



# PLANNING COMMISSION

June 5, 2014

# CITY OF PORTAGE PLANNING COMMISSION

## A G E N D A

June 5, 2014  
(7:00 p.m.)

Portage City Hall Council Chambers

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL

### APPROVAL OF MINUTES:

- \* May 15, 2014

### SITE/FINAL PLANS:

### PUBLIC HEARINGS:

- \* 1. Ordinance Amendment #14-B, Specialized Agriculture (OS-1 and B-1 districts)

### OLD BUSINESS:

- \* 1. 2014 Comprehensive Plan – Information Only

### NEW BUSINESS:

1. Election of Officers

### STATEMENT OF CITIZENS:

### ADJOURNMENT:

### MATERIALS TRANSMITTED

April 28, 2014 City Council special meeting minutes  
April 29, 2014 City Council regular meeting minutes  
April 30, 2014 City Council special meeting minutes  
May 1, 2014 City Council budget work session meeting minutes  
May 6, 2014 City Council special meeting minutes  
May 13, 2014 City Council regular meeting minutes  
May 13, 2014 City Council special meeting minutes

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

## PLANNING COMMISSION

May 15, 2014

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The City of Portage Planning Commission meeting of May 15, 2014 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Five citizens were in attendance.

### **PLEDGE OF ALLEGIANCE:**

Chairman Welch led the Commission in the Pledge of Allegiance.

### **IN ATTENDANCE:**

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

### **ROLL CALL:**

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

A motion was made by Commissioner Bosch, seconded by Commissioner Dargitz, to approve the roll excusing Commissioner Felicijan due to illness. The motion was unanimously approved 8-0.

### **APPROVAL OF MINUTES:**

Chairman Welch referred the Commission to the May 1, 2014 meeting minutes contained in the agenda packet. A motion was made by Commissioner Dargitz, seconded by Commissioner Bosch, to approve the minutes as submitted. The motion was unanimously approved 8-0.

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

None.

### **PUBLIC HEARINGS:**

1. Final Report; Rezoning Application #14-2, East Centre Avenue and Pasma Avenue. Mr. Forth summarized the final staff report dated May 9, 2014 regarding the Planning Commission initiated rezoning of several properties located along the south side of East Centre Avenue, east of Lakewood Drive. Mr. Forth discussed the location of the properties involved in the rezoning along with the existing land use, zoning and Future Land Use Map designations. Mr. Forth summarized the 1998 rezoning of the Centre Street Market property and the distressed nature of several of the East Centre Avenue properties and a change in ownership over the past several years. Mr. Forth discussed the impacts the proposed rezoning would have on existing land uses and also summarized the proposed Zoning Code text amendment that was also recommended by staff to allow "specialized agriculture" uses including greenhouses as a permitted use in the OS-1 and B-1 districts. Mr. Forth indicated the proposed text amendment, in conjunction with the rezoning, would provide D & D Greenhouses the same protections afforded other specialized agriculture land uses consistent with the 1989 Zoning Code amendments. Mr. Forth discussed discrepancies contained in the Office Market Assessment presented by Mr. Don Ziemke during the May 1<sup>st</sup> meeting. Mr. Forth stated the data set included in the assessment is not representative of all office buildings/uses in the city and specifically excluded owner-occupied/single tenant buildings and small offices under 5,000 square feet. Mr. Forth reviewed rezoning alternatives identified in the staff report and indicated staff was recommending the eight East Centre Avenue

properties be rezoned to OS-1, office services (with the exception of the west 5-feet of 710 East Centre Avenue) consistent with the Comprehensive Plan, Future Land Use Map and surrounding land use/zoning pattern. Although not consistent with the Comprehensive Plan and Future Land Use Map, Mr. Forth stated a rezoning to B-1, local business would provide the current B-3 zoned properties additional commercial development options that would likely result in less impact on the surrounding single family residential neighborhood. Finally, and in conjunction with the rezoning, Mr. Forth indicated staff was also recommending a text amendment be initiated to allow specialized agriculture, which includes greenhouses, as permitted uses in the OS-1 and B-1 zoning districts.

The Commission and staff discussed the proposed rezoning and alternatives for consideration. Chairman Welch referred the Commission to the May 14, 2014 letter from Mr. Ziemke opposing the rezoning that was contained in the final agenda packet. Commissioner Dargitz discussed another potential alternative that would involve a combination of OS-1 and B-1 rezoning for the East Centre Avenue properties. Commissioner Dargitz stated rezoning the D & D Greenhouses parcels and the former Centre Street Market parcels B-1 and the interior properties OS-1 would slightly extend the existing local business located near the East Centre Avenue/Lovers Lane intersection and create another smaller node near East Centre Avenue/Lakewood Drive. Commissioner Dargitz indicated the creation of additional local business nodes would offer area residents more opportunities to access light commercial land uses.

The public hearing was opened by Chairman Welch. Three citizens spoke in regard to the proposed rezoning: Brittany Hall (8108 Kingston), Tim Hoeksema of D & D Greenhouses (916 and 918 East Centre) and Ruth Hall (8108 Kingston). Ms. Brittany Hall indicated she has exhausted a lot of time and effort on this rezoning matter and the previous gasoline station proposal and was upset by the Office Market Assessment presented by Mr. Ziemke during the May 1<sup>st</sup> meeting. Ms. Hall restated the results of her neighborhood survey and the preference for OS-1 zoning along East Centre Avenue, with B-1 the next preferred alternative. Mr. Hoeksema presented a letter from Kalamazoo County State Bank that discussed a possible reduction in property value and corresponding credit amount with any zoning change of the D & D Greenhouse properties. Mr. Hoeksema discussed the nature of the greenhouse business and expressed concerns over a possible reduction in the loan-to-value ratio and impacts on future building upgrades and improvements with any proposed rezoning to OS-1 or B-1. Attorney Brown briefly discussed the Michigan Right-to-Farm Act protections afforded the current greenhouse operation and additional protections that would be provided with the proposed Zoning Code text amendment. Commissioners Reiff and Patterson expressed concerns about the possible change in property value with any rezoning and the impacts it may have on the greenhouse operation. Attorney Brown indicated the rezoning discussion and recommendation should be focused on adopted plans/objectives of the city and any rezoning needs to provide reasonable uses of the land by the property owners. Attorney Brown indicated there are a variety of uses, beyond just typical office uses, that are allowed in the OS-1 zoning district. Ms. Ruth Hall read a prepared statement that was written by her daughter (Brittany Hall) and provided copies to the Commission. Ms. Ruth Hall stated she supports the staff recommendation for OS-1 zoning for the East Centre Avenue properties to provide appropriate and compatible land uses next to the established residential neighborhood.

The Commission and staff discussed various aspects of the proposed rezoning and possible alternatives for consideration. Commissioner Patterson again expressed concerns with any zoning change that would adversely impact the financial viability of the existing property owners along East Centre Avenue. Chairman Welch stated that economic viability issues (positive or negative) are usually always present with rezoning considerations. Commissioner Reiff indicated he was more inclined to recommend a B-1 zone that would afford the existing property owners some commercial development options, while minimizing potential impacts on the adjacent single family residential neighborhoods. Commissioners Bosch, Somers and Welch concurred. Mr. Forth discussed uses that were allowed in the B-1 zone. Commissioner Dargitz again suggested B-1 zoning for the East Centre Avenue properties on the east and west "ends" of the rezoning area, and OS-1 zoning for the interior properties. Commissioner Dargitz stated a combination of OS-1 and B-1 zoning would be more consistent with

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the Comprehensive Plan and surrounding land use/zoning pattern. Commissioner Dargitz indicated that rezoning all the East Centre Avenue properties to B-1 may result in a strip commercial development pattern. Commissioner Schimmel indicated she does not believe that B-1 zoning should only be recommended for some of the East Centre Avenue properties. Mr. Forth discussed the existing ownership of the East Centre Avenue properties subject to the rezoning consideration and the distressed sales that have occurred on five of the eight properties over the past few years. The Commission discussed and agreed that the proposed specialized agriculture text amendment was also appropriate with the rezoning consideration.

After further discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Reiff, to close the public hearing. The motion was approved 7-1 with Commissioner Dargitz voting in opposition and stating that she prefers an adjournment of the public hearing to the June 5, 2014 meeting. After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Reiff, to recommend to City Council that Rezoning Application #14-2 be approved and 732, 810, 830, 906, 912, 916 and 918 East Centre Avenue be rezoned from B-3, general business to B-1, local business; 710 East Centre Avenue be rezoned from P-1, vehicular parking to B-1, local business (excepting the west 5-feet); and the northern approximate 50-feet of 907, 913 and 923 Pasma Avenue be rezoned from B-3, general business to R-1A, one family residential. The motion included a statement that it was the intent of the Commission to process a Zoning Code text amendment on June 5, 2014 that would allow specialized agriculture as a permitted and conforming use in the OS-1 and B-1 zoning districts and then concurrently transmit the rezoning and text amendment recommendations to City Council. The motion also included an acknowledgment by the Commission that a rezoning to B-1 is more consistent with the Comprehensive Plan than the current B-3 zoning, and that the designation of East Centre Avenue as an office corridor within the Comprehensive Plan/Future Land Use map remains valid overall. Commissioner Dargitz stated that since the rezoning and text amendment recommendations would be forwarded to City Council concurrently following the June 5, 2014 meeting, the Commission could delay the rezoning recommendation to allow staff additional time to provide a response on an alternative that would involve rezoning 710, 732, 916 and 918 East Centre Avenue to B-1 and 810, 830, 906 and 912 East Centre Avenue to OS-1. Mr. Forth indicated the staff recommendation of OS-1 for all eight of the East Centre Avenue properties would likely not change and the Commission could discuss different alternatives, if desired. Upon a roll call vote: Patterson (yes), Stoffer (yes), Welch (yes), Bosch (yes), Reiff (yes), Dargitz (no), Schimmel (yes) and Somers (yes), the motion was approved 7-1.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

1. Charter Township of Texas – 2014 Master Plan Update. Mr. West introduced the item and summarized the May 9, 2014 staff report regarding the request by Texas Township for review and comment regarding their 2014 Master Plan Update. Commissioner Dargitz stated she was interested in the Resource Conservation designation contained in the Master Plan and newly adopted RC, Resource Conservation zoning district and whether there may be similar application in the City of Portage. Commissioner Dargitz indicated the lowest intensity zoning classification in the City of Portage currently was single family residential (R-1A through R-1E) even for public parks and the Gourdneck State Game Area. Mr. West stated there are different characteristics between Texas Township and the City of Portage and the RC zoning district is likely not directly applicable to the City of Portage. Mr. West also stated the RC zoning district was recently adopted by Texas Township, however, no properties have yet been rezoned to RC. Commissioner Dargitz discussed conservation zoning in place in the State of Hawaii and indicated she was interested in a similar type of zoning district for the City of Portage to further protect natural areas and wetlands such as Eliason Nature Preserve, West Lake Nature Preserve and the Gourdneck State Game Area. Mr. West discussed the public ownership designation of

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city parks/nature preserves and the state game area and the intent to keep these properties as open space/recreational land uses regardless of the underlying zoning designation. Attorney Brown stated any new zoning district would need to be studied to determine related impacts. Attorney Brown also stated that property owned by the State of Michigan would not be subject to local zoning and application of a restricted conversation zoning district to privately owned property would be problematic. After additional discussion, a motion was made by Commissioner Somers, seconded by Commissioner Bosch, to receive the Charter Township of Texas – 2014 Master Plan Update Comstock Township Master Plan Amendments with no specific comments offered. The motion was unanimously approved 8-0.

**STATEMENT OF CITIZENS:**

None.

**ADJOURNMENT:**

Commissioner Reiff stated this was his final meeting and thanked staff, Attorney Brown and fellow Commissioners for their support over the years. Chairman Welch then read and presented a Resolution Honoring Commissioner Alan Reiff.

There being no further business to come before the Commission, the meeting was adjourned at 8:50 p.m.

