

5:15 p.m. Board and Commission Interview Session.

7:30 p.m. Call to Order.

Invocation: Pastor John Gilfillan of CityGate Church.

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Approval of City Council Meeting Minutes.

1. Regular Meeting Minutes of September 26, 2017.
2. Pre-Council Meeting Minutes of October 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 October 10, 2017 as presented.

D. Public Hearings:

E. Petitions and Statements of Citizens:

- * 1. Communication from the City Manager recommending that City Council refer the special assessment petition in favor of creating a special assessment district on Hill 'an' Brook Drive (Angling Road to Greenhill Street) to the City Administration for review and report.

F. Reports from the Administration:

1. Communication from the City Manager recommending that City Council confirm the appointment of Adam Herring as the City Clerk, effective October 14, 2017.
- * 2. Communication from the City Manager recommending that City Council amend the General Appropriations Act (budget) for the fiscal year ending June 30, 2018.
- * 3. Communication from the City Manager recommending that City Council approve a:
 1. three-year AT&T MI-Deal special government pricing contract for Public Safety Department Centrex telephone services in an annual amount not to exceed \$24,000;
 2. one-year AT&T pricing contract for Public Safety Department analog radio services in an amount not to exceed \$71,280;

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

- * 4. Communication from the City Manager recommending that City Council adopt the Resolution accepting the Michigan DNR grant for the Eliason Nature Reserve Phase II development and authorize the City Manager to complete any documents pertaining to the grant on behalf of the city.

G. Communications:

H. Unfinished Business:

* I. Minutes of Boards and Commissions Meetings:

1. Portage Public Schools Policy Governance and Regular Business of August 14 and Committee of the Whole Work Session of September 11, 2017.
2. Park Board of Wednesday, September 6, 2017.
3. Human Services Board of September 7, 2017.

4. Portage Youth Advisory Committee of September 11, 2017.
5. Historic District Commission Regular and Special of September 13, 2017.
6. Planning Commission of September 21, 2017.

J. Council Committee Reports:

K. New Business:

L. Bid Tabulations:

- * 1. Communication from the City Manager recommending that City Council award a two-year contract to the low bidder, Howard Printing Co. Inc., of Portage, Michigan, in the estimated annual amount of \$37,678 to produce the *Portager* newsletter, with the option to renew the contract for two additional two-year periods and authorize the City Manager to execute all documents related to this action.
- * 2. Communication from the City Manager recommending that City Council award an engineering services contract for the Wetherbee Avenue Utility Project (Portage Road to Woodlawn Avenue) to Hurley & Stewart, LLC, of Kalamazoo, Michigan, in the amount not to exceed \$39,315 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

M. Other City Matters:

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

* 3. Reminder of Meetings:

- a. Wednesday, October 11, 7:00 p.m., Environmental Board, City Hall Room No. 1.
- b. Monday, October 16, 6:30 p.m., 5-Year Recreation and Open Space Plan Workshop, Council Chambers.
- c. Wednesday, October 18, 2:30 p.m., Senior Citizen Advisory Board, City Hall Room No. 1.
- d. Thursday, October 19, 7:00 p.m., District Library Board, Portage District Library.
- e. Thursday, October 19, 7:00 p.m., Planning Commission, Council Chambers.
- f. Tuesday, October 24, 5:30 p.m., Park Board Ad Hoc Bicycle Advisory Committee, City Hall Room No. 1.

* N. Materials Transmitted.

1. Materials Transmitted of September 26, 2017.
2. Materials Transmitted of October 2, 2017.

Adjournment.

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CITY COUNCIL MEETING MINUTES FROM SEPTEMBER 26, 2017

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

At the request of Mayor Strazdas, Monica Lee of Radiant Church of Portage gave an invocation and 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.

PROCLAMATION: Mayor Strazdas issued a National Community Planning Month Proclamation that was read by Planning Commission Chair Wayne Stoffer. At the request of Mayor Strazdas, Wayne Stoffer introduced Planning Commissioners Bill Patterson, Sarah Joshi, Betty Schimmel, Secretary, and Deputy Director of Planning, and Development & Neighborhood Services Chris Forth. Discussion followed.

APPROVAL OF MINUTES: Motion by Ansari, seconded by Reid, to approve the Committee of the Whole Meeting Minutes of September 12, 2017, as presented. Upon a voice vote, motion carried 7 to 0.

Motion by Randall, seconded by Ford, to approve the Regular Meeting Minutes of September 12, 2017, as presented. Upon a voice vote, motion carried 7 to 0.

Motion by Reid, seconded by Ansari, to approve the Pre-Council Meeting Minutes of September 25, 2017. Upon a voice vote, motion carried 6 to 0 with Councilmember Urban abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Randall to read the Consent Agenda. Councilmember Urban asked that Item F.5, Preliminary Condominium Subdivision for Copperleaf Phase III, be removed from the Consent Agenda. Motion by Randall, seconded by Ansari, to approve the Consent Agenda as presented excluding F.5. Upon a roll call vote, motion carried 7 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: Janet Chupka, 5132 Woodmont Drive, welcomed the new streets planned for 2018, but spoke in opposition to sidewalks. She indicated that she walks in the neighborhood approximately 125 miles per month; that the streets are wide; that there are only two entrances into the neighborhood; that there is very little through traffic and no church or school; and, that she only sees two to five cars per day. She asked that the part of the plan that considers sidewalks should be eliminated.

Tim Chupka, 5132 Woodmont Drive, concurred and indicated he is an avid biker, walker and runner. He noted that he and his wife have lived in the neighborhood for about four years; that they selected the neighborhood based on its characteristics; and he indicated that it is a quiet, family neighborhood where everyone knows one another. He advocated spending the funds on something that would be more beneficial for the whole community.

City Manager Larry Shaffer indicated that he always appreciates comments from our citizens and indicated that the City is not in the business of building sidewalks, but in the business of building communities. He stressed that as a builder of the community, we have to listen to our citizens and take their recommendations to heart and come back to City Council with staff recommendations. He personally thanked Janet and Tim Chupka for coming before City Council and that he hopes to have a conversation with the balance of the neighborhood soon.

Councilmember Reid disclosed that this is her neighborhood and there has been a lot of discussion among the neighbors of whether to have sidewalks. She indicated that this is related to the City Council Complete Streets approach where we are trying to provide a non-motorized opportunity.

She recognized that each neighborhood may have a different way of looking at this. She referenced the discussion by the neighbors that took place on line, noted their appreciation for the opportunity to get their information and concern out, and thanked Janet and Tim Chupka for coming.

In response to Mayor Strazdas, Mr. Shaffer acknowledged the City Council Complete Streets Program and indicated that when the City preliminarily designs a new work, the design includes sidewalks, but the City is always willing to have a conversation with the neighborhood. He emphasized that staff would review this request and bring back a recommendation to City Council. He emphasized that City Council will take in consideration both the policy on sidewalks and the concerns of the people who will be affected.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF SEPTEMBER 26, 2017:** Motion by Randall, seconded by Ansari, to approve the Accounts Payable Register of June 27, 2017, as presented. Upon a roll call vote, motion carried 7 to 0.

REPORTS FROM THE ADMINISTRATION:

* **MAJOR & LOCAL STREET PAVING INCREASE:** Motion by Randall, seconded by Ansari, to approve a budget transfer of \$1,650,000 from the Major Streets Fund to the Capital Improvement Fund to increase the 2018 pavement applications and authorize the City Manager to sign all documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **ELIASON TRAILHEAD STATION:** Motion by Randall, seconded by Ansari, to approve the purchase of an ICON Shelter from Penchura, LLC, of Brighton, Michigan, to be constructed at the Eliason Trailhead at a cost not to exceed \$82,784 and authorize the City Manager to sign all other documents related to these projects on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **FINAL PLAN FOR GREENSPIRE APARTMENTS PHASE V(B), (8615 TOZER COURT):** Motion by Randall, seconded by Ansari, to approve the Final Plan for Greenspire Apartments Phase V(b) at 8615 Tozer Court. Upon a roll call vote, motion carried 7 to 0.

* **PLANNING COMMISSION WORK PROGRAM / ANALYSIS OF ZONING CONSISTENCY UPDATE:** Motion by Randall, seconded by Ansari, to accept the FY 2016-17 Planning Commission Work Program Final Update, Proposed FY 2017-18 Work Program, FY 2016-2017 Analysis of Zoning Consistency Update. Upon a roll call vote, motion carried 7 to 0.

PRELIMINARY CONDOMINIUM SUBDIVISION FOR COPPERLEAF PHASE III: Councilmember Urban indicated that he had this item removed because he was opposed to the negotiated aspects of this plan. At the request of Mayor Strazdas, he reminded Council that he did not approve of the lot size, the sidewalk configuration and the configuration of the whole project initially; so, he is choosing to be consistent as Council works through the Phases of the Project. At the request of Mayor Strazdas, Mr. Shaffer indicated he had no response to the position taken by Councilmember Urban; that he understands the Council position on the proposed project as being clear all along; and that he anticipated the response from Councilmember Urban. He confirmed that the staff recommendation still stands.

Motion by Ford, seconded by Pearson, to approve the Preliminary Condominium Subdivision for Copperleaf Phase III at 3800 West Milham Avenue and 5710 Angling Road, subject to submittal of detailed engineering plans for streets, utilities and storm water as outlined in the August 31, 2017 Department of Community Development staff report. Upon a roll call vote, motion carried 6 to 1. Yeas: Councilmembers Ford, Pearson, Randall, Reid and, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. No: Councilmember Urban. Mayor Strazdas told Councilmember Urban that he still respects his opinion.

* **BLUE CARE NETWORK ADVANTAGE PLAN:** Motion by Randall, seconded by Ansari, to approve a one-year contract renewal, with the option for two additional one-year renewals, with Blue Care Network for the Blue Care Network Advantage Plan for retiree health insurance and authorize the City Manager to execute all documents related to the contract renewal on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **2018 CITY COUNCIL MEETING AND PRE-COUNCIL MEETING SCHEDULES:** Motion by Randall, seconded by Ansari, to establish the 2018 schedule of Regular City Council Meetings, and 2018 schedule of Pre-Council Meetings. Upon a roll call vote, motion carried 7 to 0.

* **AUGUST ENVIRONMENTAL REPORT:** Motion by Randall, seconded by Ansari, to receive the communication from the City Manager regarding the August Environmental Report as information only. Upon a roll call vote, motion carried 7 to 0.

* **COMMITTEE OF THE WHOLE MEETING REGARDING MEDICAL MARIJUANA:** Motion by Randall, seconded by Ansari, to reschedule the November 14, 2017 Committee of the Whole meeting regarding Medical Marijuana to December 19, 2017. Upon a roll call vote, motion carried 7 to 0.

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

Portage Human Services Board of July 6, 2017.
Portage Youth Advisory Committee of August 1, 2017.
Portage Historic District Commission of August 2, 2017.
Portage Zoning Board of Appeals of August 14 and 28, 2017.
Portage Planning Commission of August 17 and September 7, 2017.

NEW BUSINESS:

PRESENTATION FROM COUNCILMEMBER PEARSON REGARDING CITY OF PORTAGE PERSONNEL RULES AND REGULATIONS AND THE ENDORSEMENT OF POLITICAL CANDIDATES BY EMPLOYEES: Councilmember Pearson thanked Mayor Strazdas for allowing a couple of minutes for his presentation before he refers to City Manager Shaffer and City Attorney Randy Brown for comment. He referenced the campaign for Mayor and City Council, for the City General Election, November 7, 2017, noted that there are ten candidates, a record number, and he commented that there are some misleading campaign materials that bothered him. He indicated his first comments are on something that is humorous. He displayed a letter from a candidate that got an endorsement letter from a realtor group signed by the CEO on August 30, 2017. He masked who it was from and mentioned that a candidate who did not get the letter posted a misleading posted letter on Facebook that he got the endorsement, so he asked all to beware of what you read on the internet. Secondly, he indicated that he also received a postcard in the mail which contained misleading information about a City employee. He mentioned that the employee who made the endorsement is a private citizen, which is a First Amendment Right, and there is nothing wrong with that; however, the candidate decided to add without permission that this is a union official which inferred that Public Safety endorses this candidate, and this is wrong. He stated that it is customary in the City of Portage that our Police and Fire Unions and our City staff do not endorse candidates unlike in the big cities. With that, he raised the question that comes from the other ten candidates who are asking should they go out and get Police and Fire endorsements since one candidate has done this. He said he cannot speak for the City Policy on this subject, but he indicated that the City needs to stop this kind of candidate behavior. He asked the City Manager to give his perspective on union and city employee endorsements

because a reading of the rules is unclear to him, and he wants all of the candidates to have some clarity on this.

Mr. Shaffer responded that the City Council adopts the rules and regulations that all City personnel have to abide by with the exception of union employees with a collective bargaining agreement (CBA). He read the following Rule from the Personnel Rules and Regulations:

XI. MISCELLANEOUS, Section 11.1 (B), Prohibitions.

No City employee may seek nomination or election to any elective office of the City government, nor may any City employee use influence resulting from his job or position publicly in any way for or against any candidate for elective office in the City government.

Mr. Shaffer further explained that by virtue of being an ordinance, the law of this community is that City employees may not participate in ways of endorsing, advocating or speaking against a particular candidate. He indicated that he has discussed this topic at length with the City Attorney, and he paraphrased the City Attorney by saying that the language in the ordinance and in the Personnel Rules and Regulations has some very serious Constitutional issues and has to be considered as a nuance issue, so it is a matter of degree. He said by law it is prohibited, by ordinance; by Constitution there are certainly circumstances by which it is allowed; but, certainly by tradition, it has not been the way the City has approached this. Discussion followed.

At the request of Mayor Strazdas, City Attorney Randy Brown, after concurring with most of what Mr. Shaffer shared, added that public employees have First Amendment Rights; and, as a result, State Law says that a public employee has a right to participate in and endorse candidates for public office. He said that more broadly, the State Law says the public employees may do other things to participate and involve themselves in elections, whether it is a ballot proposal or for a candidate. He emphasized that this section is very broad, but that same Act in State Law states that this does not apply to the public employee during working hours when he or she is being compensated. He indicated that the first question is, is it being done during working hours while the employee is being compensated because clearly the right does not exist. Further, he stated if it is not during working hours, and the employee is participating, the test would be is that employee a public employee, and he said he is saying “public” intentionally because this is not applicable to a private employees; it applies to an employee working for some kind of government. He indicated if it is off working hours, then the employee has to show that he or she is acting as a private citizen on a topic of public concern and acknowledged that working on elections, endorsing candidates are of public concern. He said that the questions is, “Is it as a private citizen?” So, he determined that it is considered on a case by case basis as Mr. Shaffer indicated because you have to look at each circumstance: what was said, what was done, how it was said, when it was done, so there is no black and white rule that applies to everything. More specifically, he drew the distinction by giving the example that if a person says he or she is a City employee and says what he or she does for the City or whatever his or her job title is, that would indicate that whatever he or she is doing is as his or her position as a City employee, not as a private citizen. Moreover, he said if that person does not give any information about his or her public position or title, then doing it as a private citizen, it would be very difficult to have a restriction that would discipline that person, or to say to that person that he or she cannot do such a thing. He reminded Council that restrictions on the First Amendment are read very narrowly by the Courts, and explained that it is very difficult to get around something like that, but not impossible because there are situations where it can happen because the person is saying something that is so detrimental to the operation of the City that even though there is a private way of saying it, that’s the balance the Courts look at. He said it balances the right of the City as an employer to have an operating government in an efficient way, but it really has to be a problem which generally that’s not going to happen, and with a simple endorsement that’s not going to happen. Mayor Strazdas thanked Mr. Shaffer and Mr. Brown for their input. Discussion followed.

Mayor Pro Tem Ansari responded to Councilmember Pearson by saying he could only guess at his intentions, and expressed his disappointment as it seems he is attacking his candidacy. He stated that

since the Council has been elected to serve Portage citizens, it is sad that he brought forth this discussion because it takes away focus on those issues that enhance the lives of our citizens. He stressed that he can honestly say that the gentleman who supported his candidacy did not do so while on duty; that he was simply exercising his Constitutional Right. He said this is how he integrates the City's Policy. He challenged Council to stick to matters of the Council and not politics.

Councilmember Reid expressed her disappointment that this was brought forward in this way because for those of us who have been candidates for this election thus far have received information notices from the Office of the City Clerk about how to run a candidacy, such as yard signs and when the absentee ballots go out, which allowed all candidates to get the information. She emphasized if the intent is to provide information to candidates, using that vehicle would have made a whole lot of sense, and that she felt that this is not the proper venue to have this discussion.

Councilmember Pearson pointed out that he did not name any candidates by name; he wanted to keep this generic; he saw an example where he thought it was important for the City Manager and the City Attorney to discuss this; and, when other candidates asked if they should get police and fire employee endorsements, he felt it was not appropriate for him to answer, rather to ask the City Manager and the City Attorney to respond. From the City Attorney response, he acknowledged it is complicated, case by case; and, from the City Manager, he acknowledged it is a tradition that City employees do not get involved in this manner. He thanked Mr. Shaffer and Mr. Brown for their time spent on the subject.

Councilmember Reid said that the idea that this is a tradition, that citizens who are employees of the City are expected not to actively participate in the election process, is not in alignment with the rules that City Attorney Brown explained. She stressed that this policy that Council is reading is not something that City Council has approved; it is something the Administration developed; and it is appropriate because the City Manager manages all of the employees within the City. She suggested to the City Manager that he look at having some language that is very clear about the fact that employees who are citizens have the right to participate; they just cannot do it as part of their job or during their business hours since we need to be clear about what they can do. She commented that because there is this tradition, they have not endorsed and they have not been actively involved. She said the employees do not know if they can have a lawn sign or if they can sign a petition to get somebody on a ballot; and, employees are concerned about what they can do as well as not do, so the policy can be improved by making that clearer.

Mayor Strazdas confirmed his belief that everyone understands what the law is on this issue, but acknowledged the point made by Councilmember Reid that perhaps there is something in that document that needs to be cleaned up, and that might be appropriate for the new City Council, maybe not in an emergency session of Council now. He encouraged the incoming members of City Council to take that up with the City Manager, who can offer some language in the manual for the new Council to consider.

City Attorney Brown followed up by pointing out that the Personnel Rules address what an employee can and cannot do, and that is the discussion; also, he does not want anybody listening to him in terms of giving advice to Council about this particular rule or candidate to think that he is giving any advice to the candidate of what he or she can or cannot do. He stressed that this is between the City and its employees.

BID TABULATION:

*** 2018 STORM DRAINAGE IMPROVEMENT PROJECTS – TABULATION OF PROPOSALS:** Motion by Randall, seconded by Ansari, to award a contract to Hurley & Stewart, LLC, in the amount not to exceed \$130,546 to perform design and construction engineering services for the 2018 Storm Drainage Improvement Projects and authorize the City Manager to execute all documents related to the contract on behalf of the city.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL: For the benefit of those who might have seen the earlier Agenda, and not the amended Agenda, Councilmember Urban indicated that the Hill 'an' Brook Special Assessment Petition was withdrawn due to an issue with the evaluation of the signatures on the curb and gutter special assessment. He said this item has been pulled from the September 26, 2017 City Council Agenda and will be considered for resubmission to Council in the near future. He expressed his understanding that because there is an underlying problem with the Petition, the Administration wants to clarify a couple of things, and he mentioned he let several citizens know that the Petition was pulled as he was walking in so they did not spend time waiting for it. Discussion followed. He stressed that it was not because of a substantive issue and it would be coming back to Council. Mr. Shaffer indicated that the Petition was pulled because the Administration had not validated that 50% of the property owners had signed, it and the process calls for the City Assessor to go through and look at all of the signatures and align them with property owners. Since he could not ascertain that percentage with any real sense, he has directed that the work be done in advance to determine the percentage, or go back to the property owners to give them the opportunity to obtain the necessary signatures.

Councilmember Reid announced the two candidate forums coming up: Thursday, September 28, 2017, 6:00 p.m., at the Portage Senior Center, sponsored by the League of Women Voters; and Wednesday October 4, 2017, 6:30 p.m., sponsored by Western Institute for Government and Politics and WMUK, in the lower level of the Portage Public Library. Discussion followed.

Councilmember Randall indicated that the *League of Women Voters Guide* will soon be available for the 2017 General City Election. She surmised that it contains very good information on the two Mayoral Candidates and the eight Council Candidates, who are all asked the same questions. She also referenced the forums mentioned by Councilmember Reid as great opportunities to ask questions of the candidates and encouraged citizens to attend. She recognized Friday, September 29 at sunset as Yom Kippur in honor of our Jewish neighbors who will begin observance until sunset, Saturday, September 30 as a day of communal and personal atonement.

Councilmember Ford wished a Happy Anniversary to his wife.

Councilmember Pearson indicated that the *League of Women Voters Guide* is online, so there is no need to wait for a printed copy, and it has all of the same questions as the printed version.

City Manager Shaffer congratulated the City staff, especially Vicki Georgeau, for conducting a successful Capital Improvement Program (CIP) Open House from 4 p.m. until 7 p.m. last evening in Council Chambers that was attended by over 100 people who asked questions about a variety of different projects being considered for the CIP, and who also made suggestions relative to what they would like to see in their particular neighborhood.

Mayor Pro Tem Ansari indicated that it was an honor to attend the Blue Mass at St. Catherine's of Siena Catholic Church on September 17th to recognize our law enforcement officers.

Mayor Strazdas said he had hoped to attend the Blue Mass, but ended up in St. Louis where there was much unrest between the police and protestors. He reflected that City Hall was two blocks away, but he could not leave the hotel most nights. He compared that experience with returning to Portage and the relationship we have with our Police and recognized that we are not a big city with complex issues. He made the observation that our youth and our citizens respect our law enforcement and spoke highly of their professionalism.

MATERIALS TRANSMITTED:

* **DEPARTMENTAL MONTHLY REPORTS:** Motion by Randall, seconded by Ansari, to receive the Departmental Monthly Reports of August. Upon a roll call vote, motion carried 7 to 0.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:16 p.m.

James R. Hudson, City Clerk

* **Indicates items included on the Consent Agenda.**

**MINUTES FROM THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF OCTOBER 9, 2017**

Mayor Strazdas called the meeting to order at 8:00 a.m. Mayor Peter Strazdas and Mayor Pro Tem Nasim Ansari were present. Councilmembers Jim Pearson, Claudette Reid and Patricia M. Randall were present via the conference phone line. Councilmembers Richard Ford and Terry Urban were absent with notice and excuse. Also in attendance were City Manager Larry Shaffer, Deputy City Manager Rob Boulis and City Clerk James Hudson.

Mayor Strazdas reminded Council of the Special Meeting at 5:15 p.m. to interview Board and Commission Applicants. He indicated Deputy City Manager Rob Boulis would be sending out a reminder of this to Council, and that a meal is planned.

Councilmember Reid indicated she would not be attending the Tuesday meetings as she would be out of town.

Mayor Strazdas asked for questions from Council through the first page of the Agenda. Regarding Item E.1, Curb and Gutter on Hill 'an' Brook Drive, Councilmember Reid observed that there is not a majority of either the parcel or the front footage, and asked why the recommendation is to go forward with an Assessment District. Deputy City Manager Boulis indicated that according to the *City Charter*, 50 % of the property owners need to sign, not a majority, just 50% of the parcels. She asked what if one of the property owners changes his or her mind, what happens since there would no longer be the 50% threshold. Mr. Boulis indicated that the decision would be up to the City Council of whether to approve the special assessment of the project. City Clerk James Hudson interjected that he is required to hold the petition for any extra signatures, so arguably you could remove a signature.

Mayor Strazdas summed up by saying if you meet the threshold to put it on the agenda and people back out, it would be up to the City Council to make the determination. Mr. Hudson reminded her that Council is referring it back to the Administration for review, and the Special Assessment Process is a multiple five Resolution process, and anytime all along the way, or even at the end, Council could reject it. In response to the question of the 80 foot cap, Mr. Hudson said he misspoke himself two weeks ago, and there is no cap for curb and gutter. Mr. Boulis informed her that he would get back to her on the current linear footage charge for curb and gutter.

