



# PLANNING COMMISSION

**April 18, 2013**

# **CITY OF PORTAGE PLANNING COMMISSION**

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

**April 18, 2013  
(7:00 p.m.)**

**Portage City Hall Council Chambers**

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF MINUTES:**

- \* March 21, 2013

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

- \* 1. Summit Polymers (addition), 4750 Executive Drive

### **PUBLIC HEARINGS:**

### **NEW BUSINESS:**

### **OLD BUSINESS:**

### **STATEMENT OF CITIZENS:**

### **ADJOURNMENT:**

### **MATERIALS TRANSMITTED**

February 2013 Summary Environmental Activity Report  
March 12, 2013 City Council meeting minutes  
March 26, 2013 City Council meeting minutes

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

## PLANNING COMMISSION

March 21, 2013

DRAFT

The City of Portage Planning Commission meeting of March 21, 2013 was called to order by Vice-Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Three citizens were in attendance.

### MEMBERS PRESENT:

Miko Dargitz, Bill Patterson, Paul Welch, Allan Reiff and Wayne Stoffer.

### MEMBERS ABSENT:

None.

### MEMBERS EXCUSED:

Dave Felicijan, James Cheesebro, Dave Artley and Rick Bosch.

### IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services; Michael West, Assistant City Planner; and Charlie Bear, Assistant City Attorney.

### PLEDGE OF ALLEGIANCE:

Vice-Chairman Welch led the Commission in the Pledge of Allegiance.

### APPROVAL OF MINUTES:

Vice-Chairman Welch referred the Commission to the March 7, 2013 meeting minutes contained in the agenda packet. A motion was offered by Commissioner Dargitz, seconded by Commissioner Stoffer, to approve the minutes as submitted. The motion was unanimously approved 5-0.

### SITE/FINAL PLANS:

1. Mulligan's Grill and Steakhouse, 9136 Shaver Road. Mr. West summarized the staff report dated March 14, 2013 regarding the request to construct a new 6,000 square foot restaurant building and associated site improvements at 9136 Shaver Road. Mr. West indicated the site plan fulfills the requirements for an administrative approval; however, the applicant is requesting Planning Commission approval to exceed the maximum parking requirements in accordance with Section 42-520.O of the Zoning Code. Based on the useable floor area of the restaurant, Mr. West stated a maximum of 62 parking spaces is allowed, while 87 parking spaces are proposed. In support of the request for the additional 25 parking spaces, Mr. West indicated the applicant has submitted written documentation that indicates approximately 80-90 parking spaces will be required for the use during peak times and special events. Mr. West then discussed other aspects of the development project including access to the site and the applicant's commitment to provide future shared/cross access to the properties to the north and south, conflicting land use screening along the northern portion of the site, storm water management for the project and the presence of a wetland area along the extreme southwest portion of the site.

Mr. Larry Harris of L.L. Harris & Associates (applicant's representative), was present to support the site plan and request to exceed the maximum parking requirement provision of the Zoning Code. After a brief discussion of future shared/cross access, parking, storm water and the wetland area, a motion was made by

Commissioner Patterson, seconded by Commissioner Reiff, to approve the Site Plan and Request to Exceed the Maximum Parking Requirement for Mulligan's Grill and Steakhouse, 9136 Shaver Road, with a finding that the construction of the additional 25 parking spaces is necessary for the use and demand of the restaurant and will not adversely impact the subject property, surrounding properties or related natural features. The motion was unanimously approved 5-0.

**PUBLIC HEARINGS:**

None.

**NEW BUSINESS:**

1. 2012-2013 City Council Assigned Goals and Objectives Update (April 2013) and Recommended 2013-2014 Goals and Objectives. Mr. Forth introduced the item and referred the Commission to the draft transmittal to City Council regarding progress made on the 2012-2013 Assigned Goals and Objectives and Recommended Goals and Objectives for 2013-2014. Commissioner Reiff asked about possible Youth Advisory Committee involvement during the upcoming fiscal year. Mr. Forth stated the Youth Advisory Committee would likely be engaged during the Comprehensive Plan Update. Commissioner Dargitz suggested inserting the language "...that emphasize, as appropriate, a green, sustainable and healthy community focus" into Recommended FY 2013-2014 Goals and Objectives No. 5. The Commission concurred. After additional discussion, a motion was made by Commissioner Reiff, seconded by Commissioner Stoffer, to forward the 2012-2013 City Council Assigned Goals and Objectives Update (April 2013) and Recommended 2013-2014 Goals and Objectives to City Council with the above change. The motion was unanimously approved 5-0.

7:30pm - The Commission took a short recess.

7:35pm - The Commission reconvened the meeting in City Hall Conference Room No. 1

**OLD BUSINESS:**

1. FY 2013-2023 Capital Improvement Program. Mr. Forth provided an overview of the FY 2013-2023 Capital Improvement Program (CIP) document with emphasis on the FY 2013-2014 budget year. Commissioner Reiff and Commissioner Dargitz asked about the locations of the pedestrian refuse islands under Streets project No. 1. Mr. Forth indicated a pedestrian refuse island was planned on South Westnedge Avenue, near the West Lake Nature Preserve but didn't have the specific location for the other roadway projects. Commissioner Reiff asked about Sidewalks project #3 and whether there had been any conversations with Portage Public Schools about moving this project up in the scheduling. Mr. Forth stated he was not aware of any recent conversations with Portage Public Schools. Mr. Forth also noted projects in the out years are subject to change from year to year depending on various factors that can influence construction schedules. Commissioner Dargitz asked about the average life expectancy of roadways and whether any underground utility work would be planned with the Portage Road street project. Mr. Forth indicated the average life expectancy of a local street is estimated to be 40 years and 20 years for a major road after reconstruction. Mr. Forth noted the condition of the Portage Road underground water and sewer mains was evaluated by the City Administration and replacement at this time was not deemed necessary. Commissioner Stoffer and Commissioner Reiff asked if City Council typically reviewed the estimated costs of budget year approved projects compared to the actual cost to complete these projects. Mr. Forth indicated he did not have specific comparisons available.

After additional discussion, a motion was made by Commissioner Reiff, seconded by Commissioner Stoffer, to recommend to City Council that the FY 2013-2023 CIP be approved (FY 2013-2014 budget year and remaining nine-year planning projects). The motion was unanimously approved 5-0.

 DRAFT

**STATEMENT OF CITIZENS:**

None.

