

7:30 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations.

A. Approval of the Regular Meeting Minutes of July 7, 2015.

* B. Approval of Consent Agenda Motions.

* C. Communication from the City Manager recommending that City Council approve the Accounts Payable Register of July 21, 2015, as presented.

D. Public Hearings:

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

* 1. Communication from the City Manager recommending that City Council:

- a. accept the order of the Construction Board of Appeals to raze and remove the house at 5523 Monticello Avenue; and
- b. authorize the City Administration to take the necessary action to place a lien and assess the property to recover the costs associated with razing and removing the structure, consistent with city ordinance.

* 2. Communication from the City Manager recommending that City Council approve the Public Media Network Municipal Video Production System Agreement, including Addendum #1 of the Agreement, and authorize the City Manager to execute all documents related to this action on behalf of the city.

* 3. Communication from the City Manager recommending that City Council approve the purchase of the Cimline Magma 230 Melter/Crack Sealer Trailer Mounted Spray Injection Road Repair Machine from Alta Equipment Company of Byron Center, Michigan, utilizing the H-GAC Cooperative Purchasing Program at a cost of \$58,032, and authorize the City Manager to execute all documents related to this action on behalf of the city.

* 4. Communication from the City Manager regarding a Charter Amendment Petition – Information Only.

* 5. Communication from the City Manager regarding the June 2015 Environmental Activity Report – Information Only.

* 6. Department Monthly Reports.

G. Communications:

1. Communication from Ed Buday, Jr., 1503 Bradford Street, regarding fireworks.

H. Unfinished Business:

* I. Minutes of Boards and Commissions Meetings:

1. Portage Historic District Study Committee of Wednesday, April 21, 2015.
2. Portage Historic District Commission of May 6 and June 3, 2015.
3. Portage Public Schools Board of Education Regular and Special of June 22 and Special of June 29, 2015.
4. Portage Zoning Board of Appeals of June 8, 2015.
5. Portage Planning Commission of June 18, 2015.

J. Council Committee Reports:

1. Communication from Councilmember Randall regarding the Discover Kalamazoo Advisory Council.
2. Minutes of the June 30, 2015 Investment Committee Meeting.

K. New Business:

L. Bid Tabulations:

- * 1. Communication from the City Manager recommending that City Council award a construction contract for the Garden Lane Transmission Water Main Replacement Project to Pajay, Incorporated, of New Buffalo, Michigan, in an amount not to exceed \$263,787 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

M. Other City Matters:

1. Statements of Citizens.
2. From City Council and City Manager.
- * 3. Reminder of Meetings:
 - a. Thursday, July 23, 4:30 p.m., Public Media Network Board of Directors, 3rd floor, 359 S. Kalamazoo Mall, Kalamazoo.
 - b. Monday, August 3, 3:00 p.m., Youth Advisory Committee, City Hall Room No. 1.
 - c. Wednesday, August 5, 8:15 a.m., Historic District Commission, City Hall Room No. 2.
 - d. Wednesday, August 5, 6:30 p.m., Park Board, Oakland Drive Park followed by Haverhill Park at 7:15 p.m.
 - e. Thursday, August 6, 6:30 p.m., Human Services Board, City Hall Room No. 1.
 - f. Thursday, August 6, 7:00 p.m., Planning Commission, Council Chambers.
 - g. Monday, August 10, 7:00 p.m., Zoning Board of Appeals, Council Chambers.

N. Materials Transmitted of July 7, 2015.

Adjournment.

CITY COUNCIL MEETING SUMMARY

July 7, 2015

ACCOUNTS PAYABLE REGISTER

- ◆ Approved the Accounts Payable Register of July 7, 2015, as presented.

REPORTS FROM THE ADMINISTRATION

- ◆ Authorized the additional software license agreement with New World Systems, Inc., to upgrade the current police records management and computer-aided-dispatch software, including data conversion, at a cost of \$491,275 and authorized the City Manager to execute all documents related to this agreement on behalf of the city.
- ◆ Authorized the City Manager to adjudicate all appeals made to the head of the public body of the City of Portage for a reduction of a fee assessed in response to a FOIA request for a public record search, the necessary copying of a public record for inspection, or for providing a copy of a public record, where the amount of the assessed fee does not exceed \$20,000.
- ◆ Received the City Manager communication regarding the Committee of the Whole Meetings Summary as information only.

COMMUNICATION

- ◆ City Council received a communication from Annette Stewart regarding restaurants in Portage.

UNFINISHED BUSINESS

- ◆ Adopted the resolution to sell city property located at 10323 Archwood Drive.
- ◆ Adopted the resolution to sell city property located at 1521 Helen Drive.

BID TABULATIONS

- ◆ Awarded a contract for sidewalk and curb repairs in the amount of \$49,791.20 to Northern Construction Services Corporation of Niles, Michigan, and authorized the City Manager to execute all documents related to the contract on behalf of the city.
- ◆ Authorized the purchase of ten sets of Personal Protective Equipment (PPE) at a cost not to exceed \$23,178.40 and authorized the City Manager to execute all documents related to the purchase on behalf of the city.

STATEMENTS OF CITY COUNCIL

- ◆ Mayor Strazdas announced that he would be running for Mayor in November and indicated that he was humbled by the large number of people who called him to encourage him to run again, and listed some of them. He reviewed some of the changes that have taken place during his 25 years of public service to the City, both positive and negative, and indicated that Portage maintained fiscally conservative values throughout those times, controlled costs, provided excellent customer service and added a quality of life enjoyed by all in Portage. If elected, he pledged to work collaboratively with the City Council and the Administration so we can improve this great City over the next two years.
- ◆ Councilmembers Ansari, Reid and Ford and Mayor Pro Tem Pearson congratulated him on his decision and thanked him for his service. Councilmember Ansari also gave him his endorsement.
- ◆ Councilmember Reid encouraged citizens to go to the Overlander Bandshell at 7:00 p.m. to listen to the United States Army Field Band and Soldiers Chorus. She also encouraged citizens to attend the Celery Flats Music Festival, Sunday July 12, 2015, at Celery Flats Historical Area, 7366 Garden Lane, from 12:00 p.m. until 4:30 p.m., and the Taste of Portage, Saturday, July 18, 2015, from 12:00 p.m. until 10:00 p.m., at the Overlander Bandshell with free admission from 12:00 p.m. until 4:00 p.m., and a \$5.00 admission charge after 4:00 p.m. She noted that she heard that one bride-to-be plans to have her bachelorette party at the Taste of Portage.
- ◆ Councilmember Ford shared that he spent his 4th of July at Sleeping Bear Dunes where he had great weather, hoped everyone had a great 4th of July, and indicated that he would be attending the United States Army Field Band and Soldiers Chorus concert after the meeting.
- ◆ Councilmember Randall directed everyone to the front page of the *Portager* for the concert information mentioned by Councilmember Reid and let citizens know that tonight “kicks off” the Parks and Arts initiative which is an attempt to expand our cultural efforts in the City. She asked for support for the new Arts and Parks Director, and explained that most of the events are free to the public and family friendly. She announced that the event tonight at the Overlander Bandshell has a Holly Jolly Trolley that will transport attendees to and from Portage Central High School parking lot from 6:00 p.m. until 10:00 p.m. She expressed kudos to the Public Safety Department since she cited a Police Officer patrolling on a bike for the past two weeks. Mayor Strazdas concurred and noted that all three Police Officers patrolled on bikes, July 4th.
- ◆ City Manager Shaffer acknowledged and thanked Parks staff and Parks Director Kendall Klingelsmith for their efforts with the concert series, Deb Droppers and the Portage Athletic Association for their fine effort with Taste of Portage. Mayor Strazdas concurred.
- ◆ Mayor Pro Tem Pearson expressed his excitement for the direction the Parks Department is taking, and the investment in the Parks infrastructure, such as the Eliason Nature Preserve Project. He said that he is looking forward to Portage as a destination in the County owing to the investment in Portage Parks for hiking and bike riding. Mayor Strazdas concurred and thanked City Council for their collaboration, their ideas and for working with the City Manager’s Office in this regard.

COMPLETE MINUTES OF EACH CITY COUNCIL MEETING ARE AVAILABLE ON THE CITY WEBSITE AT PORTAGEMI.GOV, IN CITY HALL AND IN THE DISTRICT LIBRARY. MINUTES OF CITY BOARDS AND COMMISSIONS ARE AVAILABLE ON REQUEST FROM VARIOUS DEPARTMENTS.

The Regular Meeting was called to order by Mayor Strazdas at 5:00 p.m.

At the request of Mayor Strazdas, Pastor Phillip Kok of Prairie Edge Christian Reformed Church of Portage gave the invocation and City Council and the audience recited the Pledge of Allegiance.

The City Clerk called the roll with the following members present: Councilmembers Nasim Ansari, Richard Ford, Patricia M. Randall and Claudette Reid, Mayor Pro Tem Jim Pearson and Mayor Peter Strazdas. Councilmember Terry Urban was absent with notice. Also in attendance were City Manager Laurence Shaffer, City Attorney Randy Brown and City Clerk James R. Hudson.

APPROVAL OF MINUTES: Motion by Ansari, seconded by Reid, to approve the Committee of the Whole Meeting Minutes and Regular Meeting Minutes of June 23, 2015, as presented. Upon a voice vote, motion carried 6 to 0.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Ansari to read the Consent Agenda. Councilmember Ford asked that Item F.3, the Committee of the Whole Meetings Summary - Information Only, be removed from the Consent Agenda. Mayor Pro Tem Jim Pearson asked that Item H.1, sale of city property located at 10323 Archwood Drive, be removed from the Consent Agenda. Councilmember Reid asked that Item F.2, Freedom of Information Act Changes, be removed from the Consent Agenda.

Motion by Ansari, seconded by Pearson, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 6 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JULY 7, 2015:** Motion by Ansari, seconded by Pearson, to approve the Accounts Payable Register of July 7, 2015. Upon a roll call vote, motion carried 6 to 0.

REPORTS FROM THE ADMINISTRATION:

* **UPGRADE OF POLICE DIVISION RECORDS MANAGEMENT AND COMPUTER-AIDED-DISPATCH:** Motion by Ansari, seconded by Pearson, to authorize the additional software license agreement with New World Systems, Inc., to upgrade the current police records management and computer-aided-dispatch software, including data conversion, at a cost of \$491,275 and authorize the City Manager to execute all documents related to this agreement on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

FREEDOM OF INFORMATION ACT CHANGES: Councilmember Reid acknowledged that there are several changes to the Freedom of Information Act (FOIA) that became effective July 1, 2015. She questioned the proposed action recommended that is now before Council to authorize the City Manager Laurence Shaffer to be considered the Head of the Public Body and adjudicate all fee appeals, as these appeals are now allowed under the act. She indicated her preference that appeals should remain the responsibility of the City Council, including the fee appeals. Discussion followed and City Clerk James Hudson indicated that this a new allowance under the Act, that the responsibility has not been assigned, but that the City Council could have answered a fee appeal in the past as another form of appeal, but that no one has ever appealed the cost of a FOIA. He pointed out that he has never charged for his time or the Assistant City Attorney's time, for example, and costs have always been kept low.

Councilmember Reid asked what would be the basis for City Council to levy a fee if it is not a part of the fee schedule. Mr. Shaffer thanked Assistant City Attorney Charlie Bear and Mr. Hudson for their efforts in preparation for the launch of the new FOIA requirements. He stressed that the City does

not receive fee reduction requests because, we work well within the boundary of the Act as we not only adhere to the particulars, but we also adhere to the principles of the Freedom of Information Act. Since the FOIA is more particular going forward, presumably that specificity would engender more opportunities for an appeal, but our operating philosophy and our values will remain the same. He said to the degree the City can err, the City will err on the side of the citizen; secondly, the City will look for practical solutions. He then pointed out that the Council's ability to set fees is as a regulatory body, but the fee appeal process is adjudicatory, so the whole purpose of taking it out of Council's hands is that the Council has already set policies for fees. In order to have a separation of powers, another entity is needed to address the appeals.

Assistant City Attorney Bear concurred and pointed out that there was never a formal process to allow an appeal for fees, so the Act now provides a procedure for appealing fees similar to the denial of a request, and explained. He described the six categories that can be charged which also need to be itemized that can now be analyzed by the requestor.

Councilmember Reid objected because of the unknown issues that may arise that Council could work through, establish guidelines, and not "hand it off" before we know what it is.

In answer to Councilmember Ford, Mr. Hudson and Mr. Bear indicated that although appeals have created deadline challenges in the past, the appeal is not considered received until the next Regular City Council Meeting, and the City now has ten business days instead of only ten days to respond, so the time crunch is lifted a little. Discussion followed.

Assistant City Attorney Bear confirmed that Appeals of Denial still comes to City Council and Councilmember Reid reiterated her reasoning for the Appeals of Fees should come to City Council.

Mr. Shaffer reviewed his responsibility to take care of problems and make sure problems do not come before City Council and expressed his view that he should take care of issues before they come before Council, and offered to report back to Council the results of how an appeal was addressed.

Councilmember Randall expressed strong support for Mr. Shaffer, the City Legal Team and the City Clerk and pointed out that it would take a lot of FOIA's to reach the \$20,000 amount requested in the motion. Motion by Randall, seconded by Ansari, to authorize the City Manager to adjudicate all appeals made to the head of the public body of the City of Portage for a reduction of a fee assessed in response to a FOIA request for a public record search, the necessary copying of a public record for inspection, or for providing a copy of a public record, where the amount of the assessed fee does not exceed \$20,000. Discussion followed and Mayor Strazdas indicated that it would be best for the City Manager to handle this as a part of the daily routine since FOIA charges are usually small dollar amounts and are best handled with the citizen working directly with the Administration.

In answer to Mayor Strazdas regarding a further appeal to City Council, City Attorney Brown indicated that a Fee Appeal to the City Manager as Head of the Public Body is the only appeal to the City, but the FOIA procedure does allow for further appeal to the Circuit Court, the same as an Appeal from a Denial of Information by City Council. Mayor Strazdas spoke in favor of having the policy to let the City Manager perform this service to the citizens, and pointed out that City Council can change this policy should it ever be indicated. Discussion followed.

Councilmember Ford spoke in favor of the motion and concurred with the Mr. Brown. Mayor Pro Tem Pearson concurred with Mayor Strazdas, as there is no problem at this time, cited a recent astronomical charge by a Michigan school district which is not the case in Portage with FOIA.

Councilmember Reid indicated that she did not want her wish to keep this function with City Council to be perceived as not having the confidence that the City Manager can do a competent job, but keeping it with Council would assist us in understanding where there may be some issues with the FOIA Fees and could be a learning experience for Council. She pointed out that Council would still be involved in this same process when there is a Denial of a FOIA Request, and advocated keeping all of it with City Council.

Upon a roll call vote, motion carried 5 to 1: Yeas: Councilmembers Ansari, Ford, Randall, Mayor Pro Tem Jim Pearson and Mayor Peter Strazdas. No: Councilmember Reid.

COMMITTEE OF THE WHOLE MEETINGS SUMMARY - INFORMATION ONLY:

Councilmember Ford indicated that he was out of town for the weekend, had asked that his packet not be delivered, and successfully reviewed the packet information from the website. He asked that one of the Committee of the Whole (COW) Meetings be a review of the Electronic Agenda Software and explained. Mayor Strazdas indicated that he has received e-mails from other Councilmembers suggesting COW topics, welcomed further e-mail suggestions, and that he and City Manager Shaffer are already in discussion and preparation for the Fund Balance topic in October. He indicated a preference to get these suggestions together in order to provide a brief report at the next City Council meeting for consideration and scheduling of a series of COW meetings.

Mr. Shaffer mentioned that the City acquired SuiteOne Agenda Management Software, (which can be accessed with all devices, such as a desktop, laptop, iPad, Android tablet, iOS phone and/or Android phone, etc., including Apple products); training of staff will commence soon. He explained that the software has two “bookends” since the information is built on the front end with the results on Public Access on the other end, so there is a need to build both pillars on each side of the actual meeting and explained.

