

5:15 p.m. Interviews for Boards and Commissions.

7:30 p.m. Call to Order.

Invocation: Pastor Jeff Wenke of The Bridge Church

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Approval of City Council Meeting Minutes.

1. Approval of the Regular Meeting Minutes of September 22, 2015.

* B. Approval of Consent Agenda Motions.

* C. Accounts Payable Register:

1. Communication from the City Manager recommending that City Council approve the Accounts Payable Register of October 6, 2015 as presented.

D. Public Hearings:

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

* 1. Communication from the City Manager recommending that City Council approve Change Order No. 1 to the West Osterhout Reconstruction Project to include the Portage Road Sidewalk Addition with Michigan Paving & Materials, Incorporated, in the amount not to exceed \$44,390 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

* 2. Communication from the City Manager recommending that City Council:
a. accept Rezoning Application #15/16-1 for first reading and set a public hearing for November 3, 2015; and
b. subsequent to the public hearing, approve Rezoning Application #15/16-1 and rezone 710 and 732 East Centre Avenue from B-1, local business to OS-1, office service with the exception of the west five feet of 710 East Centre Avenue, which is to remain zoned R-1A, one family residential.

* 3. Communication from City Manager recommending that City Council accept the FY 2014-2015 Analysis of Zoning Consistency Update.

G. Communications:

1. Communication from the Mayor recommending that City Council set a Committee of the Whole meeting on October 20, 2015 at 6:00 p.m. in Conference Room #1 to discuss appropriation of excess funds in the General Fund.

H. Unfinished Business:

* I. Minutes of Boards and Commissions Meetings:

1. Portage Public Schools Board of Education Regular and Special Meeting Minutes of August 17, Policy Governance Retreat of August 18 and Special and Committee of the Whole Work Session of September 14, 2015.

J. Council Committee Reports:

K. New Business:

L. Bid Tabulations:

- * 1. Communication from the City Manager recommending that City Council approve the purchase of a 2016 Ford F-550 crew cab chassis with a KSS Ford stylized service body from Don Seelye Ford, Inc. of Kalamazoo, Michigan in the amount of \$57,375 and authorize the City Manager to execute all documents related to this matter on behalf of the city.

M. Other City Matters:

- 1. Statements of Citizens.
- 2. From City Council and City Manager.
- * 3. Reminder of Meetings:
 - a. Wednesday, October 7, 8:15 a.m., Historic District Commission, City Hall Room No. 2.
 - b. Wednesday, October 7, 9:00 a.m., Special Meeting of the Historic District Study Committee, City Hall Room No. 2.
 - c. Thursday, October 8, 5:00 p.m., Construction Board of Appeals, City Hall Room No. 1.
 - d. Monday, October 12, 7:00 p.m., Zoning Board of Appeals, Council Chambers.
 - e. Wednesday, October 14, 7:00 p.m., Environmental Board, City Hall Room No. 1.
 - f. Thursday, October 15, 7:00 p.m., Portage District Library Board, Portage District Library.
 - g. Thursday, October 15, 7:00 p.m., Planning Commission, Council Chambers.

N. Materials Transmitted.

Adjournment.

CITY COUNCIL MEETING SUMMARY

September 22, 2015

ACCOUNTS PAYABLE REGISTER

- ◆ Approved the Accounts Payable Register of September 22, 2015, as presented.

PETITIONS AND STATEMENTS OF CITIZENS

- ◆ Katherine Kaufmann, 7640 St. Andrews, expressed her reservations about the process used to select a City Attorney law firm and City Manager Shaffer responded to her concerns at the request of Mayor Pro Tem Pearson.

REPORTS FROM THE ADMINISTRATION

- ◆ Approved the four-year lease of 299 Lenovo replacement computers and related equipment from Capital Advantage Leasing of Grand Rapids, Michigan, at a lease price of \$146,760 and authorized the City Manager to execute all documents related to this action on behalf of the city.
- ◆ Amended the General Appropriations Act (budget) for the fiscal year ending June 30, 2016.
- ◆ Approved the amendments to the 2015-2025 Capital Improvement Program.
- ◆ Renewed the Agreement To Locate Sign in Right-of-Way between the City of Portage and Portage Public Schools/Portage Athletic Foundation and authorized the City Manager to execute the agreement on behalf of the city.
- ◆ Adopted the resolution approving the issuance of Public Finance Authority Revenue Bonds for Portage Care, LLC, for the Story Point Senior Living Project (3821 West Milham Avenue).
- ◆ Received the communication from the City Manager regarding the August 2015 Environmental Activity Report as information only.
- ◆ Received the Department Monthly Reports from the various City Departments.

COMMUNICATION

- ◆ Received a presentation by Linda Teeter, Chairperson for the Kalamazoo County Transportation Authority, with an update on transportation in the county.

COUNCIL COMMITTEE REPORTS

- ◆ Received an update from Mayor Pro Tem Pearson regarding the Kalamazoo County Dispatch Authority.
- ◆ Received an update from Councilmember Urban, who indicated that the Kalamazoo County Transportation Authority hired a Consultant, who provided a ten-year vision for the Authority and fielded a number of questions from the members of the Authority with a final version of the ten-year vision sometime in the future.

BID TABULATIONS

- ◆ Awarded an engineering services contract to Abonmarche Consultants, Incorporated, for the South Westnedge Avenue and Romence Road Local Safety Project in the amount not to exceed \$47,840 and authorized the City Manager to execute all documents related to the contract on behalf of the city.
- ◆ Awarded a contract to perform design engineering services for the improvements at the intersections of South Westnedge Avenue / Kilgore Road and Portage Road / Lakeview Drive to Abonmarche Consultants, Incorporated, in the amount not to exceed \$46,835 and authorized the City Manager to execute all documents related to the contract on behalf of the city.
- ◆ Approved the low bid from Cardinal Buses, Inc., for motor coach services for the 2016 Portage Senior Center travel program in the estimated amount of \$35,924.25 and authorized the City Manager to execute all documents related to this action on behalf of the city.

STATEMENTS OF CITIZENS

- ◆ In response to Monifa Jumanne, 6286 Silver Fir Street, Mayor Pro Tem Pearson explained that his awareness of the increased use of public transportation by the younger generation comes from articles he has read in the *Wall Street Journal*; Councilmember Randall provided personal examples of her son in Grand Rapids and her son in Denver as further support; and Councilmember Ford cited his own experience living in Chicago for six years.

STATEMENTS OF CITY COUNCIL CANDIDATE

- ◆ Tim Earl, 6862 Shallowford Way, spoke as a candidate for City Council which will be determined at the November 3, 2015 City Election, explained that respect for City Employees is the theme of his campaign, and cited the layoff of a 26-year City employee while she was on medical leave as an example of his perception of reduced morale among employees at City Hall.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER

- ◆ Councilmember Ford indicated that he attended the two single-stream recycling events and spoke to the merits of the program. He also announced that he has been appointed as the President of the Kzoo Spartans as of October 2015.
- ◆ Councilmember Randall encouraged citizens to obtain the new recycling bin in order to be able to participate in the recycling program. She also announced the partnership between the City of Portage and the People's Food Co-op, a world class market, to form a Farmer's Market featuring more than 20 small businesses that will take place twice this fall on Sunday, October 4 and Sunday, October 18 from 12 noon until 4 p.m. at the Portage Senior Center, 320 Library Lane. She also mentioned the Candidate Forum sponsored by MLive held September 30, 2015, at 6 p.m., Portage District Library, 300 Library Lane. Finally, she wished all of our Jewish friends and neighbors a happy Yom Kippur, which began at sundown and ends at sundown on September 23, 2015.

- ◆ Councilmember Urban concurred with Council Candidate Tim Earl and said the way this employee was treated does not represent the values of this City, of past Administrators, nor the values that he has held during his 34 years with the City. He emphasized that with the City of Portage form of government, the City Council as a whole and as individuals should have no influence with personnel matters, but the courts may. He discussed the cuts in personnel by the City, but found no value in eliminating the Benefit Services Department. With regard to the employee in question and her decision not to interview, he pointed out that she was on medical leave and not cleared for business activities by her physician.
- ◆ Councilmember Reid announced that the Listening Post would be having a meeting at 8 a.m. on Friday, September 25, 2015, at the Hampton Inn to discuss the Kalamazoo County Local Housing Assistance Fund Millage for families with children of low income who are homeless or at risk of homelessness. She also encouraged all to attend the Portage 2025 Strategic Planning Initiative Renewal that will take place on Saturday, October 3, 2015, from 9 a.m. until 2 p.m. at Portage Central High School Auditorium, 8135 South Westnedge Avenue; and, at her request, City Manager Larry Shaffer indicated that if someone wishes to sign up to participate in the event, he or she should call Mary Beth Block at 329-4405.
- ◆ City Manager Shaffer indicated that the Ramona Park Pickleball Courts will be dedicated at Ramona Park, Monday, September 28, 2015, at 1 p.m. He congratulated Kendall Klingelsmith and Rod Russell for their hard work on that project and explained. He also announced that the public session regarding the Capital Improvement Program (CIP) will take place Monday, September 28, 2015, at 7 p.m. as an opportunity for public comment and input for staff review and consideration.
- ◆ Mayor Pro Tem Pearson expressed his appreciation for Mr. Shaffer's use of a Best Practice to begin the CIP process with the citizens instead of with the staff as was the past practice and encouraged all citizens to attend. He recounted his presentation as a Planning Commissioner regarding single-stream recycling to the Environmental Board and expressed his appreciation for the persistence of the Board over the last six years, the willingness of Mr. Shaffer to make the change and the appreciation of his neighbors who have approached him to thank him for the improvement.

COMPLETE MINUTES OF EACH CITY COUNCIL MEETING ARE AVAILABLE ON THE CITY WEBSITE AT PORTAGEMI.GOV, IN CITY HALL AND IN THE DISTRICT LIBRARY. MINUTES OF CITY BOARDS AND COMMISSIONS ARE AVAILABLE ON REQUEST FROM VARIOUS DEPARTMENTS.

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CITY COUNCIL MEETING MINUTES FROM SEPTEMBER 22, 2015

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

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

At the request of Mayor Pro Tem Pearson, 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 Pro Tem Jim Pearson. Absent with notice was 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 Reid, seconded by Ansari, to approve the Regular Meeting Minutes of September 8, 2015, as presented. Upon a voice vote, motion carried 6 to 0.

* **CONSENT AGENDA:** Mayor Pro Tem Pearson asked Councilmember Urban to read the Consent Agenda. Councilmember Urban requested that Item M.3, Reminder of Meetings, under Other City Matters, be added to the Consent Agenda. Councilmember Reid asked that Item F.1, Computer Replacement, be removed from the Consent Agenda. Motion by Urban, seconded by Randall, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 6 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF SEPTEMBER 22, 2015:** Motion by Urban, seconded by Randall, to approve the Accounts Payable Register of September 22, 2015. Upon a roll call vote, motion carried 6 to 0.

PETITONS AND STATEMENTS OF CITIZENS: Katherine Kaufmann, 7640 East Saint Andrews Circle, expressed her reservations about the process used to select a City Attorney law firm for the City of Portage, and City Manager Shaffer responded to her concerns at the request of Mayor Pro Tem Pearson. Discussion followed.

REPORTS FROM THE ADMINISTRATION:

COMPUTER REPLACEMENT: In response to Councilmember Reid, who asked for a clarification of why the City has as many as 400 computers and only 190 employees, City Manager Shaffer deferred to IT Director Devin Mackinder to explain why the proposal is for 150 computers and why it is important to replace them presently and in the manner in which we are proposing; describe the rest of the devices that will be used to support those computers; explain why it is important to acquire them through leasing; and, what is the mechanism used to acquire them and how can we be sure what we are paying is the most reasonable price. Mr. Mackinder said he agreed with Mr. Shaffer and explained that 299 computers should read 150 desk tops, work stations, lap tops and iPads and the 299 includes all of the accessories to the computers. He indicated that the City provides computers to the contract employees: five with United Water and six with Technology Services. He explained that the difference in cost between leasing and purchasing is approximately \$12,800 more for leasing spread over a four year period. He explained the advantages of leasing in bulk commodities, including but not limited to: timely replacement and upgrades in order to keep up with technology requirements; limiting maintenance issues by providing a continuously standardized fleet of computers; reducing the time and expense of equipment disposal; allows for a predictable year to year budget instead of large spikes every three to four years; the leasing vendor is a vendor in good standing with the City who provides competitive lease rates, several flexible terms such as no cost equipment disposal and reimbursement for

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non-functioning equipment and more. He offered to elaborate further acknowledging that the rest of the justifiers are in the e-mail he sent out earlier.

In answer to Councilmember Reid, Mr. Mackinder noted that there are five additional units over the current lease, and indicated that that includes the twelve iPads that will reside on the dais to be used for the electronic agenda system. With regard to Capital Advantage Leasing, the lease is up in October 2015; and, in answer to her question of why push the lease to four years instead of having it remain a three-year lease, Mr. Mackinder said it is anticipated that the new computers will be sufficiently capable of handling the anticipated software upgrades of various applications utilized by the City and the City has had very good success rates with the Lenovo Units. He indicated that the new computers come with the most up-to-date operating system, and the City of Portage participated in the special cooperative Federal pricing program called ITA; and while this does meet the purchasing requirements, the City obtained two additional quotes and both came back higher than the CDWG vendor quote and explained.

Finally, Mr. Mackinder indicated that the remaining 25 % of the computers are leased and the past practice was to stagger these leases in a timeframe of approximately six months which was ideal, but the recession compelled the City to come off of that schedule which allowed the Administration to combine two of the leases which resulted in this one large lease. He noted that owing to the quantity of computers contemplated by this lease, it will take as much as three months to roll them all out. Discussion followed. In answer to Councilmember Reid, Mr. Mackinder described the other devices and their location that are part of the “related equipment” portion of the request. Discussion followed.

Motion by Urban, seconded by Ansari, to approve the four-year lease of 299 Lenovo replacement computers and related equipment from Capital Advantage Leasing of Grand Rapids, Michigan, at a lease price of \$146,760 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 6 to 0.

* **AMENDMENT TO THE GENERAL APPROPRIATIONS ACT:** Motion by Urban, seconded by Randall, to amend the General Appropriations Act (budget) for the fiscal year ending June 30, 2016. Upon a roll call vote, motion carried 6 to 0.

* **2015-2025 CAPITAL IMPROVEMENT PROGRAM AMENDMENTS:** Motion by Urban, seconded by Randall, to approve the amendments to the 2015-2025 Capital Improvement Program. Upon a roll call vote, motion carried 6 to 0.

* **PORTAGE PUBLIC SCHOOLS/PORTAGE ATHLETIC FOUNDATION AGREEMENT TO LOCATE SIGN IN RIGHT-OF-WAY:** Motion by Urban, seconded by Randall, to renew the Agreement To Locate Sign in Right-of-Way between the City of Portage and Portage Public Schools/Portage Athletic Foundation and authorize the City Manager to execute the agreement on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

* **STORY POINT SENIOR LIVING PROJECT - PUBLIC FINANCE AUTHORITY REVENUE BONDS:** Motion by Urban, seconded by Randall, to adopt the resolution approving the issuance of Public Finance Authority Revenue Bonds for Portage Care, LLC, for the Story Point Senior Living Project (3821 West Milham Avenue). Upon a roll call vote, motion carried 6 to 0.

* **AUGUST 2015 SUMMARY ENVIRONMENTAL ACTIVITY REPORT:** Motion by Urban, seconded by Randall, to receive the August 2015 Summary Environmental Activity Report as information only. Upon a roll call vote, motion carried 6 to 0.

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* **DEPARTMENTAL MONTHLY REPORTS:** Motion by Urban, seconded by Randall, to receive the Departmental Monthly Reports from the various departments. Upon a roll call vote, motion carried 6 to 0.

COMMUNICATION:

LINDA TEETER, CHAIRPERSON FOR THE KALAMAZOO COUNTY

TRANSPORTATION AUTHORITY: Linda Teeter, Chairperson for the Kalamazoo County Transportation Authority (KCTA), 3757 Cedar Ridge, Kalamazoo, and Paul Ecklund 2013 Winters Drive, two original members of KCTA appointed in 2005 at a time when METRO ridership was 90,000. Mr. Ecklund emphasized the importance of transit to the citizens of Portage and analyzed the ridership numbers for the Fixed Routes in Portage; the Metro County Connect S; and the Community Service Van. In response to Mayor Pro Tem Pearson, Ms. Teeter indicated that there were 150,000 rides in 2014. Discussion followed. Ms. Teeter thanked Mayor Pro Tem Pearson and Councilmember Urban for serving on the CCTA; thanked the citizens for their vote in favor of the Transportation Authority millage in August that will be collected in Portage in July.

