



# PLANNING COMMISSION

September 1, 2016



# **CITY OF PORTAGE PLANNING COMMISSION**

## **A G E N D A**

**September 1, 2016  
(7:00 p.m.)**

**Portage City Hall Council Chambers**

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

### **APPROVAL OF MINUTES:**

- \* August 18, 2016

### **SITE/FINAL PLANS:**

- \* 1. Final Plan: Selinon Park, 1521, 1603 and 1615 East Centre Avenue

### **PUBLIC HEARINGS:**

### **NEW BUSINESS:**

### **OLD BUSINESS:**

- \* 1. Community Impact Project Grant Fund – subcommittee

### **STATEMENT OF CITIZENS:**

### **ADJOURNMENT:**

### **MATERIALS TRANSMITTED**

July 25, 2016 Zoning Board of Appeals meeting minutes  
July 26, 2016 City Council Committee of The Whole meeting minutes  
July 26, 2016 City Council meeting minutes  
August 8, 2016 City Council pre-meeting minutes  
August 9, 2016 City Council meeting minutes

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



## PLANNING COMMISSION

August 18, 2016

The City of Portage Planning Commission meeting of August 18, 2016 was called to order by Vice-Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Seven citizens were in attendance.

### **PLEDGE OF ALLEGIANCE:**

Vice-Chairman Stoffer led the Commission, staff and citizens in the Pledge of Allegiance.

### **IN ATTENDANCE:**

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

### **ROLL CALL:**

Mr. Forth called the role: Patterson (yes) Schimmel (yes), Stoffer (yes), Dargitz (yes), Richmond (yes), Shoup (yes) and Joshi (yes). A motion was offered by Commissioner Dargitz, seconded by Commissioner Patterson, to approve the role excusing Chairman Welch and Commissioner Bosch. The motion was unanimously approved 7-0.

### **APPROVAL OF MINUTES:**

Chairman Welch referred the Commission to the August 4, 2016 meeting minutes contained in the agenda packet. A motion was made by Commissioner Patterson, seconded by Commissioner Dargitz, to approve the minutes as submitted. The motion was unanimously approved 7-0.

### **SITE/FINAL PLANS:**

None.

### **PUBLIC HEARINGS:**

1. Preliminary Plat of The Oaks (Phase I), 4800 Bishop Avenue. Mr. West summarized the staff report dated August 12, 2016 regarding the request by Landmark Development Partners, LLC to construct Phase I of The Oaks single family residential subdivision. Mr. West stated The Oaks (Phase I) represents the continuation of the previously approved Holiday Village subdivision and proposes 20 single family residential lots on approximately 8.8 acres. Mr. West summarized the analysis section of the staff report and indicated staff is recommending approval of the preliminary plat subject to the condition regarding public streets and utilities as outlined in the August 12, 2016 Department of Community Development report.

Mr. Pat Flanagan of Ingersoll, Watson & McMachen (applicant's engineer) was present to explain the development and support the proposed plat. Commissioner Dargitz asked about the wetland delineation and the groundwater table in this area of the city. Mr. Flanagan discussed the wetland consultant that performed the wetland delineation and the subsequent review/approval by the Michigan Department of Environmental Quality (MDEQ). Mr. Flanagan stated the regulated wetland area was concentrated along the northern portions for Lots 1 through 5 and on the adjacent approximate five acre parcel to the north, which was proposed to be owned/maintained by the homeowners association for passive recreational use. Mr. Flanagan also discussed historic groundwater elevations in this area of the city and plans by the developer/builder to install foundations above historic high groundwater levels and install pump systems in the event of any future basement flooding. Mr. Flanagan stated he has already had initial conversations with city staff regarding construction of the subdivision and historic groundwater levels in this area of the city. The Commission, staff and Mr. Flanagan discussed various

aspects of the preliminary plat including regulated wetland areas, groundwater elevations, home construction and building envelopes/setbacks and the planned homeowners association.

Vice-Chairman Stoffer opened the public hearing. Four citizens spoke regarding the preliminary plat: 1) Diane Oaks, 7234 Jamaica Lane; 2) Stan Vandenberg, 7127 Jamaica Lane; 3) Therese Reva, 7203 Jamaica Lane and 4) Richard Bassett, 7143 Jamaica Lane. Ms. Oaks asked if the new subdivision and related home construction would cause groundwater levels to rise and possibly flood existing homes/basements along Jamaica Lane. Mr. Flanagan stated he does not anticipate construction of the plat infrastructure and individual home construction to affect the groundwater elevation. Mr. Flanagan indicated it's the same amount of rainfall on the same amount of land (pre-construction compared to post-construction). Mr. Flanagan stated the roads, driveways and homes will displace the rainfall differently from the undeveloped land; however, the same amount of rain will fall on the same land area and infiltrate into the ground. Mr. West discussed the groundwater levels in this area of the city, as recorded by a city installed monitoring well, and stated that groundwater levels have fluctuated approximately 6-feet over the past six years without any development on this property. Mr. West stated the groundwater elevation was at the approximate 856-foot level in 2009, 850 foot level in 2013 and at the approximate 852-foot level in June 2016. Mr. West indicated that precipitation patterns have the greatest impact on groundwater elevations, while construction and grading activities affect surface runoff and drainage patterns. Mr. West stated the preliminary plat stage of review/approval involves the general layout of the development and the next stage of review (final preliminary plat) will involve submittal and review/approval of the detailed engineering plans.

Mr. Vandenberg indicated the original developer (25 years ago) stated that no home construction would occur on this vacant property. Mr. Vandenberg also inquired about the location of proposed public streets and residential lots/homes and potential impact on the wetlands and groundwater table. Mr. Vandenberg stated that he spent approximately \$15,000 to install pumps to address flooding in his basement that occurred back in 2008/2009. Mr. West and Mr. Flanagan discussed the proposed layout of the plat including the location of public streets, residential lots and the regulated wetland area along the northern portion of the property. Ms. Reva stated that she was also told that no development would occur on this vacant property and asked whether all the trees would be removed from the property. Ms. Reva expressed concerns about disruption to wildlife that would occur with construction of the new subdivision. Mr. West stated that this property has been shown for future plat development with earlier phases of the Holiday Village subdivision. Mr. Flanagan discussed trees that will need to be removed to accommodate roadway and home construction and indicated the developer would preserve trees where possible, particularly along the rear portions of the lots. Mr. Bassett inquired about the anticipated size and value of home construction proposed within the subdivision. Mr. Flanagan stated that home size would be a minimum 1,500 square feet with an estimated value between \$250,000-\$400,000. No additional citizens spoke regarding the proposed subdivision. A motion was made by Commissioner Schimmel, supported by Commissioner Dargitz, to close the public hearing. The motion was unanimously approved 7-0.

After additional discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Dargitz, to recommend to City Council that the Preliminary Plat for The Oaks (Phase I), 4800 Bishop Avenue, be approved subject to the condition described in the August 12, 2016 Department of Community Development staff report including the provision that storm water will also be reviewed with the detailed engineering plans. The motion was unanimously approved 7-0.

2. Preliminary Report: Rezoning Application #16/17-1, 10332 Shaver Road. Mr. West summarized the preliminary staff report dated August 12, 2016 regarding a request from Mr. Donald Cochran to rezone 10332 Shaver Road from R-1B, one family residential to B-3, general business. Mr. West discussed the single family residential zoning of the property and the historic use of the property as a nonconforming office/commercial use. Mr. West indicated it is the desire of the new property owner to rezone the property to commercial, consistent with the Comprehensive Plan, Future Land Use Map and existing zoning pattern along the west side of Shaver Road. Mr. West stated that building remodeling and construction of a new paved parking lot for a future office/commercial tenant is planned by the applicant.

Mr. Donald Cochran (applicant/property owner) was present to support the rezoning application. The public hearing was opened by Vice-Chairman Stoffer. No citizens spoke regarding the proposed rezoning. The Commission next discussed the policy of adjourning the public hearing to a subsequent meeting and whether the

Commission should waive the second meeting and formulate a recommendation to City Council at tonight's meeting. Attorney Brown stated any deviation from the Planning Commission policy should be discussed and stated in the motion. Mr. Forth suggested the Commission could consider the consistency with the Comprehensive Plan and surrounding land uses in a motion to support the application. Mr. Cochran stated a recommendation from the Commission at tonight's meeting would save a couple weeks in the rezoning process and would allow additional time to perform site improvements before the asphalt plants close in November. Mr. West stated an additional public hearing will also be conducted at City Council and the same residents within 300-feet will also receive notice of this public hearing.

After a brief discussion, a motion was made by Commissioner Schimmel, seconded by Commissioner Dargitz, to waive the second meeting and close the public hearing based on the lack of public comment received during the meeting, the lack of opposition voiced in phone calls received by the Department of Community Development, the historic use of the property for commercial/office and the consistency with the Future Land Use Map. The motion was unanimously approved. A motion was then made by Commissioner Patterson, seconded by Commissioner Dargitz, to recommend to City Council that Rezoning Application #16/17-1, 10332 Shaver Road, be approved and the property be rezoned from R-1B, one family residential to B-3, general business consistent with the Comprehensive Plan, Future Land Use Map, surrounding zoning pattern and historic use of the property. The motion was unanimously approved 7-0.

3. Final Report: Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations. Mr. Forth reiterated the intent of the ordinance amendments and provided follow-up to the Planning Commission questions/comments from the August 4, 2016 meeting.

The public hearing was reconvened by Vice-Chairman Stoffer. No citizens spoke regarding the proposed changes to off-street parking and loading/unloading regulations. A motion was then made by Commissioner Patterson, seconded by Commissioner Dargitz, to close the public hearing. The motion was unanimously approved 7-0.

Commissioner Shoup discussed the growing trend of electric vehicles and again stated that he believes the Commission should consider requiring vehicle charging stations as part of larger development projects. Mr. Forth stated the proposed ordinance language encourages installation of vehicle charging stations, however, a provision to require installation would need additional research. Commissioner Schimmel indicated that as electric vehicles become more common, businesses will likely voluntarily install charging stations similar to Celebration Cinema. Commissioner Joshi asked about whether the parking requirement for auto repair facilities was excessive. Mr. Forth discussed the need for additional parking spaces for vehicles that were either awaiting repair or awaiting pick-up and indicated that staff has not historically observed a problem with excessive parking at these businesses. Commissioner Patterson stated the Commission has been discussing these changes for several weeks and he feels comfortable with the proposed ordinance amendment. Commissioner Patterson stated the proposed changes will streamline the approval process and eliminate unnecessary bureaucracy. A motion was then made by Commissioner Patterson, seconded by Commissioner Schimmel, to recommend to City Council approval of Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations. The motion was unanimously approved 7-0.

#### **NEW BUSINESS:**

1. FY 2015-2016 Final Work Program Update and Proposed FY 2016-2017 Work Program. Mr. Forth referred the Commission to the staff report dated August 12, 2016 that included a final update of the FY 2015-2016 Work Program and a copy of the proposed FY 2016-2017 Work Program. The Commission did not have any further comments on the FY 2015-2016 Work Program final update. Commissioner Dargitz asked if a Complete Streets reference should be included under Item 3) of the proposed Work Program and whether the Sensitive Land Use Inventory Map is the same as the Natural Features Map. Mr. Forth suggested wording for inclusion of a Complete Streets reference under Item 3), "Implementation, where possible, of Complete Streets Policy elements." Mr. West stated the reference to Sensitive Land Use Inventory Map should be replaced with "Natural Features Map" since this map was adopted with the 2014 Comprehensive Plan and includes wetlands,

floodplains, water features and woodlands greater than 10 acres. After a brief discussion, a motion was made by Commissioner Schimmel, seconded by Commissioner Richmond, to adopt the 2016-2017 Work Program, with the two changes to Item 3), as discussed above. The motion was unanimously approved 7-0.

**OLD BUSINESS:**

1. Community Impact Projects Grant Fund – draft proposal from Dargitz (additional discussion. Mr. Forth referred the Commission to the staff report dated August 12, 2016 and indicated the City Administration was supportive of a Capital Improvement Program (CIP)-funded project involving neighborhood/community enhancement projects on public property. Mr. Forth stated that an article in the September edition of the *Portager* will include a reference to this Planning Commission initiated CIP project and the on-line survey will also include a question/comments requesting ideas for neighborhood/community-based enhancement projects. At this time, Mr. Forth stated it is recommended that the Planning Commission form a subcommittee to prepare information related to the CIP project such as a project profile and evaluation criteria and asked for volunteers. Commissioners Dargitz and Richmond volunteered to be part of the subcommittee. After a brief discussion, a motion was made by Commissioner Schimmel, seconded by Commissioner Dargitz, to establish the subcommittee consisting of Commissioner Dargitz, Commissioner Richmond and with the provision to add Commissioner Bosch and/or Chairman Welch upon their consultation. The motion was unanimously approved 7-0.

**STATEMENT OF CITIZENS:**

None

**ADJOURNMENT:**

Commissioner Dargitz discussed the “Placemaking as an Economic Development Tool” article in the latest edition of Planning & Zoning News and asked if staff could print copies of the free guidebook and provide to the Planning Commission. Mr. Forth stated he would research the matter and determine if there were any copyright issues that would prohibit making copies and distributing to the Planning Commission.

There being no further business to come before the Commission, the meeting was adjourned at 9:10 p.m.

Respectfully submitted,

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

**TO:** Planning Commission

**DATE:** August 26, 2016

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

**SUBJECT:** Final Plan for Selinon Park, 1521, 1603 and 1615 East Centre Avenue

## **I. INTRODUCTION:**

A final plan has been submitted by Full Circle Communities to construct the Selinon Park Planned Development (PD) upon parcels addressed as 1521, 1603 and 1615 East Centre Avenue. The Selinon Park PD proposes a total of 74 affordable apartment/townhome units constructed in three buildings (one 3-story building and two 2-story buildings) and associated site improvements on the approximate 10.7 acre property. The development will provide one, two, three and four bedroom units with local, state and federal funding sources proposed to finance the development. The single-family residential dwelling located at 1521 East Centre Avenue is located in a Portage Historic District and the applicant intends to use the dwelling as a manager residence.

On March 22, 2016, City Council approved the PD rezoning of the subject property and the associated tentative plan/narrative. A copy of the approved tentative plan for the Selinon Park PD is attached along with a copy of the February 23, 2016 City Council meeting minutes. On February 3, 2016, the Historic District Commission reviewed the proposed development and was supportive of the use of the residential structure located at 1521 East Centre Avenue as a manager residence, subject to some minor conditions including relocation of the existing barn structure from the 1603 East Centre Avenue parcel to the 1521 East Centre Avenue parcel and installation of new gravel driveway section to the residential structure. These improvements are illustrated on the final plan sheets and the applicant is aware that a Certificate of Appropriateness is still needed from the Historic District Commission prior to the start of construction.

## **II. FINAL PLAN**

The final plan for Selinon Park has been designed in substantial conformance with the approved tentative plan/narrative. Access to the site will be provided through a full service driveway from East Centre Avenue. Consistent with the approved tentative plan, the southern 3-story building will be setback approximately 80-feet from East Centre Avenue and between 49-69 feet from the east property line, while the northern 2-story buildings will be setback approximately 60-feet from the east property line and 119-feet from the west property line. These buildings will include varied rooflines and will be constructed of high-quality, durable materials intended to reduce maintenance and replacement costs. Exterior building materials will include brick, masonry and fiber cement sidings in various colors and textures.

