

7:00 p.m. Call to Order.
Invocation.
Pledge of Allegiance.
Roll Call.

Proclamations:

A. Consent Agenda: *(To hear about items included on the Consent Agenda, please visit: www.portagemi.gov/544/Podcasts)*

1. Approval of City Council Meeting Minutes:
 - a. Regular Meeting of November 20, 2018.
 - b. Pre-Council of December 3, 2018.
2. Approval of the Accounts Payable Register of December 4, 2018 as presented.
3. Set a Special Meeting on Tuesday, January 8, 2019, beginning at 5:15 p.m., to interview Board and Commission applicants.
4. Award a three-year contract in the annual amount of \$39,780 for the period of fiscal years 2018-2019 through 2020-2021 in the total amount of \$119,340 to Irish Ayres Enterprises, LLC (DBA Earth Works Lawn & Landscape) for landscape bed maintenance of 24 city properties and leaf removal at City Hall, and authorize the City Manager to execute all documents related to this action on behalf of the city.
5. Adopt Resolution No. 1, accept the City Manager Report and request preparation of Resolution No. 2 for the Hill 'An' Brook Drive and Merryview Drive Curb and Gutter Project #999-R.
6. Adopt the Resolution for Charitable Gaming License recognizing Portage Northern Women's Basketball, Inc. (d.b.a. "Portage Northern Women's Basketball Boosters"), as a nonprofit organization in the City of Portage.
7. Minutes of Boards & Commissions:
 - a. Park Board of September 5, 2018.
 - b. Youth Advisory Committee of October 15, 2018.
8. Materials Transmitted.

B. Petitions and Statements of Citizens:

C. Communications:

1. Communication from Tauhric Brown of Senior Services Inc. expressing support for the capital campaign to build a larger Senior Center in Portage.

2. Calendar of Meetings:

- Historic District Commission, Wednesday, December 5, 2018, 8:15 a.m. in City Hall Room #2.
- Park Board, Wednesday, December 5, 2018, 6:30 p.m. in City Hall Room #2.
- City Council Annual Goal-Setting Session, Thursday, December 6, 2018, 8:30 a.m. in Council Chambers.
- Human Services Board, Thursday, December 6, 2018, 6:30 p.m. in City Hall Room #1.
- CANCELLED - Planning Commission, Thursday, December 6, 2018.
- City Council Communications/Social Media Committee, Monday, December 10, 2018, 10 a.m. in City Hall Room #2.
- Kalamazoo County Transit Authority / Central County Transit Authority, Monday, December 10, 2018, 11:30 a.m. in Council Chambers.
- Zoning Board of Appeals, Monday, December 10, 2018, 7 p.m. in Council Chambers.
- Board of Review, Tuesday, December 11, 2018, 8 a.m. in City Hall Room #1.
- Environmental Board, Wednesday, December 12, 2018, 7 p.m. in City Hall Room #1.

D. Public Hearings:

E. Regular Business Agenda:

F. Unfinished Business:

G. Council Committee Reports:

H. New Business:

I. Statements of Citizens:

J. Statements of City Council and City Manager.

Adjournment.

CITY COUNCIL MEETING MINUTES FROM NOVEMBER 20, 2018

The Regular Meeting was called to order by Mayor Randall at 7:00 p.m. The City Clerk called the roll with the following members present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Patricia Randall. Also in attendance were City Manager Larry Shaffer, City Attorney Randy Brown and City Clerk Adam Herringa.

At the request of Mayor Randall, the audience observed a moment of silence to honor all religions and personal beliefs and in recognition of foreign exchange students that are calling Portage "home." Following the moment of silence, City Council and the audience recited the Pledge of Allegiance.

CONSENT AGENDA: Mayor Randall shared where the public can access the meeting agenda and asked if any Councilmember or anyone in the audience would like an item removed from the Consent Agenda. Motion by Pearson, seconded by Reid, to approve the Consent Agenda. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF MINUTES: Motion by Pearson, seconded by Reid, to approve the Regular Meeting Minutes of November 6 and Pre-Council Meeting Minutes of November 19, 2018. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF NOVEMBER 20, 2018: Motion by Pearson, seconded by Reid, to approve the Accounts Payable Register of November 20, 2018. Upon a roll call vote, motion carried 7 to 0.

CONTRACT FOR MOWING, TRIMMING AND LANDSCAPE MAINTENANCE: Motion by Pearson, seconded by Reid, to award a three-year contract in the amount of \$58,745 to Irish Ayres Enterprises, LLC, for mowing, trimming and landscape maintenance for twenty-nine city roadside locations 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 7 to 0.

PRELIMINARY CONDOMINIUM SUBDIVISION FOR COPPERLEAF PHASE IV: Motion by Pearson, seconded by Reid, to approve the Preliminary Condominium Subdivision for Copperleaf Phase IV, 3800 West Milham Avenue, subject to submittal of detailed engineering plans for streets, utilities and storm water. Upon a roll call vote, motion carried 7 to 0.

TENTATIVE PLAN AMENDMENT FOR STREAMSONG PLANNED DEVELOPMENT: Motion by Pearson, seconded by Reid, to accept the Tentative Plan Amendment for Streamsong Planned Development, 715 West Osterhout Avenue, for first reading and set a public hearing for December 18, 2018. Upon a roll call vote, motion carried 7 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Pearson, seconded by Reid, to receive the minutes of the Historic District Commission of October 3, 2018. Upon a roll call vote, motion carried 7 to 0.

MATERIALS TRANSMITTED: Motion by Pearson, seconded by Reid, to receive the Materials Transmitted. Upon a roll call vote, motion carried 7 to 0.

STATEMENTS OF CITIZENS: Mr. Alan Loveridge, 23965 88th Avenue, Marcellus, spoke and shared an idea by which a Michigan Driver's License could have an emblem regarding age and eligibility to use recreational marihuana. He also suggested that insurance companies be permitted to charge a nominal fee if an individual chooses to use marihuana. Finally, he suggested that police officers utilize a field test such as a video-game driving simulator that could test reaction time for those who are suspected to be under the influence of marihuana.

COMMUNICATIONS:

CALENDAR OF MEETINGS: At the request of Mayor Randall, City Clerk Herringa read the meeting schedule for the record. Motion by Reid, seconded by Knapp, to receive the Calendar of Meetings. Upon a roll call vote, motion carried 7 to 0.

UNFINISHED BUSINESS AGENDA:

ORDINANCE PROHIBITING MARIHUANA ESTABLISHMENTS: Mayor Randall invited City Manager Shaffer to review the proposed ordinance and rationale for recommending adoption. Mr. Shaffer complied and reviewed the circumstances surrounding recreational marihuana in the State of Michigan, the passage of the statewide proposal, role of the State of Michigan Department of Licensing and Regulatory Affairs (LARA) and timelines involved in the permitting of commercial marihuana enterprises. Mr. Shaffer acknowledged that a majority of residents in Portage voted in favor of the recreational marihuana proposal and of the intention of City Administration to draft an ordinance that will ultimately permit commercial marihuana businesses. Mr. Shaffer stated his goal of the city taking a deliberative approach to drafting the ordinance similar to the process used in creating the ordinance that permitted medical marihuana facilities.

Councilmember Reid inquired how the proposed ordinance would impact small scale businesses such as grow and sale operations. Mr. Shaffer emphasized that the ordinance is designed to address commercial operations related to recreational marihuana and City Attorney Randy Brown confirmed that micro-businesses related to recreational marihuana would be covered by the proposed ordinance.

Mayor Pro Tem Pearson commented that marihuana is still prohibited by federal law and inquired how officers of the Portage Department of Public Safety would enforce marihuana possession given the conflict between state and federal law. Mr. Shaffer stated that officers would only take action such as confiscation if an individual is in possession of an amount in excess of the 2.5 ounces now permitted under state law. Councilmember Ford sought clarification as to the state law and possession and City Attorney Brown explained that the state law will go into effect ten days following certification of the election and the permitted amount to have in your possession is 2.5 ounces.

Councilmember Burns commented that many municipalities in the State of Michigan are adopting ordinances that simply opt communities out of recreational marihuana businesses. The proposed ordinance under consideration, by contrast, directs City Administration to report back to City Council with a recommendation following a review and investigation into permitting recreational businesses in Portage. Councilmember Reid commented that the new law permits possession for those aged 21 and older, but marihuana possession remains illegal for those under the age of 21.

Mayor Randall shared her belief that recent articles and headlines about the proposed ordinance do not accurately depict the direction the city is taking regarding recreational marihuana businesses in Portage. She stated that City Council has heard the will of the voters and that the city is recommending waiting to get a better sense of state regulations before taking action on a local

ordinance. She continued by stating that it is better to position the city as being able to define recreational marihuana businesses in the community. She stated her commitment to developing an ordinance that will permit recreational marihuana businesses but that a logical and reasoned approach should be taken in the development of such an ordinance.

Mr. Dan Gage, 1923 Pleasant Drive, spoke in opposition to the proposed ordinance. City Attorney Brown spoke and assured the audience and City Council that the proposed ordinance does not prohibit an individual's ability to use or possess marihuana. He further commented that no recreational marihuana business can operate anywhere in the State of Michigan until LARA establishes the rules and regulations. He concluded that the plan is to develop an ordinance that will permit recreational businesses in Portage and coincide with the timing of the rules and regulations to be established by LARA. Mayor Pro Tem Pearson shared that he chairs the Kalamazoo County Environmental Health Advisory Council (EHAC) and that this body started encouraging LARA to begin developing rules several months ago. He continued by stating that he is not opposed to recreational marihuana businesses but that sales of recreational marihuana cannot begin until rules and regulations are developed.