Ms. Teeter reviewed the work thus far on the comprehensive agreement among the KCTA, the CCTA, the Transportation Authority for the Kalamazoo City and the Kalamazoo City Commission and the plan for review and discussion. She indicated that the agreement includes all of the details regarding the employees affected by the changes; all of the financial implications; the lease agreement for the property; the transfer of all of the capital assets; and, the special services agreement between the City of Kalamazoo and the CCTA. She remarked that this document is transformational and can be a model of how communities in the area work together going forward. Discussion followed. Ms. Teeter discussed Metro County Connect which has 0.4 mills countywide, and she inferred that the goal is for it to go down to 0.3 mills by 2016.

Mayor Pro Tem Pearson indicated that the Council was divided at first on whether to include all of the precincts in the millage election; noted the importance to people trying to get to work and to young people who are looking forward to mass transportation. He cited the days of buying a new car every three years are over and young adults are interested in countywide transit and included Councilmember Urban when he expressed his appreciation for working with other County leaders in this effort.

Councilmember Ford expressed his support and expressed his appreciation for being able to reduce the millage and stressed the importance of countywide transit in Kalamazoo. Discussion followed.

In answer to Councilmember Reid, Ms. Teeter indicated that in the interest of transparency, the draft of the comprehensive agreement among the KCTA, the CCTA, the Transportation Authority for the Kalamazoo City and the Kalamazoo City Commission will be made available as soon as it is distributed as a public document, hopefully online, and will let Mr. Shaffer know when so he can let everyone know. Discussion followed.

Councilmember Randall asked whether consideration had been given to having a shuttle between the Kalamazoo Airport and the Detroit Metro Airport and discussion followed.

Motion by Ansari, seconded by Reid, to receive the presentation by Linda Teeter, Chairperson for the Kalamazoo County Transportation Authority, with an update on transportation in the county. Upon a voice vote, motion carried 6 to 0.

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

Portage Zoning Board of Appeals of July 13, 2015.

Portage Youth Advisory Committee of August 3, 2015.

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Portage Human Services Board of August 6, 2015.
Portage Planning Commission of September 3, 2015.

COUNCIL COMMITTEE REPORTS:

CENTRAL COUNTY DISPATCH AUTHORITY: As Chair of the Executive Director Search Team for the Central County Dispatch Authority (CCDA), Mayor Pro Tem Pearson extended his appreciation to Councilmember Claudette Reid for her service on the Authority and extended a special tribute to City Manager Shaffer, who has done most of the work. He explained the Authority had 18 candidates, met for nine hours and interviewed extensively, scored them and brought two candidates back the next day to the full Authority and “grilled” them. He indicated that all of those meetings were held in City Council Chambers and expressed his surprise that Police Chiefs, Fire Chiefs and elected officials from throughout the County commented that they had never been in Portage City Hall before. He confirmed that the Authority has two excellent finalists and their background checks are currently being conducted. He deferred to Councilmember Reid, who added that the entire Board did the final interviews of the two candidates and the Authority authorized the group to conduct face to face investigations of each of the candidates with a report back for a decision of which candidate should get a job offer. As a member of the Budget Committee, she reported that one of the things the Committee identified was that the by-laws did not include a position for a Treasurer, and it will take 60 days to make the necessary addendum to the by-laws. She noted that in the meantime, the Committee is working on getting the banking and legal service needs in place. Discussion followed.

Motion by Reid, seconded by Ansari, to receive the update from Mayor Pro Tem Pearson and Councilmember Reid regarding the Central County Dispatch Authority. Upon a voice vote, motion carried 6 to 0.

CENTRAL COUNTY TRANSIT AUTHORITY: Mayor Pro Tem Pearson deferred to Councilmember Urban, who provided an update regarding the September 4, 2015 Central County Transit Authority (CCTA) meeting. Councilmember Urban indicated that the Kalamazoo County Transportation Authority hired a consultant who provided a ten-year vision for the Authority and fielded a number of questions from the members of the Authority. He said that a final version of the ten-year vision will be available sometime in the future.

Motion by Reid, seconded by Ansari, to receive the report from Councilmember Urban regarding the Central County Transit Authority (CCTA). Upon a voice vote, motion carried 6 to 0.

BID TABULATIONS:

SOUTH WESTNEDGE AVENUE AND ROMENCE ROAD LOCAL SAFETY PROJECT – TABULATION OF PROPOSALS: At the request of Mayor Pro Tem Pearson, City Clerk Jim Hudson explained that this item was not on the Consent Agenda because City Council needed to first approve Item F.3, 2015-2025 Capital Improvement Program amendments, in order to release the funds. Motion by Randall, seconded by Ansari, to award an engineering services contract to Abonmarche Consultants, Incorporated, for the South Westnedge Avenue and Romence Road Local Safety Project in the amount not to exceed \$47,840 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. Mayor Pro Tem explained that the purpose for this action and the action taken in Item L.2, Design Engineering Services for Intersection Improvements, is for safety reasons. He explained that people have been asking what ever happened to the need to redesign the intersection at Lakeview Drive and Portage Road after that tragic accident where a young girl lost her life. He indicated that the City has made some adjustments and that there has been some discussion of constructing a roundabout or moving the intersection to the south, so an engineering study is necessary.

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* **DESIGN ENGINEERING SERVICES FOR INTERSECTION IMPROVEMENTS:**

Motion by Urban, seconded by Randall, to award a contract to perform design engineering services for the improvements at the intersections of South Westnedge Avenue / Kilgore Road and Portage Road / Lakeview Drive to Abonmarche Consultants, Incorporated, in the amount not to exceed \$46,835 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.

* **2016 PORTAGE SENIOR CENTER MOTOR COACH SERVICES:** Motion by Urban, seconded by Randall, to approve the low bid from Cardinal Buses, Inc., for motor coach services for the 2016 Portage Senior Center travel program in the estimated amount of \$35,924.25 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 6 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITIZENS: In response to Monifa Jumanne, 6286 Silver Fir Street, Mayor Pro Tem Pearson explained that his awareness of the increased use of public transportation by the younger generation comes from articles he has read in the *Wall Street Journal*; Councilmember Randall provided personal examples of her son in Grand Rapids and her son in Denver as further support; and Councilmember Ford cited his own experience living in Chicago for six years.

STATEMENTS OF CITY COUNCIL CANDIDATE: Tim Earl, 6862 Shallowford Way, spoke as a candidate for City Council which will be determined at the November 3, 2015 City Election, explained that respect for City Employees is the theme of his campaign, and cited the layoff of a 26-year City employee while she was on medical leave as an example of his perception of reduced morale among employees at City Hall.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Ford indicated that he attended the two single-stream recycling events and spoke to the merits of the program. He also announced that he has been appointed as the President of the Kzoo Spartans as of October 2015.

Councilmember Randall encouraged citizens to obtain the new recycling bin in order to be able to participate in the recycling program. She also announced the partnership between the City of Portage and the People's Food Co-op, a world class market, to form a Farmer's Market featuring more than 20 small businesses that will take place twice this fall on Sunday, October 4 and Sunday, October 18 from 12 noon until 4 p.m. at the Portage Senior Center, 320 Library Lane. She also mentioned the Candidate Forum sponsored by MLive held September 30, 2015, at 6 p.m., Portage District Library, 300 Library Lane. Finally, she wished all of our Jewish friends and neighbors a happy Yom Kippur, which began at sundown and ends at sundown on September 23, 2015.

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homelessness. She also encouraged all to attend the Portage 2025 Strategic Planning Initiative Renewal that will take place on Saturday, October 3, 2015, from 9 a.m. until 2 p.m. at Portage Central High School Auditorium, 8135 South Westnedge Avenue; and, at her request, City Manager Larry Shaffer indicated that if someone wishes to sign up to participate in the event, he or she should call Mary Beth Block at 329-4405.

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ADJOURNMENT: Mayor Pro Tem Pearson adjourned the meeting at 8:55 p.m.

James R. Hudson, City Clerk

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

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Finance Director

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of October 6, 2015 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks and auto-pay payments. The attached Accounts Payable Register covers the period of September 13, 2015 through September 27, 2015 and notes \$324,518.99 in automated clearing house payments, \$725,542.38 in paper checks and \$48,804.54 in auto-pay payments, for a grand total of \$1,098,865.91.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

CITY OF PORTAGE CHECK REGISTER
 Check Dates From: 9/13/2015 to: 9/27/2015

Check Date	Check	Vendor Name	Amount
09/25/15	4408(A)	ABONMARCHE CONSULTANTS, INC	30,210.25
09/25/15	4409(A)	AMERICAN SAFETY & FIRST AID	444.92
09/25/15	4410(A)	ANIMAL REMOVAL SERVICE, LLC	1,160.00
09/25/15	4411(A)	APOLLO FIRE EQUIPMENT COMPANY	186.76
09/25/15	4412(A)	BATTERIES PLUS	112.59
09/25/15	4413(A)	BLUE CARE NETWORK-GREAT LAKES	71,377.68
09/25/15	4414(A)	BREATHING AIR SYSTEMS	42.00
09/25/15	4415(A)	CLEAN EARTH ENVIRONMENTAL SERV	4,277.60
09/25/15	4416(A)	CRUISERS WEST LLC	1,432.50
09/25/15	4417(A)	DELTA DENTAL PLAN OF MICHIGAN	16,933.65
09/25/15	4418(A)	E J USA, INC.	1,980.31
09/25/15	4419(A)	EMPLOYMENT GROUP, INC.	1,389.22
09/25/15	4420(A)	ENGINEERED PROTECTION SYSTEMS, INC.	228.00
09/25/15	4421(A)	FISHBECK THOMPSON CARR & HUBER, INC	670.00
09/25/15	4422(A)	FURRY, WILLIAM	99.64
09/25/15	4423(A)	HARTFORD LIFE INSURANCE COMPANY	8,020.40
09/25/15	4424(A)	INDUSCO SUPPLY CO., INC.	775.73
09/25/15	4425(A)	KUSHNER & COMPANY, INC.	293.93
09/25/15	4426(A)	LANDS END	333.20
09/25/15	4427(A)	LIBRA INDUSTRIES, INC. OF MICHIGAN	366.83
09/25/15	4428(A)	MATERIALS RESOURCES	553.61
09/25/15	4429(A)	MAURER'S TEXTILE RENTAL SERVICES	1,820.10
09/25/15	4433(A)	MEDEMA, TIMOTHY	255.00
09/25/15	4434(A)	MEJEUR ELECTRIC LLC	199.00
09/25/15	4435(A)	ONE WAY PRODUCTS	409.96
09/25/15	4436(A)	PORTAGE FIREFIGHTERS	1,456.38
09/25/15	4437(A)	PORTAGE ON-CALL FIREFIGHTERS	120.00
09/25/15	4438(A)	PORTAGE POLICE OFFICERS ASSOC	728.00
09/25/15	4439(A)	PREIN & NEWHOF	2,042.90
09/25/15	4440(A)	RIETH-RILEY CONSTRUCTION CO., INC	516.06
09/25/15	4441(A)	ROAD EQUIPMENT PARTS CENTER	68.95
09/25/15	4442(A)	ROE-COMM, INC.	585.00
09/25/15	4443(A)	SNELL, DEBRA	120.00
09/25/15	4444(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	509.90
09/25/15	4445(A)	UNITED WATER ENVIRONMENTAL SERVICES	167,775.40
09/25/15	4446(A)	VISION SERVICE PLAN (OH)	1,964.34
09/25/15	4447(A)	W W GRAINGER INC	1,856.68
09/25/15	4448(A)	WEST, STEVEN R	94.00
09/25/15	4449(A)	WIGHTMAN & ASSOCIATES, INC.	2,820.00
09/25/15	4450(A)	WOLVERINE POWER SYSTEMS	288.50
	SUBTOTAL:	40 CHECKS	324,518.99

CITY OF PORTAGE CHECK REGISTER
 Check Dates From: 9/13/2015 to: 9/27/2015

Check Date	Check	Vendor Name	Amount
09/18/15	295049	A-1 ASPHALT SEALING & REPAIR, INC.	53,875.00
09/18/15	295050	BASIC CORP.	1,093.75
09/18/15	295051	LAURIE SHELBURNE	140.40
09/23/15	295052	5TH DISTRICT COURT	200.00
09/23/15	295053	8TH DISTRICT COURT	492.00
09/25/15	295054	10TH DISTRICT COURT	50.00
09/25/15	295055	7TH DISTRICT COURT	250.00
09/25/15	295056	7TH DISTRICT COURT	171.11
09/25/15	295057	A PIZZA YEN	270.00
09/25/15	295058	A T & T	1,772.89
09/25/15	295059	A T & T LONG DISTANCE	9.12
09/25/15	295060	A-1 SIGNS	2,440.00
09/25/15	295061	ADP, INC.	828.15
09/25/15	295062	AGIO IMAGING	195.00
09/25/15	295063	AIRGAS GREAT LAKES	569.66
09/25/15	295064	ALL-TRONICS, INC.	78.00
09/25/15	295065	ALLEGRA PRINT & IMAGING	876.72
09/25/15	295066	ALTA EQUIPMENT CO.	1,063.47
09/25/15	295067	AMERICAN HOIST AIR & LUBE EQUIP INC	350.00
09/25/15	295068	AMERICAN VILLAGE DEVELOPMENT	57.26
09/25/15	295069	AT&T YELLOW PAGES	53.02
09/25/15	295070	ATTORNEYS TITLE AGENCY LLC	200.00
09/25/15	295071	AUTOBODY USA - SOUTHSIDE	420.80
09/25/15	295072	AUTOMATIC MICROFILM CO.	91.65
09/25/15	295073	B D N INDUSTRIAL HYGIENE CON	1,825.00
09/25/15	295074	B L HARROUN & SON INC.	217.27
09/25/15	295075	BALKEMA EXCAVATING, INC.	2,457.00
09/25/15	295076	BESCO WATER TREATMENT, INC.	7.75
09/25/15	295077	BEX FARMS INC	1,093.17
09/25/15	295078	BLOCK, PATRICIA	60.00
09/25/15	295079	BLUE CROSS/BLUE SHIELD OF MICH	110,051.27
09/25/15	295080	BORGESS HEALTH ALLIANCE	470.00
09/25/15	295081	BRIDGEPORT EQUIPMENT CO.	594.99
09/25/15	295082	BRINK'S, INC	282.11
09/25/15	295083	BRONSON HEALTHCARE GROUP	200.00
09/25/15	295084	CAKMAKCI, ADVILDA	10.00
09/25/15	295085	CASTLE, JANICE A.	975.00
09/25/15	295086	CHARTER COMMUNICATIONS	612.67
09/25/15	295087	COLE KRUM CHEVROLET	99.49
09/25/15	295088	CONSUMERS ENERGY	38,507.93
09/25/15	295089	CONSUMERS ENERGY	5,190.00
09/25/15	295090	CONSUMERS ENERGY	1,331.00
09/25/15	295091	CORELOGIC REAL ESTATE TAX SERVICE	4,316.87

