PORTAGE
A Natural Place to Move

FINAL AGENDA FOR THE COUNCIL MEETING
CITY OF PORTAGE
OCTOBER 4, 2016

5:15 p.m. Board and Commission Interview Session.

7:30 p.m. Call to Order.

Invocation: Pastor Scott Blowers of The Bridge Church.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. National Community Planning Month Proclamation.

A. Approval of City Council Meeting Minutes.

1. Committee of the Whole Minutes of September 20, 2016.
2. Regular Meeting Minutes of September 20, 2016.
3. Pre-Council Meeting Minutes of October 3, 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 October 4, 2016 as presented.

D. Public Hearings:

1. Communication from the City Manager recommending that City Council, subsequent to the public hearing, approve Rezoning Application #16/17-1 (10332 Shaver Road), with a change from R-1B, one family residential, to B-3, general business.

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

* 1. Communication from the City Manager recommending that City Council approve a one-year contract renewal with Blue Care Network for retiree health insurance and authorize the City Manager to execute all documents related to the contract renewal on behalf of the city.

* 2. Communication from the City Manager recommending that City Council award a two-year contract renewal to Midwest Employers Casualty Company for workers' compensation excess insurance coverage for an annual fee of $76,499 plus payroll adjustments and authorize the City Manager to execute all documents related to this contract renewal on behalf of the city.

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

   1. approve Contract #16-5442 between the Michigan Department of Transportation and the City of Portage for traffic signal improvement work at the Romence Road and South Westnedge Avenue intersection,

   2. adopt a Resolution authorizing the City Manager to sign Contract #16-5442,

   and authorize the City Manager to sign all other documents related to this project on behalf of the city.

* 4. Communication from the City Manager recommending that City Council establish the 2017 schedule of regular City Council meetings.

G. Communications:

* 1. September 26, 2016 Letter from Public Media Executive Director Hap Haasch - Information Only.

H. Unfinished Business:

* 1. Communication from the City Manager recommending that City Council adopt the amendment to Division 2, Section 2-171, Article 5, of Chapter 2, "Purchases and Sales" in the City of Portage Code of Ordinances.

* I. Minutes of Boards and Commissions Meetings:

1. Portage Planning Commission of August 18, 2016.

2. Portage Public Schools Board of Education Regular and Special of August 15, Policy Governance of August 22 and Policy Governance and Committee of the Whole of September 12, 2016.

J. Council Committee Reports:

K. New Business:

L. Bid Tabulations:

M. Other City Matters:

1. Statements of Citizens.

2. From City Council and City Manager.

* 3. Reminder of Meetings:

a. Wednesday, October 5, 8:15 a.m., Historic District Commission, City Hall Room No. 2.

b. Wednesday, October 5, 6:30 p.m., Park Board, Celery Flats followed by Portage Creek Bicentennial Park.

c. Thursday, October 6, 6:30 p.m., Human Services Board, City Hall Room No. 1.

d. Thursday, October 6, 7:00 p.m., Planning Commission, Council Chambers.

e. Monday, October 10, 6:30 p.m., Youth Advisory Committee, City Hall Room No. 1.

f. Monday, October 10, 7:00 p.m., Zoning Board of Appeals, Council Chambers.

g. Wednesday, October 12, 7:00 p.m., Environmental Board, City Hall Room No. 1.

h. Tuesday, October 18, 6:00 p.m., City Council Committee of the Whole Work Session, City Hall Room No. 1.

* N. Materials Transmitted.

1. Materials Transmitted of September 20, 2016.

Adjournment.

NATIONAL COMMUNITY PLANNING MONTH PROCLAMATION

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

WHEREAS, The American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our communities; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of the City of Portage; and

WHEREAS, we recognize the many valuable contributions made by the professional community planners and Planning Commission of the City of Portage and other planning professionals and Planning Commissions working throughout Kalamazoo County and extend our heartfelt thanks for the continued commitment to public service by these professionals and citizen volunteers.

NOW, THEREFORE, BE IT RESOLVED that I, Peter J. Strazdas, by virtue of the authority vested in me as the Mayor of Portage, Michigan, do hereby proclaim the month of October 2016 as **National Community Planning Month** in the City of Portage.

Signed this 4th day of October 2016.

Peter Strazdas, Mayor

MINUTES OF THE COMMITTEE OF THE WHOLE OF SEPTEMBER 20, 2016

Mayor Strazdas called the meeting to order at 6:00 p.m. The following Councilmembers were present: Richard Ford, Jim Pearson, Patricia M. Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Also present were: City Manager Larry Shaffer, Deputy City Manager Rob Boulis, City Attorney Randy Brown, Purchasing Manager Judy Johnson and City Clerk James Hudson. Transportation & Utilities Director Chris Barnes and American Village Builders Developer Greg Dobson arrived during the meeting.

Mayor Strazdas introduced the topic, City of Portage Purchasing Practices, asked that Purchasing Manager Judy Johnson address the issues of "too few bidders" and the process when we do not select the lowest qualified bidder. He also asked Council to submit generic topics that each of them would like to be addressed. Councilmember Reid asked that "sole source bid" be defined. Councilmember Pearson asked about a possible preference for local bidders, especially a close "second" local bidder. Councilmember Ford asked for the limit amount that the Administration can spend without Council approval. Councilmember Randall asked for a discussion of local preference with regards to bid tabulation acceptance, and when do we not take the low bid.

Purchasing Manager Judy Johnson began by reading the Mission Statement and providing an overview of the enabling laws, rules and regulations for purchasing, the sealed bid process/Request for Proposals (RFP), contract administration and risk management. She then discussed each topic in detail and answered questions. She outlined the bidding requirements noting purchases less than $4,000 do not require quotes and may be approved by Ms. Johnson; purchases between $4,000 and $20,000 require quotes and must be approved by Mr. Shaffer or a designee; and purchases of $20,000 or more require sealed bids or sealed proposals and must be authorized by City Council. Finally, she indicated that technology purchases must be approved by the Director of Technology Services Devin Mackinder.

Mr. Shaffer explained that Chris Barnes uses a matrix as part of determining the value of their services and Ms. Johnson explained that contractors should be aware of their ratings based on past services to the City. She also indicated that contractors are not pre-qualified in the City of Portage, and that she maintains a list of 60 different engineering firms. She disclosed that the ordinance exceptions to bidding are cooperative/joint purchasing, professional services, sole source and when competitive bids are not practical. She explained the purposes of Request for Bids, RFP's and Bidder Notifications and when they are utilized. She also presented a chart comparing bids solicited and received for 2015/2016 and previous bids received 2007 through 2014.

Ms. Johnson continued with a detailed explanation of the contractual requirements for the City noting that the Michigan Municipal Risk Management Authority provides guidelines for us. She mentioned her responsibility in the area of contract administration and explained her role as Purchasing Manager. She listed some purchasing statistics and a discussion of local preference followed. Lastly, she reviewed her responsibilities with regards to the Michigan Municipal Risk Management Authority and the services they provide us. Discussion followed regarding purchasing limits and local preference the process used by the City of Kalamazoo.

Councilmember Randall expressed a concern for the "bad will" realized when a non-local contractor out-bids a local contractor by a small amount and is awarded the contract.

Ms. Johnson referred Council to the National Institute for Public Procurement White Paper and discussion followed. Ms. Johnson answered Councilmember Ford by indicating that emergency purchases can be made without City Council approval when the public health is at risk, then present the clean-up costs for Council approval afterwards. Discussion followed regarding raising the limit beyond $20,000 and Mayor Pro Tem Ansari asked that we let citizens know that 76% of the expenditures are with local vendors defined as Kalamazoo County. Councilmember Ford distinguished a politically charged agreement such as culling deer that would obviously require Council approval from a simple pump purchase.

At the request of Mayor Strazdas, City Manager Shaffer opened the discussion of the water and sewer contract with Suez Environmental, indicated that there has been a lot of internal discussion, that the Suez Contract expires in the Spring of 2017, and indicated should the City decide to request proposals, this needs to take place immediately. He offered that the City has a Request for Proposals (RFP) that was prepared two to three months ago, and has gone through an internal process to determine whether or not it is in the best interest of the City to go through the RFP process. He admonished Council that what they will hear from the Administration is to not issue an RFP because the bids that will come back are exactly the type of firms that Portage would not want. He gave the example of a firm that had Flint on their resume. Moreover, he indicated that he has come full circle on this matter citing the discussion surrounding PMN which prompted him to say, "We have got to go out for proposals" when the Suez Contract comes up. He indicated that the principle reason for this is that water is very different from buying pencils. Owing to the public health nature of water, the continuity of this service, with the water treatment plant and the well systems, he pointed out that it is too important to take the risk and go with a low bid where there is a savings when compared to the health risk. He mentioned that the City has solicited prices from Suez, and their response is roughly equivalent to what they were charging before, and the Administration stands ready to bring the matter to Council, probably in a month's time. He stressed that this is "dead on" the topic of Purchasing and that staff has "pounded" Suez to get the best price. He restated his intent to recommend renewing the contract with Suez Environmental because it avoids risk; provides continuity in one of our most important services; they know our systems; they know our water treatment plant; and, acknowledged it is the largest City contract at $2 million per year.

Mayor Strazdas asked for input from City Council. He also asked if they wish to continue this discussion on Purchasing as it relates to the Suez contract in a Committee of the Whole, in a meeting with the City Manager as individuals for a discussion, or before them on the dais at a public meeting. As a contract the City has had for twenty years, Councilmember Randall indicated she did not want to take the chance of having a water crisis. In answer to Councilmember Urban, who asked if he is prepared to prepare that thought process, including why we would not want the other companies who might bid on the contract, Mr. Shaffer pointed out that this is something he and staff have discussed extensively and that he is happy to provide that. Councilmember Urban indicated that he does not have a problem with the conclusion, but wanted the reasoning behind it.

Councilmember Pearson conveyed concurrence with the staff recommendation. In answer to Councilmember Pearson, Mr. Shaffer indicate that it would be a five-year renewal.

Councilmember Reid noted that this gets into the issue of evaluating our contractors, and is that process something we would want to do with any of our ongoing contractors, and cited a past problem the City had encountered with Suez which may have prompted people to think, maybe we should look at them.

Mayor Strazdas summed up by saying that Council does not want another COW, but does want more detail in the form of a report from the City Manager regarding the process and logic being used and any past issues. He asked for the report for Council, then after reading that, if Council has more questions, decide whether there is a need for another COW, or bring it up at the next public meeting, discuss it there and vote on it at that time. He concluded that Council wants a lot more detail in the form of a report. Mayor Pro Tem Ansari concurred.

At the request of Mayor Strazdas, City Engineer Chris Barnes cited his 35 years of experience and said that he has never worked with such a professional Purchasing Manager as Judy Johnson. Mr. Shaffer thanked and acknowledged her, and recognized her knowledge and her work ethic.

ADJOURN: Mayor Strazdas adjourned the meeting at 7:10 p.m.

James Hudson, City Clerk

CITY COUNCIL MEETING MINUTES FROM SEPTEMBER 20, 2016

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

At the request of Mayor Strazdas, Ms. Bernice Sorrels, Associate in Ministry, ELCA, Member of Lord of Life Lutheran Church, gave an invocation and the City Council and the audience recited the Pledge of Allegiance.

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 Laurence Shaffer, City Attorney Randy Brown and City Clerk James R. Hudson.

APPROVAL OF MINUTES: Motion by Randall, seconded by Reid, to approve the Regular Meeting Minutes of September 6, 2016, as presented. Upon a voice vote, motion carried 7 to 0.
Motion by Ansari, seconded by Ford, to approve the Pre-Council Meeting Minutes of September 19, 2016, as presented. Upon a voice vote, motion carried 6 to 0 with Councilmember Urban abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Reid to read the Consent Agenda. Councilmember Reid indicated that the date of the Public Media Network Board of Directors under M.1.3.b has been changed from September 22 to September 29, and then asked that Item F.2, Amendment to Code of Ordinances – Purchasing, be removed from the Consent Agenda. Motion by Reid, 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 20, 2016:** Motion by Reid, seconded by Randall, to approve the Accounts Payable Register of September 20, 2016, as presented. Upon a roll call vote, motion carried 7 to 0.

REPORTS FROM THE ADMINISTRATION:

* **FINAL PLAN FOR THE SELINON PARK PLANNED DEVELOPMENT, 1521, 1603 AND 1615 EAST CENTRE AVENUE:** Motion by Reid, seconded by Randall, to approve the Final Plan for the Selinon Park Planned Development at 1521, 1603 and 1615 East Centre Avenue. Upon a roll call vote, motion carried 7 to 0.

