



PLANNING COMMISSION

February 16, 2017

CITY OF PORTAGE PLANNING COMMISSION

A G E N D A

**February 16, 2017
(7:00 p.m.)**

Portage City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES:

* February 2, 2017

PUBLIC HEARINGS:

SITE/FINAL PLANS:

NEW BUSINESS:

OLD BUSINESS:

- Adjourn to Conference Room #1

* 1. FY2017-2027 Capital Improvement Program (preliminary review follow-up)

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

January 24, 2017 City Council Committee regular meeting minutes

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

PLANNING COMMISSION

February 2, 2017

 DRAFT

The City of Portage Planning Commission meeting of February 2, 2017 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Three citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

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

ROLL CALL:

Mr. Forth called the roll: Patterson (yes), Stoffer (yes), Welch (yes), Bosch (yes), Dargitz (yes), Richmond (yes), Schoup (yes) and Joshi (yes). A motion was offered by Commissioner Stoffer, seconded by Commissioner Patterson, to approve the roll excusing Commissioner Schimmel. The motion was unanimously approved 8-0.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the January 19, 2017 meeting minutes contained in the agenda packet. A motion was made by Commissioner Patterson, seconded by Commissioner Stoffer, to approve the minutes as submitted. The motion was unanimously approved 8-0.

SITE/FINAL PLANS:

1. Final Plan: Portage Pediatric Dentistry, 3020 Old Centre Road. Mr. West summarized the staff report dated January 27, 2017 regarding a final plan submitted by Portage Pediatric Dentistry to construct an approximate 7,000 square foot professional dental office and associated site improvements at 3020 Old Centre Road. Mr. West stated the subject property is zoned PD, planned development and part of the larger Woodbridge Hills Planned Development project and is located within an area designated for office land use. Mr. West discussed the shared access arrangement between Portage Pediatric Dentistry and the adjacent Southwest Michigan Dermatology site to the east. Mr. West also stated the plan has been reviewed and approved by The Moors of Portage Architectural Control Committee.

Mr. Walt Hansen of Hansen Building and Design Corporation (applicant's representative) was present to discuss the proposed development. Mr. Hansen also introduced the owner of Portage Pediatric Dentistry, Dr. Jody Wrathall. After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Stoffer, to recommend to City Council that the Final Plan for Portage Pediatric Dentistry, 3020 Old Centre Road, be approved. The motion was unanimously approved 8-0.

PUBLIC HEARINGS:

None.

OLD BUSINESS:

None

 DRAFT

7:05 p.m. - The Commission took a short recess. 7:12 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 2

NEW BUSINESS:

1. FY 2017-2027 Capital Improvement Program (preliminary). Mr. Forth reviewed the staff report dated January 27, 2017 that summarized the modified process for soliciting citizen and Commission input regarding the annual Capital Improvement Program (CIP) which began in September 2016. Mr. Forth stated the results of the on-line citizen survey were included as attachments to the staff report, along with summaries of new and revised projects proposed in the preliminary FY 2017-2027 CIP. Mr. Forth stated a complete bounded DRAFT version of the FY 2017-2027 CIP would be provided in March, however, staff was requesting any initial comments from the Commission regarding the new and revised projects detailed in the staff report and attachments.

Commissioner Dargitz stated there has been significant amount of investment at Ramona Park and much less at Lakeview Park. Dargitz asked that pickleball courts be considered for Lakeview Park. Commissioner Dargitz also inquired about the proposed purchase of two MDNR State Game Area parcels located along West Centre Avenue and Angling Road. Mr. Forth stated the two parcels comprised approximately 378 acres and the MDNR was considering disposing of the land since its usefulness for hunting has diminished due to development on adjacent private properties. Commissioner Dargitz stated \$4 million was a significant amount of money and believes more emphasis should be placed on acquiring other properties in other sections of the city including the eastern portion of the city where there are fewer natural areas. Chairman Welch stated that he believes the acquisition of the MDNR parcels represents an opportunity for the city to continue preservation of this existing natural area. Chairman Welch stated that if the city doesn't purchase the property, the MDNR could sell the land to a private party who might develop the property. Commissioners Stoffer, Patterson and Bosch concurred. Mr. Forth and Mr. West discussed existing parks that were present within the eastern portion of the city, along with recreational projects that were proposed in the proposed FY 2017-2027 CIP including the Austin Lake Trail, South Sprinkle Road Multi-Use Trail, Romence Road East Multi-Use Trail and Lexington Green Park Improvements.

Commissioner Dargitz stated the South Westnedge Avenue/Shaver Road Traffic Signal Improvement project seems expensive and might be taking away from other project areas. Mr. Forth stated the project is needed to improve traffic flow, operation and safety in this area. Commissioner Dargitz asked how much of the Vincent Drive/Oakland Drive Intersection Improvements project was the result of the traffic generated from the large church on Vincent Drive. Mr. Forth stated this intersection has been problematic before the Valley Family Church relocated to Vincent Drive and also indicated that the church was paying for traffic control at the intersection, before and after services. Mr. Forth provided a brief description of how Vincent Drive was proposed to be relocated to the north and signalized. Commissioner Dargitz asked why the realignment Lakeview Drive at Portage Road does not include a roundabout, as discussed during the Portage Road Diet Open House. Mr. Forth stated the roundabout idea was considered, however, engineering details including the lack of right-of-way were deterrents to the roundabout option. Commissioner Dargitz asked if any projects that were identified in the FY 2016-2026 CIP were deleted to allow for inclusion of the new projects proposed in the preliminary FY 2017-2027 CIP. Mr. Forth stated he did not immediately know the answer and would provide a response.

