



# PLANNING COMMISSION

June 4, 2015

# CITY OF PORTAGE PLANNING COMMISSION

## A G E N D A

June 4, 2015

(7:00 p.m.)

Portage City Hall Council Chambers

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL

### APPROVAL OF MINUTES:

- \* May 7, 2015

### SITE/FINAL PLANS:

- \* 1. Final/Site Plan: Story Point Senior Living Facility, 3821 West Milham Avenue

### PUBLIC HEARINGS:

### OLD BUSINESS:

### NEW BUSINESS:

### STATEMENT OF CITIZENS:

### ADJOURNMENT:

### MATERIALS TRANSMITTED

April 13, 2015 Zoning Board of Appeals meeting minutes  
April 28, 2015 City Council regular meeting minutes  
April 28, 2015 City Council Committee of the Whole meeting minutes  
May 5, 2015 Budget Review Session meeting minutes  
May 12, 2015 City Council regular meeting minutes  
May 12, 2015 City Council special meeting minutes

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

## PLANNING COMMISSION

May 7, 2015

 DRAFT

The City of Portage Planning Commission meeting of May 7, 2015 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Approximately 16 citizens were in attendance.

### **PLEDGE OF ALLEGIANCE:**

Chairman Welch led the Commission in the Pledge of Allegiance.

### **IN ATTENDANCE:**

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

### **ROLL CALL:**

Mr. Forth called the roll and the following Commissioners were present: Schimmel (yes), Somers (yes), Dargitz (yes), Felicijan (yes), Welch (yes), Stoffer (no) and Patterson (yes). A motion was made by Commissioner Felicijan, seconded by Commissioner Dargitz, to approve the roll excusing Commissioners Richmond and Bosch (Commissioner Stoffer – absent). The motion was unanimously approved 6-0.

### **APPROVAL OF MINUTES:**

Chairman Welch referred the Commission to the April 16, 2015 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 6-0.

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

None.

### **NEW BUSINESS:**

1. Accessory Building (Davis), 10749 Andrews Street. Mr. West summarized the staff report dated May 1, 2015 regarding a request from Brian Davis to construct a 13.5 foot tall, 2,400 square foot detached accessory building along the southwest portion of 10749 Andrews Street. Mr. West stated the approximate 5.2 acre parcel contains a 2-story residence with a ground floor area of 1,698 square feet and an attached garage of 1,106 square feet. Mr. West indicated the total ground floor area of all accessory buildings (including the proposed detached building) will exceed the ground floor area of the main residence by 1,808 square feet. As indicated in the application materials, Mr. West stated the proposed detached accessory will be utilized for storage of personal items including cars, motorcycles, trailer and boat, and will not be used for any business related purposes. Mr. West described the characteristics of the parcel including elevation differences across the site and the existing mature evergreen tree line located along the northern property line. Mr. West stated the detached accessory building will be situated approximately 125-feet behind the existing residence (over 300-feet from Andrews Street), 25-feet from the southern property line and approximately 125-feet from the nearest adjacent single family residence located to the south at 10711 Andrews Street. Mr. West indicated the applicant has approached adjacent neighbors to the south (10711 Andrews Street) and north (2700 Woodhams Street) to discuss the accessory building proposal and a signed letter of support from both neighbors has been received. Mr. West stated the size and configuration of the parcel combined with elevation differences, existing wooded areas and setback distances from adjacent residences and property lines will mitigate impacts on adjacent properties. Mr. West also referred

the Commission to a May 1, 2015 communication from Dale and Ellen Wasson that was included in the final agenda packet.

Mr. Brian Davis (applicant/owner) was present to support the proposed detached accessory building. No citizens spoke in regard to the proposed detached accessory building. After a brief discussion, a motion was made by Commissioner Felicijan, seconded by Commissioner Dargitz, to approve the proposed 2,400 square foot Accessory Building for Mr. Brian Davis at 10749 Andrews Street. The motion was unanimously approved 6-0.

### **PUBLIC HEARINGS:**

1. Final Report: Tentative Plan Amendment for The Homestead Planned Development (Story Point Senior Living Facility), 3821 West Milham Avenue. Mr. Forth summarized the staff report dated May 1, 2015 regarding an application submitted by Mr. Patrick Lynch and Triple M Investment to amend the previously approved tentative plan for The Homestead Planned Development. Mr. Forth discussed changes made to the tentative plan by the applicant based on citizen comments received during the April 16, 2015 meeting including a berm and evergreen tree plantings along the east and south sides of the property. Mr. Forth presented an aerial photograph map with the development project superimposed and discussed significant elevation differences and setback distances between the proposed senior living facility and adjacent single family residence located to the east and south. Mr. Forth indicated the applicant has made an addendum to the original tentative plan application and is now stating the remaining Van Riper historic homestead site (3.70 acres) will not be developed as a commercial restaurant, as long as the senior living facility is in operation. Mr. Forth stated the applicant does not have any immediate plans for the historic homestead site, however, indicated future uses may include a dining facility for residents of the senior living center, an office, a single family residence or a facility for special events including banquets, private parties or community events. Mr. Forth indicated staff was recommending approval of the tentative plan amendment subject to the four conditions listed in the May 1, 2015 staff report. Mr. Forth also referred the Commission to letters received from area residents that were included in the final agenda packet

The Commission and staff discussed various details of the proposed tentative plan amendment including a berm and tree plantings proposed along the east and south sides of the site, the previously approved 2006 tentative plan amendment that included residential condominiums and a themed restaurant/banquet facility, location and configuration of the storm water basin, tree removal along the western portion of the historic homestead site, and grade and setback distance between the senior living facility and single family residences located to the east and south.

Mr. Mark Murphy, Triple M Investments, was present to support the application and explain the senior living facility development project. Mr. Murphy discussed changes he made to the tentative plan amendment since receiving citizen comments and concerns during the April 16, 2015 meeting. Mr. Murphy indicated use of the historic homestead site for a themed restaurant has been planned for the site since the original 2001 PD rezoning. Mr. Murphy stated there were no immediate plans for use of this property and a deed restriction preventing establishment of a commercial restaurant would be placed on this remaining parcel for as long as the senior living facility was in operation. Mr. Murphy asked the Planning Commission to balance the issues and concerns of both the residents and the developer and consider the following factors regarding the senior living facility proposal: 1) Construction will occur in one phase, approximately 15 months; 2) The senior living facility will generate far less traffic than the previously approved cottage offices or residential condos; 3) The proposed building will be situated over 400-feet from residences to the east and approximately 800-feet from residences to the south; 4) The loading/unloading area cannot simply be flipped from the east to the west side of the building due to internal design issues. Mr. Murphy noted there are significant grade changes and landscaping will be installed along the east side of the site that will screen/buffer this area); 5) Commercial food deliveries to the loading/unloading area on the east side of the facility will be approximately two per week. Smaller truck deliveries such as UPS, FedEx, etc. will come through the front door of the facility; and 6) Residents of the facility are far more sensitive to noise, odors, outdoor lighting, etc. than residences located hundreds of feet from the facility.

Commissioner Patterson asked about the proposed grading line along the west side of the Van Riper historic homestead parcel and whether a retaining wall would be constructed. Mr. Murphy stated there will be an

approximate 14-foot grade difference between the finish floor of the senior living facility building and the historic farmhouse and the grade difference would be contoured as a natural slope with grass and landscaping. Commissioner Dargitz asked what will be done with the barn buildings on the Van Riper historic homestead parcel and also asked if the applicant would reconsider a gravel/dirt foot path to McGillicuddy Lane to facilitate pedestrian movements. Mr. Murphy indicated there were no immediate plans for the historic house and barns other than to maintain and improve the appearance of these structures. Mr. Murphy also indicated there is no desire or need for a trail connection to McGillicuddy Lane and discussed the need to ensure the safety of residents and discourage unwanted visitors. Mr. Murphy stated the average age of residents within the independent living portion of the facility would be approximately 83-84 years old and there will be an outdoor courtyard and other interior physical fitness activities available. Attorney Brown asked Mr. Murphy if it was his intent to amend the original tentative plan amendment application with the submittal of the April 30, 2015 addendum letter and conceptual landscape plan. Mr. Murphy responded affirmatively.

The public hearing was reconvened by Chairman Welch. Ten citizens spoke in regards to the proposed amendment: 1) Joe Gesmundo, representing AVB (4200 West Centre); 2) Brian Gallagher (6090 McGillicuddy Lane); 3) Louis Cherico (6130 McGillicuddy Lane); 4) Dennis Groom (6070 McGillicuddy Lane); 5) Dan Kujawaki (6070 McGillicuddy Lane); 6) Julie Bossch (6286 McGillicuddy Lane); 7) James Heintskill (4001 Tullymoore Pointe); 8) Kelly Crowell (6199 McGillicuddy Lane); 9) Richard Chase (4091 Tullymoore Pointe); and 10) Mick Lynch (applicant/property owner). Mr. Gesmundo stated that his company was the primary developer of The Homestead PD beginning in 2001 and also the developer of the Woodbridge Hills PD. Mr. Gesmundo stated a PD was a partnership between the city, developer and residents of the PD with "implied promises". Mr. Gesmundo indicated the original 2001 approval and subsequent amendments proposed either small scale cottage office buildings (3,000-10,000 square feet each) or single family attached residential condominiums (approximately 1,500 square feet each). Mr. Gesmundo stated the proposed 180,000 square foot senior living facility is significantly different in size and scale from the previously approved uses. Mr. Gesmundo indicated AVB and the residents of The Homestead generally support the senior living facility, however, significantly more berming and larger evergreen tree plantings are needed to adequately buffer the existing residences. Mr. Gesmundo requested that, between now and the City Council meeting, the applicant work with AVB and the residents to develop a more significant screening/buffering proposal. Mr. Gallagher referenced the May 6, 2015 letter from The Families of the Homestead and stated they support the staff recommendation and four conditions of approval; however, also believe that additional berming and screening was needed to adequately protect the neighboring single family residential neighborhood. Mr. Gallagher stated the berming/screening proposal for the Story Point Senior Living Facility is significantly less than was previously approved in 2006 and the residents request that a 6-foot tall berm (with a 4-foot flat top) and 8-foot tall evergreen tree (planted 7-10 feet on-center) be installed along the east and south sides of the property. Mr. Gallagher indicated the residents were also requesting that earth tones colors be utilized for the senior living care facility building, the loading/unloading area be relocated to the west side of the facility and that commercial vehicle deliveries and trash pick-up be restricted to the hours of 8:00am-5:00pm (Monday thru Friday). Mr. Cherico, Mr. Groom, Mr. Kujawaki, Ms. Bossch, Mr. Heintskill, Mr. Crowell, and Mr. Chase supported previous comments made by Mr. Gesmundo and Mr. Gallagher. Mr. Lynch indicated he is the property owner and was co-applicant with AVB for the original 2001 PD rezoning. Mr. Lynch stated there is a partial earth berm approximately 3-feet in height along the east side of the former Van Riper historic homestead site that was constructed in 2006. Mr. Lynch stated an additional 3-feet of berming with tree planting, as proposed by the applicant, will provide significant screening to the adjacent residents. No additional citizen spoke regarding the proposed tentative plan amendment. A motion was then made by Commissioner Felicijan, seconded by Commissioner Patterson, to close the public hearing. The motion was unanimously approved 6-0.

The Commission and staff next discussed various aspects of the proposed tentative plan amendment including the original 2001 PD rezoning and tentative plan approval, the 2006 tentative plan amendment and previously approved and partially constructed berm along the eastern portion of the site. The Commission also discussed the height and appearance of the berm. Mr. Forth suggested an undulating appearance and in those areas that would be less than six feet in height, additional evergreen plantings could be installed in the lower areas. After

additional discussion, a motion was made by Commissioner Felicijan, seconded by Commissioner Patterson, to recommend to City Council that the Tentative Plan Amendment for The Homestead Planned Development (Story Point Senior Living Facility), 3821 West Milham Avenue, be approved subject to the four conditions listed in the May 1, 2015 Community Development staff report; inclusion of the written narrative and tentative plan dated April 8, 2015; addendum letter from the applicant dated April 30, 2015; conceptual landscape plan dated April 29, 2015 submitted by the applicant; and subject further to construction of a berms ranging in height from 3-6 foot tall along the east and south sides of the site. The motion was unanimously approved 6-0.

2. Ordinance Amendment 14/15-B, Site Plan Review. Mr. Forth summarized the staff report dated May 1, 2015 regarding proposed changes to Zoning Code regulations pertaining to site plan review that would increase the square footage of industrial site plans that can be administratively reviewed/approved from 20,000 square feet to 50,000 square feet, eliminate the two acre maximum requirement and subject development proposals near the northeast corner of Portage Road and Romence Road to site plan review. Mr. Forth indicated the proposed changes were initiated by staff based on discussions with the City Council in January/February 2015 and were intended to enhance economic development by expediting the development review process and improving “speed to permitting”. Mr. Forth reviewed the six Zoning Code sections proposed for amendment.

