



Agenda

Regular Meeting of the City Commission

City of Kalamazoo

Monday, October 16, 2017

7:00 PM

City Commission Chambers - 241 W. South Street

A. CALL TO ORDER/ROLL CALL

B. OPENING CEREMONY

1. Invocation: Jimmy McKee, New Day Community Church
2. Pledge of Allegiance
3. Introduction of Guests
4. Proclamations

C. ADOPTION OF FORMAL AGENDA

D. COMMUNICATIONS

1. Calendar of Upcoming Meetings

E. PUBLIC HEARINGS

F. CONSENT AGENDA

(Action: Motion to approve Items "1-7" and authorize the City Manager to sign all documents on behalf of the City)

1. Approval of a contract CT Electrical Services for the replacement and upgrades to Load Center 5 & 5A at the Wastewater Treatment Plant in the amount of \$121,900.
2. Approval of a contract with Maxwell and Associates for the construction of Water Booster Station 40 in the amount of \$776,100.
3. Approval of a contract for the construction of a wastewater vehicle storage building to Owen-Ames-Kimball Co. in the amount of \$1,651,600.
4. Approval of a change order for the 2017 Traffic Signal Maintenance Parts purchase order with Carrier & Gable in the amount of \$50,000.
5. Authorization for the City Manager to execute a Unilateral Permit for Everstream GLC Holding Company, L.L.C. pursuant to the Metropolitan Extension Telecommunications Right of Way Oversight (METRO) Act.
6. Approval of a cost sharing agreement with the Road Commission of Kalamazoo County for traffic signal reconstruction at KL Avenue and Drake Road.

7. Approve of the minutes from the City Commission meeting on October 2, 2017.

G. REGULAR AGENDA

1. Approval of the 2025 Master Plan as adopted by the Planning Commission (**Action: Motion to approve the Master Plan as adopted by the Planning Commission**)
2. Adoption of a RESOLUTION recognizing Indigenous Peoples Day in lieu of Columbus Day. (**Action: Motion to adopt the resolution**)

H. REPORTS AND LEGISLATION

1. City Manager's Report

I. UNFINISHED BUSINESS

J. POLICY ITEMS

K. NEW BUSINESS

L. CITIZEN COMMENTS

M. MISCELLANEOUS COMMENTS AND CONCERNS BY COMMISSIONERS

N. CLOSED SESSION

O. ADJOURNMENT

ADDITIONAL INFORMATION

Get news, information, and alerts from the City of Kalamazoo. Sign up at www.kalamazoocity.org/connect, follow @KalamazooCity on Twitter, and search for The City of Kalamazoo on Facebook.

Questions regarding agenda items may be answered prior to the meeting by contacting the City Manager's Office at 269.337.8047.

Persons with disabilities who need accommodations to effectively participate in City Commission meetings should contact the City Clerk's Office at 337-8792 a week in advance to request mobility, visual, hearing or other assistance.

Agendas for the regular meetings of the Kalamazoo City Commission are available on the Internet at: www.kalamazoocity.org

The Kalamazoo City Commission business meetings are held on the first and third Mondays at 7:00 p.m. and are shown live on the Public Media Network (channel 190 for Charter customers, channel 99 for U-Verse customers). Business meetings are also web streamed live on the City's YouTube channel at <https://goo.gl/Q6DW37>. Public Media Network rebroadcasts these meetings on Tuesdays at 8:00 a.m., Wednesdays, at 1:00 a.m., and Thursdays at 3:00 p.m. Recorded meetings are also available on-demand on the YouTube channel.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: Scott A. Borling, City Clerk

PREPARED BY: Shelby Moss, Deputy City Clerk

DATE: 10/9/2017

SUBJECT: Calendar of Upcoming Meetings

INFORMATIONAL ITEMS

Attached is the calendar of upcoming meetings of the City Commission's advisory boards, commissions, and committees.

ATTACHMENTS:

Type	Description
Meeting Schedule	Calendar of Meetings



Calendar of Upcoming Meetings

City of Kalamazoo

City Commission (next 30 days)

Regular Business Meetings – 7:00 p.m. in the City Commission Chambers

November 13th and November 20th

Regular Neighborhood Meetings – 6:00 p.m. in the Community Room at City Hall

November 20th

Advisory Boards, Commissions and Committees (next two weeks)

The **Kalamazoo Historic District Commission** will meet on Tuesday, October 17, 2017 at 5:00 p.m., in the Community Room at City Hall.

The **Environmental Concerns Committee** will meet on Wednesday, October 18, 2017 at 4:30 p.m., in the Third Floor Conference Room at City Hall.

The **Economic Development Corporation** will meet on Thursday, October 19, 2017 at 7:30 a.m., in the Community Room at City Hall. The **Brownfield Redevelopment Authority** will meet immediately following.

The **Building Board of Appeals** will meet on Thursday, October 19, 2017 at 2:00 p.m., in the Commission Chambers at City Hall.

The **Kalamazoo Municipal Golf Association** will meet on Thursday, October 19, 2017 at 5:30 p.m., in the clubhouse at Milham Park Golf Course, located at 4200 Lovers Lane.

The **Planning Commission** will meet on Thursday, November 2, 2017 at 7:00 p.m., in the City Commission Chambers at City Hall.

The **Parks and Recreation Advisory Board** will meet on Tuesday, November 7, 2017 at 5:30 p.m., in the in the Parks and Recreation Community Room at Mayors' Riverfront Park, located at 251 Mills Street.

The **Traffic Board** will meet on Thursday, November 9, 2017 at 2:00 p.m., in the Public Services Conference Room, located at 415 Stockbridge Avenue.

The **Community Development Act Advisory Committee** will meet on Thursday, November 9, 2017 at 6:30 p.m., in the Community Room at City Hall.

The **Zoning Board of Appeals** will meet on Thursday, November 9, 2017 at 7:00 p.m., in the City Commission Chambers at City Hall.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: James J. Baker, PE, Public Services Director and City Engineer

PREPARED BY: James Cornell, Wastewater Division Manager

DATE: 9/22/2017

SUBJECT: Wastewater Treatment Plant Load Center 5 & 5A Replacement & Upgrades Bid Ref # 910-82-024.0

RECOMMENDATION

It is recommended that the City Commission approve a contract for the replacement and upgrades to Load Center 5 & 5A at the Wastewater Treatment Plant to CT Electrical Services of Kalamazoo, MI in the amount of \$121,900.

BACKGROUND

The Wastewater Treatment Plant administration building and laboratory are serviced by Load Center 5 & 5A. The Load Centers are severely rusted inside and outside of the cabinet. These Load Centers were located above a manhole for the original sanitary sewer in the treatment plant. The corrosive atmosphere in the sanitary sewer line migrated up through the manhole and into the electrical cabinets. The sanitary line was rerouted in 2015 to eliminate the problem in the future but the damaged electrical equipment needs to be replaced.

COMMUNITY RESOURCES CONSULTED

This recommendation did not require advisory board consultation or additional public input.

FISCAL IMPACT

The \$121,900 is included in the 2017 Wastewater capital improvement plan budget.

ALTERNATIVES

The electrical equipment is not repairable and needs complete replacement.

ATTACHMENTS:

Type	Description
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▣ Aerial Bid Results Summary
Photo

BID RESULTS SUMMARY

PROJECT: Load Center 5 Replacement

DATE: September 26, 2017

BIDDERS SOLICITED: 40

BIDDERS RESPONDED: 5

MBE/WBE BIDS SOLICITED: 9

MBE/WBE BIDDERS RESPONDED: 1

BID REFERENCE NO: 910-82-024.0

MBE/WBE AWARDED: No

ISSUE DATE: August 22, 2017

BID OPENING: September 19, 2017

APPROVAL REQUIRED: City Commission

FUNDED BY: City

<u>BIDDERS</u>	<u>AMOUNT BID</u>	<u>LOCATION</u>
CT Electrical Services, Inc.	\$121,900.00	Kalamazoo, MI
Moore Electrical Service, Inc.	\$125,500.00	Kalamazoo, MI
Hi-Tech Electric Company	\$132,000.00	Portage, MI
Buist Electric	\$136,800.00	Kalamazoo, MI
Windemuller	*\$143,062.00	Wayland, MI
DVT Electric, Inc.	\$180,000.00	Wyoming, MI

*Bid was rejected. Bid was submitted by email and not complete.

Purchasing procedures have been followed and City Attorney has reviewed as to form.



Melissa Fuller
*Deputy Director of Mgmt Services/
Purchasing Agent*



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: James J. Baker, PE, Public Services Director and City Engineer

PREPARED BY: Stephen A. Skalski, PE, Assistant City Engineer – Water Resources

DATE: 9/28/2017

SUBJECT: Water Booster Station 40 Bid Reference #:955-10-143.0

RECOMMENDATION

It is recommended that the City Commission approve a contract with Maxwell and Associates for the construction of Water Booster Station 40, in the amount of \$776,100.

BACKGROUND

Over the past few years, the south western area of the Super High Pressure District located within Texas Township of the City of Kalamazoo's Water System has experienced periodic low pressure. In an effort to eliminate the water pressure issues, Public Services contracted Prein & Newhof to design a new booster station (Booster Station 40) for the area.

The Booster Station 40 project bids were opened on October 4, 2017, six bids were received with Maxwell and Associates being the low responsive bidder. Maxwell and Associates has performed similar work on other City construction projects in the past, and Public Services recommends approval of the contract.

COMMUNITY RESOURCES CONSULTED

This recommendation did not require advisory board consultation or additional public input. The Water Booster Station 40 plans were taken through the Texas Township site plan approval process and were approved.

FISCAL IMPACT

Funding for the Water Booster Station 40 is available in the 2017 Water capital improvement plan fund.

ALTERNATIVES

There were no identified alternatives for this project.

ATTACHMENTS:

Type Description

▣ Aerial
 Photo Bid Results Summary

BID RESULTS SUMMARY

PROJECT: Booster Station 40 Project

DATE: October 6, 2017

BIDDERS SOLICITED: 114

BIDDERS RESPONDED: 6

MBE/WBE BIDS SOLICITED: 15

MBE/WBE BIDDERS RESPONDED: 0

BID REFERENCE NO: 955-10-143.0

MBE/WBE AWARDED: No

ISSUE DATE: September 6, 2017

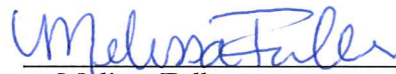
BID OPENING: October 4, 2017

APPROVAL REQUIRED: City Commission

FUNDED BY: City

<u>BIDDERS</u>	<u>AMOUNT BID</u>	<u>LOCATION</u>
Maxwell & Associates, Inc.	\$776,100.00	Galesburg, MI
Triangle Associates, Inc.	\$793,000.00	Grand Rapids, MI
Davis Construction	\$795,260.00	Kentwood, MI
Miller-Davis Company	\$817,100.00	Kalamazoo, MI
L.D. Docsa Associates, Inc.	\$838,000.00	Kalamazoo, MI
Grand River Construction, Inc.	\$911,400.00	Hudsonville, MI

Purchasing procedures have been followed and City Attorney has reviewed as to form.



Melissa Fuller
*Deputy Director of Mgmt Services/
Purchasing Agent*



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: James J. Baker, PE, Public Services Director and City Engineer

PREPARED BY: James Cornell, Wastewater Division Manager

DATE: 9/22/2017

SUBJECT: Wastewater Collections Vehicle Storage Building Bid Ref # 955-10-142.0

RECOMMENDATION

It is recommended that the City Commission approve a contract for the construction of a wastewater vehicle storage building to Owen-Ames-Kimball Co. of Kalamazoo, MI in the amount of \$1,651,600.

BACKGROUND

The Kalamazoo Water Reclamation Plant (KWRP) utilizes combination sewer trucks for cleaning and jetting equipment to do preventative cleaning and for emergencies sewer back up response. The equipment utilizes water for the sewer cleaning and is prone to freezing in the winter months. The building will be a 120' x 150' metal building and will be sufficient to handle all of our current equipment including our heavy sewer construction excavator, loader, and the additional vehicle storage for new equipment being purchased. It will also have a small office area and restrooms to accommodate sewer collections staff.

COMMUNITY RESOURCES CONSULTED

This recommendation did not require advisory board consultation or additional public input. Plans for the building were taken through the City of Kalamazoo's site plan approval process.

FISCAL IMPACT

The \$1,651,600 is already included in the 2017 Wastewater capital improvement budget.

