



PLANNING COMMISSION

September 3, 2015

CITY OF PORTAGE PLANNING COMMISSION

A G E N D A

September 3, 2015

(7:00 p.m.)

Portage City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES:

- * August 20, 2015

SITE/FINAL PLANS:

PUBLIC HEARINGS:

OLD BUSINESS:

- * 1. Annual Capital Improvement Program Process Changes – Update

NEW BUSINESS:

- * 1. FY2015-2025 Capital Improvement Program Amendment

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

July 21, 2015 City Council regular meeting minutes
July 13, 2015 Zoning Board of Appeals meeting minutes

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

PLANNING COMMISSION

August 20, 2015

DRAFT

The City of Portage Planning Commission meeting of August 20, 2015 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. No citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

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

ROLL CALL:

Mr. Forth called the role and the following Commissioners were present: Bosch (yes), Stoffer (yes), Welch (yes), Dargitz (yes), Somers (yes), Schimmel (yes) and Richmond (yes). A motion was made by Commissioner Stoffer, seconded by Commissioner Dargitz, to approve the roll excusing Commissioners Patterson and Felicijan. The motion was unanimously approved 7-0.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the July 16, 2015 meeting minutes contained in the agenda packet. A motion was made by Commissioner Dargitz, seconded by Commissioner Bosch, to approve the minutes as submitted. The motion was unanimously approved 7-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARINGS:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Annual Capital Improvement Program Process Change. Mr. Forth summarized the August 14, 2015 Department of Community Development staff report regarding changes being made to the FY 2016/2026 Capital Improvement Program (CIP) process. Mr. Forth indicated the purpose for this change was to solicit citizen and Commission input earlier in the CIP process. Mr. Forth discussed activities planned for September including public education and outreach efforts utilizing the Portager, creation of a CIP web page on the city website, an on-line survey, targeted email communications and mailings and a special CIP "Open House" scheduled for Monday, September 28th. Mr. Forth stated the comments received during these September activities will be summarized and considered by the City Administration during October and November and an initial draft version

DRAFT

of the CIP will be provided to the Planning Commission during the second meeting in January. A finalized CIP document will then be presented to the Planning Commission in March for final review and recommendation to City Council.

Mr. Forth asked the Commission about their availability to attend the September 28th CIP Open House. Chairman Welch stated he will be available to attend the Open House. Commissioner Dargitz stated she was looking forward to the new process and the opportunities for additional public input earlier in the CIP preparation. Commissioner Stoffer suggested that the Youth Advisory Board be invited to attend the September 28th CIP Open House. Mr. Forth stated he would discuss this matter with Deputy City Manager, Adam Herringa, who is the staff liaison to the Youth Advisory Board.

7:12 p.m. - The Commission took a short recess.

7:15 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 1

2. Urban Planning Discussion – Placemaking Concepts. Mr. Forth provided a brief introduction to the topic of “placemaking” and referred the Commission to the articles provided with the agenda materials. Commissioner Dargitz circulated an additional article entitled “Eleven Principles for Creating Great Community Places” and further discussed the concept and principles of placemaking and how the Planning Commission can encourage and facilitate placemaking through their normal duties and responsibilities. Commissioner Dargitz encouraged the Commission to consider ideas that focus on the unique characteristics and strengths of Portage with an emphasis on pedestrian interconnections, gathering places, wayfinding signage and special events/activities.

The Commission and staff next discussed placemaking concepts and ideas that may be applicable to certain areas of the city. Commissioner Richmond discussed the lack of sidewalks, multi-purpose trails and bikeways in the northeast portion of the city (Lexington Green neighborhood) and possibilities to connect this area of the city to existing/planned multi-purpose trails and bikeways. The Commission and staff discussed how placemaking can be accomplished through the CIP process and through review of private development projects.

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

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

TO: Planning Commission **DATE:** August 28, 2015
FROM: Vicki Georgeau, ^{VJ} Director of Community Development
SUBJECT: Annual Capital Improvement Program Process Changes – Update

During the August 20, 2015 Planning Commission meeting, staff summarized changes to the annual Capital Improvement Program (CIP) process beginning with the preparation of the FY2016-2026 CIP. The changes involve soliciting citizen and Commission input earlier in the process so that comments and prospective projects could be considered by the City Administration during the formal preparation of the CIP document.

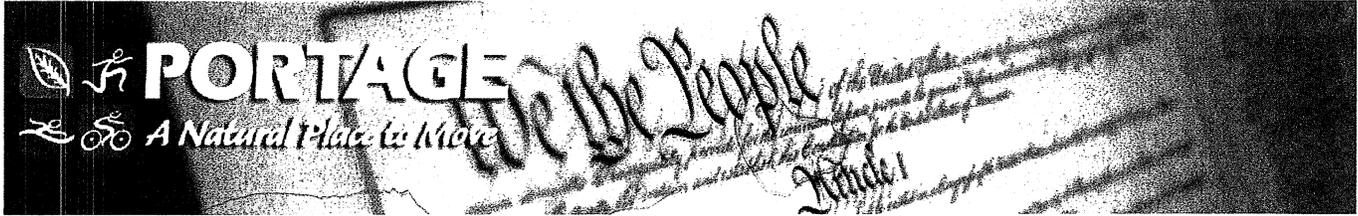
Several activities intended to solicit public input during the month of September will or already have been undertaken including articles in the Portager; creation of a CIP web page on the city website; preparation of an on-line survey, e-mail communications; and direct, targeted mailings to property owners in the vicinity of CIP projects. Attached for Commission information is a copy of the CIP web page. The web page and on-line survey are live.