Mr. Forth summarized the new projects proposed in the preliminary FY 2017-2027 CIP by category: Streets, Sidewalks & Bikeways, Water and Sewer, Police and Fire and Public Facilities. Mr. Forth reviewed the three sidewalk/bikeway projects proposed within the eastern portion of the city that were intended to better connect the east and west sides of the city. Mr. Forth also discussed the Neighborhood/Community Enhancement project and the need to review and finalize the application form. The Commission did not have any additional questions or comments regarding the preliminary FY 2017-2027 CIP at this time. Chairman Welch asked the Commission to email staff with any additional questions and/or comments regarding the preliminary FY 2017-2027 CIP.

 **DRAFT**

STATEMENT OF CITIZENS:

None

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 8:10 p.m.

Respectfully submitted,

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

TO: Planning Commission

DATE: February 10, 2017

FROM: Vicki Georgeau, ¹³Director of Community Development

SUBJECT: 2017-2027 DRAFT Capital Improvement Program – Follow-up

During the February 2, 2017 meeting, the Planning Commission reviewed and discussed the draft 2017-2027 Capital Improvement Program (CIP). At the conclusion of the discussion, staff indicated additional information would be provided regarding the following proposed projects:

- Purchase of Michigan Department of Natural Resources (MDNR) State Game Area: Due to encroaching development activities, the MDNR has concluded the value of the land located at 2501 and 3701 West Centre Avenue for hunting purposes has diminished. As a result, the MDNR may consider selling these two parcels at some point in the future. If that were to occur, acquisition of this 378 acres by the City of Portage is appropriate as a means to ensure the property is preserved as permanent open space with both active and passive recreational activities. Acquisition of the MDNR State Game area, if the state should decide to dispose of some or all of the land area, has been an important objective for the city for many years. The MDNR has not formally decided to dispose of these two parcels of land, but initial discussions between the City Administration and MDNR have commenced and acquisition of the property in the tenth year of the CIP demonstrates the city's commitment to preservation of this land as permanent open space.
- Lakeview Park Improvements: With regard to investment in Lakeview Park, four pickleball courts are scheduled for installation at Lakeview Park later this year. Since this project was included in the FY2016-2026 CIP for completion during FY2016-17, it was not included in the FY2017-2027 CIP. Also, additional improvements (enclosed deck/pavilion on Austin Lake, small deck and trails along the channel and new restroom facilities) are planned for FY2019-20.
- South Westnedge Avenue/Shaver Road Traffic Signal Improvements: This is a new project that is mostly funded by a MAP-21 federal grant (\$1 million of the estimated \$1.2 million total cost) and represents from the last segment of South Westnedge/Shaver Road to be upgraded to a fiber optic network. It was not included in the prior CIP since additional federal funds were not appropriated for use at the local level.
- Lakeview Drive/Portage Road Intersection Realignment: While a roundabout was considered for this intersection realignment, due to the size of the roundabout and right-of-way restrictions, elevation changes and complications regarding the use of federal funding for roadway projects that impact public parks, construction of a roundabout was considered problematic. Therefore, the intersection will be realigned consistent with the plans shared with the public at the Portage Road "road diet" meeting and CIP open house.
- Elimination of FY2016-2026 CIP Projects: No projects from the current FY2016-2026 CIP were eliminated from the proposed FY2017-2027 CIP. All second to ten year projects in the FY2016-2026 CIP are included in the FY2017-2027 CIP.
- Neighborhood and Community Enhancement Program: Included in the draft FY2017-2027 CIP is the Planning Commission's Neighborhood and Community Enhancement Program (NCEP) project (refer to the attached project profile). This project is intended to encourage Portage residents to submit public space project ideas that will improve the community and/or residential neighborhoods.

A NCEP station was set up during the CIP Open house held on September 29, 2016 and a question concerning the NCEP project was included in the annual online CIP survey. Attached are the online responses that were submitted, as well as initial ideas received at the CIP open house.

The NCEP Planning Commission Subcommittee met on September 1, 2016 to discuss the steps involved to implement the project. Attached is an outline that summarizes the steps. The first four steps have been completed and with regard to step 5.a, development of an application form, attached is a draft copy of the form for Commission review. Following finalization of the application form, the next step is to finalize the project evaluation criteria and develop a point system. The intent is to design an objective evaluation system/process.

During the February 16th meeting, the Commission is advised to review the NCEP application form and if additional changes are necessary, staff will incorporate these changes in the form. The Commission is also advised to review and comment on the preliminary project review criteria and concept of a point system. Following this discussion, the subcommittee and staff will modify the project review criteria and point system and present it to the Commission at a later date.

Finally, if the Commission has any further comments regarding the draft FY2017-2027 CIP, this matter can also be discussed during the February 16th meeting.

