East line of said Section, 80 rods, thence West 10 rods, thence South 80 rods, to the South line of said Section, thence East, on the South line of said Section, 10 rods to the point of beginning. ALSO: The right to use for driveway purpose in common with others, the West 10 feet of the parcel of land lying immediately East of and adjoining the parcel of land heretofore described.

Property Zoning: PD - Planned Development

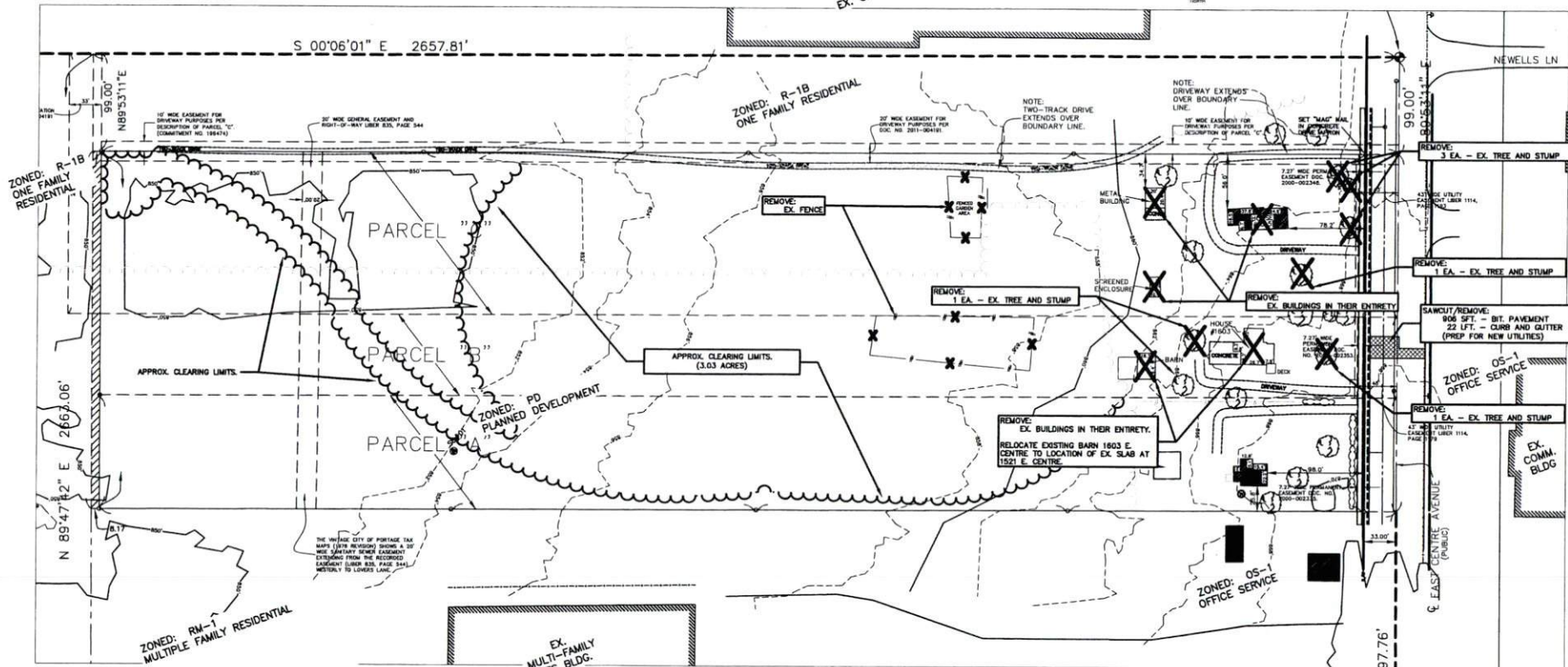
Property Owner:

Full Circle Communities
310 S. Peoria Street, Suite 900
Chicago, IL 60607
PH: 847-849-9310

Total Acreage: 10.80 Acres ±



EX. GREENHOUSE BLDGS



REMOVALS LEGEND

- PAVEMENT REMOVAL AREA
- SIDEWALK REMOVAL AREA
- REMOVAL ITEM



For protection of underground utilities, the CONTRACTOR shall dial 1-800-882-7171 OR 811 a minimum of three working days, excluding Saturdays, Sundays and holidays, prior to excavation in the vicinity of utility lines. All "MISS DIG" participating members will thus be mutually notified. This does not relieve the CONTRACTOR of the responsibility of notifying the utility owners who may not be part of the "MISS DIG" alert system.



Plan Prepared By:
Bruce A. Callan, P.E.
Callan Engineering, Inc.
113 W. Searidge St., Suite B
Spring Lake, Michigan 49456
Tel: 616-240-8080
email: bcallan@callanengineering.com



HOOKEE | DESIGN
Architects & Engineers
316 Morris Avenue
Bloomington Hills 48304
Phone: 248-864-8800
Fax: 248-864-8801
www.hookeedesign.com



Know what's below.
Call before you dig.

DATE OF PLAN: 07-15-16

FULL CIRCLE COMMUNITIES
310 S. PEORIA STREET, SUITE 900
CHICAGO, ILLINOIS 60607

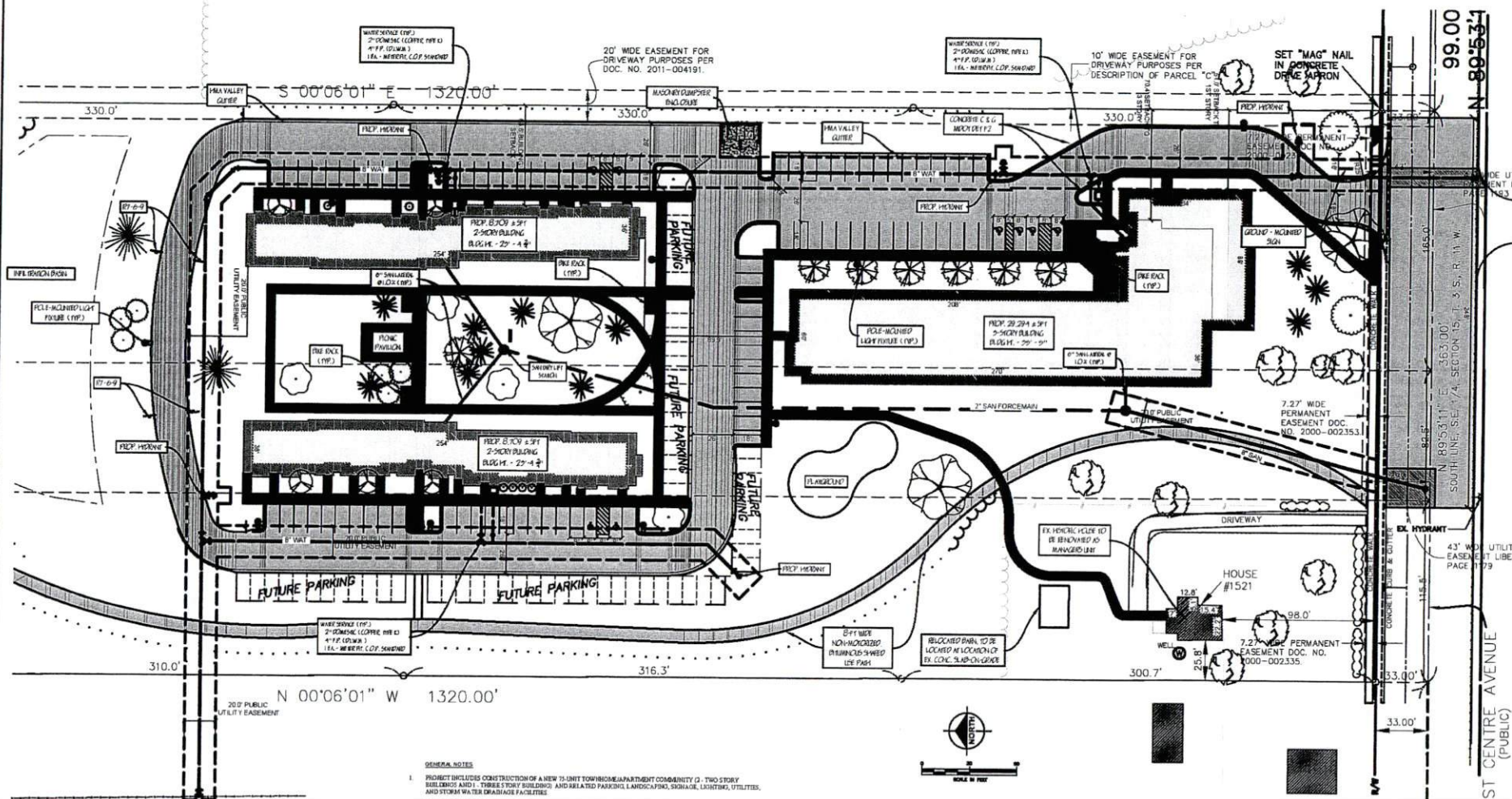
SELINON PARK
1803 E CENTRE AVENUE
CITY OF PORTAGE
KALAMAZOO COUNTY, MICHIGAN

DATE	BY	REVISION
JUL 16	BC	ISSUED FOR PERMIT
JUL 16	BC	REVISED FOR 811

SCALE
AS NOTED
SHEET NO. 1 OF 1
PROJECT D15 FULL CIRCLE
C0.1

Callan Engineering, Inc.
113 W. Searidge St., Suite B
Spring Lake, Michigan 49456
Tel: 616-240-8080
www.callanengineering.com

EXISTING CONDITIONS - REMOVALS PLAN



GENERAL NOTES

- PROJECT INCLUDES CONSTRUCTION OF A NEW 10-UNIT TOWNHOME APARTMENT COMMUNITY (2 - TWO STORY BUILDINGS AND 1 - THREE STORY BUILDING) AND RELATED PARKING, LANDSCAPING, SIGNAGE, UTILITIES, AND STORM WATER DRAINAGE FACILITIES.
- THE TOWNHOMES ARE 31'4" TO THE MIDPOINT OF THE PITCHED ROOF. THE MEASURE IS 15'1" TO THE MIDPOINT OF THE PITCHED ROOF.
- THE DEVELOPMENT SHALL BE SERVED BY PUBLIC WATER MAIN AND PUBLIC SANITARY SEWER.
- ACCESS TO THE DEVELOPMENT SHALL BE VIA ONE (1) CIRCUS ON E. CENTRE AVE.
- STORMWATER SHALL BE RETAINED ON SITE, MEETING THE REQUIREMENTS OF THE CITY OF PORTAGE STORM WATER DESIGN CRITERIA MANUAL.
- PARKING AND DRIVE AREAS SHALL BE PAVED WITH BITUMINOUS AND CONCRETE PAVEMENTS.
- PARKING: REQUIRED: 2 SPACES PER DWELLING UNIT. CURRENT PHASE - 15 SPACES. FUTURE PHASE - 15 SPACES. TOTAL - 30 SPACES, INCLUDING EXISTING ON-BARRIER FREE SPACES.
- NEW SIGNAGE SHALL CONFORM TO THE REQUIREMENTS OF THE CITY OF PORTAGE ZONING ORDINANCE.
- PROPOSED SITE LIGHTING SHALL BE A COMBINATION OF POLE AND ROLL-UP MOUNTED FIXTURES, DIRECTED TO ILLUMINATE THE ENTIRE PROPERTY, MEETING THE REQUIREMENTS OF APPLICABLE SECTIONS OF THE CITY OF PORTAGE ZONING ORDINANCE.
- LANDSCAPING AND SCREENING SHALL MEET THE REQUIREMENTS OF CITY OF PORTAGE ZONING ORDINANCE. SEE SHEET 11 FOR COMPLETE LANDSCAPING PLAN.
- ALL PAVEMENT MARKINGS AND SIGNS SHALL CONFORM TO THE STANDARDS SET FORTH IN THE CURRENT EDITION OF THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.

PROPOSED PERMANENT SIGNAGE LEGEND



PROPOSED FEATURES LEGEND



Plan Prepared By:
Bruce A. Collier, P.E.
 Collier Engineering, Inc.
 113 W. Scripps St., Suite B
 Spring Lake, Michigan 49458
 Tel: 616-240-9030
 Email: bcollier@collierengineering.com



DESIGNED BY
Andrew & Tugman
 314 Monroe Avenue
 Spring Lake, MI 49458
 Tel: 616-240-9030



For protection of underground utilities, the CONTRACTOR shall dial 1-800-487-7171 or 811 a minimum of three working days, excluding Saturdays, Sundays and holidays, prior to excavation in the vicinity of utility lines. All "MISS DIG" participating members will thus be routinely notified. This does not relieve the CONTRACTOR of the responsibility of notifying the utility owners who may not be part of the "MISS DIG" alert system.

DATE OF PLAN: 07-15-16

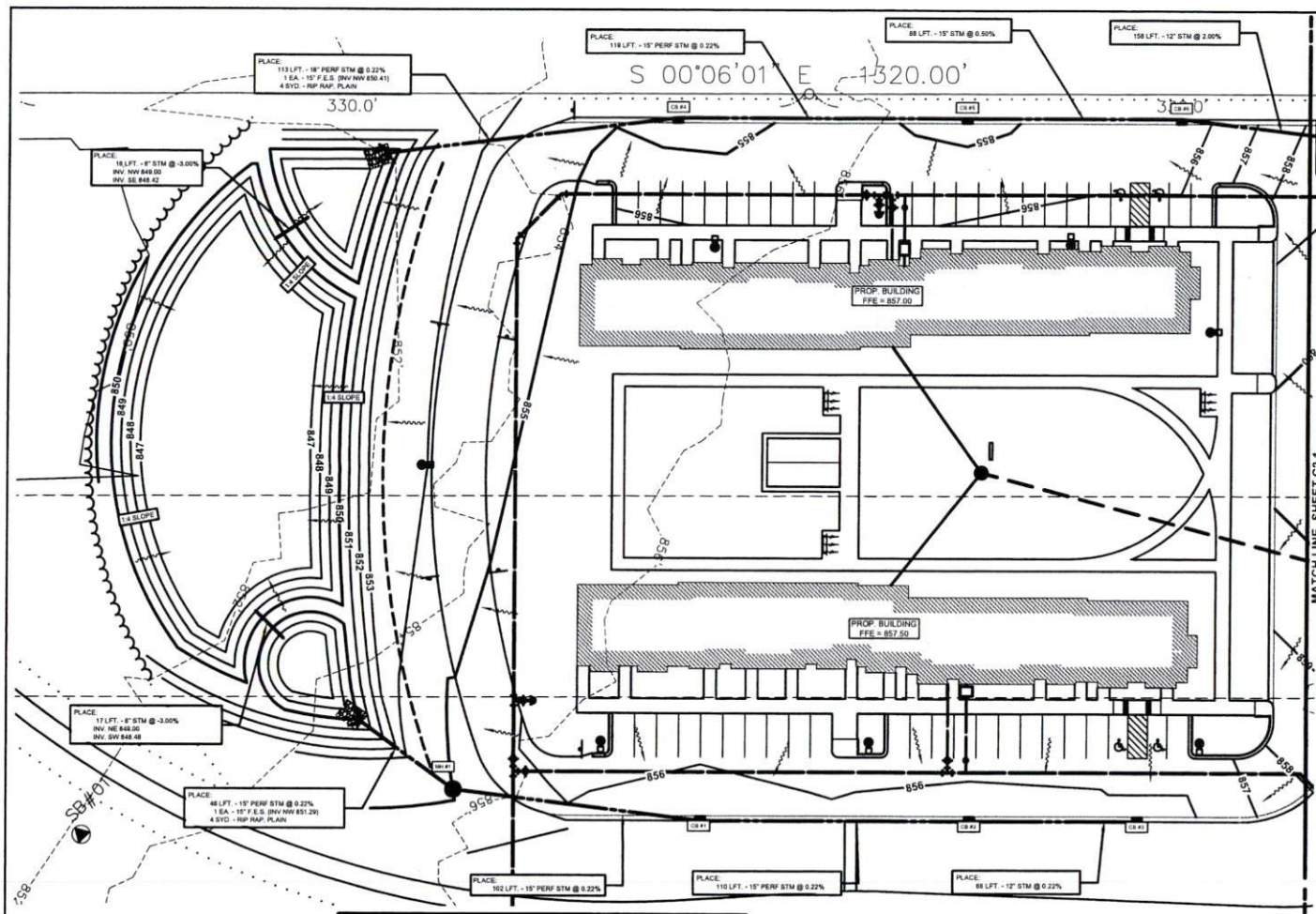
CE
 Collier Engineering, Inc.
 113 W. Scripps St., Suite B
 Spring Lake, Michigan 49458
 Tel: 616-240-9030

FULL CIRCLE COMMUNITIES
 310 S. PEARA STREET, SUITE 500
 CHICAGO, ILLINOIS 60607

NO.	DATE	DESCRIPTION
1	07-15-16	ISSUED FOR PERMIT
2	07-15-16	ISSUED FOR PERMIT
3	07-15-16	ISSUED FOR PERMIT
4	07-15-16	ISSUED FOR PERMIT
5	07-15-16	ISSUED FOR PERMIT
6	07-15-16	ISSUED FOR PERMIT
7	07-15-16	ISSUED FOR PERMIT
8	07-15-16	ISSUED FOR PERMIT
9	07-15-16	ISSUED FOR PERMIT
10	07-15-16	ISSUED FOR PERMIT

SELINON PARK
 1603 E CENTRE AVENUE
 CITY OF PORTAGE
 KALAMAZOO COUNTY, MICHIGAN

SITE PLAN
 C1.1



STORM STRUCTURE NOTES

STORM SEWER LENGTHS PROVIDED ARE MEASURED FROM CENTER OF STRUCTURE. RM ELEVATIONS ARE MEASURED AT EDGE OF METAL.

STORM SEWER SHALL BE WATER-TIGHT, SOLID-WALL HOPE OR APPROVED EQUAL. UNLESS INDICATED ON THE PLANS.

MANHOLES AND CATCH BASINS SHALL BE IN ACCORDANCE WITH MOST STANDARD SPECIFICATIONS. CATCH BASINS SHALL INCLUDE 2-FT SLUMP.

CONNECTIONS TO MANHOLES SHALL BE MADE WITH A RESILIENT CONNECTOR FOR PIPE DIAMETERS 24 INCHES OR LESS.

MANHOLE RM ELEVATIONS SHALL BE SET 1/4" BELOW PLAN GRADE.

CATCH BASIN RM ELEVATIONS SHALL BE SET 1/4" BELOW PLAN GRADE.

ALL CURB DIMENSIONS ARE MEASURED FROM EDGE OF METAL.

THE CONTRACTOR SHALL EXPOSE AND VERIFY LOCATION AND DEPTH OF EXISTING UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION. CONFLICTS IN GRADES SHALL BE REPORTED TO ENGINEER AND ADJUSTMENTS SHALL BE MADE AT NO ADDITIONAL COST TO OWNER.

SUBSURFACE CONDITIONS

Soils generally consist of Urban Land, Kalamazoo complex (USDA NRCS Classification) consisting of sandy loam to a depth of 80 inches. Soil settings are pending.

Hand Auger Boring (SB-1):

- 0' - 8" Topsoil
- 8' - 3' Cherty Sand (SC)
- 3' - 5' Gravelly Sand

Groundwater not encountered.

STORM STRUCTURE SCHEDULE
(THIS SHEET)

MH01 (4 DIA) RM = 854.00 FT (COVER: EAW 7065 SERIES, 81" GRATE OR A.E.)	CB04 (4 DIA) RM = 854.70 FT (COVER: EAW 7065 SERIES, 81" GRATE OR A.E.)
15" INV (NE) = 851.38 FT (PERF HOPE @ 0.22%)	15" INV (N) = 855.67 FT (PERF HOPE @ 0.22%)
15" INV (SW) = 851.48 FT (PERF HOPE @ 0.22%)	15" INV (S) = 855.77 FT (PERF HOPE @ 0.22%)
CB01 (4 DIA) RM = 855.32 FT (COVER: EAW 7065 SERIES, 81" GRATE OR A.E.)	CB05 (4 DIA) RM = 854.70 FT (COVER: EAW 7065 SERIES, 81" GRATE OR A.E.)
15" INV (NE) = 851.22 FT (PERF HOPE @ 0.22%)	15" INV (N) = 851.03 FT (PERF HOPE @ 0.22%)
15" INV (SW) = 851.32 FT (PERF HOPE @ 0.22%)	15" INV (S) = 851.13 FT (PERF HOPE @ 0.22%)
CB02 (4 DIA) RM = 855.30 FT (COVER: EAW 7065 SERIES, 81" GRATE OR A.E.)	CB06 (4 DIA) RM = 854.70 FT (COVER: EAW 7065 SERIES, 81" GRATE OR A.E.)
15" INV (NE) = 852.06 FT (PERF HOPE @ 0.22%)	15" INV (N) = 851.03 FT (PERF HOPE @ 0.22%)
15" INV (SW) = 852.16 FT (PERF HOPE @ 0.22%)	15" INV (S) = 851.13 FT (PERF HOPE @ 0.22%)
CB03 (2 DIA) RM = 855.81 FT (COVER: EAW 7065 SERIES, 81" GRATE OR A.E.)	
12" INV (N) = 852.31 FT (PERF HOPE @ 0.22%)	

811
Know what's below.
Call before you dig.

For protection of underground utilities, the CONTRACTOR shall call 1-800-482-7171 OR 811 a minimum of three working days, excluding Saturdays, Sundays and holidays, prior to excavation in the vicinity of utility lines. All 811 participating members will thus be routinely notified. This does not relieve the CONTRACTOR of his responsibility of notifying the utility owners who may not be part of the 811 system.

Plan Prepared By:
Bruce A. Callen, P.E.
Callen Engineering, Inc.
113 W. Scoklop St., Suite B
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email: bcallen@callenengineering.com

BOOKER & DEBORG
Architects & Engineers
144 Main Street
Bendle Station East
Bendle, MI 49406
P311.722.2407
P311.722.2408

DATE OF PLAN: 07-15-16

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FULL CIRCLE COMMUNITIES
310 S. PORIA STREET, SUITE 500
CHICAGO, ILLINOIS 60607

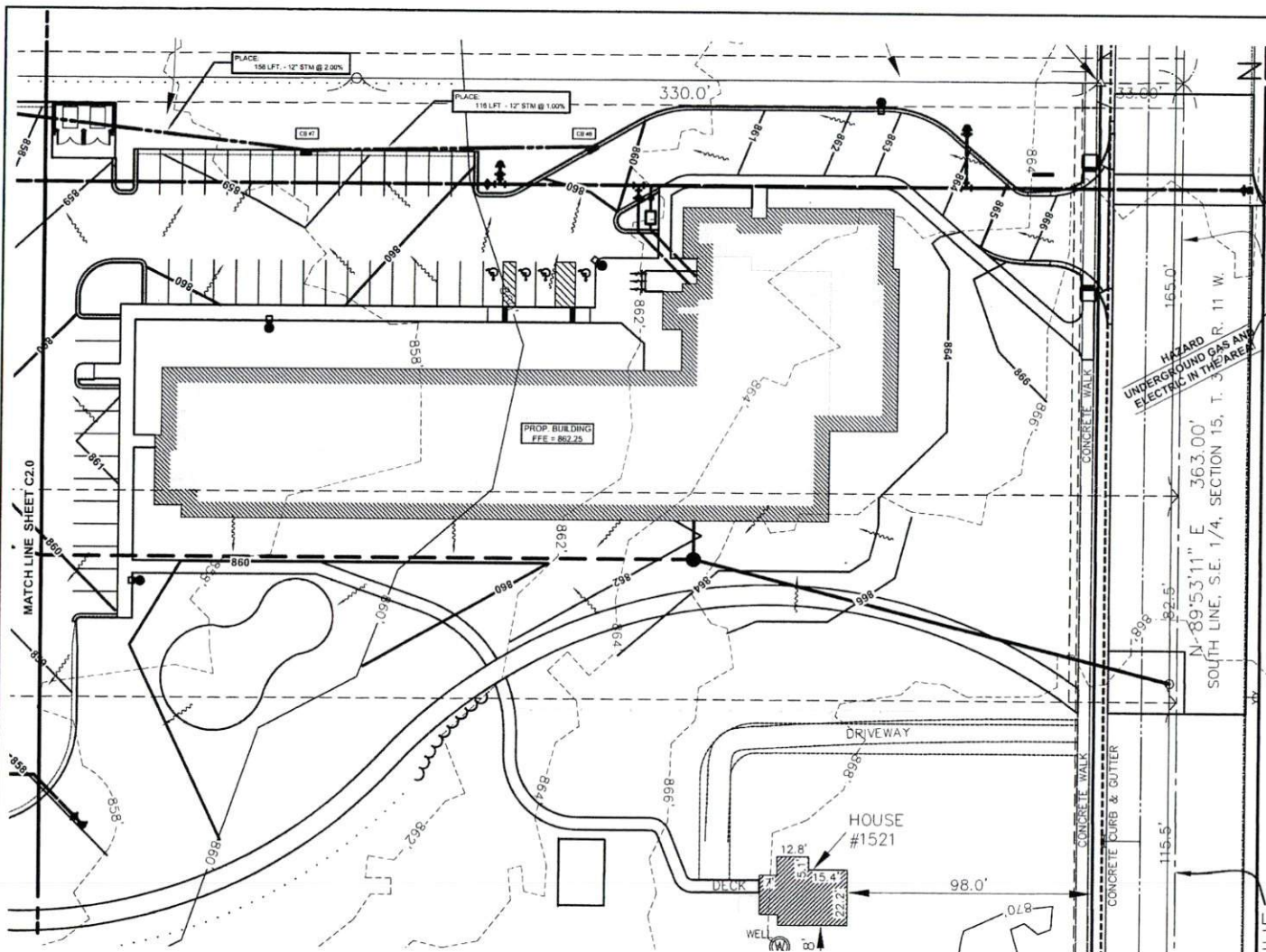
SELINON PARK
1800 E. CHERRY AVENUE
CHICAGO, ILLINOIS 60610

KALAMAZOO COUNTY, MICHIGAN
GRADING AND DRAINAGE PLAN

SCALE
AS NOTED 1" = 1'

DATE OF PLAN: 07-15-16

C2.0



STORM STRUCTURE SCHEDULE
[THIS SHEET]

CMF (6" DIA) RIM = 858.42 FT COVER, RJW 7065 SERIES, NO GRATE OR A.E.
12" INV (6") = 854.83 FT (SOLID WALL HOPE @ 2.00%)
12" INV (6") = 856.93 FT (SOLID WALL HOPE @ 1.00%)
CMH (2" DIA) RIM = 859.56 FT COVER, RJW 7020 SERIES (W/ TYPE T1 BACK, NO GRATE OR A.E.)
12" INV (6") = 856.28 FT (SOLID WALL HOPE @ 1.00%)

STORM STRUCTURE NOTES

STORM SEWER LENGTHS PROVIDED ARE MEASURED FROM CENTER OF STRUCTURE. RIM ELEVATIONS ARE MEASURED AT EDGE OF METAL.

STORM SEWER SHALL BE WATER-TIGHT, SOLID-VALL HOPE OR APPROVED EQUAL, UNLESS INDICATED ON THE PLANS.

MANHOLES AND CATCH BASINS SHALL BE IN ACCORDANCE WITH MOST STANDARD SPECIFICATIONS. CATCH BASINS SHALL INCLUDE 2-FT DUMP.

CONNECTIONS TO MANHOLES SHALL BE MADE WITH A RESILIENT CONNECTOR FOR PIPE DIAMETERS 24 INCHES OR LESS.

MANHOLE RIM ELEVATIONS SHALL BE SET 1/4" BELOW PLAN GRADE.

CATCH BASIN RIM ELEVATIONS SHALL BE SET 1/4" BELOW PLAN GRADE.

ALL CURB DIMENSIONS ARE MEASURED FROM EDGE OF METAL.

THE CONTRACTOR SHALL EXPOSE AND VERIFY LOCATION AND DEPTH OF EXISTING UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION. CONFLICTS IN GRADES SHALL BE REPORTED TO ENGINEER AND ADJUSTMENTS SHALL BE MADE AT NO ADDITIONAL COST TO OWNER.

SUBSURFACE CONDITIONS

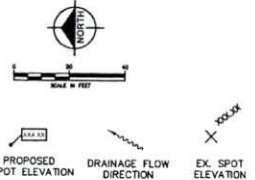
Soils generally consist of Urban Loam, Kalamazoo complex (USDA NRCS Classification) consisting of sandy loam to a depth of 60 inches. Soil borings are pending.

Hand Auger Boring (S&B-1)
0'-4" Topsoil
8"-3" Clayey Sand (SC)
3'-5" Gravelly Sand
Groundwater not encountered.

PRELIMINARY: NOT FOR CONSTRUCTION

811
Know what's below.
Call before you dig.

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Plan Prepared By:
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email: bcolten@coltenengineering.com



DESIGNER: D.J. HARRIS
ARCHITECT & ENGINEER
114 North Avenue
Spring Lake, MI 49456
Michigan, MI 49456
P.O. Box 722, Spring Lake
P.O. Box 722, Spring Lake

DATE OF PLAN: 07-15-16

Callen Engineering, Inc.
113 W. Spring Lake, Suite B
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Fax: 616-240-8081
www.callenengineering.com

SELINON PARK
1603 E CENTRE AVENUE
CITY OF PORTAGE
KALAMAZOO COUNTY, MICHIGAN
GRADING AND DRAINAGE PLAN

Full Circle Communities
310 S. PEORIA STREET, SUITE 500
CHICAGO, ILLINOIS 60607

NO.	DATE	BY	CHK	DESCRIPTION
1	07/15/16	BAC	BAE	ISSUED FOR PERMIT
2				
3				
4				

SCALE: 1" = 40' (SEE PLAN)
AS NOTED 1/1
11/1/16 013 FINAL CIRCUIT

C2.1

MICHIGAN UNIFIED KEYING SYSTEM

E5	POUR CONCRETE	FOR USE ON CONSTRUCTION SITES, IMPROVED SOIL, TO REDUCE EROSION AND PREVENT POLLUTION OF ADJACENT WATER BODIES.
E6	SEEDING / GRASS OR WHEAT	FOR PROTECTION OF EXPOSED SOIL, TO PREVENT EROSION AND POLLUTION OF ADJACENT WATER BODIES.
E8	SOIL EROSION CONTROL	FOR PROTECTION OF EXPOSED SOIL, TO PREVENT EROSION AND POLLUTION OF ADJACENT WATER BODIES.
E15	PAVING	FOR PROTECTION OF EXPOSED SOIL, TO PREVENT EROSION AND POLLUTION OF ADJACENT WATER BODIES.
E16	SLAB & CURB	FOR PROTECTION OF EXPOSED SOIL, TO PREVENT EROSION AND POLLUTION OF ADJACENT WATER BODIES.
S51	IMPROVED KEY TRACK	FOR PROTECTION OF EXPOSED SOIL, TO PREVENT EROSION AND POLLUTION OF ADJACENT WATER BODIES.
S53	STABILIZATION	FOR PROTECTION OF EXPOSED SOIL, TO PREVENT EROSION AND POLLUTION OF ADJACENT WATER BODIES.
S58	SOIL EROSION CONTROL	FOR PROTECTION OF EXPOSED SOIL, TO PREVENT EROSION AND POLLUTION OF ADJACENT WATER BODIES.
S62	SOIL EROSION CONTROL	FOR PROTECTION OF EXPOSED SOIL, TO PREVENT EROSION AND POLLUTION OF ADJACENT WATER BODIES.

SESC NOTES

Total disturbed area: 270,781 sq ft (6.21 Acres)

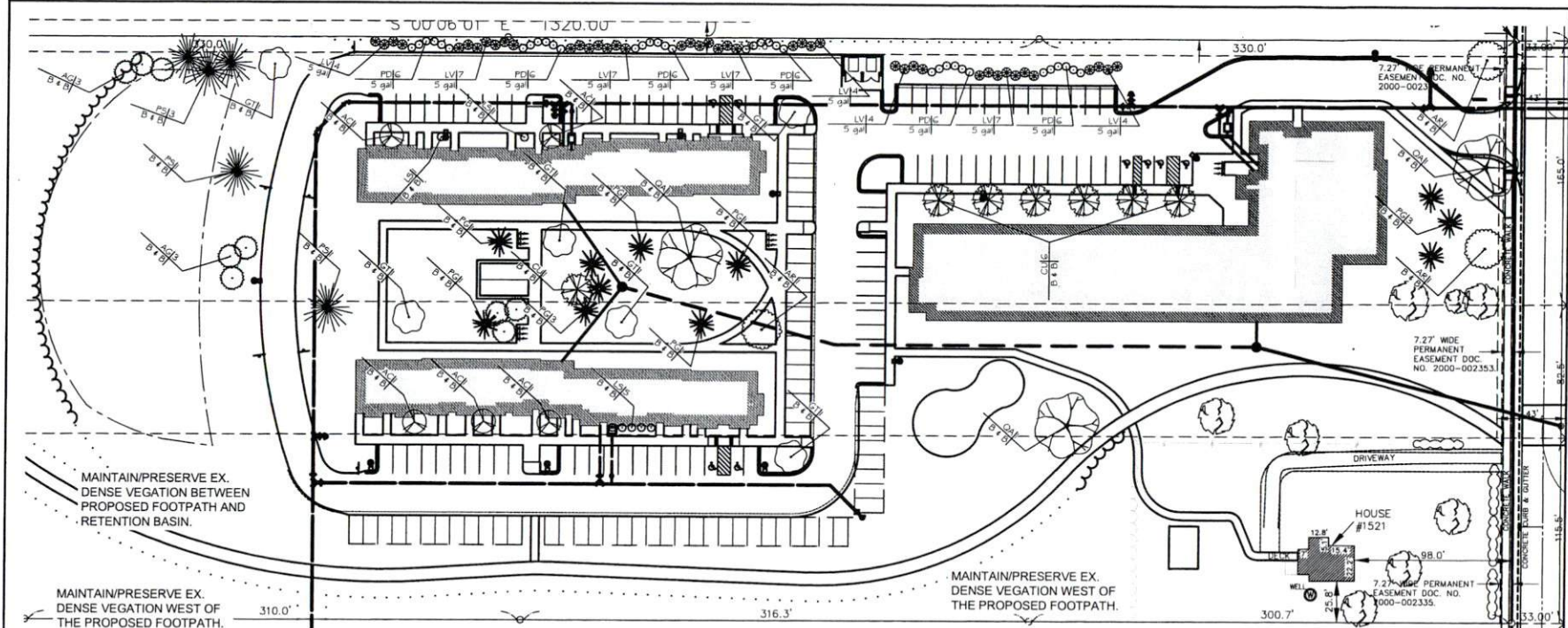
Additional erosion control measures not shown on the site plan may be necessary as site work progresses. Permittee is responsible for all measures necessary to prevent off-site sedimentation.

