

7:00 p.m. Annual Tree Planting Ceremony - City Hall Grounds

7:30 p.m. Call to Order.

Invocation: Pastor Mike Kemple of Lighthouse Community Church.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. National Arbor Day.
2. 2017 National Day of Prayer.

A. Approval of City Council Meeting Minutes.

1. Regular Meeting Minutes of April 11, 2017.
2. Budget Work Session of April 18, 2017.
3. Pre-Council Meeting Minutes of April 24, 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 April 25, 2017 as presented.

D. Public Hearings:

1. Communication from the City Manager recommending that City Council, subsequent to the public hearing, adopt:
 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.

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

- * 1. Communication from the City Manager recommending that City Council adopt the Resolution setting a public hearing on May 9, 2017 for the Fiscal Year 2017-2018 proposed city budget and the proposed 2017 tax levy.
- * 2. Communication from the City Manager recommending that City Council award a sole-source contract for the Amberly #1 pump rehabilitation to Peerless-Midwest, Incorporated, in an amount not to exceed \$22,130 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 the Preliminary Plat of Oakland Farms No. 2, 9810 Oakland Drive, subject to the three conditions outlined in the March 24, 2017 Department of Community Development staff report.

- * 4. Communication from the City Manager recommending that City Council:
 - 1. grant a waiver from the CPD, Commercial Planned Development, Conceptual Plan re-submission requirement; and
 - 2. approve a two-year extension of the conceptual plan for the Portage Creek Landings – City Centre development.
- * 5. Communication from the City Manager regarding the March Environmental Report - Information Only.
- 6. OFF CONSENT - Communication from the City Manager regarding Ambulance Services in the City of Portage - Information Only.
- * 7. Communication from the City Manager recommending that City Council hold a closed session immediately following the regular meeting for the purpose of reviewing an Attorney/Client communication regarding a Freedom of Information Act Appeal.
- G. Communications:
 - 1. Presentation by the Portage Public Safety Department - Police Division regarding Police K-9 Zorro and his partner Officer Jordan Wentworth.
- H. Unfinished Business:
- * I. Minutes of Boards and Commissions Meetings:
 - a. Portage Public Schools Regular and Special of February 27 and Policy Governance and Committee of the Whole of March 13, 2017.
 - b. Zoning Board of Appeals of March 13, 2017.
 - c. Planning Commission of March 16 and 30, 2017.
- J. Council Committee Reports:
- K. New Business:
- L. Bid Tabulations:
 - * 1. Communication from the City Manager recommending that City Council approve the purchase and installation of radio equipment from Roe Communications, Inc., at a total cost of \$151,875 and authorize the City Manager to execute all related documents on behalf of the city.
 - * 2. Communication from the City Manager recommending that City Council award a contract in the amount of \$143,442.48 to Rieth-Riley Construction Co., Incorporated, for spring mill and fill asphalt repair of major and local street sections and authorize the City Manager to execute all documents related to this action on behalf of the city.
 - * 3. Communication from the City Manager recommending that City Council award a contract for sidewalk repairs in the amount of \$48,764.96 to SWT Excavating of Galesburg, Michigan, and authorize the City Manager to execute all documents related to this action on behalf of the city.
- M. Other City Matters:
 - 1. Statements of Citizens.
 - 2. From City Council and City Manager.
 - * 3. Reminder of Meetings:
 - a. Thursday, April 27, 4:30 p.m., Public Media Network Board of Directors, 359 S. Kalamazoo Mall, 3rd Floor, Epic Center, Kalamazoo.
 - b. Tuesday, May 2, 8:00 a.m., Local Development Finance Authority, City Hall Room No. 1.
 - c. Tuesday, May 2, 5:00 p.m., City Council Budget Review Session #2, City Hall Room No. 1
 - d. Wednesday, May 3, 8:15 a.m., Historic District Commission, City Hall Room No. 2.
 - e. Wednesday, May 3, 6:30 p.m., Park Board, West Lake Nature Preserve followed by South Westnedge Park.

- f. Wednesday, May 3, 7:00 p.m., Gourdneck Lake Governmental Lake Board, Council Chambers.
- g. Thursday, May 4, 6:30 p.m., Human Services Board, City Hall Room No. 1.
- h. Thursday, May 4, 7:00 p.m., Planning Commission, Council Chambers.
- i. Monday, May 8, 7:00 p.m., Zoning Board of Appeals, Council Chambers.
- j. Tuesday, May 9, 5:15 p.m., Board and Commission Interview Session, City Hall Room No. 1.

N. Materials Transmitted.

* 1. Department Monthly Reports

Adjournment.



City of Portage ***Proclamation***

NATIONAL ARBOR DAY

WHEREAS, the importance of trees to the quality of the environment is recognized by designation of April 28th as National Arbor Day; and

WHEREAS, The National Arbor Day Foundation is a non-profit group committed to tree planting and conservation; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, the City of Portage has been designated as a Tree City USA by The National Arbor Day Foundation for its efforts in tree planting and tree conservation; and

WHEREAS, the Portage City Council held a ceremonial tree planting, Tuesday, April 25th on City property in recognition of National Arbor Day:

NOW THEREFORE, I, Peter Strazdas, Mayor of the City of Portage, Michigan do hereby proclaim April 28, 2017 as Arbor Day in Portage and do hereby encourage all residents to plant trees at their homes and places of work.



Signed this 25th day of April 2017

Peter J. Strazdas, Mayor



City of Portage **Proclamation**

66th ANNUAL NATIONAL DAY OF PRAYER

WHEREAS, in 1775 the Continental Congress declared the first National Day of Prayer, asking people to pray for God's guidance in forming a new nation; and

WHEREAS, in 1952 both houses of Congress called on the President to set aside one day each May as the National Day of Prayer; and

WHEREAS, on May 5, 1988, Congress passed a bill making the first Thursday of each May the National Day of Prayer; and

WHEREAS, the theme this year is "*Pray for America*" and an estimated two million participants will be involved across the nation; and

WHEREAS, our country was founded on the idea of religious freedom, and we have long upheld the belief that how we pray and whether we pray are matters reserved for an individual's own conscience.

NOW, THEREFORE, I, Peter J. Strazdas, Mayor of the City of Portage, Michigan, do hereby proclaim May 4, 2017, as a **National Day of Prayer** in the City of Portage. I call upon Americans to pray in thanksgiving for our freedoms and blessings and to ask for God's continued guidance, grace, and protection for this land that we love.



Signed this 25th day of April 2017

Peter J. Strazdas, Mayor

CITY COUNCIL MEETING MINUTES FROM APRIL 11, 2017

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

At the request of Mayor Strazdas, Councilmember Randall gave the invocation and Boy Scout Troop 224 led City Council and the audience in the Pledge of Allegiance. Discussion followed.

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

PROCLAMATION: Mayor Strazdas issued a Fair Housing Resolution. Discussion followed.

APPROVAL OF MINUTES: Motion by Reid, seconded by Ford, to approve the Regular Meeting Minutes of March 28, 2017, as presented. Upon a voice vote, motion carried 7 to 0.

Motion by Pearson, seconded by Reid, to approve the Pre-Council Meeting Notes of April 10, 2017, as presented. Upon a voice vote, motion carried 3 to 0 with Councilmembers Ford, Randall and Urban and Mayor Pro Tem Ansari abstaining.

Motion by Ford, seconded by Reid, to approve the Committee of the Whole Meeting Minutes of April 10, 2017, as presented. Upon a voice vote, motion carried 7 to 0.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Reid to read the Consent Agenda. At the Request of Councilmember Reid, Mayor Strazdas added Item M.3, Reminder of Meetings, to the Consent Agenda. Mayor Pro Tem Ansari asked that Item L.2, Heating, Cooling, Ventilation and Air Conditioning for the Police Headquarters Building, be removed from the Consent Agenda. Councilmember Urban asked that Item M.3.e, City Council Budget Review Session, be removed from the Consent Agenda. Motion by Reid, seconded by Urban, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF APRIL 11, 2017:** Motion by Reid, seconded by Urban, to approve the Accounts Payable Register of April 11, 2017. Upon a roll call vote, motion carried 7 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: John Calnin, 6744 Pleasantview Drive, spoke in opposition to the Kalamazoo County Consolidated Dispatch Proposition for 911 System Funding Proposal on the May 2, 2017 Special Election Ballot. Discussion followed.

REPORTS FROM THE ADMINISTRATION:

PRESENTATION OF THE PROPOSED FISCAL YEAR 2017-2018 BUDGET: At the request of Mayor Strazdas, City Manager Laurence Shaffer introduced the Fiscal Year 2017-2018 Budget. He mentioned that the Budget contains 23 Funds for the period July 1, 2017, to June 30, 2018. He said that the total budget amount across the 23 Funds is \$72,910,006 which includes: the General Fund Appropriation request of \$25,101,388 (1.51% increase); the Capital Improvement Program (CIP) for infrastructure improvements in the amount of \$17,692,000 for an 11% increase; and a slight millage decrease in the street millage to reflect the revenues that the City anticipates from the State of Michigan through Act 51. He noted that there are two workshops with City Council scheduled on April 18, 2017, from 4:30 p.m. until 8:30 p.m., and May 2, 2017, from 4:30 p.m. until 8:30 p.m. He indicated that the *City Charter* requires that the City Council approve a Budget for the next fiscal year prior to the second

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Monday in June, and the City Council has always met that requirement. He thanked staff who worked diligently on this monumental project putting together a line item budget that covers some \$72,910,006, including: Finance Director Bill Furry, Deputy Director of Accounting/Budget Lauren VanderVeen, Deputy City Manager Rob Boulis, and all of the City Department Heads. He indicated his regard for the increase in the CIP and the wisdom of City Council, who decided to institute a program to accelerate necessary road improvements, and he emphasized that this Budget continues that effort. He offered to answer any questions from Council and expressed his willingness to work with City Council on this Budget going forward.

Mayor Strazdas pointed out that City Council is not voting on this budget at this meeting. Noting the two Budget Sessions scheduled for a review of the FY 2017-2018 Budget with Mr. Shaffer and respective Department Heads, he welcomed the public to attend. When he referenced the request from Councilmember Urban, who asked that Item M.3.e, City Council Budget Review Session, be removed from the Consent Agenda, Councilmember Urban respectfully asked that the time for the start of the meetings be changed to 5:00 p.m. because he is not available at 4:30 p.m. There being no concern from City Councilmembers, Mayor Strazdas confirmed the change in times for both Budget Sessions to 5 p.m. Discussion followed. Motion by Reid, seconded by Randall, to receive the Presentation of the Proposed Fiscal Year 2017-2018 Budget. Upon a voice vote, motion carried 7 to 0.

* **MDOT CONTRACT #17-5063 (ANGLING ROAD FROM SQUIRE HEATH LANE TO ROMENCE ROAD):** Motion by Reid, seconded by Urban, to approve Contract #17-5063 between the Michigan Department of Transportation and the City of Portage for the installation of sanitary sewer, hot mix asphalt and curb and gutter work on Angling Road from Squire Heath Lane to Romence Road, adopt a Resolution authorizing the City Manager to sign Contract #17-5063 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 7 to 0.

* **RESOLUTION ACCEPTING NEW PUBLIC STREETS – ACT 51 MILEAGE CERTIFICATION:** Motion by Reid, seconded by Urban, to adopt the Resolution Accepting Newly Constructed Dedicated Streets as Public Streets and the Resolution Designating the Street Administrator for the City of Portage. Upon a roll call vote, motion carried 7 to 0.

* **CHARTER COMMUNICATIONS UNIFORM VIDEO SERVICES LOCAL FRANCHISE AGREEMENT RENEWAL:** Motion by Reid, seconded by Urban, to approve the Uniform Video Services Local Franchise Agreement submitted by Charter Communications pursuant to the Public Act 480 of 2006 (MCLA 44.3301 et. seq.), the Uniform Video Services Local Franchising Act, adopt the Resolution Authorizing Franchise and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **COMCAST UNIFORM VIDEO SERVICES LOCAL FRANCHISE AGREEMENT:** Motion by Reid, seconded by Urban, to approve the proposed "Attachment 2" to the Comcast Michigan Uniform Video Services Local Franchise Agreement and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **BOARD AND COMMISSION INTERVIEWS:** Motion by Reid, seconded by Urban, to set a Special Meeting on Tuesday, May 9, 2017, beginning at 5:15 p.m., to interview Board and Commission applicants. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATION:

ANNUAL UPDATE OF THE HUMAN SERVICES BOARD: Human Services Board Chair Amanda Woodin provided a Board Update for FY 2016-2017. She referred to her communication

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from the Council Agenda Packet and expressed her appreciation that she and Human Services Board Member Fiorella Spalvieri were able to attend a productive July 26, 2016 Council Committee of the Whole Meeting regarding the General Fund and Community Development Block Grant (CDBG) Program human/public service funding process. She also mentioned Human Services Board involvement in Red Ribbon Week, the required public hearings for the CDBG Program, and the review of the FY 2015-16 Consolidated Annual Performance Evaluation Report and the 2017-18 Annual Action Plan. She pointed out that the Board reviewed the human/public service funding applications and recommended funding levels for FY 2017-18, and received the update from the Fair Housing Center of Southwest Michigan and an overview from the Kalamazoo Transit Authority (KTA) and the Kalamazoo County Transit Authority (KCTA) on bus services and changes in Portage. She indicated that she has continued to report to the Board regarding the Local Advisory Committee (LAC) of the Kalamazoo Transit Authority and other transit issues on a monthly basis, and that during the March 30, 2017 meeting, the Board discussed and adopted goals for FY 2017-18. Discussion followed.

Motion by Ansari, seconded by Parson, to receive the Annual update of the Human Services Board. Upon a voice vote, motion carried 7 to 0.

* **MINUTES OF BOARDS AND COMMISSIONS MEETINGS:** City Council received the minutes of the Portage Human Services Board of March 2, 2017.

BID TABULATIONS:

* **LEAF COMPOST SITE MANAGEMENT AND PROCESSING – BID TABULATION:** Motion by Reid, seconded by Urban, to approve a three-year contract with Renewed Earth, Incorporated, with three one-year renewal options, to provide yard waste recycling services in a total amount of \$327,000 and authorize the City Manager to execute all documents related to the contract and subsequent renewals on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

HEATING, COOLING, VENTILATION AND AIR CONDITIONING FOR THE POLICE HEADQUARTERS BUILDING: Mayor Strazdas deferred to Mayor Pro Tem Ansari provided a brief review of this item and asked why the additional cost was not taken into consideration as a part of this recommendation. At the request of Mayor Strazdas, Mr. Shaffer answered Mayor Pro Tem Ansari and his concern that the low bidder, A-1 Refrigeration Sales and Service, Inc., had a total bid cost of \$550,000, whereas the second low bidder, Jergens Piping Corp. had a total bid cost of \$553,300. He characterized the Additional Costs listing by both providers as representing anything that was not anticipated in the bid specifications. He explained that if something comes up in the actual administration or implementation of the contract, the City asks the contractors to provide a cost associated with those unexpected situations. Although Jergens Piping Corp. listed 10.0 % for materials/Labor Mark-up and A-1 listed 15.0%, and Jergens Piping Corp. listed 5.0% for Subcontractor Mark-up and A-1 listed 7.5%, the City does not anticipate any change orders or additional work necessary. However, he confirmed that all City bids have this as part of the bid document in the off chance a Mark-up could occur, and affirmed that the City will do everything possible to stay within the four corners of the contract. Discussion followed.

When Councilmember Ford asked for an explanation of the FY 2012-13 CIP Budget that is associated with this contract, Mr. Shaffer offered to respond in total in a written communication to City Council as he does not have all of the background on the matter and does not have the answer for Council for that far back in time. He also deferred to Deputy City Manager Rob Boulis, who may have some insights for Council. Councilmember Ford apologized for bringing forth his question at this time instead of the Pre-Council Meeting as he was unable to attend that meeting, but it seemed odd to him that the matter has taken five years to be addressed before Council. At the request of Mayor Strazdas, Mr. Boulis disclosed that the funds in question were CIP funds that were earmarked for the Police

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Building which came under budget, so they were the remaining funds. Mayor Strazdas recognized the Boy Scouts, who left at this time.

Motion by Randall, seconded by Reid, to approve the purchase of heating, ventilation and air conditioning units from A-1 Refrigeration Sales and Service, Inc., at a total cost of \$550,000 and authorize the City Manager to execute all related documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Urban restated a comment by Mr. John Calnin that he was told in one of his responses that he may get answers to questions that he doesn't like; that this was sad. Councilmember Urban responded that the job of City Council is not to give answers to everybody that they like, but to give answers that they understand. He commented that there is no way that everybody in the City is going to like the answers Council provides, but Council does want to make sure they understand the answers; and, that has always been his goal.

Councilmember Randall wished everyone a Happy Easter and a Holy Passover for all who are celebrating those two observances.

Mayor Pro Tem Ansari thanked Mr. Calnin for coming forward and expressing his opinion.

Mayor Strazdas concurred and thanked Mr. Shaffer and staff for presenting a very interesting budget. He encouraged Council and staff to continue to be good stewards of all of the financial resources and said he is looking forward to the process. He also said he is looking forward to attending the Sharing Time and Resources (STAR) Awards on Tuesday, April 18, 2017, 7:15 a.m. until 9:00 a.m., at the Radisson Plaza Hotel, 100 West Michigan Avenue, Kalamazoo. He indicated that he is a judge of the event which celebrates volunteerism by recognizing and awarding individuals and groups who volunteer their time, energy and talents in service to others throughout greater Kalamazoo. He emphasized the tremendous role volunteers play that really makes the community of Portage great.

MATERIALS TRANSMITTED:

* **MATERIALS TRANSMITTED OF MARCH 28, 2017:** Motion by Reid, seconded by Urban, to receive the Materials Transmitted of Tuesday, March 28, 2017. Upon a roll call vote, motion carried 7 to 0.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:30 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.

MINUTES OF THE BUDGET WORK SESSION OF THE PORTAGE CITY COUNCIL
April 18, 2017

The Meeting was called to order by Mayor Strazdas at 4:30 p.m.

The following members of City Council were present: Richard Ford, Jim Pearson, Patricia Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Also in attendance were City Manager Laurence Shaffer, Deputy City Manager Rob Boulis, Finance Director Bill Furry, Deputy Director of Accounting/Budget Lauren VanderVeen and City Clerk James Hudson.

Mayor Strazdas reviewed the schedule and City Manager Laurence Shaffer confirmed that the next Budget Work Session is set for May 2, 2017, at 5:00 p.m. Discussion followed. Mayor Strazdas deferred to Mr. Shaffer for a brief overview of the Budget. Mr. Shaffer stressed the importance of these meetings with City Council since appropriations for the City are a most important and primary responsibility of City Council in order to have staff deliver on the policies Council wishes to enact. He pointed out that the Budget becomes the principle Policy Statement of Council and an implementation tool for the Administration. He acknowledged Finance Director Bill Furry, Deputy Director of Accounting/Budget Lauren VanderVeen and Deputy City Manager Rob Boulis for their hard work and dedication as they were primarily responsible for putting the Budget together.

Mr. Shaffer began by noting that the Budget reflects an increase of about \$4.8 million, or 7.12%, and is at \$72,910,006. He reviewed a variety of funds and referred to the Total Budget Chart provided to City Council at the Committee of the Whole meeting of April 10, 2017. He cited the \$380,000 increase in the General Fund and pointed out that the vast majority of the increase is earmarked at \$330,000 for debt avoidance; so, even though the General Fund is up by 1.5% only a fraction of that percentage is associated with operations. He mentioned that this Budget also includes a 3% salary increase for all employees. He indicated that about a third of the increase is associated with the Capital Improvement Program (CIP), up \$1.7 million, or about an 11% investment in our community, principally, though not exclusively, in roads. He indicated that the Water Fund is up \$900,000, or 17.29%, a lot of which is for debt service; the Sewer Fund is up \$54,518 or 0.68%; and the Streets Fund is up \$653,171, or 10.38%, which is principally sourced from the Act 51 money from the State of Michigan. Discussion followed regarding employee salary adjustments, the inflation rate, the reorganization and automation effect on staffing, and debt retirement. Discussion followed.

City Manager Shaffer provided great praise for Purchasing Manager Judy Johnson, who provided a brief background of the Portage purchasing and risk management functions and how they are performed in relationship to the budget. She discussed procurement of goods and services and equipment for the City. She said the City institutes a procurement system that focuses on competition, cost effectiveness and partnership with our business community. She indicated that annually

she supports 3,500 purchase orders, prepares 50 sealed bids, and develops 75 formal contracts, 20-25 cooperative or joint purchasing contracts and explained. She discussed current contracts, bids under proposals, local bid/purchasing, the disposal of assets using services such as auctions and Biddergy. She explained the benefits of the Risk Management Program (Michigan Municipal Risk Management Authority or MMRMA), and the Risk Avoidance Program, and discussed joint governmental contracts, MiDeal, the increase in the contract award level for the sake of efficiency, the option to piggyback on another local government contract and offloading versus shared risk. Discussion followed.

Mayor Strazdas noted that the policy on single sourcing is currently being addressed and a follow-up will soon be provided to Council. He also asked Ms. Johnson for her strategy regarding competitive bidding owing to the difficulty of getting two to five bidders for architectural services or constructions services, for example. Ms. Johnson responded that there is no problem with architectural services, and with road construction there are only a few local contractors who are qualified to do the work, and asked the hypothetical of whether or not the City would want a contractor from Detroit, Ohio, etc. to construct Portage roads, and would it be effective. She also pointed out that the few local contractors are good contractors, and this suffices except where there is a need for very specialized contractors. Discussion followed regarding the need for an assistant in the Purchasing sector and the follow-up with bidders who choose not to bid in order to find out why they chose not to participate. Discussion followed.

City Manager Shaffer recalled his first meeting and discussion with IT Director Devin Mackinder and his immediate call for a modernization of computers and computer software. Mackinder responded by showing him his proposed Tech Plan, and Mr. Shaffer disclosed that after three years, the City has realized a complete transformation and innovation under the leadership of Mr. Mackinder. Mr. Shaffer expressed high regard for Mr. Mackinder and his accomplishments, and Mayor Strazdas indicated the need for an analysis of the dollars spent compared with the gains realized.

Mr. Mackinder explained why the 99% satisfaction rating of his outsourced PC Mall (PCM) staff of five is considered unusually high, and he pointed out that City employees for the most part treat them as fellow employees, the same as all other employees. He referred to the list of service indicators which are all at a very high percentage and cited *Critical outages resolved/four hours* as the only service indicator where there was a noticeable marked improvement and is now at the level of the industry standard. He noted that the IT Budget has an increase of \$2,000 from the previous fiscal year and discussed some of the new additions and improvements implemented by the Department with no increases in the CIP.

In answer to Mayor Strazdas, Mr. Mackinder listed some of the hardware and software of other departments that are not included in his budget, but emphasized the centralized IT system of the City keeps the costs down. Discussion followed regarding the Tech Plan, infrastructure costs, projects and activities that were completed in

2016-2017 or that are in the process of completion, accessing the cameras at Portage Public Schools, connecting fiber line with the City of Kalamazoo to enable reciprocal use of data centers, public safety work with Western Michigan University (WMU) and the use of the Law Enforcement Information Network (LEIN) System, quarterly collaboration with Kalamazoo County, WMU, City of Kalamazoo and Comstock Township, the appreciation for the transparency that has resulted, his wish list for the coming year, updating the website, online robust social media interaction software (mySideWalk, OpenGov), use of a steady pace for IT improvements instead of jumping to upgrade every eight years, and computer-related costs of Consolidated 911 such as LEIN and public safety answering or access points (PSAPs).

City Manager Shaffer cited the article in the *New York Times* by Steve Ballmer, who plans to make public a database and a report that he and a small army of economists, professors and other professionals have been assembling as part of a stealth start-up over the last three years called USAFacts. He mentioned that this database is perhaps the first nonpartisan effort to create a fully integrated look at revenue and spending analytics that the City can take advantage of for budget preparation purposes and as an advisory to Council. Discussion followed regarding keeping up with software improvements, flexibility, cost, a request for an annually updated spreadsheet of the 23 funds, analytics and transparency.

Mr. Mackinder reviewed his overview of the performance measures from his PowerPoint Handout: Microsoft Outlook, BS&A Software, Positron 911 System, Portage Alert, SCADA System Upgrades, See Click Fix, ADP Electronic Time & Attendance, Celery Flats Wi-Fi, and being selected as a winner of the Soofa Sign "First Adopter" competition.

City Manager Shaffer spoke highly of City Assessor Ed VanderVries and Deputy City Assessor Meshia Rose as part of his introduction of them, outlining each of their credentials. He pointed out that the Assessing Department has become a new department over the last year, and he emphasized that they have been doing a great job with their hard work, their customer service, their quality tax rolls, their professionalism and their courtesy.

Mr. VanderVries reflected on a very successful year as they cleaned up all of the concerns from their last budget session with Council and cited the review and revision of the Land Tables and the re-inspection of the neighborhoods to ensure uniformity in the actual ages of the neighborhoods. He indicated he took advantage of the Pictometry and the great tools in Portage. He said in 2017 Portage had a 6 % increase in the value of the tax base owing to all of the new projects and a 2¼ % increase in the taxable value; whereas, last year there was a 2 % decrease in assessments and a 6½ % decrease in taxes. He emphasized that this occurred despite the fact that Industrial Personal Property Tax is falling off of the Roll, but new construction and reimbursements from the State should keep Portage ahead as far as revenue goes. He pointed out that the reliance on Pfizer has gone down again this year with 9½ % of the tax base in 2016, and an 8¾ % for 2017. He reviewed residential foreclosures that continue to decrease with 50 foreclosures in 2016 compared with 80 foreclosures in 2013.

He deferred to Deputy Assessor Meshia Rose, who indicated that staff was involved in 79 Tax Appeals compared with 93 Appeals last year which is partially due to the fact that the Consumers Price Index (CPI) has remained lower the past few years, and staff does a good job of explaining to customers who call with questions regarding their taxes. She said the only complaint from the Board of Review was that they were sitting in the chairs too long and explained. She stated that she was very pleased with the Board of Review as they are very intelligent, take their job seriously, and it is great to work with them. She noted that if the City Council wished to have only one pod next year, that the Board of Review and the Assessor's Office would be ready for that, but having two pods worked great.

In answer to Councilmember Reid, she indicated that each pod had three days for review and both did a lot of sitting on the third day. In response to Councilmember Randall, she indicated that there were only a couple of adjustments before the Board of Review sessions since people came in, received an explanation and left with a better understanding of their tax concerns. In response to Mayor Pro Tem Ansari, she said there were 207 adjustments by the Board of Review because of veteran and poverty exemptions and, in answer to Councilmember Pearson, she indicated that 68 exemptions were for veterans and the rest were for poverty. She explained that the Assessor uses Pictometry (from Kalamazoo County) almost every hour on a daily basis to apply layers to the BS&A software which ensures more consistency within the neighborhoods. Discussion followed.

In answer to Councilmember Pearson, Mr. Shaffer indicated that the City's drone would be used for such things as: to detect beaver dams; for promotional videos; to detect if someone is encroaching on City property; to find a lost child; or for police to find someone on the run, etc. Mayor Strazdas encouraged publishing in the *Portager* the use of Pictometry, and Councilmember Pearson wanted an article regarding body cams used by Police.

In answer to Councilmember Reid, Mr. VanderVries indicated that Representative David Maturen has introduced legislation regarding the commercial "Dark Store" approach to the valuing properties issue. He noted that one of the advantages Portage has with Dark Stores is that they are sitting on leased land, so the land value is where the true value is and not in the building itself. Ms. Rose interjected a possible change could soon take place depending upon the outcome of the Menards v. City of Escanaba case, and Mr. VanderVries agreed and indicated all of the cases regarding this are being held until the outcome of the case. In answer to Councilmember Ford, Ms. Rose indicated that there are a couple of appeals on point in Portage at this time, and Mr. VanderVries pointed out that there is no way to know how many commercial appeals there are because they are not required to file with the City Board of Review, but noted that there was a dramatic 26% increase in commercial values based on the County commercial settlements. He cited some examples and explained. Discussion followed.

RECESS: 6:40 p.m.

RECONVENE: 6:50 p.m.

City Manager Shaffer introduced Transportation & Utilities Director Chris Barnes, whose duties pertain to road projects, streets, water and sewer, sidewalks and bikeways, and spoke very highly of him and stressed that he will be missed when he retires. Discussion followed.

Mr. Barnes discussed the energy needs for the new Stryker Instruments complex, including LED Streetlights and Installation. He noted that his department has six full time employees and has added an Administrative Assistant. He also reviewed the Capital Improvement Projects in the 2016-2026 Capital Improvement Plan (CIP) Budget, including: Portage Road from Mandigo Avenue to Osterhout Avenue; Shaver Road from Vanderbilt Avenue to West Centre Avenue; Angling Road Reconstruction; and Oakland Drive from Vanderbilt to West Centre Avenue. He indicated that the repairs for the damage caused by the Beavers is in the neighborhood of \$250,000. Discussion followed.

Mr. Barnes provided a 10-year PASER Rating Comparison Chart, reviewed the Major Street Fund, the Administration Funds, Traffic Signals Fund, Local Streets Fund, and the Railroad Crossings that will be repaired through a Federal Highway Grant. He discussed the Municipal Streets Fund, local Streets Reconstruction, crack prevention and the desirable PASSER Rating for the City.

Deputy Director Kendra Gwin mentioned that she has oversight of the Water and Sewer Funds and stated that the duration of the Suez Environmental contract is through February 28, 2022. She referred Council to the Miles of Utility Mains Chart and the Number of Utility Customers Chart to show the amount of service needs to infrastructure and to people. Discussion followed regarding the use of the Stormwater, Asset Management, and Wastewater (SAW) Grant for Portage retention basins. In answer to Councilmember Pearson, he indicated that the groundwater levels are two feet higher than 2009 and the excess water on Zylman Road is not related to the lift station. In response to Councilmember Randall and her question regarding Archwood Drive, Ms. Gwinn indicated that Wetherbee Avenue is coming up in the CIP for construction and there is no sewer and is the only comparable with Archwood Drive. She agreed that there are other similar situations like Archwood Drive in the City and listed a few. Discussion followed.