**ADJOURNMENT:**

There being no further business to come before the Commission, the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

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

**TO:** Planning Commission

**DATE:** April 11, 2013

**FROM:** Vicki Georgeau, Director of Community Development

**SUBJECT:** Site Plan for Summit Polymers (addition), 4750 Executive Drive

**I. INTRODUCTION/BACKGROUND:**

A site plan has been submitted by Summit Polymers, Inc. requesting approval to construct an approximate 55,500 square foot building addition and associated site improvements along the southern portion of the existing manufacturing facility located at 4750 Executive Drive. The approximate 10.0 acre property is zoned I-1, light industry.

**II. ANALYSIS:**

Access to the site will continue from Executive Drive and Corporate Avenue. An additional driveway from Corporate Avenue will be constructed to access a new truck loading dock located along the east side of the proposed addition. Consistent with Section 42-520.N of the Zoning Code, the applicant has chosen to defer a portion of the required parking for the development. Deferred/banked parking spaces are identified in existing greenspace areas located along the north and northwest sides of the site and can be added in the future if determined to be necessary. All new outdoor lighting units will be installed and maintained consistent with ordinance standards with shielded fixtures.

Storm water from the development will be collected and conveyed to a relocated treatment cell and retention basin located along the southern portion of the site. While the proposed location and storm water calculations have been reviewed, technical details associated with the system design still need to be finalized prior to issuance of building permits.

**III. RECOMMENDATION:**

The site plan has been reviewed by the City Administrative departments. Staff recommends that the Site Plan for Summit Polymers (addition), 4750 Executive Drive, be approved subject to finalization of the storm water system prior to issuance of building permits.

Attachment: Site Plan Sheets

s:\commdev\2012-2013 department files\board files\planning commission\pc reports\site plans\summit polymers (addition), 4570 executive drive- sp.doc

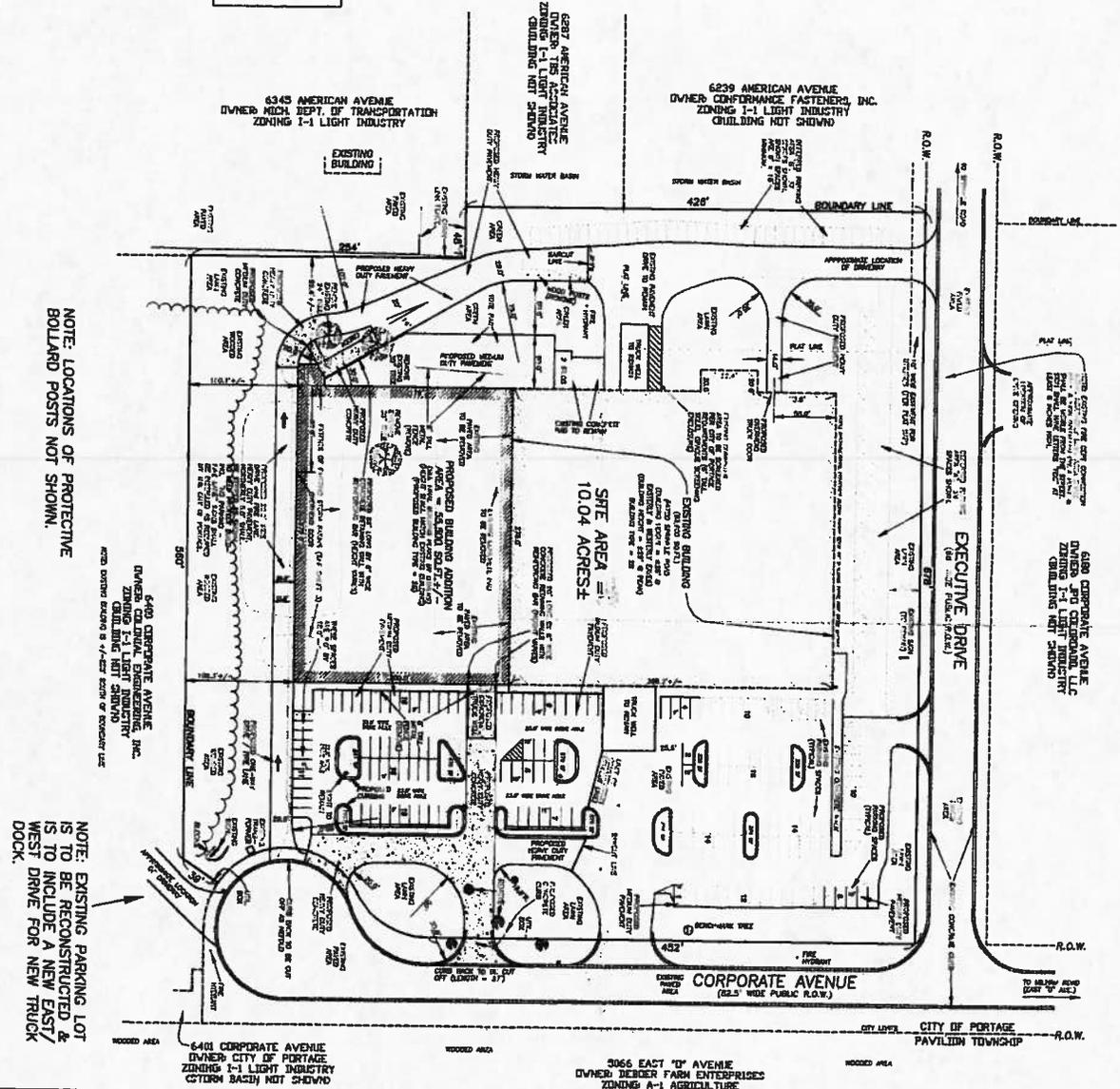


N



**LEGEND**

- EXISTING LIGHT POLE
- EXISTING 1" CROWN BUSH
- EXISTING CROWN TREE
- EXISTING DECIDUOUS TREE
- EXISTING EDGE OF WOODS



NOTE: LOCATIONS OF PROTECTIVE BOLLARD POSTS NOT SHOWN.

NOTE: EXISTING PARKING LOT IS TO BE RECONSTRUCTED & WEST DRIVE FOR NEW TRUCK DOCK.

- GENERAL NOTES:**
- 1) THESE PLANS SHALL BE APPROVED BY THE CITY OF PORTAGE.
  - 2) ALL NECESSARY PERMITS SHALL BE OBTAINED.
  - 3) CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE CITY ORDINANCES.
  - 4) CITY ENGINEER'S REVIEW AND APPROVAL IS REQUIRED FOR ALL CONSTRUCTION.
  - 5) EXISTING POWER TO BE MAINTAINED THROUGHOUT CONSTRUCTION.
  - 6) EXISTING POWER TO BE MAINTAINED THROUGHOUT CONSTRUCTION.
  - 7) EXISTING POWER TO BE MAINTAINED THROUGHOUT CONSTRUCTION.
  - 8) EXISTING POWER TO BE MAINTAINED THROUGHOUT CONSTRUCTION.
  - 9) EXISTING POWER TO BE MAINTAINED THROUGHOUT CONSTRUCTION.
  - 10) EXISTING POWER TO BE MAINTAINED THROUGHOUT CONSTRUCTION.
  - 11) EXISTING POWER TO BE MAINTAINED THROUGHOUT CONSTRUCTION.

