

7:30 p.m. Call to Order.

Invocation: Father Stan Witek of St. Catherine of Siena Catholic Church.

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Approval of City Council Meeting Minutes.

1. Minutes of the Regular Meeting of July 25, 2017.
2. Pre-Council Meeting Minutes of August 7, 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 August 8, 2017 as presented.

D. Public Hearings:

- * 1. Communication from the City Manager recommending that City Council adopt the proposed amendments to the City of Portage Code of Ordinances, Chapter 34, Fire Prevention and Protection.

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

- * 1. Communication from the City Manager recommending that City Council:
1. accept the application for an industrial tax abatement for 1716 Vanderbilt Avenue, and
 2. adopt Resolution No. 1-17 setting a public hearing on the expansion of Industrial Development District No. 55 for 1716 Vanderbilt Avenue on August 22, 2017.
- * 2. Communication from the City Manager recommending that City Council grant final approval for Copperleaf Phase 2 single-family residential site condominium subject to:
1. completion of sidewalks and street trees by November 2019, and
 2. Association By-laws be amended to include the Phase 2 Maintenance and Indemnification agreements between the Association and the City of Portage.
- * 3. Communication from the City Manager recommending that City Council approve the Final Plan for Streamsong - Phase I at 715 West Osterhout Avenue, subject to conditions.
- * 4. Communication from the City Manager recommending that City Council approve a two-year contract renewal, with the option of one two-year renewal, with Delta Dental Plan of Michigan for employee dental insurance and authorize the City Manager to execute all documents on behalf of the city.
- * 5. Communication from the City Manager recommending that City Council award a three-year contract renewal to Michigan Employees' Retirement System (MERS) for the administration and investment of the Other Post Employment Benefit (OPEB) trust fund and authorize the City Manager to execute all documents related to this contract on behalf of the city.
- * 6. Communication from the City Manager recommending that City Council approve a Permit for a Fireworks Display on August 12, 2017, with a rain date of August 13, 2017, to be conducted by Wade Shows, Inc., and located at Crossroads Mall as part of the "Crossroads Summer Family Festival."
- * 7. Communication from the City Manager recommending that City Council award a contract to Williams Architects of Itasca, Illinois, in the amount of \$232,500 for architectural services for Fire Station No. 2 and authorize the City Manager to execute all documents on behalf of the city.

- * 8. Communication from the City Manager recommending that City Council approve a contract in the amount of \$25,000 with Southwest Michigan First to support economic development activities in the City of Portage and authorize the City Manager to execute the contract on behalf of the city.

G. Communications:

- 1. Communication from the City Manager recommending that City Council designate the City Manager as the official City of Portage voting representative for the Michigan Municipal League Annual Meeting.

H. Unfinished Business:

* I. Minutes of Boards and Commissions Meetings:

- a. Historic District Commission of June 7 and July 12, 2017.
- b. Park Board Ad Hoc Bicycle Advisory Committee of July 12, 2017 - DRAFT.
- c. Planning Commission of July 20, 2017.

J. Council Committee Reports:

K. New Business:

L. Bid Tabulations:

- * 1. Communication from the City Manager recommending that City Council award a construction contract for the 2017-2018 Local Streets Reconstruction Program to Michigan Paving & Materials Company of Kalamazoo, Michigan, in an amount not to exceed \$1,038,360.35 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
- * 2. Communication from the City Manager recommending that City Council:
 - 1. approve the low bid of \$145,583.17 from Michigan Paving & Materials Company,
 - 2. award Change Order #1 in the amount of \$104,416.51 and
 - 3. award Change Order #2 in the amount of \$59,950.50,for a grand total cost of \$309,950.18 for Summer Mill and Fill Program Phase II asphalt repairs to major and local streets and authorize the City Manager to execute all documents related to these actions on behalf of the city.
- * 3. Communication from the City Manager recommending that City Council award a contract to Abonmarche Consultants, Incorporated, in the amount not to exceed \$182,000 to perform engineering services for the reconstruction of South Westnedge Avenue from Romence Road to Mall Drive and authorize the City Manager to execute all documents related to the contract on behalf of the city.

M. Other City Matters:

- 1. Statements of Citizens.
- 2. From City Council and City Manager.
- * 3. Reminder of Meetings:
 - a. Wednesday, August 9, 7:00 p.m., Environmental Board, City Hall Room No. 1.
 - b. Monday, August 14, 7:00 p.m., Zoning Board of Appeals, Council Chambers.
 - c. Wednesday, August 16, 2:30 p.m., Senior Citizen Advisory Board, Portage Senior Center.
 - d. Wednesday, August 16, 7:00 p.m., Austin Lake Governmental Lake Board Public Hearing, Council Chambers.
 - e. Thursday, August 17, 7:00 p.m., District Library Board, Portage District Library.
 - f. Thursday, August 17, 7:00 p.m., Planning Commission, Council Chambers.

N. Materials Transmitted.

- * 1. Materials Transmitted of July 25, 2017.

Adjournment.

DRAFT

CITY COUNCIL MEETING MINUTES FROM JULY 25, 2017

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

At the request of Mayor Strazdas, Tim Earl gave an invocation and City Council and the audience recited the Pledge of Allegiance.

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

APPROVAL OF MINUTES: Motion by Ansari, seconded by Ford, to approve the Regular Meeting Minutes of July 11, 2017, as presented. Upon a voice vote, motion carried 6 to 0.

Motion by Randall, seconded by Reid, to approve the Special Meeting Minutes of July 11, 2017, as presented. Upon a voice vote, motion carried 6 to 0.

Motion by Reid, seconded by Randall, to approve the Pre-Council Meeting Minutes of July 24, 2017, as presented. Upon a voice vote, motion carried 4 to 0 with Councilmember Ford and Mayor Strazdas abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Mayor Pro Tem Ansari to read the Consent Agenda. Councilmember Pearson asked that Item F.2, Amendment to the Code of Ordinances, be removed from the Consent Agenda, and Councilmember Reid asked that Item F.1, Stryker Way/Portage Road Traffic Signal and Intersection Project – Engineering Services, be removed from the Consent Agenda. Mayor Pro Tem Ansari indicated that he would be abstaining from Item F.3, FY 2017-2018 Community Development Block Grant and General Fund Contracts, and Mayor Strazdas recused himself from Item F.5, Closed Session. Motion by Reid, seconded by Ford, to approve the Consent Agenda as amended. Upon a roll call vote, motion carried 6 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JULY 25, 2017:** Motion by Reid, seconded by Ford, to approve the Accounts Payable Register of July 25, 2017, as presented. Upon a roll call vote, motion carried 6 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: Christopher Burns, 5706 Briarhill Court, announced his candidacy for City Council of the City of Portage and provided some of his credentials.

Tim Earl, 6862 Shallowford Way, announced his candidacy for City Council of the City of Portage and provided some of his credentials.

REPORTS FROM THE ADMINISTRATION:

STRYKER WAY/PORTAGE ROAD TRAFFIC SIGNAL AND INTERSECTION PROJECT – ENGINEERING SERVICES: Councilmember Reid summarized this request and asked for an explanation for the citizens of why this contract award did not go out for bid and how this is different from other contracts with the City. Mayor Strazdas deferred to City Manager Shaffer, who indicated that Wightman and Associates is intimately familiar with Portage road infrastructure and the MDOT Grant process involved in this type of situation. He noted that the City received a grant for approximately \$260,000 from the State of Michigan to install a signal on Portage Road to accommodate the new Stryker development on Stryker Way. He mentioned that one task for Wightman and Associates is to coordinate this project from a grant perspective with MDOT in order to meet all of the requirements of the grant; secondly, Wightman and Associates will have to work with Stryker in a very high quality and expeditious manner to completion. He said that the city will have no initial money into

this project, so the entire signal will be funded by MDOT; and the amount not funded by MDOT will initially be funded by Stryker and will be part of the TIFA at the end of the project. He summed up by saying that for reasons of quality, expediency and the City liaison contact with MDOT, this is in the best interest of the City and ensures the project moves along quickly in a high quality manner. He concluded that Wightman and Associates was the firm that could best do this.

Councilmember Reid expressed her appreciation that this information was made public as Portage does a lot of contracting and the bid process is the method used to ensure quality contractors as well as best price; so, when a contract is presented without having gone through the bid process, there needs to be an explanation of why that is being done.

Motion by Reid, seconded by Randall, to approve an engineering services contract with Wightman & Associates, Incorporated, in the amount of \$47,875 for the new Stryker Way/Portage Road Traffic Signal and Intersection Improvements and authorize the City Manager to sign all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

AMENDMENT TO THE CODE OF ORDINANCES: Councilmember Pearson reviewed the item and indicated that the Communication from the City Manager reads that the proposed amendment will not have any significant impact on the Portage community. He explained that changes are not always a problem with large companies because they have staff. He commented how the Fire Department performs great inspections, then focused on the small business people who comment to City Council regarding the voluminous tracking requirements, cost and things that are passed without regard to cost and explained. With that, he asked for the expenses, the time commitments and the extra recordkeeping that will be imposed on small businesses if these amendments to Chapter 34 are passed on August 8, 2017. Mr. Shaffer acknowledged the good questions asked by Councilmembers Reid and Pearson at the Pre-Council Meeting of July 24, and mentioned the two open house seminars presented by the Fire Department to provide education to the public regarding these proposed changes and to obtain feedback.

Mr. Shaffer deferred to Senior Deputy Fire Chief of Operations John Podgorski, who indicated that in this update, no additional cost will be passed on to Small Business owners unlike the last update and explained. He contended that these amendments contain mostly life safety elements compatible with the rest of the Construction Codes, particularly the Building Code. He said that the two Codes intertwine a lot, that the Construction Code was updated in 2015, and that the attempt here is to update the Fire Code to ensure compatibility because staff often works out of two different codes. He confirmed that he is not aware of extra recordkeeping for Mayor Strazdas.

Next, Councilmember Pearson asked if the reference to “Open Burning” in Sections 307 and 105.6.32 affects residents and explained himself. Chief Podgorski explained that the word “permit” was struck out of the International Fire Code because the permit process is performed out of the local ordinance, and otherwise there were no changes for the resident. Discussion followed.

Motion by Pearson, seconded by Ansari, to accept for first reading the proposed amendments to the City of Portage Code of Ordinances, Chapter 34, Fire Prevention and Protection, and set a public hearing at 7:30 p.m. or as soon thereafter as may be heard on August 8, 2017, to consider final adoption. Upon a roll call vote, motion carried 6 to 0. Discussion followed.

*** FY 2017-2018 COMMUNITY DEVELOPMENT BLOCK GRANT AND GENERAL FUND CONTRACTS:** Motion by Reid, seconded by Ford, to approve the Fiscal Year 2017-2018 Community Development Block Grant contracts and General Fund Human/Public Services contracts, and authorize the City Manager to execute all documents related to the contracts on behalf of the city. Upon a roll call vote, motion carried 5 to 0 with Mayor Pro Tem Ansari abstaining.

*** UNSAFE/UNFIT STRUCTURE – RAZE ORDER FOR 1411 WEST CENTRE AVENUE:** Motion by Reid, seconded by Ford, to approve an order by the Construction Board of Appeals to raze and remove the single family home, accessory building and junk/debris located at 1411 West Centre Avenue. Upon a roll call vote, motion carried 6 to 0.

* **CLOSED SESSION:** Motion by Reid, seconded by Ford, to hold a closed session immediately following the regular meeting to discuss pending litigation and attorney client privileged communications. Upon a roll call vote, motion carried 5 to 0 with Mayor Strazdas recusing himself from the session.

* **JUNE 2017 ENVIRONMENTAL REPORT:** Motion by Randall, seconded by Ansari, to receive the communication from the City Manager regarding the June 2017 Environmental Summary Report as information only. Upon a roll call vote, motion carried 6 to 0.

* **MINUTES OF BOARDS AND COMMISSIONS:** City Council received the minutes of the Portage Youth Advisory Committee of June 16, 2017, and the Portage Public Schools Board of Education Minutes of the Regular Meeting of June 26 and Special Meeting of June 27, 2017.

COUNCIL COMMITTEE REPORT:

2017 COMMUNITY SURVEY: At the request of Mayor Strazdas, Councilmember Reid reviewed the discussion of the Council Community Survey Committee. For question number 4, she indicated that the question now reads, “If you feel there is a problem with the Deer Population within the Portage City Limits, which of the following identifies your concerns? (Check all that apply.)” instead of, “If you feel there is a problem with the Deer Population within the Portage City Limits, which of the following issues do you feel should be addressed? (Check all that apply.)” Under the original formulation, she indicated it appeared that the City was going to address these different things in different ways, so changing the verbiage, the question asks why do you think there is a problem and what are your concerns. This allows the City to track whether efforts to manage the deer population are effective on the items that are of the most concern by the citizens.

Next, she recited question number 12 and question number 13 regarding Medical Marihuana and listed the answer options citing the removal of the word “only” after the second answer option in each question because it made the question sound like the City was asking the resident if there was a preference to service only Portage residents, and no people outside of Portage, which is too restrictive when the intent of the question is to help Council determine how many dispensaries and how many of each type of license, if any, there will be in the City of Portage. Discussion followed.

Motion by Randall, seconded by Ansari, to approve changes to the annual survey document as recommended by the City Council Community Survey Committee and authorize the City Manager to execute all related documents. Discussion followed. Upon a roll call vote, motion carried 6 to 0.

RECESS TO GO INTO CLOSED SESSION: 8:10 p.m.

RECONVENE FROM CLOSE SESSION: 8:36 p.m.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL: Councilmember Ford expressed his regrets for not being able to attend the Stryker Ribbon-cutting event, but he was at the Kzoo Spartan non-profit golf outing fundraiser. He acknowledged the Tom Haroldson article and pictures on *mLive* saying it looked like a very nice event.

Councilmember Pearson commented that there were approximately 250 people present at the Stryker ribbon-cutting event and, as a Councilmember, what struck him the most were the comments from Stryker indicating that the reason for the expansion of the company is because Portage is a great place to be; in Portage we are concerned about each other; and it’s a great community. He also said that they mentioned that they could be in China, but this is a place where people who come to interview like it here and want to raise their families here.

Councilmember Reid indicated that being able to be at the ground breaking of Stryker was very exciting because of what is going to be happening there. She said that Stryker is looking at having the actual opening of the facility at the end of 2019, a full two years. Claudette Reid, 5419 Woodmont, also announced her candidacy for City Council of the City of Portage, provided some of her credentials, and indicated that she is looking forward to the upcoming challenges for the City and for the new Council.

Councilmember Randall extolled praise on Stryker and their decision to expand in Portage, and indicted Stryker is what brought her family here when her Father was recruited and interviewed as a Medical Doctor by Homer Stryker in the early 60's; so, there is a long line of appreciation for Stryker in her family. She also mentioned that the United States Tennis Association (USTA) is sponsoring the Boys 16 & 18 National Tennis Championships at Kalamazoo College, 1200 Academy Street, August 6 through 14, as an opportunity to see competition at a very high level. She commented that this is a huge economic opportunity for the region, a chance for the great hotels and many restaurants of Portage to prosper, and another example of regional cooperation and collaboration. With that, she urged people to attend.

With regard to the groundbreaking ceremony at Stryker, Mayor Pro Tem Ansari commented it is no coincidence that Stryker and Portage have enjoyed a long and fruitful relationship since both have considered each other a partner. He said that the expansion could not have happened without the history of this productive partnership and explained. He praised Homer Stryker and Stryker Corporation.

Mayor Strazdas concurred that the groundbreaking ceremony at Stryker was a great day in Portage, mentioned that he had the privilege of working with the team owing to his engagement with the construction committee and the architecture design committee. He said it was inevitable, good timing and indicated that it is great that it happened this year. In speaking with Lieutenant Governor Brian Calley, he learned that Mr. Calley never connected that the City of Portage was just a mile or two from Kalamazoo, and that there is a Fortune 500 company investing a billion dollars over ten years. He also said he appreciated the fact that the broader Southwest Michigan community can work together, and singled out City Manager Larry Shaffer and Southwest Michigan First as leaders in our community who enable special things to happen through their collaboration. Further, Mayor Strazdas said that Lieutenant Governor Calley recognized that there is some special magic happening in Portage and Southwest Michigan. Mayor Strazdas gave full credit to the City Council as the policymakers who set the tone and explained. He offered his assistance with the transition to the new Council and wished "Good Luck" to the candidates running for Council.

* **MATERIALS TRANSMITTED:** Motion by Randall, seconded by Ansari, to receive the Materials Transmitted of July 17, 2017, and the Department Monthly Reports for June. Upon a roll call vote, motion carried 6 to 0.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:46 p.m.

James R. Hudson, City Clerk

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

DRAFT

MINUTES FROM THE SPECIAL PRE-MEETING OF THE PORTAGE CITY COUNCIL OF AUGUST 7, 2017

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

Under Item F.4, Delta Dental Plan of Michigan Insurance, Councilmember Ford asked why there was a 2.9% decrease in the premiums with no change in coverage, and Deputy City Manager Rob Boulis responded that the determination of the cost of the premium is *experience* rated, that it was hard to understand, and pointed out that the employees are going to the Dentist twice a year which reduces exposure. Under Item F.5, Other Post Employment Benefits (OPED) Trust Fund and Administration – Contract Renewal, Councilmember Ford asked why there was a reduction in the annual service fees, and City Manager Larry Shaffer responded that the fees have been sliding down for a couple of years now based upon expenses, administrative costs and the improvement in investments. Deputy City Manager Boulis pointed out that OPED is part of the Michigan Employees' Retirement System (MERS) and has a system wide basis, while Delta Dental Plan of Michigan Insurance has a basis of City of Portage employees only.

Mayor Strazdas asked if the three bid tabulations on the Agenda wraps up all of the road construction, and City Manager Shaffer responded in the affirmative along with some additional Act 51 funds and some additional work on Centre Avenue. Mayor Strazdas indicated he was getting a lot of calls regarding the Oakland Drive Bridge, and Mr. Shaffer pointed out that the Bridge is a State project and all calls should go to the Michigan Department of Transportation (MDOT).

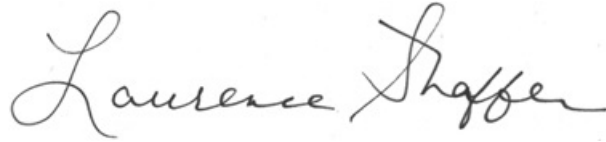
When Mayor Pro Tem Nasim Ansari asked when the Angling Road project would end, Mr. Shaffer indicated it should be completed by the end of September. As further explanation of the amount of time necessary, he made reference to the extra time spent on the public relations aspect of the project when it was initiated, and he mentioned that the sewer line was 30 feet deep which wreaked some havoc owing to the dewatering requirement.

ADJOURN: Mayor Strazdas adjourned the meeting at 8:07 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 August 8, 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 July 16, 2017 through July 30, 2017 and notes \$835,338.68 in automated clearing house payments, \$693,991.89 in paper checks and \$64,859.53 in auto-pay payments for a grand total of \$1,594,190.10.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

ACCOUNTS PAYABLE REGISTER
Check Dates From: 7/16/2017 to: 7/30/2017

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Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
07/28/2017	7207(A)	A NEW LEAF	PLANT CARE	85.00
07/28/2017	7208(A)	A-1 SIGNS	PLAYGROUND SIGNS	1,350.00
07/28/2017	7209(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	21,618.74
07/28/2017	7210(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	3,563.52
07/28/2017	7211(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARDS	1,246.32
07/28/2017	7212(A)	ALL-PHASE ELECTRIC SUPPLY CO.	ELECTRICAL SUPPLIES	189.60
07/28/2017	7213(A)	ALL-TRONICS, INC.	ALARM MONITORING	515.40
07/28/2017	7214(A)	ALRO STEEL CORPORATION	SERVICES TRAILER STE	1,307.18
07/28/2017	7215(A)	AMERICAN SAFETY & FIRST AID	RAMONA PARK FIRST AID	118.46
07/28/2017	7216(A)	ANIMAL REMOVAL SERVICE, LLC	JUNE SERVICES	1,075.00
07/28/2017	7217(A)	APOLLO FIRE APPARATUS REPAIR	FIRE APPARATUS REPAIRS	356.96
07/28/2017	7218(A)	AUMACK, MICHAEL	UMPIRE PAYROLL	475.00
07/28/2017	7219(A)	BCHS-HELPNET	HELPNET EAP PROGRAM	1,614.69
07/28/2017	7220(A)	BEEBE, RONALD E.	UMPIRE PAYROLL	144.00
07/28/2017	7221(A)	BILL'S LOCK SHOP, INC.	PADLOCKS	912.00
07/28/2017	7222(A)	BRENNER OIL CO.	GASOLINE	10,670.14
07/28/2017	7223(A)	CARRIER & GABLE	TRAFFIC SIGNAL CAMERA	12,680.00
07/28/2017	7224(A)	CLEAN EARTH ENVIRONMENTAL SERV	SLUDGE REMOVAL SERVICE	6,912.50
07/28/2017	7225(A)	CONCRETE PREPARATION SERVICES LLC	COURT PREPARATION	3,600.00
07/28/2017	7226(A)	DATA CONSTRUCTS LLC	WEBSITE HOSTING SERV	97.95
07/28/2017	7227(A)	DEER CONTRACTING & LANDSCAPE	WALL REPAIR	6,797.00
07/28/2017	7228(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL PLAN INSURANCE	18,201.25
07/28/2017	7229(A)	DUST & CAMPBELL, P.C.	MTT JUNE RESEARCH	175.00
07/28/2017	7230(A)	EG WORKFORCE SOLUTIONS	TEMPORARY EMPLOYEES	536.56
07/28/2017	7231(A)	EKLOV, ERICA	7/11/17 CITY COUNCIL DINNER	105.07
07/28/2017	7232(A)	ENGINEERED PROTECTION SYSTEMS, INC.	ALARM SYSTEM MONITOR	1,687.08
07/28/2017	7233(A)	FARM N GARDEN	SPLIT RAIL FENCE	553.86
07/28/2017	7234(A)	FARO TECHNOLOGIES, INC.	SERVICE AGREEMENT	7,210.00
07/28/2017	7235(A)	FERRELLGAS, LP	CYLINDER RENTAL	12.00
07/28/2017	7236(A)	FURRY, WILLIAM	MGFOA M-SHIP, TELLY AWARD APP	341.53
07/28/2017	7237(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	1,741.75

ACCOUNTS PAYABLE REGISTER
Check Dates From: 7/16/2017 to: 7/30/2017

Check Date	Check	Vendor Name	Description	Amount
07/28/2017	7238(A)	GLOBAL TELEMATIC SOLUTIONS LLC	GTS MONTHLY SUBSCRIPTION	625.00
07/28/2017	7239(A)	GREATER KALAMAZOO UNITED WAY	JULY 2017 CONTRIBUTIONS	755.84
07/28/2017	7240(A)	GRIFFIN PEST SOLUTIONS, INC.	FIRE FACILITY MAINT	185.00
07/28/2017	7241(A)	INDUSCO SUPPLY CO., INC.	BATHROOM SUPPLIES	181.45
07/28/2017	7242(A)	IRISH AYRES ENTERPRISES, LLC	MOWING AND LANDSCAPING	4,356.00
07/28/2017	7243(A)	J & J LAWN SERVICE, INC.	MOWING AND TRIMMING	6,163.00
07/28/2017	7244(A)	J-AD GRAPHICS, INC	NEWSLETTERS	998.00
07/28/2017	7245(A)	KEHOE, EDWARD J	PROGRAM INSTRUCTOR	310.00
07/28/2017	7246(A)	KIEL, MICHAEL	UMPIRE PAYROLL	84.00
07/28/2017	7247(A)	LAKE MICHIGAN MAILERS, INC.	MAIL PROCESSING	29.24
07/28/2017	7248(A)	M & M CUSTOM FABRICATING INC.	NAME BADGES RANGERS	42.69
07/28/2017	7249(A)	MAPLE HILL SPRINKLING, INC.	IRRIGATION MAINTENANCE	6,105.00
07/28/2017	7250(A)	MATERIALS RESOURCES	T-SHIRTS - PARKS SEASONALS	1,118.48
07/28/2017	7251(A)	MAURER'S TEXTILE RENTAL SERVICES	16/17 BUDGET UNIFORM	18.51
07/28/2017	7252(A)	MCCULLIN, LARRY W.	UMPIRE PAYROLL	368.00
07/28/2017	7253(A)	MEJEUR ELECTRIC LLC	ELECTRICAL REPAIRS	587.00
07/28/2017	7254(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	1,617.00
07/28/2017	7255(A)	OGDEN, JESSE	UMPIRE PAYROLL	42.00
07/28/2017	7256(A)	OMM ENGINEERING, INC.	ENGINEERING SERVICES	16,169.50
07/28/2017	7257(A)	PCM SALES, INC.	FY 2017-18 MONTHLY IT	40,960.00
07/28/2017	7258(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	22,962.91
07/28/2017	7259(A)	PLM LAKE & LAND MANAGEMENT	2017 WEST LAKE MANAGEMENT	20,250.00
07/28/2017	7260(A)	PORTAGE FIREFIGHTERS	JULY 2017 UNION DUES	1,726.08
07/28/2017	7261(A)	PORTAGE ON-CALL FIREFIGHTERS	JULY 2017 UNION DUES	80.00
07/28/2017	7262(A)	PORTAGE POLICE OFFICERS ASSOC	JULY 2017 UNION DUES	714.00
07/28/2017	7263(A)	PREIN & NEWHOF	PROFESSIONAL SERVICE	1,545.70
07/28/2017	7264(A)	PROFESSIONAL BUILDING SERVICES LLC	JANITORIAL SERVICES	3,197.54
07/28/2017	7265(A)	QUADRANT II MARKETING, LLC	NEWSLETTER AUGUST	2,043.40
07/28/2017	7266(A)	RIDGE AUTO NAPA	MAINTENANCE SUPPLIES	50.16
07/28/2017	7267(A)	RIETH-RILEY CONSTRUCTION CO., INC	HOT PATCH	19,870.27
07/28/2017	7268(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	2,733.97
07/28/2017	7269(A)	ROBINSON, KEVIN	UMPIRE PAYROLL	210.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 7/16/2017 to: 7/30/2017

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Check Date	Check	Vendor Name	Description	Amount
07/28/2017	7270(A)	S B F ENTERPRISES, INC.	PRINTING AND PROCESSING	2,923.98
07/28/2017	7271(A)	SEVERANCE ELECTRIC COMPANY, INC.	TRAFFIC SIGNAL REPAIRS	232,539.55
07/28/2017	7272(A)	SNELL, DEBRA	PROGRAM INSTRUCTOR	192.00
07/28/2017	7273(A)	SOLARWINDS, INC.	SOLARWINDS SOFTWARE	1,422.00
07/28/2017	7274(A)	SUEZ WATER ENVIRONMENTAL SERVICES	UTILITY SYSTEM OPERATIONS	167,775.40
07/28/2017	7275(A)	THE POSTMAN INC.	FENCE REPAIR	545.00
07/28/2017	7276(A)	THOMPSON, HELENE	PROGRAM INSTRUCTOR	260.00
07/28/2017	7277(A)	TOO CLEAN JANITORIAL	CLEANING MAINTENANCE	5,395.00
07/28/2017	7278(A)	TYLER TECHNOLOGIES, INC.	SOFTWARE MAINTENANCE	150,730.00
07/28/2017	7279(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	JULY 2017 UNION DUES	449.34
07/28/2017	7280(A)	USA SOFTBALL OF MICHIGAN	SOFTBALLS	2,680.00
07/28/2017	7281(A)	VANDERBERG, WARD M	UMPIRE PAYROLL	141.00
07/28/2017	7282(A)	VANDERVEEN, LAUREN	CPA RENEWAL	289.91
07/28/2017	7283(A)	WEST MICHIGAN STAMP & SEAL, INC.	NAME PLATES	36.40
07/28/2017	7284(A)	WEST SHORE SERVICES, INC.	REPAIRS TO SIREN SITE	959.18
07/28/2017	7285(A)	WIGHTMAN & ASSOCIATES, INC.	ENGINEERING SERVICES	2,781.25
07/28/2017	7286(A)	WINGFOOT COMMERCIAL TIRE	FIRE APPARATUS MAINT	1,517.29
07/28/2017	7287(A)	WOLVERINE LAWN SERVICE, INC.	IRRIGATION SYSTEM REPAIRS	34.08
07/28/2017	7288(A)	WOOD PLUMBING LLC, D	BACKFLOW PREVENTER	2,674.00
			ACH Payments:	835,338.68

Check Type: Paper Check

07/18/2017	303006	MML UNEMPLOYMENT FUND	QUARTERLY CONTRIBUTIONS	97.13
07/28/2017	303007	10TH DISTRICT COURT	BAIL BOND	150.00
07/28/2017	303008	10TH DISTRICT COURT	BAIL BOND	500.00
07/28/2017	303009	12TH DISTRICT COURT	BAIL BOND	281.00
07/28/2017	303010	A T & T	MAINTENANCE CONTRACT	10,449.84
07/28/2017	303011	A T & T	TELEPHONE SERVICE	1,965.06
07/28/2017	303012	A T & T LONG DISTANCE	LONG DISTANCE SERVICE	9.00
07/28/2017	303013	A-1 ASPHALT SEALING & REPAIR, INC.	MEREDITH BUS STOP	19,999.14
07/28/2017	303014	ABILITY MEP LLC	HVAC ENGINEERING	16,898.84
07/28/2017	303015	ACE PARKING LOT STRIPING, INC.	PARKING LOT REPAIRS & STRIPING	367.00

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Check Date	Check	Vendor Name	Description	Amount
07/28/2017	303016	ADP, INC.	BI-WEEKLY PAYROLL	4,314.15
07/28/2017	303017	AICPA	AICPA DUES -2017-18	265.00
07/28/2017	303018	ALLEGRA PRINT & IMAGING	CARDS AND ENVELOPES	1,259.03
07/28/2017	303019	ALLIED MECHANICAL SERVICE	BACKFLOW PREVENTER	1,546.45
07/28/2017	303020	ARTWEAR APPAREL GRAPHICS, INC.	KIDS SPORTS SAMPLER	164.00
07/28/2017	303021	ATA NATIONAL TITLE GROUP, LLC	OVER PAYMENT	797.50
07/28/2017	303022	ATA NATIONAL TITLE GROUP, LLC	REFUND DUE TO 2017 J	680.92
07/28/2017	303023	ATLAS BUSINESS SOLUTIONS, INC.	LICENSE FOR YEAR	1,771.20
07/28/2017	303024	BALKEMA EXCAVATING	BOND REFUND	360.00
07/28/2017	303025	BEST WAY DISPOSAL, INC.	16/17 CURBSIDE RECYCLING	45,350.72
07/28/2017	303026	BORGESS CORPFIT	HMP NEWSLETTER	250.00
07/28/2017	303027	BORGESS HEALTH ALLIANCE	MEDICAL SERVICES	136.00
07/28/2017	303028	BORGESS HEALTH ALLIANCE	PHYSICAL/CLANDESTINE	279.00
07/28/2017	303029	BROWN, DIANE	TRIP REFUND	95.00
07/28/2017	303030	BUETTNER, TOM	TRIP VENDOR PAYMENT	75.00
07/28/2017	303031	CATHOLIC FAMILY SERVICES	16/17 HPS CONTRACT	5,817.50
07/28/2017	303032	CENTER MASS, INC.	EMP TRNG - POLICE	299.00
07/28/2017	303033	CHIZEK, MARY	TRIP REFUND	1,229.00
07/28/2017	303034	CITY OF KALAMAZOO TREASURER	WATER SERVICE	778.74
07/28/2017	303035	CONSUMERS ENERGY-BILL PMT CNT	T/S POLE ATTACHMENT	287.98
07/28/2017	303036	COSTAR REALTY INFORMATION, INC.	REALTY SALES INFORMATION	321.82
07/28/2017	303037	DAVE'S CONCRETE PRODUCTS, INC.	CONCRETE FOR PROJECT	2,405.00
07/28/2017	303038	DENOYER BROTHERS, INC.	VEHICLE REPAIR	50.00
07/28/2017	303039	DETERS, JAMES & SARI S	BOND REFUND	120.00
07/28/2017	303040	DEWOLF & ASSOCIATES	EMP TRNG - POLICE	525.00
07/28/2017	303041	DEWOLF & ASSOCIATES	EMP TRNG - POLICE	385.00
07/28/2017	303042	EDWARDS, HENRY	UMPIRE PAYROLL	210.00
07/28/2017	303043	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE MAINT	29.00
07/28/2017	303044	ENGINEERING SUPPLY & IMAGING	MAINTENANCE AGREEMENT	1,452.00
07/28/2017	303045	ESKANDER, ALVI	RENTAL DEPOSIT REFUND	100.00
07/28/2017	303046	FIRE DEPARTMENT TRAINING NETWORK	FIRE OPS TRAINING	1,500.00
07/28/2017	303047	FLETCHER ENTERPRISES	PAINTING SERVICES	9,300.00

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Check Date	Check	Vendor Name	Description	Amount
07/28/2017	303048	FORBES CONSTRUCTION & EXCAVATING	REFUND OF HYDRANT METER	100.00
07/28/2017	303049	FORSHEE, MARK	UMPIRE PAYROLL	141.00
07/28/2017	303050	FORSYTH, LARRY	TRADITIONAL HOLIDAY	75.00
07/28/2017	303051	GLEESING, KEVIN	TRAINING EXPENSES	60.00
07/28/2017	303052	GREATER KALAMAZOO FOP LODGE 98	JULY 2017 UNION DUES	521.74
07/28/2017	303053	GREATER KALAMAZOO FOP LODGE 98	JULY 2017 UNION DUES	2,800.92
07/28/2017	303054	H J DEATON & SON INC.	#10 LIMESTONE FINES	1,966.78
07/28/2017	303055	HACKNEY, JEAN	TRIP REFUND	40.00
07/28/2017	303056	HARTMAN, CHARLES	UMPIRE PAYROLL	48.00
07/28/2017	303057	HEATH, KEVIN	UMPIRE PAYROLL	126.00
07/28/2017	303058	HOGNACHI, DAVID	UMPIRE PAYROLL	115.00
07/28/2017	303059	HOME DEPOT	FLEET MAINTENANCE	1,494.07
07/28/2017	303060	HOYLE, KATHLEEN	HAYLOFT CHAIRS	4,701.50
07/28/2017	303061	HOYLE, KATHLEEN	GRAIN ELV CHAIRS	2,350.75
07/28/2017	303062	INT'L PUBLIC MGT ASSOC FOR HR	IPMA MEMBERSHIP	397.00
07/28/2017	303063	J. SEBASTIAN TRUCKING & EXC, INC.	HYDRANT REFUND	100.00
07/28/2017	303064	JAC'S	PROGRAM VENDOR PAYMENT	183.17
07/28/2017	303065	JAC'S	PROGRAM VENDOR PAYMENT	137.38
07/28/2017	303066	KALAMAZOO COUNTY DRAIN COMMISSIONER	LEXINGTON GREEN DRAIN IMPROV	200,000.00
07/28/2017	303067	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES MOBIL	512.50
07/28/2017	303068	KALAMAZOO COUNTY TREASURER'S ASSN	REIMBURSE AD - SUMMER	29.20
07/28/2017	303069	KALAMAZOO IN BLOOM, INC.	KALAMAZOO IN BLOOM	7,161.65
07/28/2017	303070	KALAMAZOO LANDSCAPE SUPPLIES	IRRIGATION REPAIRS	294.53
07/28/2017	303071	KALAMAZOO SPORTSWEAR	SILK SCREEN SERVICES	71.25
07/28/2017	303072	KENT COMPANIES, INC.	SIDEWALK CONCRETE	795.00
07/28/2017	303073	LAVERDURE, ROBERT	UMPIRE PAYROLL	46.00
07/28/2017	303074	LENDERS TITLE SOLUTIONS	OVER PAYMENT SUMMER	1,459.84
07/28/2017	303075	LERMA, INC.	EMP TRNG	85.00
07/28/2017	303076	LERMA, INC.	EMP TRNG	85.00
07/28/2017	303077	LOCKWOOD, SHARON	TRIP REFUND	118.00
07/28/2017	303078	LOOMANS, LOWELL	TRIP REFUND	100.00
07/28/2017	303079	LOUTHAN, WILLIAM F	UMPIRE PAYROLL	48.00

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Check Date	Check	Vendor Name	Description	Amount
07/28/2017	303080	LYSTER EXTERIORS	HUD GRANT HOUSE	10,311.60
07/28/2017	303081	M M R M A	LIABILITY INSURANCE	247,738.00
07/28/2017	303082	MAGURA, LUCILLE	TRIP REFUND	200.00
07/28/2017	303083	MAGURA, STEPHEN & LUCILLE	TRIP REFUND	256.00
07/28/2017	303084	MED EXPRESS URGENT CARE, PC MICH	DOT PHYSICAL	95.00
07/28/2017	303085	MENARDS, INC	SUPPLIES	365.11
07/28/2017	303086	MIBIZ	CMO FY 17-18 MIBIZ S	59.00
07/28/2017	303087	MICH ASSOC OF HOSTAGE NEGOTIATORS	EMP TRNG	150.00
07/28/2017	303088	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIRS	359.21
07/28/2017	303089	MICHIGAN ASSOC. OF SENIOR CENTERS	ORGANIZATIONAL MEMBERSHIP	75.00
07/28/2017	303090	MICHIGAN OFFICE ENVIRONMENTS	PARKS OFFICE FURNITURE	2,982.97
07/28/2017	303091	MIDWEST ENERGY COOPERATIVE	STREETLIGHT ENERGY	279.24
07/28/2017	303092	MIFMA	2017 MEMBERSHIP	250.00
07/28/2017	303093	MOORS I, LLC	CITY MANAGER MEETING	42.71
07/28/2017	303094	MOSQUITO CONTROL OF SW MICHIGAN	MOSQUITO SPRAY SERVICES	298.00
07/28/2017	303095	MULDER GLASS AND GLAZING	BOND REFUND	100.00
07/28/2017	303096	NAPCH	EMP TRNG - POLICE	400.00
07/28/2017	303097	NEAL, JACK AND ELLEN	TRIP REFUND	1,000.00
07/28/2017	303098	OFFICE DEPOT, INC.	OFFICE SUPPLIES	2,720.65
07/28/2017	303100	OLDENBURG, GEORGANNE	TRAVEL VENDOR PAYMENT	700.00
07/28/2017	303101	PATESEL, TERRY	UMPIRE PAYROLL	141.00
07/28/2017	303102	PAYNE, DOLORES	TRIP REFUND	100.00
07/28/2017	303103	PEERLESS-MIDWEST, INC.	WELL PUMP REPLACEMENT	12,850.00
07/28/2017	303104	PETERMAN CONCRETE CO.	DPS CONCRETE WORK	1,118.73
07/28/2017	303105	PETERS, DONNA	TRIP REFUND	285.00
07/28/2017	303106	PHILLIPS, KATHERINE	TRIP REFUND	100.00
07/28/2017	303107	PILGRIM, DIANE	TRIP REFUND	123.00
07/28/2017	303108	PULVER CONSTRUCTION	BOND REFUND	50.00
07/28/2017	303109	R W LAPINE INC.	FURNACE REPLACEMENT	2,852.69
07/28/2017	303110	RATHCO SAFETY SUPPLY, INC.	SIGNS AND SIGN MATER	5,566.00
07/28/2017	303111	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE SERVICES	813.08
07/28/2017	303112	RHODES, KEVIN	UMPIRE PAYROLL	168.00

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Check Date	Check	Vendor Name	Description	Amount
07/28/2017	303113	RICHARD EVERETT	FIRE TRAINING	296.00
07/28/2017	303114	SANDERSON DEHAAN IRRIGATION	IRRIGATION SYSTEM REPAIRS	354.50
07/28/2017	303115	SHERWIN WILLIAMS	PAINT SUPPLIES	150.22
07/28/2017	303116	SITEONE LANDSCAPE SUPPLY LLC	IRRIGATION SUPPLIES	110.67
07/28/2017	303117	SLENDAK, KIMBERELY	HAYLOFT/STUART DEPOSIT	300.00
07/28/2017	303118	SMITH, ROBERT	UMPIRE PAYROLL	84.00
07/28/2017	303119	SOMSEL, CAROL	TRIP REFUND	50.00
07/28/2017	303120	SONESTA ES SUITES AUBURN HILLS	LODGING FOR TRAINING	246.36
07/28/2017	303121	SOUTHWEST MICHIGAN FIRST	FY 2016-2017 SWMF CONTRACT	12,500.00
07/28/2017	303122	SPORT COURT OF WEST MICHIGAN	BASKETBALL COURT LINES	825.00
07/28/2017	303123	STATE OF MICHIGAN	SOR FEES	60.00
07/28/2017	303124	STATE OF MICHIGAN	EMP TRNG	65.00
07/28/2017	303125	STATE OF MICHIGAN	EMP TRNG	65.00
07/28/2017	303126	STATE OF MICHIGAN	EMP TRNG	65.00
07/28/2017	303127	STATE SYSTEMS RADIO, INC	RADIO SERVICE - JULY	467.50
07/28/2017	303128	STEENSMA LAWN & POWER EQUIPMENT	TRAILER SERVICES	3,420.00
07/28/2017	303129	STOB, EDWARD	TRIP REFUND	125.00
07/28/2017	303130	STUDENT HAULERS	ABATEMENT 7537 S SPRINKLE	2,800.00
07/28/2017	303131	SWANSON, MARY J	BOND REFUND	200.00
07/28/2017	303132	T A SCOTT CONSTRUCTION	BOND REFUND	327.50
07/28/2017	303133	T. RIDENOUR CONSTRUCTION	STAMPED CONCRETE REP	5,314.00
07/28/2017	303134	TODD ARBANAS ENTERPRISES INC.	TREE CLEARING SERVICE	1,900.00
07/28/2017	303135	UNDERGROUND SECURITY COMPANY	UNDERGROUND RECORDS	1,782.90
07/28/2017	303136	UNIQUE IDEAS	WOOD CARVINGS	2,750.00
07/28/2017	303137	UNITED PARCEL SERVICE	WEEKLY DELIVERY	12.00
07/28/2017	303138	UNITED STATES TREASURY	IRS FORM 720	128.82
07/28/2017	303139	USABLUEBOOK	HYDRANT METERS	2,817.08
07/28/2017	303140	VERIZON WIRELESS SERVICES, LLC	TELEPHONE SERVICE	1,822.86
07/28/2017	303141	WATKINS, GREG	UMPIRE PAYROLL	144.00
07/28/2017	303142	WEDEL'S INC.	PLANTING SOIL	974.35
07/28/2017	303143	WESTERN MICHIGAN UNIVERSITY	GEOGRAPHICAL AERIAL PHOTO	1,488.00
07/28/2017	303144	WIKEL, ESTHER M & KIM	TAX REFUND	131.37

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Check Date	Check	Vendor Name	Description	Amount
07/28/2017	303145	WILLIAM F. PIPER, PLC	TAX REFUND	129.47
07/28/2017	303146	FAIR HOUSING CENTER OF SW MICHIGAN	16/17 HPS CONTRACTS	500.00
			Paper Checks:	693,991.89
Check Type: Auto-Pay				
7/17/2017		CONSUMERS ENERGY	GAS-ELECTRIC	1,220.63
7/18/2017		CONSUMERS ENERGY	GAS-ELECTRIC	662.30
7/19/2017		CONSUMERS ENERGY	GAS-ELECTRIC	14,715.26
7/20/2017		RANDALL BROWN & ASSOC	ATTORNEY PAYMENT	18,810.00
7/21/2017		CONSUMERS ENERGY	GAS-ELECTRIC	11,742.09
7/24/2017		CONSUMERS ENERGY	GAS-ELECTRIC	171.10
7/26/2017		CONSUMERS ENERGY	GAS-ELECTRIC	17,477.17
7/27/2017		CONSUMERS ENERGY	GAS-ELECTRIC	60.98
			Auto-Pay Payments:	64,859.53
			Grand Total:	1,594,190.10

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Amendment to the Code of Ordinances

SUPPORTING PERSONNEL: Nicholas Arnold, Director of Public Safety - Police / Fire Chief
John Podgorski, Senior Deputy Fire Chief

ACTION RECOMMENDED: That City Council adopt the proposed amendments to the City of Portage Code of Ordinances, Chapter 34, Fire Prevention and Protection.

