

7:30 p.m. Call to Order.

Invocation: Father Stan Witek of St. Catherine of Siena Catholic Church

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Approval of City Council Meeting Minutes.

1. Approval of the Regular Meeting Minutes of July 21, 2015.

\* B. Approval of Consent Agenda Motions.

\* C. Accounts Payable Register:

\* 1. Accounts Payable Register of August 11, 2015.

D. Public Hearings:

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

\* 1. Communication from the City Manager recommending that City Council adopt the resolution approving the Complete Streets Policy.

\* 2. Communication from the City Manager recommending that City Council approve a two-year contract renewal with Delta Dental Plan of Michigan and authorize the City Manager to execute all documents on behalf of the city.

\* 3. Communication from the City Manager recommending that City Council approve a revision of the City Investment Policy as recommended by the Investment Committee.

\* 4. Communication from the City Manager recommending that City Council receive the responses to the Charter Amendment by Initiative Petition from Governor Rick Snyder and Attorney General Matthew Schneider - Information Only.

G. Communications:

\* 1. Communication from the Michigan Municipal League regarding the Annual Meeting Notice.

H. Unfinished Business:

\* I. Minutes of Boards and Commissions Meetings:

1. Portage Human Services Board of April 2, 2015.

2. Portage Youth Advisory Committee of July 7, 2015.

3. Portage Senior Citizen Advisory Board of July 15, 2015.

J. Council Committee Reports:

1. Presentation by the City Manager Employment Manual Committee regarding the *City Council Policy with Regard to Employment of City Manager*.

K. New Business:

L. Bid Tabulations:

\* 1. Communication from the City Manager recommending that City Council award a contract for the maintenance of the city traffic signal system from September 1, 2015 to June 30, 2018 with the option to renew for one 3-year period to Severance Electric Company, Incorporated, in the base amount of \$173,800 with hourly rates as bid for call-in work and additional intersections as necessary and authorize the City Manager to execute all documents related to the contract on behalf of the city.

- \* 2. Communication from the City Manager recommending that City Council award a construction contract for the Pine View Drive Sanitary Sewer Project to Balkema Excavating, Incorporated, of Kalamazoo, Michigan in the amount not to exceed \$261,328 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
- \* 3. Communication from the City Manager recommending that City Council award a contract to perform engineering services for the West Centre Avenue Traffic Signals and Roadway Improvements project for the intersections of Old Centre Road/West Centre Avenue and Cooley Drive/West Centre Avenue to Abonmarche Consultants, Incorporated, in the amount not to exceed \$75,160 and authorize the City Manager to execute all documents related to the contract on behalf of the City.
- \* 4. Communication from the City Manager recommending that City Council approve a two-year contract with Specialty Business Forms, Inc. in the estimated amount of \$60,715.58 for tax bill and assessment notice printing, with the option to renew for two additional two-year periods, and authorize the City Manager to execute all documents related to the contract on behalf of the city.
- \* 5. Communication from the City Manager recommending that City Council approve the purchase of six Self-Contained Breathing Apparatus (SCBA) units and 14 air supply bottles from West Shore Fire of Allendale, Michigan in the amount not to exceed \$47,726.04 and authorize the City Manager to execute all documents related to the purchase on behalf of the city.
- \* 6. Communication from the City Manager recommending that City Council approve a contract in an estimated annual amount of \$18,775 with Automatic Microfilming Co., Inc., for document microfilming, imaging and destruction services, with the option of four one-year contract renewals, and authorize the City Manager to execute all documents related to this action 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. Wednesday, August 12, 7:00 p.m., Public Open House regarding Single Stream Recycling, Council Chambers.
  - b. Friday, August 14, 8:15 a.m., Historic District Commission Special Meeting, City Hall Room No. 2.
  - c. Wednesday, August 19, 2:30 p.m., Senior Citizen Advisory Board, Portage Senior Center.
  - d. Wednesday, August 19, 7:00 p.m., Environmental Board, City Hall Room No. 1 (rescheduled from August 12th).
  - e. Thursday, August 20, 6:00 p.m., Local Officers Compensation Commission, City Hall Room No. 2.
  - f. Thursday, August 20, 7:00 p.m., District Library Board, Portage District Library.
  - g. Thursday, August 20, 7:00 p.m., Planning Commission, Council Chambers.

N. Materials Transmitted.

- 1. Materials transmitted of July 17 and 21, 2015

Adjournment.

# CITY COUNCIL MEETING SUMMARY

July 21, 2015

## ACCOUNTS PAYABLE REGISTER

- ◆ Approved the Accounts Payable Register of July 21, 2015, as presented.

## REPORTS FROM THE ADMINISTRATION

- ◆ Accepted the order of the Construction Board of Appeals to raze and remove the house at 5523 Monticello Avenue; and authorized 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.
- ◆ Approved the Public Media Network Municipal Video Production System Agreement, including Addendum #1 of the Agreement, and authorized the City Manager to execute all documents related to this action on behalf of the city.
- ◆ Approved 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 Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program at a cost of \$58,032, and authorized the City Manager to execute all documents related to this action on behalf of the city.
- ◆ Received the communication from the City Manager regarding a Charter Amendment Petition as information only.
- ◆ Received the communication from the City Manager regarding the June 2015 Environmental Activity Report as information only.
- ◆ Received the Department Monthly Reports from the various City Departments.

## COMMUNICATION

- ◆ Received a communication from Ed Buday, Jr., 1503 Bradford Street, regarding fireworks.

## COUNCIL COMMITTEE REPORTS

- ◆ Received a communication and report from Councilmember Randall regarding the Discover Kalamazoo Advisory Council.
- ◆ At the request of Councilmember Ansari, Mayor Strazdas recognized former Mayor Pro Tem Ed Sackley, who updated City Council on the Public Media Network Municipal Video Production System Agreement.
- ◆ Received a report from Mayor Strazdas and the minutes of the June 30, 2015 Investment Committee Meeting.
- ◆ Received a report from Mayor Pro Tem Pearson regarding the Kalamazoo County Transit Authority (KCTA) and the Central County Transit Authority (CCTA).

## BID TABULATION

- ◆ Awarded 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 authorized the City Manager to execute all documents related to the contract on behalf of the city.

## STATEMENTS OF CITY COUNCIL CANDIDATES

- ◆ Mayor Strazdas provided the opportunity for Councilmember Ford, Councilmember Randall and Mayor Pro Tem Pearson to announce their candidacy for City Council which will be determined at the November 3, 2015 City Election and each recounted some of the positive changes that have taken place while serving on City Council.

## STATEMENTS OF CITY COUNCIL AND CITY MANAGER

- ◆ Councilmember Ford expressed kudos to the City Parks Department and recounted his experiences while attending the United States Army Field Band and Soldiers' Chorus, the Celery Flats Music Festival and the Taste of Portage.
- ◆ Councilmember Randall concurred with Councilmember Ford, commented further and thanked City Manager Shafer for his military service to our country. She also encouraged everyone to attend the activities and family fun associated with the United States Tennis Association (USTA) Tournament being held from July 31 through August 9, 2015, at Kalamazoo College.
- ◆ Councilmember Ansari praised the 70 years of experience held by the sitting City Council and the excellent job performed by Council in the best interest of the City, as a way to endorse the incumbents, especially Mayor Strazdas for the November 3, 2015 City Election. Mayor Strazdas thanked him for it.
- ◆ Councilmember Reid thanked and recognized Councilmembers Randall and Ford and Mayor Pro Tem Pearson for the time and effort they have expended serving as members of Portage City Council and said she looked forward to the race coming up. She reviewed some of the details of Item F.2, Public Media Network Municipal Video Production System Agreement, and the advantages to the City of Portage. She reminded everyone that the August 4, 2015 Special Election for the Metro Transit millage is only two weeks away, that the absentee ballots for those on the permanent list went out July 7, and information is available on line for those who need more information on this issue. She indicated that this week is the 25<sup>th</sup> Anniversary of the American Disabilities Act of 1990, and explained that there are 60,000 jobs that are open and 500,000 persons with disabilities who cannot find employment and are looking for employment. She mentioned that 43% of adults will become disabled during their working years and stressed that it is important that our systems do not discriminate against people with a disability. She also recounted her experiences while attending the United States Army Field Band and Soldiers' Chorus, the Celery Flats Music Festival and the Taste of Portage.

- ◆ City Manager Shaffer provided an update on the South Westnedge Construction Project and indicated that it is still on target for completion by mid-August, despite the enormous amount of rain that has fallen throughout the construction, and he asked for continued patience from citizens for three more weeks. Mayor Strazdas asked for a campaign from the Administration when it is opened as a measure to assist businesses that have felt the strain of the low traffic numbers on Westnedge Avenue during the construction.
- ◆ Mayor Pro Tem Pearson thanked Councilmember Ansari for his endorsement and Councilmember Reid for her kind words. He also said he has enjoyed working with Council.
- ◆ Mayor Strazdas thanked and congratulated his three colleagues on City Council, who are taking another step to be good stewards of the community and anyone else who is running as it is a noble volunteer undertaking. He indicated that the United States Army Field Band and Soldiers' Chorus was spectacular and thanked the efforts of the Reserve Officers Training Corps (ROTC) for helping this event take place. He thanked all who attended the Taste of Portage, despite the rain. He recounted his visit with all of the Mayors of West Michigan who were able to attend the Mayor Energy Summit. He commented that Grand Rapids Mayor George Hartwell has an annual event and invites all of the Mayors from this side of the state to talk about topics that concern City and State Government and the main topic this year was energy policy since Governor Snyder organized State Departments to have an Energy Bureau. The Director of the Bureau is talking to all of the Mayors regarding what will be coming up with regard to energy policy that will impact businesses, industry and citizens.

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**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.**

## CITY COUNCIL MEETING MINUTES FROM JULY 21, 2015

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

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

At the request of Mayor Strazdas, the City Clerk called the roll with the following members present: Councilmembers Nasim Ansari, Richard Ford, Patricia M. Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Peter Strazdas. 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 Ford, to approve the Regular Meeting Minutes of July 7, 2015, as presented. Upon a voice vote, motion carried 7 to 0.

\* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Ford to read the Consent Agenda. Councilmember Reid asked that Item F.1, Construction Board of Appeals Raze Order - 5523 Monticello Avenue, be removed from the Consent Agenda. Motion by Ford, seconded by Urban, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 7 to 0.

\* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JULY 21, 2015:** Motion by Ford, seconded by Urban, to approve the Accounts Payable Register of July 21, 2015. Upon a roll call vote, motion carried 7 to 0.

### REPORTS FROM THE ADMINISTRATION:

**CONSTRUCTION BOARD OF APPEALS RAZE ORDER – 5523 MONTICELLO AVENUE:** In answer to Councilmember Reid, City Manager Shaffer indicated that the new specifications for demolition require that the basement be removed when the structure is removed along with proper grading, seeding, curb work, etc. – all that is necessary to preserve and enhance the balance of the neighborhood. Discussion followed.

Motion by Reid, seconded by Urban, to accept the order of the Construction Board of Appeals to raze and remove the house at 5523 Monticello Avenue; and 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. Upon a roll call vote, motion carried 7 to 0.

\* **PUBLIC MEDIA NETWORK MUNICIPAL VIDEO PRODUCTION SYSTEM AGREEMENT:** Motion by Ford, seconded by Urban, to 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. Upon a roll call vote, motion carried 7 to 0.

\* **STREET CRACK SEALING REPAIR MACHINE – PURCHASE RECOMMENDATION:** Motion by Ford, seconded by Urban, to 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 Houston-Galveston Area Council (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. Upon a roll call vote, motion carried 7 to 0.

- \* **CHARTER AMENDMENT PETITION - INFORMATION ONLY:** Motion by Ford, seconded by Urban, to receive the communication from the City Manager regarding a Charter Amendment Petition as information only. Upon a roll call vote, motion carried 7 to 0.
- \* **JUNE 2015 SUMMARY ENVIRONMENTAL ACTIVITY REPORT:** Motion by Ford, seconded by Urban, to receive the June 2015 Summary Environmental Activity Report as information only. Upon a roll call vote, motion carried 7 to 0.
- \* **DEPARTMENTAL MONTHLY REPORTS:** Motion by Ford, seconded by Urban, to receive the Departmental Monthly Reports from the various departments. Upon a roll call vote, motion carried 7 to 0.

**COMMUNICATION:**

**ED BUDAY, JR., 1503 BRADFORD STREET:** Mr. Shaffer reviewed the communication from Mr. Buday, indicated that the City Attorney advised that the City cannot make any of the changes requested by Mr. Buday since the size of fireworks and date options for the holiday to shoot fireworks are covered by state statute. He said a letter will be sent to Mr. Buday to let him know that the City cannot make any of the changes he has requested. Motion by Ford, seconded by Ansari, to receive the communication from Ed Buday, Jr., 1503 Bradford Street, regarding fireworks. Upon a voice vote, motion carried 7 to 0.

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

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

**COUNCIL COMMITTEE REPORTS:**

**DISCOVER KALAMAZOO ADVISORY COUNCIL - COUNCILMEMBER**

**RANDALL:** Councilmember Randall reviewed a meeting of Discover Kalamazoo Advisory Council on Monday, July 13, 2015, which focused on how to make the Advisory Council more effective. She said that this was in response to a survey performed some months ago that revealed that people wanted to know who the speakers were in advance and that what was said in the room stays in the room. She mentioned that the Council is a great supporter of the United States Tennis Association (USTA) Championships that start July 31 through August 9, 2015, at Kalamazoo College, and are supporting the Professional Disc Golf Association Amateur Disc Golf World Championship that will be held in our Region. She mentioned that the Council was very positive about the various Portage events of recent weeks and she expressed her appreciation of the level of energy and promotional efforts at the meeting.

Councilmember Ansari interjected that former Mayor Pro Tem Ed Sackley was present for comment regarding Item F.2, Public Media Network Municipal Video Production System Agreement, and Mayor Strazdas indicated that he would invite him up at the conclusion of the discussion regarding the Discover Kalamazoo Advisory Council Meeting of July 13, 2015.

There being no further discussion, motion by Reid, seconded by Ansari, to receive the communication from Councilmember Randall regarding the Discover Kalamazoo Advisory Council. Upon a voice vote, motion carried 7 to 0.

Mayor Strazdas recognized former Mayor Pro Tem Ed Sackley, who updated City Council on the contents and the benefits for the citizens as a result of the Public Media Network Municipal Video Production System Agreement.

**INVESTMENT COMMITTEE MEETING MINUTES:** Mayor Strazdas recognized the contributions of the three citizen participants on the Investment Committee: Richard Kraas, Roger Stamper and Steve Kreider and explained that they are very good at what they do and the advice they provide to the City. He noted that the Committee discussed the 40% financial institution limitation and the challenges dealing with staying within the 40% guidelines and indicated that there will be more details for City Council to consider at the next meeting to assist with an adjustment of that and explained. Next, he discussed the welcomed opportunity to reduce some of the debt by using cash for capital improvement versus bonding. Mr. Shaffer indicated that the debt was originally at \$107 million and is now down to \$79 million, and Mayor Strazdas shared that Mr. Kraas, Mr. Stamper and Mr. Kreider applauded this effort by City Council. Mayor Strazdas explained further that as a result of this discussion, Mr. Shaffer proposed a goal of becoming a AAA rated City beyond the AA stable Standard and Poor's rating currently held by the City which would produce long-term significant savings. The Committee also proposed adhering to the fund balance policy at 24% and Mayor Strazdas indicated more future discussion of this matter. Mayor Strazdas indicated Deputy City Manager Rob Boulis will bring the proposed minor change to the Investment Policy from Finance Director Bill Furry, but the 24% fund balance policy will not be a part of that as it will be addressed in a couple of months from now.

In answer to Councilmember Reid, Mr. Shaffer said that the recommendation not to exceed 40% in any one fund, so that the City maintains a level of diversification, reduces our exposure, our risk level. He noted a small change in nomenclature, not in principle, i.e., 40% "at the time the investment is made." He continued that during course time, those numbers fluctuate, so it is important to fix the 40% at the time of the reallocation is made. Discussion followed.

In response to Councilmember Randall, Mayor Strazdas explained as the debt goes down, the bond rating goes up; and, the more cash held in reserve, the bond rating goes up. Mr. Shaffer explained that AAA rating is very difficult to attain, so the City will have to demonstrate a substantial reduction in debt. He said that Standard and Poor's will analyze the stability of the tax base of the City, especially the stability of some of our largest employers, and will judge how aggressive the City has been to enhance and preserve that stability. He said that they will also look at revenues versus expenditures over time to determine expenditure control and whether the City can consistently show that revenue is not an issue and expenditures are under control. Discussion followed.

Motion by Urban, seconded by Ansari, to receive the minutes of the June 30, 2015 Investment Committee Meeting. Upon a voice vote, motion carried 7 to 0.

**CENTRAL COUNTY TRANSIT AUTHORITY (CCTA):** Mayor Pro Tem Pearson provided a brief update of a meeting of the CCTA. He indicated that the CCTA is in the process of a four-way agreement among the City of Kalamazoo, the Kalamazoo County Transit Authority (KCTA) and the Kalamazoo Transit Authority (KTA). The City of Kalamazoo wants to transfer all of its buses to the CCTA and there is a CCTA millage request as a ballot question on the August 4, 2015 Special Election. He explained that there was a high level discussion regarding Kalamazoo City legacy cost issue; and, as a result, the CCTA will be meeting twice per month, instead of monthly, for the next few months to obtain all of the information necessary to fully understand the details of the proposed agreement. Discussion followed.

