

7:30 p.m. Call to Order.

Invocation: Pastor Joan Herbon of Lord of Life Lutheran Church.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Certificates of Recognition for Heroic Efforts

A. Approval of City Council Meeting Minutes.

1. Regular Meeting Minutes from November 1, 2016.

* B. Approval of Consent Agenda Motions.

* C. Accounts Payable Register:

1. Communication from the City Manager recommending that City Council approve the Accounts Payable Register of November 15, 2016 as presented.

D. Public Hearings:

1. Communication from the City Manager recommending that City Council, subsequent to the public hearing, adopt an amendment to Chapter 78, "Traffic and Vehicles" adding Section 78-3 "Overtaking and Passing Bicycles" to the Code of Ordinances to provide that motorists maintain a minimum distance when overtaking and passing a bicyclist.

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

1. Communication from the City Manager recommending that City Council adopt the Resolution to Support Bicycle Safety.

* 2. Communication from the City Manager recommending that City Council approve payment of the annual licensing and software maintenance services fees with BS&A, Incorporated, at a total cost of \$49,721 and authorize the City Manager to execute all related documents on behalf of the city.

* 3. Communication from the City Manager recommending that City Council authorize the purchase of one Godwin Dri-Prime CD150M Utility Pump from Xylem Dewatering Solutions, Inc., of Painesville, Ohio, through the Houston-Galveston Area Council purchasing program (H-GAC), at a total cost of \$42,297.17 and authorize the City Manager to execute all documents related to this purchase on behalf of the city.

* 4. Communication from the City Manager recommending that City Council approve the purchase, installation and training services of a three-year software contract in the amount of \$30,890 with ActiveNet for the Parks and Recreation Division of the Parks, Recreation and Senior Services Department and authorize the City Manager to sign all related documents on behalf of the city.

* 5. Communication from the City Manager recommending that City Council adopt Resolution No. 2 for the Cliffwood Avenue and Archwood Drive Sanitary Sewer Project #418-S, setting a public hearing of necessity on December 6, 2016.

* 6. Communication from the City Manager recommending that City Council adopt Resolution No. 2 for the Cliffwood Avenue and Archwood Drive Water Main Project #316-W and set a public hearing of necessity on December 6, 2016.

* 7. Communication from the City Manager recommending that City Council adopt Resolution No. 2 for the Angling Road Sanitary Sewer Project #417-S, setting a public hearing of necessity on December 6, 2016.

* 8. Communication from the City Manager recommending that City Council adopt Resolution No. 2 for the Chopin Avenue and Mozart Street Water Main Project #317-W, setting a public hearing of necessity on December 6, 2016.

- * 9. Communication from the City Manager recommending that City Council confirm the appointment of Shannon Hertz as the Director of Human Resources effective November 16, 2016.
 - * 10. Communication from the City Manager regarding the October Environmental Summary Report - Information Only.
 - G. Communications:
 - H. Unfinished Business:
 - * I. Minutes of Boards and Commissions Meetings:
 - 1. Human Services Board of October 6, 2016.
 - 2. Zoning Board of Appeals of October 10, 2016.
 - J. Council Committee Reports:
 - 1. Discover Kalamazoo 2017-2019 Strategic Map.
 - K. New Business:
 - L. Bid Tabulations:
 - * 1. Communication from the City Manager recommending that City Council approve a two-year contract with Nye Uniform Company of Grand Rapids, Michigan, for replacement of police uniforms in the amount of \$34,623.56, with the option for three one-year renewals, and authorize the City Manager to execute all documents related to this matter on behalf of the city.
 - M. Other City Matters:
 - 1. Statements of Citizens.
 - 2. From City Council and City Manager.
 - * 3. Reminder of Meetings:
 - a. Wednesday, November 16, 2:30 p.m., Senior Citizen Advisory Board, Portage Senior Center.
 - b. Thursday, November 17, 10:30 a.m. - 12:30 p.m., Kalamazoo County Consolidated Dispatch Authority Committee, City Hall Room No. 2.
 - c. Thursday, November 17, 7:00 p.m., Portage District Library Board, Portage District Library.
 - d. Thursday, November 17, 7:00 p.m., Planning Commission, Council Chambers.
 - e. Thursday, December 1, 6:30 p.m., Human Services Board, City Hall Room No. 1.
 - f. Thursday, December 1, 7:00 p.m., Planning Commission, Council Chambers.
 - * N. Materials Transmitted:
 - 1. Department Monthly Reports
- Adjournment.

Certificate of Recognition

This is to recognize

Justin Andrew Gillis-Bugg
For his heroic efforts of October 30, 2016

On October 30, 2016, at the intersection of Sprinkle Road and Meredith Street a traffic crash occurred in front of you and one of the vehicles left the roadway overturning into Davis Creek. You immediately ran to the aid of the driver of the overturned vehicle and found him with his seatbelt still fastened as the vehicle filled with water. With two other citizens you freed the driver and moved him to safety. Due to your quick actions a life was saved. Thank you for choosing to become involved and your heroic efforts.

Peter J. Strazdas, Mayor
November 15, 2016



Certificate of Recognition

This is to recognize

Nathan Daniel Hizer

For his heroic efforts of October 30, 2016

On October 30, 2016, at the intersection of Sprinkle Road and Meredith Street a traffic crash occurred in front of you and one of the vehicles left the roadway overturning into Davis Creek. You immediately ran to the aid of the driver of the overturned vehicle and found him with his seatbelt still fastened as the vehicle filled with water. With two other citizens you freed the driver and moved him to safety. Due to your quick actions a life was saved. Thank you for choosing to become involved and your heroic efforts.

Peter J. Strazdas, Mayor
November 15, 2016



Certificate of Recognition

This is to recognize

Jon Michael-Patrick Walsh
For his heroic efforts of October 30, 2016

On October 30, 2016, at the intersection of Sprinkle Road and Meredith Street a traffic crash occurred in front of you and one of the vehicles left the roadway overturning into Davis Creek. You immediately ran to the aid of the driver of the overturned vehicle and found him with his seatbelt still fastened as the vehicle filled with water. With two other citizens you freed the driver and moved him to safety. Due to your quick actions a life was saved. Thank you for choosing to become involved and your heroic efforts.

Peter J. Strazdas, Mayor
November 15, 2016



CITY COUNCIL MEETING MINUTES FROM NOVEMBER 1, 2016

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

At the request of Mayor Strazdas, Pastor Adam Davidson of the Portage Free Methodist Church gave the invocation and City Council and Boy Scout Webelos Den Pack 255 led the audience in the recitation of the Pledge of Allegiance.

At the request of Mayor Strazdas, the City Clerk called the roll with the following members present: Councilmembers Richard Ford, Jim Pearson, Patricia M. Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Also in attendance were City Manager Larry Shaffer, City Attorney Randy Brown and City Clerk James R. Hudson.

PROCLAMATION: Mayor Strazdas issued a National American Diabetes Month Proclamation which was received by Tom Hewitt. Discussion followed.

APPROVAL OF MINUTES: Motion by Ford, seconded by Reid, to approve the Regular Meeting Minutes of October 18, 2016, as presented. Upon a voice vote, motion carried 6 to 0 with mayor Strazdas abstaining.

Motion by Randall, seconded by Ansari, to approve the Pre-Council Meeting Notes of October 31, 2016, as presented. Upon a voice vote, motion carried 4 to 3 with Councilmembers Reid, Ford and Urban abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Ford to read the Consent Agenda. Councilmember Reid asked that Item F.1, Sale of City Property – westerly portion of 5800 and 5710 Lovers Lane, be removed from the Consent Agenda. Mayor Pro Tem Ansari asked that Item F.3, Utility Management and Operations Services, be removed from the Consent Agenda.

Motion by Ford, seconded by Ansari, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF NOVEMBER 1, 2016:** Motion by Ford, seconded by Ansari, to approve the Accounts Payable Register of November 1, 2016. Upon a roll call vote, motion carried 7 to 0.

PUBLIC HEARING:

MEDICAL MARIHUANA: Mayor Strazdas did not recuse himself from this item because the conflict of interest he expressed six months ago regarding this matter no longer exists. He deferred to City Manager Larry Shaffer, who noted that on May 10, 2016, City Council passed an ordinance that imposed a Temporary Moratorium on the Use of Property and Structures for Dispensing and Cultivating Marihuana that expires November 2016. He cited a new State Law enacted September 21, 2016, regarding the five segments of the marihuana business: cultivation, processing, testing, transportation and sales. He indicated that LARA (Michigan Licensing and Regulatory Agency) would have 360 days to promulgate the rules required for applicants to follow before the licenses for each stage could be issued. He noted, however, that there can be no licensing before the rules are established.

City Attorney Randy Brown answered Councilmember Reid's concern by indicating that the five segments address five different facilities which are intertwined; one cannot act without the other; and a facility needs an authorizing ordinance which has to be in place before a license can be issued. He also indicated that the bottom line is that the moratorium supports and codifies what the law is anyway, lets the public know the direction of Council on the matter, and provides Council flexibility. Discussion followed. Mr. Brown indicated that the Act requires rules for all five before an ordinance can be

considered passed and a dispensary can sell product. Councilmember Reid indicated her preference that all of the rules be promulgated by LARA before enacting an ordinance. Discussion followed.

Mr. Brown also indicated that it is not the rule adoption that expires the moratorium; it is the application, so LARA has to begin accepting applications. Mayor Strazdas opened the public hearing to the audience, and Susan Deshot praised Mayor Strazdas and Councilmember Randall for standing up for what they believe in. She expressed her frustration with the progress in this matter, and complained that there seems to be a lot of time and money wasted. She cited examples to back her up and thanked Council for their time.

Motion by Reid, seconded by Randall, to close the public hearing. Upon a voice vote, motion carried 7 to 0. Mayor Strazdas summed up and indicated when Council decides to take action, it can decide on one or all five segments leading to a license, and the timing will be based upon the State, and spoke in favor of the proposed ordinance. Discussion followed.

Motion by Randall, seconded by Ansari, to approve an Ordinance to amend the Code of Ordinances of the City of Portage by adding Article 10, Temporary Moratorium Regarding Facilities Dispensing, Selling, Transferring and Cultivating Medical Marihuana of Chapter 2, Administration. Upon a roll call vote, motion carried 6 to 1. Ayes: Councilmembers Urban, Ford, Pearson and Randall, Mayor Pro Tem Ansari and Mayor Strazdas. No: Councilmember Reid. Discussion followed.

REPORTS FROM THE ADMINISTRATION:

SALE OF CITY PROPERTY - WESTERLY PORTION OF 5800 AND 5710 LOVERS LANE: Mayor Strazdas deferred to Councilmember Reid, who noted that with the bike path already in place, she wanted to know how close the path is to the property line of the westerly portion of city-owned property addressed as 5800 and 5710 Lovers Lane, and how is that going to work since not everyone always stays on the bike path. Also, she asked what kind of buffer was there between the industrial property and the bike path. At the request of Mayor Strazdas, Mr. Shaffer emphasized that the bike path was not on the land that is the subject of the Resolution to Sell. He pointed out that the original bike path was on the American Village Builders (AVB) land and is now located adjacent to the land that is the subject of the Resolution to Sell. He explained that AVB granted the easement to the City to construct the path which becomes extinguished upon relocation of the path off of AVB land. He discussed the buffer zone in general as being approximately 50 feet and asked for a drawing of the path from Community Development Director Vicki Georgeau and an explanation. Using the drawing, Transportation & Utilities Director Chris Barnes provided a detailed history of the bike path, the widening of Lovers Lane and the plans for properties surrounding the trail at this juncture. He assured Councilmember Reid that the trail was built further east than what is depicted on the diagram resulting in a buffer that is 35 to 40 feet at its lowest point and explained.

Motion by Reid, seconded by Ford, to adopt Resolution No. 1 to Sell the westerly portion of city-owned property addressed as 5800 and 5710 Lovers Lane, place the Resolution on file with the Office of the City Clerk for 28 days, and take final action on December 6, 2016. Upon a roll call vote, motion carried 7 to 0.

*** RESIDENTIAL SUBDIVISION SIDEWALK AND STREET TREE EXTENSIONS:**

Motion by Ford, seconded by Ansari, to grant two-year extensions through November 1, 2018 for the completion of sidewalk and street tree installation for Austin Shores Condominium Subdivision, Holiday Village East No. 3, and Oakland Farms North. Upon a roll call vote, motion carried 6 to 1. Ayes: Councilmembers Urban, Ford, Pearson, Randall and Reid and Mayor Strazdas. No: Councilmember Mayor Pro Tem Ansari. Upon a roll call vote, motion carried 7 to 0.

UTILITY MANAGEMENT AND OPERATION SERVICES – CONTRACT

RENEWAL: Mayor Strazdas deferred to Mayor Pro Tem Ansari as the Councilmember who asked that this item be removed from the Consent Agenda. Mayor Pro Tem Ansari asserted up front that he is not questioning the performance of Suez Environmental Services, Incorporated (Suez), and recognized that

they have done an excellent job for Portage. He stated that he is having a hard time approving the contract without going through the bidding process, especially with this proposal where the City would hand over the responsibility for chemicals, sludge disposal, water meters, streets, sewage disposal, maintenance issues, etc., plus with an increased cost of over 11% to the City. He also stated that it is prudent management that a public organization periodically bid contracts to ensure that the citizens are getting the best possible contract at a competitive price, and made the point that the City is going to spend over \$11 million within five years with no bid process.

Mayor Strazdas recognized that this is the largest contract ever for the City, deferred to City Manager Shaffer for a careful response to the concerns of Mayor Pro Tem Ansari, and stressed the need for due diligence and a presentation/discussion of the matter. Mr. Shaffer recognized the importance of the concerns of Mayor Pro Tem Ansari and the value of bidding in the classic sense. He indicated that after looking at the prospect of bidding in this instance, the conclusion was that an extension of the contract for the next five years and a continuation of the relationship with Suez for 19 years goes beyond the provision of economy and speaks more to the need to ensure the safety and the quality of the water provided to the citizens of our community. He cited the revelations from the experience in Flint, Michigan, when cost becomes a principle concern for municipalities versus when it comes to providing quality water and where a tragedy could result. He cited the high quality of water and service received from Suez for nearly 20 years and listed some of the many services Suez provides. Because the Administration originally considered requesting proposals, Mr. Shaffer said that the City did seek statements of interest from entities that might be interested and offered the "long list" of the respondents. He emphasized the Administration had the concern of jeopardizing the continuity, the institutional memory and the quality of the service the citizens of Portage have enjoyed from Suez. He recognized the negotiation efforts of Deputy City Manager Rob Boulis and Mr. Barnes with regard to this contract to make sure the cost issues are taken care of and indicated that the increase in the contract amount is 1.2% per year or a 6.7% over a five year period.

Mr. Shaffer then announced that Chris Barnes would be retiring next year, which is further concern to have an established organization that can lead these most important operations. With that, he indicated that there was a unanimous decision by the Administration to waive the purchasing requirements and extend the contract with Suez for another five-year period beginning March 1, 2017, and the dollar amount would be \$2,013,305 to be increased by the lesser of 2% each year or the Consumers Price Index (CPI). He also indicated that Mayor Pro Tem Ansari is correct that the City has now taken over a number of activities previously incorporated in this contract: the chemical acquisition, the water meters and the sludge removal from the water treatment plant. He introduced Mr. Barnes and Utilities Engineer Kendra Gwin for further discussion.

Mr. Barnes provided a snapshot of the history of the contract and its origins with only two companies that presented bids in 1996. He said he looked at the two companies that were interested the last time the City put the contract out for bid; however, he discovered that the other company had been sold and is no longer in the business. He noted that the City did contact a number of other firms who sent statements of interest back, but those companies were small and did not have operations in the Midwest; so, it became a decision of who was responsive and who would be a responsible bidder for this program and whether they would have the qualifications to assume this position. He said the consensus was that it was a very short list and explained. He explained why the cost is reasonable, the requirements and expertise necessary for the full operation of the water treatment plant, the special relationship between Suez and the City, the Consumers Confidence Report, and the need for a Certified Water Operator owing to this being a public health situation. Discussion followed and he indicated that to change the contract operator would not be in the best interests of the City. Discussion followed.

Mr. Shaffer provided introductions of the committed representatives from Suez who were present: Abby Monroe, Administration; David Carter, Regional Manager; Bob Miller, Project Manager and the Certified Water Operator; Operator Specialist Dan Corradini; and Operator Specialist Tom Devisser.

Mayor Strazdas reiterated his preference for the bidding process, that bidding tests value, and that professional services contracts are unique since we are not buying a commodity. He reflected on

the initial contract 20 years ago where the City outsourced this operation and realized an estimated \$20 million in savings over 20 years. He explained that he is satisfied with the value over the years, the professional service element, Suez Environmental and the water quality. He did not support a change of a company at this time owing to the current sensitivity towards the quality of water and the questions that could be raised owing to the Flint debacle of: why did you change; was it the cost; and is my water still of high quality. He summed up and expressed his support for the five-year extension.

Councilmember Ford thanked the Suez employees who attended the meeting. He asked Chris or Kendra to speak to the operational costs and whether the \$2 million is high or low. Discussion followed. Mr. Barnes indicated that when the City went into this in 1996, the City was on the forefront of privatization, but over the years some things worked out and some did not. He used the example of originally, the operator (Suez) would buy the meters and install them, but the City would then own them, and Suez would lose money on the deal. To further show how the contract has changed over the years, he gave the example that there are many meters on the market, so a business with a five-year contract would decide to procure a meter that only lasted five years instead of twenty years. On the contrary, he said that the City would want the best meter that was going to be the most accurate with the longest life so as not to have to replace it right away, so it makes sense for the City to buy those meters up front. He stated the street sweeping operation is another example where some cities perform that operation with the streets department, but Portage has Suez perform this service. Discussion followed and he concluded that the way the other companies save money is by paying their employees less which means they have fewer certifications. He then asked Utilities Engineer Kendra Gwin to address the Council.

Ms. Gwin indicated certifications are necessary for Suez employees; that they are encouraged to obtain certifications; and that the employees get paid more once they receive their certifications which also acts as an incentive for them. She emphasized that Suez employees are well-rounded and are active in the community of Portage as a coach, as a volunteer firefighter, as a Vision 2025 volunteer, for example, and they all want the best for our community. She spoke of the exceptional customer service, both external and internal, received from Suez, which is negotiated on a daily basis with great success. In compliance with the goal of the Finance Department, she cited the example of the approximate 1,000 Portage homes north of I-94 where meters are now read by Suez every quarter instead of once per year as was the case with the City of Kalamazoo. Discussion followed. In answer to Councilmember Ford, Ms. Gwin explained that the savings using Suez has tracked at \$1 million per year for twenty years and is still tracking at \$1 million per year.

Councilmember Reid expressed her appreciation to Mayor Pro Tem Ansari for asking that this item be removed from the Consent Agenda in order to have the chance to question it. She emphasized her respect for the Transportation & Utilities staff and their interpretation of how Suez has worked with the City. She noted that since the contract numbers have already been published, there is no real chance for a fair bidding process in this case owing to this disclosure. She suggested that in the future, City Council should determine whether or not the bid process should proceed with or without this information in order to ensure fairness.

Mayor Pro Tem Ansari asked for assurances from Transportation & Utilities staff that there will be no increase in the water rates in January 2017, or when will the savings of \$1 million per year be passed on to the citizen taxpayers. At the request of Mayor Strazdas, City Manager Shaffer revealed that there are unknowns in this area at this time, that he works closely with staff and expressed his opinion that any rate increase would be modest. Moreover, he mentioned that there are a lot of large projects forthcoming in this area, including: a \$6 million water tower; there is pressure from the Department of Environmental Quality to put a one day supply of water "in the air" which is currently not the case and will cost the City; and the Garden Lane water treatment plant is presently operating at about 50% capacity and will soon be operating at 100% capacity, or 4 million gallons per day, which will also cost extra. Discussion followed. Mr. Barnes concurred that the reserves in the fund are back and listed other expenses associated with providing water quality in Portage that are not a part of the Suez contract such as electricity costs and the almost \$3.5 million provided to the City of Kalamazoo for sewer treatment. Mayor Pro Tem Ansari suggested that Portage renegotiate the sewer treatment contract with the City of Kalamazoo. Discussion followed.

Councilmember Urban expressed his concern that because there is a contract proposal currently before the Council, it makes it very difficult to have a fair bidding process. If Council did bid this contract out and change operators, he expressed a concern not because of the dollars and cents, but for the complex relationship necessary for the operation. He expressed surprise that the City does not employ a Certified Water Operator and questioned how the City can oversee the contract owing to the reliance on the contractor for such a key position. He also asked Mr. Barnes to explain why the City does not employ a Certified Water Operator. Mr. Barnes explained that certifications of varying degrees are necessary in both water and sewer, and that a City employee oversees the 125-150 service indicators. He listed some of the service indicators, noted the monthly operating report signed by the Certified Water Operator, and explained how the report is verified by our professional staff. He stated that he and Kendra do not have Certified Water Operator licenses because there is a requirement that Certified Water Operators work for the utility and perform the activities as a Certified Water Operator. However, he did indicate that the City has a dedicated very professional, very thorough water engineer from the Department of Environmental Quality (DEQ) who oversees the system and visits the operation frequently. He also mentioned that another person from the DEQ has oversight responsibilities of just the sampling procedures, and he admitted that the operation would be better if the City employed a Certified Water Operator, albeit at a very high expense. Discussion followed.

Motion by Randall, seconded by Reid, to approve a five-year contract renewal with Suez Environmental Services, Incorporated, for the provision of utility management and operation services for the period of March 1, 2017, through February 28, 2022, and authorize the City Manager to execute all documents related to the action on behalf of the city. Councilmember Ford thanked Kendra for her information that the contract is still tracking \$1 million in savings each year, and that it is locked at an increase by the lesser of 2% each year or the Consumers Price Index (CPI). Discussion followed. Upon a roll call vote, motion carried 6 to 1. Ayes: Councilmembers Urban, Ford, Pearson, Randall and Reid, and Mayor Strazdas. No: Mayor Pro Tem Ansari. Discussion followed.

* **CLIFFWOOD AVENUE AND ARCHWOOD DRIVE WATER MAIN PROJECT #316-W:** Motion by Ford, seconded by Ansari, to adopt Resolution No. 1, accept the City Manager Report and request preparation of Resolution No. 2 for Cliffwood Avenue and Archwood Drive Water Main Project #316-W. Upon a roll call vote, motion carried 7 to 0.

* **CLIFFWOOD AVENUE AND ARCHWOOD DRIVE SANITARY SEWER PROJECT #418-S:** Motion by Ford, seconded by Ansari, to adopt Resolution No. 1, accept the City Manager Report and request preparation of Resolution No. 2 for Cliffwood Avenue and Archwood Drive Sanitary Sewer Project #418-S. Upon a roll call vote, motion carried 7 to 0.

* **ANGLING ROAD SANITARY SEWER PROJECT #417-S:** Motion by Ford, seconded by Ansari, to adopt Resolution No. 1, accept the City Manager Report and request preparation of Resolution No. 2 for Angling Road Sanitary Sewer Project #417-S. Upon a roll call vote, motion carried 7 to 0.

* **CHOPIN AVENUE AND MOZART STREET WATER MAIN PROJECT #317-W:** Motion by Ford, seconded by Ansari, to adopt Resolution No. 1, accept the City Manager Report and request preparation of Resolution No. 2 for Chopin Avenue and Mozart Street Water Main Project #317-W. Upon a roll call vote, motion carried 7 to 0.

* **WEST LAKE NATURE PRESERVE AND CENTRAL PARK PLAYGROUND IMPROVEMENTS:** Motion by Ford, seconded by Ansari, to award a contract to Sinclair Recreation, of Holland, Michigan, in the amount of \$80,000 for playground improvements at West Lake Nature Preserve and Central Park 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.

COMMUNICATIONS:

CLOSED SESSION: After a discussion regarding the need to go into closed session, motion by Reid, seconded by Ansari, to hold a closed session immediately following the regularly scheduled City Council Meeting of Tuesday, November 1, 2016, to discuss a personnel matter. Upon a voice vote, motion carried 7 to 0 at 9:26 p.m.

Mayor Strazdas reconvened the meeting at 9:49 p.m. He explained that the purpose for the Closed Session was to discuss a personnel matter, the annual appraisal of the performance of the City Manager. He indicated that there was a recommendation from the City Manager Salary Review/Evaluation Committee that consisted of Councilmember Randal, Councilmember Pearson and himself, and asked that Councilmember Pearson, as Chair of the Committee, provide the Committee recommendation to the full Council and for public information.

Councilmember Pearson indicated that the individual scoring and the summary rated the City Manager as *far exceeds expectations* and *exceeds expectations*, and based on that, the Committee had four recommendations: First, it is recommended that the City Manager receive a 2% increase in base salary effective November 19, 2016, which is in line with the increase received by most of the City employees for 2016-2017; he said that this brings his salary from \$132,867 to \$135,525. Secondly, in recognition of his past and present performance, it is recommended that he receive a one-time meritorious bonus of \$5,000. Thirdly, it is recommended that the City contribution to the assigned pension plan be increased from 10% to 16.5%, exactly as with the previous City Manager, plus a retroactive contribution of \$17,069 to make up the difference in Mr. Shaffer's November 14 start date. Lastly, because of his high scores, that he be offered a two-year contract extension based on the Council rating. Motion by Pearson, seconded by Randall, to award the four recommendations as read by Councilmember Pearson.

Councilmember Urban spoke in opposition to the motion and pointed out that the City had a contract with Mr. Shaffer, and it is inappropriate to renegotiate that deal two years later, plus ask for a retroactive contribution, especially since Mr. Shaffer has announced his retirement at least once.

Councilmember Pearson responded that all employees (City Department Heads) received 16.5% which was changed to 10% for newly appointed employees (City Department Heads) in July 2012. He noted that the City Manager is the only employee of the City Council; that City Managers throughout the country do not always have a long tenure because they serve at the pleasure of the majority of Council; and, the Committee members did not realize the contribution had been changed from 16.5% to 10%. He affirmed that Mr. Shaffer has done an excellent job and said he requested the same benefits as the last City Manager. He pointed out that 16.5% is far, far less than a school superintendent, and the Committee was unanimous on the retroactive contribution based upon his performance.

Councilmember Reid interjected that when former City Manager Maurice Evans started with the City, his contribution was 10%, and it was not raised to 16.5% until his last year or two with Portage. Based on that, she indicated she has no problem increasing the contribution percentage, but does not agree with the retroactive contribution as that was what was negotiated and it is what was consistent with Mr. Evans.

Councilmember Randall spoke in favor of the retroactive contribution since it is fair and just and mentioned that she was not aware of the lowering of the percentage by 6.5%. She indicated that the ability to attract quality people really depends on setting people up with a strong benefits package as well. Also, she said when Mr. Shaffer was hired two years ago, she felt Mayor Strazdas put a lot of pressure on Council to really unify and support this decision, even though she was not sure he felt that way or not. Nevertheless, she did not feel good about the many concessions that were made in lowering Mr. Shaffer's contract from what was in the former City Manager's contract because she felt he brought just as much experience as Mr. Evans. She said she went along with it in the heart and spirit that the contract would be approved by everyone, and it was not. She remembered walking away and thinking she made concessions that if she had known it was not going to be a unanimous vote, she would not

have “budged” on those concessions. She indicated that as a result, if Council is now making the contract fairer now than it was two years ago, then it should have been a better contract two years ago.

Councilmember Urban indicated he wishes he got to think he could go back and redo his vote from two years ago, but he does not enjoy that fantasy.

Upon a roll call vote, motion carried 5 to 2. Ayes: Councilmembers Ford, Pearson and Randall, Mayor Pro Tem Ansari and Mayor Strazdas. No: Councilmembers Urban and Reid. Discussion followed.

*** MINUTES OF BOARDS AND COMMISSIONS MEETINGS:** City Council received the minutes of Portage Public Schools Regular and Special of September 26, 2016, and Portage Public Schools Committee of the Whole of October 10, 2016.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL: Councilmember Ford wished the best of luck to the City Clerk at next Tuesday’s election and encouraged all citizens to exercise their right to vote.

Councilmember Pearson referred to exercise in the physical sense and mentioned that he and his wife walked the newly paved Eliason Trail located on Osterhout just west of Schrier Park. He said it was a beautiful walk, the trees were turning colors, and there were no mosquitoes as was the case with the ribbon-cutting ceremonies. He indicated that there were plenty of families walking, riding bikes and enjoying this new trail, and thanked City staff for the parks and this new treasure in Portage.

Councilmember Urban mentioned that he and his two daughters attended a Halloween Celebration, Monster Mash, at Schrier Park put on by the Park Department and sponsored by Jack’s Pizza. He said it was reminiscent of Apple Fest with a Halloween theme with trick or treating and hayrides. He commented that the event was really nice and that there were a huge number of people in attendance and many parked cars. He said they also went to a trunk or treat event at his church that night which was also well-attended. He referred to the American Diabetes Proclamation read by Dick Hewitt earlier as it reminded him of his Father, who had four of the symptoms mentioned. He advised all potential victims of the disease to take the recommendations to heart to ensure a better life.

Councilmember Reid encouraged citizens to research and get information on candidates down the ballot and mentioned www.minigan.gov/vote to print off the ballot, and she advocated going to the League of Women Voters as a good research option.

City Manager Shaffer thanked Mayor and Council for all of their kind words and generosity as part of the City Manager Evaluation process. He acknowledged the great team who works with him and helps him. He said if he has any achievements whatsoever, it is because of their hard work and their contributions.

Mayor Pro Tem Ansari mentioned he picked up his medication from the pharmacy only to find out that he had someone else’s prescription. He advised everyone to check their prescriptions closely before taking the medicine.

Mayor Strazdas commented that he was in South Africa for a couple of weeks, presented at a conference, and visited a few Universities. He mentioned that it is a beautiful country; however, all of the campuses in the country have been closed for several weeks because there is a lot of violence and the campuses have all been surrounded by barbed wire and walls. He compared his experiences there with Portage, Michigan, and the United States, and said it is very gratifying to get back.

