

**FINAL AGENDA FOR THE COUNCIL MEETING  
CITY OF PORTAGE  
December 7, 2010**

7:30 p.m. Call to Order.

Invocation: Reverend Scott Oberle of the Portage United Church of Christ.

Pledge of Allegiance.

Roll Call.

Proclamation.

- A. Approval of the November 16, 2010 Special Meeting Minutes, the November 16, 2010 Regular Meeting Minutes, the November 23, 2010 Special Meeting Minutes, and the November 30, 2010 Special Meeting Minutes.
- \* B. Approval of Consent Agenda Motions.
- \* C. Communication from the City Manager recommending that City Council approve the Accounts Payable Register of December 7, 2010, as presented.
- D. Public Hearings:
- E. Petitions and Statements of Citizens:
- F. Reports from the Administration:
  - \* 1. Communication from the City Manager recommending that City Council determine the membership size of the 2011 Board of Review.
  - \* 2. Communication from the City Manager recommending that City Council adopt the Resolution setting the dates and times for the 2011 March Board of Review sessions.
  - \* 3. Communication from the City Manager recommending that City Council approve one-year contract renewals for employee health insurance with Blue Care Network (HMO), Priority Health (HMO) and Blue Cross Blue Shield of Michigan (PPO and Traditional), and authorize the City Manager to execute all documents on behalf of the city.
  - \* 4. Communication from the City Manager recommending that City Council approve the contract with Kalamazoo County for Household Hazardous Waste collection during the 2011 calendar year in the not-to-exceed amount of \$32,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
  - \* 5. Communication from the City Manager recommending that City Council approve the one-year lease extension through Capital Advantage Leasing for two IBM i5 Model 515 servers at a cost of \$16,932 with a \$1.00 end-of-lease buyout and authorize the City Manager to execute all documents related to this action on behalf of the city.
  - \* 6. Communication from the City Manager recommending that City Council approve a one-year contract in the amount of \$11,250.01 for 9-1-1 maintenance, with the option to annually renew provided the terms, conditions and price do not change, and authorize the City Manager to execute all documents related to the contract on behalf of the city.
  - \* 7. Communication from the City Manager recommending that City Council adopt the Resolution for Charitable Gaming License recognizing the Portage Northern Band and Orchestra Parents as a nonprofit organization in the City of Portage.
  - \* 8. Communication from the City Clerk recommending that City Council set a Special Meeting on Tuesday, January 11, 2011, beginning at 5:30 p.m. to interview board and commission applicants.

- \* 9. Communication from the City Manager regarding the 2010 Council Goal Session-Work Items / Priorities – Information Only.
- \* 10. Communication from the City Manager regarding the 2010 Tax Rate Survey – Information Only.
- \* 11. Communication from the City Clerk regarding the November 2, 2010 General Election Results – Information Only.

G. Communications:

1. Presentation by Environmental Board Chairperson Jason Howard.
2. Communication from Jason Howard, Chairperson of the Environmental Board, submitting the 2010 Purple Loosestrife Program Report.

H. Unfinished Business:

\* I. Minutes of Boards and Commissions Meetings:

1. Portage Senior Citizen Advisory Board of October 20, 2010.
2. Portage Board of Education Special and Regular Business Meeting of October 25 and Special Meeting and Committee of the Whole Work Session of November 8, 2010.
3. Kalamazoo County Board of Commissioners Committee of the Whole and Regular of November 2, 2010.
4. Portage Park Board of November 3, 2010.
5. Portage Human Services Board of November 4, 2010.
6. Portage Planning Commission of November 18, 2010.

J. Ad-Hoc Committee Reports:

K. New Business:

L. Bid Tabulations:

M. Other City Matters:

1. Statements of Citizens.
  2. From City Council and City Manager.
  - \* 3. Reminder of Meetings:
    - a. Wednesday, December 8, 7:00 p.m., Environmental Board, City Hall Room #1.
    - b. Monday, December 13, 7:00 p.m., Zoning Board of Appeals, City Council Chambers.
    - c. Tuesday, December 14, 10:00 a.m., Board of Review, City Hall Room #1.
    - d. Wednesday, December 15, 2:30 p.m., Senior Citizen Advisory Board, Portage Senior Center.
    - e. Thursday, December 16, 7:00 p.m., Library Board, Portage District Library.
    - f. Thursday, December 16, 7:00 p.m., Planning Commission, City Council Chambers.
    - g. Monday, December 20, 8:00 a.m., Legislative Roll Call, Kalamazoo Regional Chamber of Commerce, 346 West Michigan Avenue, Kalamazoo.
- N. Materials Transmitted of November 16, 2010.

Adjournment.

# CITY COUNCIL MEETING SUMMARY

November 16, 2010

## CHECK REGISTER

- ◆ Approved the Check Register of November 16, 2010, as presented.

## REPORT FROM THE ADMINISTRATION

- ◆ Referred the revised Home Occupation Ordinance recommended by the City Council Neighborhood Revitalization and Engagement Ad Hoc Committee, to the Planning Commission to initiate the amendment process to the Zoning Code.
- ◆ Received a Presentation and report from Police Chief Richard White regarding Portage Police Department cooperative and collaborative law enforcement activities and efforts.
- ◆ Received a communication from the City Manager regarding the 2010 annual Holiday Tree Lighting/Traditional Holiday Celebration as information only.
- ◆ Received a communication from the City Manager regarding the October 2010 Summary Environmental Activity Report information only.
- ◆ Received the Department Monthly Reports from the various city departments.
- ◆ Adopted the Resolution approving the 2011-2012 Council Mission Statement and Goals and Objectives for the City of Portage as established at the City Council Goal Setting Session on November 12, 2010.
- ◆ Reaffirmed the motion from the City Council Goal Setting Session on November 12, 2010, to ban smoking in city park picnic shelters and playgrounds.
- ◆ Reaffirmed the process approved at the City Council Goal Setting Session on November 12, 2010, to select an applicant to fill the vacancy to be created by the resignation of Councilmember O'Brien.
- ◆ Set a Special meeting, Tuesday, November 23, 2010, at 6 p.m., City Council Chambers, to determine a short list of applicants to consider for the vacancy to be created by the resignation of Councilmember O'Brien.
- ◆ Set a Special meeting, Tuesday, November 30, 2010, time to be determined, City Council Chambers, to interview applicants for the vacancy to be created by the resignation of Councilmember O'Brien.

## UNFINISHED BUSINESS

- ◆ Adopted the Resolution granting the Easement and Right-of-Way Agreement for Ingress and Egress and License Agreement To Locate Personal Property in City Right-of-Way to Duke Barrington Limited Dividend Housing Association Limited Partnership.

## BID TABULATIONS

- ◆ Awarded a two-year contract renewal to Safety National Casualty Corporation, the low bidder, for workers' compensation excess insurance coverage for an annual fee of \$39,567 plus payroll adjustments; approved a two-year contract renewal with Eagle Claims Management for workers' compensation third party administration for an annual fee of \$10,268; and authorized the City Manager to execute all documents related to these contract renewals on behalf of the city.
- ◆ Awarded a contract for a water and wastewater Utility Rate Study to Utility Financial Solutions, LLC, at a cost not to exceed \$35,500 and authorized the City Manager to execute all documents on behalf of the city.
- ◆ Awarded a contract to Hurley & Stewart, LLC, with the low cost proposal for engineering services related to the 2011 Storm Drainage Improvements and Barberry Avenue Sanitary Sewer Rehabilitation in the amount of \$33,000 and authorized the City Manager to execute all documents on behalf of the city.

## STATEMENTS OF CITY COUNCIL AND CITY MANAGER

- ◆ City Council and Mayor wished everyone a safe and happy holiday, encouraged everyone to welcome visiting shoppers.
- ◆ Councilmember Reid and Mayor Strazdas encouraged interested citizens to apply for the vacancy created by the election of Councilmember O'Brien to the State House of Representatives.
- ◆ City Manager Evans indicated that he would have City Assessor James Bush prepare a brief report that would include a records update to ensure that all property transactions and mailing addresses are accurate and that Sales Ratio Studies are updated to reflect, as residential has been finalized by the Equalization Department at 50.18%, so some assessment reductions will be made to get below the mandated 50%. He indicated that the commercial ratios and industrial ratios will be dropping and will affect revenue streams; that the assessing staff has inspected approximately 300-400 properties during the course of the year and inspection activity will continue until mid-January; and, that the 2010 Industrial Facility Tax Abatement Report has been compiled for the State Tax Commission. Since four personal property abatements will expire December 30, 2010, the property owners will be notified in November about the expirations and the requirement that the assets be reported for the regular tax roll. Finally, as a result of the passage of the Board of Review ballot proposal, the City Assessor will continue to work with City Administration and City Attorney regarding implementing improvements in training and the appointment of three, six, or nine members and addressing the subject of City Council adopting poverty income guidelines including an "asset test."
- ◆ Mayor Pro Tem Sackley commented on the Portage Sign Ordinance and the need for better exposure to information in order for businesses to be able to more effectively do business in Portage.
- ◆ Mayor Strazdas announced the essay contest for area youth to write what they like about Portage and commented on the respect and professionalism exhibited by City Council at the retreat that was both active and engaging.

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

# DRAFT

## MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL OF NOVEMBER 16, 2010 – CITY WEBSITE UPGRADE

Mayor Strazdas called the meeting to order at 6:37 p.m. The following Councilmembers were present: Councilmembers Elizabeth Campbell, Margaret O'Brien, Patricia Randall, Terry Urban and Mayor Peter Strazdas. Mayor Pro Tem Edward Sackley arrived at 6:55 p.m. Councilmember Claudette Reid arrived at 7:25 p.m. Also in attendance were City Manager Maurice Evans, Chief Information Officer Devin Mackinder and City Clerk James Hudson.

City Council received a website development presentation from Chief Information Officer Devin Mackinder. He reviewed the research, input, new design and statistics of the users of the Portage website and mentioned the survey conducted to make sure there were very few issues for people who were using the Portage website. He indicated that success was measured through the use of trends, awards and statistics.

Councilmember O'Brien left at 6:45 p.m. and returned at 7:21 p.m.

Mr. Mackinder continued his review and explained the website links, the two column design of the templates, planning and policy, the social networking tools of Facebook, Twitter and Nixel, news releases and Really Simple Syndication (RSS) Feeds to people. City Council reacted favorably to the changes. Discussion followed.

**ADJOURN:** Mayor Strazdas adjourned the meeting at 7:27 p.m.

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James R. Hudson, City Clerk

## CITY COUNCIL MEETING MINUTES FROM NOVEMBER 16, 2010

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

At the request of Mayor Strazdas, Mr. Jason Toman of the St. Michael Lutheran Church of Portage gave the invocation and the City Council and the audience recited the Pledge of Allegiance led by Scout Troop 255.

The City Clerk called the roll with the following members present: Councilmembers Elizabeth A. Campbell, Margaret E. O'Brien, Patricia M. Randall, Claudette S. Reid and Terry R. Urban, Mayor Pro Tem Edward J. Sackley and Mayor Peter J. Strazdas. Also in attendance were City Manager Maurice S. Evans, City Attorney Randall Brown and City Clerk James R. Hudson.

**APPROVAL OF MINUTES:** Motion by O'Brien, seconded by Reid, to approve the November 2, 2010 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 7 to 0.

\* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember O'Brien to read the Consent Agenda. Mayor Strazdas added Item F.6, Fiscal Year 2011-2012 Goals and Objectives, to the Agenda. Motion by O'Brien, seconded by Reid, to approve the Consent Agenda motions as presented. Upon a roll call vote, motion carried 7 to 0.

\* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF NOVEMBER 16, 2010:** Motion by O'Brien, seconded by Reid, to approve the Accounts Payable Register of November 16, 2010. Upon a roll call vote, motion carried 7 to 0.

