

5:30 p.m. Special Meeting to Interview Board and Commission Applicants.

7:30 p.m. Call to Order.

Invocation: Pastor John Moore of Pathfinder Church.

Pledge of Allegiance:

Roll Call.

Proclamation:

A. Approval of the Regular Meeting Minutes of December 16, 2014.

* B. Approval of Consent Agenda Motions.

* C. Communication from the City Manager recommending that City Council approve the Accounts Payable Register of January 6, 2015, as presented.

D. Public Hearings:

1. Communication from the City Manager recommending that City Council adopt Resolution No. 3 for the West Osterhout Avenue Sanitary Sewer Project #414-S (Lloy Street to South Westnedge Avenue), directing the preparation of the special assessment roll.
2. Communication from the City Manager recommending that City Council adopt Resolution No. 3 for the PineView Drive Sanitary Sewer Project #415-S (Bacon Avenue to Chaucer Street), directing the preparation of the special assessment roll.

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

- * 1. Communication from the City Manager recommending that City Council adopt the Resolution setting the dates and times for the 2015 March Board of Review sessions.
- * 2. Communication from the City Manager recommending that City Council approve a professional engineering design services contract with O'Boyle, Cowell, Blaylock & Associates, Incorporated, in the amount of \$41,500 for the South Central Portage Trail development and authorize the City Manager to execute all documents related to this action on behalf of the city.
- * 3. Communication from the City Manager recommending that City Council approve the License to Locate Parking in a City Right-Of-Way for Poulsen Properties, LLC, 2375 East Centre Avenue, and authorize the City Manager to execute the agreement on behalf of the city.
- * 4. Communication from the City Manager recommending that City Council:
 - a. accept the order of the Construction Board of Appeals to remove all debris from the house at 5523 Monticello Avenue; and
 - b. authorize the City Administration to take the necessary action to remove all debris from the house, place a lien and assess the property to recover the costs associated with abatement, consistent with city ordinance.
- * 5. Communication from the City Manager recommending that City Council:
 - a. resolve for the use of city credit cards, and
 - b. adopt a credit card policy for issuance of a credit card for the Portage Senior Center Travel Program in accordance with Public Act 266 of 1996.

- * 6. Communication from the City Manager recommending that City Council adopt the proposed schedule for the 2015 Committee of the Whole meetings.
- G. Communications:
- H. Unfinished Business:
- * I. Minutes of Boards and Commissions Meetings:
 - 1. Portage Planning Commission of November 20 and December 4, 2014.
 - 2. Portage Park Board of December 3, 2014.
- J. Council Committee Reports:
 - * 1. Communication from the City Manager regarding the December 10, 2014 Investment Committee Activity Update.
- K. New Business:
- L. Bid Tabulations:
- M. Other City Matters:
 - 1. Statements of Citizens.
 - 2. From City Council and City Manager.
 - * 3. Reminder of Meetings:
 - a. Wednesday, January 7, 8:15 a.m., Historic District Commission Meeting, historic property located at 6851 Sprinkle Road, Portage.
 - b. Wednesday, January 7, 6:30 p.m., Park Board, Stuart Manor, Celery Flats.
 - c. Thursday, January 8, 6:30 p.m., Human Services Board, City Hall Room #1.
 - d. Thursday, January 8, 7:00 p.m., Planning Commission, City Hall Room #2 (rescheduled from Thursday, January 1).
 - e. Monday, January 12, 6:30 p.m., Youth Advisory Committee, City Hall Room #1.
 - f. Monday, January 12, 7:00 p.m., Zoning Board of Appeals, Council Chambers.
 - g. Wednesday, January 14, 7:00 p.m., Environmental Board, City Hall Room #1.
 - h. Thursday, January 15, 7:00 p.m., District Library Board, Portage District Library.
 - i. Thursday, January 22, 7:00 p.m., Planning Commission, Council Chambers (rescheduled from Thursday, January 15).
- N. Materials Transmitted of December 12 and December 16, 2014.

Adjournment.

CITY COUNCIL MEETING SUMMARY

December 16, 2014

ACCOUNTS PAYABLE REGISTER

- ◆ Approved the Accounts Payable Register of December 16, 2014, as presented.

PUBLIC HEARINGS

- ◆ Approved an amendment to Section 78-2, Parking (Chapter 78 Traffic and Vehicles), of the Code of Ordinances altering the annual parking restrictions to begin November 1.

REPORTS FROM THE ADMINISTRATION

- ◆ Approved one-year contract renewals with Blue Cross Blue Shield of Michigan and Blue Care Network for employee health insurance; maintained current employer/employee cost sharing practices by taking action to exempt the city from the requirements of P.A. 152 for the 2015 medical benefits plan year; and authorized the City Manager to execute all documents related to the contract renewals on behalf of the city.
- ◆ Adopted the proposed 2015 Charges for Documents (FOIA Fees); the recommended 2015 Recreation Program Fee Revisions; the Resolution Establishing Fees for Grave Openings and Closings; the Resolutions for Community Development Fees, Electrical Permits, Building Permits, Plumbing Permits and Mechanical Permits; and the 2015 Special Assessment Rate Resolution.
- ◆ Accepted Rezoning Application #14/15-2 for first reading and set a public hearing for January 20, 2015, at 7:30 p.m. or as soon thereafter as may be heard; and subsequent to the public hearing, plan to consider approving Rezoning Application #14/15-2 and rezone the west 10 feet of 4707 West Milham Avenue and 4713 West Milham Avenue (excepting the west 10 feet) from B-2, community business to OS-1, office service.
- ◆ Approved the Community Development Block Grant (CDBG) Program FY 2014-2015 Annual Action Plan Substantial Amendment; and approved an amendment to the FY 2014-15 CDBG contract with the Portage Community Center and authorized the City Manager to execute the contract amendment on behalf of the city.
- ◆ Adopted Resolution No. 2 for the West Osterhout Avenue Sanitary Sewer Project #414-S, setting a public hearing of necessity on January 6, 2015, at 7:30 p.m. or as soon thereafter as may be heard.
- ◆ Adopted Resolution No. 2 for the Pine View Drive Sanitary Sewer Project #415-S, setting a public hearing of necessity on January 6, 2015, at 7:30 p.m. or as soon thereafter as may be heard.
- ◆ Authorized the City Administration to proceed with the proposed intersection improvements for the Portage Road / Lakeview Drive intersection.
- ◆ Authorized payment to the Michigan Municipal League in the amount of \$8,899 for calendar year 2015 membership dues.
- ◆ Received the communication from the City Manager regarding the APWA Project of the Year Award – Portage Road / Centre Avenue Traffic Signal Interconnection Project as information only.
- ◆ Received the communication from the City Manager regarding the November 2014 Summary Environmental Activity Report as Information Only.
- ◆ Met in closed session immediately following the regular meeting of December 16, 2014, to discuss a pending litigation.
- ◆ Received the departmental monthly reports

COMMUNICATION

- ◆ Received the communication from the Historic District Commission (HDC) Chair Mark Reile regarding Strategy Development for Preserving Portage Historic Properties and inferred that at one of the first Committee of the Whole Meetings, members of the HDC would be invited to have an open dialogue to develop a strategy to address present and potential conflicts facing the HDC.

COMMITTEE REPORTS

- ◆ Received a report from Councilmember Ford regarding activities of the Environmental Health and Advisory Council.
- ◆ Mayor Strazdas highlighted the report from the Retreat held on December 15, 2014, from the notes of the Facilitator, Jill Edelen.

BID TABULATION

- ◆ Approved a one-year managed print services agreement with the option to exercise two one-year renewals with Applied Imaging for the provision of printer supplies and services and authorized the City Manager to execute all documents related to this action on behalf of the city.

STATEMENTS OF CITIZENS

- ◆ Jeff Daane, 9918 East Shore Drive, asked for consideration for updating Lakeview Park. He said that the tennis courts and the basketball courts are in need of repair and he cited the need for handicap access to the play structure. He also asked that City Council consider striping a pedestrian crossing across Portage Road at the entrances.

STATEMENTS OF CITY COUNCIL AND ACTING CITY MANAGER

- ◆ Councilmembers and City Manager Shaffer wished everyone safe and Happy Holidays and success in 2015.
- ◆ Councilmember Ford highlighted the fun activities at the Tree Lighting Ceremony this year at Celery Flats.
- ◆ Councilmember Randall indicated that she attended the swearing-in of the Kalamazoo County Commissioners earlier in the evening and mentioned that she was looking forward to working with them.
- ◆ Mayor Strazdas noted that Council ended the year on a high note at the City Council Retreat on December 15, 2014. He mentioned that the Community Survey results had some surprises; that critical topics were discussed at the retreat; and that City Council came together for a great way to end the year. He announced that there will be pre-planned Committees of the Whole Meetings that will take place as needed from 6:00 p.m. until 7:15 p.m. before the Regular City Council Meetings to discuss various topics throughout the year.

COMPLETE MINUTES OF EACH CITY COUNCIL MEETING ARE AVAILABLE ON THE CITY WEBSITE AT PORTAGEMIGOV, 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 DECEMBER 16, 2014

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

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

The City Clerk called the roll with the following members present: Councilmembers Nasim Ansari, Richard Ford, Patricia M. Randall, 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 Hudson.

APPROVAL OF MINUTES: Motion by Ansari, seconded by Reid, to approve the December 2, 2014 Regular Meeting Minutes. Upon a voice vote, motion carried 6 to 0 with Mayor Strazdas abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Ansari to read the Consent Agenda. Mayor Pro Tem Pearson asked that Item F.7, Portage Road / Lakeview Drive Intersection Evaluation, be removed from the Consent Agenda. Councilmember Reid asked that item F.2, 2015 Fee Schedules, be removed from the Consent Agenda. With regard to Item F.4, FY 2014-2015 Community Development Block Grant (CDBG) Program FY 2014-2015 Annual Action Plan – Substantial Amendment, Councilmember Ansari indicated that as a Member of the Portage Community Center Board, which receives funding from CDBG, he will abstain from Item F.4.b. Motion by Ford, seconded by Urban, to approve the Consent Agenda Motions as amended. Upon a roll call vote, motion carried 7 to 0 with Councilmember Ansari abstaining from Item F.4.b, FY 2014-2015 Community Development Block Grant (CDBG) Program FY 2014-2015 Annual Action Plan – Substantial Amendment.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF DECEMBER 16, 2014:** Motion by Ford, seconded by Urban, to approve the Accounts Payable Register of December 16, 2014, as presented. Upon a roll call vote, motion carried 7 to 0.

PUBLIC HEARINGS:

WINTER PARKING RESTRICTIONS ORDINANCE AMENDMENT: Mayor Strazdas asked City Manager Larry Shaffer if he had any comment, and Mr. Shaffer indicated that this ordinance amendment moves the restricted winter parking from October 15 to November 1 in response to a number of citizen concerns. Discussion followed. Mayor Strazdas opened the public hearing and invited comments from the public.

There were no comments from the audience. Motion by Reid, seconded by Urban, to close the public hearing. Upon a voice vote, motion carried 7 to 0. Motion by Pearson, seconded by Ansari, to approve an amendment to Section 78-2, Parking (Chapter 78 Traffic and Vehicles), of the Code of Ordinances altering the annual parking restrictions to begin November 1. Discussion followed. Upon a roll call vote, motion carried 7 to 0.

REPORTS FROM THE ADMINISTRATION:

* **HEALTH INSURANCE CONTRACT RENEWALS:** Motion by Ford, seconded by Urban, to approve one-year contract renewals with Blue Cross Blue Shield of Michigan and Blue Care Network for employee health insurance; maintain current employer/employee cost sharing practices by taking action to exempt the city from the requirements of P.A. 152 for the 2015 medical benefits plan year; and

authorize the City Manager to execute all documents related to the contract renewals on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

2015 FEE SCHEDULES: Councilmember Reid pointed out that the on-line Comprehensive Master Plan and the Capital Improvement Program can be downloaded from the website and asked that staff continue to remind the public of that when there are inquires in this regard. Discussion followed. She also referenced the charge for events at Celery Flats, specifically the Walk-Run Fee, and the conflict that may occur again with a community building event at no charge. Discussion followed. City Manager Shaffer recognized the conflict and said that it is a delicate balance. He also indicated that staff will revisit the policy and bring suggestions to City Council for consideration. Discussion followed. Councilmember Reid also asked that the suggested Fee Schedules be brought to City Council before the last meeting of the year in case there are issues that need to be addressed, since they go into effect in January.

Motion by Reid, seconded by Ansari, to adopt the proposed 2015 Charges for Documents (FOIA Fees); recommended 2015 Recreation Program Fee Revisions; Resolution Establishing Fees for Grave Openings and Closings; Resolutions for Community Development Fees, Electrical Permits, Building Permits, Plumbing Permits and Mechanical Permits; and 2015 Special Assessment Rate Resolution. Upon a roll call vote, motion carried 7 to 0.

* **REZONING APPLICATION #14/15-2, 4713 AND 4707 (WEST 10-FEET) WEST MILHAM AVENUE:** Motion by Ford, seconded by Urban, to accept Rezoning Application #14/15-2 for first reading and set a public hearing for January 20, 2015, at 7:30 p.m. or as soon thereafter as may be heard; and subsequent to the public hearing, consider approving Rezoning Application #14/15-2 and rezone the west 10 feet of 4707 West Milham Avenue and 4713 West Milham Avenue (excepting the west 10 feet) from B-2, community business to OS-1, office service. Upon a roll call vote, motion carried 7 to 0.

* **FY 2014-2015 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FY 2014-2015 ANNUAL ACTION PLAN - SUBSTANTIAL AMENDMENT:** Motion by Ford, seconded by Urban, to approve the Community Development Block Grant (CDBG) Program FY 2014-2015 Annual Action Plan Substantial Amendment; and approve an amendment to the FY 2014-15 CDBG contract with the Portage Community Center and authorize the City Manager to execute the contract amendment on behalf of the city. Upon a roll call vote, motion carried 6 to 0 with Councilmember Ansari abstaining.

* **WEST OSTERHOUT AVENUE SANITARY SEWER PROJECT #414-S:** Motion by Ford, seconded by Urban, to adopt Resolution No. 2 for the West Osterhout Avenue Sanitary Sewer Project #414-S, setting a public hearing of necessity on January 6, 2015, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 7 to 0.

* **PINE VIEW DRIVE SANITARY SEWER PROJECT #415-S:** Motion by Ford, seconded by Urban, to adopt Resolution No. 2 for the Pine View Drive Sanitary Sewer Project #415-S, setting a public hearing of necessity on January 6, 2015, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 7 to 0.

PORTAGE ROAD / LAKEVIEW DRIVE INTERSECTION EVALUATION: Mayor Pro Tem Pearson thanked Mr. Shaffer for reacting so fast to this situation and Mr. Shaffer intimated that staff was equally dismayed by the tragedy that occurred at the intersection of Lakeview Drive and Portage Road where a ten year old girl lost her life on December 7, 2014. Mayor Strazdas invited Transportation & Utilities Director Chris Barnes to address his preliminary evaluation report dated December 3, 2014, provided in the City Council Agenda Packet. He referred to the geometric issue

created by the skewed intersection and the steep approach from Lakeview Drive and indicated that an Engineering Report is underway that looks at a road diet.

He explained that the outcome of the analysis may result in the conversion on segments of Portage Road of a four lane road to a three-lane road, then he pointed out that the study revealed a low accident history on this roadway with less than four accidents per one million vehicle miles. He offered three alternatives to improve the safety and functionality of the intersection: relocate Lakeview Drive to the south and make it level with Portage Road; construct a roundabout; or, install traffic signals which have to be based upon specific warrants. With regard to changing the speed limit, he said that speed limits are based upon the 85th percentile which is the speed at which 85% of the drivers drive and that rate is 45-46 miles per hour on Portage Road.