In response to Councilmember Randall, Mr. Boulis indicated that the Administration is not aware of whether the other 16 parcel owners are opposed to the Special Assessment or have not seen the petition; or, if some of the houses are rental properties or vacant properties. With regard to the question of whether all of the property owners had been contacted, Mr. Boulis advised Council that the notice and all of the details of the project will be provided throughout the five-step Special Assessment process, and Mr. Hudson indicated that the circulators of the petition had already been notified. Mayor Strazdas reviewed the Special Assessment Process.

Mayor Strazdas asked for an explanation of how Item F.3, AT&T Centrex, and Analog Radio Circuits Contract Agreements, impacts the pending Central Dispatch; do we need this to bridge it over; are we buying stuff for the future, etc. Mr. Boulis indicated that what is proposed is to continue to provide the current infrastructure used for the telephones connected to Public Safety. He indicated that about three years ago, both of these products were on a MiDeal Contract; that they are old technology; that

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they are the old copper wire which AT&T would like to discard; that the Centrex continues to be on MiDeal; and, that the City will continue to use the Centrex after the 911 Consolidation. However, he pointed out that there will be no need to continue analog service, which is a big expense, after 911 Consolidation because that service will be provided by Consolidated Dispatch. He referred to the discussion with Jeff Troyer, Executive Director of Kalamazoo County Consolidated Dispatch, about switching to a less expensive microwave system. He concurred with Mayor Strazdas, who confirmed that this is a bridge from now until then, and Portage needs this equipment to keep the system going. Mr. Boulis stated that if we denied 911 Consolidation, then the City would be looking very hard at switching to a more up-to-date, modern system, probably digital, but this would not be cost feasible for a one-year timeframe. He pointed out that new equipment requires a lot of installation costs and there are the pluses and minuses of whether it works right, so this is important to connecting citizens to the current Dispatch Center. He said the Administration decided to stay the course using the analog system and that it would be transferred to Consolidated Dispatch. Mayor Strazdas thanked him for his excellent explanation.

Mr. Hudson pointed out that there are a lot of candidates for the 5:15 p.m. Special Meeting to interview Applicants for the City Council Boards and Commissions, so Mayor Strazdas asked Council to pace themselves throughout the meeting, start the meeting on time, and asked that the Council move it along considering all of the people in order to eat and start the Regular Meeting on time.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:10 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 October 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 September 10, 2017 through September 24, 2017 and notes \$609,846.02 in automated clearing house payments, \$532,267.65 in paper checks and \$73,924.53 in auto-pay payments for a grand total of \$1,216,038.20.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

ACCOUNTS PAYABLE REGISTER
Check Dates From: 9-10-2017 To: 9/24/2017

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Check Type: ACH Transactions

Check Date	Check	Vendor Name	Description	Amount
09/15/2017	7507(A)	A NEW LEAF	PLANT CARE	85.00
09/15/2017	7508(A)	DEER CONTRACTING & LANDSCAPE	STORM SEWER REPAIR	5,180.00
09/15/2017	7509(A)	DUST & CAMPBELL, P.C.	MTT SEPT 2017 RESEARCH	268.48
09/15/2017	7510(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	4,820.00
09/15/2017	7511(A)	GORDON WATER SYSTEMS	RAMONA BOTTLED H2O	74.50
09/15/2017	7512(A)	KUSHNER & COMPANY, INC.	COBRA INSURANCE	327.46
09/15/2017	7513(A)	PLM LAKE & LAND MANAGEMENT	AQUATIC WEED MGMT	230.00
09/15/2017	7514(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	90.02
09/15/2017	7515(A)	VISION SERVICE PLAN (OH)	VISION SERVICE PLAN	2,097.66
09/15/2017	7516(A)	XEROX CORPORATION	AUGUST 2017 PAYMENT	394.72
09/15/2017	7517(A)	SYNERGISTIC ONLINE SOLUTIONS	QUARTERLY MAINTENANCE	1,840.00
09/22/2017	7518(A)	A I S CONSTRUCTION EQUIP. CO.	TINK CLAW BLADES	3,847.40
09/22/2017	7519(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	7,118.58
09/22/2017	7520(A)	ALL-PHASE ELECTRIC SUPPLY CO.	ELECTRICAL SUPPLIES	222.14
09/22/2017	7521(A)	AMERICAN HYDROGEOLOGY CORP.	WATER TESTING	1,707.45
09/22/2017	7522(A)	AMERICAN SAFETY & FIRST AID	FIRST AID SERVICE	166.29
09/22/2017	7523(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL	2,080.00
09/22/2017	7524(A)	AUMACK, MICHAEL	UMPIRE PAYROLL	200.00
09/22/2017	7525(A)	BASIC CORPORATE	FILING & MAILING FEES	921.50
09/22/2017	7526(A)	BEEBE, RONALD E.	UMPIRE PAYROLL	240.00
09/22/2017	7527(A)	BLUE CARE NETWORK-GREAT LAKES	HEALTH INSURANCE	114,494.15
09/22/2017	7528(A)	BLUE FORCE GEAR, INC.	EQUIPMENT	1,252.80
09/22/2017	7529(A)	BLUESTONE PSYCH	EMPLOYEE EVALUATION	930.00
09/22/2017	7530(A)	BYHOLT INC.	WASHED STONE	2,710.16
09/22/2017	7531(A)	C D W GOVERNMENT, INC.	WIRELESS ACCESS	2,314.86
09/22/2017	7532(A)	CARRIER & GABLE	TRAFFIC LIGHTS	10,337.40
09/22/2017	7533(A)	CHARTER COMMUNICATIONS	CABLE TV	102.84
09/22/2017	7534(A)	CLEANIT CORP	CAR WASHES	240.00
09/22/2017	7535(A)	DATA CONSTRUCTS LLC	WEBSITE HOSTING	97.95
09/22/2017	7536(A)	DEER CONTRACTING & LANDSCAPE	BLOCK WALL REPLACEMENT	3,889.45
09/22/2017	7537(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	17,785.97

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Check Date	Check	Vendor Name	Description	Amount
09/22/2017	7538(A)	DIGITAL HIGHWAY WIRELESS SOLUTIONS	FIRE APPARATUS MAINT	9,841.00
09/22/2017	7539(A)	EKLOV, ERICA	COUNCIL DINNERS	111.30
09/22/2017	7540(A)	ENGINEERED PROTECTION SYSTEMS, INC.	VIDEO SERVICE	228.00
09/22/2017	7541(A)	FARM N GARDEN	BALL DIAMOND CHALK	273.44
09/22/2017	7542(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	1,780.00
09/22/2017	7543(A)	GLOBAL TELEMATIC SOLUTIONS LLC	MONTHLY SUBSCRIPTION	625.00
09/22/2017	7544(A)	GORDON WATER SYSTEMS	BOTTLED WATER	269.50
09/22/2017	7545(A)	GRIFFIN PEST SOLUTIONS, INC.	YEARLY SERVICE	312.00
09/22/2017	7546(A)	INDUSCO SUPPLY CO., INC.	JANITORIAL SUPPLIES	1,019.67
09/22/2017	7547(A)	IP CONSULTING, INC.	MERAKI SWITCH	147.88
09/22/2017	7548(A)	J & J LAWN SERVICE, INC.	LANDSCAPE SERVICE	18,784.00
09/22/2017	7549(A)	JAROTH, INC	PAY PHONES	228.00
09/22/2017	7550(A)	LAWSON PRODUCTS, INC	FIELD MARKING PAINT	399.20
09/22/2017	7551(A)	MAURER'S TEXTILE RENTAL SERVICES	UNIFORM RENTALS	715.26
09/22/2017	7552(A)	MCCULLIN, LARRY W.	UMPIRE PAYROLL	207.00
09/22/2017	7553(A)	MEEKHOF TIRE SALES & SERVICE INC.	UNIT TIRES	334.70
09/22/2017	7554(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	1,752.00
09/22/2017	7555(A)	OMM ENGINEERING, INC.	ENGINEERING SERVICES	22,363.45
09/22/2017	7556(A)	ONE WAY PRODUCTS	JANITORIAL SUPPLIES	525.76
09/22/2017	7557(A)	PCM SALES, INC.	FY 2017-18 MONTHLY	40,960.00
09/22/2017	7558(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	4,200.43
09/22/2017	7559(A)	PLM LAKE & LAND MANAGEMENT	PERMIT FEE	1,500.00
09/22/2017	7560(A)	PROFESSIONAL BUILDING SERVICES LLC	JANITORIAL SERVICES	3,097.54
09/22/2017	7561(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	1,515.51
09/22/2017	7564(A)	RIETH-RILEY CONSTRUCTION CO., INC	PROJECT SUPPLIES	1,213.81
09/22/2017	7565(A)	ROBINSON, KEVIN	UMPIRE PAYROLL	84.00
09/22/2017	7566(A)	ROE-COMM, INC.	COMMUNICATION UPGRADES	7,593.75
09/22/2017	7567(A)	SAFETY SERVICES, INC.	AIR DETECTOR MAINT	159.68
09/22/2017	7568(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNALS	110,504.76
09/22/2017	7569(A)	SNELL, DEBRA	PROGRAM INSTRUCTOR	120.00
09/22/2017	7570(A)	SUEZ WATER ENVIRONMENTAL SERVICES	WATER METERS	171,280.68
09/22/2017	7571(A)	TECHNOLOGY SOLUTIONS	AS/400 DATA MIGRATION	1,224.85
09/22/2017	7572(A)	TOO CLEAN JANITORIAL	CLEANING SERVICES	4,340.00

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09/22/2017	7573(A)	USA SOFTBALL OF MICHIGAN	SOFTBALLS	2,490.00
09/22/2017	7574(A)	W W GRAINGER INC	TABLES GRAIN ELV REPL	1,811.00
09/22/2017	7575(A)	WEST SHORE FIRE, INC.	FIRE APPARATUS MAINT	3,441.30
09/22/2017	7576(A)	WEST SHORE SERVICES, INC	WARNING SIREN MAINT	5,625.00
09/22/2017	7577(A)	WIGHTMAN & ASSOCIATES, INC.	ENGINEERING SERVICES	2,699.77
Total ACH Transactions:				609,846.02

Check Type: Paper Checks

09/11/2017	303647	SANDUSKY COUNTY CVB	TRIP VENDOR PAYMENT	725.00
09/13/2017	10117	PETTY CASH-MIKE CORFMAN	REPLENISHMENT CHECK	266.75
09/13/2017	10118	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	246.20
09/15/2017	303648	A T & T	TELEPHONE SERVICE	2,613.44
09/15/2017	303649	ALLEGRA PRINT & IMAGING	PRINTING	50.00
09/15/2017	303650	AMERICAN OFFICE SOLUTIONS	SHREDDER SERVICE	247.50
09/15/2017	303651	BLUE, JOHN	TRAINING EXPENSES	500.00
09/15/2017	303652	BUELL, WM. ROGER	EMPLOYEE REIMBURSEME	2,338.76
09/15/2017	303653	CAMPEAU, RAY	WESTFIELD DEPOSIT REFUND	100.00
09/15/2017	303654	CARDNO, INC.	GRASS SEED	898.45
09/15/2017	303655	CD BARNES ASSOCIATES INC	BOND REFUND	14,930.00
09/15/2017	303656	CHIZEK, MARY	TRIP REFUND	55.00
09/15/2017	303657	CINTAS CORP.	PANT RENTAL FOR INSP	12.92
09/15/2017	303658	FADER EQUIPMENT, INC.	ROLLER RENTAL	125.05
09/15/2017	303659	GOLDEN WEST INDUSTRIAL SUPPLY, INC.	LIGHTS	134.94
09/15/2017	303660	HOME DEPOT	CLEANING & MAINT SUPPLIES	576.70
09/15/2017	303661	KUIPER, JANIE	UTILITY REFUND	22.52
09/15/2017	303662	LANGUAGE LINE, INC	LANGUAGE LINE USAGE	39.20
09/15/2017	303663	LEXISNEXIS RISK SOLUTIONS	ACCURINT CHARGES	150.00
09/15/2017	303664	MAISTO, MARY	TRIP REFUND	94.61
09/15/2017	303665	MCNALLY ELEVATOR CO.	ELEVATOR MAINT	62.40
09/15/2017	303666	NILES, VALORIE	UTILITY REFUND	64.53
09/15/2017	303667	OFFICE DEPOT, INC.	MISC OFFICE SUPPLIES	625.37
09/15/2017	303668	PRESTON, PATTY	RENTAL FEE REFUND	1,090.00
09/15/2017	303669	R W LAPINE INC.	HVAC ON-CALL SERVICE	1,856.01

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09/15/2017	303670	RATHCO SAFETY SUPPLY, INC.	SIGNS AND SIGN MATER	100.00
09/15/2017	303671	RICHTER, KARLEEN	TRIP VENDOR PAYMENT	1,750.00
09/15/2017	303672	SITEONE LANDSCAPE SUPPLY LLC	IRRIGATION REPAIRS	497.91
09/15/2017	303673	SMOKED DOWN BBQ LLC	PARK EVENT	170.00
09/15/2017	303674	TODD ARBANAS ENTERPRISES INC.	TREE REMOVAL	5,250.00
09/15/2017	303675	USA TODAY	SUBSCRIPTION	29.00
09/15/2017	303676	WELP, BRIAN	REFUND OVERPAYMENT	77.99
09/20/2017	10119	PETTY CASH-ALYSSA MILBECK	REPLENISHMENT CHECK	508.32
09/22/2017	10120	PETTY CASH-HOLLY CERNY	REPLENISHMENT CHECK	421.71
09/22/2017	10121	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	458.60
09/22/2017	303677	A T & T	TELEPHONE SERVICE	2,023.86
09/22/2017	303678	ACTION GEAR EMBROIDERY INC.	JACKET	54.00
09/22/2017	303679	ALLEGRA PRINT & IMAGING	MISC PRINTING SERVICE	555.83
09/22/2017	303680	AR ENGINEERING LLC	ENGINEERING SERVICES	3,011.17
09/22/2017	303681	ARMOLD, NICHOLAS	EMPLOYEE REIMBURSEMENT	984.76
09/22/2017	303682	ARTWEAR APPAREL GRAPHICS, INC.	PARKS COATS	299.90
09/22/2017	303683	ATA NATIONAL TITLE GROUP, LLC	TAX REFUND	502.77
09/22/2017	303684	B & H PHOTO & ELECTRONICS CORP.	DRONE ACCESSORY	19.58
09/22/2017	303685	B S & A SOFTWARE	CDBG SOFTWARE TRNG	10,000.00
09/22/2017	303686	BALKEMA EXCAVATING, INC.	CATCH BASIN REPAIR	5,250.00
09/22/2017	303687	BALLINGER, JOANN	TAX REFUND	51.46
09/22/2017	303688	BEACON ATHLETICS	SOFTBALL FIELD SUPPLIES	288.84
09/22/2017	303689	BELL, KATHERINE	LAKEVIEW #2 REFUND	100.00
09/22/2017	303690	BESCO WATER TREATMENT, INC.	WATER SERVICE	74.00
09/22/2017	303691	BEST WAY DISPOSAL, INC.	PORTABLE RESTROOMS	46,955.75
09/22/2017	303692	BLUE CROSS/BLUE SHIELD OF MICH	HEALTH INSURANCE	70,483.29
09/22/2017	303693	BORGESS HEALTH ALLIANCE	MEDICAL SERVICES	435.95
09/22/2017	303694	BUELOW, CONNIE OR BRUCE	TAX REFUND	7.94
09/22/2017	303695	BYCE & ASSOCIATES, INC.	ARCHITECT RENDERING	2,500.00
09/22/2017	303696	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	23.67
09/22/2017	303697	CARTRIDGE WORLD	PRINTER MAINTENANCE	1,641.65
09/22/2017	303698	CHICAGO TITLE	TAX REFUND	2,756.48
09/22/2017	303699	CHICAGO TITLE OF MI	UTILITY REFUND	177.94

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09/22/2017	303700	CHICAGO TITLE OF MI	UTILITY REFUND	10.00
09/22/2017	303701	CHRIS WENDLING	CONCRETE DRIVEWAY	250.00
09/22/2017	303702	CITI MORTGAGE	TAX REFUND	53.35
09/22/2017	303703	CITY OF KALAMAZOO TREASURER	UTILITY REFUND	1,281.90
09/22/2017	303704	CIVICPLUS	PUBLIC WEBSITE WORK	24,750.01
09/22/2017	303705	CONSUMERS ENERGY	MAKE READY COSTS	1,013.58
09/22/2017	303706	CORELOGIC	TAX REFUND	232.23
09/22/2017	303707	CORELOGIC CENTRALIZED REFUNDS	TAX REFUND	120,551.63
09/22/2017	303708	COSTAR REALTY INFORMATION, INC.	REALTY SALES INFORM	321.82
09/22/2017	303709	D L GALLIVAN INC.	COPY MACHINE USAGE	99.56
09/22/2017	303710	DAVE'S CONCRETE PRODUCTS, INC.	CONCRETE SUPPLIES	4,423.75
09/22/2017	303711	DEVON TITLE AGENCY	TAX REFUND	54.52
09/22/2017	303712	DEVON TITLE AGENCY	TAX REFUND	13.52
09/22/2017	303713	EDWARDS, HENRY	UMPIRE PAYROLL	168.00
09/22/2017	303714	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE MAINT	876.66
09/22/2017	303715	ENOS, BRIENN	GRAIN ELV REFUND	100.00
09/22/2017	303716	EVERETT, CHIP	EMPLOYEE REIMBURSEMENT	100.00
09/22/2017	303717	FADER EQUIPMENT, INC.	ROLLER RENTAL	163.88
09/22/2017	303718	FLETCHER ENTERPRISES	PAINTING	3,944.00
09/22/2017	303719	FORSHEE, MARK	UMPIRE PAYROLL	47.00
09/22/2017	303720	GETTY IMAGES (US) INC.	STOCK PHOTO CREDITS	325.00
09/22/2017	303721	GORDON FOOD SERVICE	PSC SUPPLIES	215.30
09/22/2017	303722	GRAND ELK RAILROAD	RR GRADE CROSSING	34,600.04
09/22/2017	303723	HALT FIRE, INC.	FIRE APPARATUS MAINT	146.07
09/22/2017	303724	HANSSON, SCOTT	GRAIN ELV REFUND	100.00
09/22/2017	303725	HARTMAN, CHARLES	UMPIRE PAYROLL	192.00
09/22/2017	303726	HEATH, KEVIN	UMPIRE PAYROLL	105.00
09/22/2017	303727	HEXACOMB CORPORATION	LAKEVIEW #2 REFUND	100.00
09/22/2017	303728	HOCKEY SERVICES	HOCKEY NETS	318.00
09/22/2017	303729	HOGNACHI, DAVID	UMPIRE PAYROLL	46.00
09/22/2017	303730	HOME DEPOT	CLEANING SUPPLIES	421.44
09/22/2017	303731	HOUTKOOOPER, PAULINE	LAKEVIEW #1 REFUND	100.00
09/22/2017	303732	HYDRODYNAMICS, INC	PUMP	5,574.32

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09/22/2017	303733	HYLAND ASSOCIATES LLC	TAX REFUND	372.38
09/22/2017	303734	KAL CO MEDICAL CONTROL AUTH	FIRE EMS SUPPLIES	351.00
09/22/2017	303735	KALAMAZOO COUNTY TREASURER	PASS THRU MONIES	714.34
09/22/2017	303736	KALAMAZOO COUNTY TREASURER	TAX REFUND	11.71
09/22/2017	303737	KALAMAZOO COUNTY TREASURER	2ND QUARTER 2017	46.25
09/22/2017	303738	KALAMAZOO LANDSCAPE SUPPLIES	RESTORATIONS	246.25
09/22/2017	303739	KALAMAZOO NATURE CENTER, INC.	KNC OUTREACH PROGRAM	545.00
09/22/2017	303740	KENT COUNTY DPW	MED/DRUG/WASTE DISPOSAL	90.00
09/22/2017	303741	KERCHER SUNRISE ORCHARD	TRIP VENDOR PAYMENT	159.00
09/22/2017	303742	KITCH DRUTCHAS WAGNER VALITUTTI & S	CELL TOWER NEGOTIATIONS	2,980.00
09/22/2017	303743	KNOLLBROOK FARM	TRIP VENDOR PAYMENT	371.00
09/22/2017	303744	KREAMALMEYER, VICKY	SCHRIER REFUND	100.00
09/22/2017	303745	KZOO TIRE COMPANY	TIRE TUBE	18.50
09/22/2017	303746	LERETA	TAX REFUND	39,465.70
09/22/2017	303747	MASSIE, LARRY B.	BOOK SALES	14.97
09/22/2017	303748	MATTHEW DAVID AMBROSO	FLOORING INSTALLATION	3,187.94
09/22/2017	303749	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES #99	25.00
09/22/2017	303750	MCNALLY ELEVATOR CO.	ELEVATOR MAINT	65.00
09/22/2017	303751	MEYERS, DIANE	SCHRIER REFUND	100.00
09/22/2017	303752	MI-TOKEN INC.	MI-TOKEN SOFTWARE	300.00
09/22/2017	303753	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR	1,605.65
09/22/2017	303754	MICHAEL A. BAKER	UMPIRE PAYROLL	50.00
09/22/2017	303755	MICHIGAN STATE TAX COMMISSION	USPAP COURSE 10/13/2017	50.00
09/22/2017	303756	MIDWEST ENERGY COOPERATIVE	STREETLIGHT ENERGY	299.24
09/22/2017	303757	MILLER ROAD TRANSFER STATION	DISPOSAL SERVICES	190.00
09/22/2017	303758	MLIVE MEDIA GROUP	BIDS WANTED ADS	42.45
09/22/2017	303759	MOHNEY, DIANE	TRIP REFUND	93.00
09/22/2017	303760	MORTGAGE CENTER	TAX REFUND	1,123.08
09/22/2017	303761	MOSQUITO CONTROL OF SW MICHIGAN	MOSQUITO CONTROL	129.00
09/22/2017	303762	NATIONAL FIRE PROTECTION ASSOC	FIRE MEMBERSHIP	150.00
09/22/2017	303763	NETBRAIN TECHNOLOGIES, INC.	NETBRAIN SOFTWARE	1,600.00
09/22/2017	303764	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,163.44
09/22/2017	303766	PAJAY, INC.	RETENTION BASIN REHAB	51,302.47

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09/22/2017	303767	PETERMAN CONCRETE CO.	CONCRETE DISPOSAL	1,170.00
09/22/2017	303768	PINTO, MARGARITA	LAKEVIEW #1 DEPOSIT	100.00
09/22/2017	303769	PORTAGE BUDGET STORAGE, LLC	ELECTION EQUIPMENT	1,277.70
09/22/2017	303770	RATHCO SAFETY SUPPLY, INC.	SIGNS AND MATERIALS	650.00
09/22/2017	303771	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE SERVICES	1,001.94
09/22/2017	303772	RESIDENTIAL OPPORTUNITIES	TENT DEPOSIT REFUND	100.00
09/22/2017	303773	RHODES, KEVIN	UMPIRE PAYROLL	168.00
09/22/2017	303774	RUNIA, KATHERINE	TRIP REFUND	93.00
09/22/2017	303775	SAFE KIDS	CHILD PASSENGER CERT	50.00
09/22/2017	303776	SCHULTZ, GREG	SOFTBALL REFUND	100.00
09/22/2017	303777	SCHULTZ, GREG	SOFTBALL REFUND	100.00
09/22/2017	303778	SCHUMACHER, PETREA	SCHRIER REFUND	100.00
09/22/2017	303779	SCOTTY BUD MELVIN MEDIA	VIDEOGRAPHY	200.00
09/22/2017	303780	SHERWIN WILLIAMS	PAINT	107.85
09/22/2017	303781	SHILTS, DAWN	PROGRAM REFUND	197.65
09/22/2017	303782	SITEONE LANDSCAPE SUPPLY LLC	IRRIGATION REPAIR	1,307.23
09/22/2017	303783	SMITH, LARRY	PROGRAM INSTRUCTOR	120.61
09/22/2017	303784	SMITH, ROBERT	UMPIRE PAYROLL	42.00
09/22/2017	303785	STAP BROS LAWN & LANDSCAPE, INC	LANDSCAPE BED MAINT	6,651.00
09/22/2017	303786	STATE OF MICHIGAN	REGISTRATION FEES	90.00
09/22/2017	303787	STATE OF MICHIGAN (DOT)	TRAFFIC SIGNAL MAINT	246.18
09/22/2017	303788	STATE SYSTEMS RADIO, INC	TOWER RENTAL	1,506.48
09/22/2017	303789	STEENSMA LAWN & POWER EQUIPMENT	SMALL EQUIP REPAIRS	2,116.94
09/22/2017	303790	STRYD, NANCY	TRIP REFUND	82.00
09/22/2017	303791	STRYD, THOMAS	TRIP REFUND	82.00
09/22/2017	303792	SUCCESS COMMUNICATIONS, INC.	EMPLOYEE TRAINING	399.20
09/22/2017	303793	SWANK MOTION PICTURES, INC.	MOVIE LICENSE FEE	425.00
09/22/2017	303794	TAKE FLIGHT AERIAL IMAGING LLC	DRONE VIDEOGRAPHY	305.00
09/22/2017	303795	TAPCO	LIGHTED STOP PADDLES	712.35
09/22/2017	303796	TODD ARBANAS ENTERPRISES INC.	TREE REMOVAL SERVICE	7,700.00
09/22/2017	303797	U S POSTAL SERVICE	POSTAGE REFILL	3,000.00
09/22/2017	303798	U S POSTMASTER	POSTAGE	1,360.00
09/22/2017	303799	UNITED PARCEL SERVICE	WEEKLY DELIVERY	10.94