Mayor Pro Tem Pearson indicated that Electronic Agenda has been a topic on the Council Retreat Agenda for two years; and, since Councilmembers Reid and Ford each asked to “pilot” the project, he suggested that interested Councilmembers at least have the opportunity to preview SuiteOne to identify any issues or “bugs” before training for all seven Councilmembers ensues. Mayor Strazdas indicated that the Committee of the Whole is an attempt to focus on Policy, and the SuiteOne effort may be better addressed at a workshop, explained that a training session is preferable instead of a COW Meeting, and offered that Councilmembers Reid and Ford could work with Mr. Shaffer in this regard.

Motion by Reid, seconded by Ansari, to receive the communication from the City Manager regarding the Committee of the Whole Meetings Summary as information only. Upon a voice vote, motion carried 6 to 0.

COMMUNICATION:

ANNETTE STEWART, 4180 ISABELLE STREET: Mayor Strazdas deferred to City Manager Shaffer, who indicated that the nature of the communication references restaurant preferences; that he supports all of the restaurants in town; that the advice from Ms. Stewart is sound and reasonable; nevertheless, he expressed his skepticism that the Administration can do much about her suggestions.

Mayor Pro Tem Pearson asked staff to seriously consider this request for “Zoning for More Restaurants in Portage” to see what Portage could use, “Trader Joe’s,” and to let it be known that Portage is open for business and encourage companies to come to Portage. Mayor Strazdas concurred, but explained that government cannot require or regulate such that certain stores come to Portage and explained.

Community Development Director Vicki Georgeau indicated that there about 900 acres of land in the City zoned for commercial use and explained some zoning efforts and successes with attracting and keeping businesses in the commercially zoned areas, but admitted it is market-driven. She indicated that she would like to see some other businesses locate in Portage, as well as some independently-owned restaurants, for example. She offered that she would be happy to provide a response to Ms. Stewart.

Mayor Pro Tem Pearson asked whether there are any houses that can be converted into small restaurants, much like those in Ann Arbor, and Ms. Georgeau referred to the work/live ordinance. She pointed out if the residential dwelling unit is located adjacent to the permitted commercial use, the residential dwelling unit must be located above or behind and is a special use, but no one has taken advantage of this which is also allowable in the City Center Area near City Hall.

Councilmember Reid noticed that in reading the letter, she was reminded that Ms. Stewart and a lot of citizens did not understanding zoning, so she recommended that the City use this as an

opportunity to do some education. She suggested developing a unit on PMN that talks about zoning, what it is, how it changes and what can go where, for example.

Councilmember Randall suggested an article in the *Portager* would be helpful as an information source. She asked whether there are living quarters in Wild Birds Unlimited, the Candy Lady, professional photographer shops, and is this use already being implemented in non-food types of businesses.

Ms. Georgeau explained that a building can be converted into commercial use, but would first have to be brought up to commercial building code standards, especially with regard to accessibility. She then indicated that Wild Birds Unlimited and the Candy Lady were completely converted from a residential use to a commercial use, and could be converted back as long as they met the residential code. Discussion followed.

Motion by Ford, seconded by Randall, to receive the communication from Annette Stewart regarding restaurants in Portage. Upon a roll call vote, motion carried 6 to 0.

UNFINISHED BUSINESS:

SALE OF CITY PROPERTY - 10323 ARCHWOOD DRIVE: Mayor Pro Tem Pearson provided some background on this proposed sale of City property and commended City Manager Shaffer and his staff placing this property back on the tax rolls and explained that it is being sold for \$18,000 with a rebate incentive of \$3,000. He then gave credit to Councilmember Randall for finding the real reason why the property would not sell at auction since she discovered that it was bundled with dozens of undesirable properties located outside Portage which required the successful bidder to buy all of the distressed properties in undesirable locations in order to get the nice property in a nice Portage neighborhood. He thanked Councilmember Randall for her effort and a job well done which led the Council to not accept the recommendation of the past Administration, as this sale will net the City \$15,000 plus \$3,000 in taxes for the City, the Schools and Portage District Library going forward.

Motion by Pearson, seconded by Randall, to adopt the resolution to sell city property located at 10323 Archwood Drive. Upon a roll call vote, motion carried 6 to 0.

* **SALE OF CITY PROPERTY - 1521 HELEN DRIVE:** Motion by Ansari, seconded by Pearson, to adopt the resolution to sell city property located at 1521 Helen Drive. Upon a roll call vote, motion carried 6 to 0.

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

Portage Public Schools Regular Business Meeting of May 18, Special Meeting of June 1 and Committee of the Whole Work Session and Special Meeting of June 8, 2015.

Portage Senior Citizen Advisory Board of May 20, 2015.

BID TABULATIONS:

* **SIDEWALK AND CURB REPAIR CONTRACT – BID TABULATION:** Motion by Ansari, seconded by Pearson, to award a contract for sidewalk and curb repairs in the amount of \$49,791.20 to Northern Construction Services Corporation of Niles, Michigan, and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

* **PURCHASE OF PERSONAL PROTECTIVE EQUIPMENT – BID TABULATION:** Motion by Ansari, seconded by Pearson, to authorize the purchase of ten sets of Personal Protective

Equipment (PPE) at a cost not to exceed \$23,178.40 and authorize the City Manager to execute all documents related to the purchase on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL: Mayor Strazdas announced that he would be running for Mayor in November and indicated that he was humbled by the large number of people who called him to encourage him to run again, and listed some of them. He reviewed some of the changes that have taken place during his 25 years of public service to the City, both positive and negative, and indicated that Portage maintained fiscally conservative values throughout those times, controlled costs, provided excellent customer service and added a quality of life enjoyed by all in Portage. If elected, he pledged to work collaboratively with the City Council and the Administration so we can improve this great City over the next two years.

Councilmembers Ansari, Reid and Ford and Mayor Pro Tem Pearson congratulated him on his decision and thanked him for his service. Councilmember Ansari also gave him his endorsement.

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ADJOURNMENT: Mayor Strazdas adjourned the meeting at 6:00 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of July 21, 2015 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks and auto-pay payments. The attached Accounts Payable Register covers the period June 21, 2015 through July 5, 2015 and notes \$219,981.83 in automated clearing house payments, \$1,400,998.24 in paper checks and \$1,827.51 in auto-pay payments for a grand total of \$1,622,807.58.

FUNDING: N/A

Attachments: Accounts Payable Register

CITY OF PORTAGE CHECK REGISTER
Date From: 06/21/2015 To: 07-05-2015

Check Date	Check	Vendor Name	Amount
6/26/2015	4152(A)	ABONMARCHE CONSULTANTS, INC	3,161.42
6/26/2015	4153(A)	ALRO STEEL CORPORATION	121.50
6/26/2015	4154(A)	ANIMAL REMOVAL SERVICE, LLC	1,415.00
6/26/2015	4155(A)	APOLLO FIRE EQUIPMENT COMPANY	2,865.99
6/26/2015	4156(A)	BATTERIES PLUS	80.04
6/26/2015	4157(A)	BLUE CARE NETWORK-GREAT LAKES	64,928.85
6/26/2015	4158(A)	BRENNER OIL CO.	24,878.73
6/26/2015	4159(A)	C D W GOVERNMENT, INC.	2,043.90
6/26/2015	4160(A)	CROWN TROPHY	330.50
6/26/2015	4161(A)	DELTA DENTAL PLAN OF MICHIGAN	17,627.70
6/26/2015	4162(A)	EMPLOYMENT GROUP, INC.	1,849.06
6/26/2015	4163(A)	ETNA SUPPLY, INC.	671.36
6/26/2015	4164(A)	FURRY, WILLIAM	73.14
6/26/2015	4165(A)	GAIL ANDRUS TRAVEL	847.00
6/26/2015	4166(A)	HARTFORD LIFE INSURANCE COMPANY	7,606.02
6/26/2015	4167(A)	HURST MECHANICAL, INC.	3,998.00
6/26/2015	4168(A)	INDUSCO SUPPLY CO., INC.	695.56
6/26/2015	4169(A)	KUSHNER & COMPANY, INC.	278.24
6/26/2015	4170(A)	MATERIALS RESOURCES	2,425.18
6/26/2015	4171(A)	MAURER'S TEXTILE RENTAL SERVICES	450.03
6/26/2015	4172(A)	MEJEUR ELECTRIC LLC	2,978.00
6/26/2015	4173(A)	ONE WAY PRODUCTS	420.90
6/26/2015	4174(A)	PCM SALES, INC.	1,394.43
6/26/2015	4175(A)	PORTAGE FIREFIGHTERS	1,510.32
6/26/2015	4176(A)	PORTAGE ON-CALL FIREFIGHTERS	120.00
6/26/2015	4177(A)	PORTAGE POLICE OFFICERS ASSOC	700.00
6/26/2015	4178(A)	ROAD EQUIPMENT PARTS CENTER	2,775.47
6/26/2015	4179(A)	THE LIFEGUARD STORE	310.90
6/26/2015	4180(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	494.22
6/26/2015	4181(A)	UNITED PETROLEUM	317.50
6/26/2015	4182(A)	VERPLANK TRUCKING CO.	1,496.31
6/26/2015	4183(A)	VISION SERVICE PLAN (OH)	2,053.22
6/26/2015	4184(A)	W W GRAINGER INC	160.75
6/26/2015	4185(A)	WIGHTMAN & ASSOCIATES, INC.	6,271.74
7/2/2015	4186(A)	ALL-TRONICS, INC.	477.00
7/2/2015	4187(A)	AMERICAN HYDROGEOLOGY CORP.	7,461.20
7/2/2015	4188(A)	BEEBE, RONALD E.	288.00
7/2/2015	4189(A)	C D W GOVERNMENT, INC.	9,450.00
7/2/2015	4190(A)	EMPLOYMENT GROUP, INC.	994.80
7/2/2015	4191(A)	ETNA SUPPLY, INC.	2,694.07
7/2/2015	4192(A)	GAIL ANDRUS TRAVEL	3,687.50
7/2/2015	4193(A)	IRISH AYRES ENTERPRISES, LLC	21,322.00
7/2/2015	4194(A)	JONES & HENRY ENGINEERS, LTD	13,399.34
7/2/2015	4195(A)	KOPEC, CASEY	184.00

CITY OF PORTAGE CHECK REGISTER
Date From: 06/21/2015 To: 07-05-2015

Check Date	Check	Vendor Name	Amount
7/2/2015	4196(A)	M & M CUSTOM FABRICATING INC.	11.00
7/2/2015	4197(A)	MAURER'S TEXTILE RENTAL SERVICES	157.52
7/2/2015	4198(A)	MEDEMA, TIMOTHY	208.00
7/2/2015	4199(A)	ONE WAY PRODUCTS	207.78
7/2/2015	4200(A)	PCM SALES, INC.	339.00
7/2/2015	4201(A)	THE LIFEGUARD STORE	82.86
7/2/2015	4202(A)	VANDERBERG, WARD M	235.00
7/2/2015	4203(A)	W W GRAINGER INC	1,317.78
7/2/2015	4204(A)	WEST, STEVEN R	114.00
		SUBTOTAL:	53 CHECKS 219,981.83
6/26/2015	293929	A I S CONSTRUCTION EQUIP. CO.	1,950.00
6/26/2015	293930	A T & T LONG DISTANCE	561.73
6/26/2015	293933	ALL-PHASE ELECTRIC SUPPLY CO.	55.73
6/26/2015	293935	APPLIED IMAGING	2,113.24
6/26/2015	293936	ARROWHEAD SCIENTIFIC, INC.	240.00
6/26/2015	293939	AUTOBODY USA - SOUTHSIDE	623.40
6/26/2015	293941	BESCO WATER TREATMENT, INC.	15.00
6/26/2015	293942	BILL'S LOCK SHOP, INC.	75.00
6/26/2015	293943	BLUE CROSS/BLUE SHIELD OF MICH	114,669.19
6/26/2015	293944	C T S TELECOM, INC.	1,357.90
6/26/2015	293945	CANNON ENGINEERING & EQUIPMENT	830.00
6/26/2015	293946	CARLETON EQUIPMENT CO.	787.50
6/26/2015	293947	CITY OF KALAMAZOO TREASURER	38.66
6/26/2015	293948	CLASSIC GLASS, INC.	65.00
6/26/2015	293950	CONSUMERS CONCRETE CORP.	917.00
6/26/2015	293953	DEER CONTRACTING & LANDSCAPE	792.00
6/26/2015	293955	EMERGENCY VEHICLE PRODUCTS	4,059.55
6/26/2015	293956	EXECUTIVE LEADERSHIP	96.00
6/26/2015	293957	FAIR HOUSING CENTER OF SW MICHIGAN	1,000.00
6/26/2015	293958	FLETCHER ENTERPRISES	2,120.00
6/26/2015	293961	GRIFFIN PEST SOLUTIONS, INC.	173.00
6/26/2015	293962	HASTINGS AIR ENERGY CONTROL	3,015.00
6/26/2015	293964	HOME DEPOT	2,694.97
6/26/2015	293968	JOHN PODGORSKI	138.20
6/26/2015	293972	KIESER & ASSOCIATES	2,670.00
6/26/2015	293973	KZOO TIRE COMPANY	825.00
6/26/2015	293980	MCDONALD'S TOWING & RESCUE, INC.	55.00
6/26/2015	293981	MEEKHOF TIRE SALES & SERVICE INC.	177.00
6/26/2015	293983	MICHIGAN PAVING & MATERIALS CO.	356,594.64
6/26/2015	293989	ONSTAFF USA INC	5,101.54
6/26/2015	293990	P K CONTRACTING, INC.	3,299.74
6/26/2015	293991	PETTY CASH-SENIOR CENTER	151.23
6/26/2015	293995	POWERFUL SIGNAL, LLC	1,299.00

CITY OF PORTAGE CHECK REGISTER
Date From: 06/21/2015 To: 07-05-2015

Check Date	Check	Vendor Name	Amount
6/26/2015	293998	PURE FISHING, INC.	1,344.61
6/26/2015	294003	SHANNEN HOUSLER	100.00
6/26/2015	294008	THE BATTERY STATION LLC	169.35
6/26/2015	294010	TRACTOR SUPPLY CORP.	408.70
6/26/2015	294011	TRISH KING	150.00
6/26/2015	294012	TRUCK & TRAILER SPECIALTIES	2,500.00
6/26/2015	294013	UNITED PARCEL SERVICE	62.18
6/26/2015	294016	WINDER POLICE EQUIPMENT, INC.	1,399.44
6/26/2015	293927	10TH DISTRICT COURT	100.00
6/26/2015	293928	3RD DISTRICT COURT	252.00
6/26/2015	293931	A-1 SIGNS	933.00
6/26/2015	293932	ADVANCED LUBRICATION LLC	653.50
6/26/2015	293934	ALLEGRA PRINT & IMAGING	890.50
6/26/2015	293937	ASSOCIATED GOVERNMENT SERVICES INC	800.00
6/26/2015	293938	ATTORNEYS TITLE AGENCY LLC	100.00
6/26/2015	293940	B S & A SOFTWARE	575.00
6/26/2015	293949	COMFORT SUITES MILWAUKEE AIRPORT	9.00
6/26/2015	293951	CROSSROADS CAR WASH	293.50
6/26/2015	293952	DAVE'S CONCRETE PRODUCTS, INC.	5,040.00
6/26/2015	293954	EMERGENCY MEDICAL PRODUCTS INC	65.56
6/26/2015	293959	GREATER KALAMAZOO FOP LODGE 98	549.20
6/26/2015	293960	GREATER KALAMAZOO FOP LODGE 98	2,746.00
6/26/2015	293963	HERITAGE COMMUNITY OF KALAMAZOO	1,359.92
6/26/2015	293965	HURLEY & STEWART, LLC	20,396.04
6/26/2015	293966	J & B PROFESSIONAL TREE SERVIC	2,950.00
6/26/2015	293967	JAYBEE SIGNS	250.00
6/26/2015	293969	KALAMAZOO IN BLOOM, INC.	5,666.91
6/26/2015	293970	KALAMAZOO NATURE CENTER, INC.	165.00
6/26/2015	293971	KALI BARROW	100.00
6/26/2015	293974	LOCEY SWIM POOL CO.	206.89
6/26/2015	293975	LOWE'S HOME CENTER	150.52
6/26/2015	293976	M & M HOME IMPROVEMENTS	250.00
6/26/2015	293977	MAGLOCLLEN	400.00
6/26/2015	293978	MAPLE HILL SPRINKLING, INC.	73.00
6/26/2015	293979	MATTHEW DAVID AMBROSO	1,590.00
6/26/2015	293982	MICH MUNICIPAL POLICE & FIRE REPAIR	1,868.01
6/26/2015	293984	MIDWEST ENERGY COOPERATIVE	268.78
6/26/2015	293985	MULDERS LANDSCAPE SUPPLIES INC	1,230.00
6/26/2015	293986	NELSON'S HARDWARE	2,638.32
6/26/2015	293987	NYE UNIFORMS	756.80
6/26/2015	293988	OFFICE DEPOT, INC.	3,958.34
6/26/2015	293992	PORTAGE ATHLETIC FOUNDATION	500.00
6/26/2015	293993	PORTAGE GLASS & MIRROR	4,637.00
6/26/2015	293994	PORTAGE ROTARY CHARITIES	175.00