ALTERNATIVES

Continue to store our Combination trucks in our Service garage wash bay, this practice displaces other maintenance vehicles and is not recommended. Heavy equipment currently stored outside in the weather would continue to be stored in this manner without the construction of the facility.

ATTACHMENTS:

	Type	Description
▢	Aerial Photo	Bid Results Summary

BID RESULTS SUMMARY

PROJECT: Wastewater Vehicle Storage Building

DATE: September 26, 2017

BIDDERS SOLICITED: 40

BIDDERS RESPONDED: 7

MBE/WBE BIDS SOLICITED: 9

MBE/WBE BIDDERS RESPONDED: 0

BID REFERENCE NO: 955-10-142.0

MBE/WBE AWARDED: No

ISSUE DATE: August 17, 2017

BID OPENING: September 14, 2017

APPROVAL REQUIRED: City Commission

FUNDED BY: City

<u>BIDDERS</u>	<u>AMOUNT BID</u>	<u>LOCATION</u>
Owens-Ames-Kimball Co.	\$1,651,600.00	Kalamazoo, MI
E & L Construction Group, Inc.	\$1,671,000.00	Flint, MI
Blue Spader	\$1,798,000.00	Farmington Hills, MI
Hackett Construction & Millwright	\$1,847,960.00	Battle Creek, MI
L.D. Docsa Associates, Inc.	\$1,857,000.00	Kalamazoo, MI
Cross Renovation, Inc.	\$2,049,777.00	Livonia, MI
Driesenga & Associates, Inc.	NO BID	Kalamazoo, MI

Purchasing procedures have been followed and City Attorney has reviewed as to form.



Melissa Fuller

*Deputy Director of Mgmt Services/
Purchasing Agent*



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: James J. Baker, PE, Public Services Director and City Engineer

PREPARED BY: Jim Hoekstra, PE, Traffic Operations Division Manager

DATE: 9/27/2017

SUBJECT: 2017 Traffic Signal Maintenance Change Order Bid Reference # 550-96-008.1

RECOMMENDATION

It is recommended that the City Commission approve a Change Order for the 2017 Traffic Signal Maintenance Parts with Carrier & Gable (P-025555) in the amount of \$50,000, and increase the appropriation for Major Streets operating.

BACKGROUND

The original contract was for \$80,000, staff is requesting a change order in the amount of \$50,000 increasing the total contract amount to \$130,000. In 2017, maintenance activities to repair traffic signal infrastructure has exceeded annual averages. This is due to a large number of major accidents involving vehicles colliding with traffic signal infrastructure. This includes accidents such as the one that occurred at Bronson Boulevard and Whites Road in February 2017. In addition to these damages, there are maintenance expenses that occur from year to year.

In the case of vehicle accidents every effort is made to seek restitution or payment for the damage from insurance companies.

COMMUNITY RESOURCES CONSULTED

This recommendation did not require advisory board consultation or additional public input.

FISCAL IMPACT

Under this change order, the City would increase the available purchase order and Major Streets appropriation with our signal parts supplier. A portion of the additional costs may be offset by revenue from the county.

The original contract was for \$80,000, staff is requesting a change order in the amount of \$50,000 increasing the total contract amount to \$130,000.

ALTERNATIVES

The alternative of not approving this change order is not recommended as it is critical to continue to provide maintenance of traffic signal infrastructure for the safety of the public.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: Clyde J. Robinson, City Attorney

PREPARED BY: Laura J. Echtenaw, Legal Secretary

DATE: 10/5/2017

SUBJECT: Metro Act Right-of-Way Permit Authorization

INFORMATIONAL ITEMS

RECOMMENDATION

It is recommended that the City Commission authorize the City Manager to execute a Unilateral Permit for Everstream GLC Holding Company, L.L.C. pursuant to the Metropolitan Extension Telecommunications Right of Way Oversight (METRO) Act, MCL 484.3101 et seq.

BACKGROUND

State law allows telecommunication operations to obtain right-of-way permits from municipalities. The City has received a request from Everstream GLC Holding Company, L.L.C., ("Everstream") which maintains fiber optic wire and associated equipment in the public right of way. Everstream has been advised by Michigan Public Service Commission staff that despite the relatively small amount aerial fiber it has installed in Kalamazoo, it must obtain a METRO act permit from the City. Everstream is seeking a Unilateral Permit under the METRO Act which carries a 5 year non-renewable term. Everstream has provided additional clarifying information to supplement its original request for a permit so that the application is complete and complies with State requirements.

POLICY CONSIDERATIONS

n/a

COMMUNITY RESOURCES CONSULTED

n/a

FISCAL IMPACT

In addition to a State-mandated \$500 permit fee that must be paid to the City Everstream will pay a per-foot

charge to the State based on the length of its installation of fiber optic cable installed in the right of way. That money will go into the METRO Act pool, from which the City of Kalamazoo receives its share.

ALTERNATIVES

The City has 45 days from when it receives a complete request to grant or deny a permit; failure to grant or deny a permit request exposes the City to fines of up to \$40,000 a day. The request from Everstream was dated September 7, 2017 and must be acted upon by October 22, 2017. Neither delay in consideration of the request nor denial of the request is recommended as such action would expose the City to significant administrative monetary sanctions from the Michigan Public Services Commission.

ATTACHMENTS:

Type	Description
□	Agreement Metro Act Roght-of Way Permit Authorization

METRO Act Permit Application Form
Revised February 2, 2015

City of Kalamazoo

**APPLICATION FOR
ACCESS TO AND ONGOING USE OF PUBLIC WAYS BY
TELECOMMUNICATIONS PROVIDERS
UNDER
METROPOLITAN EXTENSION TELECOMMUNICATIONS
RIGHTS-OF-WAY OVERSIGHT ACT
2002 PA 48
MCL SECTIONS 484.3101 TO 484.3120**

BY

**Everstream GLC
Holding
Company LLC**

Unfamiliar with METRO Act?--Assistance: Municipalities unfamiliar with Michigan Metropolitan Extension Telecommunications Rights-of-Way Oversight Act ("METRO Act") permits for telecommunications providers should seek assistance, such as by contacting the Telecommunications Division of the Michigan Public Service Commission at 517-284-8190 or via its web site at http://www.michigan.gov/mpsc/0,4639,7-159-16372_22707---,00.html.

45 Days to Act—Fines for Failure to Act: The METRO Act states that "A municipality shall approve or deny access under this section within 45 days from the date a provider files an application for a permit for access to a public right-of-way." MCL 484.3115(3). The Michigan Public Service Commission can impose fines of up to \$40,000 per day for violations of the METRO Act. It has imposed fines under the Michigan Telecommunications Act where it found providers or municipalities violated the statute.

Where to File: Applicants should file copies as follows [municipalities should adapt as appropriate—unless otherwise specified service should be as follows]:

- Three (3) copies (one of which shall be marked and designated as the master copy) with the Clerk at 241 W. South St. Kalamazoo, MI 49007.
-

**APPLICATION FOR
ACCESS TO AND ONGOING USE OF PUBLIC WAYS BY
TELECOMMUNICATIONS PROVIDERS**

**By
Everstream GLC
Holdings LLC
("APPLICANT")**

This is an application pursuant to Sections 5 and 6 of the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, 2002 PA 48 (the "METRO Act") for access to and ongoing usage of the public right-of-way, including public roadways, highways, streets, alleys, easements, and waterways ("Public Ways") in the Municipality for a telecommunications system. The METRO Act states that "A municipality shall approve or deny access under this section within 45 days from the date a provider files an application for a permit for access to a public right-of-way." MCL 484.3115(3).

This application must be accompanied by a one-time application fee of \$500, unless the applicant is exempt from this requirement under Section 5(3) of the METRO Act, MCL 484.3105(3).

1 GENERAL INFORMATION:

1.1 Date: 9/7/17

1.2 Applicant's legal name: Everstream GLC Holdings LLC
Mailing Address: 300 S. Washington Sq Suite 140 Lansing MI 48933

Telephone Number: 517-742-4020
Fax Number: _____
Corporate website: _____

Name and title of Applicant's local manager (and if different) contact person regarding this application:

Brian Kunter
Mailing Address: 300 S. Washington Sq Suite 140 Lansing MI 48933.

Telephone Number: 616-608-8945
Fax Number: _____
E-mail Address: _____

1.3 Type of Entity: (Check one of the following)

- ☒ Corporation
☐ General Partnership
☐ Limited Partnership
☐ Limited Liability Company
☐ Individual
☐ Other, please describe: _____

1.4 Assumed name for doing business, if any: _____

1.5 Description of Entity:

1.5.1 Jurisdiction of incorporation/formation;

1.5.2 Date of incorporation/formation;

1.5.3 If a subsidiary, name of ultimate parent company;

1.5.4 Chairperson, none. President/CEO, Brett Lindsey. Secretary and Treasurer, Christian Gartner.

1.6 Attach copies of Applicant's most recent annual report (with state ID number) filed with the Michigan Department of Licensing and Regulatory Affairs and certificate of good standing with the State of Michigan. For entities in existence for less than one year and for non-corporate entities, provide equivalent information.

1.7 Is Applicant aware of any present or potential conflicts of interest between Applicant and Municipality? If yes, describe: _____
none

1.8 In the past three (3) years, has Applicant had a permit to install telecommunications facilities in the public right of way revoked by any Michigan municipality?

Circle: Yes x No

If "yes," please describe the circumstances.

1.9 In the past three (3) years, has an adverse finding been made or an adverse final action been taken by any Michigan court or administrative body against Applicant under any law or regulation related to the following:

1.9.1 A felony; or

1.9.2 A revocation or suspension of any authorization (including cable franchises) to provide telecommunications or video programming services?

Circle: Yes x No

If "yes," please attach a full description of the parties and matters involved, including an identification of the court or administrative body and any proceedings (by dates and file numbers, if applicable), and the disposition of such proceedings.

1.10 [If Applicant has been granted and currently holds a license to provide basic local exchange service, no financial information needs to be supplied.] If publicly held, provide Applicant's most recent financial statements. If financial statements of a parent company of Applicant (or other affiliate of Applicant) are provided in lieu of those of Applicant, please explain.

1.10.1 If privately held, and if Municipality requests the information within 10 days of the date of this Application, the Applicant and the Municipality should make arrangements for the Municipality to review the financial statements.

If no financial statements are provided, please explain and provide particulars.

2 DESCRIPTION OF PROJECT:

2.1 Provide a copy of authorizations, if applicable, Applicant holds to provide telecommunications services in Municipality. If no authorizations are applicable, please explain.

2.2 Describe in plain English how Municipality should describe to the public the telecommunications services to be provided by Applicant and the telecommunications facilities to be installed by Applicant in the Public Ways.

Proposed placement of fiber optic cable will begin at the intersection of S. Drake Rd and W KL Ave heading East on the South side of W KL Ave within the right of way by method of directional boring to end customer.

2.3 Attach route maps showing the location (including whether overhead or underground) of Applicant's existing and proposed facilities in the public right-of-way. To the extent known, please identify the side of the street on which the facilities will be located. (If construction approval is sought at this time, provide engineering drawings, if available, showing location and depth, if applicable, of facilities to be installed in the public right-of-way).

2.4 Please provide an anticipated or actual construction schedule.

Proposed start date: October 23rd 2017

Proposed end date: October 27th 2017

2.5 Please list all organizations and entities which will have any ownership interest in the facilities proposed to be installed in the Public Ways.

2.6 Who will be responsible for maintaining the facilities Applicant places in the Public Ways and how are they to be promptly contacted? If Applicant's facilities are to be installed on or in existing facilities in the Public Ways of existing public utilities or incumbent

telecommunications providers, describe the facilities to be used, and provide verification of their consent to such usage by Applicant.

Everstream GLC Holdings LLC.

3 TELECOMMUNICATION PROVIDER ADMINISTRATIVE MATTERS:

Please provide the following or attach an appropriate exhibit.