Ms. Gwinn reviewed the Water Operating Fund, Operation and Maintenance Fund, Water Administration Fund, Debt Service and the West Lake Weed Management Fund. Discussion followed. Mr. Shaffer acknowledged the fine work of Mr. Barnes as he is retiring, and assured Council of his confidence in Kendra Gwin as the new Director. Discussion followed.

Because Public Services Director Rod Russell could not be present, Mr. Shaffer introduced Deputy Director of Streets and Parks Ray Waurio, who he said is a great asset to the City, doing a fantastic job and will be taking over the Act 51 responsibilities from Mr. Barnes. Mr. Waurio reviewed the Public Services Fund, and stated that the Department of Public Services is responsible for maintaining streets, parks, trails, bikeways, facilities and equipment. He mentioned that the Department works together with the Parks,

Recreation & Senior Citizen Services Department. He cited some of the Department programs, including: single-stream recycling, latex paint recycling, electronic recycling and leaf collection to the private streets. He discussed the savings in the areas of street repairs, including the use of mill and fill, the Duropatcher, crack sealer and other new initiatives. Discussion followed regarding "risk adverse" or the cost of insurance to insure contractors, snow removal, cost savings, volunteer participation, use of the IT Department to provide cell phone charging stations and Wi-Fi in the parks, new equipment purchases and preventative maintenance programs. He discussed the activities included as part of the Parks Maintenance Fund, the Cemeteries Maintenance Fund and the Kalamazoo in Bloom Fund. Discussion followed regarding the cost of rehabilitation of the Millennium Park Ice Skating Rink and open rest rooms in the winter versus the use of porta johns.

Mr. Waurio continued by discussing the Major Streets Fund, including infrastructure, mill and fill, crack sealing for a PASER Rating goal of 7+ for major streets and local streets, Local Streets Fund, salt purchase, Curbside Recycling, Household Hazardous Waste Program, Leaf Pickup/Spring Cleanup Fund and Spring Cleanup and Quarterly Brush Pickup Fund. He discussed the Fleet and Facilities Fund, Operation and Maintenance Fund, the Total Capital Outlay Requested for new equipment purchases and the Building Administration Fund. Discussion followed regarding revenue not meeting expenditures, staffing versus contracting employees and the unionized employees, efficiency and quality, See Click Fix, higher PASER Rating causing lower maintenance requirements and overtime. Discussion followed.

Mr. Shaffer introduced Parks, Recreation & Senior Citizen Services Director Kathleen Hoyle and Senior Citizens Services Manager Kim Phillips. Ms. Hoyle indicated that the move to City Hall was very beneficial for the Parks Department and mentioned that the Department continues to grow its offerings which justified one new full time employee. She reflected that the cultural and recreational services provided by the Parks Department and Senior Citizens Services are consistent with the City tag line, Portage as "A Natural Place to Move" and in line with the goal of expanding and improving the Portage Parks System. She indicated that the cultural and recreational opportunities for the community provided by the Parks Department and Senior Citizens Services are met through the use of bike paths, trails, parks, the cultural programs and the natural resources of the City. She mentioned that as quality of life continues to be a major influence on where people choose to reside, Portage continues to be a leader in providing the vision and foresight to have a high quality infrastructure and programming platform to ensure citizens have safe, healthy, high quality recreational opportunities. She said that the goal of the Department has always been, and continues to be, to provide the highest quality cultural and recreational programs in addition to the best bikeways, trails and parks.

She discussed the Farmer's Market open on Sundays at the Senior Center, including in the winter; the Completion of Phase I of the 1.6 mile Eliason Nature Reserve trail way; Michigan National Trust Fund

Grant Award for \$91,000 to develop Phase II; implementation of a new rental program at Ramona Park; two successful family events - Monster Mash and a Spring Carnival; plan to overhaul the Celery Flats Interpretive Center to be a central point of the Portage Trail System; and installation of transactional software that is compatible with BS&A.

Ms. Hoyle indicated that the Senior Center has been accredited for the fourth time. She mentioned the efforts with Lexington Green Park, a new Master Plan for the Senior Center, Picnics in the Park, conversion of Parks facility roofs to green metal, adding more pickle ball courts, conducting a survey of maintenance issues and studying grant opportunities. Discussion followed.

Ms. Hoyle reviewed the Recreation - Administration Fund and the Recreation - Team Sports Fund. Discussion regarding the Senior Center ensued. She further discussed the Parks/Recreation - Programs Fund and the Recreation - Special Events Fund. Discussion ensued regarding the Millennium Park Ice Rink Fund and problems with the ice rink and the cost to maintain it. Discussion followed regarding the Master Plan for the Senior Center.

Senior Citizens Services Manager Kim Phillips discussed the Senior Citizens Services Budget. She mentioned the Center is self-funded and is aggressively bringing new programs and members into the Center. She cited the Senior Center as the sole provider of the Aging Mastery Program and that the Senior Citizens Advisory Board is very supportive. She reviewed the very successful Senior Trips Fund and some of the events provided through the Senior Activities Fund. She thanked Council for their support and indicated she was looking forward to another very successful year. In answer to the reference to a \$30,000 decrease in revenue by Mayor Strazdas, Ms. Phillips indicated she would be going out for grants as a means of supplemental funding that are not designated funding; once the grants come in and are put in the Budget, they will be used to fund the expenses of the Program as listed in the Budget. Discussion followed. Mr. Shaffer said they will look into it further in order to be more specific in their explanation.

In answer to the question from Councilmember Pearson, who asked how will the Budget be "bumped up" across the board to pick up the 45-65% deficiencies in revenue, Ms. Phillips indicated that part of it will come from the grants and the balance will come from an aggressive approach to the community partners of the Senior Center for sponsorship and underwriting costs for the Program. Ms. Phillips acknowledged that she writes the grants herself, and Councilmember Pearson suggested it would be a good idea to obtain a grant writing specialist with a good track record. He also questioned why the Senior Trips Program has not been expanded, and Ms. Phillips said there is a fine line where there are enough trips that are selling and generating revenue versus having to cancel a trip because of not enough participants. She mentioned that Program Coordinator Dawn Shiltz, who has been on the job for six months has done an amazing job analyzing and trying to create the balance along with working with those third party providers where a favorable margin can be realized.

Councilmember Randall interjected her objections with the ice

rink owing to the "hemorrhage" of funds each year and listed some of the more favorable areas and programs being provided. Discussion followed. There was a consensus that there needs to be a plan and Mayor Strazdas asked the Administration to bring back some ideas for Council to consider.

Councilmember Reid asked for a better marketing effort for the program offerings since there have been some good ones that did not continue because few people knew about them. Discussion followed.

Because Public Safety Director - Police/Fire Chief Nick Arnold could not be present, City Manager Shaffer introduced Senior Deputy Police Chief/Fire Chief - Administration Daniel Mills, who reviewed the Public Safety Budget for Police and Fire Services. He also introduced Senior Deputy Fire Chief- Operations John Podgorski, Assistant Fire Chief Stacy French, Senior Deputy Police Chief - Operations John Blue and Communications Supervisor Victoria Rose.

Deputy Mills explained that the budget increase of 1.5% is due to the increase in personnel costs, contract services and essential expenditures. He mentioned that last year the Budget increase was 9% which was attributed to the reinstatement of Police and Fire positions that were eliminated some years ago. He said that this enabled the staffing of all three Fire Stations that was necessary as a part of the accreditation requirements and explained. He indicated that the extra Police staffing allowed police officers to engage in more problem solving, traffic control and quality of life issues, and he thanked Council for their continued support.

Deputy Mills highlighted some of the accomplishments and work of the Police and Fire Divisions: continued collaboration by the Police with the County Community Mental Health Department; Fire Division Public Safety Open House; both Divisions adopted families; Public Safety leads the City Employee Holiday Food Drive; Police collaboration with the Youth Advisory Committee, Park Board and staff for the Teen Night Movie in the Park; Police participation in the Big Truck Event; Fire participation in the Fire Training Committee; Community Outreach where the Police are out of their cars and introduce themselves in local businesses; assist State and Federal during investigations; improve Emergency Management Services by hosting and participating in area wide exercises and collaborations; Body-worn Cameras, the Canine Unit, assigning personnel to drug enforcement teams to enhance drug enforcement, and the required additional part time staff to assist with FOIA requirements; Feral Crime Scene Device; Public Safety Accreditation continues to be a priority and is the only municipality in the State with both departments accredited by The Commission on Accreditation for Law Enforcement (CALEA); and a recent application to the newly formed Michigan Law Enforcement Accreditation Commission for accreditation. City Manager Shaffer concurred that the Police and Fire Divisions have had a successful year and cited the example of the collaboration of Officer Adam Dmoch, who helped with the planning of the Lexington Green Park, and the fine efforts and improvements of the Fire Division during the Accreditation process. He also mentioned that the \$1.1 million purchase of the 127 Pierce Ascendant Fire Apparatus will be offset by \$225,000, if the failed Sutphen Fire Apparatus does not sell

within a fixed period of time. Discussion followed.

In answer to Councilmember Randall, Mr. Shaffer indicated that he will find the reason for the reduction in revenue cited in the Police Division Budget.

Mayor Strazdas asked that planning take place to support the cost of innovation. Mr. Shaffer indicated that a change in scheduling for Police Officers, who truncated their hours and reduced their sick time because they are working the same number of hours, longer shifts, but less days. He also addressed efficiencies that have taken place in Dispatch that amount to \$640,000 and explained that there will be increases, but there will be efficiencies that can be realized at the same time. Discussion followed regarding sharing resources, reciprocity, sharing canine units, body cameras, the cost of responding to FOIA requests, and the implementation of a Consolidated 911 Dispatch and CALEA accreditation of Communications. Discussion followed regarding a single vendor for Emergency Ambulance Service.

Senior Deputy Fire Chief of Operations John Podgorski presented the remainder of the Fire Division Budget and noted that a new Fire Station No. 2 is in the CIP and is in the architectural design phase with construction designated for 2018-19. Discussion followed regarding the body cams and Deputy Mills indicated that the largest increase in crime last year was fraud. Councilmember Urban asked for a body cam demonstration and Mayor Strazdas asked for an article regarding fraud in the *Portager*. Discussion followed regarding nuisance abatement, no pattern of crime pockets, collaborations with citizen and business contacts as resources, the Community Mental Health Department and Traffic Engineer Muhammad Arif. Discussion followed regarding the difficulty in getting volunteers. Discussion also ensued regarding facility planning for the Court Facility which currently is leased space and where payments from the County end in 2023, along with the Dispatch area if Consolidated Dispatch passes in May.

Councilmember Urban asked if the fentanyl-laced heroin issue has presented itself in Portage because users are overdosing and the advice is for them to take a small dose, first, because of this. Deputy Blue responded that there are still cases of heroin overdoses in Portage, but would have to defer to Kalamazoo Valley Enforcement Team (KVET) for actual numbers, and he said that some are laced with fentanyl. Discussion followed.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 9:31 p.m.

James R. Hudson, City Clerk

**MINUTES FROM THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF APRIL 24, 2017**

Mayor Strazdas called the meeting to order at 8:00 a.m. The following Councilmembers were present: Mayor Peter Strazdas and Councilmembers Richard Ford and Patricia M. Randall. Councilmember Claudette Reid was present via the conference phone line. Councilmembers Jim Pearson and Terry Urban and Mayor Pro Tem Ansari were absent with notice and excuse. Also in attendance were City Manager Larry Shaffer, Deputy City Manager Rob Boulis and City Clerk James Hudson.

With regard to Item F.2, Amberly #1 Pump Rehabilitation – Sole Source Contract, Councilmember Reid asked if there was a possible perception of a conflict of interest since the same entity is identifying the problem, and the same entity is getting the contract to fix the problem. By way of explanation, Mr. Shaffer indicated that Peerless-Midwest, Incorporated, is the only entity that can perform both services. He indicated that T&U Director Chris Barnes pointed out that the City could buy a new pump, but the old pumps are of better quality. Councilmember Reid stressed that her concern was with the process since Peerless-Midwest, Incorporated, also received the contract for evaluation of the Pump. Mr. Shaffer indicated that he would touch base with City Attorney Randy Brown and get a response to you and City Council. Councilmember Reid said that it may be in the best interest of the City to get separate entities to do the job.

Regarding L.1, Radio Equipment Upgrades Public Safety Communication Infrastructure – Bid Tabulation, Councilmember Ford asked if this equipment from Roe Communications was involved in the Consolidated Dispatch effort at all. Mr. Shaffer indicated that it does not involve Consolidated Dispatch, but Deputy City Manager Rob Boulis pointed out that it is involved in Dispatch Communications which will be needed even if the City does or does not go with Consolidated Dispatch.

Regarding Reith-Riley and L.2, Spring Mill & Fill – Bid Tabulation, Councilmember Ford indicated that Mr. Barnes said street repairs would be delayed last year because of the U.S. 131 Project, and he questioned that because Reith-Riley had other local projects could our other local streets become secondary projects for them, unless they are undermanned again this year. Mr. Shaffer indicated that he would talk to Mr. Barnes about this and provide a response.

When Councilmember Randall asked if the City plans to do more Spring Mill & Fill internally, Mr. Shaffer indicated that even though the City does not plan to do Spring Mill & Fill, the City will do Duro-Patch and crack sealing.

When Mayor Strazdas asked if the cost of L.1, Radio Equipment Upgrades Public Safety Communication Infrastructure – Bid Tabulation, would be reimbursed by Consolidated Dispatch should the City go with Consolidated Dispatch, Mr. Shaffer answered in the affirmative. He explained that this regards internal communications between officers in the field and back to the base which includes the tower system and internal radio system. Councilmember Reid expressed concern that there was no documentation that the City has verified that the Roe Comm, Inc. System would be compatible with the system installed by Consolidated Dispatch, especially since there has been much discussion of a variety of options. She asked for assurances that Executive Director Jeff Troyer has been contacted and that the equipment will indeed be compatible with Consolidated Dispatch when it happens, and Mr. Shaffer responded

staff would confirm that. Mayor Strazdas posed the question of whether there would be reimbursement if the equipment was not compatible versus if it is compatible, Consolidated Dispatch spend \$150,000 if it is not compatible, and there is no way to determine if it is going to be passed by the voters, and his concern that “if we make the leap” to the new equipment, do we get our money back through reimbursement.

In response to Councilmember Randall, Mr. Boulis offered that the life of the equipment is approximately five (5) years, and Mayor Strazdas indicated that through his experience at Western Michigan University, the life is five (5) to eight (8) years. Councilmember Reid pointed out that the current City equipment use is over ten years according to the City Manager Communication in the Council Agenda Packet, and stated that the City equipment is on borrowed time at this point.

Councilmember Randall highlighted Item G.1, Presentation by the Public Safety Department – Police Division regarding Police K-9 Zorro and his partner Officer Jordon Wentworth since there was no back-up information in the Council Agenda packet.

Councilmember Randall asked if the tree used in the Tree-Planting Ceremony would be from Romence Gardens again this year. Since it is not in the Proclamation, Mr. Hudson indicated that Parks Superintendent John Milowe provides that information. In response to Councilmember Reid, it was determined that the Tree-Planting Ceremony would take place at 7:00 p.m.

Mayor Strazdas shared that he and Mr. Shaffer met with the Portage Rotary leadership on Friday afternoon, and the Rotary is concerned about any kind of political implications as Rotary is not political, so they prefer not to talk about Central Dispatch, and not to be engaged with the State of the City Address. He said they came to a mutual agreement that election ballot issues and political issues will not be addressed at Rotary, so there will not be a joint session with Rotary for the State of the City.

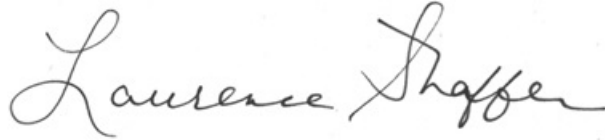
Tim Earl, 6862 Shallowford Way, questioned the need for the 2017 National Day of Prayer Proclamation, acknowledged the Federal Government observes it and prefers not to see it. He objected to it as written and offered two changes. He objected to the quote from the Gospel: Matthew 12:21 says, “in His name the nations will put their hope.” He also objected to the very last line of the NOW, THEREFORE, “.... and call on Portage citizens from all backgrounds to recognize the importance of prayer in preserving a strong moral nation” because it is particularly offensive to people who do not pray. Mayor Strazdas asked Mr. Shaffer to look into it and provide City Council with a recommendation. When Councilmember Randall asked who wrote the proclamation, Mr. Hudson indicated it was here when he came to Portage; he indicated that there are times when the Proclamation has not made it to the Agenda because the group involved may not have approached us quickly enough. He also indicated that they came early this year as they now have to place application to use the Fountain area outside per the direction of Council. Mayor Strazdas pointed out that the group is “all of the Churches of Portage,” but is not sure if the group wrote the Proclamation; that there may not be anything important about these words; that the words may not be sacred, important or preferred by the group; therefore, perhaps there is an opportunity to find a middle ground and make some adjustments. Mr. Shaffer indicated that he would get with Jim Hudson and call up the sponsors of the Proclamation and see if changes can be made and bring that forward to Council.

ADJOURN: Mayor Strazdas adjourned the meeting at 8:17 a.m.

James Hudson, City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of April 25, 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 March 26, 2017 through April 9, 2017 and notes \$139,496.68 in automated clearing house payments, \$210,855.06 in paper checks and \$4,357.44 in auto-pay payments for a grand total of \$354,709.18.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/26/2017 To: 4/9/2017

Page 1 of 6

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
03/31/2017	6583(A)	HURST MECHANICAL, INC.	PREVENTIVE MAINTENANCE	241.35
03/31/2017	6584(A)	MONIFA A. JUMANNE, PH.D.	SPECIAL PROJECTS CONSULTANT	1,666.00
04/07/2017	6585(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	6,876.28
04/07/2017	6586(A)	AIRGAS GREAT LAKES	CYLINDER RENTAL	141.78
04/07/2017	6587(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARDS	3,101.43
04/07/2017	6588(A)	AMERICAN SAFETY & FIRST AID	SHOP SUPPLIES	277.26
04/07/2017	6589(A)	ANALYTICAL TESTING & CONSULTIN	CDBG - LEAD TESTING	700.00
04/07/2017	6590(A)	APOLLO FIRE EQUIPMENT COMPANY	AIRBAG RESCUE EQUIP.	14,375.00
04/07/2017	6591(A)	APPROVED PROTECTION SYSTEMS	FIRE EXTINGUISHER & PARTS	2,323.00
04/07/2017	6592(A)	ARISTA TRUCK SYSTEMS	UTILITY TRUCK LIFT	1,989.00
04/07/2017	6593(A)	BYHOLT INC.	GRAVEL AND SAND	1,450.08
04/07/2017	6594(A)	C C I SOUTH, INC.	ELECTRICAL SERVICES	1,180.00
04/07/2017	6595(A)	C D W GOVERNMENT, INC.	PATCH CABLES	765.19
04/07/2017	6596(A)	C M P DISTRIBUTORS, INC.	SWAT UNIFORMS	199.80
04/07/2017	6597(A)	C T S TELECOM, INC.	TELEPHONE SERVICE	2,934.76
04/07/2017	6598(A)	CARRIER & GABLE	TS CAMERA PROCESSOR	4,669.80
04/07/2017	6599(A)	CARSTAR PORTAGE	VEHICLE REPAIR	1,000.73
04/07/2017	6600(A)	CHARTER COMMUNICATIONS	CABLE TV SERVICE	530.15
04/07/2017	6601(A)	CONSUMERS CONCRETE CORP.	DRAINAGE SUPPLIES	565.90
04/07/2017	6602(A)	CONTINENTAL LINEN SERVICES	RUG SERVICE	62.04
04/07/2017	6603(A)	D & D PRINTING CO.	PRINTING SERVICES	1,338.24
04/07/2017	6604(A)	DEPATIE FLUID POWER CO., INC.	HOSES AND FITTINGS	39.14
04/07/2017	6605(A)	DOUGLASS SAFETY SYSTEMS LLC	FIRE PPE GEAR	729.10
04/07/2017	6606(A)	EG WORKFORCE SOLUTIONS	TEMPORARY ASSISTANCE	903.68
04/07/2017	6607(A)	ETNA SUPPLY, INC.	DRAINAGE SUPPLIES	3,052.98
04/07/2017	6608(A)	F D LAKE COMPANY	CHAIN SUPPLIES	507.71
04/07/2017	6609(A)	FARO TECHNOLOGIES, INC.	TRAINING/EDU-POLICE	9,800.00
04/07/2017	6610(A)	FIRE SERVICE MANAGEMENT	FIRE PPE GEAR MAINT.	1,815.28
04/07/2017	6611(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	2,993.50
04/07/2017	6612(A)	GORDON WATER SYSTEMS	WATER SERVICE - DPS	244.50

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/26/2017 To: 4/9/2017

Check Date	Check	Vendor Name	Description	Amount
04/07/2017	6613(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL	123.00
04/07/2017	6614(A)	HARTFORD LIFE INSURANCE COMPANY	INSURANCE SERVICES	8,574.30
04/07/2017	6615(A)	HOWARD PRINTING	PRINTING SERVICES	6,063.20
04/07/2017	6616(A)	INDUSCO SUPPLY CO., INC.	PAPER SUPPLIES	174.98
04/07/2017	6617(A)	J-AD GRAPHICS, INC	NEWSLETTER PRODUCTION	2,166.00
04/07/2017	6618(A)	KEHOE, EDWARD J	ACTIVITY INSTRUCTOR	475.00
04/07/2017	6619(A)	LAKE MICHIGAN MAILERS, INC.	BARCODING OF US MAIL	57.65
04/07/2017	6620(A)	LAND & RESOURCE ENGINEERING, INC	ENGINEERING SERVICES	1,355.00
04/07/2017	6621(A)	LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	2,476.31
04/07/2017	6622(A)	LEWIS PAPER PLACE, INC.	COPY PAPER	1,161.00
04/07/2017	6623(A)	LOWE'S HOME CENTER	MAINTENANCE SUPPLIES	472.15
04/07/2017	6624(A)	MAURER'S TEXTILE RENTAL SERVICES	UNIFORM RENTALS	291.64
04/07/2017	6625(A)	MEEKHOF TIRE SALES & SERVICE INC.	TIRE REPAIR	314.50
04/07/2017	6626(A)	MEJEUR ELECTRIC LLC	MAINTENANCE SUPPLIES	1,223.00
04/07/2017	6627(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	1,409.00
04/07/2017	6628(A)	ONE WAY PRODUCTS	OPERATING SUPPLIES	997.81
04/07/2017	6629(A)	PECKELS, CHRISTINE	PROGRAM INSTRUCTOR	180.00
04/07/2017	6630(A)	PERCEPTIVE CONTROLS, INC.	LIFT STATION PANEL	18,500.00
04/07/2017	6631(A)	PORTAGE FIREFIGHTERS	DUES FOR MARCH 2017	2,589.12
04/07/2017	6632(A)	PORTAGE ON-CALL FIREFIGHTERS	DUES FOR MARCH 2017	140.00
04/07/2017	6633(A)	PORTAGE POLICE OFFICERS ASSOC	DUES FOR MARCH 2017	1,134.00
04/07/2017	6634(A)	PROFESSIONAL BUILDING SERVICES LLC	JANITORIAL SERVICES	3,197.54
04/07/2017	6635(A)	R P M MACHINERY, LLC	LOADER CAB GLASS	349.86
04/07/2017	6636(A)	RIDGE AUTO NAPA	MAINTENANCE SUPPLIES	1,987.24
04/07/2017	6639(A)	RIETH-RILEY CONSTRUCTION CO., INC	COLD PATCH	4,522.37
04/07/2017	6640(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	430.71
04/07/2017	6641(A)	ROTO-ROOTER SEWER & DRAIN SERV	CLEAN PIPES	402.95
04/07/2017	6642(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL MAINT	1,790.54
04/07/2017	6643(A)	SIMMONS FORD	REPAIR MAINTENANCE	10.36
04/07/2017	6644(A)	SNELL, DEBRA	PROGRAM INSTRUCTOR	144.00
04/07/2017	6645(A)	SUBSURFACE REFLECTIONS LLC	UNDERGROUND LOCATING	1,325.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/26/2017 To: 4/9/2017

Check Date	Check	Vendor Name	Description	Amount
04/07/2017	6646(A)	THE POSTMAN INC.	FENCE REPAIR	600.00
04/07/2017	6647(A)	THOMPSON, HELENE	PROGRAM INSTRUCTOR	450.00
04/07/2017	6648(A)	UNITED AUTO WORKERS 2290	DUES FOR MARCH 2017	675.84
04/07/2017	6649(A)	UNITED PETROLEUM	FUEL TANK REPAIRS	300.00
04/07/2017	6650(A)	W W GRAINGER INC	SHARPS CONTAINER	22.16
04/07/2017	6651(A)	WARNER NORCROSS & JUDD LLP	ATTORNEY RETAINER	3,975.00
04/07/2017	6652(A)	WEST SHORE FIRE, INC.	THERMAL CAMERA EQUIP	369.77
04/07/2017	6653(A)	WOLVERINE LAWN SERVICE, INC.	SNOW REMOVAL SERVICE	2,592.00
TOTAL ACH PAYMENTS				139,496.68

Check Type: Paper Check

03/30/2017	301753	KALAMAZOO FENCE CO.	DOG PARK FENCE	14,879.93
04/07/2017	301754	86TH DISTRICT COURT	BAIL BOND	100.00
04/07/2017	301755	A T & T	TELEPHONE SERVICES	133.49
04/07/2017	301756	ALLEGRA PRINT & IMAGING	VOLUNTEER RECOGNITION	1,375.28
04/07/2017	301757	ARIF, MUHAMMAD	EMPLOYEE REIMBURSEMENT	85.00
04/07/2017	301758	ARROWHEAD SCIENTIFIC, INC.	EVIDENCE SUPPLIES	1,178.32
04/07/2017	301759	AUTOBODY USA - SOUTHSIDE	VEHICLE REPAIRS	983.52
04/07/2017	301760	BASIC CORPORATE	SOFTWARE SOLUTIONS	2,127.95
04/07/2017	301761	BEAVER RESEARCH COMPANY	MAINTENANCE SUPPLIES	283.68
04/07/2017	301762	BESCO WATER TREATMENT, INC.	WATER SERVICE	32.00
04/07/2017	301763	BEST WAY DISPOSAL, INC.	CURBSIDE RECYLING	46,113.38
04/07/2017	301764	BLACKBERRY SYSTEMS, INC.	CDBG-HOME REPAIRS	1,182.37
04/07/2017	301765	BLUEBEAM, INC.	SOFTWARE SOLUTIONS	2,241.00
04/07/2017	301766	BOB MCCOLLUM	SOFTBALL REFUND	110.00
04/07/2017	301767	BOXWOOD TECHNOLOGY, INC.	AD FOR CIVIL ENGINEER	495.00
04/07/2017	301768	BUBIN, DELORIS	TRIP REFUND	121.00
04/07/2017	301769	BYCE & ASSOCIATES, INC.	ARCHITECTURAL SERVICES	2,900.00
04/07/2017	301770	CALIBRE PRESS	EMPLOYEE TRAINING	149.00
04/07/2017	301771	CAMPBELL AUTO SUPPLY	AUTO SUPPLIES	83.87
04/07/2017	301772	CARLETON EQUIPMENT CO.	MAINTENANCE SUPPLIES	313.68
04/07/2017	301773	CARTRIDGE WORLD	TONER CARTRIDGE	46.80

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/26/2017 To: 4/9/2017

Check Date	Check	Vendor Name	Description	Amount
04/07/2017	301774	CHASE, AARON	SOFTBALL REFUND	680.00
04/07/2017	301775	CHIZEK, MARY	PROGRAM REFUND	72.00
04/07/2017	301776	CLASSIC CARRIAGE LLC	PARKS EVENT	100.00
04/07/2017	301777	CLEAR CHANNEL AIRPORTS	BANNER SERVICES	888.00
04/07/2017	301778	CONSUMERS ENERGY	STREETLIGHTS	35,288.67
04/07/2017	301779	CONSUMERS ENERGY-BILL PMT CNT	NW BIKEWAY LAND RENT	1,000.00
04/07/2017	301780	CORNERSTONE OFFICE SYSTEMS	MBOR WHITEBOARD RENT	225.00
04/07/2017	301781	COSTAR REALTY INFORMATION, INC.	REALTY SERVICES	321.82
04/07/2017	301782	D L GALLIVAN INC.	COPY MACHINE USAGE	103.90
04/07/2017	301783	DENOYER BROTHERS, INC.	BUMPER FOR GMC SIERR	905.63
04/07/2017	301784	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	7,178.82
04/07/2017	301785	ENGINEERING SUPPLY & IMAGING	PAPER SUPPLIES	57.43
04/07/2017	301786	FAWLEY OVERHEAD DOOR, INC.	SERVICE CALL	145.00
04/07/2017	301787	FBINAA MICHIGAN CHAPTER	EMPLOYEE TRAINING	995.00
04/07/2017	301788	FLIERS UNDERGROUND SPRINKLING	FOUNTAIN MAINTENANCE	1,371.91
04/07/2017	301789	GETTY IMAGES (US) INC.	STOCK PHOTO CREDITS	325.00
04/07/2017	301790	GRAHAM FORESTRY SERVICE, INC.	FORESTRY CONSULTING	1,472.00
04/07/2017	301791	GRAYBAR ELECTRIC CO.	FLUKE FUSES	32.04
04/07/2017	301792	GREATER KALAMAZOO FOP LODGE 98	DUES FOR MARCH 2017	5,189.94
04/07/2017	301793	GREATER KALAMAZOO UNITED WAY	DUES FOR MARCH 2017	1,243.76
04/07/2017	301794	GWAVA TECHNOLOGIES INC.	SOFTWARE SERVICES	1,794.00
04/07/2017	301795	HARRINGTON, MARISSA	OVERPAYMENT REFUND	10.00
04/07/2017	301796	HECK, PAT	TRIP REFUND	89.00
04/07/2017	301797	HERITAGE COMMUNITY OF KALAMAZOO	PROGRAM VENDOR PAYME	380.00
04/07/2017	301798	HOME DEPOT	OPERATING SUPPLIES	1,669.65
04/07/2017	301800	J & J LAWN SERVICES	BID BOND REFUND	2,000.00
04/07/2017	301801	KALAMAZOO CITY TREASURER	FIRE OFFICER TRAINING	920.00
04/07/2017	301802	KALAMAZOO COUNTY CLERK	ELECTION EQUIPMENT	4,692.45
04/07/2017	301803	KALAMAZOO COUNTY HEALTH	HAZARDOUS WASTE PROGRAM	16,009.00
04/07/2017	301804	KALAMAZOO COUNTY TREASURER	OVERPAYMENT REFUND	316.35
04/07/2017	301805	KEANE, PEG	TRIP REFUND	111.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/26/2017 To: 4/9/2017