CITY OF PORTAGE CHECK REGISTER
Date From: 06/21/2015 To: 07-05-2015

Check Date	Check	Vendor Name	Amount
6/26/2015	293996	PROFESSIONAL LAKE MANAGEMENT	502.86
6/26/2015	293997	PROSOURCE OF KALAMAZOO MI	1,993.92
6/26/2015	293999	R & R INDUSTRIES, INC.	696.27
6/26/2015	294000	RIDGE AUTO NAPA	4,259.46
6/26/2015	294001	ROMENCE GARDENS, INC	399.62
6/26/2015	294002	SALLY BRUNS	100.00
6/26/2015	294004	SMOKED DOWN BBQ LLC	400.00
6/26/2015	294005	STATE OF MICHIGAN (DOT)	552,609.68
6/26/2015	294006	STATE SYSTEMS RADIO, INC	1,021.70
6/26/2015	294007	STEENSMA LAWN & POWER EQUIPMENT	207.96
6/26/2015	294009	TRACI FOSTER	5.00
6/26/2015	294014	VANDAM & KRUSINGA	327.26
6/26/2015	294015	WALTON, BOB	44.00
6/26/2015	294017	SOPJES, MARK	184.96
6/29/2015	294018	MICHIGAN DEPARTMENT OF TREASURY	833.21
6/30/2015	294092	GORDON WATER SYSTEMS	118.00
6/30/2015	294093	SCHIPPERS, ANGIE	89.00
7/2/2015	294019	63RD DISTRICT COURT	159.00
7/2/2015	294020	A I S CONSTRUCTION EQUIP. CO.	2,174.60
7/2/2015	294021	A T & T	122.60
7/2/2015	294022	ADAM TODAS	50.00
7/2/2015	294023	ADP, INC.	929.16
7/2/2015	294024	ALLEGRA PRINT & IMAGING	846.63
7/2/2015	294025	AMALGAM LLC	3,500.00
7/2/2015	294026	ANDREA FELLER	50.00
7/2/2015	294027	ARIANA CASTILLO	50.00
7/2/2015	294028	BRIAN BROOK	50.00
7/2/2015	294029	CARRIE FOREMAN	50.00
7/2/2015	294030	CATHY CARTER	750.00
7/2/2015	294031	CATHY CARTER	50.00
7/2/2015	294032	CESO, INC.	1,470.00
7/2/2015	294033	COMSTOCK PUBLIC SCHOOLS	50.00
7/2/2015	294034	DAVID HOJNACHI J	230.00
7/2/2015	294035	DUSTI MORTON	500.00
7/2/2015	294036	DUSTI MORTON	50.00
7/2/2015	294037	ELIZABETH COSS	50.00
7/2/2015	294038	EMERGENCY VEHICLE PRODUCTS	4,747.00
7/2/2015	294039	ENGINEERING SUPPLY & IMAGING	187.50
7/2/2015	294040	ERIN SCHAUER	50.00
7/2/2015	294041	FIRST IMAGE	72.00
7/2/2015	294042	FLETCHER ENTERPRISES	5,087.00
7/2/2015	294043	FORSHEE, MARK	230.00
7/2/2015	294044	GEAROGUE CRANDALL	50.00
7/2/2015	294045	GORDON FOOD SERVICE	63.74

CITY OF PORTAGE CHECK REGISTER
Date From: 06/21/2015 To: 07-05-2015

Check Date	Check	Vendor Name	Amount
7/2/2015	294046	GRAHAM FORESTRY SERVICE, INC.	1,840.00
7/2/2015	294047	HAMMOND, CHARLES & LUCILE	184.00
7/2/2015	294048	HARTMAN, CHARLES	94.00
7/2/2015	294049	HOME DEPOT	5,234.23
7/2/2015	294050	IBEX INSURANCE AGENCY, INC.	3,383.53
7/2/2015	294051	KALAMAZOO COUNTY TREASURER	1,288.14
7/2/2015	294052	KAY SETTER	50.00
7/2/2015	294053	KZOO TIRE COMPANY	348.00
7/2/2015	294054	LOWE'S HOME CENTER	65.55
7/2/2015	294055	M P E L R A	25.00
7/2/2015	294056	MARGARET RUSSELL	50.00
7/2/2015	294057	MENARD'S (WEST MAIN)	1,853.29
7/2/2015	294058	MENARDS, INC	86.88
7/2/2015	294059	MICHAEL MEIER	144.00
7/2/2015	294060	MICHIGAN PAVING & MATERIALS CO.	187,189.84
7/2/2015	294061	MILLS, DANIEL	886.67
7/2/2015	294062	MONIFA A. JUMANNE, PH.D.	1,500.00
7/2/2015	294063	NANCY KOTARSKI	50.00
7/2/2015	294064	OFFICE DEPOT, INC.	618.30
7/2/2015	294065	OFFICETEAM	976.11
7/2/2015	294066	ONSTAFF USA INC	5,190.91
7/2/2015	294067	PATESEL, TERRY	396.00
7/2/2015	294068	PAUL KRICK	276.00
7/2/2015	294069	PETTY CASH-CITY MANAGER	399.82
7/2/2015	294070	PETTY CASH-FIRE	554.97
7/2/2015	294071	PETTY CASH-PARKS	622.21
7/2/2015	294072	PING SMITH	50.00
7/2/2015	294073	PRINTING SYSTEMS, INC.	523.90
7/2/2015	294074	RAVEN WYND	1,000.00
7/2/2015	294075	RAVEN WYND	50.00
7/2/2015	294076	RIDGE AUTO NAPA	123.55
7/2/2015	294077	ROEHRIG, GLEN	156.00
7/2/2015	294078	RON MASEK	50.00
7/2/2015	294079	SEVERANCE ELECTRIC COMPANY, INC	1,424.13
7/2/2015	294080	SOURCE TECHNOLOGIES	262.00
7/2/2015	294081	STAP BROS LAWN & LANDSCAPE, INC	6,987.90
7/2/2015	294082	STEENSMA LAWN & POWER EQUIPMENT	2,999.72
7/2/2015	294083	THE FOUNTAINS OF BRONSON PLACE	1,000.00
7/2/2015	294084	TRACTOR SUPPLY CORP.	803.51
7/2/2015	294085	U S LAWNS- KALAMAZOO	175.92
7/2/2015	294086	UNITED PARCEL SERVICE	14.30
7/2/2015	294087	VANDERBILT, JOHN	96.00
7/2/2015	294088	VERIZON WIRELESS SERVICES, LLC	6,104.44
7/2/2015	294089	WATKINS, GREG	230.00

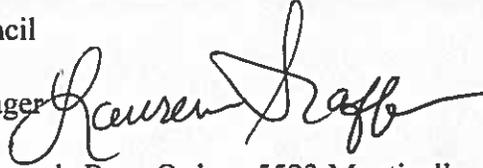
CITY OF PORTAGE CHECK REGISTER
Date From: 06/21/2015 To: 07-05-2015

Check Date	Check	Vendor Name	Amount
7/2/2015	294090	WEST MICHIGAN OFFICE INTERIORS	2,664.00
7/2/2015	294091	WOLFE, MATT	270.00
		SUBTOTAL:	1,400,998.24
		167 CHECKS	
6/23/2015	1672	Consumers Auto-Pay of 6/23/2015	56.06
6/24/2015	1685	Consumers Auto-Pay of 6/24/2015	992.75
6/26/2015	1689	Consumers Auto-Pay of 6/26/2016	22.61
6/30/2015	1703	Consumers Auto-Pay of 6/30/2016	756.09
		SUBTOTAL:	1,827.51
		4 CHECKS	
		TOTAL:	1,622,807.58
		224 CHECKS	

** (A) DENOTES ACH PAYMENTS

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Construction Board of Appeals Raze Order - 5523 Monticello Avenue

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED:

That City Council:

- a. accept the order of the Construction Board of Appeals to raze and remove the house at 5523 Monticello Avenue; and
- b. authorize the City Administration to take the necessary action to place a lien and assess the property to recover the costs associated with razing and removing the structure, consistent with city ordinance.

Code enforcement action has been necessary for the house and property located at 5523 Monticello Avenue over the past several months. The owner of the property passed away and efforts to obtain assistance from the estate to correct violations associated with the property have been unsuccessful. Previous abatement action to secure the house from casual entry, remove interior and exterior debris and address tall grass has been necessary. The house, however, remains in an unsafe/unfit condition. Staff does not believe that the house can be rehabilitated and corrective action is necessary.

An Unsafe Structure Ordinance has been adopted by the city that requires buildings to be maintained in a safe and sanitary condition. The ordinance protects the health, safety and welfare of the residents of the building and also those in the surrounding neighborhood. The current condition of the house at 5523 Monticello Avenue presents a negative impact on the neighborhood.

On April 23, 2015, in accordance with the Unsafe Structure Ordinance, an Unsafe/Unfit Structure Notice was posted on site and mailed to the property owner of record and known relatives, that provided 30-days to bring the house into compliance with City Code. No effort was demonstrated by the estate to correct the violations associated with the house. Essentially, the property is unattended and vacant.

On June 15, 2015, the Construction Board of Appeals held a Show Cause Hearing to review the matter. At the conclusion of the hearing, an order was established by the Board requiring that within 15-days the house be repaired so that it could be occupied or the structure be razed. Failure to comply with the order would result in the matter being referred to City Council with a recommendation that the city be authorized to demolish and remove the house. Since the establishment of the Construction Board of Appeals order, no action to repair or remove the house has occurred.

If City Council approves the order and authorizes the City Administration to take the necessary action to raze and remove the house (estimated at \$10,000), the costs will be placed as a lien against the real property and reported to the City Assessor and Finance Director. If unpaid, the cost will be added to the tax roll and collected consistent with Section 42-1353 (5) of the Code of Ordinances.

It is recommended that City Council accept the order of the Construction Board of Appeals to raze and remove the house at 5523 Monticello Avenue and authorize the Administration to take the necessary action to place a lien and assess the property to recover the costs associated with the action, consistent with city ordinance.

In accordance with the Unsafe Structure Ordinance, abatement of the property may begin 20 days following approval by City Council.

FUNDING: N/A

Attachments: June 10, 2015 Communication to Construction Board of Appeals
June 15, 2015 Construction Board of Appeals meeting minutes
June 17, 2015 Communication to property owner of 5523 Monticello Avenue

TO: Construction Board of Appeals

FROM: Vicki Georgeau,  Director of Community Development

DATE: June 10, 2015

SUBJECT: Show Cause Hearing – 5523 Monticello Avenue

CODE SECTION: Article 13, Section 42-1341 - Unsafe Structures, City of Portage Codified Ordinances

Enforcement action for the property at 5523 Monticello Avenue has been ongoing since May 2014. The owner of the property, Jerry Richter, is deceased and efforts to obtain assistance from the surviving relatives to correct violations associated with the house and site have been unsuccessful. Ongoing abatement activity for the property by the city has been necessary for junk and debris on the property exterior and house interior, tall grass and weeds and to secure the house from casual entry. The property has essentially been abandoned and continues to deteriorate due to a lack of maintenance.

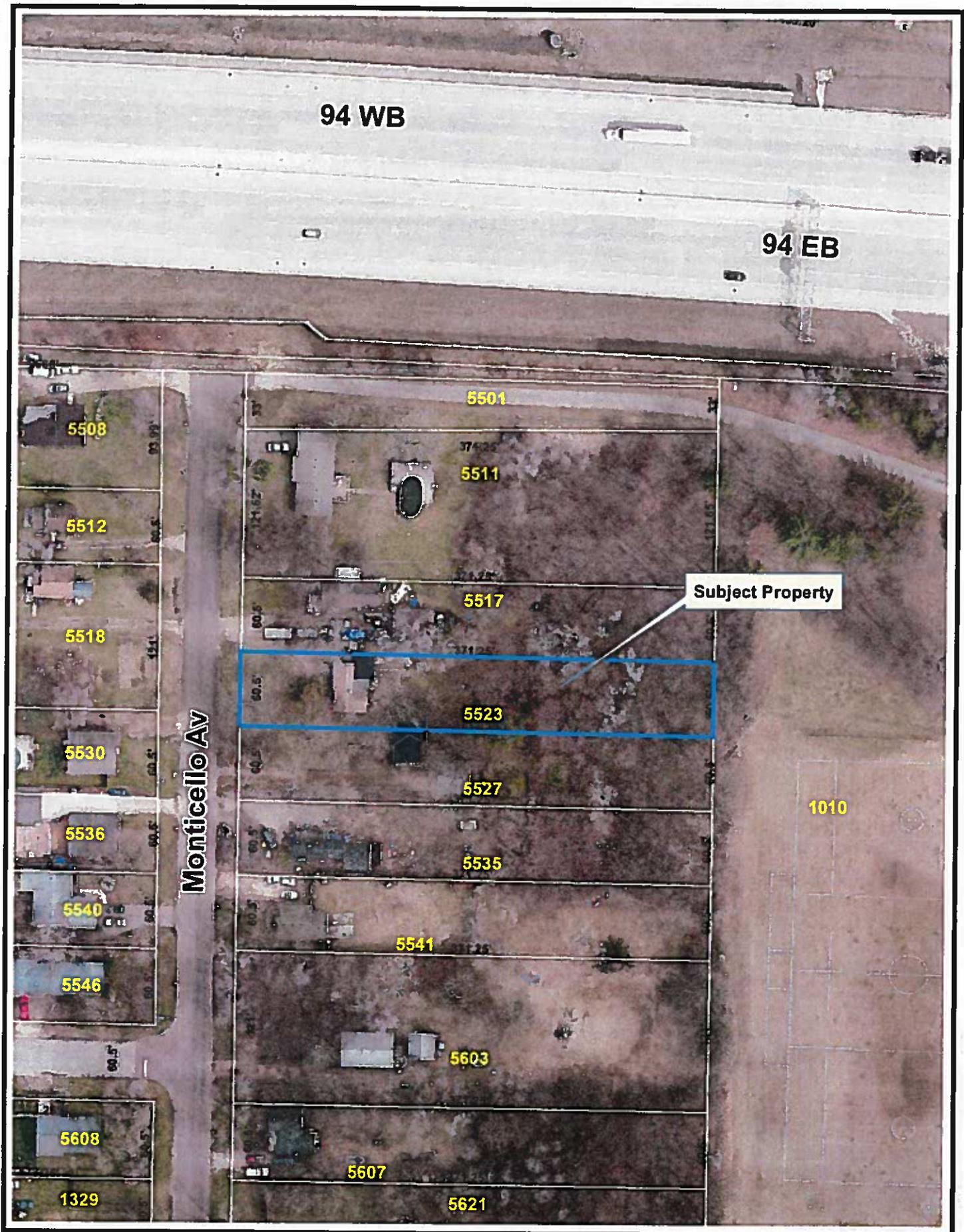
The following items remain in need of correction:

1. Signs of structural distress related to the foundation and floor joists for the house are evident. There are also several areas throughout the house with holes and damage to the walls.
2. Lack of maintenance/upkeep of the house is evident. Signs of animal infestation and weather intrusion into the dwelling is evident.
3. There are several open electrical splices in the basement that need to be corrected. A cover also needs to be installed on the electrical service.
4. The condition/operation of the electrical, plumbing and mechanical equipment (furnace, water heater, etc.) for the house could not be verified. State of Michigan licensed electrical, plumbing and mechanical contractors will need to review/confirm the equipment is in safe working condition.

