



# PLANNING COMMISSION

June 18, 2015

# CITY OF PORTAGE PLANNING COMMISSION

## A G E N D A

June 18, 2015

(7:00 p.m.)

Portage City Hall Council Chambers

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL

### APPROVAL OF MINUTES:

\* June 4, 2015

### SITE/FINAL PLANS:

### PUBLIC HEARINGS:

### OLD BUSINESS:

### STATEMENT OF CITIZENS:

### NEW BUSINESS:

1. Election of Officers  
(adjourn to Conference Room No. 1)
- \* 2. Complete Streets Policy (DRAFT)
- \* 3. Urban Planning Discussion topics (June 5, 2015 email from Commissioner Dargitz)
4. Planning Commission Attendance (discussion)

### ADJOURNMENT:

### MATERIALS TRANSMITTED

May 11, 2015 Zoning Board of Appeals meeting minutes  
May 26, 2015 City Council regular meeting minutes  
May 12, 2015 City Council special meeting minutes

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

 DRAFT

## PLANNING COMMISSION

June 4, 2015

The City of Portage Planning Commission meeting of June 4, 2015 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Three citizens were in attendance.

### PLEDGE OF ALLEGIANCE:

Chairman Welch led the Commission in the Pledge of Allegiance.

### IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development & Neighborhood Services; Michael West, Senior City Planner; and Charlie Bear, Assistant City Attorney.

### ROLL CALL:

Mr. Forth called the role and the following Commissioners were present: Patterson (yes), Bosch (yes), Stoffer (yes), Welch (yes), Felicijan (yes), Dargitz (yes), Somers (yes), Schimmel (yes) and Richmond (yes).

### APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the May 7, 2015 meeting minutes contained in the agenda packet. A motion was made by Commissioner Patterson, seconded by Commissioner Somers, to approve the minutes as submitted. The motion was unanimously approved 9-0.

### SITE/FINAL PLANS:

1. Final/Site Plan for Story Point Senior Living Facility, 3821 West Milham Avenue. Mr. Forth summarized the staff report dated June 4, 2015 regarding an application to construct the Story Point Senior Living Facility on 17.31 acres addressed as 3821 West Milham Avenue. Mr. Forth indicated the final/site plan is being proposed in conjunction with the application to amend the tentative plan for The Homestead Planned Development which the Planning Commission reviewed and recommended for approval on May 7, 2015. Mr. Forth summarized the various project details including the size and height of the proposed facility, setback and elevation differences between the facility and adjacent residential areas, berming and screening along the east and south sides of the property, storm water management, access and outdoor lighting. Mr. Forth stated the final/site plan has been designed consistent with the proposed tentative plan amendment and the conditions of approval recommended by the Planning Commission. Mr. Forth referred the Commission to a June 4, 2015 email communication from Ms. Lisa Gallagher (6090 McGillicuddy Lane) that was included with the final agenda materials.

Mr. Mark Murphy, Triple M Investments, was present to support the application and explain the senior living facility development project. Mr. Murphy stated he hired a local landscape architect to assist in developing the berming and screening proposal and that the height of the berms shown on the final/site plan far exceed the berms proposed with the tentative plan amendment. Mr. Murphy also indicated that he had been in communication with American Village Builders (AVB) and Ms. Lisa Gallagher (neighborhood representative) and had provided them copies of the final/site plan. Mr. Murphy indicated that he was aware of the neighborhood concerns and believes the final/site plan provides significant separation, elevation changes, berming and screening between the proposed senior living facility and the single family residence located to the east and south.

The Commission, staff and the applicant next discussed various aspects of the proposed development project including the location of the loading area along the east side of the facility and the possibility of "flipping" the building. No citizens were present to speak in regards to the proposed final/site plan. After additional discussion,

 **DRAFT**

a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to recommend to City Council that the Final/Site Plan for Story Point Senior Living Facility, 3821 West Milham Avenue, be approved subject to City Council approval of the Tentative Plan Amendment for The Homestead Planned Development. The motion was unanimously approved 9-0.

**PUBLIC HEARINGS:**

None.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**STATEMENT OF CITIZENS:**

None.

**ADJOURNMENT:**

There being no further business to come before the Commission, the meeting was adjourned at 7:25 p.m.

Respectfully submitted,

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

**TO:** Planning Commission

**DATE:** June 12, 2015

**FROM:** Vicki Georgeau, <sup>VG</sup> Director of Community Development

**SUBJECT:** Draft Complete Streets Policy

In accordance with the adopted Planning Commission Work Program, attached for Commission review is a draft City of Portage Complete Streets Policy prepared by the City Administration. The policy was based on a national model developed by Smart Growth America and the National Complete Streets Coalition, which has been used by communities throughout Michigan and the United States. The Kalamazoo Area Transportation Study (KATS) Complete Streets Policy, recently adopted by the KATS Policy Committee, was also used as a model.

The Complete Streets Policy is also consistent with recent State of Michigan amendments to two Public Acts: PA 51 of 1951, Michigan Transportation Fund Act and PA 33 of 2008, Michigan Planning Enabling Act. The amendment to the Michigan Transportation Fund Act requires the Michigan Department of Transportation to consider all roadway users in all phases of road project planning, developing and construction. The amendment to the Michigan Planning Enabling Act encourages local units of government to consider Complete Streets principles when updating their master plans. The 2014 City of Portage Comprehensive Plan includes a section on Complete Streets principles in the Transportation chapter. In accordance with the adopted Comprehensive Plan, Complete Street elements include, but are not limited to, sidewalks on both sides of local streets and major thoroughfares, paved shoulder bike lanes along major thoroughfares, pedestrian refuge islands, crosswalk markings, signs and signals.

The policy does not mandate Complete Street elements for each municipal or private development project since the demand for Complete Street elements will vary from one roadway to the next depending on population density of the surrounding area, location of pedestrian generators such as schools, parks or local businesses, availability of state or federal funding, availability of right-of-way, among others. Rather, the policy states the City of Portage will consider each municipal and private development project as an opportunity to incorporate Complete Street elements within the project area.

Depending on the project type and/or location, the policy includes a section to allow exceptions from incorporating one or more Complete Street elements. For example, an alternative non-motorized route, such as a multi-use trail, may be in the immediate vicinity of the project area or there may be insufficient right-of-way to accommodate a specific Complete Street element. Also, small scale roadway maintenance projects or signal upgrades that do not otherwise alter the roadway would be excepted from the policy.

Several implementation strategies are included at the end of the policy. Once recommended by the Planning Commission and adopted by City Council, the Department of Transportation and Utilities, with assistance from the Department of Community Development, will lead and coordinate implementation of the policy. The Planning Commission will also have input during the preparation of the annual Capital Improvement Program and review of private development projects. The Commission is advised to review the policy for discussion during the June 18, 2015 workshop meeting. Staff will provide a short presentation regarding Complete Street concepts, introduce the draft policy and will answer Commission questions.

Attachment: draft Complete Streets Policy

T:\COM\DEV\2014-2015 Department Files\Board Files\Planning Commission\PC reports\2015 06 12 VG Complete Streets Policy.docx

# COMPLETE STREETS POLICY

## I. THE COMPLETE STREETS INTENT

The City of Portage, through this Complete Streets Policy and the adopted Comprehensive Plan, recognizes that planning the city transportation system involves more than just moving vehicles efficiently and safely. A transportation system needs to meet the needs of all types of users – motorists, pedestrians (including those with disabilities), bicyclists, transit vehicles and users, freight haulers, emergency responders and citizens of all ages and abilities.