As the Commission is aware, a special CIP “open house” meeting with city staff and the Planning Commission will be held on Monday, September 28th to provide additional opportunity for general public input. The discussion will focus on proposed projects in FY2016-17 and subsequent years in the 10-year plan, as well as consideration of any suggested new projects or other CIP-related ideas. Prior to the open house meeting, the Commission members are encouraged to complete the on-line survey.

If the Planning Commission has any further questions or comments concerning the new approach to the CIP process or the upcoming open house meeting, staff will be available to answer these questions during the September 3, 2015 meeting.

Attachment: CIP web page

T:\COMMDEV\2015-2016 Department Files Board Files\Planning Commission\PC reports\FY2016-26 CIP\2015 08 28 CIP Process Changes-Update.docx



Home > 2016-2026 Ten-Year Capital Improvement Program

Select Language ▼

2016-2026 Ten-Year Capital Improvement Program

Beginning in September 2015, the City of Portage will be launching the annual update of the Capital Improvement Program (CIP) and input from Portage residents, business owners and other interested persons is encouraged.

The CIP is a 10-year financing plan that identifies both short and long-range physical development and capital investments, such as:

- major and local streets, including non-motorized transportation;
- municipal water, sanitary sewer and storm drainage facilities;
- parks, bikeways and multi-use trails;
- public facilities such as City Hall, Senior Center, Public Services and technology and
- public safety facilities, vehicles and equipment.

The CIP is an important implementation tool for various City of Portage planning efforts, such as:

- [The 2014 Comprehensive Plan](#), which addresses long term goals and needs pertaining to land use, the transportation network, recreation and open space, natural/cultural resources, economy and market place, utility infrastructure and community facilities;
- [Strategic plan studies](#) such as the 2015 Wellhead Protection Plan, 2013 Water Reliability Study and;
- [Periodic municipal facility audits](#), [annual reports](#) (e.g. utility operation and maintenance reports, annual traffic count and signal studies), [citizen surveys](#); amongst others.

A link to the current FY 2015-2025 Capital Improvement Program document, and the above referenced documents are provided on the right under **Documents**.

A community-supported CIP helps ensure that decisions made on capital investments will maintain and enhance the community. To garner public input and citizen engagement, an **Open House will be held on Monday, September 28, 2015 at 7:00 p.m.** in the Portage City Hall Council Chambers, 7900 South Westnedge Avenue.

In addition to the Open House meeting, **an on-line survey will be available during the month of September 2015** for interested persons to submit ideas for capital improvement projects and/or provide feedback on projects already in the planning stages. **To complete the survey, click here.**

The annual process to develop the CIP begins each fall and concludes each spring when the City Council adopts the annual budget. For more information on the schedule and opportunities to provide input, please see the **Schedule and Meetings** to the right.

For more information, please feel free to contact the Department of Community Development at 329-4477 or **via email**.

Related Links & Resources

• Documents

- 2015-2025 Capital Improvement Program
- 2014 Comprehensive Plan
- 2013 Recreation and Open Space Plan
- 2015 Wellhead Protection Plan
- 2013 Water Reliability Study
- 2014 Community Survey

• Schedule and Meetings

- [September 1-30, 2015](#)
On-line survey to garner citizen input
- [September 28, 2015](#)
CIP Open House meeting, City Hall, 7-9 p.m.
- [October – November, 2015](#)
CIP projects proposals developed
- [November, 2015 – January 2016](#)
City Administration review of CIP projects
- [January 21, 2016](#)
Planning Commission review of draft CIP, City Hall, 7 p.m.
- [February, 2016](#)
City Administration prepares final draft CIP
- [March 3, 2016](#)
Planning Commission review of final draft CIP, City Hall, 7 p.m.
- [March 17, 2016](#)
Planning Commission review of final draft CIP, City Hall, 7 p.m.
- [April – May, 2016](#)
City Council budget workshops and review of final draft CIP
- [May 2016](#) (second City Council meeting)
City Council approves budget and final CIP

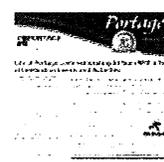
Connect With Us

- [Twitter](#)
- [Facebook](#)
- [LinkedIn](#)
- [YouTube](#)
- [Instagram](#)
- [SoundCloud](#)
- [Google Plus](#)
- [RSS](#)

Helpful Sites

- [Portage Public Schools](#)
- [Portage Township](#)
- [Portage District Library](#)
- [North West Michigan State of Michigan](#)
- [Portage Democratic Center](#)

Read the award-winning **Portager**



Get the information you need on Portage events, construction projects, city projects and much more.



Department of Community Development

TO: Planning Commission **DATE:** August 31, 2015
FROM: Vicki Georgeau, ^{VJ} Director of Community Development
SUBJECT: FY 2015-2025 Capital Improvement Program Amendments

Attached is a communication from Christopher Barnes, Director of Transportation and Utilities, and Richard White, Public Safety Director regarding two proposed amendments to the adopted FY 2015-2025 Capital Improvement Program (CIP). As explained in the attachments, an amendment to the CIP is proposed for FY 2015-2016 to 1) complete safety improvements to the intersection of South Westnedge Avenue and Romence Road and 2) replace a fire pumper that was involved in an accident in July 2015.