In answer to Councilmember Ford, Mayor Pro Tem Pearson indicated that with regard to the KCTA retirees, the pension is overfunded; and, \$4 million in assets for healthcare will be transferred, but it is not known if that is enough as yet. He did indicate that all of those questions will be discussed in detail before considering the agreement for approval. Discussion followed regarding 911 Dispatch legacy costs and Mayor Strazdas indicated that Portage does not want to inherit long-term debt.

Discussion followed. Motion by Reid, seconded by Ansari, to receive the Central County Transit Authority Report from Mayor Pro Tem Pearson. Upon a voice vote, motion carried 7 to 0.

### **BID TABULATION:**

\* **GARDEN LANE TRANSMISSION WATER MAIN REPLACEMENT – BID TABULATION:** Motion by Ford, seconded by Urban, to 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. Upon a roll call vote, motion carried 7 to 0.

### **OTHER CITY MATTERS:**

**STATEMENTS OF CITY COUNCIL CANDIDATES:** Mayor Strazdas provided the opportunity for Councilmember Ford, Councilmember Randall and Mayor Pro Tem Pearson to announce their candidacy for City Council which will be determined at the November 3, 2015 City Election, and each recounted some of the positive changes that have taken place while serving on City Council.

**STATEMENTS OF CITY COUNCIL:** Councilmember Ford expressed kudos to the City Parks Department and recounted his experiences while attending the United States Army Field Band and Soldiers' Chorus, the Celery Flats Music Festival and the Taste of Portage.

Councilmember Randall concurred with Councilmember Ford, commented further and thanked City Manager Shafer for his military service to our country. She also encouraged everyone to attend the activities and family fun associated with the United States Tennis Association (USTA) Tournament being held from July 31 through August 9, 2015, at Kalamazoo College.

Councilmember Ansari praised the 70 years of experience held by the sitting City Council, the excellent job performed by Council in the best interest of the City, as a way to endorse the incumbents, especially Mayor Strazdas for the November 3, 2015 City Election. Mayor Strazdas thanked him for it.

Councilmember Reid thanked and recognized Councilmembers Randal and Ford and Mayor Pro Tem Pearson for the time and effort they have expended serving as members of Portage City Council and said she looked forward to the race coming up. She reviewed some of the details of Item F.2, Public Media Network Municipal Video Production System Agreement and the advantages to the City of Portage. She reminded everyone that the August 4, 2015 Special Election for the Metro Transit millage is only two weeks away, that the absentee ballots for those on the permanent list went out July 7, and information is available on line for those who need more information on this issue. She indicated that this week is the 25<sup>th</sup> Anniversary of the American Disabilities Act of 1990, and explained that there are 60,000 jobs that are open and 500,000 persons with disabilities who cannot find employment and are looking for employment. She mentioned that 43% of adults will become disabled during their working years and stressed that it is important that our systems do not discriminate against people with a disability. She also recounted her experiences while attending the United States Army Field Band and Soldiers' Chorus, the Celery Flats Music Festival and the Taste of Portage.

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Mayor Strazdas thanked and congratulated his three colleagues on City Council, who are taking another step to be good stewards of the community and anyone else who is running as it is a noble volunteer undertaking. He indicated that the United States Army Field Band and Soldiers' Chorus was spectacular and thanked the efforts of the Reserve Officers Training Corps (ROTC) for helping this event take place. He thanked all who attended the Taste of Portage, despite the rain. He recounted his visit with all of the Mayors of West Michigan who were able to attend the Mayor Energy Summit. He commented that Grand Rapids Mayor George Hartwell has an annual event and invites all of the Mayors from this side of the state to talk about topics that concern City and State Government and the main topic this year was energy policy since Governor Snyder organized State Departments to have an Energy Bureau. The Director of the Bureau is talking to all of the Mayors regarding what will be coming up with regard to energy policy that will impact businesses, industry and citizens.

**ADJOURNMENT:** Mayor Strazdas adjourned the meeting at 8:25 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 of August 11, 2015.

**SUPPORTING PERSONNEL:** William Furry, Finance Director

**ACTION RECOMMENDED:** That City Council approve the Accounts Payable Register of August 11, 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 July 5, 2015 through July 19, 2015 and notes \$161,950.64 in automated clearing house payments, \$1,117,755.06 in paper checks and \$61,274.63 in auto-pay payments for a grand total of \$1,340,980.33.

**FUNDING:** N/A

**Attachments:** 1. Check Register Report

CITY OF PORTAGE CHECK REGISTER  
 Check Dates from: 7/5/2015 to: 7/19/2015

Check Date	Check	Vendor Name	Amount
07/17/15	4205(A)	ABONMARCHE CONSULTANTS, INC	32,937.70
07/17/15	4206(A)	AMERICAN SAFETY & FIRST AID	292.80
07/17/15	4207(A)	ARGUS-HAZCO	13,376.40
07/17/15	4208(A)	BEEBE, RONALD E.	288.00
07/17/15	4209(A)	BELL EQUIPMENT COMPANY	15,890.60
07/17/15	4210(A)	C D W GOVERNMENT, INC.	2,517.53
07/17/15	4211(A)	DATA CONSTRUCTS LLC	195.90
07/17/15	4212(A)	E J USA, INC.	1,819.76
07/17/15	4213(A)	EMPLOYMENT GROUP, INC.	3,174.73
07/17/15	4214(A)	ENGINEERED PROTECTION SYSTEMS, INC.	2,988.83
07/17/15	4215(A)	ETNA SUPPLY, INC.	2,235.62
07/17/15	4216(A)	FURRY, WILLIAM	147.00
07/17/15	4217(A)	GAIL ANDRUS TRAVEL	3,864.75
07/17/15	4218(A)	GLOBAL TELEMATIC SOLUTIONS LLC	800.00
07/17/15	4219(A)	INDUSCO SUPPLY CO., INC.	322.27
07/17/15	4220(A)	IRISH AYRES ENTERPRISES, LLC	3,889.00
07/17/15	4221(A)	JAROTH, INC	303.00
07/17/15	4222(A)	JONES & HENRY ENGINEERS, LTD	2,335.64
07/17/15	4223(A)	KEHOE, EDWARD J	300.00
07/17/15	4224(A)	KOPEC, CASEY	184.00
07/17/15	4225(A)	MATERIALS RESOURCES	1,312.10
07/17/15	4226(A)	MAURER'S TEXTILE RENTAL SERVICES	16.65
07/17/15	4227(A)	MEDEMA, TIMOTHY	265.00
07/17/15	4228(A)	ONE WAY PRODUCTS	498.06
07/17/15	4229(A)	PCM SALES, INC.	40,703.43
07/17/15	4230(A)	PECKELS, CHRISTINE	300.00
07/17/15	4231(A)	PEOPLEFACTS, LLC	15.45
07/17/15	4232(A)	RESCUE RESPONSE GEAR, INC.	965.67
07/17/15	4233(A)	RIETH-RILEY CONSTRUCTION CO., INC	644.84
07/17/15	4234(A)	S B F ENTERPRISES, INC.	5,329.77
07/17/15	4235(A)	SNELL, DEBRA	288.00
07/17/15	4236(A)	SOLARWINDS, INC.	1,327.00
07/17/15	4237(A)	THOMPSON, HELENE	543.00
07/17/15	4238(A)	VANDERBERG, WARD M	282.00
07/17/15	4239(A)	W W GRAINGER INC	383.05
07/17/15	4240(A)	WEST, STEVEN R	57.00
07/17/15	4241(A)	WIGHTMAN & ASSOCIATES, INC.	20,750.00
07/17/15	4242(A)	WOLVERINE POWER SYSTEMS	297.09
07/17/15	4243(A)	WOOD PLUMBING LLC, D	109.00
	<b>SUBTOTAL:</b>		<b>39 CHECKS 161,950.64</b>
07/06/15	294094	GREATER KALAMAZOO UNITED WAY	961.56
07/06/15	294095	INT'L ASSOC OF FIRE CHIEFS	1,285.00

CITY OF PORTAGE CHECK REGISTER  
Check Dates from: 7/5/2015 to: 7/19/2015

Check Date	Check	Vendor Name	Amount
07/06/15	294096	JOHN PODGORSKI	878.18
07/06/15	294097	POLICE TECHNICAL	375.00
07/06/15	294098	U S POSTMASTER	3,500.00
07/06/15	294099	WESTIN PEACHTREE PLAZA	1,624.00
07/17/15	294100	10TH DISTRICT COURT	195.00
07/17/15	294101	57TH DISTRICT COURT	300.00
07/17/15	294102	57TH DISTRICT COURT	279.00
07/17/15	294103	A NEW LEAF	85.00
07/17/15	294104	A PIZZA YEN	250.00
07/17/15	294105	A T & T	4,295.35
07/17/15	294106	A-1 SIGNS	48.30
07/17/15	294107	ADP, INC.	828.15
07/17/15	294108	AICPA	245.00
07/17/15	294109	ALLEGRA PRINT & IMAGING	1,832.42
07/17/15	294110	AMANDA BECKER	150.00
07/17/15	294111	ANDY BUTLER	10.60
07/17/15	294112	ANY CUTTING & WELDING	300.00
07/17/15	294113	AT&T YELLOW PAGES	105.82
07/17/15	294114	ATLAS BUSINESS SOLUTIONS, INC.	1,512.00
07/17/15	294115	ATTORNEYS TITLE AGENCY LLC	100.00
07/17/15	294116	AUTOMATIC MICROFILM CO.	6,407.67
07/17/15	294117	AWAY WITH GEESE.COM	1,396.00
07/17/15	294118	B L HARROUN & SON INC.	603.40
07/17/15	294119	B S & A SOFTWARE	1,100.00
07/17/15	294120	BEATTIE, JOHN & GLORIA	137.00
07/17/15	294121	BERNINA SEWING CENTER	227.52
07/17/15	294122	BERRIEN COUNTY COURTHOUSE	200.00
07/17/15	294123	BESCO WATER TREATMENT, INC.	10.00
07/17/15	294124	BLANKS, CHARLENE	55.00
07/17/15	294125	BRINK'S, INC	285.40
07/17/15	294126	BYHOLT INC.	1,184.27
07/17/15	294127	C T S TELECOM, INC.	678.95
07/17/15	294128	CAMPBELL AUTO SUPPLY	91.32
07/17/15	294129	CARLETON EQUIPMENT CO.	1,000.00
07/17/15	294130	CESO, INC.	5,880.00
07/17/15	294131	CHARTER COMMUNICATIONS	612.67
07/17/15	294132	CHICAGO TITLE OF MICHGAN	14.05
07/17/15	294133	CHICAGO TITLE OF MICHGAN	46.40
07/17/15	294134	CITY OF KALAMAZOO (TRANS MILLAGE)	929.27
07/17/15	294135	CITY OF KALAMAZOO TREASURER	277,191.51
07/17/15	294136	CITY OF PORTAGE	8,082.00
07/17/15	294137	CLASSIC GLASS, INC.	219.37
07/17/15	294138	CLEAR CHANNEL AIRPORTS	2,310.00

CITY OF PORTAGE CHECK REGISTER  
 Check Dates from: 7/5/2015 to: 7/19/2015

Check Date	Check	Vendor Name	Amount
07/17/15	294139	CLINGENPEEL, DAVID	138.00
07/17/15	294140	COMFORT INN & SUITES	185.92
07/17/15	294141	CONSUMERS CONCRETE CORP.	280.00
07/17/15	294142	CONSUMERS ENERGY	37,945.70
07/17/15	294143	CONSUMERS ENERGY-BILL PMT CNT	287.98
07/17/15	294144	COSTAR REALTY INFORMATION, INC.	294.68
07/17/15	294145	CROSSROADS CAR WASH	120.75
07/17/15	294146	DAVE'S CONCRETE PRODUCTS, INC.	2,530.19
07/17/15	294147	DAVID HOJNACHI J	368.00
07/17/15	294148	DEVON TITLE AGENCY	238.66
07/17/15	294149	DIA PANZER	150.00
07/17/15	294150	DIA PANZER	150.00
07/17/15	294151	DICK FINK	100.00
07/17/15	294152	DIXON LAWN CARE	285.00
07/17/15	294153	DOUBLE TREE BY HILTON	460.65
07/17/15	294154	DOUGLASS SAFETY SYSTEMS LLC	3,598.89
07/17/15	294155	DRIEENGA & ASSOCIATES, INC.	2,400.00
07/17/15	294156	ED & TED'S EXCELLENT ADVENTURES	5,374.00
07/17/15	294157	EMERGENCY VEHICLE PRODUCTS	29.00
07/17/15	294158	ERIN WALBERG	100.00
07/17/15	294160	FAWLEY OVERHEAD DOOR, INC.	1,032.00
07/17/15	294161	FLETCHER ENTERPRISES	1,620.00
07/17/15	294162	FORBES	21.99
07/17/15	294163	FORSHEE, MARK	276.00
07/17/15	294164	FREIGHTLINER OF GRAND RAPIDS, INC.	366.38
07/17/15	294165	GONZALEZ, SANDRA	50.00
07/17/15	294166	GORDON WATER SYSTEMS	82.50
07/17/15	294167	GRIFFIN PEST SOLUTIONS, INC.	220.00
07/17/15	294168	HANNAH WATKINS	100.00
07/17/15	294169	HARTMAN, CHARLES	47.00
07/17/15	294170	HOME DEPOT	3,309.15
07/17/15	294171	HUMPHREYS CAMPBELL DUST & HUMPHREYS	227.50
07/17/15	294172	INTERSTATE OFFICE INTERIORS	275.00
07/17/15	294173	IP CONSULTING, INC.	4,341.32
07/17/15	294174	J & J LAWN SERVICE, INC.	4,690.00
07/17/15	294175	J & J LOCKSMITHS	70.25
07/17/15	294176	JACK DOHENY SUPPLIES INC.	1,198.32
07/17/15	294177	JAKE ZOUTENDYK	100.00
07/17/15	294178	JAMES R. SNOWDEN	48.80
07/17/15	294179	KALAMAZOO COUNTY HEALTH & COMMUNITY	125.00
07/17/15	294180	KALAMAZOO COUNTY TREASURER	16,406.69
07/17/15	294181	KALAMAZOO LANDSCAPE SUPPLIES	59.40
07/17/15	294182	KALAMAZOO OIL COMPANY	149.81

CITY OF PORTAGE CHECK REGISTER  
 Check Dates from: 7/5/2015 to: 7/19/2015

Check Date	Check	Vendor Name	Amount
07/17/15	294183	KALAMAZOO REG'L EDUC SVS AGENG	10,811.03
07/17/15	294184	KALAMAZOO SPORTSWEAR	137.50
07/17/15	294185	KALAMAZOO VALLEY COMMUNITY COL	6,216.10
07/17/15	294186	KANTOLA PRODUCTIONS	168.00
07/17/15	294187	KENDALL ELECTRIC, INC.	191.81
07/17/15	294188	KZOO TIRE COMPANY	372.00
07/17/15	294189	LACOSTA FACILITY SUPPORT SERVICES	3,360.79
07/17/15	294190	LEXISNEXIS/MATTHEW BENDER	195.00
07/17/15	294191	LIFETIME PRODUCTS INC.	1,969.98
07/17/15	294192	LOUTHAN, WILLIAM F	96.00
07/17/15	294193	MAIN STREET PORTRAITS INC	120.00
07/17/15	294194	MARTIN SPRING & DRIVE, INC.	1,608.12
07/17/15	294195	MCNALLY ELEVATOR CO.	117.75
07/17/15	294196	MEEKHOF TIRE SALES & SERVICE INC.	1,276.60
07/17/15	294197	MEIER, MICHAEL	144.00
07/17/15	294198	MENARD'S (WEST MAIN)	297.30
07/17/15	294199	MENARDS, INC	11.34
07/17/15	294200	MICH MUNICIPAL POLICE & FIRE REPAIR	546.94
07/17/15	294201	MICHELLE WARD	100.00
07/17/15	294202	MICHIGAN ASSOC. OF SENIOR CENTERS	75.00
07/17/15	294203	MICHIGAN KAL ELECTRONICS, INC.	460.63
07/17/15	294204	MICHIGAN PAVING & MATERIALS CO.	210,171.98
07/17/15	294205	MICHIGAN POLICE EQUIPMENT CO.	3,524.00
07/17/15	294206	MICHIGAN STATE UNIVERSITY	2,600.00
07/17/15	294207	MIDWEST SPORTS SUPPLY	1,669.95
07/17/15	294208	MIKE MCGREAL	198.68
07/17/15	294209	MIKE SCOTT	302.81
07/17/15	294210	MILL RACE CENTER	295.00
07/17/15	294211	MLIVE MEDIA GROUP	142.63
07/17/15	294212	MML UNEMPLOYMENT FUND	234.39
07/17/15	294213	MORBARK PARTS & SERVICE CORP.	30.04
07/17/15	294214	NATIONAL FIRE PROTECTION ASSOC	1,255.50
07/17/15	294215	NATIONAL TRUST FOR HISTORIC PRESERV	125.00
07/17/15	294216	NEW FRESH CLEANING SERVICE	1,495.00
07/17/15	294217	NORMAN CAMERA CO.	2,693.80
07/17/15	294218	NORTHERN AUTO BODY	1,143.00
07/17/15	294219	NYE UNIFORMS	1,667.38
07/17/15	294220	OFFICE DEPOT, INC.	1,485.47
07/17/15	294222	ONDER CONSTRUCTION INC	3,300.00
07/17/15	294223	ONSTAFF USA INC	11,489.80
07/17/15	294224	PAM SCHOENWETHER	100.00
07/17/15	294225	PATESEL, TERRY	396.00
07/17/15	294226	PAUL GUNNELS	41.38

