AGENDA FOR THE COUNCIL MEETING
CITY OF PORTAGE
November 6, 2012

7:30 p.m. Call to Order.

Invocation: Minister Michael O'Berski of Oakland Drive Christian Church.

Pledge of Allegiance.

Roll Call.

Proclamation:

A. Approval of the October 23, 2012 Special and 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 November 6, 2012, 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. approve Contract 12-5523 between the Michigan Department of Transportation and the City of Portage for funding of the Centre Avenue/Portage Road Traffic Signal Interconnection Project; and
   b. adopt a Resolution authorizing the City Manager to sign Contract 12-5523 and any other documents related to this project on behalf of the city.

* 2. Communication from the City Manager recommending that City Council:
   a. review the proposed 2013 Recreation and Open Space Plan Update; and
   b. approve the distribution of the 2013 Recreation and Open Space Plan Update to the Planning Commissions of adjacent communities and to the Kalamazoo County Planning Commission.

* 3. Communication from the City Manager recommending that City Council:
   a. award a one-year contract renewal to Safety National Casualty Corporation for workers' compensation excess insurance coverage for an annual fee of $50,116 plus payroll adjustments;
   b. approve a one-year contract renewal with Eagle Claims Management for workers' compensation third party administration for an annual fee of $8,686;

   and authorize the City Manager to execute all documents related to these contract renewals on behalf of the city.

* 4. Communication from the City Manager recommending that City Council reject the transfer of foreclosed property at 10323 Archwood Drive and authorize the City Manager to advise the Kalamazoo County Treasurer of this action by November 30, 2012.

* 5. Communication from the City Manager recommending that City Council establish the 2013 schedule of regular City Council meetings.

G. Communications:

H. Unfinished Business:

* I. Minutes of Boards and Commissions Meetings:

1. Portage Public Schools Board of Education Special and Regular Business of September 24 and Special and Committee of the Whole Work Session of October 8, 2012.
2. Portage Human Services Board of October 4, 2012.
3. Portage Planning Commission of October 4 and 18, 2012.

J. Ad-Hoc Committee Reports:

K. New Business:

L. Bid Tabulations:

M. Other City Matters:

1. Statements of Citizens.

2. From City Council and City Manager.

* 3. Reminder of Meetings:

a. Wednesday, November 7, 8:15 a.m., Historic District Commission, City Hall Room #2.
b. Wednesday, November 7, 6:30 p.m., Park Board, Stuart Manor, Celery Flats.
c. Monday, November 12, 6:30 p.m., Youth Advisory Committee, City Hall Room #1.
d. Monday, November 12, 7:00 p.m., Zoning Board of Appeals, Council Chambers.
e. Wednesday, November 14, 7:00 p.m., Environmental Board, City Hall Room #1.
f. Thursday, November 15, 7:00 p.m., Planning Commission, Council Chambers.
g. Thursday, November 15, 7:00 p.m., Portage District Library Board, Portage District Library.
h. Friday, November 16, 10:00 a.m., City Council Goal Setting Session, The Oaklands at Western Michigan University, 1815 West Michigan Avenue, Kalamazoo.
i. Monday, November 19, 8:00 a.m., Legislative Roll Call, Chamber Building, 346 W. Michigan Ave., Kalamazoo.
j. Monday, November 19, 6:30 p.m., Portage Public Schools Board of Education, Council Chambers.

N. Materials Transmitted of October 19, 2012.

Adjournment.

CITY COUNCIL MEETING SUMMARY

October 23, 2012

PROCLAMATIONS

- Mayor Strazdas issued a Pancreatic Cancer Awareness Month Proclamation, a Make a Difference Day Proclamation and a Red Ribbon Week Proclamation.

CHECK REGISTER

- Approved the Check Register of October 23, 2012, as presented.

PUBLIC HEARINGS

- Adopted Resolution No. 2-12 expanding Industrial Development District No.1 for Mueller Copper Tube Products Company at 6700 Sprinkle Road.
- Adopted Resolution No. 4-12, approving the Industrial Facilities Exemption Certificate for the Mueller Copper Tube Products Company at 6700 Sprinkle Road (for five years on the real property and personal property) in the total amount of $26.5 million; and approved the tax abatement agreement and the affidavit between the City of Portage and Mueller Copper Tube Products Company.

PETITIONS AND STATEMENTS OF CITIZENS

- At the request of Fred Walter, 1010 Forest Drive, directed the City Manager to write a letter from the City Council to the Little League, Williamsport, Pennsylvania, in support of the Little League Softball World Series Championship being hosted by South Portage Little League.
- Former Betty Lee Ongley read a letter as Chair of the Portage District Library Board recognizing the efforts of City Council, the City Manager and the Administration concerning economic growth in the region, a review of the library services offered by the District Library and their concerns regarding the creation and utilization of Industrial Development Districts and related tax abatements.

REPORTS FROM THE ADMINISTRATION

- Approved the substitution of the Angling Road (West Centre Avenue to Squire Heath Lane) and Romence Road Parkway (Lovers Lane to Portage Road) projects for the Portage Road (East Milham Avenue to Byrd Drive) and Oakland Drive (I-94 to Kilgore Road) projects in the 2011-2014 Kalamazoo Area Transportation Study (KATS) Transportation Improvement Program.
- Affirmed additional events and activities to commemorate the 50th Anniversary of the City of Portage as presented herein.
- Granted the request to transfer ownership of the 2012 Class C Licensed Business with Dance and Entertainment Permits located at 3750 East Kilgore Road, Portage, MI 49002, Kalamazoo County (The Venue), from DSV Entertainment, LLC, to Stellant, LLC.
- Granted the request for an upgrade of the 2000 Tavern licensed business, located at 6300 South Westnedge (Pizza Hut), Portage, MI 49002, Kalamazoo County to Class C Liquor License.
- Received the communication from the City Manager regarding the Michigan Association of Municipal Attorneys as information only.
- Received the communication from the City Manager regarding the September 2012 Summary Environmental Activity Report as information only.
- Received the Department Monthly Reports.

COMMUNICATIONS

- Received a Presentation from Linda Teeter, Chairperson of the Kalamazoo County Transit Authority, providing a brief update on regional public transit efforts.
- Directed the City Manager to modify the city website to provide a convenient link to volunteer opportunities within the City of Portage.

AD HOC COMMITTEE REPORT

- Adopted the 2012-2013 Advisory Boards and Commissions Goals and Objectives.

BID TABULATIONS

- Approved the purchase of two four-wheel drive one-half ton pickup trucks, one two-wheel drive one ton pickup truck, two 7400 tandem axle dump/plow trucks, and one four-wheel drive three-quarter ton Fire Command vehicle through the State of Michigan Purchasing Program (MiDEAL) at a total cost not to exceed $460,757 and authorized the City Manager to execute all documents related to these purchases on behalf of the city.
- Approved the AT&T Master Contract Agreement for the continuation of telecommunication services through October 2015 in the annual amount of $59,000 and authorized the City Manager to execute all documents related to this agreement on behalf of the city.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER

- Councilmember Pearson extended congratulations to City Attorney Randy Brown for his reelection to President of the Michigan Association of Municipal Attorneys (MAMA) and City Council and Mayor Strazdas concurred and gave him a round of applause.
- Councilmember Sackley reminded everyone to vote in the Presidential Election, Tuesday, November 6, 2012.
- Mayor Pro Tem Reid announced that the Michigan Occupational Therapists are meeting in Kalamazoo this weekend with the assistance of Western Michigan University and the Occupational Therapist Program.
- Mayor Strazdas recounted the highlights of the meeting citing the reelection of City Attorney Brown, Red Ribbon Week, Boy Scouts helping with the Pledge of Allegiance, the proposed new website addition for city volunteers and the $26.5 million investment by Mueller Copper Tube Products Company. He then thanked the City Council for all they do for the community.

