

7:30 p.m. Call to Order.

Invocation: Monica Lee of Radiant Church - Portage Campus.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. National Community Planning Month.

A. Approval of City Council Meeting Minutes.

1. Committee of the Whole of September 12, 2017.

2. Regular Meeting Minutes of September 12, 2017.

3. Pre-Council Meeting Minutes of September 25, 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 September 26, 2017 as presented.

D. Public Hearings:

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

- * 1. Communication from the City Manager recommending that City Council approve a budget transfer of \$1,650,000 from the Major Streets Fund to the Capital Improvement Fund to increase the 2018 pavement applications and authorize the City Manager to sign all documents on behalf of the city.
- * 2. Communication from the City Manager recommending that City Council approve the purchase of an ICON Shelter from Penchura, LLC, of Brighton, Michigan, to be constructed at the Eliason Trailhead at a cost not to exceed \$82,784 and authorize the City Manager to sign all other documents related to these projects on behalf of the city.
- * 3. Communication from the City Manager recommending that City Council approve the Final Plan for Greenspire Apartments - Phase V(b) at 8615 Tozer Court.
- * 4. Communication from the City Manager recommending that City Council accept the FY 2016-17 Planning Commission Work Program Final Update, Proposed FY 2017-18 Work Program, FY 2016-2017 Analysis of Zoning Consistency Update.
- * 5. Communication from the City Manager recommending that City Council approve the Preliminary Condominium Subdivision for Copperleaf Phase III at 3800 West Milham Avenue and 5710 Angling Road, subject to submittal of detailed engineering plans for streets, utilities and storm water as outlined in the August 31, 2017 Department of Community Development staff report.
- * 6. Communication from the City Manager recommending that City Council approve a one-year contract renewal, with the option for two additional one-year renewals, with Blue Care Network for the Blue Care Network Advantage Plan for retiree health insurance and authorize the City Manager to execute all documents related to the contract renewal on behalf of the city.
- * 7. Communication from the City Manager recommending that City Council establish the:
 - 1. 2018 schedule of regular City Council meetings, and
 - 2. 2018 schedule of Pre-Council meetings.
- * 8. Communication from the City Manager regarding the August Environmental Report - Information Only.

- * 9. Communication from the City Manager recommending that City Council reschedule the November 14, 2017 Committee of the Whole meeting regarding Medical Marijuana to December 19, 2017.
 - G. Communications:
 - H. Unfinished Business:
 - * I. Minutes of Boards and Commissions Meetings:
 - 1. Human Services Board of July 6, 2017.
 - 2. Youth Advisory Committee of August 1, 2017.
 - 3. Historic District Commission of August 2, 2017.
 - 4. Zoning Board of Appeals of August 14 and 28, 2017.
 - 5. Planning Commission of August 17 and September 7, 2017.
 - J. Council Committee Reports:
 - K. New Business:
 - 1. Communication from Councilmember Pearson regarding City of Portage Personnel Rules and Regulations and the endorsement of political candidates by employees.
 - L. Bid Tabulations:
 - * 1. Communication from the City Manager recommending that City Council award a contract to Hurley & Stewart, LLC, in the amount not to exceed \$130,546 to perform design and construction engineering services for the 2018 Storm Drainage Improvement Projects and authorize the City Manager to execute all documents related to the contract on behalf of the city.
 - M. Other City Matters:
 - 1. Statements of Citizens.
 - 2. From City Council and City Manager.
 - * 3. Reminder of Meetings:
 - a. Thursday, September 28, 4:30 p.m., Public Media Network Board of Directors, 359 S. Kalamazoo Mall, 3rd Floor, Epic Center, Kalamazoo.
 - b. Monday, October 2, 6:30 p.m., Youth Advisory Committee, City Hall Room No. 1.
 - c. Wednesday, October 4, 8:15 a.m., Historic District Commission, City Hall Room No. 2.
 - d. Wednesday, October 4, 9:00 a.m., Historic District Commission Study Committee, Public Hearing on 2663 Mandigo Avenue, City Hall Room No. 2.
 - e. Wednesday, October 4, 6:30 p.m., Park Board, Celery Flats followed by Portage Creek Bicentennial Park.
 - f. Thursday, October 5, 6:30 p.m., Human Services Board, City Hall Room No. 1.
 - g. Thursday, October 5, 7:00 p.m., Planning Commission, Council Chambers.
 - h. Monday, October 9, 7:00 p.m., Zoning Board of Appeals, Council Chambers.
 - i. Tuesday, October 10, 5:15 p.m., Board and Commission Interview Session, City Hall Room No. 1.
 - * N. Materials Transmitted.
 - 1. Department Monthly Reports
- Adjournment.

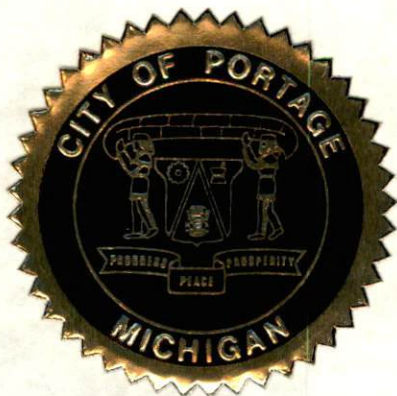


City of Portage **Proclamation**

NATIONAL COMMUNITY PLANNING MONTH PROCLAMATION

- WHEREAS,** change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and
- WHEREAS,** community planning and plans can help manage this change in a way that provides better choices for how people work and live; and
- WHEREAS,** community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and
- WHEREAS,** the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and
- WHEREAS,** the month of October is designated as National Community Planning Month throughout the United States of America and its territories; and
- WHEREAS,** the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our communities; and
- WHEREAS,** the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of the City of Portage; and
- WHEREAS,** we recognize the many valuable contributions made by professional community planners and the Planning Commission of the City of Portage and other planning professionals and planning commissions working throughout Kalamazoo County and extend our heartfelt thanks for the continued commitment to public service by these professionals and citizen volunteers.

NOW, THEREFORE BE IT RESOLVED, that I, Peter J. Strazdas, by virtue of the authority vested in me as the Mayor of Portage, Michigan, do hereby proclaim the month of October 2017, as **National Community Planning Month** in the City of Portage.



Signed this 26th day of September, 2017

Peter Strazdas, Mayor

**MINUTES OF THE COMMITTEE OF THE WHOLE WORK SESSION
OF SEPTEMBER 12, 2017**

Mayor Strazdas called the meeting to order at 6:00 p.m. The following Councilmembers were present: Richard Ford, Jim Pearson, Patricia M. Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Also present were City Manager Larry Shaffer, Deputy City Manager Rob Boulis, Department of Public Services Director Rod Russell, Public Safety Director Nick Arnold and City Clerk James Hudson.

Mayor Strazdas introduced the topic of Discussion of the Winter Parking Ordinance, outlined the format of the meeting and deferred to City Manager Larry Shaffer, who prefaced the meeting with a review of what would be presented, including the cost of implementing a parking permit system, a discussion of current paradigms, and systems being utilized “out there” and some options should Council wish to pursue a different alternative to the current ordinance requirements. He indicated that they would receive information from Department of Public Services Director Rod Russell on snowplowing, some of the issues associated with on-street parking, and a summary of what other communities do for winter parking. He also indicated they would receive information from Public Safety Director Nick Arnold about how on-street parking affects public safety and present his recommendations.

Mr. Shaffer explained the Ordinance that was passed by City Council in December 2014 which sliced approximately two weeks off of the front end of the winter ban on on-street parking that reads: “It shall be unlawful for any person to park, allow to be parked or allow to remain standing, any motor vehicle on or within five feet from the main traveled portion of the street between the hours of 2:00 a.m. and 6:00 a.m., local time, from November 1 to April 15 of each year.” Sec. 78-2. - Parking (Ord. No. 01-12, 12-18-01; Ord. No. 14-10, 12-16-2014, eff. 1-3-2015). He used a chart to demonstrate some options that are available in this area that are being used throughout the State, reviewed some of the changes associated with many permit system options, and cited a figure of \$78,000 to cover administrative costs, the cost of the extra signage and the cost for one laborer for sign installation and maintenance. He also pointed out in order to maintain a sign program, Council would have to budget 10% of the cost or about \$8,000 per year, plus the cost of maintenance or someone to administer the sign program.

Councilmember Pearson asked why this permit process issue is coming up. Mr. Shaffer responded that there was discussion regarding off-street parking and the variety of mechanisms that can be deployed with regard to off-street parking, and that Council asked why not make it a Retreat item. He noted that permit parking is utilized in East Coast cities and University cities where parking is at a premium. He reviewed the alternative permits that might be considered, including: permits for residents with a Michigan Driver License and a local address, temporary parking permits, visitor parking permits, or parking just in front of your home, for example. He also explained other options such as a change in the parking restriction times,

parking on the odd or even sides of the street, automatic towing for violations, or a declaration of a snow emergency by the City for a specific time frame.

At the request of Mr. Shaffer, DPS Director Rod Russell reviewed the research performed by then Public Services Director Bill Deming in 2014 regarding odd/even day alternating streets side, that the City currently plows the major streets and local streets with one pass in each direction, and the change would require another pass for cleanup and more time and money. He also mentioned that possible consequences could be unhappy citizens owing to the increase in time and cost, potential property damage, citizen complaints regarding the methods used and the timing of the snow plow, and the effect on the response time for emergency response vehicles that will have to meander through to get to their destination. He listed some of the options utilized by some of the cities involved in the 2014 study, mentioned the potential conflict of the Fall Leaf Pick-up Program from 8 a.m. until 7 p.m., advocated the current program, but stressed the need for a safe and clean city. Discussion followed.

Councilmember Randall asked for statistical data for snow fall, when it happens and how much. She mentioned her discussion with a lady from Marquette, who indicated they have 44" less snow than ten years ago. Discussion followed. Mr. Russell explained that he did some work prior to this, but does not have that information with him. He disclosed that snow started earlier last year, analyzed it, and determined that the City was not going to get that much snow. By the end of the snow fall, he said the City was at 4" below the average snow fall last year. Discussion followed.

Mayor Strazdas invited Public Safety Director Nick Arnold to speak. Chief Arnold indicated that his concern with parking on the street is determined by the question, "Is it better to respond to houses or an emergency, both Fire and Ambulance?" He advocated that there be no parking on the street from a law enforcement standpoint and explained. He cited the problems of larceny, destruction of the cars, and the fact that bad guys can hide behind the cars. He stressed that seconds count, especially in an emergency, but indicated that Council should leave it the way it is because it does not hurt either way. Discussion followed regarding junk cars on the street, boat and trailer storage on the street and parking permits as a logistical nightmare. Discussion followed. Mr. Shaffer indicated parking programs are expensive; enforcement is every day: people complain about getting their car towed; plus, the time and expense of maintaining a signs program. He said it can be done, but does not feel it is justified when there are so few real concerns regarding this.

Mayor Strazdas asked Chief Arnold how aggressive is enforcement, and when there is no snow prediction on the front end of the season, what are the procedures. He responded for the entire timeframe last year, the Police wrote 65 tickets. He indicated that for the first couple of weeks, the Police put out notices to let the resident realize that the off- street parking restrictions are in effect and will be enforced eventually; then, the Police ease into enforcement. Discussion followed.

In response to Councilmember Pearson, Mr. Shaffer outlined a scenario where there may be more cars in a family than there is parking on the property, but if there is no snow, enforcing the Off-Street Parking Ordinance may not be meeting a public good. Discussion followed regarding permit parking on the property for winter snow parking; the single car garage – short single driveway issue; parked cars and bicycling; short snow fall seasons; getting all of the cars off of the street during a snow event through notice using all of the various media with the goal of making it better for citizens; the odd-even parking approach; narrow streets; a snow event on only one section of town; and working with your neighbors to share parking as needed.

Mayor Strazdas invited Kevin Hoffer, 10910 Poplar Bluff, to speak about his experiences with off street parking. He said he now has a three-stall garage, so it is not an issue anymore, but he rented a house for four or five years that had a one-car garage, one-lane driveway, and he had an 18 year-old and a 23 year-old; so, he had four cars and nowhere to park them. Discussion followed.

Council discussed getting notices out regarding snow emergencies, moving parked vehicles, and options regarding parking at City Hall, designated areas in the school parking lots or church parking lots. Mr. Shaffer explained that the City is trying to get a system up that will allow everyone to know where the snow plows are, and when the plow is going to be in the neighborhood to help the citizen be better informed. Discussion followed.

Mayor Strazdas summed up and indicated he felt there was a consensus to initiate an Administrative Review, that there is no need to change the ordinance, but a need to review the technology with DPS and IT and explained. Councilmember Pearson expressed his appreciation for the use of social media to let him know about snow issues. Councilmember Urban indicated Metro Transit uses an app to show where the buses are at all times. Mayor Strazdas expressed a preference to have citizens work together in neighborhood groups to fight crime and to encourage/foster neighbors to talk more because people solve their own problems.

ADJOURN: Mayor Strazdas summed up and adjourned the meeting at 7:05 p.m.

James R. Hudson, City Clerk

CITY COUNCIL MEETING MINUTES FROM SEPTEMBER 12, 2017

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

At the request of Mayor Strazdas, Pastor Rachel Laughlin of Prince of Peace Lutheran Church gave the invocation and the Boy Scout Troop from Woodland Elementary School PTO led the City Council and the audience in the recitation of the Pledge of Allegiance.

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

APPROVAL OF MINUTES: Motion by Randall, seconded by Ford, to approve the Regular Meeting Minutes of August 22, 2017, as presented. Upon a voice vote, motion carried 7 to 0.

Motion by Ansari, seconded by Ford, to approve the Pre-Council Meeting Minutes of September 11, 2017, as presented. Upon a voice vote, motion carried 3 to 0 with Councilmembers Randall, Reid, Pearson and Urban abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Pearson to read the Consent Agenda. Mayor Strazdas removed Item F.4, FIRST AMENDMENT – Interlocal Agreement For the Kalamazoo Consolidated Dispatch Authority, from the Consent Agenda. Councilmember Reid asked that Item H.1, Tax Exemption (Payment in Lieu of Taxes) for Selinon Park Apartments, be removed from the Consent Agenda. Motion by Pearson, seconded by Ansari, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF SEPTEMBER 12, 2017:** Motion by Pearson, seconded by Ansari, to approve the Accounts Payable Register of September 12, 2017. Upon a roll call vote, motion carried 7 to 0.

PUBLIC HEARING:

FEMA CORPORATION - PA 198 TAX ABATEMENT: Mayor Strazdas outlined the request, reviewed the process and deferred to City Manager Larry Shaffer for comment. Mr. Shaffer indicated that this is an exciting project where FEMA Corporation, 1716 Vanderbilt Avenue, plans to expand their operation with a \$2.25 million investment and a 40,000 square foot addition to their facility. He mentioned that they will create 19 new jobs and over 100 jobs will be retained and the Administration encourages these types of developments. He introduced Community Development Director Vicki Georgeau, who said that this is the third step in the process before the application is forwarded to the State of Michigan. She recommended approval of the application and indicated that the Council Agenda Packet contains the Affidavit of Fees and the Tax Abatement Agreement which is already signed by FEMA President Jeffrey Huffman. Discussion followed and Mayor Strazdas asked John Pula to come forward for comment. Mr. Pula indicated Jeffrey Huffman is traveling and sends his regards, and asked for any questions Council or the audience may have. He thanked Council and staff for their efforts and consideration of the application. Discussion followed.

Mayor Strazdas opened the public hearing for comment. There being no further discussion, motion by Pearson, seconded by Ansari, to close the public hearing. Upon a voice vote, motion carried 7 to 0. Motion by Pearson, seconded by Randall, to adopt Resolution No. 417, approving the Industrial Facilities Exemption Certificate for the planned FEMA Corporation \$2.25 million building addition at

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1716 Vanderbilt Avenue, and approve the Affidavit With Regard to Fees and the Tax Abatement Agreement between the City of Portage and the FEMA Corporation. Upon a roll call vote, motion carried 7 to 0. Mayor Strazdas thanked the FEMA representatives for continuing the development of their facilities in Portage.

REPORTS FROM THE ADMINISTRATION:

* **FINAL PLAN (RE-APPROVAL) FOR SELINON PARK, 1521, 1603 AND 1615 EAST CENTRE AVENUE:** Motion by Pearson, seconded by Ansari, to reapprove the Final Plan for Selinon Park, 1521, 1603 and 1615 East Centre Avenue. Upon a roll call vote, motion carried 7 to 0.

* **EAST MILHAM AVENUE WATER SERVICE CONNECTION PROJECT:** Motion by Pearson, seconded by Ansari, to approve Change Order No. 1 to the Chopin Avenue / Mozart Street Water Main Project with Balkema Excavating, Incorporated, of Kalamazoo, Michigan, for improvements to water service connections on East Milham Avenue in an amount not to exceed \$84,390 and authorize the City Manager to execute all documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **PERMIT TO CONDUCT FIREWORKS DISPLAY:** Motion by Pearson, seconded by Ansari, to approve a Permit for a Fireworks Display on October 20, 2017, to be conducted by Wolverine Fireworks Display, Inc., in cooperation with Portage Public Schools, at McCamley Field (8135 South Westnedge Avenue) as part of the "Last Night Under the Lights" celebration. Upon a roll call vote, motion carried 7 to 0.

FIRST AMENDMENT - INTERLOCAL AGREEMENT FOR THE KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY (KCCDA): Mayor Strazdas provided an overview of the County Consolidated Dispatch effort. He noted that it is better for the County, the City and for all of us, and it will cost less money. Discussion followed and at the request of Mayor Strazdas, Mr. Shaffer listed the five parties to the contract to consolidate the five PSAPs into one dispatch that was initiated by the City of Kalamazoo in 2014: County of Kalamazoo, Kalamazoo Township, Western Michigan University and City of Portage. He mentioned the \$2.30/month charge per phone financing plan passed by the Kalamazoo County Board of Commissioners and discussed the election effort to increase that amount that was turned down by the voters. He pointed out that this did not de-legitimize consolidated dispatch, however, only the funding mechanism. He outlined the alternate financing plan and explained how Portage will fare under the formula used by the KCCDA Finance Committee. He pointed out that dispatch services 24/7, including weekends and holidays, and the net impact of personnel costs to cover the work currently being done outside dispatch duties is anticipated to be no more than \$250,000, but promised to work hard to get that number down. He stressed the importance of the City of Portage to participate in regional services and to help improve the life of everyone in Kalamazoo County.

In answer to Mayor Strazdas, Mr. Shaffer indicated that a partial contribution of the \$250,000 will be due July 1, 2018, so there is time to ramp up. Mr. Shaffer also explained that there is no additional liability with this Amendment and that the Consolidated Dispatch Authority has not made a final determination on what software system they will employ; however, there is an indication that the New World software will be used, which is the system currently used by the City of Portage. He emphasized that if the Consolidated Dispatch Authority selects a system other than New World, that system will be required to "patch" or connect with the City of Portage system; so, in either case, the City of Portage will not need to change the current software system. He indicated that the 800 megahertz radios are not an issue, and that there would be a minimum of \$50,000 savings per year because there would be no need to maintain the Portage Dispatch facility each year, for example. For the twelve Portage employees involved, Mr. Shaffer cited the collective bargaining agreement protection;

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moreover, he stressed that the employees will be treated with respect and kindness and, having spoken with KCCDA Executive Director Jeff Troyer, most of them will find work at Consolidated Dispatch where there will be 46 to 48 positions available. Regarding the VHS radios, Mr. Shaffer indicated that the City of Portage is going to watch Consolidated Dispatch in order to have the opportunity to step back, if necessary and ultimately may sell or reassign assets with Consolidated Dispatch.

Mayor Strazdas introduced Mr. Jeff Troyer, who provided an overview of the Next Generation 911, the legacy environment in Michigan, and the increased cost of delivery of 911 services. In response to Mayor Strazdas, he said there is no intent to have any agency move off of their current communication mode, and Consolidated Dispatch will allow VHS to communicate; however, he said any movement to 800 or 700 megahertz will be the responsibility of the end user agency, and Fire services is 3 to 5 years down the road. Mr. Shaffer indicated that the current system works fine, but internal operability will require an upgrade in combination with the other partners to the agreement. Discussion followed.

In answer to Councilmember Randall, Mr. Troyer disclosed that the Amendment enumerates when KCCDA will pursue Long-Term Financing. He also inferred that the Finance Committee and the Board of Directors will determine the plan of action. Discussion followed regarding this being a transition year as viewed by the Finance Committee, the failed election where voters turned down the telephone fee as a means of funding Consolidated Dispatch, the choice not to use the vacant Portage Court Building space because of the high cost of renovation, the cost of 800 megahertz radios versus VHS radios, employee costs, a request for the capital outlay for Portage Dispatch over the last three years, the cost of going to the next generation technology for telephone and recording system at about \$100,000, the average cost per person for a 911 network in Michigan at \$0.215/person per month, the capacity to send videos since most 911 calls are from cell phones, a discussion of VHS capabilities, the projected costs and the funding mechanisms that were reviewed by the Finance Committee that resulted in a blended formula (total taxable assessed values, call volume, per capita basis, General Fund), maintenance and support of the site, communications with the first responders, cost breakdown of the Consolidated Dispatch \$5.3 million budget, PSAPs ability to take care of non-criminal emergencies such as water or sewer breaks, and the success of the five-year plan.

Mayor Strazdas summed up. Motion by Reid, seconded by Ford, to approve the first amendment to the *Interlocal Agreement Creating the Kalamazoo County Consolidated Dispatch Authority (KCCDA)* and authorize the City Manager to sign the agreement on behalf of the city. Discussion followed. Upon a roll call vote, motion carried 6 to 1. Yeas: Councilmembers Urban, Ford, Pearson, Randall and Reid, and Mayor Strazdas. No: Mayor Pro Tem Ansari. Discussion followed.

* **BOARD AND COMMISSION INTERVIEW SESSION:** Motion by Pearson, seconded by Ansari, to set a Special Meeting on Tuesday, October 10, 2017, beginning at 5:15 p.m., to interview Board and Commission applicants. Upon a roll call vote, motion carried 7 to 0.

UNFINISHED BUSINESS:

TAX EXEMPTION (PAYMENT IN LIEU OF TAXES) FOR SELINON PARK APARTMENTS: Mayor Strazdas deferred to Councilmember Reid, who introduced the item and asked for an explanation of the modification to the ordinance noted that originally 39 units were identified for very low income, 30% or less of Area Median Income (AMI) average income and the remainder of the units were designated for 60% of AMI. She noted that the Amendment makes 8 units be market rate units and eliminates the very low income AMI units, so all of the other units could be 60% AMI, and asked why the very low income units are being eliminated and expressed her concern regarding the proposed change.

Mr. Shaffer asked Mayor Strazdas to have Community Development Director Vicki Georgeau provide the explanation of the nuances just mentioned. Director Vicki Georgeau referred to her earlier response to the Pre-Council meeting questions, the applicant proposed this request to allow for

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flexibility and simplicity. Ms. Georgeau indicated that they still intend to set aside the 32 units for very low income, 30% of AMI, but this Amendment provides them more flexibility. She indicated that it has something to do with financing and the Section 811 HUD Grant Application, so the applicants will know more about how this can be accomplished once they know more about the financing.

Ms. Georgeau introduced Carl Kunda from Full Circle Communities, #500, 310 South Peoria Street, Chicago, who indicated that it is a misconception that Full Circle Communities is eliminating the very low income properties. He said that this change came from a recommendation from Michigan State Housing Development Authority (MSHDA) in terms of how the Company was writing the PILOT language because it would not be conducive to requests from City Council for modification needs in the future. He explained that the program changed from a capital program specifically designed to develop affordable housing for persons with disabilities in 2010 to a grant program designed to decentralize this type of housing to prevent development of housing where persons with disabilities were being concentrated in one place. He indicated that this is now known as the Section 811 Voucher Program and the vouchers are project based at a specific development, so they do not travel with the person, but with that particular unit. He pointed out that because of the way HUD finances these units, it changes the way it is represented to the IRS for the purposes of a low income tax credit program; and, even though the income restriction of these residents is to make no more than 30% of AMI, it is reported to the IRS differently. He noted that with the original application for a PILOT, the commitment was for 32 units for persons with 30% of AMI, but under the new structure using the Section 811 Voucher Assistance Program, there will actually be 39 units targeted for persons with 30% of AMI. As further assurance of his commitment, he indicated that the project is also seeking financing from the Federal Home Loan Bank of Indianapolis and, as part of their scoring criteria, to incentivize housing for low income individuals, the AMI must be 50% or lower of AMI with a specific bonus for units at 30% of AMI. Since the original application, he indicated that the project has changed to 60% of the units are at or below 50% of AMI with 39 of the units at 30% of AMI.

Councilmember Reid expressed her appreciation for the explanation, and asked how many units would be identified as working under the Section 811 Voucher Program. Mr. Kunda explained that it is a complicated program that is administered through MSHDA even though it is a HUD Program, each having its own criteria, so at this time he said that 12 of the units are being modeled under the Section 811 Voucher Program.

Motion by Randall, seconded by Reid, to amend the Code of Ordinances of the City of Portage, Michigan, by amending Article 2 of Chapter 70, Taxation, providing a Payment in Lieu of Taxes (PILOT) ordinance for Selinon Park, a 74-unit multiple-family residential development proposed by Selinon Park Limited Dividend Housing Association Limited Partnership at 1521, 1603 and 1615 East Centre Avenue. Upon a roll call vote, motion carried 7 to 0.

BID TABULATIONS:

* **2017/2018 PORTAGE SENIOR CENTER BUS TRIPS – BID TABULATION:** Motion by Pearson, seconded by Ansari, to approve the low bid from Gail Andrus Travel, LLC, for motor coach services for the late 2017 and 2018 Portage Senior Center travel program in the amount of \$39,365 and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL: Councilmember Ford thanked Deputy City Clerk Adam Herringa, the Portage Youth Advisory Committee and City Manager Larry Shaffer for the trucks provided in support of the Law Enforcement Night put on by the Breakfast Optimist Club of Kalamazoo and the Portage Youth Advisory Committee. He said his son really enjoyed the trucks. He also mentioned that he attended the 911 Ceremony at the Fire Department with Mayor Strazdas, Mayor Pro

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Tem Ansari and Councilmember Randall in commemoration of the attack on the Twin Towers in New York City and the Pentagon in Washington, D.C. Also, he thanked the Administration for the Committee of the Whole earlier regarding the Winter Parking Ordinance where he discovered that Public Safety and the Department of Public Services would prefer that there be no cars parked on the streets, which may be investigated further in the future. He also indicated that the Administration would be looking into options to notify the public of significant weather events in a fashion that may get more vehicles off the streets, including technology that can inform the public when their street would be plowed so there will be no need to shovel twice.

Councilmember Urban commented on the passing of former City Councilmember Georgia Vavra with whom he served, listed some of her accomplishments as a volunteer and Councilmember from her obituary, and mentioned the sculpture in the entryway of City Hall donated by her and her husband, Dr. Jim Vavra. He expressed his condolences to Dr. Vavra and encouraged all to read her obituary. Mayor Strazdas concurred.

Councilmember Reid said she also attended the Law Enforcement Night, and said that the fire trucks were of great interest, not to her grandson or her son, but to her husband who really wants a fire truck. She said the outing was a great example of collaboration among the Youth Advisory Committee, the Optimist Club, the Portage Safety Professionals and EMS. Because this was rescheduled because of a rainout, she cited the *Portager* and the newsletter as options to see when things have changed as this was a well-attended event.

Councilmember Randall cautioned everyone to be careful now that the students are back in school, on their bikes, walking, running cross country team training, etc. She also thanked Mr. Shaffer and Public Safety Chief Nick Arnold for providing a Public Safety Officer and a Police Car at every school on the first day of school.

Mayor Pro Tem Ansari indicated he is getting a lot of complaints about speeding, and even drag racing, in the City and asked the public to slow down and be more careful, especially with the children back in school.

Mayor Strazdas “tipped his hat” to Mr. Herringa as a champion doing positive things with the youth. He also mentioned that he attended the 911 Ceremony at the Fire Department, reflected that it was very moving, and thanked the Department for keeping the tradition going. He expressed his appreciation for the constant reminders of safety in the City.

MATERIALS TRANSMITTED:

* **MATERIALS TRANSMITTED:** Motion by Pearson, seconded by Ansari, to receive the Materials Transmitted of Tuesday, August 22, 2017. Upon a roll call vote, motion carried 7 to 0.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 9:30 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.

**MINUTES FROM THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF SEPTEMBER 25, 2017**

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

Mayor Strazdas asked for questions from Council through Item E.1, Curb and Gutter on Hill 'an' Brook Drive. In response to Councilmember Reid, City Clerk James Hudson indicated that the validation of the signatures will come when staff checks the voter registration file against the Assessment Roll. He also said that the line outs on the Petition were drawn to show that there were never any names in those spaces between the last name on the Petition and the new name on the second Petition with the addition of John Safapur, who is on record as being in favor of the Special Assessment along with the rest of the petitioners. He conceded that the project will depend upon how many parcels are involved, and if there are over 50% in favor, it's a go and, if it is less than 50%, it is not. He indicated that the signatures are problematic because they are printed, but felt comfortable that the circulators could get the property owners to come forward and sign it. He stated the 80% cap is standard with everything we (T&U) do. Regarding questions about the signatures (one name, first name, or printed instead of signed, for example) by Councilmember Randall, Mr. Hudson responded that the recommendation is to refer the Petition to the Administration in order to perform a thorough analysis of what is proposed and to get back to Council with the findings.

Mayor Strazdas asked for any further questions from Council regarding the Agenda. Regarding Item F.2, Eliason Trailhead Station, Councilmember Pearson asked if the picture of the much larger ICON Shelter is representative of the pavilion that will be constructed in Item F.2, Eliason Trailhead Station. City Manager Larry Shaffer noted that the larger picture of the ICON Shelter is meant to depict the design of the structure and what makes it so appealing to consider. He said it provides Council with an aesthetic sense of the structure and the consistency of design from the one shown that is intended for Celery Flats to the one proposed to be at the Eliason Nature Preserve. Councilmember Pearson said he did not want anyone to be confused and think that this is the one that will be constructed at the Eliason Trailhead. With that, the focus was on the schematic of the profile of the actual structure itself that will be constructed at the Eliason Trailhead.

Councilmember Reid referred to the cost of the ICON Shelter, and asked for an estimate of the man hours involved to do the site preparation and the construction assembly, and average cost of the salary and benefits of the workers for a real sense of what it is going to cost the City, and Mr. Shaffer indicated he would be happy to do that.

For Item F.1, Major & Local Street Paving Increase, Councilmember Reid referred to the urgency to get the bid process completed, reviewed the proposed schedule in order to let the contract by February 2018, asked if there is a best time to bid let contracts for Spring/Summer work, and is January/February the best time for bid proposals, understanding that earlier is better than later since the contractors' schedules get full so they choose not to bid. Mr. Shaffer responded the best price is attained if the Administration can get all projects designed in the Winter, and bid let late Winter - early Spring; moreover, this project will be well within that timeframe to get the best price.

He agreed that earlier is always better than later; moreover, in this instance, looking at the accounts, there is a surplus in the Act 51 Fund and there is no benefit to having a surplus of Act 51 funds and it is better to use it to improve the streets. Councilmember Reid suggested that in the future, the City should be doing more design work ahead of time and said that the City should do more design work in order to have it ready at hand when an opportunity presents itself rather than to have to scramble.

Regarding F.8, August Environmental Report, Councilmember Reid noted that the Portage City Landfill Contract was completed in 2016, but is still on the Report. She asked what the plan is with regard to the contract and whether the City will continue to monitor the landfill. Mr. Shaffer indicated he had a couple of meetings with Mick Lynch of American Hydrogeology, who is committed to continuing. He referenced a report he received recently with a new schedule and a new protocol of tasks Mr. Lynch wishes to undertake, and it is now a matter of determining how much it is going to cost to complete that process. He confirmed that the City wants to continue to monitor what is going on, especially with the subsurface conditions that exist, understanding that it is an old landfill, including methane emissions and what is penetrating from below the surface like at the dog park. He indicated that Mr. Lynch has been on site doing some drilling and stressed that the City is still very interested in the methane emissions and the breakdown of the materials within the subsurface of the landfill.

In reference to Item G.1, Communication from Councilmember Pearson regarding City of Portage Personnel Rules and Regulations and the Endorsement of Political Candidates by Employees, Councilmember Pearson indicated he received a postcard from a Mayoral candidate that had the endorsement of an employee union president. He also indicated he had received questions from other candidates regarding getting employee endorsements. He said that he asked that this item be placed on the agenda and requested comments from the City Manager and City Attorney. He asked Mayor Strazdas that he be allowed a minute or two to provide an introduction, and that he then defer to the City Manager and the City Attorney to respond to his inquiry. In response to his question of why it is under the category of Communications instead of New Business, Mr. Hudson indicated that he would determine that for him, and would move it to the New Business category.

In reference to Item G.1, Councilmember Reid noted that Council does not yet have an opinion from the City Attorney, and would he address the question of limiting the employees' Right to Freedom of Speech. Mr. Shaffer disclosed that he has been in discussion with the City Attorney who has questions relative to the City's ability to limit an employee's Constitutional Right to Free Speech. He summed up that the City Attorney knows about this conversation taking place among Council; he knows it is on the Agenda; and he knows that he may be asked to provide a legal opinion. Councilmember Reid asked whether Council can ask for a written opinion on this matter, and Mr. Shaffer answered in the affirmative, but he questioned whether it would be ready for Council by the Regular City Council Meeting on Tuesday.

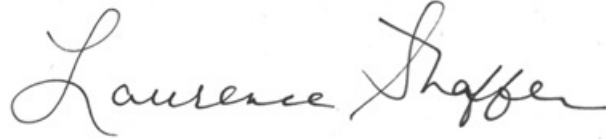
In reference to Item L.1, 2018 Storm Drainage Improvement projects – Tabulation of Proposals, Councilmember Reid asked for a clarification where Hurley & Stewart quoted four times the construction inspection staff hours as there were no specifics on bids. Mr. Shaffer indicated that the difference between the AR Engineering proposal and the Hurley & Stewart proposal is that Hurley & Stewart offered a considerable amount of extra inspection hours, or construction services, for fundamentally the same price which made their bid the best value for less than \$700 more in cost.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:20 a.m.

James Hudson, City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of September 26, 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 August 27, 2017 through September 10, 2017 and notes \$472,517.01 in automated clearing house payments, \$1,420,842.05 in paper checks and \$4,093.34 in auto-pay payments for a grand total of \$1,897,452.40.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8-27-2017 To: 9/10/2017

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Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
09/01/2017	7417(A)	A-1 SIGNS	DELINEATORS - WLNP	144.50
09/01/2017	7418(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	4,427.59
09/01/2017	7419(A)	AIRGAS GREAT LAKES	PROPANE AND SUPPLIES	105.22
09/01/2017	7420(A)	ALL-TRONICS, INC.	FIRE ALARM MONITORING	81.00
09/01/2017	7421(A)	ANIMAL REMOVAL SERVICE, LLC	BEE REMOVAL SERVICES	900.00
09/01/2017	7422(A)	AUTOMATIC MICROFILM CO.	MICROFILMING	432.05
09/01/2017	7423(A)	BRENNER OIL CO.	DIESEL FUEL	21,633.32
09/01/2017	7424(A)	C D W GOVERNMENT, INC.	ADOBE ACROBAT LICENSE	392.01
09/01/2017	7425(A)	DEER CONTRACTING & LANDSCAPE	SIDEWALK REPAIR	1,741.00
09/01/2017	7426(A)	E J USA, INC.	CASTINGS AND GRATES	6,109.13
09/01/2017	7427(A)	ENGINEERED PROTECTION SYSTEMS, INC.	ALARM MONITORING	749.93
09/01/2017	7428(A)	ETNA SUPPLY, INC.	REPAIR AND MAINTENANCE	374.00
09/01/2017	7429(A)	GORDON WATER SYSTEMS	WATER SERVICE	218.50
09/01/2017	7430(A)	HURLEY & STEWART, LLC	INSPECTION SERVICES	5,976.13
09/01/2017	7431(A)	HURST MECHANICAL, INC.	CONTROLLER	1,339.51
09/01/2017	7432(A)	JONES & HENRY ENGINEERS, LTD	ENGINEERING SERVICES	3,880.67
09/01/2017	7433(A)	KLOSTERMAN DISTRIBUTING	RAMONA CONCESSIONS	256.88
09/01/2017	7434(A)	LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	300.91
09/01/2017	7435(A)	MAPLE HILL SPRINKLING, INC.	IRRIGATION REPAIRS	2,925.00
09/01/2017	7436(A)	MEJEUR ELECTRIC LLC	BANDSHELL LIGHTING	201.00
09/01/2017	7437(A)	MICHAEL KIEL	SPORTS SAMPLER WORK	117.00
09/01/2017	7438(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	875.00
09/01/2017	7439(A)	PREIN & NEWHOF	12TH STREET PUMP STATION	1,556.10
09/01/2017	7440(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	726.51
09/01/2017	7441(A)	SUEZ WATER ENVIRONMENTAL SERVICES	UTILITY SYSTEM	167,775.40
09/01/2017	7442(A)	THE POSTMAN INC.	FENCING - LAKEVIEW COURT	13,399.20
09/01/2017	7443(A)	TOO CLEAN JANITORIAL	CLEANING MAINTENANCE	4,685.00
09/01/2017	7444(A)	W W GRAINGER INC	BABY CHANGE STATIONS	804.54
09/01/2017	7445(A)	WARNER NORCROSS & JUDD LLP	GEN RETAINER FOR LAB	4,075.00
09/01/2017	7446(A)	WEST SHORE SERVICES, INC	REPAIRS TO SIREN SITE	536.80
09/01/2017	7447(A)	WINGFOOT COMMERCIAL TIRE	FIRE APPARATUS MAINT	2,983.28
09/08/2017	7448(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	43,810.77

ACCOUNTS PAYABLE REGISTER

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Check Dates From: 8-27-2017 To: 9/10/2017

Check Date	Check	Vendor Name	Description	Amount
09/08/2017	7449(A)	ALL-PHASE ELECTRIC SUPPLY CO.	ELECTRICAL SUPPLIES	600.00
09/08/2017	7450(A)	APOLLO FIRE APPARATUS REPAIR	FIRE APPARATUS MAINT	43.42
09/08/2017	7451(A)	AUMACK, MICHAEL	UMPIRE PAYROLL	300.00
09/08/2017	7452(A)	BATTERIES PLUS	MISC BATTERIES	35.95
09/08/2017	7453(A)	BEEBE, RONALD E.	UMPIRE PAYROLL	288.00
09/08/2017	7454(A)	BILL'S LOCK SHOP, INC.	DOOR REPAIR	85.00
09/08/2017	7455(A)	BLUESTONE PSYCH	POST COE EVALUATION	465.00
09/08/2017	7456(A)	BROWNELL'S INCORPORATED	MISC GUN PARTS	130.84
09/08/2017	7457(A)	C C I SOUTH, INC.	TECHNICAL SUPPORT	105.00
09/08/2017	7458(A)	C D W GOVERNMENT, INC.	SSL CERTIFICATE	1,520.04
09/08/2017	7459(A)	C T S TELECOM, INC.	TELEPHONE SERVICE	2,916.99
09/08/2017	7460(A)	CAPITAL ADVANTAGE LEASING	EQPT LEASE	15,340.20
09/08/2017	7461(A)	CHARTER COMMUNICATIONS	CABLE TV SERVICE	556.77
09/08/2017	7462(A)	CLEANIT CORP	MAY/JUNE CARWASHES	129.98
09/08/2017	7463(A)	DATA CONSTRUCTS LLC	WEBSITE HOSTING SERV	97.95
09/08/2017	7464(A)	DEER CONTRACTING & LANDSCAPE	RETAINING WALL	3,160.00
09/08/2017	7465(A)	ETNA SUPPLY, INC.	REPAIR AND MAINTENANCE	353.48
09/08/2017	7466(A)	GORDON WATER SYSTEMS	WATER COOLER RENTAL	75.50
09/08/2017	7467(A)	GRAHAM FORESTRY SERVICE, INC.	FORESTRY CONSULTING	1,840.00
09/08/2017	7468(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY CONTRIBUT	1,133.76
09/08/2017	7469(A)	GRYPHON PLACE	16/17 HPS CONTRACT	1,250.00
09/08/2017	7470(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	8,739.90
09/08/2017	7471(A)	HOWARD PRINTING	PORTAGER PRODUCTION	3,101.20
09/08/2017	7472(A)	INDUSCO SUPPLY CO., INC.	BATHROOM SUPPLIES	156.27
09/08/2017	7473(A)	IRISH AYRES ENTERPRISES, LLC	LANDSCAPE MAINTENANCE	20,092.25
09/08/2017	7474(A)	KEHOE, EDWARD J	PROGRAM INSTRUCTOR	550.00
09/08/2017	7475(A)	LAKE MICHIGAN MAILERS, INC.	BARCODING SERVICE	55.00
09/08/2017	7476(A)	LAND & RESOURCE ENGINEERING, INC	ENGINEERING SERVICES	1,885.50
09/08/2017	7477(A)	LANDS END	UNIFORMS	81.83
09/08/2017	7478(A)	LENDING HANDS OF MICHIGAN, INC.	2016-17 HPS CONTRACT	750.00
09/08/2017	7479(A)	M & M CUSTOM FABRICATING INC.	RANGER NAME BADGES	23.19
09/08/2017	7480(A)	MCCULLIN, LARRY W.	UMPIRE PAYROLL	253.00
09/08/2017	7481(A)	MEJEUR ELECTRIC LLC	LIGHT POLE REPAIR	98.00

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Check Dates From: 8-27-2017 To: 9/10/2017

Check Date	Check	Vendor Name	Description	Amount
09/08/2017	7482(A)	MERRITT MIDWEST, INC	ENGINEERING SERVICES	9,712.50
09/08/2017	7483(A)	MICROSYSTEMS, INC.	PAPERVISION RENEWAL	997.50
09/08/2017	7484(A)	ONE WAY PRODUCTS	CAN LINERS	802.26
09/08/2017	7485(A)	PECKELS, CHRISTINE	PROGRAM INSTRUCTOR	300.00
09/08/2017	7486(A)	PEOPLEFACTS, LLC 740303	CREDIT CHECKS 8.1.17	22.45
09/08/2017	7487(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	5,908.10
09/08/2017	7488(A)	PORTAGE FIREFIGHTERS	IAFF DUES FOR AUGUST	2,589.12
09/08/2017	7489(A)	PORTAGE ON-CALL FIREFIGHTERS	ON CALL FF DUES	150.00
09/08/2017	7490(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA DUES FOR AUGUST	1,050.00
09/08/2017	7491(A)	POWERDMS, INC.	ANNUAL SUBSCRIPTION	3,940.00
09/08/2017	7492(A)	R C M HEADSETS/R C M & ASSOC.	BATTERIES	483.00
09/08/2017	7493(A)	RIDDERMAN & SONS OIL CO. INC.	GASOLINE	10,824.75
09/08/2017	7494(A)	RIDGE AUTO NAPA	MAY/JUNE MAINTENANCE	1,556.24
09/08/2017	7496(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	135.26
09/08/2017	7497(A)	ROBINSON, KEVIN	UMPIRE PAYROLL	189.00
09/08/2017	7498(A)	S B F ENTERPRISES, INC.	PRINTING	751.69
09/08/2017	7499(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNALS	65,812.00
09/08/2017	7500(A)	SIMPLIFILE LLC	RECORDING OF DOCUMENTS	66.00
09/08/2017	7501(A)	SNELL, DEBRA	PROGRAM INSTRUCTOR	120.00
09/08/2017	7502(A)	TECHNOLOGY SOLUTIONS	RECREATE BACKFLOW	2,888.38
09/08/2017	7503(A)	THOMPSON, HELENE	PROGRAM INSTRUCTOR	392.00
09/08/2017	7504(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW DUES FOR AUGUST	675.24
09/08/2017	7505(A)	VANCE OUTDOORS, INC.	AMMUNITION	2,672.37
09/08/2017	7506(A)	XEROX CORPORATION	XEROX LEASING	732.18
			Total ACH Transactions	472,517.01
Check Type: Paper Checks				
09/01/2017	10116	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	200.92
09/01/2017	303507	A T & T	TELEPHONE SERVICE	43.93
09/01/2017	303508	ADP, INC.	BI-WEEKLY PAYROLL	862.26
09/01/2017	303509	ALLEGRA PRINT & IMAGING	PRINTING	1,879.53
09/01/2017	303510	APCO - MICHIGAN CHAPTER	EMP TRNG	325.00
09/01/2017	303511	ARBOR FINANCIAL	OVER PMT STAX17	4,719.73
09/01/2017	303512	BURKE, GREGORY	EMPLOYEE REIMBURSEMENT	60.13

