CITY OF PORTAGE PLANNING COMMISSION

AGENDA

March 5, 2020
(7:00 p.m.)

Portage City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES:

* February 20, 2020

SITE/FINAL PLANS:

PUBLIC HEARINGS:

* 1. Special Land Use Permit for North Pines Church, 6051 Constitution Boulevard

NEW BUSINESS:

OLD BUSINESS:

1. FY2020-2030 DRAFT Capital Improvement Program
   - adjourn to Conference Room No. 2
   - please bring draft CIP document previously provided

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

January 28, 2020 City Council Meeting minutes
February 10, 2020 City Council Pre-Meeting minutes

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

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The City of Portage Planning Commission meeting of February 20, 2020 was called to order by Chairman Corradini at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. No citizens were in attendance.

PLEDGE OF ALLEGIANCE

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

IN ATTENDANCE

Michael West, Senior City Planner and Christopher Forth, Interim Director of Community Development.

ROLL CALL

Mr. West called the role: Meyer (yes); Pezzoli (yes); Baldwin (yes); Corradini (yes); Patterson (yes); Fries (yes); and Harrell-Page (not present). A motion was then made by Commissioner Baldwin, seconded by Commissioner Fries, to approve the role excusing Commissioners Joshi and Schimmel. The motion was unanimously approved 6-0.

APPROVAL OF MINUTES

Chairman Corradini referred the Commission to the January 23, 2020 meeting minutes contained in the agenda. A motion was made by Commissioner Myer, seconded by Commissioner Fries, to approve the minutes as submitted. The motion was unanimously approved 6-0.

SITE/FINAL PLANS

None.

PUBLIC HEARING

None.

OLD BUSINESS

None.

STATEMENT OF CITIZENS/COMMISSIONERS

None.

7:04 p.m. - The Commission took a short recess.
7:08 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 2

NEW BUSINESS:

1. FY 2020-2030 DRAFT Capital Improvement Program (preliminary). Mr. West reviewed the staff report dated February 14, 2020 that summarized the process that began in September 2019 to solicit citizen and Commission input regarding the annual Capital Improvement Program (CIP). Mr. West stated the preliminary information provided to the Commission included summary tables and project profiles which represented new projects or previously identified projects that have been significantly revised since the FY 2019-2029 CIP
document. Mr. West indicated that total expenditures for the 10-year plan period identified in the draft FY 2020-2030 CIP increased approximately $12.0 million from the approved FY 2019-2029 CIP with the two largest projects being the new Community Senior Center and the new Portage Road Enhancements projects. Mr. West then referred the Commission to the final agenda packet that included a memo with a status update for the various capital improvement projects that were approved last year for the current FY2019-2020 budget period.

Mr. West then summarized the new/revised projects for each major category including Streets (Projects 7, 11), Sidewalks & Bikeways (Projects 5, 10, 17), Water (Projects 2, 4, 6), Sewer (Project 1), Police (Project 3), Fire (Projects 10, 16), Public Facilities (Project 4) and Parks & Recreation (Projects 10, 21). Mr. West stated a memo from the City Manager and a final draft version of the FY 2020-2030 CIP would be provided in March, however, staff was requesting any initial comments from the Commission regarding the preliminary FY2020-2030 CIP documents and the new and revised projects detailed in the staff report.

Commissioner Fries inquired about Project 13 (Vincent Drive/Oakland Drive Intersection Improvements) in the Streets category and asked whether a specific development project was being proposed. Mr. Forth discussed ongoing conversations with the owner of the vacant property on the north side of Vincent Drive regarding potential development projects and the relocation of Vincent Drive further north, however, indicated that no specific project has been proposed at this time. Mr. West indicated this project was tentatively programmed for FY2025-2026, however, would be contingent upon cooperation with the property owner since land area would be needed to relocate Vincent Drive further north. Chairman Corradini inquired about the specifics of Project 2 (Hampton Creek Bog Drainage Improvements) in the Water category. Mr. West indicated the engineering design was still being developed, however, the project would involve construction of a dedicated storm water outlet from Hampton Creek Bog to Portage Creek. Chairman Corradini asked about Project 8 (Northwest Water Storage Facility Rehabilitation) in the Water category and why the project from last year’s CIP to replace the Haverhill Water Tower was replaced this year with a rehabilitation project? Mr. Forth indicated the water main easement recently received from the airport will allow for a water main extension underneath the airport runway that will alleviate some of the storage demand. Mr. West stated the proposed rehabilitation of the Haverhill Water Tower will prolong the life expectancy of the structure and a replacement project could be considered in future CIP’s. Chairman Corradini indicated the Haverhill Water Tower is 50-60 years old. Chairman Corradini stated the rehabilitation project will extend the life of the structure, however, also believes a replacement project should be considered in future CIP’s.

