



PLANNING COMMISSION

February 20, 2020

CITY OF PORTAGE PLANNING COMMISSION

A G E N D A

February 20, 2020

(7:00 p.m.)

Portage City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES:

* January 23, 2020

SITE/FINAL PLANS:

PUBLIC HEARINGS:

NEW BUSINESS:

- * 1. FY2020-2030 DRAFT Capital Improvement Program (preliminary)
 - adjourn to Conference Room No. 2

OLD BUSINESS:

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

January 14, 2020 City Council Meeting minutes
January 27, 2020 City Council Pre-Meeting minutes

Star (*) indicates printed material within the agenda packet.

PLANNING COMMISSION

 **DRAFT**

January 23, 2020

The City of Portage Planning Commission meeting of January 23, 2020 was called to order by Chairman Corradini at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Seven citizens was in attendance.

PLEDGE OF ALLEGIANCE

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

IN ATTENDANCE

Michael West, Senior City Planner; and Matt Quardokus, Assistant City Attorney.

ROLL CALL

Mr. West called the role: Meyer (yes); Pezzoli (yes); Baldwin (yes); Fries (yes); Schimmel (yes); Corradini (yes); Joshi (yes) and Patterson (yes). A motion was then made by Commissioner Schimmel, seconded by Commissioner Joshi, to approve the role excusing Commissioner Harrell-Page. The motion was unanimously approved 8-0.

APPROVAL OF MINUTES

Chairman Corradini referred the Commission to the January 9, 2020 meeting minutes contained in the agenda. A motion was made by Commissioner Joshi, seconded by Commissioner Baldwin, to approve the minutes as submitted. The motion was unanimously approved 8-0.

SITE/FINAL PLANS

None.

PUBLIC HEARING

1. Final Report: Tentative Plan Amendment for Greenspire Planned Development, 3413 West Centre Avenue and 8546 Shirley Court. Mr. West summarized the final staff report dated January 17, 2020 regarding a request from American Village Builders and The Hinman Company requesting to amend the previously approved 2017 tentative plan for the Greenspire Planned Development. Mr. West stated the tentative plan amendment proposes to: 1) Reclassify approximately 8.43 acres from commercial to residential/mixed residential-commercial land use; 2) Increase the total number of multiple family residential apartment units from 704 units to 1,020 units with a resulting overall density increase from 8.45 units/acre to 11.12 units/acre; 3) Reconfigure the size and location of proposed commercial and mixed residential-commercial buildings along West Centre Avenue; and 4) Revise the anticipated phasing/construction schedule. Mr. West discussed the reclassification of land acreage from commercial to residential and mixed residential/commercial, and the requested residential density modifications for the overall development and from individual phases VII-C and VV-D. Mr. West stated that once completed, Greenspire will represent the first mixed-use type of development in the city. Mr. West indicated that staff was supportive of the tentative plan amendment subject to the four conditions listed in the staff report.

Mr. Greg Dobson of American Village Builders (applicant representative) was present to support the application and discuss the proposed tentative plan amendments. Mr. Dobson summarized the history of the Greenspire development project originally envisioned by Joe Gesmundo and Roger Hinman. Mr. Dobson then summarized the two main areas of the PD where changes were proposed: 1) Northwest portion of property, between the marsh and Tozer/Shirley Court and 2) 8546 Shirley Court parcel. Mr. Dobson discussed the two

mixed-use residential/commercial buildings proposed along West Centre Avenue and presented a sample building elevation which depicted this proposed four-story structure with retail/office space on the 1st floor and residential apartments on the 2nd, 3rd and 4th floors. Mr. Dobson restated his efforts to reach out to the residential neighbors along Shirley Court and Tozer Court to discuss the proposed changes to the development, listen to any concerns and to maintain the open line communication.

The public hearing was reconvened by Chairman Corradini. No citizens spoke in regard to the proposed tentative plan amendment. A motion was made by Commissioner Joshi, seconded by Commissioner Schimmel, to close the public hearing. The motion was unanimously approved 8-0. A motion was then made by Commissioner Meyer, seconded by Commissioner Baldwin, to recommend to City Council that the Tentative Plan Amendment for the Greenspire Planned Development be approved subject to the four conditions listed in the January 17, 2020 Department of Community Development staff report. The motion was unanimously approved 8-0.