Respectfully submitted,

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

**TO:** Planning Commission **DATE:** May 30, 2014  
**FROM:** Vicki Georgeau, <sup>VM</sup> Director of Community Development  
**SUBJECT:** Ordinance Amendment 14-B, Specialized Agriculture (OS-1 and B-1 districts)

## **I. INTRODUCTION:**

During consideration of Rezoning Application #14-2, the Planning Commission discussed potential impacts a zoning change from B-3, general business to either OS-1, office service or B-1, local business would have on the existing D & D Greenhouse operation located at 916 and 918 East Centre Avenue: Greenhouse operations are classified as “specialized agriculture” and are currently not permitted in the OS-1 and B-1 district. In an effort to provide protections to this long-established greenhouse operation with any potential zoning change to OS-1 or B-1, staff recommended an ordinance amendment also be processed concurrently with Rezoning Application #14-2 that would permit the existing greenhouse operation, or “specialized agriculture”, to continue as a principal permitted use. At the May 15, 2014 meeting, the Commission voted unanimously to recommend to City Council that several properties located along the south side of East Centre Avenue, east of Lakewood Drive (including the D & D Greenhouse parcels), be rezoned from B-3 to B-1. At this meeting, the Commission also voted unanimously to initiate a Zoning Code text amendment that would allow “specialized agriculture” as a permitted use in the OS-1 and B-1 zoning districts.

## **II. BACKGROUND/HISTORY:**

In 1989, the Planning Commission initiated a rezoning in the Schuring Road area to correct inconsistencies between the Future Land Use Plan Map designation of residential and Zoning District Map classification of light industrial. Since most of the land area subject to the rezoning was utilized for greenhouse operations, it was the objective of the Planning Commission and City Administration to develop a zoning approach that would minimize the potential for industrial development in the Schuring Road area, which is primarily a residential corridor, while at the same time protecting the ability of the greenhouse operators to continue the growing of bedding plants. In conjunction with the rezoning application, several Zoning Code text amendments were also proposed that would protect existing greenhouse operations.

Although the zoning change was not approved, City Council approved several Zoning Code text amendments concerning agricultural related uses and operations. In regard to “specialized agriculture”, which includes greenhouse operations, the Zoning Code was amended to allow specialized agriculture as a principal permitted use in most zoning districts with the exception of the OS-1, office service and B-1, local business districts. The OS-1 and B-1 districts were apparently excluded because there were no existing specialized agricultural uses located in these districts at the time of the 1989 ordinance amendments. The text amendments included language that states “a specialized agricultural use of land operating and in existence on November 23, 1989, and land contiguous with and owned by a person operating such adjoining parcel on November 23,

1989, shall be considered conforming for all purposes of this article”. This language recognized that existing greenhouses may have become nonconforming or may not have been able to meet new ordinance provisions without substantial hardship and allowed existing greenhouses to continue operating without change.

### III. PROPOSED ORDINANCE AMENDMENTS:

In conjunction with the proposed rezoning of 916 and 918 East Centre Avenue and to provide D & D Greenhouses the same protections afforded other greenhouse operations through the 1989 text amendments, attached is draft ordinance language prepared by staff and the City Attorney. The proposed ordinance language shows revisions in underline (new text) and is further summarized below.

- Section 42-241, Principal Permitted Uses in OS-1, Office Service District, and Section 42-260, Principal Permitted Uses in B-1, Local Business District

Add language to the two above referenced Zoning Code sections to allow specialized agriculture as principal permitted uses in the OS-1 and B-1 districts. The specific language would read as follows:

“A specialized agricultural use of land operating and in existence on the effective date (insert date) of this amendment and land contiguous with and owned by a person operating such adjoining parcel on the effective date (insert date) shall be considered conforming for all purposes under this article.”

The proposed text amendment includes language that is similar to the 1989 amendments and would allow any existing specialized agricultural use in the OS-1 and B-1 districts, including greenhouses, to continue to operate as permitted and conforming uses. The proposed language would provide D & D Greenhouses operational protections afforded other greenhouses across the city, if their property located at 916 and 918 East Centre Avenue were to be rezoned to OS-1 or B-1 under pending Rezoning Application #14-2. Finally, the proposed text amendment would also protect other existing greenhouse operations if future rezonings to OS-1 and/or B-1 were to be initiated.

### IV. RECOMMENDATION

Based on the above analysis and subject to any additional information brought before the Planning Commission during the public hearing, staff advises the Planning Commission to recommend to City Council that Ordinance Amendment #14-B, Specialized Agriculture (OS-1 and B-1 districts) be approved.

Attachment: Proposed ordinance amendment

# DRAFT

[CITY COUNCIL REVIEW VERSION  
NOT FOR PUBLICATION]

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES  
OF THE CITY OF PORTAGE, MICHIGAN  
BY AMENDING SECTIONS 42-241 AND 42-260 OF  
ARTICLE 4, CHAPTER 42, ZONING

THE CITY OF PORTAGE ORDAINS:

That Article 4, Division 4, Subdivision 5, OS-1, Office Service District, of Chapter 42, shall be amended as follows:

Sec. 42-240. Intent. No change.

Sec. 42-241. Principal permitted uses. A through F - No change.

G. A specialized agricultural use of land operating and in existence on the effective date (insert date) of this amendment, and land contiguous with and owned by a person operating such adjoining parcel on the effective date of this amendment, shall be considered conforming for all purposes under this article.

HG. Accessory uses customarily related to the uses permitted in this section, such as but not limited to pharmacies or apothecary stores limited to such items as corrective garments, bandages or optical services.

Sec. 42-242. Special land uses. No change.

Sec. 42-243. Site development requirements. No change.

That Article 4, Division 4, Subdivision 6, Business Districts, of Chapter 42, shall be amended as follows:

Sec. 42-260. B-1 local business district. A - No change.

B. Principal permitted uses: In a B-1 local business district, no building or land shall be used, and no building shall be erected, except for one or more of the following specified uses, unless otherwise provided in this article:

1 through 6 - No change.

7. A specialized agricultural use of land operating and in existence on the effective date (insert date) of this amendment, and land contiguous with and owned by a person operating such adjoining parcel on the effective date of this amendment, shall be considered conforming for all purposes under this article.

87. Accessory buildings and uses customarily found in connection with the uses in this district.

C. No change.

D. No change.

**TO:** Planning Commission **DATE:** May 30, 2014  
**FROM:** Vicki Georgeau, <sup>VG</sup> Director of Community Development  
**SUBJECT:** 2014 Comprehensive Plan

On April 17, 2014, the Planning Commission was presented a complete draft copy of the 2014 Comprehensive Plan by the planning consultant, LSL Planning, Inc. After discussing the plan, the Planning Commission voted unanimously to forward the draft 2014 Comprehensive Plan to City Council for review and authorization to distribute to adjacent communities and other applicable agencies for public comment pursuant to statutory requirements. During the April 29, 2014 meeting, City Council approved distribution of the Plan and the plan was distributed on April 30<sup>th</sup>. Adjacent communities and other agencies have 42 days in which to review and comment. At the end of the 42 day review period, comments, if any, will be forwarded to the Commission and a public hearing related to formal adoption of the 2014 Comprehensive Plan has been scheduled for June 19, 2014.

During the April 17<sup>th</sup> meeting, Commissioners commented on: a) potential relocation of municipal facilities located in the City Centre Area to accommodate pedestrian-friendly commercial and/or mixed uses; and b) efforts to improve pedestrian crossing of major thoroughfares. During review of the Texas Township Master Plan update on May 15, 2014, there was also discussion regarding development of a Future Land Use Plan designation similar to Texas Township's Resource Conservation designation. In response to these comments, the following additional information regarding these issues is provided for consideration.

#### Relocation of Municipal Facilities

From a historical perspective, municipal facilities have been primarily sited in the City Centre area since the township era. Central Fire Station was constructed in 1941 and City Hall in 1958. Since that time, the concept of centralizing municipal facilities in the geographic center of the city continued to evolve. In 1964, the Public Services facility was constructed and several expansion projects were subsequently completed. Additional public facilities constructed in the City Centre area included the Police/Court building in 1970, Portage District Library in 1976 and the Senior Center in 1981. Finally, in 1980 city voters affirmed a decision by City Council that the city should retain the "triangle area" of property bounded by South Westnedge, Centre Avenue and Shaver Road for future municipal use.

The original 1982 plan for the City Centre area reinforced the concept/goal of centralizing "civic" activities in the geographic center of the city, which had been encouraged and endorsed by public officials and the citizens of Portage since the township era. The 1982 plan recommended construction of a new City Hall in the "triangle area," which was constructed in 1989 and represents the newest municipal facility to be built in the City Centre area. Subsequent Comprehensive Plans (1996, 2002 and 2008) have also reinforced the goal of centralizing municipal services in the City Centre area. As a result, significant investment has occurred over the years and continues to be

made in an effort to further this goal. Changing the goal at this point in time from one of centralizing to decentralizing municipal facilities is not recommended. As noted during the April 17<sup>th</sup> meeting, municipal facilities such as City Hall, the Senior Center, Portage District Library and Central Park, amongst others, also serve as anchors and assets to the City Centre Area. With regard to the Public Services facility, the site has no frontage on South Westnedge Avenue and is bounded by railroad tracks on the west and a steep hill on the east. Given these site characteristics, the Public Services facility is an appropriate use for the property. Finally, as noted in the City Centre Area Plan, there remains available vacant or underutilized land in the subarea that can be developed to accommodate pedestrian-friendly commercial and/or mixed use projects.

### Pedestrian Crossing of Major Thoroughfares

The 2014 Comprehensive Plan includes provisions to address major thoroughfare pedestrian crossings. Goal T1 incorporates “Complete Streets” as an essential element of the transportation system. Complete Streets involve a transportation system that will meet the needs of all types of users – motorists, pedestrians, bicyclists and transit users. The Transportation Chapter of the draft Plan includes a detailed Non-Motorized Transportation Map that identifies existing sidewalks, multi-use trails, pedestrian refuge islands and other pedestrian connections. The corresponding text on pages 26-28 references pedestrian enhancement planning efforts. In particular, the text specifies that along major thoroughfares, sidewalks should be required along both sides of the street, and pedestrian refuge islands at key intersections should be planned where feasible concurrent with (re)development and capital improvement project planning. The Implementation strategies on page 28 include recommendations to develop a Complete Streets policy, and construct pedestrian safety enhancements such as: 1) landscape medians to improve vehicular traffic flow and safety; and 2) pedestrian refuge islands for pedestrians crossing major thoroughfares.

Identification of specific locations for pedestrian refuge islands is outside the scope of the Comprehensive Plan. The specific locations can be identified as part of the annual preparation of the Capital Improvement Program or Major Thoroughfare status update. As the Commission is aware, both of these documents are part of the Planning Commission work program for which input is requested.

### Resource Conservation Designation

During review of the Texas Township Master Plan, there was discussion regarding Texas Township’s Resource Conservation designation, which is intended to “foster the protection of... natural features with as little disturbance as possible.” In addition to the Plan designation, the Texas Township also adopted a RC, Resource Conservation zoning district in 2013.

Staff discussed the RC land use designation and zoning district with the Township Zoning Administrator. The designation and zoning district are intended for publicly owned lands or existing private recreational areas such as Rota-Kiwan Scout Reservation or Camp Pretty Lake. There is no intention to apply the RC district to privately owned lands. According the Township Zoning Administrator, no properties in the township are currently zoned RC but the township may begin rezoning publicly owned lands and/or existing private recreational areas in the near future.

With regard to Portage, many of the environmentally sensitive areas are currently protected by state or federal laws related to wetland and floodplain areas and are shown on the Natural Features map and are inventoried in the Community Snapshot report. Importantly, the majority of the environmentally sensitive areas within the city are set aside for active and passive recreation and open space and are located on publicly owned land. The Gourdneck State Game Area and public parks and land areas are also shown on both the Community Facilities and Future Land Use maps. The Future Land Use Map and text includes two future land use designations or categories related to these land areas: Park/Recreation and Gourdneck State Game Area. City-owned parks are also protected by City Charter in that they cannot be sold without a vote of the general electorate and although the State Game areas are not controlled by the city, the properties are zoned R-1C, one-family residential, a low density, intensive zoning district.

As discussed in the draft plan, there are provisions in the existing Zoning Code that provide incentives to preserve natural features such as Subdivision and Open Space Plans that allow residential density bonuses in exchange for preserving open space. In addition, the Planned Development districts allow flexibility in design, mixture of uses, and consideration of natural features, among others. Finally, the draft plan includes text that discusses the benefits of green development practices and low impact design as a way of protecting important natural resources. Based on the above, incorporating a Resource Conservation designation in the 2014 Comprehensive Plan is not considered necessary and, therefore is not recommended.