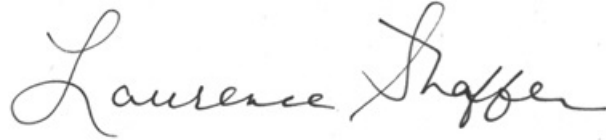
ADJOURNMENT: Mayor Strazdas adjourned the meeting at 10:08 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Finance Director

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of November 15, 2016 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 October 23, 2016 through November 6, 2016 and notes \$779,662.12 in automated clearing house payments, \$773,855.13 in paper checks and \$594.96 in auto-pay payments for a grand total of \$1,554,112.21.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

ACCOUNTS PAYABLE REGISTER
Check Dates From: 10/23/2016 To: 11/6/2016

Page 1 of 5

Check Date	Check	Vendor Name	Amount
11/01/16	5871(A)	SYNERGISTIC ONLINE SOLUTIONS	1,865.00
11/04/16	5872(A)	A-1 SIGNS	260.00
11/04/16	5873(A)	ABONMARCHE CONSULTANTS, INC	24,315.55
11/04/16	5874(A)	ACCESS EMPLOYER STAFFING SERVICES	5,957.34
11/04/16	5875(A)	ADVANTAGE ROOFING, INC.	2,516.00
11/04/16	5876(A)	AIRGAS GREAT LAKES	35.20
11/04/16	5877(A)	ALL CITY MANAGEMENT SERVICES, INC.	3,105.76
11/04/16	5878(A)	APPROVED PROTECTION SYSTEMS	310.10
11/04/16	5879(A)	ARGUS-HAZCO	301.00
11/04/16	5880(A)	B L HARROUN & SON INC.	338.40
11/04/16	5881(A)	BATTERIES PLUS	73.52
11/04/16	5882(A)	BELL EQUIPMENT COMPANY	1,494.00
11/04/16	5883(A)	BILL'S LOCK SHOP, INC.	100.00
11/04/16	5884(A)	BRENNER OIL CO.	20,219.25
11/04/16	5885(A)	BYHOLT INC.	726.00
11/04/16	5886(A)	C T S TELECOM, INC.	2,930.34
11/04/16	5887(A)	CAPSTONE HOME IMPROVEMENT, LLC	2,207.00
11/04/16	5888(A)	CARRIER & GABLE	3,630.00
11/04/16	5889(A)	CUSTOMIZED CLEANING SERVICES, INC.	2,780.00
11/04/16	5890(A)	DATA CONSTRUCTS LLC	97.95
11/04/16	5891(A)	DEPATIE FLUID POWER CO., INC.	1,093.93
11/04/16	5892(A)	EG WORKFORCE SOLUTIONS	564.80
11/04/16	5893(A)	ETNA SUPPLY, INC.	207.54
11/04/16	5894(A)	FARM N GARDEN	1,032.77
11/04/16	5895(A)	FIRE SERVICE MANAGEMENT	1,145.47
11/04/16	5896(A)	GLOBAL TELEMATIC SOLUTIONS LLC	625.00
11/04/16	5897(A)	GRIFFIN PEST SOLUTIONS, INC.	105.00
11/04/16	5898(A)	HARTFORD LIFE INSURANCE COMPANY	8,597.41
11/04/16	5899(A)	HOWARD PRINTING	3,088.00
11/04/16	5900(A)	INDUSCO SUPPLY CO., INC.	557.14
11/04/16	5901(A)	IRISH AYRES ENTERPRISES, LLC	21,446.25
11/04/16	5902(A)	J-AD GRAPHICS, INC	1,730.00
11/04/16	5903(A)	KAHN, WILMA	384.00
11/04/16	5904(A)	KEHOE, EDWARD J	200.00
11/04/16	5905(A)	LAKE MICHIGAN MAILERS, INC.	170.09
11/04/16	5906(A)	LAND & RESOURCE ENGINEERING, INC	1,975.00
11/04/16	5907(A)	LAWSON PRODUCTS, INC	3,236.22
11/04/16	5908(A)	MAPLE HILL SPRINKLING, INC.	2,160.00
11/04/16	5909(A)	MATERIALS RESOURCES	156.48
11/04/16	5910(A)	MAURER'S TEXTILE RENTAL SERVICES	613.52
11/04/16	5912(A)	MEEKHOF TIRE SALES & SERVICE INC.	3,732.20
11/04/16	5913(A)	MEJEUR ELECTRIC LLC	556.00
11/04/16	5914(A)	MICHIGAN PAVING & MATERIALS CO.	390,548.23
11/04/16	5915(A)	NEW FRESH CLEANING SERVICE	1,521.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 10/23/2016 To: 11/6/2016

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Check Date	Check	Vendor Name	Amount
11/04/16	5916(A)	OMM ENGINEERING, INC.	30,462.00
11/04/16	5917(A)	ONE WAY PRODUCTS	258.23
11/04/16	5918(A)	PARADIGM DESIGN, INC.	4,817.50
11/04/16	5919(A)	PECKELS, CHRISTINE	180.00
11/04/16	5920(A)	PEOPLEFACTS, LLC 740303	16.67
11/04/16	5921(A)	PETERS CONSTRUCTION CO.	20,290.76
11/04/16	5922(A)	PORTAGE FIREFIGHTERS	1,672.14
11/04/16	5923(A)	PORTAGE ON-CALL FIREFIGHTERS	80.00
11/04/16	5924(A)	PORTAGE POLICE OFFICERS ASSOC	714.00
11/04/16	5925(A)	RIDGE AUTO NAPA	343.95
11/04/16	5926(A)	RIETH-RILEY CONSTRUCTION CO., INC	1,039.58
11/04/16	5927(A)	RIETH-RILEY CONSTRUCTION CO., INC	188,794.01
11/04/16	5928(A)	ROAD EQUIPMENT PARTS CENTER	537.18
11/04/16	5929(A)	ROE-COMM, INC.	80.50
11/04/16	5930(A)	SIMPLIFILE LLC	132.00
11/04/16	5931(A)	SNELL, DEBRA	144.00
11/04/16	5932(A)	SUEZ WATER ENVIRONMENTAL SERVICES	570.42
11/04/16	5933(A)	SYNERGISTIC ONLINE SOLUTIONS	2,620.00
11/04/16	5934(A)	THE POSTMAN INC.	3,020.00
11/04/16	5935(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	601.54
11/04/16	5936(A)	VANDERVEEN, LAUREN	425.00
11/04/16	5937(A)	W W GRAINGER INC	179.18
11/04/16	5938(A)	WARNER NORCROSS & JUDD LLP	3,975.00
	SUBTOTAL:	67 CHECKS	779,662.12
10/28/16	300406	ROSE, VICTORIA	125.00
10/28/16	300407	STULGAITIS, BRIAN	500.00
11/01/16	300408	MIDWEST ENERGY COOPERATIVE	279.24
11/04/16	10038	PETTY CASH-ALYSSA MILBECK	422.74
11/04/16	10039	PETTY CASH-BARB GARLOW	368.50
11/04/16	10040	PETTY CASH-HOLLY CERNY	420.99
11/04/16	10041	PETTY CASH-JANET GATES	251.04
11/04/16	300409	10TH DISTRICT COURT	200.00
11/04/16	300410	36TH DISTRICT COURT	100.00
11/04/16	300411	5TH DISTRICT COURT	135.00
11/04/16	300412	A T & T	133.54
11/04/16	300413	ACCESS EMPLOYER STAFFING SERVICES	3,424.93
11/04/16	300414	ADP, INC.	805.62
11/04/16	300415	ALLEGRA PRINT & IMAGING	1,147.40
11/04/16	300416	APCO INTERNATIONAL	92.00
11/04/16	300417	ARROWHEAD SCIENTIFIC, INC.	97.00
11/04/16	300418	AUTOMATIC MICROFILM CO.	137.30
11/04/16	300419	B S & A SOFTWARE	410.00
11/04/16	300420	BESCO WATER TREATMENT, INC.	31.50

ACCOUNTS PAYABLE REGISTER
Check Dates From: 10/23/2016 To: 11/6/2016

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Check Date	Check	Vendor Name	Amount
11/04/16	300421	BEST WAY DISPOSAL, INC.	44,876.54
11/04/16	300422	BINGHAM, SHIRLEY	370.00
11/04/16	300423	BLUE GATE	517.00
11/04/16	300424	BORGESS HEALTH ALLIANCE	253.00
11/04/16	300425	BOUMA-BETTEN CONSTRUCTION INC.	900.00
11/04/16	300426	BRONNER'S CHRISTMAS DECORATION	1,483.90
11/04/16	300427	BURRELL, WENDY	150.00
11/04/16	300428	C A L E A	3,780.00
11/04/16	300429	CAMPBELL MURCH MEMORIALS, INC	185.00
11/04/16	300430	CARLETON EQUIPMENT CO.	126,803.15
11/04/16	300431	CITY OF KALAMAZOO TREASURER	220,438.69
11/04/16	300432	CLEANIT CORP	770.00
11/04/16	300433	CONTROLLED F.O.R.C.E.	870.00
11/04/16	300434	CORNERSTONE OFFICE SYSTEMS	4,399.00
11/04/16	300435	D L GALLIVAN INC.	73.41
11/04/16	300436	DATA STRATEGY LLC	325.08
11/04/16	300437	DAVE'S CONCRETE PRODUCTS, INC.	1,575.00
11/04/16	300438	DEWOLF & ASSOCIATES	385.00
11/04/16	300439	DMOCH, ADAM	43.39
11/04/16	300440	EMERGENCY VEHICLE PRODUCTS	171.40
11/04/16	300441	EMICK, DANNIELLE	150.00
11/04/16	300442	FIREFIGHTERS BOOKSTORE	89.73
11/04/16	300443	FLETCHER ENTERPRISES	736.00
11/04/16	300444	GALL'S, LLC	49.56
11/04/16	300445	GORNO FORD	100,764.00
11/04/16	300446	GOVERNMENT FINANCE OFFICERS ASSOC	305.00
11/04/16	300447	GRAHAM FORESTRY SERVICE, INC.	1,472.00
11/04/16	300448	GREATER KALAMAZOO FOP LODGE 98	549.20
11/04/16	300449	GREATER KALAMAZOO FOP LODGE 98	2,800.92
11/04/16	300450	GREATER KALAMAZOO UNITED WAY	851.68
11/04/16	300451	HASKINS, JOHN	100.00
11/04/16	300452	HAWKEY, KEVIN	447.65
11/04/16	300453	HERTZ, SHANNON	506.61
11/04/16	300454	HOLLISTER, CLAY	46.29
11/04/16	300455	HOME DEPOT	1,478.11
11/04/16	300457	HUDSON, JAMES	151.18
11/04/16	300458	ID NETWORKS, INC.	4,214.00
11/04/16	300459	JACK DOHENY SUPPLIES INC.	622.73
11/04/16	300460	JOHNSON, RENEE	150.00
11/04/16	300461	KALAMAZOO AREA RUNNERS	100.00
11/04/16	300462	KALAMAZOO COUNTY HEALTH & COMMUNITY	6,516.88
11/04/16	300463	KALAMAZOO COUNTY ROAD COMMISSI	2,460.42
11/04/16	300464	KALAMAZOO COUNTY TREASURER	168.50
11/04/16	300465	KALAMAZOO GAZETTE	45.60

ACCOUNTS PAYABLE REGISTER
Check Dates From: 10/23/2016 To: 11/6/2016

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Check Date	Check	Vendor Name	Amount
11/04/16	300466	KALAMAZOO LANDSCAPE SUPPLIES	1,022.73
11/04/16	300467	KEALA, TRICIA	190.79
11/04/16	300468	KZOO TIRE COMPANY	38.00
11/04/16	300469	LAND MATTERS LLC	1,320.06
11/04/16	300470	MATTAWAN MECHANICAL	95.00
11/04/16	300471	MATTSON, NICHOLAS	207.00
11/04/16	300472	MESHIA ROSE	77.87
11/04/16	300473	MICH MUNICIPAL POLICE & FIRE REPAIR	1,380.14
11/04/16	300474	MIDWEST CUSTOM EMBROIDERY COMPANY	435.92
11/04/16	300475	MIGALA CARPET ONE, INC.	2,068.10
11/04/16	300476	MLIVE MEDIA GROUP	876.12
11/04/16	300477	MODERNISTIC CARPET CLEANING CO	605.00
11/04/16	300478	MORTON SALT, INC.	134,102.47
11/04/16	300479	MOSES FIRE EQUIPMENT, INC.	958.00
11/04/16	300480	MUSSLEMAN HOME IMPROVEMENTS	8,750.00
11/04/16	300481	NATIONAL BUSINESS FURNITURE LLC	272.00
11/04/16	300482	NATIONAL RECREATION & PARK ASSOCIAT	165.00
11/04/16	300483	NELSON'S APPLIANCE SERVICE	695.64
11/04/16	300484	NELSON'S HARDWARE	239.92
11/04/16	300485	NOTTURNO ENTERTAINMENT LLC	750.00
11/04/16	300486	NYE UNIFORMS	1,073.79
11/04/16	300487	O'REILLY AUTO PARTS	505.20
11/04/16	300488	OFFICE DEPOT, INC.	1,898.87
11/04/16	300491	OMG NATIONAL	597.44
11/04/16	300492	P M V PAINTING AND DECORATING INC	845.00
11/04/16	300493	PET VET FAMILY PET CARE CENTER	118.57
11/04/16	300494	PETERMAN CONCRETE CO.	2,849.75
11/04/16	300495	PIER ENJOYMENT LLC	680.00
11/04/16	300496	PORPHIR, SAMANTHA	100.00
11/04/16	300497	PRUDENTIAL NURSERY	3,955.00
11/04/16	300498	RATHCO SAFETY SUPPLY, INC.	3,966.20
11/04/16	300499	REECE, DIANE	63.00
11/04/16	300500	SANDERSON DEHAAN IRRIGATION	84.00
11/04/16	300501	SHANNON HERTZ	107.00
11/04/16	300502	SINCLAIR RECREATION, LLC	1,929.57
11/04/16	300503	SMITH, JESSICA	45.79
11/04/16	300504	SNYDER, BROCK	100.00
11/04/16	300505	SOOFA	8,100.00
11/04/16	300506	SPARTAN DISTRIBUTORS INC.	79.60
11/04/16	300507	STALKER RADAR	60.00
11/04/16	300508	STANLEY STEEMER GREAT LAKES LLC	635.00
11/04/16	300509	STATE SYSTEMS RADIO, INC	467.50
11/04/16	300510	STEENSMA LAWN & POWER EQUIPMENT	1,228.90
11/04/16	300511	SUDS MOBILE CLEANING SYSTEMS, LLC	945.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 10/23/2016 To: 11/6/2016

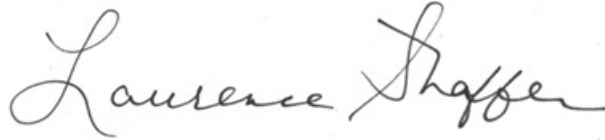
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Check Date	Check	Vendor Name	Amount
11/04/16	300512	SURVEYMONKEY.COM	300.00
11/04/16	300513	SUZANNE GERNAAT	310.00
11/04/16	300514	TASER INTERNATIONAL, INC	6,721.04
11/04/16	300515	THE CANOPEUM, INC.	168.30
11/04/16	300516	TODD ARBANAS ENTERPRISES INC.	21,020.00
11/04/16	300517	TRACTOR SUPPLY CORP.	65.96
11/04/16	300518	TRAFFIC CONTROL CORP.	45.00
11/04/16	300519	UNITED PARCEL SERVICE	59.33
11/04/16	300520	UNITED RESOURCE, LLC	17,860.14
11/04/16	300521	VELD, ANN	94.00
11/04/16	300522	WINKELMAN, BRADLEY	100.00
11/04/16	300523	YOURMEMBERSHIP.COM, INC.	199.00
	SUBTOTAL:	119 CHECKS	773,855.13
10/25/16	3960	Consumers Auto-Pay	561.56
10/31/16	3992	Consumers Auto-Pay	33.40
	SUBTOTAL:	2 CHECKS	594.96
	GRAND TOTAL:	188 CHECKS	1,554,112.21

** (A) DENOTES ACH PAYMENTS

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Amendment to Chapter 78, "Traffic and Vehicles"

SUPPORTING PERSONNEL: Richard White, Director of Public Safety - Police / Fire Chief
W. Christopher Barnes, Director of Transportation & Utilities

ACTION RECOMMENDED: That City Council, subsequent to the public hearing, adopt an amendment to Chapter 78, "Traffic and Vehicles" adding Section 78-3 "Overtaking and Passing Bicycles" to the Code of Ordinances to provide that motorists maintain a minimum distance when overtaking and passing a bicyclist.

During the October 18, 2016 City Council meeting, an amendment to the Code of Ordinances was proposed that would ensure a 5-foot passing buffer between area motorists and bicyclists. This ordinance amendment mirrors that of the recent City of Kalamazoo ordinance change wherein a 3-foot buffer was first proposed, but was modified to 5 feet after additional discussion. In an effort to have Portage be a more bike-friendly city, and as an additional step towards achieving a "Gold" level status with the League of American Bicyclists, the 5-foot buffer for Portage is recommended.

Over the course of the last decade, the popularity of cycling has become increasingly popular in the Kalamazoo region. The City of Portage is host to an extensive bikeway system that allows users to enjoy nature, connects citizens to retail and cultural resources and brings neighbors and neighborhoods together. Creation of the Portage Bikeway System began in 1989 and it has grown to exceed 55 miles, both as separate off-road trails or pathways for joint bicycle / pedestrian use, as well as designated bicycle lanes / paved shoulder adjacent to a city street, striped and signed for use by bicyclists. Portage has worked very hard over the years to facilitate cycling in the community and is noted as one of nine Michigan communities designated as a Bicycle Friendly Community by the League of American Bicyclists. The Portage / Kalamazoo community has long supported biking in cooperation with the Kalamazoo Bicycle Club and the Kalamazoo Area Transportation Study (KATS), creating an area-wide network of bike routes suitable for bicycle commuting. However, the State of Michigan remains one of only 11 states that do not have a law requiring motorists to pass bicycles safely and leaves it to the discretion of the motorist as to how to safely maneuver around bicycles.

At its September 6, 2016 meeting, the Portage City Council received written comments from citizens and interested parties regarding the potential to enact a so called "safe passing law" in Portage. In response, the City Administration provided an update regarding recent meetings with representatives of the Kalamazoo Bicycle Club who advocate for the City of Portage to consider a comprehensive bike safety ordinance. The proposed ordinance amendment (the addition of "Overtaking and Passing Bicycles" section) is a result of these meetings and additional research. The Safe Passing Law developed by the League of American Bicyclists was the basis for the draft language of the proposed

ordinance.

The City of Kalamazoo passed a similar ordinance amendment on September 19, 2016, setting a safe passing distance of five feet while passing a bicycle. Although a three-foot safe passing distance was proposed, the Kalamazoo City Commission opted to approve a five-foot distance following additional input at a prior public meeting. While the Michigan Vehicle Code does not outline safe passing distances for bicycles, 28 states and the District of Columbia have enacted "safe passing laws" that mandate motorists keep at least a three-foot buffer between cars and cyclists. Further, Grand Rapids adopted a five-foot passing distance in September 2015 and Battle Creek adopted a three-foot passing distance in February 2016.

Research has found that five feet is the minimum distance that best prevents a driver from striking a cyclist should they fall into the traffic lane. The five-foot safe passing distance is supported by both the Michigan Department of Transportation and Michigan Department of State.

As such, it is recommended that City Council, subsequent to the public hearing, adopt an amendment to Chapter 78, "Traffic and Vehicles" adding Section 78-3 "Overtaking and Passing Bicycles" to the Code of Ordinances to provide that motorists maintain a minimum distance when overtaking and passing a bicyclist.

FUNDING: N/A

Attachments: 1. Ordinance Amendment

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY ADDING SECTION 78-3, OVERTAKING AND PASSING BICYCLES, OF ARTICLE 1, IN
GENERAL, OF CHAPTER 78, TRAFFIC AND VEHICLES**

THE CITY OF PORTAGE ORDAINS:

That Chapter 78, Article 1, be amended to add Section 78-3 as follows:

Sec. 78-3. Overtaking and Passing bicycles.

- (A) Overtaking and passing bicycles when proceeding in the same direction - generally.
 - 1. Except when overtaking and passing on the right is permitted, the following rules shall govern a driver of a motor vehicle overtaking a bicycle proceeding in the same direction:
 - (a) If there is more than one lane for traffic proceeding in the same direction, move the vehicle to the lane to the immediate left, if the lane is available and moving into the lane is reasonably safe;
 - (b) If there is only one lane for traffic proceeding in the same direction, pass to the left of the person operating a bicycle at a safe distance, which, at all times, must be not less than 5 feet between any part of the vehicle and the bicycle, including all mirrors or other projections, and shall not move again to the right side of the highway until the vehicle is safely clear of the overtaken person operating a bicycle.
 - (c) The driver of a motor vehicle may drive to the left of the center of a roadway, including when a no passing zone is marked, to overtake and pass a person operating a bicycle only if the roadway to the left of the center is unobstructed for a sufficient distance to permit the driver to pass the person operating the bicycle safely and avoid interference with oncoming traffic. This sub-section does not authorize driving on the left side of the center of the roadway when otherwise prohibited by local ordinance or state law.
- (B) Overtaking and passing bicycles when proceeding in the same direction - on right:

The driver of a motor vehicle may overtake and pass upon the right of a bicycle at a safe distance, which, at all times, must be not less than 5 feet between any portion of the vehicle, including all mirrors or other projections, and the bicycle when the bicycle being overtaken is making or about to make a left turn. Provided, however, that the driver of a vehicle shall not overtake and pass a bicycle upon the right by driving off the pavement or main-traveled portion of the roadway.

Dated: _____, 2016

Peter J. Strazdas, Mayor

FIRST READING:
SECOND READING:
ORDINANCE #:
EFFECTIVE DATE:

CERTIFICATION

I, James R. Hudson, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing ordinance was adopted by the City of Portage on the _____ day of _____, 2016.

James R. Hudson, City Clerk

PREPARED BY:
Randall L. Brown (P34116)
Portage City Attorney
1662 East Centre Avenue
Portage, MI 49002
(269) 323-8812

Approved as to Form:

Date: 10-6-16

CRB

City Attorney

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**ADOPTION OF ORDINANCE
CITY OF PORTAGE, MICHIGAN
NOTICE**

TO THE RESIDENTS AND PROPERTY OWNERS OF THE CITY OF PORTAGE AND
ALL OTHER INTERESTED PERSONS.

NOTICE IS HEREBY GIVEN, that an Ordinance to amend Article 1 of Chapter 78, Traffic and Vehicle, of the Codified Ordinances of Portage, Michigan, was adopted by the City Council at a regular meeting held on the _____ day of _____, 2016, and will become effective _____, 2016.

THE CITY OF PORTAGE ORDAINS:

That Chapter 78, Article 1, be amended to add Section 78-3 as follows:

Sec. 78-3. Overtaking and Passing bicycles.

- (A) Overtaking and passing bicycles when proceeding in the same direction - generally.
 - 1. Except when overtaking and passing on the right is permitted, the following rules shall govern a driver of a motor vehicle overtaking a bicycle proceeding in the same direction:
 - (a) If there is more than one lane for traffic proceeding in the same direction, move the vehicle to the lane to the immediate left, if the lane is available and moving into the lane is reasonably safe;
 - (b) If there is only one lane for traffic proceeding in the same direction, pass to the left of the person operating a bicycle at a safe distance, which, at all times, must be not less than 5 feet between any part of the vehicle and the bicycle, including all mirrors or other projections, and shall not move again to the right side of the highway until the vehicle is safely clear of the overtaken person operating a bicycle.
 - (c) The driver of a motor vehicle may drive to the left of the center of a roadway, including when a no passing zone is marked, to overtake and pass a person operating a bicycle only if the roadway to the left of the center is unobstructed for a sufficient distance to permit the driver to pass the person operating the bicycle safely and avoid interference with oncoming traffic. This sub-section does not authorize driving on the left side of the center of the roadway when otherwise prohibited by local ordinance or state law.
- (B) Overtaking and passing bicycles when proceeding in the same direction - on right:

The driver of a motor vehicle may overtake and pass upon the right of a bicycle at a safe distance, which, at all times, must be not less than 5 feet between any portion of the vehicle, including all mirrors or other projections, and the bicycle when the bicycle being overtaken is making or about to make a left turn. Provided, however, that the driver of a vehicle shall not overtake and pass a bicycle upon the right by driving off the pavement or main-traveled portion of the roadway.

PLEASE TAKE NOTICE that a copy of the Ordinance as amended may be purchased or inspected at City Hall on any business day except public and legal holidays from and after publication of this Notice from 8:00 a.m. to 5:00 p.m. local time.

Dated: _____

James R. Hudson, City Clerk

PREPARED BY:
Randall L. Brown (P34116)
Portage City Attorney
1662 East Centre Avenue
Portage, MI 49002

Approved as to form:

Date: 10-6-16

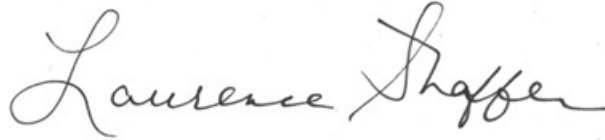
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City Attorney

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TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Bicycle Safety Resolution

SUPPORTING PERSONNEL:

ACTION RECOMMENDED: That City Council adopt the Resolution to Support Bicycle Safety.

In light of the proposed bicycle safety ordinance amendment, as well as the proposed cooperative agreement for a joint trail with the Village of Vicksburg, the City Administration and local bicycling advocates have prepared the attached Resolution to Support Bicycle Safety in the City of Portage.

In November 2014, Portage was awarded the "Bronze" designation from the League of American Bicyclists as a Bicycle Friendly Community. Portage has been designated a Bronze level community three times prior, with the last two 4-year designations awarded consecutively - since 2007. The current designation expires in 2018. The application process is very extensive and only a select number of communities nationwide receive Bicycle Friendly designations, which can reach such levels as Silver, Gold and Platinum. In light of the continuing efforts of Portage to increase its non-motorized trailways and recreational options, including the recent opening of the South Central Bikeway, the City Administration would like to elevate its bicycle friendly status for the next application cycle. With these collaborative efforts and the goal for Portage to be "A Natural Place to Move," the city will strive to attain the "Gold" level designation with the League of American Bicyclists over the next year.

There are certain steps and additional measures that the League of American Bicyclists requires in order to achieve a higher designation, such as:

- Increase the amount of high quality bicycle parking throughout the community, especially at multi-family housing, retail, restaurants and event venues.
- Continue to expand the on and off street bike network, especially along arterials, and to increase network connectivity.
- Continue to expand public education campaign promoting the share the road message.
- Expand encouragement efforts during Bike Month.
- Promote cycling throughout the year by offering or supporting more family-oriented community or social rides and bicycle-themed festivals, parades or shows.
- Encourage local businesses, agencies and organizations to promote cycling to their employees and customers and to seek recognition through the national Bicycle Friendly Business program.
- Regularly conduct research on bicycle usage to more efficiently distribute resources according

to demand.

As an endorsement of these measures, it is recommended that City Council adopt the Resolution to Support Bicycle Safety in the City of Portage. This step will bolster the city's goal to attain "Gold" designation.

FUNDING: N/A

Attachments:

1. Resolution
2. KATS Map 7

CITY OF PORTAGE, MICHIGAN
RESOLUTION TO SUPPORT BICYCLE SAFETY

Minutes of a regular meeting of the City Council of the City of Portage, Kalamazoo County, Michigan, held on _____, 20__ at 7:30 p.m. local time at City Hall in the City of Portage, Kalamazoo County, Michigan.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

COUNCILMEMBER: _____ and supported by:

COUNCILMEMBER: _____;

WHEREAS, the City of Portage's theme is a Natural Place to Move; and

WHEREAS, bicycling is considered to be a responsible means of travel, reducing greenhouse gases and our community carbon footprint; and

WHEREAS, bicycling provides a healthy alternative to automobile transportation; and

WHEREAS, the City of Portage has over two hundred (200) miles of major and local streets; and

WHEREAS, in order to provide safety and good health the City of Portage and its citizens encourage courtesy and safety as users of the public ways sharing the road; and

WHEREAS, the City of Portage's leadership in promoting bicycling, for all the benefits it brings, is currently recognized by the American League of Bicyclists as being a "Bronze" Level Bike Friendly Community; and,

WHEREAS, the Bike Friendly Community Award encompasses a widely respected approach for becoming even more bicycle friendly and promoting the communities that achieve such Awards; and,

WHEREAS, on April 27, 2016 Kalamazoo Area Transportation Study (KATS) adopted a plan for a network of bike routes throughout our metropolitan planning organization (MPO) identified in "Map 7: Proposed Commuter Bike Route Network" (Map 7) that, once implemented, will connect Portage to other jurisdictions throughout the entire MPO; and,

WHEREAS, the City of Portage, through education and enforcement, wishes to improve the safety of bicyclists on our roads by encouraging a "share-the-road" philosophy throughout the City and greater community; and

WHEREAS, increased darkness during this time of year also increases the need for heightened safety awareness on the part of non-motorized and motorized users alike, so that bicyclists can better "see and be seen"; and

WHEREAS, all Portage citizens are encouraged to respect the rights and safety of all of users of the public way by allowing for a five (5) foot buffer between motor vehicles and bicycles as each use the public ways; and

NOW, THEREFORE, BE IT RESOLVED that the Portage City Council, does hereby declare the months from September through April, as Bike Light Safety Season; and

BE IT FURTHER RESOLVED, the City of Portage commits to support and encourage implementation of the bike route network in the KATS Map 7; and

BE IT FURTHER RESOLVED that the City of Portage pledges to take the next steps to achieve the "Gold" Bike Friendly Community level designation of the League of American Bicyclists to further emphasize and promote bicycle transport and overall safety in our community.

ADOPTED:

YEAS: _____

NAYS: _____

ABSENT: _____

James R. Hudson, City Clerk

Approved as to form

Date: 11/8/16

Randall L. Brown, City Attorney

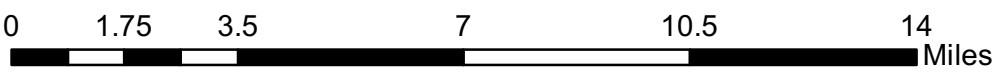
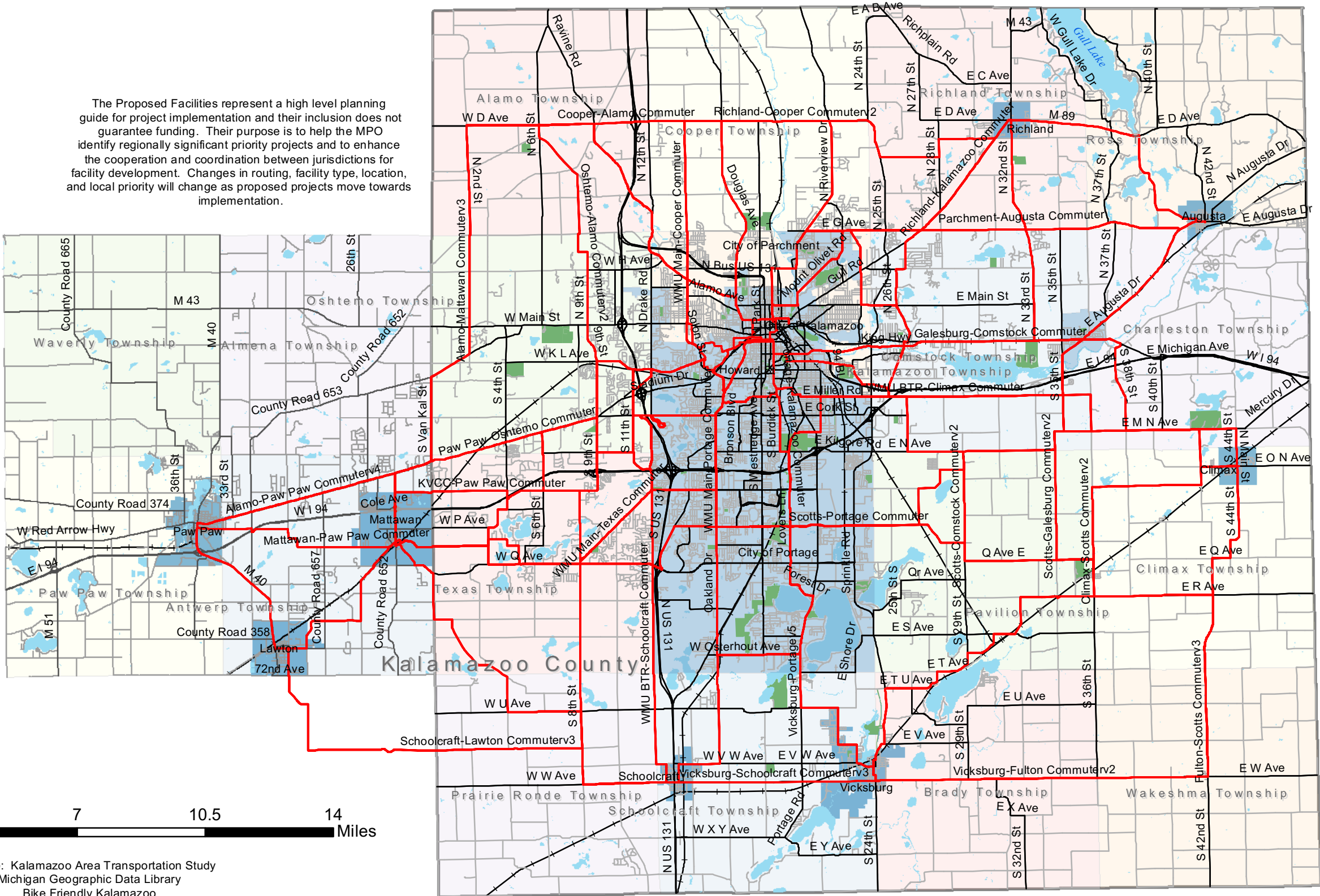
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Map 7: Proposed Bike Commuter Routes

Legend

- Federal Aid Roads
- Non-Federal Aid Roads
- Railroad
- Proposed Commuter Routes
- Parks
- Rivers & Lakes
- City
- Village

The Proposed Facilities represent a high level planning guide for project implementation and their inclusion does not guarantee funding. Their purpose is to help the MPO identify regionally significant priority projects and to enhance the cooperation and coordination between jurisdictions for facility development. Changes in routing, facility type, location, and local priority will change as proposed projects move towards implementation.