### **REPORT FROM THE ADMINISTRATION:**

**HOME-BASED BUSINESS ORDINANCE:** After recognition of the work performed by the Community Development Department, Councilmembers O'Brien and Urban and Mayor Pro Tem Sackley, discussion followed regarding active versus passive home occupations, outside occupations, retail sales which home occupations would require Planning Commission approval. Motion by O'Brien, seconded by Sackley, to refer the revised Home Occupation Ordinance recommended by the City Council Neighborhood Revitalization and Engagement Ad Hoc Committee, to the Planning Commission to initiate the amendment process to the Zoning Code. Upon a roll call vote, motion carried 7 to 0.

**PRESENTATION AND REPORT FROM POLICE CHIEF RICHARD WHITE:** City Council received a presentation and report from Police Chief Richard White regarding Portage Police Department cooperative and collaborative law enforcement activities and efforts. Discussion followed.

\* **HOLIDAY TREE LIGHTING/TRADITIONAL HOLIDAY CELEBRATION – INFORMATION ONLY:** Motion by O'Brien, seconded by Reid, to receive the communication from the City Manager regarding the 2010 annual Holiday Tree Lighting/Traditional Holiday Celebration as information only. Upon a roll call vote, motion carried 7 to 0.

\* **OCTOBER 2010 SUMMARY ENVIRONMENTAL ACTIVITY REPORT – INFORMATION ONLY:** Motion by O'Brien, seconded by Reid, to receive the communication from the City Manager regarding the October 2010 Summary Environmental Activity Report as information only. Upon a roll call vote, motion carried 7 to 0.

\* **DEPARTMENT MONTHLY REPORTS:** Motion by O'Brien, seconded by Reid, to receive the Department Monthly Reports from the various city departments. Upon a roll call vote, motion carried 7 to 0.

**FISCAL YEAR 2011-2012 GOALS AND OBJECTIVES:** Mayor Strazdas indicated that there are four items to be considered that were discussed at the City Council Retreat, and asked for a motion with regard to the 2011-2012 Council Mission Statement and Goals and Objectives for the City of Portage as established at the City Council Goal Setting Session on November 12, 2010 (the Retreat). Motion by Reid, seconded by Campbell, to adopt the Resolution approving the 2011-2012 Council Mission Statement and Goals and Objectives for the City of Portage as established at the City Council Goal Setting Session on November 12, 2010. Upon a roll call vote, motion carried 7 to 0.

**SMOKING BAN IN CITY PARKS:** Mayor Strazdas indicated that City Council discussed and debated the recommendation by the Park Board to extend smoking bans in certain areas of city parks and asked for a reaffirmation of the motion that was made at the City Council Retreat. Motion by Sackley, seconded by Reid, to accept the recommendation of the Park Board to extend the existing smoking ban in city parks to playgrounds and pavilions. Councilmember O'Brien asked for a clarification from City Attorney Brown whether pavilions would also include picnic areas and shelters? City Attorney Brown responded that if the intent is to approve the recommendation of the Park Board, then that is all that is needed (in the motion). Discussion followed. Motion by Sackley, seconded by Reid, to amend the motion, to approve the recommendation of the Park Board to extend smoking bans in city parks to include two additional areas generally described as playgrounds and picnic areas.

Councilmember Urban indicated his preference that the smoking ban should extend to the entire park in all city parks. Councilmember Randall concurred. Discussion followed and Councilmember O'Brien expressed her opinion that the motion as presented is a good compromise. Discussion followed. Upon a roll call vote, motion carried 5 to 2. Ayes: Councilmembers Campbell, O'Brien, Reid, Mayor Pro Tem Sackley and Mayor Strazdas. No: Councilmembers Randall and Urban.

**PROCESS TO FILL CITY COUNCIL VACANCY:** Mayor Strazdas explained that the process to fill the vacancy to be created by the resignation of Councilmember O'Brien was approved at the City Council Goal Setting Session on November 12, 2010, and asked City Manager Maurice Evans to explain what had been past practices with regard to an open position on City Council. Mr. Evans indicated that in the past, City Council has selected the candidate who received the next highest vote in the previous election; has solicited interested citizens and selected from those applicants; and has selected someone who has served on City Council who his willing to serve to fulfill the remaining term, but is not willing to run for the position. Mayor Strazdas referred to the time frame as it appears in the City Charter and pointed out that the City Charter is silent on the process to be used. Mayor Strazdas indicated that City Council discussed the matter at length at the Retreat and asked for a motion to determine the process and a motion to set a special meeting if the process requires another meeting. Discussion followed. Motion by Sackley, seconded by O'Brien, to accept applications for candidates seeking to fill the remaining portion of Councilmember Margaret O'Brien's term to be vacated that preference in that application process be given to those individuals who have previously served on or have run by putting his or her name on the ballot for a Portage City Council position and that those applications be accepted until Friday, November 19, 2010, at 5 p.m. at City Hall. In answer to Councilmember Urban, City Attorney explained the notice requirement of the City Charter with regard to Special Meetings. Discussion followed. Councilmember O'Brien indicated that it is her intent to submit her resignation at the December 21, 2010 Regular City Council Meeting and distinguished the preference in the application process for those individuals who have previously served on or have run for Portage City Council is just that, a preference, not a requirement. Discussion followed. City Clerk James Hudson pointed out that the filing deadline for future November City Council Elections has changed and the new deadline for the November 2, 2011 City Election is August 16, 2011. Discussion followed. Upon a roll call vote, motion carried 7 to 0. Mayor Strazdas asked that the Administration distribute the names of the applicants to City Council, after the close of business, Friday, November 19, 2010, to give City Council time to review the applications.

**SPECIAL MEETINGS:** Mayor Strazdas suggested City Council set a Special Meeting, City Council Chambers, Tuesday, November 23, 2010, 6 p.m., to review the applications for the purpose of “short-listing” with no public comment. He also informed City Council of his intent to set another Special Meeting of City Council to interview the applicants, Tuesday, November 30, 2010, at 6 p.m. Discussion followed. City Attorney Brown indicated that public comment with each of the candidates can be restricted, but any member of the public who wishes to speak, under the Open Meetings Act, the City Council would have to let that person speak for the time allotted in the rules, usually four (4) minutes. Discussion followed. Motion by O’Brien, seconded by Sackley, to set a Special Meeting, Tuesday, November 23, 2010, 6 p.m., Council Chambers, with a proposed agenda to develop a list of applicants to interview on Tuesday, November 30, 2010, at a time to be determined. Discussion followed regarding the time of the meeting on November 30, 2010. Further discussion followed and Mayor Pro Tem Sackley asked that all of the applicants be notified on Friday, November 19, 2010, of the process and the dates and times of the special meetings when all of the applications have been received. In answer to Mayor Pro Tem Sackley, City Attorney Brown indicated that he knew of no legal impediment to prevent a Councilmember from contacting an applicant, but suggested that if contact is made, that it be disclosed. City Clerk Hudson said he would notify the applicants as requested by Mayor Pro Tem Sackley. Upon a roll call vote, motion carried 7 to 0.

## **UNFINISHED BUSINESS:**

### **\* BARRINGTON WOODS APARTMENTS – EASEMENT AND LICENSE**

**AGREEMENTS:** Motion by O’Brien, seconded by Reid, to adopt the Resolution granting the Easement and Right-of-Way Agreement for Ingress and Egress and License Agreement To Locate Personal Property in City Right-of-Way to Duke Barrington Limited Dividend Housing Association Limited Partnership. Upon a roll call vote, motion carried 7 to 0.

### **\* MINUTES OF BOARDS AND COMMISSIONS:** City Council received the minutes for the following boards and commissions:

- Portage Park Board of October 6, 2010.
- Portage Human Services Board of October 7, 2010.
- Portage Zoning Board of Appeals of October 11, 2010.
- Portage Environmental Board of October 13, 2010.
- Portage Planning Commission of October 21, 2010.

## **BID TABULATIONS:**

### **\* WORKERS’ COMPENSATION EXCESS INSURANCE AND THIRD PARTY**

**ADMINISTRATION CONTRACTS:** Motion by O’Brien, seconded by Reid, to award a two-year contract renewal to Safety National Casualty Corporation, the low bidder, for workers’ compensation excess insurance coverage for an annual fee of \$39,567 plus payroll adjustments; approve a two-year contract renewal with Eagle Claims Management for workers’ compensation third party administration for an annual fee of \$10,268; and authorize the City Manager to execute all documents related to these contract renewals on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

**\* WATER AND WASTEWATER UTILITY RATE STUDY:** Motion by O’Brien, seconded by Reid, to award a contract for a water and wastewater Utility Rate Study to Utility Financial Solutions, LLC, at a cost not to exceed \$35,500 and authorize the City Manager to execute all documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

\* **2011 STORM DRAINAGE IMPROVEMENTS PROGRAM AND BARBERRY AVENUE SANITARY SEWER REHABILITATION:** Motion by O'Brien, seconded by Reid, to award a contract to Hurley & Stewart, LLC, with the low cost proposal for engineering services related to the 2011 Storm Drainage Improvements and Barberrry Avenue Sanitary Sewer Rehabilitation in the amount of \$33,000 and authorize the City Manager to execute all documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

**OTHER CITY MATTERS:**

**STATEMENTS OF CITY COUNCIL AND CITY MANAGER:** City Council and the Mayor wished everyone a safe and happy holiday, encouraged everyone to welcome visiting shoppers. Councilmember Reid and Mayor Strazdas encouraged interested citizens to apply for the vacancy created by the election of Councilmember O'Brien to the State House of Representatives.

City Manager Evans referred to the recommendation from the state to re-inspect all residential properties that was contained in the City Council retreat materials and indicated that a pilot project was planned to perform inspections of the Lexington Green neighborhood when the City Assessor's Office finishes with the Board of Review and follow-up responsibilities some time in April with the help of an outside consultant. He addressed the sign ordinance, especially temporary sign permits, and indicated that the sign ordinance is applied uniformly throughout the city and was not in the position to recommend a fee increase because so few are issued, process is simple and it's working quite well under the current fee structure and no moratorium is warranted at this time. Draft report card, or issues map, is forthcoming, soon. Next, he will have City Assessor James Bush prepare a brief report to keep City Council updated on the work of the Assessor's Office. He indicated that a records update will be performed to ensure that all property transactions and mailing addresses are accurate and that Sales Ratio Studies are updated to reflect current market value, as residential has been finalized by the Equalization Department at 50.18%, so some assessment reductions will be made to get below the mandated 50%. He indicated that the commercial ratios and industrial ratios will be dropping and will affect revenue streams; that the assessing staff has inspected approximately 300-400 properties during the course of the year and inspection activity will continue until mid-January; and, that the 2010 Industrial Facility Tax Abatement Report has been compiled for the State Tax Commission. Since four personal property abatements will expire December 30, 2010, the property owners will be notified in November about the expirations and the requirement that the assets be reported for the regular tax roll. Finally, as a result of the passage of the Board of Review ballot proposal, the City Assessor will continue to work with City Administration and City Attorney regarding implementing improvements in training and the appointment of three, six, or nine members and addressing the subject of City Council adopting poverty income guidelines including an "asset test."

Mayor Pro Tem Sackley commented on the Portage Sign Ordinance and the need for better exposure to information in order for businesses to be able to more effectively do business in Portage.

Mayor Strazdas announced the essay contest for area youth to write what they like about Portage and commented on the respect and professionalism exhibited by City Council at the retreat that was both active and engaging.

**ADJOURNMENT:** Mayor Strazdas adjourned the meeting at 9:15 p.m.

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James R. Hudson, City Clerk

\*Indicates items included on the Consent Agenda.

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**MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL  
OF NOVEMBER 23, 2010**

The Special Meeting was called to order by Mayor Peter Strazdas at 6:00 p.m.

The Deputy City Clerk called the roll with the following members present: Councilmembers Elizabeth A. Campbell, Margaret E. O'Brien, Patricia M. Randall, Claudette S. Reid, Terry R. Urban and Mayor Pro Tem Edward J. Sackley and Mayor Peter J. Strazdas. Also in attendance were City Manager Maurice S. Evans and Deputy City Clerk Adam D. Herringa. City Attorney Randall Brown arrived at 6:25 p.m.