Commissioner Dargitz asked why the amendment included removal of the two acre provision for administrative site plan approvals. Mr. Forth stated the size of the development project determines the intensity of the use, regardless of the acreage of the property. Mr. West provided background information regarding the 2003 Zoning Code Update and indicated the original intent was to regulate the size/square footage of the development project (20,000 square feet). Mr. West stated the 20,000 square foot building size provision was approximately 25% lot coverage on a two acre property. The public hearing was opened by Chairman Welch. No citizens spoke regarding the proposed ordinance amendment. A motion was made by Commissioner Somers, seconded by Commissioner Dargitz, to close the public hearing. The motion was unanimously approved 6-0. A motion was then made by Commissioner Patterson, seconded by Commissioner Felicijan, to recommend to City Council that Ordinance Amendment #14/15-B, Site Plan Review, be approved. The motion was unanimously approved 6-0.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

1. Schoolcraft Township Future Land Map Amendment – Section 13. Mr. West summarized the staff report dated May 1, 2015 regarding a proposed amendment to the Future Land Use Map component of the Schoolcraft Township Master Plan. Mr. West stated the amendment involves an application submitted by Greenstone Farm Credit Services that proposes to amend an approximate 64 acre tract of land located in Section 13 from the Rural Preservation classification to the Industrial classification. Mr. West stated the Future Land Use Map amendment is being requested in support of a related request to rezone the properties from RR, Rural Residential to L1, Local Industrial. Mr. West indicated the three parcels in question are situated along the north side of East W Avenue, immediately west of the Village of Vicksburg, approximately three miles south of the City of Portage corporate boundary. Pursuant to the Michigan Planning Enabling Act, Schoolcraft Township is requesting review and comment from all contiguous municipalities and other required agencies prior to the public hearing which is scheduled for the June 1, 2015 Schoolcraft Township Planning Commission meeting. Mr. West indicated staff has reviewed the proposed Future Land Use Map Amendment and does not have any specific comments.

After a brief discussion, a motion was then made by Commissioner Patterson, seconded by Commissioner Somers, to receive the proposed Schoolcraft Township Future Land Use Map Amendment – Section 13 with no specific comments offered. The motion was unanimously approved 6-0.

 **DRAFT**

**STATEMENT OF CITIZENS:**

None.

**ADJOURNMENT:**

There being no further business to come before the Commission, the meeting was adjourned at 9:20 p.m.

Respectfully submitted,

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

**TO:** Planning Commission

**DATE:** May 29, 2015

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

**SUBJECT:** Final/Site Plan for Story Point Senior Living Facility, 3821 West Milham Avenue

## **I. INTRODUCTION:**

In conjunction with the tentative plan application to amend The Homestead Planned Development (PD), a final/site plan has also been received to construct the Story Point Senior Living Facility on 17.31 acres of land addressed as 3821 West Milham Avenue. On May 7, 2015, the Planning Commission concluded the public hearing and review of the tentative plan amendment and voted unanimously to recommend to City Council approval subject to several conditions. The City Council public hearing to consider approval of the tentative plan amendment for The Homestead PD has been scheduled for June 23, 2015.

The applicant is requesting Planning Commission review and recommendation of the final/site plan during the June 4, 2015 meeting so City Council can concurrently consider the tentative plan amendment and final/site plan during the June 23, 2015 meeting.

## **II. PROJECT DETAILS:**

The final/site plan for the Story Point Senior Living Facility has been designed in substantial compliance with the proposed tentative plan amendment for The Homestead PD, as recommended by the Planning Commission.

Senior Living Facility: The proposed senior living facility will have an approximate footprint of 126,500 square feet (186,500 square feet total) and will be designed with four “wings” that allow residents to “age in place” with a total of 122 independent living units and 36 assisted living/memory care units (36 future units are also planned). The northern portion of the facility (northeast and northwest “wings” plus the center area) will be two and three stories with an average height of 36.5 feet and 40.5 feet, respectively. This portion of the facility will consist of 92 independent living apartments and amenities including dining venues, indoor and outdoor activity areas, shops, postal services, bank, salon/barber shop and library for use by the residents and their guests. The southwest “wing” (The Harbors, 30 additional apartment units with moderate assisted living services) will be one-story with an average height of 18 feet. Finally, the southeast “wing” will also be one-story with an average height of 20 feet providing 36 assisted living care units for residents with Alzheimer’s or other associated dementias.

Setbacks/Elevation Differences: The senior living facility building will be setback approximately 160-feet from the north property line (adjacent West Milham Avenue) and 80-feet from the west property line (adjacent US-131). The building will be setback approximately 55 feet from the proposed east property line adjacent to the historic homestead parcel, which will be split from the Story Point parcel. The building will also be setback between 290-370 feet from east property line of the historic homestead parcel (west property line of the single family residences located along McGillicuddy Lane) and approximately 430-feet from the southern property line (adjacent to the Consumers Energy Company parcel, which is 165 feet wide). Parking and drives associated with the development will be located approximately 230-feet

from the east property line of the historic homestead parcel, 35-feet from the southeast property line (adjacent the three, vacant single family parcels), 35-feet from the west property line (adjacent US-131) and in excess of 330-feet from the southern property line (adjacent the Consumers Energy Company parcel).

As detailed on the final/site plan sheets, the first floor elevation of the senior living facility building will be approximately 893 feet, which is approximately 13-14 feet below the elevation of the adjacent historic homestead site to the east (906-907 feet). Existing single family homes located further to the east, along the west side of McGillicuddy Lane, are situated at an elevation of approximately 896-897 feet. In addition to the elevation differences and setbacks referenced above, the applicant has designed the senior living facility so the two-three story portions of the building will be located along the northern portion of the development (adjacent West Milham Avenue), while the one-story portion of the building will be located along the southern portion of the development (adjacent the single family residential portion of the planned development).

Berming/Screening Proposal: The Planning Commission recommendation regarding the tentative plan amendment included a condition that earth berms (minimum 3-6 feet in height) be constructed along the east and south sides of the site. As detailed on the final/site plan sheets, the applicant is proposing to construct a series of undulating earth berms ranging between 4-8 feet in height along the east side of the historic homestead parcel and between 6-10 feet in height along the south side of the development site. Supplemental evergreen trees (minimum 6-foot tall) and deciduous tree and shrub plantings are also proposed along the top and sides of these berms. Additionally, the applicant is proposing to install fill material along the southeast portion of the site, adjacent to the curve in McGillicuddy Lane, so this area will be level with the adjacent roadway. A total of eleven evergreen trees (minimum 6-foot tall) are also proposed to be installed in this area to provide additional screening from McGillicuddy Lane. Finally, eight evergreen trees are proposed to screen the service drive on the east side of the building and additional supplemental evergreen, deciduous and ornamental trees will be planted along the west side of the historic homestead site, including the area designated for grading and tree removal. The remaining mature trees located on the historic homestead parcel will not be removed with the construction of the senior living facility, which will provide additional natural screening.

The senior living facility building and related parking areas and drives will occupy approximately six acres of the 17.31 acre parcel. The remainder of the property will be maintained in green space/open space including approximately five acres along the south side of the parcel, adjacent McGillicuddy Lane and the Consumers Energy Company parcel. Construction of storage, utility or similar type buildings within this five acre area is prohibited. Additionally and as indicated in the tentative plan amendment materials, the applicant does not currently have any specific development plans for the adjacent 3.70 acre historic homestead parcel. These two areas, combined with proposed building setback distances, elevation differences and berming/screening/landscaping proposals will provide significant separation and buffering between the senior living facility and the single family residential portions of the planned development located to the south and east. In the event the historic homestead site is redeveloped as an office and/or banquet/dining use, screening of the adjacent residences located along McGillicuddy Lane can be reevaluated and modified as may be determined appropriate with submission of the final/site plan.

**Storm Water Management:** Storm water from the development site will be collected and conveyed to a treatment cell and infiltration basin located along the southwest portion of the property. While the treatment cell will be a lined basin (holding water), the infiltration basin will be designed as a dry basin allowing storm water to infiltrate into the ground, after passing through the treatment cell. Both the treatment cell and infiltration basin will be designed with a 1:4 slope.

**Access/Pedestrian Linkage to West Milham:** Access to the senior living facility will be provided through a new full-service driveway from West Milham Avenue. No access to McGillicuddy Lane is proposed. This new West Milham Avenue driveway will be properly aligned with the new public street to the north currently under construction (Copperleaf Boulevard) to eliminate left-hand turning movement conflicts. Relocation of the proposed West Milham Avenue driveway further west is not feasible due to the increasing elevation difference between the West Milham and the subject property. The historic homestead parcel will retain the existing residential driveway from West Milham Avenue; however, should this 3.70 acre property change from a residential to nonresidential use at some point in the future, the existing West Milham Avenue driveway will be eliminated and access will be shared with the Story Point driveway. While no direct pedestrian path is proposed from the senior living facility to McGillicuddy Lane, an existing sidewalk is present along West Milham Avenue which provide residents of the facility access to McGillicuddy Lane and the Northwest Portage Bikeway, if desired.

**Outdoor Lighting:** Outdoor lighting proposed with the senior living facility consists of light poles (maximum 20-foot tall) and building mounted units. All outdoor lighting units will contain shielded (sharp cut-off style) fixtures to prevent glare and light pollution/trespass, with resulting light levels not exceeding 0.3 footcandles at the property lines where abutting single family residential land use.

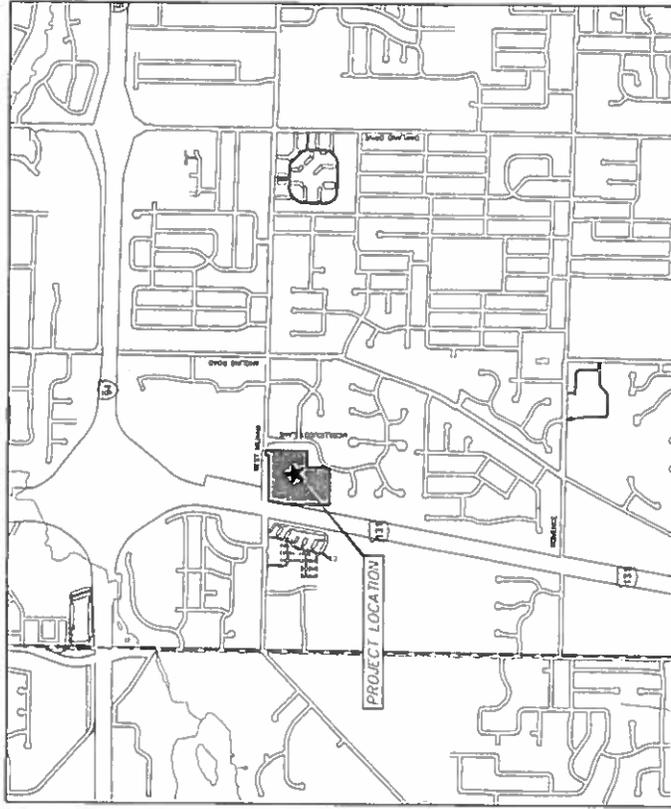
### **III. RECOMMENDATION:**

The final/site plan has been reviewed by the City Administrative departments. Subject to any additional information that may be provided, staff advises that the Planning Commission recommend to City Council approval of the Final/Site Plan for Story Point Senior Living Facility, 3821 West Milham Avenue, subject to: 1) City Council approval of the Tentative Plan Amendment for The Homestead Planned Development; 2) shared/cross access with the Story Point West Milham Avenue driveway be provided to the 3.7 acre historic homestead site when it redevelops in the future; and 3) finalization of the utility plans.

Attachments: Final/Site Plan Sheets

**CSIG DEVELOPMENT GROUP**  
**KALAMAZOO COUNTY, MICHIGAN**

**STORY POINT SENIOR LIVING FACILITY**



SCALE: 1" = 100'

**CLIENT:**  
 CSIG DEVELOPMENT GROUP/SENIOR LIVING PORTAGE, LLC  
 MR. MARK MURPHY  
 2300 DENNA BUSINESS PARK DRIVE  
 BRIGHTON, MICHIGAN 48114  
 PHONE: (268) 372-3411  
 EMAIL: MARKMURPHY@STORYPOINT.COM

**ENGINEER:**  
 PREIN & NEWHOF  
 MR. MICHAEL SCHWARTZ, P.E.  
 7133 STARBUCK DRIVE  
 KALAMAZOO, MI 49008  
 PHONE: (268) 372-3411  
 FAX: (268) 372-3411  
 EMAIL: MSCHWARTZ@PREIN&NEWHOF.COM

**GENERAL CONSTRUCTION NOTE**

ALL UTILITIES SHOWN ARE APPROXIMATE LOCATIONS BASED UPON EXISTING RECORD DRAWINGS AND FIELD SURVEY. THE EXACT LOCATION AND DEPTH OF UTILITIES SHALL BE DETERMINED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND UTILITIES INFORMATION AT THE PROJECT.

**BENCHMARKS**

BENCHMARKS ARE FROM B.L.S.D. FIELD DATA.  
 PARCEL ADDRESS  
 307 WEST MAIN AVENUE

**NOTE:**  
 THIS PLAN IS THE PROPERTY OF PREIN & NEWHOF, INC. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF PREIN & NEWHOF, INC. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND UTILITIES INFORMATION AT THE PROJECT.

**REVISIONS:**  
 1. CORRECTED PERMITS AND UTILITIES INFORMATION.  
 2. ADDED BENCHMARKS AND UTILITIES INFORMATION.  
 3. REVISED SITE PLAN TO SHOW EXISTING UTILITIES AND BENCHMARKS.

