

7:30 p.m. Call to Order.

Invocation: Pastor Bill Abernathy of Berean Baptist Church.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Community Values and Diversity Proclamation.

A. Approval of City Council Meeting Minutes.

1. Regular Meeting Minutes of December 6, 2016.
2. Pre-Council Meeting Minutes of December 19, 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 December 20, 2016, as presented.

D. Public Hearings:

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

- * 1. Communication from the City Manager recommending that City Council amend the General Appropriations Act (budget) for fiscal year ending June 30, 2017.
- * 2. Communication from the City Manager recommending that City Council accept Rezoning Application 16/17-2 (8546 Shirley Court) and Tentative Plan Amendment for Greenspire Planned Development, for first reading and set a public hearing for both on January 24, 2017.
- * 3. Communication from the City Manager recommending that City Council adopt Special Assessment Resolution No. 4 for the Chopin Avenue and Mozart Street Water Main Project #317-W, setting a public hearing on the Assessment Roll for January 10, 2017.
- * 4. Communication from the City Manager recommending that City Council set the dates for Pre-Council meetings for the 2017 calendar year.
- 5. Communication from the City Manager recommending that City Council set a special Committee of the Whole meeting for discussion regarding Consolidated Dispatch.

G. Communications:

H. Unfinished Business:

* I. Minutes of Boards and Commissions Meetings:

1. Historic District Commission of November 2, 2016.
2. Zoning Board of Appeals of November 14, 2016.
3. Portage Public Schools Special and Regular of November 28, 2016.

J. Council Committee Reports:

K. New Business:

L. Bid Tabulations:

- * 1. Communication from the City Manager recommending that City Council approve the low bids for comprehensive janitorial services submitted by:
 - 1. New Fresh Cleaning Services in the annual amounts of \$5,988.00 for the Senior Center, and \$15,036.00 for the Police Division Building; and
 - 2. Professional Building Services in the annual amounts of \$18,729.24 for City Hall, and \$19,641.24 for the Public Services Building;

both for a period of January 18, 2017 to January 17, 2018 with the option of three, one-year renewals and authorize the City Manager to execute all documents related to this action on behalf of the city.

M. Other City Matters:

- 1. Statements of Citizens.
- 2. From City Council and City Manager.
- * 3. Reminder of Meetings:
 - a. Wednesday, December 21, 2:30 p.m., Senior Citizen Advisory Board, Portage Senior Center.
 - b. Wednesday, January 4, 8:15 a.m., Historic District Commission, City Hall Room No. 2. Rescheduled to Wednesday, January 11.
 - c. Wednesday, January 4, 6:30 p.m., Park Board, Department of Public Services. Rescheduled to Wednesday, January 11.
 - d. Thursday, January 5, 6:30 p.m., Human Services Board, City Hall Room No. 1.
 - e. Thursday, January 5, 7:00 p.m., Planning Commission, Council Chambers.
 - f. Monday, January 9, 6:00 p.m. until 8:00 p.m., Public Meeting on proposed Angling Road Sanitary Sewer Project, Council Chambers.
 - g. Tuesday, January 10, 5:30 p.m., Board and Commission Interview Session, City Hall Room No. 1.

* N. Materials Transmitted.

- 1. Department Monthly Reports
- 2. Materials Transmitted of Tuesday, December 2, 2016.
- 3. Materials Transmitted of Tuesday, December 6, 2016.

Adjournment.



City of Portage ***Proclamation***

COMMUNITY VALUES AND DIVERSITY PROCLAMATION

WHEREAS, the City of Portage is a diverse and welcoming community that celebrates, values, and respects differences; and

WHEREAS, the City of Portage rejects racism, bigotry and hate in all its forms and expressions; and

WHEREAS, on the 28th day of June, 2016, the City Council of Portage joined more than 40 other Michigan communities, with public and local business support, to amend the Code of Ordinances by adding Article 7 to Chapter 24 - Community Quality and adopted a Non-Discrimination Ordinance for the City of Portage; and

WHEREAS, it is the intent of the City of Portage that no person be denied the equal protection of the laws; and

WHEREAS, the City of Portage will continue to honor its responsibility to promote tolerance, non-discrimination and diversity within our community.

NOW, THEREFORE, I, Peter J. Strazdas, Mayor of the City of Portage, do hereby proclaim **THE CITY OF PORTAGE A DIVERSE AND WELCOMING COMMUNITY**, and I urge our citizens and all agencies and organizations to continue to support one another, to move forward in a positive direction, and remain engaged in the community, just as the Portage City Council and I will continue to do.



Signed this 20th of December, 2016

Peter J. Strazdas, Mayor

CITY COUNCIL MEETING MINUTES FROM DECEMBER 6, 2016

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

At the request of Mayor Strazdas, Councilmember Terry Urban provided an invocation and the Michigan Youth Challenge Academy Student Council with their Company Commander, Chase Weatherwax, and Boy Scout Troop 287 with their Troop Instructor, Michael Keeler, led the City Council and the audience in the recitation of the Pledge of Allegiance. Discussion followed.

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 Ansari, seconded by Reid, to approve the Regular Meeting Minutes of November 15, 2016, as presented. Upon a voice vote, motion carried 7 to 0.

Motion by Pearson, seconded by Reid, to approve the Pre-Council Meeting Minutes of December 5, 2016, as presented. Upon a voice vote, motion carried 5 to 2 with Councilmembers Ford and Urban abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Randall to read the Consent Agenda. Councilmember Reid asked that Item F.1, 2017 Fee Schedules, be removed from the Consent Agenda. Councilmember Urban asked that Items F.2, Final Preliminary Condominium Subdivision (detailed engineering plans) for Copperleaf (Phase II) at 3800 Milham Avenue and 5710 Angling Road, F.3, Sale of City Property – Westerly Portion of 5800 and 5710 Lovers Lane, and F.6, Resolution to support the Village of Vicksburg regarding the Non-motorized Trail Connection Project, be removed from the Consent Agenda. Discussion followed. Motion by Randall, seconded by Ansari, to approve the Consent Agenda Motions as amended. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF DECEMBER 6, 2016:** Motion by Randall, seconded by Ansari, to approve the Accounts Payable Register of December 6, 2016, as presented. Upon a roll call vote, motion carried 7 to 0.

PUBLIC HEARINGS:

CLIFFWOOD AVENUE AND ARCHWOOD DRIVE SANITARY SEWER PROJECT #418-S: Mayor Strazdas introduced this item and deferred to City Manager Larry Shaffer, who mentioned the traditional position over the years of developing an Administrative bias towards expanding water and sewer in the community; however, the current Administration considers it counterproductive and not in the best interest of the City to go counter to the will of the neighborhood. He mentioned that as this issue developed, the City conducted its surveys and determined that there was an interest for both water and sewer, initiated the process and continued in good faith; however, the Administration received a petition about a week ago in opposition by a majority of those impacted by the special assessment. With that, he withdrew his recommendation to go forward with the projects until the Administration engages in a lot more public education regarding why this project is important and the benefits to the neighborhood. Discussion followed and Mayor Strazdas asked Council to provide their opinions on the matter.

Councilmember Pearson indicated since eleven out of twelve property owners were against the project, he spoke in opposition to the project. Mayor Pro Tem Ansari and Mayor Strazdas concurred. In answer to Mayor Strazdas, Mr. Shaffer indicated that the Administration is still convinced that this is a good project, but good projects have to be communicated to the citizens who are impacted and he

recognized that the City has to do a much better job of conveying the benefits of the project and what the project will do in terms of positive impact on the neighborhood; so, it is premature until the Administration can complete that process.

Councilmember Ford noted that even though the property owners rejected this, it really affects the property and the general health and safety of our community; he recognized this is a very small area, but he is willing to respect the wishes of the Administration and not go forward with this project at this time.

Councilmember Urban asked for an explanation of why the property owners are not interested in the project now, but were interested at one point; he said in general it is in the interest of the entire City to complete our water and sewer system and pointed out that the City has been working on this effort since before 1976.

Councilmember Randall expressed her support for the wishes of the residents, acknowledged that it was initially enthusiastically favored until the costs were revealed, and indicated before a project such as this is brought forward that people need to know the costs involved since residents with functioning wells and septic systems may not wish to spend three to four thousand dollars and this would prevent the process going this far.

Councilmember Reid referred to a communication dated June 9, 2015, from the City Manager that reflected the results of the original survey where four residents were in favor and six were opposed for both the water and the sewer. She concurred with putting a hold on this project and expressed her wish to hear the concerns from the property owners in this instance and explained. Discussion followed.

Councilmember Urban interjected that it has been the practice of the City to not reconstruct a road without putting in water and sewer if it did not exist there already because the new road would have to be torn up to install water and sewer. In answer to his question, Mr. Shaffer responded that the Administration would continue to follow this practice until the policy is changed and explained. Transportation and Utilities Director concurred. Mayor Strazdas opened the public hearing.

The following citizens spoke in opposition to the project:

Peter Prihoda, 207 Cliffwood Avenue, who also took exception to the policy to not reconstruct a road unless it has water and sewer; Ron Warner, 202 Cliffwood Avenue, who also complained about government employees in his yard without notice; Sherry Garrett, 10322 Archwood Drive; Jan Sackley, 10314 Archwood Drive, who also complained about receiving a letter dated February 5, 2015, that led the residents to believe that if a majority of the residents were opposed, the project would not be in the Capital Improvement Plan (CIP). She referred to the June 9, 2015 communication from the City Manager referenced above by Councilmember Reid where over 50% of the residents were opposed to the project, so she posed the question of why was the project included in the CIP as referenced in the November 15, 2016 letter to the residents. She cited the \$9,734, plus hook-up charges, and the ongoing costs for maintenance and use and explained. Discussion followed.

Motion by Urban, seconded by Pearson, to close the public hearing. Councilmember Ford referenced the CIP and noted that these streets are not contained in that Budget. Upon a voice vote, motion carried 7 to 0.

Motion by Pearson, seconded by Randall, to deny Resolution No. 3 for the Cliffwood Avenue and Archwood Drive Sanitary Sewer Project #418-S, and not direct the preparation of the special assessment roll.

Councilmember Pearson indicated that he was under the impression that there were no objections to the project when he received Resolutions No 1 and 2, and congratulated Peter Prihoda for bringing the petition forward and letting your local representatives know the real sentiment in order to take action. Discussion followed. Upon a roll call vote, motion carried 5 to 2. Yeas: Councilmembers Reid, Pearson and Randall, Mayor Pro Tem Ansari and Mayor Strazdas. No: Councilmembers Urban and Ford. Discussion followed.

CLIFFWOOD AVENUE AND ARCHWOOD DRIVE WATER MAIN PROJECT

#316-W: Mayor Strazdas introduced this item and deferred to City Manager Larry Shaffer, who deferred to Mr. Barnes, who indicated that his comments from the Cliffwood Avenue and Archwood Drive Sanitary Sewer Project #418-S item carry on to this issue. Discussion followed.

Councilmember Urban asked Mr. Barnes if there is any need to put this water line in to loop the system, and Mr. Barnes noted that it is always an advantage, but ultimately answered that it is not impacting anyone else's quality to a significant degree. He indicated that the only thing it does is not strengthen the fire flows available in that area of the City since there is a water tower, but not a lot of wells for supply in the southern part of the City. The loop would be an advantage to strengthen the system for fire protection.

Mayor Strazdas opened the public hearing. There being no discussion, motion by Pearson, seconded by Ansari, to close the public hearing. Upon a voice vote, motion carried 7 to 0.

Motion by Pearson, seconded by Reid, to deny Resolution No. 3 for the Cliffwood Avenue and Archwood Drive Water Main Project #316-W, and not direct the preparation of the special assessment roll. Upon a roll call vote, motion carried 7 to 0.

ANGLING ROAD SANITARY SEWER PROJECT #417-S: Mayor Strazdas introduced this item and deferred to City Manager Larry Shaffer, who indicated that installation of sanitary sewers has been part of the CIP since the year 2000. He noted that the City was successful in obtaining \$134,000 in the Federal Transportation Funds which are included in the current Transportation Improvement Funds to offset part of the costs of reconstructing 6,000 feet of Angling Road from Squire Heath Lane to Romence Road. The project consists of installation of sanitary sewer and the reconstruction of the existing road, installation of drainage structures and minor widening of the roadway formalizing that as a part of the Portage bikeway. He discussed the importance of sanitary sewer to the property owner and the community at large. He reiterated that sanitary sewer is necessary before reconstructing the road and maintenance efforts still continue regardless.

He stated that the total cost of the project is \$1.32 million with the property owner assessments at \$241,000, or 18% of the project; 69.2% of the cost of the project is funded by the city at large through capital improvement bonds, plus the \$134,000 in the Federal Transportation Funds; and, the Municipal Streets Fund contribution is \$165,000 from the millage that was passed in 2006. He reviewed the standard rate for sanitary sewer installation as \$43.77 per front foot of property and \$1,536 for the six inch lateral which is based on a maximum taxable frontage of 80 feet. He explained that the residents would not be required to connect to sanitary sewer until the County Health Department determined that the property owner's system was no longer functioning and this is designed to address the issue of no one can predict when a septic system is going to fail. Discussion followed. He noted that areas close to lakes and streams would have eighteen months to connect according to City Ordinance. Discussion followed.

Mayor Strazdas opened the public hearing. The following citizens spoke in opposition to the project: Janet Luchies, 7511 Angling Road and Gary Taylor, 7642 Angling Road. Discussion followed. City Attorney Randy Brown indicated that if there is a special assessment imposed, the cost of that special assessment must be proportionate to the benefit received; there must be an increase in the property value proportionate to the cost of that special assessment; so, that is a legal principle in the State of Michigan, and the City in the past through the City Engineer and the City Assessor have determined that the methodology used by the City does reach that approximation and explained.

Ken DeHaan, 7024 Angling Road, spoke in opposition to the project. Discussion followed.

The following citizen spoke in favor to the project: Alan Griffin, 7249 Angling Road. Discussion followed. Mayor Strazdas confirmed with Mr. Shaffer that full discussions of the projects will occur with this and future projects before pursuing the process.

Motion by Reid, seconded by Ford, to close the public hearing. Upon a voice vote, motion carried 7 to 0. Discussion followed. Mr. Hudson confirmed that there was no petition in opposition filed on this matter for City Attorney Brown. Discussion followed.

Motion by Urban, seconded by Ford, to adopt Resolution No. 3 for the Angling Road Sanitary Sewer Project #417-S, directing the preparation of the special assessment roll. Discussion followed.

Motion by Pearson, seconded by Randall, to substitute the motion to adopt Resolution No. 3 for the Angling Road Sanitary Sewer Project #417-S, directing the preparation of the special assessment roll, to table until January 24, 2017. Upon a roll call vote, motion carried 4 to 3. Yeas: Councilmembers Pearson, Randall and Reid and Mayor Strazdas. No: Councilmembers Ford and Urban and Mayor Pro Tem Ansari. Discussion followed.

At the request for what Mr. Shaffer would do leading up to January 24, 2017, Mr. Shaffer offered that he would report to City Council on two different activities: He would send notice to the members of the neighborhood that there would be a neighborhood meeting at Portage City Hall; that he would be prepared to provide a full explanation as to the scope of the project and its need; that the Administration would answer any questions from the citizens involved; that he would take information and craft a report; and, that the City would conduct a survey. He would then provide Council with the results of the information session and results of the survey. Ultimately, he would come back with a full report on the results of those two activities.

CHOPIN AVENUE AND MOZART STREET WATER MAIN PROJECT #317-W:

Mayor Strazdas introduced this item and City Manager Larry Shaffer who deferred to Mr. Barnes for an outline of the scope of the project. Discussion followed. Mr. Barnes indicated that this Hearing of Necessity is for water installation on Chopin Avenue and Mozart Street, that a petition was received from the homeowners, and that the project is included in the CIP. He said that this area has wells that are from 50 to 75 feet deep, and the water quality may not always "be the best" owing to a high level of iron and the shallow nature of the wells. He cited potable water and fire protection as immediately benefiting the area, and no mandatory connection which would allow the property owners to keep their private wells or convert them to irrigation wells, if they wish. He noted that the estimated cost of the project is \$320,000 with the homeowners responsible for \$105,000 or 30% of the cost and the city at large at \$214,000 or 67% of the cost. He indicated that the assessments are capped at 80 feet and the special assessment rate of \$38.77 per foot and \$1,235 for 1 ¼ inch service has been used for the preparation of the preliminary special assessment roll. Furthermore, he said that these property owners received a notification letter for Resolution No. 3 along with the payment schedule and the amortization schedule for a 20 year period; and, if approved, the project would be constructed in 2017.

In answer to Councilmember Pearson, Mr. Barnes indicated that no post cards were mailed in this instance; that post cards are not always sent out and explained. Mayor Strazdas reminded Council of the letter of support provided in the Agenda Packet. In answer to Councilmember Reid, Mr. Barnes stressed that the property owners petitioned the City for water and that the project was not initiated by the City. Mr. Barnes confirmed for Councilmember Urban that a post card survey was sent out to the property owners on Chopin Avenue and a petition was submitted on behalf of the Mozart Street property owners. Discussion followed regarding the questionable water quality in the area.

Mayor Strazdas opened the public hearing. The following citizens spoke in favor of the project: Martha Dahlinger, 2612 Chopin Avenue, and Ryan Jamie, 9946 Mozart Street. Discussion followed.

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

Motion by Urban, seconded by Reid, to adopt Resolution No. 3 for the Chopin Avenue and Mozart Street Water Main Project #317-W, directing the preparation of the special assessment roll. Discussion followed. Upon a roll call vote, motion carried 7 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: Dr. Monifa Jumanne, 6156 Independence Drive, performed a poetry recitation of stanzas from "In the Morning" by Paul Lawrence Dunbar, "Still I Rise" by Maya Angelou, and "Mother to Son" by Langston Hughes, to highlight and introduce the Kwanzaa celebration of family, culture and community to be held at the Portage Senior Center, Monday,

December 12, 2016, from 3:15 p.m. until 4:45 p.m. that requires advanced registration by calling the Main Desk at (269) 329-4555.

RECESS: 9:25 p.m.

RECONVENE: 9:30 P.M.

Kay Ensfield, 1818 Forest Drive, informed Council and the community that the Friday after the Presidential Election, her 6th Grade Granddaughter received a handmade Swastika in her middle school from a classmate. She also complained of similar incidents shared with her since then from other parents, including in the elementary school. She confirmed that the School Authorities handled the matter appropriately and read an anonymous position paper in opposition to hate activity. Discussion followed. Mayor Strazdas responded to her comments and offered to work with the City Clerk to draft a Resolution Against Hate Crimes. Discussion followed.

Martha Dahlinger, 2612 Chopin Avenue, cited the findings of the Southern Poverty Law Center, Montgomery Alabama, which is gathering hate crime complaints, tracks hate groups, mentioned their Teaching Tolerance Program that is available free for schools and work with law enforcement groups upon request. Discussion followed.

Councilmember Urban referenced the recent passage of the LGBT Ordinance by the City of Portage and recommended an event or meeting at Martin Luther King Drive, or some place in the City where Council can gather folks together in opposition to this thought and action. Discussion followed and Mayor Strazdas offered that this is something that Council could coordinate through the City Manager's Office and have something that is reasonable that makes a statement to the people in our Region that this is something we will not tolerate.

REPORTS FROM THE ADMINISTRATION:

2017 FEE SCHEDULES: Councilmember Reid expressed her dismay that none of the fees showed a decrease, yet owing to the use of technology, there should have been some reduction in fees. She indicated that the proposed 6% increase in the Community Development fees across the board was problematic for her and inappropriate, plus the reason given was that there have not been any increases since 2006. She expressed a preference for a 3% increase instead of the 6% increase at this point and have Council consider a further increase next year, and advocated incremental increases each year instead of one large increase as proposed.

Motion by Randall, seconded by Ansari, to adopt the proposed 2017 Freedom of Information Act Fees, the proposed 2017 Recreation and Park Facility Fees, and to adjust to a 3% increase and adopt the resolutions for 2017 Community Development Fees, Building Permits, Electrical Permits, Mechanical Permits and Plumbing Permits. Mayor Pro Tem Ansari concurred and asked that the City look at what other communities are doing with fees and a general discussion of fees and fee structure ensued. Upon a roll call vote, motion carried 7 to 0.

FINAL PRELIMINARY CONDOMINIUM SUBDIVISION (DETAILED ENGINEERING PLANS) FOR COPPERLEAF (PHASE II) AT 3800 MILHAM AVENUE AND 5710 ANGLING ROAD: Councilmember Urban indicated that because this project had streets with no sidewalks on two sides among many other reasons, he has been against this project all along. Mayor Strazdas deferred to Mr. Shaffer, who indicated that this is particularly a good project; that it meets the need; that it has gone through the process; that it is good news for the City; and that it is continuing at a very successful pace.

Mayor Strazdas asked why this particular plan is in conflict with the Council adopted policy of sidewalks on both sides of the street. Ms. Georgeau stated that when this was first brought to Council as a Planned Development (PD) rezoning, it was called Harbors West and is now called Copperleaf. She indicated that the developer provided a design plan that included a certain percentage of open space as well as internal trails, one of which will go from Milham Avenue and connect to Harbors West, and

there will be a trail in close proximity either in front or behind lots in those areas where there is proposed to have no sidewalks. She noted that this is a Phase II Engineering Plan and is consistent with the PD design and pointed out where sidewalks will exist. Mayor Strazdas reminded Council of his position that he wanted a balance with the appropriate amount of pedestrian pathways, and asked City Attorney Brown if Council approves the Planned Development intention, how does that play out with the Engineering Drawings presented here. Mr. Brown concurred with Ms. Georgeau that City Council has already approved the plans for this project, and now Council is reviewing the Engineering Drawings, so the scope of review is limited to those documents.

Motion by Pearson, seconded by Randall, to approve the Final Preliminary Condominium Subdivision (detailed engineering plans) for Copperleaf (Phase II) at 3800 Milham Avenue and 5710 Angling Road.

Upon a roll call vote, motion carried 6 to 1. Yeas: Councilmembers Ford, Reid, Pearson and Randall, Mayor Pro Tem Ansari and Mayor Strazdas. No: Councilmember Urban.

SALE OF CITY PROPERTY – WESTERLY PORTION OF 5800 AND 5710 LOVERS LANE: Mayor Strazdas introduced this item and asked Councilmember Urban to address his concerns. Councilmember Urban explained his concern with the \$17,000 per acre appraisal for the subject property owing to the value of other property in Portage. Mr. Shaffer indicated that he wished the property had a higher value, explained there were three appraisals received over the years on the property and delineated them. He mentioned that the appraisal amounts are based on the fact that these 4.8 acres have no access and have no developable rights. He explained it does have value in assemblage with property already owned by American Village Builders and Gesmundo, so there is no increment of value left on the table because the contributing factor for the increased value comes from the American Village Builders parcel values not the values of the City parcels. He concluded that the appraisal is accurate. He mentioned that this development has had a very difficult time “getting off the ground” for over ten years and explained. He explained that the intent of the Administration is to get this land into private hands for development and that it has never been designated park land. Councilmember Urban expressed his opinion that this is not a good deal and not in the best interests of the City to “give” this land away.

Motion by Pearson, seconded by Ansari, to adopt the resolution to sell the westerly portion of city-owned property addressed as 5800 and 5710 Lovers Lane. Discussion followed. Upon a roll call vote, motion carried 6 to 1. Yeas: Councilmembers Ford, Reid, Pearson and Randall, Mayor Pro Tem Ansari and Mayor Strazdas. No: Councilmember Urban.

* **HEALTH INSURANCE CONTRACT RENEWALS:** Motion by Randall, seconded by Ansari, to approve one-year contracts with Blue Cross Blue Shield of Michigan and Blue Care Network for employee health insurance, maintain current employer/employee cost-sharing practices by taking action to exempt the city from requirements of P.A. 152 for the 2017 medical benefits plan year, and authorize the City Manager to execute all documents related to the contract renewals on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **SOUTHWEST MICHIGAN FIRST - ECONOMIC DEVELOPMENT CONTRACT:** Motion by Randall, seconded by Ansari, to approve a contract in the amount of \$25,000 with Southwest Michigan First to support economic development activities in the City of Portage and authorize the City Manager to execute the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

RESOLUTION TO SUPPORT THE VILLAGE OF VICKSBURG REGARDING THE NON-MOTORIZED TRAIL CONNECTION PROJECT: Mayor Strazdas introduced this item and asked Councilmember Urban to address his concerns. Councilmember Urban indicated that he did not see, as stated in the “whereas” segment of the Resolution, that this item was in the CIP and ask that someone point that out to him. He mentioned that when this property was abandoned by the Rail Road, Portage was not interested in it, even though he raised the question at that time. He stated that his main

concern is the problem of taking the property through eminent domain; nevertheless, he is very supportive of the project and explained. Discussion followed.

Motion by Urban, seconded by Reid, to resolve to support the Village of Vicksburg regarding the Non-motorized Trail Connection Project. Upon a roll call vote, motion carried 7 to 0.

* **NONPROFIT ORGANIZATION RECOGNITION:** Motion by Randall, seconded by Ansari, to resolve to recognize the Portage Soccer Club as a nonprofit organization in the City of Portage. Upon a roll call vote, motion carried 7 to 0.

* **CITY COUNCIL GOAL SETTING SESSION:** Motion by Randall, seconded by Ansari, to set the date of the annual City Council Goal Setting Session as Monday, January 23, 2017, from 9 a.m. to 5 p.m. at the Fetzer Institute. Upon a roll call vote, motion carried 7 to 0.

* **SPECIAL MEETING FOR BOARD AND COMMISSION APPLICANTS:** Motion by Randall, seconded by Ansari, to set a Special Meeting on Tuesday, January 10, 2017, beginning at 5:30 p.m., to interview Board and Commission applicants. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATIONS:

COMMUNICATION FROM HARRY S. HAASCH, EXECUTIVE DIRECTOR, PMN: After a discussion of the fine services provided by PMN, motion by Urban, seconded by Ansari, to receive the communication from Harry S. Haasch, Executive Director, PMN. Upon a voice vote, motion carried 7 to 0.

COMMUNICATION FROM ELIZABETH HART VANDENBERG REGARDING THE "OVERTAKING AND PASSING BICYCLES" ORDINANCE: After an introduction by Mayor Strazdas, there was no discussion. Motion by Randall, seconded by Ansari, to receive the communication from Elizabeth Hart VanDenBerg regarding the "Overtaking and Passing Bicycles" ordinance. Upon a voice vote, motion carried 7 to 0.

ANNUAL UPDATE FROM THE ENVIRONMENTAL BOARD: Mayor Strazdas introduced this item and William Beck, Chair of the Environmental Board, introduced Ruth Caputo as the esteem previous Chair of the Environmental Board and Environmental Board Vice Chair Martha Dahlinger, and provided an update of the 2016 Goals. He reviewed the City Charter provision for the Environmental Board as having a role of advising City Council. He discussed the progress of the Board in the area of increasing coordination with City Departments and coordinated plan development and the need to look at the whole environment without duplicating efforts already being undertaking by City Departments. He discussed management of invasive species owing to their effect on the environment and the economy in the whole region; support of environmental aspects of City-owned parks; and maintenance of native plants on City-owned property. He discussed the fauna and flora invasive species in more detail, and the involvement of the Environmental Board in Community events. He mentioned that each project will be oriented within the context of the strategic plans for the City of Portage, including prioritizing projects with SMART Goals (Specific, Measurable, Actionable, Reasonable and Time-bound), with specific recommendations as a result. He stressed a closer collaboration with the City Administration and other Advisory Boards and a pro-active educational outreach to engage Portage citizens. Discussion followed.