AMENDMENT TO CODE OF ORDINANCES - PURCHASING: Mayor Strazdas deferred to Councilmember Reid, who indicated that this item is a request to increase the petty cash amount from $100 to $200. In response to her request for the total amount of petty cash spent during the last two years, broken down by department, she shared that the total petty cash figure for 2015 was $27,176, and it was already $30,479 for 2016. She expressed a concern for the proposed increase in the petty cash allotment using the $6,276 amount use by the Senior Center as an example, distinguished the routine process with an emergency process, and proposed using credit cards with a specific limit on them as a possible alternative to an increase in petty cash, and asked for a staff recommendation regarding her objections and ideas on this matter. Discussion followed. City Manager Shaffer expressed his appreciation for the opportunity to discuss these issues and responded petty cash is used for purchases outside the usual process, ancillary, incidental, and idiosyncratic than planned purchases. He gave the example of travel expenses by a Senior Center individual, funding for a variety of activities related to a training session outside the City. He addressed that he has resisted the use of credit cards because there have been so many examples of credit card abuse, though not by the City of Portage, and explained that credit cards come with some significant strictures regarding how they can be used, along with a fairly comprehensive monitoring program. He revealed that he has asked Finance Director Bill Furry and Deputy City Manager Rob Boulis to research a new debit cards system that only allows purchases with specific vendors and only for certain items. He announced that the results of their findings would be provided and expressed optimism in the long run for a solution, but pointed out that this Ordinance does provide some flexibility to do what we need to do within the framework of our audit control responsibility. Discussion followed with regard to the high cost of writing numerous checks for all of the small amounts of invoices within the $30,479 worth of petty cash so far this year and outlined the administrative process utilized by the City. Discussion followed.

Motion by Randall, seconded by Ansari, to 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, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 6 to 1. Yeas: Councilmembers Urban, Ford, Pearson and Randall, Mayor Pro Tem Ansari and Mayor Strazdas. No: Councilmember Reid.

* **ORDINANCE AMENDMENT #15/16-A, OFF-STREET PARKING AND LOADING REGULATIONS:** Motion by Reid, seconded by Randall, to 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. Upon a roll call vote, motion carried 7 to 0.

2017 PORTAGE COMMUNITY SURVEY: Mayor Strazdas introduced this item, gave a history of the Portage Community Survey, asked for City Council input and outlined the activities necessary. He asked if this was something Council wishes to pursue. Councilmember Ford volunteered to serve on the Sub-Committee and suggested checking first with Mr. Hartman from Western Michigan University for his schedule. Councilmember Reid indicated she was in favor of conducting the survey and volunteered for the Sub-Committee. Mayor Pro Tem Ansari volunteered for the third opening on the Sub-Committee.

Motion by Pearson, seconded by Randall, to appoint Councilmembers Ford, Reid and Mayor Pro Tem Ansari 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. Upon a roll call vote, motion carried 7 to 0. Discussion followed.

CENTRAL COUNTY TRANSPORTATION AUTHORITY BOARD POSITION: Mayor Strazdas introduced Item F.5, and Councilmember Pearson expressed an interest in serving on the Central County Transportation Authority (CCTA) for one more year in the interest of continuity and the experience he could bring to the Board in the beginning stages. He noted that five citizens showed interest in serving when he and Councilmember Urban were appointed who could be considered at that time. Councilmember Urban clarified that what Council is being asked is to recommend one name to the County Commission since they are the ones who make the appointments to the Central County Transportation Authority Board (CCTA), and explained. Discussion followed. Mayor Pro Tem Ansari and Councilmember Reid expressed their support for the reappointment of Councilmember Pearson.

Councilmember Reid asked if there would come a time when both the CCTA and the Kalamazoo Transit Authority (KCTA) would have the same membership, and might that have an impact on how long the term for the Portage Representatives on the Board might be. Councilmember Urban opined that that is at least two, if not more, years away and explained. Discussion followed.

Motion by Urban, seconded by Reid, to recommend that City Council recommend that the Kalamazoo County Commission reappoint Councilmember Jim Pearson to serve on the Central County Transportation Authority Board (CCTA). Upon a roll call vote, motion carried 7 to 0.

* **AUGUST 2016 ENVIRONMENTAL SUMMARY REPORT:** Motion by Reid, seconded by Randall, to receive the communication from the City Manager regarding the August 2016 Environmental Summary Report as information only. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATIONS:

COMMUNICATION FROM BARBARA AND NYLE FASSETT REGARDING THE DEER POPULATION: At the request of Mayor Strazdas, City Manager Shaffer began discussion and commented on the work of the Environmental Board and the Kalamazoo Nature Center. He indicated that the City of Portage has entered into a contract with the Kalamazoo Nature Center to conduct the exclosures, the devices that will be placed on public property to evaluate the impact of deer on public property. He said that this is one of the recommendations of the Environmental Board and the results should be available in Spring 2017.

Motion by Randall, seconded by Ansari, to receive the Communication from Barbara and Nyle Fassett regarding the deer population. Upon a voice vote, motion carried 7 to 0.

CITY MANAGER SALARY REVIEW / EVALUATION COMMITTEE: Mayor Strazdas Introduced Item G.2 and outlined the timeline that the Committee will follow.

Motion by Randall, seconded by Reid, to 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. Upon a voice vote, motion carried 7 to 0. Discussion followed.

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

Portage Human Services Board of June 2, 2016.
Portage Youth Advisory Committee of August 1, 2016.
Portage Historic District Commission of August 3, 2016.

COUNCIL COMMITTEE REPORTS:

KALAMAZOO COUNTY PUBLIC ARTS COMMISSION: Councilmember Randall indicated that she met with the Kalamazoo County Public Arts Commission on the Western Michigan University campus. She revealed an opportunity to obtain a piece of artwork for the City and informed Council that she had provided Mr. Shaffer all of the information regarding costs for consideration. Motion by Ansari, seconded by Ford, to receive the report on the Kalamazoo County Public Arts Commission from Councilmember Randall. Upon a voice vote, motion carried 7 to 0.

DISCOVER KALAMAZOO: Councilmember Randall reported that she attended one of three work sessions as part of the process of developing strategic planning for the coming year. Motion by Ansari, seconded by Ford, to receive the report on Discover Kalamazoo from Councilmember Randall. Upon a voice vote, motion carried 7 to 0.

KALAMAZOO COUNTY CENTRAL DISPATCH AUTHORITY BOARD: Councilmember Reid indicated that the Finance Committee of the Consolidated Dispatch Committee engaged an architectural firm that looked at four different site options for locating Consolidated Dispatch. She indicated that with the preliminary report, the Finance Committee has reduced that to two sites of interest, one being a commercial site and the other being the City of Portage site, and indicated she could not reveal the commercial site under consideration. She noted that the Finance Committee will be getting a comprehensive evaluation, and would be able to share that with the entire Board at the October meeting for a recommendation. Councilmember Pearson complimented Councilmember Reid on her work with the Consolidated Dispatch Committee.

Motion by Ansari, seconded by Ford, to receive the report on the Kalamazoo County Public Arts Commission from Councilmember Reid. Upon a voice vote, motion carried 7 to 0.

CENTRAL COUNTY TRANSPORTATION AUTHORITY BOARD: Councilmember Urban announced by the October 1, 2016 Meeting of the CCTA, all of the documents transferred from the Metro County Transit Authority to the CCTA will have been executed. He listed some of the documents and explained that this has been going on since 2002, but has been going quickly of late once there was agreement in principle and as the lawyers have been writing all of the documents. He explained that the City of Kalamazoo will be out of the transit business and only leasing some land to CCTA. He pointed out that there will be two Authorities, KCTA for the rural Metro County Connect, and CCTA for the line haul system with some overlap. Discussion followed.

Motion by Ansari, seconded by Ford, to receive the report on the Central County Transportation Authority Board from Councilmember Urban. Upon a voice vote, motion carried 7 to 0.

BID TABULATIONS:

* **2017 UTILITY PROJECTS (DESIGN & CONSTRUCTION ENGINEERING) – BID TABULATION:** Motion by Reid, seconded by Randall, to 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. Upon a roll call vote, motion carried 7 to 0.

* **2017 MAJOR STREET RECONSTRUCTION PROJECT – TABULATION OF PROPOSALS:** Motion by Reid, seconded by Randall, to 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. Upon a roll call vote, motion carried 7 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITIZENS: Bill Mears, Pride Care Ambulance CEO, 5088 Meredith Street, thanked Mr. Shaffer for meeting with him last winter and discussing ambulance response time in Portage. He reviewed some of his efforts to reduce response time. He said out of 1,093 responses, Pride Ambulance had an on time percentage of 94%; the other 6%, Pride was the closest ambulance 96% of the time. In addition, he informed Council that Pride has purchased four new ambulances and equipped them with Stryker Equipment made here in Portage, as well as other essential equipment elsewhere.

City Manager Shaffer outlined how Pride assisted with the accreditation efforts of the Fire Division of Public Safety and expressed his appreciation to Pride Care Ambulance for their assistance. Discussion followed.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Reid anticipated that Governor Snyder will be signing the bill that establishes the pharmacological model for marijuana for the State of Michigan that will impact the moratorium currently imposed on the two Portage facilities. She said it be beneficial as a guide for the whole State, especially for Portage. Councilmember Randall concurred.

Councilmember Randall indicated that most of the City Council gathered to dedicate the Eliason Nature Preserve Trail and the continuation of the Portage Bike Trail System. She extolled the beauty of the trail, warned of the mosquitoes and indicated that she and her husband walked the trail later in the week. She said she also visited Ramona Park, and remarked that the changes have been really nice improvements: an increase in changing rooms, luncheon tables and fencing. She indicated she was looking forward to the future feedback on the paddle board and kayak rental options.

Councilmember Pearson expressed his appreciation for the tour of the improvements at Ramona Park and the standup paddle board option was a pleasant surprise.

City Manager Shaffer shared his pride in showing City Council the improvements at Ramona Park and acknowledged the great staff for their accomplishments and contributions there.

Mayor Pro Tem Ansari spoke of a very successful meeting in City Hall last Saturday of the Michigan Asian Pacific American Affairs Commission, whose members are appointed by the Governor and are from various Asian countries. He indicated that most of them were from the east side of the State, were very impressed with Portage and were surprised to see Pfizer, Stryker and other Corporations are here. He also listed Senator Margaret O'Brien, Representative Brandt Iden, Representative Jon Hoadley, Kalamazoo County Commission Chair John Taylor and a representative from Western Michigan University as attendees.

Mayor Strazdas thanked Mayor Pro Tem Ansari for his leadership as an appointee by the Governor on the Commission. He said that the City Administration is doing a great job of doing all of the right things and finding ways to safe costs while providing services. He indicated that he had the chance to call Linda Eliason, who responded to him over the weekend all the way from New Zealand and in her humble way was so pleased and delighted to donate the land in honor of her husband. He also mentioned the open house for the City Centre Market Study, and that he was pleased to see the amount of developers in the community, their interest in the property as well as the interest of the property owners. He thanked Mr. Shaffer for obtaining the grant to do the study and discussed some of the elements of the study. Discussion followed.

MATERIALS TRANSMITTED:

* **DEPARTMENTAL MONTHLY REPORTS:** Motion by Reid, seconded by Randall, to receive the Departmental Monthly Reports. Upon a roll call vote, motion carried 7 to 0.

* **MATERIALS TRANSMITTED OF SEPTEMBER 6, 2016:** Motion by Reid, seconded by Randall, to receive the Materials Transmitted of Tuesday, September 6, 2016. Upon a roll call vote, motion carried 7 to 0.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:21 p.m.

James R. Hudson, City Clerk

***Indicates items included on the Consent Agenda.**

DRAFT

NOTES FROM THE SPECIAL PRE-MEETING OF THE PORTAGE CITY COUNCIL OF OCTOBER 3, 2016

Mayor Pro Tem Nasim Ansari called the meeting to order at 9:00 a.m. The following were present: Councilmember Jim Pearson was present via the conference phone line and Mayor Pro Tem Ansari was present in person. Councilmembers Richard Ford, Patricia Randall, Claudette Reid and Terry Urban and Mayor Peter Strazdas were absent with notice and excuse. Also in attendance were City Manager Larry Shaffer, Deputy City Manager Rob Boulis and City Clerk James Hudson.

Mayor Pro Tem Ansari asked if there were any questions for the Administration regarding items on the Agenda.

Councilmember Pearson asked that Finance Director Bill Furry provide more information in the future when "AUTOPAY" is listed as the vendor on his Accounts Payable Register. City Manager Larry Shaffer indicated that he would forward his request to Mr. Furry.

ADJOURN: Mayor Pro Tem Ansari adjourned the meeting at 9:02 a.m.