The Commission did not have any additional questions or comments regarding the preliminary FY 2020-2030 CIP at this time. Mr. West asked the Commission to continue to review the document and to email staff with any additional questions and/or comments regarding the preliminary FY 2020-2030 CIP and soon as possible and restated that a final draft version of the FY 2020-2030 CIP would be provided to the Planning Commission in March for final review and recommendation to City Council.

**ADJOURNMENT:**

There being no further business to come before the Commission, the regularly scheduled meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Michael West, AICP
Senior City Planner
Department of Community Development

TO: Planning Commission
FROM: Christopher Fort, Interim Director of Community Development
SUBJECT: Special Land Use Permit for North Pines Church, 6051 Constitution Boulevard

I. INTRODUCTION:

An application has been submitted by Nick Sellers of North Pines Church, requesting a special land use permit to establish a religious institution within an existing 23,000 square foot building located at 6051 Constitution Boulevard. The approximate 3.8-acre site is zoned OS-1, office service and was previously occupied by Family Health & Fitness Center.

II. BACKGROUND INFORMATION:

The following background information is provided for Commission consideration:

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Access</td>
<td>Existing full service driveway from Constitution Boulevard, along with cross access arrangements with existing office properties to the north and south. No new access drives are proposed with project.</td>
</tr>
<tr>
<td>Public Street</td>
<td>Constitution Boulevard is designated a 4-lane minor arterial roadway with 12,696 (2014) vehicles per day and a capacity of 34,400 vehicles per day (level of service “D”).</td>
</tr>
<tr>
<td>Historic District/ Structures</td>
<td>The subject site is not located within a historic district and does not contain any historic structures.</td>
</tr>
<tr>
<td>Environmental</td>
<td>The subject property is not encumbered by wetlands, floodplains or other environmental sensitive areas.</td>
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<tr>
<td>Public Utilities</td>
<td>Municipal water and sewer are available.</td>
</tr>
<tr>
<td>Land Development Regulations</td>
<td>The <strong>Special Land Use</strong> permit application has been submitted under Section 42-242.A.3, Institutional uses – religious institutions, subject to conditions. Section 42-462, <strong>General Standards for Review of Special Land Uses</strong> is also applicable and sets forth the criteria for evaluating a special land use and allows conditions to be established.</td>
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III. ANALYSIS:

The proposal to establish a religious institution within the existing 23,000 square foot building at 6051 Constitution Boulevard fulfills the requirements for issuance of a special land use permit. As detailed in the attached materials, the applicant proposes to establish North Pines Church within the 23,000 square foot existing building that was formerly occupied by Family Health & Fitness. While necessary building modifications will occur to accommodate the proposed church, no increase to the structural height of the building is proposed and no additional exterior site changes are planned. The property abuts a major thoroughfare and ingress/egress to the church will continue through the existing full service driveway from Constitution Boulevard.

While building plans are still being finalized, the applicant will construct interior walls to form a sanctuary/auditorium area, along with individual office spaces. Required building modifications including fire suppression & HVAC system upgrades will occur to accommodate the proposed church and to satisfy all Building/Fire Code requirements. Based on the number of on-site parking spaces (205 spaces), the main unit of worship to the church will need to be designed with no more than 615 seats to satisfy minimum parking requirements (1 parking spaces for every three seats in the main unit of worship). The applicant is aware of this requirement and the seating capacity of the main unit of worship will be confirmed by the Department of Community Development upon submittal of the building plans.

Given the presence of single family residences to the east, conflicting land use screening was required and installed with the original Family Health & Fitness Center project. Previously approved conflicting land use screening along the eastern portion of the property included retention of existing trees and natural vegetation along the eastern approximate 60-feet of the site, along with installation of a 6-foot tall screening fence and supplemental evergreen tree plantings. While this screening appears to be in good condition, the adequacy and condition will be reviewed and confirmed by the Department of Community Development in the Spring/Summer prior to issuance of an occupancy permit for the church.

