



PLANNING COMMISSION

March 20, 2014

CITY OF PORTAGE PLANNING COMMISSION

A G E N D A

March 20, 2014
(7:00 p.m.)

Portage City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES:

- * March 6, 2014

SITE/FINAL PLANS:

PUBLIC HEARINGS:

- * 1. Special Land Use Permit: Great Lakes Convenience, 710 and 732 East Centre Avenue
-- applicant request to withdraw application

OLD BUSINESS:

1. City of Portage 2014–2024 Capital Improvement Program
-- document previously provided to Commission

Adjourn meeting to Conference Room No. 1

NEW BUSINESS:

- * 1. Proposed Planning Commission Goals for FY 2014-2015
- * 2. 2014 Comprehensive Plan Update, Community and Quality of Life
-- document provided as separate attachment

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

February 25, 2014 City Council meeting minutes

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

DRAFT

PLANNING COMMISSION

March 6, 2014

The City of Portage Planning Commission meeting of March 6, 2014 was called to order by Vice-Chairman Felicijan at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Approximately 45 citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services; Michael West, Assistant City Planner; Muhammad Arif, Traffic Engineer and Randy Brown, City Attorney.

ROLL CALL:

Mr. Forth called the roll and the following Commissioners were present: Patterson, Stoffer, Felicijan, Bosch, Dargitz, Reiff, Schimmel and Somers.

Vice-Chairman Felicijan indicated Chairman Welch requested to be excused from the March 6, 2014 meeting. A motion was made by Commissioner Bosch, seconded by Commissioner Schimmel, to approve the roll and excuse Chairman Welch. The motion was unanimously approved 8-0.

APPROVAL OF MINUTES:

Vice-Chairman Felicijan referred the Commission to the February 20, 2014 meeting minutes contained in the agenda packet. Commissioners Schimmel and Bosch both stated they were not present at the February 20th meeting and would not be voting on the minutes. A motion was made by Commissioner Dargitz, seconded by Commissioner Patterson, to approve the minutes as submitted. The motion was approved 6-0-2 with Commissioners Schimmel and Bosch abstaining.

SITE/FINAL PLANS:

1. Specific (Site) Plan for Hilton Homewood Suites, 420 Trade Centre Way. Mr. West summarized the staff report dated February 28, 2014 regarding the final plan submitted by TMI Hospitality to construct a four-story, 86,083 square foot hotel building and associated site improvements at 420 Trade Centre Way. Mr. West stated the Hilton Homewood Suites project represents the second hotel development under the amended conceptual plan submitted by Trade Centre Holdings LLC and approved by City Council in August 2012. Mr. West indicated the Hilton Homewood Suites project has been designed in substantial conformance with the approved amended conceptual plan.

Mr. Todd Hurley of Hurley & Stewart (applicant representative) was present to support the development project. Commissioner Dargitz asked for clarification on the MDEQ wetland/floodplain permit. Mr. Hurley stated the MDEQ permit was for the entire 20 acre site and activities would be completed, consistent with the approved permit, as development projects are approved. After a brief discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Somers, to approve the Specific (Site) Plan for Hilton Homewood Suites, 420 Trade Centre Way. The motion was unanimously approved 8-0.

PUBLIC HEARINGS:

1. Special Land Use Permit: Great Lakes Convenience, 710 and 732 East Centre Avenue. Vice-Chairman Felicijan referred the Commission to a letter from the applicant requesting the public hearing be adjourned to the March 20, 2014 meeting. Commissioner Reiff asked how many times granting an

adjournment is appropriate and whether the applicant needs to provide a reason for the requested adjournment. Attorney Brown stated there was not a specific or maximum number of adjournments and the Commission should consider the specific circumstances of each request. Attorney Brown indicated that staff provided a recommendation in the final agenda packet on how to handle the requested adjournment and he supports this recommendation. After additional discussion, a motion was made by Commissioner Stoffer, seconded by Commissioner Patterson, to deny the applicant's request for an adjournment to allow for a staff presentation on the application and to receive public comment. The motion also included a reference to the previous two applicant requests for adjournments that were granted by the Commission. The motion was unanimously approved 8-0.

Mr. Forth then summarized the staff report dated February 28, 2014 including changes to the development proposal made by the applicant since the original submittal. Mr. Forth discussed the staff analysis section of the report including previous meetings and discussions with the applicant regarding the intensity of the use, traffic generation, access, neighborhood issues and Zoning Code provisions applicable to the gasoline station project. Mr. Forth stated a gasoline station/convenience store represents one of the most intensive land uses in the B-3 zoning district in regard to traffic volumes, outdoor related activities and possible noise disturbances. Mr. Forth summarized the staff analysis of the Zoning Code standards of review for special land uses in regard to compatibility with adjacent land uses, consistency with the Comprehensive Plan, traffic generation, outdoor activities and related impacts on adjacent residential properties to the west, south and north and the Otis Montessori child day care/preschool to the east. Mr. Forth indicated staff was recommending denial of the special land use permit with a finding that the proposed gasoline station project 1) is not consistent with the Future Land Use Map or Land Use/Development and Housing goals and objectives contained in the Comprehensive Plan; 2) is not consistent with the Zoning Code general standards of review for special land uses in regards to promotion of the public health, safety and welfare, compatibility with adjacent land uses, traffic generation and associated adverse impacts to adjacent properties and safety on East Centre Avenue; and 3) that various aspects of the use will generate adverse external effects including noise that are likely to extend beyond the property line. Finally and consistent with the Comprehensive Plan, Mr. Forth indicated that staff was also recommending, in an action separate from the special land use permit application, that the Commission consider initiating a rezoning of the several properties located along the south side of East Centre Avenue, east of Lakewood Drive, from B-3, general business to OS-1, office service. Mr. Forth stated initiating a rezoning could be considered by the Planning Commission after receipt of a more detailed report by staff.

Mr. Don Ziemke Jr., Great Lakes Convenience (applicant/owner), was present and apologized for the requested adjournment. Mr. Ziemke stated he recently retained legal counsel and needed additional time to discuss various issues. The public hearing was then reconvened by Vice-Chairman Felicijan. A total of 12 citizens spoke in opposition to the proposed development: Michelle Theodore, 8140 Kingston; Kathy McConnell, 8340 Bruning; Dennis Laskowsky, 1814 Thrushwood; Rich Hutchins, 8137 Kingston; Melissa Ottesen, 8124 Kingston; Jamie Krenkshaw (Otis Montessori), 810 East Centre; Leslie Schero, 8119 Kingston; Kaitlan Litjens, 704 Prosperity; Patty Noel, 1002 Pasma; Gary Kunis, 801 Pasma; Nancy Centers, 8038 Lakewood; and Ginger Calleward, 720 Pasma. Concerns voiced by these citizens included the high traffic generation and related impacts, incompatibility of the commercial use adjacent to the residential neighborhood and Otis Montessori school, environmental and safety concerns, outdoor lighting and noise impacts.

The Commission and staff then discussed various aspects of the proposed gasoline station development including the intensity of the use, compatibility with adjacent land uses and Zoning Code general standards of review for special land uses. Several Commissioners expressed concerns regarding the intensity of the proposed gasoline station development at this location and associated impacts to surrounding properties. After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Stoffer, to adjourn the public hearing involving the Special Land Use Permit for Great Lakes Convenience, 710 and 732 East Centre Avenue, to the March 20, 2014 meeting. The motion was unanimously approved 8-0.

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OLD BUSINESS:

None.

NEW BUSINESS:

1. Texas Township Master Plan Amendment. Mr. West summarized the staff report dated February 28, 2014 and referred the Commission to a communication received from Texas Township regarding a proposed Master Plan Amendment. Mr. West stated the proposed Master Plan Amendment involves a 5-acre parcel of land located at 7569 South 8th Street, which is situated approximately two miles west of the City of Portage corporate boundary. Consistent with the Michigan Planning Enabling Act, Mr. West indicated Texas Township was providing notification to surrounding communities requesting comment. Mr. West stated staff had reviewed the proposed amendment and did not have any comments. After a brief discussion, a motion was made by Commissioner Dargitz, seconded by Commissioner Reiff, to receive the Texas Township Master Plan Amendment with no specific comments offered. The motion was unanimously approved 8-0.

8:25 p.m. - The Commission took a short recess.

8:35 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 1

2. 2014 Comprehensive Plan Update, Goals and Objectives: Mr. Forth referred the Commission to the draft Goals and Objectives portion of the 2014 Comprehensive Plan Update which was included in the agenda packet as a separate document. Mr. Forth stated the Goals and Objectives document would not be a separate chapter in the Plan, but rather would be included in the beginning of Community + Quality of Life, Land Use + Character and Transportation chapters. Mr. Forth indicated specific strategies intended to implement the Goals and Objectives would be developed and included in the Implementation chapter of the Plan.

Commissioner Dargitz suggested that a reference to the Lake Centre Business Area be included in Objective LU2.2. Vice-Chairman Felicijan and Commissioner Bosch agreed. Commissioner Dargitz also suggested that a reference to live/work provisions and home occupations be included in Objective LU2.5. The Commission did not have any further comments regarding the draft Goals and Objectives. Mr. Forth indicated the recommended changes would be incorporated into the Goals and Objectives section of the Plan.

3. 2013 Recreation and Open Space Plan Amendments: Mr. Forth summarized the February 28, 2014 staff report regarding the several minor amendments to the 2013 Recreation and Open Space Plan intended to add the property donated to the city for the Eliason Nature Reserve and the city's purchase of 1614 West Osterhout Avenue. Mr. Forth stated the Recreation and Open Space Plan is a component of the Comprehensive Plan and is updated every five years and amended, as necessary, to provide a valuable planning tool and fulfill Michigan Department of Natural Resources (MDNR) requirements for park acquisition and development grants. Mr. Forth indicated the amendments to the 2013 Recreation and Open Space Plan are being processed concurrently with the 2014 Comprehensive Plan Update. The Commission did not have any comments regarding the proposed amendments.

4. 2014-2024 Capital Improvement Program. Mr. Forth referred the Commission to the 2014-2024 Capital Improvement Program (CIP) that was included in the agenda packet as a separate document. Mr. Forth summarized the February 24, 2014 memo from City Manager Evans that provided an overview of the FY 2014-2024 CIP with emphasis on the FY 2014-2015 budget year. Mr. Forth discussed the timeline for Planning Commission review of the CIP and indicated a recommendation to City Council was needed by the March 20th meeting.

