

**FINAL AGENDA FOR THE COUNCIL MEETING
CITY OF PORTAGE
October 4, 2011**

5:15 p.m. Special Meeting to interview City Council Board and Commission applicants.

7:30 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations.

A. Approval of the September 20, 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 October 4, 2011, 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:
a. adopt a resolution to grant an easement to Consumers Energy on city-owned property for the undergrounding of utilities on South Westnedge Avenue;
b. place the resolution on file with the City Clerk for 28 days; and
c. take final action on November 1, 2011.

* 2. Communication from the City Manager recommending that City Council amend the General Appropriations Act (budget) for the fiscal year ending June 30, 2012.

* 3. Communication from the City Manager recommending that City Council adopt the Resolution for Charitable Gaming License recognizing Silent Observer Program of Kalamazoo County, Inc., as a nonprofit organization in the City of Portage.

* 4. Communication from the City Manager regarding an Analysis of Zoning Consistency (FY 2010-2011 Update) – Information Only.

G. Communications:

H. Unfinished Business:

* I. Minutes of Boards and Commissions Meetings:

1. Portage Zoning Board of Appeals of June 27, 2011.

2. Portage Board of Education Special and Regular of August 22, Policy Governance of August 23 and Special of August 31, 2011.

3. Kalamazoo County Board of Commissioners Committee of the Whole and Regular of September 6, 2011.

J. Ad-Hoc Committee Reports:

K. New Business:

L. Bid Tabulations:

- behalf
- * 1. Communication from the City Manager recommending that City Council approve the low bid from Gail Andrus Travel, LLC, for motor coach services for the 2012 Portage Senior Center travel program in the amount of \$22,400.50 and authorize the City Manager to execute all documents related to this action on behalf of the city.
 - * 2. Communication from the City Manager recommending that City Council approve the annual Novell server maintenance and software licensing fees of \$21,245.29 provided by Novell through Mi-DEAL and authorize the City Manager to execute all documents related to this action on behalf of the city.

M. Other City Matters:

- 1. Statements of Citizens.
- 2. From City Council and City Manager.
- * 3. Reminder of Meetings:
 - a. Wednesday, October 5, 8:15 a.m., Historic District Commission, City Hall Room #2.
 - b. Wednesday, October 5, 6:30 p.m., Park Board, Celery Flats.
 - c. Thursday, October 6, 6:30 p.m., Human Services Board, City Hall Room #1.
 - d. Thursday, October 6, 7:00 p.m., Planning Commission, Council Chambers.
 - e. Monday, October 10, 7:00 p.m., Zoning Board of Appeals, Council Chambers.
 - f. Wednesday, October 12, 7:00 p.m., Environmental Board, City Hall Room #1.
 - g. Monday, October 17, 8:00 a.m., Legislative Roll Call, The Chamber Building, 346 West Michigan Avenue, Kalamazoo.
 - h. Monday, October 17, 6:30 p.m., Youth Advisory Committee, City Hall Room #1.

N. Materials Transmitted.

Adjournment.

CITY COUNCIL MEETING SUMMARY

September 20, 2011

ACCOUNTS PAYABLE REGISTER

- ◆ Approved the Accounts Payable Register of September 20, 2011, as presented.

REPORTS FROM THE ADMINISTRATION

- ◆ Accepted Rezoning Application #10-03 for first reading and set a public hearing for October 18, 2011, at 7:30 p.m. or as soon thereafter as may be heard; and, subsequent to the public hearing, consider approving Rezoning Application #10-03 and rezone 1302, 1306 and 1316 East Centre Avenue from OS-1, office service and R-1B, one-family residential to B-1, local business, and rezone 1330 East Centre Avenue from R-1B, one-family residential to OS-1, office service.
- ◆ Accepted for first reading the proposed amendment to Section 38-38 of Chapter 38, Historical Preservation, of the City of Portage Code of Ordinances, and consider final adoption on October 18, 2011.
- ◆ Adopted the Resolution Designating Polling Places and Rate of Compensation for the November 8, 2011 City General Election.
- ◆ Received the communication from the City Manager regarding the August 2011 Summary Environmental Activity Report as information only.
- ◆ Received the Department Monthly Reports.

COMMUNICATION

- ◆ Received a letter from Ms. Sharon Carlisle of 6316 Oakland Drive dated September 14, 2011, regarding her recent municipal water connection.

BID TABULATIONS

- ◆ Approved an annual licensing and software maintenance services agreement with SunGard, Incorporated, at a total cost of \$66,276 and authorized the City Manager to execute all related documents on behalf of the city.
- ◆ Approved the purchase of personal protective clothing from First Due Fire Supply of Leslie, Michigan, in the amount of \$48,784 for replacement of 25 sets of Fire Division personal protective clothing and authorized the City Manager to execute all documents related to this contract on behalf of the city.
- ◆ Approved a two-year contract with Nye Uniform of Grand Rapids, Michigan, for replacement of police uniforms in the amount of \$22,107.20 for the first year and \$22,749.20 for the second year with the option for three one-year renewals, and authorized the City Manager to execute all documents related to this matter on behalf of the city.

STATEMENTS OF CITY COUNCIL

- ◆ Councilmember Campbell expressed her condolences to the family of Shawn Brown, who passed away during the Peacock Strut event and Councilmember Bailes expressed his condolences, also. She also expressed heartfelt sorrow for the passing of a dear friend, Bob Overlander.
- ◆ Councilmember Reid expressed her concern, thoughts and regards for Tokyo, Japan, where a typhoon is due to strike tonight.
- ◆ Mayor Pro Tem Sackley rented the facility at Schrier Park expressed his pride for the facility and the people of Portage for having such a nice facility and its amenities available.
- ◆ Mayor Strazdas indicated that he and Representative of the State House Margaret O'Brien attended a recent Eagle Scout Court of Honor that proved to be a very positive experience. He pointed out that Troop 244 has 103 teenaged boys, even though scouting is down 67% nationwide, and reflected how good he feels about our community and cited another very positive experience he had at a boy scout cookout with the many families and youth in attendance along with representatives of the Fire and Police Departments.

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

CITY COUNCIL MEETING MINUTES FROM SEPTEMBER 20, 2011

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

At the request of Mayor Strazdas, Pastor Daniel Teerman of The Bridge of Portage 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 and Claudette S. Reid, Mayor Pro Tem Edward J. Sackley and Mayor Peter J. Strazdas. Councilmembers Patricia M. Randall and Terry R. Urban were absent with excuse. Also in attendance were Deputy City Manager Brian J. Bowling, City Attorney Randy L. Brown and City Clerk James R. Hudson.

APPROVAL OF MINUTES: Motion by Sackley, seconded by Reid, to approve the September 6, 2011 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 5 to 0.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Reid to read the Consent Agenda. Motion by Reid, seconded by Campbell, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 5 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF SEPTEMBER 20, 2011:** Motion by Reid, seconded by Campbell, to approve the Accounts Payable Register of September 20, 2011. Upon a roll call vote, motion carried 5 to 0.

REPORTS FROM THE ADMINISTRATION:

* **REZONING APPLICATION #10-03 (1302, 1306 AND 1316 EAST CENTRE AVENUE):** Motion by Reid, seconded by Campbell, to accept Rezoning Application #10-03 for first reading and set a public hearing for October 18, 2011, at 7:30 p.m. or as soon thereafter as may be heard; and, subsequent to the public hearing, consider approving Rezoning Application #10-03 and rezone 1302, 1306 and 1316 East Centre Avenue from OS-1, office service and R-1B, one-family residential to B-1, local business, and rezone 1330 East Centre Avenue from R-1B, one-family residential to OS-1, office service. Upon a roll call vote, motion carried 5 to 0.

* **AMENDMENT TO CODE OF ORDINANCES – HISTORIC DISTRICTS:** Motion by Reid, seconded by Campbell, to accept for first reading the proposed amendment to Section 38-38 of Chapter 38, Historical Preservation, of the City of Portage Code of Ordinances, and consider final adoption on October 18, 2011. Upon a roll call vote, motion carried 5 to 0.

* **ELECTION POLLING PLACES AND RATE OF COMPENSATION RESOLUTION:** Motion by Reid, seconded by Campbell, to adopt the Resolution Designating Polling Places and Rate of Compensation for the November 8, 2011 City General Election. Upon a roll call vote, motion carried 5 to 0.

* **AUGUST 2011 SUMMARY ENVIRONMENTAL ACTIVITY REPORT – INFORMATION ONLY:** Motion by Reid, seconded by Campbell, to receive the communication from the City Manager regarding the August 2011 Summary Environmental Activity Report as information only. Upon a roll call vote, motion carried 5 to 0.

* **DEPARTMENT MONTHLY REPORTS:** Motion by Reid, seconded by Campbell, to receive the Department Monthly Reports. Upon a roll call vote, motion carried 5 to 0.

COMMUNICATION:

SHARON CARLISLE, 6316 OAKLAND DRIVE: Ms. Sharon Carlisle was present and Mayor Strazdas asked her if she would like to comment. She came forward and indicated that she was proud of her community (Portage), needed a water hookUP, wanted no surprises and was given the wrong information by the Community Development Department staff. At the time, she explained that she was a recent widow, on fixed income and, when her plumber tried to do an in-house hookup, he discovered that there was no hookup in the well area. She said she paid the contractor, but found herself doing things she did not want to do, such as selling her husband's gold band. Discussion followed.