If the Commission has any questions or comments regarding the 2014 Comprehensive Plan prior to the June 19, 2014 public hearing, staff will be available at the June 5<sup>th</sup> meeting for further discussion.

# **MATERIALS TRANSMITTED**

**MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL  
OF APRIL 28, 2014**

The Special Meeting was called to order by Mayor Peter Strazdas at 6:00 p.m.

At the request of Mayor Strazdas, the City Clerk called the roll with the following members present: Councilmembers Nasim Ansari, Richard Ford, Patricia Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Peter Strazdas. Also in attendance were County Commissioner John Zull, County Commissioner Phil Stinchcomb, who arrived at 6:06 p.m., County Administrator Peter Battani, Kalamazoo Township Police Chief Tim Bourgeois, Acting Deputy City Manager Rob Boulis, Public Safety Director Richard White, Assistant City Attorney Charlie Bear and City Clerk James Hudson.

Mayor Strazdas explained that the purpose of the meeting was for City Council to obtain information regarding the proposed Consolidated Dispatch Authority in Kalamazoo County. He introduced County Administrator Peter Battani, who highlighted the contents of his April 25, 2014 Communication to Portage City Council. He stressed that his position is to proceed step by step, slowly and deliberately with all five agencies involved, including the City of Portage. With this, he mentioned the Urban Cooperation Agreement that he submitted to City Attorney Randy Brown for review.

Mr. Battani said that the City of Kalamazoo Public Safety, the Township of Kalamazoo Police and the Kalamazoo County Sheriff are all ready to move on this initiative. He said that the intentions of the City of Portage and Western Michigan University are still unknown. He indicated that if the Kalamazoo County Board of Commissioners approves the 42 cent charge for each communication device in the County, this would generate \$1.1 to 1.2 million annually that would be used to fund a Dispatch Director, staffing and technical upgrades as identified by the Consolidated Dispatch Authority. Discussion followed.

County Commissioner Zull expressed his concerns regarding an Emergency Fire Department as a first step and whether 42 cents per communication device is sufficient. Discussion followed.

County Commissioner Stinchcomb expressed his appreciation for the update as it is the most significant update since the meeting at the Fetzer Center on October 17, 2013. He also expressed his concern that discussion regarding the collection of the fee of 42 cents per communication device is taking place before the service is being provided. He also said that this is not "making" for less government, that the fire dispatch is a great idea, but that he needs more information and is willing to listen.

Portage Public Safety Director White indicated that some things in the public safety area need to be fixed with the exception of the City of Kalamazoo and the City of Portage. He noted that Kalamazoo County has a problem. He mentioned that fire dispatch is an issue, cited some options and stressed that if Portage keeps its equipment, it will be a redundant system that could be used in case of an emergency. Discussion followed.

Mayor Strazdas said that conceptually we need to do this as a community and noted that if we consolidated, there should be some savings and an increase in services. He concurred with County Commissioner Zull that we should go piecemeal as parts of the County are without problems such as Portage. He also asked for assurances that the legacy costs would not be borne by everyone else and no one brings debt. With that, he asked, "Who pays for what?" He indicated that the plan has to have a level set of action with a metric for measurement and that the plan needs to be set and must contain everything. Mayor Pro Tem Pearson concurred.

Kalamazoo Township Police Chief Bourgeois pointed out that the financials are not well-set, nor are the layers of management, and that 80% of the cost of the Public Safety answering points (PSAP's) is personnel. Public Safety Director White outlined some of the activities performed by the Portage Dispatchers to help them remain productive and engaged the whole time they are on the job.

Councilmember Reid indicated that it is important to get information out to the citizens and that it is advantageous to have the City of Portage at the table because we have done things differently. She expressed her concern about the 42 cents per communication device since only one-half of that is necessary and her appreciation that the County Commissioners are moving more slowly.

Councilmember Ansari asked whether it is going to be another layer of government and expressed his concern about the 42 cent charge per communication device. Councilmember Randall concurred with everyone's concern over the 42 cent charge per communication device and asked how that will be determined when considering children outside the community on the local family plan and college students from outside the County attending the local colleges and Western Michigan University.

Councilmember Ford asked whether there has been any discussion to institute these changes without the need for extra funding, and Mr. Battani answered that it had been considered.

Councilmember Urban wanted to make sure Mr. Battani is up to date on the level of equipment held by the City of Portage based upon recent purchases that provide extra communication capability. He acknowledged that the Fire Dispatch System needs to be fixed. He indicated that the City of Portage could solve that problem because Portage has the capacity to solve the problem short term. He indicated that the City of Portage is willing to help figure out the solution, but there is no way to know if Portage is ready to commit for the long term.

Mayor Strazdas summed up: no legacy costs; or, "pay your own debt;" Urban Cooperation Agreement required; County Fire Dispatch should be the first step; go in steps, do not go too fast; education is critical because people need to know and deal with perception issues; and work out the details for the plan.

Mr. Battani summed up and stressed that everyone needs to stay together to make this work using a step by step process to determine a long term solution. He said having five dispatches is not cost effective and he questioned the option of a virtual dispatch. He asked City

Council to “be in as far as they can find acceptable” and to remain engaged in the process.  
Discussion followed.

Mayor Strazdas thanked everyone for their thoughts and conversation.

**ADJOURN:** Mayor Strazdas adjourned the meeting at 6:58 p.m.

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James R. Hudson, City Clerk

**MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL  
OF APRIL 28, 2014**

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

At the request of Mayor Strazdas, the City Clerk called the roll with the following members present: Councilmembers Nasim Ansari, Richard Ford, Patricia Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Strazdas. Also in attendance were Acting Deputy City Manager Rob Boulis, Assistant City Attorney Charlie Bear and City Clerk James Hudson.

Mayor Strazdas opened the meeting, explained that the purpose of the meeting was for City Council to continue with the process of selecting an Acting City Manager and to interview two of the top five candidates selected at the April 21, 2014 Special City Council Meeting using "Skype."

City Council interviewed the following applicants for the position of Acting City Manager:

\* 7:30 p.m. – 8:15 p.m., City Council interviewed Don Hoyt for the position of Acting City Manager, who briefly introduced himself. City Council introduced themselves before asking some specific questions regarding: what are his expectations of staff; how comfortable would he be identifying changes that need to be implemented or changing operations for a better way of doing things and reducing redundancies or is this not the role of an Acting City Manager; briefly describe your leadership style; how do you relate to staff; why is he interested in coming to Michigan; to speak about dealing with a split Council for eight years; how does he deal with an angry constituent; what is the biggest threat to a city in Michigan; why did he feel he did not want to be a part of the change in Anniston; how did firing the Community Development Block Grant (CDGB) staff affect his working relationship with the Council; what makes him get up in the morning and want to come to work and do a good job – what is his routine; does he have any other business that will require his attention while working for Portage; what qualifications specifically qualify him for the position; how does he feel about pay as you go to pay for projects; how soon would you start and where would you live; what is your view of what an Acting City Manager could do; and is he interested in a permanent position; how soon can you start and where would you live. Given the opportunity to ask questions of Council by Mayor Strazdas, Mr. Hoyt asked City Council for their reaction to him. Council responded and discussion ensued.

\* 7:30 p.m. – 8:15 p.m., City Council interviewed Vance Ishler for the position of Acting City Manager, who briefly introduced himself. City Council introduced themselves before asking some specific questions regarding: what are his expectations of staff; you have worked as a Town Manager, a City Administrator and a County Administrator, how do you see your role as an Interim Manager or an Acting City Manager; if you are appointed, what is your long range goal, do you want to be a City Manager; what is your leadership/management style; explain the mysteries or circumstances surrounding your leaving Allegany County and taking the Federal Emergency Management Agency (FEMA) position; what have you done in Allegany County with the County Code, Home Rule Regulations which is different from the structure of the City of Portage City Manager form of government, so what will be transferable to your role in

Portage; what is the best way for the Administration to deal with an angry constituent; what is the biggest threat to a city in Michigan; would you move to Portage, or where would you live; what are your expectations between you and the County; what makes you want to get up in the morning; what is the most difficult situation, such as employee malfeasance, a national disaster or something with which you have had to deal personally or emotionally; what is the difference between the roles of Acting City Manager and Permanent City Manager; how does he feel about pay as you go to pay for projects; and how much time does he need to find a place to live. Discussion followed.

At the request of Mayor Strazdas, Mr. Ishler provided his closing remarks. At the request of Mayor Strazdas, Mr. Ishler asked whether City of Portage privatized the water operation, and Mayor Strazdas and Councilmember Urban explained the relationship Portage has with United Water. Discussion followed. In answer to his question, Mayor Strazdas assured Mr. Ishler that the relationship with Kalamazoo County is good with good communication among the surrounding townships as well. Discussion followed.

Mayor Strazdas proposed a longer session on Wednesday, April 30, 2014, to deliberate toward a "short list" with the goal of selecting a top candidate for Acting City Manager. Discussion followed.

Councilmember Ford expressed a concern that an item under New Business should be on the April 29, 2014 Regular City Council Meeting to adopt a Resolution to appoint an Acting City Manager by an additional sixty days for the reason that City Council is in the process of conducting interviews for the Acting City Manager position. Mayor Strazdas agreed and directed the Administration to make that happen.

Mayor Strazdas also recommended having a Committee of the Whole Meeting, May 6, 2014, at 5:30 p.m. for one hour for a presentation from Sean McBride regarding the Kalamazoo County Transit Authority, and a Committee of the Whole Meeting, May 6, 2014, at 6:30 p.m. for one hour to "short list" the City Manager Executive Search Firms. Discussion followed.

**ADJOURN:** Mayor Strazdas adjourned the meeting at 9:12 p.m.

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James R. Hudson, City Clerk

## CITY COUNCIL MEETING MINUTES FROM APRIL 29, 2014

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

At the request of Mayor Strazdas, Elder Peter Cook of the First Reformed Church of Portage 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 S. Reid, Patricia M. Randall and Terry R. Urban, Mayor Pro Tem Jim Pearson and Mayor Peter J. Strazdas. Also in attendance were Acting Deputy City Manager Rob Boulis, City Attorney Randy Brown and City Clerk James R. Hudson.

**PROCLAMATIONS:** Mayor Strazdas issued a National Children's Mental Health Awareness Day Proclamation and a Fair Housing Resolution.

**APPROVAL OF MINUTES:** Motion by Ansari, seconded by Ford, to approve the April 15, 2014 Regular Meeting Minutes, the April 21, 2014 Special Meeting Minutes and the April 22, 2014 Budget Review Session Minutes as presented. Upon a voice vote, motion carried 7 to 0.

\* **CONSENT AGENDA:** Mayor Strazdas asked Mayor Pro Tem Pearson to read the Consent Agenda. Motion by Pearson, seconded by Randall, to approve the Consent Agenda motions as presented. Upon a roll call vote, motion carried 7 to 0.

\* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF APRIL 29, 2014:** Motion by Pearson, seconded by Randall, to approve the Accounts Payable Register of April 29, 2014, as presented. Upon a roll call vote, motion carried 7 to 0.

### **PUBLIC HEARING:**

**2014 UTILITY RATE FINANCIAL STUDY:** Mayor Strazdas opened the public hearing regarding the 2014 Utility Rate Financial Study prepared by the Administration and the proposed Utility Rates. He introduced Transportation & Utilities Director Chris Barnes, who reviewed the work by the City Council Rate Committee. He provided the background of the work performed that resulted in the 2014 Utility Rate Financial Study.

Mr. Barnes explained the Fixed Charge, or Base Charge, saying that it is the basic quarterly charge that is designed to cover the fixed costs of providing service. He also explained the Unit Rate, or Commodity Charge, saying that the commodity rates are designed to cover costs which are more variable. He analyzed Water Production versus the Utility Commodity Rate and noted that the reduction in water production has resulted in a loss of working capital, but the Utility Rate does project a positive revenue stream. He discussed the projected percentages to emphasize the strength of the Water and Sewer Fund. He reviewed the Historical Utility Rate of Adjustment, the Cost of Service Sewer Comparison using the Basic Quarterly Charge, the Commodity Rate and the Rate Change for Typical Residential Customer, and the Sewer Utility Rate Comparison of cities of similar size in the State which places Portage roughly at the median. He reviewed the Cost of Service Water Comparison using the Basic Quarterly Charge, the Commodity Rate and the Rate Change for Typical Residential Customer, and the Water Utility Rate Comparison of cities of similar size in the State which also places Portage roughly at the median. He described the rate increase that will take place on October 1, 2014, and recommended that the charges and fees remain the same as indicated in the communication from Acting Deputy City Manager Rob Boulis dated April 29, 2014. Mayor Strazdas summed up.