James Hudson, City Clerk

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 October 4, 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 September 11, 2016 through September 25, 2016 and notes $1,447,988.11 in automated clearing house payments, $896,909.35 in paper checks and $49,016.97 in auto-pay payments for a grand total of $2,393,914.43.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

ACCOUNTS PAYABLE REGISTER

Check Dates From: 9/11/2016 To: 9/25/2016

Check Date	Check	Vendor Name	Amount
09/16/16	5654(A)	IRISH AYRES ENTERPRISES, LLC	19,373.25
09/16/16	5655(A)	LOWE'S HOME CENTER	55.18
09/16/16	5656(A)	SYNERGISTIC ONLINE SOLUTIONS	1,865.00
09/23/16	5657(A)	AMERICAN SAFETY & FIRST AID	134.92
09/23/16	5658(A)	B & B YARDSCAPE	500.00
09/23/16	5659(A)	BRENNER OIL CO.	19,337.90
09/23/16	5660(A)	BROWNELL'S INCORPORATED	330.92
09/23/16	5661(A)	C M P DISTRIBUTORS, INC.	152.90
09/23/16	5662(A)	D & D PRINTING CO.	140.35
09/23/16	5663(A)	DEPATIE FLUID POWER CO., INC.	689.78
09/23/16	5664(A)	GRIFFIN PEST SOLUTIONS, INC.	124.00
09/23/16	5665(A)	LANDS END	175.00
09/23/16	5666(A)	MATERIALS RESOURCES	518.05
09/23/16	5667(A)	MEJEUR ELECTRIC LLC	252.00
09/23/16	5668(A)	MICHIGAN PAVING & MATERIALS CO.	227,388.14
09/23/16	5669(A)	PCM SALES, INC.	3,938.00
09/23/16	5670(A)	PERCEPTIVE CONTROLS, INC.	3,995.00
09/23/16	5671(A)	S B F ENTERPRISES, INC.	756.93
09/23/16	5672(A)	U S LAWNS- KALAMAZOO	738.02
09/23/16	5673(A)	W W GRAINGER INC	300.75
09/23/16	5674(A)	WEST MICHIGAN STAMP & SEAL,INC	21.50
09/23/16	5675(A)	WIGHTMAN & ASSOCIATES, INC.	750.00
09/23/16	5676(A)	A-1 SIGNS	270.00
09/23/16	5677(A)	ALL-PHASE ELECTRIC SUPPLY CO.	559.54
09/23/16	5678(A)	ANIMAL REMOVAL SERVICE, LLC	700.00
09/23/16	5679(A)	APOLLO FIRE APPARATUS REPAIR	540.92
09/23/16	5680(A)	BEEBE, RONALD E.	192.00
09/23/16	5681(A)	BLUE CARE NETWORK-GREAT LAKES	80,838.26
09/23/16	5682(A)	BLUESTONE PSYCH	465.00
09/23/16	5683(A)	C D W GOVERNMENT, INC.	811.21
09/23/16	5684(A)	CARDINAL BUS, INC.	795.50
09/23/16	5685(A)	DATA CONSTRUCTS LLC	97.95
09/23/16	5686(A)	DELTA DENTAL PLAN OF MICHIGAN	18,059.69
09/23/16	5687(A)	DEPATIE FLUID POWER CO., INC.	73.40
09/23/16	5688(A)	GRIFFIN PEST SOLUTIONS, INC.	83.00
09/23/16	5689(A)	HARTFORD LIFE INSURANCE COMPANY	8,578.98
09/23/16	5690(A)	INDUSCO SUPPLY CO., INC.	217.77
09/23/16	5691(A)	J & J LAWN SERVICE, INC.	4,825.00
09/23/16	5692(A)	JBM TECHNOLOGY	270.50
09/23/16	5693(A)	MAURER'S TEXTILE RENTAL SERVICES	147.83
09/23/16	5694(A)	MEDEMA, TIMOTHY	188.00
09/23/16	5695(A)	MEEKHOF TIRE SALES & SERVICE INC.	472.00
09/23/16	5696(A)	MEIER, MICHAEL	192.00
09/23/16	5697(A)	MEJEUR ELECTRIC LLC	539.00
09/23/16	5698(A)	MICH AMATEUR SOFTBALL ASSOC	396.00
09/23/16	5699(A)	MICHIGAN PAVING & MATERIALS CO.	187,164.74

Check Date	Check	Vendor Name		Amount
09/23/16	5700(A)	NEW FRESH CLEANING SERVICE		1,521.00
09/23/16	5701(A)	ONE WAY PRODUCTS		381.52
09/23/16	5702(A)	PCM SALES, INC.		81,100.00
09/23/16	5703(A)	PREIN & NEWHOF		474.00
09/23/16	5704(A)	QUADRANT II MARKETING, LLC		2,008.40
09/23/16	5705(A)	RIDGE AUTO NAPA		593.54
09/23/16	5707(A)	RIETH-RILEY CONSTRUCTION CO., INC		757,256.79
09/23/16	5708(A)	SECANT TECHNOLOGIES		5,122.00
09/23/16	5709(A)	SNELL, DEBRA		120.00
09/23/16	5710(A)	TYLER TECHNOLOGIES, INC.		8,798.08
09/23/16	5711(A)	VISION SERVICE PLAN (OH)		2,219.18
09/23/16	5712(A)	WEST SHORE FIRE, INC.		377.72
		SUBTOTAL:	**58 CHECKS**	**1,447,988.11**
09/15/16	299969	LAMBERT, COLLEEN		350.00
09/16/16	299956	7TH DISTRICT COURT		550.00
09/16/16	299957	A T & T		5,319.79
09/16/16	299958	CITY OF KALAMAZOO TREASURER		629.10
09/16/16	299959	FADER EQUIPMENT, INC.		1,120.00
09/16/16	299960	HOME DEPOT		85.88
09/16/16	299961	LKF MARKETING		500.00
09/16/16	299962	MICHIGAN SECTION AMERICAN WATER		400.00
09/16/16	299963	MIDWEST CUSTOM EMBROIDERY COMPANY		195.00
09/16/16	299964	MLIVE MEDIA GROUP		825.07
09/16/16	299965	RATHCO SAFETY SUPPLY, INC.		532.25
09/16/16	299966	REPUBLIC SERVICES OF WEST MICHIGAN		813.08
09/16/16	299967	SHERWIN WILLIAMS		291.63
09/16/16	299968	VANGUARD FIRE & SUPPLY CO., INC.		548.32
09/19/16	10027	PETTY CASH-JANET GATES		522.36
09/23/16	299970	911 TRAINING INSTITUTE		229.00
09/23/16	299971	ACCESS EMPLOYER STAFFING SERVICES		8,013.28
09/23/16	299972	ADP, INC.		4,567.56
09/23/16	299973	AGGRESSIVE INDUSTRIES		1,410.00
09/23/16	299974	ALLEGRA PRINT & IMAGING		424.00
09/23/16	299975	ANY CUTTING & WELDING		150.00
09/23/16	299976	ARTWEAR APPAREL GRAPHICS, INC.		84.00
09/23/16	299977	AURELIO D'ARCANGELIS		121.43
09/23/16	299978	BALKEMA EXCAVATING, INC.		8,109.85
09/23/16	299979	BEVERLY WILLIAMS		1,138.00
09/23/16	299980	BLUE CROSS/BLUE SHIELD OF MICH		131,213.02
09/23/16	299981	BORGESS HEALTH ALLIANCE		22.00
09/23/16	299982	BREAD OF LIFE, LLC		238.26
09/23/16	299983	BRINK'S, INC		294.13
09/23/16	299984	C A L E A		665.00
09/23/16	299985	CAMPBELL AUTO SUPPLY		23.96
09/23/16	299986	CENTER FOR TECHNOLOGY & TRAINING		320.00

Check Date	Check	Vendor Name	Amount
09/23/16	299987	CHARTER COMMUNICATIONS	100.67
09/23/16	299988	CHEMICAL BANK	4,712.11
09/23/16	299989	CHICAGO TITLE OF MICHIGAN, INC.	600.00
09/23/16	299990	CHICAGO TITLE OF MICHIGAN, INC.	250.00
09/23/16	299991	CHILDS, JOSHUA	12.07
09/23/16	299992	CITY SEWING CENTER	57.82
09/23/16	299993	COMFORT INN & SUITES HOTEL CONFEREN	182.00
09/23/16	299994	CONTROLLED F.O.R.C.E.	570.00
09/23/16	299995	COOPER, JAMES	150.00
09/23/16	299996	CORELOGIC REAL ESTATE TAX SERVICE	4,853.42
09/23/16	299997	DAVE'S CONCRETE PRODUCTS, INC.	2,250.50
09/23/16	299998	DELOOF BUILDERS LLC	890.00
09/23/16	299999	DMOCH, ADAM	269.00
09/23/16	300000	EATON COUNTY CENTRAL DISPATCH	550.00
09/23/16	300001	EMERGENCY VEHICLE PRODUCTS	2,828.05
09/23/16	300002	FADER EQUIPMENT, INC.	702.61
09/23/16	300003	FORSHEE, MARK	184.00
09/23/16	300004	GLOBAL EQUIPMENT CO., INC.	2,007.14
09/23/16	300005	GORDON FOOD SERVICE	140.98
09/23/16	300006	GORDON WATER SYSTEMS	22.25
09/23/16	300007	GRANT, NORM & MARY	194.00
09/23/16	300008	GREER, RUNATA	200.00
09/23/16	300009	HAMILTON, SHIRLEY	106.00
09/23/16	300010	HARTMAN, CHARLES	47.00
09/23/16	300011	HOFFMAN BROTHERS, INC.	22,913.91
09/23/16	300012	HOGNACHI, DAVID	184.00
09/23/16	300013	HOLLAND 58TH DISTRICT COURT	200.00
09/23/16	300014	HOME DEPOT	2,022.99
09/23/16	300017	KALAMAZOO COUNTY BROWNFIELD	1,185.67
09/23/16	300018	KALAMAZOO COUNTY HEALTH & COMMUNITY	169.40
09/23/16	300019	KALAMAZOO COUNTY ROAD COMMISSI	2,341.04
09/23/16	300020	KALAMAZOO OPTIMIST HOCKEY ASSOC	1,000.00
09/23/16	300021	KLOSTERMAN DISTRIBUTING	58.91
09/23/16	300022	KREMER, SAM	15.83
09/23/16	300023	KUIPER BROTHERS MOVING INC.	376.00
09/23/16	300024	LAND USE USA LLC	2,000.00
09/23/16	300025	LANGUAGE LINE, INC	30.49
09/23/16	300026	LERETA	40,328.72
09/23/16	300027	MAPLE HILL SPRINKLING, INC.	90.00
09/23/16	300028	MCCULLIN, LARRY W.	105.00
09/23/16	300029	MCNALLY ELEVATOR CO.	123.75
09/23/16	300030	MED EXPRESS URGENT CARE, PC MICH	95.00
09/23/16	300031	MEYER, JANET	72.00
09/23/16	300032	MICH LAW ENFORCEMENT TRAINING ASSOC	250.00
09/23/16	300033	MICH MUNICIPAL POLICE & FIRE REPAIR	4,756.36
09/23/16	300035	MICHIGAN ASSOC. OF PLANNING	1,172.00