With having a failed well, Mayor Pro Tem Sackley asked her if she would have done anything differently had she understood the full scope and cost of the project upon her first visit to City Hall. He also asked her if she paid "thousands of dollars" more because she did not have all of the information. She responded that she would still have chosen to go with the project, that she did not spend any extra money as a result of her conversation with city staff, but that she found the process inconvenient, frustration and embarrassing. Discussion followed regarding the lateral lead to the property line, the option of fixing the pump instead of obtaining city water and the nature and scope of the misunderstanding.

Deputy City Manager Bowling apologized to Ms. Carlisle for the misunderstanding and any harm she felt done as a result. He indicated that Ms. Carlisle at one time worked for the City of Portage, acknowledged that she had no "ax to grind" and expressed his confusion regarding staff communicating the existence of a line to her house since the city does not put in a line to the house because of the potential of an illegal hookup, as there is no way to control the use of that line. He pointed out that it is an opportunity to improve, so the Administration is taking steps to make corrections to the process.

Community Development Director Vicki Georgeau expressed her regret and disappointment for the situation and that Ms. Carlisle did not obtain sufficient information. She then indicated that the Community Development Department is developing brochures to assist in installations. In response to Mayor Strazdas, Ms. Georgeau indicated that staff does not allow water lines to go in without going through the permitting process and that terminology is the source of the confusion: water main vs. water service vs. water service connection. In response to Mayor Pro Tem Sackley, she distinguished the role of the plumber from the role of the excavator. In response to Councilmember Campbell, she indicated that the preference for a Community Development Block Grant (CDGB) Program application is to talk to the applicant before sending them a CDBG packet, so he or she doES not become frustrated after filling out an application only to discover he or she does not qualify under the guidelines. Also, she said that it is not possible to provide assistance after the work is done. Discussion followed.

At the request of Mayor Strazdas, City Attorney Brown indicated that the two legal questions that arise are whether City Council has the authority to provide refunds, and they do; and is this authority discretionary, and it is. He explained that a Resolution of City Council is all that is necessary, but it would set a precedent and a question of unfairness to other city water users who did pay the fee for hookup would result. Discussion followed.

Mayor Pro Tem Sackley summarized the matter. Motion by Sackley, seconded by Reid, to receive the letter from Sharon Carlisle, 6316 Oakland Drive, dated September 14, 2011. Discussion followed. Upon a roll call vote, motion carried 5 to 0. Discussion followed.

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

Portage Park Board of August 3, 2011.

Kalamazoo County Board of Commissioners Committee of the Whole and Regular of August 16, 2011.

Portage Planning Commission of September 1, 2011.

BID TABULATIONS:

- * ANNUAL SUNGUARD ENTERPRISE SOFTWARE LICENSING AND MAINTENANCE FEE:** Motion by Reid, seconded by Campbell, to approve an annual licensing and software maintenance services agreement with SunGard, Incorporated, at a total cost of \$66,276 and authorize the City Manager to execute all related documents on behalf of the city. Upon a roll call vote, motion carried 5 to 0.
- * FIRE DEPARTMENT PERSONAL PROTECTIVE CLOTHING:** Motion by Reid, seconded by Campbell, to approve the purchase of personal protective clothing from First Due Fire Supply of Leslie, Michigan, in the amount of \$48,784 for replacement of 25 sets of Fire Division personal protective clothing 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 5 to 0.
- * CONTRACT FOR REPLACEMENT OF WORN POLICE UNIFORMS:** Motion by Reid, seconded by Campbell, to approve a two-year contract with Nye Uniform of Grand Rapids, Michigan, for replacement of police uniforms in the amount of \$22,107.20 for the first year and \$22,749.20 for the second year with the option for three one-year renewals, and authorize the City Manager to execute all documents related to this matter on behalf of the city. Upon a roll call vote, motion carried 5 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Campbell expressed her condolences to the family of Shawn Brown, who passed away during the Peacock Strut event and Councilmember Bailes expressed his condolences, also. She also expressed heartfelt sorrow for the passing of a dear friend, Bob Overlander.

Councilmember Reid expressed her concern, thoughts and regards for Tokyo, Japan, where a typhoon is due to strike tonight.

Mayor Pro Tem Sackley rented the facility at Schrier Park expressed his pride for the facility and the people of Portage for having such a nice facility and its amenities available.

Mayor Strazdas indicated that he and Representative of the State House Margaret O'Brien attended a recent Eagle Scout Court of Honor that proved to be a very positive experience. He pointed out that Troop 244 has 103 teenaged boys, even though scouting is down 67% nationwide, and reflected how good he feels about our community and cited another very positive experience he had at a Boy Scout cookout with the many families and youth in attendance along with representatives of the Fire and Police Departments.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:34 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: September 26, 2011

FROM: Maurice S. Evans, City Manager



SUBJECT: Accounts Payable Register

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of October 4, 2011 as presented.

Attached please find the Accounts Payable Register for the period September 11, 2011 through September 25, 2011, which is recommended for approval.

c: Daniel S. Foecking, Finance Director

BANK CODE

ALL

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	BANK CODE	CHECK AMOUNT
09/13/2011	277839	MI CRISIS RESPONSE ASSOCIATION	999999		285.00
09/16/2011	277840	AT&T	849		3,451.82
09/16/2011	277841	AT&T	849		49.50
09/16/2011	277842	AIRGAS GREAT LAKES	106		24.33
09/16/2011	277843	ALL-PHASE ELECTRIC SUPPLY CO.	108		180.84
09/16/2011	277844	ALL-TRONICS, INC.	109		.00
09/16/2011	277845	ALLEGRA PRINT & IMAGING	533		3,029.65
09/16/2011	277846	J. ALLEN & CO. INC.	67		1,987.50
09/16/2011	277847	AUMACK, MICHAEL	670		141.00
09/16/2011	277848	ADP, INC.	3305		7,120.00
09/16/2011	277849	BALKEMA EXCAVATING, INC.	130		240.00
09/16/2011	277850	BARNES WOOD WORKS	4340		80.00
09/16/2011	277851	BARNES, DAVID A.	999999		38.00
09/16/2011	277852	BASCH, MARTIN	999999		366.37
09/16/2011	277853	BIDDLE, KRISTINE	532		600.00
09/16/2011	277854	BILL'S LOCK SHOP, INC.	146		2,122.25
09/16/2011	277855	BLUE CROSS/BLUE SHIELD OF MICH	642		117,534.03
09/16/2011	277856	BOOTH NEWSPAPERS INC	89		199.00
09/16/2011	277857	BORGESS MEDICAL CENTER	999999		45.18
09/16/2011	277858	BOXWOOD TECHNOLOGY, INC.	999999		29.12
09/16/2011	277859	BRADFIELD, JULIE	999999		252.17
09/16/2011	277860	BRINK'S, INC	153		496.93
09/16/2011	277861	C D W GOVERNMENT, INC.	2690		75.00
09/16/2011	277862	CENTER FOR TECH & TRAINING	999999		257.51
09/16/2011	277863	CHARTER COMMUNICATIONS	3080		346.63
09/16/2011	277864	CINTAS CORP.	2206		249,383.26
09/16/2011	277865	CITY OF KALAMAZOO (TRANS MILLA	4649		19,518.58
09/16/2011	277866	CITY OF KALAMAZOO TREASURER	540		780.00
09/16/2011	277867	CITY OF PORTAGE	177		1,173.13
09/16/2011	277868	CLEAN EARTH ENVIRONMENTAL SERV	1821		295.44
09/16/2011	277869	COCHRAN GLASS AND DOOR, LLC	4547		82,496.36
09/16/2011	277870	COMFORT INN SUITES	999999		43,309.49
09/16/2011	277871	COMSTOCK PUBLIC SCHOOLS	1671		42,380.23
09/16/2011	277872	CONSUMERS ENERGY	743		100.00
09/16/2011	277874	CONSUMERS ENERGY-BILL PMT CNT	189		75,788.14
09/16/2011	277875	COOPER, ERICA	999999		282.00
09/16/2011	277876	CORE LOGIC REAL ESTATE TAX SER	999999		272.50
09/16/2011	277877	CORELOGIC	4620		146.45
09/16/2011	277878	COSTAR REALTY INFORMATION, INC	195		26.13
09/16/2011	277879	CROSSROADS CAR WASH	4109		589.77
09/16/2011	277880	CROSSROADS EXPERT AUTO SERVICE	4448		1,175.94
09/16/2011	277881	JOHN DEERE LANDSCAPES	4374		1,935.00
09/16/2011	277882	DEPATIE FLUID POWER CO., INC.	4734		47.00
09/16/2011	277883	DERIGHT, PHYLLIS	999999		312.54
09/16/2011	277884	DEWOLF & ASSOCIATES, LLC	211		257.34
09/16/2011	277885	DOWLING, CHRISTAN	4374		100.00
09/16/2011	277886	EAST JORDAN IRON WORKS	226		90.00
09/16/2011	277887	ECHSELBARGER, HIMEBAUGH, TAMM &	4664		1,296.00
09/16/2011	277888	EVEREST INSTITUTE	999999		
09/16/2011	277889	FIRST IMAGE	1679		
09/16/2011	277890	FLETCHER ENTERPRISES	1399		