****

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

DRAFT

MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL OF OCTOBER 23, 2012 – INVESTMENT COMMITTEE

Mayor Strazdas called the meeting to order at 6:32 p.m. The following Councilmembers were present: Councilmembers Jim Pearson, Patricia Randall and Edward Sackley, Mayor Pro Tem Claudette Reid and Mayor Peter Strazdas. Councilmembers Elizabeth Campbell and Terry Urban were absent with excuse. Also in attendance was City Clerk James R. Hudson.

City Council and the applicants introduced themselves. City Clerk Hudson indicated that Mr. Richard Kraas asked to be excused as he was teaching a class. He also informed City Council that other Board and Commission members could hold this position as membership on the Investment Committee does not constitute a public official position. Discussion followed.

* 6:38-7:01 p.m., City Council interviewed Steve Kreider and Jim Novaria for the Investment Committee. Discussion followed.

ADJOURN: Mayor Strazdas adjourned the meeting at 7:02 p.m.

_____

James R. Hudson, City Clerk

DRAFT

CITY COUNCIL MEETING MINUTES FROM OCTOBER 23, 2012

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

At the request of Mayor Strazdas, Pastor Todd Korpi of the Kalamazoo First Assembly of God Church of Portage gave an invocation and Boy Scout Troop 287 led City Council and the audience in the recitation of the Pledge of Allegiance.

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

PROCLAMATIONS: Mayor Strazdas issued a Pancreatic Cancer Awareness Month Proclamation, a Make a Difference Day Proclamation and a Red Ribbon Week Proclamation.

APPROVAL OF MINUTES: Motion by Urban, seconded by Reid, to approve the October 9, 2012 Committee of the Whole Meeting, Special Meeting and Regular Meeting Minutes as presented. Upon a voice vote, motion carried 6 to 0 with Councilmember Sackley abstaining from vote on the Committee of the Whole Meeting Minutes.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Pearson to read the Consent Agenda. Motion by Pearson, seconded by Reid, to approve the Consent Agenda motions as presented. Upon a roll call vote, motion carried 6 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF OCTOBER 23, 2012:** Motion by Pearson, seconded by Reid, to approve the Accounts Payable Register of October 23, 2012. Upon a roll call vote, motion carried 6 to 0.

PUBLIC HEARINGS:

MUELLER COPPER TUBE PRODUCTS COMPANY – PA 198 TAX ABATEMENT: Mayor Strazdas introduced Community Development Director Vicki Georgeau, who explained that this public hearing was for the request to expand Industrial Development District Number 1 for Mueller Copper Tube Products Company. She provided a brief review of the process involved in this request and indicated that it was initially a request for a 12-year tax abatement, but is now a 5-year tax abatement request for both real and personal property before City Council with the understanding that Mueller Copper Tube Products Company could come back for a review and a request for extra years per City Council Policy. She also pointed out that the process was reduced to two steps in order to meet the October 31 deadline set by the State Tax Commission. She explained that the expansion of the District was necessary to accommodate the proposed rail spur on the property.

In response to Mayor Strazdas, Jack Treas, Vice President and General Manager, Mueller Plastic Systems, spoke in support of the application and highly praised the quality of the workforce in Portage as a major reason for relocating to their facility at 6700 Sprinkle Road. Mayor Strazdas opened the public hearing to discussion and comment from the public. There being no discussion, motion by Urban, seconded by Reid, to close the public hearing. Upon a voice vote, motion carried 6 to 0.

Motion by Sackley, seconded by Urban, to adopt Resolution No. 2-12 expanding Industrial Development District No.1. Upon a roll call vote, motion carried 6 to 0.

MUELLER COPPER TUBE PRODUCTS COMPANY – PA 198 TAX ABATEMENT: At the request of Mayor Strazdas, Community Development Director Vicki Georgeau explained the tax abatement process and provided review of the application materials presented in the City Council Agenda Packet. She explained that normal City Council Policy is a tax abatement for six (6) years for real property and three (3) years for personal property; however, since the property at 6700 Sprinkle Road has been vacant since January, 2011, she indicated that Mueller Copper Tube Products Company is eligible for a 5-year tax abatement request for both real and personal property with the option of coming back after three years for an evaluation of a request for an extra three years. Discussion followed. Mayor Strazdas opened the public hearing to discussion and comment from the public. There being no discussion, motion by Sackley, seconded by Reid, to close the public hearing. Upon a voice vote, motion carried 6 to 0.

Motion by Sackley, seconded by Urban, to adopt Resolution No. 4-12, approving the Industrial Facilities Exemption Certificate for the Mueller Copper Tube Products Company at 6700 Sprinkle Road for five years on the real property and personal property in the total amount of $26.5 million; and approve the tax abatement agreement and the affidavit between the City of Portage and Mueller Copper Tube Products Company. Discussion followed. Upon a roll call vote, motion carried 6 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: At the request of Fred Walter, 1010 Forest Drive, directed the City Manager to write a letter from the City Council to the Little League, Williamsport, Pennsylvania, in support of the Little League Softball World Series Championship being hosted by South Portage Little League.

Former Betty Lee Ongley read a letter as Chair of the Portage District Library Board recognizing the efforts of City Council, the City Manager and the Administration concerning economic growth in the region, a review of the library services offered by the District Library and their concerns regarding the creation and utilization of Industrial Development Districts and related tax abatements.

REPORTS FROM THE ADMINISTRATION:

* **MAJOR STREET RECONSTRUCTION PROGRAM:** Motion by Pearson, seconded by Reid, to approve the substitution of the Angling Road (West Centre Avenue to Squire Heath Lane) and Romence Road Parkway (Lovers Lane to Portage Road) projects for the Portage Road (East Milham Avenue to Byrd Drive) and Oakland Drive (I-94 to Kilgore Road) projects in the 2011-2014 Kalamazoo Area Transportation Study (KATS) Transportation Improvement Program. Upon a roll call vote, motion carried 6 to 0.

* **CITY OF PORTAGE 50TH ANNIVERSARY CELEBRATION IDEAS:** Motion by Pearson, seconded by Reid, to affirm additional events and activities to commemorate the 50th Anniversary of the City of Portage as presented herein. Upon a roll call vote, motion carried 6 to 0.

* **TRANSFER OWNERSHIP OF THE 2012 CLASS C LICENSED BUSINESS FROM DSV ENTERTAINMENT, LLC, TO STELLANT, LLC:** Motion by Pearson, seconded by Reid, to grant the request to transfer ownership of the 2012 Class C Licensed Business with Dance and Entertainment Permits located at 3750 East Kilgore Road, Portage, MI 49002, Kalamazoo County (The Venue), from DSV Entertainment, LLC, to Stellant, LLC. Upon a roll call vote, motion carried 6 to 0.

* **UPGRADE OF THE 2000 TAVERN LICENSED BUSINESS (PIZZA HUT) TO CLASS C:** Motion by Pearson, seconded by Reid, to grant the request for an upgrade of the 2000 Tavern licensed business, located at 6300 South Westnedge (Pizza Hut), Portage, MI 49002, Kalamazoo County to Class C Liquor License. Upon a roll call vote, motion carried 6 to 0.

* **MICHIGAN ASSOCIATION OF MUNICIPAL ATTORNEYS:** Motion by Pearson, seconded by Reid, to receive the communication from the City Manager regarding the Michigan Association of Municipal Attorneys as information only. Upon a roll call vote, motion carried 6 to 0.

* **SEPTEMBER 2012 SUMMARY ENVIRONMENTAL ACTIVITY REPORT – INFORMATION ONLY:** Motion by Pearson, seconded by Reid, to receive the communication from the City Manager regarding the September 2012 Summary Environmental Activity Report as information only. Upon a roll call vote, motion carried 6 to 0.

* **DEPARTMENT MONTHLY REPORTS:** Motion by Pearson, seconded by Reid, to receive the Department Monthly Reports from the various city departments. Upon a roll call vote, motion carried 6 to 0.

COMMUNICATIONS:

LINDA TEETER, CHAIRPERSON OF THE KALAMAZOO COUNTY TRANSIT AUTHORITY: City Council received a verbal communication from Linda Teeter, Chairperson of the Kalamazoo County Transit Authority, who provided a brief update on regional public transit efforts.