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Check Dates From: 8-27-2017 To: 9/10/2017

Check Date	Check	Vendor Name	Description	Amount
09/01/2017	303513	C. STODDARD & SONS INC.	FILTER RECYCLING	55.00
09/01/2017	303514	CERNY, HOLLY	EMPLOYEE REIMBURSEMENT	893.38
09/01/2017	303515	CHICAGO TITLE OF MI	DUPLICATE PMT WTR/SWR	151.13
09/01/2017	303516	CRYSTAL MOUNTAIN RESORT	LODGING FOR TRAINING	417.69
09/01/2017	303517	DAVE'S CONCRETE PRODUCTS, INC.	PROJECT SUPPLIES	1,075.00
09/01/2017	303518	DEPAUW, JULIE	GRAIN ELV REFUND	100.00
09/01/2017	303519	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	4,445.78
09/01/2017	303520	FADER EQUIPMENT, INC.	SAW BLADES	495.10
09/01/2017	303521	FIRST IMPRESSIONS	CHILD PRINT ID KITS	526.00
09/01/2017	303522	GIPSON, TERESA	TRAINING EXPENSES	360.00
09/01/2017	303523	GORDON FOOD SERVICE	RAMONA CONCESSIONS	106.93
09/01/2017	303524	JOHN W. DUNLOP	FISHING INSTRUCTOR	140.00
09/01/2017	303525	KAL COUNTY FIRE CHIEFS ASSOC.	FIRE PREV TRAINING	1,400.00
09/01/2017	303526	KALAMAZOO COUNTY ROAD COMMISSI	LIQUID TAR EMULSION	3,769.47
09/01/2017	303527	KALAMAZOO SPORTSWEAR	SHIRTS	386.50
09/01/2017	303528	KALAMAZOO SYMPHONY ORCHESTRA	RAMONA PARK REFUND	100.00
09/01/2017	303529	KITCH DRUTCHAS WAGNER VALITUTTI & S	DAS/CELL TOWER	2,670.00
09/01/2017	303530	LARETZ, JAN	TRAINING EXPENSES	360.00
09/01/2017	303531	MEDCO TREE SERVICES, LLC	TREE PRUNING	6,280.00
09/01/2017	303532	MHTTF	EMP TRNG	65.00
09/01/2017	303533	MI MUNICIPAL TREASURERS ASSOC.	REGISTRATION FEES	305.00
09/01/2017	303534	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIRS	112.20
09/01/2017	303535	MICHIGAN FIRE INSPECTOR'S SOCIETY	FIRE PREV TRAINING	1,400.00
09/01/2017	303536	MIDWEST ENERGY COOPERATIVE	STREETLIGHT ENERGY	279.24
09/01/2017	303537	MOSQUITO CONTROL OF SW MICHIGAN	MOSQUITO CONTROL	298.00
09/01/2017	303538	NYE UNIFORMS	UNIFORMS/EQUIP	303.45
09/01/2017	303539	OFFICE DEPOT, INC.	OFFICE SUPPLIES	352.24
09/01/2017	303540	PATTERSON, TREVER	TRAINING EXPENSES	193.00
09/01/2017	303541	R W LAPINE INC.	HVAC MAINTENANCE SERV	824.25
09/01/2017	303542	RATHCO SAFETY SUPPLY, INC.	TRAFFIC CONTROL SERV	2,312.30
09/01/2017	303543	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE SERVICES	857.28
09/01/2017	303544	ROSE, VICTORIA	TRAINING EXPENSES	75.00
09/01/2017	303545	RW LAPINE INC	OVER PAYMENT PERMIT	25.00

ACCOUNTS PAYABLE REGISTER

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Check Dates From: 8-27-2017 To: 9/10/2017

Check Date	Check	Vendor Name	Description	Amount
09/01/2017	303546	SITEONE LANDSCAPE SUPPLY LLC	IRRIGATION REPAIRS	118.36
09/01/2017	303547	STAP BROS LAWN & LANDSCAPE,INC	LANDSCAPE SERVICES	262.00
09/01/2017	303548	TOWN & COUNTRY ENGINEERING, INC.	ENGINEERING SERVICES	1,437.50
09/01/2017	303549	TRAFFIC CONTROL CORP.	TS MAINTENANCE	1,500.00
09/01/2017	303550	TRUGREEN PROCESSING	TURF MAINTENANCE SERV	1,654.00
09/01/2017	303551	VARTEC, LLC	HEADSET PARTS	174.80
09/01/2017	303552	VERIZON WIRELESS SERVICES, LLC	WIRELESS SERVICE	2,267.67
09/01/2017	303553	WASHCO, LLC	TAR REMOVAL	900.00
09/01/2017	303554	WELLS FARGO	OVER PMT STAX17	13,440.21
09/08/2017	303555	7TH DISTRICT COURT	BOND - TYLER J-WILLI	250.00
09/08/2017	303556	A-1 REFRIGERATION SALES & SERV	HVAC REPLACEMENT	149,744.16
09/08/2017	303557	ACTION PIANO SERVICE	PIANO TUNING	135.00
09/08/2017	303558	ADP, INC.	BI-WEEKLY PAYROLL	869.42
09/08/2017	303559	ALLEGRA PRINT & IMAGING	MISC PRINTING SERV	714.40
09/08/2017	303560	ALLIED MECHANICAL SERVICE	IRRIGATION REPAIRS	202.00
09/08/2017	303561	ALLSTEEL	MOBILE FILE PEDESTAL	538.56
09/08/2017	303562	AMERICAN HOIST AIR & LUBE EQUIP INC	ANNUAL INSPECTION	420.00
09/08/2017	303563	ARROWHEAD SCIENTIFIC, INC.	EVIDENCE SUPPLIES	508.13
09/08/2017	303564	BANNOW, JOSH	SW TOURN REFUND	100.00
09/08/2017	303565	BEACON ATHLETICS	SOFTBALL SUPPLIES	1,927.00
09/08/2017	303566	BELONGA, DEE	TRIP REFUND	92.00
09/08/2017	303567	BELSON OUTDOORS, INC.	BENCHES - PARKS	3,795.96
09/08/2017	303568	BENNETT, VICKIE M	BOND REFUND	85.91
09/08/2017	303569	BETZ, MATT	RAMONA REFUND	120.00
09/08/2017	303570	BOYNE MOUNTAIN RESORT	GIS CONFERENCE	314.62
09/08/2017	303571	CEREAL CITY WINDOW CLEANING	WINDOW WASHING	170.00
09/08/2017	303572	CHRISTOPHER DAVIS	(ASE)/CERTIFICATION	738.00
09/08/2017	303573	CITY OF KALAMAZOO TREASURER	WATER SERVICE	5.06
09/08/2017	303574	CONSUMERS ENERGY	STREETLIGHTS	37,277.26
09/08/2017	303575	CROSBY, BILL	TRIP REFUND	92.00
09/08/2017	303576	CUSTOM CONCRETE CONCEPTS	GUTTER PAN REPAIR	1,100.00
09/08/2017	303577	DAANE'S CATERING	EMPLOYEE TRAINING	1,256.58
09/08/2017	303578	DASHMASTER LLC	EMPLOYEE TRAINING	1,800.00

ACCOUNTS PAYABLE REGISTER

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Check Dates From: 8-27-2017 To: 9/10/2017

Check Date	Check	Vendor Name	Description	Amount
09/08/2017	303579	DAVE'S CONCRETE PRODUCTS, INC.	PROJECT SUPPLIES	2,145.75
09/08/2017	303580	EARLY, LIANE	RAMONA #2 REFND	100.00
09/08/2017	303581	EDWARDS, HENRY	UMPIRE PAYROLL	84.00
09/08/2017	303582	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE MAINT	127.60
09/08/2017	303583	FIRST REFORMED CHURCH	TRIP VENDOR PAYMENT	100.00
09/08/2017	303584	FISH WINDOW CLEANING	DPS WINDOW CLEANING	384.00
09/08/2017	303585	FORSHEE, MARK	UMPIRE PAYROLL	47.00
09/08/2017	303586	FOUR WINDS CASINO SHUTTLE	PROGRAM EXCURSION	162.00
09/08/2017	303587	FRED PRYOR SEMINARS/CAREERTRACK	CUSTOMER SERVICE TRNG	3,100.00
09/08/2017	303588	GRAYBAR ELECTRIC CO.	SAFETY SUPPLIES	82.12
09/08/2017	303589	GREATER KALAMAZOO FOP LODGE 98	PPCOA DUES FOR AUG	4,942.80
09/08/2017	303590	HARTMAN, CHARLES	UMPIRE PAYROLL	240.00
09/08/2017	303591	HEATH, KEVIN	UMPIRE PAYROLL	189.00
09/08/2017	303592	HOLOCENE ENVIRONMENTAL LLC	UST A & B OPERATOR SERV	600.00
09/08/2017	303593	HOME DEPOT	MAINTENANCE SUPPLIES	1,372.59
09/08/2017	303596	INTERSTATE OFFICE INTERIORS	CABINET & PANEL FURNITURE	335.00
09/08/2017	303597	KALAMAZOO COUNTY HEALTH & COMMUNITY	2017 HHW PROGRAM	6,711.28
09/08/2017	303598	KALAMAZOO LANDSCAPE SUPPLIES	TOP SOIL AND SEED	194.80
09/08/2017	303599	LAKELAND ASPHALT CORP.	PORTAGE ROAD	96,902.88
09/08/2017	303600	LYSTER EXTERIORS	CDBG PROJECT	614.40
09/08/2017	303601	MCDA	MCDA ANNUAL FALL CONF	375.00
09/08/2017	303602	MCNALLY ELEVATOR CO.	ELEVATOR REPAIR	545.40
09/08/2017	303603	MENARDS, INC	PAINTING SUPPLIES	1,190.88
09/08/2017	303604	MICAMP	MICAMP MEMBERSHIP	50.00
09/08/2017	303605	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIRS	2,454.26
09/08/2017	303606	MICHIGAN PAVEMENT MARKINGS LLC	ROMENCE RD PAINTING	698.00
09/08/2017	303607	MLIVE MEDIA GROUP	LEGAL ADVERTISEMENTS	927.23
09/08/2017	303608	MODERNISTIC CARPET CLEANING CO	CARPET CLEANING SERV	125.00
09/08/2017	303609	MOORE MEDICAL, LLC	FIRE EMS SUPPLIES	50.71
09/08/2017	303610	MULDERS LANDSCAPE SUPPLIES INC	TOP DIRT	422.00
09/08/2017	303611	NAKAYAMA, MARI	RAMONA #2 REFUND	100.00
09/08/2017	303612	NAYLOR, JUDY	LAKEVIEW #2 REFUND	100.00
09/08/2017	303613	NOVA CONSULTANTS, INC	RETENTION BASIN	5,110.09

ACCOUNTS PAYABLE REGISTER

Page 7 of 8

Check Dates From: 8-27-2017 To: 9/10/2017

Check Date	Check	Vendor Name	Description	Amount
09/08/2017	303614	OFFICE DEPOT, INC.	OFFICE SUPPLIES	447.27
09/08/2017	303616	PARIS CLEANERS	UNIIFORM CLEANING	1,110.31
09/08/2017	303617	PEDAL BICYCLES	BIKE REPAIRS	1,304.99
09/08/2017	303618	PORTAGE PUBLIC SCHOOLS (TRANS)	LITTLE LUNKERS BUS	225.99
09/08/2017	303619	R W LAPINE INC.	HVAC MAINTENANCE SERV	2,153.34
09/08/2017	303620	RHODES, KEVIN	UMPIRE PAYROLL	252.00
09/08/2017	303621	RIVERSIDE INTEGRATED SYSTEMS, INC.	YEARLY MONITORING	270.00
09/08/2017	303622	ROWLEY BROTHERS, INC.	ENGINE AND HYDRAULIC OIL	1,520.64
09/08/2017	303623	RUEL, JULIE	GRAIN ELV REFUND	255.00
09/08/2017	303624	SAENZDEVITCH, VICTORIA	HAYLOFT REFUND	150.00
09/08/2017	303625	SANDUSKY COUNTRY CLUB	TRIP VENDOR PAYMENT	725.00
09/08/2017	303626	SHELBURNE, LAURIE	TRAINING ADVANCE	60.00
09/08/2017	303627	SHILTS, DAWN	TRIP REFUND	47.47
09/08/2017	303628	SHILTS, DAWN	TRIP REFUND	43.41
09/08/2017	303629	SMITH, ROBERT	UMPIRE PAYROLL	42.00
09/08/2017	303630	STAP BROS LAWN & LANDSCAPE, INC	LANDSCAPE BED MAINT	5,951.00
09/08/2017	303631	STATE OF MICHIGAN (DOT)	SHAVAR RD RECON	1,004,203.68
09/08/2017	303632	STATES GOLF COURSE	PROGRAM EVENT PAYMENT	315.00
09/08/2017	303633	TAGGETT, NETA	SCHRIER RENTAL REFUND	610.00
09/08/2017	303634	THE KEEPER'S HOUSE	TRIP VENDOR PAYMENT	87.00
09/08/2017	303635	TOTH, MARY	RAMONA #2 REFUND	100.00
09/08/2017	303636	TRACTOR SUPPLY CORP.	MAINTENANCE SUPPLIES	27.99
09/08/2017	303637	U S POSTAL SERVICE	POSTAGE REFILL	3,000.00
09/08/2017	303638	U S POSTAL SERVICE (PORTAGE)	POSTAGE DOLLARS	1,000.00
09/08/2017	303639	U S POSTMASTER	BUSINESS REPLY MAIL	225.00
09/08/2017	303640	UNITED PARCEL SERVICE	WEEKLY DELIVERY	15.96
09/08/2017	303641	VERILE, LESLIE	RAMONA #2 REFUND	100.00
09/08/2017	303642	VERIZON WIRELESS SERVICES, LLC	WIRELESS SERVICE	2,201.17
09/08/2017	303643	WATKINS, GREG	UMPIRE PAYROLL	96.00
09/08/2017	303644	WESTERN MICH ASSOC OF FIRE CHIEFS	FIRE TRAINING	250.00
09/08/2017	303645	WOODS, BRIAN	TRIP VENDOR PAYMENT	232.00
			Total Paper Checks:	1,420,842.05

ACCOUNTS PAYABLE REGISTER

Page 8 of 8

Check Dates From: 8-27-2017 To: 9/10/2017

Check Date	Check	Vendor Name	Description	Amount
Check Type: Auto-Pay Payments				
8/22/2017	5269	CONSUMERS ENERGY	GAS-ELECTRIC	4,093.34
			Total Auto-Pay Payments	4,093.34
			Grand Total:	1,897,452.40

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Major & Local Street Paving Increase

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: That City Council approve a budget transfer of \$1,650,000 from the Major Streets Fund to the Capital Improvement Fund to increase the 2018 pavement applications and authorize the City Manager to sign all documents on behalf of the city.

City Council has an adopted fiscal year 2017-2018 goal to "continue to plan and implement improvements to move people and commerce safely and effectively through the community." An objective of this goal is to "seek alternate approaches and methods to enhance preventive maintenance programs." In alignment with this goal and objective, the City Administration is preparing a comprehensive pavement re-paving program for the spring of 2018. To address corrective areas, the Departments of Public Services and Transportation & Utilities will survey the 72.04 miles of major streets and the 148.42 miles of local streets during the 2017 fall season to quantify the locations of the most severe pavement deterioration. The identified areas of pavement deterioration will be re-paved using either the mill and fill program or total street reconstruction, determined by the projected amount of repairs required to fulfill "Complete Street" requirements.

In order to address the areas of pavement failures, it is imperative that the proposed program begin swiftly, such that corrections can be implemented to fix current deteriorated pavement surfaces. Based on an accelerated advertisement and bidding schedule, the earliest a project could be awarded is February 15, 2018. This would allow the operations to begin in April 2018 and continue through June 2018.

The City Administration is recommending an aggressive spring 2018 roadway re-paving plan to tackle identified deteriorating asphalt streets. As it currently stands, the City Administration is planning to execute mill and fill re-paving of portions of Oakland Drive and West Centre Avenue for \$392,000, as well as re-paving the local streets of Rockford, Coulter, Waylee and Hill 'An' Brook for \$645,000.

Portage Road, from Wetherbee Avenue to Lakeview Drive, will also be re-paved in the amount of approximately \$200,000. Additional streets identified in the 2017 fall street survey will be addressed with the balance of the funds. As such, funding to address these roadway needs is recommended through a proposed \$1,650,000 transfer of surplus fund balance from the Major Streets Fund. If approved, along with the major and local street improvements recommended in the 2017-2018 fiscal year budget, the city will invest a total of nearly \$8.6 million in enhancing the city streets. The majority of funding proposed to be transferred is the result of increases in Michigan Act 51 allocation to Portage.

The pre-audit fund balance as of June 30, 2017 in the Major Streets fund is \$2,041,282, which represents 59 percent of budgeted expenditures and transfers out. The fund receives its revenue from the State of Michigan on a monthly basis, reducing the need for a large fund balance. A transfer of \$1,650,000 of this surplus will reduce the beginning 2017-2018 fiscal year fund balance to approximately nine percent of 2017-2018 budgeted expenditures and transfers out.

Therefore, it is recommended that City Council approve a budget transfer from the Major Streets Fund to the CIP Fund to increase re-paving efforts in amount of \$1,650,000 and authorize the City Manager to sign all documents on behalf of the city.

FUNDING: The supplemental road repair program anticipates the expenditure of approximately \$1,650,000 to restore deteriorating street pavement. The suggested program funding includes \$1,650,000 in maintenance funding (Act 51) from the State of Michigan to be transferred from the Major Streets Fund to the Capital Improvement Fund.

Attachments: 1. Major Streets Funding Worksheet

MAJOR STREETS	16/17	17/18	17/18
	PRE-AUDIT	AMENDED BUDGET	PROJECTED
State revenue	3,366,559	3,754,604	3,966,196
Interest and rents	9,233	7,000	7,000
Metro funds	184,864	170,000	170,000
Other revenue	4,437	-	-
Transfers In	250,000	-	-
TOTAL REVENUE	3,815,093	3,931,604	4,143,196
Traffic Services	508,692	498,529	498,529
Routine Maintenance	1,144,042	1,418,017	1,418,017
Winter Maintenance	507,782	638,522	638,522
Administration	222,202	251,277	251,277
Operating Expenditures	2,382,718	2,806,345	2,806,345
Transfers Out to CIP	1,030,749	1,185,000	1,185,000
Transfers Out to CIP - ADDITIONAL			1,650,000
Transfer out to Local Streets	-	150,000	150,000
Transfers Out to Other	23,000	23,000	23,000
TOTAL EXPENDITURES & TRANSFERS OUT	3,436,467	4,164,345	5,814,345
Net Change	378,626	(232,741)	(1,671,149)
Beginning fund balance	1,662,656	2,041,282	2,041,282
Ending fund balance	2,041,282	1,808,541	370,133
F.B. % of Normal Exps & Trnsfs Out	59%	43%	9%

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Eliason Trailhead Station

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services
Kathleen Hoyle, Director of Parks, Recreation & Senior Citizen Services

ACTION RECOMMENDED: That City Council approve the purchase of an ICON Shelter from Penchura, LLC, of Brighton, Michigan, to be constructed at the Eliason Trailhead at a cost not to exceed \$82,784 and authorize the City Manager to sign all other documents related to these projects on behalf of the city.

City Council has a community development goal to "promote quality of life in Portage" and an objective to "maintain a coordinated and innovative approach toward development of park land and providing recreational opportunities." The Eliason Nature Reserve provides additional recreation opportunities and preserves important natural features and open space for the community. A coordinated approach is necessary to ensure that park properties are developed according to the Council's goals and objectives. The South Central Portage Bikeway was completed in the spring of 2016, representing the last element in Phase One of the Eliason Nature Reserve development plan.

The 2017-2018 Capital Improvement Program budget includes the construction of a trailhead facility with restrooms at the Eliason Nature Reserve's Osterhout Trailhead.

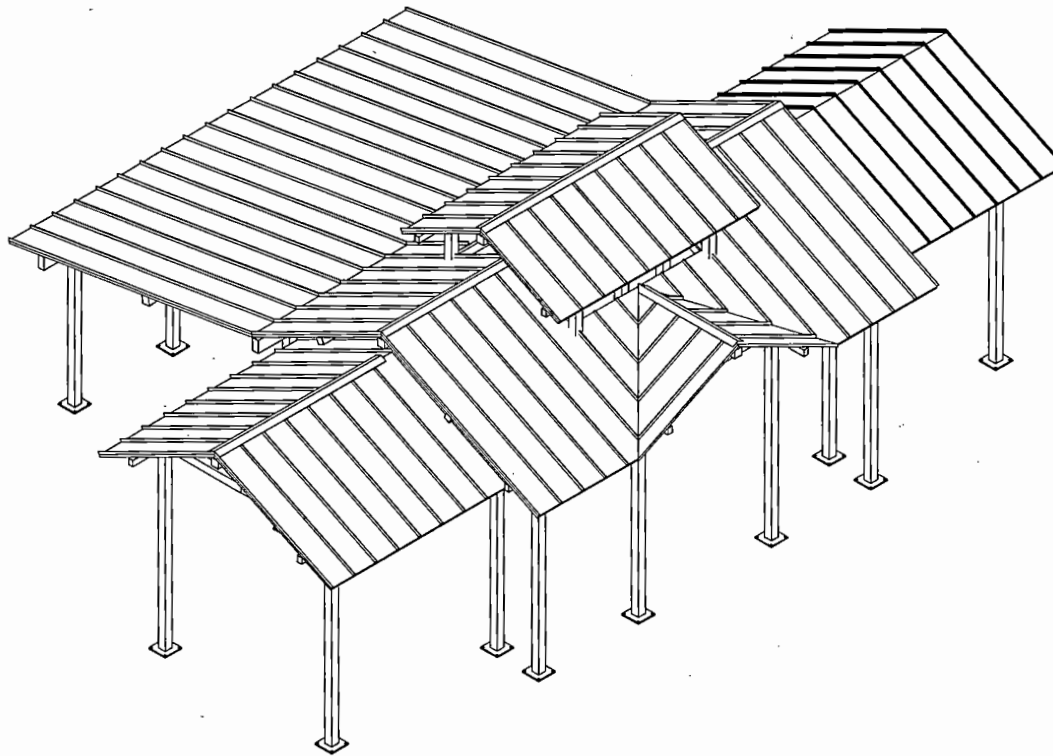
On May 23, 2017, Council awarded a contract to Wightman & Associates, Inc. to provide site planning, landscape design, engineering services and construction administration for an ICON Shelter Systems structure at the Eliason Trailhead located on Osterhout Avenue and at Celery Flats at the site of the former Interpretive Center. ICON Shelter Systems are unique and appealing designs, fabricated in Holland, Michigan. ICON will provide the materials directly to the city and city personnel will perform the construction assembly, providing a substantial savings over public bidding of the work. Although there are other structure manufacturers in the market, ICON is the sole source of this attractive and functional design. The cost of the ICON structure is \$82,784. Penchura, LLC is the designated sales representative for ICON Shelter Systems in Michigan.

It is recommended that City Council approve the purchase of an ICON brand pre-engineered park shelter from Penchura, LLC located in Brighton, Michigan for the Eliason Nature Reserve Osterhout Trailhead at a cost not to exceed \$82,784 and authorize the City Manager to sign all other documents related to this project on behalf of the city.

FUNDING: Funds are available in the Fiscal Year 2017-2018 CIP funds.

- Attachments:**
1. ICON structure
 2. Elevation Schematic
 3. Elevation Rendering (stone options)
 4. Site Plan Rendering
 5. Projected Cost Estimate





PRELIMINARY: NOT FOR
CONSTRUCTION

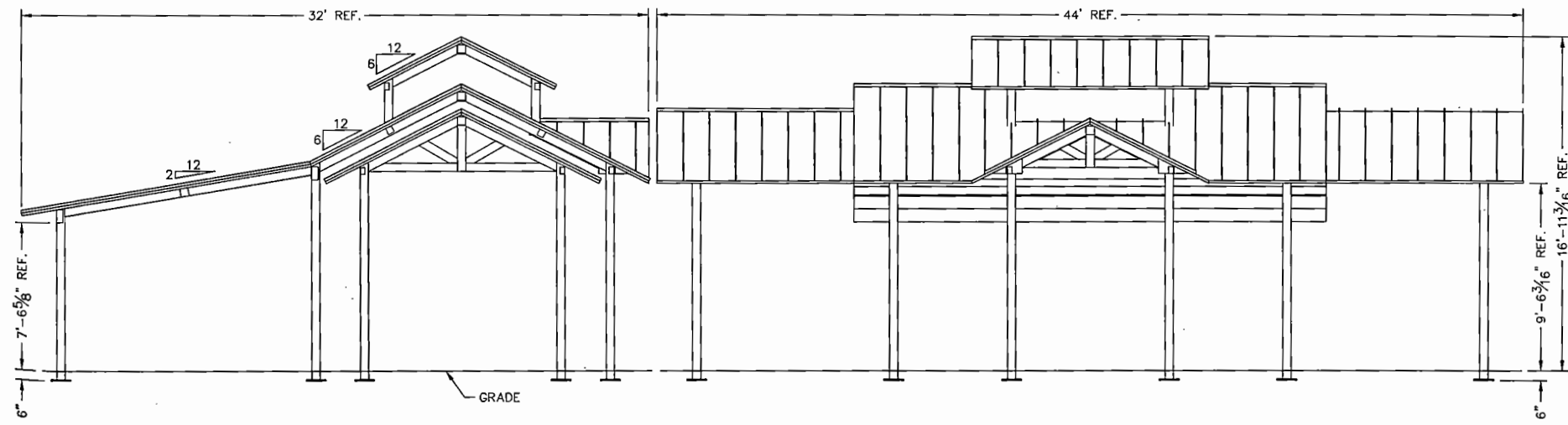
ICON
Shelter Systems Inc.
DISTINCTIVE STEEL SHELTERS
WWW.ICONSHelters.COM
COPYRIGHT 2004, ICON SHELTER
SYSTEMS, INC.
1455 LINCOLN AVE.
HOLLAND MI, 49423
616.396.0919
800.748.0985
616.396.0944 FX

Elevation

DRAWN BY:
ACP
DATE:
8/25/2017
PRELIMINARY ID:
49514
REVISION:
A
BUILDING TYPE:
ELIASON
PROJECT NAME:
CUSRECT32X44- 10TS-P6

SHEET
1.0

DWG:ing\Standards\CUSRECT\32X44\TS-P6-35-115-30\Drawings\Preliminary\CUSRECT32x44-10TS-P6-35-115-30-49514.DWG

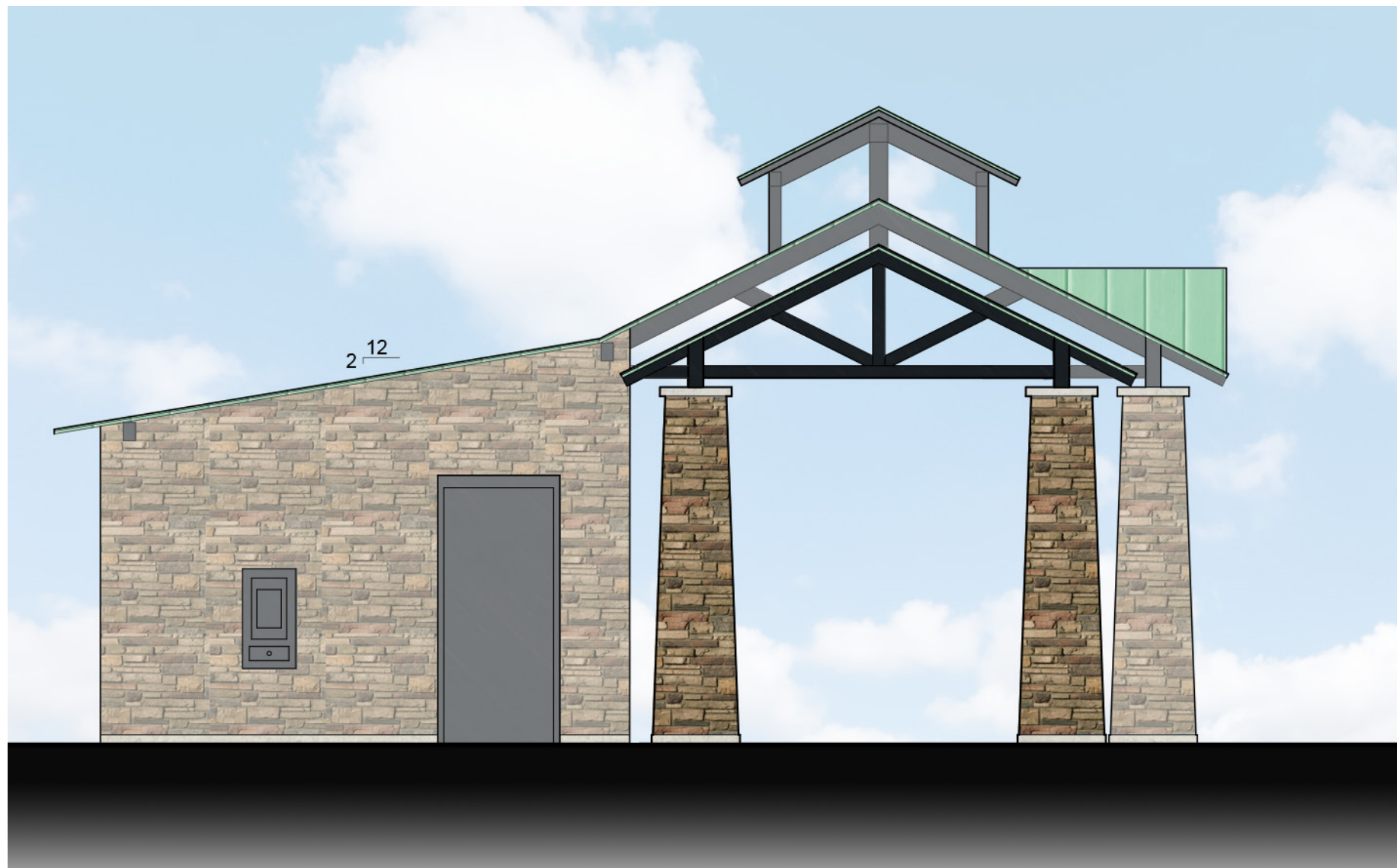




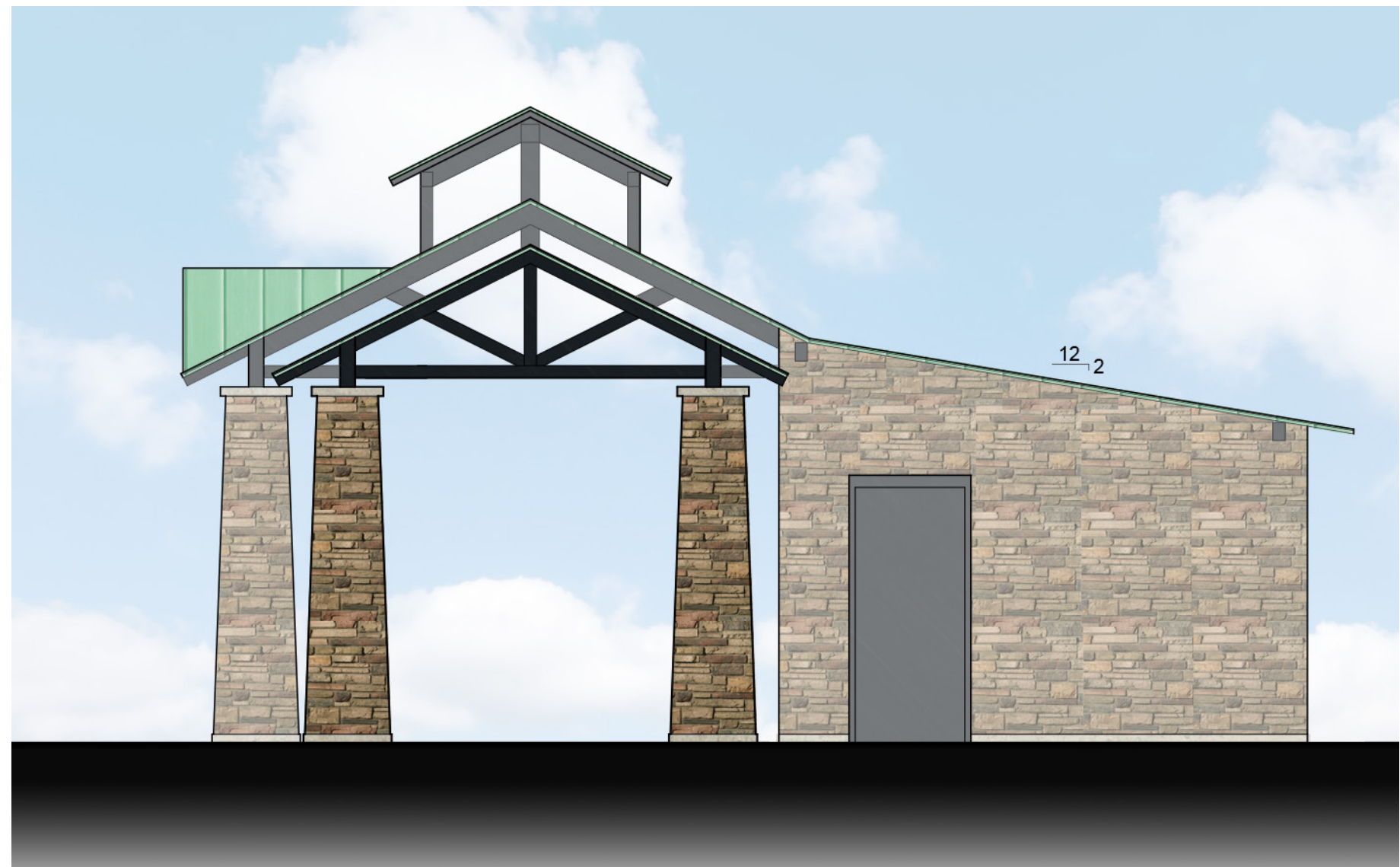
ELIASON TRAILHEAD PAVILION FRONT ELEVATION



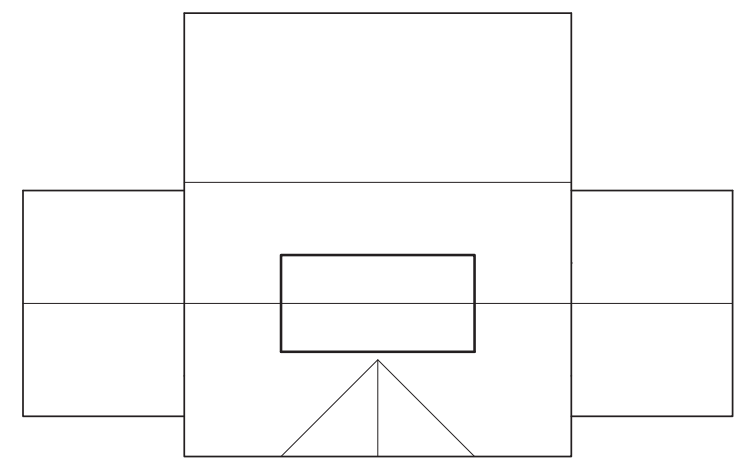
ELIASON TRAILHEAD PAVILION BACK ELEVATION



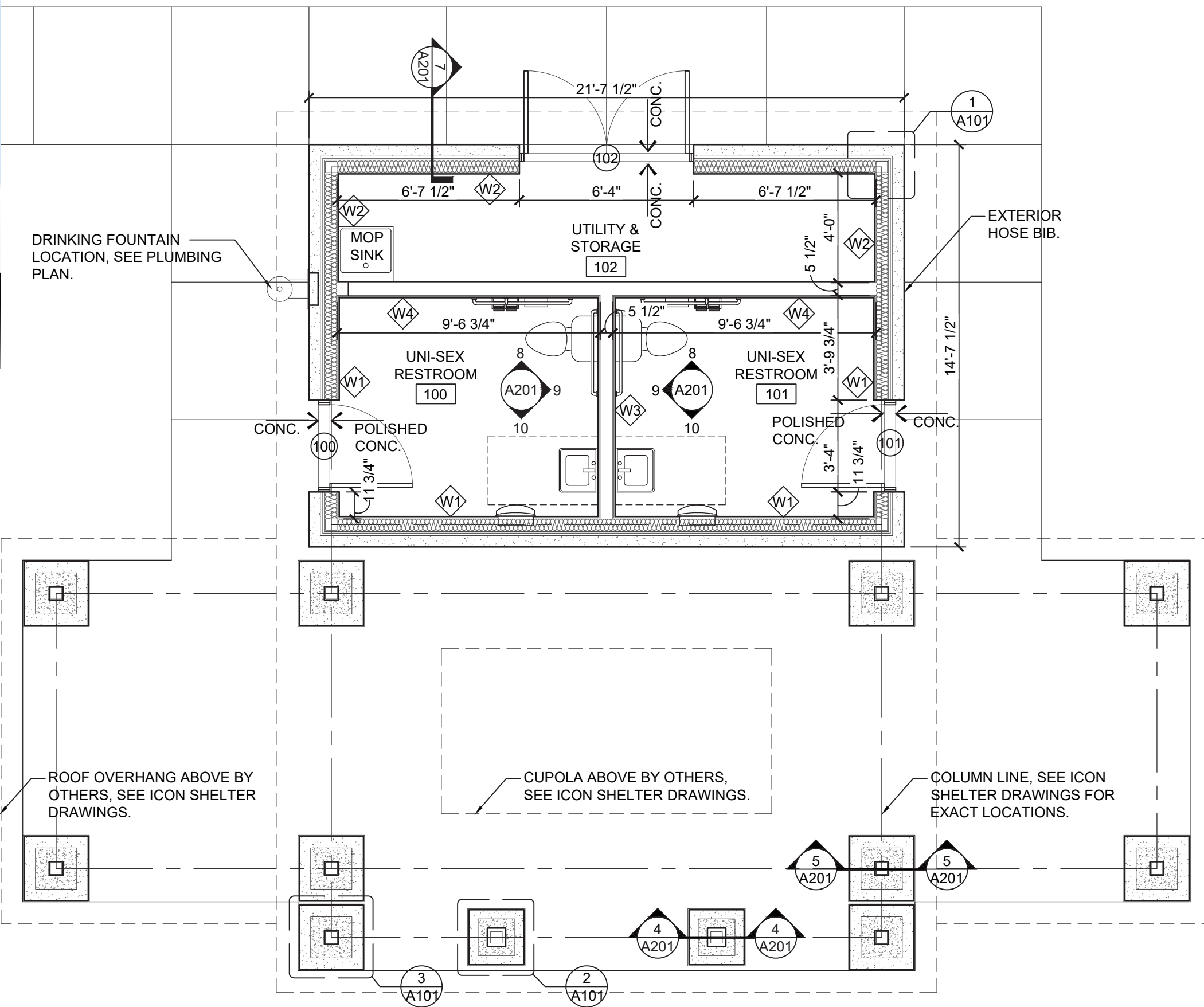
ELIASON TRAILHEAD PAVILION SIDE ELEVATION



ELIASON TRAILHEAD PAVILION SIDE ELEVATION



ROOF PLAN



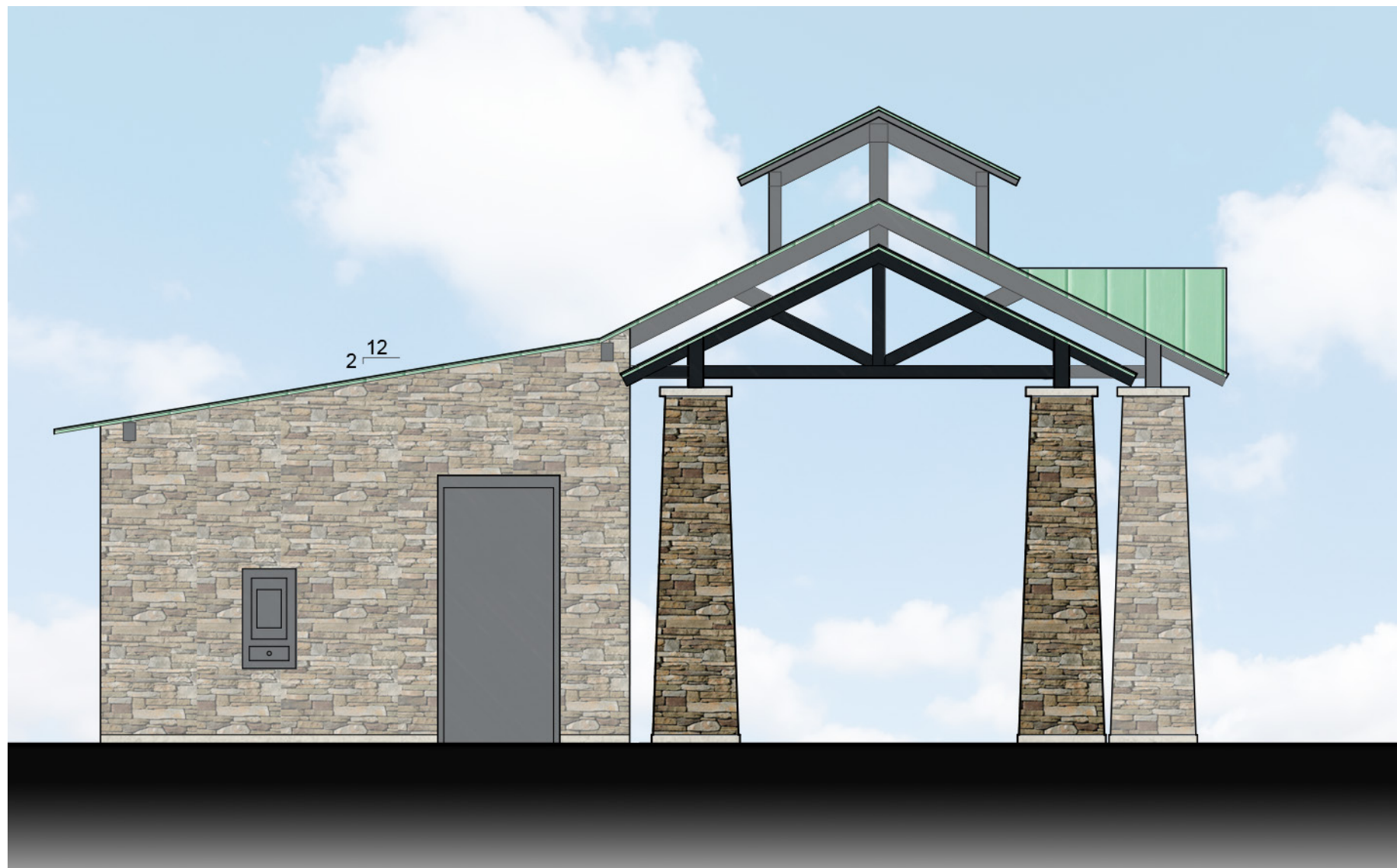
FLOOR PLAN



ELIASON TRAILHEAD PAVILION FRONT ELEVATION



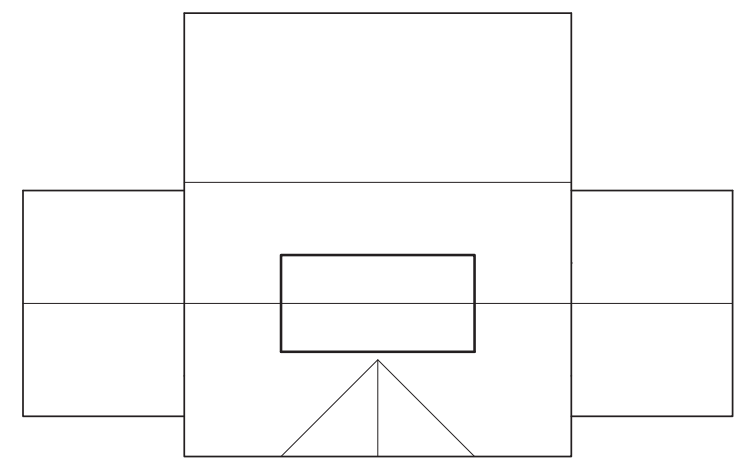
ELIASON TRAILHEAD PAVILION BACK ELEVATION



