

7:30 p.m. Call to Order.

Invocation: Pastor Stefan Davis of Radiant Church - Portage Campus.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Child Abuse Prevention Month.

A. Approval of City Council Meeting Minutes.

1. Regular Meeting Minutes of March 14, 2017.

* 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 March 28, 2017 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 confirm the appointment of Kathleen Hoyle as the Director of Parks, Recreation & Senior Citizen Services, effective April 10, 2017.

* 2. Communication from the City Manager recommending that City Council establish a public hearing on April 25, 2017 to consider resolutions to:

1. adopt the recommendation that the sewer commodity rate remain at \$4.60 per 1,000 gallons of metered water;
2. adopt the recommendation that the water commodity be increased to \$3.20 per 1,000 gallons of metered water;
3. adopt the recommendation that adjustments be made to the water base quarterly charges as noted in the 2017 Utility Rate Financial Study;
4. adopt the recommendation that the new rates become effective on October 1, 2017; and
5. adopt the recommended water and sewer franchise area fees and other service fees and charges as outlined in the 2017 Utility Rate Financial Study.

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

1. Change Order No. 1 in the amount of \$99,086.15 to Michigan Paving & Materials, Inc., for additional work,
2. Contract Amendment No. 1 in the amount of \$22,945.00 to Abonmarche Consultants for additional inspection and construction administration, and
3. a budget transfer in the amount of \$122,031.15 from the Major Street Reconstruction account to the Local Street Reconstruction account

in an effort to effectively implement the Complete Streets policy into the 2016 Local Streets Reconstruction Program.

* 4. Communication from the City Manager recommending that City Council approve a contract with Perceptive Controls, Incorporated, in the amount not to exceed \$37,000 for emergency repairs related to the Newell's Lane Lift Station, and authorize the City Manager to execute all documents related to the contract on behalf of the city.

- * 5. Communication from the City Manager recommending that City Council approve a Height Modification for Stryker Instruments to allow construction of a building at 6520 Portage Road (1941 Stryker Way) to a height ranging from 62 feet-6 inches to 77 feet.
- 6. Communication from the City Manager that City Council approve the land divisions with public improvements for Stryker Instruments (6520 Portage Road) subject to:
 - 1. Approval of final engineering drawings for the proposed public street, municipal water, sanitary sewer and storm sewer;
 - 2. Recording the land division survey drawings and legal descriptions with the Kalamazoo County Register of Deeds; and
 - 3. Vehicular access to Ramona Avenue for resulting Parcel 1 and Parcel 2 be limited with the exception of the easterly 212 feet of Parcel 1 directly opposite of the OS-1, Office Service zoning on the southwest corner of Ramona Avenue and Portage Road, and westerly 450 feet of Parcel 2 directly opposite of the B-3, General Business zoning on the southeast corner of Ramona Avenue and Lovers Lane.
- 7. Communication from the City Manager recommending that City Council:
 - 1. not approve the Sixth Amendment to the Urban Cooperation Act Agreement Establishing the Public Media Network to Limit the Number of Representatives on the Board of Directors of Public Media Network and
 - 2. not approve the proposed changes to the Board of Directors By-Laws.
- * 8. Communication from the City Manager regarding the February Environmental Report - Information Only.
- G. Communications:
- H. Unfinished Business:
- * I. Minutes of Boards and Commissions Meetings:
 - 1. Zoning Board of Appeals of December 12, 2016.
 - 2. Planning Commission of March 2, 2017.
- J. Council Committee Reports:
- K. New Business:
- L. Bid Tabulations:
 - 1. Communication from the City Manager recommending that City Council:
 - 1. award a construction contract for the South 12th Street (South) Lift Station Force Main Replacement to Kamminga & Roodvoets, Incorporated, in the amount not to exceed \$567,323 and
 - 2. approve a professional services contract amendment with Prein & Newhoff, Incorporated, in the amount not to exceed \$60,500 to perform construction engineering services for the South 12th Street (South) Lift Station Force Main Replacement;
 - and authorize the City Manager to execute all documents related to these contracts on behalf of the city.
- * 2. Communication from the City Manager recommending that City Council award a contract for the Norfolk Circle Sanitary Sewer Rehabilitation Project to Corby Energy Services, Inc., in the amount not to exceed \$83,480, and authorize the City Manager to execute all documents related to the contract on behalf of the city.
- * 3. Communication from the City Manager recommending that City Council approve a three-year contract with the low bidder J&J Lawn Service, Incorporated, in the annual amount of \$39,986 for mowing and trimming of well houses, basins and lift stations within the city with the option for three, one-year renewals; and authorize the City Manager to execute all documents related to this action on behalf of the city.

- * 4. Communication from the City Manager recommending that City Council award a contract for maintenance of the wastewater and water Supervisory Control and Data Acquisition (SCADA) System to Perceptive Controls, Incorporated, for the period of April 1, 2017, to March 31, 2018, with the option to renew for four one-year periods to Perceptive Controls, Incorporated, in the base amount of \$36,150 with hourly rates as bid for call-in work and additional facilities as necessary and authorize the City Manager to execute all documents related to the contract on behalf of the city.

M. Other City Matters:

- 1. Statements of Citizens.
- 2. From City Council and City Manager.
- * 3. Reminder of Meetings:
 - a. Thursday, March 30, 6:30 p.m., Human Services Board, City Hall Room No. 1.
 - b. Thursday, March 30, 7:00 p.m., Planning Commission, Council Chambers.
 - c. Wednesday, April 5, 8:15 a.m., Historic District Commission, City Hall Room No. 2.
 - d. Monday, April 10, 6:00 p.m., City Council Committee of the Whole Meeting to discuss millage reduction, financial planning, millage rate, budget stabilization, debt reduction and Act 51 funding, City Hall Room No. 1.
 - e. Monday, April 10, 7:00 p.m., Zoning Board of Appeals, Council Chambers.
- * N. Materials Transmitted.
 - 1. Department Monthly Reports
 - 2. Materials Transmitted of March 14, 2017.

Adjournment.



City of Portage Proclamation

CHILD ABUSE PREVENTION MONTH

WHEREAS, 6,567 complaints of suspected maltreatment of children were received by our local Children's Protective Services in 2016; and

WHEREAS, both locally and nationally, child abuse is considered to be one of the most serious public health problems with scientific studies documenting the link between the abuse and neglect of children and a wide range of medical, emotional, psychological and behavioral disorders; and

WHEREAS, an average of 686 children are in foster care in our County per month; and

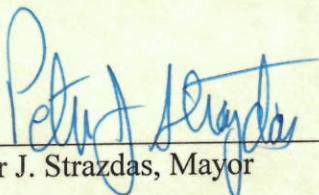
WHEREAS, promoting, family functioning/resiliency, social support systems, concrete supports, nurturing and attachment, and knowledge of parenting/child development are all known protective factors which prevent child maltreatment and help to strengthen families; and

WHEREAS, the Kalamazoo County Child Abuse and Neglect Prevention Council has worked in our community for 41 years to educate children on personal safety, parents on safe sleep practices, and professionals on recognizing and reporting signs of child abuse and neglect.

NOW THEREFORE, I, Peter J. Strazdas, Mayor of the City of Portage, do hereby proclaim April as **Child Abuse Prevention Month** in the City of Portage and call upon all citizens, community agencies, faith groups, medical facilities, and businesses to increase their participation in the effort to support families, thereby preventing child abuse and strengthening the community in which we live.



Signed this 28th day of March, 2017


Peter J. Strazdas, Mayor

CITY COUNCIL MEETING MINUTES FROM MARCH 14, 2017

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

Mayor Strazdas provided a short synopsis of the Mayor and City Council for the Day Program and asked City Clerk James Hudson to swear in the students who were voted Student Councilmember for the Day and Student Mayor for the Day. City Clerk Hudson administered the Oath of Office to Jessie Beadle, Scotty Fargo, Sarah Headapohl, Zachary Pierangeli, Devin Jaqua and Cristina Postula as Student Councilmembers for the Day. He then administered the Oath of Office to Ella Hoffman as Student Mayor for the Day. The Student Mayor and Student Councilmembers took their seats at the dais.

Mayor Strazdas recognized Portage Northern High School Student Advisor Rob Hoopingarner and Portage Central High School Student Advisor Kelli Pittman, who spoke of the importance of the opportunity for the students and the value of the experience they derived from their day with City Council and Portage Employees.

At the request of Student Mayor Ella Hoffman, Ms. Sujatha Krishnamurthy of the Indo American Cultural Center and Temple of Portage introduced five young girls who provided the invocation by reciting prayers and singing songs in unison. Afterwards, City Council and the audience recited the Pledge of Allegiance.

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

At the request of Student Mayor Ella Hoffman, the City Clerk called the Student Councilmembers roll with the following members present: Student Councilmembers Jessie Beadle, Scotty Fargo, Sarah Headapohl, Zachary Pierangeli, Devin Jaqua and Cristina Postula and Student Mayor Ella Hoffman.

APPROVAL OF MINUTES: Motion by Ansari, seconded by Reid, to approve the Regular Meeting Minutes of February 28, 2017, as presented. Upon a voice vote, motion carried 5 to 0.

Motion by Ansari, seconded by Reid, to approve the Pre-Council Meeting Notes of March 13, 2017, as presented. Upon a voice vote, motion carried 2 to 0 with Councilmember Ford, Councilmember Urban and Mayor Pro Tem Ansari abstaining.

Motion by Ansari, seconded by Reid, to approve the Special Students Meeting of March 14, 2017, as presented. Upon a voice vote, motion carried 5 to 0.

* **CONSENT AGENDA:** Student Mayor Hoffman asked all of the Student Councilmembers to share in the reading of the Consent Agenda. Councilmember Reid asked that Item F.6, Purchase of Technology Network Switches, be removed from the Consent Agenda. Motion by Urban, seconded by Reid, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 5 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF MARCH 14, 2017:** Motion by Urban, seconded by Reid, to approve the Accounts Payable Register of March 14, 2017, as presented. Upon a roll call vote, motion carried 5 to 0.

PUBLIC HEARINGS:

INDUSTRIAL TAX ABATEMENT APPLICATION: STRYKER INSTRUMENTS (6520 PORTAGE ROAD): Mayor Strazdas introduced this item and explained the public hearing process. He deferred to City Manager Larry Shaffer, who outlined the request for tax abatement consideration of a 480,000 square foot research and development facility along Portage Road within a 288 acre parcel. He indicated that as a result of the project, 966 jobs would be retained and 105 new jobs would be created with an annual average salary of \$65,000. He recounted working with Stryker and what a pleasure it was forming this partnership. He also said that construction is anticipated to begin in May 2017.

Mr. Shaffer then reviewed the action recommended as presented to City Council and asked Council to allow Community Development Director Vicki Georgeau to outline the remaining process required to have the approvals sent to the Michigan State Tax Commission for final approval. She noted that Stryker Instruments is asking that this tax abatement be approved for 2019 when the building is substantially complete in order to take full benefit of the improvements. She said that on Thursday night, the Planning Commission will be reviewing the site plan that contains a building height modification request and a land division request which involves public improvements and will come before Council on March 28, 2017. Mayor Strazdas summed up and asked for the applicant from Stryker Instruments to come forward for further input.

Brent Lalomia, 7551 Dunross Drive, expressed his appreciation for Council support and offered to answer any questions Councilmembers or Student Councilmembers might have regarding the request. Discussion followed.

Motion by Urban, seconded by Reid, to close the public hearing. Upon a voice vote, motion carried 5 to 0.

Motion by Urban, seconded by Ansari, to adopt Resolution No. 4-17, approving the Industrial Facilities Exemption Certificate for Stryker Corporation, Instruments Division, and approve the tax abatement agreement and affidavit between the City of Portage and Stryker Corporation, Instruments Division. Upon a roll call vote, motion carried 5 to 0. Discussion followed.

REZONING APPLICATION #16/17-3 (715 WEST OSTERHOUT AVENUE): Mayor Strazdas introduced this item, explained that the public hearing process is the same and deferred to City Manager Larry Shaffer for an outline of the item. Mr. Shaffer indicated that this proposal calls for a mixed use project of 102 attached and detached single-family units upon a 39 acre site and asked for the permission of the Mayor to allow Ms. Georgeau to provide a brief summary of her experience with this project before the Planning Commission. Using a vicinity map, she described the 715 West Osterhout Avenue location of the proposed project in relationship to the surrounding properties. She recited the request as proposed by the applicant. She explained that the project would have an overall density of 2.6 units per acre; she outlined the 6.3 acre wetland area and the upland area with a trail system throughout it that would extend down to the State Game Area that would be preserved and not impacted. She also pointed to the proposed club house and pool area, described the connectivity throughout the development, recommended approval of the Planned Development rezoning, and explained that it was in agreement with the Comprehensive Plan and the Future Land Use Designation. She cited the letter from Mitch Clark, 706 West Osterhout, received after the Planning Commission public hearing held on January 5, 2017. Discussion followed.

In response to Mayor Strazdas, Ms. Georgeau responded that the advantages of the PD, planned development, over the R-1C, one family residential, zoning are no impact on the wetlands on this property and the developer takes advantage of the upland area between the two wetland areas which provides the opportunity for passive recreation for the residents as well as having a connection to the State Game Area to the south. Also, she mentioned that she stressed the need for single family detached condominium units along the western portion of the planned development in order to provide a peripheral transition area to future phases of the Stateland Park subdivision. She displayed the variety of

proposed building materials and building designs showing that the neighborhood will have good quality, architectural interest and high quality building design materials that are maintenance free and “hold up” over time. She presented some conceptual elevations. Discussion followed.

In answer to Mayor Pro Tem Ansari, Ms. Georgeau indicated that she did not have any personal contact with Mr. Mitch Clark, but Senior City Planner Mike West did speak to him; and, she said he shared the application, the proposed development and the density comparison allowed under R-1C versus PD zoning as it relates to the Portage Future Land Use Plan. She explained that the density ratio recommended in the Future Land Use Plan is 1 to 4 acres for low density residential, and this particular development is proposing 2.6 to 4 acres. She said the gains with the PD over the R-1C include the permanent open space set aside, no impact to the wetlands, and assurances with regard to the quality of the buildings. She acknowledged the request from Mr. Clark, and concluded that the proposal is consistent with the Portage Future Land Use Plan. Discussion followed.

In answer to Councilmember Urban, the drive to the east onto Osterhout Avenue would be temporary, only for emergency use, will have to be constructed once the dwelling units reach 30 or more, and would remain until the future phases of the Stateland Park develop to the west. She commented that Phase IV has a 20 foot emergency access to Stateland Park which would also be designed as a pedestrian access to the property to the west. She explained that it is not an outlot and not a varying of the maximum cul-de-sac point.

Pat Flanagan, Civil Engineer from Ingersoll, Watson & McMachen, LLC, 1133 East Milham Avenue, and Mike Seelye, 5545 Blue Spruce Lane, Kalamazoo, of SDV Development, 3820 Stadium Drive, Kalamazoo, spoke in support of the Rezoning Application #16/17-3. Mr. Flanagan indicated they received recommendations of approval from the Planning Commission and City Staff, and read from a letter from a neighbor to the north (Mitch Clark) who has provided a luke warm response to the development and answered some of his concerns. Discussion followed.

Mayor Strazdas opened the public hearing for comment; there being none, motion by Reid, seconded by Urban, to close the public hearing. Upon a voice vote, motion carried 5 to 0.

Motion by Ford, seconded by Ansari, to approve Rezoning Application #16/17-3 and rezone 715 West Osterhout Avenue from R1C, one family residential, to PD, planned development. Discussion followed. Upon a roll call vote, motion carried 5 to 0. Discussion followed.

REPORTS FROM THE ADMINISTRATION:

DIRECTOR OF PUBLIC SAFETY - POLICE/FIRE CHIEF APPOINTMENT: Mayor Strazdas reviewed this item and Mr. Shaffer introduced Senior Deputy Police Chief of Operations Nicholas Arnold as his recommendation for the position of Director of Public Safety - Police/Fire Chief. He pointed out that Mr. Arnold has been Senior Deputy Police Chief of Operations since 2014 and retired after 23 years in Huntington Woods, Michigan, where he received the Distinguished Police Officer of the Year Award and the Employee of the Year Award. Mr. Shaffer also indicated that Mr. Arnold participated in a Leadership Activity at Northwestern University where he received the Franklin M. Kreml Leadership Award; that he has a B.S. from Lake Superior State University; and that this is an excellent opportunity to replace a dedicated Director of Public Safety, Richard White, with someone who will continue the long honored tradition of excellence in both our Police and Fire Divisions. He said it was his pleasure to appoint Senior Deputy Director Nicholas Arnold as the City of Portage Director of Public Safety – Police Chief/Fire Chief, and asked that City Council confirm the appointment consistent with the *Portage City Charter*. He introduced Senior Deputy Director Arnold and his wife, Theresa, and expressed his excitement over Mr. Arnold as a tremendous candidate.

Mayor Strazdas asked Mr. Arnold to recognize that over half of the City Budget goes toward Police and Fire and pointed out the pride of Portage citizens over the past decades of Portage Police and Portage Fire. With that, Mayor Strazdas asked Mr. Arnold if he plans to radically change the course of the Department, or continue on the past path. He also asked him to share his vision for the Department for the citizens of Portage.

Mr. Arnold thanked City Council for the opportunity to speak to them and thanked City Manager Shaffer for recommending him for the position. He stated that he has every intention of continuing the work of Director Richard White, recognized the privilege of being in charge of two divisions in Public Safety that are both nationally accredited agencies, and vowed to continue working in that direction, and offered no major, shocking changes at this time.

Mayor Strazdas asked for his position on accreditation, and Mr. Arnold stressed that both Police and Fire Accreditations remain a top priority, and related that he had already met with the Fire Chief, the Assistant Fire Chief and all three Battalion Chiefs, and meets on a regular basis with Police Staff, and all have the intention of continuing those Accreditations.

Mayor Strazdas asked him for his opinion about Central Dispatch, and Mr. Arnold replied that it is a good move and the quality will remain the same.

In response to Councilmember Urban, Mr. Arnold said what drew him to Portage was that he was aware that the Police Department of Portage was Accredited. He said he had met Director White a couple of times at the Accreditation Conferences around the country, so when the opening presented itself, it was the right opportunity for him so he questioned whether he was ready to be done or not, and he seized the opportunity after discussing it with his wife.

Mayor Strazdas brought a question from the students that came up and asked how well do the community and the Police Professionals interact, build relationships and gain respect within our community, which he said is not perceived as going well in the United States. Given that, he asked what he will do as the leader of the police agency in order to continue earning the respect of Portage citizens. Mr. Arnold indicated that it is a topic that comes up often at the staff meetings and something the Departments have concentrated on the last few years he has been with the Portage Police Department. He noted that the results of their discussions have been to increase contact with citizens and businesses to build those relationships in the event there is an incident where the police need to rely on support from the residents or the business owners; furthermore, the Police Officers are asked to get out of the patrol cars, walk around and make direct contact with citizens, walk into businesses that they would not normally walk into, introduce themselves, and make themselves known. He reflected that several officers are mentioning that they are getting calls from business owners asking about crime patterns and suspicious things which is something not seen in the past.

Motion by Reid, seconded by Ansari, to confirm the appointment of Nicholas J. Arnold as the Director of Public Safety - Police/Fire Chief, effective March 15, 2017. Upon a roll call vote, motion carried 5 to 0. Discussion followed.

* **ADOPTION OF BOND RESOLUTIONS:** Motion by Urban, seconded by Reid, to adopt the Bond Resolution authorizing the sale of Capital Improvement Bonds, Series 2017, in the amount of \$3,570,000, and Resolution approving the Undertaking to Provide Continuing Disclosure by the City of Portage for the Capital Improvement Bonds, Series 2017. Upon a roll call vote, motion carried 5 to 0.

* **MDOT CONTRACT #16-5592 (SHAVER ROAD FROM VANDERBILT AVENUE TO WEST CENTRE AVENUE):** Motion by Urban, seconded by Reid, to approve Contract #16-5592 between the Michigan Department of Transportation and the City of Portage for the new water main, new fire hydrants, American with Disabilities Act pedestrian improvements and pavement reconstruction work on Shaver Road from Vanderbilt Avenue to West Centre Avenue, adopt a Resolution authorizing the City Manager to sign Contract #16-5592, and authorize the City Manager to sign all other documents related to this project on behalf of the city. Upon a roll call vote, motion carried 5 to 0.

* **GREENSPIRE RETAIL (PHASE V-R-1) - 3413 WEST CENTRE AVENUE:** Motion by Urban, seconded by Reid, to approve the Final Plan for Greenspire Retail (Phase V-R-1), 3413 West Centre Avenue. Upon a roll call vote, motion carried 5 to 0.

* **TRANSPORTATION ECONOMIC DEVELOPMENT FUND CATEGORY A GRANT:** Motion by Urban, seconded by Reid, to adopt a Resolution of Support for submittal of Transportation Economic Development Fund Category A Grant Application and authorize the City Manager to sign all documents related to this grant application on behalf of the city. Upon a roll call vote, motion carried 5 to 0.

PURCHASE OF TECHNOLOGY NETWORK SWITCHES: Councilmember Reid indicated she had this item removed from the Consent Agenda because she needed more information than was provided in the packet only to discover the information on the dais after she asked that the item be removed. She expressed her appreciation for the information and asked that the information be provided up front in the future.

Motion by Reid, seconded by Ansari, to approve the purchase of network switches and related equipment from IP Consulting through the NASPO cooperative purchasing program in the amount of \$61,899.22 and authorize the City Manager to execute all documents related to this action on behalf of the city. Mayor Strazdas distinguished the single source, the professional services and the cooperative purchasing approaches and discussion followed.

City Manager Shaffer apologized to City Council saying he felt he should have done a better job of explanation of the background information in his Communication to Council and thanked Councilmembers Reid and Urban for pointing out the need for more details. He assured Council that staff did a great job getting these prices and stressed that it is the intent of the Administration to get the best deal possible, and in a transparent and open process.

Councilmember Ford noted that he checked with his IT professional to check their sources and received a quote somewhere between the second and fourth quote depending upon the use of the particular switch, so the quote seemed reasonable to him. Mayor Strazdas called for the question. Upon a roll call vote, motion carried 5 to 0. Discussion followed.

OTHER CITY MATTERS:

STATEMENTS FROM STUDENT CITY COUNCILMEMBERS: At the request of Mayor Strazdas, Student Mayor for the Day Ella Hoffman asked for closing comments from the Student City Councilmembers. Student City Councilmember Scotty Fargo thanked the City Council and the Mayor for this opportunity.

Student City Councilmember Sarah Headapohl said it was a great opportunity to learn about City Government, and even though it is her second year, she said it was a privilege to come in and learn more about City Government. She also mentioned that even though it is only a part time position, it is a lot of work and she thanked them on behalf of Student government for all they do.

Student City Councilmember Cristina Postula thanked the City Council and the Mayor for this opportunity. She said she learned so many things, and on the outside one does not really know everything that goes into City Government, so it was a real great opportunity to open her eyes and see everything that goes on, especially with the Public Safety Department.

Mayor Strazdas marked this as the tenth year of the Student Mayor and Student City Councilmember for the Day Program and that Student Mayor for the Day Ella Hoffman was the first High School Freshman to become Student Mayor.

Student City Councilmember Zachary Pierangeli thanked the Mayor and the City Council for allowing them to have this experience and learn what City Council can do, what they can do as youth, and how to express ideas to local government. He echoed Mayor Strazdas earlier by saying nothing will get done if you don't do anything about it; if you want something to get done, you should take the initiative to make sure that it does get done.

Student Mayor for the Day Ella Hoffman thanked everyone here for the experience and said it was fun to learn what the local government does. She admitted she did not know anything about any of

this, and was really surprised to learn about the little things local government officials do, such as these meetings, and she found it all really interesting.

REPORT FROM THE ADMINISTRATION:

RESOLUTION IN SUPPORT OF THE CREATION OF A KALAMAZOO COUNTY IDENTIFICATION CARD PROGRAM: At the request of Mayor Strazdas, City Manager Larry Shaffer recounted the motion by Council to bring a prepared Resolution of Support of the Kalamazoo County Identification Card Program to this meeting. He reflected on the attempt of staff to provide a succinct, to the point draft Resolution that would demonstrate the commitment of the City of Portage to the Identification Card Program effort.

Mayor Strazdas asked for comment, and allowed City Clerk James Hudson to read a communication from Councilmember Patricia M. Randall into the official record as requested: "I regret not being able to be present this evening to vote in support of the Creation of a Kalamazoo County Identification Card Program. Data has shown that hundreds of people in the City of Portage would benefit from having this option. Both Portage Police and Fire Departments have expressed support of this ID card and the benefits it would offer when trying to more safely serve the community.

Portage City Council responded to a single school incident of a grandparent last month in co-hosting a community wide conversation on diversity. I see this as just another step in reaching and serving all the citizens of our community and urge this Council to approve this resolution. Thank you, Patricia Randall." Discussion followed.

Motion by Urban, seconded by Reid, to adopt the Resolution in Support of the Creation of a Kalamazoo County Identification Card Program (as presented on the dais, not the one in the Council Packet). Discussion followed. Upon a roll call vote, motion carried 5 to 0.

COMMUNICATION:

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY
EXECUTIVE DIRECTOR JEFF TROYER: City Council received a Presentation by Kalamazoo County Consolidated Dispatch Authority Executive Director Jeff Troyer regarding the May 2, 2017 Proposition and 9-1-1 Consolidation. Discussion followed. In response to Mayor Strazdas, Mr. Troyer pointed out that a person can check his or her telephone bill, and where there is a current charge of \$0.42, that is how many surcharges you will have at \$2.30 if the measure passes. Discussion followed.

As a Co-Chair of the Campaign Committee and not as a Councilmember, Claudette Reid stepped down from the dais and up to the podium as a citizen to speak in favor of voting for the Proposition and 9-1-1 Consolidation. She noted that Jeff Troyer cannot ask for a vote in favor of the measure since he is an employee of the Authority.

At the request of Mayor Strazdas, motion by Ford, seconded by Reid, to receive the Presentation by Kalamazoo County Consolidated Dispatch Authority Executive Director Jeff Troyer regarding the May 2, 2017 Proposition and 9-1-1 Consolidation. Upon a voice vote, motion carried 5 to 0.

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

Portage Public Schools Board of Education Policy Governance and Regular Business of December 12, 2016, Board Retreat and Organizational of January 9, 2017, Special of February 6, 2017, and Committee of the Whole Work Session of February 13, 2017.
Portage Human Services Board of February 2, 2017.
Portage Planning Commission of February 2, 2017.
Portage Youth Advisory Committee of February 6, 2017.
Portage Park Board of February 8, 2017.

NEW BUSINESS:

2017 COMMUNITY SURVEY: At the request of Mayor Strazdas, City Manager Shaffer indicated that the Council Community Survey Committee is working very nicely on the Community Survey and deferred to Councilmember Ford, who provided an appraisal of their efforts thus far. Councilmember Ford revealed that the Subcommittee consists of Councilmember Reid, Mayor Pro Tem Ansari and himself and have not met since October 2016. He mentioned that the Survey was discussed at the Council Retreat in late January 2017 and some issues arose from that discussion. He noted that the Subcommittee was waiting for some matters to develop such as the May 2, 2017 Proposition and 9-1-1 Consolidation, for example. Discussion followed.

Mayor Strazdas asked the Chair to communicate back through the City Manager to set the next meeting. He asked the Subcommittee to do their due diligence and bring it back for discussion before Council at the earliest convenience. Owing to this being an item on the Agenda, Councilmember Ford asked if there was something of interest that the City Manager wished to be added, or should the Subcommittee be moving more quickly. Mr. Shaffer expressed his satisfaction with the pace of the Subcommittee and shared that staff is anxious to hear of the direction to take from Council and from the Subcommittee. Mayor Strazdas mentioned the consensus of Council at the Retreat to get back to having the Community Survey every year instead of every other year. He asked the Subcommittee to make suggestions based on the discussion, the methodology to be used and the specific questions being added or deleted. He also indicated Council is looking forward to a discussion of the statistical results.

OTHER CITY MATTERS:

STATEMENTS FROM CITY COUNCIL AND CITY MANAGER: Councilmember Ford thanked Finance Director Bill Furry for the improved format of the Accounts Payable Register. He said it was a pleasure being with City Council and the Students earlier in the day and noted that it was his first time in attendance and proved to be a rewarding experience.

Councilmember Urban disclosed that he had other meeting obligations earlier at City Hall and was not able to spend much time with the students at the earlier meeting, but emphasized that it is always fun to have the high school students come in, join some of Council for part of the day, and reiterated that when he was in high school, he didn't even know where City Hall was or what they did; and, since it was attached to the Police Station, it was a good thing because he didn't know where the Police Station was either.

Councilmember Reid reflected on the retirement celebration for Police Chief Richard White and recognized the importance of the connection with newly appointed Director Nick Arnold and the assurances he provides that the programs at the Department of Public Safety will continue. She said she thoroughly enjoyed being with the students earlier today, and how confident it makes her feel because these are the people coming up and becoming involved in City Government.

City Manager Shaffer gave special thanks to all of the student participants. He said it was a joy to see them and work with them, and he indicated that they provide inspiration. He encouraged them to continue their efforts and disclosed that it was his hope that they pursue either an elected position or a profession in public service. He said it is an incredibly gratifying business and one that he has enjoyed thoroughly. He expressed his confidence that they will do a great job if they decide that this is the course they wish to take.

Mayor Pro Tem Ansari indicated that he was an immigrant and appreciates how democracy works in the United States. He disclosed that he came from a country where there was a dictatorship, and the government was not of the people, by the people or for the people. He said he has learned quite a bit living in the United States and, as an elected official, he is very proud of the students who are here and are taking part in the American system of government. He noted that sometimes we take it for granted and that we are really blessed to be living in the United States of America.

Mayor Strazdas reflected on the retirement celebration for Police Chief Richard White, and that it was wonderful to see just about every Portage Police Officer and Fire Professional in Council Chambers recognize the great job Chief White has done in Portage. He noted that when the Community Survey was being conducted every year, the Police and Fire Departments always scored at the top because they earned it. He said he feels this is why Portage is not having the issues being experienced by the rest of the country. He reflected on the pride Council has for the Accreditation Process successfully sustained by both the Police and Fire Divisions and the City of Portage as the only municipality with both accreditations in the State. He praised both departments for their professionalism which is recognized by the citizens of Portage, and will be continued by Director Nick Arnold. He then reflected on the future of Portage, the impact of the great young people of Portage Public Schools who want to do the right thing, who have great parents and great teachers. Discussion followed.

MATERIALS TRANSMITTED:

* **MATERIALS TRANSMITTED OF FEBRUARY 28, 2017:** Motion by Urban, seconded by Reid, to receive the Materials Transmitted of Tuesday, February 28, 2017. Upon a roll call vote, motion carried 5 to 0.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 9:15 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL:

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of March 28, 2017 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 February 26, 2017 through March 12, 2017 and notes \$167,119.49 in automated clearing house payments, \$840,056.54 in paper checks and \$15,350.23 in auto-pay payments for a grand total of \$1,022,526.26.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

ACCOUNTS PAYABLE REGISTER

Page 1 of 7

Check Dates From: February 26, 2017 To: March 12, 2017

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
02/28/2017	6458(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	4,100.00
02/28/2017	6459(A)	MONIFA A. JUMANNE, PH.D.	SPECIAL PROJECTS CONSULTANT	1,666.00
03/10/2017	6460(A)	NEW LEAF, A	CITY HALL PLANT CARE	85.00
03/10/2017	6461(A)	ABONMARCHE CONSULTANTS, INC	PROFESSIONAL SERVICE	525.00
03/10/2017	6462(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	12,064.44
03/10/2017	6463(A)	AIRGAS GREAT LAKES	WELDING SUPPLIES	597.26
03/10/2017	6464(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARDS	3,115.80
03/10/2017	6465(A)	ALL-PHASE ELECTRIC SUPPLY CO.	LIGHTING SUPPLIES	115.20
03/10/2017	6466(A)	AMERICAN SAFETY & FIRST AID	FIRST AID SUPPLIES	82.84
03/10/2017	6467(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL - FEB	1,400.00
03/10/2017	6468(A)	APOLLO FIRE APPARATUS REPAIR	HYDRAULIC TOOL REPAIRS	155.17
03/10/2017	6469(A)	ARROW UNIFORM RENTAL	ENTRY RUG RENTAL	48.09
03/10/2017	6470(A)	BATTERIES PLUS	OPERATING SUPPLIES	116.01
03/10/2017	6471(A)	BROWNELL'S INCORPORATED	OPERATING SUPPLIES	305.95
03/10/2017	6472(A)	C C I SOUTH, INC.	COMMUNICATION SUPPLIES	125.00
03/10/2017	6473(A)	C D W GOVERNMENT, INC.	MICROSOFT LICENSING	50,501.72
03/10/2017	6474(A)	C T S TELECOM, INC.	TELEPHONE SERVICE	2,957.33
03/10/2017	6475(A)	CARRIER & GABLE	TRAFFIC SIGNAL SUPPLIES	3,325.00
03/10/2017	6476(A)	CHARTER COMMUNICATIONS	CABLE TV FIRE 1	530.13
03/10/2017	6477(A)	CUSTOMIZED CLEANING SERVICES, INC.	CLEANING SUPPLIES	95.00
03/10/2017	6478(A)	DATA CONSTRUCTS LLC	WEBSITE SERVICES	97.95
03/10/2017	6479(A)	ENGINEERED PROTECTION SYSTEMS, INC.	ALARM SYSTEM INSTALL	8,580.31
03/10/2017	6480(A)	ETNA SUPPLY, INC.	DURAPATCHER REPAIR	176.25
03/10/2017	6481(A)	FARM N GARDEN	TURF FERTILIZER	3,348.24
03/10/2017	6482(A)	FIRE SERVICE MANAGEMENT	OPERATING SUPPLIES	2,615.82
03/10/2017	6483(A)	FURRY, WILLIAM	EMPLOYEE REIMBURSEMENT	123.00
03/10/2017	6484(A)	GLOBAL EQUIPMENT CO., INC.	STORAGE CABINETS	1,088.90
03/10/2017	6485(A)	GLOBAL TELEMATIC SOLUTIONS LLC	MONTHLY SUBSCRIPTION	625.00
03/10/2017	6486(A)	GORDON WATER SYSTEMS	WATER COOLER RENTAL	113.50
03/10/2017	6487(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL	210.00

ACCOUNTS PAYABLE REGISTER

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Check Dates From: February 26, 2017 To: March 12, 2017

Check Date	Check	Vendor Name	Description	Amount
03/10/2017	6488(A)	HARTFORD LIFE INSURANCE COMPANY	INSURANCE	8,675.03
03/10/2017	6489(A)	HURST MECHANICAL, INC.	PATCH BUGGY REPAIRS	926.22
03/10/2017	6490(A)	INDUSCO SUPPLY CO., INC.	REPAIR/MAINT SUPPLIES	376.21
03/10/2017	6491(A)	INTERNATIONAL CODE COUNCIL, INC	CODE BOOKS	1,226.72
03/10/2017	6492(A)	JACK DOHENY SUPPLIES INC.	VACTOR REPAIR SUPPLIES	785.92
03/10/2017	6493(A)	JAROTH, INC	PAY PHONES	303.00
03/10/2017	6494(A)	KEHOE, EDWARD J	CLASS INSTRUCTOR PAY	500.00
03/10/2017	6495(A)	KENDALL ELECTRIC, INC.	ELECTRICAL SUPPLIES	147.88
03/10/2017	6496(A)	LAKE MICHIGAN MAILERS, INC.	MAIL BARCODING SERVICE	57.62
03/10/2017	6497(A)	LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	1,656.23
03/10/2017	6498(A)	LOWE'S HOME CENTER	SCBA MAINTENANCE	90.05
03/10/2017	6499(A)	MAIN STREET PORTRAITS INC	PHOTOGRAPHIC SERVICES	319.00
03/10/2017	6500(A)	MEJEUR ELECTRIC LLC	ELECTRIC LINE	1,856.00
03/10/2017	6501(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	1,867.00
03/10/2017	6502(A)	ONE WAY PRODUCTS	DPS JANITORIAL SUPPLIES	240.00
03/10/2017	6503(A)	PCM SALES, INC.	SMARTNET RENEWAL	2,235.44
03/10/2017	6504(A)	PEOPLEFACTS, LLC 740303	CREDIT CHECKS (HR)	22.45
03/10/2017	6505(A)	PRO SERVICES, INC.	MAINTENANCE SERVICES	2,286.00
03/10/2017	6506(A)	PROFESSIONAL BUILDING SERVICES LLC	JANITORIAL SERVICES	4,720.13
03/10/2017	6507(A)	RIDGE AUTO NAPA	VEHICLE REPAIR PARTS	2,689.59
03/10/2017	6511(A)	RIETH-RILEY CONSTRUCTION CO., INC	COLD PATCH	298.20
03/10/2017	6512(A)	ROE-COMM, INC.	SITE REVIEW	960.00
03/10/2017	6513(A)	S B F ENTERPRISES, INC.	#9 WINDOW ENVELOPES	2,339.07
03/10/2017	6514(A)	SAFETY SERVICES, INC.	SAFETY HARNESS	264.51
03/10/2017	6515(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL MAINT	19,140.00
03/10/2017	6516(A)	SIMMONS FORD	SPARE KEY UNIT 72	331.14
03/10/2017	6517(A)	SIMPLIFILE LLC	RECORDING OF DOCUMENTS	231.00
03/10/2017	6518(A)	TECHNOLOGY SOLUTIONS	TECHNICAL SUPPORT	42.50
03/10/2017	6519(A)	TERMINAL SUPPLY CO.	INVENTORY LIGHTS	2,193.11
03/10/2017	6520(A)	THOMPSON, HELENE	INSTRUCTOR PAYMENT	348.00
03/10/2017	6521(A)	VISION SERVICE PLAN (OH)	VISION PLAN	2,097.66
03/10/2017	6522(A)	VOLOGY DATA SYSTEMS	PHONE	230.46

ACCOUNTS PAYABLE REGISTER

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Check Dates From: February 26, 2017 To: March 12, 2017

Check Date	Check	Vendor Name	Description	Amount
03/10/2017	6523(A)	W W GRAINGER INC	MEASURING WHEEL	76.05
03/10/2017	6524(A)	WARNER NORCROSS & JUDD LLP	ATTORNEY RETAINER	3,975.00
03/10/2017	6525(A)	WESTERN MICHIGAN INT'L TRUCKS	WIRING HARNESS	931.03
03/10/2017	6526(A)	WOLVERINE LAWN SERVICE, INC.	SNOW PLOWING	3,198.00
03/10/2017	6527(A)	XEROX CORPORATION	CENTRAL PHOTOCOPY LEASE	593.36
			ACH SUBTOTAL:	167,119.49

Check Type: Paper Check

02/27/2017	10065	PETTY CASH-ALYSSA MILBECK	REPLENISHMENT CHECK	402.84
03/02/2017	10066	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	414.76
03/08/2017	10067	PETTY CASH-HOLLY CERNY	REPLENISHMENT CHECK	359.79
03/08/2017	10068	PETTY CASH-MARILYN MARION	REPLENISHMENT CHECK	628.79
02/27/2017	301509	HYATT LODGE RESERVATIONS	CONFERENCE RESERVATION	552.63
02/27/2017	301510	NANASP	CONFERENCE PAYMENT	543.00
02/28/2017	301511	63RD DISTRICT COURT	BOND FEES	900.00
03/01/2017	301512	KALAMAZOO COUNTY TREASURER	DOG LICENSES	4,140.00
03/01/2017	301513	MCDA	MCDA CONFERENCE	135.00
03/03/2017	301514	BRAND TRAITS	SOOFA DIGITAL SIGNAGE	450.00
03/07/2017	301517	A T & T	TELEPHONE SERVICE	95.86
03/07/2017	301518	A T & T	TELEPHONE SERVICE	37.63
03/10/2017	301519	ACTION PIANO SERVICE	PIANO TUNING	135.00
03/10/2017	301520	ADP, INC.	BI-WEEKLY PAYROLL	4,062.74
03/10/2017	301521	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	1,359.10
03/10/2017	301522	AMERICAN PLANNING ASSOCIATION	APA/AICP MEMBERSHIP	622.00
03/10/2017	301523	AMERICAN PUBLIC WORKS ASSOC	APWA MEMBERSHIPS	1,720.00
03/10/2017	301524	APOLLO FIRE EQUIPMENT COMPANY	FIRE EQUIPMENT	1,986.20
03/10/2017	301525	B & H PHOTO & ELECTRONICS CORP.	TECH SERVICES	2,542.99
03/10/2017	301526	BESCO WATER TREATMENT, INC.	WATER SERVICE	39.25
03/10/2017	301527	BEST WAY DISPOSAL, INC.	CURBSIDE RECYCLING	45,102.99
03/10/2017	301528	BOWLING, BECKY	TAX REFUND	14.06
03/10/2017	301529	BRANCH, JOYCE	TRIP REFUND	55.00
03/10/2017	301530	BRAZEAL DENNARD CHORALE	02/24/17 MLK EVENT	5,500.00

ACCOUNTS PAYABLE REGISTER

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Check Dates From: February 26, 2017 To: March 12, 2017

Check Date	Check	Vendor Name	Description	Amount
03/10/2017	301531	BRONSON WELLNESS SERVICES	HMP WELLNESS SCREENING	190.00
03/10/2017	301532	BROWN, DIANE	TRIP REFUND	70.00
03/10/2017	301533	BUBIN, DELORIS	TRIP REFUND	109.00
03/10/2017	301534	CAMPBELL AUTO SUPPLY	AUTO SUPPLIES	12.10
03/10/2017	301535	CARLETON EQUIPMENT CO.	AUGER DRIVE	929.89
03/10/2017	301536	CARTRIDGE WORLD	PRINTER CARTRIDGE	1,533.02
03/10/2017	301537	CHAYA, SARAH	CLASS REFUND	43.33
03/10/2017	301538	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGE	224,306.70
03/10/2017	301539	CLARK HILL	PROFESSIONAL SERVICE	5,651.50
03/10/2017	301540	COMFORT INN	LODGING FOR MMTA	229.50
03/10/2017	301541	COMMERCIAL WINDOW COVERINGS	VERTICAL BLINDS	308.00
03/10/2017	301542	CONSUMERS ENERGY	STREETLIGHTS -FEB	40,340.31
03/10/2017	301543	CORY, ANDREA	TRIP REFUND	200.00
03/10/2017	301544	COSTAR REALTY INFORMATION, INC.	ASSESSOR SERVICES	321.82
03/10/2017	301545	DAVID RICE	BOARD OF REVIEW TRAINEE	750.00
03/10/2017	301546	DOLAN CONSULTING GROUP	EMPLOYEE TRAINING	390.00
03/10/2017	301547	ED & TED'S EXCELLENT ADVENTURES	SR CENTER TRAVEL	14,272.00
03/10/2017	301548	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE MAINT	20,220.39
03/10/2017	301549	EXECUTIVE INFORMATION SYSTEMS LLC	INFORMATION SYSTEM	680.00
03/10/2017	301550	FADER EQUIPMENT, INC.	SIGN TRUCK DRILL BIT	155.25
03/10/2017	301551	FLYNN, DANIELLE	MAILBOX REIMBURSEMENT	44.00
03/10/2017	301552	FOUR WINDS CASINO SHUTTLE	SR CENTER ACTIVITY	162.00
03/10/2017	301553	FREE PLAY PICTURES, LLC	PERFORMANCE LICENSE	300.00
03/10/2017	301554	GRAHAM FORESTRY SERVICE, INC.	FORESTRY CONSULTING	368.00
03/10/2017	301555	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL	55.00
03/10/2017	301556	HARMON, JAMIE	ADA REIMBURSEMENT	210.00
03/10/2017	301557	HERITAGE COMMUNITY OF KALAMAZOO	EVENT VENDOR PAYMENT	290.00
03/10/2017	301558	HERRINGA, ADAM	YOUTH ADVISORY COMM.	28.59
03/10/2017	301559	HOCKEY SERVICES	HOCKEY GOALS	310.00
03/10/2017	301560	HOME DEPOT	MAINTENANCE SUPPLIES	1,751.09
03/10/2017	301562	ICE SCULPTURES, LTD	PREPAYMENT	200.00
03/10/2017	301563	INTREPID PROFESSIONAL WOMEN	REGISTRATION FEE	20.00

ACCOUNTS PAYABLE REGISTER

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Check Dates From: February 26, 2017 To: March 12, 2017

Check Date	Check	Vendor Name	Description	Amount
03/10/2017	301564	JACOBS, SUE	RENTAL DEPOSIT RETURN	100.00
03/10/2017	301565	JOHNSON'S WELDING, ETC.	FIRE SCBA MAINTENANCE	223.40
03/10/2017	301566	KALAMAZOO CONSERVATION SERVICE	SEEDLINGS FOR EARTH	365.00
03/10/2017	301567	KALAMAZOO COUNTY HEALTH & COMMUNITY	HAZARDOUS WASTE FEES	6,457.66
03/10/2017	301568	KALAMAZOO COUNTY TREASURER	DISBURSE BROWNFIELD	72.84
03/10/2017	301569	KALAMAZOO FLAG COMPANY	US AND MICHIGAN FLAGS	504.00
03/10/2017	301570	KAR LABORATORIES	WATER SAMPLE ANALYSIS	30.00
03/10/2017	301571	KELLEY, MARIAH	SCHRIER DEPOSIT REFUND	100.00
03/10/2017	301572	KONING, DONNA	TRIP REFUND	75.00
03/10/2017	301573	LAKELAND ASPHALT CORP.	HOT PATCH	289.64
03/10/2017	301574	LAND, MATT	SCHRIER DEPOSIT REFUND	100.00
03/10/2017	301575	LEDDEEN, JIM	RENTAL DEPOSIT RETURN	100.00
03/10/2017	301576	LYNN CARD COMPANY	STATIONERY	298.70
03/10/2017	301577	MACNLOW ASSOCIATES	EMPLOYEE TRAINING	699.00
03/10/2017	301578	MAXWELL PRODUCTS, INC.	CRACK SEALING MATERIAL	19,913.30
03/10/2017	301579	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	30.00
03/10/2017	301580	MCNALLY ELEVATOR CO.	ELEVATOR MAINT	1,180.34
03/10/2017	301581	MEADOW BROOK THEATRE	TRIP PAYMENT	1,368.00
03/10/2017	301582	MIBIZ	SUBSCRIPTION	59.00
03/10/2017	301583	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR	419.46
03/10/2017	301584	MICHIGAN CAT	VACTOR 369 REPAIRS	426.97
03/10/2017	301585	MICHIGAN MUNICIPAL LEAGUE	EMPLOYMENT ADS	287.10
03/10/2017	301586	MICHIGAN POLICE EQUIPMENT CO.	PROJECTILES	1,892.00
03/10/2017	301587	MIDWEST SPORTS SUPPLY	BALL DIAMOND SUPPLIES	651.20
03/10/2017	301588	MMTA	MMTA REGISTRATION	325.00
03/10/2017	301589	MORRIS ROSE AUTO PARTS, INC.	REPAIRS - UNIT 81	75.00
03/10/2017	301590	MULDERS LANDSCAPE SUPPLIES INC	SNOW PLOW OPERATORS	17,518.00
03/10/2017	301591	NEUMAN, LESLIE	INSTRUCTOR PAYMENT	10.00
03/10/2017	301592	NIKITAS, JULIA	TRIP REFUND	60.00
03/10/2017	301593	O'REILLY AUTO PARTS	REPAIR SUPPLIES	388.24
03/10/2017	301594	OAKLAND COMMUNITY COLLEGE	POLICE K9 TRAINING	150.00
03/10/2017	301595	OFFICE DEPOT, INC.	OFFICE SUPPLIES	3,153.82

ACCOUNTS PAYABLE REGISTER

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Check Dates From: February 26, 2017 To: March 12, 2017

Check Date	Check	Vendor Name	Description	Amount
03/10/2017	301598	PARIS CLEANERS	UNIFORM CLEANING	1,067.60
03/10/2017	301599	PET VET FAMILY PET CARE CENTER	VETRINARY SERVICES	66.52
03/10/2017	301600	PILGRIM, DIANE	TRIP REFUND	65.00
03/10/2017	301601	PLUMMER'S ENVIRONMENTAL SERVICES	VIDEO OF SEWER LINE	1,343.65
03/10/2017	301602	PODGORSKI, JOHN	FIRE ADMIN TRAINING	329.14
03/10/2017	301603	POLICE EQUIPMENT WORLDWIDE.COM LLC	EQUIP REPAIR/MAINT	1,286.30
03/10/2017	301604	PORTAGE GLASS & MIRROR	SANDBLASTER GLASS	90.00
03/10/2017	301605	PORTAGE PUBLIC SCHOOLS	2/27/17 MLK CONCERT	804.80
03/10/2017	301606	RATHCO SAFETY SUPPLY, INC.	CONES AND SUPPLIES	3,454.45
03/10/2017	301607	RENEWED EARTH, INC.	LEAF AND BRUSH REMOVAL	7,916.66
03/10/2017	301608	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE SERVICES JAN	1,053.11
03/10/2017	301609	RIGHT-WAY RENTAL, INC.	BRUSH HOG RENTAL	270.00
03/10/2017	301610	SACKETT'S FIREPLACE LLC	FIREPLACE UPGRADES	1,379.45
03/10/2017	301611	SAUGATUCK CENTER FOR THE ARTS	TRIP VENDOR PAYMNT	702.50
03/10/2017	301612	SCHURSTEIN, RAY	DAMAGED MAILBOX	44.00
03/10/2017	301613	SIGN CENTER	DETAIL NEW VEHICLE	105.00
03/10/2017	301614	SIMON, VIRGINIA	TRIP REFUND	95.00
03/10/2017	301615	SMOLINSKI, JAMES	CLASS REFUND	30.00
03/10/2017	301616	SNAP-ON INDUSTRIAL	SCBA MAINTENANCE	146.25
03/10/2017	301617	SPARKLE BUGGY CAR WASH, INC	CAR WASHES	44.00
03/10/2017	301618	STALLARD, BETTY	TRIP REFUND	65.00
03/10/2017	301619	STATE OF MICHIGAN	REGISTRATION FEE	780.00
03/10/2017	301620	STATE OF MICHIGAN (DOT)	US-131 IMPROVEMENTS	41,571.98
03/10/2017	301621	STATE OF MICHIGAN (TREASURY)	2016 IFT DISTRIBUTION	315,405.03
03/10/2017	301622	STATE SYSTEMS RADIO, INC	RADIO SERVICES	1,887.50
03/10/2017	301623	STEENSMA LAWN & POWER EQUIPMENT	STREETS REPAIRS	720.76
03/10/2017	301624	SUITS U TAILOR SHOP INC	UNIFIORM ALTER	445.50
03/10/2017	301625	TECHSMITH CORPORATION	SOFTWARE UPGRADES	644.40
03/10/2017	301626	THE CARY COMPANY	PLASTIC DRUMS	1,126.88
03/10/2017	301627	THOMPSON, ANNETTE	PARK DEPOSIT REFUND	100.00
03/10/2017	301628	TIMBER RIDGE SKI AREA	SKI LESSON FOR LOGAN	60.00
03/10/2017	301629	TODD ARBANAS ENTERPRISES INC.	TREE SERVICE	3,150.00

ACCOUNTS PAYABLE REGISTER

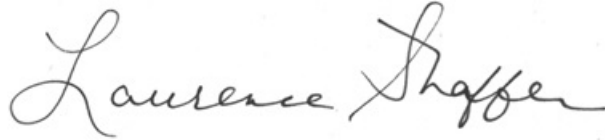
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Check Dates From: February 26, 2017 To: March 12, 2017

Check Date	Check	Vendor Name	Description	Amount
03/10/2017	301630	UNITED PARCEL SERVICE	DELIVERY SERVICE	20.60
03/10/2017	301631	VERIZON WIRELESS SERVICES, LLC	CELL PHONE SERVICE	2,162.79
03/10/2017	301632	WASHINGTON PRODUCTIONS, INC.	2/24/17 MLK EVENT	1,000.00
03/10/2017	301633	WASSON, ELLEN	STUART DEPOSIT REFUND	150.00
03/10/2017	301634	WATSON, SHIRLEY	TRIP REFUND	55.00
03/10/2017	301635	WELLER AUTO PARTS INC.	VEHICLE REPAIR PARTS	110.00
03/10/2017	301636	WESTERN MICHIGAN UNIVERSITY	RESPECTING DIVERSITY	2,669.00
03/10/2017	301637	WRAPS N SIGNS	VEHICLE SERVICES	1,745.00
03/10/2017	301638	WRIGHT & MCGILL COMPANY	FAMILY FISHING FAIR	60.00
03/10/2017	301639	XAVUS SOLUTIONS	MYSENIORCENTER FEES	300.00
03/10/2017	301640	ZERO WASTE USA, INC.	PET WASTE BAGS	1,959.88
			PAPER CHECK SUBTOTAL:	840,056.54
Check Type: Auto-pay payments				
03/07/17	4619	CONSUMERS ENERGY	GAS-ELECTRIC	4,419.75
03/09/17	4628	CONSUMERS ENERGY	GAS-ELECTRIC	3,310.52
03/10/17	4632	CONSUMERS ENERGY	GAS-ELECTRIC	7,619.96
			AUTO-PAY SUBTOTAL:	15,350.23
			GRAND TOTAL:	1,022,526.26

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Director of Parks, Recreation & Senior Citizen Services

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager

ACTION RECOMMENDED: That City Council confirm the appointment of Kathleen Hoyle as the Director of Parks, Recreation & Senior Citizen Services, effective April 10, 2017.