In answer to Mayor Pro Tem Pearson, he said that the platooning of cars begins to fade 1,000 to 1,500 feet from an intersection, yet mentioned that there are actions that can be taken now before the road diet report such as the Driver Feedback Signs and limiting movement by not allowing any left turns at the Lakeview Drive and Portage Road intersection. Mr. Barnes deferred to the road diet study for the answer to the same issue at Ames Drive. Mayor Pro Tem Pearson indicated that the long term "fix" is preferred and requires property acquisition. Discussion followed.

Councilmember Ansari asked if the same approach can be made to Portage Road with the heavy traffic from Vicksburg as with Schoolcraft and US 131 where traffic is reduced from 70 mph to 35 mph as the driver enters town. In response to a signal at the intersection, Mr. Barnes indicated that the signal would be green all of the time owing to the lack of traffic from Lakeview Drive, so drivers would not slow down; and he contrasted this with the advantages of slowing drivers down with a three-lane roadway or with a roundabout where drivers slow to 12 mph. He indicated that the priorities are to install Driver Feedback Signs and to limit all left turns at the Lakeview Drive and Portage Road intersection. Discussion followed.

In answer to Councilmember Reid, Mr. Barnes indicated the road diet report would be ready in two weeks because of some remaining issues; for example, since the road was built using Federal Aid, he said that he would have to find out if any changes in the roadway would require that some of the funds have to be paid back. Discussion followed.

Mr. Barnes addressed the question from Councilmember Randall regarding the inconvenience of the Lakeview Drive homeowners who could no longer turn at the intersection. Discussion followed.

In answer to Councilmember Urban, Mr. Barnes indicated that he recommends no left turn north on Portage Road, that Lakeview Drive is not a designed roadway, and that it serves as a local street for lake property and would not be allowed to be built like it is today.

Lake Center Business Association (LCBA) President, Dr. Doug Lynes, 8827 Portage Road, indicated that the LCBA will bring recommendations to their meeting in January 2015, and have a written response for City Council afterwards. Speaking as a citizen, he expressed concern with the difficulty crossing Portage Road with the five lanes of traffic and the segments where the speed of the traffic increases, especially during the five o'clock rush hour. Because people drive faster than the speed limit, he suggested a 30 or 35 mph speed limit in order to make it a much safer roadway. He also indicated that the number of accesses on Portage Road make it very problematic for all types of traffic on Portage Road, especially at the Ames Drive and Lakeview Drive accesses. He spoke in support of the roundabout. Mayor Strazdas pointed out that the Kalamazoo County Road Commission had jurisdiction of Portage Road when it was expanded to five lanes and built Portage Road before giving it to the City of Portage. Discussion followed. Mayor Strazdas also clarified that the five options mentioned in the report are not all before Council for consideration, only the short-term options since the long-term options will require the road diet report and the expending of funds. Discussion followed.

Planning Commissioner Miko Dargitz, 9211 Austin Drive, reviewed her credentials and extended condolences to the family of the deceased girl. She mentioned that the problems on Portage Road have been under review for some time; that she grew up in the area; and spoke in favor of reducing the speed on Portage Road and explained. She referred to the Comprehensive Plan and expressed an

interest in changing the roadway as an opportunity for building community in the area. Discussion followed.

Jeff Daane, 9918 East Shore Drive, spoke in support of reducing the speed limit and the use of the roundabout as a great idea to help slow the traffic on Portage Road. Discussion followed.

Keir Knapp, 2007 Lakeview Drive, reviewed his background and expertise in this subject area, and indicated that he drives the intersection many times per day. He expressed concern with the ability to judge the speed of the vehicles on Portage Road from Lakeview Drive because of the slope up to Portage Road from Lakeview Drive, the guardrail in the sight line which creates problems for lower cars, and the curvature of the roadway at this juncture. He also added the issue of the proximity of Lakeview Drive to the Lakeview Park entrance as drivers are in the center lane and pedestrians and bicyclists are attempting to cross the roadway. He expressed concern that if the road diet report warrants a three-lane road that the number of gaps allowing access will be fewer. He noted that the roundabout concept will require building up as much as 100 feet of Lakeview Drive to make the roundabout level which will increase the pitch on the driveways affected, and make it difficult for the homeowner to get out, especially in the winter. He objected to the stoplight because traffic would be coming around the curve and slam on their brakes when there is a red light in the intersection. He spoke in favor of relocating Lakeview Drive further south as the preferred option and explained. Discussion followed.

Kay Ensfield, 1818 Forest Drive, expressed her concern with no gaps in traffic on Portage Road, especially in the morning. She indicated that she respects the opinion of the Administration. She suggested that the traffic light on Bacon Avenue be set on a timer from 6:45 a.m. to 8:45 a.m. in order to produce gaps and it would not cost much to do this.

Chris Burns, 5706 Briar Hill Court, spoke in favor of the roundabout and the installation of a pedestrian bridge. Discussion followed.

Mayor Strazdas summed up and suggested that the Administration proceed with what they feel is the best short term solution, and to direct the Planning Commission to work through the alternatives and the ideas. City Manager Shaffer concurred with directing the matter to the Planning Commission for review.

Community Development Director Vicki Georgeau came forward to let City Council know that she has been working with Mr. Barnes on the road diet study, and that there was an interest in taking it not only to the Planning Commission, but also to the community and the business community for comment on the long term solution ideas. She advocated going to the Planning Commission, first. Discussion followed.

City Manager Shaffer indicated the need to implement the two of the short term solutions, to proceed expeditiously toward the final plan, and bring back a report on the impacts of the short term solutions with a plan to City Council.

Mayor Pro Tem Pearson indicated that he heard no objections to the Driver Feedback Signs and agreed with using them; also, with regard to closing Lakeview Drive, he advocated waiting to review the road diet report and explained. He also wished to wait for the input from Lake Center Business Association (LCBA) President Dr. Doug Lynes. With regard to the roundabout, he noted that it would have to be a part of the Capital Improvement Plan and would take a couple of years.

Motion by Pearson, seconded by Reid, to authorize the City Administration to proceed with the proposed intersection improvements of installing Driver Feedback Signage for the Portage Road / Lakeview Drive intersection. He asked that staff obtain feedback from citizens before closing off Lakeview Drive and come back in a couple of weeks with a recommendation.

Councilmember Randall asked if there are any special circumstances with parks where you are encouraging families, and children, to utilize the parks that would allow deviation from the 85% rule to make the park more accessible. Mr. Barnes responded that reasonable speed is determined by the 85% rule and parks, schools, driveways, etc. all factor in. He explained that the road diet study looks at a speed reduction based on the geometric changes of the roadway and that going from a five lane road to a three lane road changes the nature of the road resulting in a change in the speed limit. He reflected on the suggestion that a speed study take place with the existing geometrics of the roadway. He let Council

know that that is not a part of the road diet study as the reduction of the width of the roadway would probably have a speed reduction as part of the findings. He indicated that a speed study has not been conducted as part of this section of Portage Road. Moreover, the difficulty with pedestrian movements is complicated by the number of conflicting driveways in this particular segment of Portage Road, especially as it relates to the placement of pedestrian refuge areas and explained.

Councilmember Ansari concurred with the placement of Driver Feedback Signage and requested a Public Safety Officer be present for a couple of weeks for enforcement purposes. City Manager Shaffer indicated that he would discuss the enforcement request with Public Safety Director Richard White to assist in meeting our speeding objectives.

The motion by Councilmember Urban to amend the original motion to include immediate installation of the restricted turning movements out of Lakeview Drive onto Portage Road failed because of no support. Councilmember Urban explained his rationale and personal experience for his proposed amendment.

In response to Councilmember Ford, Mr. Barnes indicated that the 85 percentile speed limit came to light from the traffic count study performed in September-October 2014, which gives the number of trucks and calculated speed, but is not part of a study or analysis of the entire area, and is just raw data. Discussion followed. Upon a roll call vote, motion carried 7 to 0.

Mayor Strazdas suggested that the speed study in the corridor as well as the design alternatives in this vicinity be directed to the Planning Commission for review and recommendation to City Council after the draft road diet study is completed hopefully by February 2015. Councilmember Urban expressed the caveat that the speed study could suggest an increase in the speed as occurred on South Westnedge Hill in Kalamazoo, although that was set artificially low and explained. Mayor Pro Tem concurred with Councilmember Urban. Discussion followed. Councilmember Ansari added that a similar thing occurred on Stadium Drive in Kalamazoo. Discussion followed.

City Attorney Brown indicated that the two suggestions made by Mr. Barnes could be handled by the City Manager on his own, even though there is no problem with City Council discussing the matter and authorizing the City Manager to do it, with the exception of the roundabout as a long term suggestion. Discussion followed.

* **MICHIGAN MUNICIPAL LEAGUE DUES:** Motion by Ford, seconded by Urban, to authorize payment to the Michigan Municipal League in the amount of \$8,899 for calendar year 2015 membership dues. Upon a roll call vote, motion carried 7 to 0.

* **APWA PROJECT OF THE YEAR AWARD – PORTAGE ROAD / CENTRE AVENUE TRAFFIC SIGNAL INTERCONNECTION PROJECT:** Motion by Ford, seconded by Urban, to receive the communication from the City Manager regarding the APWA Project of the Year Award – Portage Road / Centre Avenue Traffic Signal Interconnection Project as information only. Upon a roll call vote, motion carried 7 to 0.

* **NOVEMBER 2014 ENVIRONMENTAL ACTIVITY REPORT:** Motion by Ford, seconded by Urban, to receive the communication from the City Manager regarding the November 2014 Summary Environmental Activity Report as Information Only. Upon a roll call vote, motion carried 7 to 0.

* **CLOSED SESSION TO DISCUSS A PENDING LITIGATION:** Motion by Ford, seconded by Urban, to meet in closed session immediately following the regular meeting of December 16, 2014, to discuss a pending litigation. Upon a roll call vote, motion carried 7 to 0.

* **DEPARTMENT MONTHLY REPORTS:** Motion by Ford, seconded by Urban, to receive the departmental monthly reports. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATION:

COMMUNICATION FROM THE HISTORIC DISTRICT COMMISSION CHAIR

MARK REILE: Mayor Strazdas introduced the communication from Historic District Commission (HDC) Chair Mark Reile. Discussion followed. Councilmember Reid noted that the HDC “wishes to open a dialogue with the City Council to develop a strategy to address these issues together.” She suggested placing this matter on the Committee of the Whole (COW) list so members of the HDC could come and have a dialogue in order for Council to obtain more information to enable a budgetary recommendation and explained. From his reading of the HDC bi-monthly reports, Mayor Pro Tem Pearson said he had an interest in hearing from the HDC on those cases where there is a resident who wished to be removed from the Historic District because it appeared to be beneficial, then had second thoughts. Discussion followed.

Motion by Reid, seconded by Ansari, to receive the report from the Historic District Commission (HDC) Chair Mark Reile regarding Strategy Development for Preserving Portage Historic Properties and refer the issue to a future Committee of the Whole (COW) Meeting, and invite members from the HDC to participate in that meeting. Upon a roll call vote, motion carried 7 to 0.

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

Portage Historic District Commission of November 5, 2014.

Portage Park Board of November 5, 2014.

Portage Human Services Board of November 6, 2014.

Portage Youth Advisory Committee of November 10, 2014.

Portage Zoning Board of Appeals of November 10, 2014.

Portage Environmental Board of November 12, 2014.

Portage Public Schools Board of Education Regular and Special of November 24 and Special of November 26, 2014.

Councilmember Urban left with excuse at 9:24 p.m.

COUNCIL COMMITTEE REPORTS:

CITY MANAGER EMPLOYMENT MANUAL TASK GROUP: Councilmember Reid provided a brief overview of how the committee is proceeding. She indicated that the Employee Manual originally written in 1985 has been updated, but has not kept up with current practices, and has to be approved by City Council. She indicated that Deputy City Manager Boulis is looking at the Administrative Orders making sure that they are valid and are in alignment with current practices. She referred to the five points identified in the December 16, 2014 Communication provided to City Council this evening. Councilmember Ford pointed out that the only exception to the Manual would be with the first point contained in the communication since what is contained in the City Manager Employment Contract would supersede anything in the Employment Manual. Councilmember Randall pointed out that 1985 was thirty years ago and that it is appropriate to look at the Employee Manual as we look at the City Manager Employment Manual.

Motion by Reid, seconded by Ansari, to accept the City Manager Employment Manual Task Group report. Upon a roll call vote, motion carried 6 to 0.

CITY COUNCIL GOAL SETTING SESSION: Mayor Strazdas highlighted the report from the Retreat held on December 15, 2014, from the notes of the Facilitator, Jill Edelen.

BID TABULATION:

* **CENTRAL COUNTY TRANSPORTATION AUTHORITY APPOINTMENTS:** Motion by Ford, seconded by Urban, to approve a one-year managed print services agreement with the option to exercise two one-year renewals with Applied Imaging for the provision of printer supplies and services 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.

OTHER CITY MATTERS:

STATEMENTS OF CITIZENS: Jeff Daane, 9918 East Shore Drive, asked for consideration for updating Lakeview Park. He said that the tennis courts and the basketball courts are in need of repair and he cited the need for handicap access to the play structure. He also asked that City Council consider striping a pedestrian crossing across Portage Road at the entrances.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmembers and City Manager Shaffer wished everyone safe and Happy Holidays and success in 2015.

Councilmember Ford highlighted the fun activities at the Tree Lighting Ceremony this year at Celery Flats.

Councilmember Randall indicated that she attended the swearing-in of the Kalamazoo County Commissioners earlier in the evening and mentioned that she was looking forward to working with them.

Mayor Strazdas noted that Council ended the year on a high note at the City Council Retreat on December 15, 2014. He mentioned that the Community Survey results had some surprises; that critical topics were discussed at the retreat; and that City Council came together for a great way to end the year. He announced that there will be pre-planned Committees of the Whole Meetings that will take place as needed from 6:00 p.m. until 7:15 p.m. before the Regular City Council Meetings to discuss various topics throughout the year.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 10:58 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of January 6, 2015, as presented.

Bi-weekly, the City Council reviews and approves the Accounts Payable Register, including checks issued to vendors and the electronic funds transfer register. Attached please find the Accounts Payable Register for the period December 7, 2014 through December 21, 2014. The time period noted includes \$678,938.38 for electronic transfers and \$939,259.70 for checks issued to vendors for a total of \$1,618,198.08.

