

# CITY OF PORTAGE

# COMMUNICATION

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**TO:** Honorable Mayor and City Council

**DATE:** May 20, 2010

**FROM:** Maurice S. Evans, City Manager



**SUBJECT:** Petition Regarding Signage on South Westnedge Avenue

**ACTION RECOMMENDED:** That City Council accept the City Manager recommendation in response to the petition regarding signage on South Westnedge Avenue.

The above petition was referred to the City Administration at the May 11, 2010 meeting. Review and research was initiated to identify sign options that are available. The accompanying communication from the Community Development Director explains in detail the options that are available.

In summary, the City of Portage Zoning Ordinance contains sign regulations that essentially allow the banners requested in the petition. Zoning Ordinance Section 42-552 J contains regulations applicable in the B-2, community business, B-3, general business and CPD, commercial planned development districts. These regulations permit 20 square foot banners for business zoning lots subject to certain standards. Four square feet (20%) of the banner can be used to identify the business and the remaining 16 square feet can be used to convey information in the form of seasonal messages, art/graphics, general information and other creative displays. As an example, The Crossroads Mall currently has banners with "Welcome" and "Thank you" messages and has previously displayed various seasonal messages. It is believed that a similar message that includes "Westnedge-OPEN for business," "Westnedge-OPEN during construction," or similar wording, together with the name of the business, can be used by businesses that wish to take advantage of the option to erect a permitted banner. Importantly, any business in the community in addition to businesses along the South Westnedge Avenue can immediately obtain a sign permit for this type of banner. As a Zoning Ordinance regulation, the Zoning Board of Appeals can consider a variance request to meet a perceived business need. It is recommended that this Zoning Ordinance section be used.

Various other options to address petitioner concerns were researched by the City Administration, with the assistance of the City Attorney, including ordinance amendments to one or more sections of the Code of Ordinances, an emergency ordinance, a moratorium on enforcement of sign permits, among others. These alternatives involve varying concerns and problems and are not considered appropriate in this instance. As information for City Council, the City Administration has requested the Michigan Department of Transportation to consider erecting informational signs at the Exit 78 and Exit 75 detour routes, to advise motorists that South Westnedge businesses are open during construction. Finally, member businesses may also wish to contact the Kalamazoo Regional Chamber of Commerce and request that the Chamber consider revisiting the more broad-based informational/marketing campaign that was preliminarily prepared in 2009-2010. Perhaps renewed support for such a program now exists by the petitioners and by other businesses with the commencement of I-94 construction.

Attachment: May 19, 2010 Communication from the Community Development Department

## CITY OF PORTAGE

## COMMUNICATION

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**TO:** Maurice S. Evans, City Manager

**DATE:** May 19, 2010

**FROM:** Jeffrey M. Erickson, Director of Community Development

**SUBJECT:** Petition from Samuel M. Brown, Fazoli's Restaurant, South Westnedge Avenue

The above matter was referred to the City Administration at the May 11, 2010 City Council meeting. As stated in the petition, Mr. Brown requested during the I-94 construction activities that certain businesses along South Westnedge Avenue, between Kilgore Road and West Milham Avenue, be allowed to erect a four foot by six foot banner on the building or the frontage of the property. He commented at the meeting that "double digit" losses were experienced as a result of construction activity. Following the action by City Council, the Department of Community Development and the Office of the City Attorney have reviewed the petition and provide the accompanying information.

As brief background, accompanying this communication are several photographs taken this week along South Westnedge Avenue between Kilgore and West Milham. The photographs depict existing business locations/access, business sign visibility, construction activities, vehicle traffic, and so forth. Construction activities commenced along I-94 in 2005 when the Michigan Department of Transportation (MDOT) began widening the freeway, on- and off-ramps and reconstructing various bridge structures including Oakland Drive, Lovers Lane and now South Westnedge Avenue. Also, the City of Portage commenced construction along South Westnedge in 2008 with the widening of portions of South Westnedge Avenue, construction of boulevard islands, intersection and signalization improvements, among other activities associated with the South Westnedge Enhancement Projects (SWEPS). Exit 76 interchange construction activities by MDOT commenced on April 12, 2010. In preparation for construction and to minimize construction impacts of this important Portage- and region-wide project:

- MDOT has worked with the business community to ensure the minimum amount of disruption possible given the magnitude of the freeway construction improvements. These activities include communicating with businesses, development of a website with information about the construction activities and schedule, development and deployment of construction and alternative route signage and informing the Kalamazoo Regional Chamber of Commerce, the cities of Portage and Kalamazoo and others of ongoing project issues, among other actions.
- The City of Portage has also been proactive, worked with MDOT on an effective alternative route program, met with businesses about project details, provided information to the public about the I-94/South Westnedge Avenue construction using construction/direction signs, articles in the PORTAGER and on the city website, together with other activities to facilitate this important project.
- While support from the business community did not materialize and the advertising program was not initiated, the Kalamazoo Regional Chamber of Commerce, in an effort to partner with South Westnedge Avenue Commercial Corridor businesses, developed the components of a broad-based media advertising campaign in 2009 and this year to attempt to help ensure that consumers were aware of access route alternatives and businesses along South Westnedge Avenue were "...open for business."

Representative information is attached to this communication from MDOT, the City of Portage and the Kalamazoo Regional Chamber of Commerce program about the above-noted efforts to assist the business community. As a final comment on minimizing construction impacts, some businesses

independently developed methods to inform customers and prepared, for example, handouts with the business name, a customer friendly message and a map showing detour/optional travel routes.

The Department, with the assistance of the City Attorney, has specifically reviewed potential options available to address the issue presented in Mr. Brown's petition including existing Portage Code of Ordinance provisions, provisions in the Zoning Code and other alternatives:

1. Portage Code of Ordinance provisions – Two chapters are applicable and involve Chapter 42, Land Development Regulations and specifically Article 4, Zoning and Article 11, Signs, and Chapter 66, Streets, Sidewalks And Other Public Places.

- a. Article 4, Zoning. The Zoning Code includes sign regulations and other provisions that are applicable in this situation. First, Section 42-552 (B-2, B-3 and CPD zones) permits the use of a "banner." Essentially, one 20 square foot banner is permitted per zoning lot subject to setback (10 feet), height (25 feet) and ground clearance (six feet) standards. The banner must be properly fixed to a support and cannot be hung on the building exterior. A corner zoning lot can have a banner for each frontage and a zoning lot larger than two acres can use additional (one for each two acres) banners. The identification of the business can be no larger than four square feet and the remaining 16 square feet can be used to show generic information (holiday messages, art, seasonal information, and other "creative" purposes in a manner similar to the use of banners by The Crossroads Mall and other business locations in the community.

Second, the Zoning Code also allows in Section 42-543, "copyboard" signage (15 square feet) that can be attached to any existing freestanding sign. Electronic message display signage as permitted in these existing business zones (Section 42-542) may also be used as freestanding signage, and there are examples of businesses including Fazoli's Restaurant that use these types of signs.

Third, the Zoning Board of Appeals can consider variances by individual businesses should the existing ordinance provisions not specifically address a perceived business need.

Finally, the Zoning Ordinance can be amended as provided for in the ordinance. Per the City Attorney, adoption of an "emergency" ordinance is not possible. The ordinance amendment could be initiated by City Council, referred to the City Administration and Planning Commission for the required review, public hearing and recommendations for final action by City Council.

- b. Article 11, Signs. This section of the Code of Ordinances addresses construction and related elements for signage erected in the community. This article is not part of the Zoning Code and, per the City Attorney, an "emergency" ordinance could be accomplished. This section can be amended to include language that allows temporary banner signs for situations including public street construction activities along business corridors. Language could be developed and, as an example, provisions added to Section 42-1274 (c), Exemptions from permit requirements. The necessary ordinance language could be inserted permitting a temporary "banner"-type sign, which is already defined in this Article, to address situations including public street construction activities along business corridors. As a non-zoning ordinance change, this amendment could be accomplished more promptly than a change to the Zoning Ordinance.
  - c. Chapter 66, Streets, Sidewalks And Other Public Places. This section of the Code of Ordinances does not specifically address business signage. However, this chapter could be amended in a manner similar to Article 11, Signs, with appropriate construction sign ordinance language developed and inserted, as discussed above.
2. Other Alternatives – There are several other alternatives that have been explored and have been determined to be more difficult due to legal and practical considerations, the need for action by another agency such as MDOT, or involve other complications. These alternatives include:
    - a. Article 4, Zoning. There are other sections of the Zoning Ordinance that specify allowable signage such as public event banners, grand opening signs, directional signs at vehicle access drives and

signs that can be situated on public property/street rights-of-way as may be approved by City Council. These options involve concerns due to applicability, potential inappropriate use of street rights-of-way that can create pedestrian, vision obstruction, or other seasonal problems (i.e. snow removal operations) and so forth.

- b. Moratorium on Enforcement of Banner sign regulations. Moratoria have been used by municipalities under its police power to suspend enforcement and preserve the status quo while preparing a permanent strategy. Legal challenges could result involving unlawful administration, unequal treatment, discrimination and related claims. Of course, enforcement of the ordinance when the moratorium ends can also be difficult and engender further legal challenges.
- c. MDOT signage. A program for business identification/advertising signage is in place along interstates in Michigan. The standard signage is placed near interchanges and typically includes the logo and name of the business. The standard signage typically advertises restaurants, fuel stations and lodging/accommodations, but has been removed along I-94 during construction. As an alternative, MDOT could consider placing temporary standard signage that indicates businesses along South Westnedge Avenue are open for business for use at the detour at Exit 78 (Portage Road) and for use at Exit 75 (Oakland Drive). A written inquiry has been forwarded to MDOT regarding this option.

While the petitioner has indicated that business has dropped-off by “double-digit” numbers, the specific MDOT construction activities at Exit 76 commenced less than one month prior to the circulation of the petition. Motorists are expected to use other routes: It is also expected that motorists will continue to evaluate the situation and traffic will find an equilibrium point as time progresses.

However, in the effort to assist businesses during construction, it is recommended that:

- ❖ Existing provisions in the Zoning Ordinance be used by South Westnedge Avenue Commercial Corridor businesses including the 20 square foot “banner” as now permitted. The Crossroads Mall now uses “banners” to welcome and thank customers. Perhaps the “Westnedge – OPEN for Business” message appearing in the PORTAGER (or “OPEN during construction”) as a “banner” could be helpful. The existing provisions related to the use of a banner(s), copyboard signage, electronic message displays and other temporary or permanent signs are readily available. Variances to accommodate specific temporary signage requests can be addressed as necessary by the Zoning Board of Appeals. The opportunity to evaluate permanent signage could also be given consideration by existing businesses as the Zoning Ordinance permits numerous options.

It is also recognized that other signage alternatives are available that are not regulated by the Code of Ordinances. These options include interior window displays, creative use of alternative sign/advertising techniques, and the use of other advertising media including billboard signs. Finally, additional forms of business advertising such as specific business circulars/brochures, radio/television/newsprint advertisement, and so forth also remain available to businesses. Given that construction will continue for a two year period, businesses may wish to consider contacting the Kalamazoo Regional Chamber of Commerce with the request that the Chamber assist and perhaps revisit the potential of the more broad-based media advertising program that was preliminarily prepared.

I am prepared to further discuss this subject at your convenience.

Attachments: South Westnedge Avenue Photographs (six pages)  
MDOT public information (one page)  
Zoning Code Section 42-552 J.; City of Portage public information (five pages)  
Kalamazoo Regional Chamber of Commerce advertising campaign information (10 pages)

Northbound view – South Westnedge Avenue  
from Colonial Avenue to south of Boston Avenue



Northbound view – South Westnedge Avenue  
from Idaho Avenue to I-94



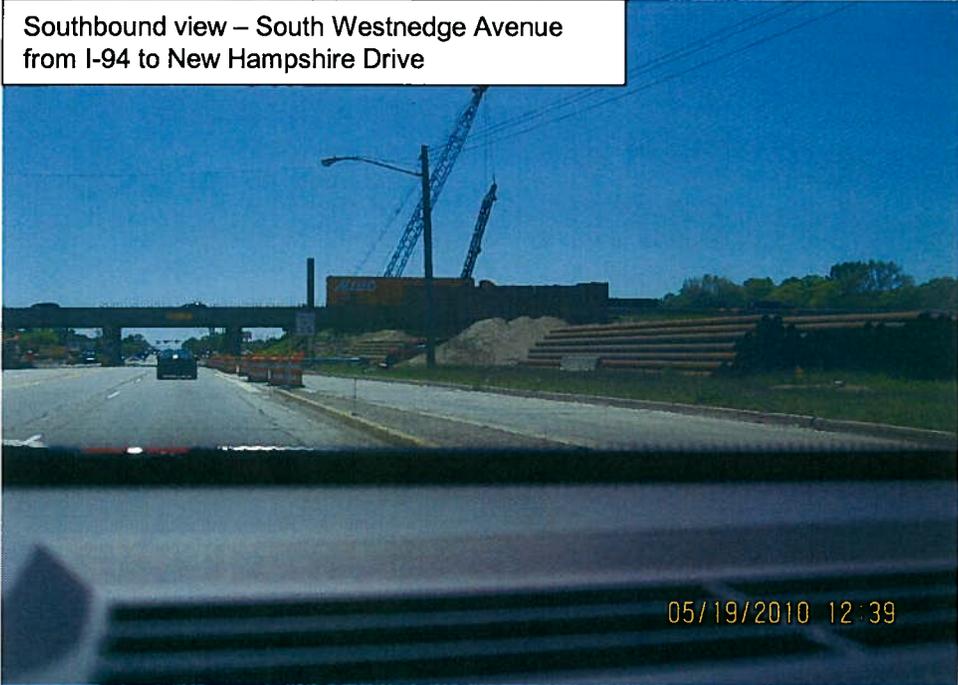
Northbound view – South Westnedge Avenue  
from Amos Avenue to north of Andy Avenue