MAKE A DIFFERENCE - VOLUNTEERING IN THE CITY OF PORTAGE: Mayor Strazdas explained the request to make it easier to volunteer for various activities and departments through the City of Portage website. After discussion, motion by Urban, seconded by Reid, to direct the City Manager to modify the city website to provide a convenient link to volunteer opportunities within the City of Portage. Upon a voice vote, motion carried 6 to 0

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

Portage Historic District Commission of September 5, 2012.
Portage Park Board of September 5, 2012.
Portage Youth Advisory Committee of September 10, 2012.
Portage Zoning Board of Appeals of September 10, 2012.
Portage Environmental Board of September 12, 2012.

AD HOC COMMITTEE REPORT:

2012-2013 GOALS FOR ADVISORY BOARDS AND COMMISSIONS: Councilmember Pearson reviewed some of the document changes. Motion by Randall, seconded by Reid, to adopt the 2012-2013 Advisory Boards and Commissions Goals and Objectives. Upon a roll call vote, motion carried 6 to 0.

NEW BUSINESS:

* **APPOINTMENTS TO INVESTMENT COMMITTEE:** Motion by Pearson, seconded by Reid, to appoint James Novaria and Steven Kreider with terms ending October 1, 2015, to the Investment Committee. Upon a roll call vote, motion carried 6 to 0.

DRAFT

BID TABULATIONS:

* **VEHICLE PURCHASE RECOMMENDATION:** Motion by Pearson, seconded by Reid, to approve the purchase of two four-wheel drive one-half ton pickup trucks, one two-wheel drive one ton pickup truck, two 7400 tandem axle dump/plow trucks, and one four-wheel drive three-quarter ton Fire Command vehicle through the State of Michigan Purchasing Program (MiDEAL) at a total cost not to exceed $460,757 and authorize the City Manager to execute all documents related to these purchases on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

* **AT&T SERVICES MASTER CONTRACT AGREEMENT:** Motion by Pearson, seconded by Reid, to approve the AT&T Master Contract Agreement for the continuation of telecommunication services through October 2015 in the annual amount of $59,000 and authorize the City Manager to execute all documents related to this agreement on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL: Councilmember Pearson extended congratulations to City Attorney Randy Brown for his reelection to President of the Michigan Association of Municipal Attorneys (MAMA) and City Council and Mayor Strazdas concurred and gave him a round of applause.

Councilmember Sackley reminded everyone to vote in the Presidential Election, Tuesday, November 6, 2012.

Mayor Pro Tem Reid announced that the Michigan Occupational Therapists are meeting in Kalamazoo this weekend with the assistance of Western Michigan University and the Occupational Therapist Program.

Mayor Strazdas recounted the highlights of the meeting citing the reelection of City Attorney Brown as President of the Michigan Association of Municipal Attorneys, Red Ribbon Week, Boy Scouts helping with the Pledge of Allegiance, the proposed new website addition for city volunteers and the $26.5 million investment by Mueller Copper Tube Products Company. He then thanked the City Council for all they do for the community.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:44 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:** October 29, 2012

FROM: Maurice S. Evans, City Manager

SUBJECT: Accounts Payable Register

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of November 6, 2012 as presented.

Attached please find the Accounts Payable Register for the period October 14, 2012 through October 28, 2012, which is recommended for approval.

c: Daniel S. Foecking, Finance Director

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
10/26/2012	282810	AT&T	849	90.44
10/26/2012	282811	A T & T LONG DISTANCE	4060	10.37
10/26/2012	282812	A-1 ASPHALT SEALING & REPAIR,	4607	28,896.56
10/26/2012	282813	A-1 SIGNS	2873	95.70
10/26/2012	282814	AGRO SALES NORTH LLC	3943	119.69
10/26/2012	282815	ALL-PHASE ELECTRIC SUPPLY CO.	108	242.22
10/26/2012	282816	ALLEGRA PRINT & IMAGING	533	1,034.74
10/26/2012	282817	ANY CUTTING & WELDING	3347	435.00
10/26/2012	282818	APOLLO FIRE EQUIPMENT COMPANY	1253	1,125.98
10/26/2012	282819	APPLIED INDUSTRIAL TECHNOLOGIE	1944	260.80
10/26/2012	282820	APPRAISAL INSTITUTE	999999	106.00
10/26/2012	282821	TODD ARBANAS ENTERPRISES INC.	1704	700.00
10/26/2012	282822	ARROWHEAD SCIENTIFIC, INC.	3744	60.00
10/26/2012	282823	AUTO TRIM	1239	209.00
10/26/2012	282824	AUTOBODY USA - SOUTHSIDE	1060	368.40
10/26/2012	282825	ADP, INC.	3305	1,119.31
10/26/2012	282826	BAC TAX SERVICES CORPORATION	999999	19.39
10/26/2012	282827	BEST ONE FLEET SERVICES OF W M	4817	2,137.61
10/26/2012	282828	BLUE CROSS/BLUE SHIELD OF MICH	642	96,285.06
10/26/2012	282829	BOUMA-BETTEN CONSTRUCTION INC.	1043	110.00
10/26/2012	282830	BRIDGEPORT EQUIPMENT CO.	4499	462.44
10/26/2012	282831	BRONSON HEALTHCARE GROUP	4813	875.00
10/26/2012	282832	BYHOLT INC.	68	1,377.02
10/26/2012	282833	C T S TELECOM, INC.	4768	674.17
10/26/2012	282834	CAMPBELL AUTO SUPPLY	437	114.54
10/26/2012	282835	CITIMORTGAGE INC	999999	24.27
10/26/2012	282836	CITY OF KALAMAZOO (TRANS MILLA	4649	3,348.46
10/26/2012	282837	CITY OF KALAMAZOO TREASURER	540	160,961.28
10/26/2012	282838	CITY OF PORTAGE	177	2,908.21
10/26/2012	282839	CLARK, WILLIAM	999999	150.00
10/26/2012	282840	COLLECTION BUREAU COLL SERVS	999999	26.25
10/26/2012	282841	COMSTOCK PUBLIC SCHOOLS	1671	43.15
10/26/2012	282842	CONSUMERS CONCRETE CORP.	187	453.10
10/26/2012	282844	CONSUMERS ENERGY-BILL PMT CNT	189	49,878.32
10/26/2012	282845	CORELOGIC TAX SERVICES LLC	999999	32.89
10/26/2012	282846	CROSSROADS CAR WASH	195	47.00
10/26/2012	282847	CUSTOM CLOSING SERVICES INC	999999	30.96
10/26/2012	282848	CUSTOMIZED CLEANING SERVICES,	3622	760.00
10/26/2012	282849	D S S CORPORATION	3592	99.00
10/26/2012	282850	DELTA COLLEGE	4532	285.00
10/26/2012	282851	DEWOLF & ASSOCIATES, LLC	4374	495.00
10/26/2012	282852	JACK DOHENY SUPPLIES INC.	69	662.39
10/26/2012	282853	DRIESENGA & ASSOCIATES, INC.	3277	1,262.20
10/26/2012	282854	EDWARDS INDUSTRIAL SALES, INC.	228	651.92
10/26/2012	282855	EMERGENCY VEHICLE PRODUCTS	2948	2,264.92
10/26/2012	282856	ENGINEERING SUPPLY & IMAGING	2615	223.57
10/26/2012	282857	ENVIRONMENTAL SYSTEMS RESEARCH	2069	5,400.00
10/26/2012	282858	FADER EQUIPMENT, INC.	688	210.00
10/26/2012	282859	FARM N GARDEN	833	380.10
10/26/2012	282860	FAWLEY OVERHEAD DOOR, INC.	690	868.00
10/26/2012	282861	FLEETWOOD, ANDREW JAMES	999999	241.52

