

**FINAL AGENDA FOR THE COUNCIL MEETING
CITY OF PORTAGE
April 10, 2012**

7:30 p.m. Call to Order.

Invocation: Rev. Bonnie Edwards of St. Barnabas Episcopal Church

Pledge of Allegiance.

Roll Call.

Proclamation: Fair Housing Month

- A. Approval of the March 27, 2012 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 April 10, 2012, as presented.
- D. Public Hearings:
- E. Petitions and Statements of Citizens:
- F. Reports from the Administration:
 - 1. Presentation of the Fiscal Year 2012-13 proposed Budget.
 - * 2. Communication from the City Manager recommending that City Council confirm the appointment of the Director of the Department of Parks, Recreation & Public Services.
 - * 3. Communication from the City Manager recommending that City Council, at the request of the West Lake Improvement Association, award a contract for the 2012 West Lake Management Program to Aquatic Services, Incorporated, for lake weed treatment measures at a cost not to exceed \$40,000 and authorize the City Manager to execute all documents related to this action on behalf of the city.
 - * 4. Communication from the City Clerk recommending that City Council set a Special Meeting on Tuesday, May 8, 2012, beginning at 5:15 p.m., to interview board and commission applicants.
 - * 5. Communication from the City Manager regarding the Tree City USA Tree Planting and Proclamation – Information Only.
- G. Communications:
 - 1. Communication from the Planning Commission regarding the City of Portage FY 2012-2022 Capital Improvement Program.
- H. Unfinished Business:
 - 1. Communication from the City Manager recommending that City Council establish April 30, 2012 from 3:00 to 7:00 p.m. and May 1, 2012 from 4:30 to 8:30 p.m. as the dates for review of the Fiscal Year 2012-2013 proposed Budget.
 - 2. Communication from the City Manager regarding City Council Best Practices on Formation of City Council Committees and Responsibilities – Information Only.

- * I. Minutes of Boards and Commissions Meetings:
 - 1. Portage Senior Citizens Advisory Board of February 15, 2012.
 - 2. Portage Board of Education Regular Business Meeting of February 27, Special of March 10 and Special and Committee of the Whole Work Session of March 12, 2012.
 - 3. Portage Human Services Board of March 1, 2012.
 - 4. Portage Park Board of March 7, 2012.
 - 5. Portage Youth Advisory Committee of March 12, 2012.
 - 6. Portage Planning Commission of March 15, 2012.

- J. Ad-Hoc Committee Reports:

- K. New Business:

- L. Bid Tabulations:
 - * 1. Communication from the City Manager recommending that City Council award a contract to perform engineering services for the Centre Avenue/Portage Road Traffic Signal Interconnection project to Abonmarche Consultants, Incorporated, in the not to exceed amount of \$72,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

 - * 2. Communication from the City Manager recommending that City Council award a two-year contract, with the option to extend the contract for up to two additional one-year periods to the low bidder, Michigan Municipal Police & Fire Repair LLC, for maintenance of all Department of Public Safety - Police Division vehicles at a labor rate of \$35.00 per hour and authorize the City Manager to execute all documents related to this action on behalf of the city.

 - * 3. Communication from the City Manager recommending that City Council approve the expenditure for repairs to a portion of the concrete sidewalk and stairs along the northwest corner of the police facility to Truckey Concrete Construction of Mendon, Michigan, in the amount of \$11,787 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, April 11, 7:00 p.m., Environmental Board, City Hall Room #1.
 - b. Monday, April 16, 8:00 a.m., Legislative Roll Call, Chamber Building, 346 W. Michigan Ave., Kalamazoo.
 - c. Wednesday, April 18, 2:30 p.m, Senior Citizen Advisory Board, Portage Senior Center.
 - d. Thursday, April 19, 7:00 p.m., Portage District Library Board, Portage District Library.
 - e. Thursday, April 19, 7:00 p.m., Portage Planning Commission, Council Chambers.

- N. Materials Transmitted of March 23 and 27, 2012.

Adjournment.



City of Portage Proclamation

FAIR HOUSING RESOLUTION

WHEREAS, 2012 is the 44th anniversary of the Federal Fair Housing Act, Title VIII of the Civil Rights Act of 1968, as amended, to prohibit housing discrimination when based on race or color, national origin, religion, sex, familial status or disability, and declared that equal housing opportunity is a basic right of every American; and

WHEREAS, the Michigan State Legislature passed the Elliott-Larsen Civil Rights Act of Michigan in 1976 to protect people from housing discrimination based on religion, color, race, national origin, age, sex, familial status or marital status; and

WHEREAS, the Michigan State Legislature passed the Michigan Persons and Disabilities Civil Rights Law of 1976 to protect individuals with disabilities from housing discrimination; and

WHEREAS, the City of Portage has completed an Analysis of Impediments to Fair Housing, and annually undertakes activities to further fair housing efforts and educate the public on fair housing issues; and

WHEREAS, equal housing opportunity is a goal to be achieved within the City of Portage.

NOW, THEREFORE BE IT RESOLVED, that I, Peter J. Strazdas, by virtue of the authority vested in me as the Mayor of Portage, Michigan, do hereby resolve the month of April 2012, as ***FAIR HOUSING MONTH*** in hope that this observance will promote fair housing practices throughout the City.

Signed this 10th day of April 2012

Peter J. Strazdas, Mayor

CITY COUNCIL MEETING SUMMARY

March 27, 2012

CHECK REGISTER

- ◆ Approved the Check Register of March 27, 2012, as presented.

PUBLIC HEARING

- ◆ Adopted the Resolution to vacate a 10 foot wide portion of street right-of-way located at 7130 South Westnedge Avenue and authorized the City Manager to execute all documents related to this action on behalf of the city.

REPORTS FROM THE ADMINISTRATION

- ◆ Accepted Rezoning Application #11-02 for first reading and set a public hearing for April 24, 2012, at 7:30 p.m. or as soon thereafter as may be heard; and subsequent to the public hearing, consider approving Rezoning Application #11-02 and rezone the southern 539.5 feet of 1106 West Centre Avenue to OS-1, office service, while keeping the remainder of the property zoned RM-2, multiple family residential, and R-1B, one family residential.
- ◆ Established a public hearing for April 24, 2012, at 7:30 p.m. or as soon thereafter as may be heard, to consider resolutions to adopt the recommendation that the sewer commodity rate remain \$4.81 per 1,000 gallons of metered water; adopt a water commodity rate increase from \$3.10 to \$3.19 per 1,000 gallons of metered water; adopt the recommendation that adjustments be made to both the sewer and water base quarterly charges; adopt the recommendation that the new rates become effective on October 1, 2012; and adopt the recommended water and sewer franchise area fees and other service fees and charges as outlined in the 2012 Utility Rate Financial Study.
- ◆ Adopted a resolution allowing the Portage Department of Public Safety Fire Division to participate in the Mutual Aid Box Alarm System (MABAS) and authorized the City Manager to execute all documents related to this action on behalf of the city.
- ◆ Supported the re-establishment of the Romence Road East project (Portage Road to Sprinkle Road) in the 2011-12 Major Street Reconstruction Program and the Kalamazoo Area Transportation Study 2011-14 Transportation Improvement Plan.
- ◆ Authorized the City Manager to provide an equity adjustment to Department Head and full time Non-union employees.
- ◆ Resolved to support a Recreation Passport Grant application to the Michigan Department of Natural Resources for Westfield Park Playground renovations and authorized the City Manager to execute all documents related to the action on behalf of the city.
- ◆ Resolved to submit an application to the Michigan Liquor Control Commission for a Special License for the sale of beer and wine for consumption on the premises at Portage Central Park, 7800 Shaver Road, for *The Taste of Portage* on June 23, 2012, and authorized the City Manager to execute all documents on behalf of the city.
- ◆ Approved the Final Plan for Alkhamis Financial, 7900 Kirkland Court.
- ◆ Postponed setting the dates and times for review of the proposed Fiscal Year 2012-2013 Budget.
- ◆ Received the communication from the City Clerk regarding the February 28, 2012 Presidential Primary Election Results as information only.
- ◆ Received the communication from the City Manager regarding the February 2012 Summary Environmental Activity Report as information only.
- ◆ Received the Department Monthly Reports.