For many years, the City of Portage has designed and implemented a multi-modal transportation system to safely and efficiently move both motorists and non-motorists throughout the community. Furthermore, the design of the multi-modal system has also considered the context of the adjacent land uses. Comprehensive planning, design and construction efforts that consider all users as part of a transportation system will continue as public and private developments and capital improvements are implemented.

## II. BENEFITS OF A COMPLETE STREETS TRANSPORTATION SYSTEM

Continuing to provide and invest in a Complete Streets system is a priority for residents, businesses and city leaders, and includes many benefits such as:

- Provides multi-modal transportation connections between homes, schools, parks, public transportation, offices, and retail destinations.
- Encourages economic growth, positively impacting property values.
- Improves pedestrian and cyclist safety by reducing potential crashes between motorized and non-motorized users.
- Encourages walking and bicycling that improves health and fitness.
- Provides driving alternatives positively impacting the environment, conserves fuel and saves money.

## III. APPLICABILITY OF THE COMPLETE STREETS POLICY

The City of Portage will consider every municipal transportation improvement and private development project as an opportunity to evaluate the level of Complete Streets elements within the general project area and connectivity to adjacent areas with the intent to improve safety and accessibility for all users. This Complete Streets Policy will be utilized with all planning, design, funding and approval involving any street construction, reconstruction, resurface, major repair or alteration, or right-of-way acquisition project. This policy is also applicable to the installation, replacement or reconstruction of underground utilities located within a public street right-of-way; however, water and sanitary sewer enterprise funds cannot be used as a Complete Streets funding source.

## IV. DESIGNING A MULTI-MODAL SYSTEM TO MEET THE NEEDS TO ALL USERS

The City of Portage will seek to enhance the safety, access, convenience and comfort for all users of all ages and abilities through the design, operation and maintenance of the transportation network. The goal is to continue to expand an interconnected network of facilities accommodating each mode of travel

consistent with the goals identified in the adopted Comprehensive Plan and other related planning documents. Furthermore, this policy recognizes that all streets are not the same: Streets vary by type and intensity of adjacent land uses, number of travel lanes, posted speed limits, traffic volumes, available right-of-way and other characteristics such as topography, soil types, and proximity of trees. As a result, the necessity for certain non-motorized transportation facilities will need to be carefully evaluated such that the cost of the non-motorized facility is balanced with the demand and availability of right-of-way.

Transportation improvements will include facilities and other amenities that are recognized as contributing to Complete Streets, which may include one or more of the following:

1. Sidewalks (new construction, gap construction, repair or replacement, ADA improvements).
2. Pedestrian refuge islands or crosswalk improvements.
3. Street and/or sidewalk lighting.
4. Multi-use trails.
5. Accessibility improvements consistent with the Americans with Disability Act (ADA).
6. Improved pedestrian access and amenities (e.g. bus shelters) to transit stops and/or installation of bus turnouts.
7. Bicycle accommodations including designated bike lanes, widened travel lanes and bike storage facilities.
8. Connecting sidewalks along a public street to internal private development sidewalks.
9. Interconnected and/or shared off-street parking lots and other access management techniques to reduce driveways and subsequent points of conflict between vehicles and pedestrians/bicyclists.

## V. CONTEXT SENSITIVE STREET DESIGN

Historically, streets were designed to meet expected traffic volumes at a selected speed. Streets or intersections were widened to meet vehicular needs provided right-of-way was available. That traditional approach has been changed in response to best practices in street design, which recognize that many factors along a particular street influence the speed of traffic, crashes, and how a street can be in harmony, or in conflict with its surroundings.

Street width, presence of on-street parking and sidewalks, block length, building setbacks, design speed, pavement markings and signs, street trees, and even boulevard landscaping and street furniture all contribute to how the street functions. Driver perceptions can affect vehicle speed and care used in driving. These elements can also affect how people view a corridor and their impression of Portage in general. A street designed in tandem with its surroundings can foster an inviting place to live, work and visit.

The City of Portage will continue to rely on a wide range of concepts to help ensure the transportation system operates safely and efficiently, but also in context with the immediate area and overall character of the city.

## VI. IMPROVE NETWORK CONNECTIVITY

Improving the connectivity between the current network of sidewalks, bike lanes, multi-use trails, paths, public transit routes and roadways is important to ensure the continued success of complete streets concepts in the City of Portage. A well-connected network will encourage citizens to fully utilize all available forms of transportation that will provide safe access for all users, promote healthy living,

increase the capacity and efficiency of the roadway network and reduce negative environmental impacts. It is also important that a well-connected network include safe and convenient transitions from one mode of transportation to another, from one jurisdiction to another and from one type of infrastructure improvement to another. This can be accomplished by including ADA compliant improvements, appropriate signage/pavement markings, refuge islands, sidewalk connections to bus stops, among others.

## VII. COMPLETE STREET ELEMENTS AND POLICY EXCEPTIONS

The Transportation Chapter of the City of Portage Comprehensive Plan provides specific recommendations concerning the provision of the following non-motorized Complete Street elements:

1. Sidewalks (that are ADA compliant) on local and major streets:
  - a. Sidewalks are provided on both sides of all streets within new residential subdivisions.
  - b. Sidewalks are provided on both sides of all major thoroughfares.
  - c. Sidewalks within existing residential subdivisions are inconsistent throughout the community. In such areas, the following efforts should be pursued:
    - i. Fill gaps in the sidewalk system where they exist as redevelopment and infill development occurs;
    - ii. Concurrent with capital improvement planning, construction of sidewalks along primary pedestrian routes to schools, parks or other activity nodes should be considered;
    - iii. Where concerns regarding pedestrian safety exist and have been documented, construction of sidewalks and other appropriate safety improvements should also be considered.
2. On major thoroughfares:

A paved-shoulder bikeway to accommodate bicycle travel.

The final decision regarding whether or not a specific street is Complete Street compliant, or how many design elements are required will be determined on a case-by-case basis.

Exceptions to this policy may only be appropriate when the City Administration determines that one or more of the following provisions exist:

1. An affected roadway prohibits, by law, specified users (such as an interstate freeways or pedestrian malls), in which case a greater effort shall be made to accommodate those specified users elsewhere.
2. An alternative route, such as a multi-use trail in the immediate vicinity provides an option for non-motorized transportation.
3. A wide shared-shoulder bikeway designed to accommodate both bicycle and pedestrian use is available in the street right-of-way.
4. There is insufficient right-of-way to accommodate a Complete Street element.
5. The activities, such as spot repair or crack seal, are ordinary maintenance activities designed to keep assets in serviceable condition, which meet MDOT's ADA upgrade exceptions.
6. Capital preventive maintenance projects where the roadwork is not substantial enough to recognize costs savings by including the non-motorized element. Examples of preventive maintenance projects include thin overlays (less than 1.5-inch), micro-seals, chip seals or slurry seals.
7. The type of project does not have a substantial impact on the roadway, such as signal upgrades, addition of turning lanes and utility installations signal interconnect projects, which do not remove existing non-motorized or transit facilities.

8. Safety projects which are funded only for specific safety features identified by crash patterns, due to the funding parameters of the program.
9. The adopted Comprehensive Plan, or other present and/or anticipated market conditions that can be documented, indicate an absence of existing or future need (e.g. sparse population), for a Complete Street element or elements.
10. An element of this policy will have an adverse impact on existing environmental resources such as wetlands, floodplains, creeks or historic structures or the presence of an environmental resource will add significant cost to an element of this policy.

Exceptions to this policy involving private (re)development projects requiring plan review approval or recommendation to City Council by the Planning Commission shall only be granted or recommended when the Planning Commission, after recommendation from the City Administration, determines one or more of the above applicable provisions exist, is consistent with applicable sections of the Zoning Code concerning Planning Commission review/approval authority and is consistent with the goals, objectives and recommendations of the Comprehensive Plan.