T:\COMMDEV\2016-2017 Department Files\Board Files\Planning Commission\2017 02 10 FY2017-27 Draft CIP follow-up.docx

CAPITAL IMPROVEMENT PROJECT PROFILE

DEPARTMENT:
Community Development

PROJECT CATEGORY:
Public Facilities

PROJECT NUMBER: 10

PROJECT TITLE: Neighborhood/Community Enhancement Program

PROJECT DESCRIPTION: The Neighborhood/Community Enhancement Program is intended to encourage Portage residents to submit public space project ideas that will improve the community and/or residential neighborhoods.

PROJECT JUSTIFICATION/NEED: Neighborhood and community enhancement projects can be submitted by any neighborhood resident or organization that would enhance neighborhood or community appearance, enhance health and safety, promote a greater sense of community, address a known neighborhood deficiency, positively impact a significant number of residents, among others. Example projects could include sidewalk or trail enhancements, street trees, street lighting, gateway signage or landscaping, improvements that promote places to gather, community gardens, or community art projects. Projects would be evaluated based on specified criteria and a recommendation for financing be provided to City Council. Up to two projects would be funded per year.

PROJECT BENEFIT/IMPACT: Improved neighborhood/community appearance and quality of life enhancements.

OPERATING FUND IMPACT: To be determined based on type of project approved for funding.

2017-2027 Capital Improvement Program Survey

Q13 Are there any capital improvement project ideas that you believe will enhance or improve residential neighborhoods or community spaces that should be considered for inclusion in the next 10-year CIP (i.e., FY 2017-2027 CIP)? Please describe the type and location (property address, nearby cross streets, city park, etc.) of neighborhood improvement/community enhancement here:

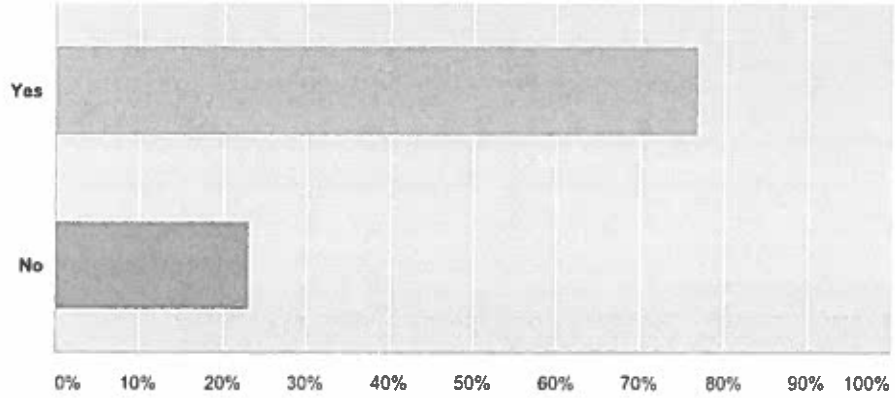
Answered: 11 Skipped: 32

#	Responses	Date
1	Lexington Green Park. Enhance picnic area.	9/30/2016 3:22 PM
2	Better signage for neighborhoods. Such as, welcome to "oakwood" signs in Kalamazoo, would be nice for Portage neighborhood areas.	9/30/2016 2:52 PM
3	The Lexington Green area residents need to be held accountable for the appearance of their property. This includes the landlords of the rental houses. Lawn care, weeding, trimming, delapidated homes/out buildings, trimming of trees/bushes and edging to make the sidewalks usable. Yard waste and trash in and around homes. Picking up after their pets ie poop (9/29/2016 12:37 PM
4	Lexington Green neighborhood would like the city's help in beautifying our neighborhood	9/28/2016 12:03 PM
5	Sidewalk for the entire length of Mandigo Ave.	9/28/2016 10:36 AM
6	Major placemaking/traffic-calming along the Portage Rd. corridor - make sure all sidewalks connect and are adequately separated from the travel lanes to ensure walkability, street trees to help provide a human scale, calm traffic, and provide shade for pedestrians, gateway signage and landscaping to identify the district and help calm traffic, stylized street lights to create a sense of place, and support of public art projects in the district to help with placemaking.	9/25/2016 1:17 AM
7	Construction of sidewalks on Angling Rd. from Milham to Centre	9/17/2016 8:40 AM
8	Add stop sign on Meredith. There is heavy traffic from FedX delivery trucks, factory workers, and buses. Keep the city buses, but slow them down. Get rid of the unnecessary FedX trucks cutting through from Spring to Milham. They can go all the way around on Sprinkle. SLOW THE TRAFFIC!	9/15/2016 12:38 PM
9	It would be outstanding if the dilapidated tennis courts at Haverhill Elementary were converted to 8 pickleball courts. This would service the players on the west side of Portage.	9/14/2016 8:41 PM
10	Bike Paths on Lakeview Drive	9/2/2016 10:26 PM
11	Landscaping to cover up utilities at Greenbriar Drive and Oakland Drive	8/27/2016 12:52 PM

2017-2027 Capital Improvement Program Survey

Q14 Please indicate if there is a neighborhood association of other citizen group that can partner with the city to determine the scope of work, design, budget and timing of implementation.