The house located at 5523 Monticello Avenue serves as an attractive nuisance and is unsafe/unfit and does not meet the provisions of the Codified Ordinances of the City of Portage. Staff recommends that the property owner's authorized agent be provided 15-days to repair the house so that it can be occupied or the structure be razed. Failure to comply with the order will result in the matter being referred to City Council with a recommendation that the city be authorized to demolish and remove the house. Any and all costs incurred for such action shall be due and payable to the city per the Unsafe Structure Ordinance.

Attachments: Vicinity map
Unsafe Structure notification dated April 23, 2015.
Show Cause Hearing notification dated May 29, 2015.
Photographs of 5523 Monticello Avenue

T:\COMMDEV\2014-2015 Department Files\Address Files\W\Monticello\2015 06 09 VG Monticello 5523 (Construction Board Recommendation) doc





April 23, 2015

Sent Certified Mail and Posted on Site

Jerry W. & TL Richter
5977 King Highway
Kalamazoo, MI 49048

Dear Jerry W. & TL Richter:

RE: Unsafe/Unfit Structure – 5523 Monticello Avenue

The City of Portage property maintenance regulations require that buildings and properties be maintained and repaired in the interests of protecting the health, safety and welfare of the occupants of the building and surrounding neighborhood. The current condition of the house at 5523 Monticello Avenue is unsafe and unfit for human occupancy as defined in Section 42-1341 of the City of Portage Code of Ordinances. Inspection of the house and property determined that the following items were in need of correction:

1. Signs of structural distress related to the foundation and floor joists for the house are evident. There are also several areas throughout the house with holes and damage to the walls.
2. Lack of maintenance/upkeep of the house is evident. Signs of animal infestation and weather intrusion into the dwelling is evident.
3. There are several open electrical splices in the basement that need to be corrected. A cover also needs to be installed on the electrical service.
4. The condition/operation of the electrical, plumbing and mechanical equipment (furnace, water heater, etc.) for the house could not be verified. State of Michigan licensed electrical, plumbing and mechanical contractors will need to review/confirm the equipment is in safe working condition.

Your effort to have the above listed violations corrected and the premises made habitable within thirty (30) days from the date of this notice is necessary to avoid enforcement action. If corrective action is not initiated, the matter will be scheduled before the Construction Board of Appeals seeking a demolition order. The costs of the demolition order shall be due and payable by the property owner or as a lien placed against the property.

If you have any questions or need further information, please contact the Department of Community Development at 269-329-4466.

Sincerely,


Vicki Georgeau, AICP
Director

C. Anna Baker, 5977 King Highway, Kalamazoo, MI 49048
Gary and Jeannie Richter, 5541 Monticello Avenue, Kalamazoo, MI 49024
Charles Richter, 5908 Monticello Avenue, Portage, MI 49024

Ec. Terry Novak, Deputy Director of Building and Housing Services

RECEIVED

MAY 04 2015

COMMUNITY DEVELOPMENT



Department of Community Development

May 29, 2015

Sent Certified Mail and Posted on Site

Jerry W. & TL Richter
5977 King Highway
Kalamazoo, MI 49048

Dear Jerry W. & TL Richter:

RE: Notice of Show Cause Hearing – 5523 Monticello Avenue

The house located at 5523 Monticello Avenue has not been made safe in accordance with the provisions of the Codified Ordinances of the City of Portage, Michigan. The current condition of the house, as identified in the April 23, 2015 Unsafe Structure Notice, is unsafe and unfit for human occupancy as defined in Section 42-1341 of the City of Portage Code of Ordinances.

As a result of these continued violations, you are hereby notified that a hearing on the condition of the house at 5523 Monticello Avenue will be held before the Construction Board of Appeals at 5:00 P.M. on June 15, 2015. The meeting will be held in Conference Room One of Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan. At this hearing, you will have the opportunity to show cause as to why the condition of the house should not be abated or otherwise made safe. The owner and any occupant of the house shall have the right at the hearing to cross-examine witnesses who testify against the owner's and/or occupant's interests and the right to produce witnesses on your own behalf, including the use of pictures, video tapes or other recording devices.

The decision of the Construction Board of Appeals may be appealed to City Council for review within ten (10) days after the decision of the Board and, after review by Council, may be appealed to the Kalamazoo County Circuit Court within twenty (20) days after the decision of the Council.

If you have any questions, please contact the Division of Building and Housing Services, Department of Development, 329-4477.

Sincerely,

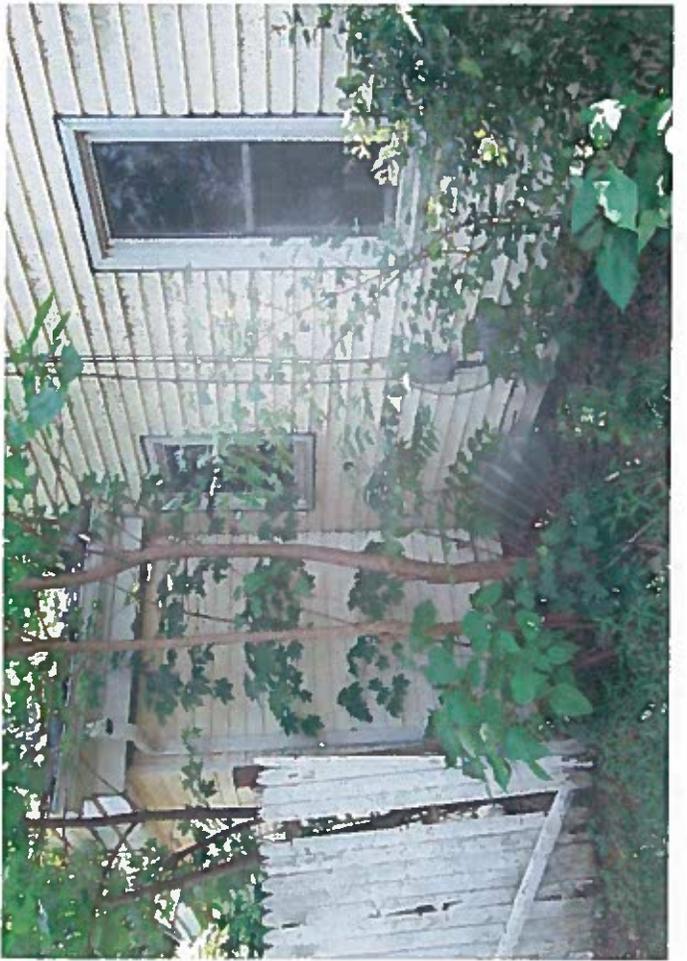
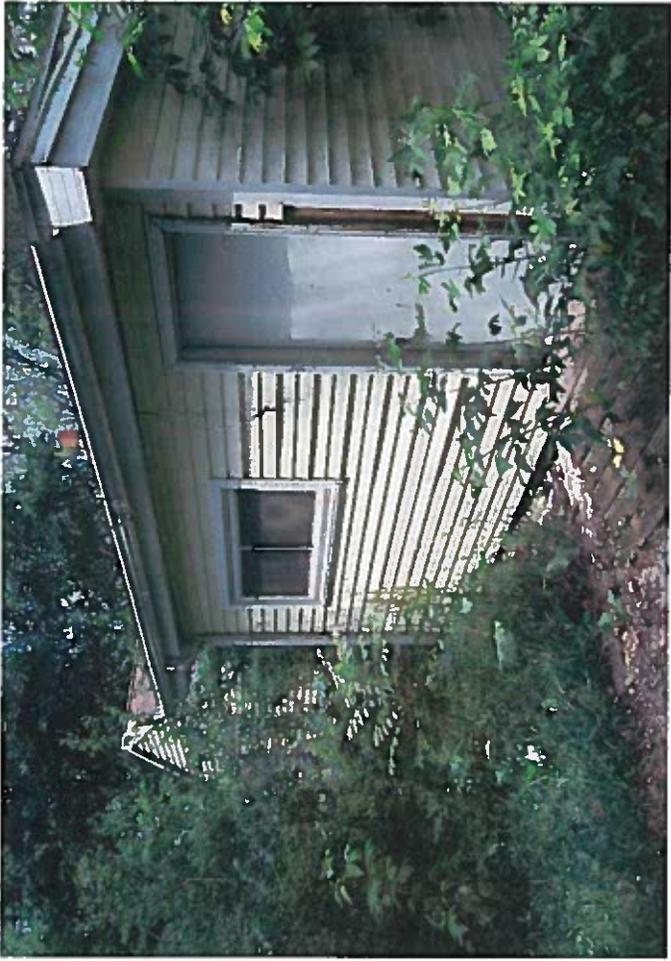
Vicki Georgeau, AICP
Director

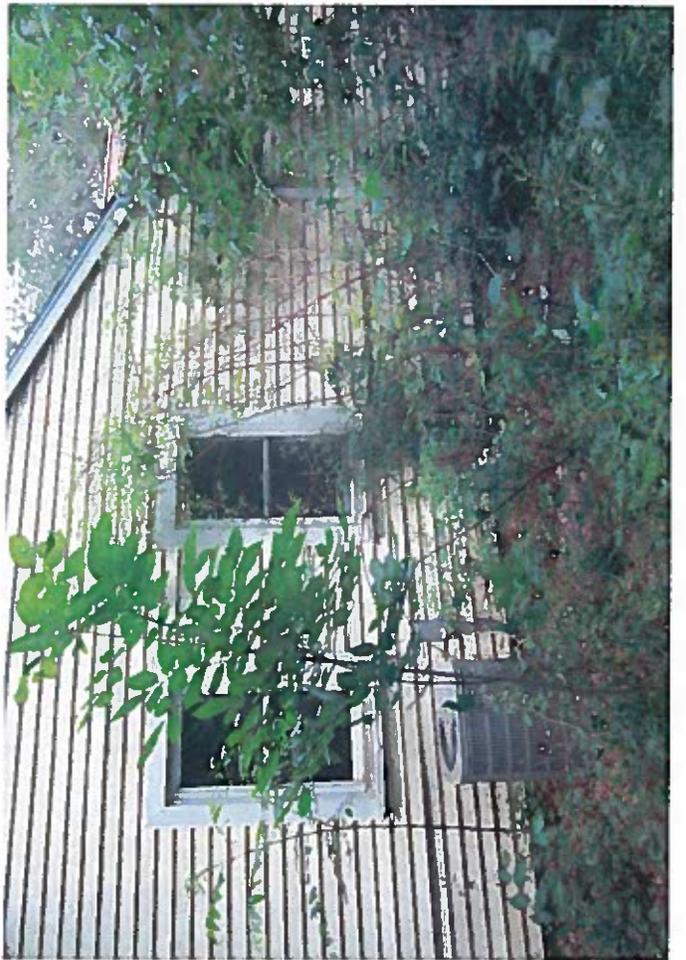
Attachment: Copy of April 23, 2015 Unsafe Structure Notice

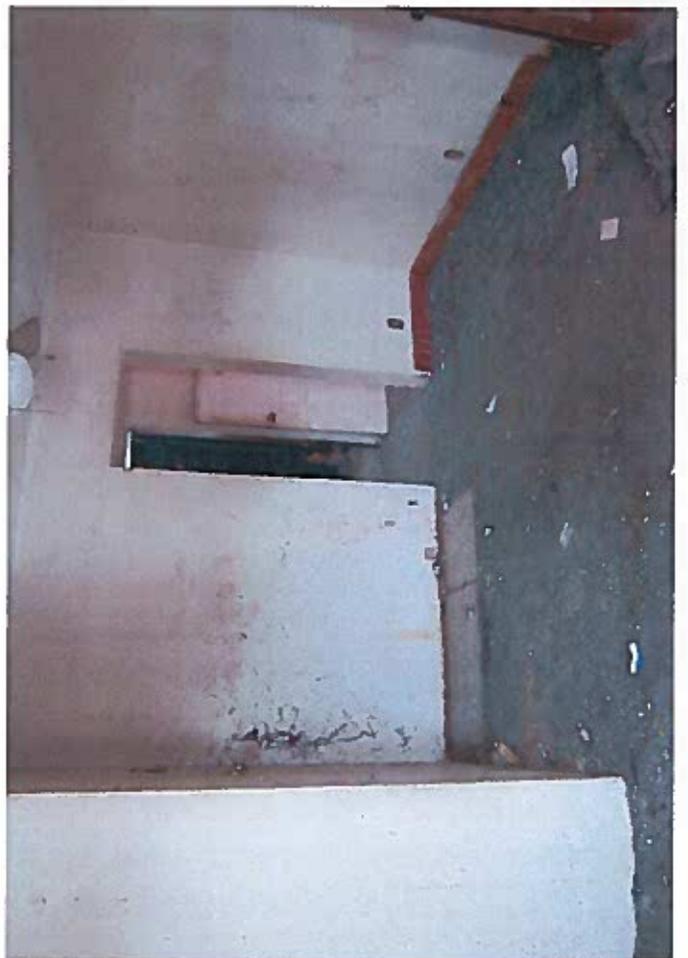
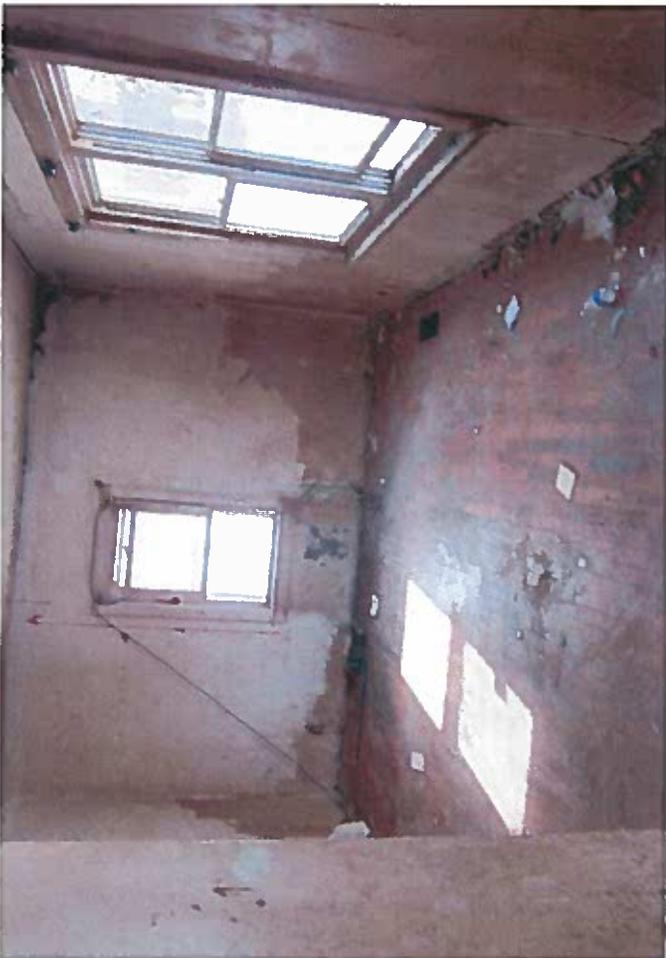
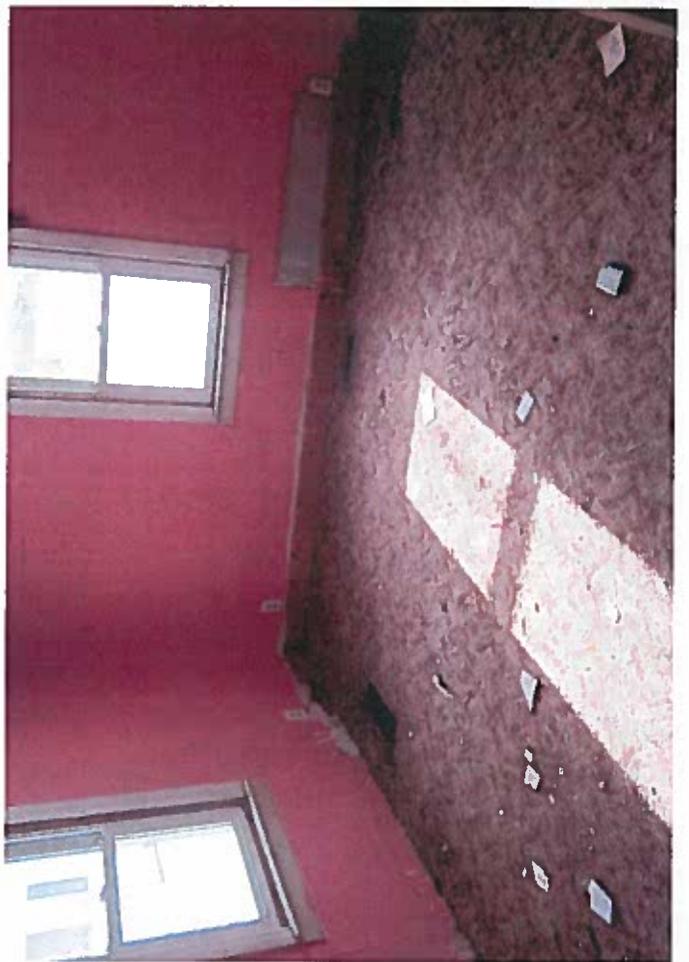
C. Anna Baker, 5977 King Highway, Kalamazoo, MI 49048
Gary and Jeannie Richter, 5541 Monticello Avenue, Kalamazoo, MI 49024
Charles Richter, 5908 Monticello Avenue, Portage, MI 49024

cc: Terry A. Novak, Deputy Director of Building and Housing Services
Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services

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CITY OF PORTAGE CONSTRUCTION BOARD OF APPEALS

Minutes of Meeting – June 15, 2015

The City of Portage Construction Board of Appeals meeting of June 15, 2015 was called to order at 5:00 PM in Conference Room #1 of Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan.