The City of Portage currently enforces the 2012 International Fire Code as part of the Code of Ordinances, Chapter 34, Fire Prevention and Protection. Updating to the newer 2015 International Fire Code is recommended and will not have any significant impact to the Portage community.

In an attempt to solicit public input and answer questions pertaining to the recommended Fire Code update, two public open houses were publicized and conducted twice on July 12, 2017. To accommodate citizen schedules, two sessions were provided, one at 2:00 p.m. and another at 6:00 p.m. One citizen was in attendance at the beginning of the 2:00 p.m. session with a brief question on cooking grills, something already regulated under the current fire code. No other citizens with questions pertaining to the Fire Code update attended either session.

Therefore, it is recommended that City Council adopt the proposed amendments to the City of Portage Code of Ordinances, Chapter 34, Fire Prevention and Protection.

FUNDING: N/A

Attachments:

1. Q&A Fire Code Amendment
2. July 12, 2017 IFC Public Meeting Documents
3. Fire Code Amendments and Adoption Notices

Questions and answers pertaining to ordinance amendment.

Who utilizes “carbonation systems” in Portage?

Restaurants, the most recent one was Monelli’s on Westnedge. They opted to install the system, even though it was not a requirement at the time. They utilize a bulk carbon dioxide tank stored in the basement. The sensor connects to the fire alarm system and sounds the alarm when it detects a sufficient amount of CO2 in the air. This level is well below the harmful level, but high enough to prevent false alarms.

What will be the cost to implement?

These systems are comprised of a sensor that connects to a monitored alarm panel. They are quite simple and cost effective. As stated, Monelli’s chose to install one, even though it was not required.

When was the last fatality in the US from carbon dioxide release in a restaurant?

While I am not sure if it is the most recent, there was an 80 year old lady that died in a McDonalds from leaking CO2 in 2011. Nine other people were injured in this event. (Link: <https://ehssafetynewsamerica.com/2012/07/05/deaths-injury-incidents-on-the-rise-at-restaurants-using-liquid-co2/>). Another incident occurred in 2005 where two people died from a CO2 leaks in a fast food restaurant. The solution to this issue was to move the connection point to fill the tank. However, monitoring for the presence of CO2 could have prevented all three of these deaths and several injuries, including those to firefighters. These systems are also required by the building code, which references the section in the 2015 IFC.

I thought the City just passed an ordinance that allowed for the lanterns? Why do we want to change that?

Lanterns are not seen as fireworks and therefore the ordinance does not apply to them. The Fire Division has been working to ban their use in the city as they are dangerous and pose a potential hazard to the public. Anytime an open flame is released into the air, this is a hazardous occurrence. There have been several documented cases of these lanterns causing wildfires, building fires, and injuries when they fall from the sky, still on fire, out of control. The addition of a tether allows the operator to retrieve the lantern before in lands in a dangerous place.

The answer to the fire hydrant question is not clear to me. What is the language presently? What does the new language require? How is the change different? What will be the cost for individuals to implement?

The hydrant language currently does not allow a hydrant on an adjacent property to be considered available for a business. This means a business has to add hydrants to satisfy requirements. The Fire Marshal has allowed these hydrants to be used if a cross access agreement is in place. The new code language states this, that if a cross access agreement is in place, these hydrants can be used. There will be zero impact on business owners due to this, only a reaffirmation that the Fire Marshal was interpreting the intent of the code correctly.

Name

Time

1.55

1:55

6:20



NEWS RELEASE

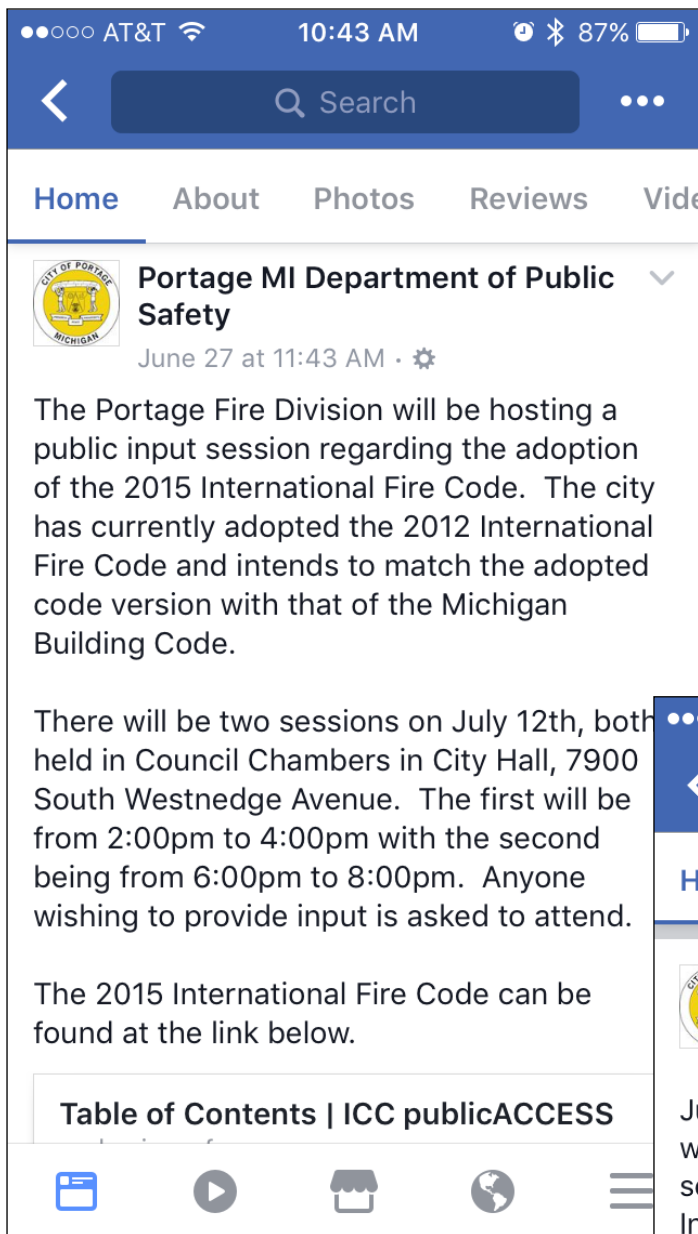
FOR IMMEDIATE RELEASE
June 27, 2017

Contact: Derek Henson, Fire Marshal
Department of Public Safety
269-329-4486

The Portage Department of Public Safety – Fire Division will host a public input session regarding the adoption of the 2015 International Fire Code. The city has currently adopted the 2012 International Fire Code and intends to match the adopted code version with that of the Michigan Building Code. The 2017 International Fire Code can be found at <https://codes.iccsafe.org/public/document/toc/546/>.

Interested citizens are encouraged to attend to provide comments and questions to Public Safety staff. Two sessions will be held on July 12, 2017, in the Council Chambers at City Hall (7900 South Westnedge Avenue) – the first from 2 to 4 p.m. and the second from 6 to 8 p.m. Anyone wishing to provide input is invited to attend.

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**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING SECTION 34-62 OF CHAPTER 34
AMENDMENTS TO INTERNATIONAL FIRE CODE**

THE CITY OF PORTAGE ORDAINS:

That Section 34-62 of Chapter 34 which sets forth amendments to the International Fire Code as adopted by 34-61 of Chapter 34, shall be amended as follows:

Sec. 34-62. - Amendments to International Fire Code.

The International Fire Code, as adopted in section 34-61, shall be changed, modified or amended as follows:

Section 108, Board of Appeals, shall be deleted.

See section 42-51, et seq. of the Portage Code of Ordinances for establishment of a construction board of appeals.

Section 105.6.32, Open Burning, shall be amended as follows:

The exception for recreational fires shall be deleted.

Section 307, Open Burning, shall be amended as follows:

"Open burning." See section 34-92, et seq. of the Portage Code of Ordinances for additional regulation of open burning.

Section 5704.2.9.6.1. Location Where Above-Ground Tanks Are Prohibited.

The limits referred to in this section, as adopted in section 34-61, in which storage of flammable or combustible liquids in outside above-ground tanks is prohibited, are hereby established as follows: Storage is prohibited except in areas zoned industrial.

Section 503.2.5, Dead Ends, and Appendix D, Section D103.4 and Table D 103.4, shall be amended as follows:

In occupancy classification R-3 as defined in section 202, Definitions, a dead end fire apparatus access road (cul-de-sac) of a minimum diameter of 80 feet measured between the backs of the curb is permitted provided a "no parking-fire lane" sign is posted in a visible area around the entire circumference of the bulb of the cul-de-sac. (Table D 103.4 of Appendix D shall incorporate this amendment.)

Section 603.4, Portable Unvented Heaters, shall be amended as follows:

Portable unvented fuel-fired heating appliances shall be prohibited in all occupancies except Group S, Division 2 and Group U occupancies.

Section 901.6.2 Records, shall be amended as follows:

Records of all system inspections, tests and maintenance required by the referenced standards shall be maintained on the premises for a minimum of three years and shall be copied to the fire code official using a system as specified by the Fire Code official.

907.6.6 Monitoring, shall be amended as follows:

Fire alarm systems required by this chapter or by the International Building Code shall be monitored by a listed central station as defined in the 2010 Edition of NFPA 72 and all future amendments and editions. A Certificate or Placard shall be issued by a recognized listing organization that has listed the prime contractor for all newly installed fire alarm systems in commercial occupancies in accordance with NFPA 72. This regulation shall apply to all fire alarm systems that are newly installed in commercial occupancies for which permits are required by the City of Portage Department of Community Development on or after June 1, 2016. Any existing fire alarm system in a commercial occupancy wherein the fire alarm control panel and/or alarm system components are to be replaced shall be considered newly installed for the purposes of this section. Also, where there is reasonable cause due to noncompliance or faulty conditions, the fire code official may require an existing fire alarm system meet the same requirements as a newly installed system. Central station service in full compliance with the 2010 Edition of NFPA 72, Chapter 26 and all future editions or amendments, shall be maintained at the protected property, so long as the requirement for the fire alarm system exists.

Dated: _____

Peter J. Strazdas, Mayor

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

CERTIFICATION

I, James R. Hudson, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing ordinance was adopted by the City of Portage on the _____ day of _____, 20____.

James R. Hudson, City Clerk

PREPARED BY:
Charles R. Bear (P34107)
Portage City Attorney
1662 East Centre Avenue
Portage, MI 49002
(269) 323-8812

Approved as to Form:

Date: 8-4-17
CRB
City Attorney

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**ADOPTION OF ORDINANCE
CITY OF PORTAGE, MICHIGAN
NOTICE**

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

NOTICE IS HEREBY GIVEN that an Ordinance to amend Section 34-62 of Chapter 34, Fire Code, was adopted by the City Council at a regular meeting held on the ____ day of _____, 20____, and will become effective _____, 20____.

NOTICE IS FURTHER GIVEN that the amendment reads as follows:

THE CITY OF PORTAGE ORDAINS:

That Section 34-62 of Chapter 34 which sets forth amendments to the International Fire Code as adopted by 34-61 of Chapter 34, shall be amended as follows:

Sec. 34-62. - Amendments to International Fire Code.

The International Fire Code, as adopted in section 34-61, shall be changed, modified or amended as follows:

Section 108, Board of Appeals, shall be deleted.

See section 42-51, et seq. of the Portage Code of Ordinances for establishment of a construction board of appeals.

Section 105.6.32, Open Burning, shall be amended as follows:

The exception for recreational fires shall be deleted.

Section 307, Open Burning, shall be amended as follows:

"Open burning." See section 34-92, et seq. of the Portage Code of Ordinances for additional regulation of open burning.

Section 5704.2.9.6.1. Location Where Above-Ground Tanks Are Prohibited.

The limits referred to in this section, as adopted in section 34-61, in which storage of flammable or combustible liquids in outside above-ground tanks is prohibited, are hereby established as follows: Storage is prohibited except in areas zoned industrial.

Section 503.2.5, Dead Ends, and Appendix D, Section D103.4 and Table D 103.4, shall be amended as follows:

In occupancy classification R-3 as defined in section 202, Definitions, a dead end fire apparatus access road (cul-de-sac) of a minimum diameter of 80 feet measured between the backs of the curb is permitted provided a "no parking-fire lane" sign is posted in a visible area around the entire circumference of the bulb of the cul-de-sac. (Table D 103.4 of Appendix D shall incorporate this amendment.)

Section 603.4, Portable Unvented Heaters, shall be amended as follows:

Portable unvented fuel-fired heating appliances shall be prohibited in all occupancies except Group S, Division 2 and Group U occupancies.

Section 901.6.2 Records, shall be amended as follows:

Records of all system inspections, tests and maintenance required by the referenced standards shall be maintained on the premises for a minimum of three years and shall be copied to the fire code official using a system as specified by the Fire Code official.

907.6.6 Monitoring, shall be amended as follows:

Fire alarm systems required by this chapter or by the International Building Code shall be monitored by a listed central station as defined in the 2010 Edition of NFPA 72 and all future amendments and editions. A Certificate or Placard shall be issued by a recognized listing organization that has listed the prime contractor for all newly installed fire alarm systems in commercial occupancies in accordance with NFPA 72. This regulation shall apply to all fire alarm systems that are newly installed in commercial occupancies for which permits are required by the City of Portage Department of Community Development on or after June 1, 2016. Any existing fire alarm system in a commercial occupancy wherein the fire alarm control panel and/or alarm system components are to be replaced shall be considered newly installed for the purposes of this section. Also, where there is reasonable cause due to noncompliance or faulty conditions, the fire code official may require an existing fire alarm system meet the same requirements as a newly installed system. Central station service in full compliance with the 2010 Edition of NFPA 72, Chapter 26 and all future editions or amendments, shall be maintained at the protected property, so long as the requirement for the fire alarm system exists.

Dated: _____

Peter J. Strazdas, Mayor

PREPARED BY:
Charles R. Bear (P34107)
Randall L. Brown & Associates, PLC
1662 East Centre Avenue
Portage, MI 49002

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING SECTION 34-61 OF CHAPTER 34
AMENDMENTS TO INTERNATIONAL FIRE CODE**

THE CITY OF PORTAGE ORDAINS:

That Section 34-61 of Chapter 34 shall be amended to add the following:

Sec. 34-61. - International Fire Code adopted; file copies.

There is hereby adopted by the city, for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion that certain code and standards known as the International Fire Code, 2015 Edition, together with all appendices (hereafter "code"), recommended by the International Code Council, save and except such portions as are deleted, modified or amended by this chapter. Such code is hereby adopted and incorporated as fully as if set out at length herein, and the provisions of such code shall be controlling in the city. At least one printed copy of such code shall be kept available in the office of the city clerk for inspection by and distribution to the public.

Dated: _____

Peter J. Strazdas, Mayor

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

CERTIFICATION

I, James R. Hudson, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing ordinance was adopted by the City of Portage on the ____ day of _____, 20__.

James R. Hudson, City Clerk

PREPARED BY:
Charles R. Bear (P34107)
Portage City Attorney
1662 East Centre Avenue
Portage, MI 49002
(269) 323-8812

Approved as to Form:
Date: 8-4-17
CRB
City Attorney

**ADOPTION OF ORDINANCE
CITY OF PORTAGE, MICHIGAN
NOTICE**

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

NOTICE IS HEREBY GIVEN that an Ordinance to amend Section 34-61 of Chapter 34, Fire Code, was adopted by the City Council at a regular meeting held on the ____ day of _____, 20____, and will become effective _____, 20____.

NOTICE IS FURTHER GIVEN that the amendment reads as follows:

THE CITY OF PORTAGE ORDAINS:

That Section 34-61 of Chapter 34 shall be amended to add the following:

Sec. 34-61. - International Fire Code adopted; file copies.

There is hereby adopted by the city, for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion that certain code and standards known as the International Fire Code, 2015 Edition, together with all appendices (hereafter "code"), recommended by the International Code Council, save and except such portions as are deleted, modified or amended by this chapter. Such code is hereby adopted and incorporated as fully as if set out at length herein, and the provisions of such code shall be controlling in the city. At least one printed copy of such code shall be kept available in the office of the city clerk for inspection by and distribution to the public.

Dated: _____

Peter J. Strazdas, Mayor

PREPARED BY:
Charles R. Bear (P34107)
Randall L. Brown & Associates, PLC
1662 East Centre Avenue
Portage, MI 49002

Z:\Jody\PORTAGE\ORD\NONZONE\International Fire Code Amendment Sect 34-61 FINAL.041217.docx

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: FEMA Corporation, PA 198 Tax Abatement

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council:

1. accept the application for an industrial tax abatement for 1716 Vanderbilt Avenue, and
2. adopt Resolution No. 1-17 setting a public hearing on the expansion of Industrial Development District No. 55 for 1716 Vanderbilt Avenue on August 22, 2017.

Attached is a PA 198 tax abatement request from the FEMA Corporation for 1716 Vanderbilt Avenue. FEMA Corporation designs, manufactures and tests custom engineered electro-hydraulic components. The company is proposing to construct a 47,567-square-foot building addition along the west side of the existing facility at 1716 Vanderbilt Avenue and invest in machinery and associated equipment to accommodate projected business and employment growth. FEMA Corporation will retain 150 jobs and create 14 new jobs within two years as a result of the proposed expansion project.

The project cost for the real property investment in the building addition is \$2.25 million. Personal property investments are also proposed but are exempt manufacturing personal property and therefore, not part of the tax abatement application. Consistent with the City Council Tax Abatement Incentive Policy, FEMA Corporation has requested a six-year abatement on real property. Attached is a vicinity map with the existing and proposed boundaries of District No. 55. IDD No. 55 was established in 1989 and expanded in 2004, 2007 and again in 2012.

The City Administration will finalize review of the application and prepare the necessary analysis for consideration by City Council at the public hearing, recommended for August 22, 2017.

FUNDING: Not Applicable

Attachments:

1. FEMA Corporation Tax Abatement Application
2. Preliminary site plan of proposed building addition and site improvement
3. Vicinity Map (showing District No. 55 and the proposed expansion area)
4. Resolution No. 1-17 (FEMA IDD #55)



Corporation

1716 Vanderbilt Ave. • Portage, MI 49024
 PH. (269) 323-1369 • FAX (269) 323-0108

July 31, 2017

Honorable Mayor and City Council
 City of Portage
 7900 South Westnedge Avenue
 Portage, Michigan 49002



FEMA Corporation, a manufacturer serving a number of industries, is pleased that the "great recession" seems to be behind us. We saw a 23% reduction in sales from 2013 through 2016. We held true, however, to our mission statement and did not have any layoffs during this period. Through this downturn we prepared ourselves for our next growth period. We expanded our lean manufacturing techniques company wide, we invested in our people's training and strategic automation, and are proud to have become fully certified to the 14001 ISO environmental standards.

With the industries we serve recovering and expanding, we believe it is time for FEMA to also expand. In 2014 we purchased property in Otsego Michigan and have a site plan ready to proceed. However, we believe utilizing the full Portage facility master site plan prior would give us the quickest and least disruptive production capacity.

We respectfully request that the City of Portage grant approval of the attached request for tax abatement on a \$2,250,000 proposed 47,567 square foot expansion to the North of our existing Vanderbilt facility.

Some supporting information regarding FEMA Corporation's positive role in the City follows:

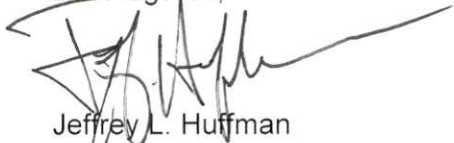
- ▶ We are a highly technical manufacturer. Manufacturing continues to be a positive influence on the local and greater economies due to the multiplier effect. We buy significant amounts of product and services locally, and in Michigan, we employ locally, we encourage and pay for education for our employees and work with local high school STEM programs and various universities to attract the technical excellence both FEMA and Portage desires.
- ▶ Industries we serve include construction, agriculture, energy, manufacturing, automotive and recreational sports.
- ▶ We enjoy a diverse workforce which we have expanded in recent months and have plans with this project to add 14 more in capacities from custodial, to plant operators, technicians and engineers. With this expansion, our projected payroll will exceed \$10 million and expand to over 200 people.
- ▶ Our commitment to our environmental responsibility is represented by our newly attained ISO 14001 certification.
- ▶ In our previous expansions and requests, we met or exceeded our projected hiring additions both in number and in payroll dollars.
- ▶ FEMA Corporation currently pays over \$143,000 in real and personal property taxes annually and we not delinquent in any amount to the city.

FEMA Corporation would like to compliment and thank the City Development Department for their supportive and helpful role in expanding here in the City of Portage.

We have no outstanding environmental issues with any governmental body.

Thank you for your consideration.

Best regards,

A handwritten signature in black ink, appearing to read 'Jeffrey L. Huffman', with a long horizontal flourish extending to the right.

Jeffrey L. Huffman
President
FEMA Corporation

Application for Industrial Facilities Tax Exemption Certificate

Contents:

- Detailed request for exemption
 - Form 1012 Application for Industrial Facilities Tax Exemption Certificate
 - Project financial details
 - Project diagram
 - Existing Industrial Development District 55
 - Notarized statement indicating no environmental issues
 - Pictures – existing manufacturing facility and equipment and aerial photo of existing facility
-

Detailed request for exemption

We know from your past support and current discussions with the Portage Community Development team that Portage is pro-growth in manufacturing. Not only does this growth lead to additional employment in the community, but compounded benefits are gained through the multiplier effect – both locally and for our State.

We spent \$34 million in 2016 on materials, labor and services with a ripple effect starting here in Portage.

Our application indicates we will add 14 additional positions for a total compensation with benefits over the duration of the abatement of \$3 million. The 14 we are projecting include 1 engineer, two technicians, a purchasing planner and 10 assembly and test operators. As you might expect, the projected total compensation of this group will be disparate, but on average will exceed \$51,000 annually.

FEMA Corporation is a high tech manufacturer, competing successfully in a global market, wanting to expand in Portage, Michigan. We do not have any outstanding environmental issues with any governmental body nor do we have any real or personal property leases. We do not have any additional service requirement from the city, rather, we desire for the City to partner with us through the abatement process to increase the employment and tax base in our city.

Application for Industrial Facilities Tax Exemption Certificate

FEMA Corporation

Project financial details

Site work	70,000
Building	1,441,000
Elec./Plumb./HVAC/Sprinkler	739,000
Total	2,250,000

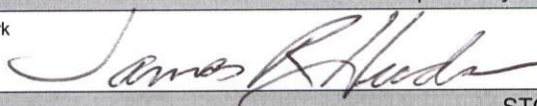
Production in our last expansion:



Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form, call (517) 373-3302.

To be completed by Clerk of Local Government Unit	
Signature of Clerk 	Date Received by Local Unit <u>August 3, 2017</u>
STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) FEMA CORPORATION OF MICHIGAN		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 3494	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 1716 VANDERBILT AVE., PORTAGE MI 49024		1d. City/Township/Village (indicate which) PORTAGE	1e. County KALAMAZOO
2. Type of Approval Requested ☒ New (Sec. 2(5)) ☐ Transfer ☐ Speculative Building (Sec. 3(8)) ☐ Rehabilitation (Sec. 3(6)) ☐ Research and Development (Sec. 2(10)) ☐ Increase/Amendment		3a. School District where facility is located PORTAGE	3b. School Code 45
4. Amount of years requested for exemption (1-12 Years) 6 YEARS REAL PROP.			

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

SEE ATTACHED

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	2,250,000 Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	2,250,000 Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements	9/15/2017	4/15/2018	☒ Owned ☐ Leased
Personal Property Improvements			☐ Owned ☐ Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☐ Yes ☒ No

9. No. of existing jobs at this facility that will be retained as a result of this project. 150	10. No. of new jobs at this facility expected to create within 2 years of completion. 14
---	--

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land)	
b. TV of Personal Property (excluding inventory)	
c. Total TV	

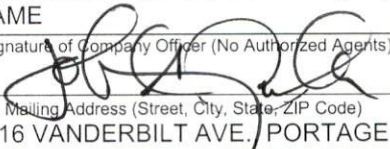
12a. Check the type of District the facility is located in: ☒ Industrial Development District ☐ Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit) 5/23/1989	12c. Is this application for a speculative building (Sec. 3(8))? ☐ Yes ☒ No
--	---

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name JOHN A. PULA	13b. Telephone Number 269-323-1369	13c. Fax Number 269-323-0108	13d. E-mail Address jpula@fema-corp.com
14a. Name of Contact Person SAME	14b. Telephone Number	14c. Fax Number	14d. E-mail Address
▶ 15a. Name of Company Officer (No Authorized Agents) SAME			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number	15d. Date
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 1716 VANDERBILT AVE. PORTAGE MI 498024		15f. Telephone Number	15g. E-mail Address

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit ☐ Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion ☐ Yes ☐ No ☐ Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable ☐ 1. Original Application plus attachments, and one complete copy ☐ 2. Resolution establishing district ☐ 3. Resolution approving/denying application. ☐ 4. Letter of Agreement (Signed by local unit and applicant) ☐ 5. Affidavit of Fees (Signed by local unit and applicant) ☐ 6. Building Permit for real improvements if project has already begun ☐ 7. Equipment List with dates of beginning of installation ☐ 8. Form 3222 (if applicable) ☐ 9. Speculative building resolution and affidavits (if applicable)	
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable ☐ 1. Notice to the public prior to hearing establishing a district. ☐ 2. Notice to taxing authorities of opportunity for a hearing. ☐ 3. List of taxing authorities notified for district and application action. ☐ 4. Lease Agreement showing applicants tax liability.			
16c. LUCI Code		16d. School Code	
17. Name of Local Government Body		▶ 18. Date of Resolution Approving/Denying this Application	

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

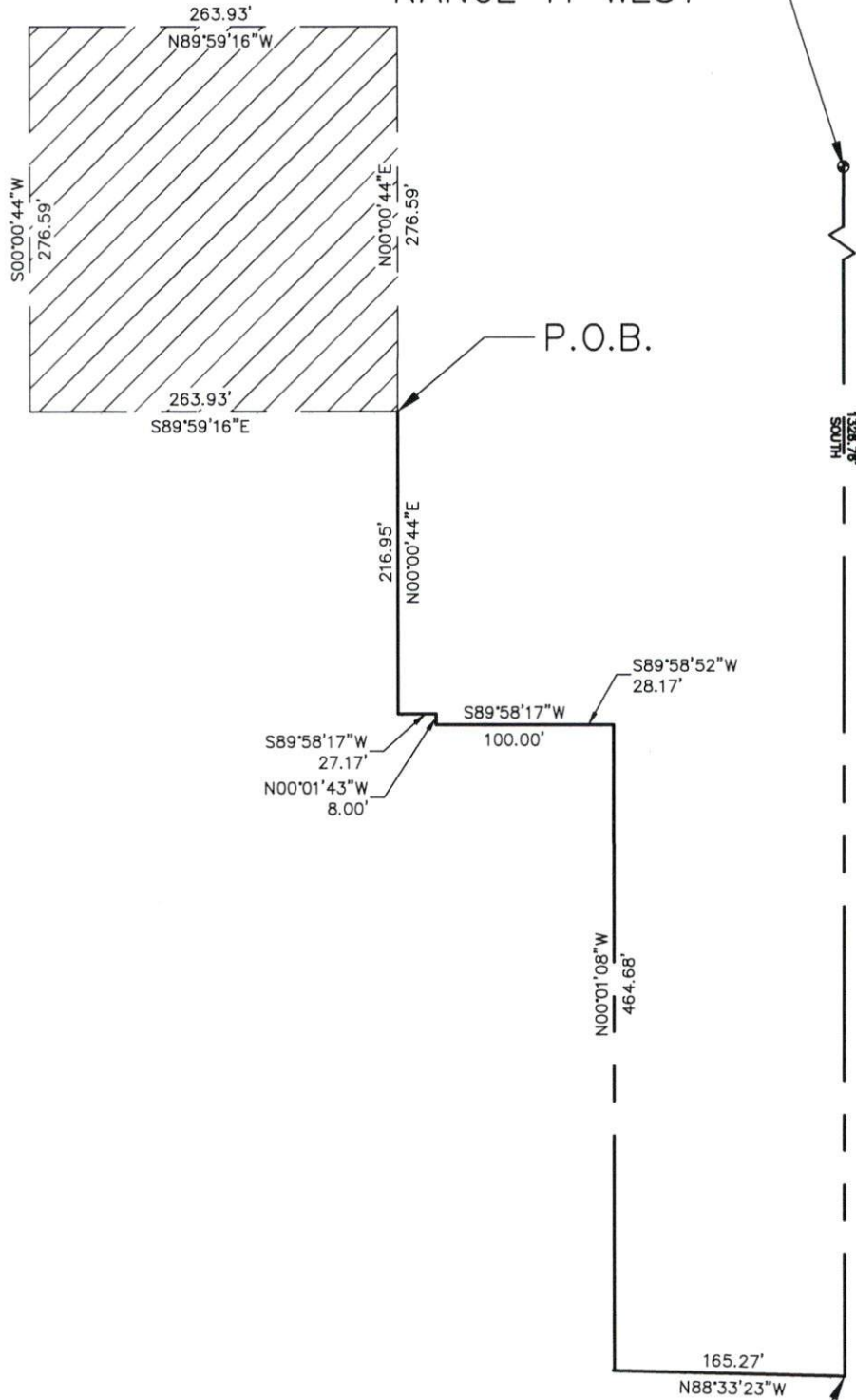
Local Unit: Mail one original and one copy of the completed application and all required attachments to:

**Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909**

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

NE ¼ CORNER SECTION
29, TOWN 3 SOUTH,
RANGE 11 WEST



NORTH EAST 1/4

Drawing No.

1

Title:

**BUILDING ADDITION
FEMA**

Project:

Client:

DELTA DESIGN SYSTEMS, INC

Job No.: 17-030D

Date: 07/27/17

Scale: AS NOTED

P.M.: TDH

Dft: DJM

QA/QC: 07/27/17



hurley & stewart, llc
2800 south 11th street
kalamazoo, michigan 49009
269.562.4960 fax 269.562.4961
www.hurleystewart.com

DESCRIPTION FOR PROPOSED BUILDING

PART OF THE NORTHEAST $\frac{1}{4}$ OF SECTION 29, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN DESCRIBED AS: Commencing at the northeast corner of said section 29; thence S00°00'00"E along the east line of said section a distance of 1326.76 feet to a nail found at the southeast corner of the northeast $\frac{1}{4}$ of the northeast $\frac{1}{4}$ of said section 29; thence N88°33'23"W a distance of 165.27 feet; thence N00°01'08"W a distance of 464.68 feet; thence S89°58'52"W a distance of 28.17 feet; thence S89°58'17"W a distance of 100.00 feet; thence N00°01'43"W a distance of 8.00 feet; thence N89°58'17"W a distance of 27.17 feet; thence N00°00'44"E a distance of 216.95 feet to the Point Of Beginning; thence N00°00'44"E a distance of 276.59 feet; thence N89°59'16"W a distance of 263.93 feet; thence S00°00'44"W a distance of 276.59 feet; thence S89°59'16"E a distance of 263.93 feet to the Point of Beginning.

Described piece of land contains 73,000 square feet OR 1.676 acres more or less.

Drawing No.

2

Title:

**BUILDING ADDITION
FEMA**

Project:

Client:

DELTA DESIGN SYSTEMS, INC

Job No.: 17-030D

Date: 07/27/17

Scale: AS NOTED

P.M.: TDH

Dft: DJM

QA/QC: 07/27/17



hurley & stewart, llc
2800 south 11th street
kalamazoo, michigan 49009
269.562.4960 fax 269.562.4961
www.hurleystewart.com



Corporation

1716 Vanderbilt Ave. • Portage, MI 49024
PH. (269) 323-1369 • FAX (269) 323-0108

City of Portage
7900 South Westnedge Avenue
Portage, Michigan 49002

RE: Notarized statement regarding environmental matters – PA 198 Application

To Whom It May Concern:

FEMA Corporation is in compliance with applicable environmental requirements and is not under any enforcement action by the Michigan Department of Environmental Quality or the U.S. Environmental Protection Agency.

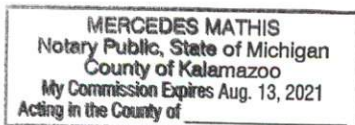
Regards,

John A. Pula
CFO
FEMA Corporation

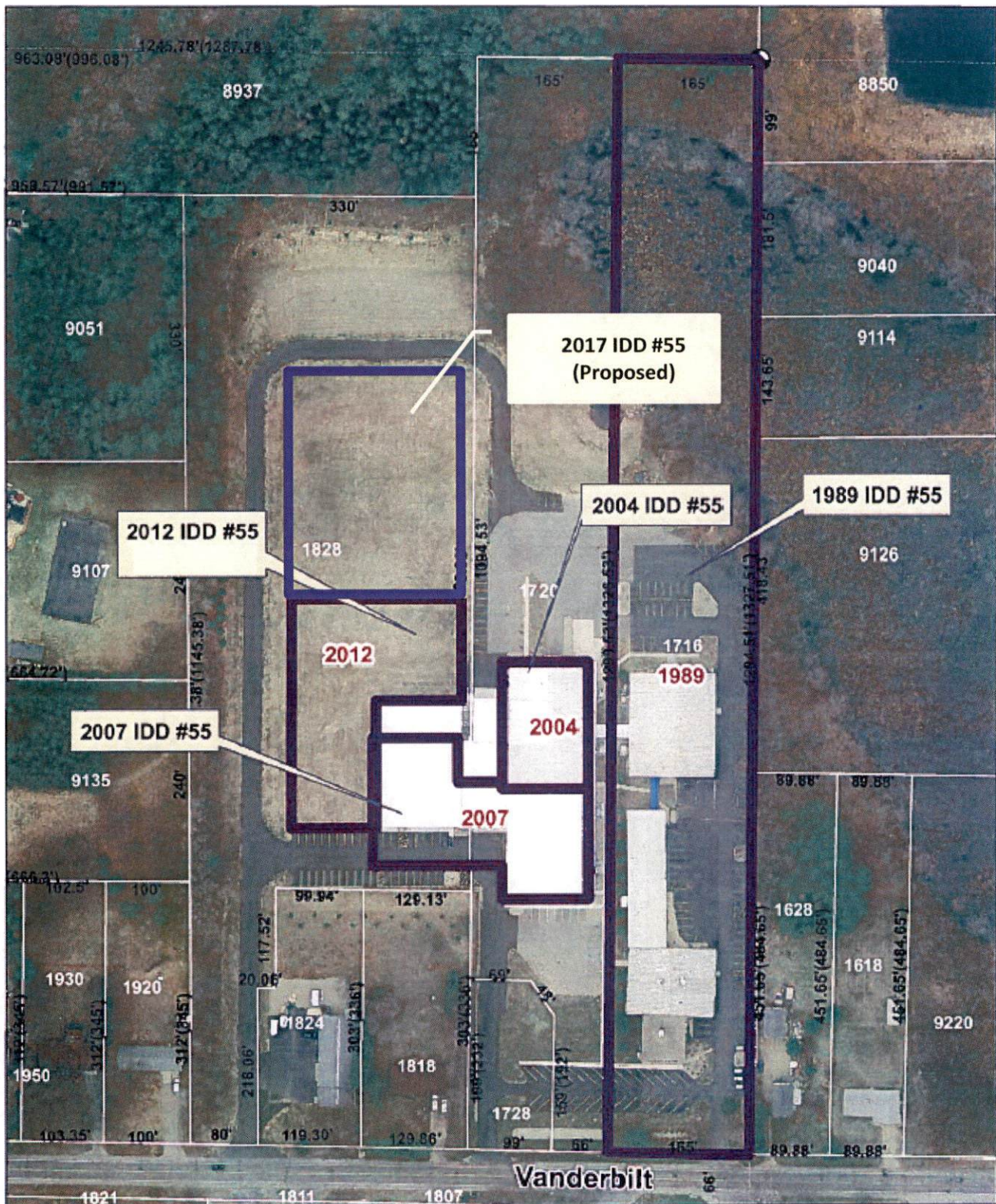
Subscribed and sworn before me on July 26, 2017

Notary Public

Mercedes Mathis
Print Name (Notary Public)



Seal



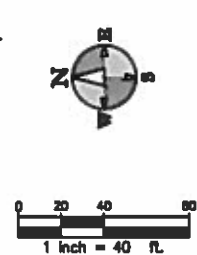
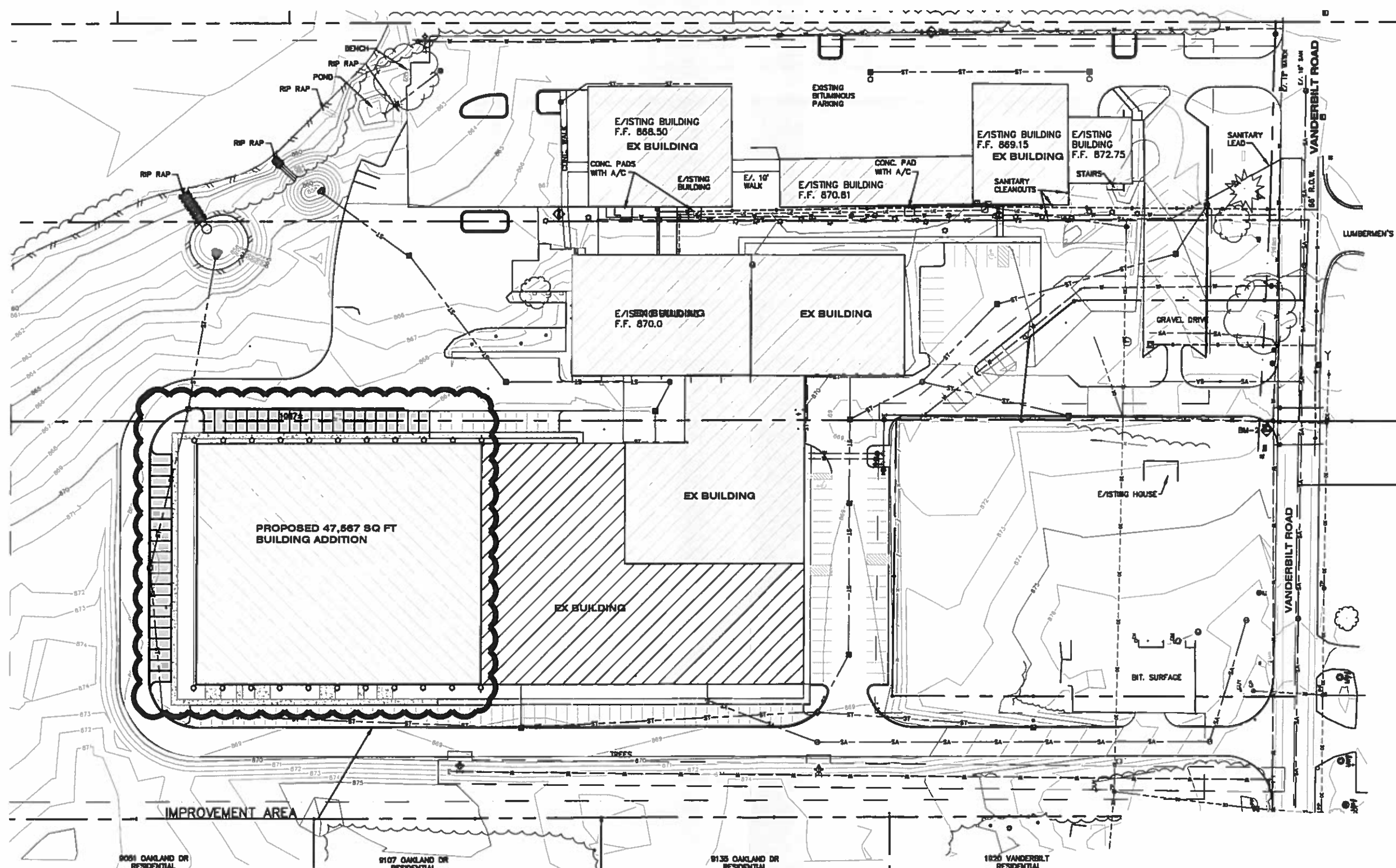
Legend

- IDD Boundary
- 2009 Aerial Photography

Location Map Industrial Development District #55



1 inch = 150 feet
Date: 8/7/2012



hurley & stewart, llc
2800 s. 11th street
Kalamazoo, michigan 49009
269.552.4960 fax 269.552.4961
www.hurleystewart.com

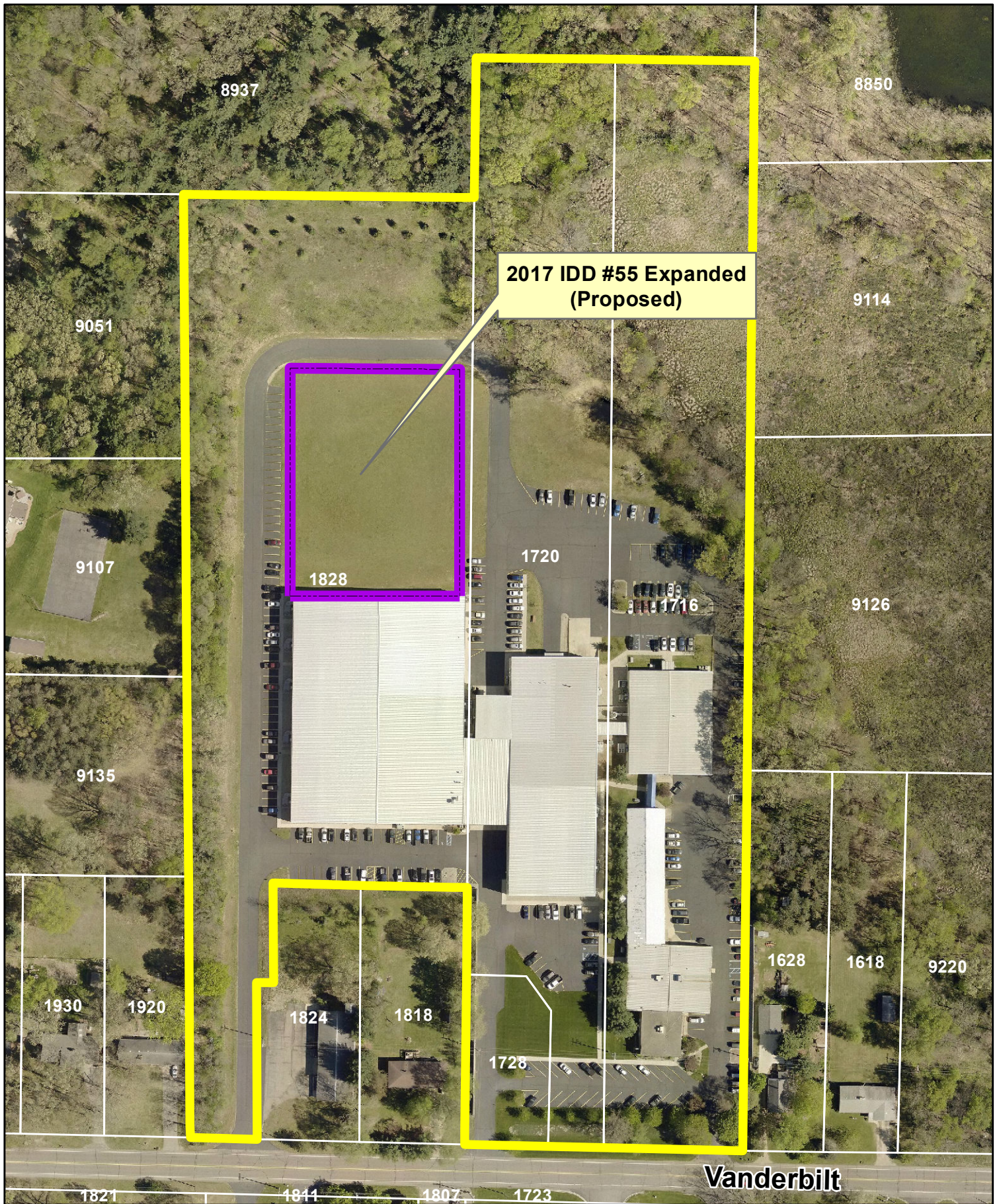
hurley & stewart

Job No. 17-0300 P.M.T.D.H. Dtg: A.F. DA/DC: 07/20/17
ISSUED FOR REVIEW: 07/20/17
1 SITE PLAN REVIEW
2 SITE PLAN RESUBMITTAL
3 REVISED WATER MAIN CONNECTION

OVERALL SITE LAYOUT
FEMA 2017 EXPANSION
DELTA DESIGN SYSTEMS, INC.