FUNDING: N/A

Attachments: Accounts Payable Register

CHECK REGISTER

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Check Date From: 12/7/2014 TO 12/21/2014

Check Date	Check	Vendor Code	Vendor Name	Amount
12/12/2014	3634(A)	3114	B & B YARDSCAPE	1,920.00
12/12/2014	3635(A)	0920	D & D PRINTING CO.	161.00
12/12/2014	3636(A)	2973	ENGINEERED PROTECTION SYSTEMS, INC.	228.00
12/12/2014	3637(A)	1327	HI-TECH ELECTRIC CO.	78.00
12/12/2014	3638(A)	4724	MEJEUR ELECTRIC LLC	725.00
12/19/2014	3639(A)	0597	ABONMARCHE CONSULTANTS, INC	11,101.46
12/19/2014	3640(A)	0109	ALL-TRONICS, INC.	81.00
12/19/2014	3641(A)	0114	AMERICAN HYDROGEOLOGY CORP.	3,769.70
12/19/2014	3642(A)	0113	AMERICAN SAFETY & FIRST AID	314.20
12/19/2014	3643(A)	3428	ANIMAL REMOVAL SERVICE, LLC	1,445.00
12/19/2014	3644(A)	1253	APOLLO FIRE EQUIPMENT COMPANY	335.00
12/19/2014	3645(A)	4058	ARROW UNIFORM RENTAL	558.25
12/19/2014	3646(A)	3495	BATTERIES PLUS	57.98
12/19/2014	3647(A)	3844	BELL EQUIPMENT COMPANY	3,952.00
12/19/2014	3648(A)	0678	BLUE CARE NETWORK-GREAT LAKES	66,676.54
12/19/2014	3649(A)	1647	CARRIER & GABLE	3,199.25
12/19/2014	3650(A)	0191	CONTINENTAL LINEN SERVICES	53.23
12/19/2014	3651(A)	4741	DATA CONSTRUCTS LLC	97.95
12/19/2014	3652(A)	0712	DELTA DENTAL PLAN OF MICHIGAN	17,353.58
12/19/2014	3653(A)	0211	DEPATIE FLUID POWER CO., INC.	3,924.35
12/19/2014	3654(A)	0959	EMPLOYMENT GROUP, INC.	1,130.50
12/19/2014	3655(A)	2973	ENGINEERED PROTECTION SYSTEMS, INC.	285.87
12/19/2014	3656(A)	2071	GAIL ANDRUS TRAVEL	693.75
12/19/2014	3657(A)	4891	GLOBAL TELEMATIC SOLUTIONS LLC	800.00
12/19/2014	3658(A)	4483	GREAT LAKES CHLORIDE, INC.	4,981.48
12/19/2014	3659(A)	4439	HARTFORD LIFE INSURANCE COMPANY	7,474.75
12/19/2014	3660(A)	0063	INDUSCO SUPPLY CO., INC.	227.76
12/19/2014	3661(A)	4143	IRISH AYRES ENTERPRISES, LLC	3,542.00
12/19/2014	3662(A)	3957	JAROTH, INC	303.00
12/19/2014	3663(A)	3488	JONES & HENRY ENGINEERS, LTD	17,992.25
12/19/2014	3664(A)	2868	KAHN, WILMA	216.00
12/19/2014	3665(A)	4454	KUIPER BUILDING SERVICES, LLC	640.00
12/19/2014	3666(A)	1906	KUSHNER & COMPANY, INC.	519.17
12/19/2014	3667(A)	4750	LAND & RESOURCE ENGINEERING, INC	4,323.25
12/19/2014	3668(A)	4746	MAURER'S TEXTILE RENTAL SERVICES	573.85
12/19/2014	3669(A)	4724	MEJEUR ELECTRIC LLC	1,710.00
12/19/2014	3670(A)	1638	PETERS CONSTRUCTION CO.	37,574.00
12/19/2014	3671(A)	1638	PETERS CONSTRUCTION CO.	162,404.71
12/19/2014	3672(A)	0314	PORTAGE COMMUNITY CENTER	361.00
12/19/2014	3673(A)	2584	PRECISION PRINTER SERVICES INC	1,998.54
12/19/2014	3674(A)	4386	RIETH-RILEY CONSTRUCTION CO., INC	1,279.60
12/19/2014	3675(A)	4386	RIETH-RILEY CONSTRUCTION CO., INC	85,042.79
12/19/2014	3676(A)	3481	S B F ENTERPRISES, INC.	2,972.64
12/19/2014	3677(A)	1042	SHULTS EQUIPMENT	19,182.00
12/19/2014	3678(A)	4417	THOMPSON, HELENE	399.00
12/19/2014	3679(A)	4609	UNITED WATER ENVIRONMENTAL SERVICES	195,118.62
12/19/2014	3680(A)	4164	VISION SERVICE PLAN (OH)	2,105.82
12/19/2014	3681(A)	0699	W W GRAINGER INC	557.93
12/19/2014	3682(A)	4995	WARNER NORCROSS & JUDD LLP	3,806.27
12/19/2014	3683(A)	0425	WIGHTMAN & ASSOCIATES, INC.	4,260.34
12/19/2014	3684(A)	4779	WIGHTMAN & ASSOCIATES, INC.	430.00

SUBTOTAL:

51 CHECKS

678,938.38

12/12/2014	291717	0459	ACE PARKING LOT STRIPING, INC.	1,521.20
12/12/2014	291718	0068	BYHOLT INC.	318.09
12/12/2014	291719	0540	CITY OF KALAMAZOO TREASURER	84.95
12/12/2014	291720	0691	HOME DEPOT	58.43
12/12/2014	291721	0457	J & J LAWN SERVICE, INC.	800.00
12/12/2014	291722	0087	KALAMAZOO COUNTY ROAD COMMISSI	446.75
12/12/2014	291723	4511	KALAMAZOO OIL COMPANY	401.42
12/12/2014	291724	0240	LAWSON PRODUCTS, INC	797.60

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12/12/2014	291725	0286	MULDERS LANDSCAPE SUPPLIES INC	17,518.00
12/12/2014	291726	1721	OFFICE DEPOT, INC.	441.54
12/12/2014	291727	4329	ONSTAFF USA INC	8,085.39
12/12/2014	291728	0536	PETTY CASH-PARKS	396.25
12/12/2014	291729	0937	PRUDENTIAL NURSERY	2,980.00
12/12/2014	291730	0327	RATHCO SAFETY SUPPLY, INC.	690.80
12/12/2014	291731	4686	RENEWED EARTH, INC.	7,916.66
12/12/2014	291732	4443	REPUBLIC SERVICES OF WEST MICHIGAN	44,631.74
12/12/2014	291733	2047	THE IRRIGATOR	2,626.32
12/12/2014	291734	1704	TODD ARBANAS ENTERPRISES INC.	1,200.00
12/12/2014	291735	1089	WOLVERINE LAWN SERVICE, INC.	3,594.84
12/19/2014	291736	999999	7-W DISTRICT COURT	200.00
12/19/2014	291737	3305	ADP, INC.	876.67
12/19/2014	291738	0533	ALLEGRA PRINT & IMAGING	549.25
12/19/2014	291739	3347	ANY CUTTING & WELDING	5,500.00
12/19/2014	291740	0630	APPROVED PROTECTION SYSTEMS	360.00
12/19/2014	291741	999999	ARBOR DAY FOUNDATION	15.00
12/19/2014	291742	4853	ARIENNE ASSOCIATES, LLC	3,900.00
12/19/2014	291743	3744	ARROWHEAD SCIENTIFIC, INC.	449.34
12/19/2014	291744	0849	AT&T	13,154.01
12/19/2014	291745	1148	B S & A SOFTWARE	1,100.00
12/19/2014	291746	4817	BEST ONE FLEET SERVICES OF W MICH	664.46
12/19/2014	291747	MISC-UB	BLANCHARD, ANGIE	115.12
12/19/2014	291748	MISC-UB	BLOCK, HEATHER	66.91
12/19/2014	291749	0642	BLUE CROSS/BLUE SHIELD OF MICH	121,629.29
12/19/2014	291750	999999	BMI	330.00
12/19/2014	291751	0151	BORGESS HEALTH ALLIANCE	525.21
12/19/2014	291752	4729	BREAD OF LIFE, LLC	69.99
12/19/2014	291753	0153	BRINK'S, INC	288.37
12/19/2014	291754	4813	BRONSON HEALTHCARE GROUP	400.00
12/19/2014	291755	4380	BRONSON WELLNESS SERVICES	415.00
12/19/2014	291756	4645	BRUCE'S TRUCK & AUTO ACCESSORIES	3,855.00
12/19/2014	291757	1080	C A L E A	670.00
12/19/2014	291758	4768	C T S TELECOM, INC.	674.17
12/19/2014	291759	1795	CANTEEN SERVICES	364.25
12/19/2014	291760	999999	CBCS	22.45
12/19/2014	291761	3080	CHARTER COMMUNICATIONS	103.98
12/19/2014	291762	999999	CHARTER COMMUNICATIONS	8,575.29
12/19/2014	291763	999999	CHICAGO TITLE OF MICHGAN	62.66
12/19/2014	291764	4649	CITY OF KALAMAZOO (TRANS MILLAGE)	1,085.37
12/19/2014	291765	0177	CITY OF PORTAGE	1,645.91
12/19/2014	291766	1671	COMSTOCK PUBLIC SCHOOLS	5,320.53
12/19/2014	291767	0743	CONSUMERS ENERGY	38,981.08
12/19/2014	291768	0190	CONSUMERS ENERGY - KALAMAZOO	3,300.00
12/19/2014	291769	0189	CONSUMERS ENERGY-BILL PMT CNT	58,910.44
12/19/2014	291770	999999	CORELOGIC	1,337.56
12/19/2014	291771	999999	CORELOGIC	721.74
12/19/2014	291772	999999	CORELOGIC	570.74
12/19/2014	291773	999999	CORELOGIC	275.36
12/19/2014	291774	999999	CORELOGIC	1,202.43
12/19/2014	291775	999999	CORELOGIC	721.74
12/19/2014	291776	999999	CORELOGIC	627.21
12/19/2014	291777	1920	CORNERSTONE OFFICE SYSTEMS	341.63
12/19/2014	291778	999999	DARNER, RONALD & CHARLENE	636.30
12/19/2014	291779	2544	DEER CONTRACTING & LANDSCAPE	2,138.56
12/19/2014	291780	4374	DEWOLF & ASSOCIATES, LLC	235.00
12/19/2014	291781	4374	DEWOLF & ASSOCIATES, LLC	235.00
12/19/2014	291782	1874	DIESEL INJECTION SERVICE, LLC	2,103.93
12/19/2014	291783	999999	DITTMAR, RALPH & NANCY	1,532.57
12/19/2014	291784	3277	DRIESENKA & ASSOCIATES, INC.	3,546.95
12/19/2014	291785	999999	ECCU	223.16
12/19/2014	291786	2948	EMERGENCY VEHICLE PRODUCTS	791.81
12/19/2014	291787	999999	FINITI	15.00

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Check Date	Check	Vendor Code	Vendor Name	Amount
12/19/2014	291788	999999	FIRST TITLE & ESCROW INC	22.65
12/19/2014	291789	1399	FLETCHER ENTERPRISES	800.00
12/19/2014	291790	1407	FLIERS UNDERGROUND SPRINKLING	358.00
12/19/2014	291791	0517	GORDON WATER SYSTEMS	294.50
12/19/2014	291792	2967	GORNO FORD	120,822.00
12/19/2014	291793	0464	GRAHAM FORESTRY SERVICE, INC.	552.00
12/19/2014	291794	1011	GRAYBAR ELECTRIC CO.	39.43
12/19/2014	291795	0598	GRIFFIN PEST SOLUTIONS, INC.	230.00
12/19/2014	291796	0691	HOME DEPOT	688.35
12/19/2014	291797	1974	HOWARD PRINTING	7,256.80
12/19/2014	291798	0061	INDIANA WIPING CLOTH, INC.	821.00
12/19/2014	291799	999999	INTERNATIONAL RIGHT OF WAY ASSOC.	230.00
12/19/2014	291800	999999	INVERNESS CONDOMINIUM ASSOC.	1,535.60
12/19/2014	291801	0457	J & J LAWN SERVICE, INC.	1,890.00
12/19/2014	291802	4444	J-AD GRAPHICS, INC	2,007.00
12/19/2014	291803	5043	JAMES TOMSA	789.00
12/19/2014	291804	999999	JASIAK, ROSALIE	1,343.50
12/19/2014	291805	4693	JAYBEE SIGNS	1,050.00
12/19/2014	291806	999999	JONES, DAVID OR JUDITH	1,096.26
12/19/2014	291807	3201	JONS TO GO PORTABLE RESTROOM	431.76
12/19/2014	291808	0808	KAL HUMAN RESOURCE MGT ASSOC	170.00
12/19/2014	291809	4285	KALAMAZOO AREA TRANSPORTATION STUDY	1,424.00
12/19/2014	291810	0087	KALAMAZOO COUNTY ROAD COMMISSI	2,300.40
12/19/2014	291811	0514	KALAMAZOO COUNTY TREASURER	10,012.40
12/19/2014	291812	999999	KALAMAZOO COUNTY TREASURER	25.00
12/19/2014	291813	999999	KALAMAZOO COUNTY TREASURER	50.00
12/19/2014	291814	4787	KALAMAZOO FLAG COMPANY	498.00
12/19/2014	291815	4756	KALAMAZOO GAZETTE	88.62
12/19/2014	291816	0721	KALAMAZOO REG'L EDUC SVS AGENG	3,905.85
12/19/2014	291817	0230	KALAMAZOO VALLEY COMMUNITY COL	1,082.70
12/19/2014	291818	0233	KERWIN ELECTRIC, INC.	343.50
12/19/2014	291819	999999	KETCHUM, JUSTIN G	1,247.15
12/19/2014	291820	3805	KLOSTERMAN DISTRIBUTING	409.01
12/19/2014	291821	4838	LACOSTA FACILITY SUPPORT SERVICES	3,367.17
12/19/2014	291822	0240	LAWSON PRODUCTS, INC	2,576.33
12/19/2014	291823	5040	LEADS ONLINE LLC	3,688.00
12/19/2014	291824	999999	LERMA, INC.	35.00
12/19/2014	291825	0242	LEWIS PAPER PLACE, INC.	83.90
12/19/2014	291826	2701	LEXISNEXIS/MATTHEW BENDER	171.50
12/19/2014	291827	1720	LONG LAKE LAKE BOARD	783.65
12/19/2014	291828	2630	LOWE'S HOME CENTER	28.50
12/19/2014	291829	999999	M M T A	50.00
12/19/2014	291830	999999	MADEIRO, MARCOS A	679.93
12/19/2014	291831	999999	MALZ, DIANE	120.00
12/19/2014	291832	0728	MCDONALD'S TOWING & RESCUE, INC.	445.90
12/19/2014	291833	0256	MCNALLY ELEVATOR CO.	116.10
12/19/2014	291834	5001	MED EXPRESS	115.00
12/19/2014	291835	5027	MEEKHOF TIRE SALES & SERVICE INC.	2,494.61
12/19/2014	291836	0258	MENARDS, INC	316.99
12/19/2014	291837	2157	MI ASSOC. OF CHIEFS OF POLICE	115.00
12/19/2014	291838	2157	MI ASSOC. OF CHIEFS OF POLICE	100.00
12/19/2014	291839	2157	MI ASSOC. OF CHIEFS OF POLICE	50.00
12/19/2014	291840	4777	MICH MUNICIPAL POLICE & FIRE REPAIR	5,743.71
12/19/2014	291841	0763	MICHIGAN ASSESSOR'S ASSOC.	375.00
12/19/2014	291842	4757	MICHIGAN ASSOC OF MUNICIPAL CLERKS	100.00
12/19/2014	291843	4515	MICHIGAN MUNICIPAL LEAGUE	112.20
12/19/2014	291844	4508	MICHIGAN.COM	995.00
12/19/2014	291845	999999	MIDSTATE TITLE AGENCY	54.36
12/19/2014	291846	2030	MIDWEST ENERGY COOPERATIVE	265.90
12/19/2014	291847	0089	MLIVE MEDIA GROUP	1,543.04
12/19/2014	291848	4915	MOORE & SONS ROOFING INC.	6,470.00
12/19/2014	291849	999999	MYERS, SHIRLEY	767.20
12/19/2014	291850	0299	NYE UNIFORMS	2,243.10