PROGRAM: GM350L
CITY OF PORTAGE

FROM 09/11/2011 TO 09/25/2011

BANK CODE

ALL

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
09/16/2011	277891	FOSTER, ROBERT & MARY	999999	100.00
09/16/2011	277892	FRED PRYOR SEMINARS	999999	198.00
09/16/2011	277893	FRED PRYOR SEMINARS	999999	59.00
09/16/2011	277894	FULTON & SONS INC., JAMES E	562	13,657.50
09/16/2011	277895	GORBICS, JACQUE	4726	94.00
09/16/2011	277896	GORDON FOOD SERVICE	502	100.12
09/16/2011	277897	GORDON WATER SYSTEMS	517	254.25
09/16/2011	277898	GORSALITZ, STEPHEN OR JULIE	999999	280.00
09/16/2011	277899	GOTTA GO PORTABLES	3465	95.00
09/16/2011	277900	GRIFFIN PEST CONTROL, INC.	598	104.00
09/16/2011	277901	HAMILTON, JENNIFER	999999	250.00
09/16/2011	277902	HARTMAN, CHARLES	913	47.00
09/16/2011	277903	HOME ACRES BUILDING SUPPLY CO.	1948	98.60
09/16/2011	277904	HOME DEPOT	691	143.36
09/16/2011	277905	IERVOLINA, SUSAN	2074	47.50
09/16/2011	277906	INTERSECT TECHNOLOGIES	379	520.25
09/16/2011	277907	THE IRRIGATOR	2047	273.94
09/16/2011	277908	IRWA CHAPTER 7	999999	250.00
09/16/2011	277909	THE ISERV COMPANY LLC	4712	55.00
09/16/2011	277910	KALAMAZOO COUNTY TREASURER	514	10,056.48
09/16/2011	277911	KALAMAZOO LANDSCAPE SUPPLIES	90	281.50
09/16/2011	277912	KALAMAZOO OIL COMPANY	4511	97.78
09/16/2011	277913	KALAMAZOO REG'L EDUC SVS AGENG	721	311.13
09/16/2011	277914	KALAMAZOO VALLEY COMMUNITY COL	230	161.58
09/16/2011	277915	KENDALL ELECTRIC, INC.	231	61.78
09/16/2011	277916	KENT COMPANIES, INC.	838	400.00
09/16/2011	277917	KLINE, MICHAEL	532	100.00
09/16/2011	277918	KUHN'S YARD & GARDEN CARE, INC	4551	505.28
09/16/2011	277919	KUIPER, CHARLES & PEGGY	999999	100.00
09/16/2011	277920	KZOO TIRE COMPANY	564	1,212.00
09/16/2011	277921	LAI, TAK SAN	999999	21.03
09/16/2011	277922	LEXISNEXIS/MATTHEW BENDER	2701	165.50
09/16/2011	277923	LOUIS, DOUGLAS	999999	180.00
09/16/2011	277924	MACNLOW ASSOCIATES	2189	335.00
09/16/2011	277925	MARSHALL, ELLA	999999	1,225.64
09/16/2011	277926	MATTRESS MART	4723	1,536.00
09/16/2011	277927	MAYHEW, BRYAN	999999	500.00
09/16/2011	277928	MCNALLY ELEVATOR CO.	256	1,260.00
09/16/2011	277929	MEJEUR ELECTRIC LLC	4724	124.00
09/16/2011	277930	METRO ADVANTAGE TITLE CO.	999999	100.00
09/16/2011	277931	METROPOLITAN TITLE COMPANY	1630	100.00
09/16/2011	277932	MEYER, RUTH ANN	999999	314.00
09/16/2011	277933	MI GOVT FINANCE OFFICERS ASSOC	2134	75.00
09/16/2011	277934	MICHIGAN KAL ELECTRONICS, INC.	266	9,500.00
09/16/2011	277935	MICHIGAN PAVING & MATERIALS CO	3389	182,438.97
09/16/2011	277936	MICHIGAN STATE POLICE	999999	230.00
09/16/2011	277937	MUELLER PLASTICS CORP	999999	125.00
09/16/2011	277938	NATIONAL FIRE PROTECTION ASSOC	714	832.50
09/16/2011	277939	NATIONAL LAW ENFORCEMENT SUPPL	4323	551.50
09/16/2011	277940	NEOPOST	1208	526.00
09/16/2011	277941	NEW FRESH CLEANING SERVICE	4351	1,581.25

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	BANK CODE	CHECK AMOUNT
09/16/2011	277942	NEW WORLD SYSTEMS	1154		29,601.00
09/16/2011	277943	NICOLETTE, DAVID	999999		23.23
09/16/2011	277944	NOBIS, MELANIE	999999		50.00
09/16/2011	277945	NYE UNIFORMS	299		2,134.97
09/16/2011	277946	OFFICE DEPOT, INC.	1721		1,382.87
09/16/2011	277947	OFFICEMAX INCORPORATED	301		142.64
09/16/2011	277948	ONE WAY PRODUCTS	440		1,022.78
09/16/2011	277949	PARIS CLEANERS	1794		948.45
09/16/2011	277950	PATESEL, TERRY	4455		94.00
09/16/2011	277951	PETERS CONSTRUCTION CO.	1638		469.70
09/16/2011	277952	PETERS, DONNA	999999		86.00
09/16/2011	277953	PETTY CASH-POLICE DEPT.	890		354.82
09/16/2011	277954	POLDERMAN'S FLOWER SHOP	4157		40.95
09/16/2011	277955	PORTAGE DISTRICT LIBRARY	810		109.35
09/16/2011	277956	PORTAGE PUBLIC SCHOOLS	590		422.56
09/16/2011	277957	PRIORITY HEALTH	4254		21,315.83
09/16/2011	277958	RAFFERTY, KATHLEEN	999999		150.00
09/16/2011	277959	RATHCO SAFETY SUPPLY, INC.	327		759.30
09/16/2011	277960	RELIABLE MANAGEMENT SYSTEMS, I	4354		331.00
09/16/2011	277961	REPUBLIC WASTE SERVICES OF W M	4443		42,145.05
09/16/2011	277962	RETIREMENT PLAN CONCEPTS INC	334		4,000.00
09/16/2011	277963	RIDGE AUTO NAPA	438		6.88
09/16/2011	277964	RIETH-RILEY CONSTRUCTION CO.,	4386		288.00
09/16/2011	277965	THE ROUDEBUSH CO. INC.	4169		938.58
09/16/2011	277966	S & T LAWN SERVICE	1372		2,623.00
09/16/2011	277967	SANDERS, GARY OR DIANE	999999		21.17
09/16/2011	277968	SCHIPPER, MARY	999999		100.00
09/16/2011	277969	SCHULTZ, KYLIE	999999		100.00
09/16/2011	277970	SHERWIN WILLIAMS	356		74.42
09/16/2011	277971	SIRCHIE FINGER PRINT LABORATOR	786		72.85
09/16/2011	277972	SLAGER CONSTRUCTION	3593		288.65
09/16/2011	277973	SNELLING PERSONNEL SERVICES	2107		1,328.72
09/16/2011	277974	STATE OF MICHIGAN	999999		25.00
09/16/2011	277975	STATE SYSTEMS RADIO, INC	368		345,705.17
09/16/2011	277976	STERLING OAKS DEVELOPMENT CO.	369		1,195.55
09/16/2011	277977	SUPERIOR BUSINESS SOLUTIONS	999999		32.69
09/16/2011	277978	SUREFIRE, LLC	1254		1,163.78
09/16/2011	277980	T D S METROCOM, LLC	3558		428.44
09/16/2011	277981	T-MOBILE USA INC	4539		3,302.88
09/16/2011	277982	TERRA ABATEMENT SERVICES, LLC	3665		29.99
09/16/2011	277983	JOHANNA THOMPSON	4245		2,398.10
09/16/2011	277984	TOY BOX STORAGE	4682		1,954.00
09/16/2011	277985	TRACKING PRODUCTS, INC.	3208		1,745.10
09/16/2011	277986	TRACTOR SUPPLY CORP.	4251		514.00
09/16/2011	277987	TRAINING FORCE USA	2817		33.97
09/16/2011	277988	U S POSTMASTER	999999		195.00
09/16/2011	277989	UNITED PARCEL SERVICE	391		190.00
09/16/2011	277990	V M ROOFING	545		80.19
09/16/2011	277991	VANDERBILT, JOHN	999999		9.00
09/16/2011	277992	VANGUARD FIRE & SUPPLY CO., IN	668		94.00
09/16/2011	277992		3996		133.52