Sheet Title: 00/00/00
Project: Sheet
Client: C-3

Copyright © of Hurley & Stewart, LLC



Legend

- IDD Boundary
- FEMA property

2017 Aerial Photography

Location Map Industrial Development District #55 Expansion



1 inch = 150 feet

Date: 7/28/2017

(42)

CITY OF PORTAGE, MICHIGAN
RESOLUTION NO. 1-17

ESTABLISHING A PUBLIC HEARING FOR THE EXPANSION
OF INDUSTRIAL DEVELOPMENT DISTRICT NO. 55
FEMA CORPORATION

Minutes of a regular meeting of the City Council of the City of Portage, Michigan, held on

_____, 2017, at 7:30 p.m. local time at the City Hall in the City of Portage, Michigan.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember _____, and supported by Councilmember _____.

BE IT RESOLVED:

That a public hearing be held on the ____ day of _____, 2017, at 7:30 p.m. or as soon thereafter as may be heard at the City Hall, in the City of Portage, Michigan on the request of FEMA CORPORATION for the expansion of an Industrial Development District under Michigan Act No. 198 of P.A. 1974; and

That written notice by certified mail of said hearing be sent to the owners of all real property and the legislative body of each taxing unit which levies ad valorem taxes on the property located within the proposed district described in the attached Exhibit A at least ten (10) days before said hearing; and

That notice in substantially the form attached as Exhibit A be published in the Kalamazoo Gazette at least ten (10) days prior to said hearing.

ADOPTED: YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

RESOLUTION DECLARED ADOPTED:

JAMES R. HUDSON, City Clerk

CERTIFICATE

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, Michigan, Kalamazoo County, held on the _____ day of _____, 2017, the original of which is in the official proceedings of the City Council.

James R. Hudson, City Clerk

Prepared by:
Randall L. Brown
Portage City Attorney
1662 East Centre Avenue
Portage, MI 49002

Approved as to Form:

Date: 8/2/2017

By: [Signature]

City Attorney

EXHIBIT A

**CITY OF PORTAGE
NOTICE OF HEARING ON THE EXPANSION OF
INDUSTRIAL DEVELOPMENT DISTRICT NO. 55
UNDER ACT 198 OF P.A. 1974**

PLEASE TAKE NOTICE that on the _____ day of _____, 2017, at 7:30 p.m. or as soon thereafter as may be heard, a public hearing will be held at the City Hall in the City of Portage, Michigan on the request of FEMA CORPORATION for the expansion of an Industrial Development District under Michigan Act 198 of P.A. 1974 for a partial tax exemption for ad valorem property taxes.

PLEASE TAKE FURTHER NOTICE that said district is commonly described as property located at 1716 Vanderbilt Avenue, Portage, Michigan, and more particularly described as follows:

City of Portage, County of Kalamazoo, State of Michigan is fully described as follows:

Part of the Northeast 1/4 of Section 29, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan described as: Commencing at the northeast corner of said section 29; thence S 00 degrees 00' 00" E along the east line of said section a distance of 1326.76 feet to a nail found at the Southeast corner of the Northeast 1/4 of the Northeast 1/4 of said Section 29; thence N 88 degrees 33' 23" W a distance of 165.27 feet; thence N 00 degrees 01' 08" W a distance of 464.68 feet; thence S 89 degrees 58' 52" W a distance of 28.17 feet; thence S 89 degrees 58' 17" W a distance of 100.00 feet; thence N 00 degrees 01' 43" W a distance of 8.00 feet; thence N 89 degrees 58' 17" W a distance of 27.17 feet; thence N 00 degrees 00' 44" E a distance of 216.95 feet to the Point of Beginning; thence N 00 degrees 00' 44" E a distance of 276.59 feet; thence N 89 degrees 59' 16" W a distance of 263.93 feet; thence S 00 degrees 00' 44" W a distance of 276.59 feet; thence S 89 degrees 59' 16" E a distance of 263.93 feet to the Point of Beginning.

Described piece of land contains 73,000 square feet or 1.676 acres more or less.

Any resident or taxpayer of the City or other interested person shall have the right to appear and be heard at said hearing.

Dated: _____, 2017

James R. Hudson, City Clerk

Z:\JODY\PORTAGE\INDUSTRIAL\FEMA\DISTRICT NO 55\RESOLUTION #1.08012017.DOCX

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Copperleaf Phase 2 - Final Condominium Approval

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council grant final approval for Copperleaf Phase 2 single-family residential site condominium subject to:

1. completion of sidewalks and street trees by November 2019, and
2. Association By-laws be amended to include the Phase 2 Maintenance and Indemnification agreements between the Association and the City of Portage.

On December 6, 2016, City Council granted final preliminary condominium approval (engineering plans) for Copperleaf Phase 2 allowing the developer, Westfield Capital, LLC, to proceed with construction. The developer has completed all required public improvements with the exception of the concrete sidewalks and street trees. Receiving final condominium approval before completion of all public improvements will allow the developer to record an amendment to the Master Deed and Homeowner Association Bylaws. Once recorded, the developer can then begin selling condominium sites and building houses.

Consistent with final preliminary condominium approval, the storm water from the public streets will be collected and directed into a private retention basin owned and maintained by the homeowners association. The homeowners association will also maintain the landscaped median islands located within Taunton Trail and Ryan Court. Maintenance and indemnification agreements between the association and the City of Portage concerning the identification sign located at the intersection of Copperleaf Trail and West Milham Avenue, landscaped areas located in the public street right-of-way and discharge of storm water from the public streets to the private basin were prepared and recorded with the Master Deed for Phase 1. Similar agreements have been prepared and approved by the City Attorney to include the lots in Phase 2. However, the Association By-laws need to be amended to include the Phase 2 agreements.

In conformance with Section 42-921 of the Land Development Regulations and to ensure completion of the sidewalks and street trees, the developer has deposited with the city a surety bond in the amount of 125 percent of the total construction costs. The amount of the surety bond has been reviewed by the City Administration and determined to be acceptable.

Therefore, it is recommended that final condominium approval be granted for Copperleaf Phase 2 with the stipulation that sidewalks and street trees be installed by November 2019 and the Association By-

laws need to be amended to include the Phase 2 agreements. Should the developer not complete the remaining public improvements, the developer can request that City Council grant an extension of time or the surety will be used by the city to complete the construction.

FUNDING: Not Applicable

Attachments: 1. Condominium Maps

ATTENTION COUNTY REGISTER OF DEEDS:
THE CONDOMINIUM SUBDIVISION PLAN NUMBER
MUST BE ASSIGNED IN CONSECUTIVE SEQUENCE.
WHEN A NUMBER HAS BEEN ASSIGNED TO THIS
PROJECT, IT MUST BE PROPERLY SHOWN IN THE
TITLE ON THIS SHEET AND IN THE SURVEYOR'S
CERTIFICATE ON SHEET 2.

REPLAT No.1

KALAMAZOO COUNTY CONDOMINIUM SUBDIVISION PLAN No. 264

EXHIBIT "B" TO THE MASTER DEED OF

Copperleaf

CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN

DEVELOPER:

WESTVIEW CAPITAL, L.L.C.
A MICHIGAN LIMITED LIABILITY COMPANY
2186 EAST CENTRE STREET
PORTAGE, MICHIGAN 49002

SURVEYOR:

INGERSOLL, WATSON & McMACHEN, INC.
RANDY B. LIGMAN
PROFESSIONAL SURVEYOR No. 28413
1133 EAST MILHAM ROAD
PORTAGE, MICHIGAN 49002

DESCRIPTION:

A parcel of land situated in the Southeast quarter of Section 6, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan, being more particularly described as follows:

Commencing at the South quarter corner of Section 6, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan; thence S. 89°47'30" E. 665.75 feet along the South line of the Southeast quarter of said Section 6 to the Place of Beginning; thence N. 00°02'09" E. 330.00 feet to the North line of the South 330.00 feet (perpendicular measure) of said Southeast quarter; thence N. 89°47'30" W. 333.66 feet along said North line; thence N. 09°45'30" E. 324.10 feet; thence Northeasterly 139.93 feet along the arc of a curve to the right having a radius of 2573.79 feet, and central angle of 03°06'54", and a chord of N. 11°18'57" E. 139.91 feet; thence S. 72°49'51" E. 217.50 feet; thence S. 61°31'09" E. 160.29 feet; thence Northeasterly 175.36 feet along the arc of a non-tangent curve to the right having a radius of 880.00 feet, a central angle of 11°25'03", and a chord of N. 32°32'24" E. 175.07 feet; thence Northeasterly 232.23 feet along the arc of a compound curve to the right having a radius of 830.00 feet, a central angle of 16°01'51" and a chord of N. 46°15'51" E. 231.47 feet; thence N. 34°19'06" W. 127.25 feet; thence N. 55°40'54" E. 140.00 feet; thence N. 48°49'34" E. 181.74 feet; thence S. 49°51'50" E. 187.00 feet; thence Northeasterly 40.28 feet along the arc of a non tangent curve to the left having a radius of 780.00 feet, a central angle of 02°57'32" and a chord of N. 38°39'25" E. 40.27 feet; thence Northeasterly 47.07 feet along the arc of a reverse curve to the right having a radius of 370.00 feet, a central angle of 07°12'20" and a chord of N. 40°49'19" E. 47.04 feet; thence S. 62°22'31" E. 411.65 feet; thence S. 85°11'57" E. 84.28 feet; thence N. 83°22'52" E. 111.69 feet to the Westerly line of "Harbors West No.1" subdivision according to the plat thereof as recorded in Liber 40 of Plats on Page 9, Kalamazoo County records; thence S. 22°55'10" E. 136.29 feet along said Westerly line; thence Southwesterly 28.46 feet along said Westerly line and the arc of a non tangent curve to the right having a radius of 170.00 feet, a central angle of 09°35'37" and a chord of S. 85°12'36" W. 28.43 feet; thence S. 12°03'18" E. 60.99 feet along said Westerly line; thence Southwesterly 12.75 feet along said Westerly line and the arc of a non tangent curve to the right having a radius of 230.00 feet, a central angle of 03°10'36" and a chord of S. 88°25'06" W. 12.75 feet; thence N. 89°59'36" W. 20.04 feet along said Westerly line; thence Southwesterly 50.00 feet along said Westerly line and the arc of a curve to the left having a radius of 170.00 feet, a central angle of 16°51'03" and a chord of S. 81°34'53" W. 49.82 feet; thence S. 73°09'21" W. 20.01 feet along said Westerly line to the Northwest corner of Lot 37 of said subdivision; thence continuing S. 73°09'21" W. 10.00 feet; thence S. 02°42'12" W. 137.95 feet to said Westerly line of "Harbors West No.1"; thence S. 73°09'21" W. 81.00 feet along said Westerly line; thence S. 23°22'23" E. 193.78 feet along said Westerly line; thence N. 89°47'30" W. 388.67 feet parallel with said South line of the Southeast quarter; thence S. 00°00'20" E. 201.57 feet to the North line of the South 279.73 feet (perpendicular measure) of said Southeast quarter; thence N. 89°47'30" W. 168.86 feet along said North line of the South 279.73 feet to the East line of the West half of said Southeast quarter; thence S. 00°00'48" W. 279.73 feet along said East line of the West half to said South line of the Southeast quarter; thence N. 89°47'30" W. 264.00 feet along said South line; thence N. 00°02'09" E. 330.00 feet to said North line of the South 330.00 feet (perpendicular measure) of said Southeast quarter; thence N. 89°47'30" W. 132.00 feet along said North line; thence S. 00°02'09" W. 330.00 feet to said South line; thence N. 89°47'30" W. 263.67 feet (measured at 264.18 feet) along said South line to the Place of Beginning, containing 25.72 acres of land. Parcel is subject to easements, restrictions, and conditions of record.

SHEET INDEX:

- 1) COVER SHEET
- 2) SURVEY PLAN
- 3) SITE PLAN (UNITS 1 - 39)
- 3B) SITE PLAN (UNITS 40-71)
- 4) UTILITY/EASEMENT PLAN (UNITS 1 - 39)
- 4B) UTILITY/EASEMENT PLAN (UNITS 40 - 71)

WITH THIS SUBMISSION, THESE SHEETS ARE
TO REPLACE THE SHEETS PREVIOUSLY
RECORDED:

FOR REPLAT No. 1, SHEETS 1, 2, 3, AND 4
HAVE BEEN AMENDED, AND SHEETS 3B AND
4B ARE NEW.

PRELIMINARY
(PLANS ARE UNDER
CITY REVIEW)

Copperleaf

in the City of Portage, Kalamazoo County, Michigan

COVER SHEET

DATE
6/1/2015

SHEET No.
36273

BOOK No.
1

Ingersoll, Watson & McMachen, Inc.

CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS
1133 East Milham Road • Portage, Michigan 49002 • Area 269-244-0100 • Fax 269-244-0000

PROPOSED: 06/1/2015

AMENDED: 06/19/2017

CURVE TABLE				
CURVE	ARC LENGTH	RADIUS	CENTRAL ANGLE	CHORD
#1	50.00'	170.00'	16°51'03"	S 81°34'53" W 49.82'
#2	12.75'	230.00'	3°10'36"	S 88°25'06" W 12.75'
#3	175.36'	880.00'	11°25'03"	N 32°52'24" E 175.07'
#4	232.23'	830.00'	16°01'51"	N 46°15'51" E 231.47'
#5	40.28'	780.00'	2°57'32"	N 38°39'25" E 40.27'
#6	47.07'	370.00'	7°17'20"	N 40°49'19" E 47.04'

L = 574.43' Rad. = 727.51'
 $\Delta = 4514'23"$
 Ch. = S 61°39'08" W 559.62'



L = 478.71' Rad. = 1054.92'
 $\Delta = 2610'00"$
 Ch. = S 26°01'56" W 474.61'

L = 6.0' Rad. = 2573.79'
 $\Delta = 306'54"$
 Ch. = N 11°18'57" E 139.91'

L = 139.93' Rad. = 2573.79'
 $\Delta = 306'54"$
 Ch. = N 11°18'57" E 139.91'

SOUTH 1/4 CORNER,
 SEC. 6, T. 3 S., R. 11 W.
 L. 2, PG. 807

PLACE OF BEGINNING
 N 89°47'30" W 263.67'
 (M = 264.18')

L = 65.92' Rad. = 727.51'
 $\Delta = 511'31"$
 Ch. = N 86°52'04" E 65.90'

U.S. HIGHWAY I-94
 A LIMITED ACCESS HIGHWAY

EAST 1/4 CORNER,
 SEC. 6, T. 3 S., R. 11 W.
 L. 1, PG. 955

LEGEND

- CONCRETE SURVEY MONUMENT
- M MEASURED DIMENSION

PRELIMINARY
 (PLANS ARE UNDER
 CITY REVIEW)

NOTES:

- 1) THE BEARINGS SHOWN HEREON ARE BASED ON THE EAST LINE OF THE SOUTHEAST 1/4 OF SECTION 6 AS BEING N. 00°00'00" W. AS SHOWN ON THE "HARBORS WEST No. 1" FINAL PLAT MAP.
- 2) ALSO SEE SHEETS 3, 3B, 4, AND 4B FOR EASEMENT LOCATIONS AND INFORMATION.
- 3) THE ELEVATION DATUM AS SHOWN HEREON IS BASED ON U.S.G.S. DATUM AS PROMULGATED WITHIN THE CITY OF PORTAGE.

SURVEYOR'S CERTIFICATE:

I, RANDY B. LIGMAN, PROFESSIONAL SURVEYOR IN THE STATE OF MICHIGAN HEREBY CERTIFY:

THAT THE SUBDIVISION PLAN KNOWN AS KALAMAZOO COUNTY CONDOMINIUM SUBDIVISION PLAN No. 264, AS SHOWN ON THE ACCOMPANYING DRAWINGS, REPRESENTS A SURVEY ON THE GROUND MADE UNDER MY DIRECTION, THAT ALL OBSERVABLE ENCROACHMENTS UPON THE LANDS AND PROPERTY HEREIN DESCRIBED ARE SHOWN.

THAT THE REQUIRED MONUMENTS AND IRON MARKERS HAVE BEEN LOCATED IN THE GROUND OR WILL BE PLACED BY JUNE 1, 2018 AS REQUIRED BY RULES PROMULGATED UNDER SECTION 142 OF ACT No. 59 OF THE PUBLIC ACTS OF 1978.

THAT THE ACCURACY OF THIS SURVEY IS WITHIN THE LIMITS REQUIRED BY THE RULES PROMULGATED UNDER SECTION 142 OF ACT No. 59 OF THE PUBLIC ACTS OF 1978.

THAT THE BEARINGS AS SHOWN, ARE NOTED ON THE SURVEY PLAN AS REQUIRED BY THE RULES PROMULGATED UNDER SECTION 142 OF ACT No. 59 OF THE PUBLIC ACTS OF 1978.

DATE OF SURVEY

RANDY B. LIGMAN
 PROFESSIONAL SURVEYOR No. 28413
 INGERSOLL, WATSON & McMACHEN, INC.
 1133 EAST MILHAM ROAD
 PORTAGE, MI. 49002

Copperleaf
 in the City of Portage, Kalamazoo County, Michigan

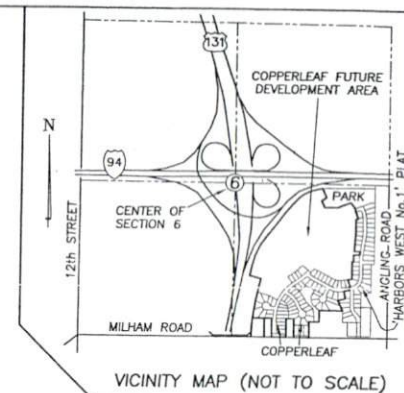
SURVEY PLAN

INGERSOLL, WATSON & McMACHEN, INC.

CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS
 1133 East Milham Road • Portage, Michigan 49002 • Area 269-344-6161 • Fax 269-344-0005

PROPOSED 06/11/2015
 AMENDED 06/19/2017

DATE 6/11/2015
 JOB No. 36273
 SHEET No. 2



NOTES:

- 1) STREETS WITHIN THE CONDOMINIUM PROJECT ARE PAVED ROADWAYS WITH CONCRETE CURBS AND MUST BE BUILT.
- 2) PROPOSED CONCRETE SIDEWALKS AND PAVED TRAILS MUST BE BUILT.
- 3) THE IMPROVEMENTS SHOWN ARE BASED ON CONSTRUCTION PLANS DEVELOPED BY INGERSOLL, WATSON & MCMACHEN, INC.
- 4) THE COORDINATES SHOWN ARE BASED ON A VALUE OF 6999.94 NORTH AND 7019.51 EAST ON THE SOUTH 1/4 CORNER OF SECTION 6, TOWN 3 SOUTH, RANGE 12 WEST.
- 5) ANY EASEMENTS LOCATED WITHIN THE STREETS (SHOWN AS PUBLIC RIGHT-OF-WAY AREA) ARE NOT SHOWN HEREON.
- 6) SHOWN EASEMENTS BASED ON CERTAIN INFORMATION PROVIDED BY THE DEVELOPER. ADDITIONAL EASEMENTS MAY ENCUMBER PROPERTY.

SEE SHEET 4 AND 4B FOR EASEMENT INFORMATION

LEGEND	
	GENERAL COMMON ELEMENT (HATCHED)
(2)	COORDINATE LOCATION
(NR)	INDICATES UNIT LINE IS NON-RADIAL
o	CONCRETE SURVEY MONUMENT
SF	SQUARE FOOT
(C9)	CURVE NUMBER
(L5)	LINE NUMBER
-----	CONCRETE SIDEWALK OR PAVED TRAIL
-----	CONCRETE CURB
----	EDGE OF EASEMENT

SCHEDULE OF COORDINATES		
#	NORTHING	EASTING
1	6997.52	7685.26
2	7327.52	7685.46
3	7328.74	7351.80
4	7648.15	7406.74
5	7785.34	7434.19
6	7721.14	7642.00
7	7644.70	7782.89
8	7792.29	7877.06
9	7946.42	8036.22
10	7811.20	8180.93
11	7902.95	8286.22
12	7835.14	8431.13
13	7700.94	8369.59
14	7573.09	8401.27
15	7475.81	8514.38
16	7274.24	8514.40
17	7274.85	8345.49
18	6995.12	8345.43
19	6996.08	8081.43
20	7326.08	8081.64
21	7326.56	7949.64
22	6996.56	7949.43
23	7952.31	8044.30

ARC LENGTH = 139.93'
RADIUS = 2573.79'
Δ = 3°06'54"
CHORD: N 11°18'57" E
139.91'

ARC LENGTH = 175.36'
RADIUS = 880.00'
Δ = 11°25'03"
CHORD: N 32°32'24" E
175.07'

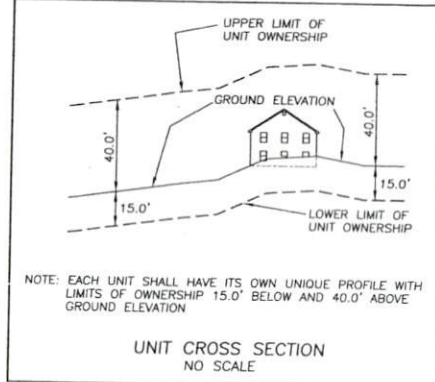
ARC LENGTH = 232.23'
RADIUS = 830.00'
Δ = 16°01'51"
CHORD: N 46°15'51" E
231.47'



SEE SHEET 4 AND 4B FOR EASEMENT INFORMATION

LINE TABLE	
LINE	BEARING & DISTANCE
L1	N 89°47'30" W 22.98'
L2	N 10°02'45" E 61.52'
L3	N 10°02'45" E 123.97'
L4	S 89°47'10" E 56.30'
L5	N 56°52'21" W 66.69'
L6	N 56°52'21" W 66.69'
L7	N 00°46'08" W 127.76'
L8	N 15°08'05" W 137.75'

CURVE TABLE				
CURVE	LENGTH	RADIUS	CENTRAL ANGLE	CHORD
C1	51.61'	196.97'	15°00'45"	N 02°32'23" E 51.46'
C2	74.15'	430.00'	9°52'48"	N 05°06'21" E 74.06'
C3	13.94'	8.00'	99°49'55"	N 39°56'12" W 12.24'
C4	315.77'	70.00'	258°27'47"	N 39°26'43" E 108.44'
C5	41.08'	30.00'	78°27'47"	N 50°33'17" W 37.95'
C6	66.74'	380.00'	10°03'45"	N 18°11'12" E 66.65'
C7	73.57'	320.00'	13°10'20"	N 16°37'55" E 73.41'
C8	55.50'	880.00'	3°36'48"	N 25°01'29" E 55.49'
C9	210.45'	820.00'	14°42'16"	N 30°34'13" E 209.87'
C10	11.90'	8.00'	85°12'19"	N 80°31'30" E 10.83'
C11	14.04'	8.00'	100°32'31"	N 06°36'05" W 12.31'
C12	144.48'	770.00'	10°45'03"	N 49°02'42" E 144.27'
C13	161.45'	320.00'	28°54'27"	N 42°25'07" W 159.74'
C14	191.72'	380.00'	28°54'27"	N 42°25'07" W 189.70'
C15	27.82'	30.00'	53°07'48"	N 01°23'59" W 26.83'
C16	27.82'	30.00'	53°07'48"	N 54°31'47" W 26.83'
C17	349.73'	70.00'	286°15'37"	N 62°02'07" E 84.00'



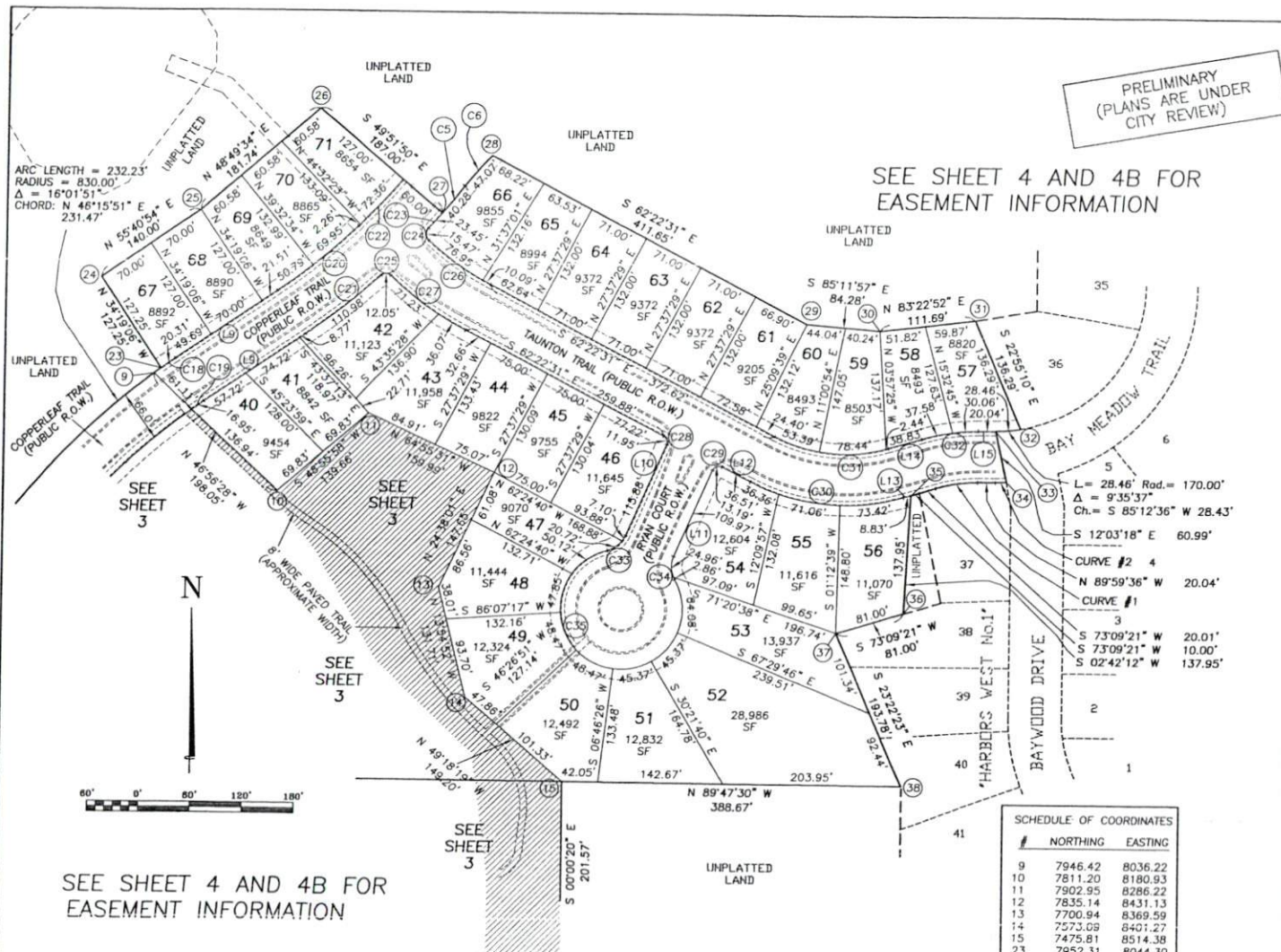
Copperleaf
in the City of Portage, Kalamazoo County, Michigan

SITE PLAN	
DATE	6/1/2015
JOB NO.	36273
PROJECT NO.	3

Ingersoll, Watson & McMachen, Inc.

CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS
1120 West Main Street • Portage, Michigan 49801 • Phone 261-6600 • Fax 261-6605

PROPOSED: 06/1/2015
AMENDED: 06/19/2017



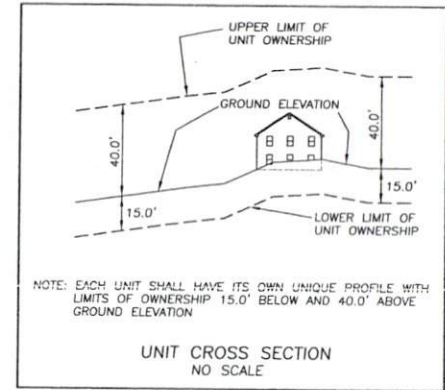
PRELIMINARY
(PLANS ARE UNDER
CITY REVIEW)

SEE SHEET 4 AND 4B FOR
EASEMENT INFORMATION

LEGEND

- GENERAL COMMON ELEMENT (HATCHED)
- COORDINATE LOCATION
- INDICATES UNIT LINE IS NON-RADIAL
- CONCRETE SURVEY MONUMENT
- SQUARE FOOT
- CURVE NUMBER
- LINE NUMBER
- CONCRETE SIDEWALK OR PAVED TRAIL
- CONCRETE CURB
- EDGE OF EASEMENT

CURVE	LENGTH	RADIUS	CENTRAL ANGLE	CHORD
C5	40.28'	780.00'	2°57'32"	N 38°39'25" E 40.27'
C6	47.07'	370.00'	7°17'20"	N 40°49'19" E 47.04'
C18	20.31'	830.00'	1°24'07"	N 54°58'50" E 20.31'
C19	16.95'	770.00'	1°15'40"	N 55°03'03" E 16.95'
C20	120.73'	720.00'	9°36'27"	N 50°36'20" E 120.59'
C21	110.98'	780.00'	8°09'07"	N 51°36'20" E 110.88'
C22	74.62'	720.00'	5°56'16"	N 43°06'18" E 74.58'
C23	23.45'	780.00'	1°43'22"	N 40°59'52" E 23.45'
C24	15.47'	10.00'	88°38'57"	N 02°27'56" W 13.97'
C25	12.05'	8.00'	86°16'25"	N 89°20'00" W 10.94'
C26	87.04'	320.00'	15°35'07"	N 54°34'57" W 86.78'
C27	107.30'	380.00'	16°10'43"	N 54°17'09" W 106.95'
C28	11.95'	8.00'	85°33'30"	N 19°35'46" W 10.87'
C29	13.19'	8.00'	94°26'30"	N 70°24'14" E 11.74'
C30	180.84'	233.00'	44°28'08"	N 84°36'35" W 176.33'
C31	134.27'	173.00'	44°28'08"	N 84°36'35" W 130.93'
C32	67.64'	230.00'	16°51'03"	N 81°34'53" E 67.40'
C33	27.82'	30.00'	53°07'48"	N 49°44'53" E 26.83'
C34	27.82'	30.00'	53°07'48"	N 03°22'55" E 26.83'
C35	349.73'	70.00'	286°15'37"	N 66°49'01" E 84.00'



NOTE: EACH UNIT SHALL HAVE ITS OWN UNIQUE PROFILE WITH LIMITS OF OWNERSHIP 15.0' BELOW AND 40.0' ABOVE GROUND ELEVATION

Copperleaf
in the City of Portage, Kalamazoo County, Michigan

SITE PLAN

Ingersoll, Watson & McMachen, Inc.
CONSULTING CIVIL, ARCHITECT AND LAND SURVEYORS
1125 West Main Street • Portage, Michigan 49782 • Phone 269-244-6555 • Fax 269-244-6555

DATE: 6/19/2017
JOB NO.: 36273
SHEET NO.: 3B

LINE TABLE

LINE	BEARING & DISTANCE
L9	N 55°40'54" E 141.21'
L10	S 23°10'59" W 115.88'
L11	S 23°10'59" W 109.97'
L12	S 62°22'31" E 36.51'
L13	N 73°09'21" E 8.83'
L14	N 73°09'21" E 38.83'
L15	S 89°59'36" E 20.04'

- NOTES:**
- STREETS WITHIN THE CONDOMINIUM PROJECT ARE PAVED ROADWAYS WITH CONCRETE CURBS AND MUST BE BUILT.
 - PROPOSED CONCRETE SIDEWALKS AND PAVED TRAILS MUST BE BUILT.
 - THE IMPROVEMENTS SHOWN ARE BASED ON CONSTRUCTION PLANS DEVELOPED BY INGERSOLL, WATSON & McMACHEN, INC.
 - THE COORDINATES SHOWN ARE BASED ON A VALUE OF 6999.94 NORTH AND 7019.51 EAST ON THE SOUTH 1/4 CORNER OF SECTION 6, TOWN 3 SOUTH, RANGE 12 WEST.
 - ANY EASEMENTS LOCATED WITHIN THE STREETS (SHOWN AS PUBLIC RIGHT-OF-WAY AREA) ARE NOT SHOWN HEREON.
 - SHOWN EASEMENTS BASED ON CERTAIN INFORMATION PROVIDED BY THE DEVELOPER. ADDITIONAL EASEMENTS MAY ENCUMBER PROPERTY.

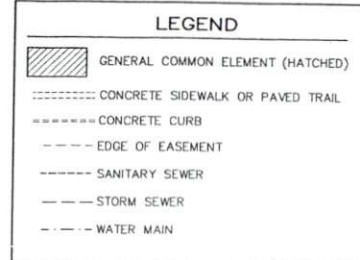
SCHEDULE OF COORDINATES

	NORTHING	EASTING
9	7946.42	8036.22
10	7811.20	8180.93
11	7902.95	8286.22
12	7835.14	8431.13
13	7700.94	8369.59
14	7573.09	8401.27
15	7475.81	8514.38
23	7952.31	8044.30
24	8057.40	7972.56
25	8136.34	8088.19
26	8255.98	8224.99
27	8135.44	8367.95
28	8202.49	8423.86
29	8011.61	8788.58
30	8004.56	8872.56
31	8017.43	8983.51
32	7891.90	9036.59
33	7889.53	9008.26
34	7829.88	9020.99
35	7813.54	8910.21
36	7675.75	8903.70
37	7652.28	8826.18
38	7474.40	8903.05

PROPOSED 06/19/2017

- NOTES:
- 1) STREETS WITHIN THE CONDOMINIUM PROJECT ARE PAVED ROADWAYS WITH CONCRETE CURBS AND MUST BE BUILT.
 - 2) PROPOSED CONCRETE SIDEWALKS MUST BE BUILT.
 - 3) THE IMPROVEMENTS SHOWN ARE BASED ON CONSTRUCTION PLANS DEVELOPED BY INGERSOLL, WATSON & MCMACHEN, INC.
 - 4) ANY EASEMENTS LOCATED WITHIN THE STREETS (SHOWN AS PUBLIC RIGHT-OF-WAY AREA) ARE NOT SHOWN HEREON.
 - 5) SHOWN EASEMENTS BASED ON CERTAIN INFORMATION PROVIDED BY THE DEVELOPER. ADDITIONAL EASEMENTS MAY ENCUMBER PROPERTY.
 - 6) ALL UNITS SHALL BE SERVICED BY ELECTRIC, GAS, TELEPHONE AND CABLE TELEVISION. THE LOCATIONS OF THESE UTILITY LINES HAVE NOT BEEN SHOWN HEREON.

PRELIMINARY
(PLANS ARE UNDER
CITY REVIEW)

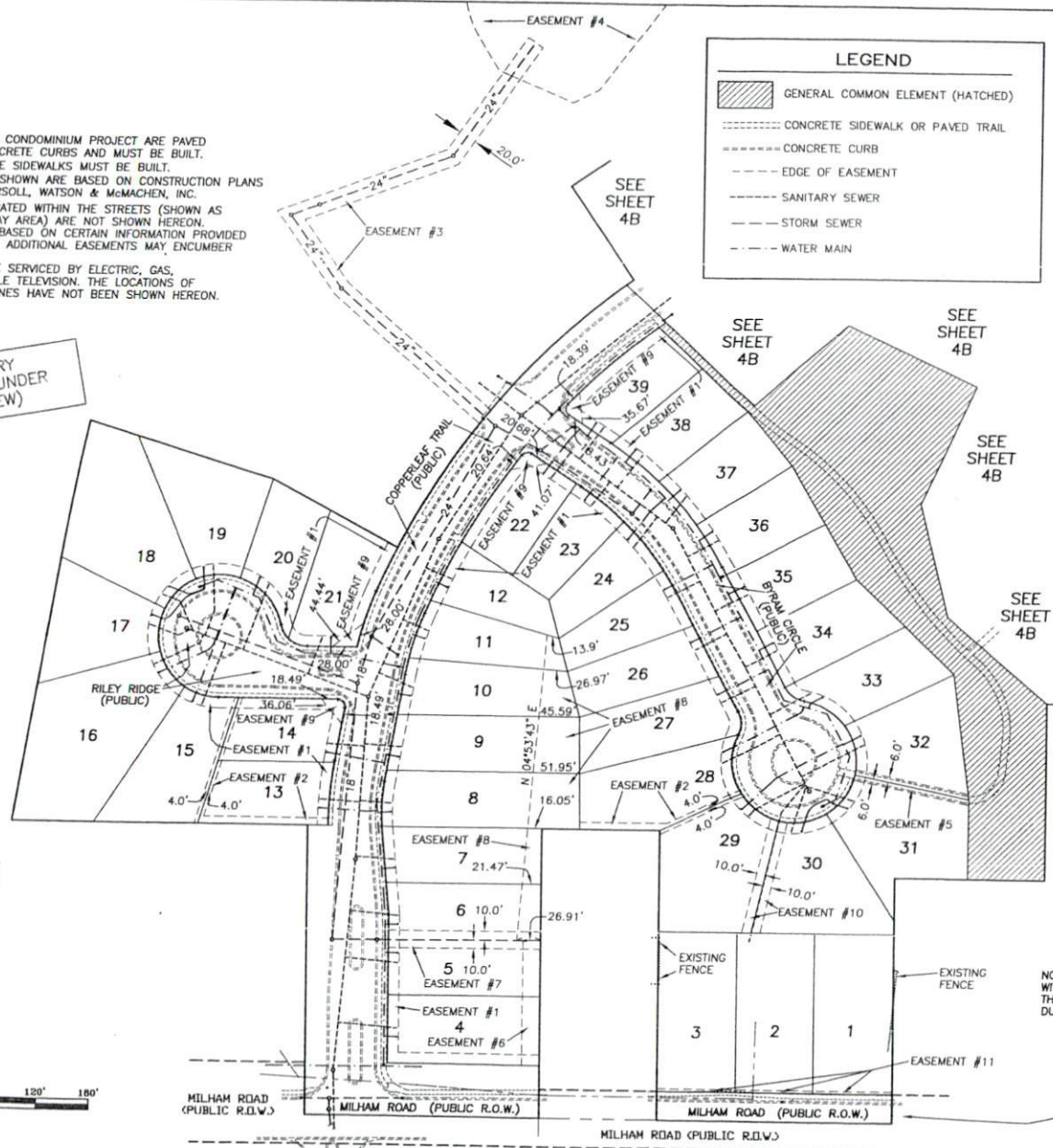
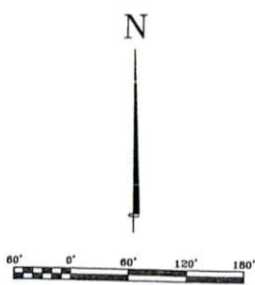


- LISTING OF SHOWN EASEMENTS:**
- EASEMENT #1: 12.0' WIDE PRIVATE EASEMENT FOR UTILITIES
 - EASEMENT #2: 8.0' WIDE PRIVATE EASEMENT TO THE COPPERLEAF CONDOMINIUM ASSOCIATION FOR WATER LINES
 - EASEMENT #3: 20.0' WIDE PRIVATE EASEMENT TO THE CITY OF PORTAGE FOR STORM SEWER PURPOSES. (RECORDING PENDING)
 - EASEMENT #4: PRIVATE EASEMENT TO THE CITY OF PORTAGE FOR STORM WATER DISPOSAL PURPOSES. (RECORDING PENDING) (ALSO SEE SHEET 2)
 - EASEMENT #5: 12.0' WIDE EASEMENT TO THE COPPERLEAF CONDOMINIUM ASSOCIATION FOR A PAVED TRAIL AND FOR PEDESTRIAN AND VEHICLE MAINTENANCE ACCESS.
 - EASEMENT #6: 20.0' WIDE PRIVATE EASEMENT TO THE COPPERLEAF CONDOMINIUM ASSOCIATION FOR WATER LINES
 - EASEMENT #7: 20.0' WIDE PRIVATE EASEMENT TO THE COPPERLEAF CONDOMINIUM ASSOCIATION FOR STORM SEWER PURPOSES.
 - EASEMENT #8: PRIVATE EASEMENT TO THE COPPERLEAF CONDOMINIUM ASSOCIATION FOR WATER LINES, GRADING, DRAINAGE, AND STORM SEWER PURPOSES.
 - EASEMENT #9: PRIVATE EASEMENT TO THE COPPERLEAF CONDOMINIUM ASSOCIATION FOR LANDSCAPING AND SIGNAGE
 - EASEMENT #10: PRIVATE EASEMENT TO THE COPPERLEAF CONDOMINIUM ASSOCIATION AND TO THE OWNER OF UNIT 2 FOR SANITARY SEWER PURPOSES.
 - EASEMENT #11: 3.0' WIDE PRIVATE EASEMENT TO THE CITY OF PORTAGE FOR SIDEWALK PURPOSES.