Per statutory requirements, resident/property owners within 300 feet of the zoning lot have been notified in writing of the special land use permit application and Planning Commission meeting. A notice was also published in the local newspaper. At the time of report preparation, no citizen communications and/or phone calls have been received regarding the proposed Special Land Use Permit.

IV. RECOMMENDATION:

Based on the above analysis and subject to any additional information brought before the Planning Commission during the public hearing, staff recommends the Special Land Use Permit for North Pines Church, 6051 Constitution Boulevard, be approved subject to the applicant obtaining all necessary building related permits for interior building modifications and any other Building/Fire Code requirements.

Attachments: Vicinity/Zoning Map
Aerial Photograph Map
Special Land Use Permit Application and Supporting Information
APPLICANT INFORMATION

Name: North Pines Church
Address: 232 W Michigan Ave
City: Kalamazoo
State: MI
Zip code: 49007
Telephone Number: 269-519-3152

OWNER INFORMATION

Name: Meyer C. Weiner Co. : Timothy Timmons
Address: 700 Mall Drive
City: Portage
State: MI
Zip code: 49024
Telephone Number: 269-323-2441

PROPERTY INFORMATION

Address of property: 6051 Constitution Blvd.
City: Portage
State: MI
Zip code: 49024

Staging District: OS-1
Usage: Office
Tonnage: 3.83 acres

Legal Description (on attach separate page)

Refer to attached site plan

PROPOSED USE

Description of proposed Special Land Use (attach additional pages, if necessary)

see additional page

RECEIVED

JAN 31 2020

COMMUNITY DEVELOPMENT

OWNER CERTIFICATION

I hereby certify that I am presently the legal owner for the above-described property and all of the above information is true and accurate. I further acknowledge that approval of this Special Land Use Permit constitutes an agreement with the City of Portage and all conditions or limitations imposed shall be fulfilled.

[Signature]

1/30/20

Authorized Agent
PROPOSED USE (additional page)

Special land use approval is requested for 6051 Constitution Blvd, Portage, MI 49024. Previously functioning as Family Fitness, this building will become the home of a religious organization: North Pines Church. There will be no change to the exterior structure of the building or the parking lot, as improvements will be targeted toward the building’s interior. This includes the building of a wall to form an auditorium (see floor plan) where weekly services will be held on Sunday mornings (currently at 10:30 am, possibly 9:00 & 11:00 am, once necessary). In order to satisfy Building and Fire Code requirements, proper sprinkler and HVAC systems have been accounted for in the plans for a buildout. The interior changes will be made to help facilitate the holding of religious services on Sunday mornings while allowing the space to be used as an office Monday - Friday. Once again, no changes are needed to the exterior of the building or parking lot as it is well equipped with 200 parking spaces (see site map provided with this application for Building 1: Family Fitness). For additional information, you may reference the floor plans and exterior elevations provided.
MATERIALS TRANSMITTED
CITY COUNCIL MEETING MINUTES FROM JANUARY 28, 2020

The Regular Meeting was called to order by Mayor Patricia Randall at 7:00 p.m. The following members were present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Patricia Randall. Following calling the roll the City Clerk announced that Mayor Pro Tem Jim Pearson would be participating in the meeting remotely via telephone. Also in attendance were Deputy City Manager Adam Herringa, City Attorney Randy Brown and City Clerk Erica Eklov.

At the request of Mayor Randall, the audience observed a moment of silence to honor all religions and personal beliefs, as well as in honor of Dr. Martin Luther King, Jr. and Dr. Martin Luther King, Jr. Day.

Following the moment of silence, the City Council and audience recited the Pledge of Allegiance.

PROCLAMATION: Mayor Randall issued a proclamation recognizing “Black History Month” in the City of Portage. Dr. Romeo Phillips was present to read and receive the proclamation. Dr. Phillips reviewed the upcoming annual city event in honor of Black History Month and detailed the success of the prior years’ events. He thanked the Mayor, City Council and the community for their support.

Dr. Monifa Jumanne was also present to speak in honor of Dr. Martin Luther King, Jr. and Black History Month. She provided a brief history on the origins of Black History Month and thanked the Mayor and City Council for issuing the proclamation. She further asked City Council to ensure the annual Black History Month event be continued as a regular event in future years.