Geotechnical soil tests and soil catch basin protection measures shall be properly placed as shown on plans and as needed to retain soils onsite. Periodic maintenance and inspection of SESC measures is required for proper effectiveness.

Stabilize site as soon as possible.

Construction is anticipated to begin APRIL 2017 with substantial site work completion no later than AUGUST 2017.

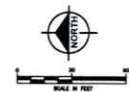
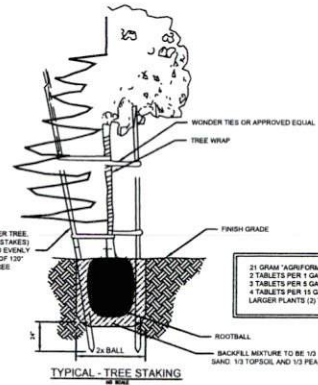
CONSTRUCTION SEQUENCE / PHASE OF DEVELOPMENT		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5	NO. 6	NO. 7	NO. 8	NO. 9	NO. 10	NO. 11	NO. 12	NO. 13	NO. 14	NO. 15	NO. 16	NO. 17	NO. 18	NO. 19	NO. 20	NO. 21	NO. 22	NO. 23	NO. 24	NO. 25	NO. 26	NO. 27	NO. 28	NO. 29	NO. 30	NO. 31	NO. 32	NO. 33	NO. 34	NO. 35	NO. 36	NO. 37	NO. 38	NO. 39	NO. 40	NO. 41	NO. 42	NO. 43	NO. 44	NO. 45	NO. 46	NO. 47	NO. 48	NO. 49	NO. 50	NO. 51	NO. 52	NO. 53	NO. 54	NO. 55	NO. 56	NO. 57	NO. 58	NO. 59	NO. 60	NO. 61	NO. 62	NO. 63	NO. 64	NO. 65	NO. 66	NO. 67	NO. 68	NO. 69	NO. 70	NO. 71	NO. 72	NO. 73	NO. 74	NO. 75	NO. 76	NO. 77	NO. 78	NO. 79	NO. 80	NO. 81	NO. 82	NO. 83	NO. 84	NO. 85	NO. 86	NO. 87	NO. 88	NO. 89	NO. 90	NO. 91	NO. 92	NO. 93	NO. 94	NO. 95	NO. 96	NO. 97	NO. 98	NO. 99	NO. 100	NO. 101	NO. 102	NO. 103	NO. 104	NO. 105	NO. 106	NO. 107	NO. 108	NO. 109	NO. 110	NO. 111	NO. 112	NO. 113	NO. 114	NO. 115	NO. 116	NO. 117	NO. 118	NO. 119	NO. 120	NO. 121	NO. 122	NO. 123	NO. 124	NO. 125	NO. 126	NO. 127	NO. 128	NO. 129	NO. 130	NO. 131	NO. 132	NO. 133	NO. 134	NO. 135	NO. 136	NO. 137	NO. 138	NO. 139	NO. 140	NO. 141	NO. 142	NO. 143	NO. 144	NO. 145	NO. 146	NO. 147	NO. 148	NO. 149	NO. 150	NO. 151	NO. 152	NO. 153	NO. 154	NO. 155	NO. 156	NO. 157	NO. 158	NO. 159	NO. 160	NO. 161	NO. 162	NO. 163	NO. 164	NO. 165	NO. 166	NO. 167	NO. 168	NO. 169	NO. 170	NO. 171	NO. 172	NO. 173	NO. 174	NO. 175	NO. 176	NO. 177	NO. 178	NO. 179	NO. 180	NO. 181	NO. 182	NO. 183	NO. 184	NO. 185	NO. 186	NO. 187	NO. 188	NO. 189	NO. 190	NO. 191	NO. 192	NO. 193	NO. 194	NO. 195	NO. 196	NO. 197	NO. 198	NO. 199	NO. 200	NO. 201	NO. 202	NO. 203	NO. 204	NO. 205	NO. 206	NO. 207	NO. 208	NO. 209	NO. 210	NO. 211	NO. 212	NO. 213	NO. 214	NO. 215	NO. 216	NO. 217	NO. 218	NO. 219	NO. 220	NO. 221	NO. 222	NO. 223	NO. 224	NO. 225	NO. 226	NO. 227	NO. 228	NO. 229	NO. 230	NO. 231	NO. 232	NO. 233	NO. 234	NO. 235	NO. 236	NO. 237	NO. 238	NO. 239	NO. 240	NO. 241	NO. 242	NO. 243	NO. 244	NO. 245	NO. 246	NO. 247	NO. 248	NO. 249	NO. 250	NO. 251	NO. 252	NO. 253	NO. 254	NO. 255	NO. 256	NO. 257	NO. 258	NO. 259	NO. 260	NO. 261	NO. 262	NO. 263	NO. 264	NO. 265	NO. 266	NO. 267	NO. 268	NO. 269	NO. 270	NO. 271	NO. 272	NO. 273	NO. 274	NO. 275	NO. 276	NO. 277	NO. 278	NO. 279	NO. 280	NO. 281	NO. 282	NO. 283	NO. 284	NO. 285	NO. 286	NO. 287	NO. 288	NO. 289	NO. 290	NO. 291	NO. 292	NO. 293	NO. 294	NO. 295	NO. 296	NO. 297	NO. 298	NO. 299	NO. 300	NO. 301	NO. 302	NO. 303	NO. 304	NO. 305	NO. 306	NO. 307	NO. 308	NO. 309	NO. 310	NO. 311	NO. 312	NO. 313	NO. 314	NO. 315	NO. 316	NO. 317	NO. 318	NO. 319	NO. 320	NO. 321	NO. 322	NO. 323	NO. 324	NO. 325	NO. 326	NO. 327	NO. 328	NO. 329	NO. 330	NO. 331	NO. 332	NO. 333	NO. 334	NO. 335	NO. 336	NO. 337	NO. 338	NO. 339	NO. 340	NO. 341	NO. 342	NO. 343	NO. 344	NO. 345	NO. 346	NO. 347	NO. 348	NO. 349	NO. 350	NO. 351	NO. 352	NO. 353	NO. 354	NO. 355	NO. 356	NO. 357	NO. 358	NO. 359	NO. 360	NO. 361	NO. 362	NO. 363	NO. 364	NO. 365	NO. 366	NO. 367	NO. 368	NO. 369	NO. 370	NO. 371	NO. 372	NO. 373	NO. 374	NO. 375	NO. 376	NO. 377	NO. 378	NO. 379	NO. 380	NO. 381	NO. 382	NO. 383	NO. 384	NO. 385	NO. 386	NO. 387	NO. 388	NO. 389	NO. 390	NO. 391	NO. 392	NO. 393	NO. 394	NO. 395	NO. 396	NO. 397	NO. 398	NO. 399	NO. 400	NO. 401	NO. 402	NO. 403	NO. 404	NO. 405	NO. 406	NO. 407	NO. 408	NO. 409	NO. 410	NO. 411	NO. 412	NO. 413	NO. 414	NO. 415	NO. 416	NO. 417	NO. 418	NO. 419	NO. 420	NO. 421	NO. 422	NO. 423	NO. 424	NO. 425	NO. 426	NO. 427	NO. 428	NO. 429	NO. 430	NO. 431	NO. 432	NO. 433	NO. 434	NO. 435	NO. 436	NO. 437	NO. 438	NO. 439	NO. 440	NO. 441	NO. 442	NO. 443	NO. 444	NO. 445	NO. 446	NO. 447	NO. 448	NO. 449	NO. 450	NO. 451	NO. 452	NO. 453	NO. 454	NO. 455	NO. 456	NO. 457	NO. 458	NO. 459	NO. 460	NO. 461	NO. 462	NO. 463	NO. 464	NO. 465	NO. 466	NO. 467	NO. 468	NO. 469	NO. 470	NO. 471	NO. 472	NO. 473	NO. 474	NO. 475	NO. 476	NO. 477	NO. 478	NO. 479	NO. 480	NO. 481	NO. 482	NO. 483	NO. 484	NO. 485	NO. 486	NO. 487	NO. 488	NO. 489	NO. 490	NO. 491	NO. 492	NO. 493	NO. 494	NO. 495	NO. 496	NO. 497	NO. 498	NO. 499	NO. 500	NO. 501	NO. 502	NO. 503	NO. 504	NO. 505	NO. 506	NO. 507	NO. 508	NO. 509	NO. 510	NO. 511	NO. 512	NO. 513	NO. 514	NO. 515	NO. 516	NO. 517	NO. 518	NO. 519	NO. 520	NO. 521	NO. 522	NO. 523	NO. 524	NO. 525	NO. 526	NO. 527	NO. 528	NO. 529	NO. 530	NO. 531	NO. 532	NO. 533	NO. 534	NO. 535	NO. 536	NO. 537	NO. 538	NO. 539	NO. 540	NO. 541	NO. 542	NO. 543	NO. 544	NO. 545	NO. 546	NO. 547	NO. 548	NO. 549	NO. 550	NO. 551	NO. 552	NO. 553	NO. 554	NO. 555	NO. 556	NO. 557	NO. 558	NO. 559	NO. 560	NO. 561	NO. 562	NO. 563	NO. 564	NO. 565	NO. 566	NO. 567	NO. 568	NO. 569	NO. 570	NO. 571	NO. 572	NO. 573	NO. 574	NO. 575	NO. 576	NO. 577	NO. 578	NO. 579	NO. 580	NO. 581	NO. 582	NO. 583	NO. 584	NO. 585	NO. 586	NO. 587	NO. 588	NO. 589	NO. 590	NO. 591	NO. 592	NO. 593	NO. 594	NO. 595	NO. 596	NO. 597	NO. 598	NO. 599	NO. 600	NO. 601	NO. 602	NO. 603	NO. 604	NO. 605	NO. 606	NO. 607	NO. 608	NO. 609	NO. 610	NO. 611	NO. 612	NO. 613	NO. 614	NO. 615	NO. 616	NO. 617	NO. 618	NO. 619	NO. 620	NO. 621	NO. 622	NO. 623	NO. 624	NO. 625	NO. 626	NO. 627	NO. 628	NO. 629	NO. 630	NO. 631	NO. 632	NO. 633	NO. 634	NO. 635	NO. 636	NO. 637	NO. 638	NO. 639	NO. 640	NO. 641	NO. 642	NO. 643	NO. 644	NO. 645	NO. 646	NO. 647	NO. 648	NO. 649	NO. 650	NO. 651	NO. 652	NO. 653	NO. 654	NO. 655	NO. 656	NO. 657	NO. 658	NO. 659	NO. 660	NO. 661	NO. 662	NO. 663	NO. 664	NO. 665	NO. 666	NO. 667	NO. 668	NO. 669	NO. 670	NO. 671	NO. 672	NO. 673	NO. 674	NO. 675	NO. 676	NO. 677	NO. 678	NO. 679	NO. 680	NO. 681	NO. 682	NO. 683	NO. 684	NO. 685	NO. 686	NO. 687	NO. 688	NO. 689	NO. 690	NO. 691	NO. 692	NO. 693	NO. 694	NO. 695	NO. 696	NO. 697	NO. 698	NO. 699	NO. 700	NO. 701	NO. 702	NO. 703	NO. 704	NO. 705	NO. 706	NO. 707	NO. 708	NO. 709	NO. 710	NO. 711	NO. 712	NO. 713	NO. 714	NO. 715	NO. 716	NO. 717	NO. 718	NO. 719	NO. 720	NO. 721	NO. 722	NO. 723	NO. 724	NO. 725	NO. 726	NO. 727	NO. 728	NO. 729	NO. 730	NO. 731	NO. 732	NO. 733	NO. 734	NO. 735	NO. 736	NO. 737	NO. 738	NO. 739	NO. 740	NO. 741	NO. 742	NO. 743	NO. 744	NO. 745	NO. 746	NO. 747	NO. 748	NO. 749	NO. 750	NO. 751	NO. 752	NO. 753	NO. 754	NO. 755	NO. 756	NO. 757	NO. 758	NO. 759	NO. 760	NO. 761	NO. 762	NO. 763	NO. 764	NO. 765	NO. 766	NO. 767	NO. 768	NO. 769	NO. 770	NO. 771	NO. 772	NO. 773	NO. 774	NO. 775	NO. 776	NO. 777	NO. 778	NO. 779	NO. 780	NO. 781	NO. 782	NO. 783	NO. 784	NO. 785	NO. 786	NO. 787	NO. 788	NO. 789	NO. 790	NO. 791	NO. 792	NO. 793	NO. 794	NO. 795	NO. 796	NO. 797	NO. 798	NO. 799	NO. 800	NO. 801	NO. 802	NO. 803	NO. 804	NO. 805	NO. 806	NO. 807	NO. 808	NO. 809	NO. 810	NO. 811	NO. 812	NO. 813	NO. 814	NO. 815	NO. 816	NO. 817	NO. 818	NO. 819	NO. 820	NO. 821	NO. 822	NO. 823	NO. 824	NO. 825	NO. 826	NO. 827	NO. 828	NO. 829	NO. 830	NO. 831	NO. 832	NO. 833	NO. 834	NO. 835	NO. 836	NO. 837	NO. 838	NO. 839	NO. 840	NO. 841	NO. 842	NO. 843	NO. 844	NO. 845	NO. 846	NO. 847	NO. 848	NO. 849	NO. 850	NO. 851	NO. 852	NO. 853	NO. 854	NO. 855	NO. 856	NO. 857	NO. 858	NO. 859	NO. 860	NO. 861	NO. 862	NO. 863	NO. 864	NO. 865	NO. 866	NO. 867	NO. 868	NO. 869	NO. 870	NO. 871	NO. 872	NO. 873	NO. 874	NO. 875	NO. 876	NO. 877	NO. 878	NO. 879	NO. 880	NO. 881	NO. 882	NO. 883	NO. 884	NO. 885	NO. 886	NO. 887	NO. 888	NO. 889	NO. 890	NO. 891	NO. 892	NO. 893	NO. 894	NO. 895	NO. 896	NO. 897	NO. 898	NO. 899	NO. 900	NO. 901	NO. 902	NO. 903	NO. 904	NO. 905	NO. 906	NO. 907	NO. 908	NO. 909	NO. 910	NO. 911	NO. 912	NO. 913	NO. 914	NO. 915	NO. 916	NO. 917	NO. 918	NO. 919	NO. 920	NO. 921	NO. 922	NO. 923	NO. 924	NO. 925	NO. 926	NO. 927	NO. 928	NO. 929	NO. 930	NO. 931	NO. 932	NO. 933	NO. 934	NO. 935	NO. 936	NO. 937	NO. 938	NO. 939	NO. 940	NO. 941	NO. 942	NO. 943	NO. 944	NO. 945	NO. 946	NO. 947	NO. 948	NO. 949	NO. 950	NO. 951	NO. 952	NO. 953	NO. 954	NO. 955	NO. 956	NO. 957	NO. 958	NO. 959	NO. 960	NO. 961	NO. 962	NO. 963	NO. 964	NO. 965	NO. 966	NO. 967	NO. 968	NO. 969	NO. 970	NO. 971	NO. 972	NO. 973	NO. 974	NO. 975	NO. 976	NO. 977	NO. 978	NO. 979	NO. 980	NO. 981	NO. 982	NO. 983	NO. 984	NO. 985	NO. 986	NO. 987	NO. 988	NO. 989	NO. 990	NO. 991	NO. 992	NO. 993	NO. 994	NO. 995	NO. 996	NO. 997	NO. 998	NO. 999	NO. 1000	NO. 1001	NO. 1002	NO. 1003	NO. 1004	NO. 1005	NO. 1006	NO. 1007	NO. 1008	NO. 1009	NO. 1010	NO. 1011	NO. 1012	NO. 1013	NO. 1014	NO. 1015	NO. 1016	NO. 1017	NO. 1018	NO. 1019	NO. 1020	NO. 1021	NO. 1022	NO. 1023	NO. 1024	NO. 1025	NO. 1026	NO. 1027	NO. 1028	NO. 1029	NO. 1030	NO. 1031	NO. 1032	NO. 1033	NO. 1034	NO. 1035	NO. 1036	NO. 1037	NO. 1038	NO. 1039	NO. 1040	NO. 10
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MAINTAIN/PRESERVE EX. DENSE VEGETATION BETWEEN PROPOSED FOOTPATH AND RETENTION BASIN.

MAINTAIN/PRESERVE EX. DENSE VEGETATION WEST OF THE PROPOSED FOOTPATH.

MAINTAIN/PRESERVE EX. DENSE VEGETATION WEST OF THE PROPOSED FOOTPATH.



PLANT SCHEDULE

CONIFERS					
CODE	BOTANICAL NAME / COMMON NAME	CONT	GAL	SIZE	QTY
PS	<i>Picea glauca</i> / White Spruce	B & B		7 ft	11
PS	<i>Pinus strobus</i> / White Pine	B & B		7 ft	5
DECIDUOUS TREES					
CODE	BOTANICAL NAME / COMMON NAME	CONT	GAL	SIZE	QTY
AC	<i>Acer platanoides</i> 'Colonnare' / Columnar Norway Maple	B & B	2' Gal		5
AR	<i>Acer rubrum</i> 'Autumn Blaze' / Autumn Blaze Red Maple	B & B	2' Gal		5
AB	<i>Amelanchier x grandiflora</i> 'Autumn Brilliance' / 'Autumn Brilliance' Serviceberry	B & B	2' Gal		4
CU	<i>Cornus lueae</i> / Kousa Dogwood	B & B	2' Gal		7
ST	<i>Stedelia triacanthos</i> / Honey Locust	B & B	2' Gal		6
LS	<i>Liquidambar styraciflua</i> 'Slender Silhouette' / Columnar Sweet Gum	B & B	2' Gal		7
GA	<i>Quercus alba</i> / White Oak	B & B	2' Gal		5
SHRUBS					
CODE	BOTANICAL NAME / COMMON NAME	SIZE	SPACE	QTY	
LV	<i>Ligustrum vicaryi</i> / Golden Privet	5 gal			44
PD	<i>Physocarpus opulifolius</i> 'Diable' / Diable Ninebark	5 gal			56

* CONTRACTOR SHALL VERIFY PLAN QUANTITIES PRIOR TO INSTALLATION

LANDSCAPE NOTES

- ALL PLANTING BEDS SHALL RECEIVE 4" OF EVENLY SPREAD SHREDDED HARDWOOD BARK MULCH OVER 4" OF TOPSOIL. MULCH SHALL BE PLACED AT ALL LOCATIONS WITH SLOPES 1:3 OR STEEPER.
- CONTRACTOR SHALL NOTIFY "MISS DIG" TO LOCATE ANY UNDERGROUND UTILITY LINES OR STRUCTURES PRIOR TO STARTING CONSTRUCTION.
- CONTRACTOR SHALL PROVIDE SPECIFIED SHRUBS, GROUNDCOVERS AND OTHER PLANT MATERIALS THAT COMPLY WITH ALL RECOMMENDATIONS AND REQUIREMENTS OF ANSI Z60.1 "AMERICAN STANDARD FOR NURSERY STOCK" AND BE HEALTHY, VIGOROUS STOCK, GROWN WITH GOOD HORTICULTURAL PRACTICES AND INSTALLED IN ACCORDANCE WITH METHODS ESTABLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN. ALL LANDSCAPING SHALL BE MAINTAINED IN A HEALTHY, NEAT AND ORDERLY STATE, FREE FROM REFUSE AND DEBRIS. ANY DEAD OR DISEASED PLANTS SHALL BE REPLACED.
- ALL LANDSCAPE BEDS AND MULCH BORDERS ADJACENT TO LAWN AREAS SHALL HAVE A METAL EDGE UNLESS SPECIFIED OTHERWISE.
- SEED SHALL BE PLACED OVER 4" OF TOPSOIL IN ALL PROPOSED LAWN AREAS AND ALL AREAS DISTURBED BY CONSTRUCTION WITH SLOPES LESS THAN 1:3. SEED MIXES SHALL BE AS FOLLOWS:
10% TALL FESCUE
30% PERENNIAL RYE GRASS
30% CREeping RED FESCUE
40% KENTUCKY BLUEGRASS
@ 4 LBS PER 1000 SFT
- ALL PLANTINGS AND LANDSCAPE IMPROVEMENTS SHALL BE CONSISTENT WITH LOCAL ZONING REQUIREMENTS.

Plan Prepared By:
Bruce A. Callan, P.E.
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Spring Lake, Michigan 49456
Tel: 616-240-9080
email: bcallan@callanengineering.com

For protection of underground utilities, the CONTRACTOR shall call 811 a minimum of three working days, excluding Saturdays, Sundays and holidays, prior to excavation in the vicinity of utility lines. All "MISS DIG" participating members will first be notified by email. This does not release the CONTRACTOR of the responsibility of notifying the utility companies who may not be part of the "MISS DIG" alert system.



DATE OF PLAN: 07-15-16

Callan Engineering, Inc.
Professional Engineer
113 W. Savidge St., Suite B
Spring Lake, Michigan 49456
Tel: 616-240-9080

FULL CIRCLE COMMUNITIES
310 S. PEORIA STREET, SUITE 500
CHICAGO, ILLINOIS 60607

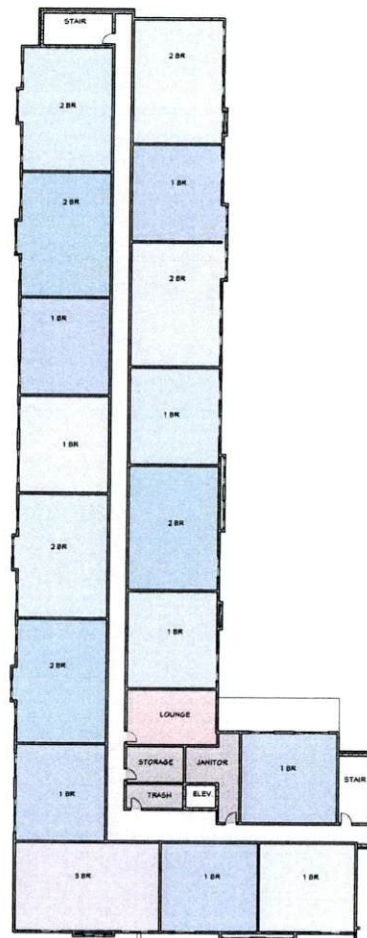
SELINOR PARK
1605 E. CEDAR AVENUE
KALAMAZOO COUNTY, MICHIGAN
LANDSCAPE PLAN

DATE	07-15-16
DESIGNER	B.A.C.
SCALE	AS NOTED
PROJECT	015 FULL CIRCLE
REVISION	1.0





THIRD PLAN
1/16" = 1'-0"



SECOND FLOOR PLAN
1/16" = 1'-0"



FIRST FLOOR PLAN
1/16" = 1'-0"



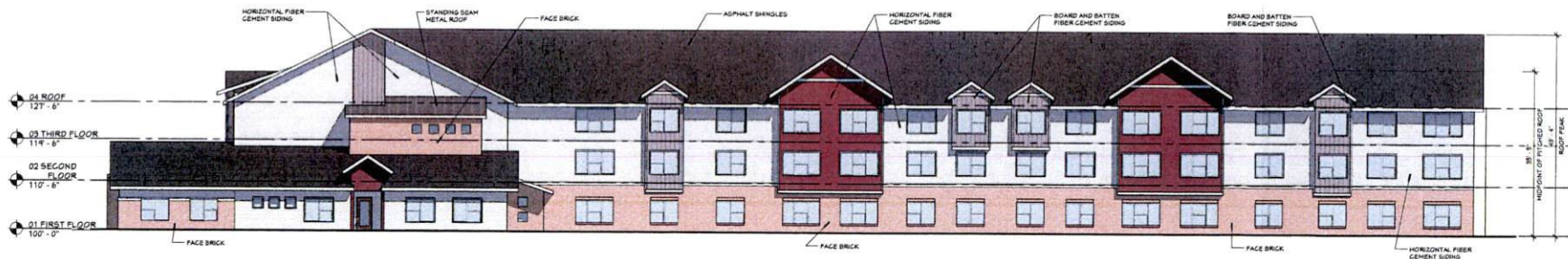
VIEW FROM PARKING



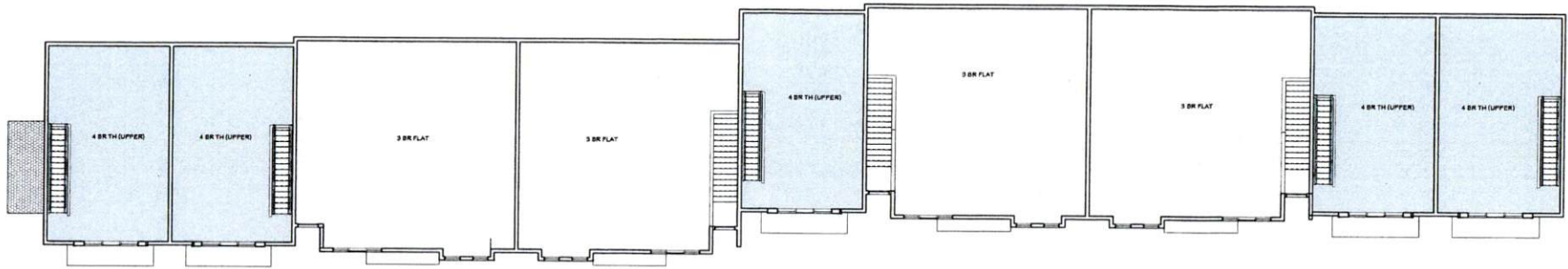
VIEW FROM CENTRE AVE



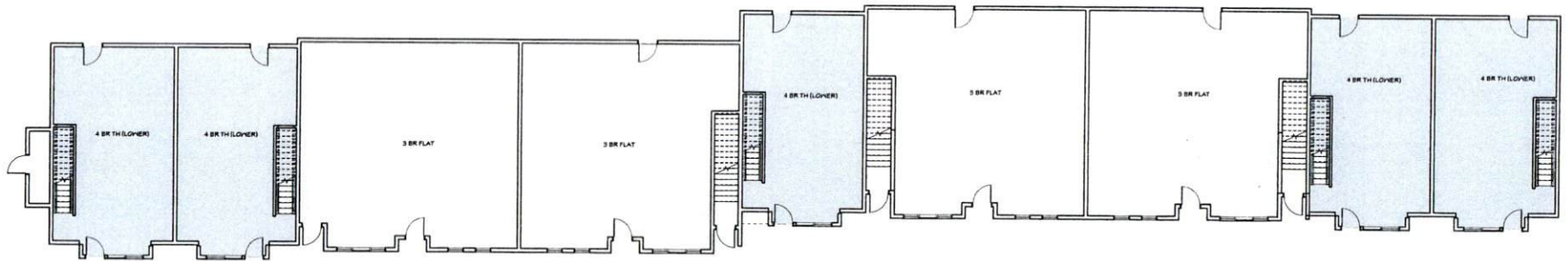
SOUTH ELEVATION
392' x 1'-0"



EAST ELEVATION
392' x 1'-0"



SECOND FLOOR PLAN
1/8" = 1'-0"



FIRST FLOOR PLAN
1/8" = 1'-0"



FRONT PERSPECTIVE



FRONT ELEVATION
1/8" = 1'-0"



HOOKE | DE JONG
ARCHITECTS & ENGINEERS



FULL CIRCLE
communities

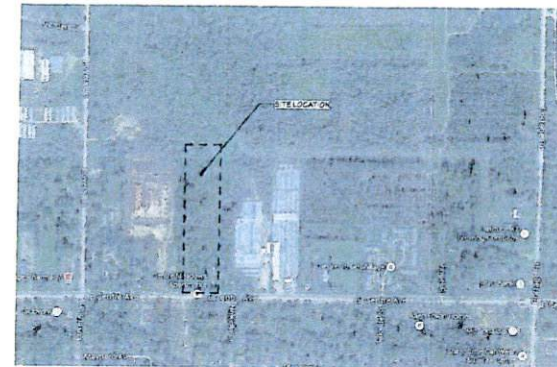
SELINON PARK

PRELIMINARY
NOT FOR
CONSTRUCTION

EXTERIOR ELEVATION - TOWNHOUSE BUILDINGS
FULL CIRCLE COMMUNITIES
SELINON PARK
100% COMPLETE
FOUNTAIN, MAJOR

PR-6
Project # 4-0851
Date 3/15/18

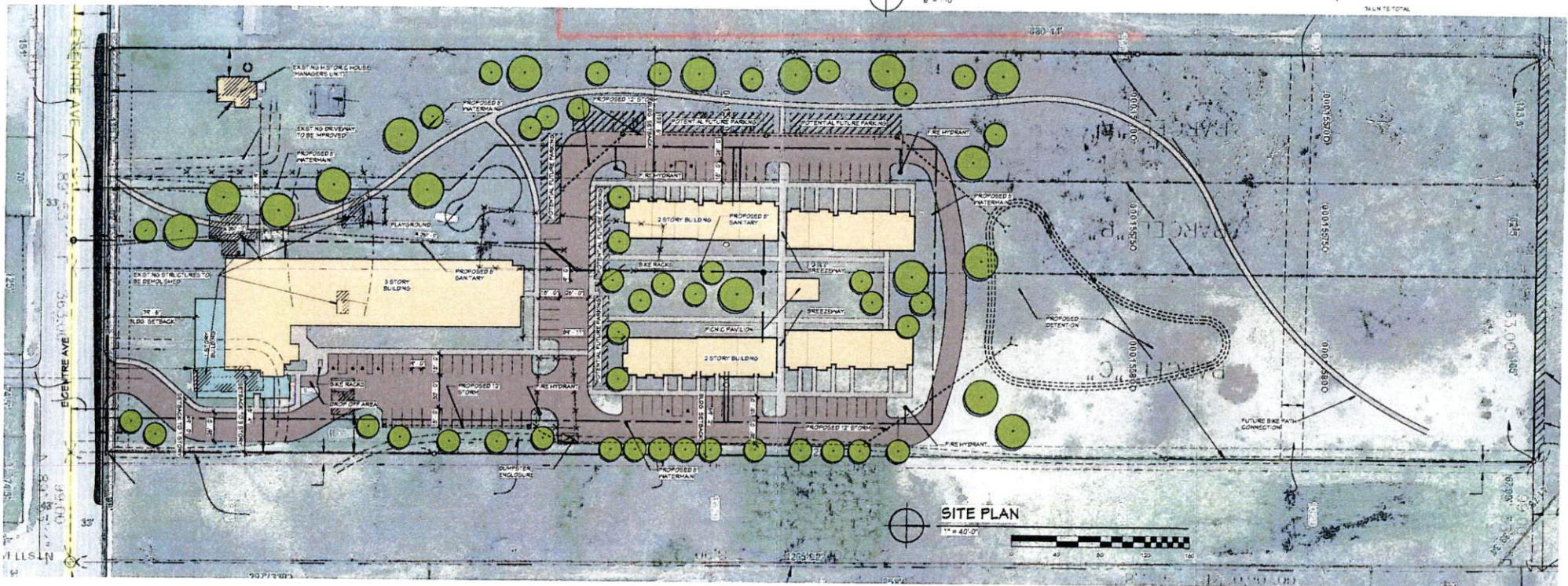
March 22, 2016 Approved Tentative Plan
Selinon Park PD



VICINITY MAP
8" = 1" = 0'

PROJECT INFORMATION

SITE ADDRESS: 150 CENTRE AVE
 SITE AREA (GROSS): 101,145 SQ. FT.
 BUILDING COVERAGE: 34,910 SQ. FT.
 PARKING: PARKING COVERAGE: 11,348 SQ. FT.
 TOTAL IMPROVED: 113,438 SQ. FT.
 TOTAL UNIMPROVED: 118,000 SQ. FT.
 PARKING PROVIDED: 40 SPACES
 PARKING PROVIDED WITH POTENTIAL FUTURE ADDED: 50 SPACES
 BUILDING INFORMATION:
 3 STORY APARTMENTS:
 FIRST FLOOR: 12,500 SQ. FT.
 SECOND FLOOR: 12,500 SQ. FT.
 THIRD FLOOR: 12,500 SQ. FT.
 TOTAL: 37,500 SQ. FT.
 2 STORY TOWNHOMES (120' x 40'):
 FIRST FLOOR: 8,000 SQ. FT.
 SECOND FLOOR: 8,000 SQ. FT.
 TOTAL PER BUILDING: 16,000 SQ. FT.
 GROSS AREA: 42,000 SQ. FT.
 LOT INFORMATION:
 1 STORY APARTMENTS: 120' x 40' = 4,800 SQ. FT.
 2 STORY TOWNHOMES: 120' x 40' = 4,800 SQ. FT.
 3 STORY TOWNHOMES: 120' x 40' = 4,800 SQ. FT.
 TOTAL: 14,400 SQ. FT.



