PORTAGE
A Natural Place to Move

FINAL AGENDA FOR THE COUNCIL MEETING
CITY OF PORTAGE
MARCH 12, 2019

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance: Boy Scout Troop 244

Roll Call.

Proclamations:

1. 17th Annual March for Meals Month

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

1. Approval of City Council Meeting Minutes:
   a. Regular Meeting of February 12, 2019 (rescheduled for February 26, 2019).
   b. Regular Meeting of February 26, 2019.
   c. Pre-Council of March 11, 2019.
2. Approval of the Accounts Payable Register of March 12, 2019 as presented.
3. Award a contract to perform engineering services for the reconstruction of South Westnedge Avenue (Shaver Road to Romence Road) and Shaver Road (West Centre Avenue to South Westnedge Avenue) to Abonmarche Consultants, Inc., in the amount not to exceed $257,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
4. Award a contract to perform engineering services to Abonmarche Consultants, Inc. for the 2019 Local Streets Reconstruction Program in an amount not to exceed $180,550 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
5. Award a contract to perform engineering services for the reconstruction of South Westnedge Avenue, Trade Centre Way to Kilgore Road, to Williams & Works, Inc., in the amount not to exceed $127,550 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
6. Award a contract to perform engineering services for the reconstruction of East Centre Avenue, Portage Road to Sprinkle Road, to Williams & Works, Inc., in the amount not to exceed $116,382 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
7. Accept the low bid in the amount of $106,810 from Wyoming Asphalt Paving, Incorporated to provide repairs to the Ramona Park parking lots and authorize the City Manager to execute all documents related to the contract on behalf of the city.
8. Award a contract to Michigan Playgrounds (DBA Midstates Recreation LLC) in the amount of $77,485, for equipment and installation of play structures at Ramona Park and Haverhill Park, and authorize the City Manager to execute all documents related to these actions on behalf of the city.
9. Approve payment in the amount of $44,400 to Suez Water Environmental Services, Incorporated for emergency repairs to a collapsed storm sewer pipe on Winters Drive.
10. Approve a contract with Kalamazoo County to provide hazardous waste collection services at the Household Hazardous Waste Center for Portage residents for the 2019 calendar year in the amount of $42,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
11. Adopt the Resolution Designating Polling Places and Rate of Compensation for the November 5, 2019 City General Election and any special elections that may arise in 2019.

12. Approve the Preliminary Condominium Subdivision for Westfield North, 5700 Alten Street, subject to submittal of detailed engineering plans for streets, utilities and storm water as outlined in the February 18, 2019 Department of Community Development staff report.
13. Set a Committee of the Whole meeting on Tuesday, March 26, 2019 at 5:15 p.m. in City Hall Conference Room #1 for the purpose of discussing Portage Road/Lake Center District Redevelopment.
14. Minutes of Boards & Commissions:
    a. Senior Citizen Advisory Board Meeting of January 23, 2019.
    b. Human Services Board of February 7, 2019.
    c. Portage Public Schools Board of Education Organizational Meeting of January 7, 2019; Regular Business Meeting of January 21, 2019 and Policy Governance Retreat and Work Session of February 11, 2019.
    d. Planning Commission of February 21, 2019.
15. Materials Transmitted.

B. Petitions and Statements of Citizens:

C. Communications:

1. Calendar of Meetings:
    1. Environmental Board, Wednesday, March 13, 2019 at 7:00 p.m. in City Hall Room #1.
    2. Youth Advisory Committee, Monday, March 18, 2019 at 6:00 p.m. in City Hall Room #1.
    3. Senior Citizen Advisory Board, Wednesday, March 20, 2019 at 2:30 p.m. at the Senior Center.
    4. Planning Commission, Thursday, March 21, 2019 at 7:00 p.m. in Council Chambers.

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 OF PORTAGE
PROCLAMATION

17th Annual March for Meals Month

WHEREAS, On March 22, 1972, President Richard Nixon signed into law a measure that amended the Older Americans Act of 1965 and established a national nutrition program for seniors 60 years and older; and

WHEREAS, Meals on Wheels America established the March for Meals campaign in March 2002 to recognize the historic month, the importance of the Older Americans Act Nutrition Programs, both congregate and home-delivered, and raise awareness about the escalating problem of senior hunger in America; and

WHEREAS, The 2019 observance of March for Meals celebrates 17 years of providing an opportunity to support Meals on Wheels programs that deliver vital and critical services by donating, volunteering and raising awareness about senior hunger and isolation; and

WHEREAS, Meals on Wheels programs – both congregate and home-delivered, in Kalamazoo County have served our communities admirably for more than 50 years; and

WHEREAS, Volunteers for Meals on Wheels programs in Kalamazoo County are the backbone of the program and they not only deliver nutritious meals to seniors and individuals with disabilities who are at significant risk of hunger and isolation, but also caring concern and attention to their welfare; and

WHEREAS, Meals on Wheels programs in Kalamazoo, Michigan, provide nutritious meals to seniors throughout Portage that help them maintain their health and independence, thereby preventing unnecessary falls, hospitalizations and/or premature institutionalization; and

WHEREAS, Meals on Wheels programs in Kalamazoo County provide a powerful socialization opportunity for millions of seniors to help combat loneliness and isolation; and

WHEREAS, Meals on Wheels programs in Kalamazoo County deserve recognition for the contributions they have made and will continue to make to local communities, our State and our Nation.

NOW, THEREFORE, BE IT RESOLVED THAT I, Patricia M. Randall, as Mayor of Portage, do hereby proclaim March 2019 as the 17th Annual March for Meals Month and urge every citizen to take this month to honor our Meals on Wheels programs, the seniors they serve and the volunteers who care for them. Our recognition of, and involvement in, the national 2019 March for Meals can enrich our entire community and help combat senior hunger and isolation in America.

Signed this 12th day of March, 2019.

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Patricia M. Randall, Mayor

CITY COUNCIL MEETING MINUTES FROM POSTPONED FEBRUARY 12, 2019 REGULAR MEETING HELD ON FEBRUARY 26, 2019

The Regular Meeting was called to order by Mayor Patricia Randall at 6:30 p.m. The following members were present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid and 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 in honor of all denominations and personal beliefs and in recognition of police, fire, emergency services and all personnel that work regardless of the weather to keep people safe and highlighted the recent extreme cold and winter weather as a perfect example.

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. No items were removed. Motion by Pearson, seconded by Burns, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF MINUTES: Motion by Pearson, seconded by Burns, to approve the Regular Meeting Minutes of January 22 and Pre-Council of February 11, 2019. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF FEBRUARY 12, 2019: Motion by Pearson, seconded by Burns, to approve the Accounts Payable Register of February 12, 2019. Upon a roll call vote, motion carried 7 to 0.

COMPREHENSIVE LIAIBILITY, PROPERTY AND AUTO FLEET INSURANCE: Motion by Pearson, seconded by Burns, to approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the Michigan Municipal Risk Management Authority (MMRMA) at a total cost not to exceed $497,195 for the period March 1, 2019 to March 1, 2020 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.

STORM WATER MONITORING PROGRAM: Motion by Pearson, seconded by Burns, to award a three-year contract to Environmental Resources Group of Wixom, Michigan, in the not-to-exceed amount of $130,080 for the Storm Water Monitoring Program and authorize the City Manager to execute all documents related to this contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Pearson, seconded by Burns, to receive the Historic District Commission of December 5, 2018, Planning Commission or January 3, 2019, and Human Services Board of January 10, 2019. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATIONS:

CALENDAR OF MEETINGS: Motion by Ford, seconded by Burns, to receive the Calendar of Meetings. Upon a voice vote, motion carried 7 to 0.

ANNUAL UPDATE OF THE YOUTH ADVISORY COMMITTEE (YAC): At the invitation of Mayor Randall, Youth Advisory Committee Chairperson Megan Chow, Vice-Chairperson James Asher and Secretary Jaime Sackett, provided City Council with an update on the committee's goals, objectives and activities. Mayor Randall thanked the youth for their hard work and dedication and expressed hope that they could serve as an inspiration to other youth in the audience. Motion by Reid, seconded by Knapp, to receive the Annual Goals and Objectives Update of the Youth Advisory Committee. Upon a voice vote, motion carried 7 to 0.

STATEMENTS OF CITIZENS: Ms. Julie Nemitz-Madelung, 5749 Baywood Avenue, introduced herself and shared that she is the Parent Marketing Committee Chairperson for the Portage North Middle School's upcoming production of Shrek, Jr., the Musical. She shared that over 75 middle school students and 15 high school students would be participating. She thanked the Mayor and City Council for the opportunity to speak regarding arts education. She shared that Portage Public Schools have been chosen to participate in the National Theater In Our Schools Month. She explained that they are honored to be among many schools sharing the importance of arts education in the schools. Five student castmembers of Shrek, Jr., spoke and shared facts and figures relating to the importance of arts education in the schools to personal success both while in school and later in life. They also emphasized the importance of arts education to healthy communities. The students and Ms. Nemitz-Madelung then presented the Mayor and City Council with a signed poster for the production of Shrek, Jr. Mayor Randall acknowledged the Portage Public Schools Superintendent, Mark Bielang, Portage Public School Board President, Randy Van Antwerp and teacher/production manager for Shrek Jr., Denine Mulay-Koch, for attending this meeting and supporting the arts in education. Ms. Nemitz-Madelung shared the performance dates and that tickets are available at www.pnmsdrama.org. Mayor Randall thanked the students for attending and wished them success in their production.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Reid thanked the castmembers of Shrek, Jr., for attending the meeting and discussing their production and importance of arts education. She then relayed a personal story regarding her daughter and success she has had in life relating to the arts and education. She encouraged the students to keep arts a part of their educational story.

Councilmember Knapp thanked the Youth Advisory Committee for attending the meeting and being an important part of the Portage Community. She expressed appreciation for their commitment and for their actions to make Portage a better place.

City Manager Shaffer echoed the comments of Councilmember Knapp with regard to the Youth Advisory Committee. He shared that they have been a tremendous help in the community and highlighted their efforts in support of the annual event recognizing Dr. Martin Luther King, Jr.

Mayor Randall shared that the annual Dr. Martin Luther King, Jr., celebration is a free event and will be held on March 8th at the Air Zoo and feature a Tuskegee Airman, Lt. Col. Alexander Jefferson. Mayor Randall concluded by thanking Portage Public Schools for their continued support of the city.

ADJOURNMENT: Mayor Randall adjourned the meeting Sine Die at 6:47 p.m.

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Adam Herringa, City Clerk

CITY COUNCIL MEETING MINUTES FROM FEBRUARY 26, 2019

The Regular Meeting was called to order by Mayor Randall at 7:00 p.m. The following members were 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 appreciation of the excellence of Portage Public Schools. Following the moment of silence, City Council and the audience recited the Pledge of Allegiance.

Mayor Randall shared that today was the annual Mayor and City Council for the Day Program and asked City Clerk Herringa to swear in the students who were voted Student Councilmember for the Day and Student Mayor for the Day. City Clerk Herringa administered the Oath of Office to Student Mayor Abigayle Kelly. He then administered the Oath of Office to Councilmembers Riya Chaudhary, Angela Postula, Michael Verduzco, Kalina Dusenbery, Malia Sinkler and Jace Plew. The Student Mayor and Student Councilmembers took their seats at the dais.

At the request of Student Mayor Kelly, the City Clerk called the roll for the Student Councilmembers with the following members present: Riya Chaudhary, Angela Postula, Michael Verduzco, Kalina Dusenbery, Malia Sinkler, Jace Plew and Student Mayor Abigayle Kelly.

PROCLAMATION: The Student Mayor and Student Councilmembers read aloud and Mayor Randall issued a proclamation in recognition of and celebrating Portage Public Schools.

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. No items were removed. Motion by Ford, seconded by Knapp, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF MINUTES: Motion by Ford, seconded by Knapp, to approve the Pre-Council Meeting Minutes of February 25, 2019. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF FEBRUARY 26, 2019: Motion by Ford, seconded by Knapp, to approve the Accounts Payable Register of February 26, 2019. Upon a roll call vote, motion carried 7 to 0.

BUDGET REVIEW SESSIONS: Motion by Ford, seconded by Knapp, to establish April 16 and April 30, 2019 from 5:00 to 8:30 p.m. as the dates for review of the proposed Fiscal Year 2019-2020 Budget. Upon a roll call vote, motion carried 7 to 0.

FINAL PLAT FOR OAKLAND FARMS NO. 2: Motion by Ford, seconded by Knapp, to approve the Final Plat for Oakland Farms No. 2, 9810 Oakland Drive with the condition that street trees be installed, public sidewalks and the walkway to the State Game Area be constructed, and the public streets be milled and resurfaced by September 2020. Upon a roll call vote, motion carried 7 to 0.

SMALL CELL DISTRIBUTED ANTENNA SYSTEM LICENSE AGREEMENT: Motion by Ford, seconded by Knapp, to approve the Small Cell Distributed Antenna System License Agreement between the City of Portage and New Cingular Wireless, PCS, L.L.C. (AT&T), 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.

MDOT CONTRACT FOR RECONSTRUCTION OF ROMENCE ROAD (OAKLAND TO CONSTITUTION): Motion by Ford, seconded by Knapp, to approve Contract #19-5031 between the Michigan Department of Transportation and the City of Portage for reconstruction of Romence Road from Oakland Drive to Constitution Boulevard and adopt a Resolution authorizing the City Manager to sign all documents related to the project on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

REMOVAL AND REPLACEMENT OF 30 CITY OF PORTAGE SIGNS: Motion by Ford, seconded by Knapp to award a construction contract to Valley City Sign Company of Comstock Park, Michigan, in the amount of $141,060 for removal and replacement of 30 City of Portage building identification, park identification and wayfinding signs at various locations throughout the city, and authorize the City Manager to sign all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Ford, seconded by Knapp, to receive the Youth Advisory Committee of January 7, 2019. Upon a roll call vote, motion carried 7 to 0.

STATEMENTS OF CITIZENS: Dr. Romeo Phillips, former Councilmember and resident of 1983 Brighton Lane, shared that he is speaking to promote the annual City of Portage Dr. Martin Luther King, Jr., celebration. He shared that the event will be held the evening of March 8th at the Air Zoo and feature Tuskegee Airman Lt. Col. Alexander Jefferson. Dr. Phillips shared some of the story of the Tuskegee Airman and Lt. Col. Jefferson in particular. He then shared that the Mattawan High School Choir would be performing and encouraged all residents to attend. City Manager Shaffer thanked and complimented Dr. Phillips for his commitment to the community and for the work he has done in support of the annual Martin Luther King, Jr., celebration events.

Mayor Randall provided a synopsis of the annual Mayor and City Council for the Day program. She then invited the Student Mayor and Councilmembers to share their thoughts and experiences related to the program. The Student Mayor and Councilmembers provided feedback related to the event, what they found beneficial and expressed appreciation for the opportunity to learn about local government. Mayor Randall thanked Portage Public Schools leadership and staff for their support of this program.

COMMUNICATIONS:

CALENDAR OF MEETINGS: Motion by Ford, seconded by Knapp, to receive the Calendar of Meetings. Upon a roll call, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Burns shared that he recently attended a meeting of the Central County Transportation Authority (CCTA). He stated that the CCTA is reviewing the pension plan for active and retired bus drivers and related pension plan fund. In addition, he shared that the CCTA is engaged in labor negotiations with the bus drivers' union. Councilmember Burns next shared two stories regarding the extra mile that staff of Kalamazoo Metro Transit took during the recent extremely cold weather. Mayor Randall shared a similar positive story regarding how bus drivers were helping those waiting in the extreme cold regardless of whether the individual had enough fare. Motion by Reid, seconded by Ford, to receive the report. Upon a voice vote, motion carried.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Urban expressed disappointment that he was unable to participate in the Mayor and Council for the Day Program. He expressed support for the program and shared that, in his youth, he was unfamiliar with local government but got involved in Portage via signing up for the Park Board. He encouraged the youth to get involved in their community as soon as they can and cited serving on a city board or commission as an example.

Councilmember Reid shared that the Mayor and Council for the Day program is one of her favorite events and expressed regret that she was unable to participate in the program due to a job conflict. Councilmember Reid next shared details regarding an upcoming event of the Kalamazoo County Substance Abuse Task Force at which the 2018 Community Report will be released. She then shared that this Task Force works to address youth substance use/abuse in the community. Councilmember Reid shared that she recently attended an event sponsored by Kalamadoodle and shared some details about the event. She continued by stating that, at this event, she was introduced to a calligraphy club called the Kalamazoo Pen Dragons Calligraphy Guild. Councilmember Reid shared that this group will be holding the "Treewhispers Exhibition" at the Kalamazoo Nature Center at which hundreds of pieces of handmade paper will be displayed. The paper will be decorated in a manner related to trees that could include such things as drawings and quotes. Councilmember Reid challenged the Portage City Council to participate and encouraged others to do so as well.

Councilmember Knapp stated that she would accept Councilmember Reid's challenge. Councilmember Knapp next thanked all participants in the Mayor and Council for the Day program and expressed support for the program and admiration for the participants. She expressed optimism that all of the participants will become future community leaders. Councilmember Knapp thanked city staff for the work they do to keep residents safe especially in the recent inclement weather.

Councilmember Burns cited the recent extremely cold temperatures and expressed gratitude for the efforts of the community to come together and support those in need. He next shared that he attended a recent discussion regarding a "small home" development project in Kalamazoo and expressed support for the City of Portage exploring something similar to help promote affordable homes. Next, Mr. Burns accepted the challenge by Councilmember Reid and issued his own challenge to City Council. He stated that he is looking to get a team together in support of the Housing Resources, Inc., "Walk to End Homelessness" in March. He provided details about the event and encouraged City Council, students and members of the audience to consider participating. He concluded by thanking the students who participated in the Student Mayor and Council for the Day program and encouraged them to stay involved.

Councilmember Ford thanked City Administration for their work in addressing the recent inclement winter weather. Mr. Ford shared that budget hearings were upcoming in April and shared that the March Board of Review for tax appeals was upcoming. He encouraged residents who were concerned about their taxes and/or assessments to contact the Office of the City Assessor to discuss or arrange an appointment with the Board of Review. Councilmember Ford concluded by thanking and congratulating the students in the Mayor and Council for the Day program.