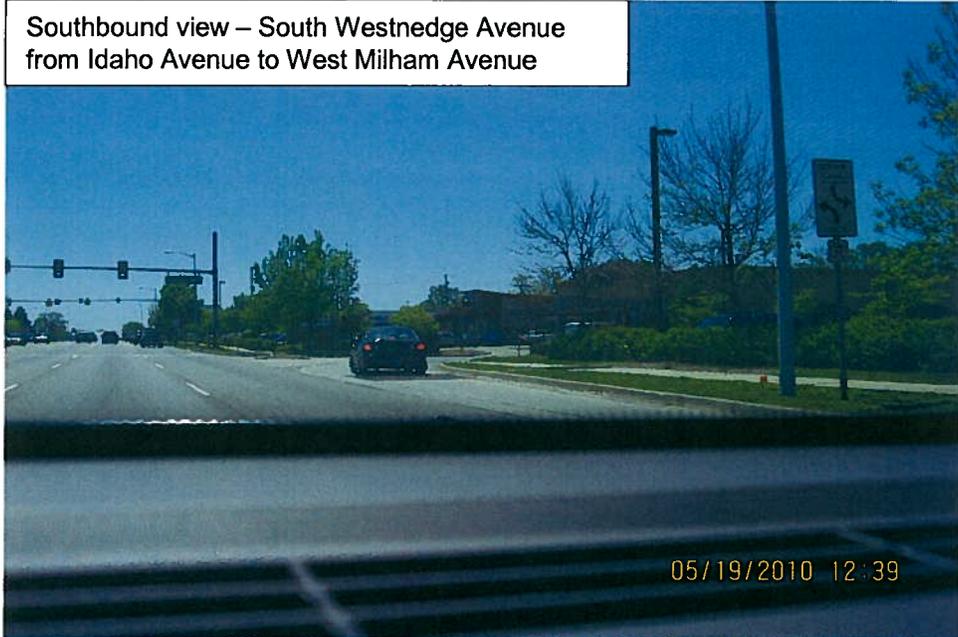
Southbound view – South Westnedge Avenue  
from south of Kilgore Road to Market Place



Southbound view – South Westnedge Avenue  
from I-94 to New Hampshire Drive



Southbound view – South Westledge Avenue  
from Idaho Avenue to West Milham Avenue

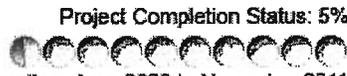


www.michigan.gov

(To Print: use your browser's print function)



This project is funded by the American Recovery and Reinvestment Act (ARRA).



Project Duration: June 2009 to November 2011

## I-94 Portage, Kalamazoo County - South Westnedge Interchange Reconstruction

[View Other Major Projects](#)

### What we are doing:

The Michigan Department of Transportation (MDOT) is investing \$43.9 million in the city of Portage to reconstruct nearly 2 miles of I-94. Included in the project:

- Widen I-94 from four to six lanes, three lanes in each direction.
- Reconstruct the Westnedge Avenue interchange with a more efficient Single Point Urban Interchange (SPUI) design.
- Install a new traffic signal on South Westnedge Avenue.
- Widen approximately 1,600 feet of South Westnedge Avenue to accommodate the new interchange and remove the traffic bottleneck posed by the existing bridge carrying I-94 traffic over South Westnedge Avenue.
- Rebuild four bridges.
- Provide screening walls.
- Upgrade existing freeway signing.
- Construction of two new detention basins to improve water quality discharged to the west branch of Portage Creek.

This segment of the I-94 corridor is the vital transportation link between Detroit and Chicago and carries a very high volume of commercial traffic. South Westnedge Avenue is regarded as the center of commercial retail activity for Kalamazoo County in addition to providing the critical arterial route for traffic between Kalamazoo and Portage.



### Give 'Em Your Business!

Throughout construction, all South Westnedge Avenue businesses will remain open and accessible. Those businesses will be accessible by using posted detours on Oakland Drive, Portage Road, Milham Road and Kilgore Road.

Latest News

Maps and Info

### How traffic is affected:

Two lanes of traffic in each direction will be maintained on I-94 throughout the project. Work on the I-94 bridge over the Grand Elk Railroad and Portage Creek requires closure of a portion of the Portage Bicentennial Park Trail Way into the fall of 2011.

- **2009:** Work will consist mostly of improvements to the existing roadway that are required prior to beginning major reconstruction of the South Westnedge Avenue interchange in 2010. Work also will begin on the bridge carrying I-94 over the Grand Elk Railroad and Portage Creek. This work will require closure of this segment of the Portage Bicentennial Park Trail Way through the fall of 2011. The work in 2009 will be accomplished using nighttime lane closures and will have little impact on traffic flow on South Westnedge Avenue or I-94.
- **2010:** Construction will begin in the first full week of April on the eastbound lanes of I-94, as well as on the new bridges carrying I-94 over South Westnedge Avenue and the Grand Elk Railroad. This work will require all lanes of traffic to be shifted onto the existing westbound I-94 roadway. [More info](#)
- **2011:** When construction begins on the final phase of the project, westbound I-94 traffic will be shifted onto the new eastbound I-94 roadway and work will begin on the new westbound lanes and the new bridges carrying I-94 over South Westnedge Avenue and the Grand Elk Railroad. [More info](#)

This project is funded by the American Recovery and Reinvestment Act (ARRA).

Sec. 42-552. B-2, community business; B-3, general business; and CPD, commercial planned development districts.

In a B-2, community business district, B-3, general business district, or a CPD, commercial planned development district:

A. For each zoning lot, there is permitted one freestanding accessory sign, up to 50 square feet in area per side, for lots 125 feet or less in width, to be increased at a ratio of one square foot per each 2 1/2 feet of lot frontage in excess of the initial 125 feet, up to a lot 300 feet wide. A zoning lot having in excess of 320 feet of frontage may have one additional sign based upon the same ratio of one square foot of sign area for each 2 feet of lot frontage over the initial 320 feet of frontage. The maximum size for any one sign is 120 square feet.

B. When multiple-use zoning lots are involved, for each additional use on the zoning lot beyond the initial use, 15 square feet of sign area is permitted, the total area of freestanding signs not to exceed 50 percent over the sign size originally permitted for the lot.

C. For a lot with frontages on more than one street, each frontage may be treated as a separate frontage for the purpose of establishing permitted freestanding sign area and number.

D. For a corner lot, the distance between permitted freestanding signs shall be not less than 100 feet, as measured along the property lines, but in no case shall there be a distance of less than 70 feet between such signs. Each such sign shall be oriented to the street frontage it serves. If one freestanding sign is used, then the percentage of freestanding sign area permitted on one street frontage may be increased 100 percent to a maximum of 120 square feet in area per side, provided that such sign is oriented equally to both street frontages.

E. Where a zoning lot is permitted to have more than one freestanding accessory sign under this section, the distance between such freestanding signs shall not be less than 300 feet.

F. Signs may not exceed 25 feet in height.

G. Signs must be at least ten feet from any property line.

H. For each use on a zoning lot, there are permitted wall signs, the combined area of which shall not exceed 15 percent of the total area of the wall to which the signs are attached. The total shall not exceed 100 square feet per street frontage. If no freestanding sign is used, the percentage of total wall area for wall signs may be increased by 33 percent per street frontage. Lots with dual frontages may not combine permissible signs for one frontage with another frontage for the purpose of placing a combined area of sign area on one frontage.

I. In addition to that permitted in subsection H above, the permitted wall sign area may be increased if the criteria listed below is satisfied:

1. For buildings with wall frontage on a public or private street that exceeds 200 lineal feet:

TABLE INSET:

| Wall (in lineal feet) | Additional Sign Area Permitted (in square feet) |
|-----------------------|---|
| 200--300              | 50  |
| 300--400              | 75  |
| 400--500              | 100   |
| Greater than 500      | 125   |

2. For buildings with wall frontage on a public or private street that exceeds 200 lineal feet and with a setback greater than 300 feet from a public or private street:

TABLE INSET:

| Building Setback<br>(in feet) | Additional Sign Area<br>(in square feet) |
|-------------------------------|--|
| 300--400                      | 50                                       |
| 400--500                      | 75                                       |
| 500--600                      | 100                                      |
| Greater than 600              | 125                                      |

J. For each zoning lot, there is permitted one banner to identify only the name of the business. For a lot with frontage on more than one street, one banner is permitted for each street frontage. For each zoning lot that exceeds two acres in area, an additional banner is permitted for each two acres. All banners shall be subject to the following conditions:

1. The banner shall be located ten feet from any property line.
  2. The banner shall not exceed 25 feet in height.
  3. The banner shall be not less than six feet from the surface of the ground.
  4. The banner shall not exceed 20 square feet in area per side.
  5. The banner shall not be attached to the surface of any building, to any existing freestanding sign or to any vehicle, or be stretched between poles or trees.
  6. The banner shall not devote more than a total of four square feet to the identification of the name of the business located on the zoning lot.
  7. The owner of the zoning lot or banner shall keep the banner in reasonable repair.
- (Ord. No. 03-01 (Exh. A, § 42-629.3), 2-18-2003; Ord. No. 01-06, 2-14-2006)

Mr. Peter Pfeiffer, Manager  
Michigan Department of Transportation  
5372 South 9<sup>th</sup> Street  
Kalamazoo, Michigan 49009

May 18, 2010

Dear Mr. Pfeiffer:

Re: I-94/Oakland Drive Diversion Model

The City of Portage has received a petition signed by a number of the South Westnedge Avenue businesses located between Milham Avenue and Kilgore Road requesting signage to inform people they are open for business during the South Westnedge/I-94 reconstruction project. This petition was also the subject of a Portage Gazette article (see attached) that appeared on May 15th. As indicated in the attached article, the owner of Fazoli's Restaurant has reported double digit losses as a result of the I-94/South Westnedge construction.

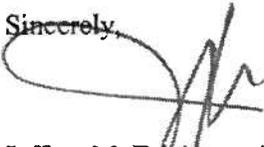
In an effort to assist area business owners, several possible solutions appear to be available to inform motorists that the South Westnedge Avenue businesses are open during construction activities. One potential solution requires assistance from MDOT and involves preparation of signage by MDOT stating all South Westnedge Avenue businesses are open and to use the detour route to access these buildings. These signs can be installed by MDOT at the following locations:

- On the I-94 detour signs that inform motorists exit 76 (South Westnedge Avenue) is closed and to use exit 75 (Oakland Drive) for eastbound traffic or exit 78 (Portage Road) for westbound traffic.
- On the signs located on the Portage Road and Oakland Drive off ramps that indicate the direction for the northbound and southbound South Westnedge Avenue detour.

Attached are two photographs that show existing MDOT South Westnedge Avenue detour signs described above where signage informing motorists that South Westnedge Avenue businesses are open could be mounted. Perhaps the sign could include a message similar to the one located on the MDOT website that states in part "Give 'Em Your Business! Throughout construction, all South Westnedge Avenue businesses will be open and accessible..."

Any assistance from MDOT would be greatly appreciated by the business owners and by the City Administration. Please provide a response to this request by May 21, 2010 as it would be very helpful.

Sincerely,



Jeffrey M. Erickson, AICP  
Director

Attachments: Business Petition document  
May 15, 2010 Portage Gazette article  
Photographs

c: Dallas Williams, Director of Transportation & Utilities  
Christopher Forth, Deputy Director of Planning & Development Services  
Christopher Barnes, City Engineer

S:\2009-2010 Department Files\Subject Files\W\Westnedge I-94 photos\2010 05 18 JME Pfeiffer SWA Business Signs.doc

## I-94 Construction Through the Heart of the Commercial Corridor in Full Swing

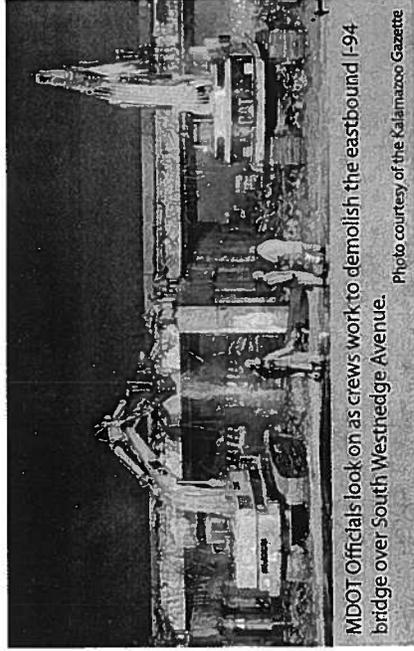
### Merchants Remind Residents They Are Open for Business!

Construction work on I-94 from east of Oakland Drive to west of Portage Road resumed in early April 2010. The project will result in a widened I-94 with three through lanes in both directions and a rebuilt interchange at I-94 and South Westnedge Avenue. This construction season, work will be focused on the eastbound lanes of I-94 with removal and replacement of the eastbound I-94 bridges over Westnedge and the railroad tracks and Portage Creek. Construction on sound walls and other related construction items will also continue. All this work on the eastbound lanes necessitates the closure of numerous ramps at the Westnedge interchange. **Ramps that will remain open through the summer include:**

- ◆ northbound Westnedge to westbound I-94
- ◆ southbound Westnedge to westbound I-94
- ◆ westbound I-94 to northbound Westnedge

All other ramps to and from Westnedge will be closed until at least November 2010.