With regard to the South Westnedge Avenue and Romence Road improvements, a CIP Project Profile, Project Expenditures, and Project Funding Sources tables are attached and describe the project in more detail. Funding is provided by a \$261,000 grant award from the Michigan Department of Transportation (MDOT) to complete the improvements and \$100,000 from the CIP Fund for the city share portion of the project, including engineering design.

Replacement of two fire pumpers is included in the FY 2015-2025 CIP: One fire pumper replacement was planned to occur in FY2018-19 and the other in FY2019-20. Due to the recent accident involving a pumper truck, the age of the truck and extent of damage, replacement rather than repair is recommended during FY 2015-16. Funding to purchase a new pumper truck is available from the insurance settlement and the CIP Fund. Attached for Commission information are the revised CIP Project Profile, Project Expenditures, and Project Funding Sources tables.

The City Administration has reviewed the proposed CIP amendments for FY 2015-2016, which will result in important safety enhancements to the intersection of two major thoroughfares in the community and replacement of a critical piece of fire safety equipment.

It is recommended that the Planning Commission review and approve the CIP amendments and forward it to City Council for final action. Staff will be prepared to answer any questions and provide additional information during the September 3, 2015 meeting.

Attachments: August 24, 2015 communication from Director Barnes
August 28, 2015 communication from Director White

T:\COMMDEV\2015-2016 Department Files\Board Files\Planning Commission\PC reports\2015-16 CIP Amendments - SWA_Romence-Fire Pumper projects.docx

CITY OF PORTAGE

RECEIVED

AUG 24 2015

COMMUNICATION

COMMUNITY DEVELOPMENT

TO: Vicki Georgeau, Director of Community Development

DATE: August 24, 2015

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

SUBJECT: Revision of 2015/2016 CIP to Add Local Safety Program Project

The Transportation & Utilities Department is pleased to submit a revision to 2015/2016 CIP to include the South Westnedge Avenue and Romence Road project. In September 2014, the City submitted an application for the safety enhancement of the intersection at this location. On April 9, 2015, we received notification of the project receiving \$261,000 from the Michigan Department of Transportation (MDOT). In order to receive the federal funding, we must submit the complete project design to MDOT for bidding by August 24, 2016.

In order to complete the engineering services necessary, we have issued a "Request for Proposal" for the necessary design and bidding documents. Proposals were received on August 18, 2015. Due to the complexity of the project, design needs to start early. There are sufficient funds available in the Major Street Reconstruction Program for the engineering design fees.

The project involved the traffic signal upgrades including new mast arms and poles, installation of signal back-plates, relocation of traffic signal controller cabinet, streetlight enhancement, countdown pedestrian signals, "No Turn On Red" disappearing legend message signs, new ramps to meet ADA requirements, etc.

Once design is underway, the complete package will need to be submitted to MDOT in August 2016 in order to meet the funding requirements. Construction of the actual traffic signal work will likely occur in late 2016.

If you should have any questions regarding this submittal, please let me know.

Attachments: CIP Profile
CIP Funding Summary

c: Laurence Shaffer, City Manager
Rob Boulis, Deputy City Manager
Muhammad Arif, Traffic Engineer
Transportation & Utilities Staff

CAPITAL IMPROVEMENT PROJECT PROFILE

DEPARTMENT:
Transportation and Utilities

PROJECT CATEGORY:
Streets

PROJECT NUMBER:

PROJECT TITLE: South Westnedge Avenue/Romence Road
Intersection Safety Improvements

PROJECT DESCRIPTION: Improvements to the South Westnedge Avenue/Romence Road intersection includes new mast arms and poles, installation of signal backplates, relocation of traffic signal controller cabinet, streetlight enhancement, countdown pedestrian signals, "No Turn On Red" disappearing legend message signs, and new ramps to meet ADA requirements.

PROJECT JUSTIFICATION/NEED: The City submitted an application and received funding for the safety enhancement of this intersection due to limited visibility of pedestrians to drivers. The northwest corner houses the traffic signal controller cabinet which blocks the view of pedestrians to southbound drivers on South Westnedge Avenue turning right onto Romence Road. ADA upgrades need to be made to the ramps on the north side of the intersection. The traffic signal at the South Westnedge Avenue/Romence Road intersection is reaching the end of its service life and needs to be replaced.

PROJECT BENEFIT/IMPACT: Relocating the traffic signal controller cabinet from the northwest corner to the southeast corner of the intersection and the addition of streetlights will improve visibility of pedestrians to drivers, especially at the northwest corner. Replacing the traffic signal poles and mast arms will improve signal operation and reliability.

OPERATING FUND IMPACT: Nominal impact on operating costs.