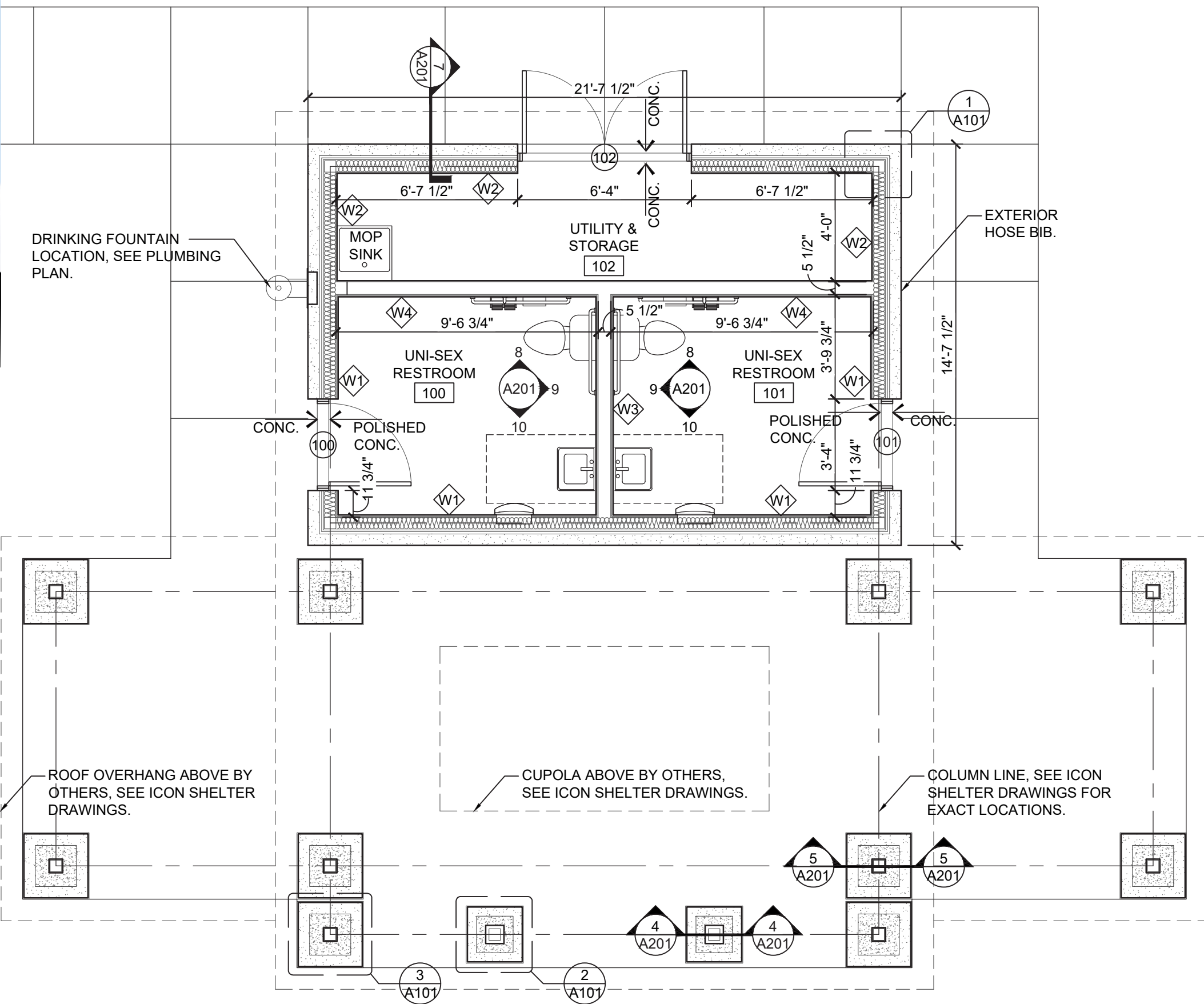
ELIASON TRAILHEAD PAVILION SIDE ELEVATION



ELIASON TRAILHEAD PAVILION SIDE ELEVATION



ROOF PLAN



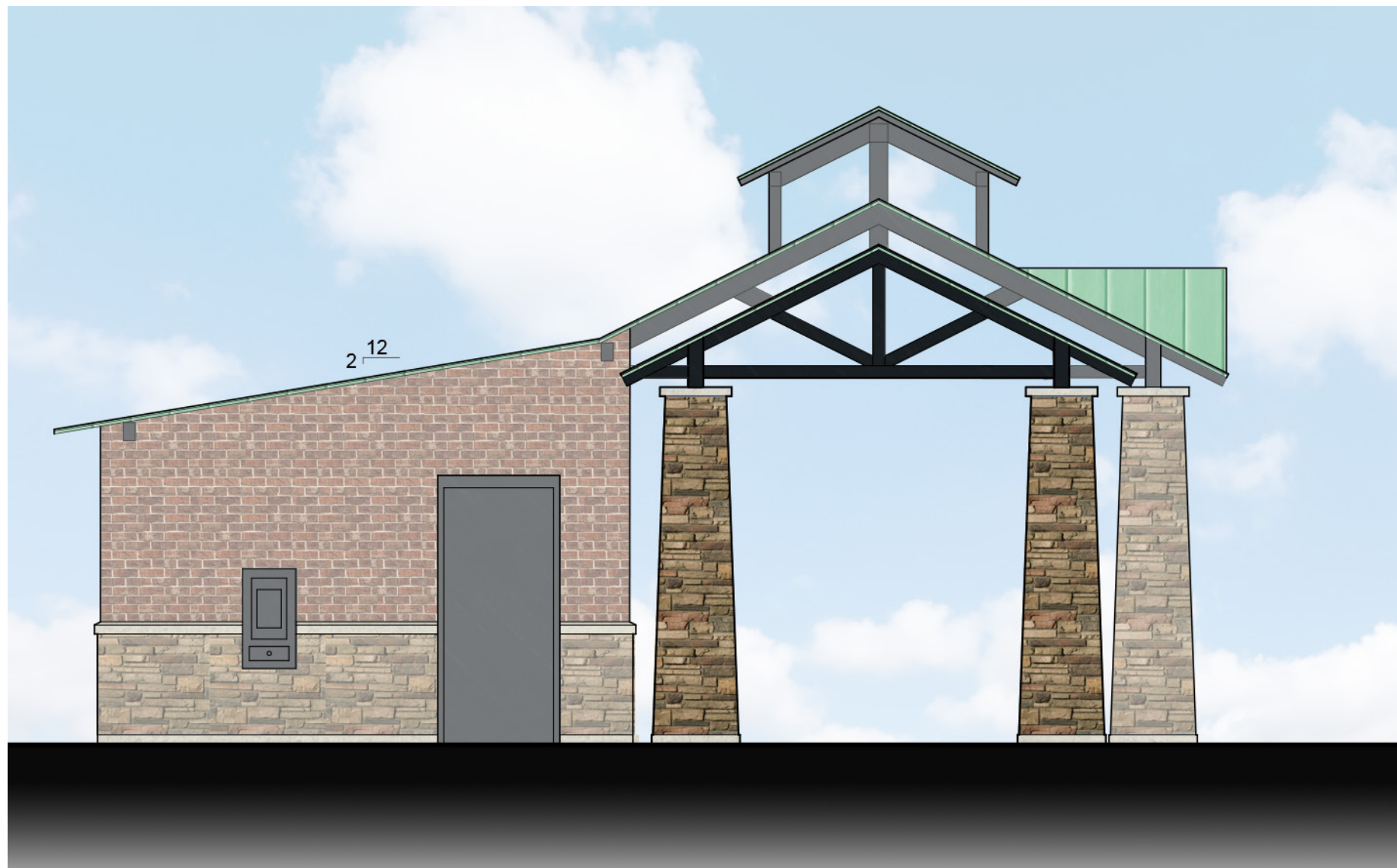
FLOOR PLAN



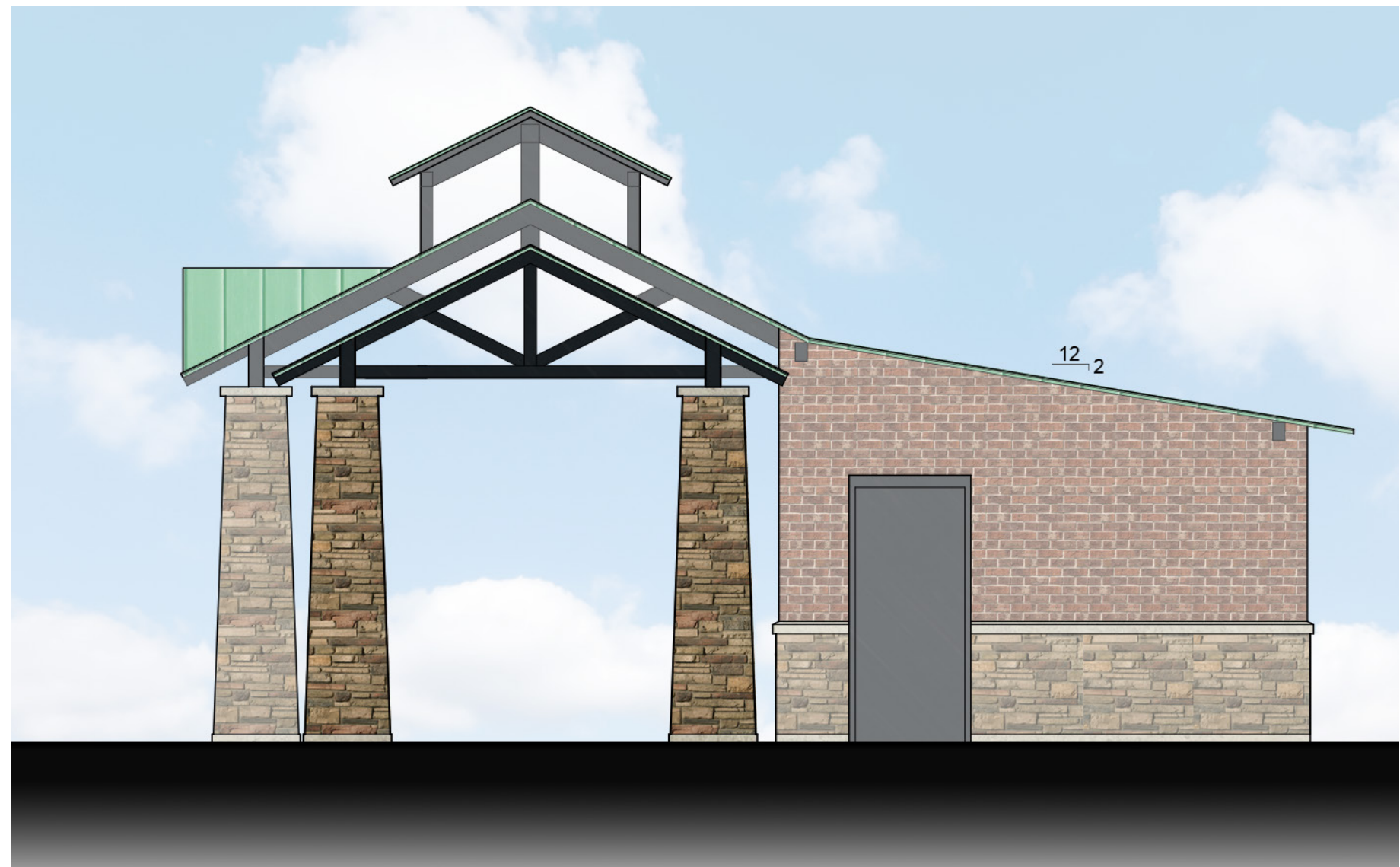
ELIASON TRAILHEAD PAVILION FRONT ELEVATION



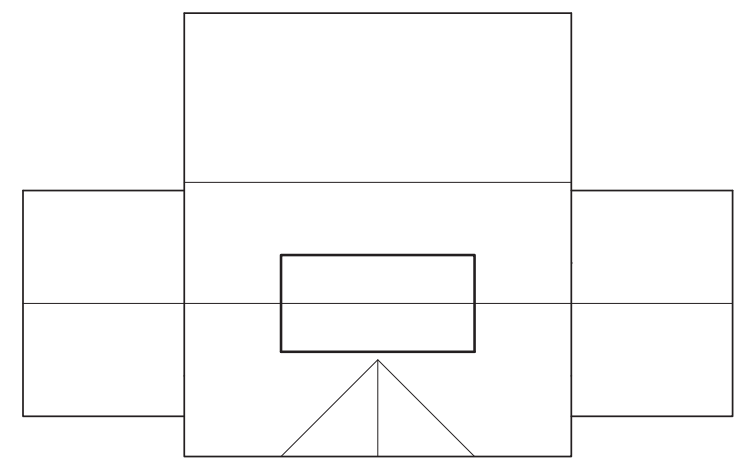
ELIASON TRAILHEAD PAVILION BACK ELEVATION



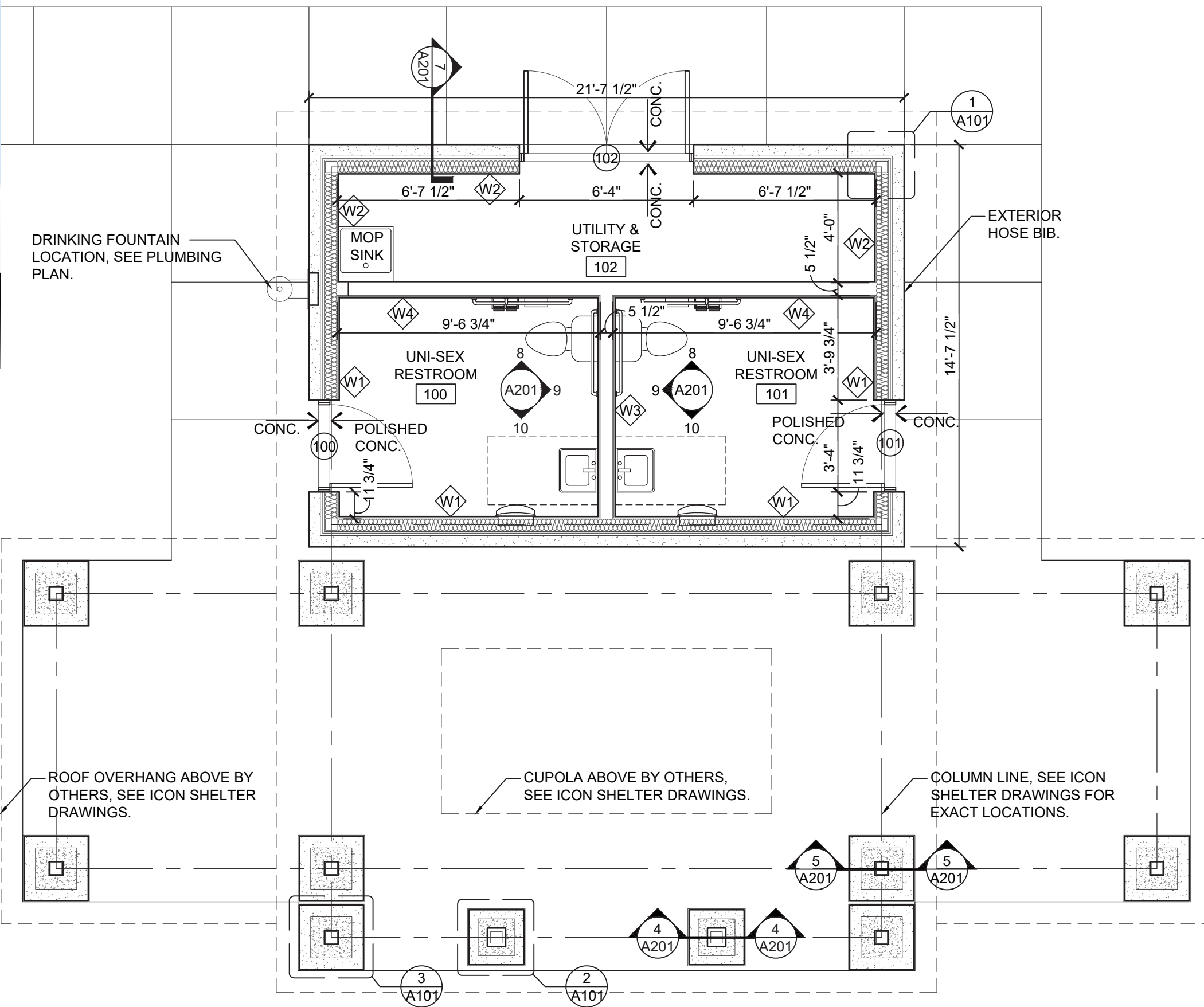
ELIASON TRAILHEAD PAVILION SIDE ELEVATION



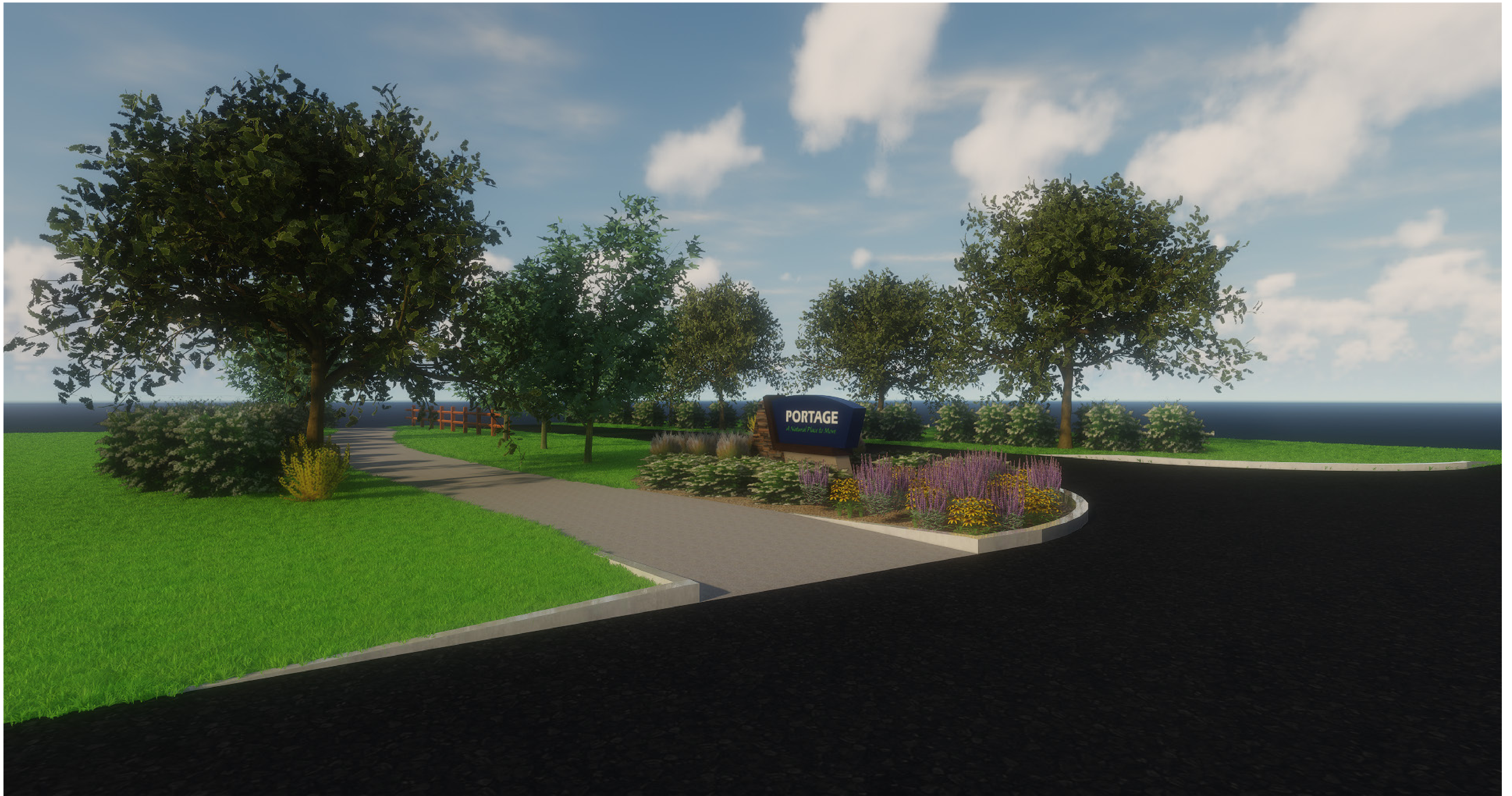
ELIASON TRAILHEAD PAVILION SIDE ELEVATION



ROOF PLAN



FLOOR PLAN





COST ESTIMATE

PROJECT: Eliason/Osterhout Trailhead

EXPENSE				9/11/2017
DATE	ACTIVITY	VENDOR	CONSTRUCTION EST	DPS EST
	Construction (including Site Prep & Drainage Remediation)		\$ 70,000	\$ 22,000
	Construction (Concrete Pad, Sidewalk, Footings)		\$ 8,750	\$ 4,000
	Construction (Stone & Installation)		\$ 29,040	\$ 14,300
	Construction Bathroom		\$ 100,320	\$ 50,000
	Additional Material Purchase (Shelter)	ICON	\$ 82,784	\$ 82,784
	Parking Lot Construction	Not Applicable	\$ -	
	Utilities (Restroom, Lighting, Water Line)		\$ 16,000	\$ 9,000
	Lighting Poles/Fixtures		\$ 1,000	\$ 1,000
	Security (Cameras, Electronic Doors, etc)		\$ 1,000	\$ 1,000
	Landscaping	Not Applicable (part of construction)	\$ 18,000	\$ 10,000
	Consumers Energy Hookup		\$ 1,500	\$ 1,500
	Signage		\$ 500	\$ 500
	TOTAL EXPENSE		\$ 328,894	\$ 196,084
FUNDING <i>(List each seperately)</i>				
	Grant			
	Donations			
	CIP (FY 16/17)	Acct# 400-2842-834.9503-17PR01	\$ 50,000	\$ 50,000
	Loan			
	Other (CIP FY 14/15 Remaining Balance from \$525,000)	Acct# 400-2842-834.9503-15PR02	\$ 105,210	\$ 105,210
	Other (CIP from Tech Park Trail Relocation 400-2840-834.9503-16PRA1)	Acct# 400-2842-834.9503-17PR01	\$ 43,755	\$ 43,755
	TOTAL FUNDING		\$ 198,965	\$ 198,965
	BALANCE		\$ (129,929)	\$ 2,881

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Final Plan for Greenspire Apartments - Phase V(b), (8615 Tozer Court)

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council approve the Final Plan for Greenspire Apartments - Phase V(b) at 8615 Tozer Court.

A final plan has been submitted by H & G, LLC to construct the second portion of Phase V of the Greenspire Apartments at property addressed as 8615 Tozer Court. The final plan for Greenspire Apartments Phase V(b) proposes construction of 108 units in five, three-story apartment buildings and related site improvements. The final plan for the first portion of Phase V of the Greenspire Apartments Phase V(a) was approved by City Council on December 1, 2015 and construction has been completed for these three apartment buildings totaling 76 units and related site improvements.

The original Greenspire Planned Development (PD) rezoning and tentative plan/narrative were approved by City Council on April 1, 2010, and subsequently amended in January 2017. Consistent with the 2010 and 2017 approvals, the apartment buildings will maintain a minimum 30-foot setback from the outer perimeter of the property, a 30-foot separation between buildings and a 25-foot setback from interior private streets. Additionally, buildings will not exceed 40-feet in height. Previously approved screening (landscaped earth berm and evergreen tree plantings) installed along the western portion of the site where there are adjacent single family residences on Tozer Court/Shirley Court will be preserved with construction of Phase V(b). Access will continue to be provided from the two access points from West Centre Avenue, which serve the overall Greenspire PD. Storm water from Phase V(b) will be collected and connected to the existing system that was approved and installed with Phase V(a).

In a report dated August 31, 2017, the Department of Community Development recommended that the Final Plan for Greenspire Apartments Phase V(b) at 8615 Tozer Court be approved. At the September 7, 2017 meeting, the Planning Commission reviewed and also recommended to City Council approval of the Final Plan.

Therefore, it is recommended that City Council approve the Final Plan for Greenspire Apartments Phase V(b) at 8615 Tozer Court.

FUNDING: Not applicable.

Attachments: 1. September 15, 2017 Planning Commission transmittal

2. September 17, 2017 Planning Commission meeting minutes
3. August 31, 2017 Community Development staff report with attachments

TO: Honorable Mayor and City Council
FROM: Planning Commission
DATE: September 15, 2017
SUBJECT: Final Plan for Greenspire Apartments (Phase V-B), 8615 Tozer Court

During the September 7, 2017 meeting, the Planning Commission reviewed and discussed the Final Plan for the above captioned development project. Mr. Greg Dobson, representing H & G II, LLC, was present to support the final/site plan and explain the development project. No citizens spoke regarding the proposed development and no citizen communications have been received.

The final plan for Greenspire Apartments (Phase V-B) has been designed in substantial conformance with the approved tentative plan/narrative for the Greenspire Planned Development. After a brief conversation, a motion was made by Commissioner Patterson, seconded by Commissioner Bosch, to recommend to City Council that the Final Plan for Greenspire Apartments (Phase V-B), 8615 Tozer Court, be approved. The motion was unanimously approved 8-0.

Sincerely,


Wayne Stoffer
Chairman

S:\2017-2018 Department Files\Memos\City Council\2017 09 15 MCC Greenspire Apartments (Phase V-B), 8615 Tozer Court PC.doc

PLANNING COMMISSION

September 7, 2017

DRAFT

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

ROLL CALL:

Mr. Forth called the roll: Patterson (yes), Shoup (yes), Stoffer (yes), Schimmel (yes), Bosch (yes), Joshi (yes), Harrell-Page (yes), and Corradini (yes). All members were present.

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the August 17, 2017 meeting minutes contained in the agenda packet. A motion was made by Commissioner Patterson, seconded by Commissioner Schimmel, to approve the minutes as submitted. The motion was unanimously approved 8-0.

SITE/FINAL PLANS:

1. **Final Plan: Greenspire Apartments (Phase V-B), 8615 Tozer Court.** Mr. Forth summarized the staff report dated August 31, 2017 regarding a request from H & G II, Inc. to construct the second portion of Phase V of Greenspire Apartments within the Greenspire Planned Development (PD). Mr. Forth stated Phase V-B proposes construction of five, three-story apartment buildings (108 units) and associated site improvements on property addressed as 8615 Tozer Court. Mr. Forth indicated the combined total number of apartment units in Phase V (A and B) will be 184 units, which is four more than indicated in the approved tentative plan (180 units). To address this issue, Mr. Forth stated the applicant will reduce the number of apartment units in Phase VI by four units (104 units to 100 units) so as to maintain the overall residential development density of 8.45 units per acre (704 total units on 83.3 acres) for the residential portion of the Greenspire PD. Mr. Forth briefly discussed aspects of the project including access, storm water and screening and stated the plan has been designed in substantial conformance with the approved tentative plan/narrative.

Mr. Greg Dobson of American Village Builders (representing H & G II, Inc.) was present to support the application and briefly explain the development history of the Greenspire PD. Mr. Dobson stated the final plan has been designed consistent with the approved tentative plan/narrative. No citizens spoke regarding the final plan. A motion was then made by Commissioner Patterson, seconded by Commissioner Bosch, to recommend to City Council that the Final Plan for Greenspire Apartments (Phase V-B), 8615 Tozer Court, be approved. The motion was unanimously approved 8-0.

PUBLIC HEARING:

1. **Preliminary Report: Rezoning Application: Rezoning Application #17/18-1, 9444 South Sprinkle Road and 4691 Branch Avenue.** Mr. West summarized the August 31, 2017 staff report regarding a request from Steven and Emily Mullin to rezone the west 10-feet of 9444 South Sprinkle Road and the east 100-feet of Branch Avenue from R-1B, one family residential to B-3, general business. Mr. West stated the rezoning was being requested to facilitate construction of a 9,100 square foot retail building and associated site

TO: Planning Commission**DATE:** August 31, 2017**FROM:** Vicki Georgeau,  Director of Community Development**SUBJECT:** Final Plan for Greenspire Apartments (Phase V-B), 8615 Tozer Court.**I. INTRODUCTION:**

A final plan has been submitted by H & G II, Inc. requesting approval to construct the second portion of Phase V of the Greenspire Apartments within the Greenspire Planned Development (PD). The final plan for Phase V-B proposes construction of 108 units in five, three-story buildings and associated site improvements. Phase V-A included the construction of 76 units in three buildings. The combined total number of units in Phase V (A and B) is 184, which is four more than indicated on the approved tentative plan (up to 180 units). As a result, the applicant will reduce the number of units in Phase VI from 104 to 100 which will maintain the overall residential component of the Greenspire PD at 704 units on 83.3 acres with a density of 8.45 units per acre.

The original Greenspire PD rezoning and tentative plan/narrative were approved by City Council on April 13, 2010 and amended in January 2017. Consistent with the 2010 and 2017 approvals, the apartment buildings will maintain a minimum 30-foot setback from the outer perimeter of the property, 30-foot separation between buildings and will be setback a minimum of 25-feet from the interior. Additionally, the buildings will not exceed 40-feet in height. As discussed during the 2010 and 2017 approvals of the tentative plan, screening has been installed along the west side of the Phase V parcel, between the apartments and the single family residences located along Tozer Court/Shirley Court, which consists of a landscaped earth berm with 8-foot tall spruce tree plantings and a row of 8-foot tall spruce trees along Tozer Court. Mature trees along the western portion of the site were preserved, where possible. Finally, "Private Property/No Trespassing" signage will be installed between Phase V and the single family residential properties located to the west.

Two access points from West Centre Avenue are available to the overall Greenspire Planned development area: Tozer Court/Cooley Drive which is now a signalized intersection and Greenspire Drive. As part of the proposal to signalize the West Centre and Tozer Court/Cooley Drive intersection, Greenspire Drive will be modified to prevent northbound left turn movements. Sidewalks will be installed within Phase V that will link to the existing sidewalk network located throughout the Greenspire PD accommodating pedestrian movements throughout the apartment complex and to/from the retail portion of the development along West Centre Avenue.

Storm water from this phase will be collected and connect to the existing system installed with Phase V-A. The storm water will be conveyed to a treatment cell located along the south side of the apartment buildings, prior to being discharged to the adjacent lowland/wetland area situated along the southern portion of the parcel. The Michigan Department of Environmental Quality (MDEQ), issued a permit for this design prior to Phase V-A being constructed. The design/permit included Phase V-B as well. Finally, outdoor lighting units associated with Greenspire Apartments (Phase V) will be similar to the existing apartments and will

include light poles and building mounted fixtures with shielded fixtures in conformance with applicable ordinance standards.

II. RECOMMENDATION:

The final plan has been reviewed by the City Administrative departments and is consistent with the approved Greenspire PD tentative plan/narrative. Subject to any additional comments received, staff advises that the Planning Commission recommend to City Council approval of the Final Plan for Greenspire Apartments (Phase V-B), 8615 Tozer Court.

Attachments: Final Plan Sheets for Greenspire Apartments (Phase V-B)
2017 Approved Tentative Plan

T:\COMMDEV\2017-2018 Department Files\Board Files\Planning Commission\PC Reports\Site Plans\Greenspire Apartments (Phase V-B), 8615 Tozer Court-FP.docx

SITE PLAN REVIEW

GREENSPIRE PHASE V-B

Greenspire Drive
Portage
Kalamazoo County, Michigan
08/31/17

OWNER

H & G II LLC
750 TRADE CENTRE WAY, SUITE 100
PORTAGE, MI 49002
(269) 342-8600

CONSTRUCTION MANAGER



AVB CONSTRUCTION INC.
4200 W. CENTRE AVENUE
PORTAGE, MI 49024
269.329.2022

ARCHITECT

progressive

Progressive AE
1811 4 Mile Rd NE
Grand Rapids, MI 49525
(616) 361-2664

PLANS PREPARED BY:



hurley & stewart

hurley & stewart, llc
2800 south 11th street
kalamazoo, michigan 49009
269.352.4960 fax 552.4961
www.hurleystewart.com



UTILITY CONTACTS:

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KALAMAZOO, MI 49001
269.337.2246

ELECTRIC

CONSUMERS ENERGY CO.
KYLE CARR
2500 E. CORK STREET
KALAMAZOO, MI 49001
269.337.2246

GAS

SPRINT COMMUNICATIONS
MARK BUNK
4176 COMMERCIAL AVE
PORTAGE, MI 49024
269.217.8152

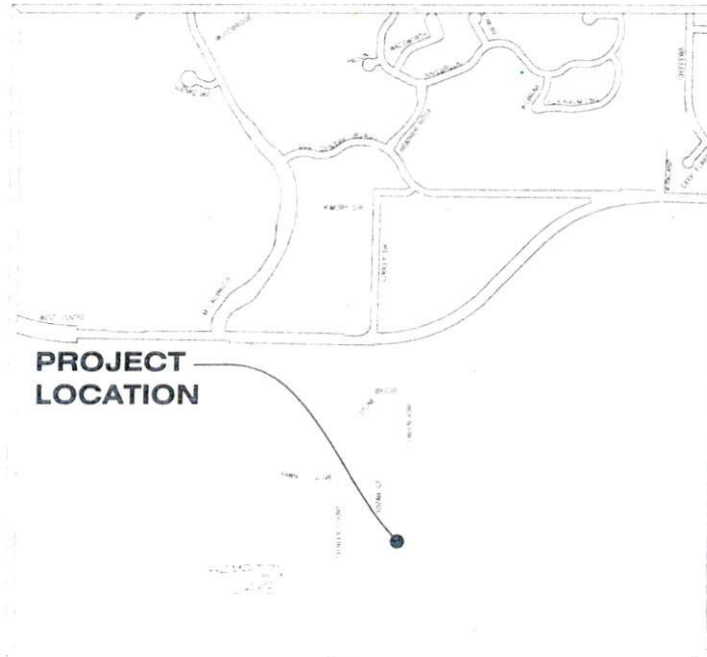
CABLE TELEVISION

AT&T
TODD SHIBAYAMA
2919 MILLCREEK ST
KALAMAZOO, MI 49001
269.364.4406

TELEPHONE

CITY OF PORTAGE
BONNIE MILLER-SUEZ
7719 S. WESTEDGE AVENUE
PORTAGE, MI 49024
269.324.9235

WATER/SANITARY



PROJECT
LOCATION

SITE LOCATION MAP

SCALE: 1" = 200'



DRAWING INDEX

SHT # DESCRIPTION

- C-0 - TITLE SHEET
- C-1 - EXISTING CONDITIONS - DEMOLITION SHEET
- C-2 - SITE LAYOUT PLAN
- C-3 - SESC PLAN
- C-4 - GRADING DETAIL SHEET
- C-5 - WATER & SANITARY PLAN
- C-6 - STORM SEWER PLAN
- C-7 - DETAIL SHEET
- C-8 - STORM SEWER PROFILES
- L-1 - LANDSCAPE PLAN
- L-2 - LANDSCAPE ENLARGEMENT PLAN
- L-3 - LANDSCAPE DETAILS

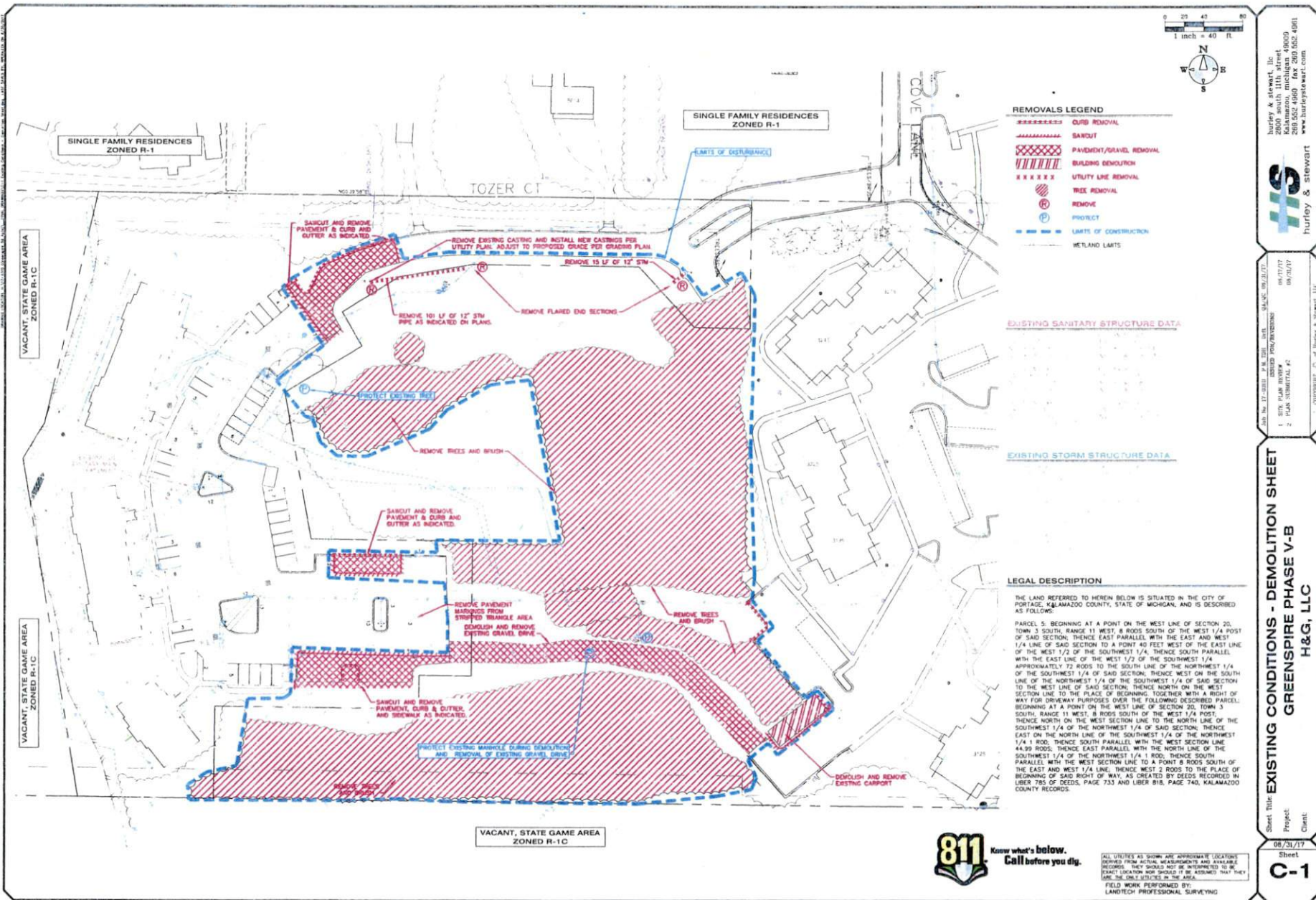


Know what's below.
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EXISTING UTILITIES PROVIDED BY SAN AND ASSOCIATES (LAND SURVEYING) ALL UTILITIES AS SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THE AREA.

PRELIMINARY
NOT FOR CONSTRUCTION

GREENSPIRE PHASE V-B, ISSUED FOR SITE PLAN REVIEW 08/31/17



Hurley & Stewart, LLC
 10000 E. Main Street
 Kalamazoo, Michigan 49009
 268.552.4860 Fax 268.552.4861
 www.hurleyandstewart.com

08/31/17
 Sheet
C-1

Project: GREENSPIRE PHASE V-B
 Client: H&G, LLC

SOIL EROSION AND SEDIMENTATION CONTROL MEASURES

KEY	SYMBOL	WHERE USED
E8		Stabilization method (used on sites where earth change has been completed (No grading allowed))
E9		On exposed slopes, heavy gravel areas, new ditch bottoms, or areas subject to erosion
E12		Use along excavations, embankments, or where concentrated flow occurs. Blankets reduce sediment load and reduce erosion
S51		Use adjacent to critical areas, to prevent sediment from sheet flow from entering these areas
S53		Used at every point where construction traffic enters or leaves a construction site
S55		At the outlet of disturbed area and at the location of a permanent sediment basin
S58		Use of stormwater areas, especially at construction sites

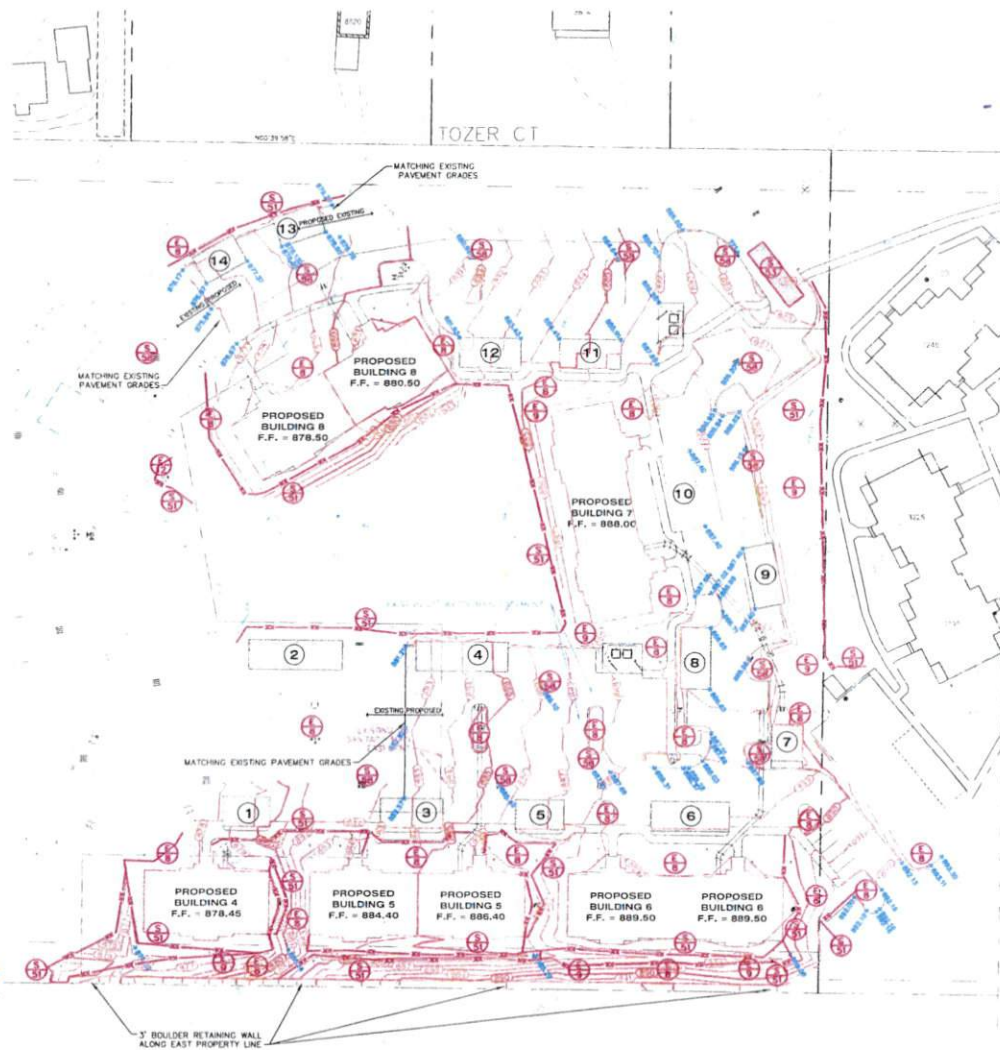


GRADING NOTES

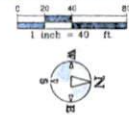
1. MATCH EXISTING GRADES AROUND PERIMETER WITH SLOPES AS SHOWN. MATCH AT 1' ON 6' IF NOT LABELED.
2. THE CONTRACTOR SHALL INSTALL PEDESTRIAN FENCE AROUND ALL EXCAVATIONS TO BE LEFT OPEN OVERNIGHT AS REQUIRED.
3. ALL SPOT ELEVATIONS ARE TOP OF PAVEMENT GRADES AT EDGES OF METAL (EOM) UNLESS OTHERWISE NOTED.
4. ALL SOIL EROSION CONTROL MEASURES SHALL BE IN PLACE PRIOR TO COMMENCING WORK.
5. ALL EXCAVATION SHALL BE IN ACCORDANCE WITH THE TECHNICAL SPECIFICATIONS AND GEOTECHNICAL REPORT.
6. ALL EXISTING ELEVATIONS ARE TO BE VERIFIED AND ACCEPTED AS SHOWN PRIOR TO COMMENCEMENT OF WORK.
7. REMOVE AND REPLACE WITH CONTROLLED FILL ANY AREAS THAT HAVE BEEN SOFTENED BY RAIN, FREEZING, CONSTRUCTION EQUIPMENT, ETC.
8. ALL REQUIRED FILL FOR THIS PROJECT SHALL BE SELECTED EXCAVATED MATERIAL FROM THE SITE APPROVED BY THE ENGINEER OR CLASS 9 GRANULAR MATERIAL FROM BORROW AND SHALL BE THE CONTRACTOR'S RESPONSIBILITY.
9. ALL GRANULAR FILL UNDER THE ROADWAY AND PROCESSED ROAD GRAVEL SHALL BE COMPACTED TO 95% MODIFIED PROCTOR DENSITY.
10. ALL COMPACTION SHALL BE ACCOMPLISHED BY PLACING THE FILL IN 12" LOOSE LIFTS AND MECHANICALLY COMPACTING EACH LIFT TO AT LEAST THE SPECIFIED MINIMUM DRY DENSITY. FIELD DENSITY TESTS SHOULD BE PERFORMED ON EACH LIFT AS NECESSARY TO ENSURE THAT ADEQUATE MOISTURE CONDITIONS AND COMPACTION ARE BEING ACHIEVED.
11. SITE CONTRACTOR SHALL REMOVE AND STOCKPILE ALL TOPSOIL AND BLACK ORGANIC SOILS ON-SITE TO BE USED IN THE REGRADING OF LANDSCAPE AREAS. THIS MATERIAL IS NOT TO BE USED FOR FILL OR PAVEMENT SUBBASE. REMOVAL OF ANY EXCESS SOIL OFF-SITE SHALL BE THE CONTRACTOR'S RESPONSIBILITY.
12. CONTRACTOR RESPONSIBLE FOR VERIFYING EARTHWORK CALCULATIONS PRIOR TO COMMENCING WORK. NO EXTRA EARTHWORK WILL BE PAID FOR ONCE EARTHWORK HAS BEGUN. ANY DISCREPANCIES WITH THE EARTHWORK CALCULATIONS SHALL BE REVIEWED WITH THE OWNER AND ENGINEER PRIOR TO CONSTRUCTION.
13. IF ANY ERRORS, DISCREPANCIES OR OMISSIONS BECOME APPARENT, THESE SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO CONSTRUCTION OF ANYTHING AFFECTED SO THAT CLARIFICATION OR REDESIGN MAY OCCUR.