CITY OF PORTAGE CHECK REGISTER
 Check Dates From: 9/13/2015 to: 9/27/2015

Check Date	Check	Vendor Name	Amount
09/25/15	295092	COSTCO	350.00
09/25/15	295093	CRIME PREVENTION ASSOC OF MICHIGAN	375.00
09/25/15	295094	CROSSROADS CAR WASH	29.00
09/25/15	295095	D L GALLIVAN INC.	45.13
09/25/15	295096	DEVON TITLE AGENCY	41.43
09/25/15	295097	DOUBLE TREE BY HILTON	249.75
09/25/15	295098	EMERGENCY VEHICLE PRODUCTS	1,881.17
09/25/15	295099	EMMANS, ROBERT	100.00
09/25/15	295100	ERVIN, HOLLY	100.00
09/25/15	295101	EXTREME POWER EQUIPMENT, INC.	336.88
09/25/15	295102	FCPO CHAPTER #232	35.00
09/25/15	295103	FIRE DEPARTMENT TRAINING NETWORK	1,800.00
09/25/15	295104	FORESTRY SUPPLIERS, INC.	86.15
09/25/15	295105	FORSHEE, MARK	92.00
09/25/15	295106	GEOSHACK-MICHIGAN LASER	2,481.50
09/25/15	295107	GLOBAL EQUIPMENT CO., INC.	799.00
09/25/15	295108	GORDON WATER SYSTEMS	300.75
09/25/15	295109	GOVERNMENT FINANCE OFFICERS AS	425.00
09/25/15	295110	GREATER KALAMAZOO FOP LODGE 98	3,405.04
09/25/15	295111	GREATER KALAMAZOO UNITED WAY	961.56
09/25/15	295112	GRIFFIN PEST SOLUTIONS, INC.	225.00
09/25/15	295113	HALL BUILDERS LLC	1,196.00
09/25/15	295114	HOGNACHI, DAVID	92.00
09/25/15	295115	HOLIDAY INN	466.75
09/25/15	295116	HOLIDAY INN	381.90
09/25/15	295117	HOME DEPOT	199.41
09/25/15	295118	HOWARD PRINTING	1,547.00
09/25/15	295119	HUMPHREYS CAMPBELL DUST & HUMPHREYS, P.C.	1,451.80
09/25/15	295120	J & J LAWN SERVICE, INC.	6,845.00
09/25/15	295121	J C PENNEY DEPARTMENT STORE 1982-8	1,703.45
09/25/15	295122	JACK DOHENY SUPPLIES INC.	298.60
09/25/15	295123	JENNINGS, KELSEY	100.00
09/25/15	295124	JOHN DEERE LANDSCAPES	589.80
09/25/15	295125	JUST MOVE FITNESS AND MORE	240.00
09/25/15	295126	KALAMAZOO COUNTY ROAD COMMISSI	2,064.01
09/25/15	295127	KALAMAZOO COUNTY TREASURER	4,163.72
09/25/15	295128	KALAMAZOO KLASH	100.00
09/25/15	295129	KALAMAZOO LANDSCAPE SUPPLIES	1,409.54
09/25/15	295130	KALAMAZOO MECHANICAL, INC.	135.00
09/25/15	295131	KALAMAZOO OPTIMIST HOCKEY ASSOC.	900.00
09/25/15	295132	KZOO TIRE COMPANY	189.00
09/25/15	295133	LAKESHORE MUSEUM CENTER	272.00
09/25/15	295134	LAKESHORE MUSEUM CENTER	336.00
09/25/15	295135	LANGUAGE LINE, INC.	29.77

CITY OF PORTAGE CHECK REGISTER
 Check Dates From: 9/13/2015 to: 9/27/2015

Check Date	Check	Vendor Name	Amount
09/25/15	295136	LANKFORD, SARAH	150.00
09/25/15	295137	LERETA, LLC	44,872.70
09/25/15	295138	LIFE CYCLE LLC	20,704.91
09/25/15	295139	LONG LAKE LAKE BOARD	2,235.85
09/25/15	295140	LOUIS, SUSAN	100.00
09/25/15	295141	LOUTHAN, WILLIAM F	48.00
09/25/15	295142	LOWE'S HOME CENTER	34.68
09/25/15	295143	LUND, SANDRA	950.00
09/25/15	295144	MACOMB COMMUNITY COLLEGE	500.00
09/25/15	295145	MAPLE HILL SPRINKLING, INC.	1,865.00
09/25/15	295146	MARTIN & ASSOCIATES ENVIRONMENTAL	1,950.00
09/25/15	295147	MAXWELL PRODUCTS, INC.	20,008.61
09/25/15	295148	MCDONALD'S TOWING & RESCUE, INC.	15.00
09/25/15	295149	MCNALLY ELEVATOR CO.	117.75
09/25/15	295150	MED EXPRESS URGENT CARE, PC MICH	95.00
09/25/15	295151	MEEKHOF TIRE SALES & SERVICE INC.	299.80
09/25/15	295152	MENARD'S (WEST MAIN)	468.81
09/25/15	295153	MI GOVT FINANCE OFFICERS ASSOC	100.00
09/25/15	295154	MICHIGAN MUNICIPAL LEAGUE	432.80
09/25/15	295155	MICHIGAN PAVING & MATERIALS CO.	101,403.06
09/25/15	295156	MICHIGAN TACTICAL OFFICERS ASSOC	200.00
09/25/15	295157	MIDWEST AIR FILTER	55.00
09/25/15	295158	MLIVE MEDIA GROUP	2,702.13
09/25/15	295159	MOORE MEDICAL, LLC	281.71
09/25/15	295160	MOTION INDUSTRIES, INC.	71.48
09/25/15	295161	MULDER AUTO SALES	2,338.80
09/25/15	295162	MYERS, MICHAEL OR SHERRY	959.90
09/25/15	295163	NATIONAL HOSE TESTING SPECIALTIES	475.00
09/25/15	295164	NEW FRESH CLEANING SERVICE	115.00
09/25/15	295165	NYE UNIFORMS	1,154.56
09/25/15	295166	OFFICE DEPOT, INC.	1,583.06
09/25/15	295168	OMM ENGINEERING, INC.	15,360.50
09/25/15	295169	ONSTAFF USA INC	6,937.66
09/25/15	295170	PAINT RECYCLING SERVICES, LLC	4,140.00
09/25/15	295171	PAJAY, INC.	40,818.60
09/25/15	295172	PATESEL, TERRY	47.00
09/25/15	295173	PEPPER & SON INC., J W	118.50
09/25/15	295174	PETERMAN CONCRETE CO.	51.00
09/25/15	295175	PETTY CASH-CITY HALL	700.90
09/25/15	295176	PETTY CASH-CITY MANAGER	375.01
09/25/15	295177	PETTY CASH-DPS	399.86
09/25/15	295178	PETTY CASH-FIRE	212.72
09/25/15	295179	PETTY CASH-PARKS	454.45
09/25/15	295180	PETTY CASH-POLICE DEPT.	420.27

CITY OF PORTAGE CHECK REGISTER
 Check Dates From: 9/13/2015 to: 9/27/2015

Check Date	Check	Vendor Name	Amount
09/25/15	295181	PORTAGE FREE METHODIST CHURCH	150.00
09/25/15	295182	POSITIVE PROMOTIONS	29.90
09/25/15	295183	POSTMAN INC., THE	3,502.00
09/25/15	295184	PROFESSIONAL LAKE MANAGEMENT	217.67
09/25/15	295185	QUADRANT II MARKETING, LLC	2,043.40
09/25/15	295186	RENEWED EARTH, INC.	7,916.66
09/25/15	295187	REPUBLIC SERVICES OF WEST MICHIGAN	44,396.74
09/25/15	295188	RESIDENTIAL OPPORTUNITIES	100.00
09/25/15	295189	RIDGE AUTO NAPA	933.24
09/25/15	295190	ROMENCE GARDENS, INC	121.49
09/25/15	295191	ROSE, DENA	400.00
09/25/15	295192	SEPANIK, LOUISE	159.00
09/25/15	295193	SHERWIN WILLIAMS	669.67
09/25/15	295194	SIMPLIFILE LC	113.00
09/25/15	295195	SOFTBALL NATION INC	100.00
09/25/15	295196	SOKOLOWSKI, DENISE	100.00
09/25/15	295197	SOUTHWEST MICHIGAN FIRST	1,200.00
09/25/15	295198	SPORT COURT CONSTRUCTION	975.00
09/25/15	295199	STALKER RADAR	3,638.00
09/25/15	295200	STAP BROS LAWN & LANDSCAPE,INC	660.00
09/25/15	295201	STATE OF MICHIGAN	90.00
09/25/15	295202	STATE SYSTEMS RADIO, INC	1,420.00
09/25/15	295203	STEENSMA LAWN & POWER EQUIPMENT	1,405.66
09/25/15	295204	STEPHAN, KARA OR AARON	133.96
09/25/15	295205	SUTPHEN CORP.	1,404.00
09/25/15	295206	TERMINAL SUPPLY CO.	173.69
09/25/15	295207	TODD ARBANAS ENTERPRISES INC.	7,875.00
09/25/15	295208	TRACTOR SUPPLY CORP.	340.85
09/25/15	295209	U S LAWNS- KALAMAZOO	465.92
09/25/15	295210	U.S.S. LST 393 TOUR	252.00
09/25/15	295211	U.S.S. LST 393 TOUR	204.00
09/25/15	295212	UNITED PARCEL SERVICE	82.67
09/25/15	295213	UNIVERSITY OF MICHIGAN	475.00
09/25/15	295214	VANCE OUTDOORS, INC.	1,327.60
09/25/15	295215	WATKINS, GREG	138.00
09/25/15	295216	WEST SHORE FIRE, INC.	47,726.04
09/25/15	295217	WHITLOCK, J WILLIAM & L H	280.00
09/25/15	295218	WINOWIECKI, SANDRA OR JERRY	182.43
09/25/15	295219	WRAPS & SIGNS	842.00
09/25/15	295220	WYOMING ASPHALT PAVING CO. INC	44,293.08
		SUBTOTAL:	725,542.38
		171 CHECKS	725,542.38
09/14/15	2082	CONSUMERS AUTO-PAY	25,304.49
09/15/15	2093	CONSUMERS AUTO-PAY	4,205.68

CITY OF PORTAGE CHECK REGISTER
Check Dates From: 9/13/2015 to: 9/27/2015

Check Date	Check	Vendor Name	Amount
09/16/16	2122	CONSUMERS AUTO-PAY	14,805.37
09/21/15	2123	CONSUMERS AUTO-PAY	3,193.61
09/22/15	2128	CONSUMERS AUTO-PAY	1,277.32
09/24/15	2137	CONSUMERS AUTO-PAY	18.07
		6 CHECKS	48,804.54
	GRAND TOTAL:	217 CHECKS	1,098,865.91

** (A) DENOTES ACH PAYMENTS

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Portage Road Sidewalk Addition - Contract Change Order to the West Osterhout Avenue Reconstruction Project

SUPPORTING PERSONNEL: W. Christopher Barnes, Director of Transportation and Utilities

ACTION RECOMMENDED: That City Council approve Change Order No. 1 to the West Osterhout Avenue Reconstruction Project to include the Portage Road Sidewalk Addition with Michigan Paving & Materials, Incorporated, in the amount not to exceed \$44,390 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The fiscal year 2015 – 2016 Capital Improvement Program includes a project to install sidewalk on Portage Road from Forest Drive to approximately 350 feet south of Forest Drive. The sidewalk will connect with a pedestrian crossing median previously built in 2014 as part of the recent Portage Road Reconstruction Project. The location of the crossing was dictated by the number of conflicting driveways in the proximity of existing businesses. Due to federal funding restrictions, sidewalk construction along the west side of Portage Road could not be incorporated as part of the Portage Road Reconstruction project.

To provide barrier free access to the pedestrian median, the subject project entails the construction of approximately 350 lineal feet of widened sidewalk in conjunction with a significant number of segmented retaining walls and landscaping modifications. In order to keep costs to a minimum, city forces will install the concrete sidewalk, resulting in an approximate \$8,000 in cost savings. The contractor will complete all excavating, retaining wall removals and replacement, traffic control and landscape restoration. If approved, the work will be completed in the current 2015 construction season.

City staff has prepared a change order to the current Osterhout Avenue Reconstruction project to add the Portage Road sidewalk to the West Osterhout Avenue project. The price, based upon the low bid submitted by Michigan Paving & Materials is reasonable for the amount of work required.

Therefore, it is recommended that City Council approve a change order to the West Osterhout Avenue Reconstruction Project to include the Portage Road Sidewalk Addition with Michigan Paving & Materials, Incorporated, in the amount not to exceed \$44,390 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

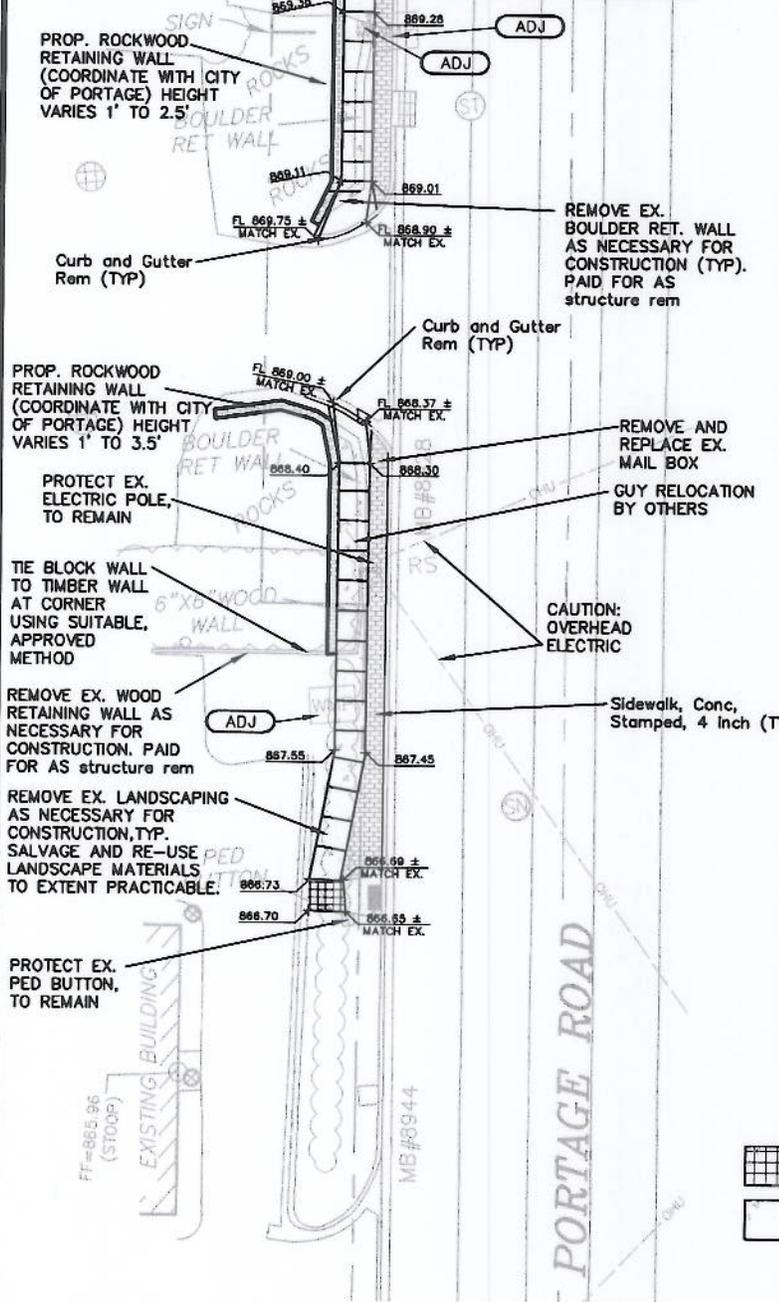
FUNDING: Funding for this project is included in the FY 2015 – 2016 Capital Improvement

Program, with surplus funding from the FY 2013 – 2014 Portage Road Project.