#### VIII. INTERGOVERNMENTAL COOPERATION

The City of Portage will cooperate with adjacent communities, the Kalamazoo Area Transportation Study and Kalamazoo County to ensure the principles and practices of complete streets concepts are consistent in appropriate planning documents and implanted along the mutually shared corporate boundaries. The City of Portage, together with its adjacent neighbors, Kalamazoo Area Transportation Study and Kalamazoo County, will cooperate to make sure the transportation network as it transitions from one community to the next is seamless in accordance with local and regional road, transit, bicycle, and pedestrian plans and design criteria.

#### IX. DESIGN GUIDELINES

The City of Portage will follow design guidelines promulgated in the documents listed below or as may be required by the funding source. Sources for design guidelines include, but are not limited to:

1. American Association for State Highway and Transportation Officials: A Policy on Geometric Design of Highways and Streets, 6th Edition, or latest edition.
2. American Association for State Highway and Transportation Officials: Guide for the Planning, Design, Operation of Pedestrian Facilities – July 2004 edition or latest edition.
3. American Association for State Highway and Transportation Officials: Development of Bicycle Facilities – Fourth Edition or latest edition.
4. Institute of Transportation Engineers: Designing Walkable Urban Thoroughfares: A Context Sensitive Approach – 2010 edition or latest edition.

In conjunction with the references noted above, the city will also consider the impact on a street and any proposed improvements will have on surrounding land uses pursuant to Section IX.

## X. IMPLEMENTATION

The City of Portage will take the following actions to implement this Complete Streets policy:

1. The Department of Transportation and Utilities, with assistance from the Department of Community Development, will lead the implementation of this policy and coordinate with other departments and outside organizations.
2. The city will continue to maintain a comprehensive inventory of the pedestrian and bicycling infrastructure within the city's GIS mapping system. This information can be used by various departments to identify and prioritize projects in accordance with this policy, Comprehensive Plan and other related planning documents.
3. Through the private development project plan review process, installation of Complete Street elements will be incorporated during the construction phase of the private development project when appropriate.
4. Each year, the city will evaluate applicable transportation-related projects for inclusion in the Capital Improvement Program in accordance with the recommendations of this Complete Streets Policy. Each municipal project submitted for Capital Improvement Program approval will include a summary of incorporated Complete Streets elements or, if none are proposed, an explanation as to the reasons why.
5. When appropriate, the city will review existing plans and policies related to transportation planning/improvements to ensure consistency with this Complete Streets policy.
6. The city will educate elected officials, staff and interested citizens regarding the content of Complete Streets principles and best practices for implementing this policy.
7. The city will coordinate transportation improvement projects involving complete street elements with other departments and outside agencies to promote the most responsible and efficient use of financial resources for activities within the public right-of-way.
8. The city will continue to seek public and private sources of funding to implement the elements of this Complete Streets policy. The city will also continue to coordinate transportation-related projects, including complete streets infrastructure planning and funding, through the Kalamazoo Area Transportation Study through implementation of the Metropolitan Transportation plan and Transportation Improvement Program.

## Christopher Forth

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**From:** Christina Dargitz <cmikodh@yahoo.com>  
**Sent:** Thursday, June 04, 2015 9:20 PM  
**To:** Rick Bosch; David Felicijan; Christopher Forth; Bill Patterson; Betty Schimmel; Wayne Stoffer; Paul Welch; Michael West  
**Subject:** Urban Planning Discussions

Hi Everyone,

I had mentioned awhile ago about trying to take 10-15 minutes at the end of meetings in which we have short agendas to discuss planning-related ideas, approaches, etc. that could be of interest to us and applicable to our community. I wonder if the other Planning Commissioners would be interested in implementing something like this? It doesn't have to be every meeting, but it could be every other meeting, or less frequently - or just time-permitting.

My thought is that it is an opportunity for us to communicate to each other about the kinds of things that interest us in terms of making our community a better place to live, work and play, and an opportunity for us to take advantage of the experience, expertise and wisdom of our Community Development staff. Later in the year, when we're doing our workplanning, these discussions could be valuable in helping us plan the direction for the work that we would like to accomplish in the following year.

Here's a quick list of some of the things I would be interested in talking about, but I would also like to know what you would all be interested in talking about:

- Placemaking
- Best Practices in Lake Community Planning
- Tiny House Ordinance Options
- Form-based Code
- Eco-Districts
- Separated Bike Paths on Roadway (I can't remember what they're called, but they would take up an outside lane of a roadway that was too wide, and create a bicycle lane that would be separated from car traffic in the adjacent lane by bollards or planters. They're often painted a different color to distinguish them from the car traffic thru-lanes, and provide more security for the cyclist than a regular bike lane in situations where the right of way is not wide enough to create a bike "path" that is separate from the roadway.)
- Community Benefits Agreements
- Redevelopment-Ready Communities

I'll stop myself there. I would be willing to prepare some brief handouts for everyone on any of these topics to provide some general background and to facilitate discussion. Anyway, I would like to know from all of you whether this is something you would like to participate in, and what kinds of things you might be interested in talking about. We could pick one from our collective list to talk about when the agenda allows, and ask someone to put together a quick fact sheet for folks (I think [www.planningmi.org](http://www.planningmi.org) would probably be a quick, easy, and excellent resource for this).

I think if we start actively talking about some of these issues, we will see opportunities as we move forward to incorporate these ideas to make Portage an even better place to live.

If someone wouldn't mind forwarding this to Brian and Caroline to get their feedback, I would really appreciate it (sorry - their email addresses aren't coming up for me right now).

Please let me know what you think? Thank you so much for your time in reading this, and I look forward to hearing your thoughts....

Have a great weekend!

Miko :)

# **MATERIALS TRANSMITTED**

## CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – May 11, 2015

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

**MEMBERS PRESENT:** Glenn Smith, Phillip Schaefer, Jeffrey Bright, Chad Learned, Randall Schau, Michael Robbe, and Alexander Philipp.

**MEMBERS ABSENT:** Lowell Seyburn

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

**APPROVAL OF THE MINUTES:** Learned moved and Schaefer seconded a motion to approve the April 13, 2015 minutes as submitted. Upon voice vote, motion was approved 7-0.

### **NEW BUSINESS:**

**ZBA #14-25. The Home Depot, 6685 South Westnedge Avenue:** Mais summarized the request to modify a previously approved Temporary Use Permit to allow: a) an additional 6-foot by 55-foot outdoor sales/display in front of the store from March 15 through September 15, 2015 and annually thereafter; and b) an 8-foot by 100-foot storage area for bagged goods behind the store from April 1<sup>st</sup> through June 30<sup>th</sup>, 2015 and annually thereafter. John Tsokonas, manager of the Home Depot, stated he agreed with the staff report and what he was requesting was comparable to what similar businesses were doing elsewhere in the city. Robbe noted there were bagged goods in front of the store last week. The applicant stated they have already been removed from the front.

The public hearing was opened. Gina Stoneburner, 330 Ruth Street, stated she was concerned noise might result from the proposed activity. Learned inquired if Ms. Stoneburner was currently experiencing any noise issues from Home Depot. Ms. Stoneburner stated no, but wanted assurance that the proposed changes would not create noise issues. The applicant responded the proposed changes would in no way increase noise levels from current store operations. The public hearing was closed.