I am pleased to recommend that the City Council confirm my appointment of Kathleen Hoyle to the position of Director of Parks, Recreation & Senior Citizen Services for the City of Portage, effective April 10, 2017. Ms. Hoyle has been most recently employed as the Director of the Village of Vicksburg Downtown Development Authority. In addition to her economic and downtown development responsibilities, Ms. Hoyle led efforts in park development, recreational programs and the development of the community Cultural Arts Center. Ms. Hoyle has a multitude of experiences in leading capital campaigns, grant writing and project management that will all be major assets in promoting the growth and development of city parks, recreation and senior citizen programs.

Ms. Hoyle has a Bachelors of Business Administration in marketing and a Masters in Business Administration, both from Western Michigan University. Early in her career, as Marketing Manager for Binder Park Zoo, programs developed by Ms. Hoyle led to a twenty percent increase in attendance and she played a major role in the capital campaign that led to a major expansion of the zoo. In addition to the skills and expertise she brings, her dedication to the City of Portage and our park program is demonstrated by the six years she has spent on the Park Board. She currently serves as the Board Chair. I am confident that Ms. Hoyle will add wonderful leadership to the Portage Parks, Recreation & Senior Citizen Services Department.

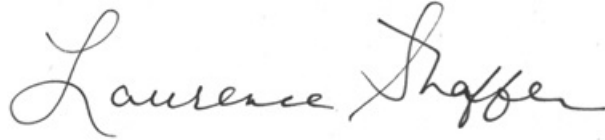
Consistent with the City Charter, Section 6.3 "City Manager" subsection B.2, which states, "*The City Manager shall Appoint such of the administrative officers, subject to confirmation by the Council, as are not required by this Charter to be appointed by the Council,*" it is recommended that City Council confirm the appointment of Kathleen Hoyle to the position of Parks, Recreation & Senior Citizen Services for the City of Portage, effective April 10, 2017.

FUNDING: Funding for the position of Director of Parks, Recreation & Senior Citizen Services Department is included in the FY 2016/2017 Parks, Recreation & Senior Citizen Services Department budget.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: 2017 Utility Rate Financial Study

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

ACTION RECOMMENDED: That City Council establish a public hearing on April 25, 2017 to consider resolutions to:

1. adopt the recommendation that the sewer commodity rate remain at \$4.60 per 1,000 gallons of metered water;
2. adopt the recommendation that the water commodity rate be increased to \$3.20 per 1,000 gallons of metered water;
3. adopt the recommendation that adjustments be made to the water base quarterly charges as noted in the 2017 Utility Rate Financial Study;
4. adopt the recommendation that the new rates become effective on October 1, 2017; and
5. adopt the recommended water and sewer franchise area fees and other service fees and charges as outlined in the 2017 Utility Rate Financial Study.

The City Council Water/Sewer (Utility) Rate Study Committee, comprised of Mayor Strazdas, Council members Ford and Reid, and citizens Randy Orwig and Ted W. Vliek, Sr., has completed a review of the 2017 Utility Rate Financial Study as prepared by the City Administration. The 2017 Utility Rate Financial Study focuses on ensuring the financial health and stability of the utility system. Following a thorough review and analysis of the 2017 Utility Rate Financial Study, the Utility Rate Study Committee voted (5 to 0) to recommend to City Council the water and sewer rates and charges as proposed.

As background information, City Council awarded a contract to Utility Financial Solutions, LLC (UFS) to perform the 2011 Water and Wastewater Rate Study in November 2010. The purpose of the UFS analysis was to determine the actual cost to provide water and wastewater services to utility customers. The proposed fiscal year 2017-2018 utility rates are based in large part on the results of the comprehensive analysis performed by UFS.

The cost of service analysis prepared by UFS showed that the former rate structure (prior to 2011) was insufficient to ensure the receipt of revenues necessary to cover the fixed costs of the utility. To address this issue, the proposed fiscal year 2011-2012 utility rates began the trend of balancing revenue collection based on the quarterly meter charges while keeping the commodity rate increases in

line with normal inflationary costs. The City Administration's financial action plan consists of the following elements:

1. The focus of the annual utility rate review has been modified to give additional consideration to working capital, debt service and fund balance within the utility funds. More specifically:
 - In addition to the current revenue/expenditure analysis, a working capital analysis is performed annually and includes necessary cash elements to ensure that adequate funds are available to meet ongoing obligations.
 - A minimum debt coverage ratio of 1.25 has been established and targeted in future years to ensure adequate funds are available to meet debt payments, support variations in sales due to dry summers, fluctuating treatment costs and other such variables, as they may occur.
 - Levels of working capital (cash) will be re-established over time, then maintained within the range of approximately three to four months of current liabilities for each fund. This estimate currently translates to approximately \$2.8 million for the Sewer Fund and \$2.9 million for the Water Fund, without jeopardizing the fundamental integrity of the utility system. Presently cash in the Sewer Fund is in the amount of \$7.9 million and cash the Water Fund in the amount of \$4.3 million, fully satisfying the need for working capital.
2. Outstanding bond issues will continue to be reviewed/recommended for potential refinancing to save on interest charges and lower expenses to the utility funds. Significant capital expenses (i.e. new elevated storage tanks) have been anticipated and working capital increased to minimize bond debt.
3. The City Administration will continue to investigate opportunities in the areas of the utility fund operations in the interest of further reducing operating expenses of the utility funds over time.

The projected revenues, expenditures and resulting rate modifications in the Sewer Fund and Water Fund as contained in the 2017 Utility Rate Financial Study for fiscal year 2017-2018 result in a combined rate increase of 0.62 percent to the typical residential customer. Projected rate increases for the combined funds for 2017-2018 through 2021-2022 are projected between 0.54 percent and 1.11 percent in the 2017 Utility Rate Financial Study.

For fiscal year 2017-2018, the sewer commodity rate is recommended to remain at \$4.60 per thousand gallons of metered water. The water commodity rate is recommended to increase to \$3.20 per thousand gallons of metered water. Basic quarterly charges for both sewer and water use, which are calculated to provide funding for certain fixed costs for the utility systems, are recommended as noted in the 2017 Utility Rate Financial Study.

The net effect of the combined sewer and water rate recommendations on the typical residential customer is an overall utility rate increase of 0.62 percent. The combined utility rate recommendations represent an annual increase of approximately \$4.67 (from approximately \$752.09 per year to approximately \$756.76 per year) for the typical residential customer with both public sewer and water service. On a monthly basis, the recommended rates would result in an increased monthly cost of \$0.39 to the typical residential customer. Overall, in terms of public health, utility costs represent a

tremendous benefit for the cost incurred by the customer.

Items less significant in dollar amount but still important to the continuing financial health of the utility systems were also reviewed by the Utility Rate Study Committee. It is essential that the amount charged for these services recover the costs to provide such services. If charges are inadequate to allow for recovery of costs, rate payers subsidize the service provided.

Charges and fees reviewed in the context of the 2017 Utility Rate Financial Study include water connection charges, meter charges, meter box charges, hydrant meter charges and water processing fees. It is recommended that all current charges remain unchanged. If approved, the proposed rate changes would be adopted July 1, 2017, with the new rates becoming effective October 1, 2017.

As such, it is recommended that City Council establish a public hearing on April 25, 2017 for consideration of the proposed rates and charges as set forth in the 2017 Utility Rate Financial Study.

FUNDING: N/A

Attachments: 1. 2017 Utility Rate Financial Study



2017 Utility Rate Financial Study

2017 UTILITY RATE FINANCIAL STUDY

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**2017
UTILITY RATE FINANCIAL STUDY**

SECTION I - UTILITY RATES

INTRODUCTION

The City Administration has reviewed the utility rate structure for the purpose of considering necessary adjustments to utility rates while addressing long-term needs of the city utility system. During the development of the 2017 Utility Rate Financial Study, a review of the previous study and the present rate structure was conducted.

The proposed 2017-2018 utility rates are based in large part on the recommendations of the comprehensive rate analysis performed by Utility Financial Solutions, LLC (UFS) in 2011. On November 16, 2010 City Council awarded a contract to UFS to review past and current financial reports of the water and wastewater utilities along with detailed accounting of the utilities finances. The purpose of the UFS analysis was to determine the actual cost to provide water and wastewater services to the utility customers. The cost of service analysis showed that the current rate structure was insufficient to ensure the receipt of revenues necessary to recover the fixed costs of the utility. To address this concern the 2011 – 2012 utility rates began the trend of shifting revenue collection to basic quarterly charges based on meter size while keeping the commodity rate increases in line with the normal inflationary costs to provide the water and wastewater service. This trend is continued in the 2017 Utility Rate Study.

As part of the ongoing effort to control costs and maintain the lowest possible utility rates for water and sewer customers, the City Administration has reviewed the overall utility operation in light of the privatization of the operation and maintenance functions of the utility initiated in March, 1997. Privatization has been extremely effective in cutting overall utility costs while still providing a high level of service to customers. The city's contractor performs all routine operation and maintenance activities for the water utility including operation of the pumping and overhead storage facilities; meter installation, repair and reading; water service repair and maintenance; water main repair; fire hydrant flushing and repair; MISS DIG staking and other miscellaneous activities. Routine operation and maintenance activities performed for the sewer utility include cleaning and television inspection of sanitary sewers; cleaning of storm sewer piping and manholes; daily inspection, maintenance and repair of sanitary sewage pumping facilities; repair and cleaning of sanitary sewer manholes; street sweeping and other miscellaneous activities. On November 1, 2016 the City Council awarded a 5 year contract extension to Suez Environmental Services, Incorporated thru March 2022.

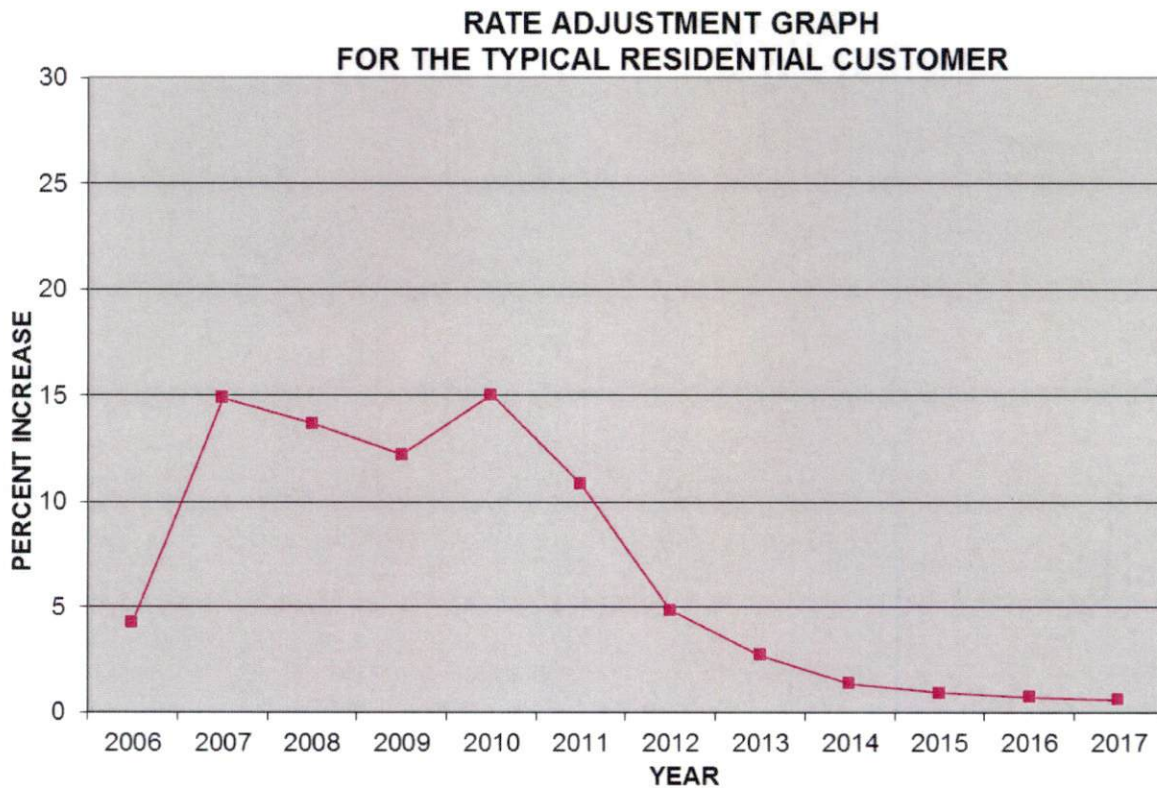
Background

The Governmental Accounting Standards Board (GASB) requires that Sewer and Water Funds be enterprise funds and be operated in a manner similar to private business, with costs recovered primarily through user charges.

In 1986, the first Water and Sanitary Sewer Rate Committee reviewed the financial status of the Sanitary Sewer and Water Funds. The Water and Sanitary Sewer Rate Committee has met every year since to review the rates and make recommendations to the City Council. Prior to 1986 utility rates were reviewed and adjusted on an as needed basis, which lead to unpredictable rates and charges.

In 2008 the city received a letter from the State of Michigan requiring a financial plan to rectify a water fund deficit. The city has followed the plan submitted to the State of Michigan and the water fund deficit has been eliminated. Water and sanitary sewer rate increases required to eliminate the deficit and meet the conditions in the financial plan submitted to the State of Michigan have been substantial since 2008. Rate adjustments since 2006 are as follows:

<u>Fiscal Year</u>	<u>Combined Water & Sewer % Rate Change (Typical Residential Customer)</u>
2006	4.29
2007	14.89
2008	13.68
2009	12.22
2010	15.03
2011	10.85
2012	4.85
2013	2.73
2014	1.40
2015	0.94
2016	0.75



Rate adjustments typically result from inflationary pressure, material changes in programs and operations, and other factors which cannot be controlled by the city, such as charges from the City of

Kalamazoo for sewage treatment and energy charges from Consumers Energy for gas and electricity.

CURRENT STATUS

A fundamental principle of utility fund financing is that user rates should be sufficient to fund the entire cost of utility system operations. This principle is accepted by all authoritative sources (Government Finance Officers Association, American Water Works Association, etc.) and is based on the enterprise fund status. Enterprise funds are run as a private business and all businesses must generate sufficient revenues to cover costs in order to be viable.

Utility System Rate Structure

For provision of sanitary sewer and water service, a two-part rate structure is in effect. For sanitary sewer and water customers, the rate consists of a fixed portion, referred to as the "basic quarterly charge" and a unit rate, referred to as the "commodity" rate.

For water and sewer activities of the utility, the basic quarterly charge is designed to cover the fixed costs of providing service. These costs, which are generally stable throughout the year despite the amount of water produced or sewage transported, include: Personnel services including salaries and fringes, the Suez operation and maintenance contract, office supplies, mailing expenses, telephone charges, environmental testing, water quality testing, printing and publishing and equipment repair and maintenance. The fixed costs are applied to the meter size using a formula which recognizes the capacity of the meter size and the impact on the water and sanitary sewer systems.

Commodity rates are designed to cover costs which are more variable. These costs include sewage treatment costs, public utilities, sewer lead repair, equipment rental costs, equipment replacements, retention basin testing and administrative costs. Commodity rates are based on a dollar amount per thousand gallons of water metered for both water and sewer billings, with sewer billings capped for residences as described below. All classes of customers are billed quarterly with a quarterly portion of the annual basic rate applied in addition to the commodity charge.

Sanitary Sewer System

The sanitary sewer system consists of 233.5 miles of sewer main and 56 sewage lift stations. The sanitary sewer system has a capacity of 10.8 million gallons per day. The average daily flow is 4.3 million gallons per day. Future expansion projects are prioritized to address the areas with greatest potential for groundwater contamination. Citizen petitions are also given high priority. Priorities are reviewed annually by the City Administration to ensure consistency with Council goals and environmental concerns. Current and projected resources of the Sanitary Sewer Fund appear adequate to accommodate increased expansion of the sanitary sewer system. The recommended ten-year 2017-2027 Capital Improvement Program (CIP) includes \$5.565 million in sanitary sewer system improvements and expansions. The improvements are proposed to be funded through various financing methods. The projects are considered important in order to pursue placement of sanitary sewer throughout the city and to continue with the mandatory sewer hookup program emphasis. In addition to extension of sanitary sewer mains, operational improvements over the next ten years

include:

- Installation of sewer leads where not included in original construction.
- Installation of mains in existing developed plats.
- Renovation of sanitary sewer lift stations and force mains

The proposed sanitary sewer rate structure was developed taking into account the capital expenditures necessary to meet these needs through various financing means.

Sanitary Sewer Billing Cap

Sewer bills are calculated based upon water usage. The rationale is that water used within a residence is generally discharged to the sanitary sewer system as wastewater. A cap on sewer billing to residential customers limits the sewer bill to 125% of the customer's winter quarter water usage. The 125% cap was established based upon an analysis of residential accounts with separate water meters for irrigation. This analysis was undertaken to determine the quarterly water usage pattern of the "typical residential customer." Results of this analysis indicated that average summer water usage discharged to the sanitary sewer system, for a single-family residence, is approximately 125% of the winter water consumption when external irrigation is excluded. Winter usage is defined as that quarter in which January occurs. The sanitary sewer billing cap ensures that residential customers are billed for flow to the sanitary sewer and not for outdoor water use.

Water System

The city water system consists of 20 production wells, one 750,000 gallon elevated storage tank, one 1,500,000 gallon elevated storage tank and 248.5 miles of water main. Due to the 2006 lowering of the allowable arsenic levels in public drinking water to 10 micrograms per liter, 2 wells have been abandoned and one well decommissioned due to the high arsenic level. The water system currently has a capacity of 26.35 million gallons per day. The average day production is 4.75 million gallons. Fishbeck, Thompson, Carr & Huber, Inc. completed a comprehensive Water Reliability Study for the city in 2013 and updated the Wellhead Protection Program in 2015. These studies, together with current management information and system use data, is the basis for planned future system improvements.

The recommended 2017-2027 CIP includes \$21.215 million in water system improvements. Current and future anticipated demands placed on the system necessitate provision of numerous operational improvements over the next ten years, including:

- Installation of transmission mains in previously unserved areas and for conveyance of large volumes of water throughout the service area as needed.
- Installation of service lines in developed plats.
- Improvement of the stormwater collection and recharge system.
- Additional treatment facility with iron removal capabilities.
- Additional water storage.

The proposed water rate structure was developed taking into account the capital expenditures necessary to meet these needs through various types of financing.

On February 11, 2014, Portage City Council approved reinstatement of a 10% discount on water use charges for eligible senior citizens. Redistribution of the 10% discount to senior citizen customers to the remaining water customers was also taken into account in the development of the water rate structure. The subsidy for the Senior Citizen Discount in Calendar Year 2016 was \$60,924.01.

Utility Customer Growth

The customer base has grown to 15,550 sanitary sewer customers and 13,979 water customers as of January 1, 2017. An increase in the number of customers has the general impact of stabilizing system-wide operation costs as cost of service can be spread over a larger number of users. Although the total number of water and sewer customers continues to increase, the rate of increase in utility customers has slowed in recent years which is indicative of a mature utility system. In the future, new customer growth will be most directly related to new development occurring in the city.

FINANCIAL REVIEW

Using current information on the status of the utility systems as background, the 2017 Utility Rate Financial Study was undertaken to determine appropriate cost recovery rate levels. These rates provide for operation of the utility systems, funding of utility-related capital improvement needs, and repayment of Limited Tax General Obligation (LTGO) city share debt and Utility Revenue bond debt related to infrastructure extensions and replacements.

The Comprehensive Annual Financial Reports for prior fiscal years provide the primary source for review of the past financial condition of the Utility Funds. Additional sources are the Municipal Budget for 2016-17, the 2016-2026 CIP, the recommended 2017-2027 CIP and prior utility rate studies. The financial condition of the Utility Funds as of June 30, 2016 is consistent with previous expectations. Dramatic reductions in total sewage flow to the Kalamazoo Regional Sewage Treatment Plant which results in much higher sewage treatment costs and prior year "true-up" costs for the City of Portage. The provision of arsenic removal facilities to conform to federally mandated arsenic levels for public water supplies also necessitate increases in both water and sanitary sewer rates.

Typical Residential Customer

The typical residential customer purchases 19,000 gallons of water and is being billed for 15,000 gallons of sewage flow per quarter. The typical residential customer has been defined based upon an analysis of all residential accounts and represents the baseline used for comparison since single-family residences represent about 90% of utility accounts. Shown below is a profile which demonstrates the typical average residential customer quarterly usage of water and billing of sewage flow.

TYPICAL RESIDENTIAL CUSTOMER

	Metered Water (x1000 gallons)	Billed Sewer (x1000 gallons)
Winter usage	14	14
Spring usage	14	14
Summer usage	33	18
<u>Autumn usage</u>	<u>14</u>	<u>14</u>
Total	75	60

The differential between the metered water and the billed sewer is due to the 125% sewer cap. The cap impacts the summer sewage billing quarter by limiting it to 125% of the winter metered water.

RATE RECOMMENDATIONS

Tables 1, 2 & 3 summarize Sanitary Sewer Fund and Water Fund statements of estimated revenue and expenses for the fiscal years ending June 30, 2017 through 2022. Projected commodity rates, sales in millions of gallons, and an analysis of capital/debt needs and funding are also presented. Factors which impact these projections include: the cost of living increase, the number of utility customers, revised arsenic level standards promulgated by the USEPA, reduced flow from sewer customers and the sewage treatment costs by the City of Kalamazoo in the case of the Sewer Fund, which has seen a significant increase over the past several years. Table 4 analyzes the recommendations as applied to the "typical residential customer". The following recommendations are presented regarding 2017 Utility Rates.

Sanitary Sewer Fund

It is recommended that the sewer commodity rate remain at \$4.60 per thousand gallons. The rate will: (1) provide for treatment charges billed by the City of Kalamazoo, (2) continue funding operations, capital improvement needs, repayment of outstanding sewer-related Limited Tax General Obligation (LTGO) bonds and Utility Revenue bonds and 3) provide for future LTGO and revenue bond debt. Privatization of the utility operation has resulted in a significant savings in the sewer fund over the last eighteen years, in spite of a lower billable flow growth compared to previous years.

It is recommended that the sewer basic quarterly charges remain unchanged as shown below:

SANITARY SEWER BASIC QUARTERLY CHARGE – CITY OF PORTAGE CUSTOMERS

<u>Meter Size</u>	<u>Current Quarterly Charge</u>	<u>Proposed Quarterly Charge</u>
5/8"	\$ 34.75	\$ 34.75
3/4"	\$ 52.12	\$ 52.12
1"	\$ 78.19	\$ 78.19
1-1/2"	\$ 139.00	\$ 139.00
2"	\$ 208.50	\$ 208.50
3"	\$ 347.50	\$ 347.50
4"	\$ 695.00	\$ 695.00
6"	\$ 1,216.25	\$ 1,216.25
8"	\$ 1,737.50	\$ 1,737.50

Active water conservation by our customers has reduced sewer use resulting in 0.0% increase in rates for the 2017-2018 fiscal year which is less than proposed in the 2016 Utility Rate Financial Study. The basic quarterly charges are designed to cover the fixed costs related to the operation of the sanitary sewer system. The increase in the Basic Quarterly Charge conforms to the recommendation in the 2011 Comprehensive Rate Analysis by Utility Finance Solutions, LLC. With the continuation of the sanitary sewer bill cap of 125%, the current basic quarterly charges and continuing the commodity rate at \$4.60 per thousand gallons will result in no increase for the typical residential customer.

In previous utility rate studies, emphasis has been placed on stabilizing retained earnings in the Sanitary Sewer Fund at a level of \$1,500,000 as recommended by the city's financial advisor. An

adequate cash balance needs to be maintained for operation of the utility and to make debt service payments. Basic Quarterly Charges are recommended to ensure sufficient resources are available within the Sanitary Sewer Fund to meet obligations to avoid the need for subsidy by non-utility related funds.

For fiscal year 2016-17 the estimated working capital (i.e., cash) at the end of the year is \$7,894,506. Based on the recommended basic quarterly charges and commodity rate for 2017-18 and subsequent minimal projected rate increases over the next several years, an acceptable level of working capital balance can be maintained through fiscal year 2021-22.

The recommended rate of increase for the 2017-2018 fiscal year is less than the rate forecast in the 2016 Utility Financial Rate Study. Subsequent year increases are projected at between 0.0% and 0.96%, as shown in Table 1 (Utility Fund Statements of Revenues and Expenses – Sanitary Sewer Fund)

Sanitary Sewer Rate - Schoolcraft Township

The service agreement with Schoolcraft Township establishes the rate charged to customers in Schoolcraft Township. The basic quarterly charge is the same as charged to the City of Portage customers. There is a 5% surcharge on the commodity rate plus a \$0.35 charge per thousand gallons for capital costs. It is recommended that the sanitary sewer commodity rate be continued at \$5.18 per thousand gallons.

Water Fund

Water Service Charges

It is recommended that the water commodity rate be increased to \$3.20 per thousand gallons to cover increased chemical costs. The basic quarterly costs are designed to cover the fixed costs related to the operation of the water system. It is recommended that the water basic quarterly charges be increased as shown below:

WATER BASIC QUARTERLY CHARGE – CITY OF PORTAGE CUSTOMERS

<u>Meter Size</u>	<u>Current Quarterly Charge</u>	<u>Proposed Quarterly Charge</u>
5/8"	\$ 24.46	\$ 25.44
3/4"	\$ 36.69	\$ 38.16
1"	\$ 55.03	\$ 57.24
1-1/2"	\$ 97.84	\$ 101.76
2"	\$ 146.76	\$ 152.64
3"	\$ 244.60	\$ 254.40
4"	\$ 489.20	\$ 508.80
6"	\$ 856.10	\$ 890.40
8"	\$ 1,223.00	\$ 1,272.00

Active water conservation by our customers has reduced Water Fund revenues resulting in the necessity of a 1.38% increase in rates for the 2017 – 2018 fiscal year. This increase conforms to the

recommendation in the 2011 Comprehensive Utility Rate Study by Utility Financial Solutions, LLC. For the typical residential use the proposed increase will result in an added monthly expense of \$0.39 for municipal water customers.

Private Fire Protection Service Charges.

Dedicated fire protection service is defined as a separate water service line to a property that solely provides fire protection to the property. The Basic Quarterly Charge will ensure that the cost of providing a dedicated fire service that only benefits one property is borne by the benefiting customer and not the utility customers at large. In addition to the Basic Quarterly Charge there is a \$6.40 per 1,000 gallon charge for all water use recorded on the fire service bypass meter. It is recommended that the Basic Quarterly Charge for fire protection services remain as shown in the table below.

Private Fire Protection - Basic Quarterly Charge

<u>Fire Protection Service Size</u>	<u>Current Basic Quarterly Charge</u>	<u>Proposed Basic Quarterly Charge</u>
4 – inch	\$15.00	\$15.00
6 – inch	\$35.00	\$35.00
8 – inch	\$60.00	\$60.00
10 – inch	\$95.00	\$95.00
12 – inch	\$135.00	\$135.00
16 - inch	\$240.00	\$240.00

As shown on Table 2 (Utility Fund Statements of Revenues and Expenses - Water Fund), subsequent year increases are projected between 1.19% and 1.29%. The water quarterly basic charges and commodity rate must be increased in future years to continue funding operations, meet major capital improvement needs, keep up with inflationary increases in water production costs (pumping, disinfection, etc.), repay outstanding water-related Limited Tax General Obligation (LTGO) bonds and Utility Revenue bonds and provide for future LTGO and revenue bond debt. In future years, costly major water projects such as additional water storage and iron removal facilities will be required as demands on the Portage water system increase. In addition, the Water Fund will finance needed storm drainage improvements throughout the city.

In previous utility rate studies, emphasis has been placed on stabilizing retained earnings in the Water Fund at a level of \$1,500,000 as recommended by the city's financial advisor. However, efforts must continue to be directed to enhancing the cash position of the Water Fund. An adequate cash balance needs to be maintained for operation of the utility and to make debt service payments. Minimal rate increases over the coming years are recommended to ensure sufficient resources are available within the Water Fund to meet obligations to avoid the need for subsidy by non-utility related funds.

For fiscal year 2016-17 the estimated working capital (i.e., cash) at the end of the year is \$4,295,951. Based on the recommended basic quarterly charges and commodity rate for 2017-18 and subsequent minimal projected rate increases over the next several years, an acceptable level of working capital balance can be maintained through fiscal year 2021-22.

It is important that the city continue to plan for an additional tower or replacement for the Haverhill water tower (currently scheduled in fiscal year 2018-2019 in the recommended 2017-2027 CIP). The new water tower will provide for greater storage capacity in the city's residential and commercial

areas to improve system reliability during peak demand and also improve fire flow in the northern portion of the city. The installation of new iron removal facilities at the Shuman well site (currently scheduled in 2021 through 2023 in the recommended 2017-2027 CIP) to relieve pressure on the Kalamazoo/Portage groundwater aquifer and the Milham well field located north of Portage Northern High School. Exploration for new suitable (low iron) well sites in southern Portage, Schoolcraft Township and Pavilion Township was not successful in locating any new well sites with low iron content.

Water Rate - Pavilion Township And Schoolcraft Township

It is recommended that the basic quarterly charges for Pavilion Township and Schoolcraft Township residents be the same as charged to City of Portage customers. It is also recommended that the water commodity rate for Pavilion Township and Schoolcraft Township residents increase to \$3.84 per thousand gallons.

SUMMARY OF RECOMMENDATIONS

The effect of the combined recommendations on the typical city residential customer is projected through fiscal year 2021-2022 in Table 3. Combined sewer and water rates for the next five fiscal years are projected to increase between 0.54% and 1.11% annually. The combined rate increase of 0.62% for the typical residential customer is less than the rate increase projected for the 2017-2018 fiscal year in the 2016 Utility Rate Financial Study. For the typical residential customer having both municipal water and sewer service the proposed rate increase will result in an added monthly expense of \$0.39. With operations, capital improvements and debt service continuing to be funded, the utility systems have been on a self-supporting basis since July 1989. Self-supporting status is essential for these important enterprise funds so that the funds do not become a financial drain on either the General Fund or the Capital Improvement Fund.

In 2012 the effective date of the annual rate adjustment was moved to October 1. This minimizes the impact of rate increases on customers during the summer billing cycle. It is recommended that the effective date for rate adjustments be October 1, 2017.

SECTION II – UTILITY

FEES AND CHARGES

INTRODUCTION

Although the establishment of appropriate commodity rates and basic quarterly charges for water and sewer service is the primary focus of the annual Utility Rate Financial Study, it is also prudent to give attention to matters which may be less significant in dollar amounts but are still important to the financial health of the utility system, i.e., utility fees and charges.

Background

The establishment of adequate fees and charges for services performed in addition to the delivery of water and sewer service is necessary to fairly and equitably recover costs for services provided. When fees and charges are inadequate, the utility rate payer must bear the cost for services provided to others. Examples include costs for service connections, meters, turn-on fees, etc. In each case, if the charges for these services are inadequate to recover costs, the rate payers subsidize the service provided to some extent.

CURRENT STATUS AND RECOMMENDATIONS

Meter Charges

The current charges for installing meters are based on the cost of the meter and the labor and equipment costs to install the meter. The current charges have been reviewed and it was found that no adjustments are needed to recover the cost of the meter and installation. It is recommended that the water meter charges remain unchanged.

<u>Meter Size</u>	<u>Current Charges</u>	<u>Actual Cost/Recommended Charges</u>
5/8"	\$225	\$225
3/4"	\$280	\$280
1"	\$345	\$345
1-1/2"	\$815	\$815
2" SR (Irrigation)	\$1,010	\$1,010
2" Compound	\$2,225	\$2,225
3" Compound	\$2,925	\$2,925
4" Compound	\$4,530	\$4,530
6" Compound	\$7,840	\$7,840

Meter Box Charge

Meter box charge is based on the cost of materials to install the meter box. Meter boxes are used when a suitable location for meter installation is not available in the building or property being served. The charge has been reviewed and it was found that the cost has not increased. It is recommended that the meter box charge remain unchanged at \$1050.

Hydrant Meter Charges

The use of meters on fire hydrants is a service provided as a convenience to contractors or individuals who need to obtain large quantities of water in a short period of time. It is recommended that the minimum charge for use of a hydrant meter remain at \$150. The minimum charge for supplying and installing a meter on a fire hydrant includes the use of 15,000 gallons of water. It is also recommended that the commodity charge for use over 15,000 gallons of water remain at \$6.40 per 1,000 gallons. Furthermore, that the deposit required to ensure the return of all hydrant meter hoses and other items remain at \$250. This deposit eliminates the potential problem of collecting for the service provided.

Fire Hydrant Flow Test Charge

Fire hydrant flow tests are performed to determine the quantity of water available for fire fighting use. Flow test are requested by insurance companies and developers to determine the quantity of water available for fire protection at a property. The established charge for providing a flow test ensures that the cost is borne by the benefiting customer and not the utility customers at large. It is recommended that the charge for a hydrant flow test remain at \$135.00.

Reinstatement Processing Fee

A fee is currently charged for reinstating a water service. This fee applies to services that are requested to be turned off by the customer as well as services turned off for delinquency. In the case of delinquency, three notices are sent to the customer with a shut-off date established on the third notice. Once a work order has been issued for water shut-off, the processing fee is automatically added to the customer's bill and payment of the delinquent bill plus the processing fee is required prior to reactivation of service. The current fee is \$50 and is recommended to be continued in the 2017-18 fiscal year. For water service turn-on after normal working hours, the current processing fee of \$100 is recommended to be continued for the 2017-18 fiscal year. The \$100 processing charge reflects the added hourly cost for the service technician associated with the provision of water service turn-on after normal working hours.

Other Charges and Policies

1. Flat Rate

Non-metered sewer customers are billed based on a water usage of 15,000 gallons per quarter (flat rate). It is recommended that this policy be continued.

2. Irrigation Allowance

Single family residences, residential condominiums and all other individually metered residential units may be given a discount for irrigation as follows:

1) Charges for such customers are based on actual water consumption, except that there is no sewage charge for water consumption exceeding 125 percent of the water consumption for the most recent quarter billing in which the month of January is included; 2) Residential customers who do not have a quarter billing in which the month of January is included or who have a zero (0) water usage for the quarter which includes the month of January, have the sewer charge for the other three quarters established at the maximum rate volume of 15,000 gallons or actual usage, if less, per quarter until such time as quarter billing information, in which the month of January is included, is available. It is recommended that the irrigation allowance be continued.

3. Senior Citizen Water Allowance

City of Portage water customers 65 years of age and older who submit an application and provide proof of age are eligible for a 10% discount on water use charges for their primary residence account.

4. Non Sufficient Funds (NSF) Check Fee

It is recommended to maintain the current fee of \$30 per occurrence to reflect current administrative cost for any returned/unpaid check or other failed financial instrument which results in uncollected funds.

5. Outstanding Charges Limit

The amount of past due/outstanding charges necessitating water shut-off is recommended to be maintained at \$60.

6. Utility Late Fee Waivers

It is recommended that the utility billing late fee be waived if the customer

- a. has paid all of the last 12 or more utility bills on time and the customer requests that the late fee be waived/removed or;
- b. signs up for automatic payment where the amount due is taken from their bank account on the due date.

SUMMARY OF RECOMMENDATIONS

Summarizing recommendations for 2017-18 utility fees and charges, it is advised that:

1. Charges for meters (all sizes) remain the same.
3. Charges for installation of meter box remain the same.
4. The current charge of a \$250 deposit for the installation of a hydrant meter remain the same and that the current minimum charge including the use of up to 15,000 gallons of water remain at \$150. Further, that the current commodity charge of \$6.40 per thousand gallons for all water used over 15,000 gallons remain the same.
5. The \$50 processing fee associated with turn-on or shut-off of a water service be continued, the exception being, however, that the initial turn-on for first time customers will be at no charge. When the city dispatches a person to turn on water during non-business hours, the processing fee of \$100 will be continued.
6. The flat rate based on a consumption of 15,000 gallons per quarter for non-metered sewer customers continues in effect.
7. The sewer billing cap for residential customers having a zero water meter reading in the quarter that contains January remains at 15,000 gallons.
8. The current charge of \$30 per occurrence will be charged for any returned/unpaid check or other failed financial instrument which results in uncollected funds.
9. The utility billing late fee will be waived:
 - a. if the customer has paid all of the last 12 or more utility bills on time and the customer requests that the late fee be waived/removed or;
 - b. if the customer signs up for automatic payment.
10. A credit of \$1.00 for each normal quarterly bill will be given to each customer on the utility billing automatic payment plan.
11. An amount past due of more than \$60 remain as the shut-off level amount.