Parking lots associated with the apartment/townhome buildings will be setback approximately 70-feet from the west property line and 10-feet from the east property line. While a total of 150 parking spaces are required for the development, the applicant is proposing to construct 92 parking spaces and defer 62 parking spaces in greenspace for possible future use, if needed. The applicant provided

information in the approved tentative plan narrative that satisfactorily documents the reduced demand for parking and the likelihood of alternative transportation usage by the tenants of the development.

Storm water runoff associated with the development will be collected and conveyed to a private storm water retention basin situated along the northern portion of the site. An internal pedestrian circulation network consisting of concrete sidewalks will be provided so as to connect the buildings to one another and to the existing sidewalk along East Centre Avenue. Additionally, an 8-foot wide asphalt path will also be constructed along the west side of the development, extending from East Centre Avenue to the northeast corner of the property. This path will eventually connect to East Central Trailway planned along the adjacent Consumers Energy Company property in FY 2019-2020. The applicant has indicated that an easement will be pursued with the owner of 1629 East Centre Avenue in order to complete this trail connection. Finally, municipal water and sanitary sewer will serve the proposed development and all outdoor lighting units will conform to applicable ordinance standards.

### **III. RECOMMENDATION:**

The final plan has been reviewed by the City Administrative departments. Staff advises that the Planning Commission recommend to City Council that the Final Plan for Selinon Park, 1521, 1603 and 1615 East Centre Avenue, be approved.

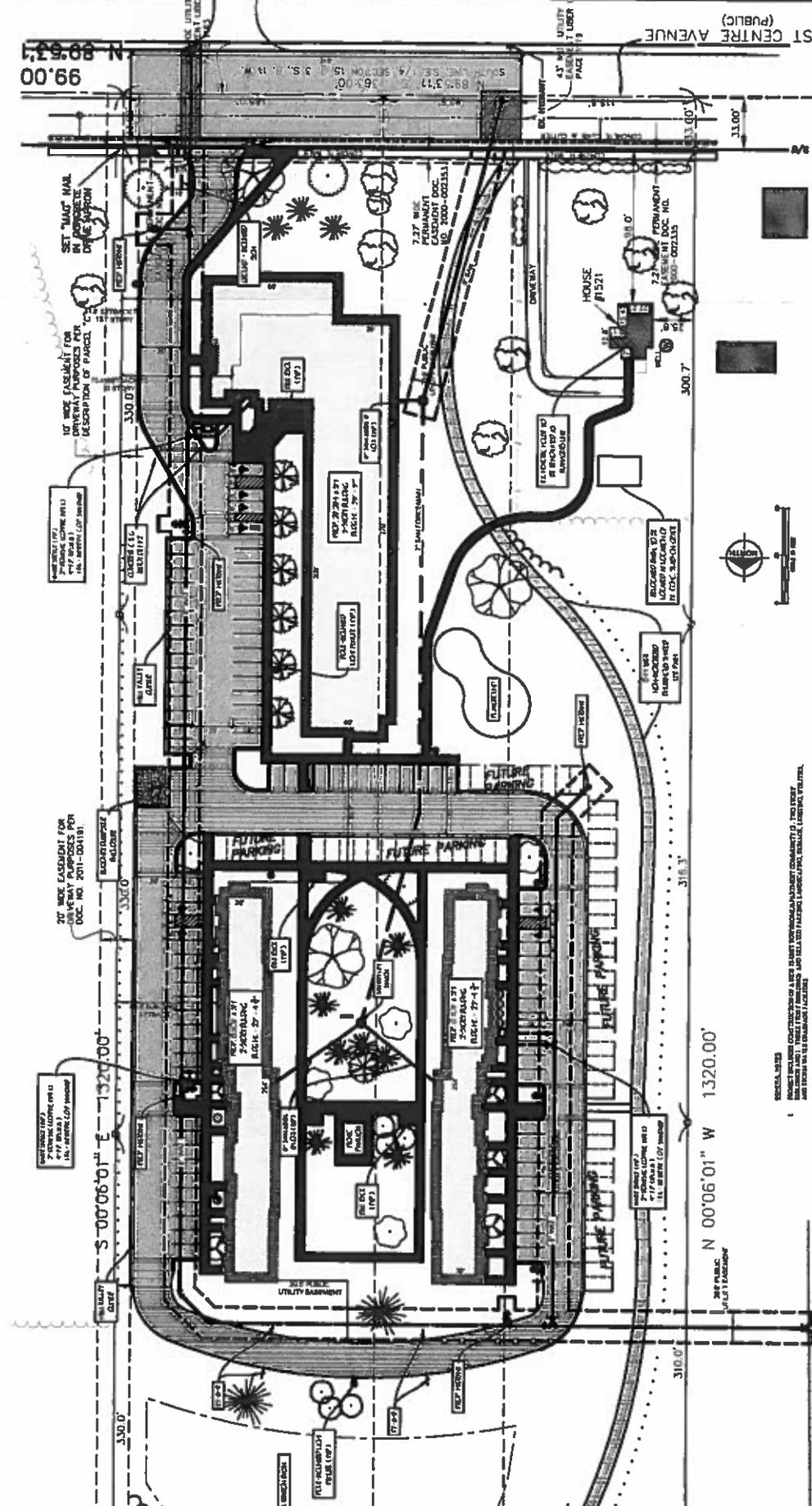
Attachments: Final Plan Sheets  
Approved Tentative Plan for the Selinon Park Planned Development  
March 22, 2016 City Council meeting minutes





DATE	11/15/18
BY	11/15/18
SCALE	AS SHOWN
PROJECT NO.	1811
DRAWN BY	11/15/18
CHECKED BY	11/15/18
APPROVED BY	11/15/18

DATE OF PLANK 07-15-18



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**PROPOSED FEATURE LEGEND**

- NEW CONCRETE DRIVEWAY
- NEW CONCRETE SIDEWALK
- NEW CONCRETE PAVEMENT AREA
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MICHIGAN UNIFIED KEYING SYSTEM

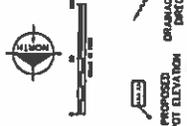
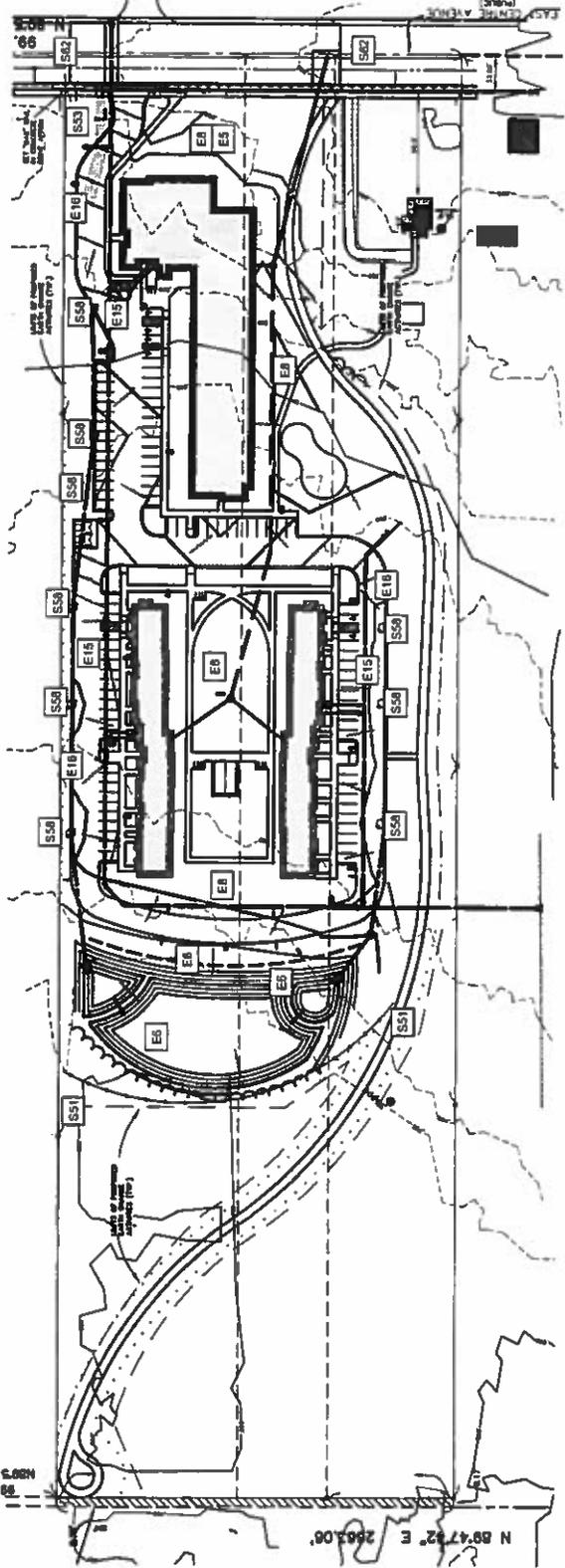
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**REVISIONS**

Total revisioned pages: 278 (15) of 617 sheets.

Approved revision number: 10/15/16. All revisions shall be made on the same sheet as the original drawing. Revisions shall be made in accordance with the MICHIGAN UNIFIED KEYING SYSTEM. All revisions shall be made in accordance with the MICHIGAN UNIFIED KEYING SYSTEM. All revisions shall be made in accordance with the MICHIGAN UNIFIED KEYING SYSTEM.

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Prepared By: **H D J**

Project: **SESC PLAN**

Client: **SESC PLAN**

Address: **1823 E CENTRE AVENUE, KALAMAZOO COUNTY, MICHIGAN**

Phone: **269-340-0000**

Website: **www.hdjinc.com**

Project No: **1823E**

Date: **10/15/16**

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**CE**

**Callen Engineering, Inc.**

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Chicago, Illinois 60607

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Fax: 773-334-3334  
Website: [www.calleneng.com](http://www.calleneng.com)

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**SESC PLAN**

**1823 E CENTRE AVENUE**

**KALAMAZOO COUNTY, MICHIGAN**

**CITY OF PORTAGE**

**FULL CIRCLE COMMUNITIES**

**310 S. PEORIA STREET, SUITE 500**

**CHICAGO, ILLINOIS 60607**

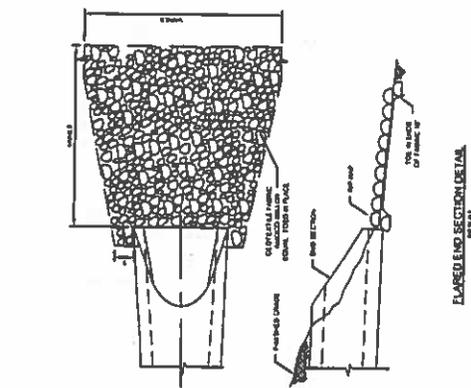
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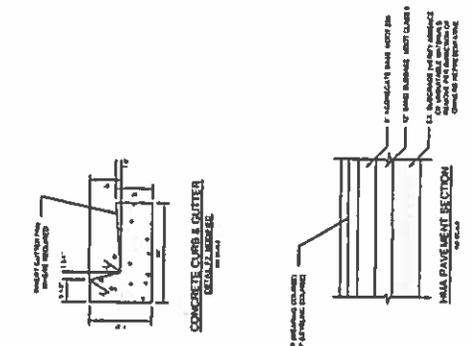
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SHEET NO.	131