Schau asked if staff could revoke the permit since it is subject to annual review by staff. Mais stated the intent was to allow staff to review the set up and operation of the Temporary Use in subsequent years so the applicant would not have to return to the Board for approval. Mais stated in the event of major noncompliance issues, staff would refer revocation of the Permit to the Board. Attorney Bear stated the Board, not staff, had authority to revoke a Temporary Use Permit. A motion was made by Smith, seconded by Schau to approve a modification to the previously approved Temporary Use Permit to allow: a) an additional 6-foot by 55-foot outdoor sales/display in front of the store from March 15 through September 15, 2015 and annually thereafter; and b) an 8-foot by 100-foot storage area for bagged goods behind the store from April 1<sup>st</sup> through June 30<sup>th</sup>, 2015 and annually thereafter with the following conditions: 1) no other outdoor display/storage be permitted outside of the proposed Temporary Use areas; 2) Hours of operation intended for the Temporary Use coincide with regular store operations (when open); 3) no outdoor storage of bagged goods be permitted in front of the store; 4) No outdoor display shall encroach into or block the fire lane or emergency exits; 5) Renewal of the permit shall be subject to review by city staff on an annual basis. Upon roll call vote: Smith-Yes, Phillip-Yes, Schaefer-Yes, Robbe-Yes, Bright-Yes, Learned-Yes, Schau-Yes. The motion passed 7-0.

**OTHER BUSINESS:** None.

**STATEMENT OF CITIZENS:** None.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:31 p.m.

Respectfully submitted,

Jeff Mais  
Zoning & Codes Administrator

## CITY COUNCIL MEETING MINUTES FROM MAY 12, 2015

The Regular Meeting was called to order by Mayor Strazdas at 7:35 p.m.

At the request of Mayor Strazdas, Pastor Ron Hansen of Pathfinder Church of Portage gave the invocation and City Council and the audience recited the Pledge of Allegiance.

The City Clerk called the roll with the following members present: Councilmembers Nasim Ansari, Richard Ford, Patricia M. Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Jim Pearson 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 Ansari, seconded by Reid, to approve the Special and Regular Meeting Minutes of April 28, 2015, and Budget Work Session Minutes of May 5, 2015, as presented. Upon a voice vote, motion carried 7 to 0 with Mayor Pro Tem Pearson abstaining from approval of the Regular Meeting Minutes of April 28, 2015.

\* **CONSENT AGENDA:** Mayor Strazdas asked Mayor Pro Tem Pearson to read the Consent Agenda. Mayor Pro Tem Pearson asked that Item F.5, FY 2015-16 Community Development Block Grant (CDBG) Program, be removed from the Consent Agenda. After discussion, it was determined that the reason for the removal was to allow Councilmember Ansari to abstain owing to his being a member of the Board of Directors of the Portage Community Center. With that, the item remained on the Consent Agenda with the record to reflect Councilmember Ansari abstaining from Item F.5, FY 2015-16 Community Development Block Grant (CDBG) Program owing to his being a member of the Board of Directors of the Portage Community Center.

Councilmember Reid asked that Item F.4, ADP Workforce Now Hosted Time and Attendance Services Pricing Agreement, and F.6, Committee of the Whole (COW) Meeting on Tuesday, May 26, 2015 – Information Only, be removed from the Consent Agenda.

Motion by Pearson, seconded by Reid, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 7 to 0 with Councilmember Ansari abstaining from Item F.5, FY 2015-16 Community Development Block Grant (CDBG) Program owing to his being a member of the Board of Directors of the Portage Community Center.

\* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF MAY 12, 2015:** Motion by Pearson, seconded by Reid, to approve the Accounts Payable Register of May 12, 2015. Upon a roll call vote, motion carried 7 to 0.

### **PUBLIC HEARING:**

**PROPOSED FISCAL YEAR 2015-2016 CITY BUDGET:** Mayor Strazdas opened the public hearing on the Proposed Fiscal Year 2015-2016 City Budget and the tax rate of 10.9256 mills required to support the proposed budget. He pointed out that there is no public hearing on the tax rate as there is no tax increase and no Truth in Taxation public hearing is necessary. He indicated that City Council would not be voting on the budget at this meeting, but at the next meeting. He deferred to City Manager Larry Shaffer, who thanked Mayor Strazdas and indicated that the \$68 million proposed budget impacts all of the funds of the City and includes a flat rate increase on the millage rate which still leaves the City in the bottom 25% tax rate of all comparable cities in the State. He announced that a number of initiatives are proposed in the General Fund, including: environmental stability, the enhanced arts and culture profile, increases in productivity applications within the organization, revisions in how we administer many of the programs. He extended his deep appreciation to city staff who have devoted hundreds of hours to the production of this budget, including Deputy City Manager Rob Boullis, Finance Director Bill Furry, Deputy Finance Director Lauren VanderVeen, and his finance team. He also thanked City Council for at least a dozen hours of work in special session to review each and every item

within the budget. He expressed his pride in the budget and reflected that there are many changes and still incorporates a significant amount of stability. Discussion followed.

Mayor Strazdas pointed out that the budget process went very well and thanked the City council for their efforts and mentioned the improved economy and its role in the process and explained. He pointed out that the City tax base has been favorably increased this year, plus this budget holds the line with all millages. He spoke in favor of the 24% Fund Balance and any funds above that will be used to retire debt and to build roads. He thanked staff for some of the small things that are being brought back such as the canoe livery and the arts and entertainment. Discussion followed.

Councilmember Ford commended Mr. Shaffer for his flexibility, but lamented the loss of the Tax Stabilization Fund because it could be utilized to support arts and cultural programs in the future. He also spoke in favor of the investments in technology since they will provide savings in the future.

Mayor Pro Tem Pearson concurred with the comments on technology by Councilmember Ford and commended Mr. Shaffer, especially his efforts “back and forth” in response to Council’s interest in street improvements in the best interest of the citizens.

Councilmember Ansari concurred with all comments thus far and pointed out that there will be a savings of approximately \$300,000 owing to the organizational changes recommended by Mr. Shaffer.

Councilmember Randall recognized that it is a good time for the economy; things are improving; and, the real change in City Hall is the leadership of Larry Shaffer and Rob Boulis, who she feels are responsible for the internal changes that the community is only now beginning to realize, for example, eliminating duplicate departments and the annual cost savings of over \$300,000. She expressed her appreciation for the flexibility of City Council in order to make changes reach the people Councilmembers have been elected to serve and, as a result, shows stability, also.

Councilmember Reid reflected on the budget process as a good “back and forth” with a lot of discussion, a lot of long discussion. She stressed the importance of the process for Council; and that this was the first time Council had gone through this process with Mr. Shaffer. She reflected positively on the changes based on input provided; she cited the Mayor’s reference to using some of the available funds for debt reduction; and she explained that some of the debt is in the form of bonds, so the ways of reducing this debt are limited. As a result, the City is paying for things up front without incurring debt, and she said that this is reflective of a change in the way the City is doing business in a lot of situations. She noted that the only reason the City can do this is because of the past practice of being responsible and conservative, and Council is building on this tradition.

Mayor Strazdas summed up and listed technology changes, debt reduction and residential street improvements as line item highlights within the budget. Discussion followed. Mayor Strazdas opened the public hearing for comments from the public.

Motion by Pearson, seconded by Reid, to close the public hearing. Upon a voice vote, motion carried 7 to 0.

Motion by Randall, seconded by Reid, to move the final budget decision to the next Regular City Council Meeting on May 26, 2015. Upon a voice vote, motion carried 7 to 0.

## **REPORTS FROM THE ADMINISTRATION:**

### **\* PROFESSIONAL SERVICES CONTRACT - SCHOOL CROSSING GUARDS:**

Motion by Pearson, seconded by Reid, to approve a professional services contract with All City Management Services, Inc., for school crossing guards for a two-year period in the amount of \$56,084.40 annually and authorized the City Manager to execute all documents related to the contract. Upon a roll call vote, motion carried 7 to 0.