Ms. Carol Luce, 7133 Rockford Street, questioned how police officers would be able to determine whether someone was driving under the influence of marihuana. She also questioned the viability of marihuana to adequately manage long-term pain and shared that it has become very difficult, due to opioid addiction, for patients to obtain pain medication.

Mr. Max Nicolai, 2670 Avalon Woods Court, spoke in opposition to the proposed ordinance as currently written and explained why. He then encouraged City Council to amend the proposed ordinance to include a sunset provision.

Ms. Lisa Crall, 2839 Hickory Point Drive N, echoed the comments of Mr. Nicolai, expressed support for the approach being taken by City Council and asked that the economic impact be taken into consideration.

Mr. Kyle March, 311 Ruth Street, thanked City Council for expressing support for the establishment of marihuana businesses in Portage. He expressed opposition to the proposed ordinance and questioned how it benefits the community.

Ms. Gwen Wiggington, 4729 Westfield, expressed her opposition to allowing recreational marihuana businesses and encourage City Council to move slowly in this regard.

Motion by Urban, seconded by Reid, to adopt the proposed amendment to Chapter 2, Administration, with the addition of Article 11, Prohibiting Marihuana Establishments pursuant to the Michigan Regulation and Taxation Act, Ballot Proposal 1 of 2018.

Councilmember Ford expressed his support for the proposed ordinance and stated that, with regard to the inclusion of a "sunset provision," City Council can repeal or replace the ordinance. He assured members of the audience that City Council would be addressing the issue of permitting commercial marihuana establishments and that, like with medical marihuana, will be at the forefront of the issue in the region. He stated his support for taking a deliberate approach to the matter and to come up with a solution that matches the will of the people.

Mayor Pro Tem Pearson stated his support for the ordinance and for taking a reasoned and deliberative approach as was the case for the medical marihuana ordinance. He stated that LARA has been given one year to come up with rules and regulations and should have the opportunity to do so. He stated that state law supersedes local law and he does not want to spend time crafting an ordinance only to have it usurped by LARA. Mr. Pearson concluded by stating his intention that, should the State of Michigan fail to act, he will act to permit and regulate recreational marihuana businesses at the local level.

Councilmember Reid stated that the supporters of Proposition 18-1 indicated that they wanted marihuana to be regulated like alcohol. She commented that such regulations need to be

put in place and this takes time. She stated that the proposed ordinance protects Portage should LARA develop rules and regulations too quickly. Ms. Reid commented that the proposed ordinance allows the city to craft an ordinance that will, for example, protect property owners and keep recreational marihuana facilities from opening anywhere in the city they please. She concluded that 44% of voters in Portage were opposed to recreational marihuana businesses and care must be taken to develop an ordinance that can be acceptable to all residents. Attorney Brown noted that Proposal 1 gave LARA one year to develop rules and, should they fail, applications for recreational marihuana facilities can be made directly to a municipality.

Mayor Randall stated that, following the election, there is new leadership in Lansing. She questioned the level of economic impact permitting recreational marihuana businesses will have on the community. She recognized that a majority of residents in Portage supported recreational marihuana and affirmed her commitment to developing an ordinance which permits recreational marihuana facilities. She stated her desire that such an ordinance be reflective of the best interests of the city.

Upon a roll call vote, motion carried 7 to 0.

ORDINANCE TO MODIFY HISTORIC DISTRICT: Mayor Randall invited City Manager Shaffer to review the proposed ordinance and related recommendation. Mr. Shaffer explained that the property in question includes historic buildings such as a barn but also includes a ranch-style house that was built in the 1960s. He explained that the recommendation from the Historic District Commission and City Administration is to remove the ranch house property from the Historic District.

Motion by Pearson, seconded by Reid, to adopt the proposed amendment to Section 38-35 of Chapter 38, Historical Preservation, to modify the Historic District located at 2663 Mandigo Avenue. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Knapp shared that a meeting of the Community Senior Center Cabinet was held and attended by a large number of community leaders. She explained the purpose of the meeting and shared that there is widespread support for the project.

Councilmember Burns shared that he attended a meeting of the Central County Transit Authority (CCTA) at which routine business, such as the purchase of eight buses, was conducted. He informed City Council that the next CCTA meeting would be held in Portage City Council Chambers. He stated that the goal of moving the meeting around to jurisdictions participating in the CCTA is to better engage local leaders. In response to a question, Mr. Burns affirmed that the public is welcome at the meeting.

Councilmember Ford shared that he attended a meeting of Discover Kalamazoo at which the primary topic of conversation was the economic impact of Western Michigan University (WMU) on the community. He stated that WMU contributes approximately \$1.7 billion to the local economy.

Motion by Reid, seconded by Burns, to receive the Council Committee Reports. Upon a voice vote, motion carried 7 to 0.

NEW BUSINESS:

I LOVE PORTAGE ESSAY CONTEST: Mayor Randall asked for volunteers to read the annual "I Love Portage" essay contest entries and select the winners. Councilmembers Burns, Ford and Knapp volunteered. Motion by Pearson, seconded by Reid, to appoint Councilmembers Knapp, Ford

and Burns as members of the “I Love Portage” Essay Contest Review Committee. Upon a voice vote, motion carried 7 to 0.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: In the spirit of the season, Councilmember Burns expressed thanks for the ability to serve with the other six members of the City Council. He next shared that City Council is adopting a six-person family to support during the holiday season from the Portage Community Center (PCC). Councilmember Burns shared information about the PCC Adopt-a-Family program and of the holiday toy and food donation programs. He concluded by congratulating PCC on receiving a \$2000 grant from the local United Way.

Councilmember Ford thanked Councilmember Burns for his work to adopt a family from PCC. He commented that, as a result of a recent citizen comment, he drove on Milham Avenue near Portage North Middle School to check out the traffic/pedestrian situation. He shared that he discovered there is an LED light in the intersection and thought this was a good safety enhancement and should be considered in other intersections.

Councilmember Reid complimented the Historic District Commission with regard to their work on the historic property located on Mandigo and related ordinance that was adopted tonight by the City Council. Councilmember Reid encouraged residents to be with friends and family over the Thanksgiving holiday and expressed gratitude for the ability to serve on City Council.

Councilmember Knapp reminded residents to be cautious throughout the leaf pickup program as heavy machinery is at work, the streets are narrower and children may be playing in the leaves. She then wished City Council, staff and residents a happy Thanksgiving.

Mayor Pro Tem Pearson thanked members of the audience for taking the time to attend the City Council Meeting. He stated his appreciation for the opportunity to better explain the ordinance regarding recreational marihuana. Finally, he thanked Councilmember Burns for his work on adopting a family from the PCC and complimented PCC Executive Director, Chris Buckley, on his efforts.

Mayor Randall thanked members of the audience for coming to the meeting. Next, she congratulated Kalamazoo Mayor Bobby Hopewell for receiving the Boy Scouts Legacy of Honor Award. Mayor Randall shared that she participated in “Operation Breadlift” which is organized and executed by Portage Northern and Portage Central High Schools as a fundraiser to support the March of Dimes. She congratulated the organizers on their successful event and for using technology to ease and support fundraising efforts. Mayor Randall shared that she also attended a kickoff at Crossroads Mall for the annual Salvation Army fundraising campaign and encouraged everyone to be generous this holiday season. Next, Mayor Randall shared details of the upcoming annual Portage Traditional Holiday and Tree Lighting Celebration and complimented city staff hard at work on the leaf pickup program despite challenging weather conditions.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:10 p.m.

Adam Herringa, City Clerk

**NOTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF DECEMBER 3, 2018**

Mayor Randall called the meeting to order at 8:00 a.m. Councilmembers Chris Burns, Lori Knapp, Claudette Reid and Mayor Pro Tem Jim Pearson joined via the conference phone line. Councilmembers Ford and Urban were absent with excuse. Also in attendance were City Manager Larry Shaffer, Deputy City Manager Rob Boulis and City Clerk Adam Herringa.

Mayor Randall opened the meeting and inquired if there were any questions or concerns regarding items on the proposed December 4th Regular Meeting Agenda. With regard to Item A.3, Special Meeting to Interview Board and Commission Applicants, Mayor Pro Tem Pearson inquired if any deadlines were missed given the limited number of applicants. City Clerk Herringa indicated that no deadlines were missed and that an article was in the December Portager and a press release had been issued. He continued by stating that, on occasion, there are simply fewer applicants and encouraged City Council to assist in recruitment.

With regard to Item A.4, Contract for Landscape Bed Maintenance and Leaf Removal at City Hall, Councilmember Reid noted that only one bid was received and inquired why we had not received additional bids. She also noted that the bid that was received was 17% higher than the current contract. Deputy City Manager Boulis stated that the current vendor was late in submitting a bid and therefore disqualified. He continued by reviewing the bid process that was utilized for this contract. Councilmember Reid stated that it appears there are two options for City Council which are to accept the single bid or to not accept the bid and go out for bid again. She asked if the contract was a matter of urgency. City Manager Shaffer confirmed the options expressed by Councilmember Reid and stated that work related to the contract would begin in the spring. Councilmember Reid inquired as to the start date of the new contract and Mr. Boulis responded that he would research the matter.

With regard to Item A.5, Special Assessment for Curb and Gutter, Councilmember Reid inquired if there was a cap of 80 feet on the footage that can be assessed. City Manager Shaffer stated that he would research and respond and shared that this particular item will come before City Council five times.

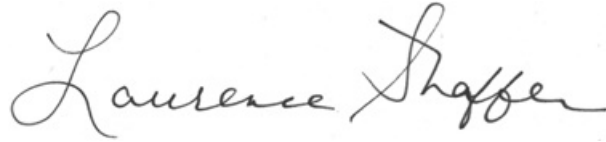
With regard to the Calendar of Meetings, Mayor Pro Tem Pearson pointed out that the time listed for the Kalamazoo County Transit Authority/Central County Transit Authority was incorrect and should be 11:30 a.m. City Clerk Herringa stated that the listed time would be adjusted accordingly.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall closed the meeting at 8:08 a.m.