Motion by Randall, seconded by Reid, to receive the Annual update from the Environmental Board from Environmental Board Chair Bill Beck. Upon a voice vote, motion carried 7 to 0.

COMMUNICATION FROM RUTH CAPUTO, 10970 POPLAR BLUFF COURT:

Mayor Strazdas introduced this item and Ruth Caputo indicated now is a good time to do a management plan around the Eliason Property to restore Bishop's Bog. She said she had a fruitful conversation with Kendal Klingelsmith, who mentioned Sarah Reding, VP of Conservation Stewardship, Kalamazoo Nature Center, or someone like her, be placed on contract with the City, much like we do with the Forester, to retain some insight as to how to move forward. She indicated that the request is for funding and for getting a level of expertise; and she appreciates any Council consideration in this matter. She also said her experience on the Environmental Board was very valuable and would not be here before Council without having had that experience. Discussion followed. Mayor Strazdas recommended that the matter be referred to the Administration for review.

Councilmember Reid asked how the \$25,000 figure was arrived at and what does that encompass. Ms. Caputo responded she worked with Sarah Reding, Chris Barnes and Kendal Klingelsmith only to discover that the Environmental Board does not have enough information about the Portage environment, and this is the reason for asking someone like Sarah Reding to help. She confirmed for Councilmember Reid that this is a request to develop a plan, not to implement the plan, because the expertise and information is necessary before the actual implementation of the plan and explained. Discussion followed.

Motion by Reid, seconded by Ford, to refer the communication from Ruth Caputo, 10970 Poplar Bluff Court, to the Administration for review. Upon a voice vote, motion carried 7 to 0.

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

Portage Human Services Board of November 3, 2016.

Portage Public Schools Policy Governance Retreat and Committee of the Whole Work Session of November 14, 2016.

Portage Planning Commission of November 17, 2016.

OTHER CITY MATTERS:

STATEMENTS FROM CITY COUNCIL: Councilmember Urban restated the need for the City to do more than a resolution regarding hate crimes, and Mayor Strazdas offered to work with Mayor Pro Tem Ansari and City Manager Larry Shaffer to pull off something more meaningful than a resolution.

Councilmember Reid concurred and quoted Edmund Burke, "The only thing necessary for the triumph of evil is for good men to do nothing." She also indicated that Councilmember Urban pointed out to her that the Kalamazoo County Commission approved the ballot wording for the telephone surcharge necessary to fund Central Dispatch (911) to be placed on the May 2, 2017 Special Election. Discussion followed.

Councilmember Randall wished Mayor Pro Tem Ansari a Happy 70th Birthday.

Councilmember Ford cited the new introduction to Council meetings and said that he had the opportunity to enjoy the tree-lighting ceremony with his son.

Councilmember Pearson indicated that the last sentence in the article on the Kalamazoo County Commission approved the ballot wording for the telephone surcharge necessary to fund Central Dispatch (911) to be placed on the May 2, 2017 Special Election reads, "The City of Portage has indicated it will roll back taxes to compensate for the surcharge increase." He was sure there was great sentiment for this from the taxpayers. Mayor Strazdas interjected that the City Council has not made that decision. Discussion followed.

Mayor Pro Tem Ansari congratulated Ariston Petropoulos and Owen Crocker for the winning the writing competition, "What Do You Love About Portage?" He also thanked Kendall Klingelsmith and his staff for the excellent effort at the Christmas Tree-lighting Ceremony.

DRAFT

Mayor Strazdas thanked Councilmembers Reid and Urban for reading all of the essays and thanked Mayor Pro Tem Ansari for being there to light the Christmas trees.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 11:07 p.m.

James R. Hudson, City Clerk

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

**MINUTES FROM THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF DECEMBER 19, 2016**

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

With regard to Item F.9, Special Meeting for Board and Commission Applicants, from the December 6, 2016 Regular Meeting, Councilmember Reid asked when would the Board of Review Pod Interviews take place. City Manager Shaffer responded that the Administration would be offering a recommendation that there be only one Pod instead of two, and that there will be three members who would serve as Regular Members of the Board, and that there would be two Alternate Members. He also conveyed that newly elected Kalamazoo County Commissioner Michael Quinn is not a candidate for Board of Review membership. Councilmember Reid stressed that the membership needs to be opened up to the rest of the citizens of the City, and Mr. Shaffer concurred.

With regard to Item F.4, 2017 Pre-Council Meetings, Councilmember Pearson pointed out that Councilmembers Urban and Ford are not able to call in or be present for the information sessions during the 9 a.m. Monday morning, Pre-Council Meeting day and time slot. He asked that Mr. Shaffer reach out to them so they may consider alternatives to this day and time ahead of time, so they are not "put on the spot" and are prepared with their options. With that, Mr. Shaffer offered to reach out and determine if there is a mutually convenient time Councilmembers can agree to call in or attend Pre-Council Meetings. Mayor Strazdas suggested the survey take place before the Council Retreat that will take place at The Seasons, Fetzer Center, Western Michigan University Main Campus, on January 23, 2017, beginning at 8 a.m., and he asked that Council bring their calendars to the Retreat. Mayor Pro Tem Ansari questioned the need for Pre-Council Meetings and whether the questions and answers could all be handled online perhaps using a pre-defined deadline. Mayor Strazdas noted the distinction among meeting face to face, on a conference call, or online. He indicated that the Retreat would be a good time to discuss this matter.

Councilmember Pearson said that 9 a.m. on the Monday prior to the Regular Council Meeting is a good time for him and that he prefers to call in; moreover, he likes the Pre-Council Meeting format.

Councilmember Reid indicated that she was functioning the same as Councilmember Pearson by usually calling in rather than physically coming in and agreed that it works, but also wants to make it possible for everyone else. She said that perhaps Councilmembers Urban and Ford do not feel the need to do this, prefer to deal with this another way, or it is not a good time for them. Mayor Strazdas placed this matter on the Retreat Agenda to be addressed with the use of the Facilitator, and thanked Councilmember Pearson for raising the question.

Councilmember Reid indicated that Item M.3.b, Reminder of Meetings, Public Media Network Board of Directors Meeting, had already taken place and should be crossed out because they met last week owing to a schedule change due to the holidays.

Councilmember Reid suggested scheduling a Committee of the Whole (COW) before the January 9, 2017 Pre-Council Meeting to look at how to spend the funds that will become available should the Emergency 911/Dispatch Consolidation Millage pass the muster of the voters, and to still have discussions on the matter at the Retreat. Councilmember Pearson indicated that he and Councilmember Reid collaborated on this and completely agree. He pointed out that the Authority would appreciate this proposal somewhat because *mLive* was very premature in saying what Portage was going to do with the savings; so, it is probably best for the Council to get together and decide on a policy. After weighing the options for a day and time to review this matter, Mayor Strazdas settled upon the options of: Tuesday, January 17, 2017; Thursday, January 12, 2017; or Tuesday, January 3, 2017; for a couple of hours beginning at 4 p.m., 5 p.m. or 6 p.m. He mentioned he might utilize a "Doodle" survey of Council to help obtain the cross section of data necessary to make a decision.

Under Item L.1, Contract Approval – Comprehensive Janitorial Services, Councilmember Pearson asked why New Fresh Cleaning did not bid on City Hall or the Public Services Building, and Mr. Shaffer said he did not know, but would find out. Deputy City Manager Rob Boulis indicated that Purchasing Manager Judy Johnson may have some insight on this, albeit speculation, and that he would check with her on it, first.

Regarding N.1, Monthly Reports from the Parks Director Kendal Klingelsmith, Councilmember Pearson noted that Mr. Klingelsmith cited contracts that were finalized with Byce & Associates to develop a master site plan for the Portage Senior Center. He then asked what the scope is for this; how extensive is this; is it a major thing or a minor thing. He indicated that he is asking this just to give Council a preview of what that means.

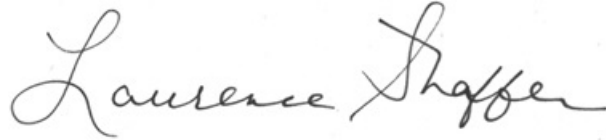
Mayor Strazdas indicated he sent an e-mail out to everyone referencing calls he received from residents regarding snow plowing. He said Mr. Shaffer responded that the snowplows started at midnight and some got done earlier, some did not, but they should be finished by this afternoon. Another concern from the residents was why plow parking lots before plowing all of the neighborhoods streets. He voiced his concern that Council all have the same message and Mayor Pro Tem Ansari proposed that if a Councilmember receives a call, that he or she informs the resident that we are waiting for information from City Manager and he will respond. Mr. Shaffer confirmed that he would. Mayor Strazdas asked that everyone enjoy the brisk weather of today.

ADJOURN: Mayor Strazdas adjourned the meeting at 9:20 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, Director of Finance

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of December 20, 2016, as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks and auto-pay payments. The attached Accounts Payable Register covers the period November 20, 2016, through December 4, 2016, and notes \$226,667.39 in automated clearing house payments, \$304,064.73 in paper checks and \$5,898.17 in auto-pay payments for a grand total of \$536,630.29.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/20/2016 To: 12/4/2016

Check Date	Check	Vendor Name	Amount
12/02/16	5998(A)	A I S CONSTRUCTION EQUIP. CO.	4,800.00
12/02/16	5999(A)	ABONMARCHE CONSULTANTS, INC	44,553.76
12/02/16	6000(A)	ACCESS EMPLOYER STAFFING SERVICES	25,966.46
12/02/16	6001(A)	AIRGAS GREAT LAKES	262.56
12/02/16	6002(A)	ALL CITY MANAGEMENT SERVICES, INC.	3,115.80
12/02/16	6003(A)	ALL-TRONICS, INC.	81.00
12/02/16	6004(A)	AMERICAN SAFETY & FIRST AID	289.44
12/02/16	6005(A)	ANIMAL REMOVAL SERVICE, LLC	1,595.00
12/02/16	6006(A)	APOLLO FIRE APPARATUS REPAIR	388.84
12/02/16	6007(A)	ARGUS-HAZCO	12,270.00
12/02/16	6008(A)	B L HARROUN & SON INC.	430.60
12/02/16	6009(A)	BROWNELL'S INCORPORATED	48.98
12/02/16	6010(A)	BYHOLT INC.	458.22
12/02/16	6011(A)	C D W GOVERNMENT, INC.	943.36
12/02/16	6012(A)	C M P DISTRIBUTORS, INC.	1,474.00
12/02/16	6013(A)	CARSTAR PORTAGE	120.88
12/02/16	6014(A)	D & D PRINTING CO.	293.00
12/02/16	6015(A)	DEPATIE FLUID POWER CO., INC.	952.86
12/02/16	6016(A)	EG WORKFORCE SOLUTIONS	1,375.24
12/02/16	6017(A)	ENGINEERED PROTECTION SYSTEMS, INC.	413.00
12/02/16	6018(A)	EXTREME POWER EQUIPMENT, INC.	16,710.00
12/02/16	6019(A)	FIRE SERVICE MANAGEMENT	926.29
12/02/16	6020(A)	GRIFFIN PEST SOLUTIONS, INC.	170.00
12/02/16	6021(A)	HARTFORD LIFE INSURANCE COMPANY	8,635.13
12/02/16	6022(A)	HOWARD PRINTING	10,411.20
12/02/16	6023(A)	IP CONSULTING, INC.	1,799.00
12/02/16	6024(A)	IRISH AYRES ENTERPRISES, LLC	755.00
12/02/16	6025(A)	J & J LAWN SERVICE, INC.	5,225.00
12/02/16	6026(A)	JONES & HENRY ENGINEERS, LTD	1,981.85
12/02/16	6027(A)	KEHOE, EDWARD J	160.00
12/02/16	6028(A)	LAKE MICHIGAN MAILERS, INC.	55.78
12/02/16	6029(A)	LAWSON PRODUCTS, INC	469.33
12/02/16	6030(A)	LOWE'S HOME CENTER	22.68
12/02/16	6031(A)	MATERIALS RESOURCES	273.65
12/02/16	6032(A)	MAURER'S TEXTILE RENTAL SERVICES	298.97
12/02/16	6033(A)	MEEKHOF TIRE SALES & SERVICE INC.	1,266.46
12/02/16	6034(A)	MEJEUR ELECTRIC LLC	772.00
12/02/16	6035(A)	MICHIGAN ELECTION RESOURCES, LLC	5,746.81
12/02/16	6036(A)	MONIFA A. JUMANNE, PH.D.	1,666.00
12/02/16	6037(A)	PCM SALES, INC.	40,550.00
12/02/16	6038(A)	PORTAGE FIREFIGHTERS	1,726.08
12/02/16	6039(A)	PORTAGE ON-CALL FIREFIGHTERS	80.00
12/02/16	6040(A)	PORTAGE POLICE OFFICERS ASSOC	714.00
12/02/16	6041(A)	R C M HEADSETS/R C M & ASSOC.	203.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/20/2016 To: 12/4/2016

Check Date	Check	Vendor Name	Amount
12/02/16	6042(A)	R P M MACHINERY, LLC	856.80
12/02/16	6043(A)	RIDGE AUTO NAPA	444.18
12/02/16	6044(A)	ROAD EQUIPMENT PARTS CENTER	115.26
12/02/16	6045(A)	ROE-COMM, INC.	50.00
12/02/16	6046(A)	SEVERANCE ELECTRIC COMPANY, INC	7,357.60
12/02/16	6047(A)	THOMPSON, HELENE	327.00
12/02/16	6048(A)	TYLER TECHNOLOGIES, INC.	1,384.49
12/02/16	6049(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	601.54
12/02/16	6050(A)	UNITED PETROLEUM	1,349.80
12/02/16	6051(A)	VANCE OUTDOORS, INC.	189.39
12/02/16	6052(A)	W W GRAINGER INC	1,886.40
12/02/16	6053(A)	WARNER NORCROSS & JUDD LLP	3,975.00
12/02/16	6054(A)	WIGHTMAN & ASSOCIATES, INC.	3,357.50
12/02/16	6055(A)	WINDER POLICE EQUIPMENT, INC.	986.88
12/02/16	6056(A)	WINGFOOT COMMERCIAL TIRE	1,951.62
12/02/16	6057(A)	WOLVERINE POWER SYSTEMS	1,382.70
	SUBTOTAL:	60 CHECKS	226,667.39
11/21/16	300658	SEELICKFIX, INC.	5,000.00
11/29/16	10047	PETTY CASH-JANET GATES	428.05
12/02/16	300659	37TH CIRCUIT COURT	500.00
12/02/16	300660	3B DISTRICT COURT	150.00
12/02/16	300661	A T & T	133.59
12/02/16	300662	ADP, INC.	911.09
12/02/16	300663	AFC INTERNATIONAL INC.	103.20
12/02/16	300664	ALLEGRA PRINT & IMAGING	407.80
12/02/16	300665	ANY CUTTING & WELDING	380.00
12/02/16	300666	ARIF, MUHAMMAD	65.00
12/02/16	300667	ARROWHEAD SCIENTIFIC, INC.	326.24
12/02/16	300668	B S & A SOFTWARE	49,721.00
12/02/16	300669	BESCO WATER TREATMENT, INC.	27.75
12/02/16	300670	BOARDSYNC, INC.	7,176.00
12/02/16	300671	BORGESS HEALTH ALLIANCE	253.00
12/02/16	300672	BORIA, CANDY	100.00
12/02/16	300673	BOYLE, ROBIN	100.00
12/02/16	300674	BRONSON HEALTHCARE GROUP	200.00
12/02/16	300675	BRONSON WELLNESS SERVICES	300.00
12/02/16	300676	BRUCE'S TRUCK & AUTO ACCESSORIES	4,974.00
12/02/16	300677	BUSINESS SPEAKERS BUREAU	2,000.00
12/02/16	300678	CALHOUN COUNTY JUSTICE COMPLEX	150.00
12/02/16	300679	CAMPBELL AUTO SUPPLY	33.48
12/02/16	300680	CARTRIDGE WORLD	1,896.75
12/02/16	300681	CITY OF PORTAGE	3,210.14
12/02/16	300682	COPSGEAR.COM	10,950.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/20/2016 To: 12/4/2016

Check Date	Check	Vendor Name	Amount
12/02/16	300683	COSTAR REALTY INFORMATION, INC.	307.95
12/02/16	300684	D L GALLIVAN INC.	96.18
12/02/16	300685	DAVE'S CONCRETE PRODUCTS, INC.	4,671.00
12/02/16	300686	DEER CONTRACTING & LANDSCAPE	1,330.00
12/02/16	300687	ELECTION SOURCE	6,360.00
12/02/16	300688	EMERGENCY VEHICLE PRODUCTS	29,547.62
12/02/16	300690	ENGINEERING SUPPLY & IMAGING	68.28
12/02/16	300691	FBI-LEEDA	50.00
12/02/16	300692	FOUR WINDS CASINO SHUTTLE	225.00
12/02/16	300693	FRANKE, HERM & JANET	2,150.00
12/02/16	300694	FRIENDSHIP VILLAGE	204.00
12/02/16	300695	GOLDEN, ALICE	70.00
12/02/16	300696	GORDON WATER SYSTEMS	237.50
12/02/16	300697	GORNO FORD	48,686.00
12/02/16	300698	GRAHAM FORESTRY SERVICE, INC.	1,472.00
12/02/16	300699	GRAND ELK RAILROAD	45,744.02
12/02/16	300700	GREATER KALAMAZOO FOP LODGE 98	3,295.20
12/02/16	300701	GREATER KALAMAZOO UNITED WAY	851.68
12/02/16	300702	GUARDIAN TRACKING, LLC	2,947.00
12/02/16	300703	GUN LAKE TRIBAL	185.00
12/02/16	300704	H & K EXCAVATING LLC	61.60
12/02/16	300705	H J DEATON & SON INC.	1,226.39
12/02/16	300706	HALT FIRE, INC.	526.50
12/02/16	300707	HASSELBRING-CLARK COMPANY	83.98
12/02/16	300708	HERITAGE COMMUNITY OF KALAMAZOO	560.00
12/02/16	300709	HOME DEPOT	576.18
12/02/16	300711	HUDSON, JAMES	110.02
12/02/16	300712	J & B PROFESSIONAL TREE SERVIC	1,150.00
12/02/16	300713	JOHNSON, SHIRLEY	25.00
12/02/16	300714	KALAMAZOO COUNTY ROAD COMMISSI	368.89
12/02/16	300715	KALAMAZOO FIRST ASSEMBLY OF GOD	100.00
12/02/16	300716	KALAMAZOO OIL COMPANY	209.54
12/02/16	300717	KALAMAZOO ROD & GUN CLUB	120.00
12/02/16	300718	KZOO TIRE COMPANY	2,424.00
12/02/16	300719	LEXISNEXIS RISK SOLUTIONS	150.00
12/02/16	300720	LORD OF LIFE LUTHERAN CHURCH	100.00
12/02/16	300721	MATTHEW ERVIN	250.00
12/02/16	300722	MCCLURE, CAROL	72.00
12/02/16	300723	MEDILODGE OF PORTAGE	280.00
12/02/16	300724	MICHIGAN ASSESSOR ASSOCIATION	225.00
12/02/16	300725	MICHIGAN PAVEMENT MARKINGS LLC	1,840.20
12/02/16	300726	MIDWEST ENERGY COOPERATIVE	294.24
12/02/16	300727	MIDWEST MUNICIPAL INSTRUMENTATION	2,387.15
12/02/16	300728	MLIVE MEDIA GROUP	991.16

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/20/2016 To: 12/4/2016

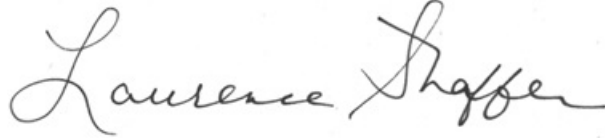
Check Date	Check	Vendor Name	Amount
12/02/16	300729	NYE UNIFORMS	625.00
12/02/16	300730	OFFICE DEPOT, INC.	971.70
12/02/16	300732	OLIVAREZ, JUAN & SUSAN	331.17
12/02/16	300733	PATHFINDER CHURCH	100.00
12/02/16	300734	PENNWELL PUBLISHING CO.	124.60
12/02/16	300735	PORTAGE CHAPEL HILL UMC	100.00
12/02/16	300736	PRINCE OF PEACE LUTHERAN CHURCH	100.00
12/02/16	300737	RED THE UNIFORM TAILOR	308.40
12/02/16	300738	REFRIGERATION SERVICES	11,535.00
12/02/16	300739	REPUBLIC SERVICES OF WEST MICHIGAN	1,043.08
12/02/16	300740	RIDDERMAN & SONS OIL CO. INC.	17,096.81
12/02/16	300741	RIKER, TRUDY	106.00
12/02/16	300742	RIVERSIDE INTEGRATED SYSTEMS, INC.	287.00
12/02/16	300743	ROCKFORD ADVERTISING	2,588.75
12/02/16	300744	ROSE, VICTORIA	971.42
12/02/16	300745	SACKETT'S FIREPLACE LLC	150.00
12/02/16	300746	SOS TECHNOLOGIES	245.00
12/02/16	300747	ST. CATHERINE OF SIENA CHURCH	100.00
12/02/16	300748	STAP BROS LAWN & LANDSCAPE, INC.	5,415.29
12/02/16	300749	STATE OF MICHIGAN (MDEQ)	150.00
12/02/16	300750	STATE SYSTEMS RADIO, INC	306.00
12/02/16	300751	STEENSMA LAWN & POWER EQUIPMENT	2,668.37
12/02/16	300752	STONEGATE MANAGEMENT, INC.	100.00
12/02/16	300753	TACTRON, INC.	107.49
12/02/16	300754	THE BRIDGE	100.00
12/02/16	300755	TODD ARBANAS ENTERPRISES INC.	2,150.00
12/02/16	300756	TRACTOR SUPPLY CORP.	182.98
12/02/16	300757	UNITED PARCEL SERVICE	19.50
12/02/16	300758	UNITED PARTY & EVENT SERVICES	1,112.00
12/02/16	300759	USA TODAY	25.00
12/02/16	300760	VANGUARD FIRE & SUPPLY CO., INC.	230.50
12/02/16	300761	VERIZON WIRELESS SERVICES, LLC	2,116.30
12/02/16	300762	WASTE MANAGEMENT	100.00
12/02/16	300763	WENSTRUP, CATHY	87.00
12/02/16	300764	WRAPS N SIGNS	283.00
	SUBTOTAL:	105 CHECKS	304,064.73
11/21/16	4086	CONSUMERS AUTO-PAY	4,494.23
11/23/16	4098	CONSUMERS AUTO-PAY	87.91
11/28/16	4106	CONSUMERS AUTO-PAY	234.13
11/30/16	4134	CONSUMERS AUTO-PAY	1,081.90
	SUBTOTAL:	4 CHECKS	5,898.17
	GRAND TOTAL:	169 CHECKS	536,630.29

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/20/2016 To: 12/4/2016

Check Date	Check	Vendor Name	Amount
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TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Amendment to the General Appropriations Act

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: That City Council amend the General Appropriations Act (budget) for the fiscal year ending June 30, 2017.

The normal government procurement process involves issuance of purchase orders to obtain goods and services necessary to provide service to citizens. Purchase orders specify description, quantity and price of the required goods. With each purchase order, an encumbrance is entered into the city accounting system to reserve budgeted funds to pay for the goods. As goods are received and the related invoices paid, the encumbrances are relieved. At the end of each fiscal year, open purchase orders (encumbrances) must be carried forward to the next fiscal year to reserve funds required to pay for goods and services already ordered. In effect, this is completed by adding the reserved funds to the annual budget of the next fiscal year. The “encumbrance carry forward” process is a standard practice in governmental accounting. The City of Portage Charter, Section 7.6(d), requires the production of this listing for approval by City Council.

The attached list shows the dollar value of the open purchase orders as of June 30, 2016, all of which are for necessary supplies and services. Receipt of these goods and services will require subsequent payment by the city. Council action to amend the fiscal year 2016-2017 budget will allow payment for goods and services ordered in fiscal year 2015-2016 from the fiscal year 2016-2017 budget.

Therefore, it is recommended that City Council amend the General Appropriations Act (budget) for the fiscal year ending June 30, 2017.