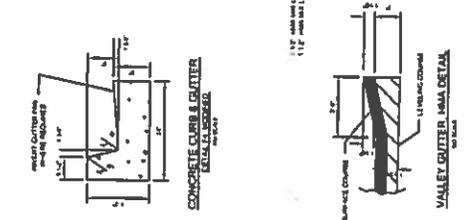
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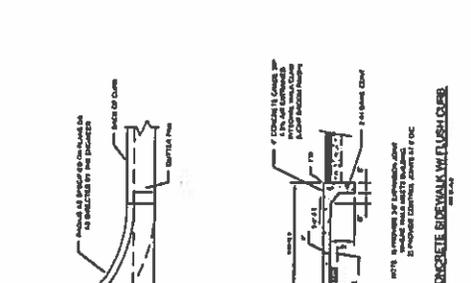
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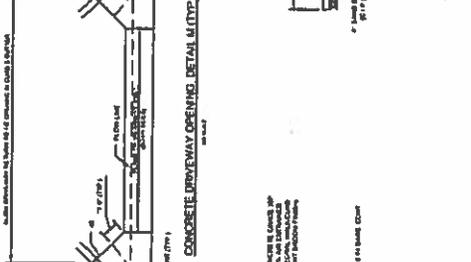
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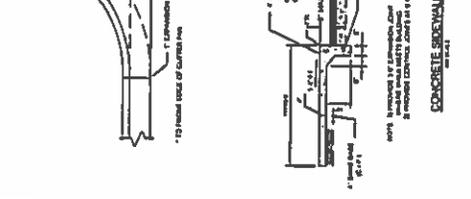
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**CONCRETE CURB & GUTTER, MAIA DETAIL**  
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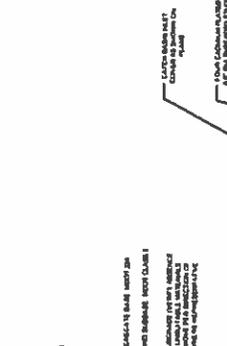
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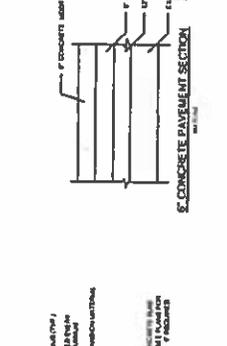
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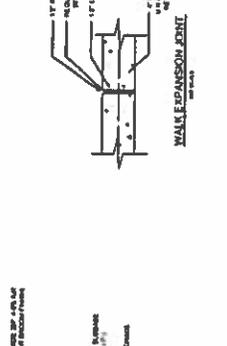
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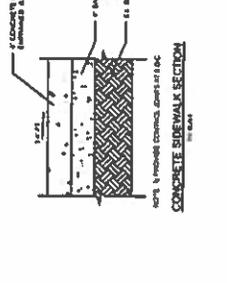
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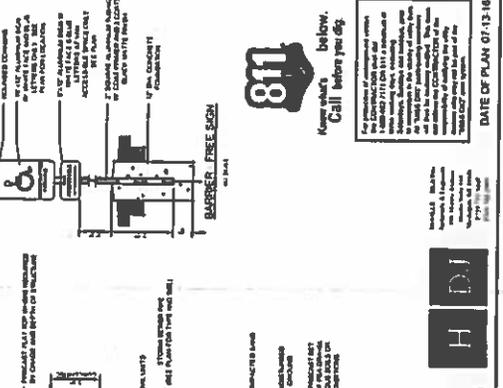
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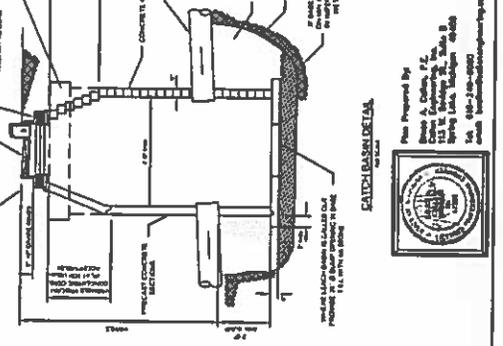
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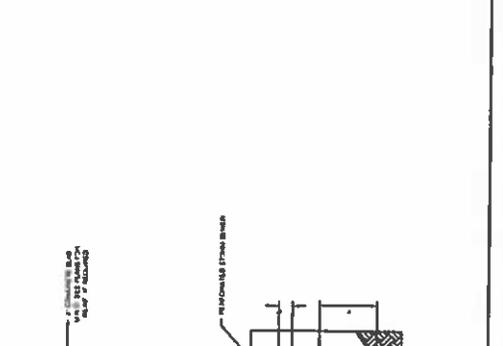
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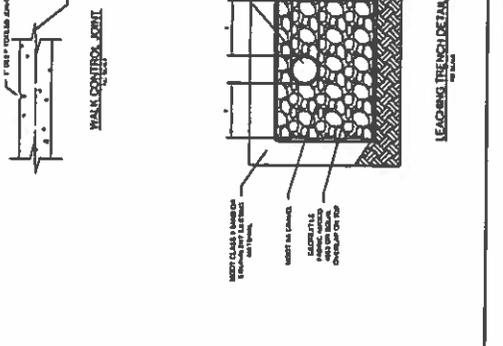
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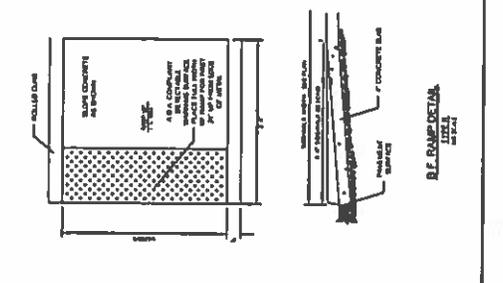
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**MAIA EXPANSION JOINT**  
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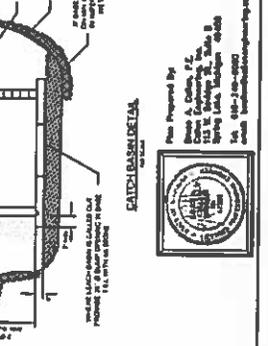
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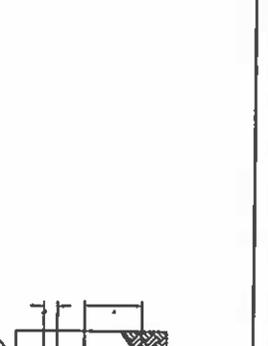
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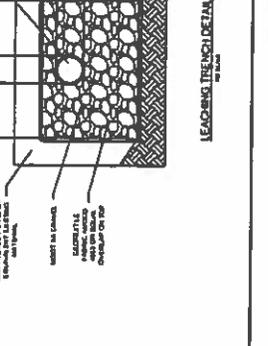
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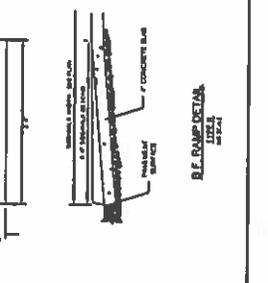
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**MAIA CONTROL JOINT**  
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**CONCRETE DRIVEWAY SECTION**  
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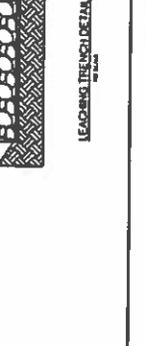
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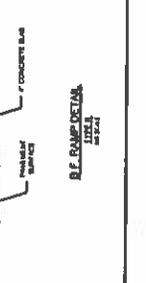
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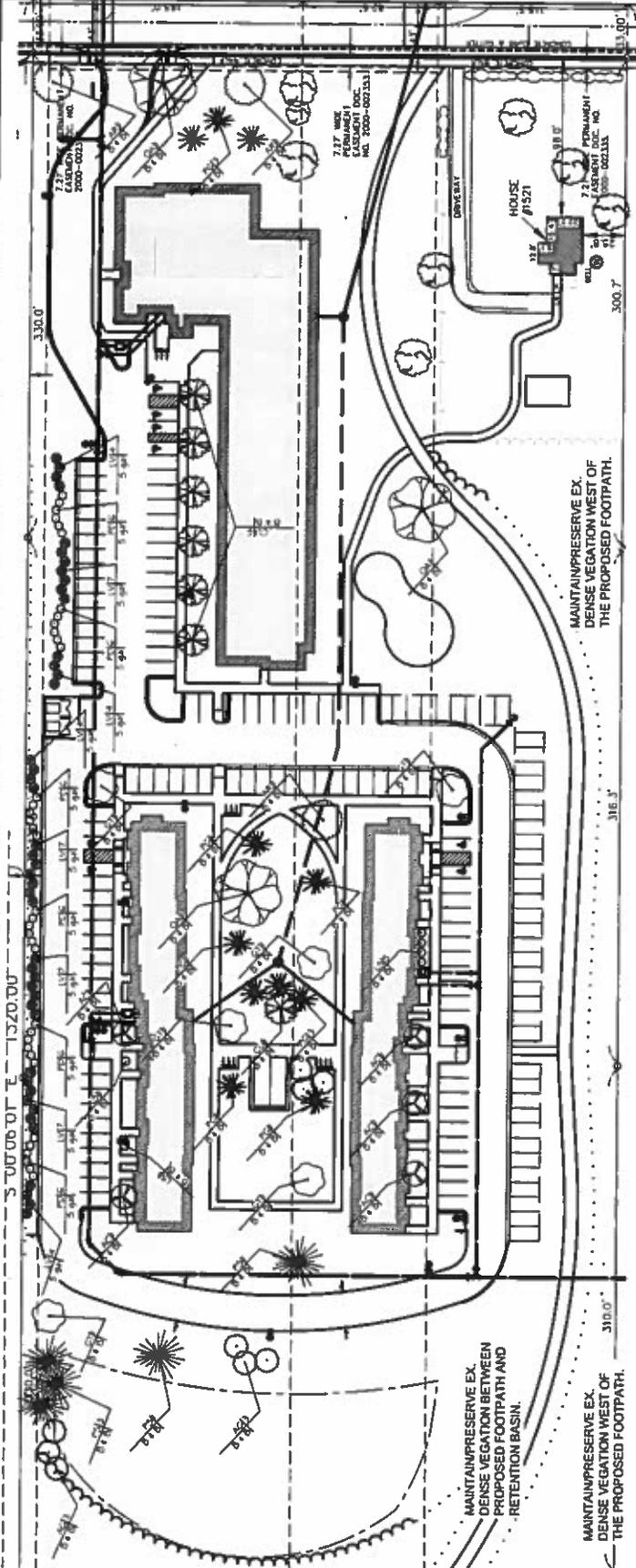
**811**  
 Keep streets below.  
 Call before you dig.  
 For protection of underground utilities  
 call 811 or visit 811.org  
 811 is a free, 24-hour service that  
 connects you to the utility of your area  
 before you dig. It's the only way to  
 ensure you know what's below the ground  
 before you dig. Call 811 or visit 811.org  
 811.org

Plan Prepared By  
 Daniel A. Collins, P.E.  
 112 N. Lincoln St., Suite B  
 Spring Lake, Michigan 49782  
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 www.danielcollinspe.com



**H D J**

DATE OF PLAN: 07-13-18

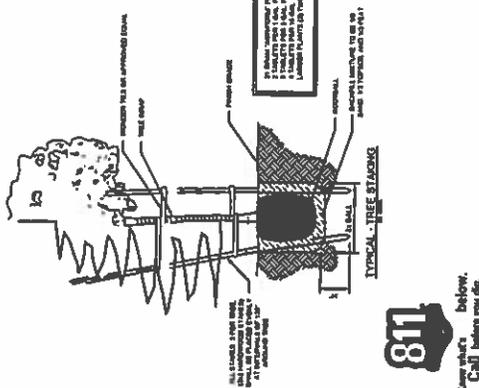
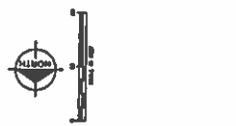


- LANDSCAPE NOTES**
- ALL PLANTINGS SHALL BE DONE AT THE END OF CONSTRUCTION. ALL PLANTINGS SHALL BE DONE WITHIN 14 DAYS OF THE END OF CONSTRUCTION. ALL PLANTINGS SHALL BE DONE WITHIN 14 DAYS OF THE END OF CONSTRUCTION.
  - CONTRACTOR SHALL VERIFY TREE LOCATIONS TO MATCH THE LANDSCAPE PLAN AND TO MATCH THE LANDSCAPE PLAN.
  - CONTRACTOR SHALL PROTECT EXISTING TREES, SHRUBS, AND OTHER PLANT MATERIALS THAT REMAIN ON SITE. ALL PLANTINGS SHALL BE DONE WITHIN 14 DAYS OF THE END OF CONSTRUCTION.
  - ALL LANDSCAPE SOILS AND MULCH MUST BE COMPATIBLE WITH LOCAL ZONING REQUIREMENTS.
  - ALL PLANTINGS AND LANDSCAPE COMPONENTS SHALL BE IN ACCORDANCE WITH LOCAL ZONING REQUIREMENTS.

Prepared By:  
 Robert A. Collins, P.E.  
 1100 North Lincoln Road  
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 Chicago, IL 60614  
 Tel: 773-344-1100  
 Fax: 773-344-1101  
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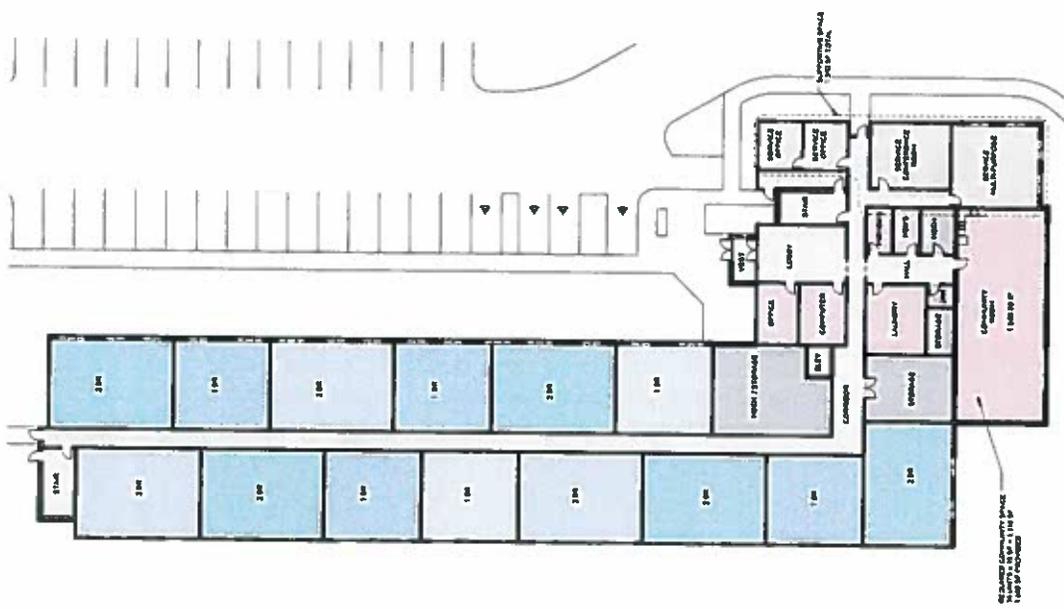
**PLANT SCHEDULE**

CODE	SYMBOL	RECOMMENDATION	QUANTITY	UNIT
01	(Symbol)	Plant species / Plant Name	10	ea
02	(Symbol)	Plant species / Plant Name	10	ea
03	(Symbol)	Plant species / Plant Name	10	ea
04	(Symbol)	Plant species / Plant Name	10	ea
05	(Symbol)	Plant species / Plant Name	10	ea
06	(Symbol)	Plant species / Plant Name	10	ea
07	(Symbol)	Plant species / Plant Name	10	ea
08	(Symbol)	Plant species / Plant Name	10	ea
09	(Symbol)	Plant species / Plant Name	10	ea
10	(Symbol)	Plant species / Plant Name	10	ea
11	(Symbol)	Plant species / Plant Name	10	ea
12	(Symbol)	Plant species / Plant Name	10	ea
13	(Symbol)	Plant species / Plant Name	10	ea
14	(Symbol)	Plant species / Plant Name	10	ea
15	(Symbol)	Plant species / Plant Name	10	ea
16	(Symbol)	Plant species / Plant Name	10	ea
17	(Symbol)	Plant species / Plant Name	10	ea
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20	(Symbol)	Plant species / Plant Name	10	ea

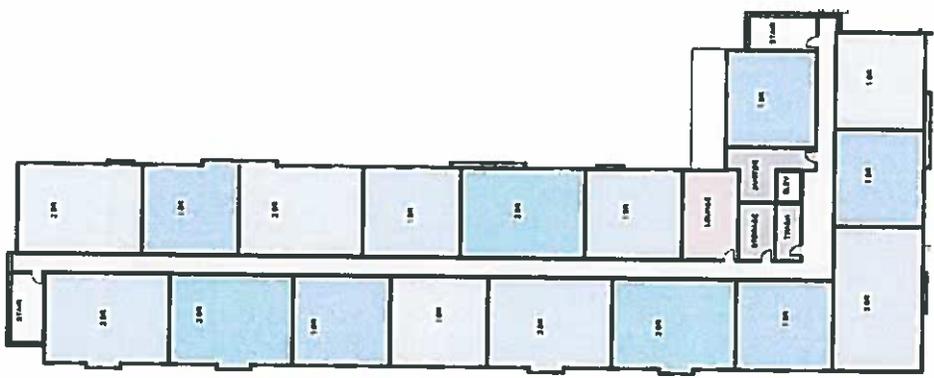


**811**  
 Know what's below.  
 Call before you dig.

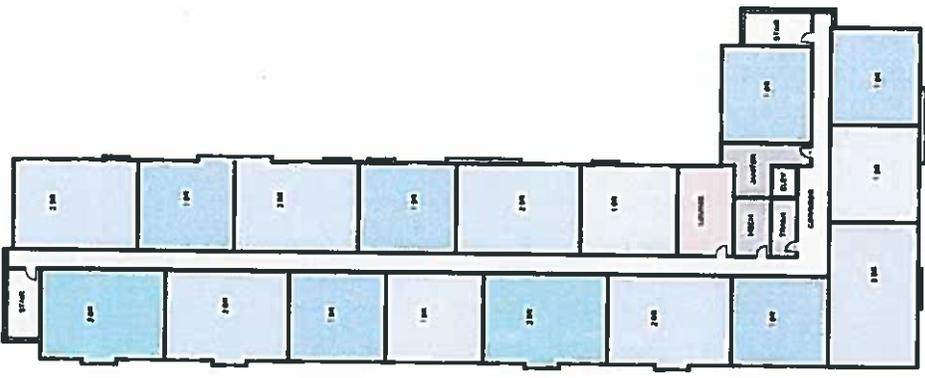
\* CONTRACTOR SHALL VERIFY PLANT QUANTITIES PRIOR TO INSTALLATION.