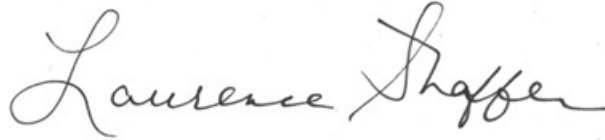


Source: Kalamazoo Area Transportation Study
Michigan Geographic Data Library
Bike Friendly Kalamazoo

March 1, 2016

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Annual BS&A Integrated Municipal Software Licensing and Maintenance Fees

SUPPORTING PERSONNEL: Devin Mackinder, Director of Technology Services

ACTION RECOMMENDED: That City Council approve payment of the annual licensing and software maintenance services fees with BS&A, Incorporated, at a total cost of \$49,721 and authorize the City Manager to execute all related documents on behalf of the city.

BS&A is an integrated municipal software system that allows the city to use 18 various applications to perform key business operations that include core financials, utility billing, assessing, planning, zoning and permitting. This system also now includes the "AccessMyGov" online service module to assist customers with online payments, assessing and utility billing searches and city performance data lookup.

BS&A was installed in Portage in 2014 and replaced the outdated and more expensive Sungard H.T.E. system which had been used by the city since 1997. Migrating to BS&A allowed the city to utilize modern municipal software services while also reducing the annual maintenance and licensing fees by approximately \$25,500.

Licensing and maintenance service agreements are subject to renewal on a year-to-year basis. The purchase of annual licensing and software maintenance allows the city to continue utilizing the software application and take advantage of the latest updates. The renewal cost for Fiscal Year 2016-2017 is \$49,721, which is an increase of \$6,976 as compared to the previous year attributed to the additional AccessMyGov online services module.

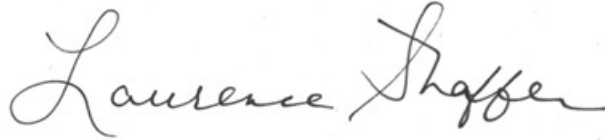
Therefore, it is recommended that City Council approve the annual licensing and maintenance services agreement with BS&A, Incorporated in the amount of \$49,721 and authorize the City Manager to execute all related documents.

FUNDING: Funds are budgeted and available in the Fiscal Year 2016-17 Information/Technology budget for this purpose.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Godwin Dri-Prime CD150M Utility Pump

SUPPORTING PERSONNEL: W. Christopher Barnes, Director of Transportation & Utilities

ACTION RECOMMENDED: That City Council authorize the purchase of one Godwin Dri-Prime CD150M Utility Pump from Xylem Dewatering Solutions, Inc., of Painesville, Ohio, through the Houston-Galveston Area Council purchasing program (H-GAC), at a total cost of \$42,297.17 and authorize the City Manager to execute all documents related to this purchase on behalf of the city.

High capacity utility pumps are used on various occasions when flooding or sanitary sewer issues require the immediate removal or transfer of liquids. The replacement of two older and outdated utility pumps is necessary due to the fact that the current 1980 model utility pumps have reached the end of their serviceable life and have issues such as poor operating performance, unavailability of replacement parts and excessive ongoing maintenance costs. Replacement of the two outdated pumps with one new Godwin CD150M pump will allow the city to maintain current levels of service in emergency situations and reduce the number of pieces of equipment.

During a recent sanitary sewer issue, in order to adequately address the situation, it was necessary to rent a utility pump from an outside vendor. It was found that the Godwin CD150M rental pump used fit the necessary requirements and performed very well. The replacement pump identified can be purchased from Xylem Dewatering Solutions, Inc. of Painesville, Ohio through the Houston-Galveston Area Council (H-GAC) at a total cost of \$42,297.17. Participation in the H-GAC purchasing program offers the City of Portage a significant economic advantage. It is anticipated that the displaced pumps and equipment will generate an estimated auction value of \$2,000 through the local Biddergy.com online auctioning service office, coordinated by the Purchasing Department.

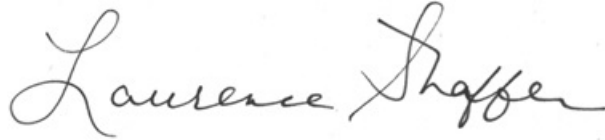
It is recommended that City Council approve the purchase of equipment as noted above through the H-GAC program in the amount of \$42,297.17 and authorize the City Manager to execute all documents related to these purchases on behalf of the city.

FUNDING: Funds are budgeted for the cost of the replacement pump and equipment in the Fiscal Year 2016-2017 wastewater budget.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: ActiveNet Software Purchase Request

SUPPORTING PERSONNEL: Kendall Klingelsmith, Director of Parks, Recreation and Senior Citizen Services
Devin Mackinder, Director of Technology Services

ACTION RECOMMENDED: That City Council approve the purchase, installation and training services of a three-year software contract in the amount of \$30,890 with ActiveNet for the Parks and Recreation Division of the Parks, Recreation and Senior Citizen Services Department and authorize the City Manager to sign all related documents on behalf of the city.

Over the last several years, the Parks and Recreation Division of the Parks, Recreation and Senior Citizen Services Department has used a variety of software programs for recreation program registration, payment, scheduling and reporting tasks. In addition, several other software applications are currently utilized for other recreation programs, including the Ramona Park operations and Millennium Park Ice Rink transactions. None of these software applications currently communicate with BS&A, the city's integrated software system.

City staff has researched five different software packages, with the goal to identify an affordable, quality software program that will streamline staff efficiency, yet accommodate registration, point-of-sale, rental reservations and league scheduling. Through talks with consultants and peers, as well as product demonstrations, staff has identified ActiveNet as best the software package to meet the needs of the Parks and Recreation Division. Staff contacted other cities who use ActiveNet and found feedback to be positive.

The Parks and Recreation Division has very diverse offerings. Finding an all-encompassing software that can effectively manage a variety of rentals, league scheduling, point-of-sale events and sports registrations has proven difficult. ActiveNet is the closest and most affordable solution to get what is needed to manage these functions more efficiently. ActiveNet is a web-based software which, in addition to being the only application able to communicate with BS&S, will not require the city to purchase additional electronic storage. The compatibility is important for accountability, efficiency and budgetary needs. ActiveNet also creates the program templates and website specific to the city's "brand." Participants will receive all relative information and for the first time, be able to register online. The initial, one-time investment for implementation of ActiveNet is \$4,640 (hardware). The annual expense is estimated to be \$8,750 (based on a 3.5% transaction fee of anticipated \$250,000 annual revenue) plus 3% on all credit card transactions (credit card transaction fees are already absorbed by the department). Currently the department has an annual budget of \$12,000 for annual

software and payment processing fees. The department doesn't anticipate much, if any, change in annual processing fees.

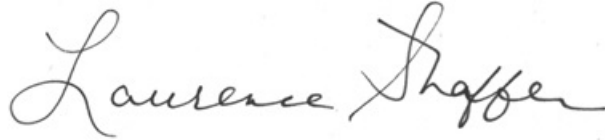
Therefore, it is recommended that City Council approve the purchase, installation, and software training services in the amount of \$4,650, and a three-year maintenance agreement with an annual expense of approximately \$8,750 per year for a total amount of \$30,890 and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funds are currently available in the Fiscal Year 2016-17 Parks and Recreation General budget to cover the first year implementation and contract fees. Subsequent fiscal years will include budgeting for the remainder of the contract.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Cliffwood Avenue and Archwood Drive Sanitary Sewer Project #418-S

SUPPORTING PERSONNEL: W. Christopher Barnes, Director of Transportation & Utilities

ACTION RECOMMENDED: That City Council adopt Resolution No. 2 for the Cliffwood Avenue and Archwood Drive Sanitary Sewer Project #418-S, setting a public hearing of necessity on December 6, 2016.

One of City Council's adopted goals regarding public improvements is to *"continue to improve the infrastructure to meet demonstrated needs."* A Council objective to reach this goal is to *"continue to improve the sanitary sewer."* Council is being asked to adopt the second resolution in the special assessment process that tentatively determines this improvement project is necessary and schedules a public hearing of necessity on December 6, 2016.

As previously noted, this section of Cliffwood Avenue and Archwood Drive is not serviced with sanitary sewer, which protects the groundwater resources and makes sanitary sewer service available for residents. The estimated cost for this project is \$270,000 of which \$56,830 will be assessed. If approved, this project will commence in the spring of 2017 and be completed by the end of the construction season.

Attached is Special Assessment Resolution No. 2 for the Cliffwood Avenue and Archwood Drive Sanitary Sewer Project #418-S. Previous Council action relating to this project includes:

- On November 1, 2016, City Council adopted Resolution No. 1 on this project, accepted the City Manager report dated November 1, 2016, and requested preparation of Resolution No. 2.

It is recommended that City Council adopt Resolution No. 2 for the Cliffwood Avenue and Archwood Drive Sanitary Sewer Project #418-S, setting a public hearing of necessity on December 6, 2016.

FUNDING: The total estimated cost of the Cliffwood Avenue and Archwood Drive sanitary sewer project is \$270,000. The improvements are funded in the fiscal year 2016-17 Capital Improvement Program budget by the utilization of special assessment bonds, city-share bonds and revenue bonds as appropriate.

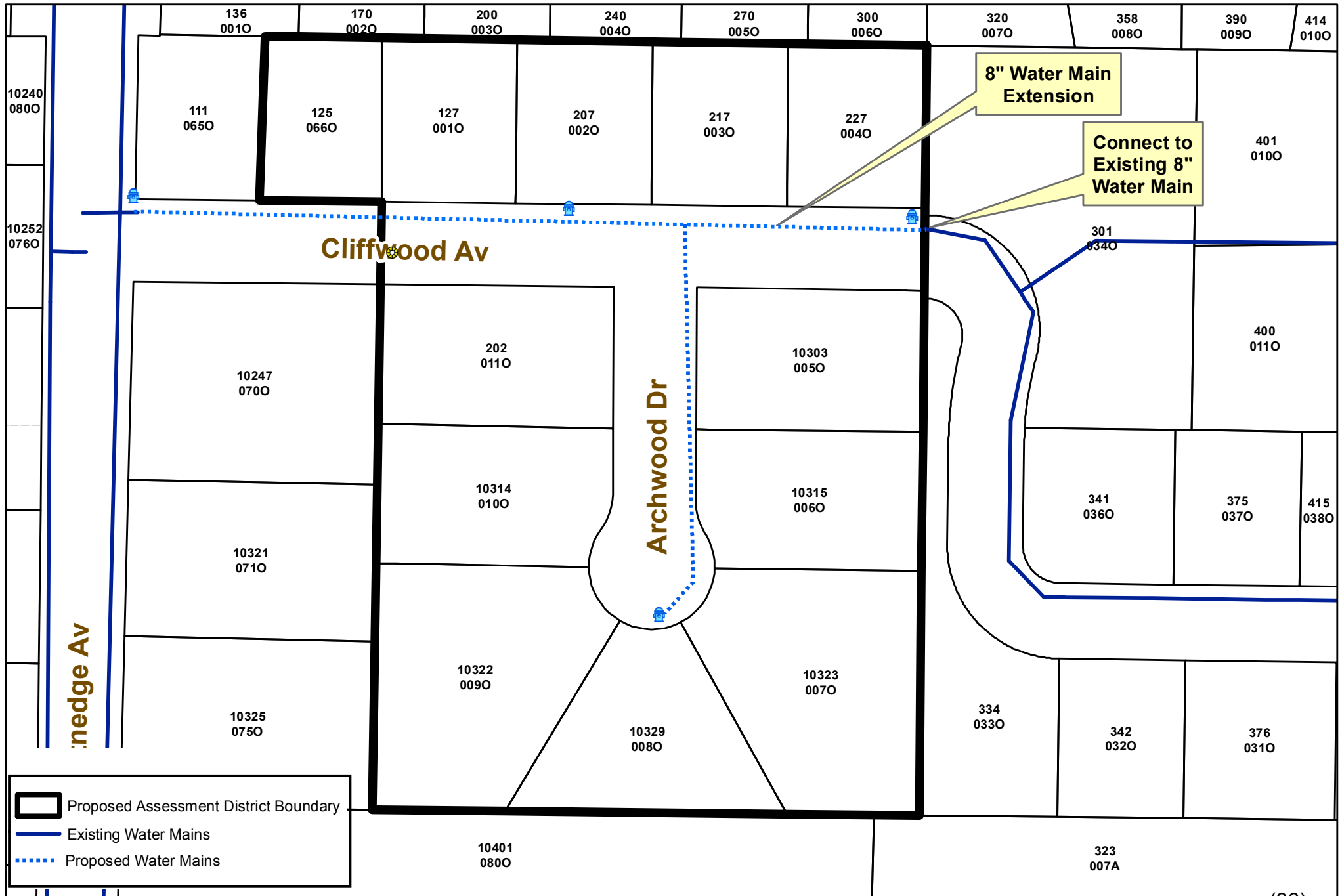
Attachments:

1. Special Assessment Map
2. Preliminary Special Assessment District Roll
3. Resolution No. 2

Cliffwood & Archwood Water Assessment District #316-W



1 inch = 100 feet



Cliffwood & Archwood Water Main Project - District No. 316-W

Tentative Assessment Roll

Residential Rate of \$38.77 per Front Foot plus \$1235.00 per lead

Owner	Street Address	Parcel No.	Class	Zoning	Actual Frontage	Benefitting Frontage	Rate	Frontage Assessment	Lead Charge	Total Assessment
ARGO, BRIAN D & TRACY L	10303 ARCHWOOD DR	05820-005-O	401	R-1C	110.02	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
SACKLEY, EDWARD J & J J	10314 ARCHWOOD DR	05820-010-O	401	R-1C	112.78	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
ROCK, JONATHAN E & MAREN M	10315 ARCHWOOD DR	05820-006-O	401	R-1C	112.49	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
GARRETT, JERRY D & SHERRY L	10322 ARCHWOOD DR	05820-009-O	401	R-1C	52.36	52.36	\$38.77	\$2,030.00	1,235.00	\$3,265.00
VANDERPLOEG, DAN TRUST	10323 ARCHWOOD DR	05820-007-O	402	R-1C	52.36	52.36	\$38.77	\$2,030.00	1,235.00	\$3,265.00
KOWALSKI, PHILLIP B & J A	10329 ARCHWOOD DR	05820-008-O	401	R-1C	52.36	52.36	\$38.77	\$2,030.00	1,235.00	\$3,265.00
PYZIK, CHRISTOPHER J & TINA M	125 CLIFFWOOD AVE	00034-066-O	401	R-1C	99.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
LIVING WAYS FOUNDATION INC.	127 CLIFFWOOD AVE	05820-001-O	701	R-1C	108.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
WARNER, RONALD L & KAREN E	202 CLIFFWOOD AVE	05820-011-O	401	R-1C	187.67	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
PRIHODA, PETER & PAMELA STAFFORD	207 CLIFFWOOD AVE	05820-002-O	401	R-1C	108.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
MEYLE, DAVID & JILL	217 CLIFFWOOD AVE	05820-003-O	401	R-1C	108.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
BROWN, COLLEEN	227 CLIFFWOOD AVE	05820-004-O	401	R-1C	109.69	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
12 Properties					1,212.73	877.08				48,824.39

Updated 10-03-16 JRB

ASSESSOR\Special Assessments\2016\316-W Cliffwood & Archwood

**CITY OF PORTAGE
SPECIAL ASSESSMENT RESOLUTION NO. 2
CLIFFWOOD AVENUE AND ARCHWOOD DRIVE SANITARY SEWER PROJECT
DISTRICT #418-S**

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan held at the City Hall in said City on the ____ day of _____, 2016 at 7:30 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and seconded by:

Councilmember: _____

WHEREAS, the City Council has adopted the initial resolution commencing special assessment proceedings for the construction and financing of the hereinafter described public improvement; and

WHEREAS, the City Council of the City of Portage has caused to be prepared by the City Manager, the report called for in Section 62-2 of the City Ordinances; and

WHEREAS, the same has been received and reviewed by the City Council; and

WHEREAS, the City Council desires to proceed further with the improvement.

NOW THEREFORE BE IT RESOLVED THAT:

1. The City Council tentatively determines that the improvement hereinafter described and also described in the City Manager's report is necessary.

2. The City Council determines that the nature of the improvement is:

Install approximately 675 feet of 8 inch diameter sanitary sewer main and appurtenances in Cliffwood Avenue from South Westnedge Avenue to 675 east and 250 feet of 8 inch diameter sanitary sewer main and appurtenances in Archwood Drive from Cliffwood Avenue to 250 feet south to serve existing properties on these sections of Cliffwood Avenue and Archwood Drive. Sewer services will be installed to abutting properties and are included in the assessment.

And that the expected useful life of said improvement is 20 years.

3. The City Council determines that the properties within the special assessment district will receive the special benefits and, further, determines that the total estimated cost of the improvement will not exceed \$270,000.00, of which total cost the sum of no more than \$56,830.00 shall be assessed against the special assessment district, and the sum of no more than \$213,170.00 shall be borne by the City-at-large.

4. The City Council hereby designates the special assessment district against which all or a part of the cost of said improvement is to be assessed, as consisting of the following described land, to wit:

Unplatted Land: All unplatted land lying adjacent to or abutting the following described portion of right-of-way for Cliffwood Avenue between South Westnedge Avenue and Archwood Drive, and Archwood Drive south of Cliffwood Avenue, located within the northwest quarter of Section 34, City of Portage, Michigan and more particularly described as follows:

Situated in northwest quarter of Section 34, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan; Commencing at the southwest corner of Lot 1 of the recorded plat of Oak Forest Park and Place of Beginning; thence north 131 feet, thence west 99 feet; thence south 131 feet; thence east 99 feet more or less to the Place of Beginning and ending of the above described.

Platted Land: Lots No. 1 through 11 inclusive as originally recorded in the Oak Forest Park Plat.

Also: Lots No. 34 and 35 inclusive as originally recorded in the Jonathon Woods 2 Plat.

5. The City Council determines that the cost of the benefits is to be assessed by frontage abutting on said improvement.

6. The City Council hereby accepts and approves the City Manager's report and directs that it, along with the resolution, be filed with the City Clerk and be made available for public inspection.

7. The City Council will meet at the City Hall located at 7900 South Westnedge Avenue in the City of Portage, on the _____ day of _____, 2016, at 7:30 p.m., or as soon thereafter as may be heard, at which time and place the City Council will hear all interested parties with respect to the necessity of the improvement, and to the special assessment district therefor.

8. The City Clerk is hereby ordered to cause notice of such hearing to be published once prior to said hearing in the KALAMAZOO GAZETTE, a newspaper in general circulation in the City, said publication to be at least ten (10) days before the time of hearing, and shall cause notice of said hearing to be mailed by first class mail to all owners or persons with interest in the property in the special assessment district, as shown on the current assessment roll of the City, at least ten (10) days before the date of said hearing. Said notice shall conform substantially to Exhibit "A" attached hereto and incorporated herein.

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

ADOPTED: YEAS: Councilmember: _____
NAYS: Councilmember: _____
ABSENT: Councilmember: _____

JAMES R. HUDSON, City Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF KALAMAZOO)

I, the undersigned duly qualified and acting City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the ____ day of _____, 2016, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed my official signature this ____ day of _____, 2016.

JAMES R. HUDSON, City Clerk

Prepared by:
Randall L. Brown
Portage City Attorney
1662 East Centre Avenue
Portage, Michigan 49002

Approved as to Form:
Date: 11/7/16
By: [Signature]
City Attorney

EXHIBIT "A"

**CITY OF PORTAGE, MICHIGAN
NOTICE OF PUBLIC HEARING ON THE NECESSITY OF A
SPECIAL ASSESSMENT IMPROVEMENT BY THE CITY OF PORTAGE
CLIFFWOOD AVENUE AND ARCHWOOD DRIVE SANITARY PROJECT, DISTRICT #418-S**

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY AND ALL OTHER INTERESTED PARTIES:

PLEASE TAKE NOTICE that the City Council of the City of Portage has declared its intention to construct the following public improvement:

Install approximately 675 feet of 8 inch diameter sanitary sewer main and appurtenances in Cliffwood Avenue from South Westnedge Avenue to 675 east and 250 feet of 8 inch diameter sanitary sewer main and appurtenances in Archwood Drive from Cliffwood Avenue to 250 feet south to serve existing properties on these sections of Cliffwood Avenue and Archwood Drive. Sewer services will be installed to abutting properties and are included in the assessment.

Unplatted Land: All unplatted land lying adjacent to or abutting the following described portion of right-of-way for Cliffwood Avenue between South Westnedge Avenue and Archwood Drive, and Archwood Drive south of Cliffwood Avenue, located within the northwest quarter of Section 34, City of Portage, Michigan and more particularly described as follows:

Situated in northwest quarter of Section 34, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan; Commencing at the southwest corner of Lot 1 of the recorded plat of Oak Forest Park and Place of Beginning; thence north 131 feet, thence west 99 feet; thence south 131 feet; thence east 99 feet more or less to the Place of Beginning and ending of the above described.

Platted Land: Lots No. 1 through 11 inclusive as originally recorded in the Oak Forest Park Plat.

Also: Lots No. 34 and 35 inclusive as originally recorded in the Jonathon Woods 2 Plat.

A report concerning said improvement has been prepared and is on file with the City Clerk for public examination.

TAKE FURTHER NOTICE that the City Council will meet on the ____ day of _____, 2016, at 7:30 p.m. or as soon thereafter as may be heard, at the City Hall, 7900 South Westnedge Avenue, in the City of Portage, for the purpose of hearing all interested parties concerning the necessity of said improvement and the special assessment district therefor.

TAKE FURTHER NOTICE that if, prior to the adoption of the resolution to proceed with the improvement, written objections have been filed by either 1) a majority of owners of property in the district, or 2) owners in the district who will be required to pay more than fifty percent (50%) of the cost of the public improvement, the affirmative vote of five (5) or more members of the Council is needed to proceed with the improvement.

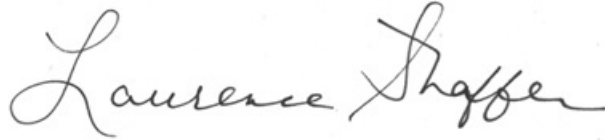
PLEASE TAKE FURTHER NOTICE that the owner or any person having an interest in property that is specially assessed may file a written appeal with the Michigan Tax Tribunal within 30 days after confirmation of the special assessment roll. However, appearance and protest at the public hearing are required in order to appeal the special assessment to the Michigan Tax Tribunal. An owner or other party in interest or his or her agent may (1) appear in person at the hearing to protest the special assessment or (2) file his or her appearance or protest by letter before the close of the hearing. The City Council shall maintain a record of parties who appear to protest at the hearing. If the hearing is terminated or adjourned for the day before a party is provided the opportunity to be heard, a party whose appearance was recorded shall be considered to have protested the special assessment in person.

DATED: _____, 2016

JAMES R. HUDSON
City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Cliffwood Avenue and Archwood Drive Water Main Project #316-W

SUPPORTING PERSONNEL: W. Christopher Barnes, Director of Transportation & Utilities

ACTION RECOMMENDED: That City Council adopt Resolution No. 2 for the Cliffwood Avenue and Archwood Drive Water Main Project #316-W and set a public hearing of necessity on December 6, 2016.

The City Council adopted goal to "*continue to improve the infrastructure to meet demonstrated needs*" included an objective to "*continue to improve the water system.*" To this end, the City Administration has proposed the installation of water main on Cliffwood Avenue and Archwood Drive. As a result, City Council is asked to adopt the second resolution in the special assessment process that tentatively determines the necessity of the improvement project and schedules a public hearing on December 6, 2016.

As previously noted, this section of Cliffwood Avenue and Archwood Drive is not serviced with public water which provides a dependable water supply and enhances fire protection in the area. The estimated cost for this project is \$150,000, of which \$48,824 will be assessed. If approved, the project will commence in the spring of 2017 and be completed by the end of the 2017 construction season.

Attached is Special Assessment Resolution No. 2 for the Cliffwood Avenue and Archwood Drive Sanitary Sewer Project #316-W. Previous Council action relating to this project includes:

- On November 1, 2016, City Council adopted Resolution No. 1 on this project, accepted the City Manager report and requested preparation of Resolution No. 2.

Therefore it is recommended that City Council adopt Resolution No. 2 for the Cliffwood Avenue and Archwood Drive Water Main Project #316-W, setting a public hearing of necessity on December 6, 2016.

FUNDING: The total estimated cost of the water main portion of the overall project is \$150,000. The improvements are funded in the fiscal year 2016-17 Capital Improvement Program budget by the utilization of special assessment bonds and city-share bonds.

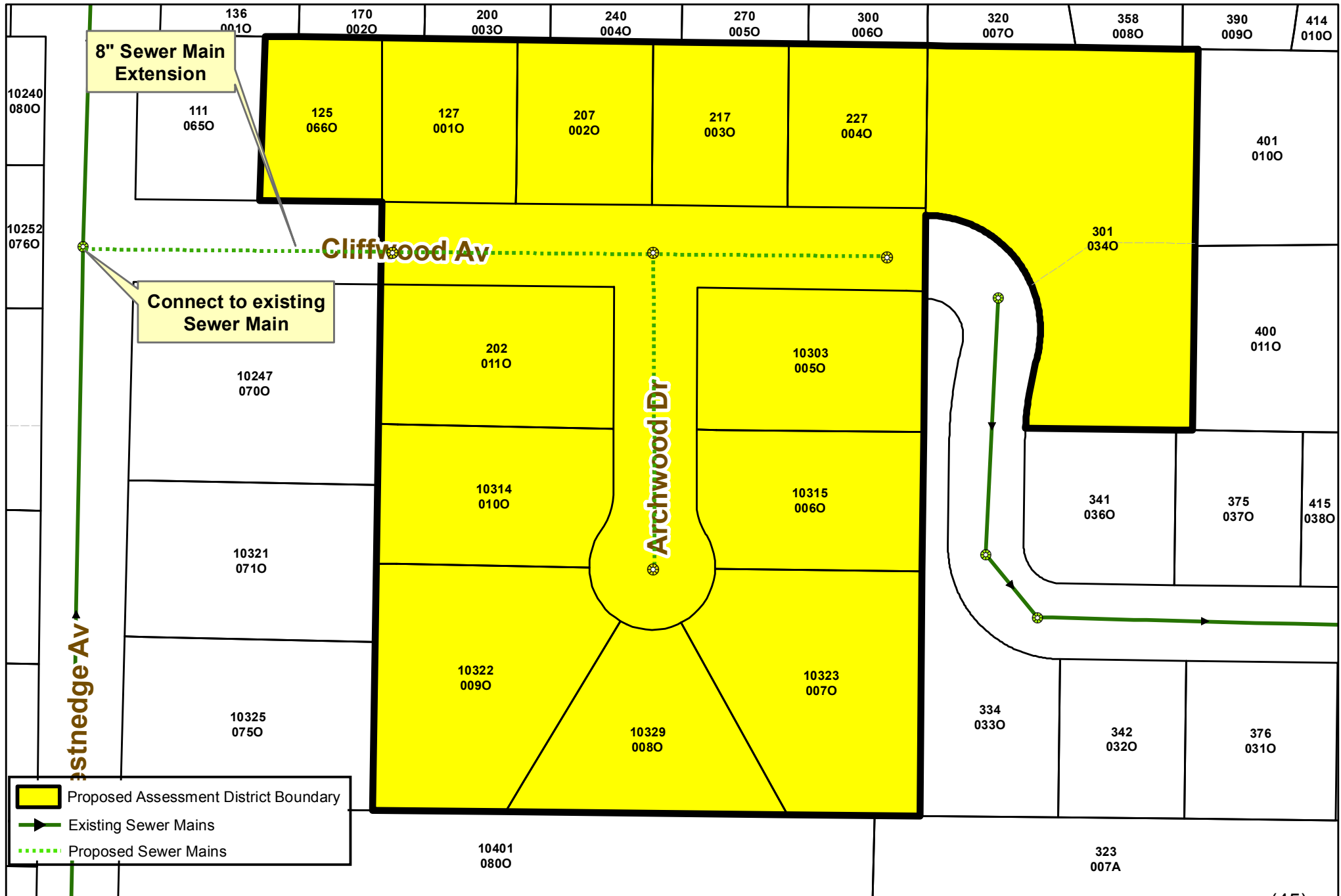
Attachments:

1. Special Assessment Map
2. Preliminary Special Assessment District Roll
3. Resolution No. 2

Cliffwood Avenue & Archwood Drive Sewer Assessment District #418-S



1 inch = 100 feet



Cliffwood & Archwood Sanitary Sewer Project - District No. 418-S

Tentative Assessment Roll

Residential Rate of \$43.77 per Front Foot plus \$1536.67 per lead

Owner	Street Address	Parcel No.	Class	Zoning	Actual Frontage	Benefitting Frontage	Rate	Frontage Assessment	Lead Charge	Total Assessment
ARGO, BRIAN D & TRACY L	10303 ARCHWOOD DR	05820-005-O	401	R-1C	110.02	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
SACKLEY, EDWARD J & J J	10314 ARCHWOOD DR	05820-010-O	401	R-1C	112.78	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
ROCK, JONATHAN E & MAREN M	10315 ARCHWOOD DR	05820-006-O	401	R-1C	112.49	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
GARRETT, JERRY D & SHERRY L	10322 ARCHWOOD DR	05820-009-O	401	R-1C	52.36	52.36	\$43.77	\$2,291.80	1,536.67	\$3,828.47
VANDERPLOEG, DAN TRUST	10323 ARCHWOOD DR	05820-007-O	402	R-1C	52.36	52.36	\$43.77	\$2,291.80	1,536.67	\$3,828.47
KOWALSKI, PHILLIP B & J A	10329 ARCHWOOD DR	05820-008-O	401	R-1C	52.36	52.36	\$43.77	\$2,291.80	1,536.67	\$3,828.47
PYZIK, CHRISTOPHER J & TINA M	125 CLIFFWOOD AVE	00034-066-O	401	R-1C	99.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
LIVING WAYS FOUNDATION INC.	127 CLIFFWOOD AVE	05820-001-O	701	R-1C	108.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
WARNER, RONALD L & KAREN E	202 CLIFFWOOD AVE	05820-011-O	401	R-1C	187.67	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
PRIHODA, PETER & PAMELA STAFFORD	207 CLIFFWOOD AVE	05820-002-O	401	R-1C	108.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
MEYLE, DAVID & JILL	217 CLIFFWOOD AVE	05820-003-O	401	R-1C	108.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
BROWN, COLLEEN	227 CLIFFWOOD AVE	05820-004-O	401	R-1C	109.69	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
IMUS, JON M & TERESA	301 CLIFFWOOD AVE	03861-034-O	401	R-1C	222.19	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
13 Properties					1,434.92	957.08				56,829.83

Updated 10-03-16 JRB

ASSESSOR\Special Assessments\2016\418-S Cliffwood & Archwood

**CITY OF PORTAGE
SPECIAL ASSESSMENT RESOLUTION NO. 2
CLIFFWOOD AVENUE AND ARCHWOOD DRIVE WATER PROJECT
DISTRICT #316-W**

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan held at the City Hall in said City on the ____ day of _____, 2016 at 7:30 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and seconded by:

Councilmember: _____.