Councilmember Ansari asked how much did the City invest in infrastructure, how many years did the City do this and is this why the City has had higher rates? Mr. Barnes responded that the City of Portage has a history of investing in utilities, both for expansion and replacement needs, and explained that new construction would be a cost to the property owner. He noted that the City at large is responsible for one third of the cost. He outlined some of the other projects undertaken from both water and groundwater aspects, Liberty Park on South Westnedge Avenue at Portage Creek, the Consolidated Drain in the Commerce Square area, as well as the Arsenic and Iron Removal Treatment Facility on Garden Lane. He indicated that these projects combined would be at a cost of \$10-12 million which was included as part of the Bond Issue in the Water Department. As discussed in the Budget Work Session, the Water and Sewer Funds will be on a cash basis for capital improvement projects and cited the Haverhill Water Tower as the next big cash-based investment in the system.

Given the savings in privatization of the water operation, Councilmember Ansari asked why the commodity rates are higher when compared with the City of Kalamazoo, to the tune of greater than 260%? He also cited the situation where residents who receive water from Kalamazoo received a reduced rate owing to the trickled water request to prevent frozen pipes from happening during the extremely cold winter months this year, but the Portage water recipients did not. Mr. Barnes presented the Water Production versus the Utility Commodity Rate graph and responded that in Fiscal Year 2005-2006, there was a lot of expansion of sewers in the City because of new homes and development, and the belief at that time was to increase the commodity rate and leave the base rate fairly stable, so the City could grow their way out of debt. He noted that after 2008, that changed, and the customers responded by lowering usage which combined to make it difficult for the City to recover the cost.

In response to Councilmember Ansari and his concern about the rate structure difference between the City of Kalamazoo and the City of Portage, Mr. Barnes indicated that part and parcel to the water cost is the cost of protection of the groundwater supply since all of the water comes from wells, so storm water has always been a part of the analysis of the water utility in Portage. He indicated that the cost of storm water infrastructure and capital projects are figured in as a part of the water utility. He indicated that the City of Kalamazoo has a separate mechanism to accommodate storm water issues. Secondly, the City of Portage engaged in a failure analysis of the water system over the last several years, and the City arrived at a systematic approach to replace the water main system based on failure rates, age of pipe and the location of the water pipes. He said the City has a very active program to replace undersized and older water mains which is part and parcel to the City's bonding and capital improvement costs. He stressed that the City of Kalamazoo does not have such a program; that there are some fundamental differences between the rate structure of Portage and Kalamazoo; and, that there is a fundamental difference between the General Fund millages of Portage and Kalamazoo. Discussion followed and Mayor Strazdas summed up and spoke to the advantages of the Portage methodology. Discussion followed. Mayor Strazdas opened the public hearing to the audience.

Sandra Sheppard, 7792 Aston Woods Drive, asked about the Senior Discount for water, and Mayor Strazdas assured her that the discount has been reinstated.

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

Motion by Ford, seconded by Reid, to adopt the 2014 sewer and water rate Resolutions establishing sewer and water utility rates, sewer and water franchise area fees, service fees and charges outlined in the 2014 Utility Rate Financial Study as recommended by the City Administration and the City Council Water and Sewer Rate Study Committee, with rates to be effective October 1, 2014. Discussion followed. Mayor Strazdas recognized Randy Orwig and Ted W. Vliek, Sr., who worked on the Water/Sewer (Utility) Rate Committee with Councilmembers Ansari, Ford and Reid, as well as City staff for all of their hard work and Mayor Pro Tem Pearson and past Committee members for past efforts on the Committee. Upon a roll call vote, motion carried 6 to 1. Yeas: Councilmembers Ford, Reid, Randall and Urban, Mayor Pro Tem Pearson and Mayor Strazdas. No: Councilmember Nasim Ansari. Resolutions recorded on pages 241 and 245 of City of Portage Resolution Book No. 45.

**STATEMENTS OF CITIZENS:** Kalamazoo County Commissioner Phil Stinchcomb, 1607 Bellaire, thanked City Council for the invitation to attend the Special Meeting regarding the proposed Next Generation 911 or Consolidated Dispatch Authority in Kalamazoo County. He expressed a concern for collecting \$1.1 to \$1.2 million to pay for three positions initially. He said that he does agree to hiring a Director and some initial staff. He mentioned the information he provided City Council regarding the General Fund - Fund Balances of the various Kalamazoo County Townships that ranged as high as 247%. Based on this, he indicated that he could not support a vote to collect a fee of 42 cents (or ten cents) Countywide for Next Generation 911 or Consolidated Dispatch Authority in Kalamazoo County at this time. Discussion followed. He also noted that the Kalamazoo County Commission approved the Equalization Report by a 9 to 1 vote, and the City of Portage produces 24% of all of the values throughout the County and no one else comes close to that with the City of Kalamazoo at 18% being the closest and the other two cities less than one per cent. He concluded that the City of Portage carries its fair share of the tax burden for Kalamazoo County. He indicated that, independently, the townships in the County do very little, but collectively, they contribute 57% of the valuation. Discussion followed. He announced his candidacy for State Representative in order to impact the process of assessment and valuation of property as one of his goals. He disclosed that his campaign would center around roads, regulation and reform, specifically tax reform.

Mayor Strazdas indicated that the citizens need to speak to the Kalamazoo County Commission regarding the surcharge on each of the communication devices in the home. Mayor Strazdas emphasized that the City of Portage is a donor city in the County and that citizens need to impress upon the County Commissioners the need to get more return on their investment from the County. Discussion followed.

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

**\* PUBLIC HEARING ON MAY 13, 2014 FOR THE FISCAL YEAR 2014-2015**

**PROPOSED CITY BUDGET:** Motion by Pearson, seconded by Randall, to adopt the Resolution setting a public hearing on May 13, 2014 for the Fiscal Year 2014-2015 proposed city budget and the proposed 2014 tax levy as computed in accordance with Public Act 5 of 1982. Upon a roll call vote, motion carried 7 to 0. Resolution recorded on page 251 of City of Portage Resolution Book No. 45.

**\* DRAFT 2014 COMPREHENSIVE PLAN UPDATE AND AMENDMENTS TO THE 2013 RECREATION AND OPEN SPACE PLAN:** Motion by Pearson, seconded by Randall, to review the draft 2014 Comprehensive Plan Update and minor amendments to the 2013 Recreation and Open Space Plan; and approve the distribution of the draft Comprehensive Plan Update and Recreation and Open Space Plan amendments to the planning commissions of adjacent communities and to the Kalamazoo County Planning Commission for additional review and comment. Upon a roll call vote, motion carried 7 to 0.

**\* 2013 LOCAL STREET RECONSTRUCTION PROGRAM – ADDITIONAL STREET RECOMMENDATIONS:** Motion by Pearson, seconded by Randall, to approve a contract change order in the not-to-exceed amount of \$159,434 for additional street reconstruction at extended unit pricing with Michigan Paving & Materials Company of Kalamazoo, Michigan, for the 2013 Local Street Reconstruction Program and authorize the Acting Deputy City Manager to execute all documents related to this contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

**\* MANN+HUMMEL USA, INCORPORATED – PA 198 TAX ABATEMENT:** Motion by Pearson, seconded by Randall, to accept the application for a new industrial tax abatement and the transfer of four existing tax abatements submitted by Mann+Hummel USA, Incorporated; adopt Resolution No. 1-14 setting a public hearing for the expansion of Industrial Development District #1 at

6700 Sprinkle Road on May 13, 2014; and adopt Resolution No. 1-14 setting a public hearing for the expansion of Industrial Development District #48 at 6400 Sprinkle Road on May 13, 2014. Upon a roll call vote, motion carried 7 to 0. Resolutions recorded on pages 253 and 257 of City of Portage Resolution Book No. 45.

**REIMBURSEMENT TO FORMER CITY MANAGER MAURICE EVANS:** After an introduction by Mayor Strazdas, motion by Urban, seconded by Reid, to approve the reimbursement of office-related equipment, electronic devices and computer software in the amount of \$7,801.26 to former City Manager Maurice Evans. Upon a roll call vote, motion carried 7 to 0.

\* **LABOR COUNSEL SERVICES:** Motion by Pearson, seconded by Randall, to renew the contract with McCarthy Smith Law Group for Labor Counsel Services through Fiscal Year 2016-17 and authorize the Acting Deputy City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

\* **KALAMAZOO AREA TRANSPORTATION STUDY IN-KIND SERVICE CONTRIBUTIONS FOR 2014:** Motion by Pearson, seconded by Randall, to support the 2014 In-Kind Service Commitment for the City of Portage portion of the Kalamazoo Area Transportation Study budget and authorize the Acting Deputy City Manager to execute all documents related to this matter on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

\* **MARCH 2014 SUMMARY ENVIRONMENTAL ACTIVITY REPORT:** Motion by Pearson, seconded by Randall, to receive the communication from the City Manager regarding the March 2014 Summary Environmental Activity Report as information only. Upon a roll call vote, motion carried 7 to 0.

\* **DEPARTMENT MONTHLY REPORTS:** Motion by Pearson, seconded by Randall, to receive the Department Monthly Reports from the various City Departments. Upon a roll call vote, motion carried 7 to 0.

#### **COMMUNICATIONS:**

**ANNUAL PRESENTATION BY SANDRA SHEPPARD, CHAIRPERSON OF THE HUMAN SERVICES BOARD:** Sandra Sheppard, Chairperson of the Human Services Board provided an update on the FY 2013-2014 Board and an update on the Proposed FY 2014-2015 Goals. She indicated that the Board held the required public hearings for the Community Development Block Grant (CDGB) Program; reviewed the FY 2012-13 Consolidated Annual Performance Evaluation Report of September 2013; and the draft FY 2014-15 Annual Action Plan over two meetings held in January and March 2014. Also, she assured Council that the Board reviewed Human/Public service funding applications, recommended funding levels for FY 2014-15, plans to review and update the evaluation criteria and application form for Human/Public Service Funding, and use the revised documents in FY 2015-16. She explained the process and listed some of the groups that attended the meetings. Moreover, she said that the Board received an overview from the Kalamazoo Transit Authority and the Kalamazoo County Transit Authority regarding bus services and route changes in Portage. She indicated that the Board supports Red Ribbon Week. She also said that the Board is discussing and working on the Goals for the Fiscal year 2014-15, and expressed her appreciation for the assistance from Vicki Georgeau and Elizabeth Money. She noted that the Housing Urban Development (HUD) request for funds was received which is directly associated with the Portage Community Center and thanked the volunteers for their hard work. Mayor Strazdas concurred, summed up and thanked her for her service. Motion by Urban, seconded by Reid, to receive the annual presentation by Sandra Sheppard, Chairperson of the Human Services Board. Upon a voice vote, motion carried 7 to 0.

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

Portage Senior Citizen Advisory Board of March 19, 2014.

Portage Public Schools Board of Education Policy Governance Retreat and Regular Business Meeting of March 24, 2014.

Portage Youth Advisory Committee of March 31 and April 14, 2014.

Portage Planning Commission of April 3, 2014.

#### **COUNCIL COMMITTEE REPORTS:**

##### **KALAMAZOO COUNTY NEXT GENERATION DISPATCH TASK FORCE**

**MEETING REPORT - MAYOR PRO TEM PEARSON:** Mayor Pro Tem Pearson referred to the Committee of the Whole Meeting (COW) on April 28, 2014, as the first COW Meeting of City Council. He read from his report dated April 29, 2014, which was an update and review of the Special Meeting between City Council and County Officials regarding the activities and progress of the Kalamazoo County Next Generation Dispatch Task Force. He stressed that not everyone agreed with the 42 cent surcharge on all communication devices in the County. Next, he cited Council comments to the Task Force, the outcomes of the Special Meeting and the Next Steps to be taken from his written report. Lastly, he emphasized that Portage needs representation that can negotiate and speak for the interests of the City.

If the 42 cent surcharge is levied, Councilmember Reid indicated the need for an Urban Cooperation Agreement to identify how that 42 cents would be utilized and to outline how the Authority would be developed in order to oversee this operation as well as who would be hired to develop the Plan for Next Generation 911 that would handle media other than just the telephone. She indicated that the lawyers came up with three or four points that are really policy points, so they need to have some direction, and the Administrators are going to get together and clarify these points. She and Mayor Pro Tem Pearson agreed that since Public Safety Director Richard White and Finance Director Bob Luders were brought into the process by City Manager Evans, that they should continue to assist and represent the City of Portage.