CITY OF PORTAGE CHECK REGISTER  
 Check Dates from: 7/5/2015 to: 7/19/2015

Check Date	Check	Vendor Name	Amount
07/17/15	294227	PAUL KRICK	230.00
07/17/15	294228	PERCEPTIVE CONTROLS, INC.	6,675.00
07/17/15	294229	PETERMAN CONCRETE CO.	1,049.23
07/17/15	294230	PETTY CASH-CITY HALL	763.96
07/17/15	294231	PETTY CASH-DPS	375.16
07/17/15	294232	PETTY CASH-POLICE DEPT.	320.78
07/17/15	294233	PORTAGE DISTRICT LIBRARY	3,342.53
07/17/15	294234	PORTAGE PUBLIC SCHOOLS	14,278.43
07/17/15	294235	PROFESSIONAL LAKE MANAGEMENT	659.08
07/17/15	294236	RATHCO SAFETY SUPPLY, INC.	250.00
07/17/15	294237	REECE, DIANE	60.00
07/17/15	294238	REPUBLIC SERVICES OF WEST MICHIGAN	45,286.93
07/17/15	294239	RITCHIE, WILMA	65.00
07/17/15	294240	SCHAEFFER MANUFACTURING COMPANY	7,213.71
07/17/15	294241	SEVERANCE ELECTRIC COMPANY,INC	290.00
07/17/15	294242	SIMPLIFILE LC	128.00
07/17/15	294243	SINOTTE, SANDY	142.72
07/17/15	294244	SNIPERCRAFT, IINC	625.00
07/17/15	294245	SOIL & MATERIALS ENGINEERS,INC	3,856.06
07/17/15	294246	SPYGLASS GROUP LLC	3,531.48
07/17/15	294247	STATE OF MICHIGAN	840.00
07/17/15	294248	STATE OF MICHIGAN	50.00
07/17/15	294249	STATE OF MICHIGAN (TREASURY)	66,541.95
07/17/15	294250	STATE SYSTEMS RADIO, INC	1,117.50
07/17/15	294251	STEVE TANNER	225.00
07/17/15	294252	SUITS U TAILOR SHOP INC	412.00
07/17/15	294253	SWT EXCAVATING, INC	5,700.00
07/17/15	294254	T D S METROCOM, LLC	3,681.72
07/17/15	294255	T-MOBILE USA INC	29.99
07/17/15	294256	TASER INTERNATIONAL, INC	6,979.70
07/17/15	294257	TECHSMITH CORPORATION	311.25
07/17/15	294258	TIGER DIRECT, INC.	6,033.47
07/17/15	294259	TODD ARBANAS ENTERPRISES INC.	4,700.00
07/17/15	294260	TRACY TIME SYSTEMS	105.00
07/17/15	294261	TRUCK & TRAILER SPECIALTIES	94,836.00
07/17/15	294262	U S LAWNS- KALAMAZOO	622.77
07/17/15	294263	UNITED PARCEL SERVICE	47.30
07/17/15	294264	VANDERBILT, JOHN	192.00
07/17/15	294265	VERIZON WIRELESS SERVICES, LLC	2,141.99
07/17/15	294266	VOLOGY DATA SYSTEMS	212.00
07/17/15	294267	W. MICHIGAN REALTORS TITLE AGENCY	29.36
07/17/15	294268	WASTE MANAGEMENT	142,000.00
07/17/15	294269	WATKINS, GREG	276.00

CITY OF PORTAGE CHECK REGISTER  
 Check Dates from: 7/5/2015 to: 7/19/2015

Check Date	Check	Vendor Name	Amount
07/17/15	294270	WEDEL'S INC.	47.96
07/17/15	294271	WENTHRUP, CATHY	60.00
07/17/15	294272	XEROX CORPORATION	1,104.62
		<b>SUBTOTAL:</b>	
			<b>177 CHECKS</b>
			<b>1,117,755.06</b>
07/07/15	1729	Consumers Auto-Pay	4,450.75
07/10/15	1745	Consumers Auto-Pay	8,120.84
07/13/15	1750	Consumers Auto-Pay	4,818.03
07/14/15	1759	Consumers Auto-Pay	24,222.24
07/15/15	1767	Consumers Auto-Pay	3,533.88
07/16/15	1772	Consumers Auto-Pay	4,086.04
07/17/15	1781	Consumers Auto-Pay	12,042.85
		<b>SUBTOTAL:</b>	
			<b>7 CHECKS</b>
			<b>61,274.63</b>
		<b>GRAND TOTAL:</b>	
			<b>223 CHECKS</b>
			<b>1,340,980.33</b>

\*\* (A) DENOTES ACH PAYMENTS

**TO:** Honorable Mayor and City Council

**FROM:** Laurence Shaffer, City Manager

**SUBJECT:** Complete Streets Policy

**SUPPORTING PERSONNEL:** Vicki Georgeau, Director of Community Development

**ACTION RECOMMENDED:** That City Council adopt the resolution approving the Complete Streets Policy.

In accordance with the adopted Planning Commission Work Program and the 2014 Comprehensive Plan, the City Administration prepared a Complete Streets Policy, which has been reviewed and recommended by the Planning Commission.

The Complete Streets Policy is consistent with PA 33 of 2008, the Michigan Planning Enabling Act and PA 51 of 1951, the Michigan Transportation Fund Act. The Michigan Planning Enabling Act encourages local units of government to consider Complete Streets principles when updating their master plans. The 2014 City of Portage Comprehensive Plan includes a section on Complete Streets principles in the Transportation chapter. In accordance with the adopted Comprehensive Plan, Complete Street elements include, but are not limited to, sidewalks on both sides of local streets and major thoroughfares, paved shoulder bike lanes along major thoroughfares, pedestrian refuge islands, crosswalk markings, signs and signals. The Michigan Transportation Fund Act requires the Michigan Department of Transportation to consider all roadway users in all phases of road project planning, development and construction.

The policy does not mandate Complete Street elements for each municipal or private development project. Since the demand for Complete Street elements will vary from one roadway to the next depending on population density of the surrounding area, proximity of pedestrian generators such as schools, parks or local businesses, availability of state or federal funding, availability of right-of-way, among others. Rather, the policy states the City of Portage will consider each municipal and private development project as an opportunity to incorporate Complete Street elements within the project area.

Depending on the project type and/or location, the policy includes a section to allow exceptions from incorporating one or more Complete Street elements. For example, an alternative non-motorized route, such as a multi-use trail, may be in the immediate vicinity of the project area or there may be insufficient right-of-way to accommodate a specific Complete Street element. Also, small scale roadway maintenance projects or signal upgrades that do not otherwise alter the roadway would be excepted from the policy. Finally, several implementation strategies are included at the end of the policy and the Department of Transportation & Utilities, with assistance from the Department of Community Development, will lead and coordinate implementation of the policy. The Planning Commission will also have input during the preparation of the annual Capital Improvement Program (CIP) and review of private development projects.

## **COMPLETE STREETS POLICY**

Page 2 of 2

During its June 18, 2015 meeting, the Planning Commission reviewed the draft policy and received a presentation on Complete Streets provided by staff. The Commission noted the term "traffic calming" was not explicitly referenced in the policy. Since traffic calming measures are recognized as one of several transportation improvements that contributes to Complete Streets, a specific reference was added to Section IV of the policy. On July 16, 2015, the Planning Commission further reviewed this matter and recommended that City Council adopt the Complete Streets policy.

Subject to further discussion, it is recommended the City Council adopt the resolution adopting the Complete Streets Policy.

**FUNDING:** N/A

**Attachments:**

1. Planning Commission communication and meeting minutes
2. July 10, 2015 Planning Commission staff report and Complete Streets Policy
3. Complete Streets Presentation
4. Complete Streets Resolution

**TO:** Honorable Mayor and City Council

**FROM:** Planning Commission

**DATE:** July 17, 2015

**SUBJECT:** Complete Streets Policy

As part of the adopted Planning Commission Work Program, the Commission reviewed the Complete Streets Policy for the City of Portage prepared by the City Administration during the June 18<sup>th</sup> and July 16<sup>th</sup> meetings. The policy is based on a national model developed by Smart Growth America and the National Complete Streets Coalition, which has been used by communities throughout Michigan and the United States and the recently adopted Kalamazoo Area Transportation Study (KATS) Complete Streets Policy. The Complete Streets Policy is also consistent with recent State of Michigan amendments to Public Act PA 51 of 1951, Michigan Transportation Fund Act and PA 33 of 2008, Michigan Planning Enabling Act.

In summary, the policy does not mandate Complete Street elements for each municipal or private development project since the demand for Complete Street elements will vary from one roadway to the next. Since the need for Complete Street elements will vary among roadway segments, the policy includes a section to allow for exceptions. Finally, the policy includes several implementation strategies.

At the conclusion of the July 16<sup>th</sup> discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Dargitz, to recommend to City Council that the Complete Streets Policy be adopted. The motion was unanimously approved 7-0.

Sincerely,

A handwritten signature in blue ink that reads "Dave Felicijan" with a stylized flourish at the end.

Dave Felicijan  
Vice-Chairman

PLANNING COMMISSION

July 16, 2015

 DRAFT

The City of Portage Planning Commission meeting of July 16, 2015 was called to order by Vice-Chairman Felicijan at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. No citizens were in attendance.

**PLEDGE OF ALLEGIANCE:**

Vice-Chairman Felicijan led the Commission and staff in the Pledge of Allegiance.

**IN ATTENDANCE:**

Christopher Forth, Deputy Director of Planning, Development & Neighborhood Services; and Michael West, Senior City Planner.

**ROLL CALL:**

Mr. Forth called the roll and the following Commissioners were present: Richmond (yes), Schimmel (yes), Somers (yes), Dargitz (yes), Felicijan (yes), Stoffer (yes) and Bosch (yes). A motion was made by Commissioner Dargitz, seconded by Commissioner Bosch, to approve the roll excusing Commissioners Patterson and Welch. The motion was unanimously approved 7-0.

**APPROVAL OF MINUTES:**

Vice-Chairman Felicijan referred the Commission to the June 18, 2015 meeting minutes contained in the agenda packet. A motion was made by Commissioner Somers, seconded by Commissioner Schimmel, to approve the minutes as submitted. The motion was unanimously approved 7-0.

**SITE/FINAL PLANS:**

None.

**PUBLIC HEARINGS:**

None.

**OLD BUSINESS:**

1. Complete Street Policy. Mr. Forth summarized the July 10, 2015 Department of Community Development staff report regarding a Complete Streets Policy for the City of Portage. Mr. Forth stated the policy was based on a national model developed by Smart Growth America and the National Complete Streets Coalition and is consistent with recent amendments to the Michigan Transportation Fund Act and the Michigan Planning Enabling Act. Mr. Forth summarized the Planning Commission's initial review and discussion of the draft policy during the June 18, 2015 meeting.

After a brief discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Dargitz, to recommend to City Council that the Complete Streets Policy be adopted. The motion was unanimously approved 7-0.

 COPY

2. Complete Street Policy (DRAFT). Mr. Forth provided a Powerpoint presentation that discussed the complete street concept with the focus on three main elements: 1) Complete Street; 2) Safe Routes to School and 3) Context Sensitive Solutions. Mr. Forth indicated complete streets policies vary based on the needs and characteristics of the community (urban, suburban, rural). Mr. Forth provided examples of “incomplete” streets and reviewed statistical data on pedestrian/bicycle crashes with vehicles in the City of Portage and statewide. Mr. Forth then provided examples of complete streets and discussed the benefits of complete streets policies and implementation. Mr. Forth summarized efforts made by the City of Portage to improve non-motorized methods of transportation over the past few decades and also discussed upcoming capital improvement projects involving sidewalk, bikeway and pathway extensions/connections, along with traffic improvement projects. Mr. Forth summarized the June 12, 2015 staff report and draft Complete Street Policy that was prepared by the Departments of Community Development and Transportation & Utilities. Mr. Forth indicated the draft policy was not an ordinance or mandate, but rather a city policy to guide future decision making. Mr. Forth stated the draft policy was based on model policies developed by the Kalamazoo Area Transportation Study (KATS) and Michigan Department of Transportation. Mr. Forth reviewed various sections of the draft policy and asked for Commission comments.

Commissioner Richmond discussed bus stop locations in the City of Portage (Meredith – south of Sprinkle and Brown Avenue) where pedestrian access can be difficult at times due to standing water and/or muddy conditions. Commissioner Dargitz asked why the term “traffic calming” is not utilized throughout the policy document. Commissioner Dargitz also asked whether the 85<sup>th</sup> percentile utilized to establish speed limits is a legal requirement or an industry standard/guideline. After additional discussion, the Commission agreed to table additional consideration of the Complete Streets Policy to the July 16, 2015 meeting.

3. Urban Planning Discussion Topics (June 5, 2015 email from Commissioner Dargitz). The Commission reviewed and discussed the various planning topics identified in Commissioner Dargitz June 4, 2015 email communication. Commissioner Dargitz clarified that it was not her intent to create additional work for staff, but rather have individual Commissioners select a topic of interest and present the topic to the full Commission at the end of a regularly scheduled meeting. Commissioner Felicijan suggested the Commission bring up these various planning topics/issues under New Business. Commissioners Felicijan and Dargitz stated they would provide a brief discussion of “tiny house zoning” at the next schedule meeting.

4. Planning Commission Attendance (discussion). Chairman Welch summarized the City Council direction provided to him regarding Planning Commissioner attendance and asked that each Commissioner make every effort possible to attend regularly scheduled meetings so that development applications can be considered in a timely manner. Mr. Forth discussed two recent site plan applications that had to be tabled and the meetings cancelled due to a lack of a quorum at the Planning Commission and the tight schedules for real estate transactions, financing and site construction.

**STATEMENT OF CITIZENS:**

None.

**ADJOURNMENT:**

There being no further business to come before the Commission, the meeting was adjourned at 8:45 p.m.

Respectfully submitted,

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

**TO:** Planning Commission**DATE:** July 10, 2015**FROM:** Vicki Georgeau, <sup>WJ</sup> Director of Community Development**SUBJECT:** Draft Complete Streets Policy**I. INTRODUCTION:**

In accordance with the adopted Planning Commission Work Program, attached for Commission review is a draft City of Portage Complete Streets Policy prepared by the City Administration. The policy was based on a national model developed by Smart Growth America and the National Complete Streets Coalition, which has been used by communities throughout Michigan and the United States. The Kalamazoo Area Transportation Study (KATS) Complete Streets Policy, recently adopted by the KATS Policy Committee, was also used as a model.

**II. COMPLETE STREETS POLICY:**

The Complete Streets Policy is also consistent with recent State of Michigan amendments to two Public Acts: PA 51 of 1951, Michigan Transportation Fund Act and PA 33 of 2008, Michigan Planning Enabling Act. The amendment to the Michigan Transportation Fund Act requires the Michigan Department of Transportation to consider all roadway users in all phases of road project planning, developing and construction. The amendment to the Michigan Planning Enabling Act encourages local units of government to consider Complete Streets principles when updating their master plans. The 2014 City of Portage Comprehensive Plan includes a section on Complete Streets principles in the Transportation chapter. In accordance with the adopted Comprehensive Plan, Complete Street elements include, but are not limited to, sidewalks on both sides of local streets and major thoroughfares, paved shoulder bike lanes along major thoroughfares, pedestrian refuge islands, crosswalk markings, signs and signals.

The policy does not mandate Complete Street elements for each municipal or private development project since the demand for Complete Street elements will vary from one roadway to the next depending on population density of the surrounding area, location of pedestrian generators such as schools, parks or local businesses, availability of state or federal funding, availability of right-of-way, among others. Rather, the policy states the City of Portage will consider each municipal and private development project as an opportunity to incorporate Complete Street elements within the project area.

Depending on the project type and/or location, the policy includes a section to allow exceptions from incorporating one or more Complete Street elements. For example, an alternative non-motorized route, such as a multi-use trail, may be in the immediate vicinity of the project area or there may be insufficient right-of-way to accommodate a specific Complete Street element. Also, small scale roadway maintenance projects or signal upgrades that do not otherwise alter the roadway would be excepted from the policy.

Several implementation strategies are included at the end of the policy. Once recommended by the Planning Commission and adopted by City Council, the Department of Transportation and Utilities, with assistance from the Department of Community Development, will lead and coordinate implementation of the policy. The Planning Commission will also have input during the preparation of the annual Capital Improvement Program and review of private development projects.