SITE PLAN
1" = 40'-0"

In answer to Councilmember Urban, Ms. Georgeau used a study provided by the applicant to generally outline the portion of the land that is not buildable owing to water issues which is the area behind the homes on Dorset Street. She emphasized that there is no recent delineation of the wetland on the property in question, so before any development on this property, the City would ask the applicant to submit a wetland delineation to make sure the Department of Environmental Quality (DEQ) does not require a permit and, if necessary, obtain one before construction. Discussion followed.

In answer to Councilmember Randall, Ms. Georgeau answered in the affirmative that the original application from Mr. Scott was the catalyst for the proposed changes in rezoning of these properties. She explained that it is a part of the work plan for Community Development to look at areas where there were inconsistencies between the recently adopted Comprehensive Plan and zonings, and to initiate a rezoning. She shared that when this request came in, staff noticed some irregularities among the zoning and the land use, but decided to help Mr. Scott and deal with the inconsistencies at a later date; however, as the public process unfolded, staff realized from public comment that there was the need to look at the greater area and explained. Discussion followed.

In answer to Councilmember Ansari, Ms. Georgeau indicated that the only properties that are inconsistent with the R1-A zoning classification are the three duplexes where Dorset Street meets Admiral Avenue built in early 1960's and have been nonconforming since 1965. She mentioned that if they are destroyed by fire, tornado, etc., they could be built on the current footprint after 18 months and explained.

In answer to Councilmember Ford, Ms. Georgeau indicated that the City has no plans to extend Cameo Avenue and discussion followed.

In answer to Councilmember Urban, Ms. Georgeau indicated that the applicant could not extend Cameo Avenue and build on the north and the south sides of the road because the City would require a cul-de-sac which would take up too much of the available buildable area; or he could get a variance to extend the street as a dead end terminus like it is now, which is questionable. Discussion followed.

When Mayor Strazdas invited Mr. Scott back for comment, he said that 90% of his property was zoned correctly, and he was only trying to rezone 10% that was zoned I-1, light industrial, and explained that he was not trying to be greedy. In answer to Councilmember Urban, Mr. Scott indicated that he would have to go back to the engineers to determine how much of the property could be developed if Cameo Avenue were extended.

In answer to Councilmember Reid, Mr. Scott indicated that there cannot be three duplexes based on the available buildable land, only two, and explained how they would be placed on the north side of Cameo Avenue with a shared driveway and a turn around and how it was not economical to build single family dwellings on this property.

In answer to Councilmember Urban, Ms. Georgeau pinpointed the City easement on the plat map between Lot 40 and 41. She indicated that she understood the applicant was not satisfied with the drainage coming from Cameo Avenue, but did not think this was relevant to the rezoning question before Council. Discussion followed. Ms. Georgeau indicated that the property is large enough to be used for I-1, light industrial, as it is possible to build a small building there such as a storage building, a small auto repair or a work shop of some kind. She said the owner could use the wetland for drainage to keep their water on their property, and off-street parking would be required. She gave a pole barn on Schuring Road used to store cars that was sold and is now being used for car repair as an example. Discussion followed.

Motion by Randall to table Rezoning Application #15/16-2 until the Regular City Council Meeting of April 26, 2016. Discussion followed. City Attorney Brown reminded everyone that there would not be a new public hearing on the matter, but a continuation of these proceedings. Motion was seconded by Reid. Upon a roll call vote, motion carried 7 to 0. Discussion followed.

REZONING APPLICATION #15/16-4 (1521, 1603 AND 1615 EAST CENTRE AVENUE): Mayor Strazdas introduced the item and deferred to City Manager Larry Shaffer, who asked Ms. Vicki Georgeau to address the item. Ms. Georgeau reviewed some of the development

guidelines, reasons for the recommended zoning changes, and the Planned Development (PD) District. She described some of the features, characteristics and amenities specific to the design of the proposed Planned Development. She indicated that the historic house will be retained as part of the development and explained how the development is in compliance with the spirit of the Comprehensive Plan. She shared that the Planning Commission reviewed this proposal over a couple of meetings with no discussion for or against. In answer to Mayor Strazdas, Ms. Georgeau assured him that the project is consistent with the Comprehensive Plan and the Land Use Plan and gave examples; that there are no anticipated traffic concerns; and explained that no negative impacts to the surrounding property owners are anticipated.

In answer to Mayor Pro Tem Ansari, Ms. Georgeau defined affordable housing by saying that the applicants will not pay more than 30% of their household income on housing expenses and explained that this project is targeted for persons with lower income and persons with disabilities. When he asked her how it compares with Milham Meadows or Anna's Vineyard, Ms. Georgeau indicated that the residents would have affordable housing options similar to those developments; this is going to be a brand new development with great architectural design, high quality building materials, lots of open space, sufficient parking; so, it should be a positive addition to the community. Discussion followed.

Ms. Georgeau confirmed for Councilmember Randall that two of the three houses represented on the map would be torn down and the one located in an historic district would remain; and, in order to sell it off in the future a modification of the historic district would be required, but the applicant intends to use it as the manager's residence.

Ms. Georgeau confirmed that the remaining property to the west is zoned OS-1, office service, and the proposed drive is aligned with the offices of Randy Brown and Associates, Portage City Attorney.

Mayor Strazdas opened the public hearing and invited the applicant to speak, Carl Kunda, Full Circle Communities, 310 South Peoria Street, Suite 500, Chicago, IL 60607. He added that another reason to ensure that his company would not be subdividing the property from the historic home is that they are currently in compliance with the density requirement of the PD ordinance, but would not be in compliance if the property was subdivided.

Councilmember Reid spoke in favor of having more affordable housing in Portage and asked whether a wider range of residents was considered where some of the residents would be paying market value for the apartment. Mr. Kunda reflected on the market analysis of the City of Portage and concluded that the plan is reflective of what a mixed income property would look like. Discussion followed.

In answer to Councilmember Urban, Mr. Kunda indicated that Full Circle Communities does not have any other properties in the area, and the reason they are developing in the City of Portage is first, because it is easy for staff to travel to Portage from Chicago; to allow for realistic management; needed a great place to put housing; economics; the availability of jobs; some of the greatest schools in the state; and opportunities for the people his company tries to serve.

In answer to Mayor Pro Tem Ansari, Mr. Kunda indicated that participation in the MSHDA low income tax program obligates them to accept both types of Section 8 vouchers.

Todd Corstange, 294 Magellan Court, said his Father was told this housing was not going to be Section 8 housing and asked for an explanation of the Comprehensive Plan for Portage. Since the low income families will have children, he asked will this property have after school programs for the children, and the applicant answered in the affirmative. Discussion followed. Mr. Corstange asked whether there is actual demand for this housing, and the applicant answered in the affirmative. Discussion followed. In answer to Mr. Corstange, the applicant indicated the Manager would be on site. Mr. Corstange asked whether he is liable for residents who trespass on his property and something happens to them. Mr. Brown indicated it can depend upon the circumstances and cited the attractive nuisance as an example. Discussion followed. He asked that a comparison be made between this proposed development and Portage Park, Illinois. Mr. Corstange spoke in favor of the project if it contributes to success and not result in high crime, high taxes, high poverty and low services. He

indicated he is in the middle of the road right now, not for it or against it, and asked City Council to guarantee the promises of the evening.

At the request of Mayor Strazdas, Carl Kunda offered open communication with Todd Corstange and to keep him informed throughout the process to alleviate any concerns he might have. He explained that security is one of their major concerns, cited that the company's reputation depends on that and revealed some of the features that would ensure security on the property. He also noted that the fertilizer water mentioned by Mr. Corstange would be an example of something the Manager would go over with the families to ensure that they would know about it. He discussed the profiles of some of these families and the benefits that inure to them as a result of living in this development. Finally, he indicated that the issues at Portage Park, Illinois, is partly because of the low parking ratio of Chicago, so the neighbors had parking concerns and there was opposition with the height of the proposed building. Discussion followed.

Mayor Strazdas asked Council to look at the narrative as part of the rezoning as it is important to the Tentative Plan, and Ms. Georgeau emphasized that this is not only a PD rezoning, but the proposal is a multiple family land use, and gave her assurances that it is consistent with the Comprehensive Plan because of the way it is designed and proposed. Discussion followed.

In answer to Councilmember Randall, Mr. Corstange explained there is a problem with communication because each time he came to get a clarification regarding the nature of the project, it kept changing. He expressed his concern that, as a neighbor, Mr. Kunda never came next door and knocked to just talk. He emphasized that this should change and not be this way, especially for people like himself who are working 80 hours per week and explained. Community Development Director Georgeau responded.

Motion by Reid, seconded by Ansari, to close the public hearing. Upon a voice vote, motion carried 7 to 0.

Motion by Ford, seconded by Randall, to approve Rezoning Application #15/16-4 and rezone 1521, 1603 and 1615 East Centre Avenue from R-1B, one family residential, RM-1, multiple family residential, and OS-1, office service, to PD, planned development, consistent with the submitted tentative plan/narrative, and approve the requested modification from Section 42-374C (mixture of two housing types) with a finding that the modification satisfies the criteria outlined in Section 42-375L. Discussion followed. Upon a roll call vote, motion carried 7 to 0. Discussion followed. Ordinance recorded on page 357 of City of Portage Ordinance Book No. 12.

RECESS: 9:39 p.m.

RECONVENE: 9:44 p.m.

REPORTS FROM THE ADMINISTRATION:

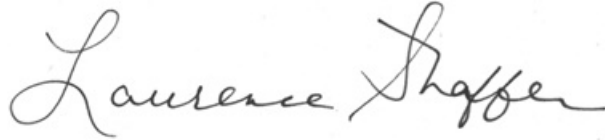
*** RESOLUTION ACCEPTING NEW PUBLIC STREETS – ACT 51 MILEAGE**

CERTIFICATION: Motion by Pearson, seconded by Ansari, to adopt a resolution accepting all new streets constructed within new residential plats approved by City Council during calendar year 2015 as public streets. Upon a roll call vote, motion carried 7 to 0. Resolution recorded on page 143 of City of Portage Resolution Book No. 46.

ELIASON NATURE RESERVE PHASE 2 (SOUTH CENTRAL TRAIL): Mayor Strazdas deferred to City Manager Larry Shaffer, who reviewed the item and introduced Parks, Recreation & Senior Citizen Services Director Kendall Klingelsmith for his presentation on Phase 2 of the Eliason Nature Reserve Capital Improvement Project. Mr. Klingelsmith presented a map depicting the proposed construction and shared that there was a Resolution for City Council consideration that would be submitted to the Michigan Natural Resources Trust Fund (MNRTF) as part of a grant application for construction of Phase 2. He reminded Council that Phase 1 was approved last year and pinpointed Phase 1 on the map with a scheduled completion of midsummer.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Amendment to Code of Ordinances - Purchasing

SUPPORTING PERSONNEL: William Furry, Finance Director

ACTION RECOMMENDED: That City Council accept the amendment to Division 2, Section 2-171, Article 5, of Chapter 2, "Purchases and Sales" in the City of Portage Code of Ordinances for first reading and set a second reading with final adoption for October 4, 2016.

The City of Portage Purchases and Sales ordinance was amended in 2012 to increase dollar thresholds where City Council authorization was required, reflecting the increase in the Consumer Price Index (CPI) since the previous amendment in January of 1989. Not included in that amendment was an increase in limits on the use of petty cash for incidental purchases.

Use of petty cash by departments facilitates daily operations and reduces the burden and expense of Accounts Payable processing.

In the 2012 action, the City Administration proposed and received approval for increases for sealed bids, quotes, change orders and sales of personal property. The proposed action would similarly increase the threshold from \$100 to \$200 for individual purchases from petty cash.

The proposed ordinance amendment has been reviewed and approved as to form by the City Attorney. Therefore, it is recommended that City Council accept the amendment to Division 2, Section 2-171, Article 5, of Chapter 2, "Purchases and Sales" in the City of Portage Code of Ordinances for first reading and set a second reading for October 4, 2016.

FUNDING: N/A

Attachments:

1. Proposed Ordinance amendment
2. January 2012 Ordinance Amendment
3. Ordinance Revision

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING DIVISION 2, SECTION 2-171, ARTICLE 5, OF CHAPTER 2
PURCHASES AND SALES**

THE CITY OF PORTAGE ORDAINS:

That Chapter 2 shall be amended as follows:

ARTICLE 5. FINANCE.

Sec. 2-171. Purchasing procedures; bids generally.

- (a) *No change.*
- (b) *No change.*
- (c) *No change.*
- (d) *Petty cash purchases.* With the approval of the council, the city manager may allow for purchases from petty cash by officers and departments of the city designated by the council. A purchase from petty cash shall not exceed \$200.00 and shall be accounted for, to, and approved by, the director of purchasing before the officer or department making such purchase may make any further purchase from the petty cash account allowed to such officer or department.

Dated: _____, 2016

Peter J. Strazdas, Mayor

FIRST READING:
SECOND READING:
ORDINANCE #:
EFFECTIVE DATE:

CERTIFICATION

I, James R. Hudson, 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 _____, 2016.

James R. Hudson, City Clerk

PREPARED BY:
Randall L. Brown (P34116)
Portage City Attorney
1662 East Centre Avenue
Portage, MI 49002
(269) 323-8812

Approved as to Form:

Date: 8/18/16

City Attorney

\\jody-pc\zdrive\Jody\PORTAGE\ORD\NONZONE\Amendment to Chap 2 - Art 5
Div 2 - Sec - 2-171 Petty Cash - Council Version.081116.doc

**ADOPTION OF 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 Division 2, Section 2-171, Article 5 of Chapter 2, Purchases and Sales, of the Codified Ordinances of Portage, Michigan, was adopted by the City Council at a regular meeting held on the _____ day of _____, 2016, and will become effective _____, 2016.

NOTICE IS FURTHER GIVEN that Chapter 2, Purchases and Sales, of the Codified Ordinances of Portage, Michigan, have been amended as follows:

THE CITY OF PORTAGE ORDAINS:

That Chapter 2 shall be amended as follows:

ARTICLE 5. FINANCE.

Sec. 2-171. Purchasing procedures; bids generally.

- (a) *No change.*
- (b) *No change.*
- (c) *No change.*
- (d) *Petty cash purchases.* With the approval of the council, the city manager may allow for purchases from petty cash by officers and departments of the city designated by the council. A purchase from petty cash shall not exceed \$200.00 and shall be accounted for, to, and approved by, the director of purchasing before the officer or department making such purchase may make any further purchase from the petty cash account allowed to such officer or department.

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.

Dated: _____

James R. Hudson, City Clerk

PREPARED BY:
Randall L. Brown (P34116)
Portage City Attorney
1662 East Centre Avenue
Portage, MI 49002

Approved as to form:

Date: 8/18/16

City Attorney

Z:\Jody\PORTAGE\ORD\NONZONE\Adoption Notice Amendment to Chap 2 Art 5 Div 2 Sec 2-171 - Petty Cash.081816.doc

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: June 21, 2012

FROM: Maurice S. Evans, City Manager



SUBJECT: Amendment to Code of Ordinances – Purchasing

ACTION RECOMMENDED: That City Council accept the amendment to Division 2, Section 2-171; 2-173; and 2-175, Article 5 “Purchases and Sales” in the City of Portage Code of Ordinances for first reading and set a second reading with final adoption for July 10, 2012.

As follow-up to the April 30, 2012 Fiscal Year 2012-13 Budget Review sessions, an update of the Purchasing Ordinance is appropriate to increase the dollar threshold where City Council purchase authorization is required. The recommended revised dollar limitation is reflective of the Consumer Price Index (CPI) increase since the ordinance was last amended. Proposed changes to the purchasing ordinance have been developed accordingly.

Section 2.177 - Amendment of Dollar Amounts of the Purchasing Ordinance permits the dollar amounts set forth in the division to be changed from time to time by ordinance of the City Council without the necessity of amending the entire division. As a result, recommended changes to the dollar limits have been included in the attached revision.

The last alteration to the Purchasing Ordinance dollar thresholds was made based on 1988 CPI values with the amendment effective January 1989. The rate of inflation over the 24 year interim was 94.5 percent. The City Administration has proposed 100 percent increases for the following ordinance sections:

Section 2-171: “Sealed Bids” – increase from \$10,000 to \$20,000

Section 2-171: “Written Quotes” – increase from \$2,000 to \$4,000

Section 2-173 - Change Orders - increase from \$10,000 to \$20,000

Section 2-175: “Sale of Personal Property - without securing bids” – increase from \$2,000 to \$4,000

Section 2-175: “Sale of Personal Property - sealed bids required” – increase from \$10,000 to \$20,000

The proposed ordinance amendment has been reviewed and approved to form by the City Attorney. Therefore, it is recommended that City Council accept the amendment to Division 2, Section 2-171; 2-173; and 2-175, Article 5 “Purchases and Sales” in the City of Portage Code of Ordinances for first reading and set a second reading for July 10, 2012.

Attachment

[ORDINANCE FOR ADOPTION]

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING DIVISION 2, SECTION 2-171; 2-173; and 2-175, ARTICLE 5, OF CHAPTER 2
PURCHASES AND SALES

THE CITY OF PORTAGE ORDAINS:

That Chapter 2 shall be amended as follows:

ARTICLE 5. FINANCE.

Sec. 2-171. **Purchasing procedures; bids generally.**

- (a) *Purchases of \$4,000.00 or less.* Purchases of \$4,000.00 or less may be made without the necessity of securing bids or the approval of the city council. The contracts of purchase may be signed by the city manager.
- (b) *Purchases of \$20,000.00 or less but over \$4,000.00.* No purchases shall be made in an amount of \$20,000.00 or less but over \$4,000.00 unless an opportunity is afforded for competitive bids thereon. In cases where competitive bidding is required under this subsection, it need not be by written bids, nor must the approval of the council be had. In cases where competitive bidding is not made by written bids, the city manager or his designee shall keep a complete record of all bids or quotations requested or made. The contracts of purchase may be signed by the city manager.
- (c) *Purchases over \$20,000.00.* Except as otherwise provided in this division, when the amount involved exceeds \$20,000.00, sealed bids shall be requested and received. All sealed bids shall be opened by the city clerk or a member of the department of purchasing in public in a room designated for that purpose in a public building. The council may reject any or all bids. In each case of a purchase based upon bids, as provided in this section, the award of such purchase shall be based upon the lowest and best bid of a responsible bidder, as determined by the council. If the council rejects all bids, the council shall order a second submission of bids to be made or may, by a vote of five or more of its members, waive the requirement of a second submission of bids. If the council rejects all bids submitted at the second submission of bids or waives the second submission of bids, the council may direct the director of purchasing to negotiate for the purchase of the materials, supplies or services concerned in the open market to the best advantage of the city. In no event shall the cost of any such purchase of materials so purchased in the open market exceed the amount therefor set forth in the lowest and best bid submitted at the last submission of competitive bids therefor. The contracts of purchase shall be signed by the mayor and city clerk, or the council may direct the city manager to execute all contracts and documents necessary to implement the approved purchase.

- (d) *Petty cash purchases.* With the approval of the council, the city manager may allow for purchases from petty cash by officers and departments of the city designated by the council. A purchase from petty cash shall not exceed \$100.00 and shall be accounted for to, and approved by, the director of purchasing before the officer or department making such purchase may make any further purchase from the petty cash account allowed to such officer or department.

Sec. 2-172. **Exceptions to competitive bidding requirement.** No change.

Sec. 2-173. **Change order to construction contracts.**

The city manager may authorize change orders in any construction contract or extension to any contract approved by the council in an amount not to exceed \$20,000.00 without the necessity of securing bids or further approval of the council.

Sec. 2-174. **Forms; adoption of purchasing rules; authority of council to waive requirements.** No change.

Sec. 2-175. **Sale of personal property.**

With the consent of the city manager, personal property of the city may be sold by the department of purchasing as follows:

- (1) When the estimated value of an item of personal property is \$4,000.00 or less, as estimated by the department head, such property may be sold without securing bids therefor.
- (2) When the estimated value of an item of personal property is \$20,000.00 or less but over \$4,000.00, as estimated by the department head, opportunity for competitive bids shall be afforded, but such opportunity need not be by written bids. The department of purchasing shall keep a record of all bids received.
- (3) When the estimated value of an item of personal property is over \$20,000.00, as estimated by the department head, sealed written bids shall be requested and received or bids shall be obtained at an advertised public auction. If sealed bids are requested, they shall be publicly opened by the department of purchasing. If the bids received exceed \$20,000.00, the final award shall be made by the council. The council may reject any and all bids. If the council rejects all bids submitted, it may direct the city manager to negotiate for the sale of such city personal property in the open market to the best advantage of the city.

Sec. 2-176. **Disposition of found property.** No change.

Sec. 2-177. **Amendment of dollar amounts.** No change.

Secs. 2-178 – 2-200. **Reserved.**

Dated: _____, 2012

Peter J. Strazdas, Mayor

FIRST READING:
SECOND READING:
ORDINANCE #:
EFFECTIVE DATE:

CERTIFICATION

I, James R. Hudson, 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 _____, 2012.

James R. Hudson, City Clerk

PREPARED BY:
Randall L. Brown (P34116)
Portage City Attorney
1662 East Centre Avenue
Portage, MI 49002
(269) 323-8812

Approved as to Form:

Date: 6/12/12
Reb

City Attorney

Z:\Jody\PORTAGE\ORD\NONZONE\Amendment to Chap 2 - Art 5 Div 2 - Sec - 2-1177 - Purchases FOR ADOPTION.061212.doc

[COUNCIL VERSION – NOT FOR ADOPTION]
AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING DIVISION 2, SECTION 2-171, ARTICLE 5, OF CHAPTER 2
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Dated: _____, 2016

Peter J. Strazdas, Mayor

FIRST READING:
SECOND READING:
ORDINANCE #:
EFFECTIVE DATE:

CERTIFICATION

I, James R. Hudson, 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 _____, 2016.

James R. Hudson, City Clerk

PREPARED BY:
Randall L. Brown (P34116)
Portage City Attorney
1662 East Centre Avenue
Portage, MI 49002
(269) 323-8812

Approved as to Form:

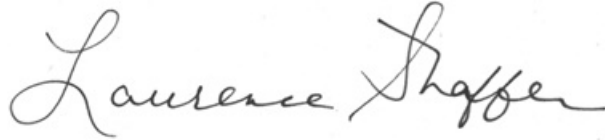
Date: _____

City Attorney

\\jody-pclzdrive\Jody\PORTAGE\ORD\NONZONE\Amendment to Chap 2 - Art 5
Div 2 - Sec - 2-171 Petty Cash - Council Version.081116.doc

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council:

1. accept Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations, for first reading and set a public hearing for October 18, 2016; and
2. subsequent to the public hearing, consider approving #15/16-A, Off-Street Parking and Loading Regulations.

During the past several months, the Planning Commission and City Administration have been working on several amendments to current Off-Street Parking and Loading Regulations. The intent of the amendments is to achieve better, more sustainable off-street parking facility design.

The recommendations are based on an evaluation of current ordinance provisions, local observations, developer/business owner feedback, review of ordinance standards from comparable communities and national standards. If approved, the ordinance amendment will:

- Better utilize off-street parking resources.
- Modify off-street parking requirements for various land uses.
- Streamline the review and approval process.
- Promote "green" and sustainable development practices.
- Encourage more pedestrian and non-motorized amenities.
- Off-Street Loading/Unloading Requirements.

The following tables summarize the proposed significant changes.

Summary of 2016 Off-Street Parking Amendments		
Section	Current	Proposed
Zoning Definitions 42-112	Not applicable	New definitions added for senior adult housing, congregate care facilities and assisted living facility
Off-Street Parking and Loading. General requirements. 42-520.C	Parking must be in same zone and zoning lot	1. Allow parking in different non-residential zones where split zoning occurs 2. Allow off-site parking subject to conditions
Off-Street Parking and Loading. General requirements. 42-520.H	Requires Zoning Board of Appeals (ZBA) to consider a parking exception	Planning Commission (PC) reviews exceptions as outlined in 520.O
Off-Street Parking and Loading. General requirements. 42-520.I	PC to determine parking requirements for land uses not specified	Allow Director to determine, if site plan can be approved administratively
Off-Street Parking and Loading. General requirements. 42-520.L	Section references Public Act (PA) 230 of 1972 regarding barrier free requirements	Remove reference to the PA since they change periodically
Off-Street Parking and Loading. General requirements – Deferred parking 42-520.N.1 & 3	Parking lots with >50 spaces cannot exceed the minimum required number of spaces by more than 10%	Increase the size of the parking lot from 50 to 100 spaces that must comply with maximum parking limits, and increase the percentage from 10 to 25%
Off-Street Parking and Loading. General requirements – Maximum Parking Requirement 42-520.O	New section	PC to consider up to a 25% reduction in the number of parking spaces subject to various conditions.
Off-Street Parking and Loading. Design, construction and maintenance of parking areas. 42-521.E	Refers to parking lot ingress/egress for vehicles	Added reference to the Access Management Ordinance
Off-Street Parking and Loading. Design, construction and maintenance of parking areas. 42-521.I	Requires parking lots to be surfaced with asphalt or concrete	Language added for ongoing maintenance
Off-Street Parking and Loading. Design, construction and maintenance of parking	New section	Includes language to encourage low impact parking lot design, electric vehicle charging stations, pedestrian walkways and bike racks.

areas. 42-521.L		
Off-Street Parking and Loading. Loading facilities. 42-522.B	Requires loading/unloading facilities for nonresidential uses	1. Eliminate loading/unloading requirement for office uses 2. Allow loading/unloading areas to be in the side yard when adjacent to residential uses

Section 42-523, Schedule of Off-Street Parking Requirements		
Land Use	Current	Proposed
Shopping center (100k-600k sq. ft.)	5.4 spaces/1,000 sq. ft. of gross leasable area (GLA)	4 spaces/1,000 sq. ft. GLA
Shopping center (>600k sq. ft.)	5 spaces/1,000 sq. ft. GLA	4 spaces/1,000 sq. ft. GLA
Retail store	1 space/150 sq. ft. of usable floor area (UFA)	1 space/200 sq. ft. UFA
Self-service carwash	5 spaces/stall	2 spaces/stall plus 1/vacuum
Day spa	New land use	1 space/150 sq. ft. UFA
Restaurant - waiter/waitress service	1 space/75 sq. ft. UFA	1 space/60 sq. ft. UFA
Restaurant - fast food	1 space/25 sq. ft. UFA	1 space/40 sq. ft. UFA ¹
Restaurant - in car service	None	1 space/menu board & 1/employee
Auto repair facility	2 spaces/stall & 1/gas pump	2 spaces/stall & 1/employee
Vehicle fueling station	2 spaces/stall & 1/gas pump	1 space/fuel nozzle & 1/200 UFA
Banks	1 space/150 sq. ft. UFA	1 space/200 sq. ft. UFA ²
Medical offices	1 space/100 sq. ft. UFA	1 space/150 sq. ft. UFA
Administrative offices	1 space/150 sq. ft. UFA	1 space/200 sq. ft. UFA

¹ Three vehicle stacking spaces between the window and menu board and three spaces before the menu board also required

² Three vehicle stacking spaces per drive-thru lane also required

The Planning Commission reviewed the proposed amendments over the course of two workshop meetings on July 7, 2016 and July 21, 2016. Subsequently, the Planning Commission held a public hearing during the August 4, 2016 and August 18, 2016 meetings. After additional review and deliberations, the Planning Commission unanimously recommended approval of the proposed amendments to Off-Street Parking and Loading Regulations to City Council.

It is therefore recommended that City Council accept Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations, for first reading and set a public hearing for October 18, 2016, and subsequent to the public hearing, consider approving #15/16-A, Off-Street Parking and Loading Regulations.

FUNDING: Not Applicable

Attachments:

1. Planning Commission transmittal dated August 26, 2016
2. Planning Commission meeting minutes dated July 7, 2016, July 21, 2016, August 4, 2016 and August 18, 2016
3. Department of Community Development report dated August 12, 2016 with

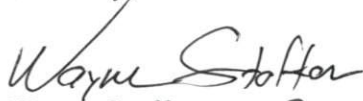
- attachments
- 4. Ordinance Amendment
- 5. Ordinance Revision

TO: Honorable Mayor and City Council
FROM: Planning Commission
DATE: August 26, 2016
SUBJECT: Ordinance Amendment 15/16-A, Off-Street Parking and Loading Regulations

During the July 7 and July 21, 2016 Planning Commission meetings, the Commission members discussed several amendments to the Off-Street Parking and Loading Regulations. Following these discussions, the Planning Commission convened a public hearing during the August 4 and August 18, 2016 meetings. No citizens spoke at either meeting and no citizen communications have been received regarding the proposed amendments.

The Commission is supportive of the amendments since they are intended to remove barriers that prevent joint use of parking lots, streamline the review process, promote green and sustainable practices, promote economic development opportunities, encourage non-motorized amenities, among others. Subsequently, and after further discussion during the August 18th meeting, a motion was offered 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.

Sincerely,



Wayne Stoffer
Vice-Chairman

 **COPY**

PUBLIC HEARINGS:

None

NEW BUSINESS:

None.

STATEMENT OF CITIZENS:

None.

OLD BUSINESS:

1. Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations. Mr. Forth provided an update on development of the ordinance language for off-street parking and loading regulations. Mr. Forth asked if Commissioners had any additional questions/comments regarding the proposed changes and suggested a public hearing for formal consideration of the ordinance amendment be set for the August 4, 2016 meeting. Commissioners did not have any questions or comments at this time regarding proposed changes to the off-street parking and loading regulations. A motion was then made by Commissioner Bosch, seconded by Commissioner Schimmel, to set a public hearing for August 4, 2016 to consider Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations.

2. Community Impact Projects Grant Fund – additional discussion. Since Commissioner Dargitz was excused from the meeting, Commissioner Schimmel suggested adjourning further discussion of the Community Impact Projects Grant Fund to the July 21, 2016 meeting. The Commission concurred. A motion was then made by Commissioner Schimmel, seconded by Commissioner Bosch, to adjourn further discussion of the Community Impact Projects Grant Fund to the July 21, 2016 meeting. The motion was unanimously approved 6-0.

ADJOURNMENT:

Commissioner Patterson stated he would not be present at the July 21, 2016 meeting.

There being no further business to come before the Commission, the meeting was adjourned at 7:20 p.m.

Respectfully submitted,

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



Commissioner Dargitz, to close the public hearing. The motion was unanimously approved 6-0. After a brief discussion, a motion was made by Commissioner Dargitz, seconded by Commissioner Schimmel, to recommend to City Council that the Preliminary Condominium for Copperleaf Subdivision (Phase II), 3800 West Milham Avenue and 5710 Angling Road, be approved subject to the one conditions contained in the Department of Community Development report dated July 15, 2016. The motion was unanimously approved 6-0.

NEW BUSINESS:

None.

STATEMENT OF CITIZENS:

None.

7:10 p.m. - The Commission took a short recess. 7:15 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 1

OLD BUSINESS:

1. Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations. Mr. West summarized the staff report dated July 15, 2016 along with the previous June 2nd staff presentation of proposed changes to the off-street parking and loading/unloading regulations. Mr. West stated the proposed changes have been assembled into an ordinance amendment by staff and Attorney Brown with a highlight/strike format for preliminary Commission review prior to the August 4th public hearing. Attorney Brown also discussed additional changes made to Section 42-520.O since the initial review by the Commission on June 2nd. The Commission, Mr. West and Attorney Brown briefly discussed various aspects of the proposed ordinance amendment, however, the Commission did not have any recommended changes. Mr. West restated that the public hearing has been noticed for the August 4th Planning Commission meeting

2. Community Impact Projects Grant Fund – additional discussion. Commissioner Dargitz distributed a draft version of a proposed Community Enhancement/Neighborhood Improvement Grant program for Commission review, comment and discussion. Commissioner Dargitz stated she drafted the summary outline based on review of other communities that have adopted similar programs. Commissioner Dargitz briefly reviewed the various sections of the proposed program including the Need, Purpose, Project Eligibility and Requirements, Applicant Eligibility, Selection Criteria and Sample Project Types.

Chairman Welch asked how grants would be reviewed and funds distributed, and if there would be a time frame for project completion. Commissioner Dargitz stated the review committee could include members of the Planning Commission, Youth Advisory Board and/or City Council. Commissioner Dargitz also indicated that grant funds would likely need to be distributed upfront since many groups would not have the money to implement the project. Commissioner Dargitz stated any grant awarded would have specific reporting requirements regarding use of funds and timeframe for project completion. Under Project Eligibility, Attorney Brown stated additional consideration would need to be given to projects which were not located on public property, but rather “publicly-accessible to the community”. Attorney Brown also stated that additional research would be needed regarding how public funds could be used on private property and other issues associated with insurance, liability and indemnification. Attorney Brown asked that the listing of other communities which have adopted similar programs be emailed to him for further review.