To facilitate the safe removal of the existing I-94 bridge over Westnedge, a temporary closure of Westnedge took place during the overnight and early morning hours of April 24 and 25. An additional closure of Westnedge is planned in June, when a new clear-span bridge structure over Westnedge will be installed.



MDOT Officials look on as crews work to demolish the eastbound I-94 bridge over South Westnedge Avenue.

Photo courtesy of the Kalamazoo Gazette

Other than these two temporary, short-term closures, through traffic on Westnedge will be maintained to the greatest extent possible. Although access to and from

I-94 to Westnedge will be limited, Westnedge businesses remain open and eager to do business with you. Area residents are urged to continue patronizing Westnedge businesses during the 2010 and 2011 construction seasons.

## WESTNEDGE

### OPEN for business

The 2011 construction season will bring the start of work on the westbound I-94 lanes, which will necessitate closure again of certain ramps to and from Westnedge. As during the 2010 construction season, partial access to Westnedge from I-94 will be provided throughout the project. All ramps at the I-94 / Westnedge interchange should be open by late fall 2011, as well as all lanes on I-94.

While the disruption to traffic and local businesses is unfortunate, the long-term benefits to the Kalamazoo / Portage area will be substantial. Motorists and merchants are urged to be patient during the construction process.

# City of Portage, Michigan

Living Working Learning City Government

## Major Road Construction Projects

- News
- Economic Development
- Employment
- Volunteering
- Report It
- City Council
- Boards & Commissions
- Publications
- Bid On City Project
- Administration
- Department Listings
- Permits & Informational Forms
- Code of Ordinances
- Parcel Information
- GIS Mapping
- Making Online Payments
- City Services
- Portager Newsletter

Each year the city is involved in numerous road construction projects designed to support traffic safety and traffic flow, encourage development and redevelopment opportunities and improve the aesthetic character of the city.

The following information highlights previous, current and ongoing major road construction activities. You may also use the "Report It" feature to inform the city of any road-related issues you find in the city. For additional road construction information you may contact the [Department of Transportation and Utilities](#) at 324-9256.

- [Report Road-Related Issues](#)
- [2009 RoadWorks Video \(Quicktime Movie - may take a few minutes to load\)](#)

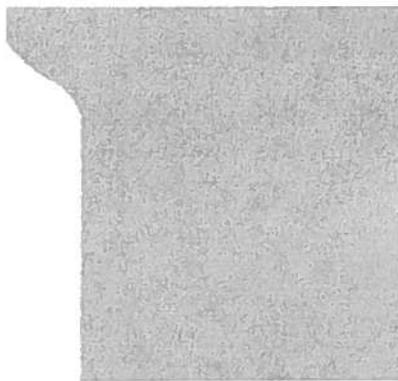
## 2010 Major Road Construction Projects

### South Westnedge Avenue Enhancement Projects (SWEPS)

In March 2006, engineers contracted by the city began the process of designing the improvements associated with SWEPS. The city hosted an Open House on Wednesday, November 15, 2006 at Portage City Hall. The Open House allowed the public to view the preliminary design, ask questions and provide input that will ultimately lead to the best design product. Conceptual plans for areas north of I-94 have been updated to reflect revisions and refinements to the original plan. The final construction plans have been completed and forwarded to the Michigan Department of Transportation for Bidding.

Construction in 2008 focused on widening South Westnedge Avenue to three travel lanes northbound from Amos Avenue to Old Kilgore Road. Southbound, the roadway was widened to three travel lanes from north of Market Place to the westbound I-94 on-ramp. The project included new sidewalk on both sides of the street, new concrete driveway approaches, center median construction, and landscaping. Currently the Michigan Department of transportation has begun the constructo of I-94 widening ffrom east of Oakland Drive to west of Portage Road.





The current project includes the replacement of the South Westnedge Avenue bridge and the reconstruction of the I-94/South Westnedge Avenue intersection.

The next construction phase of SWEPS is the scheduled widening of an additional northbound through lane from Milham Avenue to Dawnlee Avenue. The current estimated construction date for this phase is 2015-16. The final phase of SWEPS will include the widening of southbound South Westnedge Avenue from Kilgore Road to Trade Centre Way with a 3rd through lane. This phase is currently scheduled to be built in 2016-17.

***Project Resources:***

- [Project Profile](#)
- [SWEPS 2004 Report](#)
- [I-94 Interchange Map](#)
- [SWEPS Map](#)
- 12/20/2007 Final Drawings (North of Interstate 94)
  - [Sheet 1](#)
  - [Sheet 2](#)
  - [Sheet 3](#)
- 11/15/2006 Conceptual Drawings (South of Interstate 94)
  - [Sheet 1](#)

**West Milham Avenue Improvements - Angling Road to 12th Street**

The reconstruction of West Milham Avenue from Angling Road to 12th Street is included in the City of Portage 2009-10 Capital Improvement Program Budget. For many years, the Portage City Council has established the improvement of West Milham Avenue from 12<sup>th</sup> Street to Oakland Drive as a major infrastructure improvement priority. The section of West Milham Avenue from Angling Road to 12th Street is the second phase of this roadway improvement following the completion of the section from Angling Road to Oakland Drive in 2009.

West Milham Avenue from Angling Road to 12th Street is currently a two-lane section of roadway which does not have adequate capacity to handle current traffic volumes. Additionally, the existing pavement is deteriorated and in need of reconstruction. This project will include complete street reconstruction of West Milham Avenue from Angling Road to 12th Street. Features of the roadway improvements include:

- Sanitary sewer installation(Baywood Avenue to McGillicuddy Lane)
- Storm sewer and drainage structures
- Concrete curb and gutter
- Replacement of deteriorated concrete sidewalks
- Bike lanesConcrete driveway approaches

To view the final construction drawings, please contact the Department of Transportation and Utilities at 329-4422

West Milham Avenue from Angling Road to 12th Street has been designated a Residential Conservation Corridor and the proposed improvements are intended to preserve and protect the residential character of the neighborhood. The new roadway section will generally consist of the following features:

- One westbound through lane
- One eastbound through lane
- A center optional left-turn lane, bicycle lanes on both sides of the street
- Concrete sidewalks on both sides of the street
- Various landscaping improvements

During construction two-way traffic will be maintained on temporary lanes. Driveway access will be restricted during concrete curb and driveway installation.

The project is funded in part by Federal transportation monies and will be bid the Michigan Department of Transportation. Due to a unlack of a current highway bill funding in Congress, the date of thr bidding was delayed approximately 4 months. Private utility relocations were completed in March and April. Bidding is currently underway by MDOT with a May 21, 2010 bid opening date. City administration is hopeful that the project construction will begin in June and most of the project can be built in 2010 construction season.

#### **I-94 Widening and Reconstruction Project**

The Michigan Department of Transportation (MDOT) is widening I-94 from west of US-131 to east of Oakland Drive. Work includes the reconstruction of the I-94/US-131 and I-94/Oakland Drive interchanges, as well as widening 2.6 miles of I-94 to add one through lane in each direction.

For project details including road closure information, contact the City of Portage Department of Transportation and Utilities at 329-4422.

May 20, 2010

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**UNIFIED COMMUNICATIONS PROGRAM  
TO OFFSET IMPACT OF  
I-94 / WESTNEDGE AVE. CONSTRUCTION  
ON RETAILERS IN KALAMAZOO/PORTAGE, MICHIGAN**

2-12-10

The Westnedge Coalition



## **South Westnedge Avenue / I-94 Overview**

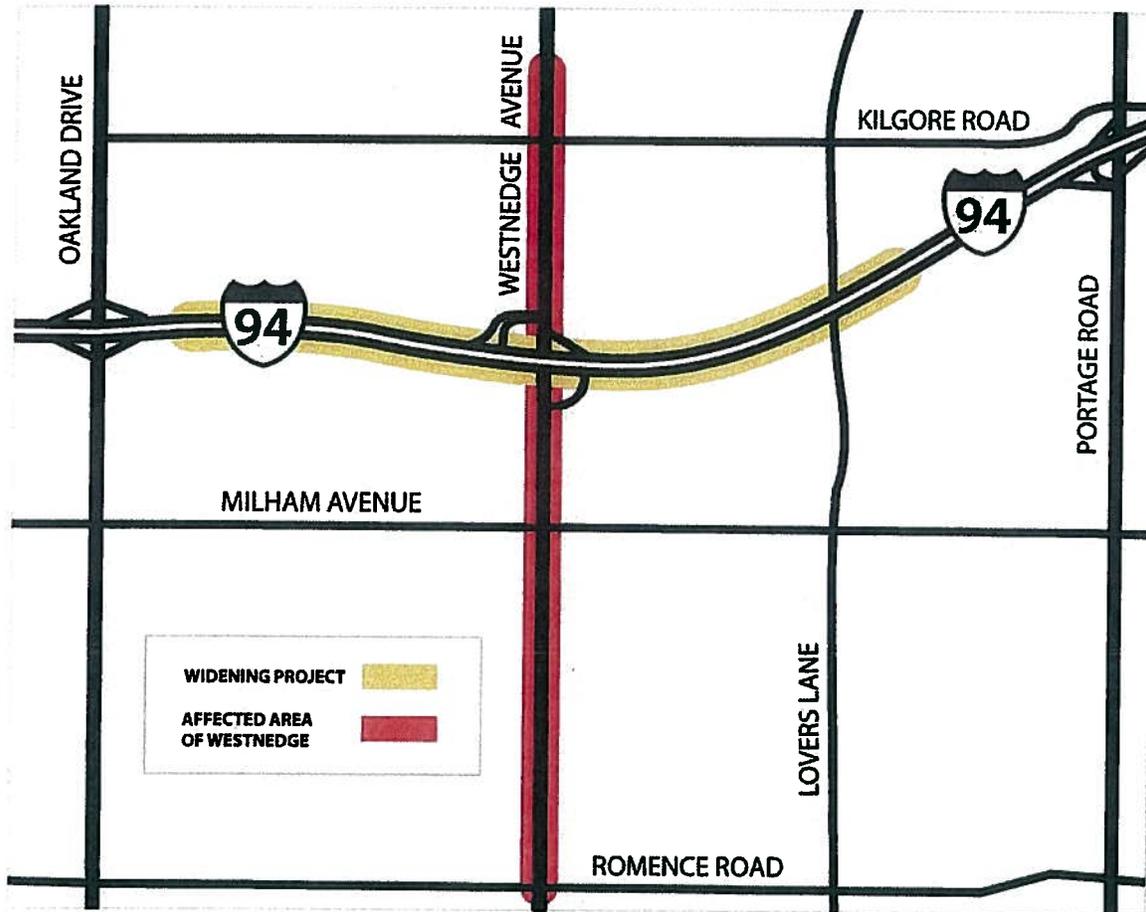
- South Westnedge Avenue is the center of commercial and retail activity for the cities of Kalamazoo and Portage, as well as all of southwestern Michigan.
- South Westnedge is the premier shopping destination in southwestern Michigan with daily traffic counts of 45,000, and 65,000+ during the holidays.
- In fact, South Westnedge is the 2nd busiest street in the entire state.
- The two-mile stretch from Kilgore Rd. to Romence Rd. is home to well over 300 retail businesses.
- Included in the South Westnedge corridor are such major retailers as:
  - Meijer
  - Lowes
  - Best Buy
  - Crossroads Regional Mall (Macy's, Sears, JC Penny)
  - Target
  - Gander Mountain
  - ABC Warehouse
  - Kohl's
  - Old Navy
  - MC Sports
  - Dunham's
  - Menard's
  - Home Depot
  - Sam's Club
- I-94 intersects S. Westnedge and is the major entryway to the shopping area
- I-94 provides the vital transportation link between Detroit and Chicago

## **Upcoming construction at the important S. Westnedge / I-94 interchange**

- The Michigan Department of Transportation (MDOT) will be reconstructing nearly 2 miles of I-94. Included in the project:
  - Widen I-94 from four to six lanes, three lanes in each direction.
  - Reconstruct the Westnedge Avenue interchange.
  - Install a new traffic signal on South Westnedge Avenue.
  - Widen approximately 1,600 feet of South Westnedge Avenue to accommodate the new interchange.
- Preliminary work on the project will begin in late 2009.
- Actual construction will begin in Spring 2010 and end in late 2011
- Throughout construction, all South Westnedge Avenue businesses will remain open and accessible. Those businesses will be accessible by using posted detours on Oakland Drive, Portage Road, Milham Road and Kilgore Road.

### **Construction impact on retailers**

- The construction will negatively impact the perception of shopping on Westnedge.
- I-94 between US 131 and Oakland (one exit west of Westnedge) was under construction in 2007 – 2008. A MDOT year-to-year study of traffic counts showed that **TRAFFIC DECREASED UP TO 30% DURING CONSTRUCTION.**
- Because of the potential decrease in I-94 traffic, drive-by traffic for retailers on Westnedge can drop substantially.
- The Meijer store on Westnedge does 55,000 transactions a week – and those are only the customers who actually check out. Many of those 55,000 also shop other stores while they're out. The I-94 construction will affect everyone.