WHEREAS, the City Council has adopted the initial resolution commencing special assessment proceedings for the construction and financing of the hereinafter described public improvement; and

WHEREAS, the City Council of the City of Portage has caused to be prepared by the City Manager, the report called for in Section 62-2 of the City Ordinances; and

WHEREAS, the same has been received and reviewed by the City Council; and

WHEREAS, the City Council desires to proceed further with the improvement.

NOW THEREFORE BE IT RESOLVED THAT:

1. The City Council tentatively determines that the improvement hereinafter described and also described in the City Manager's report is necessary.
2. The City Council determines that the nature of the improvement is:

Install water main and appurtenances in Cliffwood Avenue from South Westnedge Avenue to Archwood Avenue to serve existing properties on these sections of Cliffwood Avenue and Archwood Drive. Water services will be installed to abutting properties and are included in the assessment.

And that the expected useful life of said improvement is 20 years.

3. The City Council determines that the properties within the special assessment district will receive the special benefits and, further, determines that the total estimated cost of the improvement will not exceed \$150,000.00, of which total cost the sum of no more than \$48,824.00 shall be assessed against the special assessment district, and the sum of no more than \$101,176.00 shall be borne by the City-at-large.

4. The City Council hereby designates the special assessment district against which all or a part of the cost of said improvement is to be assessed, as consisting of the following described land, to wit:

Unplatted Land: All unplatted land lying adjacent to or abutting the following described portion of right-of-way for Cliffwood Avenue between South Westnedge Avenue and Archwood Drive, located within the northwest quarter of Section 34, City of Portage, Michigan and more particularly described as follows:

Situated in northwest quarter of Section 34, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan; Commencing at the southwest corner of Lot 1 of the recorded plat of Oak Forest Park and Place of Beginning; thence north 131 feet, thence west 99 feet; thence south 131 feet; thence east 99 feet more or less to the Place of Beginning and ending of the above described.

Platted Land: Lots No. 1 through 11 inclusive as originally recorded in the Oak Forest Park Plat.

5. The City Council determines that the cost of the benefits is to be assessed by frontage abutting on said improvement.

6. The City Council hereby accepts and approves the City Manager's report and directs that it, along with the resolution, be filed with the City Clerk and be made available for public inspection.

7. The City Council will meet at the City Hall located at 7900 South Westnedge Avenue in the City of Portage, on the ____ day of _____, 2016, at 7:30 p.m., or as soon thereafter as may be heard, at which time and place the City Council will hear all interested parties with respect to the necessity of the improvement, and to the special assessment district therefor.

8. The City Clerk is hereby ordered to cause notice of such hearing to be published once prior to said hearing in the KALAMAZOO GAZETTE, a newspaper in general circulation in the City, said publication to be at least ten (10) days before the time of hearing, and shall cause notice of said hearing to be mailed by first class mail to all owners or persons with interest in the property in the special assessment district, as shown on the current assessment roll of the City, at least ten (10) days before the date of said hearing. Said notice shall conform substantially to Exhibit "A" attached hereto and incorporated herein.

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

ADOPTED: YEAS: Councilmember: _____
NAYS: Councilmember: _____
ABSENT: Councilmember: _____

JAMES R. HUDSON, City Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF KALAMAZOO)

I, the undersigned duly qualified and acting City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the ____ day of _____, 2016, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed my official signature this ____ day of _____, 2016.

JAMES R. HUDSON, City Clerk

Prepared by:
Randall L. Brown
Portage City Attorney
1662 East Centre Avenue
Portage, Michigan 49002

Approved as to Form:
Date: 10/7/16
By: [Signature]
City Attorney

EXHIBIT "A"

**CITY OF PORTAGE, MICHIGAN
NOTICE OF PUBLIC HEARING ON THE NECESSITY OF A
SPECIAL ASSESSMENT IMPROVEMENT BY THE CITY OF PORTAGE
CLIFFWOOD AVENUE AND ARCHWOOD DRIVE WATER PROJECT, DISTRICT #316-W**

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY AND ALL OTHER INTERESTED PARTIES:

PLEASE TAKE NOTICE that the City Council of the City of Portage has declared its intention to construct the following public improvement:

Install water main and appurtenances in Cliffwood Avenue from South Westnedge Avenue to Archwood Avenue to serve existing properties on these sections of Cliffwood Avenue and Archwood Drive. Water services will be installed to abutting properties and are included in the assessment.

Unplatted Land: All unplatted land lying adjacent to or abutting the following described portion of right-of-way for Cliffwood Avenue between South Westnedge Avenue and Archwood Drive, located within the northwest quarter of Section 34, City of Portage, Michigan and more particularly described as follows:

Situated in northwest quarter of Section 34, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan; Commencing at the southwest corner of Lot 1 of the recorded plat of Oak Forest Park and Place of Beginning; thence north 131 feet, thence west 99 feet; thence south 131 feet; thence east 99 feet more or less to the Place of Beginning and ending of the above described.

Platted Land: Lots No. 1 through 11 inclusive as originally recorded in the Oak Forest Park Plat.

A report concerning said improvement has been prepared and is on file with the City Clerk for public examination.

TAKE FURTHER NOTICE that the City Council will meet on the ____ day of _____, 2016, at 7:30 p.m. or as soon thereafter as may be heard, at the City Hall, 7900 South Westnedge Avenue, in the City of Portage, for the purpose of hearing all interested parties concerning the necessity of said improvement and the special assessment district therefor.

TAKE FURTHER NOTICE that if, prior to the adoption of the resolution to proceed with the improvement, written objections have been filed by either 1) a majority of owners of property in the district, or 2) owners in the district who will be required to pay more than fifty percent (50%) of the cost of the public improvement, the affirmative vote of five (5) or more members of the Council is needed to proceed with the improvement.

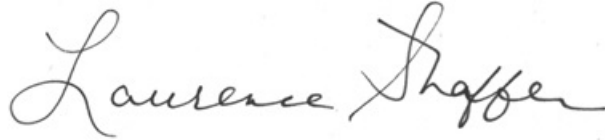
PLEASE TAKE FURTHER NOTICE that the owner or any person having an interest in property that is specially assessed may file a written appeal with the Michigan Tax Tribunal within 30 days after confirmation of the special assessment roll. However, appearance and protest at the public hearing are required in order to appeal the special assessment to the Michigan Tax Tribunal. An owner or other party in interest or his or her agent may (1) appear in person at the hearing to protest the special assessment or (2) file his or her appearance or protest by letter before the close of the hearing. The City Council shall maintain a record of parties who appear to protest at the hearing. If the hearing is terminated or adjourned for the day before a party is provided the opportunity to be heard, a party whose appearance was recorded shall be considered to have protested the special assessment in person.

DATED: _____, 2016

JAMES R. HUDSON,
City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Angling Road Sanitary Sewer Project #417-S

SUPPORTING PERSONNEL: W. Christopher Barnes, Director of Transportation & Utilities

ACTION RECOMMENDED: That City Council adopt Resolution No. 2 for the Angling Road Sanitary Sewer Project #417-S, setting a public hearing of necessity on December 6, 2016.

The City Council adopted goal to "*continue to improve the infrastructure to meet demonstrated needs*" included an objective to "*continue to improve the wastewater and storm sewer systems.*" To this end, the City Administration has proposed the installation of sanitary sewer on Angling Road from Squire Heath Lane to Romence Road. As a result, City Council is asked to adopt the second resolution in the special assessment process that tentatively determines the necessity of the improvement project and schedules a public hearing on December 6, 2016.

As previously noted, this section of Angling Road is not serviced with sanitary sewer, which protects the groundwater resources and makes sanitary sewer service available for residents. The estimated cost for this project is \$1,320,000 of which \$241,618 will be assessed. If approved, the project will commence in the spring of 2017 and be completed by the end of the 2017 construction season.

Attached is Special Assessment Resolution No. 2 for the Angling Road Sanitary Sewer Project #417-S. Previous Council action relating to this project includes:

- On November 1, 2016, City Council adopted Resolution No. 1 on this project, accepted the City Manager report and requested preparation of Resolution No. 2.

Therefore it is recommended that City Council adopt Resolution No. 2 for the Angling Road Sanitary Sewer Project #417-S, setting a public hearing of necessity on December 6, 2016.

FUNDING: The total estimated cost of the sanitary sewer portion of the overall project is \$1,320,000. That improvements are funded in the fiscal year 2016-17 Capital Improvement Program budget by the utilization of special assessment bonds, city-share bonds, Municipal Street millage funds and Federal Surface Transportation Program funding (\$134,000).

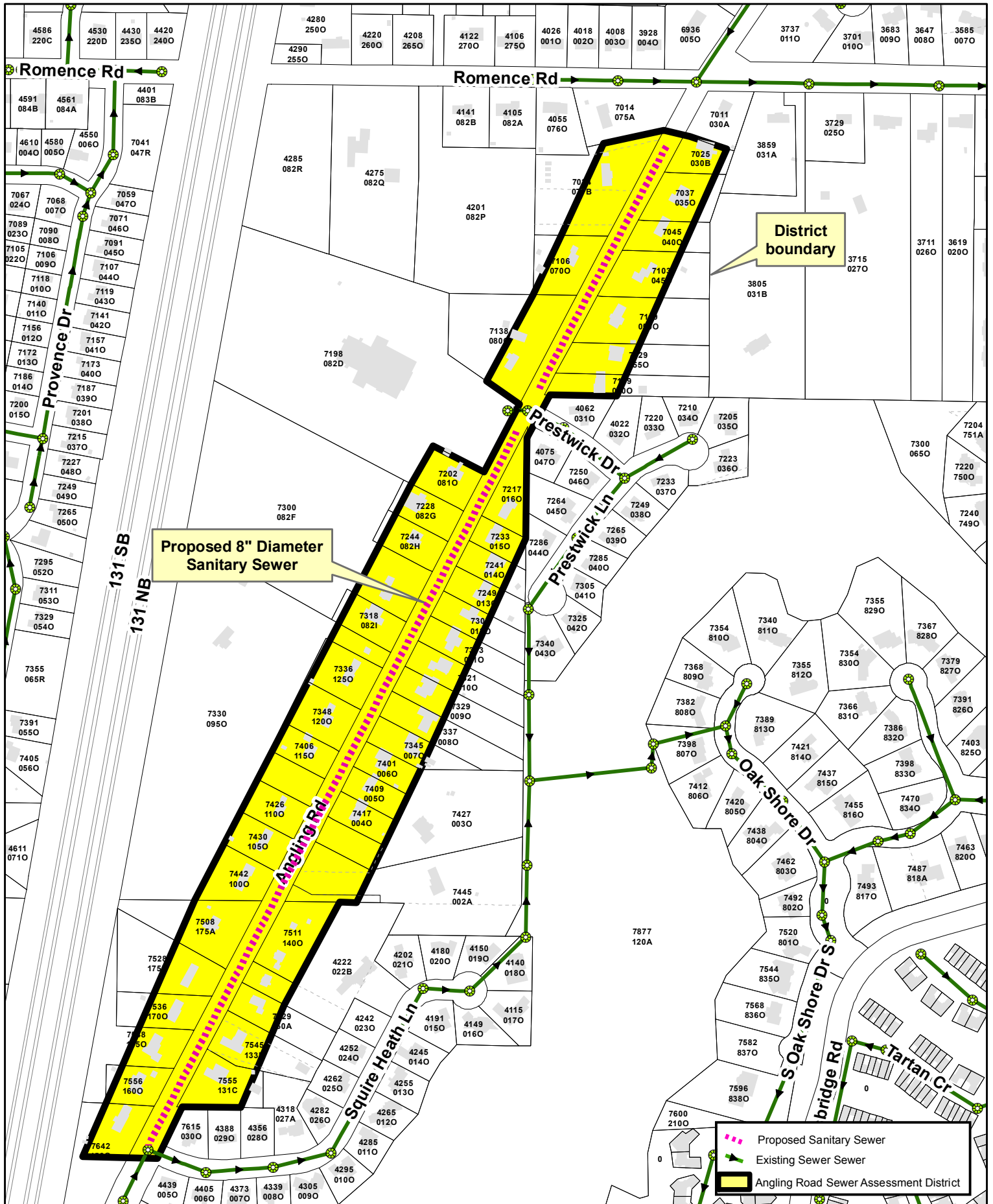
Attachments:

1. Special Assessment Map
2. Preliminary Special Assessment District Roll
3. Resolution No. 2

Sanitary Sewer Assessment District #417-S



1 inch = 400 feet



Angling Road Sanitary Sewer Project - District No. 417-S

Tentative Assessment Roll

Residential Rate of \$43.77 per Front Foot plus \$1536.67 per lead

Owner	Street Address	Parcel No.	Class	Zoning	Actual Frontage	Benefitting Frontage	Rate	Frontage Assessment	Lead Charge	Total Assessment
DEHAAN, KENNETH R TRUST	7024 ANGLING RD	00018-077-B	401	R-1B	409.55	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
HUETTEMAN, WILLIAM & LAURA TRUST	7025 ANGLING RD	00018-030-B	401	R-1B	153.65	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
WARREN, RICHARD S & GAIL J	7037 ANGLING RD	00018-035-O	401	R-1B	168.82	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
MILLER, TERRY A	7045 ANGLING RD	00018-040-O	401	R-1B	112.55	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
DEAN, BRUCE W & M THERESE	7103 ANGLING RD	00018-045-O	401	R-1B	168.62	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
DEHAAN, ETHELYN M TRUST	7106 ANGLING RD	00018-070-O	401	R-1B	216.16	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
SOULE, AMANDA, PAMELA & JAMES	7119 ANGLING RD	00018-050-O	401	R-1B	168.62	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
RATLIFF, TIMOTHY A & SONYA	7129 ANGLING RD	00018-055-O	401	R-1B	112.54	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
SIMSICK, DAVID L & JUDITH L	7138 ANGLING RD	00018-080-O	401	R-1B	372.09	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
JORDAN, JOSHUA & PARROTT, JACALYN	7139 ANGLING RD	00018-060-O	401	R-1B	106.93	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
SMITH, RICKY & ACKER-SMITH, J TRUST	7202 ANGLING RD	00018-081-O	401	R-1B	148.35	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
UTRECHT, BETH	7217 ANGLING RD	00400-016-O	401	R-1B	311.99	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
BROVONT, LINDA L	7228 ANGLING RD	00018-082-G	401	R-1B	110.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
DEFOUW, RICHARD C & T L	7233 ANGLING RD	00400-015-O	401	R-1B	90.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
GOLKOSKY, JOAN F	7241 ANGLING RD	00400-014-O	401	R-1B	90.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
MATTOX, RICHARD & TIFFANY	7244 ANGLING RD	00018-082-H	401	R-1B	110.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
GRIFFIN, ALAN R & HARRIS, LANA L	7249 ANGLING RD	00400-013-O	401	R-1B	90.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
HELLENGA, WAYNE, JANICE & DEWAYNE	7300 ANGLING RD	00018-082-F	401	R-1B	178.15	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
STAMPFLER, MICHAEL L & L A G	7305 ANGLING RD	00400-012-O	401	R-1B	90.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
BRUCKER, ROBERT	7313 ANGLING RD	00400-011-O	401	R-1B	90.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
GALE, MICHELE L	7318 ANGLING RD	00018-082-I	401	R-1B	110.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
PIKE, SUSAN & TRUCKEY, SCOTT	7321 ANGLING RD	00400-010-O	401	R-1B	90.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
JOHNS, STEVEN M & S M	7329 ANGLING RD	00400-009-O	401	R-1B	90.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
SCHURING, JACK L & CAROLE L	7330 ANGLING RD	00018-095-O	401	R-1B	155.70	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
WILDER, JUDY M TRUST	7336 ANGLING RD	00018-125-O	401	R-1B	150.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
OVERLANDER, DONALD E & C M	7337 ANGLING RD	00400-008-O	401	R-1B	90.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
NORRIS, RONALD & MARY	7345 ANGLING RD	00400-007-O	401	R-1B	90.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
WALTER, CHRIS D & HOLLY K	7348 ANGLING RD	00018-120-O	401	R-1B	150.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
SCANLON, DANIEL & J -TRUSTEES	7401 ANGLING RD	00400-006-O	401	R-1B	90.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
COLEGROVE, MICHAEL D & LEIGH A	7406 ANGLING RD	00018-115-O	401	R-1B	100.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
BURDIAC, JOHN & B R TRUST	7409 ANGLING RD	00400-005-O	401	R-1B	90.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27

PRICE, LEONARD E & V R	7417 ANGLING RD	00400-004-O	401 R-1B	90.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
KAMMERAAD, SARAH M	7426 ANGLING RD	00018-110-O	401 R-1B	118.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
ALLEY, FRANKLIN & C	7427 ANGLING RD	00400-003-O	401 R-1B	90.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
WETTERS, T J & WETTERS, R W	7430 ANGLING RD	00018-105-O	401 R-1B	118.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
WHISMAN, TAMMY & PETERSON, WILLIAM	7442 ANGLING RD	00018-100-O	401 R-1B	110.25	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
NAGEL, PAULINA TRUST	7445 ANGLING RD	00400-002-A	401 R-1B	228.87	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
MENDOZA, JUAN & MARISSA	7508 ANGLING RD	00018-175-A	401 R-1B	246.13	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
LUCHIES, KENNETH D & JANET E	7511 ANGLING RD	00018-140-O	401 R-1B	211.78	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
HARIK, SALIM E & AMAL F	7519 ANGLING RD	00018-145-A	402 R-1B	75.00	75.00	\$43.77	\$3,282.75	1,536.67	\$4,819.42
KAMMAN, JAMES W & S Z	7528 ANGLING RD	00018-175-B	401 R-1B	100.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
STOKES, ROBERT C & PENNY D	7529 ANGLING RD	00018-150-A	401 PD	101.97	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
MURRY, MAUREEN F TRUSTEE	7536 ANGLING RD	00018-170-O	401 R-1B	123.46	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
WEISZER, JOHN A & VICKI M	7545 ANGLING RD	00018-133-B	401 PD	103.48	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
GRIDER, JON V & SARAH J	7548 ANGLING RD	00018-165-O	401 R-1B	123.46	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
EBERSOLE, KENNETH L & LINDA A	7555 ANGLING RD	00018-131-C	401 PD	227.94	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
FREVER, MICHELLE L	7556 ANGLING RD	00018-160-O	401 R-1B	123.46	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
TAYLOR, GARY R & BUTLER, STEVE E	7642 ANGLING RD	00018-156-O	401 R-1B	927.10	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
48 Properties				7622.62	3835.00				\$241,618.11

Updated 10-4-16 JRB

ASSESSOR\Special Assessments\2016\417-S Angling Road

**CITY OF PORTAGE
SPECIAL ASSESSMENT RESOLUTION NO. 2
ANGLING ROAD SANITARY SEWER PROJECT
DISTRICT #417-S**

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan held at the City Hall in said City on the ____ day of _____, 2016 at 7:30 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and seconded by:

Councilmember: _____.

WHEREAS, the City Council has adopted the initial resolution commencing special assessment proceedings for the construction and financing of the hereinafter described public improvement; and

WHEREAS, the City Council of the City of Portage has caused to be prepared by the City Manager, the report called for in Section 62-2 of the City Ordinances; and

WHEREAS, the same has been received and reviewed by the City Council; and

WHEREAS, the City Council desires to proceed further with the improvement.

NOW THEREFORE BE IT RESOLVED THAT:

1. The City Council tentatively determines that the improvement hereinafter described and also described in the City Manager's report is necessary.

2. The City Council determines that the nature of the improvement is:

Install approximately 3700 feet of 8 inch diameter sanitary sewer main and appurtenances in Angling Road from Squire Heath Lane to Romence Road to serve existing properties on Angling Road. Sewer services will be installed to abutting properties and are included in the assessment.

And that the expected useful life of said improvement is 20 years.

3. The City Council determines that the properties within the special assessment district will receive the special benefits and, further, determines that the total estimated cost of the improvement will not exceed \$1,320,000.00, of which total cost the sum of no more than \$241,618.00 shall be assessed against the special assessment district, and the sum of no more than \$1,078,382.00 shall be borne by the City-at-large.

4. The City Council hereby designates the special assessment district against which all or a part of the cost of said improvement is to be assessed, as consisting of the following described land, to wit:

Unplatted Land: All unplatted land lying adjacent to or abutting the of right-of-way for Angling Road lying between Squire Heath Lane and Romence Road commencing at the northwest corner of the east half of the southwest quarter of Section 18 thence south 0 degrees 21 minutes west 536.66 feet along the west line of the east one half of the southwest quarter thence south 86 degrees 29 minutes 16 east 238.18 feet to a point on the centerline of Angling Road thence south 27 degrees 21 minutes 5 seconds west 297.8 feet, more or less, to the southern extension of the Squire Heath Lane right of Way, thence north 27 degrees 21 minutes 5 seconds east, more or less, 3,753 feet, more or less, along said center line of Angling Road, located within the northeast, northwest and southwest quarters of Section 18, City of Portage, Michigan and more particularly described as follows:

SEC 18-3-11 COM AT W1/4 POST SEC 18 TH N 89 DEG 54 MIN 20 SEC E ALG E&W1/4 LI SD SEC 1861.08 FT TO CTR LI ANGLING RD TH N 26 DEG 34 MIN 40 SEC E ALG CTR LI ANGLING RD 228.25 FT FOR PL BEG TH CONT N 26 DEG 34 MIN 40 SEC E ALG CTR LI ANGLING RD 118.0 FT TH N 63 DEG 25 MIN 20 SEC W 214.5 FT TH S 26 DEG 34 MIN 40 SEC W PAR TO CTR LI ANGLING RD 118.0 FT TH S 63 DEG 25 MIN 20 SEC E 214.5 FT TO PL OF BEG 0.58 A

ANGLING ACRES LOT 3 ALSO A PART OF LOT 1 DESC AS FOLLOWS: BEG AT SE COR SD LOT 3, TH N ELY 360 FT ALG WLY LI LOT 1 TO NW COR SD LOT, TH ELY 320.45 FT ALG N LI SD LOT TO NE COR SD LOT, TH SLY 220 FT ALG E LI SD LOT 1, TH SWLY TO PL OF BEG. 2.8A

SEC 18-3-11 COM AT W1/4 POST SEC 18 TH N 89 DEG 54 MIN 20 SEC E ALG E&W1/4 LI SD SEC 1861.08 FT TO CTR LI ANGLING RD TH N 26 DEG 34 MIN 40 SEC E ALG CTR LI ANGLING RD 110.25 FT FOR PL OF BEG TH CONT N 26 DEG 34 MIN 40 SEC E ALG CTR LI ANGLING RD 118.0 FT TH N 63 DEG 25 MIN 20 SEC W 214.5 FT TH S 26 DEG 34 MIN 40 SEC W PAR TO CTR LI ANGLING RD 118.0 FT TH S 63 DEG 25 MIN 20 SEC E 214.5 FT TO PL OF BEG 0.58 A

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SEC 18, T3S, R11W; LOT 2 ANGLING ACRES PLAT ALSO COM AT NE COR LOT 1 OF SAID PLAT TH S'LY ALG E LINE 220' TO POB TH CONT S'LY ALG E LINE TO E & W 1/4 LINE TH W'LY TO A PT 2249.48' E OF W 1/4 COR TH N'LY 24' TH W'LY 264.43' TH NW'LY 65.56' PERP TO E'LY LINE OF ANGLING RD TO SD E'LY LINE TH NE'LY ALG SD E'LY LINE TO SW COR OF SD PLAT TH E'LY 224.27' ALG S LINE OF SAID LOT 2 TO SE COR OF SD LOT TH NE'LY TO POB ALSO BEG AT CTR 1/4 POST OF SEC 18 TH S 27 DEG 10 MIN 30 SEC W 112.30 FT, TH W 373.67 FT, TH N 27 DEG 10 MIN 30 SEC E 112.30 FT, TH E TO POB ALSO COM AT W 1/4 COR TH E 2249.48' TO POB TH CONT E 419.70' TH S 33' TH W 598.22' TH N 26 DEG 54'30" E 36.97' TH W 188.03' TO E'LY LINE OF ANGLING RD TH N 26 DEG 54'30" E 60' TH S 63 DEG 05'30" E 65.56' TH E 264.43' TH S 24' TO POB

SECTION 18-3-11 BEG AT NW COR E 1/2 SW 1/4 SEC 18, TH S 27.60 FT, TH S 62 DEG E 469.02 FT, TH N 27 DEG E 247.13 FT TO E & W 1/4 LI SEC 18, TH W ALG SD LI TO POB.

SEC 18-3-11 COM INT N LI SW1/4 SEC 18 & CL ANGLING RD TH E ON E&W1/4 LI 225 FT TH SWLY PAR TO CL SD RD 292 FT TH NWLY AT RT ANG TO CL ANGLING RD 190 FT TH ALG SD CL NELY 195 FT TO POB

SEC 18, T3S, R11W; COM AT W 1/4 COR TH E'LY TO C/L OF ANGLING RD TH SWLY ALG SD C/L 195' TO POB. TH SE'LY 200' TH SW'LY 75' TH NW'LY 200' TH NE'LY 75' TO POB. (.34 AC).

SECTION 18-3-11 BEG 27.60 FT S OF NW COR E 1/2 SW 1/4 SEC 18, TH CONT S 272.40 FT, TH S 85 DEG E 372.26 FT, TH N 27 DEG E 100 FT, TH N 62 DEG W 469.02 FT TO POB, RESV SLY 33 FT FOR RD ROW.

SEC.18 T3S R11W PART SW1/4 COM S89DEG 53'42"E 1862.38 FT & S26DEG 55'5"W 80.96 FT & S27DEG 19'50"W 189.04 FT FROM W1/4 COR S27DEG 19'50"W 101.97 FT S62DEG 50'50"E 386.20 FT N26DEG 58'03"E 101.77 FT NW'LY 375 FT TO BEG.

SEC 18-3-11 COM AT NW COR E1/2 SW1/4 SEC 18 TH S ALG NS 1/8 LI 300 FT FOR PL OF BEG TH S 85 DEG 08 MIN E 351.9 FT TO CTR LI ANGLING RD TH SWLY ALG CTR LI SD RD 123.46 FT TH N 85 DEG 28 MIN 20 SEC W 294.65 FT TO PT ON NS 1/8 LI SD SEC TH N ALG NS 1/8 LI TO PL OF BEG

COMMENCING AT THE W 1/4 POST OF SEC 18, T3S, R11W; TH S 89 DEG-52'-42" E, ALONG THE E AND W 1/4 LINE OF SAID SEC, 1862.38 FT TO THE CENTER LINE OF ANGLING RD; TH S 26 DEG-55'-52" W, ALONG SAID CENTER LINE, 80.96 FT; TH S 27 DEG-19'-50" W, ALONG SAID CENTER LINE, 290.11 FT TO THE POB; TH S 62

DEG-50'-50" E, 385.95 FT TO THE NWLY BOUNDARY OF THE PLAT OF "THE MOORS OF PORTAGE NO. 1"; TH S 26 DEG-58'-03" W ALONG SAID BOUNDARY, 39.23 FT; TH S 27 DEG-09'-50" W ALONG SAID BOUNDARY, 44.50 FT; TH N 78 DEG-13'-23" W 245.86 FT; TH N 60 DEG-26'-20" W 149.52 FT TO THE CENTER LINE OF ANGLING RD; TH N 27 DEG-19'-50" E 142.71 FT ALONG SAID CENTER LINE TO THE POB, RESERVING THE NWLY 33 FT FOR ROADWAY PURPOSES OF ANGLING RD.

SEC 18-3-11 BEG 177.43 FT S OF NW COR E1/2 SW1/4 SEC 18, TH S 240.57 FT, TH S 85 DEG 28 MIN 20 SEC E 294.65 FT TO PT ON CTR LI ANGLING RD, TH S 27 DEG 21 MIN 05 SEC W 123.46 FT, TH N 86 DEG 29 MIN 16 SEC W 238.18 FT, TH S 118.34 FT, TH W 81.84 FT TO E LI OF HWY US 131 TH NE TO P.O.B.

COMMENCING AT THE W 1/4 CORNER OF SEC 18, T3S, R11W; TH S 89 DEG-53'-17" E 1862.51 FT ALONG THE E AND W 1/4 LINE OF SAID SEC TO THE CENTERLINE OF ANGLING RD; TH S 26 DEG-54'-30" W 81.11 FT ALONG SAID CENTERLINE; TH S 27 DEG-19'-50" W 432.82 FT ALONG SAID CENTERLINE TO THE POB; TH S 60 DEG-26'-20" E 149.52 FT; TH S 78 DEG-13'-23" E 245.86 FT; TH S 27 DEG-09'-50" W 89.24 FT; TH N 89 DEG-53'-17" W 434.65 FT TO THE CENTERLINE OF ANGLING RD; TH N 27 DEG-19'-50" E 227.94 FT ALONG SAID CENTERLINE TO THE POB, CONTAINING 1.488 ACRES.

SEC 18-3-11 COM AT NW COR E1/2 SW1/4 SEC 18 TH S 0 DEG 21 MIN W 536.66 FT ALG W LI E1/2 SW1/4 SEC 18 TO POB TH S 86 DEG 29 MIN 16 SEC E 238.18 FT TO PT ON CTR LI ANGLING RD TH S 27 DEG 21 MIN 05 SEC W 123.46 FT ALG SD CTR LI TH N 88 DEG 08 MIN W 181.83 FT TO PT ON SD W LI TH N 0 DEG 21 MIN E 118.34 FT ALG SD W LI TO PL OF BEG RES ELY 33 FT FOR ROW

SEC 18-3-11 ALL THAT PART SW1/4 SEC 18 LYING E OF HWY US 131 AND W OF CENTER LI ANGLING RD, EXC N 660 FT.

Platted Land: Lots 1 through 16 as originally recorded in the Plat of Angling Acres.

5. The City Council determines that the cost of the benefits is to be assessed by frontage abutting on said improvement.

6. The City Council hereby accepts and approves the City Manager's report and directs that it, along with the resolution, be filed with the City Clerk and be made available for public inspection.

7. The City Council will meet at the City Hall located at 7900 South Westnedge Avenue in the City of Portage, on the _____ day of _____, 2016, at 7:30 p.m., or as soon thereafter as may be heard, at which time and place the City Council will hear all interested

parties with respect to the necessity of the improvement, and to the special assessment district therefor.

8. The City Clerk is hereby ordered to cause notice of such hearing to be published once prior to said hearing in the KALAMAZOO GAZETTE, a newspaper in general circulation in the City, said publication to be at least ten (10) days before the time of hearing, and shall cause notice of said hearing to be mailed by first class mail to all owners or persons with interest in the property in the special assessment district, as shown on the current assessment roll of the City, at least ten (10) days before the date of said hearing. Said notice shall conform substantially to Exhibit "A" attached hereto and incorporated herein.

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

ADOPTED: YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

JAMES R. HUDSON, City Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF KALAMAZOO)

I, the undersigned duly qualified and acting City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the ____ day of _____, 2016, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed my official signature this ____ day of _____, 2016.