FUNDING: N/A

Attachments: 1. FY 2015/16 Open purchase orders

2015-2016 Purchase Orders to Roll into 2016/2017

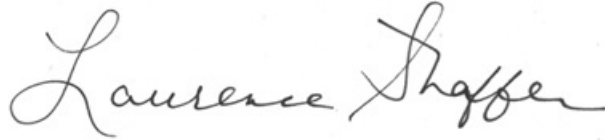
PO NUMBER	VENDOR NAME	CARRY-FORWARD AMOUNT
1 65980	KALAMAZOO COUNTY TREASURER	73,557.82
2 66377	NOVA CONSULTANTS, INC	17,794.77
3 67358	PREIN & NEWHOF	2,975.50
4 67539	CARRIER & GABLE	13,923.00
5 67762	HURLEY & STEWART, LLC	65,621.78
6 68008	SEVERANCE ELECTRIC COMPANY,INC	19,465.00
7 68009	SEVERANCE ELECTRIC COMPANY,INC	12,985.00
8 68737	AT&T YELLOW PAGES	1,088.36
9 68908	WOOD PLUMBING LLC, D	855.00
10 69114	SEVERANCE ELECTRIC COMPANY,INC	12,600.00
11 69441	AMERICAN HYDROGEOLOGY CORP.	14,624.39
12 69560	MEJEUR ELECTRIC LLC	1,500.00
13 69926	SEVERANCE ELECTRIC COMPANY,INC	12,985.00
14 70142	SECANT TECHNOLOGIES	5,122.00
15 70724	AUTOMATIC MICROFILM CO.	2,822.55
16 71319	ASPHALT RESTORATION INC	3,984.20
17 71337	PROFESSIONAL HEALTH SERVICES, INC.	28,703.00
18 71436	MICHIGAN PAVEMENT MARKINGS LLC	8,462.80
19 71494	SECANT TECHNOLOGIES	28,317.00
20 71533	RESCUE TECHNOLOGY	3,295.00
21 71562	CUSTOMIZED CLEANING SERVICES, INC.	2,780.00
22 71577	P K CONTRACTING, INC.	1,945.00
23 71634	CUSTOMIZED CLEANING SERVICES, INC.	13,015.00
24 71635	FARRELL AUDIO VIDEO LLC	3,991.47
25 71677	ALLIED MECHANICAL SERVICE	3,000.00
26 71685	CUSTOMIZED CLEANING SERVICES, INC.	1,875.00
27 71699	HYDRODYNAMICS,INC.	4,147.90
28 71754	PEERLESS-MIDWEST, INC.	5,410.00
29 71778	INTERSTATE OFFICE INTERIORS	3,540.84
30 71855	MICHIGAN PAVING & MATERIALS CO.	73,085.85
31 71859	WEDEL'S	1,800.00
32 71870	DEPATIE FLUID POWER CO., INC.	1,100.00
33 71871	MICROSYSTEMS, INC.	1,300.00
34 71895	TIME EMERGENCY EQUIPMENT	1,292.50
35 71901	AUTOMATIC MICROFILM CO.	6,354.67
36 71909	DEER CONTRACTING & LANDSCAPE	8,255.00
37 71910	SECURALARM SYSTEMS, INC.	10,888.00
38 71925	PRO-FLEET REFINISHING, LLC	2,610.00
39 71949	DAVE'S CONCRETE PRODUCTS, INC.	2,310.00
40 71953	PERCEPTIVE CONTROLS, INC.	3,995.00
41 71955	USABLUBOOK	3,256.44
42 71960	UNITED RESOURCE, LLC	17,888.08
43 71976	TRUCK & TRAILER SPECIALTIES	2,910.00
44 71982	FLETCHER ENTERPRISES	1,038.00

2015-2016 Purchase Orders to Roll into 2016/2017

PO NUMBER	VENDOR NAME	CARRY-FORWARD AMOUNT
45 71985	TRUCK & TRAILER SPECIALTIES	3,557.72
46 71986	RATHCO SAFETY SUPPLY, INC.	2,900.00
47 71988	FLETCHER ENTERPRISES	3,000.00
48 71990	SUEZ WATER ENVIRONMENTAL SERVICES	141,899.87
49 71991	KALAMAZOO COUNTY ROAD COMMISSI	4,500.00
50 71992	H & K EXCAVATING	75,000.00
51 71997	GLOBAL EQUIPMENT CO., INC.	2,370.74
52 72001	RATHCO SAFETY SUPPLY, INC.	3,217.50
53 72002	RIETH-RILEY CONSTRUCTION CO., INC.	3,500.00
54 72012	STALKER RADAR	1,819.00
55 72019	MOSES FIRE EQUIPMENT, INC.	5,823.00
56 72025	DAVE'S CONCRETE PRODUCTS, INC.	3,800.00
57 72032	WEST MICHIGAN OFFICE INTERIORS	4,379.00
58 72033	PRAETORIAN DIGITAL	2,900.00
59 72040	TERMINAL SUPPLY CO.	2,000.00
60 72042	BELL EQUIPMENT COMPANY	1,500.00
61 72044	DAVE'S CONCRETE PRODUCTS, INC.	3,900.00
62 72047	H J DEATON & SON INC.	1,250.00
63 72050	FARM N GARDEN	954.88
64 72051	FLETCHER ENTERPRISES	2,780.00
65 72052	USABLUEBOOK	3,766.48
66 72058	SAFETY SERVICES, INC.	1,006.20
67 72059	KALAMAZOO COUNTY HEALTH & COMMUNITY	5,000.00
68 72070	AUTOMATIC MICROFILM CO.	8,331.24
69 72071	TODD ARBANAS ENTERPRISES INC.	3,500.00
70 72078	HANNAPEL HOME CENTER	3,544.00
71 72082	ZOLL DATA SYSTEMS, INC.	45,425.00
72 72083	PEERLESS-MIDWEST, INC.	39,816.00
73 72096	TASER INTERNATIONAL, INC	6,721.04
74 72097	HYDRODYNAMICS, INC	12,133.80
75 72098	LAND USE USA LLC	2,000.00
		910,766.39

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Rezoning Application #16/17-2 (8546 Shirley Court) & Tentative Plan Amendment for Greenspire PD

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council:

1. accept Rezoning Application #16/17-2 (8546 Shirley Court) for first reading and the associated Tentative Plan Amendment for Greenspire Planned Development, and
2. set a public hearing for January 24, 2017.

An application has been received from Greenspire Equity V, LLC, American Village Builders and The Hinman Company requesting that 8546 Shirley Court be rezoned from R-1C, one family residential to PD, planned development. Additionally, and in conjunction with the proposed rezoning, the applicants are also requesting to amend the previously approved 2010 Tentative Plan for the Greenspire Planned Development involving several properties totaling approximately 94 acres. The Tentative Plan Amendment proposes to: 1) rezone/add the 1.42-acre parcel (8546 Shirley Court) into the overall Greenspire PD; 2) increase the total number of apartments by 12 units (from 692 to 704 total units); 3) reconfigure the size and location of proposed retail/office buildings along West Centre Avenue; and 4) revise the anticipated phasing/construction schedule.

The Department of Community Development notes the proposed zoning change of 8546 Shirley Court to PD is consistent with the Comprehensive Plan/Future Land Use Map designations and is also consistent with the surrounding zoning/land use pattern. Furthermore, the addition of this 1.42-acre parcel and proposed tentative plan amendments are consistent with the previously approved 2010 Tentative Plan for the Greenspire Planned Development. For these reasons, staff is supportive of both the proposed zoning change to PD and the tentative plan amendment to the Greenspire Planned Development.

The Planning Commission convened a public hearing during the November 17 and December 1, 2016 meetings to consider the rezoning request and tentative plan amendment. Mr. Greg Dobson of American Village Builders (applicant/property owner representative) was present at both meetings to support the requests. No citizens spoke during these meetings and no citizen communications have been received regarding the proposed rezoning and tentative plan amendment. After careful consideration, the Commission voted 7-0 to forward the recommendation to City Council and approve the Tentative Plan Amendment for Greenspire Planned Development.

FUNDING: Not Applicable

Attachments:

1. Ordinance Amendment
2. December 8, 2016 Planning Commission transmittal
3. November 17 and December 1, 2016 Planning Commission meeting minutes
4. November 23, 2016 Department of Community Development staff report with attachments

**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 parcel of land located in Section 19, 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

8546 Shirley Court

00019-195-O

From R-1C, one family residential, to PD, planned development.

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 #16/17-02)

Approved as to Form:

Date: 12/8/2016

By: 

City Attorney

**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 parcel of land located in Section 19, Township 3 South, Range 11 West, City of Portage, County of Kalamazoo, State of Michigan, and further described as follows:

<u>Street Address</u>	<u>Parcel ID Numbers</u>
8546 Shirley Court	00019-195-O

From R-1C, one family residential, to PD, planned development, 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 #16/17-02)

Z:\JODY\PORTAGE\ORD\REZONE\16-17-02.DOCX

TO: Honorable Mayor and City Council

FROM: Planning Commission

DATE: December 8, 2016

SUBJECT: Rezoning Application #16/17-2, 8546 Shirley Court and Tentative Plan Amendment for Greenspire Planned Development

The Planning Commission convened a public hearing during the November 17th and December 1st, 2016 meetings to consider the rezoning application and tentative plan amendment submitted by Greenspire Equity V LLC, American Village Builders and The Hinman Company. The applicants are requesting that 8546 Shirley Court be rezoned from R-1C, one family residential to PD, planned development. Additionally, the applicants are also requesting that the previously approved 2010 Tentative Plan for Greenspire Planned Development be amended to 1) rezone/add the 1.42 acre parcel (8546 Shirley Court) into the overall Greenspire PD; 2) increase the total number of apartment units by 12 units (from 692 units to 704 units); 3) reconfigure the size and location of proposed retail/office buildings along West Centre Avenue; and 4) revise the anticipated phasing/construction schedule. Mr. Greg Dobson of American Village Builders (applicant/property owner representative) was present at both meetings to support the proposed rezoning and explain the tentative plan amendment. No citizens spoke at the meetings and no citizen communications have been received regarding the proposed rezoning and/or tentative plan amendment.

After careful consideration, a motion was made by Commissioner Bosch, seconded by Commissioner Stoffer, to recommend to City Council that 1) Rezoning Application #16/17-2 be approved and 8546 Shirley Court be rezoned from R-1C, one family residential to PD, planned development; and 2) The Tentative Plan Amendment for Greenspire Planned Development involving properties addressed as 3201, 3413 and 3423 West Centre Avenue; 3145, 8380 and 8401 Greenspire Drive; 3413 Fawn Cove; 8615 Tozer Court and 8546 Shirley Court, also be approved. The motion was unanimously approved 7-0.

Sincerely,


Paul Welch
Chairman

PLANNING COMMISSION

November 17, 2016

The City of Portage Planning Commission meeting of November 17, 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. One citizen was 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 and Randall Brown, City Attorney.

ROLL CALL:

Mr. Forth called the roll: Stoffer (yes); Schimmel (yes), Dargitz (yes), Richmond (yes), Shoup (yes) and Joshi (yes). A motion was offered by Commissioner Dargitz, seconded by Commissioner Joshi, to approve the roll excusing Chairman Welch and Commissioners Bosch and Patterson. The motion was unanimously approved 6-0.

APPROVAL OF MINUTES:

Vice-Chairman Stoffer referred the Commission to the October 6, 2016 meeting minutes contained in the agenda packet. A motion was made by Commissioner Dargitz, seconded by Commissioner Schimmel, to approve the minutes as submitted. The motion was unanimously approved 6-0.

PUBLIC HEARINGS:

1. **Preliminary Report: Rezoning Application #16/17-2, 8546 Shirley Court and Tentative Plan Amendment for Greenspire Planned Development.** Mr. Forth summarized the staff report dated November 11, 2016 regarding a request from Greenspire Equity V, LLC, American Village Builders and The Hinman Company that 8546 Shirley Court be rezoned from R-1C, one family residential to PD, planned development. Additionally and in conjunction with the proposed rezoning, the applicants are also requesting to amend the previously approved 2010 Tentative Plan for the Greenspire Planned Development. Mr. Forth summarized the proposed changes to the previously approved tentative plan. Commissioner Joshi asked if the overall number of off-street parking spaces was adequate to meet the demand. Mr. Forth indicated the number of proposed off-street parking spaces is conceptually acceptable. The minimum number of required off-street parking spaces will be reviewed during the site plan review phase. Commissioner Dargitz asked about the future use of 8546 Shirley Court. Mr. Forth stated the existing single-family dwelling will be razed by the applicant and there are no plans to construct an apartment building on the property. The applicant is incorporating the land area into phase 5 and will increase the number of units in another area of phase 5.

The applicant, Mr. Greg Dodson of American Village Builders, was present to support the zoning change and tentative plan amendments. Mr. Dobson briefly explained the history of the Greenspire development project and efforts to date to install buffering and screening for the benefit of the existing homeowners along Shirley and Tozer Court. In response to Commissioner Joshi's comment concerning off-street parking, Mr. Dobson stated the parking shown on the tentative plan is sufficient for tentative plan purposes. The actual number of spaces will be determined on the specific land uses, which are unknown at this time. Commissioner Dargitz also asked if any of the proposed amendments will impact an existing wetland area. Mr. Dobson stated the proposed amendments to the tentative plan will not impact existing wetland areas and no new wetland delineation is necessary.

The public hearing was opened by Vice-Chairman Stoffer. No citizens spoke in regard to the proposed zoning change of 8546 Shirley Court or Greenspire tentative plan amendments. There being no further comments,

a motion was made by Commissioner Schimmel, seconded by Commissioner Dargitz, to adjourn the public hearing until the December 1, 2016 meeting. The motion was unanimously approved 6-0.

SITE/FINAL PLANS:

None

NEW BUSINESS:

None

OLD BUSINESS:

None

STATEMENT OF CITIZENS:

None

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 7:25 p.m.

Respectfully submitted,

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

PLANNING COMMISSION

December 1, 2016

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

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services; Michael West, Senior City Planner; and Randall Brown, City Attorney.

ROLL CALL:

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

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the November 17, 2016 meeting minutes contained in the agenda packet. A motion was made by Commissioner Dargitz, seconded by Commissioner Stoffer, to approve the minutes as submitted. The motion was unanimously approved 7-0.

PUBLIC HEARINGS:

1. **Final Report: Rezoning Application #16/17-2, 8546 Shirley Court and Tentative Plan Amendment for Greenspire Planned Development.** Mr. Forth summarized the staff report dated November 23, 2016 regarding a request from Greenspire Equity V, LLC, American Village Builders and The Hinman Company that 8546 Shirley Court be rezoned from R-1C, one family residential to PD, planned development. Additionally and in conjunction with the proposed rezoning, the applicants are also requesting to amend the previously approved 2010 Tentative Plan for the Greenspire Planned Development. Mr. Forth summarized the proposed changes to the previously approved tentative plan and the previous discussion that occurred at the November 17th meeting. Mr. Forth briefly summarized the analysis section of the report and indicated that staff was recommending approval of both the rezoning request and tentative plan amendment.

Mr. Greg Dobson of American Village Builders (applicants representative) was present to support the rezoning application and tentative plan amendment. Mr. Dobson briefly discussed the ownership and control entities involved with the Greenspire Planned Development and the two primary principals (Joe Gesmundo and Roger Hinman). The public hearing was reconvened by Chairman Welch. No citizens spoke in regard to the proposed zoning change or tentative plan amendment. A motion was then made by Commissioner Bosch, seconded by Commissioner Stoffer, to close the public hearing. The motion was unanimously approved 7-0.

A motion was then made by Commissioner Bosch, seconded by Commissioner Stoffer, to recommend to City Council that 1) Rezoning Application #16/17-2 be approved and 8546 Shirley Court be rezoned from R-1C, one family residential to PD, planned development; and 2) The Tentative Plan Amendment for Greenspire Planned Development involving properties addressed as 3201, 3413 and 3423 West Centre Avenue; 3145, 8380 and 8401 Greenspire Drive; 3413 Fawn Cove; 8615 Tozer Court and 8546 Shirley Court, also be approved. The motion was unanimously approved 7-0.

planned development. The Commission also voted 7-0 to recommend to City Council that the Tentative Plan Amendment for Greenspire Planned Development involving properties addressed as 3201, 3413 and 3423 West Centre Avenue; 3145, 8380 and 8401 Greenspire Drive; 3413 Fawn Cove; 8615 Tozer Court and 8546 Shirley Court, also be approved.

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

Funding:

Not applicable

Attachments:

Planning Commission transmittal dated December 8, 2016

Planning Commission meeting minutes dated November 17th and December 1st, 2016

Department of Community Development staff report dated November 23, 2016 with attachments
Ordinance Amendment

TO: Planning Commission

DATE: November 23, 2016

FROM: Vicki Georgeau,  Director of Community Development

SUBJECT: Final Report: Rezoning Application #16/17-2, 8546 Shirley Court and Tentative Plan Amendment for Greenspire Planned Development

I. INTRODUCTION:

An application has been received from Greenspire Equity V, LLC, American Village Builders and The Hinman Company requesting that 8546 Shirley Court be rezoned from R-1C, one family residential to PD, planned development. Additionally and in conjunction with the proposed rezoning, the applicants are also requesting to amend the previously approved 2010 Tentative Plan for the Greenspire Planned Development involving properties addressed as 3201, 3413 and 3423 West Centre Avenue; 3145, 8380 and 8401 Greenspire Drive; 3413 Fawn Cove; 8615 Tozer Court and 8546 Shirley Court. The Tentative Plan Amendment proposes to 1) rezone/add the 1.42 acre parcel (8546 Shirley Court) into the overall Greenspire PD; 2) increase the total number of apartment units by 12 units (from 692 units to 704 units); 3) reconfigure the size and location of proposed retail/office buildings along West Centre Avenue; and 4) revise the anticipated phasing/construction schedule. Please refer to the attached application, narrative and tentative plan submitted by the applicant for additional details regarding the proposal.

Rezoning Application #16/17-2

Applicant	Property Address	Parcel Number	Zoning	
			Existing	Proposed
Greenspire Equity V, LLC.	8546 Shirley Court	00019-195-O	R-1C	PD
One parcel: 1.42 acres				

Tentative Plan Amendment – Greenspire Planned Development

Applicant	Property Addresses	Description	Zoning
American Village Builders, The Hinman Company and Greenspire Equity V, LLC	3201, 3413 and 3423 West Centre Avenue; 3145, 8380 and 8401 Greenspire Drive; 3413 Fawn Cove; 8615 Tozer Court; 8546 Shirley Court	94.22 acre tract of land (Mixed multiple family residential and retail/office development) -Excludes portion of Hampton Lake	PD, planned development (2010) (2016-proposed)

The original Greenspire Planned Development rezoning/tentative plan application received City Council approval in April 2010 subject to conditions and proposed the construction of a total of 692 multiple family residential units in multiple apartment buildings (384 apartment units already existing) within the interior of the property and construction of a total of 73,400 square feet of retail and 30,400 square feet of offices in a multiple building arrangement along West Centre Avenue. Since the 2010 PD rezoning and tentative plan approval, City Council has approved the following final/site plans:

- 2011 - Final Plan for Greenspire Retail I, 3201 West Centre Avenue, which included an approximate 13,400 square foot retail building and associated site improvements (construction complete).
- 2014 - Final Plan for Greenspire Apartments IV, 8380 Greenspire Drive, which included construction of 36 apartment units in two, 3-story buildings (construction complete).

- 2016 – Final Plan for Greenspire Apartments V, 8615 Tozer Court, which included construction of 70 apartment units in three, 3-story buildings and associated site improvements (construction underway).

II. TENTATIVE PLAN AMENDMENT PROCEDURES/REQUIREMENTS:

The PD, planned development chapter establishes a two-part review and approval process: Tentative plan review of the overall development concept and final plan review for each phase of the development. Under the terms of the ordinance, any change to the tentative plan, such as modifying an approved land use class or adding a land use class, requires formal review and approval, with public hearings, in a manner similar to a rezoning procedure.

Section 42-374 of the Land Development Regulations stipulates the development standards in the PD zoning district. This section provides flexibility in the types of land uses of which up to 20% of the total land area available can be utilized for nonresidential uses. Public water and public sanitary sewer is required. Overall density of the project may not exceed seven units per acre and density in any one phase may not exceed 12 units per acre. Building setbacks, building height, open space and screening are also regulated under the ordinance.

III. PUBLIC HEARING/COMMENTS:

The Planning Commission convened a public hearing to consider the PD rezoning and tentative plan amendment during the November 17, 2016 meeting. Mr. Greg Dobson of American Village Builders (applicant) was present to support the rezoning application and explain the proposed tentative plan amendment. No citizens spoke regarding the proposed PD rezoning and tentative plan amendment and no citizen communications have been received.

IV. FINAL ANALYSIS - PROPOSED TENTATIVE PLAN AMENDMENT:

A summary comparison between the 2010 approved tentative plan and 2016 proposed tentative plan amendment is provided in the table below. Specific aspects of the proposed tentative plan amendment are discussed in greater detail following the summary table.

Greenspire Planned Development		
Element	2010 Approved Tentative Plan	2016 Proposed Tentative Plan Amendment
Uses	Mixed use multiple family residential apartments and retail/office development	Mixed use multiple family residential apartments and retail/office development
Multiple Family Apartment Acreage	692 units on 81.90 acres (8.45 units per acre) - Combined Phases I, II, III, IV, V, VI - Multiple building arrangement	704 units on 83.32 acres (8.45 units per acre) - Combined Phase I, II, III, IV, V, VI - Multiple building arrangement - Includes 1.42 acre parcel (8546 Shirley Court)
Retail/Office Acreage	73,400 square feet retail and 30,400 square feet office on 10.9 acres - Multiple building arrangement - $103,800/10.9 = 9,522$ square feet per acre	45,000-60,000 square feet retail and 30,400 square feet office on 10.9 acres - Multiple building arrangement - $90,400/10.9 = 8,293$ square feet per acre
Phasing	Phases I, II, III Apartments (existing) - 384 units on 44.81 acres Phase IV Apartments (Spring 2010) - 36 units on 3.05 acres Phase IV-R Retail (Fall 2010) - 13,000 sq. ft. retail building	Phases I, II, III Apartments (existing) - 384 units on 44.81 acres Phase IV Apartments (existing) - 36 units on 3.05 acres Phase IV-R Retail (existing) - 13,000 sq. ft. retail building

Phasing (cont.)	Phase V Apartments (Spring 2011–Spring 2015) - multiple sub-phases - 168 units on 17.00 acres Phase VI Apartments and Retail/Office (unknown) - 104 units on 17.03 acres - 61,400 sq. ft. retail and 30,400 sq. ft. office	Phase V Apartments (Summer 2016–Fall 2019) - multiple sub-phases - 180 units on 18.42 acres Phase V-R Retail (Spring 2017) - Two, approximate 3,000 sq. ft. retail buildings Phase VI Apartments and Retail/Office west of Shirley Court (unknown) - 104 units on 17.03 acres - Up to 30,400 sq. ft. of office and remaining retail
Setbacks	30-foot setback around perimeter of property (exception: two apartment buildings constructed in Phase IV have a 15-foot setback from east property line) 80-foot setback from property line where adjacent to single family residences located along Tozer Court/Shirley Court. 25-foot setback from interior private streets and 30-foot separation between apartment buildings.	30-foot setback around perimeter of property (exception: two apartment buildings constructed in Phase IV have a 15-foot setback from east property line) 80-foot setback from property line where adjacent to single family residences located along Tozer Court/Shirley Court. 25-foot setback from interior private streets and 30-foot separation between apartment buildings.
Vehicular Access/ Pedestrian Circulation	Existing full service access drives from West Centre Avenue including Greenspire Drive (eastern portion of site) and full service drive (opposite Cooley Court). Shirley Court, right-in/right-out (western portion of site) Interconnected network of sidewalks along West Centre Avenue and within the interior of the apartment portion of the development.	Existing full service access drives from West Centre Avenue including a left-out restricted Greenspire Drive (eastern portion of site) and full service signalized drive (opposite Cooley Court). Shirley Court, right-in/right-out (western portion of site) Interconnected network of sidewalks along West Centre Avenue and within the interior of the apartment portion of the development.

Rezoning of 8546 Shirley Court and Incorporation into Planned Development – The proposed rezoning of 8546 Shirley Court and incorporation of the 1.42 acre parcel into the overall Greenspire Planned Development will allow for construction of 12 additional apartment units (692 units were approved in 2010 and with the addition of 8546 Shirley Court, the applicant is proposing 704 units total proposed with amendment). The additional 1.42 acres and 12 apartment units will not exceed the City Council approved overall development density of 8.45 units/per acre (704 units/83.32 acres = 8.45). As approved with the original 2010 PD rezoning and tentative plan, apartment buildings will be three-story and three-story walk-out buildings approximately 40-feet in height (measured at the mid-point of the roof, between the eave and peak). Each building will be approximately 40,000 square feet in size.

Reconfiguration of Proposed Retail and Office Buildings along West Centre Avenue – The 2016 tentative plan amendment proposes to reconfigure the size and layout of retail and/or office buildings within the approximate 10.9 acres along West Centre Avenue. Six, one-story (25-foot tall) retail buildings ranging in size between 6,000 - 25,000 square feet each and office buildings up to 40-feet in height and up to a total of 30,400 square feet are envisioned for this portion of the planned development. The total square footage of retail/office buildings will be reduced from 103,800 square feet (2010 approval) to 90,400 square feet. Office buildings will maintain a minimum 30-foot setback from West Centre Avenue.

Updated Project Phasing Timeline – Challenging economic conditions have slowed the originally anticipated application/construction schedule for the planned development. The 2016 tentative plan amendment includes an updated phasing schedule for the remaining portions of the planned development. Phase V of the apartment portion of the development is proposed to commence between the Summer 2016 – Fall 2019 and include 180 units on approximately 18.42 acres. Phase V-R of the retail portion of the development is proposed to commence during the Spring 2017 and consist of two, approximately 6,000 square foot buildings. While the timeline for construction of Phase VI of the apartments and the remaining portion of the retail/office portion of the development is unknown at this time, it is believed that this portion of the planned development will commence after the Spring of 2018.

V. FINAL ANALYSIS – REZONING APPLICATION #16/17-2:

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 Comprehensive Plan identifies the rezoning site (8546 Shirley Court), along with surrounding properties, as appropriate for High Density Residential land use. Properties located to the north (along the south side of West Centre Avenue), within the northern portion of the Greenspire Planned Development, are designated on the Future Land Use Map for General Business land use. Properties located east, west and south of the Greenspire Planned Development are designated for Gourdneck State Game Area and 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. The proposed PD rezoning of 8546 Shirley Court and incorporation of this additional property into the Greenspire Planned Development is consistent with the Comprehensive Plan and Future Land Use Map.

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. The proposed PD rezoning of 8546 Shirley Court and incorporation of this additional property into the Greenspire Planned Development is consistent with applicable Development Guidelines contained in the Comprehensive Plan (see attached).

Suitability of Existing R-1C Zone/Impacts of Proposed PD Zone. The existing R-1C zoning designation can still be considered suitable for this area, as are the other R-1C zoned parcels to the immediate south, along Tozer Court and Shirley Court. The proposed PD zoning and assimilation of this 1.42 acre parcel into the overall Greenspire Planned Development project is also suitable for this area and will not result in any negative impacts on the remaining single family residences located to the south. As shown on the amended

tentative plan, no apartment development is proposed on this 1.42 acre parcel: The additional 12 apartment units gained by incorporating of the 1.42 acre parcel into the overall planned development will be located within Phase V of the apartment portion of the development.

Traffic Considerations. A detailed review of traffic related impacts was conducted with the 2010 PD rezoning and tentative plan approval, as well as subsequent apartment and retail final plans that were approved. The proposed PD rezoning of this 1.42 acre parcel and incorporation into the overall Greenspire Planned Development, along with traffic generation associated with 12 additional apartment units with future Phase VI of the development, can be accommodated by the adjacent roadway system. Installation of a traffic signal at the West Centre Avenue/Cooley Drive intersection, along with other traffic related improvements, are planned for 2017. Details associated with the design of the West Centre Avenue right turn lane and location of internal parking lot interconnections near West Centre Avenue will be further reviewed and finalized upon submittal of the final plan(s).