- EXTERIOR LIGHTING NOTES:**
- 1) ALL EXTERIOR LIGHTING SHALL BE APPROVED BY THE CITY OF PORTAGE.
  - 2) ALL EXTERIOR LIGHTING SHALL BE OBTAINED.
  - 3) ALL EXTERIOR LIGHTING SHALL BE OBTAINED.
  - 4) ALL EXTERIOR LIGHTING SHALL BE OBTAINED.
  - 5) ALL EXTERIOR LIGHTING SHALL BE OBTAINED.

NOTE: SHOWN IMPROVEMENTS WITHIN APPROXIMATE BOUNDARIES OF THE PROPERTY ARE TAKEN FROM FIELD SURVEY AND APPROXIMATE NORTH-SOUTH ALIGNMENT OF SUBJECT PROPERTY ARE TAKEN FROM APPROXIMATE NORTH-SOUTH ALIGNMENT OF THE PROPERTY.

**PARKING SPACE DATA**

APPROXIMATE PARKING SPACES: 100

APPROXIMATE PARKING SPACES: 100

APPROXIMATE PARKING SPACES: 100

**INTERIOR PARKING LOT LANDSCAPING (ALSO SEE SHEET 4)**

APPROXIMATE PARKING SPACES: 100

APPROXIMATE PARKING SPACES: 100

APPROXIMATE PARKING SPACES: 100

**SUMMIT POLYMERS, INC.**

1004 Corporate Avenue, Portage, WI 54980

DATE: 2/20/2013

PROJECT: 1004 Corporate Avenue

SCALE: AS SHOWN

DESIGNER: SUMMIT POLYMERS, INC.

CONTRACTOR: CONSTRUCTION AND DESIGN, INC.

1004 Corporate Avenue, Portage, WI 54980

DATE: 2/20/2013

SHEET 2 OF 5

SCALE: AS SHOWN

DESIGNER: SUMMIT POLYMERS, INC.

CONTRACTOR: CONSTRUCTION AND DESIGN, INC.







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**MATERIALS TRANSMITTED**

**SUMMARY ENVIRONMENTAL ACTIVITY REPORT**  
February 2013 (*updates in italics*)

| <u>Project/Activity</u>                                  | <u>Description</u>  | <u>Status</u>  |
|--|---|--|
| Portage City Landfill                                    | Ongoing groundwater monitoring of former municipal landfill.  | -City Council awarded a 3 year contract to American Hydrogeologic Corporation (AHC) on February 23, 2010 to perform annual groundwater sampling. The site groundwater data will continue to be monitored to confirm continuation of the natural attenuation process. General groundwater quality continues to improve, but site will require monitoring for the foreseeable future. 2011 sampling completed in March. Investigation into methane gas presence in the groundwater continues. First round of sampling completed in April 2012. Second round of sampling completed in June 2012. Initial results indicate no off-site impact. Annual report submitted to MDEQ. Review meeting held September 21, 2012 with MDEQ with follow-up in October. AHC currently compiling MDEQ sampling requirement costs necessary for closure at the former landfill site. <i>Weekly methane sampling is continuing on-site to collect base line data.</i> |
| Site Inspection/Development Project Review               | Review of existing business & industries and review of proposed business and industrial development projects for environmental protection purposes and/or building plans completed. | -Coordination with property owners and City or State agencies ongoing.<br>- <i>Review of 2 site/building plans and/or plats completed in February 2013.</i>  |
| Sewer Connection Program                                 | Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.   | - <i>Sanitary sewer hookup permits issued in February 2013: 2 residential; 0 commercial.</i>   |
| West Lake Management Program                             | Special assessment district designed to maintain/improve lake conditions. Special emphasis on weed control and non-point source pollution reduction.                                | -Five Year Lake Management Assessment District process was approved by City Council on March 23, 2010. Construction began on the Austin Dam reconstruction in December 2006 and new structure completed in March 2007. Filtration system construction was substantially completed in July 2008. Lake Association has completed 2012 plan and lake treatment completed in May 2012. Review of program completed by Lakeshore Environmental Consultants. <i>Permitting complete for the 2013 season.</i> Association has chosen to use Restorative Lake Services for consulting sources for 2013.  |
| Retention Basin Sampling Program (Groundwater Elevation) | Investigation regarding potential impact of retention basins on groundwater levels.   | -Historical monitoring continues to show minor impacts at most basins. From 1993 through 2009 the monitoring program showed stable groundwater impacts due to storm water infiltration. Alternative road salt practices continue to be considered and evaluated. On March 23, 2010, City Council awarded a four-year contract to Wightman Environmental. This program will focus primarily on  |

groundwater level information. The 2012 report received and groundwater levels, especially on the east side of Portage, have decreased as a result of seasonal rainfall deficiencies. Typical groundwater table elevation drop is one to three feet. Storm water quality remains consistent with past years.

Wellhead Protection Program (WHPP)  
Development of program to protect City well fields and surrounding area from contamination resulting from improper land use.

-Wellhead Protection Grant award received from MDEQ on August 30, 1999 and Council accepted the grant on October 5, 1999. Council also awarded contract to Earth Tech to complete WHPP. Earth Tech completed the final wellhead protection plan and MDEQ submittal was made on October 14, 2000. Plan was reviewed by MDEQ with written approval received in March, 2001. Staff has met internally to discuss the future needs to update the plan pending grant opportunities. Plan implementation is ongoing.

Leaf Compost Monitoring Program  
Monitoring and analysis of groundwater at the new Oakland Drive Leaf Compost site.

-City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the new compost operation. Drilling was completed in October 2001 and first sampling cycle was completed in February 2002. Semi annual sampling was performed from 2002 to 2011 in June and January. Sampling and analysis results continue to show no groundwater impacts from the leaf composting. Sampling schedule was reduced to annual sampling in 2009 with results showing continued minor impact on groundwater quality. Sampling completed in June 2012 with minimal groundwater impacts. Next sampling in June 2013.

National Pollution Discharge Elimination System (NPDES) permit implementation  
Five year plan to implement the current NPDES stormwater permit.