Mr. West discussed the lack of organized neighborhood, community and business groups/associations in the City of Portage and questioned whether there would be enough potential grant applicants to justify creation and administration of a new grant fund program. Mr. West indicated the desired goals of the program could possibly

PLANNING COMMISSION

August 4, 2016

 COPY

The City of Portage Planning Commission meeting of August 4, 2016 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. No citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

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

ROLL CALL:

Mr. Forth called the role: Bosch (yes) Schimmel (yes), Welch (yes), Stoffer (yes), Patterson (yes), Dargitz (yes), Shoup (yes) and Joshi (yes). A motion was offered by Commissioner Stoffer, seconded by Commissioner Dargitz, to approve the role excusing Commissioner Richmond. The motion was unanimously approved 8-0.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the July 21, 2016 meeting minutes contained in the agenda packet. A motion was made by Commissioner Dargitz, seconded by Commissioner Bosch, to approve the minutes as submitted. The motion was unanimously approved 8-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARINGS:

1. Preliminary Report: Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations. Mr. Forth reviewed the staff report dated July 29, 2016 and summarized the various ordinance sections proposed for amendment. Commissioner Stoffer asked about the proposed increase from 50 to 100 parking spaces in Section 43-520.N.3 in conjunction with the proposed increase in Section 42-520.N.1 from 10% to 25%. Mr. Forth discussed the rationale for the increase and the original intent of the ordinance sections to address larger developments. Mr. Forth indicated the change was intended to avoid unnecessary delays to the applicant in the site plan review process. Commissioner Dargitz asked for clarification regarding the proposed change to Section 42-520.I that would allow for administrative determination of parking requirements for uses not specifically mentioned in the Zoning Code and also asked whether maintenance standards referenced under Section 42-521.I could be applied to private roads such as MLK Drive. Mr. Forth stated the proposed change to Section 42-520.I was again intended to avoid any unnecessary delay in the site plan review process for a use that could otherwise be administratively approved. In regard to Section 42-521.I, Mr. Forth indicated the maintenance standards would apply to any maneuvering lane or drive that is associated with an off-street parking lot and that independent, private roads would not be specifically addressed under this section.

Commissioner Dargitz stated she likes the addition of Section 42-521.L. Commissioner Schoup agreed, however, asked whether the provisions of this section should be required at larger development projects (e.g. electric car charging stations at Crossroads Mall, Meijer, etc.). Commissioner Stoffer asked for clarification regarding the data contained in the table on page 7 of the staff report and also examples of specific restaurants to compare minimum required parking vs. actual parking provided for the use. Mr. Forth attempted to clarify the data in the

table on page 7 of the staff report and also provided examples of minimum required parking compared to actual parking provided for Latitude 42 on Portage Road and Texas Roadhouse on South Westnedge Avenue.

The public hearing was opened by Chairman Welch. No citizens spoke regarding the proposed changes to off-street parking and loading/unloading regulations. A motion was then made by Commissioner Bosch, seconded by Commissioner Dargitz, to adjourn the public hearing for Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations, to the August 18, 2016 meeting. The motion was unanimously approved 8-0. Chairman Welch discussed the previous reviews of this ordinance amendment and asked that the Commission, when possible, provide questions or comments to staff at the earlier workshop meetings or at least prior to the public hearing to allow sufficient time for staff to research and provide responses in an effort to expedite the process.

NEW BUSINESS:

1. Historic District Modification, 8009 Cox's Drive. Mr. West summarized the staff report dated July 29, 2016 regarding a request pending before the Historic District Commission from Michael Kasten (Kasten Investments LLC), owner of the property located at 8009 Cox's Drive, to demolish the former District #6 Schoolhouse building. Mr. West also summarized the findings of the preliminary report prepared by the Historic District Study Committee and the recommendation to deny the demolition request. Mr. West stated the former District #6 Schoolhouse building was the only historic and significant structure on the property and demolition of the building would nullify the property's historic designation. Mr. West indicated the structure is the only surviving 2-room schoolhouse in Portage and while the interior of the building was converted to office use in the 1980s, the exterior of the structure remains essentially the same since its construction in 1927. Mr. West stated that staff was recommending denial of the demolition request based on the findings contained in the Historic District Study Committee preliminary report dated July 14, 2016.

Commissioner Patterson referred the Commission to the three state law criteria contained on page 5 of the Historic District Study Committee preliminary report that need to be satisfied in order to remove a property from the historic register. Commissioner Dargitz asked whether the Planning Commission needed to follow these specific criteria or whether individual opinions could be provided. Mr. West and Mr. Forth responded stating that individual opinions could be offered as part of the review and discussion, however, any recommendation would need to include five affirmative votes of the Commission and should be based on information pertinent to the request. A motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to recommend that the Historic District Modification involving 8009 Cox's Drive be denied based on the findings contained in the Historic District Committee preliminary report dated July 14, 2016. Prior to voting on the motion, additional Planning Commission discussion occurred.

Commissioner Stoffer discussed the industrial zoning and land use designation of the property and asked whether future decisions concerning historic structures should include a review of the immediate zoning/future land patterns. Commissioner Stoffer also stated that he thought the structure would be better suited in another area of the city such as Celery Flats. Mr. West indicated the former District #6 Schoolhouse has been located at the site since 1927 and has been used for office purposes since the 1980s. Mr. West stated that zoning decisions and land use designations could consider the location of historic structures but should not be based on an individual structure, but rather the nature and character of the surrounding area. Mr. West stated this area of the city has long been characterized by industrial and office land uses including vacant land owned by Pfizer. Mr. Forth indicated that office uses are also allowed in the industrial zoning districts. Mr. West stated that an alternative to relocate the former District #6 Schoolhouse was being evaluated by the city, as well as possible private parties. Commissioner Shoup stated the structure does not look like other historic structures located at in the City of Portage (Celery Flats area) or in the City of Kalamazoo (Henderson Castle). Commissioner Shoup also stated that he believes the building has lost some of its historical significance [criteria (2) in the preliminary report] and the owner should be allowed to demolish the structure. Commissioner Dargitz disagreed and stated the building contains unique architecture from the 1920s and preservation is important since so little of Portage's history still remains. Commissioner Stoffer stated he believes the structure should either be relocated to a more appropriate location with other historic structures, or the owner should be allowed to demolish the structure. Commissioners Patterson and Bosch stated that they believe the Commission is veering from their charge to provide a recommendation regarding whether or

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, ^{VB}Director of Community Development**SUBJECT:** Final Report: Ordinance Amendment 15/16-A, Off-Street Parking and Loading Regulations

I. INTRODUCTION

Consistent with the Planning Commission Work Program, which prioritized Comprehensive Plan implementation strategies including select Zoning Code amendments, staff has prepared several proposed amendments to "Off-Street Parking and Loading." These proposed amendments were previously considered by the Commission during the July 7 and July 21, 2016 meetings with the first of two public hearings held on August 4, 2016. The intent of the amendments is to achieve better, more sustainable off-street parking facility design. In summary, the amendments are designed to address the following:

- Better utilize off-street parking resources by removing barriers that currently prevent joint use of adjacent or nearby facilities.
- Establish a process that allows a property owner to reduce off-street parking based on unique characteristics of a use and other factors that support a reduction in parking.
- Streamline the approval process by allowing the Director and/or Planning Commission to make decisions concerning off-street parking facilities.
- Promote green and sustainable development practices.
- Encourage more pedestrian and non-motorized amenities consistent with the adopted Complete Streets Policy.
- Shopping habits have been altered as a result of increased internet options and growth in other areas of the county that affect local demand for off-street parking. Existing land use categories have been evaluated and parking requirements adjusted, where appropriate, based on local observations and comparison to regional/national standards.
- Promote economic development opportunities involving underutilized off-street parking lots, where appropriate.

The following sections provide more detailed information concerning the proposed amendments. Additionally, attached is a highlight and strike version of the ordinance language.

II. PROPOSED AMENDMENTS

Section 42-520.C. This section requires that off-street parking for a use be located in the same zone and on the same zoning lot it is intended to serve. Since some non-residentially zoned properties in the city have split zoning and to reduce the need for variance requests, it is proposed the reference to "same zone" and "unless such parking area is within or abutting a P-1, vehicular parking district" be removed. However, a clarifying sentence has been added that states off-street parking for a nonresidential use not be allowed in a residential zoning district.

Related to the above, it is also recommended, subject to Planning Commission review and approval, that off-street parking lots do not have to be on the same zoning lot it is intended to serve. However, any such off-street parking must meet specified criteria such as:

- Be located within 500 feet of the building entrance.
- A defined pedestrian walkway from the parking lot to the business must be available.
- Pedestrians should not have to cross a major or minor arterial roadway (as defined in the Comprehensive Plan) unless convenient access to a signalized intersection or refuge island is available with a maximum distance of 750 feet.
- The amount of off-site parking be limited to no more than 25% of the minimum Zoning Code requirement.
- An agreement must be executed between property owners and filed with the Kalamazoo County register of Deeds and the Department of Community Development before a certificate of occupancy is issued.

It is not anticipated that off-site parking will be highly utilized by businesses since customer parking in close proximity to the entrance is important. However, this provision allows flexibility for business owners concerning overflow parking that may only be needed during the peak holiday period or for employee parking.

Section 42-520.H. This section, that requires the Zoning Board of Appeals to consider an exception where there is an instance of dual function off-street parking where the hours of operation do not overlap, has been deleted and is now incorporated into proposed Section 42-520.O, which includes criteria and a process for the Planning Commission to review and approve reductions in off-street parking requirements. Subsequent section numbering has been updated as a result of this deletion.

Section 42-520.I. This section states that for uses not specifically mentioned in the Zoning Code, the requirements for off-street parking shall be in accordance with a use that the Planning Commission considers similar in type. To avoid any delays for site plans that can be otherwise administratively approved, it is proposed that the Director of Community Development make this determination, with provisions that the Director can refer the matter to the Planning Commission, and the applicant reserves the right to appeal a decision of the Director.

Section 42-520.L. This section references how barrier-free parking is to be constructed. Since public acts can change and/or be amended, a simple housekeeping item to remove the reference to “under the authority of Public Act No. 230 of 1972 (MCL 125.1501 et seq., MSA 5.2949(1) et. Seq.)” is proposed for this section.

Section 42-520.N.1. This section addresses the maximum parking requirement standard of the Zoning Code and states that no parking lot shall have parking spaces totaling more than 10% of the minimum parking required, unless reviewed and approved by the Planning Commission. Since a 10% difference between the minimum and maximum amount of parking required can often equate to only a few spaces, an increase to 25% is proposed. This change will allow for more flexibility in the range of maximum parking allowed, especially for smaller parking lots, without requiring Planning Commission review/approval of a request to exceed the maximum parking requirement. As information for the Commission, the City of Wyoming recently adopted a maximum parking

requirement with a 20% exceedance above the minimum number of spaces required. Gaines Township also has a maximum parking requirement with a 25% exceedance above the minimum number of spaces required.

Section 42-520.N.3. This section determines when the maximum parking requirement is applicable to a specific use/parking lot. The standard currently establishes the applicability of the maximum parking requirement to "...those parking lots that require a minimum of 50 parking spaces...". While the original intent of the maximum parking requirement was to minimize excessive areas of pavement on larger development projects, the 50 space parking lot threshold has resulted in smaller projects that could otherwise be approved administratively, requiring Planning Commission review/approval to exceed the maximum parking requirement. To address this situation, staff has proposed an increase in the applicability provision of this section from 50 to 100 parking spaces is proposed.

During the August 4, 2016 meeting, the Commission discussed retaining the current 50 car parking lot standard as a result of the proposed increase from 10% to 25% exceedance above the minimum number of spaces required. The intent is to streamline the review and approval process for an applicant by reducing unnecessary delays. Staff believes that increasing the threshold to a 100 car off-street parking is appropriate. However, if the Commission believes it is appropriate to retain the current 50 car parking lot standard, staff is not opposed and will modify the proposed ordinance language accordingly.

Section 42-520.O (new section): Recognizing that businesses may have characteristics unique to a certain location or its business operations, the parking requirements for a particular land use may be similar but not be entirely applicable to a proposed use and/or location. In light of the above, it is recommended the Planning Commission be authorized to consider a reduction of no more than 25% of the minimum parking requirements, following a public hearing, and based on finding there will be a lower demand for parking due to, but not necessarily limited to, the following:

- The applicant demonstrates the use requires less off-street parking than the minimum required based on the unique characteristics or operational nature of the use, expected level of customer traffic or actual vehicular counts at the same or similar establishment, parking is shared by multiple uses and a high proportion of multi-purpose visits or uses will have peak parking demands during different times of the day or days of the week, among other factors.
- The amount of walk-in business due to the density and intensity of adjacent residential areas or employment centers, bicycle accommodation if the facility is located on a designated bike route, and distance from a designated Metro Transit bus stop can also be considered. Connections to public non-motorized facilities must be provided and on-site pedestrian circulation must offer safe and convenient access to building entrances.

In granting relief, the Planning Commission may also require a parking study, conducted by a qualified transportation planner, traffic engineer, or other qualified individual that demonstrates a reduction in the number of parking spaces would be appropriate and not detrimental to the safety and welfare of the subject property or adjacent properties. The "Average Peak Period Parking Demand" for the applicable land use as defined in the latest edition of the Institute of Traffic Engineers Parking Generation handbook should be considered in the review of the study.

Section 42-521.E. This section refers to ingress and egress to off-street parking lots. Modification of this section to include reference to the Access Management Ordinance is appropriate.

Section 42-521.I. This section refers to pavement requirements associated with new parking lot construction. In order to formalize maintenance standards associated with approved parking areas, a clarifying statement is proposed that states the following: “All off-street parking areas shall maintain a safe, clean and durable surface reasonably free of significant holes, upheavals or cracks and shall be repaired in a timely manner upon notification by the Department of Community Development.”

Section 42-521.L.(new) Consistent with the implementation strategies contained in the 2014 Comprehensive Plan and the recently adopted Complete Streets Policy, additional ordinance language regarding design and construction of parking areas is recommended. This new section includes language that encourages, where appropriate, low impact parking lot design such as rain gardens, bio-swales, pervious pavement and other techniques consistent with the City of Portage Storm Water Design Criteria Manual, and charging stations for electric vehicles. Also consistent with Complete Streets policies, parking lots should provide to the extent feasible, a pedestrian connection from the public sidewalk to the main building entrance and bicycle racks that accommodate a minimum of four bicycles.

Section 42-522.B. This section establishes loading area requirements for uses in “nonresidential” zoning districts with an additional requirement that these loading areas be situated within the “rear yard” of the site. While designated loading areas are commonly needed in conjunction with business/commercial and industrial land uses, these areas are generally not needed for office land uses which typically have smaller truck/van deliveries that can park in standard vehicle parking spaces. Site plans involving office land uses typically identify a deferred loading area, behind the building, often in a location that may not be functional. As such, changing the requirement for loading areas from “nonresidential” to “commercial and industrial” zoning districts is proposed.

This section also requires that loading areas be situated within the rear yard of the site. Often times, a commercial development project abuts a residential zoning district and/or land use in the rear yard. In these situations, the Zoning Code requires that the loading area be located adjacent to the residential zoning district and/or land use, unless a variance from the Zoning Board of Appeals is obtained. In order to provide additional protections to adjacent residential zones/uses, a change is also proposed to this section that would allow a loading area to be situated in the rear “or side yard when adjacent to a residential zoning district and/or land use.”

Section 42-523 (Schedule of Off-Street Parking Requirements). The table contained in this section establishes minimum parking requirements for various land uses. The minimum required parking standards for each use were evaluated based on local observations, compared to other Michigan communities and national standards. The attached table compares the parking standards of several land use categories between the City of Portage, other Michigan communities and national standards. Based on this evaluation, several modifications, where appropriate, are proposed. The modifications are summarized below and shown in a highlight and strike version of the Zoning Code table from Section 42-523 (also attached).

Residential:

Four sub-categories were added to the “Housing for the Elderly” land use and include:

- Senior adult housing (independent living units that include retirement communities and age-restricted housing projects without full centralized kitchen facilities and may include minimal safety-related on-site services): 1.5 parking spaces per unit.
- Congregate care facility (semi-independent living facility that provides centralized amenities such as dining, housekeeping, transportation, care-giving and organized social/recreational activities): 1 parking space per 2 units plus 1 per employee in the largest working shift.
- Assisted living facility (combination of housing, personalized supportive services and health care designed to meet the individual needs of persons who need help with the activities of daily living, but do not need the skilled medical care provided in a convalescent/nursing home.): 1 parking space per 2 units plus 1 per employee in the largest working shift.
- Convalescent facility: 1 parking space per 2 units plus 1 per employee in the largest working shift. This land use was previously listed in the institutional category.

The current Zoning Code does not include a definition of Senior adult housing, Congregate care facility or Assisted living facility. Consequently, a definition of each was added to Section 42-112. Also, Section 42-221, principal permitted uses in the RM-1 and RM-2 zoning districts, has been revised to include Senior adult housing facility. Section 42-222, Special land uses in the RM-1 and RM-2 zoning districts, has also been revised to include a combined section for congregate care, assisted living and convalescent facilities. The minimum floor area requirements and number of units per acre specified in Sections 42-350(A) and 42-350(B)(7), respectively, would not apply to congregate care, assisted living and convalescent facilities. A minimum lot area including the required area for the main building plus 1,500 square feet per residential bed would be applicable to all three uses, which is included in the current Zoning Code

Institutional:

- A sub-category for Health Facilities was added, which includes hospitals (no change from previous parking requirements) and immediate medical care clinic. The minimum parking requirement for an immediate medical care clinic is 2 parking spaces per exam room plus 1 per employee.
- Elementary, junior and senior high schools are shown as private since the State School Superintendent has sole and exclusive jurisdiction over site planning of public school facilities.

Business and Commercial:

- Shopping centers between 100,000 and 600,000 square feet and greater than 600,000 square feet. These two categories are proposed to be combined into one since the current minimum parking requirement for shopping centers with a gross leasable area (GLA) between 100,000 and 600,000 square feet (5.4 parking spaces per 1,000 square feet of GLA) and shopping centers with a gross leasable area (GLA) greater than 600,000 square feet (5 parking spaces per 1,000 square feet of GLA) are both proposed at 4 parking spaces per 1,000 square feet of GLA.

- Retail stores. The minimum parking requirement for retail stores should be reduced from 1 parking space per 150 square feet of usable floor area to 1 parking space per 200 square feet of usable floor.
- Self-service and Coin-operated Carwashes. The parking standard should be changed from 5 spaces per stall plus the stall space to 2 per stall plus one for each vacuum or similar area. The current standard is considered excessive.
- Day spa. This is a new land use category similar to a medical clinic that offers a variety of services for the purpose of improving health, beauty and relaxation through personal care treatments. Recommended parking requirements are 1 space per 150 square feet of useable floor area, similar to a medical office.
- Restaurants. A review of restaurant projects (sit-down style and fast food style) since the 2002 Zoning Code Update have identified deficiencies in the minimum parking requirements. Specifically, the minimum parking requirement for sit-down style restaurants (1 space for every 75 square feet of useable floor area) has generally been too low for these uses resulting in several requests to exceed the maximum parking requirement under Section 42-520.O. Conversely, the standard for fast-foot style restaurants and similar uses with no waiter/waitress service that provide inside table areas and drive-thru window service has generally been too high. With regard to take-out only restaurants with no or limited inside table area, the parking standard is proposed to remain unchanged since the UFA of take-out only restaurants is minimal. Based on a review of previously approved site plans, ordinances from other comparable communities and recommendations from national publications, the description of restaurants are proposed to be updated and off-street parking requirements revised. The following changes are summarizes below:
 - Restaurants that provide waiter/waitress service to the table but no drive-thru or in-car service. Off-street parking requirements are proposed to be increased from 1 space per 75 square feet of usable floor area to 1 space per 60 square feet of usable floor area.
 - Fast food restaurants that provide for table areas inside and drive-thru service but do not provide waiter/waitress service to the table or in-car service. Off-street parking requirements are proposed to decrease from 1 space per 25 square feet of usable floor area to 1 space per 40 square feet of usable floor area plus 3 stacking spaces between the window and menu board and 3 stacking spaces before the menu board.
 - Fast food restaurants that provide in-car service. In addition to the parking space at each menu board, 1 parking space must be provided for each employee in the largest working shift.

In response to the discussion during the August 4th Planning Commission meeting, Table 1 provides additional off-street parking information on a select number of existing restaurants that provide waiter/waitress service to the table but no drive-thru provide. The table includes information about the usable floor area used to determine parking requirements, minimum number of off-street parking spaces required under the current standard (1 space per 75 sq. ft. of usable floor area), number of spaces required under the proposed standard (1 space per 60 sq. ft. of usable floor area) and the actual number of on-site parking spaces. As shown in the table, all the restaurants would meet the proposed parking standard. Recognizing there are many restaurants located in the city, if the number of parking spaces for an existing restaurant

did not meet the new standard, it would be considered legally nonconforming and no specific action would be needed unless an expansion of the use was proposed.

The information contained in the table also shows that all the restaurants installed more parking than the minimum required by the current or proposed standard. Although the proposed standard could be increased to require even more off-street parking spaces, a further increase could be burdensome on smaller diner-type restaurants, such as Bucky's Café located on Portage Road and Michelle's located on Romence Road, whose hours of operation and menu may be more limited and, as a result, the demand for parking less.

It is important to note that the current and proposed standards are minimum requirements. Any business can add more parking than the minimum required. However, if the land use requires at least 100 off-street parking spaces (proposed) the amount of additional parking spaces cannot exceed 25% without Planning Commission review/approval. If the Commission supports the increase from a 50 space off-street parking lot to 100 before Commission review/approval becomes necessary, it would result in a more streamlined plan review process saving the business owner additional time and effort. Depending on the type, size and location of a restaurant, off-street parking needs will vary and, as a result, flexibility needs to be maintained.

- Auto repair facility. Consistent with the recent automotive amendments approved by City Council, "automobile service station" has been changed to reflect the new "auto repair facility" definition. The off-street parking requirements have also been updated to 2 spaces per stall, rack or pit plus 1 space per employee.
- Vehicle fueling station. Also consistent with the recently approved automotive amendments, "vehicle fueling station" has been added. The off-street parking requirements are 1 per fuel nozzle plus 1 per 200 square feet of usable floor area of interior retail space.
- Banks. Off-street parking requirements are proposed to decrease from 1 space per 150 square feet of usable floor area to 1 space per 200 square feet of usable floor area plus 1 per employee. A minimum amount of vehicular stacking space of 3 spaces per drive-thru lane is also proposed. The reduction is based on local observations, national standards and review of other comparable communities.
- Professional office for doctors, dentists and similar professional clinics. Off-street parking requirements are proposed to decrease from 1 space per 100 square feet of usable floor area to 1 space per 150 square feet of usable floor area. The reduction is based on local observations, national standards and review of other comparable communities.
- Business and professional offices. Off-street parking requirements are also proposed to decrease from 1 space per 150 square feet of usable floor area to 1 space per 200 square feet of usable floor area. The reduction is based on local observations, national standards and review of other comparable communities.

The overall recommended reduction in the minimum amount of parking required for the above commercial land uses is based on 1) local observations and 2) standards promulgated in the Parking Requirements for Shopping Centers, second edition, published by the Urban Land Institute and Parking Generation, fourth edition, published by the Institute of Transportation Engineers and 3) review of ordinance standards from other comparable communities. The reduction in the amount of required off-street parking affords the opportunity for "in-fill" economic development activities

using large, underutilized off-street parking lots. Staff has received recent inquiries from developers concerning the development of “pad sites” in front of large, existing commercial sites. The recent construction of Jared Jewelers is an example of this type of pad site development.

In addition, the current Schedule for Off-Street Parking Requirements only specifies a vehicle stacking requirement for automatic car washes (“...stacking space equal to 5 times the maximum capacity of the car wash”). Other uses such as banks/credit unions, fast-food restaurants, ice cream and coffee shops with drive-thru service do not have a minimum stacking requirement listed in the schedule. A minimum amount of stacking space is now proposed.

The Table 1 below compares the effect of the modifications between the existing and proposed parking standards for selected Portage business uses.

Land Use	Building Area (square feet)	Current Ordinance Requirement	Proposed Ordinance Requirement	Current Parking Provided	Difference between Parking Provided & Proposed Ordinance
Crossroads Mall	774,269 ¹	3,871	3,097	3,993	896
Southland Mall	364,287 ¹	1,967	1,457	1,989	532
Meijer, 8850 Shaver Road	134,100 ²	894	671	958	287
Walgreen's, 5933 South Westnedge	10,374 ²	69	52	70	18
First Source Bank, 2381 W. Centre	2,400 ²	16	12	25	13
Great Lakes Surgery, 7971 Moorsbridge	4,400 ²	44	29	44	15
Zhang Financial, 5931 Oakland	6,137 ²	41	31	55	24
McDonald's, 6925 South Westnedge	1,804 ²	72	45	79	34
Monelli's Restaurant, 7141 South Westnedge	5,395 ²	72	90	150	60
Latitude 42, 7842 Portage	3,720 ²	50	62	131	69
Carrabba's/Red Robin, 5640 South Westnedge	8,456 ^{2, 3}	113	141	191	50
Los Amigos/Wings, Etc. 7375 South Westnedge	7,265 ^{2, 3}	97	121	123	2
Olive Garden, 6700 South Westnedge	5,050 ²	67	84	161	77
Bob Evans, 5641 South Westnedge	3,179 ²	42	53	87	34

¹ GLA – Gross Leasable Area. The total floor area designed for individual tenant occupancy and exclusive use, including basement, mezzanines and upper floors.

² UFA – Usable Floor Area. That area intended to be used for the sale of merchandise and services or for use to serve patrons, clients or customers. Floor area used for storage or processing of merchandise, for hallways, or for utilities or sanitary facilities are excluded.

³ Usable square footage for both buildings was combined since restaurants share the off-street parking lot

III. RECOMMENDATION

Based on the above analysis and subject to any additional discussion/comments received during the August 18, 2016 public hearing, the Planning Commission is advised to recommend to City Council that Ordinance Amendment 15/16-A, Off-Street Parking and Loading Regulations, be approved.

T:\COMMDEV\2015-2016 Department Files\Board Files\Planning Commission\PC reports\Ordinance Amendments\Off-Street Parkign and Loading\2016 08 12 Final Ord. Amend. 15-16-A, Parking Amendments.docx

Land Use	Novi	Kentwood	Gaines	Wyoming	Grandville	Kalamazoo	Oshtemo	Portage	ITE Avg. peak period:
Housing for the elderly	Independent living - 1/unit +1/employee Assisted, convalescent, nursing home - 1/4 beds + 1/employee	One/each 3 beds or 2 rooms, plus ten spaces signed for visitors	Independent living - 1.5/unit Assisted, convalescent, nursing home - 1/2 beds + 1/employee	Independent living – 1/unit + 1/employee Convalescent, nursing home - 2/3 beds + 1/employee	Senior housing: 5/dwelling + 1/employee	Nursing: 1/10 beds Assisted living: 1/5 beds	Senior housing: 1.5/unit + 1/employee in largest working shift Nursing/assisted living: 1/2 beds + 1/employee	Elderly: 1/2 units + 1/employee Convalescent: 1/2 beds	Independent: .59/unit Assisted: .41/unit CoC: 1/unit
Outpatient care facilities	No specific standard	2.5/exam room + 1/lab or recovery room	2/exam room + 1/lab or recovery room + 1/employee	No specific standard	No specific standard	No specific standard	No specific standard	No specific standard	No specific standard
Banks, business & financial services	1/150 GFA + 3 standing spaces/window	1/200 GFA + 4 standing spaces/window	3/1000 GFA (no stacking req.)	1/200 GFA + 4 standing spaces/window + 3/walk-up atm	5/1000 GFA + 4 standing spaces/window + floor area	1/330 GFA + 3 standing spaces/lane	1/150 UFA (minimum number of stacking spaces not specified.)	1/150 UFA	Avg. peak period: 4/1000 GFA
General office	<100K - 1/222 GLA >100K – 1/286	1/300 GFA	3/1000 GFA	1/400 GFA (no less than 5)	4/1000 GFA	1/330 GFA	1/150 UFA	1/150 UFA	Avg. peak period: 2.84/1000 GFA
Medical office	<5K - 1/167 GLA >5K – 1/175	3/exam room + 1/lab or recovery room	4/1000 GFA	1/200 GFA	6/1000 GFA	1/200 GFA	1/150 UFA	1/100 UFA	Avg. peak period: 3.2/1000 GFA
Personal service	No specific standard	1/300 GFA	6/1000 GFA	No specific standard	1/300 UFA + 1/employee	1/400 GFA	1/300 UFA (minimum 4 spaces required)	No specific standard	No specific standard
Salons	3/first 2 chairs + 1.5/each additional chair	3/stylist	See personal service est.	3/chair	See personal service est.	1/200 GFA	1/100 UFA or 3/work station, whichever is greater	3/first 2 chairs + 1.5/each additional chair	No specific standard
Retail	1/200 GLA	Convenience – 1/250 GFA Retail - 1/250 GFA for first 25K, then 1/300 thereafter	Low intensity - 2/1000 GFA Convenience – 4/1000 GFA Other retail – 5/1000 GFA	1/250 GLA Grocery: 1/200 GLA	<25K: 4/1000 GFA >25K: 5/1000 Food stores: 5/1000 GFA	<300K: 1/305 GFA 300-600K: 1/285 GFA >600K: 1/265 GFA	1/150 UFA	1/150 UFA	Avg. peak period: 2.70/1000 GFA ¹
Shopping Center	<400K: 4/1000 GFA 400-600K: 4-4.5/1000 GFA >600K: 4.5/1000 GFA	1/250 GFA for first 25K, then 1/300 thereafter	25K – 400K: 4/1000 GFA 400K – 600K: 4.5/1000 GFA >600K: 5/1000 GFA	Multi-tenant: 1/250 GLA + restaurants	>300K: 4.5/1000 GFA	See above	1/150 UFA	100K – 600K: 5.4/1000 GLA >600K: 5.0/1000 GLA	<400K GLA: 4.0/1000 ² 400K-600K: 4.0-4.5/1000 GLA >600K: 4.5/1000 GLA
Restaurant (no drive-thru)	1/70 GFA OR 1/2 employees + 1/2 customers allowed under max capacity, whichever is greater	1/50 UFA 1/70 UFA within shopping centers	10/1000 GFA	1/100 GFA	1.5/3 seats	1/150 GFA	1/70 UFA + 1/employee in largest shift or 1/3 persons allowed +1/employee in largest shift	1/75 UFA	Avg. peak period: 16.30/1000 GFA ¹
Restaurant (fast food with drive thru and sit down)	1/2 employees + 1/2 customers allowed under max capacity + 4 spaces between board & window & 4 before board	1/50 UFA + 4 standing spaces/window	15/1000 GFA	1.25/3 people + 5 stacking spaces/window	1.5/3 seats + 10 stacking spaces	1/150 GFA capacity + 4 spaces between board & window & 4 before board	1/70 UFA + 1/employee in largest shift or 1/3 persons allowed +1/employee in largest shift	1/25 UFA	Avg. peak period: 8.7/1000 GFA ⁴
Restaurant (take out only)	No specific standard	No specific standard	No specific standard	6/counter station + 1/employee	No specific standard	1/100 GFA	1/70 UFA + 1/employee in largest shift or 1/3 persons allowed +1/employee in largest shift	1/25 UFA	No specific standard
Auto Repair	2/service stall + 1/pump stand + 1/each vehicle used as part of the equipment + spaces for accessory uses	2/service stall + 1/employee + 1/each service area	5/1000 GFA + 1/employee	2/stall + 1/employee	1/service stall + 1/200 sq. ft. of retail area + 1/employee.	2/service stall + 1/200 sq. ft. of retail area	3/service stall + 1/300 sq. ft. of retail area + 1/employee.	2/service stall + 1/gas pump.	Avg. peak period: .75/fueling position ⁵
Drive thru vehicle maintenance	2.5/stall	No specific standard	1/1000 GFA + 1/employee	2/stall + 1/employee	No specific standard	No specific standard	No specific standard	No specific standard	No specific standard
Gas stations/convenience	1/fuel nozzle + 1/200 UFA	2/service stall + 1/employee + 1/each service area		1/employee + other uses. Each fueling space counts as ½ space for other uses	1/service stall + 1/200 sq. ft. of retail area + 1/employee.	1/200 GFA	3/service stall + 1/300 sq. ft. of retail area + 1/employee.	No specific standard	Avg. peak period: .75/fueling position ⁶
5,000 sq. ft. bank	33	25	15	25	25	15	22	22 @ 65%	20
10,000 sq. ft. office	45	33	30	25	40	30	43	43 @ 65% UFA	28.4
10,000 sq. ft. medical office	57		40	50	60	50	43	65 @ 65% UFA	32
20,000 sq. ft. retail	100	80	100 (used "other")	80	80	66	107	107	54
200,000 sq. ft. Meijer	800 @ 4/1000	667	800 @ 4/1000	800	1000	656	1,067	1080	660 @ 3.3/1000 ⁷
800K sq. ft. mall	3600	2667	4000	3200	3600	3,019	4,267	4000	3600
8,000 sq. ft. restaurant	114 @ 1/70 GFA	104 @ 65% UFA	80	80	N/A	53	74 @ 1/70 UFA (no employees)	69	130
5000 sq. ft. fast food		65 @ 65% UFA	75	N/A	N/A	33	46 @ 1/70 UFA (no employees)	130	44

¹ Land Use Code 815 (Saturday-non-December)

² Urban Land Institute recommendation

³ Land Use Code 932 (p. 322). Saturday count with a bar.