2. Special Land Use Permit: Airtech Automation, 8815 South Sprinkle Road. Mr. West summarized the staff report dated January 17, 2020 regarding a special land use permit application submitted by Kyle McLeod to establish an office/showroom for a heating & cooling contractor (Airtech Automation) within the southern portion of the existing commercial building located at 8815 South Sprinkle Road. Mr. West provided a summary of the ordinance requirements and the proposal provided by the applicant. Mr. West indicated the application fulfills the requirements for issuance of a special land use permit and was recommended for approval subject to the applicant receiving all necessary building related permits for interior building modifications and occupancy.

Kyle McLeod of Airtech Automation was present to support the application. Mr. McLeod described the operations of his business and reiterated that no fabrication of materials and no exterior storage of equipment or materials/supplies including portable construction offices will occur at the site. The public hearing was then opened by Chairman Corradini. No citizens spoke regarding the proposed special land use permit. A motion was then made by Commissioner Baldwin, 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 Fries, seconded by Commissioner Pezzoli, to approve the Special Land Use Permit for Airtech Automation, 8815 South Sprinkle Road, subject to the applicant obtaining all necessary building related permits for interior building modifications and any other Building/Fire Code requirements. The motion was unanimously approved 8-0.

NEW BUSINESS

1. Public Street Vacation – Gladys Street (west portion). Mr. West summarized the staff report dated January 17, 2020 regarding a request from McShane & Bowie PLC, on behalf of PlazaCorp Realty Advisors, for the city to vacate its interest in 1) the former Gladys Street public right-of-way (west approximate 416 feet) located along the east side of South Westnedge Avenue, and 2) the service drive that extends north/south from the former Gladys Street to the new or realigned Gladys Street. Mr. West provided a summary of the 1994 Gladys Street realignment project that reconstructed and relocated Gladys Street to the north so as to align with the South Westnedge Avenue/Mall Drive signalized intersection. Mr. West indicated that since 1994, these remaining roadways segments have functioned primarily as service drives for Burger King and the former Mercantile Bank. Mr. West briefly summarized the public street vacation process established in the Michigan Land Division Act and City Charter. Mr. West stated that future re-designation/reuse of these roadway segments as a functional public street is not practical and the public right-of-way is no longer needed by the city. Mr. West also indicated that vacation of this public street right-of-way would allow for development/redevelopment flexibility for the adjacent property owners by providing more useable property and eliminating multiple front yard building setback requirements.

Andy Wenzel of PlazaCorp Realty Advisors was present to support the application. Mr. Wenzel discussed the proposed redevelopment project planned by PlazaCorp at the southeast corner of Gladys Street and South Westnedge Avenue. Mr. Wenzel stated this redevelopment project is truly a public/private collaborative and will improve the appearance of this property along South Westnedge Avenue.

The Commission, Mr. Wenzel and Mr. West next discussed various aspects of the public street vacation including the existing access provided to the Burger King site, existing public utilities through this public right-of-way and the need for the city to retain necessary easements, the conceptual redevelopment plan for the former Mercantile Bank site and communication between the city, PlazaCorp and Burger King. After a additional discussion, a motion was made by Commissioner Joshi, seconded by Commissioner Patterson, to recommend to City Council that the west approximate 416-feet of Gladys Street, along with the north/south service drive, be vacated subject to the city retaining appropriate easements for the existing public water, sanitary sewer and storm sewer mains. The motion was unanimously approved 8-0.

OLD BUSINESS

None.

STATEMENT OF CITIZENS/COMMISSIONERS

Commissioner Baldwin stated that she would not be present at the February 6, 2020 meeting.

Chairman Corradini thanked city staff and Suez Environmental for the work conducted last weekend to address snow removal on city streets given the challenging combination of snow, rain and ice. Chairman Corradini also commented on the construction of the Fed-Ex facility on Portage Road and tremendous efforts of the contractors to work on this extremely large building during difficult and challenging weather conditions.

ADJOURNMENT:

There being no further business to come before the Commission, the regularly scheduled meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Michael West, AICP
Senior City Planner

TO: Planning Commission

DATE: February 14, 2020

FROM: Christopher Forth, Interim Director of Community Development

SUBJECT: 2020-2030 DRAFT Capital Improvement Program

The annual Capital Improvement Program (CIP) process started in September 2019, with the goal of soliciting citizen and Commission input earlier in the process. The City Administration conducted extensive public outreach, created a CIP web page, conducted an on-line citizen survey, and hosted a CIP Open House to garner public input.