AD HOC COMMITTEE REPORTS

- ◆ Received a report from the Water and Sewer Rate Committee.
- ◆ Received a report from the City Council City-School Committee and approved the next step with the publication of Top 10 Reasons listing.
- ◆ Received a report from the City Council Sign Ordinance Committee.
- ◆ Received a report from the City Council Ethics/Rules/Procedures Committee.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER

- ◆ Councilmember Campbell indicated that the Portage Rotary will provide the 4th of July Fireworks for the City of Portage, again this year and invited everyone to the event.
- ◆ Councilmember Sackley extended kudos to the Western Michigan University Bronco Hockey Team, who won the 2012 CCHA Championship in Joe Louis Arena, Detroit, for the first time since 1986. He also congratulated Portage Northern High School Hockey Goalie, Senior Chris Noonan, for receiving the Regular Season Goalie of the Year honors from the Atlantic Hockey Association.
- ◆ Councilmember Randall indicated that she had received many positive comments regarding the Board of Review process and the Assessors Office and thanked them for their service and diligence.
- ◆ Councilmember Pearson said that he, along with about 40 others, attended a presentation by Community Development Director Vicki Georgeau regarding commercial opportunities in Portage.
- ◆ City Manager Evans commended Bill Deming and the Parks Department for being designated a 2011 Tree City USA; the Police Department for being only one of eight Police Departments to be CALEA Certified, for the fourth time, under Rick White; and announced that Jack Hartman would be retiring after 24 years of service as the Streets and Equipment Director.
- ◆ Mayor Pro Tem Reid applauded the K-Wings for making the play-offs and mentioned that she attended the recent Elton John concert held at K-Wings Stadium. She said she was honored to represent the City of Portage at a presentation by the Elks to Welcome the Warriors, returning soldiers from Afghanistan after serving there for one year, and recognized how proud they were to represent this area and their country by helping the Afghan people.

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 COUNCIL MEETING MINUTES FROM MARCH 27, 2012

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

At the request of Mayor Pro Tem Reid, Ravi Akkoor of the Hindu Community in Portage gave the invocation and City Council and the audience recited the Pledge of Allegiance.

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

APPROVAL OF MINUTES: Motion by Reid, seconded by Sackley, to approve the March 13, 2012 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 5 to 0 with Councilmember Pearson abstaining.

* **CONSENT AGENDA:** Mayor Pro Tem Reid asked Councilmember Sackley to read the Consent Agenda. Councilmember Campbell asked that Item F.5, Equity Adjustment, be removed from the Consent Agenda, and Mayor Pro Tem Reid removed Item F.9, Fiscal Year 2012-2013 Budget Review Schedule, from the Consent Agenda. Discussion followed. Motion by Sackley, seconded by Urban, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 6 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF MARCH 27, 2012:** Motion by Sackley, seconded by Urban, to approve the Accounts Payable Register of March 27, 2012. Upon a roll call vote, motion carried 6 to 0.

PUBLIC HEARING:

SOUTH WESTNEDGE AVENUE RIGHT-OF-WAY VACATION (PCOC PROPERTY): Mayor Pro Tem Reid opened the public hearing and introduced Transportation & Utilities Director Chris Barnes, who used a drawing to pinpoint the location of the subject property and described in more detail the request for a vacation of a 10 foot wide portion of street right-of-way located at 7130 South Westnedge Avenue known as the Portage Community Outreach Center (PCOC). He indicated that the property north of the PCOC building was at one time a Marathon Gas Station that still had a 60 foot right-of-way from the center of the road set by the Michigan Highway Department back in the 1930's or 1940's instead of the 50 foot right-of-way from the center of the road in front of the property that has the PCOC building on it. He said the purpose of the proposed change in the right-of-way is to provide uniformity between the two properties, and to convey it to the future purchaser. In response to Councilmember Randall, Mr. Barnes indicated that there are other 60 foot "half right-of-ways" on South Westnedge Avenue like this one, but it is best to evaluate each of them on an individual basis because there are instances where the city may want to retain a right-of-way for access purposes. As there was no public comment, motion by Campbell, seconded by Urban, to close the public hearing. Upon a voice vote, motion carried 6 to 0.

Motion by Urban, seconded by Sackley, to adopt the Resolution to vacate a 10 foot wide portion of street right-of-way located at 7130 South Westnedge Avenue 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.

REPORTS FROM THE ADMINISTRATION:

* **REZONING APPLICATION #11-02, 1106 WEST CENTRE AVENUE:** Motion by Sackley, seconded by Urban, to accept Rezoning Application #11-02 for first reading and set a public hearing for April 24, 2012, at 7:30 p.m. or as soon thereafter as may be heard; and, subsequent to the public hearing, consider approving Rezoning Application #11-02 and rezone the southern 539.5 feet of 1106 West Centre Avenue to OS-1, office service, while keeping the remainder of the property zoned RM-2, multiple family residential, and R-1B, one family residential. Upon a roll call vote, motion carried 6 to 0.

* **2012 UTILITY RATE FINANCIAL STUDY:** Motion by Sackley, seconded by Urban, to establish a public hearing for April 24, 2012, at 7:30 p.m. or as soon thereafter as may be heard, to consider resolutions to adopt the recommendation that the sewer commodity rate remain \$4.81 per 1,000 gallons of metered water; adopt a water commodity rate increase from \$3.10 to \$3.19 per 1,000 gallons of metered water; adopt the recommendation that adjustments be made to both the sewer and water base quarterly charges; adopt the recommendation that the new rates become effective on October 1, 2012; and adopt the recommended water and sewer franchise area fees and other service fees and charges as outlined in the 2012 Utility Rate Financial Study. Upon a roll call vote, motion carried 6 to 0.

* **MUTUAL AID BOX ALARM SYSTEM (MABAS):** Motion by Sackley, seconded by Urban, to adopt a resolution allowing the Portage Department of Public Safety Fire Division to participate in the Mutual Aid Box Alarm System (MABAS) 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.

* **MAJOR STREET RECONSTRUCTION PROGRAM:** Motion by Sackley, seconded by Urban, to support the re-establishment of the Romence Road East project, Portage Road to Sprinkle Road, in the 2011-12 Major Street Reconstruction Program and the Kalamazoo Area Transportation Study 2011-14 Transportation Improvement Plan. Upon a roll call vote, motion carried 6 to 0.

EQUITY ADJUSTMENT: Councilmember Campbell noted that there are no salary amounts, only percentages and asked if City Council could wait for the budget to have actual number amounts before making a decision.

City Manager Maurice Evans responded that, in light of City Council approval for equity adjustments in the Portage Police Command Officers Association (PPOCA) and United Auto Workers (UAW) labor contracts, this was an attempt to treat all employees fairly. He indicated that this represents about \$54,000 out of the total \$100,000 when combined with the PPOCA and UAW Contracts. Discussion followed.

Councilmember Pearson spoke in opposition saying that staff wants to use some of the Public Act 251 binding arbitration concession savings from union employees for management nonunion employee bonuses. He noted that Portage has a deficit of over \$9 million and only 46,000 citizens which is about a \$2,000 debt for every man woman and child in the City of Portage. He indicated that the PA 251 savings, though small, should be used to pay down the debt, not for bonuses. He stressed the importance of austerity and maintaining one's principles. He noted that property values have gone down, water & sewer rates have gone up, that there is a large water fund deficit and recognized that city employees have not had a raise in three years. Finally, he encouraged the City Manager to provide even more operational cuts at the next City Council retreat if future bonuses are proposed.

Councilmember Randall said she was sympathetic to the city employees who have had a three-year freeze on salaries. However, she indicated that this item seemed out of sequence with the current budget as it did not include any salary increases, but did include a tax increase, and an unbudgeted salary increase is inappropriate at this time. She concurred with Councilmember Pearson that the surplus should be used to pay down the debt or it could be used to decrease taxes. She advocated following the budget process and asked for more options. She further expressed her opposition and pointed out that

some Portage citizens and some of the employees of the school district have taken pay cuts; also, some Kalamazoo City employees and some private citizens have a freeze on their salaries.

City Manager Evans commented that the City Administration is not really taking funds away from any of the unions as it is being drawn from the appropriate funds. He acknowledged that city employees have not had a wage increase for three years, and pointed out that this is not an increase to the base salary, but is the same as was provided the union groups. He stressed that this is simply an attempt to provide equity throughout the entire organization. He agreed that Councilmember Randall made a good point and indicated that since there are funds available, there would be presentations and recommendations in the upcoming budget sessions to address the need to do what is fair for city personnel who have worked so hard. He further emphasized that he cannot speak for the financial woes or the challenges of other organizations, but the City of Portage Administration has been frugal and guarded and that it is very appropriate to reward those who have worked so hard for so long. Finally, he indicated that the Administration has been involved in a lot of cost-cutting measures and has reduced expenses over the last year and, again, recommends that this is the appropriate thing to do.

In answer to Mayor Pro Tem Reid, Mr. Evans responded that it was not necessary to wait until after the budget sessions as it is not tied to the upcoming budget for fiscal year 2012-2013, that the funds will still be available, and that he anticipates that future adjustments will be a part of the discussion during the budget work sessions.

Motion by Campbell, seconded by Sackley, to authorize the City Manager to provide an equity adjustment to Department Head and full time Non-union employees.

