PLANNING COMMISSION

March 19, 2020
CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES:
* March 5, 2020

SITE/FINAL PLANS:

PUBLIC HEARINGS:
* 1. Special Land Use Permit for Group Child Care Home (Edwards), 10145 Shuman Avenue

NEW BUSINESS:

OLD BUSINESS:
* 1. FY2020-2030 DRAFT Capital Improvement Program
   - adjourn to Conference Room No. 2
   - please bring FY2020-2030 DRAFT CIP document previously provided with the February 20, 2020 meeting agenda packet

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED
February 11, 2020 City Council Meeting minutes
February 24, 2020 City Council Pre-Meeting minutes

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

March 5, 2020

The City of Portage Planning Commission meeting of March 5, 2020 was called to order by Chairman Corradini at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Nine 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 Randy Brown, City Attorney.

ROLL CALL

Mr. West called the role: Meyer (yes); Pezzoli (yes); Baldwin (yes); Fries (yes); Schimmel (yes); Corradini (yes); Joshi (yes) and Patterson (yes). A motion was then made by Commissioner Myer, seconded by Commissioner Pezzoli, to approve the role excusing Commissioner Harrell-Page. The motion was unanimously approved 8-0.

APPROVAL OF MINUTES

Chairman Corradini referred the Commission to the February 20, 2020 meeting minutes contained in the agenda. A motion was made by Commissioner Baldwin, seconded by Commissioner Fries, to approve the minutes as submitted. The motion was unanimously approved 8-0.

SITE/FINAL PLANS

None.

PUBLIC HEARING

1. **Special Land Use Permit: North Pines Church, 6051 Constitution Boulevard.** Mr. West summarized the staff report dated February 28, 2020 regarding a special land use permit application submitted by North Pines Church to establish a religious institution within the existing 23,000 square foot building located at 6051 Constitution Boulevard. Mr. West stated the building/site was previously occupied by the Family Health & Fitness Center and the applicant was proposing interior/exterior building renovations to accommodate the proposed church and satisfy all applicable Building Code and Fire Code requirements. Mr. West stated no exterior site changes were proposed, however, the previously approved conflicting land use screening along the eastern portion of the site would be maintained and a further evaluation of the condition of this screening would be made by the Department of Community Development prior to occupancy of the building by the church. Mr. West also discussed the number of parking spaces available at the site (205 spaces) and the Zoning Code requirement for a religious institution (one parking space for every 3 seats in the main unit of worship) which would allow a maximum of 615 seats in the sanctuary/auditorium. Mr. West indicated the applicant is aware of this requirement and staff would review the seating capacity of the main unit of worship once building plans were submitted. Mr. West indicated the application fulfills the requirements for issuance of a special land use permit and was recommended for approval subject to the applicant receiving all necessary building related permits for interior building modifications and occupancy.

Nick Sellers of North Pines Church was present to support the application and explain the proposed church use at the site. The Commission and Mr. Sellers next discussed various aspects of the proposed reuse of the building/site by North Pines Church. Mr. Sellers summarized proposed improvements planned for the interior
and exterior of the building and stated that he understood the parking situation and the limitations on the seating capacity of the main unit of worship. Mr. Sellers stated that North Pines Church currently has approximately 90 members and 200-250 parishioners on a weekly basis and two Sunday services were planned. Mr. Sellers stated the church currently has a small staff of 5 people and indicated only small to mid-size groups (10-30 people) would meet at the church during the week. Mr. Sellers indicated that if the church congregation grew substantially, additional services would be added to accommodate the additional parishioners. Mr. Sellers stated the church would be a good neighbor to the adjacent residential neighborhood to the east and any missing or deficient screening would be replaced by the church.

The public hearing was then opened by Chairman Corradini. One citizen (Ed Berry, 6032 Peachtree Street) spoke regarding the proposed church. Mr. Berry asked if any large outdoor activities or annual “revival” would be conducted at the site and if any changes to the outdoor lighting were proposed. Mr. Berry also discussed the long standing arrangement that he and his neighbors have had with Meyer C. Weiner Company regarding use and maintenance of the eastern portion of 6051 Constitution Boulevard and whether the church would continue to honor this arrangement. Mr. Sellers stated that larger outdoor event like a “revival” would be held at an off-site location where it was more accommodating and conducive to larger crowds. Mr. Sellers stated that any outdoor activities at the site would be small in size and would comply with all city ordinances. Mr. Sellers also indicated that no changes to the outdoor lighting was proposed. No additional citizen spoke regarding the proposed special land use permit. A motion was then made by Commissioner Schimmel, seconded by Commissioner Joshi, to close the public hearing. The motion was unanimously approved 8-0.

After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Pezzoli, to approve the Special Land Use Permit for North Pines Church, 6051 Constitution Boulevard, subject to the applicant obtaining all necessary building related permits for interior building modifications and any other Building/Fire Code requirements. The motion was unanimously approved 8-0.

**NEW BUSINESS**

None.

**STATEMENT OF CITIZENS/COMMISSIONERS**

April Wilson (10732 Biltmore Lane) spoke about the recent bi-level homes constructed in the Austin Shores subdivision and her belief that these homes did not meet up to the standards and value of some of the other homes constructed in the neighborhood. Ms. Wilson also indicated that these homes were being constructed as rental homes with lower quality construction standards that were adversely impacting the value of the other homes within the subdivision. Ms. Wilson discussed the original home owners association and the higher standards that were included within the Master Deed and bylaws, however, stated the association has essentially been inactive when it comes to enforcement of these standards. Ms. Wilson stated the expectation of many of the early home owners within the subdivision was for higher standards, above the city minimum requirements.