- UTILITY OWNERS:**
- SANITARY SEWER - CITY OF PORTAGE
 - WATER MAIN - CITY OF PORTAGE
 - STORM SEWER - CITY OF PORTAGE
 - STORM WATER BASIN - CONDOMINIUM ASSOCIATION
 - GAS - CONSUMERS ENERGY
 - ELECTRIC - CONSUMERS ENERGY
 - TELEPHONE - A.T.&T.
 - CABLE TELEVISION - COMCAST
- *NOTE THAT STORM SEWER THAT IS LOCATED ON UNITS 5 OR 6 IS PRIVATE AND OWNED BY THE CONDOMINIUM ASSOCIATION.
- NOTE THAT INDIVIDUAL UTILITY SERVICES TO EACH DWELLING ARE OWNED BY THE OWNER OF THE UNIT UNLESS THE UTILITY COMPANY DICTATES OTHERWISE.

- SIZE OF UTILITY LINES:**
- WATER MAINS: 8" DIAMETER
 - WATER SERVICES (TO EACH UNIT): 1.25" DIAMETER
 - SANITARY SEWER MAINS: 8" DIAMETER
 - SANITARY SEWER SERVICES (TO EACH UNIT): 6" DIAMETER
 - STORM SEWER PIPE: 12" DIAMETER UNLESS NOTED OTHERWISE
- *NOTE: SANITARY SEWER SERVICES MIGHT BE LESS THAN 6" DIAMETER OUTSIDE OF ROAD RIGHT-OF-WAY AREA. WATER SERVICES MIGHT BE LESS THAN 1.25" DIAMETER OUTSIDE OF ROAD RIGHT-OF-WAY AREA.

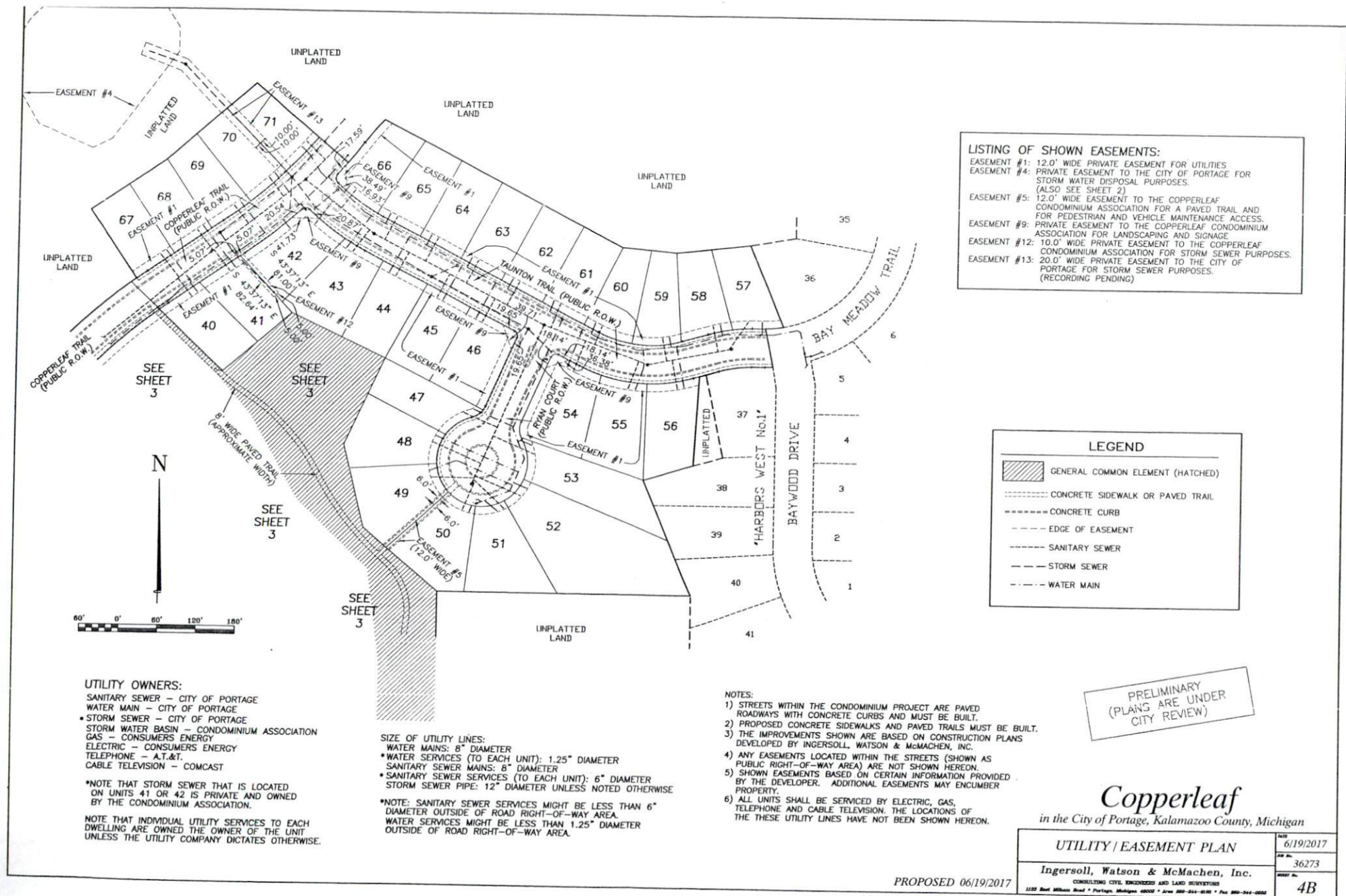
NOTE: UNITS 1 AND 2 ARE SERVICED BY SANITARY LEADS WITHIN MILHAM ROAD. UNITS 1, 2 & 3 MAY REQUIRE THAT NEW WATER SERVICES BE INSTALLED BEFORE (OR DURING) ANY HOUSE CONSTRUCTION.



Copperleaf
in the City of Portage, Kalamazoo County, Michigan

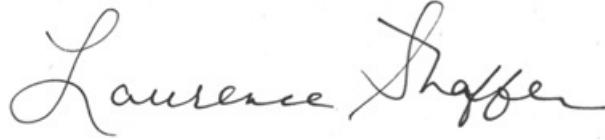
UTILITY / EASEMENT PLAN		DATE	6/1/2015
Ingersoll, Watson & McMachen, Inc.		JOB NO.	36273
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS		SHEET NO.	4
1130 East Milham Road • Portage, Michigan 49801 • Area 269-244-8101 • Fax 269-244-0505			

PROPOSED: 06/1/2015
AMENDED: 06/19/2017



TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Final Plan for Streamsong - Phase I (715 West Osterhout Avenue)

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council approve the Final Plan for Streamsong - Phase I at 715 West Osterhout Avenue, subject to conditions.

A final plan has been submitted by SDV Development LLC, to construct the first phase of the Streamsong Condominiums Planned Development project at property addressed as 715 West Osterhout Avenue. Streamsong Condominiums (Phase I) will include a total of 29 condominium units, clubhouse/pool and a network of interior private streets. The area of Phase I involves approximately 9.26 acres and is zoned PD, planned development. On March 14, 2017, City Council approved the PD, planned development zoning change and associated tentative plan/narrative for the Streamsong Condominiums Planned Development that included a mixed residential condominium project on the approximate 39-acre tract of land. The overall development consists of 102 single family detached and attached residential dwellings constructed in four phases. The first phase of the Streamsong Condominiums Planned Development has been designed in substantial conformance with the approved tentative plan.

Access to the site will be provided through a boulevard entrance from West Osterhout Avenue, opposite the Schrier Park entrance. In conjunction with Phase I of the Streamsong Condominiums, the applicant will also construct a left-turn lane on West Osterhout Avenue. Storm water will be collected and conveyed through a series of underground perforated storm pipes with surface discharge to a temporary infiltration swale. Four-foot-wide concrete sidewalks will be installed along the east side of Road "B" Drive and along both sides Road "C" cul-de-sac street (see attached map).

The City Administration is recommending approval of the Final Plan for Streamsong (Phase 1), subject to: 1) review and approval of the temporary storm water infiltration swale by the MDEQ, if necessary; 2) submittal of a detailed landscape plan for administrative review/approval; and 3) finalization of engineering related details associated with the public water main and sanitary sewer main extensions, as well as left-turn lane construction on West Osterhout Avenue. During the July 20, 2017 meeting, the Planning Commission recommended to City Council approval of the Final Plan subject to the same conditions.

FUNDING: Not Applicable

Attachments:

1. July 28, 2017 Planning Commission transmittal
2. July 20, 2017 (draft) Planning Commission minutes

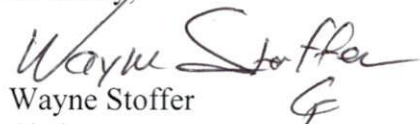
3. July 14, 2017 Department of Community Development report with attachments (map)

TO: Honorable Mayor and City Council
FROM: Planning Commission
DATE: July 28, 2017
SUBJECT: Final Plan for Streamsong (Phase 1), 715 West Osterhout Avenue

During the July 20, 2017 meeting, the Planning Commission reviewed and discussed the Final Plan for the above captioned development project. The applicant, Mr. Mike Seelye, SDV Development LLC and applicant's design engineer, Mr. Pat Flanagan, Ingersoll, Watson and McMachen, were present to support the application and explain the development project. No citizens spoke regarding the project.

The Commission discussed with the applicant the location of the sidewalks in proximity to the roadway curb and MDEQ review of the proposed storm water design and the depth of the groundwater table in relation to the basements of the condominium dwellings. Following this discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Schimmel, to recommend to City Council that the Final/Site Plan for Streamsong Condominiums (Phase I), 715 West Osterhout Avenue, be approved subject to the following conditions: 1) Review and approval of the temporary storm water infiltration swale by the MDEQ, if necessary; 2) Submittal of a detailed landscape plan for administrative review/approval; and 3) Finalization of engineering related details associated with the public water main and sanitary sewer main extensions and left-turn lane construction within West Osterhout Avenue. The motion was unanimously approved 8-0.

Sincerely,


Wayne Stoffer
Chairman

PLANNING COMMISSION

July 20, 2017

 DRAFT

The City of Portage Planning Commission meeting of July 20, 2017 was called to order by Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Five citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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 Bryan Beach, Assistant City Attorney.

ROLL CALL:

Mr. Forth called the roll: Patterson (yes), Shoup (yes), Stoffer (yes), Schimmel (yes), Joshi (yes), Chu (not present), Harrell-Page (yes), and Corradini (yes). A motion was made by Commissioner Schimmel, seconded by Commissioner Patterson, to approve the roll excusing Commissioner Bosch. The motion was unanimously approved 7-0.

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the June 29, 2017 meeting minutes contained in the agenda packet. A motion was made by Commissioner Joshi, seconded by Commissioner Patterson, to approve the minutes as submitted. The motion was unanimously approved 8-0.

SITE/FINAL PLANS:

1. Final/Site Plan: Streamsong Condominiums (Phase I), 715 West Osterhout Avenue. Mr. West summarized the July 14, 2017 staff report regarding a request SDV Development LLC to construct the first phase of the Streamsong Condominiums. Mr. West indicated that Phase I of Streamsong Condominiums would include a total of 29 condominium units, a 1,280 square foot clubhouse/pool and a network of interior private streets. Mr. West discussed access to the site, storm water management, sidewalks and indicated the first phase of the Streamsong Condominiums Planned Development has been designed in substantial conformance with the March 14, 2017 approved tentative plan. Mr. West stated the final/site plan was recommended for approval subject to the three conditions outlined in the staff report.

Mike Seelye of SDV Development LLC (applicant) and Pat Flanagan of Ingersoll, Watson & McMachen (applicant's engineer) were present to support the application and discuss the development project. Commissioners Schimmel and Joshi asked about the rationale to install the sidewalk integral to the private streets. Mr. Flanagan discussed the limited space between the street and the condominium dwellings and the need to install sidewalk, public and private utilities within this area. Mr. Seelye also discussed the desire to provide sufficient room for vehicles to park in the driveways without blocking the sidewalk. Mr. Seelye stated the proposal to install the sidewalk integral to the street curb was consistent with other similar condominium development like Sterling Oaks, Oakland Hills and Whisper Rock. After additional discussion regarding MDEQ review of the proposed storm water design and the depth of the groundwater table in relation to the basements of the condominium dwellings, a motion was made by Commissioner Patterson, seconded by Commissioner Schimmel, to recommend to City Council that the Final/Site Plan for Streamsong Condominiums (Phase I), 715 West Osterhout Avenue, be approved subject to the following conditions: 1) Review and approval of the temporary storm water infiltration swale by the MDEQ, if necessary; 2) Submittal of a detailed landscape plan for administrative review/approval; and 3) Finalization of

DRAFT

engineering related details associated with the public water main and sanitary sewer main extensions and left-turn lane construction within West Osterhout Avenue. The motion was unanimously approved 8-0.

- Commissioner Chu arrived at 7:20pm

2. Specific/Site Plan: Black Rock Bar & Grill, 420 Trade Centre Way. Mr. Forth summarized the July 14, 2017 staff report regarding a specific/site plan request from CBJ Sizzle, LLC to construct a 10,186 square foot restaurant building and associated site improvements at 420 Trade Centre Way. Mr. Forth stated the approximate 1.6 acre site is zoned CPD, commercial planned development and part of the larger 20 acre Trade Centre Commercial Planned Development. Mr. Forth discussed the 2012 City Council approved conceptual plan amendment for the Trade Centre Commercial Planned Development and stated the specific/site plan for Black Rock Bar & Grill has been designed in substantial conformance and was recommended for approval subject to finalization of engineering related details associate with a public water main/sanitary sewer main relocation.

Greg Dobson of AVB Development (applicant representative) and Todd Hurley of Hurley & Stewart (applicant's engineer) were present to support the application and discuss the development project. After a brief discussion regarding the parking arrangement and handicap parking spaces, a motion was made by Commissioner Patterson, seconded by Commissioner Harrell-Page, to approve that the Specific/Site Plan for Back Rock Bar & Grill, 420 Trade Centre Way, subject to finalization of engineering related details. The motion was unanimously approved 8-0.

PUBLIC HEARING:

1. Rezoning Application #16/17-6, 3223 and 3205 Cooley Drive. Chairman Stoffer referred the Commission to a July 10, 2017 communication from the applicant requesting that the rezoning consideration be postponed to the August 17, 2017 meeting. A motion was then made by Commissioner Schimmel, seconded by Commission Harrell-Page to adjourn the public hearing for Rezoning Application #16/17-6 to the August 17, 2017 meeting. The motion was unanimously approved 8-0.

OLD BUSINESS:

None.

STATEMENT OF CITIZENS/COMMISSIONERS:

Chairman Stoffer welcomed new Planning Commissioner Dan Corradini to the Commission.

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

7:45 p.m. - The Commission reconvened the meeting in Conference Room #1.

NEW BUSINESS:

1. Planning Commission Training – Roles & Responsibilities. Mr. Forth summarized the Powerpoint presentation format. Mr. Forth Mr. Forth summarized the differences and relationship between planning and zoning, and also discussed the roles and responsibilities of a Planning Commission. Mr. Forth also summarized the five primary functions of the Planning Commission: 1) Preparation and adoption of the Comprehensive Plan; 2) Review and recommendation to City Council regarding zoning map and zoning text amendments; 3) Review and approval of site plan; 4) Review and approval of special land use permits; and 5) Review and recommendation to City Council regarding plats and site condominiums. Mr. Forth also briefly reviewed legal issues associated with conditional rezonings and spot zoning, and standards related to reasonable use of property, claims of taking

TO: Planning Commission**DATE:** July 14, 2017**FROM:** Vicki Georgeau, ^{VG}Director of Community Development**SUBJECT:** Final Plan for Streamsong Condominiums (Phase I), 715 West Osterhout Avenue**I. INTRODUCTION:**

A final plan has been submitted by SDV Development LLC, to construct the first phase of the Streamsong Condominiums Planned Development project at property addressed as 715 West Osterhout Avenue. Streamsong Condominiums (Phase I) will include a total of 29 condominium units (3, two-unit attached buildings and 23 one-unit detached buildings), a 1,280 square foot clubhouse/pool and a network of interior private streets. The area of Phase I involves approximately 9.26 acres and is zoned PD, planned development.

II. CONSISTENCY WITH APPROVED TENTATIVE PLAN:

On March 14, 2017, City Council approved the PD, planned development zoning change and associated tentative plan/narrative for the Streamsong Condominiums Planned Development that included a mixed residential condominium project on the approximate 39-acre tract of land. The overall development consists of 102 single family detached and attached residential dwellings constructed in four phases with an overall development density of approximately 2.6 units/per acre based on the entire 39-acre site (3.5 units/per acre when excluding the wetlands and upland areas located along the eastern portion of the site). The approved tentative plan also included a clubhouse/pool to be constructed with the first phase of the development. The first phase of the Streamsong Condominiums Planned Development has been designed in substantial conformance with the approved tentative plan (see attached)

III. FINAL PLAN

Access to the site will be provided through a boulevard entrance from West Osterhout Avenue, along the western portion of the property, opposite the Schrier Park entrance. In conjunction with Phase I of the Streamsong Condominiums, the applicant will also construct a left-turn lane within West Osterhout Avenue. An internal network of private curbed streets (Road "B" and Road "C") with a minimum drivable width of 26-feet will also be constructed.

Storm water from Phase I of the Streamsong Condominiums project will be collected and conveyed through a series of underground perforated storm pipe (24-inch within stone trench) with a surface discharge to a temporary infiltration swale located east of the clubhouse/pool with Phase II of the development. While this temporary infiltration swale does not directly discharge to the designated wetland area located along the northeastern portion of the property, the applicant is in communication with the MDEQ to determine whether a permit will be necessary in conjunction with Phase I. Future phases of the Streamsong Condominiums development will include a storm water discharge to the designated wetlands and necessitate MDEQ review/approval.

Existing trees and natural vegetation located along the perimeter of Phase I (west and north) will be preserved, where possible. Additionally, the applicant will install supplemental evergreen and deciduous trees plantings where gaps in natural vegetation exists, after construction activities have been completed. Finally, the boulevard entrance drive from West Osterhout Avenue will also be landscaped. A conceptual landscape plan is included with the final plan sheets and remaining details will be finalized between the applicant and staff.

Four-foot wide concrete sidewalks will be installed along the east side of Road “B” Drive and along both sides Road “C” cul-de-sac street. The concrete sidewalk will also be extended along the west side of the entrance drive from West Osterhout Avenue to provide pedestrian access to Schrier Park. While the approved tentative plan identified an approximate 3-foot separation between the sidewalk and the adjacent private street, the applicant has expressed concerns about this separation relating to space constraints/utilities, parking and maintenance. As a result, the final plan identifies these sidewalks integral to the curb of the street. Additionally, the approved tentative plan identified a pedestrian walkway extending from the east end of Road “C” cul-de-sac, between Units 13-14, to future Road “D”. Due to an approximate 6-foot grade change in this area and other concerns, the applicant is proposing to eliminate this walkway. A letter from the applicant explaining these changes from the approved tentative plan is attached.

Individual condominium dwellings will be a minimum 1,550 square feet in size with an attached two-car garage and will maintain the following minimum setbacks and separations: 40-foot setback from outer perimeter of property; 25-foot setback from interior private streets; 20-foot separation between detached buildings (10-foot separation between attached buildings). Finally, municipal water and sanitary sewer will serve the proposed development.

IV. RECOMMENDATION:

The final plan has been reviewed by the City Administrative departments. Staff advises that the Planning Commission recommend to City Council that the final plan for Streamsong Condominiums (Phase I), 715 West Osterhout Avenue, be approved subject to the following conditions: 1) Review and approval of the temporary storm water infiltration swale by the MDEQ, if necessary; 2) Submittal of a detailed landscape plan for administrative review/approval; and 3) Finalization of engineering related details associated with the public water main and sanitary sewer main extensions and left-turn lane construction within West Osterhout Avenue.

Attachments: July 14, 2017 letter from applicant (sidewalk/walkway changes)
Final Plan Sheets
March 14, 2017 Approved Tentative Plan

July 14, 2017

City of Portage
Department of Community Development
7900 South Westnedge Avenue
Portage, MI 49002
ATTN: **Mike West, AICP**

RECEIVED
JUL 14 2017
COMMUNITY DEVELOPMENT

RE: Proposed "Streamsong" PD

Dear Mr. West,

On behalf of SDV Development LLC, this letter is being submitted with regards to sidewalks and pedestrian walkways at the proposed "Streamsong" PD located on Osterhout Avenue in the City of Portage.

With regards to sidewalks, although we had originally planned on having a grass strip between the proposed sidewalks and the on-site curbing, we are now proposing that the 4 foot wide concrete sidewalks be placed at proposed back of curb as shown on the submitted Construction Plans. We are proposing the sidewalks be placed at back of curb for the following reasons:

- 1) Space constraints. With underground sanitary sewer, sewer leads, water main, water services, natural gas, electric, telephone, and cable TV lines situated within or near the roadways, the extra three feet of space we gain between edge of the sidewalk and the front building setback is beneficial with regards to placement of all these utilities. The sewer leads and the water services are placed perpendicular to the road. Water mains, electric, gas, telephone, and cable TV lines are buried in the front yards. Shifting the sidewalk location to the back of the curb creates needed space for utilities.
- 2) Maintenance. Having the sidewalks at back of curb will eliminate the additional mowing, trimming, watering, and other maintenance that is required when there is a grass strip between the curb and the walk.
- 3) Parking of vehicles. Having the sidewalks at back of curb will increase the available space between the sidewalk and the garage for a vehicle that is temporarily parked in the driveway.

July 14, 2017

Page 2

In addition, several other similar developments in the City have placed the sidewalks at the back of curb (i.e. Sterling Oaks, Oakland Hills, etc.). Lastly, in our opinion, having the sidewalks located at back of curb will make the neighborhood more attractive for the residents and visitors.

We had also originally planned to have a pedestrian walkway extending east off the east end of the on-site cul de sac near the southeast corner of phase one. This was before roadways were designed and site grading was completed. At this time we are asking that this pedestrian connection to the future roadway to the south be deleted primarily due to six foot elevation change between the high ground near the cul de sac and the existing ground 30 feet to the east. This grade change makes the design and construction of a safe pedestrian walkway problematic. We've considered a steeper walkway, adding steps, and using "switchbacks" relative to this walkway. After evaluating various options, it is our opinion that the walkway should be deleted due to the grade change and the issues created. Also, although somewhat minor, installation of the walkway in conjunction with the nearby basements and houses would make installation of the walkway (or the basements) somewhat more difficult. Lastly, note that we are incorporating sidewalks on both sides of the southerly cul de sac street.

Please feel free to contact SDV Development or this office if you wish to discuss these two issues.

'Thank you' to City staff for your assistance with this project.

Sincerely,
Ingersoll, Watson & McMachen, Inc.

Patrick D. Flanagan, P.E.

CONSTRUCTION PLANS for PHASE ONE of 'STREAMSONG'

100' 0' 100' 200' 300'

NOTE: 'STREAMSONG' IS A
CONDOMINIUM AND PLANNED
DEVELOPMENT IN PORTAGE, MICHIGAN

NOTE: A MASTER DEED WILL NEED TO BE PREPARED AND
RECORDED, SUBJECT TO CITY OF PORTAGE REVIEW.

NOTE: THESE PLANS ARE FOR PHASE ONE.
UNITS 1-29 ARE IN PHASE ONE
(29 UNITS IN 9.26 ACRES IS 3.13
UNITS/ACRES.)

SUBJECT PROPERTY = 39.0 ACRES
ADDRESS = 715 W. OSTERHOUT AVE.
CURRENT ZONING = PD

APPROVED PD ZONING INFORMATION:
(SUBJECT PROPERTY IS CURRENTLY ZONED PD)
MINIMUM DISTANCE BETWEEN BUILDINGS: 30.0'
MINIMUM DISTANCE BETWEEN BACK OF CURB
AND FRONT OF BUILDING: 20.0'
MINIMUM PERMANENT REAR YARD SETBACK: 40.0'
MINIMUM DISTANCE BETWEEN ADJACENT DWELLING
UNITS: 10.0'
(ALSO SEE CITY OF PORTAGE LAND DEVELOPMENT
REGULATIONS)

NOTE: COMBUSTIBLE MATERIAL SHALL NOT BE BROUGHT ON
SITE UNTIL THE HYDRANTS ARE ACCEPTED AND ACTIVE.

AREA INFORMATION:

AREA (EXCLUDING OSTERHOUT AVE) = 39.0 ACRES
AREA OF CONSERVATIVE WETLAND = 28.35 ACRES
UNDEVELOPED AREA EAST OF CONSERVATIVE WETLAND = 4.392 ACRES
DEVELOPMENT AREA WEST OF CONSERVATIVE WETLAND = 4.2873 ACRES

SITE DATA:

SITE AREA = 39.0 ACRES
EXCLUDES OSTERHOUT AVENUE
RIGHT-OF-WAY AREA
OF SHOWN DWELLINGS = 102
NET DENSITY = 102 DWELLINGS/39.0 ACRES = 2.62 DWELLINGS PER ACRE
CONDOMINIUM UNIT AREA = INTERIOR OF DWELLINGS
GENERAL COMMON AREA = ROADWAYS, NATURAL AREAS, AND NON YARD AREAS
LIMITED COMMON AREA = YARD AREAS AROUND EACH DWELLING

PARCEL DESCRIPTION:

A portion of land situated in the Southeast quarter of Section 33, T 3 S, R 11 W, City of Portage, Kalamazoo County, Michigan being more particularly described as follows:
The Northwest 1/4 of the Southeast 1/4 of Section 33, Town 3 South, Range 11 West.



GENERAL NOTES:

- 1) SUBJECT PROPERTY CONTAINS 39.0 ACRES AND IS CURRENTLY ZONED PD
- 2) SHOWN PROPERTY LINE LOCATIONS AND DIMENSIONS TAKEN FROM PRIOR SURVEY WORK BY THIS OFFICE
- 3) ELEVATION, CONTOUR AND TOPOGRAPHIC INFORMATION SHOWN ON SHEET 1 TAKEN FROM TOPOGRAPHIC MAP PREPARED BY OTHERS
- 4) EXISTING 8 INCH PUBLIC SANITARY SEWER IS LOCATED ON THE APPROXIMATE CENTER LINE OF WEST OSTERHOUT AVENUE
- 5) EXISTING 20 INCH PUBLIC WATER MAIN IS LOCATED ON THE NORTH SIDE OF WEST OSTERHOUT AVENUE
- 6) SITE SHALL BE SERVED BY PROPOSED PUBLIC WATER MAINS AND SANITARY SEWERS
- 7) ALL PROPOSED ROADWAYS SHALL HAVE A MINIMUM WIDTH OF 28.0 FEET BETWEEN BACKS OF CONCRETE ROLL CURBS AND SHALL BE PRIVATE. ALL STREETS SHALL BE PAVED AND SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH CITY REQUIREMENTS
- 8) 4 FOOT WIDE CONCRETE SIDEWALKS SHALL BE PROVIDED ON AT LEAST ONE SIDE OF ALL PROPOSED STREETS
- 9) STREET NAMES ARE PENDING
- 10) SITE IS PRIMARILY WOODED
- 11) PROPOSED STORM SEWER SYSTEM SHALL BE PRIVATE. STORM WATER RUN-OFF SHALL BE DISPOSED OF BY A COMBINATION OF INFILTRATION AND DISCHARGE INTO ON SITE LOWLAND AREAS. STORM WATER DISPOSAL SHALL COMPLY WITH CITY REQUIREMENTS
- 12) SHOWN ARE 102 DWELLINGS. SHOWN LAYOUT IS SUBJECT TO FINAL ADJUSTMENT
- 13) SHOWN DWELLINGS ARE 44.0' WIDE BY 62.0' DEEP. ACTUAL DWELLINGS MAY INCLUDE A DECK OR FOUR-SEASON ROOM AND MAY BE DEEPER THAN 62.0' BASEMENT DWELLINGS SHALL HAVE A MAXIMUM HEIGHT OF 20'
- 14) DEVELOPMENT SHALL BE CONSTRUCTED IN SEVERAL PHASES. SHOWN PHASING SUBJECT TO FINAL ADJUSTMENT
- 15) STREET SIGNS, TRAFFIC CONTROL, AND LANDSCAPING SHALL BE PROVIDED
- 16) ALL ON SITE DWELLING CONSTRUCTION SHALL COMPLY WITH CITY OF PORTAGE AND STATE OF MICHIGAN CONSTRUCTION CODES (INCLUDING FOOTING DESIGN NEAR GROUNDWATER IF APPLICABLE)
- 17) EXISTING PAVED SURFACE FOR OSTERHOUT AVENUE SHALL NOT BE DISTURBED UNLESS PRIOR APPROVAL HAS BEEN OBTAINED FROM THE CITY OF PORTAGE
- 18) UTILITIES MAY NEED TO BE BORED UNDER THE EXISTING ROADWAY SURFACE
- 19) THE MAXIMUM NUMBER OF DWELLINGS ON SITE (PER FINAL PLAN) SHALL BE 102
- 20) OFF-STREET PARKING SPACES MAY BE INCORPORATED IN CERTAIN AREAS
- 21) STREET IN FRONT OF UNITS SHALL BE LIGHTED BY EXTERIOR BUILDING LIGHTS OR BY A DECORATIVE RESIDENTIAL LIGHT POLE IN FRONT OF UNIT
- 22) THE MINIMUM LIVING AREA (EXCLUDING BASEMENTS) FOR THE UNITS SHALL BE 1,550 SQUARE FEET

SHEET INDEX:

- 1) COVER SHEET
- 2) OVERALL PLAN
- 3) PLAN & PROFILE SHEET (NORTH SEGMENT)
- 4) PLAN & PROFILE SHEET (SOUTH SEGMENT)
- 5) GRADING PLAN / EROSION CONTROL PLAN
- 6) CONSTRUCTION DETAILS & NOTES
- 7) CONSTRUCTION DETAILS & CENTER TURN LANE DETAILS
- 8) CONCEPTUAL LANDSCAPE PLAN

APPLICANT:

SDV DEVELOPMENT, LLC
3820 STADIUM DRIVE
KALAMAZOO, MI 49008
(269) 375-3820

REVISED 07/13/2017

REVISED 06/22/2017

REVISED 05/24/2017

COVER SHEET

Phase One of 'STREAMSONG'

HW 1/4 OF THE SE 1/4 OF SEC. 33, T 3 S, R 11 W, CITY OF PORTAGE, MICHIGAN

Ingersoll, Watson & McMachen, Inc.

CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS

7125 East Wilbur Road - Portage, Michigan 49002 - Phone 269 344-6105 - Fax 269 344-6555

DATE

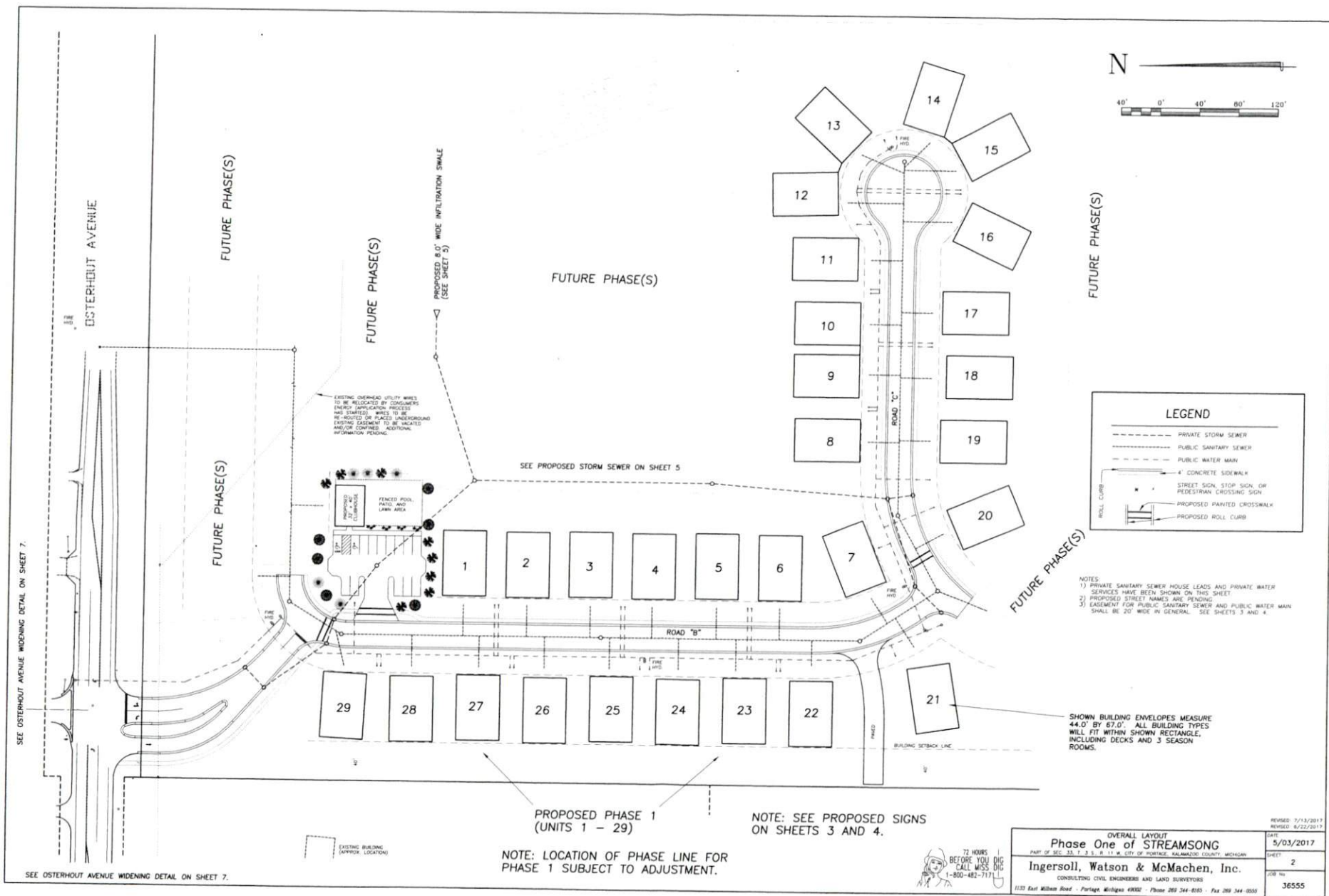
SHEET

JOB NO.

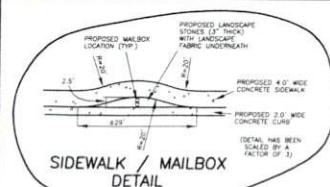
36555



72 HOURS
BEFORE YOU DIG
CALL MISS DIG
1-800-482-7171



INGERSOLL, WATSON & McMACHEN, INC.
 1204 ENGINEERS-AND-SURVEYORS
 1133 EAST WILHAM AVENUE
 PORTAGE, WISCONSIN 54902
 269/244-8155



- LEGEND**
- PROPOSED FIRE HYDRANT ASSEMBLY (8" x 6" TEE, 6" GATE VALVE, & HYD.)
 - PROPOSED STOP SIGN/STREET SIGN
 - PROPOSED TRAFFIC CONTROL SIGN
 - PROPOSED 2.0' WIDE CONCRETE ROLL CURB
 - PROPOSED 4.0' WIDE CONCRETE SIDEWALK
 - PROPOSED CROSSWALK WITH PEDESTRIAN CROSSING SIGNS
 - BARBER FREE RAMP

GENERAL NOTES:

- 1) "NO PARKING" SIDE OF STREET SIGNS SHALL BE INSTALLED AT THE FIRE HYDRANT SIGN AND BETWEEN THE FIRE HYDRANT SIGN AND THE SIDEWALK.
- 2) STREET NAME SIGN SHALL BE AT LEAST 8' FROM TOP TO BOTTOM OF SIGN (8' PLACED STOP SIGN SIGNS).
- 3) ALL PAINTED MARKINGS AND ALL TRAFFIC SIGNS SHALL COMPLY WITH STANDARDS IN THE M.U.T.C.D. (CURRENT EDITION).
- 4) ALL CHAINED PLOTS REQUIRED FOR ALL SIGNS.
- 5) SOIL EROSION & SEDIMENTATION CONTROL PERMIT SHALL BE OBTAINED AS REQUIRED BY STATE LAW.
- 6) PERMITS SHALL BE OBTAINED FROM THE CITY OF PORTAGE AS REQUIRED.
- 7) M.U.T.C.D. CONSTRUCTION PERMIT REQUIRED FOR BOTH PUBLIC WATER MAIN & PUBLIC SANITARY SEWER PRIOR TO THE COMMENCEMENT OF UTILITY INSTALLATION.

NOTE: 5 INCH 'STORZ' FITTINGS SHALL BE USED ON FIRE HYDRANTS.

NOTE: EACH UNIT WILL HAVE A FRONT YARD LIGHT ON A POLE OR BUILDING MOUNTED LIGHTS. 'REGULAR' STREET LIGHTS WILL NOT BE INCORPORATED INTO PHASE 1 OF THIS DEVELOPMENT.

NOTE: ON-SITE SPEED LIMIT SHALL BE 20 M.P.H.
 (SPEED LIMIT SIGNS SHALL NOT BE PLACED UNLESS REQUIRED BY CITY OF PORTAGE OR DESIRED BY OWNER)

SCALES:
 PLAN VIEW: 1" = 40'
 PROFILE: 1" = 40' HORIZ.
 1" = 4' VERTICAL

NOTE: CENTER TURN LANE TO BE ADDED TO OSTERHOUT AVENUE IN ACCORDANCE WITH CITY OF PORTAGE REQUIREMENTS. SEE SHEET 7.

CAUTION: U/G UTIL'S

SEE STORM SEWER PIPE AND STRUCTURE INFORMATION ON SHEET 5

PROPOSED CONDOMINIUM UNIT #

SHOWN BUILDING ENVELOPES MEASURE 44'0" BY 67'0". ALL BUILDING TYPES WILL FIT WITHIN SHOWN RECTANGLE, INCLUDING DECKS AND 3 SEASON ROOMS.

1.25" CORNER WATER SERVICE WITH CURB BOX LOCATED 18" OFF BACK OF CURB (TYPICAL)

3+00 4+00 5+00 6+00 7+00 8+00 9+00 10+00 11+00 12+00

ROAD "B"
 STA 4+00 TO STA 6+65

NOTE: TIE CARDS & AS-BUILT PLANS TO BE PROVIDED TO CITY AFTER CONSTRUCTION IS COMPLETE. SEWER LEADS SHALL BE DIMENSIONED TO NEAREST DOWNSTREAM SANITARY SEWER MANHOLE.

PUBLIC SANITARY SEWER
 STA 6+65 TO STA 11+50

NOTE: WATER MAINS AND WATER SERVICES (WHERE CROSSING A SEWER LINE) SHALL PASS OVER OR UNDER SEWER LINE WHILE MAINTAINING 18" OF VERTICAL CLEARANCE. WATER MAINS AND WATER SERVICES SHALL ALSO MAINTAIN AT LEAST 5.0' OF EARTH COVER.

SEE STORM SEWER PIPE AND STRUCTURE INFORMATION ON SHEET 5

NOTE: HIGH GROUNDWATER WITHIN THIS PROPERTY IS IN THE 857 TO 858 RANGE.
 NOTE: DEWATERING MAY BE NECESSARY IN ORDER TO INSTALL PROPOSED SANITARY SEWER.



REVISION: 7/11/2017
 REVISION: 6/22/2017
 SHEET 3 #36555 5/03/2017

[illegible]

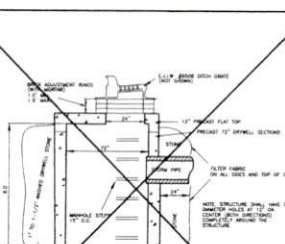
- 1) ALL PIPE LENGTH DISTANCES ARE FROM CENTER TO CENTER OF STRUCTURE.
- 2) ALL TRENCHING AND BACKFILLING FOR UTILITIES SHALL COMPLY WITH REQUIREMENTS OF THE CITY OF PORTAGE STANDARD SPECIFICATIONS AND THE REQUIREMENTS INDICATED ON THE CONSTRUCTION DRAWINGS.
- 3) ALL CONSTRUCTION SHALL COMPLY WITH ALL LOCAL, STATE, AND FEDERAL RULES, REQUIREMENTS, AND LAWS.