Councilmember Urban pointed out that a number of city employees have the benefit of collective bargaining and, through those efforts, two of the collective bargaining units have already received this adjustment and it is proposed for others; also, many of them have had pay increases over this time when non-union employees have not. He stated his position that it is only right and appropriate to ease the burden on the non-union employees with the available fund savings as they have not only not had a pay increase since fiscal year 2008-2009, they have had an increase in their workload. He pointed out that the number of department heads has been eliminated, that departments have been combined, that the number of employees has been decreased while responsibilities have expanded with no significant, if any, reduction in service or quality of service; so, it is appropriate to make this small token of gratitude from City Council.

Upon a roll call vote, motion carried 4 to 2. Yeas: Councilmembers Sackley, Urban and Campbell and Mayor Pro Tem Reid. No: Councilmembers Pearson and Randall.

* **WESTFIELD PARK GRANT APPLICATION:** Motion by Sackley, seconded by Urban, to resolve to support a Recreation Passport Grant application to the Michigan Department of Natural Resources for Westfield Park Playground renovations and authorize the City Manager to execute all documents related to the action on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

* **APPLICATION FOR SPECIAL LICENSE FOR THE SALE OF BEER, WINE AND SPIRITS:** Motion by Sackley, seconded by Urban, to resolve to submit an application to the Michigan Liquor Control Commission for a Special License for the sale of beer and wine for consumption on the premises at Portage Central Park, 7800 Shaver Road, for *The Taste of Portage* on June 23, 2012, and authorize the City Manager to execute all documents on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

* **FINAL PLAN FOR ALKHAMIS FINANCIAL, 7900 KIRKLAND COURT:** Motion by Sackley, seconded by Urban, to approve the Final Plan for Alkhamis Financial, 7900 Kirkland Court. Upon a roll call vote, motion carried 6 to 0.

FISCAL YEAR 2012-2013 BUDGET REVIEW SCHEDULE: Mayor Pro Tem Reid indicated that there was a conflict with the proposed dates and times for the Annual City Council Budget Work Sessions. City Manager Evans provided some of the options. Discussion followed. At the

suggestion of Attorney Randy Brown, motion by Urban, seconded by Campbell, to postpone this item until the Regular City Council Meeting of April 10, 2012, for a decision. Upon a voice vote, motion carried 6 to 0.

* **FEBRUARY 28, 2012 PRESIDENTIAL PRIMARY ELECTION RESULTS – INFORMATION ONLY:** Motion by Sackley, seconded by Urban, to receive the communication from the City Clerk regarding the February 28, 2012 Presidential Primary Election Results as information only. Upon a roll call vote, motion carried 6 to 0.

* **FEBRUARY 2012 SUMMARY ENVIRONMENTAL ACTIVITY REPORT - INFORMATION ONLY:** Motion by Sackley, seconded by Urban, to receive the communication from the City Manager regarding the February 2012 Summary Environmental Activity Report as information only. Upon a roll call vote, motion carried 6 to 0.

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

COMMUNICATION:

* **REPORT FROM THE WATER AND SEWER RATE COMMITTEE:** Motion by Sackley, seconded by Urban, to receive the Report from the Water and Sewer Rate Committee. 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 February 1, 2012.
 Portage Human Services Board of February 2, 2012.
 Portage Environmental Board of February 8, 2012.
 Portage Zoning Board of Appeals of February 13, 2012.
 Portage Youth Advisory Committee of February 20, 2012.
 Portage Planning Commission of March 1, 2012.

AD HOC COMMITTEE REPORTS:

REPORT FROM THE WATER AND SEWER RATE COMMITTEE: Mayor Pro Tem Reid asked for reports from the Ad Hoc Committees. Chair of the Water and Sewer Rate Committee, Councilmember Sackley, indicated that the members of the Water and Sewer Rate Committee are: Mayor Pro Tem Reid, Councilmember Pearson, Jeff Breneman and Ted W. Vliek, Sr. He indicated that the Committee received the presentation from the Administration on the 2012 Utility Rate Financial Study and noted that the recommendation was consistent with the projections contained in the 2011 Utility Rate Financial Study. He indicated that the Committee voted unanimously to endorse the 2012 Utility Rate Financial Study and to refer it to City Council at the meeting tonight with final action set to take place April 24, 2012. Discussion followed. Councilmember Sackley asked that the 2012 Utility Rate Financial Study be uploaded to the City of Portage website. Discussion followed.

JOINT MARKETING COMMITTEE: Councilmember Pearson commented that this is the Committee involved in the collaborative marketing efforts among the City of Portage, Portage Public Schools and Portage District Library and explained some of the plans of the Committee. He thanked Portage Board of Education Member Randy Rathford for his promotional concept, the “Top 10 Reasons Why I Love Portage” Campaign. Discussion followed. Motion by Pearson, seconded by Campbell, to approve the next step with the publication of Top 10 Reasons listing. Discussion followed. Upon a roll call vote, motion carried 6 to 0.

CITY COUNCIL SIGN ORDINANCE COMMITTEE: Councilmember Sackley indicated that the Committee met with the staff liaison to further discuss and refine the scope of work as discussed at the City Council Retreat. As this was the first session, Mr. Sackley indicated it was a session to get to know one another; that Community Development Director Vicki Georgeau engaged the Committee in a healthy discussion; and, it was agreed to reconvene at a future date to consider next steps that would include a formal written summary and community outreach to be authorized by City Council, and in the meantime, Ms. Georgeau will gather information for the Committee for future consideration.

CITY COUNCIL ETHICS/RULES/PROCEDURES COMMITTEE: Councilmember Urban indicated that Councilmembers Campbell and Randall met with City Manager Evans on Monday, March 26, 2012, and discussed three items from the City Council Retreat Session. With regard to the selection of the Mayor Pro Tem, a request was made for an opinion from the City Attorney. Discussion followed. With regard to the attendance policy, he indicated that he will be drafting some minor language probably to be added to the City Council Rules of Order and Procedure. With regard to political statements and comments from City Council, he indicated that he will be drafting an inquiry to the City Attorney asking what is allowable in accordance with City Council Rules of Order and Procedure. Once these items are available to the Committee, he indicated that the Committee will convene and prepare a recommendation for consideration by City Council. Discussion followed.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Campbell indicated that the Portage Rotary will provide the 4th of July Fireworks for the City of Portage, again this year and invited everyone to the event.

Councilmember Sackley extended kudos to the Western Michigan University Bronco Hockey Team, who won the 2012 CCHA Championship in Joe Louis Arena, Detroit, for the first time since 1986. He also congratulated former Portage Northern High School Hockey goalie and current Niagara College senior Chris Noonan, for receiving the Regular Season Goalie of the Year honors from the Atlantic Hockey Association.

Councilmember Randall indicated that she had received many positive comments regarding the Board of Review process and the Assessors Office and thanked them for their service and diligence.

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City manager Evans commended Bill Deming and the Parks Department for being designated a 2011 Tree City USA; the Police Department for being only one of eight Police Departments to be CALEA Certified, for the fourth time, under Rick White; and announced that Jack Hartman would be retiring after 24 years of service as the Streets and Equipment Director.

Mayor Pro Tem Reid applauded the K-Wings for making the play-offs and mentioned that she attended the recent Elton John concert held at K-Wings Stadium. She said she was honored to represent the City of Portage at a presentation by the Elks to Welcome the Warriors, returning soldiers from Afghanistan after serving there for one year, and recognized how proud they were to represent this area and their country by helping the Afghan people.

ADJOURNMENT: Mayor Pro Tem Reid adjourned the meeting at 8:24 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: April 2, 2012

FROM: Maurice S. Evans, City Manager

MS (for M. Evans)

SUBJECT: Accounts Payable Register

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of April 10, 2012 as presented.