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
10/26/2012	282862	FLETCHER ENTERPRISES	1399	250.00
10/26/2012	282863	FORCE AMERICA, INC.	3927	492.56
10/26/2012	282864	D L GALLIVAN INC.	203	200.00
10/26/2012	282865	GLEESING, MARIE	532	622.00
10/26/2012	282866	GORDON WATER SYSTEMS	517	294.75
10/26/2012	282867	GREATER KALAMAZOO FOP LODGE 98	623	2,800.92
10/26/2012	282868	GREATER KALAMAZOO FOP LODGE 98	623	549.20
10/26/2012	282869	GREATER KALAMAZOO UNITED WAY	628	1,042.78
10/26/2012	282870	GRIFFIN PEST CONTROL, INC.	598	100.00
10/26/2012	282871	HAINES, NICK	532	55.93
10/26/2012	282872	HOME DEPOT	691	1,069.87
10/26/2012	282873	HYDRO-CHEM SYSTEMS, INC.	4039	286.66
10/26/2012	282874	IERVOLINA, SUSAN	2074	200.00
10/26/2012	282875	INSTITUTE OF TRANSP. ENGINEERS	1731	250.50
10/26/2012	282876	IAFC MEMBERSHIP	868	229.00
10/26/2012	282877	INTERNATIONAL RIGHT OF WAY	999999	220.00
10/26/2012	282878	INTERNATIONAL SOCIETY OF	999999	314.00
10/26/2012	282879	J-AD GRAPHICS, INC	4444	1,255.00
10/26/2012	282880	JONES & HENRY ENGINEERS, LTD	3488	9,114.36
10/26/2012	282881	KALAMAZOO COUNTY HEALTH & COMM	84	5,999.95
10/26/2012	282882	KALAMAZOO COUNTY TREASURER	514	5,569.94
10/26/2012	282884	KALAMAZOO LANDSCAPE SUPPLIES	90	1,245.50
10/26/2012	282885	KALAMAZOO PUBLIC SAFETY	999999	285.00
10/26/2012	282886	KALAMAZOO REG'L EDUC SVS AGENG	721	1,853.23
10/26/2012	282887	KALAMAZOO VALLEY COMMUNITY COL	230	1,073.52
10/26/2012	282888	KANTOLA PRODUCTIONS	3062	1,918.95
10/26/2012	282889	KELLY RADIATOR & AUTO REPAIR	4591	177.95
10/26/2012	282890	KENDALL AUTO REPAIR, INC.	4160	71.48
10/26/2012	282891	KUIPER BROTHERS MOVING INC.	1066	366.00
10/26/2012	282892	KUSTOM SIGNAL, INC	237	153.52
10/26/2012	282893	KZOO TIRE COMPANY	564	818.60
10/26/2012	282894	LAW ENFORCEMENT TARGETS, INC.	1614	257.16
10/26/2012	282895	LEMMEN OIL CO.	2595	35,757.83
10/26/2012	282896	LEWIS PAPER PLACE, INC.	242	34.93
10/26/2012	282897	LOCEY SWIM POOL CO.	243	24.56
10/26/2012	282898	LORD, JIM	532	225.00
10/26/2012	282899	LORMAN EDUCATION SERVICES	4181	209.00
10/26/2012	282900	MAIL MANAGEMENT	2130	202.99
10/26/2012	282901	MANHATTAN TOUR & TRAVEL, INC.	3720	50.00
10/26/2012	282902	MATERIALS RESOURCES	3775	321.13
10/26/2012	282903	MATTSON, NICHOLAS	532	500.00
10/26/2012	282905	MAURER'S TEXTILE RENTAL SERVIC	4746	306.86
10/26/2012	282906	MCCOY, TOM	532	61.94
10/26/2012	282907	MCNALLY ELEVATOR CO.	256	105.81
10/26/2012	282908	MICH AMATEUR SOFTBALL ASSOC	1435	432.00
10/26/2012	282909	MICH COMMUNICATION DIRECTORS	999999	100.00
10/26/2012	282910	MICH MUNICIPAL POLICE & FIRE R	4777	484.71
10/26/2012	282911	MICHIGAN ELECTION RESOURCES, L	264	2,350.00
10/26/2012	282912	MICHIGAN PAVING & MATERIALS CO	3389	486.72
10/26/2012	282913	MICHIGAN STATE TAX COMMISSION	2848	500.00
10/26/2012	282914	MICHIGAN TAX TRIBUNAL	999999	25.00

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
10/26/2012	282915	MILLS, ABDULLAH & RACHEL	999999	90.69
10/26/2012	282916	MLIVE MEDIA GROUP	89	1,348.27
10/26/2012	282917	MOORE MEDICAL, LLC	3850	570.11
10/26/2012	282918	NELSON'S HARDWARE	1566	225.48
10/26/2012	282919	NEW FRESH CLEANING SERVICE	4351	67.50
10/26/2012	282920	A NEW LEAF	635	85.00
10/26/2012	282921	O'BOYLE-COLWELL-BLALOCK & AS.	860	890.00
10/26/2012	282922	OCWEN LOAN SERVICING LLC	999999	1,881.56
10/26/2012	282924	OFFICE DEPOT, INC.	1721	943.21
10/26/2012	282925	OFFICEMAX INCORPORATED	301	211.96
10/26/2012	282926	ONE WAY PRODUCTS	440	495.72
10/26/2012	282927	P C MALL GOV. INC.	3945	19,959.06
10/26/2012	282928	PAPER CENTRAL	2623	816.00
10/26/2012	282929	PETERMAN CONCRETE CO.	310	1,263.79
10/26/2012	282930	PETTY CASH-CITY HALL	767	267.50
10/26/2012	282931	PETTY CASH-PARKS	536	237.59
10/26/2012	282932	PETTY CASH-POLICE DEPT.	890	386.89
10/26/2012	282933	PETTY CASH-SENIOR CENTER	537	215.87
10/26/2012	282934	PORTAGE DISTRICT LIBRARY	810	554.23
10/26/2012	282935	PORTAGE FIREFIGHTERS	625	1,388.88
10/26/2012	282936	PORTAGE ON-CALL FIREFIGHTERS	504	270.00
10/26/2012	282937	PORTAGE POLICE OFFICERS ASSOC	624	1,671.78
10/26/2012	282938	PORTAGE PUBLIC SCHOOLS	590	4,170.08
10/26/2012	282939	PRIORITY HEALTH	4254	21,572.72
10/26/2012	282940	QUADRANT II MARKETING, LLC	3139	2,312.30
10/26/2012	282941	RATHCO SAFETY SUPPLY, INC.	327	506.20
10/26/2012	282942	RENEWED EARTH, INC.	4686	300.00
10/26/2012	282943	REPUBLIC SERVICES OF WEST MICH	4443	42,727.52
10/26/2012	282944	RIDGE AUTO NAPA	438	10.30
10/26/2012	282945	RIGHT-WAY RENTAL, INC.	337	75.00
10/26/2012	282946	ROMENCE GARDENS, INC	343	1.98
10/26/2012	282947	SCHAEFFER MANUFACTURING COMPAN	4635	1,004.50
10/26/2012	282948	SEARS, ROEBUCK & CO	999999	10,134.94
10/26/2012	282949	SILLS, RAE	4571	500.00
10/26/2012	282950	SIRCHIE FINGER PRINT LABORATOR	786	260.50
10/26/2012	282951	SOUTHWEST MICHIGAN GOV CONSULT	4484	1,362.50
10/26/2012	282952	SPRINT	3721	1,260.41
10/26/2012	282953	STANLEY STEEMER GREAT LAKES LL	2920	1,815.00
10/26/2012	282954	STAP BROS LAWN & LANDSCAPE,INC	366	5,205.33
10/26/2012	282955	STATE OF MICH - STATE POLICE	367	90.00
10/26/2012	282956	STATE OF MICHIGAN	999999	25.89
10/26/2012	282957	STATE OF MICHIGAN (DOT)	368	1,899.88
10/26/2012	282958	STATE SYSTEMS RADIO, INC	369	6,561.34
10/26/2012	282959	STEENSMA LAWN & POWER EQUIPMEN	3222	70.00
10/26/2012	282960	STEWART, DONALD OR DIANA	999999	103.10
10/26/2012	282961	SUCCESS COMMUNICATIONS, INC	999999	359.00
10/26/2012	282962	SYNERGISTIC ONLINE SOLUTIONS	393	1,635.00
10/26/2012	282963	TAFFEE, BRYAN	532	225.00
10/26/2012	282964	JOHANNA THOMPSON	4682	746.00
10/26/2012	282965	THOMPSON, PATTI	532	441.47
10/26/2012	282966	TITLE SOURCE INC	999999	17.03