Mayor Strazdas opened the meeting by stating that the reason for the meeting is to begin the process of filling an upcoming vacancy on the City Council due to Councilmember O'Brien's election to the State Legislature. Mayor Strazdas then indicated that there were six applicants for the vacancy and inquired if City Council would like to narrow the list down or interview all six at a special meeting. Discussion followed and the consensus of City Council was to create a list of three finalists to interview.

Mayor Strazdas then inquired if any City Councilmember would like to express an opinion regarding a specific candidate. There being none, Mayor Strazdas then asked for suggestions for a process by which to narrow the list of candidates to three. There was much discussion regarding whether City Councilmembers would rank all six candidates, recommend up to three, whether or not to consider a fourth candidate depending on how many votes the candidate received and whether or not the voting should be public. There was consensus that the vote be public and that each Councilmember would state the names of up to three candidates. The Deputy City Clerk would record who received a vote and report the totals.

Mayor Strazdas inquired again if any Councilmember would like to express his or her thoughts on a particular candidate. There being none, the Deputy City Clerk called the name of each Councilmember and each Councilmember stated his or her preferred candidates. The Deputy City Clerk then tallied the results. Betty Lee Ongley (6 votes), Cory Bailes (5 votes) and Jim Pearson (4 votes) received the most votes while the remaining candidates, Thomas Eddy, Larry Provancher and James Graham, each received one vote.

While the Deputy City Clerk tallied the votes, Mayor Strazdas discussed the "Why I Love Portage" essay contest for area youth and solicited volunteers from the City Council to help review the essays. The winners will assist in the tree lighting ceremony on December 4<sup>th</sup>.

Following the report of the voting results, motion by Urban, seconded by Sackley to invite Betty Lee Ongley, Jim Pearson and Cory Bailes in for interviews for the soon-to-be vacancy on City Council at a time still to be determined. Councilmember O'Brien expressed her appreciation for all applicants and recognized two members of the audience, Tom Eddy and Larry Provancher, for applying and for their service to the community. Mayor Strazdas echoed her comments. Upon a roll call vote, motion carried 7 to 0.

Mayor Strazdas then asked City Council for the time at which to interview the three candidates. Discussion followed. Motion by O'Brien, seconded by Randall, to hold the special

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meeting on November 30<sup>th</sup> at 7:00 p.m. in Conference Room #1. Upon a voice vote, motion carried 7 to 0.

Discussion was then held on how to interview candidates, whether it is in thirty minute blocks of time or a joint interview in which all candidates are present and each is given an opportunity to respond to every question. It was the consensus of City Council to invite each candidate at 7:00 p.m. and that a joint interview is held.

**ADJOURN:** Mayor Strazdas adjourned the meeting at 6:51 p.m.

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Adam Herringa, Deputy City Clerk

## MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL OF NOVEMBER 30, 2010

The Special Meeting was called to order by Mayor Peter Strazdas at 6:58 p.m.

The City Clerk called the roll with the following members present: Councilmembers Elizabeth A. Campbell, Margaret E. O'Brien, Patricia M. Randall, Claudette S. Reid, Terry R. Urban and Mayor Pro Tem Edward J. Sackley and Mayor Peter J. Strazdas. Also in attendance were City Manager Maurice S. Evans and City Clerk James R. Hudson.

Mayor Strazdas opened the meeting by stating that the reason for the meeting is to continue the process of filling an upcoming vacancy on the City Council due to Councilmember O'Brien's election to the State Legislature. Mayor Strazdas then outlined the process and indicated that there would be opening comments by the candidates, closing comments by the candidates and each City Councilmember would be allowed to ask one question of the candidates on a rotating basis. The candidates would then be given three minutes to answer the question.

Betty Ongley, Jim Pearson and Cory Bailes were present for the interview by City Council. Each of the candidates provided a short opening statement and, there being no statements by any of the City Councilmembers, the first round of questions and answers followed. Because the first round of questions only took approximately 30 minutes, Mayor Strazdas entertained a second round of questions and discussion followed with questions from each City Councilmember and answers from each of the candidates. Each of the candidates then provided a closing statement. Discussion followed.

Mayor Strazdas recognized Human Services Board Member Bill Lenehan, who thanked City Council for reappointing him to a one year term ending October 1, 2011, which allows him to continue his work as the representative on the Metro Transit ADA Local Advisory Committee. Discussion followed.

Mayor Strazdas then asked for a poll of City Council where each Councilmember expressed his or her preference and opinion regarding the candidate of their choice. Councilmember Campbell, Mayor Pro Tem Sackley and Mayor Strazdas expressed an opinion and preference for former Mayor Betty Ongley; Councilmembers O'Brien, Reid and Urban expressed an opinion and a preference for Cory Bailes; and, Councilmember Randall expressed an opinion and a preference for Jim Pearson. Discussion followed.

In deference to the preference expressed by Councilmember O'Brien, motion by Sackley, seconded by Urban, to nominate Cory Bailes to fill the remaining portion of Councilmember Margaret O'Brien's term owing to her election to the Michigan State House of Representatives. Discussion followed. Upon a roll call vote, motion carried 5 to 2: Yeas: Councilmembers O'Brien, Reid and Urban, Mayor Pro Tem Sackley and Mayor Strazdas. No: Councilmembers Campbell and Randall. Discussion followed.

City Council complimented and thanked each of the candidates for participating and congratulated and welcomed Councilmember-elect Cory Bailes. When Mayor Strazdas asked for a comment from City Manager Evans, he reflected that the City Council process constituted a “class act all around” and commented that it was a privilege to work with them.

Mayor Strazdas addressed the upcoming assignments for Councilmember committees, asked Mr. Evans to organize a matrix of all of the committees, and indicated that he would do his best to assign each Councilmember to his or her top two choices. He then encouraged each of them to serve on committees which they have never served on before. Mr. Evans indicated that the requested materials are already a part of the December 7, 2010 Regular City Council Meeting Agenda. Discussion followed.

**ADJOURN:** Mayor Strazdas adjourned the meeting at 8:52 p.m.

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James R. Hudson, City Clerk

**CITY OF PORTAGE**

**COMMUNICATION**

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**TO:** Honorable Mayor and City Council

**DATE:** November 29, 2010

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



**SUBJECT:** Accounts Payable Register

**ACTION RECOMMENDED:** That City Council approve the Accounts Payable Register of December 7, 2010 as presented.

Attached please find the Accounts Payable Register for the period November 7, 2010 through November 20, 2010, which is recommended for approval.

c: Daniel S. Foecking, Finance Director

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 CHECK DATE CHECK NUMBER VENDOR NAME VENDOR # BANK CODE CHECK AMOUNT  
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CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	BANK CODE	CHECK AMOUNT
11/12/2010	273775	AT&T	849		10,371.79
11/12/2010	273776	A-1 ASPHALT INC.	4607		23,656.01
11/12/2010	273777	AIRGAS GREAT LAKES	106		337.20
11/12/2010	273778	ALL-PHASE ELECTRIC SUPPLY CO.	108		53.88
11/12/2010	273779	ALLEGRA PRINT & IMAGING	533		126.06
11/12/2010	273780	AMERICAN PLANNING ASSOCIATION	804		350.00
11/12/2010	273781	AMERICAN SAFETY & FIRST AID	113		75.64
11/12/2010	273782	ANIMAL REMOVAL SERVICE, LLC	3428		1,075.00
11/12/2010	273783	TODD ARBANAS ENTERPRISES INC.	1704		3,240.00
11/12/2010	273784	ARROWHEAD SCIENTIFIC, INC.	3744		854.45
11/12/2010	273785	AUTOMATIC DATA PROCESSING	3305		892.84
11/12/2010	273786	AUTOMATIC MICROFILMING CO.	863		1,227.30
11/12/2010	273787	B S & A SOFTWARE	1148		5,465.00
11/12/2010	273788	B S & A SOFTWARE	1148		585.00
11/12/2010	273789	BALKEMA EXCAVATING, INC.	130		37,486.38
11/12/2010	273790	BATTERIES PLUS	3495		86.40
11/12/2010	273791	BDO USA, LLP	136		10,400.00
11/12/2010	273792	BELL EQUIPMENT COMPANY	3844		5,761.12
11/12/2010	273793	BIDDLE, KRISTINE	532		115.34
11/12/2010	273794	BIS DIGITAL	999999		2,100.00
11/12/2010	273795	BITTERSWEET ACRES	1123		200.00
11/12/2010	273796	BITTERSWEET ACRES	1123		200.00
11/12/2010	273797	BORGESS HEALTH ALLIANCE	151		354.00
11/12/2010	273798	BOSS SAFETY PRODUCTS	4624		169.96
11/12/2010	273799	BRINK'S, INC	153		227.01
11/12/2010	273800	BRONNER'S CHRISTMAS DECORATION	154		365.13
11/12/2010	273801	C B C INNOVIS INC	2887		4.75
11/12/2010	273802	C D W GOVERNMENT, INC.	2690		890.11
11/12/2010	273803	CAPITAL ADVANTAGE LEASING	994		10,022.70
11/12/2010	273804	CHARTER COMMUNICATIONS	3080		88.60
11/12/2010	273805	CHEMSEARCH	1809		604.06
11/12/2010	273806	CHICAGO TITLE OF MICHIGAN INC	999999		365.12
11/12/2010	273807	C & E CONSTRUCTION	4631		2,975.00
11/12/2010	273808	CINTAS CORP.	2206		339.74
11/12/2010	273809	CITY OF KALAMAZOO TREASURER	540		58.77
11/12/2010	273810	CITY OF KALAMAZOO TREASURER	540		230.94
11/12/2010	273811	CITY OF PORTAGE	177		32,112.01
11/12/2010	273812	COASTAL TRAINING TECHNOLOGIES	1116		162.15
11/12/2010	273813	COBRA RESOURCES	2876		77.00
11/12/2010	273814	COMSTOCK PUBLIC SCHOOLS	1671		1,516.38
11/12/2010	273815	CONKLE, BRAD	999999		80.00
11/12/2010	273816	CONSUMERS ENERGY	743		42,595.02
11/12/2010	273817	CONSUMERS ENERGY-BILL PMT CNT	189		9,720.18
11/12/2010	273818	CORELOGIC TAX SERVICES LLC	999999		31.30
11/12/2010	273819	CROSSROADS EXPERT AUTO SERVICE	4109		3,290.94
11/12/2010	273820	DENNIS, SUSAN	999999		63.57
11/12/2010	273821	DEMOOYER BROTHERS, INC.	210		22.48
11/12/2010	273822	DIMICK, DONALD J & BETHANY J	999999		375.18
11/12/2010	273823	DIRKSEN ROOFING, INC.	4382		4,250.00
11/12/2010	273824	DUNSTAN, RUTH OR JAMES	999999		65.21
11/12/2010	273825	EHLERT, ANDREA	999999		170.00