Utility Fund Statement of Revenues and Expenses

SEWER FUND							Table 1
2017/2018 RATES							
	2015-16 Audited	2016-17 Estimated	2017-18 Budgeted	2018-19 Projected	2019-20 Projected	2020-21 Projected	2021-22 Projected
SALES (million gallons)		1,205	1,215	1,215	1,215	1,215	1,215
RATE (per 1000 gallons)		\$4.60	\$4.60	\$4.60	\$4.60	\$4.60	\$4.60
OPERATING REVENUE:							
User charges	9,353,003	8,485,000	8,884,000	8,885,000	8,886,000	8,888,000	8,982,000
Tap in fees and other revenue	186,911	187,000	187,000	187,000	187,000	187,000	187,000
Gain on sale of fixed assets							
TOTAL OPERATING REVENUE	9,539,914	8,672,000	9,072,000	9,072,000	9,073,000	9,075,000	9,169,000
OPERATING EXPENSES:							
Operations and maintenance	2,197,375	2,488,417	2,624,590	2,677,000	2,731,000	2,786,000	2,842,000
Kalamazoo sewer treatment charges	2,851,607	3,450,000	3,450,000	3,553,500	3,660,105	3,769,908	3,883,005
General and administrative	1,073,165	1,124,734	1,363,354	1,391,000	1,419,000	1,447,000	1,490,000
Total operating expenses							
before depreciation	6,122,147	7,063,151	7,437,944	7,621,500	7,810,105	8,002,908	8,251,000
Operating income (loss)							
before depreciation	3,417,767	1,608,849	1,634,056	1,450,500	1,262,895	1,072,092	918,000
Depreciation	751,562	767,807	792,607	805,507	814,707	833,207	852,207
OPERATING GAIN (LOSS)	2,666,205	841,042	841,449	644,993	448,188	238,885	65,793
NON-OPERATING REVENUE (EXPENSE):							
Interest income	75,399	76,500	77,600	78,800	80,000	81,200	82,400
Interest and fiscal charges	(278,691)	(135,382)	(121,199)	(106,197)	(92,006)	(78,199)	(65,024)
NET NON-OPERATING REVENUE (EXPENSE)	(203,292)	(58,882)	(43,599)	(27,397)	(12,006)	3,001	17,376
NET GAIN (LOSS) BEFORE TRANSFERS	2,462,913	782,160	797,850	617,596	436,182	241,886	83,169
TRANSFERS IN (OUT)	1,000	(80,000)	(80,000)	(80,000)	(80,000)	(80,000)	(80,000)
CHANGE IN NET POSITION	2,463,913	702,160	717,850	537,596	356,182	161,886	3,169
WORKING CAPITAL ANALYSIS							
Beginning Cash Balance		8,873,055	7,894,506	7,945,889	8,126,134	8,268,366	7,206,948
Cash from Current Operations		1,549,967	1,590,457	1,423,103	1,250,889	1,075,093	935,376
Bond issue Proceeds		-	-	-	-	-	-
CASH AVAILABLE		10,423,022	9,484,963	9,368,992	9,377,023	9,343,458	8,142,324
Capital Improvement Needs (Cash)		2,081,900	1,000,000	750,000	630,000	1,680,000	680,000
Capital Debt Principal/New Debt Principal		446,616	539,074	492,858	478,657	456,510	432,180
WORKING CAPITAL OUTFLOW		2,528,516	1,539,074	1,242,858	1,108,657	2,136,510	1,112,180
ENDING WORKING CAPITAL BALANCE		7,894,506	7,945,889	8,126,134	8,268,366	7,206,948	\$7,030,144
Typical residential % change	0.99%	0.66%	0.00%	0.01%	0.01%	0.01%	0.96%

Utility Fund Statement of Revenues and Expenses

WATER FUND							Table 2
2017/2018 RATES							
	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	Audited	Estimated	Budgeted	Projected	Projected	Projected	Projected
SALES (million gallons)		1,500	1,490	1490	1490	1,490	1,490
RATE (per 1000 gallons)		\$3.19	\$3.20	\$3.20	\$3.20	\$3.20	\$3.20
OPERATING REVENUE:							
User charges	6,666,972	6,783,000	7,015,000	7,105,000	7,198,000	7,295,000	7,396,000
Tap in fees and other revenue	157,090	95,000	95,000	95,000	95,000	95,000	95,000
State Grant	132,460						
TOTAL OPERATING REVENUE	6,956,522	6,878,000	7,110,000	7,200,000	7,293,000	7,390,000	7,491,000
OPERATING EXPENSES:							
Operations and maintenance	1,318,032	1,414,727	1,727,148	1,762,000	1,797,000	1,833,000	1,870,000
General and administrative	1,033,565	1,267,517	1,430,386	1,459,000	1,488,000	1,518,000	1,548,000
Total operating expenses							
before depreciation	2,351,597	2,682,244	3,157,534	3,221,000	3,285,000	3,351,000	3,418,000
Operating income (loss)							
before depreciation	4,604,925	4,195,756	3,952,466	3,979,000	4,008,000	4,039,000	4,073,000
Depreciation	774,237	814,188	862,338	935,638	950,638	971,238	991,838
OPERATING GAIN (LOSS)	3,830,688	3,381,568	3,090,128	3,043,362	3,057,362	3,067,762	3,081,162
NON-OPERATING REVENUE (EXPENSE):							
Interest income	62,817	64,100	60,000	61,200	62,400	63,600	64,900
Interest and fiscal charges	(1,271,071)	(633,355)	(567,595)	(499,503)	(434,550)	(371,015)	(251,886)
NET NON-OPERATING REVENUE (EXPENSE)	(1,208,254)	(569,255)	(507,595)	(438,303)	(372,150)	(307,415)	(186,986)
NET GAIN (LOSS) BEFORE TRANSFERS	2,622,434	2,812,313	2,582,532	2,605,058	2,685,212	2,760,347	2,894,176
TRANSFERS IN (OUT)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
CHANGE IN NET POSITION	2,572,434	2,762,313	2,532,532	2,555,058	2,635,212	2,710,347	2,844,176
WORKING CAPITAL ANALYSIS							
Beginning Cash Balance		5,765,130	4,295,951	3,009,997	953,254	1,089,611	1,890,348
Cash from Current Operations		3,626,501	3,444,871	3,540,697	3,635,850	3,731,585	3,886,014
Bond Issue Proceeds		-	-	4,000,000	500,000	1,500,000	-
CASH AVAILABLE		9,391,631	7,740,822	10,550,694	5,089,104	6,321,196	5,776,362
Capital Improvement Needs (Cash)		3,381,900	2,400,000	7,470,000	1,640,000	2,200,000	890,000
Capital Debt Principal/New Debt Principal		1,713,780	2,330,825	2,127,440	2,359,493	2,230,848	2,242,237
WORKING CAPITAL OUTFLOW		5,095,680	4,730,825	9,597,440	3,999,493	4,430,848	3,132,237
ENDING WORKING CAPITAL BALANCE		4,295,951	3,009,997	953,254	1,089,611	1,890,348	2,644,125
Typical residential % change	0.91%	0.85%	1.38%	1.19%	1.22%	1.26%	1.29%

Utility Fund Statement of Revenues and Expenses

SEWER AND WATER FUNDS							Table 3
2017/2018 RATES							
	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	Audited	Estimated	Budgeted	Projected	Projected	Projected	Projected
OPERATING REVENUE:							
User charges	16,019,975	15,268,000	15,899,000	15,990,000	16,084,000	16,183,000	16,378,000
Tap fees	344,001	282,000	282,000	282,000	282,000	282,000	282,000
State Grant	132,460	0	0	0	0	0	0
TOTAL OPERATING REVENUE	16,496,436	15,550,000	16,181,000	16,272,000	16,366,000	16,465,000	16,660,000
OPERATING EXPENSES:							
Operations and maintenance	3,515,407	3,903,144	4,351,738	4,439,000	4,528,000	4,619,000	4,712,000
Kalamazoo sewer treatment charges	2,851,607	3,450,000	3,450,000	3,553,500	3,660,105	3,769,908	3,883,005
General and administrative	2,106,730	2,392,251	2,793,740	2,850,000	2,907,000	2,965,000	3,038,000
Total operating expenses							
before depreciation	8,473,744	9,745,395	10,595,478	10,842,500	11,095,105	11,353,908	11,633,005
Operating income (loss)							
before depreciation	8,022,692	5,804,605	5,585,522	5,429,500	5,270,895	5,111,092	5,026,995
Depreciation	1,525,799	1,581,995	1,654,945	1,741,145	1,765,345	1,804,445	1,844,045
OPERATING GAIN (LOSS)	6,496,893	4,222,610	3,930,577	3,688,355	3,505,550	3,306,646	3,182,949
NON-OPERATING REVENUE (EXPENSE):							
Interest income	138,216	140,600	137,600	140,000	142,400	144,800	147,300
Interest and fiscal charges	(1,549,762)	(768,737)	(688,795)	(605,700)	(526,556)	(449,214)	(316,910)
NET NON-OPERATING REVENUE (EXPENSE)	(1,411,546)	(628,137)	(551,195)	(465,700)	(384,156)	(304,414)	(169,610)
NET GAIN (LOSS) BEFORE TRANSFERS	5,085,347	3,594,473	3,380,382	3,222,654	3,121,394	3,002,232	2,977,345
TRANSFERS IN (OUT)	(49,000)	(130,000)	(130,000)	(130,000)	(130,000)	(130,000)	(130,000)
CHANGE IN RETAINED EARNINGS	5,036,347	3,464,473	3,250,382	3,092,654	2,991,394	2,872,232	2,847,345
WORKING CAPITAL ANALYSIS							
Beginning Cash Balance		14,638,185	12,190,457	10,955,886	9,079,387	9,357,977	9,097,296
Cash from Current Operations		5,176,468	5,035,327	4,963,800	4,886,739	4,806,678	4,821,390
Bond issue Proceeds		-	-	4,000,000	500,000	1,500,000	-
CASH AVAILABLE		19,814,653	17,225,785	19,919,685	14,466,127	15,664,654	13,918,686
Capital Improvement Needs (Cash)		5,463,800	3,400,000	8,220,000	2,270,000	3,880,000	1,570,000
Capital Debt Principal/New Debt Principal		2,160,396	2,869,899	2,620,298	2,838,150	2,687,358	2,674,417
WORKING CAPITAL OUTFLOW		7,624,196	6,269,899	10,840,298	5,108,150	6,567,358	4,244,417
ENDING WORKING CAPITAL BALANCE		12,190,457	10,955,886	9,079,387	9,357,977	9,097,296	9,674,269
Typical residential % change	0.95%	0.74%	0.62%	0.54%	0.56%	0.58%	1.11%

Table 4

	Fiscal 2016-2017 Current Rates			Fiscal 2017-2018 Proposed rates		
	Sewer Cap = 125%			Sewer Cap = 125%		
	Sewer (000 Gal.)	Water (000 Gal.)	Total	Sewer (000 Gal.)	Water (000 Gal.)	Total
Winter	14	14		14	14	
Spring	14	14		14	14	
Summer	18	33		18	33	
Fall	14	14		14	14	
Total	60	75		60	75	
Rate per 1000 gallons	\$4.60	\$3.19		\$4.60	\$3.20	
Usage charge	\$276.00	\$239.25	\$515.25	\$276.00	\$240.00	\$516.00
Annual basic rate	139.00	97.84	236.84	139.00	101.76	240.76
Total	\$415.00	\$337.09	\$752.09	\$415.00	\$341.76	\$756.76
% change				0.00%	1.38%	0.62%

Increased cost for the Typical Portage Residential Customer

	<u>for sewer</u>	<u>for water</u>	<u>for both</u>
per year	\$0.00	\$4.67	\$4.67
per quarter	\$0.00	\$1.17	\$1.17
per month	\$0.00	\$0.39	\$0.39
per week	\$0.00	\$0.09	\$0.09
per day	\$0.00	\$0.01	\$0.01

CAPITAL IMPROVEMENT PROJECT SUMMARY

SANITARY SEWER

Project Expenditures (\$000)

Project Number/Title	Fiscal Year										Total
	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	
1 Lift Station Renovations	500			500			500			500	2,000
2 Wetherbee Avenue Sanitary Sewer, Portage Road to Woodlawn Drive	210										210
3 South Westnedge Ave Sanitary Sewer Lead Installation	60										60
4 Romence Road Sanitary Sewer, Angling Road to west end		295									295
5 Trunk Sewer Condition Assessment		225									225
6 Pump Station Mechanical Upgrades			400								400
7 Ramona Park Plat Sanitary Sewer				950							950
8 SCADA System Upgrade					450						450
9 Weaver Drive Sanitary Sewer, Charles Street to north end						315					315
10 Zylman Avenue Sanitary Sewer, South Sprinkle Road to Deep Point Drive							660				660
											0
TOTALS	770	520	400	1,450	450	315	1,160	0	0	500	5,565
Special Assessments	15	25		75		40	55				210
Capital Improvement Bonds	0	0	0	800	450	235	1,050			500	3,035
Municipal Street Fund	15	25		75		40	55				210
Sewer Fund cash	740	470	400	500							2,110

CAPITAL IMPROVEMENT PROJECT SUMMARY

Project Expenditures (\$000)

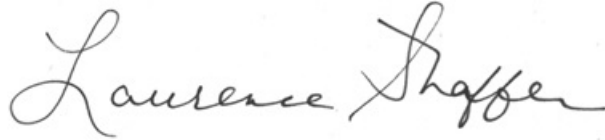
WATER

Project Number/Title		Fiscal Year										Total
		17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	
												0
1	Storm Drainage Improvements Program	100	50	50	-	-	-	-	-	-	-	200
2	South Westnedge Avenue Relief Storm Sewer	1,000	-	-	-	-	-	-	-	-	-	1,000
3	Meadows at Constitution Plat Storm Sewer Extension	700	-	-	-	-	-	-	-	-	-	700
4	Winter Forest Drainage Improvements	400	-	-	-	-	-	-	-	-	-	400
5	Water System Reliability Study Update	-	55	-	-	-	-	55	-	-	-	110
6	Oakland Drive/Rosewood Ave Water Main Replacement	60	-	-	-	-	-	-	-	-	-	60
7	Northwest Water Storage Facility	-	6,000	-	-	-	-	-	-	-	-	6,000
8	Idaho Avenue Water Main Replacement	-	500	-	-	-	-	-	-	-	-	500
9	Romence Road Water Main Replacement	-	450	-	-	-	-	-	-	-	-	450
10	Lake Connection Elimination Program	-	275	-	-	-	-	-	-	-	-	275
11	Shaver Road Water Main Replacement	-	-	250	1,000	-	-	-	-	-	-	1,250
12	Lakeview Avenue Water Main Replacement	-	-	500	-	-	-	-	-	-	-	500
13	Portage Road Water Main Extension, Helen Avenue to Byrd Drive	-	-	350	-	-	-	-	-	-	-	350
14	Pine View Water Storage Facility Renovation	-	-	350	-	-	-	-	-	-	-	350
15	Consolidated Drain Rehabilitation	-	-	-	400	-	-	-	-	-	-	400
16	Ramona Park Plat Water Main	-	-	-	350	-	-	-	-	-	-	350
17	East Milham Avenue Water Main Abandonment	-	-	-	250	-	-	-	-	-	-	250
18	SCADA System Upgrade	-	-	-	60	-	-	-	-	-	-	60
19	Shuman Wellfield Iron Removal Facility	-	-	-	-	650	5,000	-	-	-	-	5,650
20	Lovers Lane Water Main Abandonment	-	-	-	-	50	-	-	-	-	-	50
21	Schuring Road Water Main Replacement	-	-	-	-	-	525	-	-	-	-	525
22	East Shore Drive Water Main Replacement	-	-	-	-	-	310	-	-	-	-	310
23	Northeast Quadrant Well Field Development	-	-	-	-	-	-	1,200	-	-	-	1,200
24	East Milham Avenue Water Main Abandonment	-	-	-	-	-	-	160	-	-	-	160
25	Woodland Elementary School Water Main	-	-	-	-	-	-	115	-	-	-	115
TOTALS		2,260	7,330	1,500	2,060	700	5,835	1,530	0	0	0	21,215
Special Assessments					100							100
Capital Improvement Bonds		1,000	2,310	950	1,650	650	5,000	1,360				12,920
Other Financing (LDFA funds for water tower)			1,210									1,210
Water Fund Cash		1,260	3,810	550	310	50	835	170				6,985

Table 6

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: 2016 Local Streets Reconstruction Program True-up

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

ACTION RECOMMENDED: That City Council approve:

1. Change Order No. 1 in the amount of \$99,086.15 to Michigan Paving & Materials, Inc., for additional work,
2. Contract Amendment No. 1 in the amount of \$22,945.00 to Abonmarche Consultants for additional inspection and construction administration, and
3. a budget transfer in the amount of \$122,031.15 from the Major Street Reconstruction account to the Local Street Reconstruction account

in an effort to effectively implement the Complete Streets policy into the 2016 Local Streets Reconstruction Program.

The total costs of the 2016 Local Streets Reconstruction Program surpassed the budgeted amounts for the project. The City Administration is requesting the above noted approvals to account for the unforeseen expenses for the work that has already been performed.

The 2016-2017 Local Street Reconstruction Program was the first project to implement the Complete Streets policy, adopted by City Council in 2015. In general, the Complete Streets policy requires the installation of sidewalks, shoulder or pavement sufficient to provide additional safety to non-motorized road users. Due to some of the unforeseen consequences of providing a Complete Street program to local streets, additional costs were incurred to provide a quality product that met or exceeded the expectations of the city's local streets program. Adding the installation of sidewalks into well-established, older neighborhoods in 2016 proved to be a challenge in gaining the acceptance of many residents. The sidewalk locations were adjusted in many areas to accommodate resident requests, mainly to avoid existing trees and cause less disruption to landscaping. The replacement limits of the driveways were also extended due to steeper slopes created as a result of sidewalk installation.

Due to the poor condition of streets in the Larkspur/Barberry area in 2016, the construction method of widening the shoulders was revised to "wedge in" new asphalt along the shoulders that were widened prior to the top course of asphalt being placed. This resulted in higher costs for these streets because of the additional material and labor; however, these improvements created a wider pavement for non-motorized users and a better asphalt base, extending the life of the streets. Funding for these additions is available in surplus funds in the fiscal year 2015-2016 Major Street Reconstruction account due to

favorable bidding and contract balances.

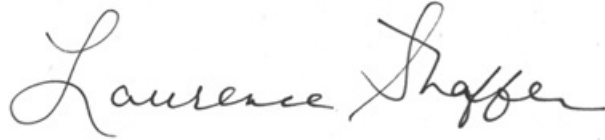
Therefore, it is recommended that City Council approve Change Order No. 1 in the amount of \$99,086.15 to Michigan Paving & Materials, Inc, Contract Amendment No. 1 in the amount of \$22,945.00 to Abonmarche Consultants, and a budget transfer of \$122,031.15 from the Major Street Reconstruction account to the Local Street Reconstruction account for additional scope and services completed on the 2016 Local Streets Reconstruction Project.

FUNDING: Surplus funding is available in the fiscal year 2015-2016 Major Street Reconstruction account. The budget transfer in the amount of \$122,031.15 will allow for execution of the Change Order in the amount of \$99,086.15 and the Contract Amendment for \$22,945.00.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Newell's Lift Station Maintenance - Emergency Expenditure

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

ACTION RECOMMENDED: That City Council approve a contract with Perceptive Controls, Incorporated, in the amount not to exceed \$37,000 for emergency repairs related to the Newell's Lane Lift Station, and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The Newell's Lane sanitary sewer lift station serves the area of Newell's Lane and Forest Drive. On March 7, 2017 the driver of a vehicle traveling eastbound on Forest Drive near Newell's Lane failed to negotiate the curve on Forest Drive, left the roadway, struck the guardrail and overturned onto the Newell's Lane lift station control panel located at the corner of Forest Drive and Newell's Lane. The control panel was destroyed in the collision; however, the pump itself was not damaged. Suez Environmental employees were able to respond immediately with the new portable high capacity utility pump, the purchase of which was approved by City Council on November 15, 2016, resulting in no sewage back-ups in the area.

City staff requested a quote from Perceptive Controls, Incorporated to replace the damaged lift station control panel, high voltage electrical service, all related control equipment and programming.

Perceptive Controls is the contract SCADA supplier for the city and is capable of fabrication, installation and programming the new panel in the emergency situation. Perceptive Controls provided a quote of \$37,000 for the materials and installation. Staff has reviewed the quote and determined the price to be a fair value for the work effort required. It will take approximately six weeks for the lift station control panel to be built. In the meantime, the portable pump continues to be used and temporary supervisor control and data acquisition has been installed by Perceptive Controls, Incorporated to monitor wet well levels and communicate any pump failures. Once the lift station control panel has been installed and all repairs are complete, the at-fault driver's insurance company will be invoiced for the repairs.

Therefore, it is recommended that City Council approve a contract with Perceptive Controls, Incorporated in the amount not to exceed \$37,000 for emergency repairs to the Newell's Lane lift station, and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are available in the fiscal year 2016-17 sewer operating fund to cover the cost of

the repairs until reimbursed by the driver's insurance company.

- Attachments:**
1. Quote
 2. Photo of damaged panel



perceptive controls, inc.

Kendra Gwin, gwink@portagemi.gov
City of Portage

Transportation & Utilities Department
7701 South Westnedge Avenue
Portage, MI 49002

March 10, 2017
Bus: (269) 324-4896

Subject: Perceptive Controls Q03102017TJR Newell Permanent Control Panel

Dear Kendra;

This quote is for the permanent panel replacement at Newell

Perceptive Controls to provide

1. New two door enclosure 60"x60" panel and backplane
2. Sola UPS
3. Terminals, circuit breakers, Panduit, and fuses
4. Opto 22 R2 controller
5. Opto 22 4 slot backplane
6. Opto 22 4 channel 120VAC Input module
7. Opto 22 2 channel 4-20mA Input module
8. P/F 4-20 mA intrinsically safe barrier for pressure transmitter
9. P/F Hi/Low level barrier
10. Racom Ripex Modem
11. 450Mhz antennae and cable
12. Polyphaser
13. Panel build
14. Programming
15. Startup and Debug
16. New cement pad
17. Electrical Installation

Provided by others

1. Floats and level transmitter, pumps, etc (all instrumentation)

Time and materials not to exceed \$37,000.00

Payment Terms: 50% upon order 50% completion, Net 30 Days.
Delivery: 3-4 week ARO

Perceptive Controls, Inc. guarantee's all labor for a period of 90 days after startup. Guarantee does not include damage, misuse, or changes caused by others.

If you have any questions, please feel free to contact me anytime at 269.685.3040

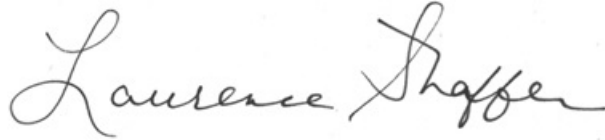
Best Regards,

Todd Reynolds
Perceptive Controls



TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Height Modification: Stryker Instruments, 6520 Portage Road (1941 Stryker Way)

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council approve a Height Modification for Stryker Instruments to allow construction of a building at 6520 Portage Road (1941 Stryker Way) to a height ranging from 62 feet-6 inches to 77 feet.

An application has been submitted by Tower Pinkster, representing Stryker Instruments, requesting a height modification to construct a new two to three story, 485,000-square-foot research and development facility and associated site improvements at 6520 Portage Road. The vacant property is zoned I-2, heavy industrial and is part of a larger 288 acre tract of land recently acquired by Stryker Instruments. This larger tract of land, which includes nine separate parcels, is bounded on the east by Portage Road, on the west by Lovers Lane, on the north by East Milham Avenue and on the south by Ramona Avenue. The proposed research and development facility will be located on approximately 79 acres of the southeast quadrant of this large land area, currently addressed as 6520 Portage Road. Once the improvements and land divisions are complete, including construction of the new east/west public street (Stryker Way), this new facility will be addressed as 1941 Stryker Way.

The applicant is requesting a building a height that will vary from 62 feet-6 inches to 77 feet above grade. Section 42-350(A) of the Land Development Regulations establishes a maximum building height of 60 feet in the I-2, heavy industrial zoning district. Section 42-350(B)(a) allows an increase in building height subject to review and approval by the Planning Commission and City Council. In granting building height modifications, the Commission/Council "...shall require that all yards shall be at least equal in their depth to the height of the structure." Furthermore, the Commission/Council must determine that the "...topography, natural features or other land use characteristics, including the distance of the proposed structure from other uses, adequately mitigate adverse impacts on any adjoining or surrounding uses."

With regard to the two story north elevation, the typical building height is 42 feet-6 inches with two notable exceptions: 1) a rooftop mounted unit will extend to a height of 71 feet-6 inches; and 2) the building height at the northwest corner in the loading/unloading area is 77 feet high as measured to the top of the elevator access enclosure. The typical building height is approximately 54 feet-6 inches. The three story south elevation is approximately 12 feet higher than the north elevation. The highest point of the south elevation, as measured from the grade to the top of the elevator access enclosure, is just under 74 feet. The building height to the top of several rooftop mounted mechanical units is approximately 63 feet-7 inches and to the top of the staircase access enclosure, the height is approximately 62 feet-6 inches.

Impacts associated with the proposed building height increase are anticipated to be minimal. As indicated by the applicant, only a small percentage of the building (9.75%) will actually extend higher than 60 feet and primarily includes rooftop mounted mechanical units and an elevator/staircase enclosure necessary for rooftop access. The portions of the building that exceed the 60 feet in height range between 2.5 feet and 17 feet above the maximum. Additionally, the building is located approximately 1,000 feet from Portage Road and over 950 feet from the Ramona Avenue residential neighborhood. Although the first floor elevation will be approximately 10 to 13 feet higher in elevation than Ramona Avenue, the existing mature tree line along the north side of Ramona Avenue will be retained that will minimize visual impacts on the Ramona Avenue residents.

In a report dated March 10, 2017, the Department of Community Development has recommended approval of the Height Modification for the reasons stated above. The Planning Commission convened a public hearing on March 16, 2017. Ms. Jill VanDyken of Stryker Instruments, Eric Hackman of Tower Pinkster and Mr. Pete Michell of Rockford Construction were present to support the building height modification. In response to citizen comments during the public hearing, the Commission discussed with the applicant and staff the height of the proposed building in relation to the residential neighborhood on the south side of Ramona Avenue, setback distances from adjacent public streets, retention of the existing tree line located along the north side of Ramona Avenue, building site location and building/site lighting. After careful consideration, the Planning Commission unanimously recommended approval of the building height recommendation to City Council.

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

FUNDING: Not Applicable

Attachments:

1. March 17, 2017 Planning Commission transmittal
2. March 16, 2017 (draft) Planning Commission Minutes
3. March 10, 2017 Department of Community Development report

TO: Honorable Mayor and City Council

FROM: Planning Commission

DATE: March 17, 2017

SUBJECT: Height Modification for Stryker Instruments, 6520 Portage Road

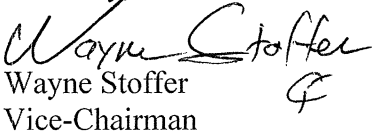
The Planning Commission convened a public hearing during the March 16, 2017 meeting to consider a request submitted by Tower Pinkster, representing Stryker Instruments, for a height modification to construct a new 2-3 story, 485,000 square foot research and development facility and associated site improvements at 6520 Portage Road.

Ms. Jill VanDyken, Stryker Instruments, Eric Hackman, Tower Pinkster and Mr. Pete Michell, Rockford Construction, were present to support the building height modification. The Commission discussed with the applicant and staff the height of the proposed building in relation to the adjacent residential neighborhood located on the south side of Ramona Avenue, setback distances from adjacent public streets, retention of the existing tree line located along the north side of Ramona Avenue that will provide screening/visual separation between the new facility and existing residences, building site location and building/site lighting.

Mr. Ted Beebe, 1802 Ramona Avenue, and Mr. Mark Davies, 1721 Lansing Avenue, spoke regarding the proposed height modification. These residents had questions/comments including safety concerns associated with the height of the building in proximity to the airport, increase in property taxes, decrease in property values, increase in traffic/speeding on Ramona Avenue, disruption of wildlife and impact on the view of the wooded area along the north side of Ramona Avenue.

After careful consideration, a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to recommend to City Council that the height modification for Stryker Instruments, 6520 Portage Road, be approved to allow construction of the building to a height ranging from 62-feet 6-inches to 77-feet. The significant building setback distances from Portage Road and Ramona Avenue, small percentage of the overall building that will exceed the maximum 60-foot height requirement, and retention of the existing tree line along Ramona Avenue, will adequately mitigate impacts on any adjoining and surrounding land uses. The motion was unanimously approved 8-0.

Sincerely,


Wayne Stoffer
Vice-Chairman

PLANNING COMMISSION

 DRAFT

March 16, 2017

The City of Portage Planning Commission meeting of March 16, 2017 was called to order by Vice-Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Approximately 50-60 citizens were in attendance.

PLEDGE OF ALLEGIANCE:

Vice-Chairman Stoffer led the Commission, staff and citizens in the Pledge of Allegiance.

IN ATTENDANCE:

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

ROLL CALL:

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

APPROVAL OF MINUTES:

Vice-Chairman Stoffer referred the Commission to the March 2, 2017 meeting minutes contained in the agenda packet. A motion was made by Commissioner Schimmel, seconded by Commissioner Bosch, to approve the minutes as submitted. The motion was unanimously approved 8-0.

PUBLIC HEARINGS:

1. Height Modification: Stryker Instruments, 6520 Portage Road (1941 Stryker Way). Mr. Forth summarized the staff report dated March 10, 2017 regarding a request submitted by Tower Pinkster, representing Stryker Instruments, to construct a 2-3 story, 485,000 square foot research and development facility that will vary in height between 62-77 feet above grade. Mr. Forth stated the Land Development Regulations establish a maximum building height of 60 feet in the I-2, heavy industry district that can be increased subject to review and approval by the Planning Commission and City Council. Mr. Forth discussed the varying height of the proposed building and indicated that less than 10% of the overall building will exceed the 60-foot height standard. Mr. Forth stated the building will be located approximately 1,000 feet from Portage Road and over 950 feet from the Ramona Avenue residential neighborhood. Mr. Forth also discussed the existing mature tree line along the north side of the Ramona Avenue that will be preserved to help minimize visual impacts. Mr. Forth indicated the height modification request satisfies the ordinance criteria set forth in Section 42-350(B)(6)(a) and was recommended for approval. Mr. Forth then referred the Commission to the two citizen communications that were received and included in the final agenda packet.

Ms. Jill VanDyken, Stryker Instruments, was present to support the application. Additionally, Eric Hackman (Tower Pinkster), Ron Masek (Tower Pinkster) and Pete Michell (Rockford Construction) were also present to support the project. Ms. VanDyken thanked staff for their support and assistance and provided a brief overview of the project. In addition to the public notice provided by the city, Ms. VanDyken indicated that Stryker also sent a summary of the project to approximately 60 area residents along Ramona Avenue. Ms. VanDyken stated the Stryker facility would not have any access to/from Ramona Avenue and indicated that construction traffic would be utilizing Portage Road. Mr. Hackman discussed the proposed roof top mechanical units and associated noise. Mr. Masek discussed the existing mature tree line that will be preserved along the north side of Ramona Avenue, along with earth berming and tree plantings proposed along Stryker Way and the internal development site.

 DRAFT

The public hearing was opened by Vice-Chairman Stoffer. Two citizens spoke regarding the proposed height modification: 1) Ted Beebe, 1802 Ramona Avenue and 2) Mark Davies, 1721 Lansing Avenue. Mr. Beebe stated he has lived at 1802 Ramona Avenue since 1986 and had several questions/concerns about the proposed development. Mr. Beebe asked if there were any safety concerns associated with the height of the building and the proximity of the airport. Mr. Beebe also expressed concerns about possible increase in property taxes, decrease in property values, increase in traffic and speeding on Ramona Avenue, disruption of wildlife and adverse impact on his view of the wooded area along the north side of Ramona Avenue. Mr. Forth stated that Stryker worked closely with the Federal Aviation Administration (FAA) to determine the best location for the building and approval has been received. Mr. Forth also discussed retention of the existing mature tree line along the north side of Ramona Avenue that would serve as a significant visual buffer and screen. Mr. Forth restated that questions regarding existing speeding along Ramona Avenue and/or possibly lowering the speed limit should be directed to the Department of Transportation and Utilities. Mr. Davies asked whether the FAA would require a flashing beacon on top of the building and possible light pollution from facility. Mr. Michell summarized conversations with the FAA regarding the building placement, flight path and the likely possibility to install lighting on top of the building. No additional citizens spoke during the public hearing. A motion was then made by Commissioner Bosch, seconded by Commissioner Schimmel, to close the public hearing. The motion was unanimously approved 8-0.

The Commission, staff and the applicant's representatives discussed various aspects of the height modification request including the elevation difference between the building and Ramona Avenue, setback distances of the building from Ramona Avenue and the adjacent residential neighborhood and preservation of the mature tree line along the north side of Ramona Avenue. After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to recommend to City Council that the Height Modification for Stryker Instruments at 6520 Portage Road be approved to allow construction of the building to a height ranging from 62-feet 6-inches to 77-feet as shown on the submitted building elevation drawings. The motion included a finding that the significant building setback distances from Portage Road and Ramona Avenue, small percentage of the overall building that will exceed the maximum 60-foot height requirement and retention of the existing tree line along Ramona Avenue will adequately mitigate adverse impacts on any adjoining and surrounding land use in accordance with Section 42-350(B)(6)(a). The motion was unanimously approved 8-0.

SITE/FINAL PLANS:

1. Site Plan: Stryker Instruments, 6520 Portage Road (1941 Stryker Way). Mr. Forth summarized the staff report dated March 10, 2017 regarding a site plan submitted by Tower Pinkster, representing Stryker Instruments, to construct a 2-3 story, 485,000 square foot research and development facility and associated site improvements at 6520 Portage Road. Mr. Forth discussed various elements of the site plan including construction of the new public street (Stryker Way) from Portage Road to Lovers Lane, installation of a new traffic signal at the intersection of Portage Road/Stryker Way, construction of multi-use trails/paths, parking, outdoor lighting and storm water management.

Ms. Jill VanDyken of Stryker Instruments was present to support the application and explain the development project. Ms. VanDyken discussed the traffic signal to be installed at the Portage Road/Stryker Way intersection and indicated the new facility would employ approximately 1,300 people with approximately 95% of the employees working a traditional first shift (7:30am-5:30pm). Ms. VanDyken indicated that no manufacturing will occur at the facility. Commissioner Shoup expressed concerns over possible light pollution and visual impacts of the facility from the Ramona Avenue neighborhood and asked whether additional evergreen trees plantings could be installed along the south side of Stryker Way. Mr. Forth discussed the sharp cut-off style of the light poles, the substantial mature tree line that would be preserved along the north side of Ramona Avenue (approximately 150-feet) and distance separation between the Stryker facility and the Ramona Avenue neighborhood. Mr. Forth also discussed the intervening parcel (Parcel B) that was situated between Stryker Way and Ramona Avenue and indicated additional screening could be considered with any future development of this property. Attorney Brown clarified that a requirement for any additional screening would need to be authorized by ordinance/statute. Ms. VanDyken stated the existing mature tree line along the north side of Ramona Avenue provides a substantial buffer

and no trees in this area would be removed with the Stryker project other than for public utility extensions and installation of the path along the south side of Stryker Way.

Two citizens spoke regarding the proposed site plan: 1) Sharon Kuruoglu, 9220 East Shore Drive and 2) Mark Davies, 1721 Lansing Avenue. Ms. Kuruoglu asked what Stryker plans to do with the other five locations they are currently leasing when this facility is constructed. Ms. VanDyken stated the other non-manufacturing locations of Stryker would be consolidated at the new facility location. Mr. Davies expressed concerns over existing vehicle speeding on Ramona Avenue and increased cut-through traffic on Ramona Avenue after construction of the Stryker facility. No additional citizens spoke regarding the site plan.

After additional discussion regarding anticipated traffic generation, mature tree preservation along the north side of Ramona Avenue and whether additional supplemental screening should be installed, a motion was made by Commissioner Bosch, seconded by Commissioner Schimmel, to approve the Site Plan for Stryker Instruments, 6520 Portage Road (1941 Stryker Way), subject to City Council approving the height modification and subject to 1) review and approval of the maintenance and indemnification agreements regarding storm water discharge from Stryker Way into private retention areas and 2) review and approval of the Portage Road multi-use path easement. The motion was unanimously approved 8-0.

NEW BUSINESS:

1. Land Division with Public Improvements: Stryker Instruments, 6520 Portage Road. Mr. Forth summarized the staff report dated March 10, 2017 regarding a land division with public improvements application submitted by Stryker Instruments, in conjunction with the site plan for the new 485,000 square foot research and development facility. Mr. Forth stated there were currently nine parcels comprising the overall 288 acre tract of land that was generally bounded by Portage Road to the east, Lovers Lane to the west, East Milham Avenue to the north and Ramona Avenue to the south. Mr. Forth stated the proposed land divisions will occur as a result of the new public street construction (Stryker Way), which will extend from Portage Road to Lovers Lane. Mr. Forth stated that six of the existing nine parcels will be affected. Mr. Forth indicated that Stryker Way will be constructed as a limited access boulevard and a new traffic signal will be installed at the intersection of Stryker Way and Portage Road, which will also serve the Kenco and future development projects on the east side of Portage Road. With regard to Lovers Lane, Mr. Forth stated the existing curve located south of the proposed intersection of Stryker Way and Lovers lane will be realigned to address safety concerns and a multi-use trail will be installed on the south side of Stryker Way and will connect Portage Road to Lovers Lane. Mr. Forth indicated that storm water from Stryker Way will be directed to private retention basins owned by Stryker Instruments with appropriate maintenance/indemnification agreements executed and recorded between the city of Portage and Stryker Instruments. Mr. Forth stated that municipal water and sanitary sewer will also be installed within Stryker Way.

After finalization of the staff report, Mr. Forth indicated subsequent conversations have taken place with Stryker representatives regarding condition No. 3 that recommends future access to Ramona Avenue be prohibited. Mr. Forth explained that while no access to Ramona Avenue was proposed with the new Stryker facility, Ramona Avenue access for future development projects that may occur on Parcel 1 and Parcel 2 was desired by the applicant. Mr. Forth explained an alternative to condition No. 3 that may allow access to Ramona Avenue involving future development projects, but only along the easterly 212 feet of Parcel 1 (directly opposite the OS-1, office service zoning to the south) and along the westerly 450 feet of Parcel 2 (directly opposite the B-3, general business zoning to the south).

Commissioner Dargitz asked if Parcels 1 and 2 have access to Stryker Way, why is access to Ramona Avenue necessary. Commissioner Dargitz also indicated that alternative condition No. 3 seems to be contrary to what was just discussed with the site plan approval for the new Stryker Instruments facility that has no access to Ramona Avenue. Mr. Forth stated the new Stryker facility will not have access to Ramona Avenue but Stryker would like to leave open access flexibility to Ramona Avenue since future development plans involving these two parcels is unknown at this time. Commissioner Bosch stated the alternative condition No. 3 does not guarantee access to Ramona Avenue for future development involving Parcels 1 and 2: the development project would still be subject to site plan review. Attorney Brown stated the alternative condition No. 3, if approved, would imply an expectation that access would be granted along those specific sections of Ramona Avenue in the future if desired by the

applicant. Mr. Forth stated that any future access to Ramona Avenue for Parcels 1 and 2 would be subject to a specific development proposal. Commissioner Patterson stated that he believes the alternative condition No. 3 was reasonable and would allow for future flexibility and consideration. Commissioner Richmond stated she concurs with Commissioner Dargitz and access should be prohibited from Ramona Avenue. Commissioner Richmond stated industrial development traffic should not use Ramona Avenue and should be restricted to Stryker Way and the adjacent major streets (Portage Road, Lovers Lane). Commissioner Richmond discussed the impact cut-through traffic from the existing Stryker facility at the corner of East Milham Avenue/Sprinkle Road has had on Meredith Street and the Lexington Green neighborhood.

Ms. Jill VanDyken of Stryker Instruments was present to support the application. Ms. VanDyken explained that the alternative condition No. 3 was desired for future development flexibility that may occur on Parcel 1 and/or Parcel 2. Ms. VanDyken indicated they wished not to be tied to a restrictive condition that absolutely prohibits any access from Ramona Avenue, where opposite commercial zoning. Ted Beebe, 1802 Ramona Avenue, spoke regarding the proposed land division with public improvements. Mr. Beebe asked about the location of the proposed traffic signal on Portage Road, opposite the Kenco development, and stated that allowing future access to Ramona Avenue may encourage employees from Stryker to avoid the traffic signal and cut-through to Ramona Avenue.

After additional discussion, a motion was made by Commissioner Dargitz, seconded by Commissioner Shoup, to recommend to City Council that the Land Division with Public Improvements for Stryker Instruments, 6520 Portage Road, be approved subject to the following conditions: 1) The proposed public street, municipal water, sanitary sewer and storm sewer are acceptable in concept. Final design, location and related issues are being addressed with the detailed engineering drawings that have been submitted; 2) The land divisions as shown on the attached drawing will be finalized and the applicant will need to record the documents with the Kalamazoo County Register of Deeds and provide a copy to the City of Portage prior to commencement of construction activities; and 3) Given the amount of residential development on the south side of Ramona Avenue and to minimize impacts on the existing residents, vehicular access to Ramona Avenue for Parcel 1 and Parcel 2 should be prohibited. The motion was unanimously approved 8-0.

8:45 p.m. - The Commission took a short recess.
8:55 p.m. - The Commission reconvened.

PUBLIC HEARING:

1. Preliminary Report; Rezoning Application #16/17-4, 9300 Portage Road (West Lake Condominiums Planned Development). Mr. West summarized the preliminary staff report dated March 10, 2017 regarding a request from AEG Development LLC to rezone 9300 Portage Road from R-1C, one family residential to PD, planned development. Mr. West stated the PD rezoning would facilitate construction of residential condominium project (West Lake Condominiums) consisting of single-family detached, attached and duplex homes. Mr. West indicated a total of 27 dwelling units was proposed on the existing 11.5 acre parcel. Mr. West stated the city would be realigning the Lakeview Drive/Portage Road intersection in FY 2017-2018 and this project would require acquisition of 0.46 acres from AEG Development, along the northeast corner of the subject property. Mr. West also indicated that the northern portion of the property, along the south side of Lakeview Drive, was encumbered by an approximate 2.6 acre wetland area that was delineated by the applicant in the Fall 2016. Mr. West discussed various aspects of the proposed tentative plan including the mixture of housing types, open space features, vehicular access, pedestrian walkway and building setbacks. Mr. West briefly summarized the Comprehensive Plan/Future Land Use Map designation of the subject property and adjacent properties, the suitability of the existing R-1C zone and proposed PD project, comparable development densities, anticipated traffic generation and environmental related impacts. Mr. West then referred the Commission to the citizen petition opposing the zoning change and related correspondence received from area residents that were included in the final agenda packet.

TO: Planning Commission **DATE:** March 10, 2017

FROM: Vicki Georgeau, ¹⁴Director of Community Development

SUBJECT: Height Modification/Site Plan Approval: Stryker Instruments, 6520 Portage Road
(1941 Stryker Way)

I. INTRODUCTION/BACKGROUND:

An application has been submitted by Tower Pinkster, representing Stryker Instruments, requesting a height modification and site plan approval to construct a new 2-3 story, 485,000 square foot research and development facility and associated site improvements at 6520 Portage Road.

The vacant property is zoned I-2, heavy industrial and is part of a larger 288 acre tract of land recently acquired by Stryker Instruments. This larger tract of land, which includes nine separate parcels, is bounded on the east by Portage Road, on the west by Lovers Lane, on the north by East Milham Avenue, and on the south by Ramona Avenue. The proposed research and development facility will be located on approximately 79 acres of the southeast quadrant of this large land area, currently addressed as 6520 Portage Road (refer to the attached vicinity map). Once the improvements and land divisions are complete, including construction of the new east/west public street (Stryker Way), this new facility will be addressed as 1941 Stryker Way.

II. HEIGHT MODIFICATION:

Zoning Code Requirements: The applicant is requesting a building a height that will vary from 62-feet 6-inches to 77-feet above grade. Attached is a letter of explanation and a building elevations drawing provided by the applicant. Section 42-350(A) of the Land Development Regulations establishes a maximum building height of 60 feet in the I-2, heavy industrial zoning district. Section 42-350(B)(a) allows an increase in building height subject to review and approval by the Planning Commission and City Council. In granting building height modifications, the Commission/Council "...shall require that all yards shall be at least equal in their depth to the height of the structure." Furthermore, the Commission/Council must determine that the "...topography, natural features or other land use characteristics, including the distance of the proposed structure from other uses, adequately mitigate adverse impacts on any adjoining or surrounding uses."

Analysis: As indicated in the letter from the applicant and as shown on the building elevations drawing, the building will vary in height from 62-feet 6-inches to 77-feet above grade. With regard to the two-story north elevation, the typical building height is 42-feet 6-inches with two notable exceptions: 1) a rooftop mounted unit will extend to a height of 71-feet 6-inches; and 2) the building height at the northwest corner in the loading/unloading area is 77-feet high as measured to the top of the elevator access enclosure. The typical building height is approximately 54-feet 6-inches. The three story south elevation is approximately 12-feet higher than the north elevation. The highest point of the south elevation, as measured from the grade to the top of the elevator access enclosure, is just under 74 feet. The building height to the top of several rooftop mounted mechanical units is approximately 63-feet 7-inches and to the top of the staircase access enclosure, the height is approximately 62-feet 6-inches.

Impacts associated with the proposed building height increase are anticipated to be minimal, if any. As indicated in the applicant's letter, only a small percentage of the building (9.75%) will actually extend higher than 60 feet and primarily includes rooftop mounted mechanical units and an elevator/staircase enclosure necessary for rooftop access. The portions of the building that exceed the 60 feet in height range between 2.5 feet and 17 feet above the maximum, which is not considered significant. Additionally, the building is located approximately 1,000 feet from Portage Road and over 950 feet from the Ramona Avenue residential neighborhood. Although the first floor elevation will be approximately 10-13 feet higher in elevation than Ramona Avenue, the existing mature tree line along the north side of Ramona Avenue will be retained that will minimize visual impacts on the Ramona Avenue residents.

For the above stated reasons, staff is supportive of the requested building height modification. Consistent with Section 42-350(B)(6)(a), the proposed Stryker facility will be setback much further from both Portage Road and Ramona Avenue than the required minimum; the existing tree line along Ramona Avenue will be retained; and the area of proposed building that will actually exceed the 60 foot maximum is not considered significant. As a result, impacts on any adjoining and surrounding land use have been adequately mitigated.

Per statutory requirements, residents/property owners within 300 feet of the zoning lot have been notified in writing of the height modification application and Planning Commission meeting. A notice was also placed in the local newspaper.

III. SITE PLAN

As noted above, Stryker Instruments is proposing to construct a 485,000 square foot research and development facility and associated site improvements on approximately 79 acres located on the west side of Portage Road north of Ramona Avenue. In conjunction with the new Stryker facility, a new public street, Stryker Way, will be constructed between Portage Road and Lovers Lane. Stryker Way will provide three points of access to the new facility. In addition to the street, a 10-foot wide multi-use path will be constructed on the south side of Stryker Way. The intersection of Stryker Way and Portage Road will be signalized and will align with the private drive on the east side of Portage Road that provides access to Kenco and future development sites. A Portage Road driveway is proposed at the north end that will primarily provide a separate access route to the loading/unloading area located on the north side of the building. A 10-foot wide multi-use path will be constructed along Portage Road from Ramona Avenue to East Milham Avenue. Since this path is primarily located on private property, an easement will need to be conveyed to the City of Portage. Finally, the city will complete a realignment of Lovers Lane between Ramona Avenue and Stryker Way, the expense of which will be funded through tax increment revenue generated through an approved brownfield plan with the Kalamazoo County Brownfield Redevelopment Authority.

The off-street parking lot is divided into four quadrants providing 1,420 spaces plus 95 banked spaces (located near the northeast quadrant). The off-street parking lots will include walkways to the building, separate parking areas for motorcycles, bicycle racks and charging stations for electric vehicles. All outdoor lighting units (light poles and building mounted) will contain shielded fixtures and conform to applicable ordinance standards. Storm water from the overall development project, including Stryker Way, will be collected and conveyed into a series of treatment cells and infiltration basins. These treatment cells and infiltrations will be owned and maintained by Stryker Instruments, which will require

maintenance and indemnification agreements to allow the storm water from the public street to discharge into privately-owned basins.

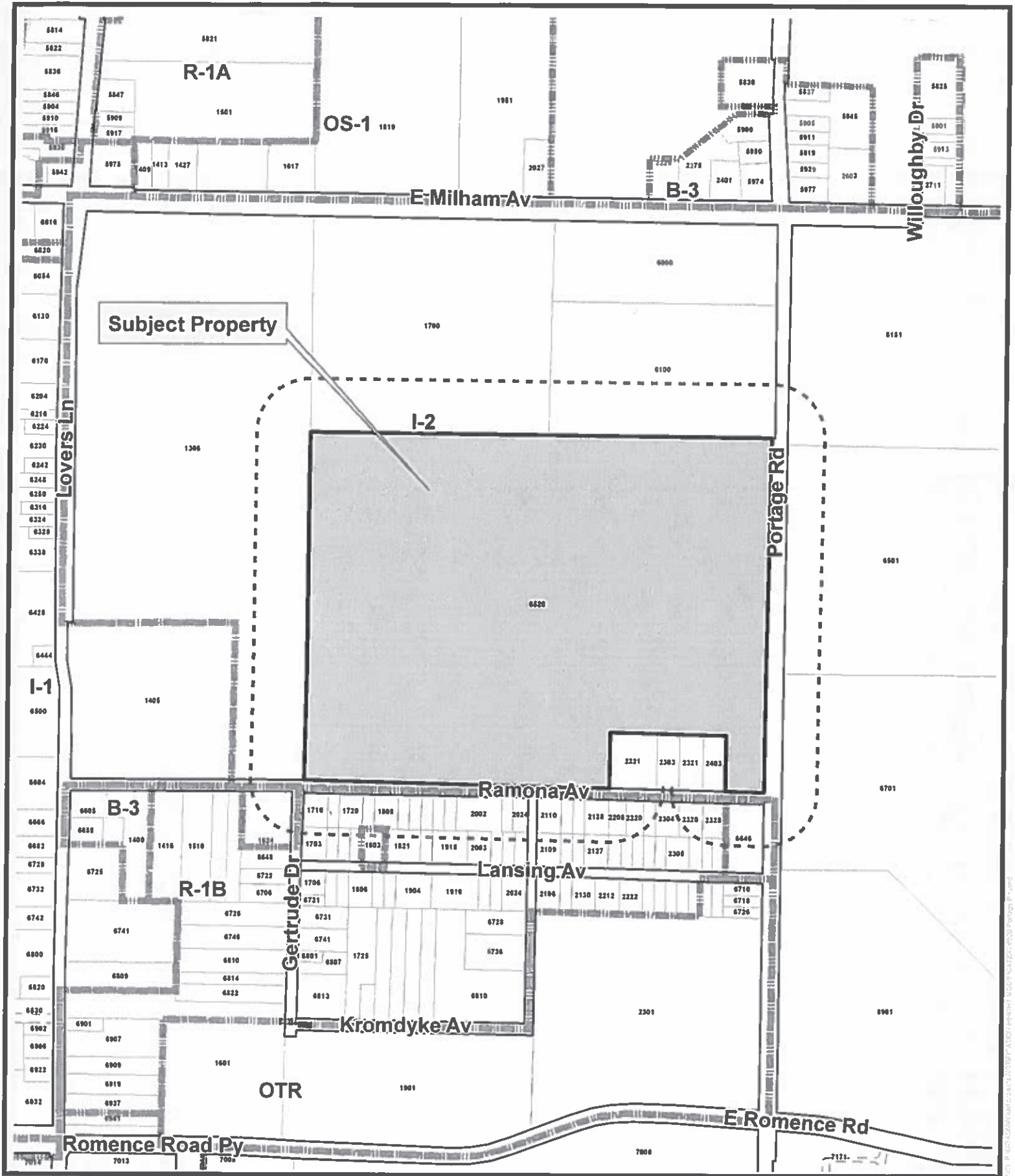
IV. RECOMMENDATION:

Height Modification: Subject to any public comment received and based on the above information provided by the applicant and foregoing analysis, the Planning Commission is advised to recommend to City Council that the Height Modification for Stryker Instruments, be approved to allow construction of the building to a height ranging from 62-feet 6-inches to 77-feet as shown on the submitted building elevation drawings. Due to the significant building setback distances from Portage Road and Ramona Avenue, small percentage of the overall building that will exceed the maximum 60-foot height requirement, and retention of the existing tree line along Ramona Avenue, impacts on any adjoining and surrounding land use have been adequately mitigated in accordance with Section 42-350(B)(6)(a).

Site Plan: The site plan has been reviewed by the City Administrative departments. Subject to City Council approving the height modification, staff recommends that the Site Plan for Stryker Instruments, 6520 Portage Road (1941 Stryker Way) be approved subject to 1) review and approval of the maintenance and indemnification agreements regarding storm water discharge from Stryker Way into private retention areas and 2) review and approval of the Portage Road multi-use path easement.