City Manager Shaffer also thanked and congratulated the students. He stated that they provide energy and inspiration and expressed optimism that the event was a positive experience. He concluded by thanking and complimenting Portage Public Schools Superintendent Mark Bielang and staff for their commitment to citizens and students.

Mayor Pro Tem Pearson commented that he enjoys how discussions with students at the annual Mayor and Council for the Day event seems to predict the future. He highlighted prior discussions with students about a stadium at Portage Northern as an example. He shared that he is looking forward to next year's event and learning more about what actions City Council will be taking in the future.

Mayor Randall complimented the City Manager for his leadership and dedication during the recent winter weather to ensure that the business of the city continued. She next shared that she attended the "State of the State" address by Governor Gretchen Whitmer and that it made her appreciate the non-partisan nature of the Portage City Council. She next shared that she saw Governor Whitmer at the Kalamazoo Valley Community College Culinary School at which the Governor discussed her support for secondary education. Mayor Randall informed City Council that she and City Manager Shaffer met with Kalamazoo County Commissioners Tracy Hall and Julie Rogers to help cultivate relationships between the City of Portage and Kalamazoo County. Mayor Randall acknowledged and complimented the City Manager and the Office of the City Assessor for receiving a perfect score from the State Tax Commission. She stated that this does not mean that the Office of the City Assessor is perfect and encouraged taxpayers who have a disagreement to reach out to the Office of the City Assessor. She stated that the Office of the City Assessor may be able to remedy their concern and, if not, she encouraged taxpayers to meet with the Board of Review. Finally, Mayor Randall expressed gratitude and appreciation for the Mayor and Council for the Day program and the students that participated. She stated that the students are a testament to the heart of the community which is strong schools and even stronger families.

ADJOURNMENT: Mayor Randall adjourned the meeting Sine Die at 7:43 p.m.

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Adam Herringa, City Clerk

MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF MARCH 11, 2019

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

Mayor Pro Tem Pearson inquired if there were any questions or concerns regarding items on the proposed March 12th Regular Meeting Agenda.

With regard to Items A.3, A.4, A.5 and A.6, (all street improvement contracts) Councilmember Knapp inquired as to the proposals by the firm Williams & Works, Inc. She noted that Williams & Works was the low bidder for each item but only received contracts for items A.5 and A.6. She noted that Williams & Works had proposed use of a drone for the survey portion of A.4 and inquired if this was a factor in recommending the next highest bidder, Abonmarche Consultants, Inc. City Manager Shaffer explained that the use of a drone for survey work is not supported by the city, especially when it involves the need to accurately identify the location of underground utilities. He continued by explaining that exact knowledge of property boundaries is also important with this project since all of the city right-of-way will be utilized. He continued by sharing that Williams & Works has done work for the city in the past and he is happy they are again bidding on projects.

Mayor Pro Tem Pearson inquired as to the last time Williams & Works was awarded a contract by the city. Deputy City Manager Boulis stated that he would need to research the exact time but speculated that it has been between 10 and 15 years. Mayor Pro Tem Pearson inquired as to whether selecting Abonmarche Consultants was in part due to their familiarity with "City of Portage policies and procedures" as mentioned in Item A.4 and was a factor in not selecting Williams & Works, Inc., for the contracts involving South Westnedge Avenue. City Manager Shaffer stated that City Administration wants the best work to be done as it relates to South Westnedge Avenue and Shaver Road. Deputy City Manager Boulis shared that Abonmarche Consultants was the firm responsible for other reconstruction efforts on South Westnedge and is also responsible for the traffic signal work in this area.

Mayor Pro Tem Pearson pointed out that the highest bidder on the four street improvement contracts was the Kalamazoo firm Wightman & Associates. He inquired if there is ever any follow-up with bidders to review bids and how or why their particular bid wasn't lower. Mayor Pro Tem Pearson commented that he prefers it when local contractors win bidding opportunities. Deputy City Manager Boulis commented that firms often ask to review bids once an award has been made. City Manager Shaffer stated that he would reach to Gary Hahn of Wightman & Associates to review and discuss their bids for the various projects.

ADJOURNMENT: Following a summary of the meeting, Mayor Pro Tem Pearson adjourned the meeting at 8:07 a.m.

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Adam Herringa, City Clerk

CITY COUNCIL AGENDA ITEM A.2.
MARCH 12, 2019

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 March 12, 2019 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 February 17, 2019 through March 3, 2019 and notes $752,225.09 in automated clearing house payments, $356,855.61 in paper checks and $18,576.55 in auto-pay payments for a grand total of $1,127,657.25.

FUNDING: N/A

Attachments: 1. Accounts Payable Register of 3-12-2019

ACCOUNTS PAYABLE REGISTER
Check Dates From: 2/17/2019 To: 3/3/2019

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
02/22/2019	10436(A)	A I S CONSTRUCTION EQUIP. CO.	EQUIPMENT SERVICES	1,007.39
02/22/2019	10437(A)	A NEW LEAF	PLANT CARE	85.00
02/22/2019	10438(A)	ABONMARCHE CONSULTANTS, INC	SURVEY WETLANDS	4,907.05
02/22/2019	10439(A)	AIRGAS GREAT LAKES	FIRE OPS SUPPLIES	269.00
02/22/2019	10440(A)	ALL CITY MANAGEMENT SERVICES, INC.	SCHOOL CROSSING GUARDS	650.16
02/22/2019	10441(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL	3,345.00
02/22/2019	10442(A)	AUTOMATIC MICROFILM CO.	RECORDS FILMING	396.75
02/22/2019	10443(A)	B L HARROUN & SON INC.	SHOP MAINTENANCE	65.69
02/22/2019	10444(A)	B S & A SOFTWARE	INVENTORY MGT SYSTEM	2,604.00
02/22/2019	10445(A)	BCHS-HELPNET	EMPLOYEE ASSISTANCE	1,621.68
02/22/2019	10446(A)	BLUE CARE NETWORK-GREAT LAKES	BCN INSURANCE	130,965.33
02/22/2019	10447(A)	BYHOLT INC.	2NS SAND DELIVERY	1,119.00
02/22/2019	10448(A)	C M P DISTRIBUTORS, INC.	ARMOR EXPRESS VESTS	740.00
02/22/2019	10449(A)	C T S TELECOM, INC.	MONTHLY FIBER SERVICE	718.90
02/22/2019	10450(A)	CAPITAL ADVANTAGE LEASING	KYOCERA LEASE	228.00
02/22/2019	10451(A)	CHARTER COMMUNICATIONS	CABLE TV	124.98
02/22/2019	10452(A)	CLEANIT CORP	CAR WASHES 2018/19	483.00
02/22/2019	10453(A)	CONSUMERS CONCRETE CORP.	PROJECT SUPPLIES	41.76
02/22/2019	10454(A)	CONTINENTAL LINEN SERVICES	MAT SERVICE FOR WINTER	92.07
02/22/2019	10455(A)	CPS HR CONSULTING	BATTALION CHIEF TESTING	391.00
02/22/2019	10456(A)	DELTA DENTAL PLAN OF MICHIGAN	DELTA DENTAL INSURANCE	17,841.41
02/22/2019	10457(A)	DIGITAL HIGHWAY WIRELESS SOLUTIONS	MODEMS	3,817.42
02/22/2019	10458(A)	DOUGLASS SAFETY SYSTEMS LLC	FIRE UNIFORMS	916.12
02/22/2019	10459(A)	ENGINEERED PROTECTION SYSTEMS, INC.	FS1 VIDEO SERVICE	14,268.52
02/22/2019	10460(A)	EXTREME POWER EQUIPMENT, INC.	MAINTENANCE SUPPLIES	956.93
02/22/2019	10461(A)	FISHBECK THOMPSON CARR & HUBER, INC	ENGINEERING SERVICES	6,027.73
02/22/2019	10462(A)	GLOBAL EQUIPMENT CO., INC.	CONTAINERS	366.35
02/22/2019	10463(A)	GORDON WATER SYSTEMS	WATER SERVICES	169.15
02/22/2019	10464(A)	GORNO FORD	NEW FLEET VEHICLES	205,144.00
02/22/2019	10465(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL - DPS	75.00

Check Date	Check	Vendor Name	Description	Amount
02/22/2019	10466(A)	INDUSCO SUPPLY CO., INC.	TOILET PAPER & TOWELS	448.53
02/22/2019	10467(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE RESTROOMS	420.00
02/22/2019	10468(A)	KENDALL ELECTRIC, INC.	MAINTENANCE SUPPLIES	33.98
02/22/2019	10469(A)	KLOSTERMAN DISTRIBUTING	MPIR CONCESSIONS	32.52
02/22/2019	10470(A)	LAWSON PRODUCTS, INC	REPAIR/MAINTENANCE	1,239.52
02/22/2019	10471(A)	MARTIN SPRING & DRIVE, INC.	EQUIPMENT SERVICES	414.93
02/22/2019	10472(A)	MEEKHOF TIRE SALES & SERVICE INC.	SERVICE CALLS	1,719.00
02/22/2019	10473(A)	MEJEUR ELECTRIC LLC	FIRE FACILITY MAINT	507.00
02/22/2019	10474(A)	MENARDS, INC	PCBP PROJECT	5,899.69
02/22/2019	10475(A)	MICHIGAN PAVING & MATERIALS CO.	RELEASE FINAL RETAINAGE	21,024.47
02/22/2019	10476(A)	MILLS, DANIEL	MACP CONFERENCE	315.08
02/22/2019	10477(A)	MUNICIPAL CODE CORPORATION	ANNUAL CODE UPDATE	1,272.57
02/22/2019	10478(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	1,400.00
02/22/2019	10479(A)	NYE UNIFORMS	MISC UNIFORMS	269.96
02/22/2019	10480(A)	O'BRIEN, THOMAS	MILEAGE REIMBURSEMENT	59.16
02/22/2019	10481(A)	PARIS CLEANERS	UNIFORM CLEANING	830.31
02/22/2019	10482(A)	PCM SALES, INC.	MONTHLY IT OUTSOURCING	40,960.00
02/22/2019	10483(A)	PERCEPTIVE CONTROLS, INC.	DERAGGER PROGRAMMING	5,897.50
02/22/2019	10484(A)	PETERS CONSTRUCTION CO.	SEWER LEAD	19,725.00
02/22/2019	10485(A)	PREIN & NEWHOF	PROFESSIONAL SERVICE	2,081.60
02/22/2019	10486(A)	PROFESSIONAL BUILDING SERVICES LLC	JANITORIAL SERVICES	4,226.77
02/22/2019	10487(A)	R W LAPINE INC.	HVAC MAINTENANCE	2,521.78
02/22/2019	10488(A)	RIDDERMAN & SONS OIL CO. INC.	GASOLINE	23,757.75
02/22/2019	10489(A)	RIDGE AUTO NAPA	SHOP TOOLS	3,327.76
02/22/2019	10493(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	793.20
02/22/2019	10494(A)	S B F ENTERPRISES, INC.	UTILITY BILL PRINTING	601.24
02/22/2019	10495(A)	SEVERANCE ELECTRIC COMPANY,INC	TRAFFIC SIGNAL WORK	3,560.73
02/22/2019	10496(A)	SUEZ WATER ENVIRONMENTAL SERVICES	UTILITY SYSTEM OPER	180,219.77
02/22/2019	10497(A)	TERMINAL SUPPLY CO.	EQUIPMENT LIGHTS	1,808.66
02/22/2019	10498(A)	TRUCK & TRAILER SPECIALTIES	MAINTENANCE SUPPLIES	500.06
02/22/2019	10499(A)	W W GRAINGER INC	SIGN COUPLERS	1,189.21
02/22/2019	10500(A)	WEST MICHIGAN STAMP & SEAL,INC	NAME PLATES	1,727.90

Check Date	Check	Vendor Name	Description	Amount
02/22/2019	10501(A)	WIGHTMAN	ENGINEERING SERVICES	9,650.50
02/22/2019	10502(A)	WOLVERINE LAWN SERVICE, INC.	SNOW REMOVAL SERVICE	14,128.91
02/22/2019	10503(A)	XEROX CORPORATION	JANUARY 2019 XEROX	221.64
			Total ACH Transactions:	**752,225.09**
Check Type: Paper Check				
02/22/2019	308954	19 PROPS, LLC	FALSE ALARM REFUND	200.00
02/22/2019	308955	A T & T	TELEPHONE SERVICE	3,666.29
02/22/2019	308956	A T & T LONG DISTANCE	LONG DISTANCE	191.43
02/22/2019	308957	ABIGAIL VLIETSTRA	PHOTO CONTEST WINNER	60.00
02/22/2019	308958	AEG DEVELOPMENT	TAX REFUND	10.81
02/22/2019	308959	ALLEGRA PRINT & IMAGING	SELF INKING STAMP	278.00
02/22/2019	308960	ALLIED MECHANICAL SERVICE	FIRE PIT REPAIRS	805.44
02/22/2019	308961	ALOHA CHICAGO ENTERTAINMENT	RP LUAU 2019	800.00
02/22/2019	308962	ALTA EQUIPMENT CO.	EQUIPMENT SERVICES	422.02
02/22/2019	308963	AMERICAN OFFICE SOLUTIONS	REPAIR SHREDDER	247.50
02/22/2019	308964	AMERICAN PLANNING ASSOCIATION	APA/AICP MEMBERSHIP	631.00
02/22/2019	308965	AMY LONGMAN	DUPLICATE WTAX REFUND	250.81
02/22/2019	308966	ANGELA LEONE	DUPLICATE WTAX REFUND	160.80
02/22/2019	308967	AR ENGINEERING LLC	ENGINEERING SERVICES	12,815.31
02/22/2019	308968	ASCENSION MICH OCCUPATIONAL HEALTH	POST OFFER PHYSICALS	518.00
02/22/2019	308969	AXON ENTERPRISES, INC.	TASERS/ACCESS	3,640.00
02/22/2019	308970	BLUE CROSS/BLUE SHIELD OF MICH	BCBSM INSURANCE	49,300.13
02/22/2019	308971	BRONSON HEALTHCARE GROUP	LEGAL BLOOD DRAWS	500.00
02/22/2019	308972	BROOKS, DOROTHY	TRIP REFUND	94.00
02/22/2019	308973	BRYAN BEERS	PHOTO CONTEST WINNER	25.00
02/22/2019	308974	BWMS TRAINING	EMPLOYEE TRAINING	165.00
02/22/2019	308975	C A L E A	ANNUAL CONTINUATION	4,515.00
02/22/2019	308976	CAPITAL CONSULTANTS, INC. DBA C2AE	BUILDING MAINTENANCE	2,990.00
02/22/2019	308977	CARTRIDGE WORLD	PRINTER SERVICES	1,770.63
02/22/2019	308978	CONANT, SCOTT	DAMAGED MAILBOX REIMB	44.00
02/22/2019	308979	CONSUMERS ENERGY - DAMAGE CLAIMS	ELECTRICAL REPAIRS	819.44
02/22/2019	308980	CONVERSE MANAGEMENT CO	DUP WTAX18 REFUND	228.04

Check Date	Check	Vendor Name	Description	Amount
02/22/2019	308981	CORELOGIC COMMERCIAL REAL ESTATE SV	DUP WTAX18 REFUND	2,351.37
02/22/2019	308982	CORNERSTONE OFFICE SYSTEMS	REPLACEMENT SCREEN	125.00
02/22/2019	308983	CREAGER, ANDREA	UB REFUND	277.04
02/22/2019	308984	CROSSROADS CENTRE LTD 2ETAL	$50 FALSE ALARM FEES	50.00
02/22/2019	308985	DAVID ELROD	PHOTO CONTEST WINNER	50.00
02/22/2019	308986	DEBORAH MORRIS	FEB PRINCESS TEA 2019	344.80
02/22/2019	308987	DECAMP, DAN	SESC PLAN REVIEW	138.77
02/22/2019	308988	DENOOYER OPERATING, LLC	VEHICLE MAINTENANCE	10.67
02/22/2019	308989	ENVIRONMENTAL SYSTEMS RESEARCH	ANNUAL MAINTENANCE	1,500.00
02/22/2019	308990	ERIC CLEASBY	OVERPAYMENT WTAX18	182.59
02/22/2019	308991	EXECUTIVE INFORMATION SYSTEMS LLC	FIRE SOFTWARE	716.00
02/22/2019	308992	FADER EQUIPMENT, INC.	HILTI BATTERY/CHARGER	936.09
02/22/2019	308993	FBINAA	FBINAA MEMBERSHIP	105.00
02/22/2019	308994	FIRE DEPARTMENT TRAINING NETWORK	FIRE OPS TRAINING	2,490.00
02/22/2019	308995	FLETCHER ENTERPRISES	PAINTING SERVICES	3,025.00
02/22/2019	308996	FORMAN GLASS LLC	REPLACEMENT WINDOWS	51,760.00
02/22/2019	308997	GEORGE AWAD	OVERPAYMENT WTAX18	307.94
02/22/2019	308998	GORDON FOOD SERVICE	MPIR CONCESSIONS	16.48
02/22/2019	308999	GREEN EARTH ELECTRONICS RECYCLING	TS -HARD DRV SHREDDING	74.00
02/22/2019	309000	HOME DEPOT	DECKING SUPPLIES	1,009.02
02/22/2019	309001	HOPKINS FUNDRAISING CONSULTING	SENIOR CENTER CAMPAIGN	6,250.00
02/22/2019	309002	JA PR GROUP	KALAMAZOO LEGACY LUNCH	140.00
02/22/2019	309003	JAMESTOWN ADVANCED PRODUCTS	PICNIC SUPPORT EQUIP	8,000.00
02/22/2019	309004	JENKINS, BRUCE	DAMAGED MAILBOX REIMB	44.00
02/22/2019	309005	JENNA VLIETSTRA	PHOTO CONTEST WINNER	50.00
02/22/2019	309006	K S S ENTERPRISES	SERVICE REPAIRS	139.56
02/22/2019	309007	KAL-CREEK COMMERCIAL APPRAISERS, LC	APPRAISAL FOR 7716 S WESTNG	1,800.00
02/22/2019	309008	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES JAN	460.00
02/22/2019	309009	KALAMAZOO IN BLOOM, INC.	KALAMAZOO IN BLOOM	4,384.52
02/22/2019	309010	KALAMAZOO MALL, LLC	OVERPAYMENT WTAX18	25.25
02/22/2019	309011	KIM CRITZ	ONLINE BANNERS	155.00
02/22/2019	309012	LANGUAGE LINE, INC	LANGUAGE LINE USAGE	175.96