Mr. West provided a brief history of the Austin Shores subdivision development and subsequent bankruptcy/foreclosure by the original developer. Mr. West indicated that the city does not enforce private homeowner association requirements and/or plat restrictions and that was up to the home owners association to enforce and regulate. Mr. West stated all the recent homes constructed within the subdivision meet minimum square footage requirements which are 1,600 square feet for a ranch home and 2,000 square feet for a bi-level or two-story home. Commissioners Fries and Patterson understood the frustration of some of the home owners and suggested that a real estate attorney be consulted to determine how to proceed or resurrect the original standards and requirements of the association. Attorney Brown briefly discussed the difference between city ordinance and code requirements, and private home owner association requirements, and also suggested that the concerned home owners contact a real estate attorney for additional assistance.
OLD BUSINESS:

1. FY 2020-2030 DRAFT Capital Improvement Program (preliminary). Chairman Corradini asked if the Commission had any additional follow-up questions from the February 20th review of the preliminary CIP document and whether the Commission desired to adjourn the meeting to Conference Room No. 2 for further discussion. The Commission did not have any further questions regarding the preliminary CIP.

Mr. West stated that prior to the March 19th meeting, the Commission would be provided a final bound draft copy of the FY2020-2030 CIP document. Mr. West indicated the Commission would then review the document at the March 19th meeting prior to making a formal recommendation to City Council. If additional time was needed (beyond the March 19th meeting), Mr. West stated a special meeting could be scheduled for March 26th. Mr. West indicated a recommendation from the Planning Commission was needed by the end of the month and again requested that Commissioners email staff any additional questions and/or comments between now and the March 19th meeting.

STATEMENT OF CITIZENS/COMMISSIONERS

Commissioner Baldwin indicated she would not be present at the March 19th meeting.

Commissioner Joshi and Chairman Corradini stated they would not be present at the April 2nd meeting.

Commissioner Schimmel stated next Tuesday, March 10th was election day for both the presidential primary and the Kalamazoo County Metro Transit millage. Commissioner Schimmel indicated the Metro Transit millage was extremely important to provide public transportation for people with disabilities and encourage citizens to support the millage request.

Commissioner Joshi stated that Kalamazoo County Clerk Tim Snow has announced that he will not be running for re-election this November. Given her background and experience in the County Clerk Office as an Elections Specialist, Commissioner Joshi indicated that she will be running for the County Clerk position in November and requested the support of the citizens of Kalamazoo County.

Chairman Corradini expressed his appreciation and thanks to Deputy City Manager Adam Herringa and City Clerk Erica Eklov for an excellent election training session that he recently attended.

Chairman Corradini stated that road construction season is just around the corner and asked citizens and visitors of Portage to be patient and cautious when traveling around the city.

Chairman Corradini indicated that he attended the last Portage Public School Board meeting where another possible bond proposal was discussed to construct several new elementary schools including a new Central Elementary School on the 20 acre vacant property located off South Westnedge Avenue, between Cherryview Drive and Montague Drive. Chairman Corradini stated it was a significant investment, however, much needed to solidify the long-term viability of the school district. Chairman Corradini stated there was a citizen survey on the Portage Public School web site and he encouraged citizens to complete the on-line survey.

ADJOURNMENT:

There being no further business to come before the Commission, the regularly scheduled meeting was adjourned at 7:48 p.m.

Respectfully submitted,

Michael West, AICP
Senior City Planner

T:\COMMDEV\2019-2020 Department Files\Board Files\Planning Commission Minutes\PCMinute30320.docx
TO: Planning Commission  DATE: March 13, 2020
FROM: Christopher Forth, Interim Director of Community Development
SUBJECT: Special Land Use Permit: Group Child Care Home (Edwards), 10145 Shuman Street

I. INTRODUCTION:

An application has been submitted by Ms. Christine Edwards requesting approval to establish a group child care home for up to 12 children at her residence located at 10145 Shuman Street. According to applicant, the group child care home will be open Monday thru Friday (7:30 am - 5:30 pm) and will operate in compliance with all state licensing and local ordinance requirements.

II. BACKGROUND INFORMATION:

<table>
<thead>
<tr>
<th>Existing Land Use/Zoning</th>
<th>The 0.27 acre parcel is zoned R-1B, one-family residential and occupied by a 1,598 square foot two-story house and attached two-car garage. The parcel is approximately 88-feet wide by 132-feet deep and is located along the east side of Shuman Street, between Brahm Avenue and Bach Avenue. Single family residences zoned R-1B and located within the Maestro Acres subdivision surround the subject site to the north, south, east and west.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Plan</td>
<td>The Future Land Use Map of the Comprehensive Plan identifies the subject site and surrounding properties as appropriate for low density residential land use.</td>
</tr>
<tr>
<td>Environmental/Historic District</td>
<td>These characteristics/issuues are not present at the subject property.</td>
</tr>
<tr>
<td>Land Development Regulations</td>
<td>The application is submitted pursuant to Section 42-182(I), Special Land Uses in the R-1B, One-Family Residential District. Subject to review and approval by the Planning Commission, this section permits “Group child care homes” subject to conditions. Additionally, Section 42-462, General Standards for Review of Special Land Uses are also applicable.</td>
</tr>
</tbody>
</table>

III. ANALYSIS:

In addition to local ordinance, Michigan statute (PA 110 of 2006, Zoning Enabling Act and PA 116 of 1973, Child Care Organizations) also permits family and group child care homes in residential zoning districts including the R-1B zone.

The application to establish a group child care home at 10145 Shuman Street fulfills the conditions set forth in the Zoning Code for issuance of a special land use permit. The subject parcel is not situated within 500 feet (measured from nearest property line) nor within 1,500 feet (measured as a traveled distance along public streets) from another licensed group child care home, adult foster care small or large group home or other similar use. The site has a two-car attached garage and an approximate 45-foot long driveway that provides adequate parking for residents of the home and for children drop-off/pick. Additional parking is also available along Shuman Street, a local residential street, if necessary.
An outdoor play area is proposed within the rear yard of the property. A 6-foot tall wood privacy fence is located along the south side of the rear yard, while the remainder of the rear yard (east, north and west sides) is enclosed by a four-foot tall chain-link fence. Section 42-182(I)(3) of the Zoning Code allows the Planning Commission to consider installation of up to a six-foot tall screening fence around an outdoor play area “...in order to mitigate and/or avoid possible adverse impacts on surrounding property and to improve safety”. The Department of Community Development has advised the applicant to discuss the adequacy of the existing rear yard fencing with the neighboring property owners.