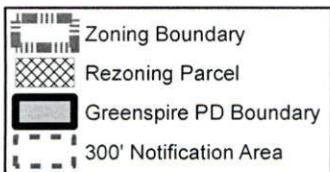
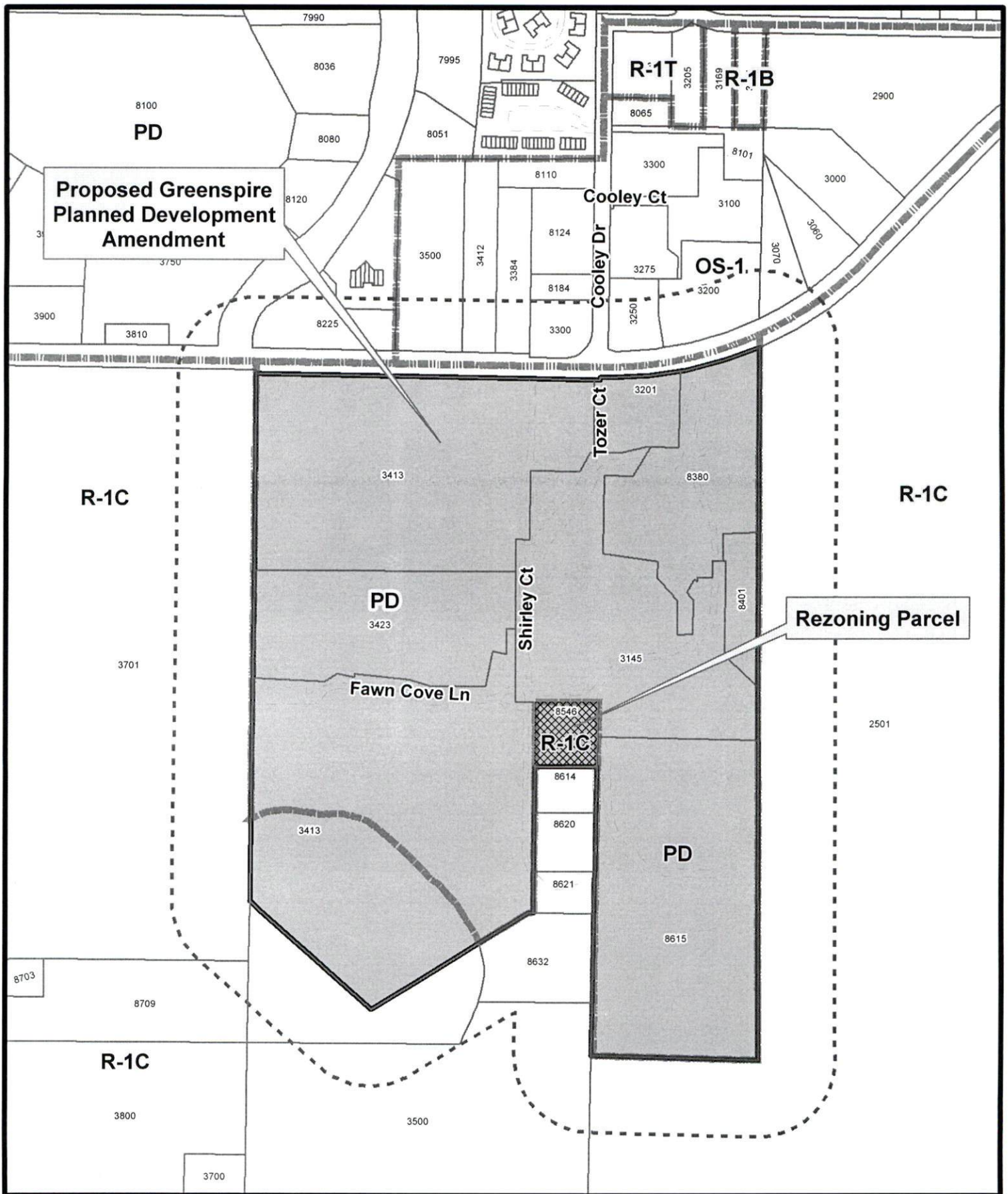
VI. RECOMMENDATION:

Based upon the above analysis and subject to any additional comments that may be received during the public hearing, staff advises that the Planning Commission recommend to City Council that Rezoning Application #16/17-2 be approved and 8546 Shirley Court be rezoned from R-1C, one family residential to PD, planned development.

Staff also advises that the Planning Commission recommend to City Council that the Tentative Plan Amendment for Greenspire Planned Development involving properties addressed as 3201, 3413 and 3423 West Centre Avenue; 3145, 8380 and 8401 Greenspire Drive; 3413 Fawn Cove; 8615 Tozer Court and 8546 Shirley Court, also be approved.

Attachments: Zoning/Vicinity Map
Aerial Photo Map
Future Land Use Map
Development Guidelines Table (PD)
Rezoning Application
2016 Tentative Plan Amendment (narrative, tentative plan, supporting documentation)
2010 Approved Tentative Plan

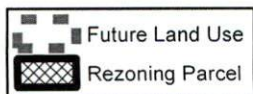
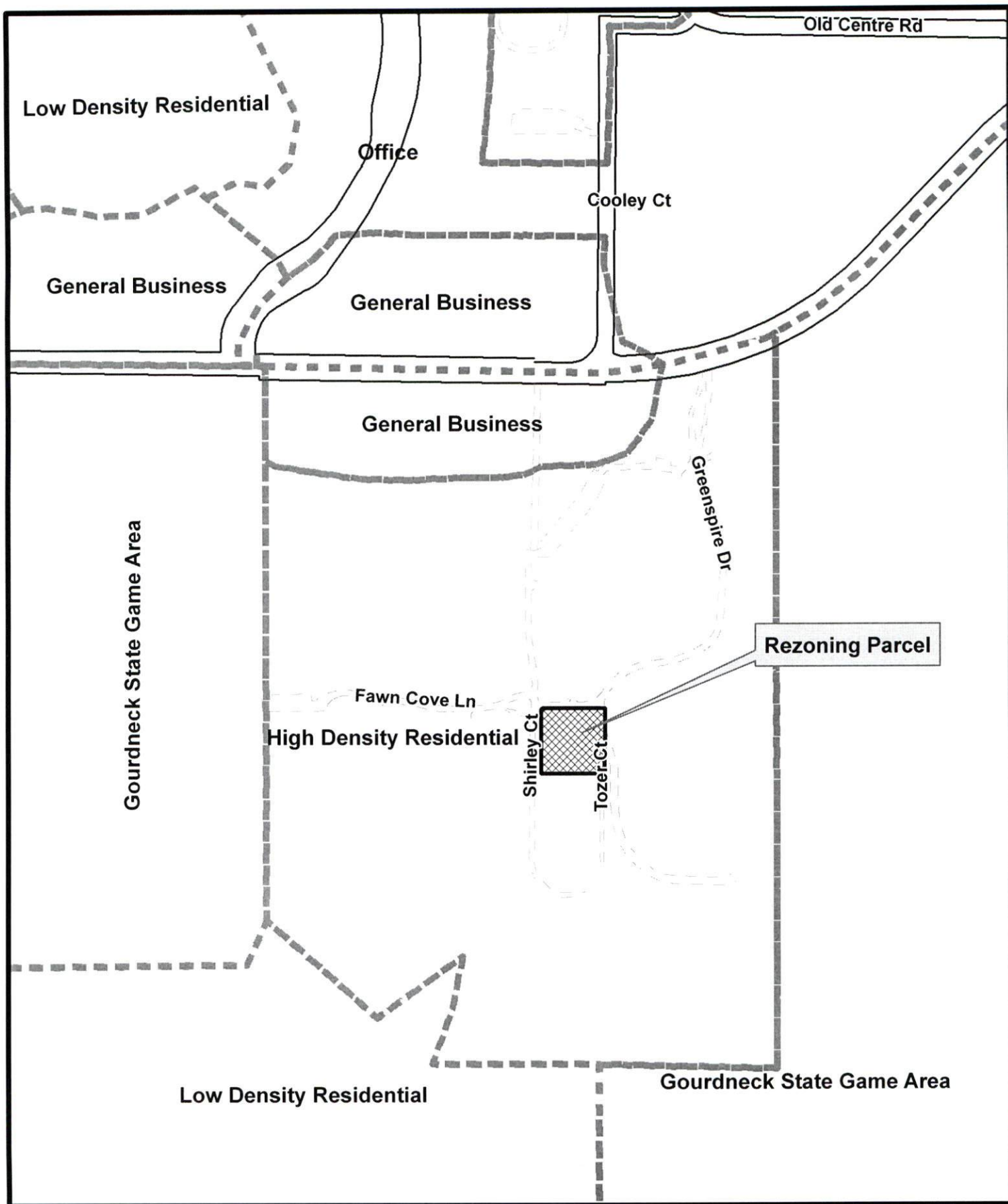
S:\Commdev\2016-2017 Department Files\Board Files\Planning Commission\PC Reports\Rezoning\2016 11 23 Rezoning Application #16-17-2, 8546 Shirley Court and Tentative Plan Amendment - Greenspire (final).doc



Rezoning Application 16/17-02
 8546 Shirley Court and
 Proposed Tentative Plan Amendment



1 inch = 500 feet
 (38)



Future Land Use Map
 8546 Shirley Court and
 Proposed Tentative Plan Ammendment



1 inch = 500 feet
 (39)



DEVELOPMENT GUIDELINES

Rezoning Application #16/17-02 (Planned Development, PD)

Guideline	Description	Consistent	Comments
Rezoning – 1	Rezoning Request	Yes	Future Land Use Map designates rezoning site (8546 Shirley Court), along with surrounding properties as appropriate for high density residential land use. The proposed PD zone and incorporation of the 1.42 acre into the Greenspire Planned Development is consistent with this designation. The additional 1.42 acres and 12 apartment units will not exceed the overall development density of 8.45 units/per acre (704 unit/83.32 acres) previously approved by City Council in 2010.
Residential – 1	Protection of Residential Neighborhoods	Yes	The proposed PD rezoning and tentative plan amendment maintains the previously approved retail/office land use pattern along West Centre Avenue and continues the multiple family apartment land use pattern within the interior of the subject property. Design considerations have also been continued from the original 2010 PD rezoning/ tentative plan to minimize impacts on single family residences located along Shirley Court and Tozer Court. Importantly, no additional apartment units are proposed on the 1.42 acre rezoning parcel (8546 Shirley Court) which is located immediately north of these existing single family residences.
Residential – 2	Residential Development along Arterial Roadway	Yes	Access to the Greenspire Planned Development will continue to be provided through existing driveways from West Centre Avenue, a major thoroughfare. Installation of a traffic signal and improvements at the West Centre/Cooley Drive intersection and Greenspire Drive are planned for 2017.
Residential – 3a	Locational Criteria for Residential Uses	Yes	The rezoning site and overall Greenspire Planned Development has locational criteria consistent with the high density residential category. Overall development density for apartment portion of the PD will maintain the 8.45 units/per acre density (704 units/83.32 acres) previously approved in 2010 by City Council with the original Greenspire PD rezoning/tentative plan.
Residential – 4	Compatibility with Adjacent Land Use	Yes	The Greenspire Planned Development will continue to provide a creative mixture of apartment development and retail/office land uses that is consistent and compatible with the surrounding land use/zoning pattern. The project also continues the effective transition between West Centre Avenue and interior areas including single family residences located along Shirley Court/Tozer Court, Gourdneck State Game Area, Hampton Lake and natural wetland/ lowland areas.
Residential – 5	Open Space and Natural Resource Protection	Yes	The Greenspire Planned Development will continue to preserve in excess of 30 acres (32%) of the overall site in open space: natural wooded areas and wetlands. Continued protection of Hampton Lake will also occur.

Guideline	Description	Consistent	Comments
Residential – 6	Streets and Pedestrian Systems	Yes	Access to the Greenspire Planned Development will continue to be provided from West Centre Avenue. Interior private street network and pedestrian circulation network will also continue to be maintained and extended within the development.
Residential – 9	Residential Planned Unit Development	Yes	The Greenspire Planned Development will continue to facilitate additional multiple family residential development (Phases V and VI of Greenspire Apartments) with an overall density of 8.45 units/per acre (704 units/83.32 acres). Non-residential (retail/office) portion of the development will not exceed 20% of the total land area and will continue to be concentrated along West Centre Avenue.
Natural & Historic Resources – 1	Environmental Protection	Yes	Designated wetlands areas are located along the northwest and southeast portions of the site, while Hampton Lake and related floodplain areas border the southwest portion of the site. Development activities will largely avoid these areas and preserve environmentally sensitive open space.
Natural & Historic Resources – 2	Floodplain	Yes	See Natural & Historic Resources – 1 comments above
Natural & Historic Resources – 3	Water Quality	Yes	Storm water from the Greenspire Planned Development will continue to be collected, treated and conveyed to natural open spaces and wetland areas, as opposed to typical fenced retention basins.
Natural & Historic Resources - 4	Noise	Yes	Retail/office lands uses will continue to be concentrated along West Centre Avenue and appropriate separations and buffers will continue to be established to minimize noise related impacts.
Natural & Historic Resources - 5	Historic Resource Preservation	N/A	The subject site is not located within a historic district and does not contain any historic structures.
Natural & Historic Resources – 6	Open Space Preservation	Yes	See Residential – 5 and Natural & Historic Resources – 1 comments above
Transportation – 1	Transportation Systems	Yes	West Centre Avenue is a major arterial street with 2-lane minor arterial street with 27,275 vehicles per day (2012) and a capacity of 34,400 vehicles per day (level of service D). Anticipated traffic generation from the PD can be accommodated.
Transportation – 2	Street Design	Yes	Access to the Greenspire Planned Development will continue through the existing driveways from West Centre Avenue. A traffic signal and improvements is also planned for 2017 at the West Centre/Cooley Drive intersection and Greenspire Drive.
Transportation – 3	Access Management	Yes	See Transportation – 1 and Transportation – 2 above.
Transportation – 4	Non Motorized Travel	Yes	See Residential – 6 above.
Municipal Facilities & Services – 1	Sound Fiscal Growth	Yes	Existing and proposed public infrastructure is adequate to accommodate planned development.
Municipal Facilities & Services – 2	Sanitary Service	Yes	Sanitary sewer is available and will serve the planned development.
Municipal Facilities & Services – 3	Underground Utilities	Yes	Underground utilities will serve the planned development.

APPLICATION FOR ZONING AMENDMENT

Application number #16/17-2

Date 10-28-2016

APPLICATION INFORMATION:

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

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

TO THE PLANNING COMMISSION:

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

ZONING MAP AMENDMENT

1. a. Platted Land:

The property is part of the recorded plat: The property sought to be rezoned is located at _____ between _____ Street and _____ Street on the _____ side of the street, and is known as Lot Number(s) _____ of _____ Plat (Subdivision). It has a frontage of _____ feet and a depth of _____ 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).

8546 Shirley Court, 000191950, 1.418 acres +/-

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

b. Name of the owner of the property to be rezoned: Greenspire Equity V, LLC

Address 8546 Shirely Court

3. My (our) interest in the property and purpose for submitting the proposed Zoning Amendment: to include the property as a part of the Greenspire PD.

4. CURRENT ZONING: R-1C PROPOSED ZONING: PD

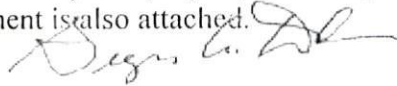
ZONING TEXT AMENDMENT

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)

4200 W. Centre Ave, Portage, MI 49024

(Address)

(Address)

269.217.5477

(Phone)

(Phone)

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



November 10, 2016

Mr. Christopher Forth
Deputy Director of Planning and Community Development
City of Portage
2900 S. Westnedge Ave.
Portage, MI 49002

RE: Greenspire Planned Development "PD" Tentative Plan

AVB and The Hinman Company are pleased to submit to you an updated plan for our property on the south side of West Centre Avenue as depicted on the attached site plan. The majority of the property (98.6%) is already zoned PD - Planned Development. The following tentative plan (the "Tentative Plan") is consistent with the City of Portage Land Development regulations. This application seeks to revise and update the overall Tentative Plan. The following items have materially changed since the last Tentative Plan was approved by the City of Portage City Commission.

- Added the 1.42 acre Dillon parcel (8546 Shirley Court) bringing the total acreage from 102.56 to 103.98.
- Increased the total number of housing units by 12 units from 692 to 704 units as a result of adding the Dillon parcel to the overall development area. This is equal to the previously approved density of 8.45 units/acre.
- Changed the location and sized of the retail or office footprints. The overall commercial land area remains the same and well below the allowed 20% of the property at 10.9 acres total.
- Shifted a building to extend over the wetlands to take advantage of the scenic views on the western edge of the commercial area. The proper MDEQ permits would be applied for and received before any construction within the wetland.
- Changed phase VI from five buildings to six buildings, while keeping the unit counts unchanged at 104 units.

The proposed Tentative Plan provides for the continuation of an excellent development. Further, the proposed approach allows this property to achieve its highest and best use

while remaining true to the development principles that were originally established at Greenspire over 40 years ago.

Our master plan is consistent with the City of Portage Future Land Use Plan and our most recently approved Tentative Plan. The areas that we suggest as multi-family are shown as high density residential on the Future Land Use Plan and the commercial areas are noted on the Future Land Use Plan as general business. AVB and Hinman have individually and together had a great deal of experience developing within the PD framework both in the City of Portage and in other municipalities. Some of our very best developments have been the fruits of the City of Portage PD. We continue to believe that this development is suited very well to benefit from the PD ordinance and the PD process in general.

What follows are the answers to the 15 required questions that are provided in Section 42-375 of the City of Portage Land Development Regulations.

1. The PD area will include residential and commercial uses that are designed to integrate well with the adjacent existing residential and commercial uses.
2. The proposed PD development area is on all of the approximately 103.98 acres identified as Greenspire, on the property that is commonly referred to as Greenspire Apartments and more recently Greenspire Shoppes. In the proposed PD area we plan to develop a combination of multi-family, retail and office uses. Phase V A is under construction and consists of three multi-family apartment buildings containing 76 apartment units. Following the initial Phase V A construction, construction of the 5 remaining apartment buildings and 104 units in Phase V B would commence in the falls of 2018 and 2019. Future developments would include multi-family expansion (Phase VI) that would consist of approximately 104 new multi-family apartment units. Additional office and retail uses would be expanded as shown on the attached site plan as demand allows.

Using a cluster development allows us to provide in excess of 30 acres of open space within the development. The same care that has gone into the existing development of Greenspire to harness the natural beauty of this special land will continue in the PD area with first-rate landscaping and natural screening where appropriate. Additionally we will take advantage of the natural features and topography of this site by site planning to allow views of the beautiful forests, waterways, wetlands and sensitive areas that border this property.

3. The Greenspire Apartments development started in the early 1970's when Roger Hinman and Joe Gesmundo first began acquiring the property now known as Greenspire Apartments. Phase I began construction in 1976 on 8.015 acres and included the boulevard entrance from Centre Avenue, four apartment buildings, the clubhouse, the pool and the first tennis court. In 1978 Phase II was constructed and included seven additional apartment buildings and an additional

tennis court on 14.96 acres. In 1981 Phase III was constructed and included six new buildings on 21.84 acres. In total Phase I through Phase III included 17 buildings, 384 units (187 one beds, 144 two beds, and 53 three beds) over 44.815 acres. For density purposes the 384 units over 44.815 acres equals 8.57 units/acre. Phase IV was constructed in 2014 and 2015 and includes 36 units (12 one beds and 24 two beds) over 3.05 acres, bringing the average density to 8.77 units/acre.

Greenspire Phases V through VI will be developed in approximately five sub-phases beginning the Spring of 2016.

- a. Summer 2016. The first three buildings of the Phase V multi-family residential development commenced construction.
 - b. Fall 2018. Two more buildings of the Phase V multi-family residential development are planned to commence construction.
 - c. Spring 2017. The second retail building (shown as Phase V-R on the tentative plan) is scheduled to commence construction.
 - d. Fall 2019. The last two buildings of the Phase V multi-family residential development are planned to commence construction.
 - e. The timeline for construction of the multi-family buildings (Phase VI) and the office and retail buildings west of Shirley Court is unknown at this time. It is expected that construction would take place after the Spring 2018.
4. The time schedule is proposed in #3 above.
 5. The site plan and its associated phasing lines show how each stage of the development is independent, yet designed to integrate well into the development as well as the existing development pattern. Importantly, each phase of the Greenspire plan has been meticulously designed to integrate into the existing Greenspire Apartments master plan. The Cooley Drive entrance drive has been completed to provide an additional means of ingress and egress into the development. In a shared investment project with the City of Portage, the new traffic signal at Cooley and Centre Ave. which is slated to be completed in the spring 2017, will further improve ingress and egress to the Greenspire development. Additionally, when the area west of Cooley is developed, this area will be benefited by the right in/right out drive, at Shirley Court.

As we plan for pedestrian circulation throughout the site, we are leveraging miles of existing sidewalks through the existing Greenspire Phases I, II, III and IV as well as the newly constructed 13,000 sq. ft. retail center along Centre Ave. As we constructed the new entry drive from Centre Avenue west of the 13,000-square foot retail building, we constructed a sidewalk to provide a pedestrian entrance from Centre Ave. into the existing phases of Greenspire. By providing access to Centre Avenue to the entire PD via these new sidewalks, we are able to

get pedestrians to the under-construction signaled intersection at Cooley and Centre Ave. From this point, pedestrians can cross to the north side of Centre Avenue where sidewalks connect the full distance of Centre Avenue east and west. Phases V A, V B and VI all include additional sidewalks and pedestrian circulation as well.

Shirley Court presently provides legal access, via access easements recorded in 1953, 1962, and 1974, to the homes between Tozer Ct. and Shirley Ct. This access is presently a dirt two-track over the northern most 500' +/- and most of its distance south of Fawn Cove Lane. Improvement of the northern 500' +/- section of Shirley Court is not necessary for proper development of Greenspire through Phase V and Phase V-R. Additionally, improving this section of Shirley Court is not required or necessary to provide access to the Greenspire development, nor is it required by the City of Portage Fire Department. Therefore we do not plan to substantially improve the northernmost 500' +/- of Shirley Court until the construction of either Phase VI or the construction of the retail in Phase V-R. The exact timing of the Shirley Court improvements depends on the final plan site locations of the building labeled Phase V-R.

It should be further noted that the access agreements, originally recorded in 1953, 1962, and 1974, do not place any burden of maintenance or upkeep on Greenspire.

Phase V will also include, as shown in the attached Tentative Plan, a new entry statement that will direct residents and guests into Phase V. Additionally, as a part of the development of Phase V A the proposed screening on the west side of Phase V will be installed. The berm that is shown just west of our southwesternmost building in Phase V A, has been constructed and the 8' pine trees have been planted. Additionally, we would be willing to include some "private property" signs to remind our residents of the difference between Greenspire Property and the privately owned properties between Tozer Ct. and Shirley Ct.

6. The Tentative Plan land is located on the south side of Centre Avenue, east of Moorsbridge Road and west of Oakland Drive. The parcel is 103.98 acres in total. This 103.98 acres includes 9.76 acres of Hampton Lake. Entities owned and controlled by Joseph Gesmundo and Roger Hinman presently own all of this property under a variety of entity names and is commonly referred to as Greenspire Apartments.

It should be noted that we have done a fair amount of due diligence recently in regards to the property, in addition to our over 30 years of experience in owning the land. Specifically, the south end of Phase V is near some low-lying land. We have had this property evaluated recently in three manners. First, Tim Bureau of Tim Bureau Consulting, LLC, a former long-time MDEQ staffer, reviewed the area

in person to assure us that our buildings were not in any wetlands. Mr. Bureau has assured us that none of our buildings are in a wetland. Additionally, PSI was hired to conduct soil borings in the area of the southernmost building footprints in Phase V A. The PSI borings show an abundance of sand, down the full 25' of the borings' depth. Finally, our civil engineers have confirmed that these buildings are not within the floodplain.

7. The chart below demonstrates the land use and density for each phase. Please note that at final build out, our plan exceeds the 7.0 units per acre by 1.45 units per acre. This 8.45 units per acre is equal to the previous tentative plan approval for the Greenspire PD. If one were to revert to the previous RM-1 zoning, our density would allow 89 to 133 more units than we are requesting under this plan. In other words, RM-1 zoning would allow 793 to 837 units and we are only requesting 704 in this PD application. Owing to a portion of the property being Hampton Lake, and a portion of our property being dedicated to commercial use, our calculations use 83.32 acres to calculate residential density though the property being rezoned is 103.98 acres. For density comparison purposes the existing 420 units (Phase I through IV) over 47.865 acres equals 8.77 units/acre. Although 12 additional units are being added to the overall development project by incorporating Dillon parcel, we will maintain the same overall density of 8.45 units per acre (after Dillon house is demolished) as previously approved by the City of Portage, which is the combined residential unit per acre density shown on our Tentative Plan for Phases I through VI.

Phases	Density Units/Acre		Phase Acreage	Total Acreage
	Proposed Units	Not Including Hampton Lake or Commercial Area PD Calc		
Existing Buildings:				
Phase I	96	11.98	8.015	
Phase II	168	11.23	14.960	22.975
Phase III	120	5.49	21.840	44.815
Combined Phase I-III	384	8.57	44.815	
Phase IV	36	11.80	3.050	47.865
Combined Phase I-IV	420	8.77	47.865	
Proposed Buildings:				
Phase V A	76	8.25	9.210	57.075
Phase V B	104	11.29	9.210	66.285
Combined Phase V	180	9.77	18.420	66.285
Combined Phase I-V A & B	600	9.05	66.285	66.285
Phase VI	104	6.11	17.035	83.320
Phase I, II, III, IV, V, & VI Combined	704	8.45	83.320	

Retail/Office 10.9 acres

It should be noted that the allowable non-residential acreage is 20.79 acres at 20% of 103.98 acres.

45,000 to 60,000 sq. ft. of retail and up to 30,400 sq. ft. of office

Up to 90,400 sq. ft./10.9 acres = 8,293 sq. ft./acre

8. The roads, storm areas and entry statement areas as shown on the attached site plan, will be owned by the Gesmundo & Hinman entities reference herein and maintained by Lakewood Management Company as they have since the first building was constructed at Greenspire Apartments. Joe Gesmundo and Roger Hinman both hold ownership in and are the General Partners for Phase I which is owned by Greenspire Equity I.

9. The residential development units will consist of the following types of units:

Multi-family buildings – three-story buildings, and three-story walk out buildings approximately 40' feet high (as measure from the front elevation to the mid-point of the roof) with each building being approximately 40,000 sq. ft.

The commercial portion of the development will consist of the following types of buildings:

Six - One-story retail buildings, 25' high, between 6,000 sq. ft. and 25,000 sq. ft. each

Potentially office buildings 40' high, 30,400 sq. ft.

The office and retail buildings will be designed to integrate with the residential buildings while maintaining some of the general character of office buildings. The final product at Greenspire will take advantage of excellent colors, textures and materials to make every building look and feel great.

The proposed 3-story and 3-story walk-out multi-family buildings are required by current code to be fully protected by a wet-sprinkler system. As such we expect that all the new 3-story and 3-story walk-out multi-family buildings within Greenspire to be fully sprinkled.

We have used a 30' set back around the entire perimeter of the property except for the two buildings in Phase IV of the Multi-Family development where a 15' set back was necessary in order to facilitate our site plan. The 15' set back, only

for two buildings (36 units of Phase IV), was previously approved and allowed us to set the buildings back an appropriate distance from Greenspire Drive. For clarification purposes the decks/patios are now set at 10' from the property line in Phase IV and the building face will be 15' from the property line. In addition we have maintained 30' between each building and a 25' front setback from the edge of road.

The commercial/retail building heights will not exceed those which are allowed within the PD zoning district. The multi-family buildings are designed at approximately 40'.

We are executing a screening plan for the homes to the west of Tozar with transplanted white pine trees, to further shield their residences and associated view lines from our proposed development as shown on the attached Tentative Plan. We are presently executing this screening plan concurrently with the construction of Phase V A.