In addition to seeking broader citizen input, the revisions to the annual CIP process also include providing an initial draft of the 10-year CIP to the Planning Commission, prior to finalizing a complete draft document for the Planning Commission to review and make recommendation to City Council. Consistent with this revised process, the following documents are provided for initial Planning Commission review and consideration on February 20, 2020:

- Capital Improvement Program Summary table: this table highlights the first year projects and provides projected expenditures over the 10-year CIP plan, and indicates proposed expenditures by capital improvement category.
- Capital Improvement Project Expenditure tables: these tables outline proposed project expenditures by capital improvement category (e.g.: Streets; Sidewalks and Bikeways; Water; Sewer, etc.). New are highlighted on the tables.
- Capital Improvement Project Funding Source tables: these tables outline proposed project funding sources by capital improvement category). New are highlighted on the tables.
- Capital Improvement Project Profiles: profiles summarize each proposed capital project. Project and are attached to this communication.

In preparing the CIP, the City Administration considered citizen input, the 2014 Comprehensive Plan, the 2018-2022 Recreation and Open Space Plan and other community planning efforts. The 2020-2030 CIP proposes \$31.5 million in expenditures in FY 2020-2021 and \$195 million over the 10-year plan. Total expenditures are approximately \$12 million higher in comparison to the 2019-2029 CIP, primarily due to two large projects proposed in the capital plan: a new Community Senior Center and Portage Road enhancements. In addition, the scope of many other capital projects has been reviewed and revised by the City Administration to reduce overall expenditures. While revenues from property taxes, Act 51 funding and personal property tax reimbursements are projected to increase, debt service over the 10-year period is \$54.9 million compared to \$50.4 million in the current CIP. It is important to note however, that during recent economic recovery years, General Fund budget surpluses have far exceeded the 24 percent fund balance set by City Council, and such surplus revenues have been allocated to offset bonding for capital improvement projects. In FY 2020-2030 and future years, such surplus revenues will continue to be allocated to CIP expenditures to reduce future debt.

The text below summarizes new projects. There are several cost increases throughout the CIP categories mostly due to increased costs of materials and services.

Streets:

- Portage Road Improvements, Osterhout Avenue to East Centre Avenue: a new \$6.5 million project in FY2021-2022 and FY2022-2023 is proposed to acquire right-of-way and easements for installation of traffic signal, sidewalk, undergrounding of utilities, landscaping and other possible improvements from Osterhout Avenue to West Centre Avenue. The final design is subject to the outcome of the Lake Center Business District placemaking exercise currently underway.
- West Centre Avenue/Marsh Point Traffic Signal Improvements: a new \$450,000 project in FY2021-2022 is proposed to install a new traffic signal and roadway improvements at West Centre Avenue and Marsh Point entrance in the Woodbridge Hills Planned Development. This project is subject to construction of future development projects.

Sidewalks and Bikeways:

- Evergreen Street Sidewalk, Ridgefield Road to Tattersall Road: a new \$95,000 project in FY2021-2022 is proposed to construct sidewalk to improve pedestrian safety (and as a safe route to school) on Evergreen Street, from Ridgefield Road to Tattersall Road.
- Romence Road Sidewalk, Rothbury Street to Oakland Drive: a new \$200,000 project in FY2021-2022 is proposed to construct sidewalk to improve pedestrian safety (and as a safe route to school) on the north side of Romence Road, from Rothbury Street to Oakland Drive.
- West Centre Avenue Sidewalk, Oakland Drive to Shaver Road: a new \$500,000 project in FY2026-2027 is proposed to construct sidewalk to improve pedestrian safety on south side of West Centre Avenue, from Oakland Drive to Shaver Road.

Water and Sewer

- Hampton Creek Bog Drainage Improvements: a new \$1 million project in FY2020-2021 is proposed to construct a permanent storm water surface outlet from Hampton Creek Bog to Portage Creek.
- Ridgefield Road, Cypress Street & Daventry Avenue Water Main Replacement: a new \$700,000 project in FY2020-2021 is proposed to replace deteriorating water mains along various sections of these roadways.
- Cypress Street Water Main, Pfitzer Street to West Milham Avenue: a new \$165,000 project in FY2020-2021 is proposed to install new public water main on Cypress Street, from Pfitzer Street to West Milham Avenue.
- Lift Station Renovations: additional expenditures on improvements relating to replacement of control panels, pumps, wet wells and additional site landscaping, including replacement of the West Osterhout Avenue Lift Station, are planned, with expenditures increasing \$2.25 million over the 10-year plan.