Check Date	Check	Vendor Name	Amount
09/23/16	300036	MICHIGAN ASSOC. OF SENIOR CENTERS	350.00
09/23/16	300037	MIDWEST MUNICIPAL INSTRUMENTATION	4,765.09
09/23/16	300038	MLIVE MEDIA GROUP	546.31
09/23/16	300039	MORRISON INDUSTRIAL EQUIPMENT	20,756.00
09/23/16	300040	MPARKS	260.00
09/23/16	300041	MULDER'S MOVING AND STORAGE	1,086.56
09/23/16	300042	N.T.O.A.	150.00
09/23/16	300043	NATIONS TITLE AGENCY OF MI	9.69
09/23/16	300044	NELSON, KYLE R	71.16
09/23/16	300045	NYE UNIFORMS	1,872.65
09/23/16	300046	O'REILLY AUTO PARTS	139.58
09/23/16	300047	OFFICE DEPOT, INC.	1,311.60
09/23/16	300049	PARIS CLEANERS	1,250.95
09/23/16	300050	PATCH PLAQUES	227.95
09/23/16	300051	PATESEL, TERRY	188.00
09/23/16	300052	PETERMAN CONCRETE CO.	878.85
09/23/16	300053	PHILLIPS, GLENN & CONNIE	192.00
09/23/16	300054	PHILLIPS, KIMBERLY	215.28
09/23/16	300055	PIERCE MANUFACTURING, INC.	500,250.00
09/23/16	300056	PRO SERVICES, INC.	680.00
09/23/16	300057	PRO-TECH SECURITY SALES	11,315.00
09/23/16	300058	PROFESSIONAL LAKE MANAGEMENT	440.00
09/23/16	300059	RANDALL L BROWN & ASSOC. PLC	17.00
09/23/16	300060	RATHCO SAFETY SUPPLY, INC.	732.20
09/23/16	300061	RECEIL IT INTERNATIONAL, INC.	66.05
09/23/16	300062	REECE, DIANE	101.00
09/23/16	300063	REMINGTON ARMS CO.	225.00
09/23/16	300064	RENTALEX OF MICHIGAN, INC.	622.00
09/23/16	300065	ROB BOULIS	2,500.00
09/23/16	300066	ROSE, VICTORIA	381.48
09/23/16	300067	RWL SIGN CO LLC(ELEC)	65.00
09/23/16	300068	S7 CONSULTING	95.00
09/23/16	300069	SCHAEFFER MANUFACTURING COMPANY	3,958.43
09/23/16	300070	SCHIEDEL, BRITTANY	100.00
09/23/16	300071	SECURALARM SYSTEMS, INC.	2,722.00
09/23/16	300072	SHAFFER, LAURENCE	937.30
09/23/16	300073	SHANNON HERTZ	175.00
09/23/16	300074	SHORELINE TOURS & TRAVEL	18,684.36
09/23/16	300075	SIMONDS, BETTY	100.00
09/23/16	300076	SOS TECHNOLOGIES	465.52
09/23/16	300077	STATE OF MICHIGAN (DOT)	23,422.13
09/23/16	300078	STATE SYSTEMS RADIO, INC	597.50
09/23/16	300079	STATES GOLF COURSE	479.00
09/23/16	300080	STEENSMA LAWN & POWER EQUIPMENT	989.08
09/23/16	300081	SWT EXCAVATING, INC	3,905.54
09/23/16	300082	T-MOBILE USA INC	43.99

Check Dates From: 9/11/2016 To: 9/25/2016

Check Date	Check	Vendor Name		Amount
09/23/16	300083	THE POSTMAN INC.		250.00
09/23/16	300084	THEO & STACY'S RESTAURANT		120.89
09/23/16	300085	TISHHOUSE ELECTRIC, INC.		3,260.00
09/23/16	300086	TRACTOR SUPPLY CORP.		41.33
09/23/16	300087	U S POSTAL SERVICE (PORTAGE)		1,000.00
09/23/16	300088	UNITED PARCEL SERVICE		12.00
09/23/16	300089	USA TODAY		45.29
09/23/16	300090	USABLUEBOOK		3,766.48
09/23/16	300091	VERIZON WIRELESS SERVICES, LLC		1,803.36
09/23/16	300092	W MICH CRIMINAL JUSTICE TRAINING CO		1,688.58
09/23/16	300093	WATER STREET COFFEE JOINT, INC.		262.85
09/23/16	300094	WATKINS, GREG		96.00
09/23/16	300095	WEST MICHIGAN OFFICE INTERIORS		861.00
09/23/16	300096	WM LIMITED PARTNERSHIP		3,879.71
09/23/16	300097	XEROX CORPORATION		403.95
		SUBTOTAL:	**139 CHECKS**	**896,909.35**
09/13/16	3766	AUTO-PAY - CONSUMERS ENERGY		27,035.70
09/14/16	3774	AUTO-PAY - CONSUMERS ENERGY		2,746.72
09/16/16	3807	AUTO-PAY - CONSUMERS ENERGY		15,103.78
09/20/16	3808	AUTO-PAY - CONSUMERS ENERGY		2,782.96
09/21/16	3816	AUTO-PAY - CONSUMERS ENERGY		1,276.66
09/22/16	3823	AUTO-PAY - CONSUMERS ENERGY		71.15
		SUBTOTAL:	**6 CHECKS**	**49,016.97**
		GRAND TOTAL:	**204 CHECKS**	**2,393,914.43**

** (A) DENOTES ACH PAYMENTS

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

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

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council, subsequent to the public hearing, approve Rezoning Application #16/17-1 (10332 Shaver Road), with a change from R-1B, one family residential, to B-3, general business.

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

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

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

This item was previously reviewed by City Council at the September 6, 2016 regular meeting. Attached is the Planning Commission transmittal, Department of Community Development report and related materials for review.

FUNDING: Not Applicable

Attachments:
1. Planning Commission transmittal dated August 26, 2016
2. Planning Commission meeting minutes dated August 18, 2016

3. Department of Community Development report dated August 12, 2016 with attachments

TO: Honorable Mayor and City Council

FROM: Planning Commission

DATE: August 26, 2016

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

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

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

Sincerely,

Wayne Stoffer

Wayne Stoffer
Vice-Chairman

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

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

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

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

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

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

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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, Director of Community Development

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

I. INTRODUCTION:

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

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

II. EXISTING CONDITIONS:

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

III. PRELIMINARY ANALYSIS:

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

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

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

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

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

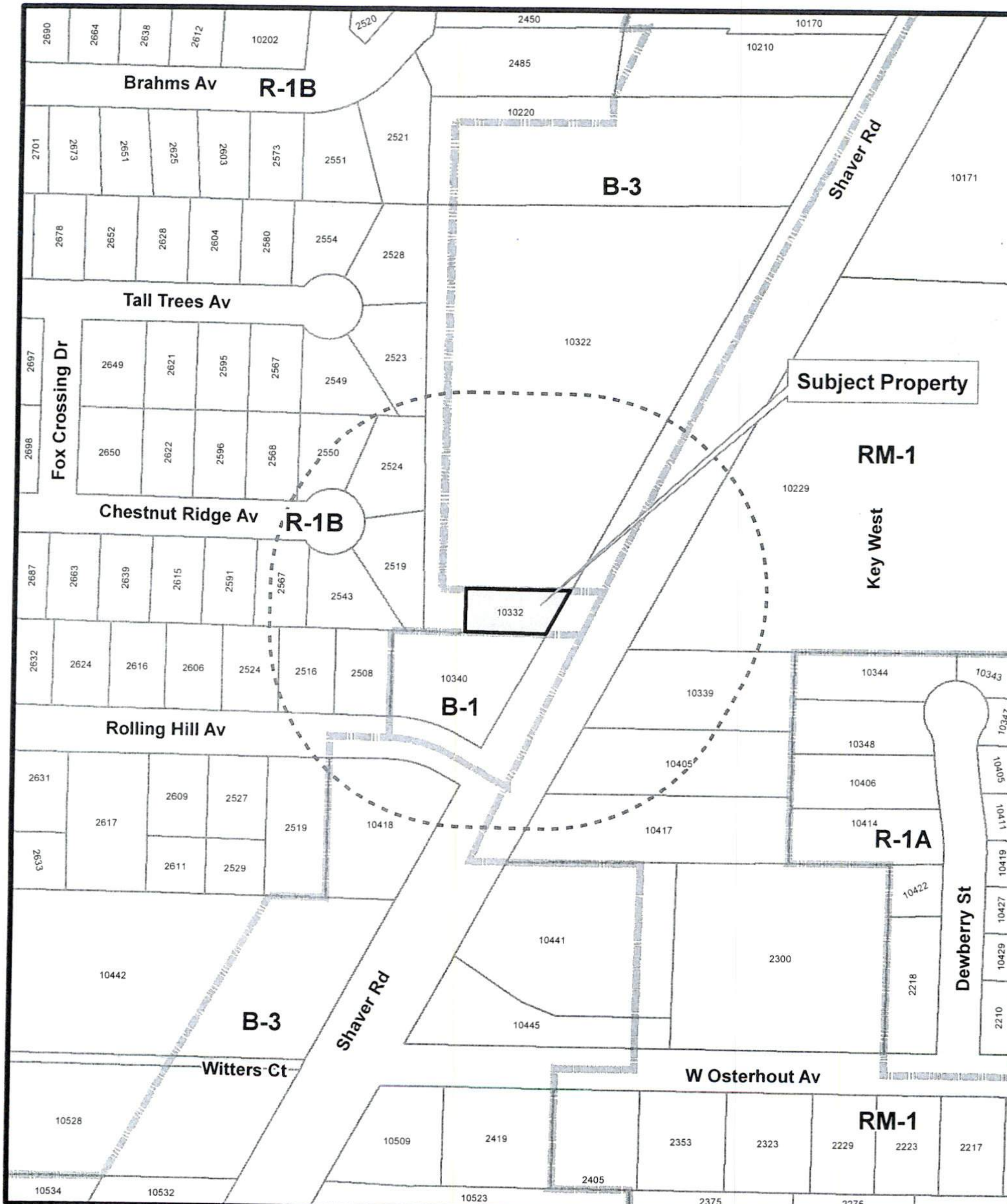
Traffic Considerations. Traffic generation associated with a zoning change from R-1B to B-3 for this 0.23 acre parcel will not be significant and can be accommodated by the surrounding roadway network. Specific access related issues including driveway locations, shared/cross access connections, etc.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

IV. RECOMMENDATION:

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

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

S:\Commdev\2016-2017 Department Files\Board Files\Planning Commission\PC Reports\Rezonings\2016 08 12 Rezoning Application #16-17-1, 10332 Shaver Road (preliminary).doc