Attached please find the Accounts Payable Register for the period March 18, 2012 through April 1, 2012, which is recommended for approval.

c: Daniel S. Foecking, Finance Director

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
03/30/2012	280137	A I S CONSTRUCTION EQUIP. CO.	640	729.65
03/30/2012	280138	AT&T	849	1,864.70
03/30/2012	280139	ALL-PHASE ELECTRIC SUPPLY CO.	108	44.51
03/30/2012	280140	ALldata, LLC	4676	1,500.00
03/30/2012	280141	ALLEGRA PRINT & IMAGING	533	1,124.10
03/30/2012	280142	APOLLO FIRE EQUIPMENT COMPANY	1253	1,992.10
03/30/2012	280143	TODD ARBANAS ENTERPRISES INC.	1704	570.00
03/30/2012	280144	ARROWHEAD SCIENTIFIC, INC.	3744	382.70
03/30/2012	280145	ASKLER FITCH AND ASSOCIATES	999999	75.00
03/30/2012	280146	ASKLER, FITCH AND ASSOCIATES,	2763	300.00
03/30/2012	280147	ADP, INC.	3305	1,153.13
03/30/2012	280148	BILL'S LOCK SHOP, INC.	146	12.00
03/30/2012	280149	BREAKAWAY BICYCLES	1356	54.95
03/30/2012	280150	BREATHING AIR SYSTEMS	4466	671.50
03/30/2012	280151	BURKE, MADISON	999999	31.50
03/30/2012	280152	BYE, BREANNE	999999	31.50
03/30/2012	280153	CADWELL APPARELL	1845	75.00
03/30/2012	280154	CALBRE PRESS LLC	999999	190.00
03/30/2012	280155	CHURCH OF JESUS CHRIST OF	999999	100.00
03/30/2012	280156	CINTAS CORP.	2206	103.30
03/30/2012	280157	CITY OF KALAMAZOO TREASURER	540	216,276.12
03/30/2012	280158	CLARK, STEVEN	532	100.00
03/30/2012	280160	CONSUMERS ENERGY-BILL PMT CNT	189	23,057.84
03/30/2012	280161	COURTNEY, JULIE	999999	50.00
03/30/2012	280162	CROSSROADS CAR WASH	195	189.00
03/30/2012	280163	CROSSROADS EXPERT AUTO SERVICE	4109	230.90
03/30/2012	280164	DEATON & SON INC.,HJ	4206	1,173.26
03/30/2012	280165	DEPATIE FLUID POWER CO., INC.	211	518.76
03/30/2012	280166	DINKELMEYER, JENNIFER	999999	44.00
03/30/2012	280167	DIVE RESCUE INTERNATIONAL INC	2511	111.30
03/30/2012	280168	E J USA, INC.	226	121.96
03/30/2012	280169	EMERGENCY VEHICLE PRODUCTS	2948	5,662.29
03/30/2012	280170	FERRELLGAS, LP	384	6.35
03/30/2012	280171	FLETCHER ENTERPRISES	1399	1,700.00
03/30/2012	280172	FLIERS UNDERGROUND SPRINKLING	1407	784.71
03/30/2012	280173	FLORY EXCAVATING & SEPTIC SRV	999999	60.00
03/30/2012	280174	FULTON & SONS INC., JAMES E	562	1,800.00
03/30/2012	280175	GOLDSTAR PRODUCTS INC.	999999	273.76
03/30/2012	280176	GORDON WATER SYSTEMS	517	27.00
03/30/2012	280177	GREATER KALAMAZOO FOP LODGE 98	623	466.82
03/30/2012	280178	GREATER KALAMAZOO FOP LODGE 98	623	2,663.62
03/30/2012	280179	GREATER KALAMAZOO UNITED WAY	628	1,022.50
03/30/2012	280180	HESS, JILL	532	185.00
03/30/2012	280181	HIGHWAY IMPROVEMENT COMPANY	3028	626.80
03/30/2012	280182	HOCKEY SERVICES	2898	30.75
03/30/2012	280183	HOME DEPOT	691	149.47
03/30/2012	280184	HOMETOWN URGENT CARE AND WORKC	4752	30.00
03/30/2012	280185	HYDRO-CHEM SYSTEMS, INC.	4039	69.90
03/30/2012	280186	IERVOLINA, SUSAN	2074	292.00
03/30/2012	280187	ILLINOIS ASSOC OF PROPERTY	999999	400.00
03/30/2012	280188	INTERSECT TECHNOLOGIES	379	181.00

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	BANK CODE	CHECK AMOUNT
03/30/2012	280189	IRWIN, SARAH	999999		31.50
03/30/2012	280190	JERGENS PIPING CORP.	4615		1,880.00
03/30/2012	280191	JOHNSON, KRISTEN A.	999999		36.73
03/30/2012	280192	JOHNSON'S WELDING, ETC.	76		1,900.00
03/30/2012	280193	KALAMAZOO CONSERVATION SERVICE	1414		320.00
03/30/2012	280194	KALAMAZOO COUNTY HEALTH & COMM	84		15.16
03/30/2012	280195	KALAMAZOO COUNTY TREASURER	514		537.50
03/30/2012	280196	KALAMAZOO COUNTY TREASURER	514		480.42
03/30/2012	280197	KALAMAZOO OIL COMPANY	4511		66.38
03/30/2012	280198	KALAMAZOO REGIONAL CHAMBER	3499		30.00
03/30/2012	280199	KAR LABORATORIES	1899		391.50
03/30/2012	280200	KELLY RADIATOR & AUTO REPAIR	4591		42.00
03/30/2012	280201	KENEXA TECHNOLOGY, INC.	3976		619.00
03/30/2012	280202	KUIPER BROTHERS MOVING INC.	1066		178.00
03/30/2012	280203	KUSTOM SIGNAL, INC	237		170.61
03/30/2012	280204	KZOO TIRE COMPANY	564		693.00
03/30/2012	280205	LARSCO, INC.	4708		1,081.38
03/30/2012	280206	LEGEND MAKER PRODUCTIONS	999999		350.00
03/30/2012	280207	LEONE, DINA	999999		31.50
03/30/2012	280208	LEWIS PAPER PLACE, INC.	242		92.00
03/30/2012	280209	LORMAN EDUCATION SERVICES	4181		209.00
03/30/2012	280210	LORMAN EDUCATION SERVICES	4181		209.00
03/30/2012	280211	LORMAN EDUCATION SERVICES	4181		209.00
03/30/2012	280212	LOWE'S HOME CENTER	2630		51.24
03/30/2012	280213	LYNWELL CORP.	244		119.25
03/30/2012	280214	MAIL MANAGEMENT	2130		57.01
03/30/2012	280215	MAILFINANCE	1208		744.27
03/30/2012	280216	MAURER'S TEXTILE RENTAL SERVIC	4746		38.50
03/30/2012	280217	MENARDS, INC	258		111.98
03/30/2012	280218	MICHIGAN POLICE EQUIPMENT CO.	269		200.00
03/30/2012	280219	MIDWEST ENERGY COOPERATIVE	2030		234.20
03/30/2012	280220	MIDWEST SPORTS SUPPLY	4512		423.45
03/30/2012	280221	MILLS, DANIEL	532		553.54
03/30/2012	280222	MLIVE MEDIA GROUP	89		1,614.46
03/30/2012	280223	MSU EXTENSION	999999		100.00
03/30/2012	280224	MUELLER PLASTICS CORPORATION	999999		300.00
03/30/2012	280225	NEW TRENT, INC.	4769		192.25
03/30/2012	280226	NEW WORLD SYSTEMS	1154		945.00
03/30/2012	280229	NEXTEL	1709		2,705.27
03/30/2012	280230	NORTH AMERICAN SALT CO.	996		46,904.95
03/30/2012	280232	OFFICE DEPOT, INC.	1721		1,041.58
03/30/2012	280233	ONE WAY PRODUCTS	440		745.21
03/30/2012	280234	P K CONTRACTING, INC.	1737		1,900.00
03/30/2012	280235	PEAVEY COMPANY	1199		103.80
03/30/2012	280236	PETTY CASH-FIRE	610		124.81
03/30/2012	280237	PETTY CASH-PARKS	536		476.10
03/30/2012	280238	PIONEER DRAMA SERVICE	999999		36.75
03/30/2012	280239	PORTAGE FIREFIGHTERS	625		1,440.32
03/30/2012	280240	PORTAGE ON-CALL FIREFIGHTERS	504		310.00
03/30/2012	280241	PORTAGE POLICE OFFICERS ASSOC	624		1,589.83
03/30/2012	280242	THE POSTMAN	2633		568.00