CONSENT AGENDA: Mayor Randall shared where the public can access the meeting agenda and asked if any Councilmember or anyone in the audience would like an item removed from the Consent Agenda. Councilmember Burns removed Item A.3, Adoption of Bond Resolution. Councilmember Reid removed Item A.4, Architectural and Engineering Services - Charles and Lynn Zhang Portage Community Senior Center, from the Consent Agenda. Motion by Reid, seconded by Knapp, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF MINUTES: Motion by Reid, seconded by Knapp, to approve the Regular Meeting Minutes of January 14, 2020, and the Pre-Council Meeting Minutes of January 27, 2020. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JANUARY 28, 2020: Motion by Reid, seconded by Knapp, to approve the Accounts Payable Register of January 28, 2020. Upon a roll call vote, motion carried 7 to 0.

COMPREHENSIVE LIABILITY, PROPERTY AND AUTO FLEET INSURANCE: Motion by Reid, seconded by Knapp, to approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the Michigan Municipal Risk Management Authority (MMRMA) at a total cost not to exceed $499,352 for the period March 1, 2020, to March 1, 2021, and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

ADP PAYROLL PROCESSING AND TIME & ATTENDANCE SERVICES PRICING AGREEMENT: Motion by Reid, seconded by Knapp, to approve a two-year pricing agreement with ADP, LLC, for
electronic payroll processing and time and attendance software and hosting at a first-year cost of $57,600 and a second-year cost of $58,750 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

**HOUSEHOLD HAZARDOUS WASTE PROGRAM - INTERGOVERNMENTAL COOPERATION:** Motion by Reid, seconded by Knapp, to approve a contract with Kalamazoo County to provide hazardous waste collection services at the Household Hazardous Waste Center for Portage residents for the 2020 calendar year in the amount of $46,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

**FINAL PRELIMINARY CONDOMINIUM SUBDIVISION (ENGINEERING PLANS) FOR CLAREMOUNT WOODS, 5691 CLAREMOUNT:** Motion by Reid, seconded by Knapp, to approve the Final Preliminary Condominium Subdivision (engineering plans) for Claremount Woods, 5691 Claremount Street. Upon a roll call vote, motion carried 7 to 0.

**FINAL CONDOMINIUM SUBDIVISION FOR WESTFIELD NORTH:** Motion by Reid, seconded by Knapp, to approve the Final Condominium Subdivision for Westfield North, 5700 Alten Street, subject to completion of sidewalks and street trees by November 2021; and six sections of the storm sewer be reviewed before expiration of the two-year maintenance bond. Upon a roll call vote, motion carried 7 to 0.

**FINAL PLAT FOR WEST LAKE ESTATES:** Motion by Reid, seconded by Knapp, to approve the Final Plat for West Lake Estates, 9300 Portage Road, subject to completion of sidewalks and street trees by November 2021; and four sections of the storm sewer be reviewed before expiration of the two-year maintenance bond. Upon a roll call vote, motion carried 7 to 0.

**CITY COUNCIL SPECIAL MEETING:** Motion by Reid, seconded by Knapp, to set a special meeting of the City Council to engage in strategic planning with the City Administration and Chad Bareither, of The Bareither Group, on Tuesday, February 18, 2020, from 6:00 - 9:00 p.m. in City Hall Conference Room 1. Upon a roll call vote, motion carried 7 to 0.

**MINUTES OF BOARDS AND COMMISSIONS:** Motion by Reid, seconded by Knapp, to receive the minutes of the Zoning Board of Appeals of November 11, 2019; Youth Advisory Committee of December 2, 2019; Human Services Board of December 5, 2019; Portage Public Schools Board of Education Regular Business and Special Meeting Minutes of December 9, 2019; Senior Citizen Advisory Board of December 18, 2019; and, Park Board of January 8, 2020. Upon a roll call vote, motion carried 7 to 0.

**MATERIALS TRANSMITTED:** Motion by Reid, seconded by Knapp, to receive the Materials Transmitted of January 14, 2020. Upon a roll call vote, motion carried 7 to 0.

**CALENDAR OF MEETINGS:** Motion by Reid, seconded by Knapp, to receive the Calendar of Meetings. Upon a roll call vote, motion carried 7 to 0.

**PETITIONS AND STATEMENTS OF CITIZENS:** Mr. Gordon Smith spoke regarding a prior March 2018 incident with the Portage Police Division relating to marihuana on his person. He noted his status as a Michigan Medical Marihuana cardholder during the prior arrest and currently. He inquired as to the status of the seized marihuana.
Mayor Randall thanked Mr. Smith for his comments and stated that the City Administration would review the matter and follow-up with further contact.