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	BANK CODE	CHECK AMOUNT
09/16/2011	277993	VARTEC, LLC	4623		1,070.00
09/16/2011	277994	VESEY, ERIC	999999		500.00
09/16/2011	277995	WASHCO, LLC	1104		940.00
09/16/2011	277996	WEDEL'S INC.	410		47.88
09/16/2011	277997	WESTERN MICHIGAN UNIVERSITY	2944		1,400.00
09/16/2011	277998	WINDEMULLER ELECTRIC, INC.	3061		2,600.00
09/16/2011	277999	WINDER POLICE EQUIPMENT, INC.	429		62.69
09/16/2011	278000	WORLD OF CD ROM	4074		65.00
09/16/2011	278001	XEROX CORPORATION	2684		1,171.04
09/16/2011	278002	ZESIGER, JOHN	999999		500.00
09/15/2011	278003	KALAMAZOO COUNTY TREASURER	514		.00
09/23/2011	278004	CRITICAL INFORMATION NETWORK L	4438		3,576.75
09/23/2011	278005	MICHIGAN ASSOC. OF PLANNING	649		210.00

DATE RANGE TOTAL * 1,382,258.39 *

PAYMENT NO	VENDOR NAME	TRANSFER DATE	AMOUNT	TRACE NUMBER	EFT BATCH	BANK CODE
542	ADAMS REMCO, INC.	09/16/2011	459.00	072000320000001	0000001	00
543	ADMIRAL LOCK & KEY SERVICE	09/16/2011	229.20	072000320000002	0000001	00
544	ANIMAL REMOVAL SERVICE, LLC	09/16/2011	660.00	072000320000003	0000001	00
545	B & B YARDSCAPE	09/16/2011	2,933.00	072000320000004	0000001	00
546	BATTERIES PLUS	09/16/2011	129.60	072000320000005	0000001	00
547	BERBE, RON	09/16/2011	94.00	072000320000006	0000001	00
548	BLUE CARE NETWORK-GREAT LAKES	09/16/2011	59,671.20	072000320000007	0000001	00
549	BLUESTONE PSYCH	09/16/2011	425.00	072000320000008	0000001	00
550	CAPITAL ADVANTAGE LEASING	09/16/2011	23,660.85	072000320000009	0000001	00
551	EMPLOYMENT GROUP, INC.	09/16/2011	1,656.24	072000320000010	0000001	00
552	FIRE SERVICE MANAGEMENT	09/16/2011	2,089.96	072000320000011	0000001	00
553	HARTFORD LIFE INSURANCE COMPANY	09/16/2011	7,853.06	072000320000012	0000001	00
554	HEMLER, KAMI	09/16/2011	94.00	072000320000013	0000001	00
555	HI-TECH ELECTRIC CO.	09/16/2011	170.00	072000320000014	0000001	00
556	INDUSCO SUPPLY CO., INC.	09/16/2011	614.23	072000320000015	0000001	00
557	J B PRINTING COMPANY	09/16/2011	3,022.00	072000320000016	0000001	00
558	KEHOE, EDWARD J	09/16/2011	35.00	072000320000017	0000001	00
559	KNAPP ENERGY, INC.	09/16/2011	17,928.10	072000320000018	0000001	00
560	KUSHNER & COMPANY, INC.	09/16/2011	370.36	072000320000019	0000001	00
561	MEDEMA, TIMOTHY	09/16/2011	94.00	072000320000020	0000001	00
562	PACIFIC TELEMGMT SERVS, JAROTH INC	09/16/2011	303.00	072000320000021	0000001	00
563	PLEUNE SERVICE COMPANY	09/16/2011	230.32	072000320000022	0000001	00
564	PRECISION PRINTER SERVICES INC	09/16/2011	1,664.09	072000320000023	0000001	00
565	PREIN & NEWHOF	09/16/2011	6,246.75	072000320000024	0000001	00
566	SARCOM, INC	09/16/2011	39,080.43	072000320000025	0000001	00
567	THOMPSON, HELENE	09/16/2011	95.00	072000320000026	0000001	00
568	U S SIGNAL COMPANY, LLC	09/16/2011	557.36	072000320000027	0000001	00
569	VISION SERVICE PLAN INSURANCE CO	09/16/2011	2,221.40	072000320000028	0000001	00
570	WEST, STEVE	09/16/2011	141.00	072000320000029	0000001	00
571	360 SERVICES, INC.	09/16/2011	211.01	072000320000030	0000001	00

GRAND TOTAL:

172,939.16 NO. OF CHECKS:

30

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: September 26, 2011

FROM: Maurice S. Evans, City Manager



SUBJECT: Consumers Energy Easement, 5441 South Westnedge Avenue

ACTION RECOMMENDED: That City Council:

- a. adopt a resolution to grant an easement to Consumers Energy on city-owned property for the undergrounding of utilities on South Westnedge Avenue;
- b. place the resolution on file with the City Clerk for 28 days; and
- c. take final action on November 1, 2011.

As part of the planned improvements to the I-94/South Westnedge Avenue interchange, a new traffic signal will be installed to control the access ramps to and from I-94 as well as South Westnedge Avenue. In order for Consumers Energy to provide electric power to the traffic signal controller, an easement is required for the placement of buried conduit and cable on city-owned property addressed as 5441 South Westnedge Avenue. A 12-foot wide easement along South Westnedge Avenue and a 23 foot easement along Amos Avenue has been requested by Consumers Energy. The easement will not impact any future development of the subject parcel.

The accompanying resolution has been prepared by the City Attorney. The resolution, if approved by City Council, will be on file with the City Clerk for 28 days as required by the City Charter. This matter will then be placed on the November 1, 2011 City Council meeting for final action.

Attachments



1 inch = 20 feet

Path: R:\GISADMIN\Projects\DEPTSTU\consumers_esm\5441_westnedge.mxd

Legend



Proposed Easement

5441 South Westnedge Avenue

**CITY OF PORTAGE
RESOLUTION NO. 1 TO GRANT EASEMENT**

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan, held at the City Hall in said City on the _____ day of _____, 2011 at 7:30 p.m. local time.

PRESENT:

ABSENT:

The following resolution was offered by:

COUNCILMEMBER: _____ and supported by

COUNCILMEMBER: _____.

WHEREAS, Consumers Energy, in conjunction with improvements to the I-94/South Westnedge Avenue interchange is providing electrical service at the City's request;

WHEREAS, Consumers Energy is requesting an easement on City property for the installation of conduit and cable in conjunction with the project;

BE IT RESOLVED that the City of Portage grant an easement to Consumers Energy to install conduit and cable used in the installation of electrical services lines on South Westnedge Avenue, which land is in the City of Portage, County of Kalamazoo, State of Michigan, described as follows:

A parcel of land situated in the Northwest quarter of Section 8, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan and more particularly described as follows:

The North 23 feet and the West 12 feet of Lot 18 of Assessor's plat of DeBoer Homestead Acres, City of Portage, Michigan Section as recorded Liber 14 of Plats on Page 6, Kalamazoo County Records.

BE IT FURTHER RESOLVED, that notice, in substantially the form attached as Attachment "A", be published in a newspaper of general circulation within the City, giving notice of the City's intent to grant the above described easement.

AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember _____

RESOLUTION DECLARED ADOPTED: _____

James R. Hudson, City Clerk

CERTIFICATION

STATE OF MICHIGAN)
)
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said city, held on the ___ day of _____, 2011, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this ___ day of _____ 2011.

James R. Hudson, City Clerk

APPROVED AS TO FORM
DATE 9/23/11
[Signature]
CITY ATTORNEY

ATTACHMENT A

CITY OF PORTAGE
NOTICE OF INTENTION TO GRANT EASEMENT
IN THE CITY OF PORTAGE, MICHIGAN

PLEASE TAKE NOTICE, that on the ____day of _____, 2011, the City Council of the City of Portage voted to grant an easement for the installation of electric lines on South Westnedge Avenue to Consumers Energy Company of Jackson, Michigan.

A parcel of land situated in the Northwest quarter of Section 8, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan and more particularly described as follows:

The North 23 feet and the West 12 feet of Lot 18 of Assessor's plat of DeBoer Homestead Acres, City of Portage, Michigan Section as recorded Liber 14 of Plats on Page 6, Kalamazoo County Records.

PLEASE TAKE FURTHER NOTICE that the resolution authorizing this action is on file with the City Clerk and open for public inspection. Said resolution will be so held by the City Clerk for twenty-eight (28) days after publication of this notice and may be inspected at the Clerk's Office during regular working hours. Any person(s) objecting to this transaction should make their objection known the City Council. After said twenty-eight (28) day period, the Council may take final action and grant the easement.

Dated: _____, 2011

James R. Hudson, City Clerk

**CITY OF PORTAGE, MICHIGAN
RESOLUTION NO. 2 TO GRANT EASEMENT**

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on _____, 2011 at 7:30 p.m. local time at City Hall in the City of Portage, Michigan.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

COUNCILMEMBER: _____ and supported by

COUNCILMEMBER: _____.

WHEREAS, the City Council adopted a Resolution stating its interest to grant an Easement located in the City of Portage;

WHEREAS, notice of the City's intent to grant such Easement and Right-of-Way was published in a newspaper of general circulation in the City for the period of time required by City Charter;

NOW, THEREFORE, BE IT RESOLVED that the City of Portage grant an Easement on the following described property to Consumers Energy:

A parcel of land situated in the Northwest quarter of Section 8, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan and more particularly described as follows:

The North 23 feet and the West 12 feet of Lot 18 of Assessor's plat of DeBoer Homestead Acres, City of Portage, Michigan Section as recorded Liber 14 of Plats on Page 6, Kalamazoo County Records.

AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember _____

RESOLUTION DECLARED ADOPTED: _____

James R. Hudson, City Clerk

CERTIFICATION

STATE OF MICHIGAN)
)
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the ___ day of _____, 2011, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this ___ day of _____, 2011.

JAMES R. HUDSON, City Clerk

Approved as to Form

Date: 9/23/11
[Signature]

City Attorney

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: September 26, 2011

FROM: Maurice S. Evans, City Manager



SUBJECT: Recommended Budget Amendments - End of Fiscal Year Housekeeping

ACTION RECOMMENDED: That City Council amend the General Appropriations Act (budget) for the fiscal year ending June 30, 2012.

The normal government procurement process involves issuance of purchase orders to obtain goods and services necessary to provide service to citizens. Purchase orders specify description, quantity and price of the required goods. With each purchase order, an encumbrance is entered in the city accounting system to reserve budgeted funds to pay for the goods. As goods are received and the purchase orders paid, the encumbrances are removed. At the end of each fiscal year, open purchase orders and the encumbrances must be carried forward to the next fiscal year to reserve funds required to pay for goods and services already ordered. In effect, this is done by adding the reserved funds to the next annual budget. The "encumbrance carry forward" process is a standard practice in governmental accounting. City Charter Section 7.6(d) requires the production of this listing for approval by City Council.

The attached list shows the dollar value of the open purchase orders as of June 30, 2011, all of which are for necessary supplies and services. Receipt of these goods and services will require subsequent payment by the city. Council action in this amendment of the 2011-2012 budget is to move funds from the "Reserved for Encumbrances" account to the appropriate budget lines to allow payment for these goods and services in the 2011/2012 fiscal year.

It is recommended that Council amend the General Appropriations Act (budget) for the fiscal year ending June 30, 2012.

PO Number	Vendor Name	PO Carry Forward
54776	A I S CONSTRUCTI	\$ 1,950.00
54363	A-1 AUTO BODY SH	\$ 483.77
50209	ACCENT ENGRAVING	\$ 52.00
54047	ACTION PIANO SER	\$ 125.00
53443	ALLEGRA PRINT &	\$ 322.49
53792	ALLEGRA PRINT &	\$ 520.39
54430	ALLIED MECHANICA	\$ 2,500.00
54794	ALLIED MECHANICA	\$ 745.00
54118	ANALYTICAL TESTI	\$ 500.00
54882	ANY CUTTING & WE	\$ 1,723.00
54235	AQUATIC SERVICES	\$ 6,750.00
54712	ARBANAS ENTERPRI	\$ 600.00
54787	ARBANAS ENTERPRI	\$ 150.00
53761	AUTOMATIC MICROF	\$ 213.30
36495	AXE & ECKLUND, P	\$ 2,000.00
54752	B S & A SOFTWARE	\$ 1,235.00
52416	BDO USA, LLP	\$ 1,650.00
54371	BILL'S LOCK SHOP	\$ 500.00
47228	BLUE CARE NETWOR	\$ 100,000.00
46134	BLUE CROSS/BLUE	\$ 110,000.00
53012	BOOTH NEWSPAPERS	\$ 170.11
53332	BOOTH NEWSPAPERS	\$ 318.07
51317	BRATCHER & ASSOC	\$ 5,000.00
54919	BRATCHER & ASSOC	\$ 6,500.00
54920	BRATCHER & ASSOC	\$ 6,500.00
54853	BREAKAWAY BICYCL	\$ 60.00
51092	C M P DISTRIBUTO	\$ 9,057.00
51111	C M P DISTRIBUTO	\$ 449.00
54338	C M P DISTRIBUTO	\$ 1,716.00
51281	CHRISTENSEN & AS	\$ 2,500.00
54918	CHRISTENSEN & AS	\$ 5,000.00
54924	CHRISTENSEN & AS	\$ 5,000.00
55014	CINTAS CORPORATI	\$ 586.20
51504	CITY OF KALAMAZO	\$ 1,007,677.18
51506	CITY OF KALAMAZO	\$ 789.66
51507	CITY OF KALAMAZO	\$ 31.52
55264	CITY OF KALAMAZO	\$ 333.58
22106	CITY OF PORTAGE	\$ 100,000.00
34877	CITY OF PORTAGE	\$ 150,000.00
39313	CITY OF PORTAGE	\$ 130,000.00
42735	CITY OF PORTAGE	\$ 197,000.00
51258	CITY OF PORTAGE	\$ 116,170.00
51259	CITY OF PORTAGE	\$ 159,241.00
51285	CITY OF PORTAGE	\$ 200,000.00
55008	CITY OF PORTAGE	\$ 39,000.00
55017	CITY OF PORTAGE	\$ 220,000.00
55018	CITY OF PORTAGE	\$ 2,600.00
50500	CLEAR VISIONS, I	\$ 28,142.31
52083	COLE-PARMER INST	\$ 566.00
51379	CONSUMERS ENERGY	\$ 22,445.11
52562	COSTAR REALTY IN	\$ 1,470.43
54329	D & R SPORTS CEN	\$ 154.99
54790	DEERE LANDSCAPES	\$ 1,254.40

PO Number	Vendor Name	PO Carry Forward
54675	EMERGENCY VEHICL	\$ 660.33
54791	ETNA SUPPLY, INC	\$ 732.83
54667	FIRST IMPRESSION	\$ 120.95
54792	GORDON WATER SYS	\$ 137.50
54990	GORDON WATER SYS	\$ 265.75
53705	GRAHAM FORESTRY	\$ 320.00
54412	HARROUN & SON IN	\$ 270.20
54825	HASSELBRING-CLAR	\$ 138.98
54725	HEARTLAND SERVIC	\$ 230.53
53906	HEWLETT PACKARD	\$ 1,368.00
54364	HI-TECH ELECTRIC	\$ 956.10
51339	HOUSEWORKS SERVI	\$ 5,217.00
54661	INTERSECT TECHNO	\$ 125.00
53103	IYETEK LLC	\$ 698.00
53707	IYETEK LLC	\$ 132.00
51053	KALAMAZOO COUNTY	\$ 1,984.50
51585	KALAMAZOO COUNTY	\$ 546.41
52955	KALAMAZOO COUNTY	\$ 6,298.33
52787	KALAMAZOO LANDSC	\$ 660.50
54403	KALAMAZOO LANDSC	\$ 1,950.00
50778	KALAMAZOO NEIGHB	\$ 3,150.00
45435	KINGSCOTT ASSOCI	\$ 5,279.82
55013	KUHN'S YARD & GA	\$ 609.51
54368	KZOO TIRE COMPAN	\$ 275.00
54411	KZOO TIRE COMPAN	\$ 175.00
52452	LOWE'S HOME CENT	\$ 1,000.83
51209	M M R M A	\$ 2,400.00
54252	MATER HOME IMPRO	\$ 5,396.00
50454	MENARDS, INC	\$ 58.91
54793	MENARDS, INC	\$ 61.06
54961	MICHIGAN ELECTIO	\$ 150.00
54593	MICHIGAN KAL ELE	\$ 9,500.00
53181	MICHIGAN POLICE	\$ 1,344.00
55007	MICROSYSTEMS, IN	\$ 5,000.00
55007	MICROSYSTEMS, IN	\$ 2,000.00
55019	MICROSYSTEMS, IN	\$ 836.00
53878	MJV BUILDING SER	\$ 5,217.00
54946	NATIONAL LAW ENF	\$ 551.00
53739	NEW ENGLAND SAFE	\$ 457.50
51593	NEW FRESH CLEANI	\$ 329.00
51846	NORTH AMERICAN S	\$ 17,362.20
54023	ONE WAY PRODUCTS	\$ 300.00
54068	ONE WAY PRODUCTS	\$ 500.00
54974	ONE WAY PRODUCTS	\$ 229.97
51380	PACIFIC TELEMGMT	\$ 64.00
51023	PERRY BALLARD IN	\$ 1,900.00
49626	PETERS CONSTRUCT	\$ 13,180.23
50832	PORTAGE PUBLIC S	\$ 27,500.00
51595	PRECISION PRINTE	\$ 2,582.10
49624	PREIN & NEWHOF	\$ 6,272.50
54662	PRO SERVICES, IN	\$ 125.00
54738	PROFESSIONAL LAK	\$ 792.94
51147	PRO-FLEET	\$ 1,173.50
54747	PRO-FLEET	\$ 1,990.00