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Check Date	Check	Vendor Code	Vendor Name	Amount
12/19/2014	291851	999999	O'CONNELL, ROGER	100.00
12/19/2014	291852	1721	OFFICE DEPOT, INC.	697.06
12/19/2014	291853	0301	OFFICEMAX INCORPORATED	115.83
12/19/2014	291854	999999	OLIVANTI, RICHARD & MICKEY	1,532.57
12/19/2014	291855	5019	OMM ENGINEERING, INC.	14,830.01
12/19/2014	291856	4329	ONSTAFF USA INC	9,796.38
12/19/2014	291857	4330	OPTICS PLANET INC.	594.98
12/19/2014	291858	999999	OSBORN, DALLAS & TRAMMELL, PAMELA	9.78
12/19/2014	291859	4852	PCM SALES, INC.	580.68
12/19/2014	291860	3764	PERCEPTIVE CONTROLS, INC.	1,925.00
12/19/2014	291861	0538	PETTY CASH-DPS	206.03
12/19/2014	291862	0536	PETTY CASH-PARKS	289.96
12/19/2014	291863	0890	PETTY CASH-POLICE DEPT.	337.22
12/19/2014	291864	0537	PETTY CASH-SENIOR CENTER	228.25
12/19/2014	291865	4157	POLDERMAN'S FLOWER SHOP	150.85
12/19/2014	291866	0810	PORTAGE DISTRICT LIBRARY	518.29
12/19/2014	291867	0590	PORTAGE PUBLIC SCHOOLS	3,214.53
12/19/2014	291868	0783	POSITIONING SOLUTIONS CO.	330.00
12/19/2014	291869	4941	POSITIVE CONCEPTS, INC.	137.58
12/19/2014	291870	4711	PRINTEK, INC.	527.40
12/19/2014	291871	3209	PRO-FLEET	1,597.03
12/19/2014	291872	4526	PUBLIC SAFETY CENTER	314.88
12/19/2014	291873	0327	RATHCO SAFETY SUPPLY, INC.	3,144.60
12/19/2014	291874	3664	RED THE UNIFORM TAILOR	193.00
12/19/2014	291875	5036	RHOMAR INDUSTRIES INC.	1,486.50
12/19/2014	291876	0438	RIDGE AUTO NAPA	179.48
12/19/2014	291877	999999	ROBERT SURNS	57.94
12/19/2014	291878	0343	ROMENCE GARDENS, INC	410.28
12/19/2014	291879	0344	ROOT SPRING SCRAPER CO.	801.55
12/19/2014	291880	1372	S & T LAWN SERVICE	982.00
12/19/2014	291881	0532	SAMES, ROBERT	75.00
12/19/2014	291882	4635	SCHAEFFER MANUFACTURING COMPANY	1,965.96
12/19/2014	291883	0870	SECANT TECHNOLOGIES	2,273.20
12/19/2014	291884	999999	SERVICELINK, LLC	32.84
12/19/2014	291885	999999	SHARP, HAROLD C & LAQUADA J	2,773.56
12/19/2014	291886	2376	SIGNWRITER & SERIGRAPHICS	130.00
12/19/2014	291887	0456	SKILLQUEST INTERNATIONAL LLC	2,140.00
12/19/2014	291888	1423	SOIL & MATERIALS ENGINEERS, INC	397.75
12/19/2014	291889	0366	STAP BROS LAWN & LANDSCAPE, INC	1,500.00
12/19/2014	291890	999999	STATE OF MICHIGAN	200.00
12/19/2014	291891	0368	STATE OF MICHIGAN (DOT)	249,008.60
12/19/2014	291892	0369	STATE SYSTEMS RADIO, INC	602.50
12/19/2014	291893	5053	SUMMIT LAWN CARE & SNOW PLOWING INC	592.84
12/19/2014	291894	0393	SYNERGISTIC ONLINE SOLUTIONS	1,865.00
12/19/2014	291895	4539	T D S METROCOM, LLC	3,317.56
12/19/2014	291896	3665	T-MOBILE USA INC	29.99
12/19/2014	291897	3949	T-SHIRT PRINTING PLUS, INC.	196.00
12/19/2014	291898	5035	THE BATTERY STATION LLC	230.65
12/19/2014	291899	2047	THE IRRIGATOR	2,534.09
12/19/2014	291900	2220	TOO CLEAN JANITORIAL	25.00
12/19/2014	291901	999999	TOTAL LUBRICATION MANAGEMENT CO	64.27
12/19/2014	291902	3208	TOY BOX STORAGE	717.40
12/19/2014	291903	2817	TRACTOR SUPPLY CORP.	320.32
12/19/2014	291904	4069	TRUE-TECH INDUSTRIES CO.	3,988.81
12/19/2014	291905	0503	U S POSTAL SERVICE (PORTAGE)	1,000.00
12/19/2014	291906	0545	UNITED PARCEL SERVICE	58.38
12/19/2014	291907	4975	UNITED RESOURCE, LLC	3,155.00
12/19/2014	291908	999999	USA TODAY	150.01
12/19/2014	291909	4808	VANCE OUTDOORS, INC.	2,961.00
12/19/2014	291910	0532	VANDENBRINK, BRIAN	284.91
12/19/2014	291911	999999	VANDENBRINK, BRIAN	293.09
12/19/2014	291912	4653	VERIZON WIRELESS SERVICES, LLC	2,125.99
12/19/2014	291913	4594	VOLOGY DATA SYSTEMS	222.00

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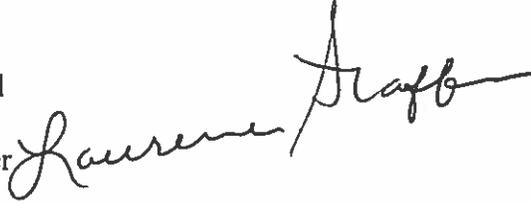
Check Date From: 12/7/2014 1 TO 12/21/2014

Check Date	Check	Vendor Code	Vendor Name	Amount
12/19/2014	291914	999999	WELLS FARGO	3,346.91
12/19/2014	291915	999999	WELLS FARGO	3,569.34
12/19/2014	291916	999999	WELLS FARGO	1,129.67
12/19/2014	291917	0417	WEST SHORE SERVICES, INC	998.86
12/19/2014	291918	4123	WESTERN EQUIPMENT CO., INC.	179.66
12/19/2014	291919	4306	WESTERN MICHIGAN INT'L TRUCKS	2,002.93
12/19/2014	291920	3445	WESTERN MICHIGAN UNIVERSITY	9,709.00
12/19/2014	291921	3061	WINDEMULLER ELECTRIC, INC.	1,485.00
12/19/2014	291922	0429	WINDER POLICE EQUIPMENT, INC.	1,163.96
12/19/2014	291923	4978	WMU HOMER STRYKER MD SCHOOL OF MED	35.00
12/19/2014	291924	4709	ZOLL DATA SYSTEMS, INC.	1,350.00
SUBTOTAL:			208 CHECKS	939,259.70
TOTAL:			259 CHECKS	1,618,198.08

** (A) DENOTES ACH PAYMENTS

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: West Osterhout Avenue Sanitary Sewer Project #414-S (Lloy Street to South Westnedge Avenue)

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

ACTION RECOMMENDED: That City Council adopt Resolution No. 3 for the West Osterhout Avenue Sanitary Sewer Project #414-S (Lloy Street to South Westnedge Avenue), directing the preparation of the special assessment roll.

Attached is Special Assessment Resolution No. 3 for the West Osterhout Avenue Sanitary Sewer Project #414-S. Previous City Council action relating to this projects includes:

- On December 2, 2014, City Council adopted Resolution No. 1 for this project, accepted the City Manager Reports dated December 2, 2014, and requested preparation of Resolution No. 2.
- On December 16, 2014, City Council adopted Resolution No. 2 for this project, setting a public hearing of necessity on January 6, 2015.

Therefore, it is recommended that City Council adopt Resolution No. 3 for the West Osterhout Avenue Sanitary Sewer Project #414-S (Lloy Street to South Westnedge Avenue), directing the preparation of the special assessment roll.

FUNDING: The improvements are funded in the Fiscal Year 2014 – 2015 Capital Improvement Program by the utilization of special assessment bonds, city-share bonds and revenue bonds, as appropriate.

Attachments: Resolution No. 3 for West Osterhout Avenue Sanitary Sewer Project #414-S

**CITY OF PORTAGE
SPECIAL ASSESSMENT RESOLUTION NO. 3
WEST OSTERHOUT AVENUE SANITARY SEWER, DISTRICT #414-S**

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan held at City Hall in said City on the ___ day of _____, 2015 at 7:30 p.m., local time.

PRESENT _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and seconded by:

Councilmember: _____.

WHEREAS, a public hearing on the necessity of the proposed improvement hereinafter described was held in accordance with the provisions of the City's Charter and Special Assessment Ordinance; and,

WHEREAS, the City Council of the City of Portage has determined to proceed with the public improvements in the City of Portage more particularly hereinafter described in this resolution; and,

WHEREAS, the City Manager has secured construction cost estimates for such improvements and the City Council has reviewed said figures;

NOW THEREFORE BE IT RESOLVED THAT:

1. The City Council hereby determines the necessity for and determines further to proceed with the improvements hereinbefore in these proceedings described as the WEST OSTERHOUT AVENUE SANITARY SEWER, DISTRICT #414-S, more fully described as follows, to wit:

Install approximately 1,600 feet of sanitary sewer and appurtenances in West Osterhout Avenue from Lloy Street to South Westnedge Avenue to serve existing properties on this section of West Osterhout Avenue. Sewer services will be installed to abutting properties and are included in the assessment. The expected life of said improvement is 20 years.

2. The cost of said public improvement, based on the aforesaid cost figures, is estimated to be as follows:

<u>TOTAL COST</u>	<u>SHARE OF DISTRICT</u>	<u>CAPITAL IMPROVEMENT BONDS</u>	<u>SHARE OF CITY-AT LARGE</u>
\$680,000.00	\$49,505.54	\$315,247.23	\$315,247.23

It is hereby determined that the Special Assessment District's share is in proportion to the benefits to be derived from the improvements. The Special Assessment District's share shall be spread over the Special Assessment District as hereinafter described and the balance of \$630,494.46 shall be paid by the City-at-Large.

3. Said Special Assessment District shall consist of all of the following described lots and parcels of land;

Unplatted Land

All unplatted land lying adjacent to or abutting the following described portion of right-of-way for West Osterhout Avenue lying between Lloy Street and South Westnedge Avenue, located within the south half of the northeast quarter of Section 33 and in the north half of the southeast quarter of Section 33, City of Portage, Michigan and more particularly described as follows:

Commencing at the center quarter post of Section 33 , Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan; thence easterly along the quarter line of said section 1049.04 feet to the Place of Beginning for the following described; thence North 200 feet; thence East parallel to said quarter line 792.00 feet; thence South 200.00 feet to said quarter line and center of the West Osterhout Avenue right of way; thence East on said quarter line 393.00 feet; thence South 200 feet; thence West parallel with said section line 1,185.00 feet; thence North 200.00 feet to the Place of Beginning and Ending of the above described.

4. The City Assessor shall prepare a Special Assessment Roll spreading that portion of the cost of the aforesaid public improvement to be borne by the Special Assessment District against said district according to the benefits received, in conformity with the provision of the Special Assessment Ordinance of the City. As soon as said roll is prepared, the City Assessor shall file the same with the City Clerk for presentation to the City Council.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

ADOPTED: YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

JAMES R. HUDSON, City Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF KALAMAZOO)

I, the undersigned duly qualified and acting City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the _____ day of _____, 2015, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed my official signature this _____ day of _____, 2015.

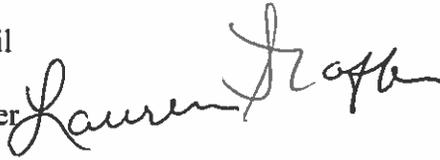
JAMES R. HUDSON, City Clerk

Prepared by:
Randall L. Brown
Portage City Attorney
1662 East Centre Avenue
Portage, Michigan 49002

Approved as to Form:
Date: 12/29/14
By: [Signature]
City Attorney

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Pine View Drive Sanitary Sewer Project #415-S (Bacon Avenue to Chaucer Street)

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

ACTION RECOMMENDED: That City Council adopt Resolution No. 3 for the Pine View Drive Sanitary Sewer Project #415-S, directing the preparation of the special assessment roll.

Attached is Special Assessment Resolution No. 3 for the Pine View Drive Sanitary Sewer Project #415-S. Previous City Council action relating to this project includes:

- On December 2, 2014, City Council adopted Resolution No. 1 for this project, accepted the City Manager Reports dated December 2, 2014, and requested preparation of Resolution No. 2.
- On December 16, 2014, City Council adopted Resolution No. 2 for this project, setting a public hearing of necessity on January 6, 2015.

Therefore, it is recommended that City Council adopt Resolution No. 3 for the Pine View Drive Sanitary Sewer Project #415-S, directing the preparation of the special assessment roll.

FUNDING: The improvements are funded in the Fiscal Year 2014 – 2015 Capital Improvement Program by the utilization of special assessment bonds, city-share bonds and revenue bonds, as appropriate.

Attachments: Resolution No. 3 for Pine View Drive Sanitary Sewer Project #415-S

**CITY OF PORTAGE
SPECIAL ASSESSMENT RESOLUTION NO. 3
PINE VIEW DRIVE SANITARY SEWER, DISTRICT #415-S**

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan held at City Hall in said City on the ___ day of _____, 2015, at 7:30 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and seconded by:

Councilmember: _____.

WHEREAS, a public hearing on the necessity of the proposed improvement hereinafter described was held in accordance with the provisions of the City's Charter and Special Assessment Ordinance; and,

WHEREAS, the City Council of the City of Portage has determined to proceed with the public improvements in the City of Portage more particularly hereinafter described in this resolution; and,

WHEREAS, the City Manager has secured construction cost estimates for such improvements and the City Council has reviewed said figures;

NOW THEREFORE BE IT RESOLVED THAT:

1. The City Council hereby determines the necessity for and determines further to proceed with the improvements hereinbefore in these proceedings described as the PINE VIEW DRIVE SANITARY SEWER PROJECT, DISTRICT #415-S, more fully described as follows, to wit:

Install approximately 1,000 feet of sanitary sewer and appurtenances in Pine View Drive from Bacon Avenue to Chaucer Street to serve existing properties on this section of Pine View Drive. Sewer services will be installed to abutting properties and are included in the assessment. The expected useful life of said improvement is 20 years.

2. The cost of said public improvement, based on the aforesaid cost figures, is estimated to be as follows:

<u>TOTAL COST</u>	<u>SHARE OF DISTRICT</u>	<u>CAPITAL IMPROVEMENT BONDS</u>	<u>SHARE OF CITY-AT LARGE</u>
\$300,000.00	\$49,505.54	\$125,247.33	\$125,247.33

It is hereby determined that the Special Assessment District's share is in proportion to the benefits to be derived from the improvements. The Special Assessment District's share shall be spread over the Special Assessment District as hereinafter described and the balance of \$250,494.46 shall be paid by the City-at-Large.

3. Said Special Assessment District shall consist of all of the following described lots and parcels of land;

Unplatted Land

All unplatted land lying adjacent to or abutting the following described portion of right-of-way for Pine View Drive between Bacon Avenue and Chaucer Street, located within the southeast quarter of Section 27, City of Portage, Michigan and more particularly described as follows:

Situated in southeast corner of Section 27, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan; Commencing at the southeast corner of Lot 12 of the recorded plat of Pine View Estates and Place of Beginning; thence; north 89 degrees 47" east 235.00 feet; thence north 19 degrees 16' 19" west 228.53 feet; thence south 89 degrees 47' west 160.63 feet; thence south 0 degrees 16' 50" east 216.00 more of less to the Place of Beginning and ending of the above described.