At the request of Mayor Strazdas, Acting Deputy City Manager Boulis said his choice is absolutely Public Safety Director Richard White, who has the expertise and Finance Director Bob Luders, who has been involved and is very capable in the finance area. He offered to also attend to the process under his current role as Acting Deputy City Manager. He cautioned that when Portage gets a City Manager or an Acting City Manager, the matter would need to be revisited. He referred to the presentation by County Commissioner Stinchcomb and made the suggestion that City Council look for a Director or staffing through some existing funds as an alternative to a 42 cent surcharge on all communication devices.

Councilmember Urban noted that it is the responsibility of the Chief Administrator to make the appointment, not the Council and City Attorney Randy Brown concurred. Discussion followed. Councilmember Reid pointed out that it is important that Portage be involved in the development of the Urban Cooperation Agreement, and this does not mean that Portage will sign on to the agreement, but it does mean that Portage's interests are being covered as this document develops. Discussion followed.

Motion by Ansari, seconded by Randall, to receive the report. Upon a voice vote, motion carried 7 to 0.

**NEW BUSINESS:**

\* **EXTENSION OF THE PERIOD IN WHICH TO APPOINT AN ACTING CITY MANAGER BY AN ADDITIONAL SIXTY DAYS:** Motion by Pearson, seconded by Randall, to extend the period in which to appoint an Acting City Manager by an additional sixty days for the reason that Council is in the process of conducting interviews for the Acting City Manager position. Upon a roll call vote, motion carried 7 to 0. Resolution recorded on page 261 of City of Portage Resolution Book No. 45.

**ACTING CITY MANAGER INTERVIEW CHANGE:** Upon the information from Acting Deputy City Manager Rob Boulis that Robert Bruner has withdrawn his application interest in Acting City Manager because he was asked to continue with his current assignment through August, Mayor Strazdas agreed to have Lawrence Shaffer as the first interviewee at 6:00 p.m., and William Cooper as the second interviewee at 6:50 p.m. and City Council concurred.

**BID TABULATIONS:**

\* **ROMENCE ROAD (OAKLAND DRIVE TO SOUTH WESTNEDGE AVENUE) CONGESTION AND AIR QUALITY (CMAQ) PROJECT:** Motion by Pearson, seconded by Randall, to award a contract for the purchase of traffic signal poles, mast arms and assemblies for the Romence Road/Constitution Boulevard/Green Forest Drive traffic signal, as part of the Romence Road (Oakland Drive to South Westnedge Avenue) CMAQ project to the low bidder, National Pole and Structure, LLC, in the not-to-exceed amount of \$31,100 and authorize the Acting Deputy City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

\* **STORMWATER RETENTION BASIN AND STORMWATER OUTFALL TESTING AND MONITORING PROGRAM:** Motion by Pearson, seconded by Randall, to award a four-year contract to Nova Consultants, Incorporated, of Novi, Michigan in the not-to-exceed amount of \$22,756.02 for Stormwater Retention Basin and Stormwater Outfall Testing and Monitoring, and authorize the Acting Deputy City Manager to execute all documents related to this contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

\* **WEST MILHAM AVENUE AT MONTICELLO AVENUE/DEVON STREET AND WEST CENTRE AVENUE AT OAKLAND DRIVE INTERSECTIONS TRAFFIC SIGNAL REPLACEMENT:** Motion by Pearson, seconded by Randall, to award a contract for the replacement of video detection equipment for traffic signals at the intersections of West Milham Avenue at Monticello Avenue/Devon Street and West Centre Avenue at Oakland Drive to the low bidder Carrier & Gable, Incorporated, in the not-to-exceed amount of \$21,921 and authorize the Acting Deputy City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

**OTHER CITY MATTERS:**

**STATEMENTS FROM MAYOR AND CITY COUNCIL:** Councilmember Ansari thanked Transportation & Utilities Director Chris Barnes for his presentation during the 2014 Utility Rate Financial Study Public Hearing.

Councilmember Reid referred to the Consent Agenda Item F.2, the draft 2014 Comprehensive Plan Update and minor amendments to the 2013 Recreation and Open Space Plan, and the distribution

of the draft Comprehensive Plan Update and Recreation and Open Space Plan amendments to the planning commissions of adjacent communities and to the Kalamazoo County Planning Commission for additional review and comment. She noted that it had not been updated since 2008 and commented on the structure of the new document that makes it easier to read. She mentioned that it is online and encouraged everyone to check it out and make suggestions to the Planning Commission, not the City Council, as it is the responsibility of the Planning Commission and does not come back to City Council. She also announced the Council of Government (COG) Meeting, May 14, 2014, 3:30 p.m., at the Kalamazoo County Road Commission, 3801 East Kilgore Rd, Kalamazoo, where Bret Cummings, Attorney with Willis Law, Kalamazoo, and Steve Lynch, Chair, Michigan Tax Tribunal, will discuss Assessing Appraisals and Commercial Tax Litigation.

Councilmember Ford indicated that he will be running in the Borgess Half Marathon this weekend, Nazareth Campus, 3427 Gull Road, Sunday, May 4, 2014, starting at 8:20 a.m.

Acting Deputy City Manager Rob Boulis indicated that a great deal of work goes into the Comprehensive Plan by the Department of Community Development staff and expressed his appreciation for their efforts. He also referred to the news article regarding roads where Portage did not fare well and indicated that the Administration will be analyzing the data to address any concerns with roads in Portage. Mayor Strazdas commented that the percentage was high according to the *Kalamazoo Gazette* and that he is looking forward to the report from the Administration that will tell us if we really do have the worst roads in the County.

Mayor Pro Tem Pearson commented on the fine job the Youth Advisory Committee, the Environmental Board and the Park Board did with the Annual Greenathon on Saturday, and gave a special commendation to Deputy City Clerk Adam Herringa, who does an excellent job on this and brings all of the Boards together.

Mayor Strazdas commented on the opening day at South Portage Little League at Kounelis Park named after John Kounelis. He gave great praise to John Kounelis, who brought South Portage Little League to this location and expressed that he was a very special person who brought great character to the young people of our community. He said there were 80 teams and over 1,000 people in attendance and thanked the Public Safety Department for supporting the entire event.

Mayor Strazdas also announced that Saturday, May 10, 2014, starting at 9:00 a.m. at Portage Creek Bicentennial Park close to Milham, there will be a 7.2 mile bike ride with Mayor Bobby Hopewell of Kalamazoo to celebrate Kalamazoo Bike Week. He invited the Councilmembers and the community to join them for a short ride.

With the elimination of the Summer Entertainment Series, Mayor Strazdas said he has been working with the Kalamazoo Symphony and other groups to fill in the void. He indicated that, owing to a new Director, the Kalamazoo Symphony will not be able to fill in year, but next year they will come. He also mentioned that the Portage Athletic Foundation is working on a day in July to put on "The Taste of Portage" and this should be happening this year. Also, he confirmed with Acting Deputy City Manager Rob Boulis that the leaf and branch pick-up is about a week behind owing to the weather and the large volume of material to retrieve.

**ADJOURNMENT:** Mayor Strazdas adjourned the meeting at 9:07 p.m.

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James R. Hudson, City Clerk

\*Indicates items included on the Consent Agenda.

**MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL  
OF APRIL 30, 2014**

The Special Meeting was called to order by Mayor Peter Strazdas at 6:00 p.m.

At the request of Mayor Strazdas, the City Clerk called the roll with the following members present: Councilmembers Nasim Ansari, Richard Ford, Patricia Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Strazdas. Also in attendance were Acting Deputy City Manager Rob Boullis, Assistant City Attorney Charlie Bear and City Clerk James Hudson.

Mayor Strazdas opened the meeting, explained that the purpose of the meeting was for City Council to continue with the process of selecting an Acting City Manager and to interview the last two of the top five candidates selected at the April 21, 2014 Special City Council Meeting noting that Robert Bruner had withdrawn his interest.

City Council interviewed the following applicants for the position of Acting City Manager:

\* 6:00 p.m. – 6:45 p.m., City Council interviewed Laurence Shaffer for the position of Acting City Manager, who briefly introduced himself, discussed his background and reflected upon what he perceived Portage had to offer. City Council introduced themselves before asking the following questions: what are your expectations of staff; since you retired from Jackson, what makes you want to do an acting position, and what was it about retirement that did not satisfy you; explain the circumstances of your leaving Jackson owing to the controversy between the Council and yourself as it appears to be a decision to have you leave the organization instead of a retirement; describe your perspective of the Council reaction to obtaining the \$1.9 million Federal Grant for the firefighters of Jackson; compare the role, skills and abilities of an Acting City Manager with that of the Permanent City Manager; what is the best way to deal with an angry constituent; what is the biggest threat to a city in Michigan; describe your experience with collaboration; talk about your experience under a strong Mayor form of government and Town Meeting form of government and how it relates to the Strong City Manager Council form of government in Portage; describe your view of your leadership style as well as your leadership style as viewed by past Councils and the citizens of the community; in your opening statement, you mentioned that one of the first things you do is look at the budget, so what types of things do you look for in a new budget; how do you balance your outside consulting business with the business of the City Manager; and, what is your opinion of pay as you go to pay for projects, special assessments and special taxing districts.

Given the opportunity to ask questions of Council by Mayor Strazdas, Mr. Shaffer indicated that he had no questions, expressed his appreciation for having him come in and speak with Council and is looking forward to hearing the results. Having yielded his time back to City Council, Mayor Strazdas asked City Council if any of them had more questions. Council asked the following questions: do you have any interest in the Permanent City Manager position or are you just looking at the Acting City Manager; explain what you learned from the Boy Scout-Christmas Tree Fee incident in Amherst, Massachusetts; what would your living-commuting arrangements be; and how many weeks would it take for you to move into the position if it were offered to you.

Mr. Shaffer thanked City Council for the interview, wished them good luck with their search and asked them not to hesitate to contact him with any further questions.

RECESS: 6:45 p.m.

RECONVENE: 6:50 p.m.

\* 6:50 p.m. – 7:35 p.m., City Council interviewed William Cooper for the position of Acting City Manager, who introduced himself. City Council introduced themselves before asking the following questions: what are your expectations of staff; what do you perceive is your role as an Acting City Manager, define yourself in the role, what are your expectations of the role and/or compare it to the Permanent City Manager, if you wish; describe the circumstances that led to your termination at your last position; expand on the similarities of a city from your past position that was like Portage and what are your strengths and weaknesses from your past position that you bring to the Portage position; for the Hamtramck technology position, what did you bring to economic development in Hamtramck with your technology background; talk about your perception of the differences in the roles as an elected official versus a City Manager and how you deal with contentious issues with Council and do you use your experience as an elected official to deal with that; what is the best way to deal with an angry constituent; what do you perceive is the biggest threat to a city like Portage; what has been your past practice and your level of comfort of Council contacting Department Heads for inquiry purposes only; what were the issues that led to your leaving Mt. Clemens and do you think you were successful there in that you were only there for two years; what were some of the undercurrents that caused friction between you and the Mt. Clemens Council regarding new development; what were the circumstances behind appointing yourself Police Chief; what are the skills and abilities that qualify you as an Acting City Manager and how do you see that is different from Permanent City Manager; and, what is your opinion of pay as you go projects, special assessments and special taxing districts.

Given the opportunity to ask questions of Council by Mayor Strazdas, Mr. Cooper indicated that he wanted to know what role Council wanted the Acting City Manager to play. He also indicated that he realized the roads and finances were a priority, but did not see any surprises at the moment in Portage. Mayor Strazdas responded that the ultimate goal is for Council to find a super person for the Permanent City Manager, so they are looking for a person to come in and fill the role until that person is identified. Discussion followed. Councilmember Randall indicated that she would welcome his perspective of what Portage is doing well, efficiencies that can be improved upon, what are Best Practices, and a fresh set of eyes. She said she is looking for interaction with staff, some open communication between the Director level, the City Manager and the City Council regarding future actions to be taken.

At the request of Mayor Strazdas, Mr. Cooper provided his closing remarks. He stressed that it is important to listen, to ask questions and to follow through and make sure things happen. He indicated that he is very strong at developing staff and explained.