MEMBERS PRESENT:

Peter Carlson, Gary Gilchrist, William Leach, Barney Martlew, Lawrence Schmidt, George Theodoru

MEMBERS ABSENT:

None

MEMBERS EXCUSED:

None

IN ATTENDANCE:

Terry Novak, Deputy Director of Building and Housing Services, Mike Beery, Building Inspector

APPROVAL OF MINUTES:

The minutes of May 5, 2015 were approved.

BOARD ACTION:

*5523 Monticello Avenue – Raze Order

Chairman Schmidt introduced the item to the Board. Deputy Director Novak provided background information pertaining to the house and property and indicated the owner of the property, Jerry Richter, was deceased and efforts to obtain assistance from the surviving relatives to correct violations associated with the house and site have been unsuccessful. Deputy Director Novak further advised that ongoing abatement activity for the property by the city has been necessary for junk and debris on the property exterior and house interior, tall grass and weeds and to secure the house from casual entry. The Board was informed that the property has essentially been abandoned and continues to deteriorate due to a lack of maintenance. Building Inspector Beery informed the Board of the current condition of the house and the associated defects.

After further discussion, a motion was made by Member Gilchrist that the property owner's authorized agent be provided 15-days to repair the house so that it can be occupied or the structure be razed. Failure to comply with the order will require that the matter be referred to City Council with a recommendation that the city be authorized to demolish and remove the house. Any and all costs incurred for such action shall be due and payable to the city per the Unsafe Structure Ordinance. Member Leach seconded the motion and it passed unanimously.

ADJOURNMENT:

The Board meeting adjourned at 5:25 PM

Respectfully Submitted,

Terry A. Novak,
Deputy Director of Building and Housing Services



Department of Community Development

June 17, 2015

Sent Certified Mail and Posted on Site

Jerry W. & TL Richter
5977 King Highway
Kalamazoo, MI 49048

Dear Jerry W. & TL Richter:

RE: Notice of Construction Board of Appeals Findings – Show Cause Hearing for 5523 Monticello Avenue

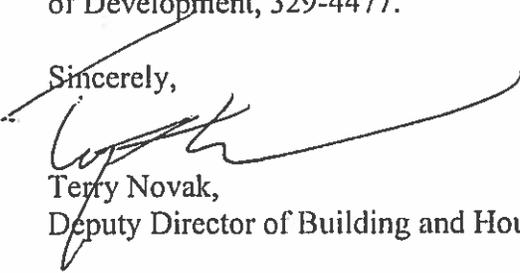
This correspondence is provided to formally advise you of the Construction Board of Appeals Order for the house located at 5523 Monticello Avenue.

On June 15, 2015 at 5:00 PM in Conference Room #1, Portage City Hall, the Construction Board of Appeals held a Show Cause Hearing for the house located at 5523 Monticello Avenue. At the conclusion of the hearing, an order was established by the Board requiring that the property owner's authorized agent be provided 15-days to repair the house so that it can be occupied or the structure be razed. Failure to comply with the order will require that the matter be referred to City Council with a recommendation that the city be authorized to demolish and remove the house. Any and all costs incurred for such action shall be due and payable to the city per the Unsafe Structure Ordinance.

The decision of the Construction Board of Appeals may be appealed to City Council for review within ten (10) days after the decision of the Board and, after review by Council, may be appealed to the Kalamazoo County Circuit Court within twenty (20) days after the decision of the Council.

If you have any questions, please contact the Division of Building and Housing Services, Department of Development, 329-4477.

Sincerely,



Terry Novak,
Deputy Director of Building and Housing Services

C. Anna Baker, 5977 King Highway, Kalamazoo, MI 49048
Gary and Jeannie Richter, 5541 Monticello Avenue, Kalamazoo, MI 49024
Charles Richter, 5908 Monticello Avenue, Portage, MI 49024

cc: Vicki Georgeau, Community Development Director
Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services

T:\COMMDEV\2014-2015 Department Files\Address Files\M\Monticello\2015 06 17 VG 5523 Monticello (Show Cause Hearing results).docx

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Public Media Network Municipal Video Production System Agreement

SUPPORTING PERSONNEL: Devin Mackinder, Director of Technology Services and Community Marketing

ACTION RECOMMENDED: That City Council approve the Public Media Network Municipal Video Production System Agreement, including Addendum #1 of the Agreement, and authorize the City Manager to execute all documents related to this action on behalf of the city.

The city cablecasting services are currently provided by Public Media Network (PMN) under the Urban Cooperation Act Agreement. The current agreement does not address the upgrade and ongoing maintenance of the onsite cablecasting equipment. It is currently the responsibility of the city to maintain and upgrade the equipment. Earlier this year, PMN submitted to the city a proposed project that would have PMN “buy back” existing video production systems currently installed at PMN partner municipal facilities at agreed upon fair market value. These old systems would be replaced with new, identical high-definition systems to be purchased and installed by PMN. Subsequent discussions between the City Administration and PMN resulted in the attached Municipal Video Production System Agreement.

The goal of the Agreement is to streamline PMN staff training by installing identical systems at all partner facilities and to ensure that systems are upgraded at approximately five-year intervals to take advantage of modern cablecasting equipment. Under the Agreement, PMN agrees to purchase the existing city video production equipment at the agreed upon fair market value of approximately \$26,000 and, within the next nine months, would replace this equipment with upgraded video production equipment valued at approximately \$33,000.

In addition, PMN would be responsible for all future onsite video production equipment system upgrades, repairs and maintenance. The Agreement allows termination by either party providing ninety (90) days written notice. However, PMN has the right to immediately terminate the Agreement in the event the city fails or refuses to comply with the written policies of the Agreement, primarily the misuse of the onsite PMN video production equipment.

Addendum #1 of the Agreement provides additional language requested by the City of Portage stipulating that the city can elect to “buy back” the onsite video production equipment owned by PMN utilizing a five-year “straight-line” depreciation schedule in the event the Agreement is terminated. Addendum #1 also provides additional language requested by the City of Portage that

would essentially require PMN to work with the city to establish contact protocols to allow PMN access to City Hall for equipment repairs and maintenance.

Therefore, it is recommended that City Council approve the Public Media Network Municipal Video Production System Agreement, including Addendum #1 of the Agreement, and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: N/A

Attachments: Municipal Video Production System Agreement and Addendum #1

Public Media Network
Municipal Video Production System Agreement

This Municipal Video Production System ("MVPS") Agreement ("Agreement") is made and effective

BETWEEN: **The City of Portage, MI (the "Municipality"), an incorporated municipality with principal administrative offices located at:**

7900 S. Westnedge Ave.
Portage, MI 49002

AND: **Public Media Network ("PMN"), a multi-jurisdictional agency formed under the provisions of the 1963 Urban Cooperation Act and existing under the laws of Michigan, with its main office located at:**

359 S. Kalamazoo Mall, Suite 300
Kalamazoo, MI 49007

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound, the parties hereto agree as follows:

1. PMN Purchase of Existing Municipal Video Production System:

Public Media Network has performed an inventory, technical assessment, and market valuation of the existing Municipal Video Production System (MVPS) components that are in use by Municipality as of the effective date of this agreement. The components of the MVPS are distinct from, and do not include, audio visual devices that may be installed and in use by the Municipality for general presentation purposes. The specific components of the MVPS under consideration within this Agreement are itemized in Appendix A.

Under the terms and conditions of the Agreement, PMN will purchase the existing MVPS components from Municipality for the total "market valuation" amount specified in Appendix A. Upon execution of this Agreement, and subsequent payment in full, PMN will own the MVPS components. PMN, at its sole discretion, may chose to repurpose, recycle, or responsibly dispose of the components at any time. Alternatively, Municipality may elect to retain ownership of the existing MVPS components for repurposing or disposal.

2. PMN Upgrades to Municipal Video Production System:

Utilizing the technical evaluation of the existing MVPS at Municipality, PMN will replace and/or upgrade MVPS components as specified in Appendix B within ninety (90) days from the execution of this Agreement subject to component availability and installation/testing from the vendor(s) selected by PMN. The acquisition of the replacement and/or upgraded components will be at PMN's expense, and PMN will retain full ownership of all newly acquired MVPS components of the MVPS installed at Municipality.

3. Planned Upgrades, Spare Components, Repairs, and Maintenance:

PMN will evaluate the technical functionality of the MVPS annually, and determine what, if any, components need to be replaced or upgraded. For planning purposes only, PMN will typically consider the useful life of MVPS components to be five (5) years, with extensive replacement or upgrading of MVPS components scheduled in approximately five (5) year intervals.

In addition, PMN will maintain an inventory of "spare" components that can be accessed for emergency replacement should a component in the Municipality's MVPS malfunction and jeopardize system usage. PMN would be responsible for identifying the malfunctioning component, replacement of the malfunctioning component from PMN's spare inventory, testing for component/system functionality, and having the original component repaired or replaced at PMN's expense.

PMN will provide regular routine operational testing and maintenance of the MVPS (typically once per month) at its own expense. Any testing or routine maintenance will be scheduled in such a manner as to minimize any potential conflict or inference with Municipality activities in the location of the MVPS.

4. Term of Agreement:

This agreement will begin _____ and will continue until terminated by either party per the termination conditions set forth herein.

5. Termination:

Either party may terminate this agreement by providing sixty (60) days written notice to the other party, by certified mail or personal delivery. In addition, if the Municipality fails or refuses to comply with the written policies or reasonable directives of PMN staff regarding the use of the MVPS, is guilty of serious misconduct in connection with performance hereunder, or materially breaches provisions of this agreement, PMN may at any time terminate the agreement immediately without prior written notice to the Municipality.

Upon termination of this Agreement, PMN will retain sole ownership of the MVPS, and may, at its discretion, either remove the MVPS from the premises of Municipality or make arrangements to transfer the ownership of the MVPS to the Municipality at a negotiated price.

6. Place Where Municipal Video Production System Will Be Installed:

PMN will install the replacement/upgraded MVPS in a location within the Municipality's primary administrative office complex utilizing a suitable internal space/location determined jointly by PMN and Municipality. This will typically consist of the Municipality's primary meeting chambers and may include an auxiliary space for control equipment/components.

7. Payment to Municipality:

The Municipality will be paid a fixed amount of **\$25,160.00** representing PMN's purchase of the existing MVPS as specified in Appendix A of this Agreement unless Municipality elects to retain ownership of existing MVPS components (see Section 1 of this Agreement).

8. Public Media Network and Municipallty Usage of MVPS:

Both PMN and the Municipality agree that PMN will be the primary operator of the MVPS for the purpose of producing/telecasting regular and special meetings of elected and/or appointed officials of the Municipality. PMN will provide training to selected staff of Municipality In the operation of the MVPS in the event the Municipality wishes to record an event or proceeding not intended for telecast with PMN.

PMN reserves the right to assess a repair or replacement fee if it determines that a component of the MVPS was damaged or compromised while being operated by staff of Municipality.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

For PMN:

For Municipality:

Authorized Signature

Authorized Signature

Print Name and Title

Print Name and Title

Version: MuniVPS-Agreement-COP-4-24-15

APPROVED AS TO FORM

DATE 7/07/15

Per
CITY ATTORNEY

Appendix A: Municipal Video Production System Components for Acquisition by Public Media Network

<u>Component Description:</u>	<u>Quantity:</u>	<u>Acquisition Price:</u>
Sony RM-BR300 Joystick Remote Control	1	See Below
Sony BRC-Z330 HD/SD PTZ Cameras	3	See Below
Plenum RG6 Cable	N.A.	See Below
RS232 Visca Cable	1	See Below
Camera Wall Mount Bracket + Hardware	3	See Below
Remote Power Cables	3	See Below
Subtotal Package:		\$17,000.00
NewTek LC-TW-LT Bundle	1	See Below
NewTek Line Control LC-11	1	See Below
NewTek Computer Keyboard	1	See Below
Time Warp TW-42	1	See Below
NewTek TCBCF TriCaster Broadcast SD	1	See Below
Subtotal Package:		\$ 7000.00
Radiant VABX700 10DB Optical transmitter	1	\$1,100.00
Asus 24 in LCD Monitor	1	\$ 40.00
DVD Player	1	\$ 20.00
Panasonic TV w/speakers	1	\$ 30.00
Total Acquisition Price:		\$25,160.00

Appendix B: Upgraded Municipal Video Production System Provided by Public Media Network

<u>Component Description:</u>	<u>Quantity:</u>	<u>Total Cost:</u>
NewTek TriCaster 460 Digital Switcher	1	\$11,995.00
Sony BRC-Z330 PTZ Cameras	4	\$12,796.00
Sony BRBKHSD2 HD Upgrade to BRC-Z-330 PTZ Cameras	4	\$ 5,796.00
Sony RM-BR300 Remote Camera Control Unit	1	\$ 1,329.95
Shure SCM268 Audio Mixer	1	\$ 239.00
Hosa Rech XLR "Y" Adapter	1	\$ 4.95
Sennheiser HP 02-100	1	\$ 24.95
Furman M-8x2 AC Power Conditioner	1	\$ 49.00
LG N3200 32" Flat Panel Monitor	1	\$ 299.00
Total:		\$32,533.85

Public Media Network Municipal Video Production System Agreement

ADDENDUM #1:

This ADDENDUM #1 to the Municipal Video Production System Agreement made between Public Media Network and the City of Portage, MI effectively revises and modifies the original agreement in the manner specified below:

3. Planned Upgrades, Spare Components, Repairs, and Maintenance:

PMN will evaluate the technical functionality of the MVPS annually, and determine what, if any, components need to be replaced or upgraded. For planning purposes only, PMN will typically consider the useful life of MVPS components to be five (5) years, with extensive replacement or upgrading of MVPS components scheduled in approximately five (5) year intervals.

In addition, PMN will maintain an inventory of "spare" components that can be accessed for emergency replacement should a component in the Municipality's MVPS malfunction and jeopardize system usage. PMN would be responsible for identifying the malfunctioning component, replacement of the malfunctioning component from PMN's spare inventory, testing for component/system functionality, and having the original component repaired or replaced at PMN's expense. PMN and Municipality will jointly determine a contact protocol to allow PMN to access Municipality premises for component repair/replacement whether during regular business hours or, if necessary, non-business hours.

