

5:30 p.m. Board and Commission Interview Session

7:30 p.m. Call to Order.

Invocation: Pastor Richard Hertsel of the Center Avenue Community Church of God.

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Approval of City Council Meeting Minutes.

1. Regular Meeting Minutes of December 20, 2016.
2. Pre-Council Meeting Notes of January 9, 2017.

* 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 January 10, 2017 as presented.

D. Public Hearings:

1. Communication from the City Manager recommending that, subsequent to the public hearing, City Council adopt Special Assessment Resolution No. 5 for the Chopin Avenue and Mozart Street Water Main Project #317-W, confirming the Special Assessment Roll.

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

* 1. Communication from the City Manager recommending that City Council approve:

1. the purchase and installation services of a building access and video surveillance system at a cost of \$280,000 and
2. a five-year service contract in the annual amount of \$53,400, from Engineered Protection Services, Incorporated;

and authorize the City Manager to execute all documents related to this action on behalf of the city.

* 2. Communication from the City Manager recommending that City Council approve the city website rebuild project with professional development services provided by CivicPlus to include:

1. a one-time amount of \$49,500 for the rebuild and;
2. annually-renewable maintenance and support in the amount of \$5,000 per year, with a five percent increase beginning in year three,

and authorize the City Manager to execute all documents related to this action on behalf of the city.

* 3. Communication from the City Manager recommending that City Council approve a contract with Kalamazoo County to provide hazardous waste collection services at the Household Hazardous Waste Center for Portage residents for the 2017 calendar year in the amount of \$41,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

* 4. Communication from the City Manager recommending that City Council:

1. adopt the resolution setting the dates and times for the 2017 March Board of Review,
2. approve the use of one (three-member) Board of Review for the 2017 March Board of Review and
3. appoint three members and two alternates to 2017 March Board of Review.

G. Communications:

1. Public Media Network FY 15-16 Annual Report.

H. Unfinished Business:

* I. Minutes of Boards and Commissions Meetings:

1. Portage Planning Commission of December 1, 2016.

J. Council Committee Reports:

K. New Business:

L. Bid Tabulations:

M. Other City Matters:

1. Statements of Citizens.
2. From City Council and City Manager.

* 3. Reminder of Meetings:

- a. Wednesday, January 11, 8:15 a.m., Historic District Commission, City Hall Room No. 2.
- b. Wednesday, January 11, 6:30 p.m., Park Board, Department of Public Services.
- c. Wednesday, January 11, 7:00 p.m., Environmental Board, City Hall Room No. 1.
- d. Thursday, January 12, 7:00 p.m., City Council Committee of the Whole Work Session regarding Consolidated Dispatch, City Hall Room No. 1.
- e. Wednesday, January 18, 2:30 p.m., Senior Citizen Advisory Board, Portage Senior Center.
- f. Wednesday, January 18, 7:00 p.m., Gourdneck Lake Governmental Lake Board, Council Chambers.
- g. Thursday, January 19, 7:00 p.m., Portage District Library Board, Portage District Library.
- h. Thursday, January 19, 7:00 p.m., Planning Commission, Council Chambers.

N. Materials Transmitted.

1. Materials Transmitted of Tuesday, December 20, 2016.

Adjournment.

CITY COUNCIL MEETING MINUTES FROM DECEMBER 20, 2016

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

At the request of Mayor Strazdas, Pastor Bill Abernathy of the Berean Baptist Church, gave an invocation and the City Council and the audience recited the Pledge of Allegiance.

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 Laurence Shaffer, City Attorney Randy Brown and City Clerk James R. Hudson.

PROCLAMATIONS: Mayor Strazdas issued a Community Values and Diversity Proclamation. Discussion followed.

APPROVAL OF MINUTES: Motion by Randall, seconded by Reid, to approve the Regular Meeting Minutes of December 6, 2016, as presented. Upon a voice vote, motion carried 7 to 0.

Motion by Reid, seconded by Randall, to approve the Pre-Council Meeting Minutes of December 19, 2016, as presented. Upon a voice vote, motion carried 4 to 3 with Councilmembers Ford, Randall and Urban abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Reid to read the Consent Agenda. Councilmember Urban asked that Item F.4, 2017 Pre-Council Meetings, be removed from the Consent Agenda. Motion by Reid, seconded by Randall, to approve the Consent Agenda Motions as amended. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF DECEMBER 20, 2016:** Motion by Reid, seconded by Randall, to approve the Accounts Payable Register of December 20, 2016, as presented. Upon a roll call vote, motion carried 7 to 0.

REPORTS FROM THE ADMINISTRATION:

* **AMENDMENT TO THE GENERAL APPROPRIATIONS ACT:** Motion by Reid, seconded by Randall, to amend the General Appropriations Act (budget) for fiscal year ending June 30, 2017. Upon a roll call vote, motion carried 7 to 0.

* **REZONING APPLICATION #16/17-2 (8546 SHIRLEY COURT) & TENTATIVE PLAN AMENDMENT FOR GREENSPIRE PD:** Motion by Reid, seconded by Randall, to accept Rezoning Application #16/17-2, 8546 Shirley Court and Tentative Plan Amendment for Greenspire Planned Development, for first reading and set a public hearing for both on January 24, 2017, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 7 to 0.

* **CHOPIN AVENUE AND MOZART STREET WATER MAIN PROJECT #317-W:** Motion by Reid, seconded by Randall, to adopt Special Assessment Resolution No. 4 for the Chopin Avenue and Mozart Street Water Main Project #317-W, setting a public hearing on the Assessment Roll for January 10, 2017, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 7 to 0.

2017 PRE-COUNCIL MEETINGS: Councilmember Urban indicated that it is inappropriate to schedule a regularly scheduled meeting at a time when the entire City Council cannot commit to be present, other than because of exceptional circumstances or illness, for example. He said the Pre-Council Meeting is not needed and reminded Council that the purpose of the Pre-Meeting is only to ask questions according to the rules as they were developed, and that can be accomplished over the phone, by e-mail or through a personal visit with the City Manager. He restated his position and gave examples of Councilmembers Reid and Ford, who have commitments that can prevent them from regularly attending. Mayor Strazdas acknowledged respect for his position on the matter, but pointed out that it is only an opportunity to ask questions of the City Manager, who avails himself for this purpose for a half an hour or so.

Councilmember Pearson took issue with Councilmember Urban and his statement that Pre-Council Meetings are inappropriate. He indicated that they offer a great opportunity to ask questions about an agenda item, plus they give staff time to respond. He noted that Councilmember Urban objected to being able to call-in to the Pre-Council Meeting, that Council discussed this for a while, but ultimately made it convenient for Council to call-in to the Meeting. He noted that Councilmember Urban said that the meeting is not needed, that Councilmember Urban has never attended a Pre-Council Meeting in the last year, so how would he know that it is not needed. He summed up by saying all Councilmembers have the opportunity to attend the Pre-Council Meetings to ask questions, call-in, send e-mails, or call the City Manager, and all responses are provided to all Councilmembers. He stated that he finds the Pre-Council Meetings to be very productive, and would like to see them continue, if for no other reason that it provides better communication with the City Manager and all Councilmembers. Discussion followed.

Mayor Pro Tem Ansari concurred.

Motion by Randall, seconded by Pearson, to set the dates for Pre-Council meetings for the 2017 calendar year. Mayor Strazdas explained that he poses his questions of the City Manager when he cannot attend and that the Pre-Council Meeting demonstrates respect for our peer Councilmembers to ask questions and respect for staff to have the time to get the answers. He said he is in favor of the Pre-Council Meetings, but he may not attend all of them.

Councilmember Ford indicated that 8 a.m. would be a more convenient time for him, and asked that perhaps Council could consider a change in the time for holding Pre-Council Meetings at the Retreat. He went on to explain that if he does have a question, he contacts Mr. Shaffer, follows the minutes and gets the information he needs. Mayor Strazdas conveyed his respect for Councilmembers unable to attend, and placed the matter of the time of the Pre-Council Meeting on the Council Retreat Agenda for further consideration.

Upon a roll call vote, motion carried 6 to 1. Yeas: Councilmembers Ford, Pearson, Randall and Reid, Mayor Pro Tem Ansari and Mayor Strazdas. No: Councilmember Urban.

COMMITTEE OF THE WHOLE: Mayor Strazdas introduced the item and deferred to City Manager Larry Shaffer, Senator Margaret O'Brien and House of Representative Brandt Iden for input regarding a proposed Committee of the Whole (COW) Meeting for discussion of the funds currently being used for Portage Dispatch and here they would be allocated if and when the Consolidated Dispatch ballot proposal for an increase in a per phone fee passes. He reflected on the suggestion from Councilmember Reid that Council adopt some early Resolutions on the matter as well as citizen input because everyone wants to know what will happen with the windfall and explained. Mr. Shaffer pointed to the survey by Administrative Assistant Erica Eklov of the availability of City Council to attend a COW Meeting to discuss the issue of what the surplus would look like should Consolidated Dispatch become a reality, including the General Fund and millage implications. He indicated staff would conduct the analyses of the various funds and the time line implications for the budget to at least give Council some idea of future decision options and opportunities.

Councilmember Reid spoke about the increase in a per phone fee proposal from the Kalamazoo County Commission that will be on the May 2, 2017 Special Election ballot. She explained that this totally changes the method of funding Dispatch throughout the County. She explained that currently

there are five entities with dispatch functions that are funded through the General Fund and if and when those fees will be paid as a part of the phone bill, a surplus would be realized. She pointed out that it is important to understand what is being proposed and how it will impact the consumer and the taxpayer. She also indicated that it is important to know how the municipality is going to spend the funds previously utilized for dispatch services. She stressed the importance of having that information sooner rather than after the Retreat owing to the timing of the campaign and getting the public informed because May 2, 2017, will soon be here, and some Absentee Voters could vote in March 2017.

Councilmember Pearson indicated that in the various jurisdictions in the County, citizens want to know what their locally elected leaders plan to do, so he proposed having the COW with that one topic, and the citizens of Portage are invited to weigh in during the Citizen Comment time. He explained that early January 2017 is the hope for this. Discussion followed. Councilmember Pearson indicated that the Central Dispatch Authority impressed upon Councilmember Reid and him to have the decision at the first Regular Portage City Council Meeting in January in order to have a decision before the Retreat. City Attorney Brown interjected that any decision would have to take place at a Special Meeting and that legal notice would be required.

Councilmember Reid brought up the fact that future Councils are not held by the decisions of past Councils, and City Attorney Brown indicated that is generally true with some exceptions, such as contracts by their very nature, so he reserved his opinion until he is presented with the decision of City Council on the matter, specifically because he would have to investigate if her contention would apply to the area of "Dispatch."

Councilmember Urban indicated City Council was getting "ahead of itself" in this matter since it is not known if Portage will participate in Central Dispatch. He cited the remaining "off ramp" options discussed some time ago, explained that there are too many unknowns, so there is no way Council can determine how many funds will be available and where they can be spent; Council does not know what services Central Dispatch will provide and what services will be left for Portage; and, he expressed his frustration of possibly never having enough information to make a decision on the matter, including participating in Central Dispatch, even if the ballot proposal passes. Discussion followed. He surmised that in reality the decision comes in the form of a Budget that has or does not have Portage Dispatch funds allocated, or has or does not have the funds allocated for any remaining services not funded by the passage of the ballot proposal. Discussion followed.

Mayor Strazdas agreed with Councilmember Urban that a decision cannot be made at this time and expressed his willingness to rely on City Manager Larry Shaffer to sort out the many parts and pieces and provide his professional opinion. He also relayed his trust in City Attorney Brown to give his legal opinion to help Council begin to digest the information in order to make decisions when necessary. Discussion followed.

Councilmember Pearson concurred with Councilmember Urban stating that Council has not decided what to do or voted on this matter. He then referred to the election set by the Kalamazoo County Commission and stressed the need for the citizens in the whole County to know the options and what each local jurisdiction plans to do with the funds that have been allocated in their respective budgets for Dispatch purposes. He also agree with Councilmember Reid that this Council cannot predict what future Councils will do, but this is the opportunity to let the citizens what this Council thinks and explained.

Councilmember Ford reflected on the budget meeting in April prior to the vote as a time to set the Dispatch Budget and finalize a plan of what to do with a surplus, if any, in May. He said it sounds like what Councilmember Pearson said earlier, that the Dispatch Authority is looking for a statement to show continuing support for the Authority from Council. He also pointed out that Council has very little information other than what will be discussed at the meeting, so Council needs a lot more information regarding what Consolidated Dispatch means for Portage and the surrounding communities.

Mr. Shaffer indicated that one of the main jobs of Council is to be able to project what the future might hold or what possibilities and what opportunities might exist. He said it is reasonable for Council to expect the Administration to clearly segregate the cost presently being devoted to the Portage Dispatch operation, the amount of revenue coming into the system from not only the taxpayer, but also

from other sources, and to be able to lay out in general what is possible relative to a variety of scenarios in the future and explained. He pointed out that there is presently \$1.1 million, or around 4%, from the General Fund devoted to Portage Dispatch, plus ancillary and supporting income, so there is a foreseeable reduction in expenditures and a reduction in revenue should this measure pass and Council decides to buy-in to Consolidated Dispatch. Discussion followed.

Mayor Pro Tem Ansari reflected that he does not remember when Council has made a decision at a COW meeting, that the survey of Council regarding when to have the COW is already being conducted to pick out the day and time for the COW before January 20, 2017 (and before the Retreat).

