

**FINAL AGENDA FOR THE COUNCIL MEETING
CITY OF PORTAGE
September 6, 2011**

7:30 p.m. Call to Order.

Invocation: Reverend Chad Wells of the First Baptist Church of Portage.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. National Gymnastics Day
2. National Moment of Remembrance, 10th Anniversary of 9-11.

A. Approval of the August 23, 2011 Regular Meeting Minutes.

* B. Approval of Consent Agenda Motions.

* C. Communication from the City Manager recommending that City Council approve the Accounts Payable Register of September 6, 2011, as presented.

D. Public Hearings:

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

extension

- * 1. Communication from the City Manager recommending that City Council approve a one-year contract with The Hartford for employee basic life, basic accidental death and dismemberment, contributory life, contributory accidental death and dismemberment, dependent life and long-term disability insurance and authorize the City Manager to execute all documents on behalf of the city.
- * 2. Communication from the City Manager recommending that City Council approve the extended one-year lease of 54 Hewlett Packard replacement computers from Capital Advantage Leasing of Grand Rapids, Michigan, at a price of \$10,690.40 and authorize the City Manager to execute all documents related to this action.
- * 3. Communication from the City Clerk recommending that City Council set a Special Meeting on Tuesday, October 4, 2011, beginning at 5:15 p.m. to interview board and commission applicants.

G. Communications:

H. Unfinished Business:

* I. Minutes of Boards and Commissions Meetings:

1. Portage Human Services Board of May 5, 2011.
2. Portage School Board Special and Regular Business Meeting of June 20, Organizational Meeting of July 11, Policy Governance Meeting of July 13 and Special Meeting of July 29, 2011.
3. Historic District Commission of August 3, 2011.
4. Planning Commission of August 18, 2011.

J. Ad-Hoc Committee Reports:

K. New Business:

L. Bid Tabulations:

- the
- * 1. Communication from the City Manager recommending that City Council award a contract to GreenPlus Landscaping, Incorporated, of Bryon Center, Michigan, in the not to exceed amount of \$11,437.03 for landscaping improvements at the 12th Street/Texas Drive/West Milham Avenue intersection and authorize the City Manager to execute all documents related to this matter on behalf of the city.

M. Other City Matters:

- 1. Statements of Citizens.
- 2. From City Council and City Manager.
- * 3. Reminder of Meetings:
 - a. Wednesday, September 7, 8:15 a.m., Historic District Commission, City Hall Room #2.
 - b. Wednesday, September 7, 6:30 p.m., Park Board, Westfield Park followed by Harbors West Park.
 - c. Monday, September 12, 7:00 p.m., Zoning Board of Appeals, Council Chambers.
 - d. Wednesday, September 14, 7:00 p.m., Environmental Board, City Hall Room #1.
 - e. Thursday, September 15, 7:00 p.m., District Library Board, Portage District Library.
 - f. Thursday, September 15, 7:00 p.m., Planning Commission, City Council Chambers.
 - g. Monday, September 19, 8:00 a.m., Legislative Roll Call, The Chamber Building, 346 West Michigan Avenue, Kalamazoo.
 - h. Monday, September 19, 6:30 p.m., Youth Advisory Committee, City Hall Room #1.

N. Materials Transmitted.

Adjournment.

CITY COUNCIL MEETING SUMMARY

August 23, 2011

ACCOUNTS PAYABLE REGISTER

- ◆ Approved the Accounts Payable Register of August 23, 2011, as presented.

PUBLIC HEARING

- ◆ Approved Ordinance Amendment 10-E, Mixed-Use Zoning Ordinances, as presented for first reading on July 21, 2011, with a minor revision to Section 42-112, Definitions, Work/Live Building where a period would be added after the word "family" and the rest would be deleted.

REPORTS FROM THE ADMINISTRATION

- ◆ Received the information from Mayor Pro Tem Sackley that the Thursday, August 25, 4:30 p.m., Public Media Network Board of Directors Meeting, 359 S. Kalamazoo Mall, 3rd Floor, Kalamazoo, has been cancelled.
- ◆ Awarded a two-year contract renewal to Delta Dental Plan of Michigan and authorized the City Manager to execute all documents related to the contract renewal on behalf of the city.
- ◆ Awarded a three-year contract renewal to Michigan Employees' Retirement System (MERS) for the administration and investment of the Other Post Employment Benefit Trust Fund and authorized the City Manager to execute all documents related to this contract on behalf of the city.
- ◆ Approved a one-year contract renewal with Republic Services of Michigan Hauling, LLC, dba Republic Waste Services of Western Michigan, to provide up to three compactor trucks with operators at an hourly rate of \$117.75 for the 2011 Fall Leaf Pickup Program in the not to exceed amount of \$38,000 and authorized the City Manager to execute all documents related to this contract on behalf of the city.
- ◆ Approved amendment of the 1986 Urban Cooperation Agreement to Establish a Public Art Commission to remove the Kalamazoo Chamber of Commerce from the membership of the commission, add the Kalamazoo County Convention and Visitors Bureau (dba Discover Kalamazoo) to the membership of the commission and authorized the City Manager to execute all related documents on behalf of the City of Portage.
- ◆ Received the communication from the City Manager regarding the July 2011 Summary Environmental Activity Report as information only.
- ◆ Granted the request to transfer ownership of 2011 Class C Licensed Business with Dance-Entertainment Permit, Located at 7638-7640 S. Westnedge, Portage, MI 49002, Kalamazoo County from RYR Partners Kalamazoo, Inc. to EOA, LLC (Jac's Pizza).
- ◆ Received the Department Monthly Reports.

COMMUNICATION

- ◆ Referred the request of the Historic District Commission regarding a proposed Historic District Commission ordinance amendment to the City Administration for further review and development of an ordinance amendment, as appropriate.