PO Number	Vendor Name	PO Carry Forward
54888	PRO-FLEET	\$ 1,995.00
54889	PRO-FLEET	\$ 1,995.00
54893	PRO-FLEET	\$ 1,995.00
54912	PRO-FLEET	\$ 1,990.00
54913	PRO-FLEET	\$ 1,990.00
54928	PRO-FLEET	\$ 1,995.00
54929	PRO-FLEET	\$ 1,995.00
54966	PRO-FLEET	\$ 1,990.00
54967	PRO-FLEET	\$ 1,990.00
54968	PRO-FLEET	\$ 1,990.00
51564	PUBLIC MEDIA NET	\$ 12,106.92
52126	RATHCO SAFETY SU	\$ 300.00
54037	REPUBLIC WASTE S	\$ 199.04
54066	REPUBLIC WASTE S	\$ 388.35
55020	ROCKFORD CONSTRU	\$ 6,500.00
51687	SARCOM, INC	\$ 110.00
54356	SHOW ME CABLES	\$ 189.70
54151	SIG ARMS, INC.	\$ 185.00
54405	SIGNATURE FORD/L	\$ 13,368.00
54774	SOIL & MATERIALS	\$ 1,500.00
54917	SOUTHWEST MICHIG	\$ 5,600.00
54623	STAP BROS LAWN &	\$ 105.00
54707	STAP BROS LAWN &	\$ 210.00
54979	STAP BROS LAWN &	\$ 500.00
45537	STATE OF MICHIGA	\$ 98,767.56
53943	STATE SYSTEMS RA	\$ 400.00
54646	STATE SYSTEMS RA	\$ 384.80
45352	TERRA I/S, LLC	\$ 214.00
52160	TRACTOR SUPPLY C	\$ 510.07
53790	U S POSTAL SERVI	\$ 250.00
50032	UNITED WATER NAC	\$ 59,417.78
51508	UNITED WATER NAC	\$ 203,693.72
52743	UTILITY FINANCIAL Solutions	\$ 3,552.90
47208	VARNUM, RIDDERIN	\$ 9,800.00
54916	VARNUM, RIDDERIN	\$ 6,500.00
54921	VARNUM, RIDDERIN	\$ 5,500.00
54922	VARNUM, RIDDERIN	\$ 5,500.00
54923	VARNUM, RIDDERIN	\$ 5,500.00
54862	VARTEC, LLC	\$ 1,070.00
54120	WASHCO, LLC	\$ 1,500.00
54372	WASHCO, LLC	\$ 500.00
51461	WINDEMULLER ELEC	\$ 10,000.00
54571	WINDEMULLER ELEC	\$ 19,730.00
54861	WINDER POLICE EQ	\$ 534.25
54616	WOLVERINE LAWN S	\$ 837.27
54473	WOOD COMPANY, DA	\$ 215.15
		\$ 3,287,893.00

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: September 28, 2011

FROM: Maurice S. Evans, City Manager



SUBJECT: Nonprofit Organization Recognition

ACTION RECOMMENDED: That City Council adopt the Resolution for Charitable Gaming License recognizing Silent Observer Program of Kalamazoo County, Inc., 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 must secure a resolution from the local governing body recognizing the group as a nonprofit organization operating within 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 has been received from Silent Observer Program of Kalamazoo County, Inc., to be recognized as a nonprofit organization operating in the community to allow for a Bingo Game one day a week at Bank Street Bingo in Kalamazoo. The Silent Observer Program of Kalamazoo County, Inc. is requesting formal recognition from the City of Portage due to corporation's location of its registered office within the city. The attached Resolution has been provided by the State of Michigan to recognize Silent Observer Program of Kalamazoo County, Inc., as a nonprofit organization operating in the City of Portage. The main purposes of Silent Observer Program of Kalamazoo County, Inc., are to implement a county-wide effort to significantly reduce criminal activities of all types through a variety of on-going projects and programs involving all interested governmental, public and private organizations and their memberships, plus an effort to stimulate the participation of each citizen through individual, group and/or family crime prevention activities.

Silent Observer Program of Kalamazoo County, Inc., has provided a letter of request from Molly Ettwein, Secretary of Silent Observer Board of Directors, a copy of the Bingo License Application, Articles of Incorporation, By-laws (signed and dated by the President and officers of Cole Community Solutions, Inc.), a letter from the Internal Revenue Service confirming that the organization is presently registered as a 501(c)(3) nonprofit organization under Section 509(a), a Revenue and Expense Statement for the previous 12 month period, IRS Tax Short Form 990-EZ to prove all assets are used for charitable purposes and a Rental Agreement for the property at Bank Street Bingo (Hall ID #20318). It is therefore recommended that City Council adopt the attached Resolution recognizing Silent Observer Program of Kalamazoo as a nonprofit organization in the City of Portage.

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(K)(ii))

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(R6/09)

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: September 23, 2011

FROM: Maurice S. Evans, City Manager



SUBJECT: Analysis of Zoning Consistency (FY 2010-2011 Update) – Information Only

The City Administration annually reviews Zoning Map amendments that have been considered by the City Administration and the Planning Commission to assess the consistency of the recommendations with City Council decisions. The consistency of these recommendations and decisions in the context of the adopted Comprehensive Plan is also reviewed.

During FY 2010-2011, three applications were reviewed under the 2008 Comprehensive Plan, which was adopted by the Planning Commission on April 24, 2008. Rezoning Application #10-01 involved several properties that comprised the former Moose Lodge site located near the southwest corner of Portage Road and South Shore Drive. Rezoning Application #10-02 involved 4815 West Milham Avenue and 6027 South 12th Street located at the southeast corner West Milham Avenue and South 12th Street. Rezoning Application #10-03 involves four parcels located at the southeast corner of East Centre Avenue and Lovers Lane (1302, 1306, 1316 and 1330 East Centre Avenue). Final action by City Council is scheduled for October 18, 2011.

The Comprehensive Plan is a guide for future development within the community and was considered during the deliberation of these rezoning applications. The recommendations of the City Administration and the Planning Commission, as well as the final decision of City Council on Rezoning Application #10-01 recognized that the OS-1, office service district is more compatible with adjacent residential uses. The OS-1 district can also provide an effective transition between higher intensity uses and major streets and interior residential neighborhoods (The Commission will consider the Future Land Use designations in this portion of the city during the Comprehensive Plan Update beginning in FY 2012). Rezoning Application #10-02 was withdrawn by the applicant prior to recommendation by the City Administration and Planning Commission. The recommendations of the City Administration and the Planning Commission on Rezoning Application #10-03 were also consistent and reflect a high degree of conformity with the Comprehensive Plan.

Attached is a complete list of the 41 zoning applications considered between October 2002 extending to June 2011 (the end of the last fiscal year) as information for City Council.

Attachment: September 23, 2011 communication from Community Development Director Georgeau
Updated Zoning Amendment Listing (October 2002 – present)

CITY OF PORTAGE

COMMUNICATION

TO: Maurice S. Evans, City Manager

DATE: September 23, 2011

FROM: Vicki Georgeau, ^WDirector of Community Development

SUBJECT: Analysis of Zoning Consistency (FY 2010-2011 Update)

Attached for your review is the annually updated Zoning Amendment Listing of rezoning applications. The updated listing includes the three rezonings considered during FY 2010-2011. Forty-one (41) rezoning applications have been received and considered since 2002 when the Comprehensive Plan was formally updated. A five-year Plan update was completed by the Planning Commission in April 2008.

The Comprehensive Plan serves as a policy guide to decision makers to manage growth and promote a more effective pattern of development, enhancing the quality of life in Portage. The Comprehensive Plan is long-range in scope and the Future Land Use Plan Map, one component of the Comprehensive Plan, prescribes general land use arrangements and development patterns. The Planning Commission is charged with the primary responsibility of planning, and making recommendations for the development and redevelopment of the community.

As background, the first City of Portage Comprehensive Plan was adopted by the Planning Commission on July 16, 1981. Formal updates to the original Comprehensive Plan were approved on August 15, 1996 and again on October 17, 2002. The Municipal Planning Act (PA 33 of 2008, as amended), requires that the Comprehensive Plan be reviewed every five years. The Planning Commission completed the required five-year review, incorporated citizen comments received during the Portage 2025 Visioning project, and adopted the Plan update on April 24, 2008. A comprehensive update of the Plan is scheduled for FY 2012-2013.

The Zoning Code and Zoning Districts Map represent one of the several "tools" used to implement the Comprehensive Plan. With regard to zoning administration issues and rezoning applications that are reviewed, the Comprehensive Plan and Future Land Use Plan Map are utilized in the development of recommendations on each rezoning that is received. Examples of other "tools" used to accomplish Plan goals and objectives are Land Development Regulations, the Capital Improvements Program and a variety of other municipal ordinances intended to achieve vibrant and orderly development.

The attached Zoning Amendment Listing shows each rezoning application that has been considered since adoption of the 2002 Comprehensive Plan including Rezoning Applications #10-01, #10-02 and #10-03, which were received during the past fiscal year. The listing also indicates the Comprehensive Plan designation for the property involved in the rezoning, the staff recommendation, the Planning Commission recommendation, and the final decision of the City Council. A high degree of consistency is again indicated with the recommendations of the Comprehensive Plan and decisions of the City Administration, Planning Commission and City Council.

Please let me know if you have any questions or need additional information.