10. Storm water will be treated and piped via underground structures to the most appropriate common open space area in accordance with City of Portage requirements. In addition, some storm water capacity may be integrated into the design of the office sites. Storm water will be pre-treated according to City of Portage regulations and then released for infiltration into the previously mentioned lowland. These low-lying areas within the development provide plenty of space for this purpose and this plan will be developed to allow for natural looking rain basins/wetlands as opposed to typical, fenced off, deep and unsightly storm systems. Sanitary sewer will be connected to the available City of Portage sanitary sewer system which is available at Centre Avenue and at the Fawn Cove lift station.
11. The previous Tentative Plan was approved subject to seven conditions contained in the report from the City Manager to Council on 3-10-10. These same seven conditions would carry forward to this Tentative Plan submission.
12. Parking will be provided according to the City Ordinance. If feasible, we will try to bank some of the retail parking as typically the City requirements exceed those of our tenants. We expect to build out all of the required spaces for the residential multi-family units. The existing and proposed road widths are included and dimensioned on the attached site plan. Single story pitched roof garages and/or carports may be implemented into the site plan. The quantity of garages / carports shall not exceed 50% of total number of bedrooms. The construction finishes / materials will be complimentary to that of the Phase IV apartment building conceptual elevation submitted with this narrative. The specific quantity, location, and materials of the garages / carports will be detailed on the final site plan.

13. We do not anticipate the need for any other modifications to allow the subject property to be developed as presented herein.
14. As noted in #4 above, we intend to make our final submittal for the last planned phase in 2018.
15. Since the successful implementation of the plan is required both by the ordinance and by our own standards, we do not feel that any performance bonds are necessary. We have a long-standing reputation for successful completion of our projects and the meticulous management of our developments after build-out.

We look forward to the opportunity to discuss this plan with City Staff, Planning Commission and City Council.

Sincerely,

Greg Dobson

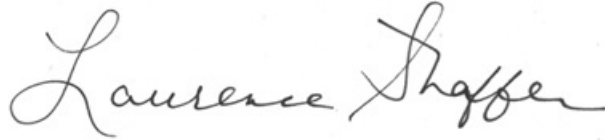
cc: Joe Gesmundo, Rich MacDonald, Roger Hinman



Proposed FY Zoning		Project ID
Access		202-000000
Area 0001		002-00
Area 0002		002-00
Area 0003		002-00
Area 0004		002-00
Area 0005		002-00
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TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Chopin Avenue and Mozart Street Water Main Project #317-W

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

ACTION RECOMMENDED: That City Council adopt Special Assessment Resolution No. 4 for the Chopin Avenue and Mozart Street Water Main Project #317-W, setting a public hearing on the Assessment Roll for January 10, 2017.

Attached is Special Assessment Resolution No. 4 for the Chopin Avenue and Mozart Street Water Main Project #317-W. Previous City Council action relating to this project includes:

- On November 1, 2016, City Council adopted Resolution No. 1 for this project, accepted the City Manager reports dated November 1, 2016, and requested preparation of Resolution No. 2.
- On November 15, 2016, City Council adopted Resolution No. 2 for this project, setting a public hearing of necessity on December 6, 2016.
- On December 6, 2016, following the public hearing, City Council adopted Resolution No. 3, on the necessity of the project, directing the preparation of the Assessment Roll.

Therefore it is recommended that City Council adopt Resolution No. 4, setting a public hearing on the Assessment Roll for January 10, 2017.

FUNDING: The improvements are funded in the Fiscal Year 2016-2017 Capital Improvement Program by the utilization of special assessment bonds and city-share bonds as appropriate.

Attachments:

1. Resolution No. 4
2. Assessment Roll for 317-W

**CITY OF PORTAGE
SPECIAL ASSESSMENT RESOLUTION NO. 4
CHOPIN AVENUE AND MOZART STREET WATER PROJECT
DISTRICT #317-W**

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: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and seconded by:

Councilmember: _____.

WHEREAS, the City Assessor has, pursuant to resolution of the City Council, and in accordance with the provisions of the Special Assessment Ordinance of the City, prepared a Special Assessment Roll and has filed the same with the City Clerk for presentation to the City Council for review and certification for the hereinafter described public improvement:

Install approximately 825 feet of 8 inch diameter water main and appurtenances in Chopin Avenue from Mozart Street to 825 west and 425 feet of 8 inch diameter water main and appurtenances in Mozart Street from Beethoven Avenue to 425 feet north to serve existing properties on these sections of Chopin Avenue and Mozart Street. Water services will be installed to abutting properties and are included in the assessment.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said Special Assessment Roll shall be filed with the office of the City Clerk and shall be available for public inspection during regular working hours on regular working days.

2. The City Council shall meet on the 9th day of February, 2016 at 7:30 p.m., local time, or as soon thereafter as may be heard, in the City Hall in said City to review said Special Assessment Roll and hear any objections thereto.

3. The City Clerk shall cause notice of the filing of said Special Assessment Roll and of the time and place of said meeting to be mailed and published in accordance with the

requirements of the Charter and the Special Assessment Ordinance of the City of Portage; said notice shall be in substantially the form attached hereto as Exhibit "A".

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

YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

RESOLUTION DECLARED ADOPTED:

James R. Hudson
City Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF KALAMAZOO)

I, the undersigned duly qualified and acting City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the ____ day of _____, 2016, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed my official signature this ____ day of _____, 2016.

James R. Hudson
City Clerk

PREPARED BY:
Randall L. Brown
Portage City Attorney
1662 East Centre Avenue
Portage, Michigan 49002

Approved as to Form:
Date: 12/13/16
By: [Signature]
City Attorney

EXHIBIT "A"

**CITY OF PORTAGE, MICHIGAN
NOTICE OF PUBLIC HEARING TO REVIEW SPECIAL ASSESSMENT ROLL FOR
CHOPIN AVENUE AND MOZART STREET WATER PROJECT
DISTRICT #317-W**

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

PLEASE TAKE NOTICE that the City Council of the City of Portage has declared its intention to proceed with the following described public improvement:

Install approximately 825 feet of 8 inch diameter water main and appurtenances in Chopin Avenue from Mozart Street to 825 west and 425 feet of 8 inch diameter water main and appurtenances in Mozart Street from Beethoven Avenue to 425 feet north to serve existing properties on these sections of Chopin Avenue and Mozart Street. Water services will be installed to abutting properties and are included in the assessment.

and has designated the Special Assessment District against which all or a part of the cost of said improvement is to be assessed as consisting of all the following described land, to wit:

Unplatted Land:

All unplatted land lying adjacent to or abutting the following described portion of right-of-way for Chopin Avenue west of Mozart Street ending at a cul-de-sac and Mozart Street, north of Beethoven Avenue ending at a cul-de-sac, located within the northwest and northeast quarters of Section 32 and the southeast quarter of Section 29, City of Portage, Michigan and more particularly described as follows:

Situated in northwest and northeast quarters of Section 32; Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan; Commencing at the northwest corner of Lot 49 of the recorded plat of Maestro Acres No.1 and Place of Beginning; thence west 337.68 feet, thence south 329.63 feet; thence east 315 feet; thence north 68 feet; thence west 100 feet; thence north 100 feet; thence east 124.61 feet; thence north 132 feet more or less to the Place of Beginning and ending of the above described.

Also;

Situated in northwest and northeast quarters of Section 32 and southeast quarter of Section 29; Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan; Commencing at the northeast corner of Lot 28 of the recorded plat of Maestro Acres No.1 and Place of Beginning; thence N89°50'38"W 227 feet, thence N00°13'33"E 119.04 feet; thence N70°45'15"E 51.05 feet; thence S89°50'38"E 178.87 feet; thence N00°13'33"E north 29.26 feet; thence S89°50'38"E east 136.54 feet; thence S00°13'33"W south 165 feet; thence N89°50'38"W west 37.17 feet; thence N00°13'33"E north 33 feet; thence N89°50'38"W west 100 feet; thence S00°13'33"W south 33 feet more or less to the Place of Beginning and ending of the above described.

Platted Land:

Lots No. 25 through 29 inclusive as originally recorded in the Maestro Acres No. 1 Plat.

Also:

Lots No. 43 through 56 inclusive as originally recorded in the Maestro Acres No. 2 Plat.

PLEASE TAKE NOTICE that a Special Assessment Roll has been prepared and is on file in the office of the City Clerk for public examination during regular working hours on regular working days; said Special Assessment Roll has been prepared for the purpose of defraying that part of the cost which the City Council has decided should be paid and borne by the Special Assessment for the above described public improvement project in the City of Portage.

PLEASE TAKE NOTICE that the City Council will meet on the 9th day of February, 2016 at 7:30 p.m., local time, or as soon thereafter as may be heard, in the City Hall in said City for the purpose of reviewing the Special Assessment Roll, at which time and place an opportunity will be given to all persons interested to be heard.

PLEASE TAKE FURTHER NOTICE that the owner or any person having an interest in property that is specially assessed may file a written appeal with the Michigan Tax Tribunal within 30 days after confirmation of the special assessment roll. However, appearance and protest at the public hearing are required in order to appeal the special assessment to the Michigan Tax Tribunal. An owner or other party in interest or his or her agent may (1) appear in person at the hearing to protest the special assessment or (2) file his or her appearance or protest by letter before the close of the hearing. The City Council shall maintain a record of parties who appear to protest at the hearing. If the hearing is terminated or adjourned for the day before a party is provided the opportunity to be heard, a party whose appearance was recorded shall be considered to have protested the special assessment in person.

Dated: _____, 2016

James R. Hudson
City Clerk

Chopin Avenue & Mozart Street Water Main Project - District No. 317-W

Tentative Assessment Roll

Residential Rate of \$38.77 per Front Foot plus \$1235.00 per lead

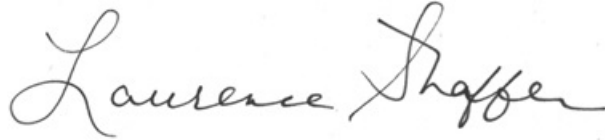
Owner	Street Address	Parcel No.	Class	Zoning	Actual Frontage	Benefitting Frontage	Rate	Frontage Assessment	Lead Charge	Total Assessment
HOLLISTER, BRAD & JOHNSON, KYLIE	2504 CHOPIN AVE	04801-028-O	401	R-1B	96.59	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
MONTANYE II, STEPHEN S	2514 CHOPIN AVE	04802-043-O	401	R-1B	80.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
MURRAY, SARAH A	2515 CHOPIN AVE	04802-056-O	401	R-1B	83.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
FREDERICK, PAUL & MARY TRUST	2520 CHOPIN AVE	04802-044-O	401	R-1B	80.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
IGNELZI, MARCIA	2521 CHOPIN AVE	04802-055-O	401	R-1B	83.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
KUIPER, CLARENCE H & S A	2528 CHOPIN AVE	04802-045-O	401	R-1B	80.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
THELEN, MARK M & KELLY J	2529 CHOPIN AVE	04802-054-O	401	R-1B	83.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
DAVIDSON, JUDITH A	2604 CHOPIN AVE	04802-046-O	401	R-1B	80.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
PETERSON, TODD D & C E	2607 CHOPIN AVE	04802-053-O	401	R-1B	83.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
DAHLINGER, MARTHA L	2612 CHOPIN AVE	04802-047-O	401	R-1B	80.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
ALTERMATT, ANNA	2615 CHOPIN AVE	04802-052-O	401	R-1B	83.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
SHELNER, EARLE II & PAULA	2620 CHOPIN AVE	04802-048-O	401	R-1C	80.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
ULLEMEYER, NORMAN J - TRUSTEE	2623 CHOPIN AVE	04802-051-O	401	R-1B	83.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
SMITH, RICHARD A JR - TRUSTEE	2628 CHOPIN AVE	04802-049-O	401	R-1C	80.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
BIGELOW, W A & E	2631 CHOPIN AVE	04802-050-O	401	R-1B	83.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
CORY, REBECCA L	2704 CHOPIN AVE	00032-205-O	401	R-1C	80.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
SIMS, NICOLAS T & SUSANNAH	2711 CHOPIN AVE	00032-212-O	401	R-1C	112.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
GREENWOOD, DANIEL F	2712 CHOPIN AVE	00032-210-O	401	R-1C	64.61	64.61	\$38.77	\$2,504.93	1,235.00	\$3,739.93
SCHNEIDER, KYLE D & ANGELS	2720 CHOPIN AVE	00032-211-O	401	R-1C	68.00	68.00	\$38.77	\$2,636.36	1,235.00	\$3,871.36
SCHUG, JOSEPH L & KAREN E	9944 MOZART ST	00029-475-O	401	R-1B	133.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
JAIME, SARA K	9946 MOZART ST	00029-420-D	401	R-1C	33.00	33.00	\$38.77	\$1,279.41	1,235.00	\$2,514.41
JOHNSON, JASON L & FRANCES L	10005 MOZART ST	04801-027-O	401	R-1B	73.33	73.33	\$38.77	\$2,843.00	1,235.00	\$4,078.00
MCDADE, AUGUSTUS E & S C	10013 MOZART ST	04801-026-O	401	R-1B	80.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
BAY, MARTHA J & BRIAN R	10019 MOZART ST	04801-025-O	401	R-1B	80.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
MARTIN, EDWIN W & D J	10022 MOZART ST	04801-029-O	401	R-1B	132.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
25 Properties					2,093.53	1,918.94				105,272.30

Updated 12-09-16 MRR

ASSESSOR\Special Assessments\2016\317-W Chopin Ave

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: 2017 Pre-Council Meetings

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager

ACTION RECOMMENDED: That City Council set the dates for Pre-Council meetings for the 2017 calendar year.

The City Charter requires the City Council to meet at least twice per month. During the regular meeting of November 17, 2015, Council requested to re-establish the preparatory Council meetings prior to the regular City Council meetings, during which Councilmembers have the opportunity to review upcoming agenda business with the ability to ask questions and request additional information.

As such, a proposed meeting schedule for Pre-Council meetings to be held at 9 a.m. on the Monday preceding a Council meeting during the 2017 calendar year is recommended as noted below. (Due to the City Council Goal Setting Session scheduled for Monday, January 23, 2017 there is no Pre-Council meeting planned for that day.)

January 9
February 13 and 27
March 13 and 27
April 10 and 24
May 8 and 22
June 12 and 26
July 10 and 24
August 7 and 21
September 11 and 25
October 9 and 23
November 6 and 20
December 4 and 18

FUNDING: N/A

Attachments: 1. Proposed 2017 Dates

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
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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
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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	

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

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		

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						

11/7 - Election Day

PPS Christmas Break is undetermined at this time.

 Council Meeting Date

 US Holiday (City Hall Closed)

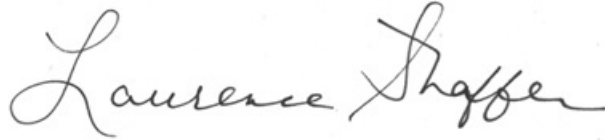
 2nd & 4th Tuesday of the Month

 PPS Break

 Proposed Pre-Council Meetings

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Consolidated Dispatch

SUPPORTING PERSONNEL: Richard White, Director of Public Safety - Police / Fire Chief

ACTION RECOMMENDED: That City Council set a special Committee of the Whole meeting for discussion concerning financial matters with regard to Consolidated Dispatch.

During the December 19, 2016 Pre-Council meeting, there was a request made to schedule a Committee of the Whole meeting for discussion on how the city will spend the savings generated from the Emergency 911/Dispatch Consolidation. It was proposed that the meeting be held January 3rd, January 12th or January 17th, to start between 4:00 and 7:00 p.m.

It is recommended that City Council set a special Committee of the Whole meeting on one of these dates for additional discussion regarding Consolidated Dispatch, to be held in City Hall Conference Room #1.

FUNDING: N/A

Attachments: 1. N/A

Portage Historic District Commission

Regular Meeting

Conference Room #2

Wednesday, November 2, 2016

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

Absent: J. Duniphin

Meeting called to order: 8:25 AM

Minutes from October 5th approved with a correction to the information about the signed copies of "This Place Called Portage". The copies were provided by Berkshire Hathaway.

Old Business:

3221 Milham/Nieuwenhuis/Barn

- Barn has been demolished
- New bldg. permit expires 3/27/17
- Salvage materials will be used for new barn door and vents
- Check to make sure salvaged materials are not left open to weather
- Follow up to make sure that salvaged materials are used
- Community Development checked the roof pitch to make sure it will be similar to original

5720 Oakland/Vergunst/Barn

- Steve Stier had contact with local timber framers to find solutions for the barn

6719 Angling/Smith (non-designated)

- Property has been sold to developers
- Owners would like to salvage barn and outbuildings
- Owners are retaining a lot and plan to move house

922 Osterhout/Norman/Restoration

- Siding has been removed from one side of bldg.
- Erica will touch base with owner to find out status

3821 Milham/Lynch/Restoration

- Barn has been repaired
- Holes in house have been patched
- Interior attic has been cleaned out
- Sales trailer and asphalt patch will be removed
- New plantings – lilacs will be replaced and trees added as buffer

6851 Sprinkle Road/Lynch

- Outbuildings have been painted
- Queen Anne home has been painted
- Barns have been repainted
- Greek style farmhouse is still being worked on

8009 Cox's Drive/Kasten

- Council has been provided with HDC report
- State Preservation Board now has jurisdiction
- Demolition has been denied
- Kasten plans to turn off utilities and "mothball" building
- Water Utility and Assessors Office reviewing billing for property
- Driveway/Parking lot has been repaired to take care of water drainage to lower level
- Erica is working on a preservation plan

Area Relator's Letter

- C. Forrest has been informed by Realtor's Assoc. that he is responsible for contacting relators to access interest in working with HDC.

New Business:**Statement of Significance**

- Examples and guidelines for writing Statements of Significance have been distributed to HDC members
- Each HDC Board member is to list bullet points to be discussed at December 7th meeting

Site Categorization

- Project tabled until January when new board members will be present

Youth Advisory Board Member

- It will be difficult to have a participant because of AM meeting times

Meeting Adjourned: 9:20 AM

Next Regular Meeting: December 7, 2016

Respectfully Submitted: Martha Deming Maytnier/Secretary

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – November 14, 2016

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

MEMBERS PRESENT: John Byrnes, Chadwick Learned, Alexander Philipp, Lowell Seyburn, Jay Eichstaedt, Randall Schau, Jeffrey Bright.

MEMBERS EXCUSED: Michael Robbe, and Phil Schaeffer

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

APPROVAL OF THE MINUTES: Seyburn moved and Learned seconded a motion to approve the October 10, 2016 minutes as submitted. Upon voice vote, the motion was approved 7-0.

NEW BUSINESS:

ZBA #16-10, Sign Art on behalf of Woodbridge Community Partnership LLC., 3750 & 3950 West Centre Avenue: Mais summarized the request for a variance to erect a 129 square-foot freestanding sign where a maximum 75 square foot sign is permitted. Steve Vandersloot of Sign Art and Elizabeth Reich of 633 Group were present on behalf of the applicant. Mr. Vandersloot stated the practical difficulties were that the Woodbridge Shopping Center had a significant setback from West Centre Avenue and that significant vegetation and landscaping impacted visibility along Moorsbridge Road and West Centre Avenue. Learned noted the proposed sign had an EMD and inquired if animated signs were permitted. Mais stated no. Learned inquired if the applicant was entitled to more signage on Moorsbridge than the current 20 square foot sign. Mais responded yes. Schau noted there were blank panels on the freestanding sign and inquired which tenants were currently unidentified. Ms. Reich stated the blank panels were to identify potential future tenants.

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

Schau stated he did not support the request because the current sign has worked for years, the applicant could increase the existing sign's visibility by making it taller, and did not think the lack of visibility on Moorsbridge should be considered a practical difficulty for the sign on West Centre. A motion was made by Learned, seconded by Eichstaedt, to grant a variance for a 129 square-foot freestanding sign on West Centre Avenue, with the condition that only one sign be permitted on Moorsbridge Road, not to exceed 20 square feet for the following reasons: there are exceptional circumstances applying to the property that do not apply generally to other properties in the same zoning district which include the topography and mature vegetation; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to advertise with adequate signage; the immediate practical difficulty causing the need for the variance was not created by the applicant; the variance will not be detrimental to adjacent property; and the variance will not materially impair the intent and purpose of the zoning ordinance. In addition the application and supporting materials, staff report, and all comments, discussion and materials presented at the hearing be incorporated into the record of this hearing and that action of the Board be final and effective immediately. Upon roll call vote: Byrnes-Yes, Philipp-Yes, Schau-No, Seyburn-Yes, Learned-Yes, Bright-Yes, Eichstaedt-Yes. The motion passed 6-1.

ZBA #16-11, James Dally, 4295 Bishop Road: Mais summarized the requests to: a) erect an accessory sign in a different zone than the principal use; and b) erect a 75 square-foot freestanding sign where a maximum 48 square-foot sign is permitted. Mr. Dally stated their biggest challenge was how far the sign would be from Sprinkle Road and they wanted to be able to identify the day care center for customers coming from Pfizer and Stryker. Mais noted the previous daycare operated at the subject location for years with no freestanding sign. Eichstaedt stated the trees on the property to the west impaired sign visibility from Sprinkle Road and thought that alone constituted a practical difficulty. Bright and Eichstaedt inquired if the applicant would be willing to accept a lesser variance. Mr. Dally stated yes. Eichstaedt inquired if the 15 square-foot changeable

copy board was part of the 75 square feet. Mais stated 15 square feet is permitted by right in addition to whatever else they were entitled to.

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

Bright stated he found the mature trees on the property to the west to be a practical difficulty. Eichstaedt stated a 62 square foot sign would split the difference between the applicant's request and what was permitted. A motion was made by Seyburn, seconded by Learned, to grant a variance to: a) erect an accessory sign in a different zone than the principal use for the following reasons: there are exceptional circumstances applying to the property that do not apply generally to other properties in the same zoning district which include the split zoning of the lot; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to advertise with adequate signage; the immediate practical difficulty causing the need for the variance was not created by the applicant; the variance will not be detrimental to adjacent property; and the variance will not materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at the hearing be incorporated into the record of this hearing and that action of the Board be final and effective immediately. Upon roll call vote: Byrnes-No, Philipp-Yes, Schau-Yes, Seyburn-Yes, Learned-Yes, Bright-Yes, Eichstaedt-Yes. The motion passed 6-1.

A motion was made by Eichstaedt, seconded by Bright, to grant a variance for a 62 square-foot sign where a maximum 48 square-foot sign is permitted for the following reasons: there are exceptional circumstances applying to the property that do not apply generally to other properties in the same zoning district which include the presence of mature trees to the west; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to advertise with adequate signage; the immediate practical difficulty causing the need for the variance was not created by the applicant; the variance will not be detrimental to adjacent property; and the variance will not materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at the hearing be incorporated into the record of this hearing and that action of the Board be final and effective immediately. Upon roll call vote: Byrnes-No, Philipp-No, Schau-No, Seyburn-Yes, Learned-Yes, Bright-Yes, Eichstaedt-Yes. The motion passed 4-3.

ZBA #16-12, Dave Schnelker and John Stephen, 1908 West Milham Avenue: Mais summarized the request to permit a second freestanding sign where one sign is permitted on the zoning lot. Dave Schnelker, stated he was under the impression there was no problem with a second sign when the city approved a lot line adjustment in 2009. There was now a buyer, John Stephen, who wanted to purchase 1908 West Milham Avenue to develop a medical clinic and would back out of the sale if the buyer did not get their own freestanding sign. Mr. Schnelker said the sign was needed because the future building would be situated behind the Singer Eye Clinic at 1906 West Milham Avenue and that the sign would be very similar to that found on numerous other properties in the immediate vicinity. Eichstaedt inquired if the city had any written documentation pertaining to the issue of the zoning lot having a second sign when the city reviewed the lot line adjustment. Mais stated no. Eichstaedt inquired how large would the second freestanding sign be. Dr. Stephen responded 32 square feet. Learned inquired if the applicant would be willing to consider using directional signs. Mr. Schnelker said no.

A public hearing was opened. No one spoke for or against the request. Letters in support of the requested variance from Marianna Singer, 1906 West Milham, West Milham Avenue and Dave Schnelker, 1908 West Milham Avenue were read into the record. The public hearing was closed.

Learned stated he would be in favor of the variance if it was known for certain that the conforming alternative of adding a sign panel to the Singer Eye Care sign was not an option. Schau stated he was confident that Ms. Singer would sign a letter to that effect if it meant the difference between the property sale going through.

Seyburn suggested the applicant for a lot line adjustment/land division be made aware of potential sign restrictions at the time of application. Byrnes stated he thought having a second freestanding sign as opposed to two panels on one sign was preferable from a wayfinding standpoint where a second building is located behind a building in front. A motion was made by Seyburn, seconded by Schau to permit a second 32 square-foot freestanding sign where one sign is permitted on the zoning lot for the following reasons: there are exceptional circumstances applying to the property that do not apply generally to other properties in the same zoning district which include limited site visibility along this portion of West Milham and two separate signs are needed in this case to identify the second building; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to advertise with adequate signage; the immediate practical difficulty causing the need for the variance was not created by the applicant; the variance will not be detrimental to adjacent property; and the variance will not materially impair the intent and purpose of the zoning ordinance. In addition the application and supporting materials, staff report, and all comments, discussion and materials presented at the hearing be incorporated into the record of this hearing and that action of the Board be final and effective immediately. Upon roll call vote: Byrnes-Yes, Philipp-Yes, Schau-Yes, Seyburn-Yes, Learned-Yes, Bright-Yes, Eichstaedt-Yes. The motion passed 7-0

OTHER BUSINESS: Schau inquired if it would be possible for non-officer Board members to change seating locations on the dais. Mais responded he would look into it. Learned stated there was a chance he may be moving out of town in the near future and as a result may need to resign from the Board.

STATEMENT OF CITIZENS:

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Jeff Mais
Zoning & Codes Administrator

**BOARD OF EDUCATION
REGULAR BUSINESS MEETING AND SPECIAL MEETING**

November 28, 2016

The regular business meeting of the Board of Education of the Portage Public Schools held on Monday, November 28, 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 25 people and all in attendance recited the Pledge of Allegiance.

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

Board Trustees Absent: Terri Novaria

REVISIONS/APPROVAL OF AGENDA

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

Motion carried unanimously.

REPORTS

2015/2016 Audit Presentation. Mrs. Karla Colestock, Director of Finance, shared introductory comments regarding the 2015/16 Audit and introduced Mr. Stephen Blann and Mrs. Krystal Benson, Auditors from Rehmann. Mr. Blann provided details on the 2015/16 Comprehensive Annual Financial Report, Single Audit Act Compliance Report, and Management Letter. Several Trustees recognized and thanked Mrs. Karla Colestock and the Business Office staff for their outstanding efforts on the District finances.

Curriculum Update. Mr. Michael Huber, Director of Curriculum, welcomed Ms. Stephanie Wagner, North Middle School Science Teacher and Middle School Science Chair. Ms. Wagner shared a classroom overview, the Science Department Mission Statement, highlighted: STEM (Science, Technology, Engineering and Mathematics), Blended Learning, community collaboration with Western Michigan University's Science Department and modeling activities. Mr. Huber and Ms. Wagner discussed the NGSS (Next Generation Science Standards) timeline and focus areas as well as responded to Trustee questions.