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09/22/2017	303800	VANGUARD FIRE & SUPPLY CO., INC.	FIRE EXT MAINT	301.04
09/22/2017	303801	VIRIDIS DESIGN GROUP	OPEN SPACE PLAN	810.00
09/22/2017	303802	W MICH CRIMINAL JUSTICE TRAINING CO	FALL 2016 DISTRIBUTION	1,896.74
09/22/2017	303803	WALKER, DAVID	SCHRIER REFUND	100.00
09/22/2017	303804	WASTE MANAGEMENT	2017 SPRING CLEAN UP	1,846.69
09/22/2017	303805	WEBER, KATHLEEN	TRIP REFUND	102.00
09/22/2017	303806	WINDEMULLER ELECTRIC, INC.	ELECTRICAL SERVICE	312.00
09/22/2017	303807	WITMER PUBLIC SAFETY GROUP	FIRE PPE GEAR	1,301.00
09/22/2017	303808	WMU CAREER & STUDENT EMPLOYMENT SER	WMU JOB FAIR	35.00
09/22/2017	303809	ZERO WASTE USA, INC.	PET WASTE BAGS	1,011.44
09/22/2017	303810	ZITO, LOIS	PROGRAM REFUND	30.00

Total Paper Checks: 532,267.65

Check Type: Auto-Pay Payments

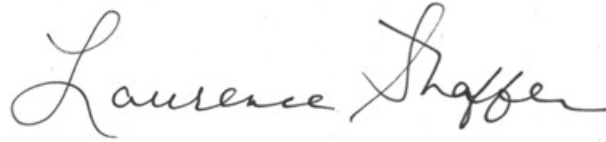
09/11/2017	5332	CONSUMERS ENERGY	GAS-ELECTRIC	1,033.09
09/12/2017	5340	CONSUMERS ENERGY	GAS-ELECTRIC	11,606.48
09/13/2017	5373	CONSUMERS ENERGY	GAS-ELECTRIC	24,462.10
09/14/2017	5381	CONSUMERS ENERGY	GAS-ELECTRIC	1,115.79
09/15/2017	5336	RANDALL BROWN & ASSOCIATES	ATTORNEY RETAINER	18,810.00
09/18/2017	5396	CONSUMERS ENERGY	GAS-ELECTRIC	12,761.88
09/19/2017	5400	CONSUMERS ENERGY	GAS-ELECTRIC	384.33
09/20/2017	5401	CONSUMERS ENERGY	GAS-ELECTRIC	3,504.93
09/21/2017	5412	CONSUMERS ENERGY	GAS-ELECTRIC	245.93

Total Auto-Pay Payments: 73,924.53

Grand Total: 1,216,038.20

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Hill 'an' Brook Drive Curb and Gutter Petition.

SUPPORTING PERSONNEL: James Hudson, City Clerk

ACTION RECOMMENDED: That City Council refer the special assessment petition in favor of creating a special assessment district on Hill 'an' Brook Drive (Angling Road to Greenhill Street) to the City Administration for review and report.

The attached petition was filed by property owners on Hill 'an' Brook Drive requesting the establishment of a special assessment district for the purpose of installation of curb and gutter on Hill 'an' Brook Drive (Angling Road to Greenhill Street). It is recommended that the City Council refer the special assessment petition in favor of creating a special assessment district on Hill 'an' Brook Drive (Angling Road to Greenhill Street) to the City Administration for review and report.

FUNDING: N/A

Attachments:

1. Hill 'an' Brook Drive Curb and Gutter Petition
2. Hill 'an' Brook Drive Curb and Gutter Petition Results
3. Map

Special Assessment Petition

To the City Council of the City of Portage, Michigan:

The undersigned property owners request the creation of a special assessment district at the following locations:

Hill'An'Brook Drive, Angling Road to Greenhill Street

For the following purpose: Curb and Gutter on Hill'An'Brook Drive

As petitioners, we acknowledge that we are aware and understand the information and procedures described on the back of this form and on the appropriate fact sheet. We understand that special assessments to be paid will be our responsibility and levied for the requested improvements based on assessment rates established by the City Council for the calendar year when the assessment process begins.

Name	Address	Lot-Plat	Footage	Date
1. <u>Garnett</u>	<u>2726 Hill'An'Brook Dr.</u>		<u>150</u>	<u>6-13-17</u>
2. <u>Wilson</u>	<u>2928 Hill'An'Brook Dr.</u>		<u>125</u>	<u>6-13-17</u>
3. <u>Batt</u>	<u>3022 Hill'An'Brook Dr.</u>		<u>125</u>	<u>6-13-17</u>
4. <u>S. Nelson</u>	<u>2903 Hill'An'Brook</u>		<u>100</u>	<u>6-13-17</u>
5. <u>Bruce</u>	<u>2911 Hill'An'Brook</u>		<u>100</u>	<u>6-13-17</u>
6. <u>Poei</u>	<u>2623 " " "</u>		<u>106</u>	<u>6-13-17</u>
7. <u>Kelley</u>	<u>2916 Hill'An'Brook</u>		<u>125</u>	<u>6-13-17</u>
8. <u>Fitzgerald</u>	<u>2921 Hill'An'Brook</u>		<u>115</u>	<u>6-13-17</u>
9. <u>Zimmerman</u>	<u>3125 Hill'An'Brook</u>		<u>150</u>	<u>6-25-17</u>
10. <u>WOLF</u>	<u>2812 Hill'An'Brook</u>		<u>115</u>	<u>6/25/17</u>
11. <u>ROMANO</u>	<u>2712 Hill'An'Brook</u>		<u>120</u>	<u>6/25/17</u>
12. <u>Pubert</u>	<u>2620 Hill'An'Brook</u>		<u>118</u>	<u>8-6-17</u>
13. <u>Nancy Oels</u>	<u>2610 Hill'An'Brook</u>		<u>120</u>	<u>8-6-17</u>
14. <u>Anna Sankar</u>	<u>3124 Hill'An'Brook Dr.</u>		<u>120</u>	<u>8-15-17</u>
15. <u>Swope</u>	<u>3001 Hill'An'Brook Dr.</u>		<u>100</u>	<u>8/29/17</u>
16. <u>Pang</u>	<u>2723 Hill'An'Brook</u>		<u>106</u>	
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RECEIVED

SEP 18 2017

PORTAGE
CITY CLERK

I, as circulator of the petition, verify that the petition signers are the owners of the property described in the petition and that each signature on the petition is the genuine signature of each respective petitioner.

Circulator's Name: Lisa & Bill Garnett Phone: 269-312-8155 269-209-1438
Address: 2726 Hill'An'Brook Dr. Date Petition Issued: 9-12-17



7900 South Westnedge Avenue
Portage, Michigan 49002
269-329-4422

Special Assessment Petition

To the City Council of the City of Portage, Michigan:

The undersigned property owners request the creation of a special assessment district at the following locations:
Hill'An'Brook Drive, Angling Road to Greenhill Street

For the following purpose: Curb and Gutter on Hill'An'Brook Drive

As petitioners, we acknowledge that we are aware and understand the information and procedures described on the back of this form and on the appropriate fact sheet. We understand that special assessments to be paid will be our responsibility and levied for the requested improvements based on assessment rates established by the City Council for the calendar year when the assessment process begins.

Name	Address	Lot-Plat	Footage	Date
1. <u>Garrett</u>	<u>2720 Hill'An'Brook Dr.</u>		<u>150</u>	<u>6-13-17</u>
2. <u>Wilson</u>	<u>2908 Hill'An'Brook Dr.</u>			<u>6-13-17</u>
3. <u>Batt</u>	<u>3022 Hill'An'Brook Dr.</u>			<u>6-13-17</u>
4. <u>S. Nelson</u>	<u>2903 Hill'An'Brook</u>			<u>6-13-17</u>
5. <u>Bruce</u>	<u>2711 Hill'An'Brook</u>			<u>6-13-17</u>
6. <u>Paul</u>	<u>2623 " " "</u>			<u>6-13-17</u>
7. <u>Kelley</u>	<u>2916 Hill'An'Brook</u>		<u>125</u>	<u>6-13-17</u>
8. <u>Fitzgerald</u>	<u>2921 Hill'An'Brook</u>		<u>115</u>	<u>6-13-17</u>
9. <u>Zimmerman</u>	<u>3125 Hill'An'Brook</u>			<u>6-25-17</u>
10. <u>Lucas</u>	<u>2872 Fleetwood Dr.</u>			<u>6/25/17</u>
11. <u>Romano</u>	<u>2712 Hill'An'Brook</u>			<u>6/25/17</u>
12. <u>Furness</u>	<u>2420 Hill'An'Brook</u>			<u>8-6-17</u>
13. <u>Nancy O'Leary</u>	<u>2610 Hill'An'Brook</u>			<u>8-6-17</u>
14. <u>Anna Maria Baren</u>	<u>3124 Hill'An'Brook Dr.</u>			<u>8-15-17</u>
15.				
16.				
17.				
18. <u>John Safapour</u>	<u>2713 Hill'An'Brook</u>		<u>106</u>	<u>8-31-17</u>
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[Signature] 9/18/17

RECEIVED
SEP 18 2017
PORTAGE
CITY CLERK

I, as circulator of the petition, verify that the petition signers are the owners of the property described in the petition and that each signature on the petition is the genuine signature of each respective petitioner.

Circulator's Name: Lisa & Bill Garrett Phone: 269-312-8155
Address: 2720 Hill'An'Brook Dr Date Petition Issued: 9-12-17

CITY OF PORTAGE

COMMUNICATION

TO: Larry Shaffer, City Manager

DATE: September 27, 2017

FROM: James R. Hudson, City Clerk

SUBJECT: Special Assessment Petition Results

The attached special assessment petition has been reviewed by the City Clerk and City Assessor.

Petition for Curb and Gutter on Hill 'an' Brook Drive.

Area to be served: Hill 'an' Brook Drive, Angling Road to Greenhill Street.

Date Petition received: September 18, 2017.

Percentage - when computed on benefiting footage:

- Total footage: 3,771 feet.
- Footage signed: 1,883.
- Percentage in favor of improvement: 49.93 %.

Percentage - when computed on benefiting parcels:

- Total parcels: 32.
- Footage signed: 16.
- Percentage in favor of improvement: 50 %.

c Meshia Rose, Deputy City Assessor



Hill 'An' Brook Drive

32 properties



Map Publication:

06/06/2017 5:04 PM

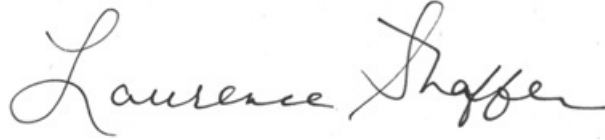


Disclaimer:

This map does not represent a survey or legal document and is provided on an "as is" basis. City of Portage expresses no warranty for the information displayed on this map document.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: City Clerk

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager

ACTION RECOMMENDED: That City Council confirm the appointment of Adam Herringa as the City Clerk, effective October 14, 2017.

City Clerk James Hudson has announced his retirement, effective October 13, 2017. Mr. Hudson has been employed by the city since August 9, 1993 and has been a loyal, dedicated employee. Please join me in wishing Mr. Hudson a long and enjoyable retirement

I am pleased to appoint Adam Herringa, currently Deputy City Clerk and Youth Advisory Committee (YAC) staff liaison, to the position of City of Portage City Clerk effective October 14, 2017. Mr. Herringa has been with the city over thirteen years (13) years and has served as Deputy City Clerk since June 17, 2005. His performance as Deputy City Clerk has been stellar and Mr. Herringa is fully trained and capable of promotion to the City Clerk position. Mr. Herringa has a Bachelors of Arts degree in Political Theory and Constitutional Democracy from Michigan State University and a Masters of Public Administration from American University. His prior experience includes selection to the Capital City Fellows program, a prestigious management training program designed to develop future leaders in the public sector. All of the regular procedures for promotion of a current employee were completed by Human Resources. Mr. Herringa receives my full support as the city continues to move forward.

Consistent with the City Charter, Section 6.3 "City Manager" subsection B.2, which states, "*The City Manager shall Appoint such of the administrative officers, subject to confirmation by the Council, as are not required by this Charter to be appointed by the Council,*" it is recommended that City Council confirm the appointment of Adam Herringa as the City Clerk, to be effective October 14, 2017.

FUNDING: The City Clerk position in the Office of the City Clerk is included as part of the FY 2017-2018 City Clerk Department budget.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Amendment to the General Appropriations Act

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: That City Council amend the General Appropriations Act (budget) for the fiscal year ending June 30, 2018.

The normal government procurement process involves issuance of purchase orders to obtain goods and services necessary to provide service to citizens. Purchase orders specify description, quantity and price of the required goods. With each purchase order, an encumbrance is entered into the city accounting system to reserve budgeted funds to pay for the goods. As goods are received and the related invoices paid, the encumbrances are relieved. At the end of each fiscal year, open purchase orders (encumbrances) must be carried forward to the next fiscal year to reserve funds required to pay for goods and services already ordered. In effect, this is completed by adding the reserved funds to the annual budget of the next fiscal year. The “encumbrance carry forward” process is a standard practice in governmental accounting. The City of Portage Charter, Section 7.6(d), requires the production of this listing for approval by City Council.

Efforts to reduce the amounts rolled forward have been successful over the past two years. In fiscal 2015-2016 the amount was \$1,158,732.13, and last year \$910,766.39 was rolled forward. For fiscal 2017-2018 only \$332,969.86 is deemed necessary. This includes final payment for the website rebuild by CivicPlus charged to the Cable TV fund, asphalt repairs at the Meredith Street bus stop by A-1 Asphalt Sealing and Repair in the Major Streets fund, and rehabilitation of the Winters Drive retention basin by Pajay, Inc, funded by the Sewer and Water funds. Appropriations rolled forward in the General Fund total only \$22,926.23.

The attached list shows the dollar value of the open purchase orders as of June 30, 2017, all of which are for necessary supplies and services. Receipt of these goods and services will require subsequent payment by the city. Council action to amend the fiscal year 2017-2018 budget will allow payment for goods and services ordered in fiscal year 2016-2017 from the fiscal year 2017-2018 budget.

Therefore, it is recommended that City Council amend the General Appropriations Act (budget) for the fiscal year ending June 30, 2018.

FUNDING: N/A

Attachments: 1. Purchase orders to roll to FY 17/18

2016-2017 Purchase Orders to Roll into 2017-2018 Budget

PO Number	Vendor Name	Carry-Forward Amount
1 72951	Kalamazoo Nature Center, Inc.	1,200.00
2 73773	CivicPlus	24,750.00
3 74742	A-1 Asphalt Sealing & Repair, Inc.	19,999.14
4 74875	Rescuegear, Inc.	1,868.30
5 75028	Michigan Office Environments	1,705.22
6 75152	Trailers Midwest, Inc.	5,570.00
7 75308	T. Ridenour Construction	5,314.00
8 75456	Home Depot	4,784.50
9 75655	Pajay, Inc.	267,778.70
Total		\$ 332,969.86

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: AT&T Centrex, and Analog Radio Circuits Contract Agreements

SUPPORTING PERSONNEL: Devin Mackinder, Director of Technology Services

ACTION RECOMMENDED: That City Council approve a:

1. three-year AT&T MI-Deal special government pricing contract for Public Safety Department Centrex telephone services in an annual amount not to exceed \$24,000;
2. one-year AT&T pricing contract for Public Safety Department analog radio services in an amount not to exceed \$71,280;

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

The current city AT&T MI-Deal special government pricing Master Agreement for the provision of Public Safety Department Centrex telephone lines and analog radio circuits is set to expire on October 14, 2017. New contract agreements are required for the continuation of these vital Public Safety phone services.

Compared to the current AT&T Master Agreement where both the Centrex and analog services were under the same MI-Deal special pricing agreement, only the Centrex service contract will be covered under MI-Deal with the new contract. The new AT&T contracts represent an increase of \$45,280 for a one-year period. Approximately \$40,000 of the increase is attributed to the 29 Public Safety analog radio circuits, which are still using an AT&T legacy data infrastructure that cannot be migrated to a different phone services vendor. AT&T has applied a 91 percent discount to its regular analog radio circuit rates.

After discussions with Jeff Troyer, Executive Director of Kalamazoo County Consolidated Dispatch Authority, Victoria Rose, Public Safety Communications Supervisor and telecommunications engineers at State Systems, Roe-Comm, CTS Telecom and AT&T, the best and lowest-cost option for the city is to maintain the current phone services infrastructure with AT&T during the transition period to the new Consolidated Dispatch Center.

According to KCCDA Director Troyer, the analog radio circuits will be transferred to the Consolidated Dispatch Authority and migrated to a less costly microwave system in August 2018, at which time the annual \$40,000 city expenditure will be eliminated as the radio circuits will no longer be maintained

by the city. The remaining \$5,000 of the price increase is attributed to 49 Public Safety Centrex lines that allow public calls to be received by the Public Safety 911 Dispatch and Emergency Operations Center systems and personnel. According to Director Troyer the Portage Consolidated Dispatch Center systems will accommodate the Centrex lines and will assist the Technology Services Department with updating the lines to a less-costly digital solution.

Therefore, it is recommended that City Council approve the three-year AT&T MI-Deal Centrex phone services contract agreement in an annual amount not to exceed \$24,000 and the one-year AT&T pricing contract for analog radio services in an amount not to exceed \$71,280 and authorize the City Manager to execute all related documents on behalf of the city.

FUNDING: Funds are available in the Fiscal Year 2017-18 Budget.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Resolution to Accept MDNR Grant

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

ACTION RECOMMENDED: That City Council adopt the Resolution accepting the Michigan DNR grant for the Eliason Nature Reserve Phase II development and authorize the City Manager to complete any documents pertaining to the grant of behalf of the city.

The Michigan Department of Natural Resources (MDNR) has awarded a grant (#TF16-01551) in the amount of \$291,500 to the City of Portage for the construction of the South Central Portage Bikeway through the Eliason Nature Reserve. Adoption of a Resolution from the Portage City Council is required to accept the grant.

The Eliason Nature Reserve Phase II project will strategically connect two existing city parks - the 140-acre Bishop's Bog Preserve and the 52-acre Schrier Park - via a wetland boardwalk to the 141-acre Eliason Nature Reserve. The connection will ultimately provide a 330-acre wildlife corridor in the south/central area of Portage. The project includes a 6-foot-wide, 5,670-square-foot asphalt path, which connects the existing non-motorized trail with two proposed overlook decks. The 12 inch by 15 inch decks will be placed in areas so as to give users exposure to unique areas within the wetland area. There will also be 25,425 square feet of wood chip or crushed stone natural path throughout the Eliason property. The intent of the nature path is to provide ample passive recreation opportunities to participants in areas of the Reserve otherwise inaccessible, keeping with the land donation wishes of Linda Eliason. Phase I of the Eliason Nature Reserve is complete, with a trailhead accessible off Osterhout Avenue and a non-motorized trail connecting the Eliason Nature Reserve to the existing Portage Bikeway.

The total cost of Phase II of the project is budgeted at \$491,500, to be funded with \$291,500 in grant funds from the MDNR and a 40 percent city match of \$200,000 in local Capital Improvement Program (CIP) funding. Council adoption of the attached Resolution will provide city acceptance of the grant from the state and authorize the City Manager to complete any documents pertaining to this grant of behalf of the city.

FUNDING: Funding for the project has been designated in the CIP.

Attachments: 1. Resolution

2. Eliason Reserve Master Plan

**RESOLUTION
CITY OF PORTAGE, MICHIGAN
RESOLUTION TO APPROPRIATE MATCHING FUNDS FOR
MICHIGAN DEPARTMENT OF NATURAL RESOURCES GRANT
FOR PORTAGE SOUTH CENTRAL TRAIL DEVELOPMENT
(ELIASON NATURE PRESERVE)**

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

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

COUNCILMEMBER: _____ and supported by

COUNCILMEMBER: _____.

WHEREAS, It is resolved that the City of Portage, Michigan, does hereby accept the terms of the Agreement for Grant #TF16-01551 as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the City of Portage does hereby specifically agree, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide Two Hundred Thousand (\$200,000.00) Dollars to match the grant authorized by the DEPARTMENT;
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times;
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement;
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms;

5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

NOW, THEREFORE, BE IT RESOLVED that the City Manager or his designee is authorized to submit this Grant Application on behalf of Portage City Council, Kalamazoo County on this _____ day of October, 2017.

BE IT FURTHER RESOLVED that all resolutions or parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

ADOPTED: _____

AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember _____

James R. Hudson, City Clerk

CERTIFICATION

I, James R. Hudson, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage, Michigan, and that the foregoing resolution was adopted by the City of Portage on the _____ day of _____, 20____.