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
03/30/2012	280243	COLLEEN POTTER	3460	480.00
03/30/2012	280244	QUADRANT II MARKETING, LLC	3139	2,281.41
03/30/2012	280245	RATHCO SAFETY SUPPLY, INC.	327	482.90
03/30/2012	280246	RELIABLE MANAGEMENT SYSTEMS, I	4354	331.00
03/30/2012	280247	REPUBLIC SERVICES OF WEST MICH	4443	988.04
03/30/2012	280248	RHINO SEED & LANDSCAPE SUPPLY	1577	1,022.72
03/30/2012	280249	RIDGE AUTO NAPA	438	13.76
03/30/2012	280250	RIETH-RILEY CONSTRUCTION CO.,	4386	1,000.75
03/30/2012	280251	MORRIS ROSE AUTO PARTS, INC.	499	150.00
03/30/2012	280252	SHAHREN CHEVROLET INC.	1743	134,775.00
03/30/2012	280253	SHIELDS, LINDA	999999	100.00
03/30/2012	280254	SIMMONS FORD	2064	907.39
03/30/2012	280255	SIMPLEX GRINNELL	2521	681.55
03/30/2012	280256	SNELLING PERSONNEL SERVICES	2107	852.10
03/30/2012	280257	SPINA, ROXIE	999999	28.03
03/30/2012	280258	SPRINT	3721	1,625.06
03/30/2012	280259	STATE INDUSTRIAL PRODUCTS CORP	2010	1,144.14
03/30/2012	280260	STATE OF MICHIGAN (BOILER DIV)	2125	180.00
03/30/2012	280261	STATE OF MICHIGAN (DOT)	368	180.00
03/30/2012	280262	STATE SYSTEMS RADIO, INC	369	6,487.46
03/30/2012	280263	SUITS U TAILOR SHOP INC	4237	175.00
03/30/2012	280264	SUZANNE'S SENSIBLE SOLUTIONS	4673	90.00
03/30/2012	280265	TROMPSON, TODD	999999	185.00
03/30/2012	280266	TRACTOR SUPPLY CORP.	2817	100.00
03/30/2012	280267	U A W, LOCAL 2290	1862	31.97
03/30/2012	280268	UNITED PARCEL SERVICE	545	507.12
03/30/2012	280269	VERIZON WIRELESS SERVICES, LLC	4653	24.00
03/30/2012	280270	VIOLANTE, JACK AND FLORENCE	999999	445.66
03/30/2012	280271	WATKINS, BOYCE	999999	650.00
03/30/2012	280272	WAYNE STATE UNIVERSITY	999999	3,000.00
03/30/2012	280273	WINDEMULLER ELECTRIC, INC.	3061	495.00
03/30/2012	280274	WOLVERINE LAWN SERVICE, INC.	1089	3,723.76
03/30/2012	280275	2ND STREET MEDIA	999999	840.00
03/30/2012	280276	36TH DISTRICT COURT	999999	350.00
03/30/2012	280277	7-E DISTRICT COURT	999999	100.00
				182.00

DATE RANGE TOTAL * 506,947.02 *

PAYMENT NO	VENDOR NAME	TRANSFER DATE	AMOUNT	TRACE		EFT		BANK
				NUMBER	NUMBER	BATCH	BATCH	
943	AERCOR WIRELESS, INC.	03/30/2012	2,684.20	072000320000001	0000001	0000001	00	00
944	ANIMAL REMOVAL SERVICE, LLC	03/30/2012	450.00	072000320000002	0000001	0000001	00	00
945	ARROW UNIFORM RENTAL	03/30/2012	135.45	072000320000003	0000001	0000001	00	00
946	BELL EQUIPMENT COMPANY	03/30/2012	25,103.09	072000320000004	0000001	0000001	00	00
947	C D W GOVERNMENT, INC.	03/30/2012	699.00	072000320000005	0000001	0000001	00	00
948	CROWN TROPHY	03/30/2012	65.00	072000320000006	0000001	0000001	00	00
949	DELTA DENTAL PLAN OF MI	03/30/2012	20,034.46	072000320000007	0000001	0000001	00	00
950	EMPLOYMENT GROUP, INC.	03/30/2012	1,545.36	072000320000008	0000001	0000001	00	00
951	ETNA SUPPLY, INC.	03/30/2012	38.96	072000320000009	0000001	0000001	00	00
952	GRAINGER INC, W W	03/30/2012	41.49	072000320000010	0000001	0000001	00	00
953	INDUSCO SUPPLY CO., INC.	03/30/2012	102.78	072000320000011	0000001	0000001	00	00
954	J B PRINTING COMPANY	03/30/2012	6,057.50	072000320000012	0000001	0000001	00	00
955	KEHOE, EDWARD J	03/30/2012	180.00	072000320000013	0000001	0000001	00	00
956	KNAPP ENERGY, INC.	03/30/2012	9,007.84	072000320000014	0000001	0000001	00	00
957	KUIPER BUILDING SERVICES LLC	03/30/2012	680.00	072000320000015	0000001	0000001	00	00
958	LANDS END	03/30/2012	884.95	072000320000016	0000001	0000001	00	00
959	MEJEUR ELECTRIC LLC	03/30/2012	200.00	072000320000017	0000001	0000001	00	00
960	PLEUNE SERVICE COMPANY	03/30/2012	329.61	072000320000018	0000001	0000001	00	00
961	PRECISION PRINTER SERVICES INC	03/30/2012	395.35	072000320000019	0000001	0000001	00	00
962	PREIN & NEWHOF	03/30/2012	1,850.00	072000320000020	0000001	0000001	00	00
963	SAFETY SERVICES, INCORPORATED	03/30/2012	570.18	072000320000021	0000001	0000001	00	00
964	SARCOM, INC	03/30/2012	2,378.05	072000320000022	0000001	0000001	00	00
965	SNELL, DEBRA	03/30/2012	189.00	072000320000023	0000001	0000001	00	00
966	UNITED PETROLEUM	03/30/2012	527.00	072000320000024	0000001	0000001	00	00
967	WOOD PLUMBING LLC, D	03/30/2012	177.48	072000320000025	0000001	0000001	00	00
968	360 SERVICES, INC.	03/30/2012	2,592.86	072000320000026	0000001	0000001	00	00

GRAND TOTAL: 76,919.61 NO. OF CHECKS: 26

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: April 4, 2012

FROM: Maurice S. Evans, City Manager



SUBJECT: Department of Parks, Recreation and Public Services

ACTION RECOMMENDED: That the City Council confirm the appointment of the Director of the Department of Parks, Recreation & Public Services.

In accordance with the City Charter and Code of Ordinances, the City Manager is charged with coordinating the work of all city departments and effecting the reorganization of departments deemed necessary for proper and efficient administration. Furthermore, the City Manager is responsible for the appointment of all administrative officers of the city, with the exception of the City Attorney, subject to the confirmation of Council.

As was communicated to City Council during the 2010 Council Goal Setting Session and in the March 18, 2011 City Manager Weekly Update, a revised organizational structure was implemented to provide for the merger of the Department of Parks, Recreation & Property Management with the Department of Streets & Equipment. Two initial actions that were taken at that time to facilitate the merger were to:

1. Co-locate the Parks and Streets Departments preliminary to a complete consolidation of the departments to allow for a structured transition to a combined operation.
2. Appoint Mr. Bill Deming as the "Director Designate" of the combined department, with the intention that Mr. Deming undertake responsibilities of the Director of the Department of Parks, Recreation and Public Services upon retirement of the Director of the Department of Streets & Equipment.

Since appointment as the "Director Designate", Mr. Deming has gained familiarity with all aspects of the Streets and Equipment operation. Mr. Deming also has the professional qualifications and experience to provide appropriate leadership to the department. As a result, with the recent retirement of the Director of Streets and Equipment, it is recommended that Council confirm my appointment of Mr. Deming as the Director of Parks, Recreation and Public Services.

CITY OF PORTAGE**COMMUNICATION****TO:** Honorable Mayor and City Council**DATE:** April 3, 2012**FROM:** Maurice S. Evans, City Manager**SUBJECT:** West Lake Weed Management – 2012 Application Program

ACTION RECOMMENDED: That City Council, at the request of the West Lake Improvement Association, award a contract for the 2012 West Lake Management Program to Aquatic Services, Incorporated, for lake weed treatment measures at a cost not to exceed \$40,000 and authorize the City Manager to execute all documents related to this action on behalf of the city.

At the request of the West Lake Improvement Association, City Council initiated a special assessment district for the West Lake Management Program in December 2009. The district was approved by City Council on March 9, 2010 and a five-year special assessment was created on all properties abutting West Lake. The Association requested a budget of \$141,700 to cover the cost of herbicide applications to control weeds, annual reviews and sediment/plant sampling as needed. As part of the 2012 lake weed treatment, Lake Shore Environmental, Incorporated (the Association's lake consultant) has developed a weed treatment program designed to continue to address Eurasian Watermilfoil, as well as herbicide treatment for pond weeds.

The Association has utilized the professional services of Aquatic Services, Incorporated, for herbicide treatment of West Lake in the past. The company was originally selected for this type of work at West Lake based on a competitive bid process. The Association has been very satisfied with the past performance of Aquatic Services, Incorporated, and prefers to work with this vendor due to its experience and professional expertise in this area. The Association has once again requested that the city award the contract to Aquatic Services. The treatment measures performed by Aquatic Services, Incorporated, are in accordance with the Michigan Department of Environmental Quality (MDEA) procedures and comply with the MDEQ treatment permit process. The Association requests approval of the purchase order amendment with Aquatic Services, Incorporated in the not to exceed amount of \$40,000. Although the contract is in the not to exceed amount of \$40,000 Aquatic Services, Incorporated, will only be paid for the cost of actual treatment measures provided.

It is recommended that City Council award a contract for the 2012 West Lake Management Program to Aquatic Services, Incorporated, at a cost not to exceed \$40,000 and authorize the City Manager to execute all documents related to the amendment on behalf of the city. Funds are available in the West Lake Weed Management project account to cover the cost of the treatment services.