⁴ Land Use Code 934 (p. 337). Saturday count.

⁵ Land Use Code 945 (p. 349). Includes convenience market

⁶ Land Use Code 945 (p. 349). Includes vehicle service

⁷ Used Land Use Code 813 (Discount Superstore) and used the median between the supply ratio and peak demand ratio

[ORDINANCE FOR ADOPTION]

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING SEC. 42-112, DEFINITIONS; SEC. 42-221 and 222, RM-1, MULTI-FAMILY
RESIDENTIAL DISTRICT; SEC. 42-520 THROUGH 42-523, OFF-STREET PARKING AND
LOADING; OF ARTICLE 4, ZONING, OF CHAPTER 42, LAND DEVELOPMENT
REGULATIONS

THE CITY OF PORTAGE ORDAINS:

That Chapter 42 shall be amended as follows:

ARTICLE 4. ZONING.

Sec. 42-112. Definitions, shall be amended to add the following definitions:

Senior adult housing: Independent living units that include retirement communities and age-restricted housing projects without full centralized kitchen facilities and may include minimal safety-related on-site services.

Congregate care facility: A semi-independent living facility that provides centralized amenities such as dining, housekeeping, transportation, care-giving and organized social/recreational activities.

Assisted living facility: A combination of housing, personalized supportive services and health care designed to meet the individual needs of persons who need help with the activities of daily living, but do not need the skilled medical care provided in a convalescent/nursing home.

Sec. 42-221. Principal Permitted Uses

In an RM-1 and RM-2 multifamily residential district, no building or land shall be used, and no building shall be erected, except for one or more of the following specified uses, unless otherwise provided in this article:

A. through S. No change.

T. Senior Adult Housing Facility.

U. Personal service establishments, including barbershops, beauty shops and health salons, accessory to the uses permitted in this section.

V. Accessory buildings and uses, in accordance with the provisions of Section 42-121.

Sec. 42-222. Special Land Uses

The following uses may be allowed in a multi-family residential district (RM-1 and RM-2), subject to the conditions imposed in this section for each use, and subject further, to the review and approval of the planning commission in accordance with the provisions of division 5, subdivision 1 of this article:

- A. Congregate care, assisted living, and convalescent homes.
 - 1. The minimum floor area per dwelling unit requirements specified in Section 42-350(A), *Schedule of Regulations*, and number of units per acre specified in Section 42-350(B)(7) *Footnotes to Schedule of Regulations*, shall not apply to assisted living and convalescent care facilities.
 - 2. The minimum lot area shall be equal to the area required for the main building plus 1,500 square feet of lot area per resident bed.
- B. Adult foster care large group homes.
 - 1. The site shall be so located as to have one property line abutting a major or collector thoroughfare as designated on the major thoroughfare plan. All ingress to and egress from the site shall be directly onto such major thoroughfare or marginal access service drive thereof. The planning commission may allow access from a local street when it finds that no adverse effects on the surrounding area would result.
 - 2. The parking area shall be screened in accordance with Section 42-572, *Parking Lot and Building Landscaping*.
- C. Accessory uses designed primarily to benefit residents of multifamily dwellings, housing for the elderly or convalescent homes provided they are located entirely in an RM-1 and/or an RM-2 district.
- D. Public, parochial and other private elementary, intermediate and/or high schools offering courses in general education.

Division 6, Subdivision 1, Off-Street Parking and Loading, shall be amended as follows:

Sec. 42-520. General Requirements

- A. No change.
- B. No change.
- C.
 - 1. Off-street parking for a nonresidential use shall not be allowed in a residential district.
 - 2. Off-street parking shall be on the same zoning lot it is intended to serve, except as provided below.
 - 3. Subject to Planning Commission review and approval, an off-street parking lot is not required to be located on the same zoning lot it is intended to serve only if such off-street parking meets all of the following criteria:
 - a. The off-street parking lot shall be located within 500 feet of the public entrance of the main building it serves.
 - b. A minimum four foot wide paved sidewalk from the parking lot to the building entrance is available for pedestrian use.
 - c. The off-street parking lot shall not be on the opposite side of a major or minor arterial roadway (as defined in the Comprehensive Plan) unless access to a signalized intersection with a crosswalk or refuge island is available for

pedestrians. The walking distance from the parking lot to the main building entrance by way of the signalized intersection shall not exceed 750 feet.

- d. The amount of off-site parking shall be limited to no more than 25% of the minimum Zoning Code requirement.
- e. A parking agreement must be executed between property owners of the affected parcels and recorded with the Kalamazoo County Register of Deeds.

D. through G. No change.

- H. The storage of merchandise, motor vehicles for sale, trucks, or the repair of vehicles is prohibited
- I. For those uses not specifically mentioned in this section, the requirements for off-street parking facilities shall be in accordance with a use that the Director considers similar in type. Should the Director determine that review by the Planning Commission is necessary due to unique or unusual circumstances, the Director may, with 10-day written notice to the applicant, refer this matter to the Commission. In addition, a person aggrieved by a final decision of the Director may file an appeal with the Planning Commission specifying the grounds thereof within 30 days of receiving notice of the Director's decision.
- J. When units or measurements determining the number of required parking spaces result in the requirement of a fractional space, a fraction up to and including one-half shall be disregarded and fractions over one-half shall require one parking space.
- K. For the purpose of computing the number of parking spaces required, the definition of floor area, usable (UFA) set forth in Section 42-112, *Definitions*, shall govern.
- L. Barrier-free parking shall be provided and constructed in accordance with the general rules of the state construction code commission.
- M. Deferred parking. No Change.
- N. Maximum parking requirement.
 - 1. To minimize excessive areas of pavement which detract from the aesthetics of an area and contribute to high rates of storm water runoff, no parking lot shall have parking spaces totaling more than an amount equal to 25% greater than the minimum parking space requirements, as determined by Section 42-523, *Schedule of off-street parking requirements*, except as may be approved by the planning commission.
 - 2. In granting additional parking spaces, the Planning Commission shall determine such parking will be necessary to accommodate the use on a typical day, based on documented evidence provided by the property owner or applicant.
 - 3. This subsection shall apply only to those parking lots that require a minimum of 100 parking spaces as required in Section 42-523, *Schedule of off-street parking requirements*.

O. Reduction in parking requirements.

1. The minimum parking spaces as required in Section 42-523, *Schedule of off-street parking requirements*, shall apply, unless the applicant demonstrates by clear and convincing evidence, that there are substantial reasons for a reduction of no more than 25% of the required parking due to the existence of a combination of the following:
 - a. The use requires less off-street parking than the minimum required based on the nature and character of the use, considering the unique, specialized operations causing the level of customer traffic or actual vehicular counts to be lower than those expected of the same or similar use contained in Section 42-523, *Schedule of off-street parking requirements*.
 - b. Shared parking by multiple uses where there will be a high proportion of multipurpose visits or uses have peak parking demands during differing times of the day or days of the week. Pedestrian connections shall be maintained between the uses.
 - c. Expectation of walk-in trade due to sidewalk connections to adjacent residential neighborhoods or employment centers which are of sufficient density and intensity. The site design shall incorporate pedestrian connections to the site and on-site pedestrian circulation providing safe and convenient access to the building entrance.
 - d. Availability of other forms of travel such as the distance from a designated Metro Transit bus stop and the location of bike routes. The Planning Commission may require the site design incorporate transit stops, pedestrian connections to nearby transit stops, or bicycle parking facilities.
 - e. Any other reason which, in the Planning Commission's determination, would provide a substantial reason for a reduction in the minimum parking requirements.
2. The Planning Commission shall not grant a reduction in the minimum parking requirements if it determines that the lower demand for parking will or may be temporary in nature.
3. The Planning Commission may also consider City policies regarding local traffic circulation, as well as all aspects of the City's Comprehensive Plan.
4. Before relief is granted by the Planning Commission, the applicant shall demonstrate either of the following:
 - a. The use involved is not specifically included in the minimum parking space requirements of Sec. 42-523, *Schedule of off-street parking requirements*; or
 - b. If the use involved is included in Sec. 42-523, then it possesses such specialized and unique characteristics causing it to be substantially different from the use so included in Sec. 42-523.
5. The Planning Commission may also require a parking study, conducted by a qualified transportation planner, traffic engineer, or other qualified individual that demonstrates a reduction in the number of parking spaces would be appropriate and not detrimental to the safety and welfare of the subject property or adjacent properties. The "Average Peak Period Parking Demand" for the applicable land use as defined in the latest

edition of the Institute of Traffic Engineers Parking Generation handbook should be considered in the review of the study.

6. An applicant who desires relief from the minimum requirement of parking spaces shall file a request with the Planning Commission specifying the grounds thereof in accordance with this section. The Planning Commission may decide the request during site plan review or at such other time as determined by the Director or the Planning Commission. The Director shall transmit to the Planning Commission all the materials constituting the record needed to make its decision as well as a recommendation. If a request for relief under this section is heard at the same time as a site plan, or any other approval, the procedures, standards and requirements for each shall be satisfied.
7. The Planning Commission shall hold a public hearing in accordance with the requirements of MCL 125.3101, et seq., (The Zoning Enabling Act) to consider an applicant's request for relief to reduce minimum parking requirements.
8. In granting relief under this section, the Planning Commission may place reasonable conditions in conjunction with the decision to protect the health, safety and welfare of City residents as well as the traveling public to ensure adequate traffic circulation, to protect the residents and land owners immediately adjacent to the proposed land use activity and to assure that the reduction of the minimum parking requirements will not result in overcrowding, traffic hazards or other consequences which may arise from the relief granted or from the possibility of inadequate parking spaces.

Sec. 42-521. – Design, construction and maintenance of parking areas.

- A. Whenever the off-street parking requirements of this article require the building of an off-street parking facility, or where P-1 vehicular parking districts are provided, such off-street parking lots shall be laid out, constructed and maintained in accordance with the standards and regulations of this section and Chapter 66, Article 3, Access Management.
- B. through H. No change.
- I. The entire parking area, including parking spaces and maneuvering lanes, required under this section shall be provided with asphalted or concrete surfacing in accordance with specifications approved by the director of transportation and utilities. Parking areas shall be surfaced within one year of the date the permit is issued. All off-street parking areas shall maintain a safe, clean and durable surface reasonably free of significant holes, upheavals or cracks and shall be repaired in a timely manner upon notification by the Department of Community Development.
- J. No change.
- K. No change.
- L. Consistent with the City of Portage Comprehensive Plan and Complete Streets Policy, as amended, new or reconstructed off-street parking lots should incorporate the following:
 1. Low impact parking lot design alternatives such as rain gardens, bio-swales, pervious pavement, charging stations for electric vehicles and other green/sustainable techniques.
 2. Pedestrian connection from the public sidewalk to the main building entrance.

3. Bicycle racks that accommodate a minimum of four bicycles.

Sec. 42-522. – Loading Facilities

- A. No change.
- B. Except as otherwise required in Section 42-522 (E), below, off-street loading spaces shall be provided in commercial and industrial districts in the rear yard in the ratio of at least one space per each establishment and shall be provided in addition to any required off-street parking area. If the adjacent land area is zoned residential or designated for residential use in the planned development, the loading area may be located in the rear or side yard.
- C. No change.
- D. No change.
- E. Off-street loading and unloading space in an industrial district may be provided in either the side or rear and/or outside of the required front yard, provided that it is separate from fire lanes, maneuvering lanes and parking areas and does not obstruct the flow of traffic in the parking area.
- F. No change.
- G. No change.

Sec. 42-523. – Schedule of off-street parking requirements (See attached schedule)

FIRST READING:
SECOND READING:
EFFECTIVE DATE:

Peter J. Strazdas

CERTIFICATION

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

I, James R. Hudson, 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 _____, 2016.

James R. Hudson, City Clerk

Approved/as to form
Date: 8/25/2016

RHB

City Attorney

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AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING SEC. 42-112, DEFINITIONS; SEC. 42-221 and 222, RM-1, MULTI-FAMILY
RESIDENTIAL DISTRICT; DIVISION 6, SUBDIVISION 1, OFF-STREET PARKING AND
LOADING; OF ARTICLE 4, ZONING, OF CHAPTER 42, LAND DEVELOPMENT
REGULATIONS

THE CITY OF PORTAGE ORDAINS:

That Chapter 42 shall be amended as follows:

ARTICLE 4. ZONING.

Sec. 42-112. - Definitions.

~~Housing for the elderly: A building or group of buildings containing dwellings where the occupancy of dwellings is restricted to persons 60 years of age or older or couples where either the husband or wife is 60 years of age or older. This does not include a development that contains convalescent or nursing home as licensed under Act No. 139 of the Public Acts of 1956, as amended, being sections 331.651 to 331.660 of the Compiled Laws of 1948; or a mental hospital for mental patients licensed under sections 51 and 52 of Act No. 151 of the Public Acts of 1923, as amended, being sections 330.61 and 330.62 of the Compiled Laws of 1948.~~

Senior adult housing: Independent living units that include retirement communities and age-restricted housing projects without full centralized kitchen facilities and may include minimal safety-related on-site services.

Congregate care facility: A semi-independent living facility that provides centralized amenities such as dining, housekeeping, transportation, care-giving and organized social/recreational activities.

Assisted living facility: A combination of housing, personalized supportive services and health care designed to meet the individual needs of persons who need help with the activities of daily living, but do not need the skilled medical care provided in a convalescent/nursing home.

Sec. 42-221 – Principal Permitted Uses

A. through S. No change.

T. Senior Adult Housing Facility

~~T.~~ U. Personal service establishments, including barbershops, beauty shops and health salons, accessory to the uses permitted in this section.

~~U.~~ V. Accessory buildings and uses, in accordance with the provisions of Section 42-121.

Sec. 42-222. – Special Land Uses

A. ~~Housing for the elderly.~~

- ~~1. All housing for the elderly shall have a minimum site area of five acres.~~
- ~~2. The following uses may be provided as part of the development.~~

- a. ~~One family detached, attached, and/or multifamily dwelling units;~~
- b. ~~Common services containing, but not limited to, central dining rooms, recreational rooms, a central lounge and workshops.~~
- 3. ~~All dwellings shall consist of at least 350 square feet per unit, not including kitchen and sanitary facilities.~~
- 4. ~~No building shall exceed 30 feet in height.~~

A. Congregate care, assisted living, and convalescent homes

- 1. The minimum floor area per dwelling unit requirements specified in Section 42-350(A) and number of units per acre specified in Section 42-350(B)(7) shall not apply to assisted living and convalescent care facilities.
- 2. The minimum lot area shall be equal to the area required for the main building plus 1,500 square feet of lot area per resident bed.

B. ~~Convalescent homes.~~

- 1. ~~The minimum lot area for the convalescent home shall be equal to the area required for the main building plus 1,500 square feet of lot area per patient bed.~~
- 2. ~~All buildings shall have a minimum setback of 40 feet to any property line.~~
- 3. ~~No building shall exceed 30 feet in height.~~

G. B. Adult foster care large group homes.

- 1. The site shall be so located as to have one property line abutting a major or collector thoroughfare as designated on the major thoroughfare plan. All ingress to and egress from the site shall be directly onto such major thoroughfare or marginal access service drive thereof. The planning commission may allow access from a local street when it finds that no adverse effects on the surrounding area would result.
- 2. The parking area shall be screened in accordance with Section 42-572.

D. C. Accessory uses designed primarily to benefit residents of multifamily dwellings, housing for the elderly or convalescent homes provided they are located entirely in an RM-1 and/or an RM-2 district.

E. D. Public, parochial and other private elementary, intermediate and/or high schools offering courses in general education.

Sec. 42-520. – General Requirements

A. through B. No change.

- C. 1. Off-street parking for a nonresidential use shall not be allowed in a residential district.
- 2. Off-street parking shall be on the same zone and same zoning lot it is intended to serve unless such parking area is within or abutting a P-1, vehicles parking district, except as provided below.
- 3. Subject to Planning Commission review and approval, an off-street parking lot does not have to be located on the same zoning lot it is intended to serve subject to all of the following:
 - a. The off-street parking lot shall be located within 500 feet of the public entrance into the building.
 - b. A minimum four foot wide paved sidewalk from the parking lot to the building entrance is available for pedestrian use.

- c. The off-street parking lot shall not be on the opposite side of a major or minor arterial roadway (as defined in the Comprehensive Plan) unless access to a signalized intersection with a crosswalk or refuge island is available for pedestrians. The walking distance from the parking lot to the building entrance by way of the signalized intersection cannot exceed 750 feet.
- d. The amount of off-site parking shall be limited to no more than 25% of the minimum Zoning Code requirement.
- e. A parking agreement must be executed between property owners and recorded with the Kalamazoo County Register of Deeds.

D. through G. No change.

H. ~~In the instance of dual function of off-street parking spaces where operation hours of buildings do not overlap, the zoning board of appeals may grant an exception.~~

I. H. The storage of merchandise, motor vehicles for sale, trucks, or the repair of vehicles is prohibited

J. I. For those uses not specifically mentioned in this section, the requirements for off-street parking facilities shall be in accordance with a use that the ~~planning commission~~ Director considers similar in type. Should the Director determine that review by the Planning Commission is necessary due to unique or unusual circumstances, the Director may, with 10-day written notice to the applicant, refer this matter to the Commission. A person aggrieved by a final decision of the Director may file an appeal with the Planning Commission specifying the grounds thereof within 30 days of receiving notice of the Director's decision.

K. J. When units or measurements determining the number of required parking spaces result in the requirement of a fractional space, a fraction up to and including one-half shall be disregarded and fractions over one-half shall require one parking space.

L. K. For the purpose of computing the number of parking spaces required, the definition of usable floor area set forth in Section 42-112 shall govern.

M. L. Barrier-free parking shall be provided and constructed in accordance with the general rules of the state construction code commission. ~~under authority of Public Act No. 230 of 1972 (MCL 125.1501 et seq., MSA 5.2949(1) et seq.).~~

N. M. Deferred parking.

1. through 3. No Change

O. N. Maximum parking requirement.

1. To minimize excessive areas of pavement which detract from the aesthetics of an area and contribute to high rates of storm water runoff, no parking lot shall have parking spaces totaling more than an amount equal to ~~ten~~ twenty-five percent greater than the minimum parking space requirements, as determined by the Schedule of off-street parking requirements, Section 42-523, except as may be approved by the planning commission.
2. In granting additional parking spaces, the Planning Commission shall determine such parking will be necessary to accommodate the use on a typical day, based on documented evidence provided by the property owner or applicant.
3. This subsection shall apply only to those parking lots that require a minimum of ~~50~~ 100 parking spaces as required in Section 42-523.

O. Reduction in parking requirements.

1. The minimum parking spaces as required in Section 42-523 shall apply, unless the applicant demonstrates by clear and convincing evidence, that there are substantial reasons for a reduction of no more than 25% of the required parking due to the existence of a combination of the following:
 - a. The use requires less off-street parking than the minimum required based on the nature and character of the use, considering the unique, specialized operations causing the level of customer traffic or actual vehicular counts to be lower than those expected of the same or similar use contained in Section 42-523.
 - b. Shared parking by multiple uses where there will be a high proportion of multipurpose visits or uses have peak parking demands during differing times of the day or days of the week. Pedestrian connections shall be maintained between the uses.
 - c. Expectation of walk-in trade due to sidewalk connections to adjacent residential neighborhoods or employment centers which are of sufficient density and intensity. The site design shall incorporate pedestrian connections to the site and on-site pedestrian circulation providing safe and convenient access to the building entrance.
 - d. Availability of other forms of travel such as the distance from a designated Metro Transit bus stop and the location of bike routes. The Planning Commission may require the site design incorporate transit stops, pedestrian connections to nearby transit stops or bicycle parking facilities.
 - e. Any other reason which, in the Planning Commission's determination, would provide a substantial reason for a reduction in the minimum parking requirements.
2. The Planning Commission shall not grant a reduction in the minimum parking requirements if it determines that the lower demand for parking will or may be temporary in nature.
3. The Planning Commission may also consider City policies regarding local traffic circulation, as well as all aspects of the City's Comprehensive Plan.
4. Before relief can be granted by the Planning Commission, the applicant shall demonstrate either of the following:
 - a. The use involved is not specifically included in the minimum parking space requirements of Sec. 42-523; or
 - b. If the use involved is included in Sec. 42-523, then it possesses such specialized and unique characteristics causing it to be substantially different from the use so included in Sec. 42-523.
5. The Planning Commission may also require a parking study, conducted by a qualified transportation planner, traffic engineer, or other qualified individual that demonstrates a reduction in the number of parking spaces would be appropriate and not detrimental to the safety and welfare of the subject property or adjacent properties. The "Average Peak Period Parking Demand" for the applicable land use as defined in the latest edition of the Institute of Traffic Engineers Parking Generation handbook should be considered in the review of the study.

6. An applicant who desires relief from the minimum requirement of parking spaces shall file a request with the Planning Commission specifying the grounds thereof in accordance with this section. The Planning Commission may decide the request during site plan review or at such other time as determined by the Director or the Planning Commission. The Director shall transmit to the Planning Commission all the materials constituting the record needed to make its decision as well as a recommendation. If a request for relief under this section is heard at the same time as a site plan, or any other approval, the procedures, standards and requirements for each shall be satisfied.
7. The Planning Commission shall hold a public hearing in accordance with the requirements of the Zoning Enabling Act to consider an applicant's request for relief to reduce minimum parking requirements.
8. In granting relief under this section, the Planning Commission may place reasonable conditions in conjunction with the decision to protect the health, safety and welfare of City residents as well as the traveling public, to ensure adequate traffic circulation, to protect the residents and land owners immediately adjacent to the proposed land use activity and to assure that the reduction of the minimum parking requirements will not result in overcrowding, traffic hazards or other consequences which may arise from the relief granted or from the possibility of inadequate parking spaces.

Sec. 42-521. – Design, construction and maintenance of parking areas.

A. through D. No change.

E. Whenever the off-street parking requirements of this article require the building of an off-street parking facility, or where P-1 vehicular parking districts are provided, such off-street parking lots shall be laid out, constructed and maintained in accordance with the standards and regulations of this section and Chapter 66, Article 3 – Access Management.

F. through H. No change.

I. The entire parking area, including parking spaces and maneuvering lanes, required under this section shall be provided with asphalted or concrete surfacing in accordance with specifications approved by the director of transportation and utilities. Parking areas shall be surfaced within one year of the date the permit is issued. All off-street parking areas shall maintain a safe, clean and durable surface reasonably free of significant holes, upheavals or cracks and shall be repaired in a timely manner upon notification by the Department of Community Development.

J. through K. No change.

L. Consistent with the City of Portage Comprehensive Plan and Complete Streets Policy, as amended, new or reconstructed off-street parking lots should incorporate the following:

1. Low impact parking lot design alternatives such as rain gardens, bio-swales, pervious pavement, charging stations for electric vehicles and other green/sustainable techniques.
2. Pedestrian connection from the public sidewalk to the main building entrance.
3. Bicycle racks that accommodate a minimum of four bicycles.

Sec. 42-522. – Loading Facilities

A. No change.

B. Except as otherwise required in E, below, off-street loading spaces shall be provided in ~~nonresidential~~ commercial and industrial districts in the rear yard in the ratio of at least

one space per each establishment and shall be provided in addition to any required off-street parking area. If the adjacent land area is zoned residential or designated for residential use in the planned development, the loading area may be located in the rear or side yard.

C. through G. No change.

Sec. 42-523. – Schedule of off-street parking requirements

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Sec. 42-523. - Schedule of off-street parking requirements.

SECTION 42-523
SCHEDULE OF OFF-STREET PARKING REQUIREMENTS

	Use	Minimum # of Spaces	Remarks
Residential	One-family and two-family residences	2/dwelling unit	—
	Residential and multi-family residences	2/dwelling unit	—
	Housing for the elderly • Senior adult housing • Congregate care facility; Independent living units Assisted living; and Convalescent/nursing home	1.5/dwelling unit plus 1/employee 1/2 units plus 1/employee in the largest working shift	If units revert to general occupancy, then 2 spaces/unit shall be provided
	Manufactured Home Community	2/site plus 1/employee	—
Institutional	Churches and Temples Religious institutions	1/3 seats or 6 ft. of pews in main unit of worship	—
	Health facilities • Hospitals • Immediate medical care clinic	2 spaces per bed 2/exam room plus 1/employee	—
	Private E lementary and junior high schools	1/teacher, employee or administrator plus requirements for auditorium, <u>whichever is greater</u>	—
	Private s enior high schools	1/teacher, employee or administrator and 1/10 students, plus requirements for auditorium, <u>whichever is greater</u>	—
	Private clubs and lodge halls	1/3 persons allowed within the maximum occupancy load	Maximum occupancy load established by local, county or state fire, building or health codes
	Swimming pool clubs, tennis clubs and other similar uses	1/2 member families or individuals	—
	Public and private golf courses, except miniature or par 3 course	6/hole plus 1/employee	—

	Fraternities and sororities	1/5 permitted active members, or 1/2 beds (whichever is greater)	—
	Stadiums, sports arenas or similar places or outdoor assembly	1/3 seats or 6 ft. of benches	—
	Theaters and auditoriums	1/3 seats plus 1/2 employees	—
Business and Commercial	Planned commercial shopping centers in a business district with a GLA greater than 1600,000 sq. ft.	45/1000 sq. ft. of GLA	—
	Planned commercial shopping centers in a business district with a GLA greater than 100,000 sq. ft. but less than 600,000 sq. ft.	5.4/1000 sq. ft. of GLA	—
	Car washes (automatic)	1/employee plus stacking spaces equal to 5 times the maximum capacity of the car wash	Maximum capacity of the wash means the greatest number of vehicles possible undergoing some phase of washing at the same time. Determined by length of wash line (ft.)/20 ft.
	Carwashes (self-service self-service and/or coin-operated)	5 spaces per stall + stall space 2 plus 1 for each employee and 1 for each vacuum station or similar area	—
	Beauty parlors or barbershops	3/first 2 chairs, plus 1½ for each additional chair	—
	<u>Day spa</u>	<u>1/100 sq. ft. of UFA</u>	
	Bed and breakfasts	2 plus 1/guest room	—
	Bowling alleys	5/lane	—
	Dancehalls, pool or billiard parlors, roller or skating rinks, exhibition halls and assembly halls without fixed seats	1/3 persons allowed within the maximum occupancy load	Maximum occupancy load established by local, county or state fire, building or health codes
Business and Commercial	Restaurants that provide waiter/waitress service to the table but no drive-thru or in-car service. Establishments for sale and consumption, on premises, of beverages, food or refreshments (Restaurants)	1/6075 sq. ft. of UFA	—
	Fast food restaurants that provide for table areas inside and drive-thru service but do not provide waiter/waitress service to the table or in-car service. Establishments that sell hard or soft ice cream and sundry items to their patrons from an external window with no in-building service	1/40 sq. ft. of UFA plus 3 stacking spaces between the window and menu board and 3 stacking before the menu board 1/25 sq. ft. of UFS	—

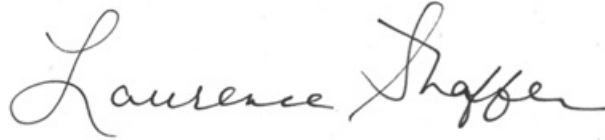
<u>Fast food restaurants that provide take-out service (walk-up window or drive-thru service) with no or limited inside table area. Establishments that sell hard or soft ice cream and sundry items to their patrons cafeteria-style primarily for takeout, with no table service</u>	<u>1/25 sq. ft. of UFA plus 3 stacking spaces between the window and menu board and 3 stacking spaces before the menu board.</u>	
<u>Fast food restaurants that provide in-car service. Fast food restaurants that provide for both takeout and table areas but do not provide waiter/waitress service to the table or in-car service</u>	<u>In addition to the parking space at each menu board, 1/each employee in the largest working shift. 1/25 sq. ft. of UFA</u>	—
Furniture, appliance and household equipment repair shops; showrooms of plumbers, decorators, electricians or similar tradesman; shoe repair; and other similar uses	1/800 sq. ft. of UFA; Floor area used in processing 1 additional/2 employees	—
<u>Automobile service stations</u> <u>Auto repair facility</u>	<u>2/lubrication stall, rack or pit plus 1/gasoline pump/employee</u>	—
<u>Vehicle fueling station</u>	<u>1/fuel nozzle plus 1/200 UFA of retail floor area</u>	—
Laundromats and coin-operated dry cleaners	1/2 machines	—
Miniature and par 3 golf courses	3/hole plus 1/employee	—
Mortuary establishments	1/50 sq. ft. of UFA	—
Motels, hotels and other commercial lodging establishments	1/occupancy unit plus 1/employee	—
Motor vehicle sales and service establishments	1/200 sq. ft. of UFA or sales room plus 1/auto service stall in service room.	—
Retail stores, except as otherwise specified earlier	1/ 150 200 sq. ft. of UFA	—
Offices		
Banks	1/ 200 150 sq. ft. of UFA <u>plus 1/employee and 3 stacking spaces per drive-thru facility</u>	—
Professional offices of doctors, dentists and similar professionals, clinics	1/ 150 100 sq. ft. of UFA	—
Business and professional offices, except as indicated in the previous use	1/ 200 150 sq. ft. of UFA	—

Industrial Agricultural	Industrial and research establishments and related accessory offices	5 plus 1½ per employee in largest work shift	Parking on site must be provided for all construction workers during plant construction__
	Wholesale establishments and related accessory offices	5 plus 1/employee in largest work shift, or 1/1700 sq. ft. of UFA (whichever is greater)	—
	General or specialized agriculture	2 plus 1 per 1½ employees in largest work shift	Excludes seasonal workers
	Industrial agriculture	5 plus 1 per 1½ employees in largest work shift	Excludes seasonal workers

~~(Ord. No. 03-01 (Exh. A, § 42-613), 2-18-2003; Ord. No. 08-05, 7-22-2008)~~

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: 2017 Portage Community Survey

SUPPORTING PERSONNEL: Mary Beth Block, Assistant to the City Manager

ACTION RECOMMENDED: That City Council appoint three Councilmembers to a Community Survey Sub-Committee and request that the sub-committee identify the best format for conducting the 2017 Community Survey and consider changes to the survey document / questions.

The Portage Community Survey was last conducted in the fall of 2014. At the January 22, 2016 City Council Goal Setting Session, the Council established 2017 as the target for the conduct of the next Community Survey and subsequently identified the survey as a topic to be addressed by a Committee of the Whole.

Traditionally, the Portage Community Survey has been conducted during the month of September, with a final report being provided to the City Council in October. In preparation for the survey to be conducted in the fall of 2017, the format for conducting the survey (random dial phone survey, random mail survey, on-line survey, focus group, etc.) and the questions to be asked must be identified. David J. Hartmann, Ph.D., of the Kercher Center for Social Research at Western Michigan University has agreed to assist the Council in this manner. Among others, the City Administration suggests adding questions concerning deer management techniques, marijuana dispensaries and support for funding an expanded senior center.

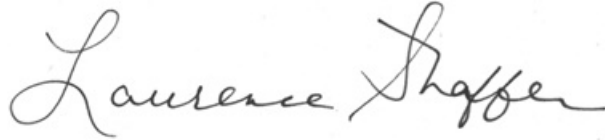
It is recommended that the Council appoint three Councilmembers to a Community Survey Sub-Committee and request that the sub-committee identify the best format for conducting the survey and consider changes to the survey document / questions. Subsequently, a Committee of the Whole meeting can be scheduled so that the Council may review recommendations from the sub-committee.

FUNDING: Sufficient funds will be programmed in the Fiscal Year 2017-2018 Budget for the purpose of conducting the 2017 Portage Community Survey.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Central County Transportation Board Position

SUPPORTING PERSONNEL:

ACTION RECOMMENDED: That City Council re-appoint a member of Council to serve on the Central County Transportation Authority Board.

During the regular meeting of August 26, 2014, City Council recommended two individuals to the Kalamazoo County Board of Commissioners for appointment to the Central County Transportation Authority (CCTA). As background, five citizens and two Councilmembers applied to serve in 2014. Due to the complexity involved in transitioning from the Kalamazoo County Transportation Authority to the CCTA, Councilmembers Urban and Pearson were selected. On November 25, 2014, the County Board of Commissioners appointed, among others, Councilmembers Urban and Pearson to staggered terms. While Councilmember Urban's term doesn't expire until October 31, 2017, Councilmember Pearson's term is set to expire on October 31, 2016. As such, an appointment for the second City of Portage position is needed.

FUNDING: N/A

Attachments:

1. August 26, 2014 City Council Meeting Minutes
2. Kalamazoo County Board of Commissioners Meeting Minutes

(MML) and details of the annual MML Conference. Motion by Reid, seconded by Ford, to receive communication from the Michigan Municipal League regarding the League's Annual Meeting Notice. Upon a voice call vote, motion carried 7 to 0.