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	BANK CODE	CHECK AMOUNT
11/12/2010	273826	EMERGENCY VEHICLE PRODUCTS	2948		15,302.41
11/12/2010	273827	EMPLOYMENT GROUP, INC.	959		4,568.89
11/12/2010	273828	ENGINEERED PROTECTION SYSTEMS,	2973		467.29
11/12/2010	273829	FERRELLGAS, LP	384		36.00
11/12/2010	273830	FIRST AMERICAN TITLE CO.	386		100.00
11/12/2010	273831	GALL'S, AN ARAMARK COMPANY	25		104.91
11/12/2010	273832	GOERTZ, JAN	999999		533.80
11/12/2010	273833	GORDON FOOD SERVICE	502		12.99
11/12/2010	273834	GORDON WATER SYSTEMS	517		126.25
11/12/2010	273835	GOVERNMENT FINANCE OFFICERS AS	41		205.00
11/12/2010	273836	GRAHAM FORESTRY SERVICE, INC.	464		1,080.00
11/12/2010	273837	HALCOMB, VALERIE	999999		126.11
11/12/2010	273838	TAMMY HAMMEL	3858		100.00
11/12/2010	273839	HERBERT, RONDA	999999		100.00
11/12/2010	273840	HI-TECH ELECTRIC CO.	1327		378.34
11/12/2010	273841	HOME ACRES BUILDING SUPPLY CO.	1948		93.23
11/12/2010	273842	HOME DEPOT	691		210.29
11/12/2010	273843	IAAO	999999		510.00
11/12/2010	273844	IAFC MEMBERSHIP	999999		229.00
11/12/2010	273845	IERVOLINA, SUSAN	2074		132.50
11/12/2010	273846	IPMBA	999999		50.00
11/12/2010	273847	IRISH AYRES ENTERPRISES, LLC	4143		8,197.25
11/12/2010	273848	THE IRRIGATOR	2047		354.00
11/12/2010	273849	J D E EQUIPMENT COMPANY	4244		526.64
11/12/2010	273850	JERGENS PIPING CORP.	4615		1,893.00
11/12/2010	273851	JONS TO GO PORTABLE RESTROOM	3201		1,750.00
11/12/2010	273852	KAHN, WILMA	2868		384.00
11/12/2010	273853	KAL CO MEDICAL CONTROL AUTH	735		339.02
11/12/2010	273854	KALAMAZOO CHOPPERS	999999		707.84
11/12/2010	273855	KALAMAZOO COUNTY TREASURER	514		1,008.80
11/12/2010	273856	KALAMAZOO COUNTY TREASURER	514		45,080.23
11/12/2010	273857	KALAMAZOO COUNTY TREASURER	514		481.80
11/12/2010	273858	KALAMAZOO OIL COMPANY	4511		146.94
11/12/2010	273859	KALAMAZOO REG'L EDUC SVS AGENG	721		97,034.48
11/12/2010	273860	KALAMAZOO REG'L EDUC SVS AGENG	721		180.08
11/12/2010	273861	KALAMAZOO REGIONAL CHAMBER	3499		25.00
11/12/2010	273862	THE KALAMAZOO SYMPHONY	480		2,023.50
11/12/2010	273863	KALAMAZOO VALLEY COMMUNITY COL	230		24,932.28
11/12/2010	273864	KALAMAZOO VALLEY COMMUNITY COL	230		104.84
11/12/2010	273865	KELLY RADIATOR & AUTO REPAIR	4591		1,375.77
11/12/2010	273866	KEYSTONE AUTO REPAIR, INC.	984		1,812.50
11/12/2010	273867	KLEAN RITE	999999		55.00
11/12/2010	273868	KNAPP ENERGY, INC.	235		9,492.88
11/12/2010	273869	KUIPER BUILDING SERVICES, LLC	4454		1,125.00
11/12/2010	273870	KUIPER BUILDING SERVICES, LLC	4454		3,000.00
11/12/2010	273871	KUSTOM SIGNAL, INC	237		75.00
11/12/2010	273872	LAKE MICHIGAN MAILERS, INC.	682		138.00
11/12/2010	273873	LANDS END	2645		399.46
11/12/2010	273874	LIROT, KIT	647		1.00
11/12/2010	273875	LTAP/MTU	999999		20.00
11/12/2010	273876	LYNWELL CORP.	244		120.00

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
11/12/2010	273877	M & M CUSTOM FABRICATING INC.	4576	66.50
11/12/2010	273878	MACY'S	999999	12,998.68
11/12/2010	273879	MAYFLOWER TOURS	3492	3,059.40
11/12/2010	273880	MCCARTHY SMITH LAW GROUP, PLC	2950	3,484.86
11/12/2010	273881	MCINTYRE, SUSAN	999999	100.00
11/12/2010	273882	MCNALLY ELEVATOR CO.	256	86.98
11/12/2010	273883	MENARDS, INC	258	164.80
11/12/2010	273884	MICHIGAN ASSOC. OF SENIOR CENT	3425	75.00
11/12/2010	273885	MICHIGAN DEPT OF ENERGY LABOR	999999	50.00
11/12/2010	273886	MICHIGAN PAVEMENT MARKINGS LLC	1358	1,382.90
11/12/2010	273887	MICHIGAN PAVING & MATERIALS CO	3389	24,482.98
11/12/2010	273888	MIDWEST COMMUNICATION SERVICES	1983	240.00
11/12/2010	273889	MILLER, CAMFIELD, PADDOCK & ST	528	6,050.00
11/12/2010	273890	MUNIMETRIX SYSTEMS CORPORATION	880	499.00
11/12/2010	273891	NEW FRESH CLEANING SERVICE	4351	5,267.00
11/12/2010	273892	A NEW LEAF	635	85.00
11/12/2010	273893	NICHOLSON, SANDY	999999	2,097.25
11/12/2010	273894	NYE UNIFORMS	999999	1,084.60
11/12/2010	273895	OAKLAND POLICE ACADEMY	999999	325.00
11/12/2010	273896	OFFICE DEPOT, INC.	1721	1,192.86
11/12/2010	273897	OFFICEMAX INCORPORATED	301	316.87
11/12/2010	273898	ONE WAY PRODUCTS	440	89.98
11/12/2010	273899	ORIENTAL TRADING CO.	3819	242.82
11/12/2010	273900	JAROTH - P T S	3957	303.00
11/12/2010	273901	PEAVEY COMPANY	1199	87.40
11/12/2010	273902	PETTY CASH-DPS	538	356.10
11/12/2010	273903	PETTY CASH-PARKS	536	697.44
11/12/2010	273904	PETTY CASH-POLICE DEPT.	890	266.15
11/12/2010	273905	PETTY CASH-SENIOR CENTER	537	211.11
11/12/2010	273906	FOLDERMAN'S FLOWER SHOP	4157	130.95
11/12/2010	273907	PORTAGE DISTRICT LIBRARY	810	219.51
11/12/2010	273908	PORTAGE NORTHERN HIGH SCHOOL	999999	100.00
11/12/2010	273909	PORTAGE PUBLIC SCHOOLS	590	222.78
11/12/2010	273910	PORTAGE PUBLIC SCHOOLS	590	100,698.82
11/12/2010	273911	POWERPHONE, INC	608	378.00
11/12/2010	273912	PREIN & NEWHOF	1738	3,227.50
11/12/2010	273913	PRO-FLEET	3209	1,565.00
11/12/2010	273914	PROTECTION TECHNOLOGIES, INC.	2331	2,530.00
11/12/2010	273915	QUADRANT II MARKETING, LLC	3139	2,268.08
11/12/2010	273916	QUALITY AIR HEATING & COOLING	999999	100.00
11/12/2010	273917	QUALITY AIR HEATING & COOLING,	3621	5,206.00
11/12/2010	273918	RATHCO SAFETY SUPPLY, INC.	327	314.10
11/12/2010	273919	RELIABLE MANAGEMENT SYSTEMS, I	4354	331.00
11/12/2010	273920	REPUBLIC WASTE SERVICES OF W M	4443	744.66
11/12/2010	273921	RESIDENTIAL PLUMBING SERVICES,	1977	440.00
11/12/2010	273922	RHINO PRODUCTS, INC.	736	319.70
11/12/2010	273923	RIDGE AUTO NAPA	438	1,834.99
11/12/2010	273924	RIGHT-WAY RENTAL, INC.	337	57.00
11/12/2010	273925	ROBERTS LANDSCAPE	4294	1,450.00
11/12/2010	273926	ROE-COMM, INC.	341	314.40
11/12/2010	273927	ROSSIO, STEVE	2561	100.00

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
11/12/2010	273928	ROTO-ROOTER SEWER & DRAIN SERV	345	128.00
11/12/2010	273929	ROWLEY BROTHERS, INC.	346	1,950.80
11/12/2010	273930	S B F/CORONA GRAPHICS	3481	1,404.70
11/12/2010	273931	SAFETY SERVICES, INC.	349	1,961.21
11/12/2010	273932	SAMES, ROBERT	999999	100.00
11/12/2010	273933	SARCUM	2076	134.06
11/12/2010	273934	SIGN SHOP OF WESTERN MICHIGAN	358	842.15
11/12/2010	273935	STATE OF MICHIGAN (DOT)	368	24,281.31
11/12/2010	273936	STATE OF MICHIGAN (TREASURY)	722	284,895.81
11/12/2010	273937	STATE OF MICHIGAN DNRE	4118	150.00
11/12/2010	273938	STATE SYSTEMS RADIO, INC	369	1,226.35
11/12/2010	273939	STRYKER MEDICAL	999999	4,913.34
11/12/2010	273940	STURGEON, CRAIG OR DEANNA	999999	100.00
11/12/2010	273941	SUPERIOR EQUIPMENT LLC	1107	1,856.22
11/12/2010	273942	T M P ARCHITECTURE, INC.	2651	915.00
11/12/2010	273943	T-MOBILE USA INC	3665	29.99
11/12/2010	273944	THOMPSON, HELENE	4417	114.00
11/12/2010	273945	THOMPSON, PATTI	532	68.82
11/12/2010	273946	TIGER DIRECT, INC.	4272	274.02
11/12/2010	273947	TOY BOX STORAGE	3208	1,052.64
11/12/2010	273948	TRACTOR SUPPLY CORP.	2817	14.97
11/12/2010	273949	TRANSCRIBE SOLUTIONS	4627	165.00
11/12/2010	273950	TRUGREEN	390	77.40
11/12/2010	273951	U S BANK	3497	275.00
11/12/2010	273952	U S POSTMASTER	392	6,000.00
11/12/2010	273953	U S SIGNAL COMPANY, LLC	3831	549.00
11/12/2010	273954	UNITED PARCEL SERVICE	545	121.96
11/12/2010	273955	UNITED PETROLEUM	396	340.95
11/12/2010	273956	UNITED PARTY & EVENT SERVICES	2177	160.00
11/12/2010	273957	UNITED WATER NACO LLC	4304	164,003.33
11/12/2010	273958	VAN BELKUM COMPANIES LLC	999999	2,099.10
11/12/2010	273959	VANBELKUM COMPANIES, LLC.	400	6.52
11/12/2010	273960	VANLEEUWEN, STEVE	999999	100.00
11/12/2010	273961	VOLOGY DATA SYSTEMS	4594	383.68
11/12/2010	273962	WEDEL'S INC.	410	2,447.40
11/12/2010	273963	WEST SHORE SERVICES, INC	417	240.10
11/12/2010	273964	WESTERN MICHIGAN UNIVERSITY	4630	30.00
11/12/2010	273965	WIGHTMAN & ASSOCIATES, INC.	425	450.00
11/12/2010	273966	WINDEMULLER ELECTRIC, INC.	3061	2,600.00
11/12/2010	273967	WOLVERINE POWER SYSTEMS	4322	500.00
11/12/2010	273968	XEROX CORPORATION	4122	2,185.03
11/12/2010	273969	360 SERVICES, INC.	637	2,359.85

DATE RANGE TOTAL \* 1,142,561.92 \*

PREPARED 11/22/2010, 8:59:05  
PROGRAM: GML76L  
CITY OF PORTAGE

ELECTRONIC FUNDS TRANSFER REGISTER  
FROM: 11/07/2010 TO: 11/20/2010

PAGE 1  
ACCOUNTING PERIOD 01/2011

PAYMENT NO	VENDOR NAME	TRANSFER DATE	AMOUNT	TRACE NUMBER	EFT BATCH CODE	BANK
97	B & B YARDSCAPE	11/12/2010	5,225.00	072000320000001	0000001	00
98	VISION SERVICE PLAN INSURANCE CO	11/12/2010	2,356.60	072000320000002	0000001	00

GRAND TOTAL: 7,581.60 NO. OF CHECKS: 2

# CITY OF PORTAGE

# COMMUNICATION

**TO:** Honorable Mayor and City Council

**DATE:** December 2, 2010

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



**SUBJECT:** 2011 Board of Review

**ACTION RECOMMENDED:** That City Council determine the membership size of the 2011 Board of Review.

With approval of the amendments to the Portage City Charter in November 2010, City Council may now determine annually the number of Board of Review members, with either three, six or nine members to be appointed. Additionally, the Charter amendment provides City Council the opportunity to appoint not more than two alternates to the Board of Review, as well as allowing for training of Board of Review members as required by the City Council.