PMN will provide regular routine operational testing and maintenance of the MVPS (typically once per month) at its own expense. Any testing or routine maintenance will be scheduled in such a manner as to minimize any potential conflict or inference with Municipality activities in the location of the MVPS.

5. Termination:

Either party may terminate this agreement by providing ninety (90) days written notice to the other party, by certified mail or personal delivery. In addition, if the Municipality fails or refuses to comply with the written policies or reasonable directives of PMN staff regarding the use of the MVPS, is guilty of serious misconduct in connection with performance hereunder, or materially breaches provisions of this agreement, PMN may at any time terminate the agreement immediately without prior written notice to the Municipality.

Upon termination of this Agreement, PMN will retain sole ownership of the MVPS, and may, after consultation with Municipality, either remove the MVPS from the premises of Municipality or make arrangements to transfer the ownership of the MVPS to the Municipality. In the event the Municipality elects to acquire the MVPS from PMN, the purchase price will be established by determining accrued depreciation of the MVPS utilizing a five-year "straight line" depreciation schedule and subtracting the accrued depreciation from the original purchase price of the MVPS. The depreciation timetable will commence following installation/activation of the MVPS.

For PMN:

Authorized Signature

Print Name and Title

Date Executed

For Municipality:

Authorized Signature

Print Name and Title

Date Executed

APPROVED AS TO FORM

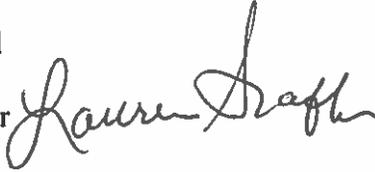
DATE 7/17/15

[Signature]
CITY ATTORNEY

PMN-MVPS-Addendum1

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Street Crack Sealing Repair Machine – Purchase Recommendation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: That City Council approve the purchase of the Cimline Magma 230 Melter/Crack Sealer Trailer Mounted Spray Injection Road Repair Machine from Alta Equipment Company of Byron Center, Michigan utilizing the H-GAC Cooperative Purchasing Program at a cost of \$58,032, and authorize the City Manager to execute all documents related to this action on behalf of the city.

Crack sealing is a proven process that can reduce pavement deterioration by restricting water penetration into underlying base and subbase layers. This prevention measure helps to maintain pavement structural capacity and limit future degradation, improving pavement life by three to five years. The crack sealing process cleans and fills longitudinal and transverse cracks that occur in major streets as the asphalt ages and is the most cost-effective, long-term preventative maintenance option compared to other pavement maintenance techniques. This preventative maintenance is necessary to ensure long-lasting asphalt driving surfaces.

Over the past three years, the city has spent a total of \$223,163 on crack sealing maintenance utilizing private contractors. This includes material, application and labor. City staff reviewed the process and found that the equipment can be acquired through a one-time purchase of \$58,032. The crack sealing material can be purchased separately and city staff can perform the maintenance. The city can buy the equipment and material with the FY 2015-16 budget which includes \$100,000 for asphalt preventative maintenance in the form of crack sealing to several major streets. It will be more cost effective for the city to purchase the equipment and bring the operation in-house as part of the regular street maintenance program.

With purchase of the machine, the Public Services Department will be able to take an aggressive approach to crack sealing more streets. With the two new full time laborer positions added this fiscal year, this additional maintenance task will not result in the reduction of any other ongoing streets maintenance activities. This approach will result in a 50% increase in square feet of street crack sealing coverage when the \$100,000 budget can be used to purchase crack sealing material which will be the case for FY 2016-17. The city can utilize this piece of equipment in the same manner as the existing Durapatcher, with which city crews have reduced the number of potholes on major and local streets, extending the life of the street network.

A 2015 Cimline Magma 230 Melter/Crack Sealer Trailer Mounted Spray Injection Road Repair Machine can be purchased from Alta Equipment of Byron Center, Michigan through the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program at a cost of \$58,032. Alta Equipment is the State of Michigan provider of such equipment. The H-GAC program is a cooperative buying agreement that provides municipalities nation-wide with a less expensive way to purchase equipment.

Therefore, it is recommended that Council approve the purchase of the Cimline Magna 230 Melter/Crack Sealer Trailer Mounted Spray Injection Road Repair Machine from Alta Equipment for a cost of \$58,032, and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: The FY 2015-2016 Major Streets Maintenance Fund includes \$100,000 for crack sealing of city streets.

Attachments: N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Charter Amendment Petition

SUPPORTING PERSONNEL: James Hudson, City Clerk

ACTION RECOMMENDED: Information Only

The Office of the City Clerk received a petition asking that the Charter of the City of Portage be amended by adding a new Section 5.14 to Chapter 5, entitled "Marijuana", to read "Nothing in the Code of Ordinances shall apply to the use, possession or transfer of less than 1 ounce of marijuana, on private property not used by the public, or transportation of 1 ounce or less of marijuana, by a person who has attained the age of 21 years." As this is a request for a Charter Amendment, Section 117.25 of the Home Rule Cities Act, (Act 279 of 1909) is controlling. Under Section 117.25 (1), "The petition shall be signed by at least 5% of the qualified and registered electors of the municipality."

The City Clerk, in consultation with the City Attorney, has reviewed the petition and found it to be sufficient to generate a City Charter question for the November 2015 election.

Attachments: Letter from the City Clerk to the State of Michigan Attorney General

July 17, 2015

Hon. William Schuette
Michigan Attorney General
P.O. Box 30217
401 S. Washington Square
Suite 3
Lansing, MI 48909

Re: Initiatory Petition to Amend the Home Rule Charter of the City of Portage

Dear Attorney General Schuette:

The City of Portage is in receipt of a Charter Amendment that was proposed by an initiatory petition which would add a new Section 5.14 entitled "Marijuana". After the filing of the petition with the City Clerk's office, each sheet of that petition was canvassed or ascertained if it was signed by at least 5% of the qualified and registered electors of the municipality and it was determined that the requisite number of signatures have been obtained and, therefore, the sufficiency of the petition is certified.

The initiatory petition specifies the form in which the proposed amendment shall appear on the ballot as:

"Shall the Charter of the City of Portage, Michigan be amended by adding a new Section 5.14 to Chapter 5, entitled "Marijuana," to state that: "Nothing in the Code of Ordinances shall apply to the use, possession or transfer of less than 1 ounce of marijuana, on private property not used by the public, or transportation of 1 ounce or less of marijuana, by a person who has attained the age of 21 years"?"

Having confirmed the validity of the petition, pursuant to MCLA 117.21(2) of the Home Rule City Act, we are transmitting it for your approval prior to having it printed. In addition, we are enclosing a copy of one page of the initiatory petition that was circulated in reference to this matter.

We thank you for your review and consideration of the proposed Charter Amendment, and look forward to hearing from you. In the meantime, if you should have any questions or concerns, please do not hesitate to contact me at your earliest convenience or for any legal questions, please contact the City Attorney at: Randall L. Brown, 1662 East Centre Avenue, Portage, Michigan 49002; telephone number (269) 323-8812 or by email at attorneybrown@att.net.

Sincerely,



James Hudson
City Clerk

Enclosure

cc: Mr. Laurence Shaffer (w/o encl.)
Mr. Rob Boulis (w/o encl.)
Mr. Randall L. Brown (w/o encl.)

INITIATORY PETITION TO AMEND THE PORTAGE CITY CHARTER BY ADDING A NEW SECTION

To the City Clerk of Portage: We, the undersigned qualified and registered electors, residents in the city of Portage, in the county of Kalamazoo, in the state of Michigan, respectfully petition that the Charter of the City of Portage be amended by adding a new Section 5.14 to Chapter 5, entitled "Marijuana", to read "Nothing in the Code of Ordinances shall apply to the use, possession or transfer of less than 1 ounce of marijuana, on private property not used by the public, or transportation of 1 ounce or less of marijuana, by a person who has obtained the age of 21 years." The proposed amendment shall constitute one ballot question at the next regular election, and, as a ballot question, shall read as follows: "Shall the Charter of the City of Portage, Michigan be amended by adding a new Section 5.14 to Chapter 5, entitled 'Marijuana,' to state that: 'Nothing in the Code of Ordinances shall apply to the use, possession or transfer of less than 1 ounce of marijuana, on private property not used by the public, or transportation of 1 ounce or less of marijuana, by a person who has obtained the age of 21 years?'"

WARNING - A person who knowingly signs this petition more than once, signs a name other than his or her own, signs when not a qualified and registered elector, or sets opposite his or her signature on a petition, a date other than the actual date the signature was affixed is violating the provisions of the Michigan election law.

Signature	Printed Name	Street Address	Zip Code	Date of Signing Month Day Year
1. <i>[Signature]</i>	MARY DAVIS	7812 CURNIVER	49002	7 21 14
2. <i>[Signature]</i>	GARI GENTRI	5447 HEREDITH	49002	7 21 14
3. <i>[Signature]</i>	MARIA SMITH	8860 WALK AVE	49002	7 21 14
4. <i>[Signature]</i>	VEANNE DAVIS	2490 Kenmore	49024	7 21 14
5. <i>[Signature]</i>	LAURENCE MARTIN	2205 Prosperity	49002	7 21 14
6. <i>[Signature]</i>	Agnie L. Cochr	7576 Whipping Brook Apt H2	49024	7 21 14
7. <i>[Signature]</i>	FRITZ REYSER	6548 Troutwood	49024	7 21 14
8. <i>[Signature]</i>	W. James Stone	2463 Brynmar Dr	49024	7 21 14
9. <i>[Signature]</i>	ANDREW ELSEBERG	7216 Bolingbrook	49024	7 21 14
10. <i>[Signature]</i>	John Swan	2145 Albatross Ct kpt 10	49024	7 21 14
11. <i>[Signature]</i>	JOSEPH MACK	308 Marigold	49002	7 21 14
12. <i>[Signature]</i>	Michelle Migore	5012 Windmont	49002	7 21 14

Circulator (Printed Name of Circulator) Kenneth J. Iovino 7 28 2014 (Date)

Complete Residence Address (Street and Number, Zip Code) 8318 Portage Rd 49002

City or Township Where Qualified to be Registered Portage
STATE OF MICHIGAN
COUNTY OF KALAMAZOO

On this 28 day of July, 2014, personally appeared the above-named circulator, who verified under oath that the statements in the certificate of circulator are true.

My Commission expires: None
Notary Public, Kalamazoo County, Michigan, Acting in Kalamazoo County

RECEIVED

JUL 29 2014

The undersigned circulator of the above petition asserts that he or she is qualified to circulate this petition and that each signature on the petition was signed in his or her presence; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign it. I, the person signing the petition, was at the time of signing a qualified registered elector of the city or township listed in the heading of the petition, and the elector was qualified to sign the petition.

WARNING: A circulator knowingly making a false statement in the above certificate, a person not a circulator who signs as a circulator, or a person who signs a name other than his or her own as a circulator, is guilty of a misdemeanor.

Paid for with regulated funds by the Committee for a Safer Portage, 8318 Portage Road, Portage, MI 49002.
The body, organization, or person primarily interested in and responsible for the circulation of this petition and the securing of the amendment is the Committee for a Safer Portage

[Handwritten Signature]



TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: June 2015 Environmental Activity Report – Information Only

SUPPORTING PERSONNEL: W. Christopher Barnes, Director of Transportation & Utilities

Attached please find the June 2015 Summary Environmental Activity Report from Department of Transportation & Utilities Director, W. Christopher Barnes, P.E. New material or material of specific interest to City Council is presented in italics.

City Council has a quality of environment goal to “*enhance environmental quality and protect natural resources.*” The summary report is intended for informational purposes and to keep the Council, Planning Commission and Environmental Board apprised of current environmental issues.

FUNDING: N/A

Attachments: June 2015 Environmental Activity Report

SUMMARY ENVIRONMENTAL ACTIVITY REPORT

June 2015 (*updates in italics*)

<u>Project/Activity</u>	<u>Description</u>	<u>Status</u>
Portage City Landfill	Ongoing groundwater monitoring of former municipal landfill.	-Beginning in 1991, South Westnedge Park (landfill) has been monitored for on-site and off-site contamination. On July 23, 2013, City Council approved a three-year contract with American Hydrogeologic Corporation (AHC) to perform annual groundwater sampling. The site groundwater data will continue to be monitored to confirm continuation of the natural attenuation process. General groundwater quality continues to improve, but site will require monitoring for the foreseeable future. Initial groundwater and methane results indicate no off-site impact. AHC currently compiling MDEQ sampling requirement costs necessary for closure at the former landfill site. Weekly methane sampling is continuing on-site to collect base line data. AHC is completing the installation of private methane detection devices at several adjacent properties. Soil boring installation was completed on May 28, 2014. Current methane readings have been below detection levels. The 2 nd year of AHC's contract is underway with annual report pending.
Site Inspection/Development Project Review	Review of existing business & industries and review of proposed business and industrial development projects for environmental protection purposes and/or building plans completed.	-Coordination with property owners and City or State agencies ongoing. -Review of 5 site/building plans and/or plats completed in June 2015.
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	-Sanitary sewer hookup permits issued in June 2015: 1 residential; 2 commercial.
West Lake Management Program	Special assessment district designed to maintain/improve lake conditions. Special emphasis on weed control and non-point source pollution reduction.	-Five Year Lake Management Assessment District process was approved by City Council. Permitting complete for the 2015 season. Treatment to be performed by Aquatic Services, Inc. The Association has selected to use Restorative Lake Sciences, LLC for consulting services for 2015. Treatment application schedule for mid-June. Follow-up inspection of treatment will be done by Restorative Lake. The West Lake Improvement

association has completed a five year plan for a new special assessment district. Special assessment process for 2015-2019 began on August 26, 2014. Resolution No. 5 completing the assessment was adopted October 21, 2014. Year-end report by the consultant is complete. The 2015 weed treatment bids were received on February 24, 2015. *City Council approved weed treatment contract with Professional Lake Management Company on April 10, 2015. Weed treatment was completed in June.*

Retention Basin
Sampling Program
(Groundwater
Elevation)

Investigation regarding potential impact of retention basins on groundwater levels.

-Historical monitoring continues to show minor impacts at most basins. From 1993 through 2009 the monitoring program showed stable groundwater impacts due to storm water infiltration. Alternative road salt practices continue to be considered and evaluated. The 2013 report was received noting minimal impacts. The 2013 report is available on the website for public information. Bids were received for a new four year program on April 16, 2014. The low bidder, Nova Consultants, was awarded a four-year contract by City Council on April 29, 2014. Monitoring performed in July 2014 and October 2014. Monthly sampling at two retention basins continues. *Current findings show a rise in groundwater levels of approximately eight inches over 2014 levels.*

Wellhead Protection
Program (WHPP)

Development of program to protect City well fields and surrounding area from contamination resulting from improper land use.

-Current Wellhead Protection was approved March, 2001. Staff has met internally to discuss the future needs to update the plan pending grant opportunities. Staff participated in a MDEQ Water Supply Emergency planning roundtable on June 10, 2013. Update of the program has been initiated as part of the Water Reliability Study in conjunction with Fishbeck, Thompson, Carr & Huber update work currently underway. Wellfield delineation completed. Engineering intern has completed contamination source inventory. Final report preparation was submitted to the Michigan Department of Environmental Quality for review and approval. *Letter of approval received from MDEQ on June 15, 2015.*

Leaf Compost
Monitoring Program

Monitoring and analysis of groundwater at the new Oakland Drive Leaf Compost site.

-City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the new compost operation. Drilling was completed in October 2001 and first sampling cycle was completed in February 2002. Semi-annual sampling was performed from 2002 to 2008 in June and January. Sampling and analysis results continue to show negligible groundwater impacts from the

leaf composting. Sampling schedule was reduced to annual sampling in 2009 with results showing continued minor impact on groundwater quality. Sampling completed in June 2015, with report submitted. No significant change in groundwater impacts.

National Pollution Discharge Elimination System (NPDES) Permit Implementation

Five year plan to implement the current NPDES stormwater permit.