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: April 6, 2012

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, May 8, 2012, 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 vacancies that arise will be interviewed:

Construction Board of Appeals	2 expiring terms
EDC/TIFA and BRA	1 vacancy
Environmental Board	2 vacancies
Historic District Commission	2 vacancies
Planning Commission	3 expiring terms
Public Media Network Board	1 expiring term
Youth Advisory Committee	30 expiring terms
Zoning Board of Appeals	1 vacancy

As reflected on the attached Board and Commission Vacancy Summary, applicants are needed at this time to fill vacancies on the Construction Board of Appeals, Economic Development Corporation/Tax Increment Finance Authority and Brownfield Redevelopment Authority, Environmental Board, Historic District Commission, Planning Commission, Public Media Network Board, Youth Advisory Committee and Zoning Board of Appeals. It is recommended that City Council set a Special Meeting on Tuesday, May 8, 2012, beginning at 5:15 p.m., to interview board and commission applicants.

Attachment: Vacancy Summary

c Boards/Commissions Chairs
Boards/Commissions Ex Officios

BOARD/COMMISSION VACANCY SUMMARY FOR MAY 8, 2012 SPECIAL MEETING

INTERVIEWS	5:15 pm	ENV <i>1 exp term</i>	HDC <i>1 exp term</i>	HSB <i>1 exp term</i>	PKB <i>1 exp term</i>	SR CITZ <i>1 exp term</i>	STATUS
YOUTH APPLICANTS	YAC <i>30 exp terms</i>						
1. Eric Alden	Member						Appointed 06/09/09 to YAC
2. Ausfin Atkinosn	Member			Applicant			Appointed 10/04/11 to YAC
3. Catherine Cartier	Member						Appointed 05/10/11 to YAC
4. Matthew Cartier	Member						Appointed 06/09/09 to YAC
5. Ansh Chaudhary	Member	Applicant		Applicant	Applicant	Applicant	Appointed 10/04/11 to YAC
6. Sujay Dewan	Member			Applicant			Appointed 05/27/08 to YAC
7. Kyle Huitt	Member			Member			Appointed 06/08/10 to YAC
8. Nadia Javeed	Applicant	Applicant		Applicant			
9. KITU Komya	Member					Member	Appointed 06/08/10 to YAC
10. Abhiram Krishnan	Member						Appointed 05/27/08 to YAC
11. Kasia Mietusiewicz	Member						Appointed 01/11/11 to YAC
12. Humza Mirza	Member						Appointed 06/09/09 to YAC
13. Arju Patel	Applicant			Applicant			
14. Sarah Perry	Member	Member					Appointed 06/09/09 to YAC
15. Genevieve Sertic	Member	Applicant					Appointed 05/10/11 to YAC
16. Nolan Stoffer	Member						Appointed 06/09/09 to YAC
17. Reenie Thomas	Member						Appointed 05/10/11 to YAC
18. Logan Wilson	Applicant	Applicant			Applicant		
19. Tori Wilson	Member	Applicant					Appointed 05/10/11 to YAC
20. Lai Zhexuan	Member	Applicant		Applicant			Appointed 05/10/11 to YAC

NOTE: 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.

BOARD/COMMISSION VACANCY SUMMARY FOR MAY 8, 2012 SPECIAL MEETING

INTERVIEWS	5:15 pm	pm	pm	pm	pm	pm	pm	pm	pm	pm	STATUS
APPLICANTS	YOUTH	CBA 2 exp terms	PC 3 exp term	ZBA 1 vacancy	ENV 2 vacancies	PMN 1 exp term	EDCTIFA and BRA 1 vacancy	HDC 2 vacancies			
Richard Bosch			Member	Alternate							Appointed 06/01/09
Jeffrey Bright											Appointed 03/01/11
Carlyn Compton		Member									Appointed 05/11/10
Dan Corradini			Applicant								Interviewed 05/10/11
David Felicjan			Member								Appointed 01/10/12
Luis Henriquez					Applicant						
Gary Gilchrist		Member									
Ayesha Mangla						Member					Appointed 05/10/11
Michael Ortlieb			Applicant								Appointed 10/04/11
Mike Robbee			Applicant								
D. Glenn Smith			Applicant	Applicant							Interviewed 05/10/11 & 01/10/12
Wayne Stoffer			Member	Alternate							Appointed 01/10/12
David Szybala			Applicant								Appointed 06/01/09
Arnett Williamson		Applicant	Applicant			Applicant					

NOTE: 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: March 28, 2012

FROM: Maurice S. Evans, City Manager

SUBJECT: Tree City USA Tree Planting and Proclamation – Information Only

The City of Portage recently received a Tree City USA designation from the National Arbor Day Foundation for the 22nd consecutive year. Arbor Day in Michigan is April 27, 2012 this year. In addition to a proclamation and in order to recognize the importance of tree planting and maintenance within the community, the annual Arbor Day tree-planting ceremony will be held at 7:00 p.m. prior to the April 24 City Council meeting. The planting ceremony will occur on the City Hall property and all Council members are invited to attend.

To: Honorable Mayor and City Council

From: Portage Planning Commission

Date: March 19, 2012

Subject: City of Portage FY 2012-2022 Capital Improvement Program

The Planning Commission has reviewed the proposed FY 2012-2022 Capital Improvement Program (CIP), the comprehensive municipal budget and planning document that contains important capital projects to continue essential public services and enhance the quality of the community. In order to reflect changes in community needs, service requirements, availability of funding, among other factors, the CIP is annually prepared by the City Administration and presented to the Planning Commission for review and recommendation to City Council.

The Planning Commission remains cognizant of the lagging local, state and national economies and appreciates the efforts of the City Administration, as outlined in the letter from City Manager Evans, to meet the most important capital improvement needs of the community.

The Planning Commission carefully reviewed the FY 2012-2022 CIP during the March 1 and March 15, 2012 meetings including the eight project categories, multiple project profiles and related information. At the conclusion of the March 15th meeting, the Planning Commission voted unanimously to recommend to City Council that the FY 2012-2022 CIP be approved (FY 2012-2013 budget year, and remaining nine-year planning projects).

Sincerely,

CITY OF PORTAGE PLANNING COMMISSION



James Cheesebro
Chairman

Attachments: March 1 and 15, 2012 Planning Commission meeting minutes

pine tower from the northern property line. Attorney Marquardt indicated the mono-pine is a very tall structure that is proposed extremely close to the property line. Attorney Marquardt acknowledged that there was only a slight risk for a catastrophic failure; however, this was still a concern for his client. Attorney Marquardt stated his client was also concerned about possible negative impacts on future development of the vacant parcel to the north (8040 Oakland Drive) given the close proximity of the mono-pine tower. Attorney Marquardt requested that AVD consider other locations for the mono-pine tower. No additional citizens spoke during the public hearing.

There being no further public comment, a motion was made by Commissioner Welch, seconded by Commissioner Reiff, to adjourn the public hearing for Tentative Plan Amendment for the Oakland Hills at Centre Planned Development to the March 15, 2012 meeting. The motion was unanimously approved.

OLD BUSINESS:

None.

NEW BUSINESS:

1. 2012 Major Thoroughfare Plan Status Update Report. Mr. Forth referred the Commission to the 2012 Major Thoroughfare Plan Status Update Report that was provided to the Planning Commission as a separate document. Mr. Forth summarized the report, which included updated traffic volumes and three-year crash data for various street segments, and asked the Commission if there were any questions or comments. Commissioner Reiff noted the new traffic signal was installed at Portage Central High School and not Northern. Commissioner Patterson asked whether the high V/C ratio identified on Oakland Drive, I-94 to Milham (.91), may have been due in part to the I-94 and South Westledge Avenue interchange construction and motorist seeking alternative routes. Mr. Forth indicated it was possible but and new traffic counts would verify the change. A motion was then made by Commissioner Welch, seconded by Commissioner Bosch, to accept the 2012 Major Thoroughfare Plan Status Update Report. The motion was unanimously approved.

2. 2012-2022 Capital Improvement Program. Mr. Forth briefly discussed the proposed 2012-2022 Capital Improvement Program and the role of the Planning Commission in review and recommendation of the document. Mr. Forth summarized the February 12, 2012 memo from City Manager Evans that provided an overview of the 2012-2022 Capital Improvement Program (CIP) document with emphasis on the FY 2012-2013 budget year. Mr. Forth discussed the timeline for Planning Commission review of the document and indicated a recommendation to City Council was needed by the March 15th meeting.

Commissioner Reiff asked for three clarifications under Program Overview, Revenues and Other Sources: 1) Why are interest revenues projected to increase substantially beginning in FY 2018-2019; 2) Are the proceeds from the sale of the former Portage Community Outreach Center included in the proposed CIP; and 3) What is the source of the \$450,000 in "Other Revenue" in FY 2013-2014? It was noted the \$450,000 revenue item will result from a vehicle trade in. Mr. Forth stated he would get answers to the other questions prior to the next meeting. Commissioner Dargitz and Chairman Cheesebro discussed previous reviews of the CIP in a workshop setting where a category-by-category review could occur and suggested that further review be adjourned to the March 15, 2012 meeting. The Commission concurred. Commissioner Welch suggested that any questions from the Commission should be forwarded to staff in advance of the meeting so that appropriate responses could be obtained. Mr. Forth stated that all questions received from the Commission would then be provided in a written communication with appropriate responses, prior to the March 15th meeting.