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
10/26/2012	282967	TOO CLEAN JANITORIAL	2220	3,230.00
10/26/2012	282968	TRACTOR SUPPLY CORP.	2817	149.87
10/26/2012	282969	TRUGREEN	390	82.00
10/26/2012	282970	ULINE, INC.	4449	255.41
10/26/2012	282971	UNITED PARCEL SERVICE	545	108.02
10/26/2012	282972	VANCE OUTDOORS, INC.	4808	266.00
10/26/2012	282973	VANPORTFLIET, DEREK	532	500.00
10/26/2012	282974	VERIZON WIRELESS SERVICES, LLC	4653	836.24
10/26/2012	282975	VICKSBURG CHRYSLER DODGE JEEP	2721	70.61
10/26/2012	282976	W SOULE & COMPANY	999999	538.24
10/26/2012	282977	WALL STREET JOURNAL	408	53.43
10/26/2012	282978	WEST MICHIGAN OFFICE INTERIORS	413	951.00
10/26/2012	282979	WEST MICHIGAN STAMP & SEAL,INC	415	18.20
10/26/2012	282980	WESTERN MICHIGAN INT'L TRUCKS	4306	348.76
10/26/2012	282981	WIGHTMAN & ASSOCIATES, INC.	425	1,425.00
10/26/2012	282982	WINDEMULLER ELECTRIC, INC.	3061	667.00
10/26/2012	282983	WORK SQUARED	239	1,473.43
10/26/2012	282984	XEROX CORPORATION	2684	717.90
10/26/2012	282985	10TH DISTRICT COURT	999999	250.00
10/26/2012	282986	10TH DISTRICT COURT	999999	500.00
			DATE RANGE TOTAL *	601,628.95 *

ELECTRONIC FUNDS TRANSFER REGISTER

FROM: 10/14/2012 TO: 10/28/2012

PAYMENT NO	VENDOR NO	VENDOR NAME	TRANSFER DATE	AMOUNT	TRACE NUMBER	EFT BATCH	BANK CODE
1495		ABONMARCHE CONSULTANTS, INC	10/26/2012	6,482.22	072000320000001	0000001	00
1496		ADAMS REMCO, INC.	10/26/2012	1,013.07	072000320000002	0000001	00
1497		ANDRUS TRAVEL, GAIL	10/26/2012	2,070.00	072000320000003	0000001	00
1498		ANIMAL REMOVAL SERVICE, LLC	10/26/2012	900.00	072000320000004	0000001	00
1499		B & B YARDSCAPE	10/26/2012	11,942.50	072000320000005	0000001	00
1500		BLUE CARE NETWORK-GREAT LAKES	10/26/2012	61,003.52	072000320000006	0000001	00
1501		CROWN TROPHY	10/26/2012	275.00	072000320000007	0000001	00
1502		D & D PRINTING CO.	10/26/2012	290.00	072000320000008	0000001	00
1503		DELTA DENTAL PLAN OF MI	10/26/2012	19,790.80	072000320000009	0000001	00
1504		EMPLOYMENT GROUP, INC.	10/26/2012	1,510.11	072000320000010	0000001	00
1505		FIRE SERVICE MANAGEMENT	10/26/2012	890.05	072000320000011	0000001	00
1506		GRAINGER INC, W W	10/26/2012	398.11	072000320000012	0000001	00
1507		HARTFORD LIFE INSURANCE COMPANY	10/26/2012	7,825.39	072000320000013	0000001	00
1508		INDUSCO SUPPLY CO., INC.	10/26/2012	381.98	072000320000014	0000001	00
1509		INTERSTATE SEALANT & CONCRETE, INC.	10/26/2012	44,999.96	072000320000015	0000001	00
1510		KNAPP ENERGY, INC.	10/26/2012	12,296.93	072000320000016	0000001	00
1511		KUSHNER & COMPANY, INC.	10/26/2012	340.88	072000320000017	0000001	00
1512		LAND & RESOURCE ENGINEERING & SURVE	10/26/2012	1,690.00	072000320000018	0000001	00
1513		MCCARTHY SMITH LAW GROUP, PLC	10/26/2012	4,635.35	072000320000019	0000001	00
1514		MEJEUR ELECTRIC LLC	10/26/2012	144.00	072000320000020	0000001	00
1515		PLEUNE SERVICE COMPANY	10/26/2012	9,892.00	072000320000021	0000001	00
1516		POWERDMS, INC.	10/26/2012	8,150.00	072000320000022	0000001	00
1517		PRECISION PRINTER SERVICES INC	10/26/2012	3,928.02	072000320000023	0000001	00
1518		QUALITY AIR HEATING & COOLING, INC.	10/26/2012	832.33	072000320000024	0000001	00
1519		REHMANN GROUP LLC	10/26/2012	17,000.00	072000320000025	0000001	00
1520		ROE-COMM, INC.	10/26/2012	50.00	072000320000026	0000001	00
1521		SARCOM, INC	10/26/2012	39,080.43	072000320000027	0000001	00
1522		SCHOOLCRAFT CONCRETE CONSTRUCTION	10/26/2012	3,995.00	072000320000028	0000001	00
1523		U A W, LOCAL 2290	10/26/2012	499.54	072000320000029	0000001	00
1524		VISION SERVICE PLAN INSURANCE CO	10/26/2012	2,001.07	072000320000030	0000001	00
1525		WOOD PLUMBING LLC, D	10/26/2012	135.00	072000320000031	0000001	00
1526		360 SERVICES, INC.	10/26/2012	2,653.48	072000320000032	0000001	00

GRAND TOTAL: 267,096.74 NO. OF CHECKS: 32

CITY OF PORTAGE **COMMUNICATION**

TO: Honorable Mayor and City Council **DATE:** October 31, 2012

FROM: Maurice S. Evans, City Manager

SUBJECT: Michigan Department of Transportation (MDOT) Contract for Centre Avenue/Portage Road Traffic Signal Interconnection Project

ACTION RECOMMENDED: That City Council:

a. approve Contract 12-5523 between the Michigan Department of Transportation and the City of Portage for funding of the Centre Avenue/Portage Road Traffic Signal Interconnection Project; and,
b. adopt a Resolution authorizing the City Manager to sign Contract 12-5523 and any other documents related to this project on behalf of the city.

The City Administration recently received a proposed contract between the Michigan Department of Transportation (MDOT) and the City of Portage concerning improvements to the city traffic signalization system. Improvements include the expansion of the city traffic operation center and installing 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, and incorporate real-time traffic monitoring into the city traffic operation center through a fiber optic network established with the project. The upgraded system will improve traffic flow and progression along these developing corridors.

The cost of all planned improvements related to this project is estimated at $833,500 with a maximum federal funding contribution of $728,521. The city share of the project cost is estimated at $104,979, which is budgeted as part of the 2012-13 Capital Improvement Program. It has been MDOT's policy over the years to submit cost sharing agreements to local municipalities once the project has been advertised for construction bids. MDOT cannot award a construction contract without a signed cost sharing agreement from the local municipality. The city share of expenses is calculated based on estimated construction costs developed by the consulting engineer and refined by MDOT staff engineers.

Once the contract is awarded by MDOT, construction of this project will commence in the spring of 2013. Subsequent to contract award by MDOT, the project is turned over to the city for construction inspection and administration.

It is recommended that City Council approve Contract 12-5523 between MDOT and the City of Portage for funding of the Centre Avenue/Portage Road Traffic Signal Interconnection Project and to adopt a Resolution authorizing the City Manager to sign Contract 12-5523 and all other documents related to this project on behalf of the city.