Adam Herringa, City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Approval of the Accounts Payable Register of December 4, 2018 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks and auto-pay payments. The attached Accounts Payable Register covers the period November 11, 2018 through November 25, 2018 and notes \$261,840.72 in automated clearing house payments, \$441,808.39 in paper checks and \$38,308.81 in auto-pay payments for a grand total of \$741,957.92.

FUNDING: N/A

Attachments: 1. Accounts Payable Register of 12-04-18

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/11/2018 To: 11/25/2018

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Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
11/16/2018	9913(A)	A-1 SIGNS	DPS SIGN	79.55
11/16/2018	9914(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	589.60
11/16/2018	9915(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARDS	3,250.80
11/16/2018	9916(A)	ALRO STEEL CORPORATION	CELERY FLATS PROJECT	350.00
11/16/2018	9917(A)	AMERICAN HYDROGEOLOGY CORP.	WATER SERVICES	1,100.00
11/16/2018	9918(A)	ANIMAL REMOVAL SERVICE, LLC	REMOVAL SERVICE	1,725.00
11/16/2018	9919(A)	BELL EQUIPMENT COMPANY	SWEEPER MAINTENANCE	838.00
11/16/2018	9920(A)	BEST WAY DISPOSAL, INC.	CURBSIDE RECYCLING	51,611.99
11/16/2018	9921(A)	BYHOLT INC.	2NS SAND DELIVERY	1,112.15
11/16/2018	9922(A)	CAPITAL ADVANTAGE LEASING	KYOCERA LEASE	228.00
11/16/2018	9923(A)	CHARTER COMMUNICATIONS	CABLE TV	103.35
11/16/2018	9924(A)	CLEAN EARTH ENVIRONMENTAL SERV	MPIR POND CLEANING	3,690.00
11/16/2018	9925(A)	CONSUMERS CONCRETE CORP.	CELERY FLATS PROJECT	373.50
11/16/2018	9926(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	17,088.94
11/16/2018	9927(A)	ETNA SUPPLY, INC.	SUPPLIES - PARKS DIV	67.00
11/16/2018	9928(A)	EXTREME POWER EQUIPMENT, INC.	SMALL EQUIPMENT REPAIRS	353.13
11/16/2018	9929(A)	FERRELLGAS, LP	GENERATOR RENTAL	36.00
11/16/2018	9930(A)	GORDON WATER SYSTEMS	WATER COOLER SERVICE	146.75
11/16/2018	9931(A)	INDUSCO SUPPLY CO., INC.	BUILDING MAINTENANCE	271.87
11/16/2018	9932(A)	KENDALL ELECTRIC, INC.	CELERY FLATS PROJECT	677.60
11/16/2018	9933(A)	KUSHNER & COMPANY, INC.	COBRA & FSA	350.29
11/16/2018	9934(A)	LANDS END	UNIFORMS	507.79
11/16/2018	9935(A)	MEJEUR ELECTRIC LLC	LIGHT REPAIR	193.00
11/16/2018	9936(A)	MICHIGAN PAVING & MATERIALS CO.	CATCH BASIN REPAIR	2,597.00
11/16/2018	9937(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	115.00
11/16/2018	9938(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEES	10,485.64
11/16/2018	9939(A)	PCM SALES, INC.	HEADSET	210.25
11/16/2018	9940(A)	PECKELS, CHRISTINE	PROGRAM INSTRUCTORP	300.00
11/16/2018	9941(A)	PEOPLEFACTS, LLC 740303	EMPLOYEE BACKGROUND	38.75
11/16/2018	9942(A)	PERCEPTIVE CONTROLS, INC.	SCADA SYSTEM UPGRADE	14,587.20
11/16/2018	9943(A)	PROFESSIONAL BUILDING SERVICES LLC	JANITORIAL SERVICES	3,982.54

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/11/2018 To: 11/25/2018

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Check Date	Check	Vendor Name	Description	Amount
11/16/2018	9944(A)	R W LAPINE INC.	HVAC MAINTENANCE	170.08
11/16/2018	9945(A)	SNELL, DEBRA	PROGRAM INSTRUCTOR	144.00
11/16/2018	9946(A)	THE IRRIGATOR	FIRE FACILITY MAINT.	135.00
11/16/2018	9947(A)	THE POSTMAN INC.	SOFTBALL FIELD FENCING	14,555.00
11/16/2018	9948(A)	THOMPSON, HELENE	PROGRAM INSTRUCTOR	384.00
11/16/2018	9949(A)	TRUCK & TRAILER SPECIALTIES	MAINTENANCE SUPPLIES	1,245.33
11/16/2018	9950(A)	UNITED PETROLEUM	FUEL PUMP REPAIR	609.64
11/19/2018	9951(A)	DEER CONTRACTING & LANDSCAPE	BLOCK WALL REPAIR	8,831.21
11/19/2018	9952(A)	HURLEY & STEWART, LLC	2018 STORM DRAINAGE	13,529.05
11/19/2018	9953(A)	KLINE, MICHAEL	EMPLOYEE TRAINING	135.00
11/23/2018	9954(A)	ABONMARCHE CONSULTANTS, INC	ELIASON RESERVE	5,687.90
11/23/2018	9955(A)	AERCOR WIRELESS, INC.	NETMOTION ANNUAL	4,158.00
11/23/2018	9956(A)	ALL-PHASE ELECTRIC SUPPLY CO.	SUPPLIES - PARKS DIV	322.12
11/23/2018	9957(A)	ALL-TRONICS, INC.	FIRE ALARM MONITORING	81.00
11/23/2018	9958(A)	FARM N GARDEN	GATE AND FENCING	1,875.00
11/23/2018	9959(A)	GORDON WATER SYSTEMS	GORDON WATER BLANKET	36.50
11/23/2018	9960(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL	224.00
11/23/2018	9961(A)	INDUSCO SUPPLY CO., INC.	CLEANING SUPPLIES	487.98
11/23/2018	9962(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE RESTROOM	70.00
11/23/2018	9963(A)	LANDS END	UNIFORMS FOR RECORDS	209.70
11/23/2018	9964(A)	MENARDS, INC	MAINTENANCE SUPPLIES	195.84
11/23/2018	9965(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	1,400.00
11/23/2018	9966(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEES	11,179.75
11/23/2018	9967(A)	PCM SALES, INC.	I.T. CONTRACT MONTHLY PMT	45,507.55
11/23/2018	9968(A)	PROFESSIONAL BUILDING SERVICES LLC	JANITORIAL SERVICES	45.00
11/23/2018	9969(A)	QUADRANT II MARKETING, LLC	NEWSLETTER DEC JAN	2,108.40
11/23/2018	9970(A)	R W LAPINE INC.	HVAC ON-CALL SERVICE	197.82
11/23/2018	9971(A)	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE DISPOSAL SERVICE	1,036.94
11/23/2018	9972(A)	RIDGE AUTO NAPA	MAINTENANCE SUPPLIES	216.92
11/23/2018	9973(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL REPAIR	4,403.00
11/23/2018	9974(A)	SUEZ WATER ENVIRONMENTAL SERVICES	WATER SYSTEM CHEMICALS	8,095.49
11/23/2018	9975(A)	TOO CLEAN JANITORIAL	JANITORIAL SERVICES	560.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/11/2018 To: 11/25/2018

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Check Date	Check	Vendor Name	Description	Amount
11/23/2018	9976(A)	UNIFIRST CORPORATION	CARPET RUNNER RENTAL	80.38
11/23/2018	9977(A)	W W GRAINGER INC	QUILTED MOVING PAD	45.94
11/23/2018	9978(A)	WARNER NORCROSS & JUDD LLP	DEFINED BENEFIT	4,347.67
11/23/2018	9979(A)	WEST MICHIGAN STAMP & SEAL,INC	STAMPS	82.50
11/23/2018	9980(A)	WIGHTMAN & ASSOCIATES, INC.	ENGINEERING SERVICES	12,161.25
11/23/2018	9981(A)	XEROX CORPORATION	XEROX AGREEMENT	225.07
Total ACH Transactions:				261,840.72

Check Type: Paper Check

11/12/2018	308109	PETTY CASH-BARBARA GARLOW	REPLENISHMENT CHECK	504.79
11/16/2018	308110	A T & T	TELEPHONE SERVICE	10,224.74
11/16/2018	308111	ADP, INC.	BI-WEEKLY PAYROLL	4,147.59
11/16/2018	308112	ALLEGRA PRINT & IMAGING	PRECINCT UPDATE	1,410.00
11/16/2018	308113	AMANDA KENWORTHY	DEPOSIT REFUND	150.00
11/16/2018	308114	AMERICAN PLANNING ASSOCIATION	APA MEMBERSHIP	243.00
11/16/2018	308115	AMERICAN PLANNING ASSOCIATION	APA /AICP MEMBERSHIP	456.00
11/16/2018	308116	ARTWEAR APPAREL GRAPHICS, INC.	SHIRTS	540.00
11/16/2018	308117	BLUE CARE NETWORK-GREAT LAKES	BCN INSURANCE - 2018	123,669.13
11/16/2018	308118	BLUE CROSS/BLUE SHIELD OF MICH	BCBSM INSURANCE	77,780.56
11/16/2018	308119	BRADY VANDERVEEN	PSI EXAM	332.59
11/16/2018	308120	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	121.90
11/16/2018	308121	CITY OF KALAMAZOO TREASURER	WATER SERVICE	61.37
11/16/2018	308122	CONSUMERS CREDIT UNION	PERMANENT EASEMENT	2,793.00
11/16/2018	308123	DELEEUW PLUMBING LLC	CDBG PITCHFORD 5744	970.00
11/16/2018	308124	DESIGN 1 PORTAGE LLC	PERMANENT EASEMENT	3,360.00
11/16/2018	308125	DJ'S LAWN SERVICE, INC.	IRRIGATION REPAIRS	1,277.97
11/16/2018	308126	DTN, LLC	WEATHER SERVICE	876.00
11/16/2018	308127	ED & TED'S EXCELLENT ADVENTURES	TRIP VENDOR PAYMENT	6,900.00
11/16/2018	308128	FOUR WINDS CASINO SHUTTLE	PROGRAM VENDOR PAYMENT	0.00
11/16/2018	308129	HOME DEPOT	FIRE FACILITY MAINT.	498.72
11/16/2018	308130	J & J LOCKSMITHS	LOCKSMITH SERVICES	154.00
11/16/2018	308131	K-ZOO PETS INC.	CANINE SUPPLIES	91.96