Also;

Situated in southeast corner of Section 27, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan; Commencing at the northwest corner of lot 11 of the recorded plat of Pine View Estates and Place of Beginning; thence North 210.00 feet; thence East 150.00 feet; thence South 210.00 feet; thence West 150.00 feet to the place of Beginning and ending of the above described.

Platted Land

Lots No. 6 through 12 inclusive as originally recorded in the Pine View Estates Plat.

4. The City Assessor shall prepare a Special Assessment Roll spreading that portion of the cost of the aforesaid public improvement to be borne by the Special Assessment District against said district according to the benefits received, in conformity with the provision of the

Special Assessment Ordinance of the City. As soon as said roll is prepared, the City Assessor shall file the same with the City Clerk for presentation to the City Council.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

ADOPTED: YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

JAMES R. HUDSON, City Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF KALAMAZOO)

I, the undersigned duly qualified and acting City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the _____ day of _____, 2015, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed my official signature this _____ day of _____, 2015.

JAMES R. HUDSON, City Clerk

Prepared by:
Randall L. Brown
Portage City Attorney
1662 East Centre Avenue
Portage, Michigan 49002

Approved as to Form:
Date: 12/29/14
By: [Signature]
City Attorney

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



(s.l.s.)

SUBJECT: 2015 March Board of Review Resolution

SUPPORTING PERSONNEL: James Bush, City Assessor

ACTION RECOMMENDED: That City Council adopt the Resolution setting the dates and times for the 2015 March Board of Review sessions.

The Board of Review meets annually in March for the purpose of hearing current-year property assessment appeals. The attached Resolution has been prepared to set the meeting dates for the first session of the Board of Review on March 9, 10, 11, and 12, 2015, and for the second session on March 24, 2015, in accordance with the City Charter. For the information of Council, city staff is making arrangements this year to mail the 2015 residential assessment change notices on February 13, 2015. Advancing the mailing of notices will provide residential property owners with approximately 25 days of notification in regard to the upcoming Board of Review.

The Board of Review training schedule has not been finalized at this time, however it is anticipated that Board Members will view a customer service video, attend training held by the State Tax Commission or Michigan Townships Association, and attend a session regarding commercial property hosted by David Rice, Edward Rose & Sons.

Whether the Board of Review will consist of three, six or nine members as chosen by Council, the meeting times as stated in the Resolution remain applicable to the March Board of Review.

It is recommended that the Resolution be adopted by City Council.

FUNDING: N/A

Attachments: Resolution
March Board of Review Activity Summary

City of Portage

2014

2014 March Board of Review Activity

Appointments

Category	Parcels Appealed	No. Denied	No. Reduced	No. Increased	AV Change	TV Change
Parent Parcel Split (098)	0	0	0	0	\$ -	\$ -
Commercial Improved (201)	7	7	0	0	\$ -	\$ -
Commercial Vacant (202)	2	1	1	0	\$ (19,000)	\$ (19,000)
Commercial Multi-Family (203)	2	2	0	0	\$ -	\$ -
Commercial Personal (251)	0	0	0	0	\$ -	\$ -
Industrial Real (301)	0	0	0	0	\$ -	\$ -
Industrial Vacant (302)	0	0	0	0	\$ -	\$ -
Industrial Bldg on Leased Land (309)	0	0	0	0	\$ -	\$ -
Industrial Personal (351)	0	0	0	0	\$ -	\$ -
Residential Improved (401)	49	20	29	0	\$ (251,800)	\$ (204,228)
Residential Vacant (402)	1	0	1	0	\$ (12,000)	\$ (12,000)
Residential Building on Leased Land (409)	0	0	0	0	\$ -	\$ -
Personal Utility (551)	0	0	0	0	\$ -	\$ -
Exempt Residential Improved (701)	0	0	0	0	\$ -	\$ -
IFT - Personal (951)	0	0	0	0	\$ -	\$ -
Personal Zero (PZ)	0	0	0	0	\$ -	\$ -
Totals	61	30	31	0	\$ (282,800)	\$ (235,228)

Letter/Misc. Appeals

Category	Parcels Appealed	No. Denied	No. Reduced	No. Increased	AV Change	TV Change
Parent Parcel Split (098)	0	0	0	0	\$ -	\$ -
Commercial Improved (201)	10	6	4	0	\$ (417,000)	\$ (417,000)
Commercial Vacant (202)	1	1	0	0	\$ -	\$ -
Multiple Family (203)	1	1	0	0	\$ -	\$ -
Commercial Bldg on Leased Land (209)	0	0	0	0	\$ -	\$ -
Personal (251)	11	4	5	2	\$ 1,400	\$ 1,400
Industrial Improved (301)	1	0	1	0	\$ (28,500)	\$ (28,500)
Industrial Vacant (302)	1	N/A	N/A	N/A	\$ -	\$ -
Industrial Bldg on Leased Land (309)	0	0	0	0	\$ -	\$ -
Industrial Personal (351)	1	0	1	0	\$ (6,800)	\$ (6,800)
Residential Improved (401)	43	18	25	0	\$ (796,600)	\$ (761,622)
Residential Vacant (402)	1	1	0	0	\$ -	\$ -
Residential Building on Leased Land (409)	0	0	0	1	\$ -	\$ -
Personal Utility (551)	0	0	0	0	\$ -	\$ -
Exempt Residential Improved (701)	0	0	0	0	\$ -	\$ -
IFT Personal (951)	0	0	0	0	\$ -	\$ -
Personal Zero (PZ)	3	2	1	0	\$ (2,500)	\$ (2,500)
Totals	73	33	37	3	\$ (1,250,000)	\$ (1,215,022)

Veterans Exemption	22				\$ (1,556,400)	\$ (1,498,152)
Personal Property Exemption Affidavits	39				\$ (243,800)	\$ (243,800)

City of Portage

2013

2013 March Board of Review Activity

Appointments

Category	Parcels Appealed	No. Denied	No. Reduced	No. Increased	AV Change	TV Change
Parent Parcel Split (098)	0	0	0	0	-	-
Commercial Improved (201)	36	17	19	0	\$ (154,000)	\$ (86,396)
Commercial Vacant (202)	6	3	3	0	\$ (56,500)	\$ (54,794)
Commercial Multi-Family (203)	1	1	0	0	\$ -	\$ -
Commercial Personal (251)	0	0	0	0	\$ -	\$ -
Industrial Real (301)	0	0	0	0	\$ -	\$ -
Industrial Vacant (302)	0	0	0	0	\$ -	\$ -
Industrial Bldg on Leased Land (309)	0	0	0	0	\$ -	\$ -
Industrial Personal (351)	0	0	0	0	\$ -	\$ -
Residential Improved (401)	111	42	69	0	\$ (1,116,800)	\$ (931,825)
Residential Vacant (402)	10	2	8	0	\$ (20,900)	\$ (20,900)
Residential Building on Leased Land (409)	0	0	0	0	\$ -	\$ -
Personal Utility (551)	0	0	0	0	\$ -	\$ -
Exempt Residential Improved (701)	0	0	0	0	\$ -	\$ -
I/FT - Personal (951)	0	0	0	0	\$ -	\$ -
Personal Zero (PZ)	0	0	0	0	\$ -	\$ -
Totals	164	65	99	0	\$ (1,348,200)	\$ (1,093,915)

Letter/Misc. Appeals

Category	Parcels Appealed	No. Denied	No. Reduced	No. Increased	AV Change	TV Change
Parent Parcel Split (098)	0	0	0	0	\$ -	\$ -
Commercial Improved (201)	1	1	4	0	\$ (521,200)	\$ (275,480)
Commercial Vacant (202)	0	0	0	0	\$ -	\$ -
Multiple Family (203)	1	1	0	0	\$ -	\$ -
Commercial Bldg on Leased Land (209)	0	0	0	0	\$ -	\$ -
Personal (251)	16	1	9	6	\$ (403,100)	\$ (403,100)
Industrial Improved (301)	0	0	0	0	\$ -	\$ -
Industrial Vacant (302) **	1	N/A	N/A	N/A	\$ -	\$ -
Industrial Bldg on Leased Land (309)	0	0	0	0	\$ -	\$ -
Industrial Personal (351)	0	0	0	0	\$ -	\$ -
Residential Improved (401)	14	8	6	0	\$ (153,200)	\$ (135,734)
Residential Vacant (402)	1	1	0	0	\$ -	\$ -
Residential Building on Leased Land (409)	1	0	0	1	\$ -	\$ 76
Personal Utility (551)	0	0	0	0	\$ -	\$ -
Exempt Residential Improved (701)	0	0	0	0	\$ -	\$ -
I/FT Personal (951)	0	0	0	0	\$ -	\$ -
Personal Zero (PZ)	2	0	2	0	\$ -	\$ -
Totals	37	12	21	7	\$ (1,078,000)	\$ (814,738)

** Accounting Adjustment Per County Equalization - No Value Change

City of Portage

2012

2012 March Board of Review Activity

Appointments

Category	Parcels Appealed	No. Denied	No. Reduced	No. Increased	AV Change	TV Change
Parent Parcel Split (098)	0	0	0	0		
Commercial Improved (201)	5	1	4	0	\$ (228,400)	\$ (179,887)
Commercial Vacant (202)	1	1	0	0	\$	\$
Commercial Multi-Family (203)	0	0	0	0	\$	\$
Commercial Personal (251)	0	0	0	0	\$	\$
Industrial Real (301)	0	0	0	0	\$	\$
Industrial Vacant (302)	0	0	0	0	\$	\$
Industrial Bldg on Leased Land (309)	0	0	0	0	\$	\$
Industrial Personal (351)	0	0	0	0	\$	\$
Residential Improved (401)	146	20	125	1	\$ (1,834,200)	\$ (1,550,118)
Residential Vacant (402)	5	2	3	0	\$ (41,700)	\$ (41,700)
Residential Building on Leased Land (409)	0	0	0	0	\$	\$
Personal Utility (551)	0	0	0	0	\$	\$
Exempt Residential Improved (701)	0	0	0	0	\$	\$
IFT - Personal (951)	0	0	0	0	\$	\$
Personal Zero (PZ)	0	0	0	0	\$	\$
Totals	157	24	132	1	\$ (2,104,300)	\$ (1,771,705)

Letter/Misc. Appeals

Category	Parcels Appealed	No. Denied	No. Reduced	No. Increased	AV Change	TV Change
Parent Parcel Split (098)	0	0	0	0	\$	\$
Commercial Improved (201)	2	0	2	0	\$ (105,900)	\$ (105,900)
Commercial Vacant (202)	0	0	0	0	\$	\$
Multiple Family (203)	0	0	0	0	\$	\$
Commercial Bldg on Leased Land (209)	0	0	0	0	\$	\$
Personal (251)	19	1	15	3	\$ (97,900)	\$ (97,900)
Industrial Improved (301)	0	0	1	0	\$	\$
Industrial Vacant (302)	0	0	0	0	\$	\$
Industrial Bldg on Leased Land (309)	0	0	0	0	\$	\$
Industrial Personal (351)	0	0	0	0	\$	\$
Residential Improved (401)	35	17	17	1	\$ (115,600)	\$ (91,506)
Residential Vacant (402)	1	1	0	0	\$	\$
Personal Utility (551)	0	0	0	0	\$	\$
Exempt Residential Improved (701)	0	0	0	0	\$	\$
IFT Personal (951)	0	0	0	0	\$	\$
Personal Zero (PZ)	0	0	3	0	\$ (20,000)	\$ (20,000)
Totals	60	19	38	4	\$ (339,400)	\$ (315,306)

City of Portage

2011

2011 March Board of Review Activity

Appointments

Category	Parcels Appealed	No. Denied	No. Reduced	No. Increased	AV Change	TV Change
Parent Parcel Split (098)	0	0	0	0		
Commercial Improved (201)	7	3	4	0	\$ (147,400)	\$ (145,975)
Commercial Vacant (202)	1	1	0	0	\$	\$
Commercial Multi-Family (203)	0	0	0	0	\$	\$
Commercial Personal (251)	0	0	0	0	\$	\$
Industrial Real (301)	0	0	0	0	\$	\$
Industrial Vacant (302)	0	0	0	0	\$	\$
Industrial Bldg on Leased Land (309)	0	0	0	0	\$	\$
Industrial Personal (351)	0	0	0	0	\$	\$
Residential Improved (401)	134	15	119	0	\$ (1,811,150)	\$ (1,361,809)
Residential Vacant (402)	2	0	2	0	\$ (41,800)	\$ (10,106)
Residential Building on Leased Land (409)	0	0	0	0	\$	\$
Personal Utility (551)	0	0	0	0	\$	\$
Exempt Residential Improved (701)	0	0	0	0	\$	\$
IFT - Personal (951)	0	0	0	0	\$	\$
Personal Zero (PZ)	0	0	0	0	\$	\$
Totals	144	19	125	0	\$ (2,000,350)	\$ (1,517,890)

Letter/Misc. Appeals

Category	Parcels Appealed	No. Denied	No. Reduced	No. Increased	AV Change	TV Change
Parent Parcel Split (098)	0	0	0	0	\$	\$
Commercial Improved (201)	5	1	4	0	\$ (344,600)	\$ (344,420)
Commercial Vacant (202)	0	0	0	0	\$	\$
Multiple Family (203)	0	0	0	0	\$	\$
Commercial Bldg on Leased Land (209)	0	0	0	0	\$	\$
Personal (251)	22	4	17	1	\$ (143,700)	\$ (143,700)
Industrial Improved (301)	1	0	1	0	\$ (70,300)	\$ (70,300)
Industrial Vacant (302)	0	0	0	0	\$	\$
Industrial Bldg on Leased Land (309)	0	0	0	0	\$	\$
Industrial Personal (351)	0	0	0	0	\$	\$
Residential Improved (401)	35	16	19	0	\$ (244,400)	\$ (223,927)
Residential Vacant (402)	2	0	2	0	\$ (21,100)	\$ (3,300)
Personal Utility (551)	0	0	0	0	\$	\$
Exempt Residential Improved (701)	0	0	0	0	\$	\$
IFT Personal (951)	0	0	0	0	\$	\$
Totals	65	21	43	1	\$ (824,100)	\$ (785,647)

City of Portage

2010

2010 March Board of Review Activity

Appointments

Category	Parcels Appealed	No. Denied	No. Reduced	No. Increased	AV Change	TV Change
Parent Parcel Split (098)	0	0	0	0	-	-
Commercial Improved (201)	19	7	12	0	\$ (976,650)	\$ (658,602)
Commercial Vacant (202)	3	2	1	0	\$ (12,300)	\$ (4,285)
Commercial Multi-Family (203)	19	2	17	0	\$ (96,600)	\$ -
Commercial Personal (251)	1	1	0	0	\$ -	\$ -
Industrial Real - Pharmacia Main Plant (301)	0	0	0	0	\$ -	\$ -
Industrial Vacant (302)	0	0	0	0	\$ -	\$ -
Industrial Bldg on Leased Land (309)	0	0	0	0	\$ -	\$ -
Industrial Personal (351)	0	0	0	0	\$ -	\$ -
Residential Improved (401)	147	28	118	1	\$ (1,931,100)	\$ (1,342,272)
Residential Vacant (402)	58	8	50	0	\$ (353,400)	\$ (219,251)
Residential Building on Leased Land (409)	0	0	0	0	\$ -	\$ -
Personal Utility (551)	0	0	0	0	\$ -	\$ -
Exempt Residential Improved (701)	0	0	0	0	\$ -	\$ -
IFT - Personal (951)	0	0	0	0	\$ -	\$ -
Personal Zero (PZ)	0	0	0	0	\$ -	\$ -
Totals	247	48	198	1	\$ (3,370,050)	\$ (2,224,410)

Letter/Misc. Appeals

Category	Parcels Appealed	No. Denied	No. Reduced	No. Increased	AV Change	TV Change
Parent Parcel Split (098)	0	0	0	0	\$ -	\$ -
Commercial Improved (201)	7	1	6	0	\$ (810,900)	\$ (810,900)
Commercial Vacant (202)	1	0	1	0	\$ (38,200)	\$ (38,200)
Multiple Family (203)	3	0	3	0	\$ (247,100)	\$ (247,100)
Commercial Bldg on Leased Land (209)	2	0	1	1	\$ -	\$ 50,000
Personal (251)	16	1	8	7	\$ 41,900	\$ 41,900
Industrial Improved (301)	7	7	0	0	\$ -	\$ -
Industrial Vacant (302)	24	24	0	0	\$ -	\$ -
Industrial Bldg on Leased Land (309)	0	0	0	0	\$ -	\$ -
Industrial Personal (351)	1	0	1	0	\$ (183,400)	\$ (183,400)
Residential Improved (401)	41	9	31	1	\$ (371,600)	\$ (292,696)
Residential Vacant (402)	2	2	0	0	\$ -	\$ -
Personal Utility (551)	4	4	0	0	\$ -	\$ -
Exempt Residential Improved (701)	0	0	0	0	\$ -	\$ -
IFT Personal (951)	0	0	0	0	\$ -	\$ -
Totals	108	48	51	9	\$ (1,609,300)	\$ (1,480,396)

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager  (A.L.S.)