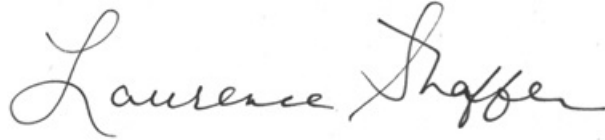
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04/07/2017	301806	KINGSCOTE CHEMICALS INC.	TOILET LEAK KITS	87.43
04/07/2017	301807	KOERNER, LEANN	TRAINING REIMBURSEMENT	77.14
04/07/2017	301808	KZOO TIRE COMPANY	PPD TIRE SERVICES	1,639.50
04/07/2017	301809	LAKELAND ASPHALT CORP.	HOT PATCH MATERIAL	660.92
04/07/2017	301810	LAURIAN, SUE	PARK DEPOSIT REFUND	250.00
04/07/2017	301811	LEXISNEXIS RISK SOLUTIONS	OPERATING SUPPLIES	150.00
04/07/2017	301812	M COVILLE EXCAVATING	BULK TANKS FUNNEL	875.00
04/07/2017	301813	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	108.00
04/07/2017	301814	MEADOW BROOK THEATRE	TRIP VENDOR PAYMENT	658.00
04/07/2017	301815	MELVIN, PETE	PARK DEPOSIT REFUND	100.00
04/07/2017	301816	MENARD'S (WEST MAIN)	EMS OPERATING SUPPLIES	218.96
04/07/2017	301817	MENARDS, INC	FENCING FOR DOG PARK	2,047.49
04/07/2017	301818	MICH ASSOC OF CHIEFS OF POLICE	MEMBERSHIP DUES	100.00
04/07/2017	301819	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIRS	380.62
04/07/2017	301820	MICHIGAN ASSESSOR ASSOCIATION	EMPLOYEE TRAINING	240.00
04/07/2017	301821	MICHIGAN STATE TAX COMMISSION	EMPLOYEE TRAINING	50.00
04/07/2017	301822	MLIVE MEDIA GROUP	CLASSIFIED ADS	353.26
04/07/2017	301823	MONSTER WORLDWIDE, INC.	AD FOR CITY ENGINEER	379.00
04/07/2017	301824	MUSSLEMAN HOME IMPROVEMENTS	CDBG-HOME REPAIRS	1,750.00
04/07/2017	301825	NAT'L ASSOC OF SCHOOL RESOURCE OFCR	EMPLOYEE TRAINING	495.00
04/07/2017	301826	NATIONAL FIRE PROTECTION ASSOC	FIRE PREVENTION SUPPLIES	173.70
04/07/2017	301827	NFPA CERTIFICATION DEPARTMENT	FIRE MARSHAL RECERTIFICATION	150.00
04/07/2017	301828	O I K INDUSTRIES	CANOE REPAIR	225.00
04/07/2017	301829	O'REILLY AUTO PARTS	REPAIR SUPPLIES	434.82
04/07/2017	301830	OAKLAND COMMUNITY COLLEGE	EMPLOYEE TRAINING	100.00
04/07/2017	301831	OFFICE DEPOT, INC.	OFFICE SUPPLIES	682.32
04/07/2017	301833	PEERLESS-MIDWEST, INC.	SOFT START FOR AMBERLY #2	6,390.00
04/07/2017	301834	PENNZAR PROMOTIONS	MAGIC SHOW - SPRING	250.00
04/07/2017	301835	PLAYWORLD MIDSTATES	PLAYGROUND SUPPLIES	573.00
04/07/2017	301836	RATHCO SAFETY SUPPLY, INC.	ARROW BOARD	4,386.00
04/07/2017	301837	RECYCLE AWAY, LLC	RECYCLING STATION	318.99

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/26/2017 To: 4/9/2017

Check Date	Check	Vendor Name	Description	Amount
04/07/2017	301838	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE SERVICES	670.53
04/07/2017	301839	RIGHT-WAY RENTAL, INC.	STUMP GRINDER RENTAL	300.00
04/07/2017	301840	SCOTT TURNER SCHOFIELD	DIVERSITY SPEAKER	5,000.00
04/07/2017	301841	SIMONS, JANET	PARK DEPOSIT REFUND	150.00
04/07/2017	301842	SNODEPOT	OIL PANS FOR TANDEM	2,649.00
04/07/2017	301843	STATE OF MICHIGAN (DOT)	TRAFFIC SIGNALS	6,608.87
04/07/2017	301844	STATE SYSTEMS RADIO, INC	FIRE OPS COMM REPAIR	302.00
04/07/2017	301845	STRATEGIC SOLUTIONS OF MICHIGAN, IN	VOLUNTEER RECOGNITION	225.00
04/07/2017	301846	TODD ARBANAS ENTERPRISES INC.	TREE MAINTENANCE	1,900.00
04/07/2017	301847	TRACTOR SUPPLY CORP.	OPERATING SUPPLIES	103.91
04/07/2017	301848	U S POSTMASTER	MAILING PERMIT #58	225.00
04/07/2017	301849	UNITED PARCEL SERVICE	WEEKLY DELIVERY	12.00
04/07/2017	301850	VARIDESK LLC	STANDING DESK	595.00
04/07/2017	301851	VARNUM, RIDDERING, SCHMIDT & H	ATTORNEY FEES	517.50
04/07/2017	301852	VEMICH, TOM	PARK DEPOSIT REFUND	100.00
04/07/2017	301853	VERIZON WIRELESS SERVICES, LLC	CELL PHONE SERVICE	2,143.46
04/07/2017	301854	WERK, KATELYN	PARK DEPOSIT REFUND	100.00
04/07/2017	301855	WEST MICHIGAN OFFICE INTERIORS	FIRE OFFICE FURNITURE	3,229.00
04/07/2017	301856	WEST MICHIGAN REALTORS TITLE CO	OVERPAYMENT REFUND	110.00
04/07/2017	301857	XEROX GOVERNMENT SYSTEMS LLC	SOFTWARE UPDATE	1,000.00
04/07/2017	301858	YOUNGS, POLLY	TRIP REFUND	87.00
			TOTAL PAPER CHECKS	210,855.06
Check Type: Auto-Payments				
04/07/2017	4716	CONSUMERS ENERGY	GAS-ELECTRIC	4,357.44
			TOTAL AUTO-PAY PAYMENTS	4,357.44
			GRAND TOTAL	354,709.18

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, subsequent to the public hearing, adopt:

1. the recommendation that the sewer commodity rate remain at \$4.60 per 1,000 gallons of metered water;
2. 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. a new elevated storage tank) 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 adopt 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
2. Water Rates Resolution
3. Sewer Rates Resolution



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.

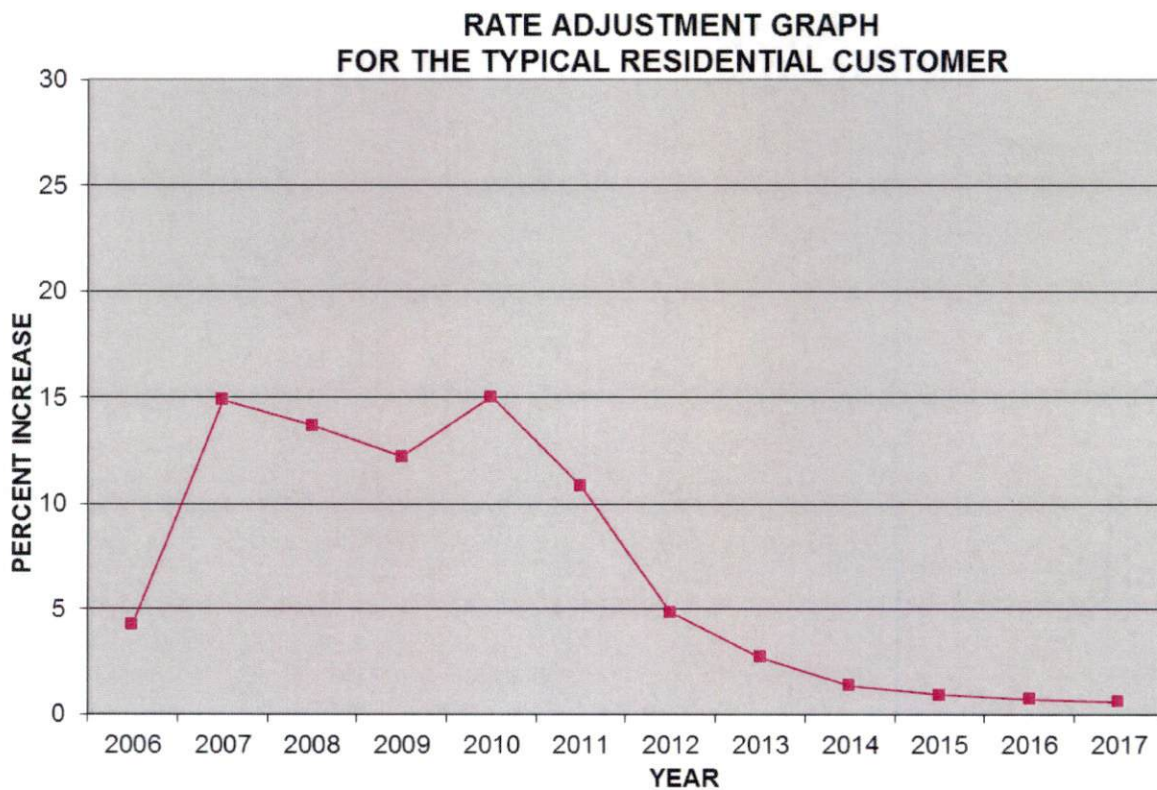
Background

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

CITY OF PORTAGE

RESOLUTION

WATER RATES

At a regular meeting of the City Council of the City of Portage, Kalamazoo County, Michigan, held in Council Chambers in the Portage City Hall in said City on the _____ day of _____, 2017 at 7:30 p.m.

PRESENT:

ABSENT:

The following resolution was offered by Councilmember _____ and seconded by Councilmember _____:

WHEREAS, it is necessary for the Council to establish by resolution rates for water service in the City of Portage.

NOW, THEREFORE BE IT RESOLVED: That the following rates are hereby established for charges to be paid by users of water service rendered by the water system in the City of Portage, said rates to be in effect commencing with the first billing after September 30, 2017.

A. CUSTOMER CHARGES

The charges to be paid by users of water service rendered by the water system shall consist of a basic quarterly charge plus commodity charges as follows:

Meter Size	Basic Quarterly Charge
5/8"	\$ 25.44
3/4"	\$ 38.16
1"	\$ 57.24
1-1/2"	\$ 101.76
2"	\$ 152.64
3"	\$ 254.40
4"	\$ 508.80
6"	\$ 890.40
8"	\$1272.00

COMMODITY CHARGES

For all use, except as may be provided under Hydrant Meter Charges, Fire Protection Service Charges and Township Customer Charges, the following commodity rate per thousand gallons shall be applied:

Total Commodity Rate
<u>Per 1000 Gallons</u>
\$3.20

B. TOWNSHIP CUSTOMER CHARGES

The basic quarterly charge for Pavilion Township and Schoolcraft Township customers shall be the same as charged to City customers, as detailed in section "A" above. Commodity charges for Pavilion Township and Schoolcraft Township customers shall be set at \$3.84 per thousand gallons of water used. Other charges and fees to township customers will be the same as for City of Portage customers.

C. FIRE PROTECTION SERVICE CHARGES

The charges to be paid by users of fire protection service rendered by the water system shall consist of a basic quarterly charge as follows:

<u>Service</u> <u>Size</u>	<u>Basic</u> <u>Quarterly</u> <u>Charge</u>
4"	\$ 15.00
6"	\$ 35.00
8"	\$ 60.00
10"	\$ 95.00
12"	\$135.00
16"	\$240.00

For all use metered on Fire Protection Services the following commodity rate per thousand gallons shall be applied:

Total Commodity Rate
<u>Per 1000 Gallons</u>
\$6.40

D. METER CHARGES

The charges to be paid for installing meters are as follows:

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

E. METER BOX CHARGE

The charges to be paid for Meter Boxes are as follows:

<u>Service Provided</u>	<u>Meter Box Charge</u>
Meter Box	\$1,050

F. HYDRANT METER CHARGES

The charges to be paid for installation of hydrant meters and use of hydrant water are as follows:

<u>Service Provided</u>	<u>Hydrant Meter Charge</u>
Meter installation	\$150*
Hydrant Use	\$6.40/thousand gallons

*Charge includes 15,000 gallons of water.

Furthermore, a deposit of \$250 will be required before installation of the hydrant meter. The deposit will be applied to the charges and water usage.

H. HYDRANT FLOW TEST

A charge of \$135 per occurrence will be charged for a fire hydrant flow test to determine the quantity of water available for fire fighting use.

I. PROCESSING FEE

The charge to be paid by users having water service turned on is as follows:

<u>Service Provided</u>	<u>Processing Fee</u>
Turning on water service	\$50 (except for first time customers and customer repairs) \$100 (turn on after normal working hours)

This fee also applies to services that are turned off for delinquency and is applied once a city work order has been issued.

J. NON-SUFFICIENT FUNDS

A fee of \$30 per occurrence will be charged for any returned/unpaid check or other failed financial instrument which results in uncollected funds.

K. UTILITY BILLING AUTOMATIC PAYMENT PLAN

A credit of \$1.00 for each normal quarterly bill will be given to each customer on the utility billing automatic payment plan.

L. WATER SHUT OFF DUE TO NON-PAYMENT

An amount past due of more than \$60.00 is established as the water shut-off level amount.

M. LATE FEE

The utility billing late fee shall be waived by the Finance Director under the following conditions:

1. (a) The customer has paid all of the last 12 or more quarterly utility bills on time; and

(b) The customer requests that the late fee be waived; or
2. The customer requests participation in the city's automatic payment program and the amount due is taken from their bank account on the due date. However, if the customer discontinues participation in the automatic payment program, no further waivers shall be granted under subsections 1(a) and (b) or this subsection 2.

YEAS:

NAYS:

James R. Hudson, City Clerk

CERTIFICATION

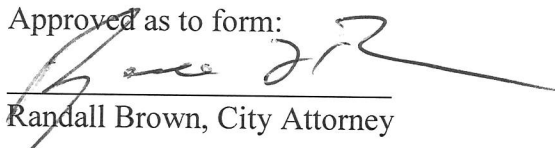
STATE OF MICHIGAN)
)
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified and acting City Clerk of the City of Portage, County of Kalamazoo, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said city, held on the _____ day of _____ 2017, the original of which is on file in my office.

IN WITNESS THEREOF, I have hereto affixed my official signature the _____ day of _____, 2017.

James R. Hudson, City Clerk

Approved as to form:



Randall Brown, City Attorney

WaterRateResolution2017

CITY OF PORTAGE

RESOLUTION

SEWER RATES

At a regular meeting of the City Council of the City of Portage, Kalamazoo County, Michigan, held in Council Chambers in the Portage City Hall in said City on the _____ day of _____, 2017 at 7:30 p.m.

PRESENT:

ABSENT:

The following resolution was offered by Councilmember _____ and seconded by Councilmember _____:

WHEREAS, it is necessary for the Council to establish by resolution rates for sewer service in the City of Portage.

NOW, THEREFORE BE IT RESOLVED: That the following rates are hereby established for charges to be paid by users of wastewater service rendered by the wastewater system in the City of Portage, said rates to be in effect commencing with the first billing after September 30, 2017.

A. CUSTOMER CHARGES

The charges to be paid by users of wastewater service rendered by the sewer system shall consist of a basic quarterly charge plus commodity charges as follows:

<u>Meter Size</u>	<u>Basic Quarterly Charge</u>
5/8"	\$ 34.75
3/4"	\$ 52.12
1"	\$ 78.19
1-1/2"	\$ 139.00
2"	\$ 208.50
3"	\$ 347.50
4"	\$ 695.00
6"	\$1216.25
8"	\$1737.50

COMMODITY CHARGES

For all metered use, except as may be provided under Township Customer Charges, the following commodity rate per thousand gallons shall be applied:

Total Commodity Rate
<u>Per 1000 Gallons</u>
\$4.60

B. MINIMUM FOR NON-METERED (FLAT RATE) CUSTOMERS

The flat rate for non-metered customers shall be established based on water usage of 15,000 gallons per quarter.

	<u>Flat Charge</u>	<u>Basic Charge</u>	<u>Total Charge</u>
Per quarter based on commodity charge for 15,000 gallons	\$69.00	\$34.75	\$103.75

C. IRRIGATION ALLOWANCE

Residential customers shall be given a discount if the customer is eligible for an irrigation discount under City Ordinance as follows: 1) Charges for such customers shall be based on actual water consumption, except that there shall be no sewage charge for the 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 quarterly 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, shall 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 quarterly billing information, in which the month of January is included, is available.

D. SURCHARGES AND CREDITS

Surcharges for pollutant loadings above standard domestic waste will be charged rates established by ordinance of the City of Kalamazoo. Industries which pretreat may qualify for credits for pollutant loading at a strength below standard domestic strength in accordance with rates established by ordinances of the City of Kalamazoo.

E. ADDITIONAL CHARGES

Additional charges shall be as follows:

- (1) Equal to the actual expense incurred by the City for removing prohibited material discharged or caused or allowed to be discharged by the user and/or for the handling and/or treating of material in the wastewater system; and
- (2) Equal to the actual expense incurred by the City for cleaning or repairing the waste water system or any part thereof as required by a discharge by, or caused or allowed by, a user.

F. TOWNSHIP CUSTOMER CHARGES

The basic quarterly charge for Schoolcraft Township customers shall be the same as charged to city customers, as detailed in Section "A" above. Commodity charges for Schoolcraft Township customers shall be set at \$5.18 per thousand gallons of water used. Other charges and fees to township customers shall be the same as for City of Portage customers.

G. NON-SUFFICIENT FUNDS

A fee of \$30 per occurrence will be charged for any returned/unpaid check or other failed financial instrument which results in uncollected funds.

H. UTILITY BILLING AUTOMATIC PAYMENT PLAN

A credit of \$1.00 for each normal quarterly bill will be given to each customer on the utility billing automatic payment plan.

I. LATE FEE

The utility billing late fee shall be waived by the Finance Director under the following conditions:

1. (a) The customer has paid all of the last 12 or more quarterly utility bills on time; and
(b) The customer requests that the late fee be waived; or
2. The customer requests participation in the city's automatic payment program and the amount due is taken from their bank account on the due date. However, if the customer discontinues participation in the automatic payment program, no further waivers shall be granted under subsections 1(a) and (b) or this subsection 2.

YEAS:

NAYS:

James R. Hudson, City Clerk

CERTIFICATION

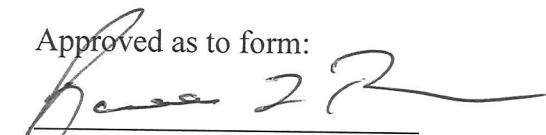
STATE OF MICHIGAN)
)
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified and acting City Clerk of the City of Portage, County of Kalamazoo, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said city, held on the ____ day of _____ 2017, the original of which is on file in my office.

IN WITNESS THEREOF, I have hereto affixed my official signature the ____ day of _____, 2017.

James R. Hudson, City Clerk

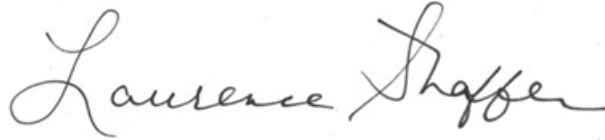
Approved as to form:



Randall Brown, City Attorney

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Public Hearing on Fiscal Year 2017-2018 Budget

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: That City Council adopt the Resolution setting a public hearing on May 9, 2017 for the Fiscal Year 2017-2018 proposed city budget and the proposed 2017 tax levy.

In order to permit adoption of the Fiscal Year 2017-2018 proposed budget on May 23, 2017 and satisfy the requirements of the City Charter and Public Act 5 of 1982, known as the Truth in Taxation Act, a public hearing must be held at the regular Council meeting of May 9, 2017.

Public Act 5 of 1982 requires that any millage rate above the “base tax rate” must be identified separately in the Notice of Public Hearing on the proposed 2017 tax levy. The “base tax rate” as defined by Public Act 5 of 1982 is the prior year operating millage adjusted for the inflationary growth in the Taxable Value of property in the city. As the proposed tax levy does not exceed the base tax rate, no Truth in Taxation hearing is required for 2017. However, a public hearing on the proposed budget and the tax rate needed to support the proposed budget is still required.

It is therefore recommended that City Council adopt the Resolution setting a public hearing on May 9, 2017 for the proposed Fiscal Year 2017-2018 Budget.

FUNDING: N/A

Attachments: 1. Resolution

CITY OF PORTAGE
RESOLUTION OF CITY OF PORTAGE

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on April 25, 2017 at 7:30 p.m. local time at the Council Chambers in the City of Portage, Michigan.

Present: _____

Absent: _____

The following resolution was offered by:

Councilmember _____, and supported by:

Councilmember _____.

NOW THEREFORE, BE IT RESOLVED:

That the City of Portage set a public hearing for 7:30 p.m., or as soon thereafter as may be heard, on May 9, 2017, on the proposed 2017-2018 City budget as required by Chapter Seven of the City Charter and state law.

Be it further resolved:

That notice, in substantially the following form, be published in a newspaper of general circulation within the City, giving notice of the City's intent to set the public hearing.

CITY OF PORTAGE, MICHIGAN
NOTICE OF PUBLIC HEARING
ON PROPOSED CITY BUDGET AND
PROPOSED PROPERTY TAXES

The City Council of the City of Portage will hold a public hearing at 7:30 p.m., or as soon thereafter as may be heard, on May 9, 2017 in the Council Chambers at 7900 South Westnedge Avenue on the proposed 2017-2018 City budget and on the proposed 2017 City tax levy. Copies of the proposed budget are available for public inspection during regular business hours in the offices of the City Clerk and the Director of Finance and Purchasing.

The hearing is being held for the purpose of receiving testimony and discussing the proposed levy of the millage needed to support the proposed budget.

Public comments, oral or written, are welcome at the hearing on the proposed City budget and the proposed millage rate.

This notice published by:

CITY OF PORTAGE
7900 SOUTH WESTNEDGE AVENUE
PORTAGE, MICHIGAN 49002
(269) 329-4412

Dated: _____, 2017

City Clerk

AYES: Councilmember _____

NAYS: Councilmember _____

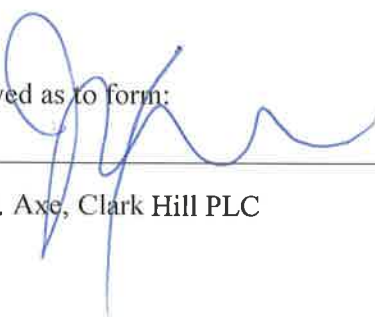
ABSENT: Councilmember _____

RESOLUTION DECLARED ADOPTED: _____

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of the City of Portage, Kalamazoo County, Michigan held on April 25, 2017, the original of which is in the official proceedings of the City Council.

City Clerk

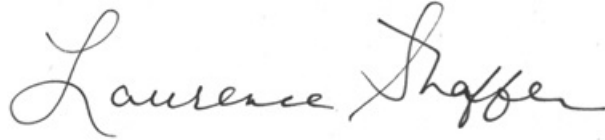
Approved as to form:



John R. Axe, Clark Hill PLC

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Amberly #1 Pump Rehabilitation - Sole Source Contract

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

ACTION RECOMMENDED: That City Council award a sole-source contract for the Amberly #1 pump rehabilitation to Peerless-Midwest, Incorporated, in an amount not to exceed \$22,130 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The City of Portage has a contract with Suez Environmental, formerly Earth Tech and United Water, for management and operation of the City of Portage water and wastewater utility systems. As part of the contract there is a rehabilitation versus replacement stipulation. The stipulation requires that, after routine cleaning and inspection of a production well, Suez is responsible for obtaining quotes for the required repair and/or replacement of well pumps and motors. If the cost to rehabilitate a pump and motor is greater than 70 percent of the replacement cost and the pump has been in service for more than 20 years, the city is responsible for the cost of the maintenance or replacement of the pump and motor.

As part of the regular Suez maintenance schedule, in early April, the Suez specialized contractor, Peerless-Midwest, inspected the pump and motor at the Amberly #1 well field. Upon evaluation and inspection, it was determined that the pump is in need of rehabilitation or replacement. The current Amberly water supply pump is manufactured of high-quality cast iron and can be refurbished at a lower cost than the purchase of a new pump. In addition, rehabilitated cast-iron pumps have proven to have a longer service life than pumps constructed of lower quality materials. Subsequently Peerless-Midwest submitted a quote in the amount of \$22,130 to overhaul the pump. As noted above, the cost for this replacement work is borne by the city.

Due to the security and public health nature of the water system, precautions must be taken when allowing access and maintenance to the water system. Peerless-Midwest has the expertise and appropriate safety protocols for this project, including a long-running familiarity working on the city's water system. As such, Peerless-Midwest is the sole-source vendor for this project. Peerless-Midwest has all the required material in stock to overhaul the pump promptly. The price quoted is reasonable for the material and work required. Sufficient funds are available to finance this project in the Water Operating budget.

Therefore, it is recommended that City Council award a sole-source contract for the Amberly #1 Pump Rehabilitation project to Peerless-Midwest, Incorporated, in the not-to-exceed amount of \$22,130 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are available in the FY 2016 - 2017 Water Operating account.

Attachments: 1. Peerless-Midwest Quote



April 19, 2017

City of Portage
Transportation & Utilities Department
7719 S. Westnedge
Portage, MI 49002

Attn.: Ms. Judy Graham

RE: Amberly # 1

Dear Judy:

We have completed the chemical cleaning for the above referenced installation and we have the pump tore down in our shop.

The pump has a lot of wear in it. The hubs on the impellers are worn. It would be our plan to skim cut the impeller hubs, machine the bowl castings and the impellers, and then fabricate and install "L" shaped wear rings. The impeller shaft would be replaced along with the bowl bearings and the bowl bolting.

The entire length of lineshafting will need to be replaced, along with some of the column pipe. Normal wearing parts such as lineshaft bearings, shaft sleeves, stuffing box bearing, gaskets, etc. would be replaced as they are for all jobs.

The motor will require an overhaul, with disassembly, cleaning of all parts, inspection, surge comparator test of the windings, resistance test of the windings, reinsulation of the windings and bake, replacement of bearings, check of all machine and bearing fits, reassembly, test, and paint.

The estimated cost for the project will be \$22,130. We have all of the material in stock and can complete the work in approximately two (2) weeks.

We appreciate the opportunity to be of service. Please let us know if you should have any questions on this report, or if we can be of assistance to you in any way.

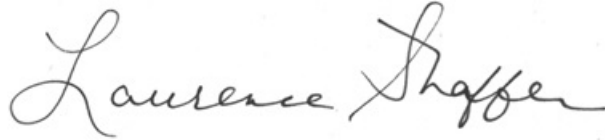
Very truly yours,

PEERLESS-MIDWEST, INC.

Michael J. Williams
MJW/nmw

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Preliminary Plat of Oakland Farms No. 2, 9810 Oakland Drive

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council approve the Preliminary Plat of Oakland Farms No. 2, 9810 Oakland Drive, subject to the three conditions outlined in the March 24, 2017 Department of Community Development staff report.

The preliminary plat of Oakland Farms No. 2 has been submitted for approval by Hyland Associates, LLC. The proposed plat consists of 25 single family lots on 9.6 acres with public street extensions that will connect Ashford Trail to Oakland Farms Trail, a single family residential subdivision planned along the west side of Oakland Drive, north of Shaver Road.

In conjunction with the preliminary plat, the developer is requesting a variance from the maximum 1,400-foot block length. The westerly extensions of Oakland Farms Trail and Ashford Trail, to the point where "Road A" intersects these streets, will result in block lengths of approximately 1,420 feet and 1,470 feet, respectively. In a communication dated March 21, 2017, the developer discusses special circumstances and conditions affecting the property including its overall depth/shape, presence of a privately owned parcel, and the State Game Area to the north of Ashford Trail that creates an undue hardship with strict compliance to this standard. Given the physical characteristics and special circumstances affecting the property, city staff is supportive of the variance request.

Additionally, the Land Development Regulations indicate that the Planning Commission/City Council may require a public walkway to obtain pedestrian access to a public or private facility such as, but not limited to, a school or park. The eastern end of Lot 44 transitions into a point at a location where the Ashford Trail public street right-of-way nearly abuts the Gourdneck State Game Area. In order for existing/future residents of this subdivision to gain access to this valuable, publicly-owned natural resource, staff recommended and the Planning Commission concurred that a public walkway be constructed within the eastern approximate 20 feet of lot 44 (or the area be incorporated into the public right-of-way), from Ashford Trail to the north property line where abutting the Gourdneck State Game Area.

In a report dated March 24, 2017, the Department of Community Development recommended the Preliminary Plat of Oakland Farms No. 2 be approved including the requested variance subject to three conditions regarding the block length variance request and submittal of the detailed engineering drawings for the public infrastructure improvements.