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Check Date	Check	Vendor Name	Description	Amount
11/16/2018	308132	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES	467.50
11/16/2018	308133	KALAMAZOO FIRST ASSEMBLY OF GOD	PRECINCT USE	100.00
11/16/2018	308134	KALAMAZOO LANDSCAPE SUPPLIES	LANDSCAPE SUPPLIES	107.50
11/16/2018	308135	KALAMAZOO OIL COMPANY	FUEL FOR SMALL EQUIP	345.21
11/16/2018	308136	KERR PUMP AND SUPPLY INC.	FREIGHT FOR PUMP	100.30
11/16/2018	308137	KIM CRITZ	TRAD HOLIDAY DESIGN	75.00
11/16/2018	308138	LORD OF LIFE LUTHERAN CHURCH	PRECINCT USE	100.00
11/16/2018	308139	MACALLISTER MACHINERY CO., INC.	DOZER RENTAL	1,369.00
11/16/2018	308140	MEDCO TREE SERVICES, LLC	TREE REMOVAL SERVICE	11,750.00
11/16/2018	308141	MERITA GABRIEL	REFUND	14.00
11/16/2018	308142	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR	1,301.97
11/16/2018	308143	MICHIGAN ELECTION RESOURCES, LLC	ELECTION SUPPLIES	2,321.56
11/16/2018	308144	MICHIGAN PAVEMENT MARKINGS LLC	LINE PAINTING	1,000.00
11/16/2018	308145	MLIVE MEDIA GROUP	OCTOBER LEGAL NOTICE	463.68
11/16/2018	308146	MORRISON LANDSCAPE SERVICES LLC	LANDSCAPE SERVICES	9,215.00
11/16/2018	308147	NAPIER, PEGGY	TRAD HOLIDAY SUPPLY	174.13
11/16/2018	308148	NICKRENT, KYLA	RENTAL DAMAGE DEPOSIT	100.00
11/16/2018	308149	O'REILLY AUTO PARTS	MAINTENANCE SUPPLIES	249.35
11/16/2018	308150	OFFICE DEPOT, INC.	OFFICE SUPPLIES	680.85
11/16/2018	308151	PATHFINDER CHURCH	PRECINCT USE	100.00
11/16/2018	308152	PET SUPPLIES PLUS	CANINE SUPPLIES	101.96
11/16/2018	308153	PETERMAN CONCRETE CO.	CELERY FLATS PROJECT	468.75
11/16/2018	308154	PETTY CASH-MARILYN MARION	REPLENISHMENT CHECK	656.64
11/16/2018	308155	PFIZER, INC	LOVERS LANE RIGHT-OF-WAY	3,220.00
11/16/2018	308156	PORTAGE CHAPEL HILL UMC	PRECINCT USE	100.00
11/16/2018	308157	PORTAGE GLASS & MIRROR	GLASS AND SUPPLIES	25.00
11/16/2018	308158	PRINCE OF PEACE LUTHERAN CHURCH	PRECINCT USE	100.00
11/16/2018	308159	RIGHT-WAY RENTAL, INC.	CELERY FLATS PROJECT	108.12
11/16/2018	308160	S A MORMAN & CO.	CELERY FLATS PROJECT	4,335.00
11/16/2018	308161	SAFEBUILT MICHIGAN, LLC	OCTOBER INSPECTIONS	4,290.00
11/16/2018	308162	SCHAEFFER MANUFACTURING COMPANY	SHOP MAINTENANCE	499.96
11/16/2018	308163	SHI INTERNATIONAL CORP.	EMC SUPPORT RENEWAL	9,901.83

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Check Date	Check	Vendor Name	Description	Amount
11/16/2018	308164	ST. CATHERINE OF SIENA CHURCH	PRECINCT USE	100.00
11/16/2018	308165	STAR TITLE AGENCY	OVERPAYMENT REFUND	36.08
11/16/2018	308166	STATE OF MICHIGAN (MDEQ)	PUBLIC WATER SUPPLY ANNUAL	10,871.54
11/16/2018	308167	STATE SYSTEMS RADIO, INC	HANDHELD RADIOS	4,182.72
11/16/2018	308168	STATE TAX COMMISSION	2019 RE-CERTIFICATION	750.00
11/16/2018	308169	STONEGATE MANAGEMENT, INC.	PRECINCT USE	100.00
11/16/2018	308170	SUITS U TAILOR SHOP INC	UNIFORM TAILORING	463.00
11/16/2018	308171	THE BRIDGE	PRECINCT USE	100.00
11/16/2018	308172	TODD ARBANAS ENTERPRISES INC.	TREE AND STUMP WORK	7,170.00
11/16/2018	308173	TRACKER SOFTWARE CORP	PUBWORKS SOFTWARE	10,402.43
11/16/2018	308174	TRACTOR SUPPLY CORP.	MAINTENANCE SUPPLIES	179.20
11/16/2018	308175	TRAFFIC SAFETY WAREHOUSE	LED STOP/SLOW PADDLE	481.16
11/16/2018	308176	U S POSTMASTER	BULK MAILING POSTAGE	1,000.00
11/16/2018	308177	ULINE, INC.	CELERY FLATS PROJECT	730.05
11/16/2018	308178	UNITED PARCEL SERVICE	WEEKLY DELIVERY	55.62
11/16/2018	308179	VICKSBURG HARDWARE	SMALL EQUIPMENT REPAIRS	139.10
11/16/2018	308180	WEDEL'S INC.	ROUNABOUT LANDSCAPE	2,994.99
11/16/2018	308181	WRAPS N SIGNS	MISC GRAPHICS	909.25
11/16/2018	308182	YEO & YEO	2017/2018 AUDIT	18,000.00
11/19/2018	308183	AMERICAN PLANNING ASSOCIATION	PLANNING ADVISORY SERV	695.00
11/19/2018	308184	PETTY CASH-COLEEA CANDERS	REPLENISHMENT CHECK	502.21
11/19/2018	308185	STAP BROS LAWN & LANDSCAPE,INC	HERBICIDE APPLICATION	7,664.00
11/19/2018	308186	WEST MICHIGAN CJTC	WMCJTC - EVIDENCE TRAINING	600.00
11/23/2018	308187	A T & T	TELEPHONE SERVICE	5,371.35
11/23/2018	308188	A T & T LONG DISTANCE	LONG DISTANCE	128.58
11/23/2018	308189	ALLEGRA PRINT & IMAGING	PRINTING SERVICE	32.00
11/23/2018	308190	AMERICAN ARBOR LLC	TREE REMOVAL SERVICE	5,025.00
11/23/2018	308191	ASCENSION MICH OCCUPATIONAL HEALTH	POST OFFER PHYSICALS	330.00
11/23/2018	308192	BORGESS HEALTH ALLIANCE	PHYSICAL EXAM	253.00
11/23/2018	308193	BRAYSHER, ALAN & EILEEN	TRIP REFUND	244.00
11/23/2018	308194	BRODIN STUDIOS, INC.	MICHELE KOZMINSKE	205.00
11/23/2018	308195	BRONSON HEALTHCARE GROUP	LEGAL BLOOD DRAWS	200.00