-Received NPDES general permit on August 15, 2001. Renewal Application submission was made to MDEQ on March 7, 2003. New permit received in 2004 mandates involvement in several county watershed groups. City staff completed the submission of a Storm Water Pollution Prevention Initiative (SWPPP) as required by NPDES permit. New certificate of coverage permit was issued by MDEQ on September 30, 2009. New permit covers a 5 year timeframe with first work item (updating the Public Participation Plan) completed December 11, 2009. SWPPI was submitted for MDEQ approval on June 25, 2010. Received a notice from MDEQ rescinding the 2008 permit due to a recent court case ruling. MDEQ reinstated the 2003 permit for implementation. Information on new permit requirement was received in February 2011. MDEQ expected to issue new permit in 2014. The 2010-11 annual report was submitted on January 20, 2012. Storm water informational talk was given to Pfizer, Inc., employees on April 28, 2012. MDEQ scheduled an audit of the program on July 12, 2012. Audit completed with satisfactory results. Several follow-up items with MDEQ were addressed by staff in December 2012. *City website updated in February to provide education of Illicit Storm Water Discharge.* Program implementation is ongoing.

National Pollution  
Discharge Elimination  
System (NPDES) permit  
implementation

Kalamazoo River Mainstem Watershed  
Management Plan

-First meeting was held September 17, 2004. Proposals for completing the watershed plan were received by Kalamazoo County on September 15, 2005 and a contract awarded to Kieser & Associates in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. Review comments received from MDEQ and revised watershed plan due in December 2006. A letter not to revise the Watershed Plan was submitted to the MDEQ on March 17, 2008. Public participation plan update submitted to MDEQ on November 24, 2009. Kalamazoo River Watershed council completed a watershed update in November, 2011. No new developments.

Portage River Watershed Management  
Plan

-Public participation plan submitted June 28, 2004. Proposals for a Watershed Management Plan were received by the Kalamazoo County Road Commission and a contract awarded to the Kalamazoo County Conservation Service in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. A letter not to revise the Watershed Plan was submitted to the MDEQ on March 17, 2008. Public participation plan update submitted to MDEQ on November 24, 2009. Based upon MDEQ comments, the plan was revised and resubmitted on December 21, 2009. Interest has been raised by local conservation groups to update the current Watershed Plan using grant funds. Meeting held on May 9, 2011 among stakeholders to determine interest in updating the current watershed plan. Second meeting held on June 20, 2011, and grant application submitted by Kalamazoo and Calhoun County Conservation District to update the Watershed Plan. Grant for watershed update was awarded to Calhoun County Conservation District. First kick-off meeting held December 13, 2012 to introduce working partners and information gathering. Next meeting scheduled for March 2013.

Plan to implement and maintain an  
Illicit Discharge Elimination  
Program (IDEP).

-On October 21, 2001, City Council awarded a contract to Fishbeck, Thompson, Carr and Huber for the Portage Creek element of the IDEP, which was completed in July 2002. On February 19, 2002, City Council approved a new ordinance as required by the NPDES permit titled "Storm Water Illicit Discharges and Connections." On April 28, 2004, City Council accepted a grant from the State of Michigan in the amount of \$152,264 and awarded a contract to Fishbeck, Thompson, Carr and Huber in the amount of \$184,264 for the remainder of the IDEP for the entire city. Program implementation is ongoing as funding allows. Continued outfall sampling is required by permit and will be budgeted accordingly. IDEP program was updated for submittal to MDEQ on June 25, 2010, and part of the SWIPPI. Two potential illicit discharges were investigated with MDEQ as of February 2012. The 2013 program starts in June. Implementation is ongoing.

**Storm Sewer Outfall Testing**

On March 23, 2011, City Council awarded a four year contract to Wightman Environmental to perform testing of selected storm sewers which discharge to surface water. This work is required as part of the NPDES permit. The 2011 annual report received with minor surface water impacts from the Woodland Avenue discharge. The 2012 report received with continuing minor impacts from the Woodland Avenue outfall. Testing results are reported to MDEQ as part of the NPDES annual report.

**Garden Lane Arsenic Removal Facility**  
Construction of a water treatment facility at the Garden Lane Wellfield to remove arsenic, iron and manganese from the groundwater.

Facility is in operation with ribbon cutting held August 2, 2010. The facility is producing approximately one million gallons of water per day. Facility is in regular operation. Plant tour for Stryker Engineering group was held on June 19, 2012. City Staff in conjunction with the Environmental Board is working on a sustainable native planting landscape design with Native Connections, Inc., for the facility. Regrading and installation of native landscaping seeding completed on November 16, 2012. Germination results in spring 2013 will determine if additional seeding is required.

**Environmental Incident/Spill Clean Up Notification**  
Environmental Protection Program to assist Portage Police/Fire Departments with spill containment and spill cleanup.

*-The number of environmental incident/spill investigations performed in February 2013 – 0. Number of environmental cleanups in February – 0. Emergency spill response contract for 2013-14 with Terra Contracting has been renewed.*

**Hampton Wetland Area Water Level**  
Assistance with the Inverness Condominium Association to Review Surface Water Levels

Ongoing assistance with the Condominium Association to develop appropriate measures to regulate the rising water level in Hampton Wetlands Area located on the north side of West Centre Avenue and east of Angling Road. Met with MDEQ staff to determine feasible method to lower water levels. Association currently working with MDEQ permit staff on February 26, 2010 to clarify permit requirements. Lower groundwater table elevation has reduced the concerns from the Condominium Association. Conference call with MDEQ held on December 8, 2010 to discuss permit submission updates. Condo Association discussing project with other property owners for support. Association submitted a letter to City Administration asking that the city consider the Wetland Water Level Regulation a municipal project. On March 22, 2011, city staff response recommending the Association consider Governmental Lake Board. The Association is considering next steps. No new developments. Seasonal low water levels have reduced the urgency to control water levels.

**Southwest Michigan Regional Sustainability Covenant**  
Collaborative effort with local government, academic, and other

-On May 12, 2009, City Council approved the Southwest Michigan Regional Sustainability Covenant. A sustainability work session was held April 14, 2010,

stakeholders to lead toward environmental, economic and social sustainability.

to review elements of the covenant in cooperation with the City of Kalamazoo and the City of Battle Creek. A grant application was made to MDNRE for a greenhouse gas inventory study of the area. Notice received July 15, 2010 that the grant application was not successful. City staff attended a September 10, 2010 meeting in Grand Rapids to discuss sustainable economic, environment, and society programs. No new developments.

## **CITY COUNCIL MEETING MINUTES FROM MARCH 12, 2013**

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

At the request of Mayor Strazdas, Councilmember Terry Urban gave the invocation and the City Council and Boy Scout Troop 287 led the audience in the Pledge of Allegiance. Mayor Strazdas also recognized members of Boy Scout Troop 255 and indicted that the City of Portage has more Scouts per capita than any other city in the State of Michigan.