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districts. After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Dargitz, to adjourn Rezoning Application#11-03, Romence Road Parkway Corridor, to the April 5, 2012 meeting. The motion was unanimously approved.

7:30 p.m. – The Commission took a short recess. 7:35 p.m. – The Commission reconvened the meeting.

OLD BUSINESS:

1. 2012-2022 Capital Improvement Program. Mr. Forth and the Planning Commission reviewed and discussed the March 15, 2012 staff memo that provided responses to Commissioner questions regarding the FY 2012-2022 Capital Improvement Program (CIP). Mr. Forth explained the Vincent Drive/Oakland Drive realignment project planned for FY 2021-2022 and the use of general funds to address CIP debt. The Commission reviewed each category of the CIP with emphasis on the FY 2012-2013 budget year:

- Program Overview – The Commission did not have any further questions or comments regarding this category.
- Streets – The Commission did not have any further questions regarding this category.
- Sidewalks/Bikeways – Commissioner Dargitz noted the lack of funding for future sidewalk extensions in the CIP. Mr. Forth indicated that previous CIPs have included sidewalk projects and the majority of the major thoroughfares in the city have sidewalks on at least one side of the street.
- Water – The Commission did not have any further questions or comments regarding this category.
- Sanitary Sewer – The Commission did not have any questions or comments regarding this category.
- Police Category – Commissioner Dargitz asked whether the protective vests, identified in last year's CIP, were purchased for the Police Department. Mr. Forth stated the vests were recently purchased.
- Fire Category – The Commission did not have any further questions or comments regarding this category.
- Public Facilities Category – The Commission discussed the Information Systems Improvements project in the current CIP and what items were purchased last fiscal year.
- Parks & Recreation Category – The Commission discussed the Eliason Nature Reserve Development project. Mr. Forth indicated the land was donated by the Eliason Family and a master plan will be developed for future park improvements. The Commission also discussed the Dog Park Development project and whether it was still necessary given the construction of other public and private dog parks in the surrounding area.
- Debt Services Category – The Commission did not have any further questions or comments regarding this category.

Chairman Cheesebro noted the City Administration has continued a conservative approach with CIP projects and debt reduction. After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to recommend to City Council that the FY 2012-2022 CIP be approved (FY 2012-2013 budget year and remaining nine-year planning projects). The motion was unanimously approved.

NEW BUSINESS:

None.

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: April 9, 2012

FROM: Maurice S. Evans, City Manager



SUBJECT: City Council Best Practices on Formation of City Council Committees and Responsibilities – Information Only

During the City Council meeting held on March 27, 2011, a brief discussion took place concerning the attached draft document titled "*City Council Best Practices on Formation of City Council Committees and Responsibilities.*" Specifically, there was a suggestion to assign this document to the City Council Ethics/Rules/Procedures Committee for consideration and recommendation to the full Council. As Mayor Strazdas was not present at the March 27 meeting, it was suggested that a decision on the matter be postponed until the April 10 meeting, allowing Mayor Strazdas the opportunity for input.

Attachments:

- Draft – City Council Best Practices on Formation of City Council Committees
- March 16, 2009 Communication from the City Attorney re: Council Advisory Committees

DRAFT

CITY COUNCIL BEST PRACTICES ON FORMATION OF CITY COUNCIL COMMITTEES AND RESPONSIBILITIES

Each year, as part of the City Council Goal Setting Session, the City Council identifies several issues to address in the coming year. The issues are then assigned to Advisory Committees (Committees) of the City Council, along with specific charges and areas of study, and indicated on the Council Report Card. Following the formation of the Committees, Councilmembers are asked to provide the Mayor with their preferences concerning Committee(s) on which they would like to serve. Appointments and Chairperson assignments to the Committees, based on Councilmember preferences, are then confirmed by the City Council. Subsequently, the City Manager will appoint a city staff liaison to each Committee, who must attend all meetings of the assigned Committee(s).

Section 4.6(n) of the City Charter states, "*There shall be no standing committees of the Council.*" The above noted Committees are formed and approved each year by the City Council as a whole and therefore are not *standing* committees.

The Committee Chairperson must notify the Office of the City Clerk a minimum of one business day in advance of the date of all Committee meetings to ensure the posting of the appropriate public meeting notice. Committee meetings must take place in Portage City Hall. Notes from each meeting must be taken and submitted to the Office of the City Clerk for inclusion in the agenda packet of the next City Council meeting.

The following apply to all Committees of the City Council:

- Committees must consist of three members or less so as not to comprise a quorum of the City Council.
- Committees are advisory components of the City Council. Committees will not be empowered to make final decisions on any governmental policy, nor any matter involving the expenditure of city funds, resources and/or the use of city staff. City Council retains the ultimate authority to make all decisions regarding action / activities recommended to the City Council by a Committee.
- The formation of a Committee and the specific charges and areas of study given to the Committee for its work must be precisely stated by the City Council.
- No more than one Committee may be created to make a recommendation concerning a particular topic.
- If a Committee desires to alter its assigned charges and areas of study, a written request must be submitted to the City Council as a whole for review and consideration.

RANDALL L. BROWN
& ASSOCIATES, PLC
ATTORNEYS AND COUNSELORS AT LAW

3/17/09
R.
[Signature]

RANDALL L. BROWN
CHARLES R. BEAR
JULIE A. BRADFIELD

DENNIS E. KORDISH (1996-2008)

1662 EAST CENTRE AVENUE
PORTAGE, MICHIGAN 49002

TELEPHONE (269) 323-8812
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brownandassociates@att.net

March 16, 2009

Mr. Maurice S. Evans, City Manager
City of Portage
Department of Finance
7900 South Westnedge Avenue
Portage, MI 49002

RECEIVED

MAR 17 2009

CITY OF PORTAGE
CITY CLERK'S OFFICE
PORTAGE, MI

Re: Council Advisory Committees

Dear Maurice:

Since the decision has been made to not apply the Open Meetings Act (hereinafter "OMA") to advisory committees of Council (other than voluntary notice provided 18 hours before any committee meeting), I think it is appropriate at this point to provide a reminder with regard to some guidelines which may avoid having the OMA apply to the advisory committees.

As you know, I am very concerned that the OMA may apply to advisory committees since the courts are very close to making that determination. The Attorney General Opinions which state that the OMA does not apply to advisory committees may be incorrect. Many municipalities have already applied the OMA to advisory committees. Most municipal attorneys agree that the OMA may indeed be applied soon to advisory committees by the courts in the near future.

1. In creating advisory committees, Council should assure that these committees are not capable of making a final decision on any governmental policy, nor capable of making a final decision on any matter and, of course, the committee should be less than a quorum of the Council.
2. The creation of the committee and the direction given to the committee for its work should be precisely stated by Council.
3. No more than one committee should be created to make a recommendation concerning a particular issue.
4. Council should clearly retain the ultimate authority to make all decisions regarding the issues discussed by the committee.
5. The committee should provide a report to Council of all matters considered in its recommendation.

6. Council should review the recommendation at a meeting of Council and take final action on the recommendation.
7. Once a committee is formed to discuss a certain issue and make a recommendation, the matter should not be closed at the committee level. Council should always make a final decision on the matter referred to the committee, even if the committee never met.

Thank you for your consideration to these matters and if you should have any questions, please do not hesitate to contact me.

Sincerely,



Randall L. Brown
City Attorney

RLB/jat

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CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: April 3, 2012

FROM: Maurice S. Evans, City Manager

SUBJECT: Fiscal Year 2012-2013 Proposed Budget Review Schedule

ACTION RECOMMENDED: That City Council establish April 30, 2012 from 3:00 to 7:00 p.m. and May 1, 2012 from 4:30 to 8:30 p.m. as the dates for review of the fiscal year 2012-2013 proposed budget

Council will receive the fiscal year 2012-2013 proposed budget on April 10, 2012. The budget review schedule has been developed to permit review of all budget aspects. Budget review sessions are proposed for April 30, 2012 from 3:00 to 7:00 p.m. and May 1, 2012 from 4:30 to 8:30 p.m in Conference Room #1 of Portage City Hall. A tentative schedule of fiscal year 2012-2013 budget review activity follows.

Further, a public hearing on the proposed budget will be held during the May 8, 2012 regular meeting of City Council, with formal adoption scheduled for May 22, 2012. As in the past, the review sessions, public hearing and other Council meetings will provide ample opportunity for public comment and analysis.