Answered: 13 Skipped: 30



Answer Choices	Responses	
Yes	76.92%	10
No	23.08%	3
Total		13

Neighborhood and Community Enhancement Program

The City of Portage is considering implementation of a Neighborhood and Community Enhancement Program. This program is intended to encourage Portage residents to submit ideas for public space projects that will improve the community and/or neighborhoods. Funding for this pilot program may be provided through the annual Capital Improvement Program (CIP). CIP funded projects must be located on public property and have a minimum cost of \$10,000.

Preference will be given to projects that:

- Enhance neighborhood/community appearance
- Enhance neighborhood health and safety
- Promote a greater sense of community
- Address a known neighborhood deficiency
- Complement other neighborhood improvements
- Promote social interaction
- Positively impact a significant number of residents
- Have longevity greater than 10 years

Some examples of project ideas include: sidewalk or trail enhancements, street trees, street lighting, gateway signage or landscaping, improvements that promote places to gather, community gardens, community art projects, or other similar improvements.

If you have an idea for a public space project that is consistent with the preferences listed above, please describe it below. Development of the 2017-2027 Capital Improvement Program will continue over the next several months and once adopted by City Council in the spring of 2017, staff will follow-up with you to obtain more detailed information concerning your project.

Description of project: Portage bike path continuing up Sprinkle Rd to Lexington Green
subdivision. Update community signs for neighborhoods. Traffic calming on Meredith
between Sprinkle + Millham. More lighting in Lexington Green neighborhood
lighting between Sprinkle + Hanover on Meredith
update flowerboxes/walls on Sprinkle + Winthrop

Please provide your contact information below so city staff can follow-up with you after the CIP is adopted in 2017:

Name: Becki Gray

If you are affiliated with a neighborhood group and nonprofit organization or another type of group, please indicate the name group or organization:

Contact Phone Number: 321-9909

Contact Email Address: beckybunay@strglobal.net

If you have questions concerning the Neighborhood and Community Enhancement Program, please contact the Department of Community Development at (269) 329-4477

CITY OF PORTAGE
MEETING RECORD

Subject: Trees In Attendance/Firm: Bedi Gray
Location: Lexington 5613 Cheshire
Date: Cheshire Green 49002
Time: verybunny@sbc
global.net

Discussion:

→ Smaller scale -- ornamental trees in ROW needed to replace older trees that have died or been cut by Consumer's Energy.

1) Action: May be interested in trees via John
Andrews annual planting program

or

2) Neighborhood Improvement Program

Needle File: _____

Neighborhood and Community Enhancement Program

1. Outreach Efforts
 - Portager article (attached)
 - CIP web page
 - CIP Survey question (attached)
2. CIP Open House
 - September 29th from 4:00 to 7:00 p.m.
 - Table set up to garner citizen input on potential projects
 - Table staffed by Planning Commissioners and staff
3. Capital Improvement Project (CIP) requirements
 - Projects must be at least \$10,000
 - Projects must be located on public property
 - \$20,000 is proposed to be budgeted to complete up to two projects per year
4. Examples of Neighborhood and Community Enhancement Projects
 - Sidewalk or trail enhancements
 - Street trees
 - Street lighting
 - Gateway signage and/or landscaping
 - Improvements that promote places to gather
 - Community art
 - Other improvements, similar to the above
5. Subcommittee and Planning Commission project review (September-October):
 - a) Subcommittee develops application form
 - Name of association, neighborhood group or resident
 - Contact information
 - Description of project
 - Location map (provide link to GIS website)
 - Scaled drawing
 - Photographs, rendering or sketches of the project
 - Proposed construction materials
 - Preliminary budget estimate
 - Explain how the project fulfills the criteria (provide form)
 - Describe any materials and/or in kind services that will be donated
 - b) Subcommittee develops project evaluation criteria such as:
 - Does the project enhance neighborhood/community appearance?
 - Does the project enhance neighborhood health and safety?
 - Does the project address a known neighborhood deficiency?
 - Does the project promote a greater sense of community?
 - Does the project promote social interaction?
 - Does the project positively impact a significant number of residents?

- Does the project compliment other public or private neighborhood improvements?
 - Does the project duplicate an existing public or private improvement or conflict with an existing city policy?
 - Project feasibility. Is it well planned and ready for implementation?
 - Was the project submitted by a neighborhood association or other citizen group?
 - Is the longevity of the project greater than 10 years?
 - Are ongoing operation and maintenance costs necessary? If so, is the applicant able to commit the resources for this purpose?
 - If the project cost exceeds the budget, can the project still be implemented at a reduced scale?
 - Award points based on each category
- c) Subcommittee defines project submission and review process
- First week in July –
 - outreach to Neighborhood Associations, Subdivision/Condo Associations, Neighborhood Watch Groups and Business Associations to submit project proposals.
 - Article in July Portager requesting same from community at large
 - First week in August – project proposals due
 - Second-Fourth Week in August – staff and Subcommittee complete initial review and scoring of project proposals
 - September - Subcommittee provides initial recommendation to Planning Commission on project proposals that demonstrate merit and feasibility.
 - October - After review and feedback from Planning Commission, staff works with project applicants to further define scope of work and budget.
 - November – project proposal scope and budget finalized and provided to Planning Commission for final approval.
 - December – Planning Commission recommendation to City Council.
 - January – February: staff determines if city staff or contractor will implement project. If contractor implementation recommended, specifications and bids are received.
 - March – June – project implementation (dependent on weather)

Nighborhood and Community Enhancement Program Application

The Neighborhood and Community Enhancement Program is intended to involve Portage residents who are encouraged to submit ideas for projects that will improve the community and/or neighborhoods by submitting ideas for public space projects. Funding for this pilot program will be provided through the annual Capital Improvement Program (CIP). CIP funded projects must be located on public property and have a minimum cost of \$10,000.