Mayor Strazdas summed up that the COW is not a Special Meeting so there will be no decision. He said that there will be discussion of information provided by the City Manager knowing that there will be lots of information over time, including a legal opinion, at least enough to allow the Council to move forward on this matter.

Councilmembers Reid suggested that Council invite Jeff Troyer, Director of the Dispatch Authority, to attend the COW Meeting as he can provide the information that can assist Council in knowing what is going on. Mayor Strazdas assured Council that Mr. Shaffer could certainly make that happen, and because he does not have the results of the survey as yet, he indicated that he will call the COW based on his prerogative using the consensus of Council.

PETITIONS AND STATEMENTS OF CITIZENS: At the request of Mayor Strazdas, State Senator Margaret O'Brien indicated that the State has \$2 million set aside for Smart 911 in the current budget, which is allocated for the entire State. She said a person can put as much or as little information as he or she may wish, and all of that information comes up on the local dispatch no matter where you are in the State. She gave some examples of the type of information that could be provided. She said Smart 911 is designed to give Dispatchers quicker access, but is contingent upon each Dispatch Center accepting the loan amount offered from the State, which is at present a one-year allocation designed to determine who will take advantage of this option. Owing to the current situation in Kalamazoo County with Consolidated Dispatch, none of the dispatches have made a commitment towards accepting Smart 911, and she expressed a fear that because of the unique situation here, the County may not be able to receive continued funding. She explained that if it is not opted for in the first year, it will not be renewed in the Governor's Budget. Discussion followed.

Representative Iden announced a that Public Threat Alert Program took effect over a month ago as a result of the February shooting, which is very similar to an Amber Alert, where you will be notified on your cell phone by the State Police about an ongoing and persistent threat in "your area." Discussion followed.

UNFINISHED BUSINESS:

EVENT FOR RESPECT AND DIVERSITY: Mayor Strazdas reviewed a meeting he had with City Manager Larry Shaffer and Mayor Pro Tem Ansari regarding an event proposed by Councilmember Urban that would go beyond the Community Values and Diversity Proclamation. He shared the idea of having a community discussion utilizing a forum, facilitator and dialogue with three panels: Education, Business and Law Enforcement with the option of an Elected Official Panel, if needed. He noted Saturday, February 18, 2017, 9 a.m. until 12 p.m. at the Fetzer Center on the Western Michigan University Campus was proposed and explained some of the logistics.

Mayor Pro Tem Ansari entitled the meeting as "Respecting Differences" and proposed asking the Michigan Asian Pacific American Affairs Commission (MAPAAC) to co-sponsor this event since they were supposed to come to Kalamazoo on February 4, 2017, and explained that there would be just one program on February 18, 2017. He read a statement in support of Portage and the respect of Portage citizens for diversity. Mayor Strazdas proposed a working committee through the City Manager, and Councilmember Randall suggested visiting the area churches for input and participation and asked if there was a reason for choosing February 18 owing to time constraints. Discussion followed.

Councilmember Randall raised the question of whether there is a conflict with February 20th being Presidents Day, a Federal Holiday, where MAPAAC may have been available February 4, 2017, but not February 18, 2017, owing to a long holiday weekend.

Councilmember Urban took exception with the proposed venue. He made the point that a roomful of people who look like us talking to one another does not serve the purpose of "Respecting Differences" and suggested having an aggrieved Syrian family who have experienced discrimination, or Muslim girls who have been jeered at because they are wearing a hijab head covering, or a Jewish boy who is teased for wearing a Yakama and explained. He said he wanted to "put a face on it" not only for the community, but also for himself. He said for the most part Council (and the proposed participants) live a privileged life where we do not have to deal with those matters and objected to the proposal. Mayor Strazdas asked that he consider being a member of the Committee to help alter the format, but Councilmember Urban declined owing to the short amount of time before the event and his commitments. Mayor Strazdas held the discussion for a working Committee of volunteers to address.

Councilmember Randall again raised the question of whether there may be a conflict for those who observe Presidents Day on February 20th such as the schools. Discussion followed.

*** MINUTES OF BOARDS AND COMMISSIONS:** City Council received the minutes of the following Boards and Commissions:

Portage Historic District Commission of November 2, 2016.

Portage Zoning Board of Appeals of November 14, 2016.

Portage Public Schools Special and Regular of November 28, 2016.

COUNCIL COMMITTEE REPORTS:

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY: Mayor Strazdas asked Councilmembers Reid and Pearson if there was anything to add beyond the earlier discussion and they declined.

ENVIRONMENTAL HEALTH AND ADVISORY COUNCIL (EHAC): Councilmember Ford, as a Member of the Environmental Health and Advisory Council (EHAC), announced that EHAC made a recommendation to the County Commissioners to permit non-potable wells below 70 gallons per minute, and noted that the Department of Environmental Quality already has permits for larger wells.

DISCOVER KALAMAZOO: Councilmember Randall reviewed the Annual Meeting of Discover Kalamazoo. She said the Board turned over; Travel Michigan Vice President David Lorenz revealed some of the new commercials for the Pure Michigan Campaign; and shared some of the interview he had with Actor Tim Allen, who said that his voice for the commercials for the Pure Michigan Campaign has been the most rewarding activity of his career. Discussion followed.

Motion by Ansari, seconded by Ford, to receive the verbal report on the Environmental Health and Advisory Council by Councilmember Ford and the verbal report on Discover Kalamazoo from Councilmember Randall. Upon a voice vote, motion carried 7 to 0.

BID TABULATION:

*** CONTRACT APPROVAL - COMPREHENSIVE JANITORIAL SERVICES:** Motion by Reid, seconded by Randall, to approve the low bids for comprehensive janitorial services submitted by: New Fresh Cleaning Services in the annual amounts of \$5,988.00 for the Senior Center, and \$15,036.00 for the Police Division Building; and Professional Building Services in the annual amounts of \$18,729.24 for City Hall, and \$19,641.24 for the Public Services Building; both for a period of January 18, 2017 to January 17, 2018 with the option of three, one-year renewals 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.

OTHER CITY MATTERS:

PFIZER AND STRYKER REVIEW: Mayor Strazdas reviewed some of the recent major Portage economic development project news, including the \$145 million expansion of the Pfizer Main Plant Facility and the nearly \$1 billion of development planned for the next decade. Next, he indicated that the Stryker Corporation announced plans to build a \$130 million corporate campus on 288 acres in Portage, creating an estimated 105 new jobs over three years.

At the request of Mayor Strazdas, State Senator Margaret O'Brien pointed out that the Michigan Economic Development Corporation (MEDC) made several announcements today about several big projects that are proceeding statewide. She indicated that Kalamazoo County is the only Congressional District that has received two awards which speaks to the partnerships and teamwork between our community and the State. She explained the first of these awards is for the \$52.7 million project at the Exchange Building location in Downtown Kalamazoo bringing more living space, retail space and office space Downtown. When MEDC was considering these awards, both she and Representative Iden advocated for the \$1 million MEDC performance based grant received by Stryker, the \$52.7 million project at the Exchange Building and the \$6.3 million loan for Downtown. She concluded that there is nearly \$200 million being invested in the two largest communities in the County of Kalamazoo. She mentioned that MEDC specifically cited the Portage offer of a tax abatement and the Portage effort to work with the Kalamazoo County Brownfield Authority and said these efforts were critical. She thanked Council for their continued support as it makes her a better advocate for Portage when everything is lined up locally as a team. Mayor Strazdas thanked her and noted that this is probably the best Christmas present the City of Portage has ever received and reflected on the efforts of everyone associated with the process.

At the request of Mayor Strazdas, Mr. Shaffer gave credit to his excellent staff who worked hard with Southwest Michigan First and to the efforts of City Council. He recounted some of those activities and indicated that this is one of his proudest moments in Public Administration. Discussion followed.

State Senator O'Brien thanked Stryker for creating the jobs and thanked City Council for extending water and sewer at Romence Road and Centre Avenue since "You built it and they have come." Discussion followed. Mayor Pro Tem Ansari thanked Senator O'Brien for her advocacy with these projects and for her support for MAPAAC.

Councilmember Urban reflected that the water and sewer was built larger than necessary and the Milham Road infrastructure was likewise improved to four lanes with the hope and vision that the land would become available for a project such as this. Discussion followed.

STATEMENTS FROM CITY COUNCIL: Councilmember Urban wished a Happy Holiday to all as they choose to observe it, distinguished some of the various religious observances and reflected on those families that are in need, are new in town or have a language barrier asking Portage citizens to do what little they can to help out.

Councilmember Reid voiced her excitement regarding the Stryker announcement and the Pfizer plans. She indicated that she is looking forward to seeing how all of this build out is going to happen and how Portage is going to benefit from this. She wished everyone a very Happy Holiday, special times with friends and family, and a cooperative Mother Nature so driving will hopefully be safe for everyone.

Councilmember Randall said that she is very happy to hear of the Stryker announcement today. She expressed her appreciation to staff for their effort to develop this "Jewel for the State" according to Southwest Michigan First President Ron Kitchens, who couched it as one of the last undeveloped large tracts of land in the State. She said the land will be used to its highest potential, and Mr. Kitchens indicated that Portage needs to do a better job of being "shovel ready" and customer friendly by focusing on the red carpet treatment because other communities are doing that in Michigan and in other states as well. She recognized City Manager Shaffer for creating a culture and a climate so other

businesses are looking at Portage as a place to expand and noted that Portage has had an increase in commercial, industrial and residential development. She asked that the City Council look at our costs and look at lower taxes for Portage citizens. She extended Happy Holidays and a wish that everyone gets the chance to spend time with family and friends.

Councilmember Ford reflected on the excitement generated by the economic development project news, the COW Meetings where Council discussed the Tax Abatement Policy and ways to make that parcel more attractive and how great it is to have a local large corporation take advantage of that parcel. He wished everyone Happy Holidays, Merry Christmas and a Happy New Year.

Councilmember Pearson reflected on the modesty of City Manager Larry Shaffer when he said he worked nine months on the Stryker expansion, then cited the work on the \$145 million Pfizer expansion with at least one-half billion dollar plan for investment projected within the next decade. He referred to Councilmember Randall, who spoke about the residential expansion in Portage, and said everywhere you look there is development in Portage which is not only due to the economy, but also because of Mr. Shaffer and his team. He praised Mr. Shaffer saying he has energized City Hall since coming here. He said last month, City Council rated Mr. Shaffer as having exceeded expectations for all of the good things he has done using his unique talent to make things happen. Even though the vote of Council on his Performance Review was 5 to 2, Councilmember Pearson pointed out Council awarded him a two-year contract. He issued a light-hearted request that at the Council Retreat next month, that Council support the fine job Mr. Shaffer is doing. He said Council is fortunate that he accepted a two-year contract extension, and asked that Council unanimously be positive and encourage excellent leadership in 2017. He is looking forward to a productive 2017, a lot of economic development and concurred with Councilmember Randall that Council consider a lower millage for the property owners.

City Manager Shaffer wished Mayor and Council the very best this Holiday Season and said it has been a great joy and privilege to work with them during 2016.

Mayor Pro Tem Ansari expressed a special concurrence with the suggestion that Council lower the millage rate and explained. Discussion followed.

Mayor Strazdas indicated he has had the privilege of meeting regularly with the leaders of Pfizer and Stryker for the last 12 years, has seen the leadership of those two companies change, and has had the pleasure of late with Mr. Shaffer to meet with the leadership over the past couple of years to talk about and champion the City of Portage. He said he continues to assure them that this Council is fully supportive of both Pfizer and Stryker and, at their last meeting, they discussed the potential for tax relief in the form of a tax abatement. He also mentioned that he has assured Council and so many people over the last several months that in 2017 he would be strongly advocating a double reduction in the millage, one based on Central Dispatch, and one based on an increase in the tax base. Discussion followed.

MATERIALS TRANSMITTED:

*** DEPARTMENTAL MONTHLY REPORTS AND MATERIALS TRANSMITTED:**

Motion by Reid, seconded by Randall, to receive the Departmental Monthly Reports and Materials Transmitted of December 2, 2016, and December 6, 2016. Upon a roll call vote, motion carried 7 to 0.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:51 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.

**NOTES FROM THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF JANUARY 9, 2017**

Mayor Strazdas called the meeting to order at 8:58 a.m. The following Councilmembers were present: Councilmember Patricia Randall and Mayor Peter Strazdas. Councilmember Jim Pearson was present via the conference phone line. Councilmembers Claudette Reid, Richard Ford and Terry Urban and Mayor Pro Tem Ansari were absent with notice and excuse. Also in attendance were City Manager Larry Shaffer, Deputy City Manager Rob Boulis and City Clerk James Hudson.

With regard to Item F.1, Building Access and Video Surveillance, Councilmember Randall asked about the questions submitted by Councilmember Reid. City Manager Shaffer indicated a desire to research answers and respond. Recognizing these questions were submitted at 7:57 a.m., Councilmember Randall indicated she was in transit since then, did not have a chance to look at them, and would read them later.

Councilmember Pearson expressed his concern with regard to the escalating cost found in Item F.3, Household Hazardous Waste Program – Intergovernmental Cooperation. He cited the Saturday service won over by Mr. Shaffer and noted that material collection cost increased 7% and collection participation increased 9%, yet the hazardous waste collection services at the Household Hazardous Waste Center increased 28% from \$32,000 to \$41,000. He asked what the rate was for the last three years for this service where it required negotiations to get Saturday collections back; also, how much of the \$32,000 was returned or did the City have to pay extra for the service.