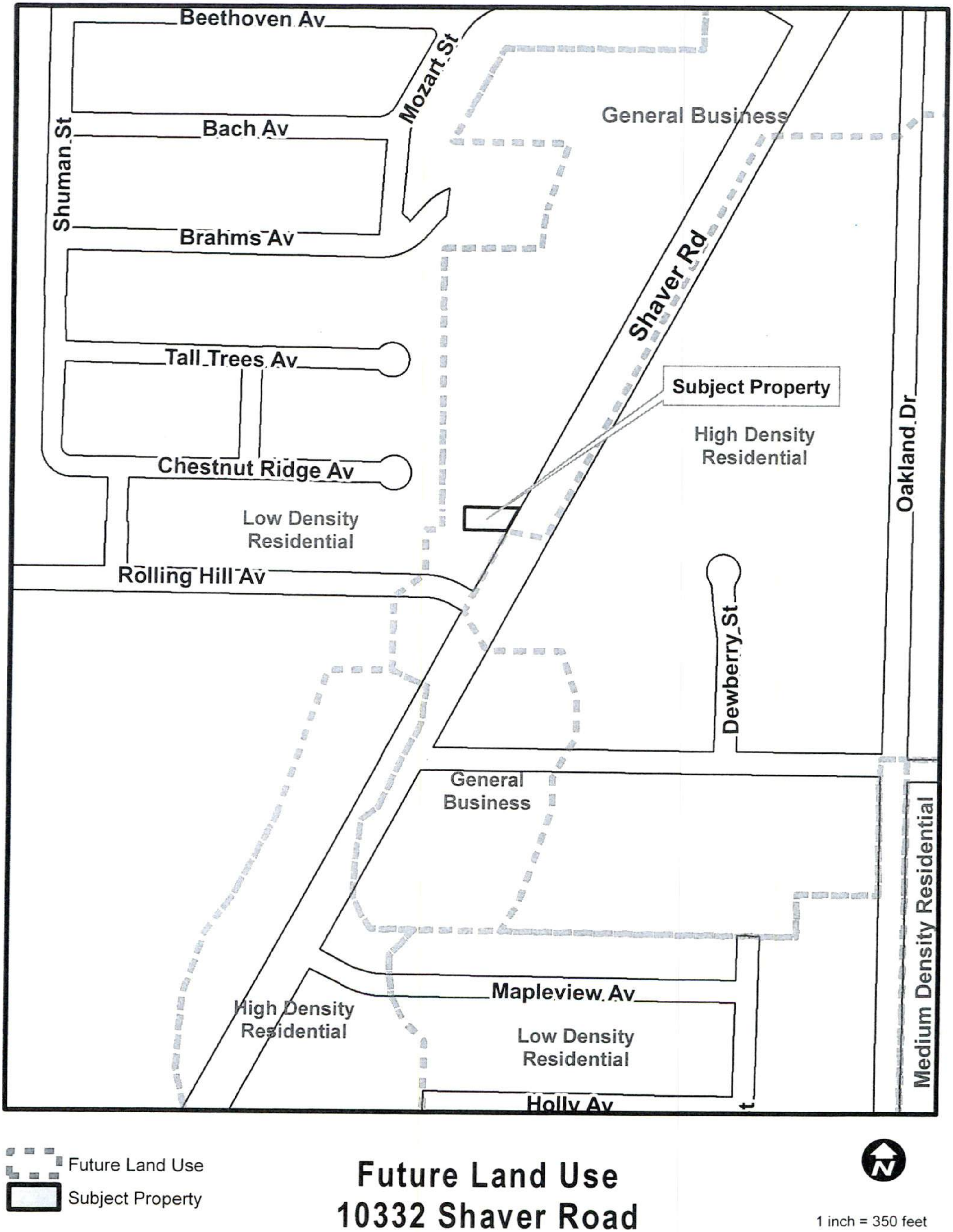
300' Notification For Subject Property

Subject Property

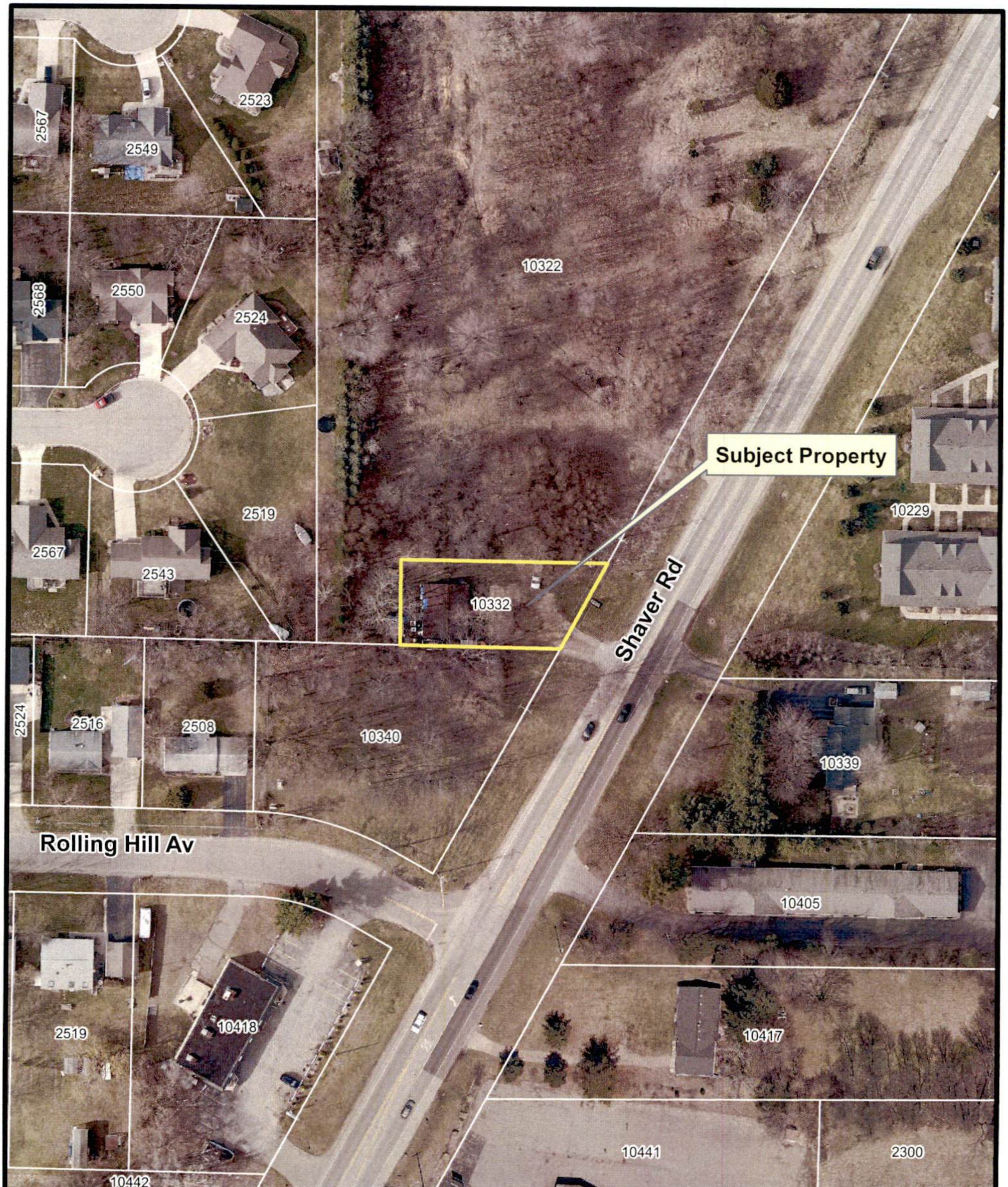
Zoning Boundary

Rezoning: 16/17 - 1
10332 Shaver Road

1 inch = 200 feet



Future Land Use
10332 Shaver Road



Aerial Photo
10332 Shaver Road

1 inch = 100 feet

PORTAGE
A Natural Place to Move

Department of Community Development

APPLICATION FOR ZONING AMENDMENT

Application number #06/17-1

Date 7-13-16

APPLICATION INFORMATION:

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

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

TO THE PLANNING COMMISSION:

RECEIVED
JUL 13 2016
COMMUNITY DEVELOPMENT

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

ZONING MAP AMENDMENT

1. a. Platted Land:

The property is part of the recorded plat: The property sought to be rezoned is located at 9532 Shaver Rd between Rolling Hill Ave Street and Beethoven Street on the West side of the street, and is known as Lot Number(s) ________ of ________ Plat (Subdivision). It has a frontage of 75' feet and a depth of 167 feet.

b. Unplatted Land:

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

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

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

Address 14784 East 5th Ave Fulton Mi 49052

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

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

ZONING TEXT AMENDMENT

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

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

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

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

(Signature of Applicant) (Signature of Applicant)

14784 East "S" Ave Fulton Mi

(Address) (Address)

269 207-6944

(Phone) (Phone)

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

S:\2012-2013 Department Files\2012 Forms\2013 Forms\2013 Application for Zoning Amendment.doc

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

THE CITY OF PORTAGE ORDAINS:

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

Parcel of land described as follows:

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

Street Address	Parcel ID Numbers
10332 Shaver Road	00032-325-O

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

FIRST READING:

SECOND READING:

EFFECTIVE DATE:

____
Peter J. Strazdas, Mayor

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

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

____
James R. Hudson, City Clerk

(App #16/17-01)

Approved as to Form:
Date: 8/4/16
By: ________________
City Attorney

ADOPTION OF ZONING ORDINANCE
CITY OF PORTAGE, MICHIGAN
NOTICE

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

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

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

THE CITY OF PORTAGE ORDAINS:

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

Parcel of land described as follows:

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

Street Address	Parcel ID Numbers
10332 Shaver Road	00032-325-O

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

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

Dated: _______________

____
James R. Hudson, City Clerk

(App #16/17-01)

FIRST READING
CITY OF PORTAGE, MICHIGAN
NOTICE

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

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

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

THE CITY OF PORTAGE ORDAINS:

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

Parcel of land described as follows:

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

Street Address	Parcel ID Numbers
10332 Shaver Road	00032-325-O

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

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

Dated: ____________________

____
James R. Hudson, City Clerk

(App #16/17-01)

Z:\Jody\PORTAGE\ORD\REZONE\16-17-01.docx

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: Blue Care Network Advantage Plan

SUPPORTING PERSONNEL: William Furry, Finance Director

ACTION RECOMMENDED: That City Council approve a one-year contract renewal with Blue Care Network for retiree health insurance and authorize the City Manager to execute all documents related to the contract renewal on behalf of the city.

The Blue Care Network Advantage Plan provides supplemental retiree health insurance coverage to Portage Police Officers' Association (PPOA) retirees and spouses with Medicare coverage. The supplemental insurance coverage is based upon retirees and spouses enrolling in the plan with qualifications based upon the PPOA Retiree Health Plan document.

In 2012, the collective bargaining agreement between the city and the PPOA resulted in a change in supplemental retiree health insurance coverage for PPOA retirees and spouses eligible for Medicare coverage. The Blue Care Network Advantage Plan provides a less expensive alternative to the former PPOA retiree health coverage, Blue Care Network-HMO.

The Blue Care Network Advantage Plan contract expires on December 31, 2016. The city has received a premium increase of 6.78%. The premiums associated with Blue Care Network Advantage Plan are non-negotiable and plan coverage levels are defined in the PPOA labor agreement. The PPOA reimburses the city for all retiree health benefits. City Council approval of a one-year contract renewal for the Blue Care Network Advantage Plan is recommended for the period of January 1, 2017 through December 31, 2017.

FUNDING: Premiums are paid by the City of Portage to Blue Care Network on a monthly basis, however, reimbursement is made in full to the city on a monthly basis by the PPOA Retiree Health Plan, which is administered by the PPOA.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: Workers' Compensation Excess Insurance

SUPPORTING PERSONNEL: William Furry, Finance Director

ACTION RECOMMENDED: That City Council award a two-year contract renewal to Midwest Employers Casualty Company for workers' compensation excess insurance coverage for an annual fee of $76,499 plus payroll adjustments and authorize the City Manager to execute all documents related to this contract renewal on behalf of the city.

Since 1993, the city has been self-insured for workers' compensation coverage, administered through a third party with a provision for excess coverage to address catastrophic events. Excess insurance provides coverage in the event a catastrophic occurrence exceeds $500,000, the total of all claims exceed $1,923,493 in a policy period or a liability claim against the city due to a work-related injury or illness exceeds $500,000.

The current contract with the city excess insurance carrier, Midwest Employers Casualty Company (MECC), will expire on November 30, 2016. Currently, there are only two excess insurance carriers that will write insurance for public entities other than schools operating in Michigan, MECC and Safety National Casualty Corporation (SNCC). Quotes were solicited from both MECC and SNCC. SNCC declined to quote as they were unable to compete with the expiring MECC terms. MECC submitted a two-year quote for an annual fee of $76,499 plus payroll adjustments, which represents an annual fee reduction of 1.66%. Acceptance of the proposed contract renewal with MECC is recommended for the period of December 1, 2016 through November 30, 2018.

FUNDING: Funds have been included in the 2016-2017 fiscal year budget to cover costs associated with workers' compensation. Funds will also be included for workers' compensation costs in the proposed 2017-2018 budget.

Attachments: 1. N/A

CITY COUNCIL AGENDA ITEM F.3.
OCTOBER 4, 2016

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Michigan Department of Transportation Contract #16-5442 - Romence and Westnedge Traffic Signal

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

ACTION RECOMMENDED: That City Council:

1. approve Contract #16-5442 between the Michigan Department of Transportation and the City of Portage for traffic signal improvement work at the Romence Road and South Westnedge Avenue intersection,

2. adopt a Resolution authorizing the City Manager to sign Contract #16-5442,

and authorize the City Manager to sign all other documents related to this project on behalf of the city.

The 2015-2016 Capital Improvement Program budget was amended on November 3, 2015 to include improvements at the intersection of South Westnedge Avenue and Romence Road. The improvements include replacement of obsolete mast arms and equipment, relocation of the existing signal cabinet to the southeast corner, removal of the existing signal cabinet base, elimination of landscape obstacles on the northwest corner and relocation of all the poles closer to the intersection to enhance streetlights at the crosswalks. In addition, the project includes the installation of light emitting diode (LED) streetlights on the four corners of the intersection to improve nighttime visibility of the area. The project is the result of a successful Federal Highway Safety Grant application to improve traffic and pedestrian safety.

On September 22, 2015, Abonmarche Consultants was awarded an engineering services contract in the amount of $47,840 for design and construction engineering. The project is scheduled for bid opening by Michigan Department of Transportation on October 7, 2016. MDOT requires that an agreement with the local agency be executed prior to construction award. The estimated total cost of the project is $325,300 with $279,000 utilizing Federal Safety funds and the balance of $46,300 included in the amended 2015-2016 Capital Improvement Program budget major streets account. Because the project involves Federal Safety funding, MDOT is involved as a facilitator.

Following the contract award by MDOT, construction will likely commence in Spring 2017. Construction completion is scheduled for summer 2017.

Therefore, it is recommended that City Council approve Contract #16-5442 between the Michigan Department of Transportation and the City of Portage for traffic signal improvements at the Romence Road and South Westnedge Avenue intersection, adopt a Resolution authorizing the City Manager to sign Contract #16-5442 and authorize the City Manager to sign all documents related to this project on behalf of the city.

FUNDING: Total project funding is $361,000 which includes $279,000 Federal Local Safety Program funding. The 2015-2016 Capital Improvement Program budget has been amended to include this project for engineering services and the city share of construction costs.

Attachments: 1. Resolution

CITY OF PORTAGE

Resolution

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan, held at the City Hall in said City on the _______ day of _______________, 2016 at 7:30 p.m., local time.

PRESENT: Councilmembers____

ABSENT: Councilmembers____

The following resolution was offered by Councilmember____________________and seconded by Councilmember__________________.