SUBJECT: Professional Services Award – South Central Portage Bikeway

SUPPORTING PERSONNEL: William M. Deming, Director of Parks, Recreation and Public Services

ACTION RECOMMENDED: That City Council approve a professional engineering design services contract with O'Boyle, Cowell, Blaylock & Associates, Incorporated, in the amount of \$41,500 for the South Central Portage Trail development and authorize the City Manager to execute all documents related to this action on behalf of the city.

The city plans to proceed with development of the South Central Portage Bikeway Trail through the Eliason Nature Reserve during the summer of 2015. The trail will run from the existing asphalt trail at the north end of the Eliason property stretching approximately 1.6 miles south to Osterhout Avenue. In addition to the asphalt trail, a section of boardwalk surface will be necessary through a narrow wetlands complex and a parking area, as well as a gated entryway will be provided off of Osterhout Avenue.

The firm of O'Boyle, Cowell, Blaylock and Associates (OCBA), Incorporated submitted the low proposal and was awarded the contract for the Eliason Master Plan in 2012 and therefore, has extensive knowledge of the site and its planned development. OCBA also assisted with designing the location of the existing dirt trail that will be used for development of the paved bikeway. OCBA services were instrumental in preparation of successful grant submissions for Michigan Department of Transportation (MDOT) funding through the Kalamazoo Area Transportation Study and the Irving S. Gilmore Foundation. The OCBA proposal of \$41,500 for this important development project is consistent with similar engineering design projects. OCBA can begin immediately, which will allow the city to meet the stringent MDOT schedule for 2015 construction projects.

It is recommended that City Council approve a professional engineering design services contract with O'Boyle, Cowell, Blaylock & Associates, Incorporated in the amount of \$41,500 for the South Central Portage Trail development and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funding for this project is available through Fiscal Year 2014-2015 Capital Improvement Project funds, MDOT funding and Irving S. Gilmore grant funding.

Attachments: Project area map



South Central Portage Bikeway

Portage, Michigan



8-28-13

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Agreement to Locate Parking in City Right-Of-Way, 2375 East Centre Avenue

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council approve the License to Locate Parking in a City Right-Of-Way for Poulsen Properties, LLC, 2375 East Centre Avenue, and authorize the City Manager to execute the agreement on behalf of the city.

The attached *License to Locate Parking in City Right-Of-Way* has been prepared by the City Attorney to address an off-street parking lot encroachment into the right-of-way adjacent to 2375 East Centre Avenue. The site plan for 2375 East Centre Avenue received Planning Commission approval in 1997. The architect at that time identified a 66-foot East Centre Avenue right-of-way width (33-feet from centerline) adjacent to the property, and the approved site plan illustrates the off-street parking lot and freestanding sign setback of 10 feet as required from the East Centre Avenue right-of-way line. However, it has been subsequently determined that the site plan was in error and the actual East Centre Avenue public street right-of-way is 100-feet wide (50-feet from centerline).

As a result, a portion of four off-street parking spaces are located within the East Centre Avenue right-of-way, as shown on the attached aerial photo. A similar situation exists involving a freestanding sign at 2317 East Centre Avenue, immediately to the west of 2375 East Centre Avenue. The Administration is also working to develop an agreement with this property owner for review and approval by City Council.

The new property owner of 2375 East Centre Avenue has relocated the respective sign, but cannot readily move the four parking spaces encroaching into the right-of-way. Elimination of these four parking spaces will also reduce the total number to seven, which is less than the minimum required. Given the size and configuration of the parcel and existing site improvements, no other practical conforming location exists for the four subject parking spaces. The Administration has reviewed the encroachment and will support the continuation of the parking lot in the city right-of-way. Consequently, it is recommended that City Council approve the license agreement for 2375 East Centre Avenue with Poulsen Properties, LLC.

FUNDING: Not Applicable

Attachments: Aerial photograph of 2375 East Centre Avenue Agreement

Parking lot location in R.O.W.



7920

2375

230

E Centre Av

Date: 12/23/2014

Path: P:\GIS\DATA\AREAS\DEPTS\COA\CEVA\REMEDIATION\CEIPRE\AV\2375.mxd

**Exhibit A
2375 East Centre Avenue**



1 inch = 30 feet

LICENSE TO LOCATE PARKING IN CITY RIGHT-OF-WAY

This License made the ___ day of _____, 2014, between the City of Portage, a Michigan Municipal Corporation ("City"), whose address is 7900 South Westnedge Avenue, Portage, Michigan 49002, and Poulsen Properties, LLC, a Michigan limited liability company ("Owner"), whose address is 16366 Watersedge Drive, Vicksburg, Michigan 49097.

1. Recitals. Owner owns and maintains property located at 2375 East Centre Avenue ("Property"). Owner also owns and maintains 4 (four) parking spaces at the same address, part of which are located in City right-of-way. Consent from the Portage City Council is necessary for Owner to continue to maintain the parking spaces in the City right-of-way. It is recognized by the parties that relocating the 4 (four) parking spaces on Owner's private property may cause unnecessary negative effects to its business and the public as well as be a substantial undertaking.
2. Grant of License. City hereby grants Owner a personal, non-transferrable, revocable license to use and maintain a portion of the four (4) parking spaces on City right-of-way and associated landscaping as illustrated in Exhibit A attached to this License Agreement (collectively "parking area"). The parking spaces and landscaping ("improvements") shall be maintained according to the requirements of this License.
3. Parking Standards. The parking area shall be in the location shown on Exhibit "A". Any change in the location of the parking area or any repair/reconstruction shall require City approval and the approval of the Zoning Board of Appeals, if necessary. No improvements or structures are permitted in the parking area without City approval.
4. Maintenance and Repair. The Owner shall be fully responsible for maintenance and repair of the parking area. If the Owner shall not, within thirty (30) days after notice from the City, make repairs to the parking area, or maintain the landscaping, the City shall be entitled to do so and tax the cost to the Owner which, if not paid upon demand, shall become a lien on the property of Owner
5. Consideration. The parties hereby acknowledge that the mutual promises contained herein constitute adequate consideration.
6. Interference. Owner shall cause all work performed in connection the maintenance and repair of the parking area to be accomplished with care and in a manner and time that will cause the least interference with the right-of-way

area and shall be performed as expeditiously as possible so as to minimize interference with surrounding property and traffic.

7. Term. Unless revoked by the giving of written notice by either party at least 30 days prior to the termination date under Section 10, this License is deemed to be automatically renewed from year to year upon the same terms and conditions for a period of ten (10) years. Such notice will be sent by registered mail to the other party at its usual business address. On the termination of such 30 day period, this License will become null and void.
8. Release and Indemnity.
 - A. Owner releases City, its officers, agents and elected officials from any personal injury, property damage or loss of life for property caused by or arising out of, or in connection with, the parking area and any rights or obligations acquired in this Agreement. Owner, its successors, transferees and assigns waive any claim it may have now or in the future against City for damage to the parking spaces or any landscaping in the parking area which may occur during installation or maintenance of the City's utilities in the public right-of-way, during maintenance or construction of other City improvements or removal of any parking or landscaping in an emergency.
 - B. Owner agrees to defend, indemnify and save City harmless from and against all actions claims, demands, judgments, loss damage, expense, including actual attorney fees which the City may suffer, incur or sustain or for which the City may become liable, arising or growing out of any injury or damage to persons or to real or personal property arising by reason of the existence, use, operation, installation, maintenance, repair, removal, replacement or inspection of the parking spaces and other landscaping or caused by the action, inaction and/or negligence of Owner or its contractors, subcontractors, agents or representatives or any of them in the performance of work performed in the parking area or in connection therewith.
9. Insurance. During the term of this License, Owner, its agents and contractors who are performing work in the parking area shall maintain or cause to be maintained, in full force and effect, and at its sole cost and expense, insurance policies protecting the City from liability of such nature and limit which, in the sole discretion of the City, will be adequate. Owner shall provide City with certificates of insurance for each insurance policy required to be maintained by Owner in compliance with this paragraph annually during the term of this License. In the event that any such insurance shall not be maintained, the City shall have the right to revoke this License and may take any action to remove all improvements in the parking area.
10. Termination. City may terminate this License with thirty (30) days written notice to Owner of said termination. Upon revocation of this License, the City may declare the parking spaces a public nuisance and proceed to abate the nuisance

according to City ordinance. If an emergency exists, City may remove all improvements in the sign area without notice to the Owner.

11. Waiver. Nothing herein contained constitutes, nor should the same be construed as, a waiver of any governmental immunity provided to the City, its agents, employees, officers, or representatives as provided for under common law or statute.
12. Assignment. No party may assign or otherwise transfer any part of its interest in this License without the prior written consent of all parties. The prohibition against any assignment shall be construed to include a prohibition against any assignment by creation of law.
13. Entire Agreement. This License represents the entire License between the parties. It may not be amended, altered or modified unless done so in writing by the persons against whom enforcement of any waiver, change or modification or discharge is sought.
14. Authority. Each party to this License warrants and represents that it is properly authorized by the board of directors, stockholders, partners and/or holders of beneficial interest to enter into this License.

OWNER

Poulsen Properties, LLC



By: _____

Its: _____

CITY OF PORTAGE

By: Laurence Shaffer

Its: ~~Acting~~ City Manager

Approved as to form:



Randall L. Brown
City Attorney

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



(Per L. S.)

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

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED:

That City Council:

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

Various code enforcement action has been necessary for the house and property located at 5523 Monticello Avenue over the past several months. The owner of the property passed away and efforts to obtain assistance from the estate to correct violations associated with the property have been unsuccessful. Abatement action to secure the house from casual entry, remove exterior debris and address tall grass was completed in September 2014. The interior of the house, however, remains in an unsafe/unfit condition due to the presence of extensive garbage and debris.

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

On October 7, 2014, in accordance with the Unsafe Structure Ordinance, an Unsafe/Unfit Structure Notice was posted on site and mailed to the property owners providing 30-days to bring the house into compliance with City Code. No effort was demonstrated by the estate to correct the violations associated with the house. Essentially, the property is unattended and vacant.

On December 2, 2014, the Construction Board of Appeals held a Show Cause Hearing to review the matter. At the conclusion of the hearing, an order was established by the Board requiring that all debris be removed from the house within 15-days. If the estate fails to remove the debris, the Construction Board of Appeals recommended that the matter be transmitted to City Council for authorization to remove and discard all debris from the house. Since the establishment of the Construction Board of Appeals order, no action to remove the debris from the house has occurred.

If City Council approves the order and authorizes the City Administration to take the necessary action to remove the debris, the cost of the removal (estimated at \$1,000) will be placed as a lien against the real property and reported to the City Assessor and Finance Director. If unpaid, the cost will be added to the tax roll and collected consistent with Section 42-1353 (5) of the Code of Ordinances.

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

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

FUNDING: N/A

Attachments: November 25, 2014 communication to Construction Board of Appeals
December 2, 2014 Construction Board of Appeals meeting minutes
December 4, 2014 communication to owners of 5523 Monticello Avenue

TO: Construction Board of Appeals
FROM: Vicki Georgeau, Director of Community Development
DATE: November 25, 2014
SUBJECT: Show Cause Hearing – 5523 Monticello Avenue
CODE SECTION: Article 13, Section 42-1341 - Unsafe Structures, City of Portage Codified Ordinances

Initial enforcement action for exterior junk and debris violations on the property at 5523 Monticello Avenue occurred in May 2014. The owner of the property, Jerry Richter, failed to correct the violations and a civil infraction ticket was issued. Mr. Richter subsequently passed away and efforts to obtain assistance from the surviving relatives to correct violations associated with the property have been unsuccessful. On August 18, 2014 it was discovered that the dwelling was open to casual entry, full of garbage/debris, and several other housing maintenance violations were present. In response, notices were transmitted requiring that the dwelling be secured, cleaned up and repaired. An abatement notice was also sent for the exterior debris and tall grass violations. Due to lack of corrective action, on September 11, 2014 the house was secured from casual entry, and contractors were obtained to abate exterior debris and tall grass on the site.

The property has essentially been abandoned, the condition of the interior of the house is unsafe/unfit for occupancy and the presence of extensive garbage and debris may result in infestation and further damage to the dwelling. In compliance with the Unsafe Structure Ordinance, an October 7, 2014 Unsafe/Unfit Structure Notice was sent certified mail and posted on the house advising that the property owner had 30-days to bring the house into compliance or further enforcement action would be pursued. On November 14, 2014 a Show Cause Hearing notice was also sent certified mail and posted at the site.

No response or corrective action to the notices was received. The house located at 5523 Monticello Avenue remains unsafe/unfit and does not meet the provisions of the Codified Ordinances of the City of Portage. The following items are in need of correction:

1. The house is filled with rubbish and debris that restrict free passage throughout the dwelling and also creates unsanitary living conditions. In addition, several areas throughout the house have holes in the walls.
2. The open electrical splices in the basement need to be corrected. A cover also needs to be installed on the electrical service.
3. The condition/operation of the electrical, plumbing and mechanical equipment (furnace, water heater, etc.) for the house could not be verified. State of Michigan licensed electrical, plumbing and mechanical contractors will need to review/confirm the equipment is in safe working condition.

Staff recommends that the property owner's authorized agent be provided 15-days to remove all debris from the house and if necessary, treat the house for infestation. Items 2 & 3 listed above need to be completed prior to the house being occupied. Failure to comply with the order will result in the matter being referred to City Council with a recommendation that the city be authorized to remove and discard all rubbish and debris from the interior of the house and treat the house for infestation if required. Any and all costs incurred for such action shall be due and payable to the city per the Unsafe Structure Ordinance.

Attachments: Vicinity map
Unsafe Structure notification dated October 7, 2014.
Show Cause Hearing notification dated November 14, 2014.
Photographs of 5523 Monticello Avenue



Vicinity Map
5523 Monticello Avenue

1 inch = 70 feet

October 7, 2014

Sent Certified Mail and Posted on Site

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

Dear Jerry W. & TL Richter:

RE: Unsafe/Unfit Structure – 5523 Monticello Avenue

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

1. The house is filled with rubbish and debris that restrict free passage throughout the dwelling and also creates unsanitary living conditions. In addition, several areas throughout the house have holes in the walls.
2. The open electrical splices in the basement need to be corrected. A cover also needs to be installed on the electrical service.
3. The condition/operation of the electrical, plumbing and mechanical equipment (furnace, water heater, etc.) for the house could not be verified. State of Michigan licensed electrical, plumbing and mechanical contractors will need to review/confirm the equipment is in safe working condition.