City Manager Shaffer deferred to Deputy City Manager Rob Boulis for affirmation and recollected that he signed a contract last year for \$31 – 32,000, that there remains a lump sum of \$16,000, and the balances are based on usage - the poundage. He noted that when he asked Public Services Director Rod Russell to put together the Budget, the projection for spending came in somewhere in the neighborhood of \$36,000. He said that this reflects their effort to anticipate increased usage and the increase in the rate per pound.

Councilmember Pearson cited that under the old system, once the Portage funds were used up, the Portage resident would be charged for service. He then mentioned the increased interest in getting rid of old CRT's and expressed his objection to charging Portage citizens because this would discourage usage. He wanted confirmation that this was no longer the case. Mr. Shaffer assured him that Portage citizens are not going to be charged. He mentioned that the CRT drop-off program sponsored by the City and Shupan and Sons had a tremendous response from the public and will be tried again. Mayor Strazdas reflected that this is a governmental agency performing a recycling function; he posed the question that as prices rise, for whatever the reasons, is there a private company that could do the work for Portage and/or the County.

Mr. Shaffer indicated that the City has a good relationship with Mr. Shupan and projected having a conversation with him on this subject. Mr. Boulis and Councilmember Randall listed some of the items they take to the Household Hazardous Waste site, and Mayor Strazdas acknowledged that there might not be a private concern that could handle a whole rainbow of items. In addition, Mr. Boulis indicated that with the single stream recycling, it was made clear that the cost of these items has really decreased, so offsetting the cost of the program has gone down, also. Mayor Strazdas concurred and noted that because of this, some of these items end up at the dump.

Mayor Strazdas made the suggestion that the Environmental Board could do some research and study the options to see how much is recycled and how much simply ends up at the dump.

Mr. Shaffer indicated that the very successful latex paint recycle effort would continue again this year, and that the oil-based paint is now being recycled, also. He gave great praise to Vern Johnson and Jennifer Kosak for running a very clean, top flight operation at the Household Hazardous Waste site. He said both of them helped out with the electronic recycling effort and the paint program, and that both are cooperative and collaborative partners.

Under Item F.4, 2017 March Board of Review, Councilmember Randall expressed a concern for the amount of time required for the three volunteers on the Board of Review, as this can be a lot of time off for someone who is employed. She said that all of the volunteers from last year indicated that they did not want to have any more consecutive days and indicated that there have been volunteers who have worked every single day in March, so Council can set the number of days, but the days add on. She expressed her understanding that there will be less appeals than there were in 2009 at the height of the manipulations by the Assessing Department; however, from last year's number to the anticipated numbers this year, if it is the same, she pondered if the time commitment was too great for some of the people who have previously served.

Mr. Shaffer indicated that all of the members of the pods met three weeks ago to discuss this plan and to get their input; furthermore, they were all 100% in favor of it and thought they could handle it which made sense from a logistical perspective. He noted that the only remaining question was which of the members wish to remain regular members and which of the members would prefer to be alternate members, so no one would feel as though they were arbitrarily cut out. He indicated that Council will hear that discussion at the Special Meeting.

Mr. Shaffer indicated that Kalamazoo County Commissioner Michael Quinn will stand down because of his new commitment. Councilmember Randall asked about new applicants and whether they would just go through the process because the membership is predisposed. Mr. Shaffer assured her that they all know that Council can make any decision it chooses, but he expressed his desire to make sure Council knew that staff had had a conversation about it, and that some members wanted to be regular members and some wanted to be alternate members. Mayor Strazdas cited some flexibility with the alternates option implying the alternatives could come in and help if there was a surge in claims. Councilmember Randall understood that there were 61 letters of appeal from concerned taxpayers and Mr. Shaffer settled on the total number of claims at 100. She expressed her concern that the homeowner is going to be more sensitive about the increase in the value of their houses with the new school millage because not everyone knows that the tax increase did not come from the City.

Mayor Strazdas suggested a communication to share with the taxpayers which agencies, elective boards who have the responsibility of raising taxes; or, which groups raised the taxes and why, as a proactive way of educating people.

In answer to Mayor Strazdas, City Clerk Jim Hudson confirmed only the Zoning Board of Appeals and the Board of Review are being considered at the Special Meeting at 5:30 p.m., January 10, 2017. He also indicated that the increase in interest is the result of a December 16, 2016 article from Tom Haroldson and an article in the *Portager*. In answer to Councilmember Randall, Mr. Hudson responded that those who

DRAFT

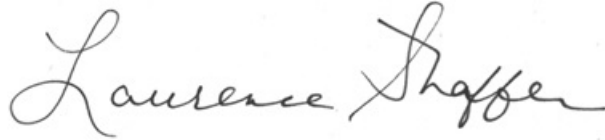
have not yet indicated that they can make it to the Special Meeting will be contacted again as a reminder before the meeting.

ADJOURN: Mayor Strazdas adjourned the meeting at 9:17 a.m.

James Hudson, City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of January 10, 2017 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 December 4, 2016 through December 18, 2016 and notes \$416,957.02 in automated clearing house payments, \$747,498.52 in paper checks and \$58,302.08 in auto-pay payments for a grand total of \$1,222,757.62.

FUNDING: N/A

Attachments: 1. Check Register

ACCOUNTS PAYABLE REGISTER
Check Dates From: 12/4/2016 To: 12/18/2016

Check Date	Check	Vendor Name	Amount
12/08/16	6058(A)	CAPSTONE HOME IMPROVEMENT, LLC	16,403.00
12/08/16	6059(A)	EKLOV, ERICA	199.39
12/16/16	6060(A)	A NEW LEAF	170.00
12/16/16	6061(A)	ACCESS EMPLOYER STAFFING SERVICES	7,702.63
12/16/16	6062(A)	ADVANTAGE ROOFING, INC.	629.00
12/16/16	6063(A)	ALL CITY MANAGEMENT SERVICES, INC.	2,181.06
12/16/16	6064(A)	ALRO STEEL CORPORATION	3,395.97
12/16/16	6065(A)	AMERICAN SAFETY & FIRST AID	111.71
12/16/16	6066(A)	ANALYTICAL TESTING & CONSULTIN	1,050.00
12/16/16	6067(A)	ANIMAL REMOVAL SERVICE, LLC	735.00
12/16/16	6068(A)	APOLLO FIRE EQUIPMENT COMPANY	900.48
12/16/16	6069(A)	BELL EQUIPMENT COMPANY	20,188.00
12/16/16	6070(A)	BILL'S LOCK SHOP, INC.	1,500.00
12/16/16	6071(A)	BRENNER OIL CO.	19,636.57
12/16/16	6072(A)	BROWNELL'S INCORPORATED	567.05
12/16/16	6073(A)	C D W GOVERNMENT, INC.	9,857.44
12/16/16	6074(A)	C D W GOVERNMENT, INC.	7,767.13
12/16/16	6075(A)	C T S TELECOM, INC.	2,915.05
12/16/16	6076(A)	CLEAN EARTH ENVIRONMENTAL SERV	1,168.00
12/16/16	6077(A)	CROWN TROPHY	240.00
12/16/16	6078(A)	DATA CONSTRUCTS LLC	97.95
12/16/16	6079(A)	DELTA DENTAL PLAN OF MICHIGAN	18,014.21
12/16/16	6080(A)	DEPATIE FLUID POWER CO., INC.	2,840.73
12/16/16	6081(A)	DIAMOND CONCRETE SAWING	1,015.60
12/16/16	6082(A)	EG WORKFORCE SOLUTIONS	1,465.94
12/16/16	6083(A)	ENGINEERED PROTECTION SYSTEMS, INC.	228.00
12/16/16	6084(A)	FERRELLGAS, LP	36.00
12/16/16	6085(A)	FURRY, WILLIAM	547.00
12/16/16	6086(A)	GLOBAL EQUIPMENT CO., INC.	614.65
12/16/16	6087(A)	GLOBAL TELEMATIC SOLUTIONS LLC	625.00
12/16/16	6088(A)	GRIFFIN PEST SOLUTIONS, INC.	260.00
12/16/16	6089(A)	INDUSCO SUPPLY CO., INC.	195.17
12/16/16	6090(A)	JAROTH, INC	303.00
12/16/16	6091(A)	KAHN, WILMA	312.00
12/16/16	6092(A)	KENDALL ELECTRIC, INC.	54.47
12/16/16	6093(A)	KUSHNER & COMPANY, INC.	540.19
12/16/16	6094(A)	LANDS END	228.45
12/16/16	6095(A)	LAWSON PRODUCTS, INC	944.24
12/16/16	6096(A)	LOWE'S HOME CENTER	408.90
12/16/16	6097(A)	MAURER'S TEXTILE RENTAL SERVICES	650.12
12/16/16	6099(A)	MEJEUR ELECTRIC LLC	4,909.00
12/16/16	6100(A)	NEW FRESH CLEANING SERVICE	1,636.00
12/16/16	6101(A)	OMM ENGINEERING, INC.	20,012.00
12/16/16	6102(A)	PECKELS, CHRISTINE	300.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 12/4/2016 To: 12/18/2016

Page 2 of 5

Check Date	Check	Vendor Name	Amount
12/16/16	6103(A)	PEOPLEFACTS, LLC 740303	16.67
12/16/16	6104(A)	PREMIER TRUCK SALES & RENTAL, INC.	76,800.00
12/16/16	6105(A)	R C M HEADSETS/R C M & ASSOC.	107.00
12/16/16	6106(A)	RIDGE AUTO NAPA	2,876.35
12/16/16	6108(A)	RIETH-RILEY CONSTRUCTION CO., INC	112.18
12/16/16	6109(A)	S B F ENTERPRISES, INC.	751.83
12/16/16	6110(A)	SEAMLESS GUTTER MASTERS	1,993.00
12/16/16	6111(A)	SECANT TECHNOLOGIES	2,122.00
12/16/16	6112(A)	SIMPLIFILE LLC	82.00
12/16/16	6113(A)	SNELL, DEBRA	240.00
12/16/16	6114(A)	SUBURBAN MECHANICAL	208.00
12/16/16	6115(A)	SUEZ WATER ENVIRONMENTAL SERVICES	167,775.40
12/16/16	6116(A)	THE IRRIGATOR	125.00
12/16/16	6117(A)	TOO CLEAN JANITORIAL	1,290.00
12/16/16	6118(A)	VANCE OUTDOORS, INC.	3,662.00
12/16/16	6119(A)	VANDERVEEN, LAUREN	85.00
12/16/16	6120(A)	VISION SERVICE PLAN (OH)	2,163.86
12/16/16	6121(A)	WESTERN MICHIGAN INT'L TRUCKS	228.89
12/16/16	6122(A)	WINDER POLICE EQUIPMENT, INC.	109.39
12/16/16	6123(A)	WOLVERINE POWER SYSTEMS	1,604.90
12/16/16	6124(A)	XEROX CORPORATION	1,047.45
	SUBTOTAL:	65 CHECKS	416,957.02
12/16/16	300765	A T & T	2,613.44
12/16/16	300766	A T & T	10,449.84
12/16/16	300767	ACCESS EMPLOYER STAFFING SERVICES	9,823.82
12/16/16	300768	ADP, INC.	2,191.01
12/16/16	300769	ALICE TRAINING INSTITUTE	595.00
12/16/16	300770	ALLEGRA PRINT & IMAGING	554.60
12/16/16	300771	AMERICAN HOIST AIR & LUBE EQUIP INC	1,975.00
12/16/16	300772	AMERICAN PLANNING ASSOCIATION	658.00
12/16/16	300773	ANY CUTTING & WELDING	1,990.00
12/16/16	300774	APCO INTERNATIONAL	92.00
12/16/16	300775	ATTORNEY'S TITLE AGENCY	124.69
12/16/16	300776	B L HARROUN & SON INC.	5,646.99
12/16/16	300777	BALKEMA EXCAVATING, INC.	62,162.19
12/16/16	300778	BESCO WATER TREATMENT, INC.	51.75
12/16/16	300779	BEST AIRE COMPRESSORS, INC.	980.49
12/16/16	300780	BEST WAY DISPOSAL, INC.	44,876.54
12/16/16	300781	BLUE CROSS/BLUE SHIELD OF MICH	127,377.78
12/16/16	300782	BOMMERSCHEIM WINDOW & DOOR LLC	9,362.00
12/16/16	300783	BRINK'S, INC	294.14
12/16/16	300784	CABELA'S, INC.	179.80
12/16/16	300785	CAMPBELL AUTO SUPPLY	155.94