Check Date	Check	Vendor Name	Description	Amount
02/22/2019	309013	LKF MARKETING	SPRING EVENTS BOOKET	2,965.00
02/22/2019	309014	MCCANN INDUSTRIES, INC.	FORKS ATTACHMENT	1,261.70
02/22/2019	309015	MCDA	MCDA MEMBERSHIP	100.00
02/22/2019	309016	MEDILODGE OF PORTAGE	SPECIAL EVENT VENDOR	384.00
02/22/2019	309017	MI ASSOC. OF CHIEFS OF POLICE	MACP MEMBERSHIP	100.00
02/22/2019	309018	MICH MUNICIPAL POLICE & FIRE REPAIR	EQUIPMENT REPAIRS	613.20
02/22/2019	309019	MICHIGAN ASSOC. OF PLANNING	WORKSHOP TRAINING	195.00
02/22/2019	309020	MILLER ROAD TRANSFER STATION	DISPOSAL SERVICES	320.00
02/22/2019	309021	MILLER, MIKE	DAMAGED MAILBOX REIMB	44.00
02/22/2019	309022	MISTY JORGENSEN	PHOTO CONTEST WINNER	95.00
02/22/2019	309023	MORRISON INDUSTRIAL EQUIPMENT	SCISSOR LIFT MAINTENCE	188.00
02/22/2019	309024	MOTION PICTURE LICENSING CORP.	LICENSE TO SHOW MOVIES	205.00
02/22/2019	309025	NETWORKFLEET, INC.	GPS SERVICES	834.90
02/22/2019	309026	OFFICE DEPOT, INC.	OFFICE SUPPLIES	365.07
02/22/2019	309027	PETTY CASH - INGRID MCGUIRE	REPLENISHMENT CHECK	103.95
02/22/2019	309028	PETTY CASH-ALYSSA MILBECK	REPLENISHMENT CHECK	646.56
02/22/2019	309029	PETTY CASH-BARBARA GARLOW	REPLENISHMENT CHECK	492.02
02/22/2019	309030	PETTY CASH-COLEEA CANDERS	REPLENISHMENT CHECK	294.08
02/22/2019	309031	PETTY CASH-PAULA GUSTAFSON	REPLENISHMENT CHECK	453.49
02/22/2019	309032	QUICK, LADDIE	DAMAGED MAILBOX REIMB	44.00
02/22/2019	309033	RATHCO SAFETY SUPPLY, INC.	SIGNS/SIGN MATERIALS	432.00
02/22/2019	309034	RENEWED EARTH, INC.	LEAF AND BRUSH REMOVAL	9,083.33
02/22/2019	309035	RONALD WORMBRAND	PHOTO CONTEST WINNER	160.00
02/22/2019	309036	ROSIN, BENNO & CAROL	TRIP REFUND	300.00
02/22/2019	309037	ROSS, FLORENCE	TRIP REFUND	104.00
02/22/2019	309038	SAFEBUILT MICHIGAN, LLC	JAN MECHANICAL INSPECTIONS	3,900.00
02/22/2019	309039	SAMI INVESTMENTS, LLC	OVERPAYMENT STAX18	191.44
02/22/2019	309040	SHERBURN, MAXINE	TRIP REFUND	50.00
02/22/2019	309041	SHERWIN WILLIAMS	CELERY FLATS PROJECT	166.34
02/22/2019	309042	SHI INTERNATIONAL CORP.	SOLARWINDS RENEWAL	3,942.65
02/22/2019	309043	SMITH, LARRY & BABBETTE	TRIP REFUND 190329	130.00
02/22/2019	309044	SPEEDWAY, LLC	OVERPAYMENT WTAX18	337.00

Check Date	Check	Vendor Name	Description	Amount
02/22/2019	309045	STATE SYSTEMS RADIO, INC	12 MOS OF TOWER LEASE	1,551.67
02/22/2019	309046	TELE-RAD INC	WINTER COATS D.B.	1,403.94
02/22/2019	309047	TRACTOR SUPPLY CORP.	SUPPLIES - PARKS DIV	96.99
02/22/2019	309048	TRIPLETT, NICOLE	RENTAL DEPOSIT REFUND	100.00
02/22/2019	309049	U S POSTAL SERVICE	POSTAGE METER REFILL	5,000.00
02/22/2019	309050	UNION STREET HYDRAULICS	MOTOR REPAIR	344.29
02/22/2019	309051	UNITED PARCEL SERVICE	WEEKLY DELIVERY	15.61
02/22/2019	309052	VANDERVEEN, BRADY	SESC PLAN REVEIW/DES	178.31
02/22/2019	309053	VERIZON WIRELESS SERVICES, LLC	WIRELESS SERVICE	2,515.57
02/22/2019	309054	WASTE MANAGEMENT	DISPOSAL SERVICES	380.02
02/22/2019	309055	WATKINS, JOAN	TRIP REFUND	65.00
02/22/2019	309056	WENSTRUP, CATHY	TRIP REFUND	88.00
02/22/2019	309057	WERME, PATRICIA	DAMAGED MAILBOX REIMB	44.00
02/22/2019	309058	WESTVIEW CAPITAL LLC	OVERPAYMENT WTAX18	856.87
02/22/2019	309059	WITMER PUBLIC SAFETY GROUP	FIRE OPS UNIFORMS	188.38
02/22/2019	309060	XAVUS SOLUTIONS	VOICE CONNECT PREIMI	125.00
03/01/2019	309061	A M LEONARD	SUPPLIES	215.99
03/01/2019	309062	A T & T	TELELPHONE SERVICES	379.02
03/01/2019	309063	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	1,332.00
03/01/2019	309064	ASCENSION MICH OCCUPATIONAL HEALTH	POST OFFER PHYSICALS	370.00
03/01/2019	309065	BLOOM SLUGGETT MORGAN, PC	LEGAL SERVICES	1,177.50
03/01/2019	309066	C T ELECTRICAL SERVICES, INC.	ELECTRICAL SERVICES	17,149.69
03/01/2019	309067	CARLSBAD MANUFACTURING CORPORATION	SIGN BRACKETS	308.29
03/01/2019	309068	CARTRIDGE WORLD	PRINTER	207.00
03/01/2019	309069	CINTAS CORP.	UNIFORM RENTAL	565.41
03/01/2019	309070	CLOYD, CAROL	UB REFUND	15.43
03/01/2019	309071	COTTAGE INN OF PORTAGE, LLC	OVERPAYMENT OF WTAX1 REFUND	21.39
03/01/2019	309072	CRASH DATA GROUP, LLC	ADAPTER (SGT CBEG)	80.00
03/01/2019	309073	DTN, LLC	WEATHER SERVICE	912.00
03/01/2019	309074	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	3,282.05
03/01/2019	309075	FIRST DUE FIRE SUPPLY CO.	OCFF UNIFORMS	405.46
03/01/2019	309076	GREATER KALAMAZOO FOP LODGE 98	PPCOA DUES FOR FEB	2,855.84

Check Date	Check	Vendor Name	Description	Amount
03/01/2019	309077	HOME DEPOT	MISC CLEANING	401.93
03/01/2019	309078	J P CONTROLS	SERVICE CALL	462.00
03/01/2019	309079	KALAMAZOO COUNTY HEALTH & COMMUNITY	HAZ WASTE DISP	52.02
03/01/2019	309080	KALAMAZOO COUNTY TREASURER	2018 DBOR	148.39
03/01/2019	309081	KZOO TIRE COMPANY	TIRE REPAIRS	18.50
03/01/2019	309082	LODGCO HOSPITALITY LLC	EMPLOYEE TRAINING	467.25
03/01/2019	309083	MAIN STREET PORTRAITS INC	FIRE ADMIN SUPPLIES	175.00
03/01/2019	309084	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	271.00
03/01/2019	309085	MCGUIRE, SHANNON	UB REFUND	52.01
03/01/2019	309086	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIRS	1,537.97
03/01/2019	309087	MILBOCKER & SONS, INC.	RELEASE RETAINAGE	4,588.40
03/01/2019	309088	MMTA	2019 MMTA TRAINING	550.00
03/01/2019	309089	MORRISON INDUSTRIAL EQUIPMENT	SCISSOR LIFT REPAIR	3,490.24
03/01/2019	309090	MSU/HIGHWAY TRAFFIC SAFETY PROGRAM	ACCIDENT INVESTIGATION	675.00
03/01/2019	309091	OFFICE DEPOT, INC.	OFFICE SUPPLIES	714.81
03/01/2019	309092	PETTY CASH-MARILYN MARION	REPLENISHMENT CHECK	609.00
03/01/2019	309093	POLDERMAN'S FLOWER SHOP	FLOWERS	155.90
03/01/2019	309094	PUBLIC MEDIA NETWORK	2ND QTR PAYMENT	90,985.46
03/01/2019	309095	SAFEBUILT MICHIGAN, LLC	JANUARY MECHANICAL	5,640.00
03/01/2019	309096	SHERWIN WILLIAMS	PAINT AND PAINT SUPPLIES	382.14
03/01/2019	309097	SIGN SHOP OF WESTERN MICHIGAN	VINYL LETTERING	70.00
03/01/2019	309098	STACEY BAKER	EMPLOYEE TRAINING	113.44
03/01/2019	309099	STATE OF MICHIGAN (MDEQ)	WATER REPORTING FEE	200.00
03/01/2019	309100	STATE OF MICHIGAN (MGT & BUDGE	RADIO ACTIVATION	250.00
03/01/2019	309101	SUITS U TAILOR SHOP INC	FIRE UNIFORMS	450.00
03/01/2019	309102	SUZANNE GERNAAT	PROGRAM INSTRUCTOR	310.00
03/01/2019	309103	TECHSMITH CORPORATION	CAMTASIA LICENSES	644.40
03/01/2019	309104	THE UNION LLC	MARCH COOKING CLASS	240.00
03/01/2019	309105	TRACTOR SUPPLY CORP.	PROPANE TANKS	49.10
03/01/2019	309106	WITMER PUBLIC SAFETY GROUP	FIRE OPS UNIFORMS	176.49
			Total Paper Checks:	**356,855.61**

ACCOUNTS PAYABLE REGISTER
Check Dates From: 2/17/2019 To: 3/3/2019

Check Date	Check	Vendor Name	Description	Amount
Check Type: Auto-Pay Payments				
02/19/2019	7603	CONSUMERS ENERGY	GAS-ELECTRIC	1,215.72
02/20/2019	7605	CONSUMERS ENERGY	GAS-ELECTRIC	10,929.05
02/21/2019	7622	CONSUMERS ENERGY	GAS-ELECTRIC	5,782.62
02/22/2019	7632	CONSUMERS ENERGY	GAS-ELECTRIC	340.27
02/25/2019	7643	CONSUMERS ENERGY	GAS-ELECTRIC	308.89
			Auto-Pay Payments:	**18,576.55**
			Grand Total:	**1,127,657.25**

PORTAGE
A Natural Place to Move

CITY COUNCIL AGENDA ITEM A.3.
MARCH 12, 2019

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: South Westnedge Avenue and Shaver Road Reconstruction Project - Tabulation of Proposals

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a contract to perform engineering services for the reconstruction of South Westnedge Avenue (Shaver Road to Romence Road) and Shaver Road (West Centre Avenue to South Westnedge Avenue) to Abonmarche Consultants, Inc., in the amount not to exceed $257,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The proposed FY 2019–2020 Capital Improvement Program budget contains funding for the Major Street Reconstruction Program. Major street reconstruction projects are selected based on pavement condition, average daily traffic, federal aid eligibility, as well as potential development activities. Future work will focus on preserving and restoring pavement conditions on major streets which will allow additional roadway mileage to be restored yearly.

The South Westnedge Avenue and Shaver Road Reconstruction project has been approved by the Kalamazoo Area Transportation Study Policy Committee for federal funding. In total, the project cost is $2,425,000. Federal funds in the amount of $1,200,000 have been approved to assist in financing this project. The remaining city cost of approximately $1,225,000 will be financed through the Municipal Street Fund.

On February 28, 2019, three proposals were received for design and construction engineering services for the South Westnedge Avenue and Shaver Road Reconstruction project. Based on review of the proposals, staff has determined that that the proposal from Abonmarche Consultants, Inc. of Benton Harbor, MI, in the amount of $257,000, best fits the needs of the project. Although they did not submit the lowest proposal, Abonmarche Consultants, Inc. has significant experience with the City of Portage policies and procedures and has successfully completed the two most recent projects on South Westnedge Avenue, that included water main and traffic signal replacement. Abonmarche Consultants, Inc. are also currently working on the Congestion Mitigation and Air Quality project being implemented in the same section of South Westnedge Avenue and Shaver Road. The firm that submitted the lowest bid contained approximately 500 fewer hours than the other two engineering proposal submitted.

Therefore, it is recommended that City Council award a contract to Abonmarche Consultants, Inc. to perform engineering services for South Westnedge Avenue and Shaver Road Reconstruction from

West Centre Avenue to Romence Road in the amount not to exceed $257,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: 2018-2019 Major & Local Street Engineering Capital Improvement Program budget

Attachments: 1. South Westnedge and Shaver Road Engineering Services Proposal Tabulation

SOUTH WESTNEDGE AVENUE AND SHAVER ROAD
PROFESSIONAL ENGINEERING SERVICES
PROPOSAL TABULATION

Williams & Works, Inc 549 Ottawa Avenue NW Grand Rapids, MI 49503	$216,560.00
Abonmarche Consultants, Inc. 95 West Main Street Benton Harbor, MI 49022	$257,000.00
Wightman & Associates, Inc. 433 E. Ransom Street Kalamazoo, MI 49007	$304,760.00

Proposals Opened 2/28/2019 Tabulation Prepared by JLH 3/1/2019

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: 2019 Local Streets Reconstruction Program - Proposal Tabulation

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a contract to perform engineering services to Abonmarche Consultants, Inc. for the 2019 Local Streets Reconstruction Program in an amount not to exceed $180,550 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The proposed FY 2019-2020 Capital Improvement Program Budget contains funding for the 2019 Local Streets Reconstruction Program. The project entails milling and resurfacing of the streets, storm sewer system improvements, addition of sidewalk where gaps exist, installation of ADA compliant ramps and lawn restoration.

In the State of Michigan, street conditions are rated using PASER (Pavement Surface Evaluation Rating) system. The standard breakdown for the PASER ratings with a general description are as follows:

Rating & Description
9-10: Excellent (new pavement)
8: Very Good (little to no maintenance required)
6-7: Good (sound structural condition with crack seal maintenance)
4-5: Fair (candidates for pavement overlay)
3: Poor (needs patching and repair to remove failed areas prior to an overlay)
2: Very Poor (severe deterioration, needs reconstruction with total base repair)
1: Failed (requires total reconstruction)

On a scale of 1-10, the streets in the 2019 Local Street Reconstruction Program primarily have a PASER rating of 2-3, which is poor condition. The resurfacing of these sections of roadway will improve the structural strength of the pavement, add longevity to the pavement life and provide a smooth driving surface. This project meets standard asset management strategies for this rating and will bring this roadway to a 9 PASER rating for resurfaced streets when the project is complete.

On February 28, 2019, four proposals were received for design and construction engineering services for the 2019 Local Streets Reconstruction Program. Based on review of the proposals, staff has determined that the proposal of Abonmarche Consultants, Inc., of Benton Harbor, MI, in the amount of $180,550, best fits the needs of the project. Abonmarche Consultants, Inc. has significant experience with the City of Portage policies and procedures and has successfully completed several projects for the city, including with the Local Streets Reconstruction Program since 2016. The firm with the lowest bid, proposed approximately 500 fewer hours than the other three engineering proposals. In addition, sample drawings were requested for similar scope of projects completed by the consultant. The drawings submitted by the low bidder did not include the level of detail that are required for the Local Streets Reconstruction Program. The low bidder also proposed using a drone for the survey portion of the project instead of a certified survey crew, which is a service Abonmarche Consultants, Inc. will provide.

Therefore, it is recommended that City Council award a construction contract to Abonmarche Consultants, Inc. to perform engineering services for the 2019 Local Streets Reconstruction Program, in an amount not to exceed $180,550 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: 2018-2019 Major & Local Street Engineering Capital Improvement Program budget

Attachments: 1. 2019 Local Street Reconstruction Proposal Tabulation

2019 LOCAL STREET RECONSTRUCTION
PROFESSIONAL ENGINEERING SERVICES
PROPOSAL TABULATION

Williams & Works, Inc 549 Ottawa Avenue NW Grand Rapids, MI 49503	$142,365.00
Abonmarche Consultants, Inc. 95 West Main Street Benton Harbor, MI 49022	$180,550.00
Spalding DeDecker 905 South Blvd., East Rochester Hills, MI 48307	$215,200.00
Wightman & Associates, Inc. 433 E. Ransom Street Kalamazoo, MI 49007	$244,938.00

Proposals Opened 2/28/2019 Tabulation Prepared by JLH 3/1/2019

CITY COUNCIL AGENDA ITEM A.5.
MARCH 12, 2019

PORTAGE
A Natural Place to Move

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

Laurence Shaffer

SUBJECT: South Westnedge Avenue Resurfacing Project - Tabulation of Proposals

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a contract to perform engineering services for the reconstruction of South Westnedge Avenue, Trade Centre Way to Kilgore Road, to Williams & Works, Inc., in the amount not to exceed $127,550 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The proposed FY 2019–2020 Capital Improvement Program budget contains funding for the Major Street Reconstruction Program. Major street reconstruction projects are selected based on pavement condition, average daily traffic, federal aid eligibility, as well as potential development activities. Future work will focus on preserving and restoring pavement conditions on major streets which will allow additional roadway mileage to be restored yearly.