BID TABULATIONS

- ◆ Approved the purchase of ice control salt from Morton Salt Company in the low bid amount of \$54.81 per ton for 3,500 tons at a total cost not to exceed \$191,835 for early delivery, and North American Salt Company in the low bid amount of \$65.05 per ton for 1,050 tons at a total cost not to exceed \$68,302.50 for seasonal backup on an as-needed basis and authorized the City Manager to execute all documents related to these purchases on behalf of the city.
- ◆ Accepted the low bid submitted by J. Allen & Company, Incorporated, in the amount of \$23,477.20 for select bikeway trail asphalt improvements and authorized the City Manager to execute all documents related to this action on behalf of the city.
- ◆ Approved the purchase of two Coraid backup/recovery mass storage devices and related hardware/software components at a cost of \$28,041 and authorized the City Manager to execute all documents related to this purchase on behalf of the city.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER

- ◆ City Manager Evans indicated that the tree and limb clean-up after the severe storm was efficiently done; residents were allowed enough time to prepare damaged trees and branches for pick up; and, some lawn repairs were being done to offset damage to curbside areas.
- ◆ Mayor Strazdas indicated that Kalamazoo Mayor Bobbi Hopewell will be at Portage Central Fire Station, 11 a.m., Saturday, August 27, 2011, to wash a Portage Fire Engine. This is because members of the Portage Police and Fire Departments defeated members of the Kalamazoo Public Safety Officers in a hockey game for charity and the agreement made between the two Mayors. Mayor Strazdas also thanked and congratulated Councilmembers Bailes, Campbell and Randall and Planning Commissioner Pearson for their willingness to do the hard work necessary to run for the Office of Portage City Council. He asked for a good, clean campaign as each of them work through the issues. He also announced that he will serve on the United Way Steering Committee since he will not be campaigning as he is running unopposed for the Office of Mayor of the City of Portage.

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

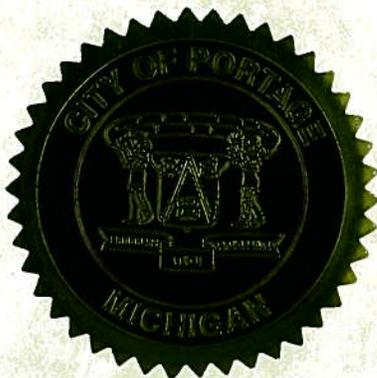


City of Portage Proclamation

NATIONAL MOMENT OF REMEMBRANCE, 10TH ANNIVERSARY OF 9-11

- WHEREAS,** the unprovoked attacks of September 11, 2001, upon America by foreign terrorists have thrust the United States, and other countries, into a war it never envisioned, diplomatically or militarily; and
- WHEREAS,** this new great unknown and uncertainty has woven itself into all the threads of society and the challenges facing all the civilized people of the world as they relate to the war on terrorism will not end until those fanatics are eliminated or brought to justice; and
- WHEREAS,** America is fully committed through the Operation Enduring Freedom campaign to ensure our freedoms remain unfettered and sovereign for all generations, now and forever; and
- WHEREAS,** world opinion needs to remain focused upon the eradication of these inhuman acts perpetrated around the globe, and one way is to NEVER FORGET that those innocent victims did not die in vain; and
- WHEREAS,** America can fight back by reminding the world that the deaths of 3,000 innocent citizens, 343 New York Firefighters, 27 Port Authority Police, 23 New York Police and nearly 90,000 people at risk of suffering negative health effects will always be remembered and loved; and
- WHEREAS,** this commemoration is held each September 11th throughout the land with a tribute to include the promotion of global peace and goodwill; the demonstration of America's resolve and perseverance to win the war on terrorism; the advancement of responsible citizenship; the encouragement of patriotism and love of country; and the poignant remembrance of those innocent victims that needlessly died ten years ago on September 11, as heroes, one and all.

NOW THEREFORE, BE IT RESOLVED that I, Peter J. Strazdas, Mayor of the City of Portage, do hereby affirm my support for a tribute commemorating this tragedy and encourage all Portage citizens to honor the victims of 9-11 by observing a moment of remembrance to last for one minute beginning at 1:00 p.m., on September 11, 2011, to the maximum extent practicable, ceasing all work or other activity so their memories do not fade.



Signed this 6th day of September 2011

Peter J. Strazdas, Mayor



City of Portage Proclamation

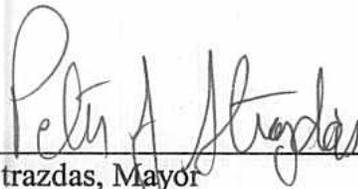
NATIONAL GYMNASTICS DAY

- WHEREAS,** USA Gymnastics and its member clubs across the nation annually celebrate National Gymnastics Day to showcase the sport of gymnastics and to encourage and promote physical fitness among our nation's youth; and
- WHEREAS,** gymnastics provides a great foundation for building strength, flexibility, fitness and life skills, enhancing self-esteem and goal-setting abilities; and
- WHEREAS,** National Gymnastics Day seeks to promote the value of physical fitness and good nutrition for everyone, regardless of age, gender and ability level through the 2011 Fitness Program; and
- WHEREAS,** on National Gymnastics Day, gymnastics clubs across the United States partner with USA Gymnastics to heighten visibility of the sport and encourage participation at the grassroots level; and
- WHEREAS,** National Gymnastics Day aims to serve the greater community good by raising funds for Children's Miracle Network Hospitals to provide comfort and assistance to children who are unable to provide for themselves; and
- WHEREAS,** collectively, our nation, our state and USA Gymnastics strive to encourage greatness and achievement in our young people.

NOW, THEREFORE, BE IT RESOLVED THAT I, Peter J. Strazdas, Mayor of the City of Portage, Michigan, do hereby proclaim September 17 as **National Gymnastics Day** in Portage and ask that all citizens recognize and take advantage of programs that support leading healthier lifestyles.



Signed this 6th day of September 2011


Peter J. Strazdas, Mayor

CITY COUNCIL MEETING MINUTES FROM AUGUST 23, 2011

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

At the request of Mayor Strazdas, Reverend Barry Petrucci of Chapel Hill United Methodist Church provided the invocation and the City Council and the audience recited the Pledge of Allegiance.

The City Clerk called the roll with the following members present: Councilmembers Cory A. Bailes, Elizabeth A. Campbell, Patricia M. Randall and Terry R. Urban, Mayor Pro Tem Edward J. Sackley and Mayor Peter J. Strazdas. Councilmember Claudette S. Reid was absent with excuse. Also in attendance were City Manager Maurice S. Evans, City Attorney Randy L. Brown and City Clerk James R. Hudson.

APPROVAL OF MINUTES: Motion by Sackley, seconded by Bailes, to approve the August 9, 2011 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 6 to 0.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Campbell to read the Consent Agenda. Mayor Pro Tem Sackley asked that Item M.3.a, Reminder of the Public Media Network Board of Directors Meeting, be removed from the Consent Agenda as it has been cancelled. Motion by Urban, seconded by Campbell, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 6 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF AUGUST 23, 2011:** Motion by Urban, seconded by Campbell, to approve the Accounts Payable Register of August 23, 2011. Upon a roll call vote, motion carried 6 to 0.