CAPITAL IMPROVEMENT PROJECT SUMMARY

STREETS

Project Expenditures (\$000)

Project Number/Title	Fiscal Year											Total
	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25		
1 Major Street Reconstruction Program	2,703	2,604	2,957	2,625	2,654	2,893	2,904	2,675	2,706	2,504		27,225
2 Local Street Reconstruction Program	920	920	920	920	920	920	920	920	920	920		9,200
3 Lovers Lane Traffic Signal Improvements	400											400
4 South Westmedge Avenue/Kilgore Road Intersection Improvements	270											270
5 US-131 Improvements, south city limits to West Milham Avenue	220											220
6 West Centre Avenue/Coolley Drive/Old Centre Road Improvements	220				530							750
7 Railroad Crossings Upgrades	85		85	85								255
8 Portage Road/Lakeview Drive Intersection Improvements	40		310									350
10 Local Street Calming Program	25											25
11 Accessible Pedestrian Signal Installation	20											20
12 South Westmedge Avenue Traffic Signal System Upgrade			180									180
13 I-94 Improvements, west city limits to Portage Road						695						695
14 Vincent Drive/Oakland Drive Intersection Improvements											1,020	1,020
15 South Westmedge Ave./Romence Rd./Safety Improvements	361											361
TOTALS	5,264	3,524	4,452	3,630	4,104	4,508	3,824	3,595	3,626	4,444		40,971
Other Revenues (City of Kalamazoo)	40											40
Federal Transportation Funds	1,205	956	800	800	800	800	1,000	1,000	1,000	1,000		9,361
Other Financing DDA Bonds												
Municipal Street Fund	1,502	1,481	1,599	1,488	1,498	1,578	1,581	1,505	1,515	1,448		15,196
City Share Bonds												
Building Authority Bonds												
MTF Bonds	1,485	900	1,550	1,300	1,770	1,500	1,200	1,000	750	1,500		12,955
Utility Capital Improvement Bonds (Water)												
City Share Cash	1,032	187	503	42	36	630	43	90	361	496		3,419

CAPITAL IMPROVEMENT PROJECT SUMMARY STREETS

Project Number/Title	Funding Sources (\$000)										Total
	Federal Transportation	Other Revenues	Other Financing	Municipal Str. Fund	City Share Bonds	Build. Auth. Bonds	MTF Bonds	Util Cap Imp Bonds (Water)	CIP Fund		
1 Major Street Reconstruction Program	8,765			6,996			8,558		2,906		27,225
2 Local Street Reconstruction Program				8,200			1,000				9,200
3 Lovers Lane Traffic Signal Improvements	335						65				400
4 South Westmedge Avenue/Kilgore Road Intersection Improvements		40					192		38		270
5 US-131 Improvements, south city limits to West Milham Avenue							220				220
6 West Centre Avenue/Cooley Drive/Old Centre Road Improvements							750				750
7 Railroad Crossings Upgrades							255				255
8 Portage Road/Lakeview Drive Intersection Improvements									350		350
10 Local Street Calming Program									25		25
11 Accessible Pedestrian Signal Installation							20				20
12 South Westmedge Avenue Traffic Signal System Upgrade							180				180
13 I-94 Improvements, west city limits to Portage Road							695				695
14 Vincent Drive/Oakland Drive Intersection Improvements							1,020				1,020
15 South Westmedge Ave./Romence Rd. Safety Improvements	261								100		361
TOTALS	9,361	40		15,196			12,955		3,419		40,971

CITY OF PORTAGE

RECEIVED

AUG 31 2015

COMMUNICATION

COMMUNITY DEVELOPMENT

TO: Victoria Georgeau, Director of Community Development **DATE:** August 28, 2015

FROM: Richard J. White, Public Safety Director – Police/Fire Chief *RJW*

SUBJECT: Revision of 2015/16 CIP
Moving Forward 2018/19 Fire Apparatus Purchase

The Portage Department of Public Safety requests a revision to the 2015/16 CIP, moving forward the purchase of a fire pumper from the 2018/19 CIP. It was anticipated that the future purchase would be no more than \$650,000.

In July of this year, the apparatus scheduled for replacement in the 2018/19 CIP was involved in a traffic crash. The extent of the damage, age of the vehicle, and mileage indicate that repair should not be pursued. It is believed that the best course of action is to replace this vehicle. As the pumper that was damaged is a critical piece of equipment necessary to meet the minimum requirement for fire suppression duties of our fleet, it should be replaced as soon as is practical.

Therefore, it is requested that the 2018/19 CIP apparatus purchase be moved to this current year.

RJW:jh

- c: Laurence Shaffer, City Manager
- Rob Boulis, Deputy City Manager
- John Podgorski, Senior Deputy Fire Chief

CAPITAL IMPROVEMENT PROJECT PROFILE

DEPARTMENT:
Public Safety, Fire Division

PROJECT CATEGORY:
Fire

PROJECT NUMBER: 14

PROJECT TITLE: Replace Two 2004 Pumper Squad Vehicles

PROJECT DESCRIPTION: Replace Two 2004 Pumper Squad Vehicles

PROJECT JUSTIFICATION/NEED: FY 2015-16: One Pumper Squad Vehicle is proposed to be replaced due to damage incurred in a traffic crash. Due to the extent of damage, age and mileage, replacement of the vehicle is proposed.

FY 2019-20: At the time of replacement, the second pumper apparatus will be 15 years old and approaching the end of its useful life. Repair parts will become more difficult to obtain.

Replacement of the above vehicles is in accord with the Fire Department Apparatus Strategic Plan, which specifies the replacement of each fire apparatus at the end of its useful life. The new vehicles will incorporate advances in fire apparatus design and will be compliant with all current NFPA 1901 standards and requirements.

PROJECT BENEFIT/IMPACT: New pumper squad vehicles will allow the Fire Division to safely perform life safety and fire suppression activities. An apparatus of this type combines many needed components in one vehicle. The new vehicles will comply with all current standards and safety features.