Police and Fire

- Automated Environmental Controls: a new \$80,000 project in FY2020-2021 is proposed to replace current manual environmental control system with automated system.
- Mobile Fire Training Structure: A new \$285 project to demolish the existing training structure and upgrade with the installation of a three cargo container training structure.

- Replace 2016 Pumper: a new \$120,000 project for FY2028-2029 is proposed to replace the 2016 Type I Fire Pumper with new fire engine.

Public Facilities

- Lake Centre District Enhancement: a new \$175,000 project in FY2020-2021 is proposed to enhance the southeast corner of Portage Road & Zylman Avenue (8509 Portage Road) with new sidewalk and landscaping.

Parks and Recreation

- Park Art Displays: a new \$28,000 project in FY2020-2021 to add new public art displays in city parks and along non-motorized trails.
- Celery Flats Amphitheatre: a new \$460,000 project in FY2023-2024 and FY2024-2025 to develop a new outdoor amphitheater along Garden Lane, near Lovers Lane.

The Planning Commission is advised to review and comment on the draft 2020-2030 CIP at the February 20th meeting. Subsequent to this initial review, a final draft of the 2020-2030 CIP will be prepared and submitted to the Planning Commission in March 2020, and then forwarded to the City Council with a recommendation from the Planning Commission in April 2020 as part of the annual planning and budget process.

Attachments: Capital Improvement Program Summary table;
Capital Improvement Project Summary tables;
Capital Improvement Project Funding Source tables;
Capital Improvement Project Profiles

G:\CIP\2020-2030 CIP\Memos and instructions\2020 02 14 2020-2030 CIP Memo to PC (new projects).docx

MATERIALS TRANSMITTED

CITY COUNCIL MEETING MINUTES FROM JANUARY 14, 2020

The Regular Meeting was called to order by Mayor Patricia Randall at 7:00 p.m. The following members were present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Terry Urban, and Mayor Patricia Randall. Mayor Pro Tem Jim Pearson was absent with excuse. Also in attendance were City Manager Joe La Margo, City Attorney Randy Brown and Interim City Clerk Erica Eklov.

At the request of Mayor Randall, the audience observed a moment of silence to honor all religions and personal beliefs and in looking forward to the new year.

Following the moment of silence, the City Council and audience recited the Pledge of Allegiance.

CONSENT AGENDA: Mayor Randall shared where the public can access the meeting agenda and asked if any Councilmember or anyone in the audience would like an item removed from the Consent Agenda. Councilmember Reid removed Items A.5, Construction Management Services - Portage Community Senior Center, from the Consent Agenda. Motion by Reid, seconded by Ford, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 6 to 0.

APPROVAL OF MINUTES: Motion by Reid, seconded by Ford, to approve the Regular Meeting Minutes of December 17, 2019, and Pre-Council Meeting Minutes of January 13, 2020. Upon a roll call vote, motion carried 6 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JANUARY 14, 2020: Motion by Reid, seconded by Ford, to approve the Accounts Payable Register of January 14, 2020. Upon a roll call vote, motion carried 6 to 0.

MDOT CONTRACT #19-5569 (EAST CENTRE AVENUE RECONSTRUCTION): Motion by Reid, seconded by Ford, to approve Contract #19-5569 between the Michigan Department of Transportation and the City of Portage for reconstruction of East Centre Avenue from Portage Road to South Sprinkle Road and adopt a Resolution authorizing the City Manager to sign all documents related to the project on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

MDOT CONTRACT #19-5601 (SOUTH WESTNEDGE AVENUE RECONSTRUCTION): Motion by Reid, seconded by Ford, to approve Contract #19-5601 between the Michigan Department of Transportation and the City of Portage for reconstruction of South Westnedge Avenue from Kilgore Road to Highway I-94 and adopt a Resolution authorizing the City Manager to sign all documents related to the project on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

INTERGOVERNMENTAL AGREEMENT BETWEEN THE COUNTY OF KALAMAZOO AND THE CITY OF PORTAGE: Motion by Reid, seconded by Ford, to approve an Intergovernmental Agreement between the County of Kalamazoo and the City of Portage for disbursement of Senior Millage funds of \$70,400 to support the Portage Senior Center 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 6 to 0.