BESC NOTES

1. CONTRACTOR MUST COMPLY WITH ALL REQUIREMENTS OF THE SOIL EROSION CONTROL PERMIT AS ISSUED BY CITY OF PORTAGE.
2. PROVIDE SILT SACKS IN EACH CATCH BASIN UNTIL SITE IS STABILIZED.
3. ALL SOIL EROSION MEASURES SHALL BE IN PLACE PRIOR TO COMMENCING WORK.
4. PLACE SILT FENCES ALONG THE TOE OF TOPSOIL STOCKPILES AND OTHER FILL AREAS. SEED TOPSOIL STOCKPILE AND MAINTAIN SILT FENCES UNTIL SITE IS STABILIZED.
5. MAINTAIN A VEGETATIVE BUFFER WHEREVER POSSIBLE.
6. SEE LANDSCAPING PLAN FOR FINAL SLOPE TREATMENTS.
7. PLACE TOPSOIL AND SEED ACCORDING TO THE LANDSCAPE PLANS AS SOON AS AREAS ARE BROUGHT TO GRADE.
8. CLEAN ADJACENT ROADWAYS WHEN NECESSARY.
9. WATER SITE WHEN NECESSARY TO PREVENT AIR BORNE SEDIMENT TRANSFER.
10. PLACE MULCH BLANKET ON ALL SLOPES 1 ON 3 OR STEEPER. INSTALL IN ACCORDANCE WITH 2012 MOST STANDARD SPECIFICATIONS FOR CONSTRUCTION AND THE STATE OF MICHIGAN SOIL EROSION AND SEDIMENTATION CONTROL GUIDEBOOK.
11. COORDINATE THE LOCATION OF THE TOPSOIL STOCKPILE WITH OWNER. SEED STOCKPILE AND INSTALL SILT FENCE AT BOTTOM OF SLOPES.



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FIELD WORK PERFORMED BY:
LANDTECH PROFESSIONAL SURVEYING



hurley & Stewart, Inc.
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Kalamazoo, Michigan 49009
800.552.4960 Fax 268.552.1961
www.hurleyandstewart.com



Job No. 17-0533 P.M. 2020 Date: 08/31/17
Drawn By: J. H. H. 08/31/17
Checked By: J. H. H. 08/31/17
1. SITE PLAN REVIEW
2. PLAN SUBMITTAL AZ
08/31/17
08/31/17
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SESC PLAN
GREENSPIRE PHASE V-B
H&G, LLC

Sheet Title:
Project:
Client:

08/31/17

Sheet

C-3



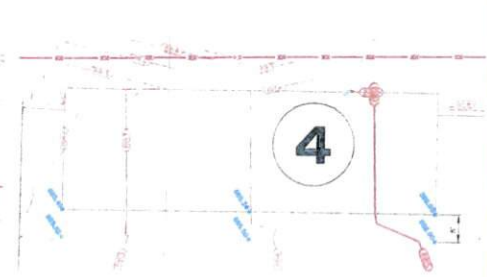
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GRADING DETAIL: GARAGE #2
SCALE: 1" = 10'



GRADING DETAIL: GARAGE #3
SCALE: 1" = 10'



GRADING DETAIL: GARAGE #4
SCALE: 1" = 10'



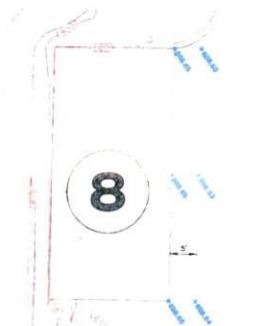
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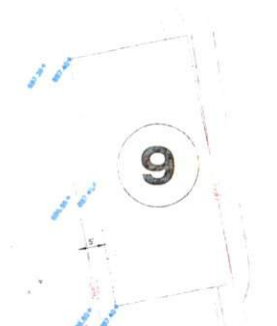
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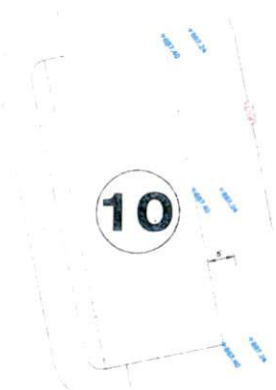
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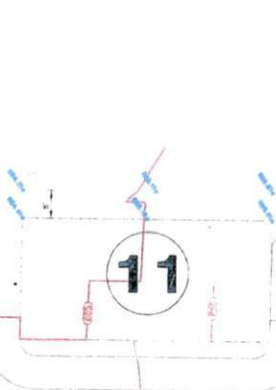
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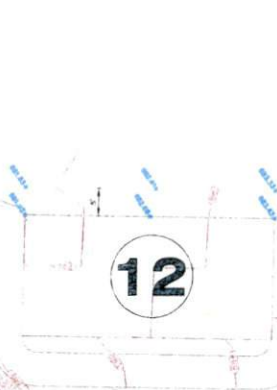
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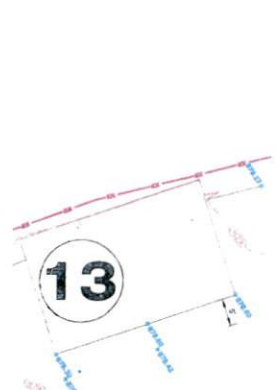
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GRADING DETAIL: GARAGE #11
SCALE: 1" = 10'



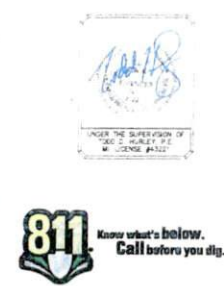
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SCALE: 1" = 10'



GRADING DETAIL: GARAGE #13
SCALE: 1" = 10'



GRADING DETAIL: GARAGE #14
SCALE: 1" = 10'



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www.hurleystewart.com

PROJECT: GREENSPIRE PHASE V-B
SHEET: C-4
DATE: 08/31/17
DRAWN BY: M. J. GROGAN
CHECKED BY: M. J. GROGAN
SCALE: 1" = 10'

**GRADING DETAIL SHEET
GREENSPIRE PHASE V-B
H&G, LLC**

Sheet Title: 08/31/17
Project: Sheet
Client: C-4

The site plan illustrates the proposed development of a 10-story office building at 1000 10th Avenue. The plan shows the building's footprint, parking lots, and proposed water service connections. Key features include:

- Proposed Buildings:** Labeled from 'PROPOSED BUILDING 1' to 'PROPOSED BUILDING 8'.
- Proposed Water Service:** Indicated by blue lines and labels such as 'PROPOSED WATER SERVICE' and 'PROPOSED SANITARY LEAD'.
- Existing Infrastructure:** Shown as dashed lines, including 'EXISTING WATER MAIN' and 'EXISTING SANITARY LEAD'.
- Parking Lots:** Labeled 'PROPOSED PARKING LOT'.
- Orientation:** A north arrow is located in the upper right corner of the plan.

811 Know what's below. Call before you dig.

[illegible]

WATER & SANITARY PLAN
GREENSPIRE PHASE V-B
H&G, LLC

hurley & stewart
#3

hurley & stewart, llc
2800 south 11th street
Kalamazoo, michigan 49000
269.552.4860 fax 269.552.4961
www.hurleyandstewart.com

STORM SEWER STRUCTURE SCHEDULE

NO.	STRUCTURE	TYPE	SIZE	DEPTH	LOCATION
1	PROPOSED BUILDING 1	MANHOLE	48" DIA.	4'-0"	SEE PLAN
2	PROPOSED BUILDING 2	MANHOLE	48" DIA.	4'-0"	SEE PLAN
3	PROPOSED BUILDING 3	MANHOLE	48" DIA.	4'-0"	SEE PLAN
4	PROPOSED BUILDING 4	MANHOLE	48" DIA.	4'-0"	SEE PLAN
5	PROPOSED BUILDING 5	MANHOLE	48" DIA.	4'-0"	SEE PLAN
6	PROPOSED BUILDING 6	MANHOLE	48" DIA.	4'-0"	SEE PLAN
7	PROPOSED BUILDING 7	MANHOLE	48" DIA.	4'-0"	SEE PLAN
8	PROPOSED BUILDING 8	MANHOLE	48" DIA.	4'-0"	SEE PLAN
9	PROPOSED BUILDING 9	MANHOLE	48" DIA.	4'-0"	SEE PLAN
10	PROPOSED BUILDING 10	MANHOLE	48" DIA.	4'-0"	SEE PLAN
11	PROPOSED BUILDING 11	MANHOLE	48" DIA.	4'-0"	SEE PLAN
12	PROPOSED BUILDING 12	MANHOLE	48" DIA.	4'-0"	SEE PLAN
13	PROPOSED BUILDING 13	MANHOLE	48" DIA.	4'-0"	SEE PLAN
14	PROPOSED BUILDING 14	MANHOLE	48" DIA.	4'-0"	SEE PLAN
15	PROPOSED BUILDING 15	MANHOLE	48" DIA.	4'-0"	SEE PLAN
16	PROPOSED BUILDING 16	MANHOLE	48" DIA.	4'-0"	SEE PLAN
17	PROPOSED BUILDING 17	MANHOLE	48" DIA.	4'-0"	SEE PLAN
18	PROPOSED BUILDING 18	MANHOLE	48" DIA.	4'-0"	SEE PLAN
19	PROPOSED BUILDING 19	MANHOLE	48" DIA.	4'-0"	SEE PLAN
20	PROPOSED BUILDING 20	MANHOLE	48" DIA.	4'-0"	SEE PLAN

STORM SEWER STRUCTURE SCHEDULE

NO.	STRUCTURE	TYPE	SIZE	DEPTH	LOCATION
21	PROPOSED BUILDING 21	MANHOLE	48" DIA.	4'-0"	SEE PLAN
22	PROPOSED BUILDING 22	MANHOLE	48" DIA.	4'-0"	SEE PLAN
23	PROPOSED BUILDING 23	MANHOLE	48" DIA.	4'-0"	SEE PLAN
24	PROPOSED BUILDING 24	MANHOLE	48" DIA.	4'-0"	SEE PLAN
25	PROPOSED BUILDING 25	MANHOLE	48" DIA.	4'-0"	SEE PLAN
26	PROPOSED BUILDING 26	MANHOLE	48" DIA.	4'-0"	SEE PLAN
27	PROPOSED BUILDING 27	MANHOLE	48" DIA.	4'-0"	SEE PLAN
28	PROPOSED BUILDING 28	MANHOLE	48" DIA.	4'-0"	SEE PLAN
29	PROPOSED BUILDING 29	MANHOLE	48" DIA.	4'-0"	SEE PLAN
30	PROPOSED BUILDING 30	MANHOLE	48" DIA.	4'-0"	SEE PLAN

NOTE: PRIVATE UTILITY DATA, INCLUDING, BUT NOT LIMITED TO, GAS, WATER, AND CABLE, HAS BEEN OBTAINED FROM THE PROVIDER AND IS SHOWN FOR INFORMATION ONLY. IT IS THE RESPONSIBILITY OF THE USER TO VERIFY THE ACCURACY OF THIS DATA.



EXISTING STORM STRUCTURE DATA

1. EXISTING STORM STRUCTURES SHALL BE SHOWN AS DOTTED LINES WITH CENTER POINTS AND DIMENSIONS.
2. EXISTING STORM STRUCTURES SHALL BE SHOWN WITH THEIR RESPECTIVE INVERT ELEVATIONS.
3. EXISTING STORM STRUCTURES SHALL BE SHOWN WITH THEIR RESPECTIVE SIZES AND DEPTHS.
4. EXISTING STORM STRUCTURES SHALL BE SHOWN WITH THEIR RESPECTIVE MATERIALS.
5. EXISTING STORM STRUCTURES SHALL BE SHOWN WITH THEIR RESPECTIVE LOCATIONS.
6. EXISTING STORM STRUCTURES SHALL BE SHOWN WITH THEIR RESPECTIVE ORIENTATIONS.
7. EXISTING STORM STRUCTURES SHALL BE SHOWN WITH THEIR RESPECTIVE SPACINGS.
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15. EXISTING STORM STRUCTURES SHALL BE SHOWN WITH THEIR RESPECTIVE SPACINGS.

UTILITY NOTES

1. PRIVATE UTILITY LOCATIONS SHALL BE SHOWN AS DOTTED LINES WITH CENTER POINTS AND DIMENSIONS.
2. PRIVATE UTILITY LOCATIONS SHALL BE SHOWN WITH THEIR RESPECTIVE INVERT ELEVATIONS.
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ALL UTILITIES SHOWN ARE BASED ON THE MOST RECENT AVAILABLE RECORDS. THE USER SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF THIS DATA. IF ANY DISCREPANCIES ARE FOUND, THE USER SHALL BE RESPONSIBLE FOR CORRECTING THEM.

C-6

Sheet

08/21/17

STORM SEWER PLAN

GREENSPIRE PHASE V-B

H&G, LLC

Project: **STORM SEWER PLAN**

Client: **H&G, LLC**

1. FOR PLAN ONLY: 08/21/17

2. FOR CONSTRUCTION: 08/21/17

08/21/17

08/21/17

811

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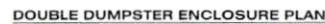
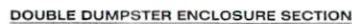
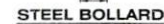
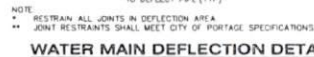
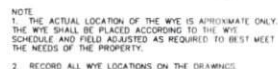
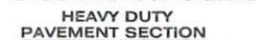
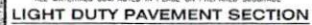
hurley & stewart, llc

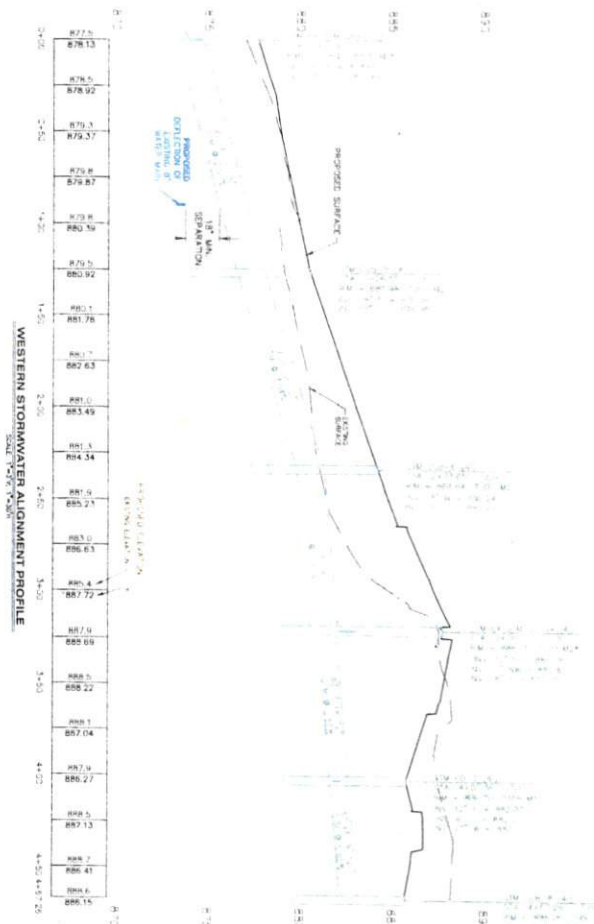
2800 south 11th street

Minneapolis, Minnesota 55409

269.552.4960 fax 269.552.4961

www.hurleystewart.com





Planting Schedule Trees					
Symbol	Latin Name	Common Name	Size	Container Type	Comments
Ac	Amelanchier canadensis	Shadblow Service Berry	8' H	8.6B	3-4 stem c. mp
Al	Acer saccharum	Common Sugar Maple	3" Cal	8.6B	
Lt	Liriodendron tulipifera	Tulip Tree	3" Cal	8.6B	
Pr	Prunus serotina	Norway Spruce	8' H	8.6B	Shrubs well shaped
Pr	Prunus serotina	Eastern White Pine	8' H	8.6B	Shrubs well shaped
Qc	Quercus coccinea	Scarlet Oak	3" Cal	8.6B	
Tc	Taxus canadensis	Canadian Hemlock	8' H	8.6B	

Planting Schedule Shrubs					
Symbol	Latin Name	Common Name	Size	Container Type	Comments
Cs	Chionodoxa speciosa	Texas Scarlet Flowering Quince	30"	Con	
Es	Eubryonia speciosa	Scarlet	36"	Con	
Fr	Forsythia major	White Forsythia	36"	Con	
Hy	Hydrangea paniculata	Pinkie White Hydrangea	36"	Con	
Ls	Lonicera sempervirens	Little Henry Sweetgum	24"	Con	W. branched shrubs
Ph	Phytolacca americana	Little Devil Ninebark	36"	Con	
Ra	Rosa arvensis	Grass-Low Fragrant Rose	36"	Con	
Vp	Viburnum plicatum	Shasta	40"	8.6B or Con	

Planting Schedule Perennials					
Symbol	Latin Name	Common Name	Size	Container Type	Comments
Hs	Hosta 'Sum of All'	Hosta 'Sum of All'	8"	Con	36" c.c.
Pa	Perennium apocynifolium	Mountain Grass Perennium	8"	Con	24" c.c.

LANDSCAPE NOTES:

- ALL LAWN AREAS SHALL BE SEEDING AND MULCHED WITH THE FOLLOWING MIXTURE: 20% IMPROVED PERENNIAL RYEGRASS, 40% FINE FESCUE, AND 40% KENTUCKY BLUEGRASS AT A RATE OF 8-10 LBS/1000 SFT. PROVIDE 19-19-19 STARTER FERTILIZER AT A RATE OF 5-7 LBS/1000 SFT.
- ALL EDGING SHALL BE STANDARD COMMERCIAL-STEEL EDGING 8" x 4" ROLLED EDGE, FABRICATED IN SECTIONS OF STANDARD LENGTHS, WITH LOGOS STAMPED FROM OR WELDED TO FACE OF SECTIONS TO RECEIVE STAKES IN STANDARD FINISH OF GREEN PAINT.
- PROVIDE QUALITY, SIZE, GRADE, SPECIES, AND VARIETY OF EXTERIOR PLANTS INDICATED, COMPLYING WITH APPLICABLE REQUIREMENTS IN ANSI Z60.1 AMERICAN STANDARD FOR NURSERY STOCK. MEASURE ACCORDING TO ANSI Z60.1 STANDARDS.
- WARRANT TREES, SHRUBS, AND PERENNIALS FOR ONE YEAR FROM DATE OF SUBSTANTIAL COMPLETION AGAINST DEFECTS INCLUDING DEATH AND UNSATISFACTORY GROWTH, EXCEPT FOR DEFECTS RESULTING FROM INCIDENTS THAT ARE BEYOND CONTRACTOR'S CONTROL.
- REMOVE AND REPLACE DEAD PLANTS IMMEDIATELY. REPLACE PLANTS THAT ARE MORE THAN 25% DEAD OR IN AN UNHEALTHY CONDITION AT END OF WARRANTY PERIOD. A LIMIT OF ONE REPLACEMENT OF EACH PLANT WILL BE REQUIRED, EXCEPT FOR LOGGERS OR REPLACEMENTS DUE TO FAILURE TO COMPLY WITH REQUIREMENTS.
- MAINTAIN TREES, SHRUBS, AND PERENNIALS FOR ONE YEAR FROM DATE OF SUBSTANTIAL COMPLETION BY PRUNING, CULTIVATING, WATERING, WEEDING, FERTILIZING, RESTORING PLANTING SAUCERS, TIGHTENING AND REPAIRING STAKES AND GUY SUPPORTS, AND RESETTling TO PROPER GRADES OR VERTICAL POSITION, AS REQUIRED TO ESTABLISH HEALTHY VISIBLE PLANTINGS. SPRAY AS REQUIRED TO KEEP TREES AND SHRUBS FREE OF INSECTS AND DISEASE.
- BEGIN LAWN MAINTENANCE IMMEDIATELY AFTER EACH AREA IS PLANTED AND CONTINUE UNTIL ACCEPTABLE LAWN IS ESTABLISHED: A MINIMUM OF 60 DAYS AFTER SUBSTANTIAL COMPLETION.
- MAINTAIN AND ESTABLISH LAWN BY WATERING, FERTILIZING, WEEDING, USING CHEMICAL TREATMENT TO ELIMINATE BROADLEAF AND NOXIOUS WEEDS, MOWING, THINNING, REPLANTING, AND OTHER OPERATIONS. ROLL, REGRADE, AND REPLANT BARE OR ERODED AREAS AND REMULCH TO PRODUCE A UNIFORMLY SMOOTH LAWN.
- PROTECT ADJACENT AND ADJOINING STRUCTURES, UTILITIES, SIDEWALKS, PAVEMENTS, AND PLANTINGS FROM HORIZONTAL OVER-Spray AND DAMAGE CAUSED BY PLANTING OPERATIONS.
- REMOVE STONES LARGER THAN 1" IN ANY DIMENSION AND REMOVE STICKS, ROOTS, RUBBISH, AND OTHER EXTRANEOUS MATTER FROM SITE.
- MAINTAIN LAWN UNTIL A HEALTHY, UNIFORM, CLOSE STAND OF GRASS HAS BEEN ESTABLISHED. FREE OF WEEDS AND SURFACE IRREGULARITIES, WITH COVERAGE EXCEEDING 90% OVER ANY 10 SFT AND BARE SPOTS DO NOT EXCEED 5 BY 5 INCHES.

LEGEND

- 13/20 NUMBER AND TYPE OF PLANTS TO BE PROVIDED AND INSTALLED
- SEEDING LAWN
- PERENNIAL PLANTING: SEE PLANTING SCHEDULE FOR PLANT SPACING REQUIREMENTS
- STONE COBBLE MULCH 2-3" DIA. NATURAL STONE COBBLE WASHED OVER FILTER FABRIC
- TURF SEEDING WITH EROSION BLANKET
- PROPOSED DECIDUOUS TREE
- PROPOSED EVERGREEN TREE
- PROPOSED SHRUBS, EVERGREEN AND DECIDUOUS
- STEEL LANDSCAPE EDGING



ALL UTILITIES AS SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY HAVE THE ONLY UTILITIES IN THE AREA.

FIELD WORK PERFORMED BY:
LANDTECH PROFESSIONAL SURVEYING



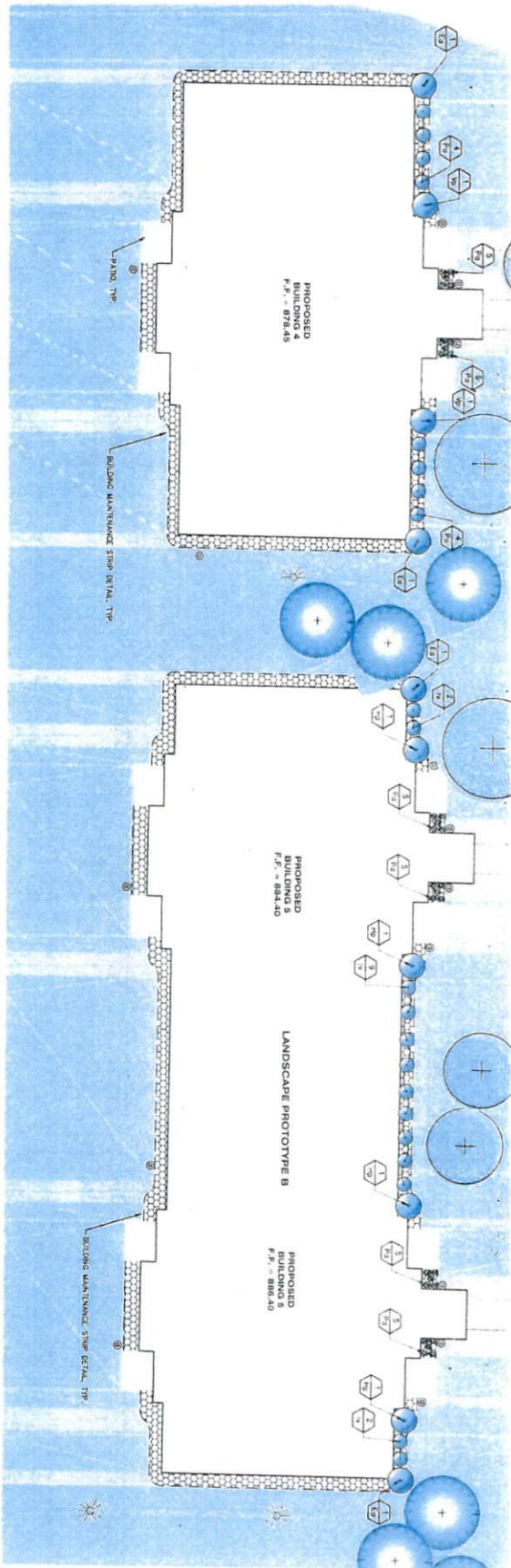
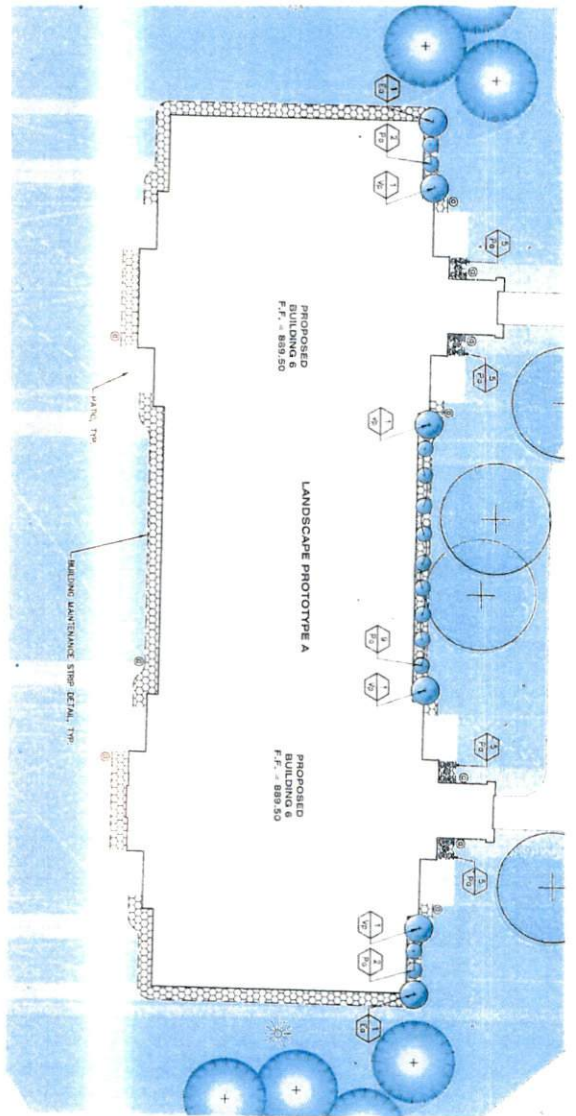
hurley & stewart, llc
2800 south 11th street, suite 200
tomball, tx 77375
281.292.4800 fax 281.292.4801
www.hurleyandstewart.com

DATE: 08/31/17
PROJECT: GREENSPIRE PHASE V-B
SHEET: L-1
DESIGNED: H&G, LLC
DRAWN: H&G, LLC
CHECKED: H&G, LLC
APPROVED: H&G, LLC

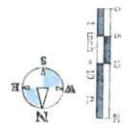
LANDSCAPE PLAN
GREENSPIRE PHASE V-B
H&G, LLC

Sheet Title:
Project:
Client:

08/31/17
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ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) STANDARD SPECIFICATIONS FOR HIGHWAYS, BRIDGES, AND STRUCTURES, AND THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES (MDNR) REGULATIONS FOR WETLANDS AND WATER RESOURCES.

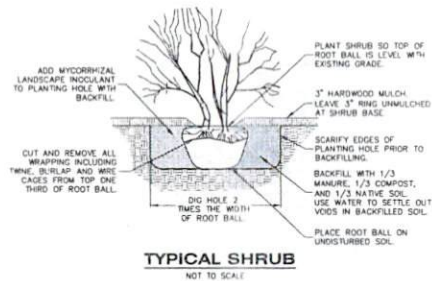


**LANDSCAPE ENLARGEMENT PLAN
GREENSPIRE PHASE V-B
H&G, LLC**

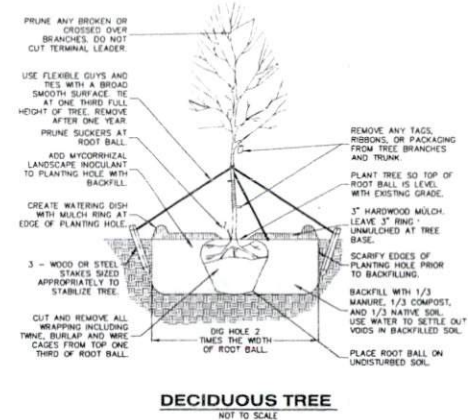
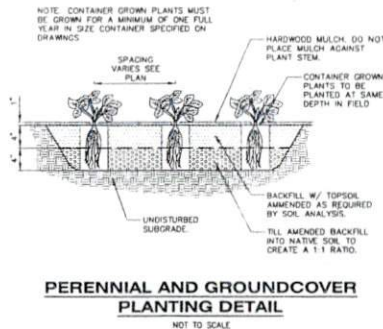
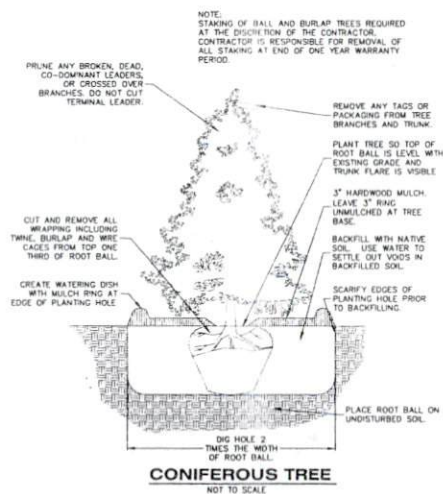
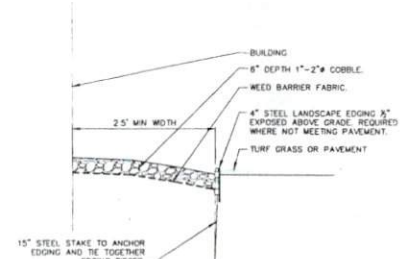
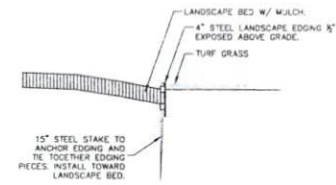
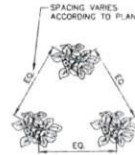
Sheet Title
Project
Client

DATE: 08/17/17
1. SITE PLAN
2. PLAN
3. ELEVATION
4. SECTION
5. DETAIL
6. AS-BUILT
7. CONSTRUCTION
8. MAINTENANCE
9. LANDSCAPE
10. UTILITIES
11. FLOODING
12. EROSION
13. SOILS
14. PLANTS
15. ANIMALS
16. CULTURAL
17. HISTORIC
18. AESTHETIC
19. VISUAL
20. SOUND
21. VIBRATION
22. AIR QUALITY
23. WATER QUALITY
24. CLIMATE
25. OTHER

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



PERENNIAL AND GROUNDCOVER PLANT SPACING DETAIL



LANDSCAPE DETAILS GREENSPIRE PHASE V-B H&G, LLC

Sheet Title
Project
Client

08/31/17
Sheet

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hurley & Stewart, LLC
1000 West 10th Street
Kalamazoo, Michigan 49009
269.552.4900 Fax 269.552.1961
www.hurleyandstewart.com

hurley & Stewart
1000 West 10th Street
Kalamazoo, Michigan 49009
269.552.4900 Fax 269.552.1961
www.hurleyandstewart.com

DESIGNED BY: H&G, LLC
REVISED FOR PERENNIALS
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TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Planning Commission Work Program / Analysis of Zoning Consistency Updates

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council accept the FY 2016-17 Planning Commission Work Program Final Update, Proposed FY 2017-18 Work Program, FY 2016-2017 Analysis of Zoning Consistency Update.

In accordance with Public Act 33, the Planning Commission is required to submit a written report to the legislative body concerning its operations and the status of planning activities. Attached is the final update for the FY 2016-2017 Planning Commission Work Program provided to and accepted by the Commission during the August 17, 2017 meeting. Also included for Council information is a copy of the Proposed FY 2017-2018 Work Program. The City Council is advised to accept the FY 2016-2017 Planning Commission Work Program Final Update and Proposed FY 2017-2018 Work Program as information.

As noted in the Planning Commission Work Program, the Commission is responsible for recommending zoning changes to City Council. In that regard, the FY 2016-2017 Analysis of Zoning Consistency Update has been completed. Attached is the annually updated Zoning Amendment list of rezoning applications processed during the past 10 years, which evaluates consistency with the adopted Comprehensive Plan. The Comprehensive Plan serves as a policy guide to decision makers to manage growth and promote a more effective pattern of development, enhancing the quality of life in Portage. The Comprehensive Plan is long range in scope and the Future Land Use Plan Map, one component of the Comprehensive Plan, prescribes general land use arrangements and development patterns.

The attached Zoning Amendment Listing includes five rezoning applications submitted during FY 2016-2017. A total of 33 rezoning applications have been received and considered since July 2006. The list indicates the Comprehensive Plan designation for the property involved in the rezoning, the staff recommendation the Planning Commission recommendation, and the final decision of the City Council. A high degree of consistency is again indicated with the recommendations of the Comprehensive Plan and decisions of the City Administration, Planning Commission and City Council.

FUNDING: Not Applicable

Attachments: 1. August 11, 2017 Community Development staff report

2. Zoning Amendment Listing (July 2006-July 2017)

TO: Planning Commission **DATE:** August 11, 2017

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

SUBJECT: FY 2016-17 Planning Commission Work Program Final Update and Proposed FY 2017-18 Work Program.

I. INTRODUCTION:

The Planning Commission customarily adopts an annual Work Program that includes the duties and responsibilities of the Commission per statute and local ordinance, incorporates approved City Council Advisory Board Goals and Objectives and City Council Mission Statement and Goals & Objectives. The FY 2016-17 Work Program was adopted by the Planning Commission in August 2016. Progress made by the Commission on these work items during the past fiscal year is summarized below.

II. FY 2016-17 WORK PROGRAM:

- 1) *Continue to implement strategies from the 2014 Comprehensive Plan including: 1) Inconsistencies between the Zoning Map and Future Land Use map; 2) Lake Center Business Area Overlay Zoning District; 3) Lake Front Regulations; and 4) Zoning Text Amendments.*

During the past fiscal year, progress was made on addressing inconsistencies between the Zoning Map and Future Land Use Map [Rezoning Applications #16/17-1, 10332 Shaver Road; 710 Rezoning Application #16/17-2, 8546 Shirley Court; Rezoning Application #16/17-3, 715 West Osterhout Avenue] and Zoning Code Text Amendments (Ordinance Amendments #15/16-A, Off-Street Parking and Loading Regulations). A further discussion of these activities is provided below. Additional work activities on the prioritized implementation strategies will continue into FY 2017-18.

- 2) *Continue to guide development to appropriately planned areas of the community and consider the protection of environmentally sensitive areas such as those identified on the City of Portage Natural Features Map, including regulated wetlands, groundwater and surface water, with the intent to achieve a well organized, balanced, sustainable, and efficient use of land at densities that:*

- *Meets the current and future needs of city residents*
- *Protects key natural and historic resources*
- *Complements the existing and planned capacity of streets and infrastructure*

The Planning Commission continues to guide development consistent with the Comprehensive Plan Update/Future Land Use Map and remains cognizant of the impacts development may have on environmentally sensitive land areas. Additionally, the Planning Commission also continues to ensure new development projects are designed consistent with applicable ordinances through review of site plans, special land use permits, planned developments, plats and other development proposals.

3) *During project plan review, consider the following:*

- *Implementation, where possible, of Complete Streets Policy elements.*
- *Parking lot interconnection, driveway consolidation, access from adjacent local/collector street or other methods intended to improve traffic flow and safety.*
- *Adjacent residential neighborhood protection measures.*
- *Protection of environmentally sensitive areas such as those identified on the City of Natural Features Map including regulated wetlands, ground water and surface water through the use of green development practices or other appropriate measures.*

During the past fiscal year, the Planning Commission has reviewed/approved the following private development projects:

- Site Plan for Mavcon Properties (Cove Lakeside Bistro), 9110 Portage Road;
- Preliminary Condominium Subdivision for Copperleaf (Phase II), 3800 West Milham Avenue;
- Preliminary Plat for The Oaks (Phase I), 4800 Bishop Avenue;
- Final Plan for Selinon Park, 1521, 1603 and 1615 East Centre Avenue;
- Special Land Use Permit and Site Plan for Milestone Child Day Care, 3500 West Centre Avenue;
- Final Plan for Portage Pediatric Dentistry, 3020 Old Centre Road;
- Active Home Occupation Permit for In Remembrance, 725 Romence Road;
- Final Plan for Greenspire Retail (Phase V-R-1), 3413 West Centre Avenue;
- Height Modification, Site Plan and Land Division with Public Improvements for Stryker Instruments, 6520 Portage Road;
- Preliminary Plat for Oakland Farms No. 2, 9810 Oakland Drive;
- Specific/Site Plan for Retail Shop (Home Goods), 5050 South Westnedge Avenue;
- Special Land Use Permit for Group Child Care Home (Powers), 1343 East Osterhout Avenue;
- Special Land Use Permit for Increasing Life World Ministries, 7548 South Sprinkle Road;
- Alternative Screening Arrangement for Meredith Street Preschool, 5323 Meredith Street;
- Special Land Use Permit and Site Plan for Car City Auto Sales, 7206 South Westnedge Avenue

Several of the projects listed above included shared/cross access arrangements, measures to protect adjacent residential uses and/or protection of environmentally sensitive areas including Copperleaf (Phase II), The Oaks (Phase I), Milestone Child Care Center, Retail Shop/Home Goods and Stryker Instruments.

4) *Consider and act appropriately upon site-specific rezonings in the context of the Comprehensive Plan in an effort to encourage sustainable residential, commercial, industrial, planned development and high-tech development opportunities, as appropriate.*

Five rezoning applications were considered and acted upon by the Planning Commission during the past fiscal year and included:

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

- Rezoning Application #16/17-2, 8546 Shirley Court;
- Rezoning Application #16/17-3, 715 West Osterhout Avenue;
- Rezoning Application #16/17-4, 9300 Portage Road; and
- Rezoning Application #16/17-5, 7338 Lovers Lane.

The Planning Commission recommended approval of three of these rezoning applications and City Council subsequently approved these three rezoning applications: Rezoning Application #16/17-4 and Rezoning Application #16/17-5 were withdrawn by the applicants prior to Planning Commission final review/recommendation.

- 5) *Consider Zoning Code text amendments including, but not limited to, City Council referrals and ordinances that emphasize, as appropriate, a green, sustainable and healthy community focus and assist with implementation of the updated Comprehensive Plan, amongst others.*

At the July 7, 2016 meeting, the Planning Commission began review of proposed amendments to the off-street parking and loading/unloading regulations (Ordinance Amendment #15/16-A). A public hearing to formerly consider Ordinance Amendment #15/16-A was held at the August 4th and 18th, 2016 Planning Commission meeting prior to recommending to City Council approval of the amendments.

- 6) *When appropriate, engage the Youth Advisory Committee in the planning process.*

The Commission engaged the Youth Advisory Committee through an invitation to participate in the September 2016 CIP Open House and through outreach efforts intended to solicit project ideas for the Neighborhood and Community Enhancement Program.

- 7) *Review and recommend the annual Capital Improvement Program.*

On September 29, 2016, city staff and members of the Planning Commission hosted a CIP "Open House" to provide additional opportunity for public input into the CIP process.

At the February 2, 2017 meeting, staff provided the Planning Commission a DRAFT version of the FY 2017-2027 CIP document for review and discussion. Additional discussion also occurred at the February 16, 2017 meeting. The Planning Commission again reviewed the FY 2017-2027 CIP document at the March 2, 2016 meeting and subsequently voted unanimously to recommend to City Council approval of the FY 2017-2027 CIP.

- 8) *Review and adopt the Annual Major Thoroughfare Plan Status Update, as necessary.*

An update to the Major Thoroughfare Plan was incorporated into the development and adoption of the 2014 Comprehensive Plan.

- 9) *Continue to engage in continuing education through various Planning Commission training options including continued review of professional planning publications and information available through the Michigan Association of Planning (MAP) and American Planning Association (APA) web sites, participation in webinars and/or conferences sponsored by*

professional planning organizations, and participation in training sessions presented by staff and/or City Attorney.

The MAP and Planning and Zoning News newsletters continue to be provided to the Commission. On-line training and educational materials are also accessible to the Commission through the MAP and APA websites. The Planning Commission and staff also continued discussions regarding the Neighborhood and Community Enhancement Program during meetings in July, August and September 2016. At the August 3, 2017 meeting, staff also provided a training session regarding Planning Commission Roles and Responsibilities.

10) If requested by City Council, forward recommended Planning Commission goals and objectives for FY 2017-18 (April 2017).

In a March 2017 communication provided to all Boards and Commissions, the Planning Commission is now exempt from this requirement since City Council is regularly updated on Planning Commission activities.

III. FY 2017-18 WORK PROGRAM (PROPOSED):

The proposed FY 2017-18 Planning Commission Work Program has been prepared and is attached for review and consideration. If City Council requests the Commission consider/review additional topics/issues, the Commission can amend the Work Program at a later date.