The City Clerk called the roll with the following members present: Councilmembers Elizabeth A. Campbell, Jim Pearson, Edward J. Sackley and Terry R. Urban, Mayor Pro Tem Claudette S. Reid and Mayor Peter J. Strazdas. Councilmember Patricia M. Randall was absent with notice. Also in attendance were City Manager Maurice S. Evans, City Attorney Randy Brown and City Clerk James R. Hudson.

**APPROVAL OF MINUTES:** Mayor Pro Tem Reid indicated that even though Ron Warner, 202 Cliffwood Avenue, said that there was a fire at the 10323 Archwood Drive property, there never was a fire and asked that the minutes reflect that. Motion by Sackley, seconded by Campbell, to approve the February 26, 2013 Special Meeting Minutes as presented and the February 26, 2013 Regular Meeting Minutes as amended. Upon a voice vote, motion carried 6 to 0.

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

\* **APPROVAL OF CHECK REGISTER OF MARCH 12, 2013:** Motion by Urban, seconded by Reid, to approve the Check Register of March 12, 2013. Upon a voice vote, motion carried 6 to 0.

### **PUBLIC HEARINGS:**

**SUMMIT POLYMERS, INC. – PA 198 TAX ABATEMENT:** Mayor Strazdas summarized the purpose of the public hearing and deferred to City Manager Maurice Evans, who reviewed the request. He cited the PA 198 application for an Industrial Facilities Exemption Certificate for \$2,986,989, \$1,194,619 for real property and \$1,792,370 for personal property for the facility at 6715 Sprinkle Road located in Industrial Development District No. 56. He mentioned that this includes the construction of a 37,500 square foot building addition to increase manufacturing capacity to accommodate new business and seventeen new jobs with an average salary of approximately \$25,000 and the retention of 231 jobs.

At the request of Mayor Strazdas, Reed Kendall, Vice President of Business Planning, 7007 Division Avenue, Delton in Prairie View Township, and Dave Stachel, Materials Specialist – Systems, 1550 Sarasota Trail, Portage, introduced themselves as representatives from Summit Polymers, Inc., and explained that the company specializes in the design, engineering, and manufacturing of interior kinetic and decorative components and systems, and that Summit Polymers, Inc., hires highly skilled employees, from engineers to line workers, who are combined with advanced technology and state-of-the-art systems to deliver a quality product, on time, at a competitive price.

Dave Stachel indicated that this location is also the corporate headquarters for Summit Polymers, Inc., and is known as the Technical Center, so staff also includes finance, information technology, materials and engineering personnel. Mayor Strazdas thanked them and opened the public hearing to the audience.

There being no further discussion, motion by Sackley, seconded by Campbell, to close the public hearing. Upon a voice vote, motion carried 6 to 0.

Motion by Sackley, seconded by Urban, to adopt Resolution No. 4-13, approving the Industrial Facilities Exemption Certificate for Summit Polymers, Inc., at 6715 Sprinkle Road, for six years on the real property and three years on the personal property, in the total amount of \$2.99 million; and approve the tax abatement agreement and affidavit between the City of Portage and Summit Polymers, Inc. Discussion followed. Upon a roll call vote, motion carried 6 to 0. Resolution recorded on page 9 of City of Portage Resolution Book No. 45.

**MANN+HUMMEL USA, INC. – PA 198 TAX ABATEMENT:** Mayor Strazdas summarized the purpose of the public hearing and deferred to City Manager Maurice Evans, who reviewed the request for an Industrial Exemption Certificate from Mann+Hummel, USA, Inc. He indicated that there are three things for City Council to consider with this request: a waiver of the policy provision granting a six-year abatement period for the \$15.89 million in personal property investment, Resolution No. 4-13, approving the Industrial Facilities Exemption Certificate, and the tax abatement agreement and affidavit of fees.

Mr. Evans expressed his appreciation to Mann+Hummel, USA, Inc., for their investment in the Portage community of \$15.89 million in new machinery and equipment at 6400 Sprinkle Road located within Industrial Development District No. 48. He indicated that this investment will launch new programs to supply air induction systems and intake manifolds to General Motors, Toyota and Ford with the anticipation of 50 new jobs with an average salary of \$30,000 and the retention of 377 jobs.

At the request of Mr. Evans, Community Development Director Vicki Georgeau explained that City Council Policy is to grant a tax abatement for personal property for three years with the option for a company to come back to City Council to request a three-year extension. She then discussed the impact of some of the changes in the tax law over the last number of years and the proposed changes that will be before the voters statewide in August 6, 2014. She stated that the Administration recommendation is to grant the abatement to Mann+Hummel, USA, Inc., for personal property for three years

At the request of Mayor Strazdas, Christina Carroll, 28171 62<sup>nd</sup> Avenue, Lawton, Kurk Wilks, Director of Operations, 6160 Saddle Ridge Court, Texas Township, and Jack Andres, 3415 Runnymede Drive, Kalamazoo Township, spoke on behalf of the Mann+Hummel, USA, Inc., tax abatement request.

Ms. Carroll indicated that because of the amount of the investment and the number of employees Mann+Hummel, USA, Inc., will add and retain, she requested that the abatement be for six years instead of the three years outlined in City Council Policy. She pointed to the precedent approved by City Council with the Mann+Hummel, USA, Inc., tax abatement in 2009. She indicated that 95 of the Mann+Hummel, USA, Inc., employees are Portage residents and that Mann+Hummel, USA, Inc., has a temporary work force of 109.

Mr. Wilks interjected that the request for six years is primarily to support the business case for Mann+Hummel, USA, Inc., shareholders and an attempt to balance the business with the rewards of the community and the expectations of the shareholders.

At the request of Mayor Strazdas, Mr. Andres explained that Mann+Hummel, USA, Inc., designs and manufactures automotive components including complete air induction systems, intake manifolds, surge tanks and washer reservoirs, oil and fuel modules and filter elements for all major original equipment manufacturers (OEMs), as well as most Asian car manufacturers. Discussion followed.

Mayor Strazdas thanked them and opened the public hearing to the audience. Jennifer Owens, 1570 Drayton Court, representing Southwest Michigan First, expressed frustration over tax issues in Michigan and emphasized the need for companies like Mann+Hummel, USA, Inc., to have certainty in order to compete.

There being no further discussion, motion by Reid, seconded by Campbell, to close the public hearing. Upon a voice vote, motion carried 6 to 0.

Motion by Sackley, seconded by Campbell, to consider the request for a waiver of the policy provision granting a six-year abatement period for personal property; adopt Resolution No. 4-13, approving the Industrial Facilities Exemption Certificate for Mann+Hummel USA, Inc., at 6400 Sprinkle Road for six years for the planned personal property investment in the total amount of \$15.89 million; and approve the tax abatement agreement and affidavit between the City of Portage and Mann+Hummel USA, Inc. Discussion followed.