CONFIRMATION OF CITY CLERK: Motion by Reid, seconded by Ford, to confirm the appointment of Erica Eklov as City Clerk effective January 15, 2020. Upon a roll call vote, motion carried 6 to 0.

2020 MARCH BOARD OF REVIEW: Motion by Reid, seconded by Ford, to approve the recommendations regarding the Board of Review as follows: 1) adopt the resolution setting the schedule for the 2020 March Board of Review; 2) approve the use of two, three-member, Board of Review panels for the 2020 March Board of Review, and 3) appoint six members to 2020 March Board of Review. Upon a roll call vote, motion carried 6 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Reid, seconded by Ford, to receive the minutes of the Environmental Board of November 13 and December 11, 2019; Senior Citizen Advisory Board of November 20, 2019; and Planning Commission of December 5, 2019. Upon a roll call vote, motion carried 6 to 0.

MATERIALS TRANSMITTED: Motion by Reid, seconded by Ford, to receive the Materials Transmitted of December 17, 2019, and January 6, 2020. Upon a roll call vote, motion carried 6 to 0.

CALENDAR OF MEETINGS: Motion by Reid, seconded by Ford, to receive the Calendar of Meetings. Upon a roll call vote, motion carried 6 to 0.

COMMUNICATIONS: Mayor Randall introduced the communication from the Environmental Board regarding the deer population in Portage. Motion by Urban seconded by Reid, to receive and refer the communication from the Portage Environmental Board regarding the deer population in Portage to the City Administration for review and report. Upon a roll call vote, motion carried 6 to 0.

PUBLIC HEARINGS:

REZONING APPLICATION #19/20-2, 1730 EAST CENTRE AVENUE: Mayor Randall opened the public hearing and City Manager La Margo asked Community Development Interim Director Chris Forth to review the proposed rezoning. Interim Director Forth explained the proposed rezoning and the applicant's plan for the site. He highlighted the April 2019 rezoning of the adjacent parcel at 1700 East Centre to the same OS-1 designation. Mr. Forth noted that the applicant is proposing to construct a new facility in place of the single family home currently on the site. He relayed that the office service designation is consistent with the Comprehensive Plan. There were no further comments regarding the public hearing.

Motion by Knapp, seconded by Reid to close the public hearing. Upon a voice vote, motion carried 6 to 0.

Motion by Ford, seconded by Knapp, to approve Rezoning Application #19/20-2, changing the zoning designation of 1730 East Centre Avenue from R-1B, one-family residential, to OS-1, office service. City Attorney Brown requested that the action recommended also include the phrase "based on the staff recommendation." Councilmember Ford modified his motion. Councilmember Reid noted the adjacent rezoning slated for the second public hearing on the agenda and inquired whether Mr. Forth had considered combining the rezoning proposals. Interim Director Forth responded that combining rezonings is largely not done due to prior experience with property owners disliking the practice and wanting the option to opt-out of a proposed rezoning. Councilmember Reid then inquired whether the notice mailed to adjacent property owners includes language to allow the inclusion of their property, should they desire. Interim Director Forth responded that the notice does not. Councilmember Reid noted that East Centre is planned as an office corridor and expressed an interest to avoid additional costs and staff time involved in future

rezonings of parcels individually. Interim Director Forth confirmed staff would be more proactive and expansive with future rezonings. Upon a roll call vote, motion carried 6 to 0.

REZONING APPLICATION #19/20-3, 1816 EAST CENTRE AVENUE: Mayor Randall opened the public hearing. There were no further comments regarding the public hearing. Motion by Burns, seconded by Ford to close the public hearing. Upon a voice vote, motion carried 6 to 0.

Motion by Ford, seconded by Burns, to approve Rezoning Application #19/20-3 changing the zoning designation of 1816 East Centre Avenue from R-1B, one family residential, to OS-1, office service based on the staff recommendation.

Councilmember Reid requested Interim Director Forth to provide a quick summary of the proposal prior to the vote. Interim Director Forth responded that the proposed rezoning for 1816 East Centre was largely similar to the prior proposal at 1730 East Centre. Mayor Randall noted the property owner for 1816 East Centre was different. Interim Director Forth concurred and offered that the representative for both applicants was the same and in attendance. Councilmember Reid asked the applicants' representative, Mr. Walt Hansen, regarding the plan for the property. Mr. Hansen responded that he plans to buy 1816 East Centre in order to achieve continuity with his development plan for 1700 and 1730 East Centre, but no other plans at this time. Upon a roll call vote, motion carried 6 to 0.