With regard to the current three-member Board of Review, one term will expire January 31, 2011, another on January 31, 2012 and another on January 31, 2013. The Charter Amendment (Section 8.4b) provides that Board of Review members shall be appointed during the month of January each year beginning in January 2011 for a term of one year except those members serving terms of three years at the time of adoption of the Charter Amendment who shall continue until the expiration of their term. As a result, with the one vacancy that will exist as of January 31, 2011 the Council will need to determine whether to only fill this vacancy (a three-member Board) or make four (a six-member Board) or seven (a nine-member Board) appointments. Alternatively, Council could determine to establish a three, six or nine-member Board and/or appoint one or two alternate members of the Board of Review.

Consideration of the potential number of appeals to the Board of Review was one measure identified by City Council for assisting with the determination of the number of members to appoint to the Board of Review. As there will be no information concerning the potential number of appeals to the 2011 Board of Review until after assessment change notices are mailed near the end of February, a review of past levels of appeals to the March Board of Review is noted below:

2010 Tax Year	173 Appointments (256 Parcels)
(Ran 12 Days)	79 Letter Appeals (35 Consumers Power)
	19 Personal Property Appointments (Late filings)
	8 No Shows, 11 Cancellations
	5 Rescheduled Appointments
	18 Hardships

2009 Tax Year (Ran 12 Days)	258 Appointments (328 Parcels) 61 Letter Appeals (35 Consumers Power) 100 Personal Property Appointments (Late filings) 12 No Shows, 20 Cancellations 5 Rescheduled Appointments 9 Hardships
2008 Tax Year (Ran 11 Days)	200 Appointments (234 Parcels) 56 Letter Appeals (35 Consumers Power) 61 Personal Property Appointments (Late filings) 12 No Shows, 10 Cancellations 2 Rescheduled Appointments 7 Hardships

Based upon the above information, for the past three years an average of 210 appointments, 67 letter appeals, 60 personal property appointments and 12 hardship applications have been considered by the Board of Review. Should the Council believe that a larger Board of Review is supported based upon these past volumes of activity, appointments should be made accordingly. In the opinion of staff, a nine-member Board would not appear necessary; however, appointment of a six-member Board would afford the opportunity for greater flexibility in addressing the unknown appointment volume as it unfolds. In this manner, alternates could be available to interchange Board members for whatever reason or to have two, three-member Boards run simultaneously in the event of an unexpected heavy number of appeals. Similar benefits may also be afforded with a three-member Board appointment with one or two alternates.

Efforts to solicit Board of Review applicants will need to commence shortly as no applicants are presently on file. A determination by Council in regard to the desired size of the 2011 Board of Review will assist in focusing recruitment efforts and in preparation of plans for Board member training.

**CITY OF PORTAGE**

**COMMUNICATION**

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**TO:** Honorable Mayor and City Council

**DATE:** December 3, 2010

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



**SUBJECT:** 2011 March Board of Review Resolution

**ACTION RECOMMENDED:** That City Council adopt the Resolution setting the dates and times for the 2011 March Board of Review sessions.

The Board of Review meets annually in March for the purpose of hearing current-year property assessment appeals. The attached Resolution has been prepared to set the meeting dates for the first session of the Board of Review on March 14, 15, 16, and 17, 2011, and for the second session on March 29, 2011, in accordance with the City Charter.

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

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

Attachment

**CITY OF PORTAGE**

**2011 BOARD OF REVIEW RESOLUTION**

Moved by Council Member

Supported by Council Member

**WHEREAS**, the City Charter of the City of Portage, Section 8.6, requires that the City Council set the date, time of day, and place for the meeting of the first and second sessions of the Board of Review.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Review shall convene in its first session on Monday, March 14, 2011, at 10:00 am for the organizational meeting in Conference Room 1 located at City Hall, Portage, Michigan and shall continue for appointments on Tuesday, March 15, 2011, at the same location, commencing at 9:00 AM to 12:00 Noon and from 1:00 PM to 4:00 PM and shall continue in session on March 16, 2011, from 9:00 AM to 12:00 Noon and 1:00 PM to 4:00 PM and March 17, 2010, from 1:00 PM to 4:00 PM and 6:00 PM to 9:00 PM, and on such additional days as may be required to hear all persons who have given notice of desire to be heard.

**BE IT FURTHER RESOLVED** that the Board of Review shall convene in its second session on Tuesday, March 29th, 2011, from 9:00 AM until all interested parties have been heard, but not less than 6 hours.

**BE IT FURTHER RESOLVED** that members of the Board of Review shall be compensated each at the rate of \$100.00 per day for each day or portion thereof as they may be legally in session pursuant to the discharge of their duties.

**BE IT FURTHER RESOLVED** that notice of the times and place of the sessions of the Board of Review shall be published in a newspaper of general circulation in the City not less than ten (10) days prior to the first meeting of the Board of Review in three (3) successive issues of the newspaper.

Appointments are available by calling the City Assessor's Office.

ADOPTED:           YEAS:  
  
                          NAYS:  
  
                          ABSENT:

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

**CERTIFICATE**

I certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of the City of Portage held on the 7th day of December 2010, the original of which resolution is on file in my office.

APPROVED AS TO FORM  
DATE 12/10/10  
[Signature]  
CITY ATTORNEY

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

## CITY OF PORTAGE

## COMMUNICATION

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**TO:** Honorable Mayor and City Council

**DATE:** December 3, 2010

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



**SUBJECT:** Health Insurance Contract Renewals

**ACTION RECOMMENDED:** That City Council approve one-year contract renewals for employee health insurance with Blue Care Network (HMO), Priority Health (HMO) and Blue Cross Blue Shield of Michigan (PPO and Traditional), and authorize the City Manager to execute all documents on behalf of the city.

The City of Portage provides health insurance to all full-time non-union and union personnel as part of a comprehensive benefit package. Health insurance benefits are a key element of a competitive benefit package important to attracting and retaining high quality employees.

Controlling the increase in the cost of health insurance is a universal issue involving many variables, most of which are outside the control of the city. Nevertheless, the city continues to attempt to decrease the rate of increase in costs by promoting improved health practices of employees. In addition, the city continues to alter the structure of insurance benefits within the constraints presented by four labor agreements. The city also passes along a portion of health insurance premium costs to employees. Union employee rates of contribution are negotiated as part of all labor agreements. Non-union employee rates of contribution have been established as part of the city's Health Management Program (HMP) where levels of contribution correlate to successful/unsuccessful participation in the HMP. As communicated in the fiscal year 2010/2011 budget material, the non-union employee premium contribution will be increased on February 1, 2011 from a range of 5%-20% of premium to 10%-25% of premium.

Four (4) health insurance plans are currently in place: Employees represented by the Portage Police Officers Association (PPOA) are provided health insurance coverage through Blue Care Network (HMO), Blue Cross Blue Shield of Michigan High Option (traditional) and Priority Health (HMO). Employees represented by the Portage Police Command Officers Association (PPCOA) and United Auto Workers' (UAW) are provided health insurance coverage through Blue Care Network (HMO). Employees represented by the International Association of Fire Fighters (IAFF) and all non-union employees are provided health insurance coverage through Blue Cross Blue Shield of Michigan (PPO).

The City Administration received and in some cases was able to negotiate the following rate renewal changes for active personnel (the variation of change within most plans is due to the enrollment level of single, two-person and family coverage):

Blue Care Network (HMO)	PPOA, PPCOA & UAW	+9.72 to +9.98%
Priority Health (HMO)	PPOA	+15.9%
BCBSM High Option (Traditional)	PPOA	-5.20% to -14.68%
BCBSM (PPO-1)	IAFF	-3.18% to -9.63%
BCBSM (PPO-2)	Dept. Head & Non-Union	-1.50% to -8.06%

The difference in rate changes between insurance plans is primarily related to the experience (i.e., the amount of utilization/cost) within the plan over the prior year. The HMO plans (Blue Care Network and Priority Health) are “community rated,” meaning the plan experience is measured on the utilization from a broad group of users, not only the City of Portage employees and dependents. The Blue Cross Blue Shield of Michigan plans are all “experience rated,” meaning the rate changes relate specifically to the utilization of City of Portage employees and dependents.

Current health insurance plans expire on January 31, 2011. Based upon current enrollment status, increases to the Blue Care Network (HMO) and Priority Health (HMO) plans are offset by decreased city costs relating to the Blue Cross Blue Shield of Michigan plans. Funds have been budgeted and are available to fund health insurance coverage for the balance of the current fiscal year and will be appropriated for fiscal year 2011/12. Council approval of the contract renewals is, therefore, recommended.

## CITY OF PORTAGE

## COMMUNICATION

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**TO:** Honorable Mayor and City Council

**DATE:** November 23, 2010

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



**SUBJECT:** Household Hazardous Waste Program – Intergovernmental Cooperation

**ACTION RECOMMENDED:** That City Council approve the contract with Kalamazoo County for Household Hazardous Waste collection during the 2011 calendar year in the not-to-exceed amount of \$32,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

Through the Kalamazoo County Household Hazardous Waste Center, household hazardous waste collection is provided at 1301 Lamont Avenue (near the Kalamazoo County Fairgrounds) for all Portage residents. The City of Portage has participated in the program since the early 1990's with a portion of the Curbside Recycling Millage being set aside for this purpose.

An annual contract between the city and county establishes the terms and conditions for Portage resident participation in the Household Hazardous Waste Center. Under the agreement, prepared by the Kalamazoo County Health and Community Services Department, costs are charged quarterly to each unit of government based on a percentage of participation.

The program will continue to function the same as in previous years. The collection program provides three 4-hour drop-off periods on selected week days, as well as a four-hour period the second Saturday of every month. In addition, two special Saturday collection days will be scheduled for Portage residents annually. These schedules are frequently posted in the monthly *Portager*. In reviewing historical data, an amount not-to-exceed \$32,000 will be sufficient for the period January 1, 2011 through December 31, 2011.

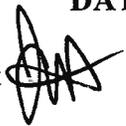
It is recommended that City Council approve a contract with Kalamazoo County to provide collection services at the Household Hazardous Waste Center for Portage residents during the 2011 calendar year in the not-to-exceed amount of \$32,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Funds for the first six months of the contract are budgeted and available in the Fiscal Year 2010-2011 Budget and funds for the remainder of the contract will be included in the Fiscal Year 2011-2012 Budget.

# CITY OF PORTAGE

# COMMUNICATION

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

**DATE:** November 23, 2010

**FROM:** Jack Hartman, Director Streets & Equipment 

**SUBJECT:** Household Hazardous Waste Contract – Kalamazoo County

As you are aware, through the Kalamazoo County Hazardous Waste Center, household hazardous waste collection is provided to Portage residents as part of joint intergovernmental program for local jurisdictions. The City of Portage has participated in this program since the early 1990's with a portion of the Curbside Recycling Millage being set aside for this purpose.

An annual contract between the city and the county establishes terms and conditions for Portage resident participation at the Household Hazardous Waste Center. Under the terms of the agreement, prepared and administered by the Kalamazoo County Health and Community Services Department, the service provides collection on Tuesday and Friday (8:30 a.m. - 12:30 p.m.), Wednesday (12:00 p.m. – 6:00 p.m.) and the second Saturday of every month (8:30 a.m. – 12:30 p.m.). In addition, two special City of Portage collection days are scheduled on a Saturday from 8:30 a.m. -12:30 p.m. This scheduling information is posted frequently in the *Portager*.

The current annual contract expires December 31, 2010. The program will continue to function the same as in previous years for calendar year 2011. In reviewing historical participation and actual billing costs to the city for the last four years, a cost in the not-to-exceed amount of \$32,000 should provide adequate funding for calendar year 2011. Below is a summary of costs incurred compared to funds budgeted for the preceding four years:

<b>Year</b>	<b>Budget</b>	<b>Actual Cost</b>	<b>Surplus</b>
2006-2007	\$45,900	\$28,900	\$17,000
2007-2008	\$36,000	\$29,500	\$6,500
2008-2009	\$35,000	\$25,486	\$9,514
2009-2010	\$32,000	\$27,700	\$4,300

It is recommended that a contract be approved with the County of Kalamazoo to provide collection services to the Household Hazardous Waste Center for City of Portage residents in the not-to-exceed amount of \$32,000.