- 3.1 Address of Applicant's nearest local office;
300 S. Washington Sq Suite 141 Lansing MI 48933
- 3.2 Location of all records and engineering drawings, if not at local office;
All drawings are kept at local office.
- 3.3 Names, titles, addresses, e-mail addresses and telephone numbers of contact person(s) for Applicant's engineer or engineers and their responsibilities for the telecommunications system;
Joe Park. Senior OSP Engineer. jpark@everstream.net 269-217-9855
Brian Kunter. OSP Manager bkunter@everstream.net 616-608-8945
- 3.4 Provide evidence of self-insurance or a certificate of insurance showing Applicant's insurance coverage, carrier and limits of liability for the following:
 - 3.4.1 Worker's compensation;
 - 3.4.2 Commercial general liability, including at least:
 - 3.4.2.1 Combined overall limits;
 - 3.4.2.2 Combined single limit for each occurrence of bodily injury;
 - 3.4.2.3 Personal injury;
 - 3.4.2.4 Property damage;
 - 3.4.2.5 Blanket contractual liability for written contracts, products, and completed operations;
 - 3.4.2.6 Independent contractor liability;
 - 3.4.2.7 For any non-aerial installations, coverage for property damage from perils of explosives, collapse, or damage to underground utilities (known as XCU coverage);
 - 3.4.2.8 Environmental contamination;

3.4.3 Automobile liability covering all owned, hired, and non-owned vehicles used by Applicant, its employee, or agents.

3.5 Names of all anticipated contractors and subcontractors involved in the construction, maintenance and operation of Applicant's facilities in the Public Ways.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: James J. Baker, PE, Public Services Director and City Engineer

PREPARED BY: Jim Hoekstra, PE, Traffic Engineer

DATE: 10/7/2017

SUBJECT: Cost Sharing Agreement with the Road Commission of Kalamazoo County for the KL Avenue and Drake Road Traffic Signal Upgrade Project

RECOMMENDATION

It is recommended that the City Commission approve a cost sharing agreement with the Road Commission of Kalamazoo County and authorize the City Manager to sign all related documents.

BACKGROUND

In 2014, the City of Kalamazoo, in cooperation with the Road Commission of Kalamazoo County (RCKC), identified an improvement project for seven traffic signals along Howard Street from Oakland Drive to Valley Road and along West Michigan Avenue from Howard Street to 11th Street. As part of this project, the traffic signal at KL Avenue and Drake Road was planned to be reconstructed. Public Services applied for and received \$927,000 in federal Congestion Mitigation and Air Quality (CMAQ) funding through our local Metropolitan Planning Organization, Kalamazoo Area Transportation Study (KATS). This grant is expected to cover 80% of the as-bid construction cost with the local agencies being responsible for engineering and the remaining 20% of the as-bid construction cost.

This project is a collaborative effort between agencies to improve infrastructure by seeking federal grant funding. Since the majority of the project is under the jurisdiction of the City of Kalamazoo, it has been decided that the City shall be the Agency responsible for design and construction of the project. The intersection of KL Avenue and Drake Road, however, is under jurisdiction of the Road Commission of Kalamazoo County. The agreement establishes the roles of both agencies related to the project and allows the City to invoice the RCKC for work performed on the project as it relates to infrastructure under their jurisdiction.

Design work on the project is underway and construction is anticipated to begin in 2018.

COMMUNITY RESOURCES CONSULTED

Public meetings will be scheduled for this project in 2018.

FISCAL IMPACT

Under this contract, the City will invoice the RCKC for design and construction engineering services performed by Hubbell, Roth, and Clark, Inc. our consultant on this project. Additionally, half of the construction costs not covered by federal funding would be billed to RCKC.

In addition to the \$7,300 for City of Kalamazoo's share of the design engineering costs it is anticipated that \$7,300 will be needed for the RCKC's design engineering for a total of \$14,600. The RCKC and the City of Kalamazoo agreement would allow the City of Kalamazoo to pay the upfront cost and the RCKC will be required to repay the City.

These costs will be allocated as follows:

Funding:	
City CIP Funding	\$ 7,300
RCKC Funding	\$ 7,300
Total Design Engineering Cost	\$ 14,600

ALTERNATIVES

The City may choose to not accept this agreement but that option is not recommended as the intersection needs improvement and the RCKC has General funds to pay for the improvements.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: Scott A. Borling, City Clerk

DATE: 10/9/2017

SUBJECT: Approval of Minutes

RECOMMENDATION

It is recommended that the City Commission approve the minutes from its meeting on October 2, 2017.

ATTACHMENTS:

Type	Description
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	Minutes October 2, 2017 Business Meeting
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Roll Call

A regular meeting of the Kalamazoo City Commission was held on Monday, October 2, 2017 at 7:00 p.m. in the City Commission Chambers at City Hall.

COMMISSIONERS PRESENT:

Mayor Bobby J. Hopewell
Vice Mayor Don Cooney
David Anderson
Erin Knott
Matt Milcarek
Shannon Sykes
Jack Urban

COMMISSIONERS ABSENT:

None

Also present were City Manager Jim Ritsema, City Attorney Clyde Robinson, and City Clerk Scott Borling.

Invocation

The invocation, given by Pastor Jimmy McKee, New Day Community Church, was followed by the Pledge of Allegiance.

Oath of Office Ceremony

Mayor Hopewell offered remarks to the following new Public Safety Officers (PSO's), after which the City Clerk administered the Oath of Office:

Ellen Arnold
Nicole Corstange
Joe Dusenbery
Sean Gilmour
Andrew Groenveld
Matthew Harris
Alan Klein
Gustavo Iram Pop Monroy
Scott Tenney
Jeffrey Townsend
Shelby Walterhouse

Public Safety Chief Jeff Hadley provided biographical information on the PSO's, who were pinned with their badges by family and friends. Chief Hadley offered welcoming and encouraging remarks to the new officers.

Communications

City Manager Ritsema introduced Nick Christy, the new Human Resources Director.

Adoption of the Agenda

By unanimous consent the City Commission adopted its meeting agenda as presented.

Public Hearing re: a Tax Abatement for Newell Rubbermaid

At 7:29 p.m. Mayor Hopewell opened a public hearing to receive comments on a resolution approving an application from Newell Rubbermaid, Inc. for a PA 198 Industrial Facilities Tax Exemption Certificate for 12 years for real property valued at \$6.68 million in existing Industrial Development District No. 128 located at 3300 Research Way.

Wyatt Klein, non-resident and a representative of Newell Rubbermaid, spoke in favor of the tax exemption certificate.

Joe Agostinelli, non-resident and a representative of Southwest Michigan First (SWMF), expressed support for the resolution.

Robert Miller, City resident and Associate Vice President for Western Michigan University (WMU), expressed support for the resolution.

At 7:36 p.m. Mayor Hopewell closed the public hearing.

Commissioner Knott, seconded by Commissioner Anderson, moved to adopt a **RESOLUTION** approving an application from Newell Rubbermaid, Inc. for a PA 198 Industrial Facilities Tax Exemption Certificate for 12 years for real property valued at \$6.68 million in existing Industrial Development District No. 128 located at 3300 Research Way, with an abatement of approximately \$20,040 in city property taxes beginning the year after construction is complete.

Prior to a vote on the motion, Commissioner Anderson thanked Mr. Agostinelli and Mr. Miller for speaking and representing the community partners. Commissioner Anderson noted there were positive, social benefits to the community when the City supported businesses and encouraged job creation.

Mayor Hopewell remarked it was great to have Newell in the community, and he acknowledged the City needed to do better with housing for urban professionals.

With a roll call vote this motion passed unanimously.

AYES: Commissioners Anderson, Knott, Milcarek, Sykes, Urban, Vice Mayor Cooney, Mayor Hopewell

NAYS: None

At 7:39 p.m. Mayor Hopewell opened a public hearing to receive comments on a resolution approving the application from Zoetis, LLC for a PA 198 Industrial Facilities Tax Exemption Certificate for 12 years for real property valued at \$20,189,000 in existing Industrial Development District No. 39 and Plant Rehabilitation District No. 32 located at 2605 East Kilgore Road.

Keith Lewandowski, non-resident and project manager for the Zoetis project, expressed support for the proposed resolution.

Jill Bland, non-resident and a representative of SWMF, spoke in favor of the proposed resolution.

Chris Wahmhoff, City resident, expressed opposition to the proposed resolution.

Mark Callahan, non-resident and a representative from Zoetis, expressed support for the proposed resolution.

At 7:46 p.m. Mayor Hopewell closed the public hearing.

Public Hearing re: a
Tax Abatement for
Newell Rubbermaid
(cont'd)

Resolution 17-55
Approving a Tax
Abatement for Newell
Rubbermaid

Public Hearing re: a
Tax Abatement for
Zoetis, LLC

Resolution 17-56
Approving a Tax
Abatement for Zoetis,
LLC

Vice Mayor Cooney, seconded by Commissioner Urban, moved to adopt a **RESOLUTION** approving the application from Zoetis, LLC for a PA 198 Industrial Facilities Tax Exemption Certificate for 12 years for real property valued at \$20,189,000 in existing Industrial Development District No. 39 and Plant Rehabilitation District No. 32 located at 2605 East Kilgore Road.

Prior to a vote on the motion, Commissioner Anderson thanked SWMF and Zoetis for investing in the community.

With a roll call vote this motion passed unanimously.

AYES: Commissioners Anderson, Knott, Milcarek, Sykes, Urban,
Vice Mayor Cooney, Mayor Hopewell

NAYS: None

Consent Agenda

Consent Agenda items were presented as follows with a recommendation to approve the items with authorization for the City Manager to sign on behalf of the city:

- approval of the purchase of two fire apparatus from Spartan ERV in the amount of \$1,013,503.

Resolution 17-57

- adoption of a **RESOLUTION** approving a revision to the City of Kalamazoo's Brownfield Plan, implemented and recommended for approval by the City of Kalamazoo Brownfield Redevelopment Authority.

Resolution 17-58

- adoption of a **RESOLUTION** to dissolve the City of Kalamazoo Local Development Finance Authority and to distribute the remaining assets.

- approval of a Michigan Economic Development Corporation SmartZone "Non-TIF" Agreement.

- approval of a buy/sell agreement with Kalvan Realty/James A. Cash regarding the purchase of 628 Lake Street and authorization for the City Manager or his designee to sign all related documents to complete the closing of this purchase.

- approve of the minutes from the City Commission meetings on August 28, September 18, and September 25, 2017.

Commissioner Knott, seconded by Vice Mayor Cooney, moved to approve the consent agenda requests and authorize the City Manager to sign all documents on behalf of the City.

With a roll call vote this motion passed unanimously.

AYES: Commissioners Anderson, Knott, Milcarek, Sykes, Urban,
Vice Mayor Cooney, Mayor Hopewell

NAYS: None

Regular Agenda items were considered next.

An opportunity was given for citizens to comment on the City of Kalamazoo's Marketing Strategy and Public Participation Plan as the final two pieces of the City's Redevelopment Ready Communities application, but no comments were offered.

Commissioner Urban, seconded by Commissioner Milcarek, moved to endorse the City of Kalamazoo Marketing Strategy and Public Participation Plan as the final two pieces of the City's Redevelopment Ready Communities application.

With a roll call vote this motion passed unanimously.

AYES: Commissioners Anderson, Knott, Milcarek, Sykes, Urban,
Vice Mayor Cooney, Mayor Hopewell

NAYS: None

When an opportunity was given for general citizen comments, the following people addressed the City Commission:

Nehemiah Scudder, City resident, expressed support for a 10% flat income tax.

Frank Warren, City resident, spoke about the Honor Flight and the need to find housing for homeless veterans.

John Bradshaw, City resident, provided a report on the 2017 successes of the City's golf courses.

Eugene Strong, non-resident, expressed opposition to the observance of Columbus Day and the destruction of a Native American burial mound in Kalamazoo.

Zach Lassiter, City resident, noted the Grand Rapids City Council had stopped the practice of having secret meetings, and he urged the City Commission to do the same.

Mattie Jordan-Woods, City resident, invited people to attend a "meet the candidates" event on October 5th at the Northside Association for Community Development and the grand opening of the Northside Pocket Park on October 6th.

Linda Cypret-Kilbourne, non-resident, expressed opposition to the observance of Columbus Day and asked that the City Commission declare it "Indigenous Day."

Reverend William Stein, City resident, invited people to have free meals at God's Kitchen. Reverend Stein asked for donations to fund a mobile soup kitchen.

Chris Wahmhoff, City resident, expressed opposition to the observance of Columbus Day.

Regular Agenda

Endorsement of a
Marketing Strategy and
Public Participation Plan
for Redevelopment
Ready Community
Certification

Citizen Comments

Citizen Comments
(cont'd)

Ed Tarkowski, City resident, spoke about the City's fees for rental property inspections and expressed opposition to rent regulations. Mr. Tarkowski stated his rents were below market rates, but it was difficult to find tenants who took care of their homes.