COMMUNICATIONS:

ANNUAL UPDATE FROM THE YOUTH ADVISORY COMMITTEE (YAC): At the invitation of Mayor Randall, Youth Advisory Committee Chairperson Megan Chow, Vice-Chairperson Riya Chaudhary, Secretary Graham Holley and member Britton Gustafson, provided City Council with an update on the committee’s goals, objectives and activities. Mayor Randall thanked the youth for their hard work and dedication. Councilmember Reid thanked the YAC for implementing a new approach for liaisons to city boards and commissions to ensure increased participation. Motion by Reid, seconded by Urban, to receive the Annual Goals and Objectives Update of the Youth Advisory Committee. Upon a voice vote, motion carried 7 to 0.

COMMUNICATION FROM THE ENVIRONMENTAL BOARD REGARDING A CLIMATE ACTION PLAN EXECUTIVE SUMMARY: Mayor Randall introduced the communication from the Environmental Board regarding a Climate Action Plan Executive Summary. Motion by Knapp seconded by Ford, to receive the communication from the Environmental Board, and refer it to the City Administration for further review and response. Upon a voice vote, motion carried 7 to 0.

REGULAR BUSINESS:

ADOPTION OF BOND RESOLUTION: Mayor Randall deferred to Councilmember Burns who introduced Finance Director Bill Fury. Councilmember Burns asked Director Fury to further elaborate on the Bond Resolution item for the public, as well as the current city debt profile. Director Fury provided a brief status update on the Capital Improvement Program (CIP), including a history of the city’s good standing and the impact of the current new Fire Station #2 construction, as well as future projects. Councilmember Burns inquired as to the overall debt profile in light of the proposed borrowing resolution. Director Fury responded that a total of three bond series encompassing $7.275 million are scheduled to be paid off in the current year, noting one of which could refund the current bond proposed. He stated that total debt will still be decreasing in the current year to the amount of $225,000. Councilmember Burns thanked Director Fury for his efforts in decreasing the city debt, as well as funding several important projects. Councilmember Burns further thanked the Finance and Public Safety Departments for previously working to improve the city’s ISO rating. He explained that a lower ISO rating allows for lower home insurance rates for the citizens.

Councilmember Ford asked whether the city will be paying cash for the smaller CIP projects not captured in the proposed bond issue. Director Fury responded that many of the street projects will be supported with federal funding or state Act 51 funding in addition to several other revenue sources.

Mayor Randall asked Director Fury to recall the city’s highest debt level and year, as well as the anticipated debt balance for the end of the current fiscal year. Director Fury responded that the highest debt level was in 2008 at $105,255,000. He expected the current fiscal year debt to drop to $55 million, approximately half of the highest point.

Motion by Burns, seconded by Urban, to adopt the Notice of Intent Resolution to fund construction of $8.4 million in capital improvements, including Fire Station #2 Facility Replacement, South Westnedge Avenue/Shaver Road Traffic Signal Improvements, West Milham Avenue and Portage Road Trailway. Upon a roll call vote, motion carried 7 to 0.
ARCHITECTURAL AND ENGINEERING SERVICES - CHARLES AND LYNN ZHANG PORTAGE
COMMUNITY SENIOR CENTER: Mayor Randall deferred to Councilmember Reid who asked for
further elaboration on the proposed project due to the Community Senior Center being one of the
city’s largest Capital Improvement Projects that is also the first jointly funded public-private venture.

Mayor Randall asked Deputy City Manager Herrinaga to provide further explanation. Deputy
City Manager Herrinaga noted that the Community Senior Center is a landmark project and review of
the architectural firms was completed by the City Administration with the project magnitude in mind.
He stated that the City Administration compiled a team of expert staff to review the eight firms that
bid on the project. Deputy City Manager Herrinaga noted that the top five firms selected by the staff
team were invited to present at an interview session. He stated that after each interview, the staff
team would review the proposal, with Bye and Associates consistently receiving first or second
choice. Deputy City Manager Herrinaga noted that the staff team reviewed each firm’s record and
relationship with the city, quality of regional projects, as well as cost. He highlighted that the project
design presented by Bye and Associates remains a working concept pending further input by all
stakeholders.