ACCOUNTS PAYABLE REGISTER
Check Dates From: 12/4/2016 To: 12/18/2016

Check Date	Check	Vendor Name	Amount
12/16/16	300786	CARLETON EQUIPMENT CO.	3,470.87
12/16/16	300787	CARTRIDGE WORLD	3,320.54
12/16/16	300788	CBCS	23.75
12/16/16	300789	CHARTER COMMUNICATIONS	629.33
12/16/16	300790	CHICAGO TITLE OF MICHIGAN, INC.	150.00
12/16/16	300791	CITY OF KALAMAZOO (PUBLIC SAF)	5,000.00
12/16/16	300792	CITY OF KALAMAZOO TREASURER	221,108.76
12/16/16	300793	CLARK HILL	3,700.00
12/16/16	300794	CLARK, RONALD	60.00
12/16/16	300795	CLEANIT CORP	171.00
12/16/16	300796	COLLIER, MICHAEL	60.00
12/16/16	300797	CONSUMERS CREDIT UNION	381.04
12/16/16	300798	CONSUMERS ENERGY	35,290.65
12/16/16	300799	CSM SERVICES	4,228.80
12/16/16	300800	DODSON, JOANN	500.00
12/16/16	300801	DUTCH VALLEY FOOD DISTRIBUTORS, INC	41.11
12/16/16	300802	EMERGENCY VEHICLE PRODUCTS	361.51
12/16/16	300803	ENGINEERING SUPPLY & IMAGING	140.05
12/16/16	300804	FARM N GARDEN	13,000.00
12/16/16	300805	FIDLAR ONLINE	775.33
12/16/16	300806	FIRST IMAGE	80.00
12/16/16	300807	GORDON WATER SYSTEMS	88.25
12/16/16	300808	GRAHAM FORESTRY SERVICE, INC.	368.00
12/16/16	300809	HASKINS, JOHN	50.00
12/16/16	300810	HOME ACRES BUILDING SUPPLY CO.	113.99
12/16/16	300811	HOME DEPOT	1,439.64
12/16/16	300813	HURLEY & STEWART, LLC	13,583.68
12/16/16	300814	INCODE CORP	930.00
12/16/16	300815	J J KELLER & ASSOCIATES, INC.	1,835.00
12/16/16	300816	J-AD GRAPHICS, INC	2,161.00
12/16/16	300817	JAYBEE SIGNS	500.00
12/16/16	300818	K C E D	35.00
12/16/16	300819	KAL HUMAN RESOURCE MGT ASSOC	110.00
12/16/16	300820	KALAMAZOO AREA TRANSPORTATION STUDY	825.00
12/16/16	300821	KALAMAZOO COUNTY TREASURER	1,467.50
12/16/16	300822	KALAMAZOO LANDSCAPE SUPPLIES	942.50
12/16/16	300823	KALAMAZOO SPORTSWEAR	497.50
12/16/16	300824	KAR LABORATORIES	20.00
12/16/16	300825	KENT COUNTY DPW	90.00
12/16/16	300826	KLINE, MICHAEL	60.00
12/16/16	300827	KUIPER BROTHERS MOVING INC.	188.00
12/16/16	300828	KZOO TIRE COMPANY	230.60
12/16/16	300829	LACOSTA FACILITY SUPPORT SERVICES	3,465.79
12/16/16	300830	LEXISNEXIS RISK SOLUTIONS	150.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 12/4/2016 To: 12/18/2016

Check Date	Check	Vendor Name	Amount
12/16/16	300831	LIFELOC TECHNOLOGIES, INC.	70.00
12/16/16	300832	LOEBIG, ELIZABETH	199.00
12/16/16	300833	LYSTER EXTERIORS	1,030.00
12/16/16	300834	MCDONALD'S TOWING & RESCUE, INC.	30.00
12/16/16	300835	MCNALLY ELEVATOR CO.	126.15
12/16/16	300836	MENARDS, INC	11,805.47
12/16/16	300837	MICH MUNICIPAL POLICE & FIRE REPAIR	964.41
12/16/16	300838	MICHIGAN ASSESSOR ASSOCIATION	75.00
12/16/16	300839	MICHIGAN DEPARTMENT OF LICENSING	50.00
12/16/16	300840	MICHIGAN EMERGENCY MANAGEMENT ASSOC	50.00
12/16/16	300841	MICHIGAN STATE POLICE	40.00
12/16/16	300842	MICHIGAN STATE POLICE	50.00
12/16/16	300843	MICHIGAN STATE POLICE	40.00
12/16/16	300844	MICHIGAN STATE POLICE	50.00
12/16/16	300845	MICHIGAN STATE POLICE	40.00
12/16/16	300846	MISS DIG SYSTEM, INC.	2,598.54
12/16/16	300847	MLIVE MEDIA GROUP	1,746.91
12/16/16	300848	MOORE, LARRY	371.00
12/16/16	300849	MORRIS ROSE AUTO PARTS, INC.	125.00
12/16/16	300850	MPARKS	750.00
12/16/16	300851	MULDER'S MOVING AND STORAGE	1,912.50
12/16/16	300852	MULDERS LANDSCAPE SUPPLIES INC	17,518.00
12/16/16	300853	NATIONS TITLE AGENCY OF MI	96.88
12/16/16	300854	NYE UNIFORMS	1,364.28
12/16/16	300855	OFFICE DEPOT, INC.	1,033.46
12/16/16	300858	OMEGA RAIL MANAGEMENT, INC.	515.77
12/16/16	300859	PARIS CLEANERS	966.80
12/16/16	300860	PEERLESS-MIDWEST, INC.	10,240.00
12/16/16	300861	PET VET FAMILY PET CARE CENTER	182.70
12/16/16	300862	PHILLIPS, KIMBERLY	85.38
12/16/16	300863	POLK & COMPANY, R L	914.00
12/16/16	300864	RATHCO SAFETY SUPPLY, INC.	219.00
12/16/16	300865	RENEWED EARTH, INC.	7,916.66
12/16/16	300866	REPUBLIC SERVICES OF WEST MICHIGAN	608.01
12/16/16	300867	S B F ENTERPRISES, INC.	2,174.48
12/16/16	300868	SANDERSON DEHAAN IRRIGATION	1,450.00
12/16/16	300869	SECURALARM SYSTEMS, INC.	8,166.00
12/16/16	300870	SET ENVIRONMENTAL INC	3,965.00
12/16/16	300871	STAP BROS LAWN & LANDSCAPE, INC	1,740.00
12/16/16	300872	STATE OF MICHIGAN (DOT)	1,083.48
12/16/16	300873	STATE SYSTEMS RADIO, INC	1,923.45
12/16/16	300874	STEENSMA LAWN & POWER EQUIPMENT	284.65
12/16/16	300875	SYNTECH INC.	2,624.50
12/16/16	300876	TODD ARBANAS ENTERPRISES INC.	3,100.00

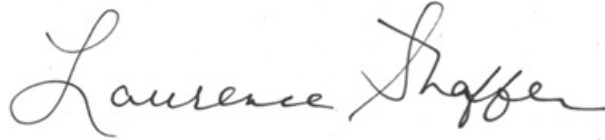
ACCOUNTS PAYABLE REGISTER
Check Dates From: 12/4/2016 To: 12/18/2016

Check Date	Check	Vendor Name	Amount
12/16/16	300877	TRACTOR SUPPLY CORP.	295.24
12/16/16	300878	TRUGREEN PROCESSING	638.40
12/16/16	300879	U S POSTAL SERVICE	3,000.00
12/16/16	300880	UNITED PARCEL SERVICE	19.25
12/16/16	300881	UNIVERSAL TOOL INC.	491.00
12/16/16	300882	VANECK, DEBRA	100.00
12/16/16	300883	VANGUARD FIRE & SUPPLY CO., INC.	145.50
12/16/16	300884	VERIZON WIRELESS SERVICES, LLC	2,116.27
12/16/16	300885	XAVUS SOLUTIONS	1,300.00
12/16/16	300886	XYLEM DEWATERING SOLUTIONS, INC.	42,297.17
12/16/16	300887	YEO & YEO	3,000.00
	SUBTOTAL:	120 CHECKS	747,498.52
12/05/16	4158	SENIOR CENTER CREDIT CARD PAYMENT	5,220.92
12/09/16	4202	CITY WATER-SEWER AUTO-PAY PAYMENT	13,293.12
12/12/16	4220	CONSUMERS AUTO-PAY PAYMENT	250.95
12/13/16	4203	CONSUMERS AUTO-PAY PAYMENT	5,768.62
12/15/16	4219	CONSUMERS AUTO-PAY PAYMENT	14,958.47
12/15/16	4154	ATTORNEY MONTHLY RETAINER PAYMENT	18,810.00
	SUBTOTAL:	6 CHECKS	58,302.08
	GRAND TOTAL:	191 CHECKS	1,222,757.62

** (A) DENOTES ACH PAYMENTS

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, subsequent to the public hearing, adopt Special Assessment Resolution No. 5 for the Chopin Avenue and Mozart Street Water Main Project #317-W, confirming the Special Assessment Roll.

Attached is Special Assessment Resolution No. 5 for the Chopin Avenue and Mozart Street Water Main Project #317-W. Previous City Council action relating to this project includes:

- On November 1, 2016, City Council adopted Resolution No. 1 for this project, accepted the City Manager reports dated November 1, 2016, and requested preparation of Resolution No. 2.
- On November 15, 2016, City Council adopted Resolution No. 2 for this project, setting a public hearing of necessity on December 6, 2016.
- On December 6, 2016, following the public hearing, City Council adopted Resolution No. 3, on the necessity of the project, directing the preparation of the Assessment Roll.
- On December 20, 2016, City Council adopted Resolution No. 4, setting a public hearing on the Assessment Roll for January 10, 2017.

Therefore it is recommended that City Council adopt Special Assessment Resolution No. 5 for the Chopin Avenue and Mozart Street Water Main Project #317-W, confirming the Special Assessment Roll.

FUNDING: The improvements are funded in the Fiscal Year 2016-2017 Capital Improvement Program by the utilization of special assessment bonds and city-share bonds as appropriate.

Attachments:

1. Assessment Roll for 317-W
2. Resolution No. 5

Chopin Avenue & Mozart Street Water Main Project - District No. 317-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
HOLLISTER, BRAD & JOHNSON, KYLIE	2504 CHOPIN AVE	04801-028-O	401	R-1B	96.59	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
MONTANYE II, STEPHEN S	2514 CHOPIN AVE	04802-043-O	401	R-1B	80.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
MURRAY, SARAH A	2515 CHOPIN AVE	04802-056-O	401	R-1B	83.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
FREDERICK, PAUL & MARY TRUST	2520 CHOPIN AVE	04802-044-O	401	R-1B	80.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
IGNELZI, MARCIA	2521 CHOPIN AVE	04802-055-O	401	R-1B	83.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
KUIPER, CLARENCE H & S A	2528 CHOPIN AVE	04802-045-O	401	R-1B	80.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
THELEN, MARK M & KELLY J	2529 CHOPIN AVE	04802-054-O	401	R-1B	83.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
DAVIDSON, JUDITH A	2604 CHOPIN AVE	04802-046-O	401	R-1B	80.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
PETERSON, TODD D & C E	2607 CHOPIN AVE	04802-053-O	401	R-1B	83.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
DAHLINGER, MARTHA L	2612 CHOPIN AVE	04802-047-O	401	R-1B	80.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
ALTERMATT, ANNA	2615 CHOPIN AVE	04802-052-O	401	R-1B	83.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
SHELNER, EARLE II & PAULA	2620 CHOPIN AVE	04802-048-O	401	R-1C	80.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
ULLEMEYER, NORMAN J - TRUSTEE	2623 CHOPIN AVE	04802-051-O	401	R-1B	83.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
SMITH, RICHARD A JR - TRUSTEE	2628 CHOPIN AVE	04802-049-O	401	R-1C	80.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
BIGELOW, W A & E	2631 CHOPIN AVE	04802-050-O	401	R-1B	83.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
CORY, REBECCA L	2704 CHOPIN AVE	00032-205-O	401	R-1C	80.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
SIMS, NICOLAS T & SUSANNAH	2711 CHOPIN AVE	00032-212-O	401	R-1C	112.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
GREENWOOD, DANIEL F	2712 CHOPIN AVE	00032-210-O	401	R-1C	64.61	64.61	\$38.77	\$2,504.93	1,235.00	\$3,739.93
SCHNEIDER, KYLE D & ANGELS	2720 CHOPIN AVE	00032-211-O	401	R-1C	68.00	68.00	\$38.77	\$2,636.36	1,235.00	\$3,871.36
SCHUG, JOSEPH L & KAREN E	9944 MOZART ST	00029-475-O	401	R-1B	133.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
JAIME, SARA K	9946 MOZART ST	00029-420-D	401	R-1C	33.00	33.00	\$38.77	\$1,279.41	1,235.00	\$2,514.41
JOHNSON, JASON L & FRANCES L	10005 MOZART ST	04801-027-O	401	R-1B	73.33	73.33	\$38.77	\$2,843.00	1,235.00	\$4,078.00
MCDADE, AUGUSTUS E & S C	10013 MOZART ST	04801-026-O	401	R-1B	80.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
BAY, MARTHA J & BRIAN R	10019 MOZART ST	04801-025-O	401	R-1B	80.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
MARTIN, EDWIN W & D J	10022 MOZART ST	04801-029-O	401	R-1B	132.00	80.00	\$38.77	\$3,101.60	1,235.00	\$4,336.60
25 Properties					2,093.53	1,918.94				105,272.30

Updated 12-09-16 MRR

ASSESSOR\Special Assessments\2016\317-W Chopin Ave

**CITY OF PORTAGE
SPECIAL ASSESSMENT RESOLUTION NO. 5
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 _____, 2017 at 7:30 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and seconded by:

Councilmember: _____.

WHEREAS, the City Council of the City of Portage, Kalamazoo County, Michigan, after due and legal notice has reviewed the Special Assessment Roll No. 317-W prepared for the purpose of defraying the costs of the following described 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.