Attachment

CITY OF PORTAGE

Resolution

At a regular meeting of the Council for the City of Portage, Kalamazoo County, Michigan, held at the City Hall Building in said City on the ___ day of _____, 2012, at 7:30 o'clock ____ p.m., Prevailing Local Time.

PRESENT:_____

ABSENT:_____

The following resolution was offered by:

Councilmember:_____, and seconded by:

Councilmember:_____

RESOLVED, the City Council for the City of Portage, does hereby authorize the City Manager, Maurice S. Evans, to sign contract 12-5223 between the City Of Portage and the Michigan Department of Transportation. This contract is for the expansion of the city traffic operation center and installation of an interconnected traffic signal system on Portage Road, Bacon Avenue to Fairfield Road and Centre Avenue, Angling Road to Portage Road

ADOPTED:

YEAS: Councilmember:_____

NAYS: Councilmember:_____

ABSENT: Councilmember:_____

CERTIFICATION

I hereby certify this _____ day of _____, 2012 that the foregoing is a true and complete copy of the original on file in my office.

_____

JAMES R. HUDSON, CITY CLERK

APPROVED AS TO FORM
DATE 10/26/12
CITY ATTORNEY

CITY OF PORTAGE **COMMUNICATION**

TO: Honorable Mayor and City Council **DATE:** October 26, 2012

FROM: Maurice S. Evans, City Manager

SUBJECT: 2013 Recreation and Open Space Plan Update

ACTION RECOMMENDED: That City Council:

a. review the proposed 2013 Recreation and Open Space Plan Update; and
b. approve the distribution of the 2013 Recreation and Open Space Plan Update to the Planning Commissions of adjacent communities and to the Kalamazoo County Planning Commission.

The proposed 2013 Recreation and Open Space Plan Update, which is an element of the Comprehensive Plan, has been prepared by the City Administration. The update was reviewed by the Parks Board on October 10, 2012, and the 2013 Recreation and Open Space Plan was subsequently recommended for approval by the Planning Commission. The Planning Commission reviewed the update on October 18, 2012, accepted the updated plan document with revisions and forwarded the update to City Council. Pursuant to the Planning Enabling Act (Act 33 of 2008), once the Planning Commission has completed their review of a proposed amendment to the Comprehensive Plan, the draft document is submitted to the legislative body for review and comment. The City Council must then authorize the distribution of the proposed 2013 Recreation and Open Space Plan Update to adjacent communities, as well as the county.

A copy of the proposed 2013 Recreation and Open Space Plan Update was provided to City Council in the Materials Transmitted on November 2, 2012.

It is recommended that City Council receive the proposed 2013 Recreation and Open Space Plan Update and, subsequent to review, approve distribution of the draft document to the noted entities.

Attachment: Department of Community Development Communication

CITY OF PORTAGE **COMMUNICATION**

TO: Maurice S. Evans, City Manager **DATE:** October 26, 2012

FROM: Vicki Georgeau, Director of Community Development

SUBJECT: 2013 Recreation and Open Space Plan Update

The Department of Parks, Recreation and Public Services has initiated an update of the 2008 Recreation and Open Space Plan, which is an element of the Comprehensive Plan. As required by the Michigan Department of Natural Resources (MDNR) for park acquisition and development grants consideration, the Plan and is updated every five years.

The following summarizes the substantive changes since the 2008 Plan update:

1. The Eliason Nature Reserve has been added to the inventory of park facilities.
2. Portage South Central Greenway has been identified, which includes the West Lake Nature Preserve, South Westnedge Park, Bishops Bog, Schrier Park and Eliason Nature Reserve.
3. Content of the Plan has been revised to fulfill MDNR Grants requirements.
4. The Plan has been updated to reflect changes in the city organization and the revised vision and mission for the Parks & Recreation divisions.
5. Recreation Inventory has been revised to be consistent with MDNR Grant guidelines.
6. Planning Process, Public Input and Public Information has been added to fulfill MDNR requirements.
7. Short-term Objectives, Action Plan Priority List and Financial Program has been updated to reflect the 2012-2013 Capital Improvement Program

During the October 10, 2012 meeting, the Parks Board reviewed the draft 2013 Recreation and Open Space Plan Update and recommended approval of the Plan update to the Planning Commission. The Planning Commission reviewed the draft document during the October 18, 2012 meeting and voted unanimously to forward the 2013 Recreation and Open Space Plan Update to City Council with several recommended revisions, which have been incorporated into the Plan.

Pursuant to the Michigan Planning Enabling Act (Act 33 of 2008, as amended), once the Planning Commission has completed review of the draft document, it is submitted to the legislative body for review and comment. The City Council must then approve the distribution of the 2013 Recreation and Open Space Plan Update to adjacent communities and the county, which are provided up to 42 days to review the plan and submit any comments. At the conclusion of the review and comment period, the Planning Commission will conduct a public hearing and review any comments regarding the 2013 Recreation and Open Space Plan Update. After considering comments and any changes, the Planning Commission will provide a recommendation to City Council. The MDNR requires that the recreation plan element of the Comprehensive Plan be adopted by the local governing body.

Attached please find the Planning Commission transmittal and meeting minutes, Department of Community Development communication and related materials.

Attachments: Planning Commission transmittal dated October 19, 2012
Planning Commission meeting minutes dated October 18, 2012
Department of Community Development report dated October 12, 2012

TO: Honorable Mayor and City Council

FROM: Planning Commission

DATE: October 26, 2012

SUBJECT: 2013 Recreation and Open Space Plan Update

During the October 18, 2012 meeting, the Planning Commission reviewed and discussed the 2013 Recreation and Open Space Plan Update. Ms. Jill Hess, Deputy Director of Recreation & Senior Citizen Services, was present to discuss various aspects of the draft plan document and to answer questions from the Commission. No citizens were present to comment on the 2013 Recreation and Open Space Plan Update.

After discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Reiff, to forward the 2013 Recreation and Open Space Plan Update to City Council with consideration of the following: 1) Inclusion of a natural features/sensitive areas map similar to the map included in the 2008 Comprehensive Plan; 2) Inclusion of definitions within the text portion of the Water Resources section, and 3) Inclusion of other clarifications/corrections identified by the Commission during the review and discussion of the draft document. These additional clarifications/corrections are summarized in the meeting minutes which are attached to this transmittal. The motion was unanimously approved.

Sincerely,

James Cheesebro, Chairman
City of Portage Planning Commission

s:\commdev\2012-2013 department files\memos\manager\2012 10 26 mcc 2013 recreation & open space plan update(pc).doc

DRAFT

PLANNING COMMISSION

October 18, 2012

The City of Portage Planning Commission meeting of October 18, 2012 was called to order by Chairman Cheesebro at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. No citizens were in attendance.

MEMBERS PRESENT:

Wayne Stoffer, Bill Patterson, Paul Welch, Dave Felicijan, Rick Bosch, Miko Dargitz, David Artley, Allan Reiff and James Cheesebro.

MEMBERS ABSENT:

None.

MEMBERS EXCUSED:

None.

IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services; Michael West, Assistant City Planner; Randall Brown, City Attorney; and Jill Hess, Deputy Director of Recreation & Senior Citizen Services.

PLEDGE OF ALLEGIANCE:

Chairman Cheesebro led the Commission in the Pledge of Allegiance.

APPROVAL OF MINUTES:

Chairman Cheesebro referred the Commission to the October 4, 2012 meeting minutes contained in the agenda packet. A motion was offered by Commissioner Patterson, seconded by Commissioner Stoffer, to approve the minutes as submitted. The motion was unanimously approved.

PUBLIC HEARINGS:

None.