In addition to the specific special land use requirements, the application is also subject to the General Standards of Review contained in Section 42-462 of the Zoning Code. A listing of the General Standards of Review, along with a brief analysis, is presented below:

- **Promote the intent and purpose of this article.** Article 4, Zoning, promotes the public health, safety, comfort, convenience and general welfare through orderly development. A group child care home promotes this article by providing a valuable service for working parents who desire quality child care in a residential setting.

- **Be compatible with adjacent uses of land and the natural environment.** The care of children in a residential setting is compatible with adjacent uses and the natural environment since children are associated with most every residential neighborhood. Recognizing that higher concentrations of children beyond those normally associated with a single-family residential home may impact adjacent homeowners, reasonable conditions such as screening can be required as part of the special land use approval process.

- **Not unduly affect the capacities of public services or facilities.** No impact anticipated.

- **Be consistent with the public health, safety and welfare.** Operation of a group child care home from a single-family residence located in the neighborhood would be consistent with the public health, safety and welfare.

- **Be harmonious with and in accordance with the general objectives or with any specific objective of the Comprehensive Plan.** A group child care home would promote Housing & Neighborhood objectives by addressing housing and services for special groups such as families in need of in-home child care options.

- **Be planned and designed to ensure that the nature and intensity of the principal use and all accessory uses, and the site layout and its relation to the streets giving access to it, shall not be hazardous or otherwise detrimental to the area or unduly conflict with normal traffic to and from the use.** The care for up to twelve children at this location will likely result in a maximum of 48 vehicle trips (drop-off and pick-up) during an average weekday. A single family residence typically generates between 8-12 vehicles trips during an average weekday. The operation of a group child care home from this location will not be detrimental to the area or unduly conflict with normal traffic within the residential subdivision. Based on the length and width of the driveway, it appears there is space to accommodate up to four vehicles arriving for drop-off/pick-up. Parking along Shuman Street, a local residential street, is also available.

Residents/property owners within 300 feet of this property have been notified in writing of the application and Planning Commission meeting. A notice was also placed in the local newspaper. At the time of report preparation, one citizen communication (see attached) has been received regarding the proposed group child care home expressing concerns about traffic and vehicle speed within the neighborhood. With regard to the resident’s comment about another group child care home at the east of Brahm Avenue, staff reviewed the State of Michigan Department of Licensing and Regulatory Affairs website and there is no state licensed facility located on Brahm Avenue.

7900 South Westnedge Avenue • Portage, Michigan 49002 • (269) 329-4477
www.portagemi.gov
IV. RECOMMENDATION:

Based upon the above analysis and subject to any additional information brought before the Planning Commission during the public hearing, staff recommends that the Special Land Use Permit for Ms. Christine Edwards (group child care home), 10145 Shuman Street, be approved. Consistent with Section 42-182(I)(3) of the Zoning Code, the Commission may want to consider a condition for installation of a 6-foot tall screening fence around the outdoor play area based on any comments that may be received during the public hearing.

Attachments: Vicinity/Zoning Map
             Aerial Photograph Map
             Special Land Use Permit Application and Supporting Documentation
             Communication from Joyce Pountain, 10202 Shuman Street, received March 12, 2020
**APPLICANT INFORMATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christine Edwards</td>
<td>269-329-8468</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
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<tbody>
<tr>
<td>10145 Shuman St</td>
<td>Portage</td>
</tr>
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<table>
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<tr>
<th>State</th>
<th>Zip code</th>
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<tbody>
<tr>
<td>MI</td>
<td>49024</td>
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**OWNER INFORMATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone Number</th>
</tr>
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<tbody>
<tr>
<td>David Bullard</td>
<td>269-447-4425</td>
</tr>
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</table>

<table>
<thead>
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<th>Address</th>
<th>City</th>
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</thead>
<tbody>
<tr>
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<td>Portage</td>
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<tbody>
<tr>
<td>MI</td>
<td>49024</td>
</tr>
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**PROPERTY INFORMATION**

<table>
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<tr>
<th>Address of property</th>
<th>City</th>
<th>Zoning District</th>
<th>Land Area (acres)</th>
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<tbody>
<tr>
<td>10145 Shuman St</td>
<td>Portage</td>
<td>R1b Single Family</td>
<td>.37 acres</td>
</tr>
</tbody>
</table>

Legal Description (or attach separate page)

Maestro Acres #3 Lot 75

**PROPOSED USE**

Description of proposed special Land Use (attach additional page(s), if necessary)

group home daycare

**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.

Christine Edwards  
Date 2/21/20

**RECEIVED**

FEB 21 2020

COMMUNITY DEVELOPMENT

7900 South Westnedge Avenue • Portage, Michigan 49002 • (269) 329-4477  
www.portagemi.gov
To whom it may concern:

I would like to start an in home group child care to provide families with an additional option for daycare in our area. A shortage of daycare is a real problem here in Michigan, especially affordable daycares. Both me and my fiancé David work great as a team, we have 6 children of our own, 3 are school aged or older and 3 are under the age of 4. It is not reasonable to put 3 children in daycare so this is our solution. This will be our first time opening a daycare although I worked in a group home about 2 years ago here in portage as an assistant. Our hours of operation will be from 7:30am - 5:30pm. After reading through the ordinances, we can respectfully follow them with no doubt. We have always kept a well maintained yard and pick up all toys that may not look appealing laying around. Children will not be outside before 9am and we will be sure to always keep our surrounding neighbors in mind. I will continuously remind parents and children to be respectful to our neighborhood including noise level and pulling in and out of our driveway. Currently we are having an egress window installed through a home improvement company who will pull all permits.