City Commissioner
Comments

Next, an opportunity was given for miscellaneous comments and concerns of City Commissioners.

Commissioner Milcarek stated Christopher Columbus was bad and asked that the City give "Columbus Day" a local designation after-the-fact. Commissioner Milcarek remarked on the bad reputation of the City's rental registration program and indicated he could share many anecdotes that would back up Mr. Tarkowski's comments.

Commissioner Urban expressed support for giving Columbus Day a local designation that would celebrate something positive, such as the heritage of indigenous people. Commissioner Urban suggested the Commission discuss this idea in the coming months and possibly form a task force to transform Columbus Day into a day that has significance and meaning.

Commissioner Sykes also expressed support for renaming Columbus Day in Kalamazoo, and she asked to see this on a City Commission agenda within the next month or month and a half. Commissioner Sykes suggested the City plan something special to mark and celebrate the renamed holiday in 2018. Commissioner Sykes noted there were people in the Edison Neighborhood who cared for their homes. Commissioner Sykes expressed condolences and support for the victims of the Las Vegas shootings on October 1st.

Vice Mayor Cooney expressed support for renaming Columbus Day "Indigenous Peoples Day." Vice Mayor Cooney expressed condolences for the victims of the Las Vegas shootings on October 1st and urged state and federal officials to enact sensible gun control measures.

Mayor Hopewell acknowledged that a majority of Commissioners had requested the City look into creating a local designation for Columbus Day, and he recommended the day be used to celebrate those things the City loved and cared about, like the indigenous people of the area. Mayor Hopewell suggested there be a conversation on how to move forward with this. Mayor Hopewell stated he was speechless in the aftermath of the shootings in Las Vegas. Mayor Hopewell thanked Public Safety Officers and officers from surrounding jurisdictions for their service on September 30th when there were two fires in the City at the same time.

Closed Session

Commissioner Milcarek, seconded by Commissioner Sykes, moved that the City Commission go into closed session to discuss pending litigation.

Prior to a vote on the motion, Mayor Hopewell indicated the Commission would be returning to open session following the closed session.

With a roll call vote this motion passed unanimously.

AYES: Commissioners Anderson, Knott, Milcarek, Sykes, Urban,
Vice Mayor Cooney, Mayor Hopewell

Closed Session
(cont'd)

NAYS: None

The City Commission went into closed session at 8:32 p.m.
The City Commission returned to open session at 8:42 p.m.

Commissioner Knott, seconded by Commissioner Sykes, moved to authorize the City Attorney to enter a settlement agreement to resolve the claim by Kelly James v The City of Kalamazoo, et al. in the amount of \$42,000.

Lawsuit Settlement:
Kelly James v City
of Kalamazoo et al.

An opportunity was given for citizens to comment on this item, but no comments were offered.

With a roll call vote this motion passed unanimously.

AYES: Commissioners Anderson, Knott, Milcarek, Sykes, Urban,
Vice Mayor Cooney, Mayor Hopewell

NAYS: None

The meeting adjourned at 8:43 p.m.

Adjournment

Respectfully submitted,

Scott A. Borling
City Clerk

For City Commission approval on October 16, 2017

Approved by: _____
Bobby J. Hopewell, Mayor
Dated: October 16, 2017



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: Christina Anderson, City Planner

PREPARED BY: Rob Bauckham, Senior Development Planner

DATE: 10/6/2017

SUBJECT: Approval of the 2025 Master Plan

RECOMMENDATION

It is recommended that the City Commission approve the 2025 Master Plan.

BACKGROUND

The 2025 Master Plan is a product of the Imagine Kalamazoo 2025 engagement process. For 16 months, the Kalamazoo community gave input on their vision for Kalamazoo. Engagement activities included: surveys, pop-up meetings, city-wide meetings, neighborhood meetings, and open houses.

The Strategic Vision, approved in July, was also rooted in Imagine Kalamazoo 2025 input and the 2025 Master Plan is a primary tool for the City to implement the goals of the Strategic Vision.

The draft of the 2025 Master Plan was subject to both a 63-day review period by adjacent governmental agencies and a public comment period of more than six weeks. During these windows, staff also met with organizations and neighborhoods to discuss the draft document. The document was available for review online and in hard copies located throughout public buildings and coffee shops in the City.

The 2025 Master Plan document is available to view at <https://www.imaginekalamazoo.com/stories/2017/9/30/master-plan-is-now-available/>.

The plan is comprised of 5 sections.

1. Introduction. The introduction illustrates how the 2025 Master Plan is a product of Imagine Kalamazoo 2025 and how it serves as an implementation tool for the Strategic Vision.

2. Connected City. Connected City is closely tied to the Strategic Vision Goal of the same name. This section provides a framework to connect neighborhoods and create inviting public places. The heart of the framework is the Land Development Map which details appropriate future land uses **and** future street designations. Future Land Use designations are not Zoning Districts; they are plan designations that provide guidance on appropriate land uses if a parcel were to be redeveloped in the future. In many cases, the Future Land Use designations reflect

the status quo. The 2025 Master Plan links land use and transportation planning as they influence each other greatly in the Vision for our City, and are not viewed as separate activities. Connected City includes all modes of transportation in its goals and actions.

3. Downtown Life. Downtown Life is the Downtown Plan for Kalamazoo. It incorporates the 2009 Downtown Plan recommendations and builds upon the information from retail, housing market studies, and the Urban Growth Initiative data. The Downtown Plan includes goals relating to both land use and transportation, as well as building partnerships with anchor institutions, expanding arts and activities, and updating marketing and wayfinding tools.

4. Great Neighborhoods. The goal of Great Neighborhoods is to raise all of Kalamazoo's neighborhoods up and to help residents realize the vision they have for their community. Two key components to achieving this goal are the recommendation for Neighborhood Plans and the focus on achieving Complete Neighborhoods. Neighborhood Plans allow for a more focused implementation of the Master Plan and Strategic Vision based on the needs and context of each neighborhood. They also provide neighborhoods an opportunity to create and implement the vision and goals unique to their geography. Complete Neighborhoods arose from Imagine Kalamazoo input, specifically that there were elements missing from many neighborhoods-access to daily (shopping) needs, access to parks, transportation options, complete sidewalk network, and fresh food. The definition of Complete Neighborhoods in Kalamazoo is a compilation of these desires and provides criteria for the City and neighborhoods to work toward.

5. Imagine Kalamazoo at Work. IK@ Work is the work plan for implementation of the 2025 Master Plan. It contains a table for action items that has been completed based on review comments and conversations with City Departments and area partners. The goals and actions are organized by the Strategic Vision Goal they work to achieve.

POLICY CONSIDERATIONS

As identified in the Michigan Planning Enabling Act, the City is required to have a Master Plan in place that includes a future land use plan, transportation, parks and housing planning, and other goals for the overall enhancement of the community. The Master Plan should be reviewed every five years and updated at least every ten. The last Master Plan update was completed in 2010.

COMMUNITY RESOURCES CONSULTED

The Planning Division engaged residents, businesses, and area institutions over a 16-month period to determine the desired future vision for the community, the results of which formed the basis of the Master Plan document. Over 4,000 individuals participated in the process. Staff and volunteers listened to the comments from the community, crafted the draft goals and structure of the Master Plan, and made revisions to reflect the input received. During the comment periods, staff discussed the draft with organizations and neighborhoods throughout the City.

It was through these meetings that staff worked with concerned residents in Winchell and Milwood. Winchell residents were primarily concerned with the natural landscape buffer along the northern boundary between the residences and the properties on Stadium Drive. In response to these concerns, staff added a natural features protection designation in the future land use plan that notes areas in need of long term management, preservation, and/or protection.

In Milwood, residents were concerned with land use designations for properties on Cork, Miller, and Portage. The concerns focused on the use of the Neighborhood Edge land use category. Neighborhood Edge allows for a mix of zoning districts that respond to neighborhood context, including single family to medium density residential, small footprint retail, offices, restaurants, and non-auto service-oriented development. The land uses currently contain small-scale neighborhood development, single-family housing, and medium density residential along Portage and Cork Streets. In response to these concerns, the use of Neighborhood Edge in areas of concern on Miller and Cork was removed.

The land use designation is not zoning and the current zoning along Portage and Cork Street still exist. The current zoning is Community Commercial, Neighborhood Commercial, and RM-15.

A public hearing was held by the Planning Commission on October 5 on the proposed Master Plan. Twenty-one citizens spoke during the hearing. Most of the comments were in support of the Plan and the outreach efforts that were conducted. The comments included support for the Downtown Plan, non motorized plan updates, natural features protection, complete neighborhoods, and walkable neighborhood commercial. The City was repeatedly commended for its extensive and inclusive engagement process.

The Planning Commission voted unanimously to approve the 2025 Master Plan. The City Commission is not required to hold a public hearing for the adoption of the Master Plan.

FISCAL IMPACT

Both staff time and additional budget will be required to realize all the goals of the 2025 Master Plan. In the Imagine Kalamazoo at Work section of the Plan, costs and timelines have been estimated, as well as lead City Department. Supporting partners, including both City Departments and outside organizations, are also listed.

ALTERNATIVES

It is recommended that the City Commission approve the 2025 Master Plan. Having an updated Master Plan is required under the State Planning Enabling Act. Significant public input has been received in creating the Plan, and it reflects the overall needs and desires of the community.

In reviewing the 2025 Master Plan, it is important to note that the City Commission does not have the authority to amend the document. The options before the Commission are to approve or reject it. If the Commission rejects the document, it must do so with a statement of objections. The rejected plan and statement of objections is returned to the Planning Commission for their reconsideration, as the State authorized body for amending master plans.

ATTACHMENTS:

Type	Description
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□	Minutes October 5, 2017 Planning Commission Meeting
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City of Kalamazoo
PLANNING COMMISSION
Minutes
October 5, 2017
DRAFT

Second Floor, City Hall
Commission Chambers
241 W. South Street, Kalamazoo, MI 49007

Members Present: Rachel Hughes-Nilsson, Chair; Charley Coss, Vice Chair; Gregory Milliken; James Pitts; Sakhi Vyas; Derek Wissner; Alfonso Espinsosa; Emily Greenman Wright

Members Excused: None

City Staff: Christina Anderson, City Planner; Robert Bauckham, Senior Development Planner; Rebekah Kik, Director of Community Planning and Development, Clyde Robinson, City Attorney; Amanda Coeur, Recording Secretary, and Beth Cheeseman, Code Administration Clerk and Cashier

Guests: Jack Urban, City Commission Liaison

A. CALL TO ORDER

Commissioner Hughes-Nilsson called the meeting to order at 7:01 p.m.

B. ROLL CALL

Planner Anderson proceeded with roll call and determined that the aforementioned members were present.

C. ADOPTION OF FORMAL AGENDA

Planner Anderson stated that there was one change to the agenda. The item under Unfinished Business, P.C.#2017.10, has been withdrawn.

Commissioner Pitts, supported by Commissioner Vyas, moved approval of the changed October 5, 2017 Planning Commission agenda. With a voice vote, the motion carried unanimously.

D. APPROVAL OF MINUTES

Commissioner Greenman-Wright, supported by Commissioner Milliken moved approval of the September 7, 2017 Planning Commission minutes as presented. With a voice vote, the motion carried unanimously.

E. COMMUNICATIONS AND ANNOUNCEMENTS

None

F. PUBLIC HEARINGS

**P.C. #2015.03: Request to approve the 2025 Master Plan for the City of Kalamazoo.
[Recommendation: motion to approve the resolution to adopt the 2025 Master Plan.]**

Planner Anderson gave the staff report outlining the proposed Master Plan and the changes that have been made since the first draft was presented. Changes include a step by step guide to the creation of neighborhood plans, supportive illustrations and information in Connected City, and a stronger discussion on a Housing Strategy. Changes to the Future Land Use Map include: the addition of a Natural Features Protection designation on parcels with unique environmental features, such as those along Stadium Drive near Howard, and changing from Neighborhood Edge to single family residential along Miller Road and to both single and multiple family residential Cork Street. The powerpoint presentation was collected and put in the record for future use.

The public hearing was opened by Commissioner Hughes-Nilsson.

Several citizens stepped forward applauding the community engagement process and the many elements of the 2025 Master Plan. Also, some citizens had concerns regarding the Neighborhood Edge designation in the Master Plan in reference to the Milwood and Winchell neighborhoods.