### **III. PLANNING COMMISSION REVIEW**

During the June 18, 2015 meeting, the Planning Commission reviewed and discussed the draft policy. The Commission noted the term traffic calming was not referenced in policy. Although the term traffic calming is not specifically referenced in the policy, the policy does mention in several locations the need to enhance safety, access, convenience and comfort for all users. Traffic calming measures is one method that can be implemented to achieve this goal. Since traffic calming measures are recognized as one of several transportation improvements that contributes to Complete Streets, a specific reference has been added to Section IV.

### **IV. RECOMMENDATION:**

Subject to any further discussion, the Commission is advised to recommend to City Council the draft Complete Streets policy be adopted.

Attachment: Draft Complete Streets Policy

T:\COMMDEV\2014-2015 Department Files\Board Files\Planning Commission\PC reports\2015 06 12 VG Complete Streets Policy.docx

# COMPLETE STREETS POLICY

## I. THE COMPLETE STREETS INTENT

The City of Portage, through this Complete Streets Policy and the adopted Comprehensive Plan, recognizes that planning the city transportation system involves more than just moving vehicles efficiently and safely. A transportation system needs to meet the needs of all types of users – motorists, pedestrians (including those with disabilities), bicyclists, transit vehicles and users, freight haulers, emergency responders and citizens of all ages and abilities.

For many years, the City of Portage has designed and implemented a multi-modal transportation system to safely and efficiently move both motorists and non-motorists throughout the community. Furthermore, the design of the multi-modal system has also considered the context of the adjacent land uses. Comprehensive planning, design and construction efforts that consider all users as part of a transportation system will continue as public and private developments and capital improvements are implemented.

## II. BENEFITS OF A COMPLETE STREETS TRANSPORTATION SYSTEM

Continuing to provide and invest in a Complete Streets system is a priority for residents, businesses and city leaders, and includes many benefits such as:

- Provides multi-modal transportation connections between homes, schools, parks, public transportation, offices, and retail destinations.
- Enhances safe walking and bicycling options for school-age children, consistent with the national Safe Routes to Schools program
- Encourages economic growth, positively impacting property values.
- Improves pedestrian and cyclist safety by reducing potential crashes between motorized and non-motorized users.
- Encourages walking and bicycling that improves health and fitness.
- Provides driving alternatives positively impacting the environment, conserves fuel and saves money.

## III. APPLICABILITY OF THE COMPLETE STREETS POLICY

The City of Portage will consider every municipal transportation improvement and private development project as an opportunity to evaluate the level of Complete Streets elements within the general project area and connectivity to adjacent areas with the intent to improve safety and accessibility for all users. This Complete Streets Policy will be utilized with all planning, design, funding and approval involving any street construction, reconstruction, resurface, major repair or alteration, or right-of-way acquisition project. This policy is also applicable to the installation, replacement or reconstruction of underground utilities located within a public street right-of-way; however, water and sanitary sewer enterprise funds cannot be used as a Complete Streets funding source.

A determination as to whether or not a specific street is a Complete Street, or how many design elements are appropriate will be determined on a case-by-case basis.

#### IV. DESIGNING A MULTI-MODAL SYSTEM TO MEET THE NEEDS TO ALL USERS

The City of Portage will seek to enhance the safety, access, convenience and comfort for all users of all ages and abilities through the design, operation and maintenance of the transportation network. The goal is to continue to expand an interconnected network of facilities accommodating each mode of travel consistent with the goals identified in the adopted Comprehensive Plan and other related planning documents. Furthermore, this policy recognizes that all streets are not the same: Streets vary by type and intensity of adjacent land uses, number of travel lanes, posted speed limits, traffic volumes, available right-of-way and other characteristics such as topography, soil types, and proximity of trees. As a result, the necessity for certain non-motorized transportation facilities will need to be carefully evaluated such that the cost of the non-motorized facility is balanced with the demand and availability of right-of-way.

Transportation improvements will include facilities and other amenities that are recognized as contributing to Complete Streets, which may include, but not necessarily limited to, one or more of the following:

1. Sidewalks (new construction, gap construction, repair or replacement, ADA improvements).
2. Pedestrian refuge islands or crosswalk improvements.
3. Traffic calming measures, where appropriate.
4. Street and/or sidewalk lighting.
5. Multi-use trails.
6. Accessibility improvements consistent with the Americans with Disability Act (ADA).
7. Improved pedestrian access and amenities (e.g. bus shelters) to transit stops and/or installation of bus turnouts.
8. Bicycle accommodations including designated bike lanes, widened travel lanes and bike storage facilities.
9. Connecting sidewalks along a public street to internal private development sidewalks.
10. Interconnected and/or shared off-street parking lots and other access management techniques to reduce driveways and subsequent points of conflict between vehicles and pedestrians/bicyclists.

#### V. CONTEXT SENSITIVE STREET DESIGN

Historically, streets were designed to meet expected traffic volumes at a selected speed. Streets or intersections were widened to meet vehicular needs provided right-of-way was available. That traditional approach has been changed in response to best practices in street design, which recognize that many factors along a particular street influence the speed of traffic, crashes, and how a street can be in harmony, or in conflict with its surroundings.

Street width, presence of on-street parking and sidewalks, block length, building setbacks, design speed, pavement markings and signs, street trees, and even boulevard landscaping and street furniture all contribute to how the street functions. Driver perceptions can affect vehicle speed and care used in driving. These elements can also affect how people view a corridor and their impression of Portage in general. A street designed in tandem with its surroundings can foster an inviting place to live, work and visit.

The City of Portage will continue to rely on a wide range of concepts to help ensure the transportation system operates safely and efficiently, but also in context with the immediate area and overall character of the city.

#### VI. IMPROVE NETWORK CONNECTIVITY

Improving the connectivity between the current network of sidewalks, bike lanes, multi-use trails, paths, public transit routes and roadways is important to ensure the continued success of complete streets concepts in the City of Portage. A well-connected network will encourage citizens to fully utilize all available forms of transportation that will provide safe access for all users, promote healthy living, increase the capacity and efficiency of the roadway network and reduce negative environmental impacts. It is also important that a well-connected network include safe and convenient transitions from one mode of transportation to another, from one jurisdiction to another and from one type of infrastructure improvement to another. This can be accomplished by including ADA compliant improvements, appropriate signage/pavement markings, refuge islands, sidewalk connections to bus stops, among others.

#### VII. NON-MOTORIZED COMPLETE STREET ELEMENTS

The Transportation Chapter of the City of Portage Comprehensive Plan provides specific recommendations concerning the provision of the following non-motorized Complete Street elements:

1. Sidewalks (that are ADA compliant) on local and major streets:
  - a. Sidewalks are provided on both sides of all streets within new residential subdivisions.
  - b. Sidewalks are provided on both sides of all major thoroughfares.
  - c. Sidewalks within existing residential subdivisions are inconsistent throughout the community. In such areas, the following efforts should be pursued:
    - i. Fill gaps in the sidewalk system where they exist as redevelopment and infill development occurs;
    - ii. Concurrent with capital improvement planning, construction of sidewalks along primary pedestrian routes to schools, parks or other activity nodes should be considered;
    - iii. Where concerns regarding pedestrian safety exist and have been documented, construction of sidewalks and other appropriate safety improvements should also be considered.
2. A paved-shoulder bikeway on major thoroughfares to accommodate bicycle travel.

#### VIII. EXCEPTIONS

Exceptions to this policy may only be appropriate when the City Administration determines that one or more of the following provisions exist:

1. An affected roadway prohibits, by law, specified users (such as an interstate freeways or pedestrian malls), in which case a greater effort shall be made to accommodate those specified users elsewhere.
2. An alternative route, such as a multi-use trail in the immediate vicinity provides an option for non-motorized transportation.
3. A wide shared-shoulder bikeway designed to accommodate both bicycle and pedestrian use is available in the street right-of-way.
4. There is insufficient right-of-way to accommodate a Complete Street element.

5. The activities, such as spot repair or crack seal, are ordinary maintenance activities designed to keep assets in serviceable condition, which meet MDOT's ADA upgrade exceptions.
6. Capital preventive maintenance projects where the roadwork is not substantial enough to recognize costs savings by including the non-motorized element. Examples of preventive maintenance projects include thin overlays (less than 1.5-inch), micro-seals, chip seals or slurry seals.
7. The type of project does not have a substantial impact on the roadway, such as signal upgrades, addition of turning lanes and utility installations signal interconnect projects, which do not remove existing non-motorized or transit facilities.
8. Safety projects which are funded only for specific safety features identified by crash patterns, due to the funding parameters of the program.
9. The adopted Comprehensive Plan, or other present and/or anticipated market conditions that can be documented, indicate an absence of existing or future need (e.g. sparse population), for a Complete Street element or elements.
10. An element of this policy will have an adverse impact on existing environmental resources such as wetlands, floodplains, creeks or historic structures or the presence of an environmental resource will add significant cost to an element of this policy.

Exceptions to this policy involving private (re)development projects requiring plan review approval or recommendation to City Council by the Planning Commission shall only be granted or recommended when the Planning Commission, after recommendation from the City Administration, determines one or more of the above applicable provisions exist, is consistent with applicable sections of the Zoning Code concerning Planning Commission review/approval authority and is consistent with the goals, objectives and recommendations of the Comprehensive Plan.

#### IX. INTERGOVERNMENTAL COOPERATION

The City of Portage will cooperate with adjacent communities, the Kalamazoo Area Transportation Study and Kalamazoo County to ensure the principles and practices of complete streets concepts are consistent in appropriate planning documents and implanted along the mutually shared corporate boundaries. The City of Portage, together with its adjacent neighbors, Kalamazoo Area Transportation Study and Kalamazoo County, will cooperate to make sure the transportation network as it transitions from one community to the next is seamless in accordance with local and regional road, transit, bicycle, and pedestrian plans and design criteria.

#### X. DESIGN GUIDELINES

The City of Portage will consider design guidelines promulgated in the documents listed below or as may be required by the funding source. Sources for design guidelines include, but are not limited to:

1. American Association for State Highway and Transportation Officials: A Policy on Geometric Design of Highways and Streets, 6th Edition, or latest edition.
2. American Association for State Highway and Transportation Officials: Guide for the Planning, Design, Operation of Pedestrian Facilities – July 2004 edition or latest edition.
3. American Association for State Highway and Transportation Officials: Development of Bicycle Facilities – Fourth Edition or latest edition.
4. Institute of Transportation Engineers: Designing Walkable Urban Thoroughfares: A Context Sensitive Approach – 2010 edition or latest edition.

In conjunction with the references noted above, the city will also consider the impact on a street and any proposed improvements will have on surrounding land uses pursuant to Section V.

#### XI. IMPLEMENTATION

The City of Portage will take the following actions to implement this Complete Streets policy:

1. The Department of Transportation and Utilities, with assistance from the Department of Community Development, will lead the implementation of this policy and coordinate with other departments and outside organizations.
2. The city will continue to maintain a comprehensive inventory of the pedestrian and bicycling infrastructure within the city's GIS mapping system. This information can be used by various departments to identify and prioritize projects in accordance with this policy, Comprehensive Plan and other related planning documents.
3. Through the private development project plan review process, installation of Complete Street elements will be incorporated during the construction phase of the private development project when appropriate.
4. Each year, the city will evaluate applicable transportation-related projects for inclusion in the Capital Improvement Program in accordance with the recommendations of this Complete Streets Policy. Each municipal project submitted for Capital Improvement Program approval will include a summary of incorporated Complete Streets elements or, if none are proposed, an explanation as to the reasons why.
5. When appropriate, the city will review existing plans and policies related to transportation planning/improvements to ensure consistency with this Complete Streets policy.
6. The city administration will develop educational materials intended to inform elected officials, staff and interested citizens regarding the content of Complete Streets principles and best practices for implementing this policy.
7. The city will coordinate transportation improvement projects involving complete street elements with other departments and outside agencies to promote the most responsible and efficient use of financial resources for activities within the public right-of-way.
8. The city will continue to seek public and private sources of funding to implement the elements of this Complete Streets policy. The city will also continue to coordinate transportation-related projects, including complete streets infrastructure planning and funding, through the Kalamazoo Area Transportation Study through implementation of the Metropolitan Transportation plan and Transportation Improvement Program.





## Complete Streets & Context Sensitive Solutions Examples

Urban



Suburban



Rural



There is no prescription for Complete Streets!



## Incomplete Street



TOO NARROW TO SHARE WITH BIKES



## Incomplete Street



Too dangerous to cross on foot



## Incomplete Street



Uninviting for bus riders



### Incomplete Street

Inaccessible for wheelchair users



### Incomplete Street



No room for people, no sidewalks

### Michigan Pedestrian/Bicyclist Crashes

	Pedestrian	Bicycle
• 2014	2,280	1,749
• 2013	2,248	1,888
• 2012	2,281	1,970
• 2011	2,279	1,877



Source: Michigan Traffic Crash Facts/Office of Highway Safety Planning

### City of Portage Pedestrian/Bicyclist Crashes

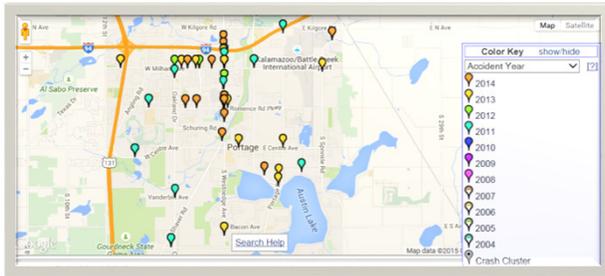
	Pedestrian	Bicycle
• 2014	6	12
• 2013	8	13
• 2012	7	8
• 2011	6	11



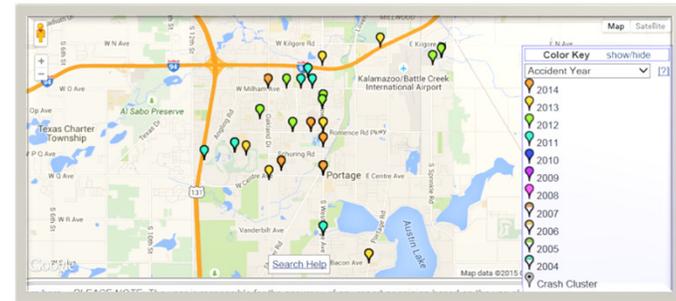
Source: Michigan Traffic Crash Facts/Office of Highway Safety Planning



## Locations of 44 Bicycling Crashes in Portage 2011-2014



## Locations of 26 Pedestrian Crashes in Portage 2011-2014



## Did You Know?

In 2013, the U.S. Census Bureau estimated the population of Portage to be 46,790.

Of the 46,790 residents...

- 10,330 (22%) were children under the age of 16
- 6,196 (13%) were seniors over age 65

This is nearly 35% of our total population



## Types of Complete Streets: Urban





### Types of Complete Streets: Urban Commercial



### Types of Complete Streets: Downtown



### Types of Complete Streets: Major Road



### Types of Complete Streets: Major Road



## Types of Complete Streets: Neighborhood



## Types of Complete Streets: Rural/Low Density



## Why Complete Streets? MONEY



### Ease Residents' Expenses

- Non-motorized travel allows people to make fewer car trips and save on gasoline.
  - A 2007 MSU study confirms that building walk and bike friendly features leads to more walking and bicycling.



### Ease Employers' Expenses

- Poor exercise habits of employees costs employers additional healthcare costs.
- Businesses that provide opportunities for employees to walk and bicycle during the workday report a ~30% reduction in sick-leave absenteeism, health care use, and worker's comp and disability claims.

## Why Complete Streets? MONEY



### Ease Government Expenses

- Non-motorized travel manages traffic demand, saves money on road and parking facilities, and reduces congestion.



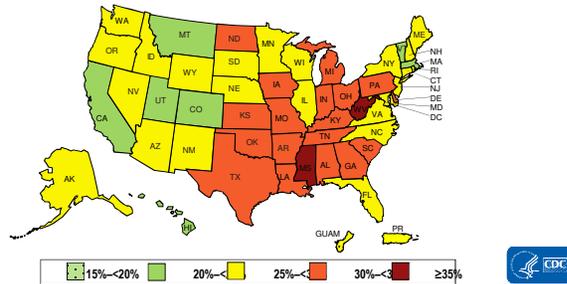
### Increase Home Values

- By making a community and neighborhoods more walkable, property values increase \$4,000-\$34,000.

Source: How Walkability Raises Home Values in U.S. Cities, Cortright, CEO's for Cities, 2009

## Why Complete Streets? HEALTH

Prevalence\* of Self-Reported Obesity Among U.S. Adults-2013



\*Prevalence estimates reflect BRFSS methodological changes started in 2011. These estimates should not be compared to

## Why Complete Streets? HEALTH

### Improve Physical Health

- The leading cause of death in Michigan is heart disease.
- 1/3 of all deaths in the United States attributable to coronary heart disease could have been prevented if all persons were highly active.
- Research continues to show a strong relationship between walkability and bikeability and residents' overall physical health.



### Ease Healthcare Costs

- If just 1 in 20 sedentary Michigan adults became physically active, Michigan employers would save \$575 million per year in healthcare costs and insurance premiums.