21. ALL 8" O.D. WATER MAIN SHALL BE ANNA C193, CLASS 5, 52 DUCTILE IRON PIPE, 12' WATER MAIN SHALL BE ANNA C193, CLASS 53 DUCTILE IRON PIPE. ALL PIPE SHALL HAVE CEMENT LINING AND SHALL BE INSTALLED ACCORDING TO THE CITY OF PORTAGE STANDARD SPECIFICATIONS (AVAILABLE AT THE CITY ENGINEER'S OFFICE).
22. ALL WATER MAIN CONSTRUCTION SHALL BE SUBJECT TO INSPECTION BY A CITY OF PORTAGE APPROVED INSPECTOR.
23. MINIMUM 5.0' AND MAXIMUM 6.0' OF COVER OVER NEW WATER MAIN PIPE IS REQUIRED UNLESS FINAL SITE GRADING IS COMPLETE.
24. WATER SERVICES SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF PORTAGE STANDARD DETAIL 50-143, TYPICAL SERVICE LINE AND METER BAY INSTALLATIONS.
25. HYDRANT ASSEMBLY SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF PORTAGE STANDARD DETAIL 50-144, AUXILIARY VALVE LOCATION.
26. HYDRANT SIGNS SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF PORTAGE STANDARD DETAIL 50-145, TYPICAL HYDRANT SIGN.

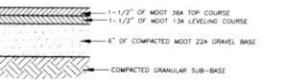
1) ALL SANITARY SEWER PIPE SHALL BE SDR 35 PVC AND SHALL COMPLY WITH ASTM D 3034. PIPE SHALL BE INSTALLED ACCORDING TO MANUFACTURER'S INSTRUCTIONS.

2) ALL SANITARY SEWER CONSTRUCTION, INCLUDING MAINLINES, LATERALS, MANHOLE'S, AND APPURTENANCES, SHALL CONFORM WITH THE CITY OF PORTAGE REQUIREMENTS AND SPECIFICATIONS AND SHALL BE SUBJECT TO THEIR INSPECTION.

1) UNDERGROUND ELECTRIC, NATURAL GAS, TELEPHONE, AND CABLE TV PRIVATE UTILITIES SHALL BE SIZED AND INSTALLED BY UTILITY OWNERS

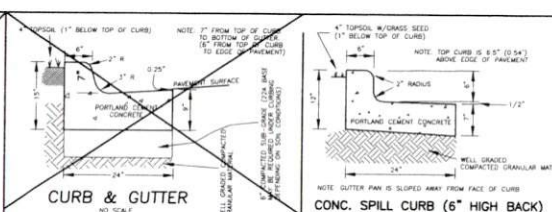


72" FLAT TOP DRYWELL/LEACHING BASIN
NO SCALE



MEDIUM DUTY PAVEMENT
CROSS SECTION

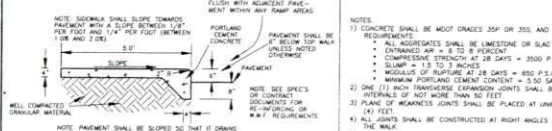
NOTE: ON-SITE SOIL CONDITIONS BELOW PROPOSED PAVEMENT AREAS MAY DICTATE UNDERCUTTING (REMOVAL OF POOR SOILS AND REPLACEMENT WITH WOOD CLASS III MATERIAL) OR USE OF GEOTEXTILE FABRICS.



CURB & GUTTER
NO. SCALE

NOTE: GUTTER PAN IS SLOPED AWAY FROM FACE OF CURB
CONC. SPILL CURB (6" HIGH BACK)

- NOTES:
- 1) CONCRETE SHALL BE MODIFIED GRADES 35P OR 35S, AND MEET THE FOLLOWING REQUIREMENTS:
 - a. ALL AGGREGATES SHALL BE LIMESTONE OR SLAG MATERIAL.
 - b. ESTIMATED MAX. 10 TO 20 PERCENT.
 - c. COMPRESSIVE STRENGTH AT 28 DAYS = 3500 P.S.I.
 - d. SLUMP = 5 TO 8 INCHES.
 - e. MODULUS OF ELASTICITY AT 28 DAYS = 600 G.P.S.I.
 - f. MINIMUM PORTLAND CEMENT CONTENT = 5.50 SACKS PER CUBIC YARD.
 - 2) EXPANSION JOINTS SHALL BE PLACED AT SPACING POINTS AND UNIFORM INTERVALS OF NOT MORE THAN 100 FEET.
 - 3) PLANE OF WEARLESS JOINTS SHALL BE PLACED AT UNIFORM INTERVALS OF 100 FEET - IRREGULAR SECTIONS SHALL NOT BE LESS THAN 40' (8) FEET.
 - 4) CONCRETE SHALL BE CURED IN A MANNER APPROVED BY THE CITY OF PORTAGE.
 - 5) SEE RELATED CITY OF PORTAGE STANDARD DETAIL 30-11.5. STANDARD CURB



THICKENED EDGE WALK

NOTE: ANY WALK WITHIN A VEHICLE DRIVE AREA SHALL BE A MINIMUM 6" THICK.

[illegible]

1) ALL CONSTRUCTION SHALL COMPLY WITH THE SOIL EROSION AND SEDIMENTATION CONTROL ACT (P.A. 451 OF 1994, AS AMENDED) AS ADMINISTERED BY THE CITY OF BOZABEE

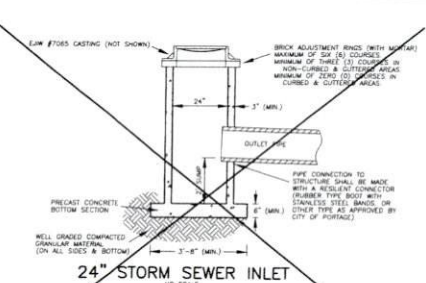
- 3) EARTHWORK CONTRACTORS SHALL BE RESPONSIBLE FOR THE FOLLOWING:
- A) BERMING OR FILTERING OF RUNOFF AT PROPERTY LINES WHERE EROSION COULD OCCUR.
 - B) PROTECTION OF ALL EXISTING AND NEWLY CONSTRUCTED STORM SEWER STRUCTURES, WHETHER ADJACENT TO OR ON THE SITE.
 - C) MINIMIZATION OF TRACKING OF MATERIAL OFF-SITE.
 - D) SWEEPING AND CLEANING OF ADJACENT STREETS AS NECESSARY.
- 3) OWNER SHALL OBTAIN "SOIL EROSION CONTROL PERMIT" FROM THE CITY OF PORTAGE.
- RESTORATION NOTES**

2) EXISTING STREETS AND YARDS SHALL BE RESTORED TO A CONDITION AT LEAST EQUAL TO THAT

- STREET TREES, STREET LIGHTS, & STREET SIGNS NOTES**
- 1) DECIDUOUS TREES AT PLANTING SHALL HAVE A MINIMUM CALIPER OF 1.5" AT 8" ABOVE THE ROOT BALL, A CLEAR STEM OF 4 FEET, AND A BURLAP BALL SIZE OF AT LEAST 10 TIMES THE CALIPER. ALLOWED TREES INCLUDE NORWAY MAPLES, OAKS, LINDENS, ASHES, LONDON PLANES, HONEY LOCUST,

— 27. STREET LIGHTS SHALL BE 20000 LUMEN, 14001 PRESSURE SODIUM VAPOR, DECORATIVE LIGHT POLES
— SHALL HAVE A HEIGHT OF 19 FEET. ALL LIGHT STANDARDS AND VAPOR POLES SHALL BE LOCATED
— AT LEAST 5 FEET OFF PROPOSED GRADE OF CURB.

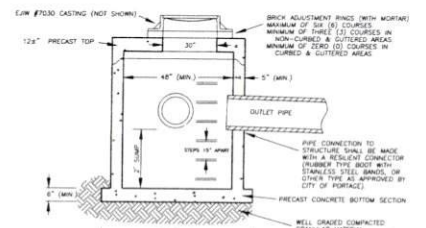
- 3) ALL STREET SIGNS SHALL CONFORM TO CITY OF PORTAGE PUBLISHED REQUIREMENTS. ALL SIGNS SHALL BE INSTALLED ON 3 POUND GALVANIZED U-CHANNEL POSTS AND SHALL HAVE A MINIMUM POST BURY OF 36 INCHES. DISTANCE FROM BOTTOM OF SIGN TO GROUND SHALL BE 7 FEET. ANYTHING NOT SPECIFIED IN THESE PLANS SHALL BE IN ACCORDANCE WITH THE M.U.T.C.D. STREET NAME SIGNS SHALL BE 9 INCHES TALL.
- 4) ALL PAVEMENT MARKINGS AND TRAFFIC SIGNS MUST CONFORM TO THE STANDARDS SET FORTH IN THE



24" STORM SEWER INLET

- NOTES:
- 1) STRUCTURE SHALL HAVE A 2 FOOT DUMP UNLESS SLOPE OF OUTLET PIPE EQUALS OR EXCEEDS THREE (3) PERCENT.
 - 2) HEIGHT OF STRUCTURES WILL VARY BUT SHALL NOT EXCEED FIVE (5) FEET.
 - 3) STRUCTURES SHALL BE PRECAST CONCRETE AND CONFORM TO ASTM C-478.
 - 4) SEE RELATED CITY OF PORTAGE STANDARD DETAILS:
 - SD-102, 24" DATCH BASIN
 - SD-103, STANDARD CURB INLET CASTING
 - SD-104, STANDARD DROW CURB INLET CASTING

NOTE: STORM SEWER STRUCTURES SHALL RECEIVE
A EJW #7030 FRAME WITH A 'M2' GRATE AND A 'T1' ADJUSTABLE BACK
TO REDUCE THE POSSIBILITY OF STREET FLOODING.
TOP OPENING WITHIN TOP SECTION SHALL BE SIZED ACCORDINGLY.



5'-6" (min) GRANULAR MATERIAL (ON ALL SIDES & BOTTOM)

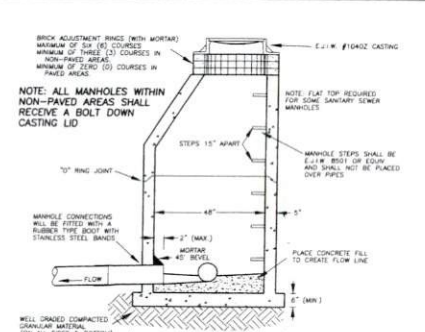
48" STORM SEWER STRUCTURE W/FLAT TOP

- NOTES:
- 1- MANHOLE STRUCTURES SHALL NOT HAVE A SLUMP AND SHALL MEET ASTM #1410 CASTING SPECIFICATIONS FOR CITY APPROVED EQUIPMENT.
 - 2- HEIGHT OF STRUCTURES SHALL BE 4'-0" TO 4'-6" TO ACCOMMODATE POPE AND RESILIENT CASTINGS. STRUCTURES SHALL BE PRECAST CONCRETE AND CONFORM TO ASTM C-478.
 - 3- MANHOLE STRUCTURES MAY HAVE TO BE REINFORCED TO ACCOMMODATE POPE AND RESILIENT CASTINGS. STRUCTURAL DIMENSIONS FOR LARGER DRAINAGE STRUCTURES SHALL CONFORM TO ASTM C-478.
 - 4- MANHOLE STEPS SHALL BE ASTM #5500 OR EQUIVALENT. STEPS ARE LOCATED UNDER OPENING. TOP STEP SHALL BE NO MORE THAN 24 INCHES FROM TOP OF CASTING. TOP STEP SHALL BE 18 INCHES FROM BOTTOM OF MANHOLE BENCH/STEP OF STRUCTURE.
 - 5- SEE RELATED CITY OF PORTLAND STANDARD DETAILS.
 - 6- 10-10: STANDARD GROUP CEMENT-PAVEMENT CASTING
 - 7- 10-14: STANDARD GROUP CEMENT-PAVEMENT CASTING
 - 8- 10-10: STORM SEWER STEEP SLOPE CASTING
 - 9- 10-10: STORM SEWER FLAT SLOPE CASTING
 - 10- 10-10: STORM SEWER HEMPI CULVERT MANHOLE CASTING



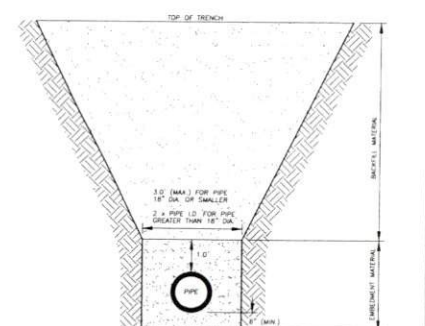
SANITARY SEWER LEAD

- NOTES
- 1) 4" x 4" RISER MARKER STAKE REQUIRED AT EACH RISER LOCATION
 - 2) BEDDING AND COMPACTION SHALL BE PER CITY STANDARD SPECIFICATIONS
 - 3) SEE RELATED CITY OF PORTAGE STANDARD DETAILS
SD-110, SANITARY SEWER STANDARD HOUSE CONNECTIONS
(PROPERTY LINE RISER)



48" SANITARY SEWER MANHOLE

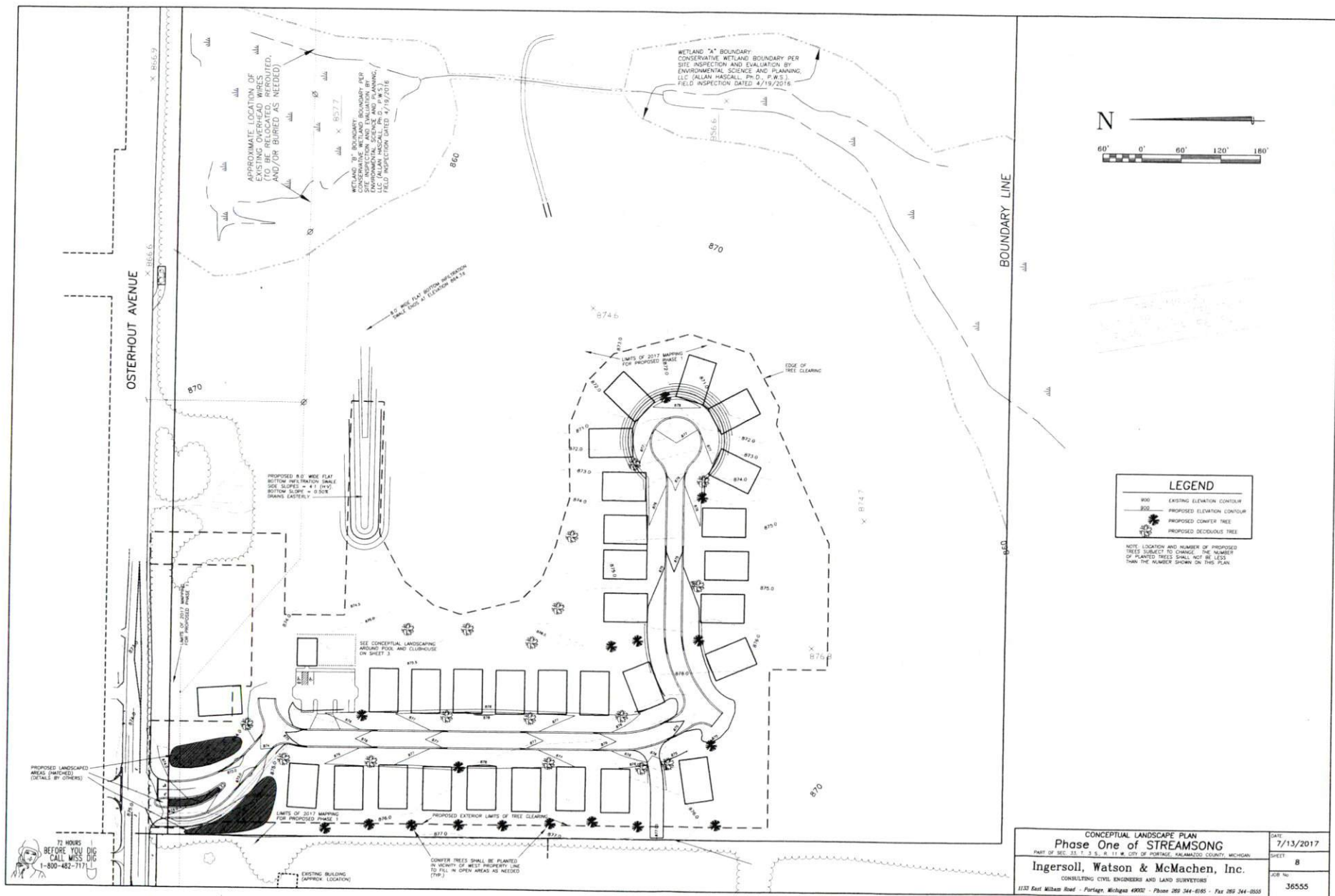
- NOTES:
- 1) HEIGHT OF STRUCTURES WILL VARY
 - 2) STRUCTURES SHALL BE PRECAST CONCRETE AND CONFORM TO ASTM C-478 WITH D-RING RUBBER GASKET PIPE JOINTS. ASTM C-44.3. RUBBER GASKETS SHALL NOT BE REMOVED
 - 3) INSTALL STEEL AFTER STRUCTURE IS IN PLACE. IF NECESSARY, TO INSURE STEPS ARE CASTED UNDER TOP OF TOP STEP. TOP STEP SHALL BE NO MORE THAN 24 INCHES FROM TOP OF CASTING. BOTTOM STEP SHALL BE NO MORE THAN 24 INCHES FROM BENCH
 - 4) SEE RELATED CITY OF PORTLAND STANDARD DETAILS:
 - SD-100, STANDARD MANHOLE
 - SD-106, SANITARY SEWER STANDARD MANHOLE CASTINGS
 - SD-107, SANITARY SEWER BENCH, CASTING



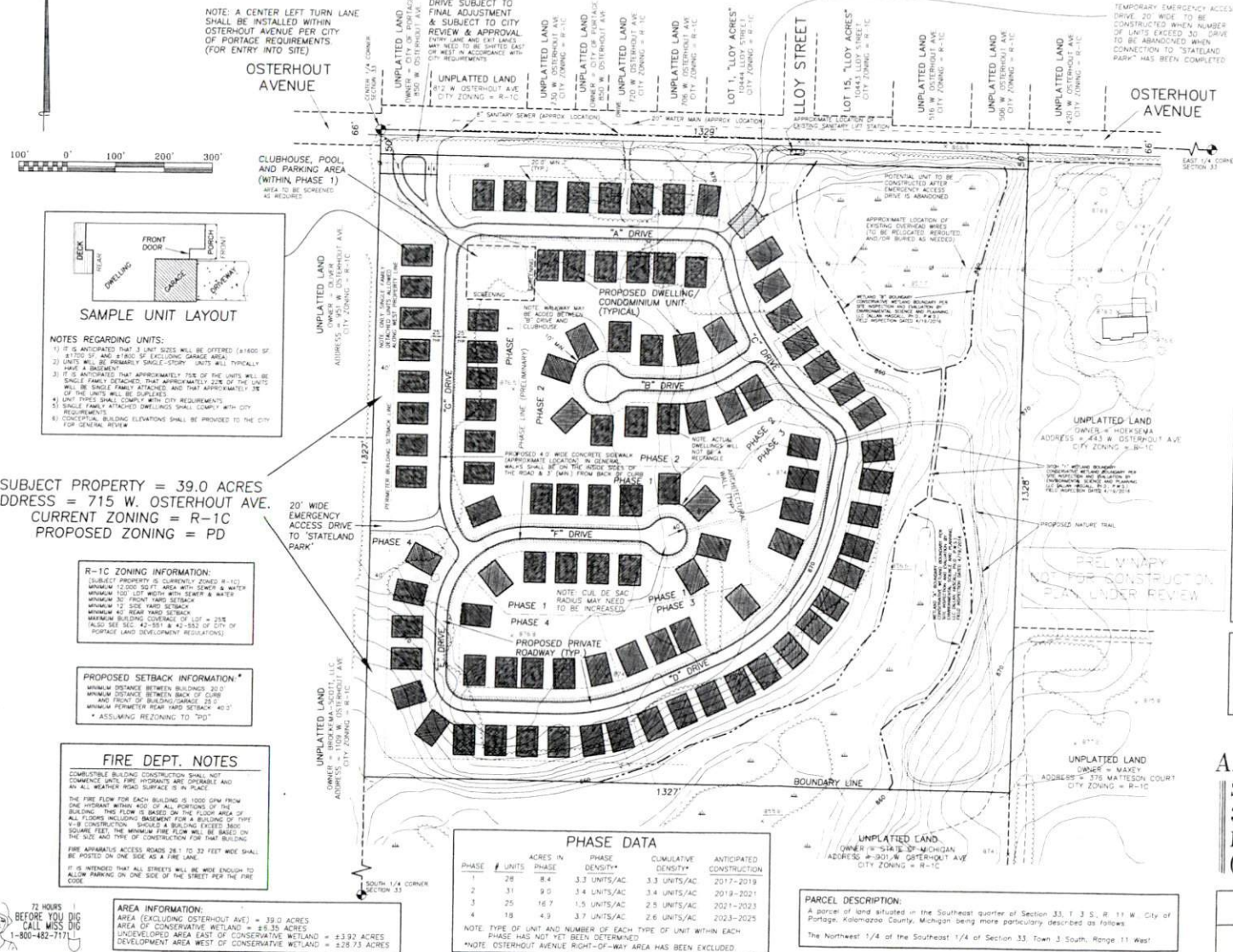
- ## UTILITY TRENCH DETAIL
- NO SCALE
- NOTES:
- 1) CEMENT, ROCKS, Boulders, and STONES OVER ONE AND ONE HALF (1.5) INCHES IN DIAMETER SHALL BE REMOVED TO PROVIDE A CLEARANCE OF 54" (4' 6") (MIN) FROM THE PART OF THE PIPE.
 - 2) ALL EXISTING AND BACKFILL MATERIAL SHALL BE FREE FROM FRACTIONAL PARTICLE SIZE GREATER THAN 1/4" (6.35 MM) AND SHALL BE COMPACTED TO 95% OF MAXIMUM UNIT WEIGHT.
 - 3) EMBEDEDMENT MATERIAL SHALL BE GRANULAR MATERIAL, WITH MAXIMUM PARTICLE SIZE OF 1/4" (6.35 MM) COMPACTED TO 95% OF MAXIMUM UNIT WEIGHT.
 - 4) BACKFILL MATERIAL, UNDER PRELIMENT AREAS AND AREAS WITHIN 10' (3 FEET) OF CURB OR EDGE OF PRELIMENT SHALL BE GRANULAR MATERIAL, COMPACTED TO 95% OF MAXIMUM UNIT WEIGHT AS SPECIFIED IN THE STANDARD PRACTICE METHOD.
 - 5) BACKFILL MATERIAL, FOR PIPE TRENCHES NOT UNDER PRELIMENT AREAS MAY BE NONGRANULAR MATERIAL, PROVIDED THAT THE MATERIAL IS OF ACCEPTABLE MATERIAL AND IS ADEQUATELY COMPACTED TO PREVENT SETTLEMENT.
 - 6) BACKFILL MATERIAL MAY BE NONGRANULAR MATERIAL, IF THE EQUIPMENT OPERATES CONTINUOUSLY ALONG THE PIPE LINE. PUSHING MATERIAL INTO THE TRENCH FROM THE TRENCH METHOD (TRENCHING, SPREADING AND COMPACTION) SHALL NOT BE ALLOWED.
 - 7) 10' (3 FEET) STANDARD TRENCH DETAIL SHALL BE USED.
 - 8) 60-112" STANDARD TRENCH DETAIL SHALL BE USED.



CONSTRUCTION DETAILS & NOTES		REVISED: 07/13/2017
Phase One of 'STREAMSONG'		REVISED: 06/22/2017
NW 1/2, 1/2 NE 1/2, 1/4 S 23, T 3 S, R 2 E, CITY OF PORTLAND, OREGON		DATE: 05/03/2017
Ingersoll, Watson & McEachern, Inc.		SHEET: 6
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS		JOB NO: 36555
1130 East Wilham Road - Portland, Michigan 48002 - Phone 269 544-6180 - Fax 269 544-0555		



TENTATIVE PLAN for PROPOSED 'STREAMSONG' CONDOMINIUM in PORTAGE, MICHIGAN



- GENERAL NOTES:**
- 1) SUBJECT PROPERTY CONTAINS 39.0 ACRES AND IS CURRENTLY ZONED R-1C.
 - 2) SHOWN PROPERTY LINE LOCATIONS AND DIMENSIONS TAKEN FROM PRIOR SURVEY WORK BY THIS OFFICE.
 - 3) SHOWN ELEVATION CONTOURS AND TOPOGRAPHIC INFORMATION TAKEN FROM TOPOGRAPHIC MAP PREPARED BY OTHERS.
 - 4) EXISTING 8 INCH PUBLIC SANITARY SEWER IS LOCATED ON THE APPROXIMATE CENTER LINE OF WEST OSTERHOUT AVENUE.
 - 5) EXISTING 20 INCH PUBLIC WATER MAIN IS LOCATED ON THE NORTH SIDE OF WEST OSTERHOUT AVENUE.
 - 6) SITE SHALL BE SERVED BY PROPOSED PUBLIC WATER MAINS AND SANITARY SEWERS.
 - 7) ALL PROPOSED ROADWAYS SHALL HAVE A MINIMUM WIDTH OF 26 FEET BETWEEN BACKS OF CONCRETE CURBS AND SHALL BE PRIVATE.
 - 8) ALL STREETS SHALL BE PAVED AND SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH CITY REQUIREMENTS.
 - 9) 4 FOOT WIDE CONCRETE SIDEWALKS SHALL BE PROVIDED ON AT LEAST ONE SIDE OF ALL PROPOSED STREETS.
 - 10) STREET NAMES ARE PENDING.
 - 11) SITE IS PRIMARILY WOODED.
 - 12) PROPOSED STORM SEWER SYSTEM SHALL BE PRIVATE. STORM WATER RUN-OFF SHALL BE DISPOSED OF BY A COMBINATION OF INFILTRATION AND DISCHARGE INTO ON SITE LAND AND STORM WATER DISPOSAL SHALL COMPLY WITH CITY REQUIREMENTS. LOCATIONS OF STORM SEWER PIPE, CATCH BASINS, AND OTHER WATER STORM WATER IMPROVEMENTS HAVE NOT BEEN DETERMINED AND HAVE NOT BEEN SHOWN. FINAL STORM WATER SYSTEM DESIGN MAY POTENTIALLY REDUCE THE TOTAL NUMBER OF UNITS IN THE DEVELOPMENT.
 - 13) SHOWN ARE 102 DWELLINGS. SHOWN LAYOUT IS SUBJECT TO FINAL ADJUSTMENT. BUILDINGS WILL BE PRIMARILY SINGLE STORY DWELLINGS AND MAY INCLUDE A BASEMENT. DWELLINGS SHALL HAVE A MAXIMUM HEIGHT OF 25 FEET.
 - 14) DEVELOPMENT SHALL BE CONSTRUCTED IN SEVERAL PHASES. SHOWN PHASING IS SUBJECT TO FINAL ADJUSTMENT.
 - 15) STREET LIGHTS, STREET SIGNS, TRAFFIC CONTROL, AND LANDSCAPING SHALL BE PROVIDED.
 - 16) ALL ON SITE DWELLING CONSTRUCTION SHALL COMPLY WITH CITY OF PORTAGE AND STATE OF MICHIGAN CONSTRUCTION CODES (INCLUDING FOOTING DESIGN NEAR GROUNDWATER IF APPLICABLE).
 - 17) EXISTING PAVED SURFACE FOR OSTERHOUT AVENUE SHALL NOT BE DISTURBED UNLESS PRIOR APPROVAL HAS BEEN OBTAINED FROM THE CITY OF PORTAGE.
 - 18) UTILITIES MAY NEED TO BE MOVED UNDER THE EXISTING ROADWAY SURFACE.
 - 19) THE MAXIMUM NUMBER OF DWELLINGS ON SITE (PER FINAL PLAN) SHALL BE 102.
 - 20) OFF-STREET PARKING SPACES MAY BE INCORPORATED IN CERTAIN AREAS.

SITE DATA:

SITE AREA = 39.0 ACRES
 # OF SHOWN DWELLINGS = 102
 NET DENSITY = 102 DWELLINGS/39.0 ACRES = 2.62 DWELLINGS PER ACRE

CONDOMINIUM UNIT AREA = INTERIOR OF DWELLINGS
 GENERAL COMMON AREA = ROADWAYS, NATURAL AREAS, AND NON YARD AREAS
 LIMITED COMMON AREAS = YARD AREAS AROUND EACH DWELLING

APPLICANT:
 SDV DEVELOPMENT, LLC
 3820 STADIUM DRIVE
 KALAMAZOO, MI 49008
 (269) 375-3820

TENTATIVE PLAN	
PROPOSED CONDOMINIUM	11/16/2016
1/2" OF THE 1/4" OF SECTION 33, T. 3 S., R. 11 W., CITY OF PORTAGE, MICHIGAN	SHEET: 1
INGERSOLL, WATSON & MCMACHEN, INC.	JOB NO: 36555
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS	
1133 East Michigan Road - Portage, Michigan 49002 - Phone 269 344-6058 - Fax 269 344-0555	

Approved Tentative Plan
 (March 14, 2017)

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Delta Dental Plan of Michigan Insurance

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: That City Council approve a two-year contract renewal, with the option of one additional two-year renewal, with Delta Dental Plan of Michigan for employee dental insurance and authorize the City Manager to execute all documents on behalf of the city.

The City of Portage provides dental insurance to all full-time employees as part of negotiated labor agreements and the non-union fringe benefit package. Dental benefits include basic (diagnostic, preventative, radiographs, oral surgery, endodontic, periodontic and restorative services), prosthodontic (services and appliances such as bridges, partial and complete dentures that replace missing natural teeth), and orthodontic (services, treatment and procedures required for the correction of malpositioned teeth) to age 19.

The city has contracted with Delta Dental Plan of Michigan for these benefits since 1977 and the current two-year contract will expire on August 31, 2017. City staff was able to negotiate a two-year contract renewal with a 2.69% decrease to premiums with no change in coverage. Based upon current enrollment, the total cost of the two-year contract renewal is estimated to be \$421,700. Delta Dental has provided excellent customer service to city staff over the life of the contract.

Therefore, City Council approval of a two-year contract renewal for the period of September 1, 2017 – August 31, 2019 and the option for an additional two-year renewal with Delta Dental Plan of Michigan is recommended.

FUNDING: Funds have been included in the 2017/2018 fiscal year budget to cover the cost of employee benefits.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Other Post Employment Benefits (OPEB) Trust Fund Investment and Administration
- Contract Renewal

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: That City Council award a three-year contract renewal to Michigan Employees' Retirement System (MERS) for the administration and investment of the Other Post Employment Benefit (OPEB) trust fund and authorize the City Manager to execute all documents related to this contract on behalf of the city.

A trust fund for the Other Post Employment Benefit (OPEB) liability was established by the city in 2005 in response to rule changes by the Governmental Accounting Standards Board (GASB) regarding the management of current and future OPEB expenses. The City of Portage began setting money aside internally in June 2000, anticipating the future costs of retiree health insurance and other benefit liabilities. That money was eventually placed in the MERS trust fund in November of 2007 under the terms of the 2004 GASB Statement No.45, *Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions*. Additional GASB pronouncements and proposed rules have been released since then, with expanded requirements for balance sheet reporting of unfunded liabilities and other financial disclosures. The OPEB liability of the City of Portage is fully funded.

In 2005, City Council awarded a contract to the Michigan Employees' Retirement System (MERS) for the investment and administration of its OPEB trust fund. City Council last approved renewal of this contract in 2014. Over 140 local Michigan government entities use MERS for investment and trust fund administration of their OPEB assets due to the specific expertise of MERS in this limited marketplace. In their renewal proposal MERS, reduced their annual service fees, from approximately \$35,000 to less than \$20,000, for the next three years. MERS has consistently provided satisfactory service and guidance to the city for both investment and trust fund administration.

Therefore, it is recommended that City Council award a three-year contract renewal to MERS for the administration and investment of the Other Post Employment Benefit Trust Fund and authorize the City Manager to execute all documents related to this contract on behalf of the city.

FUNDING: Funding of the trust is included annually in the city budget.

Attachments: 1. MERS Proposal

2. MERS Performance & Fee Summary

July 31, 2017

Mr. William K. Furry
Finance Director
City of Portage
7900 South Westnedge Avenue
Portage, Michigan 49002

Dear Mr. Furry,

Thank you for being a part of the MERS Retiree Health Funding Vehicle since 2005. We are happy to continue this relationship with the City!

MERS would like to continue partnering with the City by extending its participation in the Retiree Health Funding Vehicle subject to the terms of the Retiree Health Funding Vehicle Trust Agreement and Plan Document.

MERS strives to provide our customers and participants with superior value and plan transparency. Each year, we conduct a pricing review for all of the plans we offer. Based on our most recent review, effective June 30, 2017, MERS is reducing operating costs on the Retiree Health Funding Vehicle from 0.10% (or \$0.10 per \$1,000 invested) to 0.05% (or \$0.05 per \$1,000 invested). In addition, the investment fees for many of the funds were also reduced. The reduced fees continue to reflect the economies of scale from over 800 participating municipalities in Michigan.

The City has online access to its account to make contributions, view investment performance and find other helpful resources. Each quarter, the City will receive a statement that provides highlights of its program and investment performance. The City can also view its Quarterly Statement through the MERS Online Reporting Portal. The MERS' Regional Team is also available to provide personal and localized service to the City- Please call 800-767-6377 for on-going questions and service.

Thank you for your time and consideration. We look forward to this continued relationship. Please feel free to contact me with any questions you may have.

Sincerely,



Michael Overley
Regional Manager
MERS of Michigan

Agreed:
The City of Portage

By: _____

Name: _____

Title: _____

Retiree Health Funding Vehicle (RHFV) and Investment Services Program (ISP)

Performance and Fee Summary

 Online users can click on any fund name below for more detailed information.

Fund Name	Returns						Annual Expense		
	Quarter-to-date	Year-to-date	1 yr.	3 yr.	5 yr.	10 yr.	Investment ¹	Admin Fee ²	Total
Portfolios Built for You (Stocks/Bonds)									
MERS Total Market Portfolio <i>Note: 2.00% charge from amounts withdrawn/ transferred within 90 days of each contribution</i>	2.43%	5.91%	13.00%	5.53%	8.54%	4.67%	0.32%	0.20%	0.52%
MERS Global Stock Portfolio (100/0)	3.64%	9.57%	18.42%	6.49%	-	-	0.38%	0.20%	0.58%
MERS Capital Appreciation Portfolio (80/20)	3.04%	7.70%	16.64%	5.95%	10.54%	-	0.27%	0.20%	0.47%
MERS Established Market Portfolio (60/40)	2.70%	6.73%	13.77%	5.43%	8.80%	5.23%	0.25%	0.20%	0.45%
MERS Balanced Income Portfolio (40/60)	2.36%	5.71%	9.32%	4.47%	6.82%	-	0.24%	0.20%	0.44%
MERS Capital Preservation Portfolio (20/80)	1.89%	4.41%	5.73%	3.84%	5.11%	-	0.18%	0.20%	0.38%
MERS Diversified Bond Portfolio (0/100)	1.57%	3.07%	1.68%	2.39%	2.80%	5.08%	0.20%	0.20%	0.40%
Funds to Build Your Own Portfolio									
Large Cap Stock Index	3.04%	9.22%	17.72%	9.34%	14.34%	7.21%	0.05%	0.20%	0.25%
Mid Cap Stock Index	1.87%	6.07%	18.75%	8.62%	14.89%	8.61%	0.05%	0.20%	0.25%
Small Cap Stock Index	1.73%	2.85%	22.34%	9.16%	-	-	0.05%	0.20%	0.25%
International Stock Index	6.44%	14.58%	19.51%	0.81%	8.08%	-	0.09%	0.20%	0.29%
Emerging Market Stock	6.18%	17.86%	22.30%	2.20%	-	-	0.91%	0.20%	1.11%
Short-Term Income	0.25%	0.59%	0.64%	0.64%	0.56%	1.94%	0.05%	0.20%	0.25%

¹**Investment Manager Expense:** This expense is charged by the investment manager(s) for the specified fund in order to invest the program's assets. This expense is calculated into the daily unit share pricing and reflected in the performance.

²**Administrative Fee:** This fee accrues during each month and is charged at the end of each month to the account based on the daily average balance. This fee is shown on your quarterly statement as a line-item charge under "Administrative Fee."

Disclaimer

Returns: Returns are presented after the Total Annual Operating Expense. Returns for periods greater than one year are annualized. Past performance is no guarantee of future results. Current performance may be higher or lower. Funds are subject to investment risk from a number of sources, including the management style of the fund and market volatility. Markets are volatile and can rise or decline significantly in response to company, political, regulatory, market, or economic developments. A fund's total return, like securities prices generally, will fluctuate within a wide range. As a result, you could lose money over short or even long periods. Funds are also subject to investment-related risk, which is the chance that returns from companies invested in by the fund will trail returns from other asset classes or the overall market.

Fees: The Total Annual Operating Expense consists of MERS operating costs, custody and recordkeeping costs, and investment management expenses.

Diversification: To help achieve a long-term security, you should give careful consideration to the benefits of a well-balanced investment portfolio. Spreading assets among different types of investment categories can help achieve a favorable rate of return while minimizing overall risk of losing money. This is because market or other economic conditions that cause one category of assets – or particular fund – to perform very well often causes another asset category – or another particular fund – to perform poorly. Diversification is not a guarantee against loss, however, it is an effective strategy to help you manage risk.

This summary is designed to provide descriptive information only. You should research all possible investment choices by reading each fund's summary sheet. MERS, as a governmental plan, is exempted by state and federal law from registration from the SEC. The MERS Funds consist of a portfolio of assets in a separate account in a collective trust, specifically for MERS Plans. Unlike a mutual fund, only the participants in a MERS Plan can invest in the MERS Funds.

It is important to periodically review investments, investment objectives, and investment options to help ensure that your retirement savings will meet your retirement goals.

MERS has made every effort to ensure that the information provided is accurate and up to date. Please see MERS website at www.mersofmich.com for recent information, or contact MERS at 800.767.MERS (6377).

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Fireworks Display Permit - The Crossroads Mall

SUPPORTING PERSONNEL: James Hudson, City Clerk

ACTION RECOMMENDED: That City Council approve a Permit for a Fireworks Display on August 12, 2017, with a rain date of August 13, 2017, to be conducted by Wade Shows, Inc., and located at Crossroads Mall as part of the "Crossroads Summer Family Festival."

Wade Shows, Inc., in cooperation with The Crossroads Mall (General Growth Properties), has submitted an application for a permit to conduct a public fireworks display on August 12, 2017, at The Crossroads Mall at 6600 South Westnedge Avenue. The display is planned as part of festivities related to the planned "Crossroads Summer Family Festival." The public display of fireworks is regulated by Public Act 256 of 2011, the Michigan Fireworks Safety Act. PA 256 provides that municipalities may issue permits for public fireworks displays per the State Fire Marshal. The planned celebration involves "display fireworks" and not "consumer fireworks" as defined under the Fireworks Safety Act. Display fireworks are large and explosive items typically used for public events and are locally permitted for use by professionals.

PA 256 requires that the local governmental unit rule on the competency and qualifications of pyrotechnic operators who propose to conduct a display before the permit is issued. In the City of Portage, the responsibility is designated to the Fire Marshal. Wade Shows, Inc., a professional pyrotechnic company would be conducting the August 12, 2017 display (with a rain date of August 13). Based on requirements set forth in the International Fire Code and applicable National Fire Protection Association (NFPA) standards, the Fire Marshal has determined that Wade Shows, Inc., is both competent and qualified.

The Department of Community Development and Department of Public Safety are coordinating with Wade Shows and The Crossroads Mall to ensure a safe and orderly event. Pending City Council approval, Wade Shows will mail a notice about the upcoming event to property owners within one-quarter mile of the fireworks launch location. The fireworks display is proposed to be launched at a location to the southeast of the Sears Department Store (see attached map). The proposed location is approximately 1,000 feet from the nearest residential home and approximately 25 feet from the nearest neighboring property.

As such, it is recommended that City Council approve a permit for the proposed public fireworks display conducted by Wade Shows, Inc., and sponsored by The Crossroads Mall on August 12, 2017, with a rain date of August 13, 2017.

FUNDING: N/A

- Attachments:**
1. July 11, 2017 Wade Fireworks Application (map)
 2. Michigan Fireworks Safety Act - Excerpt
 3. Crossroads Mall Fireworks Fire Marshal Approval

WADE SHOWS, INC.
PROGRESS ONE SMILE AT A TIME

P.O. BOX 51730 • LIVONIA, MI 48151 • EMAIL: joanna@wadeshows.com
CELL: 810.397.9058 • FAX: 810.231.4744

July 11, 2017

City of Portage
Larry Shaffer, City Manager
7900 South Westnedge Avenue
Portage, MI 49002

Dear Mr. Shaffer and City Council Members:

Wade Shows, Inc. is pleased to have been given the opportunity to partner with The Crossroads Mall to provide a Summer Family Festival August 10 – 13, 2017.

A brief background about our organization - Wade Shows is a Michigan-based company and we own and operate over 100 amusement rides and attractions and service over 15 million people each year. We play more State Fairs than any other carnival in history, working with great events such as the New York State Fair; Missouri State Fair; Oklahoma State Fair; North Carolina State Fair; Delaware State Fair; and the Florida State Fair. Wade also works with many large county and regional fairs as well as city and civic sponsored events. Right here in Michigan, Wade Shows has the distinct honor of providing the midway attractions to some of the state's best-known local festivals. Those include the Livonia Spree; Stars & Stripes Festival – Novi; Michigan Challenge Balloonfest-Howell; Dearborn Homecoming; Sterlingfest Arts & Music Fair; Uncle Sam Jam-Woodhaven; Berrien County Youth Fair; just to name a few. As one of America's premier carnival companies, Wade Shows is consistently ranked one of the top three amusement companies by our industry's leading trade magazine: Amusement Business. Wade Shows values its partnerships with local community organizations sponsoring festivals and fairs and we continue to provide them with an impressive midway and customer amenities only seen at the best events in the country.

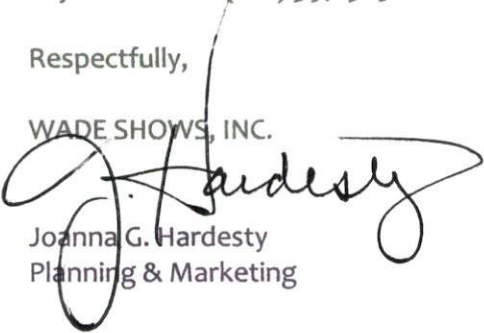
The Crossroads Summer Family Festival will include approximately 24 – 28 rides consisting of thrill, family and kiddie rides. Also included on the midway are games and food concessions. Wade Shows provides all necessary power and will be utilizing City water through a metered hydrant connection.