RECESS: 7:35 p.m.

RECONVENE: 8:09 p.m.

Mayor Strazdas asked City Council to indicate the strengths and weaknesses of each of the candidates to determine which of the candidates was the weakest and deliberate until the strongest candidate can be determined. Discussion followed.

City Council reviewed each candidate in light of the answers given throughout the interviews and the discussions and deliberations that ensued. There was a consensus to favor the selection of Laurence Shaffer as the top candidate for Acting City Manager at this juncture. Discussion followed regarding the criminal history check, the driver's license check and the reference checks. Discussion followed regarding negotiation of the salary and the draft contract from Attorney Kevin McCarthy. Mayor Strazdas summed up, City Council reflected on the process and discussion followed.

**ADJOURN:** Mayor Strazdas adjourned the meeting at 9:12 p.m.

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James R. Hudson, City Clerk

**MINUTES OF THE BUDGET WORK SESSION OF THE PORTAGE CITY COUNCIL  
May 1, 2014**

Meeting was called to order by Mayor Strazdas at 4:30 p.m.

The following members of Council were present:  
Councilmembers Nasim Ansari, Richard Ford, Patricia Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Peter Strazdas. Also in attendance were Acting Deputy City Manager Rob Boulis, Financial Services Director Bob Luders, Deputy Finance Director Patricia Fitnitch and City Clerk James Hudson.

Mayor Strazdas provided introductory remarks and introduced Acting Deputy City Manager Rob Boulis, who presented the proposed 2014-15 Fiscal Year Budget to City Council and introduced Community Development Director Vicki Georgeau. Discussion followed.

Community Development Director Vicki Georgeau referred City Council to the Human/Public Service Funding Applications and the Supplemental Budget. She briefly described the process utilized by the Human Services Board (HSB). Using the Supplemental Budget, she then outlined the Fiscal Year 2014-15 General Fund and Community Development Block Grant (CDBG) funds available for human/public services. She discussed the method of selection of applicants in more detail, some of the applicant requests and the funds available for disbursement.

She remarked that staff concurred with the recommendations of the HSB. She outlined the funding level proposed, some of the recipients and indicated that the Portage Community Center would be the main recipient. Discussion followed.

Diane Schrock, Portage Community Center (PCC) Director, thanked Council for their consideration, reviewed some of the projects and events on the schedule for PCC and discussed some of the many accomplishments of the past year. At the request of Councilmember Reid, Ms. Schrock discussed the successes of her four main fundraising efforts, described some of the trends in Portage, including food and housing, and disclosed involvement with community homework. At the request of Mayor Strazdas, she explained how PCC shares resources and funds with other non-profit organizations in the community. Discussion followed. Mayor Pro Tem Pearson noted that this was her last year and that she would be retiring this year. City Council expressed their appreciation for her many years of fine work with the community.

Linda Snyder, Director of Education, Life Guides and Grants, stressed that all of the agencies in the area collaborate or they could not succeed and provided information and some statistics regarding the assistance with Income Tax Returns and

Services provided by her program at Goodwill Industries. She thanked City Council for their support and discussion followed. She addressed the efforts of financial literacy and discussion followed.

Councilmember Reid provided feedback regarding the process used by the HSB to determine which agency gets funds, and asked Ms. Georgeau to address how the weight gets assigned to a program that is identified as giving the best service to Portage since the differentiation is extremely small. Ms. Georgeau responded that the HSB uses what they call the "Continuous Quality Improvement" (CQI) process, and noted that it is on their agenda every year for discussion after their budget recommendation to City Council and explained. Councilmember Reid asked Ms. Georgeau to express appreciation for the hard work they do.

Gryphon Place Executive Director Maricela Alcala detailed some of the programs provided by Gryphon Place. Discussion followed. Mayor Strazdas thanked each of the representatives for coming.

Acting Deputy City Manager Rob Boullis reviewed the Employee Development Department Budget. He discussed the department efforts in the areas of staffing and recruitment activities. Discussion followed. He reviewed the efforts of staff with safety administration, safety committee, training, Respecting Differences Event each year and labor and employee relations. Discussion followed.

Public Safety Director Richard White introduced Senior Deputy Police/Fire Chief of Administration Dan Mills, Senior Deputy Fire Chief of Operations John Podgorski and newly hired Senior Deputy Police Chief of Operations Nick Arnold. Mr. White reviewed the Public Safety Budget for Police and Fire Services. He shared some of the efforts of the Department as it relates to the City Council Goal to promote quality of life in Portage and the department mission statement.

With regard to the City Council goal of pursuing revenue enhancement through alternative funding opportunities, Mr. White reviewed some of the successful grants requested and awarded to the Police and Fire Divisions, the consolidation of the SWAT Teams in the area, radio interoperability, collaboration and the Portage membership on the Countywide Technical Rescue Team.

He indicated that on May 14, 2014, the Portage Police Department will participate in the ten-mile slow "Ride of Silence" to promote awareness in bicycle safety and to honor those who have lost their lives riding a bicycle. He cited the Portage Public Safety Department participation in the "Shop with a Hero" event at Christmas to help underprivileged youth and their families sponsored by a local business.

Regarding the shared goal of prevention and enforcement concerning substance abuse, Mr. White cited the participation in the Red Med Box Program. He described the Secure Your Meds Program, mentioned the Red Mail Box in the Police Building lobby for the purpose of depositing unused and outdated drugs and outlined the promotional efforts to get the information out to the public.

He mentioned the ongoing questions and discussions by Police personnel regarding manmade disasters that have happened across the country as case studies of what could happen in Portage.

With regard to the City Council goals of providing high quality, effective and cost efficient delivery of police services, Mr. White discussed the accreditation process initiated by the Fire Division and the continued accreditation accomplishments by the Police Division. Discussion followed.

In response to a budget question from Mayor Strazdas Public Safety Director White indicated that the 0.12% increase in the overall budget is in Operations and Maintenance, and specifically about \$67,000 in the Fire Division where there is a need to address rust and wear with fire apparatus or they will need to be replaced a lot sooner than expected. Discussion followed.

Mayor Pro Tem Pearson mentioned that some Municipalities are moving toward outsourcing Fire Inspections, asked if it is done anywhere in Kalamazoo County and has Portage looked into that. Mr. White responded that a number of years ago, the Portage Fire Department entered into a very comprehensive program of inspections and got a very good handle on which businesses need to be looked at on a regular basis and developed an excellent system for tracking the activities involved in the process. He also said that since the City of Portage has the medical response vehicles, there is no need for a \$1.2 million vehicle for each call; also, the Fire Division has the capacity to perform a greater number of inspections throughout the year because the medical response vehicles can be on site during the coldest of months without the possibility of freezing the water in the unheated large fire apparatus tanks. He indicated that the medical response vehicles can be at an inspection and still be available for response needs. He said that the Fire Division does a great job on inspections, that this is a great way to interact with the community and have the opportunity to offer suggestions on how to be safer. He said that he did not know that taking the time away from this responsibility and from doing inspections would give the Department any more functionality in another area since the inspection is not keeping personnel from doing other duties or responsibilities. Discussion followed.

In response to Mayor Strazdas, Mr. White explained that the trial brown-out of Fire Station No. 3 was based upon data that had been collected, the two ambulance services available and the use of medical response vehicles as part of the Alternative Medical Response Program. At the request of Mayor Strazdas, he also addressed the angst that was created among citizens by the trial brown-out of Fire Station No. 3. Discussion followed. In response to the question of reciprocity between the two ambulance services available, Mr. White indicated that he meets regularly with the Medical Authority, and would discuss it with them. Discussion followed.

RECESS: 6:15 p.m.

RECONVENE: 6:46 p.m.

Community Development Director Vicki Georgeau reviewed the Community Development operating budget. She noted how the Department accepts its oversight responsibilities in the areas of private construction projects, long term and short term planning, growth and redevelopment, and maintaining the quality of life in the City of Portage with a special emphasis on neighborhood quality of life.

Ms. Georgeau reviewed the Community Development budget, including Building and Housing Services, Department service indicators, and permits associated with Planning and Development Services, and Neighborhood Services. She stressed the importance of the Department in the area of Economic Development and cited the recent example of a 198 Tax Abatement Application from Mann+Hummel.

She discussed the management of the neighborhood complaints and the program and indicated that the twelve Department staff members are at capacity. She touched on the Department liaison responsibilities with the Zoning Board of Appeals, the Planning Commission and the Human Services Board. She also included the Construction Board of Appeals, the DDA, the Economic Development Corporation and the LDFA which all meet on an ad hoc basis as needed for specific projects.

She predicted a slight increase in permit revenue and noted that in addition to the responsibilities in the areas of Building and Housing Services, Planning Development and Neighborhood Services, the Department now has oversight of City Hall maintenance. She highlighted some of the positive trends in the residential, commercial and industrial areas and quantified the projections and reviewed some of the specific projects. Discussion followed.

In answer to Mayor Pro Tem Pearson, Ms. Georgeau indicated that there used to be grants available for redeveloping Brownfield gas station sites, but that they are now covered under Tax Increment Financing Authority, so the incentive is not quite as strong. Discussion followed.

Ms. Georgeau outlined programs and reviewed some of the grants received to help fund the programs. Discussion followed. She advised City Council that they would be asked on May 14, 2014, to approve the FY 2013-2014 Community Development Block Grant Program and authorize the Administration to submit the FY 2014-2015 One-Year Action Plan to the Department of Housing and Urban Development on May 15, 2014. Discussion followed. Ms. Georgeau referred City Council to Sections 2 and 3 of the Supplemental Budget Book of 2013-2014 and outlined the services that are provided in the FY 2014-2015 One-Year Action Plan, and explained. Discussion followed.

Finance Director Bob Luders provided an overview of the Legislative which is primarily the salaries of the City Councilmembers, the Michigan Municipal League fees and training and expenses for meetings. He indicated that Vicki Georgeau already discussed the Human Services Budget. Discussion followed.

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

Mr. Luders also reviewed the City Attorney budget and indicated that the City Attorney provides general legal services to the City Council and all departments regarding municipal matters. He pointed out that specialized areas of labor counsel and bond counsel are budgeted in the specific departments or programs for which the services are provided. The City Attorney is an outside contracted law firm which maintains offices within the City of Portage and provides services to the City on an annual fee basis which is the same as last year. Discussion followed.

Mr. Luders indicated that the Finance Department is responsible for developing and maintaining sound financial management systems, timely and accurate financial reporting, most notably the Comprehensive Annual Financial Report (CAFR) preparation and cash management. He pointed out that processing

of accounts payable produced approximately 4,600 checks and approximately 950 electronic fund transfer payments and 7,400 payroll checks and direct deposits annually.

Mr. Luders listed the primary functions of the Finance and Budget division of the operation, including: preparation of the annual operating budget, assistance in preparing the annual Capital Improvement Program (CIP) budget, the Utility Rate Study and the information for bond issues and other financing. He then indicated that the Finance Department is also responsible for city-wide budget control and fixed asset management.

Mr. Luders said that the Treasury Division accounts for the costs associated with billing, collection and accounts receivable for 19,000 semi-annual tax bills, almost 19,000 quarterly utility bill accounts, and approximately 1,350 annual special assessment bills. He turned attention to the lower personnel costs and the changeover to BS&A Software for Accounting and the costs associated with it. Discussion followed.

Mr. Luders referred Council to the Debt Service Chart on Page 201 of the Budget Document and discussed the Debt Service Funds and Debt Service Chart that compares the debt in relation to the revenues of the City in the form of a ratio. He pointed out that the City has been able to improve this ratio over the past several years even with declining and flat revenue growth and gave examples. He mentioned that the ratio for Portage has gone from a high of 18.6% to 16%. He said, as the ratio climbs, there are no "cliffs" with these ratios; and as the ratio climbs close to 20%, the entity begins to have a difficult time making necessary payments, and 10% is generally considered very well.

Next, he addressed the City ten-year debt reduction plan and referred to his handout. He pointed out that City started with a total debt of \$105 million and is in its seventh year of a ten-year plan and remains on target. He said the City debt was about \$85.5 million for the 2013 close and will be about \$82 million for the 2013-2014 close. In 2016-2017, at the completion of the plan, the City will have reduced its debt by about \$35 million, or 35%, while maintaining core services and key infrastructure throughout the City. Discussion followed regarding reducing the debt much faster and the need for revenue to get there.