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Check Date	Check	Vendor Name	Description	Amount
11/23/2018	308196	CARTRIDGE WORLD	PRINTER CARTRIDGE	59.00
11/23/2018	308197	CASINO TOURS AND CHARTERS, INC.	CASINO SHUTTLE	79.50
11/23/2018	308198	CINTAS CORP.	INSPECTORS PANT RENTAL	154.80
11/23/2018	308199	CITY OF KALAMAZOO TREASURER	KALAMAZOO DELINQ UTILITIES	229.78
11/23/2018	308200	COSTAR REALTY INFORMATION, INC.	COSTAR REALTY BLANKET	336.28
11/23/2018	308201	DENOOYER BROTHERS, INC.	MAINTENANCE SUPPLIES	43.96
11/23/2018	308202	DEVON TITLE AGENCY	OVERPAYMENT REFUND	34.24
11/23/2018	308203	EDMONSON, EDGAR	SHOE ALLOWANCE	52.82
11/23/2018	308204	ELLIS, DANIEL	SHOE ALLOWANCE	87.17
11/23/2018	308205	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	539.08
11/23/2018	308206	FAWLEY OVERHEAD DOOR, INC.	REPAIR GARAGE DOOR	90.00
11/23/2018	308207	GARDINER, DENISE	TRIP REFUND	115.00
11/23/2018	308208	GRAHAM, PEGGY	TRIP REFUND	115.00
11/23/2018	308209	HOLOCENE ENVIRONMENTAL LLC	UST A & B OPERATORS	150.00
11/23/2018	308210	HOME DEPOT	FIRE SCBA MAINT.	365.95
11/23/2018	308211	HOPKINS FUNDRAISING CONSULTING	SENIOR CENTER CAMPAIGN	6,250.00
11/23/2018	308212	I H S DISTRIBUTING COMPANY, INC.	2018 ART HOP	78.55
11/23/2018	308213	INGRID MCGUIRE	OFFICE CHAIR	305.27
11/23/2018	308214	KAL-CREEK COMMERCIAL APPRAISERS, LC	SENIOR CENTER	1,750.00
11/23/2018	308215	KALAMAZOO COUNTY TREASURER	OAKBROOK - DEC 2018	320.00
11/23/2018	308216	KALAMAZOO FLAG COMPANY	FLAGS FOR CEMETERIES	361.58
11/23/2018	308217	KALAMAZOO IN BLOOM, INC.	KALAMAZOO IN BLOOM	3,615.48
11/23/2018	308218	KALAMAZOO VALLEY ANTIQUE ENGINE CLU	2018 MONSTER MASH	300.00
11/23/2018	308219	KNOX CO.	FIRE MARSHAL SUPPLIES	103.00
11/23/2018	308220	KZOO TIRE COMPANY	TIRES AND TIRE REPAIR	3,656.50
11/23/2018	308221	LAJOICE, MARY	TRIP REFUND	118.00
11/23/2018	308222	LYSTER EXTERIORS	ROOFING REPAIRS	1,860.00
11/23/2018	308223	MIGALA CARPET ONE, INC.	CARPET	4,601.07
11/23/2018	308224	MOORLAG, TODD	SHOE ALLOWANCE	148.39
11/23/2018	308225	NAPIER, PEGGY	EVENT SUPPLIES 2018	196.85
11/23/2018	308226	O'REILLY AUTO PARTS	MAINTENANCE SUPPLIES	135.18
11/23/2018	308227	OFFICE DEPOT, INC.	OFFICE SUPPLIES	257.79

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Check Date	Check	Vendor Name	Description	Amount
11/23/2018	308228	OWEN, JERRY	SHOE ALLOWANCE	164.29
11/23/2018	308229	PACC/PAAM	PACC SUBSCRIPTION	100.00
11/23/2018	308230	PETTY CASH-ALYSSA MILBECK	REPLENISHMENT CHECK	575.29
11/23/2018	308231	QUINN, PEGGY	TRIP REFUND	110.00
11/23/2018	308232	REEVES, HARRY & MARTHA	TRIP REFUND	100.00
11/23/2018	308233	RENEWED EARTH, INC.	LEAF AND BRUSH REMOVAL	9,083.33
11/23/2018	308234	SAMS CLUB	OVERPAYMENT FALSE ALARM	75.00
11/23/2018	308235	SHI INTERNATIONAL CORP.	EMC ANNUAL SUPPORT	6,470.49
11/23/2018	308236	SIMPSON, DAVID J	BOND REFUND	1,250.00
11/23/2018	308237	SPRING CREST CUSTOM DRAPERIES	WINDOW SHADES	1,945.00
11/23/2018	308238	STAP BROS LAWN & LANDSCAPE, INC	LANDSCAPE SERVICES	9,864.00
11/23/2018	308239	STATE INDUSTRIAL PRODUCTS CORP	PARTS WASHERS	3,818.63
11/23/2018	308240	STATE OF MICHIGAN	SOR FEE	30.00
11/23/2018	308241	STATE SYSTEMS RADIO, INC	MISC RADIO REPAIRS	36.25
11/23/2018	308242	STIVER, JOSEPH	SHOE ALLOWANCE	175.00
11/23/2018	308243	SUPERIOR BUSINESS SOLUTIONS	COMMUNITY SERVICE	245.91
11/23/2018	308244	TODD ARBANAS ENTERPRISES INC.	TREE SERVICES	3,300.00
11/23/2018	308245	TRACTOR SUPPLY CORP.	SUPPLIES - PARKS DIV	111.35
11/23/2018	308246	TRAFFIC TECH SERVICES LLC	TRAFFIC COUNTING SERV	240.00
11/23/2018	308247	TRIFECTA NETWORKS, LLC	CISCO PHONE	115.70
11/23/2018	308248	TRIPLE K IRRIGATION INC	PIPE & FITTINGS	5,120.69
11/23/2018	308249	TRUGREEN PROCESSING	FALL WEED AND FEED	147.00
11/23/2018	308250	TUBBS, HELEN	TRIP REFUND	115.00
11/23/2018	308251	UNITED PARCEL SERVICE	WEEKLY DELIVERY	15.92
11/23/2018	308252	UNITED PARTY & EVENT SERVICES	EQUIPMENT RENTAL	1,084.50
11/23/2018	308253	WESTCOMB, WADE	SHOE ALLOWANCE	27.92
11/23/2018	308254	WRAPS N SIGNS	MISC GRAPHICS	416.50
11/23/2018	308255	WRIGHT, JASON	SHOE ALLOWANCE	69.89
11/23/2018	308256	WRIGHT, JOSEPH	SHOE ALLOWANCE	169.58
Total Paper Checks:				441,808.39

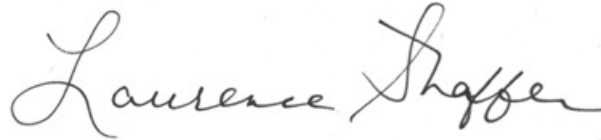
ACCOUNTS PAYABLE REGISTER
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Check Date	Check	Vendor Name	Description	Amount
Check Type: Auto-Pay Payments				
11/13/2018	7255	CONSUMERS ENERGY	GAS-ELECTRIC	13,192.61
11/14/2018	7263	CONSUMERS ENERGY	GAS-ELECTRIC	1,096.90
11/15/2018	7224	RANDALL BROWN & ASSOC	ATTORNEY RETAINER	18,810.00
11/16/2018	7270	CONSUMERS ENERGY	GAS-ELECTRIC	338.07
11/19/2018	7274	CONSUMERS ENERGY	GAS-ELECTRIC	4,491.64
11/20/2018	7276	CONSUMERS ENERGY	GAS-ELECTRIC	379.59
			Total Auto-Pay Payments:	38,308.81
			Grand Total:	741,957.92

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Special Meeting for Board and Commission Applicants

SUPPORTING PERSONNEL: Adam Herringa, City Clerk

ACTION RECOMMENDED: Set a Special Meeting on Tuesday, January 8, 2019, beginning at 5:15 p.m., to interview Board and Commission applicants.

Section 2 - Article 7 of the Code of Ordinances affirms that City Council recognizes and appreciates the value and importance each Board or Commission plays in advising the Council in its decision-making process. Board and Commission interviews are performed each year in October, January and May.

Per the Policy for Appointments to Citizen Advisory Boards, applicants for the following Boards and Commissions and any other vacancies that arise will be interviewed:

Board of Review	6 expiring terms
Environmental Board	2 vacancies
Human Services Board	2 vacancies
Planning Commission	1 vacancy
Park Board	1 vacancy
Senior Citizens Advisory Board	2 vacancies
Zoning Board of Appeals	2 expiring terms

As reflected on the attached Board and Commission Vacancy Summary, Council will interview applicants to fill vacancies on the Board of Review, Environmental Board, Human Services Board, Planning Commission, Park Board, Senior Citizens Advisory Board and Zoning Board of Appeals. It is recommended that City Council set a Special Meeting on Tuesday, January 8, 2019, beginning at 5:15 p.m., to interview Board and Commission applicants.

There are currently no applications on file for the above boards and commissions. A press release and other recruitment efforts are forthcoming. However, the assistance of City Council in recruiting potential members would be appreciated.

FUNDING: N/A

Attachments: 1. Vacancy Summary

BOARDS/COMMISSIONS VACANCY SUMMARY FOR JANUARY 8, 2019 SPECIAL MEETING

INTERVIEWS	5:15 pm	pm	pm	pm	pm	pm	pm	
APPLICANTS	BD REV 6 exp terms 1 yr terms	ZBA 2 exp terms 3 yr terms	PC 1 vacancy partial term	ENV 2 vacancies partial terms	HSB 2 vacancies partial terms	PK 1 vacancy partial term	SR CITZ 2 vacancies partial terms	STATUS
Patrick Buckley	Member							
Carol Eddy	Member							
Linda Fry		Member						
Justin Gish	Member							
Keith Hearit	Member							
Leonard Lamberson	Member							
Alexander Philipp		Member						
Lyndsay Vainner	Member							

NOTE: Alternate – currently serving as an Alternate Member of a Board or Commission and is seeking appointment or reappointment.

Applicant – new applicant seeking appointment to a Board or Commission.

Member – currently serving as a Member of a Board or Commission and is seeking reappointment.

NP – Applicant with No Preference.

1 – will attend

2 – unable to attend

3 – no response

11/29/18

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Landscape Bed Maintenance Contract Recommendation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: Award a three-year contract in the annual amount of \$39,780 for the period of fiscal years 2018-2019 through 2020-2021 in the total amount of \$119,340 to Irish Ayres Enterprises, LLC (DBA Earth Works Lawn & Landscape) for landscape bed maintenance of 24 city properties and leaf removal at City Hall, and authorize the City Manager to execute all documents related to this action on behalf of the city.

An invitation to bid was sent to ten vendors and advertised in the Kalamazoo Gazette and on websites that advertise active bidding projects to perform landscape bed maintenance of 24 city properties and leaf removal at City Hall. One bid was submitted by Irish Ayres Enterprises, LLC (DBA Earth Works Lawn & Landscape) in the annual amount of \$39,780 for the period of fiscal years 2018-2019 through 2020-2021, for a total contract amount of \$119,340. This represents a 12% increase from the current contract set to expire on February 12, 2019, held by Stap Brothers.