Funds are budgeted and available in the FY 2010-2011 Budget for the first six months (January 1, 2011 through June 30, 2011) and will be budgeted in the FY 2011-2012 budget for the last six months (July 1, 2011 through December 31, 2011).

c: Brian Bowling, Deputy City Manager  
Robert Luders, Financial Services Director

## CITY OF PORTAGE

## COMMUNICATION

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**TO:** Honorable Mayor and City Council

**DATE:** November 22, 2010

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



**SUBJECT:** One-Year Lease Extension of Two IBM i5 Model 515 Servers

**ACTION RECOMMENDED:** That City Council approve the one-year lease extension through Capital Advantage Leasing for two IBM i5 Model 515 servers at a cost of \$16,932 with a \$1.00 end-of-lease buyout and authorize the City Manager to execute all documents related to this action on behalf of the city.

In 2007, City Council approved the three-year lease submitted by the low bid vendor, Capital Advantage Leasing, for two new IBM i5 Model 515 servers in the amount of \$40,514.40 annually. The City of Portage computer network consists of mission-critical public safety and e-business software applications that run on the two IBM i5 Model 515 servers. The applications include records management, computer aided dispatch, evidence and criminal booking, investigative reporting, purchasing and inventory, accounting, permitting, planning and zoning land management and other key operations.

The three-year lease authorized by Council in 2007 for the provision of the two IBM i5 Model 515 servers is set to expire in December 2010. A one-year lease extension of \$16,932 with a \$1.00 end-of-lease buyout is therefore requested in order to continue to utilize the two important mission critical public safety and e-business servers. The IBM i5 Model 515 servers continue to provide outstanding reliability and capability including the latest data processing operations technology and storage capacity. The one-year lease extension price includes "round the clock" software and hardware maintenance and support, disaster recovery services and all data migration, testing and installation. Capital Advantage Leasing is an approved vendor with the city. Funds have been budgeted for this expenditure as part of the 2010 Capital Improvement Program.

It is recommended that Council approve the one-year lease extension through Capital Advantage Leasing for two IBM i5 Model 515 servers at a cost of \$16,932 with a \$1.00 end-of-lease buyout and authorize the City Manager to execute all documents related to this action.

# CITY OF PORTAGE

# COMMUNICATION

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**TO:** Honorable Mayor and City Council

**DATE:** November 22, 2010

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



**SUBJECT:** AT&T – Police Positron 9-1-1 Contract

**ACTION RECOMMENDED:** That City Council approve a one-year contract in the amount of \$11,250.01 for 9-1-1 maintenance, with the option to annually renew provided the terms, conditions and price do not change, and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The Positron 9-1-1 system is a critical portion of the Police/Fire Emergency Dispatch Center. This system provides radio and telephone communications, including 9-1-1 for the entire dispatch center. The system includes 9-1-1 lines, console equipment, 9-1-1 ALI (Automatic Location Information), and ANI (Automatic Number Identification).

Service by AT&T for the Positron 9-1-1 system has been outstanding since its implementation. They are also a sole source provider for this maintenance.

It is recommended that City Council renew the maintenance contract (at no increased cost) to AT&T for \$11,250.01, with the option to renew annually, and authorize the City Manager to execute all documents related to this contract.

**CITY OF PORTAGE**

**COMMUNICATION**

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

**DATE:** November 22, 2010

**FROM:** Richard J. White, Chief of Police *RA*

**SUBJECT:** AT&T – Positron 9-1-1 Contract

The Positron 9-1-1 system is a critical portion of the Police/Fire Emergency Dispatch Center. This system provides radio and telephone communications, including 9-1-1 for the entire dispatch center. The system includes 9-1-1 lines, console equipment, 9-1-1 ALI (Automatic Location Information), and ANI (Automatic Number Identification).

Service by AT&T for the Positron 9-1-1 system has been outstanding since its implementation. They are also a sole source provider for this maintenance. AT&T has agreed to renew the annual contract with the same terms and provisions as previous years, at the same cost of \$11,250.01. It is recommended that Purchase Order Requisition #59764 be approved.

# CITY OF PORTAGE

# COMMUNICATION

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**TO:** Honorable Mayor and City Council

**DATE:** November 29, 2010

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



**SUBJECT:** Nonprofit Organization Recognition

**ACTION RECOMMENDED:** That City Council adopt the Resolution for Charitable Gaming License recognizing the Portage Northern Band and Orchestra Parents as a nonprofit organization in the City of Portage.

Public Act 382 of 1972 requires that groups desirous of obtaining a gaming license from the State of Michigan secure a resolution from the local governing body recognizing the group as a nonprofit organization operating in the community. A gaming license permits a group to conduct raffles and raise funds in support of the organization for a period of one year.

A request was received from the Portage Northern Band and Orchestra Parents to be recognized as a nonprofit organization operating in the community and allow for a raffle in 2011. The attached Resolution has been provided by the State of Michigan to recognize the Portage Northern Band and Orchestra Parents as a nonprofit organization operating in the City of Portage. The main purposes of the Portage Northern Band and Orchestra Parents are to promote, support and enhance the educational quality of the band program at Portage Northern High School.

Portage Northern Band and Orchestra Parents has provided a letter from Portage Northern Band and Orchestra Parents President Jennifer Snyder affirming the current nonprofit status of the organization, the Raffle License Application, a copy of the Articles of Incorporation and by-laws of the Portage Northern Band and Orchestra Parents, a copy of the statement of nonprofit status from the Department of the U.S. Treasury Internal Revenue Service and a copy of the 2009 Tax Return Form 990. Therefore, it is recommended that City Council adopt the attached Resolution.

Attachment: Local Governing Body Resolution



Charitable Gaming Division  
 Box 30023, Lansing, MI 48909  
 OVERNIGHT DELIVERY:  
 101 E. Hillsdale, Lansing MI 48933  
 (517) 335-5780  
 www.michigan.gov/cg

**LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES**  
 (Required by MCL 432.103(9))

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from \_\_\_\_\_ of \_\_\_\_\_,  
NAME OF ORGANIZATION CITY

county of \_\_\_\_\_, asking that they be recognized as a  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for \_\_\_\_\_.  
APPROVAL/DISAPPROVAL

APPROVAL	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on \_\_\_\_\_  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
ADDRESS

COMPLETION: Required.  
 PENALTY: Possible denial of application.  
 BSL-CG-1153(R10/06)

**CITY OF PORTAGE**

**COMMUNICATION**

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**TO:** Honorable Mayor and City Council

**DATE:** November 26, 2010

**FROM:** James R. Hudson, City Clerk



**SUBJECT:** Special Meeting with Board and Commission Applicants

**ACTION RECOMMENDED:** That City Council set a Special Meeting on Tuesday, January 11, 2011, beginning at 5:30 p.m. to interview board and commission applicants.

Per the *Policy for Appointments to Citizen Advisory Boards*, applicants for the following boards and commissions and any other vacancies that arise will be interviewed.

Board of Review	1 expiring term (with up to an additional six (6) appointments and up to two (2) alternates, as determined by City Council).
Historic District Commission	3 vacancies.
Zoning Board of Appeals	2 expiring terms, 1 vacancy.
Youth Advisory Committee	7 vacancies.

As reflected on the attached Board and Commission Vacancy Summary, applicants are needed at this time to fill vacancies on the Board of Review, Historic District Commission, Zoning Board of Appeals and the Youth Advisory Committee. It is recommended that City Council set a Special Meeting on Tuesday, January 11, 2011, beginning at 5:30 p.m. to interview board and commission applicants.

Attachment: Vacancy Summary

c: Boards/Commissions Chairs  
Boards/Commissions Ex Officios

**BOARD/COMMISSION VACANCY SUMMARY FOR JANUARY 11, 2011 SPECIAL MEETING**

<b>INTERVIEWS</b>	<b>5:30 pm</b>	<b>HDC</b>	<b>ZBA</b>	<b>YAC</b>	<b>PLANNING COMMISSION</b>	<b>RESPONSES</b>
<b>APPLICANTS</b>	<b>BD REV</b> 1 vacancy	<b>3 vacancies</b> Applicant	<b>2 exp terms</b> 1 vacancy	<b>7 vacancies</b>	<b>1 vacancy</b>	
Christine Broberg						
Timothy Bunch			Alternate			
David Felicijan			Member			
Wesley Mazurek	Member					
Daniel Douglas Rhodus			Alternate			
Marianna Singer			Member			

**NOTE:** Alternate – currently serving as an Alternate Member of a Board or Commission and is seeking appointment or reappointment.  
 Member – currently serving as a Member of a Board or Commission and is seeking reappointment.  
 Applicant – new applicant seeking appointment to a Board or Commission.  
 1 – will attend  
 2 – unable to attend  
 3 – no response  
 4

## CITY OF PORTAGE

## COMMUNICATION

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**TO:** Honorable Mayor and City Council

**DATE:** December 2, 2010

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

**SUBJECT:** 2010 Council Goal Session – Work Items / Priorities

The following information provides a summary of the major activities of the City Council at the 2010 Council Goal Session.

As an initial major work item, City Council completed an overview of progress made toward 2010 priorities. Of the twenty-three (23) priority areas defined during the 2009 Council Goal Session, ten (10) areas were complete, seven (7) are ongoing, three (3) are situational (as needed) and three (3) are pending. Given the status of 2010 priorities, all subject areas/committees identified for 2010 were to be re-established for 2011 with the exception of Gallup Training, City Centre/Uptown Regional Concept, Continued Cost Savings, Cell Phone/Texting Ban, Portage Government Contraction, the Legal Services Evaluation Committee, the Coordination of Citizen Health Committee, the Portage 2025 Renewal Committee, the Assessing Issues Task Force, the K-9 Officer Committee, the Disposition of Legal Matters Committee of the Whole, and the Cable Access Committee.

Subsequent to review and confirmation of the 2011-2012 Council Mission Statement and Goals and Objectives, as a second major work item a total of sixteen (16) subjects were considered and discussed by City Council. Three (3) subject areas were dispensed with during initial discussions: Raising local (which is being addressed by the Planning Commission), the Park smoking ban (which the Council voted to expand to all playgrounds and picnic shelter areas as recommended by the Parks Board) and the Community Survey (which was referred to the Council Survey Committee). The remaining thirteen (13) areas that were prioritized by City Council during the 2010 Council Goal Session include (in final priority order):

- Business and the City of Portage
- Sign ordinance
- Housing and neighborhoods
- Long term financial planning
- Regional cooperation
- Ambulance service contract
- City Council vacancy
- Debt service
- Roadway expenditures
- Cell phone ban
- Property tax hardship exemption
- Residential property re-inspection
- Kalamazoo County Event Center

The Council vacancy topic was addressed with a Council-defined process for acceptance of letters of interest/resumes, determining a short-list and interview of candidates. The areas of debt service and roadway expenditures are to be addressed as elements of the annual budget review and approval process, the cell phone ban was identified as a low priority workshop topic, the property tax hardship exemption will be addressed via guidelines to be recommended to the City Council by the City Administration, residential property re-inspection program was determined to be a topic at the discretion of the City Administration and the Kalamazoo County Event Center was a topic on which the Council chose not to take a position.

As noted on the attached 2011-2012 City Council Priority Map, direction was established for the top five (5) priority areas, with the “ambulance service contract” subject area being combined with “regional cooperation.” The primary direction for each priority area is summarized as follows:

- Business and the City of Portage – Committee assignment
- Sign ordinance – Committee assignment/future workshop
- Housing and neighborhoods – Committee assignment
- Long term financial planning – Future workshop
- Regional cooperation – Committee assignment

The attached Council Committee listing has been developed to identify 2011-2012 Council Committee appointment opportunities and the Council established direction for each Council Committee. Subsequent to appointments, work of the Council Committees can commence.