Preference will be given to projects that:

- Enhance neighborhood/community appearance
- Enhance neighborhood health and safety
- Promote a greater sense of community
- Address a known neighborhood deficiency
- Complement other neighborhood improvements
- Promote social interaction
- Positively impact a significant number of residents
- Have longevity greater than 10 years

Examples of projects may include: Sidewalk or trail enhancements, street trees, street lighting, gateway signage or landscaping, improvements that promote places to gather, community gardens, community art projects, or other similar improvements.

Applicant Name:
Applicant Group, Organization or Potential Nonprofit Partner:
Contact Street Address:
Contact Phone Number:
Contact Email Address:

Please complete the following sections. You may attach a separate written description with any additional information, if desired.

Project Description and Location. If applicable, attach a location map¹, photographs, rendering or sketches of the proposed project.

¹ Location maps/aerial photographs can be obtained by visiting the City of Portage website at www.portagemi.gov

(OVER)

Describe how the project addresses the criteria listed on the first page.

Provide a list of construction materials, if applicable:

Describe any materials and/or in kind services that will be donated.

What is the estimated cost of the project? Be as detailed as possible and attach price quotes for materials and/or services.

If you have questions concerning the Neighborhood and Community Enhancement Program or need assistance completing the application form, please contact the Department of Community Development at (269) 329-4477

MATERIALS TRANSMITTED

DRAFT

CITY COUNCIL MEETING MINUTES FROM JANUARY 24, 2017

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

At the request of Mayor Strazdas, Councilmember Urban gave an invocation and the City Council and the audience recited the Pledge of Allegiance.

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

APPROVAL OF MINUTES: Motion by Ansari, seconded by Reid, to approve the Special Meeting Minutes for Board and Commission Applicant Interviews of January 10, 2017 as presented. Upon a voice vote, motion carried 7 to 0.

Motion by Ford, seconded by Reid, to approve the Regular Meeting Minutes of January 10, 2017, as presented. Upon a voice vote, motion carried 7 to 0.

Motion by Randall, seconded by Ford, to approve the Committee of the Whole Work Session Meeting Minutes of January 12, 2017 as presented. Upon a voice vote, motion carried 7 to 0.

* **CONSENT AGENDA:** Mayor Strazdas asked Mayor Pro Tem Ansari to read the Consent Agenda. City Manager Shaffer asked that Item F.4, Abatement of Interior and Exterior Debris from Unsafe/Unfit Structure located at 3923 Florinda Avenue, be removed from the Consent Agenda. Councilmember Reid asked that Item F. 5, Uniform Video Services Local Franchise Agreement, be removed from the Consent Agenda. Motion by Reid, seconded by Randall, to approve the Consent Agenda Motions as amended. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JANUARY 24, 2017:** Motion by Reid, seconded by Randall, to approve the Accounts Payable Register of January 24, 2017, as presented. Upon a roll call vote, motion carried 7 to 0.

PUBLIC HEARINGS:

REZONING 16/17-2 (8546 SHIRLEY COURT) AND TENTATIVE PLAN AMENDMENT FOR GREENSPIRE PLANNED DEVELOPMENT: At the request of Mayor Strazdas and City Manager Shaffer, Chris Forth, Deputy Director of Planning, Development and Neighborhood Services, provided background information and the rationale for recommending approval on the proposed rezoning and Tentative Plan Amendment for Greenspire Planned Development. Councilmember Randall noted that the rezoning involved one parcel but queried about the neighboring parcels and whether the owners were aware of what is being proposed. Mr. Forth responded and indicated the ways in which neighboring properties have been notified and that no opposition has been registered. Mr. Greg Dobson of American Village Builders (the Applicant), 4200 West Centre Avenue, reviewed the various ways in which his company has consistently worked with neighboring properties to both benefit and limit development impact on these properties. Mr. Dobson provided insight into planned investment and reinvestment in the Greenspire development and also informed City Council of pending retail plans which are under development.

Motion by Reid, seconded by Ansari, to close the public hearing. Upon a voice vote, motion carried 7 to 0. Motion by Ford, seconded by Reid, to approve Rezoning Application #16/17-2 (8546 Shirley Court) changing the zoning from R-1C, one family residential to PD, planned development; and approve the Tentative Plan Amendment for Greenspire Planned Development. Mayor Strazdas thanked

DRAFT

American Village Builders for their work and quality development. Upon a roll call vote, motion carried 7 to 0.