OPERATING FUND IMPACT: Reduced maintenance and operating expenses.

CAPITAL IMPROVEMENT PROJECT SUMMARY

FIRE

Project Expenditures (\$000)

Project Number/Title	Fiscal Year											Total
	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25		
1 Mobile Computer/Mobile Video Replacement	180											180
2 Breathing Air System	98											98
3 Replace 2003 Chevy Utility Vehicle	70		75									145
4 Fire Station No. 2 Facility Improvements	65	21						32				118
5 Replace Personal Protective Equipment	63				70	70						203
6 Fire Station No. 1 Facility Improvements	50	21	35				69					175
7 Fire Station No. 2 Fire Alarm	25											25
8 Replace Rescue Units		100			110		120					330
9 Replace Battalion Chief Vehicle		80			82		85					247
10 Replace 2004 Ford Explorer		45				50						95
11 Fire Station No. 3 Facility Improvements		35										35
12 Replace 1998 Aerial Apparatus with Fire Pumper			1,500									1,500
13 Replace Thermal Imaging Cameras			30	30			26					86
14 Replace 2004 Pumper/Squad	650				650			300				1,300
15 Self-Contained Breathing Apparatus												300
16 Replace 2001 Supphen Aerial Tower									1,800			1,800
TOTALS	1,201	302	1,565	30	912	70	125	300	332	1,800		6,637
Other Revenues (City of Kalamazoo)												
Federal/State Grants												
Other Revenues, Vehicle Trade In	84		40								40	164
Special Assessments												
City Share Bonds												
General Obligation Bonds												
Utility Capital Improvement Bonds	278	180	1,260	30	912	70	125	300	300	1,760		5,215
Building Authority Bonds												
City Share Cash	839	122	265						32			1,258

CAPITAL IMPROVEMENT PROJECT SUMMARY

FIRE

Funding Sources (\$000)

Project Number/Title	BANs	Fed/State Grants	Trade-in Revenues	S/A's & S/A Bonds	City Share Bonds	Gen'l. Ob. Bonds	Utility Bonds	Building Authority	CIP Fund	Total
1 Mobile Computer/Mobile Video Replacement						180				180
2 Breathing Air System						98				98
3 Replace 2003 Chevy Utility Vehicle						75			70	145
4 Fire Station No. 2 Facility Improvements									118	118
5 Replace Personal Protective Equipment						140			63	203
6 Fire Station No. 1 Facility Improvements						69			106	175
7 Fire Station No. 2 Fire Alarm									25	25
8 Replace Rescue Units						330				330
9 Replace Battalion Chief Vehicle						247				247
10 Replace 2004 Ford Explorer						50			45	95
11 Fire Station No. 3 Facility Improvements									35	35
12 Replace 1998 Aerial Apparatus with Fire Pumper			40			1,260			200	1,500
13 Replace Thermal Imaging Cameras						56			30	86
14 Replace 2004 Pumper/Squad			84			650			566	1,300
15 Self-Contained Breathing Apparatus						300				300
16 Replace 2001 Surphen Aerial Tower			40			1,760				1,800
TOTALS			164			5,215			1,258	6,637

MATERIALS TRANSMITTED

CITY COUNCIL MEETING MINUTES FROM JULY 21, 2015

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

At the request of Mayor Strazdas, Councilmember Urban gave an 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 City Manager Laurence Shaffer, City Attorney Randy Brown and City Clerk James R. Hudson.

APPROVAL OF MINUTES: Motion by Ansari, seconded by Ford, to approve the Regular Meeting Minutes of July 7, 2015, as presented. Upon a voice vote, motion carried 7 to 0.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Ford to read the Consent Agenda. Councilmember Reid asked that Item F.1, Construction Board of Appeals Raze Order - 5523 Monticello Avenue, be removed from the Consent Agenda. Motion by Ford, seconded by Urban, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JULY 21, 2015:** Motion by Ford, seconded by Urban, to approve the Accounts Payable Register of July 21, 2015. Upon a roll call vote, motion carried 7 to 0.

REPORTS FROM THE ADMINISTRATION:

CONSTRUCTION BOARD OF APPEALS RAZE ORDER – 5523 MONTICELLO AVENUE: In answer to Councilmember Reid, City Manager Shaffer indicated that the new specifications for demolition require that the basement be removed when the structure is removed along with proper grading, seeding, curb work, etc. – all that is necessary to preserve and enhance the balance of the neighborhood. Discussion followed.

Motion by Reid, seconded by Urban, to accept the order of the Construction Board of Appeals to raze and remove the house at 5523 Monticello Avenue; and authorize the City Administration to take the necessary action to place a lien and assess the property to recover the costs associated with razing and removing the structure, consistent with city ordinance. Upon a roll call vote, motion carried 7 to 0.

* **PUBLIC MEDIA NETWORK MUNICIPAL VIDEO PRODUCTION SYSTEM AGREEMENT:** Motion by Ford, seconded by Urban, to approve the Public Media Network Municipal Video Production System Agreement, including Addendum #1 of the Agreement, and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **STREET CRACK SEALING REPAIR MACHINE – PURCHASE RECOMMENDATION:** Motion by Ford, seconded by Urban, to approve the purchase of the Cimline Magma 230 Melter/Crack Sealer Trailer Mounted Spray Injection Road Repair Machine from Alta Equipment Company of Byron Center, Michigan, utilizing the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program at a cost of \$58,032, and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **CHARTER AMENDMENT PETITION - INFORMATION ONLY:** Motion by Ford, seconded by Urban, to receive the communication from the City Manager regarding a Charter Amendment Petition as information only. Upon a roll call vote, motion carried 7 to 0.