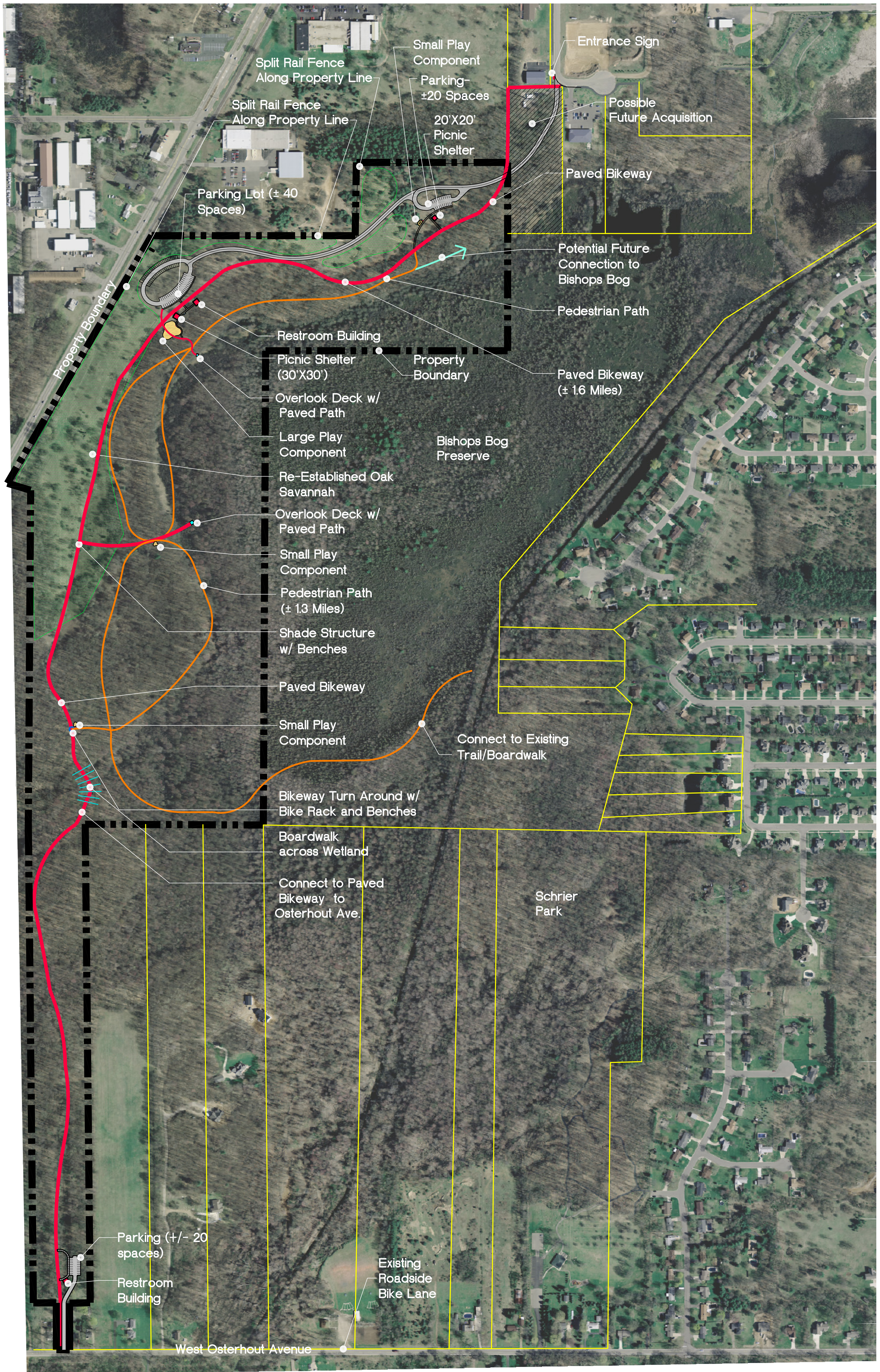
James R. Hudson, City Clerk

Approved as to form:

Date: 10/2/2017

City Attorney

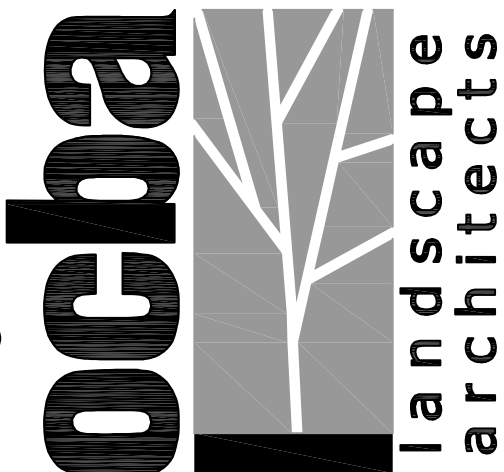
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Portage South Central Trail + Trailhead

Portage, Michigan

February 2014



**BOARD OF EDUCATION
POLICY GOVERNANCE RETREAT AND
REGULAR BUSINESS MEETING**

August 14, 2017

The Policy Governance Retreat meeting of the Board of Education of the Portage Public Schools held on Monday, August 14, 2017, was called to order at 4:03 p.m. by President Van Antwerp in the Superintendent's Conference Room at the Administration Building, 8107 Mustang Drive.

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

Board Members Absent: None

Administration Present: Mark Bielang

Others Present: Gary Goscenski, Perspectives Consulting

POLICY GOVERNANCE RETREAT

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

Motion carried unanimously.

Mr. Goscenski facilitated Board discussion pertaining to the Bond Budget Update Format and Frequency of Reporting; the Board Retreat Schedule and Supporting High Expectations.

The Policy Governance Retreat adjourned at 6:27 p.m.

REGULAR BUISINESS MEETING

The regular meeting of the Board of Education of the Portage Public Schools held on Monday, August 14, 2017, was called to order at 6:32 p.m. by President Van Antwerp in Conference Room 1 at the Administration Building, 8107 Mustang Drive. He welcomed an audience of 15 people and all in attendance recited the Pledge of Allegiance. President Van Antwerp led a moment of silence in the memory of a 12th Street Elementary student, Nicolaus Moehle, and condolences to the Moehle family.

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

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Willson, seconded by Mr. Droppers, that the Board of Education approve the agenda as revised, noting the additional Administrator appointment.

Motion carried unanimously.

REPORTS

Meet Up/Eat Up/Read Up Program Update. Superintendent Bielang welcomed and introduced Ms. Susan Livingston, Food Services Manager. Ms. Livingston provided a report on the summer food service including national, local and District statistics, historical background on the program and meals served. Mr. Michael Huber, Director of Curriculum, shared an additional piece to the 2017 Program incorporating reading. He informed Trustees that the District distributed over 2,000 books to students this summer. Mr. Huber responded to Trustee questions noting most books were donated along with a small purchase through the Early Literacy funding.

Tech Camp/Technology Update. Mr. Dan Vomastek, Director of Information and Technology Systems, shared an update on Tech Camp, Blended Learning, new installations and upgrades in the District, Chromebook distribution to 6th, 9th and 10th grade students and research for the teaching walls at North Middle School.

Superintendent's Report. Superintendent Bielang discussed the Operational Policy pertaining to seclusion and restraint on the Agenda for approval. He shared procedural changes being made in the District to align with the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) multifaceted approach to threats. He informed Trustees that Band Camp started and the Auditors will be in the District at the end of August. Superintendent Bielang invited Trustees to attend the new teacher lunch on August 24; the 2017/18 Opening Day ceremonies on August 29 and the Northern High School multi-use field dedication ceremony on September 9. Mr. Huber provided additional Opening Day event details.

Bond Update. Superintendent Bielang shared updates on the Northern multi-use athletic field and surrounding landscape; the Athletic Event Facility; the North Middle School project; temporary drive and student drop off; the portable removals from Community High School; and the Central High School pool.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Seeing no one come forward, President Van Antwerp opened the floor to comments from fellow Board members.

Mrs. Novaria invited the audience to attend the September 9, 2017, ribbon cutting ceremony of the Northern High School multi-use athletic field. The ceremony begins at 4:00 p.m. and will include food, games and historical information.

Mr. Droppers noted the multi-use athletic field looks top notch.

Mrs. Willson encouraged the audience to visit the student artwork on display (snow plows) in front of the Portage District Library.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: Minutes of the July 17, 2017, Regular Business Meeting and July 17, 2017, Closed Session Meeting and Replacement Operational Policy 5630.01 (Approve replacement of Operational Policy 5630.01).

There being no objections to items, motion carried unanimously.

ACTION ITEMS

Motion offered by Mrs. Novaria, seconded by Dr. Shelton-Harris, that the Board of Education approve the following new teacher appointments: Ms. Kelly Abbott, Ms. Leah Barnes, Ms. Brittnae Bolz, Ms. Jennifer Cartner, Ms. Miranda Day, Ms. Allison Grattan, Ms. Jamie Hall, Ms. Laura King, Ms. Suzanne Kiszka, Ms. Kim LaDuke, Mr. David Mandrick, Ms. Marcia Moore, Ms. Annick Smith, Ms. Danelle Sturdy, and Ms. Jessica Wolfe, as presented.

Motion carried unanimously.

Motion offered by Mrs. Joanne Willson, seconded by Mr. Bo Snyder, that the Board of Education approve the appointment of the following administrators for the Portage Public Schools: Ms. Elizabeth Hartman and Ms. Anne Gordon, as presented.

Motion carried unanimously.

Motion offered by Mr. Rathburn, seconded by Mrs. Novaria, that the Board of Education approves the Superintendent Evaluation Public Statement, as presented.

Motion carried unanimously.

REQUIRED APPROVAL ITEMS

Motion offered by Mr. Droppers, seconded by Dr. Shelton-Harris, that the Board of Education approves a construction contract to Hi-Tech Electric of Portage, Michigan, for the Northern High School Shop Area Lighting Replacement Project for \$55,500. This project will be funded from the 2017/2018 Building and Site Sinking Fund, as presented.

Motion carried unanimously.

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education approve the purchase of Steelcase pilot furniture from local distributor, Custer of Kalamazoo, Michigan. A total purchase cost of \$97,368.63 will come from the 2016 Bond Fund #1, as presented.

Motion carried unanimously.

Motion offered by Mrs. Novaria, seconded by Mr. Snyder, that the Board of Education approve the recommended purchase of 56 laptop computers from Presidio Network Solutions (Caledonia, MI) in an amount not to exceed \$25,480, proceeds coming from the 2017/2018 General Fund, as presented.

Motion carried unanimously.

DISCUSSION ITEM

Review Governance Process Policies: 3.4, Agenda Planning; 3.5, President's Role; 3.6, Vice President's Role; and 3.7, Board Secretary's Role. President Van Antwerp led the discussion pertaining to the Policies. He requested that Trustees review the current Policies and contact him with any compliance issues or concerns.

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

Respectfully submitted,

Edna Kent
Recording Secretary

**BOARD OF EDUCATION
COMMITTEE OF THE WHOLE WORK SESSION
Revised
September 11, 2017**

The work session meeting of the Board of Education of the Portage Public Schools held on Monday, September 11, 2017, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room 1 at the Administration Building, 8107 Mustang Drive. He welcomed an audience of 25 people and all in attendance recited the Pledge of Allegiance.

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

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

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

Motion carried unanimously.

REPORTS

Superintendent's Report. Superintendent Bielang welcomed a group of intern teachers to the meeting. He offered thanks to the Board for attending the Opening Day "Start Up 17" meeting. The Superintendent informed the audience that, although it's early in the school year, the District enrollment looks stable. Superintendent Bielang shared highlights of the Huskie Field dedication on Sunday, September 10 at Northern High School. He noted the Financial Audit is still underway and the auditors will meet with the Board Finance Committee at the end of the audit. The Superintendent noted that a positive impact is already being made by having the Elementary Student and Family Engagement Specialists in the buildings. Superintendent Bielang discussed the District and nation-wide shortage of bus drivers as well as recruitment incentives.

Bond Budget Update. Mr. Ron Herron, Assistant Superintendent of Operations, provided an overview of the September 10 Huskie Field dedication; an update on the Central High School Natatorium; the North Middle School progress; and the Northern High School Stadium project. Mr. Herron welcomed the Project Manager from Owen-Ames-Kimball, Mr. Dan Rathburn. Mr. Rathburn shared details in Bond Change Order #2 and provided clarifications on the report. Mr. Michael Huber, Director of Curriculum, shared drone video footage of the September 9th Huskie Field dedication, the progress at the North Middle School site and the Northern High School Stadium. Superintendent Bielang received confirmation that the report format and level of information presented on the Bond Change Order was sufficient.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Seeing no one come forward, President Van Antwerp opened the floor to comments from fellow Board members.

Mr. Droppers complimented Northern High School on the new band uniforms.

Mr. Snyder offered accolades to the District for the Opening Day program. He thanked Superintendent Bielang for modeling the standards being rolled out in the District, starting with the leaders.

Mr. Rathburn echoed Mr. Snyder's comments noting he appreciated the staff recognitions. He complimented President Van Antwerp for sharing the District Vision with all staff on Opening Day.

Mrs. Novaria shared her experiences from Amberly Elementary Schools first day of school. She noted Northern High School held a pep rally on the first day of school on their new multi-use field.

President Van Antwerp shared a report on the International Policy Governance Association conference he attended in June. He also reminded Trustees of the upcoming options for Board classes through the Michigan Association of School Boards.

ACTION ITEMS

Motion offered by Dr. Shelton-Harris, seconded by Mr. Rathburn, that the Board of Education approve the following new teacher appointments: Ms. Nicole Ailes, Ms. Kathleen Briggs, Ms. Rebecca Corbin, Ms. Courtney Eiseler-Ward, Ms. Megan Faraci, Ms. LaCresha Harrell, Mr. Charles Heidelberg, Ms. Emily Marillier, Ms. Dana Martin, Ms. Christy Mourey-Wyatt, Ms. Briana Padgett, Mr. Michael Pixley, Ms. Mackenzie Sheahan, Ms. Tamara Schoonbeck, Ms. Christine Stacey, and Ms. Michelle Terry, as presented.

Motion carried unanimously.

Motion offered by Mrs. Willson, seconded by Dr. Shelton-Harris, that the Board of Education approve the appointment of the following administrator for the Portage Public Schools: Mr. Darryl Blasingame, as presented.

Motion carried unanimously.

Motion offered by Mrs. Novaria, seconded by Mr. Snyder, that the Board of Education accept Monitoring Report – Policy 2.6, Asset Protection, as a reasonable interpretation and evidence of compliance with Policy, as presented.

Motion carried unanimously.

Motion offered by Mrs. Willson, seconded by Mr. Droppers, that the Board of Education accept Monitoring Report – Policy 2.10, Communication and Support to the Board, as a reasonable interpretation and evidence of compliance with Policy, as presented.

Motion carried unanimously.

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education certify the following delegate(s): Mrs. Willson and Mr. Van Antwerp for the 2017 Michigan Association of School Boards Delegate Assembly, as presented.

Motion carried unanimously.

DISCUSSION ITEMS

Review Governance Policies 3.8, Board Committee Principles and 3.9, Board Committee Structure. President Van Antwerp requested Trustees share comments or notify him of compliance issues they may have with either Policy.

Revisions to Governance Policy 3.1, Governing Style. President Van Antwerp discussed revisions made to this Policy that reflect discussions from the August 14, 2017, Policy Governance Retreat. He noted this item will appear on the September 25, 2017, Agenda for approval.

Recommended Roof Repairs: Central High School Auditorium and Central Elementary School Gymnasium. Mr. Herron shared a revised recommendation to approve a construction contract with Great Lakes Systems of Jenison, Michigan, for the Central High School auditorium roof repair and Central Elementary School gym roof repair projects. A total project cost of \$202,500 will come from the 2017/2018 General Fund. Mr. Herron noted this item will appear on the September 25, 2017, Agenda for approval.

CLOSED SESSION

Motion offered by Mrs. Novaria, seconded by Mr. Snyder, that the Board of Education move into closed session for the purpose of discussing Collective Bargaining Strategy [Section 8 (c) of the Open Meetings Act].

Upon a Roll Call Vote, all Trustees voted in favor of the motion.

The Board moved into closed session at 7:16 p.m.

The Board returned to open session at 7:24 p.m.

POST CLOSED SESSION ACTION

Motion offered by Mrs. Willson, seconded by Mrs. Novaria, that the Board of Education approve the 2017/2018 Contract Reopener with the Portage School Bus Drivers' Association, as presented.

Upon a Roll Call Vote, all Trustees voted in favor of the motion.

There being no further business to come before the Board, the meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

**Parks Board Meeting Minutes
Wednesday September 6, 2017**

Board Present: Emily Hirschman, Charles Thomas, Jon Peer, Tim Earl, Lana Escamilla, Staci Salisbury, Robb Krueger, Rushik Patel - Student Member

Kathleen Hoyle - Director of Parks, Recreation, and Senior Center Services

Board Absent - Excused: Susan Atkinson, Rod Russell - Director of Public Services

Not Excused: N/A

Guests: Kazmira Ruhland - Adopted Westfield Park (Vista Apartments)

The meeting was called to order by Mr. Earl at 6:35 p.m. at Westfield Park.

Minutes from August's meeting were distributed and reviewed. Mr. Thomas motioned for approval of minutes, seconded by Mr. Peer. Motion approved.

New Business:

1) Department Updates: Reviewed current Park Board bank account - current funds are \$5,556.90 at beginning of this fiscal year. Will continue to keep this updated. Working on new program booklets at this time. Lots of new programs are being rolled out. Good turn out at grain elevator tours. Invasive Species Land Management will be starting to evaluate wildlife in the parks and looking to eradicate invasive species in the parks. Capital Improvement Budget is coming up at the end of this month. Working on some route improvements on Portage Road. Concert series was well attended this summer. Program Booklet will go out in the November *Portager*.

Public Services Department Report: Given by Ms. Hoyle. Ice rink arena will be refurbished to be better maintained. Pickle ball continues to be very popular and working to figure out how to expand event in the parks. Continuing to work on clean up of dog park, opening date remains unknown at this time.

Park Updates: Mr. Earl notes that basketball courts are in need of resurfacing at Westfield. Vista Apartments have recently painted bathroom doors. Their sign has been placed at the park now.

2) Friends of the Park Report: Will update at next meeting.

3) Friends Group Update: No updates at this time.

a. Newsletter: No updates at this time.

b. Coordinator Reports: No updates at this time.

c. Facebook update: Continues to grow.

d. Calendar of Events: No updates at this time.

e. Website: No updates at this time.

f. Adopt-A-Park: Private citizen is adopting Oakland Park.

g: Other: N/A

4) Stuart Manor Event: No updates at this time.

5) Bicycle Advisory Committee Update: Minutes from July meeting were reviewed. Motion to approve minutes by Mr. Earl, seconded by Mr. Thomas. Minutes approved. Plan is to meet once monthly during biking season and once every other month during off season. Working on list to make Portage more bike friendly.

6) Get Active Portage: Summary given by Ms. Hirschman. Attendance by public was very low. Unsure of reason. Event was publicized well. Overall attendance at beach was low that day per the rangers even though weather was great. Survey was sent to all participants, results indicate likely need to revamp event in the future to gain more attendance. Will continue to discuss new event ideas for the future.

7) Picnic in the Parks: Lexington Green had over 150 participants. Neighborhood association remains very involved and active.

8) Volunteer Ranger Patrol: Continuing to look for volunteers to start this program. More updates to come.

9) Recycled Art in the Park Update: Looking for representative from board to take on this event. This will be tabled to November.

10) Hiking Stick Fundraiser: Mr. Peer waiting to hear back from KNC at this time. Talked to SWMLC, they make theirs out of glossy buckthorn invasive species. Notes we have this at Bishop's Bog. Mr. Kruegger brought up the idea of having a workshop to make own walking stick to kickstart event. Ms. Hoyle plans to talk with environmental board about pulling of glossy buckthorn.

Summary Report:

- Given by Ms. Hoyle.

Comments from the Board:

- N/A

Adjournment: Motion was made by Ms. Salisbury, seconded by Ms. Escamilla. Motion approved, meeting adjourned at 8:00pm.

Respectfully Submitted,
Emily Hirschman, Park Board Secretary

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting September 7, 2017

CALL TO ORDER: 6:30 p.m.

MEMBERS PRESENT: Diane Durian, Ray LaPoint, Effie Kokkinos, Nadeem Mirza, Amanda Woodin, Elma (Pat) Maye

MEMBERS ABSENT: Stephanie Upshaw, Fiorella Spalvieri

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

MOTION TO EXCUSE ABSENT MEMBERS: Maye moved and Durian supported motion to excuse 2 absent members. Motion passed 6-0

APPROVAL OF MINUTES: Durian moved and Mirza supported approval of the July 6, 2017 minutes as submitted. Motion passed 6-0.

PUBLIC HEARING: Maye moved and Durian supported motion to open public hearing on FY 2016-17 CDBG Program Consolidated Annual Performance Evaluation Report (CAPER). Motion passed 6-0.

Georgeau presented a summary of the report content and materials transmitted pertaining to the report. No comments were received and motion was made by Maye and supported by Durian to close public hearing. Motion passed 6-0. It was moved by Durian and supported by Mirza that the Board approve the report and submit to HUD, Motion passed 6-0.

NEW BUSINESS:

Woodin reported that Summer Work Group (Woodin/Maye) had met and secured the participation of Kalamazoo Country Day School for Red Ribbon Week in October. Woodin and Maye also provided update on Kalamazoo Metro Transit Authority activities including last meeting in July, new bus shelter at Oakland and Centre and ongoing rebranding under one umbrella.

STATEMENT OF CITIZENS: No citizens were present.

STATEMENT OF BOARD MEMBERS: Durian inquired about reporting requirements for Portage Community Center. Georgeau agreed to provide a summary to board members via email along with proposed visitation schedule of representatives from PCC, Public Housing Authority and Metro Transit at upcoming meetings.

ADJOURNMENT: Maye moved and Durian supported adjournment at 7:12 p.m. Motion passed 6-0.

Respectfully Submitted,



Tom McCoy, Neighborhood Program Specialist

Youth Advisory Committee

Meeting Minutes of Monday, September 11, 2017.

The meeting was called to order at 6:35 p.m.

The minutes of the August 1, 2017 meeting of the Youth Advisory Committee were approved as presented.

Teen Movie Night: The annual Teen Movie Night was held in July. Several members of the YAC attended this event. Not many students stayed until the end of the movie and there was general apathy expressed regarding the nerf battle. It was the sense of the YAC to explore an alternative event. A motion was made by Krishnan and supported by Chow to explore a replacement event. Ideas include an end of the year celebration, capture the flag, a field day, etc. The topic will be brought up for discussion at a later meeting of the YAC.

Youth Summit: The members attending the Youth Summit reported that the event was educational, informative and fun. A video highlighting the event was shown. The Youth Summit is sponsored by the Kalamazoo County Substance Abuse Task Force

Public Safety/Movie Night: Members of the YAC expressed satisfaction with this event, especially given that the original date was rained out. Over 300 people attended, not including volunteers. Photos of the event were shared. A suggestion was made to have an alternative date scheduled in advance for future events.

Keep Michigan Beautiful: Mr. Herringa shared that the YAC received the Keep Michigan Beautiful "Michigan Award" for the Greenathon Earth Day event. The awards presentation will be on October 20th in Lansing. YAC representatives are encouraged to attend.

Goals for YAC: Members of the YAC shared some their thoughts and goals for the YAC. Examples include encouraging more legislative action, getting additional "behind the scenes" tours of the City, learning more about local government, engaging in more activities, volunteering more, reaching out to the community, "team-building" activities, etc.

Event Dates: The YAC confirmed the dates for the Snow Party (February 3, 2018) and Greenathon (April 28).

Electing Officers: The YAC voted to elect officers at the next meeting which is scheduled for Monday, October 2nd.

Capital Improvement Plan (CIP): Mr. Herringa shared information about the Capital Improvement Plan and invited members to attend the CIP Open House on Monday, September 25th.

The meeting adjourned at 7:56 p.m.

City of Portage
Historic District Commission
Portage City Hall
Conference Room #1
Wednesday September 13, 2017

Meeting called to order: 8:25 AM

Present: M. Barton, F. Grunert, K. VanLonkhuyzen, S. Nemeth, C. Forrest, J. Duniphin, E. Eklov, M. Maytnier

Absent: None

Announcement: Dabney Dalton has resigned because of business scheduling conflicts.

Fred Grunert ran the meeting as interim chair, until the chair's arrival.

Minutes from August 2, 2017 approved.

Old Business:

Current member property inspections and open case updates:

2112 Vanderbilt

- Erica had a call from an interested buyer.

1521 E. Centre/Selinon Park Development

- Selinon has modified MSHDA application in an effort to qualify for low-income housing.

Community Awareness:

Outreach Sub-Committee:

HDC Events:

- Mick Lynch has confirmed (via Erica) that he will host the May Preservation Month event at the Van Riper / Milham house.

Celery Flats Event/Parks Department/October 8th.

- **Volunteers from the HDC are needed. Please sign up on the online site at Signup.com.**
- "All Hallows Eve" theme
- Information regarding the event was in the most recent Portager, and can be found on the city website.
- Steve Rossio looking for direction for his presentation for this event.

- There are 4 Celery Flats tours.
- Another tour will focus on Central Cemetery and historic figures buried in the cemetery.
- Jessie noted that the scripts from the September event need to be modified. They are too long to hold interest.
- Erica has copies of the current scripts. They are also available in a previous email from Jessie.
- **Please wear your HDC nametag from the May event.**

Statement of Significance

The draft for the Statement of Significance was approved with the following changes:

- Corrections for the number of existing buildings in each style.
- Removal of the paragraph referring to Neoclassical buildings.
- Removing the descriptive element of "California" from bungalows.

New Business:

903 E. Centre

- Listed for sale.
- Erica has sent the listing agent information about Portage historic homes.

5720 Oakland/Vergunst

- From the 2015 application, the pool has been removed, but the garage that was to have been taken down is still standing. It was saved for barn material storage.
- Katie spoke to Mr. Vergunst.
- HDC has received a new application which will be voted on at the October meeting.
- The current proposal is to disassemble the barn saving as much material as possible for use.
- HDC would like to have more information about the proposed timeline for the project.
- HDC would like to have verification on the footprint and location of new structures.

Note: Suzanne Nemeth will be taking the minutes for the October 4th meeting.