FIRST FLOOR PLAN



SECOND FLOOR PLAN



THIRD FLOOR PLAN

PR-3  
 OVERALL FLOOR PLAN - 3 STORY  
 ALL DIMENSIONS IN FEET  
 1/8" = 1'-0"

# SELINON PARK

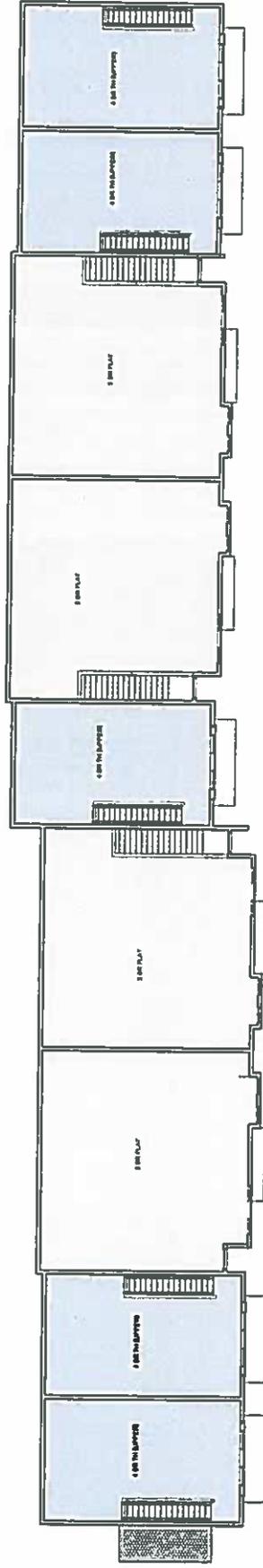


FULL CIRCLE  
 communities

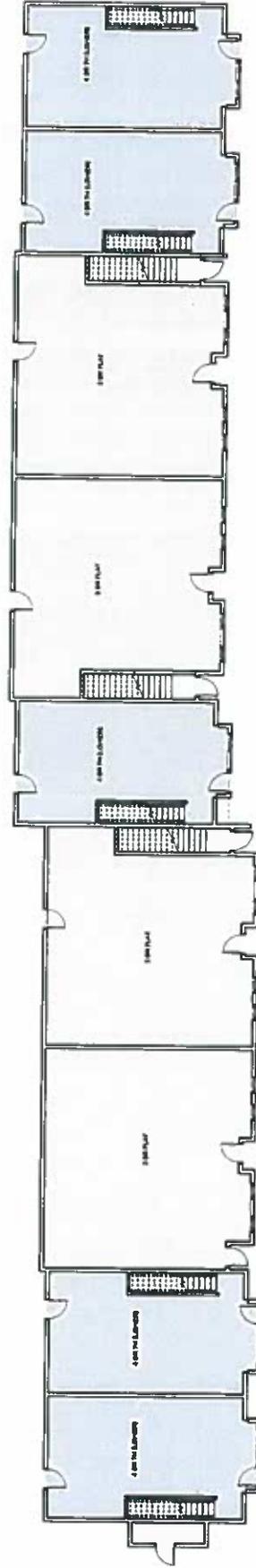
HOOKER | DE JONG  
 ARCHITECTS & ENGINEERS







SECOND FLOOR PLAN



FIRST FLOOR PLAN



**HOOKER | DE JONG**  
ARCHITECTS & ENGINEERS



**FULLCIRCLE**  
communities

# SELINON PARK

PROJECT NO. 2019-0001  
 PROJECT NAME: SELINON PARK  
 PROJECT TYPE: TOWNHOUSE BUILDINGS  
 DATE: 04/2019  
**PR-5**



FRONT PERSPECTIVE



FRONT ELEVATION

PROJECT NO. 4-0001  
 DATE 07/10/10  
 PR-6  
 EXTERIOR ELEVATION - TOWNHOUSE BUILDINGS  
 FULL CIRCLE COMMUNITIES  
 ARCHITECTS & ENGINEERS  
 1000 WEST 10TH AVENUE  
 DENVER, COLORADO 80202



FULL CIRCLE  
communities

HOOKER | DE JONG  
ARCHITECTS & ENGINEERS



SELINON PARK



In answer to Councilmember Urban, Ms. Georgeau used a study provided by the applicant to generally outline the portion of the land that is not buildable owing to water issues which is the area behind the homes on Dorset Street. She emphasized that there is no recent delineation of the wetland on the property in question, so before any development on this property, the City would ask the applicant to submit a wetland delineation to make sure the Department of Environmental Quality (DEQ) does not require a permit and, if necessary, obtain one before construction. Discussion followed.

In answer to Councilmember Randall, Ms. Georgeau answered in the affirmative that the original application from Mr. Scott was the catalyst for the proposed changes in rezoning of these properties. She explained that it is a part of the work plan for Community Development to look at areas where there were inconsistencies between the recently adopted Comprehensive Plan and zonings, and to initiate a rezoning. She shared that when this request came in, staff noticed some irregularities among the zoning and the land use, but decided to help Mr. Scott and deal with the inconsistencies at a later date; however, as the public process unfolded, staff realized from public comment that there was the need to look at the greater area and explained. Discussion followed.

In answer to Councilmember Ansari, Ms. Georgeau indicated that the only properties that are inconsistent with the R1-A zoning classification are the three duplexes where Dorset Street meets Admiral Avenue built in early 1960's and have been nonconforming since 1965. She mentioned that if they are destroyed by fire, tornado, etc., they could be built on the current footprint after 18 months and explained.

In answer to Councilmember Ford, Ms. Georgeau indicated that the City has no plans to extend Cameo Avenue and discussion followed.

In answer to Councilmember Urban, Ms. Georgeau indicated that the applicant could not extend Cameo Avenue and build on the north and the south sides of the road because the City would require a cul-de-sac which would take up too much of the available buildable area; or he could get a variance to extend the street as a dead end terminus like it is now, which is questionable. Discussion followed.

When Mayor Strazdas invited Mr. Scott back for comment, he said that 90% of his property was zoned correctly, and he was only trying to rezone 10% that was zoned I-1, light industrial, and explained that he was not trying to be greedy. In answer to Councilmember Urban, Mr. Scott indicated that he would have to go back to the engineers to determine how much of the property could be developed if Cameo Avenue were extended.

In answer to Councilmember Reid, Mr. Scott indicated that there cannot be three duplexes based on the available buildable land, only two, and explained how they would be placed on the north side of Cameo Avenue with a shared driveway and a turn around and how it was not economical to build single family dwellings on this property.

In answer to Councilmember Urban, Ms. Georgeau pinpointed the City easement on the plat map between Lot 40 and 41. She indicated that she understood the applicant was not satisfied with the drainage coming from Cameo Avenue, but did not think this was relevant to the rezoning question before Council. Discussion followed. Ms. Georgeau indicated that the property is large enough to be used for I-1, light industrial, as it is possible to build a small building there such as a storage building, a small auto repair or a work shop of some kind. She said the owner could use the wetland for drainage to keep their water on their property, and off-street parking would be required. She gave a pole barn on Schuring Road used to store cars that was sold and is now being used for car repair as an example. Discussion followed.

Motion by Randall to table Rezoning Application #15/16-2 until the Regular City Council Meeting of April 26, 2016. Discussion followed. City Attorney Brown reminded everyone that there would not be a new public hearing on the matter, but a continuation of these proceedings. Motion was seconded by Reid. Upon a roll call vote, motion carried 7 to 0. Discussion followed.

**REZONING APPLICATION #15/16-4 (1521, 1603 AND 1615 EAST CENTRE AVENUE):** Mayor Strazdas introduced the item and deferred to City Manager Larry Shaffer, who asked Ms. Vicki Georgeau to address the item. Ms. Georgeau reviewed some of the development

guidelines, reasons for the recommended zoning changes, and the Planned Development (PD) District. She described some of the features, characteristics and amenities specific to the design of the proposed Planned Development. She indicated that the historic house will be retained as part of the development and explained how the development is in compliance with the spirit of the Comprehensive Plan. She shared that the Planning Commission reviewed this proposal over a couple of meetings with no discussion for or against. In answer to Mayor Strazdas, Ms. Georgeau assured him that the project is consistent with the Comprehensive Plan and the Land Use Plan and gave examples; that there are no anticipated traffic concerns; and explained that no negative impacts to the surrounding property owners are anticipated.

In answer to Mayor Pro Tem Ansari, Ms. Georgeau defined affordable housing by saying that the applicants will not pay more than 30% of their household income on housing expenses and explained that this project is targeted for persons with lower income and persons with disabilities. When he asked her how it compares with Milham Meadows or Anna's Vineyard, Ms. Georgeau indicated that the residents would have affordable housing options similar to those developments; this is going to be a brand new development with great architectural design, high quality building materials, lots of open space, sufficient parking; so, it should be a positive addition to the community. Discussion followed.

Ms. Georgeau confirmed for Councilmember Randall that two of the three houses represented on the map would be torn down and the one located in an historic district would remain; and, in order to sell it off in the future a modification of the historic district would be required, but the applicant intends to use it as the manager's residence.

Ms. Georgeau confirmed that the remaining property to the west is zoned OS-1, office service, and the proposed drive is aligned with the offices of Randy Brown and Associates, Portage City Attorney.

Mayor Strazdas opened the public hearing and invited the applicant to speak, Carl Kunda, Full Circle Communities, 310 South Peoria Street, Suite 500, Chicago, IL 60607. He added that another reason to ensure that his company would not be subdividing the property from the historic home is that they are currently in compliance with the density requirement of the PD ordinance, but would not be in compliance if the property was subdivided.

Councilmember Reid spoke in favor of having more affordable housing in Portage and asked whether a wider range of residents was considered where some of the residents would be paying market value for the apartment. Mr. Kunda reflected on the market analysis of the City of Portage and concluded that the plan is reflective of what a mixed income property would look like. Discussion followed.

In answer to Councilmember Urban, Mr. Kunda indicated that Full Circle Communities does not have any other properties in the area, and the reason they are developing in the City of Portage is first, because it is easy for staff to travel to Portage from Chicago; to allow for realistic management; needed a great place to put housing; economics; the availability of jobs; some of the greatest schools in the state; and opportunities for the people his company tries to serve.

In answer to Mayor Pro Tem Ansari, Mr. Kunda indicated that participation in the MSHDA low income tax program obligates them to accept both types of Section 8 vouchers.

Todd Corstange, 294 Magellan Court, said his Father was told this housing was not going to be Section 8 housing and asked for an explanation of the Comprehensive Plan for Portage. Since the low income families will have children, he asked will this property have after school programs for the children, and the applicant answered in the affirmative. Discussion followed. Mr. Corstange asked whether there is actual demand for this housing, and the applicant answered in the affirmative. Discussion followed. In answer to Mr. Corstange, the applicant indicated the Manager would be on site. Mr. Corstange asked whether he is liable for residents who trespass on his property and something happens to them. Mr. Brown indicated it can depend upon the circumstances and cited the attractive nuisance as an example. Discussion followed. He asked that a comparison be made between this proposed development and Portage Park, Illinois. Mr. Corstange spoke in favor of the project if it contributes to success and not result in high crime, high taxes, high poverty and low services. He

indicated he is in the middle of the road right now, not for it or against it, and asked City Council to guarantee the promises of the evening.

At the request of Mayor Strazdas, Carl Kunda offered open communication with Todd Corstange and to keep him informed throughout the process to alleviate any concerns he might have. He explained that security is one of their major concerns, cited that the company's reputation depends on that and revealed some of the features that would ensure security on the property. He also noted that the fertilizer water mentioned by Mr. Corstange would be an example of something the Manager would go over with the families to ensure that they would know about it. He discussed the profiles of some of these families and the benefits that inure to them as a result of living in this development. Finally, he indicated that the issues at Portage Park, Illinois, is partly because of the low parking ratio of Chicago, so the neighbors had parking concerns and there was opposition with the height of the proposed building. Discussion followed.

Mayor Strazdas asked Council to look at the narrative as part of the rezoning as it is important to the Tentative Plan, and Ms. Georgeau emphasized that this is not only a PD rezoning, but the proposal is a multiple family land use, and gave her assurances that it is consistent with the Comprehensive Plan because of the way it is designed and proposed. Discussion followed.

In answer to Councilmember Randall, Mr. Corstange explained there is a problem with communication because each time he came to get a clarification regarding the nature of the project, it kept changing. He expressed his concern that, as a neighbor, Mr. Kunda never came next door and knocked to just talk. He emphasized that this should change and not be this way, especially for people like himself who are working 80 hours per week and explained. Community Development Director Georgeau responded.

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

Motion by Ford, seconded by Randall, to approve Rezoning Application #15/16-4 and rezone 1521, 1603 and 1615 East Centre Avenue from R-1B, one family residential, RM-1, multiple family residential, and OS-1, office service, to PD, planned development, consistent with the submitted tentative plan/narrative, and approve the requested modification from Section 42-374C (mixture of two housing types) with a finding that the modification satisfies the criteria outlined in Section 42-375L. Discussion followed. Upon a roll call vote, motion carried 7 to 0. Discussion followed. Ordinance recorded on page 357 of City of Portage Ordinance Book No. 12.

RECESS: 9:39 p.m.

RECONVENE: 9:44 p.m.

#### **REPORTS FROM THE ADMINISTRATION:**

##### **\* RESOLUTION ACCEPTING NEW PUBLIC STREETS – ACT 51 MILEAGE**

**CERTIFICATION:** Motion by Pearson, seconded by Ansari, to adopt a resolution accepting all new streets constructed within new residential plats approved by City Council during calendar year 2015 as public streets. Upon a roll call vote, motion carried 7 to 0. Resolution recorded on page 143 of City of Portage Resolution Book No. 46.

**ELIASON NATURE RESERVE PHASE 2 (SOUTH CENTRAL TRAIL):** Mayor Strazdas deferred to City Manager Larry Shaffer, who reviewed the item and introduced Parks, Recreation & Senior Citizen Services Director Kendall Klingelsmith for his presentation on Phase 2 of the Eliason Nature Reserve Capital Improvement Project. Mr. Klingelsmith presented a map depicting the proposed construction and shared that there was a Resolution for City Council consideration that would be submitted to the Michigan Natural Resources Trust Fund (MNRTF) as part of a grant application for construction of Phase 2. He reminded Council that Phase 1 was approved last year and pinpointed Phase 1 on the map with a scheduled completion of midsummer.



# **MATERIALS TRANSMITTED**



# CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting July 25, 2016

## MEMBERS PRESENT:

John Byrnes, Jeffrey Bright, Chadwick Learned, Jay Eichstaedt, Alexander Philipp, Randall Schau and Michael Robbe.

## MEMBERS EXCUSED:

Phillip Schaefer, Lowell Seyburn.

IN ATTENDANCE: Jeff Mais, Zoning & Codes Administrator, Kyle Mucha, Zoning & Codes Administrator, Charlie Bear, Assistant City Attorney

APPROVAL OF MINUTES: July 11, 2016 meeting minutes approved as submitted

## NEW BUSINESS:

ZBA #16-3. David Riley, RAI AZO, LLC, 5825 and 5901 Willoughby Drive: Requesting a variance to erect three (3) 300 square-foot wall signs, where one (1) wall sign up to 100 square feet is permitted. Mr. Riley stated he did not intend the signs to serve a way finding purpose so much as be visible to people using the airport. Mr. Riley also stated the suggestion of three (3) 150 square feet signs was agreeable to him, should the board decide to grant the variance.

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

Learned stated allowing three (3) 300 square-foot signs may set a bad precedent for future applicants. Eichstaedt stated he understood the intent of these large signs being "attention grabbers" for those traveling in/out of the Kalamazoo Airport, and that most citizens may not notice the signs due to the speed and height of the incoming aircraft. Schau inquired where staff came up with the suggested 150 square foot signs. Mais stated that would be the permissible area for a single wall sign on the applicant's building if it were located in a commercial zone. A motion was made by Eichstaedt, seconded by Byrnes, to grant a variance from Section 42-553(A)(2) to allow three (3) 150 square-foot wall signs, where one (1) wall sign up to 100 square feet is permitted, for the following reasons; there are exceptional circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district which include the location of the business, the limited number of possible locations for the business, and the right to advertise to customers; the immediate practical difficulty causing the need for the variance was not caused by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood; and the variance will not materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting material, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and action of the Board be final and effective immediately. Upon roll call vote; Robbe – No; Byrnes – Yes; Phillip – Yes; Bright – Yes; Learned – No; Eichstaedt – Yes; Schau – Yes. Motion passed 5-2.