DRAFT

The Commission and staff briefly reviewed and discussed the various categories of the CIP document. Commissioner Dargitz asked about the location of the proposed Dog Park under the Parks & Recreation category. Mr. Forth stated that he believes the dog park is planned for Lakeview Park, however, would check with Director Deming. After a brief conversation, the Commission agreed to continue discussion of the CIP document at the March 20th meeting. Mr. Forth asked that the Commission email him any additional questions regarding the CIP document prior to the March 20th meeting, if possible, so the appropriate departments could be contacted for appropriate answers.

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 9:30 p.m.

Respectfully submitted,

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



Department of Community Development

TO: Planning Commission **DATE:** March 14, 2014
FROM: Vicki Georgeau, Director of Community Development
SUBJECT: Special Land Use Permit: Great Lakes Convenience, 710 and 732 East Centre Avenue

Attached is a March 11, 2014 communication received from Mr. Donald Ziemke Jr. (applicant/owner) requesting that the above referenced special land use permit application be withdrawn. According to Mr. Ziemke, an alternative development project consisting of an 8,000 square foot retail strip center with a restaurant and drive-thru component is being developed and will be submitted for Planning Commission consideration in the very near future. At the request of the applicant, the Planning Commission is advised to withdraw the Special Land Use Permit for Great Lakes Convenience at 710 and 732 East Centre Avenue.

Attachment: March 12, 2014 email communication from Tim Stewart (Hurley & Stewart)

Great Lakes Convenience, Inc.

7404 Kettle Lake Dr.

Alto, MI 49302

RECEIVED
MAR 11 2014
COMMUNITY DEVELOPMENT

March 11, 2014

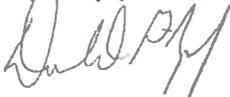
City of Portage
Vicki Georgeau, AICP
Director, Community Development
7900 South Westnedge Avenue
Portage, MI 49002

**Re: Special Exception Use Permit requested by Great Lakes
Convenience, Inc. 710 and 732 East Centre Ave.**

Dear Ms. Georgeau:

I have decided to withdraw the pending request for a Special Exception Use Permit to operate a convenience store and gas station at the above properties. Please thank the City Planning Commission for its consideration of my project. At the March 20th City Planning Commission meeting, please advise the Commission that the Special Exception Use Permit application has been withdrawn, and that I have decided to develop the property with an 8,000 square foot retail strip center which will include a restaurant and a drive through component. I have started the planning stages for the site plan with Hurley & Stewart and intend to have a site plan filed with your office for plan review pursuant to Section 42-482 (B) in the very near future. If you have any questions concerning this letter, please call me.

Very truly yours,



Donald Ziemke, Jr.
President
616-437-7475
don@campaucorner.com



Department of Community Development

TO: Planning Commission **DATE:** March 14, 2014
FROM: Vicki Georgeau, [↓]Director of Community Development
SUBJECT: Planning Commission Recommended 2014-2015 Goals and Objectives

Attached is a communication from Deputy City Clerk, Adam Herringa, requesting the Planning Commission provide to City Council recommended goals and objectives for FY 2014-2015. Also attached for reference is a copy of the Planning Commission recommended goals and objectives for FY 2013-2014 that were provided to City Council in March 2013.

The Commission is advised to review the attached materials and draft transmittal to City Council and discuss the information during the March 20, 2014 meeting. Planning Commission recommended goals and objectives for FY 2014-2015 must be submitted to the Office of the City Clerk by April 15, 2014. If additional discussion and time is needed, the item can be scheduled for the April 3, 2014 meeting for finalization.

Attachments: Advisory Board communication from Deputy City Clerk dated February 20, 2014
Planning Commission Recommended FY 2014-2015 Goals and Objectives (DRAFT transmittal)
Planning Commission Recommended FY 2013-2014 Goals and Objectives (conveyed March 2013)
Approved FY 2014-2015 Council Mission Statement and Goals and Objectives

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CITY OF PORTAGE

COMMUNICATION

TO: Advisory Board Chairperson*

DATE: February 20, 2014

FROM: Adam Herringa, Deputy City Clerk 

SUBJECT: Proposed Goals for 2014-2015

This is a reminder that proposed goals and objectives for the 2014-2015 Fiscal Year need to be prepared and forwarded to the City Clerk Office by April 15, 2014. The proposed goals and objectives will be compiled and forwarded to City Council for review.

A hard copy of the proposed goals along with an electronic copy, sent to herringa@portagemi.gov, would be appreciated.

Please contact the City Clerk Office if you need further assistance.

- * Paul Welch, Planning Commission
Ruth Caputo, Chair, Environmental Board
Mark Reile, Chair, Historic District Commission
Sandra Sheppard, Chair, Human Services Board
Susan Williams, Chair, Park Board
Ann Perkins, Chair, Senior Citizens Advisory Board
Kyle Huitt, Chair, Youth Advisory Committee

- c: Maurice S. Evans, City Manager
Staff Liaison: Christopher Forth, Planning Commission
Christopher Barnes, Environmental Board
Erica Eklov, Historic District Commission
Elizabeth Money, Human Services Board
William Deming, Park Board
Tricia Keala, Senior Citizens Advisory Board

DRAFT

TO: Honorable Mayor and City Council
FROM: Planning Commission
DATE: March 21, 2014
SUBJECT: Recommended FY 2014-2015 Goals and Objectives

The purpose of this communication is to recommend FY 2014-2015 Planning Commission goals and objectives for City Council consideration.

Recommended 2014-2015 Goals and Objectives

1. Review and prioritize the implementation strategies contained in the 2014 Comprehensive Plan, Lake Centre Sub-Area Plan and City Centre Sub-Area Plan and develop a work plan for implementation of identified strategies.
2. Consider Zoning Code text amendments including, but not limited to, City Council referrals and ordinances that emphasize, as appropriate, a green, sustainable and healthy community focus and assist with implementation of the updated 2014 Comprehensive Plan, amongst others.
3. Consider and act appropriately upon site-specific rezonings in the context of the 2014 Comprehensive Plan, City Centre Area Plan and Lake Centre Sub-Area Plan to encourage sustainable residential, commercial, industrial, planned development and high-tech development opportunities, as appropriate.
4. Continue to guide development to appropriately planned areas of the community and consider the protection of environmentally sensitive areas such as those identified on the City of Portage Natural Features Map, including regulated wetlands, groundwater and surface water, with the intent to achieve a well organized, balanced, sustainable, and efficient use of land at densities that:
 - Meets the current and future needs of city residents
 - Protects key natural and historic resources
 - Complements the existing and planned capacity of streets and infrastructure
5. During project plan review, consider the following:
 - Parking lot interconnection, driveway consolidation, access from adjacent local/collector street or other methods intended to improve traffic flow and safety.
 - Adjacent residential neighborhood protection measures.
 - Protection of environmentally sensitive areas.
6. Review and recommend the annual Capital Improvement Program.
7. Review and adopt the Annual Major Thoroughfare Plan Status Update
8. Forward update to goals for FY 2014-15 (November 2014 and April 2015) and recommended goals for FY 2015-16 (April 2015).

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9. Respond to all City Council referrals and directives.

If Council needs any further information, please advise.

Sincerely,

CITY OF PORTAGE PLANNING COMMISSION

Paul Welch
Chairman

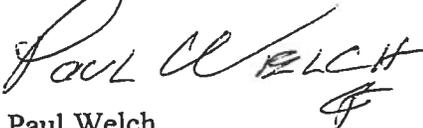
Recommended 2013-2014 Goals and Objectives

1. Review and update the Comprehensive Plan.
2. Continue to guide development to appropriately planned area of the community and consider the protection of environmentally sensitive areas such as those identified on the City of Portage Sensitive Land Use Inventory Map, including regulated wetlands, groundwater and surface water, with the intent to achieve a well organized, balanced, sustainable, and efficient use of land at densities that:
 - Meets the current and future needs of city residents
 - Protects key natural and historic resources
 - Complements the existing and planned capacity of streets and infrastructure
3. During project plan review, consider the following:
 - Parking lot interconnection, driveway consolidation, access from adjacent local/collector street or other methods intended to improve traffic flow and safety.
 - Adjacent residential neighborhood protection measures.
 - Protection of environmentally sensitive areas such as those identified on the City of Portage Sensitive Land Use Inventory Map including regulated wetlands, ground water and surface water.
4. Consider and act appropriately upon site-specific rezonings in the context of the Comprehensive Plan and City Centre Area Plan to encourage sustainable residential, commercial, industrial, planned development and high-tech development opportunities, as appropriate.
5. Consider Zoning Code text amendments including, but not limited to, City Council referrals and ordinances that emphasize, as appropriate, a green, sustainable and healthy community focus and assist with implementation of the updated Comprehensive Plan, amongst others.
6. When appropriate, engage the Youth Advisory Committee in the community planning process.
7. Review and recommend the annual Capital Improvement Program.
8. Forward update to goals for FY 2013-14 (November 2013 and April 2014) and recommended goals for FY 2014-15 (April 2014).
9. Respond to all City Council referrals and directives.

If Council needs any further information, please advise.

Sincerely,

CITY OF PORTAGE PLANNING COMMISSION



Paul Welch
Vice-Chairman

CITY OF PORTAGE
2014-2015 COUNCIL MISSION STATEMENT and GOALS & OBJECTIVES

Mission Statement of the Portage City Council

To function as the elected body serving the shareholders (all citizens) of the city:

- (1) to ensure the long-term financial health of the city;
- (2) to promote the highest level of quality of life in all aspects for all residents;
- (3) to provide positive leadership for the entire county-wide community in all areas of municipal governance;
- (4) to encourage effective long-term planning in all considerations within Council purview and
- (5) to ensure transparency and access to information.

2014-2015 GOALS & OBJECTIVES

COMMUNITY DEVELOPMENT

Goal: Promote quality of life in Portage.