## Construction timeline

### 2010:

- Construction will begin on the eastbound lanes of I-94, as well as on the new bridges carrying I-94 over South Westnedge Avenue.
- This work will require all lanes of traffic to be shifted onto the existing westbound I-94 roadway.
- These ramps in the I-94/Westnedge Avenue interchange will be closed:
  - Eastbound I-94 to northbound Westnedge Avenue
  - Eastbound I-94 to southbound Westnedge Avenue
  - Westbound I-94 to southbound Westnedge Avenue
  - Southbound Westnedge Avenue to eastbound I-94
- Two lanes of traffic on Westnedge Avenue will be maintained.

### 2011:

- Westbound I-94 traffic will be shifted onto the new eastbound I-94 roadway.
- Work will begin on the new westbound lanes and the new bridges carrying I-94 over South Westnedge Avenue.
- This work will require closure of additional ramps in the I-94/Westnedge Avenue interchange.
  - Westbound I-94 to northbound Westnedge.
  - Westbound I-94 to southbound Westnedge.
  - Westnedge Avenue to westbound I-94.
  - Eastbound I-94 to northbound Westnedge Avenue.
  - Southbound Westnedge Avenue to eastbound I-94.
- Two lanes of traffic on Westnedge Avenue will be maintained.

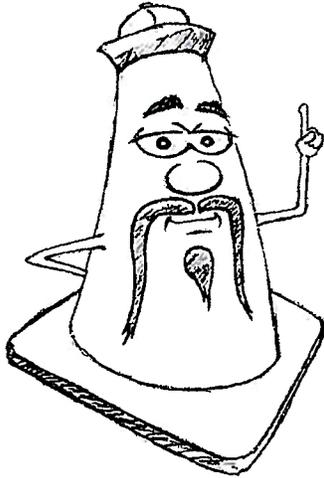
**Westnedge: Open for Business:** Throughout construction, all South Westnedge Avenue businesses will remain open and accessible. Those businesses will be accessible by using posted detours on Oakland Drive, Portage Road, Milham Road and Kilgore Road.

## Action steps already taken

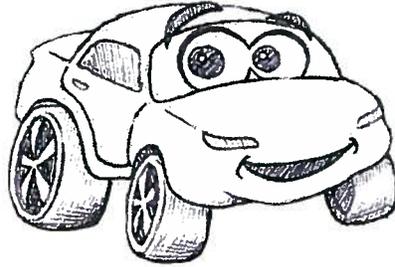
- Because of the construction and sight of traffic cones, it has been estimated that sales along the Westnedge corridor could drop by 15% and potentially much more during the construction period.
- A decrease in traffic along Westnedge will affect everyone:
  - Major retailers benefit when situated in a thriving business district, and gain customers from people shopping nearby smaller stores.
  - Smaller stores gain customers from those who frequent larger retailers nearby.
- To minimize potential losses, the Kalamazoo Regional Chamber of Commerce has held several meetings with government and business leaders to discuss what steps need to be taken.
- The Chamber, members of its I-94 Taskforce and Maxwell + Miller (a Kalamazoo marketing firm), have formed the Westnedge Coalition to make people aware that **Westnedge is Open for Business** during construction and to encourage them to keep shopping Westnedge.
- By being proactive, not only will sales declines be mitigated, the result could be sales increases. (A major Westnedge retailer showed increases by promoting during a previous construction project.)

## Action steps needed now

- Begin work on a communications campaign themed **Westnedge: Open for Business**.
- Campaign to include a **website** (ShopWestnedge.com) with construction updates, a section highlighting key partners, and online coupons.
- A mix of **outdoor and broadcast, media** will be targeted to people traveling on I-94 before they get to Westnedge — and reminding them that Westnedge is Open for Business. These media will also reinforce the **Shop Westnedge** message to Kalamazoo/Portage residents.
- Key partners will be featured and highlighted in all media.
- All participants will have access to all artwork and design materials to leverage their own promotional programs.
- The initial campaign will run for 8 or 12 weeks Spring 2010 (when construction begins). It is anticipated that it will resume in the Holiday Season 2010.
- Preliminary concepts of a campaign character and website follow.



Cone-fucius



Auto B. Shoppin



Westnedge Wabbit

**WESTNEDGE**  
**OPEN** for business

Home About Construction Alternate Routes FAQs Find a Store More Info

Never fear Westnedge is clear!

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**Up-to-date Westnedge construction**

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## WHY IT IS SO IMPORTANT TO HAVE A COMMUNICATIONS PROGRAM FOR THE I-94/WESTNEDGE CONSTRUCTION PROJECT

- “It’s usually not lack of advance notice that’s the problem—it’s acting on it. I’m sometimes amazed that more businesses don’t plan sooner. They have the information in advance, yet don’t take advantage of this early lead. Some retailers expect it not to be as bad as it really will be—they just look the other way. The truth is, it can put you out of business.” *Kevin Green, Director of Lansing’s Principal Shopping District*
- Harbortown Café in Benton Harbor is on a street where construction resulted in a detour the entire summer. “There was no communication to the community or organized program to help retailers. Nobody pitched in. I’m down 75% from the year before.” *Kim Curley, owner*
- “When retailers have a program of their own to go along with ours, the results are often increased sales.” *Nicholas Schirippa, MDOT*
- “In talking with many Michigan businesspeople with experience coping with construction, three themes emerge: early planning, good communication and cooperating on strategies to minimize the pain.” *Michigan Retailer*
- “Another important aspect of good communication is signage. Clear, well-placed signs—letting people know you’re still open is essential. MDOT might provide electronic reader boards, but billboards are also very effective in conveying the area’s “we’re still open” message. *Phil Hansen, executive director, Michigan Downtown Association.*
- “Cooperating with other businesses is the final critical element. From signage to sales, advertising and promotional or marketing events, working together is much more powerful and efficient than struggling alone. Construction projects offer a good opportunity for businesses to come together and work to keep the whole area afloat, out of necessity.” *Michael Boettcher, director, East Dearborn DDA.*
- “This promotion was really extensive and took a lot of planning, but it was very successful. No merchant in the affected area of Wyoming reported any significant loss of business, and some actually did better as a result of the increased promotions and advertising.” *Gerry Mears, director, Wyoming DDA.*

## Your participation is needed

- The estimated cost of a multi-media campaign encouraging people to Shop Westnedge, and reminding them that Westnedge is Open for Business will be \$80,000 for Spring 2010.
- Several major retailers have already voiced support for the program.
- The more key partners that participate, the lower the cost for each.

\$80,000 – (Spring 2010 8-week campaign)  
4 partners      \$20,000 ea.

Many developers will provide a match to individual store contributions. So, for instance, if 40 stores contribute \$1,000 each (\$40,000), that will be matched by \$40,000 from developers for a total of \$80,000.

\$112,000 - - (Spring 2010 12-week campaign)  
4 partners      \$28,000 ea.

Many developers will provide a match to individual store contributions. So, for instance, if 40 stores contribute \$1,400 each (\$56,000), that will be matched by \$56,000 from developers for a total of \$112,000.

- The campaign can be adapted to the number of partners and investments, with the media schedule and exposure adjusting accordingly.

*(It is anticipated that the campaign would be extended into the Holiday Season 2010 at an additional \$65,000 to be divided equally among key partners.)*

- There will also be opportunities for others stores to participate in printable online couponing. Those costs are estimated at \$200 per campaign cycle.
- However, it is essential that key partners make an initial commitment to get things started.
- **Westnedge: Open for Business needs your support.** Consider your sales over the next year. By preventing even a slight decrease, or actually improving sales because of unified promotion, your investment can be returned many times over.

**Call Marty Dodge at the Kalamazoo Regional Chamber of Commerce at 269-381-2977 ext. 3208, or email him at [mdodge@kazoochamber.com](mailto:mdodge@kazoochamber.com) with your commitment to this vital project by February 19, 2010.**

## Jeffrey Erickson - I-94 Ad Campaign Update

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**From:** "Wierenga, Jamie" <jwierenga@kazoochamber.com>  
**To:** "Dodge, Marty" <mdodge@kazoochamber.com>  
**Date:** 3/1/2010 1:12 PM  
**Subject:** I-94 Ad Campaign Update

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To: I-94 Westnedge Construction Stakeholders

After many months of discussion and development of an ad campaign to address potential loss due to construction on I-94 at Westnedge we have been unable to obtain enough financial support to begin the minimum base ad campaign recommended by Maxwell & Miller.

The Chamber will still embark on providing information on the Chamber's website at [www.kazoochamber.com/I94taskforce](http://www.kazoochamber.com/I94taskforce) and will maintain a blog of I-94 updates at [www.kazoochamber.com/I94blog](http://www.kazoochamber.com/I94blog).

Thank you those who were willing to step up to the plate with a donation commitment. Unfortunately, the dollar amounts committed from all the stakeholders were not substantial enough to move forward as previously outlined.

We will continue to stand ready to implement the campaign if we obtain enough financial buy-in within the next few weeks to execute the plan.

Please feel free to contact Marty Dodge with any additional questions at (269) 381-4000, ext. 3208.

Thank you,  
Jamie

**Jamie Wierenga**  
Advocacy & Marketing Coordinator  
Kalamazoo Regional Chamber of Commerce  
346 W. Michigan Ave.  
Kalamazoo, MI 49007  
Phone: (269) 381-2977 ext. 3239  
Fax: (269) 343-0430  
E-mail: [jwierenga@kazoochamber.com](mailto:jwierenga@kazoochamber.com)  
LinkedIn: <http://www.linkedin.com/in/jamiewierenga>

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# CITY OF PORTAGE

# COMMUNICATION

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**TO:** Honorable Mayor and City Council

**DATE:** May 19, 2010

**FROM:** Maurice S. Evans, City Manager



**SUBJECT:** Purchasing Procedures / Flow Chart – Information Only

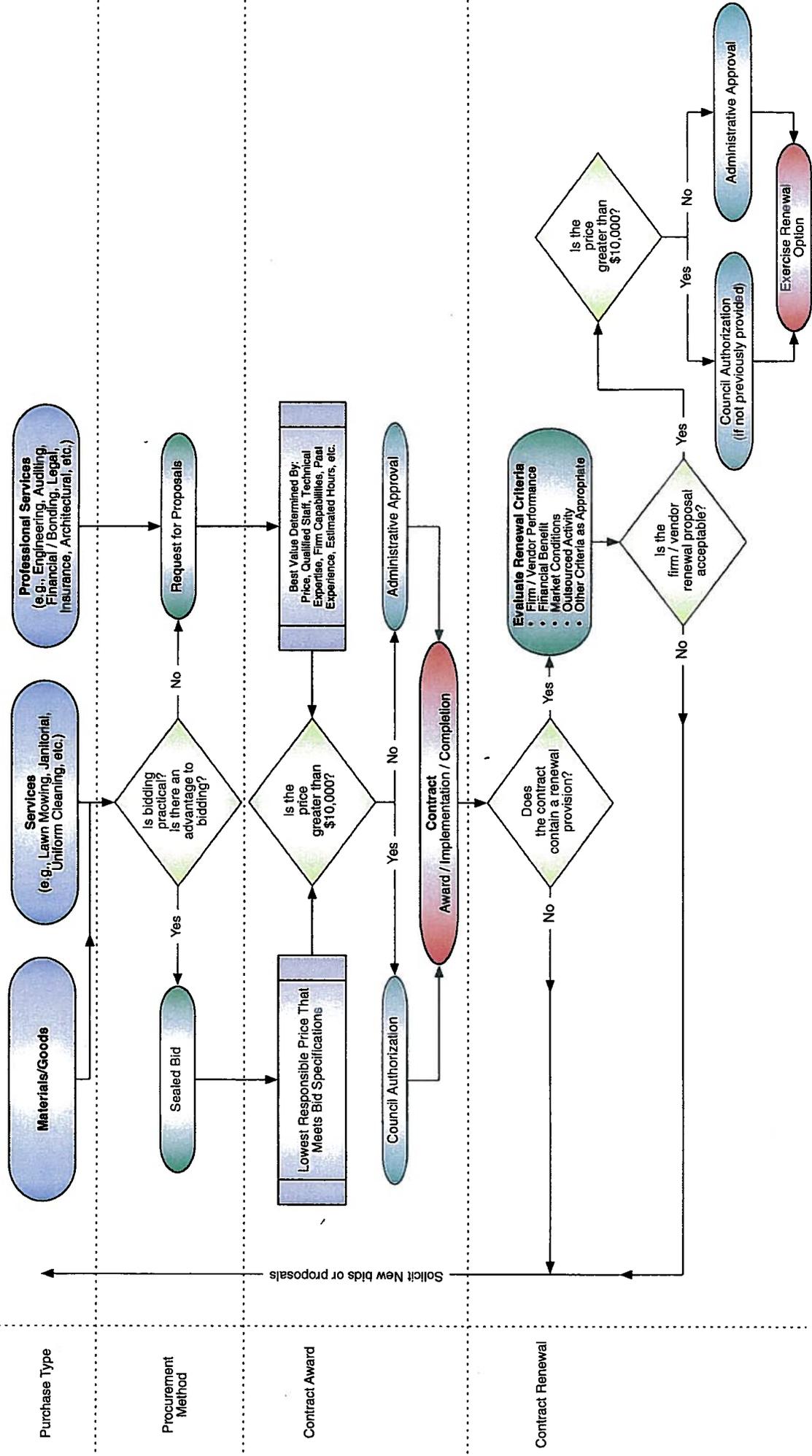
On occasion, City Council has inquired about practices and procedures used by the City Administration to develop recommendations for the purchase of materials, goods or general services or for the award of professional service contracts or the renewal of contracts. As a result of the questions, Council requested a flow chart be developed that details the process and procedures used by the City Administration. In response, the attached flow chart has been developed for the review and information of Council.