Attachment: Updated Zoning Amendment Listing

Zoning Amendment Listing (October 2002 – present)

<u>APPLICATION NUMBER</u>	<u>LOCATION</u>	<u>REZONING REQUEST</u>	<u>COMPREHENSIVE PLAN DESIGNATION</u>	<u>STAFF RECOMMENDATION</u>	<u>PLANNING COMMISSION RECOMMENDATION</u>	<u>CITY COUNCIL</u>	<u>NOTES</u>
1. 02-01	8250, 8332, 8336, 8338, 8340, 8400 and 8442 Shaver Road	From RM-1, Multiple Family Residential and I-1, Light Industry to B-3, General Business	Shaver Road Business Corridor	Approve (CPD)	Approve (CPD)	Approve (CPD)	Citizen group referendum vote failed and City Council rezoning affirmed.
2. 02-02	10441 Shaver Road	B-3, General Business to RM-1, Multiple Family Residential	Area of Transition Between Local Business and High Density Residential				Applicant withdrew application prior to Planning Commission action
3. 02-03	6305, 6317, 6327, 6415 and 6421 South 12 th Street	R-1T, Attached Residential to R-1B, One-Family Residential	Low Density Residential	Approve			Staff initiated rezoning. Planning Commission voted to withdraw the application prior to City Council action.
4. 02-04	6439 and 6507 Oakland Drive	R-1B, One-Family Residential to PD, Planned Development	Medium Density Residential	Approve	Approve	Approve	
5. 02-05	2411 Fairfield Road	R-1B, One-Family Residential to P-1, Vehicular Parking	Area of Transition Between General Business and Low Density Residential	Approve	Approve	Deny	City Council denied rezoning request citing concerns over potential impacts on adjacent neighborhood.
6. 02-06	10126 Shaver Road	R-1B, One-Family Residential to B-3, General Business	Area of Transition Between General Business and Low Density Residential	Approve (exception of 40-foot wide strip of property along south, west and north sides of site)	Approve (exception of 40-foot wide strip of property along south, west and north sides of site)	Approve (exception of 40-foot wide strip of property along south, west and north sides of site)	
7. 02-07	8013 Perry Street	R-1A, One-Family Residential to OS-1, Office Service	City Centre	Approve (exception of 10-foot wide strip of property along south side of site)	Approve (exception of 5-foot wide strip of property along south side of site)	Approve (exception of 10-foot wide strip of property along south side of site)	
8. 03-01	8508, 8536, 8538 and 8540 Shaver Road	I-1, Light Industry, RM-1, Multiple Family Residential and B-3, General Business to CPD, Commercial Planned Development	Shaver Road Business Corridor	Approve	Approve	Approve	
9. 03-02	1906, 1908, 1918 and 1930 West Milham Avenue	P-1, Vehicular Parking to OS-1, Office Service	Medium Density Residential	Approve (exception of 1906 West Milham to remain zoned P-1)	Approve (exception of 1906 West Milham to remain zoned P-1)	Approve (exception of 1906 West Milham to remain zoned P-1)	OS-1 district was consistent with adjacent zoning/land use pattern and retaining 1906 West Milham in P-1 would protect Roanoke Street neighborhood to east.

Zoning Amendment Listing (October 2002 – present)

<u>APPLICATION NUMBER</u>	<u>LOCATION</u>	<u>REZONING REQUEST</u>	<u>COMPREHENSIVE PLAN DESIGNATION</u>	<u>STAFF RECOMMENDATION</u>	<u>PLANNING COMMISSION RECOMMENDATION</u>	<u>CITY COUNCIL</u>	<u>NOTES</u>
10.	9300 Portage Road and portion of 9420 Portage Road	R-1C, One Family Residential to PD, Planned Development	Low Density Residential	Approve (exception of south and east 25 feet to remain zoned R-1C)	Approve (exception of south and east 25 feet to remain zoned R-1C.	Approve (exception of south and east 25 feet to remain zoned R-1C)	Applicant withdrew application prior to staff recommendation.
11.	377, 387 and 397 West Kilgore Road	R-1C, One Family Residential to OS-1, Office Service	Low Density Residential	Approve (exception of south and east 25 feet to remain zoned R-1C)	Approve (exception of south and east 25 feet to remain zoned R-1C.	Approve (exception of south and east 25 feet to remain zoned R-1C)	OS-1 district was consistent with adjacent zoning/land use pattern to west and increasing traffic volumes on Kilgore and retaining 25-foot R-1C strip along south and east would provide enhanced buffer to Ridgebrook residence.
12.	1405, 1419, 1425 and 1503 East Centre Avenue	R-1B, One Family Residential to OS-1, Office Service (south 450 feet) and RM-1, Multiple Family Residential (north 837 feet)	Office and High Density Residential	Approve	Approve	Approve	
13.		Application Number Reserved, Never Used					
14.	1706 West Centre Avenue	R-1B, One Family Residential to OS-1, Office Service	Office	Approve	Approve	Approve	
15.	4301 Branch Avenue	R-1B, One Family Residential to PD, Planned Development	Single Family Detached – Medium Density Residential	Approve	Approve	Approve	The Woodlands at Austin Lake Planned Development
16.	950 Trade Center Way	R-1C, One Family Residential to CPD, Commercial Planned Development	Low Density Residential	Approve	Approve	Approve	Trade Center II office development
17.	8536, 8542, 8610, 8646, 8650, 8716, 8720, 8730, 8736, 8800 and 8850 (portion thereof) Shaver Road and 1501 and 1601 Dogwood Drive	RM-1, Multiple Family Residential, B-3, General Business and I-1, Light Industry to CPD, Commercial Planned Development	Shaver Road Business Corridor	Approve with exception of 8542 and 8720 Shaver Road (to remain zoned I-1 and B-3)	Approve with exception of 8542 and 8720 Shaver Road (to remain zoned I-1 and B-3)	Approve with exception of 8542 Shaver Road (to be rezoned to B-3) and 8720 Shaver Road (to remain zoned B-3)	Staff initiated rezoning within the Shaver Road Business Corridor
18.	8706, 8716, 8948 and 9000 Oakland Drive	R-1C, One Family Residential to PD, Planned Development	Low Density Residential	Approve	Approve	Approve	Oakland Hills Planned Development
19.	4613 and 4707 West Milham Avenue	B-2, Community Business and RM-1, Multiple Family Residential to OS-1, Office Service	General Business	Approve with exception of west 10-foot (to remain zoned B-2), east 30-foot (to remain zoned RM-1) and south 30-foot (to be rezoned to R-1B)	Approve with exception of west 10-foot (to remain zoned B-2), east 30-foot (to remain zoned RM-1) and south 30-foot (to be rezoned to R-1B)	Approve with exception of west 10-foot (to remain zoned B-2), east 30-foot (to remain zoned B-2), east 30-foot (to remain zoned)	

Zoning Amendment Listing (October 2002 – present)

<u>APPLICATION NUMBER</u>	<u>LOCATION</u>	<u>REZONING REQUEST</u>	<u>COMPREHENSIVE PLAN DESIGNATION</u>	<u>STAFF RECOMMENDATION</u>	<u>PLANNING COMMISSION RECOMMENDATION</u>	<u>CITY COUNCIL</u>	<u>NOTES</u>
20.	04-06 121 East VanHoesen Boulevard	R-1A, One Family Residential to P-1, Vehicular Parking	Zone of Transition Between General Business and Single Family Detached Medium Density Residential	Approve with exception of east 25 feet (to remain zoned R-1A)	Approve with exception of east 25 feet (to remain zoned R-1A)	RM-1) and south 30-foot (to be rezoned to R-1B)	
21.	04-07 246 East Kilgore Road (southern portion)	R-1C, One Family Residential to OS-1, Office Service	Low Density Residential	Approve (consistent with applicant's amended request – see Notes in far right column)	Approve (consistent with applicant's amended request – see Notes in far right column)	Approve (consistent with applicant's amended request – see Notes in far right column)	Applicant's amended rezoning request proposed to retain the south and west 150 feet of the southern portion of 246 East Kilgore as R-1C to serve as buffer to adjacent neighborhood
22.	04-08 3205 and 3223 Cooley Drive	OS-1, Office Service to RM-2, Multiple Family Residential	Office	Deny	Deny	Approve	
23.	04-09 1414 and 1422 East Centre Avenue	R-1B, One Family Residential to OS-1, Office Service	Office	Approve with exception of south 30-foot (to remain zoned R-1B)	Approve with exception of south 30-foot (to remain zoned R-1B)	Approve (entire property with no R-1B buffer area to south)	
24.	05-01 412 West Centre Avenue and 7844, 7890, 7910, 7920 and 7928 Shaver Road	B-1, Local Business, OS-1, Office Service and I-1, Light Industry to CPD, Commercial Planned Development	City Centre	Approve	Approve	Approve	CPD rezoning/conceptual plan for Portage Creek Landings – City Centre planned development
25.	05-02 5933 South Westnedge Avenue and 124 and 202 Colonial Avenue	B-3, General Business and R-1A, One Family Residential to CPD, Commercial Planned Development	Zone of Transition between General Business and Single Family Detached – Medium Density Residential	Approve	Approve	Approve	CPD rezoning/conceptual plan for Neighborhood Walgreen's Pharmacy
26.	05-03 8037 and 8043 Portage Road (eastern portion)	I-2, Heavy Industry to B-3, General Business	General Business	Approve	Approve	Approve	
27.	05-04 6859 Quality Way and 4605 Bishop Avenue	I-1, Light Industry and R-1B, One Family Residential to OTR, Office, Technology and Research	General Industrial	Approve	Approve	Approve	
28.	05-05 2301 West Centre Avenue and 8080 Oakland Drive	OTR, Office, Technology and Research to PD, Planned Development	Office	Approve	Approve	Approve	PD rezoning/tentative plan for Oakland Hills at Centre planned development
29.	05-06 1511 and 1521 East Centre Avenue	R-1B, One Family Residential to OS-1, Office Service (south 450 feet) and RM-1, Multiple Family Residential (north 837 feet)	Office and High Density Residential	Approve	Approve	Approve	