PUBLIC HEARING:

ORDINANCE AMENDMENT 10-E, MIXED-USE ZONING ORDINANCES: Mayor Strazdas opened the public hearing and introduced Community Development Director Vicki Georgeau, who reviewed the City Manager Communication dated July 21, 2011, and summarized the process thus far and the proposed mixed-use floating zones for the City Center Area and Commercial Corridor, plus the Work/Live Accommodations Ordinance.

At the request of Councilmember Reid, Mayor Strazdas presented four questions. First, regarding the Work/Live Zoning, specifically states that home occupations can not be performed in the residential unit, Councilmember Reid asked whether this is also true of the other mixed zones? Ms. Georgeau responded that that is true of the Work/Live accommodations because the residential unit is supposed to be accessory to the business use, but in those other zones a home occupation would be permitted.

In response to the Councilmember Reid's second question, Ms. Georgeau responded in the affirmative that two of the zones have minimum land requirements, and this would be applied on a parcel to parcel basis.

With regard to Councilmember Reid's third question, with the floating zoning, what happens if the development wishes to revert back to all commercial after multi-use has been allowed and developed, Ms. Georgeau responded that if the concept plan is approved, and a specific plan has been submitted, but the development has not been started, the applicant could ask to amend the concept plan. She also said that if the development has occurred, either in phases or in a complete development project, a subsequent rezoning would be unlikely because of the process the developer/applicant goes through, but it could also potentially create some non-conforming uses because of underlying zoning districts, so the developer/applicant would probably ask for an amendment to the concept plan.

Regarding Councilmember Reid's fourth question about the definition of "family" in Section 42-1112, the language for those who could live and work in a live/work residential unit would exclude non-married adults, and was this intentional and how would it be enforced, Ms. Georgeau responded that the recommended change before City Council dated August 23, 2011, addresses that. She explained that it was intended to prevent the building to be occupied by unrelated individuals who do not have relationship equivalent to a family such as a group of students or informal roommates not necessarily affiliated with the business on the site; nevertheless it ensures consistency with our definition of family because it does allow people that are functionally equivalent to a family in the recommended change.

In response to Councilmember Urban's question of whether the city center area was the first zoning to allow unlimited building heights, Ms. Georgeau stated that the Planned Development District (PD) also allows unlimited building heights; that it allows flexibility; that the Planning Commission can not waive this requirement; and that the City Council decides when and where this is appropriate.

In response to Councilmember Urban's question regarding the Work/Live Section 42-137©(2)(b), which in effect prohibits a basement apartment with a store above, Ms. Georgeau explained this was because of the impact on residential use such as traffic, hours of operation, disturbances, noise and smells as it relates to restaurants, for example. Discussion followed.

Councilmember Urban had a question regarding the lack of distinct boundaries in the detailed area outlined on the map provided, specifically the west boundary and splits that occurred with the greenhouse areas, and he suggested that the west boundary be moved to Howard Street. Discussion followed. He also pointed out that there is no legal description for the Detailed Plan Area on the map and opined that the ordinance strictly applies to a specific area, so that area should be defined. Discussion followed.

Jim Pearson, 3004 East Shore Drive, concurred with Councilmember Urban that the detailed area is not defined. He defended the proposed height requirement flexibility saying that a common theme in the 2025 Visioning Process was that Portage citizens want something tall in the city center. He pointed out that the City Council has the flexibility to change the acreage or size of the area affected by the ordinance. Finally, with regard to the Work/Live Section, the Planning Commission interjected the concept of employees being included, living above the shop and the required proof using the W-2 Form under Section 42-12. Discussion followed.

Motion by Sackley, seconded by Bailes, to close the public hearing. Upon a voice vote, motion carried 6 to 0.

Motion by Sackley, seconded by Bailes, to approve Ordinance Amendment 10-E, Mixed-Use Zoning Ordinances, as presented for first reading on July 21, 2011, with a minor revision to Section 42-112, Definitions, Work/Live Building where a period would be added after the word "family" and the rest would be deleted. Discussion followed. Upon a roll call vote, motion carried 6 to 0.

REPORTS FROM THE ADMINISTRATION:

* **DELTA DENTAL CONTRACT RENEWAL:** Motion by Urban, seconded by Campbell, to award a two-year contract renewal to Delta Dental Plan of Michigan and authorize the City Manager to execute all documents related to the contract renewal on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

* **CONTRACT RENEWAL - OTHER POST EMPLOYMENT BENEFIT TRUST FUND:** Motion by Urban, seconded by Campbell, to award a three-year contract renewal to Michigan Employees' Retirement System (MERS) for the administration and investment of the Other Post Employment Benefit Trust Fund and authorize the City Manager to execute all documents related to this contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

* **COMPACTOR TRUCK AND OPERATOR RENTAL - CONTRACT RENEWAL RECOMMENDATION:** Motion by Urban, seconded by Campbell, to approve a one-year contract renewal with Republic Services of Michigan Hauling, LLC, dba Republic Waste Services of Western Michigan, to provide up to three compactor trucks with operators at an hourly rate of \$117.75 for the 2011 Fall Leaf Pickup Program in the not to exceed amount of \$38,000 and authorize the City Manager to execute all documents related to this contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

* **KALAMAZOO COUNTY PUBLIC ART COMMISSION URBAN COOPERATION AGREEMENT:** Motion by Urban, seconded by Campbell, to approve amendment of the 1986 Urban Cooperation Agreement to Establish a Public Art Commission to remove the Kalamazoo Chamber of Commerce from the membership of the commission, add the Kalamazoo County Convention and Visitors Bureau (dba Discover Kalamazoo) to the membership of the commission and authorize the City Manager to execute all related documents on behalf of the City of Portage. Upon a roll call vote, motion carried 6 to 0.

* **JULY 2011 SUMMARY ENVIRONMENTAL ACTIVITY REPORT – INFORMATION ONLY:** Motion by Urban, seconded by Campbell, to receive the communication from the City Manager regarding the July 2011 Summary Environmental Activity Report as information only. Upon a roll call vote, motion carried 6 to 0.

* **TRANSFER OWNERSHIP OF 2011 CLASS C LICENSED BUSINESS WITH DANCE-ENTERTAINMENT PERMIT FROM RYR PARTNERS KALAMAZOO, INC. TO EOA, LLC (JAC’S PIZZA):** Motion by Urban, seconded by Campbell, to grant the request to transfer ownership of 2011 Class C Licensed Business with Dance-Entertainment Permit, Located at 7638-7640 S. Westnedge, Portage, MI 49002, Kalamazoo County from RYR Partners Kalamazoo, Inc. to EOA, LLC (Jac’s Pizza). Upon a roll call vote, motion carried 6 to 0.