The Planning Commission convened a public hearing during the March 30, 2017 meeting to consider

the Preliminary Plat of Oakland Farms No. 2. The developer, Mr. Dan Martz of Hyland Associates LLC, was present to support the application and explain the development project. Mr. Martz stated he was supportive of the staff recommended conditions including condition No. 3 and construction of the public walkway along the eastern portion of Lot 44. No citizens spoke during the public hearing and no written communications were received from area residents or interested citizens. At the conclusion of the public hearing, the Commission voted unanimously to also recommend to City Council that the Preliminary Plat of Oakland Farms No. 2 be approved consistent with the staff recommendation.

FUNDING: Not applicable

Attachments:

1. April 13, 2017 Planning Commission transmittal
2. March 30, 2017 Planning Commission meeting minutes
3. March 24, 2017 Department of Community Development staff report with attachments

TO: Honorable Mayor and City Council
FROM: Planning Commission
DATE: April 13, 2017
SUBJECT: Preliminary Plat of Oakland Farms No. 2, 9810 Oakland Drive.

The Planning Commission convened a public hearing during the March 30, 2017 meeting to consider the preliminary plat of Oakland Farms No. 2. Mr. Dan Martz of Hyland Associates LLC was present to support the application and explain the development project. Mr. Martz stated he was supportive of the staff recommended conditions including condition No. 3 and construction of the public walkway along the eastern portion of Lot 44. Mr. Martz also discussed the special circumstances associated with the block length variance request and indicated that strict compliance with this standard would require significant plat redesign and a less desirable subdivision layout. No citizens spoke during the public hearing and no written communications were received from area residents or interested citizens.

After careful consideration, a motion was made by Commissioner Stoffer, seconded by Commissioner Shoup, to recommend to City Council approval of the Preliminary Plat of Oakland Farms No. 2, 9810 Oakland Drive, subject to the three conditions/findings outlined in the Department of Community report dated March 24, 2017. The motion was unanimously approved 8-0

Sincerely,


Paul Welch
Chairman

citizens spoke regarding the PD rezoning application. A motion was then made by Commissioner Bosch, seconded by Commissioner Patterson, to close the public hearing. The motion was unanimously approved 8-0.

After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Stoffer, to accept the applicant's request to withdraw Rezoning Application #16/17-4, 9300 Portage Road (West Lake Condominiums) from further consideration. The motion was unanimously approved 8-0.

2. Preliminary Plat of Oakland Farms No. 2, 9810 Oakland Drive. Mr. West summarized the staff report dated March 24, 2017 regarding the request by Hyland Associates to construct 25 single family residential lots on 9.6 acres with public street extensions that will connect Ashford Trail to Oakland Farms Trail. Mr. West stated the plat of Oakland Farms No. 2 represents the third phase of the single family residential subdivision planned along the west side of Oakland Drive, north of Shaver Road. In conjunction with the preliminary plat, Mr. West stated the applicant was requesting a variance from the maximum 1,400 foot block length standard contained in Section 42-806 (Blocks) of the Land Development Regulations. Mr. West stated the westerly extensions of Oakland Farms Trail and Ashford Trail, to a point where "Road A" intersects these streets, would result in block lengths of approximately 1,420 feet and 1,470 feet, respectively. Mr. West also discussed Section 42-806.2 (Public Walkways) of the Land Development Regulations and the staff recommendation that a sidewalk be constructed along the eastern portion of Lot 44, from Ashford Trail to the north property line, where abutting the Gourdneck State Game Area. Mr. West stated this public walkway would provide residents of the subdivision convenient access to this valuable, publically-owned natural resource consistent with the Comprehensive Plan and Complete Streets policy. Mr. West indicated that staff was supportive of the preliminary plat and the requested variance subject to the three conditions/findings contained in the March 24, 2017 staff report.

Mr. Dan Martz of Hyland Associates was present to support the proposed plat. Mr. Martz stated he was supportive of the staff recommended conditions including condition No. 3 and construction of the public walkway along the eastern portion of Lot 44. Mr. Martz also discussed the special circumstances associated with the block length variance request and indicated that strict compliance with this standard would require significant plat redesign and a less desirable subdivision layout. Chairman Welch opened the public hearing. No citizens spoke regarding the proposed plat of Oakland Farms No. 2. A motion was made by Commissioner Stoffer, seconded by Commissioner Patterson, to close the public hearing. The motion was unanimously approved 8-0.

After additional discussion, a motion was made by Commissioner Stoffer, seconded by Commissioner Shoup, to recommend to City Council approval of the preliminary plat of Oakland Farms No. 2, 9810 Oakland Drive, subject to the three conditions/findings outlined in the Department of Community report dated March 24, 2017. The motion was unanimously approved 8-0.

NEW BUSINESS:

None

STATEMENT OF CITIZENS:

Ms. Martha Dahlinger, 2612 Chopin Avenue, stated she was very impressed with the 2014 Comprehensive Plan and appreciated the discussion at tonight's meeting regarding environmental issues and the State Game Area. Ms. Dahlinger stated she was a member of the Environmental Board and suggested that better communication occur between the Planning Commission and Environmental Board on community development related matters.

7:42 p.m. - The Commission adjourned to Conference Room No. 1.

7:48 p.m. - The Commission reconvened in Conference Room No. 1.

TO: Planning Commission

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

SUBJECT: Preliminary Plat: Oakland Farms No. 2, 9810 Oakland Drive.

DATE: March 24, 2017

I. INTRODUCTION:

The preliminary plat of Oakland Farms No. 2 has been submitted for review and approval by Hyland Associates, LLC. The proposed plat consists of 25 single family lots on 9.6 acres with public street extensions that will connect Ashford Trail to Oakland Farms Trail. Oakland Farms No. 2 represents the third phase of the single family residential subdivision planned along the west side of Oakland Drive, north of Shaver Road. The first phase of the subdivision, which involved construction of Oakland Farms Trail and 19 residential lots, was approved and constructed in 2006-2007 and individual home construction has been completed. The second phase of the subdivision (Oakland Farms North), which involved the construction of Ashford Trail and 18 residential lots, was approved and constructed in 2012-2014 and individual home construction is nearing completion. Future phases of the plat are also planned to the west and south and upon completion, the entire subdivision of Oakland Farms will consist of approximately 119 lots on 46 acres.

II. BACKGROUND INFORMATION:

The following is important background information and summarizes the requirements that are applicable to the preliminary plat application. All required improvements will comply with Article 5 – Subdivision and Land Division Regulations of the City of Portage Land Development Regulations.

Street Access	Westerly extensions of existing public streets (Oakland Farms Trail and Ashford Trail) from Oakland Drive and construction of a new connector public street are proposed ("Road A") with provisions for future public street extensions to the remaining vacant property to the west and south.
Storm Water	Storm water will be directed to an existing public basin located to the south, along the south side of Oakland Farms Trail.
Public Improvements	Public streets, curb-gutter, municipal water, sanitary sewer, streetlights will be provided pursuant to established ordinance requirements.
Zoning	The eastern portion of proposed plat involving lots 20-29 and 33-38 is zoned R-1B, one family residential: A minimum 80 foot lot widths (100 feet for corner lots); minimum lot size of 9,600 square feet; and minimum setbacks of 30-feet (front), 10-feet (side) and 40-feet (rear) are required and provided. The western portion of proposed plat involving lots 30-32 and 39-44 is zoned R-1C, one family residential: A minimum 100-foot lot widths (120 feet for corner lots); minimum lot size of 12,000 square feet; and minimum setbacks of 30-feet (front), 12-feet (side) and 40-feet (rear) are required and provided.
Environmental Impacts	No wetlands, floodplain or other environmental issues are present on the property.

Sidewalks/Walkways	a) Consistent with the Land Development Regulations, four foot wide concrete sidewalks will be installed along both sides of all streets. b) Section 42-806.2, Public Walkways, indicates the Commission may require a public walkway to obtain pedestrian access to a public or private facility such as a school or park.
Traffic	A total of 25 single-family residential dwellings can be expected to generate approximately 125-150 vehicles per day (equivalent to 250-300 vehicle trips per day).
Variance Request	The applicant is requesting a variance from Section 42-806 (Blocks) of the Land Development Regulations. This section establishes a maximum block length of 1,400 feet, except where, in the opinion of the Planning Commission/City Council conditions may justify a greater distance. The westerly extension of Oakland Farms Trail and Ashford Trail, to the point where "Road A" intersects these streets, will result in block lengths of approximately 1,420 feet and 1,470 feet, respectively.

III. PUBLIC NOTICE REQUIREMENTS:

In accordance with the Michigan Planning Enabling Act (Public Act No. 33 of 2008, as amended), a public notice was published in the local newspaper and notice was mailed to owners of land immediately adjoining the proposed plat 15 days prior to the date of the public hearing.

Submission of the preliminary plat is intended to provide the community with the opportunity to examine existing and proposed conditions pertaining to the development of the subdivision. After approval by the City Council, preliminary plat approval is effective for 12 months. During the 12 month period, detailed engineering drawings will be prepared and submitted to City Council for review and approval. Following construction of the plat improvements, the developer will request that City Council grant final plat approval.

IV. ANALYSIS:

The proposed plat has been reviewed within the context of the Comprehensive Plan, Land Development Regulations and other applicable ordinance requirements. In regard to the variance request from the maximum 1,400 foot block length provision, the applicant has submitted a written communication that addresses the criteria set forth in Section 42-713 (Variances) of the Land Development Regulations. The westerly extensions of Oakland Farms Trail and Ashford Trail, to the point where "Road A" intersects these streets, will result in block lengths of approximately 1,420 feet and 1,470 feet, respectively. As indicated by the applicant, there are special circumstances and/or conditions affecting the property including its overall depth/shape and the presence of a privately owned parcel and State Game Area to the north of Ashford Trail that creates an undue hardship with strict compliance to this standard. The developer has indicated the variance request only slightly exceeds the 1,400 foot block length standard and strict compliance with this provision would require significant plat redesign and a much less desirable subdivision layout. Given the physical characteristics and special circumstances affecting the property, staff is supportive of the variance request.

With regard to Section 42-806.2, Public Walkways, the north property line of lot 44 abuts the Gourdneck State Game Area. The eastern end of lot 44 transitions into a point at a location where the Ashford Trail public street right-of-way nearly abuts the State Game Area. In order for the existing and future residents of this subdivision to gain access to the State Game Area, staff recommended to the developer that the approximate eastern 20 feet of lot 44 be incorporated into the public street right-of-way. As a result, 20 feet of the State Game Area would abut Ashford Trail providing a public access point. A public walkway could then be constructed from Ashford Trail to the north property line where abutting the Gourdneck State Game Area. However, the developer has indicated access to the State Game Area at this location is not desired citing concerns about the potential negative impacts on adjacent lots.

Staff is of the opinion that this location to the State Game Area provides convenient access to a valuable, publically-owned natural resource for the neighborhood residents, is consistent with the Comprehensive Plan and Complete Street implementation strategies and is also consistent with several other public walkways required as part of development project approvals such as Whispering Meadows No. 4, Whisper Rock, The Homestead, Ashton Farms, Streamsong, Woodland Meadows, among others. Impacts on the adjacent lots, if any, could be minimized by retention of existing vegetation or installation of supplemental vegetation.

The developer has suggested that access to the State Game Area could be obtained through the city-owned property at the extreme west end. Construction of a formal path on the city-owned property is problematic from two perspectives. First, the grade of this property near the north end is approximately 12% and second, the Shuman Wellfield facility is located where the path would enter the property. This is an isolated area and where public access should not be encouraged. Finally, based on the preliminary layout of future development of this plat, a path on the adjacent city owned parcel would need to be located behind five planned lots, as opposed to the recommended location between lots 20 and 44.

V. RECOMMENDATION:

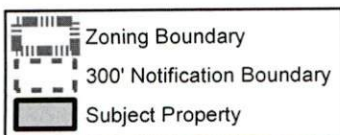
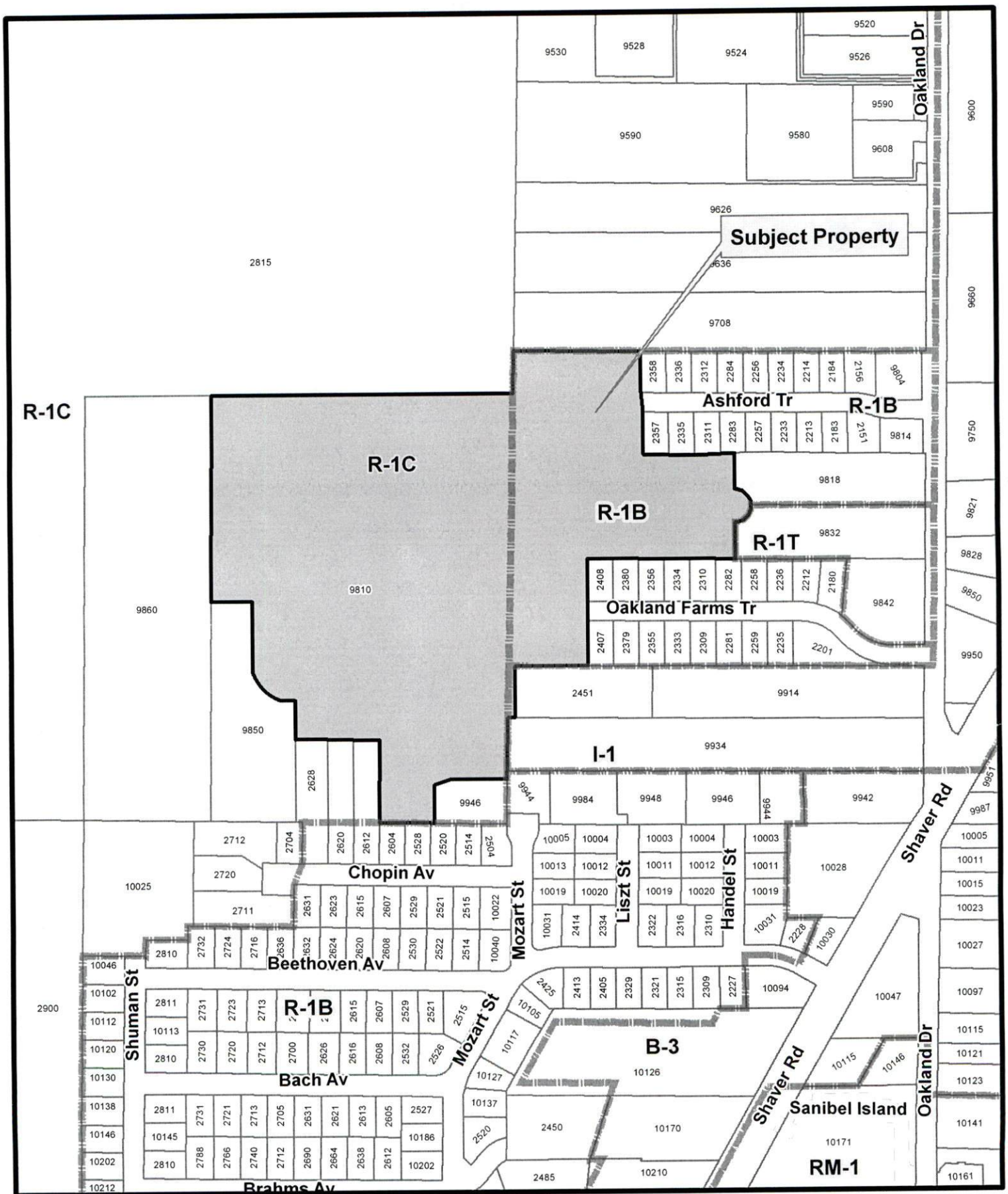
Based on the above information and subject to any additional information received during the public hearing, staff advises the Planning Commission recommend to City Council that the Preliminary Plat of Oakland Farms No. 2, 9810 Oakland Drive, be approved subject to the following conditions:

1. Streets and Utilities – The proposed street system, municipal water and sanitary sewer are acceptable in concept. Final design, location and related issues will be addressed as part of the detailed engineering plan review. Any public utility located outside of the street right-of-way will require that an easement(s) be conveyed to the city.
2. Variance – Block Length – Approval of the variance request from the 1,400 foot block length standard to allow extension of Ashford Trail and Oakland Farms Trail with resulting block lengths of 1,420 feet and 1,470 feet, respectively. The variance request satisfies the criteria set forth in Section 42-713, in that, 1) There are special circumstances or conditions affecting the property such that strict application of this article would deprive the applicant of reasonable use of the land; 2) The variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner; and 3) The granting of the variance will not be detrimental to the public welfare or injurious to other property in the territory in which the property is situated.

3. Public Walkway – Consistent with Section 42-806.2 (Public Walkways), it is recommended a public walkway be constructed along the eastern portion of lot 44, from Ashford Trail to the north property line, to provide residents of the subdivision access to the abutting Gourdneck State Game Area. An easement could be granted to the city or this area could be incorporated in the adjacent Ashford Trail public right-of-way. Furthermore, Section 42-806.2 requires the path to be 12 feet wide. Since this path would generally serve only the residents living in this neighborhood, a path width of four-feet is recommended to further minimize impacts on adjacent lots. Final design, location and related issues will be addressed as part of the detailed engineering plan review.

Attachments: Zoning/Vicinity Map
Aerial Photo Map
March 21, 2017 Communication from Patrick Flanagan, Ingersoll, Watson & McMachen
Preliminary Plat Drawing

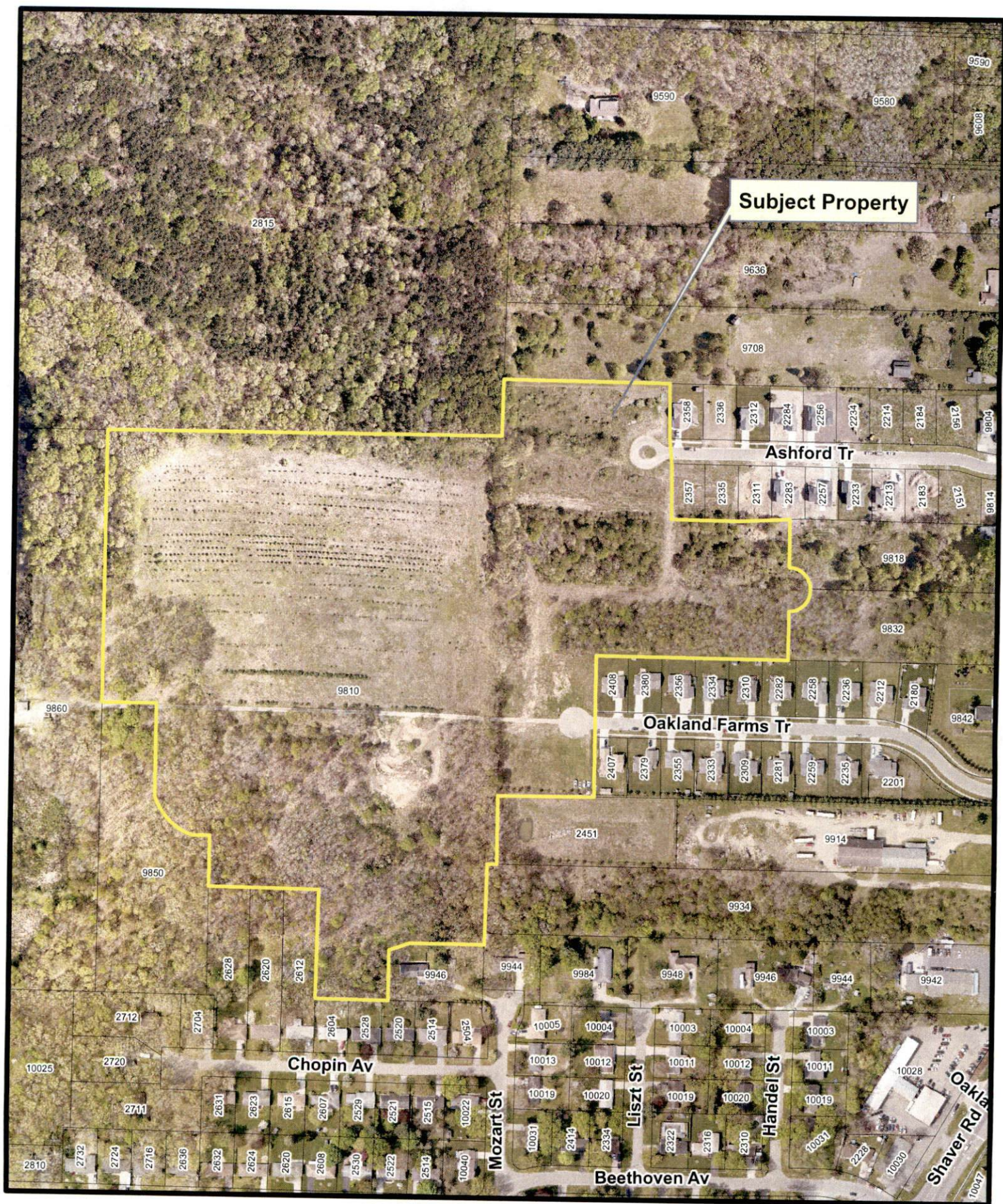
S:\Commdev\2016-2017 Department Files\Board Files\PLANNING COMMISSION\PC Reports\Plats\2017 03 24 Oakland Farms No. 2, 9810 Oakland Drive (PP).doc



Preliminary Plat Oakland Farms No. 2



1 inch = 400 feet



 Subject Property

Aerial Photography Oakland Farms No. 2



1 inch = 300 feet
(78)

Ingersoll, Watson & McMachen, Inc.

CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS

March 21, 2017

City of Portage
7900 South Westnedge Avenue
Portage, MI 49002
ATTN: City of Portage Planning Commission

RE: Proposed "Oakland Farms No.2" Subdivision

Dear Planning Commission,

On behalf of the owners of the proposed "Oakland Farms No.2" subdivision, we hereby request a variance be considered with regards to the "Oakland Farms No.2" subdivision as it relates to Section 42-806 (1) a. of the City of Portage's Land Development Regulations.

Section 42-806 (1) a. states that *"the maximum length for a block is 1,400 feet, except where, in the opinion of the Planning Commission, conditions may justify a greater distance"*. As shown on the submitted Preliminary Plat for "Oakland Farms No.2", Ashford Trail has a block length of about 1470 feet as measured from the westerly right-of-way line of Oakland Drive to the easterly right-of-way line of Road A, while Oakland Farms Trail has a block length of about 1420 feet as measured from the westerly right-of-way line of Oakland Drive to the easterly right-of-way line of Road A.

We request a variance be considered and hopefully granted with regards to the maximum 1400 foot block length based on the following:

- 1) Granting the variance will not be detrimental to the public or injurious to other nearby properties because the proposed block lengths only slightly exceed 1400 feet, public safety and public welfare are not impacted, and the proposed blocks are internal to the overall development.
- 2) The variance is necessary for the preservation of a substantial property right of the applicant because altering the layout to strictly comply with the 1400 foot block length would significantly impact the proposed layout and would result in a site layout that is less efficient, would result in the removal of some lots, and would create a layout that does not fit very well with the overall size and shape of the property.

3) There are special circumstances or conditions affecting the property such that strict application of the 1400' block length would deprive the applicant of reasonable use of their land. Specifically, adjusting the layout to comply with the 1400 foot block length would dictate a layout that is much less desirable than the layout shown on the submitted Preliminary Plat drawing.

As you review this variance request, please keep in mind that the overall property is somewhat deep (+/-2200 feet) and that the property has an existing storm water basin the south and private property / State of Michigan land to the north. These factors affect the overall layout and the proposed street layout.

For the above outlined reasons, we ask that a variance be granted with regards to Section 42-806 (1) a. of the City of Portage's Land Development Regulations.

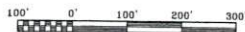
Thank you for your consideration of this matter.

Sincerely,

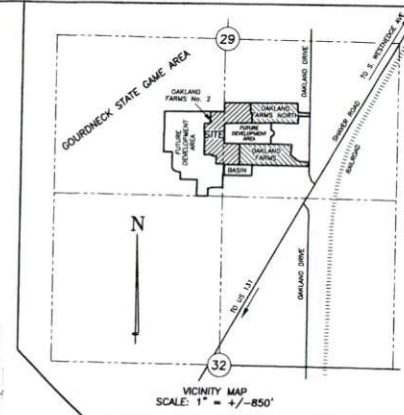
A handwritten signature in cursive script, appearing to read "Pat Flanagan".

Patrick D. Flanagan, P.E.

N



UNPLATTED
ZONED R-1C
(STATE OF MICHIGAN)



NOTES

- 1) PROPOSED PHASE INCLUDES 25 LOTS SITUATED ON APPROXIMATELY 9.6 ACRES.
- 2) LOTS SHALL CONFORM TO CITY OF PORTLAND ZONING REQUIREMENTS.
- 3) SUBDIVISION SHALL CONFORM TO THE CITY OF PORTLAND ZONING REQUIREMENTS.
- 4) ALL ROADWAYS SHALL HAVE A 60 FOOT WIDE RIGHT OF WAY AND SHALL BE PUBLIC.
- 5) ALL LOTS SHALL BE 100 FEET WIDE.
- 6) STORM SEWER SYSTEM SHALL RUN TO EXISTING STORM SEWER AND WATER MAIN SHALL BE UNDER CITY OF PORTLAND JURISDICTION.
- 7) LOTS ARE PARTIAL.
- 8) ALL LOT DIMENSIONS ARE SUBJECT TO FINAL ADJUSTMENT. DIMENSIONS SHOWN ON CURVES ARE CORNER LENGTHS.
- 9) SHOWN ELEVATIONS ARE BASED ON USGS DATUM. SHOWN TOPOGRAPHY & ELEVATION CONTOURS BASED ON A 1982 MAP PREPARED BY OTHERS.
- 10) SIDEWALKS WILL BE PROVIDED ON BOTH SIDES OF ALL STREETS AND AROUND THE PERIMETER OF THE PROJECT. SEE PLAN SHEET WITHIN. SHALL BE A MINIMUM OF 30.0 FEET (30.0 FEET BETWEEN BACKS OF CURBS). ALL UTILITIES SHALL BE UNDERGROUND.
- 11) STREET NAMES ARE PENDING.

LEGEND

- — EXISTING WATER
MAIN
---- EXISTING SANITARY
SEWER
— — EXISTING STORM

FIRE DEPT. NOTES

FIRE DEPT. NOTES

COMBUSTIBLE BUILDING CONSTRUCTION SHALL NOT COME IN CONTACT WITH FIRE DEPT. EQUIPMENT, AND ALL WEATHER ROAD SURFACE IS 10 FEET.

THE FIRE FLOW FOR EACH BUILDING IS 1000 GPM FROM ONE HYDRANT WITHIN 400' OF ALL PORTIONS OF THE BUILDING. THIS FLOW IS BASED ON THE FLOOR AREA OF ALL FLOOR INCHES. BUILDING SHALL BE CONSTRUCTED V-B-B CONSTRUCTION. SHOULD A BUILDING EXCEED 3600 SQUARE FEET, THE MINIMUM FIRE FLOW WILL BE BASED ON THE FLOOR AREA OF CONSTRUCTION FOR THAT BUILDING.

FIRE APPARATUS ACCESS ROADS 20 TO 26 FEET WIDE SHALL BE POSTED ON BOTH SIDES AS A FIRE LANE.

A PDF FORMAT FILE OF THE APPROVED SITE PLAN SHALL BE PROVIDED TO THE FIRE DEPT. FOR REVIEW.

R-1C ZONING INFORMATION

(PART OF SUBJECT PROPERTY IS ZONED R-1C)
MINIMUM 13,000 SQ. FT. AREA WITH SEWER & WATER
MINIMUM 100' LOT WIDTH WITH SEWER & WATER
MINIMUM 30' FRONT YARD SETBACK
MINIMUM 12' SIDE YARD SETBACK
MINIMUM 40' REAR YARD SETBACK
MAXIMUM BUILDING COVERAGE OF LOT = 23%
(ALSO SEE APPLICABLE SECTIONS OF CITY OF
PORTLAND LAND DEVELOPMENT REGULATIONS)

R-1B ZONING INFORMATION

(PART OF SUBJECT PROPERTY IS ZONED R-1B)
MINIMUM 9,600 SQ. FT. AREA WITH SEWER & WATER
MINIMUM 80' LOT WIDTH WITH SEWER & WATER
MINIMUM 30' FRONT YARD SETBACK
MINIMUM 10' SIDE YARD SETBACK
MINIMUM 40' REAR YARD SETBACK
MAXIMUM BUILDING COVERAGE OF LOT = 25%
(ALSO SEE APPLICABLE SECTIONS OF CITY OF
PORTLAND LAND DEVELOPMENT REGULATIONS)

OWNER/APPLICANT:
HYLAND ASSOCIATES, LLC
7545 SOUTH 10th ST.
KALAMAZOO, MI 49009
207-2239 or 207-2920

PRELIMINARY PLAT for
OAKLAND FARMS No. 2
PART OF THE SOUTH 1/2 OF SEC. 28, T3S, R11W, CITY OF PORTAGE, KALAMAZOO CNTY., MICHIGAN

Ingersoll, Watson & McMachen, Inc.
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS
1132 East William Road - Portage, Michigan 49602 - Phone 269 544-6185 - Fax 269 544-0555

DATE: 01/14/21
01/24/2011
SHEET: 1
JOB NO.: 35067

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Portage Creek Landings – City Centre development, 412 West Centre Avenue

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council:

1. grant a waiver from the CPD, Commercial Planned Development, Conceptual Plan re-submission requirement; and
2. approve a two-year extension of the conceptual plan for the Portage Creek Landings – City Centre development.

Attached is a communication and conceptual plan from Michael Marshburn of PCL Curtis, LLC requesting that City Council grant a waiver from the CPD, Commercial Planned Development, Conceptual Plan re-submission requirement, and approve a two-year extension of the conceptual plan for the Portage Creek Landings – City Centre development project located at 412 West Centre Avenue.