Irish Ayres Enterprises has successfully completed other services for the city. Under the contract, Irish Ayres Enterprises would provide landscape bed maintenance services for 24 city locations for a three-year contract covering fiscal years 2018-2019, 2019-2020 and 2020-2021, with the option of up to three one-year renewals.

It is recommended that City Council award a three-year contract in the annual amount of \$39,780 for the period of fiscal years 2018-2019 through 2020-2021 in the total amount of \$119,340 to Irish Ayres Enterprises, LLC (DBA Earth Works Lawn & Landscape) for landscape bed maintenance of 24 city properties and leaf removal at City Hall, and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funds will be budgeted to cover the cost of the contractual services in each Fiscal Year budget.

Attachments: 1. Landscape Bid Maintenance - Bid Tabulation

LANDSCAPE BED MAINTENANCE

	Annual Amount	3-Year Contract Amount
Irish Ayres Enterprises, LLC DBA Earth Works Lawn & Landscape 9830 Portage Road Portage, MI 49002	\$39,780.00	\$119,340

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Hill 'An' Brook Drive and Merryview Drive Curb and Gutter Project #999-R

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Adopt Resolution No. 1, accept the City Manager Report and request preparation of Resolution No. 2 for the Hill 'An' Brook Drive and Merryview Drive Curb and Gutter Project #999-R.

The 2017-18 Capital Improvement Program budget provides funding for the Local Streets Reconstruction Program which entails "complete street" enhancements, connections of existing sidewalk, storm drainage improvements, Americans with Disabilities Act sidewalk ramps, concrete curb radii at non-curb intersections and asphalt resurfacing. The 2017-18 Local Streets Reconstruction Program includes the reconstruction of Hill 'An' Brook Drive from Angling Road to Greenhill Street.

During the design engineering process of the Local Streets Reconstruction Program, a petition was circulated by property owners for the creation of a special assessment district on Hill 'An' Brook Drive from Angling Road to Greenhill Street and Merryview Drive from Fleetwood Drive to Brookhaven Drive for the installation of curb and gutter. July 24, 2018, City Council referred the special assessment petition in favor of creating a special assessment district for curb and gutter on Hill 'An' Brook Drive and Merryview Drive to the City Administration for review and report. The petition for curb and gutter on Hill 'An' Brook Drive and Merryview Drive was signed by 60% (2,552 feet of 4,250 feet road frontage) of the benefiting parcel owners and meets the adopted goal of City Council regarding public improvements to "continue to improve the infrastructure to meet demonstrated needs."

In accordance with the 2006 city referendum concerning street assessments, benefiting property owners abutting street improvement projects are not special assessed for the street improvements. However, when curb and gutter are installed as part of the overall infrastructure improvements, benefiting property owners are subject to special assessment for the curb and gutter components of the project.

The current curb and gutter including storm sewer improvements special assessment front footage charge is \$49.85 per front foot. Also included in the special assessment amount is a driveway approach charge of \$1,450. Thus, for the average property in the project area the special assessment amount would be \$7,097. The city offers a ten-year payout plan to assist property owners in paying their assessment. The total estimated cost of the curb and gutter and storm sewer portion of the road reconstruction project is \$492,000 which would be funded by a combination of special assessment bonds, capital improvement bonds and the Municipal Street Fund. It is anticipated that the work will be completed in the summer of 2019.

It is recommended that City Council adopt Resolution No. 1, accept the City Manager Reports and request preparation of Resolution No. 2 for Hill 'An' Brook Drive and Merryview Drive Curb and Gutter Project #999-R.

FUNDING: The total estimated cost of the curb and gutter and storm sewer portion of the overall project is \$492,000. These improvements are funded in the Fiscal Year 2017-18 Capital Improvement Program by the utilization of special assessment bonds, capital improvement bonds and Municipal Street millage funds.

Attachments:

1. Resolution 1 - Hill 'An' Brook
2. City Manager report
3. Hill 'An' Brook & Merryview map
4. Hill 'An' Brook roll

**CITY OF PORTAGE
SPECIAL ASSESSMENT RESOLUTION NO. 1
HILL 'AN' BROOK DRIVE AND MERRYVIEW DRIVE
CURB AND GUTTER PROJECT DISTRICT #999-R**

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan held at the City Hall in said City on the ____ day of _____, 2018 at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and seconded by:

Councilmember: _____.

WHEREAS, the City Council of the City of Portage is of the opinion that it is desirable and necessary for the public health, safety and welfare that the following described public improvement be constructed:

Install approximately 6,240 feet of curb and gutter and appurtenances in Hill 'An' Brook Drive from Angling Road to Greenhill Street and in Merryview Drive from Fleetwood Drive to Brookhaven Drive to serve existing properties on Hill 'An' Brook Drive and Merryview Drive. Drive approaches will be installed to abutting properties and are included in the assessment.

AND WHEREAS, the Special Assessment Ordinance of the City provides that before determining to make any improvement by means of special assessment procedures, the City Council shall secure certain information from the City Manager,

NOW, THEREFORE, BE IT RESOLVED THAT:

1. City Council, in response to an initiatory petition pursuant to Chapter 62, Section 62-1 of the Codified Ordinances of Portage, Michigan, hereby commences special assessment proceedings for the above described public improvement.

2. The matter of making such public improvement shall be referred to the City Manager who is hereby directed to prepare a report which shall include all necessary and pertinent information which will enable the Council to ascertain the probable cost, extent and necessity of the proposed improvement, the boundaries, the estimated useful life, a suggested method of apportioning the cost of the project and what proportion, if any, should be paid by the City-at-large.

3. The City Manager is hereby directed to file said report and recommendations with the City Clerk as soon as the same has been prepared.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

ADOPTED: YEAS: _____

NAYS: _____

ABSENT: _____

ADAM HERRINGA, City Clerk

STATE OF MICHIGAN)
): ss
COUNTY OF KALAMAZOO)

I, the undersigned duly qualified and acting City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the ____ day of _____, 2018, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed my official signature this ____ day of _____, 2018.

ADAM HERRINGA, City Clerk

APPROVED AS TO FORM
DATE 11/28/2018

CITY ATTORNEY

CITY MANAGER REPORT

CITY OF PORTAGE

TO: Honorable Mayor and City Council

FROM: Laurence E. Shaffer, City Manager

DATE: December 1, 2018

SUBJECT: Hill 'An' Brook Drive and Merryview Drive Curb and Gutter Project #999-R

I, the undersigned, being City Manager of the City of Portage, Michigan, in pursuance of a resolution adopted by the City Council, relative to the above entitled special assessment project, hereby report the probable cost, extent, necessity of the proposed improvement, the boundaries, the estimated useful life and suggested method of apportioning of the cost of the project, the proportion, if any, to be paid by the city-at-large, and other necessary and pertinent information as follows:

Probable Cost: \$492,000

Extent of Project: Reconstruction of approximately 3,100 linear feet of Hill 'An' Brook Drive from Angling Road to Greenhill Street and Merryview Drive from Fleetwood Drive to Brookhaven Drive to include the installation of new concrete curb and gutters, concrete driveways, storm drainage improvements and asphalt paving.

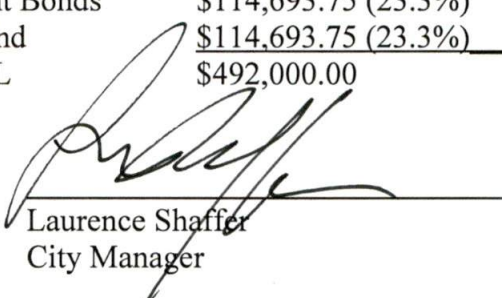
Necessity: The installation of curb and gutter is in response to a petition from abutting property owners to improve the public street, eliminate flooding and enhance property values.

Boundaries: Unplatted Land: None.

Platted Land: Lots 27, 30 through 47, and 56 through 61 as originally recorded in the Plat of Hill 'N' Brook Village; and Lots 93 through 99 and 101 through 105 as originally recorded in the Plat of Hill 'N' Brook Village No. 2.

Useful Life: 10 Years

Method of Apportioning:	Special Assessments Bonds	\$262,612.50 (53.4%)
	Capital Improvement Bonds	\$114,693.75 (23.3%)
	Municipal Street Fund	\$114,693.75 (23.3%)
	TOTAL	\$492,000.00