The South Westnedge Avenue Resurfacing project has been approved by the Kalamazoo Area Transportation Study Policy Committee for federal funding. The project was also awarded 1 of 10 grants from the Michigan Department of Transportation (MDOT) for the 2020 Transportation Economic Development Fund (TEDF) Category F program. In total, the project cost is $850,000. Federal funds in the amount of $168,053 and $375,000 in MDOT TEDF Category F funds have been approved to assist in financing this project. The remaining city cost of approximately $281,947 will be financed through funds in the Municipal Street Fund.

On February 28, 2019, five proposals were received for design and construction engineering services for the South Westnedge Avenue Resurfacing project. Based on review of the proposals, staff has determined that the low-cost proposal of Williams & Works, Inc. of Grand Rapids, MI, in the amount of $127,550, best fits the needs of the project. Williams & Works, Inc. is pre-qualified with MDOT and has completed successful Local Agency Program projects with other communities, such as the City of Grand Rapids.

Therefore, it is recommended that City Council award a contract to Williams & Works, Inc. to perform engineering services for the South Westnedge Avenue Resurfacing project from Trade Centre Way to Kilgore Road in the amount not to exceed $127,550 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: 2018-2019 Major & Local Street Engineering Capital Improvement Program budget

Attachments: 1. South Westnedge Resurfacing Proposal Tabulation

SOUTH WESTNEDGE AVENUE RESURFACING
PROFESSIONAL ENGINEERING SERVICES
PROPOSAL TABULATION

Williams & Works, Inc 549 Ottawa Avenue NW Grand Rapids, MI 49503	$127,550.00
Abonmarche Consultants, Inc. 95 West Main Street Benton Harbor, MI 49022	$137,600.00
C2AE 211 E. Water Street, Ste. 213L Kalamazoo, MI 49007	$139,000.00
Spalding DeDecker 905 South Blvd., East Rochester Hills, MI 48307	$148,500.00
Wightman & Associates, Inc. 433 E. Ransom Street Kalamazoo, MI 49007	$204,880.00

Proposals opened 2/28/2019

Tabulation prepared by JLH 3/1/2019

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: East Centre Avenue Resurfacing Project - Tabulation of Proposals

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a contract to perform engineering services for the reconstruction of East Centre Avenue, Portage Road to Sprinkle Road, to Williams & Works, Inc., in the amount not to exceed $116,382 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The proposed FY 2019–2020 Capital Improvement Program budget contains funding for the Major Street Reconstruction Program. Major street reconstruction projects are selected based on pavement condition, average daily traffic, federal aid eligibility, as well as potential development activities. Future work will focus on preserving and restoring pavement conditions on major streets, which will allow additional roadway mileage to be restored yearly.

The East Centre Avenue Resurfacing project has been approved by the Kalamazoo Area Transportation Study Policy Committee for federal funding. In total, the project cost is $1,000,000. Federal funds in the amount of $433,947 have been approved to assist in financing this project. The remaining city cost of approximately $566,053 will be financed through the Municipal Street Fund.

On February 28, 2019, five proposals were received for design and construction engineering services for the East Centre Avenue Resurfacing project. Based on review, staff has determined that that the low-cost proposal of Williams & Works, Inc., of Grand Rapids MI, in the amount of $116,382, best fits the needs of the project. Williams & Works, Inc. is pre-qualified with the Michigan Department of Transportation and has completed successful Local Agency Program projects with other communities, such as the City of Grand Rapids.

Therefore, it is recommended that City Council award a contract to Williams & Works, Inc. to perform engineering services for the East Centre Avenue Resurfacing project from Portage Road to Sprinkle Road in the amount not to exceed $116,382 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: 2018-2019 Major & Local Street Engineering Capital Improvement Program budget

Attachments: 1. East Centre Resurfacing Proposal Tabulation

EAST CENTRE AVENUE RESURFACING
PROFESSIONAL ENGINEERING SERVICES
PROPOSAL TABULATION

Williams & Works, Inc 549 Ottawa Avenue NW Grand Rapids, MI 49503	$116,382.00
Abonmarche Consultants, Inc. 95 West Main Street Benton Harbor, MI 49022	$119,950.00
Hurley & Stewart, LLC 2800 S. 11th Street Kalamazoo, MI 49009	$127,450.00
Spalding DeDecker 905 South Blvd., East Rochester Hills, MI 48307	$140,850.00
Wightman & Associates, Inc. 433 E. Ransom Street Kalamazoo, MI 49007	$160,165.00

Proposals Opened 2/28/2019

Tabulation Prepared by JLH 3/1/2019

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Ramona Park Parking Lot Paving - Bid Tabulation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: Accept the low bid in the amount of $106,810 from Wyoming Asphalt Paving, Incorporated to provide repairs to the Ramona Park parking lots and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The 2018-2019 Capital Improvement Program budget includes funding for the improvement of the Ramona Park parking lots. This project includes the milling and paving of the eastern asphalt parking lots and driveway entrances.

Sealed bids were received from seven area vendors on February 21, 2019, with the low bid in the amount of $106,810 being submitted by Wyoming Asphalt Paving Company of Plainwell, Michigan. Wyoming Asphalt is a reputable firm and has successfully completed many projects for the city.

It is recommended that City Council accept the low bid of $106,810 submitted by Wyoming Asphalt Paving Company for Ramona Park parking lot improvements and authorize the City Manager to execute all documents related to this action.

FUNDING: Funds are budgeted and available for this work in the 2018-2019 Capital Improvement Program budget.

Attachments: 1. Bid Tab Ramona

RAMONA PARK - PARKING LOT PAVEMENT REPAIRS
BID TABULATION

Wyoming Asphalt 470 N. 12th St. Plainwell, MI 49080	$106,810.00
Lakeland Asphalt Corporation 548 Avenue A Springfield, MI 49037	$108,000.00
A1 Asphalt Inc. 4634 Division Wayland, MI 49348	$140,000.00
J. Allen & Co. Inc. 8288 E. Michigan Ave. Galesburg, MI 49053	$143,200.00
TJM Services 2745 Alyssa Lane Allegan, MI 49010	$162,850.00
Michigan Paving and Materials 2300 Glendenning Rd. Kalamazoo, MI 49001	$168,555.00
Asphalt Solutions Plus, LLC PO Box 151 Marshall, MI 49068	$214,360.00

Bids Opened 2/21/2019

Tabulation Prepared 2/21/2019

CITY COUNCIL AGENDA ITEM A.8.
MARCH 12, 2019

PORTAGE
A Natural Place to Move

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: Ramona Park and Haverhill Park Playground Improvements - Bid Tabulation

SUPPORTING PERSONNEL: Kathleen Hoyle, Director of Parks, Recreation & Senior Citizen Services

ACTION RECOMMENDED: Award a contract to Michigan Playgrounds (DBA Midstates Recreation LLC) in the amount of $77,485, for equipment and installation of play structures at Ramona Park and Haverhill Park, and authorize the City Manager to execute all documents related to these actions on behalf of the city.

The Fiscal Year 2017-2018 Capital Improvement Program (CIP) budget includes funds in the amount of $80,000 for the replacement of two play structures - one at Ramona Park and one at Haverhill Park. Park play structures receive intensive use and require periodic upgrades to meet Consumer Product Safety Commission and American Society for Testing and Materials regulations to limit liability and maintain American Disabilities Act (ADA) standards. The existing play structures are more than 26 years old and are in need of replacement. These improvements will further minimize future repairs and provide for safe and reliable play areas.

On January 25, 2019, the City of Portage received bids from six companies for new play structure equipment, freight, installation, safety surfacing (12" of engineered wood fiber) and an ADA accessible entry into the play area. Bidders were asked to submit play structure designs to fit into the existing spaces and include a playscape area with at least one tot swing.

The low bidder, Sinclair Recreation, submitted a bid and design that did not meet the bid requirements. The second low bidder, Michigan Playgrounds of Holland, Michigan, submitted a bid in the amount of $77,485 with a comprehensive design that met all of the bid requirements. The bid from Michigan Playgrounds offers play equipment for climbing and sliding, and includes both tot and standard swings. Michigan Playgrounds has successfully performed work for the city in the past with the installation of other play structures. City of Portage crews will remove the existing equipment and excavate the site in preparation for the new play structures.

It is recommended that City Council award a contract to Michigan Playgrounds (DBA Midstates Recreation LLC) in the amount of $77,485, for equipment and installation of play structures at Ramona Park and Haverhill Park, and authorize the City Manager to execute all documents related to these actions on behalf of the city.

FUNDING: Sufficient funding is available in the FY 2017-2018 Capital Improvement Program budget.

Attachments:
1. Midstates Haverhill Park Playscape
2. Midstates Ramona Park Playscape
3. Proposal Tabulation


HAVERHILL PARK
Portage, MI
19-0002A
Ted Bosch
PLAYWORLD
MIDSTATES
INDIANA | MICHIGAN | OHIO


RAMONA PARK
Portage, MI
19-0003A
Ted Bosch
PLAYWORLD
MIDSTATES
INDIANA | MICHIGAN | OHIO

PLAYGROUND EQUIPMENT & INSTALLATION SERVICES
RAMONA PARK WEST AND HAVERHILL PARK
PROPOSAL TABULATION

	Sinclair Recreation	Michigan Playgrounds dba Midstates Recreation LLC	Miracle Recreation Equipment Company: DBA Miracle Midwest	Play Environments Design LLC	Great Lakes Recreation Company	Penchura, LLC
	Option 2		**Option 2**	**Option 1**		
Ramona Park West	$38,800	$46,833	$38,850	$43,300	$40,000	$50,330
Haverhill Park	$34,000	$30,652	$39,373	$35,000	$40,000	$37,239
Total for Ramona Park West and Haverhill Park	**$72,800**	**$77,485**	**$78,223**	**$78,300**	**$80,000**	**$87,569**
	Option 3		**Option 1**	**Option 2**		
Ramona Park West	$39,900		$39,942	$38,375		
Haverhill Park	$38,000		$40,000	$40,000		
Total for Ramona Park West and Haverhill Park	**$77,900**		**$79,942**	**$78,375**		
	Option 1					
Ramona Park West	$40,000					
Haverhill Park	$39,900					
Total for Ramona Park West and Haverhill Park	**$79,900**					

Proposals Opened 1/25/2019

Proposal Tabulation Prepared 1/29/2019

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: Winters Drive Emergency Storm Sewer Pipe Repair

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Approve payment in the amount of $44,400 to Suez Water Environmental Services, Incorporated for emergency repairs to a collapsed storm sewer pipe on Winters Drive.

The City of Portage owns property at 2220 Winters Drive that serves as a drainage basin in that area. The storm water basin and underground piping were all installed in the early 1970s. Recently, a sink hole developed in the proximity of the underground storm sewer pipe that flows into the basin. Suez found that the storm sewer pipe collapsed and subsequently secured three quotes for the necessary repair. The low quote from Fulton Excavating, of Kalamazoo, Michigan, in the amount of $51,900 was approved and the emergency work was performed on December 3-5, 2018.

The contract between the City of Portage and Suez provides that Suez is responsible for maintenance repair costs of up to $7,500 per incident. The remaining amount of $44,400 for the cost to repair the storm pipe at 2220 Winters Drive is the responsibility of the city.

Therefore, it is recommended that City Council approve payment to Suez Water Environmental Services, Incorporated in the amount of $44,400 for the emergency repair to the collapsed storm sewer pipe at 2220 Winters Drive and authorize the City Manager to execute all documents related to this work.

FUNDING: Water Fund

Attachments: 1. Suez Invoice 201936258B

Donna Emberson
Contract Billing Manager

SUEZ WATER ENVIRONMENTAL SERVICES INC.
2421 Production Drive, Suite 102
Indianapolis, IN 46241
Tel: 201.494.5831 • Fax: 317.731.7385
Donna.Emberson@suez-na.com

Invoice:	201936258B
Invoice Date:	February 28, 2019
Contract No:	2011_PT_401
Customer No:	2011
Business Unit:	00401
Payment Terms:	**Net 30 Days**

Bill To:
City of Portage
7900 S. Westnedge Ave.
Portage MI 49002-5160

Attn: Finance Department

P.O. 079307

AMOUNT DUE: **$44,400.00 USD**

Amount Remitted

FOR: Winters Drive Storm Pipe Repair

Professional services provided for the period of January 2019.

Line	Description	Qty.	UOM	Unit Amt.	Net Amt.
1	James E. Fulton & Sons – Invoice# 181336	1.00	EA	$44,400.00	$44,400.00
				TOTAL:	**$44,400.00**

Please Remit Checks To:

SUEZ Water Environmental Services Inc.
PO Box 207821
Dallas, TX 75320-7821

ACH or Wire To:

SUEZ Water Environmental Services, Inc.
Wells Fargo Bank, N.A.
420 Montgomery Street
San Francisco, CA 94101
Account: 4659584387
ACH ABA: 121000248
Wire ABA: 121000248
SWIFT: WFBIUS6S

JAMES E. FULTON & SONS
EXCAVATING CONTRACTORS

2516 MILLER ROAD
KALAMAZOO, MICHIGAN 49001
TELEPHONE (269)385-3311
invoices@fultonexcavating.com

INVOICE

City of Portage
7900 South Westnedge
Portage, Michigan 49002

INVOICE DATE: 1/1/2019
INVOICE #: 181336

Description		Amount
Winters Drive Storm Pipe Repair -		
12/03 - 12/05	Contract services provided at Winters Drive for Drain Repair, per attached proposal -Portage -01 10/15/2018 -	51,900.00
	Sales Tax	0.00

SEE STICKY COMMENT

TOTAL AMOUNT DUE THIS INVOICE **51,900.00**

Thank you for your business.

www.fultonexcavating.com

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Household Hazardous Waste Program – Intergovernmental Cooperation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: Approve a contract with Kalamazoo County to provide hazardous waste collection services at the Household Hazardous Waste Center for Portage residents for the 2019 calendar year in the amount of $42,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

Through the Kalamazoo County Household Hazardous Waste (HHW) Center, household hazardous waste collection is provided at 1301 Lamont Avenue (near the Kalamazoo County Fairgrounds) for all Portage residents. The City of Portage has participated in this joint intergovernmental program since the early 1990s, with a portion of the Curbside Recycling Millage set aside for this purpose.

An annual contract between the city and county establishes the terms and conditions for Portage resident participation at the HHW Center. Under the agreement, as prepared by the Kalamazoo County Health and Community Services Department, costs are charged on a quarterly basis to each unit of government based on a percentage of participation.

The collection program in general provides two to three drop-off days per week and ten Saturdays per year. In reviewing historical data, an amount of $42,000 will be sufficient to address the costs associated with the HHW contract for January 1, 2019 through December 31, 2019. Participation over the last last five years has increased by 40% as more Portage residents realize the value of safe disposal for hazardous materials and the value of recycling electronics.

Participation Numbers for Portage Residents

Year	Participation
2013	1,728
2014	2,029
2015	2,287
2016	2,330
2017	2,408
2018	2,086*

* Through 3rd Qtr 2018

It is recommended that City Council approve a contract with Kalamazoo County to provide hazardous waste collection services at the Household Hazardous Waste Center for Portage residents during the 2019 calendar year in the amount of $42,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds for the first six months of the contract are budgeted and available in the Fiscal Year 2018-2019 budget. Funds for the remainder of the contract will be programmed in the Fiscal Year 2019-2020 budget.

Attachments: 1. Portage City 2019 HHW Contract

AGREEMENT BETWEEN
THE COUNTY OF KALAMAZOO
BY AND THROUGH ITS HEALTH AND COMMUNITY SERVICES DEPARTMENT
AND IT'S ENVIRONMENTAL HEALTH DIVISION/HOUSEHOLD HAZARDOUS WASTE PROGRAM
201 W. KALAMAZOO AVE., KALAMAZOO, MI 49007

AND

City of Portage
7900 South Westnedge
Portage, MI 49002

This Agreement is made between the County of Kalamazoo, a municipal corporation, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, by and through its Health and Community Services Department's Environmental Health Division/Household Hazardous Waste Program, hereinafter referred to as the "County", and City of Portage, 7900 South Westnedge, Portage, MI 49002, hereinafter referred to as the "MUNICIPALITY."

WHEREAS, the MUNICIPALITY is in need of Household Hazardous Waste disposal services and is willing to provide funding for such services; and

WHEREAS, the County of Kalamazoo, by and through its Health and Community Services Department, operates the Household Hazardous Waste Center;

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter made, and under authority of Public Act 451 of 1994, the parties hereto agree as follows:

A. COUNTY RESPONSIBILITIES
The County shall:

1. Provide household hazardous waste collection services to residents of the MUNICIPALITY on the condition that the calculated percent of operational costs are paid in January and there are adequate funds on account with the County to pay for disposal costs at the end of each quarter.

2. Operate the Household Hazardous Waste (HHW) Center at 1301 Lamont Avenue, on the Kalamazoo County Fairgrounds. The HHW Center will typically be open for business three days per week, approximately fifty (50) weeks per year including ten (10) Saturdays per year. Closures may occur for required training, Expo Center events and/or inclement weather.

3. Provide staffing for the HHW Center.

4. Accept the following materials at the HHW Center during collections (list may be modified by the County at any time):

Oil Based Paints	Pesticides	Gasoline
Solvents	Acids/Bases	Paint Thinners
Household Cleaners	Aerosols	Reactives
Garden & Lawn Chemicals	Batteries - all	Automotive Chemicals
Used Motor Oil & Filters	Antifreeze	Ammunition/Explosives
Fluorescent Light Bulbs	Electronics	Mercury Containing Devices

5. May require that a citizen provide a valid Michigan Driver's License or other proof of residency at the time of collection. If such proof of residency is not provided, the citizen may be refused service unless payment is provided at the time of service.

6. Measure the size of each incoming load and assign a 'household equivalent' to each load. One household equivalent is equal to approximately twenty-five (25) gallons or one hundred fifty (150) pounds. Larger loads will be invoiced as a multiple household equivalents.

7. Provide advertisements once per month to promote proper disposal of household hazardous waste. Additional advertisement by the MUNICIPALITY must have approval of the County as to content. Further, both funding and arranging for additional advertisement will be the responsibility of the MUNICIPALITY.

8. Provide on-going public education on household hazardous waste and proper disposal methods for such waste. Education efforts may include distribution of flyers and pamphlets and public speaking presentations.