JAMES R. HUDSON, City Clerk

Prepared by:
Randall L. Brown
Portage City Attorney
1662 East Centre Avenue
Portage, Michigan 49002

Approved as to Form:
Date: 11/7/14
By: [Signature]
City Attorney

EXHIBIT "A"

**CITY OF PORTAGE, MICHIGAN
NOTICE OF PUBLIC HEARING ON THE NECESSITY OF A
SPECIAL ASSESSMENT IMPROVEMENT BY THE CITY OF PORTAGE
ANGLING ROAD SANITARY SEWER PROJECT, DISTRICT #417-S**

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY AND ALL OTHER INTERESTED PARTIES:

PLEASE TAKE NOTICE that the City Council of the City of Portage has declared its intention to construct the following public improvement:

Install approximately 3700 feet of 8 inch diameter sanitary sewer main and appurtenances in Angling Road from Squire Heath Lane to Romence Road to serve existing properties on Angling Road. Sewer services will be installed to abutting properties and are included in the assessment.

Unplatted Land: All unplatted land lying adjacent to or abutting the of right-of-way for Angling Road lying between Squire Heath Lane and Romence Road commencing at the northwest corner of the east half of the southwest quarter of Section 18 thence south 0 degrees 21 minutes west 536.66 feet along the west line of the east one half of the southwest quarter thence south 86 degrees 29 minutes 16 east 238.18 feet to a point on the centerline of Angling Road thence south 27 degrees 21 minutes 5 seconds west 297.8 feet, more or less, to the southern extension of the Squire Heath Lane right of Way, thence north 27 degrees 21 minutes 5 seconds east, more or less, 3,753 feet, more or less, along said center line of Angling Road, located within the northeast, northwest and southwest quarters of Section 18 , City of Portage, Michigan and more particularly described as follows:

SEC 18-3-11 COM AT W1/4 POST SEC 18 TH N 89 DEG 54 MIN 20 SEC E ALG E&W1/4 LI SD SEC 1861.08 FT TO CTR LI ANGLING RD TH N 26 DEG 34 MIN 40 SEC E ALG CTR LI ANGLING RD 228.25 FT FOR PL BEG TH CONT N 26 DEG 34 MIN 40 SEC E ALG CTR LI ANGLING RD 118.0 FT TH N 63 DEG 25 MIN 20 SEC W 214.5 FT TH S 26 DEG 34 MIN 40 SEC W PAR TO CTR LI ANGLING RD 118.0 FT TH S 63 DEG 25 MIN 20 SEC E 214.5 FT TO PL OF BEG 0.58 A

ANGLING ACRES LOT 3 ALSO A PART OF LOT 1 DESC AS FOLLOWS: BEG AT SE COR SD LOT 3, TH N ELY 360 FT ALG WLY LI LOT 1 TO NW COR SD LOT, TH ELY 320.45 FT ALG N LI SD LOT TO NE COR SD LOT, TH SLY 220 FT ALG E LI SD LOT 1, TH SWLY TO PL OF BEG. 2.8A

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SECTION 18-3-11 BEG AT NW COR E 1/2 SW 1/4 SEC 18, TH S 27.60 FT, TH S 62 DEG E 469.02 FT, TH N 27 DEG E 247.13 FT TO E & W 1/4 LI SEC 18, TH W ALG SD LI TO POB.

SEC 18-3-11 COM INT N LI SW1/4 SEC 18 & CL ANGLING RD TH E ON E&W1/4 LI 225 FT TH SW'LY PAR TO CL SD RD 292 FT TH NW'LY AT RT ANG TO CL ANGLING RD 190 FT TH ALG SD CL NELY 195 FT TO POB

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DEG-50'-50" E, 385.95 FT TO THE NWLY BOUNDARY OF THE PLAT OF "THE MOORS OF PORTAGE NO. 1"; TH S 26 DEG-58'-03" W ALONG SAID BOUNDARY, 39.23 FT; TH S 27 DEG-09'-50" W ALONG SAID BOUNDARY, 44.50 FT; TH N 78 DEG-13'-23" W 245.86 FT; TH N 60 DEG-26'-20" W 149.52 FT TO THE CENTER LINE OF ANGLING RD; TH N 27 DEG-19'-50" E 142.71 FT ALONG SAID CENTER LINE TO THE POB, RESERVING THE NWLY 33 FT FOR ROADWAY PURPOSES OF ANGLING RD.

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SEC 18-3-11 ALL THAT PART SW1/4 SEC 18 LYING E OF HWY US 131 AND W OF CENTER LI ANGLING RD, EXC N 660 FT.

Platted Land: Lots 1 through 16 as originally recorded in the Plat of Angling Acres.

A report concerning said improvement has been prepared and is on file with the City Clerk for public examination.

TAKE FURTHER NOTICE that the City Council will meet on the ____ day of _____, 2016, at 7:30 p.m. or as soon thereafter as may be heard, at the City Hall, 7900 South Westnedge Avenue, in the City of Portage, for the purpose of hearing all interested parties concerning the necessity of said improvement and the special assessment district therefor.

TAKE FURTHER NOTICE that if, prior to the adoption of the resolution to proceed with the improvement, written objections have been filed by either 1) a majority of owners of property in the district, or 2) owners in the district who will be required to pay more than fifty percent (50%) of the cost of the public improvement, the affirmative vote of five (5) or more members of the Council is needed to proceed with the improvement.

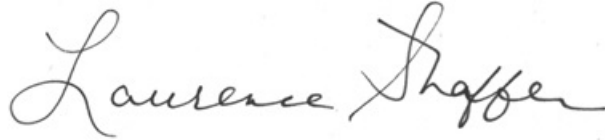
PLEASE TAKE FURTHER NOTICE that the owner or any person having an interest in property that is specially assessed may file a written appeal with the Michigan Tax Tribunal within 30 days after confirmation of the special assessment roll. However, appearance and protest at the public hearing are required in order to appeal the special assessment to the Michigan Tax Tribunal. An owner or other party in interest or his or her agent may (1) appear in person at the hearing to protest the special assessment or (2) file his or her appearance or protest by letter before the close of the hearing. The City Council shall maintain a record of parties who appear to protest at the hearing. If the hearing is terminated or adjourned for the day before a party is provided the opportunity to be heard, a party whose appearance was recorded shall be considered to have protested the special assessment in person.

DATED: _____, 2016

JAMES R. HUDSON,
City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Chopin Avenue and Mozart Street Water Main Project #317-W

SUPPORTING PERSONNEL: W. Christopher Barnes, Director of Transportation & Utilities

ACTION RECOMMENDED: That City Council adopt Resolution No. 2 for the Chopin Avenue and Mozart Street Water Main Project #317-W, setting a public hearing of necessity on December 6, 2016.

The City Council adopted goal to "continue to improve the infrastructure to meet demonstrated needs" included an objective to "continue to improve the water system." To this end, the City Administration has proposed the installation of public water on Chopin Avenue from Mozart Street to West End and Mozart Street from Chopin Avenue to north End. As a result, City Council is asked to adopt the second resolution in the special assessment process that tentatively determines the necessity of the improvement project and schedules a public hearing on December 6, 2016.

As previously noted, this section of Chopin Avenue and Mozart Street is not serviced with public water which provides a dependable water supply and enhances fire protection in the area. The estimated cost for this project is \$320,000, of which \$105,272 will be assessed. If approved, the project will commence in the spring of 2017 and be completed by the end of the 2017 construction season.

Attached is Special Assessment Resolution No. 2 for the Chopin Avenue and Mozart Street Water Main Project #317-W. Previous Council action relating to this project includes:

- On November 1, 2016, City Council adopted Resolution No. 1 on this project, accepted the City Manager report and requested preparation of Resolution No. 2.

Therefore it is recommended that City Council adopt Resolution No. 2 for the Chopin Avenue and Mozart Street Project #317-W, setting a public hearing of necessity on December 6, 2016

FUNDING: The total estimated cost of the water portion of the overall project is \$320,000. The improvements are funded in the fiscal year 2016-17 Capital Improvement Program budget by the utilization of special assessment bonds, and city-share bonds.

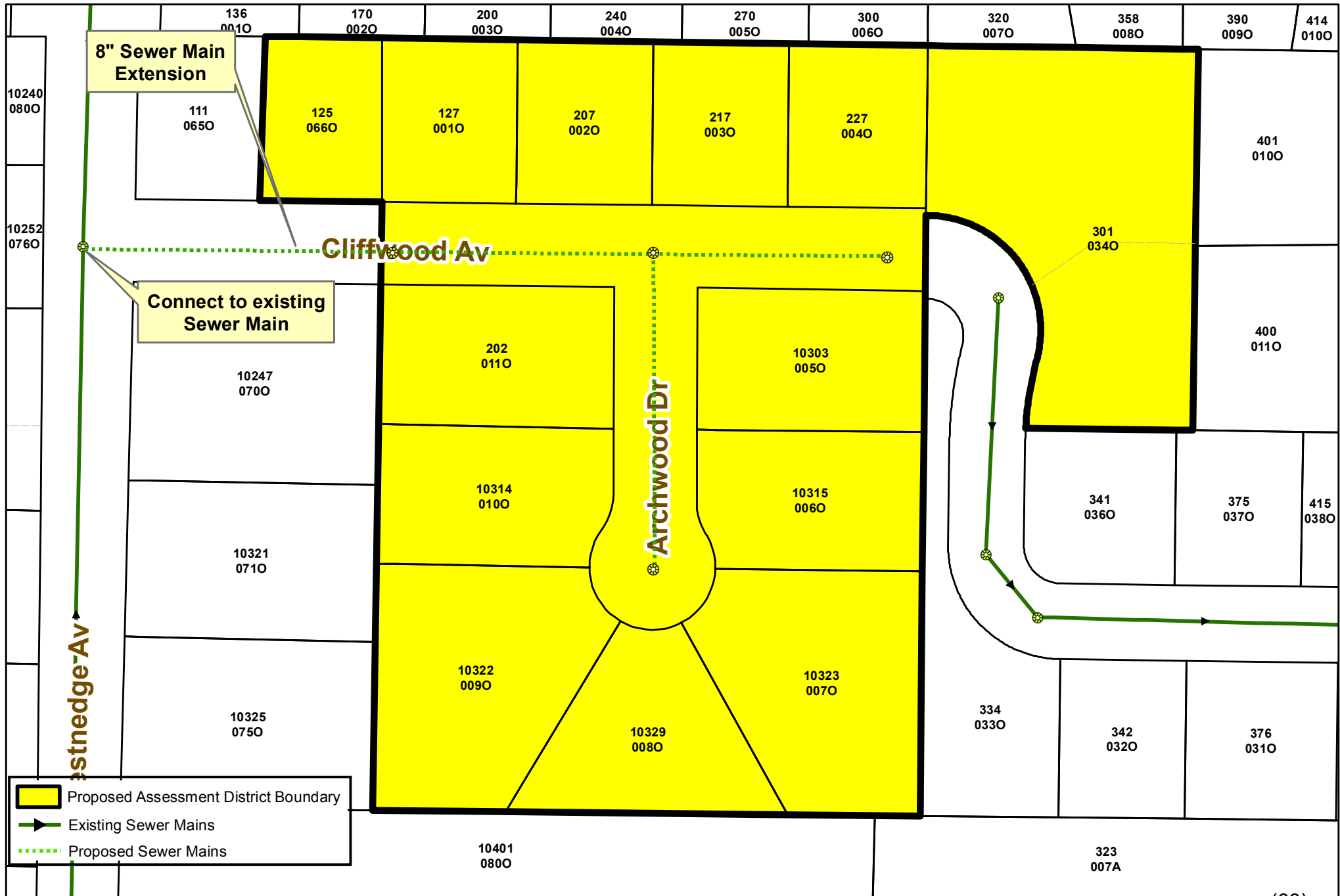
Attachments:

1. Special Assessment Map
2. Preliminary Special Assessment District Roll
3. Resolution No. 2

Cliffwood Avenue & Archwood Drive Sewer Assessment District #418-S



1 inch = 100 feet



Cliffwood & Archwood Sanitary Sewer Project - District No. 418-S

Tentative Assessment Roll

Residential Rate of \$43.77 per Front Foot plus \$1536.67 per lead

Owner	Street Address	Parcel No.	Class	Zoning	Actual Frontage	Benefitting Frontage	Rate	Frontage Assessment	Lead Charge	Total Assessment
ARGO, BRIAN D & TRACY L	10303 ARCHWOOD DR	05820-005-O	401	R-1C	110.02	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
SACKLEY, EDWARD J & J J	10314 ARCHWOOD DR	05820-010-O	401	R-1C	112.78	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
ROCK, JONATHAN E & MAREN M	10315 ARCHWOOD DR	05820-006-O	401	R-1C	112.49	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
GARRETT, JERRY D & SHERRY L	10322 ARCHWOOD DR	05820-009-O	401	R-1C	52.36	52.36	\$43.77	\$2,291.80	1,536.67	\$3,828.47
VANDERPLOEG, DAN TRUST	10323 ARCHWOOD DR	05820-007-O	402	R-1C	52.36	52.36	\$43.77	\$2,291.80	1,536.67	\$3,828.47
KOWALSKI, PHILLIP B & J A	10329 ARCHWOOD DR	05820-008-O	401	R-1C	52.36	52.36	\$43.77	\$2,291.80	1,536.67	\$3,828.47
PYZIK, CHRISTOPHER J & TINA M	125 CLIFFWOOD AVE	00034-066-O	401	R-1C	99.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
LIVING WAYS FOUNDATION INC.	127 CLIFFWOOD AVE	05820-001-O	701	R-1C	108.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
WARNER, RONALD L & KAREN E	202 CLIFFWOOD AVE	05820-011-O	401	R-1C	187.67	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
PRIHODA, PETER & PAMELA STAFFORD	207 CLIFFWOOD AVE	05820-002-O	401	R-1C	108.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
MEYLE, DAVID & JILL	217 CLIFFWOOD AVE	05820-003-O	401	R-1C	108.00	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
BROWN, COLLEEN	227 CLIFFWOOD AVE	05820-004-O	401	R-1C	109.69	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
IMUS, JON M & TERESA	301 CLIFFWOOD AVE	03861-034-O	401	R-1C	222.19	80.00	\$43.77	\$3,501.60	1,536.67	\$5,038.27
13 Properties					1,434.92	957.08				56,829.83

Updated 10-03-16 JRB

ASSESSOR\Special Assessments\2016\418-S Cliffwood & Archwood

**CITY OF PORTAGE
SPECIAL ASSESSMENT RESOLUTION NO. 2
CHOPIN AVENUE AND MOZART STREET WATER PROJECT
DISTRICT #317-W**

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan held at the City Hall in said City on the ____ day of _____, 2016 at 7:30 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and seconded by:

Councilmember: _____.

WHEREAS, the City Council has adopted the initial resolution commencing special assessment proceedings for the construction and financing of the hereinafter described public improvement; and

WHEREAS, the City Council of the City of Portage has caused to be prepared by the City Manager, the report called for in Section 62-2 of the City Ordinances; and

WHEREAS, the same has been received and reviewed by the City Council; and

WHEREAS, the City Council desires to proceed further with the improvement.

NOW THEREFORE BE IT RESOLVED THAT:

1. The City Council tentatively determines that the improvement hereinafter described and also described in the City Manager's report is necessary.

2. The City Council determines that the nature of the improvement is:

Install approximately 825 feet of 8 inch diameter water main and appurtenances in Chopin Avenue from Mozart Street to 825 west and 425 feet of 8 inch diameter water main and appurtenances in Mozart Street from Beethoven Avenue to 425 feet north to serve existing properties on these sections of Chopin Avenue and Mozart Street. Water services will be installed to abutting properties and are included in the assessment.

And that the expected useful life of said improvement is 20 years.

3. The City Council determines that the properties within the special assessment district will receive the special benefits and, further, determines that the total estimated cost of the improvement will not exceed \$320,000.00, of which total cost the sum of no more than \$105,272.00 shall be assessed against the special assessment district, and the sum of no more than \$214,728.00 shall be borne by the City-at-large.

4. The City Council hereby designates the special assessment district against which all or a part of the cost of said improvement is to be assessed, as consisting of the following described land, to wit:

Unplatted Land: All unplatted land lying adjacent to or abutting the following described portion of right-of-way for Chopin Avenue west of Mozart Street ending at a cul-de-sac and Mozart Street, north of Beethoven Avenue ending at a cul-de-sac, located within the northwest and northeast quarters of Section 32 and the southeast quarter of Section 29, City of Portage, Michigan and more particularly described as follows:

Situated in northwest and northeast quarters of Section 32; Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan; Commencing at the northwest corner of Lot 49 of the recorded plat of Maestro Acres No.1 and Place of Beginning; thence west 337.68 feet, thence south 329.63 feet; thence east 315 feet; thence north 68 feet; thence west 100 feet; thence north 100 feet; thence east 124.61 feet; thence north 132 feet more or less to the Place of Beginning and ending of the above described.

Also;

Situated in northwest and northeast quarters of Section 32 and southeast quarter of Section 29; Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan; Commencing at the northeast corner of Lot 28 of the recorded plat of Maestro Acres No.1 and Place of Beginning; thence N89°50'38"W 227 feet, thence N00°13'33"E 119.04 feet; thence N70°45'15"E 51.05 feet; thence S89°50'38"E 178.87 feet; thence N00°13'33"E north 29.26 feet; thence S89°50'38"E east 136.54 feet; thence S00°13'33"W south 165 feet; thence N89°50'38"W west 37.17 feet; thence N00°13'33"E north 33 feet; thence N89°50'38"W west 100 feet; thence S00°13'33"W south 33 feet more or less to the Place of Beginning and ending of the above described.

Platted Land: Lots No. 25 through 29 inclusive as originally recorded in the Maestro Acres No. 1 Plat.

Also: Lots No. 43 through 56 inclusive as originally recorded in the Maestro Acres No. 2 Plat.

5. The City Council determines that the cost of the benefits is to be assessed by frontage abutting on said improvement.

6. The City Council hereby accepts and approves the City Manager's report and directs that it, along with the resolution, be filed with the City Clerk and be made available for public inspection.

7. The City Council will meet at the City Hall located at 7900 South Westnedge Avenue in the City of Portage, on the ____ day of _____, 2016, at 7:30 p.m., or as soon thereafter as may be heard, at which time and place the City Council will hear all interested parties with respect to the necessity of the improvement, and to the special assessment district therefor.

8. The City Clerk is hereby ordered to cause notice of such hearing to be published once prior to said hearing in the KALAMAZOO GAZETTE, a newspaper in general circulation in the City, said publication to be at least ten (10) days before the time of hearing, and shall cause notice of said hearing to be mailed by first class mail to all owners or persons with interest in the property in the special assessment district, as shown on the current assessment roll of the City, at least ten (10) days before the date of said hearing. Said notice shall conform substantially to Exhibit "A" attached hereto and incorporated herein.

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

ADOPTED: YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

JAMES R. HUDSON, City Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF KALAMAZOO)

I, the undersigned duly qualified and acting City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the ____ day of _____, 2016, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed my official signature this ____ day of _____, 2016.

JAMES R. HUDSON, City Clerk

Prepared by:
Randall L. Brown
Portage City Attorney
1662 East Centre Avenue
Portage, Michigan 49002

Approved as to Form:
Date: 11/7/16
By: [Signature]
City Attorney

EXHIBIT "A"

**CITY OF PORTAGE, MICHIGAN
NOTICE OF PUBLIC HEARING ON THE NECESSITY OF A
SPECIAL ASSESSMENT IMPROVEMENT BY THE CITY OF PORTAGE
CHOPIN AVENUE AND MOZART STREET WATER PROJECT, DISTRICT #317-W**

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY AND ALL OTHER INTERESTED PARTIES:

PLEASE TAKE NOTICE that the City Council of the City of Portage has declared its intention to construct the following public improvement:

Install approximately 825 feet of 8 inch diameter water main and appurtenances in Chopin Avenue from Mozart Street to 825 west and 425 feet of 8 inch diameter water main and appurtenances in Mozart Street from Beethoven Avenue to 425 feet north to serve existing properties on these sections of Chopin Avenue and Mozart Street. Water services will be installed to abutting properties and are included in the assessment.

Unplatted Land: All unplatted land lying adjacent to or abutting the following described portion of right-of-way for Chopin Avenue west of Mozart Street ending at a cul-de-sac and Mozart Street, north of Beethoven Avenue ending at a cul-de-sac, located within the northwest and northeast quarters of Section 32 and the southeast quarter of Section 29, City of Portage, Michigan and more particularly described as follows:

Situated in northwest and northeast quarters of Section 32; Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan; Commencing at the northwest corner of Lot 49 of the recorded plat of Maestro Acres No.1 and Place of Beginning; thence west 337.68 feet; thence south 329.63 feet; thence east 315 feet; thence north 68 feet; thence west 100 feet; thence north 100 feet; thence east 124.61 feet; thence north 132 feet more or less to the Place of Beginning and ending of the above described.

Also;

Situated in northwest and northeast quarters of Section 32 and southeast quarter of Section 29; Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan; Commencing at the northeast corner of Lot 28 of the recorded plat of Maestro Acres No.1 and Place of Beginning; thence N89°50'38"W 227 feet; thence N00°13'33"E 119.04 feet; thence N70°45'15"E 51.05 feet; thence S89°50'38"E 178.87 feet; thence N00°13'33"E north 29.26 feet; thence S89°50'38"E east 136.54 feet; thence S00°13'33"W south 165 feet; thence N89°50'38"W west 37.17 feet; thence N00°13'33"E north 33 feet; thence N89°50'38"W west 100 feet; thence S00°13'33"W south 33 feet more or less to the Place of Beginning and ending of the above described.

Platted Land: Lots No. 25 through 29 inclusive as originally recorded in the Maestro Acres No. 1 Plat.

Also: Lots No. 43 through 56 inclusive as originally recorded in the Maestro Acres No. 2 Plat.

A report concerning said improvement has been prepared and is on file with the City Clerk for public examination.

TAKE FURTHER NOTICE that the City Council will meet on the ____ day of _____, 2016, at 7:30 p.m. or as soon thereafter as may be heard, at the City Hall, 7900 South Westnedge Avenue, in the City of Portage, for the purpose of hearing all interested parties concerning the necessity of said improvement and the special assessment district therefor.

TAKE FURTHER NOTICE that if, prior to the adoption of the resolution to proceed with the improvement, written objections have been filed by either 1) a majority of owners of property in the district, or 2) owners in the district who will be required to pay more than fifty percent (50%) of the cost of the public improvement, the affirmative vote of five (5) or more members of the Council is needed to proceed with the improvement.

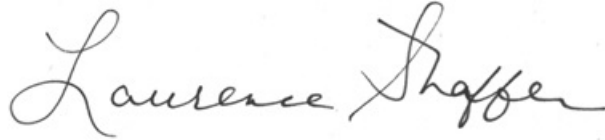
PLEASE TAKE FURTHER NOTICE that the owner or any person having an interest in property that is specially assessed may file a written appeal with the Michigan Tax Tribunal within 30 days after confirmation of the special assessment roll. However, appearance and protest at the public hearing are required in order to appeal the special assessment to the Michigan Tax Tribunal. An owner or other party in interest or his or her agent may (1) appear in person at the hearing to protest the special assessment or (2) file his or her appearance or protest by letter before the close of the hearing. The City Council shall maintain a record of parties who appear to protest at the hearing. If the hearing is terminated or adjourned for the day before a party is provided the opportunity to be heard, a party whose appearance was recorded shall be considered to have protested the special assessment in person.

DATED: _____, 2016

JAMES R. HUDSON,
City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Director of Human Resources

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager

ACTION RECOMMENDED: That City Council confirm the appointment of Shannon Hertz as the Director of Human Resources effective November 16, 2016.

I am pleased to recommend the appointment of Shannon Hertz to the position of Director of Human Resources for the City of Portage, effective November 16, 2016. Ms. Hertz began her employment with the city in April 2016 and currently serves as the Deputy Director of Human Resources. The Human Resource Director position was vacant for the duration of her tenure with the city and Ms. Hertz has successfully provided effective leadership for the department. Ms. Hertz is a Certified Senior Professional in Human Resources. Shannon has a Bachelor's degree in business administration and a Master's degree in public administration from Western Michigan University. Prior to joining the City of Portage she was Human Resource Manager with Multi Packaging Solutions of Allegan Michigan with HR responsibility for the Allegan, Holland and Idaho Falls locations. Ms. Hertz has done an excellent job since joining the city and receives my full support as the city continues to move forward.

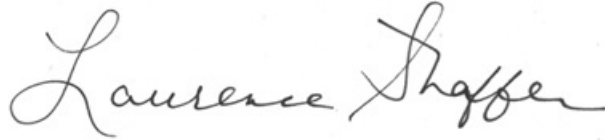
Consistent with the City Charter, Section 6.3 "City Manager" subsection B.2, which states, "*The City Manager shall Appoint such of the administrative officers, subject to confirmation by the Council, as are not required by this Charter to be appointed by the Council,*" it is recommended that City Council confirm the appointment of Shannon Hertz as the Director of Human Resources to be effective November 16, 2016.

FUNDING: Funding for the position of Director of Human Resources is included in the FY 2016/2017 Human Resources Department budget.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: October Environmental Summary Report

SUPPORTING PERSONNEL: W. Christopher Barnes, Director of Transportation & Utilities

ACTION RECOMMENDED: Information Only

Attached please find the October 2016 Summary Environmental Activity Report from Department of Transportation & Utilities Director, W. Christopher Barnes, P.E. New material or material of specific interest to City Council is presented in italics.

City Council has a quality of environment goal to “enhance environmental quality and protect natural resources.” The summary report is intended for informational purposes and to keep the Council, Planning Commission and Environmental Board apprised of current environmental issues.

FUNDING: N/A

Attachments: 1. October Environmental Report

SUMMARY ENVIRONMENTAL ACTIVITY REPORT
October 2016 (*updates in italics*)

<u>Project/Activity</u>	<u>Description</u>	<u>Status</u>
Portage City Landfill	Ongoing groundwater monitoring of former municipal landfill.	-Beginning in 1991, South Westnedge Park (landfill) has been monitored for on-site and off-site contamination. On July 23, 2013, City Council approved a three-year contract with American Hydrogeologic Corporation (AHC) to perform annual groundwater sampling. The site groundwater data will continue to be monitored to confirm continuation of the natural attenuation process. General groundwater quality continues to improve, but site will require monitoring for the foreseeable future. Initial groundwater and methane results indicate no off-site impact. AHC currently compiling MDEQ sampling requirement costs necessary for closure at the former landfill site. Weekly methane sampling is continuing on-site to collect base line data. AHC is completing the installation of private methane detection devices at several adjacent properties. Soil boring installation was completed on May 28, 2014. Current methane readings have been below detection levels. The 2 nd year of AHC's contract is underway with annual testing ongoing.
Site Inspection/Development Project Review	Review of existing business & industries and review of proposed business and industrial development projects for environmental protection purposes and/or building plans completed.	-Coordination with property owners and City or State agencies ongoing. <i>-Review of 4 site/building plan and/or plats completed in October 2016.</i>
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	<i>-Sanitary sewer hookup permits issued in October 2016: 4 residential; 2 commercial.</i>
West Lake Management Program	Special assessment district designed to maintain/improve lake conditions. Special emphasis on weed control and non-point source pollution reduction.	-Five Year Lake Management Assessment District process was approved by City Council. The West Lake Improvement association has completed a five year plan for a new special assessment district. Special assessment process for 2015-2019 began on August 26, 2014. Resolution No. 5 completing the assessment was adopted October 21, 2014. Year-end report by the consultant is complete. The Association has selected to use Restorative Lake Sciences, LLC for consulting services 2015 weed

		treatment bids were received on February 24, 2015. City Council approved weed treatment contract with Professional Lake Management Company on April 10, 2015. Weed treatment was completed in June. The Association has elected to renew the contract with Restorative Lake Science for 2016. <i>Weed treatment is complete for 2016.</i>
Retention Basin Sampling Program (Groundwater Elevation)	Investigation regarding potential impact of retention basins on groundwater levels.	-Historical monitoring continues to show minor impacts at most basins. From 1993 through 2009 the monitoring program showed stable groundwater impacts due to storm water infiltration. Alternative road salt practices continue to be considered and evaluated. Bids were received for a new four year program on April 16, 2014. The low bidder, Nova Consultants, was awarded a four-year contract by City Council on April 29, 2014. Monitoring performed in October 2014 and July 2015. Monthly sampling at two retention basins continues. <i>Current findings show groundwater levels have risen approximately 6" over the 2015 levels.</i>
Wellhead Protection Program (WHPP)	Development of program to protect City well fields and surrounding area from contamination resulting from improper land use.	-Current Wellhead Protection was originally approved in 2001. Staff participated in a MDEQ Water Supply Emergency planning roundtable on June 10, 2013. Update of the program has been initiated as part of the Water Reliability Study in conjunction with Fishbeck, Thompson, Carr & Huber update work is complete. Final report preparation was submitted to the Michigan Department of Environmental Quality for review and approval. Letter of approval received from MDEQ on June 15, 2015. Program implementation is ongoing.
Leaf Compost Monitoring Program	Monitoring and analysis of groundwater at the new Oakland Drive Leaf Compost site.	- City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the new compost operation. Drilling was completed in October 2001 and first sampling cycle was completed in February 2002. Semi-annual sampling was performed from 2002 to 2008 in June and January. Sampling and analysis results continue to show negligible groundwater impacts from the leaf composting. Sampling schedule was reduced to annual sampling in 2009 with results showing continued minor impact on groundwater quality. Sampling completed in June 2015, with report submitted. No significant change in groundwater impacts. 2016 report under review.
National Pollution	Five year plan to implement the	-Received NPDES general permit on August 15, 2001. Renewal

Discharge Elimination System (NPDES)
Permit Implementation

current NPDES stormwater permit.

Application submission was made to MDEQ on March 7, 2003. New permit received in 2004 mandates involvement in several county watershed groups. City staff completed the submission of a Storm Water Pollution Prevention Initiative (SWIPPI) as required by NPDES permit. New certificate of coverage permit was issued by MDEQ on September 30, 2009. New permit covers a 5 year timeframe with first work item (updating the Public Participation Plan) completed December 11, 2009. Received a notice from MDEQ rescinding the 2008 permit due to a recent court case ruling. MDEQ reinstated the 2003 permit for implementation. Information on new permit requirement was received in February 2011. MDEQ expected to issue new permit in 2014. MDEQ scheduled an audit of the program on July 12, 2012. Audit completed with satisfactory results. City website updated in February to provide education of Illicit Storm Water Discharge. Program implementation is ongoing. Annual 2012-13 report was submitted on December 24, 2013. Comments received back have been reviewed by staff and response submitted to MDEQ. MDEQ concurred with city staff response. New permit application process announced in November 2014. New permit application was submitted in March 2015. Semi-annual report submitted to MDEQ on December 21, 2015. Implementation is ongoing.

National Pollution Discharge Elimination System (NPDES)
Permit Implementation

Kalamazoo River Mainstream
Watershed Management Plan

- Proposals for completing the watershed plan were received by Kalamazoo County on September 15, 2005 and a contract awarded to Kieser & Associates in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. Public participation plan update submitted to MDEQ on November 24, 2009. Kalamazoo River Watershed council completed a watershed update in November, 2011. No new developments.