WHEREAS, the cost of said improvement is \$320,000, the share of the Special Assessment District is \$105,272, and the share of the City-at-Large is \$214,728.

WHEREAS, the City Council deems said Special Assessment Roll to be fair and equitable, and the assessments recorded therein to be in proportion to the benefits derived or to be derived;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. That the City's share of said improvement, in the amount of \$214,728.00, is hereby confirmed and payment of the same shall be determined at a later date.

2. That said Special Assessment Roll No. 317-W in the amount of \$105,272 as prepared, filed and presented to the City Council, may be and the same hereby is confirmed.

3. That said Special Assessment Roll shall be divided into twenty (20) equal installments, the first installment to be due August 1, 2017 to August 31, 2017, inclusive. The remaining nineteen (19) installments, with accrued interest thereon, shall be due and payable August 1st to August 31st each year thereafter and shall be spread upon the City tax roll for the year in which the same becomes due and payable. No interest shall be charged on the first installment or on the total amount if paid in full by August 31, 2017. On September 1, 2017, interest at a rate not to exceed one percent (1%) above the average interest cost on the bonds sold to finance the improvements shall begin on the deferred installments and any unpaid balance of the first installment.

4. The assessments made in said Special Assessment Roll are hereby ordered and directed to be collected and City Clerk shall deliver said Special Assessment Roll to the City Treasurer with his warrant attached commanding the Treasurer to collect the assessments therein in accordance with the direction of this resolution with respect thereto, and the Treasurer is directed to collect the amounts assessed as the same become due.

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

YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

RESOLUTION DECLARED ADOPTED:

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 _____, 2017, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed my official signature this _____ day of _____, 2017.

James R. Hudson
City Clerk

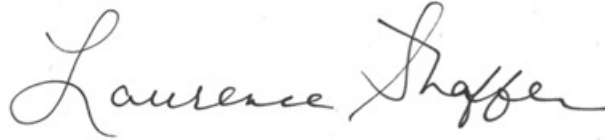
PREPARED BY:
Randall L. Brown
Portage City Attorney
1662 East Centre Avenue
Portage, Michigan 49002

Approved as to Form:
Date: 12/29/16
By: [Signature]
City Attorney

\\jody-pc\zdrive\Jody\PORTAGE\SPECIAL\SPEC #5.317W.docx

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Building Access and Video Surveillance Infrastructure Upgrade

SUPPORTING PERSONNEL: Devin Mackinder, Director of Technology Services
Richard White, Director of Public Safety - Police / Fire Chief
Rod Russell, Director of Public Services
Kendall Klingelsmith, Director of Parks, Recreation and Senior Citizen Services
Vicki Georgeau, Director of Community Development
W. Christopher Barnes, Director of Transportation & Utilities

ACTION RECOMMENDED: That City Council approve:

1. the purchase and installation services of a building access and video surveillance system at a cost of \$280,000 and
2. a five-year service contract in the annual amount of \$53,400, from Engineered Protection Services, Incorporated;

and authorize the City Manager to execute all documents related to this action on behalf of the city.

Over the past 20 years, the City Administration constructed a significant building access and video surveillance infrastructure to provide selective access and monitor various municipal facilities. Electronic access and / or video surveillance systems are currently deployed at:

- City Hall - Treasury window where cash is processed and held and the Technology Services Department where the city's primary technology infrastructure is stored.
- Department of Public Safety where security of weapons and ammunition is paramount and where sensitive and confidential information is stored.
- Public Services Facility where cash is handled and retained, and where expensive equipment is secured.
- City parks, including Ramona Park Beach House where cash is handled and retained, and other park locations where public safety or damage to city property is a concern.

Due to age, most of this infrastructure is now unsupported and portions of the system have been inoperable for several years. Additionally, the system was constructed over many years, utilizing six different vendor systems. Portions of the infrastructure are currently unsupported as most of the

vendors are no longer in business and some of the systems that were installed are no longer offered.

In light of these conditions, the Technology Services Department extensively researched options for replacement and upgrade of the current building access and video surveillance infrastructure with a modern and consolidated system to continue to provide added security to sensitive public areas. Using input from department heads and a recent building safety survey conducted by the Department of Public Safety, several options were reviewed. Specific requirements for the new system include: event tagging; automatic recording and alerting; consolidated and scalable, enhanced audio/video components; high-speed feeds; nighttime recording; non-proprietary video sharing; remote monitoring and configuring and tiered key-card creation and rights-management administration software. As a result of this research, a new comprehensive building access and video surveillance infrastructure was designed to upgrade the entire existing infrastructure and add a certain number of cameras and door locks as necessary. The new system will:

- Provide real-time video camera surveillance / recording of specified areas.
- Provide electronic access points at all main entrance doors and certain secondary interior doors, drastically reducing the number of physical keys that need to be distributed, replaced and returned.
- Allow the use of employee key fobs or badges that can be remotely configured based on the employee's access needs.
- Store video footage for a specific time period and share that video as needed / requested.

One of the six systems that makes up the current city building access and video surveillance infrastructure is provided and maintained by Engineered Protection Systems, Incorporated (EPS) – a local company in good standing with the city. The EPS system, a video surveillance system, is currently deployed at the Treasury window in City Hall, the front desk area at the Public Services Building and the Ramona Park Beach House. In addition to meeting all city requirements, the EPS system has worked flawlessly and the ongoing professional maintenance services provided by EPS has been outstanding. Since the proven EPS system is already in place and can be expanded as the city requires, EPS was requested to provide a proposal to replace the entire current building access and video surveillance infrastructure. In order to ensure the system remains in excellent working condition, EPS was also asked to provide a five-year system maintenance and support contract.

EPS submitted a proposal in the amount of \$280,000, which includes \$125,400 of professional services for system configuration, installation and testing and \$154,600 for equipment, consisting of all video surveillance and access control hardware and software components and cabling. EPS received preferred vendor pricing through their wholesale security equipment supplier, ADI Global Distribution. The new system will consolidate all six disparate systems deployed at 21 locations throughout the city, upgrade all coaxial cable to Ethernet and connect the entire infrastructure to Public Safety Dispatch.

In order to ensure the new system is maintained properly, a five-year service maintenance and support agreement with EPS in the annual amount of \$53,400 is recommended. Services provided under the agreement include: replacement of all 693 pieces of equipment, software upgrades, semi-annual inspections, labor and service calls.

EPS is a reputable local company with extensive experience in building access and video surveillance systems design, installation, monitoring and training. Satisfied customer references include Van Buren County, Kalamazoo Public Schools, Grand Rapids Schools, Northwestern Michigan College and Great Lakes Energy. EPS has also provided outstanding maintenance and support of the after-hours Senior Center fire alarm system. Due to the desire to encapsulate all of the city security systems under a single vendor and with EPS noted as a specialized professional security vendor, the requirements under Section 2-172 of the Code of Ordinances have been met.

It is recommended that City Council approve the purchase and installation services of a building access and video surveillance system at a cost of \$280,000 and a five-year maintenance agreement in the annual amount of \$53,400 to Engineered Protection Services and authorize the City Manager to execute all documents related to this action.

FUNDING: Funds are budgeted and available in the Fiscal Year 2016-2017 Capital Improvement Program and Cable Access budgets. Future Technology Services departmental budgets will support the annual maintenance agreement fee.

Attachments: 1. System Installation Locations and Investment

System Installation & Service Locations

Location	Access	Video
Head-End Software & Equipment	✓	✓
Lakeview	✓	✓
Trailhead North	✓	✓
Schrier Park	✓	Existing
South Westnedge & Portage Skate Park	✓	✓
Romona Park	✓	✓
Portage Police Department	✓	✓
Oakland Drive	✓	✓
Millennium Park	✓	✓
Lexington-Green	✓	✓
Haverhill Park	✓	✓
Portage City Hall	✓	✓
Bicentennial Park	✓	✓
Celery Flats Int. Building	✓	✓
Fire Station #1	✓	Existing
Fire Station #2	✓	X
Fire Station #3	✓	X
Harbors West Park	✓	✓
West Field Park	✓	✓
West lake Nature Preserve	✓	✓
Portage Department of Public Safety	✓	✓





Since 1955

City of Portage Investment

Total Investment:	Installation	Monthly Rate
	\$280,000.00	\$4,450.00

**The City of Portage is Sales Tax exempt*

Service Agreements

With an EPS network of security solutions, the City of Portage service agreement will prove extremely beneficial. City of Portage can expect priority response by EPS Security technicians; and the maintenance, repair and replacement of any and all equipment that faults do to normal causes.

Video Surveillance

- Routine bi-annual inspection, cleaning, focusing of all video cameras for functionality or damage.
- Ongoing Exacq software support with system updates, hot-fixes and patches.
- New feature upgrades to the software providing additional functionality and resources.
- Video server system performance evaluations, calibrations and adjustments.
- Routine service performed by licensed and factory trained technicians.
- Thorough documentation confirming test completion and results.

Alarm & Access Control

- Maintenance, repair and replacement on alarm system components that fail under normal conditions
- A functional test using specialized tools which detect malfunctions that would otherwise go unnoticed
- Adjustments and calibration of the EPS Security System.
- System performance evaluations
- Priority response on service issues
- Thorough documentation confirming test completion and results

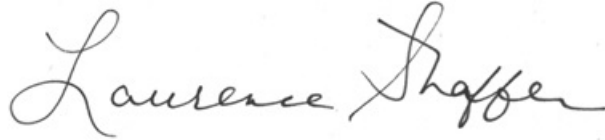
Central Station Monitoring

Our Central Station is West Michigan's only state-licensed and Underwriter's Laboratory (UL)-listed, and it is just one of 9 in the entire US to be UL-Listed, Factory Mutual (FM)-approved, and Five Diamond Certified with the Central Station Alarm Association (CSAA).



TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Website Rebuild Project - Professional Services

SUPPORTING PERSONNEL: Devin Mackinder, Director of Technology Services
Mary Beth Block, Assistant to the City Manager

ACTION RECOMMENDED: That City Council approve the city website rebuild project with professional development services provided by CivicPlus to include:

1. a one-time amount of \$49,500 for the rebuild and;
2. annually-renewable maintenance and support in the amount of \$5,000 per year, with a five percent increase beginning in year three,

and authorize the City Manager to execute all documents related to this action on behalf of the city.

The city website serves as a primary communications method between Portage city government and the community. The city website was visited by residents more than 250,000 times in 2015 to access information or take advantage of the numerous online applications. Moreover, website visits have consistently increased since 2002, indicating the growing importance of a continued investment in this vital resource.

While website updates are applied annually, major rebuilds are required periodically in order to keep pace with modern features. Since 2002, the city website has been rebuilt two times with the last major rebuild occurring in 2011 on a platform no longer capable of supporting modern applications or allowing responsive design as used by mobile devices. The cost of each of the two city website rebuilds was between \$45,000 and \$50,000, and did not include ongoing maintenance, training or upgrades. Previous website rebuilds also required the combined services of website designers, developers and back-end content management platform developers.

In order to reduce the frequency of website rebuilds and corresponding costs, the Technology Services Department researched municipal website providers that provided all the necessary professional design, programming and content management services required to develop an improved website on a modern platform that can accept new features and applications that become available. Additionally, Technology Services desired a municipal website provider that could provide ongoing maintenance and training services.

CivicPlus, Revize and ezTask were identified as potentially capable providers for the professional

services required. After thoroughly reviewing each of the three proprietary vendor systems and professional service offerings, CivicPlus was identified as the only vendor able to provide all of the desired professional services at a low cost similar to the previous three website rebuilds, plus the ability to offer additional cost-saving options.

The CivicPlus website rebuild proposal of \$49,500 includes:

- update of existing applications
- new responsive design for mobile devices
- 12 new applications to enhance citizen engagement, transactions and transparency
- rebuild of the internal city intranet site (estimated \$15,000 value)
- no-cost rebuild of the external city website after 48 months of continuous service (\$45,900 value)
- professional services support (consulting, project management, programming, graphic design, content development, server and network setup and content management platform).

Plus, the proposal includes ongoing website maintenance, training and feature enhancements for an annual fee of \$5,000. The entire cost of the project is provided as part of the General Services Administration special government pricing program, which meets the requirements of Section 2-171 of the Code of Ordinances.

More than 2,400 local governments currently utilize CivicPlus for website services including East Lansing, Michigan; Irving, Texas and Spartanburg County, South Carolina. CivicPlus was recognized as one of the top 100 technology companies by GovTech and is a five-time honoree by Inc. Magazine as one of the fastest growing companies in the local government technology sector.

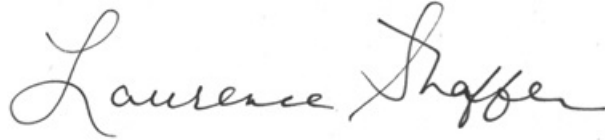
Therefore, it is recommended that City Council approve the contract for the city website rebuild project to CivicPlus in a one-time amount of \$49,500 for the rebuild and also approve the annually-renewable maintenance and support in the amount of \$5,000 per year with a five percent increase beginning in year three and authorize the City Manager to execute all documents related to this action.