9. Maintain a household hazardous waste hotline, listserv and website to provide the public with information regarding proper disposal of household hazardous waste and community resources.

10. Contract with a licensed transporter to transport and recycle and/or dispose of materials collected through the program at a facility licensed for such hazardous waste by the State of Michigan. It is understood that the County's agreement with its transporter and disposal contractor designates the contractor as the generator of such materials, and nothing in this agreement between the County and the MUNICIPALITY to assist in the financing of the program is intended to place the County or the MUNICIPALITY in the position of being an owner, transporter, arranger or generator for purposes of federal or state statutes concerning liability for hazardous waste.

B. MUNICIPALITY RESPONSIBILITIES

The MUNICIPALITY shall agree to reimburse the County for additional labor costs associated with utilizing contractor personnel as additional staff for collections.

C. FINANCIAL REQUIREMENTS

1. Under the terms of this Agreement, the MUNICIPALITY will provide funding to a maximum amount of $42,000.00 (C.1.) to the County for HHW Center services.

   C.1. (above) = C.2.a. + C.2.b. + C.2.c.

   Of the total in C.1., the following allocations will be made:

2. a. **Operational Costs calculated on 2017 participation rates:**

   $16,856.00 of your total amount written in C.1. (above) will be invoiced in February of 2019 for operating costs.
   Operational costs = 2017 household equivalent participation rates X $7.00 (covering only 20% of the County's operational costs)

   Operational costs are non-refundable regardless of actual participation at the HHW Center and shall be paid in full within thirty (30) days of receipt of HCS FMA billing invoice.

   b. **Disposal Costs for Materials from Citizens:**

   $25,144.00 the remainder of the total amount of C.1. minus amounts in C.2.a. (above) and C.2.c. (below) will be used for disposal costs associated with the disposal/recycling of household hazardous wastes from the MUNICIPALITY's **citizens**.

   This costs is based upon the number of household equivalents from the MUNICIPALITY and disposal costs during each quarter.

   c. **Optional, this blank may be filled with a "0" if this service for the MUNICIPALITY is not needed:**
   $0 of the total amount in C.1. (above) to be reserved for service fees and disposal costs of items directly from **MUNICIPALITY Buildings and Offices**.

3. The County will provide an itemized quarterly report to each participating MUNICIPALITY in the Household Hazardous Waste program. The quarterly report will be provided within forty-five (45) days of the end of the quarter.

4. The County HCS FMA will provide a quarterly disposal cost invoice.

D. INDEPENDENT CONTRACTOR

It is understood and agreed by both parties hereto that the County is an independent contractor. The MUNICIPALITY is not responsible for the County's federal, state or local income tax deductions, or any other responsibilities of state or federal laws concerning employment status.

E. AMENDMENTS

The County may send a Letter of Understanding (LOU) to the MUNICIPALITY in order to add additional funding to the current contract amount.

F. INDEMNIFICATION

The MUNICIPALITY agrees to indemnify and hold harmless the County, its agents, employees, officers and representatives, from all fines, costs, lawsuits, claims, demands and actions of any kind or nature, including reasonable attorney fees, which occur by reason of any act, negligence or omission on the part of the MUNICIPALITY, its agents, employees, officers, or representatives, in performing this Agreement

G. SEVERABILITY

If a court of competent jurisdiction declares any part, portion or provision of this Agreement invalid, unconstitutional or unenforceable, the remaining parts, portions and provisions of the Agreement shall remain in full force and effect.

H. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between the Parties with respect to the subject matter identified in the Agreement, and no modification or revision to the Agreement shall have any force and effect unless it complies with the provisions of Paragraph heading E. Amendments of this Agreement. The failure of any Party to insist on the strict performance of any condition, promise, agreement, or undertaking set forth herein shall not be construed as a waiver or relinquishment of the right to insist upon strict performance of the same condition, promise, agreement or undertaking at a future time.

I. HEADINGS

The Headings or Titles of the SECTIONS and Paragraphs of this Agreement are provided for reference purposes only. If any discrepancy or disagreement exists between a Heading or Title and the text of the section or paragraph, the text shall control.

J. NOTICE

Any Notice/Communication required, or permitted, under this Agreement from one party to another, shall be deemed effective if the party sending the Notice/Communication hand delivers, e-mails or first class mails the Notice/Communication to the other party or if the party sends the Notice/Communication through first class mail or email to the other party. The parties agree that Notices and Communications should be sent to the parties at the following addresses:

MUNICIPALITY	**COUNTY**
City of Portage	Kalamazoo County
Ray Waurio, Deputy Director	Household Hazardous Waste Center
7900 South Westnedge	Attn: Jennifer Kosak
Portage, MI 49002	1301 Lamont
	Kalamazoo MI 49001

K. PERIOD OF AGREEMENT

The term of this Agreement shall be from January 1, 2019 through December 31, 2019, unless terminated earlier as provided.

L. TERMINATION

This Agreement may be terminated by either party heretofore at will by providing a sixty (60) day written notice to the other party.

M. SIGNATURES

The individual or officer signing this Agreement certifies by his or her signature that he or she is authorized to sign this Agreement on behalf of the responsible governing board, official or agency.

2/18/2019
CITY ATTORNEY

FOR THE MUNICIPALITY

Printed or Typed Name — Title

Signature — Date

Printed or Typed Name — Title

Signature — Date

FOR THE COUNTY OF KALAMAZOO

Julie Rogers, Chair — Date

Timothy A. Snow, County Clerk/Register — Date

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: Election Polling Places and Rate of Compensation Resolution

SUPPORTING PERSONNEL: Adam Herringa, City Clerk

ACTION RECOMMENDED: Adopt the Resolution Designating Polling Places and Rate of Compensation for the November 5, 2019 City General Election and any special elections that may arise in 2019.

Attached is a Resolution listing the polling places established for the City General Election to be held on November 5, 2019, and any special elections that may arise in 2019. The Resolution also establishes the rate of pay for precinct chairpersons and other election officials. The rate of pay for precinct chairpersons and other election officials remains unchanged since the August 7, 2018 Primary Election.

Voting Precinct No. 7 has grown to become the largest precinct in the City of Portage with 2,818 registered voters. State election law requires that voting precincts may be comprised of no more than 3,000 voters. Recent studies from the August 7 and November 5, 2018 elections by workers from the Precinct 7 polling location at the Kalamazoo Regional Educational Service Agency have illustrated that the polling location receives a large influx of voters at peak periods during the day, resulting in increased wait times for voters. This is likely a result of the increase of registered voters in the precinct, as well as healthy election day turnouts. Staff in the Office of the City Clerk have evaluated the City of Portage current electorate and precinct structure, ultimately choosing to separate a portion of Precinct 7, and create an entirely new precinct to be number 20. If approved, Precinct 7 and the proposed Precinct 20 will each have approximately 1,400 voters. With only two potential locations within the proposed new precinct boundaries meeting state requirements for an election polling place, Westminster Presbyterian Church at 1515 Helen Avenue has agreed to serve as the new Precinct 20 voting location. The proposed boundary modifications for the new Precinct 7 will also involve a slight relocation of the northwest edge of Precinct 3. Moving this boundary allows for better delineation along Lovers Lane and Romence Road Parkway and will only affect 15 voters as the majority of land includes the Portage Creek Bicentennial Park.

To meet State of Michigan requirements for establishing polling locations and inform voters within the affected precinct of the updated boundaries and new polling location, the Office of the City Clerk will provide advanced notifications by mail, including updated Voter Registration Cards, as well as articles in the Portager, on Facebook and with public notices.

FUNDING: Funding is included in the FY 2018-19 and FY 2019-2020 Budgets for election costs.

Attachments: 1. 2019 Election Resolution
2. Proposed Boundary Revision Map

CITY OF PORTAGE
RESOLUTION

Moved by:
Supported by:

BE IT RESOLVED that the following locations be and are hereby designated as polling places for the GENERAL ELECTION to be held on November 5, 2019, and that the polling places are to remain open from 7:00 o'clock a.m. until 8:00 o'clock p.m. on the day of the election. Further, in the event a SPECIAL ELECTION is scheduled for August 6, 2019, this resolution will also apply.

1. Portage Public Schools (PPS) "Dog House" Multipurpose Gym – 1000 Idaho Avenue
2. Goldentree Apts. Community Building – 4795 E. Milham Avenue
3. Portage Senior Center - 320 Library Lane
4. Lord of Life Lutheran Church – 9420 Portage Road
5. PPS "Stable" Multipurpose Gym – 8305 South Westnedge Avenue
6. Lord of Life Lutheran Church – 9420 Portage Road
7. K/RESA – 1819 E. Milham Avenue
8. Chapel Hill United Methodist Church – 7028 Oakland Drive
9. Prince of Peace Lutheran Church – 1747 W. Milham Avenue
10. PPS "Stable" Multipurpose Gym – 8305 South Westnedge Avenue
11. Kalamazoo First Assembly of God – 5500 Oakland Drive
12. PPS "Stable" Multipurpose Gym – 8305 South Westnedge Avenue
13. St. Catherine of Siena Catholic Church – 1150 W. Centre Avenue
14. Chapel Hill United Methodist Church – 7028 Oakland Drive
15. PPS "Dog House" Multipurpose Gym – 1000 Idaho Avenue
16. Bridge Church – 7200 Angling Road
17. Pathfinder Church – 8740 S. Westnedge Avenue
18. Bridge Church – 7200 Angling Road
19. Kalamazoo First Assembly of God – 5500 Oakland Drive
20. WESTMINSTER PRESBYTERIAN CHURCH – 1515 Helen Avenue
21. Absentee Voter Counting Board – Portage City Hall, 7900 South Westnedge Avenue

BE IT FURTHER RESOLVED that the City of Portage establish an Election Receiving Board for the election to be held on November 5, 2019 to convene from 8:00 o'clock p.m. until 10:30 p.m. on the day of each election, as well as August 6, 2019, if needed.

BE IT FURTHER RESOLVED that the rate of pay for the Election Precinct Inspectors be as follows: $140.00 (plus $20 for attending each Training Session) for each precinct inspector, $155.00 (plus $20 for attending each Training Session) for each assistant precinct chairperson, $165.00 (plus $20 for attending each Training Session) for each precinct chairperson, and $30.00 (plus $20 for attending each Training Session) for each receiving board member.

YES:
NO:
ABSENT:

____
Adam Herringa, City Clerk

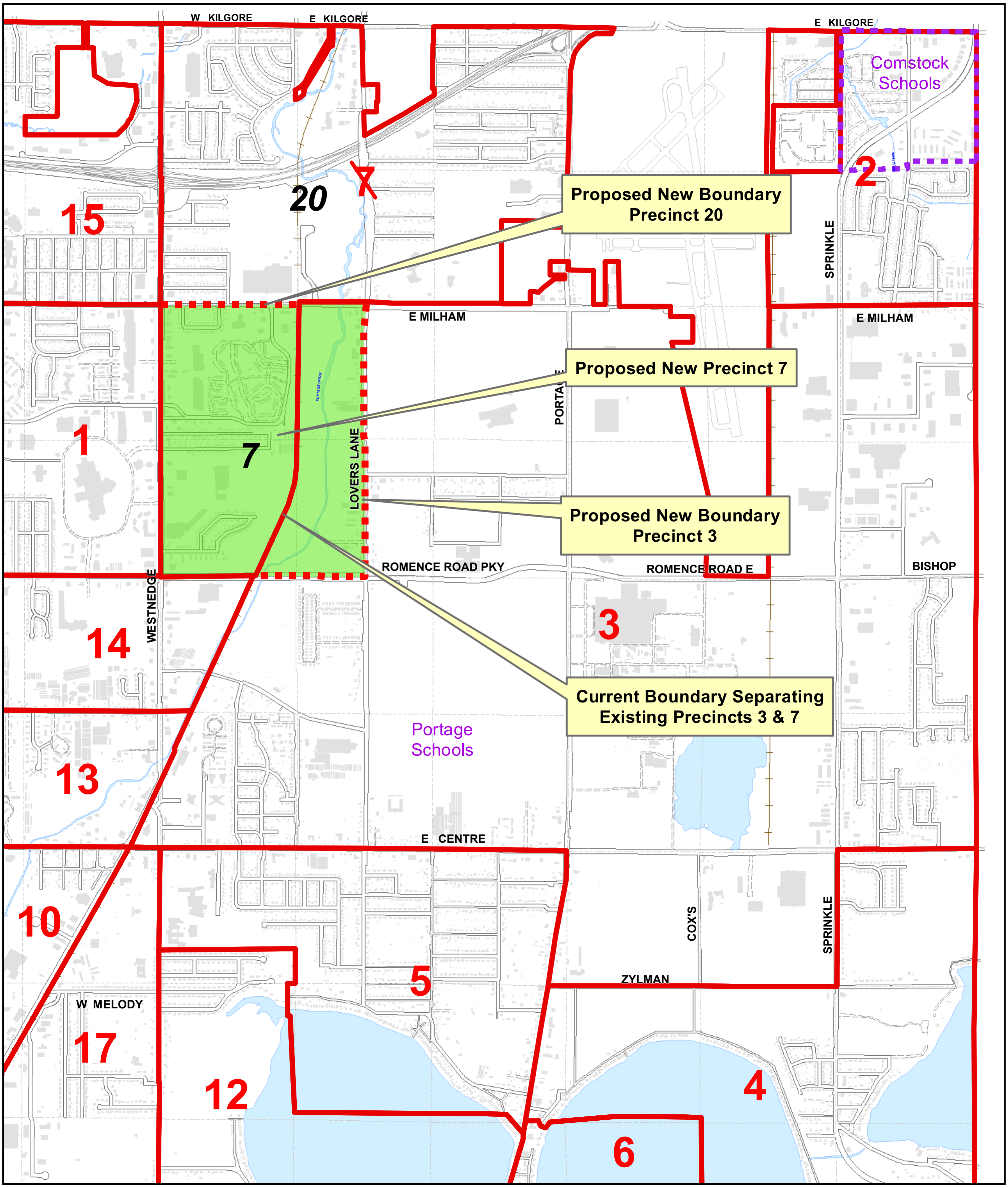
CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of the City of Portage, Michigan, Kalamazoo County, held on March 12, 2019, the original of which is in the official proceedings of the City Council.

Adam Herringa, City Clerk

APPROVED AS TO FORM
DATE 3/5/2019
CITY ATTORNEY

Proposed Precinct 20



Legend

- Voting Precinct Boundary
- Proposed Precinct 7
- School District Boundary

Date: 3/4/2019

1 inch = 2,500 feet

PORTAGE
A Natural Place to Move

CITY COUNCIL AGENDA ITEM A.12.
MARCH 12, 2019

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: Preliminary Condominium Subdivision for Westfield North, 5700 Alten Street

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: Approve the Preliminary Condominium Subdivision for Westfield North, 5700 Alten Street, subject to submittal of detailed engineering plans for streets, utilities and storm water as outlined in the February 18, 2019 Department of Community Development staff report.

Westview Capital, LLC has submitted the preliminary condominium subdivision for Westfield North, which proposes 12 single-family residential lots with the extension of Burr Ridge Road and Alten Street. The subject property is approximately 4.3 acres and zoned R-1B, one family residential.

In a report dated February 18, 2019, the Department of Community Development recommended approval of Westfield North with two conditions regarding submittal of the detailed engineering drawings for the public streets, utilities and storm water.

The Planning Commission convened a public hearing during the February 21, 2019 meeting to consider the Preliminary Condominium Subdivision for Westfield North. Brian Wood of Westview Capital, LLC was present to support the application and explain the development project. Three citizens spoke during the public hearing. These citizens had several questions for the developer and staff; however, did not object to the single-family detached residential subdivision. No written communications were received from area residents or interested citizens.

At the conclusion of the public hearing, the Commission voted unanimously to recommend that City Council approve the Preliminary Condominium Subdivision for Westfield North subject to two conditions regarding submittal of the detailed engineering drawings for the public streets, utilities and storm water.

FUNDING: N/A

Attachments:
1. March 1, 2019 Planning Commission Transmittal
2. February 21, 2019 Draft Planning Commission meeting minutes
3. February 19, 2019 Community Development staff report with attachments

TO: Honorable Mayor and City Council

FROM: Planning Commission

DATE: March 1, 2019

SUBJECT: Preliminary Condominium Subdivision of Westfield North, 5700 Alten Street

The Planning Commission convened a public hearing during the February 21, 2019 meeting to consider the Preliminary Condominium Subdivision of Westfield North. Mr. Brian Wood of Westview Capital, LLC was present to support the application and explain the development project. Three additional citizens spoke during the public hearing. These citizens had several questions for the developer and staff, however, did not object to the proposed single family detached residential subdivision. No written communications were received from area residents or interested citizens.

After careful consideration, a motion was made by Commissioner Corradini, seconded by Commissioner Shimmel, to recommend to City Council that the Preliminary Condominium Subdivision of Westfield North, 5700 Alten Street, be approved subject to the two conditions contained in the Department of Community Development report dated February 18, 2019. The motion was unanimously approved 7-0.

Sincerely,

Wayne Stoffer
CF

Wayne Stoffer
Chairman

S:\2018-2019 Department Files\Memos\City Council\2019 03 01 PC Westfield North Subdivision, 5700 Alten Street - preliminary condominium.doc

Mr. West discussed the minimum building and parking lot setbacks, and also discussed conflicting land use screening requirements between nonresidential and residential land uses. Mr. Hansen presented a preliminary site plan that identified the new office building and parking lot much further away from Mr. Meyer's property line than the minimum setback requirements. Mr. Beaver also stated that he had no objection to the rezoning request, however, inquired about outdoor lighting proposed with the new office development. Mr. West discussed the outdoor lighting standards for new office developments including requirements for shielded "sharp cut-off" style fixtures and a maximum light intensity levels at the property line. No additional citizens spoke regarding the proposed rezoning. After a brief conversation, a motion was made by Commissioner Schimmel, seconded by Commissioner Baldwin, to adjourn the public hearing for Rezoning Application #18/19-5, 1700 East Centre Avenue, to the March 7, 2019 meeting. The motion was unanimously approved 7-0.