Objectives:

- Continue prevention and enforcement efforts concerning substance abuse.
- Continue effective community safety programs through prevention, enforcement, and education.
- Ensure decent and safe housing and the livability of community neighborhoods.
- Maintain effective planning and development programs to promote orderly, attractive, and environmentally sound growth.
- Continue a commitment to human services to enhance the desirability of the community.
- Continue to encourage citizen involvement in crime prevention measures – business and residential.
- Maintain a coordinated and innovative approach toward developing park land and providing recreational opportunities.
- Continue planning and implementing programs and projects to enhance the City Centre area.
- Promote aesthetic and cultural enhancement.

ECONOMIC DEVELOPMENT

Goal: Demonstrate a commitment to quality economic growth and development.

Objectives:

- Develop an improvement strategy to ensure the continued strength of the city.
- Promote business diversification.

TRANSPORTATION

Goal: Continue to plan and implement improvements to move people and commerce safely and effectively through the community.

Objectives:

- Implement projects proposed within the major thoroughfare plan.
- Continue to implement operational and functional improvements to improve traffic safety and movement.
- Evaluate and promote alternate modes of transportation.
- Continue appropriate improvement of the local street system.
- Continue to seek alternative approaches and methods to enhance preventive maintenance programs.

CUSTOMER RELATIONS

Goal: Promote excellent customer relations.

Objectives:

- Continue emphasis on courteous public service.
- Continue efforts to enhance communication between local government, citizens, the business community and the local educational institutions on city projects and services.

PUBLIC IMPROVEMENTS

Goal: Continue to improve the infrastructure to meet demonstrated needs.

Objectives:

- Continue to improve the wastewater and stormwater systems.
- Continue to improve the water system.
- Promote underground utilities within the city.
- Continue to expand, update and maintain equipment and facilities to provide for the effective operation of city departments.
- Maintain a systematic preventative maintenance program for city-owned buildings.

QUALITY OF ENVIRONMENT

Goal: Enhance environmental quality and protect natural resources.

Objectives:

- Continue to promote effective recycling plans, the use of recycled/recyclable products, and the responsible disposal of hazardous and solid waste.
- Protect water quality through the continued implementation of water management principles, including surface water, groundwater, and stormwater programs.
- Promote environmental protection, planning, monitoring, and educational programs.

SERVICE DELIVERY

Goal: Continue to provide high quality, effective and cost efficient municipal services.

Objectives:

- Continue to evaluate alternatives to meet increased service demands.
- Promote teamwork and unity of purpose between the public and private sectors.
- Continue to increase efficiency by applying new technology.
- Continue to prioritize existing services--including the elimination of low-priority services.
- Monitor, evaluate, and communicate service delivery options.
- Continue to pursue mutually beneficial intergovernmental ventures.
- Expand employee training and wellness programs and opportunities to ensure a well trained, healthy and motivated work force.
- Improve the utility of citizen advisory boards.
- Evaluate and propose possible Charter and ordinance revisions.
- Continue to evaluate contracting or privatizing city services and programs.

FINANCE AND BUDGETING

Goal: Maintain the financial health of the city.

Objectives:

- Continue to pursue revenue enhancement through alternate funding opportunities.
- Assess financing methods for future capital improvement needs.
- Continue to evaluate expenditures to provide for the most effective and efficient use of city resources.
- Promote volunteerism to assist in providing important services.
- Promote safety and minimize risk exposure by continuing to identify and prevent accident/ liability exposure.
- Consider and implement alternative means of addressing city insurance needs to further enhance financial health of the city.

All Resolutions and part of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

ADOPTED: YEAS:

NAYS:

ABSENT:

James R. Hudson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of the City of Portage, Michigan, Kalamazoo County, held on the 25th day of February 2014, the original of which is in the official proceedings of the City Council.

APPROVED AS TO FORM:

DATE 2/19/14

CITY CLERK

James R. Hudson, City Clerk



Department of Community Development

TO: Planning Commission **DATE:** March 14, 2014
FROM: Vicki Georgeau, ^{ms} Director of Community Development
SUBJECT: 2014 Comprehensive Plan Update, Community + Quality of Life Chapter

Attached for Planning Commission review is the Community + Quality of Life chapter of the 2014 Comprehensive Plan Update.

The Commission is advised to review the attached document for discussion during the March 20, 2014 meeting.

Attachments: Community + Quality of Life Chapter

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A. Introduction

There are many factors that support Portage's goal toward policies and practices that reinforce a healthy and desirable community. Some of those factors are influenced at the national or state level like the economy, while others are affected by the strength of the Kalamazoo/Portage region including quality education, stable or increasing property values, access to high quality healthcare, and employment opportunities. At the city level, there are additional factors such as quality police and fire protection, public infrastructure and city services, healthy and attractive neighborhoods, a variety of housing choices, recreation and cultural opportunities and non-motorized transportation networks that contribute to healthy lifestyles.

All of the above factors significantly influence quality of life and are covered in this chapter. These types of indicators are also important to the future and sustainability of Portage. A high quality of life in Portage will help retain and attract businesses and residents to sustain the vitality and diversity of its economy.

While the Transportation and Land Use + Character chapters also address topics that help achieve a high quality of life, this chapter focuses primarily on natural resources, parks and recreation, public infrastructure and services, and community placemaking.

Other important quality of life factors are undertaken by the city which are also detailed in the Community Snapshot Existing Conditions Report and other planning documents.

- *Parks and Recreation*
- *Capital Improvement Plan*
- *Housing and Community Development Needs*

Community + Quality of Life-related Opportunities

As noted in the Introduction Chapter, varied comments on community quality and life were garnered through the Open House and other public input. The following opportunities were identified relevant to the topics covered in this chapter:

- Continue the investment to expand and/or enhance city parks, bikeways and multi-use trails with emphasis on connecting areas not served to the central/existing system.
- Utilize Eliason Nature Reserve to its fullest potential and create connecting non-motorized links
- Enhance gateways to the city, fully utilizing the new city brand “A Natural Place to Move” to contribute to a strong sense of community.
- Create aging in place opportunities to ensure Portage residents can maintain an active lifestyle throughout their lifecycle and by providing a variety of housing types to accommodate a variety of age groups, with a special focus on seniors.

As noted in the Community Snapshot Report, various trends and findings were presented. The following relate to community quality and life issues within the community:

Did you know?

- The City was originally known for its fertile farmland and agricultural production, but Portage is now known as a community of excellent residential neighborhoods, a regional retail trade center and a community with a substantial industrial base.
- In 2013, concurrent with the 50th anniversary, the City undertook a placemaking initiative to recognize community investments in parks, bikeways and trailways that distinguish the city of Portage as a “Natural Place to Move”.
- The City experienced more than half of its population increase in the 1960’s, but the population is expected to continue to grow, albeit at a slower pace, for the next 20 years.
- Like most other communities, the city has a growing senior population that will demand services, housing and transportation options.
- The City has a highly educated population: 95.4% of residents have a high school diploma and 38.9% of residents have a bachelor’s degree or higher.
- Portage has seven lakes that account for 1,732 acres or 7.9% of the geographic area of the city.
- As the newest addition to the Portage Park system, the Eliason Nature Reserve property donated in 2011 adds 123 acres to the City’s extensive parks and open space land holdings. In 2013 an additional 18-acre parcel was acquired for inclusion in the Eliason Nature Reserve that provides access to Osterhout Road.
- The City’s utility system includes 247 miles of water main and 231 miles of sewer main, covering approximately 95% of the city with public water and sewer.

In this Chapter:



Recreation and Natural Features



Cultural, Historic, + Educational Resources



Public Services



Community Identity

A complete documentation of existing conditions are included in the Community Snapshot Report.



Based on the Community Snapshot Report, public input and prior Comprehensive Plans, these Vision, Goals and Objectives were established related to community quality and life.

Vision: Provide for the health, safety and welfare of Portage residents, employees, and visitors and maintain high quality community facilities to meet projected changing needs, demographics and life styles, enhance the quality of life and promote a strong community identity.

Community + Quality of Life Goals and Objectives:

Goal C1: Preserve and provide natural, historic and cultural resources for the benefit, enjoyment and quality of life of existing and future residents.

- C1.1: Protect and preserve environmentally sensitive areas and key natural and historic resources.
- C1.2: Link natural areas through greenways where appropriate, to maximize environmental, recreational benefits and non-motorized transportation alternatives.
- C1.3: Provide recreational opportunities for all ages and abilities by maintaining high quality parks and trails.

Goal C2: Efficiently provide, maintain and improve public services necessary to support the needs of existing and future residents and businesses.

- C2.1: Continue to be a leader and active participant in local and regional government leadership, seeking opportunities for cooperation to deliver better services to the community.
- C2.2: Provide safe and efficient public utilities, public facilities and public safety services.
- C2.3: Follow best management practices concerning storm water facilities to avoid flooding and protect/preserve surface and groundwater supplies.

Goal C3: Strengthen community identity so residents and businesses realize an enhanced sense of Portage as a distinct community.

- C3.1: Promote a sense of community through the "Natural Place to Move" brand to improve and encourage active and passive recreational opportunities fully utilizing cultural and recreational amenities.
- C3.2: Create friendly walkable business centers with inviting streetscape and quality site design that integrate with the existing commercial/retail district.
- C3.3: Promote the City Center Area's unique characteristics and potential as a walkable area and business center that connects entertainment, restaurants and retail venues to the city's non-motorized system.
- C3.4: Enhance communication between local government, citizens, the business community, and the local educational institutions on city projects and services.
- C3.5: Encourage Portage neighborhoods to celebrate and reinforce the sense of their neighborhood as a distinct place in the city.

B. Community Resources

Natural Features

The natural environment is an important element that continues to shape the physical development and quality of life in the city. The importance of protecting and preserving valuable natural resources has been a community-wide goal since the city was established. The various components of the natural environment interact as part of an overall ecosystem. Natural elements such as streams, lakes, open spaces, woodlands and wetlands are a community resource that should be celebrated and preserved. In some cases, natural resources are protected by being on public lands or regulated by federal or state laws. Others can be conserved by directing development to areas on a site that can best sustain the physical changes to the landscape while minimizing impacts to the most sensitive natural resources. The Natural Features Map identifies lands within the city where there are unique or otherwise important resources, or where human activities could adversely impact resources on adjacent lands.