RESOLVED, the City Council for the City of Portage, does hereby authorize the City Manager, Larry Shaffer, to sign contract 16-5442 between the City of Portage and the Michigan Department of Transportation. This contract is for Traffic Signal work at the Romence Road and South Westnedge Avenue Intersection including disappearing case legend signs, concrete curb and gutter concrete sidewalk and pavement marking work; and all together with necessary related work.

ADOPTED: YEAS:

NAYS:

ABSENT:

____

James R. Hudson, City Clerk

CERTIFICATION

I hereby certify this ________ day of _________________, 2016 that the foregoing is a true and complete copy of the original on file in my office.

____

James R. Hudson, City Clerk

APPROVED AS TO FORM

DATE 9/20/16

CITY ATTORNEY

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: 2017 City Council Meeting Schedule

SUPPORTING PERSONNEL:

ACTION RECOMMENDED: That City Council establish the 2017 schedule of regular City Council meetings.

The City Charter requires the City Council to meet at least twice per month. Historically, the Council has met on the 2nd and 4th Tuesday of the month, apart from holidays, Portage Public Schools breaks, etc. A proposed meeting schedule for 2017 is recommended as noted below.

Tuesday, January 10	Tuesday, January 24
Tuesday, February 14	Tuesday, February 28
Tuesday, March 14	Tuesday, March 28
Tuesday, April 11	Tuesday, April 25
Tuesday, May 9	Tuesday, May 23
Tuesday, June 13	Tuesday, June 27
Tuesday, July 11	Tuesday, July 25
Tuesday, August 8	Tuesday, August 22
Tuesday, September 12	Tuesday, September 26
Tuesday, October 10	Tuesday, October 24
Wednesday, November 1*	Tuesday, November 14
Tuesday, December 5	Tuesday, December 19

*In order to avoid a meeting on Election Day (Tuesday, November 7) and during the week of Thanksgiving, it is recommended that the first meeting in November be held on Wednesday, November 1.

FUNDING: N/A

Attachments: 1. Proposed 2017 City Council Meeting Dates Calendar

PORTAGE
A Natural Place to Move

Proposed 2017 City Council Meeting Dates

January

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4/14 - Good Friday: City Hall Closed at 12 noon

May

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11/7 - Election Day

December

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

PPS Christmas Break is undetermined at this time.

Proposed Council Meeting Date | H US Holiday (City Hall Closed) | 2nd & 4th Tuesday of the Month | PPS Break

G.1

where every voice matters

September 26, 2016

James Hudson City Clerk
City of Portage
7900 S. Westnedge Avenue
Portage, MI 49002

RECEIVED
OCT 3 2016
PORTAGE
CITY CLERK

Dear Mr. Hudson:

Public Media Network (PMN) is pleased to announce that Mr. Alan Forist will join our staff as the new "Government Meeting Production Specialist". In this role, Mr. Forist will coordinate the setup of meeting production video systems, regularly test the systems and the signal quality back to PMN, train and supervise college interns as technical directors for various meeting assignments, and troubleshoot issues as they arise.

Alan joins PMN after a long career in broadcast television, including most recently as a "Multimedia Technician" at WZZM in Grand Rapids where he specialized in directing live newscasts and local news magazine programs. His experience in all phases of media production in the commercial broadcast world will be very valuable to PMN and the college students he will work with.

While Alan is getting acclimated to PMN's production systems, college interns, and the various municipalities we serve, please extend a warm welcome to him.

As always, we look forward to continuing this unique and important partnership with the City of Portage.

Sincerely,

Harry "Hap" Haasch
Executive Director, PMN

public media network
359 S. Kalamazoo Mall, Ste. 300, Kalamazoo, MI 49007
p:269-343-2211 f:269-343-3710 www.publicmedianet.org

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: Amendment to Code of Ordinances - Purchasing

SUPPORTING PERSONNEL: William Furry, Finance Director

ACTION RECOMMENDED: That City Council adopt the amendment to Division 2, Section 2-171, Article 5, of Chapter 2, "Purchases and Sales" in the City of Portage Code of Ordinances.

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.

An ordinance amendment to increase the petty cash dollar threshold was presented at the September 20, 2016 meeting for first reading, with a second reading and adoption at this meeting. The proposed ordinance amendment has been reviewed and approved as to form by the City Attorney. Therefore, it is recommended that City Council adopt the amendment to Division 2, Section 2-171, Article 5, of Chapter 2, "Purchases and Sales" in the City of Portage Code of Ordinances.

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

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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
RLB
City Attorney

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[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
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.*

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

PLANNING COMMISSION

August 18, 2016

The City of Portage Planning Commission meeting of August 18, 2016 was called to order by Vice-Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Seven citizens were in attendance.

PLEDGE OF ALLEGIANCE:

Vice-Chairman Stoffer 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 Randy Brown, City Attorney.

ROLL CALL:

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

APPROVAL OF MINUTES:

Vice-Chairman Stoffer referred the Commission to the August 4, 2016 meeting minutes contained in the agenda packet. A motion was made by Commissioner Patterson, seconded by Commissioner Dargitz, to approve the minutes as submitted. The motion was unanimously approved 7-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARINGS:

1. Preliminary Plat of The Oaks (Phase I), 4800 Bishop Avenue. Mr. West summarized the staff report dated August 12, 2016 regarding the request by Landmark Development Partners, LLC to construct Phase I of The Oaks single family residential subdivision. Mr. West stated The Oaks (Phase I) represents the continuation of the previously approved Holiday Village subdivision and proposes 20 single family residential lots on approximately 8.8 acres. Mr. West summarized the analysis section of the staff report and indicated staff is recommending approval of the preliminary plat subject to the condition regarding public streets and utilities as outlined in the August 12, 2016 Department of Community Development report.

Mr. Pat Flanagan of Ingersoll, Watson & McMachen (applicant's engineer) was present to explain the development and support the proposed plat. Commissioner Dargitz asked about the wetland delineation and the groundwater table in this area of the city. Mr. Flanagan discussed the wetland consultant that performed the wetland delineation and the subsequent review/approval by the Michigan Department of Environmental Quality (MDEQ). Mr. Flanagan stated the regulated wetland area was concentrated along the northern portions for Lots 1 through 5 and on the adjacent approximate five acre parcel to the north, which was proposed to be owned/maintained by the homeowners association for passive recreational use. Mr. Flanagan also discussed historic groundwater elevations in this area of the city and plans by the developer/builder to install foundations above historic high groundwater levels and install pump systems in the event of any future basement flooding. Mr. Flanagan stated he has already had initial conversations with city staff regarding construction of the subdivision and historic groundwater levels in this area of the city. The Commission, staff and Mr. Flanagan discussed various aspects of the preliminary plat including regulated wetland areas, groundwater elevations, home construction and building envelopes/setbacks and the planned homeowners association.

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

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

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

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

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

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

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

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

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

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

NEW BUSINESS:

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

floodplains, water features and woodlands greater than 10 acres. After a brief discussion, a motion was made by Commissioner Schimmel, seconded by Commissioner Richmond, to adopt the 2016-2017 Work Program, with the two changes to Item 3), as discussed above. The motion was unanimously approved 7-0.

OLD BUSINESS:

1. Community Impact Projects Grant Fund – draft proposal from Dargitz (additional discussion. Mr. Forth referred the Commission to the staff report dated August 12, 2016 and indicated the City Administration was supportive of a Capital Improvement Program (CIP)-funded project involving neighborhood/community enhancement projects on public property. Mr. Forth stated that an article in the September edition of the *Portager* will include a reference to this Planning Commission initiated CIP project and the on-line survey will also include a question/comments requesting ideas for neighborhood/community-based enhancement projects. At this time, Mr. Forth stated it is recommended that the Planning Commission form a subcommittee to prepare information related to the CIP project such as a project profile and evaluation criteria and asked for volunteers. Commissioners Dargitz and Richmond volunteered to be part of the subcommittee. After a brief discussion, a motion was made by Commissioner Schimmel, seconded by Commissioner Dargitz, to establish the subcommittee consisting of Commissioner Dargitz, Commissioner Richmond and with the provision to add Commissioner Bosch and/or Chairman Welch upon their consultation. The motion was unanimously approved 7-0.

STATEMENT OF CITIZENS:

None

ADJOURNMENT:

Commissioner Dargitz discussed the "Placemaking as an Economic Development Tool" article in the latest edition of Planning & Zoning News and asked if staff could print copies of the free guidebook and provide to the Planning Commission. Mr. Forth stated he would research the matter and determine if there were any copyright issues that would prohibit making copies and distributing to the Planning Commission.

There being no further business to come before the Commission, the meeting was adjourned at 9:10 p.m.

Respectfully submitted,

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

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BOARD OF EDUCATION
REGULAR BUSINESS MEETING AND SPECIAL MEETING

August 15, 2016

The regular business meeting of the Board of Education of the Portage Public Schools held on Monday, August 15, 2016, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room 1 at the Administration Building, 8107 Mustang Drive. He welcomed an audience of 15 people and all in attendance recited the Pledge of Allegiance.

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

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

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

Motion carried unanimously.

REPORTS

Superintendent's Report. Superintendent Bielang welcomed Mr. Dan Vomastek, Director of Information and Technology Systems. Mr. Vomastek shared news of an agreement with the City of Portage, in case of an emergency, that would allow local safety officials access to District surveillance equipment. This arrangement will enhance safety and security District-wide. Mr. Vomastek also discussed the success of Tech Camp noting that over 240 teachers participated; Chromebooks were distributed; and teaching techniques and software tools were shared. He stated there are currently 3,300 active Chromebooks in the District with another 2,400 ordered.

Superintendent Bielang provided a Bond project update pertaining to the Natatoriums and athletic facility at Northern High; refining the middle school interiors; mechanical systems; pool tile options; the exterior of the athletic facilities, pools and middle schools; as well as visioning around the interior color schemes. The Superintendent noted the Board will receive an update presentation at the September 12 Board meeting. He also noted that the September 12th meeting was moved to the Community Room at Central High School. Superintendent Bielang highlighted numerous activities taking place in the district from Professional Development to cleaning the buildings in preparation for the 2016/17 school year. The Superintendent noted Opening Day activities for all staff is scheduled for Wednesday, August 31 beginning at 7:15 a.m. with breakfast at Northern High. Superintendent Bielang invited Trustees to attend the new teacher luncheon scheduled for Thursday, August 25. He informed the audience that while the new District web site is live, there are still updates taking place. Lastly, Superintendent Bielang noted the District audit has begun.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Seeing no one come forward, President Van Antwerp opened the floor to comments from fellow Board members.

Mrs. Willson noted football practice has begun in the District and mentioned several games will be played prior to the start of the 2016/17 school year. Mrs. Willson announced she will serve on the Michigan Association of School Boards Governance Committee as well as attending conferences.

Mr. Droppers informed the audience that the Northern High School alumni, Mr. Andrew Evans that qualified to compete in the Summer Olympics in Rio de Janeiro came in 16th place in the discus.

Mr. Snyder thanked Superintendent Bielang for holding the July 27 planning meeting. He appreciated the information gained from that special meeting. Mr. Snyder stated he looks forward to the Policy Governance Retreat planned for August 22.

President Van Antwerp noted the distribution of draft agenda items for the next six months and asked Trustees to contact him with questions. He urged Trustees to think about attending the International Policy Governance Association Conference planned for June 22-24, 2017 in San Diego, California. President Van Antwerp also reminded Trustees that the Michigan Association of School Boards will hold their Annual Leadership Conference November 10-13, 2016, in Detroit.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: The minutes of the July 18, 2016, Board Retreat, Regular Business Meeting and Special Meeting; July 18, 2016, Closed Session Meeting; July 27, 2016, Special Meeting; and July 27, 2016, Closed Session Meeting.

There being no objections, motion carried unanimously.

ACTION ITEMS

Motion offered by Mr. Droppers, seconded by Mr. Rathburn, that the Board of Education approve PFM Asset Management, LLC to manage the bond proceeds for the 2016 Bond Construction Fund #1 and the 2016 Bond Construction Fund #2, and authorizes the Director of Finance to execute the contract in accordance with the terms and conditions within the submitted proposal, as presented.

Mrs. Karla Colestock, Director of Finance, presented background information on the recommendation and introduced Mr. Brian Quinn, PFM Investment Advisor. Mrs. Colestock and Mr. Quinn responded to Trustee questions pertaining to accounts, investment vehicles, average maturity, yield percentage and monitoring draws.

Motion carried unanimously.

Motion offered by Dr. Shelton-Harris, seconded by Mr. Rathburn, that the Board of Education adopt the resolution to open Michigan Liquid Asset Fund Plus (MILAF+) accounts with PFM Asset Management, LLC to be used for liquid investment management purposes, and authorizes the Director of Finance or Assistant Superintendent of Operations to execute any documents required in conjunction with opening these accounts, as presented.