**\* EQUIPPING OF THREE POLICE PATROL VEHICLES:** Motion by Pearson, seconded by Reid, to approve the expenditure of an amount not to exceed \$30,000 for services to outfit three Chevrolet Caprice vehicles as police patrol vehicles by Emergency Vehicle Products, a sole source vendor. Upon a roll call vote, motion carried 7 to 0.

\* **CONTRACT RENEWAL - STATE SYSTEMS RADIO:** Motion by Pearson, seconded by Reid, to renew a contract to lease space on radio towers from State Systems Radio, Inc., for a period of five years with a monthly lease payment of \$1,420 for the first year and a three percent annual increase thereafter, and authorize the City Manager to execute all documents related to the contract. Upon a roll call vote, motion carried 7 to 0.

**ADP WORKFORCE NOW HOSTED TIME AND ATTENDANCE SERVICES PRICING AGREEMENT:** Councilmember Reid provided a summary of the request and asked if there was a rationale or information for not putting this contract out for bid. Mr. Shaffer deferred to Deputy City Manager Rob Boulis, who indicated that the City has ADP as the payroll service provider and the proposed software acquisition works with the ADP Software which promises to save the expenses that would be required to customize and make some other software fit and have the support of one software company instead of multiple companies. In answer to Councilmember Reid, Mr. Boulis was remiss to indicate that there is no other company that could adapt to ADP because software companies can be pretty versatile, but he indicated that there are costs and challenges with those necessary adaptations with the software companies with which he is familiar. He pointed out that this software is supported by the same software company; the reports blend together; no customization is necessary; and, this acquisition makes for a much simpler process.

Motion by Reid, seconded by Ansari, to approve the three-year pricing agreement with ADP, Incorporated, for electronic time and attendance software and hosting on behalf of the City of Portage at a cost of \$54,772 for the first year, \$34,095 for the second year and \$34,776 for the third year and authorize the City Manager to execute all documents related to the contract on behalf of the city. Discussion followed. Upon a roll call vote, motion carried 7 to 0.

\* **FY 2015-16 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM:** Motion by Pearson, seconded by Reid, to approve the Community Development Block Grant (CDBG) Program FY 2015-16 Annual Action Plan element of the Consolidated Plan and authorize the City Manager to submit the application to the Department of Housing and Urban Development. Upon a roll call vote, motion carried 7 to 0.

**COMMITTEE OF THE WHOLE MEETING ON TUESDAY, MAY 26, 2015 – INFORMATION ONLY:** Councilmember Reid referenced the ten (10) items identified at the last Council Retreat to be discussed at a Committee of the Whole (COW) Meeting. She noted that Council has discussed seven (7) of the items and referred to Item 2 of Materials Transmitted of May 12, 2015, received on the dais earlier in which Mr. Shaffer indicated that the topics of *Aging Infrastructure* and *Long-Term Financial Stability* had been sufficiently addressed as part of the budget review sessions. She indicated that Council has not had the opportunity to address the remaining items to be discussed that were planned for three more meetings and that some discussion is still necessary. She consented that financial stability was certainly discussed at the Budget Sessions, but not in a long term, philosophical way, only with regards to what needs to be done in the next fiscal year. She proposed taking any follow up information regarding *Aging Infrastructure* and take them together with what Council identified as needed to ensure long term financial stability as a COW session.

Next, Councilmember Reid indicated her support for the additional topic cited by Mr. Shaffer, *Public Safety Long-Term Planning*, focusing on the topics of body cameras, firefighter certification and social interaction with members of the community who are sensitized to police performance in the field as an additional COW topic and explained. Discussion followed regarding everyone's calendar.

Mr. Shaffer indicated that it may make sense to delay discussion until the Fall, close to the time of the audit, owing to the better understanding and clarity of the unappropriated fund balance, and offered the month of September as an option unless the Council wishes to have the discussions in the Summer.

Councilmember Reid thought the audit in November and the Strategic Planning in November naturally go together. She expressed her opinion that Council should discuss the topics of *Aging Infrastructure* and some philosophical aspects of *Long-Term Financial Stability* prior to making those decisions, not at the same time, and asked for time in between the two in order to “process.” Mayor Strazdas concurred and asked for input to the City Manager with any thoughts regarding this matter.

Motion by Reid, seconded by Ford, to accept the Communication from the City Manager suggesting the City Council forego setting a Committee of the Whole (COW) Meeting on Tuesday, May 26, 2015, and that a Committee of the Whole (COW) Meeting be set for Tuesday, June 9, 2015, to address *Public Safety Long-Term Planning*. Councilmember Ford offered a friendly amendment to change the date to Tuesday, June 23, 2015, at 6:00 p.m. to provide the opportunity for Councilmember Reid to attend. Councilmember Reid concurred. Upon a roll call vote, motion carried 7 to 0.

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

Portage Park Board of March 4, 2015.

Portage Human Services Board of March 5, 2015.

Portage Public Schools District Advisory Council of April 16, 2015.

Portage Planning Commission of April 16, 2015.

#### **COUNCIL COMMITTEE REPORT:**

**CENTRAL COUNTY TRANSIT AUTHORITY (CCTA):** Councilmember Urban provided a brief update of the election activities surrounding the millage request from CCTA for the ballot on August 4, 2015 Special Election. He mentioned that Executive Director Sean McBride provided some initial education information materials for review and comment for ideas on additional materials or inclusions as the August 4, 2015 Special Election approaches. He indicated that the CCTA also discussed holding info sessions in various municipalities and organizations and have already reached out to the Portage Senior Center Director for an appropriate date. He noted that the CCTA recognized that the election starts four weeks from now when the first absentee ballots will be sent out. He summed up and revealed that there is a separate campaign committee set up to support this millage request. He indicated that the CCTA Meeting next week will be for the purpose of further discussion of the educational portion since the CCTA cannot advocate for their millage request, they can only educate and explained.

Motion by Reid, seconded by Ford, to receive the Central County Transit Authority Report from Councilmember Urban. Upon a roll call vote, motion carried 7 to 0.

#### **NEW BUSINESS:**

**\* APPOINTMENTS TO BOARDS AND COMMISSIONS:** Motion by Pearson, seconded by Reid, to appoint Sami Ahmad, Jawad Aqeel, Aiyla Arif, Ali Arif, Ben Behrens, Grace Beverage, Amanda Boelman, Eli Cartier, Cortney Chow, Joseph Flanagan, Anna Heystek, Tanvi Khurmi, Sameen Khurshid, Lily Kitagawa, Blue Koffron, Anjana Krishnan, Ashwin Kumar, Sachin Kumar, Mary Kuras, Benjamin Miller, Sophie Morin, Lindy Nebiolo, Molly Ryan, Daniel Saba, Nicholas Schumacher, Arya Shembekar, Tanvi Shembekar, Simran Singh, Omar Thaj, and Ali Thomas, Jr. to the Youth Advisory Committee, Daniel Saba as Youth Participant to the Environmental Board, Sameen Khurshid as Youth Participant to the Human Services Board, Molly Ryan as Youth Participant to the Park Board and Ali Arif as Youth Participant and Blue Koffron as Alternate Participant to the Senior Citizens Advisory Board with terms ending June 30, 2016; reappoint Betty Lee Ongley with term ending October 1, 2021, James Graham with term ending October 1, 2020, Mike Stoddard with term ending October 1, 2018, Norm Terry with term ending October 1, 2017, and Joshua Hill with term ending October 1, 2016, and

appoint Larry DeShazor with term ending October 1, 2019, and Paul Summers with term ending October 1, 2015, to the Local Officers Compensation Commission; reappoint Ed Sackley with term ending May 31, 2018, to the Public Media Network Board; reappoint Richard Bosch, David Felicijan and Wayne Stoffer with terms ending May 31, 2018, to the Planning Commission; reappoint Peter Carlson and Gary Gilchrist with terms ending June 1, 2018, to the Construction Board of Appeals; appoint Chadwick Learned with unfulfilled term ending February 28, 2017, and John Byrnes with unfulfilled Alternate term ending February 28, 2017, to the Zoning Board of Appeals; and appoint Jessie Duniphin with unfulfilled term ending December 31, 2017, to the Historic District Commission. Upon a roll call vote, motion carried 7 to 0.