2. Preliminary Site Condominium: Westfield North Subdivision, 5700 Alten Street. Mr. Forth summarized the February 18, 2019 staff report regarding a request from Westview Capital LLC to construct the Westfield North Condominium Subdivision. Mr. Forth stated the Westfield North Condominium Subdivision proposes to construct 12 single family detached residential lots/units and public street extensions of Burr Ridge Road and Alten Street on the approximate 4.3 acre parcel. Mr. Forth indicated the site condominium form of development was essentially the same as a single family detached traditional plat. Mr. Forth discussed the new storm water retention basin proposed along the southeast portion of the parcel and the preliminary engineering analysis that has been completed regarding the feasibility of conveying storm water runoff from this new subdivision to the existing storm water basin located to the east, along the east side of Briar Hill Court. Mr. Forth indicated that staff was recommending approval of the Preliminary Condominium Subdivision subject to the conditions outlined in the February 19, 2019 staff report.

Brian Wood (Westview Capital LLC representative) was present to support the plan and explain the development project. Mr. Wood indicated he had no objection to routing the storm water to the existing basin along the east side of Briar Hill Court assuming it was feasible from an engineering standpoint and was cost effective.

Chairman Stoffer opened the public hearing. Three citizens spoke regarding the preliminary condominium subdivision: 1) Barb Vizard (5691 Claremount Street); 2) Paul Matyas (4322 Cedarcrest Avenue); and 3) Sara Veldt (4409 Cedarcrest Avenue). Ms. Vizard asked several questions regarding the proposed subdivision including the type of home construction, public or private streets and hours of construction. Mr. Wood provided responses. Mr. Matyas stated the reference to "condominium" in the resident notice and application was somewhat confusing to the neighbors and asked what assurances there were that the applicant would not construct attached condominiums in the subdivision. Mr. Forth restated that the application was for single family detached residential homes and that the existing R-1B zoning does not allow attached residential construction. Mr. Forth stated any request for a zoning change to attached residential would require public hearings, public noticing and consideration by the Planning Commission and City Council. Mr. Forth stated the city development standards for a site condominium are the same as for a traditional plat and the developments will look the same, however, the state review/approval process for the developer is less cumbersome utilizing the site condominium form of development. Mr. Wood stated that Westview Capital has no interest in constructing attached residential dwellings. Mr. West indicated that any possible future rezoning request to attached residential would not be consistent with the Future Land Use Map designation of the neighborhood for "low density residential" land use. Ms. Veldt asked what the price range would be for the new homes. Mr. Wood stated that home prices would begin at around $200,000 and would be similar to the homes constructed along Briar Hill Drive/Briar Hill Court. No additional citizens spoke regarding proposed preliminary site condominium.

After a brief discussion, a motion was made by Commissioner Corradini, seconded by Commissioner Schimmel, to recommend to City Council that the Preliminary Condominium for Westfield North Subdivision, 5700 Alten Street, be approved subject to the two conditions outlined in the February 18, 2019 staff report. The motion was unanimously approved 7-0.

PORTAGE
A Natural Place to Move

Department of Community Development

TO: Planning Commission **DATE:** February 18, 2019

FROM: Vicki Georgeau, Director of Community Development

SUBJECT: Preliminary Condominium Subdivision for Westfield North, 5700 Alten Street

I. INTRODUCTION:

Westview Capital, LLC has submitted the preliminary plan for the Westfield North Condominium Subdivision, which proposes 12 single-family detached residential lots/units and public street extensions of Burr Ridge Road and Alten Street. The 4.31-acre property is zoned R-1B, one family residential.

Applicant	Sites/Area	Location
Westview Capital, LLC	12 lots-units/4.31 acres	Northeast ¼ of Section 6, North of Cedarcrest Avenue and West of the Briarhill Court.

II. BACKGROUND INFORMATION:

Article 6, Condominium Projects outlines the requirements for single-family detached residential condominium subdivisions within the City of Portage pursuant to the Michigan Condominium Act, PA 59 of 1978, as amended. Single-family detached residential condominium projects must meet the Zoning Code requirements for the district in which the development is located including minimum lot size (area), width and setbacks unless otherwise approved by City Council. Additionally, all Required Improvements and Design Standards contained in Article 5, Division 4 of the Subdivision and Land Division Regulations are also applicable to the residential condominium subdivision project.

The following summarizes requirements applicable to the preliminary condominium subdivision application.

Public Street Access	Public street extensions of Burr Ridge Road and Alten Street will be constructed.
Storm Water	The plan indicates storm water runoff will be collected and conveyed to a public storm water infiltration basin proposed in the southeast portion of the property, behind Lots 3 and 4. Section 42-805(d) of the Land Development Regulations states that storm water retention basins must be internally located within the plat insofar as practical to minimize impacts on adjacent properties. The applicant is proposing to fence and landscape/screen the basin from the adjacent residential properties pursuant to established ordinance requirements. Another option exists and involves routing the storm water to the existing retention basin located at the end of Briar Hill Court. This existing basin is shown on the attached aerial photograph. Routing the storm water to the existing basin 1) relieves the city of the long term maintenance responsibility, 2) eliminates the impacts on existing and future abutting property owners and 3) allows the developer to increase lot size. Preliminary engineering analysis indicates this option is feasible with some modifications. Details associated with this option will be finalized upon submittal of the engineering plans for construction.

Public Improvements	Public streets, sidewalks, curb-gutter, municipal water, sanitary sewer, streetlights will be provided pursuant to established ordinance requirements.
Zoning	R-1B, one family residential: Minimum 80-foot lot widths (100 feet for corner lots); minimum lot size of 9,600 square feet; and minimum setbacks of 30-feet (front), 10-feet (side) and 40-feet (rear).
Environmental Impacts	No designated wetlands, floodplains or other environmental sensitive features are present at the subject property.
Sidewalks	Consistent with the land development regulations, 4-foot wide concrete sidewalks will be installed along both sides of the proposed new public street extensions.
Traffic	A total of 12 single-family detached residential dwellings can be expected to generate approximately 50-72 vehicles per day (equivalent to 100-144 vehicle trips per day). This anticipated traffic generation can be accommodated by the adjacent roadway network.

III. PUBLIC NOTICE REQUIREMENTS:

In accordance with the Michigan Planning Enabling Act (PA 33 of 2008, as amended), a public notice was published in the local newspaper and notice was mailed to owners of land located within 300-feet of the subject property 15 days prior to the date of the public hearing.

Submission of the preliminary condominium subdivision is intended to provide the community with the opportunity to examine existing and proposed conditions pertaining to the development of the subdivision. After review and approval by the City Council, the preliminary condominium subdivision approval is effective for 12 months. During the 12-month period, detailed engineering drawings (final preliminary condominium) will be prepared and submitted to City Council for review and approval. Following construction of the condominium improvements, the developer will request that City Council grant final condominium subdivision approval.

IV. RECOMMENDATION:

The preliminary condominium subdivision has been reviewed within the context of the Comprehensive Plan, Land Development Regulations and other applicable ordinance requirements. Based on the above information and subject to any additional information received during the public hearing, staff advises the Planning Commission recommend to City Council that the Preliminary Condominium for Westfield North Subdivision, 5700 Alten Street, be approved subject to the following conditions:

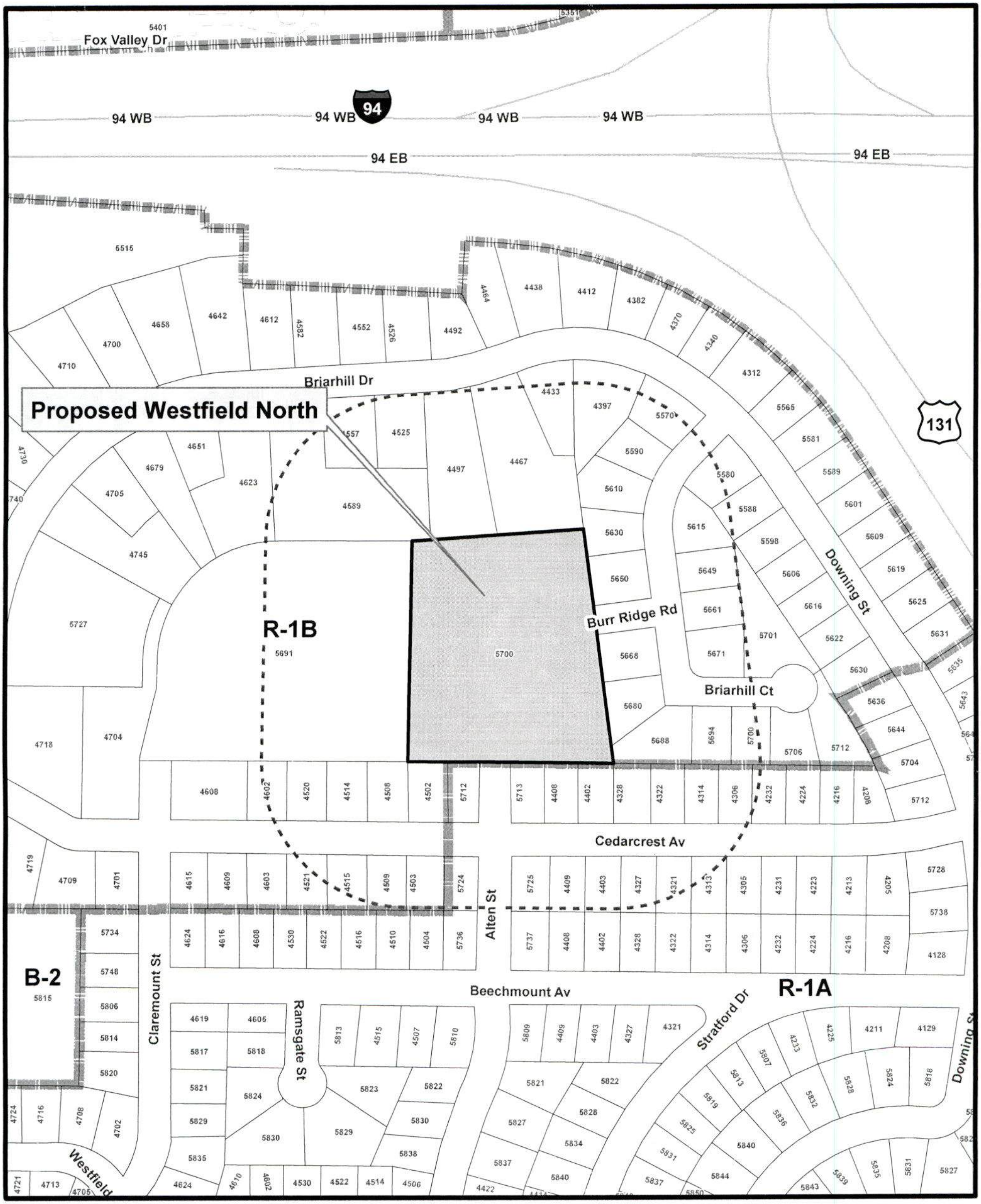
1. Streets and Utilities – The proposed street system, municipal water and sanitary sewer are acceptable in concept. Final design, location and related issues will be addressed as part of the detailed engineering plan review (final preliminary condominium plan). Any public utility located outside of the street right-of-way will require that an easement(s) be conveyed to the city.

2. Storm Water Management – The preferred storm water management option is to route the storm water to the existing Briar Hill Court retention basin. As noted earlier, preliminary engineering analysis indicates this option is feasible with some modifications. Details associated with this option will be finalized upon submittal of the engineering plans for construction.

If it is determined that the storm water cannot be routed to the existing Briar Hill Court retention basin, then the basin as shown on the preliminary condominium subdivision plan will be constructed, subject to any additional comments received during the public hearing process. Final design and related issues will be addressed as part of the detailed engineering plan review (final preliminary condominium plan). Any public utility located outside of the street right-of-way will require that an easement(s) be conveyed to the city.

Attachments: Zoning/Vicinity Map
Aerial Photograph Map
Preliminary Site Condominium - Westfield North Subdivision

S:\Commdev\2018-2019 Department Files\Board Files\PLANNING COMMISSION\PC Reports\Plats-Site Condos\2019 02 15 Preliminary Site Condominium, Westfield North Subdivision, 5700 Alten Street.doc



Subject Property
300' Notification Boundary
Zoning Boundary

Westfield North Preliminary Condominium
5700 Alten Street

1 inch = 250 feet

---- Proposed Westfield North lot lines
Subject Property

Aerial Photo
5700 Alten Street

1 inch = 150 feet

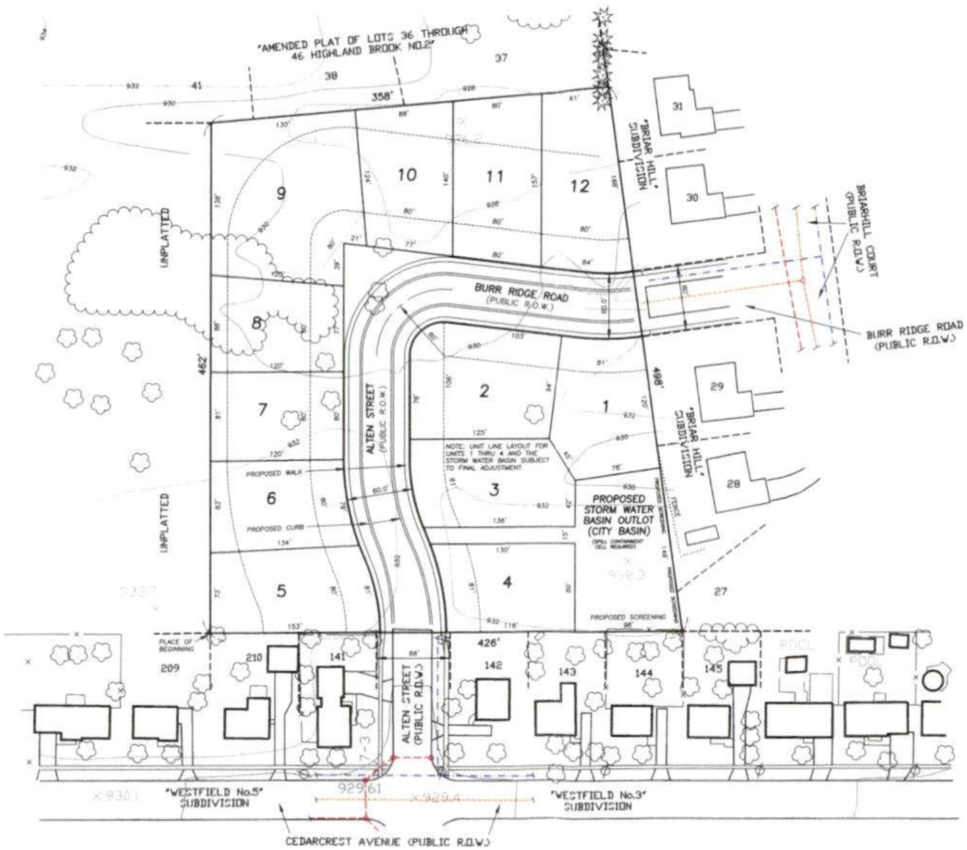
PRELIMINARY CONDOMINIUM PLAN for "WESTFIELD NORTH"

N

50' 0' 50' 100' 150'

SUBJECT PROPERTY = 4.31 ACRES
ADDRESS = 5700 ALTEN STREET
CITY ZONING = R-1B

NOTE: SUBJECT PROPERTY AND PROPERTY TO THE EAST, WEST, AND NORTH IS ZONED R-1B. PROPERTY SOUTH OF SUBJECT PROPERTY IS ZONED R-1A.



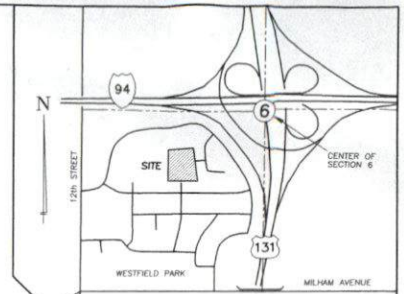
FIRE DEPT. NOTES

1) COMBUSTIBLE BUILDING CONSTRUCTION SHALL NOT COMMENCE UNTIL FIRE HYDRANTS ARE OPERABLE AND AN ALL WEATHER ROAD SURFACE IS IN PLACE.
2) THE FIRE FLOW FOR EACH BUILDING IS 1000 GPM FROM ONE HYDRANT WITHIN 400' OF ALL PORTIONS OF THE BUILDING. THIS FLOW IS BASED ON THE FLOOR AREA OF ALL FLOORS INCLUDING BASEMENT FOR A BUILDING OF TYPE V-B CONSTRUCTION. SHOULD A BUILDING EXCEED 3600 SQUARE FEET, THE MINIMUM FIRE FLOW WILL BE BASED ON THE SIZE AND TYPE OF CONSTRUCTION FOR THAT BUILDING.
3) FIRE APPARATUS ACCESS ROADS LESS THAN 26.0' WIDE SHALL BE POSTED ON BOTH SIDES AS A FIRE LANE.
4) "NO PARKING" SIGNS SHALL BE INSTALLED AS REQUIRED BY THE CITY.
5) TEMPORARY STREET SIGNS SHALL BE PROVIDED AS REQUIRED BY THE FIRE DEPARTMENT.
6) WIDTH OF IMPROVED STREETS SHALL BE A MINIMUM OF 26.0 FEET (BETWEEN BACK OF CURBS).
7) AN ELECTRONIC COPY OF THE APPROVED SITE PLAN SHALL BE PROVIDED TO THE FIRE DEPARTMENT (JPEG FORMAT).