Bond Update. Mr. Ron Herron, Assistant Superintendent of Operations, introduced Mr. Tom Stanek, Owen-Ames-Kimball Construction Manager. Mr. Stanek shared highlights from the contractor orientation meeting. Mr. Mike Baker, Stantec Architect, introduced Ms. Brittany Bachteal, Stantec Designer. Ms. Bachteal provided an overview of the middle school interiors. Mr. Herron, Mr. Stanek, Mr. Baker and Ms. Bachteal responded to Trustee questions pertaining to glass in the classrooms, safety and security, lockers, carpeting, the use of color in the buildings and the welcome center.

Financial Report. Mrs. Karla Colestock, Director of Finance, shared the following: a financial report for the four month period ending October 31, 2016; a membership count update; details on the personal property tax reimbursement and continued Skyward training.

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.

Ms. Kay Ensfield, 1818 Forest Drive, a grandparent, encouraged the Board to show additional leadership in issues pertaining to the District's student code of conduct relating to hate speech.

Mr. Steve Lim, 1704 Colchester, a parent, encouraged the Board to show additional leadership in issues pertaining to the District's student code of conduct relating to hate speech.

President Van Antwerp opened the floor to comments from fellow Board members.

Mrs. Willson congratulated the students from Central and Northern High Schools on their successful 2016 Breadlift fundraiser.

Mr. Droppers discussed the Audit Committee meeting and congratulated Mrs. Colestock and the Business Office staff for the "clean" District audit.

President Van Antwerp noted there were no Board Committee Reports.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: The minutes of the October 24, 2016, Policy Governance Retreat and Regular Business Meeting; November 14, 2016, Policy Governance Retreat and Committee of the Whole Work Session Meeting; and November 14, 2016, Closed Session; Central High School International Baccalaureate Trip to Denmark (Central High School International Baccalaureate students to travel to Denmark from March 29, 2017 to April 10, 2017); and the Northern High School Music Students Trip to Ireland (Northern High School Music students (band, choir and orchestra) trip to Ireland from June 20-27, 2018).

There being no objections, motion carried unanimously.

ACTION ITEMS

Motion offered by Mr. Rathburn, seconded by Mrs. Willson, that the Board of Education adopt the attached resolution that authorizes the Portage Public Schools to continue our summer tax collections in 2017, as presented.

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

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education accept the 2015/2016 Comprehensive Annual Financial Report, Single Audit Act Compliance Report, and Management Letter, as presented.

Motion carried unanimously.

Motion offered by Mr. Rathburn, seconded by Dr. Shelton-Harris, that the Board of Education approve the recommendation to contract with C2ae and Stantec of Kalamazoo and Berkley, Michigan, for design consulting services related to furniture, fixtures and equipment (FF&E) for the construction projects that are part of the 2016 Bond Program for a fee of 5% (five percent) of the cost of the FF&E, currently estimated to total about \$3.57 million. The resulting fee is not to exceed \$175,000 and will be funded by the 2016 Bond Fund, as presented.

Motion carried unanimously.

DISCUSSION ITEMS

Marching Band Uniforms. Mr. Herron provided background information on the recommendation to purchase Band Uniforms for both Portage Northern and Portage Central Marching Bands. Both Band Directors, Mr. Pat Flynn, Central High, and Mr. Josh Bartz, Northern High, shared artist renditions and responded to Trustee questions regarding the new uniforms.

Motion offered by Mrs. Willson, seconded by Dr. Shelton Harris, that the Board of Education move the recommendation to purchase Band Uniforms from Fred J. Miller of Miamisburg, Ohio, for both Portage Northern and Portage Central Marching Bands for a Total of \$120,440.00 (funds coming from the 2016/17 General Fund) to an action item.

Motion carried unanimously.

Motion offered by Mr. Snyder, seconded by Mrs. Willson, that the Board of Education approve the recommendation to purchase Band Uniforms from Fred J. Miller of Miamisburg, Ohio, for both Portage Northern and Portage Central Marching Bands for a Total of \$120,440.00. The funds will come from the 2016/17 General Fund budget, as presented.

Motion carried unanimously.

Summary of Change Order Process. Superintendent Bielang shared revisions and clarifications to the Change Order Process that the District will be using for the 2016 Bond projects. Trustees discussed Special Board Meetings, if necessary; bid packages over \$100,000 and summary updates that will be presented to the Board.

December 12, 2016, Board Meeting. President Van Antwerp led Trustee discussion regarding the December 12 Board Meeting. He noted this meeting falls on the same night as the Northern vs. Central High School Hockey Classic game. It would be beneficial for Trustees and the Superintendent to attend the game as the Portage Athletic Foundation (PAF) is presenting a donation check to the District that evening. After extended discussion, President Van Antwerp received consensus to start the Regular Board meeting at 6:00 p.m. on December 12 rather than 6:30 p.m.

CLOSED SESSION

Motion offered by Mrs. Willson, seconded by Mr. Droppers, that the Board of Education move into closed session for the purpose of discussing attorney-client privileged information [Section 8 (h) 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 8:26 p.m.

The Board returned to open session at 8:38 p.m.

POST CLOSED SESSION ACTION

Motion offered by Mr. Snyder, seconded by Mr. Rathburn, that the Board of Education approve, as authorized by MCL 691.1408(2), Section 8(2) of Michigan's Governmental Liability for Negligence Act, and Section 11(a)(3)(d) of the Revised School Code, the Reimbursement and Release of Claims Agreement with Kevin Doerfler, in an amount not to exceed \$200,000.00, as presented.

Motion carried unanimously.

There being no further business to come before the Board, the meeting was adjourned at 8:42 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

PORTAGE PUBLIC SCHOOLS

RESOLUTION ON SUMMER TAX COLLECTIONS

WHEREAS, this Board of Education by resolution on **December 11, 1995**, determined to impose a summer tax levy to collect all of school property taxes, including debt service, upon property located within the district, beginning with 1996 and continuing from year to year until specifically revoked by this Board of Education.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board of Education pursuant to 1976 PA 451, as amended (the "School Code"), hereby invokes its previously adopted ongoing resolution imposing a summer tax levy of all school property taxes, including debt service, upon property located within the district and continuing from year to year until specifically revoked by this Board of Education and requests each city and/or township in which this districts located to collect those summer taxes.

2. The Superintendent, or his/her designee, is authorized and directed to forward to the governing body of each city and/or township in which this district is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2017 in the amount as specified in this resolution. Such forwarding of the resolution and the request to collect the summer tax levy shall be sent so that they are received by the appropriate governing bodies before January 1, 2017.

3. Pursuant to and in accordance with Section 1613(1) of the School Code, the Superintendent or his/her designee is authorized and directed to negotiate on behalf of this district with the governing body of each city and/or township in which the district is located for the reasonable expenses for collection of the district's summer tax levy that the city and/or township may bill under MCLA 280.1611 or MCLA 280.1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

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

Resolved this 28th day of November, 2016.

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

NAYS: Members None

ABSENT: Members Terri Novaria

Roll Call Vote: Passed: X Failed:

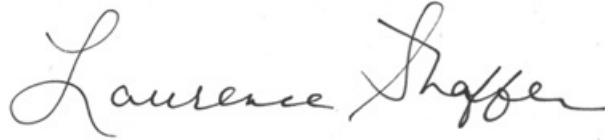
Resolution declared adopted.



Dr. Celeste Shelton-Harris
Secretary

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Contract Approval - Comprehensive Janitorial Services

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: That City Council approve the low bids for comprehensive janitorial services submitted by:

1. New Fresh Cleaning Services in the annual amounts of \$5,988.00 for the Senior Center, and \$15,036.00 for the Police Division Building; and
2. Professional Building Services in the annual amounts of \$18,729.24 for City Hall, and \$19,641.24 for the Public Services Building;

both for a period of January 18, 2017 to January 17, 2018 with the option of three, one-year renewals and authorize the City Manager to execute all documents related to this action on behalf of the city.

The current contract for comprehensive janitorial services for city buildings ends on January 17, 2017. As such, sealed bids were opened on November 17, 2016, for janitorial services for the City Hall, Public Services, Police Facility, and Senior Center buildings (Fire Division cleans stations as part of their shift). Three janitorial service vendors submitted bids. The bids were structured to guarantee a monthly fee for the period covering January 18, 2017, to January 17, 2018, with the option for three, one-year renewals.

New Fresh Cleaning Services submitted the low annual bid of \$5,988 for the Senior Center, and \$15,036 for the Police Facility. New Fresh Cleaning Services has proven to be capable of providing quality services for the City of Portage since August 16, 2009. Professional Building Services submitted the low annual bid of \$18,729.24 for City Hall and \$19,641.24 for the Public Services Building. Professional Building Services is an experienced janitorial service provider with several large municipal facility contracts and positive references. In the event of a change in service needs, the city may add or delete those areas covered by the contracts, as it may serve the best interest of the city.

It is recommended that City Council approve award of the annual low bids for comprehensive janitorial services submitted by New Fresh Cleaning Services in the amounts of \$5,988.00, and \$15,036.00 for the Police Division Building and Professional Building Services in the amounts of \$18,729.24 for City Hall, and \$19,641.24 for the Public Services Building for January 18, 2017 - January 17, 2018 with the option of three one-year renewals and authorize the City Manager to execute

all documents related to this action.

FUNDING: Funds are budgeted and available in the Fiscal Year 2016-17 budget for these janitorial services, and will be included in the FY 2017-18 budget.

Attachments: 1. Bid Tab

BID TABULATION
COMPREHENSIVE JANITORIAL SERVICES

<u>Bidder</u>	<u>Police Facility</u>		<u>City Hall</u>		<u>Senior Center</u>			<u>Public Services</u>	<u>Police Upper Level</u>	<u>Monthly Package Price All Buildings</u>
	<u>Monthly</u>	<u>Decontaminate Jail</u>	<u>Monthly</u>	<u>Ceramic Floor & Cove</u>	<u>Monthly</u>	<u>Sunday Service</u>	<u>Exterior Windows</u>	<u>Monthly</u>	<u>Monthly</u>	
New Fresh Cleaning 241 Vydareny Drive Battle Creek, MI 49017	\$1,188.00	\$50.00	No Bid	No Bid	\$499.00	\$65.00	No Bid	No Bid	\$65.00	No Bid
Professional Building Services PO Box 1702 Muskegon, MI 49443	\$1,300.00	\$60.00	\$1,560.77	\$210.00	\$570.00	\$45.00	\$48.00	\$1,636.77	\$144.00	\$4,977.00
CSM Services 3536 Highland Drive Hudsonville, MI 49426	\$2,839.00	\$200.00	\$2,606.00	\$0.45/sq. ft.	\$1,300.00	\$100.00	\$315.00	\$2,966.00	\$303.00	\$7,048.00

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: December 1, 2016

FROM: Meshia Rose, Deputy City Assessor

Meshia Rose

SUBJECT: November 2016 Department Operations Report

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

- **Preparation of 2017 Assessment Roll:** Staff continues with the annual activities involved in preparing the next year's assessment roll. The Assessor's office completed their studies of residential neighborhoods and have determined the appropriate economic condition factors or ECF to bring the total valuation of all residential properties to the state mandated 50% of estimated market value. Tentative valuation is also underway with analysis of commercial and industrial values close to completion.
- **New Construction:** The Assessing staff continues to inspect and process residential and commercial new construction for the 2017 assessment roll. All field inspection work is typically completed by mid-January.
- **Federal Poverty Guidelines for 2015 Assessments:** Following are the federal poverty qualification guidelines for use in setting poverty exemptions for the 2017 assessments.

Size of Family Unit	Poverty Guidelines
1	\$11,880
2	\$16,020
3	\$20,160
4	\$24,300
5	\$28,440
6	\$32,580
7	\$36,730
8	\$40,890
For each additional person, add	\$ 4,160

- **Customer Service:** The staff of the City Assessor's Office provided a high level of customer service during the month of November. Prompt and courteous service was provided in response to the numerous telephone calls and personal visits from realtors, private appraisers, title companies, and citizens.

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

TO: Laurence Shaffer, City Manager**DATE:** December 1, 2016**FROM:** James R. Hudson, City Clerk**SUBJECT:** November Monthly Report**ELECTIONS, QUALIFIED VOTER FILE (QVF) AND VOTER REGISTRATIONS**

Implemented and managed the November 8 General Election. 26,211 people voted in Portage for a turnout of 69.8%! Of this amount over 7,300 people voted via absentee ballot. In the week before Election Day alone, over 600 people visited City Hall and exercised their right to vote (via absentee ballot). On November 8, precincts across Portage reported lines at the opening of the polls but, by all accounts, they quickly dissipated. The closing of the polls and processing of results went smoothly and efficiently. Overall, the entire presidential election process began in December 2015 in preparation for the February 2016 Presidential Primary. From this beginning approximately one year ago until the conclusion in November, the electoral process was smooth, efficient and one for the record books.

Provided 347 voting booths for use at polling locations. Staffed, with the assistance of Employee Development, polling places, the Absentee Voter Counting Board and the Receiving Board with approximately 200 election workers.

Tested, prepared and sealed 26 M-100 voting tabulators and E-Poll Book laptop computers. Prepared 22 AutoMark voting devices. Utilized 9 volunteers for hundreds of hours to assist with election preparation.

Fulfilled voter file information requests for candidates and campaigns. Prepared election supply kits for 20 precincts and the absent voter counting board.

Updated the statewide Qualified Voter File with the names of each individual that voted.

Reviewed provisional ballots to determine validity.

Prepared and secured election materials according to State of Michigan retention guidelines.

Responded to numerous election related telephone inquiries before and on election day.

Continued processing adds, changes, deletions from the QVF In-Box, averaging over 1000 items a month, and processing new voters.

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

ELECTIONS, QUALIFIED VOTER FILE (QVF) AND VOTER REGISTRATIONS (Continued)

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

Processed notices to voters for whom ID cards have been returned, no signature was received at Secretary of State Offices, etc.

PUBLICATIONS

Published public and legal notices in the *Kalamazoo Gazette* as necessary.

RECORDS

Performed research for city departments on a variety of topics, retrieved documents for various departments and assisted with the search and printing of various microfilm documents.
Reviewed recently scanned and microfilmed documents for completeness and accuracy.

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

Prepared resolutions for Official Records, prepared regular and special meeting minutes for Official Records for November. Added approved minutes of Council meetings to the Document Collection in Clerk's Index as well as Clerk folder on Sharecop and uploaded on the Internet.

PUBLIC INFORMATION AND CITIZEN ASSISTANCE

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

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

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

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

Continued to coordinate the Kalamazoo Area United Way effort with city employees.

AGENDA PREPARATION AND FOLLOW-UP

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

Prepared and collated 6 City Council Agendas, the Summary and the Minutes for the November City Council Meetings and helped build and review the agendas using Boardsync.

Staffed one meeting of the Youth Advisory Committee (YAC) and worked with members of the YAC in their volunteer efforts preparing Thanksgiving baskets at the Portage Community Center.

CEMETERIES

Processed four (4) grave openings/closings, including the preparation of invoices and Burial Rights Certificates and entry on the BS&A Cemetery Software module. Continued to update cemetery maps. Researched availability of lots for citizens in cooperation with the Parks Department and assisted with burials.

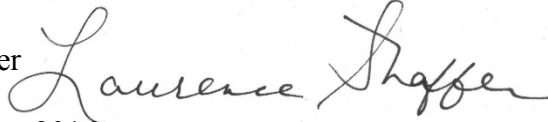
CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: December 1, 2016

FROM: Laurence Shaffer, City Manager



SUBJECT: Monthly Report – November 2016

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

1. City Council:

- Coordinated and/or prepared agenda and other materials for the following meetings:
 - City Council Regular Meetings on November 1 and 15.
 - Pre-Council meetings on October 31 and November 14.

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

- Contacted Lt. Governor Calley regarding matters of mutual concern on November 1.
- Hosted a 25-person delegation from Indonesia sponsored by Western Michigan University on November 2.
- Met with the Mayor and Mayor Pro Tem on November 2.
- Met with local greenhouse owners on November 4.
- Met with members of the Environmental Board on November 4.
- Attended the Senior Center's annual Holiday Bazaar and Bake Sale on November 5.
- Met with various citizens during the month of November regarding current matters of concern, including fair housing and property interests.
- Met with a representative from StoryPoint Assisted Living regarding the construction of the facility on West Milham Avenue on November 7 and toured the facility on November 17.
- Met with local bicycling club representatives on November 14 regarding bicycle safety in Portage.
- Toured the Michigan State Game area on November 14 with a representative from the MDNR.
- Attended the Southwest Michigan Manager's Association meeting on November 15.
- Attended regular Portage Rotary meetings during the month of November.
- Attended a local official input session for the WMU President Search on November 16.

- Met with Rich Macdonald of the Hinman Corporation on November 16.
- Attended a Kalamazoo County Consolidated Dispatch Authority meeting on November 17.
- Attended the Michigan Townships Association 25th Annual Local Government Officials event on November 17.
- Attended the Kalamazoo Township swearing-in ceremony on November 18.
- Met with Dr. Monifa Jumanne on November 18.
- Met with Mayor Pro Tem Ansari on November 19.
- Reviewed the property around Martin Luther King, Jr. Drive on November 22.
- Attended the Center for Michigan's seminar at the WMU Fetzer Center "Where Do We Go from Here" for trust in government with WMU President Dunn on November 30.

3. Projects - Completed and Ongoing:

- Continued PPOA/PPCOA contract negotiations for contracts that expired June 30, 2016.
- Reviewed various options and contract matters related to renewal of employee group health insurance.
- Continued review of city buildings to optimize energy efficiency.
- Reviewed medical marijuana related matters with city legal counsel.
- Reviewed and identified various city signage for cataloging and marketing efforts.
- Continued oversight of planning, design and construction for various city projects and developments.
- Consulted with city staff regarding Information Technology projects as well as current Community Development, Finance, Transportation & Utility and Assessing matters.
- Prepared materials and attended the Historic District Commission monthly meeting on November 2.

4. Public Information and Citizen Assistance:

- Mailed the November *Portager* and coordinated production of the December *Portager* newsletter.
- Continued oversight of the *PortageAlert* system and notifications for those who registered through the portal for updates.
- Coordinated responses to citizen concerns/requests regarding a variety of matters, including construction projects, 2016 election questions, etc.
- Updated and approved changes to the city website and city publications.
- Provided informational packets on Portage to citizens, realtors and businesses, as requested.
- Continued to collect and monitor Citizen Comment Card responses and submissions to the Online Customer Service Survey.

- Continued to collect and monitor SeeClickFix.com citizen concerns and questions, as well as ensure timely responses.

TO: Laurence Shaffer, City Manager**DATE:** December 7, 2016**FROM:** Vicki Georgeau, ^{VB}Director of Community Development**SUBJECT:** Monthly Customer Service Report for November 2016

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

PLANNING, DEVELOPMENT AND NEIGHBORHOOD SERVICESPlanning Commission

November 17, 2016 meeting:

1. Convened a public hearing then adjourned Rezoning Application #16/17-2, 8546 Shirley Court and the Tentative Plan Amendment for Greenspire Planned Development to the December 1, 2016 meeting.

Zoning Board of Appeals

November 14, 2016 meeting:

1. Approved a variance request from Woodbridge Community Partnership LLC, 3750 & 3950 West Centre Avenue, to allow a 129 square foot freestanding sign on West Centre Avenue with the condition that only one sign, not to exceed 20 square feet, be permitted on Moorsbridge Road.
2. Approved variance requests from James Dally, 4295 Bishop Road, to erect a 62 square foot freestanding sign accessory sign in a different zone than the principal use.
3. Approved a variance request from Dave Schnelker and John Stephen, 1908 West Milham Avenue, to allow a second 32 square foot freestanding sign on the zoning lot.

Human Services Board

November 3, 2016 meeting:

1. Discussed the Human Service Grant, Small Work Group Update.
2. Moved the Kalamazoo County Transit Authority presentation to the December meeting.
3. Discussed the Kalamazoo Transit Authority LAC Update.
4. Elected officers.

OTHER BOARD ACTIVITIES

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

Citizen Information Requests:

During the month of November 2016, a total of 99 cases/violations were inspected or identified in response to citizen service requests or staff field observations: 21 parking; 21 debris/refuse; 13 inoperable vehicles; 10 property maintenance; 9 zoning; 8 sign; 8 sidewalk-obstruction; 4 building maintenance; 2 tall grass/weeds; 2 housing maintenance; 1 unsafe structure.

BUILDING AND HOUSING SERVICES

Construction Board of Appeals:

The Board met on November 7, 2016 and issued an order requiring that 3923 Florinda Avenue be cleaned up and repaired within 45-days.

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

Type of Permit/Application	Number of Permits	Project Valuations
Single-family Houses Detached	7	\$1,794,045
Residential Additions, Interior Remodels, Garages, Sheds, etc.	18	\$275,414
Commercial Additions, Interior Remodels, etc.	8	\$13,677,133
Permits Not on Report (i.e., demolition, electrical, plumbing, mechanical, driveway, sign, water use/sewer use, etc.).	213	N/A
Totals	246	\$15,746,592

CDBG Housing Assistance Programs

CDBG PROGRAMS				
Activity	Housing Rehabilitation	Water / Sewer	Emergency Repair	Down Payment Assistance
New Applications	2	0	0	0
Applications Approved	1	0	0	1
Loan Closings	1	0	N/A	0
Monthly Projects Completed	0	0	0	0
Projects Underway	9	0	0	0
FY YTD Projects Completed	0	0	1	0

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: December 14, 2016

FROM: William Furry, Director of Finance *WFF*

SUBJECT: Monthly Report-November 2016

ACCOUNTING /PAYROLL

- Began collection and assimilation of data related to annual reports for the State: The Act 51 Street Financial Report and the F-65 (State annual report), to be submitted to the State as soon as the CAFR has been filed with Michigan Treasury.
- Gathered and entered data for the Citizen's Guide and Performance Dashboard.
- Accounts Payable processed 784 invoices which produced 380 vendor payments totaling \$3,181,032.01. Payments were comprised of 256 paper checks totaling \$1,365,720.28 and 124 automated clearinghouse payments totaling \$1,815,311.73.
- Processed 2 payrolls, creating 675 checks and deposit advices for 433 employees, with a total monthly payroll expenditure of \$996,952.49. The increase in number of employees paid and checks/vouchers created, reflects the election workers added temporarily for the November election.
- Updated the Finance intranet page with schedules for calendar year 2017 for important Payroll and AP processing dates.
- Sent Budget 17/18 Form B documents to Department Heads for review and updating with proposed changes. Also posted all other budget information, schedule and forms to the Finance intranet page.
- Completed the ADP rollout of the Time Off Request Form which replaces the multi-part paper Employee Absence Report forms.
- Continue to troubleshoot issues and tweak the ADP Time Off Request system. Answers to most "how to" questions employees might have are readily available in documents posted on the City's Intranet, but calls to Finance for assistance are still frequent.

TREASURY

- Received and processed escrow request lists for winter 2016 tax season, a total of 7,364 parcels.
- Generated 2016 winter tax-billing file on November 15, 2016 and sent to external bill-print vendor. Mailed 18,014 winter tax statements on November 23, 2016.
- Mailed 77 Long Lake Assessment Bills, due February 14, 2017.
- Processed and mailed 26 miscellaneous receivable statements.
- Prepared and issued the following utility billing statements:
 - 5,452 regular quarterly bills (cycle 3)
 - Emailed 204 regular quarterly bills (cycle 3)
 - 148 final bills (all cycles)
 - Emailed 8 final bills (all cycles)

- Prepared and issued the following utility billing reminders:
 - 839 delinquent notices (cycle 1 and 4), representing a decrease of 5% from the prior year
 - 515 disconnect notices (cycle 1), an increase of 32% from the prior year
- Shut-off water service for 45 customers due to non-payment on November 30, 2016 (cycle 1), an increase of 15% from last year.
- Processed 171 requests to initiate or terminate water/sewer services to residences and businesses. Since July 1, 2016, a total of 1,333 setups have been processed, averaging 11 per business day.
- Staff handled 956 phone calls during November 2016. Since July 1, 2016, a total of 6,693 phone calls have been handled, averaging 55 per business day.
- During November 2016, staff worked with 74 non-cash customers at the Treasury counter. Since July 1, 2016, a total of 626 non-receipt customers have come to the Treasury counter, averaging 5 per business day.
- Treasury staff attended meeting at Kalamazoo County Animal Control regarding the 2017 dog license sales.
- Treasury Supervisor attended quarterly Kalamazoo County Treasurer's Association meeting held at Comstock Township.

FINANCE/BUDGET

- Cashed in maturing investments, analyzed cash position and reinvested called bonds.
- Prepared monthly investment scorecard, input investment activity and balances into SymPro software and generated monthly SymPro reports for the investment committee.
- Prepared debt service requirements for the 2017-2027 Capital Improvement Program budget.
- Provided Community Development with revised estimates of service costs per household for low income development projects and departmental overhead costs for use in fee revisions.
- Provided initial estimate of 2017/2018 General Fund revenue to Community Development as a basis for establishing Human Public Services funding budget.
- Prepared and emailed 2017/2018 budget instructions, calendar, revenue and expenditure reports, and forms to departments. Also updated budget preparation forms on the intranet and on SHARECOP.
- Kicked off 2017/2018 budget process by sending out personnel allocation forms (Form B) for verification by Department Heads.
- Provided 2017/2018 General Fund revenue estimate to Community Development so that Human Services funding levels can be determined.
- Prepared PowerPoint presentation for the Committee of the Whole meeting.
- Deputy Director of Finance attended the Government Finance Officers Association's 2016 Governmental Generally Accepted Accounting Principles Update webcast.
- Prepared additional documents and answered various questions received from external auditors, Yeo & Yeo, for audit wrap-up purposes.
- Reviewed and approved as appropriate accounts payable invoices and invoices with a purchase order prior to payment.
- Prepared and posted various budget amendments.
- Responded to various questions and requests from departments.

BENEFITS/COMPENSATION

- Continued to monitor, research, and implement requirements of the Affordable Care Act (ACA).
- Continued preparations to comply with Employer-Provided Health Insurance Offer and Coverage reporting as required under the ACA.
- Continued to track city share of health insurance premium limits as provided for by PA-152.
- Calculated health insurance taxes and fees required under the ACA.
- Calculated and approved monthly payments for employee fringe benefit plans (medical, vision, dental, life and long-term disability insurance, flexible spending accounts, pension contributions, etc.).
- Began process to establish new 401 Plan for City Manager.
- Continued to administer Defined Benefit Plan, including locating and coordinating benefit payments for terminated vested participants.
- Continued process for IRS required restatement of Defined Benefit Plan.
- Continued 2017 health insurance renewal process for Blue Cross Blue Shield of Michigan and Blue Care Network.
- Began preparations for 2017 Benefit Open Enrollment Period.
- Prepared and submitted census for upcoming life and long-term disability renewal with The Hartford.
- Administered contractual wage adjustments per applicable labor agreements.
- Administered contractual bonus payments per applicable labor agreements.
- Responded to various employment verifications for employees.