## Why Complete Streets? ENVIRONMENT

### Improve Air Quality

- In Michigan, vehicles create 30% of Michigan's ozone-forming pollutants.
- Studies show that the more walkable a community, the lower the vehicle emissions.



### Reduce Our Carbon Footprint

- Global warming is increasing, and the impacts will only get worse if we don't start cutting carbon emissions.
- According to 2011 EPA study, Michigan ranked 10<sup>th</sup> among other states in the amount of annual CO<sub>2</sub> emissions from fossil fuels.



## Why Complete Streets? PEOPLE

- **Protect Our Children and Older Adults** Of the 71 pedestrians and bicyclists injured between 2011 and 2014, 33 (46%) were children or seniors.
- **Attract Residents** 79% of Americans rate "sidewalks and places to take walks" as a top consideration in choosing where to live.
- Recent college graduates from Michigan schools say that safe streets and neighborhoods, walk-able streets, and affordable living are their top factors in **choosing where to live**.



## Why Complete Streets? PEOPLE

- 50% of Americans will be over 55 in 2030
- 21% of Americans over the age of 65 do not drive
- 33% of Americans don't drive
- >50% of non-drivers stay at home because they lack transportation options



Photos: Michael Ronkin, ODOT

## Why Complete Streets? PEOPLE

- Walking and bicycling help prevent obesity, diabetes, high blood pressure, and colon cancer.
- Residents are **65%** more likely to walk in a neighborhood with sidewalks.



## Why Complete Streets? PEOPLE

- 20% of Americans have a disability that limits their daily activities
- Complete Streets feature curb cuts and other designs for disabled travelers
- *Complete Streets* reduce isolation and dependence



## Why Complete Streets? PEOPLE

- **52%** of Americans want to bike more than they do now
- **55%** of Americans would prefer to drive less and walk more



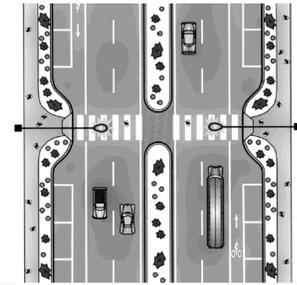
photo: Dan Burden, pedbikeimages.org

## Portage is Committed to a Walkable/Bikeable Community

- Portage 2025 Visioning Project includes many goals committed to furthering the development of a multi-modal transportation system.
- In 2013, during the 50<sup>th</sup> anniversary of Portage as a city, the city was re-branded as "A Natural Place to Move" in support of active, healthy lifestyles and strong neighborhoods.
- The 2014 Comprehensive Plan includes many goals, objectives and implementation strategies intended to continue the development of non-motorized and public transit transportation alternatives.
- The 2015-2025 Capital Improvement Program commits over \$1.6 million to specific bikeway and sidewalk projects.

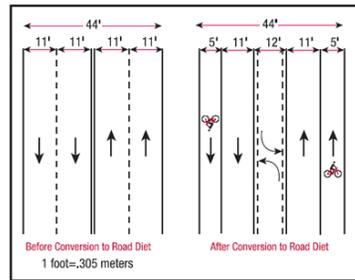
## Complete Streets Concepts: Mid-block Crossings

- People routinely cross at mid-block locations.
- Well-designed mid-block crossings can provide many safety benefits to pedestrians when placed in proper locations.



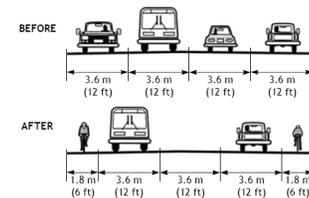
## Complete Streets Concepts: Road Diets

- A typical road diet technique is to reduce the number of lanes on a roadway cross-section.
- One of the most common applications of a road diet is to improve safety in the context of two-way streets with 4-lane sections.



## Complete Streets Concepts: Road Diets

- Road diets do not displace traffic, unless they have exceptionally high numbers.
- Road diet ranges typically start at 8,000 vehicles per day, and climb to 19,000 vehicles per day.
- At 20,000 vehicles-per-day the diet is called a "Super Road Diet." These diets range from 19,000 on up to about 23,000 vehicles per day. They are undertaken by replacing signals with roundabouts, and other means to keep traffic moving smoothly and uniformly.



## Goals

1. Pass a local Complete Streets policy.
2. Implement policies that will guide community design so that it is easier and safer for children and families to incorporate physical activity into their daily routines.



## Complete Streets Example



## Complete Streets Example



## Upcoming Projects

- Major Street Reconstruction Projects
- Minor Street Reconstruction Projects
- Cooley Drive/Old Centre
- Local Street Traffic Calming Program
- Accessible Pedestrian Signal Installation
- Bikeway/Sidewalk Improvements
- Portage Road Sidewalk
- Austin Court/East Shore Connector
- South 12<sup>th</sup> Street Sidewalk
- East Central Trailway



## Questions/Answers



**CITY OF PORTAGE**

**RESOLUTION OF THE PORTAGE CITY COUNCIL IN SUPPORT OF THE  
COMPLETE STREETS POLICY**

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on \_\_\_\_\_, 2015 at 7:30 p.m. local time at the City Hall in the City of Portage, Michigan.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by:

Councilmember: \_\_\_\_\_, and supported by:

Councilmember: \_\_\_\_\_.

WHEREAS, Complete Streets are defined as a design framework that enables safe and convenient access for all users, including pedestrians, bicyclists, transit riders, and drivers of all ages and abilities; and

WHEREAS, the Michigan Legislature has passed Complete Streets legislation that requires the Michigan Department of Transportation and local governments to consider all users in transportation related projects; and

WHEREAS, a complete streets policy provides guidance for the planning, design, and (re)construction of roadways and/or an interconnected network of transportation facilities that promotes complete streets; and

WHEREAS, increasing walking and bicycling offers improved health benefits for the population and makes the City of Portage a more livable community; and

WHEREAS, complete streets enhance safe walking and bicycling options for school-age children, in recognition of the national Safe Routes to Schools program; and

WHEREAS, complete streets support economic growth and community stability by providing accessible and efficient connections between neighborhoods, schools, places of

employment, recreational areas, and commercial establishments by improving pedestrian and vehicular mobility throughout the city; and

WHEREAS, the City of Portage recognizes the importance of complete street infrastructure improvements.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Portage supports the Complete Streets Policy for use by the City of Portage in the planning design, and (re)construction of public infrastructure improvements.

ADOPTED: \_\_\_\_\_

AYES: Councilmember \_\_\_\_\_

NAYS: Councilmember \_\_\_\_\_

ABSENT: Councilmember \_\_\_\_\_

\_\_\_\_\_  
James R. Hudson, City Clerk

CERTIFICATION

I, James R. Hudson, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage, Michigan, and that the foregoing resolution was adopted by the City of Portage on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
James R. Hudson, City Clerk

Approved as to form:

Date: 7/29/15  
[Signature]

City Attorney

**TO:** Honorable Mayor and City Council

**FROM:** Laurence Shaffer, City Manager

**SUBJECT:** Delta Dental Plan of Michigan Insurance

**SUPPORTING PERSONNEL:** William Furry, Finance Director

**ACTION RECOMMENDED:** That City Council approve a two-year contract renewal with Delta Dental Plan of Michigan and authorize the City Manager to execute all documents on behalf of the city.

The City of Portage provides dental insurance to all full-time employees as part of negotiated labor agreements and the non-union fringe benefit package. Dental benefits include basic (diagnostic, preventative, radiographs, oral surgery, endodontic, periodontic and restorative services), prosthodontic (services and appliances such as bridges, partial and complete dentures that replace missing natural teeth), and orthodontic (services, treatment and procedures required for the correction of malpositioned teeth) for dependent children to age 19.

On August 31, 2015, the current city contract with Delta Dental Plan of Michigan will expire. City staff was able to negotiate a two-year contract renewal, at current benefit levels, with a 3.5 percent decrease to premiums.

Therefore, City Council approval of a two-year contract renewal with Delta Dental Plan of Michigan is recommended.

**FUNDING:** Funds have been included in the 2015/2016 fiscal year budget to cover the cost of employee benefits.

**Attachments:** 1. N/A

**TO:** Honorable Mayor and City Council

**FROM:** Laurence Shaffer, City Manager

**SUBJECT:** Investment Policy Revision

**SUPPORTING PERSONNEL:** William Furry, Finance Director

**ACTION RECOMMENDED:** That City Council approve a revision to the City Investment Policy as recommended by the Investment Committee.

The City Council Investment Committee meets biannually in order to determine whether city investments are in compliance with the city's Investment Policy and to suggest policy revisions in response to changing regulatory or industry standards. At the June 30, 2015 meeting, the Committee recommended that the Investment Policy be revised. The proposed revision clarifies that the city may not invest more than 40 percent of its surplus funds in or through any one financial institution at the time of purchase.

The proposed policy revision provides sound guidelines to ensure that city funds will continue to be invested in a prudent manner. The Investment Committee and City Administration recommend adoption of the revised policy.

**FUNDING:** N/A

**Attachments:** 1. Proposed Investment Policy Revision

## City of Portage Investment Policy

In order to realize the maximum return on investment of cash balances while maintaining the city's funds in a secure manner, the Finance Director is directed to invest the city's money in a diversified portfolio which may consist of certificates of deposit, U.S. Treasury and Agency obligations, commercial paper, bankers acceptances, repurchase agreements, and pooled investment funds, as directed by, and in compliance with, the State of Michigan's Public Act 20 of 1943, as amended.

### General Investment Guidelines:

- The city will utilize a pooling approach to cash balances, which maximizes investment yields and reduces banking fees.
- All cash balances, accounted for in the various funds of the city, are subject to this investment policy, unless specifically excluded by other restrictions such as bond covenants or contractual agreements.<sup>1</sup>
- Investment decisions shall be based on cash flow projections, to be maintained by the Finance Department.<sup>1</sup>
- Although funds shall not be invested longer than the date which the funds must be available to meet city obligations, it is recognized that the city regularly maintains a cash "cushion" which may be invested in longer-term instruments, which is hereby defined as instruments with a term of less than six years.
- The Finance Director will prepare a monthly investment report which will be submitted to the City Manager. The report shall maintain the pooling of funds theory.
- The investment report shall include the rate that a treasury security of similar length would pay as a benchmark to show the additional return that the non-treasury security yields.<sup>1</sup>
- All securities shall be held in second-party safekeeping, and evidenced by receipts.<sup>1</sup>
- All transactions shall be made with judgment and care, using the "prudent person" standard.<sup>1</sup>

### Financial Institution Guidelines:

- The city may not invest more than 40% of its surplus funds in or through any one financial institution<sup>3</sup> **at the time of purchase<sup>4</sup>**. Funds which are already committed, and will be spent based on checks clearing, are not to be considered "surplus funds".
- The total city investment in any one bank or savings and loan must represent less than 1% of the institution's Tier 1 capital.<sup>1</sup>
- The city will not do business with any financial institution that does not maintain FDIC, NCUA or SIPC insurance. The City also requires that the entity maintain additional coverage for its portfolio over and above SIPC to cover fraud and/or defalcation in a manner and amount to be evaluated on a case by case basis.<sup>3</sup>

- The city will not do business with any financial institution that has not been granted a rating that falls in the top 25% of the range utilized by a qualified ratings agency.<sup>3</sup>
- The city may conduct investment business only with financial service firms that are on a service provider list reviewed at least annually by the Investment Committee. The list shall be developed by the city and the inclusion of a financial service firm on the list shall be contingent upon criteria set by the city or the Committee that may include, but are not limited to:
  - References from within the state of Michigan,
  - Insurance/secured level, ratings,
  - Financial security, history and stability of the company.<sup>3</sup>

Investment Options/Limitations:

1) Certificates of Deposit

- a) The amount invested may not exceed 60% of the total portfolio at the time of purchase, inclusive of the proposed pending purchase.

2) U.S. Treasury and Agency obligations

- a) There is no percentage of total portfolio limit.

3) Commercial Paper

- a) Must be rated by no fewer than two rating firms which are recognized by the Securities and Exchange Commission.
- b) Must be rated in the two highest classifications (i.e., A2/P2 or better). “2”-rated commercial paper must be accompanied by an irrevocable letter of credit. Split rated (e.g., A1/P2) or “1” rated commercial paper may be purchased without requiring a letter of credit.
- c) The total amount invested in commercial paper may not exceed 70% of the total portfolio at the time of purchase, inclusive of the proposed pending purchase.
- d) The total amount invested in any one company may not exceed 15% of the total portfolio at the time of purchase, inclusive of the proposed pending purchase.

4) Bankers’ Acceptances of United States banks only.<sup>3</sup>

- a) There is no percentage of total portfolio limit.

5) Repurchase Agreements that are backed by any U.S. Treasury or Agency obligation which the city is allowed to purchase directly.

- a) The total amount invested in Repurchase Agreements may not exceed 10% of the total portfolio at the time of purchase, inclusive of the proposed pending purchase.

6) Mutual funds and local government investment trusts, bank-sponsored or independently formed, that are comprised of investments which the city is allowed to purchase directly, under the guidelines of PA 20 of 1943 as amended. The stated investment objective of these funds must be to maintain a net asset value of \$1.00 per share.<sup>2</sup>

- a) The amount invested in free-standing local government investment pools or trusts, or other qualifying mutual funds, may not exceed 25% of the total portfolio at the time of purchase inclusive of the proposed pending purchase.<sup>2</sup>
- b) The amount invested in a qualified mutual fund, pool or trust that is part of the city depository banking contract as an overnight money market investment shall not be subject to any limitations.<sup>2</sup>

Original policy recommended by Investment Committee September 25, 1998, approved by City Council October 6, 1998.

<sup>1</sup> Revisions approved by City Council January 11, 2005

<sup>2</sup> Revisions recommended by Investment Committee March 12, 2008 and approved by City Council April 29, 2008.

<sup>3</sup> Revisions recommended by Investment Committee October 18, 2010 and March 1, 2011 and approved by City Council May 10, 2011.

<sup>4</sup> Revision recommended by Investment Committee June 30, 2015.



**TO:** Honorable Mayor and City Council

**FROM:** Laurence Shaffer, City Manager

**SUBJECT:** Marijuana Initiatory Petition Responses

**SUPPORTING PERSONNEL:** James Hudson, City Clerk

**ACTION RECOMMENDED:** Information Only

Attached are the responses from Governor Rick Snyder and Attorney General Matthew Schneider regarding the Charter Amendment by Initiative Petition received by City Council on July 21, 2015, concerning marijuana. Both Governor Snyder and Attorney General Schneider conclude that the proposed amendment is inconsistent with the Home Rule City Act and does not limit the responsibility of a City of Portage Police Officer to enforce state and federal criminal laws, including those applicable to marijuana.

However, the Home Rule City Act requires that a Charter Amendment be placed on the ballot if the requisite signatures are obtained, whether City Council, the State Attorney General, or the Governor approves. Therefore, it is recommended that City Council receive the responses to the Charter Amendment by Initiative Petition from Governor Rick Snyder and Attorney General Matthew Schneider as information only.

**FUNDING:** N/A

**Attachments:** 1. Responses to the Charter Amendment by Initiative Petition



STATE OF MICHIGAN  
EXECUTIVE OFFICE  
LANSING

RICK SNYDER  
GOVERNOR

BRIAN CALLEY  
LT. GOVERNOR

July 28, 2015

Mr. James Hudson, Clerk  
City of Portage  
7900 South Westnedge Avenue  
Portage, MI 49002

Re: City of Portage Proposed Charter Amendment by Initiative Petition, Chapter 5,  
Section 5.14

Dear Mr. Hudson:

My office has received the proposed revised charter of the City of Portage, which you submitted by way of a letter dated July 17, 2015. The Attorney General's Office reviewed the proposed amendment. I have reviewed the proposed amendment to the Charter of the City of Portage in light of the Home Rule City Act (HRCA), 1909 PA 279, MCL 117.1 *et seq.* I conclude that the amendment is not consistent with the HRCA. Accordingly, after reviewing the Attorney General's letter (attached), I decline to approve the charter amendment for the reasons set forth below.

Nothing in this proposed amendment limits the responsibility of a Portage city police officer to enforce the state's criminal laws, including those applicable to marijuana. Whether or not the proposed amendment is approved by the voters, marijuana will remain a controlled substance under state and federal law. City, county, state, and federal law will retain the authority and duty to enforce those criminal laws, without regard to any provision in the charter.

Currently, MCL 750.479 and the Portage Code of Ordinances §50-221 both prohibit any person from obstructing or resisting law enforcement officials performing their law enforcement duties. The proposed amendment to the city charter seeks to carve out an exception of §50-221, and any other marijuana-related city ordinance, that is not found in MCL 750.479. Under Section 36 of the HRCA, however, no city charter provision "shall conflict with or contravene the provisions of any general law of the state."

Furthermore, the ballot language does not conform to the requirements of Section 21 of the HRCA, which require the ballot language to consist of a true and impartial statement of the purpose of the amendment. The language is inaccurate because it does not inform the voters that the proposed amendment conflicts with

state law or that state law will control regardless of whether the proposed amendment is adopted.