PRESENTATION BY D. NEIL BREMER, CHAIRPERSON, KALAMAZOO COUNTY PUBLIC ART COMMISSION: Neil Bremer, Chair of the Kalamazoo County Public Art Commission reported to City Council on the role and activities of the Commission and shared a brief history of the organization. He continued by stating that the Commission was formed to work on behalf of the City of Portage, among others, on matters concerning public art in the community and encouraged the City of Portage to make use of this resource. Mr. Bremer then reviewed the role of art in engaging the community and the idea that art can bring people together and make them proud of their community. He asked for City Council to reaffirm their commitment to the work of the Kalamazoo County Public Art Commission and implored City Council to make use of what they have to offer. Motion by Reid, seconded by Ansari, to accept the report from Neil Bremer and the Public Art Commission and that the City of Portage reaffirm that the work of the Kalamazoo County Public Art Commission, on behalf of Kalamazoo County and the cities of Kalamazoo and Portage, will be supported by referring all inquiries, proposals, and planning for public art, based on the charter established in 1981, to the Kalamazoo County Public Art Commission for review and recommendation. Upon a roll call vote, motion carried 7 to 0.

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

Portage Human Services Board Meeting of May 1, 2014.

Portage Historic District Commission of June 4 and July 9, 2014.

Portage Zoning Board of Appeals of June 9, 2014.

Portage Planning Commission of July 24, 2014.

Portage Public Schools Board of Education Policy Governance Retreat and Regular Business Meeting of July 14, 2014.

Portage Public Schools Board of Education Special Meeting and Policy Governance Retreat of July 30, 2014.

COUNCIL COMMITTEE REPORTS: Mayor Pro Tem Pearson provided City Council with a report regarding an August 15, 2014 Transition Leadership Team Meeting for Countywide Public Transportation System. Councilmember Urban stated that it was his understanding that the Transition Leadership Team would not be involved in the interview process of the three at-large members of the Central County Transportation Authority (CCTA) which is different from what is reflected in the report provided by Mayor Pro Tem Pearson. Discussion followed and Mayor Pro Tem Pearson asked that the paragraph in question be struck from the report. Councilmember Urban continued by stating that, to his understanding, the Transition Leadership Team believed that the applications of those individuals who were not recommended by a jurisdiction for appointment be forward to the Kalamazoo County Board of Commissioners for consideration for appointment to the at-large seats of the CCTA. Councilmember Urban agreed with striking the paragraph from the report and stated that other matters could be addressed at a later date. Motion by Ansari, seconded by Reid, to receive the report on the August 15, 2014 Transition Leadership Team Meeting for Countywide Public Transportation System. Upon a voice vote, motion carried 7 to 0.

NEW BUSINESS:

RECOMMENDED APPOINTMENTS TO THE CENTRAL COUNTY

TRANSPORTATION AUTHORITY: Mayor Strazdas summarized the interview process that was

held immediately preceding this meeting and the need to recommend two individuals to the Kalamazoo County Board of Commissioners for appointment to the Central County Transportation Authority (CCTA). He thanked the five citizens and two City Councilmembers who applied to serve and stated his desire to have citizen representation on this body instead of elected officials. Mayor Strazdas recommended to City Council that Arthur Roberts and Paul Ecklund be forwarded to the Kalamazoo County Board of Commissioners for appointment to the CCTA. Councilmember Reid expressed her support for the recommendation. Councilmember Ford disagreed and stated that, due to the complexity involved in transitioning to the CCTA, he would like to see closer contact with City Council and that Councilmember Urban and Mayor Pro Tem Pearson were his preferred choices. Councilmember Ansari concurred with Councilmember Ford and offered that one of the applicants, Paul Ecklund, was already serving on the Kalamazoo County Transit Authority (KCTA). Councilmember Randall stated her support for appointing Councilmember Urban and Mayor Pro Tem Pearson and her preference that the terms of their appointments be kept short and suggested one year of service on the CCTA. Discussion followed on the term of service.

Councilmember Reid inquired if Mr. Ecklund could serve on both the KCTA and CCTA. Councilmember Urban replied in the affirmative and stated that it is the intent for each board to eventually have the same membership. Councilmember Urban then pointed out that Mr. Ecklund would be a good candidate for an at-large appointment to the CCTA and that any unsuccessful applicant could be forwarded to the Kalamazoo County Board of Commissioners for consideration for an at-large appointment.

Mayor Strazdas stated that we have four or five citizens who expressed interest in serving and that consideration could be given to forming a City Council Advisory Board to advise City Council on this topic. The advisory committee could then provide input to the representatives on the CCTA.

Mayor Pro Tem Pearson indicated his desire for a one year term while the transition to the CCTA is made. He then offered his support for appointment of a citizen to the CCTA instead of a Councilmember once the transition is complete and his term is up. Councilmember Urban stated that, if appointed, it would be his expectation to resign within a year, assuming the transition to the CCTA goes smoothly, and to have a citizen appointed to the position he vacates.

Motion by Ansari, seconded by Randall, to recommend to the Kalamazoo County Board of Commissioners that Jim Pearson and Terry Urban be appointed to the Central County Transportation Authority. Upon a voice vote, motion carried 7 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITIZENS: Ms. Fareen Effendi, 6548 Amberly Street, spoke in regard to excessive speed in front of her home which is on the same street as Amberly Elementary. She requested that a speed bump be installed and that an assessment on the speed of traffic at this location be conducted.

Mayor Strazdas thanked her for coming forward and requested that the Acting City Manager work with the Public Safety Director and Director of Transportation and Utilities to review the situation. He also asked that City Administration work with Ms. Effendi and the neighborhood on the matter.

Mr. Ed Sackley, 10314 Archwood Drive, thanked the City of Portage for reaffirming its commitment to the Kalamazoo County Public Arts Commission. He recognized members and a former member of the Public Art Commission that were present in the audience and thanked the Portage District Library for their leadership in efforts to make art available to citizens. Mr. Sackley continued by emphasizing the importance of public art in the community in enhancing quality, promoting tourism and "placemaking."

STATEMENTS OF CITY COUNCIL AND ACTING CITY MANAGER:

Councilmember Reid shared that she had returned from Fort Collins, Colorado, earlier in the evening and commented on the role of art in the Fort Collins community and that art can be a solution to blight

P. Request for Approval of Wellness Recommendations

That the Board of Commissioners approve the following changes in the Wellness Program:

1. Partner with Blue Cross Blue Shield's (BCBS) on wellness program
2. Continue departmental grant program ~\$5,000 grant budget
3. Create Wellness Coordinator (1.0 FTE)

Create:

#TBD Wellness Coordinator K08 1.0 FTE Sal/Frg \$55,563 Funding 103-000-704.00

4. Terminate contract with Holtyn & Associates effective 12/31/2014
Wellness Recommendations as included in the Packet.

Q. Request for Approval Central County Transportation Authority Appointments

That the Board of Commissioners approve the following Appointments:

One Year Terms (9/17/14 – 9/16/15)

Greg Rosine (City of Kalamazoo)

Jeffrey Breneman (Urban)

Two Year Terms (9/17/14 – 9/16/16)

GarryLee McCormick (City of Kalamazoo)

John Gisler (Rural)

Three Year Terms (9/17/14 – 9/16/17)

Linda Teeter (City of Kalamazoo)

Martin Janssen (Rural)

One Year Terms (11/01/14 – 10/31/15)

Ann Nieuwenhuis (Comstock Township)

Two Year Terms (11/01/14 – 10/31/16)

Jim Pearson (City of Portage)

Pam Brown Goodacre (Kalamazoo Township)

Three Year Terms (11/01/14 – 10/31/17)

Terry Urban (City Portage)

Deb Everett (Oshtemo Township)

Commissioner Taylor moved and it was duly seconded that Items A. through Q., be voted on at one time by a roll call vote and be considered as a consent agenda by the Board.

The roll call vote was as follows:

Ayes: All members present
Nays: None

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: August Environmental Summary Report

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

ACTION RECOMMENDED: Information Only

Attached please find the August 2016 Summary Environmental Activity Report from Department of Transportation & Utilities Director, W. Christopher Barnes, P.E. New material or material of specific interest to City Council is presented in italics.

City Council has a quality of environment goal to “enhance environmental quality and protect natural resources.” The summary report is intended for informational purposes and to keep the Council, Planning Commission and Environmental Board apprised of current environmental issues.

FUNDING: N/A

Attachments: 1. August Environmental Summary Report

SUMMARY ENVIRONMENTAL ACTIVITY REPORT
August 2016 (*updates in italics*)

<u>Project/Activity</u>	<u>Description</u>	<u>Status</u>
Portage City Landfill	Ongoing groundwater monitoring of former municipal landfill.	-Beginning in 1991, South Westnedge Park (landfill) has been monitored for on-site and off-site contamination. On July 23, 2013, City Council approved a three-year contract with American Hydrogeologic Corporation (AHC) to perform annual groundwater sampling. The site groundwater data will continue to be monitored to confirm continuation of the natural attenuation process. General groundwater quality continues to improve, but site will require monitoring for the foreseeable future. Initial groundwater and methane results indicate no off-site impact. AHC currently compiling MDEQ sampling requirement costs necessary for closure at the former landfill site. Weekly methane sampling is continuing on-site to collect base line data. AHC is completing the installation of private methane detection devices at several adjacent properties. Soil boring installation was completed on May 28, 2014. Current methane readings have been below detection levels. The 2 nd year of AHC's contract is underway with annual testing ongoing.
Site Inspection/Development Project Review	Review of existing business & industries and review of proposed business and industrial development projects for environmental protection purposes and/or building plans completed.	-Coordination with property owners and City or State agencies ongoing. <i>-Review of 4 site/building plan and/or plats completed in August 2016.</i>
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	<i>-Sanitary sewer hookup permits issued in August 2016: 10 residential; 5 commercial.</i>
West Lake Management Program	Special assessment district designed to maintain/improve lake conditions. Special emphasis on weed control and non-point source pollution reduction.	-Five Year Lake Management Assessment District process was approved by City Council. The West Lake Improvement association has completed a five year plan for a new special assessment district. Special assessment process for 2015-2019 began on August 26, 2014. Resolution No. 5 completing the assessment was adopted October 21, 2014. Year-end report by the consultant is complete. The Association has selected to use Restorative Lake Sciences, LLC for consulting services 2015 weed

treatment bids were received on February 24, 2015. City Council approved weed treatment contract with Professional Lake Management Company on April 10, 2015. Weed treatment was completed in June. The Association has elected to renew the contract with Restorative Lake Science for 2016. *Weed treatment is complete for 2016.*

Retention Basin
Sampling Program
(Groundwater
Elevation)

Investigation regarding potential
impact of retention basins on
groundwater levels.

-Historical monitoring continues to show minor impacts at most basins. From 1993 through 2009 the monitoring program showed stable groundwater impacts due to storm water infiltration. Alternative road salt practices continue to be considered and evaluated. Bids were received for a new four year program on April 16, 2014. The low bidder, Nova Consultants, was awarded a four-year contract by City Council on April 29, 2014. Monitoring performed in October 2014 and July 2015. Monthly sampling at two retention basins continues. *Current findings show groundwater levels have risen approximately 6" over the 2015 levels.*

Wellhead Protection
Program (WHPP)

Development of program to protect
City well fields and surrounding area
from contamination resulting from
improper land use.

-Current Wellhead Protection was originally approved in 2001. Staff participated in a MDEQ Water Supply Emergency planning roundtable on June 10, 2013. Update of the program has been initiated as part of the Water Reliability Study in conjunction with Fishbeck, Thompson, Carr & Huber update work is complete. Final report preparation was submitted to the Michigan Department of Environmental Quality for review and approval. Letter of approval received from MDEQ on June 15, 2015. Program implementation is ongoing.

Leaf Compost
Monitoring Program

Monitoring and analysis of
groundwater at the new Oakland
Drive Leaf Compost site.

- City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the new compost operation. Drilling was completed in October 2001 and first sampling cycle was completed in February 2002. Semi-annual sampling was performed from 2002 to 2008 in June and January. Sampling and analysis results continue to show negligible groundwater impacts from the leaf composting. Sampling schedule was reduced to annual sampling in 2009 with results showing continued minor impact on groundwater quality. Sampling completed in June 2015, with report submitted. No significant change in groundwater impacts. 2016 report under review.

National Pollution
Discharge Elimination
System (NPDES)
Permit Implementation

Five year plan to implement the
current NPDES stormwater permit.

-Received NPDES general permit on August 15, 2001. Renewal Application submission was made to MDEQ on March 7, 2003. New permit received in 2004 mandates involvement in several county watershed groups. City staff completed the submission of a Storm Water Pollution Prevention Initiative (SWIPPI) as required by NPDES permit. New certificate of coverage permit was issued by MDEQ on September 30, 2009. New permit covers a 5 year timeframe with first work item (updating the Public Participation Plan) completed December 11, 2009. Received a notice from MDEQ rescinding the 2008 permit due to a recent court case ruling. MDEQ reinstated the 2003 permit for implementation. Information on new permit requirement was received in February 2011. MDEQ expected to issue new permit in 2014. MDEQ scheduled an audit of the program on July 12, 2012. Audit completed with satisfactory results. City website updated in February to provide education of Illicit Storm Water Discharge. Program implementation is ongoing. Annual 2012-13 report was submitted on December 24, 2013. Comments received back have been reviewed by staff and response submitted to MDEQ. MDEQ concurred with city staff response. New permit application process announced in November 2014. New permit application was submitted in March 2015. Semi-annual report submitted to MDEQ on December 21, 2015. Implementation is ongoing.

National Pollution
Discharge Elimination
System (NPDES)
Permit Implementation

Kalamazoo River Mainstream
Watershed Management Plan

- Proposals for completing the watershed plan were received by Kalamazoo County on September 15, 2005 and a contract awarded to Kieser & Associates in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. Public participation plan update submitted to MDEQ on November 24, 2009. Kalamazoo River Watershed council completed a watershed update in November, 2011. No new developments.

Portage River Watershed
Management Plan

-Original proposals for a Watershed Management Plan were received by the Kalamazoo County Road Commission and a contract awarded to the Kalamazoo County Conservation Service in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. Interest has been raised by local conservation groups to update the Watershed Plan using grant funds. Grant application submitted by Kalamazoo and Calhoun County Conservation District to update the Watershed Plan in 2012. Grant for watershed update was awarded to Calhoun County Conversation District. A meeting was held on March 12, 2013 to discuss the designated uses of the Portage River/Little Portage Creek watershed, the total maximum daily load of E-coli from samples taken and a review of community ordinances and policies that help protect the Watershed. Meeting held on June 11, 2013 to discuss identified water quality problems in the watershed. Meeting held on December 11, 2013 to inform stakeholders of progress on data collection. Canoe trip inspection was held on September 13, 2014. No new developments.

Plan to implement and maintain an
Illicit Discharge Elimination Program
(IDEP) Storm Sewer Outfall Testing.

-On February 19, 2002, City Council approved a new ordinance as required by the NPDES permit titled “Storm Water Illicit Discharges and Connections.” Program implementation is ongoing. Continued outfall sampling is required by permit and will be budgeted accordingly. IDEP program was updated for submittal to MDEQ on June 25, 2010, and part of the SWIPPI. Completed an area-wide brochure to educate the public on Illicit Storm Water Discharges in conjunction with the Kalamazoo County Drain Commissioner. On April 29, 2014 City Council awarded a contract to Nova Consultants, Inc., to perform annual investigations of storm outfalls and investigate all outfalls on a four-year cycle. Investigations scheduled for 2014 were completed in July with summary report received. Report submitted to MDEQ as part of the annual report. *Follow-up reporting on IDEP procedures submitted on August 25, 2016.*

Garden Lane Arsenic
Removal Facility

Native Prairie Restoration

Staff currently working with the Environmental Board on informative signs and long-term maintenance plans for the native planting landscape design in front of the Garden Lane Treatment Plant. New informational signs are complete and maintenance is ongoing. Native prairie burn

completed in March 2016. Staff assisting the Environmental Board with invasive species control.

Environmental Incident/Spill Clean Up Notification	Environmental Protection Program to assist Portage Police/Fire Departments with spill containment and spill cleanup.	Emergency spill response contract for 2016-17 with Terra Contracting has been renewed. <i>The number of environmental incident/spill investigations performed in July – 0. Number of environmental cleanups in June– 0.</i>
Southwest Michigan Regional Sustainability Covenant	Collaborative effort with local government, academic, and other stakeholders to lead toward environmental, economic and social sustainability.	On May 12, 2009, City Council approved the Southwest Michigan Regional Sustainability Covenant. A sustainability work session was held April 14, 2010, to review elements of the covenant in cooperation with the City of Kalamazoo and the City of Battle Creek. A grant application was made to MDEQ for a greenhouse gas inventory study of the area. Notice received July 15, 2010 that the grant application was not successful. City staff attended a September 10, 2010 meeting in Grand Rapids to discuss sustainable economic, environment, and society programs. No new developments.
Deer Management	Assist the Environmental Board with the impact of the native deer population in the city.	In the fall of 2015, the Environmental Board conducted several on-line surveys to determine the public opinion of deer/human interaction in the city. On April 14, 2016, an open forum was held to discuss results of the survey, deer population estimation and gauge public opinion on deer impacts to public safety health and private property damage. Investigation work in conjunction with the board is ongoing.

10588 Abigail Street
Portage, MI 49002
August 06, 2016
fassettportage@aol.com
(269) 323-2599

City of Portage
Mayor, City Manager & City Council
7900 South Westnedge Avenue
Portage, Michigan 49002-5160



Mayor Strazdas, City Manager Shaffer and City Council Members:

We are extremely concerned about the high deer population in Portage. We live in an area designated as a high deer population based on the survey done by the Kalamazoo Christian High School Environmental Studies Class. These students did an excellent job on the survey and their presentation at the Information Meeting on April 14, 2016. As you will recall, this meeting had a large number of citizens. The vote was definitely in favor of a need for the deer population to be decreased.

C: CC
CM
T+U

Personally, I have completed every city survey that I knew about on concerns about the deer population in our residential areas. This week we have been forced to chase away one to three deer in the morning from 8:30 AM to 10:30 AM from our backyard. The deer are not timid and not frightened by human voices. Neighbors and guests will report deer sightings constantly.

DR & Mrs. Bill (Lucille) Boyer, Mr. & Mrs Frank (Mary) Holmes, and Mr. & Mrs Ryan (Jade) Johnson have asked that we include their names in this letter. We have done fencing, electric fencing, having dogs, and all the sprays to discourage the deer. Nothing works for long due to the number of deer.

We urge action soon on this problem!

Sincerely,


Mr. & Mrs. Nyle (Barbara) Fassett

TO: Portage City Council

FROM: Peter J. Strazdas, Mayor

SUBJECT: City Manager Salary Review / Evaluation Committee

ACTION RECOMMENDED: That City Council convene the City Manager Salary Review / Evaluation Committee and request a recommendation no later than November 15, 2016 as to compensation for Fiscal Year 2016-2017.

The Council City Manager Salary Review / Evaluation Committee is charged with conducting an evaluation of the City Manager's performance over the previous year and recommending compensation for the next year. On March 8, 2016, the Council approved the appointment of myself, Councilmember Pearson and Councilmember Randall to the 2016 Council City Manager Salary Review / Evaluation Committee.

I recommend that the City Council convene the Council City Manager Salary Review / Evaluation Committee and request a recommendation no later than November 15, 2016 as to compensation for Fiscal Year 2016-2017.

FUNDING: N/A

Attachments: N/A

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting June 2, 2016

CALL TO ORDER: 6:33 p.m.

ROLL CALL: Staff liaison Elizabeth Money called roll: Diane Durian (arrived at 6:37 p.m.), Effie Kokkinos (aye), Ray LaPoint (aye), Elma (Pat) Maye (aye), Nadeem Mirza (aye), Edward Morgan (absent), Sandra Sheppard (aye), Fiorella Spalvieri (absent), Amanda Woodin (aye), and Lindy Nebiolo, Youth Representative, (aye). Maye made a motion supported by Durian to excuse Spalvieri. Motion passed 6-0.

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist; Vicki Georgeau, Director Community Development; Randy Brown, City Attorney; and Bryan Beach, Assistant City Attorney

APPROVAL OF MINUTES: Kokkinos moved and Maye supported approval of the minutes. Motion passed 6-0.

OLD BUSINESS

1. Draft Non-discrimination Ordinance: Woodin noted that two communications were received from citizens not in support of the Nondiscrimination Ordinance. She then opened the topic up for discussion. Community Development Director Georgeau indicated that the public hearing went well, a dozen citizens spoke, and almost 40 people attended the hearing. Georgeau noted that there had been no changes to the proposed ordinance and the only new material provided was the two citizen comments. Georgeau indicated that it was anticipated the Board would vote on a recommendation to City Council. Sheppard asked what responsibility the city had to respond to comments. Georgeau indicated that the public was requested to share their input and that the city does not typically respond unless there is a question or comment that merits a response and/or clarification. Mirza indicated that some people in the community feel the ordinance singles out and provides special treatment to a select group and that these protections should apply to everyone. Woodin added that she received comments from citizens that were focused on only the subject of bathroom use and that, like the citizens who feel this ordinance singles out a special group, education is needed so the public understands the full scope of the ordinance and the purpose. Sheppard added that the ordinance ensured everyone receives equal treatment by including protections for persons of the LGBT group that are already in place for others. Georgeau elaborated by indicating the ordinance supplements state and federal laws that offer protections to other groups of people that have experienced discrimination, and that the ordinance would also provide protections for the LGBT community, which were needed due to documented discrimination. Maye supported that statement by stating all communities need laws so that everyone is afforded the same protections and equal rights, the city is not making an exception, but including sexual orientation and gender identification protection along with everyone else equally. Durian stated that the public hearing was very effective due to the personal stories citizens shared and acceptance the Portage community has already demonstrated. Kokkinos spoke highly of Portage Public Schools and their efforts to be inclusive of all students. Sheppard asked if the ordinance would cover the public schools and Assistant City Attorney Beach indicated that school districts fell under the jurisdiction of the U.S. Department of Justice. Kokkinos indicated she felt like there was a cultural shift between generations and noted that, based on public comment, older generations seemed to oppose the ordinance and younger generations support it. LaPoint stated that cultural shifts move forward slowly and unevenly, and education will be important in the future. Nebiolo agreed and stated that she finds people her age accept people and their sexual orientation or gender identity, and the topic of bathrooms and who is using them is not a concern. With no more discussion, Maye made a motion to recommend that City Council adopt the Nondiscrimination Ordinance as presented. LaPoint supported. Upon roll vote, the motion passed unanimously 7-0. While Nebiolo does not have a casting vote, she also recommended that City Council adopt the ordinance.

City Attorney Brown thanked the Board for their work and indicated the process went well with opportunity for the public to voice their opinion. Woodin also thanked the Board for their efforts. Mirza thought the experience was valuable to the Board and very educational. LaPoint stated that he thought it was important for the Board to continue their role as advocates for a more inclusive community, that education is now the focus should this ordinance be adopted, and that it was disappointing that the bathroom topic had taken over the conversation when so many important protections were covered – like housing and employment. The Board and city needed to remain focused on the larger issues at hand and the bathroom focus would eventually fade away. Brown indicated that was a great point and it was key to focus on the three core areas of protection. Georgeau stated that if the ordinance was adopted, the city would engage in further public education and outreach. Mirza asked for clarification on the next steps and Brown indicated the ordinance would be on the City Council agenda for June 14th for a first reading, with a second reading and vote on June 28th. While the Council would not hold a public hearing, citizens always have an opportunity to speak at every Council meeting.

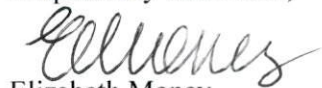
NEW BUSINESS:

1. Kalamazoo Transit Authority LAC update - Maye: Maye provided information that the new Sunday service was being used but that there was a high cancelation rate. However, the grocery service (drivers assist passengers with carrying grocery bags) was being used more on Sunday. A discussion occurred about the community vans, the high demand for these vans, the process in which an organization could certify a driver and use the vans, and that it was a good program. Overall ridership was increasing for 2016 but no information was provided yet as to why it had increased. The Board felt the addition of so many new bus shelters and route changes could have impacted increased ridership.
2. Human Services Board Summer Schedule/Small Work Groups: Woodin stated that the Board typically did not meet in June and July. Money added that the Board could cancel their July and August meetings but that Red Ribbon Week preparation would have to start immediately in September or a small group could work on it prior to the September meeting. LaPoint added that working with the public schools on Red Ribbon Week needed to start at the beginning of the school year and that after the September meeting was too late. A discussion was had if Red Ribbon Week was still relevant and Nebiolo added that it was a big event in the elementary schools but not many events were done in the high school. Georgeau gave a brief history of the city's involvement and that ongoing substance abuse problems in the community remain a focus for the school district and the city. Maye proposed a small group meet in August and she, Nebiolo, and Woodin agreed to serve on it. Money stated that the Board typically also reviewed the grant funding process and criteria each year. The Board discussed the process and it was agreed that some of the questions needed to be reviewed and alternative submission guidelines could be discussed. Durian, Woodin, LaPoint, and Spalvieri were appointed to the small group to meet over the summer, with Kokkinos serving as an alternate. With that, Mirza made a motion to cancel the July and August regularly scheduled Human Services Board meetings, with the Red Ribbon Week and grant funding small groups to meet over the summer. Durian supported. Motion passed 7-0.

STATEMENT OF CITIZENS: None.

ADJOURNMENT: Maye moved and Durian supported adjournment at 7:16 p.m. Motion passed 7-0.

Respectfully Submitted,



Elizabeth Money,
Neighborhood Program Specialist

YAC Meeting Minutes: August 1, 2016

- I. Call to Order
 - a. Meeting called to order at 2:00 p.m.
- II. Motion to Approve the Minutes of Last Meeting
 - a. Motion approved
- III. Overview of YAC
 - a. Input on expectations/what we do
 - b. Social media overview (facebook page, Instagram, twitter)
- IV. Liaison Report
 - a. Senior Citizens Advisory Board: Teen tech volunteer opportunity, more profit, LGBT friendly
- V. Teen Movie Night Review
 - a. Good pizza
 - b. Different age groups/different from the past
 - c. Should have had more people/more peers
 - d. Suggestion: Separate rooms
 - e. Talk about ways to make changes in order to continue Movie Night in the future
- VI. Above the Influence Youth Summit hosted by Prevention Works
 - a. Tuesday, August 16th (8:30-1:00)
- VII. Council Chambers Receive Proclamation for the Event
 - a. Tuesday, August 9th, 7:30pm
- VIII. Community Movie Night- Star Wars: The Force Awakens
 - a. Friday, August 5th
 - b. 6:30-11:00pm
 - c. Many local law enforcements for the display
 - d. Activities: Free popcorn, water, answer questions, glow sticks, sidewalk chalk
 - e. Social media (share event, get the word out)
 - f. Put up posters
- IX. Next Meeting: Monday, September 13, 2016.
- X. Left City Hall for a tour of the Department of Public Safety – Police Division and Fire Division.

Portage Historic District Commission

Regular Meeting

Conference Room 2

Wednesday, August 3rd, 2016

Present: J. Lotz, S. Nemeth, C. Forrest, J. Ebert, E. Eklov, R. Randall, K. VanLonkhuyzen, M. Deming

Absent: F. Grunert, J. Duniphin

Meeting called to order: 8:25 AM

Minutes from July 6th 2016 approved with 2 minor corrections

OLD BUSINESS:

3221 W. Milham/Nieuwenhuis – (information added from an email from E. Eklov in response to a question about the status of this property)

- HDC Deadline is **September 2nd**.
- ZBA awarded 120 days for barn demolition which expires **October 11th**.
- Community Development has status hearing scheduled on **August 29th**.
- ZBA liaison will contact Mr. Nieuwenhuis to remind him to send a report of reusable materials to the HDC.

5720 Oakland

- Nothing new on the barn.

922 W. Osterhout/Norman

- Calling Pennings & Sons to ask for information on restoring exterior.
- Currently has aluminum siding.
- Original siding may be underneath.
- Needs estimates for restoring or rehabilitating siding.
- At minimum would like to match lap siding.
- Talking to Mick Lynch about windows.

8009 Cox's Drive/Kasten

- City Manager has been discussing the possibility of moving structure to Ramona Park.

Note: Cost estimates added from E. Eklov notes from August 13th.

Demolition:

- Without asbestos/lead removal - \$8,000 to \$12,000
- Cost of asbestos/lead removal would add - \$20,000 to \$30,000

Repairs:

- Water damage to foundation walls and drainage from parking lot to former cistern - \$30,000 to \$40,000

Mold removal:

- \$10,000 to \$15,000

Code violations:

- Accessibility ramp and barrier free restrooms - \$10,000 to \$15,000
- Stairway handrails - \$3,000 to \$4,000
- Emergency lighting/exit signage - \$1,000 to \$2,000
- Stove in basement needs to be removed or have a proper ventilation hood added – hood would cost approximately \$8,000

Relocation:

- \$150,000-175,000 (double-brick wall)
- additional \$75,000 for site prep and foundation

Misc.:

- Addition of sprinkler system if building used for commercial purposes.

NEW BUSINESS:

- Approved draft for Homeowners letter with the addition of adding historical information by contacting Steve Rosso at Portage District Library.
- Erica will compile packets with style specific information for each historic property.
- Area realtor letter still being drafted.
- Question: Is there a sale pending on S. Westnedge property with black barn?

For next meeting:

- Each member to bring a paragraph for next meeting with thoughts for a statement of significance to give direction for the district: What ties HDC properties together? Ties to agriculture and beginning of district. HDC properties built in late 1800's to 1920, approximately 100-year range.
- Next step after crafting a statement of significance is to determine categories for properties. Categories will be narrowed down to tiers.

Next Regular Meeting scheduled BEFORE Special Meeting on September 14th.

Meeting adjourned at 9:15 AM.

Respectfully submitted: Martha Deming Maytnier/Recording Secretary

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: 2017 Utility Projects (Design & Construction Engineering) - Bid Tabulation

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

ACTION RECOMMENDED: That City Council award a contract to perform design and construction engineering services for the 2017 Utility Projects to Midwest Civil Engineers, PC, in an amount not to exceed \$63,800 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 projects for installation of public utilities, which consist of petitioned water and sewer in the Archwood Drive and Cliffwood Avenue neighborhood and petitioned water in the Mozart Street and Chopin Avenue neighborhood. As part of the sanitary sewer project, Archwood Drive and Cliffwood Avenue will be reconstructed with curb and gutter being preserved. The existing storm water systems will be evaluated and improvements added to the project as necessary.

On September 8, 2016, proposals were received for design and construction engineering services for the project. Nine firms expressed interest in the project and submitted cost proposals ranging from \$56,500 to \$102,520. Staff determined that the proposal from Midwest Civil Engineers best fits the needs of the project. The lowest cost proposal did not properly address the full design engineering scope that was requested for this project. The second lowest cost proposal was submitted by a consultant who recently performed engineering on the South Westnedge Avenue water main project, which required multiple change orders and significantly exceeded the original construction bid.

Midwest Civil Engineers successfully completed the Pine View Sanitary Sewer assessment project last year which came in \$3,226 under budget and on time.

Therefore, it is recommended that City Council award a contract to Midwest Civil Engineers to perform design and construction engineering services for the 2017 Utility Projects in the amount not to exceed \$63,800 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are included in the 2016-2017 Capital Improvement Program budget for these utility improvements. The total amount budgeted for the project is \$880,000.

Attachments: 1. 2017 Utility Projects Bid Tabulation

TABULATION OF PROPOSALS
2017 UTILITY PROJECTS - PROFESSIONAL ENGINEERING SERVICES

<u>FIRM</u>	<u>ESTIMATED PROJECT HOURS</u>			<u>PROPOSAL</u>
	<u>DESIGN</u>	<u>CONSTRUCTION</u>	<u>TOTAL HOURS</u>	
Jones & Henry Engineers, Ltd. 4791 Campus Drive Kalamazoo, MI 49008	320	630	950	\$56,500.00
Hurley & Stewart, LLC 2800 S. 11th St. Kalamazoo, MI 49009	230	505	735	\$61,400.00
Midwest Civil Engineers, PC 13560 76th St. South Haven, MI 49090	342	690	1032	\$63,800.00
Prein & Newhof 7123 Stadium Dr. Kalamazoo MI 49009	250	529	779	\$73,000.00
AR Engineering, LLC 4664 Campus Dr., Ste. 106 Kalamazoo, MI 49008	94	522	616	\$73,030.00
Holland Engineering, Inc. 220 Hoover Blvd. Holland, MI 49423	289	552	841	\$81,820.00
Wightman & Associates, Inc. 9835 Portage Rd. Portage, MI 49002	350	564	914	\$84,100.00
Land & Resource Engineering, Inc. 3800 West River Dr. Comstock Park, MI 49321	346	616	962	\$95,000.00
WBK Engineering, LLC 14260 Beadle Lake Rd., Ste. 120 Battle Creek, MI 49017	433	647	1080	\$102,520.00

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: 2017 Major Street Reconstruction Project - Tabulation of Proposals

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

ACTION RECOMMENDED: That City Council award a contract to perform design and construction engineering services for the 2017 Major Street Reconstruction Project to Abonmarche Consultants, Incorporated, in the amount not to exceed \$260,600 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 projects for reconstruction of major streets that were previously strip paved, or where heavy maintenance activities have been applied that are anticipated to require a greater level of sub-base and pavement rehabilitation to ensure long-term serviceability. The project includes:

- Portage Road from Mandigo Avenue to Osterhout Avenue - road widening, drainage improvements, curb and gutter, sidewalk extension and utility relocation.
- Angling Road from Squire Heath to Romence Road - full reconstruction, gutter, drainage improvements and the installation of sanitary sewer via special assessment. This project will be designed and constructed under MDOT's Local Agency program.
- Rockford Street from Schuring Road to Romence Road - milling and resurfacing, storm drain rehabilitation and restoration of the concrete gutter pan on the southern block of the project.