Along with our impressive midway, Wade Shows would like to include a fireworks show on Saturday night of the event (August 12th). Attached is our firework's permit application for your review.

We look forward to working with the City and Crossroads Mall to bring a great family festival to the Portage community. Should you have any questions or require anything further, please feel free to contact me anytime via cell (810) 397-9058.

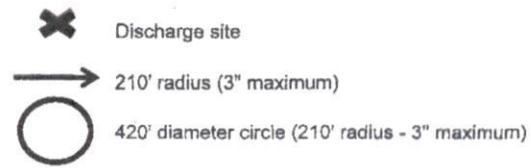
Respectfully,

WADE SHOWS, INC.

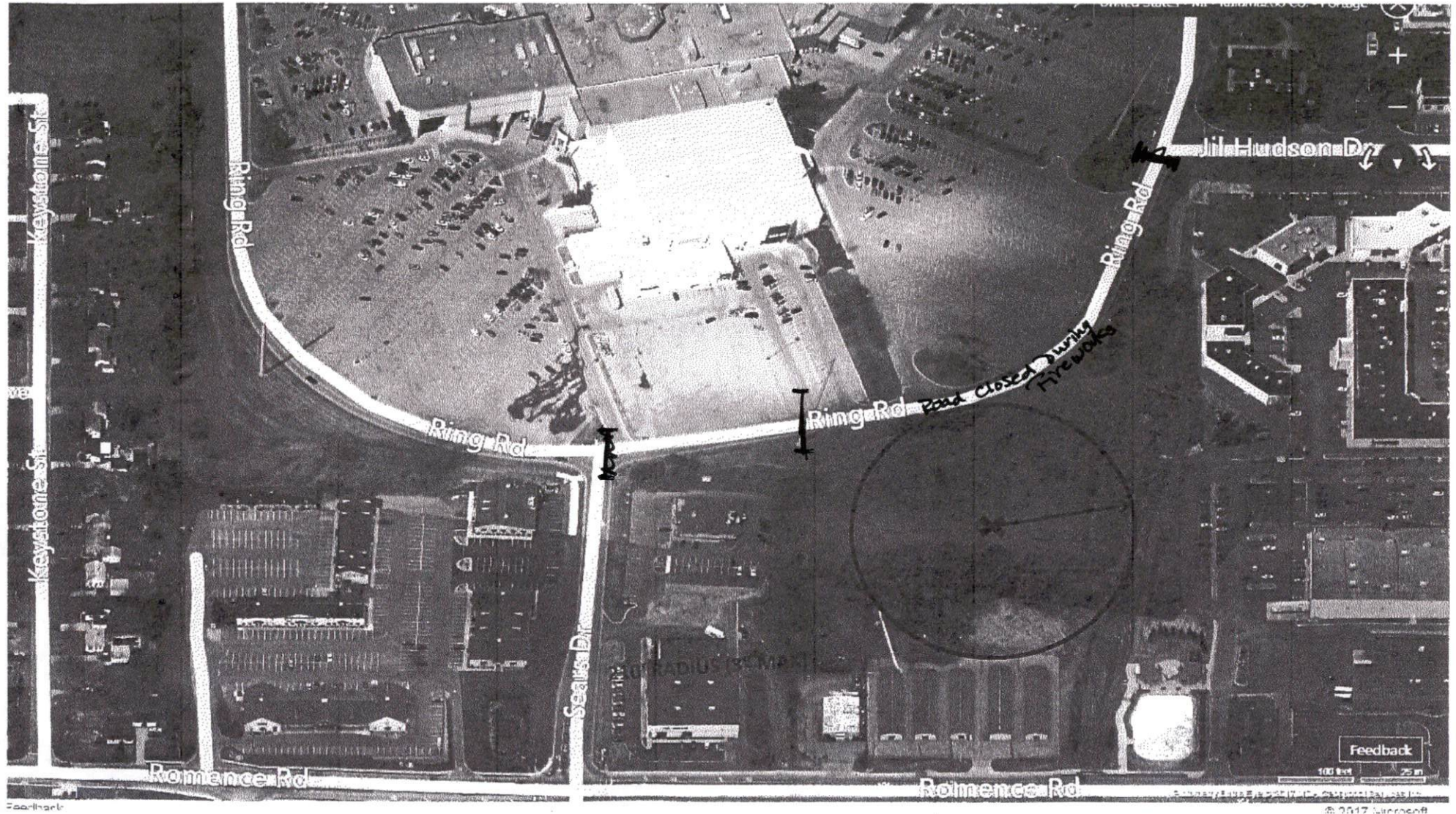


Joanna G. Hardesty
Planning & Marketing

GREAT LAKES FIREWORKS LLC
CROSSROADS SHOPPING CENTER
AUGUST 12, 2017
3" MAX SHELL MAXIMUM



Statement: Fireworks display to be electrically- and manually-fired in accordance with NFPA 1123 and all state and local regulations and ordinances.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/11/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Allied Specialty Insurance, Inc. 10451 Gulf Blvd Treasure Island, FL 33706-4814	CONTACT NAME: Michelle Kugler
	PHONE (A/C No. Ext): 727-547-3070 FAX (A/C No.): 727-367-5695
	E-MAIL ADDRESS: mkugler@alliedspecialty.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: T.H.E. Insurance Company
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☐ PRO-JECT ☐ LOC OTHER:	☒	CPP0100711-07	03/27/2017	03/27/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ N/A PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Protection & Indemnity \$ 1,000,000
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☒ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		CPP0100711-07	03/27/2017	03/27/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$		ELP0010168-07 (VL)	03/27/2017	03/27/2018	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
A	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☒ N	WCP0004584-008 Coverage is afforded in the State(s) of: MI & WI	06/25/2017	06/25/2018	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Excess Liability GL Inland Marine / Hull		ELP0011852-02 (GL) CPP0100711-07	03/27/2017 03/27/2017	03/27/2018 03/27/2018	Ea Occur / Agg Limit \$4,000,000 Hull Limit \$250,000 Show Limit \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Display Date: August 12, 2017 Rain Date: TBD Location: Crossroads Mall, 6650 Westnedge, Portage, MI 49002
RE: General Liability, the following are named as additional insureds in respects to the negligence of the named insured:
Wade Shows, Inc. and all their elected and appointed officials, members, employees, volunteers, boards, commissions, and/or other authorities; Crossroads Mall and their elected and appointed officials, members, employees, boards, volunteers, commissions, and/or other authorities.

CERTIFICATE HOLDER Wade Shows, Inc. SAMPLE CERTIFICATE	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Instructions for Application for Fireworks Other Than Consumer or Low Impact

Applications shall be submitted to the legislative body of a city, village or township board. A permit may be issued as a result of official action by the legislative body. A permit shall be valid only for use within the limits of the jurisdiction of the legislative body of a city, village or township board.

1. Type of Permit – check all boxes that may apply to the type of permit needed. You may select several permit types depending on your fireworks display. You may check with your legislative body of a city, village or township board for assistance when making your selection. Please review the following definitions to determine which type of permit to select:
 - Agricultural or Wildlife Fireworks – devices distributed to farmers, ranchers, and growers through a wildlife management program administered by the US Department of Interior or Michigan DNR.
 - Articles Pyrotechnic – 1.4G fireworks for professional use only that is classified as UN0431 or UN0432.
 - Display Fireworks – 1.3G fireworks for professional use only
 - Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes – devices with a combination of chemical elements or compounds capable of burning independently of the oxygen of the atmosphere and designed and intended to produce an audible, visual, mechanical or thermal effect for pest or animal control.
 - Public Display – a fireworks display that is open to all persons for viewing.
 - Private Display – a fireworks display that is not open to the general public for viewing.
2. Name of applicant – list the name of the applicant. The applicant may be a person representing an organization, group, firm or corporation, or self. If the applicant is also the operator, enter the same name in the operator's section.
3. Address of applicant – complete the address of the applicant; include the street address, city, state and zip code.
4. Name of person or resident agent representing corporation, LLC, DBA or other – list the name of the person or resident agent that represents the corporation, LLC, DBA or other.
5. Address of person or resident agent that represents the corporation, LLC, DBA or other – list the address of the person or resident agent representing the corporation, LLC, DBA or other.
6. Non-resident applicant – list the name of the non-resident applicant. A non-resident applicant shall appoint a Michigan attorney or Michigan resident agent in writing to be the applicant's legal representative upon whom all service of process in any action or proceeding may be served.
7. Name of pyrotechnic operator – list the name of the pyrotechnic operator. The pyrotechnic operator is the person in charge of the display. The legislative body of a city, village or township board shall rule on the competency and qualifications of the operator before granting a permit and may require an affidavit from the applicant as to the operator's experience, former pyrotechnic accidents, criminal record, sobriety, etc.
8. Address of pyrotechnic operator – list the address of the pyrotechnic operator; include the street address, city, state and zip code.
9. Age of the pyrotechnic operator – list the age of the pyrotechnic operator; the operator must be 18 years of age or older.
10. Name of assistant – list the name of the assistant to the pyrotechnic operator;
11. Address of assistant – list the address of the assistant; include the street address, city, state and zip code. If there is more than one assistant, please list additional assistants on a separate sheet and include the address and age of those additional assistants.
12. Age of assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
13. Name of other assistant – list the name of other assistant to the pyrotechnic operator.
14. Age of other assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
15. Exact location of proposed display – list the address of the exact location of the proposed fireworks display.
16. Date of proposed display – indicate the date of the proposed fireworks display; only one display date can be used per application.
17. Time of proposed display – indicate the time of the proposed fireworks display.
18. Manner and place of storage - indicate the manner and place of storage within the legislative body of a city, village or township board of fireworks that are ready for display, just prior to the display in the area of exhibition. The legislative body of a city, village or township board shall obtain approval from the local fire authorities of the manner and place of storage before any permit is issued.

19. Amount of bond or insurance - the issuing legislative body of a city, village or township board shall set the amount of and proof of bond or insurance for the protection of the public to satisfy claims for damages to property or personal injuries arising out of any act or omission on the part of the person, firm or corporation, or any agent or employee of the applicant. The applicant shall assure the bond or insurance required is provided.
20. Name of bonding corporation or insurance company – provide the name of the bonding corporation or insurance company for which the bond was issued through.
21. Address of bonding corporation or insurance company – list the address of the bonding corporation or insurance company; include the street address, city, state and zip code.
22. Number of fireworks and kind of fireworks to be displayed– indicate the total amount of fireworks proposed for the display or use and a description of the type of fireworks for display; such as 10 aerial bombs, 30 aerial rocket bursts, etc.
23. The application is valid for the calendar year in which the application was received and permit was issued.
24. Permit fees shall be established by the legislative body of a city, village or township board and shall be submitted to and retained by legislative body of a city, village or township board.
25. Permitting will be in compliance with the Michigan Fireworks Safety Act, PA 256 of 2011, MCL 28.466, Section 16.
26. **Mail the application to the legislative body of a city, village or township board within the location jurisdiction of the display.** DO NOT mail the application to the Bureau of Fire Services (BFS). If mailed to the BFS, it will be returned to the sender.

MICHIGAN FIREWORKS SAFETY ACT (EXCERPT)
Act 256 of 2011

28.466 Articles pyrotechnic or display fireworks ignition; permit; competency and qualifications of operators; retention of fee.

Sec. 16. (1) The legislative body of a city, village, or township, upon application in writing on forms provided by the department and payment of a fee set by the legislative body, if any, may grant a permit for the use of agricultural or wildlife fireworks, articles pyrotechnic, display fireworks, or special effects manufactured for outdoor pest control or agricultural purposes, or for public or private display within the city, village, or township by municipalities, fair associations, amusement parks, or other organizations or individuals approved by the city, village, or township authority, if the applicable provisions of this act are complied with. After a permit has been granted, sales, possession, or transportation of fireworks for the purposes described in the permit only may be made. A permit granted under this subsection is not transferable and shall not be issued to a minor.

(2) Before a permit for articles pyrotechnic or a display fireworks ignition is issued, the person, firm, or corporation applying for the permit shall furnish proof of financial responsibility by a bond or insurance in an amount, character, and form deemed necessary by the local governing authority to satisfy claims for damages to property or personal injuries arising out of an act or omission on the part of the person, firm, or corporation or an agent or employee of the person, firm, or corporation, and to protect the public.

(3) A permit shall not be issued under this act to a nonresident person, firm, or corporation for ignition of articles pyrotechnic or display fireworks in this state until the person, firm, or corporation has appointed in writing a resident member of the bar of this state or a resident agent to be the legal representative upon whom all process in an action or proceeding against the person, firm, or corporation may be served.

(4) The local governing authority shall rule on the competency and qualifications of articles pyrotechnic and display fireworks operators as required under NFPA 1123, as the operator has furnished in his or her application form, and on the time, place, and safety aspects of the display of articles pyrotechnic or display fireworks before granting permits.

(5) A local unit of government that charges a fee to issue a permit under this section shall retain the fee paid.

History: 2011, Act 256, Eff. Jan. 1, 2012.

James Hudson

From: Derek Henson
Sent: Thursday, July 27, 2017 8:50 AM
To: James Hudson
Subject: Re: Fireworks Display at Crossroads Mall - Agenda Item for August 8 City Council Meeting

Yes, they have met all of the requirements.

Derek Henson
Fire Marshal
Portage Fire Division
269-329-4486

----- Original message -----

From: James Hudson <hudsonj@portagemi.gov>
Date: 7/27/17 8:21 AM (GMT-05:00)
To: Derek Henson <hensond@portagemi.gov>
Subject: RE: Fireworks Display at Crossroads Mall - Agenda Item for August 8 City Council Meeting

So, you approve?

From: Derek Henson
Sent: Thursday, July 27, 2017 7:10 AM
To: James Hudson
Cc: Adam Herringa
Subject: RE: Fireworks Display at Crossroads Mall - Agenda Item for August 8 City Council Meeting

The proposed location is approximately 1,000 feet from the nearest residential home and approximately 25 feet from the nearest neighboring property.

These are measured from the edge of the fallout zone, meaning an additional 110 feet can be added to get to the actual launch site.

Please let me know if you need anything else.

Thank you,

Derek

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Fire Station No. 2 Facility Replacement - Architectural Services Contract

SUPPORTING PERSONNEL: Nicholas Arnold, Director of Public Safety - Police / Fire Chief
John Podgorski, Senior Deputy Fire Chief

ACTION RECOMMENDED: That City Council award a contract to Williams Architects of Itasca, Illinois, in the amount of \$232,500 for architectural services for Fire Station No. 2 and authorize the City Manager to execute all documents on behalf of the city.

A facility audit was conducted by Paradigm Design Inc. in 2013 to evaluate needed repairs and upgrades of Fire Station No. 2. at 6101 Oakland Drive. Station No. 2 is the oldest in the system and requires extensive work to ensure the integrity of the structure. The evaluation recommended various repairs to the building roof, plumbing, electrical, flooring, fire suppression and alarm system. In addition to the condition of the building, the overall facility and living quarters are small and not properly sized for the operational needs of the Fire Division. In 2015, an additional feasibility study was completed by Paradigm Design to determine existing and future programming and operational needs of the Fire Division. The study determined construction of a new, larger fire station facility is warranted. Therefore, the Fire Station No. 2 Facility Replacement is included in the 2017-2027 Capital Improvement Program. Design and engineering is planned in FY 2017-18 and the reconstruction is planned for FY 2018-19 and FY 2019-20.

A Request for Proposals (RFP) for architectural services for design of a new Fire Station No. 2 was sent to local architectural firms, as well as firms that have prior experience in designing fire stations. Of the seven proposals received, only two were found to meet all requirements of the RFP: Williams Architects of Itasca, Illinois in the amount of \$232,500 and Sidock Group of Novi, Michigan in the amount of \$253,975.

City staff conducted phone interviews with the references provided by each firm and site visits to several of the fire stations previously designed by the firms. Interviews of representatives from both Williams Architects and Sidock Group were conducted, which provided city staff the opportunity to view each vendor's presentation, review the firms' processes and ask follow-up questions related to the phone interviews of references and site visits.

Subsequently, staff determined that Williams Architects is best suited to provide architectural services for the new Fire Station No. 2 project. In addition to submitting the lowest cost proposal that met all requirements, Williams Architects' quality in product outcomes, attention to detail, as well as efficient and effective flow path in their design was observed. In addition, each reference contacted commented on the outstanding service and follow-up received from Williams Architects before, during and after

project completion.

It is therefore recommended that City Council award a contract to Williams Architects of Itasca, Illinois in the amount of \$232,500 for architectural services for Fire Station No. 2 and authorize the City Manager to execute all documents on behalf of the city.

FUNDING: Funds are available in the FY 2017-2018 Capital Improvement Program budget.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Southwest Michigan First - Economic Development Contract

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council approve a contract in the amount of \$25,000 with Southwest Michigan First to support economic development activities in the City of Portage and authorize the City Manager to execute the contract on behalf of the city.

Southwest Michigan First (SMF) has established an important and productive relationship with the most significant industrial and commercial entities in the region. SMF has the capacity to attract and secure development beyond the capabilities presently deployed by the City of Portage. With those conditions in mind, City Council indicated at the February 10, 2015 Committee of the Whole Meeting its desire to engage in a stimulated and more active effort to promote economic development in the city. With that in mind, the city entered into a year-long contract with SMF in June 2015 for activities that SMF would undertake on behalf of the City of Portage to improve the economic profile of the city and stimulate further growth. The city renewed this contract for 2016-2017 in the same amount as the prior contract and in that time, SMF assisted in securing the new 485,000-square-foot Stryker Instruments expansion.

As such, the City Administration would like to renew the contract with SMF for 2017-2018, maintaining the current contract amount. As part of the contract, SMF will continue to:

- Provide ongoing and annual consultations between the City Manager and the CEO of SMF;
- Initiate a review of current processes, best practices and effectiveness of local incentive packages and how the City of Portage and SMF can work together to attract entities to the City of Portage;
- Assist with job creation and tax-based development with the specific goal to ensure that SMF and the City of Portage utilize resources in a coordinated fashion to effectuate positive growth in the city; and
- Facilitate monthly updates between the City Manager and a SMF Jobs Team representative to discuss current projects and strategies in order to encourage development in the city.

The goal of these initiatives is to continue to forge a closer bond with SMF and offer Portage the best opportunity to compete for new projects in the region, resulting in an enhanced tax base and new jobs.

In consideration of these activities, it is recommended that City Council approve a contract in the amount of \$25,000 with Southwest Michigan First to support economic development activities in the City of Portage and authorize the City Manager to execute the contract on behalf of the city.

FUNDING: Funding for the contract amount is budgeted and available in the 2017-2018 budget.

Attachments:

1. 2017-2018 Agreement
2. 2017 Progress Report

AGREEMENT BETWEEN THE CITY OF PORTAGE AND SOUTHWEST MICHIGAN FIRST

This Agreement made by and between the City of Portage, 7900 South Westnedge Avenue, Portage, Michigan, commonly referred to herein as the "City" and Southwest Michigan First, herein referred to as "SMF", of Kalamazoo County, State of Michigan.

WITNESSETH: That SMF and the City, in consideration of the mutual agreements, undertaking and conditions hereinafter contained, HEREBY AGREE AS FOLLOWS:

I. Term of Agreement: The term of this Agreement shall commence on **July 1, 2017** and shall terminate on **June 30, 2018** as to funds to be provided. All services to be provided by SMF and payments made by the City are to be made in accordance with the provisions hereof.

II. Services to be Provided: SMF agrees to provide the following services with regard to job creation in the City:

- Conduct existing industry visits with primary employers located in the City and business attraction activities designed to bring new companies and organizations to the City;
- Serve as the primary point of coordination between the state, local, community and company for the preparation of incentive or assistance packages for expansion and new location projects;
- Coordinate business partnerships and K-12, higher education and workforce development efforts to fulfill company hiring needs;
- Serve in an advisory role in partnership with City staff on enhancements to local incentive tools (Tax abatements, Brownfield Projects, Tax Increment Finance Districts, etc.);
- Provide an annual consultation with City Manager, Mayor and Chief Executive Officer Ron Kitchens or Executive Vice President Jill Bland to review current processes, best practices, effectiveness of local incentive packages and how best to work together to move business development forward; and
- Participate in monthly update meetings with City Manager and a Jobs Team representative to discuss current projects and business friendly strategies. Update will be provided by Southwest Michigan First representatives Jill Bland or Joe Agostinelli.

III. Records: SMF shall maintain its records in a manner which enables the City to identify the services and persons or entities served by each activity funded under the "services to be provided" section of this Agreement.

IV. Report: SMF agrees to provide the City with Reports as follows:

- a. Time period of Report and services delivered pursuant to the "services to be provided" section of the Agreement.
- b. A listing of any new opportunities or services undertaken which have not been identified in the "services to be provided" section of this Agreement.

c. The Reports are to be provided during the month of January, 201⁸⁷ and during the month of June 201⁸⁷.

V. Payments by the City: City shall pay SMF Twenty-Five Thousand (\$25,000.00) Dollars in two payments as follows: a) Twelve Thousand, Five Hundred (\$12,500.00) Dollars to be paid within thirty (30) days after City receives the January 201⁸⁷ Report required by Paragraph IV above; and, b) the remaining Twelve Thousand, Five Hundred (\$12,500.00) Dollars to be paid within thirty (30) days after City receives the June 201⁸⁷ Report. Payments shall be made directly to SMF. If the City determines, after reviewing documentation provided for by this Agreement or any other reliable evidence or combination thereof, that SMF has not provided the services required under this Agreement or is not following the terms of the Agreement or is otherwise in breach of this Agreement, then City is not obligated to make the second payment and may terminate this Agreement.

VI. City not Liable: SMF, its officers, agents, and employees and all subcontractors that are officers, agents or employees at all times shall be considered independent contractors and not as City employees. SMF shall exercise all supervisory control and general control over all workers' duties, payment of all wages to employees, and the right to hire, fire, and discipline all its employees. As an independent contractor, payment to SMF under this Agreement shall not be subject to any withholding tax, social security or other purpose, nor shall SMF, its officers, agents, or employees or any subcontractors or its officers, agents or employees, be entitled to sick leave, pension benefits, vacation, medical benefits, life insurance, unemployment compensation or the like from the City.

VI. Indemnification: SMF agrees to defend, indemnify and hold harmless City and its elected officials, officers, directors, employees, volunteers and agents (collectively referred to as "Indemnified Parties") from any and all claims, suits and liabilities reasonable attorneys' fees and costs of suit resulting from SMF's performance under this Agreement. Provided, however, if such injury or damage is caused in whole or in part by the act or omission of Indemnified Parties, then SMF's indemnification obligation shall be reduced in proportion to the Indemnified Parties' percentage of responsibility for such injury or damage. SMF shall not be required to provide indemnification under this Agreement for injury, death, loss or damage caused by the sole negligence, gross negligence or intentional misconduct of any Indemnified Party.

VII. Insurance: SMF shall furnish, within ten (10) days, a Certificate of Insurance indicating insurance coverage as listed below. In each case, the City, its employees and its appointed and elected officials, shall be named as an insured party and a certificate of insurance shall be on file in the Personnel/Purchasing Department.

1. Employer's liability and Workers Compensation insurance covering all persons engaged in work under this contract to the full statutory limits stipulated in the Michigan Workers Compensation Act.
2. Comprehensive General Liability Insurance: \$1,000,000 per occurrence, combined single limit, for bodily injury, personal injury and property damage.
3. Motor Vehicle Insurance: \$1,000,000 per occurrence, combined single limit, for bodily injury and property damage. Coverage must comply with all Michigan No-Fault laws.

VIII Successors and Assigns: The obligations of the parties shall bind all their successors and assigns. SMF shall not assign its right to receive any sums herein provided. While SMF shall not delegate its responsibility to provide the services listed in Paragraph II above, SMF may provide those services to clients directly, or may host other human service agencies to provide those services. The decision to provide those services directly or by means of hosting other agencies shall be SMF's alone and nothing in the Agreement shall prohibit or restrict SMF in making that decision.

IX. Non-Discrimination: SMF agrees to comply with the Federal Civil Rights Act of 1964 as amended; the Federal Civil Rights Act of 1991 as amended; the Americans With Disabilities Act of 1990 as amended; the Elliott-Larsen Civil Rights Act, Article 2, Act no. 453, Public Act of 1976 as amended; the Michigan Handicapper's Civil Rights Act, Article 2, Act. No. 220; Public Act of 1976, as amended and all other applicable Federal, State and Local laws and regulations. Specifically, contractors and subcontractors are required not to discriminate against any employee or applicant for employment with respect to such person's hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of such person's height, weight, race, color, religion, national origin, ancestry, age, marital status, sex or disability, as defined by law. Breach of this covenant may be regarded as a material breach of the contract.

X. Other Terms:

1. Funds provided by the City shall not be used for the purchase of capital assets.
2. Funds provided by the City shall not be used to repay outstanding debts incurred for the purchase of capital assets.
3. Funds provided by the City shall not be used for political purposes.

SIGNED BY:

SOUTHWEST MICHIGAN FIRST

BY:



Ronald Kitchens, Executive Director

DATE:

7/21/17

CITY OF PORTAGE

7900 South Westnedge Avenue, Portage, MI 49002

BY:

Laurence Shaffer, City Manager

DATE:

APPROVED AS TO FORM
DATE: _____

Portage Report 2017

SOUTHWEST MICHIGAN FIRST'S Update to the City of Portage

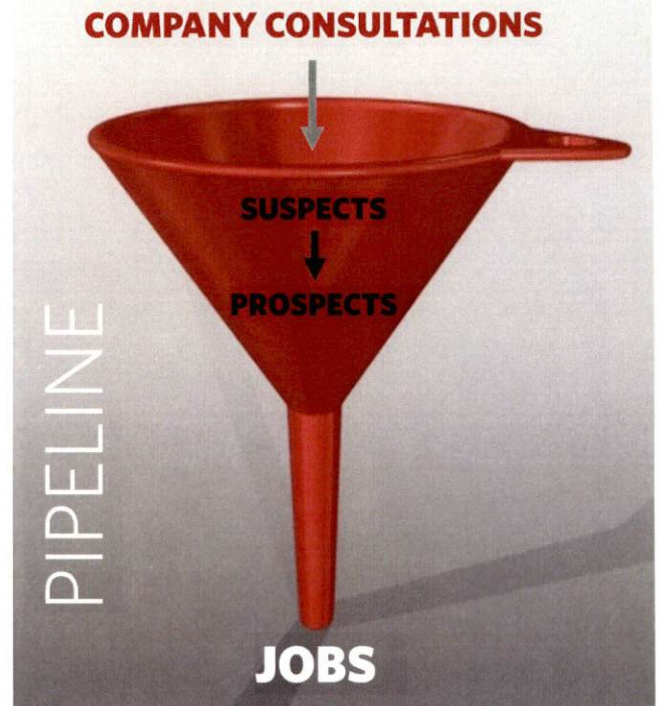
Focus Jobs

The process of a regional employer creating a job begins with a consultation made by a member of our Jobs Team. Through July 2017, more than 250 existing industry consultations were made, with 37 being in the **City of Portage**. During these strategic visits, team members discussed how our relationships, expertise and talent can help expand, retain and/or accelerate their company based upon individual needs, wants and desires. Tailored services such as business-to-business marketing, supply chain recruitment, workforce development, capital acquisition, site selection, brand development, government collaboration and more were explored.

From these existing industry visits, we are able to develop our project pipeline. Projects are moved throughout our pipeline as follows: "Suspects" are brand-new projects and labeled as such when a client makes a new request for potential services. Projects become "Prospects" when they formally engage with our Jobs Team or visit our region seeking location. If a project becomes unfeasible, it is "Closed." If it is successful, it is "Announced." Some projects move through the pipeline in three weeks, some in three months, and for others, it takes three years. Our team must balance projects currently in the pipeline, while introducing new ones to keep jobs coming to Southwest Michigan.

Entering into 2017, the Jobs Team considered current regional economic conditions to set its tactical goals for new suspects at 100 and new prospects at 50, understanding that the following four indicators would be key factors in meeting both goals. For starters, January 2017 opened with our region's unemployment figures in the 4.0+ point range. Equipped with information from site consultants, less available workers, and feedback we are receiving from our local companies, indications are that companies could back down on aggressive expansions. Second, as demand picked up both in (1) automotive manufacturers with Michigan rising to the top of the list of states with automotive manufacturing-related establishments (according to the Center for Automotive Research) and (2) other design-based manufacturers, our team's ability to meet with company leadership would diminish with the increased demand for productivity. Third, with the elimination of the Personal Property Tax for manufacturers and the complementary state and local incentives that our team used to assist projects in the past, the types of projects our team worked on changed in 2017. With a few exceptions, Stryker and Pfizer, projects have been much smaller, require less incentives but take a different approach and more time to assist with. Finally, with the number of expansions that occurred in 2015 and 2016, the region's building inventory is depleted, making a fast jump into an existing building impossible with site acquisition the only possibility for expansion.

In the City of Portage, the Fall of 2016 brought great news and energy to start 2017 with very large projects at Stryker and Pfizer being announced and indications from both companies that more could be on the horizon. Because of size and the competitive nature of the projects, incentives and infrastructure capabilities played a key role in the final location consideration and likely will in the future.



94

The team at Southwest Michigan First is currently managing a pipeline of 94 projects in various stages to be potentially located in Southwest Michigan. All projects are considered to be confidential and client information is classified until announced. Our pipeline has averaged 95 projects per quarter over the last 12 months.

Focus Attraction

Who's hiring and what do they need?

Source: Burning Glass Technologies, June 2017, Labor/Insight Jobs Reports

County	Berrien	Branch	Calhoun	Cass	Kalamazoo	St. Joseph	Van Buren
Top 5 Skills in Demand	Customer Service	Customer Service	Repair	Customer Service	Customer Service	Microsoft Office	Sales
	Microsoft Excel	Sales	Scheduling	Inspection	Microsoft Excel	Scheduling	Inspection
	Scheduling	Scheduling	Customer Service	Supervisory Skills	Sales	Customer Service	Scheduling
	Inspections	Microsoft Office	Supervisory Skills	Teaching	Scheduling	Inspection	Retail Setting
	Repair	Repair	Sales	Patient Care	Patient Care	Repair	Customer Service
Top 3 Employers with the Most Job Openings	Four Winds Casino Resort	Clemens Foods	Kellogg Company	Cresey & Everett Real Estate	Stryker Medical	National Strategic	Bronson Healthcare
	Lakeland Health	National Strategic	Firekeepers Casino Hotel	Southwestern Michigan College	Borgess Health	Forest River Incorporated	Pizza Hut
	Pizza Hut	Maurices Inc.	Bronson Healthcare	Atriums Centers	Pfizer	American Axle and Manufacturing	Kreilkamp Trucking
Top 3 Detailed Occupations in the Manufacturing Sector	Managers, All others	Heavy and Tractor-Trailer Truck Drivers	Heavy and Tractor-Trailer Truck Drivers	First-Line Supervisors of Mechanics, Installers and Repairers	Human Resources Specialists	Heavy and Tractor-Trailer Truck Drivers	Laborers and Freight, Stock and Material Movers
	Manufacturing Engineers	Laborers and Freight, Stock and Material Movers	First-Line Supervisors of Production and Operating Workers	Manufacturing Engineers	Heavy and Tractor-Trailer Truck Drivers	Production Workers, All Other	Maintenance and Repair Workers
	Laborers and Freight, Stock and Material Movers	Retail Salespersons	Registered Nurses	Production Workers, All Others	Mechanical Engineers	Speech-Language Pathologists	Production Workers, All Others

Focus Growth

Stryker Corporation deepens local roots

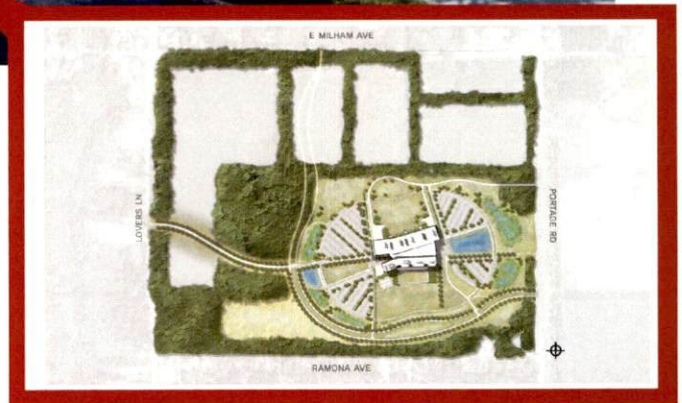
STRYKER INSTRUMENTS DIVISION BREAKS GROUND ON 485,000-SQUARE-FOOT CAMPUS



Medical technology leader and Kalamazoo-based, **Stryker Corporation** is deepening its Michigan roots! The Stryker Instruments Division of Stryker Corporation is establishing a new corporate campus in the City of Portage in order to keep up with the company's significant growth. The project consists of a new 485,000-square-foot, multi-story facility that will be the anchor to a recently acquired 288 acre site. The facility will feature a customer experience center, functioning showroom, R&D labs, bio-skills lab and space for sales, marketing and support functions.

In February and March 2017, approvals of incentives from the Kalamazoo County Brownfield Redevelopment Authority, the City of Portage Council (in the form of a PA 198 Tax Abatement), the Michigan Strategic Fund and the Michigan Department of Transportation were completed. Site plan and variance approvals were also received in March. Shortly thereafter, ground was broken and dirt began to move on the project with an opening date in 2019.

Thus far, several local firms have been contracted for the project.



Focus Growth

Pharmaceutical legacy continues

PFIZER INC.'S PORTAGE INVESTMENT INCREASES COMPANY'S GLOBAL POSITION

Construction on **Pfizer Inc.**'s new warehouse addition at the north end of Building 41 on Romence Road Parkway/Portage Road is well underway. This, in addition to the \$105,570,000 Act-O-Vial work center which is also in Building 41, will allow the area's largest pharmaceutical manufacturer "to stay competitive globally" according to site leader Robert Betzig.

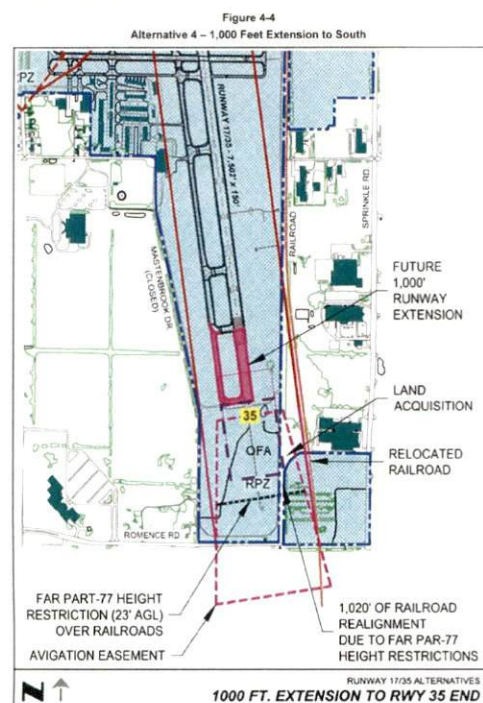
On Tuesday, June 6, 2017, Pfizer Inc. CEO, Ian Read and the leadership team from New York, visited and toured the site. Congressman Fred Upton and site leader, Robert Betzig, arranged for a private meeting with local community and business leaders coordinated by Southwest Michigan First. Mr. Read was very impressed with the facility and the opportunities that it presented to the company for future growth and investment.



Preparing for takeoff

KALAMAZOO BATTLE CREEK INTERNATIONAL AIRPORT UPDATES MASTER PLAN

Kalamazoo/Battle Creek International Airport – Master Plan Update Final Report



In 2013, the **Kalamazoo Battle Creek International Airport** finalized a new Master Plan that called for consideration of a 590- or 1000-foot extension to the main runway, RWY 35 End, to allow for larger aircraft to land at the airport and potentially open up new flight opportunities.

The airport is currently working on its due diligence and preliminary engineering analysis of the alternatives. As part of its efforts, it is also identifying what the ramifications might be on the railroad, as well as land to the east/southeast of the current runway.

In partnership with the airport, Southwest Michigan First is working with neighboring businesses that could potentially be impacted by this alternative to develop a strategy that would have the least negative consequences on current operations and allow for future growth.

Jobs Report Q1 2017

The below list of projects represents the region of Southwest Michigan. It is important to be aware of projects in nearby communities as commuting patterns indicate the City of Portage serves as a regional living and retail center.

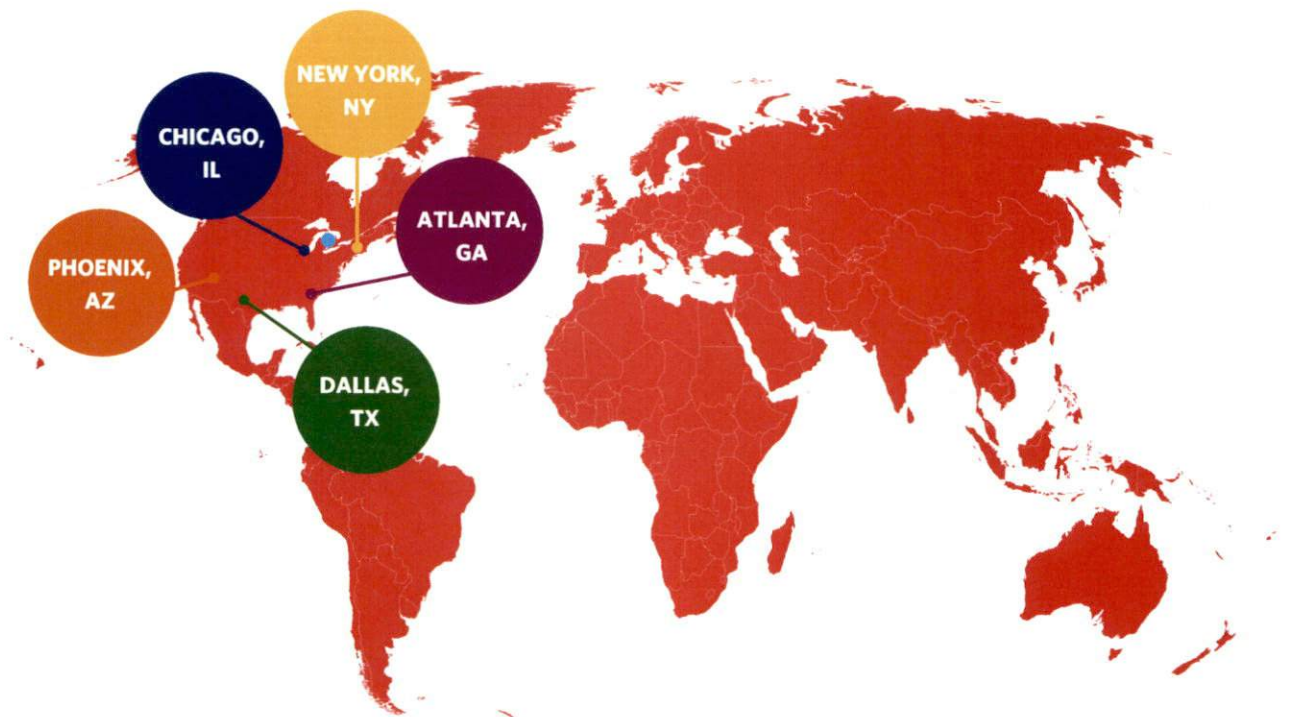
Company	Industry	Summary	Jobs + Investment	
 EAST JORDAN PLASTICS, INC.	Design-Based Manufacturing	East Jordan Plastics , a provider of plant containers and plant growing solutions, is expanding its manufacturing operations and distribution center in Coloma .	3 new jobs	\$1,300,000 invested
 G&W Display Fixtures, Inc	Design-Based Manufacturing	G&W Display Fixtures is purchasing a 150,000-square-foot building to house its metal fabrication, welding and finishing processes in Bronson .	10 new jobs	\$725,000 invested
 HAYMARKET BREWERY & TAPROOM BRIDGMAN, MI	Food Processing	Haymarket Brewery & Taproom opened its second location in Bridgman which will serve as a production brewery.	39 new jobs	\$5,250,000 invested
 INTERNATIONAL PAPER	Design-Based Manufacturing	International Paper , one of the world's leading producers of fiber-based packaging, pulp and paper, will expand its operations in Three Rivers .	25 new jobs	Investment Unknown
 LECO Delivering the Right Results	Design-Based Manufacturing	LECO Corporation will construct a new 64,000-square-foot applications laboratory and customer demonstration facility in St. Joseph .	6 new jobs	\$19,000,000 invested
 JR AUTOMATION TECHNOLOGIES, LLC	Design-Based Manufacturing	JR Automation Technologies , a global leader in capital equipment design, integration and manufacturing, will expand its existing facility by 25,000 square feet in Stevensville .	60 new jobs	\$1,900,000 invested
 MODINEER	Design-Based Manufacturing	Quality metal components specialist Modineer Coatings Division is expanding its operations in Benton Harbor .	21 new jobs	\$2,200,000 invested

Jobs Report Q1 2017

Company	Industry	Summary	Jobs + Investment	
 Special-Lite® ENGINEERED ARCHITECTURAL SOLUTIONS	Design-Based Manufacturing	Special-Lite , a manufacturer of engineered architectural products, including commercial entrance systems, has chosen to expand in Benton Harbor .	6 new jobs	\$1,000,000 invested
 Summit Polymers	Design-Based Manufacturing	Summit Polymers , a leading Tier I supplier to the automotive industry, is expanding its operations in Portage and Pavilion Township .	0 new jobs	\$12,000,000 invested
 verifieddesign	Design-Based Manufacturing	A manufacturer of plastic injection molded parts and rapid prototyping specialist, Verified Design launched as a startup in Kalamazoo .	5 new jobs	\$250,000 invested

Focus Attraction

WHERE WE MADE OUR MARK IN 2017



Our attraction team's efforts focused on special events and one-on-one meetings to make 80 consultant connections in the Phoenix (Arizona), Atlanta (Georgia), Chicago (Illinois), Dallas (Texas) and New York City (New York) markets to promote Southwest Michigan messaging!

Southwest Michigan First's attraction team made the rounds to support our jobs creation efforts in 2017, making 6 stops in locations carefully selected for their placement as to where our team could make the most impact—meaning places with the highest concentration of site consultants who represent the interests of large corporations seeking locations.

Through our relationship building and leadership in garnering these key meetings, our project pipeline will receive Requests for Information to which they respond on behalf of our local geography in the upcoming months.

In January, February, March, April, May and June, the Southwest Michigan First team traveled to Atlanta, Phoenix, Dallas and New York City and twice to Chicago to meet representatives from the national site consultant community on the advantages of a Southwest Michigan location. While there, our team focused on building relationships to attract future projects to the region as well as the promotion of Southwest Michigan's assets, including communities, sites, workforce and infrastructure.