REPORTS FROM THE ADMINISTRATION:

APPOINTMENT OF DIRECTOR OF TRANSPORTATION & UTILITIES: At the request of Mayor Strazdas, City Manager Shaffer reviewed the qualifications and rationale for his selection of Kendra Gwin as the Director of Transportation and Utilities. City Manager Shaffer also recognized and thanked the current Director of Transportation & Utilities, Chris Barnes, for his many years of service. Ms. Gwin spoke and thanked Mr. Barnes, Mr. Shaffer and City Council for their support and the opportunity. Ms. Gwin shared that it has been, and will continue to be, a privilege and a blessing to work for the City of Portage. Members of City Council expressed their support for Ms. Gwin in her new role and thanked Mr. Barnes for being a strong defender of the City and for his outstanding years of service. Motion by Randall, seconded by Reid, to confirm the appointment of Kendra Gwin as the Director of Transportation & Utilities, effective August 12, 2017. Upon a roll call vote, motion carried 7 to 0.

COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2016: Mayor Strazdas deferred to City Manager Shaffer who asked Bill Furry, Finance Director, to review the Comprehensive Annual Financial Report (CAFR). Mr. Furry informed City Council that the annual audit was complete and pointed out that the 2015-2016 Budget finished with a deficit but reminded City Council that three million dollars was transferred out of the General Fund for local road projects and debt reduction. Mr. Furry stated that, even with this transfer factored in, the General Fund came out all right and should be in good shape for FY 2016-2017. Mr. Furry then introduced Ms. Jamie Rivette, representing the audit firm of Yeo & Yeo. Ms. Rivette provided a presentation on the audit results of the FY 2015-2016 budget and highlighted key aspects of the CAFR.

Mayor Strazdas thanked Ms. Rivette for her presentation and mentioned that we often hear and read about municipal employees embezzling funds or getting involved in a scam, he asked what type of assurances can be given that this has not and will not happen in Portage. Ms. Rivette stated that Yeo & Yeo reviewed internal controls and key transaction cycles from start to finish and that nothing was noted. She pointed out that, while they cannot review 100% of transactions, what was reviewed was found to be in good shape.

Motion by Ansari, seconded by Pearson, to accept the FY 2015-2016 audit and receive the Comprehensive Annual Financial Report for Fiscal Year Ending June 30, 2016.

Councilmember Pearson drew attention to the funding status of employee pensions and healthcare. He pointed out that the pension fund is 93% funded and retiree healthcare is 115% funded which stands in stark contrast to many communities in which these categories are woefully underfunded. Mayor Strazdas echoed Councilmember Pearson's comments and pointed out that the City long ago moved away from traditional pensions to employee-funded retirement plans. Upon a roll call vote, motion carried 7 to 0.

* **DONATION OF PROPERTY ON MARTIN LUTHER KING JR. DRIVE:** Motion by Reid, seconded by Randall, to accept the donation of property on Martin Luther King Jr. Drive from Meyer C. Weiner & Company subject to all conditions of closing and City Attorney approval. Upon a roll call vote, motion carried 7 to 0.

ABATEMENT OF INTERIOR AND EXTERIOR DEBRIS FROM UNSAFE/UNFIT STRUCTURE – 3923 FLORINDA AVENUE: City Manager Shaffer informed City Council that the property owner has taken action to abate the problems and is pledging to continue to address the situation. Mr. Shaffer stated that he would like to give the property owner another two weeks to work on the items identified in the report. He recommended that City Council hold off on taking action and

DRAFT

that he would report back in two weeks with an update and recommended action. He expressed support for allowing the citizen, instead of the government, to address the problem. Motion by Pearson, seconded by Ansari, to postpone and table this item until the City Council meeting of February 14, 2017. Upon a roll call vote, motion carried 7 to 0.

UNIFORM VIDEO SERVICES LOCAL FRANCHISE AGREEMENT – COMCAST:

Councilmember Reid pointed out that the proposed Agreement indicates that Comcast will provide up to four Public, Education and Government channels but that the provider for the City of Portage, Public Media Network, has five such channels. Councilmember Reid inquired how this would work if only four of the five channels were carried by Comcast. Mr. Jeffrey Snyder of Comcast, residing at 3134 Chamberlin, Grand Rapids, stated that they are required to carry as many public access channels as the incumbent provider and, as a result, will carry all five channels. Motion by Reid, seconded by Ansari, to approve the Uniform Video Services Local Franchise Agreement submitted by Comcast pursuant to the Public Act 480 of 2006 (MCLA 44.3301 et. seq.), the Uniform Video Services Local Franchising Act; adopt the Resolution Authorizing Franchise, and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **SCHOOL ELECTION CONSOLIDATION AGREEMENTS:** Motion by Reid, seconded by Randall, to authorize the City Clerk to sign the School Election Consolidation Agreements. Upon a roll call vote, motion carried 7 to 0.