Attachments: 1. Portage Road Sidewalk Location Drawing

MATCH LINE A

MATCH LINE A



QUANTITIES THIS SHEET

20 Ft	Curb and Gutter, Rem
20 Ft	Curb and Gutter, Det C4, Modified
154 Ft	Sidewalk Grading
637 Sft	Sidewalk, Conc, 4 Inch
362 Sft	Sidewalk, Conc, Stamped 4 Inch
1 Ea	Post, Mailbox
1 LS	Structure, Rem
300 Ft	Retaining Wall, Block
1 Ea	Water Shutoff, Adj, Case 2
2 Ea	Dr Structure Cover, Adj, Case 1, Modified
50 Syd	Slope Restoration, Type B

TRAFFIC CONTROL ITEMS

1 Ea	Barricade, Type III, High Intensity, Lighted, Furn
1 Ea	Barricade, Type III, High Intensity, Lighted, Oper
30 Ea	Plastic Drum, High Intensity, Furn
30 Ea	Plastic Drum, High Intensity, Oper
1 Ea	Sign, Portable Changeable Message, Furn
1 Ea	Sign, Portable Changeable Message, Oper
136 Sft	Sign, Type B, Temp, Prismatic, Furn
136 Sft	Sign, Type B, Temp, Prismatic, Oper



CONSTRUCT PROPOSED SIDEWALK PER MDOT STANDARD R-29-H SERIES

-  PROPOSED TURNING SPACE PAID AS Sidewalk, Conc, 4 Inch
-  PROPOSED CONCRETE SIDEWALK PAID AS Sidewalk, Conc, 4 Inch

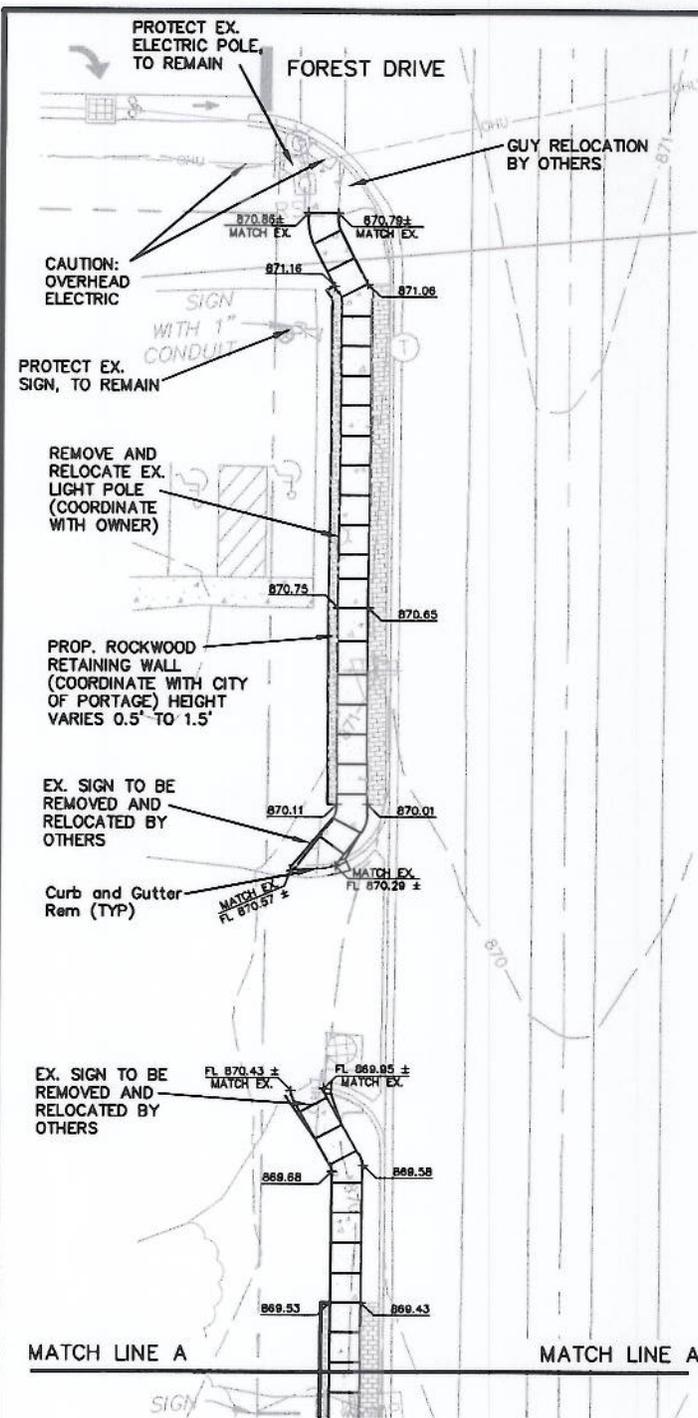
COORDINATE WITH CITY OF PORTAGE PRIOR TO CONSTRUCTION OF STAMPED CONCRETE.

DRIESENKA & ASSOCIATES, INC.
 Engineering • Surveying • Testing
 www.driesenga.com

PORTAGE ROAD SIDEWALK IMPROVEMENTS
 CITY OF PORTAGE
 7719 S. WESTNEDGE AVENUE
 PORTAGE, MICHIGAN 49024

Holland, MI - 616-396-0255
 Grand Rapids, MI - 616-249-3800
 Kalamazoo, MI - 269-544-1455
 Detroit, MI - 616-396-0255

DATE 07/06/15
 SHEET 1 OF 3
 DRAWN BY AQU/JPF
 JOB No. 1350492.1A



QUANTITIES THIS SHEET

11 Ft	Curb and Gutter, Rem
18 Ft	Curb and Gutter, Det C4, Modified
202 Ft	Sidewalk Grading
814 Sft	Sidewalk, Conc, 4 inch
292 Sft	Sidewalk, Conc, Stamped 4 inch
120 Ft	Retaining Wall, Block
100 Syd	Slope Restoration, Type B



CONSTRUCT PROPOSED
SIDEWALK PER MDOT
STANDARD R-29-H SERIES

COORDINATE WITH CITY OF PORTAGE
PRIOR TO CONSTRUCTION OF
STAMPED CONCRETE.

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PORTAGE ROAD SIDEWALK IMPROVEMENTS
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7719 S. WESTNEDGE AVENUE
PORTAGE, MICHIGAN 49024

Holland, MI - 616-396-0255
Grand Rapids, MI - 616-249-3800
Kalamazoo, MI - 269-544-1455
Detroit, MI - 616-396-0255

DATE 07/06/15
DRAWN BY AQA/JPF
SHEET 2 OF 3
JOB No. 1350492.1A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Rezoning Application #15/16-1 (710 and 732 East Centre Avenue)

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council:

- a. accept Rezoning Application #15/16-1 for first reading and set a public hearing for November 3, 2015; and
- b. subsequent to the public hearing, approve Rezoning Application #15/16-1 and rezone 710 and 732 East Centre Avenue from B-1, local business to OS-1, office service with the exception of the west five feet of 710 East Centre Avenue, which is to remain zoned R-1A, one family residential.

An application has been received from Mr. Donald Zeimke (property owner) and Mr. Timothy Dockerty (prospective buyer) requesting that 710 and 732 East Centre Avenue be rezoned from B-1, local business and R-1A, one family residential to OS-1, office service. According to the applicants, the rezoning would facilitate construction of an approximate 32,000-square-foot memory care facility. Institutional uses, including a memory care facility, are not permitted in the B-1 zoning district but are permitted in the OS-1 district as a special land use.

As background information, Council may recall that an extensive amount of public opposition and discussion occurred in 2014 as part of a proposed gasoline station/convenience store project that involved the subject properties. However, the proposal was withdrawn by the applicant before final Planning Commission action. Following the withdrawal of the gasoline station/convenience store proposal, the Planning Commission initiated a rezoning application involving several East Centre Avenue properties, including the subject parcels. The rezoning was proposed to reduce the intensity of land uses permitted adjacent to the residential neighborhood south of East Centre Avenue, and to achieve zoning that was more consistent with the 2014 Comprehensive Plan. The parcels included in the rezoning application were rezoned from B-3, general business to B-1, local business with the exception of the west five feet of 710 East Centre Avenue, which remained zoned R-1A to restrict access to/from Lakewood Drive.

With regard to the current OS-1 rezoning request, the Department of Community Development, in a report dated September 11, 2015, recommends approval of the rezoning with the exception of the west five feet of 710 East Centre Avenue which is recommended to remain zoned R-1A. The proposed OS-1 zone is consistent with the Comprehensive Plan, Future Land Use Map and land use/zoning pattern along this stretch of East Centre Avenue.

The Planning Commission convened a public hearing for the newly proposed rezoning during the September 17, 2015 meeting to consider the request. The applicant/prospective buyer, Mr. Timothy Dockerty, was present to support the request and discuss the proposed memory care facility. No citizens spoke regarding the proposed rezoning; however, one email communication of support was received from Mrs. Nancy Centers, of 8038 Lakewood Drive. At the conclusion of the September 17, 2015 meeting, the Planning Commission voted 6-0 to recommend to City Council that Rezoning Application #15/16-1 be approved and 710 and 732 East Centre Avenue be rezoned from B-1, local business to OS-1, office service with the exception of the west five feet of 710 East Centre Avenue which is to remain zoned R-1A.

The Planning Commission transmittal, Department of Community Development report and related materials are attached as additional background information.

FUNDING: N/A

- Attachments:**
1. Planning Commission transmittal dated September 24, 2015
 2. Planning Commission Minutes dated September 17, 2015
 3. Department of Community Development report dated September 11, 2015
 4. September 15, 2015 email communication from Mrs. Nancy Centers, 8038 Lakewood Drive
 5. First Reading of Ordinance Amendment

TO: Honorable Mayor and City Council
FROM: Planning Commission
DATE: September 24, 2015
SUBJECT: Rezoning Application #15/16-1, 710 and 732 East Centre Avenue

The Planning Commission convened a public hearing during the September 17, 2015 meeting to consider the rezoning application submitted by Mr. Donald Zeimke (property owner) and Mr. Timothy Dockerty (prospective buyer) to rezone 710 and 732 East Centre Avenue from B-1, local business to OS-1, office service. Mr. Dockerty was present at the meeting and spoke in support of the rezoning and discussed the proposed memory care facility. No citizens spoke regarding the proposed rezoning; however, an email communication of support was received from Mrs. Nancy Centers, 8038 Lakewood Drive.

After careful consideration, a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to recommend to City Council that Rezoning Application #15/16-1 be approved and 710 and 732 East Centre Avenue be rezoned from B-1, local business to OS-1, office service with the exception of the west 5-feet of 710 East Centre Avenue which is to remain zoned R-1A, one family residential. The motion referenced the analysis contained in the staff report and included a finding that the proposed OS-1 district was consistent with the Comprehensive Plan, Future Land Use Map and land use/zoning pattern and retention of the 5-foot strip of R-1A zoning along the west side of 710 East Centre Avenue was still valid to control access and provide neighborhood protection. The motion was unanimously approved 6-0.

Sincerely,

A handwritten signature in blue ink that reads "Paul Welch". The signature is written in a cursive style with a large initial "P".

Paul Welch
Chairman

PLANNING COMMISSION

September 17, 2015

DRAFT

The City of Portage Planning Commission meeting of September 17, 2015 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Six citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

Michael West, Senior City Planner and Randy Brown, City Attorney.

ROLL CALL:

Mr. West called the roll and the following Commissioners were present: Bosch (yes), Stoffer (yes), Welch (yes), Patterson (yes), Somers (yes) and Schimmel (yes). A motion was made by Commissioner Patterson, seconded by Commissioner Bosch, to approve the roll excusing Commissioners Dargitz, Felicijan and Richmond. The motion was unanimously approved 6-0.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the September 3, 2015 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 6-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARINGS:

1. Preliminary Report: Rezoning Application #15/16-1, 710 and 732 East Centre Avenue. Mr. West summarized the staff report dated September 11, 2015 regarding a request from Donald Zeimke and Timothy Dockerty to rezone 710 and 732 East Centre Avenue from B-1, local business and R-1A, one family residential to OS-1, office service. Mr. West stated the rezoning would facilitate construction of an approximate 32,000 square foot memory care facility at the former Centre Street Market site. Mr. West discussed the 2014 rezoning of the subject parcels and several other East Centre Avenue properties from B-3, general business to B-1, local business and indicated institutional land uses including the proposed memory care facility are not allowed in the B-1 district, but are allowed in the OS-1 zone as a special land use. Mr. West also discussed City Council's decision to retain the west 5-foot strip of 710 East Centre Avenue in R-1A, one family residential zoning to prevent vehicular access to/from Lakewood Drive. Mr. West stated this decision was first decided in 1998 and reaffirmed with the 2014 rezoning. Mr. West discussed the applicant's request to the Planning Commission to waive the second meeting and formulate a recommendation to City Council at the September 17th meeting. Mr. West stated the proposed zoning change was consistent with the Comprehensive Plan, Future Land Use Map and surrounding land use/zoning pattern along this stretch of East Centre Avenue and was supported by staff. Mr. West referred the Commission to the final agenda packet and an email communication from Mrs. Nancy Centers, 8038 Lakewood Drive, supporting the proposed zoning change to OS-1.

A large, grey, slanted stamp with the word "DRAFT" in bold, capital letters. To the left of the text is a small icon of a document with a folded corner.

Commissioner Stoffer discussed the possible elimination of the 5-foot strip of R-1A zoning along the west side of 710 East Centre Avenue since the intensity of land use would be far less under the proposed OS-1 zoning. Mr. West indicated the purpose of the 5-foot strip of R-1A zoned land was to restrict access to/from Lakewood Drive since the Zoning Code does not allow access to a nonresidential use through property zoned residential. Mr. West also stated the 5-foot strip of R-1A zoned land does not increase building or parking setbacks since these measurements are taken from the property line. Attorney Brown indicated there were other areas of the city that have similar residential zoned strips of land for the purposes of restricting access or enhancing neighborhood protection.

Mr. Timothy Dockerty (applicant) was present to support the zoning change and to discuss the proposed memory care facility. Mr. Dockerty stated the facility would be one-story and house approximately 40 residents upon full build-out with between 20-25 full and part-time employees. Mr. Dockerty discussed the growing demand for senior and memory care services with the increasing aging population. Mr. Dockerty described the facility and security measures that are taken to ensure the safety of the residents.

The public hearing was opened by Chairman Welch. No citizens spoke regarding the proposed rezoning. After a brief discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to waive the second meeting. The motion was unanimously approved 6-0. A motion was then made by Commissioner Bosch, seconded by Commissioner Stoffer, to close the public hearing. The motion was unanimously approved 6-0. After a brief discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to recommend to City Council that Rezoning Application #15/16-1 be approved and 710 and 732 East Centre Avenue be rezoned from B-1, local business to OS-1, office service with the exception of the west 5-feet of 710 East Centre Avenue which is to remain zoned R-1A, one family residential. The motion referenced the analysis contained in the staff report and included a finding that the proposed OS-1 district was consistent with the Comprehensive Plan, Future Land Use Map and land use/zoning pattern and retention of the 5-foot strip of R-1A zoning along the west side of 710 East Centre Avenue was still valid to control access and provide neighborhood protection. The motion was unanimously approved 6-0.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

Mr. West discussed two upcoming events being hosted by the City of Portage and encouraged all citizens, business owners, Commissioners and other interested individuals to participate. On Monday, September 28, 2015 from 7-9pm at Portage City Hall, Mr. West stated the city will be hosting a Capital Improvement Program (CIP) Open House. Mr. West indicated a survey regarding the CIP process and existing/potential projects can still be taken by visiting the city website. On Saturday, October 3, 2015 from 9am-2pm at Portage Central High School Auditorium, Mr. West stated the city will be hosting the Portage 2025 Renewal Event. Mr. West indicated on-line registration for this event is still available through September 25th; however, registration is not required and anyone can attend even if they missed the on-line registration period.

 **DRAFT**

Planning Commission Minutes
September 17, 2015
Page 3

There being no further business to come before the Commission, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Michael K. West, AICP
Senior City Planner

T:\COMMDEV\2015-2016 Department Files\Board Files\Planning Commission\Minutes\PCMin09172015.doc

TO: Planning Commission

DATE: September 11, 2015

FROM: Vicki Georgeau, ^{JA} Director of Community Development

SUBJECT: Preliminary Report: Rezoning Application #15/16-1, 710 and 732 East Centre Avenue

I. INTRODUCTION:

An application has been received requesting that 710 and 732 East Centre Avenue be rezoned from B-1, local business and R-1A, one family residential to OS-1, office service. According to the applicant, the rezoning would facilitate construction of an approximate 32,000 square foot memory care facility at the subject properties. As information for the Commission, institutional uses including a memory care facility are not allowed in the B-1 district, however, are allowed in the OS-1 district as a special land use.

Applicant	Property Address	Parcel Number	Zoning	
			Existing	Proposed
Donald Zeimke (Alto Convenience Inc.) and Timothy Dockerty (Woodland Terrace)	710 East Centre Avenue	04680-016-O	B-1/R-1A	OS-1
	732 East Centre Avenue	00022-150-O	B-1	OS-1
Two parcels – 2.2 acre				

II. EXISTING CONDITIONS:

Land Use/Zoning	<p><u>Rezoning Site:</u> Vacant land formerly occupied by the Centre Street Market. The approximate 2.2 acre site is zoned B-1, local business with the exception of the west 5-feet of 710 East Centre Avenue which is zoned R-1A, one family residential.</p> <p><u>East:</u> Otis Montessori Academy preschool and child care facility (810 East Centre Avenue) zoned B-1, local business.</p> <p><u>West/South:</u> Single family residences zoned R-1A, one family residential.</p> <p><u>North (across East Centre Avenue):</u> Nonconforming single family residences zoned OS-1, office service.</p>
Zoning/Development History	In 2014, several parcels located along the south side of East Centre Avenue, east of Lakewood Drive, including 710, 732, 810, 830, 906, 912, 916 and 918 East Centre Avenue were rezoned from B-3, general business to B-1, local business with the exception of the west 5-feet of 710 East Centre Avenue which remained zoned R-1A, one family residential (Rezoning Application #14-2).
Historic District/Structures	The subject site is not located within a historic district and does not contain any historic structures.
Public Streets	East Centre Avenue is designated a 5-lane major arterial roadway with 20,233 vehicles per day (2011) and a capacity of 37,100 vehicles per day (level of service "D").
Public Utilities	Municipal water and sewer are available.
Environmental	The City of Portage Sensitive Land Use Inventory Map does not identify wetland and/or floodplain areas on the subject site.

III. PRELIMINARY ANALYSIS:

The following analysis has been prepared based on general land use considerations, the Comprehensive Plan, traffic conditions and surrounding development patterns. Issues to be considered are consistency with the Future Land Use Plan Map and Development Guidelines, suitability of the existing zoning classification and the impacts of the proposed zoning classification.