Meeting adjourned at 9:00 AM.

Next meeting will be on Wednesday, October 4, 2017.

Respectfully submitted: Martha Deming Maytnier/Recording Secretary

**City of Portage
Historic District Commission**

Portage City Hall
Conference Rm #1

Wednesday, September 13, 2017

Special Meeting: Demolition of buildings on 2663 Mandigo

Meeting called to order: 9:00 AM

Present: M. Barton, F. Grunert, K. VanLonkhuyzen, S. Nemeth, C. Forrest, J. Duniphin, E. Eklov, M. Maytnier

Absent: None.

Guests: Laura and Keith Bouw; Kalamazoo County Chief Deputy Treasurer Megan Buwalda

Laura spoke on behalf of her father Mick Lynch who was unable to attend. She relayed that in his opinion, none of the historic buildings are beyond repair, and all efforts should be made to save these buildings. At the time of Historic Property designation, this was a Centennial farm. The property and remaining historic buildings retain the environment of a farm from the 1800's, and is one of the only 2 remaining examples still existing in Portage.

Megan spoke on behalf of the Land Bank Authority. The Land Bank currently has a grant for funds to be used for demolition. The goal of this grant is to reduce blight. The current grant is 9 months. Other Kalamazoo County properties are also part of this demolition grant. This demolition grant transfers ownership of the property to the Land Bank which is part of the Kalamazoo County Treasurer's Office.

Notice of demolition is based on an assessment that the property is a significant hazard to the community.

HDC committee member Mike Barton has been involved in saving several buildings in similar disrepair. From an external examination of the home, he could not see any existing damage that could not be repaired.

A motion was made and approved to adjourn the Public Hearing pending professional opinions from:

- 1) A qualified opinion on the cost and feasibility of restoration from an architect specializing in historic properties.
- 2) A qualified opinion from a building contractor on the current safety of the buildings and the cost to stabilize buildings prior to restoration.

Next Public Hearing on 2663 Mandigo will depend on clarifying funding for expert opinion and on how quickly the reports from the inspections are done. Tentatively set to follow the regular HDC meeting on October 4th. Erica asked Megan to contact her with any questions and keep her updated on the status of the information requested for meeting scheduling.

Meeting adjourned: 9:50 AM

Respectfully submitted: Martha Deming Maytnier/Recording Secretary

PLANNING COMMISSION

September 21, 2017

The City of Portage Planning Commission meeting of September 21, 2017 was called to order by Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Five citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

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

ROLL CALL:

Mr. Forth called the roll: Patterson (yes), Shoup (yes), Stoffer (yes), Schimmel (yes), Joshi (yes), Harrell-Page (yes), and Corradini (yes). A motion was made by Commissioner Schimmel, seconded by Commissioner Patterson, to approve the roll excusing Commissioner Bosch. The motion was unanimously approved 7-0.

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the September 7, 2017 meeting minutes contained in the agenda packet. A motion was made by Commissioner Patterson, seconded by Commissioner Harrell-Page, to approve the minutes as submitted. The motion was unanimously approved 7-0.

PUBLIC HEARING:

1. Final Report: Rezoning Application: Rezoning Application #17/18-1, 9444 South Sprinkle Road and 4691 Branch Avenue. Mr. Forth summarized the September 15, 2017 staff report regarding a request from Steven and Emily Mullin to rezone the west 10-feet of 9444 South Sprinkle Road and the east 100-feet of 4691 Branch Avenue from R-1B, one family residential to B-3, general business. Following discussions at the September 7th meeting, Mr. Forth stated the applicant has since amended the rezoning request and was now requesting that the west 10-feet of 9444 South Sprinkle Road and the northeast 75-feet by 75-feet of 4691 Branch Avenue be rezoned from R-1B, one family residential to B-3, general business. Mr. Forth discussed the Future Land Use Map designation for the subject property and surrounding area, the suitability of the existing R-1B zoning and impacts of the proposed B-3 zoning, the 1984 City Council rezoning that established the existing R-1B/B-3 zoning boundary and the conceptual site plan to the proposed 9,100 square foot retail building and associated site improvements. Mr. Forth reviewed the staff recommendation to deny the rezoning request and summarized the analysis contained in the Department of Community Development staff report. Mr. West a letter dated September 18, 2017 was received from Ms. Karla Hurt (4669 Branch Avenue) opposing the B-3 zoning change.

Mr. Andrew Rossell of AR Engineering (applicant representative) was present and requested that the rezoning consideration be adjourned to the October 5, 2017 meeting to allow additional time for the applicant to consider the staff recommendation and other alternatives that may be available. The public hearing was then reconvened by Chairman Stoffer. One citizen (Karla Hurt, 4669 Branch Avenue) spoke in opposition to the proposed rezoning. Ms. Hurt referred the Planning Commission to her letter of opposition and stated she was opposed to the zoning change. No additional citizens spoke regarding the proposed rezoning. A motion was made by Commissioner Schimmel, seconded by Commissioner Shoup, to adjourn the public hearing for Rezoning Application #17/18-1, 9444 South Sprinkle Road and 4691 Branch Avenue, to the October 5, 2017 meeting. The motion was unanimously approved 7-0.

NEW BUSINESS:

1. Accessory Building (Hotchkiss), 543 East Osterhout Avenue. Mr. West summarized the staff report dated September 15, 2017 regarding a request from Mr. Rusty Hotchkiss to construct a 2,433 square foot ranch dwelling and 936 square foot attached garage within the middle portion of 543 East Osterhout Avenue. Mr. West discussed the existing 1,800 square foot pole barn that was present at the subject property and the circumstances which resulted in this accessory building being present at the site without a principal use. Mr. West indicated the Zoning Board of Appeals (ZBA) granted a variance on August 14th to allow the pole barn to remain without a principal use subject to a building permit being obtained for the new residential dwelling within six months and construction of the new residential dwelling to commence within 12 months. Mr. West stated that after construction of the proposed single family residence and attached garage, along with the retention of the existing 1,800 square foot pole barn, the total ground floor area of accessory buildings will exceed the ground floor area of the main residence by 303 square feet. Mr. West stated the applicant has indicated that the existing pole barn and proposed garage would be utilized for storage of personal items including a pontoon boat, travel trailer, tractor and personal vehicles and will not be used for any business related purposes. Mr. West described the characteristics of the parcel and proposed setback distances from adjacent property lines and single family residences and indicated staff was supportive of the application.

Mr. Rusty Hotchkiss (applicant/owner) was present to support the application. No citizens spoke in regard to the proposed accessory building. After a brief discussion, a motion was made by Commissioner Harrell-Page, seconded by Commissioner Patterson, to approve the Accessory Building for Mr. Rusty Hotchkiss, 543 East Osterhout Avenue, to allow the total square footage of accessory buildings to exceed the ground floor area of the principal residence by 303 square feet with a finding that the size and configuration of the parcel combined with the wooded nature of the site and setback distances from adjacent residences and property lines will mitigate any impacts on adjacent properties. The motion was unanimously approved 7-0.

2. October – National Community Planning Month, Proclamation for City Council. Mr. Forth referred the Commission to the Proclamation regarding October - National Community Planning Month that would be provided to City Council at the September 26th meeting. Chairman Stoffer stated he would be present at the meeting and encouraged other Commissioners to attend. Chairman Stoffer asked if Mr. Forth could provide a list of City Council members which have served previously on the Planning Commission.

STATEMENT OF CITIZENS/COMMISSIONERS:

Mr. Forth reminded the Planning Commission of the Capital Improvement Program Open House scheduled for Monday, September 25th between 4:00-7:00pm in Council Chambers at City Hall and encouraged Commissioners to attend. Chairman Stoffer stated he would be present for the entire Open House and asked other Commissioners to attend at least a portion of the Open House.

Commissioner Patterson stated that he would not be present at October 5, 2017 meeting. Commissioner Schimmel indicated that she may need to be excused from the October 5, 2017 meeting. All Commissioners indicated that they would be present at the October 5, 2017 meeting.

ADJOURNMENT:

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

Respectfully submitted,



Christopher T. Forth, AICP

Deputy Director of Planning, Development and Neighborhood Services

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Portager Printing Contract - Bid Tabulation

SUPPORTING PERSONNEL: Mary Beth Block, Assistant to the City Manager

ACTION RECOMMENDED: That City Council award a two-year contract to the low bidder, Howard Printing Co. Inc., of Portage, Michigan, in the estimated annual amount of \$37,678 to produce the *Portager* newsletter, with the option to renew the contract for two additional two-year periods and authorize the City Manager to execute all documents related to this action.

The City of Portage produces and distributes the monthly *Portager* newsletter, an essential communication tool for conveying important information to residents on city initiatives, events and activities, to all active mailboxes with in the city. The *Portager* is also posted to the city website and delivered to individuals outside of the City of Portage who register to receive the newsletter.

The current printing contract with Howard Printing, Co., Inc. of Portage, Michigan, is set to expire on November 7, 2017. Proposals were received from five (5) vendors for a two-year contract to print the *Portager* newsletter, twelve (12) times per year. Howard Printing submitted the lowest and best proposal in the estimated annual amount of \$37,678. The Howard Printing bid includes the cost for production, inserting, mail preparation and delivery of the newsletter to the U.S. Post Office for mailing to all Portage mailboxes. The base price of \$2,700 quoted by Howard Printing is an approximate 12.3% reduction in the base price of the current contract. Howard Printing is a well-established firm and has provided excellent quality and service in the past.

A two-year contract with Howard Printing for the production of the *Portager* newsletter with the option to renew the contract for two additional two-year periods is recommended. A bid tabulation is attached for the information of Council.

FUNDING: Sufficient funding is available in the fiscal year 2017-2018 budget and will be programmed in subsequent budget years.

Attachments: 1. Bid Tabulation

Tabulation of Proposals
Portager Printing

	<u>Est. Qty.</u>	Howard Printing Co. Inc. 7419 S. Sprinkle Rd. Portage, MI 49002		Kaufman Enterprises Inc. 6054 Lovers Lane Portage, MI 49002		Kent Communications, Inc. 3901 E. Paris Ave. SE Grand Rapids, MI 49512		Superior Business Solutions 6490 S. Sprinkle Rd. Portage, MI 49002		Lake Michigan Mailers Inc. 3777 Sky King Blvd. Kalamazoo, MI 49009	
		<u>Per Unit</u>	<u>Total</u>	<u>Per Unit</u>	<u>Total</u>	<u>Per Unit</u>	<u>Total</u>	<u>Per Unit</u>	<u>Total</u>	<u>Per Unit</u>	<u>Total</u>
Printing/Folding/Bundling/Mail Preparation/Deliver of 23,500 <i>Portager</i> Newsletters	12 issues	\$2,700.00	\$32,400.00	\$3,350.00	\$40,200.00	\$4,162.12	\$49,945.44	\$4,723.00	\$56,676.00	\$4,782.00	\$57,384.00
Additional cost per 1,000 newsletters	1/year	\$80.00	\$80.00	\$140.00	\$140.00	\$97.41	\$97.41	\$125.00	\$125.00	\$116.00	\$116.00
Inserting Pre-Printed/Folded Inserts - 1,000	70 m/year	\$35.00	\$3,220.00	Inlcuded	Included	\$21.80	\$2,005.60	\$51.00	\$4,692.00	\$150.00	\$13,800.00
Additional 11 x 17 Page, folded & inserted - 23,500/issue	1/year	\$1,898.00	\$1,898.00	\$2,470.00	\$2,470.00	\$1,351.76	\$1,351.76	\$2,508.00	\$2,508.00	\$1,755.00	\$1,755.00
Extra Design Work	4 hours/year	\$20.00	<u>\$80.00</u>	\$85.00	<u>\$340.00</u>	\$126.00	<u>\$504.00</u>	\$75.00	<u>\$300.00</u>	\$75.00	<u>\$300.00</u>
Estimated Annual Grand Total			\$37,678.00		\$43,150.00		\$53,904.21		\$64,301.00		\$73,355.00
Turn Around Time (work days)		5-7 Days		7-10 Days		5 Days		7 Days		13 Days	

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Wetherbee Avenue Utility Project - Tabulation of Proposals

SUPPORTING PERSONNEL: Wm. Roger Buell, Director of Transportation and Utilities

ACTION RECOMMENDED: That City Council award an engineering services contract for the Wetherbee Avenue Utility Project (Portage Road to Woodlawn Avenue) to Hurley & Stewart, LLC, of Kalamazoo, Michigan, in the amount not to exceed \$39,315 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The 2017 – 2018 Capital Improvement Program budget provides funding for the installation of new sanitary sewer on Wetherbee Avenue from Portage Road to Woodlawn Avenue. The proposed utility project is a needed environmental improvement to this unserved area of the city and is a prerequisite for reconstruction of the street.

On September 28, 2017, proposals for engineering design and inspection services for the Wetherbee Avenue Utility Project were received from five (5) private consultants. After carefully reviewing the submitted proposals, it was determined that the lowest proposal from Hurley & Stewart, LLC of Kalamazoo, Michigan, best meets the project requirements. Hurley & Stewart, LLC has satisfactorily completed similar work in the City of Portage. If awarded, design will be completed in spring 2018 in order to begin construction in the summer of 2018.

Therefore, it is recommended that City Council award an engineering services contract for the Wetherbee Avenue Utility Project (Portage Road to Woodlawn Avenue) to Hurley & Stewart, LLC of Kalamazoo, Michigan, in the amount not to exceed \$39,315 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are budgeted in the fiscal year 2017 – 18 Capital Improvement Program budget project account for this project.

Attachments: 1. Tabulation of Proposals

WETHERBEE AVENUE UTILITY PROJECT

TABULATION OF PROPOSALS

SEPTEMBER 28, 2017

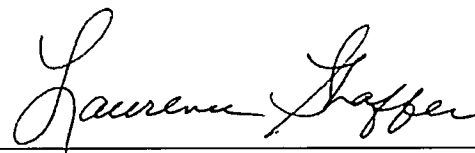
Hurley & Stewart, LLC 2800 S. 11th Street Kalamazoo, MI 49009	\$39,315.00
Jones & Henry Engineers, Ltd. 4791 Campus Drive Kalamazoo, MI 49008	\$39,600.00
Merritt Midwest, Inc. 13560 76 th Street South Haven, MI 49090	\$43,500.00
OMM Engineering, Inc. 4665 44 th Street SE, Ste. A100 Grand Rapids, MI 49512	\$51,200.00
Wightman & Associates, Inc. 9835 Portage Road Portage, MI 49002	\$86,944.00

Revised by: Kendra Gwin on 10/2/17

MATERIALS TRANSMITTED

Tuesday, September 26, 2017

1. **SUPPLEMENTAL INFORMATION REGARDING ITEM E.1 ON THE SEPTEMBER 26, 2017 CITY COUNCIL PRELIMINARY AGENDA:** Communication from the City Manager regarding removal of Item E.1 from the *Preliminary* Agenda concerning the special assessment petition in favor of creating a special assessment district on Hill 'An' Brook Drive (Angling Road to Greenhill Street).
2. **TO BE ADDED TO THE SEPTEMBER 26, 2017 CITY COUNCIL AGENDA AS ITEM F.9:** Communication from the City Manager recommending that City Council reschedule the November 14, 2017 Committee of the Whole meeting regarding Medical Marijuana to December 19, 2017.

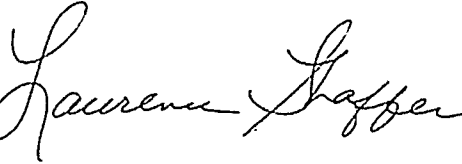


Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Removal of Item E.1 from the Preliminary September 26, 2017 Agenda - Hill 'An'
Brook Drive Special Assessment Petition

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager
James Hudson, City Clerk

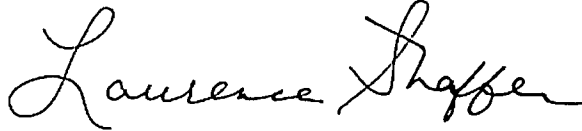
Due to an issue with the validation of signatures on the curb & gutter special assessment petition for Hill 'An' Brook Drive, this item has been pulled from the September 26, 2017 City Council agenda and will be re-submitted to the Council for consideration in the near future.

Please let me know if there are any questions or concerns.

Attachments: N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Committee of the Whole - Meeting Rescheduling

SUPPORTING PERSONNEL:

ACTION RECOMMENDED: That City Council reschedule the November 14, 2017 Committee of the Whole meeting regarding Medical Marijuana to December 19, 2017.

In February 2017, following completion of the City Council Goal Setting Session, City Council set three Committee of the Whole (COW) meetings to further discuss various topics of Council concern and increasing relevance. The first two COW meetings regarding budgeting (April 2017) and winter parking regulations (September 2017) have been completed. The final COW meeting regarding medical marijuana is scheduled for November 14, 2017.

The State of Michigan Department of Licensing and Regulatory Affairs (LARA) regulations have not been finalized and are not expected until December 15, 2017. While a draft city ordinance has been developed, it would be unwise for the Council to discuss an ordinance given the unresolved status of the state regulations. As an example, the state recently issued an advisory that the regulations would allow co-location of up to three activities in one facility. Second, it is advised that the matter be addressed by the 2017-2019 City Council, given that there will be at least two new members of the Council in 2017. Should a vote of the City Council be required at a future regular meeting regarding medical marijuana, the current scheduling proves difficult for all pertinent officials to be present for the discussion.

As such, it is recommended that City Council reschedule the November 14, 2017 Committee of the Whole meeting regarding Medical Marijuana to December 19, 2017.

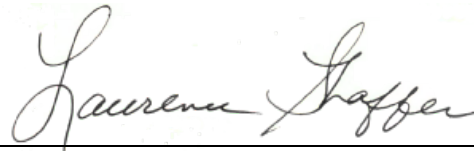
FUNDING: N/A

Attachments: 1. N/A

MATERIALS TRANSMITTED

Monday, October 02, 2017

1. Communication from the City Manager regarding the Portage Senior Center (Byce & Associates, Inc.)

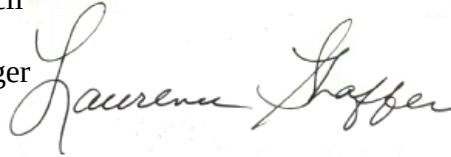


Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Portage Senior Center

Find attached for your consideration a report prepared by Byce and Associates, Inc. identifying the various process components required for the expansion of the Portage Senior Center. Those components include the development of a mission and vision statement, assessment of the existing Portage Senior Center facility, design options for expansion, cost estimates and recommendations for how to proceed.

Further, attached are the recommendations and endorsements from the Portage Senior Citizens Advisory Board and Friends of the Portage Senior Center.

Built in 1981, the Portage Senior Center provides 7,300 square feet to support senior programs. Byce and Associates conducted numerous outreach activities to determine how the Senior Center users, staff, board members and advocates evaluate the adequacy of the existing facility. Responders to the focus groups and interviews identify many areas of needed improvements. Those needs might be summarized as follows:

- **Size** – The building size severely constricts the ability of the Senior Center to offer programs, especially physical fitness.
- **Kitchen and Dining** – The kitchen is not adequate to prepare meals for a sizable group. The dining hall is presently too small to accommodate the need to host large events.
- **Health Services** – The current facility prevents adding a major health provider, a commonly requested service addition. This asset has the ability to provide services to seniors while generating rent to help sustain a new facility.

The Byce and Associates plans offer two options. The first option is to renovate the existing structure. The second option is to build a new structure. Each option has advantages and disadvantages. Renovation is less expensive and avoids the challenges associated with the original funding for the Senior Center from the Community Development Block Grant program. However, renovation will dramatically limit the use of existing building during the eighteen month time to renovate and construct. New construction is more expensive and also creates a challenge with what to do with the existing structure. A new structure on the city's Brown Street lot with access off of Centre Avenue would provide greater profile and visibility to the Portage Senior Center. Both renovation and new construction will increase total square footage of the Senior Center from 7,300 square feet to approximately 22,000 square feet.

The new space will accommodate the following presently unavailable items:

1. *Banquet/Auditorium/Performance* – This element will provide space to conduct a banquet for 150 people, stage performance for 330 people and a full supporting kitchen. The City of Portage has no such facility presently in its portfolio.
2. *Physical Fitness/Wellness* – Four pickleball courts or other sporting accommodations, yoga/wellness studio and new activities rooms will provide great opportunities to encourage fitness amongst our seniors.
3. *Courtyard/Coffee Shop/Gathering Center* – The courtyard and coffee shop will provide an attractive venue for comfortable socialization.
4. *Computer/Seminar Lounge* – This space will provide support services for educational activities and computer usage.

The estimated costs of the project for both the new construction and renovation options are as follows:

- ✓ Renovate Existing Structure - **\$4,800,000**
- ✓ New Construction - **\$5,500,000**

Given the history of failed referendums requesting the voters' approval of the funding of a Senior Center, I would recommend that the City Council take the following action. First, accept the two designs prepared by Byce and Associates and encourage placement of the costs in the Capital Improvement Program for Fiscal Year 2019. Second, authorize the City Manager to begin the process of soliciting funds for the project with a goal to reach at least 50% of the cost of the option so selected.

I look forward to further discussions of this project with you at the October 24th City Council meeting.

cc. Chair of Senior Citizens Advisory Board
Chair of the Friends of the Portage Senior Center
Rob Boulis, Deputy City Manager
Kathleen Hoyle, Director of Parks, Recreation & Senior Citizen Services
Kim Phillips, Senior Citizen Services Manager
Victoria Georgeau, Director of Community Development

Attachments: Byce & Associates, Inc. "Portage Senior Center" Study
September 29, 2017 Portage Senior Citizens Advisory Board Chair Letter
September 28, 2017 Friends of the PSC Chair Letter

WILLIAM R. WIERINGA, PLC

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Portage, MI 49024
www.wieringalaw.com

Phone 269-324-8385
Fax 269-324-1848
bill@wieringalaw.com

September 29, 2017

Mayor and Portage City Council
City of Portage
7900 S. Westnedge Ave
Portage, MI 49002

Dear Mayor and City Council Members:

The Portage Senior Center provides programs and opportunities that promote personal growth, health, friendship and independence for adults aged 50 years and over.

As the number of older adults in our community increases, we believe that the need for services and programs will increase as well. It is no secret that the current building housing the Portage Senior Center is not adequate, and does not provide for the necessary expansion of services.

On behalf of the City of Portage Senior Citizens Advisory Board, I would like to encourage the administration to continue to explore options to expand the physical building. On Wednesday, September 20, 2017, the Senior Citizens Advisory Board voted unanimously to formally support plans to expand. Every board member feels that it is vitally important to go forward with the expansion plans.

We know that a vital Center is a key part of maintaining the health and well-being of older adults in our community. As the Center's vision statement reads, "We envision a community that understands and embraces the power of healthy aging to positively transform lives."

Please do not hesitate to let the Advisory Board know if there is anything we can do in support of this process.

Sincerely,


William R. Wieringa
Chair, City of Portage Senior Citizens Advisory Board

cc: Laurence Shaffer, City Manager



Friends of the
PORTAGE
SENIOR CENTER

September 28, 2017

Mayor and Portage City Council
City of Portage
7900 S. Westnedge Ave
Portage, MI 49002

Dear Mayor and City Council Members:

As you may know, the Friends of the Portage Senior Center is an independent 501(c)3 founded in 1992. The purpose of the Friends is to support the Portage Senior Center financially by encouraging sponsorships, grants, gifts, and bequests, as well as stimulating public interest in the PSC.

Recently, the Friends Board members were delighted to have Kathleen Hoyle, Director of Parks & Recreation and Kim Phillips, Senior Citizens Services Manager, update us on the development of plans to consider a possible expansion of the current Center. This expansion is something that has always been on the Friends "wish" list for the Center, as we know that the current facilities do not adequately support the many programs and services that are both desired and needed by older adults in our community.

On September 19, The Friends of the Portage Senior Center Board unanimously voted to support any expansion plans that are developed for the Center. As Chair of the Friends Board of Directors, I wanted to let you know that the City of Portage has our full support in moving forward on developing and updating the Center's facilities.

The Friends Board stands ready to work together with the City of Portage in expanding and securing the future of the Center. We look forward to hearing more about what the future holds for the Portage Senior Center and the older adults it serves in Portage and nearby communities.