## OTHER BUSINESS:

## STATEMENT OF CITIZENS:

## ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:45pm.

Respectfully submitted,

Jeff Mais  
Zoning & Codes Administrator

## MINUTES OF THE COMMITTEE OF THE WHOLE OF JULY 26, 2016

Mayor Strazdas called the meeting to order at 6:00 p.m. The following Councilmembers were present: Richard Ford, Jim Pearson, Patricia M. Randall and Claudette Reid, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Councilmember Terry Urban was absent with notice and excuse. Also present were: City Manager Larry Shaffer, City Attorney Randy Brown, Community Development Director Vicki Georgeau and City Clerk James Hudson.

Mayor Strazdas introduced the topic, General Fund & Community Development Block Grant (CDBG) Program Human/Public Service Funding Process, reviewed the two sources of funding, and mentioned Council reliance on the Human Services Board to work with staff to review and implement the application process as approved by City Council. He deferred to City Manager Larry Shaffer, who asked Community Development Director Vicki Georgeau to outline the genesis of the process, how it operates, and what the net effect might be. He also asked Council scrutiny to see if there is an opportunity to make adjustments to the process that might make it more productive or equitable.

Ms. Vicki Georgeau welcomed Human Services Board (HSB) Chair Amanda Woodin and HSB Member Fi Spalvieri, who served with Vice Chair Diane Durian in a small group to review the evaluation criteria, the application and the funding process. She referred to the material provided Council to explain the history of the process as designed by the Human Services Board and adopted by City Council. She pointed out that the Board has since refined the process to make it as equitable as possible, recognizing that there is some subjectivity involved owing to the unique nature of each of the applicants. She noted that over the last 16 years, all of the applicants have been deserving as they perform excellent services to the community. She marked 2007 as the year when a lot of credibility was added to the process, and every year thereafter the Board went through the funding cycle, discussed whether the application needed to be revised and whether the evaluation criteria still made sense.

Ms. Georgeau indicated that the process starts every year in November when the Finance Director gives them an anticipated General Fund figure using a factorial of 0.0055 of the General Fund Revenues to determine the amount. She said staff also tries to estimate the CDBG funding amount and explained the process of disseminating requests for applications to the community in early November each year.

Ms. Georgeau explained that once the applications are received in early December, staff compiles them, makes sure they are complete, then sends them to HSB and City Council for review. She stressed that the Board also receives a presentation from the applicants at the first meeting in January and asks questions of the applicants. At the second meeting in January, each Board member reviews the applications using the established evaluation criteria, reaches an overall complete score and rank, and discusses their scores to determine their final ranking. The Board checks whether the current grantees met all of the requirements of the contract; and discusses the funding breakdown for the applicants in February by analyzing the current funding versus the requested funding and the available funding to determine a reasonable recommendation. Staff also brings some options to be considered by the Board and presents the recommendation to City Council at the Budget Work Session for Council consideration.

Ms. Georgeau referred Council to the Human Services Funding Evaluation Criteria on Page 4 of the materials provided and explained that the most important criteria is the "Basic Human Needs" segment which was added in 2008; this focuses on housing needs, food, healthcare and safety. She indicated that consideration is given to services provided in the community, or in close proximity to the community, or whether there is actual delivery to the recipient's location or whether the service providers hold office hours at the Portage Community Center or other locations in the city. She explained that there is an attempt to not have overlapping services among the non-profit organizations in the community and, if they do overlap, they are informed that they should coordinate their services. She listed the other evaluation criteria, including: economically disadvantaged individuals, persons with disabilities, victims of abuse, non-profits with a higher percentage of clients served who live in Portage, and agency outreach efforts. She explained that some agencies have the ability to receive other funding or leverage other funding, as with a long-established agency in the City, for example; and, there is an interest in finding a way to fund new agencies or start-up agencies. She referred Council to the materials provided.

In answer to Councilmember Pearson and his request for a list of past agencies and the amount of the request, the amount received and if they were not funded, Ms. Georgeau explained the attachment in the COW materials that delineates the Applicants, the Funding Request, and the Funding Approved in the General Fund and CDGB Fund categories. She mentioned that some applicants were not funded due to a number of factors. For example, factors that are considered are: the inability to carry out a program because it is not fully funded; the program proposal was not a human service activity; the program proposal scored low and/or did not provide a direct service; or the applicant could not meet general contract provisions, such as the liability insurance requirements. Councilmember Pearson asked how much the insurance requirements cost a typical applicant. Lending Hands Executive Director John Hilliard indicated that General Liability Insurance costs them \$2,400 per year, and to add the comprehensive and liability insurance was \$150 per year to have the City of Portage be "also insured."

In answer to Mayor Pro Tem Ansari, Ms. Georgeau indicated that the Portage Community Center (PCC) got more than they asked for because they are the only agency that submits a request for CDBG funding owing to the reporting requirements from Housing and Urban Development (HUD) that are burdensome. She explained that the other agencies could collect the data and apply, but they choose not to, even though they already receive funds from the City of Kalamazoo through HUD or Michigan State Housing Development Authority (MSHDA). She noted that traditionally, PCC has asked that their CDBG and General Fund grant applications be considered as one combined total funding request, so they may get more in block grants and less in general funds; and, this is found in the footnotes in the staff reports or tables and represents their combined request and their combined awards.

In reviewing the agencies that were not funded, Ms. Georgeau indicated that Community Homeworks performs home repair and is more of a housing rehabilitation program, not human services, but Community Development offered to partner with them and leverage loan funds with their grant funds. She also mentioned that Prevention Works collaborated with Kalamazoo County Substance Abuse Task Force, had a great campaign and a funding request of \$10,000.

However, she said if they were not fully funded for \$10,000, they were not going to be able to carry out the program; therefore, since there was no option for partial funding, and the Board had a concern that the request was not for service, it was more of a campaign, and not Basic Services.

She summarized the struggle of providing funds for a new applicant since applicants with higher rank usually get more money when more funds are available from grants or a lesser reduction in funding when there are less overall funds available. At this point, she deferred to HSB Chair Amanda Woodin and Ms. Spalvieri for their input.

Ms. Woodin indicated that the Board spends the most time with new applicants to determine where and how they fit in. She expressed her desire for more funds and mentioned that a lot of the applicants request the same funding as the year before because they know the limitations of the funding. She indicated that the Board met and discussed the criteria and the evaluation process and expressed an interest in incorporating the Non-Discrimination Ordinance into the process, and stressed the importance of the effort of the Board with the Non-Discrimination Ordinance. Because everyone scores very high in the communications (Amount of Outreach Efforts, Section 6) segment of the evaluation criteria, she said the Board may suggest changes in order to determine more meaningful outreach, such as one to one client-staff communications.

Councilmember Pearson asked how the Board could assign points to an agency for following the Non-Discrimination Ordinance, and Ms. Woodin replied she was not sure she would know how and noted the difficulty of making agencies outside of Portage follow the Ordinance. Discussion followed regarding implementation of the Non-Discrimination Ordinances, excludability and protected classes. In answer to Councilmember Ford, Ms. Woodin reflected that funding and funding levels get subjective and Ms. Georgeau gave HRI as an example because of its mission to prevent homelessness and its ability to provide direct financial assistance due to their large budget and leveraging of city funds.

In response to Mayor Pro Tem Ansari, Ms. Woodin indicated that the Board is still not sure how to incorporate the Non-Discrimination Ordinance into the evaluation process and discussion followed. City Manager Shaffer expressed his understanding that Mayor Pro Tem Ansari is asking if there would be some kind of system that would preclude an organization because it does not include a protective class, and Mr. Shaffer answered in the negative as he perceives that there will be no distinction among who the recipients are, whether in a protective class or not. He say that there may be some consideration where an organization has adopted language consistent with the Portage Non-Discrimination Ordinance. Discussion followed. Ms. Spalvieri assured Mayor Pro Tem Ansari that any changes would come before Council for approval. Discussion followed.

Ms. Georgeau noted that the small HSB group met in July and the full Board would be meeting in September to discuss some ideas proposed by the small HSB group, and the direction of City Council from this meeting both of which will be considered as part of the annual HSB continuous quality improvement process.

In answer to Councilmember Ford, Ms. Georgeau indicated that the single digit scoring was switched to a higher point scoring scale to help differentiate among the agencies since there were too many agencies with very close overall scores. She mentioned that the one thing that did change the score was the weight given to Basic Needs. Discussion followed and Ms. Woodin indicated that the point system is getting more and more objective and subjectivity enters into the conversation when discussing funding levels and explained. She agreed with Councilmember Ford that the ranking reflects the preference of the Board, then there is a subjective debate over who gets funding and at what level.

Ms. Spalvieri indicated that most people know what the points are and described the effect of placing weight on each criteria. When Councilmember Ford asked if the funding was or was not tied to a specific amount if the agency received a certain weighted score, Ms. Georgeau cited the example from HRI where they leveraged the \$20,000 received from Portage with \$40,000 of other funds to “put money directly into the pockets of those in need” and prevented foreclosures and homelessness, which really resonated with the Board. She used this to explain how subjectivity might enter into the discussion and gave PCC, the YWCA, Catholic Charities and HRI as examples of agencies which have received funding for many years which may inhibit the ability to provide funds for new agencies and explained. Discussion followed.

Councilmember Ford asked for feedback from Ms. Spalvieri, as the Executive Director of a Non-profit organization, and new to the Board and the process. Ms. Spalvieri answered by saying that she was very impressed with how dedicated and thorough the Board took this responsibility, as it takes hours to go through the materials. She talked about the desire to remove subjectivity from a tool whenever one is devised. She noted that the Board even discussed the pro’s and con’s of the effects of having presentations from the applicants, and how the Board compared the details in the conversations with how the criteria relates to those details. She complimented staff for their assistance and said the process went very well this year, not taken lightly, and people did their homework ahead of time.

Councilmember Randall indicated that she was on the Catholic Charities Board for five years and expressed her concern that a presentation from a paid professional is different from one coming from a volunteer. She listed some of the changes in Portage that reflect a change in the “face” of Portage over the years; she mentioned that the census reading shows more poor families in Portage, and that the School Board is providing more (free or reduced) hot lunches, a breakfast program and a (weekend) backpack program. As a taxpayer giving 0.0055 factorial of the General Fund, she said she is inclined to give more to Portage-based charities and charities that serve Portage residents thus showing a Portage preference. She indicated she knows of food banks that have been in existence for years in Portage and no one knows of them; she offered Lending Hands with a decade of experience as another example of people not aware of this service. She also wanted to consider the difficulty of the process for those with a small staff which might make the application not worth the time or not worth the cost of additional insurance which may signal the agency to seek wealthy donations instead. Discussion followed.

Ms. Spalvieri indicated that the HSB has a lot of conversation over serving Portage residents versus being based in Portage: how many people in Portage seek out this service and is there another service like this in Portage. She pointed out that the YWCA is a good example;

they do serve a number of Portage residents; and, that is a good example of the “weight” issue. Human Services Board Vice Chair Diane Durian arrived. Ms. Woodin noted there are some problems with delivery of service such as how would a person get to the YWCA, for example. She also indicated that the Board did discuss being aware of the difference between a professional presentation and one that is not, and the importance of not being unduly influenced by a professional presentation. Discussion followed.

Councilmember Pearson acknowledged that City Council approves of the recommendation from the HSB, but it is always a “rubber stamp” and Council has never really “gone through and looked at it.” He mentioned that last year, Council reviewed the top four non-profit recipients and said it is incumbent on him, not knowing the small non-profits of Portage, to understand the process. He recognized that it is a lot of work and that Council provides direction then relies on HSB for the scoring and analysis. However, he reiterated that it is important for Council to understand the process so they can provide direction. With that, he asked how many Portage citizens are being served by the top four non-profit recipients. Discussion followed.

Ms. Georgeau directed him to the Supplemental Budget and interjected that for Catholic Charities, 7.5% of the residents served with the Sexual Assault and Domestic Assault Program were Portage residents and they served 15 people per year; and for Housing Resources, Inc., 17.2 % of the residents served with the Housing Stabilization Program were Portage residents and they served 175 people per year (for the YWCA, 13.4% of the Sexual Assault and Domestic Assault Program were Portage residents, and for PCC, over 70% of clients served were Portage residents). Discussion followed.

Councilmember Pearson indicated that he wanted to know if the funds are helping Portage citizens, and he wished to determine what the City can do for smaller non-profit organizations to help people, mainly Portage citizens, and explained. He cited his question about the \$1 million insurance policy for a small operation, which makes it “tough to do.” He also pointed out that small non-profit agencies do not hire people, yet there is an infrastructure to help citizens and no payroll, so the rest goes toward helping people in need, without paying salaries. He asked the Board to think about the fact there is nothing in the scoring that maximizes the amount of Portage funds that actually go toward helping people as opposed to organizations with salaries, which he saw as similar to leveraging funds to maximize acquisition of more funds. Ms. Woodin said that there is a question in the application that asks what it costs to serve one person, although the Board does not score on it.

Councilmember Pearson concurred with the weight given to the Basic Human Needs, but asked that the Board consider giving points if the non-profit is located in Portage and/or if it serves (a large number or percentage of) Portage citizens. He questioned the provision of transportation since there is bus service for everyone, and people can call a van for a ride and go anywhere. He explained that there are many more bus routes going downtown Kalamazoo, so this may give an advantage to downtown Kalamazoo non-profit agencies. In reference to criteria number 5, and the percentage of Portage clients served, he asked the Board to analyze the disparity in the ratio that results between the percentage of clients served by the agency and the score they receive. Discussion followed.

Mayor Strazdas summed up: City Council may want to add an extra day to the Budget Review process to drill down more budget detail; there is a need to look at the too subjective - too objective question; are basic human needs a high or low priority; since the Board is deliberating outreach criteria, they may come back to Council with a determination; do we have the right percentage of the General Fund and is it enough; plus, how many Portage citizens are being served by the non-profit and/or is the non-profit located in Portage.

Councilmember Reid indicated she served on the Community Action Board for eight years, so she feels she has an understanding of the agencies in greater Kalamazoo. She said the non-profits that have developed over the years have displaced many County agencies that would normally be providing these services with funding through CDBG and other funding through Community Action, so there are entities that have been around a long time who have professional people to "pull things together" and tend to be the ones who serve a lot of people. She contrasted a non-profit that has 7% of the people they serve as Portage citizens, but they serve 10,000 people, with a non-profit that has 15% of the people they serve as Portage citizens, but they only serve 20 people. In considering what the group received last year and what they are requesting this year, she asked whether the Board looked at continuing a long-term relationship with that non-profit, or starting with a blank page, assuming nobody gets any money and starting the process by looking at the applications with a zero. She stated that having a long-term relationship with an organization allows the citizens to know where to go and allows the agency to count on a certain level of funding; however, she acknowledged that starting on a blank page gives everyone an equal opportunity. So, she asked how are we doing this and are we carrying people over or not. She recognized 7(A) and 7(B) as an attempt to do this. She mentioned that the Board indicated they are not able to discriminate differences in the area of Communications, and asked the Board to determine whether there are any questions that are doing a really good job of making distinctions and sorting the applications out. She asked them to look at why are you stratifying with some questions and in others, everyone is lumped together, for example; and, if everyone is doing a good job at communications, maybe that is not an issue that needs to be looked at and explained.