Councilmember Sackley offered an amendment to his motion to state, "to grant the request for a waiver of the policy provision granting a six-year abatement period for personal property" replacing the word "consider" with the word, "grant." Councilmember Campbell concurred. Discussion followed. Mayor Pro Tem Reid expressed her concerns for city revenue from personal property tax in the future, praised Mann+Hummel, USA, Inc., but reminded the representatives of Mann+Hummel, USA, Inc., of City Council Policy and the balance necessary to protect the city's interests. Councilmember Urban concurred with Mayor Pro Tem Reid and her comments regarding the uncertainty of future city revenue for essential services and recognized that this decision is being made not just for Portage, but for all non-municipal taxing entities in the County. However, he still spoke in support of the application, recognizing that Mann+Hummel, USA, Inc., has always "done what they said they would do." Discussion followed. Upon a roll call vote, motion carried 5 to 1. Yeas: Councilmembers Sackley, Urban, Campbell and Pearson and Mayor Strazdas. No: Mayor Pro Tem Reid. Resolution recorded on page 13 of City of Portage Resolution Book No. 45.

#### **COLLECTION (DONATION) BOXES ORDINANCE AMENDMENT (CHAPTER 24):**

Mayor Strazdas mentioned that the purpose of the public hearing was to discuss the Collection Box Ordinance and deferred to City Manager Maurice Evans, who indicated that this concern was raised by Councilmember Pearson at the August 14, 2012 City Council Meeting. He reviewed the process as outlined in the Executive Summary in the City Council Agenda Packet and praised the efforts of Ms. Georgeau and City Attorney Randy Brown to accommodate several changes suggested by City Council during the first reading of the ordinance that have been folded into the final version of the proposed ordinance that is now before City Council. At the request of Mr. Evans, Ms. Georgeau indicated that there has been an increase of these collection boxes in Portage; that she has explored some best practices in this area; and, that the Portage approach is one of regulatory and licensing instead of a zoning approach given the proliferation, the health and safety considerations and the blight consequences of these boxes. She then summarized the main provisions of the ordinance and explained the rationale of these provisions. Discussion followed.

Councilmember Urban voiced his objections and opposition to having these boxes in the City of Portage and requested a tax lien consequence on the property for noncompliance. In answer to his question regarding the permission of the property owner, Ms. Georgeau agreed that the term "Manager" in the ordinance contemplates a "Manager owning" the property and not a tenant because it must be either the owner or someone acting on behalf of the owner and she recognized that amendments can be added at a later date to accommodate any nuances necessary. Councilmember Urban wanted this section to be more definitive or "pointed" in this regard. Discussion followed.

Mayor Strazdas opened the public hearing to the audience. Dan Dalton, who gave his address as 41000 Woodward Avenue, Bloomfield Hills, indicated that he is an attorney representing Planet Aid

and thanked City Council Staff and City Attorney Brown for their efforts on this ordinance and praised the proposed ordinance as fair and a model ordinance for other communities in the State of Michigan and explained the need to work with the managers who are on the property day-to-day as contacts with authority who can facilitate and execute business on the property on behalf of the owner. He also explained the need that the boxes be made of steel, said that two boxes on a site is fair and said that having the boxes insured was a good idea although that provision was stricken from the proposed ordinance and explained. Discussion followed.

Councilmember Urban cited a Planet Aid box placed on a property with permission, but the owner decided to have it removed based on complaints from his customers, but it took over two months to get it removed. Mr. Dalton did not have an answer for Councilmember Urban, but did indicate that the company has a policy of removal within 24 hours of a complaint and explained.

Dustin Holland, Vice President, Better World Books, 11560 Great Oaks Way, Alpharetta, Georgia, spoke in favor of the proposed ordinance and praised staff for their efforts and indicated that he was speaking on behalf of the Meijer Company, also.

Patrick Bennett, American Textile Recycling Services, 209 West Monroe, Jackson, Michigan, thanked the City of Portage for the proposed ordinance and concurred with Mr. Dalton and Mr. Holland.

There being no further discussion, motion by Reid, seconded by Campbell, to close the public hearing. Upon a voice vote, motion carried 6 to 0. Discussion followed and Councilmember Sackley offered a tacit suggestion that a permit number be placed on the box visible from the street as a logical tracking device. At the request of Mayor Strazdas, Mr. Brown explained that there was no need for an insurance requirement in the ordinance which was supported by the City Administration and the City Risk Manager. Discussion followed.

In answer to Councilmember Urban, Mr. Brown reaffirmed that these boxes cannot be banned, legally, and explained that there are Michigan Statutes that provide that a community cannot exclude a use totally when there is a demonstrated need. Discussion followed. Councilmember Urban voiced his objection to putting this responsibility on the real property owner and having a lien placed on property fifteen days after a violation. Discussion followed.

Motion by Pearson, seconded by Reid, to approve the Collection Boxes Ordinance Amendment as proposed. Discussion followed. Upon a roll call vote, motion carried 5 to 1. Yeas: Councilmembers Campbell, Pearson and Sackley, Mayor Pro Tem Reid and Mayor Strazdas. No: Councilmember Urban. Ordinance recorded on page 243 of City of Portage Ordinance Book No. 12. Resolution recorded on page 17 of City of Portage Resolution Book No. 45.

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

\* **ADOPTION OF BOND REFUNDING RESOLUTION:** Motion by Urban, seconded by Reid, to adopt the Resolution Authorizing Refunding of the City of Portage Capital Improvement Bonds, Series 2005A, as well as the Resolution Approving of the Undertaking to Provide Continuing Disclosure. Upon a roll call vote, motion carried 6 to 0. Resolutions recorded on pages 19 and 29 of City of Portage Resolution Book No. 45.

\* **ADOPTION OF BOND REFUNDING RESOLUTION:** Motion by Urban, seconded by Reid, to adopt the Resolution Authorizing Refunding of the City of Portage Special Assessment Bonds, Series 2001, 2002, 2004, 2005 and 2005A, as well as the Resolution Approving of the Undertaking to Provide Continuing Disclosure. Upon a roll call vote, motion carried 6 to 0. Resolutions recorded on pages 31 and 41 of City of Portage Resolution Book No. 45.

\* **EASEMENT RELINQUISHMENT REQUEST:** Motion by Urban, seconded by Reid, to adopt a resolution to relinquish the northerly and southerly 12 feet of an existing easement for drainage, sewage and other public purposes over a previously vacated section of Burt Drive, place the resolution on file with the City Clerk for 28 days, and take final action on April 9, 2013; and authorize the City Manager to sign the License Agreement to locate an Accessory Structure in the easement area. Upon a roll call vote, motion carried 6 to 0. Resolution recorded on page 43 of City of Portage Resolution Book No. 45.