Mr. Gary Hedricks, Winchell, stated that there are noise issues in the neighborhood. If commercial and student housing is allowed in the neighborhood, he fears that quality of life would decline.

Ms. Christine Wilkins, Homecrest, was concerned with the Neighborhood Edge designation on Portage Street in Milwood. She was concerned it would allow businesses into residential areas.

Ms. Wilkins and Ms. Jolene Jackson, Milwood, have concerns regarding the safety of students walking to Milwood Elementary.

Mr. George Magas, Milwood, also spoke up about making the City safe for walkers.

Mr. John Hillard, Vice President, Milwood Neighborhood Watch, requested that the Neighborhood Edge designation be eliminated. He thanked Planner Anderson for making changes to Miller Road and Cork Streets in Milwood. He fears the designation will decrease property values, safety and quality of life.

Mr. Richard Wheeler, Winchell, expressed concerns about the possibility of more businesses coming into the the Winchell neighborhood. He enjoys the deer and other animals that are currently in the neighborhood and he doesn't want that to be destroyed by introducing more businesses.

Mr. Wheeler and Mr. Ken Horton, Milwood, questioned the need for any additional parks in the City of Kalamazoo. They would like to see energy and money invested to refurbish Milham park and other existing parks. They both expressed concerns regarding the blighted homes and businesses in Kalamazoo.

Ms. Riley Nelson, Winchell and Mr. Adam Reynolds, Winchell, all expressed a desire to maintain the woodlands and green spaces already in existence.

Ms. Julie, Milwood, noted there are empty commercial spaces that could be used instead of creating new spaces.

Mr. Pat Hurley, Milwood, commented on trains passing within the city. He brought forward the possibility of the City creating a ring road going around the Downtown. He would like to see the development of drone depots for package delivery and storage until pick up.

Ms. Takisha Johnson, Northside, stated that she has not seen much consideration of youth in the Master Plan. She urged the Planning Commissioners to consider the youth as well when they approve availability of alcohol in our community.

Mr. Paul Scott and Ms. Lori Holmes both from the Asylum Lake Preservation Association talked about the Vermuelen Property at Drake and Stadium. They would like to see the Asylum Lake preserve remain the same. They were both concerned about how development of the Vermuelen property would impact the preserve environmentally. There are also aesthetic concerns, and they feel the area's Historic significance must be taken into account. They feel that the Natural Features Protection designation is crucial to protecting that area. They cited that the resulting buffer between the preserve and the property as important. Mr. Scott thanked those involved in creating the Natural Features designation and Ms. Lori Holmes read a paragraph from the ALPA Newsletter about the area's unique qualities.

Ms. Rachel Bair, West Main Hill, and Ms. Melody Daacon, Stuart, commended the city and planning department for being inclusive in the process of creating the Master Plan. They were both pleased to see a focus on improving bicycling within the City in the Master Plan. Ms. Daacon stated that everyone from 8-80 years old should be comfortable walking and bicycling in the City. She encouraged the Planning Commission to continue in the process – painting lines on the road are a good start, but not enough. She invited the members on the Planning Commission to walk and ride bicycles in all neighborhoods.

Mr. Bob Miller, Western Michigan University, and Ms. Elyse Tuennerman, Senior at Kalamazoo College, thanked Planner Anderson for including faculty, staff and students of both campuses in the creation of this plan.

Mr. Mark Fricke, Westwood and former Steering Committee chair for the Master Plan and former Chair of Planning Commission, thanked the citizens of Kalamazoo for participating in the process. He was pleased to note that they let their voices be heard. He said the Master Plan is a rule book that will guide the city and this was our opportunity to write the rule book. He referenced the unfinished fleur de lis in the chamber's mural, which signifies none of the work in this building is finished. Even when the plan is approved, the work is not done yet.

Mr. Mark Hoffman, Winchell, also thanked Planning staff for their extensive campaign. He stated that guidance and participation levels were remarkable. He acknowledged the land use map continued to change with resident input. He was pleased that a Natural Features Protection designation was applied to

the map. Though noted that it was minimal buffering from commercial businesses on the south side of 2nd Reformed Church and the Congregation of Moses site. He offered the compromise of having offices instead of commercial businesses in this area.

Mr. Andrew Haan, President at Downtown Kalamazoo Inc. (DKI) and Arcadia, thanked the staff for their hard work. He said that at DKI, they are ecstatic with how the Plan and the Downtown Plan has turned out. Speaking as a citizen and resident of Arcadia, his family moved to the Arcadia area because of the close proximity to a robust mix of businesses. He noted the importance of mixed use, walkable development and its value, encouraging another look at what Neighborhood Edge offers. He thinks it is a great plan.

Commissioner Hughes-Nilsson closed the public hearing.

Planner Anderson responded to the concerns posed by the citizens.

She stated that many of the concerns regarding Neighborhood Edge in Milwood had been handled with the land use map changes previously noted and that neighborhoods could refine the vision for development through neighborhood plans.

As far as youth, Planner Anderson affirmed that there is a goal in the Imagine Kalamazoo at Work section that addresses youth development and noted the many goals related to improving walkability, bicycle access, and transit access, which positively impact youth, among other populations.

Planner Anderson clarified that the Natural Features Protection designation is on the map to the best of their abilities without an actual survey. It is meant to put up a flag that there are sensitive features on a property. The exact definition will have to be studied on a parcel by parcel basis, as will the management tool.

Commissioner Coss, supported by Commissioner Vyas, moved to approve the 2025 Master Plan for the City of Kalamazoo.

Commissioner Wissner requested more information regarding Neighborhood Edge designation – what it is, why it was chosen, and what alternatives are available. Planner Anderson stated that many areas have more than one land use. The Neighborhood Edge designation acknowledges that fact and allows for a mix of land uses. The uses can range from low to medium density residential, including single family, or neighborhood-scale commercial. Neighborhood edge looks at the scale of the buildings and of the uses. It is found along busy, key corridors adjacent to residential neighborhoods. In many cases, particularly in Milwood, it is used to encourage the status quo pattern of development. On Portage Street there is a mix of single family, multiple family, and businesses. It is not meant to be a pure commercial designation, like the commercial designation in the future land use plan. In many cases it represents a less intense development than what is there now. Also, the future land use plan is not zoning. It is a plan for what could be appropriate on parcels in the future. It does not change the zoning district and regulations that are there today. Changing zoning requires a process with public notice and a hearing with the Planning Commission and City Commission.

Commissioner Coss asked if a commercial development requires a special use permit, would they continue to need that in a Neighborhood Edge Designation area. Planner Anderson clarified that the land use map is not a zoning ordinance. If a property needs a special use permit now, it would continue to do so in the future.

Commissioner Milliken confirmed that the Neighborhood Edge sets forth a vision, and he believes it is intentionally vague. Neighborhood Edge is a means to meet strategic goals and the neighborhood plan will be the place to guide the zoning of these areas.

Commissioner Hughes-Nilsson asked if the neighborhoods can change a future land use designation through the neighborhood plan? Planner Anderson stated that neighborhood plans will go before Planning Commission and be viewed as an amendment to the Master Plan, which could alter the future land use map.

Commissioner Espinsosa commented that Neighborhood Edge could improve and protect the area from other uses. Planner Anderson stated what scale of commercial business would be allowed in Neighborhood Edge designations areas. She also stated that this would be a way for Economic Development to pair businesses with appropriate areas – businesses that neighborhoods would like nearby. Commissioner Espinsosa also brought up the issue of increased traffic – more people in area. Planner Anderson indicated that there would be a need to look at transportation in that area so that traffic is calmed.

Commissioner Wissner stated that since the land use map is not zoning, but guides zoning, what would change regarding land use and zoning specifically for Stadium Drive and Portage Street areas. Planner Anderson stated that to change zoning maps, they would seek to engage with the communities for feedback. Neighborhood Edge areas are not necessarily a commercial zoning area. In many cases along Portage they have looked at restricting areas that are strictly commercial. Neighborhood Edge is much more narrow in usage than commercial. In many areas this is actually a step back from that.

Commissioner Coss thanked City staff for pulling together a framework that engages the citizens. He stated he was glad they reached out to Western Michigan University and Kalamazoo College.

Commissioner Espinsosa commented that in the Master Plan there was a whole section committed to downtown life and just one section committed to 22 neighborhoods. Planner Anderson clarified that the Neighborhood plans would be included in the Master Plan as amendments when they are completed essentially creating 22 neighborhood sections. To create the neighborhood plans, each neighborhood will need to go through the outlined steps including: 1) A neighborhood organization with a comprehensive communication method throughout the neighborhood. 2) A Coalition – a wider group that represents all stakeholders. Businesses, churches, organizations that work in neighborhood. 3) They will need to meet with neighborhood activator. The neighborhood plans will help implement the master plan.

Commissioner Espinsosa noted that not every neighborhood has organizations or coalitions. He also questioned if there was a timeline in place for completion. Planner Anderson stated that they realized each neighborhood will be starting at different points and they will work with them all to get to the end point.

Commission Hughes-Nilsson questioned if the Vermuelen property was in a neighborhood? Planner Anderson stated that it is not in a neighborhood, but is adjacent to neighborhoods. The City will work with the property owners, and the natural features overlay may need to shift when each parcel is studied.

Commissioner Espinsosa asked about form based zoning. Planner Anderson stated that it is a zoning tool that emphasizes form first instead of use. It doesn't ignore uses but involves other parameters such as if the entrance is on the front property line and if the building is closer to the sidewalk.

Commissioner Pitts asked if there were any development inquiries now regarding Vermuleun. Planner Anderson replied that the rationale for the commercial designation on that property was because of the location.

Commissioner Espinsosa questioned how a plan working for the benefit of everyone is being tied to priority based budgeting and the newly created Foundation For Excellence. Planner Anderson explained that priority based budgeting allows the City to set it's budget priorities based on goals from the strategic vision and Imagine Kalamazoo. When the Foundation is looking to fund aspirational projects, it will look to the Master Plan for guidance.

Commissioner Espinsosa stated that he believes the Master Plan is a great document. He stated that it still bothers him that the Neighborhood Plans do not have a timeline because they are very important. He believes there is a lot of work in future, but we are on the right path.

Commissioner Greenman-Wright stated that she has been looking forward to this document and she agreed with Mr. Fricke's comments that this is a guidebook for the City. She believes it will change the way city staff works. There are a lot of details to work out, but she is trusting that it will all come into view. She stated that the Neighborhood Edge designation will be a useful tool that she hopes will be embraced, and noted that it is not changing anything that already exists.

Commissioner Coss, supported by Commissioner Vyas, moved to approve the 2025 Master Plan for the City of Kalamazoo. A roll call vote was taken and passed unanimously.

G. CITIZENS' COMMENTS (Regarding non-agenda items)

None

H. UNFINISHED BUSINESS

P.C.#2017.10: Request to approve a special use permit to allow a transitional residence use in the three existing, adjacent houses. [Recommendation: motion to continue this case at the November 2, 2017 meeting.]

P.C.#2017.10 was withdrawn.

I. NEW BUSINESS

None

J. CITIZENS' COMMENTS

None

K. CITY COMMISSION LIAISON COMMENTS

Mr. Jack Urban, City Commission Liaison, stated that he believes the citizens have more trust in the City government since Imagine Kalamazoo started and he believes we are doing a much better job now. He would like to see the City continue in this direction with increased confidence in one another. He thanked everyone who came to the meeting. Mr. Urban thanked the Planning Commissioners and City Staff for all their hard work and good effort.

L. CITY PLANNER'S REPORT

Planner Bauckham gave the City Planner's Report and gave highlights of the 41 projects active with the City. Included in that were projects at the People's food Coop, Carriage Green Apartments, Brookhaven Apartments, On the Rocks, Walden Woods Phase 4 – Arboretum Pkwy, Exchange Building, RX Optical, and Parkway Flats. He also stated the November meeting would include a special permit for a group daycare and two staff-initiated re-zonings. He is also hoping to have recommendations to fill the vacant planning commission seat.

He stated that the way is clear to receive certification for the Public Participation Plan.

M. MISCELLANEOUS COMMENTS BY PLANNING COMMISSIONERS

Commissioner Espinsosa asked Planner Anderson to look into neighborhood boundaries for Oakwood Neighborhood. Planner Anderson stated that she is doing research and talking to adjacent neighborhoods. She will continue to work on it. He also made a comment that we need to make a point of community safety in light of the events in Nevada.