#### **OTHER CITY MATTERS:**

**STATEMENTS OF CITY COUNCIL:** Councilmember Ansari said he attended the Senior Expo in Mattawan and a Heritage Month Recognition in Lansing, and indicated State Senator Margaret O'Brien was at both gatherings.

Councilmember Reid indicated that the Council of Governments (COG) Meeting is at 3:30 p.m., Wednesday, May 20, 2015, at the Kalamazoo Road Commission, and David Artley will do a presentation on State and Federal Grants and how to get them; and the Chamber of Commerce and COG are sponsoring a Listening Post from 8 a.m. until 9 a.m., Friday May 15, 2015, at the Hampton Inn to discuss the topics of interest, especially, "State Roads, What do we do now?"

Councilmember Ford shared his experience with his Bike Week activities, including a ride with the Mayors and a flat tire.

Councilmember Randall reminded everyone that Kalamazoo Bike Week is still ongoing with a bike planning session and how to build the biking infrastructure, bike friendly laws, etc. at the KRESA main office on Milham Avenue on Saturday, May 16, 2015, and the Ride of Silence at 6 p.m., tomorrow, as a tribute to honor cyclists who have been injured or killed while cycling which begins at Millennium Park.

Mayor Pro Tem Pearson highlighted the Special Meeting held earlier to interview applicants for the Youth Advisory Committee and Youth representation on the City Council Boards and Commissions. He mentioned that Portage is very fortunate youth and adults who volunteer their time, talent and energies in service to the City through participation on Boards and Commissions.

Mayor Strazdas concurred with Mayor Pro Tem Pearson and indicated that Portage actually has an increase in interest from citizens to provide input and serve unlike some cities in Michigan. He referred to the Mayor's Bike Ride as being fun despite the weather. He also thanked Councilmember Ford for attending the Southwest Michigan caucus where representatives from multiple counties had community dialogue regarding future policies and future things that can be done with the community. He credited Southwest Michigan First for their efforts and said he is looking forward to a product coming out of that discussion as a broader community. He recalled the feedback he has gotten from citizens regarding Portage roads and the "tone zone" and noted that he can tell there is progress with or without the passage of the Proposition 1 question that was on the May 5, 2015 Election ballot. He mentioned some of the challenges with the road reconstruction in Portage and the renewed focus on neighborhood streets. He expressed kudos to City Council and the Administration for their response to what is being talked about around town because citizens are saying they want better roads.

**ADJOURNMENT:** Mayor Strazdas adjourned the meeting at 8:35 p.m.

James R. Hudson, City Clerk

\*Indicates items included on the Consent Agenda.

**MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL  
OF MAY 12, 2015 - BOARDS AND COMMISSIONS APPLICANTS**

Mayor Peter Strazdas called the meeting to order at 5:20 p.m. The following Councilmembers were present: Councilmembers Richard Ford, Patricia Randall and Claudette Reid, Mayor Pro Tem Jim Pearson and Mayor Peter Strazdas. Councilmember Nasim Ansari arrived at 5:40 p.m. and Councilmember Terry Urban arrived at 5:50 p.m. Also present were City Manager Larry Shaffer and City Clerk James Hudson.

City Councilmembers introduced themselves and interviewed the following applicants who were present for the Youth Advisory Committee (YAC) and Youth Participants on various Boards and Commissions. Mayor Strazdas also asked each of them to express a Board, Commission or Committee preference, if they wished:

\* 5:20-5:55 p.m., Sami Ahmad, Jawad Aqeel, Ali Arif, Ben Behrens, Eli Cartier, Cortney Chow, Anna Heystek, Sameen Khurshid, Blue Koffron, Benjamin Miller, Sophie Morin, Lindy Nebiolo, Molly Ryan, Daniel Saba, Simran Singh, and Omar Thaj. Staff Liaison Adam Herringa, Deputy City Clerk, was present for questions; and, he informed City Council that Logan Wilson could no longer serve owing to his schedule. Discussion followed.

City Council continued to interview applicants for the following City Council Advisory Boards and Commissions:

\* 5:55- 6:14 p.m., Jessie Duniphin and Paul Summers for the Local Officers Compensation Commission. Discussion followed.

\* 6:15 - 6:25 p.m., Ed Sackley for the Public Media Network Board. Discussion followed.

\* 6:26 - 6:50 p.m., Elizabeth Nahavandi, John Byrnes, Jessie Duniphin and Paul Summers for the Planning Commission. Planning Commission Chair Paul Welch was present for feedback and questions. Mayor Strazdas asked that a letter be sent to the Planning Commission stressing the importance of attendance at the meetings. Mayor Strazdas also asked for a legal opinion from the City Attorney regarding the use of the Alternate Member concept for the Planning Commission similar to the one used for the Zoning Board of Appeals. Discussion followed.

\* 6:51 - 6:58 p.m., Peter Carlson and Gary Gilchrist for the Construction Board of Appeals. Discussion followed.

\* 6:59 - 7:14 p.m., Alexander Philipp, John Byrnes, Jessie Duniphin and Paul Summers for the Zoning Board of Appeals. Discussion followed.

**ADJOURN:** Mayor Strazdas adjourned the meeting at 7:15 p.m.

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James R. Hudson, City Clerk

## CITY COUNCIL MEETING MINUTES FROM MAY 26, 2015

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

At the request of Mayor Strazdas, Rabbi Harvey Spivak of the Congregation of Moses gave the invocation and City Council and the audience recited the Pledge of Allegiance.

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

**APPROVAL OF MINUTES:** Motion by Ansari, seconded by Reid, to approve the May 12, 2015 Special Meeting Minutes and the Regular Meeting Minutes of May 12, 2015, as presented. Upon a voice vote, motion carried 7 to 0.

\* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Randall to read the Consent Agenda. Councilmember Ford asked that Item L.1, Single Stream Recycling Contract, be removed from the Consent Agenda. Councilmember Reid asked that the word "accept" be changed to "receive" as the first word of Item F.2.a, Tentative Plan Amendment for The Homestead Planned Development, Story Point Senior Living Facility, 3821 West Milham Avenue, and to retain the item on the Consent Agenda. Councilmember Ansari, Mayor Pro Tem Pearson and Mayor Strazdas indicated that as members of the Portage Rotary Club, they would be abstaining from Item F.5, Permit to Conduct Fireworks Display, owing to a perceived conflict of interest. Motion by Urban, seconded by Reid, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 7 to 0, with Councilmember Ansari, Mayor Pro Tem Pearson and Mayor Strazdas abstaining from Item F.5, Permit to Conduct Fireworks Display, owing to a perceived conflict of interest as members of the Portage Rotary Club.

\* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF MAY 26, 2015:** Motion by Urban, seconded by Reid, to approve the Accounts Payable Register of May 26, 2015. Upon a roll call vote, motion carried 7 to 0.

### REPORTS FROM THE ADMINISTRATION:

**FISCAL YEAR 2015-2016 BUDGET:** Deputy City Manager Rob Boulis indicated that after two budget sessions and a public hearing, this is a conservative budget that presents a strong financial plan for the upcoming fiscal year that will serve the citizens of Portage very well. He also expressed his appreciation for all of the staff time and the work of City Council during the budget process as well.