Monday, April 30, 2012

Budget Overview	3:00 – 3:10 p.m.
Benefit Services	3:10 – 3:30
Purchasing	3:30 – 3:50
City Assessor	3:50 – 4:10
Transportation & Utilities	4:10 – 4:30
– 30-Minute Break –	4:30 – 5:00
Parks, Recreation & Public Services	5:00 – 6:00
Public Safety	6:00 – 7:00

Tuesday, May 1, 2012

Legislative/Human Services	4:30 – 5:00 p.m.
Employee Development	5:00 – 5:20
City Clerk	5:20 – 5:40
Technology Services	5:40 – 6:00
– 30-Minute Break –	6:00 – 6:30
Community Development	6:30 – 6:50
City Manager	6:50 – 7:10
Finance & Other Fund Activities	7:10 – 7:30
Capital Improvement Program	7:30 – 8:30

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: April 4, 2012

FROM: Maurice S. Evans, City Manager

SUBJECT: Centre Avenue/Portage Road – Traffic Signal Interconnection Project

ACTION RECOMMENDED: That City Council award a contract to perform engineering services for the Centre Avenue/Portage Road Traffic Signal Interconnection project to Abonmarche Consultants, Incorporated, in the not to exceed amount of \$72,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The 2011-12 Capital Improvement Program contains a project proposed for Fiscal Year 2012-13 to expand the city traffic operation center and install an interconnected traffic signal system on Portage Road, Fairfield Road to Bacon Avenue and on Centre Avenue, Angling Road to Portage Road. The system will provide video detection, fiber optic cable installation and incorporate real-time traffic monitoring into the city traffic operation center. The project will improve traffic flow and progress along these developing traffic corridors. On February 28, 2012, the City Administration confirmed receipt of federal Congestion Mitigation Air Quality (CMAQ) funds in the amount of \$728,000 to fund the construction of this project. In order to receive the federal funding, the city must submit the complete project design to the Michigan Department of Transportation (MDOT) for bidding in August 2012.

To complete the engineering services necessary, the City Administration prepared a "Request for Proposal" and on March 27, 2012, proposals were received for design and construction engineering services for the project. Five firms expressed interest in the project and one proposal was formally received. The project design entails quite specialized engineering knowledge of traffic signal video camera operation, fiber optic cable installation and traffic progressing computer software. Based upon the project requirements, staff is confident that the proposal of Abonmarche Consultants, Incorporated, fits the needs of the project. Abonmarche Consultants, Incorporated, has significant experience with MDOT procedures and traffic engineering expertise and has successfully completed similar type projects in the city. The proposed project cost is less than estimated by the City Administration and is viewed as a competitively priced proposal.

The Traffic Engineer for the city will work very closely with the consultant to ensure a reliable and effective system is completed. The proposed traffic signal interconnection on Centre Avenue and Portage Road will be incorporated into the existing traffic operation center which monitors South Westnedge Avenue and West Milham Avenue.

It is recommended that City Council award a contract to Abonmarche Consultants, Incorporated, to perform engineering services for the Centre Avenue/Portage Road Traffic Signal Interconnection project in the amount not to exceed \$72,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city. A bid tabulation is attached.

TABULATION OF PROPOSALS
PORTAGE ROAD AND CENTRE AVENUE CMAQ PROJECT

<u>FIRM</u>	<u>ESTIMATED PROJECT HOURS</u>			<u>BID</u>
	<u>DESIGN</u>	<u>CONSTRUCTION</u>	<u>TOTAL</u>	
Abonmarche Consultants, Inc. 95 W. Main Street Benton Harbor, MI 49022	404	372	776	\$72,000.00

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: April 3, 2012

FROM: Maurice S. Evans, City Manager

MS Evans

SUBJECT: Police Vehicle Maintenance Contract

ACTION RECOMMENDED: That City Council award a two-year contract, with the option to extend the contract for up to two additional one-year periods to the low bidder, Michigan Municipal Police & Fire Repair LLC, for maintenance of all Department of Public Safety - Police Division vehicles at a labor rate of \$35.00 per hour and authorize the City Manager to execute all documents related to this action on behalf of the city.

Bids were recently solicited for maintenance of city-owned vehicles in the Police Division of the Department of Public Safety. The contract is proposed for two-years, with the option to extend the contract for up to two additional one-year periods.

Three bids were received for maintenance of all Police Division vehicles. Michigan Municipal Police & Fire Repair LLC submitted the low bid with a \$35.00 per hour labor rate and a 15 percent parts markup for maintenance of all Police Division vehicles. The estimated value of the two-year contract is \$62,150.

It is recommended that City Council award a two-year contract to Michigan Municipal Police & Fire Repair LLC to provide maintenance of all Police Division vehicles and authorize the City Manager to execute all documents related to this action on behalf of the city. Funds are available in the Department of Public Safety - Police Division Fiscal Year 2011-2012 operating budget and have been budgeted for Fiscal Year 2012-2013. A bid tabulation is attached.

Attachment

**BID TABULATION
POLICE FLEET MAINTENANCE & REPAIR**

	Michigan Municipal Police & Fire Repair LLC 2975 Interstate Pkwy. Kalamazoo, MI 49048	Sprinkle Road Automotive, Inc. 8003 Sprinkle Road Portage, MI 49002	Crossroads Auto Service 6230 Lovers Lane Portage, MI 49002
Hourly Labor Rate	\$35.00/hour	\$60.00/hour	\$55.00/hour
Cost for 560 hours (2 years)	\$19,600.00	\$33,600.00	\$30,800.00
Parts Percentage Markup	15.00%	30.00%	45.00%
Markup on \$37,000 wholesale	<u>\$42,550.00</u>	<u>\$48,100.00</u>	<u>\$53,650.00</u>
Two-Year Total	\$62,150.00	\$81,700.00	\$84,450.00

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: April 3, 2012

FROM: Maurice S. Evans, City Manager

SUBJECT: Police Facility Concrete Sidewalk and Stair Replacement

ACTION RECOMMENDED: That City Council approve the expenditure for repairs to a portion of the concrete sidewalk and stairs along the northwest corner of the police facility to Truckey Concrete Construction of Mendon, Michigan, in the amount of \$11,787, and authorize the City Manager to execute all documents related to this matter on behalf of the city.

The sidewalk along the northwest corner of the Police facility is in need of repair due to the sloping of the sidewalk toward the building, causing rainwater to pool along the outside wall. Subsequently, the water has been seeping into the building, causing mold and damage to interior drywall. The stairs and ramp are also in need of replacement due to continued fracturing caused by the steel handrails.

The Truckey Concrete Construction Company has provided a bid for concrete repairs for the police facility as part of the 2011/2012 Capital Improvement Program. The City of Portage competitive bid process was followed and Truckey Concrete Construction submitted the lowest, most responsive bid for the replacement of the concrete sidewalk and stairs. It is recommended that City Council approve the contract with Truckey Concrete Construction and authorize the City Manager to execute all documents related to the contract on behalf of the city. A bid tabulation is attached.

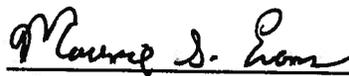
BID TABULATION
POLICE FACILITY CONCRETE SIDEWALK & STAIR REPLACEMENT

<u>BIDDER</u>	<u>SIDEWALK, STAIRS, RAMP</u>	<u>HANDRAIL</u>	<u>TOTAL</u>
Truckey Concrete Construction 21439 Pinhook Rd. Mendon, MI 49072	\$10,787.00	\$1,000.00	\$11,787.00
Schoolcraft Concrete Construction LLC PO Box 148 Schoolcraft, MI 49087	\$12,500.00	\$5,500.00	\$18,000.00
Early & Associates, Inc. 3917 Ravine Rd. Kalamazoo, MI 49006	\$16,290.00	\$3,380.00	\$19,670.00
Kalamazoo Contractors, Inc. 3711 Edinburgh Dr. Kalamazoo, MI 49002	\$16,565.00	\$3,435.00	\$20,000.00

MATERIALS TRANSMITTED

Friday, March 23, 2012

1. Communication from the City Manager regarding the 2012 Utility Rate Financial Study – Supplemental Information for Agenda Item F. 2.
2. Communication from Transportation and Utilities Director Chris Barnes addressed to Ms. Ellie Beck of 10632 Oakland Drive in response to her letter dated March 11, 2012 – Information Only.



Maurice S. Evans, City Manager

cc: Brian J. Bowling, Deputy City Manager

MATERIALS TRANSMITTED

Tuesday, March 27, 2012

1. Communication from the City Manager to Councilmember Randall regarding the Council Budget Review Sessions, Board of Review and the City Council Business and the City of Portage Committee – Information Only.
2. Communication from the City Manager regarding Seasonal Groundwater Table Elevation – Information Only.



Maurice S. Evans, City Manager

cc: Brian J. Bowling, Deputy City Manager