**RECEIVED**  
 MAY 27 2015  
 COMMUNITY DEVELOPMENT

NO.	DATE	BY	DESCRIPTION
1	MAY 15	MS	ISSUE FOR PERMITS
2	MAY 15	MS	ISSUE FOR PERMITS
3	MAY 15	MS	ISSUE FOR PERMITS
4	MAY 15	MS	ISSUE FOR PERMITS
5	MAY 15	MS	ISSUE FOR PERMITS
6	MAY 15	MS	ISSUE FOR PERMITS
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18	MAY 15	MS	ISSUE FOR PERMITS
19	MAY 15	MS	ISSUE FOR PERMITS
20	MAY 15	MS	ISSUE FOR PERMITS

SHEET INDEX	
SHEET NO.	DESCRIPTION
1	COVER SHEET
2	SITE PLAN
3	EXISTING SITE/REMOVAL PLAN
4	STORM PLAN
5	SEWERAGE SYSTEM & WATER MAIN
6	GRADE - OVERALL
7	GRADE - NORTH SECTION
8	GRADE - WEST SECTION
9	GRADE - SOUTH SECTION
10	PROFILES LOOP ROAD
11	PLAN & PROFILE
12	CONSTRUCTION DETAILS
13	CONSTRUCTION NOTES
14	CONSTRUCTION NOTES
15	SEC. DETAILS
16	SEC. DETAILS
17	SEC. DETAILS
18	SEC. DETAILS
19	SEC. DETAILS
20	SEC. DETAILS

**Prein & Newhof**  
 Engineers & Surveyors  
 PROJECT NO. 2140851  
 SHEET NO. 1 of 16



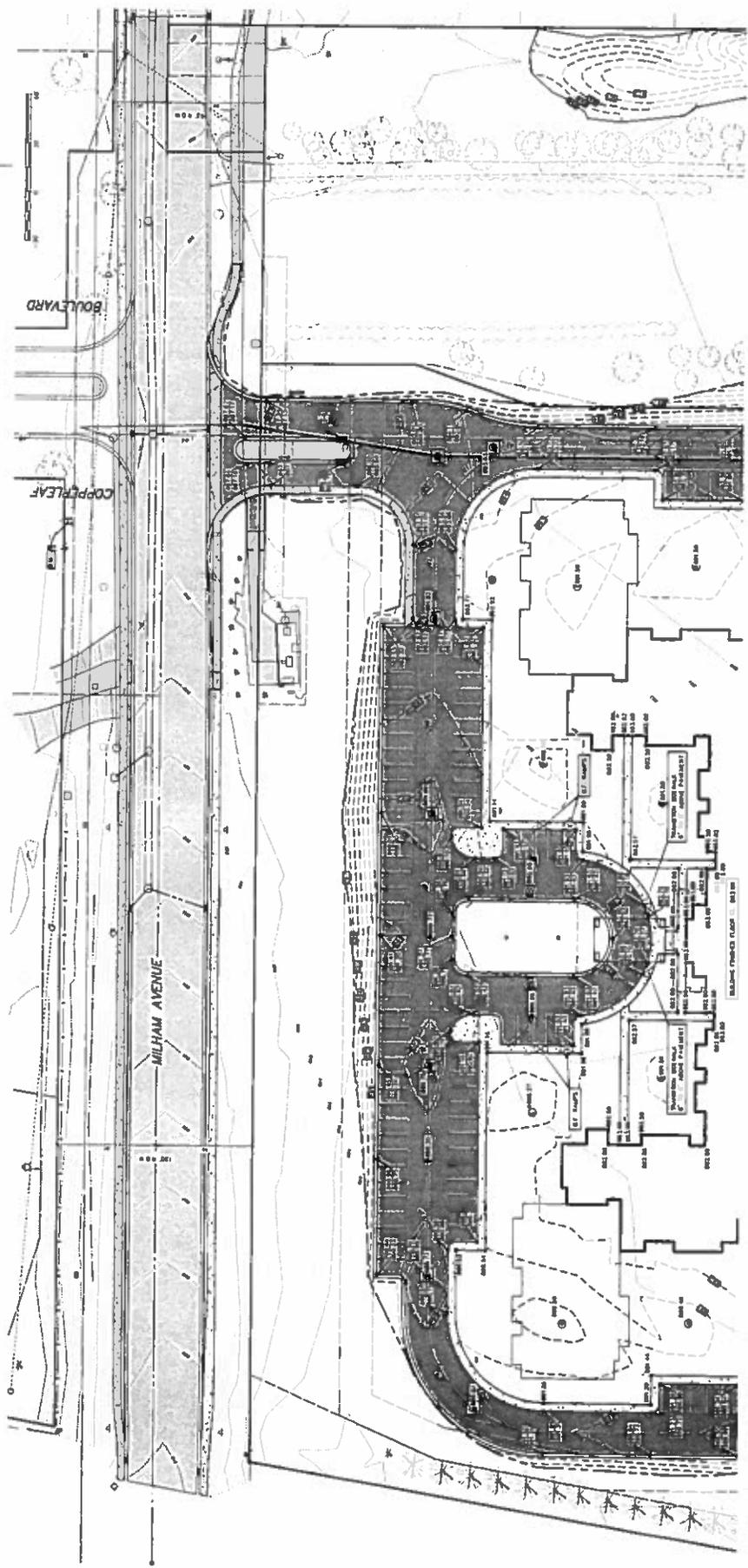








SHEET NO. 21  
 PROJECT NO. 2140631  
 DATE: 05/13/16  
 DRAWN BY: J. J. [unreadable]  
 CHECKED BY: [unreadable]



CS&S DEVELOPMENT GROUP  
 STORY POINT SENIOR LIVING FACILITY  
 GRADING PLAN - NORTH SECTION  
 PROJECT NO. 2140631  
 SHEET NO. 7 OF 16

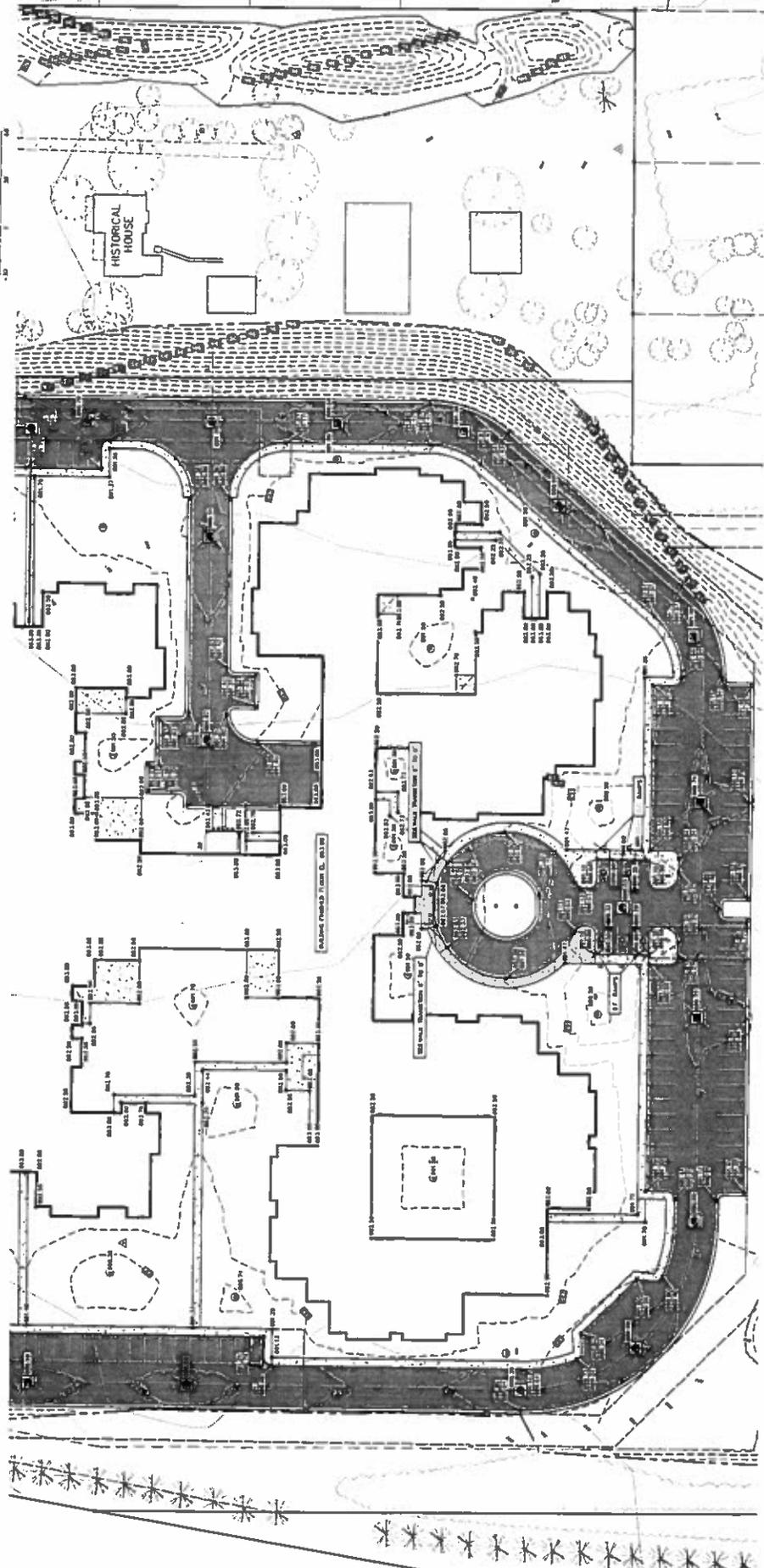
**Prein&Newhof**  
 Engineers & Architects

NO.	DATE	BY	CHK	DESC
1	05/13/16	J. J. [unreadable]	[unreadable]	ISSUE FOR PERMITS
2	05/13/16	[unreadable]	[unreadable]	REVISED PERMITS
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5	05/13/16	[unreadable]	[unreadable]	REVISED PERMITS
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7	05/13/16	[unreadable]	[unreadable]	REVISED PERMITS
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10	05/13/16	[unreadable]	[unreadable]	REVISED PERMITS

811  
 THE CITY OF PORTLAND, OREGON  
 MAY 13 2016  
 10:10 AM  
 2140631

IF EXISTING UTILITIES ARE SHOWN FROM AVAILABLE RECORDS AND NOT SHOWN BY THIS SHEET, THE USER SHALL VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES THROUGH THE USE OF 811. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF PORTLAND AND ALL APPLICABLE AGENCIES.

CONTRACT NO. 21-40651  
 SHEET NO. 8 OF 16  
 PROJECT NO. 21-40651  
 COUNTY OF ALABAMA  
 CITY OF MOBILE



CONTRACT NO. 21-40651  
 SHEET NO. 8 OF 16  
 PROJECT NO. 21-40651  
 COUNTY OF ALABAMA  
 CITY OF MOBILE

**Prein & Newhof**  
 Engineers, Architects, Planners & Scientists

NO.	DATE	BY	DESCRIPTION
1	MAY 15, 2024	WAS	ISSUED FOR PERMIT
2			
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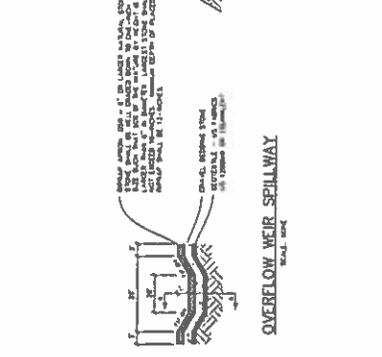
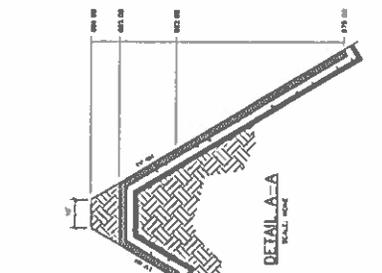
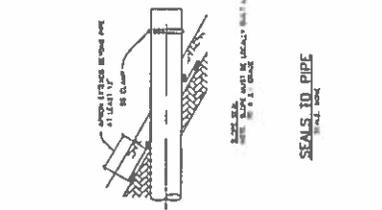
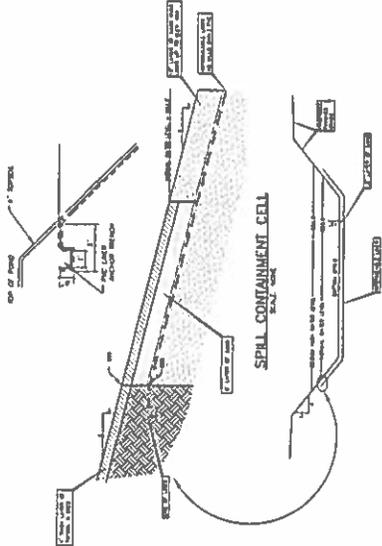
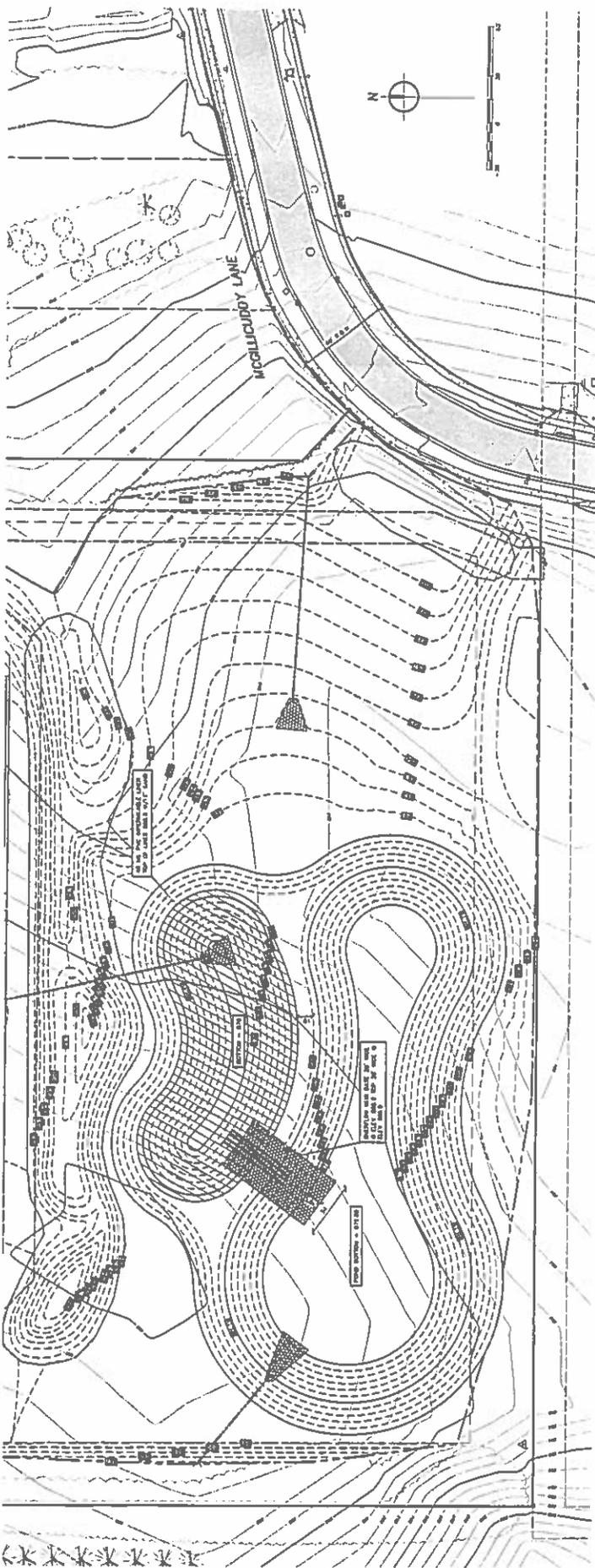
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GRADING PLAN - MIDDLE SECTION  
 8 OF 16