Land Resources and Greenways

Portage contains significant public land areas that have remained relatively undisturbed. Collectively, these areas are not only significant in size but also demonstrate a wide variety of natural habitats. Several kinds of grassland, woodlands, and wetland environments are found. Such environmental diversification results in a wide array of wildlife including a number of rare plants and animals, and significant populations of game animals such as deer and turkey. These natural areas provide educational, recreational, aesthetic, and wildlife preservation benefits with minimal maintenance costs.

Natural areas are primarily located in the southern half of the city. Lands in the vicinity of Hampton and Sugarloaf lakes are primarily under State ownership and are used as game areas. The Portage South Central Greenway includes Bishop's Bog, the West Lake Nature Preserve and the newly established Eliason Nature Reserve, which include large and wooded wetland areas under city ownership that preserve unique natural resources. In the southeast quadrant, Mandigo Marsh, also owned by the City, provides additional wetland areas and unique features.

Greenways also provide opportunities to protect natural resources and wildlife habitat by offering interconnected green space throughout a community. As noted above, the Portage South Central Greenway is an excellent example of a greenway, that together with connections to Schrier Park and South Westledge Park, provides 450 acres of connected greenspace. In addition, Portage Creek Bicentennial Park highlights the creeks and related wetland areas along a three mile green corridor, also owned by the City. In this area, Portage has been a leader in developing trails and connecting its parks and natural areas, and should continue to plan for green connections in the future.

Green Development: Best Practices

As a way of protecting natural resources and promoting overall sustainability, green development practices can contribute towards sustainability by ensuring that site and building projects minimize environmental impacts, resource consumption, and energy use, while simultaneously providing healthier living and working environments for people. Healthier environments not only attract residents and businesses, but have been shown to increase worker productivity, encourage healthy lifestyles that reduce medical costs, and build community



Goal C1:

Preserve and provide natural, historic and cultural resources for the benefit, enjoyment and quality of life of existing and future residents.

Best "Green Development" Management Practices

- *Reduces storm water runoff volume and improves storm water quality.*
- *Protects community character/aesthetics.*
- *Reduces salt usage and snow removal on paved surfaces.*
- *Improves urban wildlife and habitat opportunities.*
- *Provides additional storm water capacity for nonconforming sites without modern detention facilities.*

Natural Features Map

Date: 3/14/2014

Legend

-  Water Feature
-  100 Year Floodplain
-  Wetlands, National Wetland Inventory (NWI)
-  Woodlands (>10 acres)

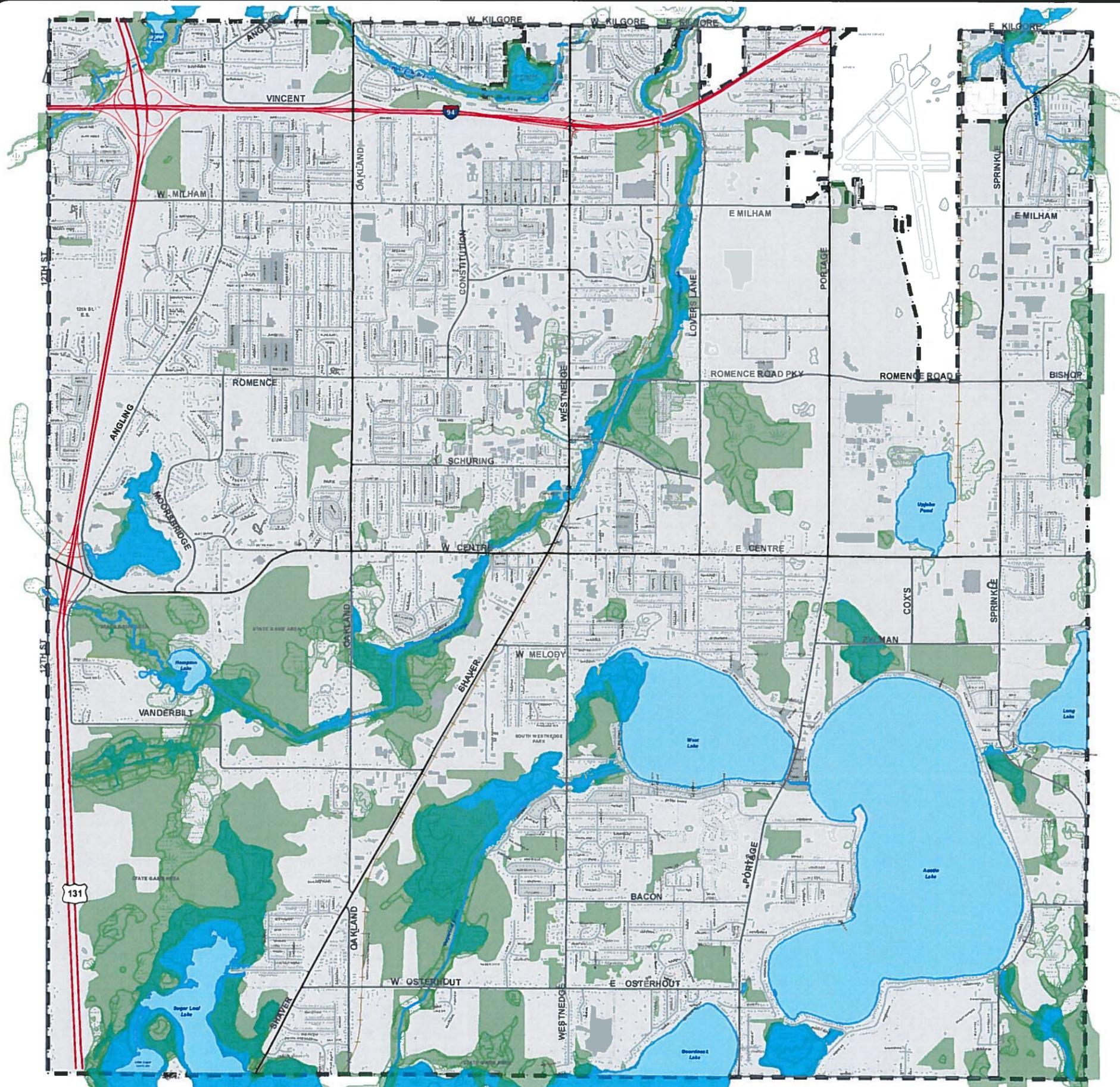
Data Sources: Base Information - City of Portage (2013), NWI (1994), FEMA (2010)



Note: This map is intended to depict the general location of natural features and to serve as a guide for community-wide planning. This map does not create any legally enforceable presumptions regarding whether property that is or is not included on this map is or is not in fact a regulated wetland or floodplain. There may be areas not shown on this map that are subject to regulation. This map should not be considered a substitute for on-site field inspections which are necessary to delineate the precise boundaries of protected natural features.



1 inch = 3,200 feet



stewardship. Portage can promote a green philosophy through education and promotion to encourage their use across the city:

- Native species used in landscaping
- Recycling/composting to reduce waste
- Water conservation and reuse
- Low-Impact Development (discussed below)
- Appropriately scaled and placed accessory wind or solar energy units (discussed below)
- Adaptive reuse of buildings
- LEED or other green building practices
- Encourage use of alternative fuel vehicles through parking priorities and charging stations
- Vehicle trip reduction programs such as encouraging use of carpools, transit, or telecommuting
- Providing non-motorized transportation opportunities
- Requiring bike racks on public and private development sites

In some cases, the City could provide incentives for projects that provide a high level of green development. For example, providing bicycle parking could require fewer parking spaces; adaptively reusing a building could provide more flexibility in use; or using Low-Impact Development tools and native species could reduce the amount of landscaping required.

Low Impact Development/Storm Water Management

Each (re)development site is required to manage storm water on-site in accordance with City of Portage Storm Water Master Plan and Design Criteria Manual. Connection to the municipal storm water systems located in the public road right-of-ways by adjacent private property is not permitted due to capacity availability. Traditionally, on-site storm water collection/retention systems have been designed utilizing a comprehensive underground collection system and pre-treatment facilities (when necessary) and infiltration by means of an above ground retention basin. Another more environmentally responsive strategy used to manage storm water collection and disposal involving both private development sites and municipal projects is through the use of Low Impact Development (LID) methods. LID is an alternative approach to development aimed at conserving natural resources and protecting the environment by strategically managing rainfall close to its source, minimizing



Bioswales treat runoff in Indianapolis



Porous pavement and a rain garden in Columbus, OH

impervious coverage, using native plant species, and conserving and restoring natural areas during site development or redevelopment. Design techniques are focused on the use of applications that are modeled after nature, rather than building costly infrastructure and water quality restoration systems.

While low impact design is encouraged wherever it can be applied, it is specifically warranted in areas where vegetation may be installed in lieu of impervious surfaces (i.e. pavement). It can be applied to open spaces, rooftops, streetscapes, parking lots, sidewalks, and medians. In many cases, these beneficial design alternatives offer a significant long-term cost savings, even when factoring in some additional maintenance costs. Design options to consider include use of rain gardens, native plant species, street trees (i.e. Planter Boxes, Tree Pits), bioswales and pervious pavement.

Alternative Energy

Alternative energy refers to energy sources that are not based on the burning of fossil fuels such as coal, oil and natural gas. The renewed interest in alternative energy resources is the result of undesirable effects of fossil fuel consumption including pollution and increasing cost of these non-renewable resources. While there are many alternative energy resources, three in particular are the subject of discussion in terms of application in southwest Michigan:

- **Wind Power:** Wind turbines can be utilized as small, stand-alone applications for residential homes or individual businesses, or they can be utilized in larger applications connected to a utility power grid. The City adopted a Wind Energy Ordinance to regulate placement and use of wind turbines.
- **Solar Power:** Solar heat and light provide an abundant source of energy that can be harnessed in many ways. A variety of technologies have been developed to take advantage of solar energy, both in large-scale commercial and industrial applications and in small-scale residential applications.
- **Geothermal Energy:** Geothermal energy sources include heat, hot water or steam reservoirs from beneath the earth surface. Geothermal pumps are relatively inexpensive and use much less energy than conventional heating/cooling systems while reducing air pollution. Larger scale use of geothermal energy accessed by drilling into hot water or steam reservoirs situated deep beneath the ground can also be utilized by power generation plants to drive generators and produce electricity.