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

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

COMMUNICATION:

ED BUDAY, JR., 1503 BRADFORD STREET: Mr. Shaffer reviewed the communication from Mr. Buday, indicated that the City Attorney advised that the City cannot make any of the changes requested by Mr. Buday since the size of fireworks and date options for the holiday to shoot fireworks are covered by state statute. He said a letter will be sent to Mr. Buday to let him know that the City cannot make any of the changes he has requested. Motion by Ford, seconded by Ansari, to receive the communication from Ed Buday, Jr., 1503 Bradford Street, regarding fireworks. Upon a voice vote, motion carried 7 to 0.

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

Portage Historic District Study Committee of Wednesday, April 21, 2015.

Portage Historic District Commission of May 6 and June 3, 2015.

Portage Public Schools Board of Education Regular and Special of June 22 and Special of June 29, 2015.

Portage Zoning Board of Appeals of June 8, 2015.

Portage Planning Commission of June 18, 2015.

COUNCIL COMMITTEE REPORTS:

DISCOVER KALAMAZOO ADVISORY COUNCIL - COUNCILMEMBER

RANDALL: Councilmember Randall reviewed a meeting of Discover Kalamazoo Advisory Council on Monday, July 13, 2015, which focused on how to make the Advisory Council more effective. She said that this was in response to a survey performed some months ago that revealed that people wanted to know who the speakers were in advance and that what was said in the room stays in the room. She mentioned that the Council is a great supporter of the United States Tennis Association (USTA) Championships that start July 31 through August 9, 2015, at Kalamazoo College, and are supporting the Professional Disc Golf Association Amateur Disc Golf World Championship that will be held in our Region. She mentioned that the Council was very positive about the various Portage events of recent weeks and she expressed her appreciation of the level of energy and promotional efforts at the meeting.

Councilmember Ansari interjected that former Mayor Pro Tem Ed Sackley was present for comment regarding Item F.2, Public Media Network Municipal Video Production System Agreement, and Mayor Strazdas indicated that he would invite him up at the conclusion of the discussion regarding the Discover Kalamazoo Advisory Council Meeting of July 13, 2015.

There being no further discussion, motion by Reid, seconded by Ansari, to receive the communication from Councilmember Randall regarding the Discover Kalamazoo Advisory Council. Upon a voice vote, motion carried 7 to 0.

Mayor Strazdas recognized former Mayor Pro Tem Ed Sackley, who updated City Council on the contents and the benefits for the citizens as a result of the Public Media Network Municipal Video Production System Agreement.

INVESTMENT COMMITTEE MEETING MINUTES: Mayor Strazdas recognized the contributions of the three citizen participants on the Investment Committee: Richard Kraas, Roger Stamper and Steve Kreider and explained that they are very good at what they do and the advice they provide to the City. He noted that the Committee discussed the 40% financial institution limitation and the challenges dealing with staying within the 40% guidelines and indicated that there will be more details for City Council to consider at the next meeting to assist with an adjustment of that and explained. Next, he discussed the welcomed opportunity to reduce some of the debt by using cash for capital improvement versus bonding. Mr. Shaffer indicated that the debt was originally at \$107 million and is now down to \$79 million, and Mayor Strazdas shared that Mr. Kraas, Mr. Stamper and Mr. Kreider applauded this effort by City Council. Mayor Strazdas explained further that as a result of this discussion, Mr. Shaffer proposed a goal of becoming a AAA rated City beyond the AA stable Standard and Poor's rating currently held by the City which would produce long-term significant savings. The Committee also proposed adhering to the fund balance policy at 24% and Mayor Strazdas indicated more future discussion of this matter. Mayor Strazdas indicated Deputy City Manager Rob Boulis will bring the proposed minor change to the Investment Policy from Finance Director Bill Furry, but the 24% fund balance policy will not be a part of that as it will be addressed in a couple of months from now.

In answer to Councilmember Reid, Mr. Shaffer said that the recommendation not to exceed 40% in any one fund, so that the City maintains a level of diversification, reduces our exposure, our risk level. He noted a small change in nomenclature, not in principle, i.e., 40% "at the time the investment is made." He continued that during course time, those numbers fluctuate, so it is important to fix the 40% at the time of the reallocation is made. Discussion followed.

In response to Councilmember Randall, Mayor Strazdas explained as the debt goes down, the bond rating goes up; and, the more cash held in reserve, the bond rating goes up. Mr. Shaffer explained that AAA rating is very difficult to attain, so the City will have to demonstrate a substantial reduction in debt. He said that Standard and Poor's will analyze the stability of the tax base of the City, especially the stability of some of our largest employers, and will judge how aggressive the City has been to enhance and preserve that stability. He said that they will also look at revenues versus expenditures over time to determine expenditure control and whether the City can consistently show that revenue is not an issue and expenditures are under control. Discussion followed.

Motion by Urban, seconded by Ansari, to receive the minutes of the June 30, 2015 Investment Committee Meeting. Upon a voice vote, motion carried 7 to 0.