DESIGNED BY: D.L. WELSH  
 27 EAST CITY LAKE BLVD. SUITE 100  
 ST. LOUIS, MO 63105  
 (314) 433-1100

DESIGNED BY: D.L. WELSH  
 27 EAST CITY LAKE BLVD. SUITE 100  
 ST. LOUIS, MO 63105  
 (314) 433-1100



SPILL CONTAINMENT CELL: 1. ALL CONCRETE SHALL BE 3000 PSI STRENGTH. 2. ALL REINFORCING SHALL BE #4 BARS. 3. ALL DIMENSIONS SHALL BE AS SHOWN UNLESS OTHERWISE NOTED. 4. ALL FINISHES SHALL BE AS SHOWN UNLESS OTHERWISE NOTED. 5. ALL ELEVATIONS SHALL BE IN FEET UNLESS OTHERWISE NOTED. 6. ALL DIMENSIONS SHALL BE IN FEET UNLESS OTHERWISE NOTED. 7. ALL DIMENSIONS SHALL BE IN FEET UNLESS OTHERWISE NOTED. 8. ALL DIMENSIONS SHALL BE IN FEET UNLESS OTHERWISE NOTED. 9. ALL DIMENSIONS SHALL BE IN FEET UNLESS OTHERWISE NOTED. 10. ALL DIMENSIONS SHALL BE IN FEET UNLESS OTHERWISE NOTED.

PROJECT NO. 2140851  
 SHEET NO. 9 of 16  
 CSO DEVELOPMENT GROUP  
 ST. LOUIS COUNTY, MISSOURI  
 STORY POINT SENIOR LUNGC FACILITY  
 GRADING PLAN - SOUTH SECTION

**Prein&Newhof**  
 Engineers, Architects, Environmental & Laboratory

DATE	BY	CHKD	APP'D
MAY 79	DLW	DLW	DLW
MAY 79	DLW	DLW	DLW
MAY 79	DLW	DLW	DLW

811

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NOT FOR CONSTRUCTION

CS&B DEVELOPMENT COMPANY, LLC  
2200 BUSHGTON PARK DRIVE  
BUSHGTON, MI 48114

StorjPoint of Portage

DATE: 9-20-2008  
JOB NO: 2008-008

OVERALL  
PLANTING PLAN

11.01

EDGE

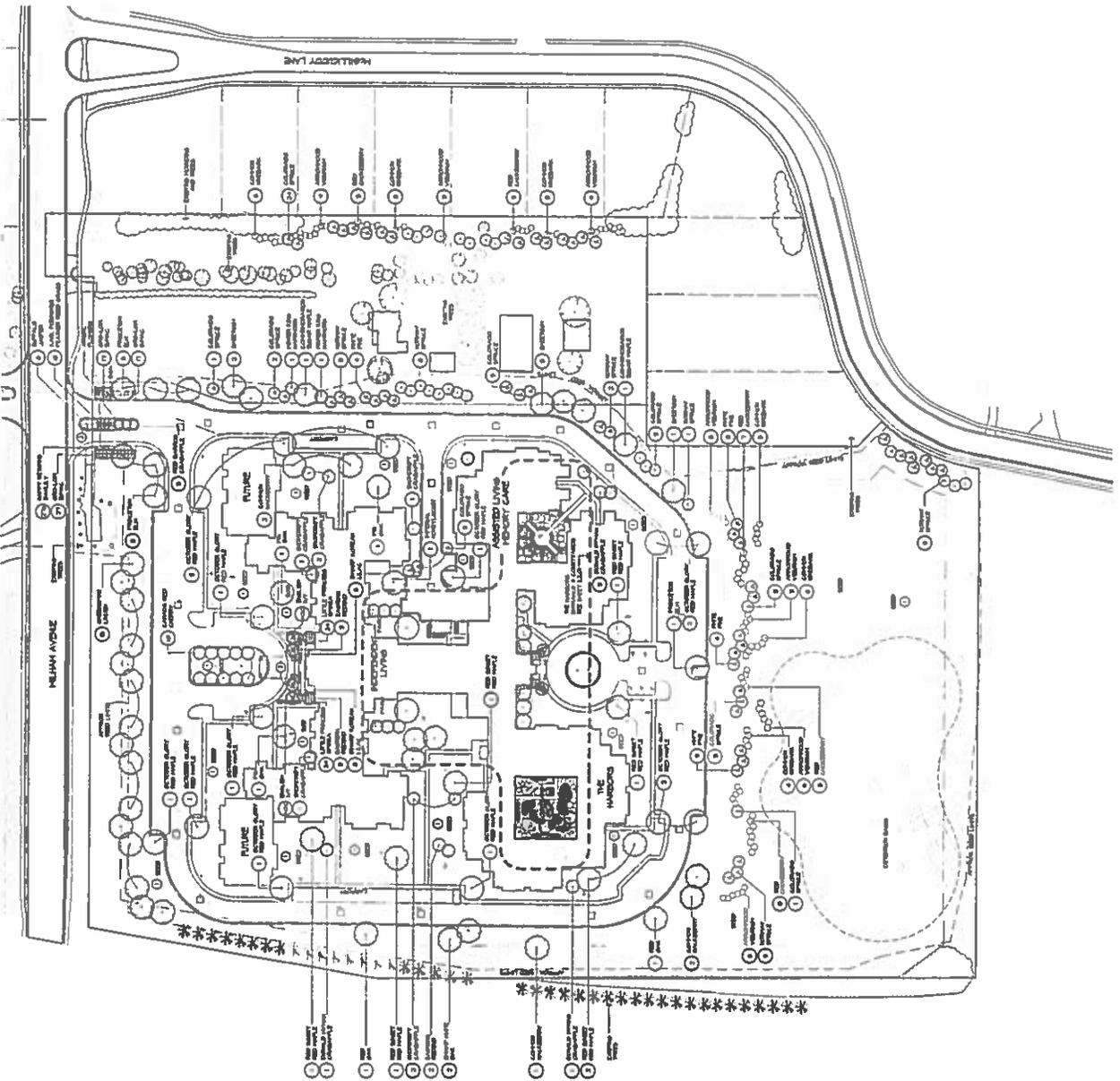
LANDSCAPE ARCHITECTS  
2200 BUSHGTON PARK DRIVE  
BUSHGTON, MI 48114  
920.233.1211



- GENERAL NOTES**
1. ALL PLANTING SHALL BE INSTALLED IN ACCORDANCE WITH THE MICHIGAN PLANTING STANDARDS (MPS) AND THE NATIONAL PLANTING STANDARDS (NPS).
  2. ALL PLANTING SHALL BE INSTALLED IN ACCORDANCE WITH THE MICHIGAN PLANTING STANDARDS (MPS) AND THE NATIONAL PLANTING STANDARDS (NPS).
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**CONSTRUCTION NOTES**

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NOT FOR CONSTRUCTION

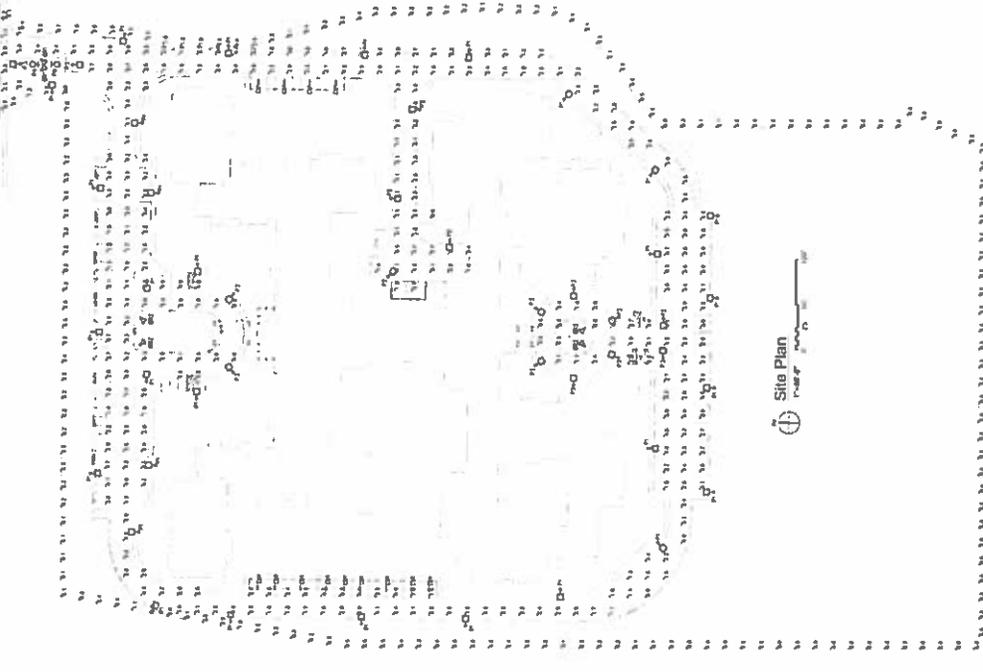
CSIS DEVELOPMENT COMPANY, LLC  
2300 DENVA BUSINESS PARK DRIVE  
BRIGHTON, MI 48114

StoryPoint of Portage

JOB NO. 2008-0  
DATE: 8-20-08

ELECTRICAL  
SITE PLAN

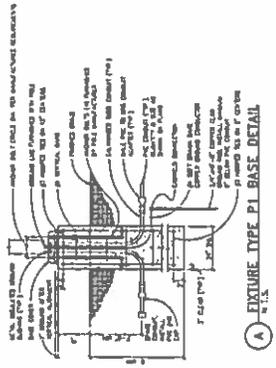
ES01



Site Plan

**LIGHTING FUTURE SCHEDULE**

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
1	1.000000	1.000000	1.000000	1.000000
2	2.000000	2.000000	2.000000	2.000000
3	3.000000	3.000000	3.000000	3.000000
4	4.000000	4.000000	4.000000	4.000000
5	5.000000	5.000000	5.000000	5.000000
6	6.000000	6.000000	6.000000	6.000000
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# **MATERIALS TRANSMITTED**

## CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – April 13, 2015

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

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

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

**APPROVAL OF THE MINUTES:** Learned moved and Schaefer seconded a motion to approve the March 9, 2015 minutes as submitted. Upon voice vote, motion was approved 7-0.

### **NEW BUSINESS:**

**ZBA 14-05: Alex Gwiazdoski, 9008 Portage Road:** Mais summarized the request for a variance for an eight-foot wide greenstrip along Portage Road where a minimum ten-foot width is required. Mr. Gwiazdowski presented the Board a copy of a site plan approved by the Planning Commission in 2005 for 9008 Portage Road that showed an eight-foot wide greenstrip along Portage Road and stated the Board should not find his request unreasonable.

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

A motion was made by Learned, seconded by Schaefer, to grant a variance for an eight-foot wide greenstrip along Portage Road where a minimum ten-foot width is required with the condition a six inch high curb be installed along the east edge of the parking lot maneuvering lane adjacent to Portage Road, for the following reasons: there are exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district, which include the location of the existing building; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to operate a business and lease to tenants which is similar to that possessed by other properties in the same zoning district and in the vicinity; the immediate practical difficulty causing the need for the variance was not created by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood; and the variance will not materially impair the intent and purpose of the zoning ordinance. Upon roll call vote: Smith-Yes, Seyburn-Yes, Schaefer-Yes, Robbe-Yes, Bright-Yes, Learned-Yes, Schau-Yes. The motion passed 7-0.

**ZBA #14-23, Steven Bibler, 1823 Redstock Avenue:** Mais summarized the requests to construct a 22-foot by 24-foot attached garage that is: a) eight feet from the west (front) property line along Starbrook Street, and b) 25 feet from the north (front) property line along Redstock Avenue where minimum 30-foot setbacks are required. Mr. Bibler stated he mostly agreed with the staff report but thought a 22-foot wide garage was the minimum necessary because they had to leave enough space to open car doors and accommodate the stairs on the west side of the dwelling. Learned inquired why staff thought a 20-foot wide garage was the minimum necessary to allow reasonable use of the property as opposed to an even smaller one stall garage. Mais stated staff's recommendation was premised on that being the minimum necessary to accommodate the applicant's request for an attached two-stall garage, which are commonly found in R-1B zones.