Councilmember Reid also asked when looking at the amount of funding, is the Board looking at the percentage of the request, or the total cost to run the agency because agencies differ in size, and the amount of money to run each agency is very different; moreover, for some of these agencies the amount of the award from Portage is a small portion of their budget, and for others it may make a big difference, so she asked if the Board figures out the percentage of their requirement, a dollar figure, or a percentage of what it costs to run the agency. She said she really supports Basic Human Needs because it "gets at" why we are doing this in the first place and should be given twice the weight of the other things. Also, she feels access needs to be looked at in a variety of different ways and, for one thing, should have a commensurate relationship with the number of Portage citizens served; so, if there is a high score on one and a low score on the other, something is wrong there. She said she understood that there can be discrepancies from one year to the next because there are differences at different times. She emphasized that there are some agencies that have continually provided services, and Council should continue to maintain those services unless we can find a way to provide those services otherwise. She stated she is not so sure City Council needs to spend more time drilling down on this, and re-emphasized that the Human Services Board does a great job with this process.

Mayor Pro Tem Ansari referred to the comments from Councilmember Randall, noted that there seems to be an increase in the number of people who need help, and asked if there is a need to increase the percentage of funds from the General Fund. He expressed an interest in reaching out with the *Portager* as a way to find those people in need. City Manager Shaffer responded that City Council has full appropriation authority which cannot be abridged and expressed his appreciation for the process. He also indicated that this is a policy issue and mentioned that many legislative bodies set a goal each year for their human services funding; he gave the examples of a focus upon drugs and drug usage, then a focus on hunger and explained that there are some communities that set priorities, articulate those priorities clearly on an annual basis, and appropriate as they see fit.

Councilmember Ford made the point that the City may give a non-profit \$15,000, but may get \$60,000 because of professional administration, so the non-profit may be giving us more than we are giving them. He said he likes the Portage preference and what Council can provide Portage residents, and the mailing addresses of the organizations are not important, but service to Portage is. He expressed his appreciation for the outreach efforts of the Board and emphasized that Basic Human Needs is still number one for him. Even though Council may spend 20-30 minutes at the Budget Work Session on this, he felt it was important to have a Committee of the Whole meeting to share ideas. He expressed his preference for the subjective nature owing to the efforts of the core of volunteers and his appreciation for the discussion of the pro's and con's of each of the criteria listed on the applications.

Mayor Strazdas complimented the Human Services Board; regarding objectivity, it has gotten cleaner over the years, and with a totally subjective process, there is always going to be criticism. He indicated that the HSB seems to have the right amount of objectivity and subjectivity, expressed his appreciation for their plans to rethink the outreach effort to touch and find those citizens. Discussion followed. With regard to presentations, he suggested that the Board not just listen to them so much as to ask questions about the objective detail in the application and not be influenced so much by a flashy presentation versus a non-flashy presentation. Next, he addressed the customer preference piece of Portage citizens instead of simply a Portage address and used the P.O. Box as an example of an organization location not really having a presence in Portage. He stated a preference for organizations that leverage and would push leveraging and Portage preference in the evaluation process. He recognized Portage had a drug issue, for example, and asked the Board to determine where there is a need in the community right now that we need to attack more rigorously. He expressed an interest in pursuing the Regional Planning Group as a sounding board and envisioned putting more of these agencies together, for example, to push three or four smaller agencies into the Portage Community Center and realize the efficiencies and administrative support.

Councilmember Pearson asked if it is possible for multiple smaller agencies to have a one million dollar insurance policy and Ms. Georgeau indicated that they possibly could get a fiduciary and gave Kalamazoo Anti-Human Trafficking Coalition as one organization she thinks may have or is pursuing a fiduciary relationship with Catholic Charities. Discussion followed. Councilmember Pearson indicated he was intrigued by Mr. Shaffer's comment that Council could provide funding to attack an issue for a specific span of time and asked, "If City Council

wanted to take this up, what would be the timeframe to meet?" Mr. Shaffer did not provide a specific timeline at this juncture, but offered that Council should set a priority that should be policy-driven. He then suggested they provide a policy statement that covers a three-year period, gave the examples of spousal abuse, drug abuse, etc., and send it to the HSB to tell Council how they would prioritize that and how they would make that work. As a follow-up, Councilmember Pearson asked for a budget projection, and Mr. Shaffer indicated that it will grow, but not significantly. He cited the Budget at roughly \$55 million and the General Fund at \$25 million.

After discussion, Ms. Georgeau commented that the HSB can plan to come back to City Council in October with criteria recommendations and get feedback before the funding cycle begins in November. She then explained the funding history of the General Fund factorial and some funding options and limitations. Discussion followed.

Mr. Shaffer informed Council that he wanted to work with the HSB, have them come back with a number of options that Council might explore from a policy perspective - a number of different positions. He commented that Council may never completely get away from a certain amount of sustained funding for some of these agencies. He suggested working with HSB, give them a sustainability class and maybe new funding for those agencies that meet specific goals of Council, and come back in October. Discussion followed.

Mayor Strazdas thanked the HSB members, again, for coming and, at his request, Vice Chair Diane Durian indicated that the Board members work very hard and all ask what do the Portage residents want, who really matters in Portage and who are you? She noted some agencies cannot be replaced such as the YWCA, and mentioned their excitement that Lending Hands came with an application this year. Discussion followed.

**STATEMENTS OF CITIZENS:** Mr. John Hilliard expressed his appreciation for being here, treated it as an education process for Lending Hands, which submitted an unsuccessful application last year. He thought it was important to stress service to Portage citizens; and, he asked about a return on investment or, "how much do you give us and how much do you get in return." Discussion followed. He expressed his appreciation for the help he received from Neighborhood Program Specialist Elizabeth Money and Ms. Georgeau.

**ADJOURN:** Mayor Strazdas adjourned the meeting at 7:14 p.m.

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James Hudson, City Clerk

## CITY COUNCIL MEETING MINUTES FROM JULY 26, 2016

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

At the request of Mayor Strazdas, Councilmember Claudette Reid gave the invocation and City Council and the audience recited the Pledge of Allegiance led by Boy Scout Troop 255.

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

**APPROVAL OF MINUTES:** Motion by Reid, seconded by Ford, to approve the July 12, 2016 Regular Meeting Minutes. Upon a voice vote, motion carried 5 to 0 with Mayor Strazdas abstaining.

Motion by Reid, seconded by Randall, to approve the Pre-Council Meeting Minutes of July 25, 2016, as presented. Upon a voice vote, motion carried 4 to 0 with Councilmembers Ford and Randall abstaining.

\* **CONSENT AGENDA:** Mayor Strazdas asked Mayor Pro Tem Ansari to read the Consent Agenda. Mayor Strazdas removed Item F.1, Industrial Tax Abatement Application: Pfizer, Incorporated (7171 Portage Road), from the Consent Agenda, and Councilmember Reid asked that Item F.2, Policy for City Council Device Stipend, be removed from the Consent Agenda.

Motion by Ford, seconded by Ansari, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 6 to 0.

\* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JULY 26, 2016:** Motion by Ford, seconded by Ansari, to approve the Accounts Payable Register of July 26, 2016. Upon a roll call vote, motion carried 6 to 0.

### REPORTS FROM THE ADMINISTRATION:

**INDUSTRIAL TAX ABATEMENT APPLICATION: PFIZER, INCORPORATED (7171 PORTAGE ROAD):** Mayor Strazdas asked City Manager Shaffer for a report, who expressed his delight that Pfizer has decided to expand its footprint in Portage, and made reference to the new 98,000 square foot distribution facility and the creation of new manufacturing space for \$100 million for a total project cost of the \$140 million planned for the District. He acknowledged the role of the City of Portage in Pfizer's expansion over the next few years and their long-term manufacturing interests here, and welcomed the opportunity to collaborate with Pfizer, as a partner and community member to make sure they stay, enjoy and be successful in Portage for decades to come. He deferred to Community Development Director Vicki Georgeau for the details.

Mayor Strazdas asked for a minimum amount of details since the Council is only being asked to set a public hearing on the establishment of the District. Ms. Georgeau concurred that City Council is being asked to set a public hearing on the creation of Industrial Development District on the north end of the manufacturing campus as a required step before considering a tax abatement application. She outlined the calendar of events for the public hearings, the industrial plans and investment information.

Mayor Strazdas invited comment from Pfizer Representatives, Interim Pfizer Global Supply Kalamazoo Site Leader Robert Betzig, 5852 Stoney Brook Road, Texas Township, and Finance Director Aaron Martin, 5593 Bob White Avenue, Texas Township. Mr. Betzig indicated he has been with the company for 33 years and Aaron has been with the company for fifteen years and explained that Pfizer is going into a new direction. He said the company remains competitive around the world, spent

the last three years to become globally competitive and continues to find favor with Kalamazoo; however, he mentioned that the challenge is to stay competitive with India and China. In looking at what it takes to remain competitive, he said the company has had to look at how do we control the cost of goods in a world with world class technology? He discussed the cost of salary, benefits, and technology along with the necessity to bring in new technology advances and innovations to attract the best scientists and engineers for the jobs. He reflected upon the competitors who are constantly chasing after Pfizer and indicated that over the last ten years, the company has invested \$900 million and noted that the company has not been before City Council asking for a tax abatement and explained they have been quietly putting themselves in a competitive position. Discussion followed.

In response to Mayor Strazdas, Mr. Martin explained some of the benefits to the community with the approval of a tax abatement by addressing depreciation since the mortgage or capital invested in the property is the third largest expense on the site. Also, he said it is an expense that is difficult to impact from year to year; once you set the asset in place, it is going to be there for twenty or thirty years, so care is exercised when investing this dollar because there is a price to pay for years to come; and, he indicated that investing comes with the expectation that there will be a return over the long term. He indicated that the \$900 million investment mentioned by Mr. Betzig over the last nine or so years has been relatively quiet, but has helped pay off and put the site in a better position and value for Pfizer, Inc. Looking at that next chapter, he said there are a lot things that this site can continue to do for Pfizer, Inc., and the community. He explained and then disclosed that City Council did not see the machinery and jobs (generated or retained) by the \$900 million already spent as mentioned by Mr. Betzig. He indicated that Pfizer is actually looking for future colleagues for Portage who wish to make a career here and it is hoped that this investment will spark interest from quality candidates and solidify the positive opinion of Pfizer as a corporate partner in the community. He summed up and responded to Mayor Strazdas that there are 2,100 colleagues in the plant areas, another 400-500 colleagues that are not part of their organization, but are lessees, and another 1,000 contractors, or roughly 3,000 colleagues and direct contract employment (and one fly-by-night). Discussion followed.

Motion by Pearson, seconded by Ansari, to accept the request from Pfizer, Incorporated (Pharmacia & Upjohn Company, LLC), to create Industrial Development District No. 91 for 7171 Portage Road, and the associated PA 198 Tax Abatement Application for a real property tax abatement for 7171 Portage Road; and adopt Resolution No. 1-16 setting a public hearing on the creation of Industrial Development District No. 91 for 7171 Portage Road, on the North side of their property, on August 9, 2016, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 6 to 0. Discussion followed. Resolution recorded on page 199 of City of Portage Resolution Book No. 46.

**POLICY FOR CITY COUNCIL PERSONAL DEVICE STIPEND:** Since she asked that this item be removed from the Consent Agenda, Mayor Strazdas asked Councilmember Reid if she would explain her concerns. In answer to her question regarding the issue of security and whether the City Administration would be able to wipe the cell phone used for government purposes clean if there was a security breach, City Manager Shaffer answered in the affirmative. He said that if a phone is lost or misplaced, the security protocol is that it be cleaned because it could be hacked and security could be breached and explained that this is the only situation that comes to mind where that would be necessary. She commented that \$50 per month reimbursement for a cell phone, plus \$75 per month for a computer, reflects a 25% increase in compensation for a Councilmember which is excessive. She recognized that a person considering running for Council who does not have the technology may want this, but she explained that there could be ways of providing access to technology without providing a monthly stipend. Mr. Shaffer responded that there is nothing magical about the dollar amounts of the stipend as he is only interested in creating a situation where a Councilmember could pay for a device and a subscription to the internet and is a consistent standard amount in other organizations and explained. Mayor Strazdas indicated his perception that it is all a part of the options provided for City Council and explained it as a full menu for communication purposes among staff and one another.

In answer to Councilmember Randall, Mr. Shaffer reflected that the savings for going from a paper agenda that is copied, collated and delivered by hand to the household of each City Councilmember is in the thousands of dollars. He explained that it helps to meet the Council goal of going to a paperless environment and recognized that we would experience a few bumps along the way. He couched the stipend as an incentive for City Council to continue to go paperless to allow the true savings that a paperless environment brings. He promised that staff will continue to provide the information that the City Council needs in the format and the fashion each Councilmember desires, but he also encouraged Council to move to the paperless environment and would like to use the stipend as an incentive to do so.

Councilmember Ford thanked Councilmember Randall for her question regarding the savings and Mr. Shaffer for his response. He tried to address Councilmember Reid and her concern about the stipend being too excessive by saying that it could be a little excessive, so he broke it down by not just the cost of the service, but the cost of the device, too. He recognized that the cell phone could be \$25 for the service and \$25 for the device and the same could be said for a tablet or a laptop at \$50 per month and \$25 for the service, and quipped that internet for \$25 per month is aggressive and would really like to know where he can get service for such a low cost. Discussion followed.

Mayor Pro Tem Ansari indicated that he will vote in favor of anything that is going to save the taxpayers money, and referred to the figures presented by Councilmember Pearson in support of a savings of \$2,000, that going paperless is good for the environment and supports Portage as a Tree City.

Motion by Pearson, seconded by Randall, to adopt the Policy for City Council Device Stipend.

Councilmember Reid pointed out two issues: use of online versus paper for the agenda for Councilmembers. She referred to the survey conducted by staff regarding issues Councilmembers may have regarding the BoardSync Software being used and indicated that staff provided information responses to the various questions presented by Council. She indicated that several of the items in that software survey indicated that these were features that were being addressed by the developers; so, until the software gets better, she indicated that some Councilmembers may still opt for a paper agenda. She determined that this issue is different from whether Council approves a stipend allowing Council to use their own devices, and expressed her opinion that Council needs to be careful with taxpayer dollars. She also made the distinction between Council being incentivized versus meeting their needs.

Councilmember Pearson recognized that Councilmember Reid brought up some good points, and expressed his appreciation that there are options for Councilmembers to access the agenda. He likes the idea of the options of being reimbursed for a phone or device versus City-issued because he does not know what registration on his cell phone and his computer means. He indicated that if registration on his cell phone and his computer is too restrictive, then he will still have other options and explained. Upon a roll call vote, motion carried 6 to 0.

\* **JUNE 2016 ENVIRONMENTAL SUMMARY REPORT:** Motion by Ford, seconded by Ansari, to receive the communication from the City Manager regarding the June 2016 Environmental Summary Report as information only. Upon a roll call vote, motion carried 6 to 0.

**UNFINISHED BUSINESS:** Mayor Strazdas reflected upon the discussion from last meeting of appointing a Council Representative on the Gourdneck Lake Governmental Lake Board, and indicated that without a full Council, he is remiss to bring back that issue at this meeting and prefers to wait.

\* **MINUTES OF BOARDS AND COMMISSIONS MEETINGS:** City Council received the minutes of:

Portage Historic District Commission of April 4, May 4 and June 1, 2016.

Portage Youth Advisory Committee of June 13, 2016.

Portage Public Schools Regular and Special of June 27, 2016.

Portage Planning Commission of July 7, 2016.

**OTHER CITY MATTERS:**

**STATEMENTS OF CITY COUNCIL AND CITY MANAGER:** Councilmember Ford informed Council and the audience that he twice became an uncle this morning when his sister gave birth to twins, and he extended his congratulations to her.