Comprehensive Plan/Future Land Use Map Consistency. The 2014 Comprehensive Plan/Future Land Use Map identifies the rezoning site along with properties located east and west, along the north and south sides of East Centre Avenue, as appropriate for office land use. This land use designation dates back to the 1996 Comprehensive Plan and has carried forward with subsequent Plan updates in 2002, 2008 and 2014. This section of East Centre Avenue is also designated as an office corridor with a predominant office, personal service establishment, institutional and residential land use pattern. The Comprehensive Plan identifies the office land use designation and the corresponding OS-1 district as an effective transition zone between residential uses and major arterial roadways since office uses typically have limited hours of operation (weekdays from approximately 8am-5pm), a building style and mass similar to residential structures and less traffic generation.

Development Guidelines. The Development Guidelines are intended to be used by the Commission and staff when reviewing private development proposals, infrastructure improvement programs (i.e. public expenditures on streets, sewers and water mains that influence the location, intensity and timing of development) and public programs that affect the physical environment. The guidelines also provide direction and underpinning for regulations that affect land use (e.g. zoning, subdivision, parking, landscaping and others) and may suggest incentives to influence community development and adjustments to other policies that influence the use of land for consistency with community development objectives. An evaluation of the Development Guidelines will be provided with the staff recommendation.

Suitability of Existing B-1 and R-1A Zones/Impacts of Proposed OS-1 Zone. While the existing B-1 zoning district is still a viable option for the properties, the B-1 zone does not allow institutional land uses such as public/private schools, religious institutions, community recreational centers and facilities for human care, which are allowed as a special land use in the OS-1 district. Consequently, a zoning change is needed to accommodate the proposed memory care facility. The proposed OS-1 zoning district is consistent with the Plan designation. Principal permitted uses allowed in the OS-1 district include administrative/professional offices, medical offices/clinics, banks/credit unions and personal service establishments. These principal permitted uses are also allowed in the B-1 district; however, special land uses listed in the OS-1 do not carry over into the B-1 district.

The west 5-feet of 710 East Centre Avenue was retained in the R-1A zoning classification since the 1998 rezoning of the parcel from R-1A to P-1 to prevent vehicular access to/from Lakewood Drive. City Council reaffirmed and retained this strip of R-1A zoning with the 2014 zoning change from P-1 to B-1.

Traffic Considerations. Anticipated traffic generation associated with a zoning change to OS-1 and associated development will likely be less than development under the existing B-1 zoning district and can be accommodated by the surrounding roadway network. Additionally, office and institutional related land uses tend to have less evening and weekend traffic, which is more compatible with the adjacent neighborhood. Specific access related issues including driveway locations, shared/cross access connections, etc. will be reviewed at the site plan stage of redevelopment.

IV. RECOMMENDATION:

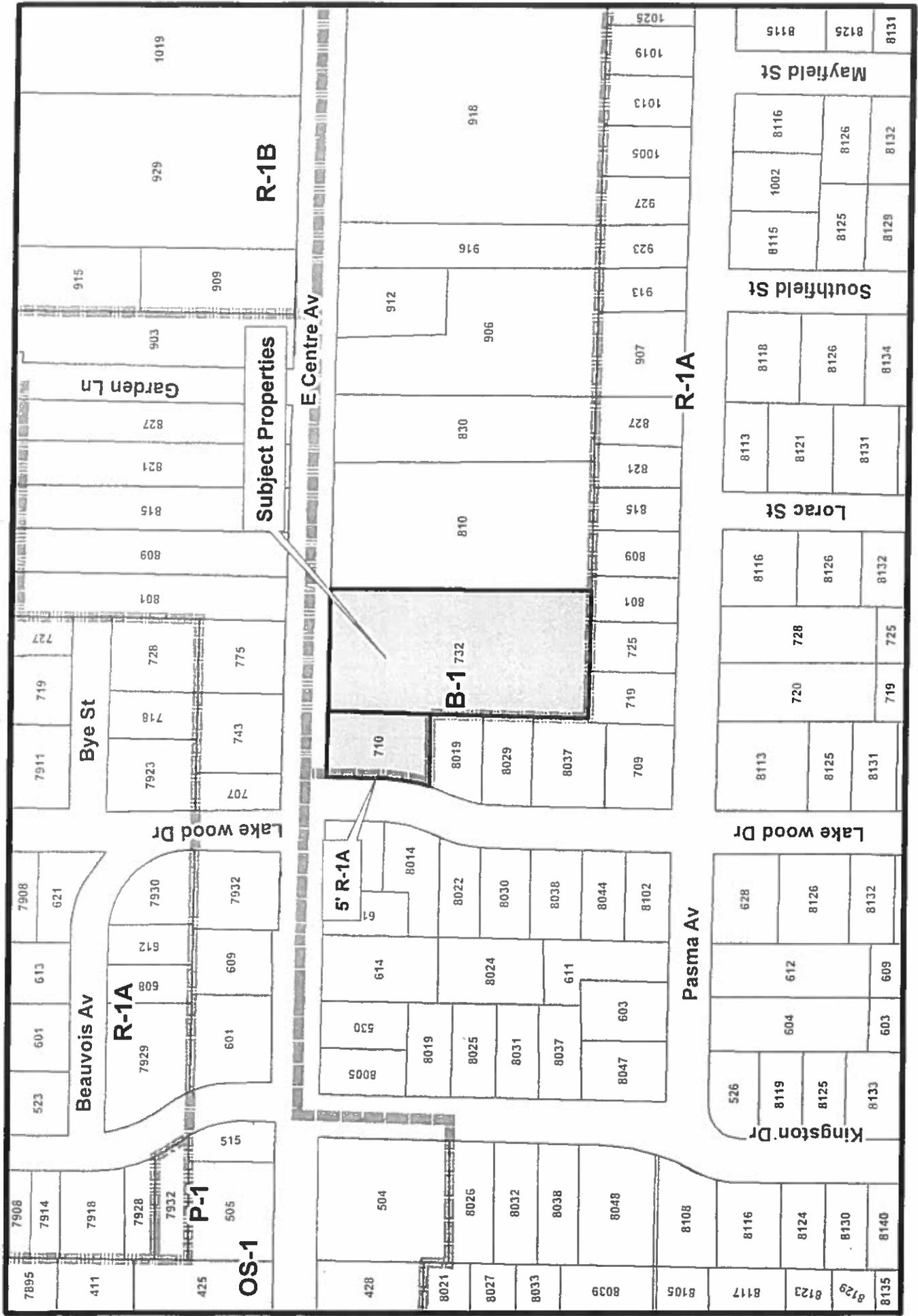
The Planning Commission policy is to accept public comment at the initial meeting and continue the rezoning consideration at a subsequent meeting. However, the applicant has requested the Planning Commission waive the second public meeting and make a recommendation to City Council following the public hearing at the September 17, 2015 meeting.

As the Commission is aware, an extensive amount of public input and discussion occurred in 2014 as part of the special land use permit consideration for a proposed gasoline station/convenience store development project at 710 and 732 East Centre Avenue (which was withdrawn by the applicant) and subsequent consideration of Rezoning Application #14-2 where several East Centre Avenue properties, including the subject parcels, were rezoned from B-3 to B-1. While these properties are designated for future office land uses, City Council rezoned the properties to B-1 to afford the property owners a broader range of retail uses and development options. Given this previous discussion and subject to any public comment received during the September 17, 2015 meeting, the Planning Commission should consider the applicant's request to waive the second public meeting. The proposed zoning change from B-1 to OS-1 is consistent with the Comprehensive Plan, Future Land Use Map and land use/zoning pattern along this stretch of East Centre Avenue.

Subject to any public comment received and if the Commission agrees to waive the second public meeting, staff advises that the Planning Commission recommend to City Council that Rezoning Application #15/16-1 be approved and that 710 and 732 East Centre Avenue be rezoned from B-1, local business to OS-1, office service with the exception of the west 5-feet of 710 East Centre Avenue which is to remain zoned R-1A, one family residential.

If the Commission does not agree to waive the second meeting, staff advises that public comment regarding Rezoning Application #15/16-1, 710 and 732 East Centre Avenue, be received during the September 17, 2015 meeting and the public hearing be adjourned to the October 1, 2015 meeting.

Attachments: Zoning/Vicinity Map
Future Land Use Map
Aerial Photograph Map
Rezoning Application and Supporting Materials



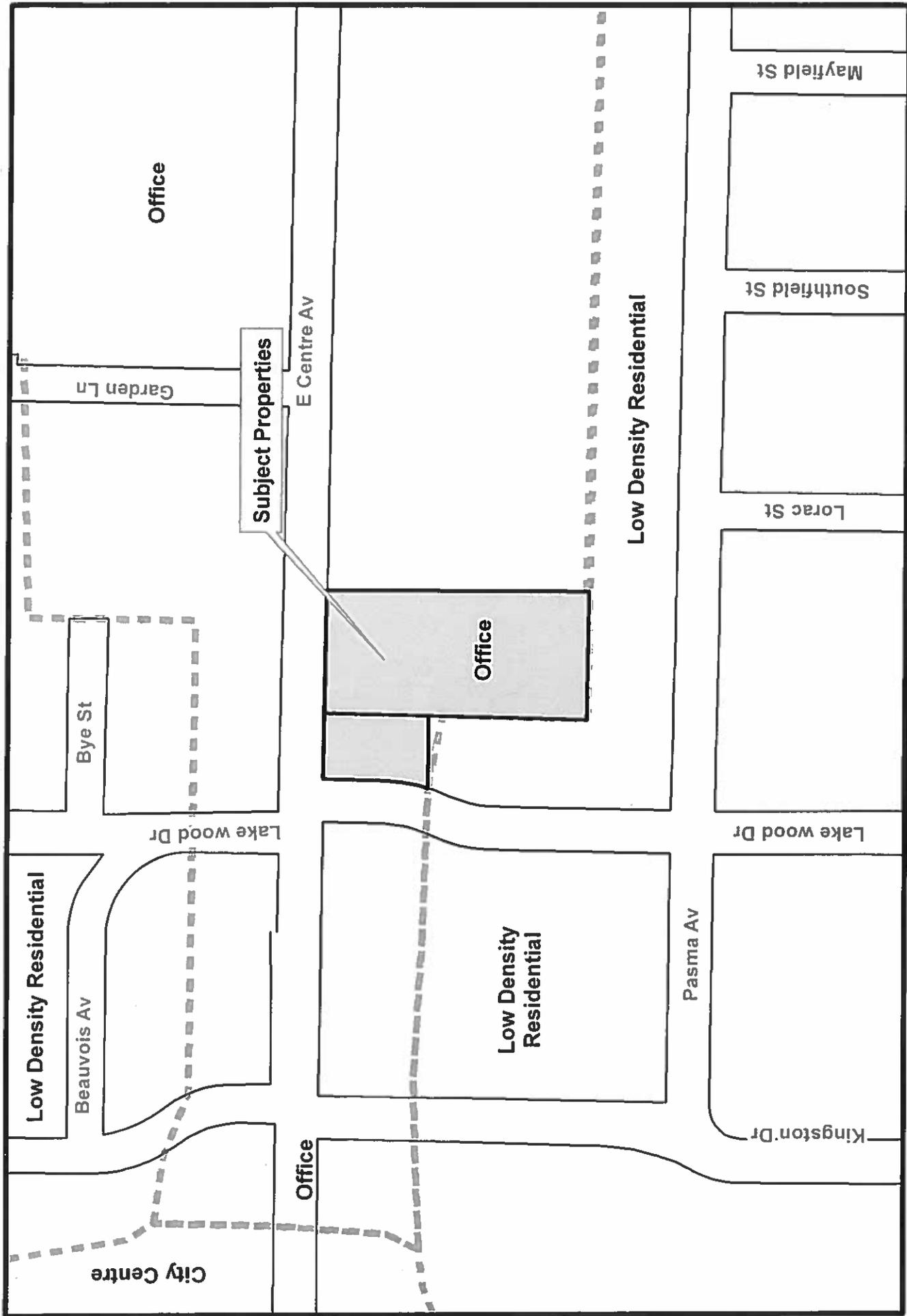
Rezoning #15/16-01

710, 732 E Centre Avenue

 Zoning Boundary
 Subject Property



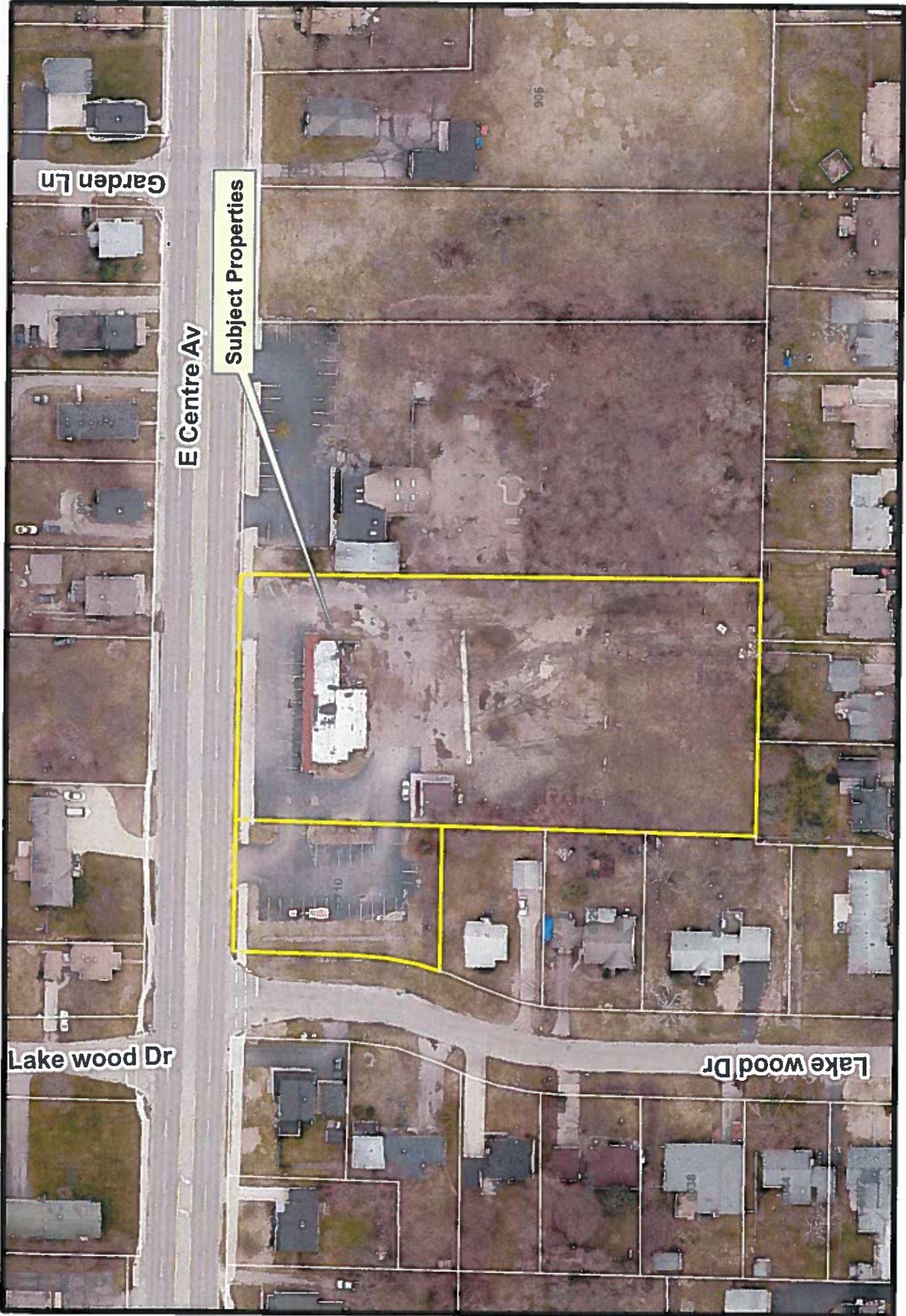
1 inch = 200 feet



**Rezoning #15/16-01
710, 732 E Centre Avenue**



1 inch = 200 feet



Subject Properties

E Centre Av

Garden Ln

Lake wood Dr

Lake wood Dr

906

Subject Property

Aerial Photography 710, 732 E Centre Avenue



1 inch = 99 feet



RECEIVED
AUG 20 2015
COMMUNITY DEVELOPMENT

August 18, 2015

Portage City Hall
7900 South Westnedge Ave.
Portage, MI 49023

RE: Letter of Intent, Proposed Memory Care Facility

Dear Commission Members,

We are making a request on behalf of the current owner (Alto Convenience, Inc.) and our client, the developer and future owner (Woodland Terrace) for a zoning amendment. Woodland Terrace is currently under contract for the property located at 732 E Centre St. (Parcel #000221500) & 710 E Centre St. (Parcel #046800160) to purchase the property.