Portage River Watershed
Management Plan

-Original proposals for a Watershed Management Plan were received by the Kalamazoo County Road Commission and a contract awarded to the Kalamazoo County Conservation Service in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. Interest has been raised by local conservation groups to update the Watershed Plan using grant funds. Grant application submitted by Kalamazoo and Calhoun County Conservation District to update the Watershed Plan in 2012. Grant for watershed update was awarded to Calhoun County Conversation District. A meeting was held on March 12, 2013 to discuss the designated uses of the Portage River/Little Portage Creek watershed, the total maximum daily load of E-coli from samples taken and a review of community ordinances and policies that help protect the Watershed. Meeting held on June 11, 2013 to discuss identified water quality problems in the watershed. Meeting held on December 11, 2013 to inform stakeholders of progress on data collection. Canoe trip inspection was held on September 13, 2014. No new developments.

Plan to implement and maintain an
Illicit Discharge Elimination Program
(IDEP) Storm Sewer Outfall Testing.

-On February 19, 2002, City Council approved a new ordinance as required by the NPDES permit titled “Storm Water Illicit Discharges and Connections.” Program implementation is ongoing. Continued outfall sampling is required by permit and will be budgeted accordingly. IDEP program was updated for submittal to MDEQ on June 25, 2010, and part of the SWIPPI. Completed an area-wide brochure to educate the public on Illicit Storm Water Discharges in conjunction with the Kalamazoo County Drain Commissioner. On April 29, 2014 City Council awarded a contract to Nova Consultants, Inc., to perform annual investigations of storm outfalls and investigate all outfalls on a four-year cycle. Investigations scheduled for 2014 were completed in July with summary report received. Report submitted to MDEQ as part of the annual report. *Follow-up reporting on IDEP procedures submitted on August 25, 2016.*

Garden Lane Arsenic
Removal Facility

Native Prairie Restoration

Staff currently working with the Environmental Board on informative signs and long-term maintenance plans for the native planting landscape design in front of the Garden Lane Treatment Plant. New informational signs are complete and maintenance is ongoing. Native prairie burn completed in March 2016. Staff assisting the Environmental Board with invasive species control.

Environmental

Environmental Protection Program to

Emergency spill response contract for 2016-17 with Terra Contracting has

Incident/Spill Clean Up Notification	assist Portage Police/Fire Departments with spill containment and spill cleanup.	been renewed. <i>The number of environmental incident/spill investigations performed in October – 0. Number of environmental cleanups in October – 0.</i>
Southwest Michigan Regional Sustainability Covenant	Collaborative effort with local government, academic, and other stakeholders to lead toward environmental, economic and social sustainability.	On May 12, 2009, City Council approved the Southwest Michigan Regional Sustainability Covenant. A sustainability work session was held April 14, 2010, to review elements of the covenant in cooperation with the City of Kalamazoo and the City of Battle Creek. A grant application was made to MDEQ for a greenhouse gas inventory study of the area. Notice received July 15, 2010 that the grant application was not successful. City staff attended a September 10, 2010 meeting in Grand Rapids to discuss sustainable economic, environment, and society programs. No new developments.
Deer Management	Assist the Environmental Board with the impact of the native deer population in the city.	In the fall of 2015, the Environmental Board conducted several on-line surveys to determine the public opinion of deer/human interaction in the city. On April 14, 2016, an open forum was held to discuss results of the survey, deer population estimation and gauge public opinion on deer impacts to public safety health and private property damage. Investigation work in conjunction with the board is ongoing.

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting October 6, 2016

CALL TO ORDER: 6:30 p.m.

MEMBERS PRESENT: Diane Durian (aye), Effie Kokkinos (aye), Ray LaPoint (aye) Elma (Pat) Maye (aye), Nadeem Mirza (aye), Edward Morgan (aye), Sandra Sheppard (aye), Fiorella Spalvieri (aye), Amanda Woodin (aye), Lindy Nebiolo (aye), Youth Representative.

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist

APPROVAL OF MINUTES: Spalvieri moved and Mirza supported approval of the September 1, 2016 minutes. Motion passed 9-0.

OLD BUSINESS:

1. Human Service Grant, Small Work Group Update: Woodin provided an update on the small work group activities and briefly summarized the two memos that were included in the agenda. The Board held a lengthy discussion on the need for presentations with members making points for continuing to include or eliminate the optional presentations from applicants. Comments included: presentations allow the Board to question applicants, presentations provide a greater understanding of the organization's overall role in the community, allow for personal interaction with the Board, allow return applicants to show progress or funding use, presentations can create bias and unduly influence the Board when all review and ranking criteria are included in the grant application, presentations are not always tailored to the Portage grant request, the person giving the presentation is not always the person who completed the grant application and, therefore, is not able to answer questions when posed, and the quality of many presentations is such that additional insight or information is not gained by the Board. Morgan made a motion and Kokkinos supported continuing the optional presentations for any applicant that chooses to present. In a roll call vote, the motion passed 6-3 with Maye, Spalvieri, and Woodin dissenting.

The Board continued their discussion of the other items on the memo from Woodin to City Council and Durian moved and LaPoint supported accepting all other changes as presented and forwarding the memo to City Council. Motion passed 9-0.

NEW BUSINESS:

1. Red Ribbon Week: Red Ribbon Week activities would take place on October 18th at the City Council meeting with members of a local Boy Scout Troop and Elementary School participating. It was decided that the small group meeting that took place over the summer was a good way to kick start the Red Ribbon Week activities and it would be continued in the future.
1. Kalamazoo Transit Authority LAC update - Maye: Maye provided an update and indicated that an agreement had been worked out with Meijer to extend bus service to their location in Oshtemo, that she was looking into funding options on providing tokens to residents as bus fares were expensive to customers on fixed incomes, that the new Sunday and extended services were going well, and that shelters continue to be upgraded and installed throughout the county.

STATEMENT OF CITIZENS: Durian indicated she had gone to an Active Shooter training offered by the Portage Department of Public Safety. She encouraged all Board members to go to a training or have it provided by their employer. She complimented the city staff that conducted the training and was thoroughly impressed and felt well educated and prepared after she completed the training. Maye also informed the Board that Mirza would be giving a talk at the Portage Public Library on memory loss. As several members indicated an interest in attending, Mirza indicated he would provide them with information.

ADJOURNMENT: Maye move and Durian supported adjournment. Motion passed 9-0.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

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CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – October 10, 2016

The City of Portage Zoning Board of Appeals meeting was called to order by Lowell Seyburn at 7:00 p.m. in the Council Chambers. Seventeen people were in the audience.

MEMBERS PRESENT: Phil Schaffer, Chadwick Learned, Alexander Philipp, Lowell Seyburn, Jay Eichstaedt, Michael Robbe, Randall Schau

MEMBERS EXCUSED: Jeffrey Bright, John Byrnes

IN ATTENDANCE: Jeff Mais, and Kyle Mucha, Zoning & Codes Administrators, and Charlie Bear, Assistant City Attorney.

APPROVAL OF THE MINUTES: Robbe moved, support by Schaffer, to approve the September 12, 2016 minutes as submitted. Upon voice vote, the motion was approved 7-0.

OLD BUSINESS:

ZBA #16-04, Adam & Sarah Beuker, 2611 Woodbine Avenue: Mais summarized the request for: a) variance to construct a 25-foot wide by 20-foot deep attached garage 5.6 feet from the front property line where a minimum 30-foot setback is required; or b) a variance to retain the existing dwelling 25.6 feet from the front property line where a minimum 30-foot front setback is required. Adam Beuker stated the variance should be granted because of the steep pitch of the driveway (four foot drop), inadequate drain system near the garage, hazardous conditions during the winter time to enter and exit their property, structural concerns due to rain and snow melt. The owners stated a flood occurred in August 2016, and they have had to hire a restoration company to repair the extensive flood damage. Learned inquired about the parking of vehicles in the public right-of-way should the variance be granted. Mr. Beuker responded that vehicles will not impact visibility nor the intent of the ordinance should the variance be granted and that many other properties in the area along Woodlawn Avenue had garages as close as the proposed garage. Mais acknowledged there are many legal nonconforming garages on Woodlawn but the city's position is new nonconformities should be avoided when conforming options are available. Schau inquired about bringing the area to grade. Mrs. Beuker stated the difficulty of bringing the driveway area to level grade, and then expanding the home elsewhere to make up for the loss of the garage space would be cost prohibitive.

A public hearing was opened. No one spoke for or against the variance requested. Public hearing was then closed.

A motion was made by Learned, supported by Robbe, to deny a variance for the construction of a 25-foot wide by 20-foot deep attached garage 5.6 feet from the front property line where a minimum 30-foot setback is required for the following reasons: There are no exceptional or extraordinary circumstances or conditions applying to the property that would apply to other properties in the same zoning district; the variance is not necessary for the enjoyment of the property; a lesser variance would be more in line with the neighborhood; a drainage system could be installed to handle the water concerns brought forth by the property owner; the variance may be detrimental to neighboring properties; while the practical difficulty was not caused by the applicant, the applicant was made aware of the driveway slope prior to purchasing the home. Upon roll call vote: Robbe – yes, Schaefer – no, Philipp – no, Schau – no, Seyburn – no, Learned – yes, Eichstaedt – no. Motion failed 5-2.

A motion was made by Schau, supported by Philipp, to grant a variance for the construction of a 25-foot wide by 20-foot deep attached garage 5.6 feet from the front property line where a minimum of 30-foot setback is required for the following reasons: there are exceptional or extraordinary circumstances or conditions that do not apply generally to other properties in the same zoning district which include: the steepness of the present driveway; the variance is necessary for the preservation of a substantial property right – the right to not have one's home flood; the immediate practical difficulty causing the need for the variance was not created by the applicant but rather by the architect fifty years ago; the variance will not be detrimental to adjacent property and the surrounding neighborhood; and the variance will not materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting material, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and action of the Board be final and effective immediately. Upon roll call vote: Robbe – no, Schaefer – no, Philipp – yes, Schau – yes, Seyburn – yes, Learned – no, Eichstaedt – yes. Motion passed 4-3.

ZBA #16-06, Wal-Mart Stores, Inc.: Mais summarized the request for a variance to allow 735 square feet of wall signage where a maximum 325 square feet is permitted. Doug Plumber (Development Representative) was present on behalf of the applicant. Mr. Plumber stated the need for the variance is to keep signs proportional to the building size and that there would be no vision impairment with the additional signage. Robbe inquired of staff if the addition of the new building addition gave Wal-Mart additional wall signage. Staff stated the applicant is currently entitled to the maximum amount of wall signage allowable.

A public hearing was opened. No one spoke for or against the variance request. The hearing was closed.

Seyburn inquired about the current signage at Meijer on Shaver Road; staff stated the Board granted Meijer a variance allowing 400 square feet. Seyburn noted Walmart was configured differently than Meijer in the number and location of separate building entrances. Eichstaedt inquired if the variance was granted, could a second freestanding sign be erected. Mais responded yes provided the zoning lot did not change.

A motion was made by Robbe, supported by Schau to deny the variance requesting 735 square feet of wall signage where a maximum of 325 square feet is permitted for the following reasons; there are no exceptional or extraordinary circumstances or conditions that apply to the property that do not apply generally to other properties in the same zoning district; the variance is not necessary for the enjoyment of the property due to conforming alternatives being available; the practical difficulty was created by the applicant (Wal-Mart); the variance will be detrimental to adjacent property and the surrounding neighborhood; the variance would materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting material, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and action of the Board be final and effective immediately. Upon roll call vote; Robbe – yes, Schaefer – yes, Philipp – yes, Schau – yes, Seyburn – no, Learned – no, Eichstaedt – no. Motion passed, 4 – 3.

After further discussion, a motion was made by Learned, supported by Eichstaedt to grant a variance allowing 400 square foot of wall signs for the front of the building (east elevation) and a maximum of 112 square feet of signage for the north elevation with the condition no additional freestanding sign may be erected on the property without express permission from the Board, for the following

reasons: there are exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties of the same zoning district which include; the total length of the building and significant setback from Shaver Road; the ability to identify multiple sections of the business; the immediate practical difficulty causing the need for the variance was not created by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood; the variance will not materially impair the intent and purpose of the zoning ordinance. The application and supporting material, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and action of the Board be final and effective immediately. Upon roll call vote: Robbe – no, Schaefer – yes, Philipp – no, Schau – no, Seyburn – yes, Learned – yes, Eichstaedt – yes. Motion passed 4-3.

NEW BUSINESS:

ZBA #16-07, Kim Neeb, 9138 Portage Road: Requesting a variance to retain two freestanding signs where one sign is permitted. During the meeting, the application was withdrawn at Mr. Neeb's request. The board accepted the request.

ZBA #16-08, Dan Jaqua, 408 and 414 West Milham Avenue: Mais summarized the requests for: a) a variance to reconstruct an off-street parking lot 2.5 feet from the (north) side property line where a minimum 10-foot greenstrip is required; and b) a variance to locate a refuse container and enclosure nine feet from the north property line and six feet from the east property line where a 20-foot setback from each property line is required. Mr. Jaqua stated the properties at 414 West Milham and 328 West Milham Avenue were being redeveloped. The applicant stated he disagreed with the suggestion to eliminate parking spaces as they needed all the parking shown on the plan, and a screening fence along the north property line would impact visibility for drivers backing out of 5923 Missouri Avenue. Discussion followed.

A public hearing was opened. No one spoke for or against the variance request and the hearing was closed.

Motion was made by Learned, supported by Schau, to deny the variance requests to a) reconstruct an off-street parking lot 2.5 feet from the (north) side property line where a minimum 10-foot greenstrip is required; and b) a variance to locate a refuse container and enclosure nine feet from the north property line and six feet from the east property line where a 20-foot setback from each property line is required for the following reasons; there are no exceptional or extraordinary circumstances or conditions applying to the property that would apply generally to other properties in the same zoning district which include: a conforming alternative for the location of the refuse dumpster and a new site plan for the properties in question; the immediate practical difficulty causing the need for the variance was created by the applicant; the variance would be detrimental to adjacent property and the surrounding neighborhood. In addition, the application and supporting material, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and action of the Board be final and effective immediately. Upon roll call vote: Robbe – yes, Schaefer – yes, Philipp – yes, Schau – yes, Seyburn – no, Learned – yes, Eichstaedt – no. Motion to deny passed 5-2.

ZBA #16-09, Plaza Corp, 6525 South Westnedge Avenue and 150, 206 Ruth Street: Mais summarized the requests for: a) a variance to erect a 5,120 square-foot commercial building 60 feet from the (north) front property line where a minimum 75-foot setback is required; and b) a variance to locate a refuse container in a P-1 vehicular parking district. Due to a conflict of interest, Eichstaedt

stepped down and abstained from participation. Andy Wenzel stated they proposed to redevelop the subject property with a new 5,120 square-foot commercial building having a setback that results in a reduction in nonconformity from the current building. Mr. Wenzel stated the goal is to develop the site for two new businesses, a parking lot that extends onto 150 Ruth Street and provide storm water management on 206 Ruth Street. The proposed location of the refuse container and screening area are to be 160 feet away from the nearest resident. Robbe asked the applicant what type of material will be used for the dumpster screening. Mr. Wenzel stated the dumpster would have a walled enclosure made of the same materials used for the building facade and a gate for waste management access. Discussion followed.

A public hearing was opened.

A resident at 418 Ruth stated she was concerned about the commercialization of the vacant property (150 Ruth) and that any new development would have a negative impact on the neighborhood. The resident also stated she and other property owners along Ruth Street do not wish to see the trees cut down at 150 Ruth Street – for the trees provide a noise buffer from the adjacent businesses. The resident also presented a petition for the record “strongly objecting to the variance as it consists of the destruction of trees for parking lot purposes.” Seyburn clarified that the only matters the Board had authority in this case to address were regarding a setback variance and whether to allow a dumpster to be located on a P-1 zoned property at 150 Ruth Street, and could not prohibit construction of the parking lot at that location. Patricia Sybul who has friends that live on Ruth Street, was concerned with pests on the now vacant property on Ruth Street. Mr. Wenzel stated he will look into the concern and correct any issues that may be present. Tom Wagner, 308 Ruth Street, was concerned with the waste management pickup schedule and cited current schedules have companies removing the trash in the dumpsters at 4:00 a. m. Mr. Wagner was also concerned about parking lot noise and light pollution from parking lot lights. A resident at 409 Ruth inquired about an alternative location for the refuse container. Mike White, 220 Ruth Street, shared his concerns for the location and appearance of the dumpster. There being no further comments the public hearing was then closed.

A motion was made by Learned, supported by Schau, to grant a variance to erect a 5,120 square-foot commercial building 60 feet from the (north) front property line where a minimum 75-foot setback is required for the following reasons: there are exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district, which include the narrow corner lot configuration; the variance would result in a reduction of non-conformity; the immediate and practical difficulty causing the need for the variance was not created by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood; and the variance will not materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting material, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and action of the Board be final and effective immediately. Upon roll call vote: Robbe – yes, Schaefer – yes, Philipp – yes, Schau – yes, Seyburn – yes, Learned – yes. Motion passed 6-0.

A motion was made by Robbe, supported by Schaefer, to grant a variance to locate a refuse container in a P-1 vehicular parking district for the following reasons: there are exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district, which include the variance will allow waste management companies to

gain access to the refuse containers in a safe manner; the immediate and practical difficulty causing the need for the variance was not created by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood; and the variance will not materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting material, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and action of the Board be final and effective immediately. Upon roll call vote: Robbe – yes, Schaefer – yes, Philipp – yes, Schau – yes, Seyburn – no, Learned – no. Motion passed 4-2 (Eichstaedt abstained).

OTHER BUSINESS: Seyburn stated he will not be able to attend the December, 2016 and February, 2017 meetings.

STATEMENT OF CITIZENS:

ADJOURNMENT: There being no further business, the meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Kyle Mucha
Zoning & Codes Administrator

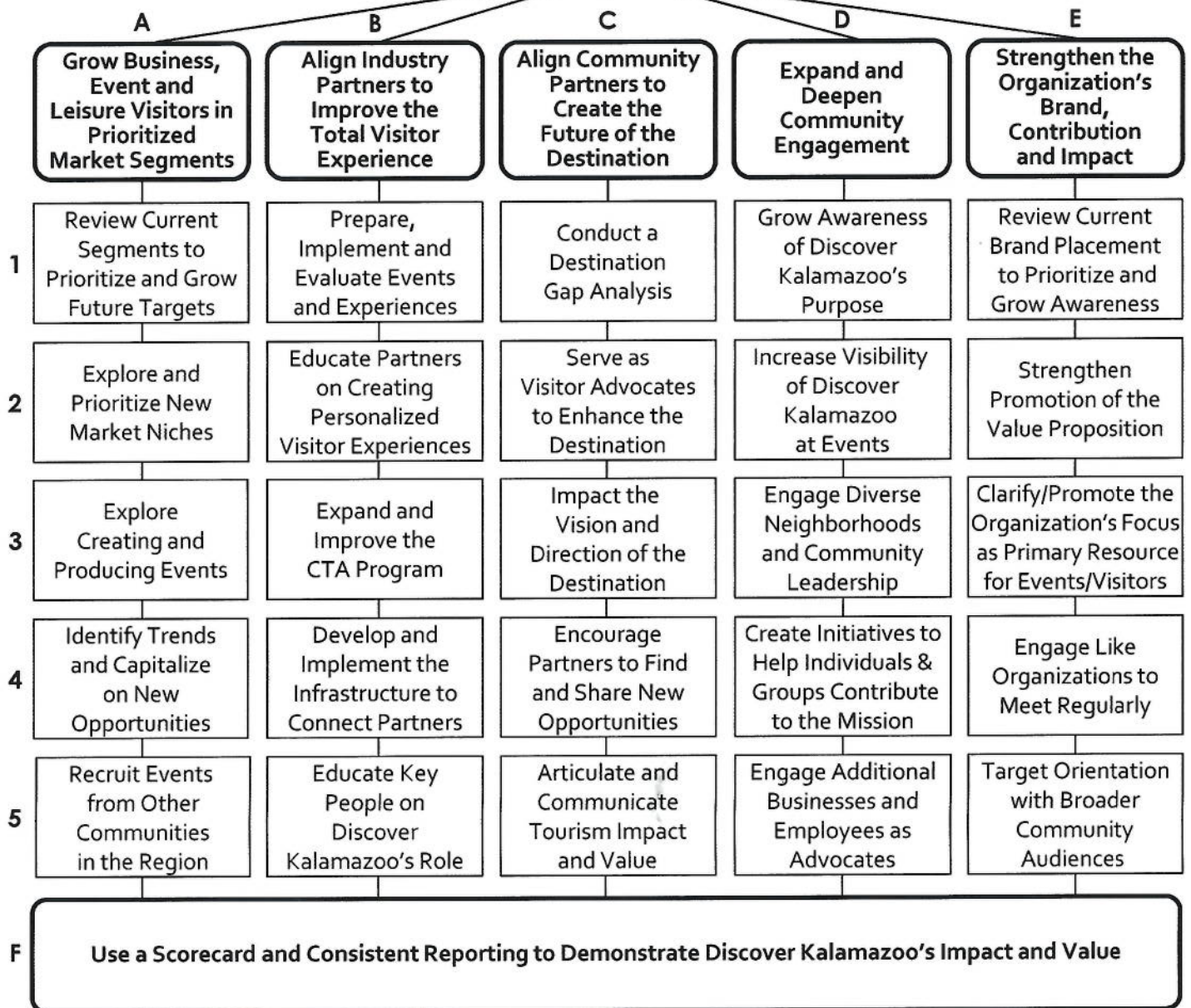
Discover Kalamazoo

Strategic Map: 2017-2019

The mission of Discover Kalamazoo is to promote the destination as a distinctive visitor experience to positively impact the county's economy.

Provide Mission-Focused Leadership to Maximize Growth Opportunities for the Destination

Adopted by
Discover Kalamazoo
Board of Directors
on 10/26/2016



TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Contract for Replacement of Worn Police Uniforms

SUPPORTING PERSONNEL: Richard White, Director of Public Safety - Police / Fire Chief
Daniel Mills, Senior Deputy Police / Fire Chief
Nick Arnold, Senior Deputy Police Chief

ACTION RECOMMENDED: That City Council approve a two-year contract with Nye Uniform Company of Grand Rapids, Michigan, for replacement of police uniforms in the amount of \$34,623.56, with the option for three one-year renewals, and authorize the City Manager to execute all documents related to this matter on behalf of the city.

In 2012, the City of Portage awarded a two-year contract with three one-year renewals for replacement of worn police uniforms, to Nye Uniform Company of Grand Rapids, Michigan. The contract expired on October 6, 2016 and the city requested sealed bids from eighteen firms to provide this service. On October 27, 2016, the city opened the one sealed bid received, submitted by Nye Uniform Company of Grand Rapids, Michigan, in the amount of \$34,623.56 for a two-year period.

The Nye Uniform Company of Grand Rapids has successfully supplied police uniforms to the Portage Department of Public Safety for 15 years and has provided satisfactory service during this time.

During the previous contract, including three annual renewals, Nye Uniform Company did not raise the yearly costs for their services. The proposed contract represents a 13 percent increase over the 2012 contract. However, the proposed contract includes the addition of an Auxiliary Dress Uniform (ADU), which has additional pockets and more durable, comfortable, flexible, and easy to clean fabric, in addition to the Class A Dress Uniform. The previous contract did not include the Auxiliary Dress Uniform.

Therefor, it is recommended that City Council approve a two-year contract with Nye Uniform Company of Grand Rapids, Michigan, for replacement of police uniforms in the amount of \$34,623.56, with the option for three one-year renewals, and authorize the City Manager to execute all documents related to this matter on behalf of the city.

FUNDING: Funds are available in the FY 2016-17 Police Division budget for this expense and will also be accounted in future fiscal years.

Attachments: 1. Bid Tabulation

BID TABULATION
POLICE UNIFORMS

Nye Uniform Company
1030 Scribner Avenue NW
Grand Rapids, MI 49504

<u>Item</u>	<u>Color</u>	<u>Style Code</u>	<u>Estimated Annual Qty.</u>	<u>1st Year Price</u>	<u>2nd Year Price</u>	<u>2 Year Total</u>
TROUSERS - Elbeco Adu Ripstop						
Men's Hemmed	Midnight Navy	E5704R	50	\$45.99	\$47.99	\$4,699.00
Women's Hemmed	Midnight Navy	#5714LC	20	\$45.99	\$47.99	\$1,879.60
TROUSERS - Elbeco Duty max						
Men's Hemmed	Navy Blue	E254RN	20	\$76.99	\$79.99	\$3,139.60
Women's Hemmed	Navy Blue	E9254LC	10	\$76.99	\$79.99	\$1,569.80
SHIRTS - Elbco Adu Ripstop						
Men's Long Sleeve	Midnight Navy	5614	30	\$45.99	\$47.99	\$2,819.40
Women's Long Sleeve	Midnight Navy	5624LC	10	\$45.99	\$47.99	\$939.80
Men's Short Sleeve	Midnight Navy	5634	30	\$42.99	\$44.99	\$2,639.40
Women's Short Sleeve	Midnight Navy	5644LC	10	\$42.99	\$44.99	\$879.80
SHIRTS - Elbco Duty Max						
Men's Long Sleeve	Navy Blue	584	10	\$56.99	\$58.99	\$1,159.80
Women's Long Sleeve	Navy Blue	9584LC	10	\$56.99	\$58.99	\$1,159.80
Men's Short Sleeve	Navy Blue	5584	10	\$51.99	\$53.99	\$1,059.80
Women's Short Sleeve	Navy Blue	9784LC	10	\$51.99	\$53.99	\$1,059.80
OUTERWEAR						
Police Duty Coat - Spiewak	Dark Navy	SH3465	6	\$299.99	\$309.99	\$3,659.88
Rain Coat - Blauer	Yellow/Black	733	4	\$149.99	\$152.99	\$1,211.92
FATIGUES - Elbco Tactical 12						
Men's Pant	Navy	E614	5	\$66.99	\$68.99	\$679.90
Shirt	Navy	G974	7	\$48.99	\$49.99	\$692.86
Women's Pant	Navy	E96-14	2	\$66.99	\$68.99	\$271.96
TIES - Uniform Cravat						
Short	Dark Navy		6	\$3.99	\$3.99	\$47.88
Medium	Dark Navy		6	\$3.99	\$3.99	\$47.88
Long Dark	Dark Navy		6	\$3.99	\$3.99	\$47.88
HEADWEAR						
Saucer Hat - Hankin Garrison	Navy		5	\$89.99	\$92.99	\$914.90
Winter Hat - Blauer - Trooper	Navy	5110	1	\$25.99	\$26.99	\$52.98
UTILITY BELT & ACCESSORIES - BIANCHI NYLON						
Safariland Gun Holster Level II	Sig Sauer 26	628-77-261	8	\$139.99	\$142.99	\$2,263.84
Bianchi Duty Belt		7200	4	\$39.99	\$39.99	\$319.92
Bianchi Single Hand-Cuff Case		7300-S	2	\$17.99	\$17.99	\$71.96
Bianchi Double Hand-Cuff Case		7317	2	\$24.99	\$24.99	\$99.96
Bianchi Magazine Holder		7302-8J	4	\$25.99	\$25.99	\$207.92
Bianchi Baton Holder		7312	4	\$13.99	\$13.99	\$111.92
Bianchi Flashlight Holder		3041-N	4	\$4.99	\$4.99	\$39.92
Bianchi Belt Keepers	(Set of 4)	6406	16	\$9.99	\$9.99	\$319.68
Bianchi Glove Pouch		7328	4	\$13.99	\$13.99	\$111.92
Bianchi Pants Belt		7205	4	\$21.99	\$21.99	\$175.92
ADDITIONAL COST FOR NON-STANDARD SIZES						
Shirts			2	\$4.59	\$4.79	\$18.76
Pants			2	\$4.59	\$4.79	\$18.76
Outerwear-Duty Coats			2	\$29.99	\$30.99	\$121.96
Outerwear-Rain Coats			2	\$14.99	\$15.29	\$60.56
Fatigue Pants			2	\$6.69	\$6.89	\$27.16
Fatigue Shirts			2	\$4.89	\$4.99	\$19.76
GRAND TOTAL YEARS 1 AND 2						\$34,623.56

CITY OF PORTAGE COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: November 1, 2016

FROM: Edward VanderVries, City Assessor

SUBJECT: October 2016 Department Operations Report

The following information summarized the operations of the City Assessor's Office during October 2016:

- **Preparation of 2017 Assessment Roll:** Kalamazoo County Equalization has sent the preliminary studies to the city for review. Once the study is verified for accuracy, it will be reconciled with the County. Our office should receive Form L-4018 "Analysis for Equalization" from Kalamazoo County Equalization by December 1, 2016. The final report will contain the 2017 starting assessment ratios for the residential, commercial and industrial classes of property. Preparation of the 2017 tentative valuations can then begin. Individual neighborhoods will be studied to determine the appropriate economic condition factors or ECF necessary to bring the total valuation of all properties within each class to the state-mandated 50% of estimated market value.
- **New Construction:** The Assessing staff is continuing the process of inspecting and processing new construction for all classes of property. Letters requesting inspection appointments have been mailed to all property owners. Commercial/Industrial permits are being processed by our part-time appraiser Nicole Hudson. I am confident in the work plan that all work necessary to be completed for the 2017.
- **Inflation Rate Multiplier Used In 2016 Capped Value Formula:** The 2017 annual inflation rate multiplier as set forth by the State Tax Commission has been set at 1.009. With a CPI so low, the Taxable Value increase for 2017 will be minimal for most residential property owners with the exception of properties which transfer ownership in 2016 or have new construction additions. The inflation rates established by the State Tax Commission for previous tax years since the inception of Proposal A are as follows:

Year	Consumers Price Index	Year	Consumers Price Index
1995	2.6%	2006	3.3%
1996	2.8%	2007	3.7%
1997	2.8%	2008	2.3%

1998	2.7%	2009	4.4%
1999	1.6%	2010	0.997%
2000	1.9%	2011	1.7%
2001	3.2%	2012	2.7%
2002	3.2%	2013	2.4%
2003	1.5%	2014	1.6%
2004	2.3%	2015	1.6%
2005	2.3%	2016	1.003%
		2017	1.009%

- **Tax Rate Survey:** As in prior years, the City Assessor's Office has conducted a municipal tax rate survey involving selected Michigan cities with populations of at least 20,000 people. The information from the survey responses has been compiled, reviewed for accuracy and provided to you on November 1, 2016.
- **Customer Service:** The staff of the City Assessor's Office provided a high level of customer service during the month of October. Prompt and courteous service was provided in response to the numerous telephone calls and personal visits from realtors, private appraisers, title companies, and citizens.

I would be pleased to discuss this information further should you desire.

TO: Lawrence Shaffer, City Manager**DATE:** November 9, 2016**FROM:** James R. Hudson, City Clerk **SUBJECT:** October Monthly Report**QUALIFIED VOTER FILE (QVF) - VOTER REGISTRATION AND ELECTIONS**

Processed the absentee ballot applications and issued 7,306 absentee ballots for the November General Presidential Election. There has been a substantial increase in absentee voter applications for the November General Election.

Published an article for the *Portager* regarding voter registration and absentee ballots in regard to the November Election.

Mailed military and overseas ballots and collaborated with the Kalamazoo County elections vendor, Jeff Karns, Michigan Election Resources (MER), regarding election supply needs and service requirements.

Prepared communications to various city departments for the upcoming November General Election regarding election school dates, precinct location preparation, U.S. mail delivery, election supplies and election school setup, voice mail, and precinct signs.

Prepared reminder letters to the Portage Schools and other locations regarding precinct management for the November 6 General Presidential Election and to the Kalamazoo County elections vendor, Jeff Karns, Michigan Election Resources (MER), regarding election supply needs and service requirements.

Tested 27 vote tabulators, 19 AutoMark Terminals and 19 e-poll book lap top computers in preparation for the election. Ran approximately 3,000 test ballots through the tabulators to meet the state test requirements and to ensure equipment functionality.