Christine Edwards
10145 Shuman st.
Portage, MI 49024
(269)329-8468
**COMPLETE FOR ALL APPLICANTS**

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Edwards, Christine M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Street Number and Name)</td>
<td>10145 Shuman St</td>
</tr>
<tr>
<td>City</td>
<td>Portage</td>
</tr>
<tr>
<td>State</td>
<td>MI</td>
</tr>
<tr>
<td>Zip Code</td>
<td>49024</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>(269) 329-8468</td>
</tr>
<tr>
<td>Social Security Number</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:christinellpceo@aol.com">christinellpceo@aol.com</a></td>
</tr>
</tbody>
</table>

| Joint Applicant Name (if applicable) | Bullard, David Lee |
| Address (Street Number and Name) | 10145 Shuman St |
| City | Portage |
| State | MI |
| Zip Code | 49024 |
| Telephone Number | (269) 447-4425 |
| Social Security Number |  |
| Email Address | bullard.davidl@gmail.com |

Check boxes to confirm statements have been read:

- [x] I have reviewed the Child Care Organizations Act (1973 PA 116) and the licensing rules for the operation of the child care organization indicated above, and if granted a license, I agree to comply with the Act and Rules.

- [x] In order to permit a proper determination of conformity with the Act and Rules, I give permission to the Michigan Department of Licensing and Regulatory Affairs to make a necessary and reasonable investigation of activities and standards of care and to make an on-site inspection of my facility and services.

- [x] I agree not to care for more children at one time than my licensed capacity states.

- [x] I certify that I have a high school diploma, GED certificate or equivalent (new family/group home applicants only).

- [x] I certify that I will notify the Department if I or any member of my household or any person caring for children has been arraigned for an offense specified in 722.115(e), 722.115(f) or has a history of substantiated child abuse or neglect.

- [x] I am aware of the legal provision that to operate a child care organization without a license constitutes a misdemeanor as stated in 1973 PA 116, Section 15.

- [x] I certify that any information I give in respect to the Department's investigation will be, to the best of my ability, true and correct.

- [x] I give permission to the Michigan Department of Licensing and Regulatory Affairs to contact persons, including those I give as references, in order to determine if I am in compliance with the Act and the Rules.

**COMPLETE FOR CHILD CARE CENTER ONLY**

| Facility Name |  |
| Address (Street Number and Name) |  |
| City |  |
| State |  |
| Zip Code |  |
| Telephone Number |  |
| County |  |
| Applicant’s E-mail Address |  |
| Sponsoring Organization’s E-mail Address |  |

License Type:
- [ ] Corporation
- [ ] LLC
- [ ] Government Agency
- [ ] Partnership
- [ ] Organization
- [ ] Sole Proprietorship

Send Mail To:
- [ ] Facility
- [ ] Licensee

Corporate Status (Check One):
- [ ] None
- [ ] Profit
- [ ] Non-Profit

Applicant/Representative Signature (If Corporation, Must Be Signed By Authorized Person.)

Title

Date

LARA is an equal opportunity employer/program.

BCAL-3970 (Rev. 4-16) Previous editions obsolete. MS Word
**SECTION I  APPLICANT AND FACILITY INFORMATION:**

<table>
<thead>
<tr>
<th>Applicant Name (Last, First, Middle)</th>
<th>Birth Date</th>
<th>Social Security Number</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edwards, Christine M</td>
<td>06/20/1993</td>
<td></td>
<td>(269) 329-8468</td>
</tr>
<tr>
<td>Co-applicant Name (if Joint)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bullard, David Lee</td>
<td>08/21/1981</td>
<td></td>
<td>(269) 447-4425</td>
</tr>
<tr>
<td>Address (Street Number &amp; Name)</td>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
</tr>
<tr>
<td>10145 Shuman St</td>
<td>Portage</td>
<td>MI</td>
<td>49024</td>
</tr>
</tbody>
</table>

**LIST ALL PERSON(S) LIVING IN YOUR HOME AND RELATIONSHIP:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Birth Date</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bullard, Lyric Lee</td>
<td>06/01/2018</td>
<td></td>
</tr>
<tr>
<td>Bullard, Madison Lynn</td>
<td>03/04/2013</td>
<td></td>
</tr>
<tr>
<td>Bullard, William Allen</td>
<td>08/25/2006</td>
<td></td>
</tr>
<tr>
<td>Bullard, David</td>
<td>08/21/1981</td>
<td></td>
</tr>
<tr>
<td>Bullard, Laken EmileeAnn</td>
<td>01/25/2016</td>
<td></td>
</tr>
</tbody>
</table>

**Facility Name:** Nature Kids Family Child Care

**Year Home was Built:** 1965

**Water Type:** (Check One)  
- [ ] Public  
- [X] Private

**Sewer Type:** (Check One)  
- [X] Public  
- [ ] Private

**Water Heater:** (Check One)  
- [X] Gas  
- [ ] Electric

**Heat Type:** (Check all that apply)  
- [X] Gas  
- [X] Electric  
- [ ] Propane  
- [ ] Wood  
- [ ] Forced Air  
- [ ] Boiler

**Facility has a Furnace:** Yes  
**Date of Furnace Inspection:** 12/20/2017

**Number of Children for whom you wish to be licensed:** 12

**Days and Time of Operation (Indicate a.m./p.m.):**

- **Monday:** From 07:30AM To 05:30PM
- **Tuesday:** From 07:30AM To 05:30PM
- **Wednesday:** From 07:30AM To 05:30PM
- **Thursday:** From 07:30AM To 05:30PM
- **Friday:** From 07:30AM To 05:30PM
- **Saturday:** Not Open
- **Sunday:** Not Open

**Floor Levels Used for Childcare:***
- Main Floor: 3
- Basement: 2
- Upper: 4
- Other: 0

**AUTHORITY:** 1973 PA 116

**COMPLETION:** Required

**PENALTY:** Applicant cannot be licensed/registered

LARA is an equal opportunity employer/program.
February 28, 2020

Dear Resident/Property Owner:

An application has been submitted by Ms. Christine Edwards requesting a special land use permit to establish a group child care home, for up to 12 children, within her existing single family residence located at 10145 Shuman Street. The subject property is zoned R-1B, one family residence. The request will be reviewed by the Planning Commission in Council Chambers at Portage City Hall, 7900 South Westnedge Avenue, at 7:00 p.m. on Thursday, March 19, 2020.