The proposed project consists of a two phase, approximately 32,000 sft memory care facility. The project will create a local facility that will provide a financially affordable, Christian service to seniors who deserve the highest degree of respect, dignity and quality of life. The campus will create local jobs and will have a positive economic impact on the neighborhood and surrounding area. The development will consist of new building construction, parking lot improvements, storm water retention basin, site lighting, and site landscaping. The facility is architecturally designed with the idea of maintaining a home-like environment in a community setting which will greatly improve the existing lot, while working in harmony with the surrounding neighborhood.

We would greatly appreciate your understanding and assistance in obtaining zoning amendment approval. We understand that many discussions of zoning change from B-3 to OS-1 took place in 2014, and we ask the planning commission to consider waiving the 2nd meeting requirement and make recommendation to City Council in order to move forward with this exciting project. Thank you for your assistance on this project. Please let us know if any additional information is needed in order to process this request.

Sincerely,
HURLEY & STEWART, LLC.

Timothy A. Stewart, P.E.

RECEIVED

AUG 20 2015

APPLICATION FOR ZONING AMENDMENT

Application number #15/16-1

Date August 18, 2015

APPLICATION INFORMATION:

Meetings of the Portage Planning Commission are held on the first and third Thursday of each month at 7:00 p.m. in the Council Chambers of Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan. All zoning amendment applications must be properly filled out and submitted to the Department of Community Development and the zoning amendment fee paid at least 15 working days prior to the meeting at which the public hearing is held. The applicant will be notified in writing of all such public hearing/meetings.

For more detailed information about the zoning amendment process, please refer to Portage Land Development Regulations, Article 4, Division 2, Subdivision 2.

TO THE PLANNING COMMISSION:

I (WE), the undersigned, do hereby respectfully make application and petition the Portage Planning Commission to amend the Zoning Ordinance and/or change the Zoning Map as hereinafter requested. In support of this application, the following is submitted:

ZONING MAP AMENDMENT

1. a. **Platted Land:**

The property is part of the recorded plat: The property sought to be rezoned is located at _____ between _____ Street and _____ Street on the _____ side of the street, and is known as Lot Number(s) _____ of _____ Plat (Subdivision). It has a frontage of _____ feet and a depth of _____ feet.

b. **Unplatted Land:**

The property is in acreage, and is not therefore a part of a recorded plat. The property sought to be rezoned is located and described as follows: (Indicate total acreage and parcel number).

Parcel Number 000221500, 1.85 acres & Parcel Number 046800160, .39 acres

(732 E. Centre) (710 E. Centre)

2. a. Do you own the property to be rezoned? Yes _____ No X

b. Name of the owner of the property to be rezoned: Alto Convenience, INC

Address 7404 Kettle Lake Dr Alto, MI 49302

3. My (our) interest in the property and purpose for submitting the proposed Zoning Amendment: We have the property under contract for purchase. We intend to develop the property into a two-phased, approximately 32,000 sfl memory care facility with on-site parking facilities and other site amenities.

4. CURRENT ZONING: B-1 PROPOSED ZONING: OS-1

ZONING TEXT AMENDMENT

1. The proposed language to be considered is (attach additional sheets as necessary):

2. The Zoning Code Chapter and Section wherein the proposed text would be modified/inserted.

3. My (our) interest in and purpose for submitting the proposed Zoning Ordinance Amendment.

We attach a statement hereto indicating why, in our opinion, the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such amendment will advance the public health, safety and welfare. An assessment of the impact of the proposal on the community and property of other persons in the vicinity of the amendment or affected by the amendment is also attached.

Timothy D. ...
(Signature of Applicant)

[Signature]
(Signature of Applicant)

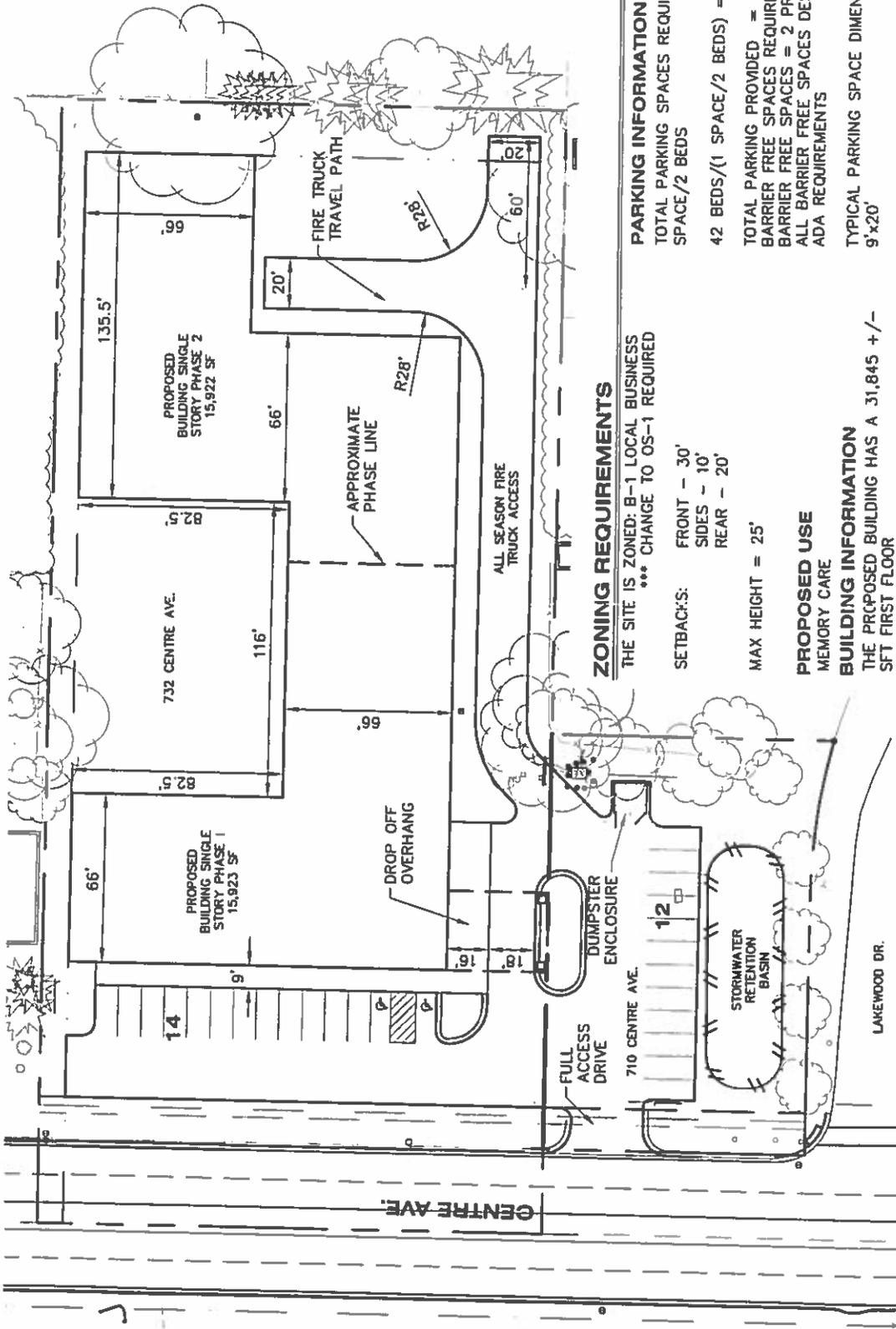
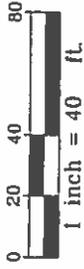
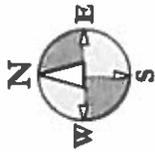
8850 Red Arrow Hwy, Bridgeman, MI 49106
(Address)

7404 Kettle Lake Drive, ATO MI
(Address)

269-465-7600
(Phone)

111-437-7470
(Phone)

A copy of all actions taken regarding this application shall be attached and shall be considered a part of this application.



ZONING REQUIREMENTS

THE SITE IS ZONED: B-1 LOCAL BUSINESS
 *** CHANGE TO OS-1 REQUIRED

SETBACKS: FRONT - 30'
 SIDES - 10'
 REAR - 20'

MAX HEIGHT = 25'

PROPOSED USE
 MEMORY CARE

BUILDING INFORMATION
 THE PROPOSED BUILDING HAS A 31,845 +/- SFT FIRST FLOOR

PARKING INFORMATION

TOTAL PARKING SPACES REQUIRED: 1 SPACE/2 BEDS

42 BEDS/(1 SPACE/2 BEDS) = 21 SPACES
 TOTAL PARKING PROVIDED = 26 SPACES
 BARRIER FREE SPACES REQUIRED = 2
 BARRIER FREE SPACES = 2 PROVIDED
 ALL BARRIER FREE SPACES DESIGNED PER ADA REQUIREMENTS

TYPICAL PARKING SPACE DIMENSION = 9'x20'

H/S
 Hurley & Stewart
 2000 south 11th street
 kalamazoo, michigan 49009
 269 552 4960 fax 269 552 4961
 www.hurleyandstewart.com

Job No: 15-016D
 Date: 6/20/15
 Scale: AS NOTED
 P.M.: TMS
 LAD
 QA/QC: 6/20/15

Title: CONCEPTUAL LAYOUT C
 Project: DOCKERTY MEMORY CARE
 Client: DOCKERTY MEMORY CARE

Drawing No: 1

Michael West

From: Nancy Centers <ncenters29@gmail.com>
Sent: Tuesday, September 15, 2015 5:08 PM
To: Michael West
Subject: Rezoning of 710 and 732 East Centre Avenue

Dear, Mr. West,

I received the September 17, 2015 public hearing notice for the proposed rezoning of 710 and 732 East Centre Avenue from B-1 to OS-1 (Office Service). In my opinion this would be the best possible use of this commercial property within our neighborhood setting. As a resident that lives within 500 feet of the property in question, I would like to offer my support of the rezoning to OS-1.

Thank you,

Mrs. Nancy Centers
8038 Lake Wood Dr.
Portage, MI 49002

**FIRST READING
CITY OF PORTAGE, MICHIGAN
NOTICE**

**TO THE RESIDENTS AND PROPERTY OWNERS OF THE CITY OF PORTAGE AND
ALL OTHER INTERESTED PERSONS.**

NOTICE IS HEREBY GIVEN, that an Ordinance to amend Article 4 (Zoning) of Chapter 42 of the Codified Ordinances of Portage, Michigan, was introduced for first reading at a regular meeting of the City Council held on _____, 2015, and that the Council will hold a public hearing on the proposed amendment at the Portage City Hall in said City on _____, 2015, at 7:30 p.m. or as soon thereafter as may be heard.

NOTICE IS FURTHER GIVEN that the proposed amendment to Article 4 (Zoning) of Chapter 42, of the Codified Ordinances of Portage, Michigan reads as follows:

THE CITY OF PORTAGE ORDAINS:

That Article 4 (Zoning) of Chapter 42, of the Codified Ordinances of Portage, Michigan, Official Zoning Map, be amended as follows:

Parcel of land described as follows:

Tract of land located in Section 22, Township 3 South, Range 11 West, City of Portage, County of Kalamazoo, State of Michigan, and further described as follows:

<u>Street Address</u>	<u>Parcel ID Numbers</u>
710 East Centre Avenue	04680-016-O
732 East Centre Avenue	00022-150-O

From B-1, local business and R-1A, single family residential to OS-1, office service, or any other classification allowed by law.

PLEASE TAKE FURTHER NOTICE that if the owners of at least twenty percent (20%) of the area of land included in the proposed zoning change, or if the owners of at least twenty percent (20%) of the area of land included within an area extending outward one hundred feet (100') from any point on the boundary of the land included in the proposed change, excluding public right-of-way or other publicly owned land, file a written protest petition against the proposed amendment presented to the City Council before final legislative action on the amendment, a two-thirds vote of the City Council will be required to pass the amendment.

Dated: _____

James R. Hudson, City Clerk

(App #15/16-1)

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: FY 2014-2015 Analysis of Zoning Consistency Update

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council accept the FY 2014-2015 Analysis of Zoning Consistency Update.

The City Administration annually reviews Zoning Map amendments that have been considered by both the City Administration and the Planning Commission to assess the consistency of the recommendations with City Council decisions. The consistency of these recommendations and decisions in the context of the adopted Comprehensive Plan is also reviewed.

During FY 2014-2015, three applications were reviewed under the 2014 Comprehensive Plan:

- Rezoning Application #14-2 was initiated by the Planning Commission and involved 710, 732, 810, 830, 906, 912, 916 and 918 East Centre Avenue and the north 50 feet of 907, 913 and 923 Pasma Avenue. This rezoning accomplished a zoning change from B-3, general business and P-1, vehicular parking to B-1, local business and R-1A, one family residential.
- Rezoning Application #14/15-2 involved an approximate 1.0-acre tract of land located at 4713 and 4707 (west 10-feet) West Milham Avenue for a zoning change from B-2, community business to OS-1, office service to facilitate an expansion of the Bickford Cottage senior living facility.
- Rezoning Application #15-1 involved a 5.3-acre parcel located at 6921 South 12th Street with a zoning change from R-1B, one family residential to R-1T, attached residential to facilitate an expansion of the Pinefield Townhomes development project.

The Comprehensive Plan is a guide for future development within the community and was considered during the deliberation of these rezoning applications. The recommendations of the City Administration and the Planning Commission, as well as the final decision of City Council on these three rezoning applications were consistent with the Comprehensive Plan and surrounding land use/zoning pattern.

Attached is a report from Community Development Director Georgeau that provides more detail in regard to this matter.

FUNDING: N/A

Attachments: 1. September 23, 2015 communication from Director Georgeau

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: September 23, 2015

FROM: Vicki Georgeau, Director of Community Development

SUBJECT: Analysis of Zoning Consistency (FY 2014-2015 Update)

Attached for your review is the annually updated Zoning Amendment Listing of rezoning applications which lists rezonings processed over the past 10 years and evaluates consistency with the adopted Comprehensive Plan. The updated listing includes three rezoning applications considered during FY 2014-2015. A total of 39 rezoning applications have been received and considered since July 2004.

As background, the first City of Portage Comprehensive Plan was adopted by the Planning Commission on July 16, 1981. Formal updates to the original Comprehensive Plan were approved on August 15, 1996 and again on October 17, 2002. The Municipal Planning Act (PA 33 of 2008, as amended), requires that the Comprehensive Plan be reviewed every five years. The Planning Commission completed the required five-year review, incorporated citizen comments received during the Portage 2025 Visioning project, and adopted the Plan update on April 24, 2008. On June 18, 2014, the Planning Commission completed another update and adopted the 2014 Comprehensive Plan.

The Comprehensive Plan serves as a policy guide to decision makers to manage growth and promote a more effective pattern of development, enhancing the quality of life in Portage. The Comprehensive Plan is long-range in scope and the Future Land Use Plan Map, one component of the Comprehensive Plan, prescribes general land use arrangements and development patterns. The Planning Commission is charged with the primary responsibility of planning, and making recommendations for the development and redevelopment of the community.

The Zoning Code and Zoning Districts Map represent one of the several "tools" used to implement the Comprehensive Plan. With regard to zoning administration issues and rezoning applications that are reviewed, the Comprehensive Plan and Future Land Use Plan Map are utilized in the development of recommendations on each rezoning that is received. Examples of other "tools" used to accomplish Plan goals and objectives are Land Development Regulations, the Capital Improvements Program and a variety of other municipal ordinances intended to achieve vibrant and orderly development.

The attached Zoning Amendment Listing shows each rezoning application that has been considered during the past decade (July 2004-June 2015) including Rezoning Application #14-2, Rezoning Application #14/15-2 and Rezoning Application #15-1 which were received during the past fiscal year. The listing also indicates the Comprehensive Plan designation for the property involved in the rezoning, the staff recommendation, the Planning Commission recommendation, and the final decision of the City Council. A high degree of consistency is again indicated with the recommendations of the Comprehensive Plan and decisions of the City Administration, Planning Commission and City Council.

Please let me know if you have any questions or need additional information. Otherwise, this information can be forwarded to City Council, as accomplished in prior years, on October 6th.