-Received NPDES general permit on August 15, 2001. Renewal Application submission was made to MDEQ on March 7, 2003. New permit received in 2004 mandates involvement in several county watershed groups. City staff completed the submission of a Storm Water Pollution Prevention Initiative (SWIPPI) as required by NPDES permit. New certificate of coverage permit was issued by MDEQ on September 30, 2009. New permit covers a 5 year timeframe with first work item (updating the Public Participation Plan) completed December 11, 2009. Received a notice from MDEQ rescinding the 2008 permit due to a recent court case ruling. MDEQ reinstated the 2003 permit for implementation. Information on new permit requirement was received in February 2011. MDEQ expected to issue new permit in 2014. MDEQ scheduled an audit of the program on July 12, 2012. Audit completed with satisfactory results. City website updated in February to provide education of Illicit Storm Water Discharge. Program implementation is ongoing. Annual 2012-13 report was submitted on December 24, 2013. Comments received back have been reviewed by staff and response submitted to MDEQ. MDEQ concurred with city staff response. New permit application process announced in November 2014. New permit application was submitted in March 2015. *Implementation is ongoing.*

National Pollution Discharge Elimination System (NPDES) Permit Implementation

Kalamazoo River Mainstream Watershed Management Plan

-First meeting was held September 17, 2004. Proposals for completing the watershed plan were received by Kalamazoo County on September 15, 2005 and a contract awarded to Kieser & Associates in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. Review comments received from MDEQ and revised watershed plan due in December 2006. A letter not to revise the Watershed Plan was submitted to the MDEQ on March 17, 2008. Public participation plan update submitted to MDEQ on November 24, 2009. Kalamazoo River Watershed council completed a watershed update in November, 2011. No new developments.

Portage River Watershed Management Plan

-Public participation plan submitted June 28, 2004. Proposals for a Watershed Management Plan were received by the Kalamazoo County Road Commission and a contract awarded to the Kalamazoo County Conservation Service in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. A letter not to revise the Watershed Plan was submitted to the MDEQ on March 17, 2008. Public participation plan update submitted to MDEQ on November 24, 2009. Based upon MDEQ comments, the plan was revised and resubmitted on December 21, 2009. Interest has been raised by local conservation groups to update the Watershed Plan using grant funds. Grant application submitted by Kalamazoo and Calhoun County Conservation District to update the Watershed Plan in 2012. Grant for watershed update was awarded to Calhoun County Conversation District. First kick-off meeting held December 13, 2012 to introduce working partners and information gathering. A meeting was held on March 12, 2013 to discuss the designated uses of the Portage River/Little Portage Creek watershed, the total maximum daily load of E-coli from samples taken and a review of community ordinances and policies that help protect the Watershed. Meeting held on June 11, 2013 to discuss identified water quality problems in the watershed. Meeting held on December 11, 2013 to inform stakeholders of progress on data collection. Canoe trip inspection was held on September 13, 2014. No new developments.

Plan to implement and maintain an Illicit Discharge Elimination Program (IDEP) Storm Sewer Outfall Testing.

-On February 19, 2002, City Council approved a new ordinance as required by the NPDES permit titled "Storm Water Illicit Discharges and Connections." Program implementation is ongoing. Continued outfall sampling is required by permit and will be budgeted accordingly. IDEP program was updated for submittal to MDEQ on June 25, 2010, and part of the SWIPPI. Completed an area-wide brochure to educate the public on Illicit Storm Water Discharges in conjunction with the Kalamazoo County Drain Commissioner. On April 29, 2014 City Council awarded a contract to Nova Consultants, Inc., to perform annual investigations of storm outfalls and investigate all outfalls on a four-year cycle. Investigations scheduled for 2014 were completed in July with summary report received. Report will be submitted to MDEQ as part of the annual report. Next report due in July 2015.

Garden Lane Arsenic
Removal Facility

Native Prairie Restoration

Staff currently working with the Environmental Board on informative signs and long-term maintenance plans for the native planting landscape design in front of the Garden Lane Treatment Plant. *New informational signs are complete and installation is underway.*

Environmental
Incident/Spill Clean
Up Notification

Environmental Protection Program to
assist Portage Police/Fire Departments
with spill containment and spill
cleanup.

Emergency spill response contract for 2014-15 with Terra Contracting has been renewed. *The number of environmental incident/spill investigations performed in June – 0. Number of environmental cleanups in June – 0. 2015.*

Southwest Michigan
Regional
Sustainability
Covenant

Collaborative effort with local
government, academic, and other
stakeholders to lead toward
environmental, economic and social
sustainability.

On May 12, 2009, City Council approved the Southwest Michigan Regional Sustainability Covenant. A sustainability work session was held April 14, 2010, to review elements of the covenant in cooperation with the City of Kalamazoo and the City of Battle Creek. A grant application was made to MDEQ for a greenhouse gas inventory study of the area. Notice received July 15, 2010 that the grant application was not successful. City staff attended a September 10, 2010 meeting in Grand Rapids to discuss sustainable economic, environment, and society programs. No new developments.

Erica Eklov

Subject: FW: Fireworks

From: Ed and Kathy Buday [<mailto:budayjr@charter.net>]

Sent: Tuesday, July 07, 2015 9:46 PM

To: jimpearson4@gmail.com; nasimhansari@yahoo.com; Peter Strazdas; Patricia Randall; Claudette Reid; Richard Ford; Terry Urban; Laurence Shaffer

Cc: Edward Buday, Jr.

Subject: Fireworks

Dear Portage City Council:

I am writing to ask if the City Ordinance regarding the use of fireworks in residential neighborhoods can be changed. My wife and I live on Bradford, in the Haverhill neighborhood.

This past weekend we experience thunderous explosions and numerous types of fireworks until the wee hours of the morning.

We work up to debris on our roof (is this safe?) and many area sidewalks and driveways scattered with fireworks litter.

I did call 911 and was told that the Portage Ordinance allows for fireworks and explosions between 8am and 1am the day before, on July 4th and the day after.

Can the city recommend or do any of the following?

1. Restrict the use of fireworks to City owned open spaces where public safety can be present. This would allow fireworks to be using in a safe supervised area away from residential neighborhoods.
2. Restrict the size fireworks so they don't shoot so high and boom so loud?
3. Restrict the number of days to one day?
4. Cut off all fireworks at 10pm?

It was unbearable this year. My hope is that the City will take action to protect the safety of our neighborhoods and restrict the use of fireworks in residential settings.

I look forward to hearing from everyone.

Sincerely,

Ed Buday, Jr.

Discover Kalamazoo Advisory Council – Meeting Agenda
Monday, July 13, 2015 @ 7:30 AM
Location: Discover Kalamazoo Conference Room

- I. **Call to Order** **Tim Rayman**

- II. **Secretary’s Report** **Beth McCann**
 - *Approval of April 20, 2015 meeting minutes*

- III. **Chair’s Report** **Tim Rayman**

- IV. **Continuing Business** **Beth McCann**
 - Presentation of Recommendations from
Board of Directors’ Advisory Council Task Force

- V. **Team Report**
 - USTA National Championships – recent invitations **Greg Ayers**
 - 2015 Professional Disc Golf Association Amateur World Championships **Michelle Fakler**
 - 2016 National Trappers Association Annual Convention **Nate Melvin**
 - Craft Beer – promotional initiatives (beer trail, walking tours, etc.) **Renee Newman**
 - Groups Arriving, Additional Updates **Greg Ayers**

- VI. **New Business** **Tim Rayman**

- VII. **Next Meeting Date/Time: Monday, September 14, 2015 @ 7:30 am**

- VIII. **Adjournment** **Tim Rayman**

Upcoming Events, Future Meetings:

- Our Serve (Radisson Plaza Hotel & Suites) Sunday, August 2, 2015 (7:00 – 9:30 pm)
- Lunch at The Nats (Stowe Stadium) Monday, August 3, 2015 (11:30 am – 1:00 pm)
- Advisory Council Meeting Monday, September 14, 2015 @ 7:30 am
- Advisory Council Meeting Monday, November 9, 2015 @ 7:30 am

The mission of Discover Kalamazoo is to promote the destination as a distinctive visitor experience to positively impact the county’s economy.

Discover Kalamazoo Team Report

Prepared for the July 13, 2015 Advisory Council Meeting

Groups arriving (July – September 2015), with some type of assistance from Discover Kalamazoo

July 2015

- 2-6 United States Tennis Association (USTA) Zone Team Championships (Boys' & Girls' 14&under)
- 9-11 Michigan Antique Radio Club Vintage Electronics Extravaganza
- 11 Miller Energy Criterium @ the WMU Business Technology & Research (BTR) Park
- 11-12 American Coaster Enthusiasts – Flying High at Michigan Adventure
- 14-19 National DeSoto Club Annual Convention
- 16-19 Michigan Youth Wrestling Association Grand River Rumble @ Wings Event Center
- 16-21 Little League of Michigan Major Softball State Tournament @ Kindleberger Park
- 18-25 Professional Disc Golf Association Amateur Disc Golf World Championships @ various locations
- 19-23 CRB Engineering
- 24-29 Little League Intermediate 50/70 Baseball Central Region Tournament @ Milwood Park
- 31 – August 9 USTA Boys' 18 & 16 National Championships @ Stowe Stadium, Sorensen Tennis Courts

August 2015

- 20-23 Richland Park Horse Trials (Adequan USEA Gold Cup Qualifier)

September 2015

- 11-13 National Street Rod Association (NSRA) National North Plus @ Kalamazoo County Expo Center
- 13-14, 27-28 Holiday Vacations
- 14-17 North Hills Historic Auto Club Fall Tour
- 15-18 Michigan Department of Health and Human Services Office of Recipient Rights Annual Conference
- 16-17 Kaiser Aluminum Annual Sales Meeting
- 17-19 Angel Collectors Club of America Convention
- 18-20 Great Lakes District Fall Convention and Rose Show
- 18-20 WMU Geosciences Department Alumni Rally
- 19 Michigan State Arm Wrestling Championships @ Holiday Inn West
- 21-23 PowerSchool Users Group of Michigan Fall Conference
- 23-24 Michigan State University Extension and AgBioResearch State Council Fall Meeting
- 24-27 Cadillac LaSalle Museum & Research Center Fall Festival @ Gilmore Car Museum
- 24-27 Michigan Council of the Blind & Visually Impaired Annual Fall Conference
- 25-27 Kingdom Cup Soccer Tournament @ River Oaks Park
- 25-27 Michigan Association of Chiropractors Fall Convention
- 27-29 Michigan Licensed Beverage Association Fall Convention

Please note the dates for each of these groups are approximate – there may be some slight variations between the actual dates of the events and the arrival/departure dates for the attendees/vendors.

Additional Updates

- Lodging Statistics for Kalamazoo County, business realized YTD through 5.31.2015 (source – Smith Travel Research)

- Occupancy	52.2% (down 3.7%)	- Room Supply	Up 2.4%
- Average Daily Rate	\$86.28 (up 4.5%)	- Room Demand	Down 1.4%
- Revenue Per Available Room	\$45.05 (up 0.7%)	- Room Revenue	Up 3.1%
- Accommodation Tax Collections for Kalamazoo County, business realized YTD through 5.31.2015 Up 4.3%

Invitation: Our team continues to welcome your ideas, input and involvement!

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: July 1, 2015

RECEIVED

FROM: Lauren VanderVeen, Deputy Finance Director *JV*

JUL 1 8 2015

SUBJECT: Investment Committee Meeting Minutes

CITY MANAGER'S OFFICE
PORTAGE, MI

The June 30, 2015 Investment Committee meeting was called to order at 12:10 P.M. by Mayor Peter Strazdas. In attendance were: Mayor Strazdas, Laurence Shaffer, City Manager, Rob Boulis, Deputy City Manager, Bill Furry, Finance Director, Lauren VanderVeen, Deputy Finance Director, and investment committee members Richard Kraas, Roger Stamper, and Steve Kreider.

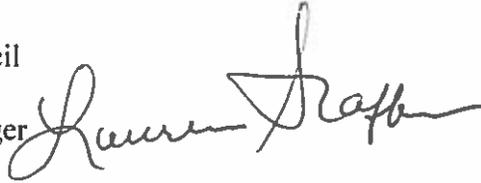
- The action items from the previous Investment Committee meeting on December 10, 2015 were discussed. Mr. Furry discussed the 40% financial institution limitation and presented the proposed change to the City of Portage Investment Policy. Mr. Furry reported that the municipal bonds were sold subsequent to the December 10, 2015 meeting. Mr. Furry also explained the difficulties with using additional banks for diversification purposes and the committee members were in agreement to continue the City's relationship with JPMorgan Chase Bank only. However, Mr. Kraas inquired about the bank health of JPMorgan Chase and offered to assist the City with performing an FDIC analysis. Mr. Furry agreed to meet with Mr. Kraas at a later date to discuss the analysis. Additionally, Mr. Furry discussed the relationship with D.A. Davidson, the newly added financial institution, and relationships with the other financial institutions the City utilizes. He reported that price quotes from D.A. Davidson are similar to price quotes received from larger financial institutions; therefore, the City is confident that D.A. Davidson is able to provide comparable prices.
- The Investment Committee reviewed the proposed change to the City of Portage Investment Policy and had no objections. The proposed change will go to City Council as a recommendation for final approval.
- The May 2015 investment reports, along with the current and prior year-to-date return reports, were reviewed. Mr. Stamper stated the City should continue working to ladder their investments, as he noted few maturities in 2016. Mr. Furry explained the City's efforts to continue to diversify as funds become available and investments mature or are redeemed.
- A discussion was held regarding the current market conditions. Greece defaulted and many other countries are at risk of bankruptcy. However, these situations do not affect the City significantly due to the secure types of investments held. The City's primary risk exposure is interest rate risk. The City will continue to purchase short term and stepped rate investments due to the risk of interest rate increases.
- Mayor Strazdas explained the City's current and historic plans of debt reduction by using cash for capital improvements versus bonding to the Investment Committee. Mr. Shaffer

discussed the current plans for fiscal year 2014-2015 fund balance in excess of the 24% policy. Mayor Strazdas stated that if Council decides to reduce the 24% fund balance maximum, there would be fewer funds to invest. Mr. Shaffer explained that he will be advising Council to keep the fund balance policy at 24%. He also mentioned the City's bond rating agency, Standard and Poor's, continually inquires if the City has plans to change the percentage as any decrease may result in negatively consequences with the City's bond rating. The City is currently rated AA stable and has a goal of achieving a rating of AAA. A bond rating of AAA would result in significant savings to the City along with the prestige of holding the highest rating possible. Mr. Kraas agreed it was prudent to keep the fund balance policy at 24% and if the City achieved an AAA rating it would have long-term benefits. Questions and discussion followed. Mr. Stamper stated the City should aspire to achieve an AAA rating, even if a slight increase in the fund balance policy is required.

- The meeting was adjourned at 1:00 P.M.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Garden Lane Transmission Water Main Replacement – Bid Tabulation

SUPPORTING PERSONNEL: W. Christopher Barnes, Director of Transportation & Utilities

ACTION RECOMMENDED: That City Council award a construction contract for the Garden Lane Transmission Water Main Replacement Project to Pajay, Incorporated of New Buffalo, Michigan in an amount not to exceed \$263,787 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The 2014 – 2015 Capital Improvement Program provides funding for the replacement of deteriorated sections of water transmission mains within the Garden Lane Wellfield area. The project entails the replacement of 1,140 feet of 16-inch water transmission main from the Garden Lane Water Treatment plant, north to Garden Lane #3 production well. In addition to the water main replacement, the project bid also includes installation of minimal storm drainage improvements on Zylman Avenue and South Westnedge Avenue to eliminate localized flooding issues.

On July 9, 2015, bids for the construction work were received from five contractors with the low bid being submitted by Pajay, Incorporated of New Buffalo, Michigan in the amount of \$263,787. Pajay, Incorporated has not previously performed work for the city, however, a check of references shows that the contractor has satisfactorily completed similar projects for other local municipalities. If approved, work will begin in August and be completed by November 2015.

Therefore, it is recommended that City Council award a construction contract to Pajay, Incorporated, for the Garden Lane Transmission Water Main Replacement Project in the amount not to exceed \$263,787 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are budgeted in the 2014 – 2015 Capital Improvement Program for this expenditure.