**Portage Council  
Retreat  
November 2010**

**Business and the City of Portage**

Education of existing and new business

How to do business in/with Portage

Committee direction:

- Perception that City is more favorable to larger/national businesses
- How do we encourage/support small/focal businesses?
- Creating/fostering dynamic environment for business to come in to
- Helping educate people in doing business with Portage
- Encouraging home grown businesses/entrepreneurship
- Holding people accountable to current ordinance expectations

Notes:

- Long range financial planning
- How can we be proactive - given economic data/predictions etc?
- What services do we impact? What are the consequences?
- Not micro-managing details of workshop - will be built alongside Administration to ensure alignment

**Long-Term Financial Planning/Objectives**

State impact

Managing the pain

- Notes: Keeping citizens informed/educated as to what is happening and how we are responding
- Need for long-term/future thinking

**Sign Ordinance**

- Hold workshop/survey businesses
- Need to understand ideas - and all the potential consequences of those ideas
- Incorporate planning commission and ZBA to ensure alignment
- Identify if current ordinance is working? If not what would work?

Committee direction:

- Proactive at state/fed level
- Arm Council with info to lobby elected officials
- What are our legislative priorities that address our goals
- What are we doing to benefit from intergovernmental cooperation
- Ensure cost effectiveness when working with other units of government

Committee Direction:

**Regional Cooperation**

- Ambulance Agreement
- Fits with inter-governmental/regional cooperation
- Time for a discussion - not today
- Similar to towing contract

Notes:

- Rental property - should we know if house is owner occupied or not?
- inspections?
- is it time for us to be asking this?
- Should we require registration for rental properties?

Committee Direction:

- Should we keep a foreclosure list?
- How do we help address the aging property(maintaining housing stock) issue?
- Merge with Neighborhood Revitalization & Zoning Code Update committee

**Housing and Neighborhoods**

- foreclosures/rentals/unoccupied property
- Aging property - harder to upkeep
- Can we help people?
- Is what we are currently doing helping?
- Primary enforcement vs complaint-based

Notes:

**2011 Topics - City Council Report Card**  
 Updated: December 1, 2010

Topic	2010 Appointments	2011 Appointments	Priority	Update	Status
City Manager Salary Review / Evaluation Committee	Urban (Chair), O'Brien, Randall		Annual review (May/June) of City Manager's performance and recommendation of salary for next fiscal year.		
Water/Sewer (Utility) Rate Committee	Campbell (Chair), O'Brien, Sackley		Annual review (March) of Utility Rate Financial Study and recommendation as to utility rate charges and fees.		
Advisory Board Review Committee	Campbell (Chair), Randall, Reid		Review/recommend Advisory Board goals and objectives and project assignments		
City Council Investment Committee	Strazdas, Evans		Ongoing review of city's policies and investment strategies.		
Community Survey Committee	Urban (Chair), Randall, Sackley		Review and recommend to Council a course of action with regard to the Community Survey.		
City Council Property Committee	O'Brien (Chair), Sackley, Urban		Review city property sale and acquisition – Situational.		
City Council School Committee	Reid (Chair), Campbell, O'Brien		<ul style="list-style-type: none"> <li>Focus on city/school issues of mutual concern.</li> <li>Investigate the use of traffic monitoring / electronic speed devices.</li> <li>Investigate use of K-9s for drug checks at public schools in the greater Kalamazoo area.</li> </ul>		
Housing and Neighborhoods Committee	*		<ul style="list-style-type: none"> <li>Investigate options for nuisance abatement / enforcement.</li> <li>Investigate the need to regulate rental properties (inspections, registration, etc.).</li> <li>Review the need to monitor property foreclosures.</li> <li>Address the issue of maintenance of aging housing stock.</li> </ul>		
Regional Cooperation Initiatives	Strazdas (Chair), O'Brien, Sackley		<ul style="list-style-type: none"> <li>Determine the feasibility of better services and cost savings.</li> <li>Ensure cost effectiveness when working with other units of government</li> <li>Determine the city's legislative priorities that address Council Goals and Objectives</li> <li>Be proactive at the state and federal levels</li> <li>Arm City Council with information to lobby elected officials</li> <li>Evaluate the benefits / costs associated with a single service ambulance provider.</li> </ul>		
Customer Service Committee	Campbell (Chair), Randall, Urban		<ul style="list-style-type: none"> <li>Review Customer Service</li> </ul>		
Business and the City of Portage	– New for 2011 –		<ul style="list-style-type: none"> <li>Review opportunities for encouraging / supporting small business.</li> <li>Review options for fostering a dynamic environment for business in the City of Portage.</li> <li>Educate existing and new businesses how to do business with and in the City of Portage.</li> </ul>		
Long-Term Financial Planning / Objectives	– New for 2011 –	City Council Committee of the Whole	Hold Workshop to determine: <ul style="list-style-type: none"> <li>Long-range financial planning.</li> <li>How the city can be proactive, given the economic data / predictions.</li> <li>Service impacts / consequences.</li> </ul>		
Sign Ordinance	– New for 2011 –		<ul style="list-style-type: none"> <li>Hold workshop / survey businesses.</li> <li>Identify whether current ordinance is appropriate.</li> <li>Consider incorporation of the Planning Commission and Zoning Board of Appeals with the City Council to ensure alignment.</li> </ul>		

\* Zoning Code Update Committee and Neighborhood Revitalization / Engagement committees have been merged. Zoning Code Update Committee 2010 Appointments: Urban (Chair), Sackley, Strazdas, Neighborhood Revitalization / Engagement 2010 Appointments: Sackley (Chair), O'Brien, Urban

**CITY OF PORTAGE**

**COMMUNICATION**

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**TO:** Honorable Mayor and City Council

**DATE:** November 29, 2010

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



**SUBJECT:** 2010 Tax Rate Survey – Information Only

The 2010 Municipal Tax Rate Survey is attached for the information of Council. As in prior years, the Office of the City Assessor has conducted the municipal tax rate survey – a survey of selected Michigan cities. The survey responses have been compiled and summarized in the attached chart and are sorted according to the 2010 city millage rates. As shown on the chart, the City of Portage had the eighth lowest millage rate of the 43 responding cities. It should be noted that one of the of the responding cities with a millage rate lower than that of the City of Portage (Grand Rapids) levies a city income tax in addition to the city millage.

Attachment

**2010 MUNICIPAL TAX RATE SURVEY  
(OF SELECTED MICHIGAN CITIES)  
November 1, 2010**

Responding City	Parcel Count 2010	(Estimated) Population 2009 Census	Income Tax <sup>2</sup> City	Total City Millage Rate 2010	Rate Rank City Millage	Property Taxes <sup>3</sup> 2010 (City Only)
Eastpointe	14,849	32,458	No	25.0978	43	\$1,860
Ferndale	11,123	21,127	No	22.8088	42	\$1,690
Kalamazoo	26,735	72,825	No	21.4205	41	\$1,587
Roseville	20,138	46,765	No	21.3800	40	\$1,584
Taylor	23,984	59,308	No	20.9050	39	\$1,549
Wyandotte	12,898	24,174	No	20.5000	38	\$1,519
East Lansing	9,095	45,563	No	19.8000	37	\$1,467
Dearborn	37,657	84,575	No	19.5800	36	\$1,451
Bay City	16,834	33,780	No	19.5503	35	\$1,449
Southgate	11,570	27,125	No	18.9363	34	\$1,403
Madison Heights	11,520	29,580	No	18.8146	33	\$1,394
Garden City	12,940	26,142	No	18.1766	32	\$1,347
Saint Clair Shores	29,338	60,322	No	18.0406	31	\$1,337
Allen Park	13,725	25,428	No	17.0536	30	\$1,264
Warren	61,933	133,873	No	16.9424	29	\$1,255
Ann Arbor	35,401	112,920	No	16.8164	28	\$1,246
Southfield	32,451	75,531	No	16.1687	27	\$1,198
Flint	60,015	111,475	Yes	16.1000	26	\$1,193
Port Huron	14,102	30,568	Yes	16.0869	25	\$1,192
Monroe	9,302	21,323	No	16.0690	24	\$1,191
Mount Pleasant	6,211	26,733	No	15.7500	23	\$1,167
Adrian	8,588	21,283	No	15.6039	22	\$1,156
Marquette	7,741	21,004	No	15.2725	21	\$1,132
Saginaw	28,156	55,238	Yes	15.2508	20	\$1,130
Battle Creek	24,615	51,843	Yes	14.4760	19	\$1,073
Jackson	16,336	33,315	Yes	14.3589	18	\$1,064
Holland	14,094	34,053	No	14.2500	17	\$1,056
Midland	18,681	40,807	No	13.9400	16	\$1,033
Dearborn Heights	25,536	50,820	No	13.8069	15	\$1,023
Westland	30,527	77,288	No	13.0097	14	\$964
Sterling Heights	43,319	127,176	No	12.6858	13	\$940
Muskegon	16,244	39,259	Yes	12.0680	12	\$894
Wyoming	26,364	70,679	No	11.8873	11	\$881
Royal Oak	27,584	57,188	No	11.7131	10	\$868
Livonia	44,816	89,282	No	11.4353 <sup>4</sup>	9	\$847
<b>Portage</b>	<b>20,120</b>	<b>46,453</b>	<b>No</b>	<b>10.7312</b>	<b>8</b>	<b>\$795</b>
Novi	20,695	54,583	No	10.5416	7	\$781
Romulus	12,921	22,468	No	10.3563	6	\$767
Kentwood	18,366	47,641	No	9.7064	5	\$719
Rochester Hills	27,568	69,209	No	9.7060	4	\$719
Norton Shores	12,064	23,266	No	9.2000	3	\$682
Grand Rapids	70,314	193,710	Yes	8.3711	2	\$620
Burton	15,360	29,492	No	6.6946	1	\$496

<sup>1</sup>This report was prepared by the City of Portage Assessor's Office using (survey) information received from selected Michigan cities. The primary selection criterion was a population of at least 20,000 people. Estimated population provided by the 2009 US Census Bureau.

<sup>2</sup>Cities with an income tax, except Grand Rapids and Saginaw reportedly levy 1.00 percent for residents and 0.50 percent for non-residents. Grand Rapids & Saginaw reportedly levies 1.50 percent for residents and 0.75 percent for non-residents. Muskegon, Port Huron, Battle Creek, Jackson & Flint reportedly levies 1.00 percent for residents and 0.50 for non-residents.

<sup>3</sup>These taxes are based on a taxable value of \$74,100, which is the average taxable value of a single-family residence in the City of Portage for 2010.

<sup>4</sup>This millage rate is for 2009. The City of Livonia has not approved a 2010 operating millage yet.