Property owners within 300 feet of the subject parcel are being notified of the Commission meeting. This notification is intended to provide you with the opportunity to make comment on the applicant’s request either in writing or by personal appearance at the above-mentioned meeting. Written comments may be submitted to the Department of Community Development prior to noon on the day of the above-identified meeting. In addition, the application and Community Development staff report will be available as part of the March 19, 2020 meeting agenda, which will be posted to the City of Portage website at www.portagemi.gov/439/planningcommission not later than 5:00pm on Monday, March 16, 2020. If you have any questions, please contact Chris Forth, Interim Director of Community Development at (269) 329-4477.

PORTAGE PLANNING COMMISSION:

Dan Corradini
Bill Patterson
Betty Schimmel
Sarah Joshi
Margaret Harrell-Page
Paul Pezzoli
Becky Baldwin
Bill Fries
Gerald Myer

Enclosure: Vicinity Map
March 13, 2019

Mr. Dan Corradini, Chairperson
Members of the Planning Commission
7900 South Westnedge Avenue
Portage, MI 49002

Dear Chairman Corradini and Planning Commissioners:

RE: 2020-2030 Capital Improvement Program (CIP)

The 2020-2030 Capital Improvement Program (CIP) has been prepared for Planning Commission review and recommendation, and subsequent City Council approval. The 10-year program is conveyed to City Council annually in April, concurrent with the FY 2020-21 Budget.

In preparing the CIP, the City Administration considered citizen input, the 2014 Comprehensive Plan, the 2018-22 Recreation and Open Space Plan and other community planning efforts/documents. The 2020-30 CIP proposes $31.4 million in expenditures in FY 2020-21 and $195 million over the 10-year plan. The new Community Senior Center is the largest and one of the more exciting projects in the 10-year program and is scheduled to begin later this year. Approximately 50% of the $10.1 million cost to build the new Senior Center is being funded by private donations.

Total expenditures over the ten-year period are $12.3 million higher in comparison to the FY2019-29 CIP. This is due in part to several new projects added to the FY2020-30 CIP including Portage Road within the Lake Center District area ($6.5 million), Hampton Bog ($1 million), two water main replacement projects in the Amberly neighborhood ($865,000), and replacement of a 2002 fire pumper truck ($600,000). Also, the cost to complete many roadway and parks and recreation projects included in the FY2019-29 CIP had to be increased due to increases in material and contractor labor costs. Although total expenditures have increased, local economic conditions are favorable for (re)investment in the community to ensure long-term health and sustainability. Revenues from property taxes, Act 51 funding and personal property tax reimbursements are projected to increase. General Fund budget surpluses have exceeded the 24 percent fund balance set by City Council for several years, and such surplus revenues have been allocated to offset bonding for capital improvement projects. In FY 2020-21 and future years, such surplus revenues will continue to be allocated to CIP expenditures to reduce future debt. These favorable economic conditions allow the city to (re)invest more resulting in a slight increase in debt service costs over the 10-year period compared to the FY2019-20 CIP ($55 million compared to $50.4 million).

The 2020-30 CIP incorporates several goals, which were established in prior capital plans:

➤ Street Improvements: As the city continues to age, increased resources toward major and local street improvements are necessary and incorporated into the 10-year plan. Consistent with the adopted “complete street” policy, components are incorporated where practical in an effort to
provide alternative modes of transportation. In addition, local street projects will include drainage improvements, street lighting, sidewalks, street trees and restoration of the public right-of-way. These project components are intended to improve local streets while enhancing neighborhood quality of life.

➢ **Sidewalks and Bikeways:** Consistent with the “Natural Place to Move” initiative, the adopted Complete Streets policy and the 2014 Comprehensive Plan, continued significant investments in multi-use trails and sidewalks are proposed over the 10-year plan period.

➢ **Water and Sanitary Sewer Improvements:** Continued investments in public water and sanitary sewer and an important component of the CIP. The vast majority of the city is served by municipal water and sewer and capital investments are primarily focused on system-related improvements and extending municipal service where appropriate. Public water mains are planned to be extended or replaced in areas where there are concerns with private wells and/or the condition of public water mains. With regard to sanitary sewer projects, continued maintenance and renovation of lift stations is a priority to ensure proper operation.

➢ **Public Safety:** Continued investments in public safety are proposed, including vehicles, fire apparatus, facilities and new technology.

➢ **Public Facilities:** Continued investments in public facilities are planned including City Hall, Public Works facility, information technology and notably, the new Community Senior Center.

➢ **Parks and Recreation:** The 2020-30 CIP incorporates several improvements to existing park facilities and new projects as identified in the Recreation and Open Space Plan.

The following summarizes recommended projects in FY2020-21 and over the 10-year CIP. Revenue estimates and planned expenditures for the first-year, and 10-year program are provided. Graphs, tables and specific project profiles also detail the recommended CIP projects and program financing. Finally, maps are included that show the location of FY2020-21CIP projects.

**Streets**

- **Major and Local Street Reconstruction:** Additional expenditures on major and local street improvements are planned, with expenditures increasing $2.2 million over the 10-year plan.
- **Portage Road Improvements, Lakeview to Osterhout Avenue to East Centre Avenue:** Proposed improvements include new roadway surface treatment, undergrounding utilities, traffic calming features, and landscaping. Modifications to the proposed improvements may occur following the completion of the Lake Center District Area Placemaking and Connectivity Study.
- **Local Street Traffic Calming:** Funding is available in each fiscal year for traffic calming on local streets to slow traffic through local neighborhoods. Meredith Street is planned for FY2021-22
- **Milham Avenue Improvements:** A project to upgrade traffic signal functionality and optimize traffic flow and improve traffic progression through the traffic corridors.