Sincerely,

Bill McCarty
Board Chairman, Friends of the Portage Senior Center

cc: Laurence Shaffer, City Manager

PORTAGE SENIOR CENTER

CITY OF PORTAGE, MICHIGAN



TABLE OF CONTENTS

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- Vision & Mission

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- Existing Building Floor Plan/ Assessment
- Focus Group Process
- Current Services and Programs
- Space Allocations
- Cost synopsis – Options A & B

Schematic Design

- Design Inspiration, Concepts, and Renderings
- Developed Plans

Recommendations

- Renovation
- New Construction



INTRODUCTION

MISSION, VISION, ACKNOWLEDGEMENTS

Introduction

The Portage Senior Center under the direction of the Department of Parks and Recreation for the City of Portage is pleased to present the Portage Senior Center Facility Condition Assessment and Master Plan.

The Portage Senior Center strives to provide its members and the community with the most life enriching programs. Services and activities available. Further the Portage Senior Center endeavors to be a leader developing and improving the quality of services to enhance the lives of its members and wider community by catalyzing common efforts with city wide programs, departments and partners

An increased need for an expanded levels of capacity in providing senior service programs and activities has never been greater. With this increase in demand and city demographics, the current facility no longer provides adequate capacity for current and projected activities or program requirements.

Mission Statement

The Portage Senior Center provides programs and opportunities that promote growth, health, friendship and independence for adults aged 50 years and over.

Vision Statement

The City of Portage envisions a community that understands and embraces the power of healthy aging to positively transform lives.

Acknowledgements:

On behalf of the Portage Senior Center, Byce & Associates, Inc. acknowledge the following individuals, senior center members, stakeholders, staff, and leadership for their valuable participation and general contribution to this Facility Conditions Assessment and Master Plan.

The Portage Senior center is indebted to the Portage City Council, Laurence Shaffer, City Manager, and Peter Strazdas, Mayor. The center would like to thank Kathleen Hoyle - Director of Parks and Recreation & Senior Citizen Services, Kendall Klingelsmith - Former Parks and Recreation and Senior Services Director, Rod Russell - Director of Public Services, Jereme Rowland - Facilities Maintenance, Dawn Shilts - Senior Center Trip Coordinator, Denita Demler - Program & Volunteer Coordinator, Gloria Padilla-Carlson, Joyce Tuinier, Pat Brown, Alvin Odom, and Arthur Roberts. The center would also like to thank Kimberly Phillips, Senior Center Manager, for her leadership and stewardship of this process.

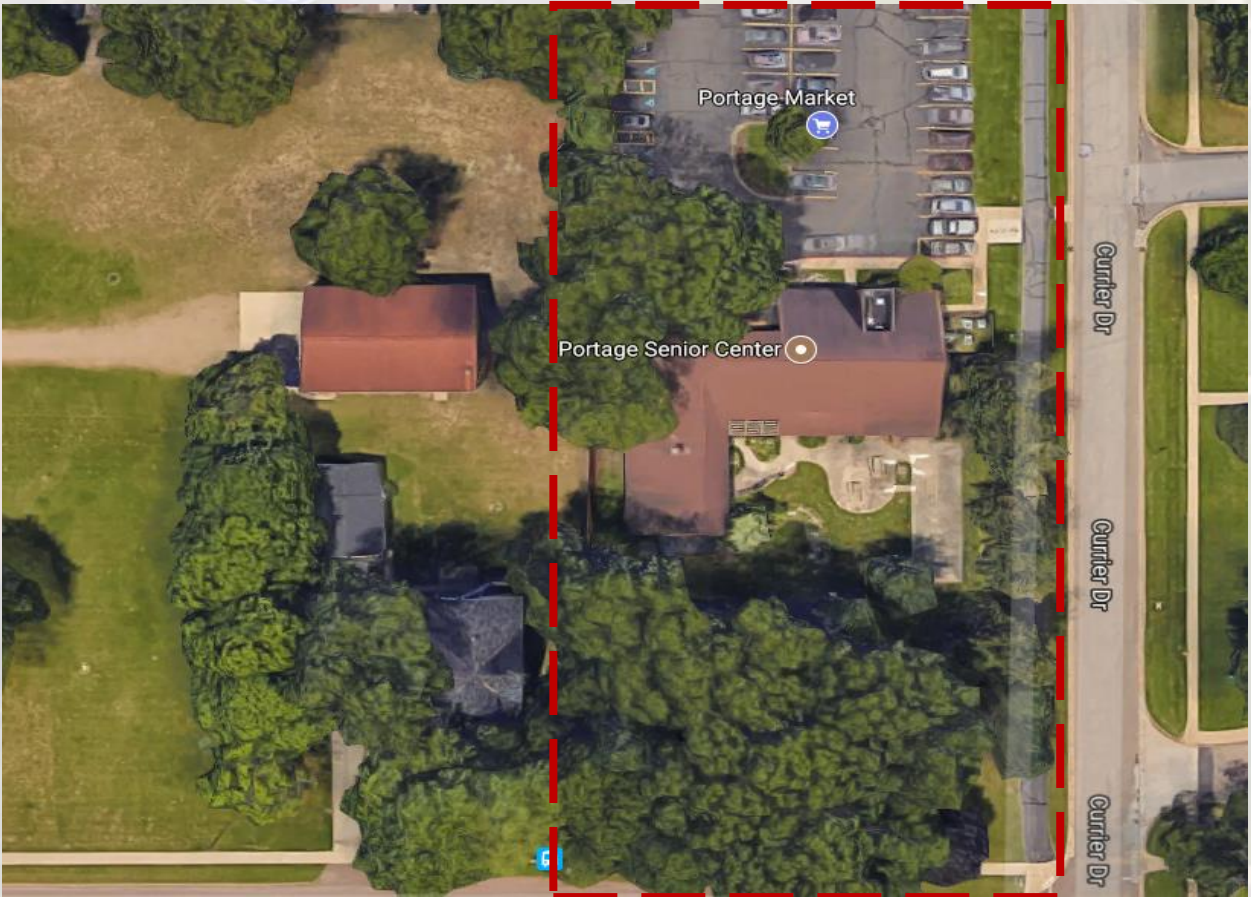
Finally, The Portage Senior Center recognizes the individuals who volunteered their time and offered their input toward the development of this vision.

EXISTING BUILDING

EXTERIOR



EXISTING FRONT ENTRANCE TO FACILITY



EXISTING FACILITY AERIAL VIEW

EXISTING FLOOR PLAN

ASSESSMENT

PARKING
(Need more parking with ADA designations)

No coat or boot storage available for cold weather months.

Currently, divided into two work zones. Each needs more privacy and storage.

Inadequate size for quantities of equipment to store.



Culinary programs don't currently work with this kitchen size or layout. Not convenient for culinary demonstrations or classes.

Cold air flow through Vestibule into building is an issue due to improper door sequencing. Vestibule size is too small of area between sets of doors.

Entry faces back of Portage Public Library. Entry has no significant presence as a Senior Center. Entry is not welcoming. Building is not easily found; hidden behind library.



STORAGE

MECH.

MULTI-PURPOSE RM

KITCHEN

OFFICE

TRAVEL

COVERED ENTRY

VEST.

LOBBY

LOUNGE

RECEPT.

MEN

WOMEN

ARTS & CRAFTS

MEETING RM./BILLIARDS

MEETING RM

MECH. / STORAGE

MULTI-USE

OUTDOOR PATIO AREA
(is poorly planned, designed and under utilized.)

No significant signage on Currier Dr. No real presence at this elevation. Entrance to building not easily navigated.



Insufficient space for storage of current quantities of tables and chairs.

Inadequate size and height of room for number of current programs requiring large activity / meeting space. Possibly needs folding partition for several functions to occur at the same time.

*Expansion of current facility can only be to the south.

Although code compliant, the awkward layout makes senior member privacy compromised and assistance difficult.

Only room adequate size for larger meetings. Can conflict with Arts & Crafts activities schedule.

Retrofitted green house is inadequate in size for equipment and supplies.

Sized for small functions, only. Inconveniently located. Must walk through another room to access and exit.

Daily use. Room too small..

Lack of adequate space for all offered activities; yoga, music, gardening, etc.

Storage area inadequate for equipment, supplies, etc.

FUNCTIONAL PROGRAMMING

FOCUS GROUP PROCESS

Facility Center Assessment & Master Plan Process & Development

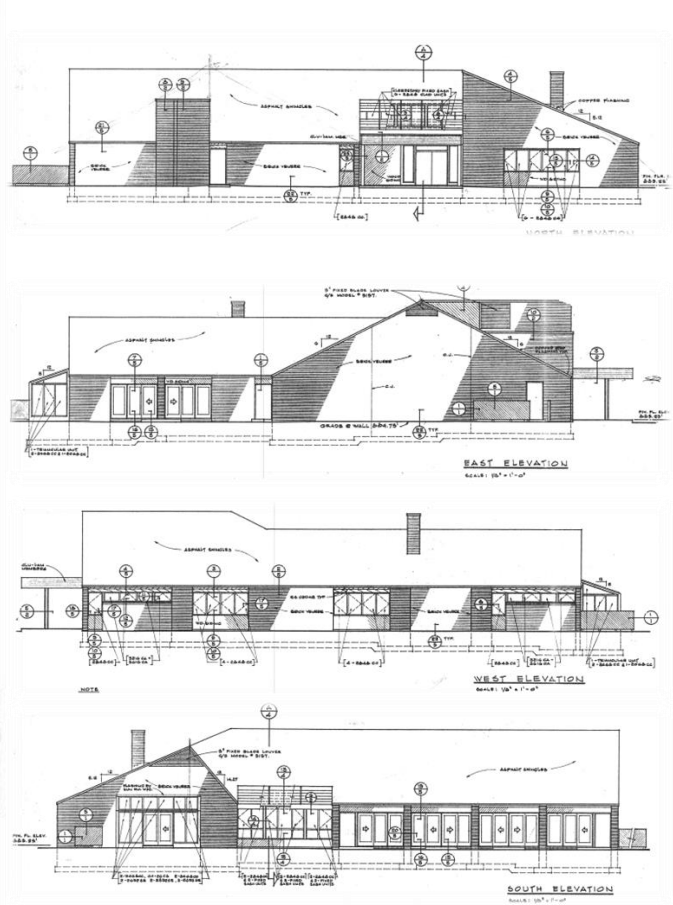
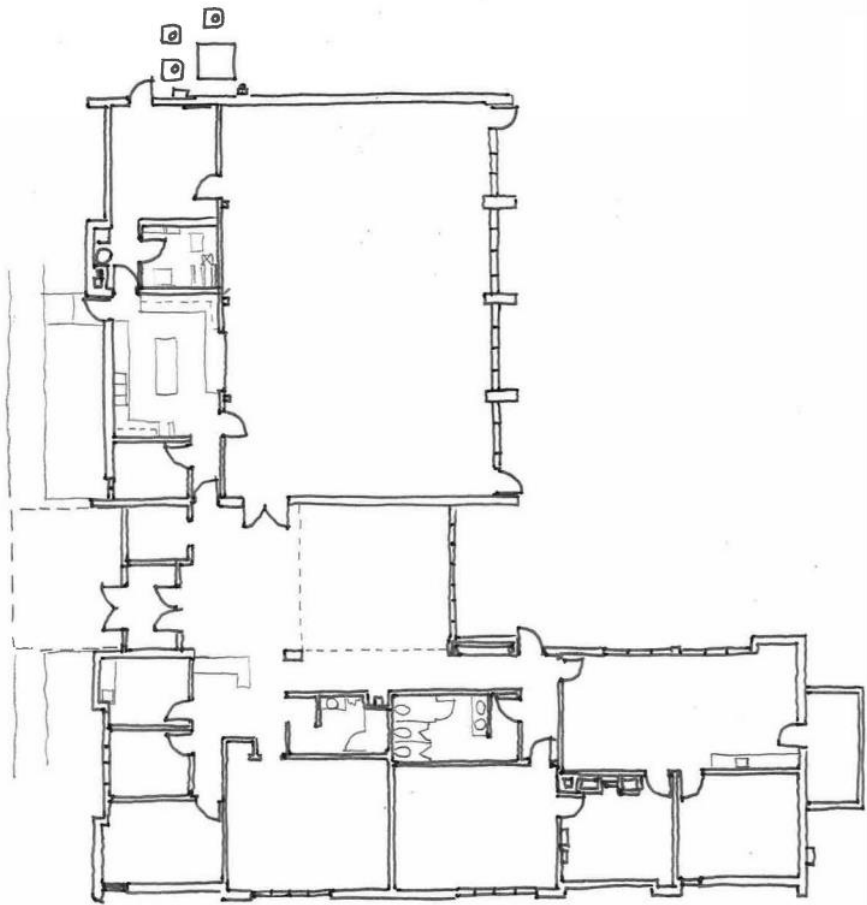
This report is the culmination and synthesis of our in depth assessment of the existing facility by our team of licensed architects, engineers and designers. This assessment included an on site, in depth visual inspection of the building, its components, systems and infrastructure. It also included a studious reference of the original construction drawings as well as validation of maintenance protocols and schedules.

The assessment also includes review of how the facility was meeting, or falling short, in supporting the originally intended functions services and amenities as well as the needs that have developed over time in the intervening years.

This portion of the assessment was developed by way of a series of interviews and focus groups with Portage Senior Center, Parks and Recreation, city leadership, and staff. The meetings and focus groups also included a number of center stakeholders, and members.

Not only did the focus group meetings concentrate on how the current facility was meeting the programmatic needs, but the they also focused on the “what if’s” of the current and future programs, functions, and activities that if unfettered by the existing facility, might be enhanced in both a renovated or expanded senior center. The logical extension of that process is to ask, would a new facility better meet the vision and objectives of the center and the needs of it’s members. This evolved into an exercise of examining both the renovation of the existing facility as well as the option to build new.

Further, from the results of the master plan, our team was tasked with developing a conceptual plan that met the vision, objectives and needs and to provide conceptual site plan, floor plans and three dimensional rendering of the potentially renovated or new Portage Senior Center to get feedback and determine the probable costs and project schedule.



FUNCTIONAL PROGRAMMING

FOCUS GROUP PROCESS

Comments Recorded During Charrette Meeting & Programming Feedback:

1. **Existing Facility**
 - a. Existing facility is 7,300 sf of space
2. **Concerns:**
 - a. In the future, the population being served will grow significantly & growth is the biggest initial concern.
 - b. There must be space to meet the needs of 50+ growing numbers while also providing flexibility within the facility.
 - i. Need to have a few flexible types of multipurpose spaces for classes, dining, presentations, physical fitness, etc.
 - c. Facility needs visibility!! It currently has no presence in its location and needs a front door presence within the community.
 - d. Need some level of intercom or sound systems/AV.
3. **Growth opportunities.**
 - a. More youth involvement - conceptually looking for a design that can take on other generations as well as 50+.
 - i. Currently the city does not have any indoor recreational spaces. There are outdoor park settings, only.
 - ii. May be more of a recreational center rather than just a senior center.
 1. Explore dual usage & possible separation strategies within the footprint of the facility while keeping the senior focus.
 - b. Needs to be more than a 5 year facility....generational.
 - c. How much property is available for growth?
 - i. Possible expansions could grow to the South
4. **Sustainability**
 - a. Portage really wants an energy efficient facility and likes to be "first" or at the forefront of the process. (This is a focus for the Portage City Hall group.)
 - b. Solar Panels?
 - c. Heat pumps?
 - d. Passive heating/lighting with daylight harvesting?
 - e. LEED (at some point)
5. **Community Planning, Development, Involvement**
 - a. Needs some type of wow factor/front door entrance to create a presence in the community.
 - b. Needs some visual draw and interest in the design (curb appeal) and interiors.
 - c. How can we become community focused with City Hall and other civic Portage components?
 - i. Need to address the community context and integrate within the local setting...relationship/axis to City Hall?
6. **Existing Programming/Spaces**

* 1,300 paid members with programming currently for more like 2,000 participants.

 - a. Overall Facility
 - i. ADA access is limited due to space allocation
 1. Space throughout the facility is limited and results in spaces being too small to be accommodating.
 - ii. Severe lack of storage!!!
 1. Needs dedicated storage space for each associated meeting space.
 2. Furniture, equipment, seasonal storage is needed.
 - iii. Need some type of separation between the activities and the staff work zones
 - iv. Needs Sound and A.V. capabilities in each room/section.
 - b. Entry
 - i. Vestibule allows both sets of doors open simultaneously which in turn allows large amounts of cold air into the lobby space all winter long.
 1. More space needed to allow a staggering of doors.
 2. Currently there are automatic door issues.
 - c. Lobby/Reception/Greeter Space
 - i. Entry sequence is not clear and obvious – more direct visual contact/connection with receptionist space/person.
 1. Simplify and make more direct.
 2. Make more welcoming.
 - ii. Walk-off section in lobby:
 1. Snow walk off is not adequate.
 2. Needs coat storage.
 3. Needs boot storage.
 4. Carpets in use conflict with ADA codes and walkers etc.
 - iii. Needs to feel more excitement and connectivity with the rest of the facility. Use to inject immediate life into facility.
 1. Possible walls or rows of windows looking into activity spaces from the lobby so you can see and enjoy the vibrancy and excitement but not be disrupted by it.
 - iv. Another entry/exit point would create a "spine" of the facility and allow for quick and easy access through the building to the library and increase access to the bus line.
 - d. Multipurpose room
 - i. Needs to be able to split into two rooms or functions (partitioned).
 - ii. Flooring currently does not meet needs.
 - iii. Could it possibly be done in an auditorium type of space with a separate area for the physical activity?
 - iv. Possibly expand into garden.
 - a. Foldable windows/doors to quickly open space to outdoors? (Tap house front of restaurant)
 - e. Meeting room
 1. Needs designated access point - would be used more if you didn't have to go through the craft room to access during meetings.
 2. Currently used as computer room & is too small. Only small groups or tutoring, massage therapist doesn't have a space at this point.

FUNCTIONAL PROGRAMMING

FOCUS GROUP PROCESS

- a. Game Room
 - i. Currently gets daily usage with Billiards.
 - ii. Room is much too small (up to 18 people can be at a Friday event).
 - iii. Needs to have some flexibility & be multifunctional so if event types or trends change then the room will still function correctly...pool table(s), ping pong, cards, etc.
 - 1. Needs about 5' around tables to properly function with pool tables.
- b. Kitchen
 - i. Very limited kitchen with only a serving window but currently functions well.
 - ii. Needs to be space for more of a presentation.
- c. Restrooms
 - i. Need ADA facilities.
 - ii. Locations are not ideal within building.
 - iii. Need more of the tall toilets and maybe limit doors and swings.
 - iv. Need a unisex or family restroom that is fully accessible.
 - v. Need baby changing stations available for family.
- d. Dining Space
 - i. Dining area drives the entry sequence.

7. Spaces and Programming needed

- a. Pickle Ball space – South Haven has a two-story space that is not only multi-purpose but includes a track like space with flexibility.
- b. Flex Spaces – at least one with a counter, sink, and lockable cabinets that is separate from activity spaces.
 - i. Temporary furniture storage.
 - ii. Seasonal
 - iii. Massage
 - iv. Taxes
 - v. Smaller hoteling office spaces or private conference spaces that can be used by someone for outside meetings.
- c. Yoga – currently partnering with off-site provider and there are

not enough spaces in sessions. These functions would like to be brought back to the facility.

- i. Possibility to create a leasable space for this?
- d. Music – acoustically friendly dedicated space.
- e. Locker/cubby space to temporarily drop things while in facility.
- f. Staff breakroom – can be small but must be separate from Kitchen.
- g. Dining Space
 - i. Mathers Cafe concept is something that several places are going to.
 - 1. Cafe or coffee shop model as the central focus of the facility.
 - 2. Would provide a central open social space and a sense of place.
 - 3. Could help drive programs.
- h. Medical – can be a shared space does not need to be dedicated.
- i. Administration – should include Parks Dept. & Senior Center
 - i. Need 6-8/7-9 office spaces with work/file area and small meeting space
 - 1. Senior Center needs 4-5
 - 2. Parks needs 3-4.
 - 3. Need these to be private office spaces.
 - 4. Some minor space for open office cubes that function more as "hoteling" spaces.
 - 5. Leasable space for providers – like YMCA's concept.
- j. Wanted
 - i. Retail type space – there is frequently items for sale.

8. Site

- a. Great opportunity to connect the site to the library and then to the path down to celery flats spaces.
- b. Exterior covered space would be beneficial to members.
- c. Need some exterior storage space for the grounds/gardens space.

9. Parking/Entry

- a. Entry and parking is difficult with its location and connection to the back of the library.
 - i. Parking is bottlenecked.
- b. Need more parking space and ADA access.
- c. Brown Street could be closed off if needed or just used as a connection between parking, drop-off or street frontage for the building.
 - i. There would be an impact on the bus route if street was closed.

10. Mechanical

- a. HVAC is a huge issue currently with people being hot or cold.
- b. No individual controls for all of the different spaces & currently no zone control.

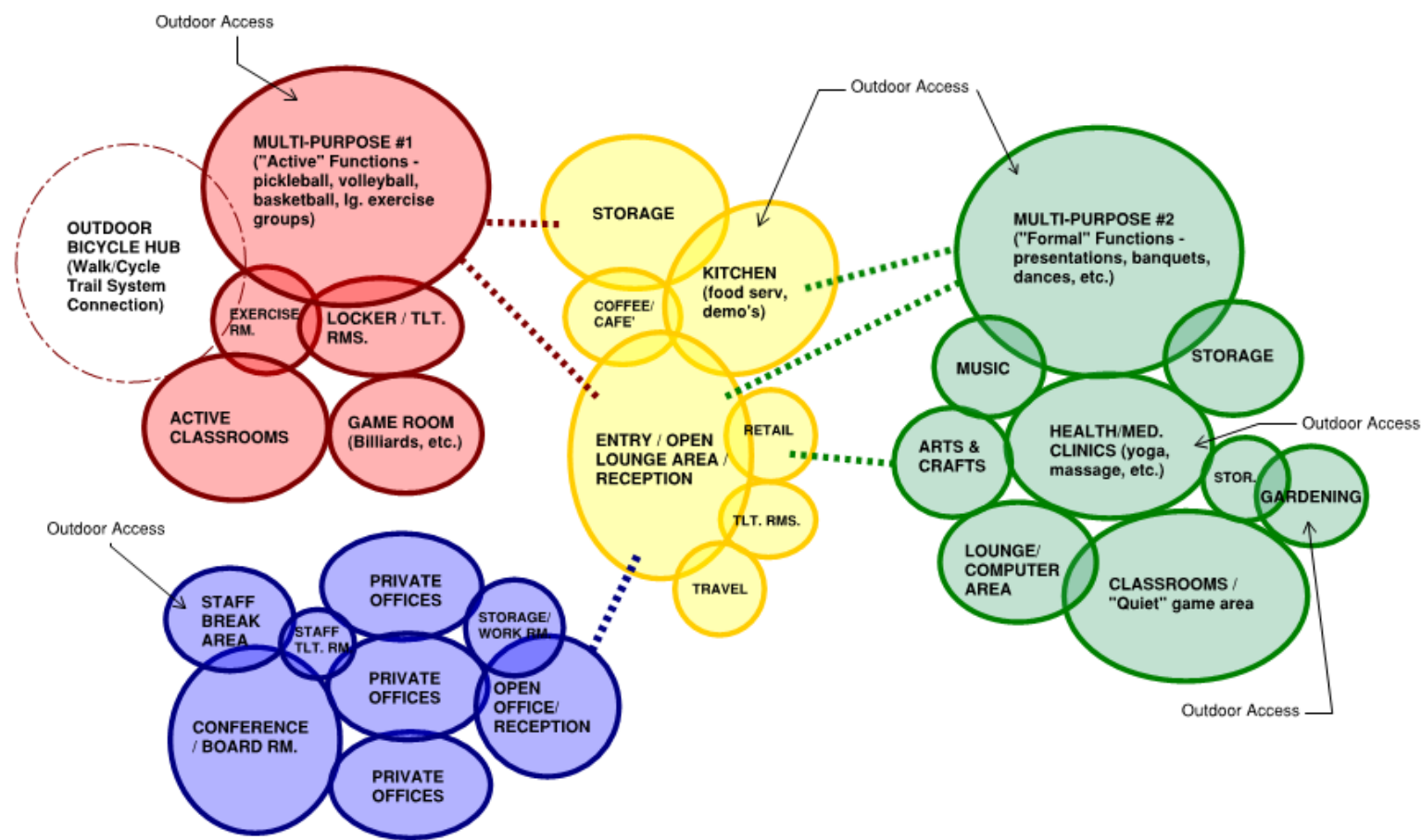
11. What is currently successful about the facility (what works)?