Attachment: Updated Zoning Amendment Listing (July 2004 – June 2015)

Zoning Amendment Listing (July 2004 – July 2015)

<u>APPLICATION NUMBER</u>	<u>LOCATION</u>	<u>REZONING REQUEST</u>	<u>COMPREHENSIVE PLAN DESIGNATION</u>	<u>STAFF RECOMMENDATION</u>	<u>PLANNING COMMISSION RECOMMENDATION</u>	<u>CITY COUNCIL</u>	<u>NOTES</u>
1.	04-01 4301 Branch Avenue	R-1B, One Family Residential to PD, Planned Development	Single Family Detached – Medium Density Residential	Approve	Approve	Approve	The Woodlands at Austin Lake Planned Development
2.	04-02 950 Trade Center Way	R-1C, One Family Residential to CPD, Commercial Planned Development	Low Density Residential	Approve	Approve	Approve	Trade Center II office development
3.	04-03 8536, 8542, 8610, 8646, 8650, 8716, 8720, 8730, 8736, 8800 and 8850 (portion thereof) Shaver Road and 1501 and 1601 Dogwood Drive	RM-1, Multiple Family Residential, B-3, General Business and I-1, Light Industry to CPD, Commercial Planned Development	Shaver Road Business Corridor	Approve with exception of 8542 and 8720 Shaver Road (to remain zoned I-1 and B-3)	Approve with exception of 8542 and 8720 Shaver Road (to remain zoned I-1 and B-3)	Approve with exception of 8542 Shaver Road (to be rezoned to B-3) and 8720 Shaver Road (to remain zoned B-3)	Staff initiated rezoning within the Shaver Road Business Corridor
4.	04-04 8706, 8716, 8948 and 9000 Oakland Drive	R-1C, One Family Residential to PD, Planned Development	Low Density Residential	Approve	Approve	Approve	Oakland Hills Planned Development
5.	04-05 4613 and 4707 West Milham Avenue	B-2, Community Business and RM-1, Multiple Family Residential to OS-1, Office Service	General Business	Approve with exception of west 10-feet (to remain zoned B-2), east 30-feet (to remain zoned RM-1) and south 30-feet (to be rezoned to R-1B)	Approve with exception of west 10-feet (to remain zoned B-2), east 30-feet (to remain zoned RM-1) and south 30-feet (to be rezoned to R-1B)	Approve with exception of west 10-feet (to remain zoned B-2), east 30-feet (to remain zoned RM-1) and south 30-feet (to be rezoned to R-1B)	
6.	04-06 121 East VanHoesen Boulevard	R-1A, One Family Residential to P-1, Vehicular Parking	Zone of Transition Between General Business and Single Family Detached Medium Density Residential	Approve with exception of east 25 feet (to remain zoned R-1A)	Approve with exception of east 25 feet (to remain zoned R-1A)	Approve with exception of east 25 feet (to remain zoned R-1A)	
7.	04-07 246 East Kilgore Road (southern portion)	R-1C, One Family Residential to OS-1, Office Service	Low Density Residential	Approve (consistent with applicant's amended request – see Notes in far right column)	Approve (consistent with applicant's amended request – see Notes in far right column)	Approve (consistent with applicant's amended request – see Notes in far right column)	Applicant's amended rezoning request proposed to retain the south and west 150 feet of the southern portion of 246 East Kilgore as R-1C to serve as buffer to adjacent neighborhood
8.	04-08 3205 and 3223 Cooley Drive	OS-1, Office Service to RM-2, Multiple Family Residential	Office	Deny	Deny	Approve	

Zoning Amendment Listing (July 2004 – July 2015)

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9. 04-09	1414 and 1422 East Centre Avenue	R-1B, One Family Residential to OS-1, Office Service	Office	Approve with exception of south 30-feet (to remain zoned R-1B)	Approve with exception of south 30-feet (to remain zoned R-1B)	Approve (entire property with no R-1B buffer area to south)	
10. 05-01	412 West Centre Avenue and 7844, 7890, 7910, 7920 and 7928 Shaver Road	B-1, Local Business, OS-1, Office Service and I-1, Light Industry to CPD, Commercial Planned Development	City Centre	Approve	Approve	Approve	CPD rezoning/conceptual plan for Portage Creek Landings – City Centre planned development
11. 05-02	5933 South Westnedge Avenue and 124 and 202 Colonial Avenue	B-3, General Business and R-1A, One Family Residential to CPD, Commercial Planned Development	Zone of Transition between General Business and Single Family Detached – Medium Density Residential	Approve	Approve	Approve	CPD rezoning/conceptual plan for Neighborhood Walgreen's Pharmacy
12. 05-03	8037 and 8043 Portage Road (eastern portion)	I-2, Heavy Industry to B-3, General Business	General Business	Approve	Approve	Approve	
13. 05-04	6859 Quality Way and 4605 Bishop Avenue	I-1, Light Industry and R-1B, One Family Residential to OTR, Office, Technology and Research	General Industrial	Approve	Approve	Approve	
14. 05-05	2301 West Centre Avenue and 8080 Oakland Drive	OTR, Office, Technology and Research to PD, Planned Development	Office	Approve	Approve	Approve	PD rezoning/tentative plan for Oakland Hills at Centre planned development
15. 05-06	1511 and 1521 East Centre Avenue	R-1B, One Family Residential to OS-1, Office Service (south 450 feet) and RM-1, Multiple Family Residential (north 837 feet)	Office and High Density Residential	Approve	Approve	Approve	
16. 05-07	5717, 5731, 5743 and 5811 Oakland Drive	R-1B, One Family Residential to OS-1, Office Service	Medium Density Residential	Approve with exception of east 100 feet of 5717, 5731 and 5811 Oakland Drive (to remain zoned R-1B to serve as buffer to adjacent neighborhood)	Approve with exception of east 100 feet of 5717, 5731 and 5811 Oakland Drive (to remain zoned R-1B to serve as buffer to adjacent neighborhood)	Approve (without 100 foot R-1A buffer along eastern portion of 5717, 5731 and 5811 Oakland Drive)	
17. 06-1	524, 602 and 610 West Milham Avenue and 5932 Iowa Avenue	R-1A, One Family Residential to OS-1, Office Service	Office	Approve to OS-1 with exception of 5932 Iowa Avenue to be rezoned to P-1	Approve to OS-1 with exception of 5932 Iowa Avenue to be rezoned to P-1	Approve to OS-1 with exception of 5932 Iowa Avenue to be rezoned to P-1	P-1 zone to provide appropriate transition between residential home to north and future office use to south.
18. 06-2	9810, 9818 (portion) and 9838 (portion)	R-1C, One Family Residential and I-1, Light Industry to R-1B,	Low Density Residential	Deny	Deny	Deny	Retention of R-1C zone is consistent with

Zoning Amendment Listing (July 2004 – July 2015)

<u>APPLICATION NUMBER</u>	<u>LOCATION</u>	<u>REZONING REQUEST</u>	<u>COMPREHENSIVE PLAN DESIGNATION</u>	<u>STAFF RECOMMENDATION</u>	<u>PLANNING COMMISSION RECOMMENDATION</u>	<u>CITY COUNCIL</u>	<u>NOTES</u>
	Oakland Drive	One Family Residential					predominant surrounding R-1C zoning pattern.
19.	06-3 9600 and 9529 Adkins Court	R-1C, One Family Residential and R-1A, One Family Residential to PD, Planned Development	Low Density Residential	Approve	Approve	Approve	Sterling Oaks West Planned Development with mixture of housing types and ownership with development density of 2.3 units per acre.
20.	06-04 710 East Centre Avenue	P-1, Vehicular Parking and R-1A, One Family Residential to B-3, General Business	Medium Density Residential	Deny	Deny		Applicant withdrew application prior to City Council action
21.	07-01 2700 and 2900 (east portion), West Centre Avenue	B-2, Community Business to OS-1, Office Service	Office	Approve	Approve	Approve	
22.	08-01 8232-8726 Portage Road (west portions) and 2250 Corstange Road	R-1B, One Family Residential and P-1, Vehicular Parking to B-3, General Business	General Business and Low Density Residential (zone of transition)	Approve with exception of 2250 Corstange Road and western 50 feet of 22 Portage Road properties to be retained as R-1B buffer areas	Approve with exception of 2250 Corstange Road, the western 50 feet of 22 Portage Road properties, the north 50 feet of 8232/8302 Portage Road and south 50 feet of 8502 Portage Road to be retained as R-1B buffer areas	Approve with exception of 2250 Corstange Road, the western 50 feet of 22 Portage Road properties, the north 50 feet of 8232/8302 Portage Road and south 50 feet of 8502 Portage Road to be retained as R-1B buffer areas	Consistent with Comprehensive Plan and Future Land Use Map and will allow for greater commercial use, expansion and/or redevelopment options for property owners while providing neighborhood protection and separation.
23.	09-01 Greenspire Planned Development (West Centre Avenue and Greenspire Drive)	RM-1, Multiple Family Residential and R-1C, One Family Residential to PD, Planned Development	High Density Residential and General Business	Approve	Approve	Approve	PD rezoning application for 95 acres including 47 acres of existing apartments, 37 acres of additional apartments (three phases) and 11 acres of retail/office land use along West Centre.
24.	09-02 9804, 9810 (east portion), 9818, 9832 and 9842 Oakland Drive and 2180-2408 Oakland Farms Trail (all lots)	R-1C, One Family Residential and R-1T, Attached Residential to R-1B, One Family Residential	Low Density Residential	Approve	Approve (except 9842 Oakland Drive)	Approve (except 9832 and 9842 Oakland Drive)	Rezoning application to facilitate Phase II of the Oakland Farms single family residential subdivision.

Zoning Amendment Listing (July 2004 – July 2015)

<u>APPLICATION NUMBER</u>	<u>LOCATION</u>	<u>REZONING REQUEST</u>	<u>COMPREHENSIVE PLAN DESIGNATION</u>	<u>STAFF RECOMMENDATION</u>	<u>PLANNING COMMISSION RECOMMENDATION</u>	<u>CITY COUNCIL</u>	<u>NOTES</u>
25. 10-01	9602 and 9616 Portage Road, 1704 South Shore Drive, and 1712, 1720, 1726 and 1806 Fairlane Avenue	I-1, Light Industry and R-1C, One Family Residential to OS-1, Office Service	General Industrial and Low Density Residential	Approve	Approve	Approve	OS-1 rezoning application to facilitate The Great Lakes Center for Autism Treatment and Research. OS-1 provides zone of transition/buffer between I-1 district and R-1B district.
26. 10-02	4815 West Milham Avenue and 6027 South 12 th Street	B-2, Community Business to B-3, General Business	General Business				Application withdrawn prior to recommendation by City Administration and Planning Commission.
27. 10-03	1302, 1306, 1316 and 1330 East Centre Avenue	OS-1, Office Service and R-1B, One Family Residential to B-1, Local Business	Local Business and Office	Approve (1302, 1306 and 1316 to B-1 and 1330 to OS-1)	Approve (1302, 1306 and 1316 to B-1 and 1330 to OS-1)	Approve (1302, 1306 and 1316 to B-1 and 1330 to OS-1)	Original application involved 1316 East Centre: Planning Commission expanded consideration to also include 1302, 1306 and 1330 East Centre.
28. 11-01	1901 Romence Road Parkway (1.3 acre portion)	R-1B, One Family Residential to I-2, Heavy Industry	Office, Technology and Research	Approve	Approve	Approve	Rezoning application involving a 1.3 acre portion of 1901 Romence Road Parkway ("island") that was a residual R-1B zoned.
29. 11-02	1106 West Centre Avenue	RM-2, Multiple Family Residential and R-1B, One Family Residential (north 75-foot) to OS-1, Office Service	Medium Density Residential (but in zone of transition between Office and Low Density Residential)	Approve (South 539.5 feet to OS-1, Middle 668 feet remain RM-2 and North 75 feet to remain R-1B)	Approve (South 539.5 feet to OS-1, Middle 668 feet remain RM-2 and North 75 feet to remain R-1B)	Approve (South 539.5 feet to OS-1, Middle 668 feet remain RM-2 and North 75 feet to remain R-1B)	Rezoning application to facilitate redevelopment of southern portion of parcel for office land use.
30. 11-03	Romence Road Parkway, Between Lovers Lane and Portage Road (several properties)	I-2, Heavy Industry; OS-1, Office Service and R-1B, One Family Residential to OTR, Office, Technology and Research	Research & Development/ Technology	Approve (1901 and 2301 Romence Road Parkway, 6710, 6718 and 6726 Portage Road, 2328 and 2402 Lansing Avenue to OTR; 6646 Portage Road and 6941, 7013 and 7019 Lovers Lane to OS-1; Retain I-2 for 7005 Lovers Lane and 7000 Portage Road)	Approve (1901 and 2301 Romence Road Parkway, 6710, 6718 and 6726 Portage Road, 2328 and 2402 Lansing Avenue to OTR; 6646 Portage Road and 6941, 7013 and 7019 Lovers Lane to OS-1; Retain I-2 for 7005 Lovers Lane and 7000 Portage Road)	Approve (1901 and 2301 Romence Road Parkway, 6710, 6718 and 6726 Portage Road, 2328 and 2402 Lansing Avenue to OTR; 6646 Portage Road and 6941,	Planning Commission initiated rezoning consideration in response to comments received during review of Rezoning: Application #11-01.

Zoning Amendment Listing (July 2004 – July 2015)

<u>APPLICATION NUMBER</u>	<u>LOCATION</u>	<u>REZONING REQUEST</u>	<u>COMPREHENSIVE PLAN DESIGNATION</u>	<u>STAFF RECOMMENDATION</u>	<u>PLANNING COMMISSION RECOMMENDATION</u>	<u>CITY COUNCIL</u>	<u>NOTES</u>	
						7013 and 7019 Lovers Lane to OS-1; Retain I-2 for 7005 Lovers Lane and 7000 Portage Road)		
31.	11-04	East Centre Avenue, Between Lakewood Drive and Garden Lane	R-1A, One Family Residential and R-1B, One Family Residential to OS-1, Office Service	Office and Low Density Residential	Approve (7932 Lakewood, 707, 743, 775 and 903 East Centre and south 264-feet of 801, 809, 815, 821 and 827 East Centre to OS-1) – Retain north 198-feet of 801, 809, 815, 821 and 827 East Centre in R-1A)	Approve (7932 Lakewood, 707, 743, 775 and 903 East Centre and south 264-feet of 801, 809, 815, 821 and 827 East Centre to OS-1) – Retain north 198-feet of 801, 809, 815, 821 and 827 East Centre in R-1A)	Approve (7932 Lakewood, 707, 743, 775 and 903 East Centre and all of 801, 809, 815, 821 and 827 East Centre with exception of north 50-feet to OS-1) – Retain north 50-feet of 801, 809, 815, 821 and 827 East Centre in R-1A to serve as a buffer)	Original application involved 775, 801, 809, 821, 827 and 903 East Centre; Planning Commission expanded consideration to also include 7932 Lakewood and 707, 743 and 815 East Centre.
32.	11-05	7812, 7840, 7842 and 7908 (portion thereof) Portage Road	B-2, Community Business and I-1, Light Industry to B-3, General Business and P-1, Vehicular Parking	General Business and Park/Recreation	Approve (7812, 7840 and 7842 Portage Road to B-3 and portion of 7908 Portage Road to P-1)	Approve (7812, 7840 and 7842 Portage Road to B-3 and portion of 7908 Portage Road to P-1)	Approve (7812, 7840 and 7842 Portage Road to B-3 and portion of 7908 Portage Road to P-1)	Rezoning application to facilitate Portage Brewing Company redevelopment project.
33.	12-01	9136 Shaver Road	I-1, Light Industry to B-3, General Business	Shaver Road Business Corridor	Approve	Approve	Approve	Rezoning application to facilitate redevelopment of the site for a new Mulligans Grill and Sports Bar.
34.	13-01	120 and 126 East Van Hoesen	R-1A, One family Residential to B-3, General Business and P-1, Vehicular Parking	Zone of Transition between General Business and Single Family Detached Medium Density Residential	Approve	Approve	Approve	Rezoning application to facilitate redevelopment of southeast corner of South Westnedge and East Van Hoesen
35.	13-02	5710 Angling and 3800, 3730 and 3734 West Milham	R-1B, One Family Residential to PD, Planned Development	Low Density Residential	Approve	Approve	Approve	Rezoning application to facilitate the Harbors West Planned Development

Zoning Amendment Listing (July 2004 – July 2015)

<u>APPLICATION NUMBER</u>	<u>LOCATION</u>	<u>REZONING REQUEST</u>	<u>COMPREHENSIVE PLAN DESIGNATION</u>	<u>STAFF RECOMMENDATION</u>	<u>PLANNING COMMISSION RECOMMENDATION</u>	<u>CITY COUNCIL</u>	<u>NOTES</u>
36. 14-01	531 and 605 West Kilgore and 5024 and 5036 South Westnedge	OS-1, Office Service, B-3, General Business and P-1, Vehicular Parking to CPD, Commercial Planned Development	Regional Business and General Business	Approve	Approve	Approve	Rezoning application to facilitate the Hinman Company Commercial Planned Development at southwest corner of West Kilgore and South Westnedge
37. 14-02	710, 732, 810, 830, 906, 912, 916, 918 East Centre and 907, 913 and 923 Pasma	B-3, General Business, P-1, Vehicular Parking and R-1A, One Family Residential (west 5-feet) to OS-1, Office Service and R-1A	Office and Low Density Residential	Approve	Approve [710, 732, 810, 830, 906, 912, 916 and 918 East Centre to B-1, Local Business with exception of west 5-feet of 710 (R-1A) and north 50-feet of 907, 913 and 923 Pasma to R-1A]	Approve [710, 732, 810, 830, 906, 912, 916 and 918 East Centre to B-1, Local Business with exception of west 5-feet of 710 (R-1A) and north 50-feet of 907, 913 and 923 Pasma to R-1A]	Planning Commission initiated rezoning consideration consistent with Comprehensive Plan
38. 14/15-2	4713 and 4707 (west 10-feet) West Milham Avenue	B-2, Community Business to OS-1, Office Service	Office and Local Business	Approve	Approve	Approve	Rezoning application to facilitate an expansion of the Bickford Cottage senior living facility
39. 15-1	6291 South 12 th Street	R-1B, One Family Residential to R-1T, Attached Residential	Medium Density Residential	Approve	Approve	Approve	Rezoning application to facilitate the expansion of the Pinefield Townhomes development project



TO: Portage City Council
FROM: Peter J. Strazdas, Mayor
SUBJECT: Committee of the Whole Meeting

SUPPORTING PERSONNEL: Laurence Shaffer, City Manager

ACTION RECOMMENDED: That City Council set a Committee of the Whole meeting on October 20, 2015 at 6:00 p.m. in Conference Room #1 to discuss appropriation of excess funds in the General Fund.