**Sidewalks and Bikeways**

- **Sidewalk, Bikeway and Multi-use Trail Improvements:** Consistent with the Natural Place to Move initiative, increased annual investments in sidewalk, shared-shoulder bikeways and multi-use trails are proposed, with increased funding over the 10-year plan.
• Sidewalk extensions: Several sidewalk extension projects, including Evergreen Street, Romence Road, Tattersall Street, Oakland Drive and Bacon Avenue are proposed to enhance safe walking routes to schools and fill gaps in existing sidewalks, consistent with the Complete Streets policy.

• Multi-use trail extensions: Several multi-use trail projects are planned, including Austin Lake Connector, East Central Trailway, Sprinkle Road (north and south segments) and Northwest Bikeway, that will connect existing neighborhoods to the existing trail system, as well as extend trails to connect to adjacent communities.

Water and Sewer

• Water main extensions/replacements: Ten water main replacement or extension projects are proposed in the 10-year plan to address aging water mains and/or water quality concerns associated with private wells. Replacement of Ridgefield Rd, Cypress Street and Daventry, East Milham Water Main and Cypress Street water main is proposed in FY2020-21 concurrent with the street reconstruction.

• Storm Drainage Improvements: Resources are included in each year of the 10-year plan to address more frequent storm water drainage challenges.

• Northwest Water Storage Facility Rehabilitation: Rehabilitation of the water tower is proposed in FY2021-22.

• Lift Station Replacement/Renovation: Resources are included in each year of the 10-year plan to ensure proper lift-station functionality. The West Osterhout and South Westnedge Avenue lift stations are planned for FY 2020-21.

Police and Fire

• 800 MHz Radio Equipment Conversion: This project, planned for FY2020-21 and FY2021-22, is to acquire radio equipment that uses the same frequency and is compatible with the new consolidated dispatch system.

• Pumper/Aerial replacements: Replacement of the 2002 pumper is proposed in FY2020-21 and the 2004 pumper is proposed in FY 2021-22. The 1998 aerial apparatus is proposed to be replaced in FY2022-23

• Self-Contained Breathing Apparatus Fill Station and Testing Equipment: This project involves replacement of the equipment that fills and tests breathing apparatus bottles and firefighter packs.

• Fire Station Facility Improvements: Improvements to Fire Station 3 are proposed to begin FY2021-22, and in FY2022-23 for Fire Station 1.

Public Facilities

• Community Senior Center Facility: A $10 million project is proposed to construct a new and expanded Community Senior Center. A capital campaign has been utilized to raise half of the funding needed for implementation of the project.

• Lake Center District Improvements: The city recently purchased the southeast corner of Portage Road and Zylman Avenue, which has been in a blighted condition for many years. This project will enhance the appearance of this highly visible intersection.

• Information Systems Improvements: Continued investments in information systems hardware and software is again included in the 10-year plan.

• City Hall Improvements: FY2020-21 includes replacement of the roof. Future projects include construction of sidewalks at emergency exits, development of a landscape enhancement plan and replacement of the emergency generator/fire alarm system.
Parks and Recreation

- General park and trail improvements: Increased resources are included in the 10-year plan to improve parking lots, walkways, trails, restrooms and shelters, and picnic equipment in various city parks.
- Elijah Root Mill Dam Design Project: This project proposes to remove the deteriorating dam and complete remediation along Portage Creek.
- Celery Flats improvements: Additional improvements are planned at Celery Flats and include installation of a playground and landscaping near the new pavilion, lighting enhancements and historic building improvements. Relocation of the Overlander Bandshell from Central Park is also planned.
- Lakeview Park Improvements: Improvements planned for Lakeview Park include replacement of restrooms and a pavilion, expansion of the parking lot and additional fishing docks.
- Portage City Marketplace: This project proposes the design and construction of a permanent open-air shelter with a restroom for the “Portage Farmer’s Market” on city-owned property between East Centre Avenue and Brown Street.
- Ramona Park Improvements: Improvements at Ramona Park include replacement of the play structure, conversion of two tennis courts to four pickleball courts, and upgrade the beach house and expand the concessions area.
- Park Art Display: Public art will be displayed in Central Park (sculpture walk), along trails (Portage Arbor Art – transform trees into sculptures) and Shaver Road Trail Art Gallery (hanging art on the fence along Shaver Road).

CONCLUSION

The recommended FY2020-21 CIP Budget and 10-year program represents continued (re)investment in the community through the delivery of municipal services in a manner that is consistent with short and long-term needs. Investment and reinvestment in municipal services is critical in the city’s ongoing efforts to help sustain and enhance the local economy as well as improve the quality of life for residents and business owners alike. These efforts will help preserve Portage as a Natural Place to Move.

The Planning Commission is requested to review this capital program and at the conclusion of the review, recommend to City Council adoption of the FY2020-30 CIP as a guide for long-term capital investments within the community.

Sincerely,

[Signature]

Joseph La Margo
City Manager

c: Honorable Mayor and City Council
MATERIALS TRANSMITTED
CITY COUNCIL MEETING MINUTES FROM FEBRUARY 11, 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. Also in attendance were City Manager Joe La Margo, 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 to reflect on the critical support of Gryphon Place and the United Way.

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

PROCLAMATION: Mayor Randall issued a proclamation recognizing February 11th as National 2-1-1 Day. Mayor Randall invited Maricela Alcala, CEO of Gryphon Place and Ashlee Croy, Marketing Associate for United Way, to read the proclamation recognizing National 2-1-1 Day in the City of Portage. After reading the proclamation, Ms. Alcala shared details about Gryphon Place efforts related to Suicide Prevention and organizations such as United Way that can provide assistance to those in crisis. Councilmember Urban expressed appreciation of the demanding yet important work of a 2-1-1 volunteer based on personal experience. Mayor Pro Tem Pearson noted as a past member of Portage Rotary that the organization supports Gryphon Place. Mayor Randall thanked Ms. Alcala and Ms. Croy for their work and efforts with the organizations.