Because of these concerns, which are more fully explained in the attached letter from the Attorney General's Office, I do not approve the proposed revised charter. However, it is my understanding that the amendment will be placed on the ballot November 3, 2015.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Snyder". The signature is fluid and cursive, with a large initial "R" and "S".

Rick Snyder  
Governor

Attachment

c: Attorney General's Office, State Operations Division

STATE OF MICHIGAN  
DEPARTMENT OF ATTORNEY GENERAL



BILL SCHUETTE  
ATTORNEY GENERAL

July 27, 2015

Honorable Richard D. Snyder  
Governor, State of Michigan  
The George Romney Building  
Lansing, MI 48909

Attention: James R. Redford  
Legal Counsel to the Governor

Re: **City of Portage – Proposed Charter Amendment by Initiative  
Petition**

**Chapter 5, Section 5.14** – adds a new Section 5.14 to Chapter 5 of the city charter, which would provide “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 less than 1 ounce of marijuana, by a person who has attained the age of 21 years”

Dear Governor Snyder:

You have referred to this office for examination a proposed charter amendment, proposed by initiative petition filed with the City of Portage City Clerk. The letter of transmittal from the City Clerk, which is dated July 17, 2015, and which this office received on July 23, 2015, indicates that he certified the sufficiency of the petitions on July 17, 2015.

I have reviewed the proposed amendment to the Charter of the City of Portage in light of the Home Rule City Act (HRCA), 1909 PA 279, MCL 117.1 *et seq.* I conclude that the amendment is not consistent with the HRCA. Accordingly, I recommend that the Governor not approve the charter amendment for the reasons set forth below.

Nothing in this proposed amendment limits the responsibility of a Portage city police officer to enforce the state’s criminal laws, including those applicable to marijuana. To the contrary, “[p]olice are charged to enforce laws until and unless they are declared unconstitutional.” *People v MacLeod*, 254 Mich App 222, 230; 656 NW2d 844 (2002). Regardless of whether the proposed amendment is approved by

REC'D JUL 27 REC'D

P.O. Box 30754  
LANSING, MICHIGAN 48909

the voters, marijuana will remain a controlled substance under state and federal law. City law enforcement will retain the authority to enforce criminal laws, without regard to any provision in the charter. *Joslin v 14<sup>th</sup> District Judge*, 76 Mich App 90; 255 NW2d 782 (1977). That same conclusion would apply to county, state, and federal law enforcement personnel who, in any event, would not be subject to any city charter provisions.

Currently, MCL 750.479 and the Portage Code of Ordinances §50-221 both prohibit any person from obstructing or resisting law enforcement officials performing their law enforcement duties. If adopted, the proposed amendment to the city charter seeks to carve out an exception of §50-221, and any other marijuana-related city ordinance, that is not found in MCL 750.479. Under Section 36 of the HRCA, however, no city charter provision “shall conflict with or contravene the provisions of any general law of the state.”

The Attorney General has a separate responsibility to review proposed ballot language for compliance with the requirements of Section 21 of the HRCA. I have examined the ballot language for the proposed amendment as set forth in the petition. The ballot language is inaccurate because it does not inform the voters that the proposed amendment conflicts with state law. The ballot language also does not inform the voters that state law will control regardless of whether the proposed amendment is adopted. Therefore, I conclude that the ballot language does not conform to the requirements of Section 21 of the HRCA, which require the ballot language to consist of a true and impartial statement of the purpose of the amendment.

I am mindful of a recent decision upholding a substantially different marijuana-related amendment to the charter for the City of Grand Rapids. *Kent County Prosecuting Attorney v City of Grand Rapids*, unpublished per curiam opinion of the Michigan Court of Appeals, issued January 8, 2015 (Docket No. 316422), application for leave pending. As recognized in that decision, “[a] state statute preempts regulations by an inferior government when the local regulation directly conflicts with the statute or when the statute completely occupies the regulatory field.” *Id.* (citing *USA Cash #1, Inc v Saginaw*, 285 Mich App 262, 267; 776 NW2d 346 (2009)). “[A] direct conflict exists between a local regulation and a state statute when the local regulation permits what the statute prohibits or prohibits what the statute permits.” *Id.* (citing *McNeil v Charlevoix Co*, 275 Mich App 686, 697; 741 NW2d 346 (2009)). Here, as noted above, the proposed charter amendment would seek to permit that which MCL 750.479 prohibits. The proposed amendment, therefore, would create a direct conflict with state law, which would violate Section 36 of the HRCA.

It should be noted that Section 22 of the HRCA requires that all proposed amendments submitted by initiative petition shall be submitted to the city's voters for approval – even if the Governor has declined to approve the charter amendment. The City Clerk's letter does not state when the proposed amendment will be submitted to the voters, but Section 21 of the HRCA, MCL 117.21, provides the proposed amendment must be placed on the ballot at the November 2015 election, that being the next general election not less than 90 days after the filing of the petitions with the City Clerk.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew Schneider", written over a horizontal line.

Matthew Schneider  
Chief Legal Counsel

MS/jjk

Enclosures

cc: James Hudson, City Clerk  
Randall L. Brown, Esq, City Attorney

2015-0115745-A



July 16, 2015

**Michigan Municipal League Annual Meeting Notice**

(Please present at the next Council, Commission or Board Meeting)



Dear Official:

The Michigan Municipal League Annual Convention will be held in Traverse City, September 16-18, 2015. The League's "Annual Meeting" is scheduled for 12:00 pm on Thursday, September 17 in the West Bay Ballroom Dome at the Park Place Hotel. The meeting will be held for the following purposes:

1. Election of Trustees. To elect six members of the Board of Trustees for terms of three years each (see #1 on page 2).
2. Policy. A) **To vote on the Core Legislative Principles document.**  
In regard to the proposed League Core Legislative Principles, the document is available on the League website at <http://www.mml.org/delegate>. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukis at the League at 800-653-2483.  
  
B) **If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on.** (See #2 on page 2.)  
In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **August 17, 2015.**
3. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <http://www.mml.org/delegate> **no later than August 21, 2015.**

Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

"Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative."

1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and "no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting." Thus the deadline this year for the League to receive resolutions is **August 17, 2015**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. **Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.**

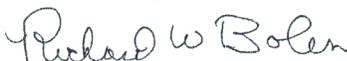
Further, "Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof."

3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Wednesday, September 16 in the Corner Loft in downtown Traverse City for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,



Richard Bolen  
President  
Mayor Pro Tem of Wakefield



Daniel P. Gilmartin  
Executive Director & CEO

## CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting April 2, 2015

**CALL TO ORDER:** 6:30 p.m.

**MEMBERS PRESENT:** Elfie Kokkinos, Ray LaPoint, Elma (Pat) Maye, Edward Morgan, Sandra Sheppard, Amanda Woodin.

**MEMBERS EXCUSED:** Diane Durian, Shawn Havens, Nadeem Mirza.

**MEMBERS UNEXCUSED:** Sharat Kamath (Youth Advisory Representative)

**STAFF PRESENT:** Elizabeth Money, Neighborhood Program Specialist

**APPROVAL OF MINUTES:** Kokkinos moved and Maye supported approval of the March 5, 2015 minutes. Motion passed 6-0.

### NEW BUSINESS:

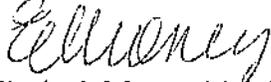
1. Public Hearing - Community Development Block Grant (CDBG) Program: FY 2015-16 Annual Action Plan: Chair Sheppard opened the public hearing. Maye indicated she would abstain from any discussion since her employer, the Fair Housing Center of Southwest Michigan, is a sub-recipient. Staff provided an overview of the plan and summarized proposed activities with the funds available next fiscal year including a breakdown of funds, which included money for sidewalk enhancement and demolition. Woodin asked if the demolition was going to be a Kalamazoo County tax foreclosure and, if it was, the County typically partnered with the local municipality to share demolition costs. Money indicated that a variety of options had been researched and one particular property would likely go into tax foreclosure and then be demolished. As no further comments were received, the public hearing was closed.
2. Proposed FY 2015-2016 Goals -- Board Discussion: The Board reviewed the proposed goals and memo regarding Board activity in FY 2014-2015. No comments or changes were suggested. Maye moved and Woodin supported accepting the proposed FY 2015-2016 Goals and FY 2014-2015 update. Motion passed 6-0.
3. Human/Public Service Application/Process Review -- Board Discussion: Maye again abstained from the discussion. The Board discussed how to best proceed with further streamlining the Human/Public Service application and review process. Money informed the Board that there were no pending items for the May 7, 2015 agenda. If the Board wanted, they could meet as a whole or appoint a sub-committee of four or fewer members to work on the changes and present to the Board during the regularly scheduled August meeting. After a brief discussion on who to appoint, LaPoint moved and Morgan supported appointing Sheppard, Woodin, LaPoint, and Havens to a subcommittee to meet on May 7, 2015 to review and recommend changes to the Human/Public Service application and review process. Motion passed 5-0 (Maye abstained).

4. Kalamazoo Transit Authority LAC Update – Maye: Maye indicated that the LAC has had problems obtaining a quorum. As a result, little action has taken place the last few meetings. However, they are working on attendance and a vote is pending on accepting the results from the disability study completed in the fall of 2014.
5. Summer Meeting Schedule – Board Discussion: Woodin moved and Maye supported canceling the regularly scheduled May, June, and July Human Services Board meetings. Motion passed 6-0.

**STATEMENT OF CITIZENS**: Maye invited the Board to the Fair Housing Center of Southwest Michigan education program on April 22, 2015. A flyer was passed out to all the Board members.

**ADJOURNMENT**: Maye moved and Woodin supported adjournment of the meeting at 7:00. Motion passed 6-0.

Respectfully Submitted,



Elizabeth Money, Neighborhood Program Specialist

T:\COMMDEV\2014-2015 Department Files\Board Files\Human Services Board\Minutes\HSB Minutes 04-02-2015.doc

## JULY 7, 2015 - YOUTH ADVISORY COMMITTEE MEETING MINUTES

- I. Call to Order
  - a. Meeting called to order at 2:05 pm
  - b. Introductions of new YAC members
- II. Motion to approve the minutes
- III. Breakfast Optimist Club Partnership
  - a. Community Movie Night: Aug. 7, 2015 from 7:30 to 11:30 pm. Movie – Big Hero Six
  - b. Location: Celery Flats. Planning reaching end stages.
  - c. Event is free to public, popcorn and water provided. YAC will set up fundraiser and sell merchandise.
  - d. Appearances from Portage Public Safety Bike Unit, Kzoo SWAT, MI State Police with Canine Units, Portage Fire Dept and ambulances, and the Footchase Booth from Portage Police Dept. to promote public safety and law enforcement.
  - e. YAC volunteers needed to direct community members and children. Volunteers should wear YAC t-shirts, Breakfast Optimist Club will make event shirts as well.
  - f. YAC members invited to BOC planning meeting at 5:30 pm on July 7, 2015, at the Public Safety Office.
  - g. YAC members will help distribute promotional posters of the community movie night event to local businesses.
  - h. Financial grant for community movie night provided by Optimist International organization.
  - i. Volunteers should show up at 6:30 pm, movie will begin at 9:30 pm. No rain date.
  - j. Volunteers confirmed at BOC meeting on morning of July 9, 2015.
  - k. Set up window to pick up and distribute flyers.
- IV. Public Safety Division
  - a. Proposal of YAC subcommittee for advising Public Safety Division – invitation to all YAC members.
- V. Introduction to Local Government
  - a. Brainstorm local government responsibilities
- VI. Teen Movie Night
  - a. Friday, July 10, 2015, 6 – 10 pm at Portage Library
  - b. YAC members and friends – Estimated to be around 30 people
- VII. Above the Influence Youth Summit
  - a. Thursday, Aug. 20, 2015. 8 am to 12:30 pm.
  - b. Radisson Plaza Hotel in Kalamazoo
  - c. FREE BREAKFAST
- VIII. Celery Flats Music Festival
  - a. Sunday, July 12, 2015. 12 pm – 4:30 pm.
  - b. Bluegrass music.
  - c. Volunteers needed.
- IX. YAC Meeting in August
  - a. August 3, 2015. 3 pm.

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**Portage Senior Citizens Advisory Board Meeting Minutes  
July 15, 2015**

Board Present: Ann Perkins, Ruth Ann Meyer, Gloria Padilla-Carlson, Art Roberts, Mary Maisto, Mary Lou Petruccio, and Bill Wieringa

Absent Excused: Monifa Jumanne and Trudy Riker

Absent Unexcused: Michael Martin

Staff: Kimberly Phillips, Senior Citizen Manager and Kendall Klingelsmith, Parks, Recreation & Senior Citizen Services Director

Chairperson Ann Perkins called the meeting to order at 2:30 p.m.

Art mentioned one correction to the minutes. (the adding of the words "Medicare is 50" to the Board comments about the August 17<sup>th</sup> KCASI meeting) It was moved by Ruth Ann and seconded by Art that the minutes be approved as corrected. The minutes were unanimously approved.

### **ITEMS FOR INFORMATION**

#### **Management Report for June (Kim)**

- Total active membership for June: 1,255
- There were 24 new members and 175 renewals
- Total volunteer hours were: 1,928 with a pay equivalent of \$42,011.

Program highlights in June included Flag Day Luncheon, Every Quilt Has a Story, Final Resting Places of the Presidents, Oil and Vinegar (tasting), Coffee with Public Safety, and two wonderful presentations by Bronson Hospital.

Kim made a correction to her written report stating that \$35,000 had been received through the Friends of the PSC, rather than the \$20,000 reported.

Board members discussed removing the parentheses from the Program & Services (including Health Services) bullet point in the Items for Information portion of the meeting agenda because it is an integral part of the job. Gloria is excited about and has been doing a wonderful job of visiting other Senior Centers and bringing back ideas and best practices for us to consider.

#### **Travel (Mary)**

- There were several trips in June including an international trip that left in June and came back in July. There were 79 participants. June was a good month for travel.

#### **Speaker (Judy Sivak)**

We had a very informative and interesting program presented by Judy Sivak of the Area Agency on Aging. Among the things she gave us to consider were:

- A blog – ChangeAging.org has many ideas on how to change the concept of aging. We're "not retiring." We're just starting to get ripe."
- In Kalamazoo County, between the year 2000 and 2030 there will be an increase from 35,000 people to 63,000 people over the age of 60.
- Pre 1946 the average family had 4 kids. The boomers average 2 children.
- There are fewer caregivers to meet the expanding need, and they need help. (respite)
- Loneliness for single seniors is a big problem. We need to find ways for homebound seniors to engage socially. The solution may lie in computer and interactive programs.
- Elder financial exploitation is on the rise. Judy handed out red cards and suggested we place them in public places to encourage people to report elder abuse.
- The Area Agency on Aging has programs for adult day care as well as in-home services provided on a sliding scale based on income.
- Everywhere transportation for seniors is inadequate.
- The number 1 need for seniors is life-long learning.
- #2 is wellness – programs like balance, fall prevention, and personal wellness.
- Judy handed a pie chart explaining the 5 Critical Factors to Your Brain Health Lifestyle. She says these factors should be considered when assessing senior programs.
- Portage *could be* the first "Aging Friendly" designated community in the state. Something we should consider going for in the future. She gave us a blueprint of the program by the Michigan Aging and Adult Services Agency. (the state certifying agency) Kim will make copies for each board member.
- Boomers are changing the narrative on aging. They believe that old is 15 years older than they are, but they are staring their golden years in the face and beginning to lead way to change.
- Judy believes we should get "Senior" out of our name. She thinks it's too exclusive – that we need to reach out to a younger demographic as well.
- She would like to see us include the term "live with purpose" in our advertising.
- And finally, she expounded on a *cool idea* she called a Caring Collaborative. It helps single people with no one to help them, to access services. They form a virtual village (like the Village to Village movement) to help one another and vet vendors.

### **Old Business**

- Ann distributed the redraft of the complaint process for the members manual. Mary moved to approve the redraft and it was seconded by Art. The redraft was unanimously approved by vote of the board members.
- Kim reported that the reaccreditation will kick off tomorrow. The subcommittees will report back by October and the process is due to be completed in December or January.
- Ann handed out Advisory Board Duties and Responsibilities to be signed and returned by the next board meeting.

### **Activities Reminder (Kim)**

- The Cornhole Tournament (to be renamed “bean bag” tournament) will be held on Saturday, August 8<sup>th</sup> for anyone over 10 years of age.
- The Evening Meal will start in August and be held on the third Tuesday. People should call ahead.
- An Ice Cream Social will be held Friday, August 21<sup>st</sup> in celebration of National Senior Citizens Day
- The 9 hole golf scramble will be held at the States Golf Club on September 10<sup>th</sup>

### **Advisory Board Comments**

- Art reports that meetings of KCASI may be coming to the Senior Center.
- The Valparaiso Senior Center has a built in café, which is open to the public. This is something we may want to explore in the future.

The meeting was adjourned at 3:50 p.m.

The next Advisory Board meeting will be held August 19<sup>th</sup> at 2:30 p.m. at the Senior Center.