* **DECEMBER 2016 ENVIRONMENTAL SUMMARY REPORT:** Motion by Reid, seconded by Randall, to receive the communication from the City Manager regarding the December 2016 Environmental Summary Report as information only. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATIONS:

ANNUAL UPDATE OF THE YOUTH ADVISORY COMMITTEE: At the invitation of Mayor Strazdas, Adam Herringa, staff liaison to the Youth Advisory Committee, introduced representatives of the Youth Advisory Committee, Lindy Nebiolo, Chairperson, William Chung, Vice-Chairperson and Cortney Chow, Secretary. The members of the Youth Advisory Committee provided City Council with an update on the committee's goals, objectives and activities. Mayor Strazdas thanked the youth for their hard work and dedication. Mayor Strazdas shared that he is encouraged by engagement of youth in the community and their determination to make a difference, especially as it relates to substance abuse in the community. Mayor Pro Tem Ansari expressed his support for working with the youth on an upcoming Respecting Diversity event.

Councilmember Reid asked for more information about the "social host ordinance" referenced by the youth in their report. Chairperson Nebiolo explained that a social host ordinance is an ordinance to specifically address such activities as the purchasing of alcohol for minors and providing a place for minors to gather where alcohol and other substances can be used.

Motion by Pearson, seconded by Reid, to receive the Annual Goals and Objectives Update of the Youth Advisory Committee. Upon a voice vote, motion carried 7 to 0.

UNFINISHED BUSINESS:

ANGLING ROAD SANITARY SEWER PROJECT #417-S: At the invitation of Mayor Strazdas, City Manager Shaffer provided an overview of public outreach efforts as it relates to this project. Mr. Shaffer then invited Chris Barnes, Director of Transportation and Utilities, to provide an update on the status of the special assessment process. Mr. Barnes highlighted efforts to engage residents in the project area and explained why, in his opinion, the project should move forward. Mr. Barnes shared with City Council that there are generally three factors taken into consideration when it comes to a sanitary sewer project. These factors include the age of existing septic systems,

DRAFT

contamination of surface or underground water resources and the age of the road. Mr. Barnes stated that most septic systems for properties along Angling Road were initially installed in the 1960's and 1970's, that levels of nitrates in the water, while elevated, are still at acceptable levels and that the road is in poor condition. Mr. Barnes also highlight drainage, road shoulder and safety concerns with the existing roadway and explained that patching or resurfacing of the road would not address these concerns and would, in fact, exacerbate some of them.

Mayor Strazdas asked Mr. Barnes, in his opinion, for the danger of replacing the roadway but not including utilities. Mr. Barnes replied that eventually the roadway will have to be replaced and that there is never a good time to install utilities. Mr. Barnes opined that, when it comes to projects like this, the best time to do them is always yesterday. He continued by stating that when a septic system fails and there is no sanitary sewer available, the soonest sewer could be installed is, at minimum, a year away. He continued by stating that having sewer available is a tremendous advantage for a property owner and that, in the case of this project, there is no mandatory requirement for connection. The sewer would be in place if and when the homeowner needed it.

Councilmember Ansari inquired if there is a plan to install wider lanes on Angling Road. Mr. Barnes responded that there is no plan to widen lanes or reconstruct Angling Road if sewer is not a part of it.

City Manager Shaffer explained the cost breakdown of the project and that 18.3% of the cost would be assigned to property owners and over 80% to the City. Mr. Shaffer also explained that there are federal funds available for this project but, should the project not happen, the funding would not be available for patching or resurfacing.

Councilmember Pearson reviewed the issue of the response to survey cards sent out by the City to determine whether property owners were for or against the project. He shared that, citing the cards, a small majority of property owners seemed to be in favor of the project but that a survey turned in at the start of the meeting contained signatures of 33 people against the project. Mr. Pearson expressed concern about the differing numbers.

Councilmember Randall expressed her concern about the safety of the roadway, especially as it relates to road condition, shoulder width, road height and drainage issues. Councilmember Reid inquired as to the Pavement Surface and Evaluation Rating (PASER) for Angling Road. Mr. Barnes stated that it was rated a 3 (poor) on a scale of 1 to 10 with 10 being a brand new road.

Mr. Gary Taylor, 7642 Angling Road, presented City Council with a petition signed by property owners in opposition to the project. Mr. Taylor shared that he is speaking on behalf of the petitioners and that a majority of property owners would like the project halted. Mr. Taylor also expressed concern about excessive speeds on Angling Road and wondered when something would be done about it. Mr. Taylor shared that he would be in favor of resurfacing the road provided residents did not have to pay for it.

Councilmember Randall asked if, when residents signed the petition, they understood the project and that it would involve complete reconstruction. Mr. Taylor responded in the affirmative.

Mr. Barnes explained that resurfacing the roadway would be a Band-Aid approach that would last 10 years at the most because the pavement underneath is failing. He stated that reconstruction, on the other hand, would last at least 25 years and could address concerns related to shoulder width and drainage.

Councilmember Urban stated that, while he understands the concerns of residents, it is his belief that if the public were polled for support of any such improvement project, the majority would always be opposed primarily because of associated costs. Councilmember Urban pointed out the City Policy that utilities be installed whenever a street is reconstructed in an area unserved by either water or sewer. He also explained that Portage, being a young city, has many unserved areas and that there is never a good time to install sewer and/or water. Due to the condition of the street and the importance of the health and welfare of the greater community, Councilmember Urban emphasized that the time to act is now. Councilmember Ford concurred with Councilmember Urban and stated that the health and welfare of the residents and community must be taken into account.