* **DEPARTMENT MONTHLY REPORTS:** Motion by Urban, seconded by Campbell, to receive the Department Monthly Reports. Upon a roll call vote, motion carried 6 to 0.

COMMUNICATION:

HISTORIC DISTRICT COMMISSION CHAIRPERSON MARK REILE – PROPOSED HISTORIC DISTRICT COMMISSION ORDINANCE AMENDMENT: Historic District Commission Chairperson Mark Reile introduced Historic District Commission Member Attorney Phillip Ellison and indicated that during the April 6, 2011 Historic District Commission Meeting, the Commissioners began expressing an interest in instituting pre-defined time periods and limitations on future Certificates of Appropriateness. Discussion followed. Councilmember Campbell asked whether this change in the ordinance would be retroactive and Mark indicated that there are no real issues at the present time with any of the properties but the Historic District Commission is looking forward. Discussion followed.

Motion by Campbell, seconded by Sackley, to refer the request of the Historic District Commission to the City Administration for further review and development of an ordinance amendment, as appropriate. Mayor Strazdas expressed his appreciation for the Historic District Commission and for Mark, specifically. Upon a roll call vote, motion carried 6 to 0.

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

Portage Park Board of July 6, 2011.

Portage Planning Commission of July 21, 2011.

Kalamazoo County Board of Commissioners Committee of the Whole and Regular of August 3, 2011.

BID TABULATIONS:

* **ICE CONTROL SALT PURCHASE:** Motion by Urban, seconded by Campbell, to approve the purchase of ice control salt from Morton Salt Company in the low bid amount of \$54.81 per ton for 3,500 tons at a total cost not to exceed \$191,835 for early delivery; North American Salt Company in the low bid amount of \$65.05 per ton for 1,050 tons at a total cost not to exceed \$68,302.50 for seasonal backup on an as-needed basis; and authorize the City Manager to execute all documents related to these purchases on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

* **BIKEWAY TRAIL REPAIR – BID RECOMMENDATION:** Motion by Urban, seconded by Campbell, to accept the low bid submitted by J. Allen & Company, Incorporated, in the amount of \$23,477.20 for select bikeway trail asphalt improvements and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

* **PRIMARY BACKUP AND RECOVERY STORAGE DEVICES:** Motion by Urban, seconded by Campbell, to approve the purchase of two Coraid backup/recovery mass storage devices and related hardware/software components at a cost of \$28,041 and authorize the City Manager to execute all documents related to this purchase on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: City Manager Evans indicated that the tree and limb clean-up after the severe storm was efficiently done; residents were allowed enough time to prepare damaged trees and branches for pick up; and, some lawn repairs were being done to offset damage to curbside areas.

Mayor Strazdas indicated that Kalamazoo Mayor Bobbi Hopewell will be at Portage Central Fire Station, 11 a.m., Saturday, August 27, 2011, to wash a Portage Fire Engine. This is because members of the Portage Police and Fire Departments defeated members of the Kalamazoo Public Safety Officers in a hockey game for charity and the agreement made between the two Mayors. Mayor Strazdas also thanked and congratulated Councilmembers Bailes, Campbell and Randall and Planning Commissioner Pearson for their willingness to do the hard work necessary to run for the Office of Portage City Council. He asked for a good, clean campaign as each of them work through the issues. He also announced that he will serve on the United Way Steering Committee since he will not be campaigning as he is running unopposed for the Office of Mayor of the City of Portage.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:36 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: August 29, 2011

FROM: Maurice S. Evans, City Manager



SUBJECT: Accounts Payable Register

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of September 6, 2011 as presented.

Attached please find the Accounts Payable Register for the period August 14, 2011 through August 28, 2011, which is recommended for approval.

c: Daniel S. Foecking, Finance Director

BANK CODE

ALL

CHECK DATE CHECK NUMBER VENDOR NAME VENDOR # CHECK AMOUNT

08/19/2011	277438	A. I. S CONSTRUCTION EQUIP. CO.	640	7,100.00
08/19/2011	277439	AT&T	849	3,452.05
08/19/2011	277440	A-1 AUTO BODY SHOP, INC.	97	399.13
08/19/2011	277441	ABSOLUTE VIDEO PRODUCTIONS	3682	470.40
08/19/2011	277442	ACE PARKING LOT STRIPING, INC.	459	640.20
08/19/2011	277443	AIRGAS GREAT LAKES	106	23.31
08/19/2011	277444	ALEXANDER, ALLISON	999999	335.08
08/19/2011	277445	ALL-PHASE ELECTRIC SUPPLY CO.	108	209.80
08/19/2011	277446	ALL-FRONICS, INC.	109	78.00
08/19/2011	277447	ALLEGRA PRINT & IMAGING	533	1,049.52
08/19/2011	277448	ALLEN, KENNETH	999999	200.00
08/19/2011	277449	AMERICAN HOIST AIR & LUBE EQUI	3663	496.70
08/19/2011	277450	AQUATIC SERVICES, INC	744	26,590.00
08/19/2011	277451	TODD ARBANAS ENTERPRISES INC.	1704	12,040.00
08/19/2011	277452	ARTWEAR APPAREL GRAPHICS, INC.	3804	211.00
08/19/2011	277453	AUMACK, MICHAEL	670	164.50
08/19/2011	277454	AUTOMATIC DATA PROCESSING	3305	892.02
08/19/2011	277455	BAC TAX SERVICES CORP.	999999	1,099.89
08/19/2011	277456	BALKEMA EXCAVATING, INC.	130	13,960.00
08/19/2011	277457	BDO USA, LLP	136	1,000.00
08/19/2011	277458	BLUE CROSS/BLUE SHIELD OF MICH	642	118,324.57
08/19/2011	277459	BOOTH NEWSPAPERS INC	89	77.34
08/19/2011	277460	BORGESS HEALTH ALLIANCE	151	769.00
08/19/2011	277461	BULL PUBLISHING CO.	3142	1,551.73
08/19/2011	277462	BULLOCK, MARGE	999999	94.00
08/19/2011	277463	CATHOLIC FAMILY SERVICES	752	100.00
08/19/2011	277464	CHARLES RIVER CORP	999999	240.62
08/19/2011	277465	CHARTER COMMUNICATIONS	3080	987.61
08/19/2011	277466	CINTAS CORP.	2206	49,731.48
08/19/2011	277467	CITY OF KALAMAZOO (TRANS MILLA	4649	230,011.60
08/19/2011	277468	CITY OF KALAMAZOO TREASURER	540	10,522.89
08/19/2011	277469	CITY OF PORTAGE	177	21.35
08/19/2011	277470	CITY OF PORTAGE	177	80.00
08/19/2011	277471	CLARK, STEVEN	999999	730.54
08/19/2011	277472	CLARK, STEVEN	532	797.00
08/19/2011	277473	CLAWSON, WANDA	999999	350.00
08/19/2011	277474	COLLIER, MICHAEL	999999	306.00
08/19/2011	277475	COMFORT INN & SUITES	999999	1,325.04
08/19/2011	277476	COMSTOCK PUBLIC SCHOOLS	1671	43,285.98
08/19/2011	277477	CONSUMERS ENERGY	743	100.00
08/19/2011	277478	CONSUMERS ENERGY - KALAMAZOO	190	16,680.00
08/19/2011	277479	CONSUMERS ENERGY - KALAMAZOO	190	54,320.30
08/19/2011	277481	CONSUMERS ENERGY-BILL PMT CNT	189	50.47
08/19/2011	277482	CROSSROADS EXPERT AUTO SERVICE	4109	33.36
08/19/2011	277483	CTIC - SERVICELINK DIVISION	999999	29.38
08/19/2011	277484	JOHN DEERE LANDSCAPES	4448	55.00
08/19/2011	277485	DODSON, SANDRA	999999	94.00
08/19/2011	277486	DRENTH, JACOB	4542	201.40
08/19/2011	277487	DUNN DESIGN MICHAEL	999999	10,363.10
08/19/2011	277488	EMERGENCY VEHICLE PRODUCTS	2948	100.00
08/19/2011	277489	EVANS, JESSE	999999	