WORKERS' COMPENSATION

- Completed process for contract renewal with workers' compensation excess insurance provider.
- Continued with aggressive case management on a number of work related injury claims. Special attention continues to be directed toward high reserve cases. Focus also directed toward lost-time cases with emphasis placed on returning employees to restricted duty assignments.
- Continued to assist supervisory personnel with employees in restricted duty assignments.
- Provided information to the city third party administrator for the processing of workers' compensation claims.
- Provided direction to third party administrator in regard to workers' compensation claims.
- Began preparation of wage data for workers' compensation excess insurance carrier, Midwest Employers Casualty Company, to fulfill contract obligation.
- Updated the OSHA 300 Log.

TO: Laurence Shaffer, City Manager

DATE: December 12, 2016

FROM: Shannon Hertz, Director Human Resources *SH*

SUBJECT: Human Resources Department Monthly Report – November 2016

RECRUITING

The following positions were filled in November:

- Human Resource Director
- Deputy City Assessor
- Park Rangers (2)
- Interim Senior Park Ranger
- Radio Operator (1)
- Police Officer (1)

The following positions have candidates identified:

- Seasonal Laborers – Winter CDLs (2) (12 weeks)
- Ice Rink Groomer (1)
- SEPA's for 2016/2017 Ice Rink Season (10)

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

- Police Officer (PT)
- On-Call Firefighters
- Building Inspector/Permit Coordinator

Employment applications, assessments and recruitment activities:

- 39 Applications processed and screened
- 31 In person and phone interviews conducted
- 0 Testing and other assessments conducted

SAFETY, TRAINING AND DEVELOPMENT

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

- Randomly tested 5 participants for drug testing program.
- Conducted on-boarding for 4 new/returning employees.

HEALTH MANAGEMENT PROGRAM

- Continued to administer Health Management Program (HMP) for Department Head, Non-Union, PPCOA, PPOA and UAW employee groups.

BENEFITS

- Provided benefit consultation to employees terminating, retiring and beginning employment.
- Assisted employees and retirees with various benefit matters, including claim resolution and dependent eligibility.
- Processed benefit changes as necessary, including calculation and submission of payroll deductions including changes made during open enrollment.
- Issued retiree health insurance invoices to 6 retirees and 2 unions.
- Monitored Flexible Spending Account (FSA) reimbursements processed by Kushner & Company for 25 participants for the 2016-2017 plan year.
- Performed administrative requirements to meet legal compliance in regard to the Family Medical Leave Act (FMLA). Processed 31 notifications for employees.
- Performed administrative requirements to meet legal compliance in regards to the Consolidated Omnibus Budget Reconciliation Act (COBRA) for 2 COBRA participant.
- Documented and monitored sick leave usage.
- Began preparations for annual benefits open enrollment.

ELECTIONS

- Processed payroll for 201 election workers
- Completed post-election interviews with 40 chairpersons/assistant chairpersons and provided report to HR Director and City Clerk.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: December 9, 2016

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

SUBJECT: Monthly Operations Report for November 2016

PARKS & RECREATION:

PARK RESERVATIONS

Stuart Manor	1
Schrier	2
Hayloft	<u>1</u>
Total:	4

PARKS:

Millennium Park to open December 8, 2016

Registration began for Ice Skating Lessons and Ski Lessons at Timber Ridge

EVENTS:

Traditional Holiday	1,000
Farmers Market	250

SENIOR CITIZEN SERVICES:

ATTENDANCE AND ACTIVITIES

Activity Type	Duplicated	Unduplicated
Events	1977	571
Rides	48	14
Volunteers	352	143
Trips	55	50
Total Seniors Served	2432	611

**Average of 90 served
per day**

MEMBERSHIP STATISTICS

Total Active Memberships	Membership Renewals	New Memberships
1,328	68	18

Age Range	Count	Percent
Ages 55-59	9	1.5
Ages 60-64	31	5.1
Ages 65-69	83	13.6

Ages 70-74	118	19.3
Ages 75-79	118	19.3
Ages 80-84	105	17.2
Ages Below 55	4	.7
Ages Over 85	143	23.4

Totals

City/Town	Count	Percent
In Town	496	66.2%
Out of Town	253	33.8%
Totals	749	100%

Ethnicity	Count	Percent
African American	10	1.6
Asian American	4	.7
Caucasian	529	86.6
Hispanic	3	.5
Native American	6	1.0
Unknown	59	9.7
Totals	611	100

Gender	Count	Percent
Female	463	74.1
Male	158	15.9
Totals	611	100

VOLUNTEERISM

Volunteer Service Type	Hours	Pay Equivalent	Duplicated	Unduplicated
Administrative Support	10	217.90	4	3
Board Member	18.5	403.11	13	11
Club/Group Support	1457.25	31753.34	256	119
Events/Programs	192	4183.68	50	39
Health Services	2	43.58	1	1
Kitchen	26	566.49	18	7
Transportation	72.17	1572.53	19	5
Travel	55	1198.42	16	10
Totals	1832.92	\$39939.05	377	168

TRAVEL PROGRAM

Category	Duplicated	Unduplicated
Day Trips	23	23
Extended Trips	32	32
Totals	55	50

FUNDRAISING

Income for the month of November was \$8,095 and includes transportation donations, memberships, newsletter advertisements and fundraising.

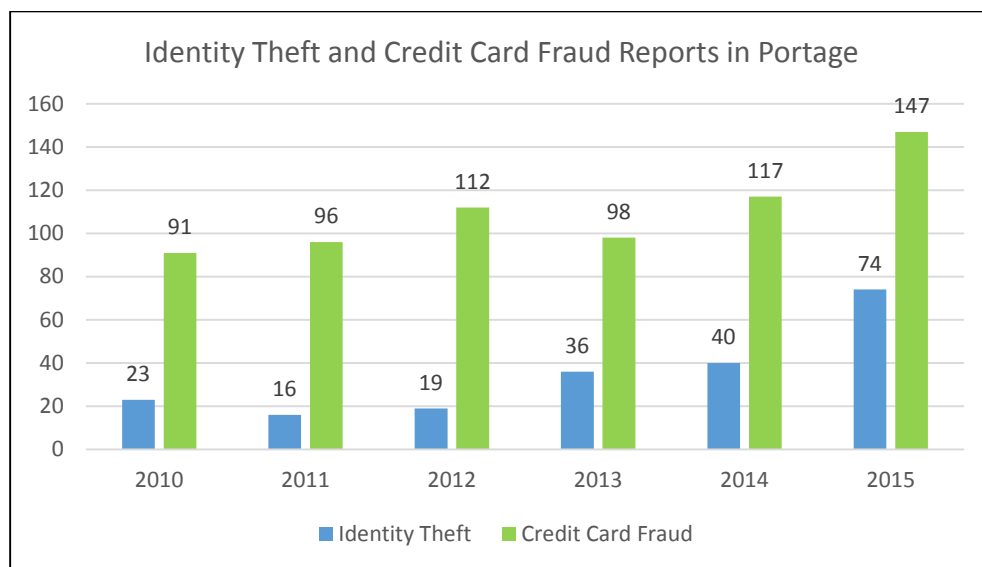
OTHER SENIOR CENTER HIGHLIGHTS

- Over 580 people attended the PSC Annual Holiday Bazaar and Bake Sale. This popular event generated over \$2,300 in revenue.
- The monthly Heritage dinner series continues to be a popular event. 35 people participated in November, and entertainment was provided by local jazz quartet, *Mr. Magic and the Watermelon Men*.
- Bronson Hospital provided two educational presentations – *Understanding & Managing Diabetes* and *Hearth Healthy Appetizers That Taste Good*.
- The first of four “Prof Talks,” took place in partnership with WMU. This month’s topic was “Sustainable Craft Brewing.”
- Senior Center Manager, Kim Phillips, received certification as a Peer Reviewer from the National Institute of Senior Centers.
- Portage Senior Center, in partnership with other SW Michigan agencies, received a grant from the Michigan Health Endowment fund to support the roll out of the Aging Mastery Program.
- Contracts were finalized with Byce & Associates to develop a master site plan for the Portage Senior Center.

TO: Laurence Shaffer, City Manager**DATE:** December 12, 2016**FROM:** Richard J. White, Public Safety Director – Police/Fire Chief**SUBJECT:** Monthly Report for November 2016

The Portage Community Policing Officer advises that identity theft is on the rise nationwide and locally. With the increase of digital information and online social presence, thieves have access to more private information than ever before. Criminals obtain stolen personal information from multiple sources, including the U.S. mail, social media, online, telephone phishing, and data breaches of business servers. The stolen information is used to open lines of credit, for tax fraud, or to claim false benefits, e.g. Social Security or unemployment benefits.

The number of credit card fraud reports has also increased significantly (see graph below). Credit card fraud occurs when the criminal obtains your credit card number and then uses it for fraudulent transactions. The credit card number can be gained through scams, phishing or database breaches. Phishing is when a criminal uses a ruse to convince someone they are a legitimate person or service in an attempt to get that person to divulge their personal information.



Portage detectives advise one method to obtain credit card numbers is through the use of “skimmers.” Skimmers are electronic devices that are placed either inside or on a credit card reader, such as those found on ATMs, sales terminals, and gas pumps. These devices “skim” the digital data off of the credit card and save it so that a criminal can obtain the credit card name

and number. On ATMs, a camera is placed on the key pad to record PIN entries. The criminal then uses that information to make online purchases or create altered physical copies of the card to use at retail stores.



Another method particularly popular in Portage is the actual theft of the card. Criminals steal credit cards out of handbags that are placed either on the backs of chairs at restaurants/coffee shops or in a grocery cart. When the owner is occupied, the criminal takes this opportunity to snag the wallet. Wallets are also taken when criminals break into vehicles where owners leave wallets or purses inside the vehicle.

Once the credit cards and personal identification are obtained, the criminal uses the victim's identification information with an actual photo of the criminal to create a counterfeit ID card. Now, the criminal has an ID card that matches the information on the stolen credit card. The criminals can also create fake out-of-state ID cards or credit cards with a fake name but with the victim's credit card number and personal information. A criminal can create these fraudulent items in less than five minutes. It can even be done in a vehicle, and all of the tools needed are readily available online for less than \$500. The criminal can go from physically stealing a wallet, making a fake credit card and personal ID in their car, to using it at a local store to spend \$10,000 in 30 minutes. This exact scenario has occurred multiple times in Portage.

The Portage Department of Public Safety encourages citizens to use due diligence with online activity. Never click on any link in an email. Check monthly statements to look for unauthorized activity. Do not give any information over the phone unless YOU initiated the call. Do not leave purses unattended. Remove any identification or credit cards from a purse/wallet that are not used regularly and leave them at home. NEVER leave a wallet or purse in a vehicle. No matter how hidden you think it is, it WILL be found and stolen. Lastly, lock your doors!

POLICE DIVISION STATISTICAL SUMMARY

Police Incidents Dispatched:	3,182
Fire Incidents Dispatched:	465
Gun Registrations:	142
Warrants Obtained:	99
Expressway Incidents Handled:	25
9-1-1 Calls Received	2,614

ARRESTS

Total Adult Arrests: 294

Major Charges:

- Possession of Methamphetamine
- Criminal Sexual Conduct
- Carrying a Concealed Weapon
- Aggravated/Felonious Assault-Family

Total Juvenile Arrests: 19

Major Charges:

- Retail Fraud 1st Degree
- Malicious Destruction of Police/Fire Property
- Resisting Officer
- Assault and Battery

OCTOBER CRIME STATISTICS

Violent Crimes:	77
Non-violent Crimes:	303

Reported Crimes - October 2016 Compared to October 2015:

Part I Crimes:	+10.4%
Part II Crimes:	- 23.3%

Year-to-Date Comparison:

Part I & II Crimes Total YTD:	-14.4%
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TRAINING

Topics: K9 Handler
Cell Phone Investigation
Leadership Skills Development
Interaction with Difficult People

VOLUNTEER HOURS

November:	165
YTD:	1,376

EMPLOYEES INJURED

November	0
YTD:	19

FIRE DIVISION STATISTICAL SUMMARY

Calls for Service	Count
Fire	10
Overpressure Rupture	4
Rescue & Emergency Medical Service Incident	262
Hazardous Condition (No Fire)	10
Service Call	40
Good Intent	83
False Alarm and False Call	44
Special Incident Type	2
Total Calls	455
Total Property Loss	\$25,600.00

Inspections	Count
Annual Attempt & Inspection	27
Reinspection Attempt & Inspection	16
Plan Review	8
Key Box	3
Final or Move-in	5
Fire Protection Plan and Inspection	12
Other	11

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

Public Education	Adults & Children	
Car Seats	37	7
Station Tour	55	57
Lecture Demo - Chum Preschool	39	
		Installed
Car Seats		32

Training	
Rapid Intervention	30
Gas and Electric Emergencies	33
FireHouse	27
EMS Continuing Education	26
Traffic Incident Management	32
Pfizer Monthly Training	3

SIGNIFICANT EVENTS – NOVEMBER 2016

Portage Fire responded to a possible residential fire resulting from a lightning strike. Firefighters found light smoke conditions in the home but no fire; however, the exterior walls had been charred. Extensive overhaul was conducted to isolate the affected areas. Every exterior wall of the house had lightning damage.

Police and Fire responded to the eastbound I-94 to northbound U.S. 131 ramp on a report of an accident involving a semi-truck. The semi-truck had tipped over on the ramp with the operator trapped inside the cab. The driver, a 44-year-old Niles man, was extricated from the vehicle and transported to the hospital with non-life-threatening injuries. The semi was hauling approximately 43,000 pounds of scrap paper that had to be unloaded before the semi was moved. The ramp was closed for several hours.

An officer began investigating an embezzlement that occurred at a hair salon franchise in Portage. At least \$1,800 was reported missing from the safe. As detectives continued the investigation, they determined this case was associated with an investigation being conducted by the Michigan State Police. The suspect, a regional manager, has embezzled over \$30,000. The investigation is continuing in coordination with the Michigan State Police.

The Communications Center received a call from a male, who was stuck in the mud up to his waist, near Sugar Loaf Lake. Portage fire units responded to the scene, but they were unable to locate the victim due to only having a general location. The radio operators were able to determine the victim's approximate location from his cell location, which appeared to be on the west side of the lake in a wooded wetlands area. Search teams, including firefighters, a police officer, local residents, and Life EMS medics, searched the area. Two and a half hours were spent in the search and rescue, which ended when the male was finally transported to the hospital by ambulance.

Police and Fire units were dispatched to the intersection of S. Westnedge and Garden Lane for a report of a car vs. bicycle personal injury accident. Upon arrival, officers determined that a 48-year-old Battle Creek bicyclist was crossing S. Westnedge Avenue at the crosswalk to Garden Lane when a 51-year-old Portage man, driving a pickup truck, turned southbound onto S. Westnedge from westbound Garden Lane and struck the bicyclist. The driver of the pickup was uninjured; however, the bicyclist sustained apparent minor injuries and was transported to the hospital for further medical treatment.

Fire/rescue units were requested for an unresponsive male, who was in cardiac arrest. Rescue workers initiated CPR, and one shock was delivered prior to arrival of advanced life support. Life EMS arrived on scene and started drug therapy, along with an additional two shocks. After 35 minutes of CPR and advanced life support, the patient regained pulses. The patient was transported to the hospital by ambulance with the assistance of an on-call firefighter. Upon arrival at the hospital, the patient was breathing on his own and in stable condition.

Police and Fire responded to Full City Café for a report of a vehicle that had just struck the building. The vehicle had jumped the curb and had driven completely into the west side of the restaurant. Fortunately, no one was seated in that portion of the restaurant. The driver of the vehicle, who received minor injuries, believed that the vehicle malfunctioned, causing her to

accelerate into the building. The restaurant was evacuated and checked for hazards. The restaurant remained closed until the damages were repaired and the restaurant inspected by the Fire Marshal, Building Inspector, and Health Inspector.

A 16-year-old boy, who has medical issues and is a participant in the Project Lifesaver (PLS) program, was reported missing. The community policing officer and coordinator of PLS was working at the time and immediately retrieved the equipment to assist in locating the missing boy. Upon arrival at the residence, the officer activated the equipment and, a short time later, began tracking the missing boy. The boy was located in the back yard of another residence about 20 minutes later.

Training

During November, training was delivered to unlicensed childcare providers through the Kalamazoo Regional Educational Service Agency and Kalamazoo County Safe Kids. These providers are low income people who are caring for children of relatives long term. The training covered general safety topics, such as fire safety, tip-over safety, and child passenger safety. The program is funded through a grant, and the attendees were provided with fire extinguishers, smoke/CO alarms, tip-over protection kits, outlet covers, and cabinet locking hardware. Ten providers attended the training, which is part of expanding the scope of the fire prevention education program to include a more diverse audience.

Biggest Giver Challenge

City of Portage employees completed their third annual “Biggest Giver Challenge” food drive in November, collecting 2,863 pounds of non-perishable food items. City employees were divided into three work groups based on their building site. The Public Safety complex was the winner this year, collecting 1,555 pounds of food. All of the food collected was loaded up and delivered to the Portage Community Center, who will use the donations to fill holiday food baskets and restock their Loaves & Fishes food pantry for the coming months.



RJW:JMH:jh

TO: Laurence Shaffer, City Manager**DATE:** December 9, 2016**FROM:** Rod Russell, Director of Public Services**SUBJECT:** Monthly Operations Report for November 2016**STREET MAINTENANCE ACTIVITIES**

- Continued installation of new security gate and fencing at DPS facility by mowing brush and removing trees along western berm for fence installation
- Removed the south side chain link fencing at Central Park in preparation for installation of new fencing
- Removed fallen tree from Roger Street and East Osterhout Avenue
- Cleared ditches along Oakland Drive in swamp area south of Centre Avenue
- Removed brush along fence line at Indian Field Cemetery
- Helped in removal of leaves from parks system
- Removed grass seed mats from Woodland Drive
- Removed tree branches blocking traffic control signs
- Removed basketball and tennis courts from Lakeview Park
- Piled up loads of brush delivered to compost site
- Restored lawns damaged during November Leaf Pickup operations
- Removed fallen tree and metal runners crossing dams along Portage Bicentennial Park Trail
- Conducted Snow Plan Training for all full-time, seasonal and contract snow removal operators on 11/4/16
- Removed sidewalk trip hazards by grinding heaved sections
- Began removal of barbed wire fence at Fire Training Center
- Obtained materials and began Schrier Park pavilion construction project
- Supported City Clerk with voting signs on 11/8/16
- Removed pieces of broken asphalt from DPS facility
- Installed and removed American flags on South Westnedge Avenue for Veteran's Day on 11/11/16
- Repaired potholes at bus stop on Meredith Street
- Inspected snow fleet in preparation for winter weather
- Installed berm at Garden Drive millings storage location
- Removed fallen tree from Indian Field Cemetery
- Constructed and installed weather protection cover for chiller system at Millennium Park Ice Rink
- Repaired potholes on local streets
- Repaired soft spots in Celery Flats Historic Area grass parking lot area

- Added top dirt and grass seed to Portage Creek Bicentennial Park trail shoulders
- Install boulevard delineators on major streets
- Made firewood and kindling for Traditional Holiday event
- Installed Western Michigan University flags along South Westnedge Avenue
- Completed Fall Leaf Pickup program with 16,050 cubic yards of leaves collected
- Supported Transportation & Utilities Department during construction on Zylman Avenue

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

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

Date	Single Stream Recycling (tons)
November 2016	218.15
FY 2016-17	1,080.1

Note: There were 20 new requests for recycling service in the month of November.

PARKS MAINTENANCE ACTIVITIES

- Removed trash from park properties
- Prepared facilities for upcoming rentals
- Removed debris from trail system
- Repaired plumbing leaks in park facilities
- Repaired lighting issues in park facilities
- Provided burial support for five interments and one lot showing
- Winterized irrigation systems
- Winterized park restrooms
- Removed leaves from the parks system
- Investigated the loss of electrical power at Celery Flat Historical Area
- Inspected electrical circuits in preparation for holiday light decorating
- Removed split rail fencing from Central Park
- Constructed handrails for portable stairs at Hayloft
- Removed playground posts at West Lake Nature Preserve and Central Park
- Repaired discrepancies found during a Fire Department inspection
- Installed ramps at Millennium Park Ice Rink
- Repaired drywall in Millennium Park Ice Rink concession building
- Installed holiday greeting cards at Celery Flats Historic Area
- Prepared for Traditional Holiday event
- Hired contractor to repair leaking roof at Millennium Park Ice Rink concession building
- Hired contractor to rebuild and restore Millennium Park Ice Rink's chiller system

- Hired contractor to fix the door locking mechanism at Hayloft
- Hired contractor to weld Schrier Park pavilion posts
- Hired contractor to paint Schrier Park pavilion posts
- Hired contractor to remove trees and stumps along Central Park south fence line

FLEET & FACILITIES DIVISION:

The Fleet & Facilities Division generated 130 work orders for the month of November 2016. A total of \$12,566.27 was spent on billable labor hours while the parts costs were \$10,327.28. The outside contracted work was \$711.04.

November 2016	November 2015	
130	144	Work Orders
\$10,327.28	\$13,257.51	Parts Cost
\$12,566.27	\$15,178.78	Labor Cost
30	35	Preventative Maintenance (P.M.) Work Orders Completed
\$65.35	\$90.86	Average Cost per P.M
\$1,960.37	\$3,180.03	Total P.M. Cost
\$485.80	\$3,260.65	Contracted Repairs-Body & Painting
\$711.04	\$4,624.93	Contracted Repairs (Not Including Body & Paint)
\$4,735.87	\$1,776.00	Building Renovations

BUILDING MAINTENANCE

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

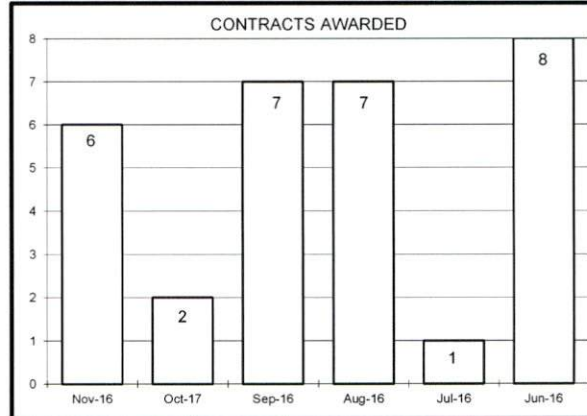
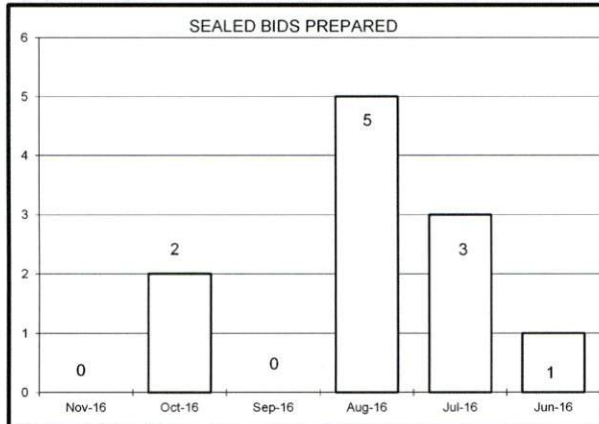
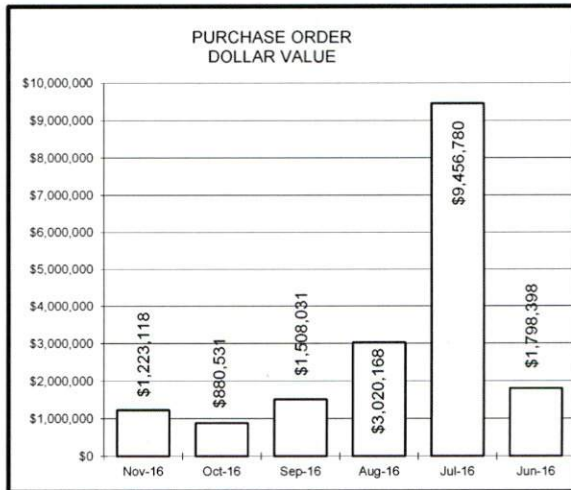
TO: Laurence Shaffer, City Manager

DATE: December 1, 2016

FROM: Rob Boulis, Deputy City Manager



SUBJECT: Purchasing Monthly Report - November 2016

**SEALED BIDS OPENED / CONTRACTS AWARDED**

BS&A Annual Licensing and Software Maintenance

Godwin Dri-Prime Utility Pump

ActiveNet Parks & Recreation Software

Police Uniforms

Water/Waste Water Utility Management & Operation

Playground Improvements - West Lake Nature Preserve & Central Park

- Four new claims were filed with MMRMA, one claim was settled.
- Purchasing staff added 18 new vendors to the purchasing software vendor file.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: December 14, 2016

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



SUBJECT: Department Monthly Report – November, 2016

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

Cable Access

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

Significant Activities:

- Continued taping various special programs (HMP, PSI, Lunch & Learn, etc.)
- Continued working with Director Haasch on emergency broadcast protocols
- Continued working on new city marketing video materials

Internet/Intranet Web Site

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

Significant Activities:

- Identified CivicPlus municipal website developer as the best option for the next city internet/intranet sites to make them more user/mobile friendly. Work will now begin on developing the migration plan.

Telecommunications

- Continued working on the Mobilitie ROW permit process
- Identified PROTEC and Grand Valley Metropolitan Council and Bloom, Slugget and Morgan attorneys as resources currently addressing new DAS and small cell permit applications received by municipalities which do not fall under the METRO Act perfectly.

Contract Administration

- New World (Tyler) Public Safety CAD/Records software renewal
- VMWare software renewal

Information Technology

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

Significant Activities:

- Continued working with the City of Kalamazoo new IT director on connecting fiber
- Continued PortageAlert mass notification system for emergency initiatives
- Continued updating the Firehouse application to .net
- Beginning development plan for new city website
- Continued investigating options for upgrading the decades-old multi-mode fiber ring
- Continued implementation of the ADP time and attendance system
- Continued researching various new technologies
- Continued researching posting live snow plow location tracking on the city website
- Completed researching new citywide keyless entry and camera system project
- Continued implementing the new Streets work order system
- Completed working on a new GIS layer for fiber assets
- Continued researching federal and state requirements for unmanned aircraft system
- Continued implementation of the Public Safety body worn cameras
- Worked with Consolidated Dispatch on installing new text-to-911 system

Marketing Activities

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

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: December 9, 2016

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

SUBJECT: Transportation & Utilities Department Monthly Report for November 2016

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

Major accomplishments involving the Suez operations during the month include:

1. Inspections continued on sewer lift stations and water wells. During the month of November, 570 inspections were made by Suez personnel.
2. Suez personnel received 20 customer service calls during November.
3. Suez personnel responded to 34 after-hour panel alarms as indicated on the SCADA control panel monitoring the city's water and sanitary sewer facilities.
4. Approximately 100 million gallons of water were produced/pumped during September. Production averaged around 3.3 million gallons of water per day during the month. Four hundred fifty-three water quality analyses were completed during the month.
5. Eleven new meters were installed and 4 new service leads were required to be tapped during the month of September.
6. Miss Dig stakings were completed at 233 locations.
7. One water main break occurred during the month at 2615 Kalarama Avenue.
8. Suez personnel cleaned a total of 64,431 feet of sanitary sewer main and inspected and cleaned 300 manholes.