It is worthy to note that the City Charter, City Ordinances and Administrative Orders govern purchasing practices. Certainly, the city is always interested in receiving the lowest responsible price, given that bid specifications have been met for the purchase of materials, goods and general services. Likewise, the best value is always sought for professional services based on prices, qualified personnel, technical expertise, past experience on similar projects, hours dedicated to a project and other defined criteria applicable to the service.

On average, the City of Portage issues 4,000 to 5,000 purchase orders annually, the majority of which are purchases under \$10,000. Of this number, 30 to 35 are awarded as a result of sealed bids, 10 to 15 are awarded as a result of requests for proposals and 5 to 10 are professional services contracts. The city enters into 50 to 75 formal contracts annually.

Attachment

## Purchasing Flow Chart May 2010



**CITY OF PORTAGE**

**COMMUNICATION**

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**TO:** Honorable Mayor and City Council

**DATE:** May 19, 2010

**FROM:** Maurice S. Evans, City Manager

*ME*

**SUBJECT:** April 2010 Summary Environmental Activity Report – Information Only

Attached please find the April 2010 Summary Environmental Activity Report from the Department of Transportation and Utilities Director, Dallas Williams. New material, or material of specific interest to City Council is presented in italics.

These items serve to update the Council on environmental affairs.

c: Dallas Williams, Director, Department of Transportation and Utilities  
Planning Commission  
Portage Environmental Board

## SUMMARY ENVIRONMENTAL ACTIVITY REPORT

April 2010 (*updates in italics*)

| <u>Project/Activity</u>                    | <u>Description</u>  | <u>Status</u>   |
|--|---|---|
| Portage City Landfill                      | Ongoing groundwater monitoring of former municipal landfill.  | -City Council awarded a 3 year contract to American Hydrogeologic Corporation on February 23, 2010 to perform annual groundwater sampling. The site groundwater data will continue to be monitored to confirm continuation of the natural attenuation process. Sampling shows continued improvement in groundwater quality. Sampling performed in May 2009. Annual report submitted in June 2009. General groundwater quality continues to improve, but site will require monitoring for the foreseeable future.  |
| Site Inspection/Development Project Review | Review of existing business & industries and review of proposed business and industrial development projects for environmental protection purposes and/or building plans completed. | -Coordination with property owners and City or State agencies ongoing.<br><i>-Review of 2 site/building plans and/or plats completed in April 2010.</i>   |
| Sewer Connection Program                   | Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.   | <i>-Sanitary sewer hookup permits issued in April 2010: 3 residential, 0 commercial. One connection deferment was granted by the Mandatory Deferment Committee.</i>   |
| West Lake Management Program               | Special assessment district designed to maintain/improve lake conditions.   | -Five Year Lake Management Assessment District process initiated (Resolution #1) on December 7, 2004. Resolution #3 was approved by City Council on January 11, 2005. Resolution #5 was adopted by City Council on February 8, 2005. On March 22, 2005, City Council approved a contract with Aquatic Services, Goodrich, MI, to perform annual weed treatment. West Lake currently working with the Kalamazoo County Drain Commissioner to create a filtration system on the Austin Lake Drain. On July 10, 2007, City Council authorized the Administration to submit a grant application in the amount of \$5,000 to the Kalamazoo Foundation to assist funding the filtration system. Construction bids received by the Drain Commissioner on November 14, 2006. Construction began on the Austin Dam reconstruction in December 2006 and new structure completed in March 2007. Filtration system construction was substantially completed in July 2008. On July 8, 2008, City Council awarded contracts to Aquatic Services, Inc. for the 2008 Weed Treatment Program and awarded a contract to ASI Environmental to perform watershed and vegetation survey. Spring 2009 weed control application was completed in June 2009. New 5 year improvement plan and special assessment process was approved by |

City Council on March 23, 2010. Preparation for 2010 lake treatment underway.

Retention Basin Sampling Program  
Investigation regarding potential impact of retention basins on groundwater levels.

-Historical monitoring continues to show minor impacts at most basins. From 1993 through 2009 the monitoring program showed stable groundwater impacts due to stormwater infiltration. Alternative road salt practices continue to be considered and evaluated. City staff has initiated a compilation of all city retention basin groundwater levels. Winter sampling performed in early December 2009 with results submitted. Report under staff review. On March 23, 2010, City Council awarded a four-year contract to Wightman Environmental. Program will focus primarily on groundwater level information.

Wellhead Protection Program (WHPP)

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

-Wellhead Protection Grant award received from MDEQ on August 30, 1999 and Council accepted the grant on October 5, 1999. Council also awarded contract to Earth Tech to complete WHPP. Earth Tech completed the final wellhead protection plan and MDEQ submittal was made on October 14, 2000. Plan was reviewed by MDEQ with written approval received in March, 2001. City staff made a presentation to the American Water Works Association at their April 25, 2008 meeting to highlight current city initiatives. Plan implementation is ongoing.

Leaf Compost Monitoring Program

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

-City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the new compost operation. Drilling was completed in October 2001 and first sampling cycle was completed in February 2002. *Semi annual sampling was performed from 2002 to 2009 in June and January.* Sampling and analysis results continue to show no groundwater impacts from the leaf composting. *Sampling schedule was reduced to annual sampling in 2009 with results showing continued minor impact on groundwater quality. Next sampling scheduled for July 2010.*

National Pollution Discharge Elimination System (NPDES) permit implementation

Five year plan to implement the current NPDES stormwater permit.

-Received NPDES general permit on August 15, 2001. Renewal Application submission was made to MDEQ on March 7, 2003. Permit implementation is ongoing. New permit received in 2004 mandates involvement in several county watershed groups. City staff completed the submission of a Stormwater Pollution Prevention Initiative (SWPPI) as required by NPDES permit. SWPPI submitted on October 21, 2005. Revised SWPPI to incorporate watershed management plans. Annual report was submitted December 29, 2006. SWPPI comments received from the MDEQ and revisions resubmitted. Public education plan submitted to MDEQ on October 31, 2007. Additional NPDES SWIPPI data and public education plan submitted on November 6, 2007. Annual report was submitted December 31, 2007. The MDEQ approved the revised public education plan and SWIPPI on January 15, 2008. Re-application for permit

extension was submitted on March 24, 2008. New permit applications are due August 1, 2008 for a 5 year permit cycle. The permit application for the city was submitted to MDEQ on July 31, 2008. Annual permit report submitted in December 31, 2008. Next five year permit expected in fall 2009. New certificate of coverage permit was issued by MDEQ on September 30, 2009. New permit covers a 5 year time frame with first work item (updating the Public Participation Plan) due December 11, 2009. Plan update completed with other local governments and submitted November 24, 2009. City staff worked with other agencies at the 2010 Home Expo on March 17 – 20, 2010. *Staff currently working on updated SWIPPI submittal to MDNRE.*

National Pollution Discharge  
Elimination System (NPDES)  
permit implementation

Kalamazoo River Mainstem  
Watershed Management Plan

-First meeting was held September 17, 2004. The public participation plan for the Watershed was submitted on November 22, 2004. The Public Education Plan was submitted December 31, 2004. Proposals for completing the watershed plan were received by Kalamazoo County on September 15, 2005 and a contract awarded to Kieser & Associates in November 2005. Watershed Committee meeting held November 22, 2005. Watershed planning focused on threatened uses and potential correction of water quality. Draft watershed plan submitted to MDEQ on December 30, 2005. Review comments received from MDEQ and revised watershed plan due in December 2006. Public information meeting was held at County Fairgrounds on October 24, 2006. Revised Watershed Plan submitted November 30, 2006. A letter not to revise the Watershed Plan was submitted to the MDEQ on March 17, 2008. Public participation plan update submitted to MDEQ on November 24, 2009.

Portage River Watershed  
Management Plan

-Public participation plan submitted June 28, 2004. The Public Education Plan was submitted December 31, 2004. Proposals for a Watershed Management Plan were received by the Kalamazoo County Road Commission and a contract awarded to the Kalamazoo County Conservation Service in November 2005. First watershed meeting was held November 29, 2005. Meeting focused on water quality in the watershed and identification of pollution sources. Draft watershed plan submitted to MDEQ on December 30, 2005. Follow-up meetings are held monthly to facilitate an implementation schedule. Portage River Watershed public meeting held in Vicksburg on April 11, 2006. Review comments received from MDEQ and revised watershed plan due November 2006. Revised Watershed Plan submitted November 30, 2006, follow up meetings to be held as necessary. A letter not to revise the Watershed Plan was submitted to the MDEQ on March 17, 2008. Public participation plan update submitted to MDEQ on November 24, 2009. Based upon MDEQ comments, the plan was revised and resubmitted on December 21, 2009.

Five year plan to implement an Illicit Discharge Elimination Plan (IDEP).

-On October 21, 2001, City Council awarded a contract to Fishbeck, Thompson, Carr and Huber for the Portage Creek element of the IDEP, which was completed in July 2002. On February 19, 2002, City Council approved a new ordinance as required by the NPDES permit titled "Storm Water Illicit Discharges and Connections". On May 27, 2003, City Council awarded a contract to Fishbeck, Thompson, Carr and Huber for the West Fork element of the IDEP. On April 28, 2004, City Council accepted a grant from the State of Michigan in the amount of \$152,264 and awarded a contract to Fishbeck, Thompson, Carr and Huber in the amount of \$184,264 for the remainder of the IDEP for the entire city. Due to a less than anticipated number of illicit connections, city staff asked MDEQ to expand mapping activities under the grant program. Program implementation is ongoing as funding allows. Continued outfall sampling is required by permit and will be budgeted accordingly. *IDEP program currently being updated for submittal to MDNRE.*

Garden Lane Arsenic Removal Facility

Construction of a water treatment facility at the Garden Lane Wellfield to remove arsenic, iron and manganese from the groundwater.

-City Council approved an agreement with Fishbeck, Thompson, Carr & Huber, Inc. on January 10, 2006 to prepare a feasibility study to meet new USEPA arsenic standards for drinking water. Feasibility study completed in August 2006. Feasibility study recommended construction of a filter system using various filter media materials. Small scale pilot studies began in spring 2007. Pilot studies completed with generally favorable results. Geotechnical soils report completed in April 2007 and wetlands delineation received in May. Operating plants visited in May to familiarize staff with various arsenic removal processes. Engineering proposals for the project were received August 14, 2007. Project engineering awarded to Earth Tech by City Council on September 11, 2007. Project design to include Leadership in Energy and Environmental Design (LEED) criteria. Project construction bids were received on November 25, 2008. Contract awarded by City Council on December 16, 2008 to Adams Building Contractors, Inc., Jackson, Michigan. Preconstruction meeting was held January 29, 2009. Construction underway with clearing and earth work complete. Underground piping and foundation work complete. Concrete floors and wall construction complete. Outside piping and inside plumbing complete. Building interior and exterior site work complete. *Interior painting complete. Garden Lane Well #4 drilling is complete and well building is completed. Start up activities began with operation in May 2010, with final completion in late spring 2010.*

Environmental Incident/Spill Clean Up Notification

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

-*The number of environmental incident/spill investigations performed in April 2010-0. The number of incidents requiring city forces/contractor emergency cleanups-0. Close out of gasoline spill on Sprinkle Road near Zylman Road due to a vehicle crash is complete.*

Localized Groundwater Table Investigation

Hydrogeologic study of the Portage area, especially in the Sprinkle Woods plat area, to determine causes of increase in groundwater elevation.

-On April 29, 2008, City Council awarded a contract to American Hydrogeology Corporation to investigate the reason and extent of seasonally high groundwater elevation. Special emphasis will be placed on the Black Forest plat area to suggest possible solutions to the basement leaking problems experienced in the area. Study was transmitted to City Council on July 22, 2008. Current activities are focused on assisting the affected property owners with possible solutions. A storm drainage line extension project has been designed with a bid opening set for September 18, 2008. City Council awarded a contract to Peters Construction Company on September 23, 2008.

Construction began in mid October. Project was extended to serve 3 additional properties. Work was completed on October 31, 2008. City staff continues to investigate other remedies for local groundwater table issues. Work complete on compiling a history of local groundwater table elevations at 19 city-owned retention basins with data from 1994 to 2009. Data from the analysis shows a general upward trend through the Portage area from 2005 to present. Five monitoring wells were installed in the Jamaica Lane area as a result of a number of citizen concerns. Analysis of the Jamaica Lane wells shows that seasonal groundwater table levels have dropped approximately 24" from spring 2009 levels and level has stabilized through March 2010. *Sampling will continue through the spring and summer months.*

Hampton Wetland Area Water Level

Assistance with the Inverness Condominium Association to Review Surface Water Levels

-Ongoing assistance with the Condominium Association to develop appropriate measures to regulate the rising water level in Hampton Wetlands Area located on the north side of West Centre Avenue and east of Angling Road. Current activity has centered on meeting with MDNRE staff to determine feasible method to lower water levels. *Association currently reviewing MDNRE permit requirements and funding options.*

Southwest Michigan Regional Sustainability Covenant

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

-On May 12, 2009, City Council approved the Southwest Michigan Regional Sustainability Covenant. *A sustainability work session was held April 14, 2010, to review elements of the covenant in cooperation with the City of Kalamazoo and the City of Battle Creek. A grant application was made to MDNRE for a greenhouse gas inventory study of the area.*

## CITY OF PORTAGE

## COMMUNICATION

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**TO:** Honorable Mayor and City Council

**DATE:** May 21, 2010

**FROM:** City Council Advisory Board Review Committee\*

**SUBJECT:** Board of Review Charter Amendment Resolution

**ACTION RECOMMENDED:** That City Council adopt the proposed Ballot Wording Resolution to Amend Section 8.4(a) and 8.4(b) of Chapter 8 of the Charter of the City of Portage, Michigan.