REGULAR BUSINESS:

BOARD AND COMMISSION APPOINTMENTS: Mayor Randall stated that at a meeting immediately preceding this Regular Meeting, City Council interviewed applicants for various Boards and Commissions. Mayor Randall then asked Interim City Clerk Eklov to read the appointments which were:

To reappoint Pat Buckley, Carol Eddy, Justin Gish, Keith Hearit, Leonard Lamberson and Lyndsay Vainner as members of the Board of Review with terms ending January 31, 2021, and designation to the pods to be determined by the City Assessor.

To reappoint James (Jay) Eichstaedt to a term ending February 28, 2023, and appoint Lena Jomaa and Dan Thornton to terms ending February 28, 2023, on the Zoning Board of Appeals.

To appoint Brook Kolodzieczyk to an unfulfilled term ending October 1, 2022, on the Human Services Board.

Motion by Ford, seconded by Reid, to appoint individuals as noted by the Interim City Clerk to the Board of Review, Zoning Board of Appeals and Human Services Board. Upon a roll call vote, motion carried 6 to 0.

CONSTRUCTION MANAGEMENT SERVICES - PORTAGE COMMUNITY SENIOR CENTER: At Mayor Randall's request, Councilmember Reid explained that she took the item off the Consent Agenda to allow for further explanation. She noted that the award is not going to the lowest bidder and highlighted the unique nature of the in-kind donation aspect done as part of the bid.

Mayor Randall asked City Manager La Margo to provide further elaboration. City Manager La Margo noted that the city received five bids, with AVB Construction, LLC as the second-highest bidder, to include an in-kind donation. He stated that a team of city staff reviewed each proposal and determined that AVB Construction was best suited to address all aspects of the project, viewed

as the most responsive bidder and was preferred as a local vendor. Mr. La Margo further noted that each bidder had the opportunity to provide an in-kind donation. He stated that AVB Construction offered an in-kind donation involving Owner Representative as Advisor Services, similar to the Portage Fire Station #2 Project, at no additional charge. City Manager La Margo noted that AVB Construction estimates this value to be \$145,000.

Councilmember Reid thanked the City Manager and expressed the importance of transparency in light of the unique public/private nature of the Portage Community Senior Center project. Councilmember Reid further thanked AVB Construction for the donation.

Motion by Reid, seconded by Urban, to award a contract to AVB Construction, LLC, of Portage, Michigan, in the amount of \$503,713 to perform construction management services for the construction of the Charles & Lynn Zhang Portage Community Senior Center and authorize the City Manager to execute all documents related to this contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

Mayor Randall noted that the difference between the lowest bid and the bid from AVB Construction was \$6,000; however, the lowest bidder had numerous stipulations for the city. She further stated that AVB Construction was doing a great job with the construction of the new Fire Station #2.

UNFINISHED BUSINESS:

AMENDMENT TO CODE OF ORDINANCES - UTILITIES: Mayor Randall asked City Manager La Margo to summarize the proposed amendment. City Manager La Margo stated that this was the second reading of the proposed ordinance amendment and noted that the ordinance had undergone minor revisions since the first reading to provide the City Administration more flexibility regarding water shutoffs in the winter season.

Motion by Knapp, seconded by Reid, to approve the proposed amendment to Division 7, Section 82-196, Article 2 "Water System" in the City of Portage Code of Ordinances. Upon a roll call vote, motion carried 6 to 0.

Mayor Randall thanked city staff for recent efforts to contact those citizens on the water "shut off" list and the resulting reduction of required shutoffs.

COUNCIL COMMITTEE REPORTS: Councilmember Burns provided an update regarding the Metro Transit Central County Transportation Authority (CCTA). He stated that CCTA operations provide three different services, including the fixed-route bus system, the Dial-A-Ride service operating as "Metro Connect and a service van program. He noted that the first two have seen a modest five percent ridership increase this year. He stated that the service van program is available to non-profit organizations and has been under-utilized in the past year. Councilmember Burns highlighted the current service van program usage by the Portage Senior Center and the Portage Community Center and urged local non-profits to explore the program. Councilmember Burns also relayed that the CCTA received an update from its actuary regarding the organization's valuation of its pension fund, which he noted is fully funded. He advised that the Other post-employment benefits (OPEB) of the CCTA remain under-funded, which the organization continues to work towards correcting. Councilmember Burns further relayed that the CCTA partners with Bronson Healthcare Group on the "Bronson Bus2Work" program to provide Bronson employees free bus passes for any fixed-route bus throughout Metro's system during the week. Councilmember Burns urged the larger employers in Portage to explore a similar program with Metro Transit. He relayed that representatives from Metro have had initial discussions on the program with representatives from Stryker and Pfizer. He

expressed his desire that similar discussions take place with FedEx once the new facility is completed in Portage.