Recreational Facilities

Parks and natural systems, such as stream corridors, woodlands, and wetlands, play a vital role in defining the city's quality of life. Public parks, nature preserves, greenways and other open spaces provide access to the outdoors for passive or active recreation. These recreational amenities encourage healthy active lifestyles and help retain and attract residents. High quality and healthy natural systems also help protect public health with clean water, uncontaminated soils, and diverse wildlife and plant communities.

Parks and Recreation

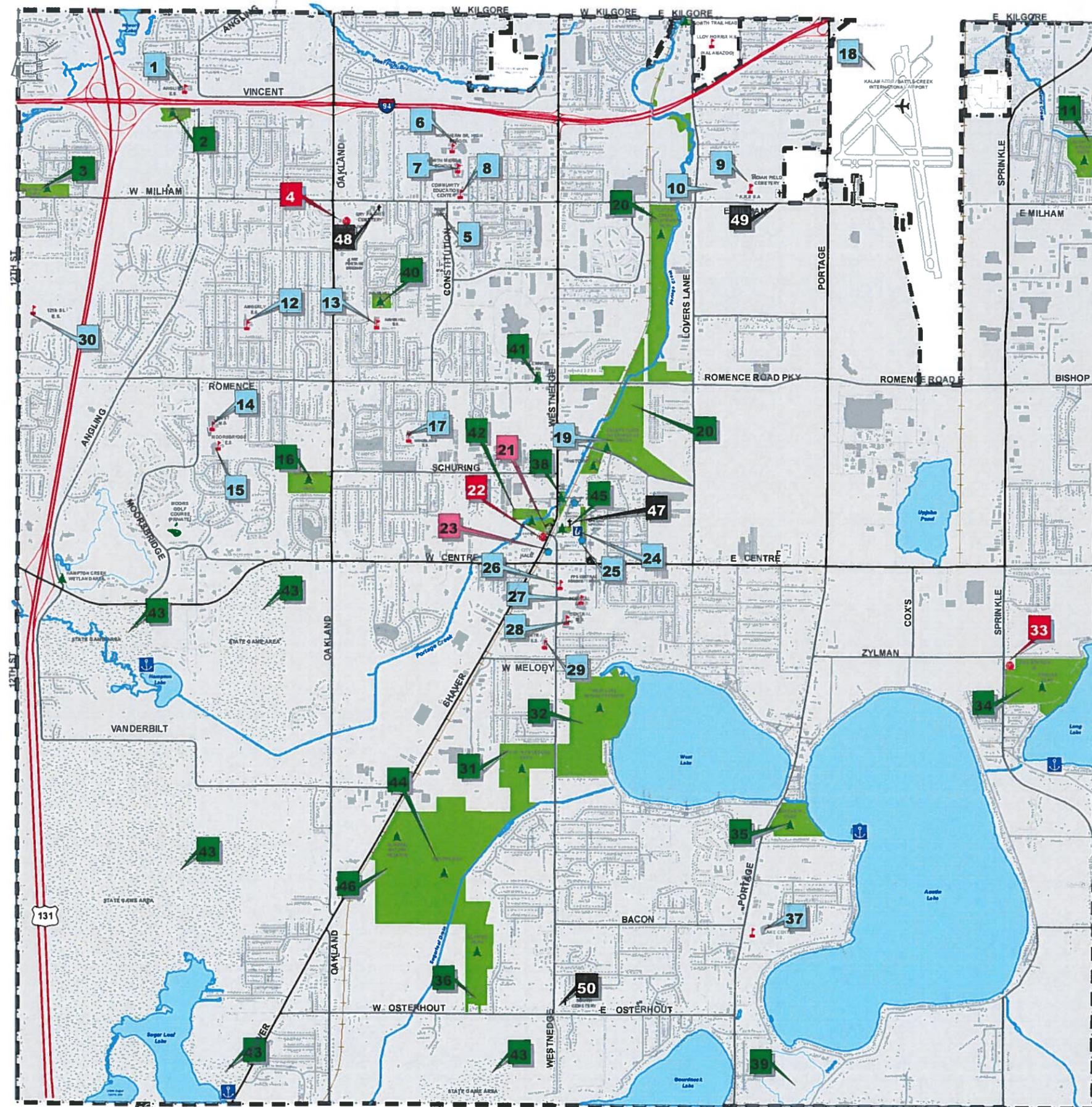
Numerous and diverse recreational opportunities are provided throughout the community. As noted in the Community Snapshot Report and shown on the Community Facilities Map, there are several different types of recreational areas/facilities including neighborhood, community and regional parks, nature





Community Facilities Map

Date: 3/14/2014



- 1 Angling Road Elementary School
- 2 Harbors West Park
- 3 Westfield Park
- 4 Fire Station #2
- 5 Post Office
- 6 Portage Northern High School
- 7 Portage North Middle School
- 8 Portage Community Education Center
- 9 Kalamazoo Regional Education Service Agency (KRESA)
- 10 WoodsEdge Learning Center (KRESA)
- 11 Lexington Green Park
- 12 Amberly Elementary School
- 13 Haverhill Elementary School
- 14 Portage West Middle School
- 15 Moorsbridge Elementary School
- 16 Oakland Drive Park
- 17 Woodland Elementary School
- 18 Kalamazoo/Battle Creek International Airport
- 19 Celery Flats Interpretive Center
- 20 Portage Creek Bicentennial Park
- 21 Police Station
- 22 Fire Station #1
- 23 City Hall
- 24 Library
- 25 Senior Center
- 26 Portage School Administration
- 27 Portage Central High School
- 28 Portage Central Middle School
- 29 Portage Central Elementary School
- 30 12th Street Elementary School
- 31 South Westnedge Park
- 32 West Lake Nature Preserve
- 33 Fire Station #3
- 34 Ramona Park
- 35 Lakeview Park
- 36 Schrier Park
- 37 Lake Central Elementary School
- 38 Liberty Park
- 39 Mandigo Marsh
- 40 Haverhill Park
- 41 Millennium Park
- 42 Central Park/Bandstand
- 43 State Game Area
- 44 Bishops Bog
- 45 Veterans Memorial Park
- 46 Eliason Nature Reserve
- 47 Portage Central Cemetery
- 48 Day Prairie Cemetery
- 49 Indian Fields Cemetery
- 50 South Cemetery

- 00 Cemeteries
- 00 Fire Stations
- 00 Municipal Buildings
- 00 Public/Institutional
- 00 Recreation/State Game Area
- 00 State Game Area Boundaries
- 00 City Recreation Boundaries
- 00 Public Access



1 inch = 3,200 feet

<Photo of Celery Flats>

Celery Flats Interpretive and Historical Center. A quaint, picturesque slice of the past is hidden in the heart of the city. The center features an 1856, one-room schoolhouse, a 1931 grain elevator, playground facilities, a picnic area, hiking trails and the Hayloft Barn Theatre.

Goal C2: 
Efficiently provide, maintain and improve public services necessary to support the needs of existing and future residents and businesses.

preserves and cultural event facilities. The City currently owns and maintains 17 park facilities within city boundaries. In addition, Portage provides an extensive network of over 17 miles of paved shoulder bikeways and non-motorized multi-use trails. Such amenities are a valuable resource and contribute to the quality of life in Portage.

Community parks and open space account for the majority of the public land dedicated to recreational uses in Portage. Passive recreational areas not formally dedicated as parklands are classified as open space areas. The City's extensive parks and open space system is planned by the Parks, Recreation and Public Services department, and further addressed in the City of Portage 2013 Recreation and Open Space Plan. The complete Recreation and Open Space Plan is an element to the Comprehensive Plan and is updated, as needed, to 1) fulfill the Michigan Department of Natural Resources (MDNR) requirements for grant funding and 2) to ensure project priority as part of the annual Capital Improvement Program process.

Cultural and Historic Resources

Culture and entertainment is an important part of a community's quality of life and contributes toward Portage's unique identity. Cultural amenities include museums, historic resources, and access to the arts. Cultural resources shape the character of the city and a shared understanding of the past and future reinforces a sense of community.

The City of Portage is a distinctive city with a rich history. As provided on the Historical Sites Map included in the Community Snapshot Report, the city contains 47 historic district homes and/or sites. These homes and sites not only serve as monuments to the past, but enrich the aesthetic quality of the city today and offer unique contributions to the architectural quality and diversity of the community. The non-renewable nature of these cultural resources, however, reflects the need to ensure their preservation. The sites should be carefully taken into consideration when future planning decisions are made within these areas.

C. Public Services

The availability of high quality public services influences the development and redevelopment of land, protection of natural features, recreational opportunities and enhances the quality of life in the community. The City of Portage continues to invest in the provision of public services and in partnering with other public entities to meet current and future demands. Public services offered in the community include:

- Public Utilities (sanitary sewer, storm sewer, public water and drainage improvement)
- Public Safety Facilities (police and fire services)
- Recreational Facilities (parks and recreational programming)
- General Government (City Hall, Public Services, and Senior Center)
- Library Facilities (operated separately from municipal services)
- Educational Facilities (operated separately from municipal services)

More detailed aspects of the above public services are addressed in the Community Snapshot Report and the location of key facilities, including parks, are shown on the Community Facilities Map.

Public Utilities

From a land use planning perspective, the location and type of public sewer and water systems influence the location and type of development within a community. For example, high density or more intense land uses require public water and sanitary sewer service. Certain types of projects have special demands for high capacity utility lines or high pressure water systems or even specialized electrical service. Decisions concerning the expansion of public utilities must be made in order to accommodate service demands, as well as development and redevelopment activities. Importantly, for Portage, connection to the public sanitary sewer system helps protect valuable ground and surface water resources in the city.

A long-standing goal of the City has been to extend public sewer and public water service throughout the city – approximately 95% of the city is served by public utilities. Programming for sanitary sewer, water and drainage improvements to meet needs is provided through the Capital Improvement Program (CIP). The CIP is annually updated and includes ten years for planning/budgeting purposes.

Regionalism and Partnerships

Along with Kalamazoo, Portage is the heart of the region's economy. Portage and its neighboring communities are all dependent on each other as a region so cooperation is essential. The proximity to Kalamazoo College and Western Michigan University creates opportunities for partnerships between the communities, their educational institutions, and the diversifying technology, medical, and information industries to both leverage economic development and attract residents. Portage should continue to participate in regional environmental, transportation, economic, and social services coordination.