The Commission is advised to review and discuss the attached materials during the August 17, 2017 meeting and, if no further changes, adopt the attached FY 2017-18 Planning Commission Work Program.

Attachments: FY 2017-18 Planning Commission Work Program (PROPOSED)

S:/Commdev/2017-2018 Department Files/Board Files/Planning Files/PC Reports/PCWorkProgRpt2016-17 Status Update and Proposed 2017-18 Work Program.doc

FY 2017-18 PLANNING COMMISSION WORK PROGRAM

The FY 2017-18 work program reflects the established duties and responsibilities of the Planning Commission as specified by statute and local ordinance, and the guidance provided by the City Council Mission Statement and Goals & Objectives for the community.

The following work program outlines activities of the Planning Commission for FY 2017-18.

- 1) Continue to implement strategies from the Comprehensive Plan including: 1) Inconsistencies between the Zoning Map and Future Land Use map; 2) Lake Front Regulations and 3) Zoning Text Amendments.
- 2) Continue to guide development to appropriately planned area of the community and consider the protection of environmentally sensitive areas such as those identified on the City of Portage Natural Features Map, including regulated wetlands, groundwater and surface water, with the intent to achieve a well-organized, balanced, sustainable, and efficient use of land at densities that:
 - Meets the current and future needs of city residents
 - Protects key natural and historic resources
 - Complements the existing and planned capacity of streets and infrastructure
- 3) During project plan review, consider the following:
 - Implementation, where possible, of Complete Streets Policy elements.
 - Parking lot interconnection, driveway consolidation, access from adjacent local/collector street or other methods intended to improve traffic flow and safety.
 - Adjacent residential neighborhood protection measures.
 - Protection of environmentally sensitive areas such as those identified on the City of Natural Features Map including regulated wetlands, ground water and surface water through the use of green development practices or other appropriate measures.
- 4) Consider and act appropriately upon site-specific rezonings in the context of the Comprehensive Plan in an effort to encourage sustainable residential, commercial, industrial, planned development and high-tech development opportunities, as appropriate.
- 5) Consider Zoning Code text amendments including, but not limited to, City Council referrals and ordinances that emphasize, as appropriate, a green, sustainable and healthy community focus and assist with implementation of the updated Comprehensive Plan, amongst others.
- 6) When appropriate, engage the Youth Advisory Committee in the planning process.
- 7) Neighborhood and Community Enhancement Program subcommittee to meet and evaluate projects submitted in conjunction with the FY2017-2027 Capital Improvement Program. Subcommittee to provide a recommendation to the full Planning Commission. Following Planning Commission consideration, funding recommendation to be provided to City Council.

- 8) Review and recommend the FY2018-2028 Capital Improvement Program.
 - Participate in the September 25, 2017 open house.
- 9) Review and adopt the Annual Major Thoroughfare Plan Status Update.
- 10) Continue to engage in continuing education through various Planning Commission training options including continued review of professional planning publications and information available through the Michigan Association of Planning (MAP) and American Planning Association (APA) web sites, participation in webinars and/or conferences sponsored by professional planning organizations, and participation in training sessions presented by staff and/or City Attorney.

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Zoning Amendment Listing (July 2006 – July 2017)

<u>APPLICATION NUMBER</u>	<u>LOCATION</u>	<u>REZONING REQUEST</u>	<u>COMPREHENSIVE PLAN DESIGNATION</u>	<u>STAFF RECOMMENDATION</u>	<u>PLANNING COMMISSION RECOMMENDATION</u>	<u>CITY COUNCIL</u>	<u>NOTES</u>
1. 06-1	524, 602 and 610 West Milham Avenue and 5932 Iowa Avenue	R-1A, One Family Residential to OS-1, Office Service	Office	Approve to OS-1 with exception of 5932 Iowa Avenue to be rezoned to P-1	Approve to OS-1 with exception of 5932 Iowa Avenue to be rezoned to P-1	Approve to OS-1 with exception of 5932 Iowa Avenue to be rezoned to P-1	P-1 zone to provide appropriate transition between residential home to north and future office use to south.
2. 06-2	9810, 9818 (portion) and 9838 (portion) Oakland Drive	R-1C, One Family Residential and I-1, Light Industry to R-1B, One Family Residential	Low Density Residential	Deny	Deny	Deny	Retention of R-1C zone is consistent with predominant surrounding R-1C zoning pattern.
3. 06-3	9600 and 9529 Adkins Court	R-1C, One Family Residential and R-1A, One Family Residential to PD, Planned Development	Low Density Residential	Approve	Approve	Approve	Sterling Oaks West Planned Development with mixture of housing types and ownership with development density of 2.3 units per acre.
4. 06-04	710 East Centre Avenue	P-1, Vehicular Parking and R-1A, One Family Residential to B-3, General Business	Medium Density Residential	Deny	Deny		Applicant withdrew application prior to City Council action
5. 07-01	2700 and 2900 (east portion), West Centre Avenue	B-2, Community Business to OS-1, Office Service	Office	Approve	Approve	Approve	
6. 08-01	8232-8726 Portage Road (west portions) and 2250 Corstange Road	R-1B, One Family Residential and P-1, Vehicular Parking to B-3, General Business	General Business and Low Density Residential (zone of transition)	Approve with exception of 2250 Corstange Road and western 50 feet of 22 Portage Road properties to be retained as R-1B buffer areas	Approve with exception of 2250 Corstange Road, the western 50 feet of 22 Portage Road properties, the north 50 feet of 8232/8302 Portage Road and south 50 feet of 8502 Portage Road to be retained as R-1B buffer areas	Approve with exception of 2250 Corstange Road, the western 50 feet of 22 Portage Road properties, the north 50 feet of 8232/8302 Portage Road and south 50 feet of 8502 Portage Road to be retained as R-1B buffer areas	Consistent with Comprehensive Plan and Future Land Use Map and will allow for greater commercial use, expansion and/or redevelopment options for property owners while providing neighborhood protection and separation.
7. 09-01	Greenspire Planned Development (West Centre Avenue and Greenspire Drive)	RM-1, Multiple Family Residential and R-1C, One Family Residential to PD, Planned Development	High Density Residential and General Business	Approve	Approve	Approve	PD rezoning application for 95 acres including 47 acres of existing apartments, 37 acres of

Zoning Amendment Listing (July 2006 – July 2017)

APPLICATION NUMBER	LOCATION	REZONING REQUEST	COMPREHENSIVE PLAN DESIGNATION	STAFF RECOMMENDATION	PLANNING COMMISSION RECOMMENDATION	CITY COUNCIL	NOTES	
							additional apartments (three phases) and 11 acres of retail/office land use along West Centre.	
8.	09-02	9804, 9810 (east portion), 9818, 9832 and 9842 Oakland Drive and 2180-2408 Oakland Farms Trail (all lots)	R-1C, One Family Residential and R-1T, Attached Residential to R-1B, One Family Residential	Low Density Residential	Approve	Approve (except 9842 Oakland Drive)	Approve (except 9832 and 9842 Oakland Drive)	Rezoning application to facilitate Phase II of the Oakland Farms single family residential subdivision.
9.	10-01	9602 and 9616 Portage Road, 1704 South Shore Drive, and 1712, 1720, 1726 and 1806 Fairlane Avenue	I-1, Light Industry and R-1C, One Family Residential to OS-1, Office Service	General Industrial and Low Density Residential	Approve	Approve	Approve	OS-1 rezoning application to facilitate The Great Lakes Center for Autism Treatment and Research. OS-1 provides zone of transition/buffer between I-1 district and R-1B district.
10.	10-02	4815 West Milham Avenue and 6027 South 12 th Street	B-2, Community Business to B-3, General Business	General Business				Application withdrawn prior to recommendation by City Administration and Planning Commission.
11.	10-03	1302, 1306, 1316 and 1330 East Centre Avenue	OS-1, Office Service and R-1B, One Family Residential to B-1, Local Business	Local Business and Office	Approve (1302, 1306 and 1316 to B-1 and 1330 to OS-1)	Approve (1302, 1306 and 1316 to B-1 and 1330 to OS-1)	Approve (1302, 1306 and 1316 to B-1 and 1330 to OS-1)	Original application involved 1316 East Centre: Planning Commission expanded consideration to also include 1302, 1306 and 1330 East Centre.
12.	11-01	1901 Romence Road Parkway (1.3 acre portion)	R-1B, One Family Residential to I-2, Heavy Industry	Office, Technology and Research	Approve	Approve	Approve	Rezoning application involving a 1.3 acre portion of 1901 Romence Road Parkway ("island") that was a residual R-1B zoned.
13.	11-02	1106 West Centre Avenue	RM-2, Multiple Family Residential and R-1B, One Family Residential (north 75-feet) to OS-1, Office Service	Medium Density Residential (but in zone of transition between Office and Low Density Residential)	Approve (South 539.5 feet to OS-1, Middle 668 feet remain RM-2 and North 75 feet to remain R-1B)	Approve (South 539.5 feet to OS-1, Middle 668 feet remain RM-2 and North 75 feet to remain R-1B)	Approve (South 539.5 feet to OS-1, Middle 668 feet remain RM-2 and North 75 feet to remain R-1B)	Rezoning application to facilitate redevelopment of southern portion of parcel for office land use.

Zoning Amendment Listing (July 2006 – July 2017)

<u>APPLICATION NUMBER</u>	<u>LOCATION</u>	<u>REZONING REQUEST</u>	<u>COMPREHENSIVE PLAN DESIGNATION</u>	<u>STAFF RECOMMENDATION</u>	<u>PLANNING COMMISSION RECOMMENDATION</u>	<u>CITY COUNCIL</u>	<u>NOTES</u>	
14.	11-03	Romence Road Parkway, Between Lovers Lane and Portage Road (several properties)	I-2, Heavy Industry; OS-1, Office Service and R-1B, One Family Residential to OTR, Office, Technology and Research	Research & Development/ Technology	Approve (1901 and 2301 Romence Road Parkway, 6710, 6718 and 6726 Portage Road, 2328 and 2402 Lansing Avenue to OTR; 6646 Portage Road and 6941, 7013 and 7019 Lovers Lane to OS-1; Retain I-2 for 7005 Lovers Lane and 7000 Portage Road)	Approve (1901 and 2301 Romence Road Parkway, 6710, 6718 and 6726 Portage Road, 2328 and 2402 Lansing Avenue to OTR; 6646 Portage Road and 6941, 7013 and 7019 Lovers Lane to OS-1; Retain I-2 for 7005 Lovers Lane and 7000 Portage Road)	Approve (1901 and 2301 Romence Road Parkway, 6710, 6718 and 6726 Portage Road, 2328 and 2402 Lansing Avenue to OTR; 6646 Portage Road and 6941, 7013 and 7019 Lovers Lane to OS-1; Retain I- 2 for 7005 Lovers Lane and 7000 Portage Road)	Planning Commission initiated rezoning consideration in response to comments received during review of Rezoning Application #11-01.
15.	11-04	East Centre Avenue, Between Lakewood Drive and Garden Lane	R-1A, One Family Residential and R-1B, One Family Residential to OS-1, Office Service	Office and Low Density Residential	Approve (7932 Lakewood, 707, 743, 775 and 903 East Centre and south 264-feet of 801, 809, 815, 821 and 827 East Centre to OS-1) – Retain north 198- feet of 801, 809, 815, 821 and 827 East Centre in R-1A)	Approve (7932 Lakewood, 707, 743, 775 and 903 East Centre and south 264- feet of 801, 809, 815, 821 and 827 East Centre to OS-1) – Retain north 198-feet of 801, 809, 815, 821 and 827 East Centre in R-1A)	Approve (7932 Lakewood, 707, 743, 775 and 903 East Centre and all of 801, 809, 815, 821 and 827 East Centre with exception of north 50-feet to OS-1) – Retain north 50-feet of 801, 809, 815, 821 and 827 East Centre in R-1A to serve as a buffer)	Original application involved 775, 801, 809, 821, 827 and 903 East Centre: Planning Commission expanded consideration to also include 7932 Lakewood and 707, 743 and 815 East Centre.
16.	11-05	7812, 7840, 7842 and 7908 (portion thereof) Portage Road	B-2, Community Business and I-1, Light Industry to B-3, General Business and P-1, Vehicular Parking	General Business and Park/Recreation	Approve (7812, 7840 and 7842 Portage Road to B-3 and portion of 7908 Portage Road to P-1)	Approve (7812, 7840 and 7842 Portage Road to B-3 and portion of 7908 Portage Road to P-1)	Approve (7812, 7840 and 7842 Portage Road to B-3 and portion of 7908 Portage Road to P-1)	Rezoning application to facilitate Portage Brewing Company redevelopment project.

Zoning Amendment Listing (July 2006 – July 2017)

<u>APPLICATION NUMBER</u>	<u>LOCATION</u>	<u>REZONING REQUEST</u>	<u>COMPREHENSIVE PLAN DESIGNATION</u>	<u>STAFF RECOMMENDATION</u>	<u>PLANNING COMMISSION RECOMMENDATION</u>	<u>CITY COUNCIL</u>	<u>NOTES</u>	
17.	12-01	9136 Shaver Road	I-1, Light Industry to B-3, General Business	Shaver Road Business Corridor	Approve	Approve	Approve	Rezoning application to facilitate redevelopment of the site for a new Mulligans Grill and Sports Bar.
18.	13-01	120 and 126 East Van Hoesen	R-1A, One family Residential to B-3, General Business and P-1, Vehicular Parking	Zone of Transition between General Business and Single Family Detached Medium Density Residential	Approve	Approve	Approve	Rezoning application to facilitate redevelopment of southeast corner of South Westnedge and East Van Hoesen
19.	13-02	5710 Angling and 3800, 3730 and 3734 West Milham	R-1B, One Family Residential to PD, Planned Development	Low Density Residential	Approve	Approve	Approve	Rezoning application to facilitate the Harbors West Planned Development
20.	14-01	531 and 605 West Kilgore and 5024 and 5036 South Westnedge	OS-1, Office Service, B-3, General Business and P-1, Vehicular Parking to CPD, Commercial Planned Development	Regional Business and General Business	Approve	Approve	Approve	Rezoning application to facilitate the Hinman Company Commercial Planned Development at southwest corner of West Kilgore and South Westnedge
21.	14-02	710, 732, 810, 830, 906, 912, 916, 918 East Centre and 907, 913 and 923 Pasma	B-3, General Business, P-1, Vehicular Parking and R-1A, One Family Residential (west 5-feet) to OS-1, Office Service and R-1A	Office and Low Density Residential	Approve	Approve [710, 732, 810, 830, 906, 912, 916 and 918 East Centre to B-1, Local Business with exception of west 5-feet of 710 (R-1A) and north 50-feet of 907, 913 and 923 Pasma to R-1A]	Approve [710, 732, 810, 830, 906, 912, 916 and 918 East Centre to B-1, Local Business with exception of west 5-feet of 710 (R-1A) and north 50-feet of 907, 913 and 923 Pasma to R-1A]	Planning Commission initiated rezoning consideration consistent with Comprehensive Plan
22.	14/15-2	4713 and 4707 (west 10-feet) West Milham Avenue	B-2, Community Business to OS-1, Office Service	Office and Local Business	Approve	Approve	Approve	Rezoning application to facilitate an expansion of the Bickford Cottage senior living facility
23.	15-1	6291 South 12 th Street	R-1B, One Family Residential to R-1T, Attached Residential	Medium Density Residential	Approve	Approve	Approve	Rezoning application to facilitate the expansion of the Pinefield Townhomes development project

Zoning Amendment Listing (July 2006 – July 2017)

<u>APPLICATION NUMBER</u>		<u>LOCATION</u>	<u>REZONING REQUEST</u>	<u>COMPREHENSIVE PLAN DESIGNATION</u>	<u>STAFF RECOMMENDATION</u>	<u>PLANNING COMMISSION RECOMMENDATION</u>	<u>CITY COUNCIL</u>	<u>NOTES</u>
24.	15/16-1	710 and 732 East Centre Avenue	B-1, Local Business and R-1A, One Family Residential to OS-1, Office Service	Office	Approve (with exception of west 5-feet of 710 East Centre to remain zoned R-1A)	Approve (with exception of west 5-feet of 710 East Centre to remain zoned R-1A)	Approve (with exception of west 5-feet of 710 East Centre to remain zoned R-1A)	Rezoning application to facilitate the Portage Memory Care facility.
25.	15/16-2	480 Admiral Avenue; 6979 South Westnedge; 6843, 422, 426, 502, 508, 526, 532, 606, 612 and 618 Dorset Street	I-1, Light Industry, RM-1, Multiple Family Residential, B-2, Community Business, R-1T, Attached Residential and R-1A, One Family Residential to R-1T, Attached Residential and/or R-1A, One Family Residential	Single-Family Detached Medium Density Residential, Regional Business and Park/Recreation	Approve (480 Admiral to R-1A; 514, 520, 526, 532, 606, 612 and 618 Dorset to R-1A; 6979 South Westnedge to R-1A except west portion to remain B-2; 502 and 508 Dorset – No Change; 6843, 422 and 426 Dorset: rear portions to R-1A, front portions - No Change)	Approve (480 Admiral to R-1A; 514, 520, 526, 532, 606, 612 and 618 Dorset to R-1A; 6979 South Westnedge to R-1A except west portion to remain B-2; 502 and 508 Dorset – No Change; 6843, 422 and 426 Dorset: rear portions to R-1A, front portions - No Change)	Approve (480 Admiral to R-1A except north 125-feet to R-1T; 514, 520, 526, 532, 606, 612 and 618 Dorset to R-1A; 6979 South Westnedge to R-1A except west portion to remain B-2; 502 and 508 Dorset – No Change; 6843, 422 and 426 Dorset: rear portions to R-1A, front portions - No Change)	Original applicant request to rezone 480 Admiral Avenue expanded by the Planning Commission to consider surrounding properties.
26.	15/16-3	328 and 414 West Milham Avenue (northern portions)	R-1A, One Family Residential to OS-1, Office Service	Office	Approve	Approve	Approve	
27.	15/16-4	1521, 1603 and 1615 East Centre Avenue	OS-1, Office Service, RM-1, Multiple Family Residential and R-1B, One Family Residential to PD, Planned Development	Office and High Density Residential	Approve	Approve	Approved	Rezoning application to facilitate the Selinon Park Planned Development (74 affordable apartment/ townhome units).
28.	15/16-5	715 West Osterhout Avenue	R-1C, One Family Residential to PD, Planned Development	Low Density Residential	Approve	Approve	Applicant Withdrew Application Before City Council Action	
29.	16/17-1	10332 Shaver Road	R-1B, One Family Residential to B-3, General Business	General Business	Approve	Approve	Approved	

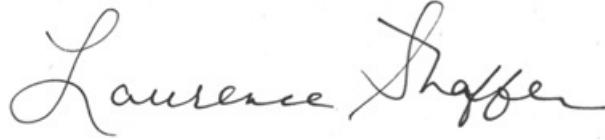
Zoning Amendment Listing (July 2006 – July 2017)

<u>APPLICATION NUMBER</u>	<u>LOCATION</u>	<u>REZONING REQUEST</u>	<u>COMPREHENSIVE PLAN DESIGNATION</u>	<u>STAFF RECOMMENDATION</u>	<u>PLANNING COMMISSION RECOMMENDATION</u>	<u>CITY COUNCIL</u>	<u>NOTES</u>	
30.	16/17- 2	8546 Shirley Court	R-1C, One Family Residential to PD, Planned Development	High Density Residential	Approve	Approve	Approved	Rezoning to add 1.42 acres to Greenspire Planned Development and amend previously approved tentative plan involving Greenspire Apartments portion of development.
31.	16/17- 3	715 West Osterhout Avenue	R-1C, One Family Residential to PD, Planned Development	Low Density Residential	Approve	Approved	Approved	Rezoning to facilitate the Streamsong Residential Planned Development involving a total of 102 residential condo dwellings on 39 acres.
32.	16/17- 4	9300 Portage Road	R-1C, One Family Residential to PD, Planned Development	Low Density Residential	Approve	Application withdrawn before PC/CC consideration		
33.	16/17- 5	7338 Lovers Lane	R-1B, One Family Residential to RM-1, Multiple Family Residential	Medium Density Residential	Application withdrawn before staff recommendation and PC/CC consideration			

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TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Preliminary Condominium Subdivision for Copperleaf Phase III

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council approve the Preliminary Condominium Subdivision for Copperleaf Phase III at 3800 West Milham Avenue and 5710 Angling Road, subject to submittal of detailed engineering plans for streets, utilities and storm water as outlined in the August 31, 2017 Department of Community Development staff report.

In November 2013, City Council approved the Planned Development (PD) rezoning and tentative plan/narrative for the Copperleaf PD project (previously called Harbors West PD). The tentative plan included 204 single-family residential homes on approximately 74 acres with over 14 acres (19%) devoted to perpetual open space. In January 2015, City Council approved Phase I of the Copperleaf Subdivision, which included 39 single-family residential lots. Public streets and associated infrastructure have been installed and residential home construction has been completed in this initial phase. In August 2017, City Council granted final approval of Phase II of the Copperleaf Subdivision, which included an additional 32 single-family residential lots. Public streets and associated infrastructure within this second phase have also been installed and residential home construction is underway. Phase III of the Copperleaf Subdivision has been submitted and proposes 27 single-family residential lots on 8.23 acres, along with extension of Copperleaf Trail and construction of a new public cul-de-sac street (Street "A"). The Preliminary Condominium Subdivision for Copperleaf Phase III has been designed in substantial compliance with the approved tentative plan/narrative.

Within Phase III, the developer will install 4-foot-wide concrete sidewalks along the south side of Copperleaf Trail, the north side of Copperleaf Trail (east of Street "A") and along both sides of Street "A" including the cul-de-sac bulb. An 8-foot-wide asphalt path will also be constructed within the common open space area located along the north sides of Lots 67 through 77 (north of Copperleaf Trail) within Phases II and III. This path will connect to the existing 8-foot-wide asphalt path constructed within Phase I, north of Byram Circle.

In a report dated August 31, 2017, the Department of Community Development recommended the Preliminary Condominium Subdivision for Copperleaf Phase III be approved subject to two conditions regarding submittal of the detailed engineering drawings for the public streets, utilities and storm water.

The Planning Commission convened a public hearing during its September 7, 2017 meeting to consider the Preliminary Condominium Subdivision for Copperleaf Phase III. Mr. Pat Flanagan of

Ingersoll, Watson & McMachen (representing the applicant) was present to support the application and explain the development project. No additional citizens spoke during the public hearing and no written communications were received from area residents or interested citizens. At the conclusion of the public hearing, the Commission voted unanimously to also recommend to City Council that the Preliminary Condominium Subdivision for Copperleaf Phase III be approved consistent.

As such, it is recommended that City Council approve the Preliminary Condominium Subdivision for Copperleaf Phase III at 3800 West Milham Avenue and 5710 Angling Road, subject to submittal of detailed engineering plans for streets, utilities and storm water as outlined in the August 31, 2017 Department of Community Development report.

FUNDING: Not Applicable

Attachments:

1. September 15, 2017 Planning Commission transmittal
2. September 7, 2017 Planning Commission minutes
3. August 31, 2017 Community Development staff report with attachments

TO: Honorable Mayor and City Council
FROM: Planning Commission
DATE: September 15, 2017
SUBJECT: Preliminary Condominium Subdivision of Copperleaf (Phase III), 3800 West Milham Avenue and 5710 Angling Road

The Planning Commission convened a public hearing during the September 7, 2017 meeting to consider the preliminary condominium subdivision of Copperleaf (Phase III). Mr. Pat Flanagan of Ingersoll, Watson & McMachen (applicant representative) was present to support the application and explain the development project. No additional citizens spoke during the public hearing and no written communications were received from area residents or interested citizens.

After careful consideration, a motion was made by Commissioner Bosch, seconded by Commissioner Joshi, to recommend to City Council that the Preliminary Condominium for Copperleaf Subdivision (Phase III), 3800 West Milham Avenue and 5710 Angling Road, be approved subject to the two conditions contained in the Department of Community Development report dated August 31, 2017. The motion was unanimously approved 6-0.

Sincerely,

A handwritten signature in cursive script, appearing to read "Wayne Stoffer", with a stylized flourish at the end.

Wayne Stoffer
Chairman

DRAFT

improvements. Mr. West discussed a past rezoning of the subject property in 1984 and also reviewed the Comprehensive Plan and Future Land Use Plan designations for the subject property and adjacent properties, along with the suitability of the existing R-1B zone and impacts of the proposed B-3 zone.

Mr. Andrew Rossell of AR Engineering (applicant representative) was present to support the application and discuss his client's plan to construct a 9,100 square foot retail building north and west of the existing Mullins Auto Service facility. Mr. Rossell stated the rezoning request specifically excludes the west approximate 100-feet of 4691 Branch Avenue and is intended to provide an enhance R-1B buffer to the adjacent residence to the west. Mr. Rossell presented a conceptual site plan which identified the preliminary building location, parking, loading/unloading area and storm water disposal pond. Mr. Rossell indicated that initial plans were not to extend public water and sewer to the site, but rather utilize a private well and septic system. Mr. West indicated that staff had not seen the conceptual site plan; however, extension of public water would likely be required to address Fire Code requirements. The Commission, staff and the applicant discussed various aspects of the rezoning request and proposed retail building including the surrounding zoning and land use pattern, access to the site, public water and sewer availability and the amount of rezoning area that would be necessary to accommodate the proposed development. Attorney Brown advised the Commission not to focus on the preliminary site plan details since a rezoning of the site would allow the applicant to establish any use that was allowed in that specific zoning district.

The public hearing was then opened by Chairman Stoffer. One citizen (Karla Hurt, 4669 Branch Avenue) spoke in opposition to the proposed rezoning. Ms. Hurt stated she lives immediately adjacent to the rezoning site and was opposed to the zoning change and retail development next to an established residential area. Ms. Hurt indicated she was concerned about additional commercial zoning along Branch Avenue and related impacts such as traffic, noise, safety, groundwater quality and adverse impact on property values. No additional citizens spoke regarding the proposed rezoning. There being no further discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Shoup, to adjourn the public hearing for Rezoning Application #17/18-1, 9444 South Sprinkle Road and 4691 Branch Avenue, to the September 21, 2017 meeting. The motion was unanimously approved 8-0.

2. Preliminary Condominium Subdivision of Copperleaf (Phase III), 3800 West Milham Avenue and 5710 Angling Road. Mr. West summarized the staff report dated August 31, 2017 regarding the request by Westview Capital, LLC to construct Phase III of Copperleaf single-family residential subdivision. Mr. West stated Phase III of the Copperleaf Subdivision proposes 27 single family residential lots/units on approximately 8.2 acres and includes an extension of Copperleaf Trail, along with construction of a new public cul-de-sac street (Street "A"). Mr. West summarized the PD rezoning and tentative plan/narrative that received City Council approval in November 2013 along with subsequent approvals of Phase I in 2015 and Phase II in 2016. Mr. West stated that Phase III of the Copperleaf Subdivision has been designed in substantial compliance with the approved tentative plan/narrative and was recommended for approval subject to the two conditions outlined in the staff report regarding public streets/ utilities and storm water.

Mr. Pat Flanagan of Ingersoll, Watson & McMachen (applicant representative) was present to support the preliminary condominium subdivision. The public hearing was opened by Chairman Stoffer. No citizens spoke regarding Phase III of the Copperleaf Subdivision. A motion was made by Commissioner Bosch, seconded by Commissioner Schimmel, to close the public hearing. The motion was unanimously approved 8-0. After a brief discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Joshi, to recommend to City Council that the Preliminary Condominium for Copperleaf Subdivision (Phase III), 3800 West Milham Avenue and 5710 Angling Road, be approved subject to the two conditions contained in the Department of Community Development report dated August 31, 2017. The motion was unanimously approved 8-0.

NEW BUSINESS:

1. Historic District Modification, 2663 Mandigo Avenue. Mr. Forth summarized the staff report dated August 11, 2017 regarding a request pending before the Historic District Commission from the Kalamazoo

TO: Planning Commission

DATE: August 31, 2017

FROM: Vicki Georgeau, Director of Community Development

SUBJECT: Preliminary Condominium Subdivision for Copperleaf Subdivision (Phase III), 3800 West Milham Avenue and 5710 Angling Road

I. INTRODUCTION:

Westview Capital, LLC has submitted Phase III of the preliminary condominium for the Copperleaf Subdivision. Phase III proposes 27 single family residential lots/units and extension of Copperleaf Trail, along with construction of a new public cul-de-sac street (Street "A").

Applicant	Sites/Area	Location
Westview Capital, LLC	27 lots-units/8.23 acres (Phase III)	Southeast ¼ of Section 6, North of West Milham Avenue and East of US-131.

As background information, the Copperleaf Planned Development received City Council approval in November 2013. The PD project includes a total of 204 single family residential homes on approximately 74 acres with over 14 acres (19%) devoted to perpetual open space. Open space areas will be located around the perimeter of the property adjacent to US-131 and I-94 and within central areas of the development. City Council approval of the planned development project included the following three modifications and one condition:

1. In lieu of sidewalks along both sides of all streets, the planned development project included an integrated pedestrian circulation network of concrete sidewalks (along at least one side of all streets) and an asphalt recreational path (along rear portions of building sites within identified open space areas) that will connect from West Milham Avenue to the Harbors West Park.
2. A block length of approximately 1,900 feet in Phases 5 and 6 where the maximum allowed is 1,400 feet.
3. Construction of 39 lots on a residential cul-de-sac street where only 20 are permitted until Phase 2 connects to Baywood Drive to the east.
4. Ranch-style homes be no less than 1,400 square feet and two story homes be no less than 1,800 square feet.

Phase I of the Copperleaf Subdivision, which included 39 single family lots, received City Council approval in January 2015 and residential home construction has been completed within this initial phase. Phase II of the Copperleaf Subdivision, which included 32 single family lots, received final approval by City Council in August 2017. Phase III of the Copperleaf Subdivision has been designed in substantial compliance with the approved tentative plan/narrative. A copy of the November 2013 approved tentative plan for the overall PD project and City Council meeting minutes are attached for reference.

II. COPPERLEAF SINGLE-FAMILY CONDOMINIUM REQUIREMENTS:

Article 6, Condominium Projects outlines the requirements for single family detached residential condominium subdivisions within the City of Portage pursuant to the authority conferred by the Michigan Condominium Act, PA 59 of 1978, as amended. Single family residential condominium projects must meet the Zoning Code requirements for the district in which the development is located including minimum lot size (area), width and setbacks unless otherwise approved by City Council. Additionally, all Required Improvements and Design Standards contained in Article 5, Division 4 of the Subdivision and Land Division Regulations are also applicable to the residential condominium subdivision project.

The following summarizes the requirements that are applicable to the Copperleaf preliminary condominium subdivision application.

- Zoning – The subject property is zoned PD, planned development and consistent with the approved tentative plan and narrative, the majority of the lots will range in size from 7,620-9,144 square feet with 60-72 foot widths (larger/wider lots proposed within cul-de-sacs and where abutting the existing Harbors West Subdivision to the east and adjacent homes to the south. Homes will maintain minimum building setbacks of 25-feet (front), 25-feet (rear) and 5-feet (side) with a minimum 15-foot separation provided between homes. A minimum 15-foot setback will be provided along the long side of corner lots, while lots abutting the existing Harbors West development (Baywood/Bay Meadow Drive) and other existing home sites will maintain a minimum 10-foot side setback and 40-foot rear setback. Consistent with City Council approval, home sizes will be at least 1,400 square feet for ranch-style homes and 1,800 square feet for two-story homes.
- Vehicular Access/Streets/Utilities – Phase III of the Copperleaf Subdivision will be accessed through an easterly extension of Copperleaf Trail that will connect to the existing Bay Meadow Trail located within the adjacent Harbors West subdivision. A new public cul-de-sac street (Street “A”) will also be constructed along the south side of the Copperleaf Trail extension. Islands and other improvements proposed within the public street right-of-way will be owned and maintained by the condominium association with appropriate maintenance/indemnification agreement provided to the city.

Municipal water and sewer will be extended to serve Phase III of the development. Storm water from Phase III will be collected and conveyed to an existing infiltration basin located north of Phase I/Phase II. Additionally, a 30-inch storm sewer pipe that currently runs through the eastern portion of Phase III (near Lots 87, 88, 89, 90) and drains storm water from Bay Meadow Trail within the adjacent Harbors West subdivision to the east, will also be rerouted and incorporated into the Copperleaf Subdivision storm water system. Issues associated with relocating/rerouting of this existing storm sewer will be addressed with submitted of the detailed engineering plans. Storm water piping and structures will be owned and maintained by the city, while the infiltration basin is owned and maintained by the condominium association.

- Sidewalks/Pedestrian Circulation – Section 42-804 of the Subdivision and Land Division Regulations establishes sidewalk requirements including installation of sidewalks along both sides of all streets. As noted above and in conjunction with the PD rezoning and tentative plan/narrative approval in November 2013, City Council approved a modification to this standard allowing installation of a pedestrian circulation network of concrete sidewalks (along at least one side of all streets) and asphalt multi-use paths (along rear portions of building sites within identified open space areas) that will connect from West Milham Avenue to the Harbors West Park. Attached is a drawing that shows the location of these paths. These multi-use paths will be open for public use.

In January 2015 and in conjunction with the review of the preliminary condominium subdivision for Copperleaf Phase I, City Council approved a minor modification to the pedestrian circulation network that was originally approved with the November 2013 PD rezoning and tentative plan/narrative. Due to grading issues and in an effort to preserve existing mature trees and provide screening/buffering to the existing single family residence located at 3910 West Milham Avenue, the 8-foot wide asphalt path originally proposed along the west side of Copperleaf Trail, from West Milham Avenue to Lot 13, was eliminated. A 4-foot wide concrete sidewalk was approved along the west side of Copperleaf Trail, north of Lot 13. Additionally, the 4-foot wide concrete sidewalk originally proposed along the east side of Copperleaf Trail was increased to a 6-foot wide concrete sidewalk from West Milham Avenue to the north end of Lot 39, where the sidewalk intersects an 8-foot wide asphalt path.

Within Phase III of Copperleaf Subdivision, the developer will install 4-foot wide concrete sidewalks along the south side of Copperleaf Trail, along the north side of Copperleaf Trail (east of Street "A") and along both sides of Street "A" including the cul-de-sac bulb. An 8-foot wide asphalt path will also be constructed within the common open space area located along the north sides of Lots 67 through 77 (north of Copperleaf Trail) within Phase II and III. This 8-foot wide asphalt path will connect to the existing 8-foot wide asphalt path constructed within Phase I, north of Byram Circle. Consistent with the approved PD tentative plan, common/open space areas will continue to be maintained by the association.

III. PUBLIC NOTICE REQUIREMENTS:

In accordance with the Michigan Planning Enabling Act (PA 33 of 2008, as amended), a public notice was published in the local newspaper and notice was mailed to owners of land located within 300-feet of the subject property 15 days prior to the date of the public hearing.

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

IV. RECOMMENDATION:

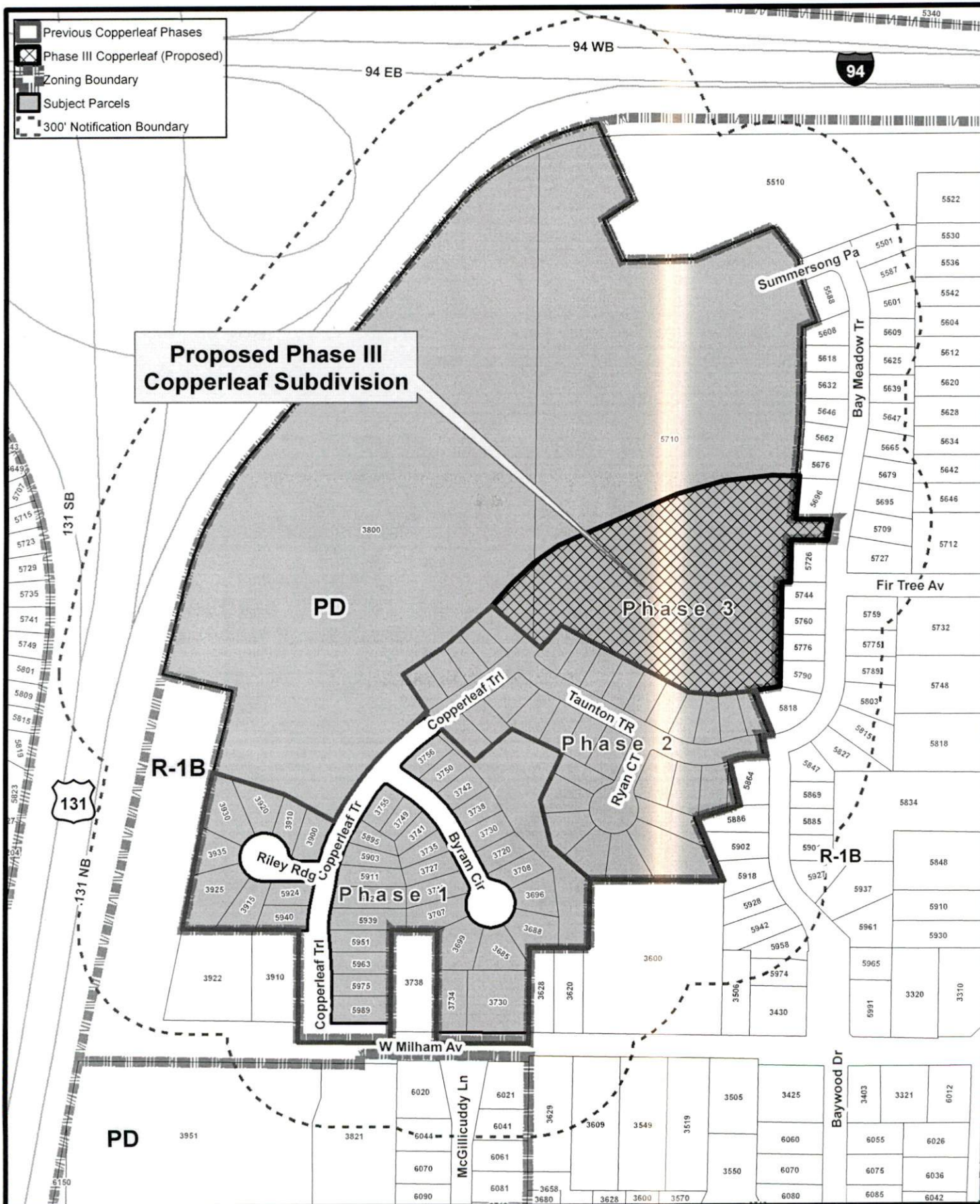
The preliminary condominium subdivision has been reviewed within the context of the Comprehensive Plan, Land Development Regulations and other applicable ordinance requirements. Based on the above information and subject to any additional information received during the public hearing, staff advises the Planning Commission recommend to City Council that the Preliminary Condominium for Copperleaf Subdivision (Phase III), 3800 West Milham Avenue and 5710 Angling Road, be approved subject to the following conditions:

1. Streets and Utilities – The proposed street system, municipal water and sanitary sewer are acceptable in concept. Final design, location and related issues are being addressed as part of the detailed engineering plan review. Any public utility located outside of the street right-of-way will require that an easement(s) be conveyed to the city. Islands and any other improvements proposed within the public street right-of-way will be owned and maintained by the condominium association with appropriate maintenance/indemnification agreements provided to the city.

2. Storm Water – The proposed storm water system is also acceptable in concept. The existing 30-inch storm sewer pipe that currently runs through the eastern portion of Phase III (near Lots 87, 88, 89, 90), and which drains storm water from Bay Meadow Trail, will be rerouted and incorporated into the Copperleaf Subdivision storm water system. Storm water related piping and structures will be owned and maintained by the city, while the infiltration basin is owned and maintained by the condominium association. Any portion of the storm water piping system located outside of the public street right-of-way will require that an easement(s) be conveyed to the city. Final design, location and related issues are being addressed as part of the detailed engineering plan review.

Attachments: Zoning/Vicinity Map
Aerial Photograph Map
Preliminary Condominium Subdivision Plan (Phase III and Overall Layout)
Harbors West Planned Development – November 2013 Approved Tentative Plan

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Copperleaf Subdivision (Phase III)



1 inch = 350 feet



**Proposed Phase 3
Copperleaf Subdivision**

**Copperleaf
Phase 2**

**Copperleaf
Phase 1**

Proposed Copperleaf Subdivision (Phase III)

 Phase III Copperleaf



1 inch = 300 feet

NOTE: "COPPERLEAF" IS A SITE CONDOMINIUM AND PLANNED DEVELOPMENT WITH CITY OF PORTAGE PUBLIC STREETS



ZONING & SETBACK INFORMATION:
 --ZONING OF PROPERTY = "P"
 --MINIMUM WIDTH @ FRONT SETBACK = 60'
 --REQUIRED FRONT SETBACK = 25'
 --REQUIRED REAR SETBACK = 25'
 --REQUIRED SIDE SETBACK = 5'
 --(MINIMUM 15' BETWEEN DWELLINGS)
 --MAXIMUM UNIT COVERAGE = 30%

* NOTE: FRONT SETBACK IS ONLY 15' ON LONG SIDE

FIRE DEPT. NOTES

- 1) COMPLETE BUILDING CONSTRUCTION SHALL NOT COMMENCE UNTIL FIRE HYDRANTS ARE OBTAINABLE AND ALL EXISTING ROAD SURFACES ARE IN PLACE AND FIRM
- 2) ALL EXISTING BUILDINGS SHALL BE REMOVED FROM THE SITE AND ALL UTILITIES FOR ALL BUILDINGS OF THE SITE SHALL BE LOCATED AND DELETED
- 3) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 2-4 CONSTRUCTION SHALL BE DELETED
- 4) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 5-8 CONSTRUCTION SHALL BE DELETED
- 5) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 9-16 CONSTRUCTION SHALL BE DELETED
- 6) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 17-24 CONSTRUCTION SHALL BE DELETED
- 7) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 25-48 CONSTRUCTION SHALL BE DELETED
- 8) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 49-96 CONSTRUCTION SHALL BE DELETED
- 9) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 97-192 CONSTRUCTION SHALL BE DELETED
- 10) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 193-384 CONSTRUCTION SHALL BE DELETED
- 11) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 385-768 CONSTRUCTION SHALL BE DELETED
- 12) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 769-1536 CONSTRUCTION SHALL BE DELETED
- 13) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 1537-3072 CONSTRUCTION SHALL BE DELETED
- 14) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 3073-6144 CONSTRUCTION SHALL BE DELETED
- 15) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 6145-12288 CONSTRUCTION SHALL BE DELETED
- 16) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 12289-24576 CONSTRUCTION SHALL BE DELETED
- 17) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 24577-49152 CONSTRUCTION SHALL BE DELETED
- 18) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 49153-98304 CONSTRUCTION SHALL BE DELETED
- 19) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 98305-196608 CONSTRUCTION SHALL BE DELETED
- 20) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 196609-393216 CONSTRUCTION SHALL BE DELETED
- 21) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 393217-786432 CONSTRUCTION SHALL BE DELETED
- 22) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 786433-1572864 CONSTRUCTION SHALL BE DELETED
- 23) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 1572865-3145728 CONSTRUCTION SHALL BE DELETED
- 24) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 3145729-6291456 CONSTRUCTION SHALL BE DELETED
- 25) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 6291457-12582912 CONSTRUCTION SHALL BE DELETED
- 26) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 12582913-25165824 CONSTRUCTION SHALL BE DELETED
- 27) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 25165825-50331648 CONSTRUCTION SHALL BE DELETED
- 28) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 50331649-100663296 CONSTRUCTION SHALL BE DELETED
- 29) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 100663297-201326592 CONSTRUCTION SHALL BE DELETED
- 30) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 201326593-402653184 CONSTRUCTION SHALL BE DELETED
- 31) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 402653185-805306368 CONSTRUCTION SHALL BE DELETED
- 32) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 805306369-1610612736 CONSTRUCTION SHALL BE DELETED
- 33) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 1610612737-3221225472 CONSTRUCTION SHALL BE DELETED
- 34) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 3221225473-6442450944 CONSTRUCTION SHALL BE DELETED
- 35) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 6442450945-12884901888 CONSTRUCTION SHALL BE DELETED
- 36) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 12884901889-25769803776 CONSTRUCTION SHALL BE DELETED
- 37) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 25769803777-51539607552 CONSTRUCTION SHALL BE DELETED
- 38) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 51539607553-103079215104 CONSTRUCTION SHALL BE DELETED
- 39) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 103079215105-206158430208 CONSTRUCTION SHALL BE DELETED
- 40) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 206158430209-412316860416 CONSTRUCTION SHALL BE DELETED
- 41) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 412316860417-824633720832 CONSTRUCTION SHALL BE DELETED
- 42) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 824633720833-1649267441664 CONSTRUCTION SHALL BE DELETED
- 43) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 1649267441665-3298534883328 CONSTRUCTION SHALL BE DELETED
- 44) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 3298534883329-6597069766656 CONSTRUCTION SHALL BE DELETED
- 45) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 6597069766657-13194139533312 CONSTRUCTION SHALL BE DELETED
- 46) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 13194139533313-26388279066624 CONSTRUCTION SHALL BE DELETED
- 47) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 26388279066625-52776558133248 CONSTRUCTION SHALL BE DELETED
- 48) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 52776558133249-105553116266496 CONSTRUCTION SHALL BE DELETED
- 49) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 105553116266497-211106232532992 CONSTRUCTION SHALL BE DELETED
- 50) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 211106232532993-422212465065984 CONSTRUCTION SHALL BE DELETED
- 51) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 422212465065985-844424930131968 CONSTRUCTION SHALL BE DELETED
- 52) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 844424930131969-1688849860263936 CONSTRUCTION SHALL BE DELETED
- 53) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 1688849860263937-3377699720527872 CONSTRUCTION SHALL BE DELETED
- 54) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 3377699720527873-6755399441055744 CONSTRUCTION SHALL BE DELETED
- 55) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 6755399441055745-13510798882111488 CONSTRUCTION SHALL BE DELETED
- 56) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 13510798882111489-27021597764222976 CONSTRUCTION SHALL BE DELETED
- 57) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 27021597764222977-54043195528445952 CONSTRUCTION SHALL BE DELETED
- 58) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 54043195528445953-108086391056891840 CONSTRUCTION SHALL BE DELETED
- 59) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 108086391056891841-216172782113783680 CONSTRUCTION SHALL BE DELETED
- 60) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 216172782113783681-432345564227567360 CONSTRUCTION SHALL BE DELETED
- 61) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 432345564227567361-864691128455134720 CONSTRUCTION SHALL BE DELETED
- 62) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 864691128455134721-1729382256910269440 CONSTRUCTION SHALL BE DELETED
- 63) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 1729382256910269441-3458764513820538880 CONSTRUCTION SHALL BE DELETED
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- 70) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 221360928844514488321-442721857689028976640 CONSTRUCTION SHALL BE DELETED
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- 73) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 1770887430756115906561-3541774861512231813120 CONSTRUCTION SHALL BE DELETED
- 74) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 3541774861512231813121-7083549723024463626240 CONSTRUCTION SHALL BE DELETED
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- 78) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 56668397784195709809921-113336795568391419618840 CONSTRUCTION SHALL BE DELETED
- 79) ALL UTILITIES INCLUDING SEWERAGE FOR A BUILDING OF 11333



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NOTE: THIS TENTATIVE CONDOMINIUM PLAN IS INTENDED FOR CITY REVIEW RELATIVE TO TENTATIVE APPROVAL (STEP 1 APPROVAL) AS OUTLINED IN THE CITY OF PORTAGE'S LAND DEVELOPMENT REGULATIONS.