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

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

2. The city and Suez Environmental are currently in the 5th year of a five-year contract renewal. On November 1, 2016 City Council awarded an additional 5 year contract extension through February 28, 2022. The Utility Contract Administrator was very busy overseeing the Suez Environmental operations, addressing customer concerns, inspecting public and private utility construction and inspecting city-owned stormwater and utility facilities. Recent focus by Suez has been sanitary sewer cleaning and street sweeping.
3. The Traffic Engineering section was very active during the month of October investigating complaints/concerns regarding operation of traffic signals, performing traffic volume/accident analyses and reviewing new streetlight installations. Much effort was expended on analysis and modifications for traffic operations city-wide and traffic analysis for the various traffic signal installations scheduled for 2016 and oversight of the Lovers Lane CMAQ project, South Westnedge Avenue / Romence Road Safety project, and South Westnedge Avenue / Kilgore Road area. Work continued on a local street calming program and a collaborative sign policy with the Road Commission of Kalamazoo County and the City of Kalamazoo. The policy document was released for public comment in the October Portager. A significant effort is underway to analyze traffic patterns on South Westnedge Avenue near Old Kilgore Road. Specifically, the evaluation of left turn traffic and potential future development. Holiday traffic counting and analysis is underway.
4. Beginning in 1994, the city has administered a Stormwater Retention Basin and Stormwater Outfall Testing and Monitoring. Annual results showed increasing groundwater table levels throughout the city along with stable storm water monitoring results. Report finalized and received in November 2013. Annual results indicate a 1 to 3 feet decrease in groundwater table since 2012, but generally a 6-inch increase due to recent rainfall. New “request for proposals” were solicited in February with proposals received on April 16, 2014. The low bid in the amount of \$22,756.04 for 2014 to 2018 was awarded to Nova Consultants on April 29, 2014. Sampling was completed in July and December. Recent water level results show the groundwater levels on the east side of the city reaching record 2009 levels in fall 2016 with levels in November falling approximately 12”.
5. City traffic signal maintenance is performed under contract to a specialized electrical traffic signal contractor. City staff initiated a new bid package for traffic maintenance with bids received July 23, 2015. Sole bid in the amount of \$176,300 submitted by Severance Electric. City Council approved on August 11, 2015. Severance Electric, Inc., began new contract on September 1, 2016. Recent work has focused on LED sign upgrades, illuminated sign replacements, and controller cleaning. The contractor replaced several older pedestrian signals at Portage/Bacon intersection with new countdown signals, and new controller and Constitution Boulevard and Mall drive.

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

1. In August 2015, the City Administration was awarded \$195,000 by the State of Michigan for the implementation of a Storm Water Basin Asset Plan. The plan will provide an

assessment of the functionality and operation of the 73 city-maintained storm water basins. Engineer proposals were received on January 15, 2015. Nine proposals were received. After review, it was determined that three of the proposals best matched the needs of the city. Appointments were scheduled in March to interview the three firms and select the top proposal. On March 24, 2015 City Council awarded the contract to Hurley & Stewart, LLC, in the amount of \$209,000. Work is ongoing and scheduled to be completed in December.

2. The 2015 -16 Capital Improvement Program includes a project for a Local Street Neighborhood Calming Program. A budget of \$10,000 was established for professional services and the remaining \$15,000 will be used for implementation of the program. The city received letter proposals from six consulting firms on August 11, 2015 and has chosen to award the project to OHM in the amount of \$10,000 based on experience and their proposed approach to developing a project plan that will best meet the City's needs. Development of the program is underway. Draft Program complete.
3. The 2015-16 Capital Improvement Program includes the design and construction of new traffic signals and associated street improvements on West Centre Avenue at the intersections of Old Centre Road and Cooley Drive. Included in the project are modifications to the existing driveways on West Centre Avenue within the influence of the Greenspire Retail Drive/Cooley Drive intersection to promote use of the new protected left-turn phase at the traffic signal and limit left turns out of driveways close to the intersection. The project will consist of the minor turn lane construction, along with sidewalk modifications to meet Americans with Disability Act (ADA) requirements. On August 11, City Council awarded an engineering contract to Abonmarche Consultants, Inc., in the amount of \$75,160. Engineering is complete. Bids were received in July and August. City Council awarded contracts to Severance Electric Company on August 23, 2016 for \$446,967.80 (Cooley Drive) and \$294,965.33 (Old Centre). Preconstruction meeting held October 10, 2017 with construction underway, weather dependent.
4. The 2015-16 Capital Improvement Program includes the design and construction of new traffic signal equipment at South Westnedge Avenue and Kilgore Road and design work for the intersection of Portage Road and Lakeview Road. Proposals were received on September 10, 2015, with the low proposal of Abonmarche Consultants awarded a contract in the amount of \$46,835 on September 22, 2015. Engineering complete. Bidding opening held July 14, 2016. City Council awarded a contract to Severance Electric Company on August 23, 2016 in the amount of \$316,307.20. Preconstruction meeting held October 10, 2017. Construction is scheduled for spring 2017.
5. The 2015 - 2016 Capital Improvement Program was awarded on September 22, 2015 to include the traffic signal replacement at South Westnedge Avenue and Romence Road. As part of a federal safety program, \$261,000 of federal grant monies was secured for the project. On September 22, 2015, City Council awarded a contract to Abonmarche consultants in the amount of \$47,840 for engineering design and construction administration. Grade inspection completed for January 13, 2016 with MDOT. Bidding set for October 2016. Low bid of \$356,695.06 submitted by Severance Electric Company. MDOT reviewing bids.

6. The 2015 – 2016 Capital Improvement Program includes a project for the reconstruction of local streets at various locations. The project consists of pavement repair, miscellaneous curb and sidewalk replacement and construction of sidewalk connections in accordance with the city's "complete street policy." Project consists of 37 local streets. The low bid of \$1,639,086.77 was awarded to Rieth Riley Construction Company on April 12, 2016. Project is complete.
 7. The 2014 – 2015 Capital Improvement Program includes a project to replace the 20" force main under US-131 from 12th Street to east of Angling Road. The force main has suffered several breakages and is nearing the end of its effective life. On March 30, 2016, an engineering contract was awarded to Prein & Newhof for design of the force main project. Under agreement with Texas Township, the township is responsible for approximately 94% of the project cost. Design is complete for a directional bore under the freeway. Bid opening held August 9, 2016. One bid received was substantially over the engineer's estimation cost. Staff is in discussions with the contractor Texas Township and MDOT to identify cost saving measures. The project will be redesigned with construction alternatives and re-bid in December 2016.
 8. The 2016-2017 Capital Improvement Program includes a project for reconstruction of Shaver Road from Vanderbilt Avenue to West Centre Avenue. The project also includes the replacement of existing cast iron water main. On September 6, 2016 City Council awarded engineering to OMM Engineering in the amount of \$145,600. Design engineering is underway. MDOT grade inspection held November 9, 2016. Project is scheduled for March 2017, bid letting by MDOT.
 9. The 2016-2017 Capital Improvement Program includes projects in the Major Street Reconstruction Programs. These streets include:
 - a. Rockford Street, Schuring Road to Romence Road
 - b. Angling Road, Squire Heath Lane to Romence Road
 - c. Portage Road, Mandigo Avenue to Osterhout Avenue
- On September 20, 2016 City Council awarded an engineering contract to Abonmarche consultants in the amount of \$260,600. Design engineering is underway. Angling Road includes the construction of sanitary sewer. Special Assessment process for Angling Road is scheduled to proceed through November and December 2016. Design work is underway.
10. The 2016-2017 Capital Improvement Program includes a project for construction of utilities at the following locations:
 - a. Mozart, Beethoven to North End (water)
 - b. Chopin, Mozart to West End (water)
 - c. Archwood/Cliffwood (water and sewer)

On September 20, 2016 City Council awarded an engineering contract to Midwest Civil Engineers in the amount of \$63,800. Design engineering is underway and the Special Assessment process is scheduled to proceed through November and December 2016.

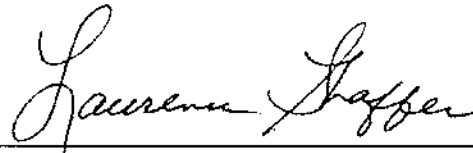
11. Zylman Lift Station Rehabilitation

The 2015-16 Capital Improvement Program contains a project to replace the existing sanitary sewer lift station on Zylman Road to accommodate increased sewage flow in the area. On June 28, 2010 a contract was awarded to Balkema Excavating in the amount of \$477,325 for the project. Construction began November 5, 2016 and the new lift station is scheduled to be operational by January 1, 2017.

MATERIALS TRANSMITTED

Friday, December 2, 2016

1. Communication from the City Manager regarding the Cliffwood & Archwood Water Main Project (#316-W) and Sanitary Sewer Project (#418-S) – Information Only.

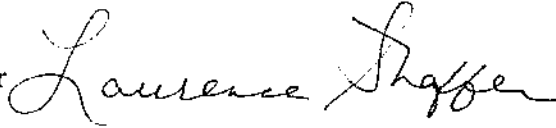


Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Cliffwood & Archwood Water Main Project (#316-W) and Sanitary Sewer Project (#418-S) – December 6, 2016 Agenda Items D.1 and D.2

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

As Council will note, the Office of the City Clerk received petitions relative to Items D.1 and D.2 on the December 6, 2016 City Council Agenda for the Cliffwood & Archwood Water Main and Sanitary Sewer Projects. The petitions note that the majority of property owners are now opposed to the proposed projects. Staff have reviewed the results of the original property owner survey from February 2015 to compare responses with the current petitions. As information to Council, a spreadsheet of that comparison is attached.

In the original 2015 surveys, five property owners were openly in favor of the installation of water and sewer main in the Cliffwood/Archwood area (no response is deemed to be in favor of a project, bringing the final total to six – or more than 50%). As additional background, the owner of 127 Cliffwood, Living Ways Foundation Inc., is part of the private, non-profit Kalamazoo County organization Community Living Options that serves adults with mental and physical disabilities. They have continuously expressed a desire to have this small group home be connected with city water and sewer.

The property at 301 Cliffwood was only included for the sanitary sewer project in light of the property's current access to the existing Cliffwood water main to the south, as well as the Ludington water main to the east. While there is an existing sewer lead at the south end of 301 Cliffwood Avenue, a benefit (assessment) charge has not been paid. The proposed special assessments intended to include 301 Cliffwood in the project now so as to secure the cost of the special assessment. If the owner of 301 Cliffwood connected to the existing lead this year or next, the cost would be the same, since the city is not increasing the special assessment charges in 2017. Going forward, the existing sewer lead has the potential to be a higher rate.

As mentioned in my communication to Council on the agenda, given that a majority of property owners have indicated opposition to the projects, an affirmative vote of five (5) or more members of the Council is necessary to proceed.

Attachments: 1) Special Assessment Survey Comparison
2) Maps of Project Area

Cliffwood & Archwood Water Main Project - District No. 316-W

Tentative Assessment Roll

Residential Rate of \$38.77 per Front Foot plus \$1235.00 per lead

No.	Owner	Street Address	Actual Frontage	Benefitting Frontage	Rate	Frontage Assessment	Lead Charge	Total Assessment	Initial Survey Response	Petition Response
1	ARGO, BRIAN D & TRACY L	10303 ARCHWOOD DR	110.02	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60	For	Against
2	SACKLEY, EDWARD J & J J	10314 ARCHWOOD DR	112.78	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60	Against	Against
3	ROCK, JONATHAN E & MAREN M	10315 ARCHWOOD DR	112.49	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60	Against	Against
4	GARRETT, JERRY D & SHERRY L	10322 ARCHWOOD DR	52.36	52.36	\$38.77	\$2,030.00	1,235.00	\$3,265.00	For	Against
5	VANDERPLOEG, DAN TRUST ¹	10323 ARCHWOOD DR	52.36	52.36	\$38.77	\$2,030.00	1,235.00	\$3,265.00	For	(no response)
6	KOWALSKI, PHILLIP B & J A	10329 ARCHWOOD DR	52.36	52.36	\$38.77	\$2,030.00	1,235.00	\$3,265.00	Against	Against
7	PYZIK, CHRISTOPHER J & TINA M	125 CLIFFWOOD AVE	99.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60	For	For
8	LIVING WAYS FOUNDATION INC.	127 CLIFFWOOD AVE	108.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60	For	(no response)
9	WARNER, RONALD L & KAREN E	202 CLIFFWOOD AVE	187.67	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60	Against	Against
10	PRIHODA, PETER & PAMELA STAFFORD	207 CLIFFWOOD AVE	108.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60	Against	Against
11	MEYLE, DAVID & JILL ²	217 CLIFFWOOD AVE	108.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60	Against	Against
12	BROWN, COLLEEN	227 CLIFFWOOD AVE	109.69	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60	(no response)	Against
12 Properties			1,212.73	877.08				48,824.39	50%	25%

10-03-16 JRB / 12-02-16 ELE

¹ Under city ownership at the time of survey.

² Currently for sale.

Cliffwood & Archwood Sanitary Sewer Project - District No. 418-S

Tentative Assessment Roll

Residential Rate of \$43.77 per Front Foot plus \$1536.67 per lead

No.	Owner	Street Address	Parcel No.	Class	Zoning	Actual Frontage	Benefitting Frontage	Rate	Frontage Assessment	Lead Charge	Total Assessment	Initial Survey Response	Petition Response
1	ARGO, BRIAN D & TRACY L	10303 ARCHWOOD DR	05820-005-O	401 R-1C		110.02	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27	For	Against
2	SACKLEY, EDWARD J & J J	10314 ARCHWOOD DR	05820-010-O	401 R-1C		112.78	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27	Against	Against
3	ROCK, JONATHAN E & MAREN M	10315 ARCHWOOD DR	05820-006-O	401 R-1C		112.49	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27	Against	Against
4	GARRETT, JERRY D & SHERRY L	10322 ARCHWOOD DR	05820-009-O	401 R-1C		52.36	52.36	\$43.77	\$2,291.80	1,536.67	\$3,828.47	For	Against
5	VANDERPLOEG, DAN TRUST ¹	10323 ARCHWOOD DR	05820-007-O	402 R-1C		52.36	52.36	\$43.77	\$2,291.80	1,536.67	\$3,828.47	For	(no response)
6	KOWALSKI, PHILLIP B & J A	10329 ARCHWOOD DR	05820-008-O	401 R-1C		52.36	52.36	\$43.77	\$2,291.80	1,536.67	\$3,828.47	Against	Against
7	PYZIK, CHRISTOPHER J & TINA M	125 CLIFFWOOD AVE	00034-066-O	401 R-1C		99.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27	For	For
8	LIVING WAYS FOUNDATION INC.	127 CLIFFWOOD AVE	05820-001-O	701 R-1C		108.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27	For	(no response)
9	WARNER, RONALD L & KAREN E	202 CLIFFWOOD AVE	05820-011-O	401 R-1C		187.67	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27	Against	Against
10	PRIHODA, PETER & PAMELA STAFFORD	207 CLIFFWOOD AVE	05820-002-O	401 R-1C		108.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27	Against	Against
11	MEYLE, DAVID & JILL ³	217 CLIFFWOOD AVE	05820-003-O	401 R-1C		108.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27	Against	Against
12	BROWN, COLLEEN	227 CLIFFWOOD AVE	05820-004-O	401 R-1C		109.69	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27	(no response)	Against
13	IMUS, JON M & TERESA	301 CLIFFWOOD AVE	03861-034-O	401 R-1C		222.19	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27	N/A ²	Against
13 Properties						1,434.92	957.08				\$6,829.83	46%	23%

10-03-16 JRB / 12-02-16 ELE

¹ Under city ownership at the time of survey.

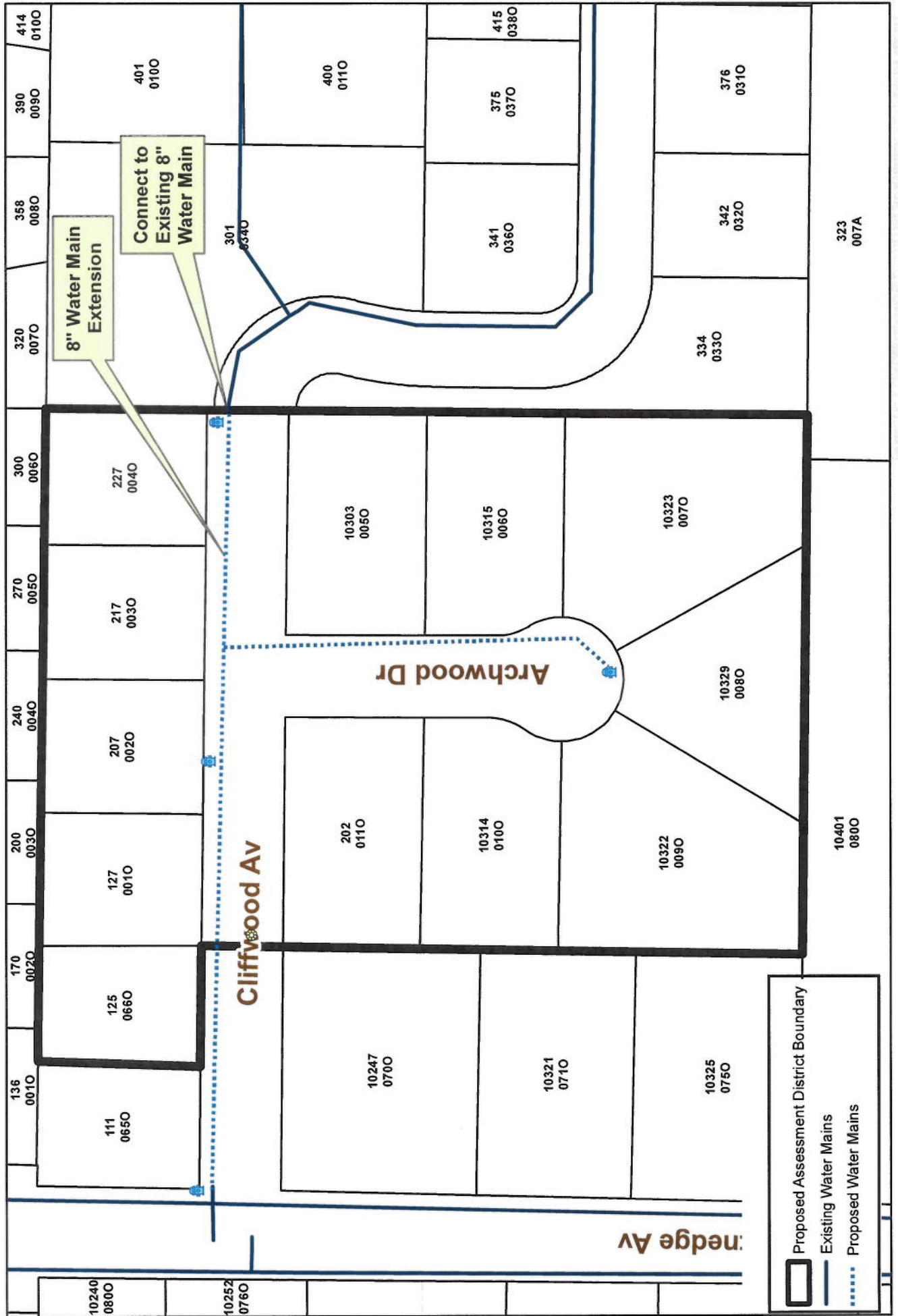
² Not contacted for Transportation & Utilities survey.

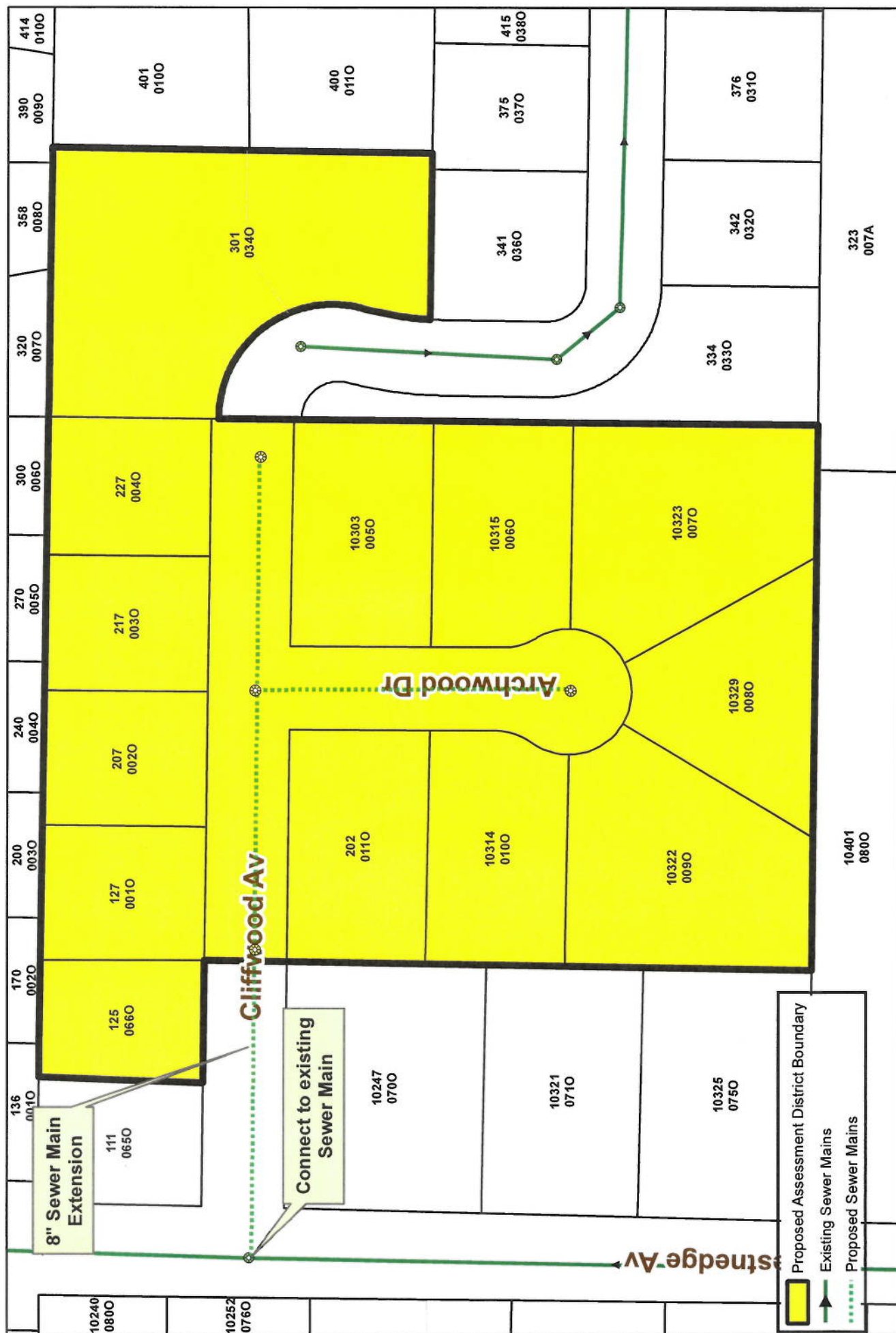
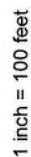
³ Currently for sale.

Cliffwood & Archwood Water Assessment District #316-W



1 inch = 100 feet

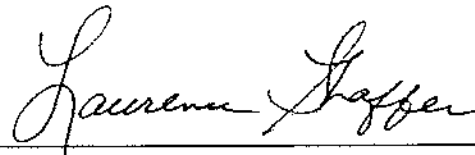




MATERIALS TRANSMITTED

Tuesday, December 6, 2016

1. **SUPPLEMENTAL INFORMATION FOR ITEM G.3 OF THE DECEMBER 6, 2016 CITY COUNCIL AGENDA:** Communication from Environmental Board Chair Bill Beck.



Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

November 30, 2016

The Honorable Mayor and City Council
City of Portage
City Hall
7900 S. Westnedge Ave.
Portage, MI 49002



Dear Mayor and Council:

The Environmental Board (EB) focused on a primary goal for the year 2016 to

- Increase planning and coordination with City Departments, specifically Parks, Recreation, and Senior Citizen Services, Transportation and Utilities, and Public Services:
 - Joint strategy sessions with members of leadership in City Administration to develop a focused, prioritized, and comprehensive strategy to mitigate environmental threats via the most effective use of all available resources
 - Management of invasive species
 - Determine how best to monitor for the presence of phragmites and Japanese knotweed in the City
 - Actively participate in the Barry/Calhoun/Kalamazoo Cooperative Invasive Species Management Area (BCK Cisma) recently funded by the Michigan Invasive Species Grant Program
 - Support for environmental aspects of the City's plans for parks (especially those associated with Bishop's Bog)
 - Maintenance of native plants on City-owned property
 - Continue to work with the city to monitor and control the invasive thistle in the wet prairie restoration at the Celery Flats Water Treatment Plant
 - Conduct three garlic mustard pulls in City parks
 - Continue the purple loosestrife bio-control program
 - Monitor existing phragmites stands on City-owned property to ensure they are being treated

Example: Two members of the EB participated in the inaugural meeting of the BCK Cisma, with one member continuing on the steering committee.

Example: Input was provided to Transportation and Utilities and Public Services regarding the bicycle pathway through Eliason Reserve.

Example: Most of the thistle was cleared from the Celery Flats Water Treatment Plant wet prairie restoration this summer by members of the EB. Three invasive plant pulls were conducted with up to 12 members of the public participating. In addition to controlling garlic mustard in Celery Flats, West Lake Preserve, and

Schrier Park, invasive honeysuckle shrubs were removed from West Lake and Schrier. The purple loosestrife biocontrol program continued with several beetle releases.

Other goals acted upon include:

- Provide a recommendation to City Council regarding deer management in Portage
 - Gather information needed to support a data-driven recommendation.
 - Continue to solicit feedback and respond to citizen comments
 - Hold one public informational meeting this year

The EB met with experts on deer management including Mark Mills (DNR) and Eric Terrian (Superintendent, Ella Sharp Park, Jackson; supervisor for Jackson's deer management program). With help from Christin DeJong, a former EB member, two on-line surveys were done to get resident input on deer problems. Subsequently, Christin help set up a collaboration with the Kalamazoo Christian HS Environmental Sciences class and the DNR to do a deer track survey in January. A public meeting was held April 14 with about 135 residents in attendance.

After the public meeting, the EB proposed criteria for making a recommendation on deer management, and then made a request for funding to collect additional data necessary to make a recommendation on a deer management program for the City.

Throughout the past several months, members of the EB have responded to queries and comments about deer-related problems, and collected related information regarding car-deer crashes, deer carcasses disposed of by the City, etc.

- Involvement in Community Events
 - Participate in Green-A-Thon
 - Participate in Fishing Fair

The EB participated in Green-A-Thon with a display on single stream recycling.

Please let us know if you have any questions, or need additional information.

Thank you for your support. We look forward to a rich dialog going forward.

Sincerely,



William Beck, Chair
Environmental Board