The public hearing was opened. A letter provided by the applicant was read into the record stating no objection to the request and signed by the occupants of: 1801 Schuring, 1723 Schuring, 1916 Schuring, 1940 Schuring, 1823 Birchton, 1817 Birchton, 1809 Birchton, 1801 Birchton, and 1725 Birchton. No one spoke for or against the request. The public hearing was closed.

Seyburn noted the subdivision standards have changed subsequent to the creation of the subject lot. Corner lots are now required to be larger and this request would likely not be necessary if dealing with a lot created under the current standards. Seyburn stated he thought the 22-foot width was the minimum necessary for a two stall garage in this instance because the stairs accessing the upper and lower levels on the west side of the dwelling have to be at least two or three feet wide. A motion was made by Seyburn, seconded by Schaefer,

to grant a variance for a 22-foot by 24-foot attached garage that is: a) eight feet from the west (front) property line along Starbrook Street, and b) 25 feet from the north (front) property line along Redstock Avenue where minimum 30-foot setbacks are required for the following reasons: there are exceptional circumstances applying to the property that do not apply generally to other properties in the same zoning district, which include drainage problems resulting from the split level design, the location of the dwelling on the lot, and the irregular shape of the corner lot; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to use a residential property having a garage; the immediate practical difficulty causing the need for the variance request was not created by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood; and the variance will not materially impair the intent and purpose of the Zoning Ordinance. In addition, the application and supporting materials, staff report, and all comments and discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Smith-Yes, Seyburn-Yes, Schaefer-Yes, Robbe-Yes, Bright-Yes, Learned-Yes, Schau-Yes. The motion passed 7-0.

ZBA #14-24, Sheila Shubnell, 9651 Portage Road: Application withdrawn.

**OTHER BUSINESS:** None.

**STATEMENT OF CITIZENS:** None.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Jeff Mais  
Zoning & Codes Administrator

## CITY COUNCIL MEETING MINUTES FROM APRIL 28, 2015

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

At the request of Mayor Strazdas, Elder John Medema of the First Reformed Church gave the invocation and Cub Scouts from Pack 288 led everyone in reciting the Pledge of Allegiance.

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

**PROCLAMATIONS:** Mayor Strazdas issued a National Children's Mental Health Awareness Day Proclamation and a Parkinson's Disease Awareness Month Proclamation.

**APPROVAL OF MINUTES:** Councilmember Reid asked for corrections to the April 14, 2015 Regular City Council Meeting Minutes on page 7 with her report on the Kalamazoo County Dispatch Authority to reflect that, "She said that the Authority also selected a Task Group to develop a budget. Lastly, she indicated that the Kalamazoo County Commission has agreed to provide some funding...." and, under Statements of City Council, to add the term "Therapy" to reflect that it is "Occupational Therapy Month." Motion by Ansari, seconded by Reid, to approve the Regular Meeting Minutes of April 14, 2015, as amended. Upon a voice vote, motion carried 4 to 0 with Councilmember Urban and Mayor Strazdas abstaining.

Motion by Reid, seconded by Ansari, to approve the April 14, 2015 Committee of the Whole Meeting Minutes and the Budget Session Meeting Minutes of April 21, 2015, as presented. Upon a voice vote, motion carried 6 to 0.

\* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Ford to read the Consent Agenda. Motion by Ford, seconded by Ansari, to approve the Consent Agenda motions as presented. Upon a roll call vote, motion carried 6 to 0.

\* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF APRIL 28, 2015:** Motion by Ford, seconded by Ansari, to approve the Accounts Payable Register of April 28, 2015. Upon a roll call vote, motion carried 6 to 0.

### **PUBLIC HEARINGS:**

**2015 UTILITY RATE FINANCIAL STUDY:** Mayor Strazdas opened the public hearing and deferred to City Manager Shaffer, who introduced Interim Director of Transportation & Utilities Kendra Gwin, who reported on the results of the 2015 Utility Rate Financial Study. Ms. Gwin explained the Fixed Charge, or Base Charge, saying that it is the basic quarterly charge that is designed to cover the fixed costs of providing service. She mentioned the approval by City Council in November of 2010 of a contract with Utility Financial Solutions to perform a comprehensive analysis to determine the cost of providing water and waste water services for the public. She explained the study using charts depicting water production, utility commodity rate, historical utility rate adjustments, cost of service, the sewer comparison, the water comparison, sewer utility rate comparison and water utility rate comparison of cities of similar size in the State, both of which place Portage roughly at the median and a comparison of city taxes and fees for cities of similar size in the State where Portage is third from the bottom. Because Portage obtains its water from the city aquifers, Ms. Gwin stressed the importance of

protecting the ground water, so these activities are also funded by the water fund. Lastly, she indicated that the 2015 Utility Rate Financial Study recommends that the rates be effective October 1, 2015. Discussion followed.

Councilmember Ansari voiced his objections to the increase because the savings from privatization has never been passed on to the citizens of the City of Portage; the increase causes hardship to seniors and the economically challenged more than others; and rate increases by the City of Kalamazoo are passed on to the City of Portage, but the City of Portage does not pass the increases on to the townships to the south. For these reasons, he said he could not support the proposed increases.

Councilmember Ford indicated that in 2008, the State indicated that the fund was not operating with a positive cash balance, so water rates were increased, but the past few years, the increases have been stable and in line with the rate of inflation. He stressed the importance of keeping these funds healthy so they do not have to be subsidized with other funds, and he said that he considers the rate increase as reasonable.

Councilmember Reid mentioned the additional cost incurred by the construction of the arsenic removal facility which was mandated as a result of the change in the allowable arsenic levels from the Federal Government that placed more pressure on the water and sewer rates. She also mentioned that funds had to be taken out of the water fund for the water main portion of the South Westnedge Avenue improvements from Mall Drive to Dawnlee Avenue. When she asked Ms. Gwin how much affect this would have on the water and sewer funds, she responded that the extra funds needed for the replacement of the water main on South Westnedge will be funded from the \$2.1 million cash balance in the water fund, so it may take another year or so extra, if the rates are kept lower, to bring the fund up to \$2.9 million, and this will be spread over several years. She said that the projected rate increase is 0.12% to 1.06 % over the next four years, or a 1% inflationary increase over the next four years. Mayor Strazdas spoke in support of the rate increases and the South Westnedge Avenue project.

City Manager Shaffer explained that there is a difference of \$550,000 between the staff estimate and Mr. Hoffman's estimate to cover the water component for the South Westnedge project, which he said would have come from the water fund regardless. He offered the following alternatives: to borrow the money or take it from cash; and, even though \$2.9 million is desirable, there is adequate cash in the water fund based on the fact that there is a 23-24% fund balance after taking \$550,000.

In response to Councilmember Reid, Ms. Gwin indicated that senior citizens who are 65 or older may apply for a 10% discount through the Treasury Department for the water portion of the bill only. For people who have difficulty paying their water bill, there is assistance through the Portage Community Center (PCC), and the City of Portage does provide funds to PCC for this purpose.

Mayor Strazdas opened the public hearing to the audience. There being no comments, motion by Reid, seconded by Urban, to close the public hearing. Upon a voice vote, motion carried 6 to 0.

Motion by Ford, seconded by Reid, to adopt the 2015 sewer and water rate resolutions establishing sewer and water utility rates, sewer and water franchise area fees, service fees and charges outlined in the 2015 Utility Rate Financial Study as recommended by the City Administration and the City Council Water and Sewer Rate Study Committee, with rates to be effective October 1, 2015. Upon a roll call vote, motion carried 5 to 1. Yeas: Councilmembers Reid, Ford, Urban and Randall and Mayor Strazdas. No: Councilmember Ansari. Resolution recorded on pages 477 and 481 of City of Portage Resolution Book No. 45.

**ORDINANCE AMENDMENT #14/15-A, AUTO REPAIR AND VEHICLE FUELING STATION REGULATIONS:** Mayor Strazdas opened the public hearing, introduced the item and deferred to City Manager Shaffer, who introduced Community Development Director Vicki Georgeau for her report. She reviewed the efforts of the Planning Commission in the review of the proposed ordinance. She explained the difference between minor and major auto repair and indicated that staff reviewed the auto repair facility activities within the City. She referred to page 2 of the Communication from the City Manager regarding this ordinance dated March 24, 2015, located in the City Council Agenda Packet, and explained the proposed amendments to the Ordinance regarding vehicle repair

activities, parts storage, auto body repair, zoning requirements, screening, vehicle fueling stations, and air compressors and vacuum stations. She discussed protections for existing stations and discussion followed.

Councilmember Urban asked for a clarification of why the air compressors and vacuum stations should no longer be allowed on the front of the property along with the fueling stations. Ms. Georgeau indicated that these areas are not always well-maintained and may cause conflicts with vehicles accessing and exiting the site, so the preference of staff was to have them more on the side of the property or towards the rear so they are out of sight and not in the position to pedestrian or vehicular conflicts. Councilmember Urban asked whether this is better handled at the site plan review stage. Ms. Georgeau concurred where the site is big enough, but she stressed the issue of aesthetics as a goal. Discussion followed.

Councilmember Urban noted his observation that auto body shops in the area are better maintained than the repair shops and asked for a distinction. Ms. Georgeau indicated that the repair shops were not much different than shops providing tires, oil changes, etc., whereas the body shops are more associated with industrial use, with the use of spray paints, numerous wrecked vehicles, etc., so additional standards were sought to provide more protection to adjacent property owners.

Councilmember Ford asked what the approach would be for a station on a corner lot, in effect having two front yards, with respect to the air compressors and vacuum stations not allowed on the front of the property along with the fueling stations. Ms. Georgeau provided an explanation and used the station on a triangular-shaped lot on the corner of Oakland Avenue and Centre Avenue with no developed area in the rear of the property as an example. Discussion followed regarding screening.

Councilmember Reid asked why storage of parts has to be in the rear yard since some stations are built up to the property line in the back. In response to Councilmember Reid, Ms. Georgeau answered that if an owner did not have space in the rear of the facility, he or she would have to find a way to store parts and other similar items indoors and, if the options within the ordinance could not be met, then a variance from the Zoning Board of Appeals would be necessary.

In answer to Councilmember Ansari, Ms. Georgeau cited some of the protections within the ordinance and explained that current businesses are being grandfathered with the exception of storage of parts, especially discarded parts, because they are not covered in the current ordinance.

In response to Councilmember Randall, Ms. Georgeau indicated that the sale of a business would not trigger the 25% investment clause requirements because it only applies when there is a 25% investment in the business. With regard to her concern about Sec. 42-262 (B)(4)(b) and the number of vehicles being stored outside for 14 days, Ms. Georgeau said that there is no number limitation that attaches. She explained that the intent is not to have vehicles sitting on the property for extended lengths of time and the opinion of the auto repair shop owners was that 14 days was reasonable.

Councilmember Ford asked about religious institutions that move into strip malls, and what happens to those shops that are now non-conforming? Ms. Georgeau answered that religious use, child care use, etc. would impact the location, but the existing business would be afforded the protections and could expand. City Attorney Randy Brown concurred unless the City can prove that they intentionally abandoned the use for more than ninety (90) days which is difficult to prove.

Councilmember Urban asked for an explanation of why the City would want to start storing tires outdoors when, on a large scale, they are considered a fire hazard and a breeding area for mosquitos, so why would Portage consider doing this since this is probably the reason outdoor storage of tires has never been allowed before. Ms. Georgeau explained that this is an attempt to recognize that some auto repair facilities have no outdoor storage capacity; others have constructed a building addition; still others have limited storage areas for parts, tires, used parts, etc.; and, a need to regulate these activities is warranted in order to keep them in a confined area and to ensure there is no negative impact on adjacent properties. Councilmember Urban still asked for better reasons for allowing tires to be moved outside in a screened area for an unlimited amount of time when they can be a fire hazard and a breeding area for mosquitos. She provided the example of a tire shop that had a surge in business before the winter season that resulted in their having a large stack of tires next to the building that were gone

within less than a week and explained. Councilmember Urban took exception with her example since all business owners are not necessarily going to be as responsible as the one she mentioned and explained his reasoning.

Mayor Strazdas opened the public hearing to the audience. There being no comments, motion by Reid, seconded by Ansari, to close the public hearing. Upon a voice vote, motion carried 6 to 0.

Motion by Randall, seconded by Ansari, to approve Ordinance Amendment #14/15-A, Auto Repair and Vehicle Fueling Station Regulations.

Councilmember Ford said he trusted the vetting efforts of the Planning Commission with regard to the 300 foot requirement which is his main concern with the proposed ordinance.

Discussion followed. Motion by Urban, seconded by Reid, to amend the proposed ordinance to read “to remove any provision that allows the outdoor storage of tires and to remove the requirement for air compressors and vacuum stations in any zoning district to be not located in the front yard.”

City Attorney Brown indicated that the outdoor tire storage issue could be addressed in other parts of the ordinance if the proposed “used tires” language in Sec. 42-262 (B)(4)(c), B-3, general business district, is adopted as part of the ordinance since there are sections that speak to “infestation, unsanitary or unclean conditions,” for example. He indicated that this issue is not a zoning issue, but a public health, safety or welfare issue that is more appropriately handled under other sections of the ordinance. Councilmember Urban indicated that businesses are storing tires outdoors, but because they are not allowed to do this, the City can enforce this section of the ordinance as well as the “infestation, unsanitary or unclean conditions” sections of the ordinance. When he also indicated that many businesses have made accommodations necessary to not store tires outdoors, Mr. Brown responded that enforcement is more appropriate under the sanitation sections rather than under a zoning exception. Discussion followed.

Councilmember Reid concurred with Councilmember Urban and expressed her concern that these changes make enforcement more difficult.