On September 1, 2016, proposals were received for design and construction engineering services for the project. Two firms submitted cost proposals in the amounts of \$260,600 and \$308,900. Staff determined that the low cost proposal from Abonmarche best fits the needs of the project. Abonmarche has successfully completed several prior projects with the city.

Therefore, it is recommended that City Council award a contract to Abonmarche Consultants, to perform design and construction engineering services for the 2017 Major Street Reconstruction Project in the amount not to exceed \$260,600 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are included in the 2016-2017 Capital Improvement Program budget for these major street improvements. The total amount budgeted for the project is \$2,405,000.

Attachments: 1. 2017 Major Street Reconstruction Project - Bid Tabulation

TABULATION OF PROPOSALS
2017 MAJOR ROAD RECONSTRUCTION

<u>Firm</u>	<u>Portage Road Reconstruction</u>		<u>Angling Road Reconstruction and Sanitary Sewer</u>		<u>Rockford Avenue</u>		<u>Grand Total</u>
	<u>Est. Hours</u>	<u>Total Bid</u>	<u>Est. Hours</u>	<u>Total Bid</u>	<u>Est. Hours</u>	<u>Total Bid</u>	
Abonmarche Consultants, Inc. 95 W. Main Street Benton Harbor, MI 49022	1073	\$101,150.00	1406	\$121,225.00	457	\$38,225.00	\$260,600.00
Wightman & Associates, Inc. 9835 Portage Rd. Portage, MI 49002	1189	\$102,900.00	1588	\$139,750.00	766	\$66,250.00	\$308,900.00

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: September 1, 2016

FROM: John Baumann, Deputy City Assessor



SUBJECT: August 2016 Department Operations Report

The following information summarizes the operations of the City Assessor's Office during August 2016:

- **2017 Sales/Assessment Ratio Studies:** The majority of the efforts in the Office of the City Assessor during the month of August were related with working in collaboration with the Kalamazoo County Equalization Department with respect to the sales ratio studies that will be used as a basis for the preparation of the 2017 assessment roll. The role city assessing staff performs with regard to the ratio study function is to contact the seller, purchaser or listing/closing agent of each sale to learn any details of the property transaction that would render the sale "non-arms length" and therefore inappropriate to be included in the statistical sample ratio study. With this information, the County Equalization Department then makes a decision as to whether the sale is to be included or excluded from the study. Residential sales activity will continue to be tracked through the end of September to determine the final ratio. As last year, the State Tax Commission has mandated that a 24 month study must again be used in the determination of the 2017 starting base. Preliminary indications are that the residential ratio will be approximately 48%. As last year, it is believed that only nominal adjustments to assessments will be required to meet the statutory 50% level.
- **Building Permit Activity:** The Assessor's office is currently organizing new building permits as well as any new construction that may have been partially assessed last year. Inspections of any finalized residential and commercial building permits is also taking place so that all permits can be completed in a timely and efficient manner.
- **Michigan Tax Tribunal Appeals:** Our office is continuing to facilitate the pending Michigan Tax Tribunal appeals.
- **Customer Service:** The staff of the City Assessor's Office provided a high level of customer service during the month of August. Prompt and courteous service was provided in response to the numerous telephone calls and personal visits from realtors, private appraisers, title companies, and taxpayers. Much of the external customer contact in August resulted from the issuance of summer tax bills.

Please contact me if you have any questions concerning the information presented above.

TO: Larry Shaffer, City Manager

DATE: September 14, 2016

FROM: James R. Hudson, City Clerk

SUBJECT: August Monthly Report

QUALIFIED VOTER FILE (QVF) - VOTER REGISTRATION AND ELECTIONS

Conducted the August 2, 2016 Primary Election.

Continued processing adds, changes, deletions from the QVF In-Box, averaging over 1000 items a month, and processing new voters moving. Voter registrations continue to increase with many local organizations holding voter registration drives.

Continued the process of printing Master Cards and ID Cards for all new registrations and changes, as indicated.

Continued review of voter follow-up cards that need to be individually checked against city voter records.

Added new street information to the Qualified Voter File System.

Processed the absentee ballot applications and issued absentee ballots for the August Primary. There has been a steady increase in absentee voter applications for the November General Election as we get closer to the Election.

Information from the August Primary Election was reviewed and data was entered into the Qualified Voter System as necessary. Entered Voter History on Qualified Voter File (QVF) for the August Primary Election. Recorded Election Inspector training attendance for the August Primary on the QVF.

Provided frequent updates of absent voter lists and activities to interested candidates throughout July and August.

Printed large maps for each individual precinct and special precinct only maps for locations where shared precincts exist.

Prepared an article for the *Portager* regarding voter registration and absentee ballots in regard to the November Election.

PUBLICATIONS

Published public and legal notices in the *Kalamazoo Gazette* on line and print editions as necessary.

RECORDS

Stored documents for the City Clerk, Finance and Community Development Departments using proper archival methodology.

Retrieved documents for various departments and assisted with the search and printing of various microfilm documents. Reviewed recently scanned and microfilmed documents for completeness and accuracy. Microfilmed and scanned the Ordinance Books for safe keeping and easy retrieval.

Added approved minutes of Council meetings to the Document Collection in Clerk's Index Software program as well as Clerk folder on Sharecop for Internet.

PUBLIC INFORMATION AND CITIZEN ASSISTANCE

Held a Youth Advisory Committee Meeting and discussed the role of local government, including a tour of the Police and Fire facilities.

Provided Notary Public Service to citizens upon request. Provided help to citizens for over-the-counter requests including voter information, guidance to appropriate departments and miscellaneous assistance.

Responded to request(s) from Police Department for copies of Police Reports required during an investigation from the microfilm archives and performed research for other city departments on a variety of topics.

Coordinated Freedom of Information Act (FOIA) and liquor license requirements with the various departments.

Prepared transmittals for documents, resolutions, FOIA responses, block party requests, and recorded documents for Portage citizens, City Departments and the City Attorney.

CEMETERIES

Processed eight (8) grave opening/closing, including the preparation of invoices and Burial Rights Certificates and entry on the BS&A Cemetery Software module. Continued to update cemetery maps. Researched availability of lots for citizens in cooperation with the Parks Department and assisted with burials.

AGENDA PREPARATION AND FOLLOW-UP

Provided follow-up communications, Resolutions and Ordinances on items passed by City Council at the August City Council Meetings.

Prepared Minutes and Resolutions of the August City Council Meetings for permanent records and indexed approved minutes of August City Council Meetings.

Prepared and collated 5 City Council Agendas, Agenda on BoardSync, the Summary and the Minutes for the August City Council Meetings and uploaded the agendas to the City Web Site.

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: September 1, 2016

FROM: Laurence Shaffer, City Manager



SUBJECT: Monthly Report – August 2016

The following summarizes some of the activities in which staff of the Office of the City Manager were involved during the month of August 2016.

1. City Council:

- Coordinated and/or prepared agenda and other materials for the following meetings:
 - City Council Regular Meetings on August 9 and 23.
 - Pre-Council meetings on August 8 and 22.

2. Represented the City of Portage in the following activities, among others:

- Met with representatives from the Michigan Alarm Association on August 2.
- Assisted with the proposals for the Kalamazoo County Consolidated Dispatch Authority architect services on August 3.
- Discussed city and library related visioning with Portage District Library on August 3.
- Met with Southwest Michigan First on August 3.
- Met with Mayor Pro Tem Ansari on August 4.
- Met with Mayor Pro Tem Ansari and Denise Yee Grim regarding the September meeting of the Michigan Asian Pacific American Affairs Commission on August 5.
- Met with Dr. Monifa Jumanne on August 9, 16 and 19.
- Met with representatives from the Kalamazoo Bike Club regarding bicycle safety on August 30.
- Met with KCCDA Director Jeff Troyer on August 31.
- Attended the Citizens Research Council luncheon on August 31.
- Met with representatives from the Vicksburg Downtown Development Authority on August 31.

3. Projects - Completed and Ongoing:

- Continued PPOA/PPCOA contract negotiations for contracts that expired June 30, 2016.
- Continued review of city buildings to optimize energy efficiency.

- Reviewed current status and issues relative to cable access meeting broadcasts.
- Reviewed medical marijuana related matters with city legal counsel.
- Reviewed and identified various city signage for cataloging and marketing efforts.
- Met with staff to review the city's current contract utility service provision.
- Continued oversight of planning, design and construction for various city projects and developments.
- Consulted with city staff regarding Information Technology projects as well as current Community Development, Finance, Transportation & Utility and Assessing matters.
- Prepared materials and attended the Historic District Commission monthly meeting on August 3, as well as prepared materials for the September 14 Historic District Study Committee public hearing.

4. Public Information and Citizen Assistance:

- Mailed the August *Portager* and coordinated production of the September *Portager* newsletter.
- Continued oversight of the *PortageAlert* system and notifications for those who registered through the portal for updates.
- Coordinated responses to citizen concerns/requests regarding a variety of matters, including the tall grass and weeds, construction projects/road closures, deer management, etc.
- Updated and approved changes to the city website and city publications.
- Provided informational packets on Portage to citizens, realtors and businesses, as requested.
- Continued to collect and monitor Citizen Comment Card responses and submissions to the Online Customer Service Survey.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: September 9, 2016

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

SUBJECT: Monthly Customer Service Report for August 2016

Staff performed research, conducted reviews, and developed recommendations and information necessary for the efficient and effective delivery of community planning and development services, construction permitting and neighborhood programs. All areas involved considerable commitment of staff resources necessary to ensure appropriate customer service, the protection of the public health, safety and welfare and the provision of community development programs. These services were provided together with processing and responding to citizen information requests performed on a continuous basis.

PLANNING, DEVELOPMENT AND NEIGHBORHOOD SERVICES

Planning Commission

August 4, 2016 meeting:

1. Convened a public hearing concerning Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations.
2. Recommended denial of the Historic District Modification involving 8009 Cox's Drive.
3. Continued discussion regarding a proposed Community Impact Projects Grant Fund program and then agreed to pursue an alternative CIP-funded project for community enhancement/neighborhood improvement projects, along with additional outreach efforts at the September 29th CIP Open House.

August 18, 2016 meeting:

1. Convened a public hearing then recommended to City Council approval of the Preliminary Plat of The Oaks (Phase I), 4800 Bishop Avenue.
2. Convened a public hearing then recommended to City Council approval of Rezoning Application #16/17-1, 10332 Shaver Road.
3. Reconvened the public hearing then recommended to City Council approval of Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations.
4. Reviewed the FY 2015-2016 Planning Commission Final Work Program Update and approved the FY 2016-2017 Planning Commission Work Program.
5. Continued discussion regarding a proposed Community Impact Projects Grant Fund program and established a subcommittee to prepare information related to the CIP project including a project profile and evaluation criteria.

Zoning Board of Appeals

August 8, 2016 meeting:

1. Postponed action on a variance request from Adam and Sarah Beuker, 2611 Woodbine Avenue, until the September 12, 2016 meeting.
2. Approved a variance for Abdallah Alwane, 1001 Karendale Drive, to construct a 1,350 square foot dwelling where a minimum 1,600 square foot dwelling is required.

Human Services Board

The Human Services Board did not meet in the August 2016, but did hold two subcommittee meetings on the annual human/public service grant process, and Red Ribbon Week.

OTHER BOARD ACTIVITIES

- Downtown Development Authority - The Authority did not meet in August 2016.
- Local Development Finance Authority - The Authority did not meet in August 2016.
- Economic Development Corporation/Tax Increment Finance Authority/Brownfield Redevelopment Authority - The Authority did not meet in August 2016.

Citizen Information Requests:

During the month of August 2016, a total of 181 cases/violations were inspected or identified in response to citizen service requests or staff field observations: 67 parking; 34 tall grass/weeds; 30 debris/refuse; 18 building maintenance; 14 inoperable vehicles; 6 zoning; 6 property maintenance; 3 signs; 2 safety, sanitation and health; 1 housing maintenance.

BUILDING AND HOUSING SERVICES

Construction Board of Appeals: The Board did not meet in August.

Issued permits and conducted required building, electrical, plumbing and mechanical inspections to ensure compliance with local codes/ordinances. The following list shows major permits:

Type of Permit/Application	Number of Permits	Project Valuations
Single-family Houses Detached	9	\$2,024,899
Single –family Attached	6	\$1,343,259
Five or More Family Buildings (Apartments)	3	\$6,261,459
Residential Additions, Interior Remodels, Garages, Sheds, etc.	12	\$285,791
Commercial Additions, Interior Remodels, etc.	9	\$3,659,938
Permits Not on Report (i.e., demolition, electrical, plumbing, mechanical, driveway, sign, water use/sewer use, etc.).	228	N/A
Totals	267	\$13,575,346

CDBG Housing Assistance Programs

CDBG PROGRAMS				
Activity	Housing Rehabilitation	Water / Sewer	Emergency Repair	Down Payment Assistance
New Applications	0	0	0	0
Applications Approved	2	0	0	0
Loan Closings	1	0	N/A	0
Monthly Projects Completed	0	0	0	0
Projects Underway	5	0	0	0
FY YTD Projects Completed	0	0	1	0

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: September 14, 2016

FROM: William Furry, Director of Finance

wkf

SUBJECT: Monthly Report-August 2016

ACCOUNTING /PAYROLL

- Accounts payable processed 642 invoices which produced 475 payments to vendors totaling \$3,378,663.31. Payments consisted of 346 paper checks totaling \$2,361,822.79 and 129 automated clearinghouse payments totaling \$1,016,840.52.
- Continued work on finalizing general ledger for year-end reporting, preparing audit workpapers, and reconciling accounts.
- Processed 18 individual/non-AP EFT payments totaling \$19,631,625.90, which includes weekly tax disbursements of \$17,398,062.47.
- Completed July bank reconciliations.
- Calculated month-end allocations of interest earned, fringes expense, postage, and city share of tax revenues.
- Continued to update and document step-by-step descriptions of various accounting tasks and procedures.
- Processed 2 payrolls, creating 630 checks and deposit advices for 372 employees, with a total monthly payroll expenditure of \$972,254.22. Number of employees was greater due to the addition of election workers to the August 18th payroll, for the election held on August 2nd.
- Completed monthly disability management entry.
- Prepared Vacation/Sick/Holiday liability file for FYE 15-16 CAFR.
- Continued working with ADP to finalize the benefit accrual and time off request piece of the ADP electronic time conversion. Awaiting ADP resolution of several key components with regards to leave request notifications and automatic addition of approved time off to timecards.

TREASURY

- Continued collection and distribution of 2016 summer property taxes. In August, Treasury processed 4,265 property tax receipts; collected over \$26.5 million; and distributed \$19.5 million to Portage Schools, Comstock Schools, Vicksburg Schools, KVCC, K/RESA, Kalamazoo Transportation and the County.
- Continued collection of 2016 special assessment installments through the August 31, 2016 due date. Total timely collections through August 31, 2016 were approximately \$252,022.55.

- Treasury Supervisor attended the Association of Public Treasurers of United States and Canada Annual Conference which was held in Grand Rapids this year.
- Mailed out 72 miscellaneous receivables statements.
- Mailed out 53 delinquent personal property tax statements
- Prepared and issued the following utility billing statements:
 - 4,681 regular quarterly bills (cycle 2)
 - Emailed 125 regular quarterly bills (cycle 2)
 - 147 final bills
- Prepared and issued the following utility billing delinquency notices:
 - 847 delinquent notices (cycle 1), a decrease of 2% from the prior year
 - 380 disconnect notices (cycle 1), a decrease of 21% from the prior year
 - 43 delinquent notices to customers with terminated services
 - 64 Property owner notices regarding past due final bills
- Shut-off water service for 39 customers due to non-payment on August 31, 2016 (cycle 1).
- Set up 28 accounts for direct debit payment for utility billing. As of August 31, 2016, approximately 2,382 customers are enrolled in this program.
- Received 552 payments via credit card/e-check through Point and Pay. August 2016 collections totaled \$164,095.67.
- Processed 718 utility, 62 property tax, 31 special assessments and 2 other online banking transactions through the electronic banking system. Payment listings are received each day for processing. During August 2016, collections totaled \$354,236.21.
- Processed 286 requests to initiate or terminate water/sewer services to residences and businesses. Staff averages 13 such setups per business day.
- Staff processed 1,293 phone calls during August 2016. Since July 1, 2016, staff processed 2,546 phone calls, averaging 60 per day.
- Staff worked with 149 customers at the Treasury Counter to whom receipts were not issued.

FINANCE/BUDGET

- Continued work on year-end review for audit and CAFR, began preparing the Prepared By Client (PBC) list of work papers and reconciliations.
- Continued to make updates to the 2016-2017 proposed budget document in preparation for publication of the final document
- Reviewed invoices to be paid before each check run to ensure the related expenditures were being posted to the correct fiscal year.
- Continued to review outstanding encumbrances and closed unnecessary purchase orders to liquidate the related encumbrances and reduce roll forwards.
- Began researching & recording FY 2015-2016 fixed asset acquisitions.
- Cashed in maturing investments, analyzed cash position and reinvested called bonds.
- Prepared monthly investment scorecard, input investment activity and balances into SymPro software and generated monthly SymPro reports for the investment committee. Performed JPMorgan Chase monthly risk analysis. Composed monthly investment report email for the investment committee.
- Attended a meeting with JPMorgan Chase regarding the annual treasury relationship review.
- Worked with software provider, BS&A, on various issues.

- Prepared and posted several budget amendments.
- Prepared and approved various journal entries.
- Approved accounts payable invoices and invoices with a purchase order prior to payment.
- Responded to questions from various departments regarding purchase orders, invoices, general ledger, or budget status.

BENEFITS/COMPENSATION

- Continued to monitor, research, and implement requirements of the Affordable Care Act (ACA).
- Continued to track city share of health insurance premium limits as provided for by PA-152.
- Calculated health insurance taxes and fees required under the ACA.
- Attended ACA Reporting and Filing webinar provided by BASIC.
- Calculated and approved monthly payments for employee fringe benefit plans (medical, vision, dental, life and long-term disability insurance, flexible spending accounts, pension contributions, etc.).
- Continued to administer Defined Benefit Plan, including locating and coordinating benefit payments for terminated vested participants.
- Began process for IRS required restatement of Defined Benefit Plan.
- Continued renewal process with Blue Care Network Advantage Plan (BCNA).
- Administered contractual wage adjustments per applicable labor agreements.
- Administered contractual bonus payments per applicable labor agreements.
- Responded to various employment verifications for employees.
- Attended Blue Cross Blue Shield health insurance review meeting presented by John Schuemann and Ben Cohen of Rose Street Advisors.

WORKERS' COMPENSATION

- Continued process for contract renewal with workers' compensation third party administrator.
- Continued process for contract renewal with workers' compensation excess insurance provider.
- Continued with aggressive case management on a number of work related injury claims. Special attention continues to be directed toward high reserve cases. Focus also directed toward lost-time cases with emphasis placed on returning employees to restricted duty assignments.
- Continued to assist supervisory personnel with employees in restricted duty assignments.
- Provided information to the city third party administrator for the processing of workers' compensation claims.
- Provided direction to third party administrator in regard to workers' compensation claims.
- Attended OSHA webinar regarding new reporting rules provided by XpertHR.
- Updated the OSHA 300 Log.

TO: Laurence Shaffer, City Manager**DATE:** September 13, 2016**FROM:** Shannon Hertz, Deputy Director Human Resources **SUBJECT:** Human Resources Department Monthly Report – August 2016

RECRUITING

The following positions were filled in August:

- Recreation & Special Events Program Manager
- Senior Center Program Coordinator
- Temporary Administrative Assistant for Transportation & Utilities
- Recreational Attendants (2)

The following positions have candidates identified:

- Police Reserve Officers (2)
- Radio Dispatcher (1)

The following positions are open and/or recruitment efforts are ongoing:

- Police Officers (2)
- Police Officer (PT)
- Senior Center Receptionist (PT)
- Seasonal Laborers (7) – Leaf Pick-up Program (6 weeks)
- Seasonal CDL Laborers (4) – Leaf Pick-up Program (6 weeks)
- Seasonal Laborers – Winter CDLs (2) (12 weeks)
- On-Call Firefighters

Employment applications, assessments and recruitment activities:

- 104 Applications processed and screened
- 33 In person and phone interviews conducted
- 8 Testing and other assessments conducted

SAFETY, TRAINING AND DEVELOPMENT

August activities to promote the education, development, training and safety of employees included the following:

- Randomly tested 3 participants for drug testing program.
- Conducted On-boarding for 3 new/returning employees.
- Three parks audited for ADA and safety compliance.

HEALTH MANAGEMENT PROGRAM

- Continued to administer Health Management Program (HMP) for Department Head, Non-Union, PPCOA, PPOA and UAW employee groups.
- Schedule the first educational session for the first quarter of the 2016/2017 plan year, which will be held on 09/22/16.
- Held a poker walk as the first of two planned activities for the first quarter of the 2016/2017 plan year.
- Began preparations for the wellness screenings to be held on October 25 and 26.

BENEFITS

- Provided benefit consultation to employees terminating, retiring and beginning employment.
- Assisted employees and retirees with various benefit matters, including claim resolution and dependent eligibility.
- Processed benefit changes as necessary, including calculation and submission of payroll deductions including changes made during open enrollment.
- Issued retiree health insurance invoices to 8 retirees and 2 unions.
- Monitored Flexible Spending Account (FSA) reimbursements processed by Kushner & Company for 25 participants for the 2016-2017 plan year.
- Performed administrative requirements to meet legal compliance in regard to the Family Medical Leave Act (FMLA). Processed 13 notifications for employees.
- Performed administrative requirements to meet legal compliance in regards to the Consolidated Omnibus Budget Reconciliation Act (COBRA) for 1 COBRA participant.
- Documented and monitored sick leave usage.

ELECTIONS

- Processed payroll for 123 Election Workers.
- Gathered Feedback from Election Chairs for post-election review.
- Created and sent mailings to 109 past election workers to solicit participation for November 2016 General Election.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: September 9, 2016

FROM: Kendall Klingelsmith, CPRP, Director of Parks, Recreation and Senior Citizen Services

KL

SUBJECT: Monthly Operations Report for August 2016

PARKS & RECREATION:

PARK RESERVATIONS

Gazebo	1
Central	4
Lakeview #1	11
Lakeview #2	11
Ramona #1	4
Ramona #2	11
Westfield	3
Grain Elevator	2
Schrier	6
Stuart Manor	4
Overlander Bandshell	1
Amphitheatre	2
Hayloft	4
Total:	64

PARKS & RECREATION:

Ramona Park Total	6,632 Citizens
Boat Rentals	191 Rentals
Adult Softball	55 Teams/800 participants

EVENTS:

Advanced Anglers Fishing Camp	12 Participants
Movie Night	60 Participants
Get Active Portage	126 Participants
National Night Out	120 Participants

SENIOR CITIZEN SERVICES:

ATTENDANCE AND ACTIVITIES

Total participations for the month of August was 2,464 with a daily average of 88 (24 days).

MEMBERSHIP

Total active memberships for the month of August were 1,324. There were 19 new members who signed up in August, and 72 membership renewals.

VOLUNTEERISM

Total numbers of PSC volunteer hours for August were 1,804 representing the contributions of 126 volunteers whose combined work is valued at over \$39,300.

AUGUST PROGRAM HIGHLIGHTS

- The PSC partnered with the Portage District Library on “Art U,” providing an ice cream social that served over 100 participants. The PSC band also performed.
- A “Salute to summer” barbecue luncheon was held, serving 47 members.
- A free Pickle ball Clinic was held at Ramona Park with approximately 40 individuals participating.

TRAVEL PROGRAM

- Total Participation for travel was 116. There were two trips in August, *Menopause the Musical*, and *Great Canadian West*.

FUNDRAISING

Income for the month of August was \$3,000 and includes transportation donations, memberships, and fundraising.

OTHER SENIOR CENTER HIGHLIGHTS

- The Portage Senior Center received official notification of accreditation approval from the National Council on Aging.
- PSC Staff continue to work on streamlining front desk operations and moving to a more efficient digital paperless system. This included the installation of a second monitor at the front desk so that the Receptionist can see who is checking in and make sure that they are welcomed and acknowledged by name.
- Thanks to the efforts of the Garden Club volunteers, the PSC has been recognized as a Monarch Butterfly Waystation.
- PSC staff and volunteers attended training session to prepare to launch the Aging Mastery Program.

TO: Laurence Shaffer, City Manager

DATE: September 9, 2016

FROM: Rod Russell, Director of Public Services

SUBJECT: Monthly Operations Report for August 2016

STREET MAINTENANCE ACTIVITIES

- Repaired damaged sidewalks and curbs throughout the city
- Replaced hot mix asphalt at concrete repair sites
- Restored lawns at sidewalk & curb repair locations
- Replaced damaged door at Hayloft Theatre
- Removed tree roots that were causing trip hazard at City Hall
- Removed tree limbs blocking traffic control signs
- Repaired damaged and faded street signs
- Applied crack sealing material to major streets & intersections
- Applied crack sealing material to West Lake Nature Preserve parking lot, Central Cemetery road and Celery Flats Historic Area roads
- Applied crack sealing material to Westfield Park parking lots
- Applied crack sealing material to Westfield basketball court
- Applied crack sealing material to South Arboretum trails
- Provided street sweeping support on Quality Way
- Replaced damaged sections of curb at City Hall
- Pushed up street millings at Garden Drive collection site
- Removed old fencing & asphalt from the southwest corner of Westnedge & I-94
- Repaired damaged asphalt road on Biscayne near Sprinkle
- Removed large tree stump on Innisbrook
- Graded & graveled Edgewater Drive for upcoming Health Fair at Ramona Park
- Removed broken glass from intersection of Shaver & West Centre
- Removed two trip hazards with sidewalk grinding machine
- Fixed storm water drainage structure on St. Anthony Drive
- Removed cut concrete sidewalk walls and added top dirt & grass seed at Library Lane crosswalks
- Removed shed and brush from city property located on Capri Street
- Removed fallen limbs from Edington Street, Oakland Drive, Peachtree Street, Angling Road and Bacon Avenue
- Removed fallen tree from Central Cemetery
- Removed dead trees from city right-of-ways
- Removed tree limbs blocking traffic control signs

- Removed an old salt brine reel from DPS facility
- Installed storm drainage structure at end of South Westnedge Avenue
- Added millings to side trail to Portage Creek Bicentennial Park trail for paving equipment access
- Prepared access point to trail for start of trail root pop removals
- Repaired section of deteriorated asphalt at Ramona Park beach contact station
- Added asphalt to Garden Drive bikeway where recent culvert was placed
- Removed four sections of asphalt on Portage Creek Bicentennial Park trail near relocation project in preparation for trail paving
- Commenced removal of root pop areas on Portage Creek Bicentennial Park trail (north of East Milham Avenue and south of East Kilgore Road)
- Installed new culvert on wet portion of Portage Creek Bicentennial Park trail
- Installed storm water drainage system on South Shore Drive
- Hired contractor to remove limbs covering lighted street name signs and traffic control signal lights at East Kilgore Road & Woodmont Drive
- Hired contractor to repair gate at leaf compost site
- Hired contractor to repair cracks in asphalt trail in Arboretum on Library Lane
- Hired contractor to cut curbs at Library Lane to accommodate snow removal equipment for winter maintenance operations
- Hired contractor to pave the following streets during Mill & Fill Program: East Centre (Sprinkle to city limit), Lakeview (Shady Lane to Eastern), Weaver (Charles to north end), Ashton Woods (cul-de-sac), Fallow (Autumn to Wapiti), and Wapiti (Fallow to Caribou)
- Supported Police Department with vehicle mishap on Lovers Lane
- Supported Police Department by commencing removal of tall grasses & limbs surrounding siren poles
- Supported City Clerk with voting signs & flags on 8/2/16
- Supported Movie Night at Celery Flats Historic Area on 8/5/16
- Supported Transportation & Utilities Department with traffic control for Onyx road sealing project on Ramona Avenue on 8/11/16
- Supported Public Safety Department with request to remove excess shrubs at West Fork Crossing Park near Old Kilgore Road

Weekly Curbside Recycling Program - The following summarizes total weights of recyclable materials collected during the month of August 2016 as well as Fiscal Year-to-Date totals:

WEEKLY CURBSIDE RECYCLING PROGRAM COLLECTION SUMMARY
TOTAL WEIGHT OF RECYCLABLE MATERIALS COLLECTED

Date	Single Stream Recycling (tons)
August 2016	223.91
FY 2016-17	437.91

Note: There were 28 new requests for recycling services in the month of August.

PARKS MAINTENANCE ACTIVITIES

- Supported six cemetery interments
- Prepared Ramona Park Beach House for daily opening
- Cleaned debris from Trail Head Park fountain
- Removed trash from park properties
- Mowed grass at city owned properties
- Mowed tall grass and weeds in city right-of-ways
- Prepared facilities for upcoming rentals
- Prepared softball fields for league games
- Removed debris from trail system
- Fixed irrigation system leaks
- Replaced burned out light bulbs
- Repaired broken split rail fencing
- Installed missing sign on Portage Creek Bicentennial Park Trail
- Removed fallen tree from Shaver/Melody Bikeway
- Repaired sticking door at Lakeview Park restroom facility
- Trimmed trees & bushes at Oakland Drive Park
- Removed broken glass from Ramona Park playscape
- Blocked entrance to Lakeview Park pavilions, thereby eliminating vehicle traffic on grass areas
- Removed fallen limbs from Portage Creek Bicentennial Park Trail & Central Park
- Assembled & installed new picnic tables at Ramona Beach House
- Repositioned benches at Ramona Beach House
- Removed split rail fencing from Schrier Park
- Removed low hanging limbs from trails in South Arboretum
- Removed fallen tree on Portage Creek Bicentennial Park Trail
- Installed air conditioning vent at Ramona Beach House
- Removed signs from Celery Flat Interpretive Center
- Installed wood chips on Woody Noll crossover trail
- Added wood chips to park playscape areas
- Repaired sliding door at Hayloft Theatre
- Repaired discrepancies noted on park playscapes
- Repaired swing set at Ramona Park
- Removed limbs & brush from Portage Creek Bicentennial Park Trail & West Fork Crossing Park
- Removed graffiti from Portage Creek Bicentennial Park Trail
- Replaced interior Hayloft lights with LED bulbs
- Replaced old dehumidifier in Hayloft basement
- Repaired holes in siding at Hayloft Theater
- Repaired siding on Harbors West restroom facility
- Added new air fresheners to parks restrooms
- Repaired broken split rail fencing
- Trimmed trees & bushes on trail system

- Repaired deteriorated post on DPS entrance sign located on South Westnedge Avenue
- Removed a bush from Portage Senior Center
- Removed fallen tree from Central Cemetery & special events parking lot on Garden Lane
- Removed fallen limbs from South Cemetery
- Removed litter from major streets boulevards
- Repaired electrical junction box that was infiltrated by water at Millennium Park Ice Rink
- Placed barricades on trail system where flooding was an issue
- Trimmed brush from Trail Head Park gazebo area
- Trimmed brush from Millennium Park trail from South Westnedge Avenue to West Romence Road
- Trimmed brush & tall weeds from Super Deck area of West Lake Nature Preserve
- Repaired drinking fountains at Lakeview Park & South Westnedge Park
- Repaired holes in wooden trim caused by animals at Schrier Park
- Removed graffiti from fishing pier at Ramona Park
- Installed hooks & repaired security lights at Ramona Beach House
- Repaired irrigation system at Oakland Drive Park
- Removed fallen limb at Celery Flats Visitor's Center
- Installed swing set support bar at Lexington Green Park
- Added gravel to bench area at Oakland Drive Park
- Removed brush along Portage Creek Bicentennial Park Trail near Overlook #1
- Supported four burials in cemeteries
- Placed headstones & added top dirt & grass seed in cemeteries
- Supported Soccer Camp at Ramona Park the week of 8/1/16 – 8/5/16
- Supported "Party in the Park" at Lexington Green Park on 8/2/16
- Supported Movie Night at Celery Flats Historic Area on 8/5/16
- Supported Health Fair at Ramona Park on 8/13/16
- Supported Hike Night on Eliason Trail on 8/15/16
- Supported People's Food Co-op at Portage Senior Center on 8/7/16, 8/14/16, 8/21/16, & 8/28/16
- Hired contractor to repair irrigation system at Ramona Beach House
- Hired contractor to provide separate electrical lines for Trail Head park water fountain and the City of Portage lighted entrance sign
- Hired electrician to fix lights at Hayloft Theatre
- Hired contractor to power wash Liberty Park shelter
- Hired contractor to repair irrigation booster pump at South Westnedge Park

FLEET & FACILITIES DIVISION:

The Fleet & Facilities Division generated 163 work orders for the month of August 2016. A total of \$11,723.54 was spent on billable labor hours while the parts costs were \$8,228.11. The outside contracted work was \$4,783.33.