The Portage Creek Landings – City Centre development was rezoned by Council in March 2006. Attached is the approved 2006 conceptual plan, written narrative and related materials. The project proposed the construction of several buildings ranging in size from 7,000-20,000 square feet on 14.6 acres of land. Since approval of the conceptual plan in 2006, two development projects have been constructed: Walgreens in 2006 and Huntington Bank in 2008. In 2012, the City Council granted PCL Curtis a waiver and two-year extension of the conceptual plan to facilitate a proposed restaurant and blues/jazz club. However, due to financing and other challenges, this development project did not come to fruition. Consequently, the conceptual plan has again expired since construction did not commence within two years from the previous plan approval. PLC Curtis is currently working with potential tenants to construct an 8,000-square-foot retail building north of the Huntington Bank building. PLC Curtis has indicated that three potential tenants are eager to secure new construction locations as soon as possible, with site plan approval in May and construction beginning in this summer desired. The process for re-approval of the conceptual plan involves a public hearing before the Planning Commission and City Council and typically takes 90-120 days.

In order to facilitate the proposed retail building and because the 2017 conceptual plan is consistent with the plan approved in 2012, as well as the original 2006 plan, approval of the waiver from the resubmission requirement and granting the two-year extension for the conceptual plan for the Portage Creek Landings – City Centre development is recommended. The City Attorney has reviewed the CPD district regulations and has determined that Council has the authority to waive the resubmission requirements specified in the ordinance.

Therefore, it is recommended that City Council grant a waiver from the CPD, Commercial Planned Development, Conceptual Plan re-submission requirement; and approve a two-year extension of the conceptual plan for the Portage Creek Landings – City Centre development.

FUNDING: Not applicable

Attachments:

1. April 12, 2017 communication and conceptual plan from PCL Curtis, LLC
2. Vicinty Map
3. 2006 approved Portage Creek Landings – City Centre Conceptual Plan and narrative



PCL Curtis, LLC

450 West Centre Avenue Portage, Michigan 49024

April 12, 2017

Mayor Peter J. Strazdas and Portage City Council
City of Portage
2900 S. Westnedge Ave.
Portage, MI 49002

Re: Renewing of Previously Approved Conceptual Plan for NW Corner of Centre and Shaver

Dear Mayor Strazdas and City Councilpersons:

As the owners and developers of the vacant land at the northwest corner of Centre Ave and Shaver Road, we are appealing to the Council for a favorable interpretation that our CPD conceptual plan remains valid and current. We are aware that our conceptual plan has expired due to a perceived inactivity for the past several years per the provisions of Code of Ordinances, Section 42-414-F. Since that master plan remains the road map we follow to attract potential stakeholders, we respectfully ask that Council grant a waiver from the F.4. Resubmission requirement and grant us a two-year extension of our conceptual plan. An opportunity to continue that development, with a project that will be a credit to the City Center, will be expedited by your favorable actions. A strict interpretation of the resubmission requirements would entail additional meetings and a requisite 90-120 days of delays and public hearings.

We have resubmitted a copy of the still valid Conceptual Plan for the remaining 13.78 acres of vacant land we have designated as the Portage Creek Landings City Centre development. That land was rezoned and our conceptual plan approved as a commercial planned development (CPD) by our mutual actions in 2006. Since that approval, both the Walgreen's and Huntington Bank sites have been developed within that CPD area. Despite our continued efforts to market and develop additional sites, the poor economy and other setbacks have forced us to take an unwanted hiatus. During that lull, we have continued to market and promote our concept while holding our standards high. Our conceptual plan remains intact. The purpose of this letter is to inform you of where we are presently and ask for a continuance of the conceptual plan.

Our desire remains, as shown on the attached conceptual plan, to create a pedestrian friendly, new lifestyle center featuring a blend of retail, office and dining properties. The property is anchored at the corner by a Walgreen's drugstore and an adjacent Huntington Bank branch. We are currently working toward an agreement for a three tenant, 8000 SF retail shop development that would be located on the parcel that is immediately north of the Huntington Bank site (Building #2 on the conceptual plan). The tenants of that proposed building are progressing with their plans and will submit a specific site plan for Planning Commission review shortly after this action is approved. A variety of complementary uses are planned for the remaining six potential lots as they are developed in the future.

We have paid particular attention in our conceptual site plans and standards to create a lifestyle center that feels good, is respectful of the environment and City Center in nature and has excellent linkages to existing and proposed City of Portage parks and recreation areas. One of the key features in a new national trend towards lifestyle centers is using the very best models for pedestrian site planning with a focus towards excellent architecture.

Portage City Council
April 12, 2017
Page No. 2

As the economy rebounds, we are anxious to resume this development. We know we can create an upscale environment for working, dining, shopping and recreation that is unique to the lifestyles now seen in Portage. Your support in this request is very much appreciated. We look forward to the opportunity to continue to work on this plan to create a showpiece for us and the City of Portage.

To take advantage of the new retail shops opportunity, we respectfully request that City Council take what ever means are available to them to expedite this review and re-endorsement of our conceptual plan.

We would appreciate it if this matter could be placed on Council's April 25 agenda. We will plan to attend to answer any questions that may arise.

Thank you for the chance to be heard.

*Sincerely,
PCL Curtis, LLC*

A handwritten signature in black ink, appearing to read "Michael A. Marshburn". The signature is fluid and cursive, with a large initial "M" and "A".

*Michael A. Marshburn
Managing Member*

CC: Vicki Georgeau, Director, Department of Community Development

Enc: Conceptual Site Plan



TMAP ASSOCIATES INC.
 470 WEST CENTRE AVENUE
 PORTAGE - MICHIGAN - 49024
 PH : 269.327.0077 FX : 269.327.0080
 EM : INFO@TMAPARCHITECTURE.COM

PROJECT TITLE
**PORTAGE
 CREEK
 LANDINGS
 CITY
 CENTRE**

SHEET TITLE
**Conceptual
 Site Plan**

DATE: 08-11-07
 ISSUED FOR: NCH
 DRAWN: NCH
 CHECKED:
 APPROVED:
 PROJECT NO.
05159
 SHEET NO.
AS.1



Date of Imagery: March, 2009



PCL Curtis, LLC

470 West Centre Avenue Portage, Michigan 49024

January 13, 2006

RECEIVED

JAN 13 2006

COMMUNITY DEVELOPMENT

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

Re: Rezoning and Conceptual Plan for NW Corner of Centre and Shaver

Dear Christopher:

We are pleased and excited to submit for the rezoning of approximately 16 acres at the NW Corner of Centre and Shaver for the proposed Portage Creek Landings City Centre commercial development. As you know, we have been acquiring property in this area since 1981. The final acquisition will be the two parcels that contain additional street frontage on Centre and Shaver that we are purchasing from the City of Portage. The approval of that purchase was received at the December 19, 2005 City Council meeting.

We are requesting that the property, in its entirety, be rezoned to Community Planned Development (CPD) from its current, mixed zoning classifications. Our desire, as shown on our attached conceptual plan and detailed below, is to create a new lifestyle center featuring retail, office and dining properties. Depending on future market conditions, it is our intent to also consider rental residential apartments above some of the future phase retail buildings. The property will be anchored at the corner by a Walgreen's drugstore and a variety of complementary uses are planned should our rezoning request be granted.

We have paid particular attention in our conceptual site plans and elevations to create a lifestyle center that feels good, is respectful of the environment, is pedestrian and City Center in nature and has excellent linkages to existing and proposed City of Portage parks and recreation areas. One of the key features in a new national trend towards lifestyle centers is using the very best models for pedestrian site planning with a focus towards excellent architecture.

Our members of PCL Curtis, LLC have professional backgrounds in both construction and architecture. In addition, we have requested and received the assistance of Joe Gesmundo and Greg Dobson of American Village Development Company "AVD". AVD has helped us with this site plan and has also been instrumental in securing our anchor tenant for the corner property.

Suffice it to say we are anxious to begin this development. We know we can create an upscale environment for working, dining, shopping and recreation that is unique to the lifestyles now seen in Portage. Your support in this rezoning request is very much appreciated. We look forward to the opportunity to continue to work on this plan to create a showpiece for us and the City of Portage.

Per your request we are answering each of the required questions that are provided in Section 42-414 of the City of Portage Land Development Regulations.

A. STANDARDS & OBJECTIVES

1. *The site is divided into seven (7) buildings that range in size from 9000 to 20,000 square feet and totaling approximately 100,000 square feet of building area. The entire development is designed to create a pleasant pedestrian scale while being compatible with the adjacent office park and municipal buildings. The moderate building sizes and number of buildings, rather than a "strip" center, allows the development to better fit the land and preserve native vegetation. Providing public utilities to each building will be more manageable and serviceable with individual buildings. All utilities will be underground.*
2. *All buildings will be designed with a unifying theme and compatible signage. It is the intent to create a cohesive development that will promote way-finding and compatible appearances. Public art or unique structures are planned at the center of each roundabout to create landmark status within the development. The density of the development will be controlled to create an appropriate balance of open area, required parking and buildings. Respect is given to the Central Park and sensitive wetlands to the north.*
3. *It is the intent, starting with the Walgreen's, that all buildings have a harmonious and compatible appearance and scale. Restrictive covenants and design standards will be utilized to control the appearance of not only buildings but also all site features and service functions.*
4. *We have specifically designed our plan to allow for a variety of differently sized buildings. The changing sizes as well as architecture that changes but stays true to common elements will provide for an innovative land use plan. All buildings will be constructed with all four faces of combinations of brick veneer and glass with stone or other masonry accents. Covered walkways front every building. The two buildings (#5 & 6) will have windows, decks and patios toward the Creek to take advantage of the beautiful views. Our plans call for more green space than is required and anticipates pedestrian linkages to both existing and proposed/future City of Portage linear trail and public parks. A water feature is planned that serves both as a visual element as well as a functional storm water component.*
5. *The landscaping, while not detailed on this plan, will be first class in nature and will provide a common unifying theme throughout the development. Native mature trees will be saved and protected through-out the site. New plantings will utilize native plantings such as Oak trees and flowering shrubs. The wetland areas will be enhanced by acceptable native plantings.*
6. *Note that the entire 16-acre development shares just three curb cuts. The southern curb cut on Shaver Road and the curb cut on Centre will be designed as full-service drives; the other curb cut will be restricted to prevent left turns exiting the development. The parking has been designed to provide adequate parking within the development for all the anticipated future uses. The parking space count is slightly short of Ordinance requirements but we are reserving additional green space should the needs exceed the spaces shown. Storefront parking is provided in all cases however, if storefront parking is not available, additional parking will be available throughout the remainder of the development. And, as is common in lifestyle centers, the site plan is designed so that all the common elements and storefront are easily accessible by foot. In addition, the development will be attractive and at a scale that is very people friendly.*
7. *Although this development does not neighbor any residential neighborhoods it is certainly designed so that it would be very compatible if there were an adjacent residential neighborhood. We do feel that this development type is very consistent with the existing office park and City neighbors. The character of the development will blend with the office and municipal structures that surround the site.*

8. The main transitions occur between parking areas within this development. We have used a boulevard entry road and roundabouts to slow traffic, provide for a better feel when entering the development and also to separate the roadway system from the parking lots. This allows for a safe pedestrian and vehicular movement as the number of locations where pedestrians and vehicles are meant to cross is kept to a minimum. In addition, having the roadway system outside of the parking lots (which is unusual in normal commercial development) is a real plus to the overall feel of this development.
9. We are confident that the redesigned intersection of Centre and Shaver that will be forthcoming this spring will adequately be able to handle the traffic from this development. Lifestyle centers are known for generating fairly low traffic levels with very high sales levels. This is because a greater portion of the people who come to the typical lifestyle center are buyers as opposed to shoppers. Public utilities of sufficient size to service this development are available at both Shaver Road and Centre Street. Public easements will be granted to distribute these utilities through the development.
10. This plan is very cognizant of the surrounding natural features. Specifically note that larger percentage of this development which is dedicated to green space. A particularly nice feature is the Portage Creek and the surrounding green area that has been left undeveloped. We expect that these natural areas will be enjoyed by the customers of this lifestyle center as well as the residents of the City of Portage. Only 14% of the site area is covered by buildings while approximately 35% is dedicated to green space, water features and landscaping.

Per your request we are also answering each of the required questions that are provided in Section 42-414 B of the City of Portage Land Development Regulations.

B. PROCEDURE FOR PLAN REVIEW

1. A conceptual plan accompanies this narrative. That plan shows the proposed development, existing topography of the site and existing mature trees, preliminary phasing plans, present zoning and proposed utilities locations.
2. An earlier version of the conceptual plan was submitted to the Department of Development in December of 2005 and was reviewed. A letter of December 22, 2005 was received and contained their preliminary comments on that version of the conceptual plan. This narrative is intended to address those comments.
3. An informal meeting between the developer and the Department of Development was held on December 22, 2005 for the purposes of discussing their comments and procedures for future reviews by the Planning Commission.
4. The revised conceptual plan that accompanies this narrative contains graphic representation of the following information:
 - a. Purpose & Objectives – To create a new City Centre identity for the City by developing the largest available vacant piece of land in the vicinity of all the major municipal buildings into a cohesive and planned commercial development.
 - b. The plan shows proposed uses for all buildings. Actual market conditions will determine the final mix of tenants between shops, restaurants, offices and possibly loft apartments.
 - c. The plan is at a scale of on inch equals 60 feet and the north arrow is shown.
 - d. The name of the development will be Portage Creek Landings City Centre to continue with the identity already started for that corner. The conceptual site plan includes the legal description for the property to be rezoned. The owner and developer of the parcel is PCL Curtis, LLC of 470 West Centre, Portage, Michigan, 49024.
 - e. The contiguous land holdings of PCL Curtis, LLC are shown on the attached conceptual plan and survey. Please see the attached affidavit of land ownership.
 - f. The conceptual plan includes a supplementary drawing which shows the other, non-owned surrounding parcels of land and present zoning boundaries.

- g. The conceptual plan indicates the intersection of Shaver Road and Centre Street which define the east and south boundaries of the site. No other public roads are affected by this development. The subject land is encumbered to a small degree by historic utility and cross-access easements. The developer intends to work with the beneficiary of those easements to have them rescinded since most are not used and will not be required for the new development. One cross-access easement with the Portage Fire Department to the north has been discussed and the Fire Department has indicated a preference to develop a private drive to replace that common drive. The conceptual plan indicates that solution. That will be resolved in phase III of the development.
- h. The conceptual plan indicates existing and planned utilities to serve the development. It is planned to serve the new development with City water and sewer. Storm drainage will be accomplished by a combination of underground structures and retention basins. An existing open storm drain that serves other developments in the area, including Centre Street and City Hall, is being investigated as to the possibilities of burying and/or rerouting. A local engineering firm has been retained to research and advise the developer of alternative solutions to this drain. The open drain will not be affected until Phase IV of the development.
- i. The conceptual site plan is overlaid on existing topography but no final grading plans have yet been attempted. The individual buildings and separate parking lots will make topographical transitions within the site easier. The land is generally flat with a gentle slope toward the Creek.
- j. The use, height and locations of the proposed buildings are shown on the conceptual plan. All buildings will be less than the 35 feet height dictated by the Ordinance. Accompanying the conceptual plan are some actual elevations, in color, of the planned Walgreen's drugstore and some preliminary elevation studies of the other typical buildings. Setbacks are in compliance with the Ordinance with the exception that modification is requested from the 75 foot setback requirement along the west property line for buildings #2 & 4 where they abut the OS-1 zone and for building #7 where it backs-up to the City's carport structures. In both these locations, existing screening is dense. Exact dimensions of the requested modifications will be undetermined until such time as a tenant for those building is known. The criteria for granting such modifications, as spelled out in the Ordinance (42-414G), will be easily satisfied when taken in the context of the overall development. Additionally, the future land use suggestions within the City Centre area of the City's Comprehensive Plan encourages some leniency to "reduce building setbacks" to create better pedestrian linkages within the site (page 10-14).
- k. The development is planned to be phased as follows. The exact phasing will depend on actual market conditions. Please refer to the phasing plan on the drawings submitted with this letter.

Phase I	Corner Walgreens	July 1, 2006 to June 30, 2007
Phase II	Out-Parcel on Centre	Sept. 1, 2006 to Sept. 1, 2007
Phase III	Out-Parcels on Shaver	Sept. 1, 2007 to Sept. 1, 2008
Phase IV	Core Buildings #4-7	Sept. 1 2007 to Sept. 1, 2010
- l. Each of these phases could easily be developed without the other. The utilities that are available at the site allow for easy extension should phase IV, for example, be developed before phase II. Additionally, the roadway lengths are not so long as they would be financially prohibitive, even if phase IV were to go before phase I. Additionally, we have shown on the attached conceptual plan how this development ties in well to the existing adjacent developments both at the City of Portage Fire Station and to Portage Creek Landings office park.
- m. The common open spaces, driveways, landscape and parking lots will be maintained owned and operated by PCL Curtis, LLC the developer.

- n. City water and sanitary sewer will be brought into the site from Shaver and/or Centre streets. Storm water will be contained on site using a combination of underground leaching structures and open retention/recharge basins. An existing open ditch drain that crosses the site and flows untreated to the Portage Creek is being investigated for responsibility, rerouting and burying.
- o. Both Shaver Road and Centre Street are designated as a five-lane, major arterial (level of service "D") roadways with capacities of 37,100 vehicles per day. 2004 traffic counts on Centre recorded 24,329 vehicles per day and Shaver at 24,518 vehicles per day. Based on the ITE Trip Generation Manual, Sixth Edition, it is estimated that the new development, when fully occupied, will generate an additional 2400 vehicle trip ends (1150 vehicles) on a average workday – well within the capacities of the adjacent roads.
- p. We plan to record a set of restrictive covenants on the property should this rezoning be approved. These covenants would govern the maintenance and operation of the common areas and cross-access easements as well as set up an architectural control committee that would approve all site plans and architectural plans to ensure they are consistent with the overall development plan as submitted herein.
- q. The natural features are noted on the attached survey and conceptual plan. It is our intent to incorporate as many existing desirable trees into the final landscape as is feasible. Screening between this development and the office park to the West and City property to the North will be by the retention of groves of existing trees; those natural barriers will be supplemented by additional plantings to create a harmonious transition while respecting the needs of the neighbors. The 100 year floodplain of Portage Creek is acknowledged and no buildings are planned to be placed in that area of the site. However, the existing open drainage ditch is intended to be changed to an underground conduit system and the floodplain immediately along the Creek in this area may be filled as/if acceptable to the Department of Environmental Quality. Current floodplain maps used by the city are over 10 years old and do not take into account recent improvements made by the City to the conduits immediately downstream and behind the Bandshell. Those improvements to the flow of the Creek relieve the back-up of high waters into this site considerably. An area identified as "highly sensitive wetland" has been identified at the northwest corner of the site. Since this area is also included in the floodplain, and it is a desirable natural area, there will be no development in this area. Both the floodplain and the sensitive wetland area are in the future phase IV of the development. A local civil engineering firm has been retained to research and advise the developer in these matters.

Please note that the City of Portage Future Land Use Plan indicates this property should be City Center. We feel that this development is exactly that. It embodies the current-day trends of a new, upscale, pedestrian city center. We look forward to the opportunity to discuss this plan with City Staff, Planning Commission and City Council. We feel this can be another first-class development for the City of Portage, PCL Curtis, LLC and AVD.

Sincerely,
PCL Curtis, LLC



Michael A. Marshburn, AIA
Managing Member

cc: Joe Gesmundo, American Village Development
Greg Dobson, American Village Development

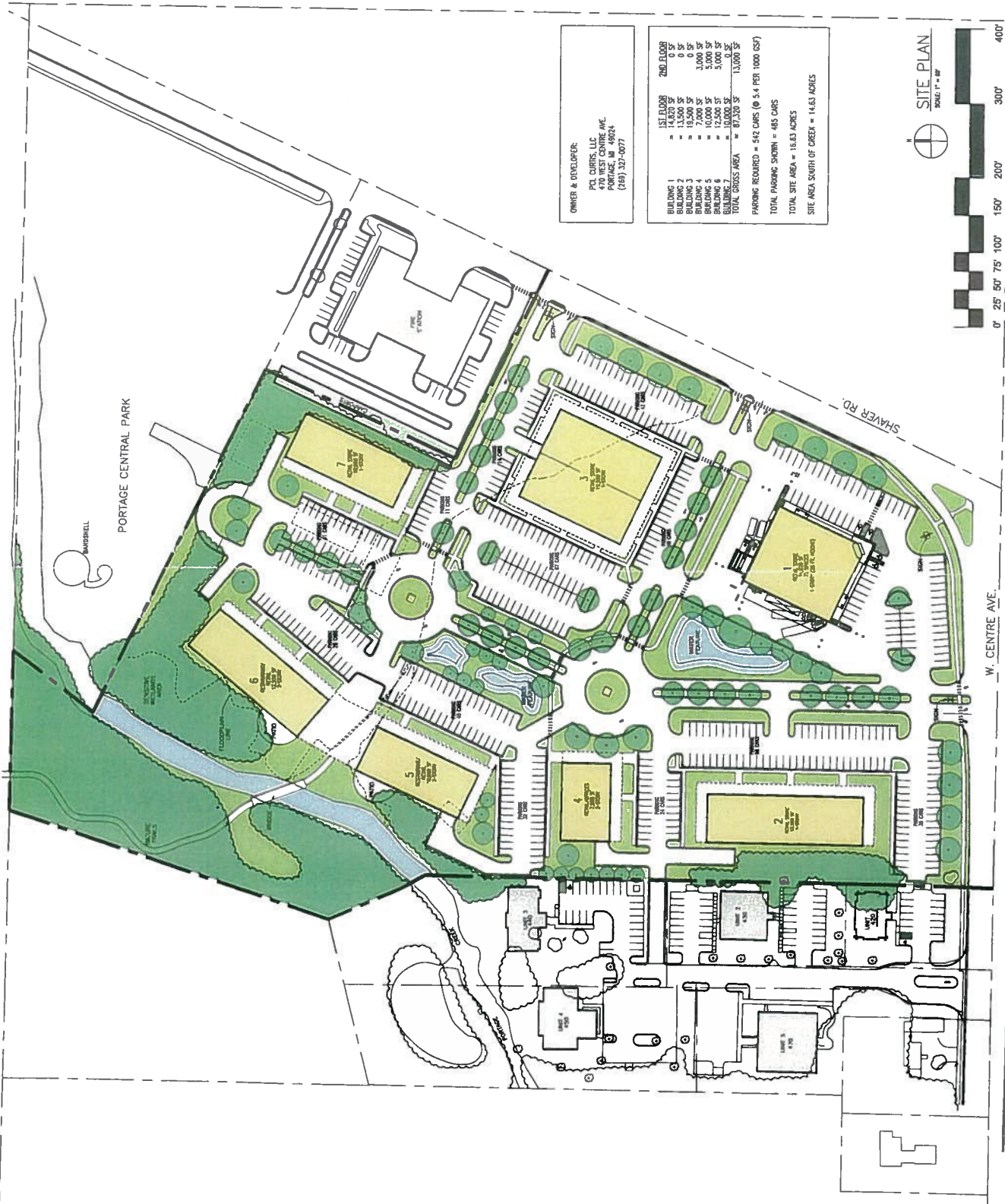


TMAP ASSOCIATES INC
100 WEST CENTRE AVENUE
PORTAGE, MI 49024
PH: 269.327.0077
FAX: 269.327.0077

PROJECT TITLE
**PORTAGE
CREEK
LANDINGS
CITY
CENTRE**

SHEET TITLE
**Conceptual
Site Plan**

DATE	ISSUED FOR
DRAWN	BY
CHECKED	DATE
APPROVED	PROJECT NO.
	05159
	SHEET NO.
	AS.1



OWNER & DEVELOPER:
PQ CURBS, LLC
470 WEST CENTRE AVE.
PORTAGE, MI 49024
(269) 327-0077

BUILDING 1	14,870 SF
BUILDING 2	19,500 SF
BUILDING 3	7,000 SF
BUILDING 4	10,000 SF
BUILDING 5	10,000 SF
BUILDING 6	10,000 SF
BUILDING 7	10,000 SF
TOTAL GROSS AREA	87,370 SF
PARKING REQUIRED	542 CARS @ 3.4 PER 1000 GSF
TOTAL PARKING SHOWN	485 CARS
TOTAL SITE AREA	15.63 ACRES
SITE AREA SOUTH OF CREEK	14.63 ACRES



SITE PLAN
SCALE: 1" = 80'

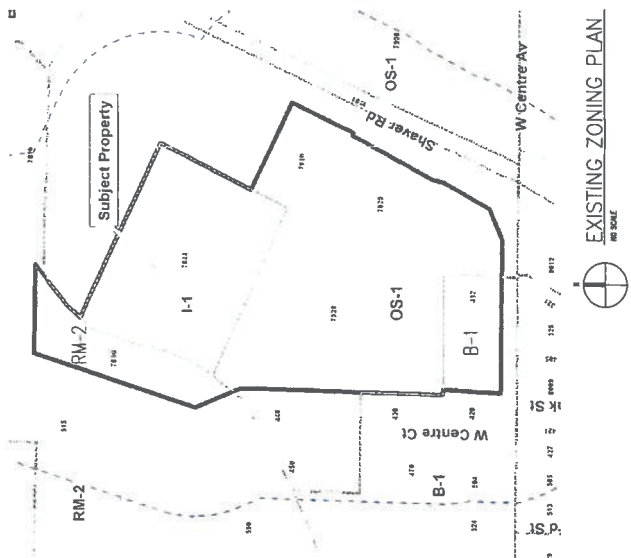


TMAP ASSOCIATES INC.
 690 WEST CENTRAL AVENUE
 SUITE 200
 PORTAGE CREEK, ALASKA 99571
 TEL: (907) 744-1000
 FAX: (907) 744-1001
 E-MAIL: TMAP@TMAP-ARCHITECTURAL.COM

PROJECT TITLE
**PORTAGE
 CREEK
 LANDINGS
 CITY
 CENTRE**

- SHEET TITLE
 Site Plans
 - Phasing
 - Utilities
 - Zoning
 - Aerial Photo

PROJECT NO.
05159
 SHEET NO.
AS.3

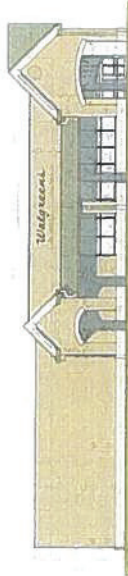




NORTH ELEVATION
SCALE: 1/8" = 1'-0"



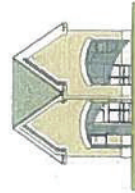
EAST ELEVATION
SCALE: 1/8" = 1'-0"



SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



WEST ELEVATION
SCALE: 1/8" = 1'-0"



ENTRANCE ELEVATION
SCALE: 1/8" = 1'-0"



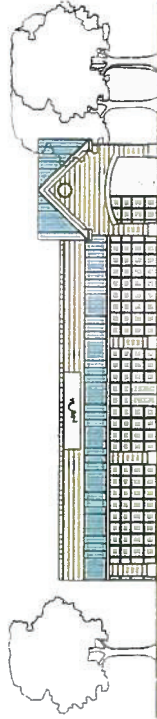
SIGN ELEVATIONS
SCALE: 1/8" = 1'-0"



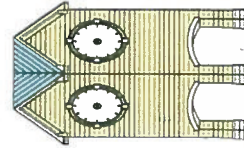
BUILDING #3 ELEVATION (TYP.)
SCALE: 1/8" = 1'-0"



BUILDING #3 ELEVATION (ALT.)
SCALE: 1/8" = 1'-0"



BUILDING #4 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



CLOCK TOWER ELEVATION (TYP.)
SCALE: 1/8" = 1'-0"



T.M.J. ASSOCIATES, INC.
200 WEST CENTRAL AVENUE
PORTLAND, OREGON 97201
TEL: 503.255.1111 FAX: 503.255.1112

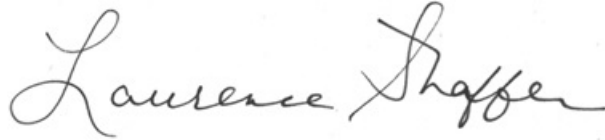
PROJECT TITLE
**PORTAGE
CREEK
LANDINGS
CITY
CENTRE**

SHEET TITLE
**Exterior
Elevations**

DATE: 11.13.08
DESIGNED FOR: [blank]
DRAWN BY: [blank]
CHECKED: [blank]
APPROVED: [blank]
PROJECT NO.: **05159**
SHEET NO.: **AS.4**

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: March Environmental Report

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

ACTION RECOMMENDED: Information Only

Attached please find the March 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. March Environmental Report

SUMMARY ENVIRONMENTAL ACTIVITY REPORT
March 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 5 site/building plan and/or plats completed in March 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 March 2017: 4 residential; 3 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. The Association has elected to renew the contract with Restorative Lake Science for 2017. Planning is underway for 2017.

Retention Basin
Sampling Program
(Groundwater
Elevation)

Investigation regarding potential
impact of retention basins on
groundwater levels.

Historical monitoring continues to show minor impacts at most basins. From 1993 through 2009 the monitoring program showed stable groundwater impacts due to storm water infiltration. Alternative road salt practices continue to be considered and evaluated. Bids were received for a new four year program on April 16, 2014. The low bidder, Nova Consultants, was awarded a four-year contract by City Council on April 29, 2014. Monitoring performed in October 2014 and July 2015. Monthly sampling at two retention basins continues. *Current findings show groundwater levels have risen approximately 36" over all previously recorded levels at Black Forest and are at record levels on the east side of Portage.*

The Black Forest neighborhood has experienced increased water levels resulting in flooding on Black Forest Drive. Residents are experiencing water in their basements for the first time. A temporary pumping operation and piping have been set up to pump the detention basin down during daytime hours and route pumped water to Sprinkle Road that outlets South in the Ramona Park detention basin, which has a greater capacity.

Overnight the water levels rise while the pump is not running, which indicates the groundwater level is high. This could also be attributed to sump pumps continuing to pump water from residents' basements. The Transportation & Utilities department and Suez Environmental are continuing to monitor the water levels of the basin and seek options to control the groundwater levels.