On January 26, 2010, the City Council assigned the following tasks to the Advisory Board Review Committee (Councilmembers Campbell, Randall and Reid) with regard to the City of Portage Board of Review (BOR):

1. Review the dates and duration of BOR sessions.
2. Investigate the need to increase the number of BOR members.
3. Determine if adding alternates to the BOR is appropriate to allow for a full BOR in the event that one or more members is absent.
4. Determine the best method for providing education to the BOR members.
5. Determine the appropriateness of the City Assessor acting as the Clerk of the BOR.

In response, the Committee met on March 1, 2010 to review staff preparations for the 2010 March Board of Review. Among other improvements made for the 2010 Board of Review was the addition of a greeter to assist property owners arriving for appointments with the BOR by reviewing the process, assisting with the completion of forms, introducing the petitioner(s) to the BOR members and providing other assistance as needed. On April 7, 2010, the Committee conducted an exit interview with the BOR members in an effort to assess the 2010 Board of Review and identify possible improvements.

The members of the BOR agreed that the 2010 Board of Review functioned efficiently. The members greatly appreciated the implementation of the greeter and identified significant support provided by staff in the Office of the City Assessor. Two of the BOR members used personal computers to access the MLS system (real estate software) and additional comparative property data when reviewing appeals. This additional information was felt to be very helpful to the process; however, subsequent to these meetings, it was brought to the attention of the Council that while use of MLS information is not prohibited, the 2010 BOR members used the Comparative Market Analysis (CMA) tool in the real estate software inappropriately and not in accordance with State Tax Commission standard guidelines. This practice should not be allowed in future BOR sessions.

During the ten full days and four partial days that the BOR met this year, a full three-member board was present for most appointments, with two short periods when only two members were present. The BOR members all indicated that the time commitment necessary to serve on the BOR is difficult to manage along with employment and other commitments.

As a result of the exit interview held with the BOR members, the Committee recommends the following Administrative actions be taken in advance of the 2011 Board of Review:

1. Implement the use of a timer for the purpose of keeping scheduled appointments to fifteen minutes.
2. Provide ongoing training to BOR members, especially in the area of property valuation of commercial real estate. If there are no commercial real estate classes available, consideration may be given to the City of Portage hosting a training session, with an invitation to BOR members from other jurisdictions in Kalamazoo County to participate.
3. Establish a template, macros or numerical codes for use when recording the justification that the BOR provides for each appeal, as this documentation tends to be fairly routine and repetitive.
4. Promote the availability of hardship exemptions for property owners who qualify. The perception is that the exemption is underutilized due to a lack of promotion. The Human Services Board and Senior Center Advisory Boards may be of assistance in this effort.
5. Implement a new procedure in which Assessing staff ensures the completion of hardship exemption forms, prior to the property owner appearing before the BOR. Assessing staff will provide assistance to property owners and ensure the forms are accurately completed.

With regard to the question of the need to increase the number of BOR members, the Committee desires to implement flexibility to create a Board of Review that adequately meets the needs of the citizens of Portage. Additionally, the Committee wishes to encourage diversity – both in race/ethnicity and with regard to the profession of BOR members. Finally, as noted by current BOR members, the time commitment required by a three-member BOR is significant. As such, the Committee recommends that a charter amendment be pursued in the following manner:

1. Change the number of BOR members from three to three, six or nine, which would be determined on an annual basis;
2. Add a requirement for BOR members to undergo training as required by Council policy;
3. Change the term of appointments from three years to one year, which would allow the Council to determine the number of BOR members needed on a year-to-year basis and
4. Add the option of appointing up to two alternates.

If approved by Council, these questions would be presented to Portage voters on the November 2, 2011 ballot. It is recommended that City Council adopt the proposed Ballot Wording Resolution to Amend Section 8.4(a) of Chapter 8.4(b) of Chapter 8 of the Charter of the City of Portage, Michigan.

#### Attachment

- \* Councilmember Elizabeth Campbell (Chair)  
Councilmember Patricia Randall  
Councilmember Claudette Reid

**CITY OF PORTAGE, MICHIGAN  
RESOLUTION TO SUBMIT AMENDMENT TO SECTION 8.4(a) and 8.4 (b) OF CHAPTER 8  
OF THE CHARTER OF THE CITY OF PORTAGE, MICHIGAN  
TO THE ELECTORS OF THE CITY**

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan, held at the City Hall in said City on the \_\_\_\_\_ day of \_\_\_\_\_, 2010, at 7:30 p.m. local time.

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

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

Resolution offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

WHEREAS, the Board of Review of the City of Portage, is authorized to review and correct property assessments and, according to City Charter, shall have the same powers and perform like duties in all respects as are, by law, conferred upon and required of a township board of review unless otherwise provided by City Charter;

WHEREAS, if it shall appear that any person or property has been wrongfully assessed or admitted from the tax roll, the Board of Review shall correct the roll in such manner as it deems just;

WHEREAS, the City Council of the City of Portage, desires to submit a charter amendment to the electors of the City concerning the composition and training of the Board of Review;

WHEREAS, the City Charter would be amended so that the Board of Review, which is presently comprised of three members, could be comprised of three, six or nine members as determined by City Council. If six or nine members are appointed, the membership may be divided into committees of three for the purpose of hearing and deciding matters which come before the Board of Review. Further, not more than two alternates may be appointed and the City Council may require training of board members.

NOW, THEREFORE, BE IT RESOLVED:

1. That in the event that the amendments are approved, Section 8.4(a) and 8.4(b) of the City Charter be amended in accordance with Exhibit "A" attached hereto and incorporated herein by this reference; and,

2. That the existing Charter provision which is to be altered by said amendments be attached hereto and marked Exhibit "B" and incorporated herein by this reference; and

3. That the foregoing amendments, marked as Exhibit "A", be submitted in substantially the following form to the electors of the City at the election to be held in said City on Tuesday, November 2, 2010.

**PROPOSAL 1**

SHALL SECTION 8.4(a) OF THE CITY OF PORTAGE CHARTER BE AMENDED TO PERMIT CITY COUNCIL TO CHANGE THE NUMBER OF MEMBERS OF THE BOARD OF REVIEW FROM THREE MEMBERS TO THREE, SIX OR NINE MEMBERS TO BE DETERMINED BY CITY COUNCIL.

NOTE: THIS AMENDMENT WILL NOT TAKE EFFECT UNLESS PROPOSAL 2, 3 AND 4 ARE ALSO APPROVED.

YES: \_\_\_\_\_ NO: \_\_\_\_\_

**PROPOSAL 2**

SHALL SECTION 8.4(a) OF THE CITY OF PORTAGE CHARTER BE AMENDED TO ALLOW FOR TRAINING OF BOARD MEMBERS AS REQUIRED BY CITY COUNCIL.

NOTE: THIS AMENDMENT WILL NOT TAKE EFFECT UNLESS PROPOSAL 1, 3 AND 4 ARE ALSO APPROVED.

YES: \_\_\_\_\_ NO: \_\_\_\_\_

**PROPOSAL 3**

SHALL SECTION 8.4(b) OF THE CITY OF PORTAGE CHARTER BE AMENDED TO CHANGE THE TERMS OF BOARD OF REVIEW MEMBERS FROM THREE YEARS TO ONE YEAR.

NOTE: THIS AMENDMENT WILL NOT TAKE EFFECT UNLESS PROPOSAL 1, 2 AND 4 ARE ALSO APPROVED.

YES: \_\_\_\_\_ NO: \_\_\_\_\_

**PROPOSAL 4**

SHALL SECTION 8.4(b) OF THE CITY OF PORTAGE CHARTER BE AMENDED TO ALLOW THE APPOINTMENT OF NOT MORE THAN TWO ALTERNATES TO THE BOARD OF REVIEW.

NOTE: THIS AMENDMENT WILL NOT TAKE EFFECT UNLESS PROPOSAL 1, 2 AND 3 ARE ALSO APPROVED.

YES: \_\_\_\_\_ NO: \_\_\_\_\_

4. That the City Clerk, immediately hereafter, and before said amendments are submitted to the electors, submit the above proposed amendments to the Governor of the State of Michigan for approval as in the statutes of this state made and provided; and

5. That the proposed amendment (Exhibit "A") be published in full, together with the existing charter provision (Exhibit "B") which would be amended thereby in the Kalamazoo Gazette, a newspaper published and circulated in the City of Portage, Michigan, at least ten (10) days prior to said election, and that copies thereof shall be posted in a conspicuous place in each polling place on the date of the election; and

6. That the City Clerk cause notice to be given of the submission of the foregoing amendments at an election to be held on Tuesday, November 2, 2010, by publishing and posting said notice as prescribed by the City Charter and the state laws relating thereto.

**CERTIFICATE**

The above resolution, with Exhibits "A" and "B" attached thereto, was duly adopted by the City Council of the City of Portage, Michigan, at the regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2010, after Councilperson \_\_\_\_\_ moved adoption thereof, and Councilperson \_\_\_\_\_ seconded the same, and the vote was recorded thereon as follows:

follows:

AYES:

NAYS:

ABSENT:

NOT VOTING:

**RESOLUTION DECLARED ADOPTED.**

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

I hereby certify this \_\_\_\_\_ day of \_\_\_\_\_, 2010, that the foregoing is a true and complete copy of the original on file in my office.

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

Z:\Jody\PORTAGE\RES\Charter Amendment Resolution for Chapter 8 Taxation.051110.wpd

APPROVED AS TO FORM  
DATE 5/21/2010  
den  
\_\_\_\_\_  
CITY ATTORNEY

EXHIBIT "A"

**AMENDED CHARTER PROVISIONS 8.4(a) and 8.4(b)**

**IN THE EVENT THAT THE PROPOSALS ARE APPROVED**

Sec. 8.4 Board of Review.

(a) A Board of Review shall be composed of three, six or nine members who shall have the qualifications for holding elective city office as set forth in this charter, who have the training as required by City Council and who are freeholders of property assessed for taxes in the city. The Council shall set the compensation of the members of the Board of Review on a per diem basis. If six or nine members are appointed as provided in this section, the membership of the Board of Review shall be divided into committees of three members each which may meet on alternate days or concurrently as determined by the Board of Review for the purpose of hearing and deciding matters. Two of the three members of a board of review committee shall constitute a quorum for the transaction of the business of the committee. However, a majority of the entire Board of Review membership shall endorse the assessment roll as provided in this Charter.

(b) The members of the Board of Review shall be appointed by the Mayor, subject to confirmation by the Council, and may be removed for reasons of nonfeasance or misfeasance by a vote of five or more members of the Council. Board of Review Members shall be appointed during the month of January of each year beginning January, 2011 for a term of one year except that members serving terms of three years at the time of adoption of this Amendment shall continue until the expiration of their term. City Council may appoint not more than two alternate members for the same term as regular members of the Board of Review. Each alternate member shall have the same qualifications for holding the office as regular members. An alternate member may be called to perform the duties of a regular member of the Board of Review in the absence of a regular member. An alternate member may also be called to perform the duties of a regular member of the Board of Review for the purpose of reaching a decision and issues protested in which a regular member has abstained for reasons of conflict of interest.

EXHIBIT "B"

**EXISTING CHARTER PROVISION 8.4 (a) and 8.4(b)**

Sec. 8.4 Board of Review.

(a) A Board of Review is hereby created, composed of three members who have the qualifications for holding elective city office as set forth in this charter and who are freeholders of property assessed for taxes in the city. The Council shall set the compensation of the members of the Board of Review, which compensation shall be on a per diem basis.

(b) The members of the Board of Review shall be appointed by the Mayor, subject to confirmation by the Council, and may be removed for reasons of nonfeasance or misfeasance by a vote of five or more members of the Council. The first member shall be appointed during the month of February, 1964, for terms which shall be such that the term of one of the members will expire in the month of January of each year. Thereafter one member shall be appointed in the month of January of each year, for a term of three years, commencing upon his appointment.

# CITY OF PORTAGE

# COMMUNICATION

**TO:** Honorable Mayor and City Council

**DATE:** May 17, 2010

**FROM:** Maurice S. Evans, City Manager



**SUBJECT:** Phone System Upgrade Project

**ACTION RECOMMENDED:** That City Council approve the Phone System Upgrade Project, with equipment provided by Qwest Business and leased through Capital Advantage Leasing at a total five-year lease cost of \$200,454 and authorize the City Manager to execute all documents related to this project on behalf of the city.

The existing Centrex phone system utilized by the city is more than 15 years old. During this time, significant advances in voice technology have taken place. Unfortunately, Centrex, which is based on limited analog technology, does not allow the city to take advantage of these advances available with a modern Voice-Over-Internet-Protocol (VOIP) digital telephone system. The Centrex system is also costly to maintain and the city is not taking advantage of the cost savings associated with a VOIP telephone system. In recent years, costly repairs to the aging phone system have been required at various locations including the Office of the City Manager, Fire Stations #2 and #3 and the Department of Public Services building. Future repairs are expected as the reliability of the aging phone system infrastructure continues to degrade. The purchase and installation of a new VOIP telephone system is recommended in order to take advantage of newer phone technologies, reduce annual phone-related expenditures and ensure the integrity and reliability of the city phone system infrastructure for years to come.