R-1B ZONING INFORMATION:
(SUBJECT PROPERTY IS ZONED R-1B)
MINIMUM 9,600 SQ.FT. AREA WITH SEWER & WATER
MINIMUM 80' LOT WIDTH WITH SEWER & WATER
MINIMUM 30' FRONT YARD SETBACK
MINIMUM 10' SIDE YARD SETBACK
MINIMUM 40' REAR YARD SETBACK
MAXIMUM BUILDING COVERAGE OF LOT = 25%
(ALSO SEE APPLICABLE SECTIONS OF CITY OF PORTAGE LAND DEVELOPMENT REGULATIONS)

LEGEND

EXISTING WATER MAIN
EXISTING SANITARY SEWER
EXISTING STORM SEWER



VICINITY MAP
NO SCALE

AERIAL PHOTOGRAPH OF VICINITY

GENERAL NOTES

1) PROPOSED PROJECT INCLUDES 12 UNITS SITUATED ON APPROXIMATELY 4.3 ACRES.
2) ALL UNITS SHALL CONFORM TO CITY OF PORTAGE ZONING REQUIREMENTS.
3) SITE CONDOMINIUM SHALL CONFORM TO THE CITY OF PORTAGE REQUIREMENTS.
4) ALL ROADWAYS SHALL HAVE A 60 FOOT WIDE RIGHT OF WAY AND SHALL BE PUBLIC.
5) SITE SHALL BE SERVED BY PUBLIC SANITARY SEWER, WATER MAIN, AND STORM SEWER.
6) STORM SEWER SYSTEM SHALL DRAIN TO PROPOSED STORM WATER BASIN. STORM SEWER AND STORM WATER BASIN SHALL BE PUBLIC & UNDER CITY OF PORTAGE JURISDICTION.
7) SITE IS PARTIALLY TREE COVERED.
8) ALL UNIT DIMENSIONS ARE SUBJECT TO FINAL ADJUSTMENT. DIMENSIONS SHOWN ON CURVES ARE CHORD LENGTHS.
9) SHOWN ELEVATIONS ARE BASED ON USGS DATUM. SHOWN TOPOGRAPHY & ELEVATION CONTOURS BASED ON A 1992 MAP PREPARED BY OTHERS.
10) SIDEWALKS WILL BE PROVIDED ON BOTH SIDES OF ALL STREETS AND AROUND THE BULB OF ANY PERMANENT CUL DE SAC. PAVEMENT WIDTH SHALL BE A MINIMUM OF 26.0 FEET (30.0 FEET BETWEEN BACKS OF CURBS). ALL UTILITIES SHALL BE UNDERGROUND.
11) STREET NAMES ARE SUBJECT TO APPROVAL.

PARCEL DESCRIPTION (FURNISHED BY OTHERS):
LAND SITUATED IN THE CITY OF PORTAGE, COUNTY OF KALAMAZOO, STATE OF MICHIGAN DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF LOT 210, WESTFIELD NO. 5, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 29 OF PLATS, PAGE 4, KALAMAZOO COUNTY RECORDS; THENCE NORTH 462.00 FEET; THENCE NORTH 84 58'23" EAST 358.71 FEET; THENCE SOUTH 07°55'21" EAST 498.19 FEET TO THE NORTHEAST CORNER OF LOT 144, WESTFIELD NO. 3, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 27 OF PLATS, PAGE 4, KALAMAZOO COUNTY RECORDS; THENCE WEST 426.00 FEET ALONG THE NORTH LINE OF WESTFIELD NO. 3 AND WESTFIELD NO. 5 TO THE PLACE OF BEGINNING. SUBJECT TO EASEMENTS, CONDITIONS, AND RESTRICTIONS OF RECORD.

NOTE: "WESTFIELD NORTH" IS A PROPOSED SITE CONDOMINIUM WITH CITY OF PORTAGE PUBLIC ROADWAYS.

72 HOURS BEFORE YOU DIG CALL MISS DIG 1-800-482-7171

APPLICANT:

WESTVIEW CAPITAL, LLC
2186 EAST CENTRE STREET
PORTAGE, MI 49002
(269) 321-2610

REVISED: 2/06/2019

PRELIMINARY CONDOMINIUM PLAN WESTVIEW CAPITAL, LLC PROPERTY IN SEC. 6, T. 3 S., R. 11 W., CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN	DATE: 1/02/2019
Ingersoll, Watson & McMachen, Inc. CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS 1209 East Milham Road · Portage, Michigan 49002 · Phone 269 344-6165 · Fax 269 344-0555	SHEET: 1 JOB No.: 36734

PORTAGE
A Natural Place to Move

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: Committee of the Whole Meeting - Portage Road/Lake Center District

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: Set a Committee of the Whole meeting on Tuesday, March 26, 2019 at 5:15 p.m. in City Hall Conference Room #1 for the purpose of discussing Portage Road/Lake Center District Redevelopment.

At the City Council Retreat conducted on December 6, 2018, City Council identified the revitalization of the Portage Road Corridor as a goal for the upcoming year. Since that time, the City Administration has initiated a number of actions designed to promote that goal.

It is recommended that City Council set a Committee of the Whole meeting on Tuesday, March 26, 2019 at 5:15 p.m. in City Hall Conference Room #1 for the purpose of reviewing those actions and to hear further recommendations from the City Council as to how to proceed.

FUNDING: N/A

Attachments: None

Minutes of Boards & Commissions

Portage Senior Citizens Advisory Board

MINUTES

MONTH: January 23, 2019

ATTENDANCE:

Bill Wieringa, Art Roberts, Sharon White, Tony Lorenz, Linda Zoeller, Mary Lou Petrulio, Trudy Riker, Doug Gilchrist, John Loebel

Absent Un-excused:

Guests: None

Staff: Kathleen Hoyle, Dawn Shilts

Call to order time:

Corrections to previous minutes:

Art Roberts moved the December minutes be approved. Sharon White seconded the motion and the minutes were approved.

Travel Program, Trudy Riker:

Three trips went out last month, and a Florida, Gulf Coast trip is coming up in February. Winter in Michigan causes a slow down on travel opportunities (due to weather constraints).

Special Events, Sharon White:

Emphasis is on the New Member Meet & Eat takes place on Thursday, March 14 at 9:00 AM. Please attend this event if possible & help get new members acclimated to the center.
Special lunch on Valentine's Day, February 14 at 11:30, get your tickets now if you want to attend.
Schram's Garden talks is a series of presentations by Schram's Greenhouse.

Friends of PSC Board Update, Bill Wieringa:

The Friends board had their annual retreat this past month. Kim gave a brief presentation, we had a talk by a fundraiser, there were some suggestions regarding the newsletter and Friends appeals that might be considered. The presenter will email Kim with those suggestions. The travel program is making money, which in turn supports the programming offered. The building is not large enough to support the number of participants who want to sign up for special lunches and other events. Also highlighted was that the committee for fundraising for the new building has been formed and the city has committed to match fundraising dollars up to 5.5 million. Each member on that committee received a list of people to contact regarding donations. Later in the spring, the campaign will become public, but donations can be made at any time, checks payable to the PSC and earmarked for the building fund.

Legislative Update, Art Roberts:

KCASI talked about some of the things that happened last year. Adult abuse prevention money was put aside at about $50,000. The Social Security Medicare Medicaid system was preserved. There were five items they pushed for the top three were successful. Even though $50,000 is not a great amount, it was *something*.

Older Michiganian Day is going to be on May 15th this year. There will be no fee for KCASI members to go. The bus leaves at 8:00 AM and gets back about 3:00 PM.

Manager's Report, Dawn Shilts:

Year to date we are on a slight upward trend in numbers of participations. We are adding more new members than we are losing. From a trip perspective, we are beginning to gain out of town members in larger numbers than previously experienced.

Old Business, Bill Wieringa:

Copies of the proposed Strategic Action Plan were distributed to board members. Discussion regarding these was tabled for next month's meeting. If you can provide any thoughts or feedback in the upcoming week, please email Kim Phillips. Note: board members are to ignore the actions steps.

New Advisory Board members will receive their booklets next month. A new listing of Advisory Board members' contact information will be distributed next month as well.

New Business:

One of the issues to be addressed for accreditation is health and wellness. Linda Zoeller has been reading up on the National Council Wellness Model which will assist in putting some organization to reviewing the subject of Wellness as it relates to the board's recommendations. Linda requested a place on the agenda for next month's meeting to present to the group.

Activities Reminders:

Valentine's Day Lunch, Thursday, February 11

Special Movie Screenings: Thursday, February 21 at 1:00 *Hidden Figures*, and Friday, March 22 at 1:00 *A League of Their Own*

New Member Breakfast, Thursday, March 14 at 9:00 AM, all board members are asked to attend

Aging Mastery begins again in March, and will be offered downtown Kalamazoo.

Advisory Board Comments:

Art Roberts: Next month there should be something on black history month on the bulletin board.

What does the city plan to do regarding Black History (Kathleen); the Air Zoo will have a celebration for Black History Month.

Art Roberts encouraged board members to contribute to the building fund.

Citizen comment:

Kathleen Hoyle thanked the board members for their time and feedback and encouraged all to submit any articles, programs or health and wellness information to Kim for possible inclusion in the Portager to raise awareness of the board and the work they do.

Time Adjourned: 3:30 PM

Next meeting: 2:30 PM, Wednesday, February 20, 2019

CITY OF PORTAGE HUMAN SERVICES BOARD
Minutes of Meeting February 7, 2019

CALL TO ORDER: 6:32 p.m.

MEMBERS PRESENT: Alice Mwanda, Tim Henson, Stephanie Upshaw, Nadeem Mirza, Elma (Pat) Maye, Fiorella Spalvieri, Effie Kokkinos, Kathryn Hanfland

MEMBERS EXCUSED: McCoy stated that Durian had emailed staff notification of her expected absence. Mirza moved and Spalvieri supported motion to excuse Durian. Motion passed 8-0

STAFF PRESENT: Vicki Georgeau, Director of Community Development, Tom McCoy, Neighborhood Program Specialist

APPROVAL OF MINUTES: Spalvieri moved and Kokkinos supported approval of the January 23, 2019 minutes. Motion passed 8-0.

NEW BUSINESS:

1. Public Hearing Community Development Block Grant Program - Hanfland moved and Henson supported motion to open public hearing. Motion passed 8-0. Community Development Director Vicki Georgeau presented information regarding Community Development needs, past performance and strategic planning as related to the CDBG programs administered by the city. The information was summarized by means of a Power Point presentation, printouts of which were provided to Board members. Additional information regarding the draft update to the Analysis of Impediments to Fair Housing was also presented and reviewed. Questions and comments from Board members were received regarding data collection regarding homelessness and efforts to facilitate affordable housing. Henson noted a concern regarding the applicability of the city's non-discrimination ordinance as it relates to human services grant funding. After a brief discussion, Maye suggested and the Board agreed that they would continue the discussion as part of item 2 on the agenda, Human/Public Service Funding Review and Options. The staff presentation was concluded with the understanding that the complete AI update would be provided to the Board at the March 7, 2019 meeting and that both the AI and the FY 2019-2020 Annual Action Plan will be made available for a 30-day public comment period, concluding with an additional public hearing on April 4, 2019. After no further discussion and no public comment, Spalvieri moved and Upshaw supported motion to close the public hearing. Motion passed 8-0.

2. FY 2019-2020 Human/Public Service Funding Review and Options - Henson expressed concern about funding applicants who maintain philosophical positions and operational procedures that may be in conflict with the City of Portage Non-Discrimination Ordinance as well as other State and Federal regulations as they relate to the allowable use of grant funds received from government agencies. It was discussed among Board members and confirmed by staff that historically, those agencies who have held positions that may be of concern were asked to provide assurances that no discrimination would occur as part of the administration of programs or services made available through grant funded activities. It was determined that the agency in question (Kalamazoo Youth for Christ) had provided, upon request, such assurances in writing.

The email statement received by staff and shared with the Board at the January 23rd meeting was acknowledged by Henson and there was Board consensus that the applicant had answered the question adequately. Henson further suggested that the Board revisit the application process and consider requiring grant applicant's to pledge to provide city-funded services to all participants regardless of race, religion, gender identity, sexual orientation and other protected classes as specified in the city's non-discrimination ordinance. The Board then determined this matter could be revisited in preparation for the next funding cycle. McCoy continued with a summary of the grant funding recommendations of staff, detailing the method and rational for the proposed allotments based on prior practices, where higher ranked applicants receive a larger dollar and/or percentage increase in funding in comparison to lower ranked applicants. Spalvieri moved and Upshaw supported a motion to approve the funding recommendation proposed by staff. Hanfland stated that since every other agency would be funded at or above the level requested she would be in favor of increasing funding to Lending Hands by $500 in order to meet the total requested amount of $5,000. Maye agreed that funding Lending Hands at the amount requested was appropriate. Staff indicated that fully funding Lending Hands and reducing funding to the top ranked or top four ranked applicants is an acceptable option. Hanfland moved and Maye supported a motion to amend the original motion to fully fund Lending Hands and reduce PCC funds by $500.00. Spalvieri did not support the amendment to the motion, indicating that Lending Hands is receiving a 50% increase and the top ranked applicants should get a higher dollar amount increase because they provide core services and address basic needs. A subsequent vote on the original motion resulted in the motion passing 5-2 (Mwanda yes, Kokkinos yes, Upshaw yes, Henson yes, Spalvieri yes, Hanfland no, Maye no, Mirza left @ 8 pm). Staff indicated that the recommendation would be forwarded to City Council in early April, 2019. Depending on final funding from HUD, staff may request the Board to reconsider funding if the CDBG grant is significantly different from current estimates.

3. Kalamazoo Transit Authority LAC Update – Upshaw stated that she attended a meeting during which officers were elected and a liaison was appointed. Metro staff also presented the same information at the meeting that was presented by Metro staff to the Board in November.

STATEMENTS:

ADJOURNMENT: Maye moved and Henson supported adjournment at 8:20 p.m. Motion passed 7-0.

Respectfully Submitted,

Tom McCoy, Neighborhood Program Specialist

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PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
ORGANIZATIONAL MEETING

January 7, 2019

The Organizational Meeting of the Board of Education of Portage Public Schools held on Monday, January 7, 2019, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room #1 of the Administration Building, 8107 Mustang Drive.

Board Trustees Present: Kurt Droppers, Terri Novaria, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp and Joanne Willson

Board Trustees Absent: Rusty Rathburn

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Willson, seconded by Dr. Shelton-Harris, that the Board of Education approve the agenda as amended to remove the NMS furniture purchase discussion item.

The motion carried unanimously.

ORGANIZATIONAL ITEMS

Oath of Office. The Oath of Office was administered to Dr. Shelton-Harris, Mr. Van Antwerp and Mrs. Willson.

Election of Officers. Mr. Van Antwerp opened the floor to nominations for the office of Board President. Nominations were then offered for the office of Board Vice President and then for Board Secretary.

Mrs. Willson nominated Mr. Van Antwerp for the position of Board President. There being no further nominations from the floor, Mr. Van Antwerp declared himself elected to the office of President by acclamation.

Mr. Snyder nominated Mrs. Novaria for the position of Board Vice President. There being no further nominations from the floor, President Van Antwerp declared Mrs. Novaria elected to the office of Vice President by acclamation.

Mrs. Novaria nominated Dr. Shelton-Harris for the position of Board Secretary. There being no further nominations from the floor, President Van Antwerp declared Dr. Shelton-Harris elected to the office of Secretary by acclamation.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: that the Board of Education approve the 2021-22 school year as the period of time during which we celebrate Portage Public Schools' 100-year anniversary; that the Board of Education appoint Barb Atkinson, Administrative Assistant, as Recording Secretary to the Board of Education; that the Board of Education designate the following depositories for school funds: Comp One, Chemical Bank, Flagstar Bank, First National Bank,

Horizon Bank, Huntington Bank, JP Morgan Chase, Macatawa Bank, Mercantile Bank and PFM Investment Management; that the Board of Education designate Mark Bielang, Ron Herron, Paula Johnson and Board Secretary Dr. Shelton-Harris as the persons authorized to use the safety deposit box, as presented; that the Board of Education designate Paula Johnson, Director of Finance, as the Electronic Transfer Officer, as presented.

There being no objection to the items, the motion carried unanimously.

REPORTS

Superintendent's Report

Bond Project Update. Superintendent Bielang shared introductory comments. Mr. Ron Herron, Assistant Superintendent of Operations, reported on the progress of bond work. At the North Middle School work is complete on exterior enclosures except in the loading dock area, most of the building has heat, painting and ceiling grid installation work is nearly complete on the second and third floor classroom areas, drywall is being installed throughout the building, mechanical/electrical rough-in work continues.

At the Central Middle School site, some areas are enclosed with temporary heat in those areas, masonry work and mechanical/electrical/plumbing rough-in work is taking place.

At the Central AEF, bleacher framing is progressing, the press box will be delivered in mid-January, additional shoring up of walls and back filling is taking place at the team building, rough-in of mechanical/electrical/plumbing is progressing in the concession/team building.

The West Middle School pool is offline.

Mr. Herron reviewed City of Portage street improvement work to take place this year.

Mr. Herron shared upcoming bid related activities. A bid opening will take place this Thursday for work at West Middle School and the Community Education Center with post-bid interviews to follow. Northern Natatorium bid packages will be out later this week with bid openings to take place in early February. Demolition bid packages for North Middle School will go out in February.

Mr. Bielang also shared updates. In preparation for occupying North Middle School, administration is working on educational specification development to be sure the building is used as it was designed. The results are in from the Parent Satisfaction Survey and will be shared with school administration soon. The City of Portage is replacing the sign at Haverhill Park to be more in keeping with the design of other such signage in the city.

Mr. Herron and Mr. Bielang addressed questions from Trustees.

Monitoring Report 1.1, Global Ends

Superintendent Bielang shared introductory comments. Mr. Mike Huber, Director of Curriculum, presented the report. The bulk of the report was presented in individual reports in October, November, and December. This report focused on summary information, analysis, and response including areas of focus and steps for improvement. Discussion followed. Trustees thanked Mr. Huber and the CIC team for their work. Mr. Huber thanked the CIC team for their work.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting, and there being no public comment, he opened the floor for Board comment.

Mr. Van Antwerp reminded Trustees of the January 16, 2019 KCSOA dinner meeting.

ACTION ITEMS

Acceptance of Monitoring Report 1.1, Global Ends

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education accept as presented the Monitoring Report on 1.1, Global Ends, as a reasonable interpretation and evidence of compliance with policy.

The motion carried unanimously.

Acceptance of Monitoring Report 1.5, Ends

Motion offered by Mr. Droppers, seconded by Mrs. Novaria, that the Board of Education accept as presented the Monitoring Report on 1.5, Ends, as a reasonable interpretation and evidence of compliance with policy.

Mr. Bielang shared highlights of his report and thanked the Portage Education Foundation and Portage Athletic Foundation for their continuing support. Mr. Bielang commented facility use scheduling during the bond work is challenging. Discussion followed.