Mayor Strazdas expressed his appreciation for the City Administration, City Departments, the open discussions, ideas, and the willingness of City Council to make decisions and alterations. He thanked City Council for their consensus and noted that some jobs came back and some programs, too. He highlighted some Public Safety items and mentioned that there are no millage increases, but reminded everyone that as the property values go up, so will the tax amounts to be paid by the property owners.

Councilmember Ansari applauded the Administration and City Council saying that the beautiful City of Portage is being taken to the next higher level. He highlighted the combination of two departments that will save over \$300,000 for the first year, expeditious debt reduction, and funding for infrastructure and Public Safety.

Councilmember Ford concurred and indicated that this budget provides City employees a raise this year. He expressed his appreciation for the City's technology efforts, especially social media, time

and attendance software and the electronic agenda. He said that the budget stabilization is a good idea and would like the Administration to continue to pursue it, albeit at a lower amount perhaps. He reflected on Councilmember Ansari's reference to the combination of two departments and that led to his recognition of the split that occurred with the Parks and the Streets & Equipment Departments as a good idea in order to pursue quality service and programs for the community. He also recognized Rod Russell and later recognized all of the Directors who were present for the meeting.

Councilmember Randall indicated that the budget reflects a new level of energy and creativity brought by City Manager Larry Shaffer. She contrasted the process in the past of scheduling two four-hour meetings where no significant changes took place and where there was no openness with employees, staff or City Council. She expressed her appreciation of the receptiveness of the new Administration to make changes, incorporate the beliefs, feelings and direction of all of Council, then to bring them for consideration at the next budget session two weeks later. Her highlights of the budget include: after seventeen years, private streets will now be getting leaf and brush pick up without an increase in the millage; the technology improvements and the work of IT Director Devin Mackinder, citing replacement of old systems from the 1980's, Portage Alert and the award winning website; the creation of the Human Resources Department which she had requested for six years as a \$300,000 savings each and every year - not just the first year; single stream recycling; and, the change in leadership and open communication among the departments, staff and City Council in City Hall and explained.

Mayor Pro Tem Pearson concurred with much that was already mentioned and praised the new Administration with a fresh approach who also asked the questions, "Why are there two Human Resources Departments? Why are we not engaged in single stream recycling? Why are we not using electronic agendas?" He gave credit to City Manager Larry Shaffer for his work with Council and the budget process and explained. He expressed his appreciation that the Administration took the feedback from Council, thought about it and came back with a compromise. He gave the example of the proposed tax increase for the leaf and brush pick up service that proved unnecessary.

Councilmember Reid expressed her satisfaction with the budget, but pointed out that staff reached out to condominiums to provide leaf and brush pick up service, but not to the over 90 residential homes on private streets, and asked that staff reach out to them as well. She indicated that the consolidation of the two Human Resources Departments has resulted in a loss of 3.5 full time employees and has made it difficult for the employees in those departments, plus there is no guarantee that there will be positions for those people. She pointed out that it is a tight budget, but not without some fall out in it.

Mayor Strazdas asked the Administration to reach out to the residents in homes on private streets. Discussion followed.

Motion by Ford, seconded by Randall, to approve the Fiscal Year 2015-2016 Budget, and to adopt the Resolution to adopt the Salary and Wage Schedules for the Fiscal Year July 1, 2015, to June 30, 2016. Upon a roll call vote, motion carried 7 to 0. Resolution recorded on pages 491 and 493 of City of Portage Resolution Book No. 45.

**\* TENTATIVE PLAN AMENDMENT FOR THE HOMESTEAD PLANNED DEVELOPMENT, STORY POINT SENIOR LIVING FACILITY, 3821 WEST MILHAM AVENUE:** Motion by Urban, seconded by Reid, to receive the Tentative Plan Amendment for The Homestead Planned Development, Story Point Senior Living Facility, 3821 West Milham Avenue, and set a public hearing for June 23, 2015, at 7:30 p.m. or as soon thereafter as may be heard; and subsequent to the public hearing, consider approving the tentative plan subject to: the four conditions listed in the May 1, 2015 Community Development staff report, inclusion of the written narrative and tentative plan dated April 8, 2015, the addendum letter dated April 30, 2015, and the conceptual landscape plan dated April 29, 2015; and construction of berms ranging in height from three to six feet tall along the east and south sides of the site. Upon a roll call vote, motion carried 7 to 0.

\* **ORDINANCE AMENDMENT #14/15-B, SITE PLAN REVIEW:** Motion by Urban, seconded by Reid, to accept Ordinance Amendment #14/15-B for first reading and set a public hearing for June 23, 2015, at 7:30 p.m. or as soon thereafter as may be heard and, subsequent to the public hearing, approve Ordinance Amendment #14/15-B, Site Plan Review. Upon a roll call vote, motion carried 7 to 0.

\* **PROPOSED FIVE-YEAR LABOR AGREEMENT WITH THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS:** Motion by Urban, seconded by Reid, to authorize the Mayor and City Clerk to execute the five-year labor agreement between the City of Portage and the International Association of Firefighters. Upon a roll call vote, motion carried 7 to 0.

\* **PERMIT TO CONDUCT FIREWORKS DISPLAY:** Motion by Urban, seconded by Reid, to approve a permit for a fireworks display on July 4, 2015, sponsored by the Portage Rotary Club. Upon a roll call vote, motion carried 4 to 3. Yeas: Councilmembers Ford, Randall, Reid and Urban. Abstaining: Councilmember Ansari, Mayor Pro Tem Pearson and Mayor Strazdas.

\* **APRIL 2015 SUMMARY ENVIRONMENTAL ACTIVITY REPORT:** Motion by Urban, seconded by Reid, to receive the April 2015 Summary Environmental Activity Report as information only. Upon a roll call vote, motion carried 7 to 0.

\* **DEPARTMENTAL MONTHLY REPORTS:** Motion by Urban, seconded by Reid, to receive the Departmental Monthly Reports from the various departments. Upon a roll call vote, motion carried 7 to 0.

#### **COMMUNICATION:**

**DAVID RICE, 8729 PINE ISLAND COURT SOUTH, TEXAS TOWNSHIP:** Motion by Randall, seconded by Ansari, to receive the communication from David Rice, 8729 Pine Island Court South, Texas Township, of Edward Rose & Sons, in support of the Assessor Office. Upon a voice vote, motion carried 7 to 0.

#### **UNFINISHED BUSINESS:**

\* **AMENDMENT TO THE CODE OF ORDINANCES – HISTORIC DISTRICT MODIFICATION: 3821 MILHAM AVENUE:** Motion by Urban, seconded by Reid, to approve the Ordinance to amend the Code of Ordinances of the City of Portage, Michigan, by amending Section 38-35 of Chapter 38, Historical Preservation. Upon a roll call vote, motion carried 7 to 0.

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

Portage Senior Citizens Advisory Board of March 18, 2015.

Portage Youth Advisory Committee of April 13, 2015.

Portage Zoning Board of Appeals of April 13, 2015.

Portage Planning Commission of April 16, 2015.

Portage Public Schools Board of Education Regular Business of April 20 and Committee of the Whole Work Session of May 4, 2015.

## **BID TABULATIONS:**

**SINGLE STREAM RECYCLING CONTRACT:** Councilmember Ford cited the communication from City Manager Laurence Shaffer dated May 6, 2015, and a Resolution in Support of Single-Stream Recycling from Environmental Board Chair Ruth Caputo. Mayor Strazdas questioned the nine year duration of the contract, the cost to the enterprise fund and the potential for an increase in the millage in the future.