Mrs. Colestock provided background information on the MILAF+ request.

Upon a roll call vote, all Trustees present voted in favor of the motion.

Motion offered by Mrs. Novaria, seconded by Mr. Rathburn, that the Board of Education approves the Operational Policy Revisions and Updates, as presented.

Superintendent Bielang reviewed Operational Policy revisions and updates and responded to a Trustee question regarding posting documents on the District web site.

Motion carried unanimously.

Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education in compliance with MCL 380.1249, approves the District's use of the 5D+ Teacher Evaluation System (From: The Center for Educational Leadership, University of Washington) and the Michigan Association of School Administrators School Advance Administrator Evaluation System beginning in the 2016/2017 school year for teachers and school administrators, as presented.

Mr. Bradley Galin, Human Resources Director, shared an overview of the process used to study and review options provided by the state and how the tools align with the District. He responded to Trustee questions pertaining to funding and teacher evaluations.

Motion carried unanimously.

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education approves the Contracts with C2ae as Architect, Owen, Ames & Kimball as Construction Manager and Walbridge as Owners Representative firm for the 2016 Bond projects. The costs and fees would be paid from the 2015 voter approved Bond Fund, as presented.

Superintendent Bielang reviewed the recommendation for Contracts with C2ae, Owen, Ames & Kimball and Walbridge and responded to a Trustee question regarding pay schedules.

Motion carried unanimously.

Motion offered by Mr. Droppers, seconded by Mrs. Novaria, that the Board of Education approve the following new teacher appointments: Ms. Michelle Brown, Mr. Adam Cardona, Ms. Stephanie Engel, Ms. Sarah Fryer, Ms. Megan Hall, Mr. Casey Higgason, Ms. Allison Hug, Ms. Jamie Humpert, Ms. Courtney Kerwin, Ms. Kelsey Kuipers, Ms. Cheryl McKenzie, Ms. Megan Neterer, Ms. Allyson Page, Ms. Patricia Parcells, Mr. Dan Ramsdell, Ms. Laura Robinson, Ms. Katie Twichell, Ms. Katie Webster and Ms. Jodi Wiegerink, as presented.

Mr. Galin provided an overview of the new teacher appointments.

Motion carried unanimously.

Motion offered by Dr. Shelton-Harris, seconded by Mr. Rathburn, that the Board of Education approve the recommendation to authorize the Superintendent to issue Administrator contract extensions, not to extend beyond June 30, 2018, and with additional compensation in the aggregate, as approved by the Board as part of the 2016/2017 budget, as presented.

Superintendent Bielang reviewed this recommendation highlighting the two-year contract for all Administrators.

Motion carried unanimously.

Motion offered by Mr. Rathburn, seconded by Mr. Snyder, that the Board of Education approve the Superintendent Evaluation Public Statement, as presented.

President Van Antwerp read the public statement for the record. Several Trustees thanked Superintendent Bielang for guiding the District through the facilities planning phase; the Bond proposal; building community trust; ensuring that all students achieve high levels; and cultivating organizational excellence.

Motion carried unanimously.

DISCUSSION ITEMS

Proposed Change to Executive Limitations Policy 2.11, Long Term Asset Planning. President Van Antwerp led the discussion on behalf of the Policy Committee pertaining to additional language to Executive Limitations Policy 2.11, Long Term Asset Planning, as follows: "7. Make such decisions that fail to provide for equitable educational opportunities." After Trustee discussion a consensus was reached to move this item to Action.

Motion offered by Mrs. Willson, seconded by Mr. Droppers, that the Board of Education move the proposed changes to Executive Limitations Policy 2.11, Long Term Asset Planning to an action item.

Motion carried unanimously.

Motion offered by Mrs. Willson, seconded by Mrs. Novaria, that the Board of Education approve the proposed changes to Executive Limitations Policy 2.11, Long Term Asset Planning, as presented.

Motion carried unanimously.

Proposed Revised Rules for Public Comment. President Van Antwerp provided background on the recommendation from the Policy Committee to add additional language at the conclusion of the Rules for Public Comment that is read at Board meetings. The recommended addition is: "Board of Education members are not obligated to respond to issues raised during public comment. Normally, such issues are referred to the Superintendent for follow-up." After Trustee discussion a consensus was reached to move this item to Action.

Motion offered by Mrs. Willson, seconded by Mrs. Novaria, that the Board of Education move the proposed revised Rules for Public Comment to an action item.

Motion carried unanimously.

Motion offered by Mrs. Willson, seconded by Dr. Shelton-Harris, that the Board of Education approve the proposed revised Rules for Public Comment, as presented.

Motion carried unanimously.

CLOSED SESSION

Motion offered by Mrs. Novaria, seconded by Mr. Snyder, that the Board of Education move into closed session for the purpose of discussing Pending Litigation [Section 8 (e) of the Open Meetings Act].

Upon a roll call vote, all Trustees present voted in favor of the motion.

The Board moved into closed session at 7:32 p.m.

The Board returned to open session at 7:48 p.m.

There being no further business to come before the Board, the meeting was adjourned at 7:49 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

Portage Public Schools
Kalamazoo County, Michigan
<u>Resolution to Join the Michigan Liquid Asset Fund Plus</u>

A regular meeting of Portage Public Schools was held in the Community Room at the Administration Building on the day of August 15, 2016 at 6:30 o'clock p.m.

The meeting was called to order at 6:30 o'clock, p.m., by President Van Antwerp.

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

Absent: Members None

The following preamble and resolution were offered by Member Dr. Shelton-Harris and supported by Member Mr. Rathburn.

WHEREAS, Public Act No. 289, Michigan Public Acts 1995, revised the School Code, Act No. 451 of the Public Acts of 1976, MCLA 380.1 et seq (the "Revised School Code").

WHEREAS, Sections 622, 1221 and 1223 of the Revised School Code expressly authorize school districts and intermediate school districts ("Public School Districts") to participate in investment pools, as authorized by the Surplus Funds Investment Pool Act, Act No. 367 of the Public Acts of 1982, being Sections 129.111 to 129.118 of the Michigan Compiled Laws, composed entirely of instruments that are legal for direct investment by public school districts; and

WHEREAS, the Urban Cooperation Act of 1967, 1967 PA 4, Ex, Sess. No. 7, MCLA 124.501 et seq, as amended, provides that two or more Public School Districts of the state of Michigan may jointly cooperate in the exercise or in the performance of their respective governmental functions, powers or responsibilities and may enter into such joint agreements as may be deemed appropriate for such purposes when such agreements have been adopted by all such cooperating Public School Districts; and

WHEREAS, the Declaration of Trust (Interlocal Agreement) and an Information Statement relating to the Michigan Liquid Asset Fund Plus (the "Fund") have been presented to this Board; and

WHEREAS, the Declaration of Trust authorizes Public School Districts to adopt and enter into the Declaration of Trust and become participants of the Fund; and

WHEREAS, this Board deems it advisable for the District to adopt and enter into the Declaration of Trust and become a participant of the Fund for the purpose of the joint investment of the district's money with those of other Public School Districts so as to enhance the investment earnings accruing to each Public School District.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The District shall join with other Public School Districts in accordance with the provisions of Sections 622, 1221 and 1223 of the Revised School Code and in accordance with the Urban Cooperation Act of 1967, as applicable, by becoming a participant of a Fund in entering into the Declaration of Trust, which Declaration of Trust is adopted by reference thereto with the same effect as if it had been set out verbatim in this resolution. A copy of the Declaration of Trust shall be filed with the minutes of the meeting at which this resolution was adopted.

2. The District is hereby authorized to invest its available funds from time to time and to withdraw such funds from time to time in accordance with the provisions of the Declaration of Trust. The following officers and officials of the District are authorized to take such actions and execute any and all such documents as they may deem necessary and appropriate to effectuate the entry by the District into the Declaration of Trust and the adoption thereof by the District:

Print Name	Title	Signature
Karla Colestock	Director of Finance	Karla Colestock
Ron Herron	Assistant Supt. Of Operations	

3. The following officers and officials of the District and their respective successors in office each are hereby designated as "Authorized Officials" with full power and authority to effectuate the investment and withdrawal of monies of the District from time to time in accordance with the Declaration of Trust:

Print Name	Title	Signature
Stephen Olson	General Ledger Accountant	
Karla Colestock	Director of Finance	Karla Colestock
Ron Herron	Assistant Supt. Of Operations	

The Secretary of the Board shall advise the Fund of any changes in authorized officials in accordance with procedures established by the Fund.

4. The Trustees of the Fund are hereby designated as having official custody of the District's monies which are invested in accordance with the Declaration of Trust.

5. Authorization is hereby given for members of this Board and officials of the District to serve as Trustees of the Fund from time to time if elected as such pursuant to the Declaration of Trust.

6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution being the same are hereby rescinded.

Ayes: Members Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp and Joanne Willson

Nays: Members None

Motion declared adopted.

Resolution declared adopted.

Signature of Secretary of the Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of Portage Public Schools, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on August 15, 2016, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

Secretary of the Board of Education

Date 8/15/16

Portage Public Schools

Public Statement

Superintendent Evaluation 2015/2016

The Board of Education completed its annual performance evaluation of Superintendent Mark Bielang and rated his performance as highly effective. The Board recognized his outstanding progress and accomplishments in leading the District, in three key areas.

First, the Superintendent continued to focus the District on its number one priority to ensure that all students achieve at high levels. New technology initiatives, including Blended Learning and 1-1 Computing, as well as new program and professional development initiatives are underway.

Second, the Superintendent continued efforts to cultivate organizational excellence and has embarked on a new, multi-year program designed to maximize performance across all levels of the District.

Third, the Superintendent gained community support to pass a $144 million bond issue to fund two new middle schools, a renovated middle school, new athletic and event facilities, two new pools, new buses, and a 1-1 computing initiative for all students. A very successful initial bond sale was completed. An architect, construction manager, and owner's representative were hired. Campus Master Plans and educational specifications for the new middle schools were developed, informed by Advisory Groups, a Steering Committee, and a Core Team. A construction schedule was developed and a process to advise and monitor construction progress was put in place. A "Building the Future of Learning" blog was developed to keep the community informed as the construction process moves forward.

Mr. Bielang's actions continue to build trust within the District and in the community as well.

The Board thanked Mr. Bielang for his leadership and also recognized his energy and commitment to achieve the vision for Portage Public Schools, "To be an exceptional, continuously improving learning culture, committed to all!"

BOARD OF EDUCATION
POLICY GOVERNANCE RETREAT MINUTES

August 22, 2016

The Policy Governance Retreat meeting of the Board of Education of the Portage Public Schools held on Monday, August 22, 2016, was called to order at 1:00 p.m. by President Van Antwerp in Conference Room 1 at the Administration Building, 8107 Mustang Drive.

Board Trustees Present:	Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp and Joanne Willson
Board Members Absent:	None
Others Present:	Gary Goscinski, Perspectives Consulting

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Seeing no one come forward, President Van Antwerp opened the floor for Trustee comments.

POLICY GOVERNANCE RETREAT

Mr. Goscinski facilitated a discussion about how to make governance more efficient and effective with most ideas and concerns relating to ends/monitoring and communication. The Ends Statements were discussed in detail, and revisions were proposed to 1.1 with some requests for monitoring information for 1.1, 1.2 and 1.3. Follow-up discussion pertained to some recommended next steps.

There being no further business to come before the Board, the meeting was adjourned at 4:15 p.m.

Respectfully submitted,

Mark Bielang
Recording Secretary Pro Tem

BOARD OF EDUCATION
POLICY GOVERNANCE RETREAT AND
COMMITTEE OF THE WHOLE WORK SESSION MINUTES

September 12, 2016

The Policy Governance Retreat meeting of the Board of Education of the Portage Public Schools held on Monday, September 12, 2016, was called to order at 4:00 p.m. by President Van Antwerp in Room 1140 at Central High School, 8135 S. Westnedge.

Board Trustees Present:	Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp and Joanne Willson
Board Members Absent:	None
Administration Present:	Mark Bielang
Others Present:	Gary Goscinski, Perspectives Consulting

POLICY GOVERNANCE RETREAT

Mr. Goscinski facilitated a follow-up discussion from the August 22, 2016, Retreat about how to make governance more efficient and effective with most ideas and discussion relating to owner identification and improving communication.

Key Elements were:

1. Communication Basics for Policy Governance
2. Policies and Bylaws Applicable to Board Member Communication
3. Appropriate/Inappropriate Topics for Discussion at Board Meetings.

The Board recessed at 6:10 p.m.

COMMITTEE OF THE WHOLE WORK SESSION

The work session of the Board of Education of the Portage Public Schools held on Monday, September 12, 2016, was called to order at 6:30 p.m. by President Van Antwerp in the Community Room at Central High School, 8135 S. Westnedge. He welcomed an audience of 25 people; all in attendance recited the Pledge of Allegiance.