Trained 240 Election Officials, including Election Chairs, Absent Voter Counting Board Members, Election Officials and the Receiving Board.

Fielded and responded to hundreds of telephone inquiries regarding the election and the electoral process.

Continued processing adds, changes, deletions from the QVF In-Box, averaging over 1000 items a month, and processing new voters moving. Voter registrations still continue to increase with many local organizations holding voter registration drives.

Continued the process of printing Master Cards and ID Cards for all new registrations and changes.

Continued review of voter follow-up cards that need to be individually checked against city voter records.

Processed notices to voters for whom ID cards have been returned, no signature was received at Secretary of State Offices, etc.

CEMETERIES

Processed six (6) grave openings/closings, including the preparation of invoices and Burial Rights Certificates and entry on the BS&A Cemetery Software module. Continued to update cemetery maps. Researched availability of lots for citizens in cooperation with the Public Services Department and assisted with burials.

AGENDA PREPARATION AND FOLLOW-UP

Prepared Minutes and Resolutions of the October City Council Meetings for permanent records and indexed approved minutes of October City Council Meetings.

Prepared City Council electronic and paper meeting agenda packets for the October Regular Meetings and Pre-Meetings and uploaded the agendas to the City Web Site.

Provided follow-up communications on items passed by City Council at the October City Council Meetings.

RECORDS

Stored documents for the City Assessor, City Clerk and Finance Departments using proper archival methodology.

Performed research for city departments on a variety of topics, retrieved documents for various departments and assisted with the search and printing of various microfilm documents. Reviewed recently scanned and microfilmed documents for completeness and accuracy.

Added approved minutes of Council meetings to the Document Collection in Clerk's Index Software program as well as Clerk folder on Sharecop for Internet.

Coordinated all FOIA requests. Responded to request(s) from Police Department for copies of Police Reports required during an investigation (reports are on microfilm).

Prepared four (4) Resolutions for Official Records, prepared regular and special meeting minutes for Official Records for October. Added approved minutes of Council meetings to the Document Collection in Clerk's Index as well as Clerk folder on Sharecop and uploaded them on the Internet.

PUBLIC INFORMATION AND CITIZEN ASSISTANCE

Provided Notary Public Service to citizens upon request. Provided help to citizens for phone call and over-the-counter requests including voter information, guidance to appropriate departments and miscellaneous assistance.

Responded to request(s) from Police Department for copies of Police Reports required during an investigation from the microfilm archives and performed research for other city departments on a variety of topics.

Coordinated Freedom of Information Act (FOIA) and liquor license requirements with the various departments.

Prepared transmittals for documents, resolutions, FOIA responses, block party requests, and recorded documents for Portage citizens, City Departments and the City Attorney.

Continued to coordinate the Kalamazoo Area United Way effort with city employees.

Staffed one Youth Advisory Committee (YAC) meeting.

Continued to coordinate the Kalamazoo Area United Way effort with city employees.

Attended the meeting of the Portage Public Schools District Advisory Council.

PUBLICATIONS

Published public and legal notices in the *Kalamazoo Gazette* as necessary.

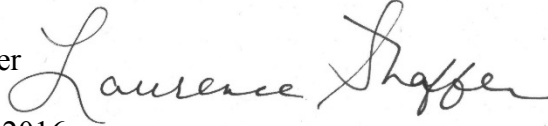
CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: November 1, 2016

FROM: Laurence Shaffer, City Manager



SUBJECT: Monthly Report – October 2016

The following summarizes some of the activities in which staff of the Office of the City Manager were involved during the month of October 2016.

1. City Council:

- Coordinated and/or prepared agenda and other materials for the following meetings:
 - City Council Regular Meetings on October 4 and 18.
 - Pre-Council meetings on October 3 and 17.
 - Interview for Board & Commission Applicants on October 4.
 - Community Survey Sub-Committee on October 13.
 - City Manager Evaluation Committee on October 13.

2. Represented the City of Portage in the following activities, among others:

- Met with the Kalamazoo County Consolidated Dispatch (KCCDA) architectural contractor on October 3.
- Met with KCCDA Executive Director Jeff Troyer on October 6 and 11.
- Met with several area property owners regarding matters of mutual concern on October 6.
- Toured this historic schoolhouse at 8009 Cox's Drive on October 6.
- Met with a representative from SeeClickFix to review the current status on October 6.
- Met with WMed emergency medicine specialist Dr. William Fales on October 6.
- Met with a resident to discuss the Sugarloaf Drain on October 7.
- Attended a meeting with John Yellich, Director of the Department of Geosciences at Western Michigan University regarding the current groundwater survey ongoing in Portage on October 7.
- Met with Dr. Monifa Jumanne on October 7 and 21.
- Met with a resident regarding a MSHDA housing concern on October 10, 13 and 31.
- Met with Councilmember Randall on October 11, 21 and 26.
- Met with Kalamazoo County Drain Commissioner Pat Crowley on October 12.

- Met with representatives from LifeEMS regarding ambulance services in the city on October 12.
- Visited Schupan and Sons CEO Marc Schupan at his facility on Miller Road to discuss materials recycling on October 13.
- Attended the Western Michigan University's Masters of Public Administration session for community input review on the program on October 14.
- Attended the Discover Kalamazoo Strategic Plan presentation on October 18.
- Met with Mayor Pro Tem Ansari on October 18.
- Met with Kalamazoo Area Bicyclists rep Paul Selden on October 19.
- Met with a representative from Southwest Michigan First on October 20.
- Attended a meeting with members of the Environmental Board to discuss citywide environmental priorities on October 21.
- Met with a representative from the Michigan Department of Natural Resources on October 24.
- Attended the dog park public meeting on October 25.
- Met with a resident concerned with on-street parking on October 26.
- Met with CCTA Director Sean McBride on October 26.
- Met with several Councilmembers during October to review the pending private utility provider contract expiration.

3. Projects - Completed and Ongoing:

- Continued PPOA/PPCOA contract negotiations for contracts that expired June 30, 2016.
- Continued review of city buildings to optimize energy efficiency.
- Reviewed medical marijuana related matters with city legal counsel.
- Reviewed and identified various city signage for cataloging and marketing efforts.
- Met with staff to review the city's current contract utility service provision.
- Continued oversight of planning, design and construction for various city projects and developments.
- Consulted with city staff regarding Information Technology projects as well as current Community Development, Finance, Transportation & Utility and Assessing matters.
- Prepared materials and attended the Historic District Commission monthly meeting on October 5.

4. Public Information and Citizen Assistance:

- Mailed the October *Portager* and coordinated production of the November *Portager* newsletter.
- Continued oversight of the PortageAlert system and notifications for those who registered through the portal for updates.

- Coordinated responses to citizen concerns/requests regarding a variety of matters, including the tall grass and weeds, construction projects/road closures, 2016 election questions, etc.
- Updated and approved changes to the city website and city publications.
- Provided informational packets on Portage to citizens, realtors and businesses, as requested.
- Continued to collect and monitor Citizen Comment Card responses and submissions to the Online Customer Service Survey.
- Continued to collect and monitor SeeClickFix.com citizen concerns and questions, as well as ensure timely responses.

TO: Laurence Shaffer, City Manager**DATE:** November 9, 2016**FROM:** Vicki Georgeau, ^bDirector of Community Development**SUBJECT:** Monthly Customer Service Report for October 2016

Staff performed research, conducted reviews, and developed recommendations and information necessary for the efficient and effective delivery of community planning and development services, construction permitting and neighborhood programs. All areas involved considerable commitment of staff resources necessary to ensure appropriate customer service, the protection of the public health, safety and welfare and the provision of community development programs. These services were provided together with processing and responding to citizen information requests performed on a continuous basis.

PLANNING, DEVELOPMENT AND NEIGHBORHOOD SERVICESPlanning Commission

October 6, 2016 meeting:

1. Convened a public hearing, reviewed and then approved a Special Land Use Permit for Milestones Child Day Care, 3500 West Centre Avenue, to establish a child day care facility along the northern portion of the site.
2. Reviewed and then approved a Site Plan for Milestones Child Day Care, 3500 West Centre Avenue, to allow construction of a 12,359 square foot child day care facility and associated site improvements along the northern portion of the site.

Zoning Board of Appeals

October 10, 2016 meeting:

1. Convened a public hearing, reviewed and then approved a variance request from Adam and Sarah Beuker, 2611 Woodbine Avenue, to construct an attached garage 5.6 feet from the front property line.
2. Convened a public hearing, reviewed and then approved a variance request from Wal-Mart Stores, Inc., 8350 Shaver Road, to allow 400 square feet of wall signs for the front of the building (east elevation) and a maximum of 112 square feet of signage for the north elevation of the building.
3. Accepted the applicant's request to withdraw a variance request from Kim Neeb, 9138 Portage Road, to allow two freestanding signs.
4. Convened a public hearing, reviewed and then denied variance requests from Dan Jaqua, 408 and 414 West Milham Avenue, to a) reconstruct an off-street parking lot 2.5 feet from the north property line and b) locate a refuse dumpster 9.0 feet from the north property line.
5. Convened a public hearing, reviewed and then approved variance requests from Plaza Corp, 6525 South Westnedge Avenue and 150 and 206 Ruth Street, to a) erect a commercial

building 60 feet from the north property line and b) locate a refuse dumpster in the P-1, vehicular parking district.

Human Services Board

October 6, 2016 meeting:

1. Discussed the Human Service Grant, Small Work Group Update.
2. Discussed the Red Ribbon Week, Small Group Update.
3. Discussed the Kalamazoo Transit Authority LAC Update.

OTHER BOARD ACTIVITIES

- Downtown Development Authority - The Authority did not meet in October 2016.
- Local Development Finance Authority - The Authority did not meet in October 2016.
- Economic Development Corporation/Tax Increment Finance Authority/Brownfield Redevelopment Authority - The Authority did not meet in October 2016.

Citizen Information Requests:

During the month of October 2016, a total of 129 cases/violations were inspected or identified in response to citizen service requests or staff field observations: 28 parking; 24 zoning; 22 debris/refuse; 16 grass/weeds; 14 inoperable vehicles; 9 sign; 9 building maintenance; 3 safety, sanitation and health; 2 property maintenance; 1 housing maintenance; 1 noise.

BUILDING AND HOUSING SERVICES

Construction Board of Appeals:

The Board did not meet in October.

Issued permits and conducted required building, electrical, plumbing and mechanical inspections to ensure compliance with local codes/ordinances. The following list shows major permits:

Type of Permit/Application	Number of Permits	Project Valuations
Single-family Houses Detached	9	\$2,133,427
Single –family Attached	2	\$488,264
Residential Additions, Interior Remodels, Garages, Sheds, etc.	36	\$422,217
Commercial Additions, Interior Remodels, etc.	15	\$2,100,686
Permits Not on Report (i.e., demolition, electrical, plumbing, mechanical, driveway, sign, water use/sewer use, etc.).	216	N/A
Totals	278	\$5,144,594

CDBG Housing Assistance Programs

CDBG PROGRAMS				
Activity	Housing Rehabilitation	Water / Sewer	Emergency Repair	Down Payment Assistance
New Applications	0	0	0	1
Applications Approved	1	0	0	0
Loan Closings	0	0	N/A	0
Monthly Projects Completed	0	0	0	0
Projects Underway	8	0	0	0
FY YTD Projects Completed	0	0	1	0

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: November 11, 2016

FROM: William Furry, Finance Director *wkf*

SUBJECT: Finance Department Monthly Report - October 2016

ACCOUNTING /PAYROLL

- Prepared audit support requested by new external audit firm Yeo & Yeo for year-end financial statement audit, along with other internal papers used in preparation of the 2015 / 2016 Comprehensive Annual Financial Report (CAFR). First phase of the audit was completed, with auditors onsite 10/3/16 through 10/12/16. Completion of the statements is anticipated by Thanksgiving.
- Accounts Payable processed 962 invoices which produced 462 vendor payments totaling \$2,963,293.10. Payments were comprised of 310 paper checks totaling \$1,252,703.99 and 152 automated clearinghouse payments totaling \$1,440,589.11.
- Calculated month-end allocations of interest earned, fringes expense, postage, and city share of tax revenues.
- Processed 20 individual/non-AP EFT payments totaling \$2,374,820.66.
- Processed quarterly CDBG information and submitted report to HUD.
- Processed 2 payrolls, creating 478 checks and deposit advices for 238 employees, with a total monthly payroll expenditure of \$957,505.73.
- Paid HMP successful completion bonuses to PPOA & PPCOA groups.
- Completed quarterly Opt Out and monthly Disability Management reclass entries.
- Began updating the 17/18 Form B budget document in preparation for distribution to department heads in early November.

TREASURY

- Letters were issued to escrow agents advising them of a November 4, 2016 deadline for requesting the winter tax bills that they intend to pay.
- Generated and mailed 944 delinquent tax statements to property owners with late 2016 summer real estate and business personal property taxes. There was a decrease of 3% in the number of such statements generated this year versus 2015.
- Prepared and issued the following utility billing statements:
 - 5,497 regular quarterly bills (cycle 1 and 4)
 - Emailed 158 quarterly bills to customers who have requested this service
 - 140 final bills; emailed 9 bills
- Prepared and issued the following utility billing delinquent notices:
 - 690 delinquent notices (cycle 3), a decrease of 4% from the prior year.
 - 424 disconnect notices (cycle 3), an increase of 6% from the prior year.

- 35 delinquent notices to customers with inactive services (finaled accounts)
- Shut-off water service for 40 customers due to non-payment on October 26, 2016 (cycle 3), a decrease of 5% from the prior year.
- Processed 222 requests to initiate or terminate water/sewer services to residences and businesses during October 2016. Since July 1, 2016, a total of 991 setups have been processed, averaging 12 per business day.
- Processed 59 miscellaneous receivables statements.
- Staff handled 1,016 phone calls during October 2016. Since July 1, 2016, a total of 4,781 phone calls have been handled, averaging 57 per business day.
- During October 2016, staff worked with 95 non-cash customers at the Treasury counter. Staff averages 6 such customer contacts each business day.

FINANCE/BUDGET

- Began updating of transmittal letter that accompanies the Comprehensive Annual Financial Report.
- Cashed in maturing investments, analyzed cash position and reinvested called bonds.
- Prepared monthly investment scorecard, input investment activity and balances into SymPro software and generated monthly SymPro reports for the investment committee. Performed JPMorgan Chase monthly risk analysis. Composed monthly investment report email for the investment committee.
- Began reconciliation of open CIP funds from prior year for roll forward of remaining budgets into 2016/2017.
- Reviewed budget procedures and calendar. Began preparation of departmental budget calendar for planning purposes.
- Requested updated list of vehicles and equipment for 2017/2018 budget for the Fleet & Facilities Fund.
- Participated in Election Committee Public Accuracy Test: Appointment of election workers, and official machine test.
- Deputy Finance Director viewed the MICPA/MGFOA Major Governmental Accounting Changes webcast.
- Provided Community Development with revised estimates of service costs per household for low income development projects and departmental overhead costs for use in fee revisions.
- Attended meeting with the Parks & Recreation department to discuss the current year budget and purpose of various departments and accounts in the general ledger. Journal entry reclassifications of expenditures were made as a result of this meeting.
- Met with the Traffic Engineer regarding the encumbrances related to the Major Streets operation account, traffic signal repair and maintenance.
- Provided financial data for analysis of LDFA tax capture since 2007, and worked with bond counsel to define and determine proper treatment of parcels in the LDFA.
- Held discussions on the need for department fixed asset module training.
- Prepared and reviewed monthly bank reconciliations.
- Completed automated clearing house, wire, and transfer banking transactions and related journal entries, as needed and requested.
- Worked with software provider, BS&A, on various issues.
- Prepared and posted several budget amendments.

- Prepared and approved various journal entries.
- Approved accounts payable invoices and invoices with a purchase order prior to payment.
- Responded to questions from various departments regarding purchase orders, invoices, general ledger, or budget status.

BENEFITS/COMPENSATION

- Continued to monitor, research, and implement requirements of the Affordable Care Act (ACA).
- Continued to track city share of health insurance premium limits as provided for by PA-152.
- Calculated health insurance taxes and fees required under the ACA.
- Prepared and submitted initial 2016 health insurance worksheet to BASIC in preparation for 1095-C filing as required by the ACA.
- Calculated and approved monthly payments for employee fringe benefit plans (medical, vision, dental, life and long-term disability insurance, flexible spending accounts, pension contributions, etc.).
- Continued to administer Defined Benefit Plan, including locating and coordinating benefit payments for terminated vested participants.
- Continued process for IRS required restatement of Defined Benefit Plan.
- Completed renewal process with Blue Care Network Advantage Plan (BCNA).
- Attended 2017 health insurance renewal meeting with Rose Street Advisors.
- Obtained 2017 health insurance renewals for Blue Cross Blue Shield of Michigan and Blue Care Network.
- Began preparations for 2017 Benefit Open Enrollment Period.
- Administered contractual wage adjustments per applicable labor agreements.
- Administered contractual bonus payments per applicable labor agreements.
- Responded to various employment verifications for employees.

WORKERS' COMPENSATION

- Completed process for contract renewal with workers' compensation third party administrator.
- Continued process for contract renewal with workers' compensation excess insurance provider.
- Continued with aggressive case management on a number of work related injury claims. Special attention continues to be directed toward high reserve cases. Focus also directed toward lost-time cases with emphasis placed on returning employees to restricted duty assignments.
- Continued to assist supervisory personnel with employees in restricted duty assignments.
- Provided information to the city third party administrator for the processing of workers' compensation claims.
- Provided direction to third party administrator in regard to workers' compensation claims.
- Updated the OSHA 300 Log.

11/11/2016

BUDGET REPORT FOR CITY OF PORTAGE

FUND	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	2016-17 ACTIVITY	Percent Used
101	General Fund	25,101,388	25,113,898	6,323,325	25%
202	Major Street Fund	3,409,832	3,409,832	713,489	21%
203	Local Streets Fund	1,303,231	1,303,231	345,613	27%
223	Curbside Recycling Fund	651,844	651,844	154,235	24%
226	Leaf Pickup / Spring Cleanup Fund	722,404	722,404	69,474	10%
230	CDBG Program Income Fund	150,000	150,000	0	0%
252	West Lake Weed Mgt	40,000	40,000	1,500	4%
296	Community Development Block Grant	229,877	337,070	126,018	37%
298	Cable Television Fund	1,018,179	1,018,179	85,344	8%
400	CIP General	16,238,086	16,523,759	3,205,790	19%
490	Sewer CIP	2,757,717	2,757,717	111,634	4%
491	Water CIP	2,572,209	2,572,209	65,695	3%
590	Sewer Fund	8,023,912	8,023,912	1,693,802	21%
591	Water Fund	5,140,886	5,142,286	1,583,868	31%

Debt service and Internal service funds not shown.

TO: Laurence Shaffer, City Manager

DATE: November 7, 2016

FROM: Shannon Hertz, Deputy Director Human Resources

SUBJECT: Human Resources Department Monthly Report – October 2016

RECRUITING

The following positions were filled in October:

Police Officer (1)

Firefighter (1)

Seasonal Laborers (7) – Leaf Pick-up Program (6 weeks)

Seasonal CDL Laborers (4) – Leaf Pick-up Program (6 weeks)

The following positions have candidates identified:

Radio Dispatcher (1)

Police Officers (1)

Seasonal Laborers – Winter CDLs (2) (12 weeks)

The following positions are open and/or recruitment efforts are ongoing:

Police Officer (PT)

On-Call Firefighters

Interim Senior Park Ranger

Park Ranger (2)

Deputy City Assessor

Building Inspector/Permit Coordinator

Employment applications, assessments and recruitment activities:

83	Applications processed and screened
3	In person and phone interviews conducted - Shannon
30	In person and phone interviews conducted – Betsy
6	In person and phone interviews conducted – Leann
3	In person and phone interviews conducted - Judy
1	Testing and other assessments conducted

SAFETY, TRAINING AND DEVELOPMENT

August activities to promote the education, development, training and safety of employees included the following:

- Randomly tested 5 participants for drug testing program.

- Conducted on-boarding for 2 new/returning employees.
- Two parks audited for ADA and safety compliance.
- Organized 2 city-wide orientations for 8 employees

HEALTH MANAGEMENT PROGRAM

- Continued to administer Health Management Program (HMP) for Department Head, Non-Union, PPCOA, PPOA and UAW employee groups.
- Held a scavenger walk as the first of two planned activities for the second quarter of the 2016/2017 plan year.
- Held the annual wellness screenings on October 25 and 26.

BENEFITS

- Provided benefit consultation to employees terminating, retiring and beginning employment.
- Assisted employees and retirees with various benefit matters, including claim resolution and dependent eligibility.
- Processed benefit changes as necessary, including calculation and submission of payroll deductions including changes made during open enrollment.
- Issued retiree health insurance invoices to 8 retirees and 2 unions.
- Monitored Flexible Spending Account (FSA) reimbursements processed by Kushner & Company for 25 participants for the 2016-2017 plan year.
- Performed administrative requirements to meet legal compliance in regard to the Family Medical Leave Act (FMLA). Processed 23 notifications for employees.
- Performed administrative requirements to meet legal compliance in regards to the Consolidated Omnibus Budget Reconciliation Act (COBRA) for 1 COBRA participant.
- Documented and monitored sick leave usage.
- Distributed Medicare Part D Notice of Creditable Coverage for distribution to active employees, retirees and COBRA participants.

ELECTIONS

- Hired and processed 30 new election officials.
- Coordinated training for 204 election officials including stand by workers.

TO: Laurence Shaffer, City Manager**DATE:** November 4, 2016**FROM:** Kendall Klingelsmith, CPRP, Director of Parks, Recreation and Senior Citizen Services *KL***SUBJECT:** Monthly Operations Report for October 2016**PARKS & RECREATION:****PARK RESERVATIONS**

Lakeview #1	1
Stuart Manor	2
Overlander Bandshell	1
Grain Elevator	7
Schrier	4
Amphitheatre	1
Hayloft	<u>4</u>
Total:	20

PARKS:

Millennium Park to open December 8, 2016

EVENTS:

Monster Mash	2,200 + Participants
Peacock Strut	300 Participants
K-CAN 10 K	32 Participants
K-CAN 5L	160 Participants
Oktoberfest	150 Participants
ALS	330 Participants
St. Mary's	90 Participants
Parkinson's	175 Participants
Jack-O-Lantern	

SENIOR CITIZEN SERVICES:

ATTENDANCE AND ACTIVITIES

Activity Type	Duplicated	Unduplicated
Events	2335	722
Rides	26	7
Volunteers	341	131
Trips	68	66
Total Seniors Served	2770	749

**Average of 123 served
per day**

MEMBERSHIP STATISTICS

Total Active Memberships	Membership Renewals	New Memberships
1,328	68	18

Age Range	Count	Percent
Ages 55-59	16	2.1%
Ages 60-64	38	5.1%
Ages 65-69	109	14.6%
Ages 70-74	149	19.9%
Ages 75-79	145	19.4%
Ages 80-84	120	16.0%
Ages Below 55	5	0.7%
Ages Over 85	167	22.3%
Totals	749	100%

City/Town	Count	Percent
In Town	496	66.2%
Out of Town	253	33.8%
Totals	749	100%

Ethnicity	Count	Percent
African American	9	1.2%
Asian American	4	0.5%
Caucasian	632	84.4%
Hispanic	4	0.5%
Native American	9	1.2%
Unknown	91	12.1%
Totals	749	100%

Gender	Count	Percent
Female	560	74.8%
Male	188	25.1%
Totals	749	100%

VOLUNTEERISM

Volunteer Service

Type	Hours	Pay Equivalent	Duplicated	Unduplicated
Administrative Support	30	653.7	8	4
Board Member	26.5	577.43	14	13
Club/Group				
Support	1538.27	33518.84	262	99
Events/Programs	60.5	1318.3	16	7
Health Services	2.25	49.03	1	1
Kitchen	55.05	1199.49	19	6
Transportation	82.03	1787.51	10	4
Travel	41.5	904.28	11	5
Totals	1836.1	40008.58	341	131

TRAVEL PROGRAM

Category	Duplicated	Unduplicated
Day Trips		68

FUNDRAISING

Income for the month of October was \$2,613 and includes transportation donations, memberships, and fundraising.

OTHER SENIOR CENTER HIGHLIGHTS

- Staff and volunteers represented the PSC at the 2016 Senior & Caregiver Expo on October 4.
- 24 people attended a cooking demonstration, *All about Pumpkins*, hosted by MediLodge.
- The first 10-week series of the Aging Mastery Program started at full capacity, with 25 participating.
- The Fall Trip Preview was held on Monday, October 17. This event featured a new open-house format that was scheduled later in the day to allow more individuals to attend. Attendance was up over 60% with over 250 individuals participating. Over \$12,000 in trip revenue was collected at the event, with almost \$20,000 collected by the end of preview week.
- Bronson Hospital offered two sessions, *Are You At Risk for Colon Cancer* (8 attending) and *Is It Only a Memory Issue* (46 attending)

TO: Laurence Shaffer, City Manager**DATE:** November 15, 2016**FROM:** Richard J. White, Public Safety Director – Police/Fire Chief *RJW***SUBJECT:** Monthly Report for October 2016

Fire Prevention Week marks the anniversary of the Great Chicago Fire, which occurred in 1871. This fire killed more than 250 people and destroyed more than 17,400 structures, leaving 100,000 people homeless. This year, Fire Prevention Week was October 9 – 15, and the Portage Fire Division delivered public fire prevention education to over 6,300 people.

Fire Prevention Week features a myriad of events designed to educate the public. Fire Prevention puppet shows are delivered at each elementary school. These shows cover fire safety issues, such as stop, drop, and roll; stay low, crawl out; and good fire vs. bad fire.



The firefighters also present themselves in turnout gear so that the children will not be afraid of them. Each student is given a plastic fire helmet and two handouts that cover checking their smoke alarms and developing a home escape plan. This year, 867 students were reached, covering 50 separate classes, with over 19 shows.

The pinnacle of Fire Prevention Week the past three years has been the Public Safety Open House. This event provides an opportunity for the department to showcase the station and apparatus, as well as provide a live-fire residential sprinkler demonstration. There are also tables set up for fire prevention activities, such as coloring a smoke alarm. This year, Kalamazoo County Safe Kids provided home escape plan education to citizens at the open house. The Red Cross also attended and gave general disaster preparedness information to attendees.



The live-fire demonstration was the big draw, however. This demonstration showed how fast modern furnishings burn, taking an eight foot cube to flashover in under two minutes, while the sprinkler-protected room is tenable the entire time. Attendance at the open house this year was over 350 people.



The Fire Division also participated in other events this month. These events included the city-sponsored Monster Mash held at Schrier Park. This event saw a record attendance of over 2,500 people. Another event was Safety Day at Lowe's, which is an annual event and typically draws over 1,000 people. The Fire Division attended several harvest festivals, including ones at Davis Creek Apartments and St. Michael's Church. While these do not bring the numbers of the larger events, they provide an opportunity for Fire Division members to interact with the public on a more personal level and deliver a quality fire prevention message, something that is difficult with an extremely high attendance.

POLICE DIVISION STATISTICAL SUMMARY

Police Incidents Dispatched:	3,216
Fire Incidents Dispatched:	405
Gun Registrations:	116
Warrants Obtained:	107
Expressway Incidents Handled:	31

ARRESTS

Total Adult Arrests: 296

Major Charges:

- Possession of Methamphetamine
- Criminal Sexual Conduct
- Burglary - Forced Entry Residence
- Aggravated/Felonious Assault-Family

Total Juvenile Arrests: 21

Major Charges:

- Stalking a Minor
- Burglary-Forced Entry
- Indecent Exposure
- Illegal Use of Credit Card

SEPTEMBER CRIME STATISTICS

Violent Crimes:	79
Non-Violent Crimes:	327

Reported Crimes - September 2016 Compared to September 2015:

Part I Crimes:	- 0.7%
Part II Crimes:	- 27.4%

Year-to-Date Comparison:

Part I & II Crimes Total YTD:	-14.5%
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TRAINING

Topics: Investigating Use of Force
Defensive Tactics Instructor
Juvenile Fire Starter Prevention
REID Technique of Interviewing & Interrogation

VOLUNTEER HOURS

October:	244
YTD:	1,211

EMPLOYEES INJURED

October:	1
YTD:	19

FIRE DIVISION STATISTICAL SUMMARY

Calls for Service	Count
Fire	9
Overpressure Rupture	8
Rescue & Emergency Medical Service Incident	217
Hazardous Condition (No Fire)	10
Service Call	55
Good Intent	79
False Alarm and False Call	32
Total Calls	410
Total Property Loss	\$92,700.00

Inspections	Count
Annual Attempt & Inspection	79
Reinspection Attempt & Inspection	160
Plan Review	13
Campfire Permit and Inspection	7
Final or Move-in	7
Fire Protection Plan and Inspection	4
Other	18

Auto/Mutual Aid	Count
Mutual Aid Given - Comstock	2
Mutual Aid Received - Comstock	1
Automatic Aid Received - Comstock	2
Automatic Aid Received - KDPS	2
Automatic Aid Given - Pavilion	1
Mutual Aid Given - South County	5
Mutual Aid Given - Texas Township	1
Mutual Aid Received - Texas Township	1
Automatic Aid Given - Texas Township	1
Automatic Aid Received - Texas Township	1

Public Education	Adults & Children
Station Tour	88
Lecture Demo - Home Depot	350
Lecture Demo - Chum Preschool	200
Lecture Demo - Lowe's	2,500
Lecture Demo - Adventures in Learning	62
Lecture Demo - St. Michaels	150
Lecture Demo - Davis Creek	62
Lecture Demo - Monster Mash	2,665
PFD Open House	300
Portage Schools - Fall Puppet Program	958

Training	
Forcible Entry	33
Fire Pump Operations	33
Live Fire Evolutions	30
EMS - Musculoskeletal Injuries	31

SIGNIFICANT EVENTS – OCTOBER 2016

Police and Fire were dispatched to a car fire on Meredith. Firefighters and officers spoke with witnesses, who reported a subject was seen running from the car after the driver's door was broken out. Neighbors came out and extinguished the flames after the interior was significantly burned. The investigation showed the fire started on the floorboard of the driver's side, where several pieces of mail had been piled up. Detectives are continuing the investigation.

The Michigan State Police contacted the Portage Department of Public Safety regarding a child pornography case that had originated in Manchester, England. The case involved a 50-year-old male, who was posing as a 15-year-old. The suspect contacted young girls and boys on-line, exposing them to graphic sexual images. The Michigan State Police advised that some of the victims were located in the United States, one of them being a female in Portage. Portage detectives are investigating further.

Fire units were dispatched to a residential fire on Harvest. The fire, which was contained to the laundry room, was quickly extinguished. Damage was estimated at \$20,000, mainly due to heat and smoke. No injuries were reported. The Fire Marshal determined the origin of the fire was in the dryer.

Officers were dispatched to a residence regarding a fight. Upon arrival, officers observed damage to windows of the residence as well as two vehicles that had the rear windows broken out. From evidence at the scene, it appeared that a golf club had been used to cause the damage. During the fight, one person was injured with lacerations and stab wounds. Although two potential suspects were detained, none of the victims or witnesses could positively identify them as responsible for the damage or the injuries inflicted.



Police and Fire personnel were dispatched to a rollover accident on Zylman Avenue. A Jeep SUV was laying on its roof off the roadway. Fire crews were able to extricate the driver, who was the lone occupant, from the vehicle. The preliminary investigation at the scene indicated that the vehicle was traveling west when it lost control and ran off the road. The vehicle struck a utility pole and then overturned. The driver of the vehicle, a 17-year-old Portage man, was transported to the hospital by Life Ambulance with apparent non-life-threatening injuries.