Councilmember Reid inquired about the rate of increase proposed in the bid structure
regarding $8 million and $11 million. Deputy City Manager Herrinaga responded that the split bid
structure was a result of the ongoing public-private partnership behind the project campaign, causing
the final city cost to be uncertain at this time. Councilmember Reid noted that the actual cost of the
Community Senior Center Project will ultimately be decided by the donors, the public and City
Council, and not by the project design. She expressed her gratitude for the proposals submitted, as
well as the review efforts.

Motion by Reid, seconded by Burns, to award a base contract to Bye & Associates in the
amount of $320,000 with a 3.75% fee applied to construction costs exceeding $8 million to perform
architectural and engineering services for the construction of the Charles & Lynn Zhang Portage
Community Senior Center and authorize the 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.

Mayor Randall expressed appreciation for both AVB Construction and Bye and Associates,
noting that both were local firms. She further stated that she continues efforts to raise the
remaining $1.4 million in funding.

COUNCIL COMMITTEE REPORTS: Councilmember Burns provided an addendum to his update
from the January 14th Council Meeting regarding the Metro Transit Central County Transportation
Authority (CCTA). He elaborated that the CCTA pension plan is currently over-funded by $6.8 million,
whereas the Other Post-Employment Benefits (OPEB) plan transferred from the City of Kalamazoo
remains under-funded by approximately $11.8 million. He stated that the CCTA has two objectives:
to have sustainable operations for the system and be able to fulfill obligations to retirees and
employees. Councilmember Burns noted that both he and Mayor Pro Tem Pearson serve on the
CCTA and desire to get ahead of the healthcare liability. Mayor Pro Tem Pearson expressed his
appreciation for Councilmember Burns’ valued knowledge in guiding the CCTA to bring its liabilities in
order. Councilmember Reid inquired about the separate fund administered by the CCTA.
Councilmember Burns responded that the fund was started at the urging of former City Manager
Larry Shaffer and Mayor Pro Tem Pearson. He stated that CCTA sets aside $100,000 a year and has
garnered $300,000 over the past three years to be able to cover the future OPEB shortcomings.

Mayor Pro Tem Pearson offered an update on the Kalamazoo County Consolidated Dispatch
Authority (KCCDA) regarding discussion on future funding for the KCCDA. He stated KCCDA is in favor
of continuing the $0.24 per phone county fee. He noted KCCDA does not endorse the higher $2.50
per phone fee, instead opting to pursue a countywide millage, pending review of a potential countywide 800 MHz frequency upgrade.

Motion by Reid, seconded by Ford, to receive the Council Committee Report as presented. Upon a voice vote, motion carried 7 to 0.

**STATEMENTS OF CITIZENS:** Ms. Lauren Burns, 5706 Briarhill Court, introduced her company of sheep grazing landscape management titled “Tending Tilth.” She noted her support for the Climate Action Plan Executive Summary presented by the Environmental Board and highlighted how utilizing sheep for greenscape management assists with carbon emissions. Ms. Burns stated that the sheep would be a beneficial option for the city retention basins in light of the terrain. Mayor Randall asked how the sheep are contained and protected. Ms. Burns responded that her company usually deploys a small electric fence but stated that the city retention basins already have lockable fencing in place. Mayor Randall asked Deputy City Manager Herrina to incorporate review of the sheep greenscape management option into the City Administration’s evaluation of the Environmental Board’s Climate Action Plan Executive Summary. She highlighted Councilmember Reid’s prior use of animals to manage the vegetation on her personal property. Councilmember Reid noted that she had indeed used goats for her own landscape management and asked Ms. Burns as to the difference between the animals. Ms. Burns stated that goats are optimal for wooded settings, but are loud and actively gravitate towards people, whereas sheep are quiet, better for leafy, grassy areas and remain within enclosures.

**STATEMENTS OF CITY COUNCIL AND CITY MANAGER:** Councilmember Burns offered thanks for a community event honoring Martin Luther King, Jr. Day at the State Theater featuring the Rooted Dance Organization. He stated that the event was hosted by both Borgess and Bronson Healthcare groups and was a well-done event.

Councilmember Ford stated he had attended the Stryker Instruments ribbon-cutting ceremony, noting it was a good event for a great project.

Councilmember Urban highlighted the pending pocket park slated for the corner of Martin Luther King Drive and Constitution Boulevard in light of the Martin Luther King Jr. Day discussions. He recalled the past naming of Martin Luther King Drive, with the cooperation of Meyer C. Wiener and Company, to purposefully intersect with Constitution Boulevard.