Wellhead Protection
Program (WHPP)

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

Current Wellhead Protection was originally approved in 2001. Staff participated in a MDEQ Water Supply Emergency planning roundtable on June 10, 2013. Update of the program has been initiated as part of the Water Reliability Study in conjunction with Fishbeck, Thompson, Carr & Huber update work is complete. Final report preparation was submitted to

		the Michigan Department of Environmental Quality for review and approval. Letter of approval received from MDEQ on June 15, 2015. Program implementation is ongoing.
Leaf Compost Monitoring Program	Monitoring and analysis of groundwater at the new Oakland Drive Leaf Compost site.	City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the new compost operation. Drilling was completed in October 2001 and first sampling cycle was completed in February 2002. Semi-annual sampling was performed from 2002 to 2008 in June and January. Sampling and analysis results continue to show negligible groundwater impacts from the leaf composting. Sampling schedule was reduced to annual sampling in 2009 with results showing continued minor impact on groundwater quality. Sampling completed in June 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 Conservation 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 Water Treatment Plant	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. <i>A native prairie burn will not take place in spring 2017. City staff are working together to implement a management program for future burns. Procedures are being implemented and resources identified so that the fire department will have the ability to administer and control native prairie burns.</i>
Environmental Incident/Spill Clean Up Notification	Environmental Protection Program to assist Portage Police/Fire Departments with spill containment and spill cleanup.	Emergency spill response contract for 2017-18 with Terra Contracting is in process.
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 provide training on invasive species to all DPS employees on April 27, 2017.

*Internal
Environmental Efforts*

Summarize internal city environmental efforts including recycling, building improvements, and hybrid vehicle inclusion.

Environmental efforts in the City of Portage are ongoing. In the month of March, the Public Services building has replaced 90-T8 32w fluorescent bulbs with 18w LED replacements. Throughout the city 204.25 tons of recycling were collected, with 33 new carts ordered.

Submitted by: Jamie Harmon, Assistant City Engineer

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Ambulance Provider Request for Proposal

SUPPORTING PERSONNEL: Daniel Mills, Senior Deputy Police / Fire Chief
John Podgorski, Senior Deputy Fire Chief
Stacy French, Assistant Fire Chief

ACTION RECOMMENDED: Information Only

In an effort to improve upon the quality of emergency medical responses and emergency transportation for residents and visitors to our community, the City Administration intends to invite sealed proposals to select a single ambulance provider to serve the City of Portage. For over twenty years, the city has been served by two ambulance companies, each providing service to the city on a one month on/one month off basis. Although this alternating system was intended to be temporary, it has continued for over a decade without a formal contractual arrangement. This alternating system is not considered a best practice, as it does not allow either provider to invest in the number or quality of personnel, equipment or apparatus needed to provide the best service to Portage citizens.

This topic has been discussed on multiple occasions by the City Administration, the Director of Public Safety and the Fire Division Administration. Dr. William Fales, MD, FACEP, the Medical Director for the Kalamazoo County Medical Control Authority, has also been involved in these discussions. Dr. Fales is responsible for the oversight of the Kalamazoo County EMS system and the four ambulance companies operating in the county. Dr. Fales has recommended the City of Portage secure a single ambulance provider. That recommendation is fully supported by the City Administration and the Portage Department of Public Safety, as well as both of the current ambulance providers, who have also met with the City Administration on several occasions.

In order to move to a single, high-quality ambulance provider, an RFP has been developed that clearly delineates the expectations of the city. The attributes of a high-quality emergency ambulance provider will include, but are not limited to the following:

- A work force, both clinical and non-clinical, that is well-trained, caring, professional and experienced.
- A commitment to providing well-maintained and reliable vehicles and equipment.
- A commitment to prompt on-scene arrival followed by the delivery of quality care.
- A commitment to accreditation by the Commission of the Accreditation of Ambulance Services (CAAS).

The contract will be awarded to a responsive and responsible firm, at the sole discretion of the city,

whose proposal is determined by the City Administration to be in the best interest of the community. The award will be based on licensure, personnel staffing, equipment and supplies, response times, quality of care, accreditation, continuing education of personnel and other factors as determined appropriate for consideration.

As part of the March 2016 Fire Division accreditation process, specific medical response time data was collected in order to comply with established accreditation standards. The Fire Division has continued to collect data for accreditation which can be used as one factor for comparison and analysis as well as, a review of ambulance performance measures and statements from providers. The RFP contains several performance measurements including response time, communication standards, vehicle reliability and staff training and support. The ambulance company will be held to strict compliance to the standards by the Public Safety Department. Failure to comply with the standards may result in the termination of the agreement and selection of different ambulance service.

Other communities within Kalamazoo County are currently served by a single ambulance service provider and it is now time for the city to select a single ambulance provider. The contract with the selected ambulance provider will result in no cost to the City of Portage.

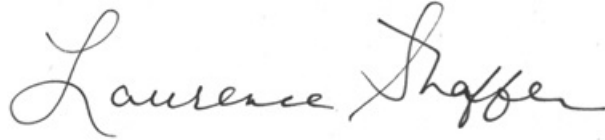
The City Administration intends to complete the RFP process and then return to the City Council with its recommendation. Endorsement by Council of this process would be appreciated.

FUNDING: N/A

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Closed Session

SUPPORTING PERSONNEL: James Hudson, City Clerk

ACTION RECOMMENDED: That City Council hold a closed session immediately following the regular meeting for the purpose of reviewing an Attorney/Client communication regarding a Freedom of Information Act Appeal.

Information regarding this Freedom of Information Act (FOIA) Appeal was included in the Materials Transmitted of April 21, 2017.

FUNDING: N/A

Attachments: 1. N/A

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

February 27, 2017

The regular business meeting of the Board of Education of the Portage Public Schools held on Monday, February 27, 2017, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room 1 at the Administration Building, 8107 Mustang Drive. He welcomed an audience of 14 people and all in attendance recited the Pledge of Allegiance.

Board Trustees Present: Kurt Droppers, Terri Novaria, Bo Snyder, Randy Van Antwerp and Joanne Willson

Board Trustees Absent: Rusty Rathburn and Celeste Shelton-Harris

REVISIONS/APPROVAL OF AGENDA

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

Motion carried unanimously.

REPORTS

Superintendent's Report. Superintendent Bielang thanked the City of Portage for hosting the second annual celebration of Black History Month and inviting the Brazeal Dennard Chorale as well as Von Washington, Jr. and Von Washington, Sr. to perform. Superintendent Bielang shared highlights and thanked several Trustees for attending the Kalamazoo Region Conversation on Respecting Diversity on February 18, 2017. Superintendent Bielang noted, due to the favorable weather conditions, the Northern High School Athletic Event Facility site work has begun. Neighbors have been notified, in writing, as well as invited to attend an informational meeting on March 7, 2017, at 6:30 p.m. in the Little Theatre at North Middle to learn more about the project. Superintendent Bielang announced the groundbreaking ceremony at Northern Campus will take place on Wednesday, May 10, 2017, at 4 p.m. and further details will be provided. Superintendent Bielang informed the audience of a pre-bid meeting planned for contractors regarding North Middle School on February 28, 2017. Superintendent Bielang shared news pertaining to a contact by the USTA (United States Tennis Association) to explore options for use of District facilities. Superintendent Bielang informed the audience of an Early Middle College (EMC) parent information meeting planned for March 15, 2017. He plans to share meeting feedback with the Board at the March 27, 2017 Regular Business Meeting. Superintendent Bielang announced the 2017/2018 District calendar has been finalized and is available on the District web site. Superintendent Bielang reminded Trustees that the next Policy Governance Retreat is scheduled for 4:00 p.m. on Monday, March 13, 2017 and to be prepared for a Board photo that evening.

Financial Report. Mrs. Karla Colestock, Director of Finance, shared a financial report for the seven month period ending January 31, 2017; a membership count update; Skyward training update; and a 2017/2018 General Fund Budget Update highlighting the Consensus Revenue Estimating Conference Summary and the Governor's Executive Budget Proposal.

COMMENTS OR COMMUNICATIONS

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

Mrs. Willson thanked the Administration for releasing the 2017/2018 District calendar.

Mrs. Novaria acknowledged Superintendent Bielang for participating in the Kalamazoo Region Conversation on Respecting Diversity event on Saturday, February 18, 2017, at Western Michigan University's Fetzer Center. Mrs. Novaria noted it was a worthwhile event that she would like to see continue.

President Van Antwerp reminded Trustees to register for the March 15, 2017, Kalamazoo County School Officers Association event. He noted March 1, 2017, is the deadline to RSVP to attend the 50th Anniversary Celebration of the Rotary Club of Portage. The event will be held on Friday, March 24, 2017, at 6:00 p.m. at the Fetzer Center on the campus of Western Michigan University. President Van Antwerp urged the audience to visit the student artwork on display at the Portage District Library.

President Van Antwerp noted there were no Board Committee Reports.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: The minutes of the December 12, 2016, Policy Governance Retreat and Regular Business Meeting; the January 9, 2017, Policy Governance Retreat and Organizational Meeting; the February 6, 2017, Special Meeting; and the February 13, 2017 Committee of the Whole Work Session Meeting; Board of Education Meeting Schedule for 2017/2018 (Recommended Board of Education meeting schedule from July 17, 2017, through June 25, 2018.); Recommendation for Purchase of Laser Engraver for Northern High School (Recommended purchase and installation of a Laser Engraver from Buckeye Educational Systems (BES) of Lexington, OH, for an amount of \$49,120.00. These funds will come from the 2016/17 General Fund budget.); and Recommended Student Chromebook Purchase (Recommended purchase of 420 Acer C740 Chromebooks from CDW-G (Vernon Hills, IL) in an amount not to exceed \$98,700. The proceeds are coming from the 16/17 General Fund.).

There being no objections, motion carried unanimously.

ACTION ITEMS

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education adopt the Resolution Amendment #1 to the General Appropriations Act (General Fund) for the 2016/2017 year, as presented.

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

Motion offered by Mrs. Novaria, seconded by Mr. Droppers, that the Board of Education approve the National School Breakfast Week Proclamation, as presented.

Mrs. Novaria read the National School Breakfast Week Proclamation.

Motion carried unanimously.

DISCUSSION ITEMS

Northern High School Spanish Club Field Trip to Spain. Mr. Larry Killips, Assistant Superintendent of Instruction and Assessment, introduced Ms. Heather Cañenguez and Mr. Bryan Hill, Northern High School Spanish Teachers. Ms. Cañenguez and Mr. Hill provided background information on the Spanish Club trip to Spain from June 25 – July 6, 2018.

Recommended Northern High School Handrail Replacements. Mr. Ron Herron, Assistant Superintendent of Operations, shared details of the recommendation to approve a construction contract with Kalamazoo Contractors, Inc., of Kalamazoo, Michigan, for the Northern High School Handrail Replacement project. A total project cost of \$94,000 will come from the 2016/2017 Building and Site Sinking Fund.

2016 Bond Commissioning Services for Middle Schools and Natatoriums. Mr. Herron and Mr. Doug Phillips, Preconstruction Director, from Walbridge, provided highlights and responded to Trustee questions regarding the recommendation to award a Commissioning Services Contract to FISEXCx LLC of Lowell, Michigan, for \$128,930. This funding would come from the 2016 Bond Construction Funds.

CLOSED SESSION

Motion offered by Mr. Snyder, seconded by Mr. Droppers, that the Board of Education move into closed session for the purpose of discussing periodic personnel evaluations and purchase or lease of property [Sections 8(a) and 8(d) of the Open Meetings Act].

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

The Board moved into closed session at 7:23 p.m.

The Board returned to open session at 7:35 p.m.

POST CLOSED SESSION ACTION

Motion offered by Mrs. Novaria, seconded by Mr. Snyder, that the Board of Education approve the purchase of the property located at 704 Idaho Avenue for the price of \$119,900 plus necessary and reasonable closing costs, and that the Superintendent or Assistant Superintendent of Operations be authorized to sign all necessary documents associated with this purchase. The funds to pay for this purchase will come from the 2016/17 General Fund, as presented.

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

Motion offered by Mrs. Willson, seconded by Mrs. Novaria, as permitted under MCL sections 1230a and 1230d(7), that the Board of Education of Portage Public Schools authorizes the

assignment of Kenneth L. Bailey to the District by Chartwells, Inc., as his convictions are not considered a listed offense under the Revised School Code.

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

There being no further business to come before the Board, the meeting was adjourned at 7:43 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2016/17 AMENDED BUDGET**

Be it resolved that this resolution shall be the General Fund appropriations of Portage Public Schools for the fiscal year 2016/17. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the General Fund of Portage Public Schools for fiscal year 2016/17 is as follows:

	Actual 2014/15	Actual 2015/16	Adopted Budget 2016/17	Amended Budget #1 2016/17
Total Fund Balance, Beginning of Year, July 1	7,200,936	7,932,209	8,656,104	10,183,467
REVENUES:				
Local Sources	21,701,543	24,705,067	24,378,175	24,623,763
State Sources	59,274,452	60,949,472	62,859,558	62,869,579
Federal Sources	995,223	980,152	1,028,323	1,141,158
Incoming Transfers and Other Transactions	199,245	1,192,151	394,564	317,098
Total Revenues and Other Transactions	82,170,463	87,826,842	88,660,620	88,951,598
Total Available to Appropriate	89,371,399	95,759,051	97,316,724	99,135,065
Be it further resolved that \$89,593,276 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:				
EXPENDITURES:				
Instruction:				
Basic Programs	42,122,682	43,994,622	46,569,581	46,819,206
Added Needs	6,705,724	6,914,299	7,086,601	6,949,606
Adult Education	55,231	-	-	-
Total Instruction	48,883,637	50,908,921	53,656,182	53,768,812
Supporting Services:				
Pupil	5,143,347	5,537,775	5,738,394	5,761,176
Instructional Staff	4,391,117	4,220,031	4,696,529	4,798,468
General Administration	586,174	606,926	680,005	666,679
School Administration	4,575,612	5,032,974	5,028,039	5,073,015
Business Services	835,750	880,191	1,116,073	1,088,304
Operations and Maintenance	7,719,611	7,328,824	7,825,870	7,709,193
Transportation	2,862,223	3,486,207	3,235,833	3,140,119
Central Services	2,287,620	2,930,203	2,716,571	2,576,468
Athletics	1,400,941	1,540,391	1,328,235	1,493,569
Total Supporting Services	29,802,395	31,663,522	32,365,549	32,506,991
Community Services	2,354,694	2,559,144	2,692,298	2,684,749
Other Financing Use - Debt Service	398,464	543,997	480,182	632,726
Total Expenditure Appropriation	81,439,190	85,575,584	89,194,211	89,593,276
Excess (Deficit) of Revenues over Expenditures	731,273	2,251,256	(633,591)	(641,680)
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	\$ 7,932,209	\$10,183,467	\$ 8,122,513	\$ 9,541,787

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated.

**PROCLAMATION
NATIONAL SCHOOL BREAKFAST WEEK
March 6 - 10, 2017**

WHEREAS, It is with great respect for the accomplishments of Portage's school food service managers, servers, cashiers, driver personnel and substitutes that we commemorate March 6 - 10, 2017 as National School Breakfast Week. This special observance presents an excellent opportunity to emphasize research outcomes that students who eat breakfast are more alert, have improved memory and problem solving skills, and perform better on standardized tests. We encourage all citizens to recognize the dedication and skill of our school food service employees; and

WHEREAS, Each day, a total of 25 food service employees prepare and serve over 1200 breakfasts a day. This is in addition to ordering, storing, and expediting each menu item to each location, adhering to food safety, sanitation, and nutritional guidelines as well as giving each customer the time and consideration to listen, hear and deliver what they are looking for each day. Fortunately we have exemplary professionals who have devoted their careers to providing high quality service to our children and staff; and

WHEREAS, On behalf of our young people, it is a pleasure to commend the women and men who accept and meet the challenges of school food service. The observance of School Breakfast Week is a welcome opportunity to thank these patient, caring, skilled public servants. Those involved in this pursuit should be very proud of their contribution to education. Now, therefore, be it

RESOLVED BY THE BOARD OF EDUCATION, That we proudly commemorate March 6 - 10, 2017 as the National School Breakfast Week, and we commend everyone who has contributed to the successful operation of our breakfast program. By working together, we can make a difference in every student's life.

Proclaimed this 27th day of February, 2017
Portage Public Schools Board Of Education

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

March 13, 2017

The Policy Governance Retreat meeting of the Board of Education of the Portage Public Schools held on Monday, March 13, 2017, was called to order at 4:00 p.m. by President Van Antwerp in the Superintendent's Conference Room at the Administration Building, 8107 Mustang Drive.

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

Board Members Absent: None

Administration Present: Mark Bielang

Others Present: Gary Goscenski, Perspectives Consulting

POLICY GOVERNANCE RETREAT

Mr. Goscenski facilitated Board discussion pertaining to the Superintendent's Evaluation, Vision Statement – High Expectation, Treatment of Employees, and the Board's Role in District High Performance.

The Board recessed at 6:20 p.m.

COMMITTEE OF THE WHOLE WORK SESSION

The work session meeting of the Board of Education of the Portage Public Schools held on Monday, March 13, 2017, was called to order at 6:34 p.m. by President Van Antwerp in Conference Room 1 at the Administration Building, 8107 Mustang Drive. He welcomed an audience of 30 people and all in attendance recited the Pledge of Allegiance.

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

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

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

Motion carried unanimously.

REPORTS

Education For Employment Program Update. Superintendent Bielang welcomed and introduced Mr. Dave Campbell, Kalamazoo Regional Service Agency (KRESA) Superintendent. Mr. Campbell shared District highlights from the KRESA Annual Report. Mr. Campbell introduced Mr. Jason Luke, Education For Employment (EFE) Program Administrator. Mr. Luke provided updates on the EFE Program, Early Middle College and Project Lead The Way. Superintendent Bielang informed the Trustees that an Early Middle College Report is on the March 27, 2017 Agenda.

Athletic Event Facility Naming Update. Mr. Eric Alburtus, Central High School Principal, and Mr. Jim French, Northern High School Principal, provided an update on the survey regarding naming both Athletic Event Facilities at Central and Northern High School. Central High School plans to continue utilizing McCamley Field for their stadium and Northern High is still in the process of evaluating options.

Bond Update. Mr. Ron Herron, Assistant Superintendent of Operations, welcomed Mr. Bob McGraw, Principal In Charge, and Mr. Tom McKercher, Project Manager, from c2ae. Mr. Herron, Mr. McGraw and Mr. McKercher shared updates on the Northern Athletic Event Facility site work, the Central Middle School campus, parking and bus loop.

Evidence Based Leadership Report. Superintendent Bielang shared an Evidence Based Leadership update highlighting the Principles and Pillars of Choice the District plans to utilize to create a culture where these Standards will become the expectations during employee interactions. The Superintendent explained the Board of Education Vision and how these Standards of Excellence focus on continued District improvement. He responded to Trustee questions pertaining to the service providers, engaged employee attitudes, a uniting process and District benefits.

COMMENTS OR COMMUNICATIONS

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

Ms. Colleen Sherrill, 6729 Robinswood., a parent, shared concerns with Girls On The Run status and facility access.

Mr. Michael Sherrill, 6729 Robinswood., a parent, shared concerns with Girls On The Run status and facility access.

Mr. Jason Horan, 1461 Redstock Ave., a parent, shared concerns with Girls On The Run status and facility access.

Mr. Todd Anderson, 7120 Standiford St., a parent, shared concerns with Girls On The Run status and facility access.

Mr. Tim Earl, 6862 Shallowford Way, a citizen, shared concerns with Girls On The Run status and facility access.

A student, shared concerns with Girls On The Run indoor practice.

Ms. Leslie Schero, 8119 Kingston Dr., a parent, shared concerns with Girls On The Run status and facility access.

Mr. Randy James, 7107 Starbrook St., a parent and coach, shared concerns with Girls On The Run status and facility access.

Ms. LeeAnn Spangenberg, 1414 Ewing Way, a coach, shared concerns with Girls On The Run status and facility access.

Ms. Melissa Surenus, 4502 Eventide, a parent and coach, shared concerns with Girls On The Run status and facility access.

Mr. David Spangenberg, 6312 Silver Fir St., a parent, shared concerns with Girls On The Run status and facility access.

Ms. Tamera Hall, 306 Parkland Terrace, a parent, shared concerns with Girls On The Run status and facility access.

Superintendent Bielang acknowledged appreciation for the citizen comments. He explained the unfortunate circumstances are an equal access issue noting the District would continue to examine legal ramifications and Policies related to the matter.

President Van Antwerp thanked the speakers for their respectful comments.

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

Mr. Snyder acknowledged he appreciated the input received at the meeting. He shared his family history of participating in Girls On The Run and noted the current circumstances are disappointing. Mr. Snyder noted the legal ramifications in place and urged the District to continue to examine Policies.

Mrs. Novaria acknowledged other programs empower students as well.

Mr. Rathburn appreciated the positive comments received regarding Girls On The Run. He thanked Mr. Luke for the EFE presentation adding the District does a great job prepping students for college and this program is so important for students that do not pursue that route.

Mrs. Novaria reminded the audience that the production, Aladdin Jr., was opening this weekend at North Middle School.

DISCUSSION ITEMS

Central and Northern High School French Club trip request to France. Mr. Larry Killips, Assistant Superintendent of Instruction and Assessment, introduced Mrs. Rachel Flachs, Central High School French Teacher. Mrs. Flachs provided details on the Central and Northern High Schools French Clubs travel to France from June 18-27, 2018.

Reviewed Policy 3.0, Global Governance Commitment; Policy 3.1, Governing Style. President Van Antwerp requested Trustees review both Policies and contact him regarding issues with the language or compliance.

Revised Bylaw 0144.2, Board Member Ethics. President Van Antwerp led the discussion pertaining to Bylaw Review. He shared redundancies and requested Trustees review the proposed revisions and contact him with any comments before taking action at the March 27 meeting.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: The Northern High School Spanish Club Trip to Spain (Recommended Northern High School Spanish Club trip to Spain set for June 25 to July 6, 2018.); the Recommended Northern High School Handrail Replacement (Recommendation to approve a construction contract with Kalamazoo Contractors, Inc., of Kalamazoo, Michigan, for the Northern High School Handrail Replacement project. A total project cost of \$94,000 will come from the 2016/2017 Building and Site Sinking Fund.); and the 2016 Bond Commissioning Services for Middle Schools and Natatoriums (Recommendation to award a Commissioning Services Contract to FISEXCx LLC of Lowell, Michigan, for \$128,930. This funding would come from the 2016 Bond Construction Funds.).

There being no objections to items, motion carried unanimously.

ACTION ITEM

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education approve Monitoring Report – Policy 1.2, Ends Policy, as a reasonable interpretation and evidence of compliance with Policy, as presented.

Superintendent Bielang provided background information on the Monitoring Report.

Motion carried unanimously.

There being no further business to come before the Board, the meeting was adjourned at 8:29 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – March 13, 2017

The City of Portage Zoning Board of Appeals meeting was called to order by acting Chair Seyburn at 7:00 p.m. in the Council Chambers. Three people were in the audience.

MEMBERS PRESENT: John Byrnes, Lowell Seyburn, Alexander Philipp, Jay Eichstaedt, , Randall Schau, Scott Chu, Veronica Demaio, Natalie Rowe.

MEMBERS EXCUSED:

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

APPROVAL OF THE MINUTES: Eichstaedt moved and Schau seconded a motion to approve the December 12, 2016 minutes as submitted. Upon voice vote, the motion was approved 7-0.

NEW BUSINESS:

ZBA #16-16, Adams Outdoor Advertising, 8767 Shaver Road: Mais summarized the request for: a) a variance to retain a nonconforming nonaccessory sign that does not meet the 1,000 feet sign separation distance requirement; and b) replace the existing 242 square-foot sign with a 378 square-foot sign with electronic message display, where a maximum 300 square-foot sign is permitted. Andrea Augustine stated the variance was being requested because they wanted to erect a sign that had a standard billboard aspect ratio and also wanted a larger sign to help compensate for the almost 100 feet the sign is set back from Shaver Road. Byrnes inquired if there was a minimum separation distance a sign had to be from propane tanks. Mais stated no requirement existed under the Zoning Code. Schau inquired if the subject sign could be moved further south on the same property and meet the 1000 feet separation distance. Mais responded no. Byrnes inquired how large the nonaccessory sign was at 8722 Portage Industrial Drive and was it ever on the same parcel as the business it originally identified. Mais responded the sign was 136 square feet, and is located on a parcel that was divided when Portage Industrial Drive was built. The sign originally identified Tile Mart, which was located on the opposite side of Portage Industrial Drive and the sign was permitted as a nonaccessory sign in an industrial zone.

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

Eichstaedt inquired if additional cost was involved to make a sign that did not have a standard billboard aspect ratio. Ms. Augustine stated yes, but that cost was only one consideration, and the request was also intended to increase the sign's visibility. Schau inquired if it was possible to add a border around a sign image to help maintain the desired aspect ratio. The applicant stated it probably was possible, but was not a designer and did not know what was involved in doing so. A motion was made by Schau, seconded by Eichstaedt, to grant a) a variance to retain a nonconforming nonaccessory sign that does not meet the 1,000 feet sign separation distance requirement 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 sign received a permit and has been there for 18 years with no complaints; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to have a nonaccessory sign; the immediate practical difficulty causing the need for the variance was not created by the applicant; the variance will not be detrimental to adjacent property; and the variance will not materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at the hearing be incorporated into the record of this hearing and that action of the Board be final and effective immediately. Upon roll call vote: Byrnes-Yes, Philipp-Yes, Schau-Yes, Seyburn-Yes, Rowe-Yes, Eichstaedt-Yes, Demaio-Yes. The motion passed 7-0.

A motion was made by Schau, seconded by Philipp to deny b) a variance to replace the existing 242 square-foot sign with a 378 square-foot sign with electronic message display, where a maximum 300 square-foot sign is permitted for the following reasons: there are no exceptional 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 such as erecting a 300 square-foot sign; the immediate practical difficulty causing the need for the variance request was created by the applicant in that they already had a 242 square-foot sign and could erect a conforming 300 square-foot sign; the variance would materially impair the intent and purpose of the Zoning Ordinance. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at the hearing be incorporated into the record of this hearing and that action of the Board be final and effective immediately. Upon roll call vote: Byrnes-No, Philipp-Yes, Schau-Yes, Seyburn-Yes, Rowe-Yes, Eichstaedt-No, Chu-Yes. The motion passed 5-2

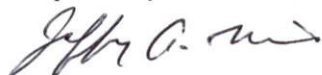
OTHER BUSINESS: Election of interim officers was held: Chair – Lowell Seyburn; Vice Chair – Randall Schau; Secretary – John Byrnes. Seyburn stated he would probably not be able to attend the April and May meetings.

New Board members, Scott Chu, Veronica Demaio, and Natalie Rowe were welcomed to the Zoning Board of Appeals.

STATEMENT OF CITIZENS:

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:45 p.m.

Respectfully submitted,



Jeff Mais

Zoning & Codes Administrator

PLANNING COMMISSION

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 role: 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 role 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.

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.

Mr. Brian Wood of AEG Development and Mr. Pat Flanagan of Ingersoll, Watson & McMachen (applicant's engineer) were present to support the rezoning application and explain the planned development project. Mr. Wood provided an overview of the proposed project and stated the residential condominium would be governed by a Master Deed and Home Owners Association (HOA) that would have architectural review authority, as well as provide maintenance and upkeep of common elements of the of the community such as the private road, entry sign, landscaping, pathway and open space features. Mr. Wood stated that each condominium unit would have a minimum of 1,400 square feet of living area, an attached two-car garage and a basement, where feasible. Mr. Wood then presented a comparison R-1C subdivision plan that identified a total of 20 single family residential lots. Mr. Wood stated that AEG believes the proposed PD project is a better development plan than the R-1C comparison plat and would have lesser impact on the overall property in regard to site/tree clearance with clustered housing and preservation of common open space areas. Mr. Wood displayed a map of the surrounding area with calculations of existing residential densities and stated the density of the proposed West Lake Condominiums project is less than existing densities of lakefront residential properties along Lakeview Drive and the Sterling Oaks Planned Development located further to the west. Commissioner Dargitz asked for clarification on plans to address storm water runoff from the project. Mr. Flanagan discussed plans to utilize the upland area of the property to manage the majority storm water runoff through a combination of leaching basins and interconnected perforated pipe, while minimizing the amount of storm water runoff that will be directed to the wetland area. Mr. Flanagan stated the storm water design would be finalized with submittal of the final/site plan.

The public hearing was opened by Vice-Chairman Stoffer. A total of seven citizens spoke regarding the proposed PD rezoning application and residential condominium development plan: 1) David VanDyk, 1725 Lakeview Drive; 2) Douglas Slager, 9310 Portage Road; 3) Carol Pratt, 1711 South Shore Drive; 4) Sharon Kuruoglu, 9220 East Shore Drive; 5) Tess Bagley, 1701 South Shore Drive; 6) Joan Herbon, 515 Southland; and 7) Keir Knapp, 2007 Lakeview Drive. Mr. VanDyk stated he was person who coordinated the citizen petition in opposition to the proposed rezoning and the various communications that were provided to the Planning Commission. Mr. VanDyk indicated that he was asked by many of the area residents to serve as a neighborhood spokesperson to expressed concerns and opposition to the proposed rezoning and development proposal. Mr. VanDyk discussed many of the area residents concerns including increased traffic on Lakeview Drive, construction traffic routes, the proximity of the proposed private road from Portage Road, the density of the proposed development, the reputation of the developer and the quality of the homes to be constructed, adverse impact on surrounding property values, the accuracy of the wetland delineation, disruption to wildlife habitat, the loss of trees and the increased impervious surfaces and related impacts on the wetland area and existing homes along Lakeview Drive. Mr. VanDyk stated the area residents request that the zoning change be denied and the property remain zoned R-1C which will result in a lower density single family residential development that was more consistent with the surrounding neighborhood. Mr. Slager stated he has resided at 9310 Portage Road for 43 years and was concerned about the developer possibly purchasing a lakefront property and then deeding access to the future residents of the condominium project. Ms. Pratt indicated that a secondary access to the development should be required and also expressed concerns about impacts to the wetland area, storm water runoff and loss of existing mature trees. Ms. Kuruoglu stated she was a member of the Lord of Life Lutheran and was also concerned about the quality of the home construction, impacts on the wetland area, loss of trees and potential flooding issues. Ms. Bagley stated she recently purchased her home and was concerned about people and dogs from the proposed condominium trespassing on her property and impacts on surrounding property values. Ms. Herbon stated she was the pastor at the Lord of Life Lutheran Church and members of the church have been taking care of the property for years and enjoy the trees and wildlife. Ms. Herbon also expressed concerns about increased traffic and impacts to neighboring properties. Mr. Knapp stated he owns the property along the north side of Lakeview Drive, opposite the proposed private street, and was also concerned about increased traffic, construction vehicle traffic, headlights from vehicles shining into his house and storm water runoff related issues.