Councilmember Reid highlighted that the service van program requires organizations to provide volunteer drivers that must complete a succinct Metro Transit training program. She asked Councilmember Burns to provide an estimate regarding the degree of the underfunded OPEB. Councilmember Burns responded that the OPEB fund is administered by the City of Kalamazoo and a portion was transferred to the county authority when oversight of the transit system changed. He noted that the CCTA continues to collaborate with the City of Kalamazoo to administer the OPEB plan. He further relayed that the CCTA has also started its own funding through Municipal Employees' Retirement System of Michigan to avoid large cost increases in the future. Councilmember Burns offered to provide additional information regarding the CCTA budgets to the next City Council Meeting.

Motion by Reid, seconded by Ford, to receive the Council Committee Report as presented. Upon a voice vote, motion carried 6 to 0.

STATEMENTS OF CITIZENS: Mr. Robert Poel, 2623 Hill 'An' Brook Drive, spoke regarding the deer population in the city, noting the Environmental Board's report to City Council on the agenda. He asked Council for assistance with mitigating the deer, noting safety concerns relating to auto-deer accidents, Lyme Disease and Chronic Wasting Disease concerns. He relayed that he had attended a prior meeting regarding the deer population hosted by the Environmental Board that included a population study by local students. Mr. Poel stated that the population numbers quoted in the student study appear to be significant. He further relayed a prior issue he had in his own yard where an injured young deer died and the carcass attracted other nuisance animals. He noted a neighbor had experienced an incident where a pregnant deer had gotten caught while trying to jump a fence and died, requiring removal. Mr. Poel stated the deer cause landscape damage and as such, are a nuisance that needs to be addressed similar to other nuisances. Mr. Poel emphasized that he views the deer as a serious local problem. He understands the management of the deer population is a contentious issue but worries about them becoming tame and asked Council to address the situation.

Mayor Randall thanked Mr. Poel for his comments and noted the plans for the City Administration to accept the Environmental Board's report and further study the matter, suggesting that staff include his neighborhood in the review. She offered that city staff notify him when the City Administration reports back to Council on the matter.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Reid noted her recent participation in Cooper Township's Styrofoam Recycling Program through the Dart Corporation. She noted prior citizen interest in a similar recycling program for Portage and stated her hopes to see the city develop such a program. She also wanted to remind citizens that winter weather will start eventually and to be careful driving in those conditions.

Councilmember Knapp noted the confirmation of the appointment of Erica Eklov as City Clerk. She also offered thanks to all of the city Board and Commission applicants from the earlier session.

Councilmember Burns highlighted the upcoming March 10th election and the expected absentee voting applications for the election. He relayed that, in addition to the Presidential Primary on the ballot, there will also be a millage question for the CCTA. He stated that additional information regarding the millage can be found at www.kzoo4transit.org.

Councilmember Ford congratulated Erica Eklov on her appointment to City Clerk.

City Manager La Margo began by noting that the city had good luck on the previous weekend's weather and thanked the on-call employees but highlighted the need to clean any storm

drains block by leaves. Mr. La Margo also confirmed that the City Administration was reviewing the Styrofoam Recycling Program mentioned by Councilmember Reid.

Mayor Randall thanked the staff for their efforts over the weekend in light of the forecasted weather. She highlighted the Hampton Bog area, noting that the water level was rising again. Mayor Randall relayed that the city is pumping and will continue to address the situation as needed due to the weather. She closed by congratulating Erica Eklov on appointment to City Clerk, as well as Mike Carroll on appointment as the second Deputy City Manager.

ADJOURNMENT: Mayor Randall adjourned the meeting at 7:46 p.m.