FUNDING: Funds are budgeted and available in the Fiscal Year 2016-17 Cable Access Fund.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Household Hazardous Waste Program - Intergovernmental Cooperation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: That City Council approve a contract with Kalamazoo County to provide hazardous waste collection services at the Household Hazardous Waste Center for Portage residents for the 2017 calendar year in the amount of \$41,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

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

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

The collection program in general provides for three drop-off days per week and ten Saturdays per year. Last year, the contracted amount with the County was \$32,000, however, resident participation was greater than expected. Accounting for the continued increase in resident participation for 2017, as well as a noted price increase for material collection from 0.60 cents per pound to 0.64 cents per pound, the contracted amount for 2017 will be \$41,000. This is expected to be sufficient to address the costs associated with the HHW contract for January 1, 2017 through December 31, 2017 with the 9% increase in resident participation.

It is recommended that City Council approve a contract with Kalamazoo County to provide hazardous waste collection services at the Household Hazardous Waste Center for Portage residents during the 2017 calendar year in the amount of \$41,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds for the first six months of the contract are budgeted and available in the Fiscal Year 2016-2017 budget and funds for the remainder of the contract will be included in the Fiscal Year 2017-2018 budget.

Attachments: 1. HHW Agreement



**KALAMAZOO COUNTY
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

Promoting Health For All

Household Hazardous Waste

December 9, 2016

Dear HHW Center Contract Partner:

Please find attached the contract for services for the 2017 calendar year. In 2016, the amount of funding allotted by your municipality was \$ 32,000. When making allotments for 2017, please consider the following items:

1. The contract with ERG Environmental Services has been extended for another year and disposal costs increased from \$0.60/pound to \$0.64/pound.
2. The contract with Valley City has been extended for 2017 and the fees for recycling electronic waste were not increased. In the past, electronic recycling costs were extremely low because all the components were in demand. However, more CRT glass as well as plastic is being collected than is being re-used so there remains a high cost for recycling CRT monitors and TVs.
3. Operation costs for 2017 will be billed and subtracted in January from the funding allotment you provide. The remainder of the allotment is used for disposal costs and is billed to you each quarter. Participation has continued to steadily increase which in turn increases disposal costs. We recommend an increase in your 2017 allotment to prevent running out of funds later in the year. Remember, the County does not actually hold any of the allotment. If there is unused funding at the end of 2017, that money remains with your municipality.

We look forward to another successful year of collections and working with your municipality toward the common goal of groundwater protection and landfill use reduction.

Sincerely,

Jennifer Kosak, REHS
Facility Manager
Kalamazoo County Household Hazardous Waste Center
269-383-8741
jlkosa@kalcounty.com



**AMENDMENT #1 TO THE AGREEMENT
BETWEEN THE COUNTY OF KALAMAZOO
BY AND THROUGH ITS HEALTH AND COMMUNITY SERVICES DEPARTMENT

AND

CITY OF PORTAGE**

The County of Kalamazoo and City of Portage having previously entered into an AGREEMENT dated February 2, 2016, for the purpose of providing household hazardous waste disposal services; said AGREEMENT being for the period January 1, 2016 through December 31, 2016; do now hereby approve and agree to amend the existing AGREEMENT as follows:

a) **Section C. FINANCIAL REQUIREMENTS**

1. Under the terms of this Agreement, the MUNICIPALITY will provide funding to a maximum amount of \$ 41,000 (C.1.) to the County for services at the HHW Center. Of this total, the following allocations will be made:
 2. a. \$16,009.00 of the total amount in C.1. will be invoiced in January of 2017 for operating costs. This amount equates to a per household equivalent participation rate of \$7.00 (20% of operational costs) applied to 2015 household equivalent participation volume. Operational costs are non-refundable regardless of actual participation at the HHW Center and shall be paid in full within thirty (30) days of receipt of HCS FMA billing invoice.
 - b. \$ 24,991 of the total amount in C.1. will be reserved for service fees and disposal costs of items directly from **MUNICIPALITY Buildings and Offices** which will be accepted by appointment only. HCS FMA will submit a quarterly invoice and will indicate charges, if any, for use of the HHW Center by the MUNICIPALITY. The MUNICIPALITY shall pay the invoice amount to the County within thirty (30) days of the invoice date.
 - c. The remainder of the total amount of C.1. minus amounts in C.2.a. and C.2.b. will be used for disposal costs associated with the disposal of household hazardous wastes from the MUNICIPALITY's **citizens**. Costs charged to the MUNICIPALITY for utilization of the household hazardous waste collection services by its citizens will be based upon the number of household equivalents from the MUNICIPALITY and disposal costs during the billing period.
3. The County will provide an itemized quarterly report to each participating MUNICIPALITY in the Household Hazardous Waste program. The report will serve as the basis for accounting of the funds provided to the County for the HHW Center. The quarterly report will be provided within forty-five (45) days of the end of the quarter.

b) **Section K. PERIOD OF AGREEMENT**

The term of this Agreement shall be from January 1, 2017 through December 31, 2017, unless terminated earlier as provided.

The individual or officer signing this AMENDMENT certifies by his/her signature that he/she is authorized to sign this AMENDMENT on behalf of the responsible governing board, official or agency. All other terms of the previously approved AGREEMENT remain unchanged and are reincorporated herein as if fully set forth in this AMENDMENT.

FOR THE MUNICIPALITY

Printed or Typed Name Title

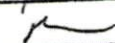
Signature Date

Printed or Typed Name Title

Signature Date

APPROVED AS TO FORM

DATE 12/21/16


CITY ATTORNEY

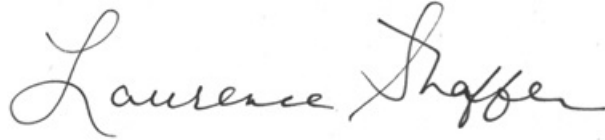
FOR THE COUNTY OF KALAMAZOO

Chair, Board of Commissioners Date

Timothy A. Snow, County Clerk/Register Date

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: 2017 March Board of Review

SUPPORTING PERSONNEL: Edward VanderVries, City Assessor

ACTION RECOMMENDED: That City Council:

1. adopt the resolution setting the dates and times for the 2017 March Board of Review,
2. approve the use of one (three-member) Board of Review for the 2017 March Board of Review and
3. appoint three members and two alternates to 2017 March Board of Review.

The Board of Review meets annually in March for the purpose of hearing current-year property assessment appeals. The attached resolution has been prepared to set the meeting dates for the first session of the Board of Review on March 13, 14, 15, 16 and 17, 2017, and for the second session on March 28, 2017, in accordance with the City Charter. For the information of Council, it is anticipated that the 2017 residential assessment change notices will be mailed to property owners on February 10, 2017, allowing property owners with approximately 28 days of notification ahead of the Board of Review dates.

Under the provisions of the City Charter, the Council may appoint three, six or nine Board of Review members divided into one, two or three committees. Considering the dramatic reduction in tax appeal activity in recent years, the City Assessor recommends the use of one (three-member) Board of Review for 2017. In 2009, the city received 253 in-person appointments and 61 letter appeals. Conversely, there were 79 in-person appointments and 61 letters of appeal in 2016. This represents a reduction of 69% in total in-person appointments.

Training for Board of Review members will consist of a seminar held by the Michigan Townships Association and a seminar regarding commercial property hosted by David Rice, Edward Rose & Sons.

Based on the above information and the Board and Commission interviews of Tuesday, January 10, 2017 at 5:30 p.m., it is recommended that City Council adopt the resolution setting the dates and times for the 2017 March Board of Review, approve the use of one (three-member) Board of Review for the 2017 March Board of Review and appoint three members and two alternates to 2017 March Board of Review.

FUNDING: N/A

Attachments: 1. 2017 Board of Review Resolution

CITY OF PORTAGE

2017 BOARD OF REVIEW RESOLUTION

Moved by Council Member

Supported by Council Member

WHEREAS, the City Charter of the City of Portage, Section 8.6, requires that the City Council set the date, time of day, and place for the meeting of the first and second sessions of the Board of Review.

NOW, THEREFORE, BE IT RESOLVED that the Board of Review shall convene in its first session on Monday, March 13, 2017, at 9:00 am for the organizational meeting in Conference Room 1 located at City Hall, Portage, Michigan and shall continue for appointments on Tuesday, March 14, 2017, in Conference Room 1 at the same location, commencing at 12:00 PM to 5:00 PM and from 6:00 PM to 7:30 PM and shall continue in session on Wednesday, March 15, 2017, from 12:00 PM to 5:00 PM and 6:00 PM to 7:30 PM and shall continue in session on Thursday, March 16, 2017, from 9:00 AM to 12:00 PM and 1:00 PM to 5:00 PM, and shall continue in session only if needed on Friday, March 17, 2017 at 9:00 AM until all interested parties who have given notice have been heard.

BE IT FURTHER RESOLVED that the Board of Review shall convene in its second session on Tuesday, March 28, 2017, from 9:00 AM until all interested parties have been heard, but not less than 6 hours.

BE IT FURTHER RESOLVED that members of the Board of Review shall be compensated each at the rate of \$100.00 per day for each day or portion thereof as they may be legally in session pursuant to the discharge of their duties.

BE IT FURTHER RESOLVED that notice of the times and place of the sessions of the Board of Review shall be published in a newspaper of general circulation in the City not less than ten (10) days prior to the first meeting of the Board of Review in three (3) successive issues of the newspaper.

Appointments are available by calling the City Assessor's Office.

ADOPTED: YEAS:

NAYS:

ABSENT:

James R. Hudson, City Clerk

CERTIFICATE

I certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of the City of Portage held on the 10th day of January 2017, the original of which resolution is on file in my office.

APPROVED AS TO FORM
DATE 12/29/16

CITY ATTORNEY

James R. Hudson, City Clerk

ORGANIZATIONS

SERVED



BY



elementary School-Arts Council of Greater Kalamazoo-Association of Professional Communicators-Ballet Arts Ensemble-
 Club of Greater Kalamazoo-Bronson Methodist Hospital-Cancer Families United-Calvary Church-Chamber Music-Minne-
 ch-Christian Life Center-Church of God-City of Kalamazoo-Community Advocates-Community Promise Federal Credit
 it.-Comstock Public Schools-Cooper's Glen Music Festival-Discover Kalamazoo-Disability Resource Center Downtown
 Faith Reformed Church-Family and Children's Services-Family Independence Agency-Fathers Fathering Fathers-Fellow-
 inwell-Fontana Chamber Arts-Foreign Links Around the Globe-Fountain Street Church-Friends of Woods Lake
 Church-Grand Rapids Community College-Great Lakes Area Cat Enthusiasts-Greater Kalamazoo Area AARP-Greater
 Christian Academy-Hospice Care of Southwest Michigan-Household Hazardous Waste Center-Irving S. Gilmore Int'l.
 ty-Based Abstinence Initiative-Kal. County Advocates for Senior Issues-Kal. County Animal Services & Enforcement
 eau-Kal. County Poverty Reduction Initiative-Kalamazoo Air Museum-Kalamazoo Animal Rescue-Kalamazoo Animation
 matics & Science Center-Kalamazoo Art League-Kalamazoo Astronomical Society-Kalamazoo Bach Society-Kalamazoo
 h School-Kalamazoo City Commission-Kalamazoo College-Kalamazoo Community Foundation-Kalamazoo County 4-H
 Human Services-Kalamazoo County Parks Department-Kalamazoo County Road Commission-Kalamazoo Figure Skating
 Mineral Society-Kalamazoo Habitat for Humanity-Kalamazoo Humane Society-Kalamazoo Institute of Arts-Kalamazoo
 Loaves and Fishes-Kalamazoo Macintosh Users Group-Kalamazoo Nature Center-Kalamazoo Neighborhood Housing
 ic Hospital-Kalamazoo Public Library-Kalamazoo Public Schools-Kalamazoo Regional Chamber of Commerce-Kalama-
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Matters-Faith Reformed Church-Family and Children's Services-Family Independence Agency-Fathers Fathering Fathers
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Church-Grand Rapids Community College-Great Lakes Area Cat Enthusiasts-Greater Kalamazoo Area AARP-Greater Ka
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Abstinence Initiative-Kal. County Advocates for Senior Issues-Kal. County Animal Services & Enforcement-Kal. Count
County Poverty Reduction Initiative-Kalamazoo Air Museum-Kalamazoo Animal Rescue-Kalamazoo Animation Festival
& Science Center-Kalamazoo Art League-Kalamazoo Astronomical Society-Kalamazoo Bach Society-Kalamazoo Bas
School-Kalamazoo City Commission-Kalamazoo College-Kalamazoo Community Foundation-Kalamazoo County 4-H-Ka
Human Services-Kalamazoo County Parks Department-Kalamazoo County Road Commission-Kalamazoo Figure Skating
Mineral Society-Kalamazoo Habitat for Humanity-Kalamazoo Humane Society-Kalamazoo Institute of Arts-Kalamazoo
Loaves and Fishes-Kalamazoo Macintosh Users Group-Kalamazoo Nature Center-Kalamazoo Neighborhood Housing Ser
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Terry and Dancers-West Michigan Cancer Center-Western Film Society-Western Filmmakers Asso

WHO WE ARE WHAT WE DO

PUBLIC, EDUCATION, & GOVERNMENT (PEG)
COMMUNITY MEDIA ORGANIZATION

FOUNDED IN 1983

NON-COMMERCIAL MEDIA SERVICES

MEDIA PRODUCTION TRAINING

EQUIPMENT LOAN

INSTRUCTION IN RADIO

& DIGITAL VIDEO PRODUCTION

MUNICIPAL PRODUCTION

FILM FESTIVALS

COLLEGE INTERNSHIPS

PUBLIC MEDIA NETWORK

FY 15 - 16 ANNUAL REPORT



where every voice matters



CITY OF KALAMAZOO
CITY OF PORTAGE
CITY OF PARCHMENT
KALAMAZOO TOWNSHIP
OSHTOMO TOWNSHIP
COMSTOCK TOWNSHIP

CHARTER 187 - 191
AT&T U-VERSE 99
EDUCABLE 56.2 - 56.6
WKDS 89.9 FM
STREAMING ONLINE

PUBLICMEDIANET.ORG

FROM THE BOARD CHAIR - CLAUDETTE REID

This has been another exciting and productive year for Public Media Network.