During the two Chicago trips, the team spent a significant amount of time engaging with the German American Chamber of Commerce about prospective German investments in the region and partnering on apprenticeship types of programs.

Focus Acceleration

SKILLED TRADES TRAINING FUND RECIPIENTS

Southwest Michigan First partnered with Michigan Works! Southwest which includes the counties of Branch, Calhoun, Kalamazoo and St. Joseph, to host several information sessions on the Skilled Trades Training Fund (STTF) in 2017 that resulted in more than \$1.2 million coming back to the region. City of Portage recipient companies included WL Molding of Michigan, Pfizer Inc., Hi-Tech Integrated Technologies, Accu-Mold and MANN+HUMMEL USA.

In August 2017, we will begin offering informational sessions on how all existing regional companies looking to enhance the skilled trades training of their teams can learn about funding opportunities. Please contact **Jill Bland** at 269.553.9588 for more information.



LOOKING AHEAD TO THE FUTURE: MiCareerQuest SOUTHWEST

Timing is everything! The Fall 2017 MiCareerQuest Southwest program has been scheduled for November 1-2, 2017 to maximize participation from our participating schools with all Kalamazoo and Calhoun County 8th graders expected to participate in the event at the Kalamazoo Expo Center. This is a unique hands-on experience for students to find out what it's really like to be a nurse, a graphic artist, a mechanical engineer, a builder or to find out what it takes to manufacture a dashboard for a car or surgical instrument for the operating room. Please contact **Jill Bland** at 269.553.9588 for more information.

Previous participating companies include Accu-Mold, Pfizer, Stryker, Home Builders Association, Pro Services, Image Stream and more than 40 others.



The pursuit of
Southwest Michigan First's
internal and regional goals
requires a
consistently focused team effort.
Our keen understanding
of why
our organization exists and
what we must do
in order to achieve
our mission of jobs creation
allows us to remain
on task and
achieve results.

OUR WHY

The greatest force for
positive change is a job.



For more information, please contact:

Ron Kitchens, senior partner & chief executive officer
PO Box 50827
Kalamazoo Michigan 49005-0827
269.553.9588
www.southwestmichiganfirst.com

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Michigan Municipal League Annual Meeting

SUPPORTING PERSONNEL: James Hudson, City Clerk

ACTION RECOMMENDED: That City Council designate the City Manager as the official City of Portage voting representative for the Michigan Municipal League Annual Meeting.

Per the attached notice dated July 27, 2017 from the President and CEO of the Michigan Municipal League (MML), the MML's Annual Meeting is scheduled to take place Wednesday, September 13 in Holland, Michigan as part of the Annual Convention.

The MML has requested that each member municipality designate a voting delegate who will be in attendance at the MML Convention to cast a vote on behalf of the city as an official representative.

As attendance at part of the MML Convention was already planned by the City Manager, it is recommended that City Council designate the City Manager as the official City of Portage voting representative for the Michigan Municipal League Annual Meeting.

FUNDING: N/A

Attachments: 1. Communication from the Michigan Municipal League

July 27, 2017

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

*C: MAYOR
City Council
City Manager
City Clerk*

The Michigan Municipal League Annual Convention will be held in Holland, September 13-15, 2017. The League's "Annual Meeting" is scheduled for 1:30 pm on Wednesday, September 13 in Ballroom I & II at the Haworth Inn and Conference Center. The meeting will be held for the following purposes:

1. Election of Trustees. To elect six members of the Board of Trustees for terms of three years each (see #1 on page 2).
2. Policy. A) To vote on the Core Legislative Principles document.

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <http://www.mml.org/delegate>. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukis at the League at 800-653-2483.

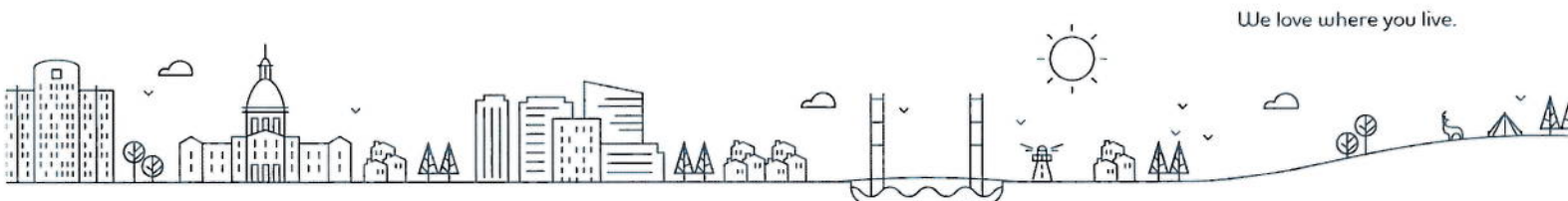
B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by August 14, 2017.

3. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <http://www.mml.org/delegate> no later than August 14, 2017.



We love where you live.

Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

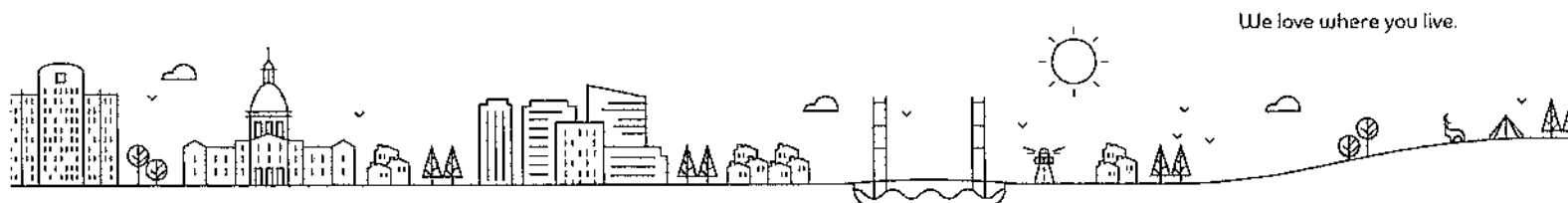
1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus the deadline this year for the League to receive resolutions is August 14, 2017. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.

Further, “Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof.”



3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, September 13 at CityVu Events located on the top floor of CityFlatsHotel for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,



Rosalynn Bliss

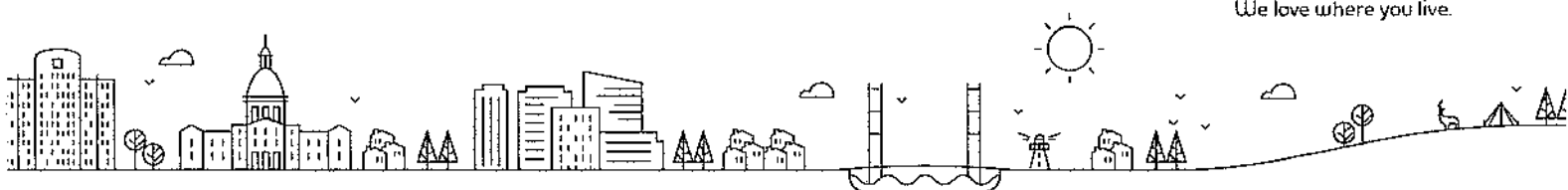
President

Mayor of Grand Rapids



Daniel P. Gilmartin

Executive Director & CEO



City of Portage
Historic District Commission
Portage City Hall
Conference Room #2
Wednesday June 7, 2017

Meeting called to order: 8:20 AM

Present: K. VanLonkhuizen, J. Duniphin, E. Eklov, M. Barton, F. Grunert, S. Nemeth, M. Maytnier, C. Forrest

Absent: D. Dalton (had to leave early/excused)

Minutes from May 2, 2017 approved.

Property Reports:

2112 Vanderbilt

Homeowner adding new roofing without HDC approval process.

New roof shingles differ from current.

Sent homeowner an application for exterior changes as a formality.

922 Osterhout

Homeowner wanted advice on what colors were used circa 1852.

Sent a formal application and information on Greek Revival homes of that period.

5720 Oakland

Current application on file has expired.

Homeowner sent new application.

Old Business:

May 18th Annual Event was a success.

Good attendance.

One photo book and 2 trading packs were sold.

Anonymous \$20 donation received.

MORSA 2017 Award

E. Eklov and J. Duniphin attended award ceremony and accepted the award on behalf of the HDC and City of Portage. City has allocated the \$250 award prize to HDC.

J. Duniphin was also given stamps with images of MORSA schoolhouses.

New Business:

Community Development has noted Double Greek Revival building on Mick Lynch property has code infractions (missing roof panel).

C. Forrest submitted a draft of letter to area realtors that would appraise them of the constraints placed on exterior changes to historic homes. It was recommended that the letter have HDC logo added. He also supplied a draft letter for new homeowners. Both are to be reviewed and discussed at the next meeting.

There was a suggestion that the Outreach and May Event committees be combined.

It is traditional for the President of the HDC give an annual presentation to City Council. K. VanLonkhuyzen will present report at the June 27th meeting. Would like suggestions for talking points.

2663 Mandigo

County has foreclosed on property due to unpaid taxes. County Treasurer now formal owner.

A report sent to HDC says several buildings are in a state of deterioration. Outbuildings collapsing and home appears to have structural and water damage. All buildings are full of trash as is the yard. Two automobiles have been abandoned on the property. County is clearing out buildings and cleaning up outside trash. County has expressed desire to demolish all buildings, de-list and sell property. It was recommended that HDC follow established procedures and inform the county of the process. The first step is to form a study committee and begin with a site visit. The normal timeline for the process is two to three months. J. Dunipin, M. Barton and C. Forrest have agreed to meet at the property on Saturday, June 10.

Meeting Adjourned: 9:25 AM.

Respectfully submitted: Martha Deming Maytnier

City of Portage
Bicycle Advisory Committee

July 12, 2017

5:30 p.m.

Portage City Hall – Room #1

MEETING MINUTES

Meeting called to order by Chair Ed Sackley at 5:30 p.m.

Committee Members Attending: Ed Sackley (Chair), Bob Strader, Gloria Padilla-Carlson, Tim Krone and Mary Hall. Bob and Gloria are members of the Portage Senior Center bike group, Tim Krone is the owner of Pedal Bicycle and Mary is a leisure rider – as are the majority of those who use the Portage system.

Guests: Kathleen Hoyle (City of Portage Director of Parks, Recreation and Senior Citizen Services), Larry Shaffer (Portage City Manager), Tim Earl (Chair, Portage Park Board) and Staci Salisbury (Portage Park Board)

Kathleen Hoyle welcomed the committee members and thanked them for joining the City in advancing bicycle issues. Tim Earl explained that the committee's work and recommendations – as an ad-hoc body - would go to the Park Board for any action.

We discussed the City's designation as a Bronze Bicycle Friendly Community by the League of American Bicyclists and our pending application for Silber status. The scorecard for the Silver and higher designations can be used as a guide for future activities and priorities.

Ed distributed a variety of publications and documents provided by Kathleen. Bob Strader passed out a copy of the Portage Senior Center Bicycle Club Schedule for 2017. And an email with some feedback on local bike ordinances. Some are included as attachments. He also mentioned the need for one more committee member under the age of 30. All members and administration are encouraged to identify and recommend an individual – who must be a Portage resident – to add a youthful perspective to our work.

Ed asked for help from members in administering the business of the committee. Gloria Padilla-Carlson volunteered to be Vice-Chair and the general invitation was made to recruit a recording secretary. No one volunteered at the meeting, so Ed asked that others consider the role and let him know.

Attendees introduced themselves, provided background on their connection to bicycle activities and interest in the committee's work.

Ed initiated discussion of potential committee goals and objectives. He also indicated that he has been regularly attending meetings of Bike Friendly Kalamazoo and collaborating with its volunteer director, Paul Selden. He read the charge highlighted in the box below. Suggestions from members included:

- Trail Connections – within Portage, between adjacent communities, intercity connections (Vicksburg, Battle Creek, Grand Rapids, Three Rivers) and wayfaring signage to make navigation easy and fun

- Education of Drivers – some may not like cyclists, distracted drivers, proper observance of road/traffic rules by cyclists, effect of recent passing separation (3 and 5 feet) ordinances, personal experiences
- Driver and Citizen Perceptions – Empathy goes both ways, instill safety and road sharing aspects early in school years, classroom and local organization visits/outreach

City Manager Shaffer shared perspective on the City's priorities. He mentioned the importance of addressing behavior on the roads from a public safety standpoint; structural issues related to bike lanes, sidewalk use, trailway construction and maintenance, signage and safety issues as cycling increases in the City. He asked the committee to propose ideas for capital improvement program consideration with review by the Park Board and Ms. Hoyle, and referral to the administration and City Council. Larry also mentioned that the City was looking at opportunities to acquire right-of-way for Portage bikeway extension to Vicksburg.

Committee members offered community outreach efforts like distribution of safety vests to students and community members, perhaps with sponsorship from businesses. There was the observation that increased emphasis on cycling in the greater community – especially following the tragic deaths on N. Westnedge last summer – influence motorists. Some may be calm, but others nervous when cyclists are around. Much discussion of creating a catalyst for bike friendly businesses including installation of bike racks – perhaps in partnership with the City. Consideration of designating businesses as “Bike Friendly” with recognition on the City's website and in *The Potager*.

The next meeting of the Portage Bicycle Advisory Committee will be on TUESDAY September 5th at 5:30 p.m. in City Hall Room #1.

Meeting was adjourned at about 6:25 p.m.

Our charge is to provide citizen input for planning bicycle transportation infrastructure improvements and promoting bicycling initiatives within the City. These initiatives could include programs, events and other efforts to promote bicycle education and safety.

City of Portage
Bicycle Advisory Committee

July 12, 2017
5:30 p.m.
Portage City Hall

AGENDA

1. Call to order
2. Welcome from Director of Parks, Recreation and Senior Citizen Services, Kathleen Hoyle
3. Introductions by committee members – and what is best way to contact
4. Advisory committee structure and reporting – workflow
5. Relationship with Park Board
6. Selection of Vice-Chair and Recording Secretary
7. Review of City of Portage Bicycle Initiatives (handout)
8. Bicycle Friendly Community scorecard (handout)
9. Distribution of City of Portage Parks materials (handouts)
10. Priorities and goal setting – what and how – Silver certification and beyond
11. Activities/work between meetings
12. Committee member comments
13. General public comments
14. Next meeting September 6, 2017 at 5:30 p.m. – City Hall?
15. Adjourn

Our charge is to provide citizen input for planning bicycle transportation infrastructure improvements and promoting bicycling initiatives within the City. These initiatives could include programs, events and other efforts to promote bicycle education and safety.

Portage Parks & Recreation Board, Bicycle Advisory Committee

The Bicycle Advisory Committee serves as an advisory committee to the City of Portage Parks Board which provides citizen input for planning bicycle transportation infrastructure improvements and in promoting bicycling initiatives within the City of Portage. These initiatives could include programs, events and other efforts to promote bicycle education and safety. The Committee reports directly to the Parks Board which submits any recommendations and program concepts, and reports to the Director of Parks, Recreation and Senior Citizen Services.

The Bicycle Advisory Committee meets every other month before the regularly scheduled Parks Board meeting, on the last Wednesday of each month.

Meetings will begin at 6:30 pm in Portage City Hall, conference room #_____.

BAC Members:

1. _____, Chairperson
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

POTENTIAL MEMBERS	PHONE	EMAIL	NOTES	Y/N
Ed Sackley				
Bob Strader	269-365-6866	rcstader41@gmail.com	Sr. Ctr. Bike Coordinator Volunteer	Y
Gloria Padilla-Carlson	269-615-5048	g.padillacarlson@gmail.com	Sr. Citizen Advisory Board Member	Y
Renee Mitchell	269-207-2816	RMitchell@arienne.com	President, Kalamazoo Bicycle Club	
John Olbrot	269-377-5506	john.olbrot@sbcglobal.net	Vice President Kalamazoo Bicycle Club	Y
Tim Krone	269-324-5555	Tim@pedalbicycle.com	Pedal Bicycle	Y
Mary Hall		bhall49024@yahoo.com	(Robb Krueger recommended)	Y

City of Portage
Parks & Recreation

Bicycle Initiatives

- Actively promote the League of American Bicyclists' Bicycle Friendly Business (BFB) or Bicycle Friendly University (BFU) programs in your community
- Bicycle Safety, Riding Skills, and hands-on instruction for adults
- Bicycle education to students in private/public school system
- Providing a Bike Share program.
- Locations for bike racks
- Promote rides (historic tours, environmental, bird watching, etc.)
- Bicycle focused events
- Youth programs centered on encouraging bicycling for children and youth
- Specific plan, policy or program to further increase bicycle safety in the community
- How to collect information on bicycle usage in the community (i.e., utilitarian trips, recreational, by women, K-12 bike to school) and develop measurable goals for bike use
- Besides the Bicycle Friendly Community program, what other national programs can we participate in to improve bicycling



PORTAGE, MI

TOTAL POPULATION

46,292

POPULATION DENSITY

1,436.5

TOTAL AREA (sq. miles)

32.4

OF LOCAL BICYCLE FRIENDLY BUSINESSES

0

OF LOCAL BICYCLE FRIENDLY UNIVERSITIES

0

10 BUILDING BLOCKS OF A BICYCLE FRIENDLY COMMUNITY

	Average Silver	Portage
Arterial Streets with Bike Lanes	45%	49%
Total Bicycle Network Mileage to Total Road Network Mileage	30%	25%
Public Education Outreach	GOOD	GOOD
% of Schools Offering Bicycling Education	43%	95%
Bike Month and Bike to Work Events	GOOD	GOOD
Active Bicycle Advocacy Group	YES	YES
Active Bicycle Advisory Committee	YES	VERY
Bicycle-Friendly Laws & Ordinances	SOME	SOME
Bike Plan is Current and is Being Implemented	YES	YES
Bike Program Staff to Population	PER 70K	3272

CATEGORY SCORES

ENGINEERING <i>Bicycle network and connectivity</i>	3/10
EDUCATION <i>Motorist awareness and bicycling skills</i>	3/10
ENCOURAGEMENT <i>Mainstreaming bicycling culture</i>	2/10
ENFORCEMENT <i>Promoting safety and protecting bicyclists' rights</i>	4/10
EVALUATION & PLANNING <i>Setting targets and having a plan</i>	2/10

KEY OUTCOMES

	Average Silver	Portage
RIDERSHIP <i>Percentage of daily bicyclists</i>	3.5%	0.17%
SAFETY MEASURES CRASHES <i>Crashes per 10k daily bicyclists</i>	180	1,372.4
SAFETY MEASURES FATALITIES <i>Fatalities per 10k daily bicyclists</i>	1.4	0.0



KEY STEPS TO SILVER



- » Increase the amount of high quality bicycle parking throughout the community, especially at multi-family housing, retail, restaurants and event venues.
- » Continue to expand the on and off street bike network, especially along arterials, and to increase network connectivity. On roads with posted speed limits of more than 35 mph, it is recommended to provide protected bicycle infrastructure.
- » Continue to expand your public education campaign promoting the share the road message.
- » Offer regular bicycling skills training opportunities for adults.
- » Expand encouragement efforts during Bike Month, eg celebrate Bike To Work Day by hosting several commuter stations.

- » Promote cycling throughout the year by offering or supporting more family-oriented community or social rides, and bicycle-themed festivals, parades or shows.
- » Encourage local businesses, agencies, and organizations to promote cycling to their employees and customers, and to seek recognition through the national Bicycle Friendly Business program. For example, local businesses could provide discounts for customers arriving by bicycle.
- » Regularly conduct research on bicycle usage to more efficiently distribute resources according to demand.

2017 PSC Bicycle Club Schedule

Please check your schedule for starting times and dates. Relaxed Cruising = RC. Faster Riders = FR. If you are not sure about becoming a member of the PSC Bicycle Club, you are invited to go on one of our trips as our guest. Thereafter, you must become a member of the Portage Senior Center. When riding you must wear a helmet and we recommend bright or reflective clothing. Group Leaders: Bob Strader and George Colyer.

	Day	Group	Miles	Terrain
May	3	8:30 RC 9:00 FR	9 Flat	Start at PSC. Centre, Shaver path S. Westnedge, Osterhout, Oakland. Full City Café, 7878 Oakland Drive.
	10	LT	19 Flat	<i>Kalamazoo River Valley Trail. Starting point Mayor's Park, Niko's Express in Comstock.</i>
	17	8:30 RC 9:00 FR	13.5 Flat	Start at PSC. Centre, Shaver, South Shore, Portage, Austin Lake. Bucky's.
	24	LT	15 Some hills	<i>Depart from John Ball Park to Fred Meijer Millennium Park Trails. Breakfast location TBD.</i>
	31	8:30 RC 9:00 FR	10 Flat	Start at PSC. Lovers Lane, Winters, Chamberland, Helen, Ivanhoe, Byrd, Portage. Theo & Stacy's.
June	7	RC	11 Some hills	<i>Depart from Mayor's Park. Ride on trail to Spring Valley Park. Breakfast in Parchment at Scooter D's.</i>
	14	8:30 RC 9:00 FR	20 Flat	Start at PSC. Long Lake ride. Bucky's Portage Road.
	21	LT	24 Flat	<i>Transport to Marne, MI. Ride Musketawa Trail to Ravenna. Lunch at Ravenna Round Table.</i>
	28	8:30 RC 9:00 FR	22 Some Hills	PSC to Scotts, Scott's Corner Café.
July	5	8:30 RC 9:00 FR	10 Flat	Start at Millennium Trail, NWPB, Angling Rd., Centre. Breakfast Big Apple Bagel.
	12	8:30 RC 9:00 FR	18 Flat	Start at PSC. West of 131 to Schoolcraft return East of 131. Mar Jo's.
	19	LT	30 Mostly Flat	<i>Transport to White Pine Trail, Belmont to Cedar Springs. Arney's Rockport.</i>
	26	RC/LT	12/18 Mostly Flat	<i>Transport to Bloomingdale. Kal Haven Trail. Maria's in So Haven</i>
Aug	2	8:30 RC 9:00 FR	10 Flat	Start at PSC. Millennium Trail, NWPB, Angling Rd., Centre. Michelle's 677 Romance.
Thur	10	RC/LT	15/30 Flat	<i>Transport to Goshen, IN Start at Abshire Park, Pumpkin Vine Trail. Lunch Blue Gate in Shipshewana.</i>
	16	LT	19.6 Some Hills	<i>Transport to Centerville, Langley Covered Bridge. Centerville, Royal Café.</i>
	23	9:30 RC 10:00 FR	38.6 Flat	Start at PSC. Fisher Lake Inn
	30	LT	24 Mostly Flat	<i>Transport to Fred Meijer M-6 Trail. Connect to the Paul Henry Thornapple Trail. Lunch at the Fortune Chef, 9353 Cherry Valley Ave SE, Caledonia.</i>
Sept	8	8:30 RC 9:00 FR	10 Flat	Start at PSC. Millennium Trail, NWPB, Angling, Ivanhoe, Shaver, Shaver Bike Trail – Colonial Kitchen.
	13	8:30 RC 9:00 FR	13.5 Flat	Start at PSC. Center, Shaver, South Shore, Portage, Austin Lake. Bucky's.
Thur/ Fri	14- 15	LLT	44 Mostly Flat	<i>Optional ride: Hart Montague Bicycle Trail – overnight stay in Hart Comfort Inn, 2248 N. Comfort Dr., Hart, MI 49420 (231) 873-3456. Dinner – That Place.</i>
	20	RC	12 Some Hills	<i>Transport to 10th St., Oshtemo. Ride Kalamazoo River Valley Trail. Theo & Stacy's.</i>
Sept	27	8:30 RC 9:00 FR	26 Flat	Start at PSC. Indian Lake. Yogi's, 2070 East VW Ave., Schoolcraft.
Oct	4	8:30 RC 9:00 FR	8 Flat	PSC round trip West Lake
	11	8:30 RC 9:00 FR	21 Flat	PSC to Vicksburg to PSC. Yogi's.

The PSC Bicycle Club Annual Picnic: Thursday, August 17, 2017 @ 1:00PM at Lakeview Park, 9345 Portage Rd. Optional ride around Austin Lake to follow picnic – contact Carolyn Burns. Flash Mob style and table service. You may bring a guest if you like.



Robert Strader <rcstrader41@gmail.com>

Bike ordinance

1 message

Rande Bastianse <placebo@chartermi.net>
To: "rcstrader41@gmail.com" <rcstrader41@gmail.com>

Wed, Jul 12, 2017 at 9:58 AM

Bob,

In regards to feedback about bikers (bicycle riders), the new ordinance is clear in what is expected from motorists, but when put onto media sites, leaves a lot out of the meat of the issue. Unless one reads feedback from other sources of information (ie. City Commission meeting minutes), the average person does not realize that the ordinance was meant to be informative to keep bikers safe and not to be used as a violation that public safety officers were going to go out and write a bunch of tickets for. I'm concerned that a driver will veer into traffic going the other way and cause accidents because they don't understand how the ordinance is worded (operate your vehicle safely).

I would like to see Mlive, WWMT, and any other close-by news sources, print articles like "Ask A Trooper" (Mlive) regarding bike safety and the ordinance. Topics to be addressed could include:

Joggers with/without an accompanying biker going down a bike path against traffic and what it does to bikers and motorists.

Walkers/Joggers not using walking their provided paths and using bike paths (Moorsbridge).

Bikers need to operate according the rules....no riding against traffic, stop for stop signs, keep as far right as practical, no more than 2 abreast, etc.. On a recent car ride on Romence heading east from Oakland Dr., I encountered a biker (bright yellow bikers attire) at least 2 feet on the left side of the white bike path lane, that did not even slow down for 2 red lights (Constitution Blvd and Sears Drive, that I had to stop for) and continue on into Breakaway Bicycles.

Extreme caution needs to be used around younger bikers and walkers, especially when school is in session, since they don't really know what the ordinance contains, (I've seen 2 bikers and 3 walkers in a straight line extending past the middle of the street numerous times).

The safety for everybody is the bottom line, the more information that is available in the media that includes nuances like above, would go a long way to make me feel safer on the roads.



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Open with

Gmail

COMPOSE

Inbox (111)

Starred

Important

Sent Mail

Drafts (30)

rcstrader@att.net

SBCYahoo_Mail

More

R Robert



M Michael Parks

Biker poster

Inbox x



Rande

to me

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From: pselden@aol.com
Sent: Monday, May 15, 2017 4:31 PM
To: pselden@aol.com; kbc-general@yahoogroups.com;
president@kalamazoobicycleclub.org; vicepresident@kalamazoobicycleclub.org;
president@trikats.org; vicepresident@trikats.org
Subject: Roundabout & Bicycle Facility Design - Some Resources / Personal Comments
Attachments: Roundabout and Bicycle Facility Design - Selected Resources 170515.pdf; 2017.04.26
Roundabout Design Overview.pdf

There will be a Kalamazoo City Commission meeting tonight at 7pm during which the roundabout at Harrison/Gull/Ransom will be discussed.

I've kept my views to myself until I had time to look into things more carefully. Now I have done so, (at least in the time I had with everything else going on during Kalamazoo Area Bike Week!)

So, in the hopes that it helps, I have posted the material I've been reviewing in a six page compendium of roundabout and bicycle facility design resources to Bike Friendly Kalamazoo's website on its Resources tab > Costs, Benefits and Statistics page at:

<http://bikefriendlykalamazoo.org/wp/wp-content/uploads/2017/05/Roundabout-and-Bicycle-Facility-Design-Selected-Resources-170515.pdf>

and attached it to this email, as well, together with a design overview of the project itself in case you haven't seen it.

My current (personal) view is this, related to bicyclists and this project.

I believe there is room for (potentially low-cost) improvements to the project, such as "Bikes May Use Full Lane" signage and adding more ramps to let bicyclists get off/on the road depending whether they want to take the road or multi-use path (depending on personal comfort levels/traffic volumes, etc.).

The Bikes May Use Full Lane sign may require a new local ordinance; such signs are approved at the Federal level and in many states, but it apparently was removed(!) from Michigan's Manual of Uniform Traffic Control Devices. (Aside to LMB - something to consider as more roundabouts are going in, state-wide).

Sensible speeds that allow on-road bicyclists to merge into traffic and safely take the lane on all approaches "in time" and at a reasonable "bike commuter" pace will be important.

I don't know who is not a fan of a better/safer KRVt crossing at Gull Road, but I also don't know whether that area/crossing is part of the current project.

I think the above (and possibly other) improvements will be necessary for bicyclists to reap the potential (albeit typically on the order of 10%) safety benefits of roundabouts and bicycling in this general neighborhood.

When compiling the attached information I also learned that typically, motorists and pedestrians typically enjoy many more increases in safety benefits than bicyclists. In any case, whether there is an improvement depends on proper design, so the discussion we are now having is a healthy one.

Speaking of taking the lane, when reviewing the literature, I have also come to believe that some on-road bicyclists may not realize that it is generally recommended TO TAKE THE LANE (NOT to hug a curb) if they elect to ride on the road in a roundabout.

The single plus dual lane configuration of this roundabout presents additional "points of conflict" as they are called in the literature (versus single lane designs) -- but I admit that I need to let those with more information and expertise ponder what (if anything), can be done about those difficulties, given the trade-offs between the various key parameters, user needs, and other factors I am just not aware of.

There is a balance between design parameters that inevitably will make ardent fans of one particular dimension wish for different emphases. But I hope we can agree that public safety must be a primary consideration.

Maybe an off-line type of open house/discussion type of meeting would help stakeholders who feel they haven't had a chance to hear the reasons for the current design, learn them. I don't feel I know all these reasons, and maybe I will never know them all. Maybe the logic will be explained further tonight at the City Commission meeting. Maybe the City Commissioners will ask that such a meeting be held. Maybe they will approve the project only if it contains further improvements.

If you scan the attached Design resource compendium you may come up with additional ideas.

All of the above may make for a long session coming up tonight.

Regardless, I personally believe that the key parties are approaching this with a sense of good will and keeping public safety in mind. We have some of the best policy makers, staff and most informed stakeholders I can imagine. I'm proud of how much you/we care about making our community even more bicycle friendly, and think that it will indeed create a better place to live, work, play and learn over time!

Regards,

Paul Selden
(269) 598-8301 (cell)

Roundabouts & Bicycle Facility Design: Selected Resources

May 15, 2017

Background

What is a roundabout? (from FHWA's Roundabouts: An Informational Guide)

"Roundabouts are circular intersections with specific design and traffic control features. These features include yield control of all entering traffic, channelized approaches, and appropriate geometric curvature to ensure that travel speeds on the circulatory roadway are typically less than 50 km/h (30 mph)." (page 5)

<https://www.fhwa.dot.gov/publications/research/safety/00067/00067.pdf>

Design Involves Tradeoffs

"Roundabout design involves trade-offs among safety, operations, and accommodating large vehicles." (page 130)

<https://www.fhwa.dot.gov/publications/research/safety/00067/000676.pdf>

Network Considerations Affect Roundabout Design Alternatives

"Roundabouts have been considered as isolated intersections in most other international roundabout guides and publications. However, roundabouts may need to fit into a network of intersections, with the traffic control functions of a roundabout supporting the function of nearby intersections and vice versa. (page 213)

<https://www.fhwa.dot.gov/publications/research/safety/00067/000678.pdf>

"Roundabouts operate effectively only when there are sufficient longer and acceptable gaps between vehicles in the circulatory lanes. If there is a heavy movement of circulating drivers, then entering drivers at the next downstream entry may not be able to enter. This situation occurs most commonly during the peak periods, and the performance of the roundabout can be greatly improved with entrance metering. [But, r]oundabouts should not be planned for metering or signalization unless unexpected demand dictates this need after installation." (page 214)

<https://www.fhwa.dot.gov/publications/research/safety/00067/000678.pdf>

Benefits of Roundabouts

"According to the Insurance Institute of Highway Safety (IIHS), there are many safety benefits associated with the modern roundabout:

- 90 percent reduction in fatal crashes
- 75 percent reduction in injury crashes
- 30-40 percent reduction in pedestrian crashes
- 10 percent reduction in bicycle crashes
- 30-50 percent increase in traffic capacity

"There other benefits to roundabouts, including
reduction in fuel use and pollution.
no signal equipment to install and repair.
quieter neighborhoods."

<https://azdot.gov/about/transportation-safety/roundabouts/overview>

Safety, Health and Public Welfare are Paramount Considerations Among Civil Engineers

"Most are familiar with the Hippocratic Oath taken by physicians swearing to practice medicine honestly and without harm. Professional engineers also are bound by a code of ethics, the American Society of Civil Engineers Code of Ethics, which states: *Engineers shall hold paramount the safety, health and welfare of the public and shall strive to comply with the principles of sustainable development in the performance of their professional duties.* (page 2)

http://c.ymcdn.com/sites/www.acecwi.org/resource/resmgr/imported/Roundabouts_White_Paper_vFinal.pdf

Bicycle Entrance and Exit Ramps

“Bicyclists should be provided similar options to negotiate roundabouts as they have at conventional intersections, where they navigate either as motor vehicles or pedestrians depending on the size of the intersection, traffic volumes, their experience level, and other factors. Bicyclists are often comfortable riding through single lane roundabouts in low-volume environments in the travel lane with motor vehicles, as speeds are comparable and potential conflicts are low. At larger or busier roundabouts, many cyclists may be more comfortable and safer using ramps connecting to a sidewalk or multi-use path around the perimeter of the roundabout as a pedestrian.”

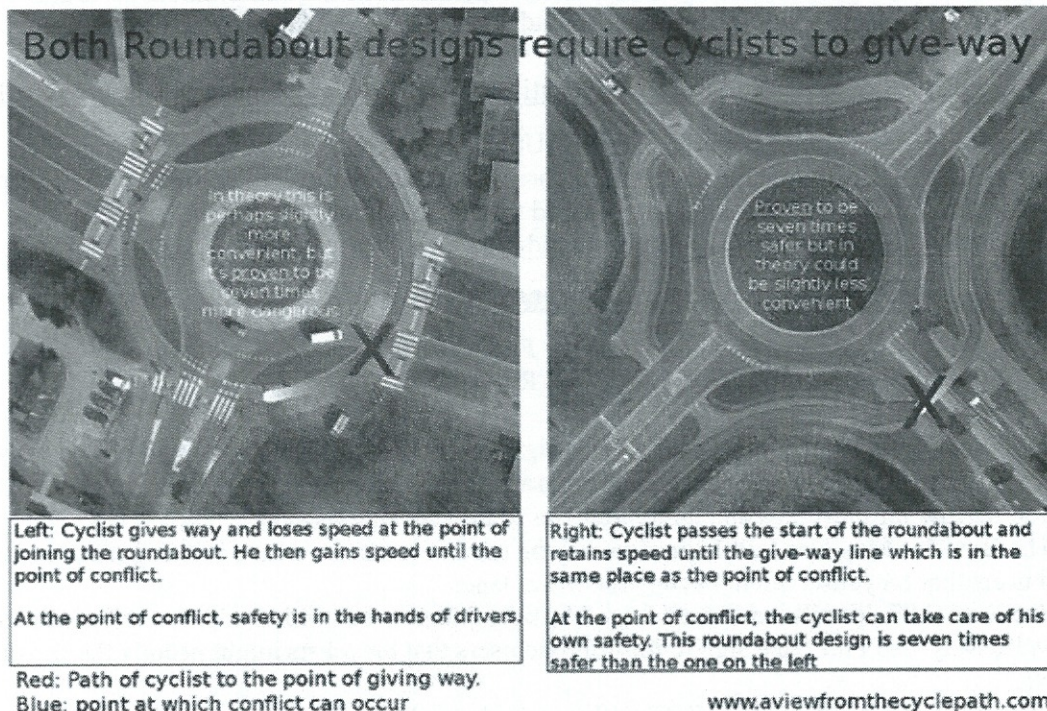
<https://safety.fhwa.dot.gov/intersection/innovative/roundabouts/fhwasal0006/#s33>

“Bicycle entrance ramps should generally enter the roadway within a 25 to 35 degree angle range. The entrance and exit ramps should be located approximately 50-150 feet from the circulating traffic to allow the bicyclist an opportunity to transition onto a path away from the circulatory roadway.” (page 7)

<http://wisconsin.gov/rdwy/fdm/fd-11-26.pdf>

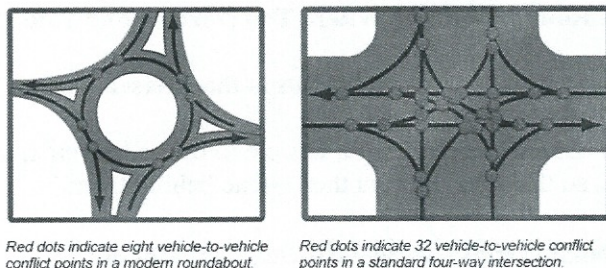
[Note: More than one roadway exit ramp may be provided on longer approach stretches.]

Crash Potential Much Greater With “Annual Ring”/”Bicycle Priority” Design



<http://www.aviewfromthecyclepath.com/2014/05/the-best-roundabout-design-for-cyclists.html>

Increased “Points Of Conflict” (Opportunities for Collision) Increases Risk -- ADOT



<https://azdot.gov/about/transportation-safety/roundabouts/overview>

“Bikes May Use Full Lane Signs” Integrated Into Maryland’s Bicycle Policy & Design Guidelines

“BICYCLES MAY USE FULL LANE sign (R4-11, see Figure 3.6a)

“This Regulatory/Informational sign is intended to be used at locations where it is deemed desirable to remind motorists of the legal right of bicyclists to occupy any space within the travel lane when conditions warrant doing so.” (page 3.4)

http://roads.maryland.gov/ohd2/bike_policy_and_design_guide.pdf

“Bicycles May Use Full Lane” Signage Communicates U.S. Roadway Rules and Increases Perception of Safety

“Although limited in scope, our survey results are indicative and suggest that Departments of Transportation consider replacing “Share the Road” with “Bicycles May Use Full Lane” signage, possibly combined with Shared Lane Markings, if the intent is to increase awareness of roadway rights and responsibilities.”

<http://journals.plos.org/plosone/article?id=10.1371/journal.pone.0136973>

“Bikes May Use Full Lane” Marking and Signage Used in Many States

“I have seen the signs in Austin, Santa Barbara, Seattle, Tuscon, [and] Sedona. I am also aware that they exist in Boston. All of these cities have robust cycling infrastructure, yet they still promote full lane use by bicycles.”

Personal communication from David Warwick, chair of Kalamazoo Area Bike Week, May 14, 2017

[Note: The “Bikes May Use Full Lane” (R4-11 & R4-11-1 type variants) type regulatory (rectangular black on white) and warning (W16-1 & variants) (diamond black on yellow) signs may not yet be approved in Michigan’s Manual of Uniform Traffic Control Devices and may require individual approval within each jurisdiction with appropriate authority. See <http://cyclemoco.com/2012/08/bikes-may-use-full-lane-signs-going-up-in-maryland/> for illustrations.]

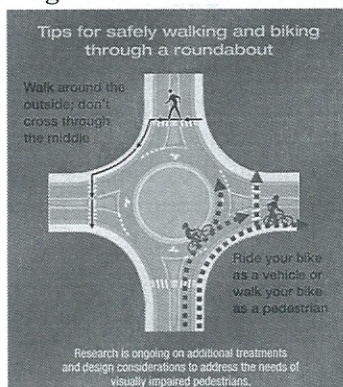
Bicyclist Behavior and Use of Roundabouts: Observations and Recommendations

Experienced vs. Less Experienced Bicyclists

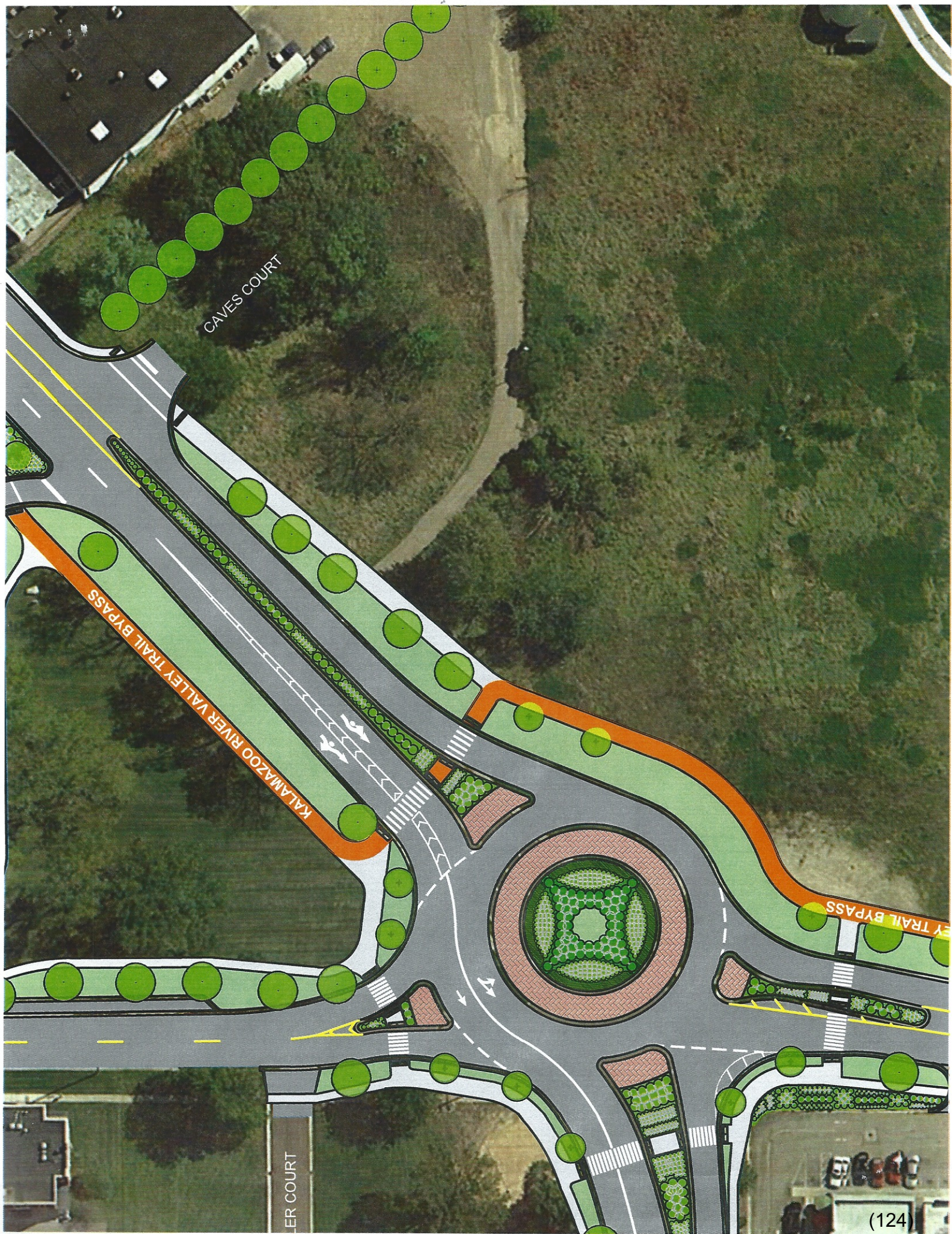
Experienced bikers should have little trouble maneuvering through the intersection and mixing with vehicles; however, less experienced bicyclists may encounter more difficulties. The slower speeds within a roundabout allow vehicles and bicycles to travel at compatible speeds. As with pedestrians, the slower speeds reduce accident severity. To ensure the safety of bicyclists, the Federal Highway Administration recommends a side path to allow less experienced bicyclists to exit the roadway and proceed through the intersection safely.” (page 5)

http://c.ymcdn.com/sites/www.acecwi.org/resource/resmgr/imported/Roundabouts_White_Paper_vFinal.pdf

“Taking the Lane” Recommended For Bicyclists Wanting to Ride On Roads In Albany, NY



<http://www.capitalcoexist.org/tag/bicycle-safety/>



CAVES COURT

KALAMAZOO RIVER VALLEY TRAIL BYPASS

Y TRAIL BYPASS

ER COURT

PLANNING COMMISSION

July 20, 2017

The City of Portage Planning Commission meeting of July 20, 2017 was called to order by Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Five citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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 Bryan Beach, Assistant City Attorney.