Commissioner Milliken was happy to use his single stream recycling bin. He also stated he was excited to see the results of the many street projects happening. He thanked Public Services and Engineering for the work. He also thanked volunteers, staff, and citizens for their hard work on the Master Plan.

Commissioner Coss stated that everyone did a great job from the beginning, but we need to remember it is an ongoing process.

Planner Anderson noted that we will have an updated Imagine Kalamazoo website as source of information.

Commissioner Greenman Wright asked about the hiring process for a Neighborhood Activator. Planner Anderson was happy to share that she will start November 6.

M. ADJOURNMENT

Commissioner Espinsosa, supported by Commissioner Greenman Wright, moved to adjourn the meeting. A voice vote was taken and the motion passed.

Meeting was adjourned at 9:34 pm.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: Clyde J. Robinson, City Attorney

PREPARED BY: Carrie Funk, Legal Secretary

DATE: 10/5/2017

SUBJECT: Recognition of Indigenous Peoples Day

RECOMMENDATION

It is requested and recommended that the City Commission adopt a resolution recognizing Indigenous Peoples Day in lieu of Columbus Day.

BACKGROUND

At its October 2, 2017 the City Commission was asked to abandon any observance of Columbus Day in lieu of recognition of Native American people.

Columbus Day became a national holiday in 1934. The observance of Columbus Day on October 12 of each year (and since 1970, as the second Monday in October) is thought to have originated as a matter of Italian-American pride in 1866 in New York City and it remains so to this day. However, in the four voyages made by Columbus to the New World, he never set foot upon what today is the United States and recent scholarship indicates that Columbus enslaved and decimated the indigenous peoples of the West Indies.

As a result a growing number of states and municipalities do not formally recognize or observe Columbus Day. The City of Kalamazoo is among that number. However, many communities have gone on to abandon Columbus Day in favor of Indigenous Peoples Day. This should not be confused with Native American Day, which is generally celebrated on the 4th Friday in September, except in South Dakota where it has replaced Columbus Day. Additionally, under federal law, Native American Heritage Day has since 2008 been celebrated on the Friday following Thanksgiving.

Indigenous Peoples Day had its origins in 1990 at the First Continental Conference on 500 Years of Indian Resistance in Quito, Ecuador, where representatives of Indian groups throughout the Americas agreed that they would mark 1992, the 500th anniversary of the first of the voyages of Christopher Columbus, as a year to promote "continental unity" and "liberation." As a result many communities and the states of Vermont, Minnesota and Alaska have chosen to recognize Indigenous Peoples Day instead of Columbus Day. In particular, the Michigan cities of Alpena, Ann Arbor, East Lansing, Traverse City and Ypsilanti have adopted resolutions recognizing Indigenous Peoples Day instead of Columbus Day.

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

None.

ALTERNATIVES

This resolution is truly symbolic as the City of Kalamazoo does not recognize Columbus Day, but it is consistent with the message of tolerance and welcome of all people in live, work and play together in our community.

ATTACHMENTS:

	Type	Description
▢	Resolution	Resolution

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION NO. _____

**A RESOLUTION RECOGNIZING THE SECOND MONDAY IN OCTOBER AS
INDIGENOUS PEOPLES DAY**

Minutes of a regular meeting of the City Commission of the City held on October 16, 2017, at 7:00 o'clock p.m., local time, at the City Hall.

PRESENT, Commissioners:

ABSENT, Commissioners:

WHEREAS, The City Commission takes notice of and acknowledges the following:

The idea of Indigenous Peoples Day was first proposed in 1977 by a delegation of Native Nations to the International Conference on Discrimination Against Indigenous Populations in the Americas; and,

That in 1990, representatives from 120 Indigenous Nations at the First Continental Conference on 500 Years of Indian Resistance unanimously passed a resolution to transform Columbus Day into an opportunity to educate the rest of the country about pre-existing indigenous cultures that have survived an often violent colonization process and continue to exist and thrive in present day America; and,

A growing number of States and municipalities, including the Michigan communities of Traverse City, Ann Arbor and East Lansing, no longer officially observe Columbus Day, but have opted to recognize Indigenous Peoples Day, as an opportunity to celebrate the heritage, resiliency and historic, cultural and significance of the Indigenous Peoples of the land that became known as the America ; and

That a significant portion of what today is the City of Kalamazoo was formerly occupied by the Match-E-Be-Nash-She-Wish Band of Pottawatomis Indians,

NOW THEREFORE BE IT RESOLVED THAT the City of Kalamazoo, in lieu of Columbus Day, recognizes Indigenous Peoples Day on the second Monday of October; and encourages other businesses, organizations, and public entities to recognize Indigenous Peoples Day;

AND BE IT FURTHER RESOLVED THAT, Indigenous Peoples Day be an opportunity to promote appreciation, tolerance, reconciliation, understanding, friendship and continued partnership with and among all people and the Indigenous Peoples of this country;

The above resolution was offered by _____ and supported by _____.

AYES, Commissioners:

NAYS, Commissioners:

ABSTAIN, Commissioners:

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

The foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Kalamazoo at a regular meeting held on October 16, 2017. Public notice was given and the meeting was conducted in full compliance with the Michigan Open Meetings Act (PA 267, 1976). Minutes of the meeting will be available as required by the Act.

Scott Borling, City Clerk



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: City Manager James K. Ritsema, ICMA-CM, City Manager

DATE: 10/13/2017

SUBJECT: City Manager's Report

INFORMATIONAL ITEMS

Attached for you information is the City Manager's Report for Monday, October 16, 2017.

ATTACHMENTS:

Type	Description
□ Report	Departmental Reports and Project Updates
□ Publication	Inside the City Newsletter, October 2017 Edition
□ Report	September 2017 Purchases

City Manager's Report

OCTOBER 16, 2017

Monthly Grants Status Report

Organization	Grant	Purpose	Amount	Status
Michigan Council for Arts and Cultural Affairs (MCACA)	Grant	Bronson Fountain	\$70,000	Awarded Approved
Bronson Healthcare	Grant	Bronson Park	\$50,000	Awarded

Community Planning & Development (CP&D)

➤ Planning

At the August 3 Planning Commission meeting, the Commission:

- Voted to recommend approval to the City Commission of text amendments to the Zoning Ordinance to allow certain Medical Marihuana uses.
- Voted to continue discussion on a request for a special use permit for a transitional residence use for Reach Sober Living at 120-128 W. Dutton to the October 5 meeting. The Commission will be asked to delay action on the request to the November 2 meeting.
- A unanimous vote was provided by the Commission for the endorsement of the City's Marketing Strategy and Public Participation Plan.

Six site plans were processed as follows:

1. Building addition for People's Food Co-op at 507 Harrison
2. New apartment building for Carriage Green Apartments at 4501 W. Main
3. New Brookhaven Apartment complex at 2138 Portage - preliminary
4. New building for On The Rocks at 616 Portage
5. Walden Woods condominiums phase 4 project on Arboretum Parkway
6. New pocket park for NACD at 622 N. Park

Staff participated in meetings on six other site plan/development projects for which plans will be submitted in the next few weeks.

Interviews have been set up for the second week of October with five candidates for the vacant Planning Commission seat.

➤ Imagine Kalamazoo

The draft Master Plan is going to the Planning Commission for review of October 5. Staff continues to talk to the community about the Master Plan, including a meeting on October 3 in Milwood.

CP&D staff spoke at the Michigan Association of Planning (MAP) Conference about Imagine Kalamazoo and equitable community engagement.

➤ Building & Trades

There were 208 permits issued in August, representing \$839,320 in construction valuation. These figures brought year-to-date permits to 2,302 representing year-to-date construction valuation of \$112,116,584.

➤ Zoning

At the September 14 Zoning Board of Appeal meeting, the board:

1. Affirmed an 'An Appeal of an Administrative Decision' regarding the applicable fencing regulations for the Stuart Avenue Inn at 229 Stuart Avenue and the adjacent outdoor event area at 1012 W. Main Street.
2. Approved dimensional variances for front yard fencing up to six feet in height and approved 100% opaque fencing in the front yard. The taller fencing will be to shield/secure the outdoor event space at the corner of Stuart Avenue and W. Main Street.
3. Approved a use variance to increase an adult foster care group home from eight residents to nine in Zone RS-5 at 2827 Courtland Avenue.
4. Approved a dimensional variance to allow a detached garage to be located one foot from a side property line at 122 Crescent Drive.
5. Approved a height variance for a freestanding sign for Lake Side Academy at 3921 Oakland Drive. The Board denied an interpretation for Lake Side that a light feature on the top of the sign was exempt from the sign height.
6. Approved a dimensional variance to allow for HMS Property Managers to convert a duplex (six bedrooms in each unit) to eight (one bedroom per unit) small apartments at 525 Sprague Avenue.
7. The last item of business was to discuss and vote on the updated 'Rules and of Procedure' and 'Finding of Fact Sheet' which were unanimously approved.

➤ Community Development

Mandatory sub recipient training was completed on the September 6 with all sub recipients in attendance. Sub recipients are as follows:

Subrecipient	Amount Awarded	Program
Community Homeworks	\$200,000	Minor Homeowner Repairs
Housing Resources Inc.	\$327,463	Tenant Based Rental Assistance & Shelter/Homeless Prevention
LISC	\$35,882	Support for Continuum of Care
Senior Services	\$75,000	Minor Repair for Senior Homeowners
Fair Housing of SW Michigan	\$70,637	Rehab and Sale for Homeownership
Kalamazoo Neighborhood Housing Services	\$127,422	Rehab and Sale for Homeownership

Shared Prosperity Kalamazoo (SPK)

SPK Plan

Initial goal team meetings were held on September 12 and 13. Goal teams reviewed data and specific strategies for addressing underlying conditions. The work of these teams will be integrated and connected in Task Force meetings to achieve the following outcomes:

- Consider the current reality in Kalamazoo looking at data, research and community experiences.
- Evaluate current efforts designed to improve conditions.
- Identify gaps in current efforts and options for expanded or new initiatives to address the gaps.
- Identify priority action steps and long term strategies for the SPK plan.
- Next meetings for goal teams and task force are October 2 and 3.

Michigan Financial Opportunities Corps

CP&D was awarded a grant to have an AmeriCorps member on staff to facilitate financial literacy training and build site capacity for Show Me the Money Day (SMTMD). SMTMD is a statewide event in Michigan coordinated by CEDAM (Community Economic Development Association of Michigan) that kicks off tax season and promotes access to free financial resources, affordable financial products and services and financial education classes.

The first financial literacy training is scheduled for students the first week of October at Western Michigan University.

Infant Mortality

CP&D staff have joined the Infant Mortality Review team to provide environmental information as part of the review and research of causes of infant mortality. CD will provide information on addresses of infants including code violations and water shut offs.

Economic Development (ED)

The Michigan Municipal League drafted a Request for Qualifications (RFQ) for the redevelopment of 116 West Cedar Street. The RFQ was distributed to over 100 developers, ULI-Michigan and the Michigan Association of Homebuilders members, local developers, architects, and other interested parties. The deadline for responses is December 1.

The revised Brownfield plan was approved by the Brownfield Redevelopment Authority on September 21. The Plan added one chapter and removed 24.

Staff finalized a Letter of Understanding for a portion of Davis Creek Business Park. That letter is active until December 31.

Staff established a local church as a local business support partner. The church is allowing a start-up entrepreneur to use their commercial kitchen for product development.

Staff has been connecting ten start-up entrepreneurs to our local Greater Kalamazoo Business Resource Group ecosystem for various forms of business support resources.

Staff aided an entrepreneur in obtaining a grant to go towards start-up costs.

Staff assisted in the development and promotion of the Northside Association for Community Development's (NACD) first Business Expo that was attended by over 100 people.

Human Resources (HR)

➤ Labor Relations

The Respecting Differences (RD) Committee is currently working on details for the 2018 annual diversity event. The RD Committee has a goal to bring the topic of immigration to the various organizations in 2018 based on the feedback forms that were compiled earlier this year by the event attendees. There will be two sessions as there has been in the past. The committee will meet again mid-October.

Information Technology (I.T.)

I.T. support staff handled 1,643 total calls and 453 Help Desk tickets during the month of September.