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CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	BANK CODE	CHECK AMOUNT
08/19/2011	277490	FEDEX KINKOS - CAS	541		91.00
08/19/2011	277491	FIRST AMERICAN TITLE INSURANCE	999999		470.66
08/19/2011	277492	FOURA, AMANDA	999999		150.00
08/19/2011	277493	FRENTHWAY, KIM	999999		575.00
08/19/2011	277494	FULTON & SONS INC., JAMES E	562		31,626.00
08/19/2011	277495	GALL'S, AN ARAMARK COMPANY	25		464.00
08/19/2011	277496	GHEEN, KIM	999999		100.00
08/19/2011	277497	GN HELLO DIRECT, INC.	4677		364.91
08/19/2011	277498	GOLDEN, ALICE	999999		192.00
08/19/2011	277499	GORDON FOOD SERVICE	502		34.90
08/19/2011	277500	GORDON WATER SYSTEMS	517		268.50
08/19/2011	277501	GRAHAM FORESTRY SERVICE, INC.	464		1,080.00
08/19/2011	277502	GRAND HOTEL	2767		15,916.00
08/19/2011	277503	GRAND TRAVERSE RESORT	999999		154.00
08/19/2011	277504	GRIFFIN PEST CONTROL, INC.	598		134.00
08/19/2011	277505	GUEST SERVICES, INC.	3526		234.48
08/19/2011	277506	GWILLIAMS, FAM	999999		269.28
08/19/2011	277507	HAMMEL, TAMMY	999999		200.00
08/19/2011	277508	HARRISON, SUSAN	999999		35.00
08/19/2011	277509	HARTMAN, CHARLES	913		141.00
08/19/2011	277510	HOADLEY, LEO	4228		90.00
08/19/2011	277511	HOME DEPOT	691		199.06
08/19/2011	277512	HONEYWELL INC.	4030		550.00
08/19/2011	277513	HUMPHREY PRODUCTS	999999		110.00
08/19/2011	277514	I.AAO	999999		87.50
08/19/2011	277515	IERVOLINA, SUSAN	2074		82.50
08/19/2011	277516	INT'L ASSOC CHIEFS OF POLICE	650		275.00
08/19/2011	277517	INTERNATIONAL CODE COUNCIL, IN	3244		263.00
08/19/2011	277518	INTERSECT TECHNOLOGIES	379		181.00
08/19/2011	277519	THE IRRIGATOR	2047		3,553.97
08/19/2011	277520	J & J LAWN SERVICE, INC.	457		200.00
08/19/2011	277521	J RETENWAER USA LP	999999		200.00
08/19/2011	277522	JACKSON, STEVE	999999		100.00
08/19/2011	277523	JOHNSON, RACHEL A	999999		33.98
08/19/2011	277524	KALAMAZOO COUNTY HEALTH & COMM	84		100.00
08/19/2011	277525	KALAMAZOO COUNTY TREASURER	514		113,209.30
08/19/2011	277526	KALAMAZOO OIL COMPANY	4511		163.61
08/19/2011	277527	KEASEY, JAN	999999		94.00
08/19/2011	277528	KLOSTERMAN DISTRIBUTING	3805		186.26
08/19/2011	277529	KOPEC, CASEY	4409		88.00
08/19/2011	277530	KUHN'S YARD & GARDEN CARE, INC	4551		188.19
08/19/2011	277531	KUIPER BROTHERS MOVING INC.	1066		263.00
08/19/2011	277532	KUIPER BUILDING SERVICES, LLC	4454		667.89
08/19/2011	277533	KZOO TIRE COMPANY	564		369.00
08/19/2011	277534	LANGUAGE LINE, INC	1093		30.92
08/19/2011	277535	LERMA, INC	4156		100.00
08/19/2011	277536	LEXISNEXIS/MATTHEW BENDER	2701		332.25
08/19/2011	277537	LOEDEMAN'S CARPET & UPHOLSTERY	4688		978.00
08/19/2011	277538	MAA EDUCATION	999999		300.00
08/19/2011	277539	MAHONEY, PHYLLIS	999999		797.00
08/19/2011	277540	MCNALLY ELEVATOR CO.	256		91.62