ROLL CALL:

Mr. Forth called the roll: Patterson (yes), Shoup (yes), Stoffer (yes), Schimmel (yes), Joshi (yes), Chu (not present), Harrell-Page (yes), and Corradini (yes). A motion was made by Commissioner Schimmel, seconded by Commissioner Patterson, to approve the roll excusing Commissioner Bosch. The motion was unanimously approved 7-0.

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the June 29, 2017 meeting minutes contained in the agenda packet. A motion was made by Commissioner Joshi, seconded by Commissioner Patterson, to approve the minutes as submitted. The motion was unanimously approved 8-0.

SITE/FINAL PLANS:

1. Final/Site Plan: Streamsong Condominiums (Phase I), 715 West Osterhout Avenue. Mr. West summarized the July 14, 2017 staff report regarding a request SDV Development LLC to construct the first phase of the Streamsong Condominiums. Mr. West indicated that Phase I of Streamsong Condominiums would include a total of 29 condominium units, a 1,280 square foot clubhouse/pool and a network of interior private streets. Mr. West discussed access to the site, storm water management, sidewalks and indicated the first phase of the Streamsong Condominiums Planned Development has been designed in substantial conformance with the March 14, 2017 approved tentative plan. Mr. West stated the final/site plan was recommended for approval subject to the three conditions outlined in the staff report.

Mike Seelye of SDV Development LLC (applicant) and Pat Flanagan of Ingersoll, Watson & McMachen (applicant's engineer) were present to support the application and discuss the development project. Commissioners Schimmel and Joshi asked about the rationale to install the sidewalk integral to the private streets. Mr. Flanagan discussed the limited space between the street and the condominium dwellings and the need to install sidewalk, public and private utilities within this area. Mr. Seelye also discussed the desire to provide sufficient room for vehicles to park in the driveways without blocking the sidewalk. Mr. Seelye stated the proposal to install the sidewalk integral to the street curb was consistent with other similar condominium development like Sterling Oaks, Oakland Hills and Whisper Rock. After additional discussion regarding MDEQ review of the proposed storm water design and the depth of the groundwater table in relation to the basements of the condominium dwellings, a motion was made by Commissioner Patterson, seconded by Commissioner Schimmel, to recommend to City Council that the Final/Site Plan for Streamsong Condominiums (Phase I), 715 West Osterhout Avenue, be approved subject to the following conditions: 1) Review and approval of the temporary storm water infiltration swale by the MDEQ, if necessary; 2) Submittal of a detailed landscape plan for administrative review/approval; and 3) Finalization of

engineering related details associated with the public water main and sanitary sewer main extensions and left-turn lane construction within West Osterhout Avenue. The motion was unanimously approved 8-0.

- Commissioner Chu arrived at 7:20pm

2. Specific/Site Plan: Black Rock Bar & Grill, 420 Trade Centre Way. Mr. Forth summarized the July 14, 2017 staff report regarding a specific/site plan request from CBJ Sizzle, LLC to construct a 10,186 square foot restaurant building and associated site improvements at 420 Trade Centre Way. Mr. Forth stated the approximate 1.6 acre site is zoned CPD, commercial planned development and part of the larger 20 acre Trade Centre Commercial Planned Development. Mr. Forth discussed the 2012 City Council approved conceptual plan amendment for the Trade Centre Commercial Planned Development and stated the specific/site plan for Black Rock Bar & Grill has been designed in substantial conformance and was recommended for approval subject to finalization of engineering related details associate with a public water main/sanitary sewer main relocation.

Greg Dobson of AVB Development (applicant representative) and Todd Hurley of Hurley & Stewart (applicant's engineer) were present to support the application and discuss the development project. After a brief discussion regarding the parking arrangement and handicap parking spaces, a motion was made by Commissioner Patterson, seconded by Commissioner Harrell-Page, to approve that the Specific/Site Plan for Back Rock Bar & Grill, 420 Trade Centre Way, subject to finalization of engineering related details. The motion was unanimously approved 8-0.

PUBLIC HEARING:

1. Rezoning Application #16/17-6, 3223 and 3205 Cooley Drive. Chairman Stoffer referred the Commission to a July 10, 2017 communication from the applicant requesting that the rezoning consideration be postponed to the August 17, 2017 meeting. A motion was then made by Commissioner Schimmel, seconded by Commission Harrell-Page to adjourn the public hearing for Rezoning Application #16/17-6 to the August 17, 2017 meeting. The motion was unanimously approved 8-0.

OLD BUSINESS:

None.

STATEMENT OF CITIZENS/COMMISSIONERS:

Chairman Stoffer welcomed new Planning Commissioner Dan Corradini to the Commission.

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

7:45 p.m. - The Commission reconvened the meeting in Conference Room #1.

NEW BUSINESS:

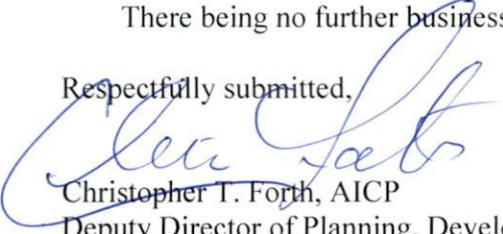
1. Planning Commission Training – Roles & Responsibilities. Mr. Forth summarized the Powerpoint presentation format. Mr. Forth Mr. Forth summarized the differences and relationship between planning and zoning, and also discussed the roles and responsibilities of a Planning Commission. Mr. Forth also summarized the five primary functions of the Planning Commission: 1) Preparation and adoption of the Comprehensive Plan; 2) Review and recommendation to City Council regarding zoning map and zoning text amendments; 3) Review and approval of site plan; 4) Review and approval of special land use permits; and 5) Review and recommendation to City Council regarding plats and site condominiums. Mr. Forth also briefly reviewed legal issues associated with conditional rezonings and spot zoning, and standards related to reasonable use of property, claims of taking

and vested rights. Mr. Forth then reviewed additional Planning Commission responsibilities associated with the annual review and recommendation of the City of Portage capital improvement program (CIP).

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 8:55 p.m.

Respectfully submitted,



Christopher T. Forth, AICP

Deputy Director of Planning, Development and Neighborhood Services

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TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: 2017-2018 Local Streets Reconstruction Project - Bid Tabulation

SUPPORTING PERSONNEL: Wm. Roger Buell, Director of Transportation and Utilities

ACTION RECOMMENDED: That City Council award a construction contract for the 2017-2018 Local Streets Reconstruction Program to Michigan Paving & Materials Company of Kalamazoo, Michigan, in an amount not to exceed \$1,038,360.35 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The 2017-2018 Capital Improvement Program budget provides funding for the Local Streets Reconstruction Program, which includes the reconstruction of approximately 30 local streets totaling over 5.4 miles. The project entails "complete street" enhancements, connections of existing sidewalk, storm drainage improvements, Americans with Disabilities Act (ADA) sidewalk ramps, concrete curb radii at non-curb intersections and asphalt resurfacing.

On January 24, 2017, City Council awarded a contract in the amount of \$131,118 to Abonmarche Consultants for the design and construction engineering portion of the project. Project design has been completed and on July 27, 2017 bids for the construction work were received from three contractors. The low bid was submitted by Michigan Paving & Materials Company of Kalamazoo, Michigan in the amount of \$1,038,360.35. Michigan Paving & Materials has successfully completed many similar projects for the city. If awarded, project construction will begin in late August 2017 with a break in paving over the winter months and will be completed in summer of 2018.

Street conditions are rated using a rating system known as Pavement Surface Evaluation and Rating (PASER). The standard breakdown for the PASER ratings with a general description is as follows:

Rating	Description
9-10	Excellent (new pavement)
8	Very Good (little to no maintenance required)
6-7	Good (sound structural condition with crack seal maintenance)
4-5	Fair (candidates for pavement overlay)
3	Poor (needs patching and repair to remove failed areas prior to an overlay)
2	Very Poor (severe deterioration, needs reconstruction with total base repair)
1	Failed (requires total reconstruction)

On a scale of 1-10, the 30 local streets included in this project have a PASER rating ranging from two

to four, which means they are in poor/fair condition. The reconstruction of these local streets will include spot base repair as needed and provide additional strength with a new asphalt overlay. This project meets standard asset management strategies for these ratings and will return these streets to a 9-10 rating when complete.

Therefore, it is recommended that City Council award a construction contract to Michigan Paving & Materials Company of Kalamazoo, Michigan for the 2017 Local Streets Reconstruction Program in the amount not to exceed \$1,038,360.35 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are budgeted in the 2017-2018 Capital Improvement Program Local Street Reconstruction fund.

Attachments:

1. Bid Tabulation
2. Local Streets Reconstruction Program - List of Streets

BID TABULATION
2017 LOCAL STREETS RECONSTRUCTION

BIDDER	TOTAL BID
Michigan Paving & Materials Co. 2300 Glendenning Rd. Kalamazoo, MI 49001	\$1,038,360.35
Lakeland Asphalt Corp. 548 Avenue A Springfield, MI 49037	\$1,169,219.40
Rieth-Riley Construction Co., Inc. 911 Hatfield Ave. Kalamazoo, MI 49001	\$1,232,717.90

Street	From	To
Woodland	Green Forest Dr	Dead End or Start
Green Forest	Woodland Dr	Winter Forest Dr
Cloverleaf	Oleander Ln	Dead End or Start
Mullein	Angling Rd	Bunchberry Dr
Bellflower	Romence Rd	Dead End or Start
Bunchberry	Oleander Ln	Mullein Ln
Oleander	Bellflower Dr	Dead End or Start
Lynnhill	Wedgewood Dr	Dead End or Start
Rugby	Wedgewood Dr	Dead End or Start
Tamworth	Wedgewood Dr	Dead End or Start
Wedgewood	Dead End or Start	Angling Rd
Admiral	S. Westnedge Ave	Dorset St
Cameo	Admiral Ave	Dead End or Start
Dorset	Admiral Ave	Cameo Ave
Black Forest	Fireside Ave	Suffield Woods Ave
Copper Oaks	Fireside Ave	Suffield Woods Ave
Suffield Woods	Sprinkle Rd	Copper Oaks St
Balmoral	Dead End or Start	Florinda Ave
Biscayne	Balmoral St	Sprinkle Rd
Pompano	Balmoral St	Sprinkle Rd
Wells	Sprinkle Rd	Dead End or Start
Montague	Hickoryview St	S. Westnedge Ave
Aldersgate	Montague Dr	Montague Dr
Conestoga	Frontier Ave	Dead End or Start
Frontier	Angling Rd	Dead End or Start
Homestead	Frontier Ave	Dead End or Start
Wishing Well	Angling Rd	Dead End or Start
Lori	Vanderbilt Ave	Dead End or Start

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Summer Mill and Fill Program Phase II - Bid Tabulation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services
Wm. Roger Buell, Director of Transportation and Utilities

ACTION RECOMMENDED: That City Council:

1. approve the low bid of \$145,583.17 from Michigan Paving & Materials Company,
2. award Change Order #1 in the amount of \$104,416.51 and
3. award Change Order #2 in the amount of \$59,950.50,

for a grand total cost of \$309,950.18 for Summer Mill and Fill Program Phase II asphalt repairs to major and local streets and authorize the City Manager to execute all documents related to these actions on behalf of the city.

The fiscal year 2017-2018 Major & Local Street budgets include funding for “mill and fill” repairs to sections of streets where surface asphalt is in poor condition. As part of the Summer Mill and Fill Program Phase II, sections of Bishop Avenue, Corporate Avenue, Old Kilgore Road, West Romence Road and Vanderbilt Avenue, totaling nearly 1.7 miles, will be repaired.

In addition to advertising the project in the Kalamazoo Gazette and on the city website, the City Administration invited six (6) area asphalt companies to bid on Phase II of the Summer Mill and Fill Program. A total of two bids were received and opened on July 27, 2017. The low bid in the amount of \$145,583.17 was received from Michigan Paving & Materials Company of Kalamazoo, Michigan. Michigan Paving & Materials has performed this type of work for the city in the past with good results.

Due to some mid-season adjustments, additional Act 51 funding became available. As such, the following contract change orders are recommended:

1. Change Order #1 in the amount of \$104,416.51 for the addition of 0.8 miles of additional repairs on three roads (Corporate Avenue, Old Kilgore Road and West Romence Road).
2. Change Order #2 in the amount of \$59,950.50 to include milling of 1.5 inches of asphalt and re-surfacing on Portage Road. This work will also include re-striping for a 3-lane section with bike lanes from East Osterhout Avenue to Wetherbee Avenue. By completing these measures

now, the work will be completed before school is back in session in September 2017.

Therefore, it is recommended that City Council award a contract to Michigan Paving & Materials Company in the amount of \$145,583.17, as well as contract Change Order #1 in the amount of \$104,416.51 and contract Change Order #2 in the amount of \$59,950.50, for a grand total of \$309,950.18 for mill and fill asphalt repairs of major and local street sections and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funds are available for this work in the fiscal year 2017-2018 of the Major & Local Street budgets.

Attachments:

1. Bid Tabulation
2. Change Order #1
3. Change Order #2

BID TABULATION
SUMMER MILL & FILL PHASE II

Item Description	Unit	Est. Qty.	Michigan Paving & Materials Co. 2300 Glendenning Ave. Kalamazoo, MI 49001		Rieth-Riley Construction Co., Inc. 911 Hatfield Ave. Kalamazoo, MI 49001	
			Per Unit	Total	Per Unit	Total
MDOT 13A Mod HMA w/165 # SYD	TON	2,068	\$56.00	\$115,808.00	\$52.00	\$107,536.00
Cold Mill HMA Surface (1.5 inches)	SYD	20,981	\$1.05	\$22,030.05	\$1.20	\$25,177.20
White Solid, Waterborne	FT	11,726	\$0.13	\$1,524.38	\$0.07	\$820.82
4" Yellow Double, Waterborne	FT	2,115	\$0.26	\$549.90	\$0.14	\$296.10
Yellow Solid/Skip, Waterborne	FT	1,932	\$0.22	\$425.04	\$0.07	\$135.24
Yellow Skip, Waterborne	FT	208	\$0.10	\$20.80	\$0.10	\$20.80
24" Stop Bar, Waterborne	FT	45	\$5.00	\$225.00	\$0.75	\$33.75
Traffic Control and Construction Signage	EA	1	\$5,000.00	<u>\$5,000.00</u>	\$20,700.00	<u>\$20,700.00</u>
Grand Total				\$145,583.17		\$154,719.91
ADDITIONAL PRICING						
White Skip, Waterborne	FT		\$0.13		\$0.10	
4" White Dash, Waterborne	FT		\$0.13		\$0.10	
4" Yellow Solid, Waterborne	FT		\$0.17		\$0.14	
4" Yellow Temporary Reflective Tape	FT		\$1.24		\$1.50	
School Symbol, Waterborne	EA		\$97.50		\$60.00	
Left Turn Arrow, Waterborne	EA		\$78.00		\$30.00	
Right Turn Arrow, Waterborne	EA		\$78.00		\$30.00	
Combo Arrow, Right/Through, Waterborne	EA		\$97.50		\$40.00	
Combo Arrow, Left/Through, Waterborne	EA		\$97.50		\$40.00	
Through Arrow, Waterborne	EA		\$65.00		\$30.00	
Only Symbol, Waterborne	EA		\$78.00		\$30.00	
12" Cross Walk, Waterborne	FT		\$3.25		\$0.50	
Bike Symbol w/ Arrow, Waterborne	EA		\$124.00		\$50.00	
RR Crossing Symbol and Bars, Waterborne	EA		\$170.00		\$90.00	
Manhole Adjust (Type M-7 Solid)	EA		\$325.00		\$250.00	
Water Valve Adjust	EA		\$500.00		\$350.00	
22A Stabilized Gravel	CYD		\$65.00		\$70.00	
Top Dirt & Grass Seed	CYD		\$130.00		\$150.00	
Drainage Structure Cover, Adjust, Case 1	EA		\$750.00		\$600.00	
4" Line, Removal	FT		\$1.00		\$0.50	
Specialty Pavement Marking, Removal	EA		\$97.50		\$50.00	
Concrete Curb, Remove & Replace	FT		\$45.00		\$60.00	
Concrete Sidewalk 4", Remove & Replace	SFT		\$22.00		\$13.00	
Concrete Sidewalk 6", Remove & Replace	SFT		\$24.00		\$14.00	
Concrete Sidewalk Ramp w/ ADA Plates, 6", Remove & Replace	SFT		\$32.00		\$35.00	

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: August 2, 2017

FROM: Rod Russell, Director of Public Services 

SUBJECT: Summer Mill & Fill Phase II Contract Change Order #1

Attached and recommended for approval is Change Order #1 to Michigan Paving and Materials Company. This change order will add additional repairs to the 2017 Summer Mill and Fill Phase II Contract. The additional repairs will focus on Corporate Avenue, Old Kilgore Road and West Romence Road which have experienced asphalt deterioration that requires replacement.

Attachment



CITY OF PORTAGE
PROJECT: 2017 SUMMER MILL & FILL -
PHASE II. ASPHALT REPAIRS
CONTRACT CHANGE ORDER NO. 1

Contractor: Michigan Paving & Materials Company
2300 Glendenning Road
Kalamazoo, MI 49001

Subject: Addition to contract: 2017 Summer Mill & Fill - Phase II Repairs to Corporate Avenue,
Old Kilgore Road, and West Romence Road -- See attachment for the list of added
quantities and costs.

Original Construction Contract Amount	\$145,583.17
Change Order No. #1 (ADD)	<u>\$104,416.51</u>
Revised Contract Amount	\$249,999.68

PREPARED BY:

Department Director

Date 8-2-17

ACCEPTED BY (CONTRACTOR)

(Contractor)

Date 8/1/17

APPROVED BY:

Laurence Shaffer, City Manager

Date _____

Distribution of Executed Change Order: Originals - City Clerk & Contractor, Copies - Purchasing & Originating Department

Change Order No. 1 – Summer Mill & Fill – Phase II Repairs
Page Two

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Remove/Replace w/ 165#/SYD 13A Mod HMA	1,482 Tons	\$56.00	\$82,992.00
2	Cold Mill HMA Surface (1.5 inches)	16,148 SYD	\$1.05	\$16,955.40
3	4" White Skip, Waterborne	466 FT	\$0.13	\$60.58
4	4" White Solid, Waterborne	8,379 FT	\$0.13	\$1,089.27
5	4" Yellow Double, Waterborne	106 FT	\$0.26	\$27.56
6	4" Yellow Solid/Skip, Waterborne	9,850 FT	\$0.22	\$2,167.00
7	4" Yellow Temporary Reflective Tape	255 FT	\$1.24	\$316.20
8	Combo Arrow, Left/Through, Waterborne	1 EA	\$97.50	\$97.50
9	Right Turn Arrow, Waterborne	1 EA	\$78.00	\$78.00
10	Only Symbol, Waterborne	1 EA	\$78.00	\$78.00
11	24" Stop Bar, Waterborne	111 FT	\$5.00	\$555.00
			TOTAL CHANGE	\$104,416.51



CITY OF PORTAGE
PROJECT: SUMMER MILL AND FILL PHASE 2
CONTRACT CHANGE ORDER NO. 2

Contractor: Michigan Paving & Materials Co.
2300 Glendenning Rd.
Kalamazoo, MI 49003

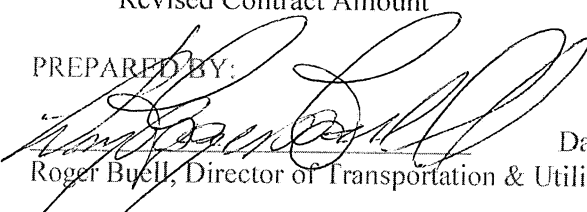
Subject: Addition to contract: Portage Road road diet from E. Osterhout Ave. to Wetherbee Ave.

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
MDOT 13A Mod HMA	825 TON	\$56.00	\$46,200.00
Cold Mill HMA Surface	10,000 SYD	\$1.05	\$10,500.00
White Solid, Waterborne	3,200 LFT	\$0.13	\$416.00
4" Yellow Double, Waterborne	2,725 LFT	\$0.26	\$708.50
24" Stop Bar, Waterborne	50 LFT	\$5.00	\$250.00
Only Symbol, Waterborne	4 EA	\$78.00	\$312.00
Bike Symbol w/ arrow, Waterborne	8 EA	\$124.00	\$992.00
Right Turn Arrow, Waterborne	2 EA	\$78.00	\$156.00
Left Turn Arrow, Waterborne	2 EA	\$78.00	\$156.00
Through Arrow, Waterborne	4 EA	\$65.00	\$260.00
		TOTAL CHANGE	\$59,950.50

Original Construction Contract Amount \$145,583.17
Amendment No. #1 (ADD) \$104,437.59
Amendment No. #2 (ADD) \$59,950.50

Revised Contract Amount \$309,971.26

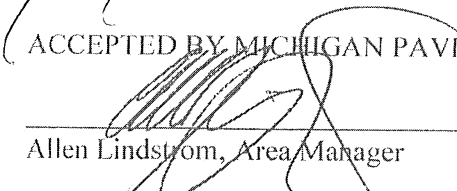
PREPARED BY:


Roger Buell, Director of Transportation & Utilities

Date

01/06/2017

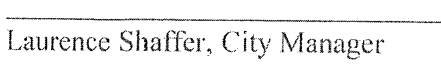
ACCEPTED BY MICHIGAN PAVING & MATERIALS CO.


Allen Lindstrom, Area Manager

Date

8/1/17

APPROVED BY:


Laurence Shaffer, City Manager

Date

Distribution of Executed Change Order: Originals – City Clerk & Contractor, Copies – Purchasing & Originating Department

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: South Westnedge Avenue Reconstruction Project - Bid Tabulation

SUPPORTING PERSONNEL: Wm. Roger Buell, Director of Transportation and Utilities

ACTION RECOMMENDED: That City Council award a contract to Abonmarche Consultants, Incorporated, in the amount not to exceed \$182,000 to perform engineering services for the reconstruction of South Westnedge Avenue from Romence Road to Mall Drive and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The FY 2017–2018 Capital Improvement Program budget contains funding for the Major Street Reconstruction Program. The program will focus on preserving and restoring pavement conditions on select major streets, which will allow additional roadway mileage to be restored annually. Major street reconstruction projects are selected based on pavement condition, average daily traffic, federal aid eligibility and location for potential development activities. As part of the program, reconstruction of South Westnedge Avenue from Romence Road to Mall Drive is planned for spring 2018.

On July 26, 2017, three bids were received for the design and construction engineering services for South Westnedge Avenue. Based on review of the proposals, staff determined that the low bid from Abonmarche Consultants, Incorporated, in the amount of \$182,000 best fits the needs of the project. Abonmarche Consultants has significant experience with Michigan Department of Transportation (MDOT) policies and procedures, as well as prior South Westnedge Avenue projects. Abonmarche Consultants successfully completed the engineering services for South Westnedge Avenue from Amos Avenue to Old Kilgore Road in 2008, South Westnedge Avenue from Mall Drive to Dawnlee Avenue in 2015 and the South Westnedge Avenue Romence Road traffic signal upgrade in 2017.

The current South Westnedge Avenue reconstruction project has been approved by the Kalamazoo Area Transportation Study (KATS) Policy Committee for federal funding. In total, approximately \$700,000 in federal funds has been approved to assist in financing the project. The remaining cost of approximately \$327,000 will be the city's share financed through funds in the Municipal Street Fund.

Therefore, it is recommended that City Council award a contract to Abonmarche Consultants, Incorporated, in the amount not to exceed \$182,000 to perform engineering services for South Westnedge Avenue Reconstruction from Romence Road to Mall Drive 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 2017–2018 Capital Improvement Program budget.

Attachments: 1. Bid Tabulation

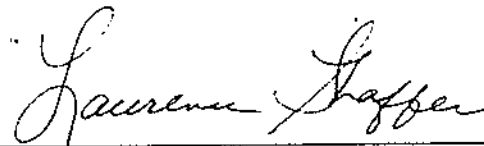
TABULATION OF PROPOSALS - PROFESSIONAL ENGINEERING SERVICES
SOUTH WESTNEDGE AVENUE RECONSTRUCTION

<u>Firm</u>	<u>Estimated Project Hours</u>			<u>Proposal</u>
	<u>Design</u>	<u>Construction</u>	<u>Total</u>	
Abonmarche Consultants, Inc. 95 W. Main St. Benton Harbor, MI 49022	470	1202	1672	\$182,000.00
Wightman & Associates, Inc. 9835 Portage Rd. Portage, MI 49002	663	1314	1977	\$183,750.00
Progressive AE 1811 4 Mile Road NE Grand Rapids, MI 49525	588	1089	1677	\$235,585.00

MATERIALS TRANSMITTED

Tuesday, July 25, 2017

1. **TO BE REPLACED IN ITEM F.3 OF THE JULY 25, 2017 CITY COUNCIL AGENDA:** Corrected FY 2017-18 Community Development Block Grant and General Fund contract attachments (Twelve Baskets & Goodwill Industries only).



Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

**CONTRACT BETWEEN THE CITY OF PORTAGE AND
TWELVE BASKETS
FY 2017-18**

This Agreement made by and between the City of Portage, 7900 South Westnedge Avenue, Portage, Michigan, commonly referred to herein as the "city" and Twelve Baskets of Portage, Michigan, commonly referred to herein as "Twelve Baskets".

WITNESSETH: That Twelve Baskets and the city, in consideration of the mutual agreements, undertaking and conditions hereinafter contained, HEREBY AGREE AS FOLLOWS:

- I. Term of Contract: The term of this contract shall commence on **July 1, 2017** and shall terminate on **June 30, 2018** as to funds to be provided. All services to be provided by Goodwill and payments made by the city are to be made in accordance with the provisions hereof.
- II. Services to be Provided: Twelve Baskets agrees to provide the following services to those residents in the city who meet established eligibility requirements:
 - Provide food items at no charge to local residents in need
 - Provide supportive program services such as clothing, household items and haircuts at no charge to local residents in need

Nothing herein shall be construed as limiting the ability of the Twelve Baskets to perform its functions according to its by-laws, but limitations are imposed for those persons employed and those services provided with City of Portage General Funds or acting in fulfillment of this Agreement.

- III. Records: Twelve Baskets shall maintain its records in a manner which enables the city to identify the number of persons served by each activity funded under the "services to be provided" section of this Agreement. Twelve Baskets will maintain records in such a manner that the units of service delivered to City of Portage residents and businesses can be identified. All relevant financial data shall be maintained according to generally accepted accounting principles, including records of each expenditure. All records shall be accessible to the city at reasonable times and under reasonable conditions for the purpose of reviewing compliance with this Agreement, provided that access to such information is not in conflict with any applicable State or Federal statutes governing client confidentiality. Records shall be retained until three (3) years after the termination date of this Agreement.
- IV. Reports: Twelve Baskets agrees to provide the city with a Status Report for the term of this Agreement. Twelve Baskets agrees to furnish the city with the following on a biannual basis:
 - a. Cover letter listing services provided, total units of service delivered for all programs identified in the "services to be provided" section of the Agreement.
 - b. Financial Statements, including:
 - (1) Balance Sheet
 - (2) Statement of Revenues, expenditures, and changes in fund balance.
 - c. A listing of any new projects or programs undertaken which have not been identified in the "services to be provided" section of this Agreement.
 - d. Reports are due by January 12, 2018 and July 13, 2018.

- V. Payments by the city: If Twelve Baskets has complied with its obligations under this Agreement, in the reasonable judgment of the city, the city shall make payment to Twelve Baskets twice annually (subsequent to reviewing reports due January 12 and July 13) equal to the General Fund appropriation of **One Thousand Eight Hundred Dollars (\$1,800.00)**. Payments shall be made directly to Twelve Baskets. If the city determines, after reviewing documentation provided for by this Agreement or any other reliable evidence or combination thereof, that Twelve Baskets has not provided the services required under this Contract or is not following the terms of the Agreement or is otherwise in breach of this Agreement, then all payments may be immediately suspended. Under these conditions the city may, at its option, treat Twelve Baskets in default for breach of the Agreement and hold Twelve Baskets liable.

Any funds remaining in the possession of Twelve Baskets which are traceable to the payments made by the city to Twelve Baskets under this Agreement, will become the property of the city and are to be turned over to the city if not used by the end of the Agreement term, only if Twelve Baskets is not again funded in the immediately succeeding program year.

- VI. City not Liable: Twelve Baskets, its officers, agents, and employees and all subcontractors that are officers, agents or employees at all times shall be considered independent contractors and not as city employees. Twelve Baskets shall exercise all supervisory control and general control over all workers' duties, payment of all wages to employees, and the right to hire, fire, and discipline all its employees. As an independent contractor, payment to Twelve Baskets under this Agreement shall not be subject to any withholding tax, social security or other purpose, nor shall Twelve Baskets, its officers, agents, or employees or any subcontractors or its officers, agents or employees, be entitled to sick leave, pension benefits, vacation, medical benefits, life insurance, unemployment compensation or the like from the city.
- VII. Indemnification: To the fullest extent permitted by Laws and Regulations, the Contractor shall indemnify and hold harmless the City and its officers, directors, employees, agents and consultants from and against all claims, costs, losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from the performance of the Work or from the failure to comply with any covenant or term of the contract, provided that any such claim, cost, loss or damage: (i) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom and (ii) is caused in whole or in part by any act or omission of the Contractor, any Subcontractor, any Supplier, any person or organization directly or indirectly employed by any of them to perform or furnish any of the Work or anyone for whose acts any of them may be liable, regardless of whether or not caused in part by any act or omission of a person or entity indemnified hereunder or whether liability is imposed upon such indemnified party by Laws and Regulations regardless of the negligence of any such person or entity.

In any and all claims against the City or any consultants, agents, officers, directors

or employees of the City by any employee (or the survivor or personal representative of such employee) of the Contractor, any Subcontractor, any Supplier, any person or organization directly or indirectly employed by any of them to perform or furnish any of the Work, or anyone for whose acts any of them may be liable, the indemnification obligation above shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any such Subcontractor, Supplier or other person or organization under workers' compensation Acts, disability benefit Acts or other employee benefit Acts.

VIII. Insurance: Twelve Baskets shall furnish, within ten (10) days, a Certificate of Insurance indicating insurance coverage as listed below. In each case, the city, its employees and its appointed and elected officials, shall be named as an insured party and a certificate of insurance shall be on file in the Personnel/Purchasing Department.

1. Employer's liability and Workers Compensation insurance covering all persons engaged in work under this contract to the full statutory limits stipulated in the Michigan Workers Compensation Act.
2. Comprehensive General Liability Insurance: \$1,000,000 per occurrence, combined single limit, for bodily injury, personal injury and property damage.
3. Motor Vehicle Insurance: \$1,000,000 per occurrence, combined single limit, for bodily injury and property damage. Coverage must comply with all Michigan No-Fault laws.
4. Failure or refusal to furnish evidence of insurance, in the form satisfactorily to the city, may subject Goodwill to the loss of the contract in accordance with the provision of default.

X. Successors and Assigns: The obligations of the parties shall bind all their successors and assigns. Twelve Baskets shall not assign its right to receive any sums herein provided. While Twelve Baskets shall not delegate its responsibility to provide the services listed in Paragraph II above, Twelve Baskets may provide those services to clients directly, or may host other human service agencies to provide those services. The decision to provide those services directly or by means of hosting other agencies shall be Twelve Baskets alone and nothing in the Agreement shall prohibit or restrict Twelve Baskets in making that decision.

XI. Non-Discrimination: The Contractor agrees to comply with the Federal Civil Rights Act of 1964 as amended; the Federal Civil Rights Act of 1991 as amended; the Americans With Disabilities Act of 1990 as amended; the Elliott-Larsen Civil Rights Act, Article 2, Act no. 453, Public Act of 1976 as amended; the Michigan Handicapper's Civil Rights Act, Article 2, Act. No. 220; Public Act of 1976, as amended and all other applicable Federal, State and Local laws and regulations. Specifically, contractors and subcontractors are required not to discriminate against any employee or applicant for employment with respect to such person's hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of such person's height, weight, race, color, religion, national origin, ancestry, age, marital status, sex or disability, as defined by law. Breach of this covenant may be regarded as a material breach of the contract.

The City of Portage in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color or national origin in consideration for an award.

XII. Other Terms:

1. Funds provided by the city shall not be used for the purchase of capital assets.
2. Funds provided by the city shall not be used to repay outstanding debts incurred for the purchase of capital assets.
3. Funds provided by the city shall not be used for political purposes.

SIGNED BY:

GRANTEE/CONTRACTOR: TWELVE BASKETS

10332 Portage Road, Portage, MI 49002

BY:

DATE:

William Steger, President, Board of Directors

BY:

DATE:

Carl Wespinter, Vice President, Board of Directors

GRANTOR: CITY OF PORTAGE

7900 South Westnedge Avenue, Portage, MI 49002

BY:

DATE:

Laurence Shaffer, City Manager

APPROVED/AS TO FORM
DATE: 7/24/17 *RS*

**CONTRACT BETWEEN THE CITY OF PORTAGE AND
GOODWILL INDUSTRIES OF SOUTHWESTERN MICHIGAN
FY 2017-18**

This Agreement made by and between the City of Portage, 7900 South Westnedge Avenue, Portage, Michigan, commonly referred to herein as the "city" and Goodwill Industries of Southwestern Michigan of Kalamazoo, Michigan, commonly referred to herein as "Goodwill".

WITNESSETH: That Goodwill and the city, in consideration of the mutual agreements, undertaking and conditions hereinafter contained, HEREBY AGREE AS FOLLOWS:

- I. Term of Contract: The term of this contract shall commence on **July 1, 2017** and shall terminate on **June 30, 2018** as to funds to be provided. All services to be provided by Goodwill and payments made by the city are to be made in accordance with the provisions hereof.

- II. Services to be Provided: Goodwill agrees to provide the following services to those residents in the city who meet established eligibility requirements:

Tax Counseling Initiative Vita (Volunteer Income Tax Assistance) sites located within the city at the Portage Community Center and Bower's Manufacturing to assist low to middle income households with e-filed tax returns.

Nothing herein shall be construed as limiting the ability of the Goodwill to perform its functions according to its by-laws, but limitations are imposed for those persons employed and those services provided with City of Portage General Funds or acting in fulfillment of this Agreement.

- III. Goodwill certifies that there is no use of vehicles under this agreement.

- IV. Records: Goodwill shall maintain its records in a manner which enables the city to identify the number of persons served by each activity funded under the "services to be provided" section of this Agreement. Goodwill will maintain records in such a manner that the units of service delivered to City of Portage residents and businesses can be identified. All relevant financial data shall be maintained according to generally accepted accounting principles, including records of each expenditure. All records shall be accessible to the city at reasonable times and under reasonable conditions for the purpose of reviewing compliance with this Agreement, provided that access to such information is not in conflict with any applicable State or Federal statutes governing client confidentiality. Records shall be retained until three (3) years after the termination date of this Agreement.

Annually, Goodwill shall retain an independent Certified Public Accountant (CPA) to audit its books to determine if there has been compliance with the Agreement. If the city desires to audit its books, it may do so and may, at its discretion, retain an independent CPA to audit Goodwill books to determine whether there has been compliance with this Agreement.

- V. Reports: Goodwill agrees to provide the city with a Status Report for the term of this Agreement. Goodwill agrees to furnish the city with the following:

- a. Cover letter listing services provided, total units of service delivered for all programs identified in the "services to be provided" section of the Agreement.
 - b. Financial Statements, including:
 - (1) Balance Sheet
 - (2) Statement of Revenues, expenditures, and changes in fund balance.
 - c. A listing of any new projects or programs undertaken which have not been identified in the "services to be provided" section of this Agreement.
 - d. Report is due by June 1, 2018.
- VI. Payments by the city: If Goodwill has complied with its obligations under this Agreement, in the reasonable judgment of the city, the city shall make payment to Goodwill (subsequent to reviewing the report due June 1) equal to the General Fund appropriation of **One Thousand Five Hundred Fifty Dollars (\$1,550.00)**. Payments shall be made directly to Goodwill. If the city determines, after reviewing documentation provided for by this Agreement or any other reliable evidence or combination thereof, that Goodwill has not provided the services required under this Contract or is not following the terms of the Agreement or is otherwise in breach of this Agreement, then all payments may be immediately suspended. Under these conditions the city may, at its option, treat Goodwill in default for breach of the Agreement and hold Goodwill liable.

Any funds remaining in the possession of Goodwill which are traceable to the payments made by the city to Goodwill under this Agreement, will become the property of the city and are to be turned over to the city if not used by the end of the Agreement term, only if Goodwill is not again funded in the immediately succeeding program year.

- VII. City not Liable: Goodwill, its officers, agents, and employees and all subcontractors that are officers, agents or employees at all times shall be considered independent contractors and not as city employees. Goodwill shall exercise all supervisory control and general control over all workers' duties, payment of all wages to employees, and the right to hire, fire, and discipline all its employees. As an independent contractor, payment to Goodwill under this Agreement shall not be subject to any withholding tax, social security or other purpose, nor shall Goodwill, its officers, agents, or employees or any subcontractors or its officers, agents or employees, be entitled to sick leave, pension benefits, vacation, medical benefits, life insurance, unemployment compensation or the like from the city.

- VIII. Indemnification: To the fullest extent permitted by Laws and Regulations, the Contractor shall indemnify and hold harmless the City and its officers, directors, employees, agents and consultants from and against all claims, costs, losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from the performance of the Work or from the failure to comply with any covenant or term of the contract, provided that any such claim, cost, loss or damage: (i) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom and (ii) is caused in whole or in part by any act or omission of the Contractor, any Subcontractor, any Supplier, any person or organization directly or indirectly employed by any of them to perform or furnish any of the Work or anyone for

whose acts any of them may be liable, regardless of whether or not caused in part by any act or omission of a person or entity indemnified hereunder or whether liability is imposed upon such indemnified party by Laws and Regulations regardless of the negligence of any such person or entity.

In any and all claims against the City or any consultants, agents, officers, directors or employees of the City by any employee (or the survivor or personal representative of such employee) of the Contractor, any Subcontractor, any Supplier, any person or organization directly or indirectly employed by any of them to perform or furnish any of the Work, or anyone for whose acts any of them may be liable, the indemnification obligation above shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any such Subcontractor, Supplier or other person or organization under workers' compensation Acts, disability benefit Acts or other employee benefit Acts.

- IX. Insurance: Goodwill shall furnish, within ten (10) days, a Certificate of Insurance indicating insurance coverage as listed below. In each case, the city, its employees and its appointed and elected officials, shall be named as an insured party and a certificate of insurance shall be on file in the Personnel/Purchasing Department.
1. Employer's liability and Workers Compensation insurance covering all persons engaged in work under this contract to the full statutory limits stipulated in the Michigan Workers Compensation Act.
 2. Comprehensive General Liability Insurance: \$1,000,000 per occurrence, combined single limit, for bodily injury, personal injury and property damage.
 3. Failure or refusal to furnish evidence of insurance, in the form satisfactorily to the city, may subject Goodwill to the loss of the contract in accordance with the provision of default.
- X. Successors and Assigns: The obligations of the parties shall bind all their successors and assigns. Goodwill shall not assign its right to receive any sums herein provided. While Goodwill shall not delegate its responsibility to provide the services listed in Paragraph II above, Goodwill may provide those services to clients directly, or may host other human service agencies to provide those services. The decision to provide those services directly or by means of hosting other agencies shall be Goodwill's alone and nothing in the Agreement shall prohibit or restrict Goodwill in making that decision.
- XI. Non-Discrimination: The Contractor agrees to comply with the Federal Civil Rights Act of 1964 as amended; the Federal Civil Rights Act of 1991 as amended; the Americans With Disabilities Act of 1990 as amended; the Elliott-Larsen Civil Rights Act, Article 2, Act no. 453, Public Act of 1976 as amended; the Michigan Handicapper's Civil Rights Act, Article 2, Act. No. 220; Public Act of 1976, as amended and all other applicable Federal, State and Local laws and regulations. Specifically, contractors and subcontractors are required not to discriminate against any employee or applicant for employment with respect to such person's hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of such person's height, weight, race, color, religion, national origin, ancestry, age, marital status, sex or disability, as defined by law. Breach of this covenant may be regarded as a material breach of the contract.

The City of Portage in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color or national origin in consideration for an award.

XII. Other Terms:

1. Funds provided by the city shall not be used for the purchase of capital assets.
2. Funds provided by the city shall not be used to repay outstanding debts incurred for the purchase of capital assets.
3. Funds provided by the city shall not be used for political purposes.

SIGNED BY:

GRANTEE/CONTRACTOR: GOODWILL INDUSTRIES OF SOUTHWESTERN MICHIGAN
420 East Alcott Street, Kalamazoo, MI 49001

BY: _____ **DATE:** _____
John Dillworth, President and CEO

BY: _____ **DATE:** _____
Katie McCollum, Chair, Board of Directors

GRANTOR: CITY OF PORTAGE
7900 South Westnedge Avenue, Portage, MI 49002

BY: _____ **DATE:** _____
Laurence Shaffer, City Manager

APPROVED AS TO FORM *LS*
DATE: 7/24/17