Attachments: Vicinity/Zoning Map
Aerial Photo Map
Communication from Mr. Eric Hackman, Tower Pinkster
Building Elevation Drawing
Site Plan Sheets

T:\COM\MDEV\2016-2017\Department Files\Board Files\Planning Commission\PC reports\Height Modifications\2017 03 10 Stryker Instruments Height Mod-Site Plan, 6520 Portage Rd.docx



Legend

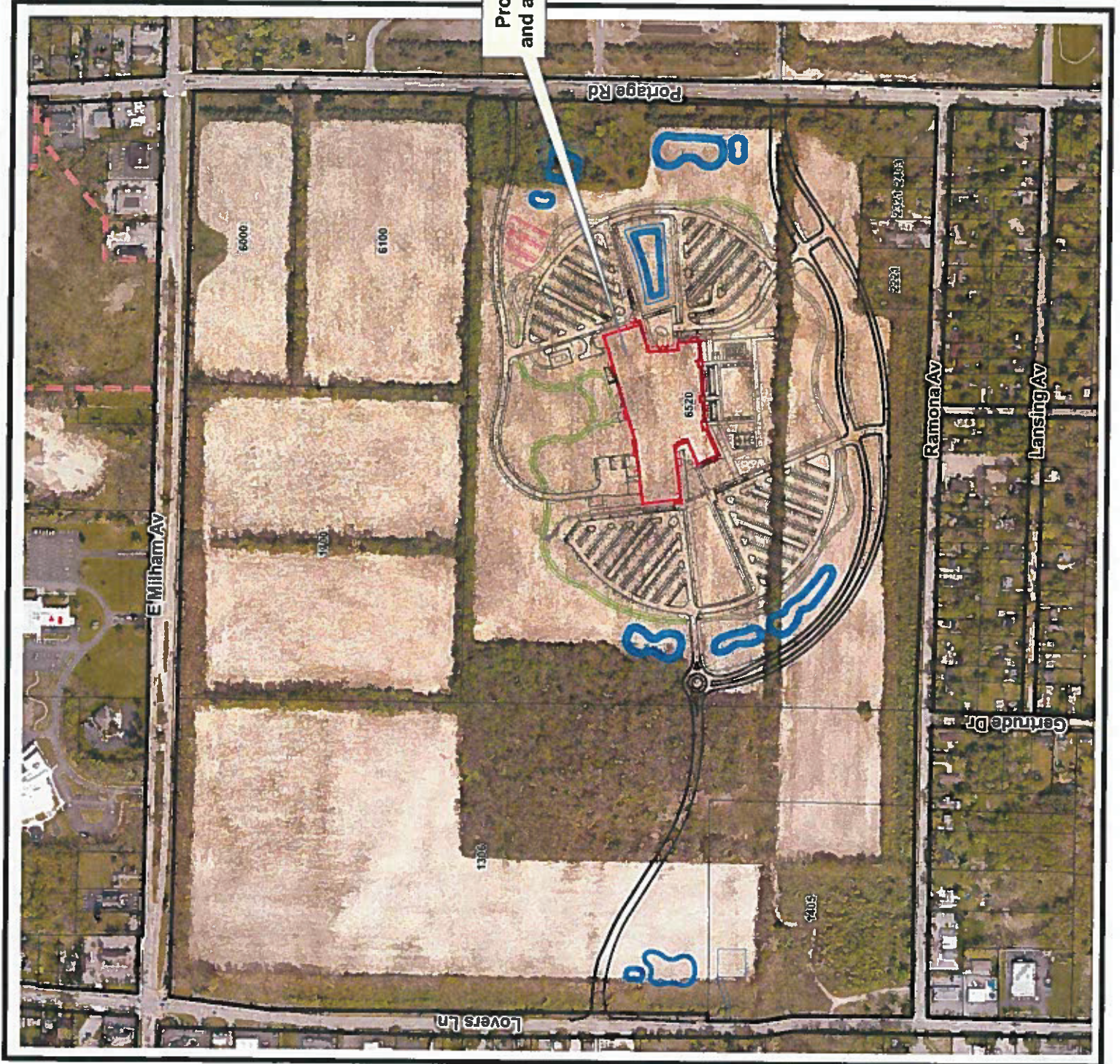
- Notification Boundary
- Subject Property
- Zoning Boundary

Height Modification 6520 Portage Road



1 inch = 700 feet

Height Modification / Site Plan
Stryker Instruments
6520 Portage Road



1 inch = 600 feet
Date: 3/9/2017

RECEIVED
MAR 06 2017
COMMUNITY DEVELOPMENT

March 04, 2017

Vicki Georgeau, AICP
Director, Department of Community Development
City of Portage
7900 South Westnedge Avenue
Portage, MI 49002

Re: Stryker Instruments Division Facility - Height Modification
TowerPinkster Project No. 16-181.00

Dear Ms. Georgeau:

On behalf of Stryker Instruments, TowerPinkster is requesting a Height Modification for the proposed Stryker Instruments Division Facility located at 1941 Stryker Way. The Height Requirements at the site are 60'-0". The proposed height of the building will vary in several locations throughout the building (above 60'), from 62'-6" to 77' above grade. The proposed building has an elevator to the roof with a roof height of 72'-0" and roof top mechanical units of 71'-6" as measured from the first floor finished floor elevation. The proposed stairs for roof access of are 62'-6" as measured from the floor finished floor elevation. The 77'-0" dimension on the north elevation is above grade from the recessed loading dock access at the basement, which is 18' below the first floor. This portion of the building is the tallest above grade, it is located on the interior of the overall development site. The footprint of the site is approximately 200,000 square feet and the portion of the building above the 60' height requirement is 19,500 square feet, that equates to 9.75 percent of the building mass.

The building is set back from the new road, Stryker Way, over 550 feet at and elevation 13'-0" above the high point of the new Stryker Way roadway, 1,000 feet from Portage Road, and over 950 feet from the residential area on Ramona Avenue. The height of the exterior wall at the main building is a 54'-6" and will shield views from the road to both the roof top mechanical units and the elevator roof.

Per the City of Portage Zoning criteria contained in Section 42-350.A(6)(a): 1) All yards shall be at least equal in their depth to the height of the structure, the proposed building will exceed this amount by providing an approximately 550 foot front yard and greater side yards. 2) Topography, natural features or other land use characteristics, including the distance of the proposed structure from other uses, adequately mitigate adverse impacts on any adjoining or surrounding uses. The site characteristics will provide berms, trees, native grasses and other landscape elements, as well as rolling topography.

Vicki Georgeau

-2-

March 04, 2017

The proposed roof top access and roof mounted mechanical units are above the Height Requirements. We are requesting for a Height Modification allowing for the above proposed building.

Sincerely,

TowerPinkster

A handwritten signature in black ink, appearing to read "E. Hackman", followed by a horizontal line.

Eric Hackman, AIA
Sr. Project Manager



STRYKER INSTRUMENTS DIVISION

FACILITY

STRYKER CORPORATION

Portage, Michigan

CITY SITE PLAN APPLICATION

DESIGN TEAM

ARCHITECT/ENGINEER
TowerPinkster
ARCHITECTS

DESIGN ARCHITECT



STRUCTURAL ENGINEER



CIVIL ENGINEER



CONSTRUCTION MANAGER



BUILDING INFORMATION

CONSTRUCTION TYPE

LOWER LEVEL
FIRST FLOOR
SECOND FLOOR
THIRD FLOOR
TOTAL

BUILDING HEIGHT RANGE

47'-0" TO 77' ABOVE GRADE

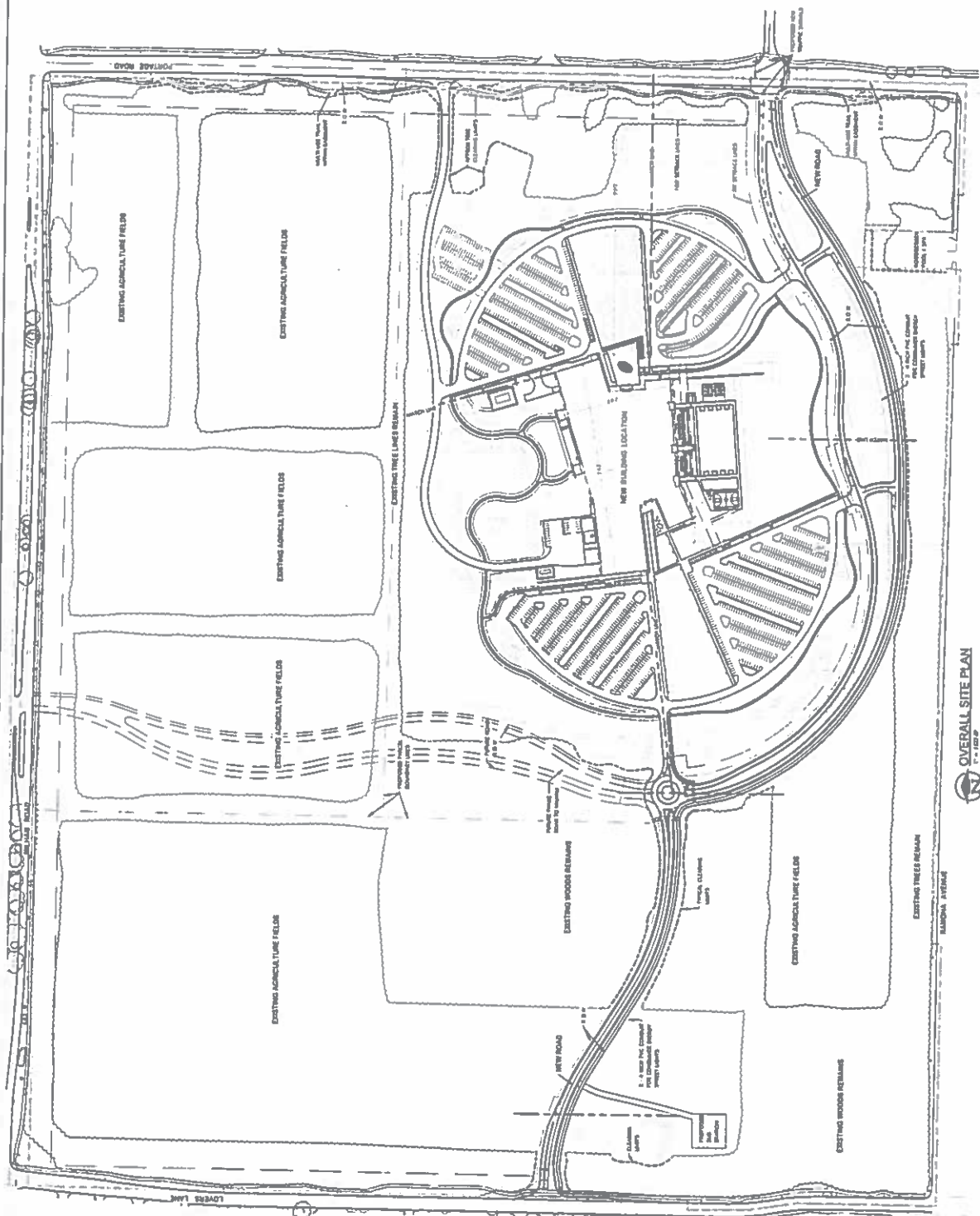
SITE ADDRESS

STRYKER INSTRUMENTS
3941 SPRINGWAY
PORTAGE, MICHIGAN

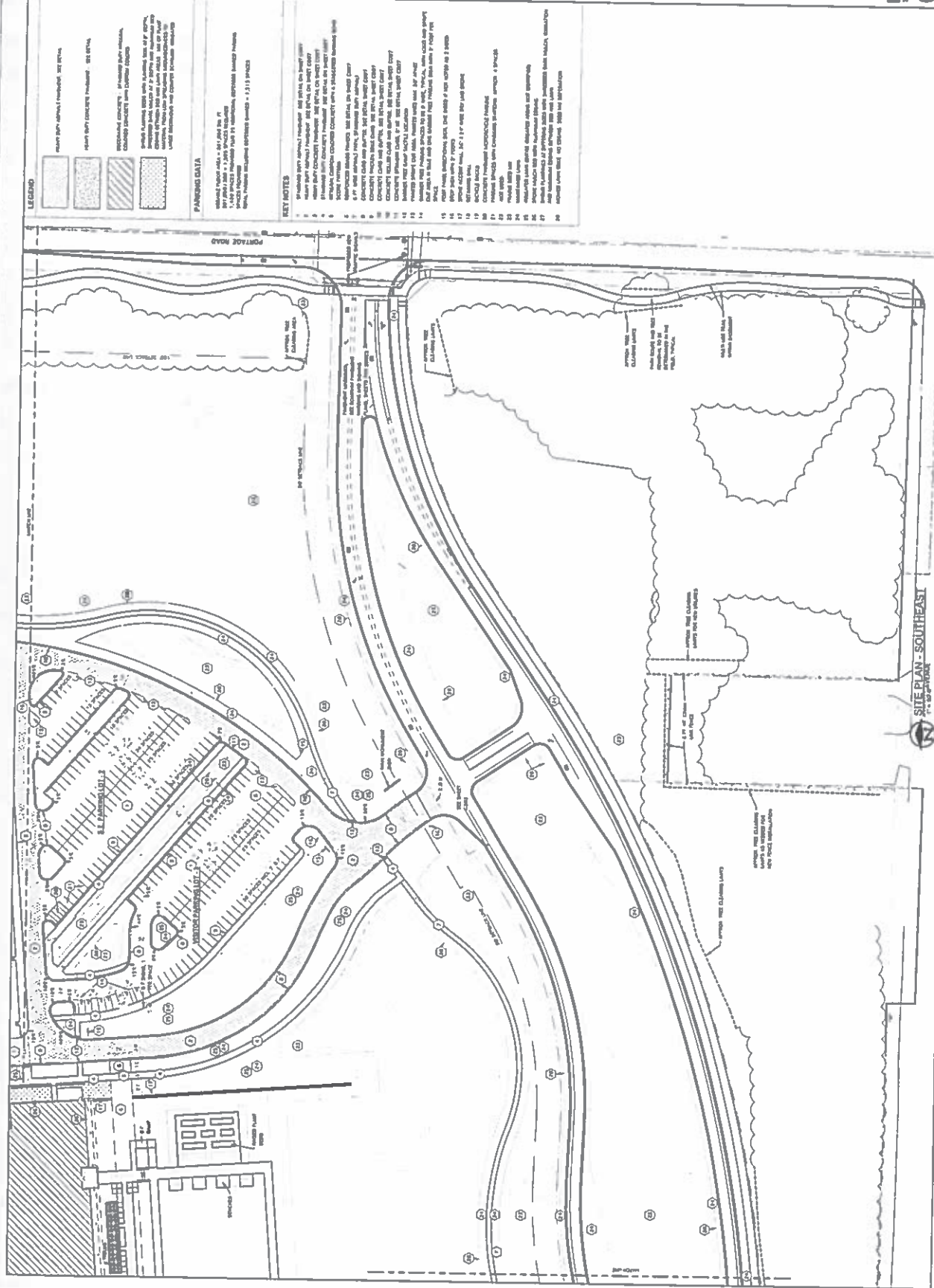
DRAWING INDEX

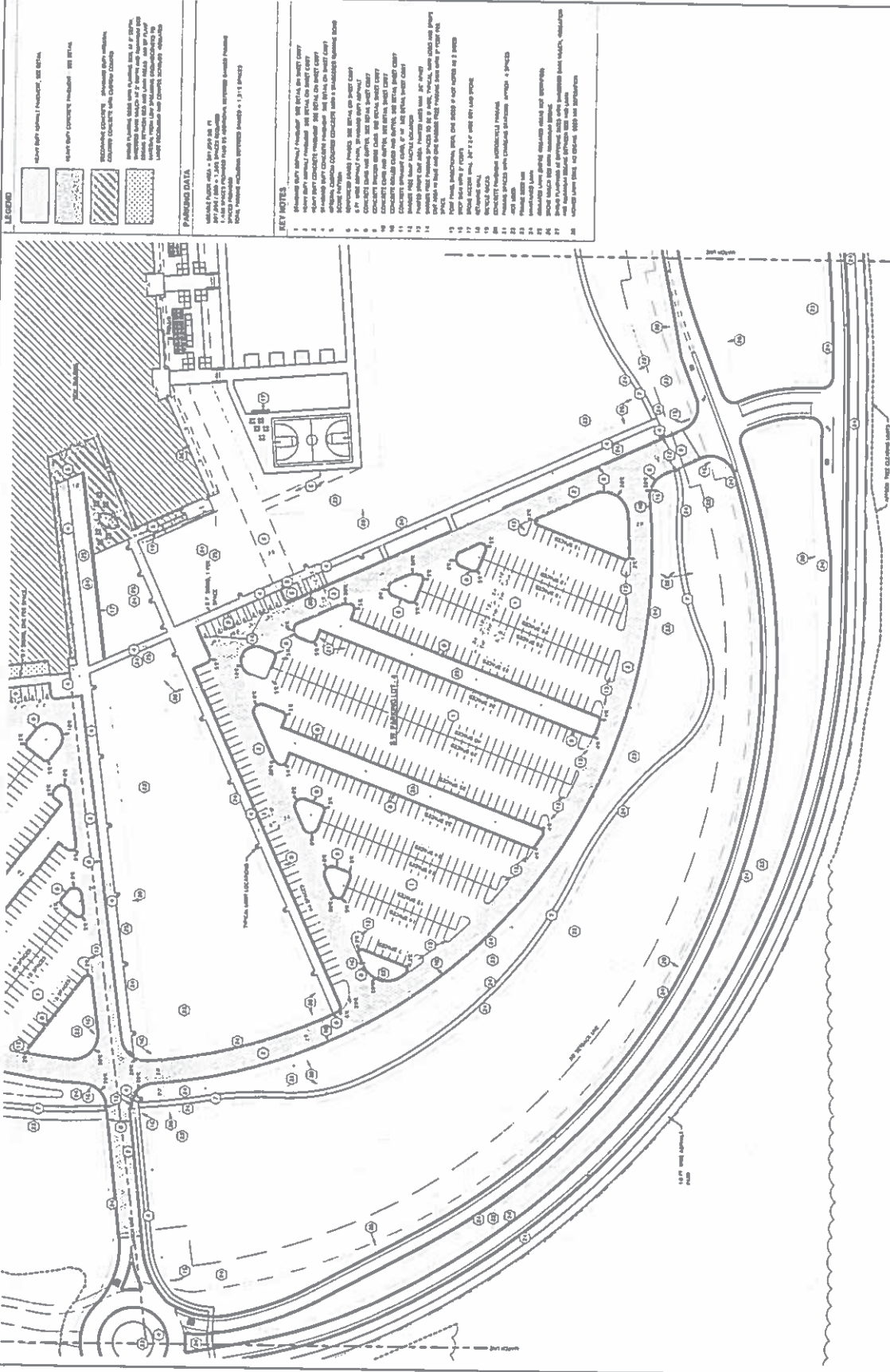
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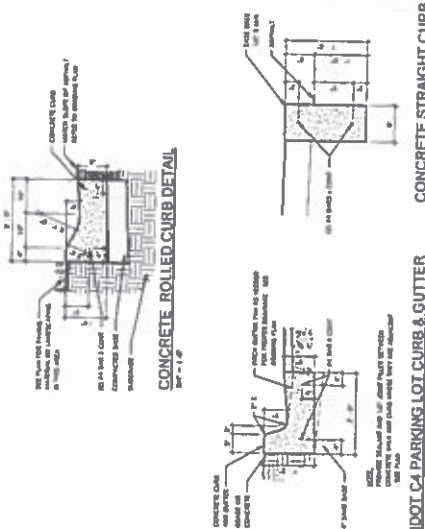
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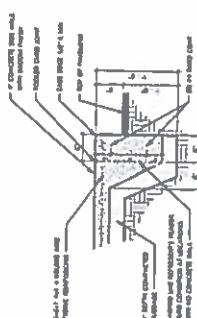
SITE PLAN - SOUTHWEST
1" = 100'-0"



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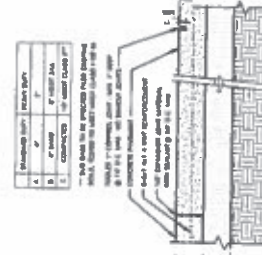
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THICKEN EDGE CURB DETAIL



ASPHALT PAVING DETAIL
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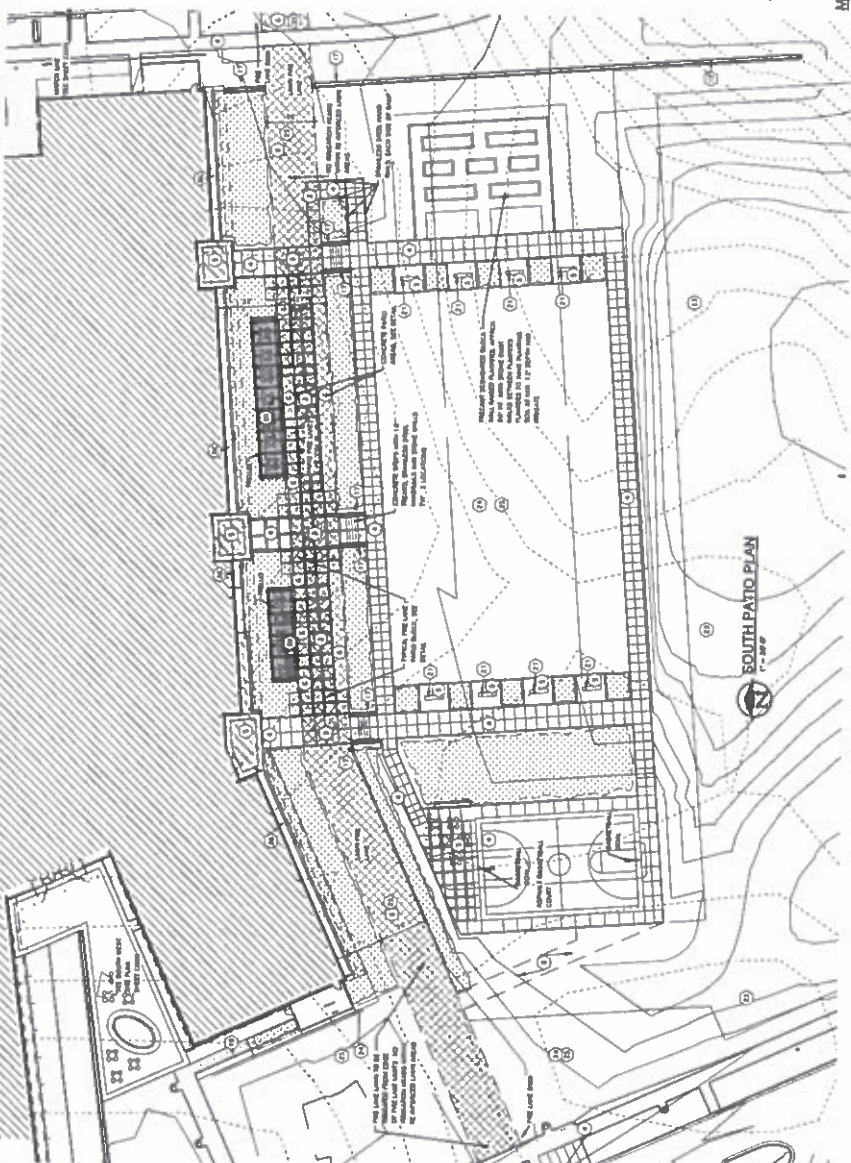
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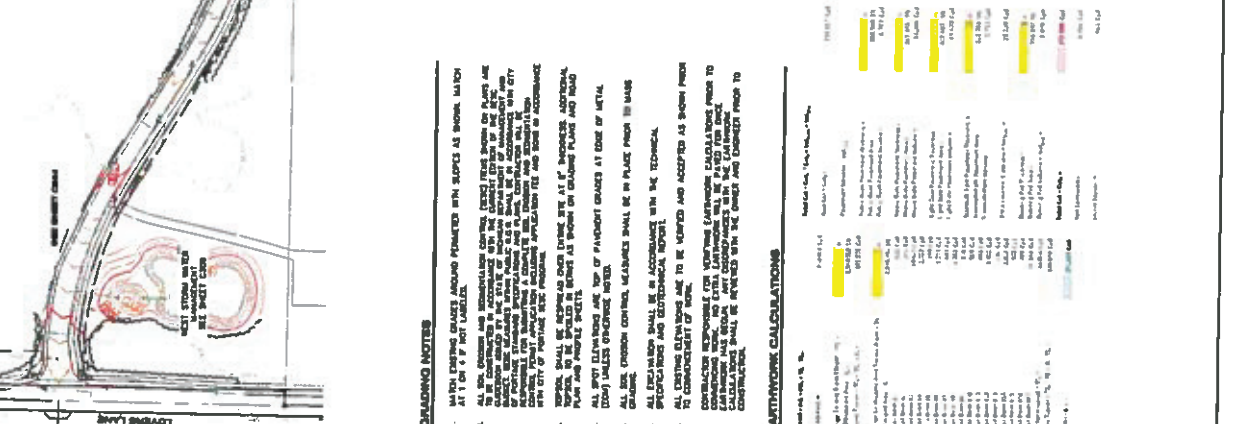


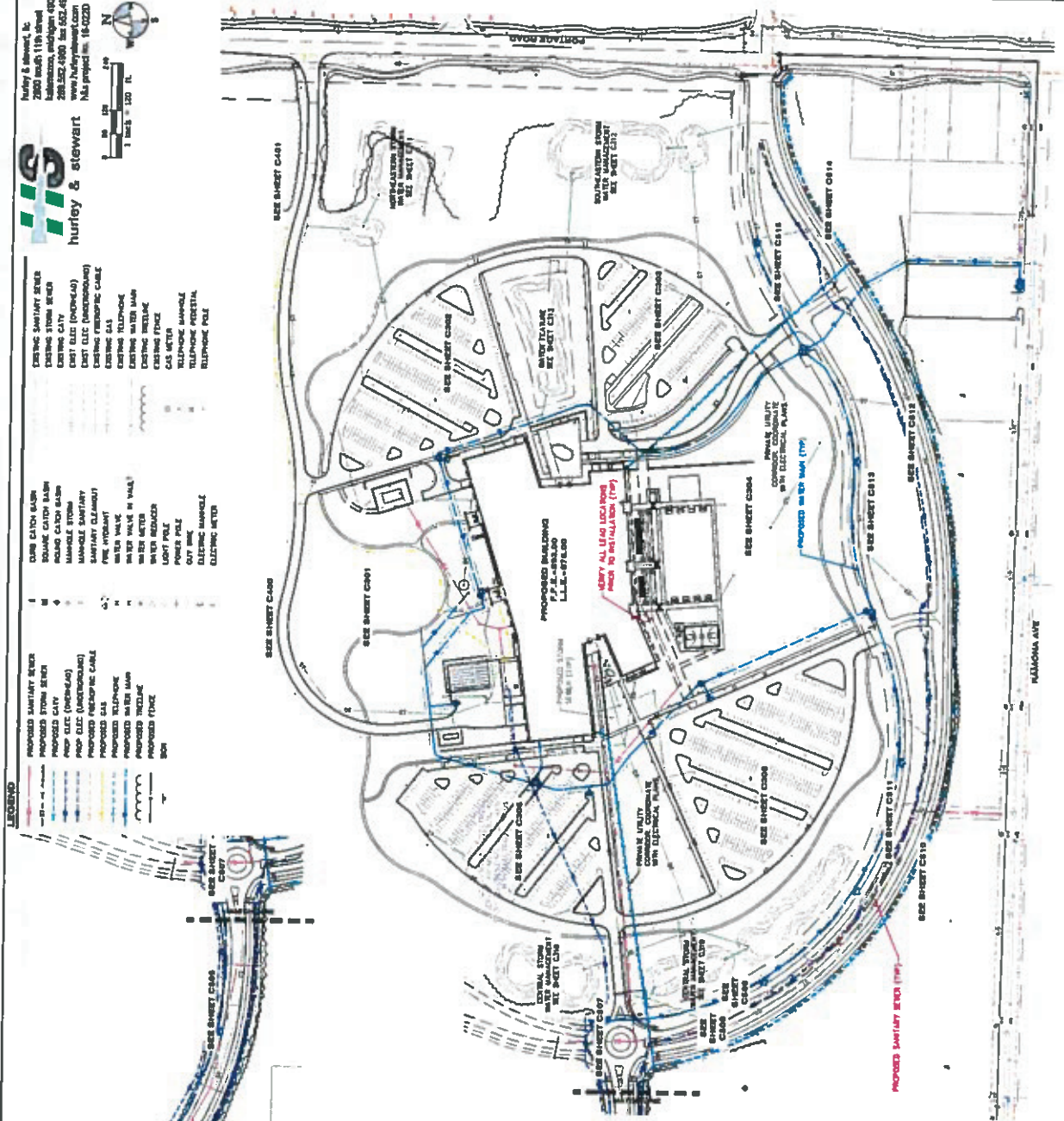
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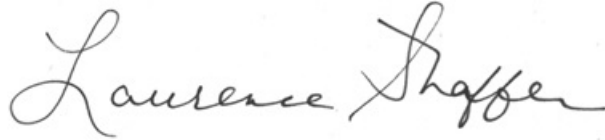
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- UTILITY NOTES**
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TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Stryker Instruments (6520 Portage Road) - Land Divisions with Public Improvements

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council approve the land divisions with public improvements for Stryker Instruments (6520 Portage Road) subject to:

1. approval of final engineering drawings for the proposed public street, municipal water, sanitary sewer and storm sewer;
2. recording the land division survey drawings and legal descriptions with the Kalamazoo County Register of Deeds; and
3. vehicular access to Ramona Avenue for resulting Parcel 1 and Parcel 2 be limited with the exception of the easterly 212 feet of Parcel 1 directly opposite of the OS-1, Office Service zoning on the southwest corner of Ramona Avenue and Portage Road, and westerly 450 feet of Parcel 2 directly opposite of the B-3, General Business zoning on the southeast corner of Ramona Avenue and Lovers Lane.

Stryker Instruments recently acquired nine parcels of land that comprise 288 acres and is proposing to construct a new 485,000-square-foot research and development facility. This land assemblage is bounded on the east by Portage Road, on the west by Lovers Lane, on the north by East Milham Avenue and on the south by Ramona Avenue. The proposed research and development facility will be located on approximately 79 acres of the southeast quadrant of this large land area, currently addressed as 6520 Portage Road.

In conjunction with the proposed facility, a new public street to be named Stryker Way will extend from Portage Road to Lovers Lane and will be constructed with associated municipal utilities. These public improvements will result in land divisions and reconfiguration of six of the nine parcels (6520 Portage Road, 1306 East Milham Avenue, 1405 Ramona Avenue, 2221, 2321 and 2403 Ramona Avenue). The property at 6520 Portage Road will be divided into two parcels (parcels 1 and 4 as shown on the attached map). The area of 6520 Portage Road located south of the proposed new public street and west of Parcel 1 will be joined to 1405 Ramona Avenue, and together with the portion of 1306 East Milham Avenue located south of the new public street, will become Parcel 2. The portion

of 1306 East Milham Avenue north of Stryker Way is identified as Parcel 3. The properties at 2321 and 2403 Ramona Avenue will be combined with Parcel 1 and 2221 Ramona Avenue will be combined with Parcel 2. In accordance with Section 42-125 of Article 4, Zoning, review by the Planning Commission and approval by City Council is necessary.

Stryker Way has been designed as a limited access boulevard with a varying right-of-way width. It will be improved with asphalt, curb and gutter and landscaped median islands. A new traffic signal will be installed at the intersection of Stryker Way and Portage Road. This new traffic signal will also serve the new Kenco facility and future development projects on the east side of Portage Road. With regard to Lovers Lane, the existing curve located south of the proposed intersection of Stryker Way and Lovers lane will be realigned to address safety concerns involving this sharp reverse curve. A multi-use trail will be installed on the south side of Stryker Way and will connect Portage Road to Lovers Lane.

Storm water from Stryker Way will be directed to private retention basins owned by Stryker Instruments. Appropriate maintenance and indemnification agreements will be executed and recorded between the City of Portage and Stryker Instruments. Municipal water and sanitary sewer will also be installed in Stryker Way. Although the water and sanitary sewer mains do not extend to Portage Road, sanitary sewer service for these remaining vacant areas is available from either Ramona Avenue or Portage Road.

Section 42-125 of the Zoning Code establishes frontage requirements for parcels of land and establishes that public improvements (streets, water, sanitary sewer and storm sewer infrastructure) are to be constructed consistent with specifications approved by Council. The proposed development is consistent with this section of the Zoning Code. All public infrastructure will be constructed in accordance with City of Portage Contract Conditions and specifications and the applicant will provide all appropriate conveyances (grant of right-of-way, easements, indemnification agreement, etc.) to the City of Portage upon completion and final inspection of all public improvements.

In a report dated March 10, 2017 to the Planning Commission, the Department of Community Development recommended approval of the Land Division with public improvements for the reasons stated above, subject to the following conditions:

- 1) Streets and Utilities – *The proposed public street, municipal water, sanitary sewer and storm sewer are acceptable in concept. Final design, location and related issues are being addressed with the detailed engineering drawings that have been submitted.*
- 2) Land Divisions – *The land divisions as shown on the attached drawing will be finalized. The applicant will need to record the documents with the Kalamazoo County Register of Deeds and provide a copy to the City of Portage prior to commencement of construction activities.*
- 3) Ramona Avenue Access – *Given the amount of residential development on the south side of Ramona Avenue and to minimize impacts on the existing residents, vehicular access to Ramona Avenue for Parcel 1 and Parcel 2 should be prohibited.*

Subsequent to finalization of the March 10 staff report, Stryker expressed concern over the access restrictions for future development to Ramona Avenue. In response, staff offered a modification to the

condition that would: 1) limit access to Ramona Avenue for Parcel 1, with the exception of the easterly 212 feet that is directly opposite of the OS-1, Office Service zoning district on the southwest corner of Ramona Avenue and Portage Road and 2) limit access to Ramona Avenue for Parcel 2, with the exception of the westerly 450 feet that is directly opposite of the B-3, General Business zoning district on the southeast corner of Ramona Avenue and Lovers Lane.

The Planning Commission discussed the proposal on March 16, 2017. Ms. Jill VanDyken of Stryker Instruments, spoke in support of the land division with public improvements, but requested the condition regarding access to Ramona Avenue for future development be modified as recommended by staff. After further discussion regarding the traffic impacts on the residential neighborhood on the south side of Ramona Avenue, the Planning Commission unanimously recommended approval of the land division with public improvements subject to the original recommendation provided in the March 10, 2017 staff report. Attached find the Planning Commission transmittal, Department of Community Development report and related materials for review.

With regard to access to Ramona Avenue, restricting access to Ramona Avenue for future development opposite residential land uses and zoning on the south side of Ramona Avenue is appropriate. However, allowing limited access for future development opposite non-residential OS-1 and B-3 zoning at the east and west ends of Ramona Avenue allows the property owner flexibility with future development. During the site plan review process for future development of Parcel 1 and 2, primary access to Stryker Way will be strongly encouraged. Where access to Ramona Avenue is proposed opposite the non-residential zoning districts, the city will require a site design that discourages cut-through traffic from Stryker Way to Ramona Avenue. This compromise will facilitate future development by minimizing the impact on the residential neighborhood to the south, and is recommended to City Council.

FUNDING: Not Applicable

Attachments:

1. March 17, 2017 Planning Commission transmittal
2. March 16, 2017 (draft) Planning Commission Minutes
3. March 10, 2017 Department of Community Development report
4. Access to Ramona Avenue Map

TO: Honorable Mayor and City Council

FROM: Planning Commission

DATE: March 17, 2017

SUBJECT: Stryker Instruments, 6520 Portage Road – Land Divisions with Public Improvements

During the March 16, 2017 meeting, the Planning Commission considered a request from Stryker Instruments to divide land and install public improvements (public street and municipal utilities) on a 288 acre tract of land bounded on the east by Portage Road, on the west by Lovers Lane, on the north by East Milham Avenue, and on the south by Ramona Avenue. The improvements are intended to accommodate a new 485,000 square foot research and development facility and associated site improvements.

Ms. Jill VanDyken, Stryker Instruments, and Mr. Pete Michell, Rockford Construction, were present to support the proposed divisions and public improvements. Ms. VanDyken explained that the alternative condition No. 3 was desired for future development flexibility that may occur on Parcel 1 and/or Parcel 2. Ted Beebe, 1802 Ramona Avenue, spoke regarding the proposed land division with public improvements. Mr. Beebe asked about the location of the proposed Portage Road traffic signal and stated that allowing future access to Ramona Avenue may encourage employees from Stryker to avoid the traffic signal and cut-through to Ramona Avenue.

The Commission discussed with the applicant and staff the proposed location of the public street, street lighting, additional screening along the south side of Stryker Way and subsequent request for vehicular access to Ramona Avenue near the intersections of Lovers Lane and Portage Road. With regard to alternative condition No. 3 that would allow access to Ramona Avenue at the east end of Parcel 1 and west end of Parcel 2, the Planning Commission was not supportive of this request by Stryker Instruments due to the impacts on the Ramona Avenue residents.

After careful consideration, a motion was made by Commissioner Dargitz, seconded by Commissioner Bosch, to recommend to City Council that the Stryker Way land division with public improvements be approved consistent with the Department of Community Development report dated March 10, 2017. The motion was unanimously approved 8-0.

Sincerely,


Wayne Stoffer
Vice-Chairman

PLANNING COMMISSION

 DRAFT

March 16, 2017

The City of Portage Planning Commission meeting of March 16, 2017 was called to order by Vice-Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Approximately 50-60 citizens were in attendance.

PLEDGE OF ALLEGIANCE:

Vice-Chairman Stoffer led the Commission, staff and citizens in the Pledge of Allegiance.

IN ATTENDANCE:

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

ROLL CALL:

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

APPROVAL OF MINUTES:

Vice-Chairman Stoffer referred the Commission to the March 2, 2017 meeting minutes contained in the agenda packet. A motion was made by Commissioner Schimmel, seconded by Commissioner Bosch, to approve the minutes as submitted. The motion was unanimously approved 8-0.

PUBLIC HEARINGS:

1. Height Modification: Stryker Instruments, 6520 Portage Road (1941 Stryker Way). Mr. Forth summarized the staff report dated March 10, 2017 regarding a request submitted by Tower Pinkster, representing Stryker Instruments, to construct a 2-3 story, 485,000 square foot research and development facility that will vary in height between 62-77 feet above grade. Mr. Forth stated the Land Development Regulations establish a maximum building height of 60 feet in the I-2, heavy industry district that can be increased subject to review and approval by the Planning Commission and City Council. Mr. Forth discussed the varying height of the proposed building and indicated that less than 10% of the overall building will exceed the 60-foot height standard. Mr. Forth stated the building will be located approximately 1,000 feet from Portage Road and over 950 feet from the Ramona Avenue residential neighborhood. Mr. Forth also discussed the existing mature tree line along the north side of the Ramona Avenue that will be preserved to help minimize visual impacts. Mr. Forth indicated the height modification request satisfies the ordinance criteria set forth in Section 42-350(B)(6)(a) and was recommended for approval. Mr. Forth then referred the Commission to the two citizen communications that were received and included in the final agenda packet.

Ms. Jill VanDyken, Stryker Instruments, was present to support the application. Additionally, Eric Hackman (Tower Pinkster), Ron Masek (Tower Pinkster) and Pete Michell (Rockford Construction) were also present to support the project. Ms. VanDyken thanked staff for their support and assistance and provided a brief overview of the project. In addition to the public notice provided by the city, Ms. VanDyken indicated that Stryker also sent a summary of the project to approximately 60 area residents along Ramona Avenue. Ms. VanDyken stated the Stryker facility would not have any access to/from Ramona Avenue and indicated that construction traffic would be utilizing Portage Road. Mr. Hackman discussed the proposed roof top mechanical units and associated noise. Mr. Masek discussed the existing mature tree line that will be preserved along the north side of Ramona Avenue, along with earth berming and tree plantings proposed along Stryker Way and the internal development site.

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The public hearing was opened by Vice-Chairman Stoffer. Two citizens spoke regarding the proposed height modification: 1) Ted Beebe, 1802 Ramona Avenue and 2) Mark Davies, 1721 Lansing Avenue. Mr. Beebe stated he has lived at 1802 Ramona Avenue since 1986 and had several questions/concerns about the proposed development. Mr. Beebe asked if there were any safety concerns associated with the height of the building and the proximity of the airport. Mr. Beebe also expressed concerns about possible increase in property taxes, decrease in property values, increase in traffic and speeding on Ramona Avenue, disruption of wildlife and adverse impact on his view of the wooded area along the north side of Ramona Avenue. Mr. Forth stated that Stryker worked closely with the Federal Aviation Administration (FAA) to determine the best location for the building and approval has been received. Mr. Forth also discussed retention of the existing mature tree line along the north side of Ramona Avenue that would serve as a significant visual buffer and screen. Mr. Forth restated that questions regarding existing speeding along Ramona Avenue and/or possibly lowering the speed limit should be directed to the Department of Transportation and Utilities. Mr. Davies asked whether the FAA would require a flashing beacon on top of the building and possible light pollution from facility. Mr. Michell summarized conversations with the FAA regarding the building placement, flight path and the likely possibility to install lighting on top of the building. No additional citizens spoke during the public hearing. A motion was then made by Commissioner Bosch, seconded by Commissioner Schimmel, to close the public hearing. The motion was unanimously approved 8-0.

The Commission, staff and the applicant's representatives discussed various aspects of the height modification request including the elevation difference between the building and Ramona Avenue, setback distances of the building from Ramona Avenue and the adjacent residential neighborhood and preservation of the mature tree line along the north side of Ramona Avenue. After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to recommend to City Council that the Height Modification for Stryker Instruments at 6520 Portage Road be approved to allow construction of the building to a height ranging from 62-feet 6-inches to 77-feet as shown on the submitted building elevation drawings. The motion included a finding that the significant building setback distances from Portage Road and Ramona Avenue, small percentage of the overall building that will exceed the maximum 60-foot height requirement and retention of the existing tree line along Ramona Avenue will adequately mitigate adverse impacts on any adjoining and surrounding land use in accordance with Section 42-350(B)(6)(a). The motion was unanimously approved 8-0.

SITE/FINAL PLANS:

1. Site Plan: Stryker Instruments, 6520 Portage Road (1941 Stryker Way). Mr. Forth summarized the staff report dated March 10, 2017 regarding a site plan submitted by Tower Pinkster, representing Stryker Instruments, to construct a 2-3 story, 485,000 square foot research and development facility and associated site improvements at 6520 Portage Road. Mr. Forth discussed various elements of the site plan including construction of the new public street (Stryker Way) from Portage Road to Lovers Lane, installation of a new traffic signal at the intersection of Portage Road/Stryker Way, construction of multi-use trails/paths, parking, outdoor lighting and storm water management.

Ms. Jill VanDyken of Stryker Instruments was present to support the application and explain the development project. Ms. VanDyken discussed the traffic signal to be installed at the Portage Road/Stryker Way intersection and indicated the new facility would employ approximately 1,300 people with approximately 95% of the employees working a traditional first shift (7:30am-5:30pm). Ms. VanDyken indicated that no manufacturing will occur at the facility. Commissioner Shoup expressed concerns over possible light pollution and visual impacts of the facility from the Ramona Avenue neighborhood and asked whether additional evergreen trees plantings could be installed along the south side of Stryker Way. Mr. Forth discussed the sharp cut-off style of the light poles, the substantial mature tree line that would be preserved along the north side of Ramona Avenue (approximately 150-feet) and distance separation between the Stryker facility and the Ramona Avenue neighborhood. Mr. Forth also discussed the intervening parcel (Parcel B) that was situated between Stryker Way and Ramona Avenue and indicated additional screening could be considered with any future development of this property. Attorney Brown clarified that a requirement for any additional screening would need to be authorized by ordinance/statute. Ms. VanDyken stated the existing mature tree line along the north side of Ramona Avenue provides a substantial buffer

and no trees in this area would be removed with the Stryker project other than for public utility extensions and installation of the path along the south side of Stryker Way.

Two citizens spoke regarding the proposed site plan: 1) Sharon Kuruoglu, 9220 East Shore Drive and 2) Mark Davies, 1721 Lansing Avenue. Ms. Kuruoglu asked what Stryker plans to do with the other five locations they are currently leasing when this facility is constructed. Ms. VanDyken stated the other non-manufacturing locations of Stryker would be consolidated at the new facility location. Mr. Davies expressed concerns over existing vehicle speeding on Ramona Avenue and increased cut-through traffic on Ramona Avenue after construction of the Stryker facility. No additional citizens spoke regarding the site plan.

After additional discussion regarding anticipated traffic generation, mature tree preservation along the north side of Ramona Avenue and whether additional supplemental screening should be installed, a motion was made by Commissioner Bosch, seconded by Commissioner Schimmel, to approve the Site Plan for Stryker Instruments, 6520 Portage Road (1941 Stryker Way), subject to City Council approving the height modification and subject to 1) review and approval of the maintenance and indemnification agreements regarding storm water discharge from Stryker Way into private retention areas and 2) review and approval of the Portage Road multi-use path easement. The motion was unanimously approved 8-0.

NEW BUSINESS:

1. Land Division with Public Improvements: Stryker Instruments, 6520 Portage Road. Mr. Forth summarized the staff report dated March 10, 2017 regarding a land division with public improvements application submitted by Stryker Instruments, in conjunction with the site plan for the new 485,000 square foot research and development facility. Mr. Forth stated there were currently nine parcels comprising the overall 288 acre tract of land that was generally bounded by Portage Road to the east, Lovers Lane to the west, East Milham Avenue to the north and Ramona Avenue to the south. Mr. Forth stated the proposed land divisions will occur as a result of the new public street construction (Stryker Way), which will extend from Portage Road to Lovers Lane. Mr. Forth stated that six of the existing nine parcels will be affected. Mr. Forth indicated that Stryker Way will be constructed as a limited access boulevard and a new traffic signal will be installed at the intersection of Stryker Way and Portage Road, which will also serve the Kenco and future development projects on the east side of Portage Road. With regard to Lovers Lane, Mr. Forth stated the existing curve located south of the proposed intersection of Stryker Way and Lovers lane will be realigned to address safety concerns and a multi-use trail will be installed on the south side of Stryker Way and will connect Portage Road to Lovers Lane. Mr. Forth indicated that storm water from Stryker Way will be directed to private retention basins owned by Stryker Instruments with appropriate maintenance/indemnification agreements executed and recorded between the city of Portage and Stryker Instruments. Mr. Forth stated that municipal water and sanitary sewer will also be installed within Stryker Way.

After finalization of the staff report, Mr. Forth indicated subsequent conversations have taken place with Stryker representatives regarding condition No. 3 that recommends future access to Ramona Avenue be prohibited. Mr. Forth explained that while no access to Ramona Avenue was proposed with the new Stryker facility, Ramona Avenue access for future development projects that may occur on Parcel 1 and Parcel 2 was desired by the applicant. Mr. Forth explained an alternative to condition No. 3 that may allow access to Ramona Avenue involving future development projects, but only along the easterly 212 feet of Parcel 1 (directly opposite the OS-1, office service zoning to the south) and along the westerly 450 feet of Parcel 2 (directly opposite the B-3, general business zoning to the south).

Commissioner Dargitz asked if Parcels 1 and 2 have access to Stryker Way, why is access to Ramona Avenue necessary. Commissioner Dargitz also indicated that alternative condition No. 3 seems to be contrary to what was just discussed with the site plan approval for the new Stryker Instruments facility that has no access to Ramona Avenue. Mr. Forth stated the new Stryker facility will not have access to Ramona Avenue but Stryker would like to leave open access flexibility to Ramona Avenue since future development plans involving these two parcels is unknown at this time. Commissioner Bosch stated the alternative condition No. 3 does not guarantee access to Ramona Avenue for future development involving Parcels 1 and 2: the development project would still be subject to site plan review. Attorney Brown stated the alternative condition No. 3, if approved, would imply an expectation that access would be granted along those specific sections of Ramona Avenue in the future if desired by the

applicant. Mr. Forth stated that any future access to Ramona Avenue for Parcels 1 and 2 would be subject to a specific development proposal. Commissioner Patterson stated that he believes the alternative condition No. 3 was reasonable and would allow for future flexibility and consideration. Commissioner Richmond stated she concurs with Commissioner Dargitz and access should be prohibited from Ramona Avenue. Commissioner Richmond stated industrial development traffic should not use Ramona Avenue and should be restricted to Stryker Way and the adjacent major streets (Portage Road, Lovers Lane). Commissioner Richmond discussed the impact cut-through traffic from the existing Stryker facility at the corner of East Milham Avenue/Sprinkle Road has had on Meredith Street and the Lexington Green neighborhood.

Ms. Jill VanDyken of Stryker Instruments was present to support the application. Ms. VanDyken explained that the alternative condition No. 3 was desired for future development flexibility that may occur on Parcel 1 and/or Parcel 2. Ms. VanDyken indicated they wished not to be tied to a restrictive condition that absolutely prohibits any access from Ramona Avenue, where opposite commercial zoning. Ted Beebe, 1802 Ramona Avenue, spoke regarding the proposed land division with public improvements. Mr. Beebe asked about the location of the proposed traffic signal on Portage Road, opposite the Kenco development, and stated that allowing future access to Ramona Avenue may encourage employees from Stryker to avoid the traffic signal and cut-through to Ramona Avenue.