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

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

Sincerely,


Vicki Georgeau, AICP
Director

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

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

T:\COMMDEV\2014-2015 Department Files\Address Files\MMonticello\14 10 06 VG 5523 Monticello (unsafe - unfit structure).docx

November 14, 2014

Sent Certified Mail and Posted on Site

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

 COPY

Dear Jerry W. & TL Richter:

RE: Notice of Show Cause Hearing – 5523 Monticello Avenue

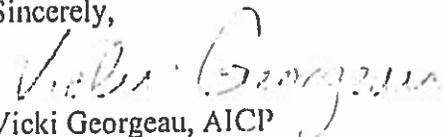
The house located at 5523 Monticello Avenue has not been made safe in accordance with the provisions of the Codified Ordinances of the City of Portage, Michigan. The current condition of the house, as identified in the October 7, 2014 Unsafe Structure Notice, is unsafe and unfit for human occupancy as defined in Section 42-1341 of the City of Portage Code of Ordinances.

As a result of these continued violations, you are hereby notified that a hearing on the condition of the house at 5523 Monticello Avenue will be held before the Construction Board of Appeals at 5:00 P.M. on December 2, 2014. The meeting will be held in Conference Room One of Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan. At this hearing, you will have the opportunity to show cause as to why the condition of the house should not be abated or otherwise made safe. The owner and any occupant of the house shall have the right at the hearing to cross-examine witnesses who testify against the owner's and/or occupant's interests and the right to produce witnesses on your own behalf, including the use of pictures, video tapes or other recording devices.

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

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

Sincerely,


Vicki Georgeau, AICP
Director

Attachment: Copy of October 7, 2014 Unsafe Structure Notice

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

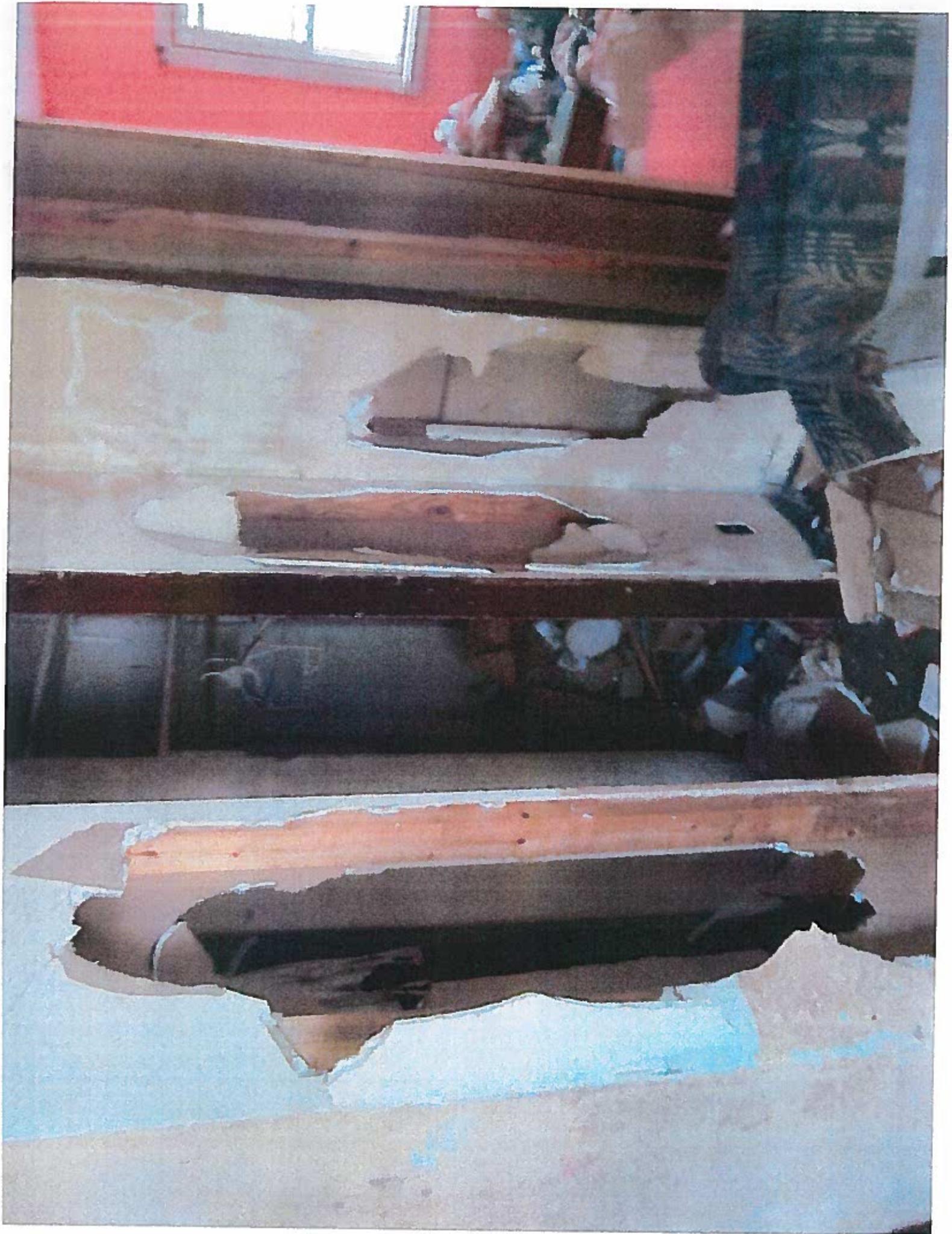
cc: Terry A. Novak, Deputy Director of Building and Housing Services
Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services

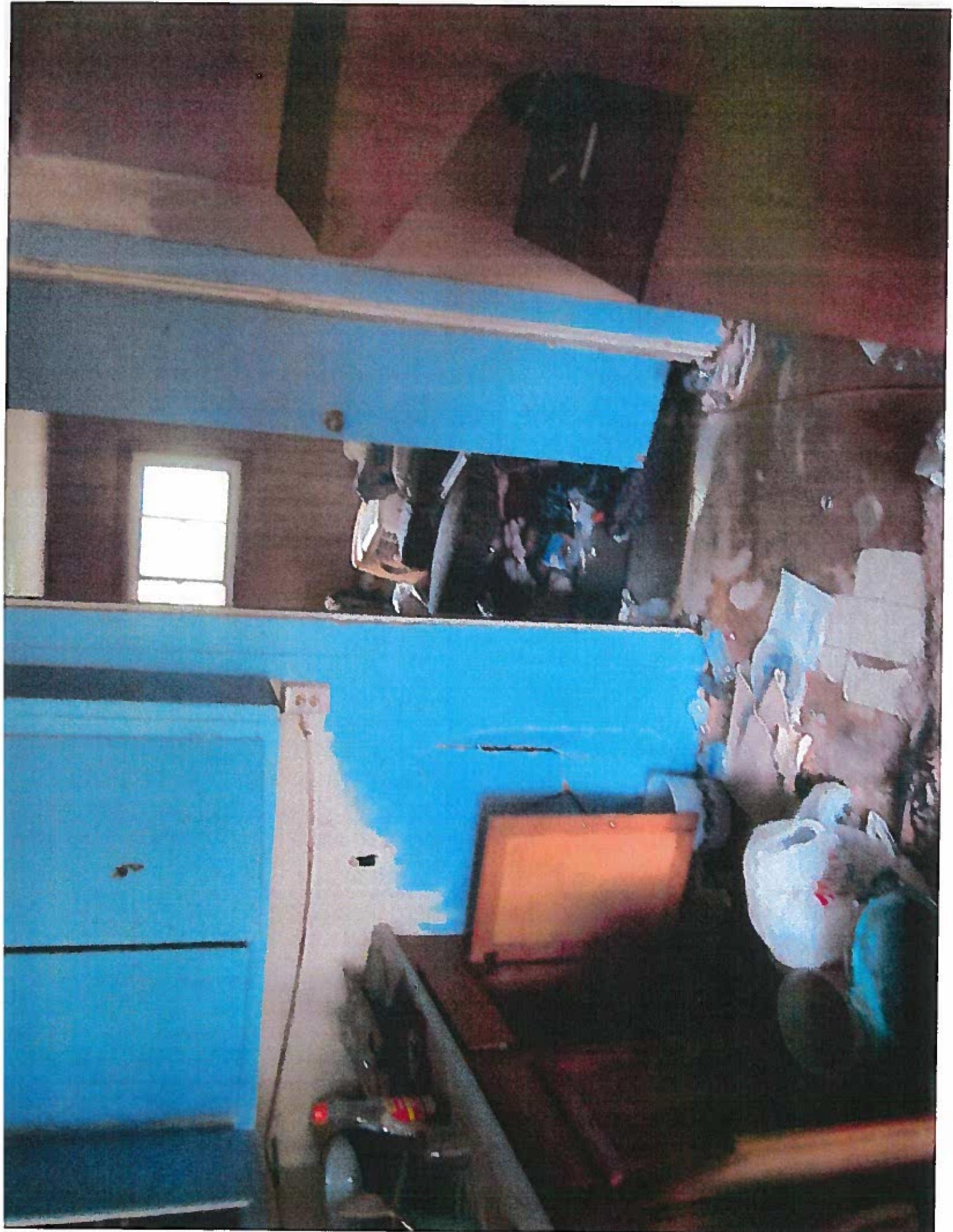
T:\COMMDEV\2014-2015 Department Files\Address Files\M\Monticello\2014 11 14 VG 5523 Monticello (Show Cause Hearing).docx

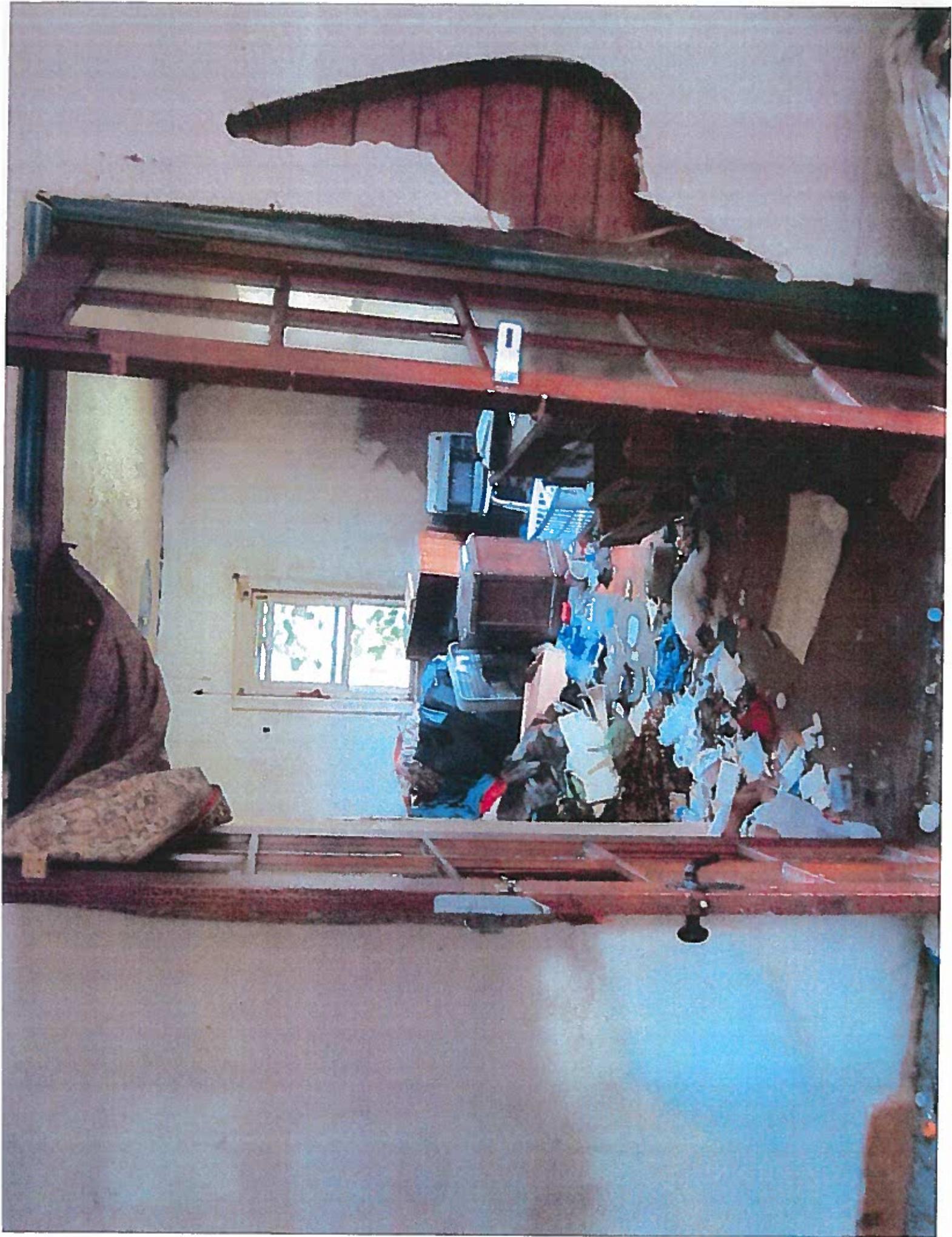


11/10/2014

Quick









CITY OF PORTAGE CONSTRUCTION BOARD OF APPEALS

Minutes of Meeting – December 2, 2014

 DRAFT

The City of Portage Construction Board of Appeals meeting of December 2, 2014 was called to order at 5:00 PM in Conference Room #1 of Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

William Leach

MEMBERS EXCUSED:

None

IN ATTENDANCE:

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

APPROVAL OF MINUTES:

The minutes of October 2, 2014 were approved.

BOARD ACTION:

5523 Monticello Avenue – Show Cause Hearing

Chairman Schmidt introduced the item to the Board. No one was in attendance to represent the property. Deputy Director Novak provided background information regarding past code enforcement and action taken to abate exterior violations associated with the property. Deputy Director Novak also informed the Board that the owner/occupant of the dwelling had passed away and the house had essentially been abandoned. Efforts to obtain assistance from the surviving relatives to correct violations associated with the property were unsuccessful. Building Inspector Beery provided information regarding the interior condition of the house indicating that it was filled with trash and emulated foul odors. Members of the Board questioned the condition of the house relating to roofing, mechanical equipment, etc. Deputy Director Novak indicated that it was believed that the house was structurally sound. However, when the rubbish and debris are removed, a more thorough inspection of the house could be accomplished. If any life-safety items were discovered during the inspection, corrective action would be pursued as appropriate.

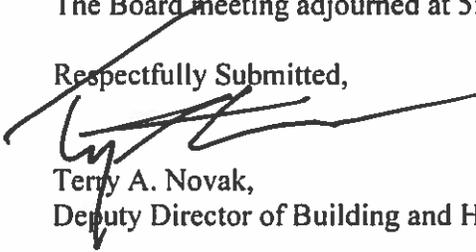
A motion was made by Member Gilchrist requiring that within 15-days all rubbish and debris be removed from the interior of the house and if necessary, the house be treated for infestation. Failure to comply will result in the matter being referred to City Council with a recommendation that the city be authorized to remove and discard all rubbish and debris from the interior of the house and if necessary, treat the house for infestation. Any and all costs incurred for such action shall be due and payable to the city in accordance with the provision of the City of Portage Unsafe Structure Ordinance. The motion was seconded by Member

Martlew. The motion passed unanimously.