Submitted by Bill Wieringa

Committee Members:

Rich Ford, Patricia Randall, and Claudette Reid

Participating Staff:

Rob Boulis, Deputy City Manager, Staff Liaison to the CMEM Committee

Randy Brown, City Attorney

The City Manager Employment Manual Committee was charged with developing an Employment Manual for the City Manager position, including a process for handling complaints brought against the City Manager from employees. All meetings included Mr. Boulis; Mr. Brown participated in the later meetings and provided support upon request of the committee for legal advice. Kevin McCarthy, the City's Labor Counsel, provided some support in the form of review for Mr. Brown.

Ford, Randall and Reid met over the eight months on this charge and also discussed the expectations of the City Manager as an employee of the City. Through roughly six meetings, the committee has produced a document that was unanimously supported as a thorough and transparent approach to what Council should expect of the City Manager.

Our first meeting included a review of the City's employee manual, titled Personnel Rules and Regulations, which was approved by Council in 1985 and has had minor amendments since that time. The second meeting focused on reviewing pertinent Administrative Orders promulgated by the City Manager's office, which provide direction to employees on administrative issues. It should be noted that the Council approves the development or any modification to the City's Personnel Rules and Regulations; the City Manager is responsible for the development of the Administrative Orders, their modification, or their removal.

After these two meetings, the Committee considered two options: (1) creating a separate Employee Manual for the City Manager, and (2) adding an addendum to the City Managers contract to detail that Council expected a City Manager to be bound by the Personnel Rules and Regulations and also the Administrative Orders, where applicable. After further discussion of these two concepts and obstacles presented by our City Charter, the committee determined the best course of action would be a Council Policy that included steps to provide Councilmembers and City staff guidance with regard to employment of the City Manager, including a process for handling employee complaints.

The Committee believes that the document you have before you encompasses the best ideas from our Deputy City Manager, General and Labor Counsel, as well as the three of us.

Section 2 addresses that the Council expects Administrative Orders to apply to the City Manager where practicable.

Mr. Boulis provided this comment: *"There are a number of Administrative Orders that do not apply to the City Manager including Administrative Orders regarding reporting an absence or requesting vacations, training and travel requests, correspondence with city unions, outside employment, a few rules of conduct such as leaving work early without permission of the supervisor and of course, disciplinary procedures."*

Section 3 addresses that the Council expects the Personnel Rules and Regulations previously approved by Council to be upheld by the City Manager through his duties leading the City.

Section 4 address the contract the City Manager has signed and its priority over the policy, Personnel Rules and Regulations, and Administrative orders.

Section 5 details a complaint process of how both Council will handle complaints and how Council anticipates complaints will be handled administratively.

Mr. Boulis provided this comment: *"It is suggested that the employee be directed to the Human Resource Director. Although "or another member of management" is used in Section A, this is to encourage or make it easier for someone to step forward. If the employee has contacted a Councilmember, that bridge has been crossed. The Mayor or Councilmember contacted directly may not learn the details of the allegation."*

Action Requested:

Review and approve the attached Council Policy, City Council Policy with Regard to Employment of City Manager.

**CITY COUNCIL POLICY WITH REGARD TO EMPLOYMENT  
OF CITY MANAGER**

1. Application of Policy. This Policy applies to the City Manager and to any person who may be acting as City Manager or a Deputy City Manager who is acting in the absence of the City Manager.
  
2. Application of Administrative Orders to City Manager. The City Manager, as the Chief Administrative Officer of the City, passes and enforces Administrative Orders which are applicable to all City employees. The City Council expects the City Manager, where practicable, to adhere to the same requirements which the City Manager expects City employees to follow, including the general rules of conduct, Administrative Orders and professional behavior expected of all City employees. To the extent there are conflicts or inconsistencies between the provisions of any Administrative Order and this Policy, then the provisions of this Policy shall prevail.
  
3. Application of Personnel Rules to City Manager. This Policy acknowledges and confirms that the City of Portage Personnel Rules and Regulations are applicable to the City Manager. To the extent there are conflicts or inconsistencies between the provisions of any Personnel Rule or this Policy, then the terms of this Policy shall prevail.
  
4. City Manager's Employment Agreement. This Policy is not intended as an amendment to the City Manager's Employment Agreement. To the extent that there are conflicts or inconsistencies between the provisions of the City Manager's Employment Agreement and this Policy, Personnel Rules or Administrative Orders, then the provisions of the Employment Agreement shall prevail.
  
5. Complaint Against City Manager.
  - A. Employee allegations of inappropriate conduct by the City Manager are expected to be presented by the employee to the Human Resource Director or another member of management who then contacts the Human Resource Director pursuant to Administrative Order 3.03. It is expected that the Human Resource Director will use professional judgment to determine whether an allegation should be given to the Mayor. The Human Resource Director has access to the City Attorney and Labor Counsel to assist with making this determination.
  
  - B. If the Human Resource Director brings an allegation of inappropriate or illegal conduct by the City Manager to the Mayor, the Mayor will inform all other Councilmembers immediately by e-mail of the material allegations.
  
  - C. If a city employee brings an allegation of inappropriate or illegal conduct by the City Manager directly to the Mayor or one of the Councilmembers, they will direct the employee to follow policy and inform the Human Resource Director. The Mayor or Councilmember will inform all other Councilmembers, as well as the Human Resources Director immediately by e-mail that the contact was made and to the extent known, the nature of the allegations. The Human Resource Director will use professional judgement to determine whether the allegation should be addressed by the Mayor and Council. If not brought forward to be addressed by Council, the Human Resource Director will provide feedback to the Mayor and Council that the matter has been satisfactorily resolved.

- D. In situations where the allegation of inappropriate or illegal conduct by the City Manager has been brought to the Mayor and Council, the following shall apply:
- i. Councilmembers shall keep the information strictly confidential.
  - ii. Council may, as provided by Charter, schedule a special meeting to discuss the issues involved. The Human Resource Director, will attend the special meeting unless excused at the meeting. Before requesting a special meeting, Councilmembers should consider the appropriateness and legal consequences of discussing the allegations publicly but Council may go into a closed session if permitted under the Open Meetings Act.
  - iii. If an investigation is warranted and desired, the Council shall retain external legal counsel to investigate the allegation(s) to avoid the perception of a potential conflict of interest by persons with an ongoing relationship with the City, such as Labor Counsel and General Counsel.
- E. All allegations brought to the Human Resource Director and/or Mayor will be made part of the personnel file of the involved employees.

6. A copy of this policy will be maintained in the Human Resource Department procedures manual.

#### CERTIFICATION

I, James R. Hudson, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage, Michigan, and that the foregoing City Council Policy with Regard to Employment of the City Manager was adopted by the City of Portage on the \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
James R. Hudson, City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date

**TO:** Honorable Mayor and City Council

**FROM:** Laurence Shaffer, City Manager

**SUBJECT:** Traffic Signal Maintenance Contract - Bid Tabulation

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

**ACTION RECOMMENDED:** That City Council award a contract for the maintenance of the city traffic signal system from September 1, 2015 to June 30, 2018, with the option to renew for one 3-year period, to Severance Electric Company, Incorporated, in the base amount of \$173,800 with hourly rates as bid for call-in work and additional intersections as necessary and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The city traffic signal system has grown considerably in recent years as new traffic signals have been installed. In addition, the city traffic signals have been upgraded to include mast arms, light emitting diode (LED) signal heads, vehicle video detection cameras, battery backups and illuminated street name signs. The city traffic signal system currently includes fifty signalized intersections, twenty-three school/pedestrian flashers and three speed feedback units.

Historically, maintenance of the city traffic signal system has been performed by private contractors. The last contract for the maintenance of the city's traffic signal system was awarded on June 22, 2010. Traffic signal maintenance, including emergency repairs as needed, is a highly specialized field with few local contractors qualified to perform this work. In May 2015, the current private company under contract with the city notified the city that due to the lack of qualified personnel, they were unable to fulfill the contract and wished to be released from the third year of their contract. The City Administration agreed to cancel the contract and re-bid the traffic signal maintenance contract.

On July 23, 2015, bid proposals were received for maintenance of the city traffic signal system for the period of September 1, 2015 to June 30, 2018. The lone bid in the amount of \$173,800 was submitted by Severance Electric Company, Incorporated. The proposal also provides hourly rates for emergency call-in work during regular hours and after hours, as well as new signal additions to the city system. Severance Electric Company has previously performed this service satisfactorily for the City of Portage.

Therefore, it is recommended that a three-year contract with the option to renew for one 3-year period for maintenance of the city traffic signal system be awarded to Severance Electric Company, Incorporated, in the base amount of \$173,800 with hourly rates as bid for call-in work and additional intersections as necessary and that the City Manager be authorized to execute all documents related to the contract on behalf of the city.

# TRAFFIC SIGNAL MAINTENANCE CONTRACT - BID TABULATION

Page 2 of 2

**FUNDING:** Funds are budgeted in the Fiscal Year 2015 – 2016 Street Operating budget for this expenditure.

**Attachments:** 1. Bid Tabulation

TABULATION OF PROPOSALS  
TRAFFIC SIGNAL MAINTENANCE

Severance Electric Co., Inc.  
4140 Rollridge  
Kalamazoo, MI 49004

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Annual Maintenance Cost\*

Year 1 (9/1/2015 - 6/30/2016)	\$56,800.00
Year 2 (7/1/2016 - 6/30/2017)	\$58,000.00
Year 3 (7/1/2017 - 6/30/2018)	\$59,000.00
 Total	 \$173,800.00

Hourly Call-in Charge (regular hours)

Year 1 (9/1/2015 - 6/30/2016)	\$90.00
Year 2 (7/1/2016 - 6/30/2017)	\$92.00
Year 3 (7/1/2017 - 6/30/2018)	\$94.00

Hourly Call-in Charge (after hours)

Year 1 (9/1/2015 - 6/30/2016)	\$135.00
Year 2 (7/1/2016 - 6/30/2017)	\$138.00
Year 3 (7/1/2017 - 6/30/2018)	\$141.00

Additional Intersections

Year 1 (9/1/2015 - 6/30/2016)	\$360.00
Year 2 (7/1/2016 - 6/30/2017)	\$360.00
Year 3 (7/1/2017 - 6/30/2018)	\$360.00

\*Yearly cost includes \$10,000 allowance

**TO:** Honorable Mayor and City Council

**FROM:** Laurence Shaffer, City Manager

**SUBJECT:** Pine View Drive Sanitary Sewer Project - Bid Tabulation

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

**ACTION RECOMMENDED:** That City Council award a construction contract for the Pine View Drive Sanitary Sewer Project to Balkema Excavating, Incorporated, of Kalamazoo, Michigan in the amount not to exceed \$261,328 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The 2014 – 2015 Capital Improvement Program budget provides funding for installation of sanitary sewer on Pine View Drive, from Bacon Avenue to Chaucer Street, as well as the pavement reconstruction. Environmental studies have determined that it is important for the city to reduce the amount of pollutants released in the groundwater, especially since groundwater is the major source of public water. Installation and connection to public sewers is a major factor in protecting the valuable groundwater supply from contamination. Elimination of private septic systems on this section of Pine View Drive will also protect the water quality for nearby private residential wells. This project is in accordance with the City Council adopted Goals and Objectives (Public Improvements) to “continue to improve and expand the wastewater system” and (Transportation) to “Continue appropriate improvements of the street system.” The Special Assessment resolution #5 (final) for the sanitary sewer installation was adopted by City Council on February 10, 2015.

On July 23, 2015, bids for the construction work were received from three contractors with the low bid being submitted by Balkema Excavating, Incorporated of Kalamazoo, Michigan in the amount of \$261,328. Balkema Excavating has successfully completed many similar projects for the city. If awarded, the project construction will begin in August 2015 and be completed by October 2015.

Therefore, it is recommended that City Council award a construction contract to Balkema Excavating, Incorporated, for the Pine View Drive Sanitary Sewer Project in the amount not to exceed \$261,328 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 Sanitary Sewer, Local Street Reconstruction fund and Special Assessment fund for this expenditure.

**Attachments:** 1. Bid Tabulation

Bid Tabulation  
Pine View Drive Sanitary Sewer

<u>Bidder</u>	<u>Bid</u>
Balkema Excavating, Inc. 1500 River Street Kalamazoo, MI 49048	\$261,328.00
Pajay, Inc. 19167 Rose City Road New Buffalo, MI 49117	\$315,460.50
Peters Construction Co. 3325 E Kilgore Rd. Kalamazoo, MI 49001	\$353,132.21

**TO:** Honorable Mayor and City Council

**FROM:** Laurence Shaffer, City Manager

**SUBJECT:** West Centre Avenue Traffic Signals and Roadway Improvements

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

**ACTION RECOMMENDED:** That City Council award a contract to perform engineering services for the West Centre Avenue Traffic Signals and Roadway Improvements project for the intersections of Old Centre Road/West Centre Avenue and Cooley Drive/West Centre Avenue to Abonmarche Consultants, Incorporated, in the amount not to exceed \$75,160 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The 2015 - 2016 Capital Improvement Program budget includes funding for the design and installation of a traffic signal at Old Centre Road and West Centre Avenue, as well as design of a traffic signal at Cooley Drive and West Centre Avenue. The 2019 - 2020 the Capital Improvement Program budget includes installation of the traffic signal at Cooley Drive and West Centre Avenue. With increasing development in recent years within Woodbridge Hills, as well as the Greenspire Apartments and retail center, there is cause to install a traffic signal at Cooley Drive and West Centre Avenue sooner than currently planned (in 2019-2020). Coordination will be necessary with the two new signals and as they are in close proximity to each other, it is most logical and cost-effective to design and install both traffic signals at the same time. Traffic signal installation at these intersections will provide for protected movements for vehicles and pedestrians.

On July 23, 2015, proposals were received for design and construction engineering services for the project. Two firms expressed interest in the project and submitted proposals. The project design entails specialized engineering design of traffic signal video camera operation, fiber optic cable installation and traffic progression computer software. Based on the project requirements, staff is confident that the proposal from Abonmarche Consultants, Incorporated, contains the necessary expertise required of the project and represents the best value for the city. The proposed cost for professional engineering services is not the lowest cost proposal received; however, the proposals were reviewed in detail and Abonmarche Consultants has proven their experience and qualification on similar projects in the city. The city Traffic Engineer will work very closely with the consultant to ensure a reliable and effective system is constructed.

Therefore, it is recommended that City Council award a contract to Abonmarche Consultants, Incorporated, to perform engineering services for the West Centre Avenue Traffic Signals and Roadway Improvements project in the amount not to exceed \$75,160 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

## **WEST CENTRE AVENUE TRAFFIC SIGNALS AND ROADWAY IMPROVEMENTS**

Page 2 of 2

**FUNDING:** Funds in the amount of \$220,000 are budgeted in the 2015 - 2016 Capital Improvement Program budget.

**Attachments:** 1. Bid Tabulation

TABULATION OF PROPOSALS  
 TRAFFIC SIGNAL AND ROADWAY IMPROVEMENTS  
 OLD CENTRE ROAD/WEST CENTRE AVENUE AND COOLEY DRIVE/WEST CENTRE AVENUE

<u>FIRM</u>	<u>Bid</u>			<u>Total Bid</u>
	<u>Old Centre Road/ West Centre Ave.</u>	<u>Cooley Drive/ West Centre Ave.</u>	<u>Utility Investigation</u>	
Wightman & Associates, Inc. 9835 Portage Road Portage, MI 49002	\$40,020.00	\$28,280.00	\$5,000.00	\$73,300.00
Abonmarche Consultants, Inc. 95 W. Main Street Benton Harbor, MI 49022	\$33,318.00	\$36,842.00	\$5,000.00	\$75,160.00

**TO:** Honorable Mayor and City Council

**FROM:** Laurence Shaffer, City Manager

**SUBJECT:** Tax Form Printing

**SUPPORTING PERSONNEL:** James Bush, City Assessor  
William Furry, Finance Director

**ACTION RECOMMENDED:** That City Council approve a two-year contract with Specialty Business Forms, Inc. in the estimated amount of \$60,715.58 for tax bill and assessment notice printing, with the option to renew for two additional two-year periods, and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The Finance and Purchasing Department and the Office of the City Assessor use the services of a professional printing company to produce, prepare and mail tax forms. Part of the preparation service includes pre-sorting the thousands of tax and assessment forms mailed. This process occurs four times each year. The additional cost of pre-sorting results in a net savings to the city through reduced postage expenses.

Bids were received on July 8, 2015 to supply all materials, printing, mailing services and postage (which may vary during the contract period based on U.S. Postage rate changes) for a two-year period to produce tax bills, assessment notices and personal property tax returns. The low bid meeting specification requirements was submitted by Specialty Business Forms, Inc. in the amount of \$60,715.58 for a two-year period. Specialty Business Forms, Inc. is the current contractor for this service and has provided satisfactory service to the city in the past.

Therefore, it is recommended that City Council approve the two-year contract with Specialty Business Forms, Inc. in the estimated amount of 60,715.58 for the preparation of tax bills, assessment notices and personal property tax returns with the option to renew for two additional two-year periods, and authorize the City Manager to execute all documents related to this action.