After additional discussion, a motion was made by Commissioner Dargitz, seconded by Commissioner Shoup, to recommend to City Council that the Land Division with Public Improvements for Stryker Instruments, 6520 Portage Road, be approved subject to the following conditions: 1) The proposed public street, municipal water, sanitary sewer and storm sewer are acceptable in concept. Final design, location and related issues are being addressed with the detailed engineering drawings that have been submitted; 2) The land divisions as shown on the attached drawing will be finalized and the applicant will need to record the documents with the Kalamazoo County Register of Deeds and provide a copy to the City of Portage prior to commencement of construction activities; and 3) Given the amount of residential development on the south side of Ramona Avenue and to minimize impacts on the existing residents, vehicular access to Ramona Avenue for Parcel 1 and Parcel 2 should be prohibited. The motion was unanimously approved 8-0.

8:45 p.m. - The Commission took a short recess. 8:55 p.m. - The Commission reconvened.

PUBLIC HEARING:

1. Preliminary Report; Rezoning Application #16/17-4, 9300 Portage Road (West Lake Condominiums Planned Development). Mr. West summarized the preliminary staff report dated March 10, 2017 regarding a request from AEG Development LLC to rezone 9300 Portage Road from R-1C, one family residential to PD, planned development. Mr. West stated the PD rezoning would facilitate construction of residential condominium project (West Lake Condominiums) consisting of single-family detached, attached and duplex homes. Mr. West indicated a total of 27 dwelling units was proposed on the existing 11.5 acre parcel. Mr. West stated the city would be realigning the Lakeview Drive/Portage Road intersection in FY 2017-2018 and this project would require acquisition of 0.46 acres from AEG Development, along the northeast corner of the subject property. Mr. West also indicated that the northern portion of the property, along the south side of Lakeview Drive, was encumbered by an approximate 2.6 acre wetland area that was delineated by the applicant in the Fall 2016. Mr. West discussed various aspects of the proposed tentative plan including the mixture of housing types, open space features, vehicular access, pedestrian walkway and building setbacks. Mr. West briefly summarized the Comprehensive Plan/Future Land Use Map designation of the subject property and adjacent properties, the suitability of the existing R-1C zone and proposed PD project, comparable development densities, anticipated traffic generation and environmental related impacts. Mr. West then referred the Commission to the citizen petition opposing the zoning change and related correspondence received from area residents that were included in the final agenda packet.

TO: Planning Commission

DATE: March 10, 2017

FROM: Vicki Georgeau, ^WDirector of Community Development

SUBJECT: Stryker Instruments, 6520 Portage Road – Land Divisions with Public Improvements

I. INTRODUCTION:

Stryker Instruments recently acquired nine parcels of land that together comprise 288 acres and is proposing to construct a new 485,000 square foot research and development facility. This land assemblage is bounded on the east by Portage Road, on the west by Lovers Lane, on the north by East Milham Avenue, and on the south by Ramona Avenue. The proposed research and development facility will be located on approximately 70 acres of the southeast quadrant of this large land area, currently addressed as 6520 Portage Road. The nine parcels are listed in the table below and shown on the attached map.

Parcel Number	Address	Parcel Number	Address
10-01-A	1306 East Milham Avenue	10-275-O	1405 Ramona Avenue.
11-020-A	1700 East Milham Avenue	11-050-O	2221 Ramona Avenue
11-015-A	6000 Portage Road	11-040-O	2321 Ramona Avenue
11-030-O	6100 Portage Road	11-035-O	2403 Ramona Avenue
11-025-O	6520 Portage Road		

In conjunction with the proposed new 485,000 square foot research and development facility that will be located at the parcel currently addressed as 6520 Portage Road, a public street and associated municipal utilities will be constructed resulting in land divisions. As shown on the attached drawing, the new public street, Stryker Way, will extend from Portage Road to Lovers Lane resulting in four land divisions. In accordance with Section 42-125 of Article 4, Zoning, review by the Planning Commission and approval by City Council is necessary.

II. BACKGROUND INFORMATION

The property is zoned I-2, heavy industrial with the exception of 1405 Ramona (parcel 10-275-O), which is zoned I-1, light industrial. The new land divisions (and remaining parcels which will be retained by the current owner) meet the minimum public street frontage requirements of the Zoning Code and when/if developed in the future, must meet the minimum site development standards including building setbacks.

The land divisions are a result of the public street construction, which will affect six of the existing nine parcels. The property at 6520 Portage Road will be divided into two parcels (parcels 1 and 4 as shown on the attached map). The area of 6520 Portage Road located south of the proposed new public street and west of Parcel 1 will be joined to 1405 Ramona Avenue, and together with the portion of 1306 East Milham Avenue located south of the new public street, will become Parcel 2. The portion of 1306 East Milham Avenue north of Stryker Way is identified as Parcel 3. The properties at 2321 and 2403 Ramona Avenue will be combined with Parcel 1 and 2221 Ramona Avenue will be combined with Parcel 2.

Stryker Way has been designed as a limited access boulevard with a varying right-of-way width. It will be improved with asphalt and curb and gutter with landscaped median islands. A new traffic signal will be installed at the intersection of Stryker Way and Portage Road. This new traffic signal will also serve

Kenco and future development projects on the east side of Portage Road. With regard to Lovers Lane, the existing curve located south of the proposed intersection of Stryker Way and Lovers lane will be realigned to address safety concerns involving this sharp reverse curve. A multi-use trail will be installed on the south side of Stryker Way and will connect Portage Road to Lovers Lane.

Storm water from Stryker Way will be directed to private retention basins owned by Stryker Instruments. Appropriate maintenance/indemnification agreements will be executed/recorded between the city of Portage and Stryker Instruments. Municipal water and sanitary sewer will also be installed within Stryker Way. Although the water and sanitary sewer mains do not extend to Portage Road, sanitary sewer service for these remaining vacant areas is available from either Ramona Avenue or Portage Road.

III. ANALYSIS

Section 42-125 of Article 4, Zoning, establishes the review and approval requirements for this type of land development proposal. Essentially, proposals involving land divisions and public improvements are subject to review by the Planning Commission and further to review and approval by the City Council. Section 42-125 establishes frontage requirements for parcels of land and that public improvements (streets, water, sanitary sewer and storm sewer infrastructure) are to be constructed consistent with specifications approved by Council. The proposed development is consistent with this section of the Zoning Code. All public infrastructure will be constructed in accordance with City of Portage Contract Conditions and specifications. The applicant will provide all appropriate conveyances (grant of right-of-way, easements, indemnification agreement, etc.) to the City of Portage upon completion and final inspection of all public improvements.

IV. RECOMMENDATION:

The proposed land division has been reviewed within the context of the Comprehensive Plan, Land Division Regulations, Zoning Code and other regulations by City Administration and is recommended for approval subject to the following conditions:

1. Streets and Utilities – The proposed public street, municipal water, sanitary sewer and storm sewer are acceptable in concept. Final design, location and related issues are being addressed with the detailed engineering drawings that have been submitted.
2. Land Divisions – The land divisions as shown on the attached drawing will be finalized and the applicant will need to record the documents with the Kalamazoo County Register of Deeds and provide a copy to the City of Portage prior to commencement of construction activities.
3. Ramona Avenue Access – Given the amount of residential development on the south side of Ramona Avenue and to minimize impacts on the existing residents, vehicular access to Ramona Avenue for Parcel 1 and Parcel 2 should be prohibited.

Based on the above information, staff advises the Planning Commission recommend to City Council that the Stryker Way (land division with public improvements), be approved subject to the above-noted conditions.

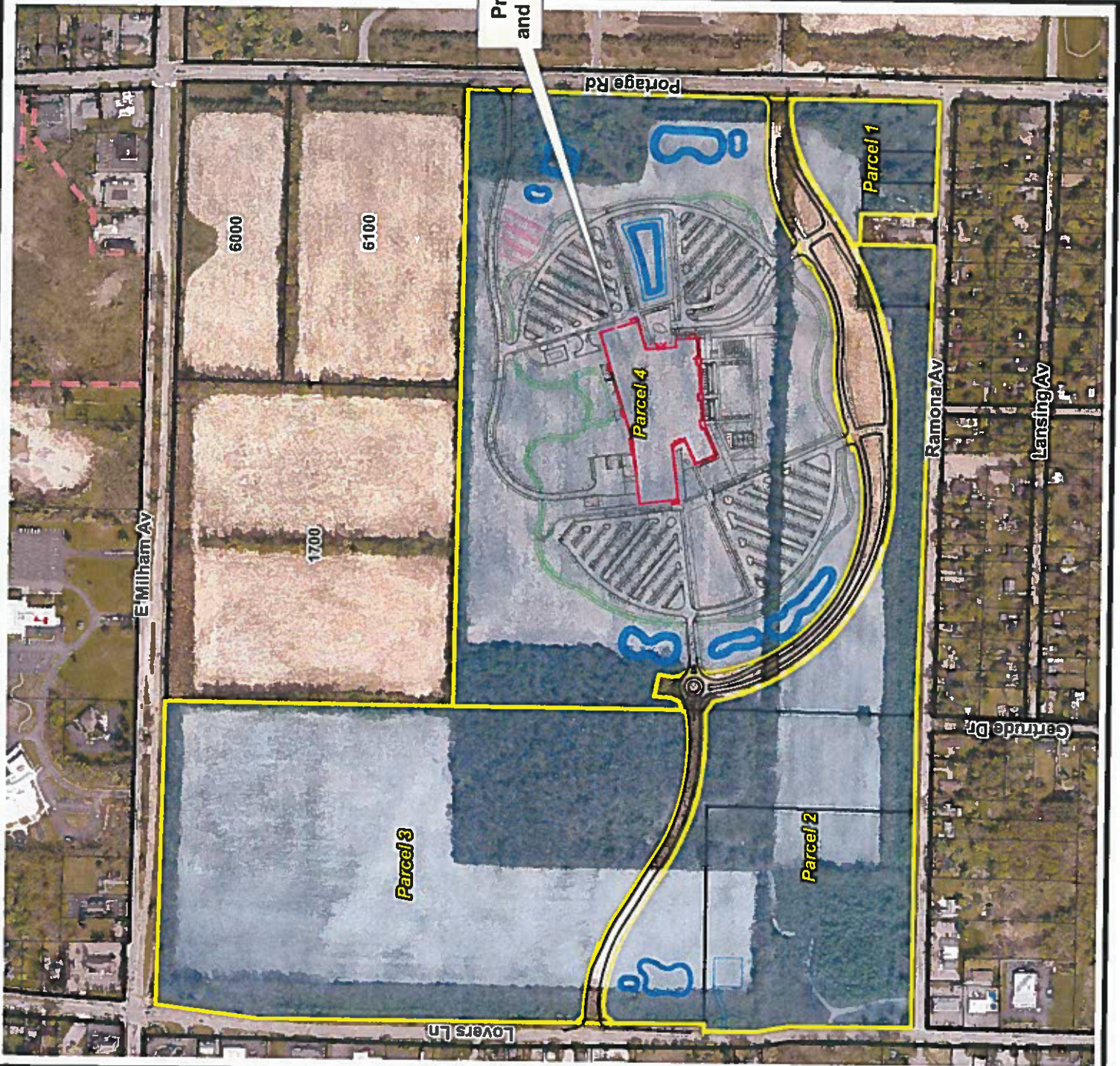
Attachments: Zoning/Vicinity Map
 Public improvements drawing
 Proposed Land division survey drawings

Public Improvements Map Stryker Instruments 6520 Portage Road

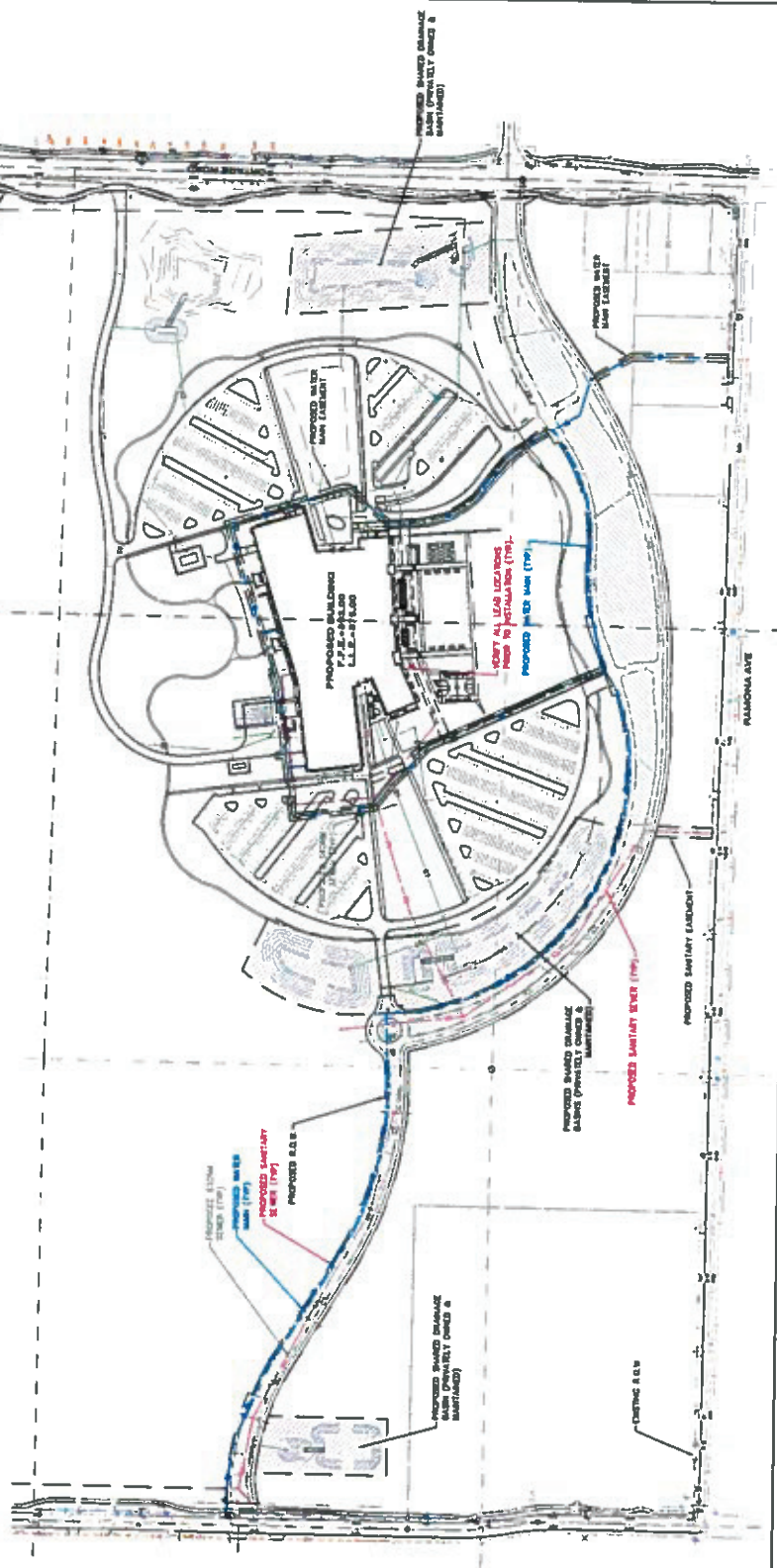
Legend

- New Stryker Parcel Configuration
- Existing Parcel Boundaries

Proposed 485,000 sq ft facility
and associated site improvements



1 inch = 600 feet
Date: 3/9/2017



CONCLUSIONS

- [illegible]



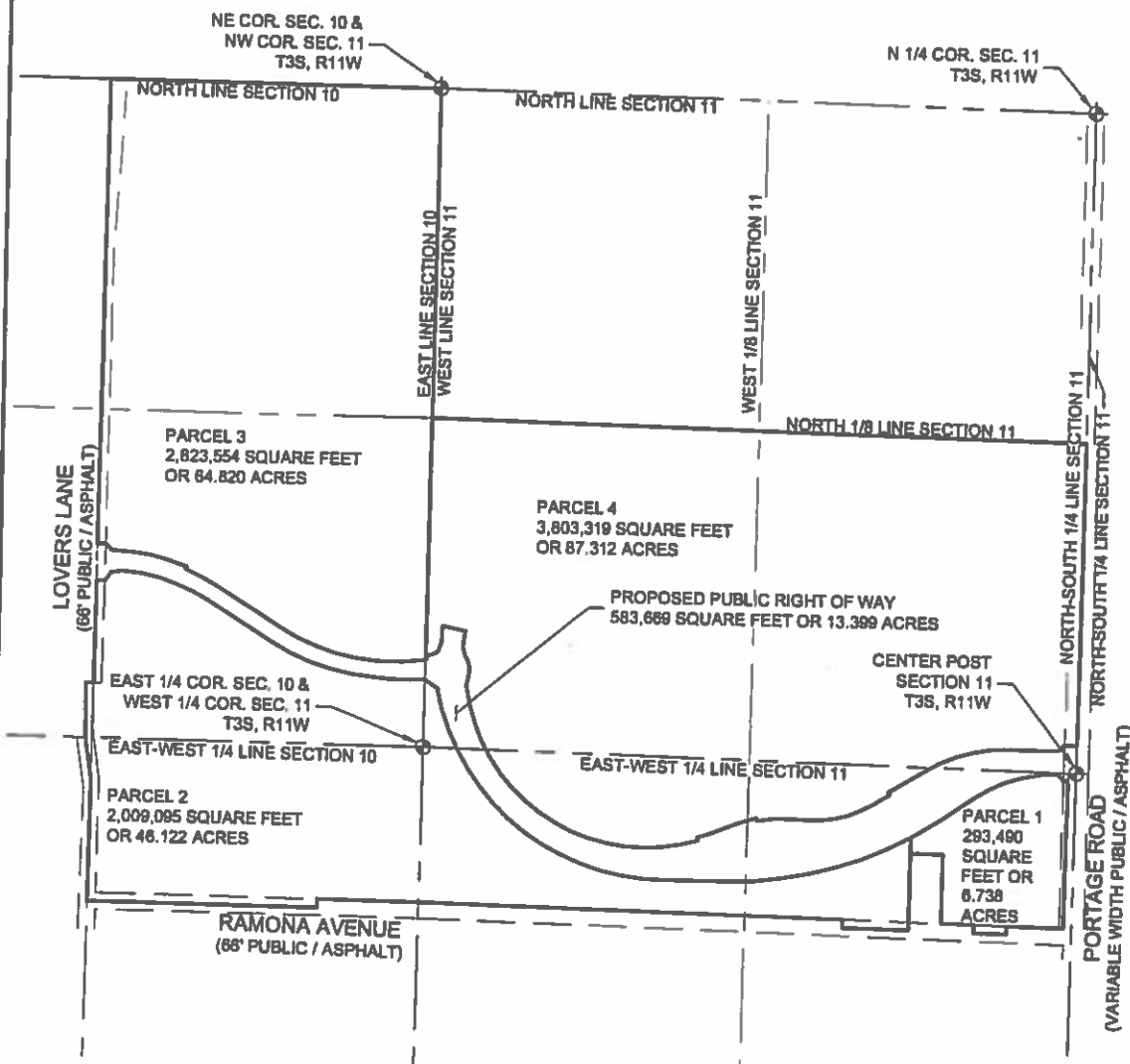
hurley & stewart

Barley & Stewart, Inc.
2900 South 11th Street
Tulsa, OK 74106
918-557-4060 fax 918-557-4061
www.barleystewart.com
ask project no. 18-0220



CERTIFICATE OF SURVEY

PART OF THE EAST 1/2 OF SECTION 10 & PART OF THE WEST 1/2 OF SECTION 11 SECTION 11, TOWN 3 SOUTH, RANGE 11 WEST
CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN



LEGEND

- IRON FOUND
- IRON SET
- ⊕ MONUMENT FOUND
- ⊕ MONUMENT SET
- (R) RECORD
- (M) MEASURED
- ▲ P.K. NAIL FOUND
- △ P.K. NAIL SET
- WOOD STAKE FOUND
- WOOD STAKE SET



RECEIVED
MAR 02 2017
COMMUNITY DEVELOPMENT

SCALE: 1"=600'

0 600' 1200'



I, the undersigned, being a Professional Land Surveyor, hereby certify that I have surveyed and mapped the above parcel of land, that the ratio of closure of the unadjusted field observations is noted, and within limits and that I have fully complied with the regulations of Act 132, P.A. 1970 as amended.
The basis for bearings is: MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.

Error of Closure is smaller than 1/20000

Matthew Mokanyk
Matthew T. Mokanyk, P.S., P.E.

P.S. No. 42063

Client:

STRYKER CORPORATION
2825 AIRVIEW BOULEVARD
KALAMAZOO, MI 49002

Sheet 1 of 12

Job: 1644420
Date: 02/27/17
Scale: AS SHOWN
Drawn: R.J.H.
Chkd.: M.T.M.
Rev'd.:

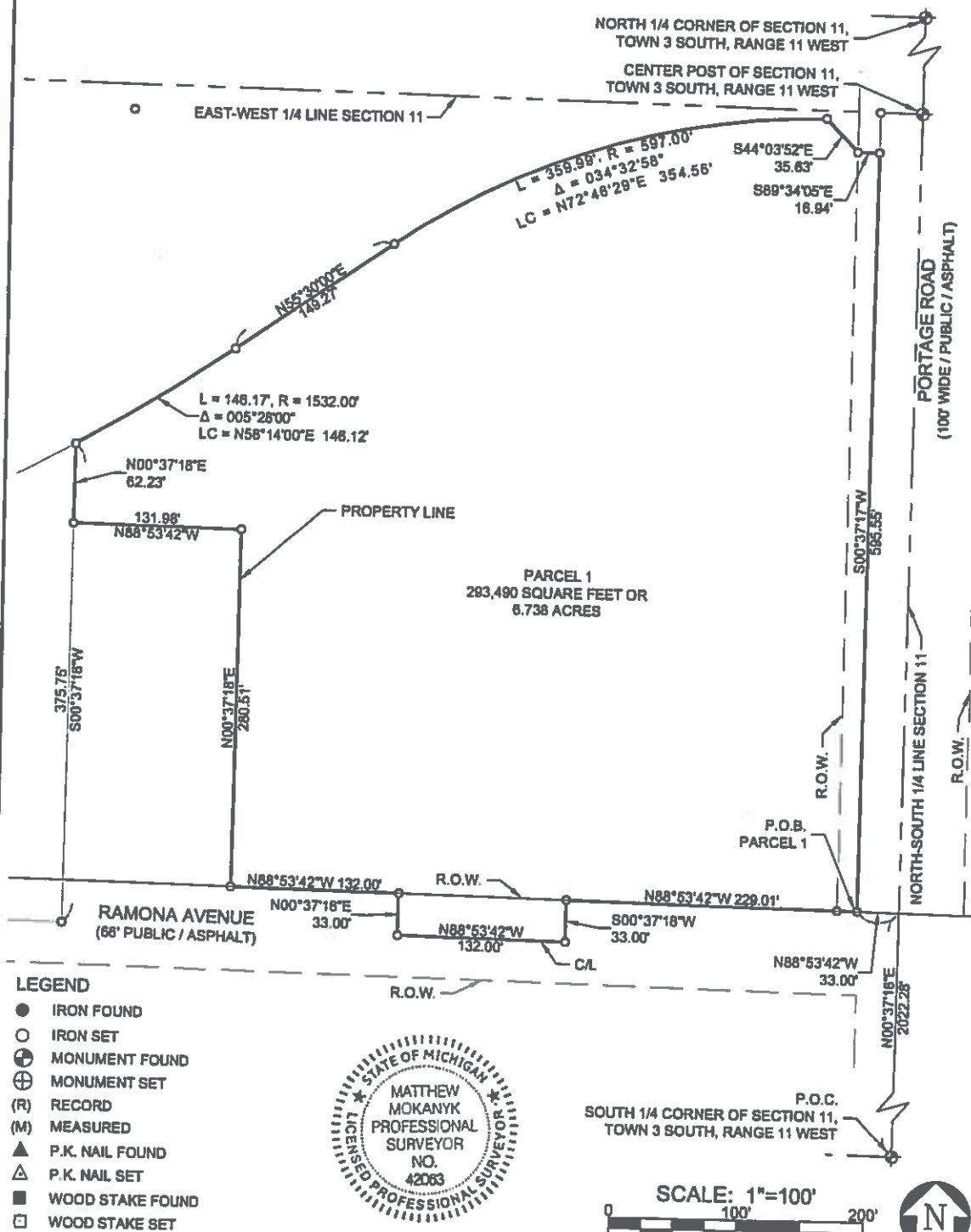


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CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN



LEGEND

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- IRON SET
- ⊕ MONUMENT FOUND
- ⊕ MONUMENT SET
- (R) RECORD
- (M) MEASURED
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- WOOD STAKE FOUND
- WOOD STAKE SET



P.O.C.
SOUTH 1/4 CORNER OF SECTION 11,
TOWN 3 SOUTH, RANGE 11 WEST



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The basis for bearings is: MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.

Error of Closure is smaller than 1/20000

Matthew Mokanyk
Matthew T. Mokanyk, P.S., P.E.

P.S. No. 42063

Client:

STRYKER CORPORATION
2825 AIRVIEW BOULEVARD
KALAMAZOO, MI 49002

Sheet 2 of 12

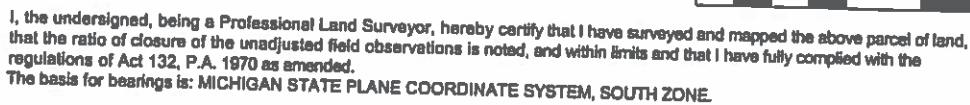
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Date: 02/27/17
Scale: AS SHOWN
Drawn: RJH
Chkd.: M.T.M.
Rev'd:



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PART OF THE EAST 1/2 OF SECTION 10 & PART OF THE WEST 1/2 SECTION 11, TOWN 3 SOUTH, RANGE 11 WEST
CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN



Error of Closure is smaller than 1/20000

Matthew T. Mokanyk, P.S., P.E.

P.S. No. 42063

Client:

STRYKER CORPORATION
2825 AIRVIEW BOULEVARD
KALAMAZOO, MI 49002

Sheet 4 of 12

Job: 1644420
Date: 02/27/17
Scale: AS SHOWN
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Chk'd: M.T.M.
Rev'd:

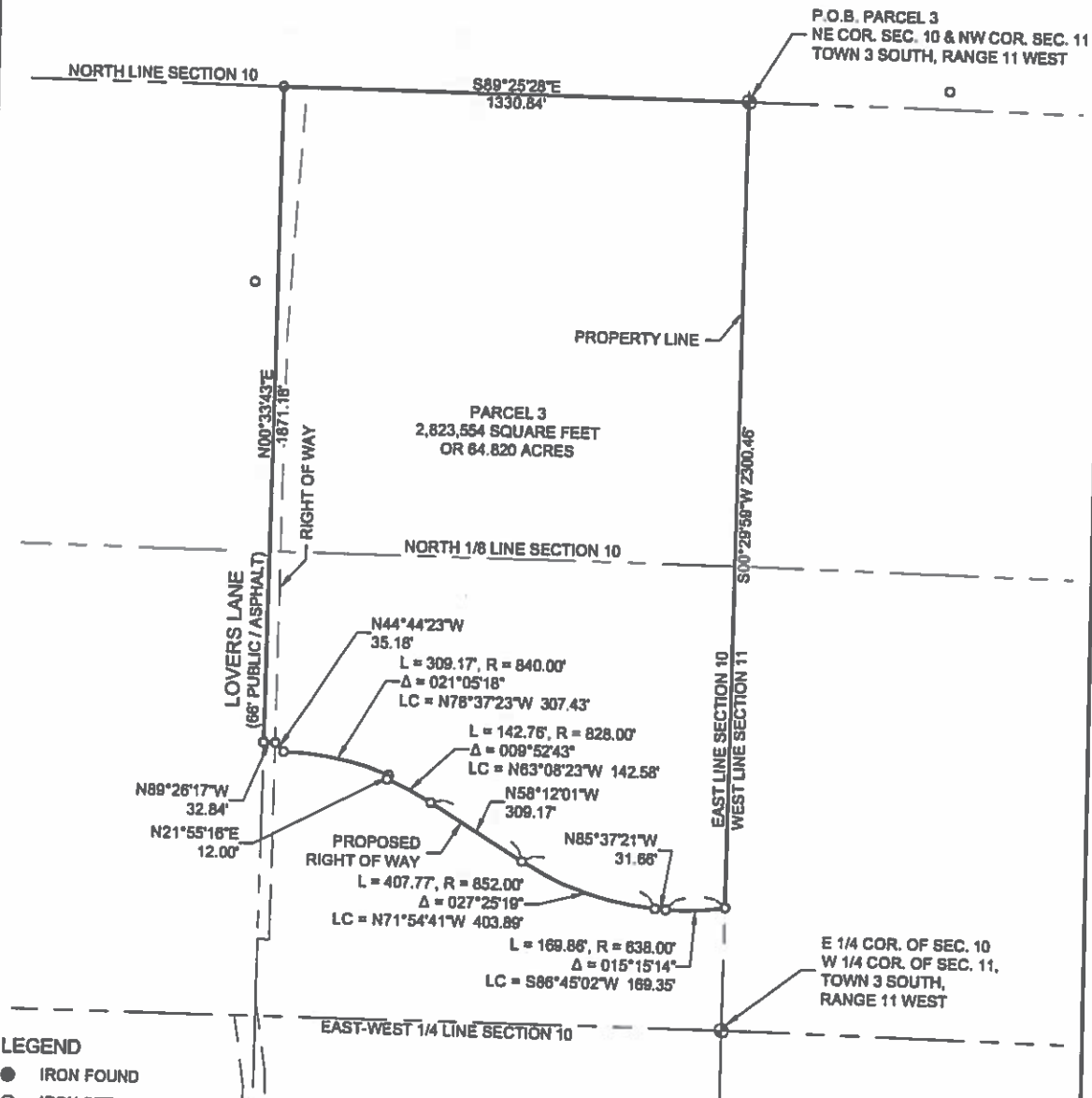


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CERTIFICATE OF SURVEY

PART OF THE NORTHEAST 1/4 OF SECTION 10, TOWN 3 SOUTH, RANGE 11 WEST
CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN



LEGEND

- IRON FOUND
- IRON SET
- ⊕ MONUMENT FOUND
- ⊕ MONUMENT SET
- (R) RECORD
- (M) MEASURED
- ▲ P.K. NAIL FOUND
- △ P.K. NAIL SET
- WOOD STAKE FOUND
- WOOD STAKE SET



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The basis for bearings is: MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.

Error of Closure is smaller than 1/20000

Matthew Mokanyk
Matthew T. Mokanyk, P.S., P.E.

P.S. No. 42063

Client:

STRYKER CORPORATION
2825 AIRVIEW BOULEVARD
KALAMAZOO, MI 49002

Sheet 6 of 12

Job: 1644420
Date: 02/27/17
Scale: AS SHOWN
Drawn: R.J.H.
Chkd.: M.T.M.
Rev'd:

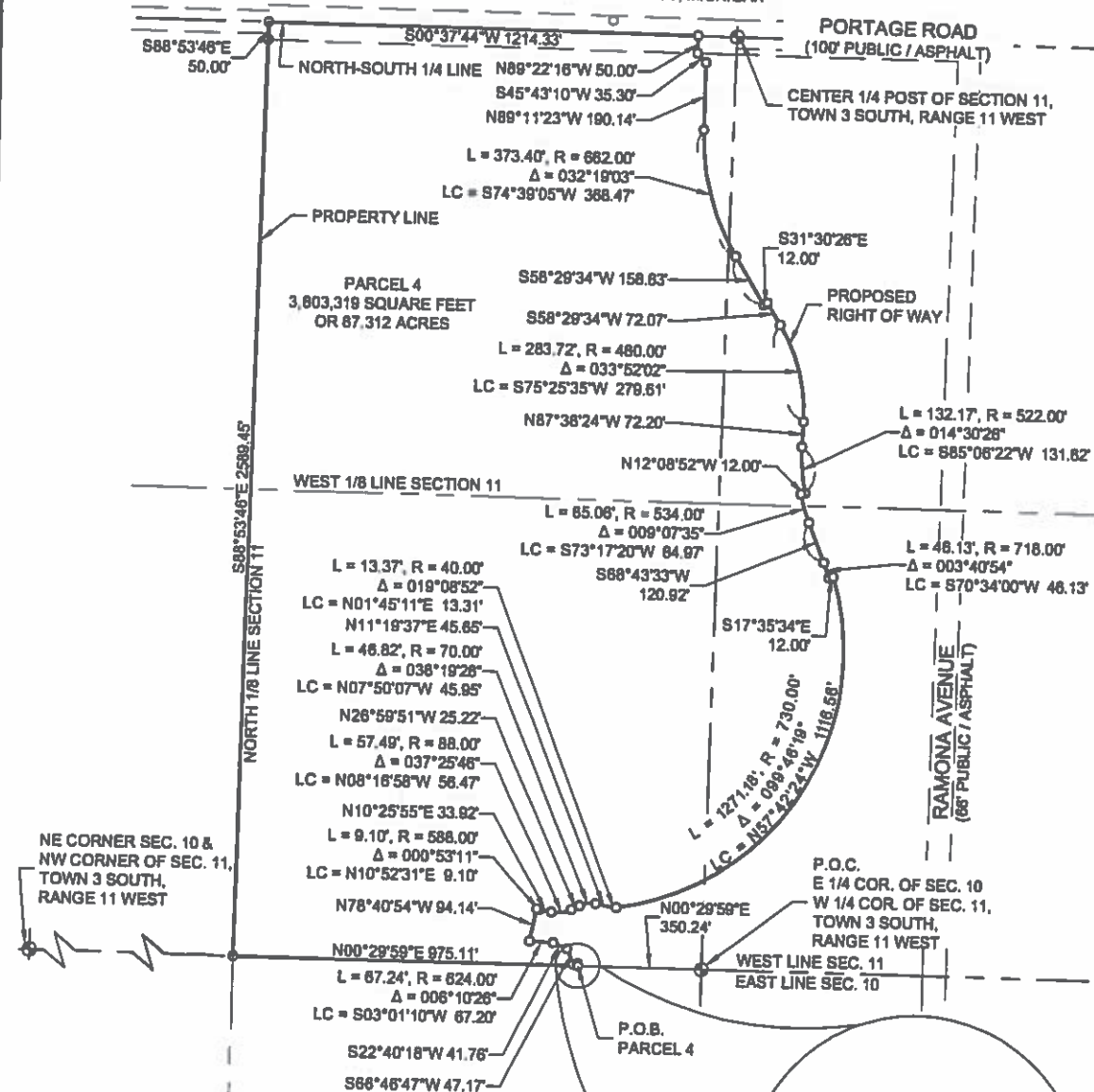


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CERTIFICATE OF SURVEY

PART OF THE WEST 1/2 OF SECTION 11, TOWN 3 SOUTH, RANGE 11 WEST
CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN



LEGEND

- IRON FOUND
- IRON SET
- ⊕ MONUMENT FOUND
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- (R) RECORD
- (M) MEASURED
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- △ P.K. NAIL SET
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Error of Closure is smaller than 1/20000

Matthew Mokanyk
Matthew T. Mokanyk, P.S., P.E.

P.S. No. 42063

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STRYKER CORPORATION
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KALAMAZOO, MI 49002

Sheet 8 of 12

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Rev'd.:

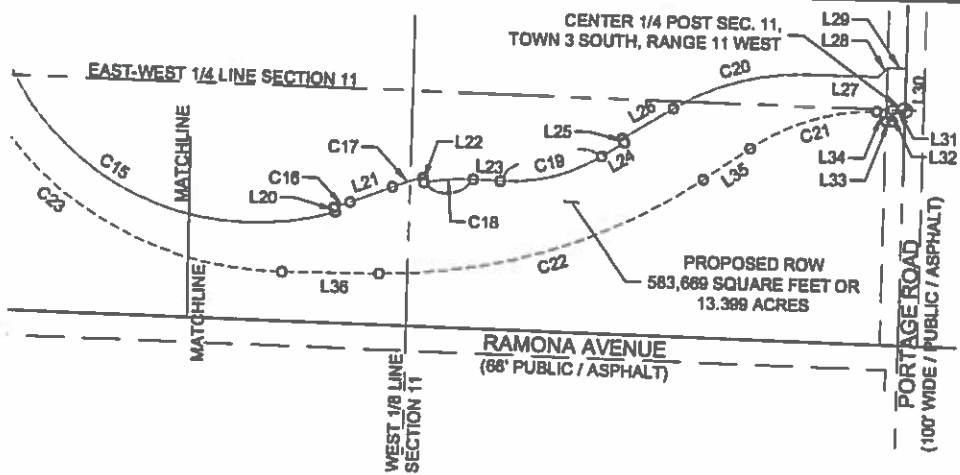
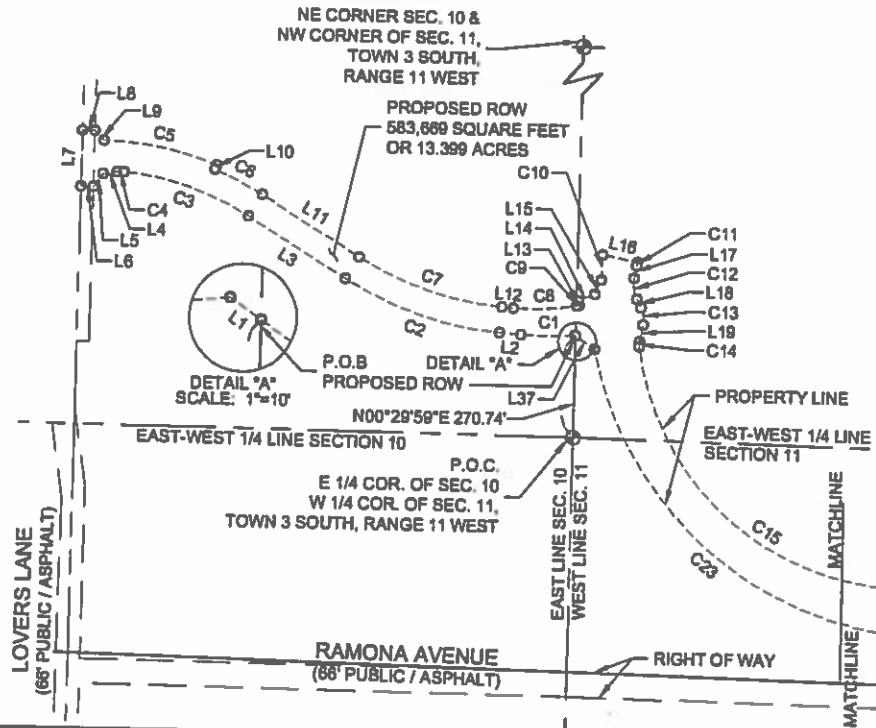


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CERTIFICATE OF SURVEY

PART OF THE EAST 1/2 OF SECTION 10 & PART OF THE WEST 1/2 OF SECTION 11, TOWN 3 SOUTH
RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN



LEGEND

- IRON FOUND
- IRON SET
- ⊕ MONUMENT FOUND
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Error of Closure is smaller than 1/20000

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Sheet 10 of 12

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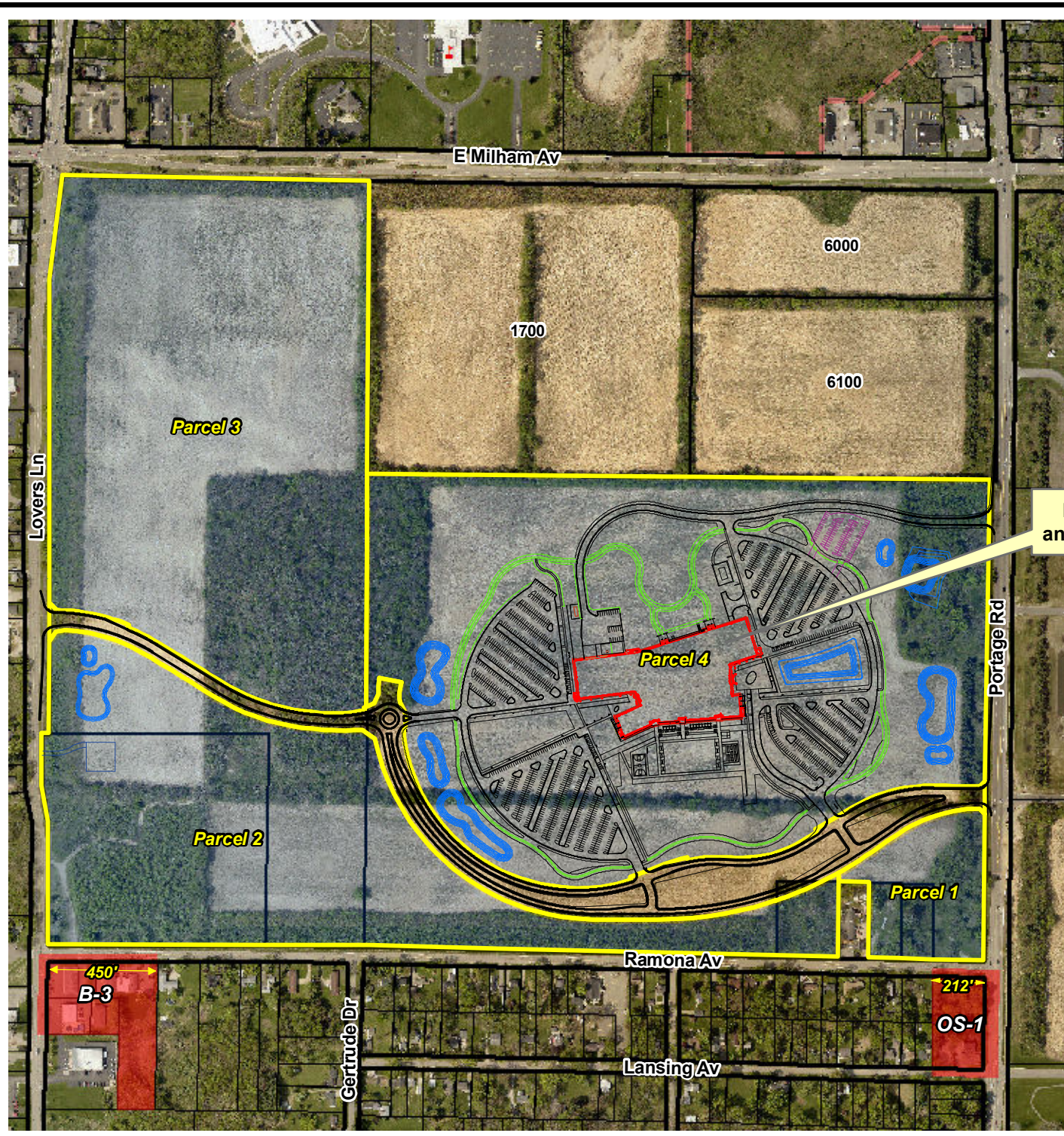


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Public Improvements Map Stryker Instruments 6520 Portage Road

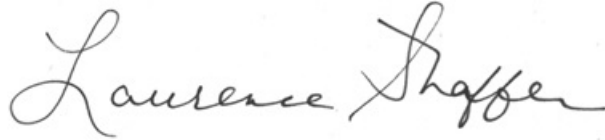
- B-3, OS-1 Zoning
- New Stryker Parcel Configuration



1 inch = 600 feet
Date: 3/20/2017

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Public Media Network

SUPPORTING PERSONNEL: Devin Mackinder, Director of Technology Services

ACTION RECOMMENDED: That City Council:

1. not approve the Sixth Amendment to the Urban Cooperation Act Agreement Establishing the Public Media Network to Limit the Number of Representatives on the Board of Directors of Public Media Network and
2. not approve the proposed changes to the Board of Directors By-Laws.

Attached is correspondence from Harry (Hap) Haasch, Executive Director of Public Media Network (PMN). Mr. Haasch on behalf of the PMN Board of Directors is requesting that the City of Portage consider two actions.

Urban Cooperation Act Agreement - Amendment 6

First, PMN is proposing that the City of Portage adopt the proposed amendment to the Urban Cooperation Act Agreement that would revise the number of members presently allowed on the Board of Directors for the City of Portage from five to three. The logic behind that request for PMN, as I understand it, is that a smaller board will allow PMN to achieve a quorum with fewer board members.

It is my recommendation that the City Council not approve the Sixth Amendment to the Urban Cooperation Act Agreement in that, any reduction in the representation for the City of Portage on the on the Board of Directors for PMN is not in the best interests of the City of Portage. Portage contributes approximately thirty one percent (31%) of the total annual revenue for PMN. In my opinion, the City of Portage should have representation on the PMN Board of Directors that is more closely aligned with its contributions, along with the size of Portage's subscriber population.

PMN Board of Director By-Law Changes

Relative to the proposed revisions of the PMN Board of Directors By-Laws, four actions are being recommended by the Board of Directors of PMN. First, the By-Laws discuss the creation of a description of the role and responsibility of each board committee. Second, the recommendation from the PMN Board of Directors on the By-Laws recommends creating a provision for conflict of interest policy that presently is not in the By-Laws. Third, the PMN Board of Directors recommends that the By-Laws be changed to reflect its recommendations for the Urban Cooperation Agreement to cap the representation of any member municipality to three. And forth, to reduce the number of At Large members from five to three and that change be done three years from the implementation of the revised

By-Laws. At that time the three At Large positions would be elected by the municipal representatives to staggered terms for one, two and three years. Thereafter the At Large members will be elected to three year terms, with a limit of three consecutive terms. While I would recommend approval of the first two proposed actions, the third proposed action is not recommended for the reasons noted above. Similarly, I do not recommend the fourth modification, as this would give the At Large membership group a disproportionate weight on the board for three years, relative to the municipal members who are immediately capped at three. Therefore, I do not recommend approval of the proposed changes to the By-Laws.

The City of Portage is fortunate to currently be represented by three individuals on the PMN Board of Directors: Councilmember Claudette Reid is presently serving as the PMN Board chair, Ed Sackley is a board member, having previously served as the PMN Board Treasurer / Secretary and Don Ramlow is the final City of Portage representative.

FUNDING: N/A

Attachments: 1. January 2, 2017 Letter from PMN Director Hap Haasch



January 2, 2017



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

SUBJECT: SIXTH AMENDMENT – URBAN COOPERATION ACT AGREEMENT
ESTABLISHING THE PUBLIC MEDIA NETWORK **AND** REVISIONS TO THE
PUBLIC MEDIA NETWORK BOARD OF DIRECTORS BY-LAWS

Dear Mr. Hudson:

Over the past year, the Public Media Network (PMN) Board of Directors have been working on an administrative objective to structurally reduce the size of the PMN Board from the current capacity of twenty-one (21) members to a more manageable capacity of fifteen (15) members.

To accomplish this objective, the PMN Board is proposing revisions to two inter-related documents: the **Urban Cooperation Act Agreement (UCAA)** between Public Media Network and the Member Public Agencies, and the Public Media Network **Board of Directors By-Laws**.

Proposed Amendment to Urban Cooperation Act Agreement:

The proposed Sixth Amendment – UCAA modifies Section 5 of this document by continuing the representation formula of one (1) Member Public Agency representative to the PMN Board for every 4000 cable subscribers, however, it caps the maximum representation by any Member Public Agency at three (3) members.

Currently the City of Kalamazoo and City of Portage have subscriber counts that permit representation up to five (5) members each. Both of these Member Public Agencies voluntarily consented to not fill two vacant seats each while this restructuring process is underway.

If adopted, the Sixth Amendment - UCAA will create a PMN Board with twelve (12) Member Public Agency appointed members based on current cable subscriber calculations.

Proposed Revision of PMN Board of Directors By-Laws:

The PMN Board undertook an extensive review of their By-Laws, and authorized staff to send the revised By-Laws to Member Public Agencies for their consideration and approval at their regular meeting held October 27, 2016. The primary changes in the By-Laws include:

- a. Creating a description of the role/responsibilities of each Board committee (Article VI – Committees).
- b. Creating a provision for a “conflict of interest policy” that had previously been absent (Article VIII – Conflict of Interest).
- c. Reducing the maximum number of At-Large Board Members from five (5) to three (3) along with establishing specific terms of service for this category of Board Member (Article III – Membership, Attendance, and Resignation). Note – there are currently four (4) At-Large Members and the revised By Laws create a process of reducing that count to three (3) over a short period of time.