Laurence Shaffer
City Manager

Attachments

Hill 'An' Brook Drive and Merryview Drive Assessment District #999-R



1 inch = 250 feet
Date: 11/20/2018



 Proposed Assessment District Boundary

Hill 'An' Brook Drive and Merryview Drive - District No. 999-R

Tentative Assessment Roll

Residential Rate \$49.85 per Front Foot plus \$1,450.00 per Driveway Approach

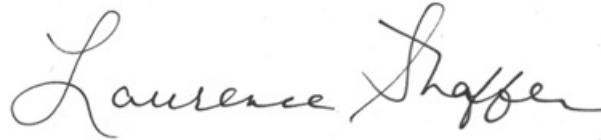
Owner	Address	Parcel No.	Class	Actual Frontage	Benefitting Frontage	Rate	Frontage Assessment	Driveway Approach	Total Assessment
SHEETS, SAMUEL & SHANNON	5208 MERRYVIEW DR	03580-027-O*	401	200	50	\$49.85	\$2,492.50	\$1,450.00	\$3,942.50
ZIMMERMAN, PAUL & GRETCHEN	3125 HILL 'AN' BROOK DR	03580-030-O	401	141	119	\$49.85	\$5,932.15	\$0.00	\$5,932.15
VERMEULEN, JAMES R & MARIJEAN	3117 HILL 'AN' BROOK DR	03580-031-O	401	100	100	\$49.85	\$4,985.00	\$1,450.00	\$6,435.00
CWALINA, B & WILBUR, C	3109 HILL 'AN' BROOK DR	03580-032-O	401	100	100	\$49.85	\$4,985.00	\$1,450.00	\$6,435.00
BRADFORD, THOMAS E & S K J	3029 HILL 'AN' BROOK DR	03580-033-O	401	100	100	\$49.85	\$4,985.00	\$1,450.00	\$6,435.00
KACZOROWSKI, NORBERT & MARY ANN	3019 HILL 'AN' BROOK DR	03580-034-O	401	104	104	\$49.85	\$5,184.40	\$1,450.00	\$6,634.40
ATKINSON, WILLIAM & KAREN	3011 HILL 'AN' BROOK DR	03580-035-O	401	100	100	\$49.85	\$4,985.00	\$1,450.00	\$6,435.00
SWOPE, PAUL J & D L	3001 HILL 'AN' BROOK DR	03580-036-O	401	100	100	\$49.85	\$4,985.00	\$1,450.00	\$6,435.00
FITZGERALD, TIMOTHY J & TAMMY L	2921 HILL 'AN' BROOK DR	03580-037-O	401	115	115	\$49.85	\$5,732.75	\$1,450.00	\$7,182.75
BRUCE, STEPHENIE	2911 HILL 'AN' BROOK DR	03580-038-O	401	100	100	\$49.85	\$4,985.00	\$1,450.00	\$6,435.00
NELSON, SUSAN TRUST	2903 HILL 'AN' BROOK DR	03580-039-O	401	100	100	\$49.85	\$4,985.00	\$1,450.00	\$6,435.00
GUCICH, DOUGLAS A	2823 HILL 'AN' BROOK DR	03580-040-O	401	324	174	\$49.85	\$8,673.90	\$1,450.00	\$10,123.90
GIANAKARIS, C J & A	3124 HILL 'AN' BROOK DR	03580-041-O	401	208	197	\$49.85	\$9,820.45	\$1,450.00	\$11,270.45
JOHNCOCK, MICHAEL W & E A	3102 HILL 'AN' BROOK DR	03580-042-O	401	149	149	\$49.85	\$7,427.65	\$1,450.00	\$8,877.65
BATT, DAVID & JENICA	3022 HILL 'AN' BROOK DR	03580-043-O	401	125	125	\$49.85	\$6,231.25	\$1,450.00	\$7,681.25
TODAS, KURT & RASS, MARY LOUISE	3010 HILL 'AN' BROOK DR	03580-044-O	401	125	125	\$49.85	\$6,231.25	\$1,450.00	\$7,681.25
WILLSON, ROBERT G & BETH A	2928 HILL 'AN' BROOK DR	03580-045-O	401	125	125	\$49.85	\$6,231.25	\$1,450.00	\$7,681.25
KELLEY, RONALD W & CHARLOTTE G	2916 HILL 'AN' BROOK DR	03580-046-O	401	125	125	\$49.85	\$6,231.25	\$1,450.00	\$7,681.25
KIBBEY, NANCY R TRUST	2906 HILL 'AN' BROOK DR	03580-047-O	401	125	125	\$49.85	\$6,231.25	\$1,450.00	\$7,681.25
KALLEWARD, JAMES D & B A	5050 MERRYVIEW DR	03580-056-O	401	150	150	\$49.85	\$7,477.50	\$1,450.00	\$8,927.50
HALL, LISA	2824 HILL 'AN' BROOK DR	03580-057-O	401	283	133	\$49.85	\$6,630.05	\$1,450.00	\$8,080.05
MACKIE, LESLIE	2805 HILL 'AN' BROOK DR	03580-058-O	401	280	130	\$49.85	\$6,480.50	\$1,450.00	\$7,930.50
DELEO, ANTHONY M	5139 MERRYVIEW DR	03580-059-O	401	115	115	\$49.85	\$5,732.75	\$1,450.00	\$7,182.75
BAKER, ZACHARY & HEIDI	5149 MERRYVIEW DR	03580-060-O	401	115	115	\$49.85	\$5,732.75	\$1,450.00	\$7,182.75
WOLF, JOSEPH A	2812 FLEETWOOD DR	03580-061-O*	401	115	0	\$49.85	\$0.00	\$0.00	\$0.00
CRAVEN, J & VANDENBOSS, K	5049 MERRYVIEW DR	03582-093-O	401	120	120	\$49.85	\$5,982.00	\$1,450.00	\$7,432.00
DEVRIES, KEVIN J	5103 MERRYVIEW DR	03582-094-O	401	120	120	\$49.85	\$5,982.00	\$1,450.00	\$7,432.00
GARNETT, WILLIAM C & LISA L	2726 HILL 'AN' BROOK DR	03582-095-O	401	274	124	\$49.85	\$6,181.40	\$1,450.00	\$7,631.40
ROMANO, ANTHONY R & JEAN M TRUST	2712 HILL 'AN' BROOK DR	03582-096-O	401	120	120	\$49.85	\$5,982.00	\$1,450.00	\$7,432.00
RESIDENTIAL OPPORTUNITIES, INC	2702 HILL 'AN' BROOK DR	03582-097-O	401	120	120	\$49.85	\$5,982.00	\$1,450.00	\$7,432.00
PURNELL, COLE & DONNA K	2620 HILL 'AN' BROOK DR	03582-098-O	401	120	120	\$49.85	\$5,982.00	\$1,450.00	\$7,432.00
OLDS, RICHARD A & N O	2610 HILL 'AN' BROOK DR	03582-099-O	401	120	120	\$49.85	\$5,982.00	\$1,450.00	\$7,432.00
FECKER, PAIGE L TRUST	2723 HILL 'AN' BROOK DR	03582-101-O	401	106	106	\$49.85	\$5,284.10	\$1,450.00	\$6,734.10
PIERRARD, DAVID & MARY	2713 HILL 'AN' BROOK DR	03582-102-O	401	106	106	\$49.85	\$5,284.10	\$1,450.00	\$6,734.10
HEMKER, LEILA & ALEX	2705 HILL 'AN' BROOK DR	03582-103-O	401	106	106	\$49.85	\$5,284.10	\$1,450.00	\$6,734.10
POEL, ROBERT H & M J	2623 HILL 'AN' BROOK DR	03582-104-O	401	106	106	\$49.85	\$5,284.10	\$1,450.00	\$6,734.10
BAUMGART, LAWRENCE A & M L	2615 HILL 'AN' BROOK DR	03582-105-O	401	106	106	\$49.85	\$5,284.10	\$1,450.00	\$6,734.10
37 Properties				5148	4250				\$262,612.50

*Included in 702-R

Updated 11-20-2018 MRR

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Nonprofit Organization Recognition

SUPPORTING PERSONNEL: Adam Herringa, City Clerk

ACTION RECOMMENDED: Adopt the Resolution for Charitable Gaming License recognizing Portage Northern Women's Basketball, Inc. (d.b.a. "Portage Northern Women's Basketball Boosters"), as a nonprofit organization in the City of Portage.

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

A request was received from Portage Northern Women's Basketball, Inc., to be recognized as a nonprofit organization operating in the community and allow for raffles in 2019. The attached Resolution has been provided by the State of Michigan to recognize Portage Northern Women's Basketball, Inc., as a nonprofit organization operating in the City of Portage. The main purpose of the Portage Northern Women's Basketball, Inc., is to support the players of the Portage Northern High School Lady Huskie Basketball program by:

1. inspiring and maintaining an enthusiastic interest in the program,
2. organizing and coordinating volunteer efforts,
3. helping and supporting the players, coaches and staff of the program, and
4. raising funds to support the needs of the program.

Portage Northern Women's Basketball, Inc., has provided the Raffle License Application, a copy of the Articles of Incorporation, the by-laws and by-law amendments, a copy of the statement of nonprofit status from the Department of the Treasury Internal Revenue Service (IRS), a copy of the 2018 IRS file documentation and proof of a current bank account in the name of the organization.

FUNDING: N/A

Attachments: 1. Local Governing Body Resolution for Charitable Gaming Licenses



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

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103(K)(ii))

At a regular meeting of the Portage City Council
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on December 4, 2018
DATE

at 7:00 a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Portage Northern Women's Basketball, Inc. of Portage,
NAME OF ORGANIZATION CITY

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

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

gaming licenses, be considered for _____
APPROVAL/DISAPPROVAL

APPROVAL

Yeas: _____

Nays: _____

Absent: _____

DISAPPROVAL

Yeas: _____

Nays: _____

Absent: _____

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

adopted by the Portage City Council at a regular
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on December 4, 2018.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

Adam Herringa, City Clerk
PRINTED NAME AND TITLE

7900 S. Westnedge Avenue, Portage MI 49002
ADDRESS

COMPLETION: Required.
PENALTY: Possible denial of application.