City Manager Shaffer suggested that if City Council is inclined to accept the proposed amendment, it may be appropriate to send the ordinance back to the Planning Commission with a request to have them evaluate how those proposed conditions might interact with other aspects of the ordinances and how they may or may not wish to feather these considerations into the ordinance. With this in mind, Mr. Brown reminded City Council how tough it is to change language of an ordinance on the floor, especially a couple of provisions. He said it can be done, but it is not the best way of doing things, so he recommended that it be sent back to the Planning Commission for review with direction as the proper course to take.

Ms. Georgeau said removing the term “used tires” or the section on “air compressors and vacuum stations” was not a significant concern expressed by the Planning Commission since it was initiated by staff and suggested the language that could be used instead.

Mayor Strazdas gave his opinion that the Planning Commission should be given the opportunity to review this with the business community, and that he is not in favor of the amendment to the motion.

Councilmember Randall provided her reasons for being in favor of the original motion, but not the amendment. Councilmember Ansari concurred with Mayor Strazdas. Councilmember Ford concurred with changing the language as suggested by Ms. Georgeau and to go forward with the ordinance tonight. Discussion followed.

Councilmember Urban asked Ms. Georgeau whether she knew if storage of tires outdoors is allowable under State Law. He indicated that there are regulations regarding what can be done with even one tire and regulations about how many tires can be accumulated by a retailer and what records they have to keep. Ms. Georgeau responded that she did not know the State Law references and reiterated that removing the term “used tires” was not a significant concern and explained. Discussion followed and Councilmember Urban indicated that he did not specify sections in his amendment to the motion and that he trusted staff to write the language to the ordinance as needed to make it work. Discussion followed regarding the amendment motion. At the suggestion of Mr. Brown,

Councilmember Urban withdrew his amendment in favor of a new one and Councilmember Reid concurred.

Motion by Urban, seconded by Reid, to amend the proposed ordinance, with the removal of the term, "used tires" any place it appears in the ordinance and to add the phrase "excluding used tires" after the word "material" in the first sentence in Sec. 42-262 (B)(4)(c), B-3, general business district, and to delete Sec. 42-262 (C)(4)(b), B-3, general business district, and any reference to Sec. 42-262 (C)(4)(b) in Sec. 42-262 (C)(4)(d), B-3, general business district, and any place it appears in the ordinance. Discussion followed. Upon a roll call vote, motion carried 6 to 0.

Mayor Strazdas called for the vote on the original motion as amended. Upon a roll call vote, motion carried 6 to 0. Ordinance recorded on page

### **LEXINGTON GREEN DRAIN #319 EASEMENT VACATION AND WORK**

**AGREEMENTS:** Mayor Strazdas opened the public hearing and deferred to City Manager Shaffer, who again introduced Interim Director of Transportation & Utilities Kendra Gwin. Ms. Gwin indicated that the purpose of the public hearing is to transfer the City's rights to the Lexington Green Drain to the Office of the Drain Commissioner. She described the location of the drain as being in the Lexington Green area, Lexington Green Park and areas east of Portage in Pavilion Township, and discharges into the Davis Olmstead Drain #69 at the intersection of Sprinkle Road and Meredith Street.

Ms. Gwin referred to the Communication from the City Manager in the City Council Agenda Packet, Item D.3, dated April 28, 2015, as she described the history of the process utilized to transfer the drain to the Drain Commissioner over the years. She outlined the easements that have to be granted, the license agreement to perform drainage work in Lexington Green Park, the necessity to transfer jurisdiction and ongoing maintenance of the storm drainage systems on certain public streets. She summed up and if there were any questions, that she or Assistant Drain Commissioner Justin VanBelle could answer any questions or concerns of City Council.

Councilmember Urban asked whether the City has ever transferred underground infrastructure to the County Drain Commissioner where maintenance or street reconstruction had to be done in the past and Ms. Gwin indicated that the City has never done this before. Mr. VanBelle concurred, and indicated that the County Drain Commissioner holds easements by definition and for the purpose of future maintenance. He discussed the industrial nature of the area and the desire to correct drainage issues in the area such as the large ponds by Stryker which some neighbors would like to see smaller. He agreed that this is unique to the County of Kalamazoo and inferred that he has never experienced this before. He pointed out that the attorneys drafted a maintenance agreement where the City of Portage can still provide minor maintenance, and the County would take care of major maintenance.

In response to Councilmember Ansari, Mr. VanBelle said the maintenance costs are shared by the benefiting property owners which usually means 65% of the cost goes to the benefiting property owners and the other 35% goes to the other municipalities such as Portage, the Kalamazoo County Road Commission or the County. He distinguished minor and major maintenance and discussion followed regarding assessments and how much each entity would contribute toward the improvements and the basis for the assessment costs. He provided further analysis of the project and the benefits to be derived from proper management of this wetland and said that the estimates to residential property owners are not available at this juncture.

In answer to Mayor Strazdas, Mr. VanBelle indicated that Kalamazoo County would be doing the special assessment and, in answer to Councilmember Randall, he said there will be cost sharing from Kalamazoo County, Pavilion Township and Kalamazoo County Road Commission. He indicated that this is not an expensive project and Chris Barnes set aside funds to assist and offset some of the costs of the Portage portion. Discussion followed.

Mayor Strazdas opened the public hearing to the audience. There being no comments, motion by Urban, seconded by Ford, to close the public hearing. Upon a voice vote, motion carried 6 to 0.

Motion by Randall, seconded by Ansari, to deed the easement rights located in Lexington Green, Lexington Green No.1 and Lexington Green No. 3 plats, to the Lexington Green Drain #319

Drainage District; grant an easement to the Lexington Green Drain #319 Drainage District on city-owned property for the construction, operation and maintenance of storm drainage facilities located at 6775 Quality Way, 6401 Corporate Avenue and 4550 Quality Court; approve a license agreement to perform drainage work in Lexington Green Park; transfer jurisdiction and ongoing maintenance of the storm drainage systems in Commercial Avenue, Environmental Drive, Quality Way, Quality Court as well as drain crossings at Meredith Street and Bishop Avenue to the Kalamazoo County Drain Commissioner; and authorize the Mayor to execute all documents related to the above action on behalf of the city. In answer to Councilmember Urban, City Attorney Brown indicated that he doubts that there is a way to “back out” of granting these easements once the City Council grants them, unless there is a special meeting called tomorrow for the purposes of changing the motion. Mr. Brown followed up that the agreement does provide that when the City does the work that the City can bill the Drain Commissioner for the cost. Discussion followed. Upon a roll call vote, motion carried 6 to 0.

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

- \* **AMENDMENT CODE OF ORDINANCES – HISTORIC DISTRICT MODIFICATION: 3821 WEST MILHAM AVENUE:** Motion by Ford, seconded by Ansari, to receive the proposed amendment to Section 38-35 of Chapter 38, Historical Preservation, of the City of Portage Code of Ordinances and take final action to approve the amendment on May 26, 2015. Upon a roll call vote, motion carried 6 to 0. Ordinance recorded on page 323 of City of Portage Ordinance Book No. 12.
- \* **HOUSEHOLD HAZARDOUS WASTE PROGRAM – INTERGOVERNMENTAL COOPERATION:** Motion by Ford, seconded by Ansari, to approve the contract with Kalamazoo County for household hazardous waste collection for the period of January 1, 2015, through December 31, 2015, in the amount not to exceed \$26,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.
- \* **COMMITTEE OF THE WHOLE MEETING ON TUESDAY, MAY 12, 2015 – INFORMATION ONLY:** Motion by Ford, seconded by Ansari, to forego setting a Committee of the Whole (COW) Meeting on Tuesday, May 12, 2015. Upon a roll call vote, motion carried 6 to 0. Upon a roll call vote, motion carried 6 to 0.
- \* **MARCH 2015 SUMMARY ENVIRONMENTAL ACTIVITY REPORT:** Motion by Ford, seconded by Ansari, to receive the March 2015 Summary Environmental Activity Report as information only. Upon a roll call vote, motion carried 6 to 0.
- \* **DEPARTMENTAL MONTHLY REPORTS:** Motion by Ford, seconded by Ansari, to receive the Departmental Monthly Reports. Upon a roll call vote, motion carried 6 to 0.
- \* **MICHIGAN DEPARTMENT OF TRANSPORTATION CONTRACT NO. 2014-0194 – OAKLAND DRIVE (I-94 TO KILGORE ROAD):** Motion by Ford, seconded by Ansari, to adopt a Resolution authorizing the City Manager to sign all documents with the Michigan Department of Transportation related to Contract No. 2014-0194 on behalf of the City. Upon a roll call vote, motion carried 6 to 0. Resolution recorded on page 487 of City of Portage Resolution Book No. 45 of City of Portage Resolution Book No. 45.
- \* **PUBLIC HEARING ON FISCAL YEAR 2015-2016 BUDGET:** Motion by Ford, seconded by Ansari, to adopt the Resolution setting a public hearing on May 12, 2015 for the fiscal year 2015-2016 proposed city budget and proposed 2015 tax levy. Upon a roll call vote, motion carried 6 to 0. Resolution recorded on page 489 of City of Portage Resolution Book No. 45.

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

Portage Public Schools Board of Education Regular Business of February 23, Committee of the Whole Work Session and Special Meeting of March 9 and Regular Business of March 23, 2015.

Portage Youth Advisory Committee of March 9, 2015.

Portage Zoning Board of Appeals of March 9, 2015.

Portage Planning Commission of March 19, 2015.

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

**PUBLIC MEDIA NETWORK (PMN):** Councilmember Reid indicated that there was a PMN Board Meeting last week. She said that PMN is working on setting up a system for live streaming of all programming on all PMN channels; the contract with Charter Communications has been dealt with and the bandwidth is now available, so what they are working on right now is having the tech contactor, Cybermind, set up the system and make sure they are working; programming should be on line fairly soon; the musical video production where all of the partners will have the same video equipment in the various jurisdictions and the legal agreement is being developed. An RFP for hardware to be purchased and for installation with the anticipation of the legal agreement will get to the municipalities by April 17, 2015.

Nest, she discussed the AT&T audit that was done jointly by the City of Kalamazoo and the City of Portage because AT&T wanted to withhold franchise fees because they said they had overpaid us, so a group of municipalities statewide were going to be asking for an audit, so Kalamazoo and Portage as the larger municipalities in the (PMN) group put in some funds and participated in the audit. She indicated that the audit found that AT&T had not overpaid and, in fact, they had underpaid us, so we will be getting funds back from the audit. The original agreement indicated that any legal fees would come out of the settlement before the funds were distributed, but the PMN Board voted not to retake those legal fees out because Kalamazoo and Portage supported the rest of the group by going forward, so they are not deducting the legal fees and we will be getting the full amount of the money.

She said the PMN Board is reviewing the preliminary budget and, at the next meeting, will be doing the full budget.

She indicated that PMN picked up a new Regional film festival called North by Northwest with films from all over the Midwest in several different categories and promises to be an annual event that will bring attention to the area. Councilmember Ansari indicated that there is also a local contest of local films where prizes will be awarded, also. He mentioned that there is a timeline for Charter Communications regarding this by the end of June or July. Discussion followed.

Motion by Ford, seconded by Randall, to receive the report regarding the activities of the Public Media Network as presented by Councilmembers Reid and Ansari. Upon a voice vote, motion carried 6 to 0.

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

**STATEMENTS OF CITY COUNCIL:** Councilmember Ford said he received an invitation to the Governor's Office to attend Urban and Metro Initiatives, a research presentation on Kalamazoo "walk-up" that compares the walkability of cities as it relates to higher real estate values and higher GDP of these walkable areas and expressed his appreciation for the interest in growing the walkable area in Kalamazoo. On April 17<sup>th</sup> he said he volunteered to work on the Pretty Lake Farm as a part of the Spartans.WILL Day of Service. He said he attended the Senior Center Volunteer Breakfast with Councilmember Ansari, Councilmember Randall, City Manager Larry Shaffer and Parks, Recreation &

Senior Citizens Services Director Kendall Klingelsmith to honor the volunteers and he expressed his appreciation that the Treasury Office is accepting credit cards.

Councilmember Randall expressed her appreciation for the fantastic food provided by Michelle's Restaurant to thank over one hundred area volunteers. She indicated that Bike Week is being celebrated May 9 – May 16 and the local website is *kalamazoobikeweek.com* for those who wish to obtain more information regarding Bike Week events.

Councilmember Reid said she attended the Greenathon where she received a lot of great information from a lot of good-spirited individuals, despite the weather, including the Council Youth Advisory Committee Members.

City Manager Shaffer indicated that he attended the Portage District Library Board Meeting last evening where he offered collaboration on a host of issues. He said he also learned of the penetration of electronic books and extolled the e-services provided by the Library. He said they also discussed the implication that the Portage 2025 Study and the City Center Concept might have with the Library in terms of how the Library would contribute to and support that vision.

Mayor Strazdas reiterated the opportunity to get out and bike as mentioned by Councilmember Randall, that he was honored to be a judge for the 2015 Kalamazoo Starr Awards and humbled by the amount of time, the number of area people who volunteer and their extraordinary contributions each year to the community. He said he had just returned from San Antonio, Texas, and spoke favorably about the present condition of Portage Roads and optimistically about the future of Portage Roads when compared to other cities. He mentioned that next week he would be in Baltimore, Maryland, and expressed his appreciation for one of the best Public Safety Offices in the State of Michigan, which received CALEA reaccreditation, and for the level of civility in Portage.