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. Citizen Carolyn Pesheck requested that Item A.4, Tentative Plan Amendment for Greenspire Planned Development, be removed from the Consent Agenda. Motion by Pearson, seconded by Burns, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF MINUTES: Motion by Pearson, seconded by Burns, to approve the Regular Meeting of January 28, 2020, and the Pre-Council Meeting Minutes of February 10, 2020. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF FEBRUARY 11, 2020: Motion by Pearson, seconded by Burns, to approve the Accounts Payable Register of February 11, 2020. Upon a roll call vote, motion carried 7 to 0.

MDOT CONTRACT #19-5633 (SHAVER RD AND S. WESTNEDGE AVE RECONSTRUCTION – W. CENTRE AVE TO ROMENCE RD): Motion by Pearson, seconded by Burns, to approve Contract #19-5633 between the Michigan Department of Transportation and the City of Portage for reconstruction of Shaver Road and South Westnedge Avenue from West Centre Avenue to Romence Road and adopt a Resolution authorizing the City Manager to sign all documents related to the project on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

PUBLIC STREET VACATION – GLADYS STREET (WEST PORTION): Motion by Pearson, seconded by Burns, to accept the Resolution for the city to vacate its interest in: the former Gladys Street public right-of-way (west approximate 416 feet) located along the east side of South Westnedge Avenue, and, the service drive that extends north/south from the former Gladys Street to
the new or realigned Gladys Street, and place the Resolution on file for 28 days with the City Clerk. Upon a roll call vote, motion carried 7 to 0.

**FISCAL YEAR 2020-2021 PROPOSED BUDGET REVIEW SCHEDULE:** Motion by Pearson, seconded by Burns, to establish Tuesday, April 21 and Tuesday, May 5, from 5:00 to 8:00 p.m., with a tentative session Tuesday, May 12, 2020 from 4:00 p.m. to 6:00 p.m., as the dates for review of the proposed Fiscal Year 2020-2021 Budget. Upon a roll call vote, motion carried 7 to 0.

**MINUTES OF BOARDS AND COMMISSIONS:** Motion by Pearson, seconded by Burns, to receive the minutes of the Planning Commission of January 9, 2020; and, Human Services Board of January 16, 2020. Upon a roll call vote, motion carried 7 to 0.

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

**PETITIONS AND STATEMENTS OF CITIZENS:** Dr. Romeo Phillips, 1983 Brighton Lane, provided a reminder of the 5th Annual Martin Luther King, Jr./Black History Month event scheduled for February 21st at 7 p.m. He reviewed the plan for the evening’s event, including a panel discussion featuring the presidents of Kalamazoo College and Kalamazoo Valley Community College, among others.

Dr. Monifa Jumanne, 610 Mall Drive, thanked City Council for the Resolution on the meeting’s agenda regarding hosting an annual event to commemorate Black History Month and recognize the many contributions of Dr. Martin Luther King, Jr. Dr. Jumanne stated that the Resolution was a good start for Portage and she wants to see more change from the city, including hiring and staffing. She asked the city to aim for equality.

Mayor Randall thanked both Dr. Phillips and Dr. Jumanne for their comments as well as their efforts with the City of Portage.

**COMMUNICATIONS:**

**PRESENTATION FROM CCTA/KCTA BOARD CHAIR GREG ROSINE AND EXECUTIVE DIRECTOR SEAN McBRIEDE:** Mayor Randall introduced Kalamazoo County Transportation Authority (KCTA) & Central County Transportation Authority (CCTA) Executive Director Sean McBride. Mr. McBride recognized Mayor Pro Tem Pearson and Councilmember Burns for their appointments on the CCTA Board. Mr. McBride provided an update on the status of the KCTA & CCTA. He highlighted the millage proposal slated for the March 10, 2020 ballot, stating that the current millage of 0.75 mills expires in 2020. He noted the proposed millage is asking for 0.9 mills to maintain the current level of service.

Mayor Randall inquired about routes versus demand in light of the influx of jobs with recent developments such as FedEx. Mr. McBride noted that routes exist in the affected areas, but that he appreciates when project engineers reach out to Metro Transit early in planning to work on incorporating public transit.

Mayor Pro Tem Pearson emphasized the future influx of jobs for the city and the expected increase of traffic in the Portage Road corridor. He noted there is a countywide need for public transit and relayed that he will continue to lobby for KCTA and CCTA to serve the area. Mayor Randall then relayed a citizen from the recent Lake Center workshops who requested a bus route for south Portage.
Motion by Reid seconded by Ford, to receive the presentation from CCTA/KCTA Board Chair Greg Rosine and Executive Director Sean McBride. Upon a voice vote, motion carried 7 to 0.

REGULAR BUSINESS:

RECOGNITION OF BLACK HISTORY MONTH AND DR. MARTIN LUTHER KING, JR: Mayor Randall asked Mayor Pro Tem Pearson to deliver the resolution. After his motion, Mayor Randall noted the city’s support of the resolution and commitment to equality, as well as with hiring. Councilmember Urban requested and read the Resolution in its entirety into the record. Motion by Pearson, seconded by Ford, to adopt a resolution committing the City of Portage to hosting an annual event to commemorate Black History Month and recognize the many contributions of Dr. Martin Luther King, Jr. Upon a roll call vote, motion carried 7 to 0.

TENTATIVE PLAN AMENDMENT FOR GREENSPIRE PLANNED DEVELOPMENT: Mayor Randall asked the citizen who requested the item be removed from the Consent Agenda to come forward and speak on the matter. Carolyn Pesheck, 6745 Shoreham, explained that she is a former resident of Greenspire and has no objections to the proposed development, but did inquire whether the proposal includes any low income housing options. She stated that she is a member of Interfaith Strategy for Advocacy & Action in the Community (ISAAC), which is working to increase low income housing in the community.

Mayor Randall responded that low income housing is not part of the Greenspire development proposal, but highlighted the recent Selinon Park development as an option. City Manager La Margo also responded to Ms. Pesheck, noting that the city has been working with the Michigan Governor’s Office to navigate hurdles with the state’s criteria for funding assistance towards increasing low income housing in Portage. Ms. Pesheck noted that ISAAC plans to visit state representatives in Lansing soon and offered to assist in lobbying efforts.