If both proposals are approved by the Member Public Agencies, it will result in the desired structural outcome of a PMN Board size of fifteen (15) members. It must be noted that substantial cable subscriber growth in Kalamazoo Township, Comstock Township, Oshtemo Township, and the City of Parchment could conceivably increase the Board size in the future based on the adopted formula. Please refer to the attached illustration of the PMN Board structure before and after the proposed changes.

Please provide this material to appropriate administrator(s) for their review and advise me when the item may be scheduled for consideration. The Public Media Network Board of Directors is requesting approval of both the Sixth Amendment – UCAA and Revised PMN Board of Directors By-Laws by the City of Portage.

A sample resolution to approve both of these proposed documents is enclosed. I will make myself available to review this material with your administration to clarify any issues you may have. Thank you for your assistance with this request.

Sincerely,



Harry S. Haasch
Executive Director, PMN
executive@publicmedianet.org
343-2211

Issued 1/2/17

**Public Media Network
Board of Directors
Composition/Structure Pre and Post Amendments
1/2/2017**

Member Public Agency:	Current Available Seats:	Proposed Available Seats:	NOTES:
City of Kalamazoo	5	3	COK has 2 seats unfilled at this time. The 2 vacant seats would cease under the proposal.
City of Portage	5	3	COP has 2 seats unfilled at this time. The 2 vacant seats would cease under the proposal.
City of Parchment	1	1	Could grow to a maximum of 3 seats.
Kalamazoo Township	2	2	Could grow to a maximum of 3 seats.
Oshtemo Township	2	2	Could grow to a maximum of 3 seats.
Comstock Township	1	1	Could grow to a maximum of 3 seats.
At-Large Members	5	3	Over short period, will be capped at 3.
TOTAL:	21	15	

**SIXTH AMENDMENT TO THE URBAN COOPERATION ACT
AGREEMENT ESTABLISHING THE PUBLIC MEDIA NETWORK
TO LIMIT THE NUMBER OF REPRESENTATIVES ON THE BOARD OF
DIRECTORS OF PUBLIC MEDIA NETWORK**

WHEREAS, the City of Kalamazoo, City of Portage, the Charter Township of Kalamazoo, the Charter Township of Oshtemo, the Charter Township of Comstock, and the City of Parchment (hereinafter the "Member Public Agencies") have previously entered into an Urban Cooperation Act Agreement (sometimes referred to as the "Agreement" or the "Urban Cooperation Act Agreement") to establish Public Media Network to administer cable television public access and other community media services, and

WHEREAS, the Board of Directors of Public Media Network has recommended to the Member Public Agencies that the Agreement be amended a sixth time to limit the number of representatives that each Member Public Agency can have on the Board of Directors, and

WHEREAS, the Member Public Agencies, based on the recommendation of the Board of Directors, have determined that it would be in the public interest of their respective communities and would improve the governance of Public Media Network and advance the efforts of Public Media Network in providing public access and other community media services if the Agreement were amended to limit the number of representatives that each Member Public Agency can have on the Board of Directors,

NOW, THEREFORE, IT IS AGREED between the Member Public Agencies that the Agreement shall be amended as follows:

1. Section 5 of the Urban Cooperation Act Agreement is hereby amended to read in its entirety as follows:

Section 5: Board of Directors and Representation: Public Media Network shall be under the control of a Board of Directors who shall exercise the power and duties as set forth in this Agreement. Each Member Public Agency shall have one (1) representative on the Board of Directors for each 4,000 cable subscribers (or any fraction thereof) of Charter Communications, its successor, and/or any video service provider in its area carrying one or more access channels (the "subscribers"), up to a maximum of three (3) representatives per Member Public Agency. The Bylaws of Public Media Network may provide for additional members of the Board and for the manner of their selection. In January of each year, the number of subscribers in each Member Public Agency shall be ascertained and the appropriate reallocation of the representatives shall take place, if necessary. Each Member Public Agency shall determine how it appoints its own representatives and their terms subject to the limitations on representation contained in this Section.

2. All other sections of the Urban Cooperation Act Agreement, as amended by the First, Second, Third, Fourth and Fifth Amendments which are not amended by this Sixth Amendment shall remain in full force and effect.

3. This Sixth Amendment, after being approved and signed by the Member Public Agencies, shall be filed with the Kalamazoo County Clerk and the Secretary of State and shall become effective on the date that it is approved by the last Member Public Agency named below.

CITY OF KALAMAZOO

By: _____

By: _____

Date: _____

TOWNSHIP OF OSHTOMO

By: _____

By: _____

Date: _____

TOWNSHIP OF COMSTOCK

By: _____

By: _____

Date: _____

TOWNSHIP OF KALAMAZOO

By: _____

By: _____

Date: _____

CITY OF PARCHMENT

By: _____

By: _____

Date: _____

CITY OF PORTAGE

By: _____

By: _____

Date: _____

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**AMENDED BYLAWS OF PUBLIC MEDIA NETWORK ,
A SEPARATE LEGAL ENTITY ESTABLISHED AS
A BODY CORPORATE**

Replacing all previous Bylaws and Amendments thereof

NOW, THEREFORE, BE IT RESOLVED that Public Media Network, a Separate Legal entity, adopts Amended Bylaws (the "Bylaws") as follows:

ARTICLE I

NAME, PURPOSE, MISSION AND VISION OF ORGANIZATION

Section 1. Name The name of the organization shall be Public Media Network, also known as "PMN" (hereinafter referred to as "PMN").

Section 2. Purpose PMN's purpose is as stated in the Urban Cooperation Act Agreement, as amended (the "Urban Cooperation Act Agreement"), entered into by those Member Public Agencies named in such Agreement to establish PMN as a Separate Legal Entity.

Section 3. Mission and Vision The Mission of PMN is to provide training, production and distribution resources so that local voices can be expressed and heard through electronic media in the community served by PMN. PMN's Vision is to be the primary non-commercial resource for creating and distributing local information, entertainment and dialogue on cable television, radio and the Internet in the community served by PMN.

ARTICLE II

AUTHORITY

These Bylaws are established pursuant to the Urban Cooperation Act Agreement, as amended.

ARTICLE III

MEMBERSHIP, ATTENDANCE & RESIGNATION

Section 1. Membership and Classification

The Board of Directors ("Board") of PMN shall be comprised of:

- (a) Appointed members representing the Member Public Agencies of PMN ("Appointed Members"), with each Member Public Agency having the right to appoint that number of Appointed Members as provided in the Urban Cooperation Act Agreement. Each Member Public Agency may

select, appoint and remove its Appointed Members using such procedures as it may determine.

If, on the date that these Bylaws are adopted PMN has Appointed Members who are already in office, they shall continue to retain their positions as Appointed Members until their resignation or removal.

- (b) At-large members consisting of up to three (3) additional persons approved by a vote of the Board for an initial three (3) year term (the "At-Large Members"). An At-Large Member may be reelected for additional three (3) year terms; however, an At-Large Member may not serve more than three (3) consecutive three (3) year terms.

If a third consecutive (3) year term is granted by the Board to an At-Large Member, following the conclusion of this third term the At-Large Member must separate from Board service for at least one (1) year to be eligible for any subsequent at-large appointment to the Board.

If, on the date that these Bylaws are adopted PMN has At-Large Members who are already in office, they shall be subject to the following rules: (a) they shall continue to retain their positions as At-Large Members until their resignation, removal or the expiration of their term of office. Each of the current At-Large Members shall serve an initial term of office that commences on the date these Amended Bylaws are adopted and ending with the election of At-Large Members at the regular meeting of the Board of Directors held in October 2019 (or, if no election is held in October 2019, at the immediately subsequent meeting when the Board votes to elect At-Large Members) (the "Initial Term of Office"); (b) if there are currently more than three (3) At-Large Members on the Board, all of the current At-Large Members may continue to serve as At-Large Members for the Initial Term of Office described in subsection (a); (c) upon termination of the Initial Term of Office, the number of At-Large Member positions shall be reduced to three (3) and the Board shall vote to elect At-Large Members to fill these three (3) positions, with the terms of the three (3) At-Large Members being staggered so that one At-Large Member's term expires each year. To accomplish this, the Board, when it votes to elect the three (3) At-Large Members, shall assign one an initial term of office of one (1) year, the second an initial term of office of two (2) years and the third an initial term of three (3) years, upon the expiration of these terms, the persons elected to serve as At-Large Members shall be elected to serve a term of three (3) years.

Section 2. Attendance

If an Appointed Member is absent for more than 50% of the regular meetings of the Board within any calendar year period, this absence shall be reported to the Clerk of the Member Public Agency that appointed such person to the Board.

An At-Large Member may be subject to removal pursuant to Section 4, below, if such Member is absent from more than 50% of the regular meetings of the Board within any calendar year period.

Section 3. Resignation

Appointed Members: An Appointed Member may resign at any time by submitting a written resignation to the clerk of the Member Public Agency that appointed such person, with a copy being sent to the Chair and Executive Director of PMN.

At-Large Members: An At-Large Member may resign at any time by submitting a written resignation to the Chair of PMN, with a copy to the Executive Director of PMN. Unless another effective date is specified in the resignation, the resignation is effective upon its receipt and acceptance of the resignation or approval of the resignation shall not be necessary to make it effective.

Section 4. Removal

An Appointed Member may be removed by the Member Public Agency that appointed such person to the Board whenever, in the sole judgment of such Member Public Agency, its best interests shall be served by such removal. The clerk of the Member Public Agency should notify PMN of the removal and the person named as the replacement.

The Board may remove any At-Large Member for good cause upon a vote of the Board at a meeting, pursuant to Article V, Section 6, provided that the notice for this meeting shall inform the Board that a purpose of the meeting is to vote on the removal of this At-Large Member. Good cause shall be determined by the Executive Committee of the Board.

Section 5. Vacancies

A vacancy in the position of Appointed Member shall be filled by the Member Public Agency that appointed the person who previously held the position that is vacant.

A vacancy in the position of At-Large Member may be filled by the vote of the Board. However, the Board is not obligated to fill a vacancy in the position of At-Large Member.

ARTICLE IV

OFFICERS, ELECTIONS, TERM OF OFFICE, REMOVAL & VACANCY

Section 1. Officers

To be elected as an officer of PMN's Board, a person must be currently serving as an Appointed Member or At-Large Member on PMN's Board of Directors. The officers of the PMN Board are: Chair, Vice-Chair and Secretary/Treasurer. The officers perform the duties outlined in these Bylaws and those traditional duties established by any rules of parliamentary authority adopted by the Board. The essential duties of the Officers are described below:

The Chair shall:

- (a) Preside at meetings of the Board,
- (b) Sign all legal documents on behalf of the Board, and
- (c) Do and perform such other duties as may be from time-to-time assigned by the Board.

The Vice-Chair shall:

- (a) Perform the duties of the Chair in the absence of the Chair,
- (b) Preside at a meeting when the Chair wishes to step down to participate in debate, and
- (c) Do and perform such other duties as shall from time-to-time be assigned by the Board.

The Secretary/Treasurer shall:

- (a) Maintain or cause to be maintained the records, books, documents and other papers of the Board,
- (b) Attend meetings of the Board and keep or cause to be kept a record of its proceedings,
- (c) Cause to be kept the financial records of the Board,
- (d) Monitor compliance with Board-approved financial policies,
- (e) Verify issuance and continuing validity of Directors and Officers Liability Coverage, and
- (f) Do and perform other such duties as may be delegated by the Board.

Section 2. Nominations and Elections

Board officers shall be elected on or before the first day of the fiscal year of PMN.

Nominations for officers or expressions of interest in being an officer shall be solicited by the Chair prior to the election. The Chair will contact those nominated to determine interest. The Chair will announce the nominations at a regular Board meeting and, at that meeting, additional nominations may be made by any Director. Elections will be conducted by private ballot with review and reporting of results done by the Secretary/Treasurer.

Section 3. Term of Office

Officers shall serve a term of two (2) years or any part thereof as may be determined, and/or until a successor is designated. Each person elected as an officer shall hold only one

office at a time. A person shall immediately and automatically cease to be an officer of PMN upon such person ceasing to be an Appointed Member or At-Large Member on PMN's Board of Directors.

Section 4. Removal

Officers shall serve at the pleasure of the Board and may be removed without cause upon a vote of the Board at a meeting, pursuant to Article V, Section 6, for which notice of the meeting contains notice that the business of the meeting will include the question of removal of the particular officer.

Section 5. Vacancies

Vacancy in any office shall be filled by election by a majority of the Board at any meeting, provided notice of such meeting contains notice of such election. Provided, however, that when a vacancy occurs in the office of Chair, the Vice-Chair shall automatically assume the office of Chair. A person so elected shall take office immediately for the unexpired term of the vacant office. Until such an election is held, the Board may delegate the powers and duties to any other officer.

ARTICLE V

MEETINGS

Section 1. Regular Meetings

The Board shall hold regular meetings. A schedule of regular monthly meetings of the Board shall be established at the beginning of each fiscal year, subject to revision, as the Board may deem necessary or appropriate.

Section 2. Special Meetings

Special meetings may be called by the Chair or any two members of the Board at such times as may be reasonable and appropriate. No special meetings shall be held without prior written notice to all Board members and the Clerk of each Member Public Agency.

Section 3. Place of Meeting

Meetings of the Board shall be held at a suitable place within Kalamazoo County, Michigan. Unless otherwise determined by the Board, meetings shall be held at PMN's offices, 359 South Kalamazoo Mall, Suite 300, Kalamazoo, MI 49007.

Section 4. Notice

PMN will transmit and/or deliver all regular and special meeting notices and supporting materials to all Board members and the Clerk of each Member Public Agency prior to any meeting. Notice of meetings shall be delivered using any method not prohibited by law or these Bylaws and the notice shall be in compliance with the Open Meetings Act of 1976, as amended.

Section 5. Quorum

The presence at a Board meeting of a majority of Board members then in office shall constitute a quorum.

Section 6. Voting

A majority vote of Board members present at a meeting at which a quorum exists shall be required to approve any action of the Board unless a greater percentage is required by law or these Bylaws. The Chair shall abstain from voting unless a tie vote occurs, in which case the Chair may vote to break the tie.

Section 7. Public Meetings

Meetings of the Board shall be open to the public (except closed sessions permitted by the Open Meetings Act) and shall be held in a place available to the general public. As a public body, the Board shall comply with the Open Meetings Act of 1976 (Act 267).

Section 8. Public Records

All records of PMN that qualify as "public records" under the Freedom of Information Act, P.A. 1976 No. 442, ("referred to as "FOIA") shall be subject to inspection, copying and disclosure as provided in the FOIA, subject to any exemptions and protections from disclosure provided in the FOIA.

ARTICLE VI

COMMITTEES

The Board may appoint such standing special and special committees as it deems appropriate.

Section 1. Executive Committee

The Executive Committee shall be comprised of the Chair, Vice-Chair and Secretary/Treasurer. The Chair will preside during committee meetings. The Executive Committee is authorized to review and give preliminary consideration to matters involving PMN for the purpose of making recommendations to the PMN Board on matters that may be brought before the Board for action. In addition, the Executive Committee is empowered to take any action that the Board of Directors authorizes or directs it to take on behalf of PMN.

In the event of an emergency concerning contracts or administrative matters that arises between the regular meetings of the Board that requires prompt action by the Board, and the Executive Committee determines that it is not possible to wait for the next regular meeting of the Board to take the required action and it also determines that there is not enough time to call a special meeting of the Board or that if a special meeting were called a quorum of the Board would most likely not attend such meeting, or in the event that a regular meeting of the Board is scheduled to review the matter requiring emergency action and a quorum of members is not present at the date, time and place of the meeting so that the matter requiring emergency action

cannot be voted upon at the meeting, the Executive Committee is authorized and empowered to exercise any or all powers of the Board regarding such matters requiring emergency action and any action so taken, including, without limit, contracts that are approved, shall be binding on PMN as if it had been approved by the full Board. When the Executive Committee takes any action regarding emergency matters that will bind PMN, it shall state, in the minutes of the committee meeting, the basis for the emergency and why the Executive Committee and not the full Board is taking the action.

The Executive Committee shall not have the power to: amend the Urban Cooperation Act Agreement; amend these Bylaws; take action on human resources matters or on policy matters involving PMN; or fill vacancies on the Board.

Section 2. Finance Committee

The Finance Committee shall be comprised of the Secretary/Treasurer and at least two (2) additional Board members. The Secretary/Treasurer will preside during committee meetings. The Finance Committee shall:

- (a) Periodically review the financial condition and regular financial statements of the organization,
- (b) Review and provide advice and/or recommendations on financial aspects of PMN including, but not limited to, contractual and purchasing agreements, and
- (c) Review and recommend an annual budget to the Board for consideration and adoption.

Section 3. Nominating Committee

The Nominating Committee is made up of currently-serving elected officials who have been appointed to the Board by the Member Public Agencies. These elected officials are from the City of Kalamazoo, Kalamazoo Township, Comstock Township, Oshtemo Township, City of Parchment and City of Portage. The committee, in cooperation with the Clerk of each Member Public Agency, is responsible for bringing prospective new At-Large Members to the Board to fill vacant seats.

Section 4. Human Resources Committee

The Human Resources Committee shall be comprised of at least three (3) members of the Board. The committee chair will be named by the Board Chair and shall preside over meetings. The Human Resource Committee shall:

- (a) Review and provide recommendations concerning various aspects of the organization's human resources/personnel related policies,

- (b) Provide input and guidance to the Executive Director on staff structure, job descriptions and the application of human resources to meet strategic and operational goals,
- (c) Facilitate the annual performance evaluation process of the Executive Director, and
- (d) Other human resources related projects as directed by the Chair and/or Board.

Section 5. Special Committees

Special committees may be created by the Board for a specific purpose. A motion must be made to create a special committee and shall include a specific description of the task, scope and timeframe. A majority vote is required to establish a special committee. Members for the committee can either be nominated by Board members or appointed by the Chair. The chair of the committee will be designated by the Board Chair.

Section 6. Rules for Committees

The Board of Directors may adopt rules regarding the conduct of committees and their meetings, including rules for the calling of meetings, quorum requirements and voting. To the extent it is not inconsistent with the rules adopted by the Board of Directors, each committee may establish its own rules to govern the conduct of its activities.

ARTICLE VII

INDEMNIFICATION

PMN shall defend and indemnify the members of the Board, its employees and its agents against cases of lawsuits to the full extent permitted by Section 8 of Act 170 of the Public Acts of 1964, as amended, commonly known as the "Governmental Immunity Act."

ARTICLE VIII

CONFLICT OF INTEREST

The members of PMN's Board and PMN's key employees interact and do business with members of the community served by PMN. While acting on behalf of PMN, they have a duty to not advance their personal interests and to conduct their affairs in a manner that will avoid conflicts of interest with PMN.

The Board shall create and enforce a Conflicts of Interest Policy that establishes policies and procedures for determining when a member of the Board, Officer or other person has a conflict of interest and which specifies procedures for reviewing, voting upon and performing any contract or transaction with such an interested person or with an entity in which such person has an interest.

At a minimum any conflict of interest policy must take into consideration the requirements of Internal Revenue Code Section 4958 and the Treasury Regulations promulgated thereunder, which prohibits "excess benefit transactions" between an entity that is tax exempt under Internal Revenue Code Section 501(c)(3), and persons who are Disqualified Persons (as defined in Code Section 4958 and the Treasury Regulations promulgated thereunder) or between a tax exempt entity and a domestic or foreign corporation, domestic or foreign business corporation, firm or association of any type or kind, in which one or more Disqualified Persons are directors, employees or are otherwise interested. This requires that payments under a compensation arrangement must be reasonable and transfers of property or the right to use property must be at a fair market value.

ARTICLE IX

AMENDMENTS

The Board shall have power to make, alter or amend the Bylaws at any time by consent of Member Public Agencies. Such consent shall be evidenced by formal approval and signature of a Member Public Agency on the amended Bylaws document. An amendment shall not become effective until signed by at least two-thirds (2/3) of the Member Public Agencies.

Adopted _____, 20__

Secretary-Treasurer

APPROVED BY THE MEMBER PUBLIC AGENCIES:

CITY OF KALAMAZOO

By: _____

Its: _____

Date: _____

TOWNSHIP OF OSHTEMO

By: _____

Its: _____

Date: _____

TOWNSHIP OF COMSTOCK

By: _____

Its: _____

Date: _____

TOWNSHIP OF KALAMAZOO

By: _____

Its: _____

Date: _____

CITY OF PARCHMENT

By: _____

Its: _____

Date: _____

CITY OF PORTAGE

By: _____

Its: _____

Date: _____

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CITY OF _____, MICHIGAN

Resolution No. ____

A resolution (a) approving: a sixth amendment to the Urban Cooperation Act Agreement to Establish a Separate Legal Entity to Administer Cable TV Public Access (the "Urban Cooperation Act Agreement") that established Public Media Network ("PMN") as a separate legal entity and to which _____ **[insert name of City]** (the "City") is a party, which amendment limits the number of Appointed Members that each governmental entity that is a party to the Urban Cooperation Act Agreement can have on the Board of Directors of PMN; (b) approving Amended Bylaws of PMN, and (c) authorizing a City official to sign the sixth amendment to the Urban Cooperation Act Agreement and Amended Bylaws on behalf of the City.

WHEREAS, the City of Kalamazoo, City of Portage, the Charter Township of Kalamazoo, the Charter Township of Oshtemo, the Charter Township of Comstock, and the City of Parchment (hereinafter the "Member Public Agencies") have previously entered into the Urban Cooperation Act Agreement to establish Public Media Network as a separate legal entity to administer cable television public access and other community media services; and

WHEREAS, the Urban Cooperation Act Agreement has been amended five previous times; and

WHEREAS, the Board of Directors of PMN has approved and recommended to the Member Public Agencies that: (a) the Urban Cooperation Act Agreement be amended a sixth time to limit the number of Appointed Members that each Member Public Agency can have on the Board of Directors ("Sixth Amendment"), and (b) that the Bylaws of PMN be amended in several respects, including: to revise the terms of office of the At-Large Members; to specify the rights of the Executive Committee to take action that can bind the entire Board and to provide for a conflict of interest policy, and

WHEREAS, the Kalamazoo City Commission/Portage City Council/Parchment City Commission **[insert appropriate entity]** has reviewed the terms of the Sixth Amendment to the Urban Cooperation Act and the Amended Bylaws of PMN, in the forms attached hereto; and now desire to approve the Sixth Amendment and the Amended Bylaws; and

WHEREAS, the Kalamazoo City Commission/Portage City Council/Parchment City Commission **[insert appropriate entity]** determines that it is in the best interests of the City to be a party to the Sixth Amendment and the Amended Bylaws and now desires to approve the Sixth Amendment and the Amended Bylaws;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That Kalamazoo City Commission/Portage City Council/Parchment City Commission **[insert appropriate entity]** hereby approves the Sixth Amendment and the Amended Bylaws, in the forms attached to this resolution.

2. That _____, the _____ of the City **[insert position held]**, is authorized to sign the Sixth Amendment and Amended Bylaws on behalf of the City.

Resolution moved by _____.

Resolution seconded by _____.

Ayes _____ Nays _____.

Abstentions _____.

Resolution declared adopted on _____, 2016.

City Clerk

CERTIFICATE

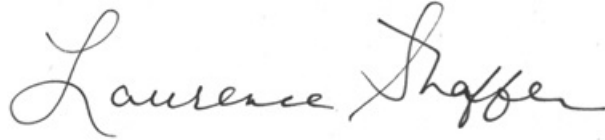
I hereby certify that this Resolution was duly adopted by the Kalamazoo City Commission/Portage City Council/Parchment City Commission **[insert appropriate entity]** on _____, _____ 2016, at a meeting of the Kalamazoo City Commission/Portage City Council/Parchment City Commission **[insert appropriate entity]**, which meeting was noticed and held in accordance with the Open Meetings Act, being Public Act 267 of 1976, as amended.

City Clerk

27836172.1\109386-00001
12/27/16 11:46 AM

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: February Environmental Summary Report

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

ACTION RECOMMENDED: Information Only

Attached please find the February 2017 Summary Environmental Activity Report from Department of Transportation & Utilities Director, W. Christopher Barnes, P.E. New material or material of specific interest to City Council is presented in italics.

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

FUNDING: N/A

Attachments: 1. February 2017 Environmental Report

SUMMARY ENVIRONMENTAL ACTIVITY REPORT

February 2017 (*updates in italics*)

<u>Project/Activity</u>	<u>Description</u>	<u>Status</u>
Portage City Landfill	Ongoing groundwater monitoring of former municipal landfill.	Beginning in 1991, South Westnedge Park (landfill) has been monitored for on-site and off-site contamination. On July 23, 2013, City Council approved a three-year contract with American Hydrogeologic Corporation (AHC) to perform annual groundwater sampling. The site groundwater data will continue to be monitored to confirm continuation of the natural attenuation process. General groundwater quality continues to improve, but site will require monitoring for the foreseeable future. Initial groundwater and methane results indicate no off-site impact. AHC currently compiling MDEQ sampling requirement costs necessary for closure at the former landfill site. Weekly methane sampling is continuing on-site to collect base line data. AHC is completing the installation of private methane detection devices at several adjacent properties. Soil boring installation was completed on May 28, 2014. Current methane readings have been below detection levels. The 2 nd year of AHC's contract is underway with annual testing ongoing.
Site Inspection / Development Project Review	Review of existing business & industries and review of proposed business and industrial development projects for environmental protection purposes and/or building plans completed.	Coordination with property owners and City or State agencies ongoing. <i>Review of 8 site/building plan and/or plats completed in February 2017.</i>
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	<i>Sanitary sewer hookup permits issued in February 2017: 5 residential; 1 commercial.</i>
West Lake Management Program	Special assessment district designed to maintain/improve lake conditions. Special emphasis on weed control and non-point source pollution reduction.	Five Year Lake Management Assessment District process was approved by City Council. The West Lake Improvement association has completed a five year plan for a new special assessment district. Special assessment process for 2015-2019 began on August 26, 2014. Resolution No. 5 completing the assessment was adopted October 21, 2014. Year-end report by the consultant is complete. The Association has selected to use Restorative Lake Sciences, LLC for consulting services 2015 weed

		treatment bids were received on February 24, 2015. City Council approved weed treatment contract with Professional Lake Management Company on April 10, 2015. <i>The Association has elected to renew the contract with Restorative Lake Science for 2017. Planning is underway for 2017.</i>
Retention Basin Sampling Program (Groundwater Elevation)	Investigation regarding potential impact of retention basins on groundwater levels.	Historical monitoring continues to show minor impacts at most basins. From 1993 through 2009 the monitoring program showed stable groundwater impacts due to storm water infiltration. Alternative road salt practices continue to be considered and evaluated. Bids were received for a new four year program on April 16, 2014. The low bidder, Nova Consultants, was awarded a four-year contract by City Council on April 29, 2014. Monitoring performed in October 2014 and July 2015. Monthly sampling at two retention basins continues. <i>Current findings show groundwater levels have risen approximately 12" over the 2015 levels and are at record levels on the east side of Portage.</i>
Wellhead Protection Program (WHPP)	Development of program to protect City well fields and surrounding area from contamination resulting from improper land use.	Current Wellhead Protection was originally approved in 2001. Staff participated in a MDEQ Water Supply Emergency planning roundtable on June 10, 2013. Update of the program has been initiated as part of the Water Reliability Study in conjunction with Fishbeck, Thompson, Carr & Huber update work is complete. Final report preparation was submitted to the Michigan Department of Environmental Quality for review and approval. Letter of approval received from MDEQ on June 15, 2015. Program implementation is ongoing.
Leaf Compost Monitoring Program	Monitoring and analysis of groundwater at the new Oakland Drive Leaf Compost site.	City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the new compost operation. Drilling was completed in October 2001 and first sampling cycle was completed in February 2002. Semi-annual sampling was performed from 2002 to 2008 in June and January. Sampling and analysis results continue to show negligible groundwater impacts from the leaf composting. Sampling schedule was reduced to annual sampling in 2009 with results showing continued minor impact on groundwater quality. Sampling completed in June 2016, with report submitted. No significant change in groundwater impacts.

National Pollution
Discharge Elimination
System (NPDES)
Permit Implementation

Five year plan to implement the
current NPDES stormwater permit.

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

National Pollution
Discharge Elimination
System (NPDES)
Permit Implementation

Kalamazoo River Mainstream
Watershed Management Plan

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

Portage River Watershed
Management Plan

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

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

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

Garden Lane Arsenic
Removal Facility

Native Prairie Restoration

Staff currently working with the Environmental Board on informative signs and long-term maintenance plans for the native planting landscape design in front of the Garden Lane Treatment Plant. New informational signs are complete and maintenance is ongoing. Native prairie burn completed in March 2016. Staff assisting the Environmental Board with

invasive species control. *Native prairie burn is currently being coordinated to take place once the snow is gone.*

Environmental Incident/Spill Clean Up Notification	Environmental Protection Program to assist Portage Police/Fire Departments with spill containment and spill cleanup.	<i>Emergency spill response contract for 2017-18 with Terra Contracting is in process.</i>
Southwest Michigan Regional Sustainability Covenant	Collaborative effort with local government, academic, and other stakeholders to lead toward environmental, economic and social sustainability.	On May 12, 2009, City Council approved the Southwest Michigan Regional Sustainability Covenant. A sustainability work session was held April 14, 2010, to review elements of the covenant in cooperation with the City of Kalamazoo and the City of Battle Creek. A grant application was made to MDEQ for a greenhouse gas inventory study of the area. Notice received July 15, 2010 that the grant application was not successful. City staff attended a September 10, 2010 meeting in Grand Rapids to discuss sustainable economic, environment, and society programs. No new developments.
Deer Management	Assist the Environmental Board with the impact of the native deer population in the city.	In the fall of 2015, the Environmental Board conducted several on-line surveys to determine the public opinion of deer/human interaction in the city. On April 14, 2016, an open forum was held to discuss results of the survey, deer population estimation and gauge public opinion on deer impacts to public safety health and private property damage. The city has contracted with the Kalamazoo Nature Center to install and monitor deer exclosures. The exclosures are being constructed as a local boy scout project and will help assess damage from deer in the areas they are placed. The agreement concerning deer exclosures between the city and the Kalamazoo Nature Centre expiring March 1, 2017 is extended in its entirety through October 1, 2017. Investigation work in conjunction with the board is ongoing. No new developments.
Identify Environmental Threats	Work with Chair of the Environmental Board to identify and prioritize potential environmental threats within the city.	Select staff from various city departments attended workshop meetings with Environmental Board Chair to go through the process of identifying what are considered environmental threats from a city departmental view. Once threats were identified, the same staff participated in a ranking

system to prioritize what environmental threats are most important. The same exercise was completed with the Environmental Board and the results of both were used to determine the most critical threats to the city and the focus on future environmental projects. The Environmental Board has formed two small groups, each tasked with choosing one of the top threats identified and identifying a project that would best address such threats.

*Invasive Species
Management Program*

Address strategic issues of prevention, detection, eradication and control for terrestrial invasive species in the City of Portage trails and parks.

Bridget Bell, Invasive Outreach Educator for the Kalamazoo Conservation District, will be providing training in invasive species to all DPS employees on April 6, 2017.

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – December 12, 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. Eight people were in the audience.

MEMBERS PRESENT: John Byrnes, Chadwick Learned, Alexander Philipp, Michael Robbe, Randall Schau, Jeffrey Bright.

MEMBERS EXCUSED: Phil Schaeffer, Jay Eichstaedt, Lowell Seyburn

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

APPROVAL OF THE MINUTES: Learned moved and Schau seconded a motion to approve the November 14, 2016 minutes as submitted. Upon voice vote, the motion was approved 6-0.

NEW BUSINESS:

ZBA #16-13, Lazy Man BarBQue., 7090 South Westnedge Avenue: Mais summarized the request for a Temporary Use Permit to operate a mobile food trailer at 7090 South Westnedge Avenue from December 13, 2016 through December 30, 2016, and from May 1 through October 30, 2017. Brad Gillaspie was present to answer questions.

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

A motion was made by Schau, seconded by Learned, to grant a Temporary Use Permit to operate a mobile food trailer at 7090 South Westnedge Avenue from December 13, 2016 through December 30, 2016, and from May 1 through October 30, 2017 with the following conditions: 1) the food trailer be licensed by the Kalamazoo County Department of Health and Community Services; 2) Food trailer tables and off-street parking set-up be consistent with the submitted site sketch; 3) hours of operation be limited to 11:00 a.m. to 8:00 p.m. Tuesday through Sunday; 4) The site be kept free of trash; 5) Temporary signage be limited to one sign not exceeding 40 square feet; 6) There be no sound amplifying equipment with the exception of a portable generator which must meet the requirements of Chapter 24, Article 4 (Noise). 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, Robbe-Yes, Learned-Yes, Bright-Yes. The motion passed 6-0.

ZBA #16-14, Lee Medema, 5643 Monticello Avenue: Mais summarized the requests to construct a 52-foot by 36-foot (1,872 square-foot) accessory building that: a) exceeds 20 percent of the required rear yard by 1,144 square feet, and b) exceeds the ground floor living area by 876 square feet. Mr. Medema stated he was a mechanic by trade, enjoyed restoring old cars as a hobby and needed the extra accessory building area to store up to four vehicles, tools, and lawn equipment. Mr. Medema provided a neighborhood petition with seven signatures. Learned inquired if Mr. Medema would be willing to accept a lesser variance. Mr. Medema responded yes.

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

Robbe noted the applicant had conforming alternatives available and was not convinced having to park vehicles outside was in itself a practical difficulty. Schau noted the garage already exceeded 20 percent of the required rear yard when the applicant purchased the property and the applicant did not create that situation. Learned stated the applicant's request was excessive but he would consider a lesser variance if the applicant was limited to only one accessory building on premises. Bright noted the number of mature trees on premises partially obscured the view of the accessory building to neighboring properties. A motion was made by Learned, seconded by Robbe, to grant a variance to erect an accessory building up to 1,020 square

feet conditioned upon removal of the existing carport and the property be limited to one detached accessory building, for 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 previously existing garage and the presence of mature vegetation; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to have adequate storage space; 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, Robbe-Yes, Learned-Yes, Bright-Yes. The motion passed 6-0.

ZBA #16-15, Craig LaPine, 9418 East Shore Drive: Mais summarized the request to construct a dwelling 30 feet in height where the maximum permitted height is 25 feet. Craig LaPine, and Paul Fikse, were present to answer questions. Mr. LaPine stated the proposed architecture fits aesthetically with the neighborhood and would allow a similar building height that is available to the adjacent properties, which are slightly wider. Mr. LaPine acknowledged that conforming alternatives were available, but would entail building a lower, larger footprint dwelling that would extend closer to the lake and that the neighbors preferred the proposed dwelling over a conforming structure that encroached any distance into their lake side view. Schau inquired when the applicant learned their plans did not meet code. Mr. Fikse stated during the building permit review process. Schau inquired if the proposed roof pitch was necessary from a design perspective or was for aesthetic reasons. The applicant stated for both reasons. Robbe noted the height could be reduced three feet by reducing the ceiling heights. Learned inquired what the applicant's practical difficulties were. The applicant stated the narrowness of the lot, the character of the neighborhood, and that conforming alternatives impacted adjacent properties more than the requested variance. Mr. LaPine stated the property also has a unique circumstance, as the property across the street was undeveloped and the proposed dwelling would not affect any existing residences across the street. Learned noted the dwelling to the north appeared to be very close to the property line, if not encroaching. Bright expressed support for the request as it was what the neighbors preferred.

A public hearing was opened. Bruce Sperling, 425 Brittany, spoke in favor of the request. The public hearing was closed.

Byrnes and Learned inquired if it was possible to alter the height of the dwelling by making changes to the grade or location of eaves. Mais responded it was possible. Schau stated the applicant should have known what the building requirements were when they decided to purchase the property. A motion was made by Schau seconded by Robbe, to deny a request to construct a dwelling 30 feet in height where the maximum permitted height is 25 feet, for the following reasons: there are no exceptional or extraordinary circumstances applying to the property that do not apply generally to other properties in the same zoning district; the variance is not necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district in the vicinity because there are conforming alternatives available such as building a two story dwelling that meets code; the immediate practical difficulty causing the need for the variance was created by the applicant; the variance would materially impair the intent and purpose of the zoning ordinance. Upon roll call vote: Byrnes-No, Philipp-No, Schau-Yes, Robbe-Yes, Learned-Yes, Bright-no. The motion failed 3-3.

A motion was made by Learned, seconded by Philipp, to grant a lesser variance to construct a dwelling 28 feet in height where the maximum permitted height is 25 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 narrowness of the lot and the proximity of the adjacent dwelling; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to construct a home

that accommodates a family; 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, Robbe-Yes, Learned-Yes, Bright-Yes. The motion passed 5-1.

OTHER BUSINESS: Learned announced this would be his last Board meeting. Bright stated he would not be seeking reappointment at the end of his term.

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

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PLANNING COMMISSION

March 2, 2017

The City of Portage Planning Commission meeting of March 2, 2017 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Three 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 Randy Brown, City Attorney.

ROLL CALL:

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

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the February 16, 2017 meeting minutes contained in the agenda packet. A motion was made by Commissioner Patterson, seconded by Commissioner Stoffer, to approve the minutes as submitted. The motion was unanimously approved 6-0.

PUBLIC HEARINGS:

1. Active Home Occupation Permit: In Remembrance, 725 Romence Road. Mr. West summarized the staff report dated February 24, 2017 regarding a request from Mr. Randy Moore to operate a home based business that involves assembling memorial crosses and planters from his residence. Mr. West stated the business will initially begin on March 1st as a passive home occupation operated by Mr. Moore and his wife with plans to expand the business with the hiring of 1-2 part-time, nonresident employees. Mr. West indicated the active home occupation will occupy approximately 50% of the basement area where materials will be stored and memorial cross and planters will be assembled, arranged and packaged for shipment. Mr. West stated that customer orders will be received through the company web site and/or telephone orders and no customers will visit the site. Mr. West indicated the applicant expects that 1-2 UPS delivery trucks will visit the site each working day for pick-up/drop-offs. Mr. West stated the application satisfies the 13 provisions contained in Section 42-129 of the Zoning Code and was recommended for approval subject to the three conditions listed in the staff report.

Mr. Randy Moore (applicant/property owner) was present to support the active home occupation permit application. The public hearing was then opened by Chairman Welch. No citizens spoke in regard to the proposed active home occupation permit. A motion was made by Commissioner Stoffer, seconded by Commissioner Dargitz, to close the public hearing. The motion was unanimously approved 6-0. After a brief discussion, a motion was made by Commissioner Dargitz, seconded by Commissioner Patterson, to approve the Active Home Occupation Permit for In Remembrance, 725 Romence Road, subject to the following conditions: 1) A maximum of 50% of the basement portion of the single family residence be utilized for the active home occupation; 2) A maximum of two nonresident employees be associated with the active home occupation; and 3) Compliance with all applicable Building/Fire Code provisions. An inspection of the single family residence will be conducted with the applicant to review work/processing areas within the basement portion of the residence before business operations commence. The motion was unanimously approved 6-0.

SITE/FINAL PLANS:

1. Final Plan: Greenspire Retail (Phase V-R-1), 3413 West Centre Avenue. Mr. Forth summarized the staff report dated February 24, 2017 regarding a final plan submitted by Greenspire Retail, LLC to construct an approximate 12,000 square foot retail building and associated site improvements on property addressed as 3413 West Centre Avenue. Mr. Forth stated the project represents the second retail building within the overall Greenspire Planned Development (PD). Mr. Forth discussed the recent January 2017 tentative plan amendment that was approved by City Council and stated the final plan for the second retail building has been designed in substantial compliance with the amended tentative plan. Mr. Forth briefly discussed proposed access to the site, building setback and storm water management.

Mr. Greg Dobson of American Village Builders (applicant's representative) was present to explain and support the proposed development. Mr. Dobson discussed the wetland delineation completed along the western portion of the property and indicated the appropriate storm water discharge permit/approval will be secured from the Michigan Department of Environmental Quality. Mr. Dobson also discussed proposed access to the site and how the project would be integrated into the existing retail and apartment portions of the Greenspire PD. The Commission, Mr. Dobson and staff next discussed various aspects of the proposed project and overall PD including access, parking, phasing for future apartment buildings and the feasibility of using performance bonds to ensure the tentative plan is developed as approved. Commissioner Dargitz asked if performance bonds or other measures can be used to ensure that the development project is completed as envisioned and approved with the PD zoning and tentative plan. Attorney Brown and Mr. Forth discussed provisions of the PD ordinance, how performance bonds have been used in past PD projects and how the ordinance allows for modifications to previously approved tentative plan with City Council review/approval. Mr. Dobson indicated that PD projects typically involve large tracts of land with construction of multiple phases over time and modifications to the tentative plan are often needed to address changing economic/market conditions.

After additional discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Stoffer, to recommend to City Council that the Final Plan for Greenspire Retail (Phase V-R-1), 3413 West Centre Avenue, be approved. The motion was unanimously approved 6-0.

7:40 p.m. - The Commission took a short recess.

7:45 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 1

OLD BUSINESS:

1. 2017-2018 Neighborhood and Community Enhancement Program Process. Mr. Forth referred the Commission to the March 2, 2017 Department of Community Development report contained in the final agenda packet. Since Commission discussion during the February 16th meeting, Mr. Forth stated that staff had revised the project application form and prepared preliminary project evaluation criteria. Mr. Forth also stated that a revised timeline for outreach efforts and application review and processing was also included in the staff report. Mr. Forth asked for initial review comments from the Commission.

Commissioners Dargitz and Stoffer asked if funding for the program could be included in FY2018-19 and not just FY2017-18. Mr. Forth stated that this could be considered during next year's review of the CIP and modified accordingly based on the interest received in the pilot year of the program. Attorney Brown suggested that the project application form be revised to clearly indicate that projects must be located on public property or on private with an appropriate easement granted to the city. Mr. Forth clarified that construction of the project would be accomplished either with city staff or a private contractor selected by the city. The Commission and staff next discussed the preliminary review criteria and point system for evaluating project and making recommendations to City Council. When completing the application, Commissioner Dartiz asked if the applicant would need to list both material and labor costs and how that should be calculated, especially if city staff was used

to construct the project. Mr. Forth he would confirm how labor costs should be included in the project application and provide follow-up at the next meeting. After additional discussion, Mr. Forth asked that the Commission continue to review the application and review criteria/point scale and further discussion can occur at the March 16, 2017 meeting.

2. FY 2017-2027 Capital Improvement Program. Mr. Forth referred the Commission to the FY 2017-2027 Capital Improvement Program (CIP) document that was provided at the meeting. Mr. Forth stated the document is a combination of the new and revised projects previously presented and discussed with the Commission at the February 2nd and 16th meetings, and the carryover projects from the previously approved FY 2016-2026 CIP. Mr. Forth asked the Commission if they had any additional comments on the proposed FY 2017-2027 CIP. Commissioner Dargitz asked if she could be provided a summary of the follow-up discussion that occurred during the February 16th meeting regarding a possible land acquisition project to fund acquisition of properties that might become available during the fiscal year and the proposed \$4 million State Game Area land acquisition project proposed for FY 2026-2027. Commissioner Dargitz stated that such a fund could be used to purchase and assemble available properties for marketing at a later date by the city, such as the residential parcels located in the City Centre Area that were recently for sale. This acquisition could then be used to proactively implement goals contained in the Comprehensive Plan. Mr. Forth discussed the difficulties associated allocating funds to purchase unidentifiable property and noted there were other methods to acquire property that might become available and have a public purpose. Commissioner Patterson stated that rezoning and ordinance development can also be used to facilitate the goals contained in the Comprehensive Plan. With regard to the State Game Area, Mr. Forth indicated the city has for many years been interested in acquiring the State Game Area if the State of Michigan should decide to dispose of one or more areas. Including a project in the CIP reaffirms this commitment. The acquisition price included in the CIP was an estimate provided by the City Assessor and the actual purchase price may vary depending upon final negotiations.

After additional discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Stoffer, to recommend to City Council that the FY 2017-2027 Capital Improvement Program be approved. The motion was unanimously approved 6-0.

NEW BUSINESS:

None

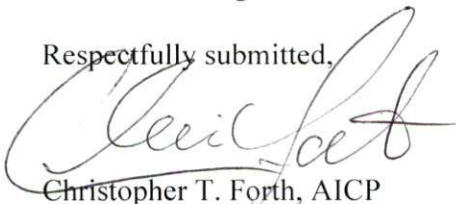
STATEMENT OF CITIZENS:

None

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 8:50 p.m.

Respectfully submitted,

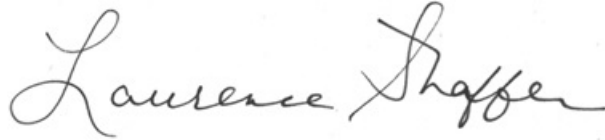


Christopher T. Forth, AICP

Deputy Director of Planning, Development and Neighborhood Services

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: South 12th Street (South) Lift Station Force Main Replacement - Bid Tabulation

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

ACTION RECOMMENDED: That City Council:

1. award a construction contract for the South 12th Street (South) Lift Station Force Main Replacement to Kamminga & Roodvoets, Incorporated, in the amount not to exceed \$567,323 and
2. approve a professional services contract amendment with Prein & Newhoff, Incorporated, in the amount not to exceed \$60,500 to perform construction engineering services for the South 12th Street (South) Lift Station Force Main Replacement;

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

The fiscal year 2013–2014 Capital Improvement Program budget included funding to facilitate assessment of the southern most of the two South 12th Street lift stations and associated force main.

The south lift station and force main were built in the 1970s and continued reliability and efficiency of the facility is part of ongoing utility asset management. The August 25, 2014, assessment report of the South 12th Street (South) lift station found that the three station pumps are operating at about 90 percent efficiency and are adequately sized for the current demands of the system. Additional improvements to the station are recommended when future demands require replacement of the existing pumps. The existing force main for the lift station transfers sewage from South 12th Street to the trunk sewer near Cooley Drive on West Centre Avenue. In researching the condition of the force main pipe under US-131 it was determined that the cost to assess the condition of the pipe was almost equal to the cost of pipe replacement.

In 2016, the Michigan Department of Transportation resurfaced and lowered US-131 at the West Centre Avenue crossing. Two force main breaks have occurred in this section since the work on US-131 was completed. As such, it would be prudent to replace the force main pipe under US-131 where the lowering and resurfacing of the road took place.

On March 9, 2017, bids for the construction of the project were received from three contractors. The low bid was submitted by Kamminga & Roodvoets, Incorporated of Grand Rapids, Michigan in the amount of \$567,323. Kamminga & Roodvoets has satisfactorily completed similar work in the past for

the city.

On March 31, 2015, the City Administration executed an agreement with Prein & Newhof, Incorporated for the design of the force main replacement under US-131 in the amount of \$19,750.

Project design is now complete and in an effort to provide project continuity, a proposal from the firm was solicited to also administer the required construction engineering. A proposal in the amount of \$60,500 was received and is considered favorable with the amount of work needed for the size and complexity of the project. Prein & Newhof has successfully performed similar engineering services in the past for the city.

In accordance with the June 11, 2013 Sanitary Sewer Transport Agreement with Texas Township, the township is obligated to pay 94.35% of the operation, maintenance and replacement of the South 12th Street Pumping Station. Accordingly, Texas Township will be responsible for \$535,269.25 of the contract construction cost. Texas Township has been appraised of the project cost and is scheduled to approve on March 27, 2017. If approval from the township isn't received, the City Administration will ask that this item be tabled.

Therefore, it is recommended that City Council award a construction contract to Kamminga & Roodvoets, Incorporated for the South 12th Street (South) Lift Station Force Main Replacement in the amount not to exceed \$567,323, approve a professional services contract amendment with Prein & Newhof, Incorporated, in the amount not to exceed \$60,500 to perform construction engineering services for South 12th Street lift station force main replacement and authorize the City Manager to execute all documents related to the contracts on behalf of the city.