VOIP, also known as unified communications, is a proven technology that combines voice and data communications over the city broadband fiber infrastructure. Benefits of a VOIP system include unlimited local calls made possible via the phone service provider PRI technology, call recording, unified messaging with the city email system, reduced monthly phone service charges and consolidated management of the phone system. Because VOIP is an internet-based digital technology, the city will be able to take advantage of future technologies as they are developed for VOIP.

Since 2007 the IT Department has reviewed several VOIP solutions and solicited proposals from qualified VOIP phone system providers. Based on a thorough review of the proposals, vendor references and onsite inspections of installed systems, Qwest Business was found to provide the best and lowest-cost VOIP phone system for the City of Portage (see attachment). Qwest Business was able to provide the lowest pricing as a result of participation in two government

pricing programs called the National Joint Powers Alliance and MiCTA. Qwest Business is a premier VOIP phone system provider and a Fortune 200 Company.

In order to acquire immediate cost savings, the City Administration has decided to lease the total equipment and installation costs of \$167,212.11 over a five-year period at which time the city will own the new VOIP phone system. Based on the leasing quotes received (see attachment), Capital Advantage Leasing was found to provide the best and lowest leasing arrangement for the city bringing the total five-year project cost to \$200,454.

Based on historical annual phone-related costs, the VOIP phone system is expected to reduce annual phone-related expenditures by approximately \$48,000 during the five-year lease period. After the lease ends, the annual savings will increase to approximately \$88,000, as the annual lease payments of approximately \$40,000 are eliminated.

It is recommended that Council approve the Phone System Upgrade Project provided by Qwest Business and leased through Capital Advantage Leasing at a total five-year lease cost of \$200,454 and authorize the City Manager to execute all documents related to this project on behalf of the city. The city operating budget provides for the continuation of phone system expenditures.

**Phone System Cost Comparison**

CIO - May 17

**Equipment Quotes**

|                     |              |   |
|---------------------|--------------|---|
| <b>Company Cost</b> |              |  |
| Qwest/IP            | \$127,312.11 |   |
| SARCOM              | \$129,023.65 |   |
| ATT                 | \$139,308.87 |   |
| Netarx              | \$140,819.20 |   |
| ISG                 | \$152,208.49 |   |

**Installation Quotes**

|                     |          |   |
|---------------------|----------|---|
| <b>Company Cost</b> |          |  |
| Qwest/IP            | \$39,900 |   |
| SARCOM              | \$39,900 |   |
| ATT                 | \$75,875 |   |

**Leasing Quotes**

|                                   |  |   |
|-----------------------------------|--|---|
| <b>Company</b>                    |  |  |
| Capital Advantage Leasing         |  |   |
| GreatAmerican Leasing Corporation |  |   |

|                               |                           |  |
|-------------------------------|---------------------------|--|
| <b>Equipment/Install Cost</b> |                           |  |
| <b>Using Qwest Pricing</b>    | <b>Total Project Cost</b> |  |
| \$ 167,212.11                 | \$ 200,454.00             |  |
| \$ 167,212.11                 | \$ 204,667.80             |  |

|                       |                      |
|-----------------------|----------------------|
| <b>Total Interest</b> | <b># of Payments</b> |
| \$ 33,241.89          | 20 quarterly         |
| \$ 37,455.69          | 60 monthly           |

# CITY OF PORTAGE

# COMMUNICATION

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**TO:** Honorable Mayor and City Council

**DATE:** May 17, 2010

**FROM:** Maurice S. Evans, City Manager



**SUBJECT:** Tax Form Printing

**ACTION RECOMMENDED:** That City Council approve a two-year contract to the low bidder, Specialty Business Forms, in the amount of \$44,173.73 (total for two years) to print, insert and mail tax bills, assessment notices and personal property tax returns, with the option to renew for three additional one-year periods and authorize the City Manager to execute all documents related to this contract on behalf of the city.

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

Bids were received on May 13, 2010 to supply all materials, printing and mailing services for a two-year period to produce tax bills, assessment notices and personal property tax returns. The low bidder, Specialty Business Forms, is the current contractor and has provided satisfactory service to the city in the past.

It is recommended that City Council approve the low bid submitted by Specialty Business Forms for the preparation of tax bills, assessment notices and personal property tax returns and authorize the City Manager to execute all documents related to this action. Funds are available in the Fiscal Year 2010-11 Budget for the first year of this service and will be appropriated accordingly in future fiscal year budgets. The bid tabulation is attached for the information of City Council.

C: Daniel S. Foecking, Finance Director  
James Bush, City Assessor

BID TABULATION  
TAX BILL ASSESSMENT NOTICE PRINTING

SBF Enterprises  
815 E. Crosstown Pkwy.  
Kalamazoo, MI 49001

Allegra  
6054 Lovers Lane  
Portage, MI 49002

| Units per Lot | Est. Annual Lots | Description                   | Summer & Winter 2010 |                | Summer & Winter 2011 |                |
|---------------|------------------|-------------------------------|----------------------|----------------|----------------------|----------------|
|               |                  |                               | Per Unit             | Extended Price | Per Unit             | Extended Price |
| 1000          | 38               | Tax Bill Stock 8-1/2 x 11     | \$16.00              | \$608.00       | \$16.00              | \$608.00       |
| 1000          | 38               | Print Back of Tax Bill        | \$10.00              | \$380.00       | \$10.00              | \$380.00       |
| 1000          | 38               | Print Front of Tax Bill       | \$10.00              | \$380.00       | \$10.00              | \$380.00       |
| Each          | 2                | Set-up Cost/Run               | \$100.00             | \$200.00       | \$100.00             | \$200.00       |
| 500           | 2                | Blank Tax Bills               | \$10.00              | \$20.00        | \$10.00              | \$20.00        |
| Each          | 2                | Produce CD-ROM                | \$50.00              | \$100.00       | \$50.00              | \$100.00       |
| 19            | 2                | Provide 19 Specimen bills     | \$0.00               | \$0.00         | \$0.00               | \$0.00         |
| 1000          | 38               | Printed Outgoing #10 Envelope | \$21.90              | \$832.20       | \$21.90              | \$832.20       |
| 1000          | 25               | Printed Return #9 Envelope    | \$22.90              | \$572.50       | \$22.90              | \$572.50       |
| 1000          | 38               | Insert & Presort Service      | \$40.00              | \$1,520.00     | \$40.00              | \$1,520.00     |
|               |                  | Summer Bill Postage           |                      | \$5,821.56     |                      | \$5,821.56     |
|               |                  | Winter Bill Postage           |                      | \$5,821.56     |                      | \$5,821.56     |

| Units per Lot | Est. Annual Lots | Description                              | Spring 2011 |                | Summer & Winter 2011 |                |
|---------------|------------------|--|-------------|----------------|----------------------|----------------|
|               |                  |  | Per Unit    | Extended Price | Per Unit             | Extended Price |
| 1000          | 19               | Notice of Assessments                    | \$10.00     | \$190.00       | \$10.00              | \$190.00       |
| 1000          | 19               | Laser Print Back of Notice of Assessmen  | \$10.00     | \$190.00       | \$10.00              | \$190.00       |
| 1000          | 19               | Laser Print Front of Notice of Assessmen | \$10.00     | \$190.00       | \$10.00              | \$190.00       |
| 1000          | 19               | Tri-Fold Insert (2-side print, folded)   | \$55.21     | \$1,048.99     | \$55.21              | \$1,048.99     |
| Each          | 1                | Set-Up Cost/Run                          | \$100.00    | \$100.00       | \$100.00             | \$100.00       |
| Each          | 2                | Produce CD-ROM                           | \$25.00     | \$50.00        | \$25.00              | \$50.00        |
| 1000          | 19               | Printed Outgoing #10 Envelope            | \$21.90     | \$416.10       | \$21.90              | \$416.10       |
| 1000          | 19               | Insert & Pre-Sort Service                | \$40.00     | \$760.00       | \$40.00              | \$760.00       |
|               |                  | Postage                                  |             | \$5,821.56     |                      | \$5,821.56     |

| Units per Lot | Est. Annual Lots | Description                                | Summer & Winter 2010 |                | Summer & Winter 2011 |                |
|---------------|------------------|--|----------------------|----------------|----------------------|----------------|
|               |                  |  | Per Unit             | Extended Price | Per Unit             | Extended Price |
| 1000          | 2                | Personal Property Statements               | \$39.00              | \$78.00        | \$39.00              | \$78.00        |
| 1000          | 2                | Personal Property Statement Stock 11x11    | \$22.00              | \$44.00        | \$22.00              | \$44.00        |
| 1000          | 2                | Laser Print Back of Personal Property St   | \$22.00              | \$44.00        | \$22.00              | \$44.00        |
| 1000          | 2                | Laser Print Front of Personal Property St  | \$98.00              | \$196.00       | \$98.00              | \$196.00       |
| 100           | 1                | Print Instructions for Personal Property S | \$10.00              | \$10.00        | \$10.00              | \$10.00        |
| Each          | 1                | Blank Personal Property Statements         | \$100.00             | \$100.00       | \$100.00             | \$100.00       |
| Each          | 1                | Set-up Cost per Run                        | \$98.00              | \$98.00        | \$98.00              | \$98.00        |
| 1000          | 2                | 6x9 Double Window Printed Envelope         | \$59.00              | \$118.00       | \$59.00              | \$118.00       |
| 1000          | 2                | Insert, Presort Service                    |                      | \$661.72       |                      | \$661.72       |
|               |                  | Postage                                    |                      | \$661.72       |                      | \$661.72       |

| Units per Lot | Est. Annual Lots | Description                 | Summer & Winter 2010 |                | Summer & Winter 2011 |                |
|---------------|------------------|-----------------------------|----------------------|----------------|----------------------|----------------|
|               |                  |                             | Per Unit             | Extended Price | Per Unit             | Extended Price |
|               |                  | Yearly Totals               |                      | \$17,703.54    |                      | \$26,470.19    |
|               |                  | Grand Total - 2010 and 2011 |                      |                |                      | \$44,173.73    |

| Units per Lot | Est. Annual Lots | Description                   | Spring 2011 |                | Summer & Winter 2011 |                |
|---------------|------------------|-------------------------------|-------------|----------------|----------------------|----------------|
|               |                  |                               | Per Unit    | Extended Price | Per Unit             | Extended Price |
|               |                  | Non-Responsive/Alternate Bids |             |                |                      | \$28,729.56    |
|               |                  | National Business Systems     |             |                |                      | \$48,387.30    |
|               |                  | 360 Services International    |             |                |                      |                |
|               |                  | Kent Communications, Inc.     |             |                |                      |                |

BID TABULATION  
TAX BILL ASSESSMENT NOTICE PRINTING

Lake Michigan Mailers  
3777 Sky King Blvd.  
Kalamazoo, MI 49009

Central Valley Presort, Inc.  
1931 G Street  
Fresno, CA 93706

| Units per Lot | Est. Annual Lots | Summer & Winter 2010 |                |          | Summer & Winter 2011 |          |                |
|---------------|------------------|----------------------|----------------|----------|----------------------|----------|----------------|
|               |                  | Per Unit             | Extended Price | Per Unit | Extended Price       | Per Unit | Extended Price |
| 1000          | 38               | \$8.00               | \$304.00       | \$28.03  | \$1,065.00           | \$28.03  | \$1,065.00     |
| 1000          | 38               | \$30.00              | \$1,140.00     | \$15.00  | \$570.00             | \$15.00  | \$570.00       |
| 1000          | 38               | \$30.00              | \$1,140.00     | \$30.00  | \$1,140.00           | \$30.00  | \$1,140.00     |
| Each          | 2                | \$0.00               | \$0.00         | \$250.00 | \$500.00             | \$250.00 | \$500.00       |
| 500           | 2                | \$0.00               | \$0.00         | \$7.30   | \$14.60              | \$7.30   | \$14.60        |
| Each          | 2                | \$0.00               | \$0.00         | \$50.00  | \$100.00             | \$50.00  | \$100.00       |
| 19            | 2                | \$0.00               | \$0.00         | \$4.25   | \$8.50               | \$4.25   | \$8.50         |
| 1000          | 38               | \$21.15              | \$803.70       | \$27.30  | \$1,037.40           | \$27.30  | \$1,037.40     |
| 1000          | 25               | \$21.88              | \$547.00       | \$32.00  | \$800.00             | \$32.00  | \$800.00       |
| 1000          | 38               | \$55.00              | \$2,090.00     | \$20.00  | \$760.00             | \$20.00  | \$760.00       |
|               |                  |                      | \$6,517.00     |          | \$6,365.00           |          | \$6,365.00     |
|               |                  |                      | \$6,517.00     |          | \$6,365.00           |          | \$6,365.00     |

Spring 2011

|      |    |         |            |          |            |          |            |
|------|----|---------|------------|----------|------------|----------|------------|
| 1000 | 19 | \$5.00  | \$95.00    | \$8.00   | \$152.00   | \$8.00   | \$152.00   |
| 1000 | 19 | \$31.00 | \$589.00   | \$15.00  | \$285.00   | \$15.00  | \$285.00   |
| 1000 | 19 | \$31.00 | \$589.00   | \$50.00  | \$950.00   | \$50.00  | \$950.00   |
| 1000 | 19 | \$27.00 | \$513.00   | \$68.00  | \$1,292.00 | \$68.00  | \$1,292.00 |
| Each | 1  | \$0.00  | \$0.00     | \$250.00 | \$250.00   | \$250.00 | \$250.00   |
| Each | 2  | \$0.00  | \$0.00     | \$50.00  | \$100.00   | \$50.00  | \$100.00   |
| 1000 | 19 | \$24.00 | \$456.00   | \$33.30  | \$632.70   | \$33.30  | \$632.70   |
| 1000 | 19 | \$55.00 | \$1,045.00 | \$20.00  | \$380.00   | \$20.00  | \$380.00   |
|      |    |         | \$6,517.00 |          | \$6,365.00 |          | \$6,365.00 |