In June Neil Brenner, former Director of the Arts Council, met with the PMN Board to thank PMN for the work to make the new public lobby space in the Epic Center so functional and beautiful.

In October PMN began working on live streaming over multiple platforms. After considerable work, the multi-platform streaming service was available in April.

PMN begins a project with the Kalamazoo Symphony Orchestra to telecast their concerts. This technically challenging production has gone wonderfully with the collaboration of the symphony staff.

PMN also initiated live coverage from the field of the Kalamazoo Marathon in May. This project challenged the staff and volunteers technically, including using a drone for overhead shots.

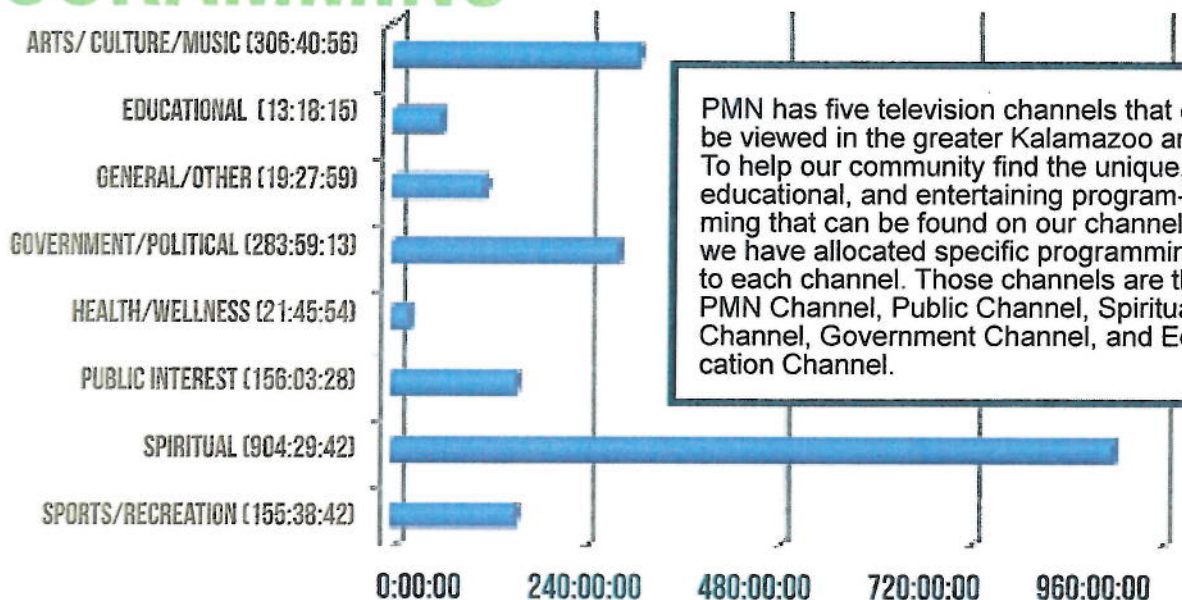
Installation of upgraded video equipment for government meetings began in September in order to have the same equipment for all of our municipal partners to streamline maintenance and training processes.

Our Director, Happ Haasch received the Roxie L Cole Leadership Award from the Central States Alliance for Community Media. This award recognizes someone who demonstrates the spirit of Access television, a leader whose effectiveness, initiative, energy, skill and vision contributes to their community.

PMN continues to plan for the future while working to make today's services to citizens and Member Municipalities more efficient and with greater utilization. On behalf of the Board of Directors, I would like to thank the staff, interns, producers and all of our community partners for a great year, and we look forward to continuing to work to improve the services of PMN.

PROGRAMMING

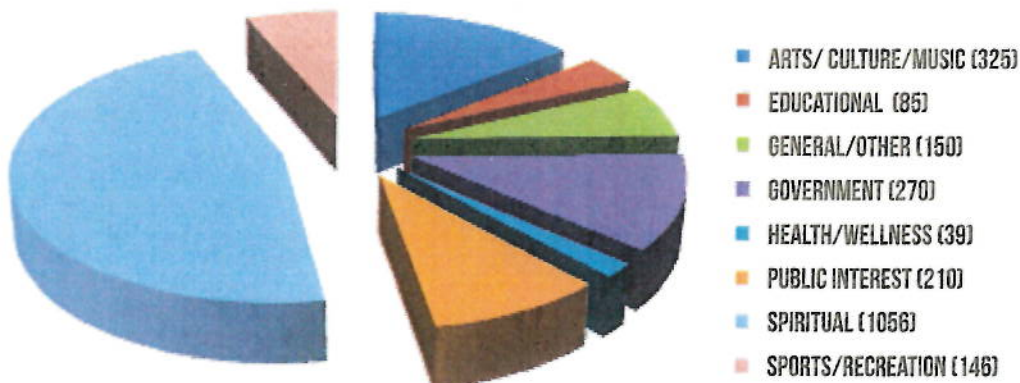
TOTAL BROADCAST HOURS PER GENRE



PMN has five television channels that can be viewed in the greater Kalamazoo area. To help our community find the unique, educational, and entertaining programming that can be found on our channels, we have allocated specific programming to each channel. Those channels are the PMN Channel, Public Channel, Spiritual Channel, Government Channel, and Education Channel.

2281 PROGRAMS

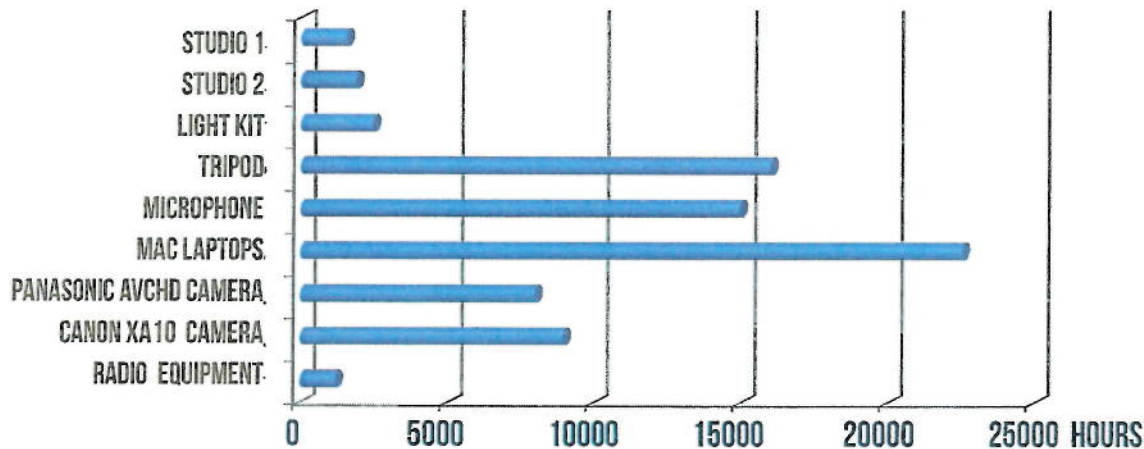
TOTAL PROGRAM SUBMISSION PER GENRE



EQUIPMENT

77,511 HOURS OF USE

Public Media Network maintains state-of-the-art video and audio production equipment. PMN gives community residents the equipment, facilities, education and support to make their own video and audio productions. After being approved (trained), producers can use PMN facilities and equipment completely free of charge.



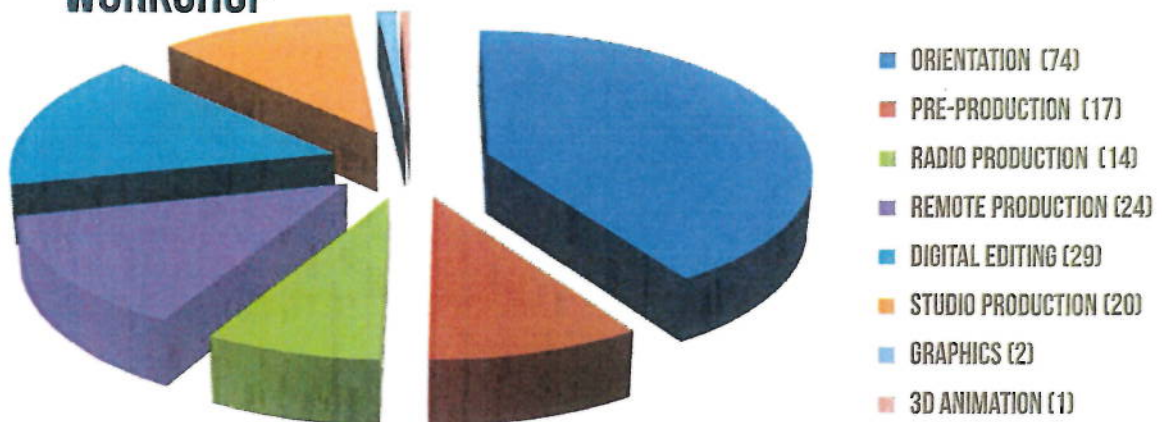
MISSION STATEMENT

THE MISSION OF PUBLIC MEDIA NETWORK IS TO PROVIDE TRAINING, PRODUCTION, AND DISTRIBUTION RESOURCES SO THAT LOCAL VOICES CAN BE EXPRESSED AND HEARD IN OUR COMMUNITY THROUGH ELECTRONIC MEDIA.

CERTIFIED USERS

181 PEOPLE
SUCCESSFULLY
COMPLETED A
WORKSHOP

Public Media Network provides the training and educational opportunities to help local producers create their own media productions. PMN offers a range of classes, from basic training with our equipment and facilities to advanced subjects such as lighting and digital design. We work with the Kalamazoo Regional Educational Service Agency to teach area high school students to create their own video and audio productions.



WORKSHOPS

INCOME STATEMENT

	<u>FY 14/15:</u>	<u>FY 15/16:</u>	<u>CHANGE:</u>
REVENUE:			
CONTRIBUTIONS/DONATIONS:	\$1,210	\$0	(\$1,210)
CONSENT FEES:	\$1,005,598	\$1,027,751	\$22,153
PUBLIC SERVICE FEES:	\$243,627	\$240,684	(\$2,943)
GRANTS	\$0	\$0	\$0
OTHER FEES/REVENUE:	\$37,039	\$37,099	\$60
INTEREST REVENUE:	\$6,294	\$6,255	(\$39)
MISCELLANEOUS REVENUE:	\$3,908	\$1,972	(\$1,936)
TOTAL REVENUE:	\$1,297,676	\$1,313,761	\$16,085
EXPENSES:			
OPERATING EXPENSES:			
COMPENSATION:	\$487,611	\$501,018	\$13,407
FRINGE BENEFITS:	\$124,821	\$123,527	(\$1,294)
PSF EXPENSES:	\$74,966	\$109,047	\$34,081
OTHER OPERATING EXPENSES:	\$66,317	\$59,724	(\$6,593)
GENERAL ADMINISTRATION EXPENSE:	\$207,994	\$234,031	\$26,037
DEPRECIATION	\$102,957	\$136,690	\$33,733
TOTAL OPERATING EXPENSES:	\$1,064,666	\$1,164,037	\$99,371
NET INCOME:	\$233,010	\$149,724	(\$83,286)

BALANCE SHEET

	<u>FY 14/15</u>	<u>FY 15/16:</u>
ASSETS:		
CASH + EQUIVALENTS:	\$677,098	\$667,664
INVESTMENTS:	\$410,341	\$415,348
ACCOUNTS RECEIVABLE:	\$524,484	\$366,155
PREPAID EXPENSES:	\$15,151	\$15,993
TOTAL CURRENT ASSETS:	\$1,627,074	\$1,465,160
PROPERTY & EQUIPMENT:		
PROPERTY NET OF DEPRECIATION:	\$711,999	\$1,053,411
TOTAL ASSETS:	\$2,339,073	\$2,518,571
LIABILITIES & EQUITY:		
CURRENT LIABILITIES:		
ACCOUNTS PAYABLE:	\$16,957	\$43,104
ACCRUED PAYROLL:	\$9,451	\$13,078
TOTAL CURRENT LIABILITIES:	\$26,408	\$56,182
NET ASSETS:		
UNRESTRICTED NET ASSETS:	\$1,200,666	\$1,008,978
INVESTMENT - PROPERTY/EQUIPMENT:	\$711,999	\$1,053,411
RESERVE FOR FACILITY DEVELOPMENT:	\$400,000	\$400,000
TOTAL NET ASSETS:	\$2,312,665	\$2,462,389
TOTAL LIABILITIES & NET ASSETS:	\$2,339,073	\$2,518,571

PUBLIC, EDUCATION, & GOVERNMENT (PEG)
COMMUNITY MEDIA ORGANIZATION
FOUNDED IN 1983
NON-COMMERCIAL MEDIA SERVICES
MEDIA PRODUCTION TRAINING
EQUIPMENT LOAN
INSTRUCTION IN RADIO
& DIGITAL VIDEO PRODUCTION
MUNICIPAL PRODUCTION
FILM FESTIVALS
COLLEGE INTERNSHIPS

PLANNING COMMISSION

December 1, 2016

The City of Portage Planning Commission meeting of December 1, 2016 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Four citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services; Michael West, Senior City Planner; and Randall Brown, City Attorney.