The motion carried unanimously.

DISCUSSION ITEMS

Board Self-Assessment Form

Mr. Van Antwerp shared the draft form is a result of the Board's November retreat. It is intended for Trustee use as a means of evaluating the Board's performance during meetings.

With no further business to come before the Board, the meeting was adjourned at 7:27 p.m.

Respectfully submitted,

Barb Atkinson
Recording Secretary

PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR BUSINESS MEETING

January 21, 2019

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, January 21, 2019, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room 1 of the Administration Building, 8107 Mustang Drive. Mr. Van Antwerp welcomed the audience and the Pledge of Allegiance was recited. Following the Pledge there was a moment of silence in honor of Mike Westbrook, the District's Transportation Director, who passed away.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Bo Snyder, and Randy Van Antwerp

Board Trustees Absent: Celeste Shelton-Harris, Joanne Willson

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mr. Droppers, seconded by Mr. Rathburn, that the Board of Education approve the agenda as printed.

The motion carried unanimously.

REPORTS

Superintendent's Report

Bond Project Update. Superintendent Bielang shared the sad news that Mike Westbrook, the District Transportation Director, passed away this past weekend. Mr. Bielang paid tribute to Mr. Westbrook. "Mike was dedicated to his work. He will be missed by so many. This is a big loss for the District."

Mr. Bielang announced January is Board Recognition Month in Michigan. Mr. Bielang thanked the Board for their dedication and service, and presented each Trustee with a certificate and token of appreciation.

Mr. Ron Herron, Assistant Superintendent of Operations, shared a brief update on bond work progress. Bid openings are complete for West Middle School and the Portage Community Education Center. Details will be shared with the Board in February. Mr. Herron added interior work continues on the other projects in progress.

Change Order Summary / Bond Budget Update. Mr. Dan Rathburn, OAK Project Manager, provided a financial update for bond work committed through Bond Change Order 16. Mr. Dan Rathburn also detailed change order work by construction change directive for the Northern AEF, Central AEF, and Central Middle School. Mr. Dan Rathburn added the Northern Natatorium bid opening is scheduled for February 5, 2019. Questions from Trustees were addressed by Mr. Dan Rathburn.

Financial Report. Ms. Paula Johnson, Director of Finance, reviewed the financial report for the six-month period ending December 31, 2018. Ms. Johnson also commented on a recent conference she attended and activity in the Finance Office: budget amendment work and preparations for the February 13, 2019 count day. Ms. Johnson addressed questions from Trustees.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting. Vice President Novaria read the guidelines for public participation.

Melissa Baker addressed Trustees regarding pool access concerns for the Portage Aquatics Club.

Ryan O'Neill shared concerns regarding pool accessibility for the Portage Aquatics Club.

Nick Christy expressed his concerns regarding pool accessibility for the Portage Aquatics Club.

Stephanie Alkire shared her thoughts regarding the future of the Portage Aquatics Club and pool accessibility.

Melissa Martinek addressed the Board relative to pool access for the Portage Aquatics Club.

President Van Antwerp thanked the public participants for their comments and opened the floor to Trustee comments.

Mr. Rathburn paid tribute to Mike Westbbrook and thanked the public participants for their comments.

Mr. Snyder also paid tribute to Mike Westbrook, thanked the public participants for their comments, and complimented his fellow board members for their service.

Mrs. Novaria encouraged Trustees to attend upcoming winter Arts events in the District.

Mr. Van Antwerp thanked the public participants for their comments and expressed his confidence that Administration will find a viable solution to the concerns expressed. Mr. Van Antwerp reminded Trustees of the January 23, 2019 Community Dialogue, the January 31, 2019 tour of Moorsbridge Elementary, and of the February 11, 2019 Policy Governance Retreat.

Superintendent Bielang commented on the public participant concerns regarding pool access for the Portage Aquatics Club. Mr. Bielang stated that discussions continue; no decision has been made on the matter.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: approve meeting minutes from the December 10, 2018 Regular Business Meeting and the January 7, 2019 Organizational Meeting.

There being no objection to the items, the motion carried unanimously.

ACTION ITEMS

There were no action items on the agenda.

DISCUSSION ITEMS

Recommendation for NMS Furniture Purchase

Mr. Ron Herron reviewed background information and the recommendation for the purchase of furniture for North Middle School. Ms. Brittany Walker, designer from Stantec, detailed the process and steps involved. Mr. Herron and Ms. Walker responded to Trustee questions.

Board Member Attendance at Upcoming Events

Mr. Van Antwerp shared information on upcoming events for board members, and asked Trustees to contact him or Mr. Bielang if they were interested in attending.

2019-20 Board Meeting Schedule

Mr. Van Antwerp asked Trustees to review the proposed 2019-20 board meeting schedule in preparation for Board action in February.

With no further business to come before the Board, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Barb Atkinson
Recording Secretary

PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY GOVERNANCE RETREAT AND
COMMITTEE OF THE WHOLE WORK SESSION

February 11, 2019

POLICY GOVERNANCE RETREAT

The Policy Governance Retreat of the Board of Education of Portage Public Schools held on Monday, February 11, 2019, was called to order at 4:00 p.m. by President Van Antwerp in the Superintendent's Conference Room of the Administration Building, 8107 Mustang Drive.

Board Trustees Present:	Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp, and Joanne Willson
Board Trustees Absent:	None
Administration Present:	Mark Bielang, Superintendent; Michael Pascoe, Assistant Superintendent of Instruction and Assessment, and Mike Huber, Director of Curriculum
Others Present:	Gary Goscenski of Perspectives Consulting

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Willson, seconded by Mr. Droppers, that the Board of Education approve the agenda as printed.

The motion carried unanimously.

Mr. Goscenski facilitated Board discussion, which covered Monitoring Report 1.1, Board Self-Assessment Form, Owner Linkage Committee meeting follow-up, middle school enrollment task force update, and a Policy Committee update regarding board member succession.

The Policy Governance Retreat adjourned at 6:20 p.m.

COMMITTEE OF THE WHOLE WORK SESSION

The Committee of the Whole Work Session of the Board of Education of Portage Public Schools held on Monday, February 11, 2019, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room 1 of the Administration Building, 8107 Mustang Drive. Mr. Van Antwerp welcomed the audience and the Pledge of Allegiance was recited.

Board Trustees Present:	Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp, and Joanne Willson
Board Trustees Absent:	None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mr. Droppers, seconded by Mrs. Novaria, that the Board of Education approve the agenda as amended to remove from the agenda the CommuniTEEN update.

The motion carried unanimously.

REPORTS

Superintendent's Report

Bond Project Update. Superintendent Bielang shared introductory comments. Ms. Amy Franks, Central Middle School Industrial Technology Teacher introduced three students who presented a report, which focused on engineering. The students visited the Central Middle School construction site and learned about scientific principles, load-bearing walls, project schedules, and moving heavy loads with a crane. The students shared how they connected the engineering knowledge they achieved from their visit with their bridge building project. The students addressed questions from the Board. Superintendent Bielang and Trustees thanked Ms. Franks and the students for their presentation.

Mr. Bielang reminded Trustees and the audience of the Community Dialogue scheduled for February 12 at 6:30 p.m. in the Northern High School Commons.

Per Mr. Bielang, we have used eight snow days to date. Districts are allotted six by the state each year but can appeal to the State Board to excuse three additional days. At this time, legislators are discussing how they might help but no decision has been made.

Superintendent Bielang gave a "shout out" to Central High students for their performance of *Big Fish*. The students were limited in their rehearsal time due to snow days. Even so, they put on a great performance.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting. Dr. Shelton-Harris read the guidelines for public participation.

Melissa Kann addressed the Board regarding pool scheduling for the Portage Aquatic Club (PAC).

Denise DeVries shared comments regarding pool time for the Portage Aquatic Club.

Superintendent Bielang provided a pool scheduling update. Administration is working hard to review and revise the pool schedule. Some of the schedule is driven by the construction schedule. We will only have one available pool. We are looking at high school and middle school usage for both practices and competitions and PAC usage to find a schedule that works for all. We are even looking at lane availability, not just pool availability. Mr. Bielang added we are getting close to putting together a tentative schedule and plan to make that available on or about March 1.

President Van Antwerp thanked the citizens and Mr. Bielang for their remarks and opened the floor to Trustee comments.

Mrs. Novaria paid tribute to Central High students for their performance of *Big Fish.* Mrs. Novaria also encouraged Trustees to attend tomorrow's Community Dialogue.

Mrs. Willson expressed her thanks to Michelle Karpinski for communications on events and updated schedules, and thanked the Maintenance Department for their work in keeping our students and staff safe with the challenges winter brings.

Mr. Rathburn thanked Mr. Bielang and Administration for assisting with venue/arrangements for Mike Westbrook's service.

Mr. Van Antwerp reminded Trustees of the Board tour of 12th Street Elementary on February 21 at 9:00 a.m. Mr. Van Antwerp added the Centennial Committee met for the first time last week; planning is underway for this event!

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: that the Board of Education approve the purchase of furniture as presented for North Middle School totaling $829,274.33, the funds for which will come from the 2016 Bond Fund #1 – Furniture, Fixtures, and Equipment Budget; and that the Board of Education approve the Board meeting schedule for the 2019-20 school year (July 22, 2019 through June 22, 2020) as presented with all meetings to be held at the Administration Building beginning at 6:30 p.m.

There being no objection to the items, the motion carried unanimously.

DISCUSSION ITEMS

Recommendation for PCEC/WMS Contracts

Mr. Ron Herron, Assistant Superintendent of Operations, detailed background information and the recommendation for Bid Pack 4A - bond work construction to take place at the Community Education Center and West Middle School. Mr. Dan Rathburn of OAK detailed the bid summary sheets by building and building and bid category.

In addition, for reference purposes, Mr. Dan Rathburn shared a financial update for work committed through Change Order 16.

Mr. Herron and Mr. Dan Rathburn addressed questions from Trustees.

2018-19 Budget Amendment

Ms. Paula Johnson, Director of Finance, reviewed highlights of the General Fund Budget Amendment #1.

Recommendation for Bus Purchase

Mr. Ron Herron reviewed background information and the recommendation to purchase buses and responded to questions from the Board.

Recommendation for Board Member Attendance

Mr. Van Antwerp briefly reviewed the recommendation for board members to attend upcoming events.

MASB Board of Directors (Group V) Election

Relative to the MASB Board of Directors election, Mr. Van Antwerp asked Trustees to review the candidate bios included in the agenda packet in preparation to take action at their February 25, 2019 meeting.

Recommendation – Purchase NMS Theatrical Sound Package

Mr. Dan Vomastek, Director of Information Systems & Assessment, reviewed the background formation and the recommendation.

Recommendation – Purchase NMS Theatrical Lighting Package

Mr. Dan Vomastek, Director of Information Systems & Assessment, reviewed background information and the recommendation.

ACTION ITEMS

Acceptance of Monitoring Report 1.4

Motion offered by Mrs. Willson, seconded by Dr. Shelton-Harris, that the Board of Education accept as presented the Monitoring Report on 1.4, Ends Policy, as a reasonable interpretation and evidence of compliance with policy.

Mr. Bielang shared highlights of his report.

The motion carried unanimously.

Acceptance of Monitoring Report 2.4

Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education accept as presented the Monitoring Report on 2.4, Executive Limitation Policy 2.4, as a reasonable interpretation and evidence of compliance with policy.

Mr. Bielang commented this report has been updated since the last report on 2.4 to reflect this year’s figures.

The motion carried unanimously.

With no further business to come before the Board, the meeting was adjourned at 8:03 p.m.

Respectfully submitted,

Barb Atkinson
Recording Secretary

PLANNING COMMISSION

February 21, 2019

The City of Portage Planning Commission meeting of February 21, 2019 was called to order by Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Approximately 20 citizens were in attendance.

PLEDGE OF ALLEGIANCE:

Chairman Stoffer led the Commission, staff and citizens in the Pledge of Allegiance.

IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development & Neighborhood Services; Michael West, Senior City Planner and Matthew Quardokus, Assistant City Attorney.

ROLL CALL:

Mr. Forth called the role: Harrell-Page (yes); Corradini (yes); Stoffer (yes); Schimmel (yes); Joshi (yes); Baldwin (yes); and Fries (yes). A motion was then made by Commissioner Corradini, seconded by Commissioner Schimmel, to approve the roll excusing Commissioners Patterson and Pezzoli. The motion was unanimously approved 7-0.

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the February 7, 2019 meeting minutes contained in the agenda packet. A motion was made by Commissioner Harrell-Page, seconded by Commissioner Corradini, to approve the minutes as submitted. The motion was unanimously approved 7-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARING:

1. Preliminary Report: Rezoning Application #18/19-5, 1700 East Centre Avenue. Mr. West summarized the February 15, 2018 preliminary staff report regarding a request from Newells Lane Partners, LLC to rezone property located at 1700 East Centre Avenue from R-1B, one family residential to OS-1, office service. Mr. West stated the property is currently occupied by a single family residence and the applicant has indicated plans to demolish the residence and construct a new office building at the site. Mr. West then briefly summarized the preliminary analysis of the rezoning request including consistency with the Comprehensive Plan/Future Land Use Map and evolving office zoning/land use pattern along East Centre Avenue, suitability of existing R-1B district and impacts of proposed OS-1 district.

Walt Hansen (applicant representative) was present to support the rezoning application. Mr. Hansen stated he was representing the purchaser of the property who was planning to demolish the existing house and construct a new orthodontics office at the site. Mr. Hansen indicated that he has redeveloped numerous office properties along the Centre Avenue corridor and the proposed OS-1 zoning was consistent with the Comprehensive Plan and land use/zoning pattern along Centre Avenue. Mr. Hansen also stated that offices provide a good transitional land use between Centre Avenue and the interior residential neighborhood.

The public hearing was opened by Chairman Stoffer. Two citizens spoke during the public hearing: 1) Del Meyer (8033 Newells Lane), and 2) Phillip Beaver (1728 Pleasant Drive). Mr. Meyer stated that he had no objection to the rezoning request, however, asked about minimum building setbacks for the new office building.

Mr. West discussed the minimum building and parking lot setbacks, and also discussed conflicting land use screening requirements between nonresidential and residential land uses. Mr. Hansen presented a preliminary site plan that identified the new office building and parking lot much further away from Mr. Meyer's property line than the minimum setback requirements. Mr. Beaver also stated that he had no objection to the rezoning request, however, inquired about outdoor lighting proposed with the new office development. Mr. West discussed the outdoor lighting standards for new office developments including requirements for shielded "sharp cut-off" style fixtures and a maximum light intensity levels at the property line. No additional citizens spoke regarding the proposed rezoning. After a brief conversation, a motion was made by Commissioner Schimmel, seconded by Commissioner Baldwin, to adjourn the public hearing for Rezoning Application #18/19-5, 1700 East Centre Avenue, to the March 7, 2019 meeting. The motion was unanimously approved 7-0.

2. Preliminary Site Condominium: Westfield North Subdivision, 5700 Alten Street. Mr. Forth summarized the February 18, 2019 staff report regarding a request from Westview Capital LLC to construct the Westfield North Condominium Subdivision. Mr. Forth stated the Westfield North Condominium Subdivision proposes to construct 12 single family detached residential lots/units and public street extensions of Burr Ridge Road and Alten Street on the approximate 4.3 acre parcel. Mr. Forth indicated the site condominium form of development was essentially the same as a single family detached traditional plat. Mr. Forth discussed the new storm water retention basin proposed along the southeast portion of the parcel and the preliminary engineering analysis that has been completed regarding the feasibility of conveying storm water runoff from this new subdivision to the existing storm water basin located to the east, along the east side of Briar Hill Court. Mr. Forth indicated that staff was recommending approval of the Preliminary Condominium Subdivision subject to the conditions outlined in the February 19, 2019 staff report.

Brian Wood (Westview Capital LLC representative) was present to support the plan and explain the development project. Mr. Wood indicated he had no objection to routing the storm water to the existing basin along the east side of Briar Hill Court assuming it was feasible from an engineering standpoint and was cost effective.

Chairman Stoffer opened the public hearing. Three citizens spoke regarding the preliminary condominium subdivision: 1) Barb Vizard (5691 Claremount Street); 2) Paul Matyas (4322 Cedarcrest Avenue); and 3) Sara Veldt (4409 Cedarcrest Avenue). Ms. Vizard asked several questions regarding the proposed subdivision including the type of home construction, public or private streets and hours of construction. Mr. Wood provided responses. Mr. Matyas stated the reference to "condominium" in the resident notice and application was somewhat confusing to the neighbors and asked what assurances there were that the applicant would not construct attached condominiums in the subdivision. Mr. Forth restated that the application was for single family detached residential homes and that the existing R-1B zoning does not allow attached residential construction. Mr. Forth stated any request for a zoning change to attached residential would require public hearings, public noticing and consideration by the Planning Commission and City Council. Mr. Forth stated the city development standards for a site condominium are the same as for a traditional plat and the developments will look the same, however, the state review/approval process for the developer is less cumbersome utilizing the site condominium form of development. Mr. Wood stated that Westview Capital has no interest in constructing attached residential dwellings. Mr. West indicated that any possible future rezoning request to attached residential would not be consistent with the Future Land Use Map designation of the neighborhood for "low density residential" land use. Ms. Veldt asked what the price range would be for the new homes. Mr. Wood stated that home prices would begin at around $200,000 and would be similar to the homes constructed along Briar Hill Drive/Briar Hill Court. No additional citizens spoke regarding proposed preliminary site condominium.

After a brief discussion, a motion was made by Commissioner Corradini, seconded by Commissioner Schimmel, to recommend to City Council that the Preliminary Condominium for Westfield North Subdivision, 5700 Alten Street, be approved subject to the two conditions outlined in the February 18, 2019 staff report. The motion was unanimously approved 7-0.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

STATEMENT OF CITIZENS/COMMISSIONERS:

Commissioner Schimmel expressed condolences to Attorney Brown regarding the recent death of his mother.

NEW BUSINESS:

None.

ADJOURNMENT:

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

Respectfully submitted,

Christopher Forth, AICP
Deputy Director of Planning, Development and Neighborhood Services

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