Mayor Pro Tem Pearson asked about discussing General Fund transfers and Mr. Luders analyzed the options, but noted that he will not have a firm figure until he closes the books in November. Since we are in the planning stage, we say here's where we were; here's where we think we are going; and, here's where we are budgeting.

Mr. Luders pointed out that expenditures exceed revenues by about \$700,000 in the General Fund primarily to pay transfers for debt services, so the City Fund Balance would go down to the 28% range; and, if we want to budget for the 25% Fund Balance, we could pay about \$750,000 worth of projects with cash which is available. Discussion followed.

When Mayor Strazdas asked Mayor Pro Tem Pearson his opinion, he confided that he and Councilmember Randall have contended that the City should not hold extra reserve that is not needed and that the City should not pay interest when it is not necessary to pay interest; plus, he noted that there are not enough reserves here to retire a bond. He sees Mr. Luders' option as saving the taxpayers approximately \$25,000 per year in interest payments and expressed his appreciation to Mr. Luders for his suggestion. Discussion followed and ensued regarding the road millage and road funding options.

Mayor Strazdas summed up. Mr. Luders asked for direction on: \$750,000 cash for projects; 24% Fund Balance; and what is the pleasure of Council regarding the millage. Discussion followed. A majority of Council agreed that a 24% Fund Balance was sufficient, to maintain the millage for the roads based upon what is needed in the community and to try to pay down the debt.

Ms. Georgeau reviewed the Capital Improvement Program (CIP) Budget, explained that the 10-year plan provides essential services such as streets combined with sidewalks & bikeways, water and sewer and public safety. She mentioned that changes were implemented in the way the Plan was developed as outlined in the CIP Budget Document in the City Manager Communication dated February 24, 2014. She referred to the Revenues and Expenditures chart on page i and the pie graphs on pages ii and iii to explain expenditures as compared to revenues in the CIP Budget.

She provided an overview of the 10-year plan and some of the eight categories listed: Streets, Utilities Public Safety, Public Facilities and Parks & Recreation and Debt Service. She referred to the locations of proposed improvements as outlined on the map on page iv, the expenditures by categories depicted on the pie chart on page v and the revenues shown on the pie chart on page vi of the document. She highlighted some of the proposed projects and purchases. Discussion followed regarding the Eliason Trailhead proposed for the Osterhout Avenue entrance with an access drive, parking and a building. Discussion followed.

**ADJOURNMENT:** Mayor Strazdas adjourned the meeting at 8:38 p.m.

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James R. Hudson, City Clerk

**MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL  
OF MAY 6, 2014**

The Special Meeting was called to order by Mayor Peter Strazdas at 5:30 p.m.

At the request of Mayor Strazdas, the City Clerk called the roll with the following members present: Councilmembers Richard Ford, Patricia Randall, and Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Peter Strazdas. Councilmember Claudette Reid arrived at 5:42 p.m. and Councilmember Nasim Ansari arrived at 6:05 p.m. Also in attendance were Kalamazoo County Transit Authority (KCTA) Executive Director Sean McBride, KCTA Board Member Linda Teeter, Acting Deputy City Manager Rob Boullis and City Clerk James R. Hudson.

Mayor Strazdas and City Council engaged in a Committee of the Whole and received a Presentation from Executive Director Sean McBride and a discussion of an Integrated Regional Public Transit System with KCTA Board of Directors Chair Linda Teeter and Mr. McBride. Mr. McBride asked for a "run through" of the documents previously provided for their review. Topics discussed were the creation of the second Transit Authority, an overview of the number of riders throughout the County, quantification of the millage and how the millage works, Portage bus routes, the leadership Team which includes Councilmember Urban and Mayor Pro Tem Pearson, determination of boundaries and the use of precincts as boundaries, the Articles of Incorporation for the second Metro Transit Authority and Amendments to accommodate future changes, Senior Citizen discounts, the need for an Urban Cooperation Agreement, Governance Structure and notice requirements. Discussion followed.

Mr. McBride mentioned the four City Council policy decisions: Articles of Incorporation and the Taxing Boundaries in late June or July; once the new Authority is seated, within six weeks or so, the notice letter will be sent out and each jurisdiction which will have 30 days to opt out, or opt out certain select precincts, or take no action to accept the recommendation of the Kalamazoo County Commission; the new Authority will determine the millage rate around February 2015; the voters within the taxing boundaries will take a vote on the millage in May 2015. Discussion followed.

Mr. McBride discussed the millage rates and the breakdown of the two millages from the two Authorities. Discussion followed. Mayor Strazdas summed up. Discussion followed.

RECESS: 6:55 p.m.

RECONVENE: 7:23 p.m.

Mayor Strazdas and City Council engaged in a Committee of the Whole regarding proposals received from seven executive research firms. After deliberation and a short-list effort on the part of City Council, there was a consensus to have four firms come forward with their representative to discuss their services: Slavin Management Consultants, Waters Consulting Group, GovHR USA I Voorhees Associates and the The Mercer Group. Discussion followed. Council discussed a proposed schedule for Monday, May 12, 2014, from 5 p.m. to 9 p.m. and the award will be on the Agenda for a decision on Tuesday, May 13, 2014. There was a consensus to have the person who is directly involve as the main recruiter to attend the interview session. When Mayor Strazdas asked for some questions to ask the search firm representatives, Council

offered: walk us (Council) through the process and provide a timeline; how will they be going about getting a person not looking for a job who is very good where they are and are not looking to move; and how and when in the process do they perform reference checks and background checks and how do they do that; and, what method do you use to get the community involved in order to get the best person and what makes you different and better than other search firms – your “secret sauce?” Clarity of pricing when and what are they going to be doing while they are here. Mayor Strazdas summed up. Discussion followed.

Mayor Strazdas and City Council engaged in a Committee of the Whole and reviewed a Draft Contract for the Acting City Manager. Mayor Strazdas and Mayor Pro Tem Pearson briefed City Council on the reference checks for Laurence Shaffer regarding the Acting City Manager position. Discussion followed.

Councilmember Randall noted a typographical error in Paragraph #3 on Page 2, that the contract should read, “reimbursement to Employee for the cost of using his personal cell phone *for* City business. Discussion followed. Councilmember Urban asked about the 30 days written notice mentioned in Paragraph #2 on Page 1, discussion followed and Mayor Strazdas directed Acting Deputy City Manager Boulis to consult with Attorney Kevin McCarthy for a clarification. Discussion followed.

After discussion, Mayor Strazdas suggested that Mr. Shaffer needs to put in writing what is his release time for his consulting on the rail project mentioned in the interview with him for review by Attorney Kevin McCarthy. Discussion followed.

Mayor Strazdas reviewed the compensation package which is currently at the equivalent of \$135,000 per year with no benefits. Discussion followed. Councilmember Reid offered that the amount should be \$120,000 plus a housing allowance owing to the future perception of paying \$135,000 to an Acting City Manager, so the permanent City Manager could use this as a base and ask even more. Discussion followed. City Council also agreed with Acting Deputy City Manager Boulis that he should determine if he is a candidate for the Mt. Pleasant City Manager position.

Councilmember Ford provided a report on his findings regarding off-leash Dog Park. Discussion followed regarding the comments regarding an off-leash dog park by County Commissioner Phil Stinchcomb as unfinished business and Mayor Strazdas directed the Administration to provide a report to City Council for consideration at a Committee of the Whole or Regular Meeting. Discussion followed.

**ADJOURN:** Mayor Strazdas adjourned the meeting at 8:34 p.m.

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James R. Hudson, City Clerk

## **CITY COUNCIL MEETING MINUTES FROM MAY 13, 2014**

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

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

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

**PROCLAMATION:** Mayor Strazdas issued an American Association of University Women Proclamation.

**APPROVAL OF MINUTES:** Motion by Ansari, seconded by Urban, to approve the first of Special Meeting Minutes of April 28, the second of Special Meeting Minutes of April 28, the Regular Meeting Minutes of April 29, the Special Meeting Minutes of April 30, the Budget Work Session of May 1, the Special Meeting Minutes of May 6, and the Special Meeting Minutes of May 12, 2014. Upon a voice vote, motion carried 7 to 0.

\* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Randall to read the Consent Agenda. Councilmember Randall added Item K.3, Appointments to Boards and Commissions, to the Consent Agenda. Councilmember Ford asked that Item F.3, Dog Park – Information Only, be removed from the Consent Agenda. Motion by Urban, seconded by Ansari, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 7 to 0.

\* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF MAY 13, 2014:** Motion by Urban, seconded by Ansari, to approve the Accounts Payable Register of May 13, 2014. Upon a roll call vote, motion carried 7 to 0.

### **PUBLIC HEARINGS:**

**PUBLIC ACT 5 OF 1982 (TRUTH IN TAXATION):** Mayor Strazdas opened the public hearing regarding the proposed budget for Fiscal Year 2014-2015 and the proposed tax levy. He cited the communication from Acting Deputy City Manager Rob Boulis recommending that City Council adopt the Resolution to establish a millage rate not to exceed 0.0789 mills above the base tax rate as defined by the State of Michigan Public Act 5 of 1982. He deferred to Acting Deputy City Manager Boulis, who indicated that the proposed budget for Fiscal Year 2014-2015 included \$65.3 million in expenditures with dollars from the General Fund, the Capital Improvement Program (CIP), the Curbside Recycling Fund, the Leaf Pick-up Fund, the Spring Clean-up Fund and the Municipal Street Fund. He noted that the budget reflects a slight increase in millage of 0.4178 mills for a total millage of 10.9625. He said the increase will provide approximately \$300,000 in additional funds for the Municipal Street Fund for street improvements owing to the rough weather conditions of the past winter.

Mr. Boulis mentioned that Portage is due to receive a 3% increase in State Revenue Sharing and has less than a 1% increase in total property tax value growth. He explained that the budget includes some General Fund support for the CIP Program for the expanded focus on streets and infrastructure improvements. He indicated that the proposed budget lowers the General Fund Fund Balance requirement to 24%, and that funds made available by lowering the fund balance, plus any available funds in excess of 24%, will be used to pay cash for ongoing CIP Projects to avoid additional

with the policy since the property will be underutilized for a year as of August 2014 when Mann+Hummel plans to be operational in that facility.

At the behest of Mayor Strazdas, Mr. Zajac summarized the importance of tax abatements to Mann+Hummel as they help the company to remain competitive, provide the opportunity for Mann+Hummel to reinvest in their business and helps create jobs. He also indicated that the involvement of Mann+Hummel in the community and contributions made by its employees in the community go beyond just the use of the roads and other amenities in the community.

Mayor Strazdas opened the public hearing for comment by the citizens. There being no further discussion, motion by Reid, seconded by Urban, to close the public hearing. Upon a voice vote, motion carried 7 to 0.

Motion by Randall, seconded by Ford, to adopt Resolution No. 2-14: expanding Industrial Development District (IDD) #1 at 6700 Sprinkle Road to include IDD #48 at 6400 Sprinkle Road; expanding IDD #48 at 6400 Sprinkle Road to include IDD #1 at 6700 Sprinkle Road; and combining IDD #1 with IDD #48 resulting in IDD #1-48, 6400 and 6700 Sprinkle Road; adopt Resolution No. 3-14 setting a public hearing on May 27, 2014, for: issuance of an Industrial Facilities Exemption Certificate for real and personal property in the estimated amount of \$2.58 million within IDD #1-48; reinstatement and transfer of Industrial Facilities Exemption Certificate (#2012-499) granted to Mueller Copper Tube Products in the amount of \$2.63 million to Mann+Hummel within IDD #1-48, with an extension of nine (9) years as requested by Councilmember Reid; transfer of an Industrial Facilities Exemption Certificate (#2011-463) granted to Mann+Hummel for a \$6.7 million investment in personal property from Comstock Township to the City of Portage within IDD #1-48; transfer of an Industrial Facilities Exemption Certificate (#2013-077) granted to Mann+Hummel for a \$15.9 million investment in personal property from IDD #1, 6400 Sprinkle Road, to IDD #1-48; transfer of an existing Industrial Facilities Exemption Certificate (#2009-357) granted to Mann+Hummel for a \$11.7 million investment in personal property from IDD #1, 6400 Sprinkle Road, to IDD #1-48. Councilmember Reid asked that the maker and supporter of the motion should consider adding the language "expanded" to the tax abatement granted to Mueller Copper Tube Products in the amount of \$2.63 million to Mann+Hummel within IDD #1-48 to mean "extend the number of years for the real property to nine (9) years instead of five (5) years."