**ADJOURNMENT:** Mayor Strazdas adjourned the meeting at 9:35 p.m.

James R. Hudson, City Clerk

**\*Indicates items included on the Consent Agenda.**

**MINUTES OF THE COMMITTEE OF THE WHOLE WORK SESSION  
OF APRIL 28, 2015**

Mayor Strazdas called the meeting to order at 6:00 p.m. The following Councilmembers were present: Nasim Ansari, Richard Ford, Patricia M. Randall, Claudette Reid and Terry Urban, and Mayor Peter Strazdas. Mayor Pro Tem Jim Pearson was present via teleconference. Also present were City Manager Larry Shaffer, Deputy City Manager Rob Boulis, Community Development Director Vicki Georgeau, Finance Director Bill Furry and City Clerk James Hudson. City Attorney Randy Brown arrived at 6:05 p.m.

Mayor Strazdas reviewed the progress of the Committees of the Whole and the need to plan the pace of the remaining COW topics. Discussion followed. City Manager Shaffer introduced Finance Director Bill Furry and the topic of roads, and deferred to Community Development Director Vicki Georgeau and asked her to talk about housing and the status of our neighborhoods.

Ms. Georgeau reviewed her communication to the City Manager dated April 17, 2015 regarding the three part Neighborhood Revitalization summary. She discussed part one conducted in 2010-11, neighborhood enhancement activities, neighborhood strategy recommendations, community quality code amendments, part two in 2011-2012, home-based businesses, work/live accommodations, mixed-use developments, and part three in 2012-13, crime preventions, neighborhood stabilizations activities/programs, rental housing and concerns about house foreclosure monitoring. She explained the two attached maps, the three charts and two Tables. Discussion followed regarding foreclosures, new house construction.

Ms. Georgeau summarized that things are looking up; however, the Administration is still looking to do more to keep things going, and mentioned her request to fill the position that was cut in 2008 to do more proactive monitoring instead of only responding to complaints. This would also help balance the work load in the Department in order to do more housing improvement, and process grant opportunities with MSHDA. She reviewed some of the neighborhood strategies and enhancements in the Capital Improvement Program (CIP) in the areas of street lighting, sidewalks, local road improvements and crime enforcement. Discussion followed.

In light of the need to protect the aging housing stock in Portage, Ms. Georgeau reviewed the strategy of the targeting different low income neighborhood areas based on the Department of Housing and Urban Development (HUD) guideline of at least 51% low income, but in Portage, the percentage is 43%, so the Portage formula is different from the City of Kalamazoo, for example, and discussion followed.

Councilmember Reid referenced the proposal to fill the position of Code Enforcement Inspector and noted that where there is high level of blight, there should also be a strong interest in preserving the housing stock in that area to let the homeowner know that there is a real concern for that neighborhood. She mentioned that the City can help by replacing the sidewalks, improving the streetscape, planting trees, etc., especially the small neighborhoods where our children are going to be able to afford a house. She cited the example from the April 14, 2015 Regular City Council Meeting where Gary Wager and Mary Torres, 5936 Concord Street, expressed a concern for pedestrians owing to semi-trucks and through traffic traversing Concord Street in violation of posted signs,

“No Thru Traffic” and “No Trucks” and a lack of enforcement of the speeding on Milham Avenue, and his comment that, “Maybe because we have small houses we don’t get much attention from the City.” She stressed that if the City is going to do more code enforcement, there needs to be more improvement from the City in the area, also.

In an attempt to educate and resolve conflicts, Ms. Georgeau discussed the practice of providing blight notices prior to the Spring Clean-up effort to allow the homeowner a convenient opportunity to take advantage of the Spring Clean-up service. Where there are housing maintenance concerns, such as broken windows or a roof that is failing, the Department always includes information about the City CDGB Program should they be eligible to take advantage of it. She indicated her work with the Police Department to form neighborhood watch groups, including apartment complexes and mobile home parks. Discussion followed.

Mr. Shaffer indicated that next year, prior to the discussion about the Capital Improvement Program (CIP), staff will solicit input from the neighborhoods to determine what the people would like to see in terms of enhancements as a proactive measure that should help us shape our CIP and explained. He indicated that it should be possible to measure the impact of the investment by tracking the property values and checking the success of the effort toward stabilization. Next, he indicated that the new zone enforcement officer is not intended to be a position where we will “beat our citizens into submission with a flurry of tickets” since the principle job is education and the objective is enforcement through friendly tickets. Councilmember Ansari interjected that he concurred with this approach and gave an example on point. Mr. Shaffer explained communication is the key, how it contributes to their well-being, not only their quality of life, but also the protection of their assets.

Councilmember Randall recognized that not all people have the same standards and asked how does one approach a neighbor who has been parking the camper or a boat in violation of the ordinance for seven years, for example, and now that there is a new code enforcement officer, feels singled out. Mr. Shaffer indicated that this is a good point, and that is why it is important to hear from the balance of the neighborhood because many of the issues come from citizen complaints and explained. He said it is about mentoring and about education, so it is important that the people feel they have some control of and input into the matter, and that there is some value to them and to everyone else in the neighborhood. He admitted that there will be some people who are not happy with the process, but from the philosophical perspective, we have to take the mentoring approach, the education approach and we have to try to bring people along, rather than bullying them. Discussion followed.

Mr. Shaffer indicated that the Public Safety Director Richard White has taken the initiative to meet with the managers of the apartment complexes to determine the needs of the apartment complexes and to share the approaches to take to meet those needs. Discussion followed.

Mr. Shaffer introduced the topic of streets by discussing local roads. He revealed that there are 147 miles of local roads, and about fifty miles of them have a 3, 2, 1 or 0 PASER rating, or about a third of Portage local roads are in the reconstruction stage at a cost of \$149,000 a mile, or \$7.4 – 7.5 million. He analyzed the chart attached to the communication from Chris Barnes to Deputy City Manager Brian Bowling dated November 27, 2015. He indicated that there are 221 miles of major roads which will cost

\$2.4 million. He indicated that he will be offering some alternatives during the budget session that will allow for the construction of more roads. Discussion followed with regards to holding the proposed Stabilization Fund as cash or as a hard asset such as roads. Mr. Shaffer expressed his optimism with how the community is progressing financially. He mentioned the November audit and that he may very well come in and give Council a list of roads that need attention that would be pulled from the CIP in sequence and invest upwards to \$1.2 million during Spring 2016 while still retaining a 24% Fund Balance and explained. Discussion followed regarding the Fund Balance.

Councilmember Reid asked what can be done to stretch out the road “bubble” because everything was built at the same time, so everything has to be rebuilt at the same time. Discussion followed.

Councilmember Ansari spoke to the quality of the roads and asked if there is accountability, or whether there is a warranty against breakdown from the contractor who builds the roads, and mentioned I-94 and Centre Avenue. Mr. Shaffer indicated that warranties are not out of the question. Councilmember Urban referred to the discussion last week and indicated that Portage puts warranties in its contracts while MDOT does not, unless the vote on May 5, 2015 passes. He said MDOT is not required to put warranties in its contracts, and they could do it now, but they choose not to. Mayor Strazdas indicated it would be prudent and discussion followed.

Councilmember Ford concurred that preparing for future generations is a good point, that the streets of Portage are excellent, and complimented the planning of past Administrations for their efforts. He also explained that taking care of local roads is important, and that he was in favor of investing in infrastructure. Councilmember Ansari concurred and indicated that roads provide the first impression of a community and Councilmember Reid pointed out that a person does not notice if the roads are good, but that a person does notice if the roads are bad. Discussion followed.

**STATEMENTS OF CITIZENS:** Tom Haroldson, 6941 Rothbury Street, indicated that he participates in his Neighborhood Watch Program that has been in existence for about three years now. Discussion followed.

**ADJOURN:** Mayor Strazdas adjourned the meeting at 7:02 p.m.

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James R. Hudson, City Clerk

**MINUTES OF THE BUDGET WORK SESSION OF THE PORTAGE CITY COUNCIL  
May 5, 2015**

Meeting was called to order by Mayor Strazdas at 4:30 p.m. The following members of Council were present: Councilmembers Nasim Ansari, Richard Ford, Patricia Randall, Claudette Reid and, Mayor Pro Tem Jim Pearson and Mayor Peter Strazdas. Also in attendance were City Manager Laurence Shaffer, Deputy City Manager Rob Boulis, Finance Director Bill Furry, Deputy Finance Director Lauren VanderVeen and City Clerk James Hudson. Councilmember Terry Urban arrived at 4:35 p.m. and Councilmember Nasim Ansari left at 6:20 p.m.

At the request of Mayor Strazdas, City Manager Larry Shaffer introduced Community Development Director Vicki Georgeau, who indicated some of the grant applicants were present, and directed City Council to the Human Services Fund outlined in the 2015-2016 Budget Document. She reviewed the information found in sections 1, 2 and 3 of the Supplemental Budget.

Ms. Georgeau stated that the total funds available for fiscal year 2015-2016 is \$168,135 with \$125,625 derived from the 0.55% from the General Fund Revenues and \$42,510 allocated from CDBG Funds which is the maximum 15% permitted. She discussed the method of selection of applicants, some of the applicant requests in detail and the funds available for disbursement.

Ms. Georgeau briefly described the process utilized by the Human Services Board (HSB). She referred City Council to the Human/Public Service Funding Applications. Using the Supplemental Budget, she then outlined the Fiscal Year 2015-16 General Fund and Community Development Block Grant (CDBG) funds available for human/public services. She discussed the method of selection of applicants in more detail, listed some of the applicants and explained their requests and reviewed the funds available for disbursement.

Ms. Georgeau reviewed the suggested funding increases for the existing applicants and the funding for a new applicant, Kalamazoo Anti-Human Trafficking Coalition (KAHTC). She outlined the progress of the Portage Community Center (PCC) as a result of the diversification of its funding base.

Because he serves on the Board of Directors of PCC, Councilmember Ansari indicated a conflict of interest and will not be discussing this portion of the budget nor voting on it when it comes before Council for consideration.

Ms. Georgeau explained how the increases were made possible under the formula requirements of the CDGB funding model, the City Council General Fund allocation and increased program income.

In answer to Mayor Pro Tem Pearson, Ms. Georgeau indicated there were six applicants and the recommendation is to provide funds to each of them; that last year there were five applicants and they were all funded; and Goodwill Industries applied last year, were funded, but did not apply this year. She also indicated that staff reaches out and provides the information to all applicants who have applied for funding the last five years, to the Affordable Housing Partnership, the United Way of the Battle Creek and Kalamazoo Region and the Kalamazoo County Multi-purpose Collaborative Body.

Mayor Strazdas recognized Human Services Board Chair Sandra Sheppard, and discussion followed regarding the application review strategy, the planned subcommittee review of the evaluation process and a summary of conflicts with agency requests with Board guidelines. In response to Councilmember Randall, Ms. Sheppard discussed the reasons for the funding level proposed for KAHTC.

PCC Director Chris Buckley expressed his appreciation for the funding and the increases and gave the example of a need for assistance with requests for Consumers Energy assistance which was up 52% over last year and is expected to go even higher. PCC President Roy Dangel expressed the need to get the information into the hands of the public so those in need can be serviced. Discussion followed regarding the levels of some of the other services in the areas of holiday assistance, food, clothing, tax preparation, financial literacy and financial planning, Head Start and the Strategic Plan.

Mayor Pro Tem Pearson offered support that is not financial from the City of Portage to get information out to the public; for example, he offered the use of the *Portager* which is currently used by Portage Public Schools and the Portage District Library as part of the collaborative effort among the public bodies. Discussion followed.

Kelli Swiatkowski, YWCA, indicated her amazement to find an increase in the funding for the YWCA because year after year there have been cuts in the awarded amounts, and expressed her sincere appreciation for the support of the YWCA Program.

Gryphon Place Assistant Director Lacey Lyons was present and expressed her appreciation on behalf of Gryphon Place and mentioned that the funds would help with the 211 Program and Crisis Services. She echoed the concerns of PCC President Dangel and the need to get the information into the hands of those who are in need of services. Discussion followed. Mr. Dangel paid a special tribute and appreciation to the City of Portage employees who collected and donated over a ton of food to the PCC pantry. Discussion followed.

Next, Mayor Strazdas opened the discussion of the Fund Balance and indicated the need to stay around 24% and indicated any excess could be used to lower the debt or do more with roads. He also disclosed that City Manager Shaffer has discarded the increase in the leaf pick-up millage.

Mayor Strazdas deferred to Mr. Shaffer, who acknowledged the hard work by Deputy City Manager Rob Boulis, Finance Director Bill Furry and Deputy Finance Director Lauren VanderVeen, who were able to "Crunch" the numbers and make this possible.

At the request of Mayor Strazdas, Mr. Shaffer referred City Council to his FY 2015-2016 Proposed Budget - Information Only Communication, dated May 5, 2105, received via Materials Transmitted. He provided an overview of the eight topics covered in the communication and indicated that the attachments were supporting documents that helped lead him to the conclusions in his communication.

Even though he indicated that he does not want to abandon the concept of a Stabilization Fund forever, Mr. Shaffer asked to postpone the conversation until next fiscal year. He indicated after an analysis, Mr. Furry projected a fund balance of 35%, or \$7.7 million, by the close of the FY 2014-2015, and the actual amount will not be known until the close of books and audit in November. If this projection is correct, \$2.4 million would be available in order to achieve the 24% fund balance City Council threshold. Mr. Shaffer proposed that 50%, or \$1.2 million, of the amount above 24% be appropriated for debt avoidance and the other 50%, or \$1.2 million, be appropriated to complete local streets not funded for 2015-2016, and pull them from the FY 2016-2017 CIP sequentially into FY 2015-2016 year. Council shared some thoughts regarding the uncertainty of the effects of eliminating the personal property tax, debt avoidance, retiring debt, loss of large corporate tax bases, doing more with roads, and the appropriate amount of debt. Discussion followed.

Mr. Shaffer continued with his overview of the rest of the items in his communication, including: PASER Ratings of local roads in Portage and the elimination of the proposed millage increase in the Leaf Pickup Fund. Deputy City Manager Rob Boulis discussed using the Recycling Fund for single stream recycling and some of the options available to citizens. Discussion followed.