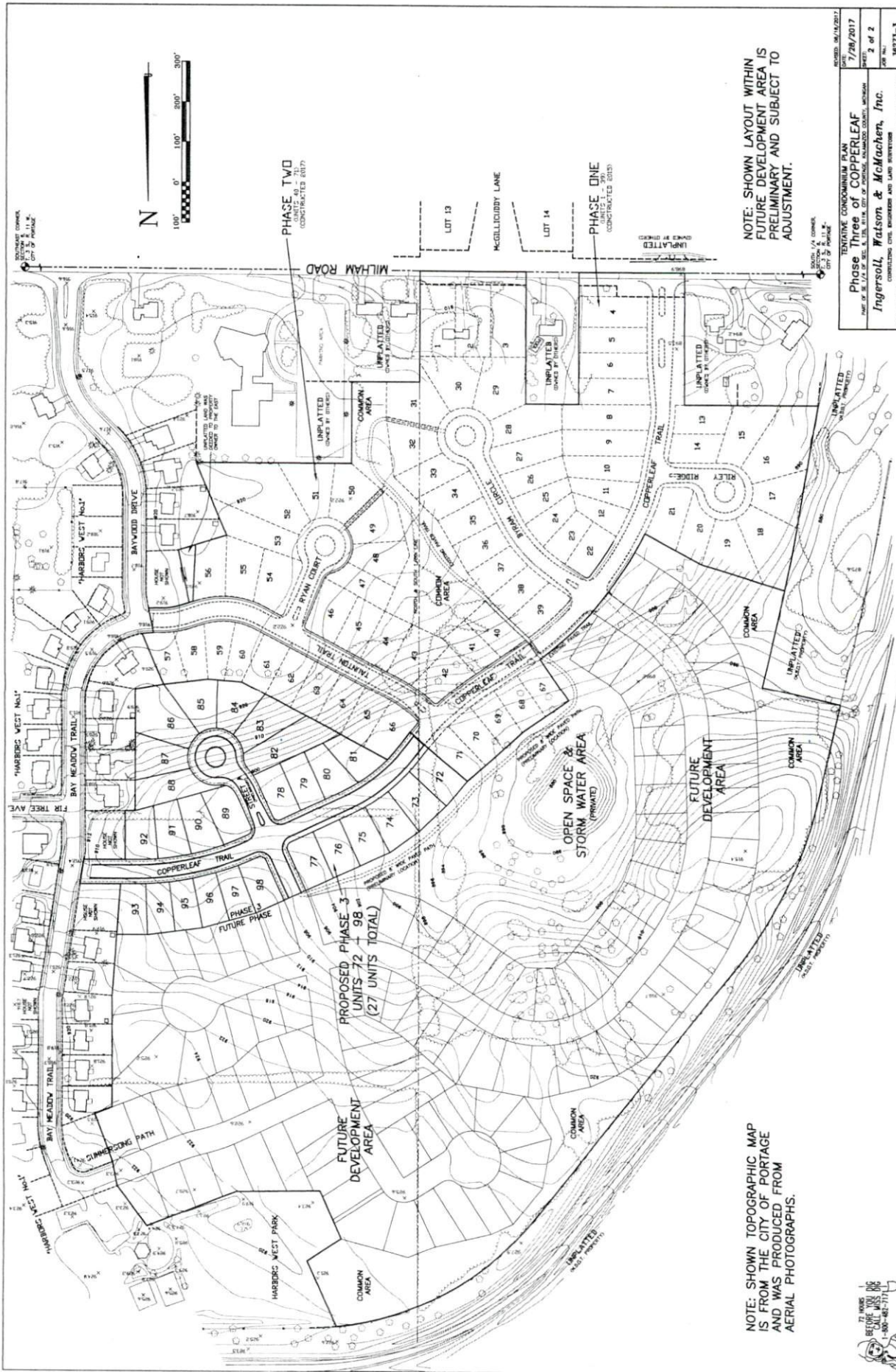
NOTE: ALSO SEE APPROVED TENTATIVE
PLAN (BY PATHFINDER ENGINEERING)
FOR THIS PROJECT (FORMERLY NAMED
"HARBORS WEST" PLANNED DEVELOPMENT)

OWNER & APPLICANT:
WESTVIEW CAPITAL, LLC
2186 EAST CENTRE STREET
PORTAGE, MI 49002
(269) 321-2610

RECEIVED: 08/11/2017
DATE: 7/26/2017
SHEET: 1 of 2
JOB NO.: 36273-3

TENTATIVE CONDOMINIUM PLAN
Phase Three of COPPERLEAF
PART OF SEC. 1, 2, 3, 11 & 12, 11th, CITY OF CORDONA, SAN DIEGO COUNTY, MICHIGAN

Ingersoll, Watson & McMachen, Inc.
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS
1127 East Willow Road - Portage, Michigan 49687 - Phone 269-341-6100 - Fax 269-341-3060

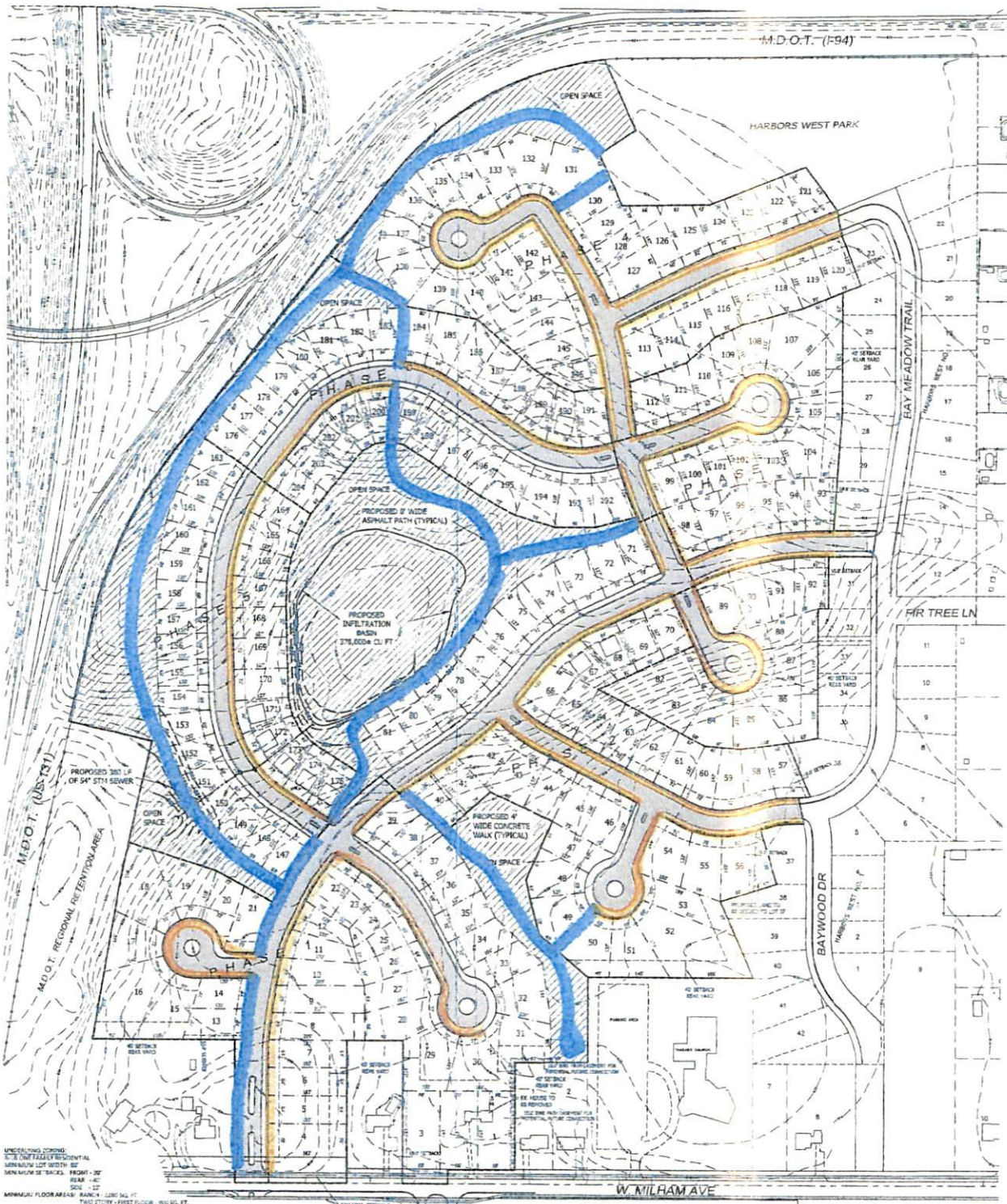


NOTE: SHOWN TOPOGRAPHIC MAP IS FROM THE CITY OF PORTAGE AND WAS PRODUCED FROM AERIAL PHOTOGRAPHS.

NOTE: SHOWN LAYOUT WITHIN FUTURE DEVELOPMENT AREA IS PRELIMINARY AND SUBJECT TO ADJUSTMENT.

PREPARED FOR: INGERSOLL, WATSON & MCKACHEN, INC. 1200 East Willow Road, Portage, Michigan 49782 Phone: 268-344-0000 Fax: 268-344-0000	
PROJECT: Phase Two of Harbor West North NAME OF PROJECT: Harbor West North CITY OF PORTAGE, MICHIGAN	SHEET: 2 of 2 DATE: 7/28/2017 DRAWN BY: 360273-3



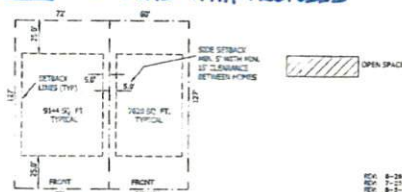


UNITS: 35
 1.5% COEFFICIENT OF PERMEABILITY
 MINIMUM LOT WIDTH: 30'
 MINIMUM LOT DEPTH: 30'
 MINIMUM LOT AREA: 900 SQ. FT.
 MINIMUM FLOOR AREA: 1,000 SQ. FT.
 MINIMUM LOT COVERAGE: 10%
 PROPOSED NO. OF UNITS: 35
 MINIMUM LOT WIDTH: 30' (AT FRONT SETBACK)
 MINIMUM LOT DEPTH: 30' (AT REAR SETBACK)
 MINIMUM LOT AREA: 900 SQ. FT.
 MINIMUM FLOOR AREA: 1,000 SQ. FT.
 MINIMUM LOT COVERAGE: 10%
 TOTAL LOT AREA: 1,000,000 SQ. FT.
 TOTAL LOT COVERAGE: 10%
 TOTAL LOT AREA: 1,000,000 SQ. FT.
 TOTAL LOT COVERAGE: 10%

MINIMUM FLOOR AREA: 1,000 SQ. FT.
 MINIMUM LOT COVERAGE: 10%
 TOTAL LOT AREA: 1,000,000 SQ. FT.
 TOTAL LOT COVERAGE: 10%

PHASES	ACREAGE	# OF UNITS	TIME SCHEDULE
1	15.514	1-39 = 35	2014-2015
2	15.556	40-81 = 42	2015-2017
3	9.356	82-112 = 31	2016-2019
4	11.675	113-146 = 34	2017-2021
5	9.538	147-175 = 29	2018-2023
6	7.922	176-204 = 29	2019-2025

LEGEND
 = SIDEWALK PROPOSED
 = BIKE PATH PROPOSED



HARBORS WEST TENTATIVE PLAN

PART OF SECTION 6, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN

FOR ALLEN EDWIN HOMES THE CLIVE COURT ON SITE OF BAY MEADOW TRAIL

PREPARED BY

Pathfinder

Engineering, Inc.

700 Union Street, Suite 100, Portage, MI 49783

Phone: 268-1400 Fax: 268-1401

DATE: 8-15-13 PROJECT NO: 1204

PROJECT NO: 1204

NOVEMBER 2013

APPROVED TENTATIVE PLAN

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Blue Care Network Advantage Plan

SUPPORTING PERSONNEL: William Furry, Director of Finance

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

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

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

The Blue Care Network Advantage Plan contract expires on December 31, 2017. The city has received a premium increase of \$0.51 per person on a monthly basis, including taxes. Premiums associated with the Blue Care Network Advantage Plan are non-negotiable and plan coverage levels are defined in the PPOA labor agreement. The PPOA reimburses the city for all retiree health benefits. For reference, the 2017 calendar year cost is estimated to total \$66,881.92; the 2018 calendar year cost is estimated to be \$71,551.64 with the premium increase. This comes to a 7% increase.

City Council approval of a one-year contract renewal for the Blue Care Network Advantage Plan is recommended for the period of January 1, 2018 – December 31, 2018, with the option for two, one-year renewals.

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

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: 2018 City Council Meeting and Pre-Council Meeting Schedules

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager

ACTION RECOMMENDED: That City Council establish the:

1. 2018 schedule of regular City Council meetings, and
2. 2018 schedule of Pre-Council meetings.

Historically, the Council has met on the 2nd and 4th Tuesday of the month, apart from holidays, Portage Public Schools breaks, etc. A proposed City Council meeting schedule for 2018 is recommended as noted below. The proposed meeting schedule for the 2018 Pre-Council meetings is also noted.

<u>City Council Meeting Dates</u>	<u>Pre-Council Meeting Dates</u>
Tuesday, January 9	Monday, January 8
Tuesday, January 23	Monday, January 22
Tuesday, February 13	Monday, February 12
Tuesday, February 27	Monday, February 26
Tuesday, March 13	Monday, March 12
Tuesday, March 27	Monday, March 26
Tuesday, April 10	Monday, April 9
Tuesday, April 24	Monday, April 23
Tuesday, May 8	Monday, May 7
Tuesday, May 22	Monday, May 21
Tuesday, June 12	Monday, June 11
Tuesday, June 26	Monday, June 25
Tuesday, July 10	Monday, July 9
Tuesday, July 24	Monday, July 23
Tuesday, August 14	Monday, August 13
Tuesday, August 28	Monday, August 27
Tuesday, September 11	Monday, September 10
Tuesday, September 25	Monday, September 24
Tuesday, October 9	Monday, October 8
Tuesday, October 23	Monday, October 22
Tuesday, November 6	Monday, November 5
Tuesday, November 20	Monday, November 19
Tuesday, December 4	Monday, December 3
Tuesday, December 18	Monday, December 17

FUNDING: N/A

Attachments: 1. Proposed 2018 City Council Meeting Dates

Proposed 2018 City Council Meeting Dates

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

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

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

3/30 - Good Friday: City Hall Closed at 12 noon

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

April 1 - Easter Sunday

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

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

July						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

September						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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

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

11/6 - Election Day

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

PPS Christmas Break is undetermined at this time.

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

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: August Environmental Report

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

ACTION RECOMMENDED: Information Only

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

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

FUNDING: N/A

Attachments: 1. August Environmental Report

SUMMARY ENVIRONMENTAL ACTIVITY REPORT
August 2017 (*updates in italics*)

<u>Project/Activity</u>	<u>Description</u>	<u>Status</u>
Portage City Landfill	Ongoing groundwater monitoring of former municipal landfill.	Beginning in 1991, South Westnedge Park (landfill) has been monitored for on-site and off-site contamination. On July 23, 2013, City Council approved a three-year contract with American Hydrogeologic Corporation (AHC) to perform annual groundwater sampling. The site groundwater data will continue to be monitored to confirm continuation of the natural attenuation process. General groundwater quality continues to improve, but site will require monitoring for the foreseeable future. Initial groundwater and methane results indicate no off-site impact. <i>AHC has completed their contract.</i>
Site Inspection / Development Project Review	Review of existing business & industries and review of proposed business and industrial development projects for environmental protection purposes and/or building plans completed.	Coordination with property owners and City or State agencies ongoing. <i>Review of 6 site/building plans and/or plats completed in August 2017.</i>
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	<i>Sanitary sewer hookup permits issued in August 2017: 5 residential; 0 commercial.</i>
West Lake Management Program	Special assessment district designed to maintain/improve lake conditions. Special emphasis on weed control and non-point source pollution reduction.	Five Year Lake Management Assessment District process was approved by City Council. The West Lake Improvement association has completed a five year plan for a new special assessment district in 2014. Special assessment process for 2015-2019 began on August 26, 2014. Resolution No. 5 completing the assessment was adopted October 21, 2014. The Association elected to use Restorative Lake Sciences, LLC for consulting services in 2015 and to renew the contract with Restorative Lake Science for 2017. Planning is underway for 2017.
Retention Basin Sampling Program (Groundwater Elevation)	Investigation regarding potential impact of retention basins on groundwater levels.	Nova Consultants was awarded a four-year contract by City Council on April 29, 2014 for a four year program to monitor groundwater levels in the city. Monthly sampling at two retention basins continues. Current findings show groundwater levels rising approximately 36" over all

previously recorded levels at Black Forest and were at record levels on the east side of Portage.

No temporary pumping was done in July at Black Forest. Groundwater levels are slowly decreasing from spring's high levels.

Wellhead Protection Program (WHPP) Development of program to protect City well fields and surrounding area from contamination resulting from improper land use.

Current Wellhead Protection was originally approved in 2001. Update of the program has been initiated as part of the Water Reliability Study in conjunction with Fishbeck, Thompson, Carr & Huber update work is complete. Final report preparation was submitted to the Michigan Department of Environmental Quality for review and approval. Letter of approval received from MDEQ on June 15, 2015. Program implementation is ongoing.

Leaf Compost Monitoring Program Monitoring and analysis of groundwater at the new Oakland Drive Leaf Compost site.

City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the Oakland Drive compost site. Drilling was completed in October 2001 and first sampling cycle was completed in February 2002. Semi-annual sampling was performed from 2002 to 2008 in June and January. Sampling and analysis results continue to show negligible groundwater impacts from the leaf composting. Sampling schedule was reduced to annual sampling in 2009 with results showing continued minor impact on groundwater quality. No significant change in groundwater impacts. Sampling was completed in June 2017.

National Pollution Discharge Elimination System (NPDES) Permit Implementation Five year plan to implement the current NPDES stormwater permit.

Received NPDES general permit on August 15, 2001. City staff completed the submission of a Storm Water Pollution Prevention Initiative (SWPPI) as required by NPDES permit. New certificate of coverage permit was issued by MDEQ on September 30, 2009. New permit covers a 5 year timeframe with first work item (updating the Public Participation Plan) completed December 11, 2009. New permit application process announced in November 2014. New permit application was submitted in March 2015. Semi-annual report submitted to MDEQ on December 21, 2015. Program implementation is ongoing.

Kalamazoo River Mainstream Watershed Management Plan

Draft of watershed plan submitted to MDEQ on December 30, 2005. Public participation plan update submitted to MDEQ on November 24,

		2009. Kalamazoo River Watershed council completed a watershed update in November, 2011. No new developments.
	Portage River Watershed Management Plan	Draft watershed plan submitted to MDEQ on December 30, 2005. Interest has been raised by local conservation groups to update the Watershed Plan using grant funds. Grant for watershed update was awarded to Calhoun County Conversation District. No new developments.
	Plan to implement and maintain an Illicit Discharge Elimination Program (IDEP) Storm Sewer Outfall Testing.	On February 19, 2002, City Council approved a new ordinance as required by the NPDES permit titled "Storm Water Illicit Discharges and Connections." Continued outfall sampling is required by permit and will be budgeted accordingly. On April 29, 2014 City Council awarded a contract to Nova Consultants, Inc., to perform annual investigations of storm outfalls and investigate all outfalls on a four-year cycle. Report submitted to MDEQ as part of the annual report. Follow-up reporting on IDEP procedures submitted on August 25, 2016. Program implementation is ongoing.
Garden Lane Water Treatment Plant	Native Prairie Restoration	Native prairie burn completed in March 2016. Staff assisting the Environmental Board with invasive species control. A native prairie burn will not take place in spring 2017. City staff are working together to implement a management program for future burns. Procedures are being implemented and resources identified so that the fire department will have the ability to administer and control native prairie burns.
Environmental Incident/Spill Clean Up Notification	Environmental Protection Program to assist Portage Police/Fire Departments with spill containment and spill cleanup.	Emergency spill response contract for 2017-18 with Terra Contracting is in process.
Deer Management	Assist the Environmental Board with the impact of the native deer population in the city.	The city has contracted with the Kalamazoo Nature Center to install and monitor deer exclosures. The exclosures were constructed as a local boy scout project and will help assess damage from deer in the areas they are placed. The agreement concerning deer exclosures between the city and the Kalamazoo Nature Centre expiring March 1, 2017 was extended through October 1, 2017. Investigation work in conjunction with the

board is ongoing. One deer enclosure was broken into by deer and has since been fixed.

Internal
Environmental Efforts

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

Environmental efforts in the City of Portage are ongoing.

In the month of August DPS facility continued their conversion from fluorescent and incandescent lights to LED light bulbs. Staff also met with a heating contractor to discuss HVAC efficiency upgrades.

Environmental Board

Summarize efforts of the Environmental Board projects.

The board submitted two projects to the City Manager's office in June regarding invasive species and land management practices.

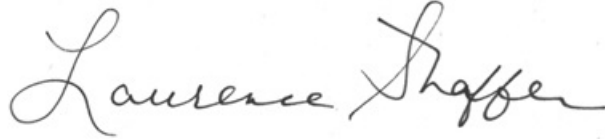
City staff have submitted requests for proposals for professional services to create a land management plan for the city parks. The proposals are to include management practices for invasive species. The Environmental Board, with the assistance of IT and Parks staff, are setting up a category on SeeClickFix to locate and identify invasive species and create a database for mapping locations. Articles continue to be submitted by board members for the Portager on a regular basis.

The Environmental Board is currently working with the Parks Department on their Land Management Proposal RFP.

Submitted by: Jamie Harmon, Assistant City Engineer

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Committee of the Whole - Meeting Rescheduling

SUPPORTING PERSONNEL:

ACTION RECOMMENDED: That City Council reschedule the November 14, 2017 Committee of the Whole meeting regarding Medical Marijuana to December 19, 2017.

In February 2017, following completion of the City Council Goal Setting Session, City Council set three Committee of the Whole (COW) meetings to further discuss various topics of Council concern and increasing relevance. The first two COW meetings regarding budgeting (April 2017) and winter parking regulations (September 2017) have been completed. The final COW meeting regarding medical marijuana is scheduled for November 14, 2017.

The State of Michigan Department of Licensing and Regulatory Affairs (LARA) regulations have not been finalized and are not expected until December 15, 2017. While a draft city ordinance has been developed, it would be unwise for the Council to discuss an ordinance given the unresolved status of the state regulations. As an example, the state recently issued an advisory that the regulations would allow co-location of up to three activities in one facility. Second, it is advised that the matter be addressed by the 2017-2019 City Council, given that there will be at least two new members of the Council in 2017. Should a vote of the City Council be required at a future regular meeting regarding medical marijuana, the current scheduling proves difficult for all pertinent officials to be present for the discussion.

As such, it is recommended that City Council reschedule the November 14, 2017 Committee of the Whole meeting regarding Medical Marijuana to December 19, 2017.

FUNDING: N/A

Attachments: 1. N/A

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting July 6, 2017

CALL TO ORDER: 6:30 p.m.

MEMBERS PRESENT: Diane Durian, Ray LaPoint, Effie Kokkinos, Nadeem Mirza, Stephanie Upshaw, Amanda Woodin, Fiorella Spalvieri, Elma (Pat) Maye

MEMBERS ABSENT: None

STAFF PRESENT: Vicki Georgeau, Director Department of Community Development, Tom McCoy, Neighborhood Program Specialist Department of Community Development

APPROVAL OF MINUTES: Durian moved and Spalvieri supported approval of the June 1, 2017 minutes as submitted. Motion passed 8-0.

NEW BUSINESS:

CDBG Program 2017-18 Annual Action Plan Revisions and Human/Public Service agency revised grant recommendations: Georgeau presented a summary of the materials transmitted pertaining to the proposed revisions to the 2017-18 Annual Action Plan made necessary by a reduction in the previously anticipated annual entitlement amount. With regard to the CDBG Program, Mirza raised a question regarding the likelihood of further reductions in the future, and LaPoint made a comment regarding the disproportionate ratio of funding reductions between the CDBG Housing Programs and the Human/Public Service agencies, with a suggestion that this ratio may need to be revisited in the future should further entitlement grant reductions be experienced. Additionally, Georgeau summarized recommended changes in grant funding allocations for Human/Public Service agencies who receive grant funding through the CDBG Program and General Fund. It was moved by Durian and supported by Mirza that the Board approve the recommended revisions to both items and present the recommendations to City Council at the July 11, 2017 City Council meeting. Motion passed 8-0.

Resignation of Board member Sandra Shepard: Woodin advised the Board of communication received from Ms. Shepard dated 7/6/17. It was discussed that the City Clerk's office has been notified of the resignation and that a replacement board member has been requested.

STATEMENT OF CITIZENS: No citizens were present.

ADJOURNMENT: Maye moved and Durian supported adjournment at 6:45 p.m. Motion passed 8-0.

Respectfully Submitted,



Tom McCoy, Neighborhood Program Specialist

Tuesday, August 1, 2017 3:00 p.m.

YAC Meeting Minutes

- I. The meeting was called to order at 3:05 p.m.
- II. YAC members introduced themselves and the question of the day was:
 - a. What cartoon character would you be?
- III. Following a brief review of the YAC, members departed for a walking tour of Department of Public Services and Department of Transportation and Utilities.
 - a. Friday's "Summer Movie Night" was reviewed. The event is Friday, August 4th and volunteers should arrive beginning at 6:30 p.m. The food truck, Smoked Down BBQ, will be present. The movie, *Moana*, will begin at approximately 9:15 p.m. The event has garnered tremendous interested on Facebook.
- IV. The annual Youth Summit is coming up on August 22 at the Bernhard Center at WMU. Breakfast and lunch will be provided.
- V. The application for the Keep Michigan Beautiful Award is still vacant. Members are encouraged to complete the form!
- VI. Due to the Labor Day holiday, the next YAC meeting will be on Monday, Sept 11 at 6:30 PM.

City of Portage
Historic District Commission

Portage City Hall
Conference Room #1
Wednesday, August 2, 2017

Meeting called to order: 8:30 AM

Present: K. VanLonkuyzen, S. Nemeth, C. Forrest, D. Dalton, J. Duniphin, E. Eklov, M. Maytnier

Absent: F. Grunert, M. Barton

Minutes from July 12, 2017 approved. One change, Collins' first name is spelled with 2 L's.

Old Business:

Current member property inspections and open case updates

Open cases:

3221 Milham/Nieuwenhuis/ Barn

- Barn appears to be slowly taking shape.
- Certificate of Approval expires on 8/20.
- Vote to extend certificate for 180 days until 2/2018 approved.

1521 E. Centre/Selinon Park Development

- Project on hold.
- Plans did not receive MSHDA award. (Funding support for low-income housing).
- Plans need to be reviewed to include more market housing.
- Selinon will have to resubmit revised plans to City Council.

10234 East Shore Drive/Giem

- Lots have been split but not offered for sale.
- One lot has been purchased by neighboring home.

922 W. Osterhout/Norman/Windows and siding

- No progress has been observed.
- Collin spoke to owners at HDC May Event about listing property.
- Next actions to be taken will be discussed at September 13 HDC meeting.

Community Awareness:

Area Realtor Contact Letter

- Erica will send out letters to agents.

Outreach Sub-Committee:

- Proposed holding annual May event for 2018 at VanRiper house on Milham. HDC approved pending consent from owner Mick Lynch.
- Outreach committee will contact Michigan Historical Society about guest speakers for events.

HDC Events:

- Date change for Celery Flats Event/Parks Department/October 8th. **Volunteers are needed.** Cemetery tour will focus on prominent pioneering families. Steve Rossio from Portage District Library is creating a presentation for the Grain Elevator.
- Stuart Manor Celebration/Parks Department/August 27th/Noon to 4:00 PM. Volunteers needed for individual Celery Flats buildings.

Statement of Significance

- Review of draft postponed until September meeting.

New Business:

Discussion of the need to make City Council more aware of HDC community involvement.

Discussion regarding sending marketing brochures to new homeowners about becoming a member of the HDC committee.

6638 Angling Road/Vanlonkhuyzen/porch

- Katie asked for HDC members' opinion regarding potential plans to enclose a screened-in porch on the northeast corner of her. Enclosure would include windows and additional insulation.

Meeting adjourned at 9:00 AM.

Next meeting will be the 2nd Wednesday of September, September 13th, because of Labor Day Holiday & HDSC Public Hearing.

Respectfully submitted: Martha Deming Maytnier/Recording Secretary

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – August 14, 2017

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

MEMBERS PRESENT: Alexander Philipp, Lowell Seyburn, Randall Schau, Jay Eichstaedt, Veronica Demaio, Natalie Rowe, Linda Finch, Brenda Carlton.

IN ATTENDANCE: Jeff Mais, Zoning & Codes Administrator and Randy Brown, City Attorney.

MEMBERS EXCUSED: John Byrnes

APPROVAL OF THE MINUTES: Rowe moved and Finch seconded a motion to approve the July 10, 2017 minutes as submitted. Upon voice vote, the motion was approved 7-0.

NEW BUSINESS:

ZBA #17-02, David Hoeksema, 443 West Centre Avenue: Mais summarized the request for a variance to construct a 21.5-foot high accessory building where a maximum 14-foot height is permitted. Mr. Hoeksema was present to answer questions. Seyburn inquired what the height of the proposed pole barn would be to the peak. The applicant stated 23 feet 9 inches. Eichstaedt inquired if the applicant had considered removing the upper roofline to reduce the building height. Mr. Hoeksema said he would not construct the building unless it was aesthetically pleasing to him and that included having the upper roofline. Seyburn inquired what the applicant intended to store inside. The applicant stated the larger items include a tractor, brush hog, ATV, and cargo trailer. Seyburn inquired if there would be any business-related storage. The applicant responded no.

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

A motion was made by Rowe, seconded by Schau, to grant a variance to construct a 21.5-foot high accessory building where a maximum 14-foot height is permitted for the following reasons: there are exceptional circumstances applying to the property that do not apply generally to other properties in same zoning district, which include the size of the property, the presence of mature trees, and the distance to the neighboring residences; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to construct an accessory building, which is similar to that possessed by other properties in the same zoning district and in the vicinity; the immediate practical difficulty causing the need for the variance request was not caused by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood; and the variance will not materially impair the intent and purpose of the zoning ordinance. In addition the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Finch-Yes, Rowe-Yes, Philipp-No, Seyburn-Yes, Schau-Yes, Eichstaedt-Yes, Demaio-No. Motion passed 5-2.

ZBA #17-03, Rusty Hotchkiss, 543 East Osterhout Avenue: Mais summarized the request for a use variance to retain an existing accessory building without a principal use at 543 East Osterhout Avenue from August 15, 2017 through August 15, 2018. Ms. Rowe stated she had a conflict of interest and left the chambers. Mr. Hotchkiss was present to answer questions. Schau noted staff has recommended the variance be conditioned upon starting new home construction within 12 months and wondered if it might not be preferable to require construction be completed within 12 months. Mais replied staff's intent was to provide the applicant some flexibility. Schau stated his concern would be construction would start but come to a stop and not be completed. Mais stated that would be handled as an enforcement issue. Schau inquired if the applicant objected to any of staff's recommended conditions. Mr. Hotchkiss said the only condition he had an issue

would be the requirement to obtain a building permit for a building that was constructed by a previous owner many years earlier.

A public hearing was opened. Communications from Jennifer Robinson, 622 Cliffwood Avenue, William Powers 656 Cliffwood Avenue, stating no objection to the request were read into the record. Phil DeHaan 655 Cliffwood Avenue spoke in favor of the request. The public hearing was closed.

A motion was made by Demaio, seconded by Eichstaedt, to grant a use variance to retain an existing accessory building without a principal use at 543 East Osterhout Avenue from August 15, 2017 through August 15, 2018 conditioned upon 1) obtaining a building permit for the pole barn within 30 days; 2) obtaining a permit for a new dwelling within six months; and 3) beginning construction of a principal residence within twelve months. The condition, location, or situation of the specific piece of property or of the intended use of the property is unique to that property in which it is located, which include the accessory building was constructed originally on the same parcel which contained a principal use by a previous owner; the building structure or land cannot reasonably be used in a manner consistent with the uses allowed in the zoning district, due to the actions of the previous owner; the immediate unnecessary hardship causing the need for the variance request was not caused by the applicant; the variance will not alter the essential character of the surrounding neighborhood, and; the variance will not materially impair the intent and purpose of the zoning ordinance. In addition the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Carlton-Yes, Finch-Yes, Philipp-Yes, Seyburn-Yes, Schau-Yes, Eichstaedt-Yes, Demaio-Yes. Motion passed 7-0.

ZBA #17-04, Airway Fun Center, 5626 Portage Road: Mais summarized the request for a Temporary Use Permit to operate an outdoor "Pinz N' Skinz" event at 5626 Portage Road from August 14 through October 14, 2017 and from May 15 through October 15, 2018. James St. John was present to answer questions. Seyburn inquired if there were any residences nearby. Mais stated the nearest residence was approximately one quarter mile away. Eichstaedt noted the airport across the street likely creates more noise than the proposed outdoor game.

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

A motion was made by Schau, seconded by Rowe, to approve a Temporary Use Permit with the following conditions 1) the event be permitted from August 14 through October 14, 2017 and from May 15 through October 15, 2018; 2) Event set-up as indicated on the submitted site plan; 3) Emergency plan, as submitted, will be provided to all volunteers/event workers 4) Emergency exits shall be clearly labeled and defined within the enclosed game area; 5) as indicated in the application, no tents or structures are to be used inside the enclosed area; 6) parking on site must not obstruct building entrances/exits, maneuvering lanes, or access roads and no parking is permitted in lawn areas. Upon roll call vote: Finch-Yes, Rowe-Yes, Philipp-Yes, Seyburn-Yes, Schau-Yes, Eichstaedt-Yes, Demaio-Yes. Motion passed 7-0.

ZBA #17-05; Senior Services, on behalf of Terry McGuire, 337 Gingham Avenue: Mais summarized the request for a 19-foot variance to construct a wheelchair ramp 11 feet from the front property line where a minimum 30 foot front setback is required.

A public hearing was opened. No applicant was present. A motion to postpone the item to the September 11, 2017 hearing was made by Rowe, seconded by Eichstaedt, Upon voice vote, the motion passed 7-0.

ZBA #17-07; Phillip Reed, on behalf of Theophlis and Diana Duckett, 228 Tamarix Avenue, Mais summarized the request for a five (5) foot side yard setback variance where an eight (8) foot setback is required. Mr. Reed

stated his clients replaced a shed that originally had been placed next to the garage without a permit by a previous owner many years earlier, and his clients did not realize a permit was required for the shed. Mr. Reed stated there were no practical conforming locations to place the shed due to the location of a five-foot high retaining wall in the side yard, the topography in the rear yard, and the presence of an in-ground pool.

A public hearing was opened. The residents at: 5416 Plateau Street, 5341 Plateau Street, and 5350 Plateau Street spoke in favor of the requested variance. The public hearing was then closed.

A motion was made by Rowe, seconded by Phillip to grant a variance for a five (5) foot side yard setback where an eight (8) foot setback is required with the condition that the attachment of the accessory building to the garage meets all applicable building codes based on the following reasons: there are exceptional circumstances applying to the property that do not apply generally to other properties in same zoning district, which include the presence of a five-foot retaining wall, and the topography in the rear yard; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to have an accessory building, which is similar to that possessed by other properties in the same zoning district and in the vicinity; the immediate practical difficulty causing the need for the variance request was not caused by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood; and the variance will not materially impair the intent and purpose of the zoning ordinance. In addition the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Finch-Yes, Rowe-Yes, Philipp-Yes, Seyburn-Yes, Schau-Yes, Eichstaedt-Yes, Demaio-Yes. Motion passed 7-0.

OTHER BUSINESS:

STATEMENT OF CITIZENS:

ADJOURNMENT: There being no further business, the meeting was adjourned at 9:16 p.m.

Respectfully submitted,



Jeff Mais

Zoning & Codes Administrator

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Special Meeting – August 28, 2017

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

MEMBERS PRESENT: Alexander Philipp, Lowell Seyburn, Jay Eichstaedt, Veronica Demaio, Linda Finch.

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

MEMBERS EXCUSED: Brenda Carlton, John Byrnes, Natalie Rowe, Randall Schau

NEW BUSINESS:

ZBA #17-08, Johnson Outdoor Digital, 2375 East Milham Avenue: Mais summarized the request for a variance to modify a nonconforming freestanding sign. Gary Johnson stated a previous owner placed the existing sign in its current location, eight feet from the front property line and that the Board granted a variance (ZBA #08-14) permitting the sign in this location. Mr. Johnson stated they propose to modify the sign by removing the existing changeable copy board and 71.5 square-foot cabinet and replacing it with a 70 square-foot Electronic Message Display. The applicant said moving the sign to a conforming location two feet back could be problematic due to the presence of underground electrical lines that ran parallel to the edge of the off-street parking lot.

The public hearing was opened. John Haskins, 8837 New Haven spoke in support of the variance. The public hearing was then closed.

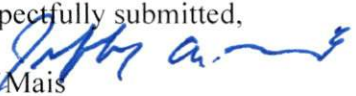
A motion was made by Eichstaedt, seconded by Finch, to grant a variance to modify a nonconforming freestanding sign, conditioned upon the leading edge of the sign may not extend closer than eight feet to the front property line. Upon roll call vote: Philipp-Yes, Seyburn-Yes, Finch-Yes, Eichstaedt-Yes, Demaio-Yes. Motion passed 5-0.

OTHER BUSINESS: The Board adjourned to Conference Room 1 and conducted a training session. Randall Schau entered and joined the training session following the conclusion of ZBA #17-08. Topics discussed included selecting appropriate criteria and standards for granting variances, conflicts of interest, the Open Meetings Act, and Roberts Rules of Order.

STATEMENT OF CITIZENS:

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:46 p.m.

Respectfully submitted,


Jeff Mais
Zoning & Codes Administrator

PLANNING COMMISSION

August 17, 2017

The City of Portage Planning Commission meeting of August 17, 2017 was called to order by Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Eight 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 Randy Brown, City Attorney.

ROLL CALL:

Mr. Forth called the roll: Corradini (yes); Harrell-Page (not present), Joshi (yes), Schimmel (yes), Stoffer (yes), Shoup (yes) and Patterson (yes). A motion was made by Commissioner Patterson, seconded by Commissioner Shoup, to approve the roll excusing Commissioner Bosch (Commissioner Harrell-Page unexcused). The motion was unanimously approved 6-0.

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the August 3, 2017 meeting minutes contained in the agenda packet. A motion was made by Commissioner Joshi, seconded by Commissioner Schimmel, to approve the minutes as submitted. The motion was unanimously approved 6-0.

PUBLIC HEARING:

1. Rezoning Application #16/17-6, 3223 and 3205 Cooley Drive. Chairman Stoffer referred the Commission to an August 10, 2017 email communication from Mr. Gary Tibble (applicant) requesting that the rezoning application be withdrawn from further consideration. Commissioner Schimmel read the communication into the record. A motion was then made by Commissioner Patterson, seconded by Commissioner Schimmel, to accept the applicant's request to withdraw Rezoning Application #16/17-6 from further consideration. The motion was unanimously approved 6-0.

2. Height Modification: FEMA Corporation (addition), 1716 Vanderbilt Avenue. Mr. West summarized the August 11, 2017 staff report regarding a height modification request submitted by FEMA Corporation to construct an approximate 47,000 square foot along the north side of existing manufacturing facility to a height of 26-feet. Mr. West discussed the previous height modifications which were approved for FEMA Corporation in 2008 and 2012 for similar building additions. Mr. West indicated the applicant was requesting to maintain the same 26-foot building height for the proposed 47,000 square foot building addition. Mr. West discussed the Zoning Code criteria for height modification considerations and also reviewed surrounding site characteristics including proposed setback distances, nearest single family residential structures, natural topography and grade differences and previously approved conflicting land use screening that will be preserved with the proposed building expansion.

Matt Filbrandt (FEMA manufacturing manager) was present to support the application and discuss the development project. Mr. Filbrandt stated that FEMA was growing rapidly and the proposed addition was necessary to keep up with growth and demand. The public hearing was then opened by Chairman Stoffer. One citizen spoke in regard to the proposed height modification: Ray Vlietstra, 9135 Oakland Drive. Mr. Vlietstra spoke in support of the proposed building expansion stating that FEMA Corporation has been very good neighbor to the adjacent residential neighborhood. No additional citizen spoke regarding the proposed height modification. A motion was

then made by Commission Schimmel, seconded by Commissioner Patterson, to close the public hearing. The motion was unanimously approved 6-0. After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Corradini, to approve the Height Modification for FEMA Corporation, 1716 Vanderbilt Avenue, to construct the proposed building addition to a height of 26-feet. The motion included a finding that the location, setback distances, topographic differences and conflicting land use screening for the interconnected facility will mitigate potential impacts on adjacent single family residentially zoned properties to the west and north consistent with Section 42-350(B)(6). The motion was unanimously approved 6-0.