Mr. Wood responded to many of the citizen concerns and stated he understands the residents passion for the property. Mr. Wood indicated that AEG Development has owned the property since the late 1990s and has a legal right to develop the site. Mr. Wood restated that AEG Development believes the proposed PD zoning and condominium project represents a much better development plan for the surrounding residents and will result in less tree removal, site clearance and associated impacts. Mr. Wood stated the comparison subdivision plan under

the existing R-1C zoning (20 lot plat) would have much greater impact on the property, however, AEG Development would move forward with the traditional subdivision plan if the PD rezoning was denied.

After additional discussion, a motion was made by Commissioner Schimmel, seconded by Commissioner Shoup, to adjourn the public hearing for Rezoning Application #16/17-4, 9300 Portage Road, to the March 30, 2017 meeting. The motion was unanimously approved 8-0.

OLD BUSINESS:

1. 2017-2018 Neighborhood and Community Enhancement Program Process. Vice-Chairman Stoffer stated that this Planning Commission item of Old Business would be postponed to a future meeting.

STATEMENT OF CITIZENS:

Ms. Deb Slater, 9310 Portage Road, asked if the rezoning consideration for 9300 Portage Road could be the first item on the March 30, 2017 meeting. Mr. West stated it would be the first item of business.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 10:45 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Christopher Forth".

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

PLANNING COMMISSION

March 30, 2017

The City of Portage Planning Commission meeting of March 30, 2017 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Approximately 30 citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

Michael West, Senior City Planner; and Randy Brown, City Attorney.

ROLL CALL:

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

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the March 16, 2017 meeting minutes contained in the agenda packet. A motion was made by Commissioner Patterson, seconded by Commissioner Bosch, to approve the minutes as submitted. The motion was unanimously approved 8-0.

SITE/FINAL PLANS:

None

PUBLIC HEARING:

1. Final Report; Rezoning Application #16/17-4, 9300 Portage Road (West Lake Condominiums Planned Development). Mr. West referred the Commission to a March 29, 2017 communication from AEG Development LLC requesting that the PD rezoning application be withdrawn from further consideration. Mr. West stated the applicant was reevaluating the project for development as a subdivision plan under the existing R-1C zoning. Mr. West suggested that a formal motion be made accepting the applicant's request to withdraw the application. Chairman Welch clarified to the audience the applicant's request and stated that he would open the public hearing if anyone in attendance wanted to speak prior to the Planning Commission formally accepting the withdrawal.

The public hearing was reconvened by Chairman Welch. Four citizens spoke regarding the proposed PD rezoning application: 1) Douglas Slager, 9310 Portage Road; 2) Ron Vandermeer, 1803 Lakeview Drive; 3) Dave Thomas, 1811 Lakeview Drive and 4) David VanDyk, 1725 Lakeview Drive. Mr. Slager stated the PD plan had too many buildings and asked what the public input process would be if AEG Development submitted a new application for a subdivision. Mr. West stated a new public notice and new public hearing would occur with an application for a subdivision plan/preliminary plat. Mr. Vandermeer stated the subject property has development challenges with wetlands and high water table and asked if the city would consider "swapping" a more buildable property with AEG Development. Mr. Thomas suggested that any future development plan concentrate homes to the upland/southern portion of the property and the wetland/northern portion of the property adjacent Lakeview Drive be protected with a conservation easement. Mr. VanDyk asked that overlapping interests of the developer, neighbors and city be considered with any future development plan. Mr. VanDyk reiterated the neighborhood concerns regarding storm water runoff, flooding, groundwater levels and impact on the wetland area. No additional

citizens spoke regarding the PD rezoning application. A motion was then made by Commissioner Bosch, seconded by Commissioner Patterson, to close the public hearing. The motion was unanimously approved 8-0.

After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Stoffer, to accept the applicant's request to withdraw Rezoning Application #16/17-4, 9300 Portage Road (West Lake Condominiums) from further consideration. The motion was unanimously approved 8-0.

2. Preliminary Plat of Oakland Farms No. 2, 9810 Oakland Drive. Mr. West summarized the staff report dated March 24, 2017 regarding the request by Hyland Associates to construct 25 single family residential lots on 9.6 acres with public street extensions that will connect Ashford Trail to Oakland Farms Trail. Mr. West stated the plat of Oakland Farms No. 2 represents the third phase of the single family residential subdivision planned along the west side of Oakland Drive, north of Shaver Road. In conjunction with the preliminary plat, Mr. West stated the applicant was requesting a variance from the maximum 1,400 foot block length standard contained in Section 42-806 (Blocks) of the Land Development Regulations. Mr. West stated the westerly extensions of Oakland Farms Trail and Ashford Trail, to a point where "Road A" intersects these streets, would result in block lengths of approximately 1,420 feet and 1,470 feet, respectively. Mr. West also discussed Section 42-806.2 (Public Walkways) of the Land Development Regulations and the staff recommendation that a sidewalk be constructed along the eastern portion of Lot 44, from Ashford Trail to the north property line, where abutting the Gourdneck State Game Area. Mr. West stated this public walkway would provide residents of the subdivision convenient access to this valuable, publically-owned natural resource consistent with the Comprehensive Plan and Complete Streets policy. Mr. West indicated that staff was supportive of the preliminary plat and the requested variance subject to the three conditions/findings contained in the March 24, 2017 staff report.

Mr. Dan Martz of Hyland Associates was present to support the proposed plat. Mr. Martz stated he was supportive of the staff recommended conditions including condition No. 3 and construction of the public walkway along the eastern portion of Lot 44. Mr. Martz also discussed the special circumstances associated with the block length variance request and indicated that strict compliance with this standard would require significant plat redesign and a less desirable subdivision layout. Chairman Welch opened the public hearing. No citizens spoke regarding the proposed plat of Oakland Farms No. 2. A motion was made by Commissioner Stoffer, seconded by Commissioner Patterson, to close the public hearing. The motion was unanimously approved 8-0.

After additional discussion, a motion was made by Commissioner Stoffer, seconded by Commissioner Shoup, to recommend to City Council approval of the preliminary plat of Oakland Farms No. 2, 9810 Oakland Drive, subject to the three conditions/findings outlined in the Department of Community report dated March 24, 2017. The motion was unanimously approved 8-0.

NEW BUSINESS:

None

STATEMENT OF CITIZENS:

Ms. Martha Dahlinger, 2612 Chopin Avenue, stated she was very impressed with the 2014 Comprehensive Plan and appreciated the discussion at tonight's meeting regarding environmental issues and the State Game Area. Ms. Dahlinger stated she was a member of the Environmental Board and suggested that better communication occur between the Planning Commission and Environmental Board on community development related matters.

7:42 p.m. - The Commission adjourned to Conference Room No. 1.
7:48 p.m. - The Commission reconvened in Conference Room No. 1.

OLD BUSINESS:

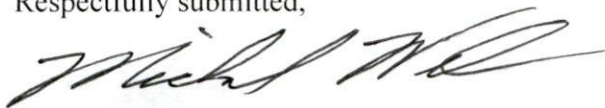
1. 2017-2018 Neighborhood and Community Enhancement Program Process. Mr. West summarized comments received during the March 2, 2016 meeting regarding changes to the Neighborhood and Community Enhancement Program application and review criteria table including: 1) Clear reference in the application that projects must be located on public property or on private property with an appropriate easement; 2) Elimination of the Yes/No columns in the review criteria table; 3) Revising point scale to 0-5 points for criteria 1 through 7 and 0-3 points for criteria 8 through 13; 4) Inclusion of estimates for both material and labor costs in criteria 10; and 5) Inclusion of a footnote at the bottom of the review criteria table to indicate "Point system is used as a guide and the city reserves the right to select the project which is most consistent with the intent of the Program".

The Commission next reviewed the changes discussed during the March 2, 2017 meeting, as well as other potential changes to the application and review criteria table. The Commission agreed that simplicity was important with the application and review criteria table since many of the applicants may have limited experience and/or knowledge with completing project applications. Mr. West indicated that Community Development Department staff would be available to assist applicants with explanation of the program and completion of the application. The Commission discussed the points scale and then agreed that a consistent point scale of 0-5 should be retained for all 13 criteria. Commissioners Bosch and Patterson thanked Commissioners Dargitz and Richmond on their efforts with the Neighborhood and Community Enhancement program. Mr. West stated the application and review criteria table would be revised and circulated to the Planning Commission via email during the week of April 10th for final review/approval.

ADJOURNMENT:

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

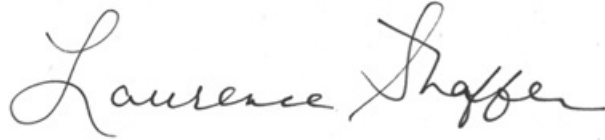
Respectfully submitted,



Michael K. West, AICP
Senior City Planner

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Radio Equipment Upgrades Public Safety Communication Infrastructure – Bid Tabulation

SUPPORTING PERSONNEL: Daniel Mills, Senior Deputy Police / Fire Chief

ACTION RECOMMENDED: That City Council approve the purchase and installation of radio equipment from Roe Communications, Inc., at a total cost of \$151,875 and authorize the City Manager to execute all related documents on behalf of the city.

The Portage Public Safety Fire and Police radio system utilizes communication equipment located at six tower locations throughout the city. The current radio equipment at the six tower sites is over ten years old and at the end of the designed lifespan. In addition, the manufacturer no longer supports the equipment and replacement parts are not available. Given the age of the existing equipment, critical failure is probable, which will negatively impact emergency services, emergency communication, emergency response, as well as firefighter and police officer safety.

Six bidders were invited to submit bids for the purchase and installation of the necessary radio equipment upgrades. Two bidders were represented at the pre-bid meeting, resulting in only one bid submitted on March 31, 2017. Roe Communications, Inc. of Portage, Michigan presented a bid of \$151,875. The city received positive references for Roe Communications from previous customers for this type of equipment and installation.

Therefore, it is recommended that City Council approve the purchase and installation of radio equipment from Roe Communications, Inc. at a total cost of \$151,875 and authorize the City Manager to execute all related documents on behalf of the city.

FUNDING: 2016-2017 Capital Improvement Program Project

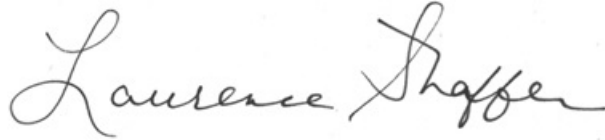
Attachments: 1. Bid Tabulation

BID TABULATION
COMMUNICATION VOTER AND RECEIVER UPGRADES

	Roe-Comm, Inc. 1400 Ramona Ave. <u>Portage, MI 49002</u>
<u>Location</u>	
Shaver Road Dispatch Center	\$65,827.00
Osterhout Site	\$14,694.00
Lexington Green Site	\$13,471.00
Portage Fire Station 2 Site	\$21,821.00
Romence Site	\$27,108.00
Haverhill Site	<u>\$8,954.00</u>
Total Bid	\$151,875.00

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Spring Mill & Fill - Bid Tabulation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: That City Council award a contract in the amount of \$143,442.48 to Rieth-Riley Construction Co., Incorporated, for spring mill and fill asphalt repair of major and local street sections and authorize the City Manager to execute all documents related to this action on behalf of the city.

The Fiscal Year 2016-2017 Major & Local Streets budget includes funding for spring “mill and fill” repairs to sections of major and local streets where surface asphalt is in poor condition. Eleven (11) sections, totaling just over one mile in length, are scheduled for repair as noted below:

- 6839 Buckhorn to Greenview
- 1721-1709 Greenview
- Sussex (Edington to cul-de-sac)
- Jennifer (Sussex to cul-de-sac)
- 6346-6334 Marlow
- 6420-6426 Marlow
- 6432 Surrey to 1628 Edington
- 1609-1603 Edington
- 1814 Haverhill to Northwest Bikeway crossing
- Bellaire (Hampton to Surrey)
- Melody (Westnedge to east of railroad tracks)

Invitations to bid were sent to 18 contractors. Three bids were received on April 5, 2017 to perform the work. The low bid was submitted by Rieth-Riley Construction Company, Incorporated of Kalamazoo, Michigan in the amount of \$143,442.48. Rieth-Riley Construction Company has successfully completed several previous street repair projects for the city.

Therefore, it is recommended that City Council award a contract in the amount of \$143,442.48 to Rieth-Riley Construction Company to perform spring mill and fill surface asphalt street repairs and authorize the City Manager to execute all documents related to these actions on behalf of the city.

FUNDING: Funds are available in the Fiscal Year 2016-2017 Major & Local Street budgets.

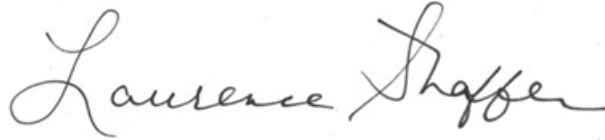
Attachments: 1. Bid Tabulation

BID TABULATION
SPRING MILL & FILL

<u>BIDDER</u>	<u>TOTAL BID</u>
Rieth-Riley Construction Co., Inc. 911 Hatfield Ave. Kalamazoo, MI 49001	\$143,442.48
Michigan Paving & Materials Co. 2300 Glendenning Rd. Kalamazoo, MI 49001	\$145,554.00
Lakeland Asphalt Corporation 548 Avenue A Springfield, MI 49037	\$151,349.93

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Sidewalk Repair - Bid Tabulation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services
Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council award a contract for sidewalk repairs in the amount of \$48,764.96 to SWT Excavating of Galesburg, Michigan, and authorize the City Manager to execute all documents related to this action on behalf of the city.

As part of the city program to effectively maintain and enhance street and pedestrian facilities, plans have been initiated to repair damaged sections of sidewalk throughout the community. This is an ongoing process that is necessary to ensure safety for residents. Damage to sections of sidewalk are typically caused by tree roots, underground utility maintenance and heavy equipment. Sidewalk repairs will be completed within Community Development Block Grant qualified areas of the Lexington Green neighborhood.

On March 6, 2017, three bids were received for this comprehensive sidewalk repair project. SWT Excavating of Galesburg, Michigan submitted the low bid in the amount of \$48,764.96. SWT has performed several previous city concrete projects and proven to be a capable vendor. Work would be completed by June 23, 2017.

Therefore, it is recommended that City Council award a contract in the amount of \$48,764.96 to SWT Excavating for the repairs of damaged sections of sidewalks and authorize the City Manager to execute all documents related to this agreement on behalf of the city.

FUNDING: Funds are available through the Community Development Block Grant (CDBG) Program and are approved in the 2016-2017 budget.

Attachments: 1. Bid Tab

BID TABULATION
SIDEWALK REPAIRS

<u>Bidder</u>	<u>Total Bid</u>
SWT Excavating, Inc. 8936 E. K Ave. Galesburg, MI 49053	\$48,764.96
Northern Construction Services Corp. PO Box 1299 Niles, MI 49120	\$50,820.32
Epic Excavating, Inc. 1351 Briarcliff Dr. SE Grand Rapids, MI 49541	\$58,766.40

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: April 5, 2017

FROM: Meshia Rose, Deputy Assessor

SUBJECT: March 2017 Department Operations Report

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

- **March Board of Review:** The majority of the department efforts during the month of March were concentrated on the activities related to the preparation for and conduction of the March Board of Review (MBOR). The MBOR was held as scheduled by City Charter commencing March 13th and held continuously until March 28th. The Board activity included poverty exemptions, veteran exemptions and valuation appeals, 61 of which appeared in person before the board of review. The 2017 March Board of Review report was provided to the Office of the City Manager on March 30th.

Changes to the 2017 assessment roll were made in accordance with the MBOR actions and notification of the results were mailed to all whom appealed the last week of March.

- **County and State Reports:** Numerous financial reports required by statute have been prepared and forwarded to the Kalamazoo County Equalization department and the State Tax Commission for county and state equalization purposes. Additionally, the City Assessing Department Report Book, a large compilation of useful tables and statistical reports used by other city departments and citizens is currently being prepared.
- **Customer Service:** The staff of the City Assessor's Office provided a high level of customer service during the month of March particularly to the citizens that made appearances before the Board of Review.

Please contact me if you have any questions or comments concerning the information reported herein.

Cc. Rob Boulis, Deputy City Manager
Edward VanderVries, City Assessor

TO: Laurence Shaffer, City Manager**DATE:** April 3, 2017**FROM:** James R. Hudson, City Clerk**SUBJECT:** March Monthly Report**CITIZEN ASSISTANCE AND PUBLIC INFORMATION**

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

Provided help to citizens for over-the-counter requests including guidance to appropriate departments, miscellaneous assistance and voter questions. Responded to requests for Notary service.

Attended a meeting of the Youth Advisory Committee. Participated in Sticker Shock with the YAC and Substance Abuse Task Force. Hosted the event at City Hall.

Attended the quarterly meeting of the Portage Public Schools District Advisory Council.

Collaborated with City Manager Shaffer and Dr. Jumanne regarding the MLK Jr. Concert.

Prepared transmittals for documents, resolutions, ordinances, etc. to be sent to the City Attorney and citizens. Performed research for city departments on a variety of topics.

QUALIFIED VOTER FILE

Continued processing additions, changes, deletions from the QVF In-Box, for new voters and continued process of manually recording QVF changes/updates (addresses, DOB, ID numbers, etc.) on in-house Master Voter Cards and filing.

Continued the process of printing Master Cards and Voter ID Cards for all new registrations and changes and continued review of voter follow-up cards that need to be individually checked against city voter records. Processed notices to voters for whom ID cards have been returned, no signature was received at Secretary of State Offices, etc.

Issued military ballots and distributed over 4,000 AV Ballot applications to voters on the permanent list. Processed and mailed 2,158 Absentee Voter Ballots.

CEMETERIES

Made arrangements for four (4) grave openings/closings, including the preparation of invoices and Burial Rights Certificates and entry on the BS&A Cemetery Software module. Researched availability of lots for citizens in conjunction with the Parks Department and assisted with burials. Completed the quarterly review of the cemetery maps and updated them as necessary. Assisted individuals with genealogical research.

PUBLICATIONS

Published public and legal notices in the *Kalamazoo Gazette* as necessary for meetings and public hearings. Wrote articles regarding Boards and Commissions, Greenathon, May Election, Sticker Shock and Mayor for the Day.

AGENDA PREPARATION AND FOLLOW-UP

Organized and executed the Annual Mayor and City Council for the Day Program

Prepared for the City Council Pre-Meetings and Regular Meetings and followed up with Gazette Notices, letters to Developers, Resolutions, notices to taxing jurisdictions, and contract follow-ups as necessary.

Prepared and collated the March City Council Meeting Agendas. Prepared the Minutes of the March City Council Meetings and uploaded them on to the website.

Uploaded the City Council Agenda Packets to the City Website, and distributed Suggested Motions to City Council for City Council Meetings.

Prepared Minutes and Resolutions of the Council Meetings for permanent records and indexed Approved Minutes of City Council Meetings. Provided follow-up communications, Resolutions and Ordinances on Agenda items passed by City Council.

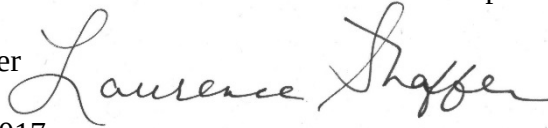
RECORDS

Conducted an inventory of the Finance Department and Election records and prepared 3,599 pounds of documents for destruction based upon the Retention Schedule as approved by the State Archivist.

Added approved minutes of Council meetings to the Document Collection in Clerk's Index as well as Clerk folder on Sharecop and filed contracts and legal notices.

Responded to request(s) from Public Safety Department for copies of Police Reports required during an investigation (reports are on microfilm).

Performed research for city departments on a variety of topics, retrieved documents for various departments from files and storage and assisted with the search and printing of various microfilm documents.

TO: Honorable Mayor and City Council**DATE:** April 3, 2017**FROM:** Laurence Shaffer, City Manager**SUBJECT:** Monthly Report – March 2017

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

1. City Council:

- Coordinated and/or prepared agenda and other materials for the following meetings:
 - City Council Regular Meetings on March 14 and 28.
 - Pre-Council meetings on March 13 and 27.
 - Mayor & Council for the Day on March 14.
 - Utility Rate Committee meeting on March 17.

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

- Met with KCCDA Director Jeff Troyer on March 1.
- Attended Michigan Municipal Risk Management Association (MMRMA) training on March 2.
- Met with representatives of the Potawatomi Tribe on March 2 and 23 regarding local representations.
- Met with the city's delegates with the Public Media Network Board of Directors on March 2.
- Travelled to Grand Rapids with the Mayor for the State of the City address on March 2.
- Attended the KCCDA Board of Directors meeting on March 9.
- Met with Ted Vliek, Sr. on March 10.
- Met with Dr. Monifa Jumanne on March 10, 17 and 29.
- Met with Mayor Pro Tem Ansari on March 14.
- Met with Josh Weiner of MC Weiner Company on March 14.
- Attended a meeting with Goodwill Industries on March 15.
- Met with Dr. Romeo Phillips on March 16.
- Met with Councilmember Ford on March 16.

- Attended the Southwest Michigan First and Foremost event on March 17.
- Participated in the March for Meals on Wheels for Portage area residents on March 20.
- Met with representatives of SUEZ Environmental on March 21.
- Presented to the Portage Rotary on March 22.
- Met with Byce & Associates on March 22 regarding the Senior Center.
- Met with representatives from Stryker Corporation on March 23.
- Attended the Portage Rotary 50th Anniversary event on March 24.
- Met with a resident from Rockford Street on March 28.
- Met with Scott Sanderson of Allen Edwin Homes on March 29.

3. Projects - Completed and Ongoing:

- Finalized the FY 2017-2018 proposed budget.
- Interviewed candidates for the Parks, Recreation and Public Services director position.
- Continued PPOA/PPCOA contract negotiations for contracts that expired June 30, 2016.
- Continued review of city buildings to optimize energy efficiency.
- Continued review of medical marijuana related matters with city legal counsel.
- Continued review 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 March 1.

4. Public Information and Citizen Assistance:

- Mailed the March *Portager* and coordinated production of the April *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, Spring Leaf and Junk Collections, flooding, 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:** April 13, 2017**FROM:** Vicki Georgeau, Director of Community Development**SUBJECT:** Monthly Customer Service Report for March 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

March 2, 2017 meeting:

1. Approved an Active Home Occupation Permit for In Remembrance, 725 Romence Road.
2. Recommended to City Council approval of the Final Plan for Greenspire Retail (Phase V-R-1), 3413 West Centre Avenue.
3. Discussed the application and review criteria table for the 2017-2018 Neighborhood and Community Enhancement Program Process.
4. Recommended to City Council approval of the FY 2017-2027 Capital Improvement Program.

March 16, 2017 meeting:

1. Recommended to City Council approval of the Height Modification for Stryker Instruments, 6520 Portage Road (1941 Stryker Way).
2. Approved the Site Plan for Stryker Instruments, 6520 Portage Road (1941 Stryker Way) with conditions.
3. Recommended to City Council approval of the Land Division with Public Improvements for Stryker Instruments, 6520 Portage Road, with conditions.
4. Convened a public hearing then adjourned Rezoning Application #16/17-4, 9300 Portage Road (West Lake Condominiums) to the March 30, 2017 meeting.

March 30, 2017 meeting:

1. Accepted the applicant's request to withdraw Rezoning Application #16/17-4, 9300 Portage Road (West Lake Condominiums) from further consideration.
2. Recommended to City Council approval of the Preliminary Plat of Oakland Farms No. 2, 9810 Oakland Drive, with conditions.

Zoning Board of Appeals

March 13, 2017 meeting:

1. Approved a variance for Adams Outdoor Advertising, 8767 Shaver Road, to retain a nonconforming non-accessory sign that does not meet the 1,000 feet sign separation distance requirement and denied a variance request to increase the size of the sign.

Human Services Board

March 2, 2017 meeting:

1. Recommended to City Council approval of FY 2017-2018 Human/Public Service Funding – Board recommendations.
2. Discussed the Kalamazoo Transit Authority LAC Update.

March 30, 2017 meeting:

1. Recommended to City Council approval of the CDBG Program FY 2017-2018 Annual Action Plan.
2. Discussed the Fair Housing Center of Southwest Michigan Update.
3. Approved a memo to City Council regarding FY 2017-2018 Goals and Objectives and FY 2016-2017 Accomplishments.
4. Discussed the Kalamazoo Transit Authority LAC Update.

OTHER BOARD ACTIVITIES

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

Citizen Information Requests:

During the month of March 2017, a total of 133 cases/violations were inspected in response to citizen service requests or staff field observations and include: 40 parking; 35 debris/refuse; 24 inoperable vehicles; 12 zoning; 9 building maintenance; 6 sign; 4 property maintenance; and 3 housing maintenance.

BUILDING AND HOUSING SERVICES

Construction Board of Appeals:

The Board did not meet in March.

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	3	\$531,537
Single-family Attached	2	\$510,931
Residential Additions, Interior Remodels, Garages, Sheds, etc.	22	\$490,642
Commercial Additions, Interior Remodels, etc.	14	\$4,691,766
Permits Not on Report (i.e., demolition, electrical, plumbing, mechanical, driveway, sign, water use/sewer use, etc.).	199	N/A
Totals	240	\$6,224,876

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	1	0	N/A	0
Monthly Projects Completed	2	0	0	0
Projects Underway	5	0	0	0
FY YTD Projects Completed	6	0	1	0

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TO: Laurence Shaffer, City Manager**DATE:** April 18, 2017**FROM:** William Furry, Director of Finance *wkf***SUBJECT:** Monthly Report-March 2017**ACCOUNTING /PAYROLL**

- During the month, 729 invoices for payment were processed. Bi-weekly Accounts Payable payments included 250 paper checks totaling \$1,402,910.90 and 125 automated clearinghouse (ACH) payments totaling \$619,829.10. The count of ACH vendors at the end of the month was 342.
- Processed 3 payrolls, creating 733 checks and deposit advices for 246 employees, with a total monthly payroll expenditure of \$1,521,583.56.
- Completed quarterly “personal use of city vehicle” tax calculations based on statements provided by applicable staff.
- Issued quarterly payroll checks for City Council.
- Prepared data detail files for proposed budget document preparation.
- Responded to various questions regarding usage of electronic time system components by employees.
- Continue to closely monitor leave balances calculated in the electronic time system and attempt resolution of any issues with ADP.

TREASURY

- Settled with Kalamazoo County Treasurer for the 2016 delinquent tax roll on March 3, 2017.
- Treasury supervisor attended Loan Module demonstration put on by BS&A Software.
- Issued 11 letters to delinquent business personal property taxpayers indicating small claims court litigation for unpaid taxes.
- Additionally, mailed 131 statements to delinquent business personal property taxpayers showing balances due for tax years 2011 through 2016 and requesting payment.
- Sent letter to 1 business warning of seizure of personal property if not paid by March 31, 2017. The business requested a payment plan to pay this off.
- Printed 36 miscellaneous receivable statements for unpaid invoices.
- Prepared and issued the following utility billing statements:
 - 5,462 regular quarterly bills mailed (cycle 3)
 - Emailed 274 regular quarterly bills (cycle 3)
 - 145 final bills mailed
 - 18 final bills emailed

- Prepared and issued the following utility billing delinquent notices:
 - 568 reminder notices (an increase of 2 percent from 2016) and 334 disconnect notices (decrease of 6 percent from 2016) (cycle 2)
 - 15 delinquent notices for customers with inactive accounts (all cycles)
- 24 customers were on the Shut Off list on March 29.
- Sent 37 new accounts for “pre-note” related to the direct debit program.
- Processed 237 requests to initiate or terminate water/sewer services. On average, Treasury staff handles 10 such requests per business day.
- Staff handled 1,099 phone calls during March 2017. Since July 1, 2016, 9,572 phone calls have been handled, averaging 51 per business day.
- During March 2017, staff worked with 176 customers at the Treasury Counter to whom receipts were not issued. On average, staff works with 6 such customers per day.

FINANCE/BUDGET

- Participated in budget team meetings held to prepare the proposed budget and incorporated any changes to budget numbers.
- Worked with department heads to obtain responses to budget team questions.
- Implemented a General Fund budget cut in the 2017-2018 proposed budget to reduce a budgeted deficit. Finance worked to make all reductions possible prior to requesting cuts by departments, communicated the size of cut required in percent, collected responses and made changes in the BS&A system for incorporation into budget document.
- Prepared proposed budget book for publication using Adobe, Word, Excel, and BS&A software. Reviewed and edited the proposed budget book through several iterations. Worked with the Assistant to the City Manager to complete the final document and arrange printing.
- Worked with the Director of Transportation and Utilities on the preparation of the 2017 Utility Rate Study.
- Attended and participated in Utility Rate Committee meeting.
- 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.
- Worked with Community Development department to coordinate publication of 2017-2027 Capital Improvement Program books.
- Defined the account codes for the Capital Improvement Program projects to be entered in BS&A for the 2017-2018 budget.
- Director attended MMTA/MGFOA Spring Seminar.
- Worked with BS&A on finance questions and issues.
- The Deputy Director of Accounting/Budget attended one webcast to further learning on the subject of Excel for accounting professionals 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.).
- Continued to work with Kushner & Company in regard to Flexible Spending Account, COBRA and Medical Reimbursement Account renewal.
- 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 direction to third party administrator in regard to workers' compensation claims.
- Updated the OSHA 300 Log.
- Continued to work with Eagle Claims Management regarding changes to the new Origami claims system.
- Attended Annual Bleakley, Cypher, Parent, Warren & Quinn, P.C. Workers' Compensation Seminar.