BSL-CG-1153(R6/09)

Minutes of Boards & Commissions

Portage Park Board Meeting Minutes

September 5, 2018

Board Present: Jon Peer, Staci Salisbury, Elanor Riley, Tara Gish, Tim Earl, Charles Thomas, Robb Krueger, Kazmira Ruhland, Lana Escamilla

Board Absent (excused): N/A

Board Absent (unexcused): N/A

Guests: Kathleen Hoyle – Director of Parks, Recreation, and Senior Center Services

Erika Fojtik – Bicycle Advisory Committee Chair

Rodney Russell – Director of Public Services

Meeting was called to order by Mr. Earl at 6:36pm

I. INTRODUCTION OF GUESTS

II. APPROVAL OF AGENDA

- Mr. Peer motioned to approve the agenda
- Ms. Ruhland seconded
- Motion passed unanimously

III. APPROVAL OF PARK BOARD MINUTES

- Ms. Riley motioned to approve the minutes
- Mr. Peer seconded
- Motion passed unanimously

IV. APPROVAL OF BICYCLE ADVISORY COMMITTEE -- JULY 2018

- Ms. Ruhland motioned to receive the minutes
- Mr. Peer seconded
- Motion passed unanimously

V. DEPARTMENT REPORT – Hoyle

- Board Reviewed previous event attendance
- Ramona Beach is closed for the season
- Changing gears to get the ice rink ready at Millennium Park
- Eliason Phase II is in progress
- Archaeologists are going to look at the Mill Dam property before renovations occurs
 - In addition, some road surveys are being conducted to ensure that the river flow is not changed dramatically
- Planning for next years' projects

VI. PUBLIC SERVICES REPORT – Russell

- Osterhaut trailhead is complete
- Celery Flats Renovation
 - Structure has been erected and 70% of the roof is complete

- Bathroom floors can be polished within the next 2 weeks
- Construction will begin on the columns
- Lexington Green is experiencing some flooding issues due to recent heavy rainfall
- Trail work is being completed behind the livery stable
- General trail repairs due to root damage and potholes are ongoing
- Planning for winterization of parks

VII. NEW BUSINESS

A. Bicycle Advisory Committee Update – Fojtik

1. The committee has been advising the transportation department of opportunities to increase safety for pedestrians and bicyclists within the City
2. Additional opportunities to increase signage to help make drivers more aware of trail crossing at Melody and Shaver, also consolidate some signage to make it less “flashy”
3. Developing Bicycle Friendly Business plan, based on the Bicycle Friendly Business designation from the American League of Cyclists
4. Increasing these recognitions will assist the City in earning a higher ranking on the Bike Friendly City scale (Portage is currently Bronze rated)
5. Ms. Fojtik requested that Park Board members assist in developing the City Wide initiative to help businesses increase their bike- and pedestrian-friendliness.
 - a. Businesses that participate in the program would provide amenities for bicyclists or discounts for non-motorized customers and would be rewarded with recognition from the city in transport maps, etc.
6. Bike Week 2019 planning
 - a. Portage already participates in the Mayoral city-to-city ride.
 - b. Add a Bike Festival event during Bike Week to showcase Portage as a bike-friendly city?

B. Financial Report

1. Board Members reviewed financial report
2. Ms. Escamilla asked about the source of the money in the Park Board Budget
3. Ms. Hoyle explained that all funds in the budget are raised by the Park Board during events or fundraising activity such as sponsorships

C. Park Reports

1. Mr. Earl reported that there may be a dying tree in Westfield Park

D. Adopt-A-Park Status

1. Seven parks are currently adopted by local organizations and groups
 - a. Ramona Park – Friends of Ramona Park
 - b. Oakland Drive Park – Families of Portage
 - c. Eliason Nature Reserve – BASIC HR Solutions
 - d. Westfield Park – The Vista Apartments & Townhomes
 - e. Harbors West Park – Conybeare Law
 - f. Celery Flats Historic Area – Lake Michigan Credit Union
 - g. Millennium Park – Girl Scout Troop 90387

E. Adopt-A-Trail Concept Discussion

1. Some community organizations were interesting in adopting parts of the trail
2. Ms. Hoyle expressed that starting a project of this scope would be logistically difficult
3. Mr. Russell also mentioned that several volunteer groups already maintain the trails and pick up litter on a volunteer basis
4. Park Board members agreed that focus should remain on the Adopt-A-Park program rather than starting a secondary program as well.

F. Subcommittee Reports

1. Tour de Portage Review
 - a. About 30 people attended
 - b. New Eliason Trailhead is a great space
 - c. Basic HR attended and handed out swag
 - d. Park Board raised \$60 in donations
 - e. Planning for Next year, we will work with the Bicycle Advisory Committee to plan this event for 2019
2. Recycled Art in the Park
 - a. Deadline for artists to apply is September 14, 2018
 - b. Ms. Gish will coordinate getting event posters printed by the city
 - c. Volunteers are needed to help set up on October 5 before 5pm and on October 6 during the event (12 – 4pm)
 - d. Portage City is handling event advertising
 - e. Mr. Peer is managing the people's choice voting for the event
 - f. Prize money is being funded by the Park Board budget
 - i. Ms. Gish motioned to approve the expenditure for the prize money
 - ii. Mr. Peer seconded the motion
 - iii. Motion passed unanimously
3. Picnic in the Parks – Rescheduled?
 - a. Lexington Green Neighborhood association wanted to reschedule the missed picnic in the park for a weekend in September.
 - b. Park Board declined the opportunity to participate
4. Pig out w/ Public Safety Review
 - a. Mr. Thomas reported 232 hotdogs were served at the event
 - b. Ms. Ruhland reports that more volunteers would be good for next year
 - c. Event was a success!
5. Great American Campout Planning
 - a. Ms. Escamilla confirmed that Texas Corners specialty meats will sponsor the event next year
 - b. Honor Credit Union is also looking forward to participating next year as well

- c. Title sponsorship has been increased to \$1500 as we are planning to grow the event. The sponsorship is reserved for Honor for a few weeks and then will be open to all if they do not accept. Honor was the Title sponsor last year and was given first choice.
- d. Planning for which movie to show is ongoing
- e. Ms. Escamilla requested a list of the city's donors so that the Park Board does not duplicate fundraising efforts

G. Friends of the park Report

- 1. Preliminary Board Update
 - a. Initial Board Meeting has occurred
 - b. Bylaws are in revision and should be completed in a few months
- 2. Facebook Update
 - a. Facebook page has over 600 followers now
- 3. Website Update
 - a. Website has been cleaned up but there is still some outstanding content

H. Fundraising and Sponsorship training

- 1. Best practices for fundraising: don't contact people who are already dedicated to another event or activity
- 2. Be proactive: plan ahead early and meet with people in-person
- 3. Networking: Brainstorm for potential connections
- 4. Work it: Contact people early and repeatedly to secure commitment

I. Board Responsibilities Discussion

- 1. Two members have terms which are expiring at the end of the month and responsibilities need to be covered
- 2. Board members discussed logistics for event planning and volunteer management in the future
- 3. Mr. Krueger motions to add a longer discussion at the beginning of the next meeting about creating a list of volunteers and discussing the Board's role in upcoming years as well as event planning.
- 4. Ms. Riley seconds the motion
- 5. Motion passed unanimously

VIII. SUMMARY ACTIVITY

- A. Board members reviewed summary activity

IX. COMMENTS FROM BOARD MEMBERS

- A. Thank you for the snacks, Lana and Staci!
- B. Best of luck Tim and Charles!
- C. Mr. Earl looks forward to the Park Board of the future.

Motion to adjourn was made by Mr. Peer at 8:19pm

Next meeting is October 3, 2018, 6:30 p.m. at Celery Flats

Respectfully Submitted,

Mrs. Elanor Riley
Park Board Secretary

Youth Advisory Committee Minutes

October 15, 2018, 6:00pm

- I. Call to order
- II. Introductions and Attendance

KMetro Bus Presentation – Kathy Shultz, Planning and Development Manager
 - Canceled, manager did not come
- III. Officer Elections (Chair, Vice Chair, Secretary)
 - Chair: Megan
 - Vice Chair: James
 - Secretary: Jaime
- IV. Autumn Activity
 - a. Volunteer at Portage Community Center
 - i. Adopt a family
 - ii. Gift Drop scheduled for December 18, 19, & 20. Family picks up in the afternoon
 - Plan on 3pm. YAC shift starts
- V. New YAC T-shirt designs
 - Megan will design, taking suggestions
 - New designs will be emailed to Erika
- VI. YAC Social Media Sub-Committee
 - New group organized; Clarice, Jaime
 - We already have snapchat, Facebook
 - Instituting a new Instagram account
- VII. Goals
 - a. What do you want to gain from this experience?
 - More volunteer opportunities
 - The ability to be involved in local government
 - Want to open up more job opportunities for teens (15 years old and higher)
 - To meet new people, make new friends
 - Wants to create a mobile library for Portage, a vehicle that goes to underprivileged neighborhoods and deliver books to children
- VIII. Upcoming YAC Activities
 - a. Snow party – Saturday, February 2
 - Snowman building, sled building, hot cocoa, bon fire, other competitions
 - b. Green-A-Thon – Saturday, April 13

- Vendors set up and talk about their organizations like garden club and environmental boards
- People discuss ways to stay green, we give out trees to the children as a gift for staying green
- TREE ORDER
 - o Three different trees, fifty of each
 - o Trees and bushes: Spice bush shrub, white flowering dogwood, eastern redbud

IX. Next Meeting

- a. November 5th at 6:00pm in City Hall

Senior Services



**Southwest
Michigan**

Trusted. Dependable. Caring. Since 1963.

918 Jasper Street
Kalamazoo, MI 49001
Phone (269) 382-0515
Fax (269) 382-3189
www.seniorservices1.org

200 W. Michigan Avenue
Battle Creek, MI 49017
Phone (866) 200-8877
Fax (269) 441-0544
www.seniorservices1.org

November 19, 2018

Portage City Council
7900 S. Westnedge Ave.
Portage MI, 49024

Dear Portage City Council:

The purpose of this letter is to inform you that Senior Services Inc., fully supports the Portage Senior Center holding a capital campaign so they can move into a larger space for business operations. We find the possibilities of this new center to be an enhancement which will allow more activities to be provided for older adults with higher frequency throughout the week.

Although we at Senior Services do have a few activities that take place here in our Coover Center; we often find that we struggle to add more activities due to lack of space or availability on the specific dates and times that instructors would like. It would be great to have an alternative location that has the capacity to take on additional activities which will result in stronger participation in the community.

We wish the Portage Senior Center great success in the upcoming capital campaign and look forward to the possibilities that a new and larger senior center could be countywide.

Sincerely,

Tauric Brown
Interim CEO
Senior Services Inc.