Board Trustees Present:	Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp and Joanne Willson
Board Trustees Absent:	None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Novaria, seconded by Mr. Rathburn, that the Board of Education approve the agenda as revised, adding the Discussion Item, a recommendation to purchase 78 Aver Chromebook Carts.

Motion carried unanimously.

REPORTS

Superintendent's Report. Superintendent Bielang noted the school year got off to a great start and informed the audience while the Administration continues to monitor enrollment, preliminary counts are steady or slightly above the projected numbers.

Focus School Reports, Fourth Quarter – North Middle School and Woodland Elementary School. Mr. Larry Killips, Assistant Superintendent of Instruction and Assessment, briefed the Board on the fourth Focus School Reports for the 2015/16 school year highlighting the progress of supports implemented and areas of improvement that Woodland Elementary and North Middle School continue to work on. Mr. Killips noted Northern High School is no longer a Focus School.

Bond Update – Middle School Exteriors. Mr. Ron Herron, Assistant Superintendent of Operations, introduced architect representatives: Mr. Bob McGraw, c2ae; Mr. Steve Jelinek and Mr. John Davids, Stantec. Mr. McGraw, Mr. Jelinek and Mr. Davids provided information about the exterior design of the middle schools, pool at Central High School and athletic event facility at Northern High School and responded to numerous Trustee questions.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Dr. Shelton-Harris explained guidelines the Board uses for this portion of the meeting.

Mrs. Alison Seim, 2012 Ames Drive, a parent, shared concern about the District's student transfer guidelines.

Mr. Doug Post, 5255 Old Colony, a parent and member of Parents Supporting Portage Public Schools, shared concerns about a teacher transfer, requesting the Board look into the District process and Policies.

Mrs. Judi Santek, 7537 Autumn St., a citizen, shared concern for parking and signs at the new District facilities.

President Van Antwerp opened the floor for Trustee comments.

Mrs. Novaria complimented the District for an amazing Opening Day ceremony and thanked Mr. Michael Huber, Director of Curriculum, and Mrs. Michelle Karpinski, Community Relations Manager, for their part in the event.

Dr. Shelton-Harris echoed Mrs. Novaria's comments and recognized the Northern High School Band for their amazing performance.

Mrs. Willson reminded Trustees of the Michigan Association of School Boards Region 6 Legislative Priority Setting meeting on September 29, 2016, at 7 p.m. at the Kalamazoo Regional Educational Service Agency.

President Van Antwerp acknowledged the well-received Opening Day keynote speaker was Kalamazoo College President, Dr. Gonzalez. He reminded Trustees of the Kalamazoo County School Officials meeting planned for October 12, 2016, and the Policy Committee meeting on September 29, 2016.

President Van Antwerp noted there were no Board Committee Reports.

DISCUSSION ITEMS

Board Bylaw 0144.2, Board Member Ethics. President Van Antwerp led the discussion regarding the Board Member Ethics and requested that Trustees return comments to his attention.

Recommended Student Chromebook Cart Purchase. Mr. Dan Vomastek, Director of Information and Technology Systems, provided background on the recommendation to purchase 78 Aver Chromebook Carts from Precision Data Projects, Kentwood, MI, in an amount not to exceed $91,650, proceeds coming from the 2016 Bond Fund #1.

Motion offered by Mrs. Novaria, seconded by Mr. Snyder, that the Board of Education to move the recommendation to purchase 78 Aver Chromebook Carts from Precision Data Projects, Kentwood, MI, in an amount not to exceed $91,650, proceeds coming from the 2016 Bond Fund #1 to an action item.

Motion carried unanimously.

Motion offered by Mrs. Willson, seconded by Mrs. Novaria, that the Board of Education approve the purchase 78 Aver Chromebook Carts from Precision Data Projects, Kentwood, MI, in an amount not to exceed $91,650, proceeds coming from the 2016 Bond Fund #1, as presented.

Motion carried unanimously.

ACTION ITEMS

Motion offered by Mr. Snyder, seconded by Mr. Droppers, that the Board of Education approve the middle school exterior design, as presented.

Motion carried unanimously.

Motion offered by Mrs. Willson, seconded by Dr. Shelton-Harris, that the Board of Education approve the following new teacher appointments: Mr. Michael Cram, Ms. Sara Howard, Ms. Lisa Roy, Ms. Ellen Tapper-Hamre, and Ms. Christine Tucker, as presented.

Mr. Bradley Galin, Human Resources Director, provided background information on the teachers noting the District has hired 24 new teachers to date.

Motion carried unanimously.

Motion offered by Mr. Rathburn, seconded by Mr. Snyder, that the Board of Education approve the purchase of student desks and chairs from Holland Desk and Chair Co., Grand Rapids, MI, for elementary schools for $67,778.30 from the 2016/17 General Fund budget, as presented.

Mr. Ron Herron, Assistant Superintendent of Operations, shared details on the recommended furniture purchase.

Motion carried unanimously.

Motion offered by Dr. Shelton-Harris, seconded by Mrs. Novaria, that the Board of Education approve the purchase of a Mobile Lift from American Hoist Air and Lube Equip. Inc., for Transportation and Maintenance, Kentwood, MI, for $28,755.00. These funds will come from the 2016/17 General Fund budget, as presented.

Mr. Herron discussed the recommendation to purchase a mobile lift and responded to Trustee questions.

Motion carried unanimously.

Motion offered by Mr. Droppers, seconded by Mr. Rathburn, that the Board of Education approve Monitoring Report – Policy 2.6, Asset Protection, as a reasonable interpretation and evidence of compliance with Policy, as presented.

Superintendent Bielang highlighted the cost avoidance of the energy management system; the successful annual bus inspection; the renewed contract with Grand Rapids Building Services, Inc.; the addition of a full time quality control custodian to monitor concerns; and interest rates of .4% on all funds.

Motion carried unanimously.

Motion offered by Mrs. Willson, seconded by Dr. Shelton-Harris, that the Board of Education approve Monitoring Report – Policy 2.10, Communication and Support to the Board, as a reasonable interpretation and evidence of compliance with Policy, as presented.

Superintendent Bielang noted there were no changes to this interpretation and urged the Trustees to visit and explore the new District web site.

Motion carried unanimously.

Motion offered by Mrs. Novaria, seconded by Dr. Shelton-Harris, that the Board of Education certify the following delegate(s): Mrs. Willson and President Van Antwerp and alternate(s): Mrs. Novaria for the 2016 Michigan Association of School Boards Delegate Assembly, as presented.

Motion carried unanimously.

There being no further business to come before the Board, the meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

PORTAGE
A Natural Place to Move

MATERIALS TRANSMITTED

Tuesday, September 20, 2016

1. **TO BE ADDED TO THE SEPTEMBER 20, 2016 CITY COUNCIL AGENDA AS ITEM H.1 (consent):** Communication from the City Manager regarding follow-up to September 6, 2016 Council Meeting Citizen Comments – Information Only.

2. Copy of the September 19, 2016 Pre-Council Meeting Responses.

Laurence Shaffer

Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

7900 South Westnedge Avenue ▪ Portage, Michigan 49002 ▪ (269) 329-4400
www.portagemi.gov

PORTAGE
A Natural Place to Move

MATERIALS TRANSMITTED
SEPTEMBER 20, 2016

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: Follow-up to September 6, 2016 Council Meeting Citizen Comments (AGENDA ITEM H.1)

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager
W. Christopher Barnes, Director of Transportation & Utilities

ACTION RECOMMENDED: Information Only

Note that Ms. Ashely Serne (5841 Missouri) attended the September 6, 2016 City Council to express her concerns about the dramatic number of mosquitoes in her neighborhood and the effect the mosquitoes have upon her quality of life. Ms. Serne also hypothesized that the city-owned property to include the drainage basin behind her home, may be the cause of the mosquito infestation.

Rob Boulis, Deputy City Manager, had an opportunity to visit the drainage basin on Missouri Avenue and noted that the brush had already been cut down. Further, Mary Beth Block had a chance to discuss mosquitoes with the Director of Kalamazoo County's Environmental Health Department, Mr. Vern Johnson. Mr. Johnson stated that there isn't a program that currently exists in the County for the eradication of mosquitoes. In the past, the County had been involved in programs to trap and monitor mosquitoes to ascertain whether they were carrying West Nile Virus. No recommendation from Mr. Johnson was provided other than to advise that the first frost should take care of the Portage mosquito problem.

Finally, I did have a chance to speak with Ms. Serne. I told her that next year in advance of the spring the city would not only cut but clean the brush from the catch basin behind her property in the hope that might help with her issue.

Please contact me with any questions

Attachments: N/A

Erica Eklov

From:	Mary Beth Block
Sent:	Monday, September 19, 2016 3:56 PM
To:	Claudette Reid; Jim Pearson; Nasim Ansari; Patricia Randall; permanentrecord; Peter Strazdas; Richard Ford; Terry Urban
Cc:	Laurence Shaffer; Rob Boulis; Erica Eklov
Subject:	Pre Council Meeting Questions and Responses
Categories:	MBB

Pre Council Meeting Questions and Responses
Monday, September 19 for Tuesday, September 20 City Council Agenda

F2. Amendment to Code of Ordinances – Purchasing

1. What is the total amount of petty cash spent during the last two years, broken down by department?

Response:

Department	**2015**	**2016**
City Manager's Office	$2,582	$ 3,190
Public Services	1,951	4,072
Finance	5,006	5,945
Fire	2,956	2,100
Police	4,344	4,215
Parks	5,985	4,683
Senior Center	4,352	6,276
TOTAL	**$27,176**	**$30,479**

F3. Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations

1. With the reduction of required parking spaces, what will happen to the snow? Where will it be put to prevent the minimum number of parking places from falling below the ordinance requirement?

   Response: With a general reduction in minimum required parking, there will be less paved areas to be plowed in the winter months, and more non-impervious areas available to utilize for snow storage. Please note, the city does not have short-term snow storage requirements. However, if a property owner believes the amount of available parking spaces are impacted by snow storage, we are aware that many businesses have the snow hauled off site. Finally, it is important to keep in mind that these are simply minimum requirements. Businesses are allowed to provide more than the minimum parking required if they believe they need additional areas for peak parking demand times and/or the winter months.

2. Is there a trend toward reducing the number of parking places required?

   Response: Yes, there is a trend toward revisiting off-street parking requirements. Many communities have reduced minimum required parking to adjust to changes in retail shopping habits, reduce under-utilized parking areas and expansive impervious surfaces, and to encourage redevelopment. In recent years, several off-street parking variances have been requested and approved by the Zoning Board of Appeals, which has also suggested a need to adjust parking requirements in some land use categories.

3. Can anything be done in regards to beautification of parking lots where there is more than ample parking? (Incentives?)

   Response: Yes, in 2003, the Zoning Code was amended to allow for deferred parking, which allows parking to be "banked" as green space unless or until parking demand exceeds parking supply. This methodology allows developers and property owners to reduce their off-street parking lot construction and maintenance costs, and increases pervious green spaces. In addition, parking lot landscape upgrades along the public street and interior to the parking lot are required when redevelopment activity exceeds 25% of the overall market value of a non-residential property.

F4. 2017 Portage Community Survey

1. Remove from consent.

   Response: Removed.

G2. City Manager Salary Review / Evaluation Committee

1. Provide date by which the evaluation process is expected to be completed.

   Response: A due date of "no later than November 15, 2016" has been added to the action recommended.

L1. 2017 Utility Projects (Design & Construction Engineering) – Bid Tabulation

1. The two lowest bids were not accepted due to poor performance on previous city projects. In such instances, can firms be told that they cannot bid if in fact they are not going to be considered?

   Response: Past practice has been to inform a potential bidder that due to past performance issues the firm will not be invited to bid for a particular project. There is no policy that prevents them from bidding or submitting a proposal (none of our contractors are pre-qualified for bidding), but they are not sent an invitation to bid. Proposal award is based on best value. A contractor that cannot provide that value due to past performance for the City of Portage or elsewhere may not be considered for a professional contract award. While these practices are generally followed, no hard and fast rule fits every situation. As an example, if the third lowest bid in this instance had been <u>significantly</u> higher than the second lowest bid, perhaps the city might have considered the second lowest bid, with the understanding that additional staff time would have to be devoted to monitor the project more closely. (The lowest bidder did not complete the bid specifications and therefore was not considered. The second lowest bidder is being discounted due to poor performance on past city projects.)

Mary Beth Block
City of Portage | Assistant to the City Manager
7900 South Westnedge Avenue | Portage, MI 49002
office (269) 329-4405 | fax (269) 324-9244