SITE/FINAL PLANS:

1. Site Plan: FEMA Corporation (addition), 1716 Vanderbilt Avenue. Mr. West summarized the August 11, 2017 staff report regarding a site plan submitted by FEMA Corporation to construct an approximate 47,000 square foot building addition and associated site improvements along the north side of the existing manufacturing facility. Mr. West discussed the existing access arrangement, storm water management system and previously approved conflicting land use screening arrangement that would be maintained with the proposed addition.

Matt Filbrandt (FEMA, manufacturing manager) was present to support the application and discuss the development project. After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Schimmel, to approve the Site Plan for FEMA Corporation (addition), 1716 Vanderbilt Avenue. The motion was unanimously approved 6-0.

2. Final Plan: Selinon Park, 1521, 1603 and 1615 East Centre Avenue (reapproval). Mr. Forth summarized the August 11, 2017 staff report regarding a request from Full Circle Communities to reapprove the final plan for the Selinon Park Planned Development. Mr. Forth stated the final plan proposes the construction of 74 affordable apartment/townhome rental units in three buildings and associated site improvements on the approximate 10.7 acre property. Mr. Forth indicated the final plan was recommended for approval by the Planning Commission on September 1, 2016 and subsequently approved by City Council on September 20, 2016. However and since construction did not commence within the required 120 day time period, Mr. Forth stated the final plan approval has since expired. Mr. Forth indicated the final plan has been submitted for reapproval with no changes since the original September 2016 approval.

Carl Kunda of Full Circle Properties (applicant) was present to support the application and discuss the development project. After a brief discussion, a motion was made by Commissioner Schimmel, seconded by Commissioner Patterson, to recommend to City Council that the Final Plan for Selinon Park, 1521, 1603 and 1615 East Centre Avenue, be reapproved. The motion was unanimously approved 6-0.

NEW BUSINESS:

1. Historic District Modification, 2663 Mandigo Avenue. Mr. Forth summarized the staff report dated August 11, 2017 regarding a request pending before the Historic District Commission from the Kalamazoo County Treasurer (current owner of property following a tax foreclosure) to demolish both homes and all outbuildings. Mr. Forth stated the approximate 7.0 acre property is occupied by seven structures: 1865 two-story farmhouse and its associated detached single-car garage, corn crib, small barn, chicken coop, outhouse and root cellar, along with a 1960 ranch house (non-historic). Mr. Forth discussed the preliminary report dated July 12, 2017 from the Historic District Study Committee which recommends a partial denial of the request allowing for demolition of the non-historic ranch house only. Mr. Forth also discussed an Unfit/Unsafe structure notice that was issued to the previous property owner on a May 10, 2017 for the two residential dwellings, small barn, corn crib and chicken coop. Mr. Forth stated that recent inspections by the City of Portage building officials have concluded that the structural condition of the small barn, corn crib and chicken coop are beyond reasonable repair due to the amount of rotted wood. Mr. Forth indicated the condition of the various buildings on-site is a result of many years of neglect by the previous property owner and if the structures are not razed, will continue to remain an attractive nuisance open to casual entry and will continue to deteriorate.

Commissioners Joshi and Schimmel asked if it was reasonable for the Kalamazoo County Treasurer, following a tax foreclosure, to invest the necessary financial resources into the property to salvage the buildings and/or whether a prospective buyer would purchase the property with significant repair and maintenance obligations. Mr. Forth provided a summary of code enforcement activities associated with this property over the past 30 years including various civil infraction notices/tickets, court orders and actions and two city initiated debris abatements. Mr. Forth indicated the city has invested a tremendous amount of staff and financial resources; however, years of neglect by the previous owner has resulted in the deteriorated condition of the buildings. Despite the Historic District Study Committee's recommendation, Mr. Forth restated the Kalamazoo County Treasurer wants to demolish all on-site buildings.

Commissioner Patterson indicated that he spent approximately 30-40 minutes walking the property and inspecting the exterior of the buildings and all structures were in "rough" shape. Commissioner Patterson stated the farmhouse appears to be in decent shape; however, necessary repairs will likely be very costly and will likely only be accomplished if the right person is identified. Commissioner Patterson stated the Kalamazoo County Treasurer is in a difficult position given the tax foreclosure and the desire to demolish the structures and sell the property without significant repair/maintenance obligations for the prospective purchaser. Commissioner Shoup agreed and also expressed concerns regarding the interior condition of the farmhouse. Given the difference of opinions between the Building officials and the Historic District Study Committee, Chairman Stoffer asked if the item could be tabled to the September 7th meeting to allow the Commission additional time to inspect the property and formulate a recommendation. Mr. Forth stated the Planning Commission recommendation needs to be provided to the Historic District Commission prior to the September 12th public hearing. Commissioner Patterson discussed the state law requirement that only allows a historic property to be removed from the historic register if one of three criteria are met. Commissioner Patterson stated criteria #1 ("The historic district has lost those physical characteristics that enabled establishment of the district") may be the only applicable criteria to justify demolition of all the structures. Commissioner Joshi indicated that criteria #2 ("The historic district is not significant in the way previously defined") may also be applicable in this case. Commissioner Joshi stated she believes the farmhouse may still be salvageable, however, the other structures have lost their historic significance. Commissioner Schimmel asked if there were photos of the interior of the farmhouse. Mr. Forth reviewed photographs of the interior and exterior of the site. Chairman Stoffer asked if the 7.0 acre parcel could be split to retain the farmhouse on one parcel and allow for demolition and sale of the remaining land area. Mr. Forth stated this could be decided by the Historic District Commission and City Council similar to the Train Barn historic site on East Shore Drive.

After additional discussion, a motion was made by Commissioner Schimmel, seconded by Commissioner Patterson, to table consideration of the Historic District Modification involving 2663 Mandigo Avenue to the September 7, 2017. The motion was unanimously approved 6-0.

STATEMENT OF CITIZENS/COMMISSIONERS:

Ray Vlietstra, 9135 Oakland Drive, expressed concerns about the lack of a sidewalk or bike path along Shaver Road, north of Vanderbilt Avenue. Mr. Vlietstra stated he would appreciate consideration to allow a pedestrian connection from Vanderbilt to Meijer and other properties to the north. Mr. Forth suggested that Mr. Vlietstra attend the upcoming Capital Improvement Program (CIP) Open House on September 25th from 4:00-7:00pm at City Hall to express his interest in adding sidewalk and/or bike path in this area of the city. Mr. Forth stated there would also be an on-line citizen survey available through the city's web site beginning in September where citizens can make suggestions for upcoming public improvement projects.

NEW BUSINESS:

1. FY 2016-2017 Final Work Program Update and Proposed FY 2017-2018 Work Program. Mr. Forth referred the Commission to the staff report dated August 11, 2017 that included a final update of the FY 2016-2017 Work Program and a copy of the proposed FY 2017-2018 Work Program. The Commission did not have any further comments on the FY 2016-2017 Work Program final update. Mr. Forth discussed the Neighborhood and Community Enhancement Program and the need to obtain a replacement subcommittee member for former

Commissioner Richmond to assist with the evaluation of projects submitted for the FY 2017-27 CIP. Mr. Forth stated the subcommittee currently includes Chairman Stoffer and Commissioner Joshi and project review will likely begin in September. Chairman Stoffer informed the Commission that Commissioner Chu recently resigned and a replacement will likely not appointment until October or November. Chairman Stoffer asked that other Commissioners consider volunteering for the Neighborhood and Community Enhancement Program committee and additional discussion can take place at the September 7th meeting. After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Schimmel, to adopt the 2017-2018 Work Program. The motion was unanimously approved 6-0.

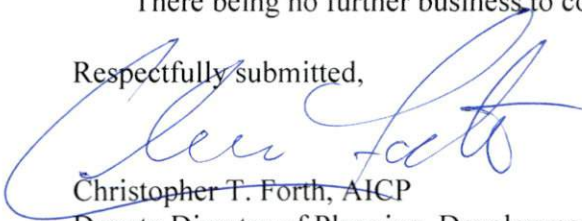
OLD BUSINESS:

None.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 8:05 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Chris Forth", is written over the typed name and title.

Christopher T. Forth, AICP

Deputy Director of Planning, Development and Neighborhood Services

PLANNING COMMISSION

September 7, 2017

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

ROLL CALL:

Mr. Forth called the role: Patterson (yes), Shoup (yes), Stoffer (yes), Schimmel (yes), Bosch (yes), Joshi (yes), Harrell-Page (yes), and Corradini (yes). All members were present.

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the August 17, 2017 meeting minutes contained in the agenda packet. A motion was made by Commissioner Patterson, seconded by Commissioner Schimmel, to approve the minutes as submitted. The motion was unanimously approved 8-0.

SITE/FINAL PLANS:

1. Final Plan: Greenspire Apartments (Phase V-B), 8615 Tozer Court. Mr. Forth summarized the staff report dated August 31, 2017 regarding a request from H & G II, Inc. to construct the second portion of Phase V of Greenspire Apartments within the Greenspire Planned Development (PD). Mr. Forth stated Phase V-B proposes construction of five, three-story apartment buildings (108 units) and associated site improvements on property addressed as 8615 Tozer Court. Mr. Forth indicated the combined total number of apartment units in Phase V (A and B) will be 184 units, which is four more than indicated in the approved tentative plan (180 units). To address this issue, Mr. Forth stated the applicant will reduce the number of apartment units in Phase VI by four units (104 units to 100 units) so as to maintain the overall residential development density of 8.45 units per acre (704 total units on 83.3 acres) for the residential portion of the Greenspire PD. Mr. Forth briefly discussed aspects of the project including access, storm water and screening and stated the plan has been designed in substantial conformance with the approved tentative plan/narrative.

Mr. Greg Dobson of American Village Builders (representing H & G II, Inc.) was present to support the application and briefly explain the development history of the Greenspire PD. Mr. Dobson stated the final plan has been designed consistent with the approved tentative plan/narrative. No citizens spoke regarding the final plan. A motion was then made by Commissioner Patterson, seconded by Commissioner Bosch, to recommend to City Council that the Final Plan for Greenspire Apartments (Phase V-B), 8615 Tozer Court, be approved. The motion was unanimously approved 8-0.

PUBLIC HEARING:

1. Preliminary Report: Rezoning Application: Rezoning Application #17/18-1, 9444 South Sprinkle Road and 4691 Branch Avenue. Mr. West summarized the August 31, 2017 staff report regarding a request from Steven and Emily Mullin to rezone the west 10-feet of 9444 South Sprinkle Road and the east 100-feet of Branch Avenue from R-1B, one family residential to B-3, general business. Mr. West stated the rezoning was being requested to facilitate construction of a 9,100 square foot retail building and associated site

improvements. Mr. West discussed a past rezoning of the subject property in 1984 and also reviewed the Comprehensive Plan and Future Land Use Plan designations for the subject property and adjacent properties, along with the suitability of the existing R-1B zone and impacts of the proposed B-3 zone.

Mr. Andrew Rossell of AR Engineering (applicant representative) was present to support the application and discuss his client's plan to construct a 9,100 square foot retail building north and west of the existing Mullins Auto Service facility. Mr. Rossell stated the rezoning request specifically excludes the west approximate 100-feet of 4691 Branch Avenue and is intended to provide an R-1B buffer to the adjacent residence to the west. Mr. Rossell presented a conceptual site plan which identified the preliminary building location, parking, loading/unloading area and storm water disposal pond. Mr. Rossell indicated that initial plans were not to extend public water and sewer to the site, but rather utilize a private well and septic system. Mr. West indicated that staff had not seen the conceptual site plan; however, extension of public water would likely be required to address Fire Code requirements. The Commission, staff and the applicant discussed various aspects of the rezoning request and proposed retail building including the surrounding zoning and land use pattern, access to the site, public water and sewer availability and the amount of rezoning area that would be necessary to accommodate the proposed development. Attorney Brown advised the Commission not to focus on the preliminary site plan details since a rezoning of the site would allow the applicant to establish any use that was allowed in that specific zoning district.

The public hearing was then opened by Chairman Stoffer. One citizen (Karla Hurt, 4669 Branch Avenue) spoke in opposition to the proposed rezoning. Ms. Hurt stated she lives immediately adjacent to the rezoning site and was opposed to the zoning change and retail development next to an established residential area. Ms. Hurt indicated she was concerned about additional commercial zoning along Branch Avenue and related impacts such as traffic, noise, safety, groundwater quality and adverse impact on property values. No additional citizens spoke regarding the proposed rezoning. There being no further discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Shoup, to adjourn the public hearing for Rezoning Application #17/18-1, 9444 South Sprinkle Road and 4691 Branch Avenue, to the September 21, 2017 meeting. The motion was unanimously approved 8-0.

2. Preliminary Condominium Subdivision of Copperleaf (Phase III), 3800 West Milham Avenue and 5710 Angling Road. Mr. West summarized the staff report dated August 31, 2017 regarding the request by Westview Capital, LLC to construct Phase III of Copperleaf single-family residential subdivision. Mr. West stated Phase III of the Copperleaf Subdivision proposes 27 single family residential lots/units on approximately 8.2 acres and includes an extension of Copperleaf Trail, along with construction of a new public cul-de-sac street (Street "A"). Mr. West summarized the PD rezoning and tentative plan/narrative that received City Council approval in November 2013 along with subsequent approvals of Phase I in 2015 and Phase II in 2016. Mr. West stated that Phase III of the Copperleaf Subdivision has been designed in substantial compliance with the approved tentative plan/narrative and was recommended for approval subject to the two conditions outlined in the staff report regarding public streets/ utilities and storm water.

Mr. Pat Flanagan of Ingersoll, Watson & McMachen (applicant representative) was present to support the preliminary condominium subdivision. The public hearing was opened by Chairman Stoffer. No citizens spoke regarding Phase III of the Copperleaf Subdivision. A motion was made by Commissioner Bosch, seconded by Commissioner Schimmel, to close the public hearing. The motion was unanimously approved 8-0. After a brief discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Joshi, to recommend to City Council that the Preliminary Condominium for Copperleaf Subdivision (Phase III), 3800 West Milham Avenue and 5710 Angling Road, be approved subject to the two conditions contained in the Department of Community Development report dated August 31, 2017. The motion was unanimously approved 8-0.

NEW BUSINESS:

1. Historic District Modification, 2663 Mandigo Avenue. Mr. Forth summarized the staff report dated August 11, 2017 regarding a request pending before the Historic District Commission from the Kalamazoo

County Treasurer to demolish all structures present at 2663 Mandigo Avenue, which include a 1865 two-story farmhouse, detached single-car garage, corn crib, small barn, chicken coop, outhouse and root cellar, along with a 1960 ranch house (non-historic). Mr. Forth stated the County acquired the property following a tax foreclosure and wishes to demolish all structures, which would remove the property from the historic district. Mr. Forth summarized preliminary Planning Commission review and discussion that occurred during the August 17th meeting and stated the Historic District Study Committee would be holding a public hearing on September 13th. Mr. Forth briefly discussed the preliminary report dated July 12, 2017 from the Historic District Study Committee which recommends a partial denial of the request allowing for demolition of the non-historic ranch house only. Mr. Forth also discussed an Unfit/Unsafe structure notice that was issued on May 10, 2017 for the two residential dwellings, small barn, corn crib and chicken coop. Mr. Forth stated that recent inspections by the City of Portage building officials have concluded that the structural condition of the small barn, corn crib and chicken coop are beyond reasonable repair. Mr. Forth indicated the condition of the various buildings on-site is a result of many years of neglect by the previous property owner and if the structures are not razed, will continue to remain an attractive nuisance open to casual entry and will continue to deteriorate.

Commissioner Joshi stated that she is an employee of Kalamazoo County, and after consultation with Attorney Brown, would be abstaining from discussion and recommendation regarding this matter: Commissioner Joshi then excused herself from Council Chambers for the remainder of the discussion.

The Commission, Attorney Brown and Mr. Forth discussed the role and responsibility of the Planning Commission in regard to a request to modify/eliminate a historic district. Commissioner Patterson indicated the condition of the buildings at the property was very poor given the years of neglect by the previous property owner and questioned whether the property has lost the physical characteristics necessary for historic district designation. Chairman Stoffer read from the Historic District Study Committee preliminary report the three criteria that are to be considered when deciding whether or not to remove a property from the historic register. Given the many years of neglect by the previous property owner and the deteriorated condition of the buildings, Commissioner Shoup stated that he believes criteria 1) has been met and the property has lost physical characteristics that enabled establishment of the district. Commissioner Bosch agreed. Commissioner Harrell-Page indicated that she grew up on a Centennial Farm and agrees with the recommendation of the Historic District Study Committee. Commissioner Harrell-Page stated she believes there are elements of the structures that still have historic significant and could be repaired/restored. Commissioner Corradini stated he has extended family that own historic farms and has an appreciation for historic preservation; however, believes the structures on the subject property have lost physical characteristics that originally made them historic given the decades of neglect from the previous property owner. Commissioner Corradini also indicated that he believes it would take a significant amount of money to restore these buildings to a point where the historic significance of the property could be restored. Chairman Stoffer stated that he agrees with the statements of Commissioners Shoup, Bosch and Corradini.

After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Shoup, to recommend that the Historic District Modification involving 2663 Mandigo Avenue be approved as requested by the Kalamazoo County Treasurer with demolition of all buildings and elimination of the historic district. The motion included a finding that the historic district has lost those physical characteristics that enabled establishment of the district. Upon a roll call vote: Patterson (yes), Shoup (yes), Stoffer (yes), Schimmel (yes), Bosch (yes), Harrell-Page (no) and Corradini (yes), the motion was approved 6-1.

NEW BUSINESS:

1. Accessory Building (Hoeksema), 443 West Osterhout Avenue. Mr. West summarized the staff report dated August 31, 2017 regarding a request from Mr. David Hoeksema to construct a 21.5-foot tall, 2,400 square foot detached accessory building along the northeast portion of 443 West Osterhout Avenue. Mr. West indicated the Zoning Board of Appeals (ZBA) granted a variance on August 14th to allow construction of the 21.5-foot tall detached accessory building, where a maximum 14-foot height is permitted. Mr. West stated the approximate 8.4 acre parcel contains a one-story residence with a total ground floor area

of 2,226 square feet and a 784 square foot attached garage, along with five small detached accessory buildings that will be removed from the site. After removal of these five small detached accessory buildings, Mr. West indicated the total ground floor area of all accessory buildings (existing attached garage and proposed detached barn) will exceed the ground floor area of the main residence by 958 square feet. As indicated in the application materials, Mr. West stated the proposed detached accessory will be utilized for storage of personal items including tractors, trailers, lawn equipment and will not be used for any business related purposes. Mr. West described the characteristics of the parcel and proposed setback distances from adjacent property lines and single family residences and indicated staff was supportive of the application.

Mr. David Hoeksema (applicant/owner) was present to support the proposed detached accessory building. No citizens spoke in regard to the proposed detached accessory building. After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Bosch, to approve the proposed 2,400 square foot Accessory Building for Mr. David Hoeksema at 443 West Osterhout Avenue with a finding that the size and configuration of the parcel combined with the heavily wooded nature of the site and setback distances from adjacent residences and property lines will mitigate any impacts on adjacent properties. The motion was unanimously approved 8-0.

2. Comstock Township Future Land Use Plan Map Amendments. Mr. Forth referred the Commission to the communication received from Comstock Township regarding several proposed amendments to the Comstock Township Future Land Use Map. Mr. Forth stated that staff has reviewed the proposed amendments and does not have any specific comments. After a brief discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Shoup, to accept the communication from Comstock Township with no comments regarding the proposed Future Land Use Map Amendments. The motion was unanimously approved 8-0.

3. City of Kalamazoo Master Plan. Mr. Forth summarized the August 31, 2017 staff report regarding the proposed update to the City of Kalamazoo Master Plan. Mr. Forth indicated that staff has reviewed the Master Plan and compliments the City of Kalamazoo on a well prepared and easily readable document. Mr. Forth stated that staff would appreciate the opportunity to engage the City of Kalamazoo in discussions regarding the future Kilgore Road boulevard project since this is the corporate boundary between the two communities with shared jurisdiction and control of Kilgore Road. Commissioner Shoup stated that he appreciates the vision toward a more walkable community and encourages ongoing efforts to interconnect the City of Kalamazoo and the City of Portage. After a brief discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Joshi, to accept the City of Kalamazoo Master Plan with the provision that the Cities of Portage and Kalamazoo collaborate in the future on the reconstruction of Kilgore Road as a limited access boulevard. The motion was unanimously approved 8-0.

4. 2017-18 Neighborhood and Community Enhancement Program. Chairman Stoffer referred the Commission to the six applications received and schedule for review provided by staff in the final agenda materials. Chairman Stoffer then asked for an additional volunteer to join Commissioner Joshi and himself on the subcommittee to review the six applications and provide recommendation to City Council. Commissioners Corradini and Harrell-Page both volunteered to part of the subcommittee. Chairman Stoffer thanked Commissioners Corradini and Harrell-Page for volunteering and stated the subcommittee would need to schedule a date/time next week to meet and review the applications.

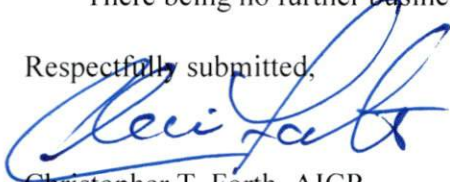
STATEMENT OF CITIZENS/COMMISSIONERS:

Commissioner Patterson stated that he would not be present at October 5, 2017 meeting. Commissioner Schimmel indicated that she may need to be excused from the October 5, 2017 meeting. All Commissioners indicated that they would be present at the September 21, 2017 meeting.

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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Adam Herringa

From: Jim Pearson <jimpearson4@gmail.com>
Sent: Friday, September 22, 2017 11:01 AM
To: Laurence Shaffer; Peter Strazdas
Cc: James Hudson; Adam Herringa
Subject: New Agenda Item - 9/26/47 City Council Meeting

New Business:

Personnel Rules and Regulations - Section XI Miscellaneous, 11.1 Prohibitions, paragraphs B and E.

Several new political candidates are running for office in Portage. A policy discussion is needed as to what candidates can and can't do with endorsements by city employees. It is expected that the City Manager and City Attorney will research the issue and provide perspectives.

Submitted by Jim Pearson

Please provide Council Members with the above referenced Personnel Rules and Regulations.

CITY OF PORTAGE

PERSONNEL RULES AND REGULATIONS

**These Rules and Regulations Apply
To all City of Portage**

NON-UNION FULL-TIME PERSONNEL

ADOPTED MAY 28, 1985
LAST AMENDED JULY 1, 2015

X. RESIGNATION AND RETIREMENT

10.1 Resignation. Any employee resigning from the City service shall file a written resignation with his Department Head or the City Manager. The resigning employee shall state the date the resignation is to become effective and the reason for leaving. Such resignation shall be submitted at least 14 days prior to its effective date. Failure to comply with this provision, absent of special circumstances, may be cause for not granting future employment with the City and may generate an adverse recommendation by the City to prospective employers of the resigning employee at the discretion of the City Manager. Department Heads shall give at least one month's written resignation notice to resign in good standing unless waived by the City Manager. Vacation time shall not be considered part of the notification period. Failure to render at least two weeks notice may result in disposition of accumulated vacation in accordance with Section 7.02 G of these rules.

10.2 Retirement. Normal retirement age is 62; however, employees may upon written approval of the City Manager, retire earlier or later, subject to provisions of the retirement system of the City. Heads of the different departments of the City may retire at the age and after the years of credited service as defined in the City pension plan.

XI. MISCELLANEOUS

11.1 Prohibitions.

- A. No City employee shall willfully make any false statement, certification, mark, rating, or report in regard to any certification or appointment made under the personnel provisions of these rules, or in any manner commit, or attempt to commit, any fraud preventing the impartial execution of such personnel provisions.
- B. No City employee may seek nomination or election to any elective office of the City government, nor may any City employee use influence resulting from his job or position publicly in any way for or against any candidate for elective office in the City government.
- C. No City employee may solicit, or be required to make any assessment, subscription or contribution for any candidate seeking elective office in the City government.
- D. No employee or applicant for employment shall pay or cause to be paid any money, service or other valuable thing to any person for, on account of, or in connection with his test, appointment, proposed appointment, promotion or proposed promotion.
- E. No employee shall in any way use his position or influence resulting from employment with the City to directly or indirectly participate in the political decision-making process concerning the business of the City.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: 2018 Storm Drainage Improvement Projects - Tabulation of Proposals

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

ACTION RECOMMENDED: That City Council award a contract to Hurley & Stewart, LLC, in the amount not to exceed \$130,546 to perform design and construction engineering services for the 2018 Storm Drainage Improvement Projects and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The 2017-2018 Capital Improvement Program includes funds for three (3) storm water drainage improvement projects: the South Westnedge Avenue Relief Storm Sewer, the Meadows at Constitution Plat Storm Sewer Extension and the Winter Forest Drainage Improvements.

The South Westnedge Avenue Relief Storm Sewer project includes the installation of storm sewer from the intersection of South Westnedge Avenue and J.L. Hudson Drive, east to the wetland mitigation area north of Romence Road Parkway. The intersection and adjacent shopping area to the west have experienced recurrent flooding during periods of moderate rain fall. Elimination of flooding conditions on South Westnedge Avenue and adjacent parking areas will improve traffic flow, protect private property and ensure safer driving conditions on South Westnedge Avenue during inclement weather conditions.

The Meadows at Constitution Plat Storm Sewer Extension project includes installation of a piped storm sewer system where an existing storm water drainage ditch opens up and extends to the south, then outfalls into an existing storm water detention basin. High storm sewer volumes cause erosion and undercutting of the drainage channel. The project will eliminate trash and debris outletting from an outfall located at the back of residential property and will also improve the usability of the easement areas of the residential properties.

The Winter Forest Drainage Improvements project includes repair and maintenance of storm drainage outfalls within the Winter Forest Well Field, connecting Winter Forest Drive and Woodland Avenue with the Schuring Drain. The storm drainage outfalls from the Winter Forest Drive and Woodland Avenue storm sewer systems discharge through an open channel across the Winter Forest Well Field. High storm sewer flows and volumes cause erosion and undercutting in the channel and leads to sedimentation in the Schuring Drain. The project will stabilize and reinforce the outfall channel, as well as improve the function and safety of the existing channel. A restored channel will provide improved storm sewer capacity and improved water quality to Portage Creek.

On September 14, 2017, seven (7) proposals were received for the 2018 Storm Drainage improvement projects. Costs ranged from \$129,800 to \$245,180. Upon review of the proposals received, the submission from AR Engineering, LLC did not properly address the full construction engineering scope. Staff determined that the second lowest proposal from Hurley & Stewart, LLC, which quoted four times the construction inspection staff hours, best met the needs of the project with a minimal cost difference. Hurley & Stewart, LLC has successfully completed several storm water drainage projects in the city in recent history.

Therefore, it is recommended that City Council award a contract to Hurley & Stewart, LLC, to perform design and construction engineering services for the 2018 Storm Drainage Improvement Projects in the amount not to exceed \$130,546 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funding for three storm water drainage improvement projects is available in the 2017-18 Capital Improvement Program.

Attachments:

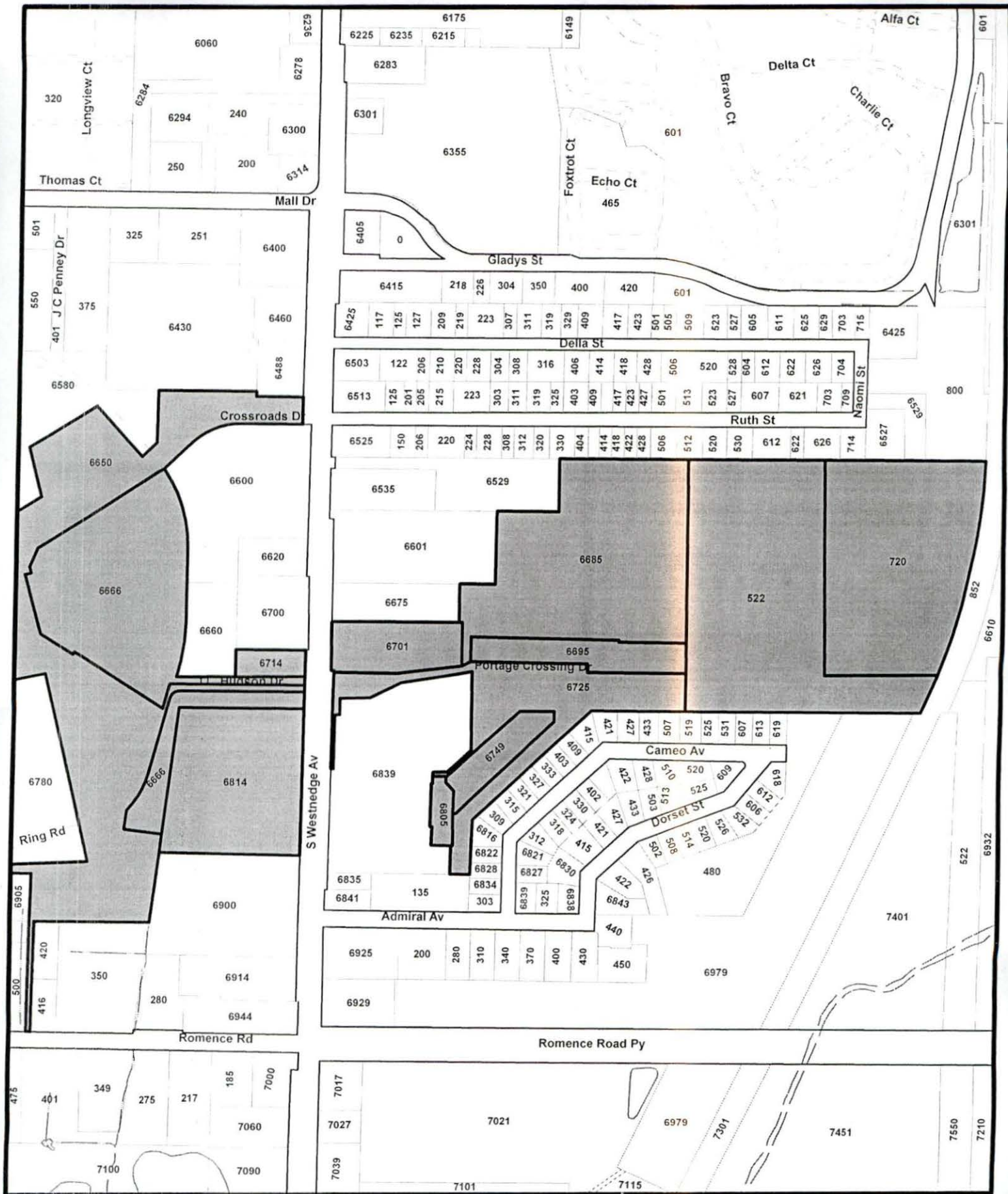
1. Tabulation of Proposals
2. Project Area Maps

2018 STORM DRAINAGE IMPROVEMENT PROJECTS

TABULATION OF PROPOSALS

SEPTEMBER 14, 2017

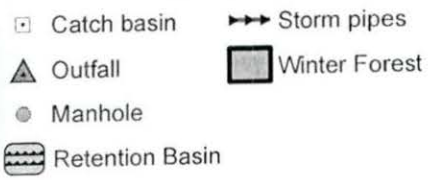
AR Engineering, LLC 4664 Campus Drive, Suite 106 Kalamazoo, MI 49008	\$129,800.00
Hurley & Stewart, LLC 2800 S. 11th St. Kalamazoo, MI 49009	\$130,546.00
Progressive AE 1811 4 Mile Road Grand Rapids, MI 49525	\$207,910.20
Edgewater Resources, LLC 518 Broad St., Suite 200 St. Joseph, MI 49085	\$222,000.00
Wightman & Associates, Inc. 9835 Portage Road Portage, MI 49002	\$222,365.00
Abonmarche Consultants, Inc. 95 W. Main Street Benton Harbor, MI 49022	\$236,725.00
Jones & Henry Engineers, Ltd. 4791 Campus Drive Kalamazoo, MI 49008	\$245,180.00



CIP Notification SWA Relief Storm Sewer



1 inch = 500 feet



(117)



CIP Notification Meadows at Constitution Plat



1 inch = 245 feet

-  Catch basin
-  Outfall
-  Manhole
-  Retention basin
-  Storm pipes
-  meadows_at_constitution

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: September 6, 2017

FROM: Meshia Rose, Deputy City Assessor 

SUBJECT: August 2017 Department Operations Report

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

- **2017 Sales/Appraisal Studies:** The majority of the efforts in the Office of the City Assessor during the month of August were related to appraisal work, collecting data and processing sales. Approximately 174 deed transactions were processed along with any accompanying Property Transfer Affidavit and Principal Residence Exemption forms. Approximately 280 properties were inspected as part of the reappraisal program or as a result of new construction. Several property inspections were completed at the request of property owners that want to ensure their property record card is accurate. In addition to residential property inspections, letters were sent to commercial properties requesting updated information regarding rental and expense information. This information is essential to ensuring commercial values remain consistent with current market conditions.
- **2017 Ratio Studies:** Preliminary indications are that the residential ratio will be approximately 49% and only nominal adjustments to assessments will be required to meet the statutory 50% level. Staff are currently working with Kalamazoo County Equalization to verify information relating to commercial and industrial ratio studies.
- **Michigan Tax Tribunal Appeals:** Our office is continuing to facilitate the pending Michigan Tax Tribunal appeals. There are currently 16 pending appeals for the 2016 and 2017 tax years.
- **Customer Service:** The staff of the City Assessor's Office provided a high level of customer service during the month of August. Prompt and courteous service was provided in response to the numerous telephone calls and personal visits from realtors, private appraisers, title companies, and taxpayers. Much of the external customer contact in August resulted from the issuance of summer tax bills. Staff has also had a spike in engagements with various title companies as a result of issues relating to legal descriptions. These inquiries can often be time consuming as staff needs to review historic records to assist in certain inquiries.

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

TO: Laurence Shaffer, City Manager

DATE: September 4, 2017

FROM: James R. Hudson, City Clerk

SUBJECT: August Monthly Report

QUALIFIED VOTER FILE (QVF) - VOTER REGISTRATION AND ELECTIONS

Continued processing additions, changes and deletions from the QVF In-Box, averaging over 1000 items a month. Continued process of manually recording QVF changes/updates (addresses, DOB, ID numbers, etc.) on in-house Master Voter Cards and filing. Continued the process of printing Master Cards and ID Cards for all new registrations and changes, as indicated.

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

AGENDA PREPARATION AND FOLLOW-UP

Contacted current Advisory Board Members with expiring terms and made inquiry regarding his or her interest in continuing to serve. Designed the Vacancy Summary, advertised for applicants interested in attending the upcoming interviews with City Council to fill vacancies on nine (9) Boards or Commissions.

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

Prepared Minutes and Resolutions of the August City Council Meetings for permanent records and indexed approved minutes of August City Council Meetings.

Prepared the Minutes for the August City Council Meetings. Prepared City Council Agendas using Boardsync Software, and uploaded the agendas to the City Web Site.

PUBLICATIONS

Published public and legal notices in the *Kalamazoo Gazette* on line and print editions as necessary.

RECORDS

Reviewed the revised Records Retention Schedule for the newly formed Human Resources Department and submitted the final document to the State Archivist for review and approval. Stored documents for the City Clerk, Assessor, City Manager and Human Resources Departments using proper archival methodology.

Responded to request(s) from Police Department for copies of Police Reports required during an investigation from the microfilm archives; retrieved documents for various departments and assisted with the search and printing of various microfilm documents. Reviewed recently scanned and microfilmed documents for completeness and accuracy.

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

PUBLIC INFORMATION AND CITIZEN ASSISTANCE

Provided Liaison service to the Youth Advisory Committee meeting and attended the Youth Summit. Provided staff support for the Local Officers Compensation Commission. Hosted the Customer Service Task Force meetings and the Kalamazoo County Substance Abuse Task Force meeting. Postponed YAC movie night to September due to inclement weather.

Conducted a swearing-in ceremony for a new Police Officer. Provided Notary Public Service to citizens upon request. Provided help to citizens for over-the-counter requests including voter information, guidance to appropriate departments and miscellaneous assistance.

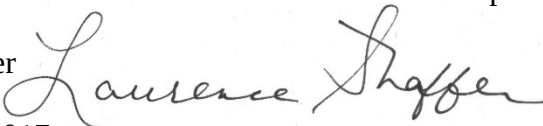
Responded to request(s) from Police Department for copies of Police Reports required during an investigation from the microfilm archives and performed research for other city departments on a variety of topics.

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

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

CEMETERIES

Processed ten (10) grave openings/closings, including the preparation of invoices and Burial Rights Certificates and entry on the BS&A Cemetery Software module. Continued to update cemetery maps. Researched availability of lots for citizens in cooperation with the Parks Department and assisted with burials.

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

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

1. City Council:

- Coordinated and/or prepared agenda and other materials for the following meetings:
 - City Council Regular Meetings on August 8 and 22.
 - Pre-Council meetings on August 7 and 21.

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

- Attended the Lexington Green Neighborhood's Annual Night Out/Park Board Picnic event on August 1.
- Attended the KCCDA Personnel Committee Meeting on August 2 and 4.
- Met with former Councilmember Ted Vliek on August 3.
- Attended a 12th Street Crosswalk Safety Meeting with Texas Township and the Kalamazoo County Road Commission on August 4.
- Met with Mayor Pro Tem Ansari on August 4 and 17.
- Met with local greenhouse representatives on August 8.
- Attended the Friends of the Portage Senior Center Donor Reception on August 9.
- Attended the KCCDA Board of Directors Meeting on August 10.
- Met with the Mayor and Mayor Pro Tem on August 10.
- Met with Greg Ayers of Discover Kalamazoo on August 15.
- Attended the Southwest Michigan Managers Association on August 15.
- Attended the 2017 United Way Regional CEO Forum on August 15.
- Met with Councilmember Ford on August 17.
- Met with City Council candidate Jim Stephanak on August 17.
- Met with Kalamazoo County Commissioner and Aeronautical Board member Mike Seals on August 21.

- Met with City Council candidate Lori Knapp on August 18.
- Met with representatives of AVB on August 18 and 31.
- Met with Western Michigan University & Michigan Geological Society representative John Yellich on August 22 and 31.
- Met with Ken Miller, Millennium Group, on August 31.

3. Projects - Completed and Ongoing:

- Continued the transition and design of the new city website through CivicPlus.
- Continued PPOA contract negotiations for contracts that expired June 30, 2016.
- Continued review of city buildings to optimize energy efficiency.
- Continued review of medical marijuana related matters with city legal counsel.
- Continued review various city signage for marketing efforts.
- Continued oversight of planning, design and construction for various city projects and developments.
- Consulted with city staff regarding Information Technology projects, as well as current Community Development, Finance, Transportation & Utility and Assessing matters.
- Prepared materials and attended the Historic District Commission monthly meeting and Historic District Study Committee special meeting on August 2.

4. Public Information and Citizen Assistance:

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

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: September 1, 2017

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

SUBJECT: Monthly Customer Service Report for August 2017

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

PLANNING, DEVELOPMENT AND NEIGHBORHOOD SERVICES

Planning Commission

August 3, 2017 meeting:

1. Recommended that City Council approve the final plan for Mercantile Bank, 2301 West Centre Avenue.
2. Recommended that City Council approve the final plan for Woodlands at Austin Lake (Phase III), 4301 Branch Avenue.

August 17, 2017 meeting:

1. Accepted the applicant's request to withdraw Rezoning Application #16/17-6, 3223 and 3205 Cooley Drive.
2. Approved the building height modification and site plan for the FEMA Corporation, 1716 Vanderbilt Avenue.
3. Recommended that City Council re-approve the final plan for Selinon Park, 1521, 1603 and 1615 East Centre Avenue.
4. Discussed then tabled action the historic district modification request from the Kalamazoo County Treasurer involving demolition of several historic structures located at 2663 Mandigo Avenue.
5. Accepted the FY 2016-17 Planning Commission Work Program Final Update and adopted the proposed FY 2017-18 Work Program.

Zoning Board of Appeals

August 14, 2017 meeting:

1. Approved a variance to construct a 21.5-foot high accessory building where a maximum 14-foot height is permitted at 443 East Osterhout Avenue.
2. Approved a use variance to retain an existing accessory building without a principal use at 543 East Osterhout Avenue from August 15, 2017 through August 15, 2018.

3. Approved a Temporary Use Permit to operate an outdoor event at 5626 Portage Road from August 14 through October 14, 2017 and from May 15 through October 15, 2018.
4. Postponed a request for a 19-foot variance to construct a wheelchair ramp 11 feet from the front property line where a minimum 30-foot front setback is required until the September 11, 2017 meeting.
5. Approved a variance for a five-foot side yard setback where a minimum eight-foot setback is required at 228 Tamarix Avenue.

August 28, 2017 special meeting:

1. Approved a variance request to modify an existing nonconforming freestanding sign located at 2375 East Milham Avenue.

Human Services Board:

The Board did not meet in August 2017

OTHER BOARD ACTIVITIES

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

Citizen Information Requests:

During the month of August 2017, a total of 168 cases/violations were inspected in response to citizen service requests or staff field observations and include: 40 parking; 33 tall grass/weeds; 33 debris/refuse; 18 inoperable vehicles; 13 signs; 10 zoning; 10 housing/building maintenance; 4 property maintenance; 2 non permitted work; 2 safety, sanitation & health; and 3 miscellaneous.

BUILDING AND HOUSING SERVICES

Construction Board of Appeals:

The Board did not meet in August.

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

Type of Permit/Application	Number of Permits	Project Valuations
Single-family Detached	7	\$1,730,586
Single-family Attached	4	\$978,546
Residential Additions, Interior Remodels, Garages, Sheds, etc.	35	\$591,112
Commercial Additions, Interior Remodels, etc.	9	\$2,578,667
Permits Not on Report (i.e., demolition, electrical, plumbing, mechanical, driveway, sign, water use/sewer use, etc.).	201	N/A
Totals	256	\$5,878,911

CDBG Housing Assistance Programs

CDBG PROGRAMS				
Activity	Housing Rehabilitation	Water / Sewer	Emergency Repair	Down Payment Assistance
New Applications	3	0	0	0
Applications Approved	2	0	0	0
Loan Closings	0	0	N/A	1
Monthly Projects Completed	2	0	1	1
Projects Underway	5	0	0	0
FY YTD Projects Completed	3	0	1	1

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CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: September 14, 2017

FROM: William Furry, Director of Finance

wkf

SUBJECT: Monthly Report-August 2017

ACCOUNTING /PAYROLL

- During the month, 818 invoices for payment were processed. Bi-weekly Accounts Payable payments included 371 paper checks totaling \$916,012.47 and 130 automated clearinghouse (ACH) payments totaling \$831,281.10. The count of ACH vendors at the end of the month was 358.
- Continued work on finalizing general ledger for year-end reporting, preparing audit workpapers, and reconciling accounts.
- Processed 18 individual (non-AP) EFT payments totaling \$19,631,625.90, which includes weekly tax disbursements of \$17,398,062.47.
- Completed July bank reconciliations.
- Calculated month-end allocations of interest earned, fringes expense, postage, and city share of tax revenues.
- Continued to update and document step-by-step descriptions of various accounting tasks and procedures.
- Payroll processed 3 payrolls, creating 761 checks and deposit advices for 250 employees, with a total monthly payroll expenditure of \$1,485,999.50.
- Completed the Vacation/Sick/Holiday liability file for the long term debt footnote in the FY 16-17 Consolidated Annual Financial Report (CAFR).

TREASURY

- Continued collection and distribution of 2017 summer property taxes. In August, Treasury processed 4,389 property tax receipts; collected over \$26.5 million; and distributed \$20.1 million to Portage Schools, Comstock Schools, Vicksburg Schools, KVCC, K/RESA, Kalamazoo Transportation and the County.
- Continued collection of 2017 special assessment installments through the August 31, 2017 due date. Total timely collections through August 31, 2017 were approximately \$279,170.24.
- Treasury Supervisor attended parts of the CDBG Loans training sessions with BS&A.
- Mailed 38 miscellaneous receivables statements.
- Prepared and issued the following utility billing statements:
 - o 4,650 regular quarterly bills (cycle 2)
 - o Emailed 354 regular quarterly bills (cycle 2)
 - o 158 final bills mailed; 32 bills emailed

- Prepared and issued the following utility billing delinquency notices:
 - 799 delinquent notices (cycle 1 and 4), a decrease of 6% from the prior year
 - 405 disconnect notices (cycle 1), an increase of 7% from the prior year
- Shut-off water service for 57 customers due to non-payment on August 30, 2017 (cycle 1).
- Set up 40 accounts for direct debit payment for utility billing.
- Processed 229 requests to initiate or terminate water/sewer services to residences and businesses. Staff averages 9 such setups per business day.
- Staff processed 1,206 phone calls during August 2017 averaging 57 per day.
- Staff worked with 117 customers at the Treasury Counter to whom receipts were not issued.