CENTRAL COUNTY TRANSIT AUTHORITY (CCTA): Mayor Pro Tem Pearson provided a brief update of a meeting of the CCTA. He indicated that the CCTA is in the process of a four-way agreement among the City of Kalamazoo, the Kalamazoo County Transit Authority (KCTA) and the Kalamazoo Transit Authority (KTA). The City of Kalamazoo wants to transfer all of its buses to the CCTA and there is a CCTA millage request as a ballot question on the August 4, 2015 Special Election. He explained that there was a high level discussion regarding Kalamazoo City legacy cost issue; and, as a result, the CCTA will be meeting twice per month, instead of monthly, for the next few months to obtain all of the information necessary to fully understand the details of the proposed agreement. Discussion followed.

In answer to Councilmember Ford, Mayor Pro Tem Pearson indicated that with regard to the KCTA retirees, the pension is overfunded; and, \$4 million in assets for healthcare will be transferred, but it is not known if that is enough as yet. He did indicate that all of those questions will be discussed in detail before considering the agreement for approval. Discussion followed regarding 911 Dispatch legacy costs and Mayor Strazdas indicated that Portage does not want to inherit long-term debt.

Discussion followed. Motion by Reid, seconded by Ansari, to receive the Central County Transit Authority Report from Mayor Pro Tem Pearson. Upon a voice vote, motion carried 7 to 0.

BID TABULATION:

* **GARDEN LANE TRANSMISSION WATER MAIN REPLACEMENT – BID TABULATION:** Motion by Ford, seconded by Urban, to award a construction contract for the Garden Lane Transmission Water Main Replacement Project to Pajay, Incorporated, of New Buffalo, Michigan, in an amount not to exceed \$263,787 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.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL CANDIDATES: Mayor Strazdas provided the opportunity for Councilmember Ford, Councilmember Randall and Mayor Pro Tem Pearson to announce their candidacy for City Council which will be determined at the November 3, 2015 City Election, and each recounted some of the positive changes that have taken place while serving on City Council.

STATEMENTS OF CITY COUNCIL: Councilmember Ford expressed kudos to the City Parks Department and recounted his experiences while attending the United States Army Field Band and Soldiers' Chorus, the Celery Flats Music Festival and the Taste of Portage.

Councilmember Randall concurred with Councilmember Ford, commented further and thanked City Manager Shafer for his military service to our country. She also encouraged everyone to attend the activities and family fun associated with the United States Tennis Association (USTA) Tournament being held from July 31 through August 9, 2015, at Kalamazoo College.

Councilmember Ansari praised the 70 years of experience held by the sitting City Council, the excellent job performed by Council in the best interest of the City, as a way to endorse the incumbents, especially Mayor Strazdas for the November 3, 2015 City Election. Mayor Strazdas thanked him for it.

Councilmember Reid thanked and recognized Councilmembers Randal and Ford and Mayor Pro Tem Pearson for the time and effort they have expended serving as members of Portage City Council and said she looked forward to the race coming up. She reviewed some of the details of Item F.2, Public Media Network Municipal Video Production System Agreement and the advantages to the City of Portage. She reminded everyone that the August 4, 2015 Special Election for the Metro Transit millage is only two weeks away, that the absentee ballots for those on the permanent list went out July 7, and information is available on line for those who need more information on this issue. She indicated that this week is the 25th Anniversary of the American Disabilities Act of 1990, and explained that there are 60,000 jobs that are open and 500,000 persons with disabilities who cannot find employment and are looking for employment. She mentioned that 43% of adults will become disabled during their working years and stressed that it is important that our systems do not discriminate against people with a disability. She also recounted her experiences while attending the United States Army Field Band and Soldiers' Chorus, the Celery Flats Music Festival and the Taste of Portage.

City Manager Shaffer provided an update on the South Westnedge Construction Project and indicated that it is still on target for completion by mid-August, despite the enormous amount of rain that has fallen throughout the construction, and he asked for continued patience from citizens for three more weeks. Mayor Strazdas asked for a campaign from the Administration when it is opened as a measure to assist businesses that have felt the strain of the low traffic numbers on Westnedge Avenue during the construction.

Mayor Pro Tem Pearson thanked Councilmember Ansari for his endorsement and Councilmember Reid for her kind words. He also said he has enjoyed working with Council.

Mayor Strazdas thanked and congratulated his three colleagues on City Council, who are taking another step to be good stewards of the community and anyone else who is running as it is a noble volunteer undertaking. He indicated that the United States Army Field Band and Soldiers' Chorus was spectacular and thanked the efforts of the Reserve Officers Training Corps (ROTC) for helping this event take place. He thanked all who attended the Taste of Portage, despite the rain. He recounted his visit with all of the Mayors of West Michigan who were able to attend the Mayor Energy Summit. He commented that Grand Rapids Mayor George Hartwell has an annual event and invites all of the Mayors from this side of the state to talk about topics that concern City and State Government and the main topic this year was energy policy since Governor Snyder organized State Departments to have an Energy Bureau. The Director of the Bureau is talking to all of the Mayors regarding what will be coming up with regard to energy policy that will impact businesses, industry and citizens.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:25 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – July 13, 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. Nine people were in the audience.

MEMBERS PRESENT: Glenn Smith, Jeffrey Bright, Lowell Seyburn, Michael Robbe, John Byrnes, and Alexander Philipp.

MEMBERS EXCUSED: A motion was made by Robbe, seconded by Smith to excuse Randall Schau, Phillip Schaefer, and Chadwick Learned. Upon voice vote, motion was approved 6-0.