Councilmember Urban stated he was not aware of the city’s issues with meeting state funding criteria and requested additional background from the City Administration on the matter. Mayor Randall stated that the funding formula from the state included walkability factors that Portage did not meet. Councilmember Urban highlighted the earlier presentation from KCTA/CCTA noting the potential for public transit to be used in the funding equation.

Councilmember Reid noted the city’s long-standing Community Development Block Grant low income housing buyer and repair programs, suggesting those as alternative options to Ms. Pesheck as well.

City Manager La Margo noted he would continue to work with the state on funding options and assistance for Portage.

Motion by Urban, seconded by Burns, to accept the Tentative Plan Amendment for Greenspire Planned Development, 3413 West Centre Avenue and 8546 Shirley Court, and set a public hearing for March 10, 2020; and subsequent to the public hearing, consider approving the Tentative Plan Amendment for Greenspire Planned Development, 3413 West Centre Avenue and 8546 Shirley Court, subject to the four conditions contained in the January 17, 2020 Department of Community Development staff report. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Knapp provided an update on the City Council Communications Committee, noting it had welcomed new member Graham Holley from the Youth Advisory Committee to provide feedback on communication tools for the youth demographic. She further noted two new staff additions, Sam Bower and Mary Ruple, to the Communications
Department with Mary Beth Block, highlighting the increased importance of communication to the community. Councilmember Knapp also stated that the city Facebook pages, with the exception of the Public Safety, Senior Center and Farmers Market pages, have been merged into the overall City of Portage Facebook page. She noted the Committee is also reviewing the Twitter and Instagram platforms with the hopes of using one comprehensive program to simultaneously publish announcements to all city pages and platforms. Councilmember Burns noted that social media was a campaign pledge and he has been pleased to see this improve under the new City Administration. Councilmember Ford highlighted the analytics review also planned for social media implementation.

Councilmember Burns provided an update on a recent meeting of the Central County Transportation Authority that hosted Sheriff Fuller. Councilmember Burns provided background on a previous agreement between the Transit Authority and the City of Kalamazoo for a public safety presence at the transit hub in downtown Kalamazoo. He noted that the Sheriff’s Office will now be assuming that duty, pending additional hiring efforts. Councilmember Burns also noted that union negotiations with Transit Authority personnel have culminated in Board approval of the first agreement, yet wage discussions continue.

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

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Burns thanked the public, City Council and the City Administration for participating in the Lake Center Area Workshops earlier in the week. He stated that he looks forward to including the availability of public transit in that area as well.

Councilmember Urban thanked the attendees of the Lake Center Area Workshops, highlighting the historic attendance numbers and importance of the citizen input events.

Councilmember Reid thanked everyone for attending the Lake Center Area Workshops and reminded citizens of the February 13th town hall session on groundwater and PFAS. She further highlighted the upcoming City Council Budget Review sessions that were scheduled for April and May as part of the Consent Agenda, noting one meeting date had been modified from the preliminary published agenda.

Councilmember Knapp stated the Lake Center Area Workshops were great for communication, transparency and feedback. She noted that many of the citizen comments received echoed her own as she is also a resident of that area.

City Manager LaMargo noted that the City Administration continues to seek citizen input regarding the Lake Center Area. He highlighted the upcoming PFAS meeting and provided an update on the recent efforts to address PFAS by the city, the Michigan Department of Environment, Great Lakes, and Energy, and the Kalamazoo County health department. He stated the city continues to test the area’s groundwater, yet noted there is no safety concern to residents and stated information regarding the PFAS matter has been posted on the city website.

Mayor Pro Tem Pearson noted the recent Lake Center Area Workshops and asked the public to attend pending additional meetings on the matter expected for March and April.

Mayor Randall highlighted the staff outreach effort and media coverage with the Lake Center Area Workshops. She noted that not all who wanted to attend the sessions were able to, but relayed that the City Administration is continuing to gather input on the matter. Mayor Randall also noted the Black History month event planned for February 21st at the Air Zoo. The Mayor closed by relaying that assessment notices had recently been mailed which included the new school millage and property owners have ample time to meet with the city’s assessing team to review property concerns prior to the upcoming March Board of Review.
ADJOURNMENT: Mayor Randall adjourned the meeting at 8:06 p.m.

__________________________
Erica L. Eklov, City Clerk
MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF FEBRUARY 24, 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 Herrin and City Clerk Erica Eklov.

Mayor Randall began by reviewing the agenda and asked if anyone would be present to read the Global Love Day Proclamation. City Clerk Eklov responded that it was a national request and no one would be present.

With regard to Item A.2, Mayor Pro Tem Pearson questioned check numbers 12682(A) and 12708 (A) to OnStaff totaling over $31,000 and inquired what the payments entail. Mayor Randall additionally inquired how many contract employees the city had in total. City Manager La Margo stated he would research and respond.

With regard to Item A. 6, Mayor Pro Tem Pearson asked for further justification as to the expense in replacing the Grain Elevator roof and why there was only a single vendor. He further asked for the square footage of the building in relation to the size of the roof. City Clerk Eklov relayed the historic aspects of the Grain Elevator, the need for matching the existing roofing and review of the Historic District Commission. City Manager La Margo stated he would further research Mayor Pro Tem Pearson’s inquiries and respond.

Mayor Randall reminded Council of the Committee of the Whole Meeting scheduled at 6:00 p.m. prior to the regular meeting on Tuesday regarding Recreational Marihuana. Mayor Pro Tem Pearson asked for an update as to why Council is being asked to review the topic at this time. City Manager La Margo responded that staff has been working on a draft ordinance with the assistance of an attorney specializing in the legal aspects of marihuana and the draft is currently ready for Council review. City Manager La Margo relayed that Councilmember Ford had expressed concerns regarding a potential sunset clause but found that the clause only involved the City of Flint. Mr. La Margo stated that the Committee of the Whole Meeting was scheduled to address additional concerns from Councilmembers Reid and Urban, but otherwise, any additional swiftness in the process originated with the City Manager.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:10 a.m.

Erica L. Eklov, City Clerk