\* **SCHOOL ELECTION CONSOLIDATION AGREEMENTS:** Motion by Urban, seconded by Reid, to authorize the City Clerk to sign the School Election Consolidation Agreements. Upon a roll call vote, motion carried 6 to 0.

\* **ELECTION POLLING PLACES AND RATE OF COMPENSATION RESOLUTION:** Motion by Urban, seconded by Reid, to adopt the Resolution Designating Polling Places and Rate of Compensation for the May 7, 2013 Special Election. Upon a roll call vote, motion carried 6 to 0. Resolution recorded on page 47 of City of Portage Resolution Book No. 45.

\* **1614 WEST OSTERHOUT:** Motion by Urban, seconded by Reid, to refer the request of Bill Patterson regarding 1614 West Osterhout to the Ad Hoc Property Committee for review and recommendation. Upon a roll call vote, motion carried 6 to 0.

#### **UNFINISHED BUSINESS:**

\* **FISCAL YEAR 2013-2014 PROPOSED BUDGET REVIEW SCHEDULE:** Motion by Urban, seconded by Reid, to establish April 11 and April 30, 2013, from 4:30 to 8:30 p.m. as the dates for review of the proposed Fiscal Year 2013-2014 Budget. Upon a roll call vote, motion carried 6 to 0.

\* **MINUTES OF BOARDS AND COMMISSIONS:** City Council received the minutes for the following boards and commissions:

Portage Public Schools Board of Education Special and Regular of January 21, Policy Governance Session of January 22, Special and Committee of the Whole Work Session of February 11, 2013.

Portage Senior Citizen Advisory Board of January 16, 2013.

Portage Park Board of February 6, 2013.

Portage Human Services Board of February 7, 2013.

Portage Planning Commission of February 21, 2013.

#### **AD HOC COMMITTEE REPORTS:**

**COMMUNICATION FROM COUNCILMEMBER SACKLEY REGARDING UTILITY RATE COMMITTEE:** Councilmember Sackley welcomed former Portage City Councilmember and former Kalamazoo County Commissioner Nasim Ansari, who filled the vacancy on the Utility Rate Committee. He noted that Utilities Engineer Kendra Gwin provided an excellent presentation and expressed appreciation for the fine work done by Finance Director Dan Foecking, Deputy City Manager Brian Bowling and City Manager Maurice Evans on the matter. He indicated that the first portion of a recommended Rate Study will come before City Council at the next meeting at a public hearing. Discussion followed. Councilmember Sackley also thanked former Mayor Pro Tem and former Kalamazoo County Commissioner Ted W. Vliek for his fine service on the Committee. Discussion

followed. Motion by Reid, seconded by Campbell, to receive the Utility Rate Committee Update from Councilmember Sackley. Discussion followed. Upon a voice vote, motion carried 6 to 0.

**COMMUNICATION FROM MAYOR STRAZDAS REGARDING THE INVESTMENT COMMITTEE:** Mayor Strazdas explained the work of the Investment Committee and mentioned the conservative policy that is used to guide the decisions of the Committee. He reviewed each of the three major points that were discussed at the meeting and contained his report to City Council, including shortening our maturity date, having the Administration provide reports to the Investment Committee monthly and providing more clarity as to which Financial Services Companies the City is currently using and which banks are being considered for use of services for short term cash investments. Motion by Sackley, seconded by Reid, to receive the Investment Committee Update from Mayor Strazdas. Upon a voice vote, motion carried 6 to 0.

**OTHER CITY MATTERS:**

**STATEMENTS OF CITY COUNCIL AND CITY MANAGER:** Councilmember Urban restated his opposition to Collection Boxes in the City of Portage.

Mayor Strazdas shared that it was an incredible sight when the 507<sup>th</sup> Engineering Battalion returned from Afghanistan hosted by Portage Central High School. He said he is working with the Battalion Commander and the Captain for our region to bring those individuals who are citizens of Portage, and even a couple of Portage Northern High School graduates who are a part of the 507<sup>th</sup> Engineering Battalion, to be recognized at the next Portage City Council Meeting for their service to our country as local citizens or local graduates of Portage Northern High School. Councilmember Sackley asked whether City Council might also extend an invitation to this unit, and another unit that is coming back in two and one half weeks, to join in the Memorial Day Parade and the celebration afterwards. Discussion followed.

**ADJOURNMENT:** Mayor Strazdas adjourned the meeting at 9:30 p.m.

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James R. Hudson, City Clerk

\*Indicates items included on the Consent Agenda.

## CITY COUNCIL MEETING MINUTES FROM MARCH 26, 2013

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

At the request of Mayor Strazdas, Dr. Pradeep Sagedo of the Hindu Community gave the invocation and the City Council and the audience recited the Pledge of Allegiance.

The City Clerk called the roll with the following members present: Councilmembers Jim Pearson, Patricia M. Randall and Edward J. Sackley, Mayor Pro Tem Claudette S. Reid and Mayor Peter J. Strazdas. Councilmembers Elizabeth A. Campbell and Terry R. Urban were absent with notice. Also in attendance were City Manager Maurice Evans, City Attorney Randall Brown and City Clerk James Hudson.

**APPROVAL OF MINUTES:** Motion by Sackley, seconded by Reid, to approve the March 12, 2013 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 4 to 0 with Councilmember Randall abstaining.

\* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Sackley to read the Consent Agenda. Motion by Sackley, seconded by Reid, to approve the Consent Agenda motions as presented. Upon a roll call vote, motion carried 5 to 0.

\* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF MARCH 26, 2013:** Motion by Sackley, seconded by Reid, to approve the Check Register of March 26, 2013, as presented. Upon a roll call vote, motion carried 5 to 0.

### REPORTS FROM THE ADMINISTRATION:

\* **FINAL PLAN FOR STERLING OAKS WEST (PHASE II) PLANNED DEVELOPMENT, 1001 GULFPORT TRAIL:** Motion by Sackley, seconded by Reid, to approve the Final Plan for Sterling Oaks West (Phase II) Planned Development, 1001 Gulfport Trail, subject to the maximum number of residential units be limited to 30 until a second means of ingress and egress is provided in accordance with the International Fire Code. Upon a roll call vote, motion carried 5 to 0.