Summer & Winter 2011

|      |   |         |          |          |          |          |          |
|------|---|---------|----------|----------|----------|----------|----------|
| 1000 | 2 | \$36.00 | \$72.00  | \$15.00  | \$30.00  | \$15.00  | \$30.00  |
| 1000 | 2 | \$35.00 | \$70.00  | \$30.00  | \$60.00  | \$30.00  | \$60.00  |
| 1000 | 2 | \$35.00 | \$70.00  | \$60.00  | \$120.00 | \$60.00  | \$120.00 |
| 1000 | 2 | \$84.00 | \$168.00 | \$90.00  | \$180.00 | \$90.00  | \$180.00 |
| 100  | 1 | \$0.00  | \$0.00   | \$9.00   | \$9.00   | \$9.00   | \$9.00   |
| Each | 1 | \$75.00 | \$75.00  | \$250.00 | \$250.00 | \$250.00 | \$250.00 |
| 1000 | 2 | \$64.00 | \$128.00 | \$169.00 | \$338.00 | \$169.00 | \$338.00 |
| 1000 | 2 | \$55.00 | \$110.00 | \$20.00  | \$40.00  | \$20.00  | \$40.00  |
|      |   |         | \$764.00 |          | \$670.00 |          | \$670.00 |

Other

|                             |  |             |             |             |             |             |             |
|-----------------------------|--|-------------|-------------|-------------|-------------|-------------|-------------|
|                             |  |             |             |             |             |             |             |
| Yearly Totals               |  | \$20,515.70 | \$30,319.70 | \$20,422.50 | \$30,829.20 | \$20,422.50 | \$30,829.20 |
| Grand Total - 2010 and 2011 |  |             | \$50,835.40 |             | \$51,251.70 |             | \$51,251.70 |

Non-Responsive/Alternate Bids  
National Business Systems  
360 Services International  
Kent Communications, Inc.

BID TABULATION  
TAX BILL ASSESSMENT NOTICE PRINTING

Audsam Printing, Inc.  
175 Park Blvd.  
Marion, OH 43302

The Core Organization  
321 West Lake #F  
Elmhurst, IL 60126

| Units per Lot    | Est. Annual Lots | Summer & Winter 2010 |                |          | Summer & Winter 2011 |          |                |
|------------------|------------------|----------------------|----------------|----------|----------------------|----------|----------------|
|                  |                  | Per Unit             | Extended Price | Per Unit | Extended Price       | Per Unit | Extended Price |
| <b>Tax Bills</b> |                  |                      |                |          |                      |          |                |
| 1000             | 38               | \$12.15              | \$461.70       | \$12.51  | \$475.38             | \$37.00  | \$1,406.00     |
| 1000             | 38               | \$19.51              | \$741.38       | \$20.10  | \$763.80             | \$0.00   | \$0.00         |
| 1000             | 38               | \$28.57              | \$1,085.66     | \$29.43  | \$1,118.34           | \$10.00  | \$380.00       |
| Each             | 2                | \$75.00              | \$150.00       | \$77.25  | \$154.50             | \$125.00 | \$250.00       |
| 500              | 2                | \$25.00              | \$50.00        | \$25.75  | \$51.50              | \$12.50  | \$25.00        |
| Each             | 2                | \$30.00              | \$60.00        | \$30.90  | \$61.80              | \$75.00  | \$150.00       |
| 19               | 2                | \$30.00              | \$60.00        | \$30.90  | \$61.80              | \$25.00  | \$50.00        |
| 1000             | 38               | \$26.33              | \$1,000.54     | \$27.12  | \$1,030.56           | \$40.00  | \$1,520.00     |
| 1000             | 25               | \$32.50              | \$812.50       | \$33.48  | \$837.00             | \$34.00  | \$850.00       |
| 1000             | 38               | \$36.13              | \$1,372.94     | \$37.21  | \$1,413.98           | \$19.00  | \$722.00       |
|                  |                  |                      | \$6,612.00     |          | \$6,612.00           |          | \$6,517.16     |
|                  |                  |                      | \$6,612.00     |          | \$6,612.00           |          | \$6,517.16     |

| Units per Lot                | Est. Annual Lots | Summer & Winter 2010 |                |          | Summer & Winter 2011 |          |                |
|------------------------------|------------------|----------------------|----------------|----------|----------------------|----------|----------------|
|                              |                  | Per Unit             | Extended Price | Per Unit | Extended Price       | Per Unit | Extended Price |
| <b>Notice of Assessments</b> |                  |                      |                |          |                      |          |                |
| 1000                         | 19               | \$12.51              | \$237.69       | \$12.51  | \$237.69             | \$38.42  | \$730.00       |
| 1000                         | 19               | \$28.84              | \$547.96       | \$30.79  | \$585.01             | \$0.00   | \$0.00         |
| 1000                         | 19               | \$29.97              | \$569.43       | \$29.97  | \$569.43             | \$15.00  | \$285.00       |
| 1000                         | 19               | \$77.25              | \$1,467.75     | \$77.25  | \$1,467.75           | \$45.60  | \$866.40       |
| Each                         | 1                | \$30.90              | \$30.90        | \$30.90  | \$30.90              | \$125.00 | \$125.00       |
| Each                         | 2                | \$30.90              | \$61.80        | \$30.90  | \$61.80              | \$75.00  | \$150.00       |
| 1000                         | 19               | \$27.12              | \$515.28       | \$27.12  | \$515.28             | \$49.00  | \$931.00       |
| 1000                         | 19               | \$37.21              | \$706.99       | \$37.21  | \$706.99             | \$25.50  | \$484.50       |
|                              |                  |                      | \$6,612.00     |          | \$6,612.00           |          | \$6,517.16     |

| Units per Lot                       | Est. Annual Lots | Summer & Winter 2010 |                |          | Summer & Winter 2011 |          |                |
|-------------------------------------|------------------|----------------------|----------------|----------|----------------------|----------|----------------|
|                                     |                  | Per Unit             | Extended Price | Per Unit | Extended Price       | Per Unit | Extended Price |
| <b>Personal Property Statements</b> |                  |                      |                |          |                      |          |                |
| 1000                                | 2                | \$25.00              | \$50.00        | \$25.75  | \$51.50              | \$200.00 | \$400.00       |
| 1000                                | 2                | \$50.00              | \$100.00       | \$51.50  | \$103.00             | \$0.00   | \$0.00         |
| 1000                                | 2                | \$56.00              | \$112.00       | \$57.68  | \$115.36             | \$137.50 | \$275.00       |
| 1000                                | 2                | \$95.00              | \$190.00       | \$97.85  | \$195.70             | \$200.00 | \$400.00       |
| 100                                 | 1                | \$30.00              | \$30.00        | \$30.90  | \$30.90              | \$50.00  | \$50.00        |
| Each                                | 1                | \$75.00              | \$75.00        | \$77.25  | \$77.25              | \$125.00 | \$125.00       |
| 1000                                | 2                | \$250.00             | \$500.00       | \$257.50 | \$515.00             | \$236.00 | \$472.00       |
| 1000                                | 2                | \$160.00             | \$320.00       | \$164.80 | \$329.60             | \$375.00 | \$750.00       |
|                                     |                  |                      | \$1,036.00     |          | \$1,036.00           |          | \$684.94       |

| Units per Lot | Est. Annual Lots | Summer & Winter 2010 |                |          | Summer & Winter 2011 |          |                |
|---------------|------------------|----------------------|----------------|----------|----------------------|----------|----------------|
|               |                  | Per Unit             | Extended Price | Per Unit | Extended Price       | Per Unit | Extended Price |
| <b>Other</b>  |                  |                      |                |          |                      |          |                |
|               |                  |                      | \$350.00       |          | \$350.00             |          | \$350.00       |
|               |                  |                      | \$175.00       |          | \$175.00             |          | \$175.00       |
|               |                  |                      | \$275.00       |          | \$275.00             |          | \$275.00       |
|               |                  |                      | \$225.00       |          | \$225.00             |          | \$225.00       |

|                             |  |  |             |  |             |  |             |
|-----------------------------|--|--|-------------|--|-------------|--|-------------|
| Yearly Totals               |  |  | \$21,431.72 |  | \$31,560.38 |  | \$31,671.32 |
| Grand Total - 2010 and 2011 |  |  | \$52,992.10 |  | \$53,215.58 |  | \$53,215.58 |

Non-Responsive/Alternate Bids  
National Business Systems  
360 Services International  
Kent Communications, Inc.

## CITY OF PORTAGE

## COMMUNICATION

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**TO:** Honorable Mayor and City Council

**DATE:** May 17, 2010

**FROM:** Maurice S. Evans, City Manager



**SUBJECT:** Purchase of Kenwood Model 2212 Portable Radios

**ACTION RECOMMENDED:** That City Council authorize the purchase of 75 Kenwood Model 2212 portable radios for the Police Department from State Systems Radio, Inc., at a cost not-to-exceed \$29,118.75 and authorize the City Manager to execute all documents related to the purchase.

The Police Department equips emergency responders with Bendix King radios for portable communication. The FCC has mandated all public service radios be narrow band capable by 2011. Over the last few years, the Police Department has purchased 18 new radios, which meet the current FCC standards. The 75 remaining radios currently being used by Police Department personnel do not meet the FCC standard and must be replaced. The Kenwood 2212 model is compatible with the department's current radios, meets the new standards and is available for purchase from the state bid contract.

It is recommended that 75 Kenwood Model 2212 portable radios be purchased from State Systems Radio, Inc., through the state bid contract, at a not-to-exceed cost of \$29,118.75 and that the City Manager be authorized to execute all documents related to the purchase. Capital Improvement funds are budgeted for this purchase.

## CITY OF PORTAGE

## COMMUNICATION

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**TO:** Honorable Mayor and City Council

**DATE:** May 20, 2010

**FROM:** Maurice S. Evans, City Manager



**SUBJECT:** Fire Station No. 2 Radiant Heat Upgrade

**ACTION RECOMMENDED:** That City Council accept the low bid submitted by Parker-Arntz Plumbing & Heating, Incorporated, of Greenville, MI in the amount of \$10,728 for the installation of radiant heat in Fire Station No. 2 and authorize the City Manager to execute all documents related to this action on behalf of the city.

The City of Portage has received Energy Efficiency and Conservation Block Grant (EECBG) funding from the Federal Government. The EECBG program is designed to provide financial assistance to municipalities for the improvement of energy efficiency within public buildings. Projects approved for the city include the replacement of the forced air heating system in the Fire Station No. 2 apparatus bay with a radiant heat system. Radiant heat systems retain heat more efficiently when the apparatus doors are opened during cold weather, thus reducing energy consumption of Fire Station No. 2.

Sealed bids were received from two vendors with the low bid submitted by Parker-Arntz Plumbing & Heating, Incorporated of Grandville, MI in the amount of \$10,728. The work is anticipated to be completed by early July.

It is recommended that City Council accept the low bid submitted by Parker-Arntz Plumbing & Heating, Incorporated of Greenville, MI in the amount of \$10,728 for the installation of radiant heat in Fire Station No. 2 and authorize the City Manager to execute all documents related to this action on behalf of the city. The bid tabulation is attached for the information of City Council. All funding is provided through the EECBG.

**BID TABULATION  
FIRE STATION #2 RADIANT HEAT**

**BIDDER**

**BID**

Parker-Arntz Plumbing & Heating, Inc.  
6319 S. Greenville Rd.  
PO Box 364  
Greenville, MI 48838

\$10,728.00

Suburban Mechanical Co.  
500 South 8th Street  
Kalamazoo, MI 49009

\$13,375.00

Bids Opened 5/14/10

**MATERIALS TRANSMITTED**

Friday, May 07, 2010

1. Communication from the City Manager regarding the 2010 Utility Rate Financial Study – Supplemental Information.
2. Communication from the City Manager regarding a status report on Michigan Tax Tribunal (MTT) appeals filed by the State Tax Commission (STC) on businesses incorrectly classified as industrial property.



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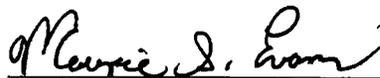
Maurice S. Evans, City Manager

cc: Brian J. Bowling, Deputy City Manager

**MATERIALS TRANSMITTED**

Tuesday, May 11, 2010

1. **To be Replaced in Item F.1 of the May 11, 2010 City Council Agenda:** Communication from the City Manager recommending that City Council approve the Community Development Block Grant (CDBG) Program FY 2010-11 Annual Action Plan element of the Consolidated Plan and authorize the Administration to submit the application to the Department of Housing and Urban Development.
2. **Supplemental Information to Item D.2 of the May 11, 2010 City Council Agenda:** Communication from the City Manager regarding Working Capital balances for the Water and Sewer Funds – Supplemental Information to Item D.2 of the May 11, 2010 City Council Agenda.
3. Communication from the City Manager regarding the Kalamazoo County Substance Abuse Task Force “Parents Who Host Lose the Most” Sign Campaign – Information Only.



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Maurice S. Evans, City Manager

cc: Brian J. Bowling, Deputy City Manager

**MATERIALS TRANSMITTED**

Friday, May 14, 2010

1. Communication from the City Manager regarding the Citizen Comment Card Summary for April 2010 – Information Only.



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Maurice S. Evans, City Manager

cc: Brian J. Bowling, Deputy City Manager