Councilmember Pearson cited the FREE Big Truck Petting Zoo, Thursday, July 28, 2016, from 10:00 a.m. until 12:00 p.m., at the Portage District Library in conjunction with the Department of Public Services where kids can meet Big Truck Driver Mike and climb aboard real dump trucks, excavators, front-end loaders, and more. To get more information, he asked that people go to the Portage District Library Facebook page. In answer to Councilmember Reid, he said that he understands that there will be fire trucks at the Big Truck Petting Zoo.

Councilmember Reid also reflected on the setting of the public hearing on the creation of Industrial Development District No. 91 for 7171 Portage Road for Pfizer earlier and complimented them on their plan for Portage. She noted that there has been a change happening in manufacturing because manufacturers are putting a lot of cost into the development of advanced manufacturing facilities that do not generate a lot of new jobs, but the jobs that are being generated are really advanced, technical or stem jobs. She said that this is different from the original concept for Public Act 198 Industrial Tax Abatements which was a way to encourage manufacturing that would result in the generation of a large number of jobs. She indicated that this change is taking place across the country in the manufacturing sector, so the benefits of this approach for the community will be considered when these tax abatement requests are presented to City Council. She also pointed out that the taxes are being abated for all of the jurisdictions in the County, and it is not just the City of Portage that will be foregoing tax revenues, so the discussion with the citizens becomes important.

Mayor Pro Tem Ansari indicated Portage is blessed to have Pfizer Corporation and companies like Pfizer which increase the City's tax base.

Mayor Strazdas gave praise to the Administration for bringing the Glen Miller Band to the Overlander Bandshell through the Summer Series on July 5, 2016. He also noted that the housing values are up and he recognized that there will be criticism regarding increased traffic on South Westnedge, but this is a good problem when considering the alternative where businesses complained about the recession. He expressed his appreciation for Pfizer as a longtime industrial entity in Portage which continues to invest in the community. He indicated families and businesses are choosing Portage based on the quality of life here and praised Council, the Administration and Portage citizens for their efforts to create good quality of life in Portage.

**MATERIALS TRANSMITTED:**

\* **MATERIALS TRANSMITTED:** Motion by Ford, seconded by Ansari, to receive the Department Monthly Reports of June 2016. Upon a roll call vote, motion carried 6 to 0.

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

James R. Hudson, City Clerk

\*Indicates items included on the Consent Agenda.

**MINUTES FROM THE SPECIAL PRE-MEETING  
OF THE PORTAGE CITY COUNCIL  
OF AUGUST 8, 2016**

Mayor Strazdas called the meeting to order at 9:00 a.m. The following were present: Councilmembers Patricia M. Randall and Jim Pearson via the conference phone line and Councilmember Claudette Reid, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Those not present were: Councilmembers Richard Ford and Terry Urban. Also in attendance were City Manager Larry Shaffer, Deputy City Manager Rob Boulis and City Clerk James Hudson.

Mayor Strazdas asked if there were any questions for the Administration regarding items on the Agenda.

With regards to Item F.2, Purchase of Pierce Ascendant Fire Apparatus, Councilmember Reid reviewed the information in the City Manager Communication located in the August 9, 2016 Agenda Packet and pointed to this item as the replacement of the fire truck that had problems, was removed from service and was sent for repairs to the company in Columbus, Ohio. She reflected that the City Administration does not trust this vehicle anymore, but Sutphen has not indicated that it was unusable; however, she noted that the City is taking a huge loss by replacing this vehicle early and asked if there is any insurance or other mechanism to address the loss? City Manager Larry Shaffer indicated that this 2001 Sutphen has been a problem for about one and one-half years; the life span of these vehicles is about 20 years; and, the glides that allow the ladders to extend and the greasing mechanisms have been a problem for almost two years. He noted that the Sutphen has a \$200-250,000 resale value, but to go much longer will kill the resale value; it is certified at the present time and can be sold as a certified vehicle, so the best opportunity to sell it is now. He pointed out that a new Pierce Ascendant, 107 foot Apparatus, is a much more reasonable option at less than a million dollars and can be construed as actually being inexpensive since they cost \$1.3-1.6 million. He indicated that this vehicle seems to be a good buy for Portage and pointed out that the Administration has been through all of the purchasing consortiums available, the GMO, the Houston/Galveston Purchasing Consortium, plus the City obtained a better price than attainable through the purchasing consortiums.

In answer to Mayor Strazdas, Mr. Shaffer indicated that the \$905,300 figure did not include the projected estimated \$200-250,000 resale amount for the Sutphen, thus making the purchase amount at about \$700,000. Mr. Shaffer said the City has not had good luck with the Sutphen and did not have full confidence that the Sutphen will be sold for \$200,000. Aside from the fact that the Sutphen has not served the City well, he cited the E-1 fire apparatus which is older, but is providing better service and is in excellent shape.

In answer to Mayor Pro Tem Ansari, Mr. Shafer indicated that there is no insurance coverage for this; the City could sue Sutphen; that the apparatus has been in the Sutphen facility in Columbus, Ohio, twice since he became City Manager, once for six months and once for almost two months; so, it has been out of service about a quarter of the time he has been City Manager in Portage. Mayor Strazdas asked what has been the response of the company and Mr. Shafer indicated they have been very responsive; that he has been at the facility once; however, he opined that they have a faulty design and there is no way for them to engineer their way out of this design. He said when the ladder is extended out one hundred feet, the torque is incredible, especially with weight on the other end, and it is easy to get them out of torque, so the apparatus has to be independently evaluated for it to remain in service. He expressed his apprehension because three of these exact model Sutphen's have collapsed. In answer to Mayor Strazdas, Mr. Shaffer indicated that he was not aware if other municipalities which have had these problems have done anything about it. In terms of a monopoly, he pointed out that there are a number of fire apparatus companies in the field and he mentioned the E-1, Pierce and American LaFrance. He praised the E-1 and the Pierce, especially since neither have had a ladder come down.

Councilmember Randall asked if the City incurs any liability by selling a piece of equipment that we know is not working according to our standards, expressed her assumption that the buyer would have access to all of the maintenance records on the vehicle, and asked if the City is really going to be able to get a quarter of a million dollars for the Sutphen? Mr. Shaffer responded that he has been watching the Sutphen Fire Trucks sell on the open market through a number of consortiums, and stressed that the City can sell "as is," or can sell it *certified* and all of the records go with it. He said this make and model has had problems, but not this specific fire apparatus. He indicated one never completely escapes liability, so it is important to fully disclose, disclose why there is an interest in getting rid of it, and place it on the market as a *certified* item with a "buyer beware" caveat.

Mayor Strazdas asked about joining other municipalities dissatisfied with this product to engage in a class action law suit? City Manager Shaffer confirmed that other cities are dissatisfied, that the Administration has never talked to any of them, and he would be happy to look into this. Mayor Strazdas indicated that he would like to know if Sutphen has ever settled with them or written a check to appease them. He said he is not really asking for litigation, but wanted to stress his frustration, and whether Sutphen offered a check to a city to avoid litigation. As an aside, Mr. Shaffer mentioned that he and Senior Deputy Fire Chief John Podgorski toured the approximately 200,000 square foot Sutphen facility in Columbus, Ohio. As a part of the tour, they informed him that a bathroom was evidently needed at a far juncture of the building and, instead of installing a sewer line, they chose to cut an opening in the wall and place a port-a-john in the opening. He said this revealed for him a (unique) corporate value of the company that built this fire apparatus.

With regard to Item D.1, Industrial Tax Abatement Application: Pfizer, Incorporated (7171 Portage Road), Councilmember Reid asked for an explanation of the category on page one of the A.O.V. Work Center, Project Impact Analysis, listed as "General Fund expenditures net of certain offsetting revenues: i.e., user charges and fees, grants, reimbursements" in the amount of \$18,767,644. Mr. Shaffer indicated that he would provide a complete breakdown and complete accounting and distribute it to the entire Council.

Councilmember Pearson asked that Item G.1, Gourdneck Lake Governmental Lake Board Appointment, be removed from the Consent Agenda. He also asked about Item I.3, Zoning Board of Appeals Meeting Minutes of July 11, 2016, and the approval of a request from Meyer C. Weiner, 325 Mall Drive, for a 30 foot setback variance for a 8,996 square foot commercial building as information since Council is always being asked what is going in, why and where. Mr. Shaffer answered Councilmember Pearson that this building is the CSL Plasma Blood Clinic which is going in next to Dollar Store.

Mayor Strazdas asked Mr. Shaffer to sum up. He referenced the directive to see what, if any, efforts have been initiated, and what, if any, efforts have been fruitful with a legal remedy with the Sutphen Company regarding the status of the Portage Sutphen apparatus; have there been any settlements; or, what action the City take either independently, or in a class action suit with similarly situated municipalities against Sutphen. Secondly, with regard to Item D.1, Industrial Tax Abatement Application: Pfizer, Incorporated (7171 Portage Road), he will take a look at the particular grouping and specifically define the \$18 million and say what it is. He said he would remove G.1, Gourdneck Lake Governmental Lake Board Appointment, from the Consent Agenda; and, he would confirm that under the Zoning Board of Appeals action of July 11, 2016, the building in question is the CSL Plasma Blood Clinic that is being located next to the Dollar Store.

With regard to Item D.1, Industrial Tax Abatement Application: Pfizer, Incorporated (7171 Portage Road), Councilmember Reid asked for confirmation that the 26 jobs retained reflects a loss from the main plant and a move over to the new facility.

**ADJOURN:** Mayor Strazdas adjourned the meeting at 9:15 a.m.

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James Hudson, City Clerk

## CITY COUNCIL MEETING MINUTES FROM AUGUST 9, 2016

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

At the request of Mayor Strazdas, Father Stan Witek of St. Catherine of Siena Catholic Church 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 Richard Ford, Jim Pearson, Patricia M. Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Also in attendance were City Manager Larry Shaffer, City Attorney Randy Brown and City Clerk James R. Hudson.

**PROCLAMATION:** Mayor Strazdas issued a Light Your Fire, Live Above the Influence of Substance Abuse Proclamation.

**APPROVAL OF MINUTES:** Motion by Reid, seconded by Randall, to approve the July 26, 2016 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 6 to 0 with Councilmember Urban abstaining.

Motion by Ford, seconded by Reid, to approve the Committee of the Whole Meeting Minutes of July 26, 2016, as presented. Upon a voice vote, motion carried 6 to 0 with Councilmembers Urban abstaining.

Motion by Reid, seconded by Randall, to approve the Pre-Council Meeting Minutes of August 8, 2016, as presented. Upon a voice vote, motion carried 5 to 2 with Councilmembers Ford and Urban abstaining.

\* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Ford to read the Consent Agenda. Councilmember Urban asked that Item F.4, Preliminary Condominium Subdivision for Copperleaf (Phase II) – 3800 West Milham Avenue and 5710 Angling Road, 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 AUGUST 9, 2016:** Motion by Ford, seconded by Urban, to approve the Accounts Payable Register of August 9, 2016. Upon a roll call vote, motion carried 7 to 0.

### **PUBLIC HEARING:**

**INDUSTRIAL TAX ABATEMENT APPLICATION: PFIZER, INCORPORATED (7171 PORTAGE ROAD):** Mayor Strazdas reviewed the item as outlined in the Council Agenda Packet and deferred to City Manager Larry Shaffer, who expressed strong support for the project. He said that this investment will increase our assessment by more than we have seen in the last ten years. He stressed the importance of the project for the City and indicated that it speaks to the willingness of the City to be a great partner going forward with Pfizer as a great part of our City. He introduced Community Development Director Vicki Georgeau and Mayor Strazdas explained the process.

Ms. Georgeau reviewed the application, displayed the area to be defined by Industrial Development District No. 91, and provided a detailed explanation of the two proposed projects. She indicated that the Building 41 North Warehouse Project with 98,000 square feet of Controlled Room Temperature space for 12,000 pallet spaces for raw materials, work in progress, and finished goods, will begin within two years and the amount of investment for the project is \$40,800,000, with \$38,929,000 real property and \$1,871,000 Personal property.

She indicated that the investment for the New Act-O-Vial (AOV) Work Center Project with four 54m<sup>2</sup> freeze dryers, automatic loading and unloading, a bottom fill line with contemporary environmental control, one top fill line with contemporary environmental control and 10,000 square feet of aseptic processing area, is \$105,570,000 with \$61,487,000 in real property and \$44,083,000 in personal property. She mentioned that the request for the large area for District 91 is to accommodate off-street parking and future development plans. She used the information in the Communication to Council located in the Council Agenda Packet to explain the process necessary for the approval of the requests, the environmental concerns and measures that will be taken, and the two fiscal impact analyses from the Finance Director. She referred Council to the application which reads that 52 jobs will be retained and 15 jobs will be created as a result of the project over the next two years and the average salary of the jobs is \$65,000. Discussion followed.

Mayor Strazdas invited comment from Pfizer Representatives, Interim Pfizer Global Supply Kalamazoo Site Leader Robert Betzig, 5852 Stoney Brook Road, Texas Township, and Finance Director Aaron Martin, 5593 Bob White Avenue, Texas Township. Mr. Betzig said he viewed this opportunity as a reintroduction of Pfizer to the community. He displayed a PowerPoint presentation that outlined how the pharmaceutical business is changing and expressed his desire for a City of Portage partnership that will make both entities prosper. He pointed to the mortar and pestle in the City Seal located behind Mayor Strazdas, said it is not there by accident, and indicated that he and Mr. Martin are here to confirm that it remains in the City Seal. He began the PowerPoint and reviewed the Pfizer Purpose and Mission of being in the wellness business, and focused on quality, compliance, supply reliability and cost, cash and value. He indicated Pfizer makes "laughter" and explained that the proposed projects will help Pfizer remain globally competitive.

Mr. Martin offered that there are 2,100 colleagues on site, with an annual payroll of over \$200,000,000 spent in this community, who manufacture over 150 products, 95% of which face direct market competition and are not protected by patents. He reminded Council that at the last Regular City Council Meeting, he mentioned that Pfizer has invested over \$800 million in the last nine years in the Portage facility making them the largest taxpayer in the City of Portage and indicated that the plan is to grow both tonight, and in the future, on that position. He continued to review the information in the PowerPoint with regard to the AOV Work Center and the Building 41 north Warehouse. Mr. Betzig cited the benefits of Solu-Medrol as a life saver, gave the example of Jill June and her son, Seth, and said that 43 million of these are manufactured each year, so there are 43 million other examples just like this one. Discussion followed.

Mayor Pro Tem Ansari expressed his appreciation for the strong tax base brought to the City of Portage by Pfizer, Inc.

Councilmember Reid referred to the \$800 million for personal property cited by Mr. Martin, and asked that they address the fact that manufacturing is becoming more robotic and less labor intensive, more specific and more accurate, the decrease in error rate and a decrease in the work force, and how it relates to the future plans of Pfizer, Inc.

Mr. Betzig pointed out that quality is of the utmost importance in the industry, and it becomes imperative that the company remain contemporary in the processes used and in the training of the people. He referred to the Solu-Medrol vial provided for each person on the dais and said that it has to be produced aseptically in order to prevent an unnecessary adverse reaction; so, this requires removing the human from the process, and allowing the equipment to perform the manufacturing with someone with a highly skilled trade to run the automation equipment plus repair the equipment, all in a space that is a new modern facility. If not, he said the regulators will take the company to task on that; regardless, it also allows Pfizer, Inc., to compete globally and explained. Discussion followed. Mayor Strazdas cited that this is a long-term investment, and asked how long will Pfizer be in Portage. Mr. Betzig noted that the depreciation of the equipment is over a 30 year period, so Pfizer needs to make sure it gets the money out of that investment, and explained. Discussion followed.