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

APPROVAL OF THE MINUTES: Byrnes moved and Robbe seconded a motion to approve the June 8, 2015 minutes as submitted. Upon voice vote, the motion was approved 5-0 (Seyburn abstained).

NEW BUSINESS:

ZBA #15-1, Great Lakes Self Storage 1, LLC, 800 Gladys Street, 6529 Naomi Street: Mais summarized the request for a variance from the conflicting land use screening requirements along the southwest portion of the site, between the Cross Creek Self Storage facility and the nonconforming single family residence at 6527 Naomi Street. Scott Carter agreed with staff's report and provided additional photographs of the site. Seyburn noted the razor wire referenced in the report appeared to be barbed wire. Mr. Carter stated it was necessary for security. Robbe inquired about the timing of the request, noting that the site plan had been approved in November, 2014. Pat Flanagan with Ingersoll, Watson & McMachen stated he did the plan and the timing was due to construction considerations imposed by the onset of winter. Robbe inquired if the existing chain link fence was part of the former automobile repair facility at 6529 Naomi Street. Mr. Carter said yes. Robbe inquired where the lights would be in relation to the nonconforming residence. Mr. Flanagan stated there would be two lights to the west of the new building and both will be directed downwards and not at the adjacent residence. Seyburn inquired where site access would be. Mais stated off Gladys Street.

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

A motion was made by Smith, seconded by Byrnes, to grant a variance from the conflicting land use screening requirements along the southwest portion of the site, between the Cross Creek Self Storage facility and the nonconforming single family residence at 6527 Naomi Street for the following reasons: there are exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district, which include the presence of existing fences and mature trees and the location and orientation of the new self-storage building; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to construct a storage facility that meets the spirit and intent of the Zoning Code; the immediate practical difficulty causing the need for the variance request was not created by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood, and; the variance will not materially impair the intent and purpose of the zoning ordinance. Upon roll call vote: Smith-Yes, Phillip-Yes, Robbe-No, Bright-Yes, Seyburn-No, Byrnes-Yes. The motion passed 4-2.

ZBA #15-2, 7540 South Westnedge Avenue: Mais summarized the request for a Temporary Use Permit to operate a mobile food trailer at 7540 South Westnedge Avenue from July 14, 2015 through December 31, 2014. Nicholas Lambright stated he wanted to stay at the proposed location for a six month period so his customers would know where to find the business.

A public hearing was opened. A letter for support from Carrie Wesley, 8126 Shaver Road was read. Jim Schalenko spoke on behalf of Main Street Pub, 7509 South Westnedge Avenue. Mr. Schalenko supported the Temporary Use as he felt it will bring additional traffic to the area and that the trailer looked clean and attractive. Seyburn inquired how he would feel about Nick's Gyros customers using their bathrooms. Mr. Schalenko responded any time they can bring people into his restaurant it is an opportunity to attract new customers. Jeff Maddox, 781 Lenox Avenue, spoke in support of the request. The public hearing was closed.

Bright questioned staff's recommendation to limit the Temporary Use to 60 days, and limit the hours of operation, as he felt new businesses should get flexibility. Seyburn stated he was not clear why the Board was reviewing this application. Mais responded staff did not consider a mobile food trailer to be a restaurant, and Temporary Use Permits are intended for uses not otherwise permitted and that while staff could approve a Business Special Event for periods up to 28 days, the applicant was proposing to operate for almost six months. Attorney Brown added it also allowed the Board the opportunity to place whatever conditions on operations they felt appropriate. Seyburn noted in terms of the hours of operation lighting may become an issue later in the year as the daylight hours get shorter and that the lack of bathroom facilities could potentially burden surrounding businesses. The applicant stated his trailer is equipped with its own generator and external electrical receptacles and that he has portable LED lights available. The applicant added his impression was that his customers didn't typically linger like they might at a restaurant and were not there long enough to need to use the bathroom. Bright requested the applicant speak to the issue of hours of operation. Mr. Lambright stated he would like the flexibility to stay open later if there is a special need, such as after a high school football game that gets out at 10:00 p.m., but it has been his experience that business slows down by 8:00 p.m. Robbe stated he would not support a motion permitting hours of operation after 10:00 p.m. A motion was made by Robbe, seconded by Seyburn, to grant a Temporary Use Permit to operate a mobile food trailer at 7540 south Westnedge Avenue from July 14, 2015 through December 31, 2015 with the following conditions: 1. The food trailer be licensed by the Kalamazoo County Department of Health and Community Services; 2. The food trailer, tables, and off-street parking set-up be consistent with the submitted site sketch; 3. Hours of operation be limited to 10:00 a.m. to 9:00 p.m. Sunday through Saturday; 4. The site be kept free from trash and refuse; 5. Temporary signage be limited to one sign not exceeding 40 square feet; 6. There be no sound amplifying equipment; 7. The trailer must be setback 30 feet from the east (front) property line; 8. Any lighting provided must conform to the lighting ordinance. Upon roll call vote: Smith-Yes, Phillip-Yes, Robbe-Yes, Bright-Yes, Seyburn-Yes, Byrnes-Yes. The motion passed 6-0.

OTHER BUSINESS: None.

STATEMENT OF CITIZENS: None.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:19 p.m.

Respectfully submitted,

Jeff Mais
Zoning & Codes Administrator