Mr. Shaffer indicated that a Request for a Proposal (RFP) to outsource Assessing went out Friday, May 1, 2015; there is no impact on the budget, the RFP's are due in the summer and Council will be considering the results at that time; and, if an increase in the effectiveness and efficiency of the Assessing function can be realized, a corresponding recommendation will be presented to City Council. He said a recommendation on a direction to take would be presented for consideration regardless. As a change agent, he said he will continue to push for efficiency and effectiveness in the organization, and that he is not afraid to change. Mayor Strazdas indicated that Mr. Shaffer apologized for not sharing this with Council ahead of time, that he accepted his apology, and Mr. Shaffer promised to give everyone a "heads up" next time. Councilmember Reid asked in the interim, what is happening as far as stabilizing the Assessing Department. Mr. Shaffer responded that serendipitously, two

individuals in the Department have already taken on another job, not as a result of this action, however. One made the announcement on Monday that she would be taking the Deputy Assessor position in Kentwood for which she applied much before the RFP had been released. The other person is taking a promotion with the Kalamazoo County Road Commission, so that leaves two other individuals along with the Assessor and two vacancies. He reasoned that the windshield assessments of twenty percent of the properties each year will be discontinued because it is a complete waste of time and resources, since no information can be gleaned relevant and pertinent to assessing. He also indicated that the profile for Personal Property Tax has been truncated dramatically with the change in the law; that topically the responsibilities have decreased; and procedurally there will be change. He intimated regardless of whether the City goes with an RFP, the Assessor is going to do things differently.

Even though it is a State recommendation, Mr. Shaffer said that a person cannot assess or appraise a property by driving by it and filming it, so there is no connection between the activity and the value it creates in terms of creating accurate assessments. In his estimation, he said that he believes that a much better procedure is looking at building permits, sales and the other statistical data rather than driving around. Mayor Strazdas concurred and explained. Mr. Shaffer indicated that assessing is a mass appraisal process based upon evaluating sales against an existing set of criteria, the Cost Manual; so, when there is a fixed cost standard that is established, the Assessor utilizes the sales to derive a statistical comparison. He said the cross correlation of the two allows the understanding of where the equity and inequity are and where the strengths and weaknesses are based upon those correlations; so, he advocated the use of the standards in the industry like the price related differential, the correlation of variances and the coefficient of dispersions, for example. Discussion regarding the differing opinions on privatizing the assessing process followed.

Mr. Shaffer continued with his overview and reviewed the Senior Center subsidy history and discussion followed regarding cemetery planning using the calculations provided by Deputy City Clerk Adam Herringa. Mr. Shaffer offered to ask Community Development to produce five lots that might be suitable for cemetery use to get the City out 50 years and put these properties on a "watch list" and discussion followed.

Finally, Mr. Shaffer discussed Senior Center trip planning. Councilmember Ansari interjected that he advocated a public private partnership to expand the Portage Senior Center and explained. Discussion followed.

Councilmember Ansari left at 6:20 p.m.

RECESS: 6:20 p.m.

RECONVENE: 6:40 p.m.

City Clerk Jim Hudson cited some of the services provided by the City Clerk staff in the areas of elections, Freedom of Information Act Requests, City Attorney and Department service requests, Youth Advisory Committee, the Portage Public Schools District Advisory Council, Boards and Commissions recruiting and processing, website updates, liquor license application processing, research, legal notices, record keeping, cemeteries, Portage Ordinance Codification and matters before City Council. Discussion followed.

Information Technology Services (IT) Director Devin Mackinder expressed his gratitude that 2014 was truly a transformational year for the Technology Department with a lot of advancements (and late nights), and he indicated that the proposed budget provides for the continued operation using PC Mall (PCM), which increased costs savings. He indicated that with PCM, the City gets competitive pricing for hardware and software purchases, consulting services, computer expertise and a new offsite hosting data center services option in Ohio for offsite processing or future disaster recovery if necessary. He mentioned the fiber connection being installed between Portage and Kalamazoo that will also be an option for low cost disaster recovery if necessary for either city.

Mr. Mackinder noted that we are in the fifth and final year of the third five-year contract with PCM and continue to realize cost and operational efficiencies with this program; he noted that the contract is scheduled for renewal in June. He said the contract has been held at 0.5% increase annually for the past fifteen years; and, the new proposed contract calls for a 3.8% increase applied in increments over the next five-year period. Mr. Mackinder said that under the new contract, he asked that two additional services be included that will provide real savings: network assessment and security health check, which is valued at \$22,000 to \$40,000 per year. He listed some of the other coverages under the contract that will require an 11.5% in additional funding.

Mr. Mackinder summed up and handed out a listing of the projects completed in 2014 and a second listing of the 2015 proposed projects and provided an overview of the smooth implementation of the technology plan. He introduced Operations Manager Maurice Hudson and recognized his tremendous contributions and the contributions of his team to make all of these projects happen for a strong technology footprint for the City. He also thanked the City Council and City Manager for their support.

Mr. Mackinder continued to review the 2015 list, then proudly revealed the two communicator awards recently received by the Portage IT Department, one for the Media Center and one for the My Portage App. Mr. Shaffer and Council expressed their appreciation and discussion followed.

In reviewing the Cable Television Fund, Mr. Mackinder indicated that the City has a nonexclusive franchise agreement with Charter and

AT&T and discussed Cable activities, cable-related activity and infrastructure. He noted that the budget reflects a continuation of 40% of the franchise fees received from Charter and AT&T go to Public Media Network (PMN) for cable services where 60% of the fees go to the city to maintain the technology and infrastructure projects, and 100% of the public service fees go to PMN, specifically for equipment purchases only. He reflected that the agreement signed four years ago does include the cable casting equipment, but there is some discrepancy whether that is accurate or not. He said that this formula will continue to be implemented in FY 2015; that revenues are projected to be relatively the same as in previous years; and he reviewed some possible initiatives and uses of the revenue. Discussion followed.

Mr. Mackinder addressed the problems with service delivery with the use of Interns who are trying to learn and implement the cable system in Portage Council Chambers. He indicated that PMN sends a full time employee, Nick Eppinga, who is very astute, as evidenced by the error free meetings of late, although he could not make it to the last meeting where there were problems with the monitors on the dais. He indicated that a procedure has been established for the entire operation and is charted on a checklist for use by the PMN representatives; that he touches bases with Nick every week to anticipate any problems that may arise; and, that he will be meeting with Nick this week to solve the monitor or multiplexer issue. Discussion followed. He reviewed the online agenda software implementation which will include replacing the monitors with laptops with split flat screens and explained. Discussion followed.

Ms. Georgeau reviewed the Community Development budget, both the Operating portion in the General Fund and the Community Development Block Grant (CDBG) Program as it relates to Human Services. She indicated that the Department has oversight responsibility for all private development and planning for community growth and redevelopment and maintaining quality of life with special emphasis on neighborhoods.

Ms. Georgeau reviewed the Department goals and objectives that are achieved through long term and short term planning such as the 2014 Comprehensive Plan, the Capital Improvement Program (CIP), the Consolidated Plan, Development Review by the Planning Commission or Zoning Board of Appeals, Construction Plan Review and Economic Development. She indicated that the Department serves as liaison to various Boards and Commissions and is involved in neighborhood and protection efforts and administering housing assistance programs for low income residents.

Ms. Georgeau reviewed the Building and Housing Services, Department service indicators, and the number of inspections performed per year, the Planning, Development and Neighborhood Services segment of the budget and the Building Maintenance. Discussion followed.

Ms. Georgeau predicted an increase in revenue from permits, highlighted some of the positive trends in the residential, office, commercial and industrial areas, quantified the projections, and reviewed some of the specific projects. She explained the request for a Zoning Code Administrator to fill the vacancy; she explained that the Department has had a long term relationship with Associated Government Services whose services are enlisted when staff is out on vacations or extended periods of time, and that the budget accounts for a slight increase for this service and explained. Discussion followed regarding the desirable types of construction for Portage.

In answer to Mayor Pro Tem Pearson, Ms. Georgeau indicated that the revenue numbers were close to being commensurate with the current revenue numbers in 2005-2006. In answer to Mayor Pro Tem Pearson, Mr. Shaffer agreed to provide projections of the amount of tax revenue to be realized in six months, around the month of November. Discussion followed.

Ms. Georgeau advised City Council that they would be asked on May 12, 2015, to approve the FY 2013-2014 Community Development Block Grant Program and authorize the Administration to submit the FY 2015-2016 One-Year Action Plan to the Department of Housing and Urban Development on May 15, 2015. Ms. Georgeau referred City Council to Sections 2 and 3 of the Supplemental Budget Book of 2015-2016 and outlined the services that are provided in the FY 2015-2016 One-Year Action Plan, and detailed the program funding breakdowns Section 2. Discussion followed.

Mr. Furry indicated he is joined by Deputy Finance Director Lauren VanderVeen and began to review the Finance division of the operation, including: General Ledger, cash outflows, including Accounts Payable, payroll, debt services and other payments, financial reporting and assistance with the annual audit. He listed some of the activities of the division and changes in the budget.

Mr. Furry reviewed the annual operating budget, the Finance and Budget division which provides assistance in preparing the annual Capital Improvement Program (CIP) budget, the Utility Rate Study and assistance with the audit, management of debt issues and refinancing, cash and investment management, administration of the General Ledger software, analysis and advisory duties, and fiscal compliance with various rules and regulations. He noted that changes in this budget increased owing to the inclusion of the salary and fringes of the new Finance Director here and explained. He also mentioned that this division is responsible for the Comprehensive Annual Financial Report (CAFR) preparation which was outsourced last year to the auditors owing to personnel changes and the need to allow staff to acclimate and adjust to the new BS&A Software and changes in personnel and the structure of the Department.

Mr. Furry said that the Treasury Division accounts for the costs associated with billing, collection and accounts receivable for 36,000

tax bills, over 15,000 quarterly utility bill accounts, and approximately 1,300 annual special assessment bills. He discussed information and services available online and reviewed the Debt Service Funds found on pages 196-7 in the budget document which has been reduced over the years since 2008 as evidenced by the Chart. Discussion followed regarding the CIP debt practices and broad scope items handled by Finance.

Mr. Furry also reviewed the City Attorney budget and indicated that the City Attorney provides general legal services to the City Council and all departments regarding municipal matters. He pointed out that specialized areas of labor counsel and bond counsel are budgeted in the specific departments or programs for which the services are provided.

Mr. Furry indicated that the City Council Budget primarily represents the stipends for the Mayor and City Councilmembers, Michigan Municipal League membership fees, and costs associated with training, various meetings and seminars.

Mr. Furry reviewed the City Manager Department responsibilities, including: oversight responsibility for all phases of city operations, the implementation of City Council policy directives, general supervision and oversight of all departmental operations and oversight of economic initiatives, promotion of city interests, development of administrative procedures intended to improve organizational effectiveness, and administrative responsibility for all city goals and objectives.

Finally, Mr. Furry indicated that on May 12, 2015, a budget hearing will take place to fulfill City Charter state law requirements, all written comments will be accepted from the public and questions proposed will be addressed. He also indicated that on May 26, 2015, City Council will be asked to adopt the General Appropriations Act Resolution to adopt the FY 2015-2016 Budget Resolution, inclusive all of the components, such as the Capital Improvement Program, along with the Salary and Wage Resolution.

Mayor Strazdas summed up and Mr. Shaffer highlighted the major changes in the organization and the effects on the budget, and Deputy Director Rob Boulis explained the details. Discussion followed.

Ms. Georgeau explained the process used to develop the Capital Improvement Program (CIP) Budget, explained that the 10-year plan provides essential services such as streets combined with sidewalks & bikeways, water and sewer, police, fire, public facilities, parks & recreation and debt service. She mentioned that changes were planned to get input from the Planning Commission and citizens on the front end for a more engaged process. She reviewed the guiding principles, and focused on the new strategies with the streets, sidewalks and bikeways segments and on the new initiative and with local streets. She reviewed a few of the bikeway projects in detail for Council,

renewed investment in public safety, Senior Center, Public Facilities Building, hybrid vehicles, energy efficiencies with the City facilities, Eliason Nature Preserve, and a dog park in Lakeview Park. She referred to the Revenues and Expenditures chart on page i and the pie graphs on pages ii & iii and the map on page iv to explain expenditures as compared to revenues in the CIP Budget. Discussion followed.

**ADJOURNMENT:** Mayor Strazdas adjourned the meeting at 8:53 p.m.

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James R. Hudson, City Clerk

## CITY COUNCIL MEETING MINUTES FROM MAY 12, 2015

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

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

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

**APPROVAL OF MINUTES:** Motion by Ansari, seconded by Reid, to approve the Special and Regular Meeting Minutes of April 28, 2015, and Budget Work Session Minutes of May 5, 2015, as presented. Upon a voice vote, motion carried 7 to 0 with Mayor Pro Tem Pearson abstaining from approval of the Regular Meeting Minutes of April 28, 2015.

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

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

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

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

### **PUBLIC HEARING:**

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

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

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

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

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

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

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

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

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

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

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

## **REPORTS FROM THE ADMINISTRATION:**

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

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

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

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

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

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

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

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

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

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

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

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

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

Portage Park Board of March 4, 2015.

Portage Human Services Board of March 5, 2015.

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

Portage Planning Commission of April 16, 2015.

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

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

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

#### **NEW BUSINESS:**

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

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

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

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

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

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

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

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

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

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

James R. Hudson, City Clerk

\*Indicates items included on the Consent Agenda.

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

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

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

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

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

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

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

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

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

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

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

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James R. Hudson, City Clerk