D. Community Identity

There are many factors that can contribute to a community's sense of place as a distinct and unique community. The following touch upon recent best practices in regard to community identity.

Placemaking

The concept of "placemaking" is woven throughout this plan and supports a greater initiative statewide to promote healthy, sustainable, attractive communities where people can live, work, shop, and recreate across the state. Portage has re-branded the community as "A Natural Place to Move", and this recent effort supports the principles of placemaking by celebrating not only the city's desirable recreation and trailway systems, but also the community's balanced economy and local employment options, variety of housing choice and attractive neighborhoods and overall positive quality of life.

In this plan in particular, the City Centre and Lake Center subarea chapters delve more deeply into creating stronger "places" to help contribute to Portage's unique identity. These subarea plans draw from recommendations made in this, the Transportation, and Land Use + Character chapters to show how all these strategies can work together.

In addition to the above referenced subarea plans, a continued focus on preserving and enhancing Portage neighborhoods is paramount to community and quality of life. As discussed in more detail in the Land Use + Character chapter, providing a range of housing choices, including affordable housing and options for seniors to "age in place" will be important to the long term sustainability of the community. In addition, ensuring that the city has a well



Goal C3:

Strengthen community identity so residents and businesses realize an enhanced sense of Portage as a distinct community.



local businesses in St. Louis sponsored custom bike racks for outside their business



local artists painted Lexington, KY storm drains

an Evansville, IN bike rack is whimsical and functional



maintained housing stock and attractive neighborhoods to live and play will require continued focus as the community overall matures.

Public Art and Entertainment

Many cities throughout the country have supported and/or encouraged public arts programs recognizing the need for public support and contribution to the arts. Public art programs promote life-long participation and learning in the arts and integrate art into the urban environment. They provide opportunities for local and national, established and emerging artists in the area to celebrate the city's diversity. Other cities nationwide have held design competitions for unique streetscape features, public works projects, and other "functional art," including custom bike racks, tree grates, storm drains, benches, garbage bins, light posts, and newspaper stands. Such efforts may assist Portage in developing a stronger sense of community.

Related to public art are entertainment resources like performance venues, restaurants, night-life, and other attractions help bring people together, contribute to vibrant and successful city districts, and attract outside visitors and investment. These uses should particularly be encouraged in the City Centre, which is consistent with the goals of the City Centre subarea plan. In addition, park facilities such as Central Park, the Celery Flats, and the nearby Millennium Park have already been developed to provide outdoor performance venues. Finally, existing entertainment and cultural institutions like the AirZoo can spur tourism and provide unique opportunities for local dining and shopping, especially along Portage Road.

Fresh and Local Food

Communities across the country are rediscovering the health, financial, and environmental benefits of local food production and consumption. An increasing number of consumers want to know where their food comes from and how it was produced. "Local food" includes food grown in community gardens, sold at farmers markets, or grown in close proximity to the community, as well as animal sources such as meat, dairy, and honey production.

There is a growing interest to continue expanding opportunities for local food production. This includes removing barriers to food production such as ordinance restrictions and improving the City's process to identify potential sites for new community gardens and supporting their development. In response to broad citizen interest, the city adopted a Keeping of Chickens ordinance as a residential accessory use. In addition, there are several community gardens in the city which are located on properties where there is a principal permitted use on the property, which is permitted by the Zoning Code. Finally, the Zoning Code permits private stables on a minimum of 2 acres, specialized agriculture on unplatted land with a minimum of 5 acres and general agriculture on unplatted land on a minimum of 10 acres. While the city has become a primarily urbanized community, the above mechanisms provide opportunities for small scale local food production.

Lifelong Learning

Creating a culture of education is more than just supporting formal education. Partnerships with non-profits, nature centers, foundations, and other agencies can be sought to support educational programs and activities for all ages. These programs can have wide appeal across jurisdictional boundaries, appeal to a broad audience, and increase a shared sense of community. Increased collaboration, support and promotion of "K through Grey" lifelong

learning systems will strengthen the city's academic performance, improve workforce skills, and enhance quality of life for all ages. In this regard, continued partnerships with the Portage District Library, Portage Public Schools and the Senior Center are recommended.

E. Implementation Strategies

This table will appear in the final Implementation chapter accompanied by strategies from the other two chapters. The strategies listed below will be summarized here in the narrative organized by topic.

	Land Use Regulations	CIP	Programs or Studies	Partnerships	Short Term	Long Term	Ongoing
Consider incentives to encourage green development practices such as density bonuses, flexibility in uses, or reduced parking or landscaping requirements.	✓				✓		
Continue to pursue the long and short term goals identified in the Recreation and Open Space Plan consistent with the "Natural Place to Move" placemaking effort, and update the Plan as needed to maintain eligibility for state funding.		✓	✓				✓
Encourage innovative storm water treatment options consistent with the Storm Water Master Plan and Design Criteria that are environmentally friendly and aesthetically pleasing.	✓		✓				✓
Consider the use of pervious pavement for appropriate uses and locations by raising awareness on long-term benefits, practical applications, and how to maintain it.			✓				✓
Encourage planned development and/or cluster development to preserve key natural features on sites and link open space with adjacent open space, via greenways when and where appropriate.	✓				✓		
Continue the best management practices associated with site design to protect, lakes, streams, groundwater and well-head facilities, including low-impact design techniques.	✓						✓
Continue public awareness campaign for homeowners through ongoing promotion and working with neighborhoods and other organizations on what they can do to protect the quality of the lakes and other natural features.			✓	✓			✓
Continue to support the Environmental Board in their efforts and programs to protect and improve environmentally sensitive areas in Portage.			✓				✓
Protect water resources through management practices covering discharges into streams and lakes, storm water infiltration, and hazardous material spill prevention programs.			✓	✓			✓
Continue to support the Historic District Commission in the effort to preserve historic structures and sites in the City of Portage.			✓	✓			✓
Conserve key natural and historic resources through public acquisition, flexible zoning or tax incentives that encourage private preservation, public dedication, or adaptive reuse.	✓		✓	✓			✓
Consider low impact design and other green development practices for city-funded capital projects where appropriate.		✓					✓
Continue to guide development to areas of the city served by public water and public sewer and where capacity is available.	✓		✓				✓

This table will appear in the final Implementation chapter accompanied by strategies from the other two chapters. The strategies listed below will be summarized here in the narrative organized by topic.

	Land Use Regulations	CIP	Programs or Studies	Partnerships	Short Term	Long Term	Ongoing
Utilize the City's website, social media, PMN Cable Access, newsletter and emerging technologies to educate residents and keep them informed of community development-related issues.	✓		✓				✓
Ensure that municipal infrastructure is adequate to accommodate the demands necessitated by a proposed development project. This may require participation by the developer to fund improvements to meet the demands associated with a proposed project.		✓	✓				✓
Promote underground utilities (electric, telecommunications, etc.).	✓		✓	✓			✓
Continue sidewalk and public utility (water, sanitary sewers and drainage) improvements in neighborhoods throughout the community.		✓					✓
Maintain and improve essential public services including police protection, fire and emergency services		✓					✓
Modify or expand community facilities based on applicable standards and the changing needs of the city such as changes to demographics and types of land uses. This may include land acquisition when key parcels become available.		✓		✓			✓
Continue to communicate with regional partners to deliver quality and cost-effective services to the city's residents, businesses, and employees.				✓			✓
Partner with the public schools and library to promote a high quality school system and lifelong learning.				✓			✓

MATERIALS TRANSMITTED

CITY COUNCIL MEETING MINUTES FROM FEBRUARY 25, 2014

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

Mayor Strazdas provided a short synopsis of the Mayor and City Council for the Day Program and called forth the student who was voted Student Mayor for the Day, Bob Corcoran, and City Clerk James Hudson administered the Oath of Office to him. Mayor Strazdas then called forth the students who were elected Student Councilmembers for the Day from Portage Northern High School: Eston Asher, Kaija Griffin and Amanda Croft, and from Portage Central High School: Claudia Caranci, Taylor Snyder and Lea Foerster, and Mr. Hudson administered the Oath of Office to them. The Student Mayor and Student Councilmembers took their seats at the dais.

At the request of Student Mayor Bob Corcoran, Councilmember Terry Urban 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 Nasim Ansari, Richard Ford, Claudette Reid and Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Peter Strazdas. Councilmember Patricia Randall was absent with excuse. Also in attendance were City Manager Maurice Evans, City Attorney Randall Brown and City Clerk James Hudson.

The City Clerk called the Student Mayor and Student Councilmembers roll with the following members present: Student Councilmembers Eston Asher, Kaija Griffin, Amanda Croft, Claudia Caranci, Taylor Snyder and Lea Foerster and Student Mayor Bob Corcoran.

APPROVAL OF MINUTES: Motion by Reid, seconded by Urban, to approve the February 11, 2014 Regular Meeting Minutes and the February 18, 2014 Special Meeting Minutes as presented. Upon a voice vote, motion carried 6 to 0.

* **CONSENT AGENDA:** Student Mayor Corcoran asked all of the Student Councilmembers to share in the reading of the Consent Agenda. Motion by Pearson, seconded by Reid, to approve the Consent Agenda motions as presented. Upon a roll call vote, motion carried 6 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF FEBRUARY 25, 2014:** Motion by Pearson, seconded by Reid, to approve the Accounts Payable Register of February 25, 2014, as presented. Upon a roll call vote, motion carried 6 to 0.

REPORTS FROM THE ADMINISTRATION:

* **COMPREHENSIVE LIABILITY, PROPERTY AND AUTO FLEET INSURANCE:** Motion by Pearson, 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 \$450,668 for the period of March 1, 2014, to March 1, 2015, 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.

* **INDEPENDENT AUDIT SERVICE - COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR):** Motion by Pearson, seconded by Reid, to renew the independent audit service contract with the Rehmann Group for two additional one-year extensions in the amount of \$22,500 and \$23,000, respectively, and authorize the City Manager to execute all documents on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

* **CITY COUNCIL GOAL RETREAT SESSION SUMMARY:** Motion by Pearson, seconded by Reid, to accept the 2013 Retreat Summary of Action Items and approve the Resolution adopting the 2014-2015 Council Mission Statement and Goals and Objectives for the City of Portage as presented at the City Council Retreat on February 11, 2014. Upon a roll call vote, motion carried 6 to 0. Resolution recorded on page 221 of City of Portage Resolution Book No. 45.