Councilmember Reid also noted her recent participation in the grand opening of the new Stryker facility. She expressed appreciation for the facility, the distinctive research and business culture offered by Stryker.

Councilmember Knapp also noted her attendance at the opening of the new Stryker Instruments location. She highlighted the benefit of Stryker choosing to locate and expand in Portage. She then praised the Portage Northern High School baseball team for their prior championship win and recent honoring of the baseball coach for being named State Baseball Coach of the Year, as well as being a finalist for National Baseball Coach of the Year.

Deputy City Manager Herrina began by thanking Dr. Romeo Phillips and Dr. Monifa Jumanne for their attendance at the meeting, as well as their passion and activism in the community. He further thanked the city’s first responders and snowplow drivers for their recent efforts. He also thanked staff for attending the Council Meeting to assist in his first meeting as needed. He closed by stating he is enjoying working with City Manager La Margo and Deputy City Manager Carroll and is looking forward to upcoming projects.

Mayor Pro Tem Pearson recognized Deputy City Manager Herrina and City Clerk Eklov for their presence at the Council Meeting and expressed appreciation for the new administrative team.
Mayor Randall thanked Mayor Pro Tem Pearson for calling into the meeting despite family obligations. She further thanked the Council for working collectively toward the new Community Senior Center project and expressed excitement for AVB and Byce as the vendors for the project. She relayed that she had attended the recent Chinese New Year event in downtown Kalamazoo, noting it was great recognition of the Chinese culture. Mayor Randall noted the grand opening of the Stryker Instruments location, providing highlights of the project and Stryker’s support of the community. She closed by thanking Deputy City Manager Herringa, Deputy City Manager Carroll and City Manager La Margo for their efforts and leadership.

**ADJOURNMENT:** Mayor Randall adjourned the meeting at 7:46 p.m.

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Erica L. Eklov, City Clerk
MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF FEBRUARY 10, 2020

Mayor Patricia Randall called the meeting to order at 8:00 a.m. Councilmembers Chris Burns, Lori Knapp and Mayor Pro Tem Jim Pearson joined via the conference phone line. Councilmembers Richard Ford, Claudette Reid and Terry Urban were absent with excuse. Also in attendance were City Manager Joseph La Margo, Deputy City Manager Mike Carroll, Deputy City Manager Adam Herringa and City Clerk Erica Eklov.

Mayor Randall began by reviewing the agenda and asked if anyone would be present to read the National 2-1-1 Day Proclamation. City Clerk Eklov responded that representatives from both Gryphon Place and United Way would be present.

With regard to Item A.2, Councilmember Burns questioned several of the noted payments and inquired whether they were related to the prior year’s Human Services Board funding recipients. City Manager La Margo stated he would research and respond.

With regard to Item A.4, Councilmember Knapp inquired if the proposal was simply accepting the Tentative Plan Amendment for Greenspire, noting she had more in-depth questions regarding the development. City Manager La Margo confirmed that the item was for accepting the Tentative Plan Amendment and was the first step in the project. Councilmember Knapp stated she would pursue her additional questions with Mr. La Margo at a later date.

With regard to Item A.6, City Manager La Margo noted that Councilmembers Burns and Urban had expressed schedule conflicts with the proposed City Council Budget Session dates in May. He stated that his office would review the dates and send out a Doodle poll to find better alternatives for the May dates. Mayor Randall asked for clarification regarding the discussion topics slated for each session. Mayor Pro Tem Pearson inquired about the need for the proposed May 12th session. City Manager La Margo responded that most of the department review should be completed during the first session on April 21, but that May 6 and May 12th are reserved for additional discussion if necessary. Deputy City Manager Herringa noted that City Council could set the dates as proposed and reschedule the sessions as necessary at a later date if needed.

With regard to Item E.1, Mayor Randall inquired whether there was any discussion from the City Administration planned for the Council Meeting and if anyone from the public would be attending to support the Resolution. City Manager La Margo responded that no one would be attending in support but that the Administration would provide a brief summary of the item at the meeting.

There was additional discussion regarding Council attendance at the Lake Center Area Workshops later that evening, as well as the planned PFAS Public Forum scheduled for Thursday.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:12 a.m.

Erica L. Eklov, City Clerk