Following the City Council Goal Setting Session on December 15, 2014, it was decided by the Council to increase the incidences of Committee of the Whole (COW) meetings to discuss current topics of importance before the Council.

Therefore, it is recommended that City Council set a Committee of the Whole meeting on October 20, 2015 at 6:00 p.m. in Conference Room #1 to discuss appropriation of excess funds in the General Fund.

FUNDING: N/A

Attachments: 1. N/A

**BOARD OF EDUCATION
REGULAR BUSINESS MEETING AND SPECIAL MEETING MINUTES**

August 17, 2015

The regular business meeting of the Board of Education of the Portage Public Schools held on Monday, August 17, 2015, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room 1 at the Administration Building, 8107 Mustang Drive. He welcomed an audience of 15 people; all in attendance recited the Pledge of Allegiance.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp and Joanne Willson

Board Members Absent: None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education approve the agenda as printed.

Motion carried unanimously.

REPORTS

Superintendent's Report. Superintendent Bielang highlighted the Enriched For Life fall classes; acknowledged Mrs. Karla Colestock, Director of Finance, and her staff have begun work with the auditors on the yearly audit process; noted five of the new busses purchased are arriving tomorrow and the sixth bus will arrive soon; shared news that the RFP (Request For Proposal) has gone out for new Human Resources and Financial software; acknowledged the custodial and maintenance crew's efforts to prepare the buildings for the start of school; noted Mr. Larry Killips, Assistant Superintendent of Instruction and Assessment, and Mr. Michael Huber, Director of Curriculum, along with many District teachers are attending a three-day conference pertaining to MTSS (Multi-Tiered Systems of Support) and PLC's (Professional Learning Community) assessing for learning; the District will welcome new teachers next week and all staff returns on September 1 with the Opening Day event for all staff members taking place on Wednesday, September 2.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Seeing no citizens come forward, President Van Antwerp opened the floor for Trustee comments.

Mr. Rathburn shared wonderful highlights in team concept that he experienced while assisting with the Northern Cross Country Camp and thanked the coach for his persistence.

Mrs. Willson noted Band Camp and football practices have begun. She also offered condolences to the family and fellow Board members of Mr. Renny Ransbottom.

Mrs. Novaria congratulated and thanked all those who supported the Portage Athletic Foundation's (PAF) recent fundraiser.

Mr. Droppers acknowledged participating in the PAF event and thanked their members for a great outing.

Mr. Snyder noted he looks forward to the Board Policy Governance Retreat on Tuesday, August 18.

President Van Antwerp noted there were no Board Committee Reports and closed this portion of the meeting.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: The minutes of the July 13, 2015, Regular Business Meeting.

There being no objections, motion carried unanimously.

ACTION ITEMS

Motion offered by Mrs. Novaria, seconded by Mr. Rathburn, that the Board of Education approve the following new teacher appointments: Ms. Sara Beilfuss, Ms. Karen Hall, Ms. Kristi Kling, Ms. Melissa Kuipers, Ms. Sara McGarvey, Ms. Amanda Mills, Mr. James Phillips, Ms. Michelle Reile, Ms. Megan Richter, Ms. Jennifer Sachwitz, Ms. Veronica Schaner, Ms. Sara Schuemann, Ms. Nicole VanderKolk and Ms. Celia Weeks, as presented.

Mr. Bradley Galin, Human Resources Director, provided background information on the new teachers and responded to Trustee questions.

Motion carried unanimously.

Motion offered by Mr. Rathburn, seconded by Mr. Snyder, that the Board of Education approve the recommendation to authorize the Superintendent to issue Administrator contract extensions, not to extend beyond June 30, 2017, and with additional compensation in the aggregate, as approved by the Board as part of the 2015/2016 budget, as presented.

Superintendent Bielang shared details on the recommendation and responded to Trustee questions.

Motion carried by a vote of 6-1, Mrs. Willson opposed the motion.

Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education approve a new contract of employment for Superintendent Mark Bielang that extends the current contract by one year ending June 30, 2018, as presented.

President Van Antwerp read a public statement regarding the Superintendent's Evaluation. All Trustees congratulated and thanked Superintendent Bielang for his service to the students and District.

Motion carried unanimously.

CLOSED SESSION

Motion offered by Mrs. Willson, seconded by Mr. Droppers, that the Board of Education move into closed session for the purpose of discussing Student Discipline [Section 8 (b) of the Open Meetings Act].

Upon a roll call vote, all Trustees present voted in favor of the motion.

The Board moved into closed session at 6:59 p.m.

The Board returned to open session at 7:05 p.m.

ACTION ITEM

Motion offered by Mrs. Willson, seconded by Mrs. Novaria, that the Board of Education approve the reinstatement of a student to the Portage Public Schools, with the conditions specified in the administration's recommendation, as presented in Closed Session.

Motion carried unanimously.

There being no further business to come before the Board, the meeting was adjourned at 7:06 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

Portage Public Schools
Board of Education
Public Statement
Superintendent Evaluation 2014-15

The Board of Education of Portage Public Schools met in closed session on June 8, 2015 and completed an annual evaluation of our Superintendent, Mark Bielang.

The Board was very pleased with results achieved to implement the District's Vision "To be an exceptional, continuously improving learning culture, committed to all!" focused in three over-arching areas:

- 1) Ensuring that all students achieve at high levels,
- 2) Cultivating organizational excellence; and
- 3) Updating and upgrading facilities.

The Board specifically commended Mr. Bielang for his leadership involving the community in developing a Master Facilities Plan for the District, through the "Designing for the Future" process, and for his experienced guidance in establishing the Board's governance model.

The Board commended Mr. Bielang for his openness, approachability, and his regular personal presence in schools and at school events.

In summary, Mr. Bielang has exceeded expectations as Superintendent of Portage Public Schools and the Board is pleased and proud of the promise of his superintendency.

As an expression of our appreciation, the Board agreed to extend Mr. Bielang's employment contract by one year until June 30, 2018 with the understanding that compensation will be addressed by the Board at a later date.

**BOARD OF EDUCATION
POLICY GOVERNANCE RETREAT**

August 18, 2015

The special meeting of the Board of Education of the Portage Public Schools held on Tuesday, August 18, 2015, was called to order by President Van Antwerp at 11:30 a.m. in the Conference Room at the Transportation and Maintenance Building, 201 Zylman Road.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp and Joanne Willson

Board Trustees Absent: None

Administration Members Present: Mark Bielang, Sarah Baker (departed at 12:10 p.m.), Ron Herron and Larry Killips

Others Present: Gary Goscenski, Perspectives Consulting Group, Inc. and Rick Chambers (departed at 12:10 p.m.), Rick Chambers & Associates

POLICY GOVERNANCE RETREAT

Board discussion pertaining to Bond next steps was led by Mrs. Baker and Mr. Chambers. Superintendent Bielang reviewed the proposed selection process for architectural, construction management, and financial underwriting services. The Board will have further discussion at its September Work Session.

Superintendent Bielang reviewed the linkage between Governance Policies, Operational Policies and Guidelines. The Board, in September, is expected to approve NEOLA Operational Policies while maintaining Governance Policies and allowing for the further development of administrative guidelines.

Mr. Goscenski facilitated discussion pertaining to the following:

- Overview of Policy Governance
- Ownership Engagement/Linkage
- Accountability to the Owners
- Monitoring the Ends

There being no further business to come before the Board, the meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Mr. Rusty Rathburn
Secretary Pro-Tem

**BOARD OF EDUCATION
SPECIAL MEETING AND COMMITTEE OF THE WHOLE WORK SESSION MINUTES**

September 14, 2015

The special meeting of the Board of Education of the Portage Public Schools held on Monday, September 14, 2015, was called to order by President Van Antwerp at 4:33 p.m. in the Conference Room 1 at the Administration Building, 8107 Mustang Drive.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder and Randy Van Antwerp

Board Trustees Absent: Joanne Willson

Administration Members Present: Mark Bielang, Ron Herron and Larry Killips

POLICY GOVERNANCE RETREAT

Superintendent Bielang and Mr. Ron Herron, Assistant Superintendent of Operations, facilitated Board discussion pertaining to the Architect/Construction Manager Selection Process.

President Van Antwerp facilitated further discussion regarding Policy Governance

The Board recessed at 6:16 p.m.

WORK SESSION

The work session of the Board of Education of the Portage Public Schools held on Monday, September 14, 2015, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room 1 at the Administration Building, 8107 Mustang Drive. He welcomed an audience of 16 people; all in attendance recited the Pledge of Allegiance.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder and Randy Van Antwerp

Board Trustees Absent: Joanne Willson

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mr. Snyder, seconded by Mr. Rathburn, seconded by Mr. Snyder, that the Board of Education approve the agenda as printed.

Motion carried unanimously.

REPORTS

Superintendent's Report. Superintendent Bielang noted the school year got off to a good start. He noted that Administration continues to monitor enrollment and preliminary counts are meeting the projected numbers. The Superintendent shared news that the District web site has unveiled a new icon entitled "Building the Future of Learning." This link is where information is available for the upcoming Bond issue and captures details from the Facilities Master Plan. He noted the Administration will be presenting comprehensive information to staff, PTO meetings and citizens regarding the November 3 ballot.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Mr. Rathburn explained guidelines the Board uses for this portion of the meeting.

Mrs. Alison Seim, 2012 Ames Drive, a parent, shared concern about a denied student transfer.

President Van Antwerp opened the floor for Trustee comments.

Mrs. Novaria shared accolades on the Opening Day program.

Mr. Snyder proudly noted his youngest child is a senior and this is his last year sending a student to Portage Public Schools.

President Van Antwerp echoed Mrs. Novaria's comments on the Opening Day program and thanked all involved with the preparations.

President Van Antwerp noted there were no Board Committee Reports and closed this portion of the meeting.

DISCUSSION ITEM

The Board discussed the recommendation to certify delegate(s) and alternate(s) for the 2015 Michigan Association of School Boards Delegate Assembly in October. President Van Antwerp requested that Trustees contact him if they are willing to serve in either capacity.

ACTION ITEMS

Motion offered by Mr. Rathburn, seconded by Mr. Droppers, that the Board of Education approve Monitoring Report – Policy 2.6, Asset Protection, as a reasonable interpretation and evidence of compliance with Policy, as presented.

Superintendent Bielang noted this is the second cycle of Monitoring Reports and provided background information.

Motion carried unanimously.

Motion offered by Dr. Shelton-Harris, seconded by Mr. Rathburn, that the Board of Education approve Monitoring Report – Policy 2.10, Communication and Support, as a reasonable interpretation and evidence of compliance with Policy, as presented.

Superintendent Bielang commented there were no significant changes in this Monitoring Report.

Motion carried unanimously.

Motion offered by Mrs. Novaria, seconded by Mr. Rathburn, that the Board of Education approve the following new teacher appointments: Ms. Tamara Babcock, Mr. Lee Cornelius, Mr. Jacob Engels, Ms. Jamie Hassing, Ms. Shiela Hindman, Mr. Clark Hinga, Ms. Elizabeth Honeysett, Mr. Mitchell Sytsma, Mr. Andrew Wasson and Ms. Kelsey Wydendorf, as presented.

Mr. Larry Killips, Assistant Superintendent of Instruction and Assessment, provided background information on the new teachers.

Motion carried unanimously.

Motion offered by Mr. Rathburn, seconded by Mrs. Novaria, that the Board of Education approve the revisions to Governance Policy 3.3, Board Members’ Code of Conduct, as presented.

Superintendent Bielang shared background on the language revisions relating to the NEOLA Policy adoption.

Motion carried unanimously.

Motion offered by Mr. Snyder, seconded by Mr. Rathburn, that the Board of Education approve the NEOLA Operational Policies Adoption Resolution, as presented.

Superintendent Bielang informed the Board that Policies and Guidelines will be linked to the District web site once transitioning is complete. President Van Antwerp thanked Superintendent Bielang and his team for work on this project.

Upon a roll call vote, all Trustees present voted in favor of the motion.

There being no further business to come before the Board, the meeting was adjourned at 6:53 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

BOARD OF EDUCATION

ADOPTION RESOLUTION

RESOLVED, that the bylaws and policies printed and codified in the comprehensive document entitled "Bylaws and Operational Policies of Portage Public Schools Board of Education" are hereby adopted and that all bylaws and policies, except the Board's "Governance Policies", heretofore adopted by the Portage Public Schools Board of Education are hereby rescinded; further be it

RESOLVED, that in the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law, inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining bylaws, policies and parts of policies shall remain in full effect.

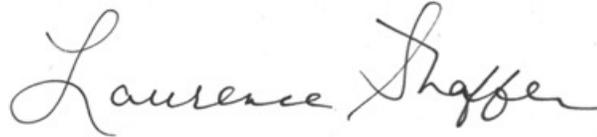
Take notice that the foregoing resolution was adopted by the Portage Public Schools Board of Education at a public meeting held at Portage, Michigan, on September 14, 2015.



Russell Rathburn
Board Secretary

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Purchase of 2016 Ford F-550 Crew Cab - Bid Tabulation

SUPPORTING PERSONNEL: Richard White, Director of Public Safety - Police / Fire Chief

ACTION RECOMMENDED: That City Council approve the purchase of a 2016 Ford F-550 crew cab chassis with a KSS Ford stylized service body from Don Seelye Ford, Inc. of Kalamazoo, Michigan in the amount of \$57,375 and authorize the City Manager to execute all documents related to this matter on behalf of the city.

The Public Safety Department - Fire Division currently utilizes an F-250 three-quarter ton service vehicle to transport personnel and equipment to and from incident scenes. This vehicle is scheduled for replacement in the FY 2015-16 Capital Improvement Program.

A Ford F-550 crew cab was selected as the best vehicle for replacement of the current F-250, as it will allow for the safe towing of a 16,000-pound-capacity trailer used to transport specialized rescue equipment and personnel throughout the city, as well as the county and 5th District region. With the addition of a training officer position in the FY 2015-16 budget, an additional vehicle is required in the Fire Division fleet. The current F-250 will be temporarily reassigned to the training officer, eliminating the need to secure another vehicle at this time.

Thirty-three Ford dealerships across lower Michigan were invited to submit bids for the purchase of the Ford F-550. Two bids were received, with only the bid from Don Seelye Ford, Inc. of Kalamazoo, Michigan completely meeting the required specifications.

Therefore, it is recommended that City Council approve the purchase of a 2016 Ford F-550 crew cab chassis with a KSS Ford stylized service body from Don Seelye Ford, Inc. of Kalamazoo, Michigan in the amount of \$57,375 and authorize the City Manager to execute all documents related to this matter on behalf of the city.

FUNDING: FY 2015-2016 Capital Improvement Project budget.

Attachments: 1. Bid Tabulation

BID TABULATION
2016 FORD F-550 CHASSIS WITH SERVICE BODY

BIDDER

BID

Don Seelye Ford, Inc.
3820 Stadium Dr.
Kalamazoo, MI 49008

\$57,357.00

Non-Responsive Bid

Jorgensen Ford
8333 Michigan
Detroit, MI 48210