- a. All-purpose/multi-purpose room is nice space just needs to be able to store furniture.
- b. Kitchen currently functions well.
- c. Has a great relationship to the trails for walking and bicycling.
- d. Property on Brown Street for other functions - farmers market, outdoor recreation spaces.



FUNCTIONAL PROGRAMMING

FOCUS GROUP PROCESS



CURRENT SERVICES AND PROGRAMS

Current Services & Programs:

Established in 1979, the Portage Senior Center is the first nationally accredited senior center in Michigan. It is a vital, busy place offering a variety of services and activities that change with the needs and desires of its members.

Missed Opportunities:

- Opportunities for regular fitness classes were turned down because they would not fit into the facility schedule.
- Yoga is offered off-site, and one weekly session is waitlisted every time. The current building does not have the space to offer on-site classes that more people could attend.
- Members have asked for meditation workshops, but there is no suitable “quiet” space to offer the classes.
- Requests to host small local conferences have been denied because there is not adequate space.

- **Services**
 - Art Classes
 - Computer Classes
 - Travel program
 - Continuing education
 - Aging Mastery Program
- **Health and Wellness**
 - Blood Pressure Clinics
 - Hearing Clinics
 - Flu shot Clinics
 - Fitness Classes
 - Health and Wellness Presentations
- **Interest Groups**
 - Billiards
 - Needlers
 - Dining Out
 - Multiple Card Groups
 - Band
 - Choir
- **Sports**
 - Chair Volleyball
 - Social Golf
 - Ping Pong
 - PSC Bike Club
 - Wii Sports – Bowling
- **Services**
 - AARP Tax Assistance
 - Information and Referral
 - Transportation

- **Special Events**
 - Speed dating
 - Annual purse sale
 - WMU “Prof Talks” series
 - Holiday Bake Sale and Bazaar
 - Murder/Mystery dinner
- **Travel**
 - The Portage Senior Center offers a variety of one-day and multi-day trips planned to please both those looking for new destinations and those who prefer the comfort of familiarity. From theater trips to cruises, the Senior Center travel program is popular with members.
- **Friends of the PSC**
 - The Friends of the Portage Senior Center is an organization formed to ensure both short and long-term funding for the services provided by the Portage Senior Center. It is incorporated as a non-profit (501-C3) organization and is intended to establish and sustain operational expenses.
- **Senior Citizens Advisory Board**
 - The Senior Citizens Advisory Board consists of nine or more members who are at least 50 years of age. This board advises the City Council regarding the establishment and provision of services to aging persons in the city. The board encourages, promotes, assists and safeguards the rights and abilities of older people to maintain maximum health, well-being and independence.

Expanded Facility Program Expansion/Allocation

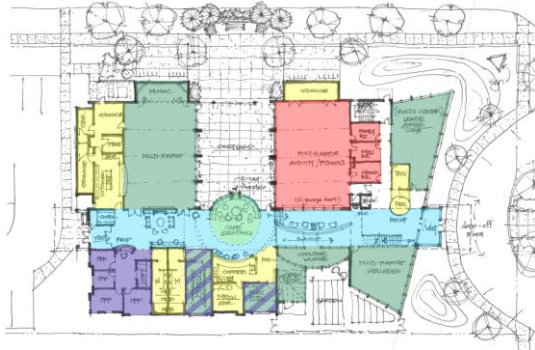
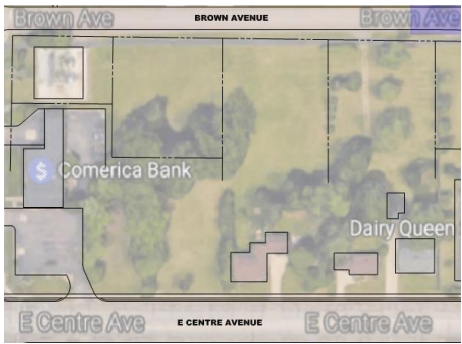
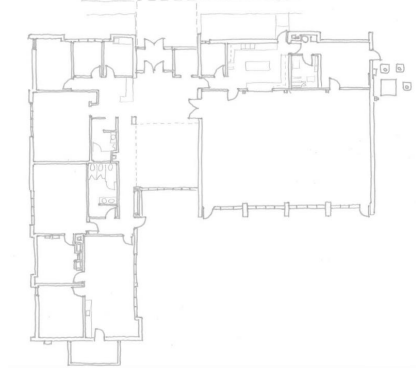
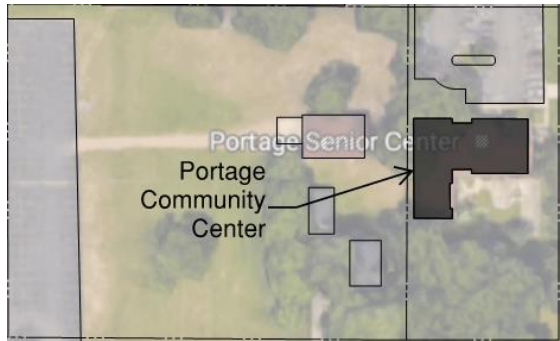
An expanded facility will allow for a greater number of programs and services to be offered to Portage Senior Center members by creating more usable spaces so multiple activities can run simultaneously. This in turn creates less scheduling conflicts, more adequate spaces for specific activities, and opens up opportunities to bring in new programs for members as well as expand partnerships throughout the community that service the senior population.

Potential additional services/programs that could be offered with expanded facility:

- **Physical Activities**
 - Laugh Yoga/ Gentle Yoga (currently offered offsite)
 - Pickleball
 - Chair Volleyball (in larger space)
 - Zumba
 - Line Dancing
- **Health and Wellness**
 - Guided walking
 - Additional fitness classes
 - Designated space for health clinics
- **Tech Services**
 - Computer tutoring
 - Tech Workshop (rotating)
 - Social Media Workshop
- **Interest Groups**
 - Designated area for billiards and ping pong
 - Piano Lessons
 - Lunchtime Cooking
 - Garden Craft
- **Social Events**
 - Coffee with a cop
 - Member breakfast

FUNCTIONAL PROGRAMMING AND AREA ALLOCATION

	PROPOSED				TOTAL			EXISTING SPACE		POSSIBLE FUTURE ROOMS			
SPACE NAME	Staff	Units	Unit NSF	Total NSF	Staff	Units	Total NSF	Space Name	Total NSF	Space Name	Units	Unit NSF	Total NSF
BUSINESS AREA													
Private Offices		10	280	2,800		10	2,800	101 Vestibule	84	Multipurpose Room	1	300	300
General Open Office w/Multiple Workstations		2	760	1,520		2	1,520	102 Reception	108	Classrooms	3	250	750
Conf (Exec) With Boat Shaped Tables		2	450	900		2	900	103 Lobby	300	Meeting Spaces	3	300	900
Reception		2	390	780		2	780	104 Office (Travel)	63	More Leasable	?		
Storage		2	300	600		2	600	105 Office (Kitchen)	80				
								106 Kitchen	300				
COMMONS													
Coats		2	36	72		2	72	107 Mechanical	136				
Gardening w/storage		1	200	200				108 Storage	240				
Reception/Entry		1	450	450		1	450	109 Multipurpose	1,998				
Coffee/Café		1	250	250		1	250	110 Lounge	400				
Retail		1	275	275		1	275	111 Corridor (Circulation)	363				
Travel		1	175	175		1	175	112 Arts & Crafts	528				
Kitchen		1	600	600		1	600	113 Storage	112				
Storage Rooms		4	300	1,200		4	1,200	114 Multipurpose	255				
Games		2	450	900		2	900	115 Storage	240				
								116 Meeting Room	391				
RESTROOMS													
Men/Women		4	300	1,200		4	1,200	117 Women's Rest Room	391				
Family		2	100	200		2	200	118 Men's Restroom	126				
								119 Game Room	414				
LEASABLE SPACE													
Health Care		1	875	875		1	875	120 N.U.					
								121 Office	176				
MULTI-PURPOSE													
Large 3000/Small 2500		1	5,500	5,500		1	5,500	122 Office	99				
Class Rooms		5	200	1,000		5	1,000	123 Office	110				
Meeting Room		3	195	585		3	585						
Mechanical/Electrical		1	650	650		1	650						
TOTAL NSF													
			20,732				20,532		6,914				1950



Area Allocation

Project Name: Portage Senior Center
Feasibility Study
Project Number: 16100242
Project Type:
Construction Type:

Site Area: 80,610 sf/ 1.85 Acres
Building Area: 24,400 sf
Owner: City of Portage
Contractor: TBD

COST SYNOPSIS

OPTION A – RENOVATION/ADDITION TO EXISTING FACILITY

	Cost	SF	SF Cost	Notes
Renovations				
First Level	\$ 483,000.00	6,900	\$ 70	
Additions				
First Level	\$ 1,805,000.00	9,500	\$ 190	
Second Level	\$ 750,000.00	5,000	\$ 150	
Lower Level	\$ 240,000.00	3,000	\$ 80	
Sub-Totals	\$ 3,278,000.00	24,400	\$ 134	
Site Renovations & Improvements	\$ 325,000.00			
Sub-Total - New Construction & Site Costs	\$ 3,603,000.00			
Contingency (15%)	\$ 540,450.00			
Estimated Construction Budget	\$ 4,143,450.00			
Survey	\$ 3,500			
Geotechnical	\$ 4,500			
Architectural & Engineering Services	\$ 250,000			
Estimated Services Subtotal	\$ 258,000			
Furniture, Fixtures & Equipment	\$ 180,000			
IT, Data, Security & Audio Visual	\$ 50,000			
Kitchen Equipment	\$ 45,000			
Emergency Generator	\$ 35,000			30 Kilowatts
F,F & E Subtotal	\$ 310,000			
Estimated Project Total	\$ 4,711,450			

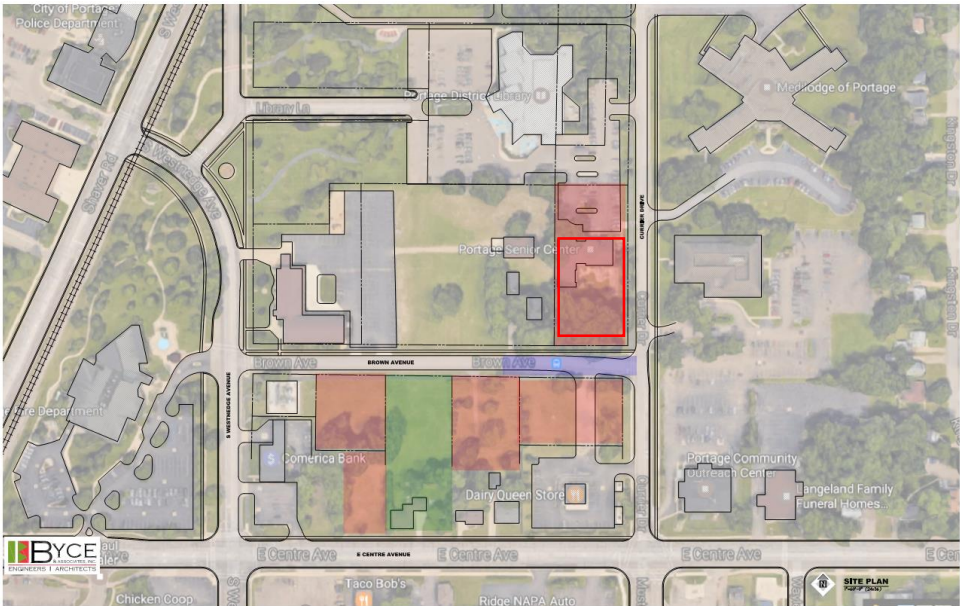
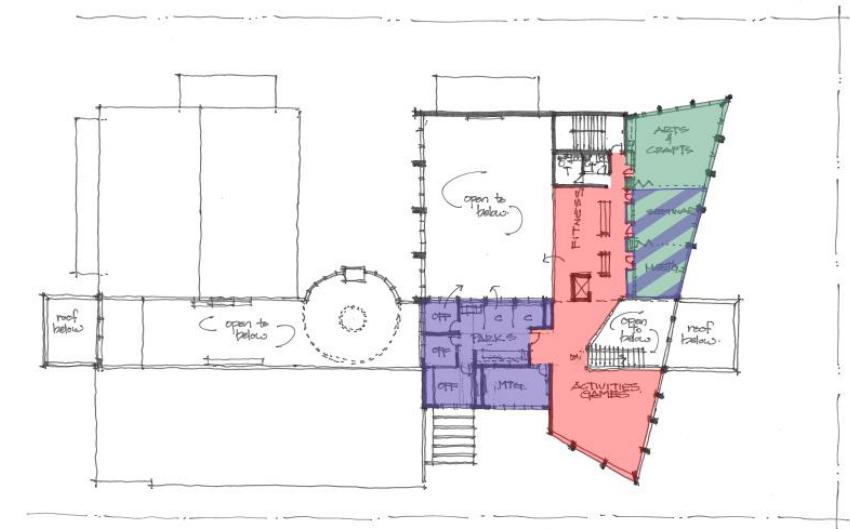
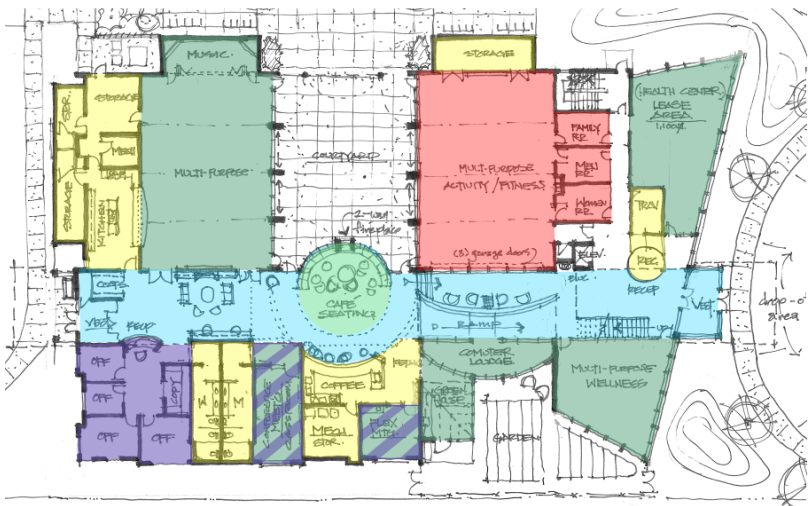
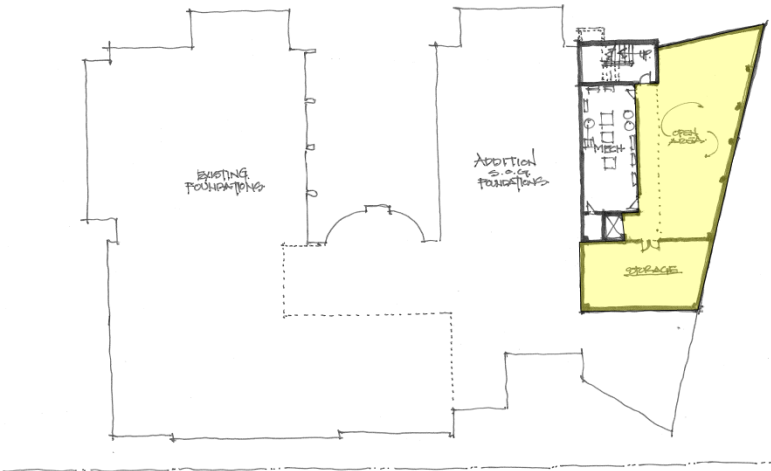
Project Cost Synopsis

Project Name: Portage Senior Center Feasibility Study
Project Number: 16100242
Project Type: Municipal Community Center
Construction Type:
Site Area: 80, 610 sf/ 1.85 Acres
Building Area: 24,400 sf
Owner: City of Portage
Contractor: TBD

Notes: Option A – Renovation/ Additions & Expand Site

Summary/Clarifications

Renovate, upgrade and selective demolition of the existing facility, approximate 6,900sf. New construction additions of 17,500 sf. Concrete foundations and partial basement. Structural Framing systems, steel bar joists and decay steel stud and gypsum wall board partitions and CMU stair and elevator shafts. Aluminum frame curtain wall. Storefronts and punched, operable windows. Durable interior finishes, exterior CMU, metal panels, composite siding. Elevator. HVAC, new furnaces and new RTU's. Electrical – new service, LED's and optional E.G> & ATS.



COST SYNOPSIS

OPTION B – NEW SITE NEW CONSTRUCTION

	Cost	SF	SF Cost	Notes
New Construction				
First Level	\$ 3,116,000	16,400	\$ 190	
Second Level	\$ 800,000	5,000	\$ 160	
Lower Level	\$ 150,000	3,000	\$ 50	
Construction Sub-Total	\$ 4,066,000	24,400	\$ 167	
Site Improvements	\$ 395,000			
Fees and Permits	\$ 5,000			
Sub-Total - New Construction & Site Costs	\$ 4,466,000			
Contingency (10%)	\$ 446,600			
Construction Budget	\$ 4,912,600			
Survey	\$ 4,000			
Geotechnical	\$ 5,000			
Architectural & Engineering Services	\$ 250,000			
Professional Services	\$ 259,000			
Furniture, Fixtures & Equipment	\$ 185,000			
IT, Data, Security & Audio Visual	\$ 50,000			
Kitchen Equipment	\$ 45,000			
Emergency Generator	\$ 35,000			30 Kilowatts
F,F & E Subtotal	\$ 315,000			
Estimated Project Total	\$ 5,486,600			

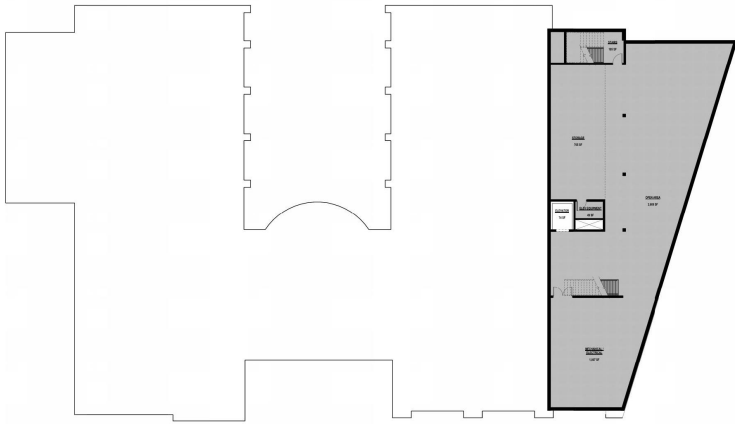
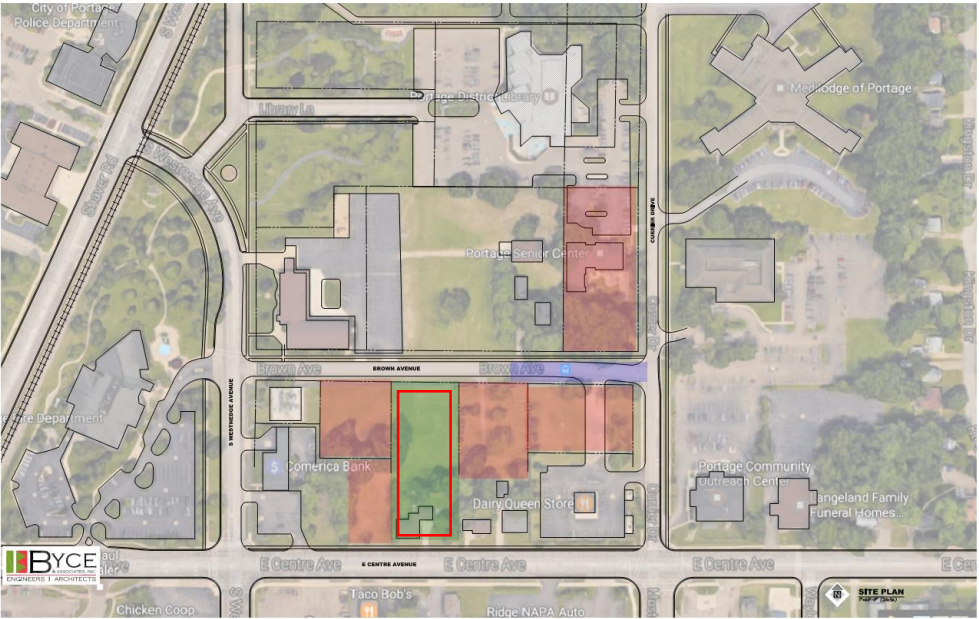
Project Cost Synopsis

Project Name: Portage Senior Center Feasibility Study
Project Number: 16100242
Project Type: Municipal Community Center
Construction Type:

Notes: Option B – New Construction, New Site

Summary/Clarifications

New Construction of 24,400sf on new site. The new construction of 24,000sf includes two multipurpose spaces. One of which includes a stage area and accommodates a capacity of 330 people for auditorium seating and around 150 for banquet seating. Concrete foundations and partial basement. Structural Steel Framing systems, steel bar joists and decay steel stud and gypsum wall board partitions and CMU stair and elevator shafts. Aluminum frame curtain wall, storefronts and punched operable windows. Durable interior finishes, exterior CMU, metal panels, composite siding. Elevator. HVAC, new furnaces and new RTU's. Electrical –new service, LED's and optional E.G. & ATS.



DESIGN INSPIRATION

AS SELECTED BY FOCUS GROUPS



EXTERIOR DESIGN

FRONT-PARKING SIDE

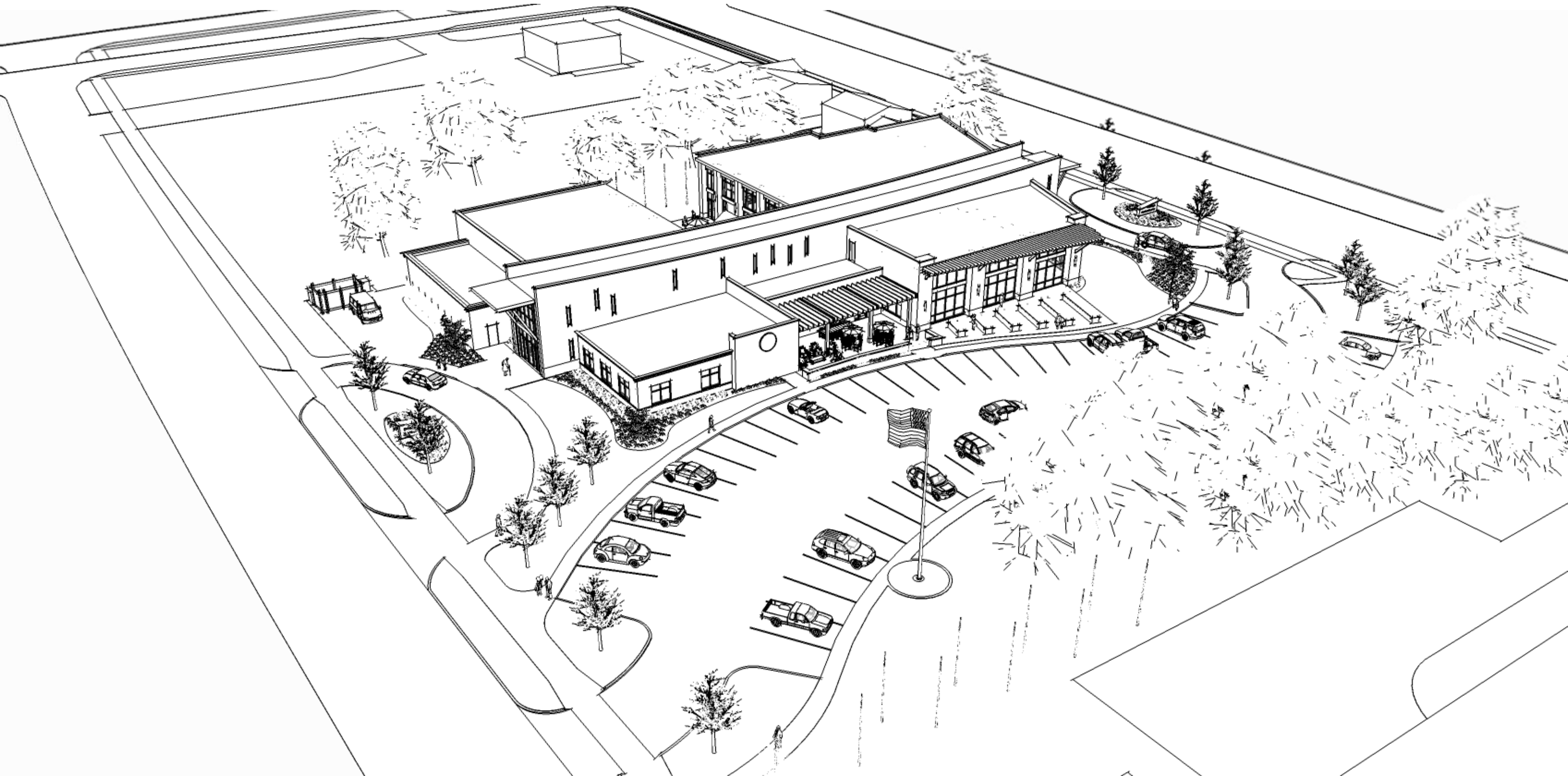


STREET VIEW

BROWN AVE.