Attachments: Bid Tabulation

**GARDEN LANE WATER MAIN REPLACEMENT
BID TABULATION**

Contractor	Bid
Pajay, Inc. 19167 Rose City Road New Buffalo, MI 49117	\$263,787.00
Robert Bailey Contractors, Inc 1727 Construction Drive Kalamazoo, MI 490948	\$341,820.00
James E. Fulton & Sons, Inc 2516 Miller Road Kalamazoo, MI 49001	\$430,052.27
Balkema Excavating, Inc 1500 River Street Kalamazoo, MI 49048	\$457,236.00
Peters Construction 3325 East Kilgore Road Kalamazoo, MI 49001	\$560,868.05



MATERIALS TRANSMITTED

Tuesday, July 7, 2015

1. Communication from the City Manager regarding the March, April, May & June 2015 Citizen Comment Card Summaries – Information Only.

Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

Record ID#	Visit Date	Department(s) Visited	Visited By (ASSESSOR COMMENT CARD ONLY)	Purpose of Visit	Staff Demonstrator	Staff Knowledge	Facility Condition	Completeness of Response (ASSESSOR COMMENT CARD ONLY)	Comments	Name	Phone	Address	City	State	Zip	Email	Notes
1737	3/3/2015	Fire Division		Unknown	Satisfied	Satisfied	Satisfied	Satisfied	None	Unknown	Unknown	5814 Angling Road	Portage	MI	49024	portage@portage-mi.gov	
1738	3/10/2015	City Assessor		Priority Tax Appeal Review Board	Satisfied	Satisfied	Satisfied	Satisfied	None	Jan Reeder	269 501 3484		Portage	MI			
1739	3/10/2015	City Assessor		Appointment for Board of Review of Homestead Poverty Exemption	Satisfied	Satisfied		Satisfied	I want to thank the board of Review for being so kind and understanding. I am so grateful that the Homestead Poverty Exemption is available to those having a tough year. I am truly grateful for the assistance provided to me, and I am certain there will be a day when I will be able to give back to my community instead of having to ask for assistance.	Angela Wencor	269 744 1260	7308 Oldenburg Lane	Portage	MI		angela.wencor@gmail.com	
1740	3/12/2015	City Assessor		Unknown	Satisfied	Satisfied		Satisfied	None	Maria Kelley	269 744 7315	4821 S. Long Lake Drive	Portage	MI			
1741	3/10/2015	City Assessor		Review/discuss assessment value on home	Satisfied	Satisfied		Satisfied	None	LM Smith		2211 Gray Oak Avenue	Portage	MI		lsmith@portage-mi.com	
1742	3/11/2015	City Assessor		Property taxes	Satisfied	Satisfied		Satisfied	Lady at check-out table was extremely nice and very caring with my son.	Elizabeth Vandenberg		10380 Country Grove Circle	Portage	MI			
1743	3/11/2015	City Assessor		Tax Board of Review request	Satisfied	Satisfied		Satisfied	Very polite and cordial discussion	Sarah Miks	269 760 0961	8844 West X Avenue	Scholarship	MI	49087	sarah@miksandsons.com	
1744	3/12/2015	City Assessor		Tax Assessment Board	Satisfied	Satisfied		Satisfied	None	John Carlin	269 327 0205			MI			
1745	3/12/2015	City Assessor		Petition property taxes	Satisfied	Satisfied		Satisfied	Appreciate the availability of information on the internet to look up assessments	Mark Friedman	269 323 8991	3045 Kalamina	Portage	MI		mark.friedman@portage-mi.com	
1746	3/10/2015	City Assessor		Board of Review	Satisfied	Satisfied		Satisfied	None	Ken Estina	269 519 7246	204 Dewnee Avenue	Portage	MI		kenestina@portage-mi.com	
1747	3/10/2015	City Assessor		Property tax exemption hardship	Satisfied	Satisfied		Satisfied	None	Duane Hornbeck	269 375 1121	4811 Chasemoor Drive	Portage	MI		duane@portage-mi.com	
1748	3/10/2015	City Assessor		To protest my home assessment	Satisfied	Satisfied		Satisfied	None	Amanda Dwyer	269 370 6914	5536 Danfield	Portage	MI			
1749	3/10/2015	City Assessor		Property tax exemption	Satisfied	Neutral		Neutral	None	Ted Vavas	269 370 6914	5536 Danfield Street	Portage	MI		ted.vavas@portage-mi.com	
1750	Unknown	n/a	City of Portage	Taxes, roads, water/sewer billing	Satisfied	Satisfied		Satisfied	None			516 Yalvet Avenue	Portage	MI			
1751	3/6/2015	City Assessor	Wikstrom	Property tax	Satisfied	Satisfied		Satisfied	Nice visit			Chandler	Portage	MI			
1752	3/12/2015	City Assessor	Selena	Information	Satisfied	Satisfied		Satisfied	Selena and everyone here is so good about keeping me up to date on changes, so very informative and kind. I'm very thankful for having in this city! Best staff ever! Thank you!	Tammie Froke	269 312 6993	9624 Spunkle Road	Portage	MI		tammiefroke@att.net	
1753	3/10/2015	City Assessor	Selena	To apply for poverty exemption	Satisfied	Satisfied		Neutral	None	Herb Lipschultz	269 327 3665	516 Yalvet Avenue	Portage	MI	49002	tammiefroke@gmail.com	
1754	3/10/2015	City Assessor		Question on my tax bill	Satisfied	Satisfied		Neutral	None	Herb Lipschultz	269 327 3665	516 Yalvet Avenue	Portage	MI	49002		

City of Portage Comment Card Response Summary - April 2015
10 Responses(s)

Record ID#	Visit Date	Department(s) Visited	Visited By (ASSESSOR COMMENT CARD ONLY)	Purpose of Visit	Staff Demonstrated	Staff Knowledge	Facility Condition	Completeness of Response (ASSESSOR COMMENT CARD ONLY)	Comments	Name	Phone	Address	City	State	Zip	Email	Notes
1755	3/31/2015	Treasury							Would be awesome customer service to offer ability to pay by debit card!	Jeffery Rogers Sr. Cassandra Evers	269 567 8763 207 2193 5270	229 Idaho Foxcroft	Portage Kalamazoo	MI MI		rogersjfer63@yahoo.com	
1756	3/20/2015	City Assessor		Get a spring cleanup schedule Tax appeal	Satisfied	Satisfied	Satisfied	N/A	Portage is an awesome place to live!								
1757	3/24/2015	City Assessor			Satisfied	Satisfied			Every time I have encountered anyone at the city offices for any reason, it has been nothing short of exceptional in terms of knowledge, service, and kindness. Thank you so much! It is very refreshing and much appreciated.	David Sykes	370 1376	3006 Lampila Circle	Portage	MI		dsykes@agpecr.com	
1758	3/16/2015	City Assessor		To get information on appealing my home tax assessment!	Satisfied	Satisfied		Satisfied		William R. Termpah, Jr.	919 696 7890	6061 Equestrian Woods Court	Portage	MI		rayne@pobox.com	
1759	3/23/2016	Police		Get a copy of an accident report	Satisfied	Satisfied			Very pleased with service	Larry R Langley	269 360 9504	4747 E Milham Apt P	Portage	MI		larryl@ymail.com	
1760	4/17/2015	Police		Get a copy of police report	Satisfied	Satisfied			Special thanks to Sgt. Gleason and Jessica Smith (officer) for their assistance! Very courteous and understanding!	Steve Weinfabinger	269 665 0497	7359 Perham	Portage	MI		welinfabinger@wmich.edu	
1761	4/10/2015	Police			Satisfied	Satisfied				Dale F. Bohlwell	269 327 0219	8939 Ward Avenue	Portage	MI	49002	cdkco1113@gmail.com	
1762	3/11/2015	City Assessor		To question the increase of my state equated value of \$17,000	Satisfied	Satisfied		Satisfied	All handled very professionally. Heard me out and acted positively. Thank you!	William Rossley	679 931						
1763	4/22/2015	City Clerk		Voter registration and absentee ballot	Satisfied	Satisfied			A very nice city hall that had an atmosphere of friendliness. Thank you very much! A lady named Cindy (Gansby) called me back the next day. She went beyond her duty to help me since I had no idea what to do. I had to call her back the next day for help and a question about Ots. All I can say is she went beyond the job to help me.	Vicky Torrey		10126 West O Avenue	Matawan	MI	49071	vtorrey@ymail.com	
1764	4/14/2015	Police		To get information on my brother's criminal record	Satisfied	Satisfied											

Record ID#,s	Visit Date	Department(s) Visited	Visited By (ASSESSOR COMMENT CARD ONLY)	Purpose of Visit	Staff Demonstrated	Staff Knowledge	Facility/Condition	Completeness of Response (ASSESSOR COMMENT CARD ONLY)	Comments	Name	Phone	Address	City	State	Zip	E-mail	Notes
1765	4/27/2015	Community Development		To get SEV information and building code information	Satisfied	Satisfied	Satisfied		Ron Deering and Michael West were both very helpful in answering my questions. They helped me find additional information through my own website connection	James Rikkers	269 327 3576	7529 Avenuswood Drive	Portage	Mi		jdrikkers@att.net	
1766	4/30/2015	Police		To obtain police reports for Centre Street Village Township	Satisfied	Satisfied	Satisfied		'Wow' Jan has been so helpful. She has provided top notch customer service. She is very pleasant and welcomed me (two days in a row) with a smile. Thanks to all of you I appreciate you very much.	Robin McKinnon	327 6691	2011 E. Centre Avenue	Portage	Mi		CentraSveas@lockwoodgrp.com	
1767	5/5/2015	Police		To order police records	Satisfied	Satisfied	Satisfied		Very pleasant and courteous staff. Made this very easy.	Jennifer Ferner	269 808 9400	2031 E. Centre Avenue	Portage	Mi	49002		
1768	4/20/2015	Police		To register a gun my husband is giving me	Satisfied	Satisfied	Satisfied		Staff courteous. Feel atmosphere would be more relaxed if staff was in casual dress. No need for me.	Rensy Kubyev Gwaniza	269 362 8334	619 Idaho Avenue	Portage	Mi	49024	mlan1212@aol.com	
1769	4/24/2015	Community Development		General questions	Satisfied	Satisfied	Satisfied		I'm pleased and proud to live in Portage	Doug Post	269 492 2700	5255 Old Colony Road	Portage	Mi		postd@theicompany.com	
1770	4/30/2015	City Clerk		Vote	Satisfied				Cheryl and Jim Hudson are fantastic, very citizen oriented, and extremely professional representatives of the City of Portage!	Lois Snyder	998 056	623 Roseview	Portage	Mi		lois.snyder.sings@gmail.com	
1771	5/4/2015	City Clerk		Absentee ballot and to vote	Satisfied	Satisfied	Satisfied			Carol Hustoles	998 056	4140 Squire Health	Portage	Mi		thustoles@aol.com	
1772		Benefit Services			Satisfied	Satisfied	Satisfied										
1773	5/15/2015	City Clerk		Drop off information about WMU Osher Lifelong Institute	Satisfied	Satisfied	Satisfied		I recently worked the May 5 election. As always, I was thankful and impressed with the preparation, training, organization, and detailed instructions given to workers. If every precinct in the country were this thorough, elections would be so much better (and might even have different outcomes!). I received excellent service. Thank!	Chris Chaddardon	327 7801	18001 Marlow	Portage	Mi		Chnusschadd@aol.com	
1774	3/16/2015	City Manager		To learn more about the city of Portage	Satisfied	Satisfied	Satisfied			Rev. Monica Lumaine		6286 Silver Fir Street	Portage	Mi		mjlumaine@bellsouth.net	
1775	5/20/2015	Police		Obtain copies of police reports	Satisfied	Satisfied	Satisfied		Very nice, helpful.	A. Sheldon							
1776	5/19/2015	Police		Obtain copies of police reports	Satisfied	Satisfied	Satisfied		Very stressful situation for me. Everyone was very helpful.	Sue Armen	491 4774	2445 Deep Forest Court	Portage	Mi	49024	sarmen@jaquarations.com	
1777		Senior Center			Satisfied	Satisfied	Satisfied		Eliminate use of cell phones in the Friendship Lobby at the Senior Center. Very, very distracting when trying to read magazine or newspaper. I am not interested in listening to someone's personal business or problems. Rude behavior.	William Hessler	269 327 5921	1112 Woodview Drive	Portage	Mi			

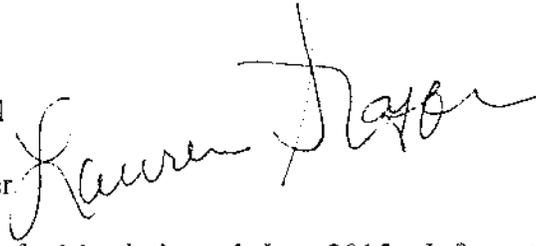
City of Portage Online Customer Service Survey – May 2015 Summary
 1 Response(s)

44	5/14/2015	Assessor	With what city department did you interact?	What was the purpose of your interaction?	What type of interaction did you have with the City of Portage?	When you were telephoned, were you able to get through on your first attempt?	How satisfied were you with:								You are welcome to provide additional comments regarding your customer service experience.	Would you like to be contacted regarding the services you were provided? If so, please provide contact information.	Notes
							The time taken to answer the phone?	Handling of call transfers?	Being able to reach the person to whom you needed to speak?	Response time to any messages left?	Staff being courteous, helpful and friendly?	Time taken with/responded to your inquiry?					

Record ID#&CIC#	Visit Date	Department(s) Visited	Visited By (ASSESSOR COMMENT CARD ONLY)	Purpose of Visit	Start Date/Time	Staff Knowledge	Facility Condition	Completeness of Response (ASSESSOR COMMENT CARD ONLY)	Comments	Name	Phone	Address	City	State	Zip	Email	Notes
1778		Police		Fingerprints	Satisfied	Satisfied	Satisfied		Great job!	Peter Howard			Kalamazoo				
1779	6/15/2015	Police		Understanding or asking questions regarding a visit I just had with a police Officer Bauer	Satisfied	Satisfied	Satisfied		I was in such a state of crisis I did not clearly understand all Officer Bauer told me. Several times he asked if I had other questions - I just nodded. Cindy clearly explained terms for me again. Actually, I first went to her to buy a report. Cindy is so helpful!	Linda Henchler	615-0820	7231 Lakewood Dr	Portage				
1780	6/16/2015	Police		File a report of domestic abuse.	Satisfied	Satisfied	Satisfied		Officer made me feel I was important and "no one has the right to do this to me." My husband's priest had told me that an earlier abuse was my fault and I should not have gone to the police. Officer Bauer helped me to stand up for myself!	Linda Henchler	615-0820	7231 Lakewood Dr	Portage				
1781	6/8/2015	Police		Get police report on 15-882915	Satisfied	Satisfied	Satisfied		Cindy was extremely kind and helpful. (Darr)	Kari Porco	269-352-0038	7362 Milan Drive				karka@juno.com	

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Citizen Comment Summary for March through June 2015 – Information Only

As part of the continuing focus on customer service, city staff have been distributing comment cards to all residents interacting with their department and encouraging them to complete the cards. In addition to distribution of comment cards at every city department, citizens also have the opportunity to provide comments regarding their experience with staff via the online Customer Service Survey.

The relay of citizen responses to City Council for the months of March, April, May and June were delayed due to staff medical leave from the office. The following are the responses received during this time and bring this process up-to-date.

During the month of March, 18 Citizen Comment Cards and no responses to the online Customer Service Survey were received. During the month of April, 10 Citizen Comment Cards and no responses to the online Customer Service Survey were received. During the month of May, 13 Citizen Comment Cards and one response to the online Customer Service Survey were received. During the month of June, four Citizen Comment Cards and no responses to the online Customer Service Survey were received.

Summaries of the comment responses received from March to June 2015 are attached for the information of Council. Please note, city staff followed through with all comments where responses were either neutral or dissatisfied.

Attachments: March 2015 Summary
April 2015 Summary
May 2015 Summary
June 2015 Summary