Mayor Strazdas opened the public hearing to the audience, and 61<sup>st</sup> District Representative Brandt Iden, 6067 Danford Creek Drive, Oshtemo Township, spoke in favor of the Tax Abatement and thanked the Pfizer Representatives for their hard work and Mr. Shaffer for bringing this project together.

Seeing no one else come forward to speak for or against the item, Mayor Strazdas entertained a motion to close the public hearing. Motion by Pearson, seconded by Ansari, to close the public hearing. Upon a voice vote, motion carried 7 to 0.

Motion by Reid, seconded by Ansari, to adopt Resolution No. 2-16 creating Industrial Development District No. 91 for 7171 Portage Road, and adopt Resolution No. 3-16 setting a public hearing on August 23, 2016, at 7:30 p.m. or as soon thereafter as may be heard, for two Industrial Facilities Exemption Certificates for real property investments in the estimated amount of \$100.4 million within Industrial Development District No. 91. Upon a roll call vote, motion carried 7 to 0. Discussion followed. Resolutions recorded on pages 203 and 207 of City of Portage Resolution Book No. 46.

#### **REPORTS FROM THE ADMINISTRATION:**

**VEHICLE PURCHASE RECOMMENDATION:** Mayor Strazdas reviewed the item as outlined in the Council Agenda Outline and deferred to Mr. Shaffer for comment. Mr. Shaffer indicated he asked that this item be removed from the Consent Agenda so he could explain why there was a discrepancy between the price cited in the Council Agenda Outline and the price cited in the Communication in the Council Agenda Packet. He explained that there was a revision in the price of the fork lift and one of the truck which brought the price down from \$1,170,155.64 to \$1,169,958.64, or about \$900 less.

Councilmember Ford indicated that \$35,000 for all displaced vehicles and equipment appeared low to him, and Public Services Director Rod Russell explained that some of this equipment is 15 to 16 years old which is past their useful service life, so there is little residual value. He did point out that the City is trying a new option of going through Biddergy.com instead of the Kalamazoo County Intergovernmental Auction Program since the City has realized some success with this approach. Discussion followed. He explained how equipment is re-purposed, that the software now determines the replacement schedule for the best time to get rid of the equipment, and gave examples and vowed to use the new replacement schedule in the future. Mayor Strazdas concurred based on his experience in his position with Western Michigan University. Discussion followed.

Motion by Randall, seconded by Ansari, to authorize the purchase of 28 vehicles and pieces of equipment through the State of Michigan MiDEAL and the National Joint Powers Alliance purchasing programs at a total cost of \$1,169,958.64 and authorize the City Manager to execute all documents related to these purchases on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

**\* PURCHASE OF PIERCE ASCENDANT FIRE APPARATUS – SOLE SOURCE:**

Motion by Ford, seconded by Urban, to authorize the sole-source purchase of a 107-foot Pierce Ascendant fire apparatus to replace a 2001 Sutphen 110-foot platform aerial apparatus at a total cost of \$905,300 from Pierce Manufacturing of Appleton, Wisconsin, authorize the sale of the existing 2001 Sutphen 110-foot platform aerial apparatus and authorize the City Manager to execute all documents related to these actions on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

**\* VERIZON MOBILE WIRELESS MASTER PRICE AGREEMENT:** Motion by Ford, seconded by Urban, to approve the three-year Verizon Wireless Master Price Agreement with five, one-year renewal options under the new State of Michigan MiDEAL cooperative purchasing program pricing for the continuation of wireless communications in the annual amount of \$25,375.20 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.

**PRELIMINARY CONDOMINIUM SUBDIVISION FOR COPPERLEAF:** Mayor Strazdas deferred to Councilmember Urban, who had asked that this item be removed from the Consent Agenda. Councilmember Urban commented that he could not remember a time when a subdivision had appeared on the Consent Agenda. He stated that he was not in favor of Phase I of this plat and, in order to be consistent, he is not in favor of Phase II of this plat. He mentioned one of his many reasons was the requirement for sidewalks that was discussed by Council “not too long ago,” but he was not going to cite all of his reasons. He indicated that this is still a neighborhood and the owners are entitled to all of the amenities of a neighborhood; further, that he did not have a need for a staff presentation on the matter.

At the request of Mayor Strazdas, Ms. Georgeau showed Council a map of the Tentative Plan approved by Council in November of 2013 that was originally known as Harbors West and, now that it is in construction, it is known as Copperleaf Subdivision. She indicated that the developers asked for waivers at the time they brought it to Council, but also provided a plan to set aside a significant amount of open space. She said this planned development includes 204 residential homes on 74 acres with 14 acres or 19% of open space, which incorporates a trail system in addition to the sidewalk system throughout the subdivision. She explained the evolution of the trail system and some of the proposed modifications to accommodate an historical home, the boulevard entrances and traffic concerns. Discussion followed.

Motion by Ford, seconded by Ansari, to approve the Preliminary Condominium Subdivision for Copperleaf (Phase II), 3800 West Milham Avenue and 5710 Angling Road, subject to the condition outlined in the July 15, 2016 Department of Community Development staff report regarding submittal of the detailed engineering drawings for the public infrastructure improvements. Upon a roll call vote, motion carried 6 to 1. Yeas: Councilmembers Ford, Pearson, Randall, Reid, Mayor Pro Tem Ansari and Mayor Strazdas. No: Councilmember Urban.

#### **COMMUNICATIONS:**

**GOURDNECK LAKE GOVERNMENTAL LAKE BOARD APPOINTMENT:** Mayor Strazdas asked for an explanation of the role of the Councilmember on this Board, and Deputy City Manager Rob Boulis explained. City Attorney Randy Brown emphasized that a Governmental Lake Board is an independent body separate from City Council, has its own Attorney, and can adopt special assessment resolutions. He noted that the Board must review all of the investigations, the engineering reports, etc., and determine the implementation of the special assessments. He pointed out that they make their own decisions which is different from other City Boards and Commissions that advise Council.

Councilmember Pearson referred to the Inland Lake Improvements, of the Natural Resources and Environmental Protection Act, PA 451 of 1994, as amended (MCL 324.30901 – 324.30929) as the guiding document for a Governmental Lake Board and explained that the Board consists of a County Commissioner, the County Drain Commissioner and two Councilmembers, in this case, one from Schoolcraft and one from Portage.

Mayor Strazdas indicated that at a meeting where he was absent, three Councilmembers expressed an interest in serving on this Board, Councilmembers Ford, Randall and Urban. He asked them to each give their interests for serving on the Board. Councilmember Ford indicated he may have a conflict with a newborn in the family and deferred to Councilmembers Randall and Urban. Councilmember Randall indicated that the City has three Governmental Lake Boards; two Councilmembers are currently serving; she has the time and energy; and that she has enjoyed this lake with her friends. She also said, like all of their service, it is rotational at times, and she sees this as a new learning opportunity for her. Councilmember Urban indicated that the reason he volunteered is because of the unique nature of the duty and the project. He pointed out there is no staff support and any staff would have to be hired, such as the Attorney or other professional services. He listed some of the duties and responsibilities, and offered to take this on only because he has done it before, and pointed to his service as Chair of the Long Lake Board for over ten years, and four years ago, the Long Lake Board

did this exact project. He stated that he is familiar with the research, the weeds and the process and explained that he could help the people get “up and running” faster with little learning curve and left the decision up to Council. Discussion followed.

Councilmember Reid suggested that perhaps Councilmember Urban could step down from his position on the Long Lake Governmental Lake Board to allow him to work on the initiation of the Gourneck Lake Governmental Lake Board since it sounds like the initial stage is a lot of work and experience might be useful. Councilmember Urban hesitated because he has the institutional memory, as with the pump augmentation, the association chair changed not too long ago, nevertheless, he decided he could still make himself available for questions. He said he would not do it tonight because of the special assessment public hearings scheduled, and would want to wait until after the public hearings in approximately two weeks and one day. He suggested that Council could appoint someone after the special assessment process and explained. Mayor Pro Tem Ansari concurred with the suggestion from Councilmember Reid, and City Attorney Brown pointed out that only one Portage Councilmember can serve on this Board.

Councilmember Randall advocated rotation in the interest of obtaining institutional knowledge for more than one Board Member, that Council elections are one year away, stressed the importance of lakes as a community asset for those who live on them or use them, but then she remained flexible regarding the appointment. Discussion followed.

Councilmember Urban suggested appointing him tonight, effective tonight, so the Board can get started, and appoint Randall effective a month from now to replace him on the Long Lake Governmental Lake Board. Discussion followed.

Councilmember Pearson indicated that these Governmental Lake Boards are another opportunity to work with other jurisdictions, much like the Transit Authority and County Consolidated Dispatch, and that he favors Councilmember Randall for this since it is not as complicated as an Aeration Bioaugmentation Project such as Austin Lake, and explained that he would like to get a new Councilmember (involved) at this time. Discussion followed.

Motion by Ansari, seconded by Randall, to appoint Councilmember Randall as Council Representative on the Long Lake Governmental Lake Board effective September 1, 2016, and Councilmember Urban as Council Representative on the Gourneck Lake Governmental Lake Board immediately to fulfill the City of Portage official position on each of these Boards. Discussion followed. Upon a roll call vote, motion carried 7 to 0.

**COMMUNICATION FROM HARRY HAASCH, EXECUTIVE DIRECTOR OF PUBLIC MEDIA NETWORK (PMN):** At the request of Mayor Strazdas, Mr. Shaffer indicated that he is very happy with the equipment progress thus far, even though there has been some “hick-ups” along the way. Councilmember Reid indicated that one of the things the PMN has been working on is the By-laws, and a resultant reduction in membership to accommodate the Board size and quorum issues. She mentioned that there will be a change in the Urban Cooperation Agreement, and that this will be coming to the municipalities for approval in early Fiscal year 2016-2017. She mentioned that the Budget shows an increase in funding for advertising and promotion on Charter as well as on a variety of social media, a range of festivals that are supported by PMN, and the Production Van. She mentioned that the media wall in the Epic Center which is a series of monitors with a touch interface will be transitioned to the Arts Council and PMN will train the Arts Council on how to program the wall. She indicated that the new mobile van is in the process of being outfitted and will allow live wireless programming at different venues throughout the County. From the production standpoint, she noted that PMN did the graduations for the area high schools, Western Michigan and Kalamazoo Valley Community College, and provided covered a multi-camera coverage of the Kalamazoo Marathon, including ground crews, a couple of hosts and drone coverage. She also said that PMN plans to work with Borgess for the 2017 Kalamazoo Marathon.

Motion by Randall, seconded by Reid, to receive the communication from Harry Haasch, Executive Director of Public Media Network, regarding set up, testing, operation, and troubleshooting of

Audio/Visual components by appropriate City of Portage staff. Upon a voice vote, motion carried 7 to 0.

**AUGUST 4, 2016 NOTIFICATION FROM THE MICHIGAN MUNICIPAL LEAGUE (MML):** At the request of Mayor Strazdas, Mr. Shaffer introduced this item, and indicated that the MML will transact business, and as a member Portage has an opportunity to vote on these matters. He noted that he will be attending this meeting and offered his service as the voting Representative from Portage. Mayor Strazdas spoke in support and discussion followed.

Motion by Ford, seconded by Randall, to receive the communication from Michigan Municipal League President John B. O'Reilly, Jr., and Executive Director & CEO Daniel P. Gilmartin regarding the August 4, 2016 notification from the Michigan Municipal League regarding the Annual Meeting, and appoint City Manager Larry Shaffer as the official local representative to cast the vote of the City of Portage at the Annual Meeting. Upon a voice vote, motion carried 7 to 0. Discussion followed.

\* **MINUTES OF BOARDS AND COMMISSIONS MEETINGS:** City Council received the minutes of:

Portage Senior Citizen Advisory Board of May 18 and June 15, 2016.

Portage Historic District Commission Regular of July 6 and Historic District Study Committee of July 6 and 14.

Portage Zoning Board of Appeals of July 11, 2016.

Portage Youth Advisory Committee of July 12, 2016.

#### **COUNCIL COMMITTEE REPORTS:**

**CENTRAL COUNTY TRANSIT AUTHORITY (CCTA):** Councilmember Urban indicated the CCTA is moving very quickly toward October 1, 2016, and the date that the City of Kalamazoo through its Transit Board will no longer be running the line haul bus service in Kalamazoo County, but it will be transferred to CCTA. He saw no impediments at this point, just a few minor things which should be worked out.

Councilmember Pearson indicated that with the passage of the millage, as of September 6, 2016, there will be expanded bus service with late nights up until 10, 11 or 12 p.m., Sunday service from 8 a.m. until 5 p.m. and increased service on Westnedge Avenue, Portage Road, Oakland Drive, West Centre Avenue, Romence Road, the main routes. With that, he provided a brochure for downloading on the City of Portage website.

Motion by Randall, seconded by Ford, to receive the verbal report from Councilmembers Urban and Pearson on the Central County Transit Authority. Upon a voice vote, motion carried 7 to 0.

**COUNTY CONSOLIDATED DISPATCH – 911 (CCD):** Councilmember Reid reported on the County Consolidated Dispatch Finance Committee and indicated that the City of Portage has assisted in releasing a Request for Proposals (RFP) for architectural assistance in looking at buildings to house CCD, She said an existing building will also be considered, and that this will result in a cost savings. Mayor Strazdas summed up by indicating that there was a proposal of new building versus existing buildings with a focus on existing buildings, and asked her to address the millage approach.

Councilmember Reid reflected that the Finance Committee looked at all of the different ways and combinations of fees and or taxes that CCD could be funded. She indicated that the Committee decided that the fees on the phones was the desired method to be used and to not have any other methods. She said that the exact amount has not been determined and it will go to the County Commission to determine when it will be placed on the ballot since any fees above the 42 cents per phone has to be approved by the citizens. Discussion followed.

Motion by Ansari, seconded by Ford, to receive the verbal report on County Consolidated Dispatch from Councilmembers Reid and Pearson. Upon a voice vote, motion carried 7 to 0.

**OTHER CITY MATTERS:**

**STATEMENTS OF CITY COUNCIL AND CITY MANAGER:** Councilmember Ford thanked Senior Deputy Fire Chief John Podgorski and Public Services Director Rod Russell as he and his son were able to attend the Big Truck Event at the Portage District Library which was packed with patrons. Councilmembers Pearson and Reid concurred that fire trucks are desirable in the community.

Councilmember Urban encouraged public comment. He then made what he considered was a political comment that he will keep his copy of the Constitution of the United States in his breast pocket.

Councilmember Randall thanked Deputy City Clerk Adam Herringa for his efforts with the Youth Advisory Committee Movie Night and encouraged everyone to attend the Boys National Tennis Tournament at Kalamazoo College.

Mayor Pro Tem Ansari expressed his appreciation for Pfizer as a corporate partner in Portage.

Mayor Strazdas commented on the great number of tennis players in the City, gave a shout out to Rod Russell for the road efforts, crack sealing, curbs and all of the Department of Public Service employees for doing their part to make Portage look better.

**MATERIALS TRANSMITTED:**

\* **MATERIALS TRANSMITTED OF JULY 22 AND JULY 26, 2016:** Motion by Ford, seconded by Urban, to receive the Materials Transmitted of July 22 and July 26, 2016.

**ADJOURNMENT:** Mayor Strazdas adjourned the meeting at 9:23 p.m.

James R. Hudson, City Clerk

\*Indicates items included on the Consent Agenda.