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	BANK CODE	CHECK AMOUNT
08/19/2011	277541	MENARDS, INC	258		9.98
08/19/2011	277542	MEQUIO & PETERSON, P.L.C.	999999		18.00
08/19/2011	277543	MI ASSOC OF HOSTAGE NEGOTIATOR	999999		150.00
08/19/2011	277544	MICAMP TREASURER	999999		.00
08/19/2011	277545	MICHIGAN ASSESSOR'S ASSOC.	763		75.00
08/19/2011	277546	MICHIGAN FESTIVALS & EVENTS	999999		160.00
08/19/2011	277547	MICHIGAN PAVING & MATERIALS CO	3389		214,705.25
08/19/2011	277548	MICHIGAN STATE UNIVERSITY	999999		425.00
08/19/2011	277549	MIDLAND POLICE DEPARTMENT	999999		1,200.00
08/19/2011	277550	MIDWEST AIR FILTER, INC.	3788		166.18
08/19/2011	277551	MIDWEST COMMUNICATION SERVICES	1983		600.00
08/19/2011	277552	MOORE MEDICAL, LLC	3850		955.07
08/19/2011	277553	MORDAS, DON	4003		305.50
08/19/2011	277554	MURRY, MAUREEN	999999		94.00
08/19/2011	277555	NANGLE, GAIL	999999		96.00
08/19/2011	277556	NYE UNIFORMS	299		1,943.90
08/19/2011	277557	OFFICE DEPOT, INC.	1721		4,080.81
08/19/2011	277558	OFFICEMAX INCORPORATED	301		18.00
08/19/2011	277559	ONE WAY PRODUCTS	440		1,439.39
08/19/2011	277560	ORPHEUS	4094		300.00
08/19/2011	277561	P C MALL GOV. INC.	3945		825.90
08/19/2011	277562	PARIS CLEANERS	1794		261.00
08/19/2011	277563	PATESEL, TERRY	4455		35,112.53
08/19/2011	277564	PETERS CONSTRUCTION CO.	1638		171.89
08/19/2011	277565	PETTY CASH-SENIOR CENTER	537		40.95
08/19/2011	277566	POLDERMAN'S FLOWER SHOP	4157		1,225.00
08/19/2011	277567	THE POSTMAN	2633		25,970.63
08/19/2011	277568	PRIORITY HEALTH	4254		141.00
08/19/2011	277569	PRO SERVICES, INC.	4597		737.46
08/19/2011	277570	PROFESSIONAL LAKE MANAGEMENT	461		861.60
08/19/2011	277571	QUALITY CYLINDER SERVICE	2891		1,012.36
08/19/2011	277572	RATHCO SAFETY SUPPLY, INC.	327		9,916.66
08/19/2011	277573	RENEWED EARTH, INC.	4686		85,223.30
08/19/2011	277574	REPUBLIC WASTE SERVICES OF W M	4443		4,129.87
08/19/2011	277575	RIDGE AUTO NAPA	438		270.00
08/19/2011	277576	RIVERSIDE INTEGRATED SYSTEMS,	3598		449.56
08/19/2011	277577	RJ'S PRINTING & ADVERTISING, L	4640		94.00
08/19/2011	277578	ROBB, MAXINE	999999		100.00
08/19/2011	277579	RUGG, DEBBIE	999999		94.00
08/19/2011	277580	SCARE, SCOTT	4652		94.00
08/19/2011	277581	SHARIEF, SUFIA	999999		400.00
08/19/2011	277582	SIMMONS, DAVID	999999		100.00
08/19/2011	277583	SINCLAIR RECREATION, LLC	3149		1,151.24
08/19/2011	277584	SMITH TONY MARKETING LLC	4717		105.00
08/19/2011	277585	SNELLING PERSONNEL SERVICES	2107		1,191.36
08/19/2011	277586	STAP BROS LAWN & LANDSCAPE, INC	366		1,916.67
08/19/2011	277587	STATE OF MICHIGAN	999999		50.00
08/19/2011	277588	STATE OF MICHIGAN	999999		50.00
08/19/2011	277589	STATE OF MICHIGAN (DOT)	368		42,801.95
08/19/2011	277590	STATE SYSTEMS RADIO, INC	369		223.95
08/19/2011	277591	STEENSMA LAWN & POWER EQUIPMEN	3222		471.28

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CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	BANK CODE	CHECK AMOUNT
08/19/2011	277592	C. STODDARD & SONS INC.	1444		200.00
08/19/2011	277593	NATHAN STUBBLEFIELD	4689		80.00
08/19/2011	277594	SUMMINS, DAVID	999999		8.61
08/19/2011	277595	SURVEYMONKEY.COM	4106		300.00
08/19/2011	277596	T D S METROCOM, LLC	4539		3,581.25
08/19/2011	277597	T-MOBILE USA INC	3665		29.99
08/19/2011	277598	TAYLOR, JEFF	4436		211.50
08/19/2011	277599	TECHNOLOGY SOLUTIONS	4612		1,505.20
08/19/2011	277600	JOHANNA THOMPSON	4682		1,575.00
08/19/2011	277601	TIEN, RANDALL	999999		22.28
08/19/2011	277602	TOO CLEAN, INC.	999999		1,090.00
08/19/2011	277603	TRACTOR SUPPLY CORP.	2817		160.89
08/19/2011	277604	TRIMRITE TREE SERVICE	2966		3,750.00
08/19/2011	277605	TRUGREEN	390		82.00
08/19/2011	277606	U S SIGNCRAFTERS, INC.	4715		409.00
08/19/2011	277607	UNITED PARCEL SERVICE	545		35.71
08/19/2011	277608	UNITED WATER ENVIRONMENTAL SER	4609		167,775.40
08/19/2011	277609	VALUAMERICA	999999		303.05
08/19/2011	277610	VANDER VEEN, DONALD	4230		115.00
08/19/2011	277611	VANDEBILT, JOHN	668		305.50
08/19/2011	277612	VANDERWAY CONSTRUCTION CO., IN	4695		3,795.00
08/19/2011	277613	VANGUARD FIRE & SUPPLY CO., IN	3996		153.52
08/19/2011	277614	VIRGO, SHAUNA	999999		269.28
08/19/2011	277615	VOGLER, CHARLES & BARBARA	999999		150.52
08/19/2011	277616	VOSS, JAYMIE	4721		164.50
08/19/2011	277617	WELLER AUTO PARTS INC.	4668		30.00
08/19/2011	277618	WINDEMULLER ELECTRIC, INC.	3061		844.25
08/19/2011	277619	WINDER POLICE EQUIPMENT, INC.	429		560.73
08/19/2011	277620	WINGFOOT COMMERCIAL TIRE	2613		34.95
08/19/2011	277621	WMUK	4593		600.00
08/19/2011	277622	WORLDPOINT ECC	4713		348.95
08/19/2011	277623	XEROX CORPORATION	433		965.06
08/19/2011	277624	415TH CAEN FAMILY READINESS	999999		100.00
08/19/2011	277625	56TH DISTRICT COURT	999999		757.50
08/19/2011	277626	BOYNE MOUNTAIN RESORT	999999		309.00
08/19/2011	277627	CONTRACTORS EQUIPMENT & SUPPLY	132		250.00
08/19/2011	277628	MI CAMP	999999		50.00
08/19/2011	277629	PETTY CASH-SENIOR CENTER	537		479.01
08/19/2011	277630	GOVERNMENT FINANCE OFFICERS AS	42		425.00
08/25/2011	277631	NYITRAY, CHERYL	999999		200.00
08/25/2011	277632	PETTY CASH-PARKS	536		232.66