04/19/2017

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 03/31/2017

FUND	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 03/31/17
101	General Fund	25,101,388	25,362,271	16,680,650
202	Major Street Fund	3,409,832	3,547,506	2,596,335
203	Local Streets Fund	1,303,231	1,361,691	900,330
204	Municipal Streets Fund	1,580,420	1,580,420	1,580,420
223	Curbside Recycling Fund	651,844	656,844	458,066
226	Leaf Pickup / Spring Cleanup Fund	722,404	723,904	414,944
230	CDBG Program Income Fund	150,000	150,000	32,714
252	West Lake Weed Mgt	40,000	40,000	14,000
296	Community Development Block Grant	229,877	337,070	250,526
298	Cable Television Fund	1,018,179	1,052,706	521,962
400	CIP General	13,426,000	20,324,421	11,268,076
490	CIP Sewer	1,710,000	3,186,307	580,651
491	CIP Water	2,060,000	4,979,074	91,765
590	Sewer Fund	8,023,912	8,182,094	5,019,574
591	Water Fund	5,140,886	5,394,789	4,191,399
APPROPRIATIONS - ALL FUNDS		64,567,973	76,879,097	44,601,412
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		(64,567,973)	(76,879,097)	(44,601,412)

TO: Laurence Shaffer, City Manager

DATE: April 14, 2017

FROM: Shannon Hertz, Director Human Resources *SH*

SUBJECT: Human Resources Department Monthly Report – March 2017

RECRUITING

The following positions were filled in March:

- Assistant Superintendent - Public Services
- Communication Services Clerk (PT)
- Permit Clerk (PT) - Community Development
- Director of Public Safety
- Neighborhood Housing Specialist
- Sr. Deputy Police Chief - Operations

The following positions have candidates identified:

- Bagged Leaf Pick-Up Laborer (1 AccessPoint Laborer) for April
- Director of Parks, Recreation & Senior Citizen Services
- Park Maintenance Laborers (6 AccessPoint Laborers) for April
- Recreation Program Manager

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

- City Engineer
- Equipment Operator II - Public Services
- Laborer - Public Services
- On-Call Firefighters
- Park Maintenance Laborers (3 AccessPoint Laborers) for April/May
- Park Ranger (PT)
- Police Lieutenant
- Police Officer (1 PT)
- Police Officer (2 FT) (backfill for promotion and bubble)
- Ramona Park Waterfront Lifeguards/Senior Lifeguards (8)
- Ramona Park Recreation Attendants (2)
- Ramona Park Shift Supervisors (3)

Employment applications, assessments and recruitment activities:

- 103 Applications processed and screened
- 39 In person and phone interviews conducted
- 0 Testing and other assessments conducted on individuals
- 2 Career fairs attended (KVCC Police Academy, KVCC General)

SAFETY, TRAINING AND DEVELOPMENT

March 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 1 new/returning employees.
- Attended 1 department-specific Safety meeting.
- Administrative Assistant, Leann Koerner, obtained her aPHR certification
- Attended/held 8 meetings surrounding the Keyless/Badge project
- Attended 4 meetings regarding new software roll-outs

HEALTH MANAGEMENT PROGRAM

- Continued to administer Health Management Program (HMP) for Department Head, Non-Union, PPCOA, PPOA and UAW employee groups.
- Conducted the 3rd quarter educational session.
- Conducted the second 3rd quarter planned activity.

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 38 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

- Coordinated all workers for precincts, Absentee Voter Counting Board, Election Receiving Board and stand-by workers and mailed them communications regarding their selection to work the May 2, 2017 Special Election (108 workers arranged).

TO: Laurence Shaffer, City Manager**DATE:** April 14, 2017**FROM:** Kathleen Hoyle, Director of Parks, Recreation and Senior Citizen Services**SUBJECT:** Monthly Operations Report for March 2017**PARKS & RECREATION:****PARK RESERVATIONS**

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

EVENTS:

Spring Carnival	150 Participants
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SENIOR CITIZEN SERVICES:**ATTENDANCE AND ACTIVITIES**

Activity Type	Duplicated	Unduplicated
Events	2,566	577
Rides	58	10
Volunteers	147	102
Trips	45	121
Total Seniors Served	2816	810
Average served per day	102	

MEMBERSHIP STATISTICS

Total Active Memberships		Membership Renewals	New Memberships
1,358		99	43

Age Range	Count	Percent
Ages 55-59	28	3.2
Ages 60-64	42	4.8
Ages 65-69	121	13.8
Ages 70-74	149	17.0
Ages 75-79	141	16.1
Ages 80-84	96	10.9
Ages Below 55	61	7.0
Ages Over 85	239	27.3
Totals	877	100

City/Town	Count	Percent
In Town	559	63.7
Out of Town	318	36.3

Totals	877	100%
Ethnicity	Count	Percent
African American	9	1.0
Asian American	4	.5
Caucasian	596	68.0
Hispanic	4	.5
Native American	9	1.0
Unknown	255	29.1
Totals	877	100
Gender	Count	Percent
Female	657	74.9
Male	220	25.1
Totals	877	100

VOLUNTEERISM

Volunteer Service Type	Hours	Pay Equivalent	Duplicated	Unduplicated
Administrative Support	33	719.07	6	3
Board Member	20.25	441.25	16	13
Club/Group Support	1393.50	30364.37	238	108
Events/Programs	29.50	652.81	9	5
Health Services	17	370.43	3	2
Kitchen	20	435.76	15	7
Transportation	49.73	1083.72	13	3
Travel	100.75	2195.34	23	9
Totals	1,524.95	\$33,228.55	303	147

TRAVEL PROGRAM

Category	Duplicated	Unduplicated
Day Trips	143	128
Extended Trips		
Totals	143	128

FUNDRAISING

Income for the month of March was \$9,838 and includes transportation donations, newsletter advertisements, fundraising and memberships.

OTHER SENIOR CENTER HIGHLIGHTS

- A St. Patrick's Day Luncheon hosted 119 guests.
- PSC staff continue to facilitate appointments for free AARP tax preparation. 256 people have had their taxes prepared to-date this season, with appointments continuing through April.
- A second ten-week series of the Aging Mastery Program started in June with 26 participating.
- A quarterly New Member Breakfast was held and was the largest to-date with 68 attending.
- Several daytrips were held including visits to the Chicago Flower Show, Northville, a Theater trip to see Buyer and Cellar, and Four Winds Casino.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: April 17, 2017

FROM: Daniel J. Mills, Senior Deputy Police & Fire Chief

SUBJECT: Monthly Report for March 2017



On March 2, 2017, a retirement and farewell ceremony was held for Richard J. White, who was retiring after serving for 21 years at the Portage Department of Public Safety. Richard White joined the Portage Police Department in October of 1995 as the Chief of Police. In July 2011, the Portage Police and Fire Departments were consolidated into Public Safety, and Richard White became the Public Safety Director. Prior to coming to Portage, Richard White had 25 years of experience in the State of Florida, five of them as the Chief of Police with the City of Dunedin, Florida.



A significant accomplishment during his years at the Portage Department of Public Safety was when the Police Division received accredited status from the Commission on Accreditation of Law Enforcement Standards in July 2003. And in March 2016, the Fire Division received Accredited Agency status with the Commission on Fire Accreditation International. The City of Portage is the first municipal public safety agency in the State of Michigan to have both Police and Fire agencies accredited. It should be noted, however, that Director White would not take full credit for this accomplishment and would point out that "it's been the work of our tremendous public safety employees" that made the accreditation possible. In a parting email to all the public safety employees, Director White said, "I am extremely proud of the many things that you have accomplished and thankful that I was allowed to be along for the ride. It truly was a privilege."

During the farewell ceremony, which was held in the Portage City Council chambers, several presentations were made. Those making presentations included representatives from the Portage Police Officers Association, the Portage Police Command Officers Association, the International Association of Fire Fighters, the office of State Senator Margaret O'Brien, Senior Deputy Police & Fire Chief Daniel Mills, Senior Deputy Police Chief Nicholas Arnold, and the Portage City Manager, Laurence Shaffer.

Deputy Chief Mills, who had worked with Richard White for 12 years, remarked, "I've worked for six different chiefs and five different departments, and he's the best. He's left an indelible mark on the department. He has such a deep affection for the agency and the people in it."

Before announcing his retirement, Richard White gave an article, entitled “What Will Matter” by Michael Josephson, to Deputy Chief Arnold. The last three lines of that article read, “Living a life that matters doesn’t happen by accident. It is not a matter of circumstances – but of choice. Choose to live a life that matters.” Many, many lives have been touched by Richard White, both professionally and personally. In his closing remarks to Public Safety Director White, Deputy Chief Arnold said, “The life and profession you chose to live mattered!”

After 21 years as the Chief and Director in Portage, Richard White will always be a part of what happens here, and he will always be welcomed here. He will be remembered as a great boss, mentor, teacher, and friend. We congratulate Richard White on a wonderful career!



POLICE DIVISION STATISTICAL SUMMARY

Police Incidents Dispatched:	3,168
Fire Incidents Dispatched:	485
Gun Registrations:	138
Warrants Obtained:	136
Expressway Incidents Handled:	31
9-1-1 Calls Received	2,468

ARRESTS

Total Adult Arrests: 299

Major Charges:

Aggravated/Felonious Assault-Family-Gun
Fraud - Illegal Use of Credit Card
Carrying Concealed Weapon
Fleeing & Eluding

Total Juvenile Arrests: 10

Major Charges:

Possession of Obscene Material
MDP to Private Property
Assault & Battery
Retail Fraud 3rd Degree

FEBRUARY CRIME STATISTICS

Violent Crimes:	70
Non-Violent Crimes:	289

Reported Crimes - February 2017 Compared to February 2016:

Part I Crimes:	+11.2%
Part II Crimes:	+ 5.5%

Year-to-Date Comparison:

Part I & II Crimes Total YTD:	+ 5.8%
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TRAINING

Topics: Authorized Central Container Program
Sexual Assault Investigation
Trace Evidence Collection
Sex Offender Registration Update

VOLUNTEER HOURS

March:	160
YTD:	480

EMPLOYEES INJURED

March:	1
YTD:	2

FIRE DIVISION STATISTICAL SUMMARY

Calls for Service	Count
Fire	10
Rescue & Emergency Medical Service Incident	264
Hazardous Condition (No Fire)	28
Service Call	41
Good Intent	95
False Alarm and False Call	43
Special Type of Incident	1
Total Calls	482
Total Property Loss	\$313,950.00

Inspections	Count
Annual Attempt & Inspection	216
Plan Review	13
Key Box	3
Final or Move-in	3
Fire Protection Plan and Inspection	3
FOIA	1
Campfire New/Renewal	6
Other	4
	249

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

Public Education	Adults & Children	
Station Tour	5	7
Car Seats	32	7
		Installed
Smoke Detectors		5
Car Seats		26

Training	
SCBA Use and Maintenance	24
MIOSHA Annual Review	24
EMS Continuing Education	34
ICS, Accountability, and Radio Communications	34

MARCH 2017 SIGNIFICANT EVENTS

On March 3, Portage fire units were dispatched to assist Oshtemo Township on a serious two-car motor vehicle accident on southbound 131, just north of Stadium Drive. Portage units coordinated and effected the extrication of the driver of one of the vehicles and also assisted with patient care and packaging. Three passengers from the two vehicles perished.

A citizen reported a suspicious incident in which she had seen a male subject running with a gun after he had knelt down by an old building on some property owned by a business. A short time later, personnel from the business reported they had found several guns in a hole where an old water meter was located. Detectives determined that these guns had been stolen from a residence on Gull Lake during a party hosted by the teenage daughter of the gun owner. Detectives are continuing the investigation jointly with the Kalamazoo County Sheriff's Office.

The Portage Uniformed Narcotics Team served a search warrant on a suspected marijuana grow operation at a Portage residence. Although the suspect was a Michigan Medical Marijuana Act caregiver, he was not in compliance with the act. During the execution of the search warrant, 90 marijuana plants, processed marijuana, marijuana wax, and manufacturing equipment were seized. The conditions in the residence were also not within code. Charges are pending.

On March 16, a single car, roll-over accident with entrapment occurred on Sprinkle Road near Meredith Street. Fire and police units responded and located a 1993 Subaru passenger car off the north side of the roadway. The driver and lone occupant, a 35-year-old Vicksburg woman, was trapped inside the vehicle. Firefighters cut the roof off the vehicle in order to remove the driver. She was transported to the hospital by ambulance for non-life-threatening injuries. Officers investigating the accident determined that the driver was traveling north on Sprinkle Road when she fell asleep, crossed the center line of the roadway, and lost control. The vehicle left the roadway, rolled over and struck several trees.

Shortly before store closing, an employee from a jewelry store in Crossroads Mall reported receiving a call from an unknown subject who advised that "someone would be coming to their store with a backpack bomb." Police and fire units responded and established a perimeter and command post. Contact was made with Crossroads Mall management and security, and it was determined that, due to the time of the call and the non-specific threat, the mall would not be evacuated. Search teams, consisting of police and mall security, conducted a search of the mall, and no explosive device was located. The mall closed at their normal time, and police and fire units cleared the scene.

Fire units were dispatched to a house fire on Engel Court. Firefighters arrived on scene to an active attic fire. Further investigation found multiple areas of fire, including electrical wiring and appliances. Consumers Energy disconnected the utilities due to safety concerns while firefighters performed extensive overhaul throughout the home.

The Communications Center received a call from the US Department of Veterans Affairs, who advised that a subject called them, stating that he had a loaded shotgun and wanted to commit "suicide by cop" at his residence in Portage. Officers arrived at the scene and blocked the

roadway. Neighbors were advised of the situation and instructed to shelter in place. The subject was barricaded, and negotiations were initiated. After approximately thirty minutes of negotiating, the subject exited the residence unarmed and was secured by officers. Inside the residence, officers found a loaded shotgun propped up next to the front door and another loaded handgun on a kitchen counter. The subject was highly intoxicated and was transported to the hospital, where he was petitioned by officers for mental health evaluation. No officers were injured, and no property was damaged.

Police responded to a business after receiving a report that their commercial generator had been stolen over the weekend. When employees arrived to work in the morning, they discovered there was no power to the building, and there were no power outages in the area. The employees became suspicious, as the backup generator should have restored power to the building; however, the generator was gone. Investigating officers determined that the cleaning people may have seen and spoken with the suspects. Detectives are continuing the investigation. The value of the stolen generator was approximately \$5,000.

Fire units were dispatched to a fully-involved garage fire on Westcove. The garage was attached to the home, and fire crews encountered heavy fire and smoke coming from the garage and part of the home. Police arrived and verified all occupants had exited the home. Crews were able to extinguish the fire within 40 minutes after their arrival. No injuries were reported by the occupants or first responders. The fire loss was estimated at \$100,000. The cause of the fire is still under investigation.



On March 3, 2017, Senior Deputy Police Chief Nicholas Arnold was appointed as the new Public Safety Director – Police/Fire Chief for the City of Portage.

Following that appointment, Lieutenant John Blue was promoted to the position of Senior Deputy Police Chief on March 27.

DJM:JMH:jh



TO: Laurence Shaffer, City Manager**DATE:** April 14, 2017**FROM:** Rod Russell, Director of Public Services**SUBJECT:** Monthly Operations Report for March 2017**STREET MAINTENANCE ACTIVITIES**

- Removed 6.5 inches of snow from major and local streets, city owned sidewalks and park trails
- Repaired 9 damaged mailboxes
- Started parking lot repairs for South Westnedge Park
- Prepared South Cemetery parking lot for asphalt repairs
- Replaced damaged and faded street signs
- Removed brush from retention basins, well houses and lift station in preparation for mowing contract
- Repaired potholes with Durapatch machine
- Sorted and removed wood and debris from compost site
- Finished installation of new Schrier Park pavilion
- Supported Transportation & Utilities Department with four water main asphalt repairs
- Removed 43 fallen trees and limbs during the wind storm on 3/8/17
- Removed fallen tree from Tamfield Avenue, Woody Noll Drive
- Removed 16 dead trees from city right-of way's
- Removed hanging limb at Oakland Drive Park
- Rented stump grinding machine and removed eight stumps in city right-of-way's
- Removed brush from Portage Creek Bicentennial Park trail with a rented flail mower
- Removed brush from city right-of-way's with a rented flail mower
- Prepared for installation of large & small dog track, storm water drain, drinking fountains and fencing at Dog Park
- Added gravel to shoulders of East Romence Road Parkway and Portage Creek Bicentennial Park trails
- Prepared Central Park & West Lake Nature Preserve for installation of new playscapes
- Moved new playscape equipment to Central Park & West Lake Nature Preserve
- Removed debris from DPS yard
- Prepared equipment for April Brush & Bagged Leaf Pickup program
- Removed debris from tops of storm drains to prevent flooding issues with heavy rainfall
- Installed AED units in DPS facility
- Removed tree limbs which were blocking traffic control signs
- Installed silt fencing along Oakland Drive swamp as part of restoration project
- Removed sidewalk trip hazards using the sidewalk grinding machine

- Moved four benches made by Eagle Scouts to Senior Center
- Removed debris from city right-of-way's along major streets
- Supported Equipment Division with installation of chain saw maintenance bench
- Supported Equipment Division with installation of bollards at new location for DPS gate
- Supported Equipment Division with mechanic help on equipment issues
- Supported City Clerk with the moving of voting bins from a storage facility

Weekly Curbside Recycling Program - The following summarizes total weights of recyclable materials collected during the month of March 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)
March 2017	204.25
FY 2016-17	1,891.91

Note: There were 33 new requests for recycling service in the month of March.

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 6.5 inches of snow from parks, cemeteries, sidewalks, trails and City Centre
- Repaired an inoperative light pole at Lexington Green and Portage Creek Bicentennial Parks
- Removed dead trees from parks
- Repaired water fountain that was separated from wall at Westfield Park
- Repaired entrance gate at Lakeview Park
- Repaired damaged split rail fencing
- Removed brush from Portage Creek Bicentennial Park Trail
- Removed fallen tree from Lexington Green Park
- Removed silt fencing along Eliason Nature Preserve Trail
- Removed ice rink access ramps
- Installed security fence at Central Park
- Removed fallen tree from Northwest Bikeway
- Removed limbs from Angling Road boardwalk
- Repaired inoperative lights at Hayloft Theater
- Trimmed tree limbs and bush around City Hall
- Removed slanted information signs from parks and trails
- Removed delineators from bikeways that guide snow plow trucks

- Prepared water fountains for upcoming installations
- Prepared Ramona Park and South Westnedge Park athletic fields for lacrosse and softball practices
- Restored stump removal site at Stuart Manor
- Installed nets for sporting activities
- Hired contractor to move trees from South Westnedge Park lower parking lot to Dog Park
- Hired contractor to install new fencing at Central Park
- Hired contractor to remove beavers from Portage Creek by Portage Creek Bicentennial Park
- Supported four burials and one lot showing in cemeteries

FLEET & FACILITIES DIVISION:

The Fleet & Facilities Division generated 130 work orders for the month of March 2017. A total of \$15,174.03 was spent on billable labor hours while the parts costs were \$8,920.08. The outside contracted work was \$2,605.50.

March 2017	March 2016	
130	154	Work Orders
\$8,920.08	\$12,233.08	Parts Cost
\$15,174.03	\$14,134.30	Labor Cost
17	27	Preventative Maintenance (P.M.) Work Orders Completed
\$102.92	\$182.26	Average Cost per P.M
\$1,749.68	\$3,827.54	Total P.M. Cost
\$957.33	\$0.00	Contracted Repairs-Body & Painting
\$2,605.50	\$6,786.39	Contracted Repairs (Not Including Body & Paint)
\$1,267.00	\$9,998.30	Building Renovations

BUILDING MAINTENANCE

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

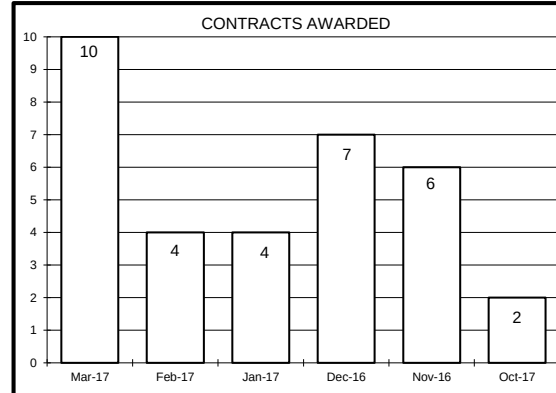
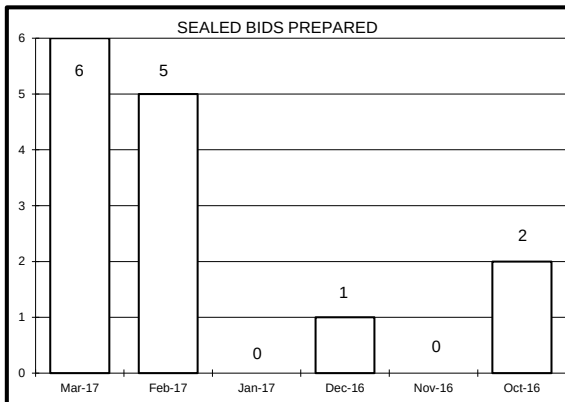
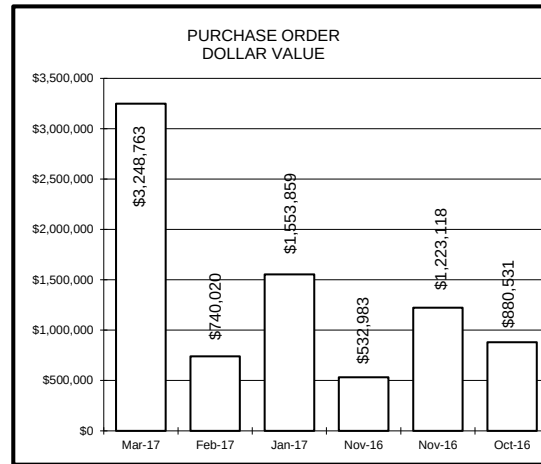
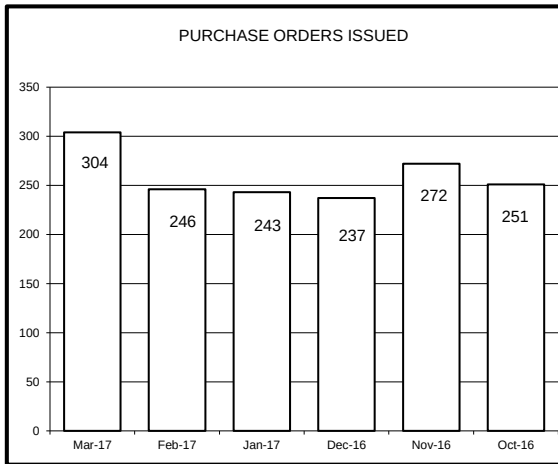
TO: Laurence Shaffer, City Manager

DATE: April 3, 2017

FROM: Rob Boulis, Deputy City Manager



SUBJECT: Purchasing Monthly Report - March 2017



SEALED BIDS OPENED / CONTRACTS AWARDED

2016 Street Paving - Additional Construction Work
 2016 Street Paving - Additional Construction Administration
 Newell's Lift Station - Emergency Repair
 S. 12th St. Lift Station Force Main Replacement
 S. 12th St. Lift Station Force Main Replacement Engineering
 Mowing of Well Houses, Basins & Lift Stations
 SCADA Maintenance
 MDOT - Shaver Road Improvements
 Network Switches

SEALED BIDS PREPARED

Computing Devices
 Spring Mill & Fill Asphalt Repairs
 Engineering/Architectural Services
 Communication Voter & Receiver Upgrades
 Sidewalk Repairs
 Police Headquarters HVAC Upgrades

- Five new claims were filed with MMRMA, two claims were settled.
- Purchasing staff added 16 new vendors to the purchasing software vendor file.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: April 6, 2017

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



SUBJECT: Department Monthly Report – March, 2017

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

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

Contract Administration

- Began development of a bid document for replacement of leased computing devices

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
- Completed 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
- Continued working on energy efficiency project with CMO

Marketing Activities

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

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: April 14, 2017

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



SUBJECT: Transportation & Utilities Department Monthly Report for March 2017

The month of March 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 March, 622 inspections were made by Suez personnel.
2. Suez personnel received 31 customer service calls during March.
3. Suez personnel responded to 45 after-hour panel alarms as indicated on the SCADA control panel monitoring the city's water and sanitary sewer facilities.
4. Approximately 106 million gallons of water were produced/pumped during March. Production averaged around 3.4 million gallons of water per day during the month. Six hundred twenty-six water quality analyses were completed during the month.
5. Thirteen new meters were installed and five new service leads were required to be tapped during the month of March.
6. Miss Dig stakings were completed at 360 locations.
7. No water main breaks occurred during the month of March.
8. Suez personnel cleaned a total of 27,555 feet of sanitary sewer and inspected and cleaned 51 manholes.
9. Suez personnel worked 197 hours of overtime in March due to an accident taking down one of our lift stations and high winds that caused several power outages at stations without generator power.

In the transportation and utility areas, the following activities in March 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. Five 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 and storm drainage cleaning.
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.
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 continuing to rise approximately 18" over the course of the winter. Homeowners in the Black Forest Drive area are being impacted by water in basement areas.
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 illuminated sign name signs. One emergency repair was made to replace the mast arm and pole on the northern corner of Shaver Road and South Westnedge Avenue which failed due to high velocity winds.

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

1. In August 2015, the City Administration was awarded \$195,000 by the State of Michigan for the implementation of a Storm Water Basin Asset Plan. The plan will provide an assessment of the functionality and operation of the 73 city-maintained storm water basins. Engineer proposals were received on January 15, 2015. Nine proposals were received. After review, it was determined that three of the proposals best matched the needs of the city. Appointments were scheduled in March to interview the three firms and select the top proposal. On March 24, 2015 City Council awarded the contract to Hurley & Stewart, LLC, in the amount of \$209,000. Work is ongoing and scheduled to be submitted to the State of Michigan in early April.
2. The 2015 -16 Capital Improvement Program includes a project for a Local Street Neighborhood Calming Program. A budget of \$10,000 was established for professional services and the remaining \$15,000 will be used for implementation of the program. The city received letter proposals from six consulting firms on August 11, 2015 and has chosen to award the project to OHM in the amount of \$10,000 based on experience and their proposed approach to developing a project plan that will best meet the City's needs. Development of the program is underway. Draft Program complete.
3. The 2015-16 Capital Improvement Program includes the design and construction of new traffic signals and associated street improvements on West Centre Avenue at the intersections of Old Centre Road and Cooley Drive. Included in the project are modifications to the existing driveways on West Centre Avenue within the influence of the Greenspire Retail Drive/Cooley Drive intersection to promote use of the new protected left-turn phase at the traffic signal and limit left turns out of driveways close to the intersection. The project will consist of the minor turn lane construction, along with sidewalk modifications to meet Americans with Disability Act (ADA) requirements. On August 11, City Council awarded an engineering contract to Abonmarche Consultants, Inc., in the amount of \$75,160. Engineering is complete. Bids were received in July and August. City Council awarded contracts to Severance Electric Company on August 23, 2016 for \$446,967.80 (Cooley Drive) and \$294,965.33 (Old Centre). Preconstruction meeting held October 10, 2017 with construction underway, weather dependent.
4. The 2015-16 Capital Improvement Program includes the design and construction of new traffic signal equipment at South Westnedge Avenue and Kilgore Road and design work for the intersection of Portage Road and Lakeview Road. Proposals were received on September 10, 2015, with the low proposal of Abonmarche Consultants awarded a contract in the amount of \$46,835 on September 22, 2015. Engineering complete. Bidding opening held July 14, 2016. City Council awarded a contract to Severance Electric Company on August 23, 2016 in the amount of \$316,307.20. Preconstruction meeting held October 10, 2017. Construction is underway.
5. The 2015 - 2016 Capital Improvement Program was awarded on September 22, 2015 to include the traffic signal replacement at South Westnedge Avenue and Romence Road.

As part of a federal safety program, \$261,000 of federal grant monies was secured for the project. On September 22, 2015, City Council awarded a contract to Abonmarche consultants in the amount of \$47,840 for engineering design and construction administration. Grade inspection completed for January 13, 2016 with MDOT. Bidding set for October 2016. Low bid of \$356,695.06 was submitted by Severance Electric Company. MDOT awarded the contract and preconstruction meeting was held January 2017. Construction is underway.

6. The 2014 – 2015 Capital Improvement Program includes a project to replace the 20” force main under US-131 from 12th Street to east of Angling Road. The force main has suffered several breakages and is nearing the end of its effective life. On March 30, 2016, an engineering contract was awarded to Prein & Newhof for design of the force main project. Under agreement with Texas Township, the township is responsible for approximately 94% of the project cost. Design is complete for a directional bore under the freeway. Bid opening held August 9, 2016. One bid received was substantially over the engineer’s estimation cost. Staff is in discussions with the contractor Texas Township and MDOT to identify cost saving measures. The project will be redesigned with construction alternatives and new bids received. On March 28, 2017, City Council awarded a contract to Kamminga & Roodvoets, Incorporated in the amount of \$567,323. Construction is pending.
7. 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 Millbocker Construction in the amount of \$2,460,199.82. Construction to begin in late April 2017.
8. 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 complete. Design work is underway. Bidding on Angling Road by MDOT to be held April 7, 2017.

9. A Public Open House was held for Portage Road on March 7, 2017 with approximately 30 attendees. Final design underway for spring bidding.
10. The 2016-2017 Capital Improvement Program includes a project for construction of utilities at the following locations:

- a. Mozart, Beethoven to North End (water)
- b. Chopin, Mozart to West End (water)
- c. Archwood/Cliffwood (water and sewer)

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

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 is under design. Bidding is scheduled for early spring.

11. Zylman Lift Station Rehabilitation

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