Deputy City Manager Boulis asked that Finance Director Bill Furry come forward to assist and indicated that the cost for the first year is essentially what the City of Portage is paying now for the service, and the increase happens after the 21 month period during the expansion of the service and explained. In answer to Mayor Strazdas, he indicated that he was not aware of an "out" clause.

Mr. Furry agreed and stated that three months of the old contract and nine months of the new contract will bring a savings since the first twelve months of the proposed contract with Best Way Disposal includes a cost of \$529,008, which compares to the current FT 2014-2015 contract amount of \$539,077. Discussion followed. In answer to Mayor Strazdas, Mr. Furry indicated that the contract increases 4% per year in the later years, and Public Facilities Director Rod Russell confirmed that the gas price increase is the one line item that remains a variable in the contract. Mr. Furry indicated that after three years, there may be a need for a slight millage increase for recycling with the highest increase projected at 0.35 mills with the highest possible levy being 0.5 mills.

Discussion followed regarding the perceptibly long duration of the contract at nine years, gas charge as a variable, performance criteria requirements, concerns about customer service from the contractor, bin replacement, complaints regarding recycling, savings with a contract of longer duration, reference checks, vetting, the education plan, recourse or penalties for lack of performance or breach of the contract, increase in recycling with single stream, positioning of the bins on the property for aesthetics, single stream recycling communities in the area, respectful and polite interaction with citizens, advantages of the "herbie curbie" over an open bin, the size of the single stream recycling communities in the area versus the City of Portage as much larger, and the map by day for waste hauler service.

Mayor Strazdas spoke in favor of the contract because of the savings, the recourse option and the single variable increase possibility of gas prices. Discussion followed regarding the overall increase of 3.2% in the contract each year for the first four years and the 4% overall increase in the contract each year thereafter. Discussion followed.

Motion by Pearson, seconded by Randall, to receive the communication from Environmental Board Chair Ruth Caputo, award a nine-year contract to the low bidder, Best Way Disposal, for the provision of single stream recycling services once every two weeks, in the total contract amount of \$5,897,388, and authorize the City Manager to execute all documents related to the agreement on behalf of the city. Discussion followed. Upon a roll call vote, motion carried 7 to 0.

\* **2015 LOCAL STREET RECONSTRUCTION PROGRAM:** Motion by Urban, seconded by Reid, to award an engineering contract for the 2015 Local Street Reconstruction Program to Jones & Henry Engineers, Ltd., for design, construction administration and material testing in an amount not to exceed \$50,900 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

## **COUNCIL COMMITTEE REPORTS:**

**CENTRAL COUNTY TRANSIT AUTHORITY (CCTA):** Mayor Pro Tem Pearson provided a brief update of a meeting of the CCTA on May 18, 2015, the election activities surrounding the millage request in the amount of 0.75 mills for five years beginning in 2016 from CCTA for the ballot on August 4, 2015 Special Election. He indicated that the CCTA passed an information postcard

that will contain factual information on the millage request for 0.75 mills, such as how the community will benefit, how it is funded, reasons why asking for a millage is desirable and what the cost will be to the residents. He pointed out that even though the CCTA cannot advocate for their millage request, they can educate and explained. Discussion followed and he responded to Mayor Strazdas that the millage cost will be \$37.50 per year for a home value of \$100,000 with a taxable value of \$50,000.

In answer to Councilmember Randall, City Clerk Jim Hudson responded that this is the only thing on the ballot for August 4, 2015. In answer to Councilmember Reid, Mr. Hudson provided the Absentee Ballot request process, including the mailing of applications at least six weeks ahead of the election, and the option to ask for an absentee ballot the Saturday before the election and the ability to still obtain an absentee ballot and vote it on the Monday before the election in City Hall. He also mentioned that the only way to receive an absentee ballot on Election Day is if someone has an emergency. Discussion followed.

Motion by Ford, seconded by Reid, to receive the Central County Transit Authority Report from Councilmember Urban. Upon a voice vote, motion carried 7 to 0.

**KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY:** Mayor Pro Tem Pearson indicated that he and Councilmember Reid attended a meeting on May 14, 2015, on the Kalamazoo County Dispatch Authority. He complimented the great cooperation and support of the various jurisdictions. He indicated that a contract was signed with Strategic Resources, Inc., to perform the search for an Executive Director. He indicated that this firm was unanimously approved because they had recently performed a search and had already screened dozens of qualified candidates which should expedite the selection process. He said that October 1, 2015, is the target date to hire an Executive Director.

For financial information purposes, he deferred to Councilmember Reid, who indicated that the Authority will levy 42 cents per phone in the County beginning in July, but the funds will not be received by the Authority until late November 2015; however, expenses will accrue in the meantime, so the Finance Committee was asked to develop an anticipated budget. She said one of the items considered by the Committee was a location for the Executive Director, who should not be co-located with one of the Public Safety Answering Points (PCAP'S) in order to avoid the perception that there is more cooperation with one PCAP over another, so Kalamazoo County offered free office space in the County Building. She said the Committee also anticipated the need for an Administrative Assistant, legal costs and accounting costs, so the Finance Committee put together a general budget through December 2016 which is a longer time than required because the funds will begin to come in in late November and explained. She indicated that the Kalamazoo County Commission has agreed to provide an advance of approximately \$170,000 to allow the Authority to get started on the hiring of the search firm and the other items and explained. In answer to Mayor Strazdas, she indicated that any phone with 911 service capability will have an extra 42 cents charge per month as voted by the Kalamazoo County Commission. She also indicated that the Kalamazoo County Commissioners are the representatives who should be contacted with any questions or concerns. Discussion followed.

Motion by Ford, seconded by Ansari, to receive the Kalamazoo County Consolidated Dispatch Authority Report from Mayor Pro Tem Pearson and Councilmember Reid. Upon a voice vote, motion carried 7 to 0.

#### **OTHER CITY MATTERS:**

**STATEMENTS OF CITY COUNCIL:** Councilmember Ford shared his experience with *Listening Post* with Councilmember Reid last Friday and said he attended the Memorial Day Service yesterday.

Councilmember Randall reminded everyone that children are getting out of school for the summer and will be walking and riding their bicycles and will require special attention.

Councilmember Urban expressed his pleasure to be in the Memorial Day Parade yesterday and his appreciation for those citizens who came to commemorate Memorial Day, those who protected our way of life and the sacrifices of their families.

Councilmember Ansari apologized for not being at the Memorial Day Parade, but there were problems with his flight from Texas and explained.

Councilmember Reid reviewed the discussion with Representatives Brandt Iden and David Maturen at the *Listening Post* on Friday regarding the need to create a plan to address the state of the roads in Michigan and explained. She also highlighted the Memorial Day Parade event and the subsequent Veterans Celebration at Memorial Park. Discussion followed.

Mayor Pro Tem Pearson indicated that the Portage Rotary placed American Flags provided by the City of Portage on all of the Veteran graves in the Portage Cemeteries in commemoration of their service to our country that will remain there until the Fourth of July. He highlighted the July 4<sup>th</sup> fireworks sponsored by the Rotary and mentioned that the city is providing police, fire and insurance support for the event and Portage Public Schools provides the venue on school property.

Mayor Strazdas thanked Mayor Pro Tem Pearson for his leadership with the fireworks event. He also highlighted the Memorial Day Parade and the subsequent Veterans Celebration at Memorial Park. Lastly, he mentioned his attendance at a unique Boy Scout Court of Honor where seven boys received Eagle Scout status through Troop 244, and a special tribute to Hank Poppen, who since 1995, has guided and lead 105 young men to Eagle Scout status.

**ADJOURNMENT:** Mayor Strazdas adjourned the meeting at 9:11 p.m.

James R. Hudson, City Clerk

\*Indicates items included on the Consent Agenda.