Erica L. Eklov, Interim City Clerk

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF JANUARY 27, 2020**

Mayor Patricia Randall called the meeting to order at 8:00 a.m. Councilmembers Chris Burns, Lori Knapp and Claudette Reid joined via the conference phone line. Councilmembers Richard Ford, and Terry Urban, and Mayor Pro Tem Jim Pearson were absent with excuse. Also in attendance were City Manager Joseph La Margo, Deputy City Manager Mike Carroll, Deputy City Manager Adam Herringa and City Clerk Erica Eklov.

Mayor Randall began by reviewing the agenda and asked if anyone would be present to read the Black History Month Proclamation. Deputy City Manager Herringa responded that he would follow up and ensure someone was present.

With regard to Item A.3, Councilmember Reid stated that the Consent Agenda did not indicate that the item included an \$8 million bond. Councilmember Burns noted that the CIP indicates that approximately \$10.5 million in bonds will be issued in this fiscal year, but that the bond amount on the City Council Agenda is only for \$8.4 million. He inquired whether another bond issuance was planned. City Manager La Margo stated he would research and respond. Councilmember Burns further noted that the city could save money by completing bond issuances all at once and inquired as to the expenses/costs associated with issuing bonds, such as bond counsel, underwriters, etc. City Manager La Margo stated he would include this question in his research with staff and response.

With regard to Item A. 4, Councilmember Reid noted that the way in which the item was written that Byce & Associates appeared to be the only vendor charging the 3.75% fee if the project exceeded the projected \$8 million. She inquired whether the other vendors proposed a similar structure. City Manager La Margo responded that the other vendors had similar fees, whereas two of the vendors proposed a flat fee. Councilmember Reid further inquired as to the other vendor rates and calculations behind the totals. Deputy City Manager Herringa responded that he would research further with the Purchasing Manager and respond back. Councilmember Reid asked that staff illustrate the fees at construction cost levels of \$8 million, \$9.8 million and \$11 million for each applicant with the associated multipliers.

With regard to Item A.6, Councilmember Reid stated that she understands switching payroll vendors entails a potential cost and effort for the city; however, she wanted to compare the costs between ADP and the other vendor staff noted in the report. She further inquired as to how long the City Administration plans to retain ADP before the payroll process is advertised for bid again and when the service was last advertised. Councilmember Reid also asked regarding any additional costs in the event the city changes payroll vendors. City Manager La Margo stated he would research and respond.

With regard to Item A.7, Councilmember Reid noted that the data provided for city participation in the Household Hazardous Waste Center and associated costs fluctuated each year, and the percentage change of eight percent did not seem proportional. She stated that the average appears to be seven percent and that Portage resident participation appears to be

decreasing. Councilmember Reid asked for the rationale behind the eight percent increase and inquired whether all of the participating entities were receiving the same increase.

With regard to Item A. 9, Councilmember Burns noted that the report references storm water system “sags and deflections”. He asked that staff further elaborate on this terminology. Councilmember Knapp noted that Councilmember Burns’ question also relates to Item A. 10 and asked that this concern be addressed for both items. Councilmember Knapp inquired whether these storm water system traits are an overall common issue or a common issue with this specific developer. She further relayed the City Council had previously discussed this development during its preliminary review and reminded of Council’s prior concerns with the adjacent wetlands and drainage issues with the clearing of trees on the site. Councilmember Knapp asked about staff observations of the site since the tree clearing and whether staff had any additional concerns with the health of the wetlands or adjacent property owner drainage issues. City Manager La Margo offered that these types of city stipulations for the developer were common with final condominium approvals. Councilmember Knapp offered additional background on Council discussion on the matter from two years prior.

With regard to Item A. 11, Councilmember Burns asked whether staff believe the topics will be fully addressed within the three-hour session. Mayor Randall noted that the proposed special meeting is intended to be the first of two sessions and highlighted Deputy City Manager Herringa’s recent e-mail on the matter. Deputy City Manager Herringa offered that he doesn’t expect to finish in the first session but that it will provide for a good start.

Councilmember Reid noted that the City Manager’s report stated funding was not applicable for the session, but she inquired on the cost of hiring the facilitator.

With regard to Item C.1, Mayor Randall inquired whether a member of the Youth Advisory Committee would be present to discuss the communication. City Clerk Eklov responded that the Chairperson would be presenting alongside the other two officers.

With regard to Item C.2, Councilmember Knapp asked for clarification on the proposed motion with regard to the report by the Environmental Board. Deputy City Manager Herringa noted that the recommended motion was for Council to simply accept the report and refer it to the City Administration for review and response.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:28 a.m.

Erica L. Eklov, City Clerk