FINANCE/BUDGET

- Continued work on year-end review for audit and CAFR, began preparing the Prepared By Client (PBC) list of work papers and reconciliations.
- Continued to make updates to the 2017-2018 proposed budget document in preparation for publication of the final document.
- Prepared and reviewed the banking services request for proposal with the help of the Purchasing Department.
- Continued to review outstanding encumbrances and close unnecessary purchase orders to relieve the related encumbrances and clean up open 2016-2017 purchase orders.
- Began researching & recording FY 2016-2017 fixed asset acquisitions.
- Cashed in maturing investments, analyzed cash position and reinvested called bonds.
- Prepared monthly investment scorecard, input investment activity and balances into SymPro software and generated monthly SymPro reports for the investment committee. Performed JPMorgan Chase monthly risk analysis. Composed monthly investment report email for the investment committee.
- Requested Act 51 Street Financial Report extension until December 31, 2017 and filed the Annual Certification of Employee-related Conditions with MDOT.
- Met with the City's JPMorgan Chase client service professional regarding the annual treasury relationship review.
- Analyzed continuing professional education needs for fiscal year 2017-2018 and researched available training. The Deputy Director of Accounting/Budget attended several webcasts to further learning on Microsoft Excel for accounting professionals and earned 16 credits toward her CPA license requirements.
- Reviewed and approved all invoices prior to payment, with special attention to delivery and service dates to ensure expenditures were posted in the correct fiscal year.
- Prepared and posted various budget amendments.
- Attended meetings and responded to various questions and requests from the City Manager's Office and other departments.
- Attended the monthly Public Safety budget meeting.

BENEFITS/COMPENSATION

- Continued to monitor, research, and implement requirements of the Affordable Care Act (ACA).
- Continued to track city share of health insurance premium limits as provided for by PA-152.
- Calculated health insurance taxes and fees required under the ACA.
- Calculated and processed monthly payments for employee fringe benefit plans (medical, vision, dental, life and long-term disability insurance, flexible spending accounts, pension contributions, etc.).
- Began renewal process with Blue Care Network Advantage Plan (BCNA).
- Completed four-year contract renewal with Kushner & Company in regard to Flexible Spending Account, COBRA and Medical Reimbursement Account.
- Continued to administer Defined Benefit Plan, including locating and coordinating benefit payments for terminated vested participants.
- Continued process for IRS required restatement of Defined Benefit Plan.
- Administered contractual wage adjustments per applicable labor agreements.
- Administered contractual bonus payments per applicable labor agreements.
- Responded to various employment verifications for employees.

WORKERS' COMPENSATION

- Continued with aggressive case management on a number of work related injury claims. Special attention continues to be directed toward high reserve cases. Focus also directed toward lost-time cases with emphasis placed on returning employees to restricted duty assignments.
- Continued to assist supervisory personnel with employees in restricted duty assignments.
- Provided information to the city third party administrator for the processing of workers' compensation claims.
- Provided direction to third party administrator in regard to workers' compensation claims.
- Began working with Human Resources Department to develop electronic Report of Incident form.

09/12/2017

BUDGET REPORT FOR CITY OF PORTAGE

FUND	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	2017-18 ACTIVITY	Percent of Amended Used
	Totals for dept 1001-City Council	122,320	122,320	717	1%
	Totals for dept 1085-City Council-Human Services	139,330	139,330	0	0%
	Totals for dept 1501-District Court	68,250	68,250	6,972	10%
	Totals for dept 1720-City Manager	600,300	600,300	62,732	10%
	Totals for dept 2001-Finance Accounting	437,716	437,716	46,341	11%
	Totals for dept 2002-Finance & Budget	307,283	307,283	29,886	10%
	Totals for dept 2053-Finance Treasury	154,207	154,207	23,775	15%
	Totals for dept 2110-MIS	847,110	847,110	102,584	12%
	Totals for dept 2133-MIS Public Information	55,142	55,142	6,690	12%
	Totals for dept 2209-Assessor	444,076	444,076	35,886	8%
	Totals for dept 2247-Assessor Board Of Review	35,403	35,403	2,050	6%
	Totals for dept 2310-Attorney	226,728	226,728	56,430	25%
	Totals for dept 2415-City Clerk	140,666	140,666	15,381	11%
	Totals for dept 2416-City Clerk Records Management	75,170	75,170	8,502	11%
	Totals for dept 2491-City Clerk Elections	175,582	175,582	11,238	6%
	Totals for dept 2610-Human Resources	475,442	475,442	61,210	13%
	Totals for dept 2733-Purchasing	83,845	83,845	8,792	10%
	Totals for dept 2734-Purchasing Risk Management	29,302	29,302	2,022	7%
	Totals for dept 2865-Parks Maintenance	1,252,864	1,252,864	161,423	13%
	Totals for dept 2876-Cemeteries	74,326	74,326	4,024	5%
	Totals for dept 2877-Parks & Rec - Parks	617,260	617,260	71,561	12%
	Totals for dept 2878-Parks & Rec - Kalamazoo In Bloom	10,000	10,000	0	0%
	Totals for dept 2880-Parks & Rec Rec - Admin	174,720	174,720	19,555	11%
	Totals for dept 2882-Parks & Rec Rec - Team Sports	64,540	64,540	20,720	32%
	Totals for dept 2885-Parks & Rec - Programs	4,000	4,000	1,551	39%
	Totals for dept 2886-Parks & Rec Rec - Ramona Park	93,891	93,891	35,764	38%
	Totals for dept 2887-Parks & Rec Rec - Special Events	41,000	41,000	15,749	38%
	Totals for dept 2888-Parks & Rec - Ice Rink	106,893	106,893	7,126	7%
	Totals for dept 3005-Police Administration	837,053	837,053	76,959	9%
	Totals for dept 3006-Police Youth Services	502,931	502,931	45,857	9%
	Totals for dept 3007-Police Investigation	785,060	785,060	99,218	13%
	Totals for dept 3010-Police Patrol	5,323,698	5,323,698	627,370	12%
	Totals for dept 3020-Police Training	117,735	117,735	20,256	17%

FUND	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	2017-18 ACTIVITY	Percent of Amended Used
	Totals for dept 3021-Police Training-Grant Funded	8,000	8,000	0	0%
	Totals for dept 3030-Police Public Safety Dispatch/ts	1,015,221	1,015,221	250,208	25%
	Totals for dept 3031-Police Emergency Sirens	23,676	23,676	537	2%
	Totals for dept 3035-Police 911 Cmrs PSAP	204,919	204,919	20,139	10%
	Totals for dept 3040-Police Records & PST	468,370	468,370	52,605	11%
	Totals for dept 3050-Police Drug Law Enforcement	319,101	319,101	42,066	13%
	Totals for dept 3065-Police Facility Management	101,400	101,400	11,214	11%
	Totals for dept 3310-Fire Admin	681,621	681,621	73,290	11%
	Totals for dept 3320-Fire Operations	3,994,823	3,994,823	673,578	17%
	Totals for dept 3330-Fire On Call Firefighters	120,037	120,037	10,186	8%
	Totals for dept 3331-Fire Emergency Operations	3,700	3,700	0	0%
	Totals for dept 3340-Fire Prevention	152,488	152,488	26,805	18%
	Totals for dept 3350-Fire Training	192,041	192,041	19,612	10%
	Totals for dept 3365-Fire Facility Management	98,400	98,400	3,993	4%
	Totals for dept 3710-Comm Dev Building Services	483,592	483,592	53,558	11%
	Totals for dept 3720-Comm Dev Planning & Development	311,937	311,937	35,282	11%
	Totals for dept 3730-Comm Dev Neighborhood Services	226,687	226,687	28,751	13%
	Totals for dept 3765-Comm Dev Building Maintenance	243,164	243,164	39,758	16%
	Totals for dept 4210-General Public Services	506,415	506,415	79,145	16%
	Totals for dept 6720-Senior Center	333,045	334,145	41,348	12%
	Totals for dept 6721-Senior Center Trips	284,777	284,777	3,755	1%
	Totals for dept 6725-Aging Mastery Program	0	0	14	0%
	Totals for dept 8050-Contingencies	50,000	50,000	0	0%
	Totals for dept 9610-Transfers Out	1,234,327	1,234,327	0	0%
	TOTAL - GENERAL FUND	25,481,584	25,482,684	3,154,185	12%

FUND	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	2017-18 ACTIVITY	Percent of Amended Used
202	Major Street Fund	3,914,345	4,164,345	464,594	11%
203	Local Streets Fund	1,356,319	1,356,319	107,184	8%
204	Municipal Streets Fund	1,675,990	1,675,990	0	0%
223	Curbside Recycling Fund	691,859	691,859	51,662	7%
226	Leaf Pickup / Spring Cleanup Fund	781,801	781,801	15,194	2%
230	CDBG Program Income Fund	110,000	110,000	14,475	13%
252	West Lake Weed Mgt	32,120	32,120	0	0%
296	Community Development Block Grant	223,000	223,000	16,657	7%
298	Cable Television Fund	911,600	911,600	37,991	4%
400	Capital Improvement General *	11,766,000	16,436,675	715,935	4%
490	Capital Improvement Sewer *	710,000	3,046,021	25,519	1%
491	Capital Improvement Water *	2,260,000	6,185,869	501,427	8%
590	Sewer Fund	8,078,430	8,078,430	537,749	7%
591	Water Fund	6,029,920	6,029,920	1,014,734	17%
TOTAL - ALL FUNDS		64,022,968	75,206,633	6,657,306	9%

* The Capital Improvement Program uses project-length budgets, original is current fiscal year, amended includes budgets of prior year continuing projects.

TO: Laurence Shaffer, City Manager

DATE: September 18, 2017

FROM: Shannon Hertz, Director Human Resources 

SUBJECT: Human Resources Department Monthly Report – August 2017

RECRUITING

The following positions were filled in August:

Police Officer (1 FT)

The following positions have candidates identified:

Police Officer (1 FT)

On-Call Firefighters (2 Candidates in background)

Fire Division Clerk Typist (PT)

Radio Operators/Dispatch (1 September, 1 January)

Park Rangers (3)

Senior Ranger (1)

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

Police Officer (1 PT)

Employment applications, assessments and recruitment activities:

58	Applications received, processed and screened
16	Number of passive candidates (have signed up for Job Alerts)
38	Number of unsubmitted applications (partially completed by potential candidates)
18	In person and phone interviews conducted
4	Individuals tested/assessments conducted
0	Career fairs attended

SAFETY, TRAINING AND DEVELOPMENT

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

- Randomly tested 3 participants for the drug testing program
- Conducted on-boarding for 1 new/returning employee
- Attended 1 department-specific Safety meeting
- Conducted 5 park audits for ADA compliance and safety

HEALTH MANAGEMENT PROGRAM

- Continued to administer Health Management Program (HMP) for Department Head, Non-Union, PPCOA, PPOA and UAW employee groups.
- Conducted 2 planned quarterly activities.
- Began preparations for DH/NU annual screenings.

BENEFITS

- Provided benefit consultation to employees terminating, retiring and beginning employment.
- Assisted employees and retirees with various benefit matters, including claim resolution and dependent eligibility.
- Processed benefit changes as necessary, including calculation and submission of payroll deductions.
- Issued retiree health insurance invoices to 6 retirees and 2 unions.
- Monitored Flexible Spending Account (FSA) reimbursements processed by Kushner & Company for 29 participants for the 2017-2018 plan year.
- Performed administrative requirements to meet legal compliance in regard to the Family Medical Leave Act (FMLA). Processed 24 notifications for employees.
- Performed administrative requirements to meet legal compliance in regards to the Consolidated Omnibus Budget Reconciliation Act (COBRA) for 1 COBRA participants.
- Documented and monitored sick leave usage.

ELECTIONS

- Postcards created for election open house in October.

CITY OF PORTAGE**COMMUNICATION****TO:** Laurence Shaffer, City Manager**DATE:** September 15, 2017**FROM:** Kathleen Hoyle, Director of Parks, Recreation and Senior Citizen Services**SUBJECT:** Monthly Operations Report for August 2017**PARKS & RECREATION:****PARK RESERVATIONS**

Amphitheatre	0	\$0
Central Park	1	\$110
Gazebo	0	\$0
Grain Elevator	2	\$390
Hayloft	2	\$1,740
Lakeview #1	6	\$540
Lakeview #2	7	\$730
Lakeview Softball	8	\$113.22
Ramona #1	9	\$800
Ramona #2	11	\$980
Ramona Softball #1	2	\$26.64
Ramona Softball #2	1	\$19.92
Ramona Soccer North	8	\$106.56
Ramona Soccer #5	1	\$15
Ramona Soccer #6	0	\$0
Ramona Football #1	1	\$180
Ramona Football #2	1	\$180
Ramona Football #3	1	\$180
Ramona Football #4	1	\$180
Schrier Park	2	\$530
Schrier Park Pavilion	1	\$110
Schoolhouse	0	\$0
Stuart Manor	0	\$0
South Westnedge #1	1	\$135
South Westnedge #2	1	\$135
South Westnedge #3	1	\$135
South Westnedge #4	1	\$135
South Westnedge #5	1	\$75
South Westnedge #6	1	\$75
Westfield	2	\$220
Westfield Softball	3	\$39.96
TOTAL	76	\$7,881.30

EVENTS/PROGRAMS

National Night Out Picnic	Tuesday, August 1	150 Participants
Advance Anglers Camp	August 7-10	14 Participants
Glenn Miller Concert	Thursday, August 10	1300 Participants
Paddle Pports	August 10	17 Participants
Get Active Triathlon	Saturday, August 12	103 Participants
Health Fair	Saturday, August 12	50 Participants
Softball Tournaments	August 12 – 13	47 Teams
New Odyssey Concert	Thursday, August 17	400 Attendees
Who Eats Whom	Saturday, August 19	12 Participants
Total Eclipse Event	Monday, August 21	150 Attendees
Pig Out Event	Saturday, August 26	500 Participants
First Historical Tour	Sunday, August 27	125 Participants
Movie Night	Friday, September 8	200 Attendees
Second Historical Tour	Sunday, September 10	125 Participants

Ramona Park Attendance

Bus Passes	1
Resident Daily	913
Resident Annuals	10
Non Resident Daily	593
Non Resident Annuals	0

Ramona Park

Beach Rentals	\$804
Concessions	\$1,558.75

Active Net Software

Online Activity Registration	7
Walk In Activity Registration	3

SENIOR CITIZEN SERVICES:

ATTENDANCE AND ACTIVITIES

Activity Type	Duplicated	Unduplicated
Events	2,536	698
Rides	36	7
Volunteers	224	85
Trips	132	122
Total Seniors Served	2,928	767
Average served per day	105	

MEMBERSHIP STATISTICS

Total Active Memberships	Membership Renewals	New Memberships
1,414	41	78

Age Range	Count	Percent
Ages 55-59	18	2.3
Ages 60-64	44	5.7
Ages 65-69	88	11.5
Ages 70-74	151	19.7
Ages 75-79	149	19.4
Ages 80-84	120	15.6
Ages Below 55	23	3.1
Age Unknown	174	22.7
Totals	767	100

City/Town	Count	Percent
In Town	480	62.6
Out of Town	287	37.4
Totals	767	100

Ethnicity	Count	Percent
African American	11	1.4
Asian American	3	.5
Caucasian	571	74.4
Hispanic	7	.9
Native American	9	1.2
Unknown	166	21.6
Totals	767	100

Gender	Count	Percent
Female	554	72.2
Male	213	27.8
Totals	767	100

VOLUNTEERISM

Volunteer Service Type	Hours	Pay Equivalent	Duplicated	Unduplicated
Admin. Support	19	414.01	3	3
Board Member	23.33	508.43	13	9

Club/Group Support	1074.17	23,297.13	137	51
Events/Programs	7	152.53	4	4
Transportation	81.08	1766.80	19	6
Instructor	12	261.48	5	1
Kitchen	18.08	1766.80	19	6
Travel	155.42	3386.55	27	12
Totals	1390.05	\$30,180.18	224	85

TRAVEL PROGRAM

Category	Duplicated	Unduplicated
Day Trips	52	48
Extended Trips	80	78
Totals	132	122

FUNDRAISING

Income for the month of August was \$3,451.506 and includes transportation donations, fundraising and memberships.

OTHER SENIOR CENTER HIGHLIGHTS

- Three Speed Dating sessions took place at Jac's restaurant in Portage, with a total of 39 adults participating.
- The Friends of the Portage Senior Center hosted a donor appreciation event on August 8, with approximately 50 individuals attending.
- A presentation on "Mackinac Islands Historic Cottages of the Rich & Famous" was well received, with 86 in attendance.
- The Attorney General's Office came to present on "Phone, Mail & E-Scams" with 10 in attendance.
- The PSC partnered with Senior Services of Southwest Michigan to present "ABC's of Medicare." 32 attended.
- Three extended trips took place: "Twilight on the Mississippi," "America's National Parks," and "Grand Hotel Summer Experience," with 80 total individuals participating.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: September 18, 2017

FROM: Nicholas J. Arnold, Public Safety Director – Police/Fire Chief 

SUBJECT: Monthly Report for August 2017

AUGUST STATISTICS

Police Incidents Dispatched	3,128
Fire Incidents Dispatched	531
9-1-1 Calls Received	2,801

SIGNIFICANT EVENTS

On August 7 at approximately 6:30 p.m., police and fire units responded to the report of a car-bicycle accident in the 7200 block of Portage Road. Witnesses and passing motorists stopped to render aid to the victim. Portage firefighters arrived and continued lifesaving efforts; however, the victim succumbed to his injuries at the scene. Portage police officers investigating the accident determined that the victim, a 20-year-old male, was riding a bicycle northbound on Portage Road. A northbound pickup truck, driven by a 20-year-old male, struck the bicyclist. The accident remains under investigation.

Police and fire units were dispatched to a car vs. pedestrian crash at the intersection of Sprinkle Road and Meredith Street. Upon arrival, police officers determined that the female victim had crossed the street against the light and was struck by a vehicle traveling northbound on Sprinkle Road. The female was transported to the hospital with critical injuries. The accident reconstruction team processed the scene, and the accident remains under investigation.

Officers responded to a burglary at a Portage auto body shop, the second burglary at that business this year. Approximately \$7,000 worth of tools, as well as checks, were stolen from the business. Some of the checks were later cashed, and the detective investigating the case worked with the Kalamazoo County Sheriff's Office to identify the person cashing one of the checks. Interviews of several people have been conducted, and suspects have been developed. The case is still under investigation, as detectives are still trying to locate other potential suspects.

Over 300 people attended the new back-to-school event, "Pig Out at Public Safety," on August 26. The public was invited to meet with police officers, firefighters, conservation officers, and school resource officers while enjoying great food. Because of all the donations received, over 200 backpacks, filled with back-to-school supplies, were distributed.

NJA:JMH;jh

TO: Laurence Shaffer, City Manager**DATE:** September 15, 2017**FROM:** Rod Russell, Director of Public Services **SUBJECT:** Monthly Operations Report for August 2017**STREET MAINTENANCE ACTIVITIES**

- Repaired deteriorating sidewalks and curbs at Department of Public Safety
- Crack sealed major and local streets
- Crack sealed Westfield Park basketball court
- Removed vision obstructions on local streets
- Repaired potholes on local streets with Durapatch machine
- Swept Durapatch locations with street sweeper
- Repaired failed storm drainage system on Constitution Boulevard
- Painted Lakeview Park softball, tennis/pickleball court fences to a uniform black color
- Painted fencing at South Westnedge Skate Park
- Painted fencing at Fire Training Center
- Repaired localized flooding issue on East Milham Avenue with installation of leaching basin
- Durapatched cracks in asphalt trails at Lexington Green Park
- Raised two low manhole covers on West Romence Road
- Removed dead trees from city right-of-way's
- Removed turbidity and silt fencing from Oakland Drive swamp area
- Removed fallen trees from Lakeview Drive and Greenbriar Drive
- Installed storm water drainage system on Currier Drive
- Repaired sidewalks, curbs and sinking asphalt locations on Tiffany Avenue and Sea Shell Court
- Repaired damaged and faded traffic control signs
- Removed tree limbs blocking traffic control signs
- Removed tree limbs and bushes causing vision obstructions
- Chipped split rail fencing at compost site
- Provided turf restoration at locations with stump removals
- Removed sidewalk trip hazards utilizing the concrete grinding machine
- Removed fallen trees from West Osterhout Avenue and Oakland Drive
- Repaired a damaged curb on Wendy Lane
- Repaired a storm water drainage system on Sandyridge Street
- Replaced a damaged curb at City Hall
- Placed woodchips along the western and northern fence lines of the Dog Park

- Repaired damaged curbs at the Department of Public Services parking lot
- Prepared Vanderbilt Avenue for paving done by the Mill & Fill Program
- Supported Youth Advisory Council tour at DPS on 8/1
- Supported Movie Night at Celery Flats Historic Area on 8/4
- Supported Kalamazoo County Youth Fair by delivering a plow truck and painted snowplow for display from 8/7 to 8/14
- Supported Transportation & Utilities Department by removing message boards from Oakland Drive
- Supported Transportation & Utilities Department by removing message boards from East Romence Road Parkway
- Supported Transportation & Utilities Department by moving message boards for upcoming construction projects
- Supported Department of Public Safety by removing temporary stop signs from Portage Road and East Romence Road Parkway
- Supported Equipment Division by performing maintenance on crack sealing machine
- Supported Equipment Division by anchoring new shelving units in DPS "C" building
- Supported Equipment Division by removing scrap metal from DPS facility
- Supported KRESA Back-to-School Day by providing traffic cones
- Hired contractor to remove trees and grind stumps on west side of Public Safety storage garage
- Hired contractor to remove dead trees and grind stumps located in city right-of-way
- Hired contractor to repair damaged sidewalks at West Melody and Haverhill Avenue
- Hired contractor to replace a deteriorated red block wall at the Department of Public Safety

Weekly Curbside Recycling Program - The following summarizes total weights of recyclable materials collected during the month of August 2017 as well as Fiscal Year-to-Date totals:

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

		Tier I	Total	Tier II	Dumpster	Dumpster	Dumpster
Date	Total (tons)	Carts	Carts	Carts	2 Cyd	4 Cyd	6 Cyd
Aug-17	222.03	76	13,389	16	9	7	27
YTD Total	430.19	148	13,389	26	9	7	27

PARKS MAINTENANCE ACTIVITIES

- Removed trash from park properties
- Prepared facilities for upcoming rentals
- Removed debris from trail system
- Mowed grass in parks and cemeteries
- Prepared softball fields for league and tournament games

- Repaired irrigation and plumbing leaks
- Repaired lighting issues in park facilities
- Trimmed low hanging limbs in the parks and along the trails
- Removed and installed signs in parks
- Prepared Ramona Park beach for patron use
- Mowed tall weeds and grass on park trails and city right-of-ways with roadside mower
- Repaired broken sections of spilt rail fencing
- Repaired discrepancies noted from Annual ADA/Safety Inspection list at Harbors West and Westfield Parks
- Repaired broken tennis court gate latch at Oakland Drive Park
- Repaired deteriorating asphalt section at Celery Flats Visitor's Center
- Installed headstone foundations in city cemeteries
- Trimmed tall grasses along Bishop Bog trail
- Removed extensive graffiti from Lakeview Park playscape
- Raked and removed debris from Dog Park
- Installed new inline hockey nets at Haverhill Park
- Repaired vandalized paper dispenser at Haverhill Park
- Installed new hand soap dispensers throughout the parks
- Repaired ruts in turf at Haverhill Park
- Repaired loose flooring trim at Ramona Park Beach House
- Repaired deteriorating boards at Lakeview Park boardwalk
- Added top dirt and grass seed to bare areas at Lakeview, Ramona and Schrier Parks
- Removed large fallen limb from Schrier Park
- Repaired broken slats on benches at Portage Creek Bicentennial Park Trail Head
- Repaired broken picnic tables at Haverhill Park and South Arboretum
- Added wood chips to Lakeview Park playscape
- Power washed Oakland Drive Park pavilion
- Removed dead pine tree from Celery Flats Visitor's Center
- Installed trail markers at West Lake Nature Preserve
- Installed trail markers on Portage Creek Bicentennial Park Trail
- Removed graffiti from signs and playscape at West Lake Nature Preserve
- Painted bench at Ramona Park Beach House
- Installed dug out covers at South Westnedge Park softball fields
- Removed deteriorating entrance gate at Harbors West Park
- Installed attic ladder at Schrier Park facility
- Mowed tall weeds and grass on park trails and city right-of-ways with roadside mower
- Repaired broken sections of spilt rail fencing
- Repaired discrepancies noted from Annual ADA/Safety Inspection list at South Westnedge Park
- Replaced trail distance markers on Portage Creek Bicentennial Park Trail
- Removed graffiti from benches on Northwest Bikeway
- Removed deteriorated gate from Harbors West Park
- Repaired broken headstones at Dry Prairie and Indian Field Cemeteries
- Removed brush and tree limbs from east property line at Schrier Park

- Removed brush along Millennium Park Trail
- Removed bee/wasp nests from the Celery Flats Visitor's Center and Ramona Park
- Removed graffiti from the Ramona Park playscape
- Repaired Super Decking at the West Lake Nature Preserve
- Removed a dead tree from City Hall landscaping
- Removed trash from a homeless camp at West Fork Crossing
- Added wood chips to the Lakeview Park playscape
- Installed a new hockey net at Harbors West Park
- Removed graffiti from the Portage Creek Bicentennial Park Trail benches
- Installed a fishing line dispenser at the Lakeview Park fishing pier
- Installed a coat rack at Stuart Manor
- Removed a damaged light pole and pine trees along Garden Lane due to a vehicle mishap
- Installed new LED security lighting at Westfield Park
- Repaired broken tennis court gate latch at Oakland Drive Park
- Repaired deteriorating asphalt section at Celery Flats Visitor's Center
- Installed headstone foundations in city cemeteries
- Removed extensive graffiti from Lakeview Park playscape
- Raked and removed debris from Dog Park
- Installed new inline hockey nets at Haverhill Park
- Repaired vandalized paper dispenser at Haverhill Park
- Installed new hand soap dispensers throughout the parks
- Repaired ruts in turf at Haverhill Park
- Repaired loose flooring trim at Ramona Park Beach House
- Repaired deteriorating boards at Lakeview Park boardwalk
- Added top dirt and grass seed to bare areas at Lakeview, Ramona and Schrier Parks
- Removed large fallen limb from Schrier Park
- Repaired broken slats on benches at Trail Head Park
- Repaired broken picnic tables at Haverhill Park and South Arboretum
- Added wood chips to Lakeview Park playscape
- Power washed Oakland Drive Park pavilion
- Removed dead pine tree from Celery Flats Visitor's Center
- Installed trail markers at West Lake Nature Preserve and on Portage Creek Bicentennial Park Trail
- Removed graffiti from signs and playscape at West Lake Nature Preserve
- Painted bench at Ramona Park Beach House
- Installed dug out covers at South Westledge Park softball fields
- Installed baby changing tables in Schrier Park restrooms
- Installed attic ladder at Schrier Park facility
- Power washed the Lakeview Park restroom and pavilions
- Repaired playscape equipment
- Supported Farmer's Market on 8/6, 8/13, 8/20 and 8/27
- Supported 10 burials and one lot showing in city cemeteries
- Supported Eagle Scout project during the rebuild of wooden ramp at School House in Celery Flats Historical Area

- Supported the Portage Senior Center by moving picnic tables
- Supported Advanced Anglers Camp at Ramona Park from 8/7 to 8/10
- Supported Glenn Miller concert at Central Park on 8/10
- Supported Kids Get Active and Health Fair at Ramona Park on 8/12
- Supported the solar eclipse viewing at the Celery Flats Historic Area on 8/21
- Supported the Department of Public Safety's Pig Out on 8/26
- Supported the city wide training day by moving chairs and tables to the Senior Center on 8/31
- Hired contractor to spray for mosquitos at Central Park
- Hired contractor to remove wasps at Lakeview Park
- Hired contractor to install fencing at Lakeview Park tennis/pickleball courts
- Hired contractor to install new fencing at Lexington Green Park
- Hired contractor to install metal structures for addition of dug out covers at South Westnedge Park
- Hired a contractor to install flooring in the Hayloft basement restrooms
- Hired a contractor to disconnect and cap a broken light pole on Garden Lane
- Hired a contractor to treat algae in the Celery Flats Historic Area, Liberty Park, and the Millennium Park ponds
- Hired a contractor to repair the irrigation system at the South Westnedge Park
- Hired a contractor to replace a red block wall at Westfield Park

FLEET & FACILITIES DIVISION

The Fleet & Facilities Division generated 84 work orders for the month of August 2017. A total of \$13,099.87 was spent on billable labor hours while the parts costs were \$6,165.40. Outside contracted work was \$1,260.20.

August 2017	August 2016	
84	163	Work Orders
\$6,165.40	\$8,228.11	Parts Cost
\$13,099.87	\$11,723.54	Labor Cost
22	29	Preventative Maintenance (P.M.) Work Orders Completed
\$120.58	\$80.63	Average Cost per P.M
\$2,652.75	\$2,338.36	Total P.M. Cost
\$0.00	\$1,610.40	Contracted Repairs-Body & Painting
\$1,260.20	\$3,172.93	Contracted Repairs (Not Including Body & Paint)
\$2,392.54	\$3,648.00	Building Renovations

BUILDING MAINTENANCE

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

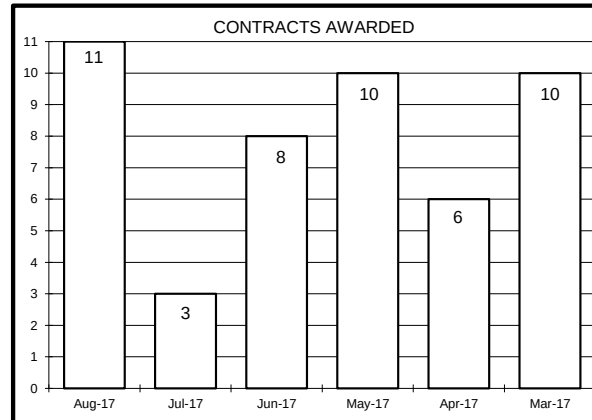
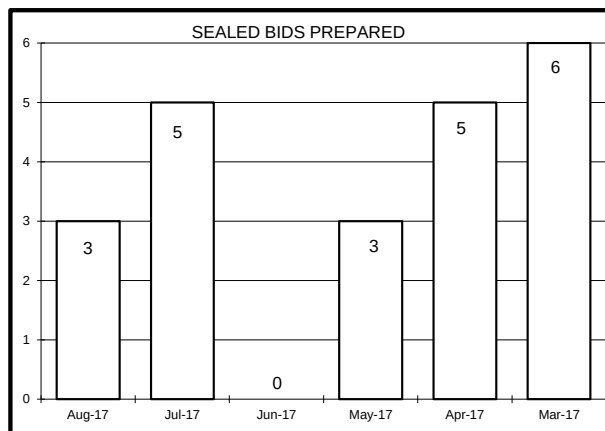
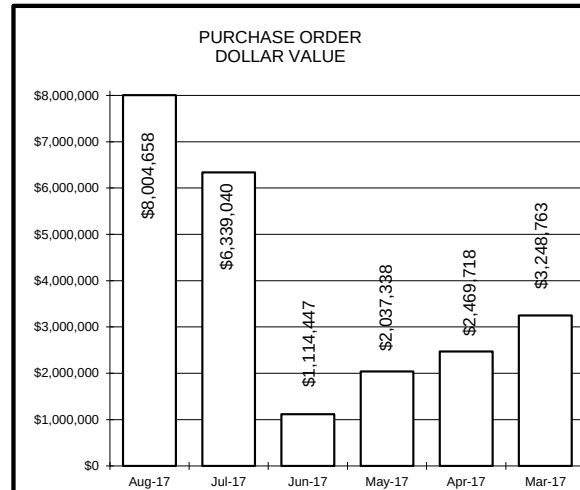
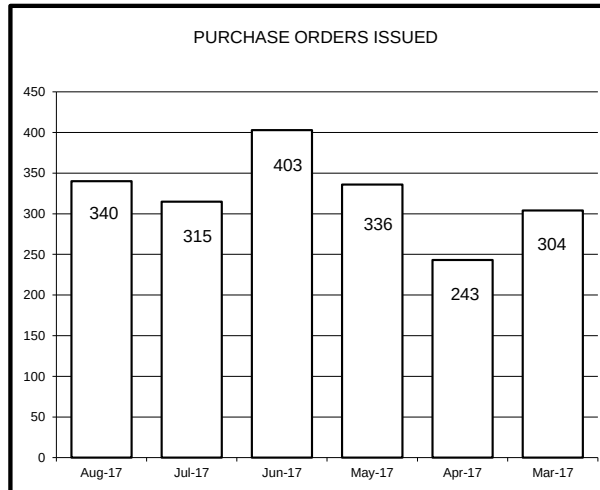
TO: Laurence Shaffer, City Manager

DATE: September 1, 2017

FROM: Rob Boulis, Deputy City Manager



SUBJECT: Purchasing Monthly Report - August 2017



SEALED BIDS OPENED / CONTRACTS AWARDED

Delta Dental Plan
 OPEB Trust Fund Administration
 Fire Station No. 2 Architectural Design
 Economic Development Activities - SW Michigan First
 Local Streets Reconstruction
 S. Westnedge Avenue Reconstruction Engineering
 Ambulance Service
 Vehicle/Fleet Purchases
 Ice Control Salt
 W. Centre Avenue & Oakland Drive Reconstruction Engineering

SEALED BIDS PREPARED

Storm Drainage Improvements
 Charter Bus Transportation
 2018 Major Street Reconstruction Program

- Two new claims were filed with MMRMA, one claim was settled.
- Purchasing staff added 19 new vendors to the purchasing software vendor file.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: September 11, 2017

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



SUBJECT: Department Monthly Report – August, 2017

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

Cable Access

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

Significant Activities:

- Continued taping various special programs (HMP, PSI, Lunch & Learn, etc.)
- Emergency broadcast protocols – on hold until new PMN director is in place
- Continued working on new city marketing video materials

Internet/Intranet Web Site

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

Significant Activities:

- Continued working on the city website rebuild.

Telecommunications

- Continued working on the Mobilitie DAS permit process.
- Continued working on the AT&T DAS permit process.
- Continued utilizing services of special council, Mike Watza to assist with developing a modified METRO Act and new Franchise Permit to address the DAS permit requests.
- Completed the 123Net Metro permit application.

Contract Administration

- In Process: AT&T phone services contract renewal
- In Process: Blackboard Connect (PortageAlert) contract renewal and alternate demos.

Information Technology

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

Significant Activities:

- Continued working with the City of Kalamazoo IT director on connecting fiber
- Continued PortageAlert mass notification system for emergency initiatives
- Continued development of new city website
- Continued investigating options for upgrading the decades-old multi-mode fiber ring
- Continued work on new CDBG loans tracking module
- Continued working on a Soofa Sign pilot program application
- Continued researching various new technologies
- Continued implementation of the citywide keyless entry and camera system project
- Continued working on process and certifications for operating a city drone
- Continued working on consolidated dispatch
- Continued working on migrating old AS400 data to new platforms and consolidating data
- Completed the Backflow Prevention software upgrade/migration
- Completed replacing city network switches
- Continued migrating paper forms to the new electronic Seamlessgov system

Marketing Activities

- Continued oversight and management of all city marketing activities
- Continued Branding support initiatives
- Continued working on Soofa Sign branding
- Continued working on new city signage

TO: Laurence Shaffer, City Manager

DATE: September 14, 2017

FROM: Wm. Roger Buell, Director of Transportation & Utilities

SUBJECT: Transportation & Utilities Department Monthly Report for August 2017

The month of June 2017 was busy for both Transportation & Utilities staff and the Suez Environmental staff. In regards to the Suez Environmental operations, emphasis during the month continued to be directed at ensuring the various activities related to the utility operation were being completed professionally and in a manner to ensure that service levels committed under the Suez Environmental contract with the city are completed in a timely manner.

Major accomplishments involving the Suez operations during the month include:

1. Inspections continued on sewer lift stations and water wells. During the month of August 637 inspections were made by Suez personnel.
2. Suez personnel received 49 customer service calls throughout August.
3. Suez personnel responded to 21 after-hour panel alarms as indicated on the SCADA control panel monitoring the city's water and sanitary sewer facilities.
4. Approximately 247 million gallons of water were produced/pumped during the month of August. Production averaged around 8 million gallons of water per day during the month. Eight hundred twenty-nine water quality analyses were completed during the month.
5. Ten new meters were installed and three new service leads was required to be tapped during the month of August. Water main connection taps were completed on Shaver Road and Portage Road city projects.
6. Miss Dig stakings were completed at 498 locations.
7. There were no water main breaks during the month.
8. Suez personnel cleaned a total of 13,228 feet of sanitary sewer and inspected and cleaned 59 manholes.
9. Suez spent a lot of time this month working with contractors on city projects assisting with water main taps, service issues and taking water samples.

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

1. Review of new development plans from a transportation and utility standpoint continued during the month. Six development and building plans were reviewed.
2. The Utility Contract Administrator was very busy overseeing the Suez Environmental operations, addressing customer concerns, inspecting public and private utility construction and inspecting city-owned stormwater and utility facilities.
3. The Traffic Engineering section was active during the month of July investigating complaints/concerns regarding operation of traffic signals, performing traffic volume/accident analyses and reviewing new streetlight installations.
4. Nova Consultants was awarded a four-year contract by City Council on April 29, 2014 for a four year program to monitor groundwater levels in the city. Monthly sampling at two retention basins continues.

Groundwater levels continue to decrease from spring's high levels.

5. City traffic signal maintenance is performed under contract to a specialized electrical traffic signal contractor. City staff initiated a bid package for traffic maintenance with bids received July 23, 2015 with the sole bid in the amount of \$176,300 submitted by Severance Electric. City Council approved on August 11, 2015 and renewed on September 1, 2016. Recent work continues to focus on LED sign upgrades, illuminated sign replacements, and controller cleaning.

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

1. Local Street Calming Program

The 2015-16 Capital Improvement Program includes a project for a Local Street Neighborhood Calming Program. A budget of \$10,000 was established for professional services and the remaining \$15,000 to be used for implementation of the program. OHM was selected based on experience and their proposed approach to developing a project plan that will best meet the City's needs. Draft Program complete with final program documents forthcoming. Development of the program is underway. The first program to follow the program will be Meredith Street this summer. A request was also received for Lakeview Drive and is being reviewed.

2. West Centre Avenue Intersections Improvements

The 2015-16 Capital Improvement Program includes the design and construction of new traffic signals and associated street improvements on West Centre Avenue at the intersections of Old Centre Road and Cooley Drive. Included in the project are

modifications to the existing driveways on West Centre Avenue within the influence of the Greenspire Retail Drive/Cooley Drive intersection to promote use of the new protected left-turn phase at the traffic signal and limit left turns out of driveways close to the intersection. City Council awarded contracts to Severance Electric Company on August 23, 2016 for \$446,967.80 (Cooley Drive) and \$294,965.33 (Old Centre). Old Centre was activated on June 23, 2017 and Cooley Drive was activated August 28th. Construction is 98% complete.

3. South Westnedge Avenue and Kilgore Road Intersection

The 2015-16 Capital Improvement Program includes the design and construction of new traffic signal equipment at South Westnedge Avenue and Kilgore Road and preliminary design work for the intersection of Portage Road and Lakeview Road. City Council awarded a contract to Severance Electric Company on August 23, 2016 in the amount of \$316,307.20 for the intersection improvements at South Westnedge Avenue and Kilgore Road, preliminary design services for the intersection improvements at Portage Road and Lakeview Drive have been completed by Abonmarche Consultants. Construction is approximately 98% complete.

4. South Westnedge Avenue and Romence Road Intersection Improvements MDOT CMAQ Funding

The 2015 - 2016 Capital Improvement Program includes the traffic signal replacement at South Westnedge Avenue and Romence Road. As part of a federal safety program, \$261,000 of federal grant monies was secured for the project. On September 22, 2015, City Council awarded a contract to Abonmarche consultants in the amount of \$47,840 for engineering design and construction administration. Low bid of \$356,695.06 was submitted by Severance Electric Company. Construction is 100% complete.

5. US-131 Crossing Forcemain Replacement

The 2014 – 2015 Capital Improvement Program includes a project to replace the 20” force main under US-131 from 12th Street to east of Angling Road. The force main has suffered several breakages and is nearing the end of its effective life. On March 30, 2016, an engineering contract was awarded to Prein & Newhof for design of the force main project. Under agreement with Texas Township, the township is responsible for approximately 94% of the project cost. On March 28, 2017, City Council awarded a contract to Kamminga & Roodvoets, Incorporated in the amount of \$567,323. Construction began August 2017.

6. Shaver Road Reconstruction and Watermain Improvements

The 2016-2017 Capital Improvement Program includes a project for reconstruction of Shaver Road from Vanderbilt Avenue to West Centre Avenue. The project also includes the replacement of existing cast iron water main. Low bid was submitted by Millbocker Construction in the amount of \$2,460,199.82 through a March 2017 bid letting by

MDOT. Paving is complete on both the northbound and southbound lanes and the road is open to traffic. Final restoration is underway. Project is 98% complete.

7. Oakland Drive, Katie Court to West Centre Avenue

On May 9, 2017 City Council awarded a contract to Reith-Riley Construction Company in the amount of \$163,364.80. Construction is complete.

8. The 2016-2017 Capital Improvement Program includes projects in the Major Street Reconstruction Programs. These streets include:

Rockford Street, Schuring Road to Romence Road

A preliminary design has been completed for Rockford Street, but due to limited funds needed for Portage Road, will be delayed until the 2017-2018 Capital Improvement Program.

Angling Road, Squire Heath Lane to Romence Road

On September 20, 2016 City Council awarded an engineering contract to Abonmarche Consultants in the amount of \$260,600. Design engineering is complete. Angling Road includes the construction of sanitary sewer and reconstruction of the roadway. Bidding on Angling Road by MDOT was held April 7, 2017 with Hoffman Brothers submitting the low bid in the amount of \$1,301,757.95. Angling Road is closed to thru traffic. Sanitary sewer and storm drainage improvements are complete with road base preparation beginning the week of August 14, 2017.

Portage Road, Mandigo Avenue to Osterhout Avenue

Final design has been completed with bids opened May 11, 2017. Construction scheduled for summer of 2017 with complete road closure of Portage Road to facilitate construction. City Council awarded a contract to Lakeland Asphalt in the amount of \$759,181.86 on May 23, 2017. Road closed to thru traffic. Utility relocation and storm drainage improvements complete. Retaining walls underway with concrete curb and gutter installed the week of August 14, 2017. Paving will occur September 23, 2017 weather permitting and is anticipated to be complete on September 30, 2017. Project is 85% complete.

9. The 2016-2017 Capital Improvement Program includes a project for construction of utilities at the following locations:

Chopin Avenue and Mozart Street Watermain

On September 20, 2016 City Council awarded an engineering contract to Midwest Civil Engineers in the amount of \$63,800. On January 10, 2017 City Council approved Resolution No. 5 (Final) for the Chopin Avenue and Mozart Avenue Water Main Special Assessment District. City Council awarded a contract to Balkema Excavating in the

amount of \$220,644 on May 23, 2017. Pavement installation complete. Final restoration underway. Project is 98% complete.

Archwood/Cliffwood (water and sewer)

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

Portage Road – Osterhout to Wetherbee

On August 8, 2017, a contract was awarded to Michigan Paving & Materials to perform milling/resurfacing services and lane reconfiguration on Portage Road from Osterhout to Wetherbee in the amount of \$59,000. Pavement work completed. Re-striping of lanes to incorporate bike lanes underway. Project is anticipated to be complete September 23, 2017. Project is 90% complete.