On October 13, fire units were dispatched to an alarm at a business on Vanderbilt. Light smoke was coming from a loading dock. The fire was caused by a roller failing and igniting product inside duct work. Three days later, fire units were dispatched to the business again on a fire alarm. Light smoke was observed coming from a vent fan. Fire crews found at least one sprinkler had activated, and there was light smoke throughout the structure. The fire was in the attic, hampering access to the fire. Two holes were cut in the roof of the structure to allow access. Both fires resulted in significant water inside the structure. No injuries were reported during the incident.



Officers were dispatched to South Westnedge regarding debris and a sign laying in the roadway, apparently the result of a hit-and-run accident. While investigating the accident, units were also dispatched to a male/female disturbance at a residence. Upon arrival at the residence, officers discovered the female half of the disturbance was the driver of the vehicle involved in the accident on Westnedge. The female had been driving home with her ten-year-old and two-year-old sons in the car. Her blood alcohol content (BAC) was .21. She hit the boulevard/sign on the way home, and, upon arriving home, she assaulted her husband of two years as he was trying to get his two-year-old son back in the apartment. The prosecutor issued the charges of Operating While Intoxicated (OWI), OWI High BAC, Felony OWI 2nd with Occupant under 16, Domestic Violence, and Child Abuse 4th degree.

An officer responded to a soccer complex regarding malicious destruction of property to vehicles. A soccer tournament was in progress, and the parking lot was full of vehicles. Four vehicles had shattered windows, and it was believed purses were taken out of the vehicles. Two days later, two victims had been contacted by their banking institutions regarding fraudulent cashing of checks. One of the incidents occurred in Sterling Heights and the other in Farmington Hills. Detectives subsequently learned a group, known as the "Felony Lane Gang," was breaking into cars at sports complexes during the day and stealing purses. Portage detectives are working closely with other police agencies, as well as the banks and credit unions, in an attempt to identify the suspects.

Police and Fire units were dispatched to Woody Noll Drive regarding a U-Haul truck leaving the roadway and striking a tree. Witnesses stated that the driver, who was the only occupant of the vehicle, was seen running northbound from the accident into a wooded area. The area was searched; however, the driver was not located.

Police officers were dispatched to Office Max in response to an alarm. Upon arrival, officers found several of the large glass windows in the storefront were damaged. Officers also observed a juvenile male walking around inside, damaging store merchandise. Officers entered the store through one of the broken windows and detained the juvenile. After the parent was notified, the juvenile was transported to the Kalamazoo County Juvenile Home. He was subsequently charged with Malicious Destruction of Property to a Business, Burglary, and Minor in Possession of Alcohol.

Officers responded to a home invasion in progress. The caller advised that her ex-boyfriend had broken into the house and that she had barricaded herself inside the bedroom. Officers arrived but could not get in due to the front door being locked. An officer at the rear of the residence observed a ladder propped up under a window with an A/C unit laying on the ground. The officer made forcible entry after witnessing the subject force his arm through the bedroom door where the caller was barricaded. Officers confronted the subject in the main hallway, placing him into custody. The subject had three valid warrants along with new charges of Home Invasion and Domestic Violence.

Fire and police units responded to a rollover accident with one vehicle overturned in Davis Creek. The entire passenger compartment was submerged under water. When police arrived, they observed a group of civilians pulling the driver from the vehicle. The driver was stuck under water with his seatbelt fastened, and three good Samaritans were able to pull him out of the water to prevent him from drowning.

The report of an unresponsive male subject near the roadway on Meredith Street was received. The subject was located under a cluster of trees and was pronounced dead at the scene. The subject was later identified as 54-year-old Portage resident Rodney Mullins. The medical examiner advised there were no signs of trauma. Final toxicology reports are still pending.

TRAINING

Fire personnel attended “Live Fire Evolutions, Hose Deployment, and Search & Rescue” at the Kalamazoo Regional Training Facility.



Firefighters enter the fire chamber at the Kalamazoo Regional Training Facility.



New Engine 1213 was operationally tested at the live fire training.

Training on new Fire Engine 1213 was conducted on October 11 at Fire Station #1





On October 14, a “Swearing-in and Pinning Ceremony” was held in the Portage Council Chambers for the following Portage Public Safety personnel: Firefighter Brian Klok, Police Officer Scott Bogard, and Reserve Police Officers David Schade and Andrew Marsh.



RJW:JMH:jh

TO: Laurence Shaffer, City Manager**DATE:** November 4, 2016**FROM:** Rod Russell, Director of Public Services**SUBJECT:** Monthly Operations Report for October 2016**STREET MAINTENANCE ACTIVITIES**

- Repaired damaged sidewalks and curbs throughout the city
- Replaced faded and damage street signs
- Stock piled asphalt millings at Garden Drive site
- Prepared for installation of new security gate at DPS facility
- Crack sealed major and local streets
- Cleared Sugar Loaf Drain of debris at South Westnedge Avenue bridge
- Added top dirt and grass seed to graveled edges of Portage Creek Bicentennial Park Trail
- Repaired shoulder of East Centre Avenue that had ponding water
- Removed old telephone pole along Shaver/Melody Bikeway
- Installed stamped concrete shoulder along sidewalk on Portage Road
- Restored lawns following paving of West End Drive
- Trimmed low hanging limbs that could damage snow plow truck mirrors and lights on local streets
- Trimmed and removed brush around city siren locations
- Removed dead trees from city right-of-way
- Received and stored salt for upcoming winter
- Removed tree limbs that were blocking traffic control signs
- Removed fallen tree from Lansing Avenue
- Durapatched local streets
- Installed and painted new entry gate at Ramona Park
- Installed stamped concrete on new triangle boulevard section located at Beechmount Avenue and Stratford Drive
- Swept debris from Gray Street
- Inspected Portage Creek east of Oakland Drive for beaver dams with one dam removed
- Completed Mill & Fill Program with following repairs: East Centre (Sprinkle to city limit), Lakeview (Shady Lane to Eastern), Weaver (Charles to north end), Ashton Woods (cul-de-sac), Fallow (Autumn to Wapiti), Wapiti (Fallow to Caribou), Ashton Woods Drive cul-de-sac, Old Centre Road at Moorsbridge Road, East Centre Avenue (Sprinkle Road to city limit), Weaver Drive (Charles Street to north end), multiple patches on Lakeview Drive, East Kilgore Road (Lovers Lane to city limit), East Kilgore Road neighborhood (East Kilgore Road to cul-de-sac), West End Drive (South Shore Drive to north end), multiple patches on South Westnedge Avenue, Portage Road and Burt Drive, and South Shore Drive (Organdy Street to 1625 South Shore Drive)

- Continued installation of new security gate at DPS facility by relocating a fire hydrant, pouring concrete pads/curbing and replacing areas with asphalt and restoring the lawn area
- Gathered material types and costs for the enclosure of Fire Station #3's dumpster
- Gathered material types and costs for the installation of a cover above the condensers at the Millennium Park Ice Rink
- Prepared equipment for upcoming Fall Leaf Pickup Program which began on 10/24/16
- Provided water drainage capability for an address on Waruf Avenue and a location at East Centre Avenue
- Provide aerial lift truck refresher training to nine DPS personnel
- Restored lawns that were turfed during the Brush Pickup Program
- Restored areas in the city right-of-way that had stumps removed
- Removed large fallen limb from South Shore Drive
- Added top dirt and grass seed to graveled edges of Portage Creek Bicentennial Park Trail
- Removed grass matting for residents on Rainbow Avenue
- Coordinated with Michigan State Police for helicopter support in locating additional beaver dams in the Oakland Drive swamp area
- Sent an operator and excavator to remove a 4th beaver dam along Oakland Drive swamp area
- Sent Streets Superintendent to Winter Operations Conference
- Removed fallen trees from East Shore Drive and Garden Drive
- Provided gravel to new asphalt areas on Prosperity Drive
- Organized DPS yard in preparation for the arrival of leaf pickup heavy equipment
- Removed fallen tree from Garden Drive and large fallen limb from Bellaire Avenue
- Completed the Quarterly Brush Pickup program and collected 2,589 cubic yards of brush
- Conducted Leaf Pickup Safety Training on 10/21/16
- Removed four beaver dam in Oakland Drive swamp area
- Repaired potholes on major streets
- Completed the first round of Leaf Pickup Program and collected 1,700 cubic yards of leaves
- Removed sidewalk trip hazards by grinding heaved sections
- Removed vision obstruction from the intersection of Shaver Road and Vanderbilt Avenue
- Fabricated a metal guard for the Millennium Park Ice Rink's condenser unit
- Began installation of boulevard delineators for snow plowing operations
- Replaced damaged and faded traffic control signs
- Helped in the removal of leaves from the parks system
- Removed Millennium Park Ice Rink mats for access to storage garage
- Transported snow blowers for pre-winter inspection
- Removed old chain link fencing from Central Park
- Worked with the Department of Transportation & Utilities on submittal of new pavilion design at Schrier Park
- Cleaned out drainage ditches along Oakland Drive in swamp area
- Received 40 residents at the compost site on 10/29/16 to drop off brush and leaves
- Hired contractor to remove large hanging limb on Morningside Drive
- Hired contractor to remove beavers causing flooding issues along Oakland Drive

- Supported Child Abuse Walk on 10/1/16
- Supported Portage Northern vs. Portage Central football game on 10/7/16
- Supported ALS walk on 10/9/16
- Supported Parkinson's Walk on 10/15/16
- Supported the Jack-O-Lantern Run on 10/29/16
- Supported the Portage Central and Northern High School football game on 10/28/16

Weekly Curbside Recycling Program - The following summarizes total weights of recyclable materials collected during the month of October 2016 as well as Fiscal Year-to-Date totals:

WEEKLY CURBSIDE RECYCLING PROGRAM COLLECTION SUMMARY
TOTAL WEIGHT OF RECYCLABLE MATERIALS COLLECTED

Date	Single Stream Recycling (tons)
October 2016	
FY 2016-17	

Note: There were XX new requests for recycling services in the month of October.

HOUSEHOLD HAZARDOUS WASTE PROGRAM – The following tables shows the number of residents that disposed items at the Kalamazoo County Household Hazardous Waste Facility at 1301 Lamont Avenue.

Household Hazardous Waste Participants
From 2008 through September 2016

PORTAGE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year End Total
2008	53	43	58	135	138	116	147	63	84	117	89	47	1090
2009	63	70	94	142	121	143	173	107	118	126	128	73	1358
2010	68	48	107	208	192	147	165	131	119	157	152	72	1566
2011	78	59	145	102	171	198	145	124	125	131	151	93	1522
2012	93	93	117	124	158	168	141	135	130	156	152	104	1571
2013	109	66	90	156	232	162	200	130	149	178	170	86	1728
2014	97	70	86	220	256	219	264	182	174	226	134	101	2029
2015	117	91	118	186	212	280	276	192	210	226	205	174	2287
2016	134	94	211	216	237	216	200	254	172			0	1734
TOTAL	812	634	1026	1489	1717	1649	1711	1318	1281	1317	1181	750	14885

PARKS MAINTENANCE ACTIVITIES

- Removed trash from park properties
- Mowed grass at city owned properties
- Mowed tall grass and weeds in city right-of-ways
- Prepared facilities for upcoming rentals
- Prepared softball fields for league & tournaments games
- Removed debris from trail system
- Repaired plumbing leaks in park facilities
- Repaired lighting issues in park facilities
- Installed headstone foundations at cemeteries
- Restored headstone foundations with top dirt and grass seed
- Installed donated bench on the Northwest Bikeway
- Provided six burials in cemeteries
- Repaired plumbing leaks at South Westnedge Park
- Repaired door lock at Celery Flats Visitor's Center
- Installed new dug out benches at South Westnedge Ball Park
- Inspected Portage Creek east of Oakland Drive for beaver dams
- Removed flower garden decorations
- Installed headstone foundations at cemeteries and restored areas with top dirt and grass seed
- Installed new park rules signs throughout the park system
- Removed items from cemeteries in preparation for winter maintenance
- Repaired items on Human Resources ADA park inspection list
- Fixed irrigation system leaks at South Westnedge Park and South Cemetery
- Removed fencing material along Millennium Park Trail
- Removed brush from bikeway along Sprinkle Road from Zylman to East Centre
- Prepared Schrier Park for patron parking for upcoming Monster Mash
- Cleared debris from culvert along Millennium Park Trail
- Installed new inline hockey nets at Harbors West Park
- Began process of bringing in extra trash cans from the parks in preparation for winter
- Removed four spraying water fountains in the parks system in preparation for winter
- Started winterizing irrigation systems in the parks system
- Sent Parks Assistant Superintendent to a Winter Operations Conference
- Helped in removal of beaver dams in the Oakland Drive swamp area
- Replaced damaged Veteran's flags at cemeteries
- Removed leaves from Portage Senior Center
- Prepared for inspection of ice rink metal ramps
- Reinstalled fallen park sign at intersection of South Westnedge Avenue and Library Lane
- Removed fallen tree along Portage Creek Bicentennial Park Trail
- Pruned brush and low hanging limbs along Millennium Park Trail
- Conducted Leaf Pickup Safety Training on 10/21/16
- Winterized irrigation systems
- Winterized park restrooms

- Removed leaves from the parks system
- Removed split rail fencing from Lakeview Park
- Prepared ball diamond equipment for winter
- Removed extra refuse and recycling bins from the parks
- Repaired playscape discrepancies
- Repaired a restroom roof leak at South Westnedge Skate Park
- Remove volleyball nets from the parks
- Inspected a roof leak at the Millennium Park concession building
- Inspected Dry Prairie Cemetery for possible vandalism
- Removed soccer goals from South Westnedge Park
- Hired contractor to rebuild the Millennium Park Ice Rink's chiller machine
- Hired contractor to move chain link fence on West Heverly Drive
- Hired contractor to repair playscape at Lakeview Park
- Supported Kalamazoo in Bloom removal of flowers from planting beds
- Supported October Fest at Celery Flats Historic Area on 10/1/16
- Supported Child Abuse Walk on 10/1/16
- Supported People's Food Co-op at Portage Senior Center on 10/9/16 and 10/16/16
- Supported ALS walk on 10/9/16
- Supported Parkinson's Walk on 10/15/16
- Supported Monster Mash at Schrier Park on 10/22/16
- Supported volunteer group that removed trash from city property along East Romence Road on 10/22/16
- Supported People's Food Co-op at Portage Senior Center on 10/23/16 and 10/29/16
- Supported volunteer group that removed trash from the Shaver/Melody Bikeway on 10/25/16
- Supported Jack-O-Lantern Run on 10/29/16

FLEET & FACILITIES DIVISION:

The Fleet & Facilities Division generated 154 work orders for the month of October 2016. A total of \$13,175.23 was spent on billable labor hours while the parts costs were \$10,433.92. The outside contracted work was \$3,249.62.

October 2016	October 2015	
154	135	Work Orders
\$10,433.92	\$11,993.58	Parts Cost
\$13,175.23	\$11,397.65	Labor Cost
33	18	Preventative Maintenance (P.M.) Work Orders Completed
\$153.21	\$113.80	Average Cost per P.M
\$5,056.04	\$2,048.32	Total P.M. Cost
\$0.00	\$0.00	Contracted Repairs-Body & Painting
\$3,249.62	\$8,752.28	Contracted Repairs (Not Including Body & Paint)
\$1,847.35	\$4,224.43	Building Renovations

BUILDING MAINTENANCE

1. Custodial Operations
2. City Hall, Police, and Senior Center support services

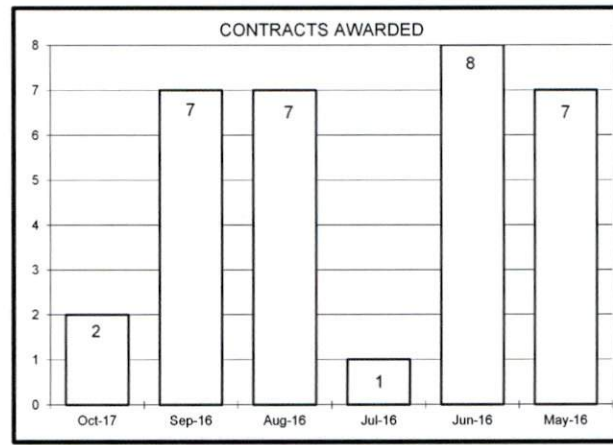
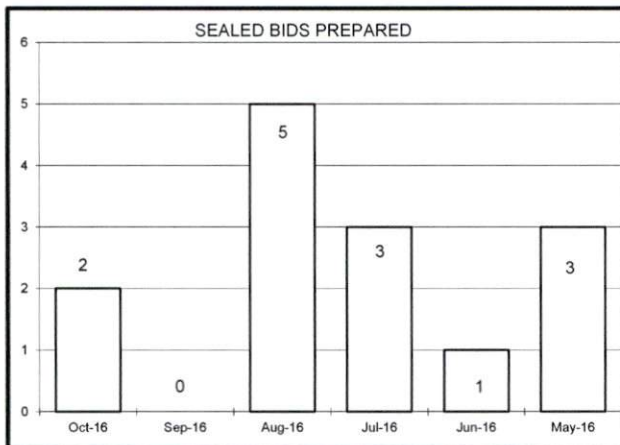
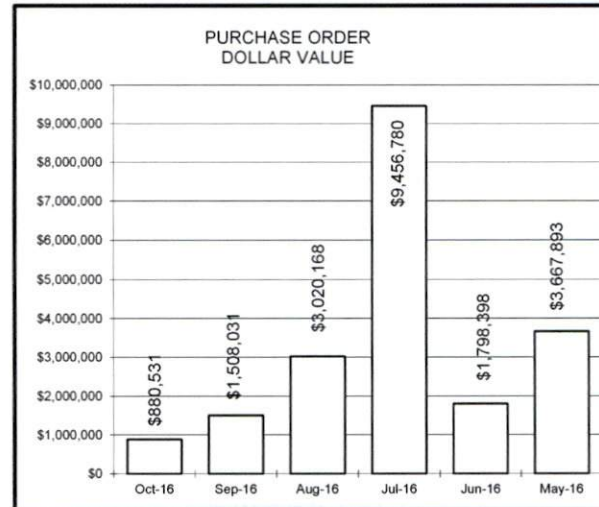
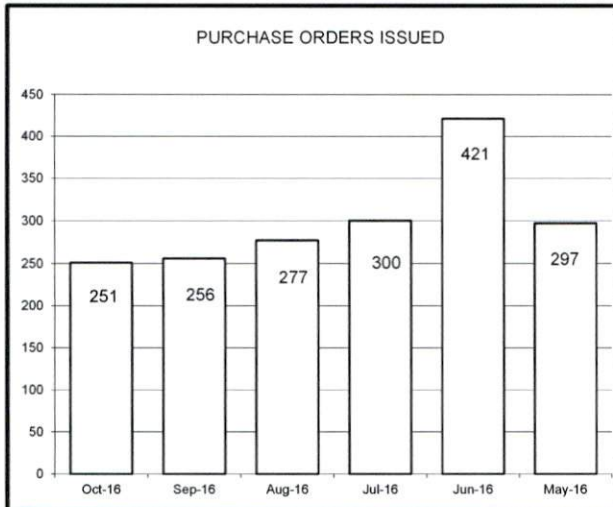
TO: Laurence Shaffer, City Manager

DATE: November 1, 2016

FROM: Rob Boulis, Deputy City Manager



SUBJECT: Purchasing Monthly Report - October 2016



SEALED BIDS OPENED / CONTRACTS AWARDED

Retiree Health Insurance

Workers' Compensation Excess Insurance

Police Uniforms

SEALED BIDS PREPARED

Janitorial Services

Police Uniforms

- Two new claims were filed with MMRMA, one claim was settled.
- Purchasing staff added 17 new vendors to the purchasing software vendor file.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: November 8, 2016

FROM: Devin Mackinder, Director of Technology Services & Community Marketing



SUBJECT: Department Monthly Report – October, 2016

The following summarizes some of the public information and technology activities for the month of October.

Cable Access

Continued administration of the Cable Communications Franchise Agreement with Charter Communications, AT&T and the Cable Television Access Agreement with Public Media Network:

Significant Activities:

- Continued taping various special programs (HMP, PSI, Lunch & Learn, etc.)
- Continued working with Director Haasch on emergency broadcast protocols
- Continued working on new city marketing video materials

Internet/Intranet Web Site

Continued with daily updates to city Internet and Intranet web sites as well as preparing for future updates and upgrades and compiling monthly statistics.

Significant Activities:

- Identified CivicPlus municipal website developer as the best option for the next city internet/intranet sites to make them more user/mobile friendly. Work will now begin on developing the migration plan.

Telecommunications

- Continued working on the Mobilitie ROW permit process
- Identified PROTEC and Grand Valley Metropolitan Council and Bloom, Slugget and Morgan attorneys as resources currently addressing new DAS and small cell permit applications received by municipalities which do not fall under the METRO Act perfectly.

Contract Administration

- Synergistic AS400 maintenance renewal
- BS&A ERP system renewal

Information Technology

Continued with several technology projects, supervising Technology Services Department staff and researching new technology opportunities that work toward city goals of providing efficient and cost-effective services.

Significant Activities:

- Continued working with the City of Kalamazoo new IT director on connecting fiber
- Continued PortageAlert mass notification system for emergency initiatives
- Continued updating the Firehouse application to .net
- Beginning development plan for new city website
- Continued investigating options for upgrading the decades-old multi-mode fiber ring
- Continued implementation of the ADP time and attendance system
- Continued researching various new technologies
- Continued researching posting live snow plow location tracking on the city website
- Completed researching new citywide keyless entry and camera system project
- Continued implementing the new Streets work order system
- Continued working on a new GIS layer for fiber assets
- Continued researching federal and state requirements for unmanned aircraft system
- Completed assisting Parks with identifying a comprehensive parks management software
- Continued implementation of the Public Safety body worn cameras
- Installed the new Soofa wireless charging station/benches for citizens
- Worked with Consolidated Dispatch on installing new text-to-911 system

Marketing Activities

- Continued oversight and management of all city marketing activities
- Continued Branding support initiatives

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: November 8, 2016

FROM: W. Christopher Barnes, Director of Transportation & Utilities



SUBJECT: Transportation & Utilities Department Monthly Report for October 2016

The month of October 2016 was a busy month for both Transportation & Utilities staff and the Suez Environmental staff. In regards to the Suez Environmental operations, emphasis during the month continued to be directed at ensuring the various activities related to the utility operation were being completed professionally and in a manner to ensure that service levels committed under the Suez Environmental contract with the city are completed in a timely manner.

Major accomplishments involving the Suez operations during the month include:

1. Inspections continued on sewer lift stations and water wells. During the month of September, 565 inspections were made by Suez personnel.
2. Suez personnel received 33 customer service calls during September.
3. Suez personnel responded to 17 after-hour panel alarms as indicated on the SCADA control panel monitoring the city's water and sanitary sewer facilities.
4. Approximately 145 million gallons of water were produced/pumped during September. Production averaged around 4.5 million gallons of water per day during the month. Six hundred thirty nine water quality analyses were completed during the month.
5. Eight new meters were installed and 2 new service leads were required to be tapped during the month of September.
6. Miss Dig stakings were completed at 365 locations.
7. No water main breaks occurred during the month.
8. Suez personnel cleaned a total of 58,470 feet of sanitary sewer main and inspected and cleaned 234 manholes.
9. During the month of October, Suez flushed 2,598 hydrants as part of the Fall Hydrant Flushing Program.

In the transportation and utility areas, the following activities in October were either completed or ongoing at month's end.

1. Review of new development plans from a transportation and utility standpoint continued during the month. Six development and building plans were reviewed.
2. The city and Suez Environmental are currently in the 5th year of a five-year contract renewal approved by City Council on December 6, 2011. On November 1, 2016 City Council is scheduled to consider a 5 year contract extension. The Utility Contract Administrator was very busy overseeing the Suez Environmental operations, addressing customer concerns, inspecting public and private utility construction and inspecting city-owned stormwater and utility facilities. Recent focus by Suez has been sanitary sewer cleaning and clearing brush from city-owned retention basins. To address rusty water concerns, Suez installed an automated flushing device on the dead end of Vickery Drive. The flushing unit will keep water moving in the un-looped water main on Vickery Drive.
3. The Traffic Engineering section was very active during the month of October investigating complaints/concerns regarding operation of traffic signals, performing traffic volume/accident analyses and reviewing new streetlight installations. Much effort was expended on analysis and modifications for traffic operations city-wide and traffic analysis for the various traffic signal installations scheduled for 2016 and oversight of the Lovers Lane CMAQ project, South Westnedge Avenue / Romence Road Safety project, and South Westnedge Avenue / Kilgore Road area. Work continued on a local street calming program and a collaborative sign policy with the Road Commission of Kalamazoo County and the City of Kalamazoo. The policy document was released for public comment in the October Portager. A significant effort is underway to analyze traffic patterns on South Westnedge Avenue near Old Kilgore Road. Specifically, the evaluation of left turn traffic and potential future development.
4. Beginning in 1994, the city has administered a Stormwater Retention Basin and Stormwater Outfall Testing and Monitoring. Annual results showed increasing groundwater table levels throughout the city along with stable storm water monitoring results. Report finalized and received in November 2013. Annual results indicate a 1 to 3 feet decrease in groundwater table since 2012, but generally a 6-inch increase due to recent rainfall. New “request for proposals” were solicited in February with proposals received on April 16, 2014. The low bid in the amount of \$22,756.04 for 2014 to 2018 was awarded to Nova Consultants on April 29, 2014. Sampling was completed in July and December. Recent water level results show the groundwater levels on the east side of the city reaching record 2009 levels.
5. City traffic signal maintenance is performed under contract to a specialized electrical traffic signal contractor. City staff initiated a new bid package for traffic maintenance with bids received July 23, 2015. Sole bid in the amount of \$176,300 submitted by Severance Electric. City Council approved on August 11, 2015. Severance Electric, Inc., began new contract on September 1, 2016. Recent work has focused on LED sign upgrades, illuminated sign replacements, and controller cleaning. The contractor is scheduled to replace several older pedestrian signals at Portage/Bacon intersection with new countdown signals.

Implementation of the Capital Improvement Construction Program was also an ongoing activity as the construction season was completed. Accomplishments during the month of July included the following:

1. In August 2015, the City Administration was awarded \$195,000 by the State of Michigan for the implementation of a Storm Water Basin Asset Plan. The plan will provide an assessment of the functionality and operation of the 73 city-maintained storm water basins. Engineer proposals were received on January 15, 2015. Nine proposals were received. After review, it was determined that three of the proposals best matched the needs of the city. Appointments were scheduled in March to interview the three firms and select the top proposal. On March 24, 2015 City Council awarded the contract to Hurley & Stewart, LLC, in the amount of \$209,000. Work is ongoing.
2. The 2015 -16 Capital Improvement Program includes a project for a Local Street Neighborhood Calming Program. A budget of \$10,000 was established for professional services and the remaining \$15,000 will be used for implementation of the program. The city received letter proposals from six consulting firms on August 11, 2015 and has chosen to award the project to OHM in the amount of \$10,000 based on experience and their proposed approach to developing a project plan that will best meet the City's needs. Development of the program is underway. Draft Program complete.
3. The 2015-16 Capital Improvement Program includes the design and construction of new traffic signals and associated street improvements on West Centre Avenue at the intersections of Old Centre Road and Cooley Drive. Included in the project are modifications to the existing driveways on West Centre Avenue within the influence of the Greenspire Retail Drive/Cooley Drive intersection to promote use of the new protected left-turn phase at the traffic signal and limit left turns out of driveways close to the intersection. The project will consist of the minor turn lane construction, along with sidewalk modifications to meet Americans with Disability Act (ADA) requirements. On August 11, City Council awarded an engineering contract to Abonmarche Consultants, Inc., in the amount of \$75,160. Engineering is complete. Bids were received in July and August. City Council awarded contracts to Severance Electric Company on August 23, 2016 for \$446,967.80 (Cooley Drive) and \$294,965.33 (Old Centre). Preconstruction meeting held October 10, 2017 with construction underway in fall 2017.
4. The 2015-16 Capital Improvement Program includes the design and construction of new traffic signal equipment at South Westnedge Avenue and Kilgore Road and design work for the intersection of Portage Road and Lakeview Road. Proposals were received on September 10, 2015, with the low proposal of Abonmarche Consultants awarded a contract in the amount of \$46,835 on September 22, 2015. Engineering complete. Bidding opening held July 14, 2016. City Council awarded a contract to Severance Electric Company on August 23, 2016 in the amount of \$316,307.20. Preconstruction meeting held October 10, 2017. Construction is pending.
5. The 2015 - 2016 Capital Improvement Program was awarded on September 22, 2015 to include the traffic signal replacement at South Westnedge Avenue and Romence Road. As part of a federal safety program, \$261,000 of federal grant monies was secured for the

project. On September 22, 2015, City Council awarded a contract to Abonmarche consultants in the amount of \$47,840 for engineering design and construction administration. Grade inspection completed for January 13, 2016 with MDOT. Bidding set for October 2016. Low bid of \$356,695.06 submitted by Severance Electric Company. MDOT preparing bid award.

6. The 2015 – 2016 Capital Improvement Program includes a project for the reconstruction of local streets at various locations. The project consists of pavement repair, miscellaneous curb and sidewalk replacement and construction of sidewalk connections in accordance with the city's "complete street policy." Project consists of 37 local streets. The low bid of \$1,639,086.77 was awarded to Rieth Riley Construction Company on April 12, 2016. Phase I began in the Westfield neighborhood and is complete. Construction is complete in the Phase II area (Bratcher Street, Cornell Street, Keystone Street). Phase III in the Pasma/Kingston area is ongoing with completion in October. Final project clean-up and close out underway.
7. The 2014 – 2015 Capital Improvement Program includes a project to replace the 20" force main under US-131 from 12th Street to east of Angling Road. The force main has suffered several breakages and is nearing the end of its effective life. On March 30, 2016, an engineering contract was awarded to Prein & Newhof for design of the force main project. Under agreement with Texas Township, the township is responsible for approximately 94% of the project cost. Design is complete for a directional bore under the freeway. Bid opening held August 9, 2016. One bid received was substantially over the engineer's estimation cost. Staff is in discussions with the contractor Texas Township and MDOT to identify cost saving measures. The project will be redesigned with construction alternatives and re-bid in December 2016.
8. The 2016-2017 Capital Improvement Program includes a project for reconstruction of Shaver Road from Vanderbilt Avenue to West Centre Avenue. The project also includes the replacement of existing cast iron water main. On September 6, 2016 City Council awarded engineering to OMM Engineering in the amount of \$145,600. Design engineering is underway. MDOT grade inspection is scheduled for November 9, 2016.
9. The 2016-2017 Capital Improvement Program includes projects in the Major Street Reconstruction Programs. These streets include:
 - a. Rockford Street, Schuring Road to Romence Road
 - b. Angling Road, Squire Heath Lane to Romence Road
 - c. Portage Road, Mandigo Avenue to Osterhout Avenue

On September 20, 2016 City Council awarded an engineering contract to Abonmarche consultants in the amount of \$260,600. Design engineering is underway. Angling Road includes the construction of sanitary sewer. Special Assessment process for Angling Road is scheduled to proceed through November and December 2016.

10. The 2016-2017 Capital Improvement Program includes a project for construction of utilities at the following locations:

- a. Mozart, Beethoven to North End (water)
- b. Chopin, Mozart to West End (water)
- c. Archwood/Cliffwood (water and sewer)

On September 20, 2016 City Council awarded an engineering contract to Midwest Civil Engineers in the amount of \$63,800. Design engineering is underway and the Special Assessment process is scheduled to proceed through November and December 2016.