OVERALL AERIAL SITE VIEW



CAR DROPOFF ENTRANCE



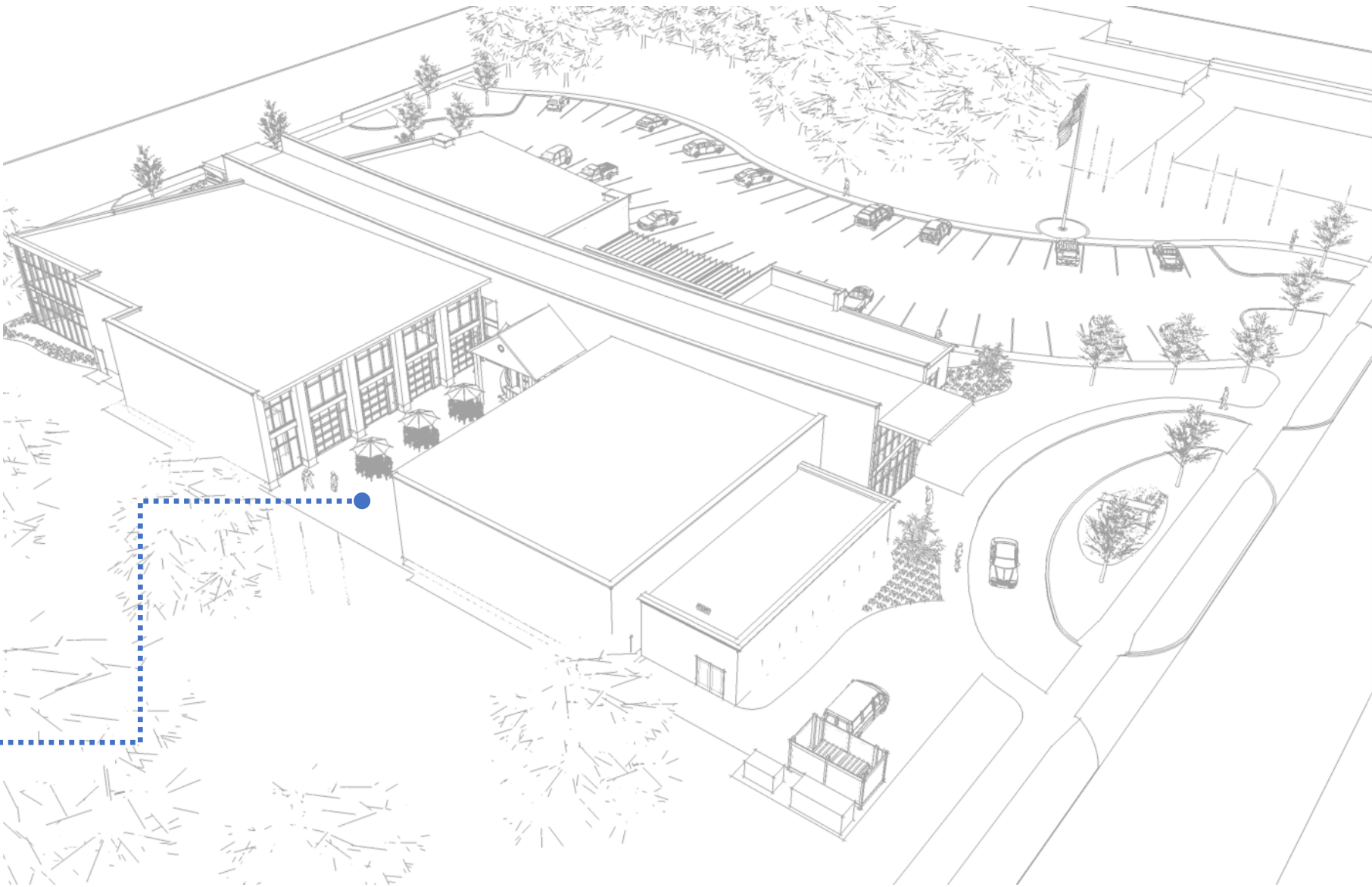
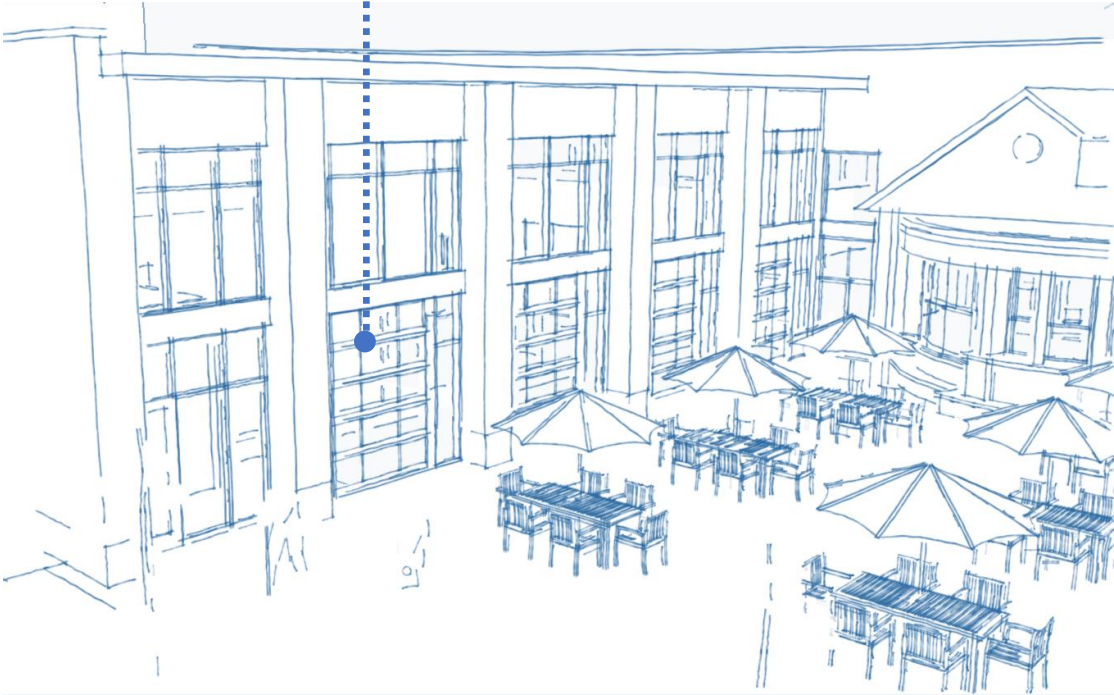
ENTRANCE VIEW

CENTER AVE.



COURTYARD/ENTERTAINMENT SPACE

GARAGE DOOR CONCEPT

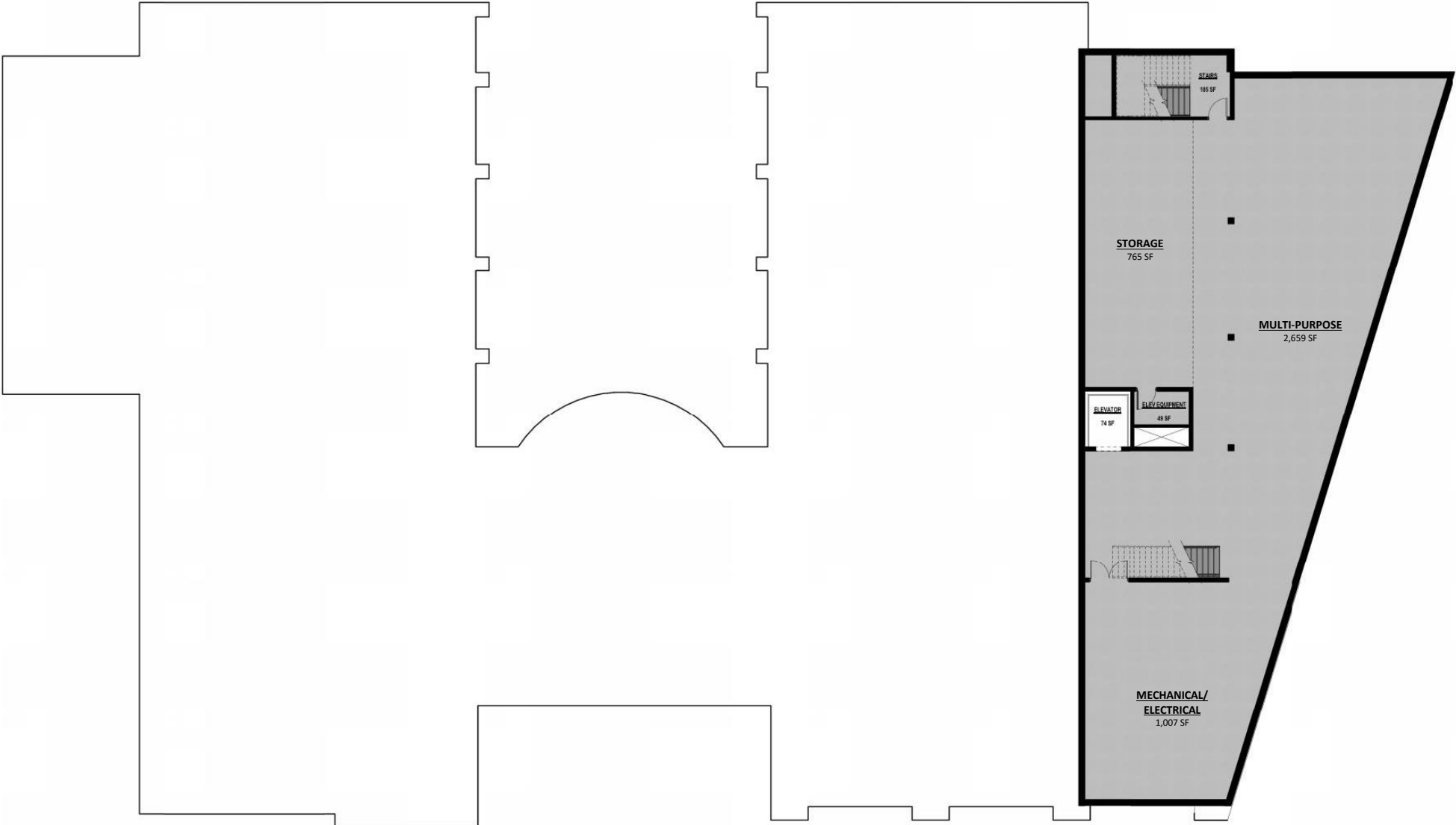


COURTYARD/ENTERTAINMENT SPACE

GARAGE DOOR CONCEPT – OPEN DOORS

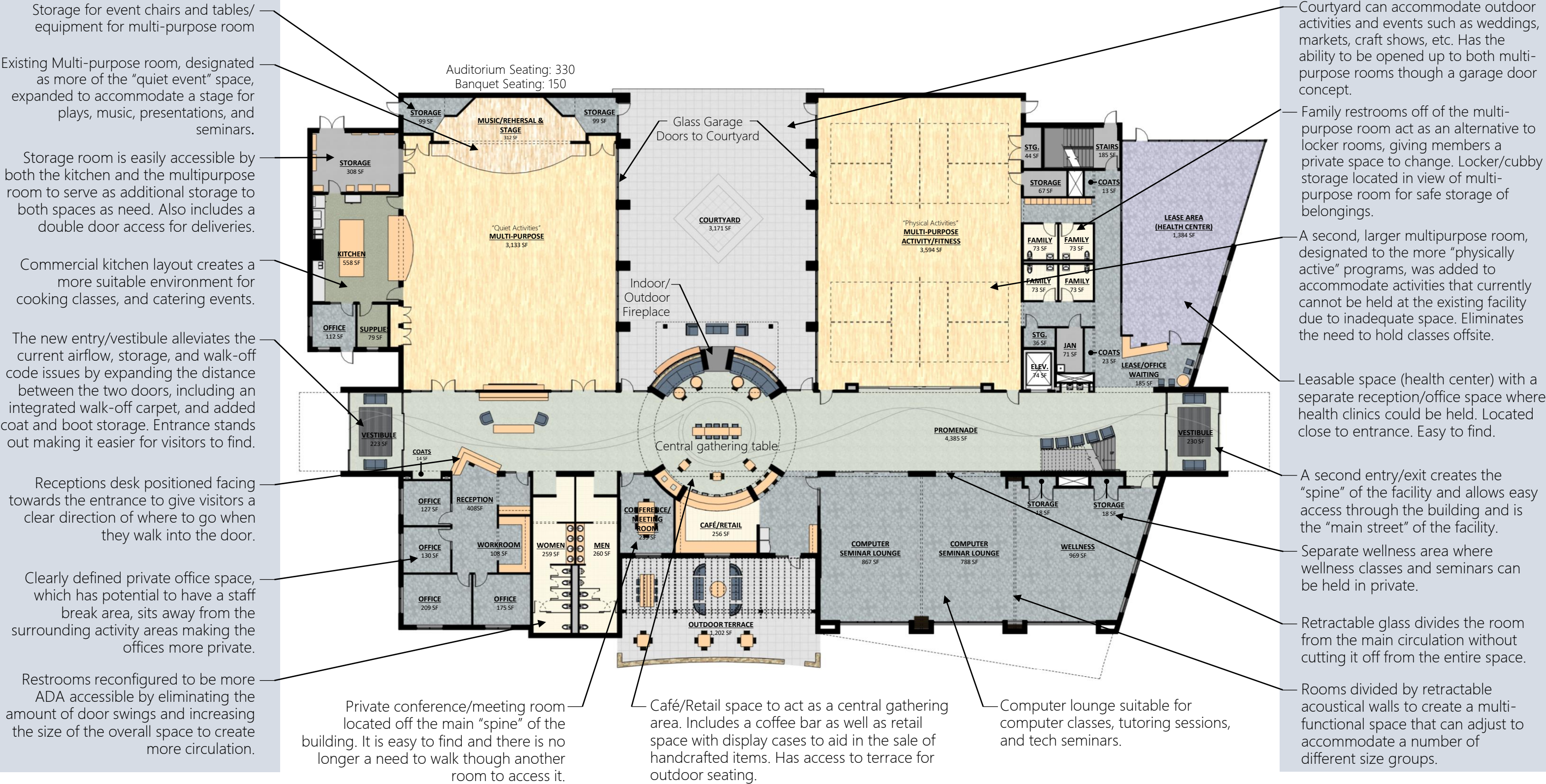


BASEMENT FLOOR PLAN



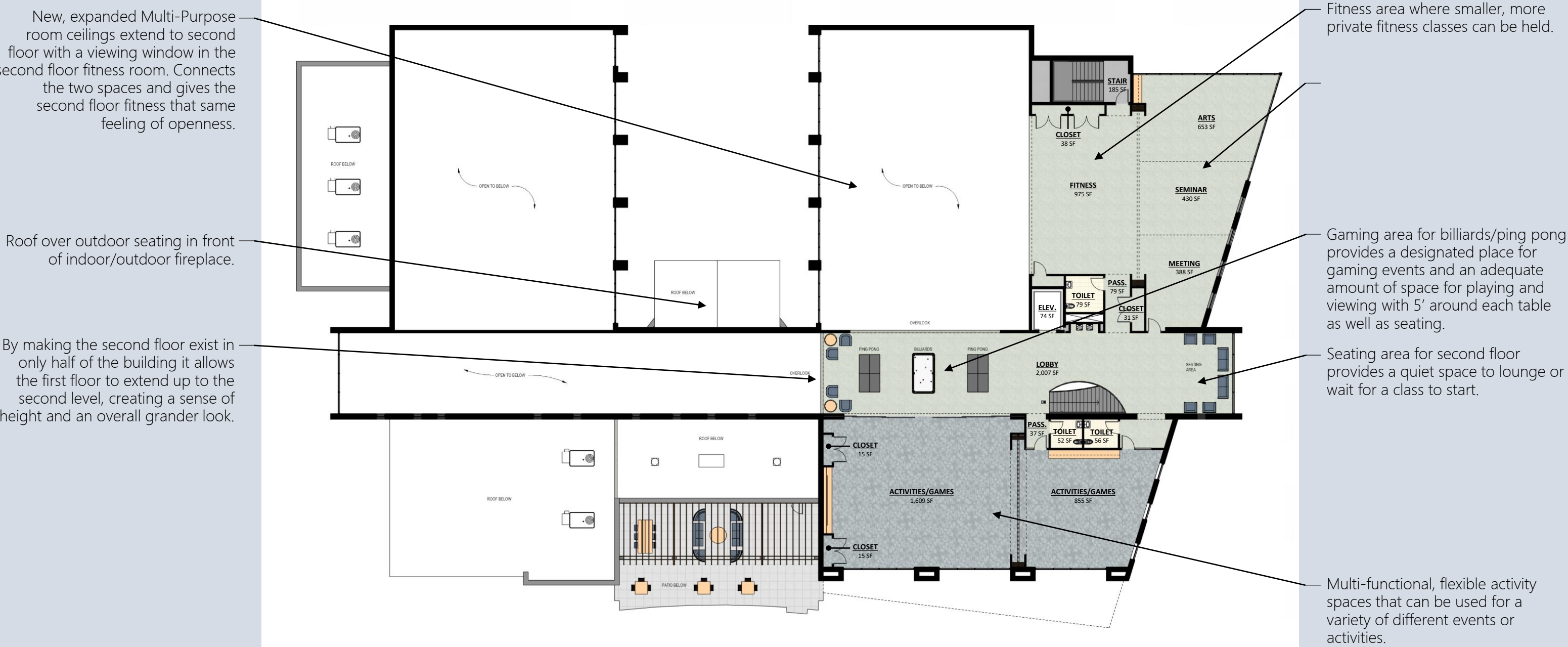
FIRST FLOOR PLAN

PLAN BREAKDOWN REFLECTING FOCUS GROUP COMMENTS



SECOND FLOOR PLAN

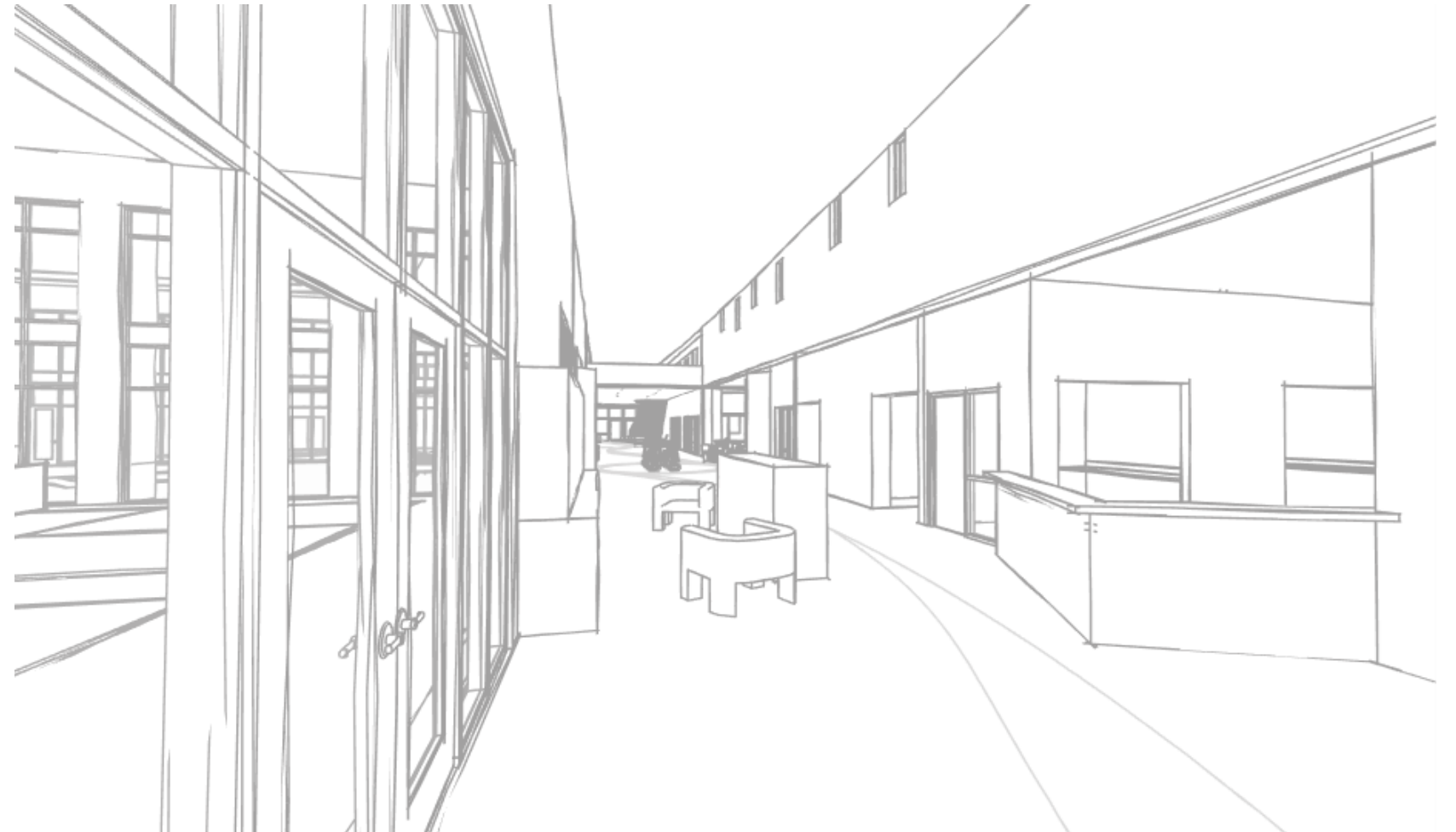
PLAN BREAKDOWN REFLECTING FOCUS GROUP COMMENTS



INTERIOR CONCEPT INSPIRATION



INTERIOR CONCEPTS



RECOMMENDATIONS

Recommendations:

In addition to the comprehensive assessment of the existing Portage Senior Center facility and its ability to support and enhance the functional programs, services, and activities, the possibility of a new facility surfaced and gained favor. With the gathered support, two options for the Portage Senior Center emerged.

- Option A: This option includes renovations and additions to the existing senior center and takes advantage of the existing facility infrastructure in place and its location adjacent to the pedestrian/bicycle path. A disadvantage of this option is limited vehicular access, drop off/ pick-up and close convenient parking. This disadvantage could be at least partially addressed by expanding parking to the south and/or property acquisition to the west.
- Option B: This option includes construction of a new senior center facility on a new parcel nearby with frontage on Centre Avenue and with an entrance on Brown Avenue.

Construction cost estimates for each option are included in this report. Further discussions and consideration of the advantages and disadvantages of each are outlined as well. Careful, yet progressive consideration should be given when reviewing each option's separate site locations. Both building sites can, and will, impact all other long range, urban planning concepts in many different ways.