ROLL CALL:

Mr. Forth called the role: Bosch (yes), Stoffer (yes), Welch (yes), Schimmel (yes), Dargitz (yes), Richmond (yes) and Shoup (yes). A motion was offered by Commissioner Schimmel, seconded by Commissioner Stoffer, to approve the role excusing Commissioners Patterson and Joshi. The motion was unanimously approved 7-0.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the November 17, 2016 meeting minutes contained in the agenda packet. A motion was made by Commissioner Dargitz, seconded by Commissioner Stoffer, to approve the minutes as submitted. The motion was unanimously approved 7-0.

PUBLIC HEARINGS:

1. Final Report: Rezoning Application #16/17-2, 8546 Shirley Court and Tentative Plan Amendment for Greenspire Planned Development. Mr. Forth summarized the staff report dated November 23, 2016 regarding a request from Greenspire Equity V, LLC, American Village Builders and The Hinman Company that 8546 Shirley Court be rezoned from R-1C, one family residential to PD, planned development. Additionally and in conjunction with the proposed rezoning, the applicants are also requesting to amend the previously approved 2010 Tentative Plan for the Greenspire Planned Development. Mr. Forth summarized the proposed changes to the previously approved tentative plan and the previous discussion that occurred at the November 17th meeting. Mr. Forth briefly summarized the analysis section of the report and indicated that staff was recommending approval of both the rezoning request and tentative plan amendment.

Mr. Greg Dobson of American Village Builders (applicants representative) was present to support the rezoning application and tentative plan amendment. Mr. Dobson briefly discussed the ownership and control entities involved with the Greenspire Planned Development and the two primary principals (Joe Gesmundo and Roger Hinman). The public hearing was reconvened by Chairman Welch. No citizens spoke in regard to the proposed zoning change or tentative plan amendment. A motion was then made by Commissioner Bosch, seconded by Commissioner Stoffer, to close the public hearing. The motion was unanimously approved 7-0.

A motion was then made by Commissioner Bosch, seconded by Commissioner Stoffer, to recommend to City Council that 1) Rezoning Application #16/17-2 be approved and 8546 Shirley Court be rezoned from R-1C, one family residential to PD, planned development; and 2) The Tentative Plan Amendment for Greenspire Planned Development involving properties addressed as 3201, 3413 and 3423 West Centre Avenue; 3145, 8380 and 8401 Greenspire Drive; 3413 Fawn Cove; 8615 Tozer Court and 8546 Shirley Court, also be approved. The motion was unanimously approved 7-0.

SITE/FINAL PLANS:

None

NEW BUSINESS:

1. Kalamazoo County Metropolitan Planning Commission – County Master Plan Initiative. Mr. Forth referred the Planning Commission to the information contained in the agenda packet and introduced Ms. Lotta Jarnefelt, Director of the Kalamazoo County Planning Department. Ms. Jarnefelt then introduced Ms. Michelle Bennett of Becker & Raeder (project consultant) and Mr. Steven Cook (Kalamazoo County Planning Commissioner) and provided a brief overview of the Kalamazoo County Planning Department and Kalamazoo County Planning Commission. Ms. Jarnefelt indicated that the Kalamazoo County Planning Commission lacked any legal authority in regards to planning/zoning activities since the 24 municipalities located throughout the county have individual planning/zoning control. Ms. Jarnefelt stated the Kalamazoo County Planning Department and Kalamazoo County Planning Commission provide technical assistance to local municipalities regarding planning/zoning related matters.

Ms. Jarnefelt stated the purpose of the Kalamazoo County Master Plan Initiative was to promote the assimilation and exchange of relevant information, goals and objectives of each municipality within the county. Ms. Jarnefelt indicated the Initiative will assess the various local master plans, frame recurring themes and common goals/objectives, and present the information to local communities for comment and approval. Ms. Jarnefelt stated a county web site has been created for this project at www.kalcountymasterplan.org. Ms. Bennett referred the Commission to the Portage City Master Plan Summary page that was included with the October 31, 2016 communication and asked for any comments and/or proposed changes. Ms. Bennett summarized “deliverables” that will result from the comprehensive planning initiative including county-wide demographic information, a listing of common land use themes and goals/objectives, motorized and non-motorized transportation systems and sensitive land uses. Mr. Cook discussed his role on the Kalamazoo County Planning Commission and indicated his desire that the Kalamazoo County Master Plan Initiative will help unify and open lines of communication between the various municipalities located throughout the county.

Commissioner Dargitz asked if there will be any effort to coordinate land use consistency and continuity along shared community boundaries. Ms. Jarnefelt indicated that consolidating all the municipality master plans should assist individual communities in examining land use consistency along their shared boundaries. Chairman Welch stated he thought the Portage City Master Plan Summary provided with the October 31, 2016 communication was a good overview of the Portage Comprehensive Plan. Mr. Forth suggested that any additional comments from Commissioners be emailed to city staff where they could be assembled and presented to the full Commission for review and discussion at a subsequent meeting.

2. 2017 Planning Commission Meeting Schedule. Mr. Forth discussed with the Planning Commission the upcoming regular meeting schedule for 2017 and months and dates where potential conflicts may be present. Mr. Forth stated the first Thursday in April (6th) was during school Spring Break week and this meeting could be rescheduled to March 30th since there are five Thursdays in the month of March. Mr. Forth also indicated the first Thursday in July (6th) was during the week of the 4th of July and this meeting could be rescheduled to June 29th since there are five Thursdays in the month of June.

After a brief discussion, the Commission agreed to move the April 6th meeting to March 30th and the July 6th meeting to June 29th. All other meeting dates will remain on the first and third Thursday of the month.

OLD BUSINESS:

None

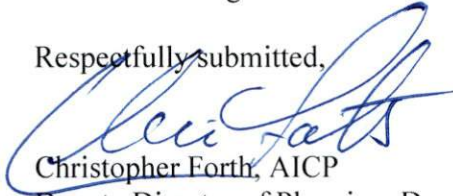
STATEMENT OF CITIZENS:

None

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Chris Eorth", is written over the typed name.

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



MATERIALS TRANSMITTED

Tuesday, December 20, 2016

1. Communication from the City Manager regarding the FY 2017-18 Human/Public Service Grant Applications – Information Only.

Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: December 19, 2016

FROM: Laurence Shaffer, City Manager



SUBJECT: FY 2017-18 Human/Public Service Grant Applications- Information Only

Please find attached a communication from Community Development Director Georgeau to the Human Services Board regarding the FY 2017-18 Human/Public Service funding that will be considered during the budget process. As the communication indicates, nine agencies submitted ten applications that will be considered by the City Administration and the Human Services Board at upcoming January and February 2017 Board meetings. A final recommendation will be subsequently provided for City Council consideration.

Enclosed for City Council information is the FY 2017-18 Human/Public Services Funding Applications booklet. The booklet contains the completed applications, related documents, and a disk containing the audit and other financial materials submitted by the nine agencies seeking human/public service funding from the City of Portage.

Attachment: FY 2017-18 Human/Public Service Funding Applications booklet

CITY OF PORTAGE**COMMUNICATION****TO:** Human Services Board**DATE:** December 19, 2016**FROM:** Vicki Georgeau, Director of Community Development**SUBJECT:** FY 2017-18 Human/Public Service Grant Applications – Information Only

Consistent with established administrative procedures, on November 15, 2016, FY 2017-18 Human/Public Service Grant Applications were sent to all current grantees and applicants over the past five years. In addition, regional planning and/or funding organizations were provided information regarding City of Portage funding to distribute to potentially interested organizations. These organizations included the United Way of the Battle Creek and Kalamazoo Region, Kalamazoo LISC Affordable Housing Partnership, and the Kalamazoo County Multi-Purpose Collaborative Body. An article also appeared in the November edition of the *Portager* to more broadly notify potential grant applicants.

On December 12, 2016, nine agencies submitted ten funding requests for the upcoming fiscal year, which are summarized in Table 1 and Table 2. The combined FY 2017-18 human/public service grant applications total \$218,148 (\$176,220 from the General Fund and \$41,928 from the CDBG Program fund). The far right columns in each table show the current fiscal year funding for the applicable agency.

TABLE 1: GENERAL FUND HUMANS/PUBLIC SERVICE APPLICATIONS			
Applicant	Program	FY 2017-18 Request	FY 2016-17 Funding
Catholic Charities	The ARK Services for Youth	\$11,300	\$11,635
Goodwill Industries	Tax Counseling Initiative VITA	\$2,000	\$1,500
Gryphon Place	2-1-1 Information and Referral	\$2,500	\$2,500
Housing Resources, Inc.	Housing Stabilization Program	\$20,735	\$20,735
Kalamazoo Literacy Council	Adult Literacy Programs	\$1,000	\$0*
Lending Hands	Medical Equipment Loan Program	\$5,000	\$1,500
Twelve Baskets	Food Program	\$26,000	\$0*
YWCA	Sexual Assault and Domestic Assault Programs	\$11,685	\$11,685
Portage Community Center	Youth Development, Community Collaboration, Emergency Services	\$96,000	\$82,386

TABLE 2: COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION			
Applicant	Program	FY 2017-18 Request	FY 2016-17 Funding
Portage Community Center	Emergency Assistance, Transportation Assistance, and Youth Recreation scholarships	\$41,928	\$41,928

* Not funded in FY 2016-17

For FY 2017-18, a total of \$179,056 of General Fund and Community Development Block Grant (CDBG) Program funds are estimated to be available for human public service funding from two sources:

HUMAN SERVICES FUNDING EVALUATION CRITERIA

In addition to the criteria listed below, which apply to the service(s) to be provided with the funding requested, the following Mission Statement for the Human Services Board will also serve as a guide to the Board in its review and recommendation of funding applications:

The mission of the Human Services Board is to facilitate the satisfaction of the basic human needs of all Portage citizens by educating and advising the City Council, Portage human service agencies, and the community at large.

1. EXTENT TO WHICH THE PROGRAM ADDRESSES A BASIC HUMAN NEED
(QUESTION 10 ON APPLICATION)

(Select only one that most closely fits)

"Basic Human Needs" are considered to include:	Score
Provision of housing (e.g., emergency, transitional, permanent, homelessness/ prevention such as eviction, foreclosure, and/or utility shut-off prevention)	100
Provision of food (e.g., direct food distribution, food bank/pantry, Meals on Wheels)	80
Provision of health and safety services (e.g., emergency services, health care, crisis intervention, etc.)	60
Provision of job training, educational services, transportation, or quality of life enhancements	40
Provision of clothing (e.g., direct, free/low-cost clothing and/or distribution)	20
None of the above	0

2. ACCESSIBILITY OF THE PROGRAM SERVICE TO PORTAGE RESIDENTS
(QUESTION 11 ON APPLICATION)

0 = Not Accessible to 25 = Easily Accessible

(Select only one that most closely fits)

"Accessibility" can be considered to be:	Score
Services located in Portage	25
Services are mobile (e.g., at a facility located in Portage or at the citizen's location)	20
Services accessible after normal (8 a.m.-5 p.m.) business hours, 24-hour phone hot line, or other methods	15
Services available / accessible via public bus routes and/or transportation by agency	10
None of the above	0

3. DOES APPLICANT HAVE WORKING RELATIONSHIPS / COLLABORATIONS WITH OTHER ORGANIZATIONS SERVING PORTAGE RESIDENTS?
(QUESTION 13 ON APPLICATION)

0 = Fragments Service Delivery to 25 = Coordinates or Improves Service Delivery

(Select only one that most closely fits)

"Coordinates or Improves Service Delivery" can be generally considered to be:	Score
Services are unique in community and not duplicated by others	25
Services are similar to others but carefully coordinated to avoid duplication	20
Services are similar to others but Information and Referral is routinely provided to avoid fragmentation	15
Services are similar to others and some fragmentation of services occurs	10
None of the above	0

*For new programs/agencies in the community for less than five years, use criterion 7(A).
 For programs/agencies in the community for five or more years, use criterion 7(B).
 (QUESTION 6 (YEAR STARTED) AND 3 (% FUNDED) ON APPLICATION)*

7(A). ABILITY OF AGENCY TO RECEIVE OTHER FUNDING OR

5 = Extensive to 25 = Limited

(Select only one that most closely fits)

"Limited" ability to receive other funding for "new" applicants can be generally defined as follows:	Score
Grant request equals 51% or more of the agency's budget	25
Grant request equals 31-50% of the agency's budget	20
Grant request equals 11-30% of the agency's budget	15
Grant request equals 6-10% of the agency's budget	10
Grant request equals 0-5% of the agency's budget	5

7(B). ABILITY OF AGENCY TO LEVERAGE OTHER FUNDING

5 = Limited to 25 = Extensive

(Select only one that most closely fits)

"Extensive" leveraging of other funding for "previous" applicants can be generally defined as follows:	Score
Grant request equals 0-5% of the agency's budget	25
Grant request equals 6-10% of the agency's budget	20
Grant request equals 11-30% of the agency's budget	15
Grant request equals 31-50% of the agency's budget	10
Grant request equals 51% or more of the agency's budget	5