**CITY OF PORTAGE**

**COMMUNICATION**

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**TO:** Honorable Mayor and City Council

**DATE:** November 24, 2010

**FROM:** James R. Hudson, City Clerk



**SUBJECT:** November 2, 2010 General Election Results - Information Only

Please accept the attached Board of Canvassers Report of the final results of the November 2, 2010 General Election as approved by the Kalamazoo County Board of Canvassers as information only.

comele.results110210

Attachment

# **CANVASS OF VOTES CAST**

**-AT THE-**

## **GENERAL ELECTION**

**-HELD ON-**

## **NOVEMBER 2, 2010**

**-IN THE-**

## **CITY OF PORTAGE**

### **AND CANVASSED BY THE BOARD OF CANVASSERS**

**OF**

### **KALAMAZOO COUNTY, MICHIGAN**

22 PRECINCTS	R	V	T	P	PORTAGE-1 CITY OF PORTAGE		PORTAGE-2 CITY OF PORTAGE		PORTAGE-3 CITY OF PORTAGE		PORTAGE-4 CITY OF PORTAGE	
	E	O	U	E	Y	N	Y	N	Y	N	Y	N
	GT		RR		S	O	S	O	S	O	S	O
	IE	BC	NC		(NON)	(NON)	(NON)	(NON)	(NON)	(NON)	(NON)	(NON)
	SR	AA	OE									
	TS	LS	UN									
	E	LT	TT									
	R	O	A									
	E	T	G									
	D	S	E									
0104 Portage City #1	1581	365	23.09		174	131	222	83	161	141	203	98
0105 Portage City #2	1813	390	21.51		154	162	190	116	155	151	177	129
0106 Portage City #3	1715	485	28.28		216	174	263	124	206	183	253	127
0107 Portage City #4	1436	476	33.15		220	179	259	139	218	180	258	135
0108 Portage City #5	1547	500	32.32		244	184	284	142	235	190	274	148
0109 Portage City #6	2053	841	40.96		392	320	481	223	374	331	452	246
0110 Portage City #7	1393	360	25.84		185	122	226	74	188	114	204	97
0111 Portage City #8	1819	868	47.72		428	302	499	217	375	337	470	232
0112 Portage City #9	1515	692	45.68		342	233	406	164	290	281	365	194
0113 Portage City #10	2023	707	34.95		323	271	403	179	312	272	374	209
0114 Portage City #11	1931	771	39.93		381	277	451	193	354	282	437	193
0115 Portage City #12	2234	791	35.41		393	297	458	221	348	331	444	227
0116 Portage City #13	1452	477	32.85		220	195	268	142	218	195	261	145
0117 Portage City #14	1651	666	40.34		325	238	396	163	312	240	371	173
0118 Portage City #15	1883	668	35.48		317	255	382	179	316	247	371	187
0119 Portage City #16	2311	798	34.53		389	281	464	199	356	307	428	223
0120 Portage City #17	1513	648	42.83		332	208	378	157	270	266	352	169
0121 Portage City #18	1664	650	39.06		327	199	385	134	282	243	357	152
0122 Portage City #19	1335	457	34.23		225	153	270	107	221	160	257	121
0123 Portage City #20	1829	617	33.73		300	201	364	132	277	213	338	147
0124 Portage City #21	1167	453	38.82		213	155	252	109	200	161	236	123
0125 Portage City #AV	0	3972			1873	1525	2090	1219	1748	1569	2043	1243
GRAND TOTALS	35865	16652	46.43		7973	6062	9391	4416	7416	6394	8925	4718

# CITY OF PORTAGE

**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.

**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.

**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.

**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.

STATE OF MICHIGAN  
COUNTY OF KALAMAZOO

The Board of Canvassers of the County of Kalamazoo, having Ascertained and Canvassed the Votes of Said City of Portage, at the General Election, held on the 2nd day of November, two thousand ten.

**Do Hereby Certify and Determine**

That the following propositions or questions were passed or defeated as indicated below:

**NAME OF PROPOSITION**

- PROPOSAL 1 having Received/Not Received sufficient votes was Passed/Defeated
- PROPOSAL 2 having Received/Not Received sufficient votes was Passed/Defeated
- PROPOSAL 3 having Received/Not Received sufficient votes was Passed/Defeated
- PROPOSAL 4 having Received/Not Received sufficient votes was Passed/Defeated



In Witness Whereof, We have hereunto set our hands and affixed the Seal of the County of Kalamazoo this 10th day of November in the year two thousand ten.

**BOARD OF CANVASSERS**

Wendy Flora  
Debbie L. Young

Jo Kent  
Mary F. Goffe

Debbie L. Young  
Chair of the Board of Canvassers

**ATTEST:**

Smathy Brown  
Clerk of the Board of Canvassers

**CITY OF PORTAGE**

**COMMUNICATION**

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**TO:** Honorable Mayor and City Council

**DATE:** November 19, 2010

**FROM:** Jason Howard, Environmental Board Chairperson

*WB  
for JH*

**SUBJECT:** Annual Purple Loosestrife Program Report

On behalf of the Environmental Board, please find attached one copy of the "2010 Purple Loosestrife Program Report." This report is submitted in accordance with the Board's annual goals and objectives.

# **Environmental Board's Purple Loosestrife Program 2010 Annual Report**

## **Activities & Progress in 2010**

- Beetles released on July 2. This year's release duplicated last year's program. Beetles were released at two sites, Consolidated Drain project on S. Westnedge and along the west branch of Portage creek.
- Beetles were reared at Avalon Farms of Climax, MI. This is a significant change from previous years. Vicksburg High Schools' greenhouse was not operational in 2010. EB took on rearing the beetles but maintained a relationship with the Kalamazoo Nature Center for advice.
- Previously treated sites, prior to 2008, have shown resurgence of PLS as shown in the attached photographs of Austin Lake channel and Lakeview park.
- Five treated sites are now marked with signs to help identify treatment areas.
- EB applied for \$2000 grant to support the apparent need to increase activities to control PLS.
- Attached density map reflects current spread of PLS in the City of Portage as of 2008.

## **Planned Activities**

- This program as evolved from a pilot project to a mature program. The 2011 program will include rearing beetles at Avalon Farms, increasing the number of treatment sites and forming a working group to support the apparent need to release more beetles at more sites. The working group will be staffed by EB members and headed by the project manager (currently, Martin Sepanik). If the grant request is approved the funds will be applied to replacing rearing equipment and additional beetles.
- Update density map subject to availability of resources – needs to be updated to reflect whether there is a wide spread resurgence of PLS.
- Maintain contact with Michigan State University for updates concerning the rearing of the Galerucella beetle.
- Maintain contact with Kalamazoo Nature Center for information on other PLS control programs.
- Annually report to Council on the program's activities and progress.

## **Program's History**

- Purple Loosestrife "PLS" is an invasive species native to Europe and Asia. It will grow in any moist environment. In the City of Portage, Purple Loosestrife is observed along the shorelines of Austin, Gourdneck and Long lakes, in the channels between the lakes, wetland areas (Mandigo Marsh) and along some of the banks of Portage Creek. There are no domestic enemies for the plant and it will overtake native vegetation. A concern is that removal of native vegetation will impact the wildlife species that depend on them.
- In April 2001, members of the Environmental Board initiated a small project using a USDA-approved biocontrol method to reduce Purple Loosestrife within the City. The biocontrol method uses a European species of Galerucella beetle that feeds specifically on Purple Loosestrife.
- On October 18, 2005, the Council approved the Environmental Board's plan for the measurable reduction (environmental control) of Purple Loosestrife within the City of Portage by 2012.
- In 2006, a Working Group was formed, as required by PLS plan, to manage the program and report to the Environmental Board. Members represent associations from Austin,

Gourdneck, Long lakes along with Kalamazoo Nature Center, Park Department and Environmental Board.

- Annually, starting in 2006, beetles have been purchased from an out-of-state source and shipped to Vicksburg High School. This is the site of a student program to greenhouse the beetles until mid-June when beetles are sold to members of a consortium headed by Kalamazoo Nature Center. City of Portage, as a member of the consortium, purchases \$500 worth of beetles as approved in the PLS plan. A PLS density map provides possible beetle release locations, including Austin/Long Lake channel, Lakeview Park and Consolidated Drain project.
- In 2009 the Vicksburg High School greenhouse was not operational. The EB decided to rear beetles on its own rather than put the program on hold. EB will continue in 2010 with rearing its own beetles
- Typically, release sites are photographed every August to reflect visual changes in PLS density. Photographs are compared and evaluated to determine relative density and represented on a PLS density map of the City. The map is updated depending on whether there have been significant changes. The program's progress is reported via an annual report to the City Council, the EB web page and an EB sign displayed at Lakeview Park.



Long Lake-Austin Lake Channel 2006



Long Lake-Austin Lake Channel 2008



Long Lake-Austin Lake Channel 2010

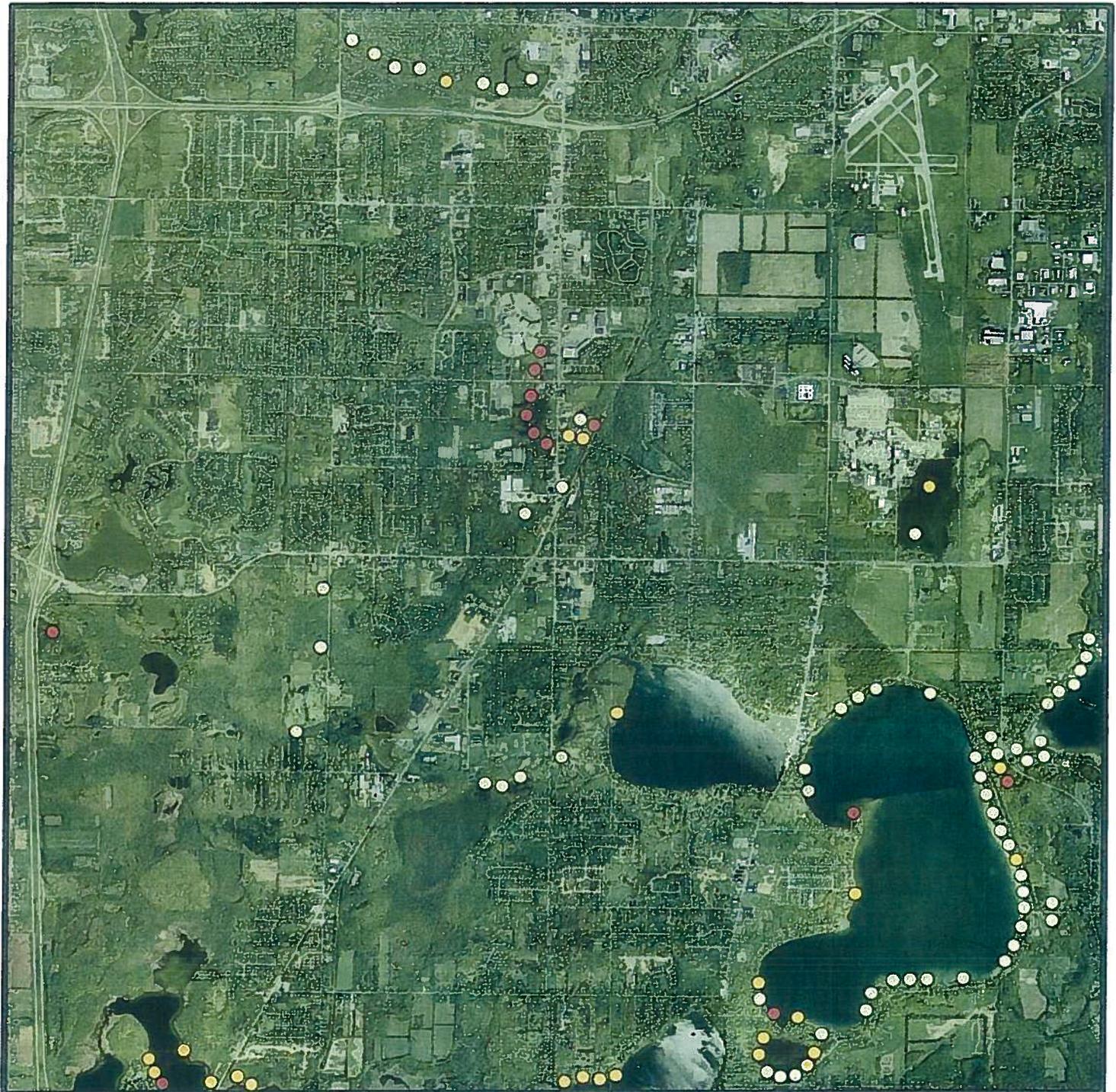


Lakeview Park Area 2006



Lakeview Park Area 2010

# LOOSESTRIFE CONCENTRATION AREAS



0 1,250 2,500 5,000 7,500 10,000 FEET

- DENSE INFESTATION
- MODERATE INFESTATION
- MILD INFESTATION

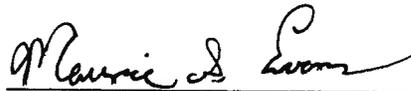


OCTOBER 2008

**MATERIALS TRANSMITTED**

Tuesday, November 16, 2010

1. **To be added to the November 16, 2010 City Council Agenda as item F.6:** Communication from the City Manager recommending that City Council approve the Resolution adopting the 2011-2012 Council Mission Statement and Goals and Objectives for the City of Portage as established at the City Council Goal Setting Session on November 12, 2010.



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Maurice S. Evans, City Manager

cc: Brian J. Bowling, Deputy City Manager