**FUNDING:** Funds are budgeted and available for this work in the FY 2015-2016 Finance and Assessing budgets.

**Attachments:** 1. Bid Tabulation

BID TABULATION  
TAX BILL & ASSESSMENT NOTICE PRINTING

	Specialty Business Forms 815 E. Crosstown Pkwy. Kalamazoo, MI 49001	Lake Michigan Mailers 5997 Shadeywood Dr. Kalamazoo, MI 49009	Allegra Print and Imaging 6054 Lovers Lane Portage, MI 49002	McKay Press 7600 W. Wackerly Midland, MI 48642
Tax Bills - Winter 2015/Summer 2016	\$19,495.69	\$21,059.60	\$21,114.12	\$21,833.14
Tax Bills - Winter 2016/Summer 2017	\$19,495.69	\$21,059.60	\$21,213.87	\$21,833.14
Notice of Assessments 2016	\$9,294.10	\$9,828.00	\$9,936.55	\$10,174.88
Notice of Assessments 2017	\$9,294.10	\$9,828.00	\$9,936.55	\$10,174.88
Personal Property Statements 2015	\$1,568.00	\$1,949.50	\$1,931.20	\$2,514.00
Personal Property Statements 2016	<u>\$1,568.00</u>	<u>\$1,949.50</u>	<u>\$1,950.48</u>	<u>\$2,514.00</u>
Two-Year Grand Total	\$60,715.58	\$65,674.20	\$66,082.77	\$69,044.04

Non-Compliant Bid  
SSS Printing  
1727 N. Harrison Ave.  
East Lansing, MI

**TO:** Honorable Mayor and City Council

**FROM:** Laurence Shaffer, City Manager

**SUBJECT:** Self-Contained Breathing Apparatus

**SUPPORTING PERSONNEL:** Richard White, Public Safety Director

**ACTION RECOMMENDED:** That City Council approve the purchase of six Self-Contained Breathing Apparatus (SCBA) units and 14 air supply bottles from West Shore Fire of Allendale, Michigan in the amount not to exceed \$47,726.04 and authorize the City Manager to execute all documents related to the purchase on behalf of the city.

The City of Portage was a recipient of a Federal Emergency Management Agency (FEMA) Fire Act grant in 2013, allowing for the purchase and replacement of most Self-Contained Breathing Apparatus (SCBA) units used by the Department of Public Safety - Fire Division. However, six additional SCBA units and several spare air supply bottles are needed to ensure an adequate supply. As a result, funds were allocated in the FY 2015-2016 budget to purchase the additional equipment.

Bids for the requested equipment were submitted by two vendors and opened on July 30, 2015. The low bid was submitted by West Shore Fire of Allendale, Michigan in the amount of \$47,726.04. The city has worked with West Shore Fire previously and received satisfactory service.

Therefore, it is recommended that City Council approve the purchase of six SCBA units and 14 air supply bottles from West Shore Fire of Allendale, Michigan in the amount not to exceed \$47,726.04 and authorize the City Manager to execute all documents related to the purchase on behalf of the city.

**FUNDING:** Sufficient funding is budgeted and available in the FY 2015-2016 Fire Division Capital Outlay Operations budget for this purchase.

**Attachments:** 1. Bid Tabulation

BID TABULATION  
 SELF CONTAINED BREATHING APPARATUS

<u>Item Description</u>	<u>Quantity</u>	West Shore Fire 6620 Lake Michigan Dr. Allendale, MI 49401		Argus-Hazco 46400 Continental Chesterfield, MI 49047	
		<u>Price Ea.</u>	<u>Total</u>	<u>Price Ea.</u>	<u>Total</u>
Scott Air-Pack X3	6 Sets	\$5,738.91	\$34,433.46	\$6,399.00	\$38,394.00
Carbon Cylinders	14 Each	\$949.47	<u>\$13,292.58</u>	\$895.00	<u>\$12,530.00</u>
Total			\$47,726.04		\$50,924.00

**TO:** Honorable Mayor and City Council

**FROM:** Laurence Shaffer, City Manager

**SUBJECT:** Document Microfilming, Imaging and Destruction Services

**SUPPORTING PERSONNEL:** James Hudson, City Clerk

**ACTION RECOMMENDED:** That City Council approve a contract in an estimated annual amount of \$18,775 with Automatic Microfilming Co., Inc., for document microfilming, imaging and destruction services, with the option of four one-year contract renewals, and authorize the City Manager to execute all documents related to this action on behalf of the city.

Various city departments use document microfilming, imaging and destruction services as part of regulated records management. Vendors were provided an opportunity to submit bids for these services, enabling the city to obtain the best quality of services at the most competitive price. Automatic Microfilming Co., Inc., submitted the low bid of \$18,775 for a one-year period.

Automatic Microfilming Co., Inc., has provided top quality document microfilming, imaging and destruction services over most of the last twenty-five years for the city. This company has been innovative, flexible, conscious of city needs and responsive to staff requests. Automatic Microfilming Co., Inc., also has staff with specific training in the treatment of confidential documents.

Therefore, it is recommended that City Council approve the contract with the low bidder, Automatic Microfilming Co., Inc., to provide document microfilming, imaging and destruction services in 2015, in an estimated annual cost of \$18,775, with the option of four one-year contract renewals, and authorize the City Manager to execute all documents related to this action.

**FUNDING:** Funds have been budgeted in the FY 2015/16 Departmental Budgets and are available for this service.

**Attachments:** 1. Bid Tabulation

Bid Tabulation  
Document Microfilming, Imaging, and Destruction

	Automatic Microfilm Company 4990 Page Ave. Michigan Center, MI 49254	Coleman Professional Services dba Coleman Data Solutions 3043 Sanitarium Rd. Akron, OH 44312	Progrio, LLC 1710 Whittemore St. Rock Island, IL 61201
Microfilm	\$4,550.00	\$14,103.00	\$6,970.00
Scanning/Imaging	\$13,250.00	\$20,324.00	\$75,200.00
Document Destruction	<u>\$975.00</u>	<u>\$812.50</u>	<u>\$1,040.00</u>
GRAND TOTAL	\$18,775.00	\$35,239.50	\$83,210.00

Non-Compliant Bids

Record Express, 4295 Armstrong Blvd,  
The Shumaker Technology Group, 3721 W.



**MATERIALS TRANSMITTED**

Friday, July 17, 2015

1. **Supplemental Information for the July 21, 2015 City Council Agenda Item G.1:**  
Communication from the City Manager regarding the City Attorney's response to Mr. Buday's fireworks complaint.

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Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager



MATERIALS TRANSMITTED  
JULY 17, 2015

**TO:** Honorable Mayor and City Council

**FROM:** Laurence Shaffer, City Manager

**SUBJECT:** Supplemental Information for Agenda Item G.1

**SUPPORTING PERSONNEL:** Randall Brown, City Attorney

In response to Mr. Ed Buday, Jr.'s e-mail communication to City Council dated July 7, 2015 regarding regulations for fireworks, the following is provided by Attorney Brown in response.

**Attachments:** July 15, 2015 E-mail communication from Attorney Randall Brown

**From:** [Brown & Associates](#)  
**To:** [Larry Shaffer](#)  
**Cc:** [Eric Eklov](#)  
**Subject:** Fireworks  
**Date:** Wednesday, July 15, 2015 3:06:27 PM

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Larry:

As you know, Portage Code Section 34-157 through 34-161 regulates consumer fireworks. However, the City's ability to enact local ordinances regarding consumer fireworks was substantially limited by the Michigan Fireworks Safety Act, Act 256 of 2011. Basically, a local unit of government is prohibited under the Act from enacting or enforcing an ordinance regulating the sale, display, storage, transportation or distribution of consumer fireworks. Further, the City cannot enact an ordinance regulating the ignition, discharge or use of consumer fireworks on the day preceding, the day of or the day after a national holiday, except that the ignition, discharge or use of consumer fireworks may be regulated between the hours of 1:00 a.m. and 8:00 a.m. during those 72 hours for a city the size of ours.

Section 34-159(a) of the City ordinance totally prohibits the ignition, discharge or use of consumer fireworks use except on the day preceding, the day of and the day after a national holiday. Therefore, consumer fireworks are illegal in Portage except for those days. Even during those days, the ignition, discharge or use of consumer fireworks is prohibited between the hours of 1:00 a.m. and 8:00 a.m.

During the time that consumer fireworks are permitted under the ordinance, Section 34-160 goes on to prohibit fireworks on public property, school property, church property or the property of any person without express permission; while a person is under the influence of alcohol or controlled substances; nor to be used if recklessly endangering the life, health, safety or well-being of any person.

Therefore, in answer to the questions raised by the Budays, please accept the following.

The City already prohibits consumer fireworks as above-noted by City ordinance. Therefore, the questions asked by the Budays would only apply during the day preceding, the day of, or the day after a national holiday.

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.

**Answer:** The City cannot restrict the use of fireworks to only "City owned open spaces" since the ignition, discharge and use of fireworks cannot be prohibited during those time periods except between 1:00 a.m. and 8:00 a.m..

2. Restrict the size fireworks so they don't shoot so high and boom so loud:

**Answer:** The City cannot regulate the size of fireworks as this would fall under the "use" of fireworks.

3. Restrict the number of days to one day?

**Answer:** The City cannot reduce the number of days to “one” as state law controls this issue.

4. Cut off all fireworks at 10pm?

**Answer:** The City cannot cut-off fireworks at 10:00 a.m. since state law only permits the City to ban consumer fireworks on those days from 1:00 a.m. to 8:00 a.m.

If you should have any further questions or concerns, please do not hesitate to contact me.

Randy



**MATERIALS TRANSMITTED**

Tuesday, July 21, 2015

1. Communication from the City Manager regarding the SuiteOne Electronic Agenda Implementation – Information Only.

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Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager



MATERIALS TRANSMITTED  
JULY 21, 2015

**TO:** Honorable Mayor and City Council

**FROM:** Laurence Shaffer, City Manager

A handwritten signature in black ink that reads 'Laurence Shaffer'.

**SUBJECT:** SuiteOne Electronic Agenda Implementation

**SUPPORTING PERSONNEL:** Adam Herringa, Deputy City Clerk

The attached report from Deputy City Clerk Adam Herringa is provided as an informational update to the City Council regarding the status of the electronic agenda project implementation. Those staff operating as the portal's administrators continue to fully refine the application for Portage use and are preparing for end-user training. I expect to provide more information on the project following the training in the next few weeks and look forward to presenting this to Councilmembers in late September or early October.

As you may recall, the SuiteOne portal allows for linking each electronic agenda item with its correlating video segment, allowing the public to skip to the specific meeting sections of interest for review.

**Attachments:** July 13, 2015 Communication from Deputy City Clerk Herringa

# CITY OF PORTAGE

# COMMUNICATION

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**TO:** Laurence Shaffer, City Manager

**DATE:** July 13, 2015

**FROM:** Adam Herringa, Deputy City Clerk *AJA*

**SUBJECT:** Suite One Electronic Agenda Implementation Update

Attached for your review is a revised implementation plan for Suite One electronic agenda management software. The revisions in the document are primarily focused on the use of city-owned and retained tablets within City Council Chambers. The first training session, designed for Administrators/Power Users, is planned for this Thursday at 10:00 a.m. Please feel free to contact me with any questions or concerns.

c: Rob Boulis, Deputy City Manager  
Erica Eklov, Administrative Assistant  
Mary Beth Block, Assistant to the City Manager  
Devin Mackinder, Director of Technology Services  
James Hudson, City Clerk

## **Suite One Electronic Agenda Implementation Plan – July 13, 2015**

The City of Portage has signed an Agreement with Suite One to provide electronic agenda management. The goals of the project are to:

- 1) Provide a streamlined electronic agenda process beginning with the moment an item is created until it is archived following a City Council Meeting.
- 2) Provide increased transparency, ease and more robust accessibility to City Council items and discussions.
- 3) Reduce the use, time and expense of paper-based agendas for City Council, the Planning Commission and Zoning Board of Appeals.

### **Current Status:**

A contract was entered into with Suite One in May, 2015. The basic agenda format/structure has been created by Suite One and the software utilized to create a draft of July 7, 2015, City Council Agenda. In the process a few changes were identified and modifications continue to be identified.

### **Training:**

Suite One offers two levels of training. The first is for “Administrators” which are those individuals that may be responsible for the overall agenda and would include James Hudson, Adam Herringa, Erica Eklov, Mary Beth Block, Tamara Stephens, Vicki Georgeau and Devin Mackinder. This training lasts approximately 1.5 hours.

A second level of training is for “End Users” which Suite One identifies as those individuals responsible for creating and/or approving agenda items. A list of such users has been provided to Suite One and includes department heads, deputies and other staff members that may be involved in the agenda item creation process. Administrators have access to modify the list of “End Users.” This training lasts approximately 45 minutes.

Training for City Council is not part of Suite One’s planned schedule. Training for Councilmembers can, based on conversations with Suite One, be easily accomplished by city staff.

### **Administrator Training Schedule:**

Scheduled for Thursday, July 16. This training can be utilized to assist in the creation of the July 21<sup>st</sup> City Council Agenda. In this process, formatting, spacing, fonts and other such modifications can be identified and shared with Suite One.

#### End User Training Schedule:

Can occur July 23 or 24 or the week of July 27<sup>th</sup>. There is a three-week gap between agendas and provides department heads and staff an excellent opportunity to become more familiar with the process. Multiple training sessions can be held to reduce class sizes.

#### Councilmember Training:

Suite One currently uses Adobe for the purposes of viewing and taking notes on agenda items. A new feature, "Board Portal," is in the final stages of development and is to be released in the next 30 to 45 days. According to Suite One, this portal should enhance the ease with which City Council receives, reviews, annotates and utilizes the agenda. A training session will be scheduled in late September or early October once Board Portal is available and tablets leased.

#### **Tablets/Computers for City Council:**

Suite One recommends Microsoft Surface or iPad tablets as a good selection for use with their product. The computer lease with Capital Advantage Leasing opens in September and tablet computers may be leased. The tablets will be placed on the dais in advance of each Council meeting with a login screen to access the agenda packet (each Councilmember will be provided with a unique login and password.) The agenda will be prepared the Friday before each City Council meeting and Councilmembers notified when the agenda is ready. City Council could then access the agenda, make notes, and otherwise review the material. As it is cloud-based, Suite One retains notes made and, upon logging into the tablet at the Council meeting, can be accessed. However, use of the tablet is not mandatory. A Councilmember may wish to use his/her own tablet or laptop as Suite One is web-based and can be accessed in City Hall via wi-fi. A Councilmember may also opt for a paper agenda packet instead of an electronic packet.

#### **Agenda Creation Schedule:**

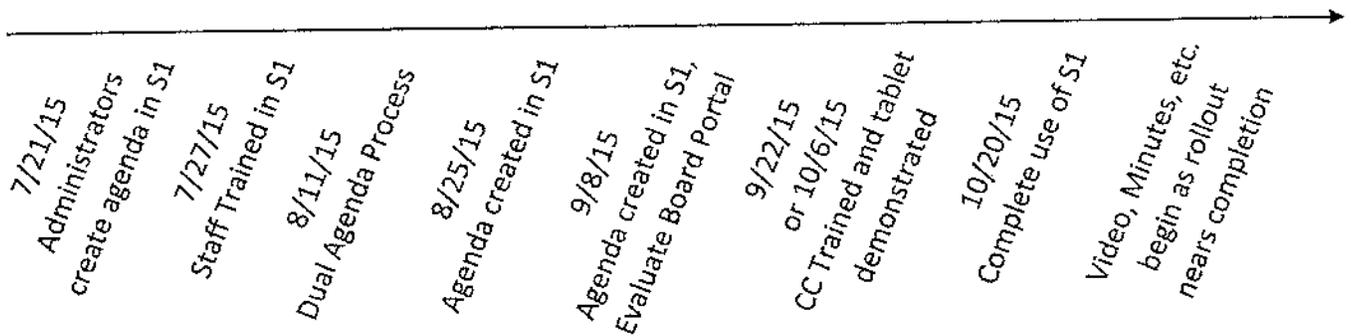
**August 11, 2015 City Council Meeting:** End Users create items in Suite One and the electronic approval process is utilized to craft the agenda for the August 11, 2015, City Council Meeting. A dual agenda process is utilized with both a paper agenda packet created in the traditional fashion along with an electronic agenda. City Council will receive a paper agenda packet.

**August 25, 2015 City Council Meeting:** End Users create items exclusively in Suite One and the electronic approval process is utilized. City Council receives a paper copy of the agenda packet.

**September 8, 2015 City Council Meeting:** End Users create items exclusively in Suite One and the electronic approval process utilized. The "Board Portal" feature is evaluated by staff. City Council receives a paper copy of the agenda packet.

**September 22<sup>nd</sup> or October 6<sup>th</sup> City Council Meeting:** Prior to one of these meetings, train City Council on the use of "Board Packet" and use of the tablet. If opting to use a personal laptop or tablet, a Councilmember would bring this to the session. The training date is dependent on the rollout of both "Board Portal" and the tablets.

**October 6<sup>th</sup> or October 20<sup>th</sup> City Council Meeting:** Complete use of Suite One for City Council meetings.



Welcome to SuiteOne!

Below is a brief layout of the implementation process, including what we'll be working on each step of the way and what we'll need from you. It's important to remember that each customer implementation is different so we'll be communicating with you regularly to ensure the roll-out stays on track.

Please feel free to contact me at any time with your questions, concerns, or suggestions!