DATE RANGE TOTAL * 1,426,584.51 *

PAYMENT NO	VENDOR NO	VENDOR NAME	TRANSFER DATE	AMOUNT	TRACE		EFT	BATCH	BANK
					NUMBER	CODE			
477		AMERICAN SAFETY & FIRST AID	08/19/2011	87.24	072000320000001	0000001	00	00	00
478		ANDRUS TRAVEL, GAIL	08/19/2011	510.00	072000320000002	0000001	00	00	00
479		ANIMAL REMOVAL SERVICE, LLC	08/19/2011	1,015.00	072000320000003	0000001	00	00	00
511		B & B YARDSCAPE	08/19/2011	5,866.00	072000320000001	0000002	00	00	00
480		BATTERIES PLUS	08/19/2011	138.58	072000320000004	0000001	00	00	00
481		BEEBE, RON	08/19/2011	164.50	072000320000005	0000001	00	00	00
482		BEVERIN, TYLER	08/19/2011	126.00	072000320000006	0000001	00	00	00
483		BLUE CARE NETWORK-GREAT LAKES	08/19/2011	56,980.41	072000320000007	0000001	00	00	00
484		BRENNER OIL CO.	08/19/2011	18,786.44	072000320000008	0000001	00	00	00
485		C M P DISTRIBUTORS, INC.	08/19/2011	1,198.00	072000320000009	0000001	00	00	00
486		EMPLOYMENT GROUP, INC.	08/19/2011	1,639.61	072000320000010	0000001	00	00	00
487		ENGINEERED PROTECTION SYSTEMS, INC.	08/19/2011	212.25	072000320000011	0000001	00	00	00
488		ETNA SUPPLY, INC.	08/19/2011	113.45	072000320000012	0000001	00	00	00
489		HALLS CLOSETS & MORE...LLC	08/19/2011	1,920.00	072000320000013	0000001	00	00	00
490		HARTFORD LIFE INSURANCE COMPANY	08/19/2011	7,878.50	072000320000014	0000001	00	00	00
491		INDUSCO SUPPLY CO., INC.	08/19/2011	100.02	072000320000015	0000001	00	00	00
492		KAHN, WILMA	08/19/2011	260.00	072000320000016	0000001	00	00	00
493		KNAPP ENERGY, INC.	08/19/2011	8,046.28	072000320000017	0000001	00	00	00
494		KUSHNER & COMPANY, INC.	08/19/2011	377.58	072000320000018	0000001	00	00	00
495		MCCARTHY SMITH LAW GROUP, PLC	08/19/2011	3,472.70	072000320000019	0000001	00	00	00
496		MEDEMA, TIMOTHY	08/19/2011	60.00	072000320000020	0000001	00	00	00
497		MICROSYSTEMS, INC.	08/19/2011	2,716.00	072000320000021	0000001	00	00	00
498		PACIFIC TELEMGMT SERVS, JAROTH INC	08/19/2011	303.00	072000320000022	0000001	00	00	00
499		PARKER, ROBERT	08/19/2011	188.00	072000320000023	0000001	00	00	00
500		PLEUNE SERVICE COMPANY	08/19/2011	9,762.00	072000320000024	0000001	00	00	00
501		PRECISION PRINTER SERVICES INC	08/19/2011	484.85	072000320000025	0000001	00	00	00
502		QUALITY AIR HEATING & COOLING, INC.	08/19/2011	1,872.70	072000320000026	0000001	00	00	00
503		ROBERTS, BRIAN	08/19/2011	177.50	072000320000027	0000001	00	00	00
504		ROBERTS, CHARLES D	08/19/2011	47.00	072000320000028	0000001	00	00	00
505		SAFETY SERVICES, INCORPORATED	08/19/2011	58.26	072000320000029	0000001	00	00	00
506		SARCOM, INC	08/19/2011	39,080.43	072000320000030	0000001	00	00	00
507		SNELL, DEBRA	08/19/2011	126.00	072000320000031	0000001	00	00	00
508		U S SIGNAL COMPANY, LLC	08/19/2011	549.00	072000320000032	0000001	00	00	00
509		VISION SERVICE PLAN INSURANCE CO	08/19/2011	2,240.75	072000320000033	0000001	00	00	00
510		WEST, STEVE	08/19/2011	117.50	072000320000034	0000001	00	00	00

GRAND TOTAL:

166,675.55 NO. OF CHECKS:

35

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: September 2, 2011

FROM: Maurice S. Evans, City Manager



SUBJECT: Life and Long-Term Disability Insurance

ACTION RECOMMENDED: That City Council approve a one-year contract extension with The Hartford for employee basic life, basic accidental death and dismemberment, contributory life, contributory accidental death and dismemberment, dependent life and long-term disability insurance and authorize the City Manager to execute all documents on behalf of the city.

The City of Portage has the contractual responsibility to provide basic life and basic accidental death and dismemberment (AD&D) insurance to all full-time unionized employees. The city also extends these benefits to full-time non-union employees, as provided through the Personnel Rules and Regulations. Coverage levels vary depending upon the employee job classification and/or salary level. In the event of death, a life insurance benefit is paid to the designated beneficiary of the employee. The benefit doubles if death occurs due to an accident. The city also has the contractual obligation to provide full-time unionized employees with the opportunity to purchase optional life and optional AD&D insurance benefits through payroll deduction. This employee paid benefit is also extended to full-time non-union employees. In addition, dependent life insurance is a benefit offered to full-time non-union employees for dependent coverage. This coverage is voluntary and the cost of the benefit is fully paid by the employee.

The City of Portage is also contractually obligated to provide long-term disability insurance for all full-time unionized employees. This benefit is extended to full-time non-union employees as provided through the Personnel Rules and Regulations. Long-term disability insurance entitles employees, who after completing an elimination period and continues to be unable to perform the substantial and material duties of their occupation, to 66-2/3% of his/her monthly base salary. After 36 months, the employee must be unable to perform the main functions of any gainful occupation which his/her training, education or experience will reasonably allow to continue to be considered disabled.

The city is currently in the third year of a three-year contract with The Hartford. The contract expires on June 30, 2012. In 2009, the three-year contract with The Hartford provided substantial savings for the city. As an aggressive step toward cost control, the City Administration recently requested and was granted a one-year contract extension at current rates with the Hartford.

Council approval of a one-year contract extension for the period of July 1, 2012 – June 30, 2013 with The Hartford is recommended.

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: August 30, 2011

FROM: Maurice S. Evans, City Manager



SUBJECT: Computer Replacement

ACTION RECOMMENDED: That City Council approve the extended one-year lease of 54 Hewlett Packard replacement computers from Capital Advantage Leasing of Grand Rapids, Michigan at a price of \$10,690.40 and authorize the City Manager to execute all documents related to this action.