\* **2013 UTILITY RATE FINANCIAL STUDY:** Motion by Sackley, seconded by Reid, to establish a public hearing for April 23, 2013, at 7:30 p.m. or as soon thereafter as may be heard, to consider resolutions to: adopt the recommendation that the sewer commodity rate be reduced from \$4.81 to \$4.70 per 1,000 gallons of metered water; adopt the recommendation that the water commodity rate remain at \$3.19 per 1,000 gallons of metered water; adopt the recommendation that adjustments be made to both the sewer and water base quarterly charges; eliminate the current Senior Citizen Discount Program effective October 1, 2013; adopt the recommendation that the new rates become effective on October 1, 2013, (or on January 1, 2014, if City Council chooses to implement a low income affordability program); and adopt the recommended water and sewer franchise area fees and other service fees and charges as outlined in the 2013 Utility Rate Financial Study. Upon a roll call vote, motion carried 5 to 0.

\* **WATER MAIN EASEMENT RELINQUISHMENT AND SANITARY SEWER ENCROACHMENT, MUELLER REFRIGERATION, 6700 SPRINKLE ROAD:** Motion by Sackley, seconded by Reid, to adopt a resolution to relinquish 89.15 feet of an existing water main easement located on the west side of the existing Mueller Refrigeration building, replaced with a new

water main easement for the portion of the vacated water main, place the resolution on file with the City Clerk for 28 days and take final action on April 23, 2013, at 7:30 p.m. or as soon thereafter as may be heard; and authorize the City Manager to sign the License Agreement to Locate Signs in City Utility Easement. Upon a roll call vote, motion carried 5 to 0. Resolution recorded on page 49 of City of Portage Resolution Book No. 45.

\* **COMPREHENSIVE LIABILITY, PROPERTY AND AUTO FLEET INSURANCE:** Motion by Sackley, seconded by Reid, to approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the Michigan Municipal Risk Management Authority (MMRMA) at a total not to exceed cost of \$443,253 for the period of March 1, 2013 to March 1, 2014, and authorize the City Manager to execute all documents related to the action on behalf of the city. Upon a roll call vote, motion carried 5 to 0.

\* **APPLICATION FOR SPECIAL LICENSE FOR THE SALE OF BEER, WINE AND SPIRITS:** Motion by Sackley, seconded by Reid, to resolve to submit applications to the Michigan Liquor Control Commission (MLCC) for a Special License for the sale of beer and wine for consumption on the premises at Portage Central Park, 7800 Shaver Road, for The Taste of Portage on June 22, 2013, and the *Your Generation in Concert* on July 13, 2013, and authorize the City Manager to execute all documents on behalf of the city. Upon a roll call vote, motion carried 5 to 0.

\* **REMOTE CREDIT CARD USE:** Motion by Sackley, seconded by Reid, to adopt the Resolution to Accept Payments on Certain City Fees and Charges by Financial Transaction Devices to allow the use of credit card services for recreation and cultural programs. Upon a roll call vote, motion carried 5 to 0. Resolution recorded on page 59 of City of Portage Resolution Book No. 45.

\* **FEBRUARY 2013 SUMMARY ENVIRONMENTAL ACTIVITY REPORT:** Motion by Sackley, seconded by Reid, to receive the communication from the City Manager regarding the February 2013 Summary Environmental Activity Report as information only. Upon a roll call vote, motion carried 5 to 0.

\* **DEPARTMENT MONTHLY REPORTS:** Motion by Sackley, seconded by Reid, to receive the Department Monthly Reports. Upon a roll call vote, motion carried 5 to 0.

#### **COMMUNICATION:**

**KALAMAZOO COUNTY TRANSIT AUTHORITY (KCTA) CHAIRPERSON LINDA TEETER AND EXECUTIVE DIRECTOR OF THE KCTA SEAN MCBRIDE:** City Council received a presentation by Linda Teeter that included a summary of the 2012 Annual Report, including city, county and federal funding percentages, consideration for riders with a handicap and a quantification of riders to and from Portage. She also mentioned that a community service van will be provided to the Portage Senior Center. She reviewed the new technology that will provide more information for riders regarding all vehicles by routes and times, including the availability of applications "apps" for cell phones, and praised the addition of a travel trainer made possible through a grant from Human Services. She introduced Sean McBride, who traced the background of the regionalization of public transit and discussed some of the topics addressed in a White Paper that was written with the help of various government officials that outlines the plan for consolidation, transfer of ownership and feedback from the community. Discussion followed.

Ms. Teeter discussed the renewal of the 0.4 mills for four years for public transit, which is the ballot issue on the May 7, 2013 Special Election. Discussion followed. Mayor Strazdas summed up and discussion followed.

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

Portage Youth Advisory Committee of February 11, 2013.  
Portage Planning Commission of March 7, 2013.

**BID TABULATION:**

\* **SOUTH 12TH STREET SANITARY SEWER LIFT STATION IMPROVEMENT PROJECT:** Motion by Sackley, seconded by Reid, to award a construction contract for the South 12th Street Sanitary Sewer Lift Station Improvements to B & Z Company, Incorporated, in the not to exceed amount of \$253,777.32 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 5 to 0.

**OTHER CITY MATTERS:**

**STATEMENTS OF CITY COUNCIL:** Councilmember Sackley provided an update of Mayor Pro Tem Reid's, Don Ramlow's, Ayesha Mangla's and his service on the Public Media Network (PMN) Board. Discussion followed.

Councilmember Randall reminded everyone that Portage Public Schools begins Spring Break at noon, Wednesday, March 27, and asked that everyone be watchful of children walking, playing or biking. She also wished everyone traveling over Easter Break to have a safe journey and she extended a "Happy Easter" to all.

Councilmember Pearson announced that an Engineering Company has returned after serving ten months in Afghanistan, and the public is invited to a celebration, Thursday, 3:30 p.m. at the Western Michigan University Read Field House to welcome home our local soldiers.

Mayor Pro Tem Reid recognized Director of Technology Services and Community Marketing Devin Mackinder and thanked him and his staff for receiving the Sunshine Award for transparency and openness in website design for the second year in a row. She indicated that Mr. Mackinder and his staff are constantly looking for new ways to put the information "out there" so the public can have access to it. She marveled at the increase in information that is now accessible to the public since she became a Councilmember. She then extended a "Happy Easter" to all.

Mayor Strazdas indicated that some of the soldiers who are coming back are from Portage and have gone to Portage Northern High School or Portage Central High School. He indicated that they will be invited to a City Council meeting in the near future to be recognized, thanked and welcomed home as heros. Mayor Strazdas announced that Bicycle Week is upcoming and mentioned his plan that Portage City Council and Kalamazoo City Commission have a bike rally together as Portage is a "Natural Place to Move." He wished everyone a safe, enjoyable and happy vacation.

**ADJOURNMENT:** Mayor Strazdas adjourned the meeting at 8:24 p.m.

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James R. Hudson, City Clerk

\*Indicates items included on the Consent Agenda.