DRAFT

Mr. Alan Griffin, 7249 Angling Road, spoke in favor of the project and shared that his septic system is aging, pointed out the cost of replacing it, and the benefits of having a sewer to connect to. He also expressed frustration with existing drainage problems and the patchwork nature of the roadway.

Mr. Ken DeHann, 7024 Angling Road, spoke in opposition to the project stated that he has no need for a sanitary sewer system and that residents are opposed to it. He also wondered why, especially since the millage was passed to eliminate roadway special assessments, his road couldn't be reconstructed without having to have sewer installed as well. He continued by questioning the fairness of taxing residents for such a project as installing a sewer system when they don't need it.

Mr. Barnes explained the rationale and genesis of the policy to install utilities when a roadway is reconstructed. He also explained that, prior to passage of the millage in 2006, residents were assessed for both the cost of the roadway along with the cost of the sewer. Since passage of the millage, the former special assessment costs were cut in half. He also explained that, while not directly in front of his house, the community gets the benefit of the millage since residents drive down roads such as Constitution Boulevard and Martin Luther King Jr. Drive, both of which were recently reconstructed.

Motion by Urban, seconded by Ford, to adopt Resolution No. 3 for the Angling Road Sanitary Sewer Project #417-S, directing the preparation of the special assessment roll.

Councilmember Randall explained that the City Council does listen to the concerns of residents and that there is a difference between reconstructing a small residential street such as Archwood and a road such as Angling. She continued by stating that Angling Road is similar to the recently completed reconstruction of Osterhout Avenue or South Shore Drive. Councilmember Randall continued by stating that part of living in a community is that the community bears the cost, even when there is not a perceived direct benefit and cited other road projects and schools as examples.

In response to a concern raised by Mayor Pro Tem Ansari, Mr. Barnes clarified that the project and related funding, including federal funding and special assessment funding, would only be available if the road, as is being proposed, is completely reconstructed.

Councilmember Reid emphasized the poor quality of the street and that the time to act is now, not to "push this down the road." Councilmember Pearson shared his support for engaging residents and making them part of the process. He then expressed the difficulty in voting for something knowing that residents are opposed. Councilmember Urban shared that, in the past, projects could be delayed, but only for so long until conditions got so bad that action had to be taken. Mayor Strazdas shared that although a majority of property owners are against it today, there is a benefit in having infrastructure available for tomorrow.

Upon a roll call vote, motion carried 7 to 0.

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

Portage Human Services Board of December 1, 2016, and January 5, 2017.

Portage Youth Advisory Committee of December 12, 2016.

Portage Planning Commission of January 5, 2017.

BID TABULATIONS:

* **DESIGN AND CONSTRUCTION ENGINEERING SERVICES FOR THE 2017 LOCAL STREETS RECONSTRUCTION PROJECT:** Motion by Reid, seconded by Randall, to award a contract to perform design and construction engineering services for the 2017 Local Streets Reconstruction Project to Abonmarche Consultants, Incorporated, in the amount not to exceed \$131,118 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

DRAFT

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Ford congratulated Mr. Barnes on his retirement and Ms. Gwin on her promotion.

Councilmember Pearson stated that City Council has had several proposed sewer and water projects in recent weeks with three different outcomes. He continued by stating that City Council has had positive discussions on the topic of sewer and water and will continue to discuss and review to see if policy changes are needed. He closed by sharing his support for the recent City Council retreat and the discussions that occurred.

Councilmember Urban shared that discussions such as Angling Road are difficult to have and that many communities, particularly older communities, already have extensive utilities. He continued by sharing some of history of installation and connecting to the sewer system.

Councilmember Reid congratulated Ms. Gwin on her appointment and stated that, as it relates to sanitary sewer, education on such projects is a critical component. She continued by stating that there are many aspects of a project and that surveys are a piece of information that must be balanced with the needs of the community.

Councilmember Randall congratulated Mr. Barnes on his retirement and Ms. Gwin on her appointment. Councilmember Randall then shared some reflections on the City Council retreat. She stated that City Council reviewed accomplishments, opportunities for improvement and set high goals for the upcoming year. She echoed Councilmember Reid's sentiment that City Council does listen to residents but it can often be a difficult balance to assess the need of a resident or residents with the needs of the community. She thanked the Mayor for his leadership and the City Manager for all of the information provided at the retreat.

Mayor Pro Tem Ansari congratulated Mr. Barnes on his retirement and Ms. Gwin on her appointment. Mr. Ansari then reminded the community of the upcoming Respecting Diversity event.

Mayor Strazdas congratulated Mr. Barnes on his retirement and Ms. Gwin on her appointment. He then thanked Mr. Barnes for being willing to share his opinion and for his honesty and frankness. Mayor Strazdas then thanked City Council for an excellent retreat, for their camaraderie and for the ideas and goals for the coming year. He then congratulated City Council on its ability to work in a cooperative manner for the common good of the city. Mayor Strazdas concluded by sharing that he recently attended the presidential inauguration and "Michigan Ball" along with the Women's March on Washington.

MATERIALS TRANSMITTED:

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

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 9:58 p.m.

Adam Herringa, Deputy City Clerk

*Indicates items included on the Consent Agenda.