FUNDING: Funds are budgeted in fiscal year 2013-2014 Capital Improvement Program budget Sanitary Sewer fund for this expenditure. Of the \$567,323 construction cost, Texas Township will pay \$533,269.25 per the 2013 Agreement.

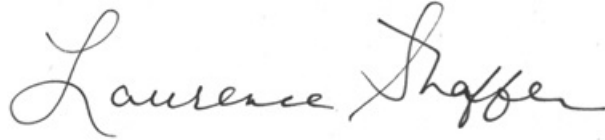
Attachments: 1. Bid Tabulation

BID TABULATION
SOUTH 12TH STREET LIFT STATION FORCE MAIN REPLACEMENT

<u>BIDDER</u>	<u>BID</u>
Kamminga & Roodvoets, Inc. 3435 Broadmoor Avenue SE Grand Rapids, MI 49512	\$567,323
Balkema Excavating 1500 River Street Kalamazoo, MI 49048	\$658,240
Davis Construction 4457 40th Street SE Kentwood, MI 49512	\$799,318

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Norfolk Circle Sanitary Sewer Rehabilitation Project - Bid Tabulation

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

ACTION RECOMMENDED: That City Council award a construction contract for the Norfolk Circle Sanitary Sewer Rehabilitation Project to Corby Energy Services, Inc., in the amount not to exceed \$83,480, and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The 2016-17 Capital Improvement Program budget includes funding for renovation and upgrading of Norfolk Circle. The existing sanitary sewer that serves the Norfolk Circle area was constructed in the 1970s with clay pipe material, which is subject to root intrusion and cracking. Recent blockages in flow require constant monitoring and cleaning. The project includes rehabilitation of the entire Norfolk Circle area by installing Cured In Place Pipe (CIPP) within the existing sanitary sewer pipes. This method of rehabilitating the existing sanitary sewer system is expected to provide a useful life of 50 years at a much cheaper cost than digging up the old pipe and replacing with new pipe. This provides long-term performance at a very economical cost. Other benefits include a quick installation duration and a less disruptive process for residents.

On March 2, 2017, bids for the construction work were received from four contractors. The low bid was submitted by Corby Energy Services, Incorporated of Belleville, Michigan in the amount of \$83,480. Corby Energy Services, Inc., has satisfactorily completed similar projects for other local municipalities in the past. If approved, work will begin no later than June 15, 2017 and be completed by August 25, 2017.

Therefore, it is recommended that City Council award a construction contract to Corby Energy Services, Inc for the Norfolk Circle Sanitary Sewer Rehabilitation Project in the amount not to exceed \$83,480 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

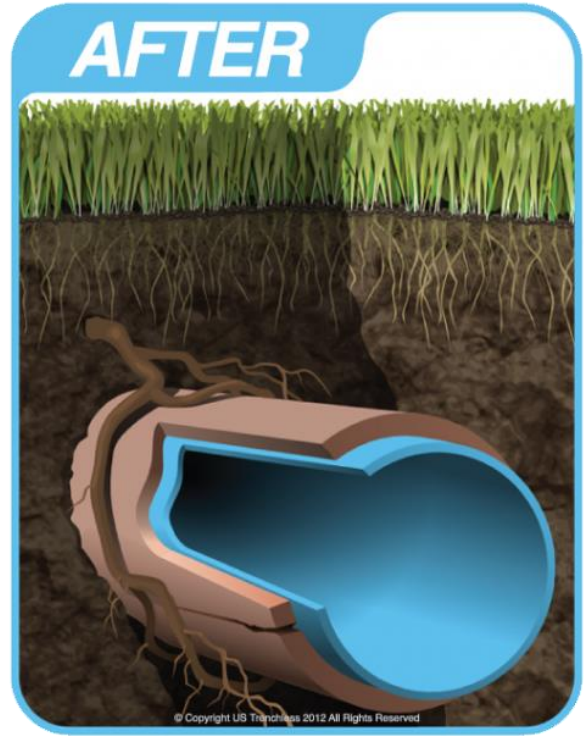
FUNDING: Funds have been budgeted for the Norfolk Circle Sanitary Sewer Rehabilitation Project in the fiscal year 2016-17 Sanitary Sewer Capital Improvement Program.

Attachments:

1. Bid Tabulation
2. CIPP Example

BID TABULATION
NORFOLK CIRCLE SANITARY SEWER REHABILITATION PROJECT

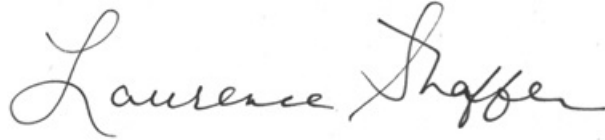
BIDDER	BID
Corby Energy Services, Inc. 6001 Schooner Dr. Belleville, MI 48112	\$83,480.00
Insituform Technologies USA 17988 Edison Ave. Chesterfield, MO 63005	\$87,191.40
Liquiforce 28529 Goddard Rd., Ste 106 Romulus, MI 48174	\$107,810.00
Inland Waters Pollution Control 4086 Michigan Ave. Detroit, MI 48210	\$127,505.00





TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Mowing and Trimming for Well Houses, Basins and Lift Stations - Bid Tabulation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: That City Council approve a three-year contract with the low bidder J&J Lawn Service, Incorporated, in the annual amount of \$39,986 for mowing and trimming of well houses, basins and lift stations within the city with the option for three, one-year renewals and authorize the City Manager to execute all documents related to this action on behalf of the city.

On March 9, 2017 bids were opened for mowing and trimming services at well houses, basins and lift stations throughout the city. Through outsourcing a significant portion of necessary mowing and trimming work to private contractors, several benefits are realized, including a reduction of overtime, direction of personnel to other critical maintenance needs, reduction of major equipment needs and a reduction in the city purchase and repair of small equipment. The program is similar to other mowing contracts and will be monitored to ensure all properties are maintained to the desired level of quality.

Following a request for bids, the low bid was received from J&J Lawn Service, Incorporated in the amount of \$39,986. This bid was structured to allow a three-year contract with three additional yearly renewals upon the mutual agreement of both parties. The firm is well-established and qualified to perform the work required, having performed mowing services for the city with current contracts.

Therefore, it is recommended that Council approve a three-year contract with J&J Lawn Service, Incorporated for mowing and trimming of city well houses, basins and lift stations in the annual amount of \$39,986 with an option for three, one-year renewals and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funds have been budgeted to cover the cost of the contractual services in the FY 2016-17 and 2017-18 utility operating budgets.

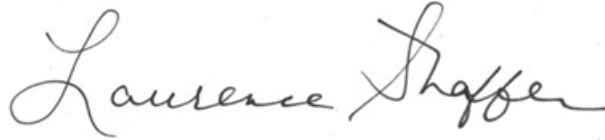
Attachments: 1. Bid Tabulation

BID TABULATION
MOWING OF WELL HOUSES, BASINS, AND LIFT STATIONS

	Seasonal Total
J&J Lawn Service, Inc. 8975 Portage Industrial Dr. Portage, MI 49002	\$39,986.00
Total Property Management Group PO Box 183 Plainwell, MI 49080	\$56,618.50
Irish Ayres Engerprises LLC DBA Earth Works Lawn & Landscape 14821 N. Barton Lake Dr. Vicksburg, MI 49002	\$64,881.00
U.S. Lawns - Kalamazoo 5519 E. Cork St. Kalamazoo, MI 49048	\$76,523.00
S & T Lawn Service, Inc. 3393 S. 6th Street Kalamazoo, MI 49009	\$78,715.00

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Wastewater and Water Supervisory Control and Data Acquisition (SCADA) System Maintenance Contract

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

ACTION RECOMMENDED: That City Council award a contract for maintenance of the wastewater and water Supervisory Control and Data Acquisition (SCADA) System to Perceptive Controls, Incorporated, for the period of April 1, 2017, to March 31, 2018, with the option to renew for four one-year periods to Perceptive Controls, Incorporated, in the base amount of \$36,150 with hourly rates as bid for call-in work and additional facilities as necessary and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The wastewater and water Supervisory Control and Data Acquisition (SCADA) System is a control interface between city well fields, sanitary sewer lift stations, water towers, the Garden Lane Water Treatment Facility and the utility operation located in the Department of Public Services building. The SCADA system controls and monitors system operation and performance at 56 sanitary sewer lift stations, 2 elevated water storage tanks and 20 water production wells in the city. The SCADA system provides a warning notification when a malfunction occurs at one of these city facilities.

Historically, maintenance of the SCADA system has been performed by the utility contractor, Suez Water Environmental Services (Suez). As part of the Suez contract renewal approved by City Council on November 1, 2016, the city agreed to take over maintenance of the SCADA system. By assuming maintenance costs directly, the city can avoid the pass-thru costs associated with having Suez sub-contract for the service.

On March 9, 2017 two bid proposals were received for maintenance of the SCADA system for the period of April 1, 2017 to March 31, 2018. The lowest and best bid proposal in the amount of \$36,150 was submitted by Perceptive Controls, Incorporated of Plainwell, Michigan. The Perceptive Controls proposal also provides hourly rates for emergency call-in work during regular hours and after hours, as well as new facility additions to the SCADA system. Perceptive Controls has previously performed this service satisfactorily for the City of Portage SCADA system as a sub-contractor for Suez.

Therefore, it is recommended that a one-year contract, with the option to renew for four, one-year periods, for maintenance of the wastewater and water SCADA system be awarded to Perceptive Controls, Incorporated in the base amount of \$36,150 with hourly rates as bid for call-in work and additional facilities as necessary and authorize the City Manager to execute all documents related to

the contract on behalf of the city.

FUNDING: Funds are budgeted in the fiscal year 2016-2017 Utility Operating budget for this expenditure.

Attachments: 1. Bid Tabulation

TABULATION OF PROPOSALS
WATER AND WASTE WATER SUPERVISOR CONTROL AND DATA ACQUISITION (SCADA) MAINTENANCE

	Perceptive Controls, Inc. 140 E. Bridge St. Plainwell, MI 49080	Windemuller Electric 1176 Electric Ave. Wayland, MI 49348
Annual Maintenance	\$26,150.00	\$43,300.00
Allowance (repair/installation of SCADA device)	<u>\$10,000.00</u>	<u>\$10,000.00</u>
Total	\$36,150.00	\$53,300.00
 <u>Emergency Work</u>		
Cost per hour during regular working hours	\$125.00	\$100.00
Cost per hour during non-regular working hours	\$150.00 (minimum 4 hours)	\$150.00 (\$200.00 on Sunday)
 <u>Addition of Facilities</u>		
Price for each additional facility, i.e., PLC, Radio, Antenna	\$300.00	

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: March 6, 2017

FROM: Meshia Rose, Deputy City Assessor 

SUBJECT: February 2017 Department Operations Report

The following information summarizes the operations of the City Assessor's Office during February 2017:

- **Assessment Roll Preparation:** The 2017 City of Portage assessment roll has been completed by the City Assessor's Office. This annual project consists of the completion and coordination of several sizable sub-projects: property splits and combinations, numerous individual appraisals (of new construction improvements), the mass appraisal of approximately 17,000 properties to account for appreciation or depreciation, and the processing of 1,900 personal property filings. The 2017 assessment roll is now subject to change by the Board of Review.
- **Assessment Change Notices:** An Assessment Change notice was sent to each residential parcel on February 10th. An assessment change notice for each residential parcel of taxable property was prepared and mailed to the property owner. On February 27th notices for the remaining commercial, industrial and personal property parcels were prepared and mailed. Assessment change notices have been mailed in accordance with state statute and the City Charter. These notices detail relevant assessment information and provide property owners with the dates and times of Board of Review sessions as established by City Council. Beginning in 2011, charter modification allows resident citizens to file valid property assessment appeals by letter without the former requirement of making a personal appearance before the Board.
- **Board of Review Preparations:** Preparations were completed in February for the upcoming Board of Review sessions. In February, the City Assessor's Office prepared legal notice of the sessions and made arrangements for publication of this notice in the *Kalamazoo Gazette* as required by the City Charter. The Board of Review members attended their first training session and are scheduled to attend their second session on March 2nd, 2017. The Board of Review will have their scheduled meetings March 13th through March 16th and again on March 28, 2017. An informational summary of 2017 Board of Review activity will be presented to you in early April after the assessment roll is certified.
- **Customer Service:** The staff of the City Assessor's Office provided a high level of customer service during the month of February. Staff took the time to address every concern regarding assessment notices and received several complements regarding our prompt and courteous service.

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

TO: Honorable Mayor and City Council**DATE:** March 1, 2017**FROM:** Laurence Shaffer, City Manager**SUBJECT:** Monthly Report – February 2017

The following summarizes some of the activities in which staff of the Office of the City Manager were involved during the month of February 2017.

1. City Council:

- Coordinated and/or prepared agenda and other materials for the following meetings:
 - City Council Regular Meetings on February 14 and 28.
 - Pre-Council meetings on February 13 and 27.
 - Kalamazoo Region Conversation on Respecting Diversity event on February 18.

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

- Met with representatives of CivicPlus on February 1 to review website.
- Met with Joe Gesmundo of AVB on February 2 and 14.
- Attended the Gilmore Foundation Grantee gathering on February 2.
- Attended the Southwest Michigan First – First and Foremost event on February 3.
- Met with Kalamazoo County staff to review BoardSync software on February 3.
- Attended the Kalamazoo County Task Force meeting on February 6.
- Met with Kalamazoo Metro Transit Deputy Director of Support Services, Greg Vlietstra on February 7.
- Attended the Kalamazoo County Board of Commissioners meeting on February 7 and 21.
- Hosted a city department head meeting to review the City Council Retreat objective on February 9.
- Attended the Kalamazoo County Consolidated Dispatch Authority (KCCDA) meeting on February 9.
- Met with Councilmember Reid on February 9.
- Met with KCCDA Director Jeff Troyer on February 10.
- Met with Mayor Strazdas and Mayor Pro Tem Ansari to review the Diversity Event on February 13.

- Met with Councilmember Randall on February 13 and 23.
- Met with Dr. Monifa Jumanne on February 13.
- Met with the city's MMRMA insurance representative on February 14.
- Completed a site visit of the Spott in Kalamazoo on February 16 and 28.
- Met with a resident to review concerns on February 17.
- Met with Councilmember Pearson on February 17.
- Attended the Southwest Michigan Managers Association meeting on February 21.
- Met with Mayor Pro Tem Ansari on February 22.
- Attended the Chick-Fil-A ribbon cutting on February 23.
- Attended the Kalamazoo Metro Transit 50 year celebration on February 23.
- Attended the Mozart/Chopin public utility meeting on February 23.
- Met with Peter Battani on February 24.
- Attended the 2nd Annual MLK Jr. Celebration event on February 24.

3. Projects - Completed and Ongoing:

- Interviewed candidates for the Public Safety Director position.
- Finalized the 2017-2027 Capital Improvement Program.
- Continued PPOA/PPCOA contract negotiations for contracts that expired June 30, 2016.
- 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 February 1.

4. Public Information and Citizen Assistance:

- Mailed the February *Portager* and coordinated production of the March *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 blight, special MLK Jr. and Diversity event details, Chick-Fil-A opening, 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:** March 23, 2017**FROM:** Vicki Georgeau,  Director of Community Development**SUBJECT:** Monthly Customer Service Report for February 2017

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

February 2, 2017 meeting:

1. Reviewed, discussed and then recommended to City Council approval of the Final Plan for Portage Pediatric Dentistry, 3020 Old Centre Road.
2. Reviewed and discussed the FY 2017-2027 Capital Improvement Program.

February 16, 2017 meeting:

1. Review, discussed and then recommended to City Council approval of the FY 2017-2027 Capital Improvement Program.

Zoning Board of Appeals

The Zoning Board of Appeals did not meet in February 2017.

Human Services Board

February 2, 2017 meeting:

1. Conducted a public hearing and discussed the Community Development Block Grant (CDBG) Program – Overview of Housing and Community Development Needs for Annual Action Plan Update.
2. Discussed the FY 2017-2018 Human/Public Services Review and Options.
3. Discussed the Kalamazoo Transit Authority LAC Update.

OTHER BOARD ACTIVITIES

- Downtown Development Authority - The Authority did not meet in February 2017.
- Local Development Finance Authority - The Authority did not meet in February 2017.
- Economic Development Corporation/Tax Increment Finance Authority/Brownfield Redevelopment Authority – The Authority did not meet in February 2017.

Citizen Information Requests:

During the month of February 2017, a total of 167 cases/violations were inspected or identified in response to citizen service requests or staff field observations: 47 parking; 46 inoperable vehicles; 33 debris/refuse; 18 sidewalk-snow; 6 zoning; 5 building maintenance; 5 sign; 3 property maintenance; 2 housing maintenance; 1 safety/sanitation/health and 1 unsafe structure.

BUILDING AND HOUSING SERVICES

Construction Board of Appeals:

The Board did not meet in February.

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 Detached	2	\$982,600
Single-family Attached	4	\$909,488
Residential Additions, Interior Remodels, Garages, Sheds, etc.	6	\$97,006
Commercial Additions, Interior Remodels, etc.	9	\$1,804,975
Permits Not on Report (i.e., demolition, electrical, plumbing, mechanical, driveway, sign, water use/sewer use, etc.).	157	N/A
Totals	178	\$3,794,069

CDBG Housing Assistance Programs

CDBG PROGRAMS				
Activity	Housing Rehabilitation	Water / Sewer	Emergency Repair	Down Payment Assistance
New Applications	0	0	0	0
Applications Approved	1	0	0	0
Loan Closings	0	0	N/A	0
Monthly Projects Completed	7	0	0	0
Projects Underway	2	0	0	0
FY YTD Projects Completed	4	0	1	0

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: March 22, 2017

FROM: William Furry, Director of Finance

wkf

SUBJECT: Monthly Report-February 2017

ACCOUNTING /PAYROLL

- Issued 238 accounts payable checks totaling \$846,182.05 and 142 automated clearinghouse payments totaling \$1,030,400.06, for a total expenditure of \$1,876,582.11.
- Processed 2 payrolls, creating 492 checks and deposit advices for 243 employees, with a total monthly payroll expenditure of \$1,009,945.20.
- Completed annual overtime audit per Fair Labor Standards Act (FLSA) and made subsequent pay adjustments in the second pay of February to applicable employees.
- Paid college incentive bonuses to eligible members of Firefighter Union (IAFF) and Police Union (PPOA).
- Processed payroll changes for deductions and annual goal limits as required following annual benefits open-enrollment period, effective February 1st.
- Audited annual tax statements and made necessary revisions to employee information and company tax filings.
- Prepared monthly disability management wage re-class entry for employees on approved light duty assignment.
- Completed audit of 2017/2018 Form B for wage and fringe benefits and entered department costs into BS&A.
- Continue to handle multiple questions and trouble shoot issues relating to ADP electronic time system and time off requests.

TREASURY

- Continued collection of the 2016 winter tax bills through February 14, 2017, without penalty. Taxes collected after February 14 through February 28, 2017 included a three-percent penalty.
- Began organizing resources to gather information for 2016 tax settlement with the Kalamazoo County Treasurer.
- Treasury Supervisor and Finance Director met with staff from Community Development, IT and an outside software vendor to discuss CDBG software.
- Mailed 167 past due personal property tax notices on February 16, 2017.
- Mailed 44 quarterly utility to tax preliminary notices to property owners for unpaid finaled out water/sewer accounts.
- Sold Kalamazoo County Dog Licenses as a service to Portage residents from December 1, 2016 thru February 28, 2017. This year 652 dog licenses were sold, this is in comparison to 684 in the prior year.

- Mailed 30 miscellaneous receivable statements.
- Prepared and issued the following utility billing statements:
 - 4,669 regular quarterly bills (cycle 2); emailed 270 bills
 - 81 final billing statements; emailed 11 bills

Prepared and issued the following utility billing delinquency notices:

- 765 delinquent notices (cycles 1 and 4)
- 415 disconnect notices (cycle 1)
- 49 delinquent notices to customers with terminated water/sewer services.
- Shut off water services to 51 customers for non-payment on March 1, 2017.
- Sent 20 accounts for “pre-note” related to the automatic payment / direct debit program.
- Processed 118 requests to initiate or terminate water/sewer services to residences or businesses in the City of Portage.
- Staff handled 887 phone calls during February 2017. Since July 1, 2016 (fiscal year start), 8,473 phone calls have been handled, averaging 51 per business day.
- During February 2017, staff worked with 122 customers at the Treasury Counter who came to the counter for information only, not to pay a bill. On average, staff works with 5 such customers per day.

FINANCE/BUDGET

- Compiled and reviewed budget requests for 2017/2018 Budget, followed up with departments on questions.
- 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.
- Assisted in final revisions to the 2017-2027 Capital Improvement Program.
- Calculated and entered wage and benefit costs into BS&A for budget.
- Collected completed cell phone budget forms and budget narratives and service indicators.
- Entered and verified the values shown in the BS&A systems for utility cost, telephone and cell phone budgets.
- Entered and reviewed department changes to budget narratives and service indicators into the budget document draft.
- Sent open purchase order reports to departments with requests to close any that were unneeded. Cancelled or liquidated purchase orders as indicated by departments.
- Worked with the Director of Transportation and Utilities on the annual utility rate study.
- Met with the City of Kalamazoo, along with staff from the Transportation and Utilities department, regarding billing and credit discrepancies related to Texas Township connections and sewage transport.
- The Deputy Director of Accounting/Budget attended two webcasts to further learning on the subjects of Excel for accounting professionals and the outlook of rating agencies and to earn continuing professional education hours to maintain her CPA license.
- 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 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.).
- Met with Gary Kushner of Kushner & Company in regard to Flexible Spending Account, COBRA and Medical Reimbursement Account renewal.
- Revised city-wide benefit budget for FY 2017/2018.
- Continued to administer Defined Benefit Plan, including locating and coordinating benefit payments for terminated vested participants.
- Continued to work on restatement of Defined Benefit Plan as required by the IRS.
- 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

- 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.
- Met with Rob Cole of Eagle Claims Management in regard to implementation of new Origami claims system.
- Worked with Eagle Claims Management to correct OSHA Logs in the new Origami claims system.
- Updated the OSHA 300 Log.

03/20/2017

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 02/28/2017

FUND	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 02/28/17	Percent Used
101	General Fund	25,101,388	25,362,271	14,356,556	56.6%
202	Major Street Fund	3,409,832	3,547,506	2,401,633	67.7%
203	Local Streets Fund	1,303,231	1,361,691	765,471	56.2%
223	Curbside Recycling Fund	651,844	656,844	386,643	58.9%
226	Leaf Pickup / Spring Cleanup Fund	722,404	723,904	391,351	54.1%
230	CDBG Program Income Fund	150,000	150,000	32,014	21.3%
252	West Lake Weed Mgt	40,000	40,000	14,000	35.0%
296	Community Development Block Grant	229,877	337,070	227,455	67.5%
298	Cable Television Fund	1,018,179	1,052,706	394,279	37.5%
400	CIP General	16,559,048	20,202,390	11,129,197	55.1%
490	Sewer CIP	3,043,960	3,186,307	577,760	18.1%
491	Water CIP	4,251,206	4,979,074	91,765	1.8%
590	Sewer Fund	8,023,912	8,182,094	4,792,948	58.6%
591	Water Fund	5,140,886	5,394,789	3,954,154	73.3%
		69,645,767	75,176,646	39,515,226	52.6%

Debt Service and Internal Funds not included

TO: Laurence Shaffer, City Manager

DATE: March 17, 2017

FROM: Shannon Hertz, Director Human Resources 

SUBJECT: Human Resources Department Monthly Report – February 2017

RECRUITING

The following positions were filled in February:

- Sr. Park Ranger
- Police Records Clerk

The following positions have candidates identified:

- Park Maintenance Laborers (6 AccessPoint Laborers) for April
- Communication Services Clerk (PT)
- Director of Public Safety
- Neighborhood Housing Specialist
- Recreation Program Manager

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

- Assistant Superintendent – Public Services
- Bagged Leaf Pick-Up Laborer (1 AccessPoint Laborer) for April
- City Engineer
- Director of Parks, Recreation & Senior Citizen Services
- On-Call Firefighters
- Park Maintenance Laborers (3 AccessPoint Laborers) for April/May
- Park Ranger
- Police Officer (PT)
- Permit Clerk (PT)
- Ramona Park Waterfront Lifeguards/Senior Lifeguards (8)
- Ramona Park Recreation Attendants (2)
- Ramona Park Shift Supervisors (2)

Employment applications, assessments and recruitment activities:

- 221 Applications processed and screened
- 69 In person and phone interviews conducted
- 12 Testing and other assessments conducted on individuals
- 2 Career fairs attended (WMU Government, LCC)

SAFETY, TRAINING AND DEVELOPMENT

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

- Randomly tested 3 participants for drug testing program.
- Conducted on-boarding for 0 new/returning employees.
- Attended 1 department-specific Safety meeting.

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.
- 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 15 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.

ELECTIONS

- Sent correspondence by letter or email (if available) to all workers to determine availability for 2017 to be able to schedule workers in March for the May 2nd election.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: February 27, 2017

FROM: Kim Phillips, Interim Director of Parks, Recreation and Senior Citizen Services

SUBJECT: Monthly Operations Report for February 2017

PARKS & RECREATION:

PARK RESERVATIONS

Stuart Manor	1
Schrier	<u>2</u>
Total:	3

EVENTS:

Valentine's Skate Date	29 Participants
Winter Blast	850 Participants
Spring Carnival	150 Participants

SENIOR CITIZEN SERVICES:

ATTENDANCE AND ACTIVITIES

Activity Type	Duplicated	Unduplicated
Events	2,546	751
Rides	37	10
Volunteers	237	102
Trips	163	121
Total Seniors Served	2,983	984
Average of 127 served per day		

MEMBERSHIP STATISTICS

Total Active Memberships	Membership Renewals	New Memberships
1,333	96	12

Age Range	Count	Percent
Ages 55-59	14	2.0
Ages 60-64	37	5.2
Ages 65-69	91	12.7
Ages 70-74	120	16.8
Ages 75-79	120	17.1
Ages 80-84	99	13.9
Ages Below 55	40	5.6
Ages Over 85	199	26.8

Totals	714	100
City/Town	Count	Percent
In Town	479	67.1
Out of Town	235	32.9
Totals	714	100%
Ethnicity	Count	Percent
African American	10	1.4
Asian American	4	.6
Caucasian	516	72.3
Hispanic	3	.4
Native American	8	1.1
Unknown	173	24.2
Totals	714	100
Gender	Count	Percent
Female	541	75.8
Male	173	24.2
Totals	714	100

VOLUNTEERISM

Volunteer Service Type	Hours	Pay Equivalent	Duplicated	Unduplicated
Administrative Support	29.50	642.81	8	3
Board Member	25.67	559.27	14	10
Club/Group Support	1277.20	27830.11	215	107
Events/Programs	25	544.76	7	5
Health Services	13.50	294.17	4	3
Instructor	9	196.11	3	1
Kitchen	31.25	680.88	21	9
Transportation	39.25	855.26	8	3
Travel	74.58	1625.18	23	10
Totals	1,524.95	\$33,228.55	303	138

TRAVEL PROGRAM

Category	Duplicated	Unduplicated
Day Trips		
Extended Trips	29	27
Totals	29	27

FUNDRAISING

Income for the month of February was \$1,893 and includes transportation donations and memberships.

OTHER SENIOR CENTER HIGHLIGHTS

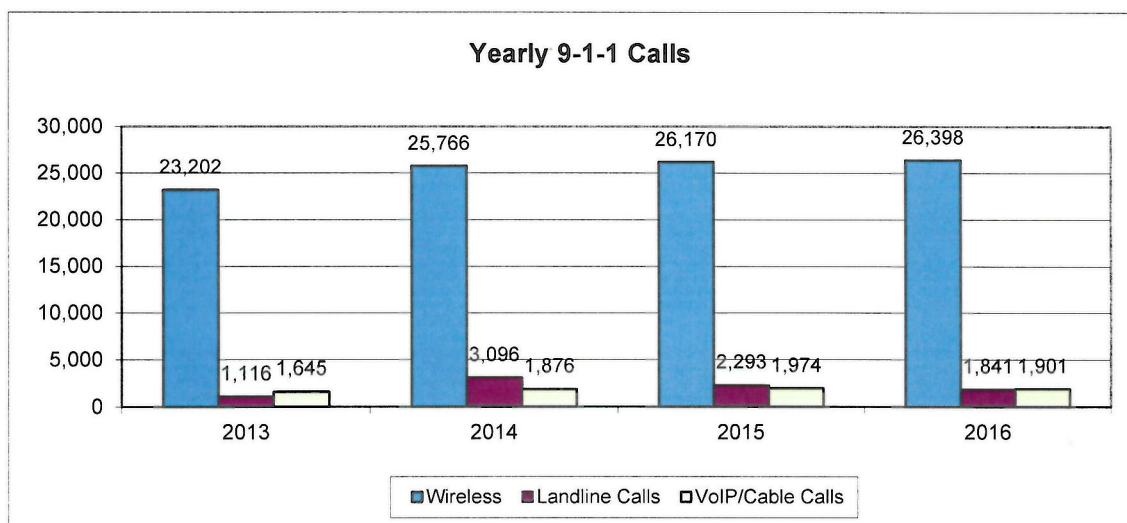
- A first-ever event, Murder Mystery Dinner, was held and was an overwhelming success. Over 90 participants enjoyed a catered dinner, cash bar, and a theatrical interactive murder mystery presentation.
- PSC staff continue to facilitate appointments for free AARP tax preparation. 178 people have had their taxes prepared to-date this season, with appointments continuing through April.
- A “Hearty Home Style Soups” cooking demonstration was offered by Medilodge of Portage. 63 attended.
- The Valentine’s holiday luncheon was the largest holiday luncheon held in the past few years. Over 90 individuals attended.
- A presentation on the “History of the Early Beatles” was presented with 13 attending.
- In honor of Black History month, a special movie screening was held featuring “A Time for Justice: America’s Civil Rights Movement.” This was provided by Southern Poverty Law Center, and a discussion followed.

TO: Laurence Shaffer, City Manager**DATE:** March 20, 2017**FROM:** Nicholas J. Arnold, Public Safety Director – Police/Fire Chief **SUBJECT:** Monthly Report for February 2017

Portage radio operators are responsible for answering 15 incoming telephone lines, three of which are 9-1-1 lines. When a 9-1-1 call is placed from a conventional landline telephone, the public safety answering point (PSAP) automatically receives the call-back number and address of the caller. The caller's location plots on a map in the Communications Center.

Cellular or wireless calls pose a different challenge. The longitude and latitude of the cell phone tower is relayed to the PSAP. If the cell phone has GPS, the call can be "rebid" by the radio operator, and, in a few seconds, the caller's location will plot on the map. The caller's location on the map may vary from several feet to a tenth of a mile, depending on the wireless carrier, cell tower location, and terrain. Consequently, it takes the radio operator a longer time to handle a 9-1-1 cell call than a landline 9-1-1 call. Approximately 86% of all 9-1-1 calls are cellular/wireless. Recently, the Communications Center added the ability to receive text-to-911 messages. This allows a caller to contact 9-1-1 in case of an emergency where a voice call cannot be made. The technology is very similar to how wireless calls are handled.

Voice over Internet Protocol (VoIP) is the technology that allows calls to be made using a broadband Internet connection instead of a regular (or analog) phone line. However, using the phone to call 9-1-1 with a mobile computer or laptop from a location other than its "home" can provide erroneous information. If the caller is on vacation in California, using a VoIP phone, and no pre-arrangements are made with the Internet service provider, the 9-1-1 call will still be received in Portage for an emergency that is occurring in California.



POLICE DIVISION STATISTICAL SUMMARY

Police Incidents Dispatched:	2,698
Fire Incidents Dispatched:	421
Gun Registrations:	113
Warrants Obtained:	86
Expressway Incidents Handled:	26
9-1-1 Calls Received	2,018

ARRESTS

Total Adult Arrests: 325

Major Charges:

- Assault Less Than Murder
- Domestic Violence
- Resisting Officer
- Fleeing & Eluding

Total Juvenile Arrests: 17

Major Charges:

- Aggravated/Felonious Assault Family - Strong Armed
- Aggravated/Felonious Assault Family - Gun
- Criminal Sexual Conduct
- Retail Fraud 3rd Degree

JANUARY CRIME STATISTICS

Violent Crimes:	68
Non-Violent Crimes:	282

Reported Crimes - January 2017 Compared to January 2016:

Part I Crimes:	+11.5%
Part II Crimes:	+ 2.5%

Year-to-Date Comparison:

Part I & II Crimes Total YTD:	+ 5.1%
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TRAINING

Topics: Fire Scene Preservation & Investigation
Leadership Development
Evidence Technician
Basic Dispatch

VOLUNTEER HOURS

February:	160
YTD:	320

EMPLOYEES INJURED

February:	1
YTD:	1

FIRE DIVISION STATISTICAL SUMMARY

Calls for Service	Count
Fire	9
Overpressure Rupture	5
Rescue & Emergency Medical Service Incident	229
Hazardous Condition (No Fire)	11
Service Call	40
Good Intent	100
False Alarm and False Call	22
Total Calls	416
Total Property Loss	\$3,600.00

Inspections	Count
Annual Attempt & Inspection	173
Reinspection Attempt & Inspection	12
Plan Review	7
Key Box	2
Final or Move-in	5
Fire Protection Plan and Inspection	12
FOIA	3
Other	13
	227

Auto/Mutual Aid	Count
Automatic Aid Received by Comstock	2
Automatic Aid Received by KDPS	1
Automatic Aid Given to KDPS	2
Mutual Aid Received by Oshtemo	2
Automatic Aid Received by Oshtemo	1
Mutual Aid Given to Pavilion	3
Mutual Aid Given to South County	4

Public Education	Adults & Children
Station Tour	12 33
Public Relations Other	5 20
Car Seats	48 27
	Installed
Smoke Detectors	13
Car Seats	42

Training	
Ice Rescue	34
Hazmat and Right to Know	32
EMS Continuing Education	29
Positive Pressure Attack	35

FEBRUARY 2017 SIGNIFICANT EVENTS

The Communications Center received a residential alarm, which was activated when a home on Stanley Avenue was struck by a vehicle. Evidence at the scene established an unknown vehicle, traveling southbound on Woodlawn Drive, left the roadway and struck the front of the residence. The vehicle, which sustained significant damage, fled the scene prior to officers arriving. No one was home at the time of the incident. The accident remains under investigation.

Police and fire units responded to a medical/overdose call in which the victim had ingested a powder identified as DMT. DMT is a substance that causes strong hallucinations similar to an LSD trip. It is illegal in Michigan, is considered an “analogue,” and possession is a one-year misdemeanor. A search warrant for the residence was quickly drafted by officers and served by the Patrol Uniformed Narcotics Team. Upon conducting a search of the residence, officers located several packets of DMT. The victim advised he purchased the DMT online.

Chemical Bank reported a subject was attempting to pass a forged check. Dispatched officers learned that the suspect also had an outstanding warrant for a probation violation. The suspect had attempted to cash a personal check for \$1,200 out of his grandmother’s account. The investigation disclosed that the suspect had written multiple checks, the majority of which were cashed at Chemical Bank branches in Battle Creek. The suspect was arrested, and charges are pending.

Fire units were dispatched to an assisted living facility for a carbon monoxide detector activation. CO levels were found to be unsafe, so the facility was evacuated and ventilated. Firefighters determined the furnace was the appliance causing the CO. A mechanical technician responded for after-hours emergency service. The occupants were allowed into the three-season porch due to the winter conditions until the gas appliances were deemed safe. The occupants of the facility refused medical treatment. The incident was forwarded to the Fire Marshal and Community Development for follow-up.

During the early morning hours, Vicksburg Police initiated a vehicle pursuit that was heading into the City of Portage via Portage Road. Portage police monitored the pursuit on the dual band radio. Although Portage did not engage in the pursuit, officers did deploy stop sticks, which resulted in flattening three tires on the suspect vehicle. When the driver came to a stop, he was arrested for Operating While Intoxicated and Fleeing & Eluding and on several warrants.

Two local businesses reported that they had accepted two counterfeit fifty-dollar bills. A female had come in their store and purchased an item worth approximately \$2.00; she then paid for the item with the counterfeit money. The female suspect would then buy another cheap item and use another counterfeit fifty-dollar bill. The serial numbers on the counterfeit bills were the same at both stores. Detectives are continuing the investigation to identify the suspect.

Portage Fire was dispatched to a warehouse fire in Schoolcraft on a mutual aid to South County Fire Authority. Upon arrival, firefighters found the fire was well evolved, and extinguishment was difficult due to the building’s contents (campers, propane tanks, mechanic shop materials, etc.). Additional fire units were dispatched and continued with extinguishment of hot spots and

assisted with initial stages of overhaul, including cutting access holes in the side of the building. Portage Fire was on scene approximately four hours.

The victim of a larceny reported that when he arrived home, he noticed his cellphone chargers were missing. Upon further investigation, he realized many items in the home were missing or moved. Several pieces of jewelry, consisting of various wedding rings and other rings and watches, were missing. One of the rings was valued at over \$15,000. That ring was located at a local jewelry store and will be returned to the victim. Detectives are continuing the investigation. A possible suspect has been identified.

On February 24, a rescue unit was dispatched for a female in labor. The crew arrived and prepared the patient for transport. The patient was loaded into the ambulance, and, due to the possible impending birth, paramedics requested one firefighter ride to the hospital for an extra set of hands. The ambulance made it to I-94 and Portage Road when they had to pull over in order to deliver the baby. A paramedic and the Portage firefighter were able to deliver a healthy baby girl and then proceed to the hospital.

While patrolling a mobile home residential area, an officer witnessed a wanted parole absconder exit the backseat of a vehicle. The officer called to the suspect, who fled on foot and eventually jumped into a creek. The temperatures were near freezing, and the suspect became stuck in deep mud. The suspect was pulled from the creek and arrested. He was taken to the hospital for medical clearance and then to the Kalamazoo County Jail. Upon arrest, methamphetamine and marijuana were found on his person. Charges of Possession of Methamphetamine, Possession of Marijuana, and Resisting & Obstructing were authorized against the suspect.

SPECIAL ACTIVITY

During February, Portage Police worked with the City of Portage Traffic Engineering Department, Portage Fire Marshal, Meyer C. Weiner Co. and Chick-fil-A Corporation to address the Chick-fil-A grand opening. The opening would have an impact on traffic flow and safe movement of pedestrians and vehicles. For a period of nearly four weeks, the group worked closely together and developed an operational plan and parking lot relief queue. The joint effort proved to be a success in handling the thousands of patrons with no effect on S. Westnedge traffic flow.

NJA:JMH;jh

TO: Laurence Shaffer, City Manager**DATE:** March 17, 2017**FROM:** Rod Russell, Director of Public Services**SUBJECT:** Monthly Operations Report for February 2017**STREET MAINTENANCE ACTIVITIES**

- Removed 4.5 inches of snow from major/local streets, city owned sidewalks and park trails
- Repaired 10 damaged mailboxes
- Installed wiring for DPS gate relocation project
- Repaired potholes on major and local streets
- Removed 6 old soccer goals from Ramona Park
- Removed limbs from local streets which could damage snowplow trucks and/or were blocking traffic control signs
- Prepared materials and installed 100' of fence at Eliason Nature Reserve trail head located off West Osterhout Avenue
- Replaced damaged and faded street signs
- Sorted and removed wood and debris from compost site
- Installed rain gutter heating system on DPS garage to prevent ice formation
- Relocated metal fencing near DPS salt barn further to west
- Removed mishap debris from intersection of Portage Road and Stanley Avenue
- Trimmed and removed low branches in Dog Park area at South Westnedge Park
- Hauled top soil to fill low areas at Dog Park area at South Westnedge Park
- Installed dirt berm at millings storage area at Garden Drive
- Repaired boulevard delineators
- Removed roadside litter from city properties
- Fabricated barricade storage rack for DPS
- Installed new batteries for lights on barricades
- Recycled scrap metal
- Prepared section of South Westnedge Park lower parking lot for asphalt placement
- Prepared section of driveway at South Cemetery for asphalt placement
- Cleaned DPS equipment storage area
- Removed brush and debris along Oakland Drive swamp
- Removed brush and fallen trees from Portage Creek Bicentennial Park Trail near dam area
- Moved flower pots to local green house for planting preparation
- Repaired soft shoulders on streets using gravel and millings
- Removed silt fencing from Portage Creek Bicentennial Park Trail relocation area

- Removed fallen tree from Portage Creek Bicentennial Park Trail
- Graveled trails along East Romence Parkway and the Portage Creek Bicentennial Park Trail
- Removed brush from city lift stations, well houses and retention basins in preparation for mowing season
- Supported Equipment Division with mechanic help on equipment issues
- Supported Youth Winter Party at Oakland Drive Park on 2/4/17
- Supported Transportation & Utilities Department with traffic control during Chick-Fil-A grand opening on 2/23/17
- Supported Winter Blast Half Marathon on 2/26/17
- Hired contractor to remove two trees on Zylman Avenue
- Hired contractor to repair damage fencing on Portage Road at pedestrian crossing

Weekly Curbside Recycling Program - The following summarizes total weights of recyclable materials collected during the month of February 2017 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)
February 2017	165.04
FY 2016-17	1,687.66

Note: There were 11 new requests for recycling service in the month of February.

PARKS MAINTENANCE ACTIVITIES

- Removed trash from park and city properties
- Removed leaves and limbs from park properties
- Prepared facilities for upcoming rentals
- Removed debris from trail system
- Removed 4.5 inches of snow from parks, cemeteries, sidewalks, trails and City Centre
- Replaced broken/warped boards on picnic tables
- Restored garbage cans
- Removed split rail fencing from Ramona Park and West Field Park
- Repaired plumbing leaks
- Cleaned and organized Schrier Park rental facility storage room
- Removed lilac bush from Westfield Park
- Repaired split rail fencing at Oakland Drive, West Lake Nature Preserve and the Portage Creek Bicentennial Park Trail Parks
- Removed a fallen trees from Portage Creek Bicentennial Park Trail, West Lake Nature Preserve, Celery Flats Visitor's Center and Northwest Bikeway
- Repaired Ramona Park pickleball wind screen

- Repaired broken swing at Oakland Drive Park
- Repaired deteriorate retaining wall at Celery Flats Historic Area
- Delivered fountain pumps to contractor for preventive maintenance
- Restored damaged lawn and garden bed at Library Lane
- Supported Streets Division with snow removal from major & local streets

FLEET & FACILITIES DIVISION:

The Fleet & Facilities Division generated 114 work orders for the month of February 2017. A total of \$13,216.90 was spent on billable labor hours while the parts costs were \$7,037.43. The outside contracted work was \$8,384.24.

February 2017	February 2016	
114	125	Work Orders
\$7,037.43	\$7,621.43	Parts Cost
\$13,216.90	\$14,873.66	Labor Cost
28	27	Preventative Maintenance (P.M.) Work Orders Completed
\$112.87	\$87.45	Average Cost per P.M
\$3,160.43	\$2,361.36	Total P.M. Cost
\$149.45	\$2,890.00	Contracted Repairs-Body & Painting
\$8,384.24	\$6,966.99	Contracted Repairs (Not Including Body & Paint)
\$656.24	\$3,726.19	Building Renovations

BUILDING MAINTENANCE

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

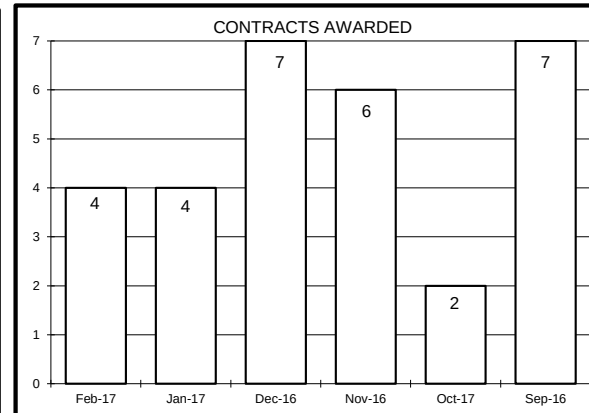
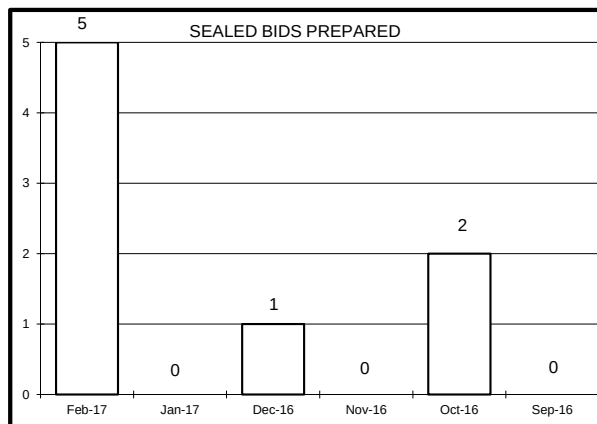
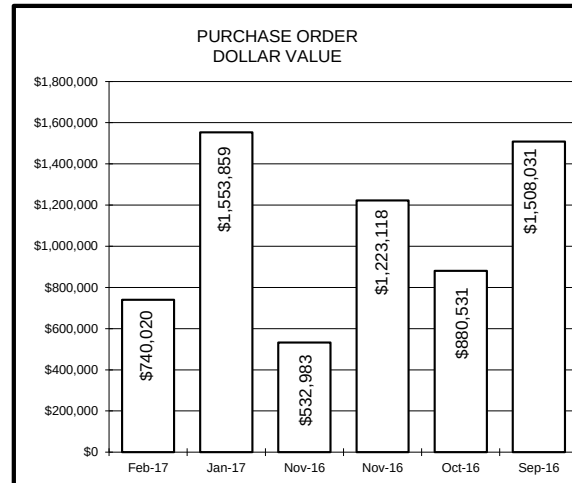
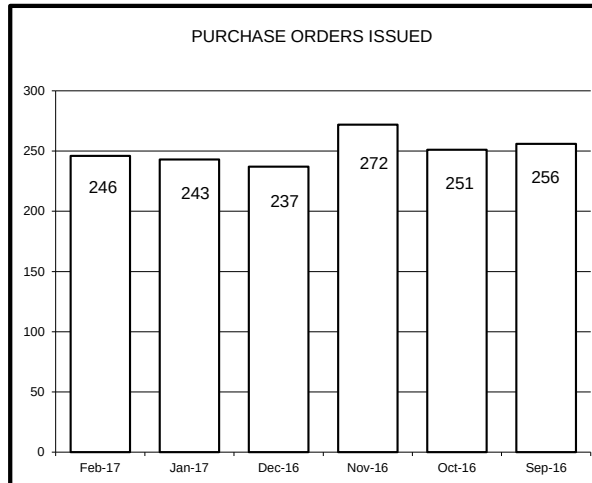
TO: Laurence Shaffer, City Manager

DATE: March 1, 2017

FROM: Rob Boulis, Deputy City Manager



SUBJECT: Purchasing Monthly Report - February 2017



SEALED BIDS OPENED / CONTRACTS AWARDED

Microsoft Licensing
 Grand Elk Railroad Grade Crossing Improvements
 Liability, Property and Fleet Insurance
 Senior Center Bus Trips

SEALED BIDS PREPARED

E. Romence Rd. Bikeway Mill & Fill
 SCADA Maintenance
 Sidewalk Repairs
 Norfolk Circle Sanitary Sewer Rehab
 Mowing & Trimming Services

- Two new claims were filed with MMRMA, five claims were settled.
- Purchasing staff added 7 new vendors to the purchasing software vendor file.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: March 23, 2017

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



SUBJECT: Department Monthly Report – February, 2017

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

Cable Access

Continued administration of the Cable Communications Franchise Agreement with Charter Communications, AT&T, Comcast 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
- Continued working on the Comcast Uniform Video Franchise Service Agreement
- Began working on plan to bring cablecasting services in-house as a precautionary option

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:

- Continued working on the city website rebuild.

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.
- Continued working on the Comcast local franchise agreement.