SITE/FINAL PLANS:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

1. 2013 Recreation and Open Space Plan Update. Mr. Forth summarized the staff report dated October 12, 2012 regarding the proposed update to the Recreation and Open Space Plan component of the Comprehensive Plan. Mr. Forth explained the statutory process for updates to the Comprehensive Plan

DRAFT

pursuant to the Michigan Planning Enabling Act and stated this was the first step whereby the Planning Commission reviews the draft document and then submits it to City Council for review, comment and distribution to adjacent communities and the county. After distribution and a 42 day review comment period, Mr. Forth indicated the Planning Commission will then conduct a public hearing and forward a recommendation to City Council who will formally adopt the Plan Update. Mr. Forth then summarized the major changes to the Plan Update and then introduced Ms. Jill Hess, Deputy Director of Recreation & Senior Citizen Services.

Ms. Hess, Mr. Forth and the Commission next discussed various aspects of the 2013 Recreation and Open Space Plan Update including the annual parks/facilities assessment process, the use of the Plan Update for Michigan Department of Natural Resources (MDNR) grant applications, reduction in the surrey and canoe rental program, funding sources for recreational programs and services and the upcoming public hearing for the Eliason Nature Reserve Master Plan. Commissioner Dargitz suggested including a map of sensitive areas in the 2013 Open Space and Recreation Plan Update document, similar to the map contained in the 2008 Comprehensive Plan (Map 3 – Natural Features). Commissioner Stoffer asked where "Allan Creek" was in the city? Mr. Forth and Ms. Hess indicated they would research but believe the reference may be to Davis Creek. Commissioner Reiff stated there are many terms in the Plan document that are not commonly known and suggested inclusion of definitions to assist the intended user of the document. Commissioner Artley stated the City of Portage does an excellent job managing the park/trails system which enhances the quality of life for all residents. Commissioner Reiff indicated the data contained in Table 1 – Average Monthly Climatological Data does not correlate with the text at the top of Page II-2. Ms. Hess stated she would review and make adjustments where necessary. Commissioner Reiff also provided a list of typographical errors he identified while reviewing the plan document. Commissioner Welch inquired as to why there was no reference to gun clubs/shooting ranges in Table 6 – Major Facilities (within 30 minutes travel time). Ms. Hess indicated she would review and discuss with Parks Department staff and make changes, where appropriate.

After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Reiff, to forward the 2013 Recreation and Open Space Plan Update to City Council with consideration of the following: 1) Inclusion of a natural features/sensitive areas map similar to the map included in the 2008 Comprehensive Plan; 2) Inclusion of definitions within the text portion of the Water Resources section, and 3) Inclusion of other clarifications/corrections identified by the Commission during the review and discussion of the draft document (see previous paragraph). The motion was unanimously approved.

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 7:45p.m.

Respectfully submitted,

Christopher T. Forth, AICP
Deputy Director of Planning, Development & Neighborhood Services

CITY OF
PORTAGE
A Place for Opportunities to Grow

Department of Community Development

TO: Planning Commission **DATE:** October 12, 2012

FROM: Vicki Georgeau, Director of Community Development

SUBJECT: 2013 Recreation and Open Space Plan Update

The Department of Parks, Recreation and Public Services has initiated an update of the 2008 Recreation and Open Space Plan. The Recreation and Open Space Plan is a component of the Comprehensive Plan and is updated every five years and amended, as necessary, to provide a valuable planning tool and fulfill Michigan Department of Natural Resources (MDNR) requirements for park acquisition and development grants. Enclosed is a draft copy of the 2013 Recreation and Open Space Plan.

The following summarizes the substantive changes since the 2008 Plan update:

1. The Eliason Nature Reserve has been added to the inventory of park facilities.
2. The combination of West Lake Nature Preserve, South Westnedge Park, Bishops Bog, Schrier Park and Eliason Nature Reserve has been identified as the Portage South Central Greenway. These adjoining recreational areas encompass more than 450 acres and five miles of trails.
3. Content of the Plan has been revised to fulfill MDNR Grants requirements.
4. Section III, Administrative Structure, has been updated to reflect changes in the city organization and the revised vision and mission for the Parks & Recreation divisions.
5. Section IV, Recreation Inventory has been revised to be consistent with MDNR Grant guidelines. Parks have been reclassified, descriptions updated and information on accessibility and MDNR Grant inventory added.
6. Section V, Planning Process, Public Input and Public Information has been added to fulfill MDNR requirements.
7. Section VIII, Short-term Objectives and Section IX, Action Plan Priority List and Financial Program has been updated to reflect the 2012-2013 Capital Improvement Program

During the October 10, 2012 meeting, the Parks Board reviewed the draft 2013 Recreation and Open Space Plan Update and has recommended approval of the Plan update to the Planning Commission. Attached is a communication from Parks Board Vice-Chairperson, Susan Williams.

As required by the Michigan Planning Enabling Act (Act 33 of 2008, as amended), once the Planning Commission has completed review of the draft document, it is submitted to the legislative body for review and comment. The City Council must then approve the distribution of the 2013 Recreation and Open Space Plan Update to adjacent communities and the county, which are provided up to 42 days to review the plan and submit any comments. At the conclusion of the review and comment period, the Planning Commission will conduct a public hearing and review any comments regarding the 2013 Recreation and Open Space Plan Update. After considering comments and any changes, the Planning Commission will provide a recommendation to City Council. The MDNR requires that the recreation plan element of the Comprehensive Plan be adopted by the local governing body.

The Planning Commission is advised to review and discuss the 2013 Recreation and Open Space Plan Update Plan Update during the October 18, 2012 meeting. Changes, if any, will be incorporated into the document before the Plan is forwarded to City Council.

Attachment: 2013 Recreation and Open Space Plan Update
Communication from the Parks Board dated October 11, 2012

S \2012-2013 Department Files\Board Files\Planning Commission\PC reports\2012 Recreation & Open Space Plan\2012 10 12 VG PC 2013 Park Plan Transmittal.doc

CITY OF PORTAGE

PARK BOARD

7900 SOUTH WESTNEDGE AVENUE, PORTAGE, MI 49002

October 11, 2012

Dear Members of the Portage Planning Commission:

Re: Proposed 2013 Recreation and Open Space Plan Update

Attached to this communication is a copy of the proposed 2013 Recreation and Open Space Plan Update prepared by the Parks, Recreation & Public Services Department. The Recreation and Open Space Plan is an element of the Comprehensive Plan and must be updated every five years to comply with community recreation planning guidelines established by the Michigan Department of Natural Resources Grants Management Division. The proposed 2013 Recreation and Open Space Plan includes updated community profile information, citizen survey data gathered from the 2011 Citizen Survey, park facility additions and modifications and recreation program revisions that reflect the changing needs occurring in the community and park system since the 2008 plan update.

During the October 10, 2012 meeting, the Park Board completed a thorough review of the proposed 2013 City of Portage Recreation and Open Space Plan Update. At the conclusion of the discussion, the Park Board voted unanimously to forward the Plan to the Planning Commission to initiate the formal public hearing process in accordance with the requirements Public Act 33 of 2008, Michigan Planning Enabling Act.

Sincerely,

Susan Williams

Susan William, Vice-Chairperson
Portage Park Board

CITY OF PORTAGE **COMMUNICATION**

TO: Honorable Mayor and City Council **DATE:** November 2, 2012

FROM: Maurice S. Evans, City Manager

SUBJECT: Workers' Compensation Excess Insurance and Third Party Administration Contracts

ACTION RECOMMENDED: That City Council:

a. award a one-year contract renewal to Safety National Casualty Corporation for workers' compensation excess insurance coverage for an annual fee of $50,116 plus payroll adjustments;
b. approve a one-year contract renewal with Eagle Claims Management for workers' compensation third party administration for an annual fee of $8,686;

and authorize the City Manager to execute all documents related to these contract renewals on behalf of the city.

In October 1993, City Council approved a recommendation by the City Administration to convert workers' compensation coverage from fully insured to self-insured effective December 1, 1993. There are two primary elements associated with a self-insured workers' compensation program: 1) excess insurance and 2) third party administration. Excess insurance provides coverage in the event a catastrophic occurrence exceeds $500,000 (increased by the carrier from $400,000 for this renewal), the total of all claims exceed $990,224 in a policy period or a liability claim is made against the city due to a work-related injury or illness which exceeds $500,000. The third party administrator is retained to manage workers' compensation claims, process associated medical and indemnity payments, provide claims data and manage litigated claims as directed by the city.