* **FISCAL YEAR 2014-2015 PROPOSED BUDGET REVIEW SCHEDULE:** Motion by Pearson, seconded by Reid, to establish April 22 and May 1, 2014, from 4:30 to 8:30 p.m. as the dates for review of the proposed Fiscal Year 2014-2015 Budget. Upon a roll call vote, motion carried 6 to 0.

TELECONFERENCING RULES: Mayor Strazdas deferred to City Manager Maurice Evans, who provided a review of the rules, and City Attorney Randy Brown agreed that questions from City Council would be in order. Mayor Strazdas noted that teleconferencing was approved for Mayor Pro Tem Pearson to attend the February 18, 2014 Special Meeting set for the review of the next steps for selecting a City Manager by way of a discussion with Sheri Welsh of Welsh & Associates, Inc.

Councilmember Reid asked that Council consider the question of whether or not City Council should have the option of teleconferencing for Regular City Council Meetings. She stated her belief that an elected City Council should be open, transparent and do their work while facing the public as it is difficult for the public to determine a person's demeanor when he or she is not present and gave examples. She mentioned Bill 4363 passed by the State House of Representatives that is being reviewed by the Senate which prohibits elected officials from voting by teleconference or by telecommunication methods. Even though she finds it inappropriate for formal City Council Meetings, she said she would be willing to discuss having a teleconferencing option for working meetings where there are no votes and no decisions regarding policy to allow for more flexibility and have more Councilmembers present and participating.

Mayor Pro Tem Pearson explained that the reason this issue is before the City Council at the present time is because Mr. Evans is leaving, Council needs to meet on a regular basis, once a week, for discussions regarding Request for a Proposal (RFP) for the City Manager position, and it is difficult to mesh everyone's schedule. He explained that the teleconferences should take place for this purpose for the next six to eight weeks, as long as it is permitted by law, as long as there is a quorum and as long as it is open to the public. He expressed his appreciation to Mr. Brown for the draft rules and asked for the background of these rules and the thoughts of legal counsel. Mr. Brown explained that Bill 4363 has been pending for a year; that he spoke with the liaison through the Michigan Municipal League, and the Bill just does not seem to be "going anywhere." He said Council has the choice to wait, or not, but remains permissible under the Open Meetings Act.

Councilmember Urban expressed his concern regarding public hearings where they may receive documents, photos, petitions, last minute communications, non-verbal communications, etc., unless Council went to extreme technological links in order to share information back and forth. He mentioned that he has little concern about using teleconferencing for meetings where information is being provided in a discussion type of format, even to the point of coming to a consensus on some actions that are not necessarily the norm for Council consideration, recognizing that the City Manager search meetings are part of a unique situation. He suggested the matter be referred back to the Administration and the City Attorney to make teleconferencing applicable to a limited set of special meeting options, and that teleconferencing not be utilized at the Regular Meetings of Council.

Mayor Strazdas concurred and explained his reasons why teleconferencing should only be utilized for meetings such as Special Meetings and Committee of the Whole Meetings. Councilmember Ford asked City Manager Evans if he could recall a time when there was not a quorum of City Council in order to have a public hearing, and Mr. Evans indicated that it has not occurred during his tenure. Councilmember Ford indicated that when he was in law school five years ago, he had remote capability in order to attend classes, was able to see classes meet in other cities and the instructor was able to place

information on the screen in order to be viewed by those individuals in those cities. He recognized the need to invest in technology, but the opportunities are there to have more than just a phone, something more interactive, and requested the Administration investigate the possibilities.

Councilmember Ansari expressed his opinion that none of the Councilmembers would abuse the teleconferencing option, the Open Meetings Act still applies and City Attorney Brown has indicated that it is not illegal to use the teleconferencing option which is being used elsewhere and is not out of the ordinary. Mayor Strazdas asked for a consensus of Council relating teleconferencing only to special meetings, discussions at the meetings, actions by Council, etc., recognizing the various alternatives and developments in the legislature and in technology.

City Attorney Brown acknowledged that it seems to be a consensus of Council to limit the teleconferencing rules during the special meetings just for the City Manager search, and these rules can then be tested through the search for a candidate, but no vote for the candidate would take place. Discussion followed. Mr. Brown suggested that this set of rules could be passed but limited to the City Manager Search Special Meetings; they could be applicable during that period of time so Council could see how it will work; and any changes that surface during the process can be addressed by the time Council would want to use teleconferencing at a Regular City Council Meeting.

Motion by Reid, seconded by Urban, to refer the draft teleconferencing rules to the Administration in order to have them revised for Special Meetings. Discussion followed. Mayor Pro Tem Pearson suggested adopting the teleconferencing rules with the change in *II. Teleconferencing Procedures and Limitations. A.* to read "24 hours" instead of "72 hours" notice to the City Clerk, with the understanding that they are limited to the Special Meetings for the City Manager and, at a later time, consider approval for Regular Meetings of City Council. He made the point that his suggestion is in the interest of expediency and getting the rules in place for the upcoming Special Meetings for the City Manager Search. Councilmember Reid clarified that her original motion contemplated only the Special Meetings for the City Manager Search. Discussion followed. At the request of City Manager Evans, the deadline for submission of comments regarding the Teleconferencing Rules is March 4, 2014, at 5 p.m. Upon a roll call vote, motion carried 6 to 0.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR FISCAL YEAR ENDING JUNE 30, 2013: City Manager Maurice Evans reviewed his communication to City Council dated February 25, 2014, provided some explanations, and asked that his report from the City Council Agenda Packet be spread upon the minutes of this meeting:

"The Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ending June 30, 2013, has been provided to City Council. As this will be the last CAFR issued during my tenure as City Manager of Portage, I wanted to comment on some of the findings and note several comparisons to previously issued CAFR's. As Council will see, the city's independent auditor, Rehmann Robson, audited the financial statements and found the financial statements ended in conformity with accounting principles generally accepted in the United States.

With that said, please consider the following:

- The expenditures for the General Fund for FY 2013 ended at \$20,320,799 with a fund balance of \$8,775,948 to include 181 authorized full-time positions. In comparison, FY 2005 expenditures ended at \$21,184,435 with a fund balance of \$4,076,120 and 213 authorized full-time positions. As illustrated by the data provided, the city expenditure levels for FY 2013 were less than FY 2005, the fund balance essentially doubled during that same time frame and core city services have been provided with 15 percent fewer personnel.
- The debt liabilities for FY 2013 ended at \$56,001,989 for governmental activities and \$29,548,011 for business-type activities, a total of \$85,550,000. In comparison, FY 2008 ended

at \$69,920,713 for governmental activities and \$35,334,287 for business activities, a total of \$105,255,000. Because of the debt amount in 2008 and prior years, the City Administration developed a 10-year debt reduction plan which continues to this day and has a significant impact as the overall debt has been reduced \$19.7 million (18.7 percent) in five years.

- Cash and investments for the Sewer Fund for FY 2013 ended at \$3,380,742 and \$498,281 for the Water Fund. Cash and investments for the Sewer Fund for FY 2007 ended at \$1,819,121 and the Water Fund had no cash, in fact this Fund was in debt by \$5,571,059. The point of highlighting the differences is that, at the end of FY 2007, the City Administration developed a five-year financial plan to address the financial conditions of the two utility funds. This plan has been supported by past Utility Rate Committees and ultimately by City Council. Because the plan has been supported, the necessary cash has been generated for operations as well as for capital improvements. In regard to capital improvements, it is the City Administration's goal to pay cash for as many projects as possible (thus reducing future debt) that address the city's aging infrastructure as well as generate enough cash to have on hand for major projects such as the Northwest Storage Water Facility (estimated at \$6 million in 2018) and the Shuman Wellfield Iron Removal Facility (estimated at \$4.8 million in 2022).
- Legacy costs associated with pension and health care for retirees is a major issue for many local units of government. For Portage, the 2013 CAFR shows there are zero unfunded liabilities associated for legacy pension and retiree health care.

The 2013 CAFR shows Portage is in a sound financial position, but it can never be taken for granted as the slow recovering economy and poor financial condition of the federal government are significant challenges in which Portage has no control as a local unit of government.

In closing, I want to thank the elected officials and administrative team members that I have had the privilege of working with over the past eight years. I especially want to thank Deputy City Manager Brian Bowling for his tireless efforts in providing his expertise with the city's finances. Collectively, elected and administrative, Portage has been prudent with the city's finances during these challenging economic times."

Discussion followed and Mayor Strazdas and Mayor Pro Tem Pearson expressed their appreciation for the fiscal health brought by the leadership of the Administration to the City as evidenced by the CAFR.

Motion by Reid, seconded by Ansari, to receive the communication from the City Manager regarding the Comprehensive Annual Financial Report (CAFR) for Fiscal Year ending June 30, 2013, as information only. Upon a voice vote, motion carried 6 to 0.

CITY MANAGER SELECTION PROCESS - INFORMATION ONLY: Mayor Strazdas reminded City Council of their homework assignment from Sheri Welsh, Welsh & Associates, regarding their desired qualifications for the next City Manager that will be discussed at the Tuesday, March 11, 2014 Special Meeting at 6 p.m. in Conference Room #1. Discussion followed.

City Manager Evans reviewed his recommendation, expressed his opinion that one of the reasons the City is on solid financial ground is that when he became City Manager, he had the good fortune of having a seasoned Deputy City Manager, two Assistant City Managers and a seasoned staff. He indicated that because he had such a capable staff, he was able to develop a ten-year plan with David Wheatley which was achieved in six years. He mentioned that, as Mayor Pro Tem Pearson pointed out, the City has dropped the number of employees from 213 authorized full-time authorized positions down to 179 authorized positions, and this is where the City has realized its biggest savings, especially going forward.