Contract Administration

- Completed the Microsoft renewal contract
- Completed Cartridge World managed printer services renewal contract

Information Technology

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

Significant Activities:

- Continued working with the City of Kalamazoo new IT director on connecting fiber
- Continued PortageAlert mass notification system for emergency initiatives
- Continued development plan for new city website
- Continued investigating options for upgrading the decades-old multi-mode fiber ring
- Continued investigating a CDBG loans tracking module
- Continued working on a Soofa Sign pilot program application
- Continued researching various new technologies
- Continued researching posting live snow plow location tracking on the city website
- Continued implementation of the citywide keyless entry and camera system project
- Continued researching federal and state requirements for unmanned aircraft system
- Continued implementation of the Public Safety body worn cameras
- Continued working on consolidated dispatch
- Began working on energy efficiency project with CMO

Marketing Activities

- Continued oversight and management of all city marketing activities
- Continued Branding support initiatives
- Began work on trademarking “A Natural Place to Move”

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: March 17, 2017

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

SUBJECT: Transportation & Utilities Department Monthly Report for February 2017

The month of February 2017 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 February, 566 inspections were made by Suez personnel.
2. Suez personnel received 26 customer service calls during February.
3. Suez personnel responded to 30 after-hour panel alarms as indicated on the SCADA control panel monitoring the city's water and sanitary sewer facilities.
4. Approximately 92.5 million gallons of water were produced/pumped during February. Production averaged around 3.3 million gallons of water per day during the month. 481 water quality analyses were completed during the month.
5. Five new meters were installed and no new service leads were required to be tapped during the month of February.
6. Miss Dig stakings were completed at 179 locations.
7. Five water main breaks occurred during the month at 7060 South Westnedge Avenue, 7000 South Westnedge, 6929 South Westnedge Avenue, 5735 Meredith Street, and 4727 Hanover Street.

In the transportation and utility areas, the following activities in February 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. Eight 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 February investigating complaints/concerns regarding operation of traffic signals, performing traffic volume/accident analyses and reviewing new streetlight installations. 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 follow-up meeting was held January 26, 2017 to address public comments. A final draft is underway. 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. A significant effort was expended on the opening day traffic scenarios and control for the new Chick-fil-A restaurant.
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 falling approximately 12” over the course of the winter.
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 February 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 complete. Design work on the Winter Avenue storm water basin is underway.

2. 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.
3. 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 underway, weather dependent.
4. 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 was submitted by Severance Electric Company. MDOT awarded the contract and preconstruction meeting was held January 2017. Construction to begin in February 2017.
5. 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. Bids were received March 9, 2017.

6. 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 completed. MDOT grade inspection held November 9, 2016. Project is scheduled for March 2017, bid letting by MDOT. Low bid submitted by Millbower Construction in the amount of \$2,460,199.82.
7. 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. Open House for Portage Road scheduled for March 7, 2017.

8. 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.

On December 13, 2016 City Council elected to cancel the Cliffwood/Archwood Special Assessment process and the project was terminated.

On January 10, 2017 City Council approved Resolution No. 5 (Final) for the Chopin Avenue and Mozart Avenue Water Main Special Assessment District. The project design is complete. Bidding is scheduled for early spring.

9. Zylman Lift Station Rehabilitation

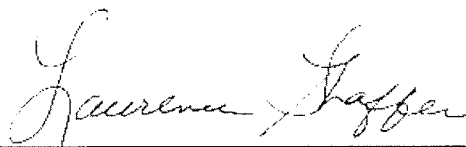
The 2015-16 Capital Improvement Program contains a project to replace the existing sanitary sewer lift station on Zylman Road to accommodate increased sewage flow in the area. On June 28, 2010 a contract was awarded to Balkema Excavating in the amount of

\$477,325 for the project. Construction began November 5, 2016 and the new lift station is operational. Final clean up and restoration is scheduled for spring 2017.

MATERIALS TRANSMITTED

Tuesday, March 14, 2017

1. **Supplemental Information for March 14, 2017 Agenda Item F.6:** Purchase of Technology Network Switches.
2. Copy of March 1, 2017 Letter to Kalamazoo County Board of Commissioners.
3. Communication from the Planning Commission regarding the 2017-2027 Capital Improvement Program (CIP) – Information Only.

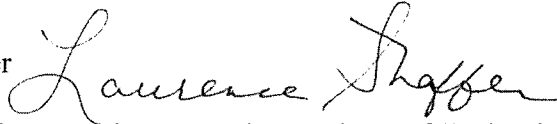


Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Supplemental Information for Agenda Item F.6 - Purchase of Technology Network Switches

SUPPORTING PERSONNEL: Devin Mackinder, Director of Technology Services

In response to a comment submitted by Councilmember Urban, the following supplemental information is provided concerning Agenda Item F.6. – Purchase of Technology Network Switches.

Quotes Received (see attached)

IP Consulting:	\$61,899.22
Digital Strategy:	\$71,695.87
CDW:	\$75,187.91
PCM:	\$84,213.65

Soliciting three additional quotes for this purchase exceeded the current cooperative purchasing procurement policy and confirmed that the IP Consulting quote was by far the lowest, by approximately \$10,000.

All requirements set forth in City of Portage ordinances and policies were met and/or exceeded in this instance.

City of Portage Code of Ordinances

Sec. 2-168. - Cooperative purchasing.

Upon the written recommendation of the City Manager, the City Council may authorize cooperative purchasing plans with other units of government, including but not limited to the federal government, the state, the county, the City of Kalamazoo and the various school districts within the county, without the necessity of obtaining independent bids.

(Code 1983, § 206.07; Ord. No. 089-01, 1-17-1989)

Sec. 2-172. - Exceptions to competitive bidding requirement.

Bidding will not be required in respect to contracts for professional services. In any other case where competitive bidding clearly is not practical or where no advantage would result to the city by requiring competitive bidding, the City Council, upon the written recommendation of the City Manager, may execute contracts without competitive bidding.

(Code 1983, § 206.11; Ord. No. 089-01, 1-17-1989)

Administrative Orders AO 4.01 – Purchasing

Section 6. Cooperative Purchasing: Cooperative purchasing plans with other units of government, including but not limited to the federal government, the state, the county, the City of Kalamazoo and the various school districts within the county, may be made without the necessity of obtaining independent bids, upon approval from the Deputy City Manager. The procurement is subject to the authorization approval for purchases contained in Section 8.

Section 8. Purchase Order Requisition Approvals: Technology Related Purchases. All technology related purchase requisitions require approval of the Director of Technology Services and Community Marketing.

With regard to the quotes received for the subject network switches, the vendor list was confined to vendors with an understanding of the City of Portage IT network that offer special pricing through a reputable cooperative purchasing program and are Cisco Systems certified vendors.

Use of this cooperative purchasing program, in this case, resulted in a discounted price on the equipment, with service provided by a vendor that has intimate knowledge of the city IT network and the Cisco equipment they are selling to the city. The obvious benefit, in addition to discounted pricing, is the troubleshooting expertise the vendor can provide, which is just as important. The devices will require some expertise from the vendor to properly set up and install.

Attachments:

1. Quotation summary
2. Four vendor quotations

	Equipment	Qty	IPC	DS	CDW	PCM
CITY HALL	Meraki MS225-48FP L2 Stck Cld-Mngd 48x GigE 740W PoE Switch	4				
	Meraki MS225-48FP Enterprise License 5YR	4				
	Meraki MS225-24P L2 Stck Cld-Mngd 24x GigE 370W PoE Switch	1				
	Meraki MS225-24P Enterprise License 5YR	1				
DPS	Meraki MS250-48FP L3 Stck Cld-Mngd 48x GigE 740W PoE Switch	2				
	Meraki MS250-48FP Enterprise License 5YR	2				
	Meraki MS250-24P L3 Stck Cld-Mngd 24x GigE 370W PoE Switch	1				
	Meraki MS250-24P Enterprise License 5YR	1				
PUBLIC SAFETY	Meraki MS350-48FP L3 Stck Cld-Mngd 48x GigE 740W PoE Switch	2				
	Meraki MS350-48FP Enterprise License	2				
	Meraki MS225-48FP L2 Stck Cld-Mngd 48x GigE 740W PoE Switch	2				
	Meraki MS225-48FP Enterprise License 5YR	2				
FIRE 1	Meraki MS250-48FP L3 Stck Cld-Mngd 48x GigE 740W PoE Switch	1				
	Meraki MS250-48FP Enterprise License 5YR	1				
	Meraki MS250-24P L3 Stck Cld-Mngd 24x GigE 370W PoE Switch	1				
	Meraki MS250-24P Enterprise License 5YR	1				
FIRE 2	Meraki MS225-24P L2 Stck Cld-Mngd 24x GigE 370W PoE Switch	1				
	Meraki MS225-24P Enterprise License 5YR	1				
FIRE 3, ROMONA GUARDSHACK	Meraki MS250-24P L3 Stck Cld-Mngd 24x GigE 370W PoE Switch	2				
	Meraki MS250-24P Enterprise License 5YR					
		2				
SENIOR CENTER	Meraki MS250-24P L3 Stck Cld-Mngd 24x GigE 370W PoE Switch	1				
	Meraki MS250-24P Enterprise License 5YR	1				
Cables & Optics	Preliminary US GPL - Meraki 10G Base SR Multi-Mode	1				
	Meraki 1000Base SX Multi-Mode	2				
	Meraki 10 GbE Twinax Cable with	4				
	10GBASE-SR SFP Module	5				
	1000BASE-LX/LH SFP transceiver module, MMF/SMF, 1310nm, DOM	3				
			61,899.22	71,695.87	75,187.91	84,213.65

Grand Rapids
3635 29th street SE
Kentwood, MI 49512
(616) 828-4416
www.ipconsultinginc.com



Meraki Switch Upgrade (Budgetary)

Quote #018061 v7

Prepared for:
City of Portage

Prepared by:
David Bronkema



CITY HALL

Description		Price	Qty	Ext. Price
Meraki MS225-48FP L2 Stck Cld-Mngd 48x GigE 740W PoE Switch	---	\$2,581.90	4	\$10,327.60
Meraki MS225-48FP Enterprise License 5YR (First Year On Us)	---	\$374.75	4	\$1,499.00
Meraki MS225-24P L2 Stck Cld-Mngd 24x GigE 370W PoE Switch	---	\$1,250.71	1	\$1,250.71
Meraki MS225-24P Enterprise License 5YR (First Year On Us)	---	\$181.69	1	\$181.69
IPC participates in NASPO and this quote meets/exceeds NASPO discounting structure				
Subtotal:				\$13,259.00

DEPARTMENT OF PUBLIC SERVICES

Description		Price	Qty	Ext. Price
Meraki MS250-48FP L3 Stck Cld-Mngd 48x GigE 740W PoE Switch	---	\$3,691.21	2	\$7,382.42
Meraki MS250-48FP Enterprise License 5YR (First Year On Us)	---	\$535.62	2	\$1,071.24
Meraki MS250-24P L3 Stck Cld-Mngd 24x GigE 370W PoE Switch	---	\$2,164.27	1	\$2,164.27
Meraki MS250-24P Enterprise License 5YR (First Year On Us)	---	\$314.18	1	\$314.18
IPC participates in NASPO and this quote meets/exceeds NASPO discounting structure				
Subtotal:				\$10,932.11

PUBLIC SAFETY

Description		Price	Qty	Ext. Price
Meraki MS350-48FP L3 Stck Cld-Mngd 48x GigE 740W PoE Switch	---	\$5,061.56	2	\$10,123.12
Meraki MS350-48FP Enterprise License 5YR (First Year On Us)	---	\$777.88	2	\$1,555.76
Meraki MS225-48FP L2 Stck Cld-Mngd 48x GigE 740W PoE Switch	---	\$2,581.90	2	\$5,163.80
Meraki MS225-48FP Enterprise License 5YR (First Year On Us)	---	\$374.75	2	\$749.50
IPC participates in NASPO and this quote meets/exceeds NASPO discounting structure				
Subtotal:				\$17,592.18

The content and pricing of this quote is commercially sensitive, and therefore the information contained is entirely confidential, even in circumstances where the tender is not accepted. Customer may not share this information with any third party whatsoever.



FIRE 1

Description		Price	Qty	Ext. Price
Meraki MS250-48FP L3 Stck Cld-Mngd 48x GigE 740W PoE Switch	---	\$3,691.21	1	\$3,691.21
Meraki MS250-48FP Enterprise License 5YR (First Year On Us)	---	\$535.62	1	\$535.62
Meraki MS250-24P L3 Stck Cld-Mngd 24x GigE 370W PoE Switch	---	\$2,164.27	1	\$2,164.27
Meraki MS250-24P Enterprise License 5YR (First Year On Us)	---	\$314.18	1	\$314.18
IPC participates in NASPO and this quote meets/exceeds NASPO discounting structure				
Subtotal:				\$6,705.28

FIRE 2

Description		Price	Qty	Ext. Price
Meraki MS225-24P L2 Stck Cld-Mngd 24x GigE 370W PoE Switch	---	\$1,250.71	1	\$1,250.71
Meraki MS225-24P Enterprise License 5YR (First Year On Us)	---	\$181.69	1	\$181.69
IPC participates in NASPO and this quote meets/exceeds NASPO discounting structure				
Subtotal:				\$1,432.40

Senior Center

Description		Price	Qty	Ext. Price
Meraki MS250-24P L3 Stck Cld-Mngd 24x GigE 370W PoE Switch	---	\$2,164.27	1	\$2,164.27
Meraki MS250-24P Enterprise License 5YR (First Year On Us)	---	\$314.18	1	\$314.18
IPC participates in NASPO and this quote meets/exceeds NASPO discounting structure				
Subtotal:				\$2,478.45

Fire 3 and Romona Guard Schack

Description		Price	Qty	Ext. Price
Meraki MS250-24P L3 Stck Cld-Mngd 24x GigE 370W PoE Switch	---	\$2,164.27	2	\$4,328.54
Meraki MS250-24P Enterprise License 5YR (First Year On Us)	---	\$314.18	2	\$628.36
IPC participates in NASPO and this quote meets/exceeds NASPO discounting structure				
Subtotal:				\$4,956.90

The content and pricing of this quote is commercially sensitive, and therefore the information contained is entirely confidential, even in circumstances where the tender is not accepted. Customer may not share this information with any third party whatsoever.



CABLES & OPTICS

Description		Price	Qty	Ext. Price
Meraki 10G Base SR Multi-Mode	---	\$432.86	1	\$432.86
Meraki 1000Base SX Multi-Mode	---	\$217.51	2	\$435.02
Meraki 10 GbE Twinax Cable with SFP+ Modules, 1 Meter	---	\$43.50	4	\$174.00
10GBASE-SR SFP Module	---	\$432.86	5	\$2,164.30
1000BASE-LX/LH SFP transceiver module, MMF/SMF, 1310nm, DOM	---	\$432.86	3	\$1,298.58
IPC participates in NASPO and this quote meets/exceeds NASPO discounting structure				
Subtotal:				\$4,504.76

Estimated Labor

Description	Price	Qty	Ext. Price
We will need to have a formal discussion since the scope has changed for the project.			



Meraki Switch Upgrade (Budgetary)

Prepared by:

IP Consulting Inc
David Bronkema
(616) 828-4416
david.bronkema@ipconsultinginc.com

Prepared for:

City of Portage
7900 South Westnedge Avenue
Portage, MI 49002
Devin Mackinder
mackindd@portagemi.gov
(269) 329-4461

Quote Information:

Quote #: 018061
Version: 7
Delivery Date: 03/14/2017
Expiration Date: 04/28/2017

Quote Summary

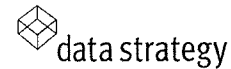
Description	Amount
CITY HALL	\$13,259.00
DEPARTMENT OF PUBLIC SERVICES	\$10,932.11
PUBLIC SAFETY	\$17,592.18
FIRE 1	\$6,705.28
FIRE 2	\$1,432.40
Senior Center	\$2,478.45
Fire 3 and Romona Guard Schack	\$4,956.90
CABLES & OPTICS	\$4,504.76
Subtotal:	\$61,861.08
Shipping:	\$38.14
Total:	\$61,899.22

- By approving this quote you also agree to the terms of any and all attached materials
- Please note sales tax, shipping, handling, and other fees may apply. We reserve the right to cancel or requote orders arising from pricing or other errors.
- Product returns are subject to a 20% return fee. Certain products may not be returned.
- Visible damage must be refused at delivery. Customer has up to 2 days for post-delivery inspection of hidden damage and must promptly report such damage to IP Consulting for appropriate return measures.
- Leasing options are available upon request.

Signature

Date

QUOTATION



QUOTE | QTE132116

DATE | 2/8/2017

EXPIRES | 3/15/2017

COMPANY | City of Portage
CONTACT | Maurice Hudson

ACCOUNT MANAGER | Alex Peschel
EMAIL | alex.peschel@data-strategy.com
PHONE | (616) 464-7104
FAX | (616) 656-2029

QUANTITY	PART NUMBER	DESCRIPTION	UNIT PRICE	EXT. PRICE
CITY HALL				
4		Meraki MS225-48FP L2 Stck Cld-Mngd 48x GigE 740W PoE Switch		
4		Meraki MS225-48FP Enterprise License 5YR		
1		Meraki MS225-24P L2 Stck Cld-Mngd 24x GigE 370W PoE Switch		
1		Meraki MS225-24P Enterprise License 5YR		
DEPARTMENT OF PUBLIC SERVICES				
2		Meraki MS250-48FP L3 Stck Cld-Mngd 48x GigE 740W PoE Switch		
2		Meraki MS250-48FP Enterprise License 5YR		
1		Meraki MS250-24P L3 Stck Cld-Mngd 24x GigE 370W PoE Switch		
1		Meraki MS250-24P Enterprise License 5YR		
PUBLIC SAFETY				
2		Meraki MS350-48FP L3 Stck Cld-Mngd 48x GigE 740W PoE Switch		
2		Meraki MS350-48FP Enterprise License		
2		Meraki MS225-48FP L2 Stck Cld-Mngd 48x GigE 740W PoE Switch		
2		Meraki MS225-48FP Enterprise License 5YR		
FIRE 1				
1		Meraki MS250-48FP L3 Stck Cld-Mngd 48x GigE 740W PoE Switch		
1		Meraki MS250-48FP Enterprise License 5YR		
1		Meraki MS250-24P L3 Stck Cld-Mngd 24x GigE 370W PoE Switch		
1		Meraki MS250-24P Enterprise License 5YR		
FIRE 2				
1		Meraki MS225-24P L2 Stck Cld-Mngd 24x GigE 370W PoE Switch		
1		Meraki MS225-24P Enterprise License 5YR		
SENIOR CENTER				
1		Meraki MS250-24P L3 Stck Cld-Mngd 24x GigE 370W PoE Switch		
1		Meraki MS250-24P Enterprise License 5YR		
GUARDSHACK & FIRE 3				
2		Meraki MS250-24P L3 Stck Cld-Mngd 24x GigE 370W PoE Switch		
2		Meraki MS250-24P Enterprise License 5YR		
CABLES & OPTICS				
1		Preliminary US GPL - Meraki 10G Base SR Multi-Mode		
2		Meraki 1000Base SX Multi-Mode		
4		Meraki 10 GbE Twinax Cable with		
5		10GBASE-SR SFP Module		
3		1000BASE-LX/LH SFP transceiver module, MMF/SMF, 1310nm, DOM		
SERVICES				
1		DS PRO SERVICES, IMPLEMENTATION & KNOWLEDGE TRANSFER. T&M 225/Hour		

Approved WSCA Master Price Agreement Total **\$71,695.87**

- * Please reference WSCA contract numbers B27161 & AR233
- * Price does not include applicable sales taxes or shipping.
- * Please request an updated quote after the expiration date as pricing and availability are subject to change.
- * Thank you for the opportunity to earn your business.

DETROIT | 5455 Corporate Drive Suite 100 Troy, MI 48098 | 248.247.3609
GRAND RAPIDS | 4020 E. Beltline Ave NE Suite 201 Grand Rapids, MI 49525 | 616.281.5566
INDIANAPOLIS | 8250 Woodfield Crossing Boulevard Suite 150 Indianapolis, IN 46240 | 317.396.4520
LOUISVILLE | 312 South 4th Street Suite 746 Louisville, KY 40202 | 502.212.3825

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QUOTE CONFIRMATION



DEAR MAURICE HUDSON,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HRZH077	2/14/2017	HRZH077	6652704	\$75,187.91

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Cisco Meraki Cloud Managed MS225-48FP - switch 12 ports managed - rack Mfg. Part#: MS225-48FP-HW UNSPSC: 43222612 Contract: MARKET	6	4401578	\$2,536.32	\$15,217.92
Cisco Meraki Enterprise - subscription license (5 years) Mfg. Part#: LIC-MS225-48LP-5YR UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: MARKET	6	4405030	\$358.97	\$2,153.82
Cisco Meraki Cloud Managed MS225-24P - switch 24 ports managed - rack Mfg. Part#: MS225-24P-HW UNSPSC: 43222612 Contract: MARKET	5	4404162	\$1,228.63	\$6,143.15
Cisco Meraki Enterprise - subscription license (5 years) Mfg. Part#: LIC-MS225-24P-5YR UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: MARKET	5	4406325	\$205.13	\$1,025.65
Cisco Meraki Cloud Managed MS250-48FP - switch 48 ports managed - rack Mfg. Part#: MS250-48FP-HW UNSPSC: 43222612 Contract: MARKET	6	4403895	\$3,626.06	\$21,756.36
Cisco Meraki Enterprise - subscription license (5 years) Mfg. Part#: LIC-MS250-48FP-5YR UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: MARKET	6	4406731	\$604.70	\$3,628.20
Cisco Meraki Cloud Managed MS250-24P - switch 24 ports managed - rack Mfg. Part#: MS250-24P-HW UNSPSC: 43222612 Contract: MARKET	8	4406593	\$2,126.07	\$17,008.56
Cisco Meraki Cloud Managed MS250-48FP - switch 48 ports managed - rack Mfg. Part#: MS250-48FP-HW UNSPSC: 43222612 Contract: MARKET	1	3928685	\$4,972.22	\$4,972.22

Quote Details (Cont.)				
Mfg. Part#: MS350-48FP-HW UNSPSC: 43222612 Contract: MARKET				
Cisco Meraki - 48-Port PoE+ network switch (48 PoE+)	1	3928687	\$878.20	\$878.20
Mfg. Part#: LIC-MS350-48FP-5YR UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: MARKET				
Cisco Meraki - SFP+ transceiver module - 10 Gbps SR	2	3532321	\$425.21	\$850.42
Mfg. Part#: MA-SFP-10GB-SR UNSPSC: 43201553 Contract: MARKET				
Cisco Meraki - SFP (non-PoE) transceiver module - 1 Gbps SR	1	3345312	\$213.68	\$213.68
Mfg. Part#: MA-SFP-1GB-SX UNSPSC: 43201553 Contract: MARKET				
Cisco Meraki - CBL-TA-3M	1	3927308	\$64.10	\$64.10
Mfg. Part#: MA-CBL-TA-3M UNSPSC: 26121609 Contract: MARKET				
Cisco Meraki - SFP+ transceiver module - 10 Gbps SR	2	3532321	\$425.21	\$850.42
Mfg. Part#: MA-SFP-10GB-SR UNSPSC: 43201553 Contract: MARKET				
Cisco Meraki - SFP (non-PoE) transceiver module - 1 Gbps SR	1	3364140	\$425.21	\$425.21
Mfg. Part#: MA-SFP-1GB-LX10 UNSPSC: 43201553 Contract: MARKET				

PURCHASER BILLING INFO		SUBTOTAL	\$75,187.91
Billing Address: CITY OF PORTAGE FINANCE DEPARTMENT 7900 S WESTNEDGE AVE PORTAGE, MI 49002-5117 Phone: (269) 324-9262 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		GRAND TOTAL	\$75,187.91
DELIVER TO Shipping Address: CITY OF PORTAGE FINANCE DEPARTMENT 7900 S WESTNEDGE AVE PORTAGE, MI 49002-5117 Phone: (269) 324-9262 Shipping Method: DROP SHIP-GROUND		Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION



BJ Dieterich

(866) 665-7137

bjdiete@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/dam/cdw/documents/standard-terms.pdf>
For more information, contact a CDW account manager

© 2017 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



THE RIGHT
TECHNOLOGY
DELIVERED

END USER: City of Portage
CONTACT: Maurice Hudson
PHONE:
REQUEST DATE 8-Feb-17

ENG. CONTACT:
PHONE:
SALES REP:
PHONE:

Joe Morley
616-974-5803

QUOTE NO:
QUOTE TOTAL: \$ 84,213.65
QUOTED BY: Shannon McKay
DATE QUOTED: 02/13/17

DID 24980444

ITEM	QTY	PART NUMBER	DESCRIPTION	UNIT LIST PRICE	EXTENDED LIST PRICE	UNIT PRICE	EXTENDED PRICE
Hardware and licensing							
1	4	MS225-48FP-HW	Meraki MS225-48FP L2 Stck Cld-Mngd 48x GigE 740W PoE	\$ 5,935.00	\$ 23,740.00	\$ 3,501.65	\$ 14,006.60
2	4	LIC-MS225-48FP-5YR	Meraki MS225-48FP Enterprise License 5YR (First Year On Us)	\$ 990.00	\$ 3,960.00	\$ 584.10	\$ 2,336.40
3	1	MS225-24P-HW	Meraki MS225-24P L2 Stck Cld-Mngd 24x GigE 370W PoE Switch	\$ 2,875.00	\$ 2,875.00	\$ 1,696.25	\$ 1,696.25
4	1	LIC-MS225-24P-5YR	Meraki MS225-24P Enterprise License 5YR (First Year On Us)	\$ 480.00	\$ 480.00	\$ 283.20	\$ 283.20
5	2	MS250-48FP-HW	Meraki MS250-48FP L3 Stck Cld-Mngd 48x GigE 740W PoE Switch	\$ 8,485.00	\$ 16,970.00	\$ 5,006.15	\$ 10,012.30
6	2	LIC-MS250-48FP-5YR	Meraki MS250-48FP Enterprise License 5YR (First Year On Us)	\$ 1,415.00	\$ 2,830.00	\$ 834.85	\$ 1,669.70
7	1	MS250-24P-HW	Meraki MS250-24P L3 Stck Cld-Mngd 24x GigE 370W PoE Switch	\$ 4,975.00	\$ 4,975.00	\$ 2,935.25	\$ 2,935.25
8	1	LIC-MS250-24P-5YR	Meraki MS250-24P Enterprise License 5YR (First Year On Us)	\$ 830.00	\$ 830.00	\$ 489.70	\$ 489.70
9	2	MS350-48FP-HW	Meraki MS350-48FP L3 Stck Cld-Mngd 48x GigE 740W PoE Switch	\$ 11,635.00	\$ 23,270.00	\$ 6,864.65	\$ 13,729.30
10	2	LIC-MS350-48FP-5YR	Meraki MS350-48FP Enterprise License 5YR (First Year On Us)	\$ 2,055.00	\$ 4,110.00	\$ 1,212.45	\$ 2,424.90
11	2	MS225-48FP-HW	Meraki MS225-48FP L2 Stck Cld-Mngd 48x GigE 740W PoE Switch	\$ 5,935.00	\$ 11,870.00	\$ 3,501.65	\$ 7,003.30
12	2	LIC-MS225-48FP-5YR	Meraki MS225-48FP Enterprise License 5YR (First Year On Us)	\$ 990.00	\$ 1,980.00	\$ 584.10	\$ 1,168.20
13	1	MS250-48FP-HW	Meraki MS250-48FP L3 Stck Cld-Mngd 48x GigE 740W PoE Switch	\$ 8,485.00	\$ 8,485.00	\$ 5,006.15	\$ 5,006.15
14	1	LIC-MS250-48FP-5YR	Meraki MS250-48FP Enterprise License 5YR (First Year On Us)	\$ 1,415.00	\$ 1,415.00	\$ 834.85	\$ 834.85
15	1	MS250-24P-HW	Meraki MS250-24P L3 Stck Cld-Mngd 24x GigE 370W PoE Switch	\$ 4,975.00	\$ 4,975.00	\$ 2,935.25	\$ 2,935.25
16	1	LIC-MS250-24P-5YR	Meraki MS250-24P Enterprise License 5YR (First Year On Us)	\$ 830.00	\$ 830.00	\$ 489.70	\$ 489.70
17	1	MS225-24P-HW	Meraki MS225-24P L2 Stck Cld-Mngd 24x GigE 370W PoE Switch	\$ 2,875.00	\$ 2,875.00	\$ 1,696.25	\$ 1,696.25
18	1	LIC-MS225-24P-5YR	Meraki MS225-24P Enterprise License 5YR (First Year On Us)	\$ 480.00	\$ 480.00	\$ 283.20	\$ 283.20
19	1	MS250-24P-HW	Meraki MS250-24P L3 Stck Cld-Mngd 24x GigE 370W PoE Switch	\$ 4,975.00	\$ 4,975.00	\$ 2,935.25	\$ 2,935.25
20	1	LIC-MS250-24P-5YR	Meraki MS250-24P Enterprise License 5YR (First Year On Us)	\$ 830.00	\$ 830.00	\$ 489.70	\$ 489.70
21	2	MS250-24P-HW	Meraki MS250-24P L3 Stck Cld-Mngd 24x GigE 370W PoE Switch	\$ 4,975.00	\$ 9,950.00	\$ 2,935.25	\$ 5,870.50



END USER: City of Portage
CONTACT: Maurice Hudson
PHONE:
REQUEST DATE 8-Feb-17

ENG. CONTACT:
PHONE:
SALES REP:
PHONE:

Joe Morley
616-974-5803

QUOTE NO:
QUOTE TOTAL: \$ 84,213.65
QUOTED BY: Shannon McKay
DATE QUOTED: 02/13/17

DID 24980444

ITEM		QTY	PART NUMBER	DESCRIPTION		UNIT LIST PRICE	EXTENDED LIST PRICE	UNIT PRICE	EXTENDED PRICE
22	2		LIC-MS250-24P-5YR	Meraki MS250-24P Enterprise License 5YR (First Year On Us)	\$	830.00	\$ 1,660.00	\$ 489.70	\$ 979.40
23	6		MA-SFP-10GB-SR	Meraki 10G Base SR Multi-Mode	\$	995.00	\$ 5,970.00	\$ 587.05	\$ 3,522.30
24	2		MA-SFP-1GB-SX	Meraki 1000Base SX Multi-Mode	\$	500.00	\$ 1,000.00	\$ 295.00	\$ 590.00
25	4		MA-CBL-TA-3M	Meraki 10 GbE Twinax Cable with SFP+ Modules, 3 Meters	\$	150.00	\$ 600.00	\$ 88.50	\$ 354.00
26	4		MA-CBL-40G-1M	Meraki 40GbE QSFP Cable, 1 Meter	\$	200.00	\$ 800.00	\$ 118.00	\$ 472.00
27					\$	-	\$ -	\$ -	\$ -
28					\$	-	\$ -	\$ -	\$ -
29					\$	-	\$ -	\$ -	\$ -
30					\$	-	\$ -	\$ -	\$ -
						Sub-total:		\$ 142,735.00	\$ 84,213.65

Comments:

Appropriate shipping and taxes will be added at the time an order is placed.
Pricing based on full solution.

The information contained in this quote is subject to change without advance notice from SARCOM.
These list prices are valid for 30 days from date quoted.

Product Total \$ 84,213.65
Freight
TOTAL \$ 84,213.65

March 1, 2017

Dale Shugars, Chair and Board of Commissioners
Kalamazoo County
201 W. Kalamazoo Avenue
Kalamazoo, MI 49007

RE: Kalamazoo County Identification Card Program Proposal

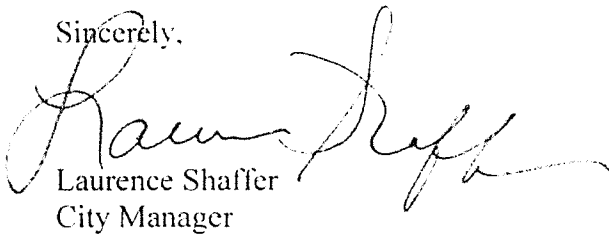
Dear Chairman Shugars & Commission Members,

During its regular meeting of February 28, 2017 the Portage City Council reviewed the Kalamazoo County Identification Card concept for Kalamazoo County residents.

The Portage City Council will also be making a formal resolution of support at its next regular meeting on March 14, 2017 for the county program. This resolution will be provided to the County Commission following the March 14th meeting. Portage joins the City of Kalamazoo in supporting a proposed Kalamazoo County identification card program designed to help those unable to get traditional forms of identification.

Following a vote of 6 to zero (one abstaining), the Portage City Council expressed *humanitarian support of the Kalamazoo County Identification Card program.*

Sincerely,



Laurence Shaffer
City Manager

c: Portage City Council

To: Honorable Mayor and City Council

From: Portage Planning Commission

Date: March 10, 2017

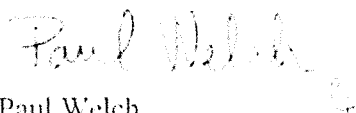
Subject: City of Portage FY 2017-2027 Capital Improvement Program

The Planning Commission has reviewed the proposed FY 2017-2027 Capital Improvement Program (CIP), the comprehensive municipal budget and planning document that contains important capital projects to continue essential public services and enhance the quality of the community. In order to reflect changes in community needs, service requirements, availability of funding, among other factors, the CIP is annually prepared by the City Administration and presented to the Planning Commission for review and recommendation to City Council.

The Planning Commission carefully reviewed the FY 2017-2027 CIP during the February 2nd, February 16th and March 2, 2017 meetings including the eight project categories, multiple project profiles and related information. At the conclusion of the March 2nd meeting, the Planning Commission voted unanimously to recommend to City Council the FY 2017-2027 Capital Improvement Program be approved.

Sincerely,

CITY OF PORTAGE PLANNING COMMISSION



Paul Welch
Chairman

Attachments: February 2nd, February 16th and March 2, 2017 Planning Commission meeting minutes

S:\resources\2016-2017 Department Files\Minutes City Council\2017\03-10-MPC-2017-2027 CIP.docx

7:05 p.m. - The Commission took a short recess.

7:12 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 2

NEW BUSINESS:

1. FY 2017-2027 Capital Improvement Program (preliminary). Mr. Forth reviewed the staff report dated January 27, 2017 that summarized the modified process for soliciting citizen and Commission input regarding the annual Capital Improvement Program (CIP) which began in September 2016. Mr. Forth stated the results of the on-line citizen survey were included as attachments to the staff report, along with summaries of new and revised projects proposed in the preliminary FY 2017-2027 CIP. Mr. Forth stated a complete bounded DRAFT version of the FY 2017-2027 CIP would be provided in March, however, staff was requesting any initial comments from the Commission regarding the new and revised projects detailed in the staff report and attachments.

Commissioner Dargitz stated there has been significant amount of investment at Ramona Park and much less at Lakeview Park. Dargitz asked that pickleball courts be considered for Lakeview Park. Commissioner Dargitz also inquired about the proposed purchase of two MDNR State Game Area parcels located along West Centre Avenue and Angling Road. Mr. Forth stated the two parcels comprised approximately 378 acres and the MDNR was considering disposing of the land since its usefulness for hunting has diminished due to development on adjacent private properties. Commissioner Dargitz stated \$4 million was a significant amount of money and believes more emphasis should be placed on acquiring other properties in other sections of the city including the eastern portion of the city where there are fewer natural areas. Chairman Welch stated that he believes the acquisition of the MDNR parcels represents an opportunity for the city to continue preservation of this existing natural area. Chairman Welch stated that if the city doesn't purchase the property, the MDNR could sell the land to a private party who might develop the property. Commissioners Stoffer, Patterson and Bosch concurred. Mr. Forth and Mr. West discussed existing parks that were present within the eastern portion of the city, along with recreational projects that were proposed in the proposed FY 2017-2027 CIP including the Austin Lake Trail, South Sprinkle Road Multi-Use Trail, Romence Road East Multi-Use Trail and Lexington Green Park Improvements.

Commissioner Dargitz stated the South Westnedge Avenue/Shaver Road Traffic Signal Improvement project seems expensive and might be taking away from other project areas. Mr. Forth stated the project is needed to improve traffic flow, operation and safety in this area. Commissioner Dargitz asked how much of the Vincent Drive/Oakland Drive Intersection Improvements project was the result of the traffic generated from the large church on Vincent Drive. Mr. Forth stated this intersection has been problematic before the Valley Family Church relocated to Vincent Drive and also indicated that the church was paying for traffic control at the intersection, before and after services. Mr. Forth provided a brief description of how Vincent Drive was proposed to be relocated to the north and signalized. Commissioner Dargitz asked why the realignment Lakeview Drive at Portage Road does not include a roundabout, as discussed during the Portage Road Diet Open House. Mr. Forth stated the roundabout idea was considered, however, engineering details including the lack of right-of-way were deterrents to the roundabout option. Commissioner Dargitz asked if any projects that were identified in the FY 2016-2026 CIP were deleted to allow for inclusion of the new projects proposed in the preliminary FY 2017-2027 CIP. Mr. Forth stated he did not immediately know the answer and would provide a response.

Mr. Forth summarized the new projects proposed in the preliminary FY 2017-2027 CIP by category: Streets, Sidewalks & Bikeways, Water and Sewer, Police and Fire and Public Facilities. Mr. Forth reviewed the three sidewalk/bikeway projects proposed within the eastern portion of the city that were intended to better connect the east and west sides of the city. Mr. Forth also discussed the Neighborhood/Community Enhancement project and the need to review and finalize the application form. The Commission did not have any additional questions or comments regarding the preliminary FY 2017-2027 CIP at this time. Chairman Welch asked the Commission to email staff with any additional questions and/or comments regarding the preliminary FY 2017-2027 CIP.

PLANNING COMMISSION

February 16, 2017

The City of Portage Planning Commission meeting of February 16, 2017 was called to order by Vice-Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Three citizens were in attendance.

PLEDGE OF ALLEGIANCE:

Vice-Chairman Stoffer led the Commission, staff and citizens in the Pledge of Allegiance.

IN ATTENDANCE:

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

ROLL CALL:

Mr. Forth called the role: Patterson (yes), Stoffer (yes), Richmond (yes), Shoup (yes) and Joshi (yes). A motion was offered by Commissioner Patterson, seconded by Commissioner Joshi, to approve the role excusing Chairman Welch and Commissioners Schimmel, Bosch and Dargitz. The motion was unanimously approved 5-0.

APPROVAL OF MINUTES:

Vice-Chairman Stoffer referred the Commission to the February 2, 2017 meeting minutes contained in the agenda packet. Commissioner Shoup noted his name was misspelled. A motion was made by Commissioner Patterson, seconded by Commissioner Richmond, to approve the minutes as amended. The motion was unanimously approved 5-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARINGS:

None.

NEW BUSINESS:

None

7:05 p.m. - The Commission took a short recess.

7:10 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 1

OLD BUSINESS:

1. **FY 2017-2027 Capital Improvement Program (preliminary).** Staff and the Commission reviewed the comments provided by Commissioner Dargitz in an email message dated February 16, 2017. With regard to the acquisition of two parcels located along West Centre Avenue and currently owned by the Michigan Department of Natural Resources (MDNR), Mr. Forth indicated MDNR officials have advised that these two parcels have been identified for possible sale since they are no longer desirable as hunting areas as a result of surrounding development activity. The MDNR has not formally announced the property will be sold, but the city for many years has indicated a desire for a "first right of refusal" opportunity. Placement of the property acquisition in year 10 of the CIP indicates a commitment by the city to consider moving forward with the purchase. The proposed \$4

million purchase price was an estimate provided by the City Assessor's Office. If the city were to acquire the property, the price would likely vary depending on several factors, including applying a conservation easement over the entire 378 acres. If the property were to be acquired by the city, a specific management plan would be developed and implemented. At that time, the actual annual cost would be budgeted. The Commission discussed development of various recreational improvements for the MDNR property for the benefit of Portage residents such trails to connect people to places rather than simply leaving it in a natural state.

The Commission also discussed Commissioner Dargitz's suggestion to consider a separate CIP project to purchase property, which may be of interest to the city when it becomes available. Mr. Forth indicated that including a CIP project so funds can be available if and when property becomes available may be problematic, since other projects may not be funded. Mr. Forth indicated City Council can approve property acquisition with the use of general fund money, separate from the Capital Improvement Program, if a specific public use for the property has been identified. Commissioner Patterson didn't believe the city should assemble property then try to attract a developer. Commissioner Patterson suggested this is best left to the private sector. Commissioner Stoffer noted it may be beneficial for a single property owner (such as the city) to negotiate with a developer to achieve the vision rather than negotiate with 15 different property owners. Mr. Forth noted there are tools available to implement the vision such as the City Centre Area zoning district. Commissioner Stoffer asked if it was too late to suggest a CIP project for land acquisition. Mr. Forth stated it was not too late. Commissioner Patterson noted he didn't see the benefit to having a separate CIP project for land acquisition. If property important to the city becomes available, the city has the resources to acquire it. The Planning Commission should focus more on planning efforts to guide development and leave financing and property acquisition matters to City Council. Commissioner Stoffer suggested the city could take a more aggressive approach such as property acquisition. The Commission noted this type of project has also been discussed in prior years. After additional discussion, the Commission made no recommendation to include a CIP project for land acquisition.

In regard to Commissioner Dargitz's comment about the Austin Lake Trail project, Commissioner Patterson noted this is a separate project from the Portage Road corridor and the proposed road diet for the section south of Lakeview Drive. Mr. Forth explained the Austin Lake Trail is designed to connect to a planned trail in Vicksburg.

With regard to the Neighborhood and Community Enhancement project, Commissioner Patterson noted 1) the CIP project profile states a resident can submit a proposal but it may be too much for one resident to accomplish and 2) the time table to identify, develop and submit a project is too short. Commissioner Patterson suggested two months to identify, develop and submit a project. Mr. Forth stated staff will consider options to increase the deadline for project submission. Commissioner Richmond summarized the sub-committee discussions about early outreach efforts. Mr. Forth noted that before outreach efforts begin, City Council needs to first approve the budget, which occurs during the month of May. Consequently, outreach could begin the first part of June. Mr. Forth explained the process and time that would be needed to evaluate projects and prepare a recommendation to City Council.

Commissioner Patterson indicated the subcommittee consists of Commissioners Dargitz and Richmond. However, Commissioner Dargitz' term ends in May of this year and another Commissioner will need to step forward to keep the project moving forward. Commissioner Patterson stated he was supportive of Neighborhood and Community Enhancement project when it was initially proposed but due to other commitments, does not have the time to participate as a subcommittee member. Commissioner Joshi volunteered to serve on the subcommittee. The Commission discussed efforts to reach out to various neighborhoods and potential projects.

Commissioner Stoffer asked if there was anything else to discuss. Mr. Forth asked if the Commissioners had any changes to the Neighborhood and Community Enhancement application form, to please forward them to him. Mr. Forth stated this item will be placed on an upcoming agenda for further discussion. Finally, staff and the Commission discussed timing for implementation of the funded projects.

STATEMENT OF CITIZENS:

None

ADJOURNMENT:

DRAFT

SITE/FINAL PLANS:

1. Final Plan: Greenspire Retail (Phase V-R-1), 3413 West Centre Avenue. Mr. Forth summarized the staff report dated February 24, 2017 regarding a final plan submitted by Greenspire Retail, LLC to construct an approximate 12,000 square foot retail building and associated site improvements on property addressed as 3413 West Centre Avenue. Mr. Forth stated the project represents the second retail building within the overall Greenspire Planned Development (PD). Mr. Forth discussed the recent January 2017 tentative plan amendment that was approved by City Council and stated the final plan for the second retail building has been designed in substantial compliance with the amended tentative plan. Mr. Forth briefly discussed proposed access to the site, building setback and storm water management.

Mr. Greg Dobson of American Village Builders (applicant's representative) was present to explain and support the proposed development. Mr. Dobson discussed the wetland delineation completed along the western portion of the property and indicated the appropriate storm water discharge permit/approval will be secured from the Michigan Department of Environmental Quality. Mr. Dobson also discussed proposed access to the site and how the project would be integrated into the existing retail and apartment portions of the Greenspire PD. The Commission, Mr. Dobson and staff next discussed various aspects of the proposed project and overall PD including access, parking, phasing for future apartment buildings and the feasibility of using performance bonds to ensure the tentative plan is developed as approved. Commissioner Dargitz asked if performance bonds or other measures can be used to ensure that the development project is completed as envisioned and approved with the PD zoning and tentative plan. Attorney Brown and Mr. Forth discussed provisions of the PD ordinance, how performance bonds have been used in past PD projects and how the ordinance allows for modifications to previously approved tentative plan with City Council review/approval. Mr. Dobson indicated that PD projects typically involve large tracts of land with construction of multiple phases over time and modifications to the tentative plan are often needed to address changing economic/market conditions.

After additional discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Stoffer, to recommend to City Council that the Final Plan for Greenspire Retail (Phase V-R-1), 3413 West Centre Avenue, be approved. The motion was unanimously approved 6-0.

7:40 p.m. - The Commission took a short recess.

7:45 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 1

OLD BUSINESS:

1. 2017-2018 Neighborhood and Community Enhancement Program Process. Mr. Forth referred the Commission to the March 2, 2017 Department of Community Development report contained in the final agenda packet. Since Commission discussion during the February 16th meeting, Mr. Forth stated that staff had revised the project application form and prepared preliminary project evaluation criteria. Mr. Forth also stated that a revised timeline for outreach efforts and application review and processing was also included in the staff report. Mr. Forth asked for initial review comments from the Commission.

Commissioners Dargitz and Stoffer asked if funding for the program could be included in FY2018-19 and not just FY2017-18. Mr. Forth stated that this could be considered during next year's review of the CIP and modified accordingly based on the interest received in the pilot year of the program. Attorney Brown suggested that the project application form be revised to clearly indicate that projects must be located on public property or on private with an appropriate easement granted to the city. Mr. Forth clarified that construction of the project would be accomplished either with city staff or a private contractor selected by the city. The Commission and staff next discussed the preliminary review criteria and point system for evaluating project and making recommendations to City Council. When completing the application, Commissioner Dargitz asked if the applicant would need to list both material and labor costs and how that should be calculated, especially if city staff was used

to construct the project. Mr. Forth he would confirm how labor costs should be included in the project application and provide follow-up at the next meeting. After additional discussion, Mr. Forth asked that the Commission continue to review the application and review criteria/point scale and further discussion can occur at the March 16, 2017 meeting.

2. **FY 2017-2027 Capital Improvement Program.** Mr. Forth referred the Commission to the FY 2017-2027 Capital Improvement Program (CIP) document that was provided at the meeting. Mr. Forth stated the document is a combination of the new and revised projects previously presented and discussed with the Commission at the February 2nd and 16th meetings, and the carryover projects from the previously approved FY 2016-2026 CIP. Mr. Forth asked the Commission if they had any additional comments on the proposed FY 2017-2027 CIP. Commissioner Dargitz asked if she could be provided a summary of the follow-up discussion that occurred during the February 16th meeting regarding a possible land acquisition project to fund acquisition of properties that might become available during the fiscal year and the proposed \$4 million State Game Area land acquisition project proposed for FY 2026-2027. Commissioner Dargitz stated that such a fund could be used to purchase and assemble available properties for marketing at a later date by the city, such as the residential parcels located in the City Centre Area that were recently for sale. This acquisition could then be used to proactively implement goals contained in the Comprehensive Plan. Mr. Forth discussed the difficulties associated allocating funds to purchase unidentifiable property and noted there were other methods to acquire property that might become available and have a public purpose. Commissioner Patterson stated that rezoning and ordinance development can also be used to facilitate the goals contained in the Comprehensive Plan. With regard to the State Game Area, Mr. Forth indicated the city has for many years been interested in acquiring the State Game Area if the State of Michigan should decide to dispose of one or more areas. Including a project in the CIP reaffirms this commitment. The acquisition price included in the CIP was an estimate provided by the City Assessor and the actual purchase price may vary depending upon final negotiations.

After additional discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Stoffer, to recommend to City Council that the FY 2017-2027 Capital Improvement Program be approved. The motion was unanimously approved 6-0.

NEW BUSINESS:

None

STATEMENT OF CITIZENS:

None

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 8:50 p.m.

Respectfully submitted,

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

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After additional discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Stoffer, to recommend to City Council that the FY 2017-2027 Capital Improvement Program be approved. The motion was unanimously approved 6-0.

NEW BUSINESS:

None

STATEMENT OF CITIZENS:

None

ADJOURNMENT:

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Respectfully submitted,

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