The technology infrastructure of the City of Portage is an important asset, providing efficiency and cost savings in the daily operations of the organization. As such, regular maintenance and upgrades are necessary to take advantage of the most current technology available and ensure system reliability and compatibility. The Capital Improvement Program provides for maintaining and upgrading technological infrastructure through a cost-efficient leasing program allowing for the continuous replacement of city computers and related equipment. As a result of budgetary constraints, it is proposed that the original three-year lease for approximately one-third of city computers be extended for a period of one year with 4 quarterly payments of \$2,672.60. The lease extension provides an additional year of use of the current equipment at a much reduced rate.

It is recommended that City Council approve the one-year lease extension of 54 Hewlett Packard replacement computers from Capital Advantage Leasing at a lease price of \$10,690.40 and authorize the City Manager to execute all documents related to this action. Funds are available and budgeted in the 2011-12 Capital Improvement Budget for this purpose.

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: August 29, 2011

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, October 4, 2011, beginning at 5:15 p.m. to interview board and commission applicants.

As reflected on the attached Board and Commission Vacancy Summary, applicants are needed at this time to fill vacancies on the Economic Development Corporation/Tax Increment Finance Authority and Brownfield Redevelopment Authority, Environmental Board, Historic District Commission, Human Services Board, Park Board, Public Media Network Board and Senior Citizens Advisory Board. It is recommended that City Council set a Special Meeting on Tuesday, October 4, 2011, beginning at 5:15 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 boards or commissions vacancies that arise will be interviewed:

EDC/TIFA and BRA	1 vacancy
Environmental Board	1 expiring term, 2 vacancies
Historic District Commission	1 expiring term, 2 vacancies
Human Services Board	3 expiring terms, 2 vacancies
Park Board	1 expiring term, 2 vacancies
Public Media Network Board	1 vacancy
Senior Citizens Advisory Board	3 expiring terms

Attachment: Vacancy Summary

- c Boards/Commissions Chairs
- Boards/Commissions Ex Officios

BOARD/COMMISSION VACANCY SUMMARY FOR OCTOBER 4, 2011 SPECIAL MEETING

INTERVIEWS	5:15 pm	pm	pm	pm	pm	pm	pm	STATUS
APPLICANTS	EDC/TIFA and BRA	ENV BD	HDC	HSB	PK BD	PMN	SR CITZ	
	1 vacancy 12/31/11	1 exp term 2 vacancies 10/01/11	1 exp term 2 vacancies 12/31/11	3 exp terms 2 vacancies 10/01/11	1 exp term 2 vacancies 10/01/11	1 vacancy 05/31/12	3 exp terms 10/01/11	
Ballard, Christine						Applicant		
Ehrig, Dorie			Member					Appointed 05/11/10
Heikkila, Gordon							Member	Appointed 10/07/08
Hoppe, James							Member	Appointed 10/07/08
Ilori, Angela Manahan				Member				Appointed 10/06/09
Maisto, Mary							Applicant	
Meulman, Marc				Member				Appointed 01/13/09
Mirza, Nadeem				Member				Appointed 05/10/11
Petruilo, Mary Lou							Alternate	Appointed 10/06/09
Riker, Gertrude "Trudy"							Alternate	Appointed 10/05/10
Roberts, Arthur							Member	Appointed 10/08/02
Walburn, Veronica							Applicant	
Welling, Spencer		Applicant			Applicant			
Williams, Susan					Member			Appointed 10/07/08
Winslow, Tim		Member						Appointed 05/10/11

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.

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: August 30, 2011

FROM: Maurice S. Evans, City Manager

arrow

SUBJECT: West Milham Avenue/12th Street/Texas Drive Intersection Improvements

ACTION RECOMMENDED: That City Council award a contract to GreenPlus Landscaping, Incorporated, of Byron Center, Michigan in the not to exceed amount of \$11,437.03 for landscaping improvements at the 12th Street/Texas Drive/West Milham Avenue intersection and authorize the City Manager to execute all documents related to this matter on behalf of the city.

The Fiscal Year 2010-11 Capital Improvement Program contains a project for cost participation towards improvements to the West Milham Avenue/12th Street/Texas Drive intersection. The West Milham Avenue/12th Street/Texas Drive intersection is a shared jurisdiction intersection with the Kalamazoo County Road Commission (KCRC) having jurisdiction of 12th Street and Texas Drive while the City of Portage has jurisdiction of West Milham Avenue. The intersection project, which involves establishment of a roundabout, is under construction with completion to occur yet this fall.

On April 26, 2011, City Council approved an interlocal agreement with Texas Township for the design, construction and maintenance of landscaping improvements of the center of the roundabout interior. The landscape design has been completed and on August 25, 2011, seven bids were received for the landscaping installation. The low bid was submitted by GreenPlus Landscaping, Incorporated, of Byron Center, Michigan in the amount of \$11,437.03.

Per the landscaping agreement, Texas Township will be responsible for 50 percent (\$5,718.51) of the landscaping cost. GreenPlus Landscaping, Incorporated, has not previously performed work for the City of Portage but a review of their references and completed projects confirms them to be a competent contractor and qualified to perform the work. Pending receipt of Texas Township's 50 percent cost share, it is recommended that City Council award a contract to GreenPlus Landscaping of Byron Center, Michigan in the not to exceed amount of \$11,437.03 and the City Manager be authorized to execute all documents related to this matter on behalf of the city. Funds are available in the Capital Improvement Program account for this expense. A bid tabulation is attached for the information of City Council.

Attachment

**BID TABULATION
ROUNABOUT LANDSCAPING**

Bidder	Bid
GreenPlus Landscaping 9778 Clyde Park Ave. SW Byron Cener, MI 48315	\$11,437.03
Naylor Landscape Management, Inc. 1300 S. 8th Street Kalamazoo, MI 49009	\$13,360.00
DeYoung Landscape Service 3832 West F Ave. Kalamazoo, MI 49009	\$14,553.00
Chapman's Nurseries 15200 Beadle Lake Rd. Battle Creek, MI 49014	\$16,166.00
Prudential Nursery Co. 13038 S. 14th St. PO Box 151 Vicksburg, MI 49097	\$16,512.00
Irish Ayres Enterprises LLC dba Earth Works Lawn & Landscape 14821 N. Barton Lake Dr. Vicksburg, MI 49097	\$25,295.95
Quality Landscape, Inc. 16970 Chandler Rd. East Lansing, MI 48823	\$25,580.02