Kalamazoo Department of Public Safety (KDPS)

Detectives worked a homicide trial the judge ruled a mistrial due to jury impropriety. The trial has been rescheduled for January 2018.

Detectives were called in for a public intoxication accident in the 500 block of E. Ransom Street where the victim later passed away from the injuries they sustained. Charges are pending at this time.

Detectives worked an armed robbery case at the CITGO gas station on Stadium Drive. The suspects have been identified and charges are pending.

Detectives worked several shootings in the 900 block of Dwight Ave. Over the next week, detectives, patrol officers and the Kalamazoo Valley Enforcement Team (KVET) all worked together to arrest several suspects in these shootings. All charges are pending which include federal gun and drug charges against one individual.

The Operations Division continues to work with WMU and the West Michigan corridor neighborhoods with foot patrols addressing quality of life issues.

Public Safety has increased presence in city parks to address park rule violations. This is in effort to create a safe and comfortable atmosphere for all citizens.

Officers are actively addressing residential complaints of speeding with the continued use of the radar trailer and conducting speed enforcement.

KVET continues the battle against drug trafficking in and about the city of Kalamazoo. KVET made 17 drug cases and seized 1 firearm in September.

KVET has investigated 15 meth labs in 2017.

Management Services

➤ CFO

Staff worked with Lean Six Sigma and Purchasing staff to further Lean Six Sigma review of purchasing process.

➤ Assessor

First distributions of the 2017 summer tax went smoothly. All of July and August collections were distributed. We are on schedule for the distributions for the month of September.

➤ Accounting

Management Services staff drafted and reviewed the proposed year-end Central County Transportation Authority (CCTA) calendar with CCTA staff. Accounting will be focusing on final reconciliation of Metro post-year end activity and transitioning balances from the City's ledger to the CCTA's ledger and converting fixed assets in the month of September.

Accounting staff assisted getting EDEN ready for budget preparation and the creation of the projection worksheets.

Management Services staff met with the auditors to review the close-out of last year's audit to discuss improvements and plan for the next year's audit.

➤ Budget

The 2018 cost allocation budget plan was completed and included in the directives to begin the budget process.

➤ Purchasing

Working collaboratively with City departments, bid documents were prepared and distributed through the City's website for three purchasing projects. As part of our vendor inclusion program 224 vendors, 38 of which are minority or women owned businesses, were notified of bidding opportunities.

Staff reviewed and set up 291 purchase orders and processed 37 change orders.

Purchasing staff are administering prevailing wages for 17 construction contracts.

Parks and Recreation

➤ Recreation Division

September is a month of transition for the Recreation Division with the Youth Development staff helping as many kids as possible sign up for our After School and Sports Programs. Special event staff wrapped up Lunchtime Live! and began focusing on fall and winter special events offered by the department.

The Youth Development staff are currently overseeing four after school locations with over 40 children enrolled. The After School Program is connected with Kalamazoo Youth Development Network (KydNet) to continually monitor and evaluate the program, as well as staying connected with trends and best practices. The Swim for Success program is under the Youth Development staff's supervision and is full with 51 youth registered.

Program staff is currently overseeing our youth sports programs to include soccer, volleyball, and golf. The soccer program is broken into two age groups with thirty-one total youth being served in this introduction to the sport program. Volleyball continues to be a popular choice in the community as it has reached its capacity and also has one child on the waitlist. Our middle school golf league is very popular and is a great example of our partnership with the schools. We rely heavily on the schools to get the word out about the program and we continue to see results when the kids sign up. This golf program is meant to teach the basics of the sport as well as serve as something for middle school aged kids to do after they are released from school but parents are still working.

Special events staff hosted the final Lunchtime Live! of 2017 on September 29. We continue to see significantly lower attendance numbers during the month of September and will be looking to find ways to bring those numbers up closer to what we see during the summer months.

After more than a year of planning, the Eco Raft Race was held on September 9 with five total teams participating. The event was considered a success and we hope to build upon

the momentum garnered this year. The Special Events staff were also tasked with planning the City Commission meeting in Hays Park in September. This meeting was a success and we hope to do another in 2018.

➤ Community Outreach

Staff attended middle and elementary school open houses to meet parents and youth in an effort to recruit children for our youth programs. Similar to past months, Special Event staff attended all Lunchtime Live! events and also attended the City Commission meeting in Hays Park. Recreation staff hosted a community input meeting for Kik Pool Champions on September 20 to update users on future direction and recap the 2017 season. Staff also attended Bronco Bash 2017 in an effort to connect with the university and students.

➤ Parks Division

Davis St. Park construction continued during September and saw the addition of concrete sidewalk installed on the southeast portion of the park. Portions of the surrounding sidewalk were installed near the existing play structure and the contractor continued grading for the area around the picnic shelter. Footings for the shelter will be poured the beginning of October, along with the gaga pit. The shelter is scheduled to be delivered and installed in November with improvements still on schedule to be completed by the end of November.

The Parks Division worked with the City Forestry crew to remove dead trees and brush at Rockwell and Spring Valley Parks. Several trees and a large amount of brush were removed in the southeast portion of Rockwell Park along Hazard Street. This opened up views of the park for residents as well as providing a general clean-up of the area.

Staff has begun work on closing restrooms for the season this month. There are still numerous events and rentals at Mayors Riverfront Park and SRC field which will delay closing those restrooms, but staff is ahead of schedule to have this done before winter.

Parks staff assisted in a successful inaugural Eco Raft Race on September 9. A great time was had by all and everyone is looking forward to the event continuing to grow.

➤ Communication/Outreach

Staff attended an Eastside Neighborhood meeting to participate in a discussion regarding the development of a vacant lot near the neighborhood association. The meeting was held by Building Blocks Kalamazoo to engage the residents and brainstorm ideas of how to develop the land.

The City Commission held its September 18 neighborhood and commission meetings at Hays Park. This was a great way to showcase the improvements made to the park in previous years. It was a successful event that we hope will continue each year to highlight park improvements throughout the city.

Parks staff and a representative from O'Boyle, Cowell, Blalock and Associates met with the Eastside Neighborhood Association director to begin discussion on improvements at Rockwell Park in 2018. Initial concept drawings were presented and met with great anticipation by the Eastside. The next step will be attending the neighborhood meeting in October to present these ideas to the residents and begin the process for implementing the improvements in 2018.

Public Services

➤ Support Services Division

Budget preparation for fiscal year 2018 continued through technical review at the Budget & Accounting level. Priority Based Budget (PBB) programs were scored in peer review.

The single stream recycling roll out is taking place. There were 7,674 carts delivered between September 11 and September 30. Public Services staff have responded to over 1,600 phone calls and taken nearly 700 requests for carts over the phone. The website, streets lists and maps have all been updated to reflect our current system.

➤ Public Works Division

The federally funded project on Portage Road is planned for paving on October 9. Vine Street is planned for paving the week of October 5.

Roundabout base course and street lighting is planned for October 4 or 5.

Ransom Street paving is planned for October 5 or 6.

Williard and Harkins railroad crossings are planned for October 12.

Comcast has started underground utility work in the downtown area. They will continue this work until November 1 and then will break for the winter.

The Drake Road signal project is almost complete. The last major item was complete September 27 and only punch list items remain.

The signal at Kalamazoo Mall and South Street is now complete and the signal is activated with removals actively occurring.

➤ Wastewater Operations Division

Wastewater Plant staff are working with a consultant to do some plant loading models for the maximum allowable headworks loading (MAHL) study.

A Wastewater and Storm water SAW grant for 2.0 million dollars has been approved by the State of Michigan with no match required. The City should receive the contract in November or December.

The Wastewater Plant is on pace to make all total maximum daily load (TMDL) limits this year.

➤ Water Operations Division

Management continues to strategically plan for new staff and organizational shifts to facilitate meeting the new project demand from Foundation for Excellence funding.

Several water main breaks and valves were repaired by staff. This included a boil water advisory (BWA) that resulted in the delivery of 30 cases of bottled water to Forest Academy and two businesses on Lake Street and Comstock Avenue.

Technician III staff have nearly completed the 2017 routine scheduled storm water outfalls and retention facility inspections.

Fall flushing has been completed and went well with minimal issues.

The City received notification that it is the recipient of a \$70,000 Wellhead Protection Grant for the 2017-18 state fiscal year. The Wellhead Protection Grant Program Annual Financial Status Report and supplemental documentation is due October 3 for the 2016-17 state fiscal year.

INSIDE*the*CITY

A primary source of news and information for City employees regarding internal events, policies, and procedures that affect our work for the residents



October 2017 Edition

Applicants Invited for Foundation for Excellence Board of Directors

Applications are now being accepted for membership on the Foundation for Excellence (FFE) Board of Directors. Community members that would like to apply are encouraged to complete the application form at <https://www.surveymonkey.com/r/2017FFENominee>. Applications will be accepted until 11:59 p.m., November 1, 2017. The form is very brief and should take about ten minutes to complete.



Paper applications are also available at the Kalamazoo Public Library branch locations and in the City Manager's Office on the second floor at City Hall. If you need assistance accessing a computer to complete the online form, one is available at the Kalamazoo Community Foundation located at 402 E. Michigan Avenue, Kalamazoo, MI 49007. Please call (269) 381-4416 in advance to schedule an appointment.

Application questions include contact information, employment sector, skills and experience, and

demographic information. "It is our intention to foster a respectful board culture where every member contributes their unique voice and skills to the work ahead," said City Manager Jim Ritsema.

The Foundation for Excellence is a unique innovation by the City of Kalamazoo and private donors to address systemic challenges to the prosperity of the city. The Foundation will provide \$70.3 million to stabilize the city's budget, lower its property tax rate, and for \$10 million of aspirational community projects per year through 2019. During this period, a fundraising effort will be launched to create a fully endowed foundation that can sustain this funding in perpetuity.

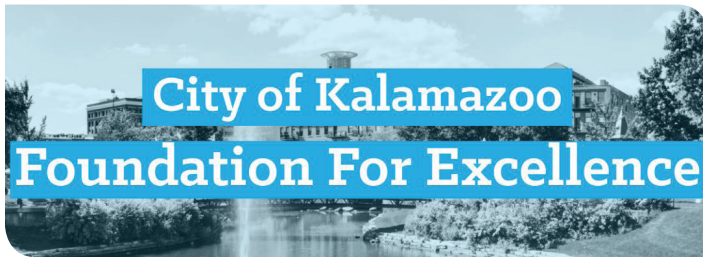
Board responsibilities are addressed through policies, and in the bylaws and articles of incorporation (available at <http://www.kalamazoo.org/ffedocs>) to ensure the integrity of the Foundation for the good of the public and its financial contributors. Members will govern the Board's operations and make recommendations to the City Commission in order to provide funding each year for aspirational projects and Shared Prosperity initiatives that realize the community vision established in the Imagine Kalamazoo 2025 Strategic Vision and Master Plan. "Staff will be working very hard to ensure that board members do their homework on the Imagine

<i>FFE, IK2025</i>	2
<i>Recycling, Leaf Pickup</i>	3
<i>Parks & Rec</i>	4
<i>Elections, Web, HDC</i>	5
<i>HR, Park & Ransom</i>	6

...continued

Kalamazoo Strategic Vision in order to understand the Foundation's specific alignment," added Assistant City Manager Laura Lam.

Being the FFE's inaugural Board, members will be especially involved with the creation of policies, procedures and schedules, and coordinating with staff on project planning and selection, budgeting, and presentations. "This first board needs to be passionate about creating a lasting culture and institution," said Mayor Bobby J. Hopewell.



The fifteen-member Board will have specific requirements of residency and affiliation. Two seats will be automatically filled by the City Manager and Mayor. The City Commission will nominate and appoint two additional City Commissioners to the Board at a public meeting. One seat will be filled by the Commission from any at-large resident of Kalamazoo. Three seats will be filled by representatives from any three of the City's officially recognized neighborhoods. Finally, one seat will be filled by professionals from each of the following sectors: housing, healthcare, faith-based organizations, education, business/banking, arts community, and affinity organizations. Any combination of nine of the 15 seats must be filled by City residents.

It is the hope of City and FFE leadership to have an inaugural Board of Directors in place in time for orientation at the end of January, 2018. The new Board's next meeting will convene at the end of January, 2018 and be open to the public.

The City Commission is expected to approve the final slate of nominations at its December 18, 2017 meeting.

Imagine Kalamazoo 2025 to be Considered by City Commission

Following its approval by the Planning Commission on October 5, the City Commission will consider approval of the Imagine Kalamazoo 2025 Master Plan at its October 16 meeting.