Zoning Amendment Listing (October 2002 – present)

<u>APPLICATION NUMBER</u>	<u>LOCATION</u>	<u>REZONING REQUEST</u>	<u>COMPREHENSIVE PLAN DESIGNATION</u>	<u>STAFF RECOMMENDATION</u>	<u>PLANNING COMMISSION RECOMMENDATION</u>	<u>CITY COUNCIL</u>	<u>NOTES</u>
30. 05-07	5717, 5731, 5743 and 5811 Oakland Drive	R-1B, One Family Residential to OS-1, Office Service	Medium Density Residential	Approve with exception of east 100 feet of 5717, 5731 and 5811 Oakland Drive (to remain zoned R-1B to serve as buffer to adjacent neighborhood)	Approve with exception of east 100 feet of 5717, 5731 and 5811 Oakland Drive (to remain zoned R-1B to serve as buffer to adjacent neighborhood)	Approve (without 100 foot R-1A buffer along eastern portion of 5717, 5731 and 5811 Oakland Drive)	
31. 06-1	524, 602 and 610 West Milham Avenue and 5932 Iowa Avenue	R-1A, One Family Residential to OS-1, Office Service	Office	Approve to OS-1 with exception of 5932 Iowa Avenue to be rezoned to P-1	Approve to OS-1 with exception of 5932 Iowa Avenue to be rezoned to P-1	Approve to OS-1 with exception of 5932 Iowa Avenue to be rezoned to P-1	P-1 zone to provide appropriate transition between residential home to north and future office use to south.
32. 06-2	9810, 9818 (portion) and 9838 (portion) Oakland Drive	R-1C, One Family Residential and I-1, Light Industry to R-1B, One Family Residential	Low Density Residential	Deny	Deny	Deny	Retention of R-1C zone is consistent with predominant surrounding R-1C zoning pattern.
33. 06-3	9600 and 9529 Adkins Court	R-1C, One Family Residential and R-1A, One Family Residential to PD, Planned Development	Low Density Residential	Approve	Approve	Approve	Sterling Oaks West Planned Development with mixture of housing types and ownership with development density of 2.3 units per acre.
34. 06-04	710 East Centre Avenue	P-1, Vehicular Parking and R-1A, One Family Residential to B-3, General Business	Medium Density Residential	Deny	Deny	Approve	Applicant withdrew application prior to City Council action
35. 07-01	2700 and 2900 (east portion), West Centre Avenue	B-2, Community Business to OS-1, Office Service	Office	Approve	Approve	Approve	
36. 08-01	8232-8726 Portage Road (west portions) and 2250 Corstange Road	R-1B, One Family Residential and P-1, Vehicular Parking to B-3, General Business	General Business and Low Density Residential (zone of transition)	Approve with exception of 2250 Corstange Road and western 50 feet of 22 Portage Road properties to be retained as R-1B buffer areas	Approve with exception of 2250 Corstange Road, the western 50 feet of 22 Portage Road properties, the north 50 feet of 8232/8302 Portage Road and south 50 feet of 8502 Portage Road to be retained as R-1B buffer areas	Approve with exception of 2250 Corstange Road, the western 50 feet of 22 Portage Road, the north 50 feet of 8232/8302 Portage Road and south 50 feet of 8502 Portage Road to be retained as R-1B buffer areas	Consistent with Comprehensive Plan and Future Land Use Map and will allow for greater commercial use, expansion and/or redevelopment options for property owners while providing neighborhood protection and separation.

Zoning Amendment Listing (October 2002 – present)

<u>APPLICATION NUMBER</u>	<u>LOCATION</u>	<u>REZONING REQUEST</u>	<u>COMPREHENSIVE PLAN DESIGNATION</u>	<u>STAFF RECOMMENDATION</u>	<u>PLANNING COMMISSION RECOMMENDATION</u>	<u>CITY COUNCIL</u>	<u>NOTES</u>
37. 09-01	Greenspire Planned Development (West Centre Avenue and Greenspire Drive)	RM-1, Multiple Family Residential and R-1C, One Family Residential to PD, Planned Development	High Density Residential and General Business	Approve	Approve	Approve	PD rezoning application for 95 acres including 47 acres of existing apartments, 37 acres of additional apartments (three phases) and 11 acres of retail/office land use along West Centre.
38. 09-02	9804, 9810 (east portion), 9818, 9832 and 9842 Oakland Drive and 2180-2408 Oakland Farms Trail (all lots)	R-1C, One Family Residential and R-1T, Attached Residential to R-1B, One Family Residential	Low Density Residential	Approve	Approve (except 9842 Oakland Drive)	Approve (except 9832 and 9842 Oakland Drive)	Rezoning application to facilitate Phase II of the Oakland Farms single family residential subdivision.
39. 10-01	9602 and 9616 Portage Road, 1704 South Shore Drive, and 1712, 1720, 1726 and 1806 Fairlane Avenue	I-1, Light Industry and R-1C, One Family Residential to OS-1, Office Service	General Industrial and Low Density Residential	Approve	Approve	Approve	OS-1 rezoning application to facilitate The Great Lakes Center for Autism Treatment and Research. OS-1 provides zone of transition/buffer between I-1 district and R-1B district.
40. 10-02	4815 West Milham Avenue and 6027 South 12 th Street	B-2, Community Business to B-3, General Business	General Business				Application withdrawn prior to recommendation by City Administration and Planning Commission.
41. 10-03	1302, 1306, 1316 and 1330 East Centre Avenue	OS-1, Office Service and R-1B, One Family Residential to B-1, Local Business	Local Business and Office	Approve (1302, 1306 and 1316 to B-1 and 1330 to OS-1)	Approve (1302, 1306 and 1316 to B-1 and 1330 to OS-1)	Action Pending (October 2011)	Original application involved 1316 East Centre: Planning Commission expanded consideration to also include 1302, 1306 and 1330 East Centre..

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: September 22, 2011

FROM: Maurice S. Evans, City Manager



SUBJECT: Bid Recommendation - 2012 Portage Senior Center Motor Coach Services

ACTION RECOMMENDED: That City Council approve the low bid from Gail Andrus Travel, LLC, for motor coach services for the 2012 Portage Senior Center travel program in the amount of \$22,400.50 and authorize the City Manager to execute all documents related to this action on behalf of the city.

The Portage Senior Center provides an extensive travel program for area seniors. Bids for necessary motor coaches for the 2012 travel schedule were received from two responsive vendors. The low bid in the amount of \$22,400.50 was from Gail Andrus Travel, LLC, located in Grand Rapids. Gail Andrus Travel, LLC, satisfactorily provided motor coach services for the 2011 Portage Senior Center travel program.

It is recommended that City Council approve the low bid from Gail Andrus Travel, LLC, for motor coach services for the 2012 Portage Senior Center travel program in the amount of \$22,400.50 and authorize the City Manager to execute all documents related to this action. The travel program is self-supporting through user fees, which cover the costs for motor coach services. A bid tabulation is attached for the information of City Council.

Attachment

BID TABULATION
2012 SENIOR CENTER BUS TRIP TRANSPORTATION

<u>Bidder</u>	<u>Bid</u>
Gail Andrus Travel 400 Ann Street NW #206 Grand Rapids, MI 49504	\$22,400.50
Cardinal Buses, Inc. PO Box 59 Middlebury, IN 46540	\$22,482.00
<u>Non-Responsive Bids</u>	
Dean Trailways of Michigan Indian Trails	

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: September 21, 2011

FROM: Maurice S. Evans, City Manager



SUBJECT: Annual Service Maintenance and Licensing for Computer Network Servers

ACTION RECOMMENDED: That City Council approve the annual Novell server maintenance and software licensing fees of \$21,245.29 provided by Novell through Mi-DEAL and authorize the City Manager to execute all documents related to this action on behalf of the city.

The City of Portage computer network consists of Novell servers that allow the city to conduct daily e-business operations citywide such as Internet and Intranet connectivity, email, printing, data processing and storage backup of electronic data. Annual server maintenance and licensing is required to maintain and operate the city servers.

Maintenance has historically been purchased through Novell as they receive special government discount pricing. The city routinely procures additional quotes from other vendors to verify the price against the special discount pricing. In the case of server maintenance and software licensing, additional quotes were procured from SARCOM and PC Mall. Novell submitted the lowest pricing, which was approximately \$600 less than the previous year pricing.

It is recommended that Council approve the annual Novell server maintenance and software licensing fees of \$21,245.29 provided by Novell through Mi-DEAL and authorize the City Manager to execute all documents related to this action on behalf of the city. Funds are budgeted and available for annual server maintenance and licensing.