Councilmember Reid spoke in support of the motion. Councilmember Urban noted that the action here only combines the two districts by expanding each of them and the tax abatement applications will be considered at the May 27, 2014 Regular City Council Meeting. He also spoke in support of the motion and explained. Councilmember Ansari spoke in support of the motion.

Councilmember Randall and Mayor Pro Tem Pearson discussed their experience on the Property Committee and their role in approving the license agreement and spoke in favor of the motion. Councilmember Ford also spoke in support of the motion. Mayor Strazdas summed up, reviewed the support from staff and Southwest Michigan First and thanked everyone for working together to make this project happen. Upon a roll call vote, motion carried 7 to 0. Discussion followed. Resolutions recorded on pages 265 and 269 of City of Portage Resolution Book No. 45.

**PETITIONS AND STATEMENTS OF CITIZENS:** Chris Altman, 5813 Stratford, complained about his treatment by Portage Police. Discussion followed.

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

**FY 2014-2015 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM:** Mayor Strazdas introduced this item and deferred to Councilmember Ansari, who noted that his vote for the Program includes an abstention from the portion of the funds for Portage Community Center as he is a Member of the Board for Portage Community Center, and Councilmember Randall, who noted that her vote for the Program includes an abstention from the portion of the funds for Catholic Charities as she is a Member of the Board for Catholic Charities. At the request of Mayor Strazdas, Community

Development Director Vicki Georgeau explained the receipt of funds from the U.S. Department of Housing and Urban Development (HUD), the requirements for receipt of the funds and the related uses of the funds. Discussion followed.

Motion by Urban, seconded by Reid, to approve the Community Development Block Grant (CDBG) Program FY 2014-2015 Annual Action Plan element of the Consolidated Plan and authorize the Acting Deputy City Manager to submit the application to the U.S. Department of Housing and Urban Development (HUD). Upon a roll call vote, motion carried 7 to 0, with Councilmember Ansari abstaining from the portion of the funds for Portage Community Center, and Councilmember Randall abstaining from the portion of the funds for Catholic Charities.

\* **LEGAL SERVICES CONTRACT:** Motion by Urban, seconded by Ansari, to amend the contract with Randall L. Brown & Associates, PLC, for fiscal years 2013-14 and 2014-15 and authorize the Acting Deputy City Manager to execute all documents related to the contract amendment on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

**DOG PARK - INFORMATION ONLY:** Councilmember Ford indicated that he was satisfied with the report provided by the Administration regarding complaints about off-leash dogs being the number one complaint against Portage Parks. When he received a response from Kalamazoo County Commissioner Phil Stinchcomb in relation to the County Dog Park at Prairie View Park, he was surprised at the amount of revenue generated. He suggested moving it up in the Capital Improvement Program (CIP) since he saw a demand, a need and a possible revenue source.

Mayor Pro Tem Pearson concurred and suggested that the question could be one used in the upcoming community survey and referred to the discussion at the Budget Work Session. He noted a discrepancy between past information received at the Council Retreat where it was noted that there were infrequent requests for a Dog Park and, with the CIP, where it was noted that a number of citizens have requested a Dog Park, so he said that the survey should provide a better idea from citizens of whether it is warranted and a meaningful discussion with the Parks Department can take place. In looking back at the last six CIP documents, he indicated that a Dog Park was scheduled for the 2011-12 CIP. He recommended a Council of the Whole to consider this item, and indicated that at the Student Mayor and Councilmember for the Day Program, the top suggestions from the students are two football stadiums and the need for a Dog Park in the community. Mayor Strazdas concurred. Discussion followed.

Motion by Ford, seconded by Ansari, to receive the communication from the Acting Deputy City Manager regarding a Dog Park as information only. Upon a roll call vote, motion carried 7 to 0.

#### **COMMUNICATION:**

**HISTORIC DISTRICT COMMISSION CHAIRPERSON MARK REILE:** Historic District Commission Chairperson Mark Reile provided annual presentation and an update of the Historic District Commission. Discussion followed. Mayor Strazdas expressed his appreciation to Mark Reile and his volunteer effort, and Councilmember Reid asked about the progress of the development of the rest of the historic home playing cards. Discussion followed. Motion by Ansari, seconded by Reid, to receive the annual presentation by Historic District Commission Chairperson Mark Reile. Upon a roll call vote, motion carried 7 to 0.

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

Portage Zoning Board of Appeals of December 9, 2013.  
Portage Senior Citizen Advisory Board of March 19, 2014.  
Portage Park Board of March 5 and April 3, 2014.  
Portage Historic District Commission of April 9, 2014.

## **NEW BUSINESS:**

**ACTING CITY MANAGER APPOINTMENT:** Mayor Strazdas deferred to Acting Deputy City Manager Rob Boulis, who described the process involved in the search for an Acting City Manager, and Mayor Strazdas thanked City Council for all of their hard work in this effort. Mayor Strazdas read the recommendation as presented and City Council provided their impressions of Laurence Shaffer. Discussion followed. Motion by Pearson, seconded by Randall, to appoint Laurence Shaffer as Acting City Manager effective May 27, 2014; approve the Acting City Manager Employment Agreement, and authorize the Mayor and City Clerk to sign the agreement on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

**CITY MANAGER SEARCH FIRM DISCUSSION:** Mayor Strazdas deferred to Acting Deputy City Manager Rob Boulis, who described the process involved in the search for a City Manager. City Council provided their impressions of Slavin Management Consultants. Discussion followed. Motion by Pearson, seconded by Ansari, to award a contract to the Slavin Management Consultants for the search for a City Manager in the not to exceed amount of \$22,885.75 and authorize the Acting Deputy City Manager to execute all documents related to this action on behalf of the City. Discussion followed. Upon a roll call vote, motion carried 7 to 0.

\* **APPOINTMENTS TO CITY COUNCIL BOARDS AND COMMISSIONS:** Motion by Urban, seconded by Ansari, to appoint Sami Ahmad, Ali Arif, Lauren Bates, Grace Beverage, Amanda Boelman, Catherine Cartier, Eli Cartier, Stephen Chow, Amanda Croft, Mitchell Eckstrand, Joseph Flanagan, Colby Hanley, Nadia Javeed, Sharat Kamath, Sisira Kavuri, Lily Kitagawa, Anjana Krishnan, Ashwin Kumar, Sachin Kumar, Mary Kuras, Madison Loomis, Alexander Molner, Sophie Morin, Lindy Nebiolo, Aayushi Priya, Leah Roach, Molly Ryan, Audrey Searing, Simran Singh, Jodi Stoffer, Aisha Thaj, Ali Thomas, Jr., Logan Wilson and Henry Zou to the Youth Advisory Committee, Henry Zou as Youth Participant to the Environmental Board, Amanda Croft as Youth Participant to the Historic District Commission, Sharat Kamath as Youth Participant to the Human Services Board, Sisira Kavuri as Youth Participant to the Park Board and Simran Singh as Youth Participant to the Senior Citizens Advisory Board with terms ending June 30, 2015; reappoint William Leach with term ending June 1, 2017 and appoint Peter Carlson as an Master Electrician with term ending June 1, 2015, to the Construction Board of Appeals; reappoint Miko Dargitz and Bill Patterson and appoint Caroline Richmond with terms ending May 31, 2017, to the Planning Commission; and, appoint Karen Warner as Alternate to the Senior Citizens Advisory Board with unfulfilled term ending October 1, 2014. Upon a roll call vote, motion carried 7 to 0.

## **BID TABULATION:**

\* **MILL AND FILL PAVEMENT REPAIRS:** Motion by Urban, seconded by Ansari, to award a contract to Rieth-Riley Construction Company, Incorporated, to provide mill and fill asphalt surface repairs to sections of major streets in the amount of \$920,503.21; approve Change Order #1 to Rieth-Riley Construction Company, Incorporated, in the amount of \$94,123.74 for additional mill and fill repairs at unit pricing within the contract; and authorize the Acting Deputy City Manager to execute all documents related to these actions on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

## **OTHER CITY MATTERS:**

### **STATEMENTS OF CITY COUNCIL AND ACTING DEPUTY CITY MANAGER:**

Councilmember Ford expressed his appreciation to staff for their efforts in the area of debt reduction and not passing it on to future generations.

Councilmember Randall reminded everyone that Kalamazoo Bike Week is May 10 – May 17, 2014, which promotes cycling, advocacy awareness, education and most importantly lots of fun, and she mentioned the many efforts of Transportation & Utilities Director Chris Barnes, who will be speaking from 4 p.m. until 5 p.m. at the Bike Friendly Kalamazoo Meeting held at the KRESA Building, 4606 Croydon Avenue, and a Ride of Silence at 6 p.m. beginning at Millenium Park as a tribute to honor cyclists who have been injured or killed while cycling, and that Friday is National Ride Your Bike to Work Day. She expressed her appreciation for the many bicycle paths and safe bike paths on roadways in Portage.

Councilmember Urban expressed appreciation to his wife and City Council for their consideration with regard to his schedule and his young children and the many meetings that have been held by Council over the past weeks.

Councilmember Ansari expressed his appreciation for the services of City Attorney Randy Brown.

Councilmember Reid noted that the Council of Governments (COG) Meeting is at 3:30 p.m., Wednesday, May 14, 2014, where the topic is, "To settle or not to settle commercial property tax appraisals." She also mentioned that Charter Cable is converting to a full digital format on June 10, 2014, and the new stations for viewing Public Media Network (PMN) programming will be 187 through 191 instead of 95 through 99, but will not affect those on AT&T U-verse. She also encouraged participation this weekend in the *Roof Sit* in Kalamazoo at the corner of Milham and Westnedge in Portage which is a premiere fundraising event to prevent and treat child abuse and neglect.

Acting Deputy City Manager updated City Council and Portage citizens on the Brush and Bagged Leaf Collection and 2014 Spring Clean-up which was more than triple what was collected last year. He apprised everyone of the ongoing efforts to control the potholes and the follow-up street sweeping plans that will start this week until completed.

Mayor Pro Tem Pearson reminded everyone that the Susan G. Komen Race for the Cure takes place Saturday, May 17, 2014, at 10 a.m. He reviewed some of the many meetings of City Council recently to work to find an Acting City Manager, a suitable Executive Search Firm to find a permanent City Manager and the Budget Sessions.

Mayor Strazdas thanked everyone for participating in the Mayor's Bike Ride this past weekend. He indicated that he met with all of the Mayors on the west side of the State in Grand Rapids to discuss sustainable communities. He reflected that he was the Keynote Speaker for the two-county Boy Scout District Distinguished *Award of Merit*. He concurred with Mayor Pro Tem Pearson and praised Council for coming together and working hard these past few weeks.

**ADJOURNMENT:** Mayor Strazdas adjourned the meeting at 9:15 p.m.

James R. Hudson, City Clerk

\*Indicates items included on the Consent Agenda.

**MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL  
OF MAY 13, 2014 - BOARDS AND COMMISSIONS APPLICANTS**

Mayor Peter Strazdas called the meeting to order at 5:15 p.m. The following Councilmembers were present: Councilmembers Nasim Ansari, Richard Ford, Patricia Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Peter Strazdas. Also present were Acting Deputy City Manager Rob Boulis and City Clerk James Hudson.

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

\* 5:17-5:55 p.m., Sami Ahmad, Ali Arif, Grace Beverage, Amanda Boelman, Eli Cartier, Stephen Chow, Amanda Croft, Joseph Flanagan, Nadia Javeed, Sharat Kamath, Sisira Kavuri, Anjana Krishnan, Ashwin Kumar, Sachin Kumar, Mary Kuras, Sophie Morin, Lindy Nebiolo, Leah Roach, Molly Ryan, Simran Singh, Jodi Stoffer, Aisha Thaj, Logan Wilson and Henry Zou. YAC Chairperson Kyle Huitt was present for questions. Discussion followed.

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

\* 5:56-6:07 p.m., Bill Leach, Pete Carlson and Tim Earl for the Construction Board of Appeals. Discussion followed.

\* 6:08 -6:39 p.m., Miko Dargitz, Bill Patterson, Caroline Richmond and Karen Zull for the Planning Commission. Discussion followed.

\* 6:40 -6:48 p.m., Karen Warner for Senior Citizens Advisory Board. Discussion followed.

**ADJOURN:** Mayor Strazdas adjourned the meeting at 6:48 p.m.

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James R. Hudson, City Clerk