Contracts with the city excess insurance carrier, Safety National Casualty Corporation (SNCC), and the city third party administrator, Eagle Claims Management, will expire on November 30, 2012. Quotes were solicited from excess insurance carriers for one-year contracts. The lowest quote meeting the coverage requirements was submitted by the city's current carrier, SNCC, for an annual fee of $50,116 plus payroll adjustments. Acceptance of the proposed contract renewal with SNCC is recommended for the period of December 1, 2012 - November 30, 2013.

With regard to third party administration, it is recommended that the city renew the contract with Eagle Claims Management for a one-year period (December 1, 2012 - November 30, 2013) at an annual cost of $8,686. Total payment to Eagle Claims Management, including commissions from the excess carrier, remains the same from the past two years. Eagle Claims Management has provided excellent service to the city over the past seventeen years and, as directed by the city, has taken an aggressive approach to case management. It is critical that the city retain consistency in regard to workers' compensation claim administration, therefore, bids from other third party administrators were not solicited. City Council approval of one-year contract with Eagle Claims Management is also recommended.

CITY OF PORTAGE **COMMUNICATION**

TO: Honorable Mayor and City Council **DATE:** October 29, 2012

FROM: Maurice S. Evans, City Manager

SUBJECT: Tax Reverted Property at 10323 Archwood

ACTION RECOMMENDED: That City Council reject the transfer of foreclosed property at 10323 Archwood Drive and authorize the City Manager to advise the Kalamazoo County Treasurer of this action by November 30, 2012.

As explained in the attached communication from the Treasury Supervisor, the Kalamazoo County Treasurer has provided notice (attached) that a foreclosed property located in the City of Portage that went unsold at auction will be transferred to the city unless a written rejection is received by November 30, 2012. The property is located at 10323 Archwood Drive and is currently vacant. The property was previously improved with a two-story dwelling and attached garage, which was demolished by the city subsequent to severe damage by water from a fire and failure by the property owner and/or Mortgager to repair the dwelling.

Whether the city chooses to retain the property or reject the property transfer, the city is liable for payment of delinquent taxes that have been paid by the county to the city over the years. Delinquent taxes owing to Kalamazoo County total approximately $12,000. The City Assessor estimates the property value at $33,000, which has been adjusted to reflect the cost to remove the foundation if a new dwelling was constructed. Based upon a staff review, no need for city ownership of the parcel has been defined, other than for the potential recouping of taxes to be paid to Kalamazoo County.

Information from the Kalamazoo County Treasurer indicates that should the city reject the transfer of the property at 10323 Archwood Drive, the property will be placed in the Kalamazoo County Land Bank. Reportedly, the Kalamazoo County Land Bank intends to utilize the vacant lot for a community garden, based upon a request from neighborhood residents.

With no identified city need for the property located at 10323 Archwood Drive, it is advised that transfer of the property from Kalamazoo County be rejected and the Kalamazoo County Treasurer notified of this action by November 30, 2012.

CITY OF PORTAGE **COMMUNICATION**

TO: Brian Bowling, Deputy City Manager **DATE:** October 19, 2012

FROM: Laurie Shelburne, Treasury Supervisor

SUBJECT: 10323 Archwood Street

On Thursday, October 18, 2012 I attended the Kalamazoo County Treasurers Association Quarterly meeting. At that meeting, Kalamazoo County Treasurer Mary Balkema handed out letters to those jurisdictions which had properties that had not been sold in the land auction that was held recently by Kalamazoo County.

One of those properties, 10323 Archwood Street, is located in the City of Portage. Attached is the letter to the City of Portage regarding this property. At this time, as the property did not sell in the auction, the property reverts back to the original jurisdiction, which would be the City of Portage. In the near future, the city will need to reimburse the Tax Revolving Fund at the county for the delinquent taxes that have been paid back to the city over the years for this property. This will not change if the city retains the property or rejects it back to the county. I talked to Greg and Peggy at the county treasurer's office yesterday regarding the amount that the city would be billed for this, and they are unable to give me a figure at this time.

At the meeting Mary stated that if the City does not want this property, the property needs to be rejected back to the County. She also stated that she would prefer that the City reject the property back to the County as at that time the property would be put into the land bank. This is a property that the home burned down, the property is located in Ed Sackley's neighborhood, and the County Treasurer's office was contacted by people in that neighborhood with an interest in turning this property into a community garden.

Please let me know if I can provide any additional information on this.

Cc: Robert Luders, Financial Services Director
Daniel S. Foecking, Finance Director

RECEIVED

OCT 19 2012

CITY MANAGER'S OFFICE
PORTAGE, MI

Kalamazoo County Treasurer
201 West Kalamazoo Avenue, Rm. 104 • Kalamazoo, Michigan 49007
Phone: (269) 384-8124 • Fax: (269) 383-8905

Mary Balkema, Treasurer
Greg Vlietstra, Deputy Treasurer

October 16, 2012

City of Portage
Attn: Laurie Shelburne
7900 South Westnedge Avenue
Portage, MI 49002

As the foreclosing governmental unit (FGU) for the county of Kalamazoo, it is my duty to collect delinquent taxes. When collection efforts are unsuccessful, the parcels are forfeited to the treasurer and ultimately foreclosed upon.

We held a minimum bid auction on July 31, 2012. The remaining parcels were sold at a "no minimum bid" auction on September 24, 2012. There were several parcels that did not sell.

Properties that are unsold after the second round of auctions are to be deeded to the local unit unless they **reject** them pursuant to MCL 211.78m(6):

(6) On or before December 1 immediately succeeding the date of the sale under subsection (5), a list of all property not previously sold by the foreclosing governmental unit under this section shall be transferred to the clerk of the city, village, or township in which the property is located. The city, village, or township may object in writing to the transfer of 1 or more parcels of property set forth on that list. On or before December 30 immediately succeeding the date of the sale under subsection (5), all property not previously sold by the foreclosing governmental unit under this section shall be transferred to the city, village, or township in which the property is located, except those parcels of property to which the city, village, or township has objected. Property located in both a village and a township may be transferred under this subsection only to a village. The city, village, or township may make the property available under the urban homestead act, 1999 PA 127, MCL 125.2701 to 125.2709, or for any other lawful purpose.

Parcels in your jurisdiction did not sell: 90-5820-007-O (10323 Archwood)

Unless I receive notification before November 30, 2012, the property will be deeded to City of Portage by December 31, 2012.

If you have any questions, my direct line is 384-8134.

Sincerely,

M Balkema

Mary Balkema
Kalamazoo County Treasurer

CITY OF PORTAGE **COMMUNICATION**

TO: Honorable Mayor and City Council **DATE:** October 29, 2012

FROM: Maurice S. Evans, City Manager

SUBJECT: 2013 City Council Meeting Schedule

ACTION RECOMMENDED: That City Council establish the 2013 schedule of regular City Council meetings.

The City Charter requires the Council to meet twice per month. A proposed meeting schedule for 2013 is recommended as noted below.

January 8 and 22
February 12 and 26
March 12 and 26
April 9 and 23
May 14 and 28
June 11 and 25
July 9 and 23
August 13 and 27
September 10 and 24
October 8 and 22
November 5 and 19
December 3 and 17

Attachment

2013

Recommended City Council Meeting Dates
Holidays / City Closings

2nd and 4th Tuesdays
PPS Winter Recess/Spring Break

January						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

CITY OF
PORTAGE
A Place for Opportunities to Grow

MATERIALS TRANSMITTED

Friday, October 19, 2012

1. Communication from the City Manager regarding the Citizen Comment Card Summary for September 2012 – Information Only.

Maurice S. Evans, City Manager

cc: Brian J. Bowling, Deputy City Manager

7900 South Westnedge Avenue ▪ Portage, Michigan 49002 ▪ (269) 329-4400
www.portagemi.gov