The 2025 Master Plan is a product of the Imagine Kalamazoo 2025 engagement process. For 16 months, the Kalamazoo community gave input on their vision for Kalamazoo. Engagement activities included surveys, pop-up meetings, city-wide meetings, neighborhood meetings, and open houses. The Strategic Vision, which was approved in July, was also rooted in Imagine Kalamazoo 2025 input and the 2025 Master Plan is a primary tool for the City to implement the goals of the Strategic Vision.

The draft of the 2025 Master Plan was subject to both a 63-day review period by adjacent governmental agencies and a public comment period of more than six weeks. During these windows, staff also met with organizations and neighborhoods to discuss the draft document. The document was available for review online and in hard copies located throughout public buildings and coffee shops in the City.



You can learn more about Imagine Kalamazoo 2025 and view the Master Plan and Strategic Vision at www.imaginekalamazoo.com.

Leaf Pickup Begins October 30

The City of Kalamazoo's annual leaf collection program will begin on October 30 and run through December 8. During this time each household will have two pickups, one towards the beginning and one towards the end of the program. During this time, residents can place LEAVES ONLY in piles or in paper bags out on the curb for collection.

Please note that this program differs from the brush and April Spring Cleanup in that only leaves are accepted (twigs, branches and other yard waste must be removed). Please avoid placing leaves near mailboxes, utility poles, or landscaped areas, and keep bags weighing 50 lbs or less.



Leaves must be placed out by 7:00 a.m. on the Monday of the week designated for your area. You can find a collection map and schedule here. Please do not report missed collections until the crews have made a complete sweep through your section. This best utilizes crew's time and efforts, and ensures the most productivity.

This program is dependent on the weather, and the schedule may vary depending on snow, when leaves fall, and other considerations. Snow and freezing weather can make it difficult or impossible to collect leaves and this can cause program delays. Depending on these factors, the second pickup may not occur for some or all areas. Should this happen, residents can store leaves until April when they can be collected during the April Spring Clean Up. Leaves can also be taken to private drop off sites.

Recycling Participation Up Nearly 50% After Single Stream Conversion

Only in its second week (currently serving households in areas designated as Week B), the single stream recycling program has seen a large increase in household participation. Approximately 5,500 households participated the dual stream program, and already **over 8,000 households are participating or have requested a cart for the single stream program**. This will allow us to divert more items from landfills and reduce our community's impact on the environment!

Please note that the single stream program is bi-weekly. To find out which weeks your neighborhood will have service, please visit www.kalamazoo.org/recycling and view the map & schedule, or search for your street using the Recycle Coach plug in. You can also download the Recycle Coach app for free on your mobile devices for pick up reminders and other information about recycling and other City of Kalamazoo Services.



Pictured above is the first batch of recycling from the single stream program at the sorting facility. Other than a few pizza boxes and grocery bags, a great job so far of keeping the non-recyclable materials out! Although cardboard, pizza boxes are typically not recyclable due to the grease and food contamination. Most grocery stores accept plastic shopping bags to be recycled but they cannot be recycling through our single stream program.



SAFE HALLOWEEN

SATURDAY OCTOBER 28 11AM-1PM BRONSON PARK

Parade Volunteers

Downtown Kalamazoo Inc. is looking for volunteers, ages 18 and older, to help with the 56th Annual Kalamazoo Holiday Parade, sponsored by Maple Hill Auto Group. The Parade day is Saturday, November 11 and begins at 11 a.m. Support Kalamazoo's 56-year parade tradition by helping with volunteer & float organization, balloon wrangling, or event clean up.



For over 50 years, the Kalamazoo Holiday Parade has been the official kick-off to the holiday season. It has been a community event staffed and supported by great folks like YOU! Help us make 2017 another great parade! Learn more and sign up [here](#).

10/31 is Halloween, 10/28 is *SAFE* Halloween

Join Kzoo Parks and Kellogg Community Credit Union for some FREE family friendly fun at Safe Halloween! This event features pumpkin carving demonstrations, costume contests, pumpkin racing, and themed games. It's free to attend and perfect for families with children ages 12 and under. Limited amounts of cider, donuts, and candy will be provided, and food will be available for purchase from food trucks. For more information visit Kzooparks.org/events.



New Voting Machines Ready for November 7 Municipal Election

The upcoming municipal election on November 7 will be the first to take advantage of new election equipment to tabulate votes in the City of Kalamazoo.

The City of Kalamazoo will begin utilizing ES&S DS200 Tabulator and ExpressVote machines. These units will replace the M-100 and AutoMark machines that have been in use since 2004 and 2006. The new machines are lighter weight and feature a large touch screen that provides a better user experience. The ExpressVote is an ADA compliant machine. It has a detachable tactile navigation keypad with braille and raised/ shaped keys. It also offers ballots in both audio and visual formats and allows total independence to be maintained by the voter while they cast their ballot.

Elections staff will also have a high speed tabulator available for the Absent Voter Counting Board. The ES&S DS-450 machine can scan up to 90 ballots per minute. In previous elections the AVCB has used regular precinct tabulators to process absentee ballots.

The upgraded election equipment will improve the experience for voters and also make it easier for elections staff to open and close the polls on Election Day. All of Kalamazoo County will be using the same ES&S equipment. Three different types of equipment were available to Michigan Counties, but everyone will continue to use paper ballots. The equipment was purchased with funding provided by the Help America Vote Act and additional funds set aside by the State Legislature.

The City Clerk's Office received official training from ES&S in September. Training will be provided for election inspectors at the end of October.

New Look for www.kalamazoocity.org

If you've visited www.kalamazoocity.org lately, you already know that we recently updated the look of our website. The new layout makes it easier to find what you're looking for with fewer pages, simpler URLs, and improved visual experience. The home page features news, on-going programs and initiatives, and a similar navigation structure through a menu at the top of the page. It also contains links to the City of Kalamazoo's social media accounts. Take a look around, let us know what you think and share any suggestions that could improve your experience!

The legacy website will remain available through the end of the year at archive.kalamazoocity.org.

Historic District Commission Seeking Two Members for 2018

The Historic District Commission is currently looking for two commissioners to start in January 2018.

The HDC reviews proposed exterior work on buildings located in Kalamazoo's five local historic districts in the Stuart, Vine, West Main Hill and Rose Place neighborhoods and downtown in the Haymarket on East Michigan.

Applicants must live in the City of Kalamazoo and should have an interest in historic preservation. Meetings are held on the third Tuesday of each month at 5 p.m. The commission provides orientation and training.

If you are interested, please submit your application no later than October 31. You can fill out an application in the City Clerk's Office or apply online [here](#).

Flu Shots Available October 24 & 26

Flu shots will be available on Tuesday & Thursday, October 24 & 26. There will be 3 different locations each day for a total of six sessions. The locations & times are still being finalized and will be announced soon.

Flue shots are available to ALL City employees and their dependents (age 7 & up), regardless of insurance. Any kind of insurance will be billed, with any cost/copays due sent by invoice later. No payment will be needed will be needed the day of, but employees do need to bring their insurance card if they want to have their shot covered. The City of Kalamazoo coverage has a \$0 copay, billed. The cost without insurance is \$34.99, which will also be billed. Stay tuned for the times and locations!

Open Enrollment Starts October 25

The open enrollment dates for the 2018 benefit plan year will be from Wednesday, October 25 through Wednesday, November 15. Human Resources will be providing additional details soon.

City Crews Complete WW Project at Park & Ransom

This year City crews were able to replace the manhole at the intersection of Park and Ransom Streets in Kalamazoo's Northside Neighborhood.

The existing manhole was undermining the road and sidewalk. For the past few years it was filled with flowable fill as a temporary fix to prevent a sinkhole, but a complete replacement was ultimately going to be necessary.

Closing such a major road for a project like this can create additional challenges and frustration for residents.

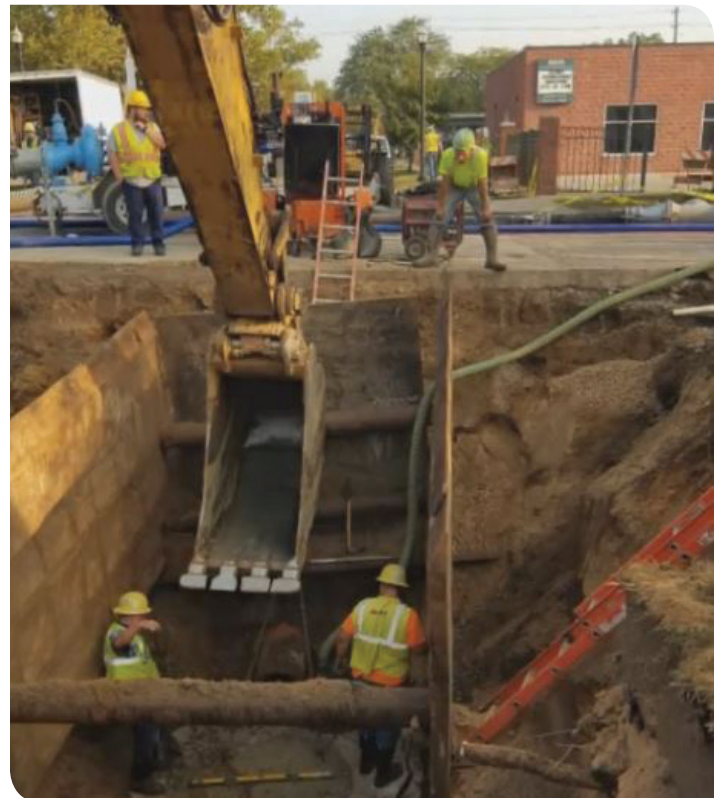
Staff Changes

NEW HIRES

Dylan Huls, Housing Inspector II
Randall Aldering, Housing Inspector II
Nicholas Christy, Human Resources Director
Nancy Strong, Clerk Cashier II
David Connelly, Water Op/Maint Apprentice
John Hambright, Records & Information Manager
Justin Munn, Building Inspector/Plan Review Tech
Scott Giles, Wastewater Op/Maint Apprentice
Brian Styger, Wastewater Op/Maint Apprentice
William Lillibridge, Wastewater Op/Maint Apprentice
Brandon Noble, Public Safety Officer II
Laura Heckelman, CSO Dispatcher

PROMOTIONS & RECLASSIFICATIONS

Brian Veltman, Detective
Steven Heyduck, Public Safety Sergeant 42 Hours
Timothy Millard, Public Safety Sergeant 42 Hours
Jeffrey Townsend II, Public Safety Officer I
Stacy Meier, CSO Service/Fleet
Shelby Donaldson, Accounts Coordinator
Douglas Hubbell, Public Safety Sergeant 42 Hours
Candace Killah, CSO Dispatch Group Leader



Our Public Services team was able to complete this replacement during a planned closure on Park street for railroad work by MDOT, resolving this issue with no additional impact to commuters or residents!



INTEROFFICE MEMO

To: James K. Ritsema, ICMA-CM, City Manager

From: Michelle Emig, Purchasing Division Manager
Prepared By: Craig Hull, Purchasing Division Coordinator

Date: September 28, 2017

Subject: September 2017 Purchases

I am forwarding for the City Commission, and your information, a summary of the purchases and change orders between \$50,000 and \$100,000 administratively approved during September 2017.

c: Thomas Skrobola, Director of Management Services, CFO

September 2017
PURCHASES ADMINISTRATIVELY APPROVED BETWEEN \$50,000 AND \$100,000

VENDOR	VENDOR Location MBE/WBE?	AMOUNT	DESCRIPTION
Vehicle Service Group	2700 Lanier Drive Madison, IN 47250	\$81,610.56	Six Heavy Duty Mobile Lifts
O'Boyle, Cowell, Blalock & Associates	521 Riverview Drive Kalamazoo, MI 49004	\$67,060.00	Agreement for Bronson Park Design and Survey Services
Carleton Equipment Co.	4704 S. 29 th Street Kalamazoo, MI 49048	\$55,463.00	MiDeal purchase of Bobcat Compact Wheel Loader

September 2017
CHANGE ORDERS ADMINISTRATIVELY APPROVED BETWEEN \$50,000 AND \$100,000

VENDOR	VENDOR Location MBE/WBE?	AMOUNT	DESCRIPTION
No change orders were administratively approved between \$50,000 and \$100,000.			