ADJOURNMENT:

The Board meeting adjourned at 5:40 PM

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Terry A. Novak', is written over the text 'Respectfully Submitted,'.

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

December 4, 2014

Sent Certified Mail and Posted on Site

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

Dear Jerry W. & TL Richter:

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

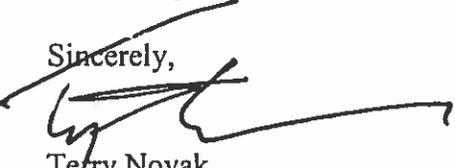
This correspondence is provided to formally advise you of the Construction Board of Appeals Order for the house located at 5523 Monticello Avenue.

On December 2, 2014 at 5:00 PM in Conference Room #1, Portage City Hall, the Construction Board of Appeals held a Show Cause Hearing for the house located at 5523 Monticello Avenue. At the conclusion of the hearing, an order was established by the Board requiring that within 15-days all rubbish and debris be removed from the interior of the house and if necessary, the house be treated for infestation. Failure to comply with the order will result in the matter being referred to City Council with a recommendation that the city be authorized to remove and discard all rubbish and debris from the interior of the house and if necessary, treat the house for infestation. Any and all costs incurred for such action shall be due and payable to the city in accordance with the provision of the City of Portage Unsafe Structure Ordinance.

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

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

Sincerely,



Terry Novak,
Deputy Director of Building and Housing Services

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

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

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TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager  (A.C.S.)

SUBJECT: Resolution for Use of Credit Cards and Adoption of Credit Card Policy

SUPPORTING PERSONNEL: William M. Deming, Director of Parks, Recreation and Public Services

ACTION RECOMMENDED: That City Council:

- a. resolve for the use of city credit cards, and
- b. adopt a credit card policy for issuance of a credit card for the Portage Senior Center Travel Program in accordance with Public Act 266 of 1996.

Public Act 266 of 1996 authorizes and regulates the use of credit cards by local units of government. Under this Act, the governing body must adopt by resolution a written policy which addresses the various stipulations within the act.

The Administration would like to implement the use of a credit card solely for the Senior Center Travel Program. Most travel vendors require the use of a credit card to complete deposits when making reservations. The current practice often forces a city employee to use a personal credit card for trip deposits. This is a potential liability for the city and is a burden on the employee. Also, there are instances when the deposit is made by a check and if the trip is canceled there is a delay in receipt of a refund via a hard copy check via postal mail. Use of a credit card for deposits will eliminate the need for a refund check as the charge can simply be refunded towards the card balance.

The attached resolution and policy for credit card use by the Senior Center Travel Program has been prepared with assistance from the City Attorney and meets all Public Act 266 of 1996 stipulations. The initial credit limit would be \$10,000 and only adjusted if necessary as determined by the City Manager.

Therefore, it is recommended that City Council resolve for the use of city credit cards and adopt a credit card policy for issuance of a credit card for the Senior Center Travel Program in accordance with Public Act 266 of 1996.

FUNDING: N/A

Attachments: Resolution for Use of Credit Cards and Adoption of Credit Card Policy
Exhibit "A" - Credit Card Policy

CITY OF PORTAGE

RESOLUTION FOR USE OF CREDIT CARDS AND ADOPTION OF CREDIT CARD 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, the City of Portage desires to set forth procedures for the use and control of credit cards that will be assigned to and utilized by selective City personnel to purchase goods and services on behalf of the City;

WHEREAS, Public Act 266 of 1996 (the "Act") authorizes the use of credit card transactions by City officers and employees of local units of governments;

WHEREAS, the Act provides that the city shall not be a party to a credit card arrangement unless the City Council adopts by resolution a written policy providing for the requirements contained in the Act; and

WHEREAS, the City Council determines that adoption of a policy for the regulations of credit card use will enhance the efficiency and accountability of City transactions;

NOW, THEREFORE, BE IT RESOLVED, with regard to the use of credit cards for City purchases:

1. That the City of Portage Credit Card Policy (hereinafter "Policy") which is incorporated herein and attached as Exhibit "A", concerning the regulation and use of credit cards by City officers and employees is hereby approved and adopted.

2. That the Policy contains all provisions required by the Act.

3. That any amendment to the Policy must be submitted to Council for review and approval.

4. That the only credit card authorized for issuance pursuant to the Policy is for the sole purpose of supporting the Portage Senior Center Travel Program.

BE IT FURTHER RESOLVED that the City Manager is authorized to execute all documents and contracts necessary to implement this resolution.

All resolutions or parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

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 _____, 2015.

James R. Hudson, City Clerk

Approved, as to form:

Date: 1/2/15

[Signature]
City Attorney

Z:\UODY\PORTAGE\RES\CREDIT CARD RESOLUTION.123114.DOCX

Exhibit A

City of Portage CREDIT CARD POLICY

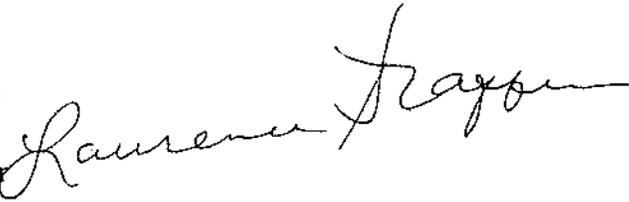
January 6, 2015

- I. The only credit card authorized under this policy is for use at the Portage Senior Center (PSC).
 - a. The credit card will be used by the Senior Center Trip Coordinator or the Senior Center Services Manager when making travel related expenditures in support of the PSC Travel Program. Such expenditures include reservations, advance ticket purchases, trip deposits and other items that are necessary to provide in advance of a trip sponsored by the PSC.
 - b. The credit card will be used for no other purpose and will not be used for incidental purchases during a trip or for any reason not covered above.

- II. As required by the Act:
 - a. The City of Portage Finance Director is responsible for the Senior Services Center travel credit card issuance, accounting, monitoring, retrieval and generally overseeing the credit card policy.
 - b. The credit card may only be used by the Senior Center Trip Coordinator, the Senior Center Services Manager or other city officer or employee designated by the City Manager in cases of unavailability, emergency or organizational changes.
 - c. The employee or officer using the credit card will supply documentation detailing the goods or services purchased, the cost of the goods or services purchased, the date purchased and the official business for which purchased.
 - d. The officer or employee issued the credit card is responsible for its protection and custody and shall immediately notify the City of Portage Finance Director if the credit card is lost or stolen.
 - e. The officer or employee issued the credit card shall return the credit card upon the termination or reassignment of his or her employment with the city.
 - f. A system of internal accounting controls to monitor the use of the credit card will be established by the City Manager. The internal accounting monitoring process will include the submittal of detailed invoices or receipts that accurately reflect the credit card use and a comparison of these invoices/receipts with the monthly credit card statement.
 - g. The department director or City Manager designee will approve each credit card invoice prior to payment.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Committee of the Whole Meetings 2015

ACTION RECOMMENDED: That City Council adopt the proposed schedule for the 2015 Committee of the Whole meetings.

Following the City Council Goal Setting Session on December 15, 2014, it was decided by the Council to increase the incidences of Committee of the Whole (COW) meetings to a regular schedule, to occur before each regular City Council meeting.

After reviewing the items listed as "Strategic Priorities" from the Council Goal Session, the following is a recommended approach for COW meetings for the beginning of 2015.

- Provide a draft schedule to the Council of the strategic priorities endorsed at the Council Goal Session. Address each strategic priority completely until the various initiatives listed is completed, estimating the amount of time it might take to complete each test. The intent is to complete each section from highest priority to lower priority in its entirety before moving on to the next. Generally, it is suggested that an allocation of two meetings for each strategic priority be scheduled to allow City Council to complete a full review by the first meeting in June 2015.
- Provide City Council a list and a brief outline of initiatives that have already begun with a date for presentation to the Council. For example, increase of the *Portager* publication; city dog park proposal; review of the leaf pickup program.
- Seek input from the Council on both policy changes and resources needed to provide for the achievement of each strategic priority.

Consequently, the following schedule is proposed to address strategic priorities at future COW meetings.

1. Enhance Economic Development (January 20)
 - Balance economic development with the city's natural environment; plan to develop large, undeveloped tracts of land; considered pre-approved sites with Southwest Michigan First (SWMF).
2. Enhance Economic Development (February 10)
 - Study the city's retail profile to guide Council efforts; PA 198 policy review; Tax Increment Financing (TIF) review.

3. Enrich Culture and Increase Community Engagement (February 24)
 - Determine effective communication methods - community visioning groups; effectively utilize social media; increase the *Portager* newsletter to monthly distribution.
4. Enrich Culture and Increase Community Engagement (March 10)
 - Establish a Portage Arts Council; enhance bike trails for connectivity and functionality; review dog park; review festivals with outside groups.
5. Support Regionalization while focusing on Portage (March 24)
 - Develop policy; educate Portage citizens; monitor Central Dispatch progress.
6. Support Regionalization while focusing on Portage (April 14)
 - Monitor Kalamazoo County transit; enhance collaboration with Portage Public Schools, Portage District Library and city.
7. Audit and Enhance Aging Infrastructure (April 28)
 - Identify and monitor aging neighborhoods and develop plans to revitalize; review all roads and develop strategic plan moving forward.
8. Audit and Enhance Aging Infrastructure (May 12) **
 - Assess city owned assets; review the private road policy.
9. Ensure Long Term Financial Stability (May 26)
 - Prepare for potential changes to area major entities; review leaf pickup on private streets.
10. Ensure Long Term Financial Stability (June 9)
 - Propose tax stabilization fund and review debt retirement.

** Please note, the first meeting in May has a regularly scheduled Board & Commission Interview session prior to the regular meeting. This COW meeting may need to be rescheduled.

The proposed schedule appears aggressive but it was desired to ensure at least six months approximately to fully review and complete each topic before the next Goal Session of Council. Therefore, it is recommended that City Council adopt the proposed schedule for the 2015 Committee of the Whole meetings.

Attachments: December 2014 City Council Goal Setting Session Strategic Priorities

Central Challenge: Develop and maintain the city of Portage to be a place where people want to live, work or do business.

Strategic Priorities

Enhance Economic Development	Enrich culture and increase community engagement	Support and encourage Regionalization while focusing on the city of Portage	Audit, Maintain and Enhance our Aging Infrastructure	Ensure Long-term Financial Stability
<p>Balance economic development with our natural environment</p> <p>Plan to develop large, undeveloped tracts of land</p> <p>Consider pre-approved sites with SWMF</p> <p>Study the retail profile to guide our efforts</p>	<p>Determine effective communication methods – community visioning groups</p> <p>Effectively utilize social media</p> <p>Get the Portager out monthly</p> <p>Establish a Portage Arts Council</p> <p>Enhance bike trails for connectivity and functionality</p> <p>Review dog park</p> <p>Review festival feasibility with outside groups</p>	<p>Develop policy</p> <p>Educate Portage citizens to understand regionalization</p> <p>Monitor Central Dispatch progress</p> <p>Monitor county transit</p> <p>Enhance collaboration with Portage Public Schools, library and city</p>	<p>Identify and monitor aging neighborhoods and develop action plans to revitalize</p> <p>Review all roads and develop a strategic plan moving forward</p> <p>Assess city-owned assets</p> <p>Review the private road policy</p>	<p>Prepare for potential changes to major entities</p> <p>Review leaf pick up on private streets</p> <p>Reassess commercial and residential property taxes</p> <p>Propose tax stabilization fund and review debt retirement</p>

Initiatives

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



Laurence Shaffer (L.S.)

SUBJECT: December 10, 2014 Investment Committee Activity Update

SUPPORTING PERSONNEL: William K. Furry, Director of Finance

ACTION RECOMMENDED: Information Only

The attached draft minutes from the December 10, 2014 Investment Committee meeting are attached for the information of City Council and provide an update on the committee's recent activity.

Attachments: December 10, 2014 Minutes

CITY OF PORTAGE**COMMUNICATION****TO:** Laurence Shaffer, City Manager**DATE:** December 10, 2014**RECEIVED****FROM:** Lauren VanderVeen, Deputy Director of Accounting/Budget *JV*

DEC 19 2014

SUBJECT: Investment Committee Meeting MinutesCITY MANAGER'S OFFICE
PORTAGE, MI

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

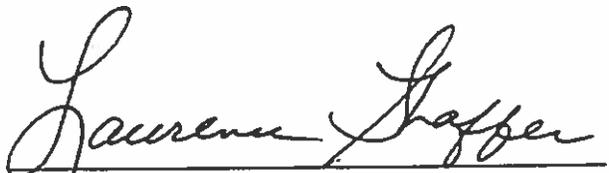
- The investment policy was discussed. Mr. Kraas asked if the reporting procedures under "General Investment Guidelines" were too stringent. Mr. Shaffer preferred to continue with the current monthly reporting procedures, as Mr. Furry and himself were new to their roles and appreciated the frequency. Mr. Kreider noted the investments with Huntington Bank were over the 40% financial institution limitation indicated in the "Financial Institution Guidelines". Discussion followed. Mayor Strazdas commented the investment policy is unclear regarding the financial institution limitation and asked City management to provide more detail and a recommendation for updating the investment policy to simplify the 40% limitation at the next meeting.
- A discussion was held regarding the current market conditions. The City will continue to keep the term of the investments short due to the risks of interest rate increases. However another investment committee meeting could be triggered if interest rates spike.
- Current investment holdings were discussed. To summarize, Mayor Strazdas stated, without urgency, the City should sell their current municipal bonds. Also, City management was instructed to perform an analysis on the current banking relationship with JPMorgan Chase as diversifying to two or three different banks would be a better option if cost effective.
- A discussion was held on the list of approved financial institution relationships. Mr. Furry presented D.A. Davidson as an institution to add to the list and distributed additional information. Mr. Stamper's only concern was the difficulty in getting the best price with a smaller institution. Discussion ensued. Mayor Strazdas summarized the discussion. The committee agreed to add D.A. Davidson to the list of approved financial institution relationships; however, the City needs to document how and why investment decisions are made in order to support comparability to purchasing the investment with a large bank.
- The group determined the next meeting will occur in approximately six months unless there is a trigger event, such as an increase in interest rates.
- The meeting was adjourned at 1:00 P.M.



MATERIALS TRANSMITTED

Friday, December 12, 2014

1. **Supplemental Information for the December 16, 2014 City Council Agenda Item H.1:** Communication from the City Manager regarding the Adoption of 2012 International Fire Code.
2. Communication from the City Manager regarding the Portage Public Schools – Facility Master Plan (Recommendations) – Information Only.
3. Communication from the City Manager regarding the FY 2015-16 Human/Public Service Grant Applications – Information Only.



Laurence Shaffer, City Manager

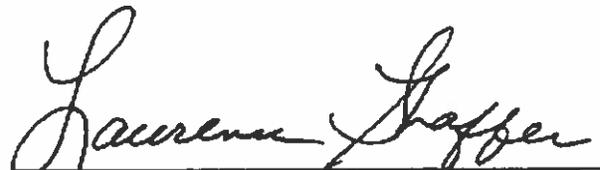
cc: Rob Boulis, Acting Deputy City Manager



MATERIALS TRANSMITTED

Tuesday, December 16, 2014

1. Communication from the City Manager regarding the 2014 City Council Goal Setting Session Results – Information Only.
2. Communication from the City Manager regarding a Letter from Public Media Network (PMN) Executive Director Hap Haasch – Information Only.



Laurence Shaffer, City Manager

cc: Rob Boulis, Acting Deputy City Manager