He stressed that this was made possible by having capable staff in place, enhanced customer service, improved governmental relations, being a friendlier community, being a stronger community and empowering personnel with respective job responsibilities. Because of budget constraints and the inability to have more personnel on board, he indicated that the one disappointment he had in his tenure is succession planning; and, that is why he recommended that Mr. Bowling be appointed as the City Manager for the City of Portage. He pointed out that this would allow Mr. Bowling to take what this Council wants him to do with the future City Manager, and hire a Deputy City Manager and an Assistant City Manager as this is the best business decision for the City. He indicated that if City Council wanted to have a City Manager search after that, the opportunity would present itself, or City Council could do the search now. He said he could not say enough good things about Deputy City Manager Brian Bowling; that he cares about Portage; and has devoted 37 years of his life to Portage. He highly commended Mr. Bowling and gave examples of how Mr. Bowling knows more about what is going on in Portage than anyone, and why he is the single most reason for why Portage is in such good shape. Discussion followed.

After this review of his communication to City Council dated February 25, 2014, regarding the City Manager Selection Process, the City Clerk took note to spread his report from the City Council Agenda Packet upon the minutes of this meeting as follows:

“I had the good fortune to be the City Manager in Portage for the past eight years. As I will be exiting the organization in the near future, I would simply like to address the efforts that Council must undertake to fill the position and offer my outlook on the matter. In this regard, attached for the review of the Council is an article from the International City Management Association (ICMA) titled “How to Successfully Recruit a City Manager in the 21st Century.” I recognize the article is dated 2004, yet the salient points remain applicable.

As Council is aware, the hiring of a City Manager requires a large investment, not only of significant financial resources, but also time of elected officials, staff and even citizenry. Council is already performing due diligence by working with a professional recruiting firm to develop materials such as a job description and a City Manager profile. It appears the path Council is pursuing is common for elected bodies, recognizing individual members will add nuances to the Portage process in an effort to obtain the best applicants possible. I commend Council for its efforts. As you review the attached ICMA article, you will no doubt discern that some of the major challenges that often await a City Manager new to an organization are not present in Portage. Most notably, the City of Portage is on solid financial ground, with no legacy costs to address. Furthermore, Portage is positioned to continue providing excellent services to the community and continue capital improvement projects while reducing debt. The city has an excellent workforce and the results from community surveys and comment cards show citizens are pleased with the services provided and the continuing low tax rate. These successes did not happen by chance but are the result of having continuity in the Office of the City Manager over many years which allowed for a seamless transition.

As an alternative to recruiting external candidates for the City Manager position, I respectfully ask that City Council consider the following information and then a suggestion. In my personal experience with the City of Portage, I was fortunate to have a seasoned Deputy City Manager, as well as two Assistant City Managers, who proved to be extremely valuable during the critical first months after I was hired in 2005. To be able to call on this institutional knowledge and experience – even through the first annual cycle – was critical. With staff in place who already possessed a leadership role and were acclimated to the ongoing activities of the city, I was able to:

- Keep the organization moving forward in an uncontroversial manner while presenting balanced budgets and begin to address the city’s debt issues.

- Be exposed to city operations and the management structure, which allowed me to develop an organizational change resulting in the reduction of authorized full-time positions from 215 to the current 182. This reduction in full-time positions is the biggest ongoing cost savings the city has realized during my tenure.
- Address what I believed to be high priorities of the Council at the time – customer service, intergovernmental cooperation and empowering personnel with their job responsibilities.

In my efforts to acclimate myself to the organization and get myself “up to speed,” the continuity of having this staff in place was invaluable.

Looking at the current condition of the organization, significant succession planning for the City Manager position was not able to be accomplished, as the two Assistant City Manager positions were eliminated to address budgetary and organizational needs. Having one or more of these positions filled would provide a new City Manager with sufficient administrative staff in place, such as was my experience. In fact, prior to reaching my decision to retire my intent with the fiscal year 2014-2015 proposed budget was to recommend reinstatement of an Assistant City Manager position specifically for this purpose. Had I remained with the city, over the course of time this would have accomplished the goal of good succession planning to its fullest. While this element has not yet been accomplished, I believe the most critical component to continuity and the continuing success of the City of Portage is already in place.

Deputy City Manager, Brian Bowling has devoted a majority of his professional career to the City of Portage. He unquestionably has the experience needed to lead the City of Portage and clearly has the educational and management background for the position. The Deputy City Manager has had oversight of all department heads throughout my tenure, developed and implemented strategies that have contributed greatly to the current fiscal condition of the city and provided guidance to the community’s development and growth. In my time in Portage, I have not met a person who altruistically has a better understanding of Portage or cares as deeply as he does about the community’s welfare. With this in mind, I strongly recommend to the Council that Mr. Bowling be appointed as the City Manager for the City of Portage. Utilizing the significant resources that would otherwise be directed to a recruitment process, I would also suggest that a new Deputy City Manager and Assistant City Manager be hired, using the Council-developed City Manager profile as a recruitment guide. In doing so, two quality administrative staff members having the characteristics described by the Council as most desired in a future City Manager will be in place for succession planning purposes, providing stability and continuity throughout the entire transition period.

Thank you Mayor Strazdas and Councilmembers for considering my suggestion. I only want the best for you and the City of Portage as you select a new City Manager.”

Motion by Ansari, seconded by Reid, to receive the communication from the City Manager regarding the City Manager Selection Process as information only. Upon a voice vote, motion carried 6 to 0.

* **JANUARY 2014 SUMMARY ENVIRONMENTAL ACTIVITY REPORT:** Motion by Pearson, seconded by Reid, to receive the communication from the City Manager regarding the January 2014 Summary Environmental Activity Report as information only. Upon a roll call vote, motion carried 6 to 0.

* **DEPARTMENT MONTHLY REPORTS:** Motion by Pearson, seconded by Reid, to receive the Department Monthly Reports. Upon a roll call vote, motion carried 6 to 0.

COMMUNICATIONS:

JOAN MOORE, 7211 WINDHAVEN COURT: At the request of Mayor Strazdas, motion by Reid, seconded by Ford, to receive the communication from Joan Moore, 7211 Windhaven Court, in support of the Senior Citizen Water Discount. Upon a voice vote, motion carried 6 to 0.

MAYOR PETER J. STRAZDAS REGARDING CITY COUNCIL COMMITTEE APPOINTMENTS: Mayor Strazdas directed City Council's attention to his City Council Committee Appointments, reviewed his selections and asked for a motion to accept this report to City Council from him. Motion by Pearson, seconded by Urban, to accept the 2014 calendar year appointments to City Council Committees as noted. After an inquiry from Councilmember Ford regarding whether City Council has to approve the report from Mayor Strazdas, since these are his appointments, Mayor Strazdas deferred to City Attorney Brown, who noted that City Council has approved the appointments in the past, but they really only need to receive it. Mayor Strazdas asked that the motion be amended to read, "Motion by Pearson, seconded by Urban, to receive the 2014 calendar year appointments to City Council Committees as noted," and the makers of the motion agreed. Upon a voice vote, motion carried 6 to 0.

UNFINISHED BUSINESS:

SNOW/ICE COVERED SIDEWALK CODE COMPLIANCE EFFORTS: At the request of Mayor Strazdas, City Manager Evans reviewed the report on snow/ice covered sidewalk code violations, noting that the removal of ice and snow is complaint-driven. He said that the report provides a history of the number of complaints, citations issued, public education efforts and detailed information about the citation issued to the property owner at 1821 West Milham Avenue. Motion by Ansari, seconded by Reid, to receive the communication from the City Manager regarding the snow/ice covered sidewalk code compliance efforts as information only. Upon a voice vote, motion carried 6 to 0.

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

Portage Historic District Commission of November 6, 2013.
Portage Senior Citizen Advisory Board of January 15, 2014.
Portage Planning Commission of February 6, 2014.

COUNCIL COMMITTEE REPORTS: Mayor Strazdas shared his thoughts with City Council regarding the Committee of the Whole and expressed a desire to hold the Committee of the Whole Sessions prior to the Regular City Council Meetings from 6 p.m. to 7 p.m. perhaps every other meeting date. He recognized that prior to every Regular City Council Meeting, there is a Special Meeting regarding the City Manger Selection Process; and he asked for a consensus for holding the Committee of the Whole Sessions prior to the Regular City Council Meetings from 6 p.m. to 7 p.m. every other meeting date at the conclusion of these special meetings. There was a consensus of City Council and discussion followed.

OTHER CITY MATTERS:

STATEMENTS OF CITIZENS: Rick Searing, 1901 Charter Avenue, Portage Northern Student Council Advisor, and Mark Sutherland, 201 Gabardine Avenue, Portage Central Student Council Advisor, expressed their appreciation to City Council for taking the time and really invest in

Portage students, giving of themselves and showing them what all of the professional staff of the City does 24/7 to make Portage the community that it is. They also expressed their appreciation for how City Council wants the students to be a part of the community, not just as 16 and 17 year olds, but to come back to the community, whether it is on the Youth Advisory Committee, as an engineer, as a transportation supervisor, or even as a City Attorney. Moreover, he said that the meeting tonight is an outstanding example of how all can interact with one another on issues such as teleconferencing, a ten year plan or making Portage a stable place for everyone. They especially appreciated the discussion of City Council because, even in disagreement, Council provided a phenomenal example of how to discuss matters when there is disagreement.

STATEMENTS FROM STUDENT MAYOR AND STUDENT COUNCIL: Student Councilmembers Taylor Snyder, Kaija Griffin, Lea Foerster, Eston Asher, Claudia Caranci and Amanda Croft, and Student Mayor Bob Corcoran expressed their respective appreciation for the opportunity to participate and serve during the Student Mayor and City Council for the Day Program, and the efforts of City Council to make it an enjoyable and rewarding experience.

STATEMENTS FROM MAYOR AND CITY COUNCIL: All of the Councilmembers expressed kudos and appreciation to the student participants and the Student Advisors in the Student Mayor and City Council for the Day Program, whether they were able to attend or not.

Mayor Strazdas recounted the loss incurred by the Portage Public Safety Hockey Team in their “Battle of the Badges” with the Kalamazoo Public Safety Hockey Team as a fundraiser for families in need after a loss due to a deceased Public Safety Officer. He mentioned that this loss tied the series at 2 to 2, and thanked the Portage Public Safety Hockey Team for their hard work on the ice. Lastly, he said he went to the Global Judo Champion Press Conference which is coming to Wings Stadium a couple of months from now.

ADJOURNMENT: Student Mayor Corcoran adjourned the meeting at 8:46 p.m.

James R. Hudson, City Clerk

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