August 2016	August 2015	
163	122	Work Orders
\$8,228.11	\$18,732.01	Parts Cost
\$11,723.54	\$11,527.82	Labor Cost
29	15	Preventative Maintenance (P.M.) Work Orders Completed
\$80.63	\$187.76	Average Cost per P.M
\$2,338.36	\$2,816.44	Total P.M. Cost
\$1,610.40	\$350.00	Contracted Repairs-Body & Painting
\$3,172.93	\$3,056.02	Contracted Repairs (Not Including Body & Paint)
\$3,648.00	\$498.93	Building Renovations

BUILDING MAINTENANCE

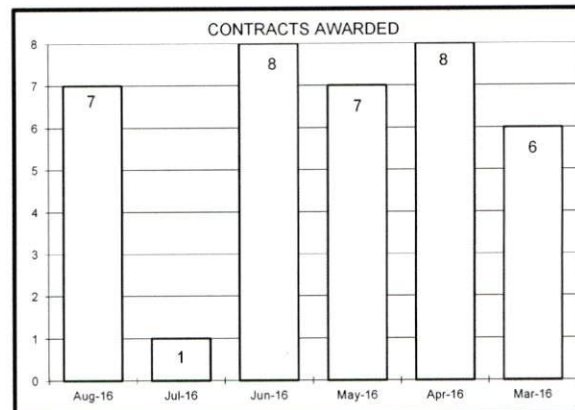
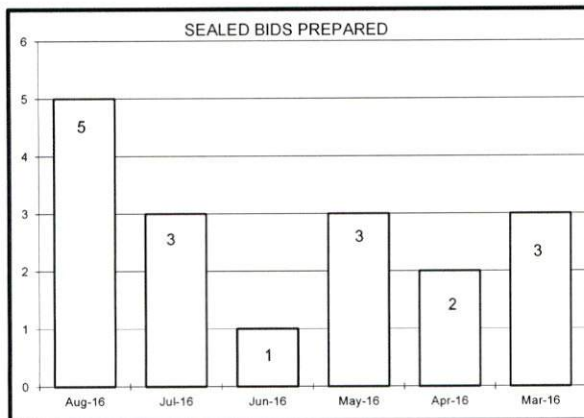
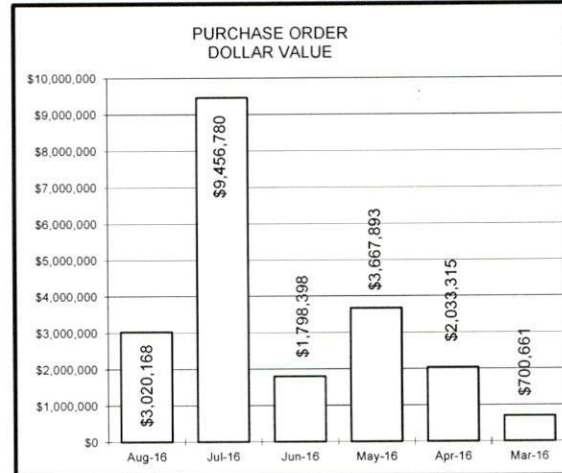
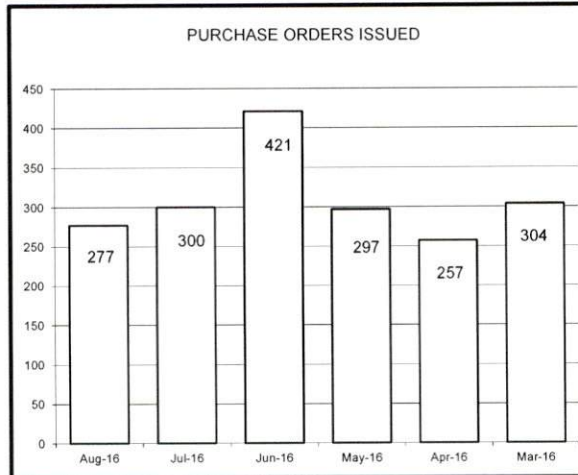
1. Custodial Operations
2. City Hall, Police, and Senior Center support services

TO: Laurence Shaffer, City Manager

DATE: September 1, 2016

FROM: Rob Boulis, Deputy City Manager

SUBJECT: Purchasing Monthly Report - August 2016



SEALED BIDS OPENED / CONTRACTS AWARDED

Traffic Signal Installation - Westnedge/Kilgore & Center/Old Centre
 Traffic Signal Construction Administration
 Traffic Signal Installation - Centre/Cooley/Tozer
 Vehicle Purchases - Fleet Vehicles
 Vehicle Purchases - Construction Equipment
 Fire Apparatus
 Wireless Communication
 Shaver Road Reconstruction Engineering
 Sidewalk Snow Removal

SEALED BIDS PREPARED

2017 Major Street Reconstruction Engineering
 Shaver Road Reconstruction Engineering
 2017 Utility Projects Engineering
 Senior Center Master Plan Architect
 Sidewalk Snow Removal

- Four new claims were filed with MMRMA, two claims were settled.
- Purchasing staff added 11 new vendors to the purchasing software vendor file.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: September 12, 2016

FROM: Richard J. White, Public Safety Director – Police/Fire Chief *RJW*

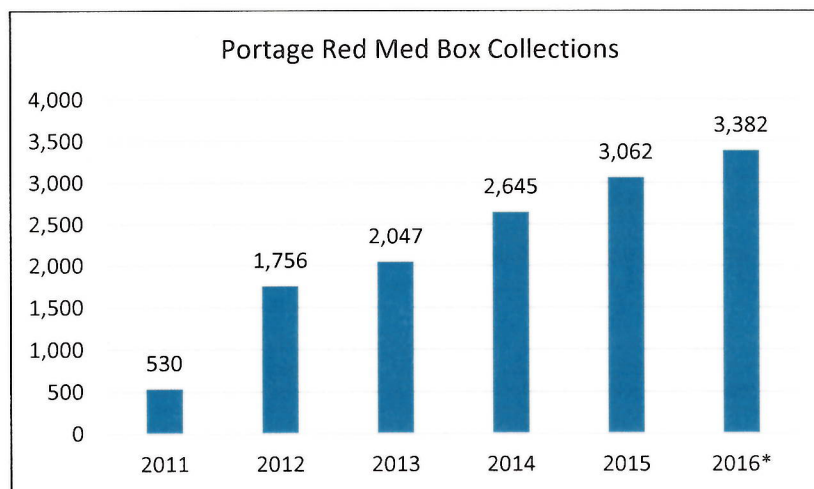
SUBJECT: Monthly Report for August 2016



Since its inception in November 2011, the Red Med Box program in Kalamazoo County has shown steady growth, with a total of 25,246 pounds of unwanted medications being properly disposed. The collection site at the Portage Department of Public Safety has properly disposed of 13,422 pounds of unwanted medications, leading the way in collection totals.

According to the Centers for Disease Control and Prevention, medication abuse, especially the abuse of painkillers, stimulants, and depressants, is the fastest growing drug problem in America. It is estimated that nearly 30,000 Americans will die from prescription drug abuse and overdose this year. Additionally, the Environmental Protection Agency says that trace levels of medication residues are found in surface waters, such as rivers and lakes, and in some community drinking water supplies.

Properly disposing unused and unwanted medications protects the community against prescription abuse, addiction, and overdose, and keeps harmful medication residues from entering the water stream.



*Jan-Aug 2016

POLICE DIVISION STATISTICAL SUMMARY

Police Incidents Dispatched:	1,963
Fire Incidents Dispatched:	443
Gun Registrations:	139
Warrants Obtained:	113
Expressway Incidents Handled:	71

ARRESTS

Total Adult Arrests: 319

Major Charges:

- Aggravated/Felonious Assault-Family
- Strong Arm Robbery
- Obstructing Police
- Criminal Sexual Conduct

Total Juvenile Arrests: 13

Major Charges:

- Retail Fraud 1st Degree
- Disorderly Conduct
- Minor in Possession of Alcohol
- Assault & Battery

JULY CRIME STATISTICS

Violent Crimes:	82
Non-Violent Crimes:	239

Reported Crimes - July 2016 Compared to July 2015:

Part I Crimes:	- 12.0%
Part II Crimes:	- 11.3%

Year-to-Date Comparison:

Part I & II Crimes Total YTD: -10.9%

TRAINING

Topics: Craigslist Investigations
Freedom of Information Act
Response to Adult Sexual Assaults

VOLUNTEER HOURS

August:	114
YTD:	877

EMPLOYEES INJURED

August:	5
YTD:	16

FIRE DIVISION STATISTICAL SUMMARY

Calls for Service		Count
Fire		7
Overpressure Rupture		5
Rescue & Emergency Medical Service Incident		221
Hazardous Condition (No Fire)		12
Service Call		44
Good Intent		98
False Alarm and False Call		30
Special Incident Type		2
Total Calls		419
Total Property Loss		\$16,200.00

Inspections		Count
Annual Attempt & Inspection		393
Reinspection Attempt & Inspection		54
Key Box		3
Plan Review		9
Campfire Permit and Inspection		3
Final or Move-in		1
FOIA		4
Other		5

Auto/Mutual Aid		Count
Mutual Aid Given - Comstock		3
Automatic Aid Received - KDPS		1
Mutual Aid Received - KDPS		1
Mutual Aid Given - KDPS		1
Automatic Aid Given - Pavilion		2
Mutual Aid Given - South County		5
Mutual Aid Given - Texas Township		1
Mutual Aid Received - Texas Township		1
Automatic Aid Received - Texas Township		1

Public Education	Adult	Child
Car Seats	46	18
Public Relations	20	15
Lecture Demo	264	172
		Installed
Car Seats		39

Training		Count
Aerial Operations		25
Power Tools/Lighting Equipment		30
Hose Line Advancement		23
EMS Continuing Education - Cardiovascular		34

SIGNIFICANT EVENTS – AUGUST 2016

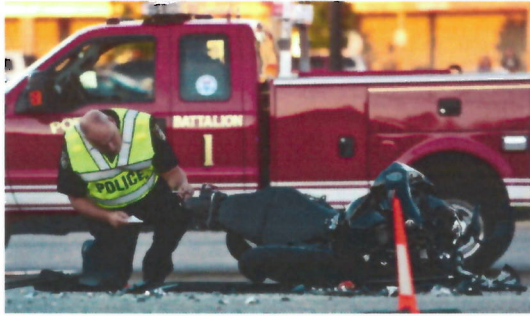
A bucket was observed in front of the Police Division main entrance. Due to the violence directed toward law enforcement, the bucket was deemed suspicious, and the immediate area was evacuated. The Kalamazoo Department of Public Safety Bomb Squad was contacted. The bucket was x-rayed, and it was determined that it posed no apparent threat. The bucket was opened, and located inside was a large amount of marijuana and equipment to manufacture marijuana wax. The parking lot cameras showed a subject dropping the bucket off at approximately 2:30 a.m.; however, the suspect could not be identified.

Portage police were notified of possible pickpockets, who appeared to be targeting elderly females at a retail store. The suspects left the store before arrival of police; however, loss prevention officers at the store were able to identify a suspect vehicle. Detectives followed the vehicle and advised officers of its location. Officers stopped the vehicle, and the suspects were detained. Additionally, a victim called to report the theft of her wallet, which was seen in plain view in the suspect vehicle. Three suspects were arrested for larceny from person and identity theft.

An officer was on patrol, traveling through a store parking lot, when he made contact with two subjects. One of the subjects had a piece of paper with numerous credit card numbers on it. The subject indicated that the cards were no longer active, and the actual cards were at his mother's residence. The officer confiscated the paper and made contact with the mother, who advised that she did not give her son permission to use or be in possession of her credit cards or any credit card numbers. The mother will be pressing charges, and the case will be submitted to the prosecutor's office.

The victim of a felonious assault reported that she was driving southbound on Sprinkle Road when she noticed a white vehicle driving erratically and causing a hazard. The two vehicles continued traveling on the same roads, and eventually the victim "brake checked" the white vehicle. The white vehicle then pulled up beside the victim, and the passenger said something to her. The vehicle then pulled up a few feet and a charcoal-colored, semi-automatic pistol emerged from the passenger window and was pointed at the victim. The white vehicle then traveled on and eventually pulled into a gas station. The suspect contacted the police department a short time later and stated that he was involved in the incident but had no gun due to a pending gun charge in Kalamazoo. In October 2015, an officer had contact with the same suspect. At that time, he was operating a different vehicle on a suspended license. He had a concealed pistol license and was open carrying a handgun on his hip. An unloaded assault rifle was in the passenger seat. The most recent case is still under investigation.

On August 13, at approximately 3:00 a.m., police officers and firefighters were dispatched to an accident involving a single car into a telephone pole near the intersection of Sprinkle Road and Winthrop Avenue. The car had been traveling northbound on Sprinkle when the driver veered off the east side of the road, striking a telephone pole. The telephone pole was snapped off at the base, and power was lost in the Meredith Street neighborhood. The 22-year-old male driver and sole occupant was not injured during the accident and was subsequently arrested for operating while intoxicated and driving on a suspended license.



On August 16, Portage police and fire units were dispatched to an accident in the 5100 block of South Westnedge. A Yamaha motorcycle had collided with a Mazda passenger vehicle. Officers determined that the driver of the Mazda pulled out of the private drive at 5121 S. Westnedge, crossed the northbound lanes, and intended to turn southbound onto Westnedge. The motorcycle was traveling northbound on Westnedge and collided with the Mazda as it entered the

roadway. The operator of the motorcycle, a 21-year-old Portage resident, was killed as a result of the accident. The occupants of the Mazda were not injured. Westnedge was completely shut down for approximately two hours during the investigation.

On August 16, the community received a significant amount of rainfall, causing flooding. Fire units were dispatched to Austin Lake for an oil spill. The spill was coming from a boat that had sunk during the rainfall. Kalamazoo County Hazardous Material team members assisted Portage with containing the spill.



Fire units were dispatched for a house fire. Upon arrival, crews found a fire contained to the laundry room, and the fire was quickly extinguished. No injuries were reported.

Police responded to an alarm at a business. Officers discovered that someone had used an axe to chop a hole in the roof of the business. It appeared the suspect gained access to the attic, but then had accidentally fallen through the ceiling and left through the back door. While checking for any suspects, officers observed jars of marijuana and scales. They also saw vending machines in the front of the business where marijuana was for sale. The drug investigation was turned over to



the Portage Uniformed Narcotics Team, who obtained a search warrant. Upon executing the search warrant, it was determined that the business owners were not in compliance with the Michigan Medical Marijuana Act (MMMA).

Approximately twenty pounds of processed marijuana, mostly packaged for sale, was seized, along with \$3,700 cash and two large vending machines. While the investigation was being conducted, at least ten customers came to the business with the intent to purchase marijuana. The potential customers advised that they had made previous purchases at the business without a caregiver present, in violation of the MMMA.

On August 27, Texas Township requested aid from the Portage Department of Public Safety Fire Division for a house fire on South 8th Street. Fire crews assisted with fire attack, salvage, overhaul, and rapid intervention. Three off-duty personnel were called in to maintain minimum staffing at the fire station.

Officers responded to a home invasion, in which entry was made via an unlocked rear sliding glass door. Taken was an Xbox One w/controller, a GroPro Hero, a Sony VAIO laptop, and a 3DR Solo Drone; the total value of the stolen property was approximately \$2,300. A breaking and entering was also attempted during the same time period at a neighboring street. The front door was dented, but it did not appear that entry was made, and nothing was missing. A possible suspect has been developed, who is tied to several other burglaries. The investigations are ongoing.

Police arrested a 37-year-old woman after her 14-year-old daughter reported that she had been assaulted by her mother. The daughter informed officers that her mother had struck her in the head several times and choked her. The mother was preventing the daughter from leaving, but the daughter eventually was able to escape and contact a friend. The friend transported the victim to the Portage Department of Public Safety. The victim was then transported by ambulance to a local hospital, where she was treated for her injuries and released. The mother was charged with Assault by Strangulation, Child Abuse 3rd Degree, and Assault & Battery.

Officers responded to a residence on the report that a subject with multiple warrants was there. Officers also learned that the subject was suicidal and possibly armed with a knife. Once on scene, officers made contact with the suspect, who physically resisted arrest and fled from the house. Officers later found the suspect hiding in a dumpster enclosure. The suspect continued to disobey officer verbal commands and fought with officers before he was physically restrained and handcuffed. Four police officers sustained minor injuries during the encounters with the suspect. It was later learned that the suspect was not only suicidal but homicidal as well. The Kalamazoo Department of Public Safety was actively looking for the subject, as he had been involved in a felony domestic assault/strangulation the evening before.

RJW:JMH;jh

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: September 15, 2016

FROM: Devin Mackinder, Director of Technology Services & Community Marketing



SUBJECT: Department Monthly Report – August, 2016

The following summarizes some of the public information and technology activities for the month of August.

Cable Access

Continued administration of the Cable Communications Franchise Agreement with Charter Communications, AT&T and the Cable Television Access Agreement with Public Media Network:

Significant Activities:

- Continued taping various special programs (HMP, PSI, Lunch & Learn, etc.)
- Continued working with Director Haasch on emergency broadcast protocols
- Several audio/video issues continue. Continue working with PMN to resolve
- Continued working on new city marketing video materials

Internet/Intranet Web Site

Continued with daily updates to city Internet and Intranet web sites as well as preparing for future updates and upgrades and compiling monthly statistics.

Significant Activities:

- Researching municipal website development vendors for updating the city internet/intranet sites to make them more user/mobile friendly.

Telecommunications

- Continued working on the Mobilitie ROW permit process

Contract Administration

- Continued working on the IP Consulting contract for additional phone licenses
- Began working on the IBM AS400 annual maintenance contract

Information Technology

Continued with several technology projects, supervising Technology Services Department staff and researching new technology opportunities that work toward city goals of providing efficient and cost-effective services.

Significant Activities:

- Continued working with the City of Kalamazoo new IT director on connecting fiber
- Continued PortageAlert mass notification system for emergency initiatives
- Continued updating the Firehouse application to .net
- Continued researching city website rebuild vendors
- Continued investigating options for upgrading the decades-old multi-mode fiber ring
- Continued implementation of the ADP time and attendance system
- Continued researching various new technologies
- Continued researching posting live snow plow location tracking on the city website
- Continued researching new citywide keyless entry and camera system project
- Completed new World system migration
- Continued implementing the new Streets work order system
- Continued working on a new GIS layer for fiber assets
- Continued researching federal and state requirements for unmanned aircraft system
- Continued assisting Parks with identifying a comprehensive parks management software
- Completed developing storage solution for Public Safety body worn cameras
- Began researching a new technology called Soofa for citizen wireless devices
- Tested the PA systems at all buildings
- Worked with Consolidated Dispatch on a text 911 installation

Marketing Activities

- Continued oversight and management of all city marketing activities
- Continued Branding support initiatives

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: September 9, 2016

FROM: W. Christopher Barnes, Director of Transportation & Utilities 

SUBJECT: Transportation & Utilities Department Monthly Report for August 2016

The month of August 2016 was a busy month for both Transportation & Utilities staff and the Suez Environmental staff. In regards to the Suez Environmental operations, emphasis during the month continued to be directed at ensuring the various activities related to the utility operation were being completed professionally and in a manner to ensure that service levels committed under the Suez Environmental contract with the city are completed in a timely manner.

Major accomplishments involving the Suez operations during the month include:

1. Inspections continued on sewer lift stations and water wells. During the month of August, 693 inspections were made by Suez personnel.
2. Suez personnel received 27 customer service calls during August.
3. Suez personnel responded to 29 after-hour panel alarms as indicated on the SCADA control panel monitoring the city's water and sanitary sewer facilities.
4. Approximately 194 million gallons of water were produced/pumped during August. Production averaged around 7 million gallons of water per day during the month. Eight hundred thirty-two water quality analyses were completed during the month.
5. Seven new meters were installed and no new service leads were required to be tapped during the month of August.
6. Miss Dig stakings were completed at 525 locations.
7. No water main breaks occurred during the month.
8. Suez personnel cleaned a total of 14,350 feet of sanitary sewer main and inspected and cleaned 84 manholes.

In the transportation and utility areas, the following activities in August were either completed or ongoing at month's end.

1. Review of new development plans from a transportation and utility standpoint continued during the month. Six development and building plans were reviewed.

2. The city and Suez Environmental are currently in the 5th year of a five-year contract renewal approved by City Council on December 6, 2011. The Utility Contract Administrator was very busy overseeing the Suez Environmental operations, addressing customer concerns, inspecting public and private utility construction and inspecting city-owned stormwater and utility facilities. Recent focus by Suez has been sanitary sewer cleaning and clearing brush from city-owned retention basins. Lead and copper level testing at no cost to Portage utility customers has continued through July with the Utility Contract Administrator managing the program. Approximately 70 samples were analyzed. No samples contained lead levels above 3 parts per billion (ppb). The USPEA action level is 15.0 ppb. The program is now complete.
3. The Traffic Engineering section was very active during the month of August investigating complaints/concerns regarding operation of traffic signals, performing traffic volume/accident analyses and reviewing new streetlight installations. Much effort was expended on analysis and modifications for traffic operations city-wide and traffic analysis for the various traffic signal installations scheduled for 2016 and oversight of the Lovers Lane CMAQ project, South Westnedge Avenue / Romence Road Safety project, and South Westnedge Avenue / Kilgore Road area. Work continued on a local street calming program and a collaborative sign policy with the Road Commission of Kalamazoo County and the City of Kalamazoo. The policy document will be released for public comment in the October Portager.
4. Beginning in 1994, the city has administered a Stormwater Retention Basin and Stormwater Outfall Testing and Monitoring. Annual results showed increasing groundwater table levels throughout the city along with stable storm water monitoring results. Report finalized and received in November 2013. Annual results indicate a 1 to 3 feet decrease in groundwater table since 2012, but generally a 6-inch increase due to recent rainfall. New “request for proposals” were solicited in February with proposals received on April 16, 2014. The low bid in the amount of \$22,756.04 for 2014 to 2018 was awarded to Nova Consultants on April 29, 2014. Sampling was completed in July and December. Recent water level results show the groundwater on the east side of the city reaching 2009 levels.
5. City traffic signal maintenance is performed under contract to a specialized electrical traffic signal contractor. City staff initiated a new bid package for traffic maintenance with bids received July 23, 2015. Sole bid in the amount of \$176,300 submitted by Severance Electric. City Council approved on August 11, 2015. Severance Electric, Inc., began new contract on September 1, 2016. Recent work has focused on LED sign upgrades, illuminated sign replacements, and controller cleaning.

Implementation of the Capital Improvement Construction Program was also an ongoing activity as the construction season was completed. Accomplishments during the month of July included the following:

1. In August 2015, the City Administration was awarded \$195,000 by the State of Michigan for the implementation of a Storm Water Basin Asset Plan. The plan will provide an assessment of the functionality and operation of the 73 city-maintained storm water

basins. Engineer proposals were received on January 15, 2015. Nine proposals were received. After review, it was determined that three of the proposals best matched the needs of the city. Appointments were scheduled in March to interview the three firms and select the top proposal. On March 24, 2015 City Council awarded the contract to Hurley & Stewart, LLC, in the amount of \$209,000. Work is ongoing.

2. The 2015-16 Capital Improvement Program includes projects for the reconstruction of three Major Streets:
 - Constitution Boulevard from Romence Road to Milham Avenue
 - South Westnedge Avenue from Shaver Road to East Centre Avenue
 - East Centre Avenue from Shaver Road to South Westnedge Avenue

In addition to pavement resurfacing, these projects also include Americans with Disability Act (ADA) upgrades, curb and gutter replacement as needed, the replacement of median landscaping with stamped concrete and installation of traffic signal fiber optic cable through an existing conduit located in the median of Constitution Boulevard and enhanced pedestrian crossings for all projects. The city received consultant proposals for the necessary engineering services from six consultants on August 20, 2015. Low bid in the amount of \$87,950 was submitted by Paradigm Design. City Council approved a contract to Paradigm Design on September 8, 2015. Engineering complete. Bids received in March and the low bid was submitted by Rieth Riley in the amount \$819,169.15. City Council awarded a contract on March 22, 2016. Construction began June 13, 2016 with replacement of railroad crossing on West Centre Avenue. West Centre and South Westnedge Avenue are complete. Constitution Boulevard is underway with expected completion in September.

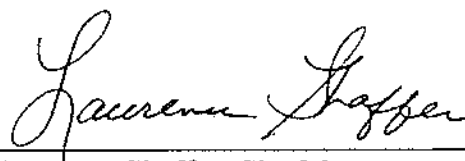
3. The 2015 -16 Capital Improvement Program includes a project for a Local Street Neighborhood Calming Program. A budget of \$10,000 was established for professional services and the remaining \$15,000 will be used for implementation of the program. The city received letter proposals from six consulting firms on August 11, 2015 and has chosen to award the project to OHM in the amount of \$10,000 based on experience and their proposed approach to developing a project plan that will best meet the City's needs. Development of the program is underway. Draft Program complete.
4. The 2015-16 Capital Improvement Program includes the design and construction of new traffic signals and associated street improvements on West Centre Avenue at the intersections of Old Centre Road and Cooley Drive. Included in the project are modifications to the existing driveways on West Centre Avenue within the influence of the Greenspire Retail Drive/Cooley Drive intersection to promote use of the new protected left-turn phase at the traffic signal and limit left turns out of driveways close to the intersection. The project will consist of the minor turn lane construction, along with sidewalk modifications to meet Americans with Disability Act (ADA) requirements. On August 11, City Council awarded an engineering contract to Abonmarche Consultants, Inc., in the amount of \$75,160. Engineering is complete. Bids were received in July and August. City Council awarded contracts to Severance Electric Company on August 23, 2016 for \$446,967.80 (Cooley Drive) and \$294,965.33 (Old Centre).

5. The 2015-16 Capital Improvement Program includes the design and construction of new traffic signal equipment at South Westnedge Avenue and Kilgore Road and design work for the intersection of Portage Road and Lakeview Road. Proposals were received on September 10, 2015, with the low proposal of Abonmarche Consultants awarded a contract in the amount of \$46,835 on September 22, 2015. Engineering complete. Bidding opening held July 14, 2016. City Council awarded a contract to Severance Electric Company on August 23, 2016 in the amount of \$316,307.20. Construction is pending.
6. The 2015 - 2016 Capital Improvement Program was awarded on September 22, 2015 to include the traffic signal replacement at South Westnedge Avenue and Romence Road. As part of a federal safety program, \$261,000 of federal grant monies was secured for the project. On September 22, 2015, City Council awarded a contract to Abonmarche consultants in the amount of \$47,840 for engineering design and construction administration. Grade inspection completed for January 13, 2016 with MDOT. Bidding set for October 2016.
7. The 2015 – 2016 Capital Improvement Program includes a project for the reconstruction of local streets at various locations. The project consists of pavement repair, miscellaneous curb and sidewalk replacement and construction of sidewalk connections in accordance with the city's "complete street policy." Project consists of 37 local streets. The low bid of \$1,639,086.77 was awarded to Rieth Riley Construction Company on April 12, 2016. Phase I began in the Westfield neighborhood and is complete. Construction is complete in the Phase II area (Bratcher Street, Cornell Street, Keystone Street). Phase III in the Pasma/Kingston area is ongoing.
8. The 2014 – 2015 Capital Improvement Program includes a project to replace the 20" force main under US-131 from 12th Street to east of Angling Road. The force main has suffered several breakages and is nearing the end of its effective life. On March 30, 2016, an engineering contract was awarded to Prein & Newhof for design of the force main project. Under agreement with Texas Township, the township is responsible for approximately 94% of the project cost. Design is complete for a directional bore under the freeway. Bid opening held August 9, 2016. One bid received was substantially over the engineer's estimation cost. Staff is in discussions with the contractor and MDOT to identify cost saving measures.

MATERIALS TRANSMITTED

Tuesday, September 6, 2016

1. **SUPPLEMENTAL INFORMATION FOR ITEM F.5 OF THE SEPTEMBER 6, 2016 CITY COUNCIL AGENDA:** September 2, 2016 Letter from Daniel Smith and Jeannette Greselin regarding the Kalamazoo Valley Family Church's proposed fireworks display.
2. Letters dated September 6, 2016 from Valerie Rineveld (10624 S. Westnedge Avenue) and Thomas A. Paull (10055 Portage Road) regarding bicycle regulations.



Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

Daniel Smith and Jeannette Greselin

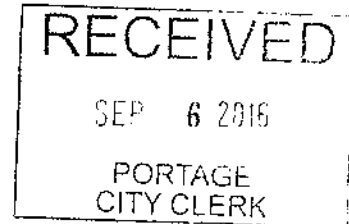
3022 Fleetwood Drive

Portage, MI 49024

C: CM
Council

September 2, 2016

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



Dear Portage City Council, Portage City Clerk, and Portage Fire Marshall:

We are writing in opposition to the City granting a permit for fireworks as requested by Valley Family Church, 2500 Vincent Avenue, for Sunday, September 25, 2016.

We are neighbors of this church and are opposed for several reasons:

- Fireworks are LOUD. This display will be close to our house and disruptive to the peace and quiet of our neighborhood.
- Possibility of FIRE. With even the best of precautions, unintended consequences could include fires set in the nearby woods, fields, and/or neighborhood homes.
- Our pets, and the pets of our neighbors will be very disturbed by the noise of these fireworks being set off so close to us. If you are a pet owner, you know the behavioral problems and distress this can cause. Fourth of July comes around once a year, and that is enough!
- The proximity of I-94 makes this location for a large fireworks display, dangerous to drivers on the freeway, as it will cause distractions and possible accidents there.
- This fireworks display will be harmful to wildlife living in the area, particularly in the new Nature Center Preserve, recently donated green space located very close by.

This "celebration" is for a private organization, and no offense meant, but we personally have nothing to celebrate in the existence of this group for 25 years. Why do we have to put up with their party? Couldn't they just have a quiet commemorative service, donate the savings to charity, and avoid all the problems listed above? Please, do NOT grant this permit.

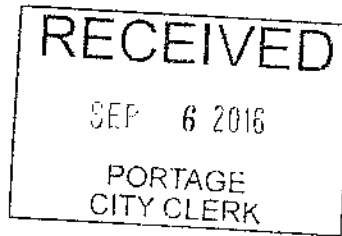
Sincerely,

Daniel Smith *Jeannette Greselin*

Daniel Smith and Jeannette Greselin
3022 Fleetwood Drive, Portage, MI 49024

C: CM
CC

✓ To the Portage City Council
Re: Discussion of bicycle regulations



September, 2016

I would like to address some issues that I have encountered regarding bicycle traffic. My paramount concern is safety for **ALL** types of traffic. But in the past weeks I have been involved in some events that narrowly averted accident and injury to both cyclists and myself as driver of a car.

On Lover's Lane and Romence Road a cyclist was in the **middle of the intersection**, left hand turn lane to go west on Romence. Oncoming car traffic turned right and the cyclist made rude gestures pumping his fist as if the oncoming driver should have waited for him. I do not understand what the supposed problem may have been. What I do know is this bicyclist created danger for all by using the middle of an intersection for his outing.

Also on Lover's Lane a group of cyclists were riding south. Some were riding abreast and I was unable to drive in the car lane, had to slow way down and nearly got rear-ended by the driver behind me. I would like to know if they are supposed to stay to the right of the white line along the side of the road. This put me at risk. I don't want to have to make the choice of hitting a cyclist or myself being hit by another car.

Why can cyclists not ride on the sidewalks when they are present instead of obstructing car traffic. And why must cyclists ride in "bunches" which impedes the driving lanes. If it is decided to give cyclists a "3 foot clearance" and they are already in the roadway, this will create a large potential for accidents.

Roadways are hazardous enough with car traffic. Please consider having bicyclists respect single file cycling in the roadways, or using sidewalks when available.

Sincerely,

Valerie Rineveld

10624 S. Westridge Ave.
Portage, Mich.
(327-7403)

9/6/2016

Portage City Council:

((Reference: Bicycles.))

I oppose the 3 foot clearance rule in relationship to cars.

It is a "smile on you rule" without other value.

It is kind of a false item. It does not address the issue that brought it to attention. There could have been a 10 foot rule or a 1 foot rule but neither would have changed the accident.

((My experience thoughts))

At different places I was employed there was a saying about some new employed people, "That they were dumber than a box of rocks." So why were they hired? Because the person had a college degree and it was thought they could learn.

I want to come out saying that sometimes everyone is dumber than a box of rocks. At times it is normal.

I was driving down a road at night and I could see a light in the backyard of a farm house. After a short time the light became the light of a motorcycle. My mind had built the picture of what was down the road before it became clearer.

I was getting ready to drive out of the parking lot onto Portage Rd. Traffic was heavy so I am looking left and right for the right time to enter. Even though I am making a right turn I look left and right. Looking right to make sure the lane is still clear and no bicycles coming. I feel fairly safe on the bicycles not being a problem on the right because I am kind of in way of any bicycle coming from that direction. Always a last look into the direction that traffic is coming from because that could be the next safety issue. The last look to the left cause a quick change from go to stop. A bicycle was coming down the street.

Questions? Where did he come from? Was he on the sidewalk and change to the street? Why hadn't I seen him? In reality no one sees the whole picture at 1st. You pick up pieces and your mind builds the rest of the picture. Like kind of pulling a picture from your minds storage bank.

Bicycles and vehicles do not belong together on any road or street that the volume of traffic is enough for 4 or more lanes. Any road or street in which the speed limit is over 35 mph with a large volume of bikes or vehicles or both do not belong together.

We have to get out of the horse and buggy days when it was okay for horse, buggies, cows, dogs, people and bikes can all use the same road.

We need to address the side walks. Make them wide enough for people and bicycles. As it is now the summer walk at some places are so over grown that my wife & I have to walk single file. In the winter the walks are covered with snow from the snow plow. Get them That they were dumber than a box of rocks. wide enough the snow plow does not cover them and for the safety of the people get them away from the curb.



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